



**2021 BUDGET
PROPOSAL MAYOR
JOHN HAMILTON**



CITY OF BLOOMINGTON

OFFICE OF THE CONTROLLER MEMORANDUM

August 16, 2020

To: Members of the City of Bloomington Common Council

Re: 2021 Budget

We find ourselves in unusual times for the City, its Residents, Staff and Operations. This budget will reflect, for the first time in a number of years, the use of reserves along with minimal growth. Department Heads and their staff have been asked to conserve spending both this year and in their requests for 2021. We have seen significant reductions in revenues for our Street, Parks and Food & Beverage Funds for the current year. We can expect these and other revenues declines to continue in 2021 and beyond. It will not be business as usual and difficult and painful decisions will need to be made in future years.

Cash Reserves:

We ended 2019 with reserves between the City General Fund and the Rainy Day fund of 50.9% of the actual annual expenditures for 2019. To put this in perspective, this would allow us to pay for approximately 50% of the City General Fund expenditures without receiving any other revenues. We are projecting these levels to be 36.0% and 29.3% at the end of 2020 and 2021 respectively.

Revenues:

Property Taxes – These funds are a significant source of revenue for the City General Fund, Parks General Fund, Cumulative Capital Development Fund as well as City and Parks General Obligation Bonds. In the City General Fund, property taxes represent 51.5% of

the total revenues. The State has estimated this source of revenue will increase by 4.2% for 2021.

Local Income Tax (LIT) are collected and remitted by the State. LIT is composed of three categories, Distributive Shares, Public Safety, and Economic Development. The current LIT consists of Distributive Shares and Public Safety. The General Fund receives the City's portion of the Distributive Shares and this represents 25.6% of the total revenues for the City General Fund. Based on the latest information we have used the 2020 certified share for 2021. We will see a slight increase in the overall amount as we are poised to make the final payment on the bonds utilized to fund the Showers renovation in 2021. The City also receives Public Safety LIT and those funds are discussed later in this memo.

City Miscellaneous Revenues – These are revenues such as fees for services, fines, and interest income. Miscellaneous Revenues represents 22.9% of total revenues for the City.*

*Rainy Day Fund – As noted in the Mayor's opening remarks we will be utilizing \$2,000,000 from the Rainy Day Fund in order to provide funding to the Recover Forward initiative. In addition, we will be using approximately \$1,300,000 in reserves in order to continue funding and maintaining ongoing operations.

Expenditures:

All Funds:

The overall total budget (Not including Utilities or Transit) request is \$95,110.269, which is a decrease of \$3,550,424 or (3.6) %. The decrease is primarily due to a decrease of \$5,000,000 in the Food & Beverage Fund.

General Fund:

The overall budget request is \$48,687,906. This is an increase of

\$1,928,577 or 4.1%. This increase reflects \$2,000,000 of recover forward expenditures and \$193,772 decrease in Property Tax Caps. Adjusting for these items the General Fund Budget represents a 0.0% change in comparison to the 2020 request.

Parks General Fund:

The overall budget request is \$8,360,393. That is a decrease of \$164,362 or (1.9) %.

Public Safety Local Income Tax Fund:

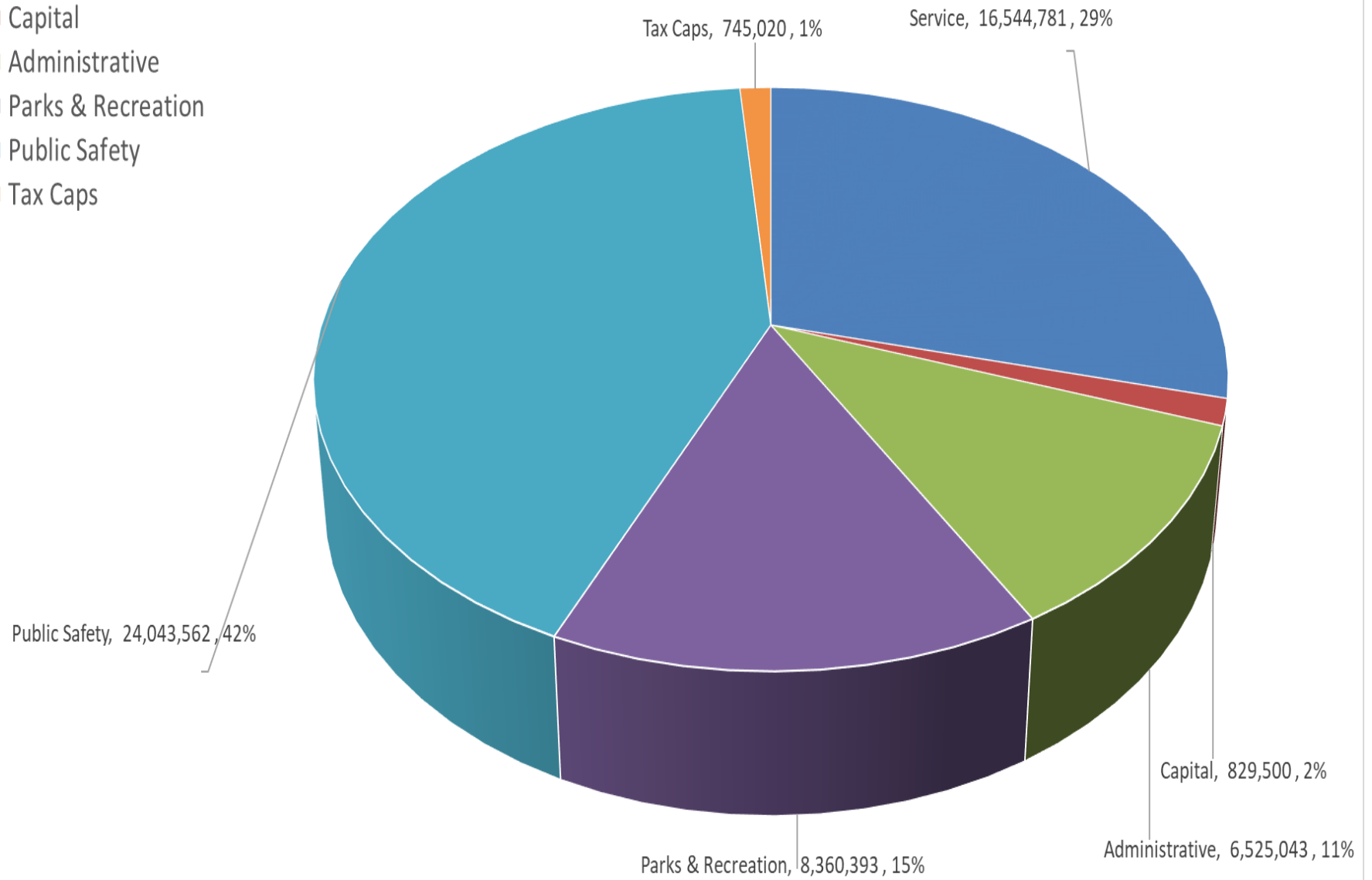
The primary use of this revenue stream is to fund a Public Safety Answering Point (PSAP) or Central Dispatch. We expect to receive in 2021, \$5,335,651 in PS LIT revenue and \$928,000 in E911 revenue. These revenues breakdown as:

Central Dispatch	\$2,263,237 – PS LIT & 928,000 – E911
Police & Fire	\$3,072,414

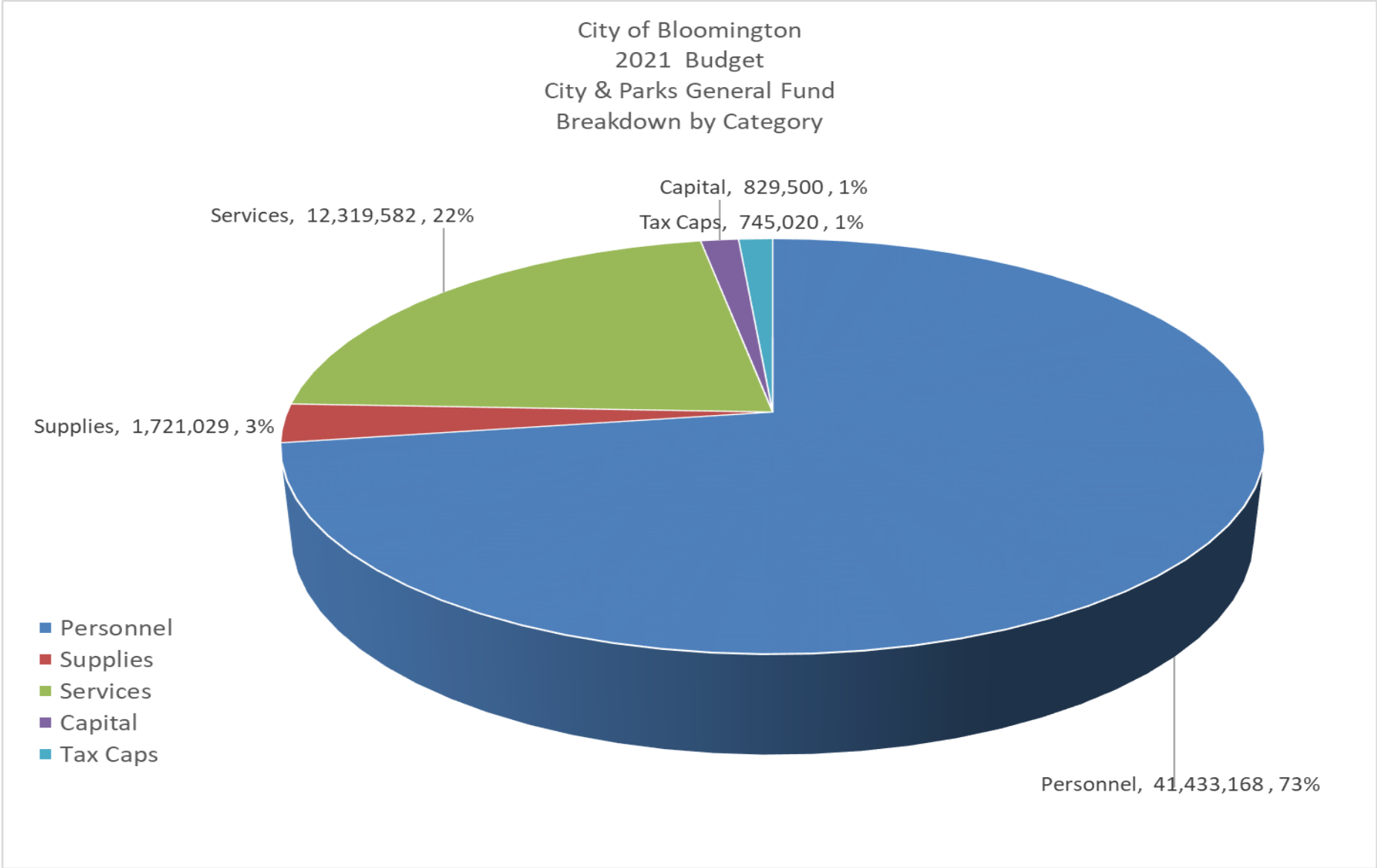
Thank you for your deliberations and consideration of the 2021 Budget proposal.

City of Bloomington
2021 Budget
City & Parks General Fund
Breakdown by Function

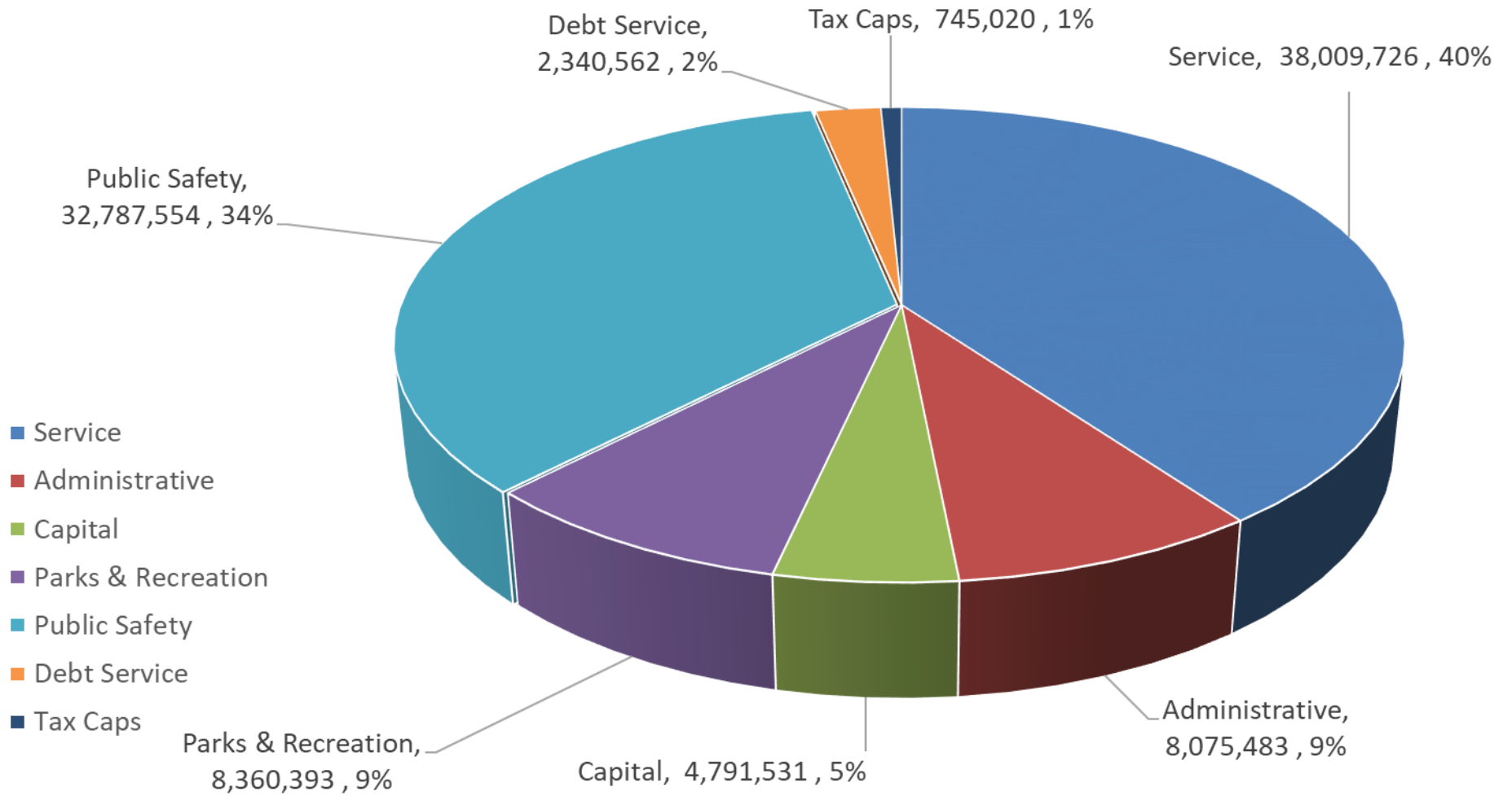
- Service
- Capital
- Administrative
- Parks & Recreation
- Public Safety
- Tax Caps



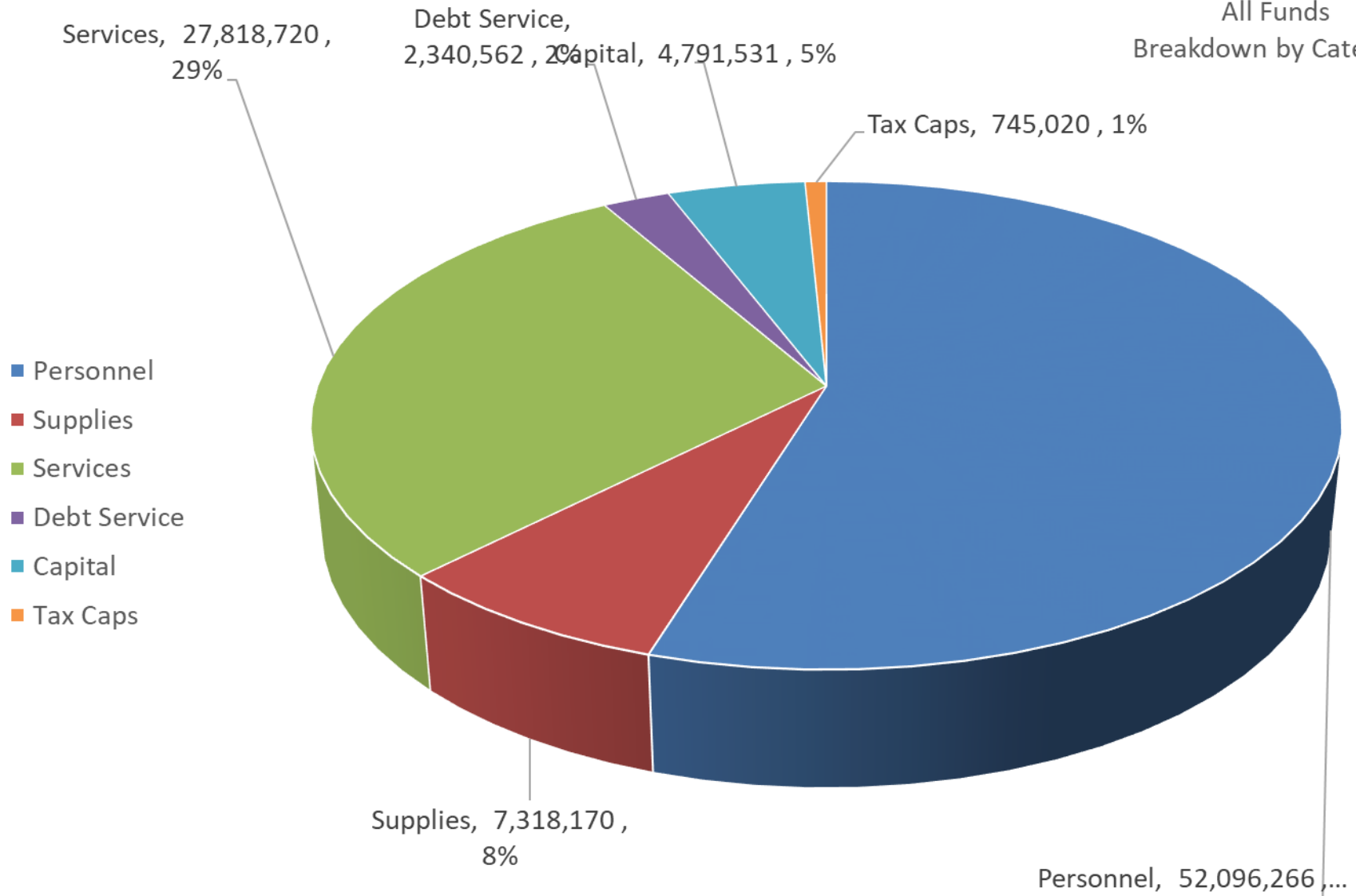
Service – This represents external services such as Street, Sanitation, Housing & Neighborhoods, Community Outreach and Business Development



City of Bloomington
2021 Budget
All Funds
Breakdown by Function



City of Bloomington
2021 Budget
All Funds
Breakdown by Category



City of Bloomington	
Historic Levy Growth	
Year	Increase
2003	4.8%
2004	4.7%
2005	4.4%
2006	3.9%
2007	4.0%
2008	3.7%
2009	4.0%
2010	3.8%
2011	2.9%
2012	2.9%
2013	2.8%
2014	2.6%
2015	2.7%
2016	2.6%
2017	3.8%
2018	4.0%
2019	3.4%
2020	3.5%
2021	4.2%

City of Bloomington	Summary of General Fund and Fund Balance			
2021 Budget				
		Actual 2019	Budget 2020	Budget 2021
Beginning Cash Balance at January 1		15,475,486	13,086,188	11,967,989
Revenue				
	Property Tax	22,718,813	23,384,350	24,428,040
	Local Option Income Tax	12,238,460	11,827,433	12,141,498
	Miscellaneous Revenue	7,296,262	10,429,347	10,872,069
Total Revenue		42,253,535	45,641,130	47,441,607
Expenditures				
	Actual/Budgeted Expenditures	41,890,904	46,759,329	46,687,906
Net Projected Expenditures		41,890,904	46,759,329	46,687,906
Revenues Minus Expenditures		362,631	(1,118,199)	753,701
Prior Year Encumbrances		2,751,929		
Rainy Day Transfer		-		2,000,000
Projected Year End Balances		13,086,188	11,967,989	10,721,690
Rainy Day Fund Balance		4,856,668	4,856,668	2,951,176
Total All Balances		17,942,856	16,824,657	13,672,866
Reserve Percentage		42.8%	36.0%	29.3%

City of Bloomington Expenditure Budget Comparison - General Fund						
2021 Budget						
Department/Division	2020 Budget	2021 Budget	Recover Forward	Total 2021 Budget	Dollar Change	Percent Change
Board of Public Safety	3,415	3,415	0	3,415	0	0.00%
CFRD - Community & Family Resources	816,808	819,073	50,000	869,073	52,265	6.40%
Controller	2,258,552	1,889,844	114,022	2,003,866	(254,686)	-11.28%
Economic & Sustainable Development	986,792	1,071,566	1,125,000	2,196,566	1,209,774	122.60%
Engineering	0	1,414,759	0	1,414,759	1,414,759	
Fire	11,140,192	10,915,129	25,000	10,940,129	(200,063)	-1.80%
Housing & Neighborhood Development	1,566,726	1,540,709	0	1,540,709	(26,017)	-1.66%
Human Resources	952,398	774,677	0	774,677	(177,721)	-18.66%
Informational & Technology Services	2,370,281	2,534,747	50,000	2,584,747	214,466	9.05%
Legal	1,174,161	1,211,753	0	1,211,753	37,592	3.20%
Mayor	961,338	984,460	0	984,460	23,122	2.41%
Planning	2,983,816	1,378,489	0	1,378,489	(1,605,327)	-53.80%
Police	13,140,264	13,100,018	0	13,100,018	(40,246)	-0.31%
Property Tax Cap's	938,792	745,020	0	745,020	(193,772)	-20.64%
Public Works - Animal Shelter	1,903,972	1,740,035	0	1,740,035	(163,937)	-8.61%
Public Works - Facilities Maintenance	1,192,487	1,031,447	0	1,031,447	(161,040)	-13.50%
Public Works - Main	1,918,580	2,916,546	450,000	3,366,546	1,447,966	75.47%
Public Works - Sanitation	1,491,029	1,619,146	0	1,619,146	128,117	8.59%
			0			
Sub-Total	45,799,603	45,690,833	1,814,022	47,504,855	1,705,252	3.72%
Clerk	284,830	291,994	0	291,994	7,164	2.52%
Council	674,896	691,057	200,000	891,057	216,161	32.03%
Fund Totals	46,759,329	46,673,884	2,014,022	48,687,906	1,928,577	4.12%
Parks General Fund	Budget 2018		Budget 2019		\$ Change	% Change
Fund Totals	8,524,755	8,360,393	0	8,360,393	(164,362)	-1.93%

City of Bloomington													
Historic Cash Balance Projections		Year											
		2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
	Fund #												
General Fund	101	(1,547,626)	(675,532)	1,783,698	(320,718)	4,591,554	5,655,188	7,067,335	9,197,843	12,021,636	13,673,243	15,475,486	15,838,117
Rainy Day Fund	102	4,763,707	5,078,480	5,939,823	4,596,469	4,604,420	4,618,557	4,630,833	4,643,384	4,658,566	4,696,680	4,760,551	4,856,668
Reserve Percentage to Budget		10.9%	14.1%	25.0%	13.3%	27.9%	29.5%	32.8%	38.0%	43.5%	46.9%	48.5%	50.9%
PS LIT	151	0	0	0	0	0	0	0	0	0	657,122	2,812,283	3,413,375
Food & Beverage	152	0	0	0	0	0	0	0	0	0	0	2,031,074	4,749,444
Parks General Fund	200	(939,072)	676,661	521,315	(196,325)	(226,362)	56,358	258,617	643,201	955,595	1,286,364	1,322,579	1,051,960
Bloomington Investment Incentive	251	619,720	641,440	639,114	335,087	379,592	483,021	516,233		1,234	1	5	21,035
Jack Hopkins Social Service Fund	270	0	0	0	0	0	0	0	0	0	0	52,694	73,624
Police Education	350	95,467	113,861	121,012	133,243	160,005	163,835	182,399	191,349	81,595	181,325	158,947	120,564
Dispatch Training	356	66,078	66,735	84,361	90,405	97,795	96,604	93,697	87,823	81,595	76,503	73,304	70,194
Non-Reverting Telecommunications	401	1,477,699	1,486,680	1,150,581	1,308,560	1,565,952	1,678,390	1,714,676	956,654	684,909	773,220	810,983	716,951
Non-Reverting Improvement 1 (Westside)	405	138,296	161,196	260,567	300,913	280,963	260,005	114,676	397,589	247,390	0	103,000	206,000
Electronic Map Generation	409	17,510	17,731	12,807	7,262	8,076	8,965	9,679	10,222	8,072	6,800	5,855	6,047
Enhanced Access	410										5,754	5,969	6,254
Local Roads & Streets	450	190,675	80,480	364	286,832	(197,524)	90,026	177,102	211,417	158,651	395,174	978,511	1,341,729
Motor Vehicle Highway	451	1,086,453	910,961	34,350	255,538	1,262,781	1,221,535	978,783	655,575	1,096,348	1,164,365	2,064,150	2,075,390
Parking Facilities	452	250,232	754,933	1,006,580	816,722	462,293	1,133,164	1,606,811	1,835,623	2,241,769	2,313,703	1,509,844	12,429,510
Alternative Transportation	454	51,586	167,297	169,696	340,183	66,497	161,987	260,588	745,720	996,865	1,147,977	1,281,288	878,539
Parking Meter	455	0	0	0	0	0	0	258,491	989,527	1,608,382	2,263,482	3,000,059	4,269,020
BMFC Showers	508	46,781	69,585	66,039	66,730	47,431	28,871	28,746	27,981	28,521	0	0	0
Bicentennial Bonds	513	0	0	0	0	0	0	0	0	0	0	0	118,181
City GO Bonds	519	0	0	0	0	0	0	0	0	0	121,207	138,110	145,499
Parks GO Bonds	520	0	0	0	0	0	0	0	0	0	73,778	86,825	93,988
Cumulative Capital Development (Cig Tax)	600	99,749	19,218	20,135	18,221	49,475	83,323	307,720	419,036	198,537	79,521	14,680	86,136
Cumulative Capital Development	601	483,407	648,734	948,408	504,651	(17,702)	1,275,322	1,073,717	1,006,686	1,036,354	2,040,471	1,895,790	1,848,586
Vehicle Replacement Fund	610	0	2,708,841	910,081	542,361	351,565	195,940	163,648	250,579	347,720	669,413	606,616	649,443
Solid Waste	730	160,344	186,961	93,970	13,208	195,203	195,203	0	0	0	0	0	0
Risk Management	800	17,084	64,484	65,540	61,622	156,527	23,712	404,879	555,534	516,384	363,671	183,599	146,100
Fleet Maintenance	802	146,173	92,591	184,767	380,928	724,409	958,283	853,127	897,238	373,070	275,578	361,806	840,772
Police Pension	900	1,167,032	1,554,454	1,364,283	1,465,086	484,261	1,222,301	1,201,664	1,213,713	1,206,491	1,192,398	1,206,648	1,220,168
Fire Pension	901	1,396,206	2,017,362	1,727,329	1,720,600	547,562	1,421,525	1,248,216	1,311,192	1,475,745	1,464,601	1,525,148	153,815
Housing Trust Fund	905	0	0	0	0	0	0	0	0	0	1,411,848	1,294,160	1,131,349
Total		9,787,501	16,843,153	17,104,820	12,727,578	15,594,773	21,032,115	23,151,637	26,247,886	30,025,429	36,334,199	43,759,964	58,558,459

Fire Department											Future Projects	
Item	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		Grand Total
100 Ft Aerial Platform (T1)						1,700,000						
75-100 Ft Aerial Ladder (T2)								1,575,000				
Automatic External Defibrulators	73,700											
Add New Engine 2 (After Station 2 Remodel)											600,000	
Add New Engine 6 (With Station 6)											600,000	
Add New Engine 7 (With Station 7)											600,000	
Brush Truck		150,000										
Confined Space Rescue Truck		100,000										
Engine/Pumper (E1)									790,000			
Engine/Pumper (E3)							730,000					
Engine/Pumper (E4)					670,000							
Engine/Pumper (E5)				650,000								
Fire Fighting Gear	85,000	10,500	175,000	190,000	12,200	12,800	13,400	14,100	14,900	200,000		
Medium Rescue Truck (R2)			450,000									
Full Sized Pick-Up (SQ1)									78,000			
Full Sized Pick-Up (P3)							68,000					
Full Sized Pick-Up (CH1)							68,000					
Full Sized Pick-Up (SUPP1)							68,000					
Full Sized SUV (B1)				62,000								
Full Sized SUV (B2)					64,000							
Full Sized SUV (CH2)				62,000								
Full Sized SUV (P2)					64,000							
Full Sized SUV (P1)								72,000				
New Hybrid SUV (AC OPS)	63,000									65,000		
New Hybrid SUV (AC ADMIN)	63,000									65,000		
New Hybrid SUV (Training Officer)	41,350									45,000		
Fire Gear Washer	17,345		40,000						60,000			
New Fire Station (6, Southeast)											5,500,000	
New Fire Station (7, Southwest)											6,000,000	
Physical Fitness Equipment				75,000								
Radios		500,000					620,000					
Relocate Station 3-IU*											5,500,000	
Sedan (Pool)									50,000			
Self Contained Breathing Apparatus/Compressor	110,000				850,000							
Station 1 Repairs (urgent)	150,000	300,000										
Station 1 Repairs (projected)											600,000	
Station 2 Repairs (urgent)	150,000	300,000										
Station 2 Repairs (projected)											815,000	
Station 2 Addition											500,000	
Station 3 Repairs (urgent)											310,000	
Station 4 Repairs (urgent)											640,000	
Station 4 Replacement											5,500,000	
Station 5 Repairs (urgent)											400,000	
Station 5 Replacement											5,500,000	
Storage/Training Facility	55,000	56,100	57,222	58,366	59,534	60,724	61,939	63,178	64,441	65,730	1,000,000	
Training Tower											1,000,000	
Total - Fire	808,395	1,416,600	722,222	1,097,366	1,719,734	1,773,524	1,629,339	1,724,278	1,057,341	440,730	35,065,000	47,454,529

[illegible]

PS LIT Distribution		PS LIT Distribution				2021 Requests			
		Police		Fire		Fire		Police	
Amount Available	1,618,301	Item	Amount	Item	Amount	Item	Amount	Item	Amount
		Hand Guns	6,000	Automatic External Defibrilato	73,700	Automatic External Defibrilato	73,700	Hand Guns	6,000
Allocated	(1,618,301)	Rifles	2,500	Fire Fighting Gear	85,000	Fire Fighting Gear	85,000	Rifles	2,500
		Less Lethal Rounds (Ex: Bean Bags/Sponge)	6,000	New Hybrid SUV (AC OPS)	63,000	New Hybrid SUV (AC OPS)	63,000	Less Lethal Rounds (Ex: Bean Bags/Sponge)	6,000
Net	0	Radios	60,000	New Hybrid SUV (AC ADMIN)	63,000	New Hybrid SUV (AC ADMIN)	63,000	Radios	60,000
		Exterior Security Cameras	4,000	New Hybrid SUV (Training Offi	41,350	New Hybrid SUV (Training Offi	41,350	Exterior Security Cameras	4,000
		Body Worn Cameras	100,000	Fire Gear Washer	17,345	Fire Gear Washer	17,345	Body Worn Cameras	100,000
		Automatic External Defibrulators	5,000	Self Contained Breathing Appa	110,000	Self Contained Breathing Appa	110,000	Automatic External Defibrulators	5,000
		Enhanced Technology (License Plate Reader & Other)	55,000	Station 1 Repairs (urgent)	150,000	Station 1 Repairs (urgent)	150,000	Enhanced Technology (License Plate Reader & Other)	55,000
		Patrol Body Armor	15,000	Station 2 Repairs (urgent)	150,000	Station 2 Repairs (urgent)	150,000	Patrol Body Armor	15,000
		Critical Incident Response Team Body Armor	12,000	Storage/Training Facility	46,576	Storage/Training Facility	55,000	Critical Incident Response Team Body Armor	12,000
		Air Purifying Respirators / Gas Masks	14,830					Air Purifying Respirators / Gas Masks	15,000
		Vehicles - Patrol & Administration	538,000		799,971		808,395	Vehicles - Patrol & Administration	538,000
						Total			
		Total	818,330					Total	818,500

City of Bloomington Annual Capital Replacement Plans

Fund	Department	Transaction	Amount	Fund Total
General Fund	Public Works	Capital and land acquisition costs	337,500	
	Engineering	Street, Intersection & Sidewalk projects	318,000	
	Facilities	City Hall HVAC Replacements	75,000	
		City Hall Safety Bollards at parking lot entrances	24,000	
		Public Works Facilities Digital Communication System	25,000	
	ITS	AV and IT improvements for City meeting rooms.	50,000	829,500
Telecom	ITS	Server Room improvements	10,000	
		Capital Replacement - Laptops/Scanners/Printers	153,500	
		Ethernet Network Update	50,000	
		Nutanix Node for Redundancy	98,000	311,500
Alternative Transportation	Common Council	City Council Sidewalk	330,000	
	Engineering	Alt Trans Maintenance	110,000	
		Greenways	215,000	655,000
Parking Meter	Parking	Repair Kirkwood Intersections (Lincoln, Washington, Dunn)	126,000	
		Computer Capital Replacement	1,230	127,230
Cumulative Capital Development	Street	Pavement Marking Contract	150,000	
	Engineering	Downtown Curb Ramps	100,000	
		Greenway Design and Construction	80,000	
		Guardrail Improvements	50,000	
		Traffic Calming	0	380,000
Vehicle Replacement Fund	Various	Equipment & Vehicle Leases/Purchases	191,000	
		Backhoe	90,000	
		Turf Sprayer	15,000	
		Turf Roller (used)	10,000	
		Utility Pickup Truck	58,000	
		Hybrid Vehicle (Parks Patrol Staff)	36,000	400,000
Fleet Maintenance	Fleet Maintenance	Fueling Site Facility Improvements	190,000	
		Air Jacks	230,000	420,000
Grand Total			3,123,230	3,123,230



Memorandum

To: Members of the City of Bloomington Common Council
From: Caroline Shaw, Director of Human Resources
Date: August 17, 2020

The budget for employee compensation and benefits includes health insurance premiums and cost for other benefits. Here are highlights from the budget:

Similar to prior years, a 2% cost of living salary increase is budgeted for Civil City employees and elected officials. Employees covered under the Police contract will receive a 2.8% increase and AFSCME employees will receive a 2.5% increase in accordance with their collective bargaining agreement. We are currently in negotiations with the Fire Union. Salary increases for personnel covered under that contract are yet to be determined.

Common Law employees (temporary employees) will, at a minimum, receive the living wage, which is \$13.29 per hour.

Civil City salaries that were identified as below market in a Salary Study conducted in 2018 received the last third and final adjustment this year. As you know, the Mayor and City Council chose to defer any recommended adjustments from the salary and benefits study until after the 2019 general election.

Next year's medical insurance renewal rate is projected to be no higher than 10%. The City budgets \$14,274 for each Regular Full Time and Regular Part Time employee for benefits.

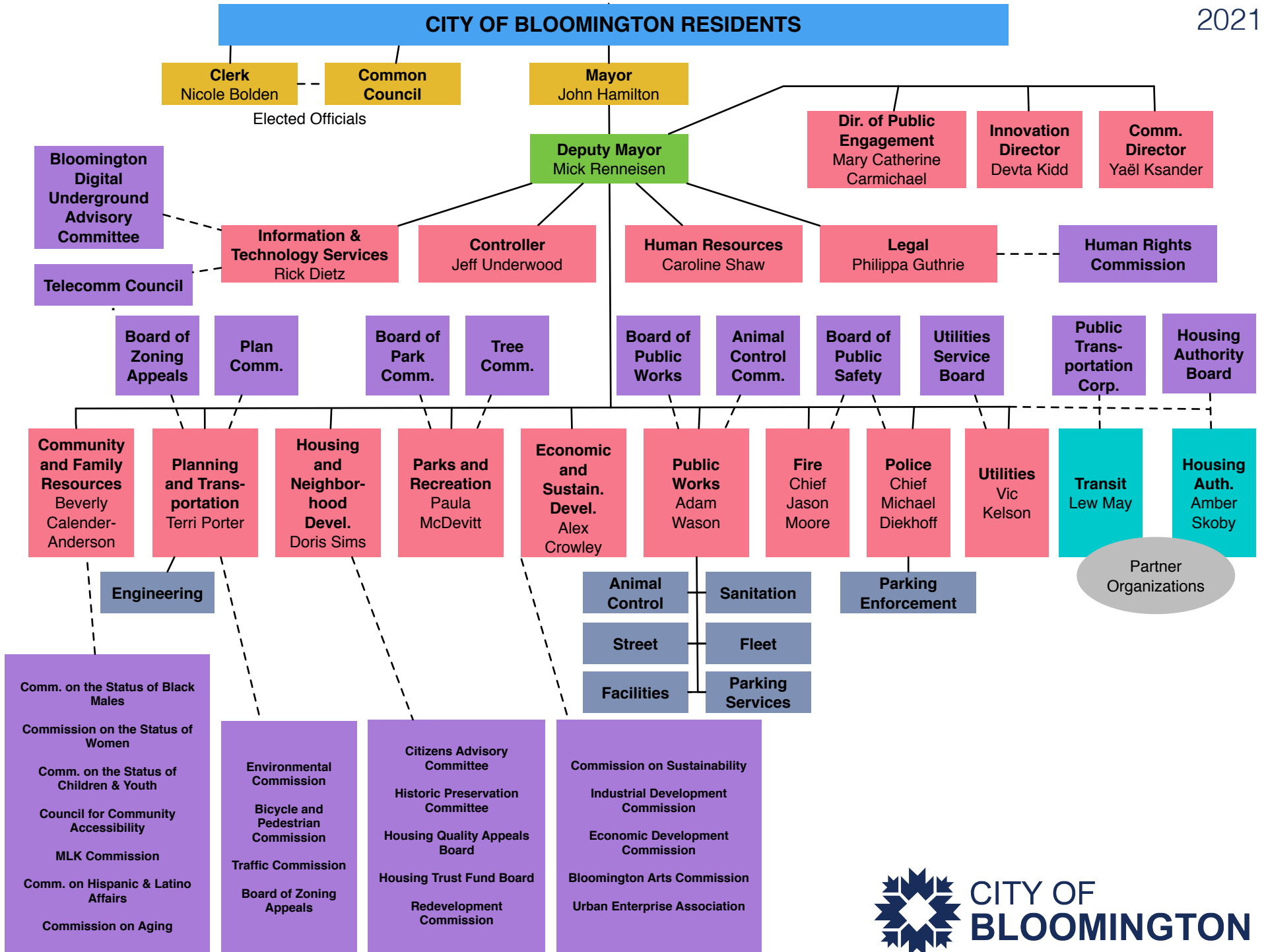
We appreciate your thoughtful review and consideration of the Compensation and Benefits budget request, and we are available to answer any questions you may have.



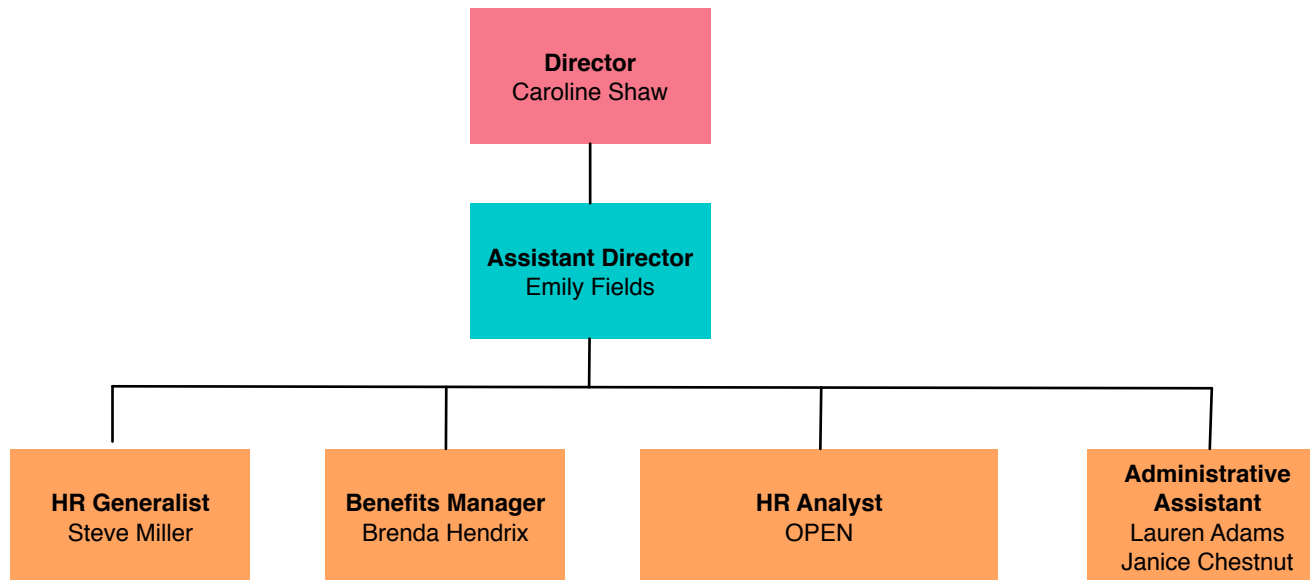
**2021 BUDGET
PROPOSAL MAYOR
JOHN HAMILTON**

City of Bloomington 2021 Budget

Monday August 17, 2020



HUMAN RESOURCES DEPARTMENT





Memorandum

To: Members of the City of Bloomington Common Council
From: Caroline Shaw, Director of Human Resources
Date: August 14, 2020

Why We Exist

We recognize that our employees are our greatest asset and that by supporting them, we indirectly provide the quality services that our residents deserve. By utilizing innovative, best practices in human resources management, the Human Resources Department exists to create a positive, productive and inclusive work environment that attracts, retains, and develops talent in order to accomplish organizational goals. The department does this by implementing effective recruitment strategies; offering programs to increase employee engagement; managing systems to improve performance and promote employees' professional development; advising leaders on management issues and organizational development; providing services related to benefits and payroll functions; and maintaining systems to remain compliant with federal and state laws.

Background

The department helped implement a mayoral initiative, supported by City Council, to increase the minimum hourly rate to \$15 per hour for all of the City's regular full- and part-time employees. In addition, with the support of City Council, pay rates for temporary employees are adjusted each year to assure all are paid at least the City's living wage.

The final round of salary adjustments for identified non-union staff was allocated at the beginning of 2020 as a result of recommendations from a salary and benefits study conducted in 2017. A second salary survey was completed for all union groups in 2018, and those findings informed contract negotiations.

The department created an internship program and continues to develop it. We have created internal documentation for supervisors with criteria and standards for internships and the process for hiring interns. The IU O'Neill School Service Corps Fellow assigned to HR manages

the internship program. For two years, the Fellow has coordinated a professional development/networking event for City interns.

Supervisor training continues to be a priority. In 2017-2018 we coordinated Everything Disc 363 Assessments and follow-up management coaching for all of our supervisors. We created a training map, and are currently working to finalize training videos for supervisor orientation.

We regularly review and revise our orientation materials, and the department is currently working on creating an orientation video to make the process more consistent and easier to facilitate.

The department continues to support the Mayor's investment in employees. Mayor Hamilton tripled funds for employee training (from 0.5% of payroll in 2015 to 1.5% in 2019) and encouraged additional employee recognition events, which the department has organized and executed.

The City negotiation team, comprised of representatives from Human Resources, Legal, the Office of the Controller, and the Office of the Mayor, began contract negotiations with the Fire union on May 20, 2020, after the start of these negotiations was delayed by the COVID-19 pandemic. The same team negotiated a contract with AFSCME in December 2018 and with the Fraternal Order of Police (FOP) in 2019.

HR's 2021 budget includes salary and benefits increases to cover an additional .6 FTE. We would like to move our Office Manager, which is budgeted as a full time position, to a part-time Administrative Assistant, and repurpose the Office Manager position into a Special Projects Manager. This structure allows us to maintain the administrative support that we need and to hire an analytic professional to advance, complete, and implement outstanding HR projects and initiatives.

Impact of COVID-19

COVID-19 shifted the department's priorities in 2020. In March, we developed a team to address employee safety, plan for staffing issues, and consider other issues that could arise; the team became known as the Continuity of City Government team. We had to quickly figure out how to implement and manage paid leave afforded under the Families First Coronavirus Response Act and coordinated with Risk Management to determine a phone screening and contact tracing process if employees were symptomatic.

Equity/Inclusion

As part of our commitment to creating a diverse, inclusive, and equitable workplace, Human Resources coordinated implicit bias training in 2019; Cabinet members, HR, CFRD, and some

Parks & Recreation employees have participated in this training. The three-hour session led by BTCC Bloomington is the same training that all employees will participate in during 2020-2021. Furthermore, in support of the overall comprehensive strategic racial justice vision for City administration, spearheaded by the Mayor, City Clerk, and City Council, the Human Resources Department issued a request for qualifications (RFQ) to select a racial equity training provider.

2021 Activity Descriptions and Goals

Staffing

Activity Description: Oversee the hiring process, work with supervisors to update job descriptions, post those vacancies on the City website, collect applications, and review the hiring manager's process for fairness. Communicate with new hires and conduct orientation. Consult with department heads on staffing concerns. Provide support to the job evaluation committee.

Goals:

- Increase the diversity and number of highly qualified candidates in our applicant pools by 15% for certain vacancies by the end of the year through more strategic marketing tactics, increased support to hiring managers, and strategies to ensure a positive experience for candidates.
- To ensure staff safety and continuity of essential services, coordinate the completion of a communicable disease plan by the end of Q1.
- Complete the final phase of the organizational assessment by end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	162,693	110,702	2.08	1,260 employees (based on W-2's issued for 2019).
200 - Supplies	1,565	723		
300 - Other Services	38,208	38,208		
400 - Capital Outlays	0	0		
Total	202,467	149,633		

Funding: General

Compliance

Activity Description: Develop, interpret, and apply personnel policies. Communicate these policies to employees and ensure internal processes align with policy. Maintain compliance with employment laws and other adopted standards.

Goals:

- To better comply with retention and destruction laws, create a document index and

organizational plan by Q2 in order to facilitate implementation of a document management system.

- Train at least 75% of managers in the hiring process and Family Medical Leave Act (FMLA)/American Disabilities Act (ADA).

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	77,240	52,557	0.99	1,260 employees (based on W-2's issued for 2019).
200 - Supplies	699	323		
300 - Other Services	17,057	17,057		
400 - Capital Outlays	0	0		
Total	94,996	69,937		

Funding: General

Employee Relations

Activity Description: Investigate complaints or incidents of policy violation(s), review disciplinary actions, and coach managers on how to respond to poor performance and/or policy violations. Address employee complaints and grievances from union and non-union staff, including contract negotiations and application of provisions in those agreements. Implement strategies to improve employee engagement, including coaching supervisors on their management practices. Develop, interpret, and apply personnel policies. Communicate these policies to employees and ensure internal processes align with policy. Require harassment prevention training online or in person for all new hires.

Goals:

- Create Frequently Asked Questions (FAQ) for payroll/timekeeping issues, a template for disciplinary action, and other job aid tools for managers by the end of Q4.
- Complete in-person, 2-3 hour implicit bias training sessions for all City employees by the end of the year, which began in 2019.
- Take necessary steps to improve department head satisfaction with the department as measured by an internal departments satisfaction survey by end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	88,973	60,540	1.14	1,260 employees (based on W-2's issued for 2019).
200 - Supplies	794	367		
300 - Other Services	19,397	19,397		
400 - Capital Outlays	0	0		
Total	109,164	80,304		

Funding: General**Compensation, Benefits, and Employee Development**

Activity Description: Provide a competitive compensation package. Administer benefits and other services to the employee's satisfaction to the best of our abilities. Coordinate employee development opportunities and the City's performance management system (Goals and Growth conversations).

Goals:

- Develop and implement an outcomes-based employee wellness plan that supports an increase in annual physicals by 5 percentage points from 2020 rates by Q3.
- Review employee benefits by Q3 to ensure the benefits package has the best balance between cost, quality of coverage, and customer service.
- Survey employees by the end of Q4 for feedback on process improvement.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	427,525	378,783	1.95	1,260 employees (based on W-2's issued for 2019) and the dependents covered under our insurance.
200 - Supplies	1,557	719		
300 - Other Services	38,013	38,013		
400 - Capital Outlays	0	0		
Total	467,095	417,515		

Funding: General**2021 Budget Request Highlights**

The Human Resource Department's general fund budget request is \$774,676. This is an overall decrease of \$177,721, or -19%. Listed below are some highlights of significance.

Category 1 – Personnel request is \$647,554. This represents a decrease of \$174,971 or -21% after completing the third and final year of market-based salary adjustments for non-union employees as recommended by the salary study and the 0.6 FTE increase in Human Resources staffing.

Category 2 – Supplies request is \$2,360. This is a decrease of \$2,750 or -54% after removing the one-time 2020 funding of \$2,750 for purchase of a job applicant workstation as well as a laptop with docking station for our HR Generalist.

Category 3 – Other Services request is \$124,762 and represents no change over the prior year.

Category 4 – Capital Outlays request is \$0.

Human Resources 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change (\$)	Change (%)
100 - Personnel Services	586,265	573,735	822,526	647,554	(174,971)	-21%
200 - Supplies	1,495	2,650	5,110	2,360	(2,750)	-54%
300 - Other Services	144,804	85,860	124,762	124,762	0	0%
400 - Capital Outlays	-	-	-	-	0	0%
Total	732,564	662,245	952,398	774,676	(177,721)	-19%

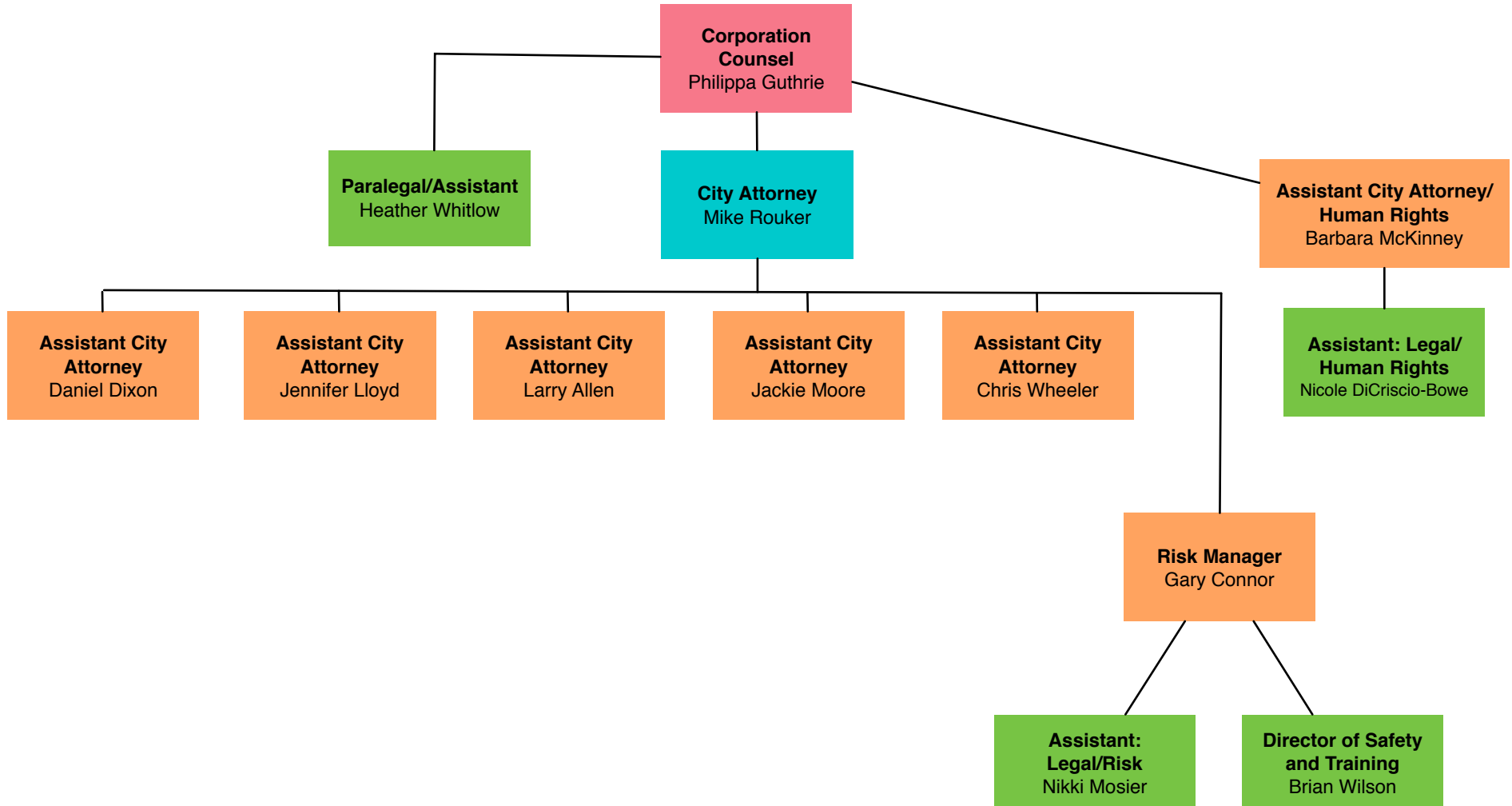
Conclusion

This proposed budget will help the Human Resources Department improve systems and programs, as well as implement and manage new initiatives necessary to achieve departmental and organizational goals. We aim to use the allotted resources efficiently and responsibly, and we appreciate your thoughtful review and consideration of the Human Resources Department 2021 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 12 - Human Resources								
Personnel Services								
	51110	Salaries and Wages - Regular	345,552	327,593	370,208	440,600	70,392	19.01%
	51120	Salaries and Wages - Temporary	4,732	13,571	10,000	10,000	-	0.00%
	51210	FICA	25,477	24,619	29,086	34,471	5,385	18.51%
	51220	PERF	49,069	46,518	52,570	62,565	9,995	19.01%
	51230	Health and Life Insurance	85,644	85,644	85,644	99,918	14,274	16.67%
	51310	Other Personal Services	75,790	75,790	275,018	-	(275,018)	-100.00%
Total: Personnel Services			586,265	573,735	822,526	647,554	(174,971)	-21.27%
Supplies								
	52110	Office Supplies	1,207	812	1,000	1,000	-	0.00%
	52420	Other Supplies	288	1,838	4,110	1,360	(2,750)	-66.91%
Total: Supplies			1,495	2,650	5,110	2,360	(2,750)	-53.82%
Other Services and Charges								
	53160	Instruction	4,138	7,077	5,760	5,760	-	0.00%
	53210	Telephone	278	284	600	600	-	0.00%
	53220	Postage	7	-	50	50	-	0.00%
	53230	Travel	2,894	2,865	4,450	4,450	-	0.00%
	53310	Printing	10	37	500	500	-	0.00%
	53320	Advertising	5,356	4,844	6,500	6,500	-	0.00%
	53640	Hardware and Software Maintenance	15,795	-	5,750	5,750	-	0.00%
	53910	Dues and Subscriptions	815	1,123	1,527	1,527	-	0.00%
	53940	Temporary Contractual Employee	688	1,841	1,375	1,375	-	0.00%
	53990	Other Services and Charges	114,824	67,790	98,250	98,250	-	0.00%
Total: Other Services and Charges			144,804	85,860	124,762	124,762	-	0.00%
Expenditures Grand Total:			\$ 732,564	\$ 662,245	\$ 952,398	\$ 774,676	\$ (177,721)	-18.66%

LEGAL DEPARTMENT





Memorandum

To: Members of the City of Bloomington Common Council
From: Philippa M. Guthrie, Corporation Counsel
Date: August 14, 2020

Why We Exist

The Legal Department serves the City's legal needs, which range from municipal code drafting and enforcement, to solving residents' issues, real estate and tax issues, statutory interpretation, risk, human rights, litigation, and general advice to the Mayor and City departments on a broad variety of municipal, state and federal law issues. The Legal Department saves the City the costs of outside counsel for all but the most complex matters, assuring that the City obtains the legal assistance it needs to minimize risk for the City and its residents and achieve its goals.

Background

During 2020, the focus of the Legal Department, beyond supporting the City's other departments with their normal day-to-day legal issues, has been primarily on assisting with execution of several major construction projects and managing the City's response to the ongoing COVID-19 pandemic. The construction projects include the Trades District and 4th Street garages, the BPD Training Annex, and the ongoing Jordan River culvert upgrade by City of Bloomington Utilities. Assisting with managing the COVID-19 pandemic has involved drafting ordinances, resolutions, policies and protocols, and ensuring that legal aspects of the City's response to the pandemic are appropriate and being addressed. The department also has managed various litigation matters involving human rights, HAND lawsuits, lawsuits related to the Farmers' Market, and several planning and zoning lawsuits.

Impact of COVID-19

COVID-19 has affected both the Legal Department's workload and where and how we do our work. Since mid-March staff have been working primarily at home, except to come in for tasks that cannot be done remotely. When City Hall reopened to the public, we added alternative work schedules with some days in the office. The effect on workloads has been to increase them and shift our priorities. Among the additional tasks that legal staff have performed are interpreting and explaining state executive orders, state code governing local government emergency authority,

federal laws related to COVID response, and application of existing laws to COVID-related employment issues. In addition, we have prepared ordinances and other documents addressing the conduct of city business during the COVID emergency; drafted other documents such as appropriations ordinances, executive orders and contracts related to COVID management and response; assisted departments, boards and commissions with virtual meetings; and assisted with drafting and implementing city-wide plans for managing operations through the duration of the COVID emergency and for reopening City Hall to the public. In addition, staff have continually advised other departments with regard to COVID issues affecting those departments. It is fair to say that the COVID emergency has affected practically every aspect of our work and work environment.

Sustainability/Climate Action

Legal supports the City's sustainability mission by serving on the Climate Action Team, the Affordable Housing Committee, and participating in and advising on efforts to address racial justice. In addition, we anticipate beginning work on integrating our contracts process into the document management system later this year.

2021 Activity Descriptions and Goals

Legal Counsel

Activity Description: Provide legal research, legal interpretation and information, and provision of general legal advice on all aspects of City business to the Mayor's Office, City departments, and boards and commissions. Improve provision of legal services based on City department responses to internal customer service survey.

Goals:

- Take any necessary steps to improve client satisfaction as measured by a survey through Human Resources by end of Q4.
- Spend up to 900 hours collectively advising 118 board and commission members, including Council, through end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	227,592	270,267	2.8	141
200 - Supplies	10,933	10,920		
300 - Other Services	137,785	137,316		
400 - Capital Outlays	0	0		
Total	376,310	418,503		

Funding: General, Other

Legal and Policy Documents

Activity Description: Draft, review, edit and revise legal and City policy documents related to all aspects of City business, including but not limited to ordinances, agreements and contracts, leases, deeds, legal memos, briefs and court filings, official City policies and correspondence.

Goals:

- Enter into database of City-owned property all deeds from files destroyed in 2018 under document retention and destruction policy by end of Q4.
- Negotiate, review, draft, revise and bring to execution up to 730 contracts by end of Q4.
- Draft up to 225 ordinances and resolutions for boards and commissions, including Council, by end of Q4.
- Assist with rewrite of Utilities Policies, Procedures and Standards of Service by end of Q4.
- Input legal documents into the document management system with goal of completion by end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	463,363	422,048	4.3	141
200 - Supplies	23,068	23,040		
300 - Other Services	290,711	289,722		
400 - Capital Outlays	0	0		
Total	777,142	734,810		

Funding: General, Other

Litigation

Activity Description: Achieve best legal results possible for the City when it is sued or when the City must initiate legal action.

Goals:

- Input litigation documents and data into new document management system for purpose of litigation tracking with goal of completion by end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	93,827	138,071	1.4	141
200 - Supplies	4,205	4,200		
300 - Other Services	52,994	52,814		
400 - Capital Outlays	0	0		
Total	151,026	195,085		

Funding: General, Other

Human Rights

Activity Description: Ensure that the City is compliant with Civil Rights laws and regulations that protect our residents. Maintain the highest ethics in conducting City business.

Goals:

- Respond to and investigate any and all human rights complaints received.
- Increase the BHRC's social media presence by establishing a Facebook page by end of Q4.
- Generate and publicize annual hate incident report by end of Q4.
- Ensure all board and commission members have submitted ethics and conflicts forms and review all forms by end of Q4.
- Review any and all employee conflict forms submitted within 60 days.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	104,028	115,647	1.2	1,257 employees (based on W-2's issued for 2018).
200 - Supplies	6,007	6,000		
300 - Other Services	75,706	75,449		
400 - Capital Outlays	0	0		
Total	185,741	197,095		

Funding: General, Other

Risk Management

Activity Description: Reduce the City's financial and physical risks as much as possible through responsible stewardship of insurance, provision of training, implementation of prevention measures, and providing professional assistance when incidents occur.

Goals:

- Provide training on risk prevention, with an average of 4 risk training sessions per month and an average of 5 safety audits per week, through end of Q4.
- Investigate and manage incidents to prevent future incidents and control workers' compensation and insurance costs.
 - Reduce OSHA recordable injuries by 10% by end of Q4.
 - Reduce workers' compensation costs by 10% by end of Q4.
- Reduce insurance claims by 5% (internal denials and management) in order to reduce the premium modifier by end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	350,193	326,965	3.3	1,257 employees (based on W-2's issued for 2018).
200 - Supplies	15,860	15,840		
300 - Other Services	199,864	199,184		
400 - Capital Outlays	0	0		
Total	565,917	541,989		

Funding: General, Other

2021 Budget Proposal Highlights

The Legal Department's budget request is \$2,087,482, an increase of \$31,344 or 2%. The increase is almost entirely in the Personnel Services category.

Legal Department 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget \$	2021 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	1,053,542	1,085,377	1,239,004	1,272,998	33,995	3%
200 - Supplies	58,401	56,968	60,074	59,999	(75)	0%
300 - Other Services	566,705	447,582	757,061	754,485	(2,576)	0%
400 - Capital Outlays	26,137	-	-	-	-	0%
Total	1,704,786	1,589,928	2,056,139	2,087,482	31,344	2%

Conclusion

Thank you for your consideration of the Legal Department budget request. I am happy to answer any questions.

CITY OF BLOOMINGTON

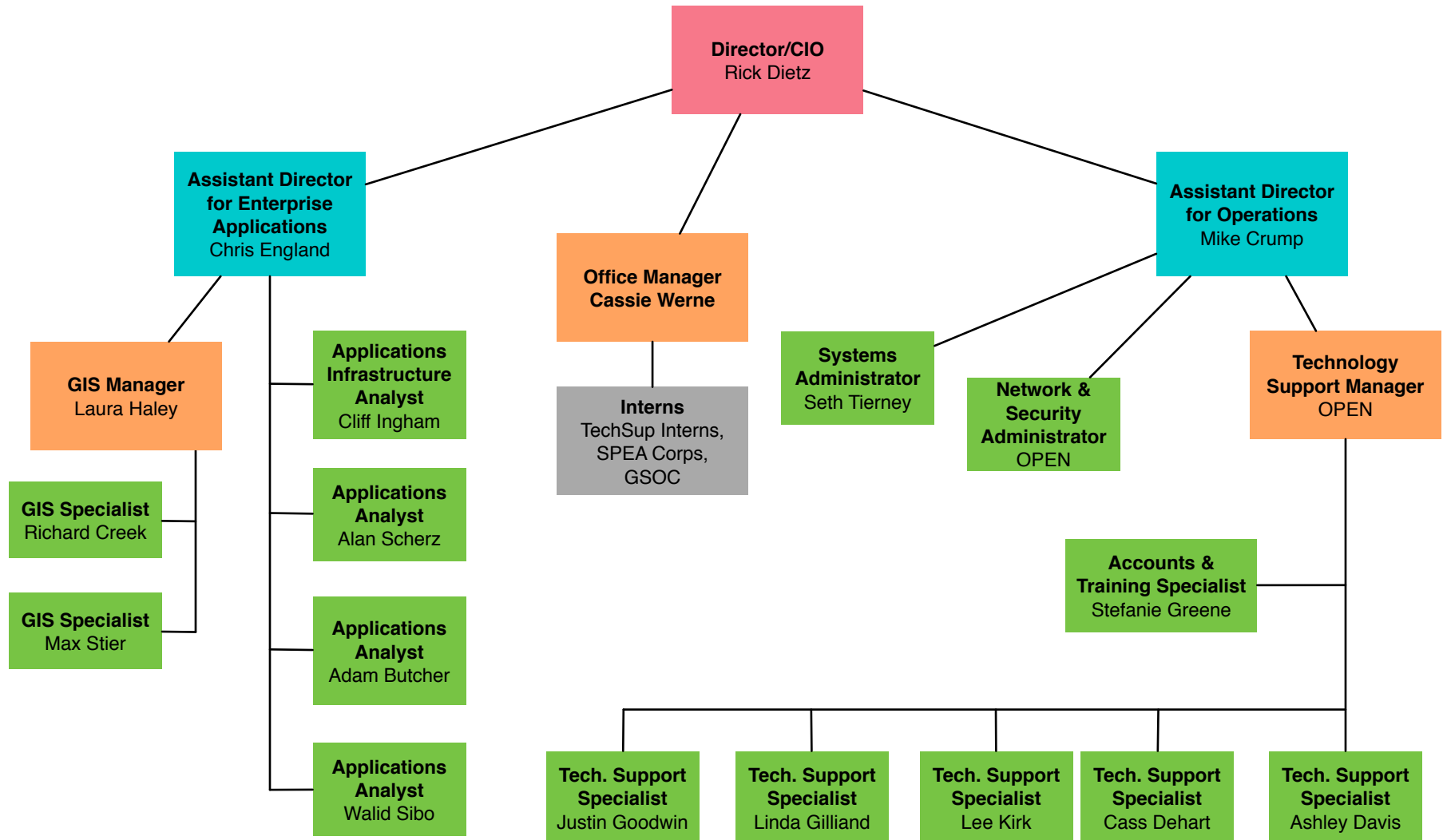
	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 10 - Legal								
Personnel Services								
	51110	Salaries and Wages - Regular	565,127	595,102	694,560	724,306	29,747	4.28%
	51210	FICA	41,414	43,571	53,134	55,410	2,276	4.28%
	51220	PERF	80,248	84,505	98,627	102,852	4,224	4.28%
	51230	Health and Life Insurance	121,329	121,332	135,604	135,604	-	0.00%
Total: Personnel Services			808,118	844,509	981,925	1,018,171	36,246	3.69%
Supplies								
	52110	Office Supplies	1,112	744	2,000	2,000	-	0.00%
	52410	Books	15,573	14,700	13,987	14,347	360	2.57%
	52420	Other Supplies	1,459	1,235	1,800	1,756	(44)	-2.44%
Total: Supplies			18,144	16,679	17,787	18,103	316	1.78%
Other Services and Charges								
	53120	Special Legal Services	103,422	111,844	139,800	139,800	-	0.00%
	53160	Instruction	4,669	4,940	5,951	6,468	517	8.69%
	53170	Mgt. Fee, Consultants, and Workshops	-	-	400	400	-	0.00%
	53210	Telephone	-	-	600	600	-	0.00%
	53220	Postage	70	46	250	250	-	0.00%
	53230	Travel	705	2,024	5,450	5,450	-	0.00%
	53310	Printing	110	50	475	475	-	0.00%
	53320	Advertising	-	-	650	650	-	0.00%
	53910	Dues and Subscriptions	17,649	17,667	19,673	20,185	512	2.60%
	53990	Other Services and Charges	1,594	3,215	1,200	1,200	-	0.00%
Total: Other Services and Charges			128,219	139,786	174,449	175,478	1,029	0.59%
Capital Outlays								
	54440	Motor Equipment	26,137	-	-	-	-	N/A
Total: Capital Outlays			26,137	-	-	-	-	0.00%
Expenditures Grand Total:			\$ 980,618	\$ 1,000,974	\$ 1,174,161	\$ 1,211,752	\$ 37,591	3.20%

CITY OF BLOOMINGTON

		Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)									
<u>Expenditures</u>									
Department: 23 - Board of Public Safety									
Personnel Services									
		51120	Salaries and Wages - Temporary	3,172	3,172	3,172	3,172	-	0.00%
		51210	FICA	243	243	243	243	-	0.00%
Total: Personnel Services				3,415	3,415	3,415	3,415	-	0.00%
Expenditures Grand Total:				\$ 3,415	\$ 3,415	\$ 3,415	\$ 3,415	\$ -	0.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 800 - Risk Management(S0203)								
<u>Expenditures</u>								
Department: 10 - Legal								
Personnel Services								
	51110	Salaries and Wages - Regular	166,572	162,830	175,837	173,989	(1,848)	-1.05%
	51210	FICA	12,377	12,094	13,452	13,310	(141)	-1.05%
	51220	PERF	23,653	23,122	24,969	24,707	(262)	-1.05%
	51230	Health and Life Insurance	42,822	42,822	42,822	42,822	-	0.00%
Total: Personnel Services			245,424	240,868	257,079	254,827	(2,252)	-0.88%
Supplies								
	52110	Office Supplies	114	567	650	650	-	0.00%
	52240	Fuel and Oil	1,253	1,025	1,287	1,246	(41)	-3.19%
	52420	Other Supplies	425	526	350	-	(350)	-100.00%
	52430	Uniforms and Tools	38,466	38,172	40,000	40,000	-	0.00%
Total: Supplies			40,258	40,289	42,287	41,896	(391)	-0.92%
Other Services and Charges								
	53130	Medical	3,268	3,918	6,500	6,500	-	0.00%
	53160	Instruction	4,305	1,636	5,800	5,800	-	0.00%
	53210	Telephone	7	711	900	900	-	0.00%
	53220	Postage	40	18	100	100	-	0.00%
	53230	Travel	527	-	650	650	-	0.00%
	53310	Printing	-	-	850	850	-	0.00%
	53410	Liability / Casualty Premiums	42,940	908	59,225	59,225	-	0.00%
	53420	Worker's Comp & Risk	383,322	294,426	495,000	495,000	-	0.00%
	53620	Motor Repairs	3,558	3,558	4,092	782	(3,310)	-80.89%
	53910	Dues and Subscriptions	361	181	295	-	(295)	-100.00%
	53990	Other Services and Charges	159	2,440	9,200	9,200	-	0.00%
Total: Other Services and Charges			438,487	307,796	582,612	579,007	(3,605)	-0.62%
Expenditures Grand Total:			\$ 724,168	\$ 588,953	\$ 881,978	\$ 875,730	\$ (6,248)	-0.71%

INFORMATION & TECHNOLOGY SERVICES
DEPARTMENT: ITS



Memorandum

To: Members of the City of Bloomington Common Council
From: Rick Dietz, Director
Date: August 14, 2020

Why We Exist

Information & Technology Services (ITS) is primarily an internal service department, but it supports and enables the operations of the whole City. ITS provides a foundation in information technology, communications, and audio/visual technology for the day-to-day and mission-critical operations of the City. The mission of the ITS Department is to provide the IT services, tools, training and resources necessary to maintain mission-critical City systems; empower City staff to excel in their work; and electronically engage residents of our community in their own governance.

Background

The ITS Department manages the City of Bloomington's core IT systems, including computer hardware, software and networks, and provides a broad range of services including technology support, IT training, cybersecurity, digital communications, and more. ITS resolves over 2,200 support tickets per year. ITS also monitors and supports more than 850 desktops, laptops, Mobile Data Terminals (MDTs), and servers for 750 City staff at 40 sites including 24-7 mission-critical systems at Police, Fire and Utilities departments. ITS maintains the servers (200 virtual and physical servers at 6 locations) and infrastructure (100 terabytes of data in our backup regime) that keep all City departments running. The department provides IT training to City staff and coordinates IT purchasing for the City; maintains the City's GIS (Geographic Information System); provides mapping and geospatial data services to staff and the public; supports landline and cellular phones; and manages the City's network assets (17 miles of conduit, 11 miles of fiber in City network) and Wi-Fi deployments in City buildings. ITS also develops and maintains the City website (2,053 average daily active users, with 1.8 million sessions and 116 million page hits per year—61.6% mobile and 38.4% desktop), uReport (2,896 public requests in the last year) and many other applications for staff and public use.

This budget is informed by the City's strategic plan and the ITS Organizational Review process. The ITS 2021 budget proposal contains several changes from previous budgets as well as new investments. ITS proposes changes to our organizational structure to better address the evolving needs of City staff. This reorganization pulls existing ITS groups into two main divisions: Operations and Enterprise Applications. This proposal doesn't radically change the goals of the Department, but does allocate responsibility within the department more logically and streamlines our reporting and support escalation. As part of the reorganization, within our Enterprise Applications division, we are shifting the focus of our development positions to provide broader support for the business functions of City departments, and consequently retitling them as Applications Analysts. We also include funds that would continue and expand our efforts under the Recover Forward banner with funding in 2021 for digital equity grants, first launched in 2020.

Impact of COVID-19

We have done our best to respond effectively to the changing IT and staffing environment COVID-19 has caused. This budget proposal includes a number of COVID-19 related additions to our software, service and hardware portfolios. In 2020 COVID-19 has resulted in several unplanned IT expenses to support enhanced remote access for staff, video meeting systems, online appointment management, and increases in Google gSuite licenses to support new email accounts for certain union employees, for instance. These expenses will continue into 2021. We've also purchased additional webcams and accelerated the purchase of laptops for certain staff. In addition, we have begun to make improvements to our City meeting room systems to better support hybrid onsite/offsite video meetings; this work will continue in 2021.

2021 Activity Descriptions and Goals

ITS tracks its activities across 26 activity areas, but rolls up these areas into 6 primary activity groups as follows: Administration; Program Evaluation & Project Management; Information, Data & Media Services; Enterprise Software and Systems Integration; End-User Services and Technology Support; and Information Systems Infrastructure.

Administration

Activity Description: Innovate, plan and administer the information and communication technology function of City government. Maintain and operate its office in keeping with City policy. Support governance bodies that inform ITS and City operations. Mobilize internal and external resources (consulting, contingency funds, emergency services) as necessary to support ITS goals.

Goals:

- Maintain at least a 4.5 out of 5 satisfaction rating on the ITS annual internal customer service satisfaction surveys (2019 end-of-year survey was a 4.36 rating).
- Implement at least 1 Digital Equity Strategic Plan recommendation to improve broadband access to vulnerable populations.
- Administer and award Digital Equity Grants under Recover Forward using best practices for data and reporting.

- Complete annual review of ITS Service Level Agreements (SLAs) to provide high-quality service to ITS customers.
- Update the ITS contingency and disaster recovery (DR) planning process, including creating disaster recovery plans for each ITS team (Applications and Operations) and performing DR table-top exercises twice annually.
- Update and modernize the City's cell phone policy to provide clarity to staff on eligibility and security requirements, device options and support.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	237,805	257,521	2.79	85,000
200 - Supplies	17,084	14,745		
300 - Other Services	190,798	201,578		
400 - Capital Outlays	3,731	2,340		
Total	449,418	476,184		

Funding: General, Other

Program Evaluation & Project Management

Activity Description: Manage large and small projects and programs (continuing initiatives with several interrelated projects) to improve ITS and City performance. Evaluate needs of users, determine gaps in services, research and propose solutions.

Goals:

- Select and implement a best practice portfolio, program, and project management framework for City technology projects.
- Conduct a multi-day project management training for up to 8 staff members including the ITS management team.
- Update 10-year capital replacement plan by Q2 for inclusion in 2022 budget.
- Configure IT Service Management (ITSM) processes in ManageEngine Helpdesk System including Change Management, Incident Response & After-action Reviews, and Release Management workflows.
- Conduct ITS annual customer Satisfaction Survey with response rate of at least 125 submissions.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	153,916	260,957	2.83	All City Staff
200 - Supplies	0	0		
300 - Other Services	3,543	3,743		
400 - Capital Outlays	0	0		
Total	157,459	264,701		

Funding: General, Other

Information, Data & Media Services

Activity Description: Facilitate the exchange of information and ideas between the City and community at large. Produce, assemble and share government information, data and media with the public and internal customers through a variety of channels including the City's website, GIS, data portal, performance dashboard and other digital and broadcast services.

Goals:

- Serve an average of 65,000 unique users, 150,000 sessions, and 12,000,000 page hits per month on the City website. Maintain a bounce rate below 60%.
- Exceed 64% "excellent/good" quality ratings for the City's website in the 2021 community survey
- Publish 225 datasets (211 as of August 12, 2020), including 70 geospatial datasets (52 as of August 12, 2020), on the B-Clear Open Data Portal by the end of Q4.
- Deploy 5 internal and 3 public-facing geospatial applications (including 4 mobile data collection apps) using the ArcGIS platform.
- Expand datasets in the ITS Data Warehouse to include micro-mobility datasets (beyond Bird & Lime), Utilities data, ITS Zabbix and ManageEngine data, and website Google Analytics data.
- Deploy visualization platform and dashboard platform atop Data Warehouse to improve City transparency and performance evaluation.
- Onboard at least 1 additional unoccupied aerial vehicle (UAV) pilot from ITS and 1 from outside of ITS to back up ITS UAV operations and to expand UAV data collection capability.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	377,590	352,432	3.82	85,000
200 - Supplies	2,652	2,289		
300 - Other Services	541,178	571,754		
400 - Capital Outlays	0	0		
Total	921,420	926,474		

Funding: General, Other

Enterprise Software and Systems Integration

Activity Description: Support, integrate and maintain software applications and database systems for individual, group, departmental and enterprise-scale use, including commercial, open-source, free and internally-developed software for local and cloud environments.

Goals:

- Maintain at least a 4.5 out of 5 satisfaction rating on internal customer service surveys.
- Update inventory of City applications in order to analyze application relationships and business processes to determine areas of consolidation and efficiency.
- Implement at least 2 new priority workflows in enterprise Document Management

System.

- Implement common web design framework and visual look and feel across external and internal applications, such as City Website, Periodic, uReport, MyBloomington, onBoard, eGov, etc.
- Create a comprehensive training plan for major software applications.
- Implement a file sharing system for large file exchange.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	250,226	233,097	2.53	85,000
200 - Supplies	0	0		
300 - Other Services	98,587	104,157		
400 - Capital Outlays	0	0		
Total	348,813	337,254		

Funding: General, Other

End-User Services & Technology Support

Activity Description: Provide the support, training and tools needed to ensure City staff can productively use City IT systems to achieve their goals.

Goals:

- Maintain at least a 4.7 out of 5 service rating on Helpdesk internal customer service surveys.
- Conduct annual internal survey on IT training needs by end of Q1 to assess customer needs and satisfaction and to guide training strategy.
- Complete deployment of ManageEngine IT Service Management (ITSM) system by end of Q4.
- Organize and execute the annual capital replacement of approximately 25% of City desktop inventory TBD (85 desktop PCs, 27 laptops, 11 MDTs, 62 monitors, 56 UPS units and 8 printers and peripherals within ITS Budget).
- Instruct 12 in-person or remote instructor-led classes on word processing and spreadsheets and other office applications.
- Achieve industry standard target of 4.2% or below phish-prone percentage (currently 5.5%).

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	523,225	523,029	5.67	85,000
200 - Supplies	12,412	10,713		
300 - Other Services	48,476	51,215		
400 - Capital Outlays	210,824	132,199		
Total	794,937	717,156		

Funding: General, Other

Information Systems Infrastructure

Activity Description: Support physical and virtual information and communication infrastructure providing storage, computer, backup, network and phone services, as well as facilities-based systems such as video control rooms, meeting rooms, projectors, security cameras and door access systems.

Goals:

- Deploy updated wired and wireless network equipment for City facilities to replace outdated hardware, upgrade network capabilities and improve security.
- Ensure 99.5% uptime of city network and 99.5% uptime of external internet connectivity, excluding scheduled downtime for upgrades.
- Expand storage and virtual server infrastructure by two additional nodes to maintain system redundancy and accommodate current and future storage needs.
- Ensure 99.9% uptime of core storage, computer, backup, and restoration services.
- Improve remote connectivity at the City by improving network speeds and developing connectivity plans for remote City facilities.
- Conduct needs assessment and identify options to implement dual-factor authentication to improve the City's cybersecurity posture.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	163,817	217,310	2.36	85,000
200 - Supplies	10,503	9,065		
300 - Other Services	347,673	367,316		
400 - Capital Outlays	361,945	226,961		
Total	883,938	820,652		

Funding: General, Other

2021 Budget Request Highlights:

The ITS Department's total 2021 budget request is \$3,542,421. This is a decrease of \$13,565 from \$3,555,986, or 0.4%.

ITS operations and activities draw from various funds as follows:

- ITS General Fund
- Telecommunications Non-Reverting Fund (Telecom Infrastructure & Telecom Services Accounts)
- Electronic Map Generation Fund
- Enhanced Access Fund

Notable changes are included in the following budget lines:

ITS General Fund

The ITS Department's General Fund budget request is \$2,569,746. This is an increase of \$199,467, or 8%. The bulk of this increase is due to Category 1 increases and COVID-related

software investments and meeting room improvements.

Category 1 – Personnel Services: Increase of \$137,767 or 8%.

Category 2 – Supplies: Decrease of \$5,839 or 14%.

- **Line 211 – Other Supplies:** Decrease of \$2,200 or 19%, due to reduction in printing.
- **Line 242 – Other Supplies:** Decrease of \$3,600 or 17%, due to reduction in badge holders, operating supplies and toner.

Category 3 – Other Services: Increase of \$66,539 or 11%.

- **Line 316 – Instruction:** Increase of \$9,000 for department-wide project management training. This is a one-time increase.
- **Line 321 – Telephone:** Increase of \$46,800 due to centralizing cellular device billing. This expense is offset by corresponding decreases in other Civil City departments. This is one of the top purchasing inefficiencies we've identified and impacts nearly every department, but especially ITS and the Controller's office.
- **Line 323 – Travel:** Increase of \$5,000 for travel-related expenses for GIS team to attend ESRI User Conference. This is a one-time increase.
- **Line 364 – Hardware and Software Maintenance:** Decrease of \$27,000 due to removal of unused licenses, removal of one-time expenses from 2020 and reductions in certain license costs.
- **Line 391 – Dues & Subscriptions:** Increase of \$30,437 due to increases for Google G-Suite (additional Union employees and Google Business upgrade) and new additions such as Zoom, ArchiveSocial, and Periodic related to COVID response.

Category 4 – Capital Outlays: Increase of \$1,000 or 2% from 2020.

- **Line 442 – Purchase of Equipment:** Increase of \$46,000 for audiovisual and IT improvements to City meeting rooms, including the Council Chambers. This is a shift to the General Fund from the stressed Telecommunications Non-reverting fund.
- **Line 451 – Other Capital Outlays:** Decrease of \$45,000 due to one-time purchase of ManageEngine licenses in 2020 Budget.

Telecommunication Non-Reverting Fund

The ITS Department's Telecommunications Non-Reverting Fund budget request is \$965,174. This is a decrease of \$220,532, or 19%.

Telecom Infrastructure: Telecommunication Non-Reverting Fund 254000 Infrastructure Account

Significant changes are below:

Category 2 – Supplies: No change.

Category 3 – Other Services: Decrease of \$2,000 or \$2%.

- **Line 365 – Other Repairs:** Decrease of \$2,000 in contingency funds for network repair.

Category 4 – Capital Outlays: Decrease of \$284,000 or 57%.

- **Line 442 – Purchase of Equipment:** Decrease of \$300,000. The line includes \$50,000 for network replacement for year 2 of 4 for wired and wireless network hardware refresh.
- **Line 445 – Equipment:** Increase of \$16,000 for capital replacements of PCs, laptops, monitors, printers, UPSs and peripherals for most civil city departments. Cost increase is due in part to a shift of replacement to more remote capable systems, primarily laptops.

Telecom Services: Telecommunication Non-Reverting Fund 256000 Services Account

Significant changes are below:

Category 2 – Supplies: No change.

Category 3 – Other Services: Overall decrease of \$2,532 or 0.5%.

- **Line 315 – Communications Contract:** Increase of \$3,000 for improved redundant internet service.
- **Line 317 – Mgt. Fee, Consultants, and Workshops:** Decrease of \$5,000 in consulting services from 2020.
- **Line 396 – Grants:** Decrease of \$5,000 from 2020.
- **Line 398 – Community Access TV/Radio:** Increase of \$4,468 (or 1%) to \$451,294 for CATS, Community Access Television Services. CATS funding consumes more than half of the City's annual Telecom fund revenue. The Telecommunications Non-reverting Fund revenue has seen a significant drop in recent years, and is expected to drop even more rapidly due to COVID-19 in 2020. We have not yet received quarterly franchise payments that would reflect COVID-19 economic impacts.

Category 4 – Capital Outlays: Overall increase of \$68,000 or 226%.

- **Line 442 – Purchase of Equipment:** Increase of \$68,000 due to addition of Nutanix storage/compute nodes to existing Nutanix system to maintain redundancy and improve performance. This is a one-time expense to expand our virtual storage systems to accommodate current and future storage/virtual computing demand and preserve fail-over capabilities.

Electronic Map Generation Fund

Significant changes are below:

Category 3 – Other Services: Overall increase from \$0 to \$3,750.

- **Line 317 – Mgt. Fee, Consultants, and Workshops:** Increase of \$3,750 to acquire updated orthophotography for GIS, planning and other uses.

Enhanced Access Fund

Significant changes are below:

Category 3 – Other Services: Overall increase from \$0 to \$3,750.

- **Line 317 – Mgt. Fee, Consultants, and Workshops:** Increase of \$3,750 to acquire

updated orthophotography for GIS, planning and other uses.

ITS 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget \$	2021 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	1,567,433	1,587,698	1,706,579	1,844,346	137,767	8%
200 - Supplies	21,559	28,390	42,651	36,812	(5,839)	-14%
300 - Other Services	849,354	920,566	1,230,256	1,296,013	65,757	5%
400 - Capital Outlays	234,183	337,067	576,500	365,250	(211,250)	-37%
Total	2,672,528	2,873,721	3,555,986	3,542,421	(13,565)	0%

RECOVER FORWARD EXPENDITURES

The following additional ITS operating costs are recommended to be funded through incremental 2021 Recover Forward requests. These costs will be separated from the above ITS budget and distributed among applicable general ledger lines as specified in prospective funding requests:

- **Digital Equity Grants:** We request \$50,000 to continue the 2020 Recover Forward stimulus program to address the challenges of the digital divide identified by the ITS department's recent digital equity survey. This request will fund digital equity grants to support local nonprofits in their efforts to bridge the digital divide.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0	0.00	85,000
200 - Supplies	0	0		
300 - Other Services	0	50,000		
400 - Capital Outlays	0	0		
Total	0	50,000		

Funding: General

Conclusion

Thank you for your consideration of the 2021 ITS Department budget request. The demand for the department's services continues to increase, both from other City departments and the larger Bloomington community. ITS looks forward to helping all city staff meet their goals and potential with technology tools and support in 2021. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
Expenditures								
Department: 28 - ITS								
Personnel Services								
	51110	Salaries and Wages - Regular	1,058,124	1,064,681	1,164,732	1,266,080	101,348	8.70%
	51120	Salaries and Wages - Temporary	10,433	21,485	15,000	15,000	-	0.00%
	51210	FICA	77,416	79,141	90,250	98,003	7,753	8.59%
	51220	PERF	150,253	151,185	165,391	179,783	14,392	8.70%
	51230	Health and Life Insurance	271,206	271,206	271,206	285,480	14,274	5.26%
Total: Personnel Services			1,567,433	1,587,698	1,706,579	1,844,346	137,767	8.07%
Supplies								
	52110	Office Supplies	7,510	5,582	11,700	9,500	(2,200)	-18.80%
	52240	Fuel and Oil	357	285	451	412	(39)	-8.65%
	52420	Other Supplies	9,029	18,114	20,600	17,000	(3,600)	-17.48%
Total: Supplies			16,896	23,981	32,751	26,912	(5,839)	-17.83%
Other Services and Charges								
	53160	Instruction	1,945	16,346	10,000	19,000	9,000	90.00%
	53170	Mgt. Fee, Consultants, and Workshops	10,643	40,548	50,000	50,000	-	0.00%
	53210	Telephone	76,288	73,656	101,500	148,300	46,800	46.11%
	53220	Postage	7	-	150	150	-	0.00%
	53230	Travel	2,208	4,031	12,000	17,000	5,000	41.67%
	53310	Printing	-	115	250	250	-	0.00%
	53320	Advertising	-	446	1,000	1,000	-	0.00%
	53620	Motor Repairs	5,293	5,293	6,087	3,389	(2,698)	-44.32%
	53640	Hardware and Software Maintenance	154,509	173,554	300,450	273,450	(27,000)	-8.99%
	53910	Dues and Subscriptions	54,199	42,469	97,463	132,900	35,437	36.36%
	53940	Temporary Contractual Employee	-	-	2,800	2,800	-	0.00%
	53950	Landfill	60	70	250	250	-	0.00%
Total: Other Services and Charges			305,151	356,527	581,950	648,489	66,539	11.43%
Capital Outlays								
	54420	Purchase of Equipment	-	80,000	4,000	50,000	46,000	1150.00%
	54440	Motor Equipment	29,000	-	-	-	-	N/A
	54510	Other Capital Outlays	12,197	-	45,000	-	(45,000)	-100.00%
Total: Capital Outlays			41,197	80,000	49,000	50,000	1,000	2.04%
Expenditures Grand Total:			1,930,678	2,048,207	2,370,280	2,569,747	199,467	8.42%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 401 - Non-Reverting Telecom (S1146)								
<u>Expenditures</u>								
Department: 25 - Telecommunications								
Supplies								
	52420	Other Supplies	4,662	4,409	9,900	9,900	-	0.00%
Total: Supplies			4,662	4,409	9,900	9,900	-	0.00%
Other Services and Charges								
	53150	Communications Contract	17,641	20,038	28,680	31,680	3,000	10.46%
	53170	Mgt. Fee, Consultants, and Workshops	10,995	42,375	50,000	45,000	(5,000)	-10.00%
	53640	Hardware and Software Maintenance	58,600	39,852	86,000	86,000	-	0.00%
	53650	Other Repairs	-	-	12,000	10,000	(2,000)	-16.67%
	53750	Rentals - Other	17,757	19,371	19,800	19,800	-	0.00%
	53960	Grants	-	-	5,000	-	(5,000)	-100.00%
	53980	Community Access TV/Radio	438,022	442,402	446,826	451,294	4,468	1.00%
Total: Other Services and Charges			543,015	564,038	648,306	643,774	(4,532)	-0.70%
Capital Outlays								
	54310	Improvements Other Than Building	10,000	-	10,000	10,000	-	0.00%
	54420	Purchase of Equipment	54,068	175,779	380,000	148,000	(232,000)	-61.05%
	54450	Equipment	128,917	81,288	137,500	153,500	16,000	11.64%
Total: Capital Outlays			192,985	257,067	527,500	311,500	(216,000)	-40.95%
Expenditures Grand Total:			\$ 740,663	\$ 825,514	\$ 1,185,706	\$ 965,174	\$ (220,532)	-18.60%

CITY OF BLOOMINGTON

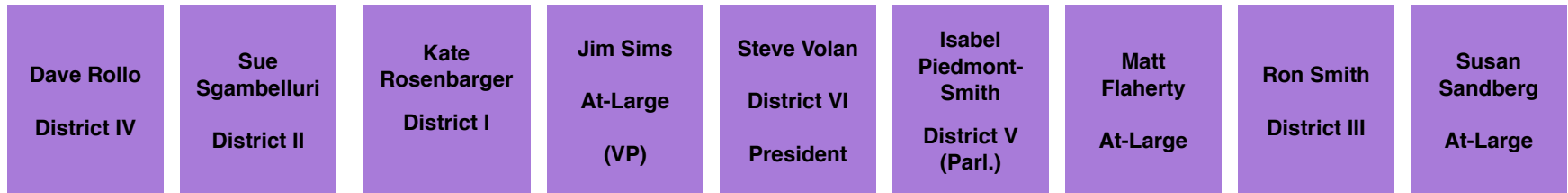
		Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 409 - Electronic Map Generation(S9504)									
<u>Expenditures</u>									
Department: 28 - ITS									
Other Services and Charges									
		53170	Mgt. Fee, Consultants, and Workshops	1,188	-	-	3,750	3,750	N/A
Total: Other Services and Charges				1,188	-	-	3,750	3,750	
Expenditures Grand Total:				\$ 1,188	\$ -	\$ -	\$ 3,750	\$ 3,750	

CITY OF BLOOMINGTON

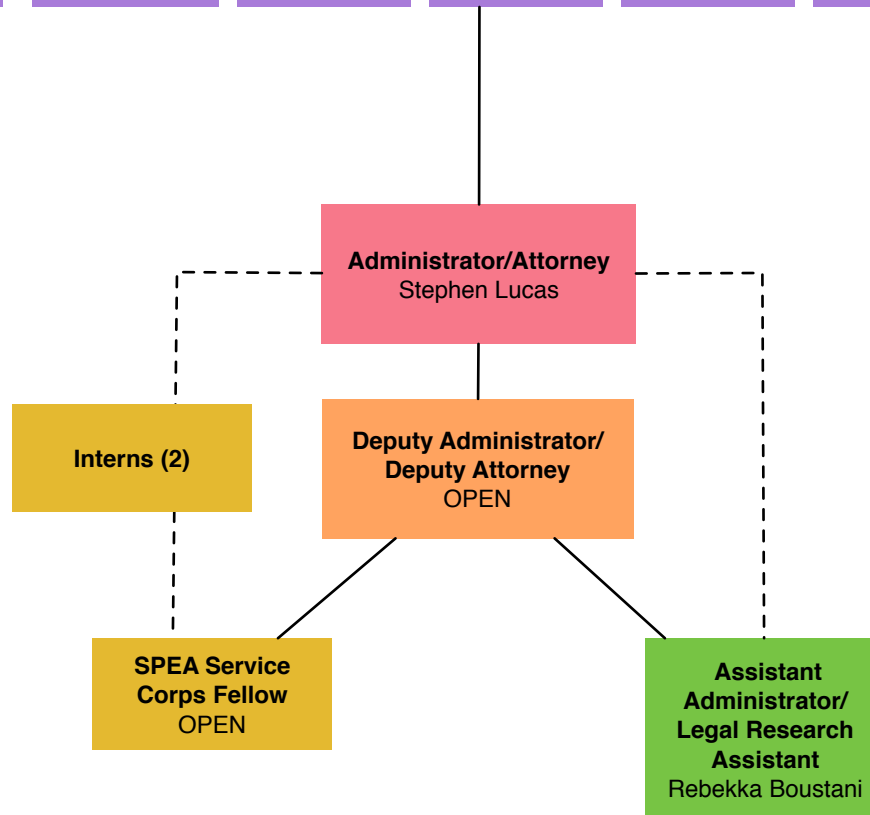
	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 410 - Enhanced Access (S9507)(ord01-10								
<u>Expenditures</u>								
Department: 28 - ITS								
Other Services and Charges								
	53170	Mgt. Fee, Consultants, and Workshops	-	-	-	3,750	3,750	N/A
Total: Other Services and Charges			-	-	-	3,750	3,750	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 3,750	\$ 3,750	

CITY OF BLOOMINGTON

			Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)										
<u>Expenditures</u>										
Department: 28 - ITS										
Other Services and Charges										
			53960	Grants	-	-	-	50,000	50,000	N/A
Total: Other Services and Charges					-	-	-	50,000	50,000	
Expenditures Grand Total:					\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	



Displayed in seating order (2020)





Memorandum

To: Members of the City of Bloomington Common Council
From: Stephen Lucas, Common Council Attorney/Administrator
Date: August 14, 2020

Background

Working in concert with elected officials, departmental staff, and members of the public, the Council strives to perform its duties in an open, accountable, effective, and deliberative manner.

In 2020, the Council created 8 new standing committees (that supplemented existing Council committees) to divide up the work of the full Council. Council committees include: the Administration Committee, the Climate Action and Resilience Committee, the Community Affairs Committee, the Housing Committee, the Land Use Committee, the Public Safety Committee, the Sustainable Development Committee, the Transportation Committee, and the Utilities and Sanitation Committee. In addition, the Council has a Jack Hopkins Social Services Program Funding Committee, a Sidewalk Committee, and three Interviewing Committees that are each used for specific purposes. The Jack Hopkins and Sidewalk Committees are elaborated upon under the Discretionary Funding program. The Council also appoints four of its members to serve on, and help facilitate the work of, the Public Safety Local Income Tax (PS LIT) Committee of the Monroe County Local Income Tax Council. In addition, the Council also periodically convenes Special Committees.

Why We Exist

The Common Council is the legislative body of the City and is composed of nine members who are elected by City residents. Three members are at-large representatives who are elected by residents of the entire City, and six members are district representatives who are elected by residents of six geographic districts. As legislative body for the City, the Common Council exercises or performs "all powers and duties of a city that are legislative in nature" and "may manage the finances of the city to the extent that that power is not vested in the executive branch." I.C. 36-4-4-4

Impact of COVID-19

After the Governor declared a public health emergency in March, the Council and its various committees began meeting remotely via Zoom. Over 30 (and counting) public meetings of the Council and its committees have been held virtually since March. The switch to virtual meetings has presented both challenges and opportunities. A number of meetings were cancelled shortly after the health emergency declaration in an effort to limit public meetings to only the most essential matters, with consideration of many legislative items postponed. Council and staff have spent time researching virtual meeting options and learning to effectively use and manage meetings on Zoom. Council staff now has the additional responsibility of managing virtual public meetings. One benefit of virtual meetings is that the public can now view and participate in Council meetings in a new way, increasing accessibility of government. Council staff have participated in at least 6 internal meetings with other departments, with more meetings planned, to look at ways to integrate remote Zoom access into in-person public meetings, once those meetings resume.

The public health emergency has impacted the processes for at least two committees that Council staff help administer, the Jack Hopkins Social Services Funding Committee and the Public Safety Local Income Tax Committee. Presentations typically included as part of the Jack Hopkins process were cancelled this year. In addition, a second round of Jack Hopkins funding was approved in August, which will require additional time from both committee members and staff. Extensions of certain tax deadlines by the state have impacted the availability of information typically used by the PS LIT Committee in its deliberations.

2021 Activity Descriptions and Goals

Legislative Duties

Activity Description: Prepare for, and participate during, the usual almost-weekly meetings of the Council. Take formal legislative actions at these meetings with a vote of a majority of its membership. Per I.C. 36-4-6-18, “pass ordinances, orders, resolutions and motions for the government of the City, the control of the City’s property and finances, and the appropriation of money.” Prepare the Annual Schedule and assist with ongoing scheduling during the course of the year. Review, suggest changes to, summarize (which includes addressing legal and policy issues), compile, generate, and distribute pending legislation in the form of a weekly Council Legislative Packet (which is posted online for public access).

Goals:

- Increase public awareness of Council meetings, meeting materials and notice.
- Increase Council member attendance at Regular Sessions, Special Sessions, and Committee meetings.

- Continue to research and participate in discussions (alongside the Clerk's Office and ITS) about available software that could improve document preparation and management.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	209,637	209,152	4.13	
200 - Supplies	428	519		
300 - Other Services	27,295	27,900		
400 - Capital Outlays	0	0		
Total	237,360	237,571		

Funding: General, Other

Policy Development and Coordination

Activity Description: Collaborate with other City departments, governmental entities, and the public to review and improve the governance of the City. Explore and pursue policy initiatives by Council members individually, in informal groups, and as part of formally-constituted Committees (standing or special). Research policy both in terms of its legality and best practices. Draft legislation, memoranda, reports, and other policy documents. Appoint persons to serve on City boards and commissions (facilitated by the Office of the City Clerk) and serve on, or otherwise follow the work of, those advisory bodies.

Goals:

- Continue to explore ways to improve the effectiveness and efficiency of Council committees, utilizing metrics including number and length of committee meetings, number of legislative items considered by each committee, and committee time spent per legislative item.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	139,970	145,773	2.88	
200 - Supplies	428	519		
300 - Other Services	13,647	13,950		
400 - Capital Outlays	0	0		
Total	154,045	160,241		

Funding: General, Other

Discretionary Funding

Activity Description: Facilitate the work of the Jack Hopkins Social Services Fund (JHSSF) and a portion of the Alternative Transportation Fund. Prepare initial packets, arrange and facilitate meetings, draft agendas, and otherwise assure the committees have the information they need to make well-informed decisions. Negotiate funding agreements and prepare reports, legislation, memoranda, and other policy documents.

This activity involves the work of two Council standing committees which recommend expenditure of appropriations from the Jack Hopkins Social Services Fund and a portion of the Alternative Transportation Fund for approval by the Council. Both committees have been operating for decades, though only recently have the funds been situated within the Council budget. This activity also involves learning about the status of prior funding; considering new funding requests using criteria (which are reviewed each year); and working in concert with City staff in various departments, who, along with other assistance, implement and monitor the funded projects or programs.

The JHSSF Program recommends funding for programs or projects that serve the community's most vulnerable residents. It consists of four Council and three resident members who are assisted by HAND staff. Key features of its process are a solicitation for applications and presentations by selected applicants. The Council Sidewalk Committee recommends funding for the construction of sidewalk and traffic calming projects. It consists of four Council members and relies upon the work and expertise of staff from the Planning and Transportation, Utilities, HAND, and Parks and Recreation departments. Key features of its deliberations are a prioritization sheet, which uses objective criteria to gauge need and usage, and Committee discussion to mediate the objective and subjective factors, and to assess cost and feasibility.

Goals:

- Continue to streamline the JHSSF application process and otherwise reduce workload.
- Review objective criteria in coordination with Planning staff to include most relevant metrics for assessing projects.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	30,539	35,492	0.70	
200 - Supplies	214	259		
300 - Other Services	311,938	318,852		
400 - Capital Outlays	324,000	330,000		
Total	666,691	684,604		

Funding: General, Other

Constituent Services and Community Relations

Activity Description: Provide constituent services and act to foster and improve community relations by meeting and collaborating with City departments and residents to address questions about City policies and practices. Receive and relay calls or emails from constituents to Council members and the relevant department(s). If necessary, research or otherwise help to resolve the constituent concern. Meet with groups to explain and discuss City governance.

Goals:

- Provide initial response to constituent calls and emails within two business days.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	146,714	144,505	2.85	
200 - Supplies	214	259		
300 - Other Services	9,748	9,964		
400 - Capital Outlays	0	0		
Total	156,676	154,729		

Funding: General, Other

Legal Counsel

Activity Description: Represent the Council on terms the Council, as an organization, considers appropriate and which are consistent with the obligations that attorneys have to their clients. Understand and convey the rights, duties and potential liabilities of the Council. Advise the Council on matters of law related to Council business. Assure Council compliance with the law. Advocate on behalf of the Council. Respect confidentiality and exhibit loyalty.

Goals:

- Shift administrative-related duties to part-time staff in order for attorneys to focus more on legal duties.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	53,443	50,704	1.00	
200 - Supplies	2,783	3,373		
300 - Other Services	19,496	19,928		
400 - Capital Outlays	0	0		
Total	75,722	74,005		

Funding: General, Other

Administrative Services

Activity Description: Manage and facilitate meetings, projects, website, and internal/external communications. Obtain supplies, equipment, and services. Prepare and manage the Council Office budget and perform supervisory functions.

Goals:

- Improve workflow/project management.
- Continue to update the website for consistency, clarity, and accessibility.
- Reduce paper consumption.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	11,388	12,676	0.25	
200 - Supplies	214	259		
300 - Other Services	7,798	7,971		
400 - Capital Outlays	0	0		
Total	19,401	20,907		

Funding: General, Other

2021 Budget Request Highlights

The Council office budget request is \$1,332,056. This is an increase of \$22,161 or 2%, spread across three funds. Listed below are some highlights of significance.

Category 1 – Personnel request is \$598,302. This is an increase of \$6,611 or 1%.

Compensation for Council members and staff generally aligns with City policies and practices that apply to non-union City employees and are explained, in the course of Departmental Budget Hearings, by the Human Resources Department.

- Council Member compensation:
 - Council members, in general, will receive \$18,673 next year.
 - In acknowledgement of the additional work performed by Council leadership, the President will receive \$1020 of additional compensation and the Vice President will receive \$816 of additional compensation.
- Council Staff compensation:
 - Council Administrator/Attorney salary will be \$87,210. The amount budgeted for the position is higher and was based on the salary for the previous Council Administrator/Attorney, who recently retired in July 2020.
 - The hiring process for the Council Deputy Administrator/Deputy Attorney is ongoing. The salary has an upper limit of \$66,372 for 2020 and a budgeted amount of \$67,626 for 2021 (the most recent Deputy Attorney received a salary of \$66,300).
 - Part-Time Assistant Administrator/Legal Research Assistant will entail an increase in

hourly pay of 2% for a total compensation of \$32,063. (2%)

Category 2 - Supplies request is \$5,189. This is an increase of \$908 or 21%.

Significant changes include the following budget lines:

- **Line 241 - Books:** Increases \$74 due to increase in price of Westlaw contract.
- **Line 242 - Other Supplies:** Increases \$835 to acquire additional copies of Adobe Pro software to help councilmembers manage e-documents and packets.

Category 3 - Other Services and Charges request is \$398,565. This is an increase of \$8,642 or 2%.

Significant changes include the following budget lines:

- **Line 391 - Dues and Subscriptions:** Increases \$41 due to increase in price of Westlaw contract.
- **Line 394 - Temporary Contractual Employees:** Increases \$696 because the Council will have an O'Neill Corps Fellow for two semesters (a fellow was only used for the spring semester in 2019).
- **Line 399 - Other Services and Charges:** Increases \$7,905 to provide American Sign Language (ASL) interpretation for Regular and Special Council Sessions for the full year (includes budgeted amount to pay for travel for translators, which was not previously included).

Category 4 - Capital request is \$330,000. This is an increase of \$6,000 or about 2%.

Significant increases include:

- **Line 431 - Improvements Other than Buildings:** Increases \$6,000 in the Alternative Transportation Fund for the construction of sidewalk and traffic calming projects recommended by the Council Sidewalk Committee and approved by the Council.

Office of the Common Council 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change (\$)	Change (%)
100 - Personnel Services	531,998	550,505	591,691	598,302	6,611	1%
200 - Supplies	3,568	3,056	4,281	5,189	908	21%
300 - Other Services	321,215	351,792	389,923	398,565	8,642	2%
400 - Capital Outlays	-	269,652	324,000	330,000	6,000	2%
Total	856,782	1,175,004	1,309,895	1,332,056	22,161	2%

Funding: General; Alternative Transportation and Jack Hopkins Social Services Program Fund

RECOVER FORWARD EXPENDITURES

The following additional Common Council operating costs are recommended to be funded by incremental 2021 Recover Forward funding. These costs will be separated from the above

Council budget and distributed among applicable general ledger lines as per the application of funding.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	
100 - Personnel Services	0	0	0.00	
200 - Supplies	0	0		
300 - Other Services	0	200,000		
400 - Capital Outlays	0	0		
Total	0	200,000		

Funding: General

Conclusion

Thank you for your consideration of the Council Office's 2021 budget request. I would be happy to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 05 - Common Council								
Personnel Services								
	51110	Salaries and Wages - Regular	312,476	322,346	364,642	368,651	4,009	1.10%
	51120	Salaries and Wages - Temporary	1,414	8,368	-	1,800	1,800	N/A
	51210	FICA	22,640	23,569	27,895	28,339	444	1.59%
	51220	PERF	24,181	24,933	27,866	28,224	357	1.28%
	51230	Health and Life Insurance	171,288	171,288	171,288	171,288	-	0.00%
Total: Personnel Services			531,998	550,505	591,691	598,302	6,611	1.12%
Supplies								
	52110	Office Supplies	199	584	1,250	1,250	-	0.00%
	52410	Books	3,014	2,392	2,651	2,724	73	2.75%
	52420	Other Supplies	356	79	380	1,215	835	219.74%
Total: Supplies			3,568	3,056	4,281	5,189	908	21.21%
Other Services and Charges								
	53160	Instruction	1,759	1,465	2,250	2,250	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	499	618	2,250	2,250	-	0.00%
	53210	Telephone	-	-	200	200	-	0.00%
	53220	Postage	131	-	120	120	-	0.00%
	53230	Travel	1,189	965	4,500	4,500	-	0.00%
	53630	Machinery and Equipment Repairs	-	-	250	250	-	0.00%
	53910	Dues and Subscriptions	4,402	4,179	5,574	5,615	41	0.74%
	53940	Temporary Contractual Employee	1,375	1,296	679	1,375	696	102.50%
	53960	Grants	50,000	55,000	55,000	55,000	-	0.00%
	53990	Other Services and Charges	-	4,200	8,100	16,005	7,905	97.59%
Total: Other Services and Charges			59,355	67,723	78,923	87,565	8,642	10.95%
Expenditures Grand Total:			\$ 594,921	\$ 621,283	\$ 674,895	\$ 691,056	\$ 16,161	2.39%

CITY OF BLOOMINGTON

		Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 270 - CC Jack Hopkins NR17-42 (S0011)									
<u>Expenditures</u>									
Department: 05 - Common Council									
Other Services and Charges									
		53960	Grants	261,860	284,069	311,000	311,000	-	0.00%
Total: Other Services and Charges				261,860	284,069	311,000	311,000	-	0.00%
Expenditures Grand Total:				\$ 261,860	\$ 284,069	\$ 311,000	\$ 311,000	\$ -	0.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 454 - Alternative Transport(S6301)								
<u>Expenditures</u>								
Department: 05 - Common Council								
Capital Outlays								
	54310	Improvements Other Than Building	-	269,652	324,000	330,000	6,000	1.85%
Total: Capital Outlays			-	269,652	324,000	330,000	6,000	1.85%
Expenditures Grand Total:			\$ -	\$ 269,652	\$ 324,000	\$ 330,000	\$ 6,000	1.85%

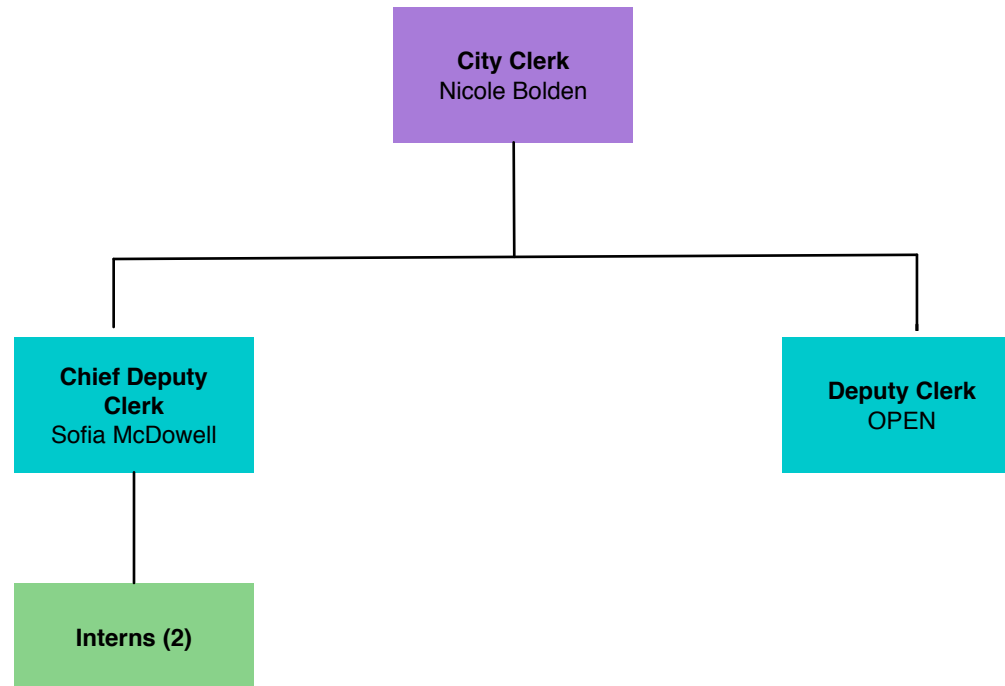
CITY OF BLOOMINGTON

			Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)										
<u>Expenditures</u>										
Department: 05 - Common Council										
Other Services and Charges										
		539010		Inter-Fund Transfers	-	-	-	200,000	200,000	N/A
Total: Other Services and Charges					-	-	-	200,000	200,000	
Expenditures Grand Total:					\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	

CITY OF BLOOMINGTON

		Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 270 - CC Jack Hopkins NR17-42 (S0011)									
<u>Expenditures</u>									
Department: 05 - Common Council									
Other Services and Charges									
		53960	Grants	-	-	-	200,000	200,000	N/A
Total: Other Services and Charges				-	-	-	200,000	200,000	
Expenditures Grand Total:				\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	

OFFICE OF THE CITY CLERK





Memorandum

To: Members of the City of Bloomington Common Council
From: City Clerk Nicole Bolden
Date: August 14, 2020

Why We Exist

The Clerk's Office is defined both in statute and in practice. It sits outside the City Administration and beside that of the Common Council, both literally and statutorily. The office strives to make city government accessible and responsive to the community. The office serves as an educational liaison between residents and their government.

2021 Activity Descriptions and Goals

Statutory

Activity Description: Serve as the official record keeper for the Common Council. Officiate marriages. Attest to signatures, administer oaths, certify documents, sign official deeds and documents. Prepare and arrange for public notices to be published. Serve as a satellite Voter Registration Office.

Goals:

- Provide staff support for Council committees and meetings.
- Produce memos and/or minutes for all Council meetings for approval or review at the next available meeting.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	60,477	62,268	1.00	85,000
200 - Supplies	1,400	1,400		
300 - Other Services	9,330	9,330		
400 - Capital Outlays	0	0		
Total	71,207	72,998		

Funding: General**Legislative**

Activity Description: Update and maintain the Bloomington Municipal Code. Coordinate recruitment for City boards and commissions. Preserve the records of the Council.

Goals:

- Increase availability of all Council records.
- Load all old minutes and resolutions onto new website.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	60,477	62,268	1.00	85,000
200 - Supplies	1,400	1,400		
300 - Other Services	9,330	9,330		
400 - Capital Outlays	0	0		
Total	71,207	72,998		

Funding: General**Community Relations/Constituent Services**

Activity Description: Collaborate with many entities within and outside the City to provide opportunities to introduce and discuss local government, encourage civic engagement, and give residents the opportunity to participate in some area of civic life.

Goals:

- Focus on training and education for staff.
- Collaborate with other City departments to improve the onboarding process for boards and commissions.
- Share information about how the office works for its residents, including sharing goals, services, activities and policies.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	60,477	62,268	1.00	85,000
200 - Supplies	1,400	1,400		
300 - Other Services	9,330	9,330		
400 - Capital Outlays	0	0		
Total	71,207	72,998		

Funding: General

Parking Ticket Appeals

Activity Description: Hear and adjudicate parking ticket appeals for the City of Bloomington.

Goals:

- Maintain response time to less than one week.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	60,477	62,268	1.00	These services benefit approximately 6,000 city residents, but are available to all residents
200 - Supplies	1,400	1,400		
300 - Other Services	9,330	9,330		
400 - Capital Outlays	0	0		
Total	71,207	72,998		

Funding: General

2021 Budget Request Highlights

The Clerk's total budget request is \$291,993. This is an increase of \$7,164 or 3%, all in Category 1.

Office of the City Clerk 2021 Budget Request

Budget Allocation	2018 Actual	2019 Actual	2020 Budget \$	2021 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	221,935	226,535	241,909	249,073	7,164	3%
200 - Supplies	4,949	5,405	5,600	5,600	0	0%
300 - Other Services	21,475	18,969	37,320	37,320	0	0%
400 - Capital Outlays	-	-	-	-	-	0%
Total	248,359	250,910	284,829	291,993	7,164	3%

Conclusion

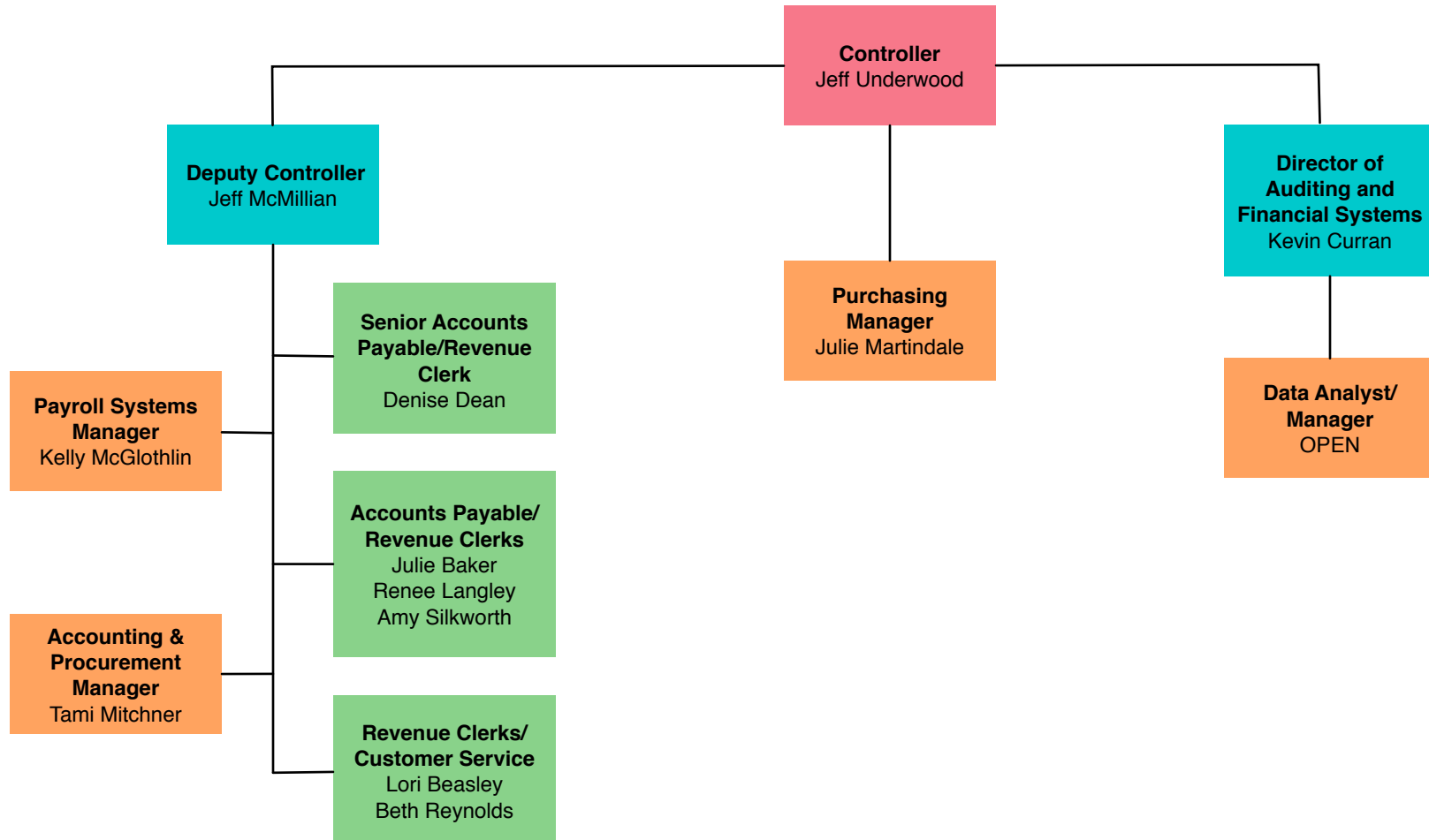
The Clerk's office continually looks for ways to increase its efficiency for the Council and the public. We look forward to continuing to be a part of our active and vibrant community.

Thank you for your consideration of the Clerk department budget request! I would be happy to answer any questions.

CITY OF BLOOMINGTON

		Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)									
Expenditures									
Department: 03 - City Clerk									
Personnel Services									
		51110	Salaries and Wages - Regular	140,410	137,910	150,135	156,014	5,879	3.92%
		51120	Salaries and Wages - Temporary	7,960	15,173	15,000	15,000	-	0.00%
		51210	FICA	10,804	11,047	12,633	13,083	450	3.56%
		51220	PERF	19,938	19,583	21,319	22,154	835	3.92%
		51230	Health and Life Insurance	42,822	42,822	42,822	42,822	-	0.00%
Total: Personnel Services				221,935	226,535	241,909	249,073	7,164	2.96%
Supplies									
		52110	Office Supplies	896	1,380	1,400	1,400	-	0.00%
		52410	Books	2,879	1,664	1,200	1,200	-	0.00%
		52420	Other Supplies	1,173	2,362	3,000	3,000	-	0.00%
Total: Supplies				4,949	5,405	5,600	5,600	-	0.00%
Other Services and Charges									
		53120	Special Legal Services	370	-	5,000	5,000	-	0.00%
		53160	Instruction	2,350	3,978	2,350	2,350	-	0.00%
		53170	Mgt. Fee, Consultants, and Workshops	280	239	1,000	1,000	-	0.00%
		53210	Telephone	-	192	45	1,365	1,320	2933.33%
		53220	Postage	-	185	25	25	-	0.00%
		53230	Travel	3,965	3,822	2,800	1,480	(1,320)	-47.14%
		53310	Printing	10,268	7,480	21,000	21,000	-	0.00%
		53320	Advertising	3,320	548	4,000	4,000	-	0.00%
		53910	Dues and Subscriptions	869	574	1,000	1,000	-	0.00%
		53990	Other Services and Charges	54	1,950	100	100	-	0.00%
Total: Other Services and Charges				21,475	18,969	37,320	37,320	-	0.00%
Expenditures Grand Total:				\$ 248,359	\$ 250,910	\$ 284,829	\$ 291,993	\$ 7,164	2.52%

DEPARTMENT OF CONTROLLER





Office of the Controller

2021 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council
From: Jeffrey Underwood CPA, Controller
Date: August 14, 2020

Why We Exist

The Indiana State Legislature in IC 36-4-9-6 established the position of Controller and its related duties. The office is an internal service department that oversees all financial transactions, procedures and protocols for the City of Bloomington's 22 departments, with additional oversight and interaction with Bloomington Transit, Bloomington Housing Authority (BHA), the City's Redevelopment Commission, Buskirk-Chumley Theater (BCT) Management Company, Bloomington Urban Economic Association, and Dimension Mill, Inc.

Background

The Controller serves as the City's Chief Financial Officer and the office of 12 staff is responsible for processing and accounting for all fiscal transactions of the City and its various funds. In addition, the office is responsible for developing, processing, and submitting the Annual Budget. Other programs managed and overseen by the office include Payroll, Grants, Federal, State and Local reporting, Accounts Receivable, Accounts Payable, Internal Controls and Segregation of Duties, Internal Audit, and Police and Fire Pensions.

Impact of COVID-19

In response to COVID-19, the Office of the Controller was required to evaluate operations to ensure continuity in the services provided by the department, while also maximizing the safety of our employees. This included identifying opportunities for employees to work remotely and ensuring that they were equipped to do so. In those cases where employees were required to be on site, schedules were staggered to allow for proper physical distancing. The Office of the Controller also worked closely with the Department of Economic & Sustainable Development to facilitate a rapid response loan program to provide support to local businesses in getting through this crisis.

2021 Activity Descriptions and Goals

Accounts Payable

Activity Description: Manage and coordinate activities related to the processing, approval and payment of expenditures. In 2019, the A/P team processed 43,550 payments and issued 330 1099's for 1,681 vendors and employees.

Goals:

- Increase participation in Electronic Funds Transfer (EFT) payment process from 74% to 76% to reduce the processing of paper checks by the end of Q4 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	628,452	308,478	3.4	Processed 43,550 payments and issued 330 1099's for 1,681 vendors and employees.
200 - Supplies	6,286	3,016		
300 - Other Services	667,265	17,267		
400 - Capital Outlays	0	0		
Total	1,302,003	328,761		

Funding: General

Revenue Collections

Activity Description: Collect, process, and review payments collected from all Civil City departments' revenue transactions. Post revenues by verifying transactions to the related bank deposits. In 2019, the Revenue Collection team processed 7,404 revenue journals.

Goals

- Deposit by statutory requirement of next business day.
- Ensure corrections are made within 2 business days and remain at or below 1% in 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	337,257	3.8	The Controller's Office processes revenue transactions for the City's 22 departments. In 2019, the Revenue Collection team processed 7,404 revenue journals.
200 - Supplies	0	3,271		
300 - Other Services	0	18,727		
400 - Capital Outlays	0	0		
Total	0	359,255		

Funding: General

Payroll

Activity Description: Manage and coordinate activities related to the processing, approval and payment of employee payroll and related expenditures such as payroll taxes, retirement contributions, and employee deductions. In 2019, the Payroll team processed 32,127 payments and issued 1,257 W-2 forms to employees. Over 99% of payments were issued via EFT, with all manual checks issued within 1 business day of receiving a request.

Goals:

- Issue all payroll disbursements on a biweekly basis.
- Issue tax reports within a month of the end of each quarter (Federal) and by the 20th of each month (State) in 2021.
- Issue all manual checks within 1 business day of receiving a request.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	85,778	88,137	1.0	In 2019, the Payroll team processed 32,462 payments and issued 1,260 W-2 forms to employees.
200 - Supplies	879	879		
300 - Other Services	93,324	14,398		
400 - Capital Outlays	0	0		
Total	179,981	103,413		

Funding: General

Cash Management

Activity Description: Coordinate with the City's banking partner to ensure that the rate of return is maximized and that all 132 funds and 8 bank accounts are available in time to meet the City's obligations.

Goals:

- Maximize the City's rate of return to ensure that it is in line with prevailing interest rates.
- Monitor and minimize compensating balances and banking fees with the City's banking partner in 2021.
- Upload the required reports to the SBOA website within 45 days of month end.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	49,891	51,263	0.6	In 2019, provided support to 1,681 vendors and employees as well as all of the City's customers,
200 - Supplies	484	484		
300 - Other Services	51,328	14,398		
400 - Capital Outlays	0	0		
Total	101,703	66,144		

Funding: General

Purchasing

Activity Description: Coordinate with City departments to ensure that the procurement of goods, services, and capital are completed in line with City policies. Review purchasing requests, provide for adequate controls and procure these items at the lowest and best price.

Goals:

- Decrease staff time associated with the purchase order process by training new employees who will be involved in the purchasing process within the New World system.
- Decrease costs of items purchased by reorganizing vendor categories and commodity item number assignments.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	78,775	80,942	0.9	In 2019, 9,603 Purchase Orders valued at \$12.8 million were issued to 702 vendors. 439 vendors signed up through the on-line registry.
200 - Supplies	791	791		
300 - Other Services	83,991	14,398		
400 - Capital Outlays	0	0		
Total	163,558	96,131		

Funding: General

Budgeting

Activity Description: Manage and coordinate activities related to the development, presentation, submission and approval of the City's annual budget inclusive of 500 budgets in 22 departments which includes BHA, Bloomington Transit and the City Council.

Goals:

- Coordinate with City departments to ensure that documentation is completed and distributed prior to initial budget presentations in August 2021.
- Issue an announcement at least 10 days before public hearings.
- Issue the budget package for the Council Budget hearings by the Friday before the budget presentations to City Council.
- Submit the proposed budget to the Department of Local Government Finance (DLGF) within the required timeframe (currently within 2 days of Council Approval)

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	48,141	49,464	0.6	The Controller's office manages over 500 budgets and supports 22 departments, the Bloomington Housing Authority, Bloomington Transit and 9 Council members.
200 - Supplies	484	484		
300 - Other Services	51,328	14,398		
400 - Capital Outlays	0	0		
Total	99,952	64,346		

Funding: General

Research and Special Projects

Activity Description: Perform research and special projects as requested by the Administration and department in order to assist them in meeting their goals and objectives.

Goals:

- Obtain the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting (CAFR) for 2020 results.
- Convert financial statements to a GAAP (Generally Accepted Accounting Principles) basis to facilitate the application for the CAFR by end of Q2 2021 for reporting of 2020 financial results.
- Coordinate with City departments to develop and execute plans and monitor the fiscal impacts related to the construction of the new IU Health campus.
- Provide support of financing and construction efforts associated with the 4th Street and Trades District parking garages through Q4 2021.
- Monitor, report and make recommendations by Q4 2021 for uses of the Public Safety Local Income Tax in 2022, including Dispatch, Bloomington Police and Bloomington Fire requirements.
- Provide ongoing support for the Convention Center expansion (supported by the food & beverage tax), the Trades District and the redevelopment of the existing hospital site.
- Work with the integration team for the Community Development system to ensure projects are completed by Q4 2021 within budgeted rates.
- Work with the integration team for the Document Management system to ensure projects are completed by Q4 2021 within budgeted rates.
- Enhance the training program for the current Enterprise Resource Planning (ERP) system, evaluate alternate ERP solutions and recommend future actions (i.e. retain or replace current ERP System).
- Integrate subsidiary software (e.g. Work Track, RecTrack, T2) with ERP system to the extent possible to improve efficiency and controls around subsidiary data.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	194,313	199,656	2.2	The Controller's office supports 22 departments the Bloomington Housing Authority, Bloomington Transit, 9 Council members and 9 boards and commissions.
200 - Supplies	1,319	1,319		
300 - Other Services	139,986	611,902		
400 - Capital Outlays	0	0		
Total	335,617	812,877		

Funding: General

Internal Audit

Activity Description: Develop, implement and oversee a program designed to assess the effectiveness of internal controls and segregation of duties in order to minimize the risk of the

organization to fraud, theft and misuse of City assets. Assist external auditors and other consultants in their reviews and audits of the organization.

Goals:

- Obtain opinion from the State Board of Accounts without major findings by the end of Q4 2021.
- Post results of the review of appropriate levels of controls and segregation of duties, including external review, to minimize the risk of theft or fraudulent use of city resources.
- Conduct audits of all 18 cash funds a minimum of twice annually.
- Audit a minimum of 50% of transactions that account for 90% of total spend and 5% of transactions that account for the remaining 10% of spend to comply with City, State and Federal requirements.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	52,517	53,961	0.6	The Controller's office supports 22 departments the Bloomington Housing Authority, Bloomington Transit, 9 Council members and 9 boards and commissions.
200 - Supplies	308	308		
300 - Other Services	32,663	14,398		
400 - Capital Outlays	0	0		
Total	85,488	68,667		

Funding: General

2021 Budget Request Highlights:

The Controller's Office general fund budget request is \$1,899,594. This is a decrease of \$368,708 or 16.3%. Listed below are some highlights of significance.

Category 1 - Personnel request is \$1,169,159. This is an increase of \$31,292 or 2.8%, and is related to the overall increase for non-union personnel as well as equity adjustments recommended in the recent salary study undertaken by the City.

Category 2 - Supplies request is \$10,550. This is consistent with the 2020 budget.

Category 3 - Other Services & Charges request is \$719,885. This is a decrease of \$400,000 or 35.7% compared to 2020. The decrease is related to software projects, including Community Development and Document Management software, that were purchased in 2020. Ongoing costs are reduced to cover the remaining deployments and ongoing maintenance costs.

Category 4 - Capital Outlays has no request.

Office of the Controller 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change (\$)	Change (%)
100 - Personnel Services	943,062	1,014,932	1,137,867	1,169,159	31,292	2.8%
200 - Supplies	7,025	6,469	10,550	10,550	0	0.0%
300 - Other Services	242,394	332,746	1,119,885	719,885	(400,000)	-35.7%
400 - Capital Outlays	-	-	-	-	-	0.0%
Total	1,192,481	1,354,146	2,268,302	1,899,594	(368,708)	-16.3%

RECOVER FORWARD EXPENDITURES

The following additional Controller's operating costs are recommended to be funded by incremental 2021 Recover Forward funding. These costs will be separated from the above Controller's budget and will allow the Office of the Controller to provide general administrative and accounting support for all of the initiatives being proposed under the Recover Forward program.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0	-	
200 - Supplies	0	0		
300 - Other Services	0	114,022		
400 - Capital Outlays	0	0		
Total	0	114,022		

Funding: General

Conclusion

Thank you for your consideration of the Controller's Office 2021 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 06 - Controller's Office								
Personnel Services								
	51110	Salaries and Wages - Regular	627,372	673,926	752,925	779,022	26,097	3.47%
	51120	Salaries and Wages - Temporary	10,130	10,944	32,656	32,656	-	0.00%
	51210	FICA	45,185	48,793	60,097	62,093	1,996	3.32%
	51220	PERF	89,087	95,707	106,626	109,825	3,199	3.00%
	51230	Health and Life Insurance	171,288	185,562	185,562	185,562	-	0.00%
Total: Personnel Services			943,062	1,014,932	1,137,867	1,169,159	31,292	2.75%
Supplies								
	52110	Office Supplies	362	153	600	600	-	0.00%
	52420	Other Supplies	6,663	6,316	9,950	9,950	-	0.00%
Total: Supplies			7,025	6,469	10,550	10,550	-	0.00%
Other Services and Charges								
	53160	Instruction	1,606	1,864	4,500	4,500	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	33,176	171,263	-	-	-	N/A
	53210	Telephone	-	-	100	100	-	0.00%
	53220	Postage	-	26,500	35,250	35,250	-	0.00%
	53230	Travel	1,078	3,645	2,000	2,000	-	0.00%
	53240	Freight / Other	-	31	-	-	-	N/A
	53310	Printing	217	-	-	-	-	N/A
	53320	Advertising	440	222	2,250	2,250	-	0.00%
	53630	Machinery and Equipment Repairs	561	561	650	650	-	0.00%
	53640	Hardware and Software Maintenance	1,394	144	975	975	-	0.00%
	53730	Machinery and Equipment Rental	1,678	1,630	2,100	2,100	-	0.00%
	53830	Bank Charges	208	2,154	16,000	16,000	-	0.00%
	53910	Dues and Subscriptions	12,787	16,046	19,750	19,750	-	0.00%
	53940	Temporary Contractual Employee	1,375	1,311	1,560	1,560	-	0.00%
	53990	Other Services and Charges	181,124	100,626	1,025,000	625,000	(400,000)	-39.02%
Total: Other Services and Charges			235,644	325,996	1,110,135	710,135	(400,000)	-36.03%
Expenditures Grand Total:			\$ 1,185,731	\$ 1,347,396	\$ 2,258,552	\$ 1,889,844	\$ (368,708)	-16.33%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 102 - Rainy Day (S0061)								
<u>Expenditures</u>								
Department: 06 - Controller's Office								
Other Services and Charges								
	539010	Inter-Fund Transfers	-	-	-	2,000,000	2,000,000	N/A
Total: Other Services and Charges			-	-	-	2,000,000	2,000,000	
Expenditures Grand Total:						\$ 2,000,000	\$ 2,000,000	N/A

CITY OF BLOOMINGTON

		Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 251 - Bloomington Invest Incent(S9503)									
Expenditures									
Department: 11 - Mayor's Office									
Other Services and Charges									
		539010	Inter-Fund Transfers	9,750	9,750	9,750	11,285	1,535	15.74%
Total: Other Services and Charges				9,750	9,750	9,750	11,285	1,535	15.74%
Expenditures Grand Total:				\$ 9,750	\$ 9,750	\$ 9,750	\$ 11,285	\$ 1,535	15.74%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 405 - Non-Reverting Improve I(S0113)								
<u>Expenditures</u>								
Department: 06 - Controller's Office								
Other Services and Charges								
	53120	Special Legal Services	-	-	3,000	3,000	-	0.00%
	53910	Dues and Subscriptions	6,750	6,750	6,750	6,750	-	0.00%
Total: Other Services and Charges			6,750	6,750	9,750	9,750	-	0.00%
Expenditures Grand Total:			\$ 6,750	\$ 6,750	\$ 9,750	\$ 9,750	\$ -	0.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 508 - BMFC - Showers Bond #4(S0184)								
<u>Expenditures</u>								
Department: 06 - Controller's Office								
Other Services and Charges								
	53830	Bank Charges	1,475	-	2,065	2,000	(65)	-3.15%
	53840	Lease Payments	627,500	626,500	628,500	314,500	(314,000)	-49.96%
Total: Other Services and Charges			628,975	626,500	630,565	316,500	(314,065)	-49.81%
Expenditures Grand Total:			\$ 628,975	\$ 626,500	\$ 630,565	\$ 316,500	\$ (314,065)	-49.81%

CITY OF BLOOMINGTON

		Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 519 - 2016 GO Bonds Bond #2 (S0182)									
<u>Expenditures</u>									
Department: 06 - Controller's Office									
Other Services and Charges									
		53810	Principal	390,000	435,000	440,000	440,000	-	0.00%
		53820	Interest	358,625	350,475	341,226	341,226	-	0.00%
		53830	Bank Charges	4,000	4,000	4,000	4,000	-	0.00%
Total: Other Services and Charges				752,625	789,475	785,226	785,226	-	0.00%
Expenditures Grand Total:				\$ 752,625	\$ 789,475	\$ 785,226	\$ 785,226	\$ -	0.00%

CITY OF BLOOMINGTON

		Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 520 - 2016 Parks GO Bond #3 (S0183)									
Expenditures									
Department: 06 - Controller's Office									
Other Services and Charges									
		53810	Principal	255,000	280,000	295,000	295,000	-	0.00%
		53820	Interest	218,944	213,594	207,569	207,569	-	0.00%
		53830	Bank Charges	2,500	2,500	3,000	3,000	-	0.00%
Total: Other Services and Charges				476,444	496,094	505,569	505,569	-	0.00%
Expenditures Grand Total:				\$ 476,444	\$ 496,094	\$ 505,569	\$ 505,569	\$ -	0.00%

CITY OF BLOOMINGTON

		Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 522 - 2018 Parks Bicentennial (S1380)									
Expenditures									
Department: 06 - Controller's Office									
Other Services and Charges									
		53810	Principal	-	115,000	355,000	355,000	-	0.00%
		53820	Interest	-	250,883	376,930	376,930	-	0.00%
		53830	Bank Charges	-	-	2,000	2,000	-	0.00%
Total: Other Services and Charges				-	365,883	733,930	733,930	-	0.00%
Expenditures Grand Total:				\$ -	\$ 365,883	\$ 733,930	\$ 733,930	\$ -	0.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 900 - Police Pension(S0342)								
<u>Expenditures</u>								
Department: 14 - Police								
Personnel Services								
	51110	Salaries and Wages - Regular	3,700	3,977	4,000	4,000	0.0000	0.00%
	51210	FICA	283	304	306	306	0.0000	0.00%
Total: Personnel Services			3,983	4,281	4,306	4,306	-	0.00%
Supplies								
	52110	Office Supplies	-	-	100	100	0.0000	0.00%
	52420	Other Supplies	-	-	500	500	0.0000	0.00%
Total: Supplies			-	-	600	600	-	0.00%
Other Services and Charges								
	53130	Medical	24,561	16,391	35,420	35,420	0.0000	0.00%
	53220	Postage	-	-	200	200	0.0000	0.00%
	53990	Other Services and Charges	1,205,226	1,146,853	1,412,000	1,412,000	0.0000	0.00%
Total: Other Services and Charges			1,229,787	1,163,244	1,447,620	1,447,620	-	0.00%
Expenditures Grand Total:			\$ 1,233,770	\$ 1,167,525	\$ 1,452,526	\$ 1,452,526	\$ -	0.00%

CITY OF BLOOMINGTON

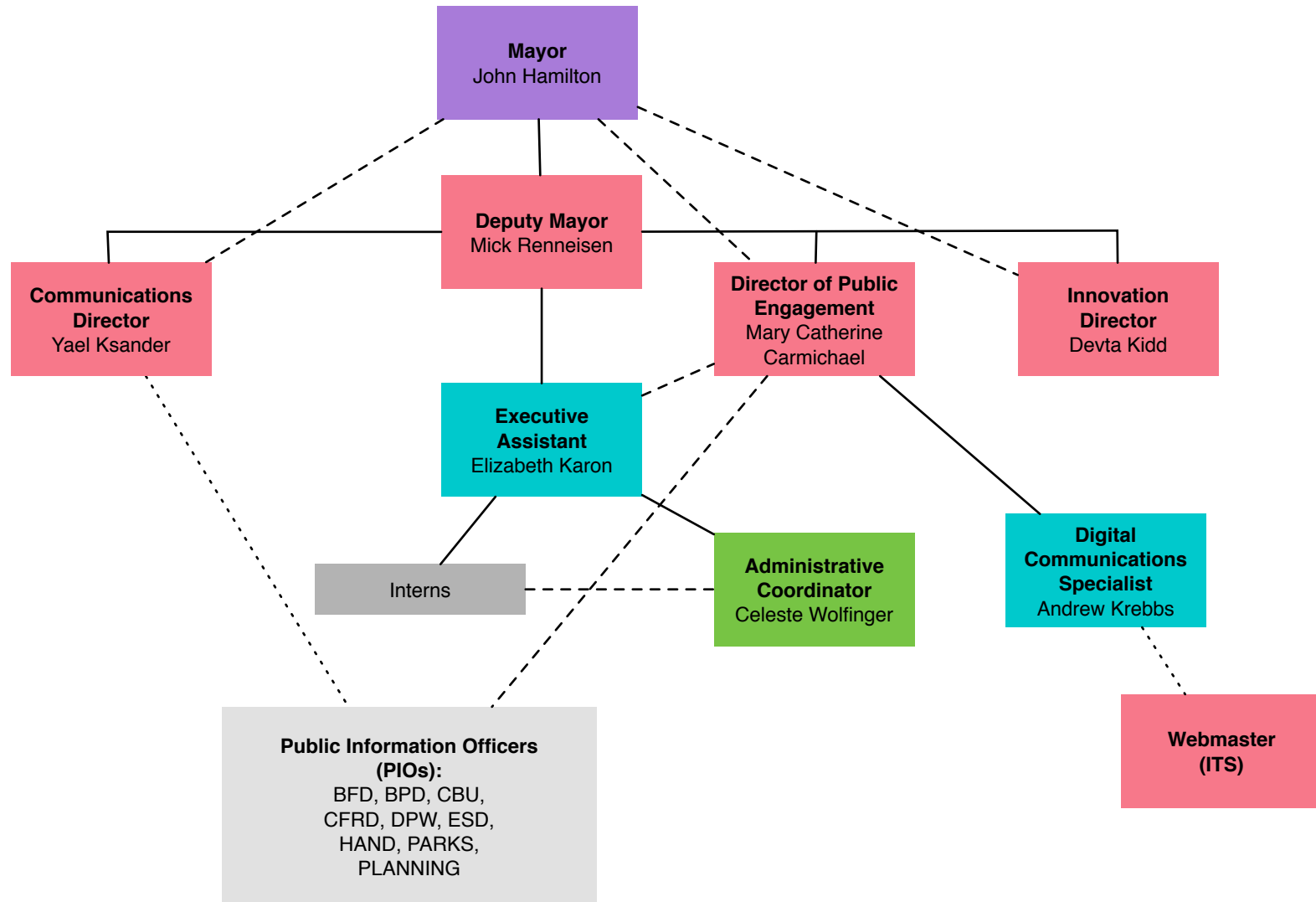
		Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 610 - Vehicle Replacement Fund(S0012)									
Expenditures									
Department: 06 - Controller's Office									
Capital Outlays									
		54410	Lease Purchase	-	112,674	500,500	400,000	(100,500)	-20.08%
		54440	Motor Equipment	353,892	19,999	-	-	-	N/A
		54450	Equipment	-	25,000	102,000	-	(102,000)	-100.00%
Total: Capital Outlays				353,892	157,673	602,500	400,000	(202,500)	-33.61%
Expenditures Grand Total:				\$ 353,892	\$ 157,673	\$ 602,500	\$ 400,000	\$ (202,500)	-33.61%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 901 - Fire Pension(S0341)								
<u>Expenditures</u>								
Department: 08 - Fire								
Personnel Services								
	51110	Salaries and Wages - Regular	2,775	4,000	4,000	4,000	0	0.01%
	51120	Salaries and Wages - Temporary	925	-	-	-	-	N/A
	51210	FICA	26	39	58	306	248	427.60%
Total: Personnel Services			3,726	4,039	4,058	4,306	248	6.12%
Supplies								
	52110	Office Supplies	123	-	350	350	-	0.00%
Total: Supplies			123	-	350	350	-	0.00%
Other Services and Charges								
	53220	Postage	-	-	960	960	-	0.00%
	53990	Other Services and Charges	1,751,591	1,752,084	2,145,369	2,145,369	-	0.00%
Total: Other Services and Charges			1,751,591	1,752,084	2,146,329	2,146,329	-	0.00%
Expenditures Grand Total:			\$ 1,755,439	\$ 1,756,123	\$ 2,150,737	\$ 2,150,985	\$ 248	0.01%

CITY OF BLOOMINGTON

		Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)									
Expenditures									
Department: 06 - Controller's Office									
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	114,022	114,022	N/A	
Total: Other Services and Charges			-	-	-	114,022	114,022		
Expenditures Grand Total:				\$ -	\$ -	\$ -	\$ 114,022	\$ 114,022	





Memorandum

To: Members of the City of Bloomington Common Council
From: Mick Renneisen, Deputy Mayor
Date: August 14, 2020

Why We Exist

The Office of the Mayor provides leadership, management, communication and strategic direction to the City of Bloomington government, overseeing a Cabinet of 17 department heads, 700 full-time City employees, not including Transit, and BHA, and a total budget of approximately \$168 million (including Bloomington Housing Authority and Bloomington Transit). This is accomplished through public engagement, in cooperation with City Council and the City Clerk, to determine and implement the priorities of our community's 85,000 residents and 2 million annual visitors.

Background

Major initiatives of the Office of the Mayor include:

- **Support and Maintain Public Safety, Equality, Civility and Justice:** Review delivery of public safety procedures. Provide fire service and policing, and collaborate with agencies to promote justice and civility. Provide ongoing support and direction to issues of downtown livability, homelessness and substance use disorders, as well as continued investment in training and asset replacement.
- **Affordable/Workforce Housing:** Implement and refine an affordable housing strategy consistent with the Comprehensive Master Plan, including implementing the newly-updated Unified Development Ordinance. Deploy the Housing Development Fund, HOME Funds, tax abatements and acquisition of property to assist these efforts.
- **Facilitate Economic Development through Enhancing Quality of Place:** Encourage infrastructure and community development by redevelopment of the current hospital site, potential expansion of the Convention Center, activation of the Trades District, and implementation of recommendations from the Wage Growth Task Force, all toward more equitable development. Focus on economic recovery from the challenges of COVID-19.
- **Climate Change/Sustainability:** Respond to impacts of climate disruption by investing in sustainable practices throughout the delivery of City services. Utilizing the results of

the Transportation Demand Management (TDM) study, implement multimodal transportation options and enhance Transit services. Emphasize research of and attention to food security issues, consider waste-to-energy conversion, invest in green infrastructure and continue expansion of renewable and alternative energy sources.

- **Transparency/Community Engagement:** Communicate with and engage the public about the performance of City government, as well as increase access to and use of data from City departments across both physical and virtual spaces. Utilize results from the biennial Community Survey to consider and implement improvements in delivery of City services.
- **Asset Management and Investment:** Invest in the repair and replacement of existing City-owned assets by providing necessary funding to all City departments responsible for such assets.
- **Innovation:** Invest in staff and establish a culture of innovation that encourages improving current processes and preparing the organization for the future.
- **Pandemic response:** Coordinate the continuity of city services throughout the COVID-19 pandemic, as well as determine future planning for the organization regarding the pandemic's impact and financial consequences by working with local partners.

Impact of COVID-19

Along with federal, state, and local agencies, the City of Bloomington has implemented protocols since March to maintain continuity of City government services to support the community's well-being and protect residents' and employees' health during the COVID-19 pandemic. Mayor Hamilton's Continuity of City Government (COCG) team, led by Deputy Mayor Mick Renneisen and Human Resources Director Caroline Shaw, assembled key city officials to implement contingency staffing plans and protocols to maintain City services during this critical time. The COCG team has met regularly since March, at first 3 times per week and ultimately moving to monthly, depending on the timing of critical and time-sensitive plans.

Mayor Hamilton and other City leaders continue in close communication with counterparts at the Monroe County government and health department, IU Health, Indiana University, local school corporations, and other civic and business leaders to coordinate the local response to this public health crisis.

Sustainability/Climate Action

In February, Bloomington was recognized as a global leader with environmental action and transparency, achieving a place on [the A List](#) by CDP, a global nonprofit that runs an environmental disclosure system for businesses and cities. Bloomington was one of only 7 cities in the Midwest to receive an A score, and was recognized for its actions in the last reporting year to develop robust climate change strategies, track and act to limit and reduce emissions, assess and mitigate climate risks, and transparently report this information in its 2019 disclosure to CDP. Another key climate action will be the completion of a 2020 climate vulnerability assessment by the end of the year. The [Sustainability Action Plan](#) captures the City's sustainability vision and goals related to transportation, waste, local food, energy, ecosystem health, the built environment, and more.

In addition, Mayor Hamilton convened a new staff Climate Action Team in 2020, meeting regularly to discuss how threats of climate change reverberate through all city services and the need to plan accordingly, thoughtfully and holistically.

Equity/Inclusion

One goal of this administration has been to understand our community's concerns around white supremacy, racism and discrimination that manifested at the Farmers' Market and to leverage Bloomington's resiliency and active citizenry to develop a structure that allows these and future issues to be actively addressed. As even more recent events have demonstrated, we understand these issues are indicative of longer standing, deep-seated race-related tensions and inequities that have developed over time and will not be resolved overnight. By committing to maintaining these issues in the forefront of our work, it is our hope that Bloomington will live up to its ideals of being a safe, civil and just community for all of its residents and visitors.

In March, a team of 8 community members, including city staff, local activists, IU officials and law enforcement, attended the Divided Community Project Academy with 4 other U.S. cities. The Academy included conversations with civic leaders versed in the challenges of addressing community division and facing potential and imminent civil unrest. Using the Divided Community Project's tools as a guide, the team developed constructive and collaborative strategies to prepare for, address or respond to actions that polarize community members. Members of the Bloomington DCP team continue to meet with the DCP Community Collaborative to discuss project updates and service to underrepresented communities during the pandemic. The team also continues to meet in small and larger groups to discuss moving forward with the Action Plan, and is turning its attention to the creation of a Community Task Force to identify concrete actions that can be taken by community members and the City to make progress in the area of racial justice, equity and inclusion.

Additionally, the Administration and the Bloomington Police Department support the evolution of policing by adding 2 neighborhood resource officers, 2 social workers and 1 data analyst to BPD's 2 neighborhood resource officers and 1 social worker that were added in the last 2 years. BPD continues to follow the recommendations of the *Final Report of the Commission on 21st Century Policing*, which sets a path to best practices for community policing, and supports the recommendations of *#8cantwait*, which have been in policy at BPD for decades.

2021 Activity Descriptions and Goals

Policy and Administration

Activity Description: Provide strategic leadership to the City of Bloomington government. Responsibly lead City programs, policies, initiatives and services. Transparently engage with and respond to residents, businesses and community partners to efficiently provide services to the community.

Goals:

- Conduct monthly meetings with department head Cabinet to manage progress on City initiatives and provide efficient delivery of City services.
- Conduct weekly, biweekly, or monthly meetings with key staff focused on topical areas (i.e. Affordable Housing, Public Safety, etc.) to coordinate and further City priorities.
- Review semiannual project management updates from all departments as a management tool to accomplish the strategic plan and monitor progress. Publish semiannual budget goal updates to increase transparency and accountability.
- Conduct annual budget and/or strategic planning retreat with department heads by June to set goals and develop the City's annual budget.
- Meet weekly with City Council leadership to coordinate the scheduling of legislation that goes before the City Council.
- Schedule reports from the Mayor, at least monthly, to be presented to City Council in 2021.
- Review first iteration of the master plan for the Bloomington Hospital Redevelopment, in conjunction with internal and external partners, by end of Q2.
- Meet weekly or biweekly with master planning team as point of contact for Bloomington Hospital Redevelopment project. Meet with Project Review Committee and Hospital Reuse Committee quarterly to coordinate Bloomington Hospital Redevelopment activities.
- Meet at least quarterly with County colleagues and relevant stakeholders to discuss plan for potential future Convention Center expansion.
- Implement the city's approved Capital Plan by replacing and repairing necessary infrastructure in the Police, Fire, Public Works, Planning & Transportation, Parks & Recreation and Utilities departments by Q4.
- Deliver a public safety report to the community in Q1 to measure success of ongoing public safety initiatives.
- Meet with all prospective employers who are interested in locating in the Trades District.
- Based on outcome of annexation lawsuit, consider next steps in the proposed annexation process.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	211,253	218,010	2.25	85,000
200 - Supplies	803	866		
300 - Other Services	28,282	27,242		
400 - Capital Outlays	0	0		
Total	240,337	246,118		

Funding: General

Communications

Activity Description: Serve as the voice of the City of Bloomington government, transmitting information about City programs, policies, events, initiatives and services to Bloomington residents and visitors.

Goals:

- Write, edit, or propose content for mayoral speeches, remarks, and internal communications (including video addresses distributed electronically).
- Write a minimum of 75 OOTM-generated press releases and approve an additional 125 department-generated press releases.
- Coordinate a minimum of 30 opportunities for the mayor to interact with the press in real time, whether in person or virtual press conferences.
- Create a minimum of 5 guest editorials to communicate City's advocacy of or opposition to larger policy issues.
- Produce a minimum of 50 proclamations to honor local people and initiatives.
- Monitor all City-affiliated social media accounts daily to ensure accurate information of value, and to assist departments with increasing their social engagement.
- Create a Social Media 101 class by Q3 for City employees to increase public engagement across all City social accounts.
- Collect social media analytics to gather information about what residents want to see on our social media, to better craft future posts to reflect those wants.
- Boost a minimum of one Facebook post per month and collect analytics on those boosted posts to help inform decisions about which future posts to boost.
- Add Instagram, YouTube and NextDoor Standard of Practice (SOP) to the City Social Media Guide by end of Q3.
- Launch city-wide social media management software to streamline scheduling posts, monitoring messages and comments, and reporting on engagement.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	291,050	300,360	3.10	85,000
200 - Supplies	1,106	1,193		
300 - Other Services	38,966	37,532		
400 - Capital Outlays	0	0		
Total	331,121	339,085		

Funding: General

Public Engagement

Activity Description: Enhance engagement and responsiveness with the community by leading efforts to educate, improve transparency and the customer service experience, and address residents' ideas, questions and issues with City departments.

Goals:

- Conduct 2021 Community Survey in Q1 in order to compare to past survey results (2017 and 2019) to track changes in perception of city service delivery.
- Identify a public engagement platform by the end of Q2 to increase community engagement.
- Interact quarterly with IU Health public relations team, IU media teams and IU Dean of Students, in addition to quarterly Town/Gown meetings.
- Maintain monthly contact with the Greater Bloomington Chamber of Commerce to manage underwriting budget and staff involvement.
- Sponsor a minimum of 20 activities or events benefiting the community and supporting the goals of the administration.
- Meet with administration weekly to ensure communication and collaboration.
- Coordinate with lobbying firm weekly during legislative session to support community priorities and disseminate information to appropriate staff.
- Ensure a vacancy rate below 5% throughout 2021 for mayoral board and commission appointments.
- Increase participation in annual board and commission appreciation event in Q4 by 5%.
- Conduct outreach to a minimum of 10 group/neighborhood meetings to improve transparency and address residents' ideas, questions and issues with City departments.
- Serve as higher level resource for resident concerns and respond to all concerns within a week.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	215,947	222,855	2.30	85,000
200 - Supplies	820	885		
300 - Other Services	28,911	27,847		
400 - Capital Outlays	0	0		
Total	245,678	251,587		

Funding: General

Innovation

Activity Description: Serve as a catalyst for innovation and experimentation in city government, developing new processes, spurring creativity, and improving services for Bloomington residents and visitors.

Goals:

- Complete 9 months of Bloomberg Philanthropies Innovation Training as part of their 2021 cohort.
- Nurture a culture of innovation by training representatives from 50% of City departments (7 departments) in process mapping.

- Nurture a culture of innovation by featuring a minimum of 50 success stories of departmental innovation on the city website.
- Increase organizational effectiveness by creating internally-facing performance dashboards in 3 departments and structure quarterly Cabinet report-outs from these departments.
- Increase organizational effectiveness by evaluating 3 public-facing dashboards created in 2020 to determine what has been helpful to the public, what needs improvement, and which topics or departments should be targeted next.
- Increase organizational effectiveness by involving at least 3 departments in efforts to improve an existing process.
- Prepare the organization for the future by involving city residents and at least 3 departments in 1 project that addresses a top challenge facing our city (climate change, aging population, jobs displaced by automation, changes associated with driverless cars, resilience to climate or pandemic-related natural disasters).
- Prepare the organization for the future by involving city residents and at least 3 departments in the use of 1 cutting-edge technology (big data, artificial intelligence, augmented reality, the Internet of Things, autonomous vehicles).

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	126,751	130,805	1.35	700 City staff and approximately 10,000 residents
200 - Supplies	482	519		
300 - Other Services	16,969	16,345		
400 - Capital Outlays	0	0		
Total	144,201	147,670		

Funding: General

2021 Budget Request Highlights

The Office of the Mayor's general fund budget request is \$984,460. This is an overall increase of \$23,122, or 2%. Listed below are some highlights of significance.

Category 1 – Personnel request is \$872,031, which is an increase of 3%. The increases are related to the 2% increase in wages for non-union employees and related benefits.

Category 2 – Supplies request is \$3,463, which is an increase of approximately \$250 (8%) for additional supplies needed for remote work.

Category 3 – Other Services & Charges request is \$108,966, which is a decrease of \$4,162 (-4%). Significant changes are listed below:

- **Line 317 (Mgt. Fee, Consultants, and Workshops):** added funds for project management support for OOTM and City-wide projects.
- **Line 323 (Travel):** reduced due to less travel expected in the time of COVID-19.

- **Line 331 (Printing):** increased due to large number of signs requested by the organization for COVID-19 and other policy changes.
- **Line 399 (Other Services and Charges):** reduced funding set aside for public engagement platform due to more options available at lesser cost.

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

Office of the Mayor 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget \$	2021 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	654,181	805,936	845,000	872,031	27,031	3%
200 - Supplies	3,905	15,412	3,210	3,463	253	8%
300 - Other Services	111,340	120,782	113,128	108,966	(4,162)	-4%
400 - Capital Outlays	-	-	-	-	-	0%
Total	769,426	942,130	961,338	984,460	23,122	2%

Conclusion

The 2021 budget request from the Office of the Mayor reflects a budget that aligns with the Mayor's stated goals of supporting and maintaining public safety, civility and justice, transparency, economic development, climate change/sustainability, public engagement, innovation and pandemic response. Thank you for your consideration of the Office of the Mayor's 2021 budget request! We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 11 - Mayor's Office								
Personnel Services								
	51110	Salaries and Wages - Regular	439,816	550,270	580,544	602,727	22,183	3.82%
	51120	Salaries and Wages - Temporary	18,274	21,214	21,751	21,751	-	0.00%
	51210	FICA	33,720	42,123	46,076	47,773	1,697	3.68%
	51220	PERF	62,454	78,138	82,437	85,588	3,150	3.82%
	51230	Health and Life Insurance	99,918	114,192	114,192	114,192	-	0.00%
Total: Personnel Services			654,181	805,936	845,000	872,031	27,031	3.20%
Supplies								
	52110	Office Supplies	1,330	921	1,325	1,200	(125)	-9.43%
	52240	Fuel and Oil	227	222	285	263	(22)	-7.72%
	52420	Other Supplies	2,347	14,269	1,600	2,000	400	25.00%
Total: Supplies			3,905	15,412	3,210	3,463	253	7.88%
Other Services and Charges								
	53110	Engineering and Architectural	17,659	-	-	-	-	N/A
	53160	Instruction	1,750	6,749	7,000	7,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	19,000	30,921	23,000	25,000	2,000	8.70%
	53210	Telephone	674	580	1,570	1,570	-	0.00%
	53220	Postage	-	-	200	200	-	0.00%
	53230	Travel	5,797	11,682	15,500	12,900	(2,600)	-16.77%
	53310	Printing	1,031	3,829	750	1,500	750	100.00%
	53320	Advertising	8,502	5,189	5,015	2,925	(2,090)	-41.67%
	53620	Motor Repairs	242	242	278	1,076	798	287.05%
	53910	Dues and Subscriptions	5,280	9,764	9,140	11,120	1,980	21.66%
	53940	Temporary Contractual Employee	1,282	1,341	1,375	1,375	-	0.00%
	53960	Grants	24,462	16,569	31,000	31,000	-	0.00%
	53990	Other Services and Charges	25,661	33,916	18,300	13,300	(5,000)	-27.32%
Total: Other Services and Charges			111,340	120,782	113,128	108,966	(4,162)	-3.68%
Expenditures Grand Total:			\$ 769,426	\$ 942,130	\$ 961,338	\$ 984,460	\$ 23,122	2.41%

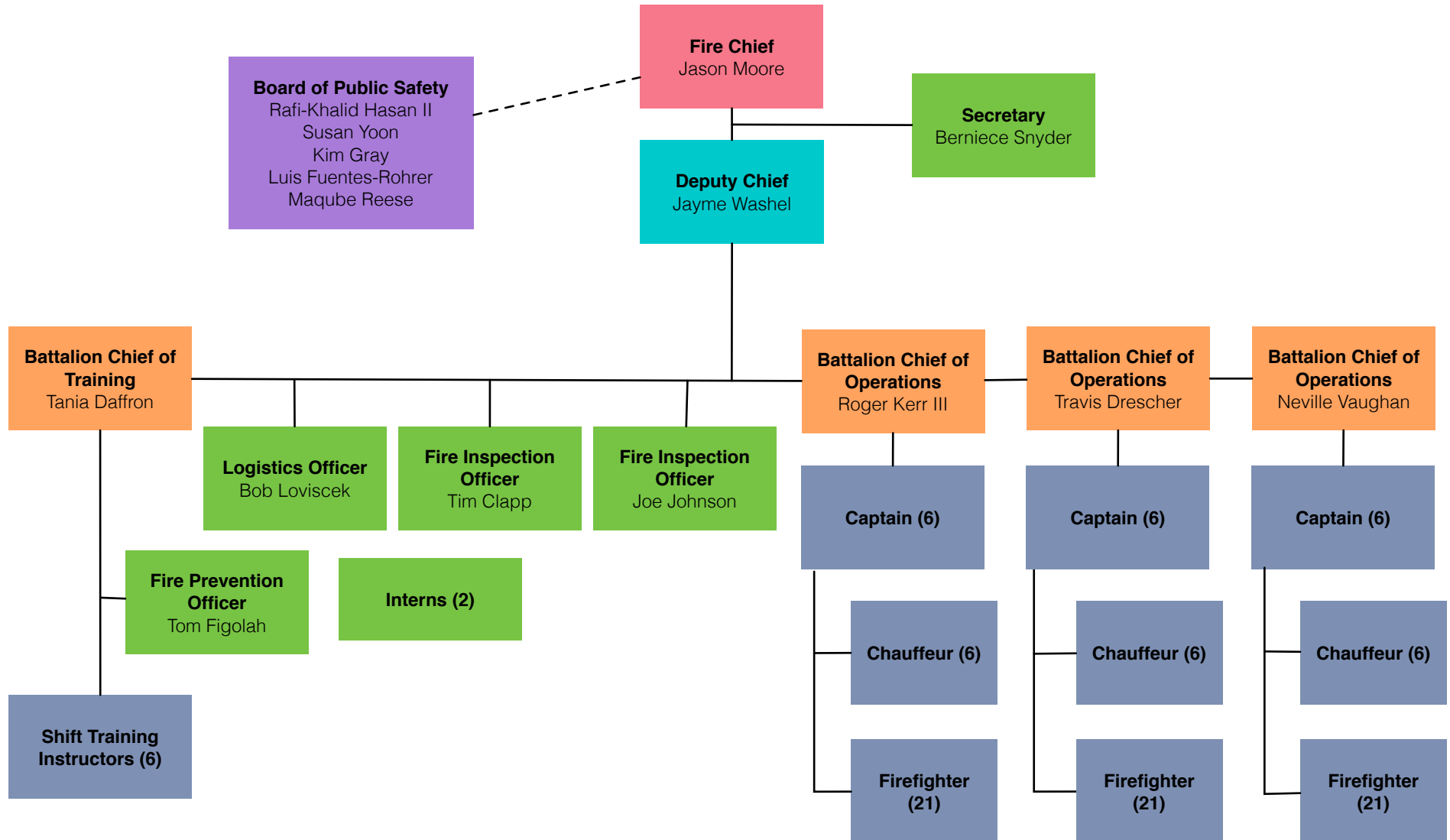


**2021 BUDGET
PROPOSAL MAYOR
JOHN HAMILTON**

City of Bloomington 2021 Budget

Tuesday August 18, 2020

BLOOMINGTON FIRE DEPARTMENT





Bloomington Fire Department

2021 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council
From: Fire Chief Jason Moore
Date: August 14, 2020

Why We Exist

The Bloomington Fire Department exists to provide excellent public safety to everyone who lives in, works in, or visits the City through superb fire prevention, public education, and emergency management/mitigation completed by credentialed and trusted officials who receive first-rate training and high-quality equipment.

Background

The Bloomington Fire Department (BFD) was established in 1900 and currently serves the community with 110 employees, located at 5 stations, responding to over 4,000 emergencies per year. BFD provides fire suppression, technical rescue, and emergency medical response capabilities to City residents and visitors, Indiana University, and surrounding communities through aid agreements. The department is responsible for inspecting commercial occupancies, providing consultation on fire code issues, and is one of the few entities in the region that completes plan reviews for all new developments in and around the City to ensure they meet fire code requirements. In 2017 we increased our focus on fire prevention, drastically increasing our community education efforts resulting in 3 consecutive years without a fire fatality and a 32% reduction in fires. BFD is the largest and only fully paid fire service provider in Monroe County and as such has earned an Insurance Services Office (ISO) rating of 2/2x, placing the department in the top 2% of rated departments in the U.S. and top 1% of rated departments in Indiana.

From 2017 through June 2020, BFD has 9 confirmed civilian saves, defined as rescuing a civilian who is otherwise unable to remove themselves from a hazardous situation due to being physically trapped or incapacitated. In the last 4 years, the department has dramatically improved its training standards, operational equipment, use of technology and professionalization of services contributing to its success rates in saving lives and protecting property. Through collaborative partnerships with Indiana University, other fire departments, and

within the City, BFD proactively manages risks to increase resident safety as well as the efficiency/resiliency of its emergency operations.

Impact of COVID-19

A challenge occurred in 2020 when Bloomington faced a rare and fatal global pandemic. Our personnel stepped up to the challenges of serving our community through this new threat; COVID-19 taught public safety officials valuable lessons on protective equipment shortages, pandemic protocols, and even facility limitations to help prevent disease spread. Our 2021 budget request takes into consideration those lessons learned and has several expenditures within it to enhance employee safety and ensure our continued success of providing essential services to the community.

Equity/Inclusion

One of the department's largest challenges is the diversification of our workforce. Since 2017 we have worked with community leaders to build and execute strategies to increase our diversity. Our last hiring process was the most diverse in our history, increasing from a 2.2% diversity profile to 21.9%. We are currently engaged in our second hiring process under the diversification strategy, which has a new opportunity caused by the relaxation of the state statute for residency requirements of public safety officers. Our improved recruitment strategies, coupled with the relaxation of residency requirements, will increase our pool of applicants allowing for substantial progress in improving our diversity. Our 2021 budget request has several items related to building a more diverse and inclusive organization including diversity training initiatives and station improvements to better serve our female firefighters. In 2021 we are planning to host the largest and most diverse recruit class in our department's history.

2021 Activity Descriptions and Goals

Emergency Operations

Activity Description: Provide excellent around-the-clock emergency response services to the community consistent with national response and safety standards, including fire suppression, technical rescue, and emergency medical services (EMS), in order to save lives, protect property, and minimize impact on the environment.

Goals:

- Provide an appropriate response to all emergencies within the city by arriving within 4.5 minutes of dispatch 90% of the time and within 8 minutes of dispatch 98% of the time. (Estimated population served [EPS] ~ 10,000 to 20,000)
- Increase firefighter safety by committing to OSHA and National Fire Protection Association (NFPA) 1500 compliance process. Complete an external audit by May 31, 2021 of NFPA 1500 compliance that will be used to identify budget impact items for 2022. (EPS ~ Internal Service Program)
- Continue efforts to increase interoperability with other fire agencies within Monroe County and the State of Indiana to enhance services through collaborative service delivery methods. (EPS ~ 5,000 to 7,500)

- Solicit feedback from community, department membership, union leadership, and external partners to develop a five-year strategic plan by July 2021. (EPS ~ 89,000)

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	5,401,805	5,371,539	59.25	19,000 - 35,500
200 - Supplies	121,979	209,618		
300 - Other Services	474,436	296,185		
400 - Capital Outlays	2,074,038	784,953		
Total	8,072,258	6,662,294		

Funding: General, Other

Fire Prevention

Activity Description: Educate the community about fire prevention and safety in order to reduce the number of preventable accidents/fires. Conduct classes, seminars, and demonstrations for schools, business and industry. Perform inspections of all commercial buildings and provide comprehensive plan reviews/final inspections for new and upgraded structures.

Goals:

- Ensure the department makes community contact with every commercial occupancy (3,490 currently) under our jurisdiction at least once per year. (EPS ~ 3,500 directly, 40,000 indirectly)
- Make at least one in person or interactive online contact with every K-12 school in the city (34 as of 2019) for fire prevention education (EPS ~ 15,000 students, 1,000 teachers, 30,000 indirectly)
- Facilitate 2 Indiana University fire safety sponsored events in person or online by the end of Q4 with at least 300 student participants. (EPS ~ 600 students/resident advisors, 50 faculty, 6,000 indirectly)
- Update fire ordinances and begin enforcing false alarm ordinances to reduce false alarm calls throughout the City by 3% through aggressive prevention, education, and enforcement. (EPS ~ 20,000 directly, 85,000 indirectly)
- Coordinate community assistance efforts sponsored by the American Red Cross to install 100 smoke detectors or replace batteries in areas identified by data analysis (Smoke Signals) by the end of Q4. (EPS ~ 500 residents)

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	2,115,137	2,103,286	23.20	42,650 Directly
200 - Supplies	48,413	83,196		161,000 Indirectly
300 - Other Services	188,301	117,554		
400 - Capital Outlays	0	0		
Total	2,351,851	2,304,036		

Funding: General, Other

Training/Education

Activity Description: Increase firefighter safety by providing a recurring, coordinated, consistent and comprehensive training program for all members that meets or exceeds NFPA, OSHA, or other guiding entity standards, in order to improve service delivery methodology, reduce firefighter injuries, enhance department diversity, and ensure the safety of the community.

Goals:

- Provide at least 420 hours of annual refresher/compliance fire and rescue training for every firefighter to exceed National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), and Insurance Service Office (ISO) standards.
- Provide at least 24 hours of annual refresher/compliance Emergency Medical Services (EMS) training to every firefighter to exceed National Registry, American Heart Association and State requirements.
- Ensure 100% of BFD employees receive diversity/inclusion training by Q4.
- Host a minimum of 2 classes taught by instructors outside the Southern Indiana region to enhance operational knowledge and expose employees to alternate methodologies to enhance capabilities, improve efficiency, and increase the probability of saving lives, protecting property, and minimizing the impact to the environment.
- Analyze 100% of level two and three incident responses and 30% of level one incident responses to determine protocol compliance and establish corrective training programs for operational deficiencies.
- Provide instruction for 40 new certifications to various positions in the department to follow the Strategic Training Plan and Career Progression Plan.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	1,996,617	1,985,429	21.90	Internal Service Program
200 - Supplies	45,255	77,770		
300 - Other Services	176,020	109,887		
400 - Capital Outlays	39,682	15,018		
Total	2,257,574	2,188,105		

Funding: General, Other

Investigations

Activity Description: Increase firefighter and community safety by accurately and thoroughly investigating, with highly trained personnel, 100% of fires within BFD jurisdiction. Investigate to determine the fire's cause and origin in order to develop proactive programs to reduce or eliminate subsequent losses.

Goals:

- Provide a minimum of 20 hours of continuing education and professional memberships to inspection/investigation personnel by the end of Q4 to enhance the outcome of

investigations, ensure compliance with national standards, and become expert witnesses to increase conviction rates of arson cases. (EPS ~ Internal Service Program)

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	515,109	512,223	5.65	900 Directly Internal Service Program
200 - Supplies	11,682	20,076		
300 - Other Services	45,438	28,366		
400 - Capital Outlays	0	0		
Total	572,229	560,665		

Funding: General, Other

2021 Budget Request Highlights

The Fire Department's total budget request is \$12,296,432. This is a decrease of \$957,480 or -7%.

Category 1 – Personnel request is \$9,972,477. This is a decrease of \$56,191 or -0.56%. There is a 2% salary increase for non-union staff. Negotiations continue on the Fire Collective Bargaining Agreement and compensation has not yet been determined for union staff.

Category 2 – Supplies request is \$390,660. This is an increase of \$163,331 or 72%.

Significant changes include the following budget lines:

- **Line 211: Office Supplies** increase of \$16,559.
- **Line 221: Institutional Supplies** increase of \$7,410.
- **Line 242: Other Supplies** increase of \$84,547, including the following significant items:
 - New EMS Supplies for Protocol Change - \$13,464
 - Pandemic Personal Protective Equipment - \$23,100
 - Energy Efficiency upgrades - \$6,852
 - Station Space Dividers - \$8,560
- **Line 243: Uniforms & Tools** increase of \$46,700, including the following significant items:
 - Station Boots Initial Issue - \$17,640
 - Uniform Shirt Initial Issue - \$6,700

Category 3 – Other Services & Charges request is \$1,133,324. This is an increase of \$249,129 or 28%. Significant changes include the following budget lines:

- **Line 313: Medical** increase of \$39,130
- **Line 361: Building Repairs** increase of \$22,150
- **Line 362: Motor Vehicle Repairs** increase \$88,330
- **Line 372: Building Rental** increase \$48,984

Category 4 – Capital Outlays request is \$799,971. This is a decrease of \$1,313,749 or -62%.

Significant changes include the following budget lines:

- Replace Automatic External Defibrillators - \$73,700

- Purchase Fire Personal Protective Equipment - \$85,000
- Purchase Mobile Breathing Air Compressor - \$110,000
- Urgent Repairs to Station 1 - \$150,000
- Urgent Repairs to Station 2 - \$150,000
- Additional Fire Gear Washer - \$17,345
- Purchase Hybrid Vehicles - \$202,350
- Replace Printer at HQ - \$11,576

Bloomington Fire Department 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget \$	2021 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	9,610,870	9,846,630	10,028,668	9,972,477	(56,191)	-1%
200 - Supplies	337,937	308,927	227,329	390,660	163,331	72%
300 - Other Services	550,612	727,166	884,195	1,133,324	249,129	28%
400 - Capital Outlays	807,330	1,730,003	2,113,720	799,971	(1,313,749)	-62%
Total	11,306,749	12,612,726	13,253,912	12,296,432	(957,480)	-7%

RECOVER FORWARD EXPENDITURES

The following additional Bloomington Fire Department operating costs are recommended to be funded by incremental 2021 Recover Forward funding. These costs will be separated from the above Bloomington Fire Department budget and distributed among applicable general ledger lines as per the application of funding:

- **Fire Department, pilot mobile integrated healthcare:** An emerging trend for public safety is to be more proactive in providing care for vulnerable members of our community to prevent emergency response. This pilot program will follow up on community members who have used emergency services and engage with community groups to perform health checks, manage medications, or provide referrals to social/ medical service providers.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0	0.00	
200 - Supplies	0	0		
300 - Other Services	0	25,000		
400 - Capital Outlays	0	0		
Total	0	25,000		

Funding: General

Conclusion

The Bloomington Fire Department has used every upgrade and enhancement to its training, equipment, and prevention programs to save lives and protect property. The department is constantly developing and adapting to the challenges faced by the community, and looks forward to seeking community input to develop a 5-year strategic plan. The support of City Administration and City Council has significantly improved BFD's ability to provide services to the community while increasing efficiency and improving firefighter safety. Thank you for your consideration of the Fire Department's 2021 budget request! We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 08 - Fire								
Personnel Services								
	51110	Salaries and Wages - Regular	6,430,267	6,598,888	6,604,174	6,575,711	(28,463)	-0.43%
	51130	Salaries and Wages- Overtime	199,206	245,122	375,000	375,000	-	0.00%
	51210	FICA	99,144	102,367	111,807	112,544	737	0.66%
	51220	PERF	27,059	27,689	28,259	28,932	672	2.38%
	51230	Health and Life Insurance	1,555,866	1,570,140	1,570,140	1,570,140	-	0.00%
	51260	Clothing Allowance	42,221	42,300	44,550	44,550	-	0.00%
	51280	Fire PERF	1,257,107	1,260,125	1,294,738	1,265,601	(29,137)	-2.25%
Total: Personnel Services			9,610,870	9,846,630	10,028,668	9,972,477	(56,191)	-0.56%
Supplies								
	52110	Office Supplies	4,810	2,948	6,157	23,171	17,014	276.34%
	52210	Institutional Supplies	21,162	17,278	22,091	29,634	7,543	34.15%
	52230	Garage and Motor Supplies	3,454	4,197	4,815	6,416	1,601	33.25%
	52240	Fuel and Oil	46,341	44,895	61,489	61,377	(112)	-0.18%
	52310	Building Materials and Supplies	28,266	8,417	12,040	20,572	8,532	70.86%
	52340	Other Repairs and Maintenance	5,998	3,819	6,268	6,472	204	3.25%
	52420	Other Supplies	97,606	172,376	74,160	156,009	81,849	110.37%
	52430	Uniforms and Tools	130,301	54,996	40,309	87,009	46,700	115.86%
Total: Supplies			337,937	308,927	227,329	390,660	163,331	71.85%
Other Services and Charges								
	53130	Medical	94,492	108,326	134,120	-	(134,120)	-100.00%
	53140	Exterminator Services	-	150	1,050	1,245	195	18.57%
	53150	Communications Contract	33,322	27,446	45,126	55,971	10,845	24.03%
	53160	Instruction	22,900	23,696	52,125	53,625	1,500	2.88%
	53170	Mgt. Fee, Consultants, and Workshops	-	45,600	24,000	-	(24,000)	-100.00%
	53210	Telephone	9,406	11,096	15,480	19,815	4,335	28.00%
	53220	Postage	392	447	1,115	1,115	-	0.00%
	53230	Travel	13,177	22,996	32,286	-	(32,286)	-100.00%
	53310	Printing	74	647	510	510	-	0.00%
	53320	Advertising	-	-	400	400	-	0.00%
	53510	Electrical Services	33,227	31,574	42,000	44,050	2,050	4.88%
	53530	Water and Sewer	18,533	18,791	19,570	20,500	930	4.75%
	53540	Natural Gas	17,875	13,505	27,300	27,300	-	0.00%
	53610	Building Repairs	23,530	44,549	32,001	55,650	23,649	73.90%
	53620	Motor Repairs	191,344	242,161	268,896	-	(268,896)	-100.00%
	53630	Machinery and Equipment Repairs	3,283	4,320	25,531	29,428	3,897	15.26%
	53640	Hardware and Software Maintenance	8,500	53,830	85,185	95,796	10,611	12.46%
	53650	Other Repairs	74,399	58,508	68,546	85,966	17,420	25.41%
	53720	Building Rental	3,240	-	3,600	52,584	48,984	1360.67%
	53840	Lease Payments	-	1,983	-	-	-	N/A
	53910	Dues and Subscriptions	2,917	4,041	5,354	8,037	2,683	50.11%
	53990	Other Services and Charges	-	13,500	-	-	-	N/A
Total: Other Services and Charges			550,612	727,166	884,195	551,992	(332,203)	-37.57%
Expenditures Grand Total:			\$ 10,499,419	\$ 10,882,723	\$ 11,140,192	\$ 10,915,129	\$ (225,063)	-2.02%

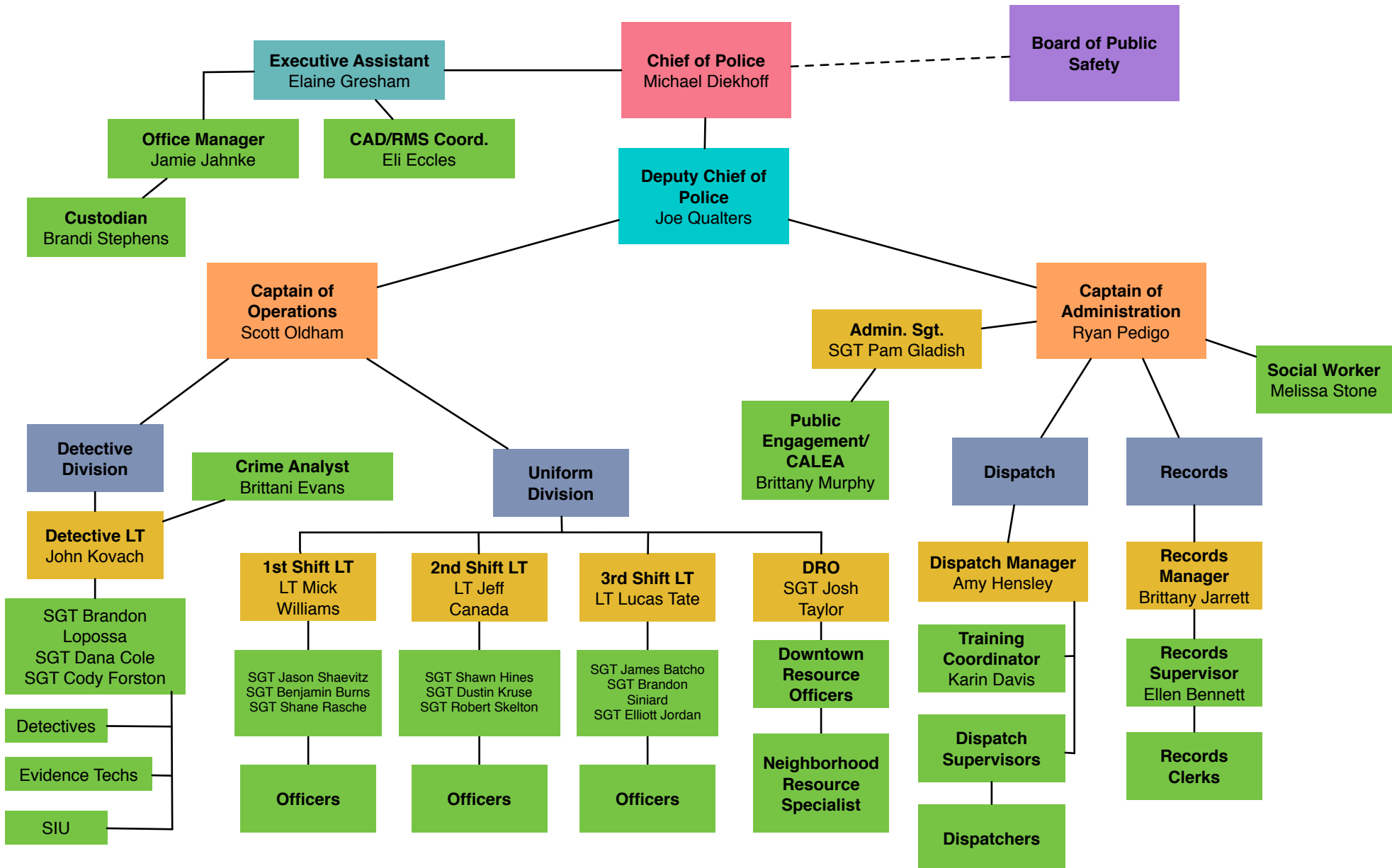
CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 151 - Public Safety L I T(S9505)								
<u>Expenditures</u>								
Department: 08 - Fire								
Other Services and Charges								
	53130	Medical	-	-	-	173,250	173,250	N/A
	53170	Mgt. Fee, Consultants, and Workshops	-	-	-	24,000	24,000	N/A
	53230	Travel	-	-	-	26,856	26,856	N/A
	53620	Motor Repairs	-	-	-	357,226	357,226	N/A
Total: Other Services and Charges			-	-	-	581,332	581,332	
Capital Outlays								
	54420	Purchase of Equipment	592,564	1,410,654	1,913,720	499,971	(1,413,749)	-73.87%
	54510	Other Capital Outlays	214,766	319,349	200,000	300,000	100,000	50.00%
Total: Capital Outlays			807,330	1,730,003	2,113,720	799,971	(1,313,749)	-62.15%
Expenditures Grand Total:			\$ 807,330	\$ 1,730,003	\$ 2,113,720	\$ 1,381,303	\$ (732,417)	-34.65%

CITY OF BLOOMINGTON

		Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)									
<u>Expenditures</u>									
Department: 08 - Fire									
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	25,000	25,000	N/A	
Total: Other Services and Charges			-	-	-	25,000	25,000		
Expenditures Grand Total:									
			\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000		

BLOOMINGTON POLICE DEPARTMENT





Bloomington Police Department

2021 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council
From: Police Chief Mike Diekhoff
Date: August 14, 2020

Why We Exist

The mission of the Bloomington Police Department (BPD) is to safeguard life and property while respecting diversity, encouraging civility, solving problems, and maintaining a high standard of individual integrity and professionalism.

Background

Founded in 1899, the Bloomington Police Department has grown into a full-service law enforcement agency. The agency answered in excess of 54,000 calls for service in 2019, which resulted in well over 100,000 police service runs. Funded for 105 sworn officers and 62 civilians, the current staffing level of the Department is 95 sworn officers, of which 60 are in the Uniform Patrol Division, 23 are assigned to the Detective Division, and 5 are administrative officers, with the remaining officers either in the Field Training Program or at the Indiana Law Enforcement Academy.

Of the 60 officers in the Uniform Patrol Division, 15 officers and 4 supervisors are assigned to the day shift, 17 officers and 4 supervisors are assigned to the afternoon shift and 16 officers and 4 supervisors are assigned to the night shift. Of those uniformed officers, 3 are on extended sick leave, and 1 is on extended military deployment. On each of the 3 patrol shifts, the officers are assigned into 3 rotations, working 6 days on and 3 days off.

In the Detective Division, there are 19 detectives and 4 supervisors spread out on 2 different shifts, working from 8am until 10pm Monday through Friday.

The Department is accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA), placing it in the top 5% of all law enforcement agencies worldwide.

In the last 5 years the Department has begun a transformational effort with a number of new initiatives such as training all officers in Crisis Intervention techniques and Mental Health First Aid. We provide outreach to the residents of this city who are experiencing homelessness, both with Downtown Resource Officers and our social worker but also with hundreds of thousands of dollars in monetary grants to our partners in the social services and other relief agencies. The Department was the first in Indiana to hire a full-time social worker who works in concert with patrol officers to attempt to bring relief to the core issues that do harm to individual lives.

The Department and the City Administration have been a foundational pillar in the formation and implementation of the STRIDE Center, a new crisis diversion center opening in fall 2020. The STRIDE Center is a law enforcement-led diversion program that chooses treatment in lieu of incarceration for many low-level offenses. The STRIDE Center is designed to assist those members of the public who are in crisis by offering them counseling and other services in order to address the root cause of criminality.

In 2019, the Department moved forward with outreach efforts and social programs as well as other initiatives directed at the issues which tear at the very fabric of our community such as homelessness, social equity and racism, as well as continuing a pattern of success in the fight against violent crime.

Impact of COVID-19

While the COVID-19 pandemic affected a number of our services and practices such as routine, in-person response to all calls for service, it provided an opportunity to introduce new pathways for the community to report crimes and to interact with the Department to seek, or provide, information. During the COVID-19 stay at home orders, BPD attempted to flatten the curve by offering an expanded ability to report crimes online rather than meeting with an officer, thus decreasing the chance of disease transmission. While no member of the Bloomington Police Department has been diagnosed with COVID-19, several were tested after having been exposed to known cases.

During the time when COVID-19 had its greatest impact in the United States, including the 'stay at home' orders from Indiana's governor, BPD did see a substantial drop in call volume which has contributed to a 13% decrease in calls for the year (through July 1, 2020) as compared to the same time period in 2019.

Equity/Inclusion

BPD strives to provide a transparent, bias-free, equitable environment for all people we serve. BPD was one of the first agencies in the country to mandate the use of body-worn cameras for all patrol officers. In recognition of the sensitivities to racial bias in policing, BPD collects and records available demographic data during officer contacts such as traffic stops. Additionally, the

Department is working hard at recruiting the most diverse workforce possible so that the Department reflects our community.

The Department has been recognized nationally by the United States Department of Justice for bias and hate crime reporting even while Indiana did not have hate crime legislation. The Department has long been a leader in civil rights and has, once again, been recognized for being a leader in the field of policing demonstrations, protests and other expressions of free speech.

BPD provides 16 data sets to the National *Police Data Initiative* and City of Bloomington's *B-Clear Portal* so that residents can remain informed as to what is happening in their community.

The Department continues to follow the recommendations of the *Final Report of the Commission on 21st Century Policing*, which sets a path to best practices for community policing. BPD provides a continuum of not only enforcement but also services to the community as a whole with a special emphasis on those at risk.

BPD is committed to maintaining a workforce that is second to none. Officers complete, on average, more than four and a half times the State-mandated 24 hours of yearly in-service training. The State-mandated training includes topics such as Sudden Infant Death, human trafficking, domestic violence investigation and mental health issues, as well as proficiency and training in firearms, vehicle operations and use of force issues. BPD enhances that training by mandating additional courses including de-escalation, implicit bias, cultural and gender diversity, mental health recognition (well beyond the State mandate) and a host of other classes designed to make officers both well-trained and responsive to the entirety of community needs.

Through a thoughtful and willful pattern of service and de-escalation coupled with common sense enforcement, the Department leads the way on issues which threaten our quality of life, sense of community and the safety of our residents and visitors.

Continuing the Evolution of Policing

The Bloomington Police Department is committed to continue the pattern of evolution in policing that it has already begun.

Chief Diekhoff was one of the first to publicly denounce the killing of George Floyd by a Minneapolis police officer, and through his continuing leadership in the Indiana Association of Chiefs of Police (IACP) is at the forefront of meetings between the IACP and the NAACP and ACLU concerning statewide reforms and the re-envisioning of law enforcement state-wide.

Beginning with the death of George Floyd and the protests that followed, police agencies around the country have begun a long needed re-evaluation of the way that the criminal justice system functions.

On a local level BPD will revisit the *Final Report on 21st Century Policing* with the Board of Public Safety as well as begin a policy and practice review with that board. BPD takes great pride in that the recommendations of #8cantwait were already in policy at the agency for decades, but even so, the Department issued strengthened wording within policies to more fully explain an officer's duty to intervene if they observe wrongdoing on the part of another officer from any agency.

In 2021 the Department intends to take a renewed focus on the fight against violent crime by enacting policies governing investigatory stops and dispatch protocols and by using the STRIDE Center as a means for low level offenders to seek treatment in lieu of incarceration.

2021 will also see the Department shift social service grant funding responsibilities to the City of Bloomington's Community and Family Resources Department, which will in turn provide hundreds of thousands of dollars in much needed funds to social service agencies. The Department also will shift Parking Enforcement personnel to a newly created division of the City that will deal with all parking issues within the City.

2021 Activity Descriptions and Goals:

Increasing the Community's Sense of Safety

Activity Description: Partner with the community with shared responsibility to build relationships and trust by engaging in programs such as Downtown Resource Officers, Neighborhood Resource Specialists and Police Social Workers.

Goals:

- Reduce Part 1 crimes including burglaries, robberies and thefts by 3% in 2021 compared to 2020 levels by using enhanced technology and data-driven strategies to modify patrol patterns to address problems as they arise.
- Increase outreach between BPD and neighborhood groups in 2021 by 20% over 2020 levels
- Create the necessary policies and procedures to implement the law enforcement-assisted diversion program to favor rehabilitation and services for non-violent offenders rather than incarceration, based upon a baseline established in 2019.
- Broaden efforts to hire and train a diverse workforce with the ultimate goal of being reflective of the minority population of our community.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	7,351,065	8,476,998	99.3	85,000
200 - Supplies	218,430	430,517		
300 - Other Services	126,787	963,687		
400 - Capital Outlays	552,181	381,231		
Total	8,248,462	10,252,433		

Funding: General, Other

Accreditation

Activity Description: Improve law enforcement service delivery by continuing to participate in the Commission on Accreditation for Law Enforcement Agencies (CALEA) yearly evaluations of the Department's compliance with national standards.

Goals:

- Conduct an independent CALEA assessor review of approximately 54 standards in 2021 (a percentage of the standards are done each year) to assure continuing compliance.
- Complete the annual CALEA-required Department report, including statistical analysis of previous years, by May 31 to guide agency growth and training.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	453,261	533,708	6.3	85,000
200 - Supplies	21,755	20,296		
300 - Other Services	105,792	57,786		
400 - Capital Outlays	46,460	28,695		
Total	627,268	640,486		

Funding: General, Other

Data Analysis to Set Goals for Crime Reduction

Activity Description: Analyze crime data to redirect resources to reduce crime, leading to economic vitality and an improved sense of community safety.

Goals:

- Review monthly crime data, including location and frequency of calls for service, information taken from community meetings, and focused crime analysis data, to shape new, fluid and responsive patrol strategies.
- Increase the community sense of safety by 3% as measured by the City's community survey, through the use of technology and enhanced analysis capabilities of the Indiana Intelligence Fusion Center to uncover statewide or regional crime series and patterns.

- Maintain the 16 data sets provided to the *Police Data Initiative* quarterly, and research additional data sets to be made available for the purposes of transparency.
- Provide a yearly Public Safety Report featuring successes of the past year and plans for the new year in February of each year.
- Increase our data analysis capacity by focusing on near term as well as historical data used to drive deployment strategies of personnel and equipment.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	719,224	879,552	10.3	85,000
200 - Supplies	34,051	31,768		
300 - Other Services	165,588	90,448		
400 - Capital Outlays	72,720	44,914		
Total	991,583	1,046,681		

Funding: General, Other

Central Emergency Dispatch

Activity Description: Act as the primary 9-1-1 answering point in Monroe County and dispatch the appropriate resources for well over 125,000 calls for service (in 2019) to 15 different public safety agencies served by Monroe County Central Dispatch.

Goals:

- Continue to answer all 9-1-1 calls in less than 5 seconds (national standard is 20 seconds).
- Implement recommendations from outside review of dispatch operations by end of Q4.
- Evaluate opportunity to achieve national accreditation for dispatch operations by Q4, with ultimate decision planned for 2022.
- Implement the recommendations of the outside review by adding 3.5 new dispatchers as part of a phased program which will see 9 dispatchers hired over several years.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	2,663,375	2,950,340	34.6	85,000
200 - Supplies	44,012	41,060		
300 - Other Services	685,142	374,241		
400 - Capital Outlays	462,235	285,487		
Total	3,854,764	3,651,128		

Funding: General, Other

Records Division

Activity Description: Answer the approximately 45,000 non-emergency calls for service and direct those to the appropriate division for assistance. Produce, maintain and securely store well over 100,000 police reports and public safety documents per year as well as maintain in excess of 500,000 historical documents for immediate access for use in investigations, public access requests and crime analysis purposes.

Goals:

- Continue to comply with all 54 federally-mandated NIBRS reporting standards as set out by State and Federal Governments
- Ensure that accurate and timely data is entered in a uniform and consistent manner so as to provide accurate and true information to officers completing investigations, the criminal justice system and to the public as a whole.
- Upgrade the OnBase system to fully utilize available system functionality, including time off and OT/AT sheets with a review process and an electronic Public Access request process by the end of Q4 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	1,157,501	1,319,327	15.5	85,000
200 - Supplies	50,888	47,475		
300 - Other Services	256,109	139,893		
400 - Capital Outlays	108,676	67,121		
Total	1,573,174	1,573,817		

Funding: General, Other

Administration, Financial and Maintenance

Activity Description: Coordinate and maintain the behind-the-scenes operation of the Police Department.

Goals:

- Continue to refine proactive patrol strategies and improve other job functions using data produced by the Records Management System (Spillman).
- Identify staffing or policy changes which are required to best manage the Department.
- Refine and comply with the equipment replacement schedule by the end of Q4 for the purchase of capital expenditures in order to mitigate long-term costs which include:
 - Yearly replacement of 10 to 12 patrol vehicles
 - Yearly replacement cycle of products and equipment such as portable radios, body armor and similar equipment according to the approved replacement schedule

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	988,933	1,135,732	13.3	85,000
200 - Supplies	46,158	43,063		
300 - Other Services	224,464	122,607		
400 - Capital Outlays	98,576	60,883		
Total	1,358,131	1,362,285		

Funding: General, Other

2021 Budget Request Highlights

The Bloomington Police Department's budget request is \$18,526,830. This is an increase of nearly \$689,447 or 4%.

Bloomington Police Department 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change (\$)	Change (%)
100 - Personnel Services	12,820,610	13,349,084	14,327,510	15,295,657	968,147	7%
200 - Supplies	537,387	538,313	553,145	614,181	61,036	11%
300 - Other Services	790,757	822,397	1,698,034	1,748,662	50,628	3%
400 - Capital Outlays	1,202,894	1,556,378	1,258,694	868,330	(390,364)	-31%
Total	15,351,648	16,266,172	17,837,383	18,526,830	689,447	4%

Conclusion

The Bloomington Police Department continues to carry out essential projects and services for the City of Bloomington in a responsible and efficient manner. Thank you for your consideration of our 2021 department budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 14 - Police								
Personnel Services								
	51110	Salaries and Wages - Regular	6,785,695	7,075,110	7,648,362	8,142,897	494,536	6.47%
	51120	Salaries and Wages - Temporary	64,818	54,720	9,500	9,500	-	0.00%
	51130	Salaries and Wages- Overtime	695,159	830,397	327,481	367,481	40,000	12.21%
	51210	FICA	164,338	181,884	196,621	223,417	26,796	13.63%
	51220	PERF	131,000	155,956	178,312	218,611	40,299	22.60%
	51230	Health and Life Insurance	1,798,524	1,855,620	1,884,168	1,941,264	57,096	3.03%
	51260	Clothing Allowance	136,000	137,600	164,800	164,800	-	0.00%
	51270	Police PERF	1,140,328	1,140,439	1,243,285	1,194,340	(48,945)	-3.94%
	51310	Other Personal Services	-	-	100,006	100,006	-	0.00%
Total: Personnel Services			10,915,862	11,431,727	11,752,535	12,362,317	609,782	5.19%
Supplies								
	52110	Office Supplies	9,488	9,795	16,004	13,764	(2,240)	-14.00%
	52210	Institutional Supplies	18,514	41,522	19,602	32,077	12,475	63.64%
	52240	Fuel and Oil	174,437	180,220	210,667	194,868	(15,799)	-7.50%
	52310	Building Materials and Supplies	96	114	6,000	6,000	-	0.00%
	52320	Motor Vehicle Repair	59,440	31,498	36,000	46,000	10,000	27.78%
	52340	Other Repairs and Maintenance	723	-	9,290	9,290	-	0.00%
	52420	Other Supplies	150,222	195,222	110,482	-	(110,482)	-100.00%
	52430	Uniforms and Tools	88,642	46,550	107,400	-	(107,400)	-100.00%
Total: Supplies			501,563	504,921	515,445	301,999	(213,446)	-41.41%
Other Services and Charges								
	53130	Medical	503	12,396	23,500	74,000	50,500	214.89%
	53140	Exterminator Services	315	760	1,300	3,900	2,600	200.00%
	53150	Communications Contract	38,018	39,300	47,673	57,673	10,000	20.98%
	53160	Instruction	17,979	4,174	15,900	15,900	-	0.00%
	53210	Telephone	48,290	49,272	75,140	77,840	2,700	3.59%
	53220	Postage	1,574	736	2,500	2,500	-	0.00%
	53230	Travel	15,167	10,337	18,250	18,250	-	0.00%
	53310	Printing	2,197	2,682	4,026	4,026	-	0.00%
	53320	Advertising	1,667	-	2,000	2,000	-	0.00%
	53510	Electrical Services	40,604	48,977	46,300	49,300	3,000	6.48%
	53530	Water and Sewer	4,227	4,452	5,200	5,200	-	0.00%
	53540	Natural Gas	4,462	3,985	11,000	11,000	-	0.00%
	53610	Building Repairs	22,503	10,807	29,500	29,500	-	0.00%
	53620	Motor Repairs	122,007	159,007	182,858	-	(182,858)	-100.00%
	53630	Machinery and Equipment Repairs	1,865	2,796	16,220	16,220	-	0.00%
	53640	Hardware and Software Maintenance	86,978	92,504	185,916	-	(185,916)	-100.00%
	53730	Machinery and Equipment Rental	23,456	37,210	37,000	37,000	-	0.00%
	53830	Bank Charges	-	-	1,092	1,092	-	0.00%
	53910	Dues and Subscriptions	2,645	3,019	2,800	3,100	300	10.71%
	53940	Temporary Contractual Employee	-	-	2,200	2,200	-	0.00%
	53960	Grants	34,954	-	-	-	-	N/A
	53990	Other Services and Charges	144,283	158,723	136,909	-	(136,909)	-100.00%
	53991	Crime Control	25,000	25,000	25,000	25,000	-	0.00%
Total: Other Services and Charges			638,693	666,136	872,284	435,701	(436,583)	-50.05%
Capital Outlays								
	54440	Motor Equipment	23,825	47,464	-	-	-	N/A
	54450	Equipment	-	38,523	-	-	-	N/A
Total: Capital Outlays			23,825	85,987	-	-	-	0.00%
Expenditures Grand Total:			\$ 12,079,943	\$ 12,688,771	\$ 13,140,264	\$ 13,100,017	\$ (40,247)	-0.31%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 151 - Public Safety L I T(S9505)								
<u>Expenditures</u>								
Department: 14 - Police								
Supplies								
	52420	Other Supplies	-	-	-	129,482	129,482	N/A
	52430	Uniforms and Tools	-	-	-	143,000	143,000	N/A
Total: Supplies			-	-	-	272,482	272,482	
Other Services and Charges								
	53130	Medical	16,183	3,038	-	-	-	N/A
	53610	Building Repairs	3,075	-	-	-	-	N/A
	53620	Motor Repairs	-	-	-	276,481	276,481	N/A
	53640	Hardware and Software Maintenance	-	-	-	132,621	132,621	N/A
	53990	Other Services and Charges	-	-	-	137,209	137,209	N/A
Total: Other Services and Charges			19,258	3,038	-	546,311	546,311	
Capital Outlays								
	54440	Motor Equipment	716,353	692,243	555,000	525,000	(30,000)	-5.41%
	54510	Other Capital Outlays	66,663	374,743	403,694	293,330	(110,364)	-27.34%
Total: Capital Outlays			783,015	1,066,986	958,694	818,330	(140,364)	-14.64%
Expenditures Grand Total:			\$ 802,273	\$ 1,070,024	\$ 958,694	\$ 1,637,123	\$ 678,429	70.77%

CITY OF BLOOMINGTON

		Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 350 - Police Education (\$1151)									
<u>Expenditures</u>									
Department: 14 - Police									
Other Services and Charges									
		53160	Instruction	59,640	79,775	100,000	78,000	(22,000)	-22.00%
		53830	Bank Charges	-	-	-	1,100	1,100	N/A
Total: Other Services and Charges				59,640	79,775	100,000	79,100	(20,900)	-20.90%
Expenditures Grand Total:				\$ 59,640	\$ 79,775	\$ 100,000	\$ 79,100	\$ (20,900)	-20.90%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 356 - Dispatch Training(S9501)								
Expenditures								
Department: 14 - Police								
Other Services and Charges								
	53160	Instruction	3,199	4,310	10,000	10,000	-	0.00%
Total: Other Services and Charges			3,199	4,310	10,000	10,000	-	0.00%
Expenditures Grand Total:			\$ 3,199	\$ 4,310	\$ 10,000	\$ 10,000	\$ -	0.00%

CITY OF BLOOMINGTON

			Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 410 - Enhanced Access (S9507)(ord01-10)										
<u>Expenditures</u>										
Department: 14 - Police										
Other Services and Charges										
			53830	Bank Charges	-	-	-	10	10	N/A
Total: Other Services and Charges					-	-	-	10	10	
Expenditures Grand Total:					\$ -	\$ -	\$ -	\$ 10	\$ 10	

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 151 - Public Safety L I T(S9505)								
<u>Expenditures</u>								
Department: 14 - Police								
Personnel Services								
	51110	Salaries and Wages - Regular	1,078,229	1,046,298	1,517,294	1,802,734	285,439	18.81%
	51130	Salaries and Wages- Overtime	127,017	134,230	197,649	197,649	-	0.00%
	51210	FICA	85,868	83,877	131,193	149,312	18,119	13.81%
	51220	PERF	171,142	167,636	243,522	284,054	40,532	16.64%
	51230	Health and Life Insurance	442,494	485,316	485,316	499,590	14,274	2.94%
Total: Personnel Services			1,904,749	1,917,357	2,574,975	2,933,339	358,365	13.92%
Supplies								
	52110	Office Supplies	459	897	700	700	-	0.00%
	52210	Institutional Supplies	1,308	2,167	2,000	3,000	1,000	50.00%
	52310	Building Materials and Supplies	161	-	1,000	2,000	1,000	100.00%
	52340	Other Repairs and Maintenance	431	-	1,000	1,000	-	0.00%
	52420	Other Supplies	33,466	30,327	33,000	33,000	-	0.00%
Total: Supplies			35,824	33,391	37,700	39,700	2,000	5.31%
Other Services and Charges								
	53140	Exterminator Services	95	475	750	550	(200)	-26.67%
	53150	Communications Contract	-	-	620,000	575,000	(45,000)	-7.26%
	53160	Instruction	-	-	15,000	20,000	5,000	33.33%
	53210	Telephone	2,588	2,390	3,500	3,500	-	0.00%
	53410	Liability / Casualty Premiums	10,060	6,422	11,000	14,000	3,000	27.27%
	53510	Electrical Services	32,458	32,726	40,000	35,000	(5,000)	-12.50%
	53530	Water and Sewer	925	871	1,500	1,500	-	0.00%
	53610	Building Repairs	15,709	19,204	15,000	20,000	5,000	33.33%
	53630	Machinery and Equipment Repairs	5,349	5,123	6,000	6,000	-	0.00%
	53990	Other Services and Charges	2,783	1,927	3,000	2,000	(1,000)	-33.33%
Total: Other Services and Charges			69,967	69,138	715,750	677,550	(38,200)	-5.34%
Capital Outlays								
	54510	Other Capital Outlays	396,053	403,405	300,000	50,000	(250,000)	-83.33%
Total: Capital Outlays			396,053	403,405	300,000	50,000	(250,000)	-83.33%
Expenditures Grand Total:			\$ 2,406,594	\$ 2,423,291	\$ 3,628,425	\$ 3,700,589	\$ 72,165	1.99%



**2021 BUDGET
PROPOSAL MAYOR
JOHN HAMILTON**

City of Bloomington 2021 Budget

Wednesday August 19, 2020

Memorandum

To: Members of the City of Bloomington Common Council
From: Lew May, General Manager
Date: August 14, 2020

Why We Exist

Bloomington Transit is a full-featured municipal transit corporation that provides bus services in Bloomington

Background

Fixed route bus service is provided on nine routes serving most areas of the City. Bloomington Transit also offers BT Access, a specialized service available to persons with disabilities who are unable to use regular fixed route services.

Impact of COVID-19

Due to the COVID-19 pandemic, BT implemented several protocols to provide physical distancing between drivers and passengers to limit community spread of COVID-19, including the following:

- Free fares on all fixed route and BT Access service buses.
- Passengers on fixed route buses board through the rear doors. Persons in wheelchairs and using other mobility devices may continue to board through the front door.
- The Downtown Transit Center is closed to the public, though portable restrooms have been set up outside of the center.
- Fixed route and BT Access vehicles are disinfected nightly with special equipment.

This budget has been reviewed and was considered for approval by the Bloomington Public Transportation Corporation (BPTC) Board of Directors on August 11.

A summary of the proposed 2021 budget is shown below:

Budget Class	Proposed 2021 Budget	Approved 2020 Budget	Percent Change
Class I – Personnel	\$6,184,885	\$6,008,467	2.94
Class II – Materials & Supplies	\$1,416,816	\$1,637,394	(13.47)
Class III – Professional Services	\$1,701,728	\$1,511,414	12.59
Class IV – Capital	\$5,202,364	\$4,817,975	7.98
Total	\$14,505,793	\$13,975,250	3.80

Budget Highlights

- The 2021 budget is premised on existing fares and a 1.5% increase in overall service hours based on implementing proposed service changes. Incidentally, the BPTC Board has postponed final decision-making on the proposed service changes and the earliest that the overall package of service changes would be implemented is January 2021.
- A mobility-on-demand (micro-transit) service demonstration is planned for 2021 and we've included \$250,000 in the Class III section of the budget as we would likely contract this service out to a service provider.
- We also have included \$100,000 in the 2021 budget to prepare an assessment of our electrical infrastructure at our Grimes Lane facility as it is likely we'll have to invest in infrastructure upgrades to charge a larger fleet of electric buses in the future.
- Included in the proposed 2021 budget is the replacement of 3 35-foot 2008 diesel buses with 3 35-foot battery-electric buses, as well as charging stations for the buses and installation of the charging stations. Total cost for this project is \$3.12 million. We will apply for competitive Federal and State grant(s) to fund 80% of the cost of this project.
- The replacement of our existing fare collection technology is included in the proposed 2021 budget at \$1.5 million. We were successful in winning a competitive Federal grant that will fund 75% of the cost of this project.
- Included in the 2021 budget is \$186,250 for construction of 2 new bus stops including accessible crosswalks, concrete landings, shelters, and benches. We won a Federal competitive grant that will fund 80% of this cost. The 2 locations we're considering for these bus stop improvements are subject to final approval by the City; the sites being considered are on Walnut Street Pike near the College Square Apartments and Pete Ellis Drive near the Cambridge Square Apartments.

The revenue portion of the proposed 2021 budget is especially challenging given the current COVID-19 pandemic and the far-ranging impacts on several of our revenue sources. The following are notable highlights from the revenue portion of the proposed 2021 budget:

- Local property tax revenue is budgeted at a 4.2% increase which is in line with the maximum allowable increase.
- Passenger fares are budgeted at a 36.5% decrease based on greatly reduced ridership resulting from the pandemic and its corollary impacts on the local economy.
- Advertising sales revenue is projected to decrease about 23% due to the pandemic and its impact on the commercial advertising market.
- State Public Mass Transit Fund (PMTF) revenue is budgeted to decline 13.24% based on figures provided to us from INDOT. All transit systems across the State are seeing the same decrease in State PMTF funding given the impact of the pandemic on State general fund revenues.
- Final revenue figures from Indiana University are not yet known given IU's uncertainty on enrollment numbers and student fee revenues. For budgeting purposes, we're showing no change in IU revenue, however, that could change pending final discussions with IU in September 2020. If a budget change is necessary on IU revenue, an adjustment would be made in time for the September council meeting on the budget.
- We have a sizeable amount of Federal CARES Act funding included in the 2021 budget as a balancing mechanism. BPTC received a total of \$7.8 million in CARES Act funding which is intended to be used to cover expenses and operating costs for transit in the midst of the pandemic. For 2021, we've included about \$4.29 million in CARES Act funding. Our Federal funding agency has asked us to spend CARES Act funding first before using Federal 5307 operating assistance. The CARES Act funding is a lifesaver for most transit agencies that are experiencing major cost increases as well as revenue losses.
- No Federal 5307 operating assistance is proposed to be used in the 2021 budget. Our annual apportionment of Federal 5307 funding (about \$2.5 million) used for operating assistance will carryover and be available for future years when we're likely to need it assuming that ridership and some revenue sources such as passenger fares, State PMTF, and possibly IU revenues are likely to take several years to recover.
- Lastly, we're not proposing to use any local reserves in the 2021 budget. Reserves currently stand at \$8.4 million and are typically used to provide local match for capital grants, provide a hedge against increases in volatile operating expense items such as fuel, and provide cash flow to make payroll and pay claims pending receipt of local tax monies and Federal grants. We'll need these reserves in future years assuming that ridership and some revenue sources such as passenger fares, State PMTF, and possibly IU revenues are likely to take several years to recover.

Overall, we've budgeted a 3.8 percent increase in the 2021 budget compared to the 2020 budget. I look forward to our budget discussion. Thank you for your support and advocacy for public transportation and especially for Bloomington Transit.

2021 Proposed Budget



Bloomington Transit



OPERATING EXPENSES

Budget Class I	<u>2021 Proposed</u>	<u>2020 Approved</u>	<u>Percent Change</u>
Salaries (Operators) Fixed and BT Access full and part time operators	3,057,477	3,001,545	1.86%
Salaries (Other Operating) Operations manager and supervisors; and BT Access F/T dispatchers	384,431	374,912	2.54%
Salaries (Maintenance) Maintenance manager, mechanics, service attendants, and parts specialist salaries	792,344	775,271	2.20%
Salaries (Other) Administrative staff	505,640	490,094	3.17%
FICA	362,602	355,099	2.11%
PERF	421,289	413,122	1.98%
Health/Dental/Disability/Life/Vision Insurance	612,978	550,960	11.26%
Unemployment	10,000	10,000	0.00%
Employee Uniforms	25,624	25,624	0.00%
Tool and CDL Allowance	<u>12,500</u>	<u>11,840</u>	5.57%
Subtotal Budget Class I	<u>\$ 6,184,885</u>	<u>\$ 6,008,467</u>	2.94%

Budget Class II

	2021 Proposed	2020 Approved	Percent Change
Office Supplies	16,816	16,326	3.00%
Garage Uniforms/Drug Testing	15,000	15,000	0.00%
Fuel/Oil/Grease/Fluids	750,000	924,756	-18.90%
Parts	525,000	555,948	-5.57%
Other Supplies	110,000	125,364	-12.26%
Subtotal Budget Class II	\$1,416,816	\$1,637,394	-13.47%

Budget Class III

Professional Services	983,510	\$767,626	28.12%
Expenses include contracted transit management services, contracted facility maintenance services, software support services, Microtransit employee counseling services, various professional support services/contracts, legal services, information technology services, payroll processing, and auditing services.			
Telephone	14,616	13,920	5.00%
Postage	3,933	3,819	2.99%
Travel	3,868	3,684	4.99%
Printing	30,447	30,447	0.00%
Advertising	41,293	39,327	5.00%
Insurance/Risk Management	322,207	303,154	6.28%
Electricity	55,000	60,000	-8.33%

Budget Class III (continued)	2021 <u>Proposed</u>	2020 <u>Approved</u>	<u>Percent Change</u>
Water	12,600	12,000	5.00%
Gas	13,500	15,500	-12.90%
IU Shared Expenses	95,100	140,137	-32.14%
Building Maintenance	20,000	20,000	0.00%
Repairs and Labor	63,654	61,800	3.00%
Training, Dues, and Subscriptions	<u>42,000</u>	<u>40,000</u>	5.00%
Subtotal Budget Class III	<u>\$1,701,728</u>	<u>\$1,511,414</u>	12.59%
Total Operating Expenses	<u>\$9,303,429</u>	<u>\$9,157,275</u>	1.60%

Budget Class IV - Capital

Tires and Engine/Transmission Rebuilds	212,914	204,725	4.00%
Passenger/Bus-2 bus stops	186,250	-	#DIV/0!
Equipment and Maintenance	1,606,000	613,250	161.88%
Includes computer hardware and software, Facility maintenance, Fare collection equipment; and Canopy lighting update.			
Motor Equipment - 3 buses and 1 support	<u>3,197,200</u>	<u>4,000,000</u>	-20.07%
Subtotal Budget Class IV	<u>\$5,202,364</u>	<u>\$4,817,975</u>	7.98%
TOTAL EXPENDITURES	<u>\$14,505,793</u>	<u>\$13,975,250</u>	3.80%

Revenues

	2021 Proposed	2020 Approved	Percent Change
Property Tax Levy	\$1,413,937	\$1,356,945	4.20%
Financial Institution Tax	12,344	11,870	3.99%
License Excise Tax	62,754	61,290	2.39%
Local Option Income Tax	512,037	512,037	0.00%
Commercial Vehicle Excise Tax	4,098	3,666	11.78%
Passenger Fares	400,000	630,000	-36.51%
Advertising Sales	100,000	130,000	-23.08%
State PMTF	2,211,957	2,549,423	-13.24%
Federal -Operating and Capital	8,338,479	6,289,950	32.57%
Transfer from Operating Reserve	0	899,845	-100.00%
IU Contract Revenue	1,240,087	1,240,087	0.00%
IU Reimbursements	95,100	140,137	-32.14%
Miscellaneous	115,000	150,000	-23.33%
TOTAL REVENUE	\$14,505,793	\$13,975,250	3.80%



Bloomington Housing Authority

1007 North Summit, Bloomington, Indiana 47404
812-339-3491 fax 812-339-7177

Memorandum

To: Members of the City of Bloomington Common Council
From: Amber Skoby, Executive Director, Bloomington Housing Authority
Date: August 12, 2020

This memo accompanies the proposed Fiscal Year End 09/30/2021 budget for the Bloomington Housing Authority. This budget overview and August 19th presentation is informational only as the BHA Board of Commissioners will approve by resolution the operating budget for fiscal year 2021 during their regular meeting on Thursday, September 17, 2020.

Why We Exist

The Bloomington Housing Authority, also known as the BHA, administers public funds to offer a variety of affordable housing opportunities and supportive services that foster stability and self-sufficiency. The main housing programs administered by the BHA include low-income public housing and the Housing Choice Voucher program (HCV), also referred to as Section 8.

The BHA receives approximately \$750,000 in federal subsidy from the U.S Department of Housing and Urban Development (HUD) to operate 196 units of low-income public housing. Over \$8.5 million in housing assistance payment funds is received from HUD and paid directly to local property owners as part of the HCV program. BHA administers over 1300 vouchers. For funding of supportive services, the BHA receives over \$153,000 to fund service coordinator positions and special program activities.

What is the impact of this federal funding on our local community? So far in fiscal year 2020, the BHA:

- ✓ Maintained 98% occupancy in the public housing program
- ✓ Maintained 99% utilization in the HCV program
- ✓ Had 180 clients participate in a supportive service program directly administered by our agency
- ✓ Added ramps and wheelchair accessibility to 3 buildings in Reverend ED Butler and along sidewalks and curbs in Walnut Woods.
- ✓ Assembled \$17.8 million in financing for major renovations in Reverend Butler and Walnut Woods communities through the Rental Assistance Demonstration (RAD) Program which will preserve deep affordability.
- ✓ Earned High Performer Status as designated by HUD
- ✓ Has all 28 staff serve as essential employees continuing day-to-day operations during the COVID-19 pandemic, quickly responding to rent assistance changes because of client



Equal Opportunity Employer

income decreases, completed emergency work orders, and closed a RAD deal during an extremely stressful time.

Background

The BHA's fiscal year is October 1 to September 30. Our primary funder is HUD which is subject to congressional funding appropriations. As such, it is not uncommon for the BHA to not know its funding level for a fiscal year until many months into that same fiscal year when federal spending limits are determined. Therefore, much of the proposed budget is developed from funding level assumptions from the previous funding period.

Federal funding for public housing operating subsidy, HCV housing assistance payments and administrative fees, and resident service grants will most likely remain steady or slightly increase from previous years as we do expect a continuing resolution this federal budget year. BHA received additional funding through the CARES Act to support its public housing and HCV programs that will carry forward into this upcoming FY. For FY2021, the BHA has a CARES Act balance of \$122,000 to spend towards COVID-related public housing program operating expenses and \$307,058 for COVID-related HCV program administrative expenses.

This upcoming operating budget has one major change: elimination of the AMP 2 program. The May 2020 closing of our RAD program financing deal for AMP 2 (Reverend ED Butler and Walnut Woods communities) resulted in those 116 units becoming their own project budget under the new owner, Bloomington RAD I, LP with a January 1 to December 31 fiscal year.

2021 Budget Goals and Overview

Broad budget goals for FY2021 include:

1. Spend federal CARES Act funding to promote business continuity, voucher utilization and client/resident health and safety.
2. Complete pre-development work and close financing for renovation of Crestmont through the HUD RAD program. Goal to infuse \$22 million + in renovation needs.
3. Address unit physical improvements that impact health and safety to prepare for the Crestmont HUD Real Estate Assessment Center inspection.
4. Continue expanding the project-based voucher program targeting new construction or renovation projects in mixed-income communities.

Below is a budget overview for each major program area.

Low Income Public Housing – The BHA owns and manages 196 units of Public Housing in the Crestmont community. Funding for the Public Housing program primarily comes from tenant rents collected, non-dwelling rental income and operating subsidy received from HUD. The anticipated income from operating subsidy is expected to increase slightly from FY2020 to be \$752,936. Total rents collected is estimated at \$533,000, which is consistent with the previous year. There is a possibility of collection loss due to COVID-19 impacts, however that adjustment will be made if needed six months into the fiscal year. Expenses for Public Housing, including administrative costs, maintenance costs, insurance, tenant services, and utilities are budgeted at \$1,526,963.

Around \$122,000 in CARES Act funding income must be spent by December 31, 2020. BHA plans to spend this money on personal protective equipment, technology upgrades, extra resident



Equal Opportunity Employer

service staffing, extra payroll expenses, extra cleaning fees and additional office supplies costs.

Housing Choice Voucher (HCV or Section 8) – The BHA administers 1,284 housing choice vouchers, 80 Veterans Affairs Supportive Housing vouchers and 12 Single Room Occupancy vouchers. The HCV program is primarily funded by HUD via Housing Assistance Payments (HAP) and administrative fees. HAP is the housing subsidy paid to property owners directly by the BHA on behalf of the participating low-income family. Administrative fees cover the costs of administering the HCV program, including staff salaries and office expenses. For FY21, we expect to receive approximately \$8,500,000 in HAP income and \$709,217 in administrative fees. This is slightly lower compared to FY2020 funding levels.

Around \$307,000 in CARES Act funding income must be spend by June 30, 2021. We are establishing how to best spend this funding which may include: landlord participation incentives, deposit assistance, technology improvements for business continuity, extra payroll expenses, additional office supply costs and personal protective equipment.

Family Self-Sufficiency (FSS) – Grant funding for the FSS program remains consistent at around \$94,000, which is used to pay salary and benefits for two FSS Coordinators. FSS is a program that enables HCV-assisted families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. The BHA FSS program maintains 80 participants.

Resident Opportunity and Self-Sufficiency (ROSS) – Grant funding for the Public Housing ROSS program remains consistent at \$51,178, which funds one full-time coordinator position, administrative expenses and training costs. The BHA ROSS program has around 99 participants.

Central Office Cost Center – The Cost Center acts as a business management unit within the BHA which earns income from fees charged to the Public Housing, HCV and Capital Fund programs such as a book keeping fees, asset management fees, property management fees, and program management fees. The Cost Center is expected to earn approximately \$654,083 in management fees for FY2021. Expenses are estimated at \$621,445.

Conclusion

Funding for Crestmont, the HCV program, the Central Office Cost Center and resident service programs is projected to remain fairly steady. The additional CARES Act funding will ensure BHA can carry out its critical mission and help eliminate client barriers during the pandemic crisis and into the future as our community recovers.

Thank you for the opportunity to report on the BHA's programs and FY2021 budget. The BHA stands committed to providing safe, decent and affordable housing opportunities. We look forward to providing updates to City Council in the coming years.

I would be happy to answer any questions about the budget or about our programs. I can be contacted via email at askoby@blha.net or by calling 812-339-3491 extension 124.

Attachments:

BHA Fiscal Year 2021 Operating Budget



Equal Opportunity Employer

PHA Name: Bloomington Housing Authority
 1007 N. Summit Street Bloomington, IN 47404
Fiscal Year: Ending 9/30/2021
HA Code: IN022

Type: COB
Date: 08/11/20
Resolution: n/a

Units:

REAC HUD

PH
 Amp 1
 196

COCC

HCV
 (And VASH)
 1364

Operating Revenue:

Rental Revenue

	Gross Potential Rents	550,000	-	-
	Vacancy Loss	(16,500)	-	-
70300 3420	Net Dwelling Rental	533,500	-	-
70400 3442	Excess Utilities	35,000	-	-
70400 3423	Nondwelling Rental	20,000	-	-
70500 Total	Rental Income	588,500	-	-

Non-Rental Revenue

70600 3691	Operating Subsidy	752,936	-	-
70600 3411	FSS Grant	-	-	94,004
70600 3410.010	HUD Admin. Fees	-	-	709,217
70800 3691.001	ROSS Grant	51,178	-	-
70400 3440	Other Tenant Charges	80,500	-	-
3441/3480	Non-Tenant Other income	200	-	-
71100 3430	Interest Income	100	250	150
71400 3450.010	Fraud Recovery-Admin	-	-	35,000
3442	Other Income-Insurance /dividends	1,000	-	-
3800	Management Fees (PH)	-	199,512	-
3800.010	Asset Management Fees	-	22,814	-
3800.020	Management Fees (HCV)	-	208,656	-
3800.030	Bookkeeping Fees	-	148,050	-
70600 3800.080	Management Fees (CFP)	-	74,800	-
3621.020	CARES Revenue	122,000	-	307,058

		PH	COCC	HCV
		Amp 1		(And VASH)
Units:		196		1364
Total	Non-Rental Revenue	1,007,914	654,083	1,145,429
Total	Operating Income	1,596,414	654,083	1,145,429

Operating Expenditures:

Administration

9110 4110	Administrative Salaries	124,014	351,502	277,743
91200 4171	Audit Fees	4,450	5,404	3,338
91400 4190.005	Advertising & Marketing	250	100	100
91500 4182	Employee Benefits	42,288	105,022	99,110
91600 4190.006	Office Expenses	39,900	10,250	49,700
91700 4130	Legal Expense	3,500	8,500	3,000
91800 4150	Travel	7,500	15,000	6,000
91600 4140	Staff Training	4,000	10,000	5,000
91900 4170	Accounting Fees	-	6,200	-
91600 4180	Office Rent	-	8,800	5,400
91900 4190	Other Sundry	3,500	12,000	8,000
91900 4120	New Development Costs	-	10,000	-
4190.002	Other Admin Service Contracts	39,986	38,960	12,864
91300 4120.010	Management Fees	142,512	-	208,656
91310 4120.030	Bookkeeping Fees	17,640	-	130,410
92000 4120.020	Asset Mgmt. Fee Expense	22,814	-	-
4191.000	Telephone	6,360	4,620	7,560
4190.004	Court Costs	6,500	-	-
4160.001	Membership Dues	1,640	1,229	1,988
	COVID expenses	122,000		307,058
91000 Total	Administrative Expense	588,856	587,586	818,867

Tenant Services

92500	Total Tenant Services	55,922	20,000	94,004
--------------	------------------------------	---------------	---------------	---------------

Units:

PH
Amp 1
196

COCC

HCV
(And VASH)
1364

Utilities

93100 4310	Water	36,000	-	-
93200 4320	Electricity	110,000	-	-
93300 4330	Gas	45,000	-	-
93600 4350	Sewer	47,000	-	-
94300 4340	Auto Fuel	1,000	-	800
93000 Total	Utilities Expense	239,000	-	800

Maintenance and Operations

94100 4410	Labor	132,812	-	-
94500 4433	Employee Benefit	40,125	-	-
94200 4420	Materials	60,000	-	-
94200 4420.001	Ranges and Refrigerators/Water Heater	15,000	-	-
94200 4420.002	Vehicle Repairs	7,500	-	-
94300 4430	Other Misc. Contracts	81,000	-	-
94300 4430.001	Painting Contract	50,000	-	-
94300 4430.002	Lawn/Mowing Contracts	15,000	-	-
94300 4430.004	Extermination Contract	18,000	-	-
94300 4430.005	Garbage and Trash Removal	13,500	-	-
94300 4430.006	Camera Repair	1,000	-	-
94300 4430.007	Heating/Cooling	3,500	-	-
94300 4430.008	Electrical Contracts	2,500	-	-
94300 4430.009	Plumbing	12,000	-	-
94300 4430.010	Gas Line Service Contract	12,000	-	-
94300 4430.011	Landscaping/Grounds	7,500	-	-
95200 4430.012	Protective Services	19,000	-	-
94300 4430.013	Cintas Contract Costs	12,000	-	-
94300 4430.014	Cleaning Contract- Office	13,700	-	-
94000	Total Maintenance	516,137	-	-

Units:

PH
Amp 1
196

COCC

HCV
(And VASH)
1364

Insurance Expense

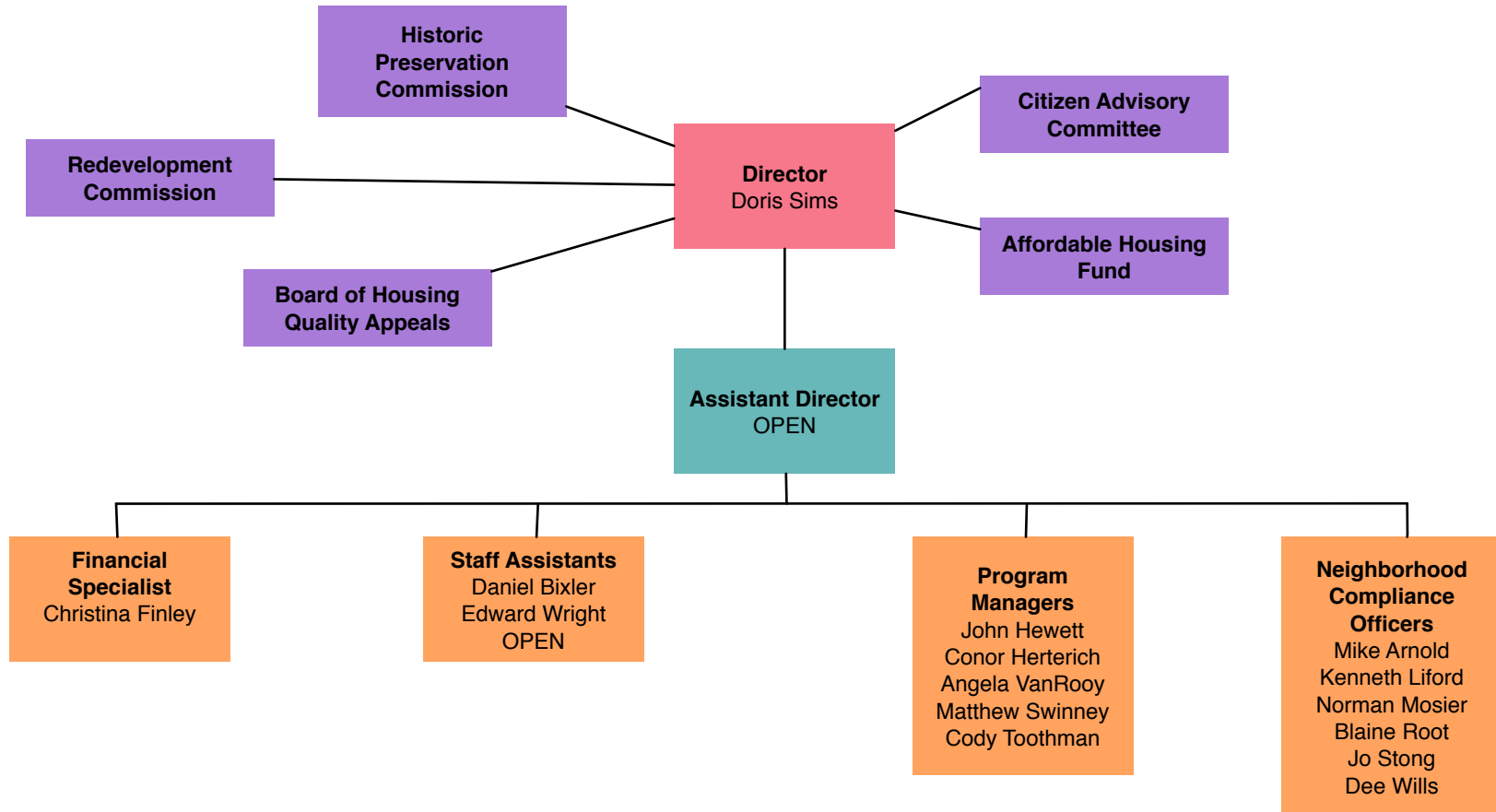
96100	Total Insurance Expense	60,048	13,858	22,437
--------------	--------------------------------	--------	--------	--------

Other General Expense

97100 4610	Extraordinary Maintenance	-	-	-
96300 4520	Payments in Lieu of Taxes	-	-	-
96400 4570	Collection Losses	67,000	-	20,000
96000 Total	Other General Expense	67,000	-	20,000

90000 Total	Total Operating Expenditures	1,526,963	621,445	956,108
--------------------	-------------------------------------	------------------	----------------	----------------

Cash Flow from Operations	69,451	32,638	189,321
----------------------------------	---------------	---------------	----------------

HOUSING & NEIGHBORHOOD
DEVELOPMENT DEPARTMENT



Memorandum

To: Members of the City of Bloomington Common Council
From: Doris Sims, HAND Director
Date: August 14, 2020

Why We Exist

The Housing and Neighborhood Development Department's mission is, "to enhance the quality of life for Bloomington residents by developing programs, services, and partnerships with public and private organizations to preserve community character, promote safe and affordable housing and protect neighborhood vitality." The department also provides staff assistance to 4 boards and commissions, including the Redevelopment Commission, the Historic Preservation Commission, the Board of Housing Quality Appeals and the Citizen Advisory Committee for distribution of Community Development Block Grants.

Background

The Housing and Neighborhood Development Department (HAND) has a staff of 17 employees, and oversees the activities of 4 boards and commissions. HAND is responsible for administering the Community Development Block Grant (CDBG) and HOME federal grant programs from the Department of Housing and Urban Development (HUD) for the City of Bloomington. For fiscal year 2020 (June 1, 2020-May 31, 2021), the department will receive \$893,566 in CDBG funds, an increase of \$47,856 from the previous year, and \$550,851 in HOME funding, an increase of \$50,699 from the previous year. CDBG-funded activities are divided into 3 distinct categories: physical improvements (65% of the grant funding), social service (15%), and administration (20%). The department also received a grant from HUD for \$10,135 over a 2-year period to administer a comprehensive housing counseling program, which includes pre-purchase, default/delinquency and reverse mortgage counseling as well as conducting classes on pre-homeownership and being a renter.

In coordination with the City departments of Economic & Sustainable Development and Planning & Transportation, along with the Bloomington Housing Authority (BHA), HAND works on addressing the shortage of affordable housing in Bloomington. Since 2016, when Mayor

Hamilton outlined his affordable housing strategy for the community, the above departments, serving as the Affordable Housing Committee, have worked on updating city policies and procedures, creating a Housing Development Fund, and refining city processes to encourage more affordable housing development.

HAND accomplishes its enforcement programs through its general fund allocation. Title 16 of the Bloomington Municipal Code, or the Residential Rental Unit and Lodging Establishment Inspection Program, exists to protect rental occupants and the property they occupy. The department currently has over 27,946 rental dwelling units within its rental database, an increase of 1,800 new units, a 7% increase of rental dwelling units since last year's budget process. Title 6 of the Bloomington Municipal Code addresses health and sanitation issues including the overgrowth of grass and weeds, excessive trash and sidewalk snow removal.

The department offers a wide array of services and programs that help strengthen the organization and productivity of neighborhood associations. Through a neighborhood newsletter, neighborhoods are kept abreast of funding opportunities, neighborhood clean-ups, special events and training opportunities that the City provides exclusively to support Bloomington neighborhoods.

In conjunction with the City Council, HAND staff is responsible for administering the Council's Jack Hopkins Fund. The department also oversees historic preservation activities and provides staff support to the Historic Preservation Commission.

The City of Bloomington was awarded an additional Community Development Block Grant allocation under the Coronavirus Aid, Relief, and Economic Security (CARES) Act to respond to, and prevent, the spread of the coronavirus (COVID-19). The City received \$525,656 and has allocated \$253,862 of the funds to date. A second round of funding will be conducted in the fall of 2020.

In the implementation of its rehabilitation program, the HAND Department requires the contractor to use green material where appropriate.

Impact of COVID-19

Several department activities and programs had to be cancelled or postponed due to COVID-19. The department's annual celebration of neighborhood associations, which takes place as part of the Farmers' Market, was cancelled. In addition, several historic preservation events to celebrate Historic Preservation Week were cancelled as well. Several events were postponed, including our neighborhood clean-ups and several homebuyer's classes. Rental inspections were stopped in March and resumed in mid-May. HAND is in the process of evaluating its programs and activities' delivery systems to see if there is a way to provide

services through Zoom meetings, YouTube video or some other type of platform where public contact is kept to a minimum.

2021 Activity Descriptions and Goals

Affordable Housing -- General

Activity Description: Work with local housing advocate organizations, housing developers and City staff to add to and preserve the number of affordable housing units for all city residents by identifying housing development opportunities, implementing the city's Affordable Housing Strategy, and providing oversight and monitoring of the City's workforce housing units and affordable housing fund.

Number of affordability-protected units added or preserved since 2016: **923**

Year	Project	Unit Count
2020	Curry PUD, Trinitas Development	97
2019	Kinser Flats, Southern Knoll, BHA	197
2018	Limestone Crossing, Switchyard Apartments, Middle Earth Cooperative Housing	244
2017	Alleyworks, Patterson Pointe, Morton Row, Union at Crescent, Adam's Crossing	186
2016	Crawford Apartments II, Park South, B-Line Heights, Evergreen, Urban Station	199

Goals:

- Leverage collaboration between Planning & Transportation, HAND and ESD as well as availability of incentives and other tools to stimulate 100 additional units (or equivalent) of affordable and/or workforce housing by end of Q4.
- Conduct biannual onsite monitoring by Q4 of all dedicated workforce units not monitored in 2020.
- Monitor the City's loan portfolio and provide a report to the Mayor and City Council on any new projects funded through the housing development fund by end of Q3.
- Identify and fund one project through the local Housing Development Fund by end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	56,263	95,973	1.25	Number of units added since 2016: 826
200 - Supplies	1,417	1,337		
300 - Other Services	1,204,487	1,204,326		
400 - Capital Outlays	0	0		
Total	1,262,167	1,301,636		

Funding: General, Other

Neighborhood & Citizen Involvement-General

Activity Description: Coordinate and sponsor activities to promote neighborhood development through cooperation with Bloomington's various neighborhood associations, residents, and neighborhoods. Such activities include neighborhood cleanups, neighborhood improvement grants, neighborhood association workshops, and acting as liaison to the Council of Neighborhood Associations and Neighborhood Association Groups.

Goals:

- Have a minimum of 20 graduates from Citizens Academy by end of Q3.
- Achieve a 4.7 out of 5 rating based on feedback from Citizen Academy class participants by end of Q4.
- Complete 2 neighborhood clean-ups by November 30, 2021.
- Rid each neighborhood of a minimum of 13 tons of trash or other waste materials during clean-ups by November 30, 2021.
- Fund 3 neighborhood improvement projects by end of Q4.
- Launch pilot program to involve more IU students in neighborhood activities by end of Q3.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	90,021	92,134	1.20	2,800
200 - Supplies	911	859		
300 - Other Services	263,779	263,744		
400 - Capital Outlays	0	0		
Total	354,711	356,737		

Funding: General, Other

Title 16 - Rental Inspection Program-General

Activity Description: Ensure all residential rental units within the corporate limits of the city are in compliance with Title 16 of the Bloomington Municipal Code to assist with the elimination of blight, promote property maintenance, and protect the character and stability of residential neighborhoods.

Goals:

- Conduct 1,450 cycle inspections of new or expiring permitted units or properties by end of Q4.
- Track past inspection time periods and utilize information to save 100 labor hours by revising time allocated for each type of inspection by end of Q4. Evaluate 2020 data and make changes as needed to accomplish goal.
- Decrease inspection times by 5% by end of Q4 by using electronic technology.
- Evaluate use of virtual inspection technology for completing rental inspections by end of Q1. If deemed effective, purchase product for use and implementation by end of Q2.
- Provide educational training to landlords and tenants to ensure at least 65% of all units are in full compliance with life safety and smoke detector requirements at cycle inspection.
- Put out a minimum of 4 *Pulse* newsletters to the landlord listserv in 2021, with physical copies located onsite and for limited distribution.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	468,858	479,863	6.25	57,000
200 - Supplies	9,954	9,389		
300 - Other Services	118,701	118,685		
400 - Capital Outlays	50,000	0		
Total	647,513	607,936		

Funding: General, Other

Historic Preservation - General:

Activity Description: Provide funding to preserve Bloomington's historic structures. Administer the City's Historic Preservation Ordinance to promote and protect Bloomington's cultural and structural history. Conduct Section 106 Historic Reviews on federally funded projects.

Goals:

- Host 2 educational/informational seminars or workshops by end of Q4.
- Coordinate incentives with the Economic & Sustainability Department for 2 historic properties using the Bloomington Urban Enterprise Association's Façade Grant Program by end of Q4.
- Provide information and neighborhood outreach on the new historic survey adoption by end of Q4.
- Develop design guidelines for Restaurant Row historic district by end of Q3.
- Work with the Historic Preservation Commission to identify and nominate one local historic building to the National Register of Historic Places by end of Q4.
- Increase participation by 20% in historic preservation workshops and seminars from previous year totals by end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	123,779	88,295	1.15	Under Local Historic Designation - 1,280 Subject to Demolition Delay Review - 6,000
200 - Supplies	197	186		
300 - Other Services	49,136	49,129		
400 - Capital Outlays	0	0		
Total	173,112	137,610		

Funding: General, Other

Neighborhood Compliance (Title 6) - General

Activity Description: Preserve property values and a sense of community by investigating and resolving citizen complaints through the Citizen Action Order System while proactively working within neighborhoods to prevent complaints.

Goals:

- Maintain an average response time of 3 days for uReport submissions, utilizing the average response time of each quarter of 2020.
- Maintain an average of addressing uReport complaints within 7 calendar days of receipt, utilizing the average for each quarter of 2020.
- Accomplish a 94% “resolved” action of the estimated 950 valid complaints in uReport by year end.
- Streamline uReport complaint process by creating an overlay to designate Neighborhood Compliance Zones by end of Q4.
- Conduct a randomized email feedback survey of residents who have submitted uReports and provided their contact information to determine if the issue was addressed to their satisfaction by end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	303,820	310,951	4.05	65,000
200 - Supplies	51	48		
300 - Other Services	6,597	6,596		
400 - Capital Outlays	0	0		
Total	310,467	317,595		

Funding: General, Other

GRANT-FUNDED PROGRAMS

Housing Counseling

Activity Description: Provide one-on-one housing counseling assistance for clients who are considering homeownership or facing foreclosure, eviction or other circumstances impairing occupancy, or those interested in acquiring a reverse equity mortgage to age in place. Conduct Homebuyers classes for those interested in learning about the home buying process.

Goals:

- Provide Housing Counseling Services to 62 clients by October 2021.
- Graduate 60 households from Homebuyers classes by end of Q4.
- Receive an average survey score of 8.5 out of 10 from participants of the Homebuyers Class by October 30, 2021.
- Conduct a Homebuyer follow-up survey for participants from 2017-2020 by end of Q4 to determine homeownership status.
- Provide financial counseling and rental down payment assistance to 21 households by end of Q4.

Community Development Block Grant (CDBG) Program – Social Service Funding

Activity Description: Provide funding assistance to social service agencies that provide food, shelter, health and self-sufficiency. Note: fiscal year for the CDBG program is June 1, 2020 – May 31, 2021.

Goals:

- Provide \$134,035 in CDBG funds to 6 social service agencies, and monitor for compliance with all federal regulations, by end of May 2021.

Community Development Block Grant (CDBG) Program – Physical Improvement Funding

Activity Description: Provide funding for a variety of physical improvement projects including funds to nonprofit organizations to rehab, upgrade and modernize their facilities; grants and loans for residential and public housing rehabilitation, home modification for the disabled, and emergency home repair; and assistance to City departments constructing public infrastructure improvements to streets, sanitary sewers and storm drainage facilities and playground equipment in targeted neighborhoods. Note: funds are allocated by the Citizen Advisory Committee through the CDBG grant allocation process; fiscal year for the CDBG program is June 1, 2020 – May 31, 2021.

Goals:

- Provide funds to rehabilitate Mother Hubbard's Cupboard facility by May 31, 2021.
- Assist 2 homeowners with rehabilitating their homes by December 31, 2021.
- Assist LifeDesigns with renovation to their Highland Group home facility by May 31, 2021.

- Assist the Bloomington Housing Authority (BHA) with funding for installation of disabled-accessible intersections within the Crestmont and Rev. Butler housing neighborhoods by May 31, 2021.
- Partner with the Planning & Transportation Department to build accessible sidewalks on 14th Street between Madison and Woodburn.
- Install playground equipment at Monroe County United Ministries for its daycare children.
- Assist Habitat for Humanity with funding to install infrastructure for its 50 affordable housing units in development known as Osage Place.

Community Development Block Grant (CDBG) Program – COVID-19 Funding

Activity Description: Provide funding assistance to public service agencies that prevent, address, and/or respond to challenges resulting from the coronavirus pandemic.

Goals:

- Provide \$525,656 in CDBG funds to 6 pandemic-affected public service agencies and monitor for compliance with all federal regulations during grant term.

HOME Program Activities

Activity Description: Provide affordable housing opportunities for low/moderate income households through down payment assistance. Provide loans and grants to nonprofit and for-profit entities for the construction or rehabilitation of affordable housing utilizing CDBG and HOME funds. Provide assistance to families on the Section 8 waiting list through the Tenant Based Rental Assistance Program (TBRA).

Goals:

- Provide developer subsidy of up to \$50,000 per unit to develop 20 affordable rental units under the HOME Federal Housing Program by end of Q4.
- Provide \$50,000 in tenant-based rental assistance to the BHA to assist 4 households on their Section 8 waiting list with housing by end of Q4.
- Assist 2 households with down payment assistance to buy a home by end of Q4.

Jack Hopkins Social Service Grant

Activity Description: Provide financial oversight of agencies receiving Jack Hopkins grants.

Goals:

- Close out 90% of the funding agreements by end of Q4.
- Provide financial oversight of 27 agencies receiving Jack Hopkins grants in the amount of \$319,114 for expenditures of funds within 12 months of signed funding agreement, closing out 90% of the funding agreements by December 31, 2021.

2021 Budget Proposal Highlights

The HAND Department's budget request is \$2,740,709. This is a decrease of \$26,017 or -1%. Significant highlights include:

Category 1 – Personnel request is \$1,086,410. This is an increase of \$24,914 or 2%.

Category 2 – Supplies request is \$11,819. This is a decrease of \$712 or -6%.

Category 4 – Capital Outlays request is a decrease of \$50,000 or 100%. Funds in this category last year were used to purchase 2 new fleet vehicles for inspectors.

Housing and Neighborhood Development 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget \$	2021 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	1,005,688	1,021,364	1,061,495	1,086,410	24,914	2%
200 - Supplies	9,320	6,672	12,531	11,819	(712)	-6%
300 - Other Services	578,922	634,216	1,642,699	1,642,480	(219)	0%
400 - Capital Outlays	-	-	50,000	-	(50,000)	-100%
Total	1,593,930	1,662,251	2,766,725	2,740,709	(26,017)	-1%

Conclusion

The HAND Department's overall 2021 budget request is a decrease of \$26,017 from 2020, due to lower supply costs and other services. Thank you for your consideration of HAND's budget request for 2021. I am available to answer any questions.

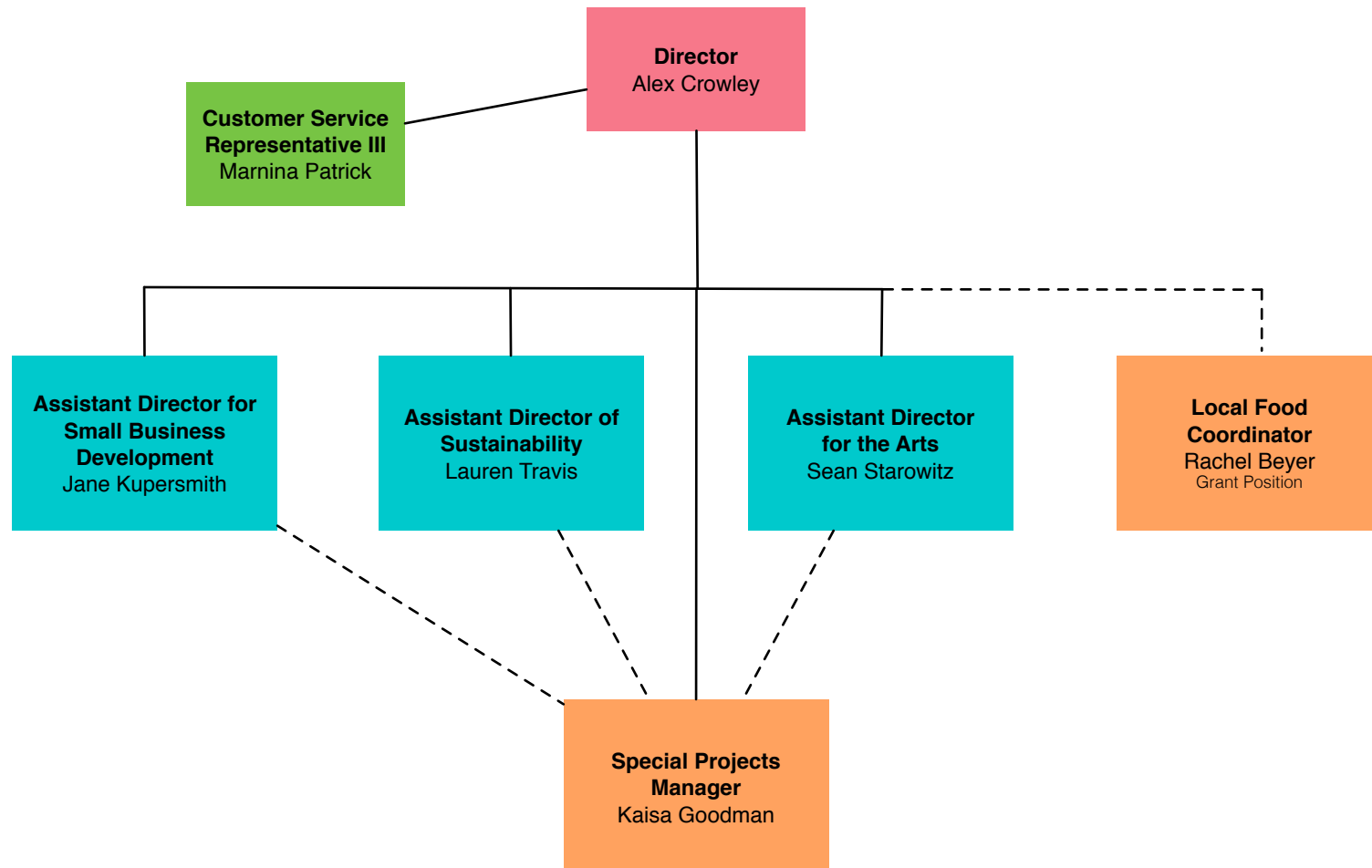
CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 15 - HAND								
Personnel Services								
	51110	Salaries and Wages - Regular	624,806	639,611	637,693	658,140	20,447	3.21%
	51120	Salaries and Wages - Temporary	3,589	1,758	38,834	38,834	-	0.00%
	51210	FICA	45,913	46,512	51,755	53,319	1,564	3.02%
	51220	PERF	88,722	90,825	90,556	93,459	2,903	3.21%
	51230	Health and Life Insurance	242,658	242,658	242,658	242,658	-	0.00%
Total: Personnel Services			1,005,688	1,021,364	1,061,495	1,086,410	24,914	2.35%
Supplies								
	52110	Office Supplies	1,169	1,093	2,650	2,550	(100)	-3.77%
	52240	Fuel and Oil	4,383	4,253	5,386	4,774	(612)	-11.36%
	52410	Books	92	148	495	495	-	0.00%
	52420	Other Supplies	3,676	1,177	4,000	4,000	-	0.00%
Total: Supplies			9,320	6,672	12,531	11,819	(712)	-5.68%
Other Services and Charges								
	53160	Instruction	1,776	1,700	4,650	4,650	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	26,242	19,103	51,600	1,600	(50,000)	-96.90%
	53210	Telephone	1,411	2,472	3,000	3,000	-	0.00%
	53220	Postage	330	-	530	530	-	0.00%
	53230	Travel	185	254	5,150	5,150	-	0.00%
	53310	Printing	2,030	2,150	4,300	3,800	(500)	-11.63%
	53320	Advertising	507	294	3,200	3,200	-	0.00%
	53620	Motor Repairs	16,401	15,401	17,711	17,992	281	1.59%
	53830	Bank Charges	770	987	1,100	1,100	-	0.00%
	539010	Inter-Fund Transfers	299,554	290,000	296,000	296,000	-	0.00%
	53910	Dues and Subscriptions	1,240	1,486	1,508	1,508	-	0.00%
	53960	Grants	61,350	55,840	50,450	50,450	-	0.00%
	53990	Other Services and Charges	2,126	2,614	3,500	53,500	50,000	1428.57%
Total: Other Services and Charges			413,922	392,300	442,699	442,480	(219)	-0.05%
Capital Outlays								
	54440	Motor Equipment	-	-	50,000	-	(50,000)	-100.00%
Total: Capital Outlays			-	-	50,000	-	(50,000)	-100.00%
Expenditures Grand Total:			\$ 1,428,930	\$ 1,420,335	\$ 1,566,725	\$ 1,540,709	\$ (26,017)	-1.66%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 905 - Housing Develp (Ord16-41)(S9506)								
<u>Expenditures</u>								
Department: 15 - HAND								
Other Services and Charges								
	53960	Grants	-	138,669	-	-	-	N/A
	53990	Other Services and Charges	165,000	103,248	1,200,000	1,200,000	-	0.00%
Total: Other Services and Charges			165,000	241,916	1,200,000	1,200,000	-	0.00%
Expenditures Grand Total:			\$ 165,000	\$ 241,916	\$ 1,200,000	\$ 1,200,000	\$ -	0.00%

ECONOMIC & SUSTAINABLE DEVELOPMENT DEPARTMENT





Memorandum

To: Members of the City of Bloomington Common Council
From: Alex Crowley, Director
Date: August 14, 2020

Why We Exist

The Department of Economic & Sustainable Development (ESD) works to cultivate a resilient community built on shared prosperity, economic and inclusive opportunity, environmental stewardship, and a thriving arts and culture ecosystem.

Background

ESD collaborates with a variety of City departments, community organizations, and individuals to achieve its goals. As a result of that collaboration, the community will become stronger and more sustainable. Collaborative efforts span a variety of issues, including: environmental issues (e.g., public lands management), local food system development, food equity, water quality, shelter and affordable housing, energy, transportation, waste management, climate planning, public safety, arts and culture support, entrepreneurship and business development.

While much of the funding ESD leverages to accomplish its goals falls outside of the City Operating Budget (including Tax Increment Financing, Certified Technology Park funds, Bloomington Urban Enterprise Association funds, and more recently Food and Beverage Tax funds), the department's Operating Budget supports City efforts to help the community revitalize in 2021 and beyond.

Impact of COVID-19

The COVID-19 pandemic requires budget planning in "a sea of uncertainty."¹ The ongoing health crisis has caused a catastrophic seizure among businesses and employment in the community, has virtually eliminated opportunities to generate critically important revenues among the arts and cultural institutions that define Bloomington, and has significantly hampered

¹ "Towards Financial Resilience: Budgeting During COVID-19" (Bloomberg/Harvard City Leadership Initiative, Session Eight)

growing momentum of the City's sustainability efforts. The impact of Indiana University's contribution to the community in the fall remains undetermined despite the university's current efforts to reopen safely; the tourism industry has contracted to a virtual standstill; and the accelerating investments that have helped fuel the community's growing quality of life amenities may take years to return to full strength.

The COVID-19 pandemic has further illuminated vulnerabilities of the local economy that were previously offset by strong local and national trends, including the weakening of economic opportunities and justice especially among underserved communities; Bloomington's dependence on relatively low-priced, dirty power at a price that has disincentivized more sustainable energy investments; a local food system that lacks the infrastructure to reach a broad range of consumers and compete with the industrial food system; and finally the fragility of Bloomington's critical and cherished cultural institutions and public spaces.

In response to the COVID-19 crisis, ESD has led the City's Economic Stabilization & Recovery Working Group, a partnership with economic development organizations in the city and county focused on short-, medium- and long-term recovery efforts. Since Q1 2020, the department has built and implemented a rapid response loan program; has supported businesses to reopen safely, including providing regulatory relief and marketing support to help stimulate local spending; and is supporting and leading workforce development and long-term revitalization efforts. While significant early focus of that work has been on stabilization of the economy, very important work lies ahead—to rebuild Bloomington into a community that is stronger, more resilient, and more equitable than the community we knew before the COVID-19 pandemic.

The 2021 ESD budget, therefore, reflects the recognition that the COVID-19 crisis and more recently the widespread recognition of racial and economic disparities bring opportunities, and challenges, to implement change at a rapid pace. ESD's budget proposes to embrace activity-based budgeting, scaling back 2020 activities that do not align with pandemic recovery, the administration's strategic priorities, or activities essential to the community's revitalization efforts.

In sum, the department represents an effective team that is building and leveraging strong community partnerships to deliver its goals.

2021 Activity Descriptions and Goals

Arts & Cultural Development

Activity Description: Increase engagement with arts and culture stakeholders in Bloomington, including the creative business community, to cross-promote and stimulate the local cultural ecosystem in response to COVID-19, including evaluating the City's ongoing role with the John Waldron Arts Center. Develop, implement and assist festivals and events with appropriate

measures and support to ensure public safety, cultural vitality, and vibrancy. Successfully manage and implement public art projects from the 1% for the Arts funding and consider new projects that interact within new and unexpected public spaces.

Goals:

- Maintain appropriate uses of the Waldron while evaluating long-term future of the facility.
 - Conduct a Public Engagement process to determine the future use of the building, completed by Q1.
 - Maintain minimal but critical use for the livelihood of arts organizations (Cardinal Stage, BPP, Stages, Gallery Walk, etc) through Q4.
 - Present and develop feasibility studies and future use plans by Q3.
 - Determine and offer future use of the building to the general public by end of Q4.
- Maintain the scope and effectiveness of the Bloomington Entertainment and Arts District (BEAD) by end of Q4.
 - Facilitate through the BEAD and Bloomington Arts Commission (BAC) key partners and stakeholders a cultural summit by end of Q4; adopt a new strategic plan for the BEAD by Q4.
 - Expand and collaborate with Columbus Area Arts Council on at least 1 project as part of Arts Road 46 (IAC Cultural District Program) by end of Q1.
 - Continue to work with community organizations to rebuild capacity for festival and cultural event growth, collaboration and vibrancy in 2021 (e.g., Kirkwood closure).
 - Develop and present a resource sharing and collaboration plan for partner organizations within the BEAD by Q3.
 - Develop workforce housing needs specifically for artists and venue concerns for arts organizations in response to COVID-19 based on the *2020 Arts Space Needs Assessment*.
 - Implement *Strategic Maintenance Plan For Public Art* in partnership with Public Works and Parks & Recreation by end of Q3.
 - Establish a Maintenance Endowment (non-reverting fund) by end of Q3.
- Implement the revised 1% for the Arts Funding Guidelines and BAC Strategic Plan to improve effectiveness and management of programs by Q3.
 - Manage and complete various 1% Projects, including the Trades District Plaza Sculpture, Trades District and 4th Street Garage Installations, and Switchyard Park Pavilion Artwork.
 - Implement the newly adopted BAC Public Art Master Plan by end of Q4.
 - Successfully manage the proposed increase to 2021 BAC Grant Program for a one-time increase from the City budget to match the 2020 BUEA Grant programs in response to COVID-19 to ensure long-term recovery and sustainability of the arts and culture sector distributed by Q3.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	119,208	136,216	1.75	85,000
200 - Supplies	827	7,285		
300 - Other Services	74,830	63,653		
400 - Capital Outlays	0	0		
Total	194,865	207,153		

Funding: General

Sustainable Development

Activity Description: Build sustainability and climate networks, expertise and efficiency in the community, as well as internally to City operations. Facilitate climate hazard management, enhanced access to energy efficiency and diversification, and increased access to local food.

Climate Hazard Management

- Create a public campaign to educate residents and businesses about the local effects of climate change based on the results of the 2020 Bloomington Climate Vulnerability Assessment, Utilities' Stormwater Plan, and Environmental Resilience Institute's Readiness Assessment.
 - Utilize climate data visualizations to create a public information campaign about climate change for residents by Q1.
 - Develop a monthly workshop series for business, academic, and civic leaders about local climate hazards and how to operationalize investment in climate mitigation and adaptation by Q2.
 - Coordinate with Utilities and County Hazard Management Office to create neighborhood flood risk profiles and outreach to neighborhood groups and associations with necessary action steps in Q4.

Energy Efficiency & Diversification

- Optimize building performance for existing commercial structures by providing technical assistance and financing options for energy efficiency improvements and retrofits.
 - Identify best practices and roadmap for improving building envelopes, better insulation and windows, efficient lighting and appliances, and advanced heating and cooling systems for development of an energy efficiency toolkit for small businesses, non-profits, schools, and community centers by Q1.
 - Connect renters and rental property managers to existing utility discounts and programs by developing a comprehensive rebate and resource list by Q2.
 - Develop a pilot \$50,000 small business gap loan program to facilitate installation of efficiency improvements such as lighting upgrades, occupancy sensors, water heating equipment, programmable thermostats, insulation, high efficiency heating and cooling equipment, and certified appliances by Q3.

- Interview Bloomington businesses and landlords to co-design a public-private partnership for voluntary energy savings, capital equipment replacement, and solar installation for multi-family residential and commercial facilities by Q4.

Local Food

Develop infrastructure for local food production and distribution to better connect farmers and consumers. Support the development and professionalization of small scale, ecological food farms in Monroe and surrounding counties. Increase consumer awareness and understanding about the importance of local food systems, especially focused on reaching school-age children and their families.

- Open a Bloomington Farm Stop, based on the Argus Farm Stop model, by the end of Q3, to improve regional food security in case of industrial distribution disruptions in the future as with the COVID-19 pandemic.
 - Test consignment-based sales outlet, to be owned by a farmer cooperative, operating 6-7 days per week by Q4.
 - Build on the online local food marketplace to develop a virtual aggregation entity connecting farms and institutional food buyers.
 - Create a training space to prepare growers to meet institutional purchasing requirements.
- Launch a farm-to-school pilot project with MCCSC in Q3.
 - Sponsor 10 student field trips to local farms and complimentary food purchasing and lunch events in 3-5 of the elementary schools with the highest free and reduced meal program enrollment.
- By the end of Q4, acquire the land, equipment, and contract staff to launch a pilot Incubator Farm project (to emphasize farmers of color and women) for the 2022 growing season.

Food Access

- Increase underserved residents' access to healthy, fresh, and affordable foods by implementing findings from the 2020 Food Access Survey, Mayor's COVID-19 Social Services Working Group report, and Banneker food hub coalition to improve public health and environmental outcomes.
 - Integrate data from Helping Bloomington Monroe to create a food access interactive map to assess neighborhood food security, including indicators such as proximity to grocery stores, public transportation access, racial equity, and food assistance availability by Q1.
 - Work with area agencies participating in the Banneker food hub coalition to identify food gaps and connect agencies serving low-income and underserved populations with public and private financing opportunities by Q2.
 - Formalize retail, supermarket, and vendor leadership of a food donation operation to donate unused fresh food to direct service organizations by Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	187,326	214,053	2.75	85,000
200 - Supplies	1,300	11,447		
300 - Other Services	110,822	94,268		
400 - Capital Outlays	0	0		
Total	299,449	319,769		

Funding: General

Business Relations and Development

Activity Description: Continue to develop and promote initiatives in support of COVID-19 business recovery. Engage with the business community to improve City/business interactions and provide assistance and advocacy. Facilitate incentives to support job creation, private capital investment, friendly business climate, and sustainable growth. Cultivate programming to support entrepreneurship. Promote increased access to investment capital. Administer and streamline grants and contract management and business licensing. Convert ESD business homepage to action hub for business-related activities (licensing, grant application, and communication).

Goals:

- Collaborate with BEDC, Chamber of Commerce, Ivy Tech/Small Business Development Center (SBDC), SCORE, and private industry to implement 3 or more small business programs designed to support mid- and long-range COVID recovery.
- Collaborate with Building a Thriving and Compassionate Community (BTCC) to compile a toolkit and host 3 trainings throughout 2021 for small businesses to address and remove implicit biases within their organizations.
- Implement grant management and customer relationship management tools by Q2 as a way to conserve staff time and improve data management.
 - Estimated administration time per grant is 1-1.5 hours for the lifetime of each grant. The goal of the tool is to reduce that time by 50%.
 - The tool will also prevent program downtime in the event of a future COVID-related shutdown and allow staff to administer the increased number of RRF grant programs through 2021.
- Exceed 500 business/organization interactions, documented in ESD's relationship management tool, by end of Q4.
- Launch online database of economic development grant funding opportunities by end of Q4 to be housed on ESD homepage.
- Streamline and fully automate the business licensing process to increase access and transparency and to prevent down-time in case of future COVID-related shutdowns by end of Q1.

- With local partners, develop, and disseminate resources aimed at small businesses to support employment of people in early recovery.
- Research and develop City-supported job-training program for at-risk populations by Q4 with local partners.
- Staff and support boards and commissions.
 - Bloomington Urban Enterprise Association (BUEA)
 - Increase EZID (personal property) participation by 25% for 2021 filings.
 - Assess viability of creating a new Enterprise Zone map by Q1, and if viable, implement new map by end of Q4 2021 for 2022 filings.
 - Implement at least one new funding opportunity administered by the Bloomington Urban Enterprise Association by end of Q2.
 - Together with Assistant Director for the Arts, shift BUEA grant and contract management to online platform by Q2.
 - Increase resident and business scholarship participation by 200% over 2020.
 - Economic Development Commission (EDC)
 - Bring incentive proposals to the EDC to support expansion of affordable and workforce housing by the end of Q4. Note: units eligible for incentives are those exceeding units leveraged using UDO incentives.
 - Bring incentive proposals to the EDC to support at least 50 new green or higher wage jobs in the traded sector by end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	81,742	93,405	1.20	40,000
200 - Supplies	567	4,995		non-student
300 - Other Services	61,828	52,593		residents
400 - Capital Outlays	0	0		
Total	144,138	150,993		

Funding: General

Major Economic Development Projects

Activity Description: Guide major Administration projects and initiatives, serving as the primary economic development liaison between the City, the business community, partner economic development organizations, other governmental units, etc. Stimulate economic development in the community. Collaborate with other departments and private developers to increase affordable housing stock.

Goals

- Develop by Q1 and implement by Q4 a new “employment job grant” to support development and attraction of 100 new green jobs or jobs paying at least \$15/hour in the ‘traded’ sectors.

- Collaborate with the BEDC to expand Bloomington's employment base by implementing, by the end of Q2, a program to attract at least 1 traded sector employer of 50+ FTEs to establish offices in Bloomington by the end of Q4.
- Collaborate with Chamber, BEDC, and community stakeholders to pursue and obtain Economic Development Administration (EDA) and other state and federal recovery stimulus funding by Q4.
 - Implement 2021 prioritized action items as defined in 5-year *Comprehensive Economic Development Strategy* (CEDS)-like document, to be developed by the BEDC, for Bloomington and surrounding region by end of Q4.
- Leverage collaboration between Planning & Transportation, HAND and ESD and availability of incentives and other tools to stimulate 100 additional units (or equivalent) of affordable and/or workforce housing by end of Q4.
- Market and develop Trades District.
 - Sell at least 1 additional RDC-owned lot in Trades District for private development to substantially include office space for tech/innovation tenants or owners by end of Q4.
- Support implementation of Hospital Site Master Plan implementation by facilitating development of at least 1 RDC-owned lot by end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	173,703	202,378	2.60	85,000 indirectly
200 - Supplies	1,205	10,823		40,000 non-student
300 - Other Services	183,181	155,819		directly served
400 - Capital Outlays	0	0		
Total	358,089	369,020		

Funding: General

2021 Budget Request Highlights

The Department of Economic & Sustainable Development's general fund budget request is \$1,046,935. This is a decrease of \$50,394, or 5% versus 2020. Listed below are some category-specific highlights of significance.

Category 1 – Personnel request is \$646,052, which is an increase from 2020 of \$84,073 or 15%. This increase includes the addition of wages and associated benefits for the new Transportation Demand Manager position.

Category 2 – Supplies request is \$34,550, which is an increase from 2020 of \$30,650 or 785.9%. Significant changes are listed below:

- **Line 52420 (Other Supplies)** request is \$34,150, representing the majority of the category's year-over-year increase. The increase includes \$25,000 to cover Phase 1

Zero Waste (Green Building Certification, Inc.) implementation costs at select City facilities and the addition of \$5,000 for Green Team project supplies.

Category 3 – Other Services & Charges request is \$366,333, which is a decrease from 2020 of \$64,629 or 14.9%. Significant changes are listed below:

- **Line 53160 (Instruction)** request is \$8,000, an increase of \$2,500 or 45%. The department has added \$2,500 for Lean Six Sigma training of one departmental employee to implement high-impact departmental projects.
- **Line 53170 (Mgt. Fee, Consultants, and Workshops)** request is \$4,000, a decrease of \$66,500 or 94%. The decrease includes a reduction of the \$50,000 completion of the Climate Vulnerability Assessment project to be completed in Q4 2020.
- **Line 53320 (Advertising)** request is \$5,500, a decrease of \$13,500 or 71%. Decreases in BEAD, business recruitment, and H2H advertising funds more than offset the addition of \$2,000 in advertising support for a new Small Business Sustainability Program.
- **Line 53910 (Dues and Subscriptions)** request is \$47,162, an increase of \$31,845 or 208%. The increase includes \$16,000 for energy tracking software and \$15,000 for multi-departmental grant management software.
- **Line 53940 (Temporary Contractual Employee)** request is \$9,620, an increase of \$3,500 or 57%. The increase includes the additional cost of the Indiana Sustainability Development Program intern for 2021 and adjustments to O'Neill fellow/intern program costs.
- **Line 53960 (Grants)** request is \$227,616, a decrease of \$19,684 or 8%. The decrease includes the removal of \$20,000 for the IU Pilot Sustainability Coordinator, which was not pursued by IU in 2020.
- **Line 53970 (Mayor's Promotion of Business)** request is \$17,250, a decrease of \$1,250 or 7%. The line includes \$3,000 for a small business implicit bias training program.
- **Line 53990 (Other Services and Charges)** request is \$28,400, a decrease of \$4,000 or 12%. The decrease is \$4,000 in LEED for Cities Certification costs, which will be completed in 2020.

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

ESD 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget \$	2021 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	416,845	439,148	561,979	646,052	84,073	15.0%
200 - Supplies	1,959	3,235	3,900	34,550	30,650	785.9%
300 - Other Services	403,721	235,052	430,662	366,333	(64,329)	-14.9%
400 - Capital Outlays	-	-	-	-	-	0.0%
Total	822,525	677,435	996,541	1,046,935	50,394	5.1%

RECOVER FORWARD EXPENDITURES

The following additional ESD operating costs are recommended to be funded by incremental 2021 Recover Forward funding. These costs will be separated from the above ESD budget and distributed among applicable general ledger lines as per the application of funding:

- **Subsidies for low income and small business energy conservation investments:** request is \$250,000 to extend the 2020 stimulus program into 2021, with \$50,000 earmarked for a trial low-income agency composting program.
- **Local agriculture support:** request is \$50,000, comprised of \$30,000 to fund a Farm to School education collaboration with MCCSC and local growers and \$20,000 to fund initial investments in an incubator farm program.
- **Farm Store launch:** request is \$125,000 including \$95,000 for continued capital investment grants to complete the buildout of the store, \$18,000 in first year operating grants to aid in its launch, and \$12,000 in continued funding support of the Value Chain Coordinator position beyond the USDA grant's expiration at the end of Q3.
- **Arts Community, recovery grants, expansion:** request is \$150,000 in ESD's budget (total of \$250,000 to be offset by BUEA contribution of \$100,000) to provide interim operations support of \$75,000 for the John Waldron Arts Center to facilitate the recovery of arts organizations from COVID-19 and an additional \$175,000 in direct grants to the arts community.
- **Jobs training and job creation support:** request is \$375,000, a continuation of the 2020 Stimulus programs, as determined most effective and revised as appropriate following initial 2020 implementation, to support preparation of underserved and hard-to-employ populations for employment and to connect them with employment opportunities.
- **Life sciences job support:** request is \$50,000 to continue 2020 Stimulus support of existing life sciences preparation programs developed by Hoosier Hills Career Center, Ivy Tech, and Work One to ready underserved Bloomington residents for available local jobs in the life sciences sector.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	12,915		
200 - Supplies	0	2,500		
300 - Other Services	0	1,110,500		
400 - Capital Outlays	0	0		
Total	0	1,125,915		

Funding: General

Conclusion

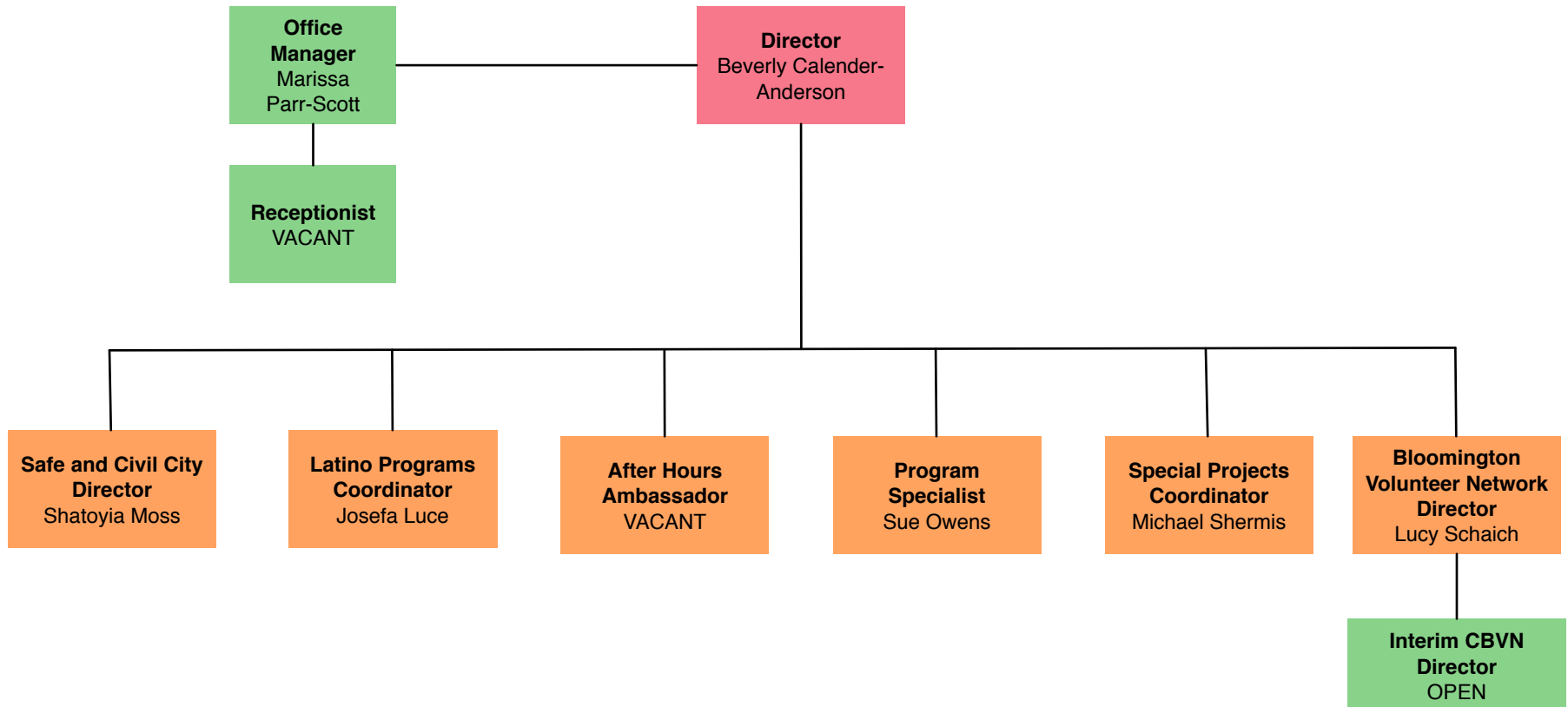
Thank you for your consideration of the Economic & Sustainable Development Department's 2021 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 04 - Economic & Sustainable Dev								
Personnel Services								
	51110	Salaries and Wages - Regular	282,163	282,837	382,001	415,296	33,295	8.72%
	51120	Salaries and Wages - Temporary	2,534	19,192	-	23,987	23,987	N/A
	51210	FICA	20,711	22,134	29,223	33,605	4,382	14.99%
	51220	PERF	40,067	40,163	50,837	58,972	8,135	16.00%
	51230	Health and Life Insurance	71,370	74,822	99,918	114,192	14,274	14.29%
Total: Personnel Services			416,845	439,148	561,979	646,052	84,073	14.96%
Supplies								
	52110	Office Supplies	566	93	400	400	-	0.00%
	52420	Other Supplies	1,393	3,142	3,500	34,150	30,650	875.71%
Total: Supplies			1,959	3,235	3,900	34,550	30,650	785.90%
Other Services and Charges								
	53160	Instruction	1,330	3,729	5,500	8,000	2,500	45.45%
	53170	Mgt. Fee, Consultants, and Workshops	87,111	41,710	70,500	4,000	(66,500)	-94.33%
	53220	Postage	268	26	200	300	100	50.00%
	53230	Travel	2,477	5,501	3,000	4,500	1,500	50.00%
	53310	Printing	1,674	4,795	3,075	2,700	(375)	-12.20%
	53320	Advertising	2,800	4,565	19,000	5,500	(13,500)	-71.05%
	53910	Dues and Subscriptions	8,582	16,850	15,317	47,162	31,845	207.91%
	53940	Temporary Contractual Employee	5,070	6,825	6,120	9,620	3,500	57.19%
	53960	Grants	201,300	121,800	247,300	227,616	(19,684)	-7.96%
	53970	Mayor's Promotion of Business	16,636	8,064	18,500	17,250	(1,250)	-6.76%
	53990	Other Services and Charges	66,722	11,438	32,400	28,400	(4,000)	-12.35%
Total: Other Services and Charges			393,971	225,302	420,912	355,048	(65,864)	-15.65%
Expenditures Grand Total:			\$ 812,775	\$ 667,685	\$ 986,791	\$ 1,035,650	\$ 48,859	4.95%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 04 - Economic & Sustainable Dev								
Personnel Services								
	51120	Salaries and Wages - Temporary	-	-	-	11,997	11,997	N/A
	51210	FICA	-	-	-	918	918	N/A
Total: Personnel Services			-	-	-	12,915	12,915	
Supplies								
	52420	Other Supplies	-	-	-	2,500	2,500	N/A
Total: Supplies			-	-	-	2,500	2,500	
Other Services and Charges								
	53160	Instruction	-	-	-	2,000	2,000	N/A
	53170	Mgt. Fee, Consultants, and Workshops	-	-	-	30,000	30,000	N/A
	53230	Travel	-	-	-	2,000	2,000	N/A
	53310	Printing	-	-	-	10,000	10,000	N/A
	53910	Dues and Subscriptions	-	-	-	45,000	45,000	N/A
	53960	Grants	-	-	-	928,000	928,000	N/A
	53970	Mayor's Promotion of Business	-	-	-	93,500	93,500	N/A
Total: Other Services and Charges			-	-	-	1,110,500	1,110,500	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 1,125,915	\$ 1,125,915	

COMMUNITY & FAMILY
RESOURCES DEPARTMENT



Memorandum

To: Members of the City of Bloomington Common Council
From: Beverly Calender-Anderson, Director
Date: August 14, 2020

Why We Exist

The Community and Family Resources Department (CFRD) exists to help improve the quality of life in Bloomington through coordinating programs and services designed to strengthen community engagement and family ties and to increase overall community capacity to address social issues. From promoting volunteerism to enhancing community wellness to coordinating public safety education initiatives and addressing issues of diversity, inclusion and equity, CFRD staff work to promote an enhanced quality of life for all Bloomington residents and visitors and help build a strong and vital community.

Background

CFRD operates with 9 full-time staff and seeks to engage, empower and educate the Bloomington community through a number of programs and initiatives.

CFRD encourages residents to respond to the needs of the community by participating in focus groups, becoming trained to serve on nonprofit boards, or engaging in volunteer activities. By providing staff and administrative support to 6 commissions, the Council for Community Accessibility and the Monroe County Domestic Violence Coalition, as well as the Safety, Civility and Justice's Community Coordinating Council (CCC), CFRD further engages community members in issues of importance and seeks input from these commission members as policy decisions are considered.

2020 was the year for the decennial census which attempts to count everyone in the United States and its territories. CFRD staff worked with Monroe County officials to coordinate the work of the county's Complete Count Committee in order to ensure Bloomington residents were counted once and only once in the right place. This also involved working with Indiana University's committee to ensure students were aware they should be counted where they

would normally have lived on April 1. This became more of a challenge when the University was closed due to the COVID-19 pandemic.

Impact of COVID-19

As the COVID-19 pandemic began to impact the Bloomington community, CFRD assisted with the development of resources to frontline nonprofit agencies by coordinating the Social Services Working Group. This team of community partners focused on emergency food provision, emergency shelter, including a Safe Recovery Site Isolation Shelter for persons experiencing homelessness, childcare resources for essential workers delivering much needed services to the community, and personal health and safety resources for the community's most vulnerable members. The department also found creative virtual ways to celebrate volunteers and the Women's History Month award recipients.

Equity/Inclusion

Department staff have worked with the Ohio University Moritz College of Law Divided Community Projects Bridge Initiative and Academy Initiative to develop a Plan for Advancing Racial Equity. The plan's actions will address racial inequalities both internally and externally including the formation of a Racial Equity Task Force tasked with researching, evaluating and recommending actions to be taken by city government (and other stakeholders) to promote racial equity and social justice.

The proposed addition of parking meter funds to the CFRD budget will help address support to area nonprofit agencies by providing low- or no-cost training opportunities, outreach and case management resources for people experiencing homelessness and substance use disorders.

2021 Activity Descriptions and Goals

Engagement

Activity Description: Build a strong, healthy and engaged community by connecting volunteers of all ages and backgrounds with creative and effective opportunities for service.

Goals:

- Develop a strategy to increase communication and collaboration between nonprofit agencies and grassroots "helpers" to encourage shared resources and strategies, resulting in enhanced service to residents in need by end of Q2.
- Assume the coordination and administration of Helping Bloomington Monroe (HBM), an online resource for people in need in Monroe County.
 - Schedule 8 training sessions for providers using HBM to reach potential clients and for "helpers" who might need access to the information to assist someone in need.
 - Work with Aunt Bertha platform on the back end to ensure agency listings are kept current and that all providers are properly listed (there are currently 1975 programs listed).

- Transform Nonprofit Board Development Training to an online platform to train residents interested in serving on the boards of nonprofit organizations by the end of Q1. The online format will be able to accommodate additional participants because of the flexibility.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	231,230	226,298	3.07	Primary: Non-profit agencies who engage volunteers. Secondary: Men, women, children and youth and workplaces interested in being engaged in the community.
200 - Supplies	2,333	2,379		
300 - Other Services	12,610	14,375		
400 - Capital Outlays	0	0		
Total	246,173	243,052		

Funding: General

Safety, Civility and Justice

Activity Description: Create a community climate where residents and visitors feel safe and behave with civility, and where community problem-solving is performed with justice as an overarching value.

Goals:

- Develop Downtown Ambassador Corps by recruiting 10 volunteers to assist After Hours Ambassador in monitoring various sectors of the downtown for cleanliness, noise, and persons in need resulting in a more engaged community committed to a safe, clean and just downtown for all residents.
- Work collaboratively with grassroots organizations through December 2021 with goals of achieving racial justice and equity in Bloomington.
- Develop a collaborative team of diversity, equity and inclusion specialists from Indiana University, Ivy Tech, corporations and businesses by March, 2021, in order to coordinate programs and activities, provide support and ensure transparent and open communication.
- Provide administrative support for the development of the community's Racial Justice Task Force being formed as a result of the City's work with the Moritz College of Law's Divided Community Project Bridge Initiative. The task force will meet monthly to address and advise on policies and procedures resulting in discriminatory or inequitable treatment based on race in various city institutions.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	183,252	179,343	2.44	Primary: Individuals and families who live/work downtown or are here for shopping or recreational purposes. Secondary: Those in need of services due to homelessness, addiction, trauma or mental health issues and not-for-profits serving this demographic.
200 - Supplies	1,849	1,885		
300 - Other Services	3,525	4,019		
400 - Capital Outlays	0	0		
Total	188,626	185,247		

Funding: General

Diversity

Activity Description: Create an environment where residents strive to better understand the perspectives of others and demonstrate empathy, mutual respect, fairness and equity in the workplace and in community life. Develop more effective strategies to recruit and attract a more diverse applicant pool for City staff vacancies.

Goals:

- Coordinate a Black Male Summit in Fall 2021 for 75 African-American and Latino middle- and high-school aged males, and a Young Women's Leadership Summit in Spring 2021 for 120 African-American and Latina female middle and high schoolers.
- Coordinate multi-generational celebrations for African American History Month (4), Latino Heritage Month (3), and Asian-American and Pacific Heritage Month (1).
- Along with ESD, coordinate a 2-day Black y Brown Arts Festival to highlight the works of 40 or more local artists of color in the visual and performing arts. Attendance goal is to exceed the 2019 attendance of 400. The 2020 festival was postponed because of the pandemic.
- Provide 120 Spanish-to-English and English-to-Spanish translations annually for nonprofit agencies, City departments and Spanish speaking residents.
- Respond to 30 direct service and/or resource referral calls per month from Spanish speaking residents.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	120,857	118,280	1.61	All community members but especially those identifying as racial/ethnic/gender minorities
200 - Supplies	1,220	1,243		
300 - Other Services	6,595	7,519		
400 - Capital Outlays	0	0		
Total	128,672	127,042		

Funding: General

Commissions

Activity Description: Boards and Commissions enable residents to participate in the government process and perform a vital role in making democracy work at a local level. Their activities help shape and influence public policy, lending a more diverse viewpoint by residents familiar with the needs and challenges of the community. Members apply their own talents and experiences to improve the quality of life for all Bloomington residents.

Goals:

- Work with City Clerk's office to develop an onboarding program for new commission and board members to assure consistent guidelines across commissions by September 2021.

Populations served: Current and potential commission, board and committee members

Commission on Aging

- Increase event participation at 4 annual community events by 20% through targeted marketing, social media and outreach efforts.
- Host a minimum of 3 workshops or public events on the Lifetime Community concept by November 1.

Primary Population Served: Men and women ages 50 and older

Secondary Population Served: Service providers, municipal and county government and operators of public venues

Commission on the Status of Black Males

- Increase the number of men welcoming students on the first day of class as part of the Million Father March from 30-45 (an increase of 50%) in 2021.
- Present 2 Outstanding Black Woman Leader of Tomorrow and 2 Black Male Leader of Tomorrow Awards in February 2021.
- Advocate for inclusion, equity and justice for Black Males through social media, letters to the editor and guest editorials.

Primary Population Served: African American males - birth and beyond - concentrating on school-aged youth to senior men.

Commission on the Status of Children and Youth

- Recognize 4 area children and youth with SWAGGER (Student Who Act Generously, Grow and Earn Respect) awards in November 2021.
- Recruit 10 students to serve on the Youth Participatory Budgeting (YPB) Steering Committee by Q2.
- Promote Youth Participatory Budgeting activities to all students ages 13-18 living or attending school in Monroe County to solicit ideas for proposals June-August, 2021.
- Develop Youth Participatory Budgeting project proposals with voting taking place in September and October, 2021.
- Create an implementation plan for winning YPB proposal(s) by December 2021.

Population served: Children and youth birth-19 years old both male and female (since young people with special needs can attend public high school until age 21, the commission could potentially serve some young people until they reach 21)

Secondary Population Served: Municipal and County government, school corporations, agencies serving school aged youth.

Commission on Hispanic and Latino Affairs

- Recognize at least 10 Hispanic and Latino students moving from middle to high school, high school to college and graduating from college at the Hispanic and Latino Awards in October 2021.
- Recognize at least 1 organization that has provided outstanding support to the Hispanic/Latino community at the Hispanic and Latino Awards in October 2021.
- Connect members of the Hispanic/Latino community unable to access resources funded by the Federal government to available resources to provide for housing, food, childcare and personal health and safety to ensure a decent quality of life.

Primary Population served: Hispanic/Latino children, youth and adults - birth and beyond

Secondary Population served: Entire community

Dr. Martin Luther King Jr. Birthday Celebration Commission

- Plan and coordinate MLK Birthday Celebration in January 2021, which includes Day of Service, Community Celebration and the MLK Legacy Award, reaching 500 community members.
- Coordinate commemoration of Dr. Martin Luther King, Jr's assassination on or about April 4, 2021.
- Enhance the 2022 MLK Birthday Celebration event by securing \$7,000 in sponsorship funding by December 2021.

Population served: Entire community

Commission on the Status of Women

- Increase event revenue of the Women's History Month Lunch and Women of the Year Awards in March by 10% through sponsorships, reserved seating, donations and social media advertising.
- Increase attendance at Women's Leadership Development Event in March by 10%.
- Increase presence of women of color and men with Women's Leadership Development planning committee, speakers and attendees from 33% to 40% of the attendees.
- Increase the number of co-sponsored events with the Monroe County Women's Commission from 1 event in 2020 to 3 in 2021.

Population served: Girls and women - birth and beyond

Council for Community Accessibility

- Award at least 30 decals to new businesses for ADA compliance in 2021 by surveying new and existing public facilities.

Primary Population served: Persons with physical and developmental disabilities - birth and beyond

Secondary Populations served: Merchants, operators of public venues, community members

Monroe County Domestic Violence Coalition

- Enhance effectiveness of services for survivors of domestic violence by providing opportunities for collaboration, communication and education among provider agencies.
- Publish 2 updates to domestic violence statistics in Monroe County in 2021.
- Increase average attendance at MCDVC meetings to 20.

Population served: Providers of services to victims of domestic violence and sexual assault

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	232,648	227,687	3.09	Miscellaneous - see above.
200 - Supplies	2,348	2,393		
300 - Other Services	18,340	20,907		
400 - Capital Outlays	0	0		
Total	253,336	250,987		

Funding: General

Parking Meters

Activity Description: Strengthen and increase services to low-income, vulnerable populations through projects identified by the downtown outreach group and through agencies serving this demographic.

Goals:

- Develop grant funding application and process for distribution of funding.
- Support to area nonprofit agencies by providing low- or no-cost training opportunities.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0	0.00	Vulnerable populations and agencies that serve those populations
200 - Supplies	0	0		
300 - Other Services	0	250,000		
400 - Capital Outlays	0	0		
Total	0	250,000		

Funding: Other

2021 Budget Request Highlights:

The Community and Family Resources Department's general fund budget request is \$1,069,072. This is an increase of \$252,265, or 31%.

Category 1 – Personnel request is \$764,352, a decrease of \$3,635.

Category 2 – Supplies request is \$7,900, an increase of \$150.

Category 3 – Other Services & Charges request is \$296,820, an increase of \$255,750.

Significant changes include the following budget lines:

- **Line 323 – Travel:** Increases by \$1,000, which represents travel for conferences.
- **Line 364 – Hardware and Software Maintenance:** Increases by \$1600, representing an additional license renewal for Creative Suites and purchase of equipment.
- **Line 396 – Grants:** Increases by \$251,000, which primarily relates to the transfer of parking meter funding and includes increased support to CFRD commission projects.

Category 4 – Capital Outlays request is \$0.

Community and Family Resources Department 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget \$	2021 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	659,759	621,934	767,987	764,352	(3,635)	0%
200 - Supplies	4,586	4,451	7,750	7,900	150	2%
300 - Other Services	25,976	46,711	41,070	296,820	255,750	623%
400 - Capital Outlays	-	-	-	-	-	0%
Total	690,321	673,096	816,807	1,069,072	252,265	31%

RECOVER FORWARD EXPENDITURES

The following additional CFRD operating costs are recommended to be funded by incremental 2021 Recover Forward funding. These costs will be separated from the above CFRD budget and distributed among applicable general ledger lines as per the application of funding:

- Provide programming and support for vulnerable populations including but not limited to those experiencing homelessness, substance misuse disorder, food insecurity or mental and emotional health concerns.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0	0.00	Vulnerable populations and agencies that serve those populations
200 - Supplies	0	0		
300 - Other Services	0	50,000		
400 - Capital Outlays	0	0		
Total	0	50,000		

Funding: Other

Conclusion

Thank you for your consideration of the Community and Family Resources Department 2021 budget request. We feel this budget will provide staff with adequate resources to provide continued service to the community through ongoing programs, projects and initiatives, while allowing for expansion in some areas to meet community needs in the upcoming year. I would be happy to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 09 - CFRD								
Personnel Services								
	51110	Salaries and Wages - Regular	425,808	396,383	513,220	510,237	(2,983)	-0.58%
	51120	Salaries and Wages - Temporary	12,568	10,409	13,156	13,156	-	0.00%
	51210	FICA	32,326	30,389	40,268	40,040	(228)	-0.57%
	51220	PERF	60,591	56,287	72,877	72,454	(424)	-0.58%
	51230	Health and Life Insurance	128,466	128,466	128,466	128,466	-	0.00%
Total: Personnel Services			659,759	621,934	767,987	764,352	(3,635)	-0.47%
Supplies								
	52110	Office Supplies	1,247	1,597	3,850	3,500	(350)	-9.09%
	52420	Other Supplies	3,339	2,854	3,900	4,400	500	12.82%
Total: Supplies			4,586	4,451	7,750	7,900	150	1.94%
Other Services and Charges								
	53160	Instruction	2,680	858	5,000	5,500	500	10.00%
	53170	Mgt. Fee, Consultants, and Workshops	175	4,630	3,500	3,500	-	0.00%
	53210	Telephone	-	203	1,000	1,200	200	20.00%
	53230	Travel	2,523	7,169	4,000	5,000	1,000	25.00%
	53310	Printing	2,580	2,526	2,800	3,600	800	28.57%
	53640	Hardware and Software Maintenance	5,123	5,896	8,030	9,630	1,600	19.93%
	53910	Dues and Subscriptions	2,632	2,772	3,090	3,740	650	21.04%
	53940	Temporary Contractual Employee	1,375	13,257	1,500	1,500	-	0.00%
	53960	Grants	8,469	8,246	9,500	10,500	1,000	10.53%
	53990	Other Services and Charges	419	1,155	2,650	2,650	-	0.00%
Total: Other Services and Charges			25,976	46,711	41,070	46,820	5,750	14.00%
Expenditures Grand Total:			\$ 690,321	\$ 673,096	\$ 816,807	\$ 819,072	\$ 2,265	0.28%

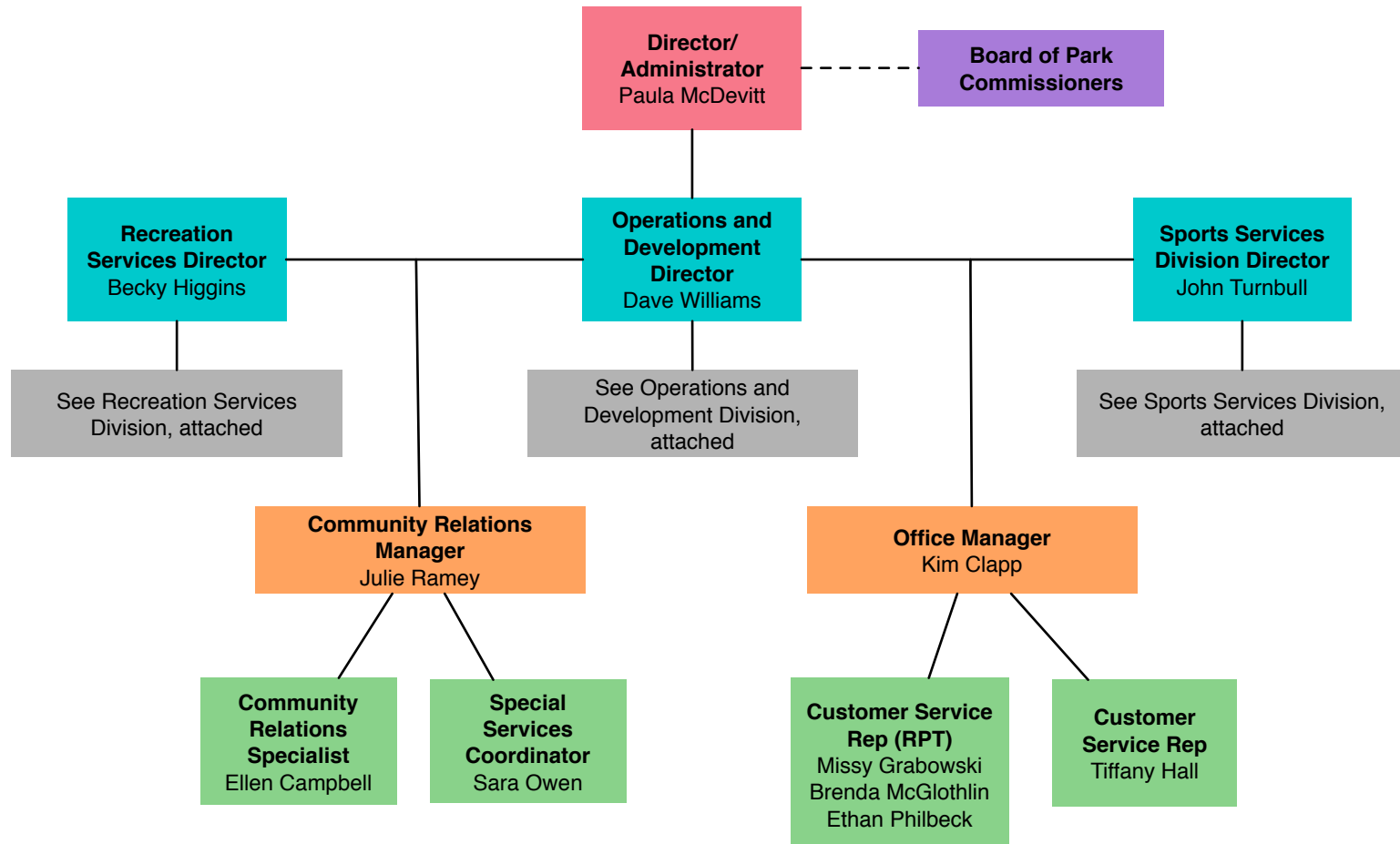
CITY OF BLOOMINGTON

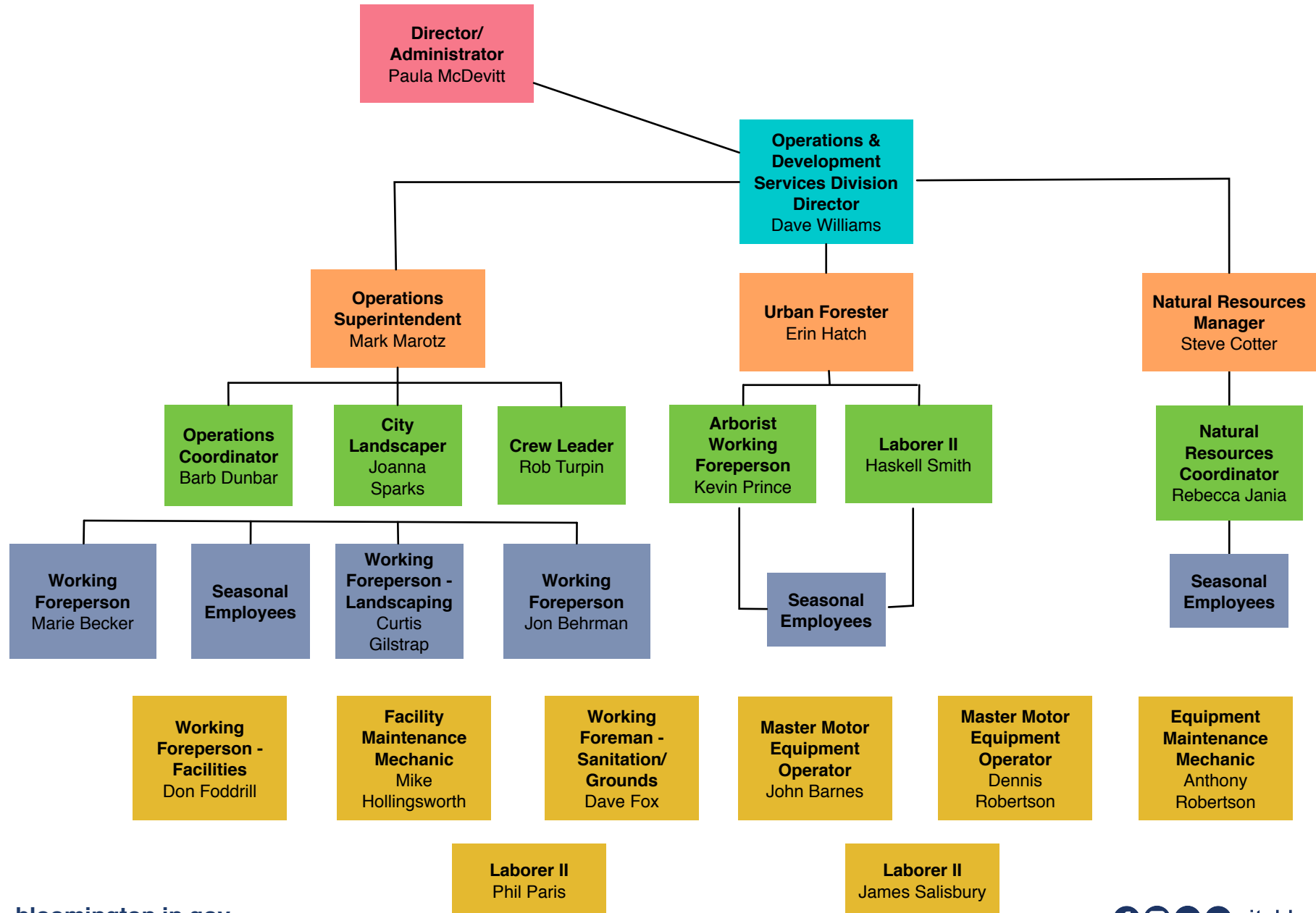
			Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 455 - Parking Meter Fund(S2141)										
<u>Expenditures</u>										
Department: 09 - CFRD										
Other Services and Charges										
		53960	Grants	-	-	-	250,000	250,000	N/A	
Total: Other Services and Charges				-	-	-	250,000	250,000		
Expenditures Grand Total:				\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	N/A	

CITY OF BLOOMINGTON

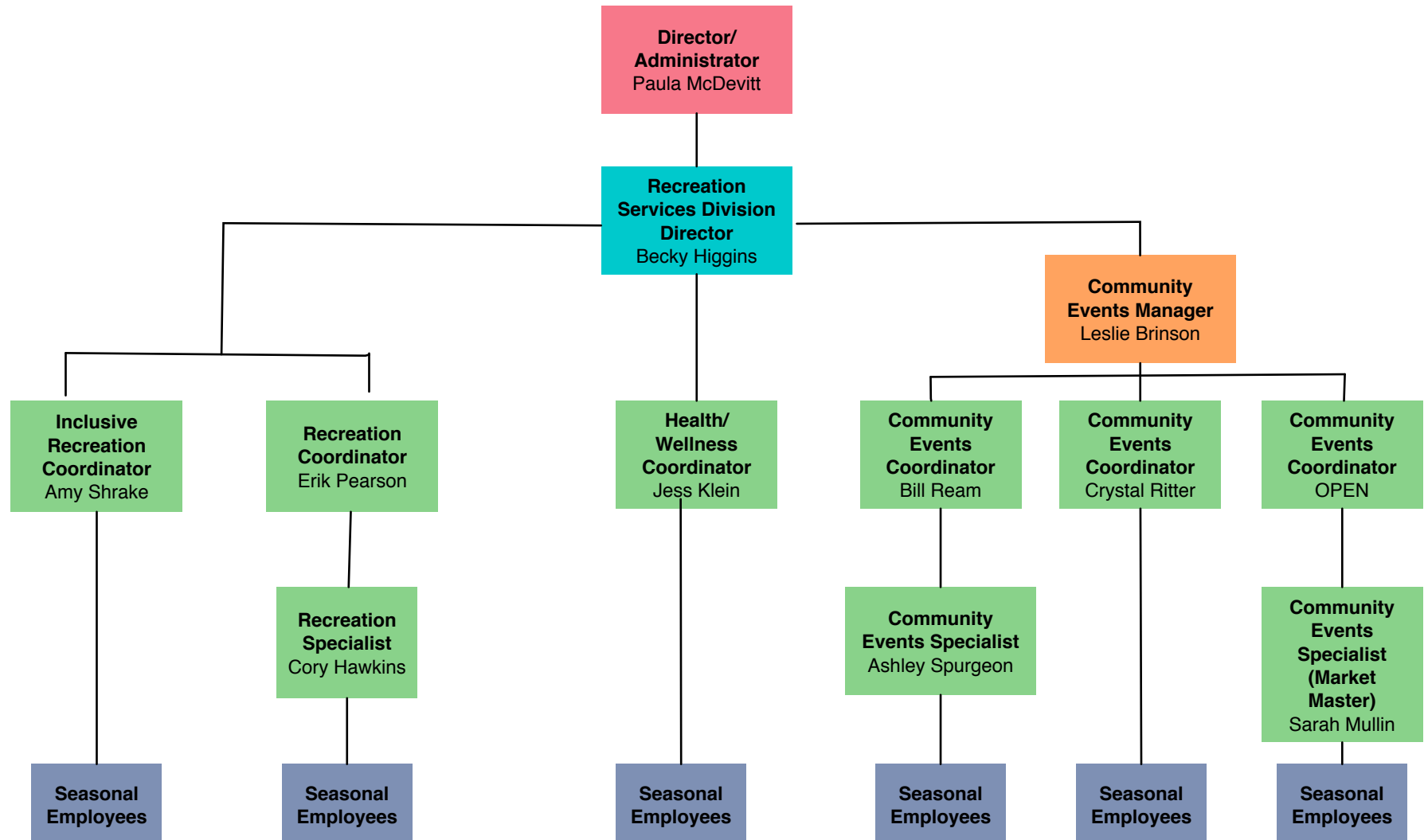
			Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)										
<u>Expenditures</u>										
Department: 09 - CFRD										
Other Services and Charges										
			53960	Grants	-	-	-	50,000	50,000	N/A
Total: Other Services and Charges					-	-	-	50,000	50,000	
Expenditures Grand Total:					\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	N/A

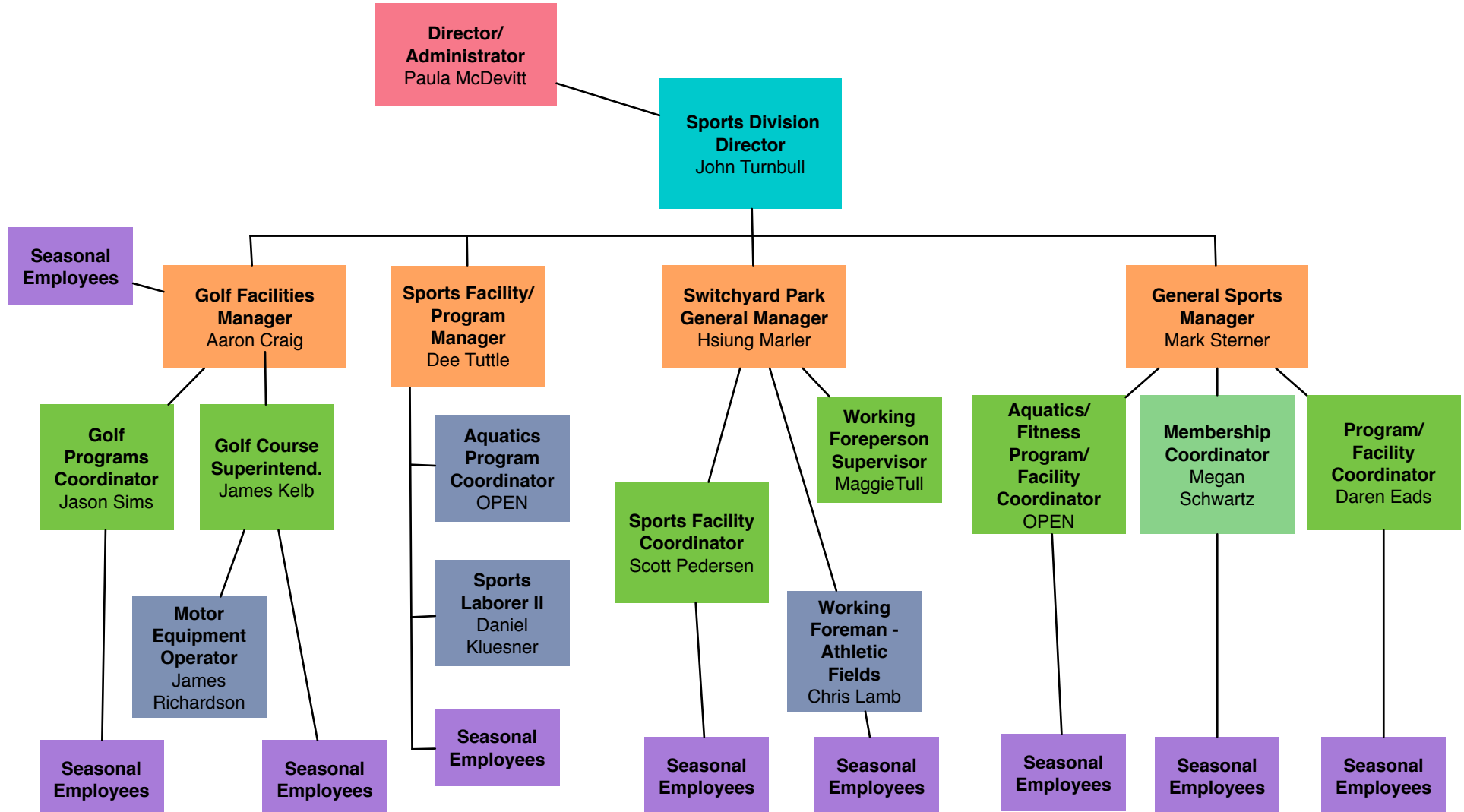
PARKS & RECREATION DEPARTMENT



PARKS & RECREATION DEPARTMENT:
OPERATIONS & DEVELOPMENT DIVISION

PARKS & RECREATION DEPARTMENT: RECREATION SERVICES DIVISION



PARKS & RECREATION DEPARTMENT:
SPORTS DIVISION



Parks and Recreation

2021 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council
From: Paula McDevitt, Department Administrator
Date: August 14, 2020

Why We Exist

The Parks and Recreation Department strives to provide the highest quality parks, recreation services and greenspace to enhance the quality of life in our community.

Background

The Parks and Recreation Department manages 2,342 acres of property including 34 parks and 38 miles of trails, 28 playgrounds, 2 municipal pools, spray pad, 27-hole golf course, 3 community centers, ice arena, 3 outdoor fitness stations, 22 play courts, 10 ballfields, 2 skate parks, nature preserve and lake. Program participants counted through program registrations include 2,344 youth, 811 adults and 840 senior adults. Combined program registrations and attendance counts at events, the department saw nearly 700,000 participations in 2019 (4% increase over 2018 participations). This does not include thousands of users year-round in parks or on trails. The Bloomington Parks Foundation supports families through a scholarship program enabling all children access to programs. In 2019 the Foundation awarded \$12,396 in program scholarships to 82 children in 48 families. The department is staffed by 53 full-time employees, comprising 18 union and 37 non-union employees. An additional total 454 seasonal staff were employed by the department in 2019 earning hourly pay rates of \$13.21-\$15.15.

National Accomplishments – National Recreation and Park Association (NRPA)

Bloomington Parks and Recreation earned accreditation through the National Recreation and Park Association Commission for Accreditation of Park and Recreation Agencies in 2001, and currently is one of 166 accredited departments across the country. The department was re-accredited in 2016 and actively manages all department operations by 151 accreditation

standards. The department will apply for re-accreditation in early 2021 for an onsite review scheduled for the second quarter of 2021.

One requirement for accreditation is to have a 5-year Master Plan. It has been a long-standing practice of the Department to use the Master Planning process to set goals and priorities for the Department by matching community needs and interests. Working closely with the consulting firm Troyer, Inc. and following NRPA strategic action plan themes of Equity at the Center, Climate Ready Parks and Community Health & Wellbeing, the 2021-2025 Master Planning will be completed in December 2020.

The department was honored to win the 2018 National Recreation and Park Association National Gold Medal Award for Class III (population 75,000–150,000). The Gold Medal Award honors communities throughout the country that demonstrate excellence in long-range planning, resource management and innovative approaches to delivering superb park and recreation services with fiscally sound business practices.

Non-Reverting Budget

The Department non-reverting fund was created to serve as an enterprise fund, allowing maximum flexibility for the Department to offer services in response to trends and customer demand while minimizing reliance on the general fund tax base.

The Parks and Recreation Non-Reverting fund budget and program unit structure reflects ongoing changes in service provision and true cost allocations by activity and program unit. A bottom-up process has incorporated input from staff specialists, supervisors, managers and division directors. The Non-Reverting fund is reviewed, approved and managed by the Board of Park Commissioners.

Each program unit has a set cost recovery goal established by the Board of Park Commissioners. Program and service fees are set using a Pricing & Cost Recovery Pyramid. Program units with no- to low-cost recovery goals are areas with most community benefit and rely heavily on the general fund. Program units with higher cost recovery goals rely more on the non-reverting fund as they are programs with mostly to highly individual benefit.

Impact of COVID-19

Access to outdoor spaces for physical activity and mental stress relief has always been vital to the health and well-being of the community. This has been especially true during COVID-19 as the numbers of users at parks and on trails has increased like never before. The Department has adjusted programs, services and facility usage accordingly throughout COVID-19. Over a hundred (approximately 40%) of combined programs, events, leagues and classes have been canceled. However staff creativity resulted in 60 virtual programs replacing in-person experiences. The department supported the community through a home delivery food program coordinated by the Banneker Community Center. This summer a total of 10,288 meals (2019 - 4,062 meals served) have been delivered to 85 children to date along with

weekly activity packets. 80% of the children qualify for MCCSC free-reduced meal program. Many essential programs and services have unfortunately been cancelled, resulting in some expense decreases but also significant lost revenue in both General Fund and Non-Reverting.

Sustainability/Climate Action

The Department's ongoing work and initiatives to affect climate change and sustainability is represented in the work done in Natural Resources, Operations, Landscaping, Cemeteries, Urban Forestry, Sports Division – Turf Management, and Facilities. Especially noteworthy is progress made to remove invasive plants and protect native habitats. Operations Division has transitioned to battery-operated grounds maintenance tools and trails maintenance vehicles. Urban Forestry uses the 2019 completed Geographic Information Systems-based tree inventory as a management tool. All trees, stumps, and planting sites along the city's public street rights-of-way and within 10 public parks and 2 cemeteries were inventoried. Natural Resources staff facilitate education programs promoting recycling, water conservation and habitat restoration. The Department joined our city's commitment to add 5 megawatts of solar power in 2017 and take advantage of the state's net metering incentives. Solar panels are installed at 6 facilities and 6 park sites. Newly installed solar panels at the Switchyard Park pavilion have so far generated enough energy to equal planting of 66 trees or 8,752 lb CO₂ emissions saved.

The National Recreation and Park Association, in cooperation with the Walmart Foundation, awarded the Banneker Community Center an \$80,000 "Parks as Community Nutrition Hubs: Expanding Access to Healthy Food" grant in May. Banneker staff will collaborate with other food agencies in the community to expand nutrition services, provide access to affordable, healthy food, and reduce food insecurity.

Bond Projects: General Obligation Park Bonds, Bicentennial Bonds and Switchyard Park

The Department maintains a comprehensive Capital Improvement Project list tracking conditions, improvements, and costs for all the assets under the department's management. 2020 marks the fourth year of a 5-year \$6.9 million general obligation park bond. Twenty parks and/or facilities have benefited from capital improvement bond projects. Court resurfacing, improved lighting, pool mechanical room improvements, site amenities, new playground, replacement roofs, outdoor fitness station, irrigation replacement, turf projects and a new Cascades Golf Course Clubhouse have kept the Operations and Sports Division busy.

The department is working on several Bicentennial Park Bond Projects adding to our sustainability efforts, which includes the Griffy Lake Loop Trail currently under design. The Lower Cascades Trail is currently part of the road/trail conversion pilot project to explore options for experiencing the park in a whole new way. The Miller Showers Park gateway has been designed with additional funding sources being explored. A new east-west multi-use trail

across from the Switchyard Park Rogers Street entrance is under design utilizing the Duke overhead powerline easement.

The transformation of the former rail yard property into Switchyard Park commenced in May 2018 and is now open! A community wide “reveal” event was held November 16-17, 2019, providing the community an opportunity to use completed spaces and preview the future areas throughout the park. Switchyard Park is operated by a General Manager, one fulltime foreperson, ¾ time foreperson, and several seasonal employees. From north to south, east to west, visitors to the park are enjoying passive and active recreation opportunities. The \$34 million park boasts a LEED Silver pavilion, outdoor stage, amphitheater, spray pad, playground, picnic pavilion, activity lawns, play courts, dog park, performance lawns, daylighted stream, bridges, nearly 600 new trees, 100,000 sq. ft native plants, 1,950 woodland reforestation trees, 124 bicycle racks, police substation, and 412 parking spots. While COVID-19 caused a series of cancelations, the community has enjoyed visiting and exploring all that Switchyard Park has to offer. A park dedication is planned for fall 2020 to officially celebrate the completion of the project.

2021 Activity Descriptions and Goals

Administration Division

Administration

Activity Description: Implement policy as set forth by the Board of Park Commissioners. The Department Administrator manages Recreation Services, Sports, and Operations and Development Directors, Office Manager and Community Relations Manager. Office Manager and Customer Service staff provide financial and clerical support for all activities.

Goals:

- Apply and successfully complete department re-accreditation by the Commission for Accreditation of Parks and Recreation Agencies to assure professional delivery of programs and services to the community.
- Provide 30 hours of customer service training for all staff to improve interactions with the public.
- Facilitate and prepare board packet materials for 12 Board of Park Commissioners meetings including review/approval of 150-170 contracts and partnerships and policy review
- Hire, train, supervise and evaluate full-time and seasonal staff.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	420,869	427,680	<i>Full Time</i> 5.25	85,000 city residents
200 - Supplies	8,465	9,175	<i>Seasonal</i> 0.00	
300 - Other Services	307,866	277,779		
400 - Capital Outlays	0	0		
Total	737,200	714,634	5.25	

Funding: General

Community Relations

Activity Description: Develop and implement effective communication, marketing and branding strategies for Parks and Recreation Department. Recruit, track and assign community volunteers and sponsors whose contributions support the Department's mission.

Goals:

- Increase the number of Facebook followers for the City of Bloomington, IN - Parks and Recreation page from 9,390 to 10,000 by Dec. 31, 2021.
- Increase the number of Facebook followers on program- and facility-specific pages by 5% by December 31, 2021.
 - Twin Lakes Recreation Center from 1,849 to 1,949
 - Bryan Park Pool from 1,093 to 1,150
 - Mills Swimming Pool from 367 to 380 (3% increase)
 - Cascades Golf Course from 603 to 630
- Generate an additional \$1,000 in sponsor revenue (from \$28,230 to \$29,230) from first-time sponsors by December 31, 2021.
- Raise awareness of Parks and Recreation programming options and services by increasing the distribution of program guides by at least 20 households every program season, beginning with Summer 2021, through online mailing list signup and social media promotions.
- Utilize digital technology and local networking opportunities to promote parks and recreation facilities and programming, and to acquire an additional \$1,000 in program sponsorships.
- Recognize, during monthly Board of Park Commissioners meetings, volunteers (individuals and groups) who make significant contributions to Parks and Recreation with a "Bravo" Award at least nine times in 2021.
- Identify and recognize outstanding sponsors and partners with a "Park Partner" award quarterly in 2021 during Board of Park Commissioners meetings.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	220,869	230,410	<i>Full Time</i> 3.00	85,000 city residents
200 - Supplies	6,550	6,250	<i>Seasonal</i> 0.00	Thousands of visitors and out of city users.
300 - Other Services	260,545	260,000		
400 - Capital Outlays	0	0		
Total	487,964	496,660	3.00	

Funding: General

Operations Division

Operations - Parks, Facilities and Trail Maintenance

Activity Description: Provide high-quality resource protection, development, grounds maintenance, facility maintenance, repair, renovation, construction, landscaping, event setups, public safety and sanitation services for the property, equipment and facilities contained within 31 public parks and related public facilities and 38 miles of trails. Provide services on a year-round basis for any and all residents and visitors to the community totaling well over one million users per year.

Goals:

- Clean, service and maintain 8 modern restroom facilities open for public use from April 1 through October 31.
- Clean, service and maintain 9 department-owned port-a-let units open for public use year-round.
- Remediate nearly 150 incidents of graffiti in parks and at facilities.
- Respond to 60+ work requests submitted by the Recreation, Administration and Sports Division throughout the year.
- Winterize and de-winterize 8 restroom facilities, 44 drinking fountains, 45 hose bibs, 3 decorative fountains, 3 swimming pools and 1 spray pad.
- Replace roof on Bryan Park maintenance building by November 30, 2021.
- Replace 1 mile of quarter-minus surfacing on shoulder of B-Line Trail by end of May 2021.
- Replace 200 feet of split rail fencing where needed in parks by June 30, 2021.
- Upgrade interior lighting of Switchyard Park maintenance building by December 31, 2021.
- Obtain three concrete finishing certifications by November 30, 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	1,199,224	1,228,378	<i>Full Time</i> 11.35	1 million visitors
200 - Supplies	191,997	191,178	<i>Seasonal</i> 11.62	
300 - Other Services	397,115	420,712		
400 - Capital Outlays	153,000	0		
Total	1,941,336	1,840,268	22.97	

Funding: General

Landscaping

Activity Description: Provide year-round high-quality landscape planting and maintenance services on 7.23 acres of publicly owned property, including parks, in an ongoing effort to contribute to the appearance and beautification of the City. Remove invasive species along trails, in parks and natural areas, and manage native plant installations.

Goals:

- Install 5,000 native plants (B-Line Trail, WHB Park, and Miller-Showers Park) by July 1, 2021.
- Implement plan for 5-acre expansion of the Goat Farm Prairie by December 31, 2021.
- Increase native plant diversity and visual appeal at Miller-Showers Park by implementing Year 3 of the 10-Year Vegetation Management Plan (approximately 17,000 sq ft treated in 2019; 41,000 sq ft treated in 2020; approximately 41,000 sq ft to be treated in 2021).
- Remove 50 acres of invasive woody vegetation (B-Line Trail, Bryan Park, Upper and Lower Cascades Park, Griffy Lake Nature Preserve, Leonard Springs Nature Park, Olcott Park, Southeast Park), by December 31, 2021.
- Plant 5,000 bare-root native hardwood saplings (Clear Creek Trail, Ramsey Farm Trail/Southeast Park, Olcott Park, Schmalz Farm Park) by June 1, 2021.
- Treat 250 acres of Japanese Stiltgrass at Griffy Lake Nature Preserve by November 1, 2021.
- Implement erosion control project at Park Ridge East Park by December 31, 2021.
- Increase community engagement by providing volunteer opportunities for 500 community members to maintain natural spaces at 1st Saturdays Events, Adopt-an-Acre, SNAYL Day, and other volunteer events.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	415,978	435,210	<i>Full Time</i> 3.50	85,000 city residents 450 volunteers
200 - Supplies	50,389	60,167	<i>Seasonal</i> 5.72	
300 - Other Services	116,646	132,677		
400 - Capital Outlays	0	0		
Total	583,013	628,054	9.22	

Funding: General

Urban Forestry

Activity Description: Provide high-quality urban forestry services for 19,722 trees on publicly owned property, including parks, in an ongoing effort to protect and enhance the urban forest, and contribute to the appearance and beautification of the City of Bloomington. Increase public awareness of and involvement in urban forestry through educational efforts to promote landscaping and tree care on private properties.

Goals:

- Plant 250 trees by June 15, 2021 and 250 trees by December 15, 2021, with 50% near high-priority planting areas, as identified in 2019 urban forestry inventory.
- Prune 2,000 public trees by September 31, 2021.
- Remove 300 hazardous public trees by December 31, 2021.
- Submit Tree City USA application by December 15, 2021 for the 37th consecutive year.
- Continue Year 8 of initial 2012 contract of Ash Tree Emerald Ash Borer protection.
- Continue ongoing utilization of TreeKeeper software to track annual record of all pruning, removals and tree planting by December 31, 2021.
- Implement recommendations made by the Public Tree Inventory.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	282,749	271,359	Full Time 2.85	85,000 city residents
200 - Supplies	56,706	54,045	Seasonal 2.01	
300 - Other Services	139,197	154,371		
400 - Capital Outlays	0	0		
Total	478,652	479,775	4.86	

Funding: General

Natural Resources

Activity Description: Enhance and protect natural areas managed by the department including Griffy Lake Nature Preserve (1,191 acres), Wapehani Mountain Bike Park (43.3 acres) and Leonard Springs Nature Park (84.8 acres), and provide appropriate outdoor recreational and educational opportunities in these areas for all ages in the community.

Goals

- Facilitate environmental education programming for all MCCSC 4th grade (800) and 6th grade (800) students and for 500 local children during the summer.
- Provide boat rental opportunities for 6,000 boaters at Griffy Lake from April through October including 900 daily launch permits and 125 annual launch permits.
- Develop two interpretive apps for users of Griffy Lake Nature Preserve and the Clear Creek Trail by April 30, 2021 in order to facilitate self-guided programming, provide information on closures and cancellations, and provide user data such as time of day and numbers of users.

- Continue deer management of Griffy Lake Nature Preserve in November-December 2021.
- Complete aquatic invasive treatment in Griffy Lake by August 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	309,024	307,991	<i>Full Time</i> 2.05	4,700 youth
200 - Supplies	23,260	22,034	<i>Seasonal</i> 4.48	2,000 adults
300 - Other Services	56,278	51,638		Available around 1,920 hours
400 - Capital Outlays	0	0		2,533 boat rentals
Total	388,562	381,663	6.53	

Funding: General

Cemeteries

Activity Description: Administer and maintain Rose Hill and White Oak Cemeteries including 4,400 grave sites, mausoleums, monuments, statuary, and related structures. Provide grave sites and related interment services in a high-quality accountable manner to customers.

Goals:

- Install 100 native roses to the existing installations at Rose Hill Cemetery by May 31, 2021.
- Plant 20 native trees/shrubs in Rose Hill and White Oak Cemetery by December 31, 2021.
- Repair 50 monuments in Rose Hill and White Oak Cemetery by October 31, 2021.
- Coordinate with Recreation Division Community Events staff to implement fall programming (cemetery tours) and other pop-up programming.
- Install 13 custom section markers in Rose Hill Cemetery by May 31, 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	159,744	162,414	<i>Full Time</i> 1.25	White Oak - 478 plots
200 - Supplies	13,302	13,177	<i>Seasonal</i> 1.90	Rose Hill - 4006 plots
300 - Other Services	37,417	32,973		29 - Burials in 2019
400 - Capital Outlays	0	0		
Total	210,463	208,564	3.15	

Funding: General

Recreation Division

Benjamin Banneker Community (BBC) Center

Activity Description: Operate the community and cultural hub that provides opportunities for underserved groups in the Bloomington community to connect year-round through various

affordable programs and activities. Operate multi-purpose community center year-round and facilitate center rentals.

Goals:

- Continue development of cultural hub initiative by securing 3 partnerships with community organizations by December 2021.
- Offer 4 community/cultural events by December 2021.
- Increase use of BBC facility by the public through strategic partnerships to meet rental revenue goal of \$15,000 by December 2021.
- Offer services, at minimal fees, to at least 70 participants per day in the 2021 Banneker Camp summer program by August 2021.
- Offer services, free of charge, to 20 participants per day in the Teen Leadership Institute after-school program by December 2021.
- Offer services, free of charge, to 40-50 students per day in the Banneker at the 'View after-school program by December 2021.
- Increase Preschool Sports partnership participation by 50% (50) and generate \$5,000 in revenue plus \$450 in sponsorships by December 2021.
- Facilitate 4 family events annually and increase participation by 25% from 426 to 533 by December 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	337,997	352,618	<i>Full Time</i> 2.15	10,733 youth
200 - Supplies	47,032	13,764	<i>Seasonal</i> 4.72	14,196 adults
300 - Other Services	59,421	52,134		
400 - Capital Outlays	0	0		
Total	444,450	418,516	6.87	

Funding: General

Community Events

Activity Description: Provide a wide array of recreation events to meet the diverse needs of the community, creating a sense of community and providing unique activities for families. Activities include Farmers' Market, Community Gardens, Concerts and Movies in the Parks, Arts and Crafts Fairs, the Fourth of July Parade, and many family-friendly events.

Goals:

- Increase attendance at the Peoples Park concert series by 10% (133) participants from 1,333 to 1,466 by October 2021.
- Provide gardening opportunities for community members by renting 95% (229 plots) of all available garden beds at Willie Streeter Gardens, Rev. Butler Gardens, and Switchyard Park in 2021.
- Implement community garden classes at the 3 community gardens by November 2021.

- Work with community groups or organizations to hold a new large-scale event with an attendance of more than 2,000 people at Switchyard Park for the spring or summer seasons in 2021.
- Create 2 new events for Switchyard Park by December 2021.
- Create a 3-part pop-up series related to the Summer Olympics by September 2021.
- Hold a minimum of 6 concerts at Switchyard Park before October 31, 2021.
- Increase the attendance at A Fair of the Arts by 5% (363) participants from 7,258 to 7,621 by December 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	295,481	320,322	<i>Full Time</i> 4.30	45,000 all ages
200 - Supplies	4,928	3,324	<i>Seasonal</i> 0.27	
300 - Other Services	25,258	20,837		
400 - Capital Outlays	0	0		
Total	325,667	344,483	4.57	

Funding: General

Gardens

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	58,507	58,257	<i>Full Time</i> 0.70	340 Community Gardens
200 - Supplies	5,963	2,594	<i>Seasonal</i> 0.50	
300 - Other Services	4,825	3,173		
400 - Capital Outlays	0	0		
Total	69,295	64,024	1.20	

Funding: General

Switchyard Park

Activity Description: Switchyard Park is Bloomington's premier new park with 58 acres of land and numerous amenities. The park is a space for both passive and active use. Switchyard has a variety of amenities designed to serve as a focal point for the community. Amenities in the park include a spray pad, dog park, skate park, community gardens, fitness circuit, performance stage and lawn areas, grass amphitheater, playground, basketball court, 4 pickleball courts, 4 bocce courts, picnic shelter, walking/biking trails, and an 11,000 square foot pavilion, as well as a police substation.

Goals:

- Create a Pavilion walk-through video for the Parks website by March 2021.
- Develop user specifications for the main stage to assist with rentals by March 2021
- Install storage unit for maintenance equipment near Pavilion by December 2021.

- Increase use of the Switchyard Park Pavilion by the public through facility rentals to generate \$16,000 in revenue by December 2021.
- Book 4 events with minimum attendance of 2,000 each by December 2021.
- Activate Switchyard Park with the following new and existing events: *Mid-week Kite Festival, Friday Night Concert Series, GlowFest, Farm to Table dinner, Junk in the Trunk.*

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	107,291	226,441	<i>All ages</i>	1.40	All ages
200 - Supplies	19,760	26,264	<i>Seasonal</i>	3.48	4,920 in the pavilion
300 - Other Services	129,770	152,850			
400 - Capital Outlays	0	0			
Total	256,821	405,555		4.88	

Funding: General

Inclusive Recreation

Activity Description: Provide recreation services and programs for people with disabilities to facilitate participation in the most integrated settings, promoting interactions between individuals with and without disabilities in all Parks and Recreation programs.

Goals:

- Create an inclusion video training program to increase specialized training opportunities for Parks staff by February 2021.
- Promote year-round inclusion through social media, inclusive brochure distribution, and outreach to disability-focused agencies in seasonal program guides by December 31, 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	85,559	87,947	<i>Full Time</i>	0.65	6,000
200 - Supplies	300	100	<i>Seasonal</i>	1.18	17 - Kid City Day Camp
300 - Other Services	632	632			
400 - Capital Outlays	0	0			
Total	86,491	88,679		1.83	

Funding: General

Health and Wellness

Activity Description: Provide opportunities through programs, events and partnerships to encourage physical activity, communicate the benefits of healthy choices and promote department resources which support healthy lifestyles.

Goals:

- Coordinate 15 fitness/wellness programs, with 10 participants each, at Switchyard Park by December 2021.
- Offer 1 wellness session per quarter, either online or in-person, for city employees by December 2021.
- Increase participation in Veteran's Day Run by 42% (25) from 60 to 85 by November 15, 2021.
- Lower the cost of facilitating 50 participants in the Kids Triathlon by securing \$500 in sponsorships before July, 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	106,216	86,021	<i>Full Time</i> 1.15	1800 youth
200 - Supplies	800	640	<i>Seasonal</i> 0.01	650 adult
300 - Other Services	0	0		
400 - Capital Outlays	0	0		
Total	107,016	86,661	1.16	

Funding: General

Allison Jukebox Building (AJB)/Youth Services

Activity Description: Conduct Kid City summer camp programs as well as a variety of classes and programs for children grades K-8. Operate multi-purpose community center year-round and facilitate center rentals.

Goals:

- Increase use of AJB facility by the public by increasing rental hours/revenue 10% from \$4,300 to \$4,730 by December 31, 2021.
- Offer 3 "after hours" activities to extend the successful daytime programming for Kid City Camp participants by August 2021.
- Increase average Break Day participation by 9%, from 32 to 35 by December 31, 2021.
- Increase average number of campers with disabilities' weekly participation in Kid City summer camp by 12% (from 31 to 35) by August 2021 (carryover due to COVID-19).
- Propose and coordinate an additional Break Days program in response to MCCSC COVID-19 recovery plan by January 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	53,766	55,345	<i>Full Time</i>	0.65	445 youth
200 - Supplies	826	768	<i>Seasonal</i>	0.10	1,050 adults
300 - Other Services	1,715	9,030			
400 - Capital Outlays	0	0			
Total	56,307	65,143		0.75	

Funding: General

Sports Division

Golf Services

Activity Description: Facilitate affordable golf play and programs at Cascades Golf Course, a 27-hole facility including a driving range, practice greens, clubhouse and banquet facility.

Goals:

- Increase 18-hole rounds by 5% from 21,494 (2019) to 22,569 in 2021.
- Maintain season pass participation to 249 enrollees, the same number as in 2019.
- Increase golf outings from 10 (2019) to 12 in 2021.
- Rent the Clubhouse for 25 private rentals.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	458,172	471,653	<i>Full Time</i>	4.18	21,494 Rounds
200 - Supplies	42,287	59,066	<i>Seasonal</i>	5.42	- 725 Youth Programs
300 - Other Services	206,446	185,991			- 249 season passes
400 - Capital Outlays	0	0			
Total	706,904	716,710		9.60	

Funding: General

Frank Southern Center

Activity Description: Provide affordable recreational and organized ice skating to ice enthusiasts from Bloomington and surrounding communities from October through the middle of March yearly.

Goals:

- Increase public session attendance from 13,132 (2019) to 14,000 in 2021.
- Facilitate 560 hours of ice time rentals to user groups.
- Increase youth house hockey registrations by 15% from 70 (2019) to 81 in 2021.
- Increase Hockey Initiation registration by 5% from 76 (2019) to 80 in 2021.
- Increase Skating School registrations by 5% from 556 (2019) to 584 in 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	160,554	182,131	<i>Full Time</i> 1.50	800 – youth programs 14,130 – rentals and public sessions. Age data is not collected
200 - Supplies	26,627	19,528	<i>Seasonal</i> 2.62	
300 - Other Services	186,472	163,046		
400 - Capital Outlays	0	0		
Total	373,653	364,705	4.12	

Funding: General

Aquatics

Activity Description: Plan, coordinate and facilitate recreational swimming, formal lessons, private rentals, special group use and advanced aquatic safety training for the community operating out of Bryan Pool and Mills Pool.

Goals:

- Maintain Mills Pool attendance over 12,000 participants (2018 - 10,589; 2019 -12,363)
- Maintain Bryan Park attendance over 33,000 participants (2018 - 32,447; 2019 - 33,250)
- Rent and facilitate an increase in private rentals from 28 (2019) to 30 (2021).
- Increase Learn to Swim participation from 310 (2019) to 326 (2021).
- Institute 1 new water aerobics class for 2021.

Bryan Park Pool

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	159,547	131,834	<i>Full Time</i> 0.48	32,445 - pool rentals, daily admissions and season passes
200 - Supplies	13,500	13,400	<i>Seasonal</i> 4.05	
300 - Other Services	74,134	51,775		
400 - Capital Outlays	0	0		
Total	247,181	197,009	4.53	

Funding: General

Mills Pool

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	88,244	67,435	<i>Full Time</i> 0.38	12,363 - pool rentals, daily admissions and season passes
200 - Supplies	7,850	8,850	<i>Seasonal</i> 1.96	
300 - Other Services	34,982	18,601		
400 - Capital Outlays	0	0		
Total	131,076	94,886	2.34	

Funding: General

Twin Lakes Recreation Center

Activity Description: Operate 100,000 sq ft indoor fitness and sporting facility offering all types of floor sports, artificial turf activities, leisure fitness, group fitness and senior fitness activities. Facilitate access to indoor physical activity space to promote health and wellness, social interaction and event space for all ages.

Goals:

- Increase total membership uses/visits/participations 2% from 65,660 (2019) to 66,973 (2021).
- Increase facility rental hours of courts/turf from \$171,000 (2019) to \$173,000, an estimated increase of participants from 52,373 to approximately 53,420.
- Maintain Bloomington Youth Basketball registrations at 730 (2019)
- Offer food service as a convenience to facility users while achieving a 20% profit on gross sales for concessions/vending products. Gross sales in 2019 were \$72,888 with 18% profit (\$13,120).

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	293,917	275,877	<i>Full Time</i> 3.70	1,500 youth participants
200 - Supplies	360	360	<i>Seasonal</i> 0.00	130 youth memberships
300 - Other Services	522	522		1,199 adults/782 seniors
400 - Capital Outlays	0	0		67,000 spectators
Total	294,799	276,759	3.70	

Funding: General

Community Sports Services

Activity Description: Plan, coordinate, and provide facilities for softball leagues, variety of team practices and tournaments at Twin Lakes Sports Complex and Lower Cascades Ballfields for youth and adult participants.

Goals:

- Facilitate 4 pick-up game event competitions at Twin Lakes Sports Park.
- Offer softball leagues to a minimum of 1,680 participants between summer and fall seasons.
- Host 1 national softball tournament in July 2021, creating an economic impact of over \$500,000 for the community.
- Facilitate 345 hours of field rentals to outside event directors per season with a goal of 3,700 total participants.

Softball

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	184,279	171,391	<i>Full Time</i> 1.23	3,400 adults - registered participants
200 - Supplies	33,822	17,791	<i>Seasonal</i> 1.83	
300 - Other Services	61,117	46,195		
400 - Capital Outlays	0	0		
Total	279,218	235,377	3.06	

Funding: General

Tennis

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	7,293	7,303	<i>Full Time</i> 0.08	600 adults - registered participants.
200 - Supplies	0	0	<i>Seasonal</i> 0.00	
300 - Other Services	0	0		
400 - Capital Outlays	0	0		
Total	7,293	7,303	0.08	

Funding: General

Youth Sports Services

Activity Description: Plan, coordinate, and maintain facilities at Winslow Sports Complex, Olcott Park, and Bryan Park. These facilities host Bloomington Junior League Baseball, Senior Baseball, MCCSC and other sporting leagues or groups.

Goals:

- Increase Junior Baseball participants by 5% from 437 participants (2019) to 460 participants in 2021.
- Host 3 rental tournaments at Winslow Sports Complex (average between 1-3 per year) to fill capacity on weekends.
- Recruit and partner with a soccer user group at Olcott Park and/or Winslow to increase excess capacity.

Winslow Sports Park

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	163,342	136,884	<i>Full Time</i> 1.35	678 youth - partnership programs 176 tournament players Spectators
200 - Supplies	18,952	18,152	<i>Seasonal</i> 1.42	
300 - Other Services	53,079	28,237		
400 - Capital Outlays	0	0		
Total	235,373	183,273	2.77	

Funding: General

Olcott Park

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	35,321	29,380	<i>Full Time</i> 0.20	180 youth
200 - Supplies	3,550	2,151	<i>Seasonal</i> 0.46	146 adults
300 - Other Services	20,778	15,900		Spectators
400 - Capital Outlays	0	0		Informal uses
Total	59,649	47,431	0.66	

Funding: General

2021 Budget Request Highlights

The Parks and Recreation general fund budget request is \$8,360,393. This is a decrease of \$164,361, or -2%. Listed below are some highlights of significance.

Category 1 - Personnel request is \$5,735,010, which is an overall increase of \$116,658 or 2%. Significant changes include:

- **Line 111 (Salaries and Wages - Regular)**
Non Union full time employees: 2% increase
AFSCME union employees: 2.5% increase
- **Line 112 (Salaries and Wages - Temporary)** increases \$162,141. Seasonal wages are increased annually per the consumer price index. 2021 hourly rates range from \$13.29/hour (living wage) - \$15.23/hour.

Category 2 - Supplies request is \$543,278, a decrease of \$34,336 or -6%. Significant changes are listed below:

- **Line 224 (Fuel & Oil)** Adult Sports, Cemeteries, Urban Forestry, Golf Services, Community Events
- **Line 234 (Other Repairs/Maintenance)** Golf Services, Frank Southern Center, Natural Resources
- **Line 242 (Other Supplies)** Natural Resources, Community Events, Adult Sports, Banneker, Switchyard Park
- **Line 243 (Uniforms)** Bryan Park Pool, Mills Pool, Banneker, Switchyard Park

Category 3 - Other Services & Charges request is \$2,082,105, a decrease of \$93,684 or -4%. Significant changes are listed below:

- **Line 317 (Mgt, Fee, Consultants, and Workshops)** Administration
- **Line 384 (Lease Payments)** Bryan Park Pool, Mills, Pool, Frank Southern Center, Adult Sports, Youth Sports, Banneker

Category 4 - Capital Outlays has no request.

Parks & Recreation 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change (\$)	Change (%)
100 - Personnel Services	4,885,473	5,184,784	5,618,351	5,735,010	116,658	2%
200 - Supplies	508,622	456,586	577,614	543,278	-34,336	-6%
300 - Other Services	1,805,368	2,031,759	2,175,789	2,082,105	-93,684	-4%
400 - Capital Outlays	205,171	306,430	153,000	0	-153,000	-100%
Total	7,404,634	7,979,559	8,524,754	8,360,393	-164,361	-2%

Conclusion

Thank you for your consideration of the Parks and Recreation 2021 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 200 - Parks and Recreation Gen (S1301)								
<u>Expenditures</u>								
Department: 18 - Parks & Recreation								
Personnel Services								
	51110	Salaries and Wages - Regular	2,374,148	2,408,058	2,659,475	2,635,032	(24,443)	-0.92%
	51120	Salaries and Wages - Temporary	1,160,398	1,400,961	1,465,414	1,627,556	162,142	11.06%
	51130	Salaries and Wages- Overtime	3,954	8,181	-	-	-	N/A
	51210	FICA	264,185	277,927	315,554	326,087	10,534	3.34%
	51220	PERF	339,118	345,980	377,644	374,174	(3,470)	-0.92%
	51230	Health and Life Insurance	743,671	743,678	800,264	772,160	(28,104)	-3.51%
Total: Personnel Services			4,885,473	5,184,784	5,618,351	5,735,010	116,658	2.08%
Supplies								
	52110	Office Supplies	2,820	3,159	6,000	6,000	-	0.00%
	52210	Institutional Supplies	35,670	36,715	42,738	47,588	4,850	11.35%
	52220	Agricultural Supplies	149,677	105,669	93,311	133,147	39,837	42.69%
	52230	Garage and Motor Supplies	13,731	6,282	17,000	9,550	(7,450)	-43.82%
	52240	Fuel and Oil	73,694	73,328	79,032	66,067	(12,965)	-16.40%
	52310	Building Materials and Supplies	38,315	37,901	50,973	64,940	13,967	27.40%
	52320	Motor Vehicle Repair	3,658	-	57,644	3,818	(53,826)	-93.38%
	52340	Other Repairs and Maintenance	51,271	43,437	72,490	66,690	(5,800)	-8.00%
	52410	Books	277	328	650	650	-	0.00%
	52420	Other Supplies	133,737	143,744	147,124	135,458	(11,666)	-7.93%
	52430	Uniforms and Tools	5,772	6,022	10,652	9,370	(1,282)	-12.04%
Total: Supplies			508,622	456,586	577,614	543,278	(34,336)	-5.94%
Other Services and Charges								
	53110	Engineering and Architectural	12,591	11,855	22,500	17,500	(5,000)	-22.22%
	53130	Medical	2,367	3,534	5,279	5,189	(90)	-1.70%
	53140	Exterminator Services	918	977	1,680	1,730	50	2.98%
	53150	Communications Contract	359	359	504	504	-	0.00%
	53160	Instruction	8,599	5,417	13,025	7,825	(5,200)	-39.92%
	53170	Mgt. Fee, Consultants, and Workshops	29,174	170,296	51,740	2,040	(49,700)	-96.06%
	53210	Telephone	32,848	33,314	39,364	40,900	1,536	3.90%
	53220	Postage	39,839	35,536	40,840	57,725	16,885	41.34%
	53230	Travel	6,289	6,876	13,275	9,800	(3,475)	-26.18%
	53240	Freight / Other	900	2,975	1,000	1,000	-	0.00%
	53310	Printing	68,512	83,208	118,405	109,145	(9,260)	-7.82%
	53320	Advertising	54,950	63,045	81,270	68,100	(13,170)	-16.21%
	53410	Liability / Casualty Premiums	67,479	68,592	77,601	77,601	-	0.00%
	53420	Worker's Comp & Risk	53,031	53,707	53,031	53,031	-	0.00%
	53510	Electrical Services	146,067	125,173	213,574	215,674	2,100	0.98%
	53530	Water and Sewer	163,692	180,399	269,753	243,000	(26,753)	-9.92%
	53540	Natural Gas	36,809	28,108	52,150	53,900	1,750	3.36%
	53610	Building Repairs	39,320	18,808	43,950	60,317	16,367	37.24%
	53620	Motor Repairs	110,631	110,631	144,868	163,339	18,471	12.75%
	53630	Machinery and Equipment Repairs	30,970	42,425	39,450	33,850	(5,600)	-14.20%
	53650	Other Repairs	43,954	20,890	38,100	35,800	(2,300)	-6.04%
	53730	Machinery and Equipment Rental	8,193	7,661	9,161	16,686	7,525	82.14%
	53740	Hydrant Rental	-	-	1	1	-	0.00%
	53750	Rentals - Other	390	404	425	425	-	0.00%
	53830	Bank Charges	36,713	36,443	40,880	39,720	(1,160)	-2.84%
	53840	Lease Payments	-	70,694	167,168	60,000	(107,168)	-64.11%
	539010	Inter-Fund Transfers	331,681	334,311	72,569	72,569	-	0.00%
	53910	Dues and Subscriptions	22,842	32,402	33,033	45,097	12,064	36.52%
	53920	Laundry and Other Sanitation Services	15,410	16,729	27,830	26,870	(960)	-3.45%
	53940	Temporary Contractual Employee	1,754	4,350	5,750	5,750	-	0.00%
	53950	Landfill	27,502	28,004	33,890	38,870	4,980	14.69%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
	53990	Other Services and Charges	411,585	434,637	463,723	518,147	54,424	11.74%
Total: Other Services and Charges			1,805,368	2,031,759	2,175,789	2,082,105	(93,684)	-4.31%
Capital Outlays								
	54310	Improvements Other Than Building	-	83,855	-	-	-	N/A
	54420	Purchase of Equipment	106,503	77,965	97,000	-	(97,000)	-100.00%
	54440	Motor Equipment	88,668	126,410	56,000	-	(56,000)	-100.00%
	54510	Other Capital Outlays	10,000	18,200	-	-	-	N/A
Total: Capital Outlays			205,171	306,430	153,000	-	(153,000)	-100.00%
Expenditures Grand Total:			\$ 7,404,634	\$ 7,979,559	\$ 8,524,754	\$ 8,360,393	\$ (164,361)	-1.93%

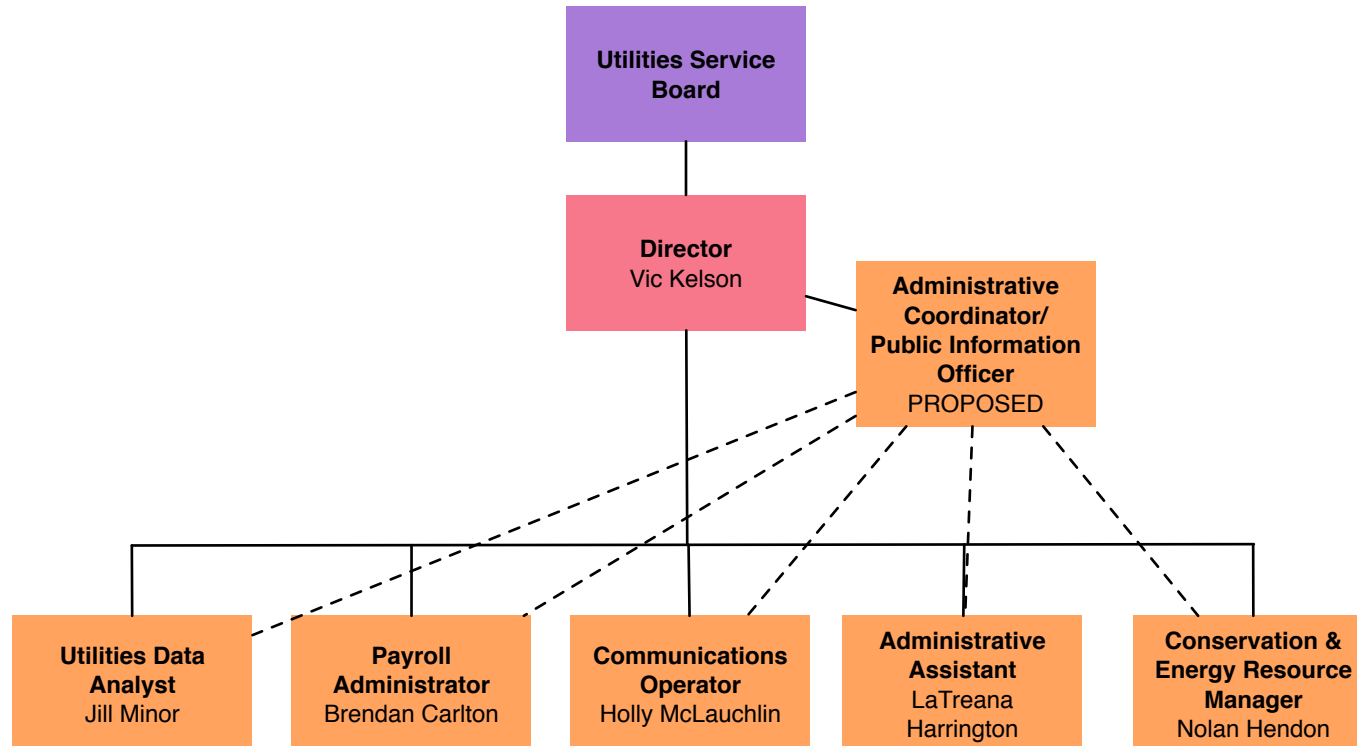


**2021 BUDGET
PROPOSAL MAYOR
JOHN HAMILTON**

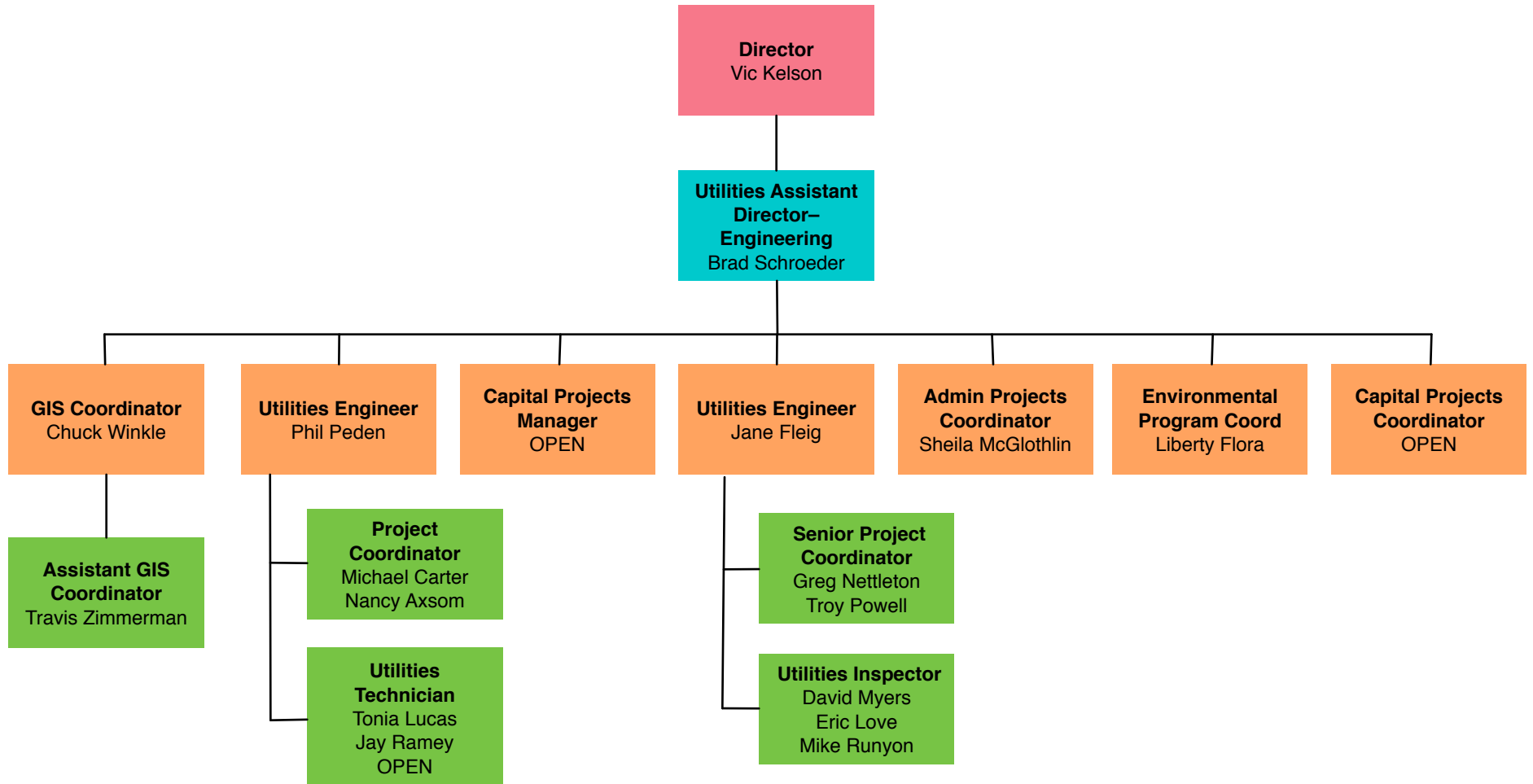
City of Bloomington 2021 Budget

Thursday August 20, 2020

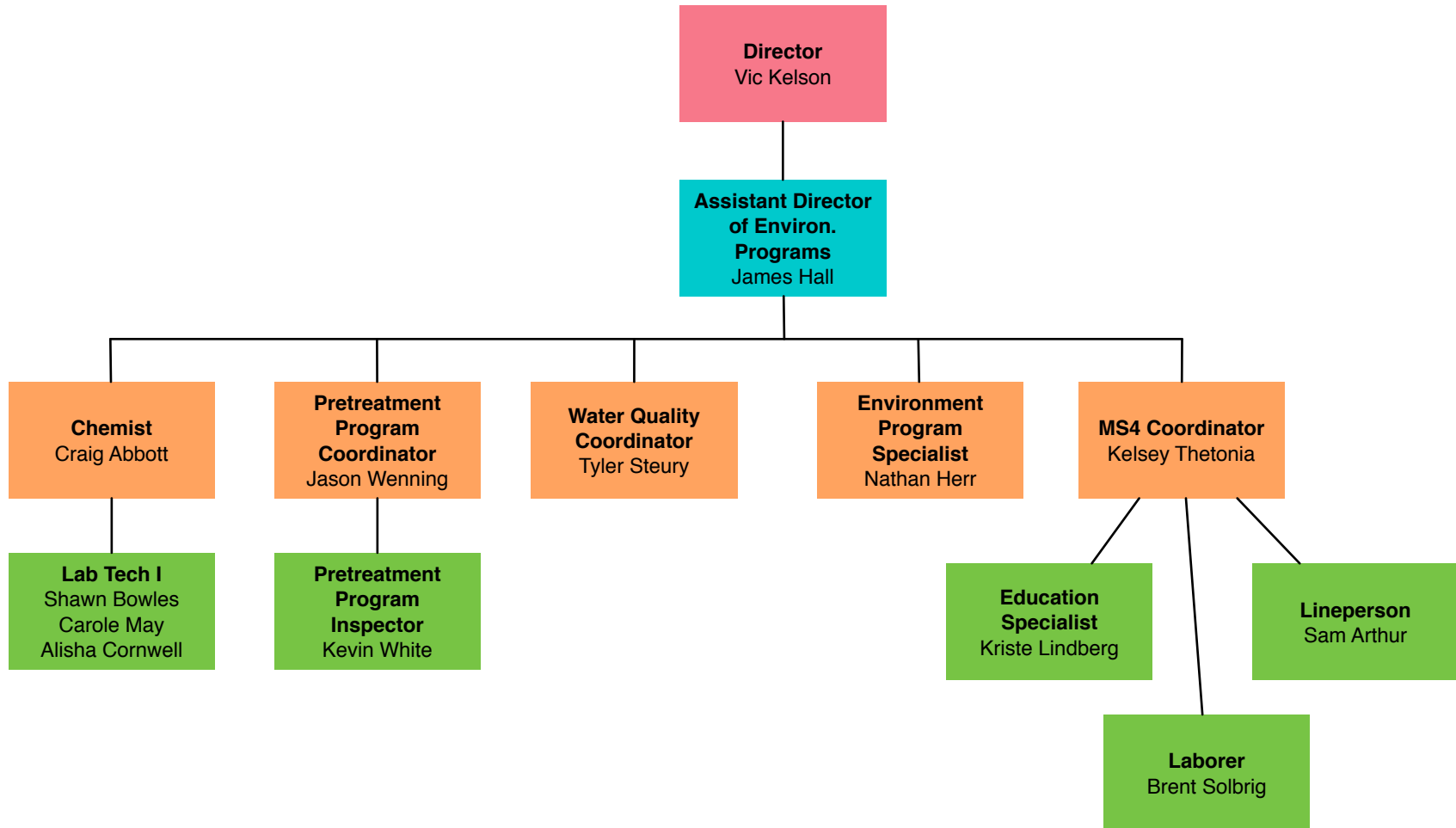
UTILITIES: ADMINISTRATION



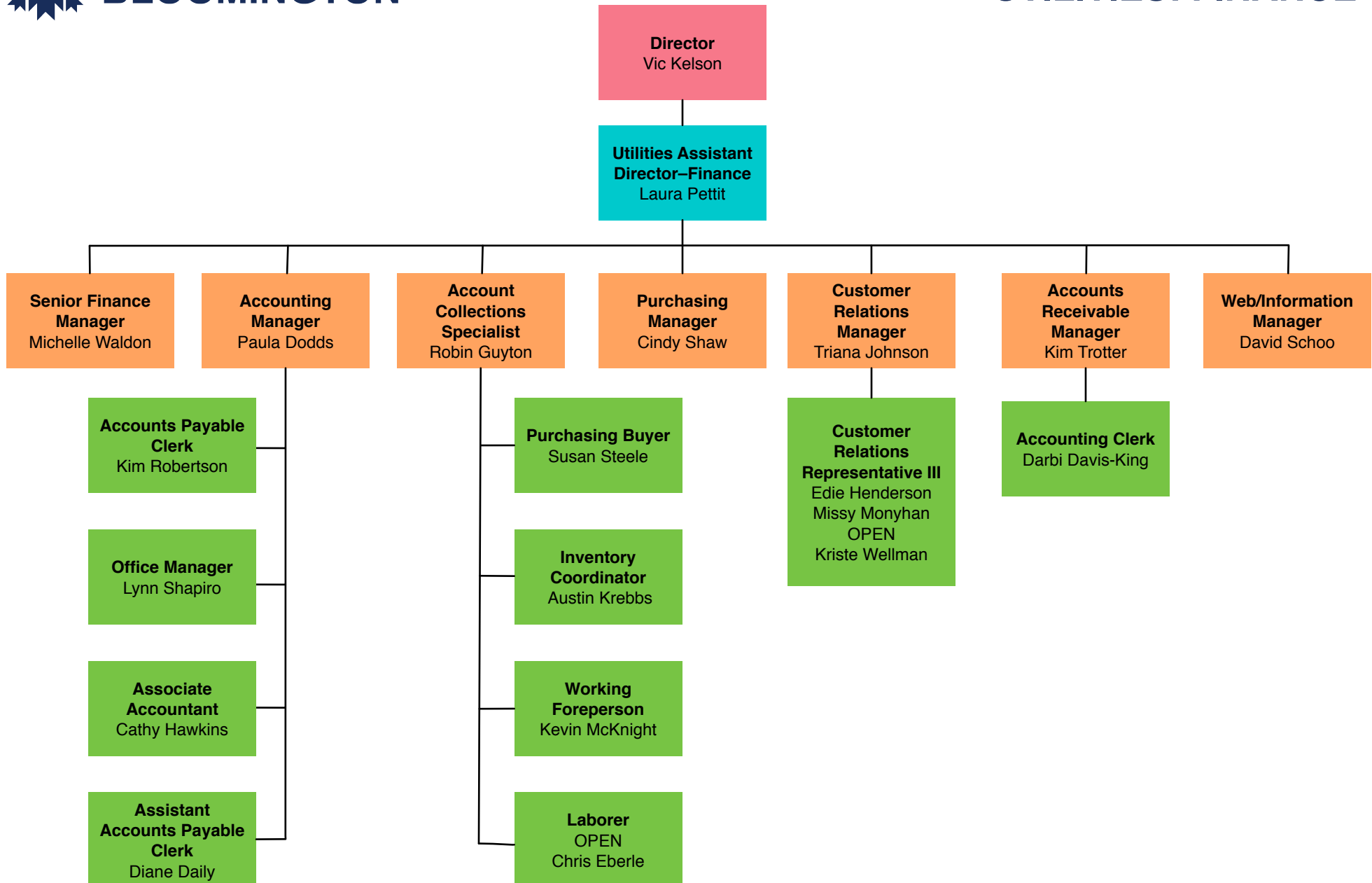
UTILITIES: ENGINEERING



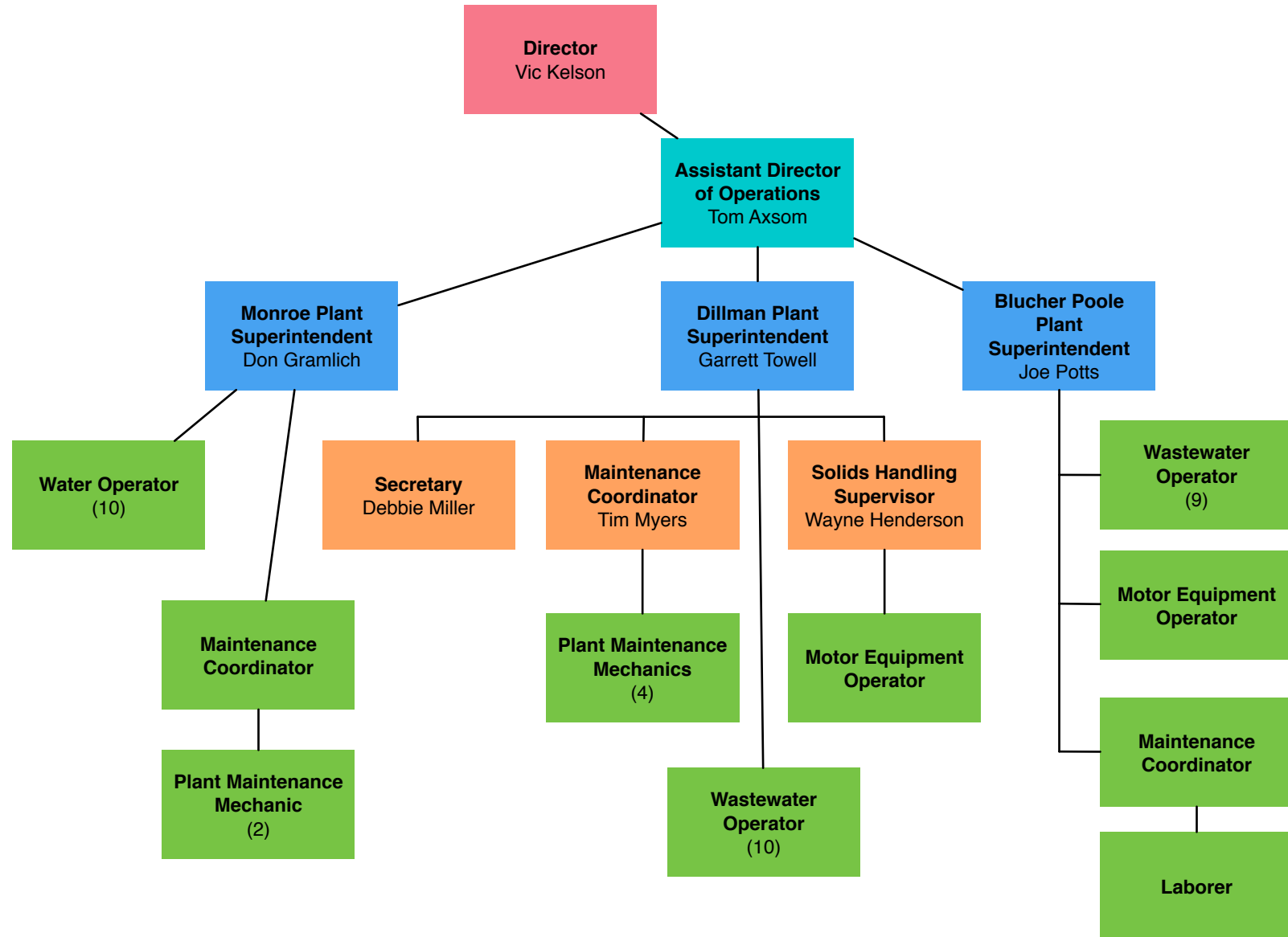
UTILITIES: ENVIRONMENTAL PROGRAMS



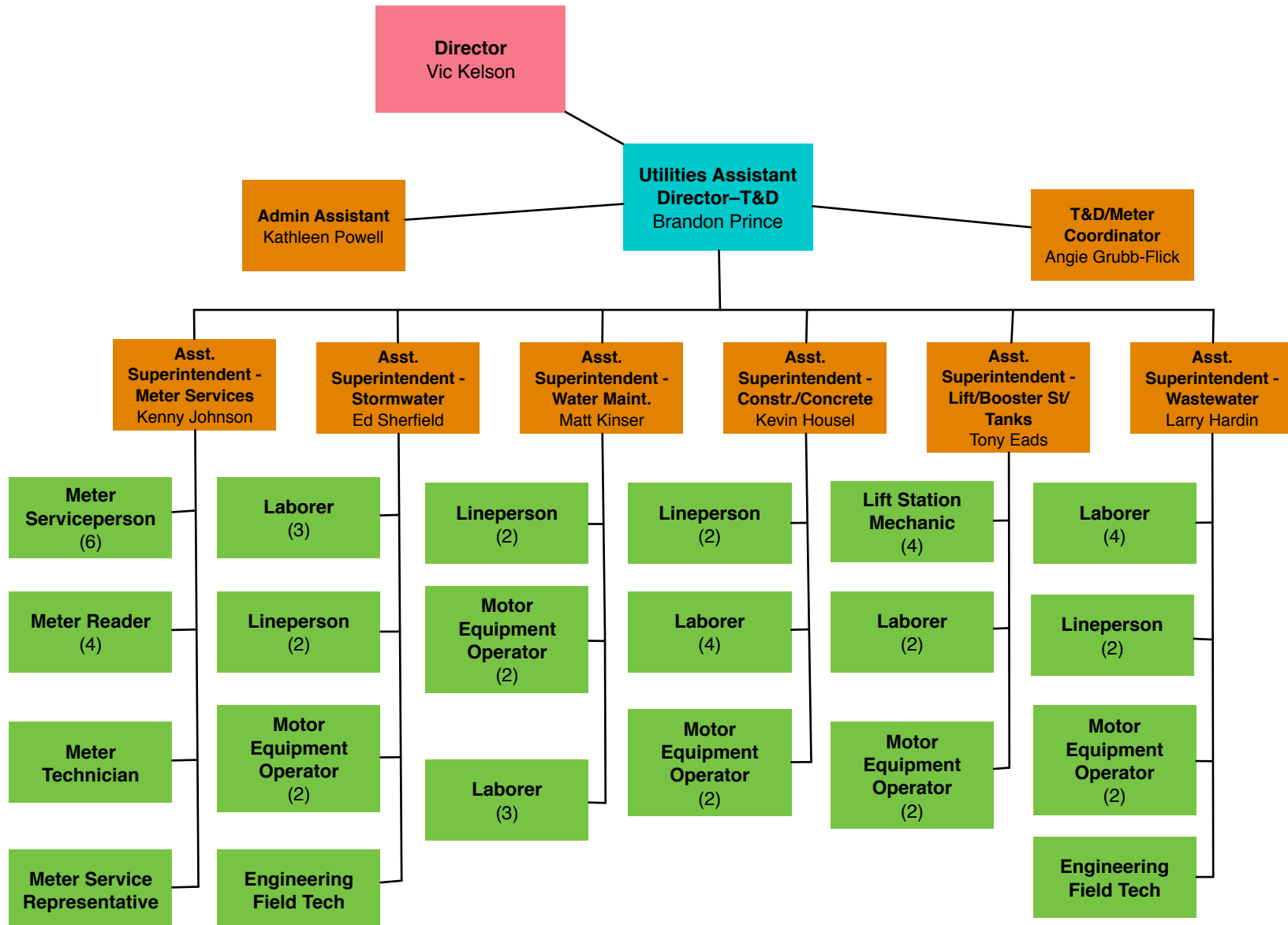
UTILITIES: FINANCE

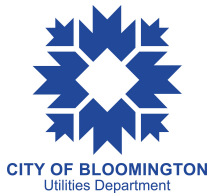


UTILITIES: OPERATIONS



UTILITIES: TRANSMISSION & DISTRIBUTION





Utilities Department 2021 Budget Proposal Memorandum

To: Members of the City of Bloomington Common Council

From: Vic Kelson, Director, City of Bloomington Utilities and Laura Pettit, Assistant Director of Finance, City of Bloomington Utilities

Date: August 14, 2020

Why We Exist

City of Bloomington Utilities (CBU) exists to provide safe and sustainable water, wastewater, and stormwater services in an economical manner, promoting prosperity and quality of life in our community. We are funded entirely by our customers, with rates and fees established by the Common Council and the Indiana Utilities Regulatory Commission (IURC). The Utilities Department does not receive tax dollars from any source.

CBU was acquired by the City of Bloomington in 1939. CBU serves 25,299 water customers directly plus most of the remainder of Monroe County through our wholesale customers. We also serve 22,574 sewer customers and provide stormwater management services for the entire city of Bloomington. CBU has a total staff of 170 full- and part-time positions, and an estimated annual budget of \$44 million. CBU provides water to more than 27,000 metered connections from its surface water treatment plant at Monroe Reservoir. CBU has 7 booster pumping stations, 7 water storage tanks, over 420 miles of pipe, approximately 3,100 fire hydrants, and 6 base stations for automatic meter reading. Wastewater is treated at 2 treatment plants and conveyed through 321 miles of pipe and 46 lift stations, and accessed by 8,443 manholes. Since 1998, CBU has been the stormwater utility for Bloomington. The stormwater utility has 17 miles of ditches, 4 miles of box culverts, 1,035 manholes, and 5,695 inlets.

Background and Major Initiatives

In 2021, City of Bloomington Utilities will focus on six large initiatives, of which five were critical parts of the 2020 budget plan. These five are: increased capacity for wastewater treatment, drinking water quality improvements, water main replacements, improvements to the stormwater system, and process modernization. The sixth major initiative is to explicitly concentrate on identifying how our activities, including new operational and capital projects, affect carbon emissions from Utilities operations, and to expand our climate action programs. CBU's goals are organized under the Effective Utility Management framework (EUM), established by the American Water Works Association (AWWA), U.S. EPA and others. EUM organizes management initiatives based on ten attributes: Product Quality, Operational Optimization, Employee and Leadership Development, Financial Viability, Infrastructure Strategy and Performance, Customer Satisfaction, Stakeholder Understanding and Support, Water Resource Sustainability, and Community Sustainability. The ten attributes provide a clear set of reference points and help to maintain a balanced focus on all important operational areas rather than reactively focusing on the "problem of the day."

Impact of the COVID-19 Pandemic: CBU can be affected financially by the pandemic in two ways: revenues might fall owing to declining customer demand, especially if Indiana University returns to remote-only instruction; and the number of accounts that are in arrears can increase because customers are unable to pay, affecting cash flow.

Wastewater Treatment Modernization and Capacity Improvements: CBU is working on plant expansion at both wastewater treatment plants to improve capacity to meet future demand. At Dillman Road WWTP, projects are planned such as beginning a two-year project for a standalone disk filter addition and modest improvements to the chemical disinfection process. Other projects at Dillman Road WWTP, such as updating SCADA systems and beginning a large-scale electrical improvement project, will help with overall plant improvements. Details about these projects can be found in the Capital Investment Plan included with this memo.

Water Quality: CBU continually monitors and explores ways to reduce disinfection byproducts. The department is engaged in a project to improve the solids handling facilities at Monroe WTP to facilitate more frequent basin cleaning operations. In 2020, CBU initiated a pilot study of a chemical algaecide, to control algal growth in the treatment basins. This will protect against the potential for growth of harmful blue-green algae and reduce the frequency of filter backwashing events, saving water, energy, and chemicals.

Water Main Replacements: Since 2017, CBU has budgeted \$1.7 million annually for its Water Main Replacement Program. Those funds have enabled us to replace approximately 2.5 miles of water mains and associated valves, fire hydrants, and water services to replace inadequate existing mains each year. The aim of this program is to reduce maintenance and repair costs, reduce water loss, and improve water quality. CBU staff has been working on a study of the occurrence of water-main breaks, based on seasonal factors, water-use patterns, pipe types, and other factors. We plan to complete the report in August 2020.

Stormwater Utility: CBU plans for substantial capital investments in the stormwater system. Critical projects include the Jordan River culvert segment which flows through downtown Bloomington. With the urging of Mayor Hamilton and the support of Council, in 2019 CBU established a Green Infrastructure fund as part of the monthly stormwater fee. CBU has begun to invest these funds for the development and maintenance of “green” stormwater infrastructure upgrades in City projects. Green infrastructure elements -- such as rain gardens, bioswales, and permeable paving -- slow down stormwater flow and reduce the intensity of peak flows and flooding downstream. CBU is also planning to continue its stormwater “micro-grant” program that offers assistance with improvements on single-family residential properties.

Process Modernization: A major CBU initiative in 2020 will be to implement, upgrade, and/or replace software systems throughout the department. These changes will drive efficiency, allow CBU to make more data-driven decisions, and reduce the possibility of errors. The changes include updates to the Supervisory Control and Data Acquisition (SCADA) systems, a major upgrade of the Geographic Information System (GIS), the purchase of CityWorks Asset Management software which will also integrate with the GIS system upgrade, implementation of a customer portal as part of the Advanced Metering Infrastructure (AMI) project, and the purchase of a Laboratory Information Management System (LIMS).

Climate Action: Water and wastewater operations are, by nature, heavy users of electricity and purchased chemicals. Maintenance and development of our nearly 800 miles of buried infrastructure requires a capital investment in large vehicles and the consumption of fossil fuels to power them. CBU tracks its energy consumption and is working to reduce water loss, energy consumption, and the carbon footprint of all its activities. The major renovations underway at the Dillman WWTP will significantly reduce electrical consumption, which is an obvious improvement. During 2019 and 2020, Mayor Hamilton tasked CBU with leading a Waste-to-Energy initiative, working with other City departments, the Monroe County Solid Waste Management District, IU, and others to evaluate the potential for an anaerobic digestion facility that could derive natural gas from wastewater sludge, organic solid waste, food service waste, and other “high-strength” wastewater streams.

Moreover, all of CBU's activities are interconnected, and sometimes small changes can have large impacts. In order to prevent the formation of disinfection byproducts (DBPs), CBU ceased adding chlorine to the treatment basins in 2016. As a result, algae is able to grow in the basins and then accumulates in the filters. As a result, filters need to be backwashed much more frequently in summer and fall. Each backwash event consumes 250,000 gallons of already-treated water, so removing DBPs from our drinking water inadvertently increased our carbon footprint for water treatment. In 2020, after attempting several different non-chemical approaches to algae management, CBU began adding a chemical algaecide to improve operations, save money, and cut our carbon footprint. CBU reviews new projects to identify opportunities to reduce our carbon footprint.

In 2019, CBU embarked on a major effort to replace all water meters with meters that can be read remotely from a set of "fixed-base" antennas. We expect to complete the installation in August 2020. The new meters will greatly reduce our fuel consumption for metering. Also, the system reads all the meters once per hour and automatically detects water leaks, which allows CBU and our customers to reduce the amount of water that needs to be treated and pumped into the City. Finally, the system provides a "Portal" website where customers can monitor their water use day-by-day, facilitating their efforts to reduce water consumption.

Economic Sustainability: CBU is committed to responsible and transparent fiscal management and we regularly seek opportunities to reduce the cost of our operations. In 2019 and 2020, CBU refinanced much of our debt for the Water Works and the Sewer Works, taking advantage of the record low interest rates. Altogether, these steps saved \$392,990 in 2020 and will save about \$430,000 per year in coming years. CBU has developed a 10-year Capital Improvement Plan (CIP) for each utility. We revise and update the CIP annually, and we will include it with our budget proposal.

2021 Activity Description and Goals

Preparation of the 2021 budget involved employing a zero-based approach, with analysis of actual trends and conservative estimates, and aligning expenses split between multiple funds. The Assistant Director of Finance met with other Assistant Directors and plant superintendents to review expenditures and discuss future needs. Additionally, the Energy & Conservation Coordinator gave input and prepared estimates for utilities (electric, gas, water) based on in-depth analysis and discussions with the providers. Finally, CBU coordinated with ITS, Fleet, and other departments which maintain certain assets.

The City of Bloomington Utilities is pleased to present its 2021 budget proposal for the Water, Sewer, and Stormwater funds. The Water fund request totals \$17,703,768, a decrease of 7.75% from 2020; the Sewer fund request totals \$22,770,903, a decrease of 6%; and the Stormwater fund request totals \$3,072,146, a decrease of 2%. The total budget request of all funds is \$43,564,817, an overall decrease of 7%, with expenses balanced to projected revenues.

Based on the experience of the April-May period, we estimate that metered usage for the Water Works will decline about 7.75% in 2021. We anticipate a smaller decline of 6% in the Sewer Works because we have a number of sewer-only customers who are not billed in accordance with their metered water use. The Stormwater Utility may see a decline of about 2% because some accounts may be closed, resulting in no stormwater fees being charged.

Revenue	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change (\$)	Change (%)
Water	\$17,925,942	\$19,183,855	\$19,190,617	\$17,703,768	(\$1,486,848)	-7.75%
Sewer	\$23,299,137	\$24,182,913	\$24,290,521	\$22,770,903	(1,519,618)	-6%
Stormwater	\$1,465,871	\$1,547,630	\$3,166,181	\$3,072,146	(\$94,035)	-2%
Total Funds	\$42,690,950	\$44,914,398	\$46,647,319	\$43,546,817	(\$3,352,755)	-7%

Product Quality (PQ)

Activity Description: Produce “fit for purpose” water and other recovered resources (e.g., energy, nutrients, biosolids) that meet or exceed full compliance with regulatory and reliability requirements and are consistent with customer, public health, ecological, and economic needs. The products include treated drinking water, treated wastewater effluent, recycled water, stormwater discharge, and recovered resources. The area of Product Quality is the largest area in this budget as it covers much of the day-to-day activities at CBU and covers all three utilities: water, sewer, and stormwater.

Goals:

Water Works

- CBU will operate the Monroe Water Treatment Plant and all of the distribution system 24 hours per day, 365 days per year, with no violations of our operating permits.
- As discussed above, since 2016 CBU has worked to reduce the formation of disinfection byproducts in our drinking water. Our annual average goals are 50ppb for Total Trihalomethanes (TTHM) and 40ppb for Total Haloacetic Acids (HAA5). These values are about $\frac{2}{3}$ of the limits of 80ppb for TTHM and 60ppb for HAA5.
- CBU will install 10 automatic flushing hydrants in specific problem areas by Q3 2021. This new program will help to improve water quality by removing sediment and old water from dead-end water mains. Currently, flushing is done manually by CBU employees who must drive to fire hydrants in order to flush them; automatic flushers will reduce staff effort and fuel consumption.

Sewer Works

- CBU's wastewater treatment plants will operate 24 hours per day, 365 days per year, with no violations of the discharge limits described in our NPDES Permits. This will be achieved even as major capital improvements are in progress at the Dillman Road WWTP.
- By Q3 2021, CBU will complete a Local Limits study for the Blucher Poole WWTP sewershed. Under the Clean Water Act, a Local Limits study is a major first step in the creation of an Industrial Pretreatment Program. Presently, we have a Pretreatment program only for the Dillman Road WWTP. This study will be completed by Q3 2021.

Stormwater Utility

- Working with a contractor, CBU will complete the development of a Stormwater Master Plan by the end of Q4 2021, at a cost of approximately \$200,000. During the project, we will gather input from major stakeholders within the City and in the private sector. This will foster buy-in from all parties on how we can improve water quality in the City and for our neighbors downstream. An objective of the planning process is to develop design criteria for CBU and developers for green infrastructure projects. The Plan will provide a pathway to incorporate both gray and green infrastructure to make our City more sustainable and resilient to changing climate.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	2,727,384	2,837,839	38	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	682,918	598,093		
300 - Other Services	5,837,590	5,264,080		
Total	9,040,147	8,700,013		

Operational Optimization (OO)

Activity Description: Automate processes where possible to be better able to make data-driven decisions. Push for ongoing, timely, cost-effective, reliable, and sustainable performance improvements in all facets of CBU operations in service to public health and environmental protection. We aim to make effective use of data from automated and smart systems, and to learn from performance monitoring. Intended outcomes from these activities are to minimize resource use, loss, and impacts from day-to-day operations, and to reduce all forms of waste. We seek to maintain awareness of information and operational technology developments to anticipate and support timely adoption of improvements.

Goals:

All Utilities

In 2020, CBU completed the conversion of our Geographic Information System from Genamap to ESRI ArcGIS and deployed the new mapping system for our internal users. That effort has made it possible to take advantage of several new technologies for utilities management, including the CityWorks asset management system that is now being implemented. We also have deployed improved SCADA systems for process control and data acquisition and the new Laboratory Information Management System (LIMS), which will be implemented in late 2020.

- In 2021, CBU will deploy at least three new analytical tools and/or computer dashboard applications to enable better, faster, data-driven decisions in support of CBU operations.
- Building on the 2020 implementation of the asset management system for our water distribution and sewer collection facilities, we will implement asset management for our three treatment plants by the end of Q3 2021. This will allow plants to manage maintenance schedules, drive replacement schedules, and track inventory.
- By the end of Q1 2021, CBU will complete laboratory equipment upgrades, allowing us to monitor dissolved metals at much lower concentrations and test for metals that we currently cannot. This will improve CBU's efforts to remove metals from wastewater and drinking water.
- By Q2 2021 CBU will add cloud/mobile tracking software for sewage waste haulers as part of its Preferred Pumper Program. The Program facilitates picture uploads by waste haulers, allowing CBU to track and maintain compliance records and billing records while reducing paper consumption.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,358,697	1,418,919	19	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	341,459	299,046		
300 - Other Services	2,610,656	2,321,564		
Total	4,310,807	4,039,530		

Employee and Leadership Development (ED)

Activity Description: Recruit, develop, and retain a workforce that is competent, motivated, adaptive, and safety-centered. CBU is focused on ensuring that employee institutional knowledge is retained, transferred, and improved upon over time. This area emphasizes and invests in opportunities for professional and leadership development.

All CBU supervisory staff participated in the Implicit Bias Training that was provided by the City's HR Department. Our Customer Service staff participates in de-escalation training related to customer interactions.

Goals:

All Utilities

- CBU will invest 1.5% of its personnel budget in each Division for professional training and development. This includes operator training that helps new employees to earn State licenses within 1 year of hire.
- Throughout 2021 CBU will assure that every work site has at least 1 team member who is CPR-certified.
- Senior CBU leadership will engage in training for Value-Stream Mapping, and will complete mapping efforts for 4 of our operational processes. Value-stream mapping (i.e., material and information flow mapping) is a lean-management method for identifying and analyzing the current state of a process and designing a future state. The purpose of this activity is to identify and remove waste thereby increasing efficiency, and to better implement our ongoing efforts to develop Standard Operating Procedure documents throughout the organization. CBU plans to apply this methodology to many areas of the utility across all divisions.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	679,346	709,459	9.5	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	170,729	149,523		
300 - Other Services	801,679	863,871		
Total	1,651,754	1,722,854		

Financial Viability (FV)

Activity Description: Plan for the full life-cycle cost of utility operations and value of water resources. Establish and maintain an effective balance between long-term debt, asset values, operations and maintenance expenditures, and operating revenues. Work to establish predictable rates consistent with community expectations and acceptability adequate to recover costs, provide for reserves, maintain support from bond rating agencies, and plan and invest for future needs, while taking into account affordability and the needs of disadvantaged households.

Goals:

All Utilities

- In 2020, CBU purchased CityWorks enterprise asset management system to manage, track, analyze, and score infrastructure assets. The software costs \$40,000 per year, and integrates closely with our GIS and other systems. The implementation completed in 2020 will drive an audit of linear infrastructure (water distribution and sewer collection system) capital assets by the end of 2021. We anticipate contract services for integration of CityWorks for CBU in 2021, at a cost of about \$50,000.
- By the end of Q2 2021, CBU will implement CityWorks-driven work order and inventory systems. These updates will streamline work order processing and keep better track of work order details (jobsite hours, project expenses).
- By the end of April 2021, CBU will release an RFP for external laboratory services, to ensure competitive pricing and automation of the entry of test results into the LIMS system. We will contract with laboratories and implement the data-transfer process by the end of 2021.

Water Works

- In 2020, CBU will complete a Cost of Service Study and Rate Review for the Water Works. We will bring a rate case to Council in Q1 2021, and review by the Indiana Utilities Regulatory Commission will follow. Any approved water-rate changes will be implemented in early 2022.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,358,692	1,418,919	19	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	341,459	299,046		
300 - Other Services	1,154,842	1,246,302		
Total	2,854,593	2,964,268		

Infrastructure Strategy and Performance (IS)

Activity Description: Maintain and enhance the condition of all assets over the long-term at the lowest possible life-cycle cost and acceptable risk consistent with customer, community, and regulator-supported service levels to assure asset repair, rehabilitation, and replacement efforts are coordinated within the community to minimize disruptions and other negative consequences.

Goals:

Water Works

- To address aging transmission and distribution infrastructure, CBU will replace up to 2.5 miles of water mains in 2021, at a cost of up to \$1,700,000.

- By the end of Q3 2021, CBU will complete a project to identify all of the lead service lines in our system and develop a plan for replacement. Depending on the outcomes of the study, CBU expects to replace all lead service lines over the next 3-15 years.
- The Monroe water treatment plant will complete a \$200,000 roof replacement for the main building by Q3 2021.
- Additional water projects totaling up to \$4,400,000 will be completed in 2021. The project list includes (1) East Tank coating and mixing system, (2) Monroe WTP belt filter press, and (3) Monroe WTP filter media replacement. We will determine the overall scope based on actual Q3-Q4 2020 Water Works revenues.

Sewer Works

- By the end of 2021, we anticipate 70% completion of the Modernization and Capacity-Improvement Project at the Dillman Road WWTP. CBU is investing approximately \$23,000,000 on the project, which includes (1) an increase in capacity for activated sludge pumping and tertiary filtration, (2) significant energy reduction with new blowers and advanced control systems, (3) and replacement of major electrical system components. The project began in Q2 2020 and we expect substantial completion in Q2 of 2022. We anticipate that the electrical and aeration improvements could lead to a 15% savings in electrical demand.
- By the end of Q3 2021 CBU will complete the replacement of a sewer capacity expansion, replacing the sewer that extends north from North Dunn street. This project is in support of new IU dormitories and anticipated future growth in off-campus housing. The project is expected to cost about \$2 million, with IU contributing 41% of the project costs.
- By the end of 2021 CBU will complete sewer lining projects at a cost of \$400,000. This will allow the lining of up to 3-4 miles of sewer pipe and other improvements to manholes and other infrastructure. The total number of miles will depend on the conditions of manholes discovered during project execution.

Stormwater Utility

- By the end of Q4 2021, CBU will implement strategies for stormwater housekeeping to meet IDEM standards.
- CBU will continue the Residential Stormwater Grants program, investing \$75,000 overall. We will continue and expand our outreach efforts to concentrate the investment in underserved neighborhoods as much as possible.
- CBU will complete 50% of the \$12,000,000 Jordan River tunnel segment replacement project by the end of 2021. The two-year construction will begin late in 2020, with completion scheduled for Q4 2022.
- In 2021, CBU will begin a project to dredge all stormwater-detention facilities in Miller Showers park, with completion by the end of the year. The Miller Showers facilities are instrumental in treating stormwater runoff for the Cascades Creek drainage basin.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	2,727,384	2,837,839	38	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	682,918	598,093		
300 - Other Services	4,496,495	4,110,428		
Total	7,896,797	7,546,362		

Enterprise Resiliency (ER)

Activity Description: Focus on the resiliency of all systems within CBU and proactively identify, assess, establish tolerance levels for, and effectively manage a full range of business risks including interdependencies with other services and utilities, legal, regulatory, financial, environmental, safety, physical and cyber security, knowledge loss, talent, and natural disasters.

Goals:

All Utilities

- By the end of 2021, CBU will review and amend its Emergency Response Plan, based on the many lessons learned during the 2020 COVID-19 pandemic.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,358,9624	1,418,919	19	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	178,093	153,787		
300 - Other Services	1,265,156	1,119,163		
Total	2,801,941	2,691,870		

Customer Satisfaction (CS)

Activity Description: Provide reliable, responsive, and affordable services in line with explicit, customer-derived service levels. CBU is moving in the direction of utilizing a mix of evolving communication technologies to understand and respond to customer needs and expectations, including receiving timely customer feedback and communicating during emergencies.

Goals:

All Utilities

- Throughout 2021, CBU will keep its website up-to-date with information about major undertakings and electronic versions of all customer forms, as well as publish electronic versions of the annual consumer confidence/water quality report and the annual benchmarking survey. The CBU website will be updated with timely, relevant information at a minimum of once per week.
- By the end 2021, CBU will complete and document internal changes that arise from the results of the 2020 Customer Satisfaction Survey. We expect to continue the Survey on an annual basis in the future.
- In order to maintain customer communication, CBU will implement additional ways to connect with customers including adding teleconferencing abilities (e.g. Zoom, Google Hangouts). Additionally, CBU will broadcast its service board meetings live via Facebook Live to engage with a broader audience.
- By the end of Q2 2021, CBU will complete the rollout of the Customer Portal for the advanced metering infrastructure project.
- By the end of Q2 2021, CBU will implement procedures to ensure that all customers are billed based on a common billing period, with billing periods of 27-33 days. The variability in billing periods based on our manual meter-reading processes has been the source of customer confusion and numerous customer complaints over the years. We want billing periods to be the same length, as much as possible. The AMI project will help us to do so.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,358,9622	1,418,919	19	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	504,824	444,306		
300 - Other Services	810,509	869,782		
Total	2,674,026	2,733,008		

Stakeholder Understanding and Support (SS)

Activity Description: Engage with CBU's stakeholders (anyone who can affect or be affected by the utility), including customers, oversight bodies, community and watershed interests, and regulatory bodies for service levels, rate structures, operating budgets, capital improvement programs, and risk management decisions. Actively promote an appreciation of the true value of water and water services, and water's role in the social, economic, public and environmental health of the community.

Goals:

All Utilities

- Each quarter, a staff member or group will participate in at least one neighborhood/homeowner's association meeting, a public event, or meeting of a community/professional organization. This can be done in-person or a live virtual meeting. Organizations that are interested in a presentation by CBU should contact the Public Affairs Specialist.
- CBU will provide weekly updates about projects using press releases, signage, social media, email, and our website to help the public understand our stakeholders on projects and priorities of the utility on a weekly basis.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	679,346	79,459	9.5	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	170,729	149,523		
300 - Other Services	57,832	53,439		
Total	907,908	912,422		

Water Resource Sustainability (WR)

Activity Description: Ensure the availability and sustainable management of water for its community and watershed, including water resource recovery. Plan for the potential for water resource variability (e.g., changing weather patterns, including extreme events, such as drought and flooding), and utilize as appropriate a full range of watershed investment and engagement strategies (e.g., Integrated Planning). Engage in long-term integrated water resource management to ensure that current and future customer, community, and ecological water-related needs are met.

Goals:

Water Works

- For several years, CBU cooperated with governmental, institutional, and non-governmental partners on efforts to protect Lake Monroe and its watershed. In 2021, we will provide in-kind sampling and laboratory support for the gauging and sampling station on the South Fork of Salt Creek, including two sampling events after rainstorms each month. This is a two-year, cooperative project with the USGS, the Conservation Law Center at IU, the Lake Monroe Watershed Coalition, and the Friends of Lake Monroe.
- The City of Bloomington is a stakeholder for the Lake Monroe Water Fund project, and CBU will provide technical assistance as needed by the Water Fund's Steering Committee. Alex Crowley (Economic and Sustainable Development Director) is a member of the Committee.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services 200 - Supplies 300 - Other Services	679,346 170,729 454,247	709,459 149,523 482,419	9.5	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
Total	1,304,332	1,341,403		

Community Sustainability (SU)

Activity Description: Promote and organize community sustainability improvements through collaboration with local partners and economic development planning to support community-wide resilience, support for disadvantaged households, community sustainability, and livability.

Goals:

All Utilities

- To meet the needs of disadvantaged households, CBU will increase its Customer Assistance Program funding from \$45,000 to \$50,000. This funding, based on past and current demand, will be tracked monthly.

Stormwater Utility

- CBU will dedicate \$75,000 to its Residential Stormwater Grant Program in 2021, with grant awards in early Q3 2021. This program helps homeowners make improvements on their property that have positive impacts on their neighborhoods and CBU infrastructure. Applications are due by April 2021; grants will be awarded in early summer and projects must be completed within 1 year of the grant award.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	679,346	709,459	9.5	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
200 - Supplies	170,729	149,523		
300 - Other Services	406,835	482,419		
Total	956,910	1,341,403		

2021 Budget Proposal Highlights

Water Works Budget Request

Budget Allocation Water Works	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change (\$)	Change (%)
100 - Personnel Services	4,313,501	4,552,762	4,880,902	3,011,909	(1,868,993.36)	(38.29%)
200 - Supplies	1,985,862	1,890,123	1,983,831	1,741,845	(241,986)	(12.20%)
300 - Other Services	2,983,842	3,405,202	3,443,327	3,836,538	393,211	11.42%
300- Other Services- E&R	4,019,301	3,714,915	3,250,156	3,835,349	585,193.36	18.01%
400- Water Sinking (P&I)*	5,451,079	5,620,853	5,632,401	5,278,128	(354,273)	(6.29%)
Total	18,695,272	19,183,855	19,190,617	17,703,769	(1,486,848)	(7.75%)

*Interest payments are recorded as expenses and principal payments are recorded as a reduction in Long Term Liability, though both are budgeted here.

Significant changes in the Water Utility include:

Revenue has an expected \$1,486,848 decrease. With the 2017 water rate increase fully in place for metered revenue, the revenue projections are conservative, averaging 7.75% decrease. CBU has expected decreases in revenues in the categories of metered sales governmental and metered sales commercials due to the Coronavirus. Those decreases have been offset by an increase in metered sales due to the Advanced Metering Infrastructure program.

Expenses are balanced to projected revenues.

Category 1- Personnel request is \$3,011,909. This is a decrease of \$1,868,993, or 38.29%. There is no expectation for large-scale change in this category.

Category 2- Supplies request is 1,741,845. This is a decrease of \$241,986, or nearly 12.20%. Most supplies have been decreased due to overall budget shortfalls.

Significant changes include the following budget lines:

- **Line U61000- Purchased Water:** decreases based on current spending levels
- **Line U61815- Chemicals Alum:** decreases based on current spending levels
- **Line U61817- Chemicals Polymer:** decreases based on current spending levels
- **Line U61823- Chemicals Sodium Hypochlorite:** decreases based on current spending levels
- **Line U61824- Chemicals Sodium Hydroxide:** decreases based on current spending levels

- **Line U62001- Materials and Supplies General:** decreases based on current spending levels
- **Line U62001- Materials and Supplies Lines:** decreases based on current spending levels
- **Line U62021- Materials and Supplies Services:** decreases based on current spending levels
- **Line U62022- Materials and Supplies Meters:** decreases due to completion of the AMI project
- **Line U62023- Materials and Supplies Hydrants:** decreases based on actual expenditures
- **Line U62032- Materials and Supplies Treatment:** decreases based on current spending levels
- **Line U62146- Furniture and Fixtures Maintenance:** decreases based on current spending levels

Category 3- Other Services and Charges request is \$3,836,538. This is an increase of \$393,211, or 11.42%. This category has an increase which includes expenses related to a water rate case (contract services accounting and contract services legal). Decreases are seen in the assistance program as we had a one-time program in 2020 that is not reflected in this budget, though there is an increase to the Customer Assistance Program. Significant changes include the following budget lines:

- **Line U42705- Interest Expense Capital Lease:** increases due to lease/purchases being paid from the operations and maintenance fund
- **Line U42709- Interest Expense Bond Issue 03:** decreases due to the bond refunding in 2020
- **Line U61530- Purchased Power:** decreases due to current expenditures and future projections
- **Line U61531- Purchased Power Pumping:** decreases due to current expenditures and future projections
- **Line U61532- Purchased Power Treatment:** decreases due to current expenditures and future projections
- **Line U61733-Telephone - Other Charges:** decreases due to current spending levels
- **Line U63202-Assistant Program:** decreases due to the ending of a one-time project with the Friends of Lake Monroe. This line did see an increase in the Customer Assistance Program in the amount of \$2000
- **Line U63300- Contract Services Legal:** decreases due to part of the upcoming cost of service study will be completed in a separate fiscal year
- **Line U63701- Contract Services Interdepartmental:** increases due to an updated time study conducted by the City of Bloomington Controller's Office
- **Line U63702- Services In Lieu of Taxes:** decreases due to an updated 2019 agreement
- **Line U64011- Bond Issuance Cost 05:** decreases due to bond refunding in 2020

Category 3- Other Services & Charges (Extensions & Replacements) request is \$3,835,349. This is an increase of \$585,193 or 18.01%. With the rate increase fully in effect, we are able to adequately fund a capital replacement program for the water utility (see attached project list).

Sewer Utility Budget Request

Budget Allocation Sewer Works	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change (\$)	Change (%)
100 - Personnel Services	7,742,637	7,743,767	8,237,376	5,951,162	(2,286,162)	(27.75%)
200 - Supplies	1,355,618,	1,317,353	1,283,679	1,163,344	(120,335)	(9.37%)
300 - Other Services	4,280,967	4,491,320	4,485,161	4,987,486	502,325	11.20%
300- Other Services- E&R	4,976,119	5,274,744	4,929,793	6,590,187	1,660,394	33.68
400- Water Sinking (P&I)**	5,128,014	5,355,729	5,354,512	4,078,724	(1,275,788)	(23.83%)
Total	23,483,356	24,182,913	24,290,521	22,770,903	(1,519,618)	(6.26%)

*Interest payments are recorded as expenses and principal payments are recorded as a reduction in Long Term Liability, though both are budgeted here. .

Significant changes in the Sewer Utility include:

Due to the decrease in metered sales due to Coronavirus, it is expected that there will be a modest decrease in sewer revenues. Expenses are balanced to projected revenues.

Category 1- Personnel request is \$5,951,162. This is a decrease of \$2,286,214 or 27.75%. There is no expectation of large-scale change to this category.

Category 2- Supplies request is \$1,163,344. This is a decrease of \$120,335, or 9.37%. Significant changes include:

- **Line U61830- Chemicals- Sodium Aluminate:** decreases based on current spending levels
- **Line U62001- Materials and Supplies General:** decreases based on current spending levels
- **Line U62020- Materials and Supplies Lines:** decreases based on current spending levels
- **Line U62022- Materials and Supplies Meters:** decreases due to completion of the advanced metering infrastructure project
- **Line U62024- Materials and Supplies Structures:** decreases based on current spending levels
- **Line U62045- Materials and Supplies Tanks:** decreases based on current spending levels
- **Line U62142- Furniture and Fixtures Computer:** decreases based on current spending levels
- **Line U62146- Furniture and Fixtures Maintenance:** decreases based on current spending levels

Category 3- Other Services and Charges request is \$4,987,486. This is an increase of \$502,325, or 11.20%. This category expects a minimal decrease due to an organizational assessment and Cost of Service Study and Rate Review completed in 2019 which do not impact the 2020 budget and offset increased expenses. Increases reflected in this category include an estimated 10% increase for the Interdepartmental Agreement and In Lieu of Taxes (there is currently no 2019 agreement). Significant changes include:

- **Line U42705- Interest Expense Capital Lease:** increases due to lease/purchases being paid from the operations and maintenance fund
- **Line U42709- Interest Expense Bond Issue 03:** decreases due to bond refunding in 2020
- **Line U61531- Purchased Power Pumping:** decreases due to current expenditures and future projections
- **Line U61532- Purchased Power Treatment:** decreases due to current expenditures and future projections
- **Line U61700- Utilities General:** decreases due to current expenditures and future projections
- **Line U61733- Telephone- Other Charges:** decreases due to current expenditures and future projections

- **Line U62200- Training:** decreases due to current expenditures and future projections increases due to an updated time study conducted by the City of Bloomington Controller's Office
- **Line U63702- Services In Lieu of Taxes:** decreases due to an updated 2019 agreement
- **Line U64005- Bond Issuance Cost 05:** decreases due to bond refunding in 2020
- **Line U65700- Liability Insurance:** increases due to anticipated increased expenses

Category 3- Other Services and Charges (Extensions and Replacements) request is \$6,590,187. This is an increase of \$1,659,187 or 33.68%. A modest decrease is expected due to decrease in sewer payments due to a sewer bond refunding from fall 2019.

Stormwater Utility Budget Request

Budget Allocation Stormwater Utility	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change (\$)	Change (%)
100 - Personnel Services	654,177	710,926	930,432	930,372	(60.00)	(0.01%)
200 - Supplies	175,820	175,280	120,280	85,280	(35,000)	(29.10%)
300 - Other Services	91,750	86,209	126,209	118,209	(8,000)	6.34%
300- Other Services- E&R	598,262	575,215	1,026,222	975,247	(50,975)	(4.97%)
400- Storm Sinking (P&I)***	0	0	963,038	963,038	0.00	n/a
Total	1,520,009	1,547,630	3,166,181	3,072,146	(94,035)	(2.97%)

*Interest payments are recorded as expenses and principal payments are recorded as a reduction in Long Term Liability, though both are budgeted here.

Significant changes to the Stormwater Utility include:

Revenue has a small decrease due to fewer accounts due to the coronavirus.

Category 1- Personnel Services request is \$930,372. This is a decrease of \$60.00 or 0.01%. There is no expectation of large-scale change to this category.

Category 2- Supplies request is \$85,280. This is a decrease of \$35,000, or 29.10%. Significant changes include:

- **Line U62024- Materials & Supplies Structures:** this was decreased in review of anticipated need

Category 3- Other Services and Charges request is \$118,209. This is a decrease of \$8,000, or 6.34%.

Category 3- Other Services and Charges (Extensions & Replacements) request is \$975,247. This is a decrease of \$50,975 or 4.97%.

CBU's fee increase included \$400,000 for the investment in green stormwater infrastructure. Green infrastructure elements -- such as rain gardens, bioswales, and permeable paving -- slow down stormwater flow and reduce the intensity of peak flows and flooding downstream. Additional capital projects are listed in the attached project list.

Category 4- Stormwater Sinking request is \$963,038. This is a level budget amount due to expected bonding for the Jordan River Culvert project.

CBU expects to begin a large capital expense project which it will seek to fund through revenue bonds. The project includes the completion of the section of the Jordan River tunnel that extends roughly from the intersection of 4th and Grant Streets to the intersection of 1st and Washington Streets; the Jordan River Inlet near Dunn Meadow at the intersection of 6th Street and Indiana Avenue; and the portion of the Spankers Branch tunnel that lies beneath 6th Street.

Conclusion

Thank you for your consideration of the City of Bloomington Utilities' budget request. I am happy to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 009 - Water								
<u>Expenditures</u>								
Personnel Services								
	U40800	Taxes - FICA	204,509	222,790	248,229	158,972	(89,257)	-35.96%
	U60100	Salaries & Wages Employees	2,690,157	2,876,367	3,088,314	2,078,214	(1,010,100)	-32.71%
	U60200	OT Salary & Wages	163,303	180,365	215,320	-	(215,320)	-100.00%
	U60400	Employee Pensions & Benefits	1,255,533	1,260,776	1,329,039	774,723	(554,316)	-41.71%
Total: Personnel Services			4,313,501	4,540,298	4,880,902	3,011,909	(1,868,994)	-38.29%
Supplies								
	U61000	Purchased Water	178,467	169,538	190,740	173,400	(17,340)	-9.09%
	U61812	Chemicals Carbon	-	48,877	51,000	51,000	-	0.00%
	U61814	Chemicals Miscellaneous	71,470	79,229	68,000	61,500	(6,500)	-9.56%
	U61815	Chemicals Alum	326,938	351,198	305,000	275,000	(30,000)	-9.84%
	U61816	Chemicals Fluoride HFS	25,992	19,947	32,130	29,000	(3,130)	-9.74%
	U61817	Chemicals Polymer	57,612	112,289	42,840	62,000	19,160	44.72%
	U61818	Chemicals Potassium Permanganate	-	-	5,100	4,600	(500)	-9.80%
	U61820	Chemicals Sodium Bisulfite	-	-	1,285	-	(1,285)	-100.00%
	U61822	Chemicals Aqua Ammonia	28,776	25,931	26,775	24,000	(2,775)	-10.36%
	U61823	Chemicals Sodium Hypochlorite	160,795	165,481	141,372	130,000	(11,372)	-8.04%
	U61824	Chemicals Sodium Hydroxide	166,049	194,545	155,295	140,000	(15,295)	-9.85%
	U61828	Sodium Permanganate	22,706	81,557	25,000	23,000	(2,000)	-8.00%
	U62001	Materials & Supplies General	248,323	265,934	201,486	174,950	(26,536)	-13.17%
	U62020	Materials & Supplies Lines	119,714	207,355	150,000	130,000	(20,000)	-13.33%
	U62021	Materials & Supplies Services	104,143	127,140	110,000	85,000	(25,000)	-22.73%
	U62022	Materials & Supplies Meters	38,911	24,178	50,000	15,000	(35,000)	-70.00%
	U62023	Materials & Supplies Hydrants	10,223	21,317	50,000	25,000	(25,000)	-50.00%
	U62024	Materials & Supplies Structures	37,973	66,800	21,500	19,500	(2,000)	-9.30%
	U62025	Materials & Supplies Equipment	1,560	482	200	200	-	0.00%
	U62026	Materials & Supplies Pumps	46,064	54,256	54,333	55,000	667	1.23%
	U62032	Materials & Supplies Treatment	169,724	60,160	122,000	112,000	(10,000)	-8.20%
	U62040	Materials & Supplies Statements	58,250	54,141	60,600	60,000	(600)	-0.99%
	U62041	Materials & Supplies Reservoirs	617	-	-	-	-	N/A
	U62042	Materials & Supplies Computer	-	-	-	3,000	3,000	N/A
	U62043	Materials & Supplies Office Furniture	126	317	1,750	700	(1,050)	-60.00%
	U62044	Materials & Supplies Office Supplies	31,567	23,755	27,357	19,795	(7,562)	-27.64%
	U62046	Materials & Supplies Maintenance	172	-	2,500	1,000	(1,500)	-60.00%
	U62142	Furniture & Fixtures Computer	22,995	32,607	28,968	28,200	(768)	-2.65%
	U62143	Furniture & Fixtures Other Furniture	5,238	5,251	3,150	1,200	(1,950)	-61.90%
	U62146	Furniture & Fixtures Maintenance	29,966	34,846	31,550	13,300	(18,250)	-57.84%
	U62147	Material & Supplies - Personal Protective Equipment	9,239	11,539	12,150	12,050	(100)	-0.82%
	U62148	Material & Supplies - Worksite Safety Equipment	12,252	5,545	11,750	12,450	700	5.96%
Total: Supplies			1,985,863	2,244,213	1,983,831	1,741,845	(241,986)	-12.20%
Other Services and Charges								
	U26000	Interfund Transfer OUT	5,496,054	5,662,652	-	-	-	N/A
	U40900	Taxes State Income	208,863	196,144	195,000	206,000	11,000	5.64%
	U42705	Interest Expense Capital Lease	2,499	1,486	2,095	456,688	454,593	21698.95%
	U42709	Interest Expense Bond Issue 03	47,427	47,427	47,427	-	(47,427)	-100.00%
	U42720	Extensions & Replacements	-	-	3,250,156	1,917,547	(1,332,609)	-41.00%
	U42801	Utility Amortization Expense	3,040	2,026	3,040	2,000	(1,040)	-34.21%
	U61530	Purchased Power	365,268	440,660	391,360	367,500	(23,860)	-6.10%
	U61531	Purchased Power Pumping	645,310	671,417	667,800	650,000	(17,800)	-2.67%
	U61532	Purchased Power Treatment	217,582	220,235	215,400	205,000	(10,400)	-4.83%
	U61700	Utilities General	3,576	4,055	3,746	4,600	854	22.80%
	U61720	Natural Gas	15,826	14,265	21,847	16,920	(4,927)	-22.55%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
	U61730	Telephone - Land Line & Long Distance	1	466	500	500	-	0.00%
	U61732	Cell Phone Charges	10,024	9,017	10,707	10,150	(557)	-5.20%
	U61733	Telephone - Other Charges	49,713	33,653	43,500	33,200	(10,300)	-23.68%
	U61734	Pager Expenses	170	147	470	100	(370)	-78.72%
	U62200	Training	49,536	44,001	38,765	32,700	(6,065)	-15.65%
	U63100	Contract Services Engineering	2,228	19,019	8,200	7,500	(700)	-8.54%
	U63200	Contract Services Accounting	25,608	2,696	71,100	64,000	(7,100)	-9.99%
	U63202	Assistance Program	13,311	55,837	38,000	20,000	(18,000)	-47.37%
	U63300	Contract Services Legal	15,717	3,494	105,000	85,000	(20,000)	-19.05%
	U63532	Contract Services Testing	65,008	43,424	78,900	88,500	9,600	12.17%
	U63600	Contracted Services - Other	24,047	38,478	26,600	23,900	(2,700)	-10.15%
	U63701	Contract Services Interdepartmental	94,823	189,646	484,000	623,518	139,518	28.83%
	U63702	Contract Services In Lieu of Taxes	-	-	392,000	309,252	(82,748)	-21.11%
	U64005	Bond Issuance Cost 05	17,446	17,446	17,446	-	(17,446)	-100.00%
	U65000	Transportation	49,648	58,748	70,039	95,431	25,392	36.25%
	U65020	Transportation Lines	107,799	125,703	124,256	169,562	45,306	36.46%
	U65022	Transportation Meter	20,722	19,189	13,655	18,634	4,979	36.46%
	U65024	Transportation Structures	10,564	1,009	1,500	1,200	(300)	-20.00%
	U65700	Liability Insurance	75,714	76,924	150,000	110,000	(40,000)	-26.67%
	U65900	Insurance Other Deductibles	2,000	5,548	12,000	12,000	-	0.00%
	U66000	Advertising	6,687	843	2,150	1,800	(350)	-16.28%
	U66900	Cash Over Short	(121)	(4)	-	-	-	N/A
	U67000	Bad Debt	10,323	10,956	11,000	11,000	-	0.00%
	U67501	Miscellaneous Expense	323,613	501,228	120,476	122,150	1,674	1.39%
	U67510	Miscellaneous Expense - Membership Dues/License	5,930	31,992	7,160	6,375	(785)	-10.96%
	U67536	Miscellaneous Expense Shipping	8,005	6,574	9,730	8,000	(1,730)	-17.78%
	U67545	Miscellaneous Expense Tanks	6,987	14,128	10,500	20,000	9,500	90.48%
	U67547	Miscellaneous Expense Software	31,933	41,160	47,958	53,358	5,400	11.26%
	U67548	Miscellaneous Expense Inventory	-	5,571	-	-	-	N/A
	U67550	Inventory Cycle Count Adj	-	(49,852)	-	-	-	N/A
Total: Other Services and Charges			8,032,877	8,567,408	6,693,483	5,754,085	(939,398)	-14.03%
Capital Outlays								
	U40300	Depreciation	2,995,754	3,163,089	-	-	-	N/A
Total: Capital Outlays			2,995,754	3,163,089	-	-	-	0.00%
Expenditures Grand Total:			\$ 17,327,995	\$ 18,515,008	\$ 13,558,216	\$ 10,507,839	\$ (3,050,378)	-22.50%

CITY OF BLOOMINGTON

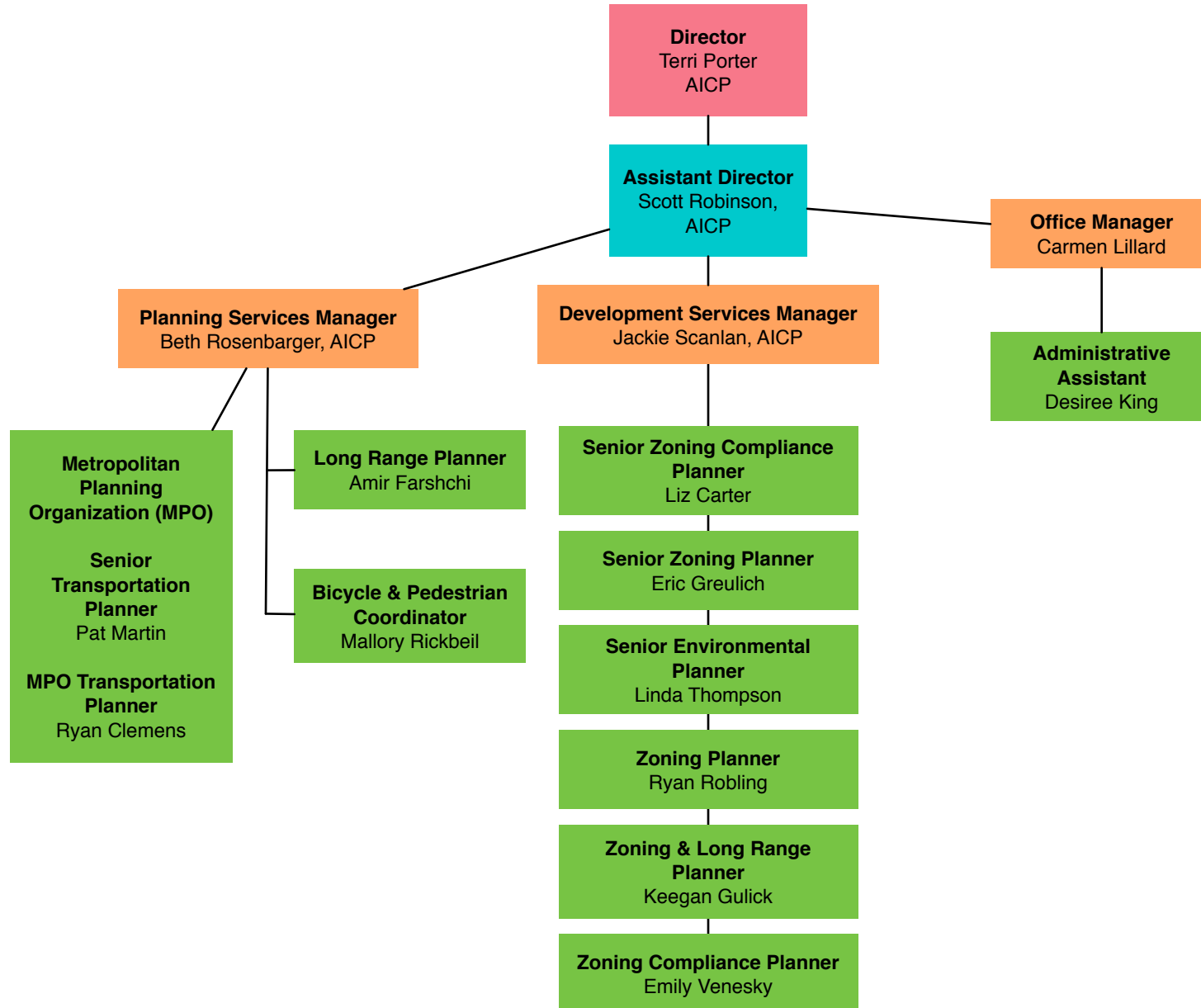
	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 010 - Wastewater								
<u>Expenditures</u>								
Personnel Services								
	U40800	Taxes - FICA	347,746	369,587	417,623	299,166	(118,457)	-28.36%
	U60100	Salaries & Wages Employees	4,532,175	4,753,167	5,133,712	3,910,518	(1,223,195)	-23.83%
	U60200	OT Salary & Wages	294,414	338,069	423,684	-	(423,684)	-100.00%
	U60400	Employee Pensions & Benefits	2,170,571	2,104,669	2,262,356	1,741,478	(520,878)	-23.02%
Total: Personnel Services			7,344,906	7,565,492	8,237,376	5,951,162	(2,286,214)	-27.75%
Supplies								
	U61804	Chemicals Chlorine	-	1,496	50	5,000	4,950	9900.00%
	U61809	Chemicals Lime	90	-	-	-	-	N/A
	U61814	Chemicals Miscellaneous	38,074	37,964	17,105	12,500	(4,605)	-26.92%
	U61817	Chemicals Polymer	67,973	59,535	61,560	71,000	9,440	15.33%
	U61820	Chemicals Sodium Bisulfite	11,377	21,300	19,278	19,000	(278)	-1.44%
	U61823	Chemicals Sodium Hypochlorite	44,196	61,443	45,000	45,000	-	0.00%
	U61830	Chemicals - Sodium Aluminate	73,763	124,219	115,500	100,000	(15,500)	-13.42%
	U62001	Materials & Supplies General	205,521	268,484	225,143	214,775	(10,368)	-4.61%
	U62020	Materials & Supplies Lines	45,534	66,077	90,000	70,000	(20,000)	-22.22%
	U62022	Materials & Supplies Meters	57,412	34,750	80,000	30,000	(50,000)	-62.50%
	U62024	Materials & Supplies Structures	97,314	103,404	85,000	104,000	19,000	22.35%
	U62025	Materials & Supplies Equipment	9,184	298	300	300	-	0.00%
	U62026	Materials & Supplies Pumps	60,668	40,339	63,740	63,000	(740)	-1.16%
	U62032	Materials & Supplies Treatment	201,639	173,089	192,000	187,600	(4,400)	-2.29%
	U62040	Materials & Supplies Statements	87,376	81,211	98,076	98,076	-	0.00%
	U62042	Materials & Supplies Computer	-	-	2,862	2,500	(362)	-12.65%
	U62043	Materials & Supplies Office Furniture	189	475	700	400	(300)	-42.86%
	U62044	Materials & Supplies Office Supplies	44,577	45,081	44,403	43,740	(663)	-1.49%
	U62045	Materials & Supplies Tanks	-	1,838	21,000	5,000	(16,000)	-76.19%
	U62046	Materials & Supplies Maintenance	986	2,477	3,500	1,000	(2,500)	-71.43%
	U62142	Furniture & Fixtures Computer	51,164	58,953	37,590	26,053	(11,537)	-30.69%
	U62143	Furniture & Fixtures Other Furniture	9,133	7,946	2,960	1,900	(1,060)	-35.81%
	U62146	Furniture & Fixtures Maintenance	55,671	50,087	46,162	30,500	(15,662)	-33.93%
	U62147	Material & Supplies - Personal Protective Equipment	13,128	13,807	15,900	16,000	100	0.63%
	U62148	Material & Supplies - Worksite Safety Equipment	24,951	5,804	15,850	16,000	150	0.95%
Total: Supplies			1,199,919	1,260,078	1,283,679	1,163,344	(120,335)	-9.37%
Other Services and Charges								
	U42705	Interest Expense Capital Lease	8,457	3,235	6,575	685,032	678,457	10318.74%
	U42709	Interest Expense Bond Issue 03	70,486	70,281	71,000	-	(71,000)	-100.00%
	U42720	Extensions & Replacements	-	-	4,929,793	4,221,599	(708,194)	-14.37%
	U61125	Transportation Sludge Removal	334,665	301,633	370,701	370,000	(701)	-0.19%
	U61132	Sludge Treatment Removal	9,026	7,656	13,000	12,000	(1,000)	-7.69%
	U61146	Sludge Removal Maintenance	-	1,325	650	-	(650)	-100.00%
	U61530	Purchased Power	10,678	7,262	13,000	8,000	(5,000)	-38.46%
	U61531	Purchased Power Pumping	192,314	173,921	212,080	185,000	(27,080)	-12.77%
	U61532	Purchased Power Treatment	1,010,301	796,968	1,063,590	800,200	(263,390)	-24.76%
	U61700	Utilities General	148,768	124,756	139,934	125,500	(14,434)	-10.31%
	U61720	Natural Gas	53,451	46,815	67,257	59,309	(7,948)	-11.82%
	U61730	Telephone - Land Line & Long Distance	10	703	600	600	-	0.00%
	U61732	Cell Phone Charges	17,215	15,603	17,401	15,120	(2,281)	-13.11%
	U61733	Telephone - Other Charges	74,604	49,887	68,000	55,200	(12,800)	-18.82%
	U61734	Pager Expenses	245	209	610	215	(395)	-64.75%
	U62200	Training	18,814	43,238	71,968	40,821	(31,147)	-43.28%
	U63100	Contract Services Engineering	10,738	4,351	10,500	10,000	(500)	-4.76%
	U63200	Contract Services Accounting	21,089	188,622	9,000	9,000	-	0.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
	U63202	Assistance Program	19,220	17,645	27,000	30,000	3,000	11.11%
	U63300	Contract Services Legal	66,091	7,678	7,500	5,000	(2,500)	-33.33%
	U63532	Contract Services Testing	57,155	55,302	81,750	79,500	(2,250)	-2.75%
	U63600	Contracted Services - Other	51,242	107,831	43,875	46,000	2,125	4.84%
	U63701	Contract Services Interdepartmental	142,234	284,468	726,000	916,937	190,937	26.30%
	U63702	Contract Services In Lieu of Taxes	-	-	484,000	356,313	(127,687)	-26.38%
	U64005	Bond Issuance Cost 05	30,866	30,866	30,865	-	(30,865)	-100.00%
	U65000	Transportation	151,123	177,646	231,361	315,317	83,956	36.29%
	U65020	Transportation Lines	204,906	234,823	223,936	305,585	81,649	36.46%
	U65022	Transportation Meter	29,922	28,784	20,482	27,950	7,468	36.46%
	U65024	Transportation Structures	4,031	8,807	8,600	5,500	(3,100)	-36.05%
	U65700	Liability Insurance	85,178	88,281	160,000	220,000	60,000	37.50%
	U65900	Insurance Other Deductibles	3,263	13,115	12,000	13,000	1,000	8.33%
	U66000	Advertising	12,399	2,441	2,725	2,900	175	6.42%
	U66900	Cash Over Short	(182)	(6)	-	-	-	N/A
	U67000	Bad Debt	7,634	7,892	11,000	8,000	(3,000)	-27.27%
	U67501	Miscellaneous Expense	198,364	244,535	185,585	185,150	(435)	-0.23%
	U67510	Miscellaneous Expense - Membership Dues/License	1,906	15,310	4,800	4,450	(350)	-7.29%
	U67536	Miscellaneous Expense Shipping	11,413	9,545	15,154	14,475	(679)	-4.48%
	U67547	Miscellaneous Expense Software	41,755	65,735	72,662	75,412	2,750	3.78%
	U67548	Miscellaneous Expense Inventory	-	161	-	-	-	N/A
	U67550	Inventory Cycle Count Adj	-	3,149	-	-	-	N/A
Total: Other Services and Charges			3,099,380	3,240,472	9,414,954	9,209,085	(205,869)	-2.19%
Capital Outlays								
	U40300	Depreciation	3,470,312	3,485,615	-	-	-	N/A
Total: Capital Outlays			3,470,312	3,485,615	-	-	-	0.00%
Expenditures Grand Total:			\$ 15,114,518	\$ 15,551,656	\$ 18,936,009	\$ 16,323,591	\$ (2,612,418)	-13.80%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 011 - Stormwater								
<u>Expenditures</u>								
Personnel Services								
	U40800	Taxes - FICA	31,042	36,487	47,532	44,960	(2,572)	-5.41%
	U60100	Salaries & Wages Employees	403,119	465,766	606,338	630,668	24,330	4.01%
	U60200	OT Salary & Wages	30,084	43,348	15,000	-	(15,000)	-100.00%
	U60400	Employee Pensions & Benefits	189,596	242,145	261,562	254,744	(6,817)	-2.61%
Total: Personnel Services			653,841	787,747	930,432	930,372	(60)	-0.01%
Supplies								
	U62001	Materials & Supplies General	12,625	21,763	48,000	48,000	-	0.00%
	U62024	Materials & Supplies Structures	21,154	23,443	60,000	25,000	(35,000)	-58.33%
	U62044	Materials & Supplies Office Supplies	152	136	400	400	-	0.00%
	U62046	Materials & Supplies Maintenance	-	676	-	-	-	N/A
	U62142	Furniture & Fixtures Computer	970	150	4,680	4,680	-	0.00%
	U62143	Furniture & Fixtures Other Furniture	11	-	200	200	-	0.00%
	U62147	Material & Supplies - Personal Protective Equipment	984	681	3,500	3,500	-	0.00%
	U62148	Material & Supplies - Worksite Safety Equipment	1,155	452	3,500	3,500	-	0.00%
Total: Supplies			37,051	47,301	120,280	85,280	(35,000)	-29.10%
Other Services and Charges								
	U42705	Interest Expense Capital Lease	1,194	597	859	859	-	0.00%
	U42720	Extensions & Replacements	-	-	1,026,222	950,578	(75,644)	-7.37%
	U62200	Training	987	5,281	8,300	8,300	-	0.00%
	U63200	Contract Services Accounting	2,229	2,045	5,000	5,000	-	0.00%
	U63202	Assistance Program	1,105	1,148	70,000	-	(70,000)	-100.00%
	U63203	Assistance Program - Residential Stormwater Grant Program	-	23,437	-	70,000	70,000	N/A
	U63532	Contract Services Testing	285	1,280	-	-	-	N/A
	U63600	Contracted Services - Other	-	-	10,000	2,000	(8,000)	-80.00%
	U65000	Transportation	489	925	2,500	2,500	-	0.00%
	U65700	Liability Insurance	28,393	27,401	28,000	28,000	-	0.00%
	U66000	Advertising	645	6	750	750	-	0.00%
	U67000	Bad Debt	1,290	1,388	-	-	-	N/A
	U67501	Miscellaneous Expense	-	618	500	500	-	0.00%
	U67510	Miscellaneous Expense - Membership Dues/License	40	151	100	100	-	0.00%
	U67536	Miscellaneous Expense Shipping	58	36	200	200	-	0.00%
	U67550	Inventory Cycle Count Adj	-	(377)	-	-	-	N/A
Total: Other Services and Charges			36,714	63,936	1,152,431	1,068,787	(83,644)	-7.26%
Capital Outlays								
	U40300	Depreciation	289,558	305,711	-	-	-	N/A
Total: Capital Outlays			289,558	305,711	-	-	-	0.00%
Expenditures Grand Total:			\$ 1,017,164	\$ 1,204,695	\$ 2,203,143	\$ 2,084,439	\$ (118,704)	-5.39%

PLANNING & TRANSPORTATION
DEPARTMENT



Memorandum

To: Members of the City of Bloomington Common Council
From: Terri Porter, Director of Planning & Transportation
Date: August 14, 2020

Why We Exist

The Department of Planning & Transportation (P&T) helps to protect the health, safety, and general welfare of the residents, visitors, and businesses within the city of Bloomington by guiding the form and function of the built environment and land uses with the natural environment in order to sustain Bloomington's high quality of life. The Department is also responsible for the preparation, update, and implementation of the Comprehensive Plan; the administration and maintenance of local zoning, development, and traffic regulation codes; the planning and coordination of the design and implementation of local multimodal infrastructure projects; and the review and issuing of permits. In short, the Department is responsible for the development and implementation of plans that ensure that growth and mobility of our community is consistent with Bloomington's vision towards the future.

Background

With a budgeted staff of 15, Planning & Transportation is composed of three divisions: Planning Services, Development Services, and the Metropolitan Planning Organization (MPO). Each division is further described later in this memo. In 2020, the update to the Unified Development Ordinance, with the conversion map, was passed by City Council; the effective date of the updated Title 20 of BMC was April 18, 2020. The purpose of the UDO update was to codify land use policies and incorporate the long-term vision provided by the new Comprehensive Plan. The UDO helps to ensure the preservation of Bloomington's quality of life while encouraging and directing growth responsive to community needs, with the desired results of increased economic prosperity, social equity, and environmental sustainability.

The Department has updated many key planning documents and completed important studies over the last 4 years (e.g. Comprehensive Plan, Transportation Plan, UDO, Downtown Area

Parking Study, and Transportation Demand Management study). The primary focus for 2021 will be the implementation of the recommendations, projects, and/or policies from these work products. A new Citywide zoning map, which is the final phase of the UDO update process, will begin in the late summer or early fall of 2020. This public process will result in a draft zoning map to be considered by the Plan Commission and then the Common Council. We anticipate Council adopting the new zoning map by mid-2021.

For 2021, the Department will continue to sustain the same level of services and support provided to the community in 2020, but will not seek to initiate significant new plans and/or studies. For example, the Department will continue to thoughtfully implement the Transportation Plan's recommendations. The 2017 and 2019 Community Survey results indicated excellent/good ratings for Ease of Walking, Ease of Traveling by Car and Ease of Travel by Bicycle. The Planning & Transportation Department remains committed to improving safety for pedestrians and all transportation users in the city. The Department continues to prioritize transportation improvements identified in the Transportation Plan, is mindful of results from the two community surveys, and will consider recommendations in the Downtown Parking Study. P&T also will continue to assess the Comprehensive Plan and the UDO, making recommendations for changes/updates as needed.

Impact of COVID-19

The Department pivoted to an online and remote work platform since the onset of the pandemic in mid-March 2020. Limited onsite staffing continues in-person business needs (printing documents, signatures, pick up, payment, and other related needs) for limited instances when online or remote work options are not sufficient. Operational changes are consistent with CDC, state, and local Health Department guidelines to ensure the well being of the public and Department employees. Aside from an initial learning curve, most day-to-day functions are performing well when compared to pre-pandemic operations. Public meetings, events, and timely responses to the changing demands of the pandemic have caused some delays, however, staff are attending training on how to operate more effectively virtually. Prior to the pandemic, deployment of the community development software was initiated. This initiative continues to move forward and will enhance online and remote services to the public as well as communications between departments. Our daily business operations will be streamlined and standardized, reducing confusion and inconsistencies.

Sustainability/Climate Action

In 2019, P&T initiated a Transportation Demand Management (TDM) study, which identified strategies to educate and inform residents on the range of transportation options available for daily commuting needs for the Downtown workforce. The study includes recommendations to encourage and incentivize transit ridership, carpooling, bicycling, and walking. The aim of these strategies is to increase mobility options and mitigate CO2 emissions associated with the

transportation sector. P&T believes that careful study of the impact and status of the COVID pandemic is warranted as potential TDM strategies are considered for implementation.

Equity/Inclusion

Considering the pandemic and a heightened need to address persistent issues related to social equity and racism before the community, P&T is well-positioned to focus attention on implementation of the city's new plans with acknowledgement that more attention is needed in light of these far-reaching issues. In 2019, the American Planning Association (APA) issued their Planning for Equity Policy Guide, which details 11 strategies with accompanying policy recommendations to ensure that communities evaluate current land use and planning policies in order to serve the public's interests by striving to expand choice and opportunities for all persons, recognizing a special responsibility to plan for the needs of disadvantaged groups and persons. As recommended by the APA, P&T will use an equity-in-all-policies approach, looking through an equity lens to view, frame and consider the policies and practices currently in use and assess what changes may be necessary to ensure that growth and development benefits are accessible to all.

Budget Proposal Highlights

Activity highlights and changes, by program, include the following 2021 priorities:

- Planning Services Analysis and Coordination
 - Evaluate and report on Comprehensive Plan performance metrics; and
 - Coordination of transportation project implementation and public engagement.
- Unified Development Ordinance Governance
 - Complete the development of a new citywide zoning map with attention towards the focus areas identified within the Comprehensive Plan including:
 - Encourage land use/redevelopment activities within the Sudbury/Mill Creek PUD area;
 - Land use/redevelopment activities in close proximity to the existing IU Health Hospital location; and
 - Land use/redevelopment activities in close proximity to Switchyard Park.
- Technical Training and Accountability
 - Annual technical training for ArcGIS;
 - Annual technical training for Community Development Software; and
 - Annual technical training for financial management.

Because our work impacts Bloomington residents on a daily basis, we strive to achieve and exceed our goals in order to maintain continued high satisfaction levels by the community.

2021 Activity Descriptions and Goals

The 2018 Comprehensive Plan provides additional guidance for the City to prioritize activities. The Plan lists a wide range of programs (approximately 205) to consider as well as performance

metrics (35 outcomes and 136 indicators) to measure implementation over the time horizon of the Plan.

Planning Services Division

Activity Description: Lead implementation of the 2018 Comprehensive Plan, which establishes the community's vision for the future of Bloomington. Coordinate and present studies, analyses, and plans in order to implement plans or, as needed, to evaluate the status of implementation. Implement recommendations from the Transportation Plan, focusing on leading project-based community engagement, updating policies, and implementing key recommendations, all in a manner consistent with APA's Planning For Equity Policy Guide. Monitor progress related to maintaining Bloomington's status as a gold-level Bicycle Friendly Community and ensure that future streets are developed according to the Transportation Plan. Manage social media accounts as part of leading community engagement activities. Provide ongoing support, research, reports, and recommendations to the public and several city commissions. Lead long-range vision and/or special area plans. Work with ITS to update GIS data layers needed for program analysis.

Goals:

- Identify and analyze at least 25 metrics (outcomes or indicators) detailed in the 2018 Comprehensive Plan.
- Examine a minimum of 3 strategies outlined in APA's Planning For Equity Policy Guide and define how they do or do not align with Comprehensive Plan goals.
- Provide yearly traffic count and annual crash data on BClear in order to establish baseline and year-to-year changes for related performance metrics such as estimated vehicle miles traveled and fatalities consistent with policies on greenhouse gas reductions and Vision Zero. Post information about traffic counts and annual crash data on BClear in 2021.
- Draw attention to new bicycle facilities throughout the community by launching a social media campaign. A minimum of 50 posts will occur in 2021 to educate, increase use, and promote bicycling.
- Lead public engagement for the design of 2 sections of Neighborhood Greenways as identified in the Transportation Plan. Neighborhood Greenways are climate-friendly ways to reduce GHG and improve public health by encouraging bicycling and walking.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	182,318	197,833	2.39	670
200 - Supplies	5,845	2,809		
300 - Other Services	70,841	33,635		
400 - Capital Outlays		0		
Total	259,004	234,276		

Funding: General, Other

Development Services Division and Permits

Activity Description: Act as first point of contact for those seeking to develop or remodel building and site projects within city boundaries. Review all development petitions and permits for compliance with the UDO; make recommendations on how the project can meet the goals of the Comprehensive Plan. Provide daily customer service to the public for zoning and development inquiries. Conduct site plan reviews for code compliance and environmental impacts. Provide ongoing support, research, reports and recommendations to the Plan Commission, Board of Zoning Appeals, Plat Committee, Hearing Officer, Land Use Committee, and Common Council; review applications and issue various permits including grading, signage, construction, and occupancy (as of May 2020, 170 permits have been approved); actively monitor for compliance with the UDO; send notices and assess fines when appropriate; and respond to uReports and work to resolve resident complaints regarding many topics including but not limited to line of site, encroaching vegetation, parking on unimproved surfaces, blocked sidewalks, non-compliant signage and traffic related complaints. The Division will work with expanded GIS capabilities and new community development software to greatly improve the access, efficiency, transparency, and management of Development Services division processes. Collaborate with other city departments, the development community, the Common Council, and the Administration to increase the number of affordable/workforce housing units in the City. Work with developers to assist the City in addressing its affordable housing challenge and make recommendations that will result in high quality projects.

Goals:

- Review all permit applications for compliance with the UDO within 10 business days of receipt of a complete application.
- Generate annual development activity map by December 1, 2021 to illustrate spatial distribution of development petition activity by type.
- Create and maintain an ongoing interactive petition map on the website with project statuses.
- Investigate 95% of uReports received by Development Services within 5 business days of receipt.
- Resolve 85% of uReports assigned to Development Services.

- Review development petitions for compliance with the Comprehensive Plan and the UDO (as of May 2020, 25 petitions have been filed to appear before the Plan Commission, Plat Committee, Board of Zoning Appeals, or the Hearing Officer).
- Prepare report of issues of concern that are identified by staff 1 year after the UDO effective date. Give report to the Administration, Plan Commission, Council and the public.
- Increase commissioner knowledge through training. A minimum of 2 members of the Plan Commission and/or BZA will attend training in 2021.
- Host at least 2 informational public outreach events by the end of Q3 addressing questions raised by UDO regulations and to consider annual maintenance changes to the UDO. Apply the APA's strategy for Community Engagement and Empowerment when developing these outreach events.
- Monitor the number of workforce and/or affordable housing units approved annually by the 2020 UDO (effective April 2020) compared with prior annual totals.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	463,500	462,254	5.58	6,475
200 - Supplies	5,845	2,809		
300 - Other Services	39,356	33,635		
400 - Capital Outlays		0		
Total	508,701	498,698		

Funding: General, Other

Unified Development Ordinance (UDO) Implementation

Activity Description: The new UDO was effective on April 18, 2020. In 2021 our focus will shift to ensuring the effectiveness of the new ordinance in furthering the future vision of Bloomington as determined by the community through the Comprehensive Plan. The development of the new zoning map, including 4 new zoning districts introduced in 2020, will be completed in 2021. As part of the mapping process, legacy Planned Unit Developments (PUDs) that are appropriate to rezone were identified and will be rezoned as practical (many of these legacy PUDs were created years ago and no longer align with the Comprehensive Plan). The priorities for this update include the mapping of the 4 new zoning districts; R1, R4, MS, and OP, and the appropriate rezoning of legacy PUDs.

Goals:

- Adopt a new city-wide updated zoning map by the end of Q2.
- Create quick reference handouts for each single-family zoning district to be used to communicate basic development guidelines in those areas.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	64,084	64,655	0.78	85,000
200 - Supplies	0	936		
300 - Other Services	2,811	3,844		
400 - Capital Outlays	0	0		
Total	66,895	69,435		

Funding: General, Other

Metropolitan Planning Organization (MPO)

Activity Description: The MPO is a federally mandated organization charged with managing and monitoring approximately \$42M annually in federal multimodal transportation funding for eligible transportation improvement projects. Projects are determined by the Local Government Agencies (LGAs) which comprise the MPO [Bloomington Transit, the City of Bloomington, Monroe County, Indiana University, and the Town of Ellettsville] and are approved by the Indiana Department of Transportation. Activities include providing staff support to 3 committees: Policy Committee, Technical Advisory Committee and Citizens Advisory Committee. Other activities include preparing amendments as needed to 3 core documents which provide policy and funding guidance [Metropolitan Transportation Plan (MTP), requiring a minimum 20-year planning time horizon; Transportation Improvement Program (TIP), detailing 5 years of transportation projects; and Unified Planning Work Program (UPWP), detailing 2 years of planning activities] as well as developing policies, collecting data, providing annual reports and conducting transportation studies.

Transportation projects in the 2020-2024 Transportation Improvement Plan (TIP) include but are not limited to: Fullerton Pike Phase 3, Curry Pike/Woodyard Road/Smith Pike Roundabouts, and Rogers Road Multi-Use Path and many others. For a map of the MPO service area please click [here](#).

Goals:

- Ensure that the Environmental Justice section of the 2045 Metropolitan Transportation Plan reflects the guidance outlined in the APA's Planning For Equity Policy Guide by including at least 3 recommended policies from the Environmental Justice section of the Guide.
- Complete 100% of the required annual Federal reporting requirements for Metropolitan Planning Organizations by the end of Q2 in order to maintain good standing to sustain funding streams that support planning and capital improvement projects.
- Conduct 4 Quarterly Project Tracking meetings for all jurisdictional multimodal federal aid projects to ensure projects are delivered on time and within funding agreements.

- Leverage 100% of available federal and state funding used to support regional transportation projects as required by the Transportation Improvement Program by the end of Q2.
- Publish Annual Crash Report by the end of Q4 to track fatalities and other serious traffic related crashes.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	164,641	142,899	1.72	720
200 - Supplies	2,248	468		
300 - Other Services	2,249	4,805		
400 - Capital Outlays	0	0		
Total	169,138	148,172		

Funding: General, Other

Administration and Operations

Technical Training and Accountability (Geographic Information System, Community Development, Financial Management, and Inspection Services)

Activity Description: Train staff on competency and best practices for the use of Geographic Information Systems (GIS), Community Development, Financial Management, and Inspection Services software. Develop standard operating procedures for dataset management, analysis, and reporting on items such as spatial analysis on housing types, code violations, development activity and history, and access to food and medical services. Produce data reports and monitor service areas within the Department to help ensure high levels of customer satisfaction. Improve staff competency in producing maps and tables with GIS and other software systems to increase efficiency for staff responding to public access to this data, resulting in greater transparency.

Goals:

- Improve staff proficiency through at least 16 hours of technical training for P&T staff on the use of new community development, financial management, and/or GIS Arc Pro software.
- Convert all planning maps to ArcGIS Pro (a GIS software) to increase access to customized maps for all respective boards and commissions and the general public by the end of Q4.
- Implement and launch community development software by end of Q2 to address a range of internal user and external customer service needs for permits, inspections, and development review processes.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	184,982	117,680	1.42	26
200 - Supplies	0	936		
300 - Other Services	36,545	15,376		
400 - Capital Outlays	0	0		
Total	221,527	133,992		

Funding: General, Other

Community Engagement/Boards and Commissions

Activity Description: Provide professional and wide-range support, including direct staff support, serving on a board or commission, and/or regularly attending and presenting to appointed members of a board or commission, to at least 19 city boards and commissions. In alphabetical order they are: Bicycle and Pedestrian Safety Commission, Board of Public Works, Board of Zoning Appeals, Common Council, Community Development Block Grant Citizen Advisory Committee, Development Review Committee, Environmental Commission, Hearing Officer, Historic Preservation Commission, Land Use Committee, MPO Citizens Advisory Committee, MPO Policy Committee, MPO Technical Advisory Committee, Parking Commission, Plan Commission, Plat Committee, Traffic Commission, Transportation Committee, and Utilities Service Board. Conduct research and analysis, make recommendations, prepare meeting documents, guide the decision-making process, and, in some cases, take minutes.

Goals:

- Prepare and send a minimum of 50 packets with agendas, minutes and other support materials to members of the Plan Commission, Board of Zoning Appeals, Hearing Officer, Plat Committee, and MPO Policy, Technical and Citizen Advisory Committees at least 3 days prior to the respective meetings.
- Present regular staff recommendations to boards and/or commissions with the goal of 90% acceptance/approval by the board or commission.
- Prepare annual report on board/commission accomplishments to be delivered by early 2022.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	371,432	287,706	3.47	26
200 - Supplies	1,124	1,404		
300 - Other Services	0	4,805		
400 - Capital Outlays	0	0		
Total	372,556	293,916		

Funding: General, Other

2021 Budget Request Highlights

Planning & Transportation's general fund budget request is \$1,378,488. This is a decrease of \$2,675,135 or 68% from 2020. Most of this decrease is due to a separate 2021 Engineering Department budget. Both departments' budgets taken together reflect an overall decrease of \$625,376 or 15%. Listed below are respective highlights for each category:

Category 1 – Personnel request is \$1,273,026, which includes a 2% increase in base salaries, excludes Engineering staff, and results in an overall 41% decrease from 2020;

Category 2 – Supplies request is \$9,480, which is a decrease 58% from 2020;

Category 3 – Other Services & Charges request is \$96,100, which is a decrease of 80% from 2020; and

Category 4 - Capital Outlays request is \$0 as all requests have been moved to the Engineering Department's budget.

Planning & Transportation Plus Engineering Department 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,820,901	1,885,841	2,165,604	2,298,495	132,891	6%
200 - Supplies	15,960	16,464	22,480	18,956	(3,524)	-16%
300 - Other Services	503,889	408,524	562,231	237,796	(324,435)	-58%
400 - Capital Outlays	96,028	999,664	1,303,308	873,000	(430,308)	-33%
Total	2,436,778	3,310,493	4,053,623	3,428,247	(625,376)	-15%

*This budget summary table shows combined values for the Planning and Transportation Department and the Engineering Department in order to allow historical comparisons.

Conclusion

The Planning & Transportation Department continues to carry out essential projects and services for the City of Bloomington in a responsible and efficient manner. Thank you for your consideration of our 2021 department budget request. I am happy to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 13 - Planning								
Personnel Services								
	51110	Salaries and Wages - Regular	1,197,931	1,241,970	1,464,231	861,082	(603,149)	-41.19%
	51120	Salaries and Wages - Temporary	8,282	5,792	9,000	9,000	(0)	0.00%
	51210	FICA	87,731	90,595	113,329	66,561	(46,768)	-41.27%
	51220	PERF	170,106	176,359	207,921	122,274	(85,647)	-41.19%
	51230	Health and Life Insurance	356,850	371,124	371,124	214,110	(157,014)	-42.31%
Total: Personnel Services			1,820,901	1,885,841	2,165,604	1,273,026	(892,578)	-41.22%
Supplies								
	52110	Office Supplies	1,492	2,492	3,425	2,050	(1,375)	-40.15%
	52240	Fuel and Oil	2,644	2,087	3,455	737	(2,718)	-78.67%
	52410	Books	654	796	1,500	425	(1,075)	-71.67%
	52420	Other Supplies	10,623	10,550	13,600	5,800	(7,800)	-57.35%
	52430	Uniforms and Tools	548	539	500	350	(150)	-30.00%
Total: Supplies			15,960	16,464	22,480	9,362	(13,118)	-58.35%
Other Services and Charges								
	53160	Instruction	10,686	6,814	18,030	11,340	(6,690)	-37.10%
	53170	Mgt. Fee, Consultants, and Workshops	181,560	168,160	-	-	-	N/A
	53210	Telephone	3,949	4,404	5,610	1,565	(4,045)	-72.10%
	53220	Postage	-	100	50	50	-	0.00%
	53230	Travel	9,114	7,627	17,950	3,390	(14,560)	-81.11%
	53240	Freight / Other	150	30	150	75	(75)	-50.00%
	53310	Printing	2,193	9,449	2,000	1,500	(500)	-25.00%
	53320	Advertising	4,671	2,789	2,100	1,200	(900)	-42.86%
	53620	Motor Repairs	13,138	13,138	15,106	4,310	(10,796)	-71.47%
	53630	Machinery and Equipment Repairs	-	-	-	2,500	2,500	N/A
	53830	Bank Charges	1,100	1,680	1,650	1,750	100	6.06%
	53910	Dues and Subscriptions	5,891	6,192	10,325	5,870	(4,455)	-43.15%
	53940	Temporary Contractual Employee	2,670	2,506	2,800	2,800	-	0.00%
	53960	Grants	5,641	1,649	2,400	2,400	-	0.00%
	53990	Other Services and Charges	263,127	128,545	405,560	57,350	(348,210)	-85.86%
Total: Other Services and Charges			503,889	353,083	483,731	96,100	(387,631)	-80.13%
Capital Outlays								
	54310	Improvements Other Than Building	70,734	456,102	312,000	-	(312,000)	-100.00%
	54440	Motor Equipment	25,294	-	-	-	-	N/A
Total: Capital Outlays			96,028	456,102	312,000	-	(312,000)	-100.00%
Expenditures Grand Total:			\$ 2,436,778	\$ 2,711,490	\$ 2,983,815	\$ 1,378,488	\$ (1,605,327)	-53.80%

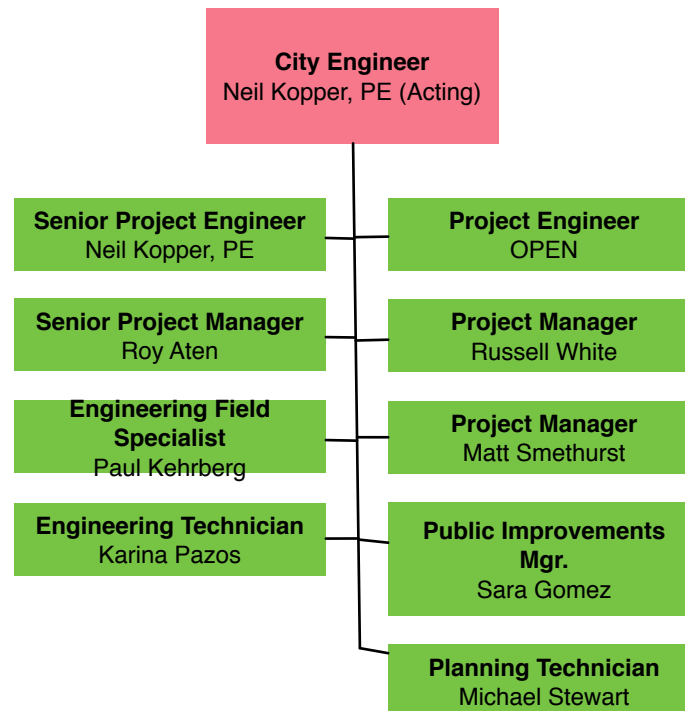
CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 454 - Alternative Transport(S6301)								
<u>Expenditures</u>								
Department: 13 - Planning								
Other Services and Charges								
	53110	Engineering and Architectural	-	6,162	78,500	-	(78,500)	-100.00%
Total: Other Services and Charges			-	6,162	78,500	-	(78,500)	-100.00%
Capital Outlays								
	54310	Improvements Other Than Building	-	66,773	319,000	-	(319,000)	-100.00%
Total: Capital Outlays			-	66,773	319,000	-	(319,000)	-100.00%
Expenditures Grand Total:			\$ -	\$ 72,934	\$ 397,500	\$ -	\$ (397,500)	-100.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 601 - Cumulative Capital Devlp(S2391)								
<u>Expenditures</u>								
Department: 13 - Planning								
Other Services and Charges								
	53110	Engineering and Architectural	-	49,280	-	-	-	N/A
Total: Other Services and Charges			-	49,280	-	-	-	0.00%
Capital Outlays								
	54110	Land Purchase	-	77,030	-	-	-	N/A
	54310	Improvements Other Than Building	-	399,759	672,308	-	(672,308)	-100.00%
Total: Capital Outlays			-	476,789	672,308	-	(672,308)	-100.00%
Expenditures Grand Total:			\$ -	\$ 526,069	\$ 672,308	\$ -	\$ (672,308)	-100.00%

ENGINEERING DEPARTMENT





Memorandum

To: Members of the City of Bloomington Common Council
From: Neil Kopper, Interim City Engineer
Date: August 14, 2020

Why We Exist

The Engineering Department is responsible for overseeing activities in the City's approximately 1,800 acres of public right of way and for carrying out the City's vision to achieve a safe, efficient, equitable, and sustainable transportation system that works for people of all ages and abilities using all modes of transportation. Staff members work to improve the City's multimodal transportation network, manage construction within and use of the public right of way, and provide technical assistance to numerous internal and external groups.

Background

The Engineering Department most recently was a division within the Planning and Transportation Department; prior to 2015 it was for many years a division within the Department of Public Works. Based on a recommendation of a 2018 organizational assessment of Planning and Transportation and Public Works, followed by numerous discussions with affected City staff and the administration, it is proposed to create a standalone Engineering Department in the 2021 budget. If approved, the newly created Engineering Department will coordinate particularly closely with both Planning and Transportation and Public Works. The Engineering Department is composed of two divisions: Capital Project Services and Right of Way Management Services. The work of these divisions is described further below.

Impact of COVID-19

Many construction-related activities have been able to proceed on accelerated timelines with reduced traffic volumes. Other activities, including design and right of way acquisition, have been delayed or slowed due to closures and distancing requirements. The majority of work within our department has continued without major impacts.

Sustainability/Climate Action

In accordance with the City's comprehensive plan, the Engineering Department "emphasizes public transit, walking, and biking to enhance options to reduce our overall dependence on the automobile." This emphasis is intended to reduce the City's overall transportation emissions.

Equity/Inclusion

The Engineering Department works to provide infrastructure for people of all ages and abilities using all modes of transportation. This work includes improving accessibility for people with disabilities and providing transportation options for people who do not own, either by choice or necessity, a personal motor vehicle.

2021 Activity Descriptions and Goals

Administration, Technical Training, and Accountability

Activity Description: Oversee and lead a team of 11 total staff in delivering high-quality services. Train staff on competency and best practices for the use of Geographic Information Systems (GIS), Computer Aided Drafting (CAD), Financial Management and Inspection Services software. Improve staff competency in design, inspection and other technical services through training and conferences. Ensure transparent operations by providing data and project information on the City website.

Goals:

- Improve staff proficiency through at least 16 hours of technical training annually for each staff member.
- Send at least 1 staff member to a national-level transportation or civil engineering conference to maintain knowledge of current best practices.
- Retain all required certifications including Professional Engineer licenses.
- Create and update websites for all active infrastructure projects.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	154,753	1.66	11
200 - Supplies	0	1,439		
300 - Other Services	0	42,509		
400 - Capital Outlays	0	0		
Total	0	198,700		

Funding: General, Other

Community Engagement/Boards and Commissions

Activity Description: Provide professional and wide-range support, including direct staff support, serving on a board or commission, and/or regularly attending and presenting to appointed

members of a board or commission, to 14 city boards and commissions. In alphabetical order they are: Bicycle and Pedestrian Safety Commission, Board of Public Works, Common Council, Community Development Block Grant Citizen Advisory Committee, Council Sidewalk Committee, Development Review Committee, MPO Policy Committee, MPO Technical Advisory Committee, Parking Commission, Plan Commission, Plat Committee, Redevelopment Commission, Traffic Commission and Transportation Committee. Conduct research and analysis, prepare staff reports and other meeting documents, and answer questions and make recommendations.

Goals:

- Present regular staff recommendations to boards and/or commissions with the goal of 90% acceptance/approval by the board or commission.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	93,224	1.00	6,475
200 - Supplies	0	480		
300 - Other Services	0	0		
400 - Capital Outlays	0	0		
Total	0	93,704		

Funding: General, Other

Capital Project Services

Activity Description: Improve transportation safety, mobility, equity and sustainability through multimodal transportation infrastructure projects. Oversee and monitor the design, right-of-way acquisition, bidding, construction and operation of these projects. Coordinate with the Planning and Transportation Department to implement the Transportation Plan and to ensure that projects support the goals of the City's Comprehensive Plan. Coordinate with the Department of Public Works on transportation and maintenance needs. Ensure that all work is consistent with applicable City plans, engineering principles, safety standards and accessibility requirements.

Goals:

- Using guidance from the Comprehensive Plan, Transportation Plan, Transportation Demand Management (TDM) Plan and the Council Sidewalk Committee, prioritize capital improvement funding requests by July 31, 2021 for consideration for the 2022 annual budget.
- Track change order costs and ensure that 90% of awarded construction contracts stay within 5% of the bid amount.
- Monitor and actively manage construction project schedules to ensure 90% of construction contracts awarded are completed within the timelines specified in the bid packet.

- Bid, award, and complete construction of the 7-Line project by November 1, 2021.
- Award and manage more than 10 new design, inspection and construction contracts (in addition to the approximately 30 existing contracts).
- Track project cost and assist other departments in completing the annual Works-In-Progress report that tracks infrastructure expenditures (approximately \$6M average departmental annual expenditures) and completed assets from the 2020 fiscal year by April 30, 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	445,613	4.78	85,000
200 - Supplies	0	3,838		
300 - Other Services	0	63,763		
400 - Capital Outlays	0	873,000		
Total	0	1,386,214		

Funding: General, Other

Right of Way Management Services

Activity Description: Issue permits related to use of and work within the public right of way and coordinate with the Department of Public Works regarding approvals for use of the right of way. Maintain the City's inventory of public rights of way and City-maintained streets and alleys. Coordinate with the Planning and Transportation Department regarding design, permitting and construction of development projects. Investigate, address and respond to transportation-related inquiries from the public. Identify and guide necessary updates to the Bloomington Municipal Code for Title 12 (Streets, Sidewalks and Storm Sewers) and Title 15 (Vehicles and Traffic). Collect and analyze traffic counts and crash data for all modes of transportation to guide decisions on project priorities and designs. Maintain the City's construction standards and specifications and ensure that all work is consistent with those documents as well as other applicable City plans, engineering principles, safety standards and accessibility requirements.

Goals:

- Review at least 90% of all permits requested for right of way excavation and outdoor seating (approximately 400 annual permits) within 10 business days of receipt of complete applications.
- Inspect at least 90% of all permitted work to ensure compliance with construction requirements.
- Investigate at least 90% of uReports related to transportation or overgrowth concerns within 10 business days of receipt.
- Collect at least 40 traffic volume counts and upload data into the City's online database.

- Compile and evaluate crash data to determine high crash locations by July 31, 2021 to aid in 2022 budget prioritization.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	331,879	3.56	85,000
200 - Supplies	0	3,838		
300 - Other Services	0	35,424		
400 - Capital Outlays	0	0		
Total	0	371,141		

Funding: General, Other

2021 Budget Request Highlights

The total budget request from the Engineering Department is \$2,049,758.70. Listed below are some highlights of significance.

Category 1 – Personnel request is \$1,025,468.70.

Category 2 – Supplies request is \$9,594.

Category 3 – Other Services & Charges request is \$141,696.

Category 4 - Capital Outlays request is \$873,000, which is a decrease of 33%. For many projects these funds represent a local match to leverage larger federal or grant funding sources. Other projects may utilize TIF funding or previously allocated bond funding.

Engineering Plus Planning & Transportation Department 2021 Budget Summary*

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,820,901	1,885,841	2,165,604	2,298,495	132,891	6%
200 - Supplies	15,960	16,464	22,480	18,956	(3,524)	-16%
300 - Other Services	503,889	408,524	562,231	237,796	(324,435)	-58%
400 - Capital Outlays	96,028	999,664	1,303,308	873,000	(430,308)	-33%
Total	2,436,778	3,310,493	4,053,623	3,428,247	(625,376)	-15%

*This budget summary table shows combined values for the Planning and Transportation Department and the Engineering Department in order to allow historical comparisons.

Conclusion

The budget presented in this memorandum will allow the Engineering Department to continue maintaining and improving the transportation network's safety, efficiency, equity and

sustainability. Thank you for your consideration of our 2021 department budget request. I am happy to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 07 - Engineering								
Personnel Services								
	51110	Salaries and Wages - Regular	-	-	-	712,724	712,724	N/A
	51210	FICA	-	-	-	54,523	54,523	N/A
	51220	PERF	-	-	-	101,207	101,207	N/A
	51230	Health and Life Insurance	-	-	-	157,014	157,014	N/A
Total: Personnel Services			-	-	-	1,025,469	1,025,469	
Supplies								
	52110	Office Supplies	-	-	-	1,375	1,375	N/A
	52240	Fuel and Oil	-	-	-	3,369	3,369	N/A
	52410	Books	-	-	-	1,075	1,075	N/A
	52420	Other Supplies	-	-	-	3,000	3,000	N/A
	52430	Uniforms and Tools	-	-	-	775	775	N/A
Total: Supplies			-	-	-	9,594	9,594	
Other Services and Charges								
	53160	Instruction	-	-	-	3,290	3,290	N/A
	53210	Telephone	-	-	-	4,665	4,665	N/A
	53220	Postage	-	-	-	10	10	N/A
	53230	Travel	-	-	-	1,460	1,460	N/A
	53240	Freight / Other	-	-	-	65	65	N/A
	53310	Printing	-	-	-	500	500	N/A
	53320	Advertising	-	-	-	900	900	N/A
	53620	Motor Repairs	-	-	-	11,186	11,186	N/A
	53830	Bank Charges	-	-	-	750	750	N/A
	53910	Dues and Subscriptions	-	-	-	2,160	2,160	N/A
	53990	Other Services and Charges	-	-	-	36,710	36,710	N/A
Total: Other Services and Charges			-	-	-	61,696	61,696	
Capital Outlays								
	54310	Improvements Other Than Building	-	-	-	318,000	318,000	N/A
Total: Capital Outlays			-	-	-	318,000	318,000	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 1,414,759	\$ 1,414,759	

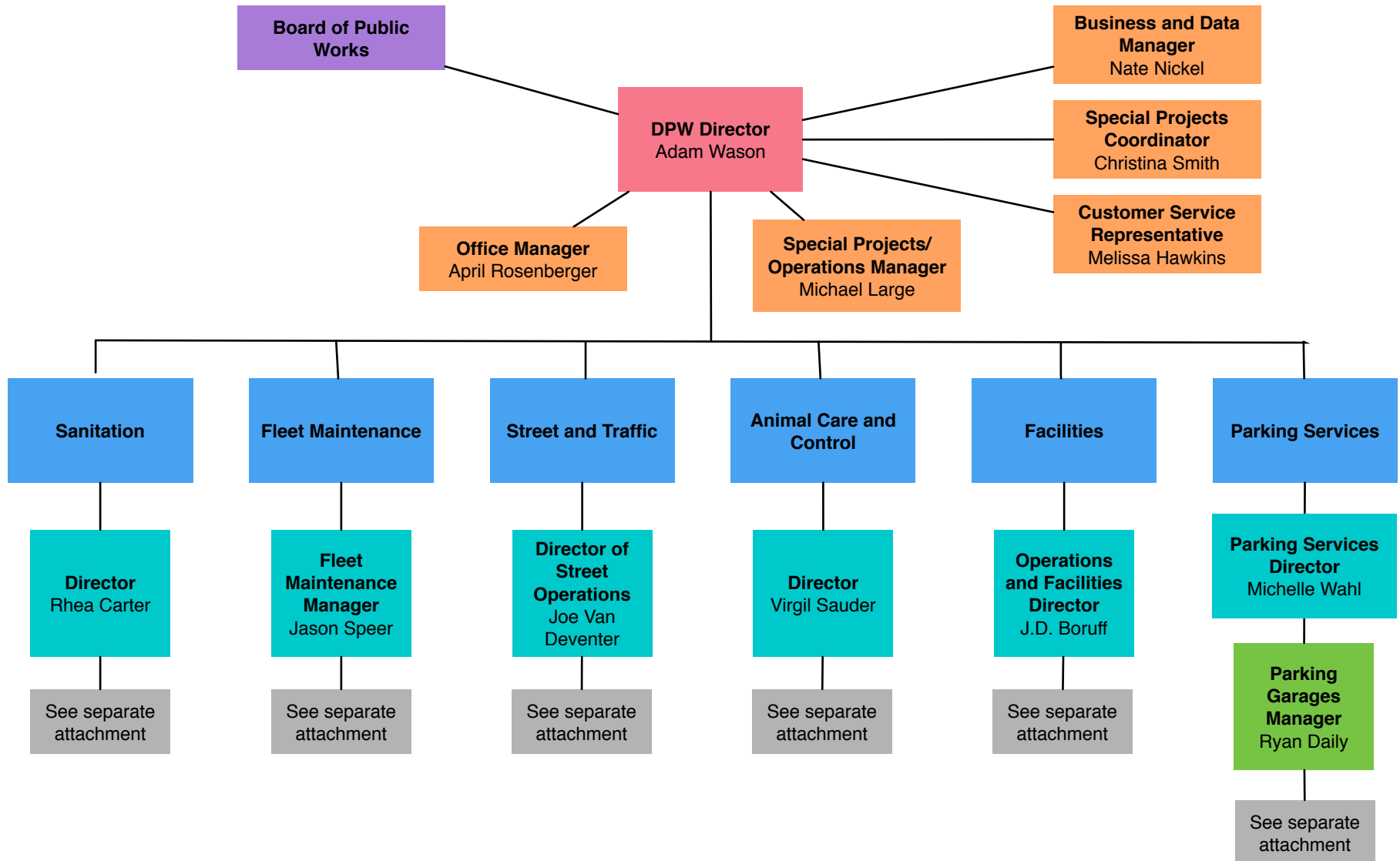
CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 454 - Alternative Transport(S6301)								
<u>Expenditures</u>								
Department: 07 - Engineering								
Other Services and Charges								
	53110	Engineering and Architectural	-	-	-	80,000	80,000	N/A
Total: Other Services and Charges			-	-	-	80,000	80,000	
Capital Outlays								
	54310	Improvements Other Than Building	-	-	-	325,000	325,000	N/A
Total: Capital Outlays			-	-	-	325,000	325,000	
Expenditures Grand Total:			-	-	-	405,000	405,000	

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 601 - Cumulative Capital Devlp(S2391)								
<u>Expenditures</u>								
Department: 07 - Engineering								
Capital Outlays								
	54310	Improvements Other Than Building	-	-	-	230,000	230,000	N/A
Total: Capital Outlays			-	-	-	230,000	230,000	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 230,000	\$ 230,000	

DEPARTMENT OF PUBLIC WORKS





Public Works Administration

2021 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council
From: Adam Wason, Public Works Director
Date: August 14, 2020

Why We Exist

The Department of Public Works Administration directs both the daily and strategic operations of 6 separate divisions that provide essential infrastructure, services and operations to both visitors and the residents of Bloomington. These divisions include Animal Care & Control, Facilities Maintenance, Fleet Maintenance, Parking Services (a new division in 2021), Sanitation and Street. The Department of Public Works Administration provides staffing resources and logistics support to the Board of Public Works, which is the chief administrative body of the City and has control of the day-to-day operations of the Department of Public Works. The Department of Public Works Administration seeks to perform services and operations in a prompt, courteous, safe, efficient, and cost-effective manner.

Background

The Department of Public Works Administration has 6 full-time employees. It serves a population of 85,000 people and provides administrative support for the 6 divisions. A new Special Projects/Operations Manager position, approved by the City Council in 2019, was filled in early 2020, giving the department an additional staff resource to assist with customer service, administrative duties and ongoing projects.

Impact of COVID-19

COVID-19 required the Department of Public Works Administration to quickly redefine daily activities and adapt its service provisions, while also requiring a major shift in operations to continue serving the community. This included the complete closure of City Hall to the public for over a month in the interest of public safety. For the first time ever, most staff worked remotely from home, while also continuously maintaining a staggered shift presence at City Hall to facilitate necessary internal activities (such as sorting and metering the mail, handling claims, processing financial invoices, etc.). At all times, regardless of their workplace location, staff was on duty to answer the phone at City Hall and respond immediately to any issues or concerns from residents. Another major impact was that the Board of Public Works went to a completely

virtual format for both their work sessions and meetings. Staff continued facilitating these meetings so that the Board's important role and responsibilities to the community continued uninterrupted.

Sustainability/Climate Action and Equity/Inclusion

The Department of Public Works Administration will be actively engaged in undertaking sustainability initiatives and addressing equity and inclusion in the community during 2021. A few examples to highlight from across the entire spectrum of the department and its divisions include the following proposed initiatives and projects:

- Conducting another round of the Sidewalk Repair Assistance Program that targets non-motorized vehicle infrastructure improvements to populations within federally designated Community Development Block Grant areas.
- Completing another phase of the Bicentennial Alley Activation project, which invests in important downtown multi-modal transportation infrastructure.
- Making mobility enhancements to sidewalks, paths and sidewalk ramps, as well as improvements at 25 Bloomington Transit bus stops, to make transportation options more accessible to people who do not own or have access to a personal automobile.
- Lowering greenhouse gas emissions through the purchase of more fuel efficient and/or electric vehicles, acquisition of a Geographic Position System Vehicle Telematics System and making Diesel Exhaust Fluid available at the City's fueling stations.
- Lowering the City's carbon footprint and energy costs by converting high pressure sodium street lights to modern, low energy use Light Emitting Diode (LED) lighting fixtures.
- Installing LED lighting, water reducing plumbing fixtures and high efficiency heating, ventilation and cooling equipment at City facilities.
- Achieving Parksmart certification for the Trades District and 4th Street Garages through compliance with guidelines that reduce environmental impacts and increase energy efficiency; these would be the first garages in the state with ParkSmart certification.
- Emphasizing "clean recycling" initiatives through public outreach and education in order to lessen the amount of compromised recycling materials that are being sent to the landfill due to improper contamination.
- Participating in the Bloomberg Philanthropy Innovation Project (as one of only 12 cities nationwide selected) that is focusing on the City's leafing program. The purpose of the project is to study ways to improve sustainability and increase efficiency of the leafing program, while also harnessing the power of human design and innovation of those who are involved in directly providing the service.

Budget Highlights

The Department of Public Works Administration is committed to navigating new challenges in 2021, while always maintaining critical daily operations and delivering essential services to residents. In these unusual times, staff has outlined major initiatives that not only will help the community recover forward, but are also projects that address a number of key priorities that

were identified by residents in the 2019 Community Survey and continue the momentum from several successful projects that were started in 2020.

These projects include conducting an additional phase of the Sidewalk Repair Assistance Program, which is designed for homeowners located in eligible geographic areas to be able to apply for City financial assistance with sidewalk repairs adjacent to their property. This is in collaboration with the Recover Forward initiative in order to provide better non-vehicular travel options utilizing critical infrastructure in the community. The department also will continue with another phase of the Bicentennial Alley Activation project, as future state revenues that are received allow. This will feature alley cleaning, milling and paving improvements on the west side of the Courthouse Square for these important multi-modal transportation corridors (pedestrian travel, alternative transportation mobility and street repair survey attributes).

Other major 2021 initiatives include using data from the Routeware management software system to provide targeted, efficient solid waste, recycling and yard waste operational planning metrics (garbage collection, recycling and yard waste pick-up survey attributes); update current pavement, sidewalk and regulatory signage condition data by conducting another field reconnaissance project on all City streets to obtain current and real-time baseline metrics (street repair and sidewalk maintenance attributes); import the results of the field reconnaissance survey's real-time pavement, sidewalk and regulatory signage conditions into the Lucity software program to keep the City's asset management data current and more efficient for future capital planning needs (street repair and public information services survey attributes). In 2021 the department will open 2 new 24-hour parking garage facilities to serve the downtown. These garage installations will be the very first garages in the state to achieve Parksmart-certification based on compliance with the recommended guidelines that reduce environmental impacts and increase energy efficiency (parking survey attribute).

Another major initiative will be planning for the future conversion of street lights and the Showers Center Government Complex with modern Light Emitting Diode (LED) technologies, which will significantly lower energy use, carbon emissions, and the overall impact that City operations have on the environment (street lighting survey attribute). Additionally, the department will maximize professional development opportunities for staff by attending, through either in-person or virtual means, local, state, and national conferences and professional organization events to increase both the learning and knowledge base of best management practices being implemented around the country going into 2021.

2021 Activity Descriptions and Goals

Administration

Activity Description: Develop and establish department policies and practices that result in cost and time savings. Coordinate and supervise departmental policies and practices to begin to initiate these savings. Manage and supervise the administrative office, Board of Public Works

and 6 divisions: Animal Care and Control, Facilities Maintenance, Fleet Maintenance, Parking Services, Sanitation and Street.

Goals:

- Implement an additional phase of the Sidewalk Repair Assistance Program for qualifying income-based home owners and complete all projects by November 30.
- Complete Phase 2 (west side of the Courthouse Square) of the Bicentennial Alley Activation project by the end of Q4.
- Implement the citywide Light Emitting Diode (LED) conversion project to replace approximately 50 street lights by end of Q3.
- Develop a comprehensive and phased installation plan for a citywide LED conversion project by end of Q4.
- Complete Phase 1 of an LED lighting conversion project for the Showers Government Complex that consists of the installation of 18 new lighting fixtures, poles and a new electrical system, by entering into a Lighting Service Agreement with Duke Energy by end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	114,214	160,417	2.99	The City population of 85,000 plus thousands more visiting the community.
200 - Supplies	71,481	71,481		
300 - Other Services	140,085	481,577		
400 - Capital Outlays	0	0		
Total	325,780	713,475		

Funding: General

Board of Public Works

Activity Description: Provide administrative support for the Board of Public Works which acts as the chief administrative body of the City and has oversight of Department of Public Works operations.

Goals:

- Publish annual report of year-end Board of Public Works statistics on the B-Clear data portal by December 31.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	263,083	218,503	4.07	The Board holds 25 meetings and 24 working sessions and serves the City population of 85,000.
200 - Supplies	35,741	35,741		
300 - Other Services	46,695	96,315		
400 - Capital Outlays	0	0		
Total	345,519	350,559		

Funding: General

Infrastructure Asset Management

Activity Description: Manage and maintain Department of Public Works infrastructure assets in a cost-effective manner. Develop and establish data-collection practices, condition-index parameters, inspection cycles, preventative maintenance and work orders.

Goals:

- In order to target improvements to 12 street lane miles, 6,000 linear feet of residential sidewalks and 100 accessible sidewalks ramps, update the now outdated pavement, sidewalk and regulatory signage condition data in 2021.
- Facilitate data based capital planning by importing the updated, real time pavement, sidewalk and regulatory signage condition metrics to the City's Lucity asset management system by December 31.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	11,365	14,921	0.28	A regional population of approximately 173,000 people, plus thousands more visiting the community.
200 - Supplies	0	0		
300 - Other Services	46,695	96,315		
400 - Capital Outlays	0	0		
Total	58,060	111,237		

Funding: General

Constituent Services

Activity Description: Provide the highest levels of professional administrative support and assistance to the public.

Goals:

- A minimum of 4 staff members will attend (either virtually or in person) 1 national or state/regional training conference and the national Lucity asset management software conference.

- Provide an annual summary of uReport case activities to the Board of Public Works by end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	115,557	115,935	2.16	The City population of 85,000 plus thousands more visiting the community.
200 - Supplies	35,741	35,741		
300 - Other Services	700,424	1,252,099		
400 - Capital Outlays	337,500	337,500		
Total	1,189,221	1,741,275		

Funding: General

2021 Budget Request Highlights

The Public Works Administration Department's total general fund budget request is \$2,916,545. This is an increase of \$997,996, or 52%.

Category 1 – Personnel request is \$509,777. This is an increase of \$5,558, or 1%.

Category 2 – Supplies request is \$142,962, no change from 2020.

Category 3 – Other Services & Charges request is \$1,926,306, an increase of \$992,408 or 106%. Significant changes include the following budget lines:

- **Line 317 - Mgt. Fee. Consultants/Workshops:** Decrease of \$4,500 to better reflect 2021 outside consultant and professional services requirements.
- **Line 323 - Travel:** Decrease of \$4,000 due to the uncertainty of employees being able to travel to 2021 professional development conferences or seminars.
- **Line 390 - Inter-Fund Transfers:** Increase of \$1,000,000 due to transfer of funds to MVH as a result of state revenue shortfalls from COVID-19.
- **Line 394 - Temporary Contractual Employee:** Decrease of \$1,560 due to eliminating an unused Indiana University graduate fellow position.

Category 4 – Capital Outlays request is \$337,500, no change from 2020.

Public Works Administration 2021 Budget Request

Budget Allocation	2018 Actual	2019 Actual	2020 Budget \$	2021 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	234,645	359,203	504,220	509,777	5,558	1%
200 - Supplies	137,219	137,845	142,962	142,962	0	0%
300 - Other Services	661,542	986,387	933,898	1,926,306	992,408	106%
400 - Capital Outlays	635,052	411,825	337,500	337,500	-	0%
Total	1,668,458	1,895,260	1,918,580	2,916,545	997,966	52%

RECOVER FORWARD EXPENDITURES

The following additional Department of Public Works Administration operating costs are recommended to be funded by incremental 2021 Recover Forward funding. These costs will be separated from the budget presented above and distributed among applicable general ledger lines, as per the application of funding:

- **Improve Mobility Options:** request is \$450,000, with \$400,000 for accessible curb ramp improvements, pavement improvements to bike lanes and bike paths, and sidewalk damage caused by street trees, with investments focused in lower- and moderate-income areas throughout the community, as well as an additional \$50,000 that specifically targets sidewalk/path improvements for Bloomington Transit bus stops (such as paved landing zones, installing benches and adding crosswalks and other pedestrian infrastructure to make these bus stops more easily accessible to all members of the public).

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0	0.00	
200 - Supplies	0	0		
300 - Other Services	0	450,000		
400 - Capital Outlays	0	0		
Total	0	450,000		

Funding: General

Conclusion

The Department of Public Works Administration strives to direct and support essential operations of its 6 divisions in a prompt, courteous, safe, efficient, and cost-effective manner. In addition, the Department works closely with the Board of Public Works to ensure that all encroachments, special events, and projects in the public right-of way are given a public hearing and approved after allowing for public comment and feedback. This process is to ensure that any and all community events and projects are transparent and have the opportunity to be publicly discussed prior to the event or the start of a project.

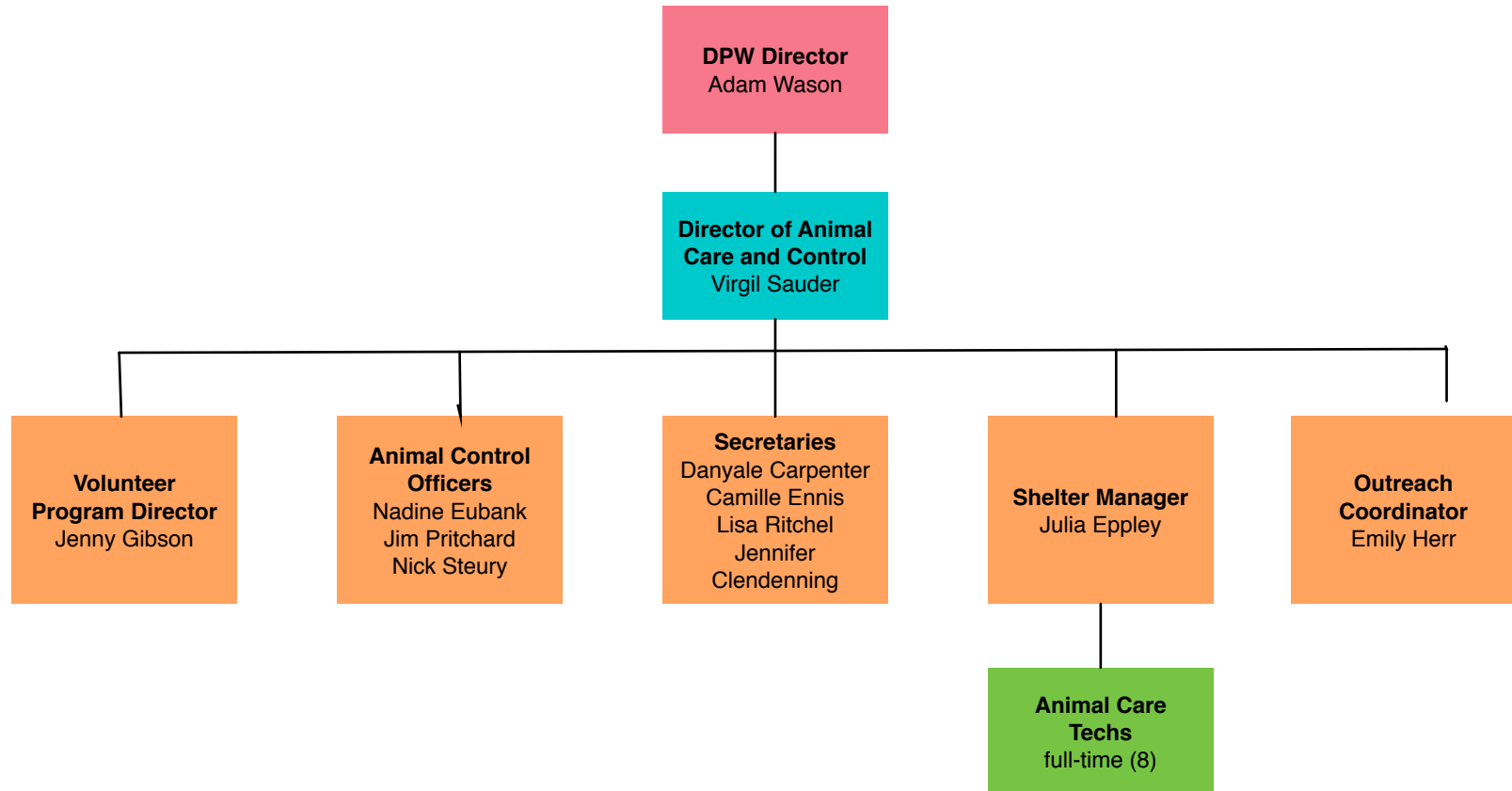
Thank you for your consideration of the Department of Public Works Administration's 2021 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

			Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)										
Expenditures										
Department: 02 - Public Works										
Other Services and Charges										
			53960	Grants	-	-	-	400,000	400,000	N/A
			53990	Other Services and Charges	-	-	-	50,000	50,000	N/A
Total: Other Services and Charges					-	-	-	450,000	450,000	
Expenditures Grand Total:					\$ -	\$ -	\$ -	\$ 450,000	\$ 450,000	

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 02 - Public Works								
Personnel Services								
	51110	Salaries and Wages - Regular	159,390	239,983	336,739	345,984	9,246	2.75%
	51120	Salaries and Wages - Temporary	3,434	1,660	12,480	12,480	-	0.00%
	51210	FICA	11,544	17,317	26,715	27,422	707	2.64%
	51220	PERF	21,739	33,183	46,922	48,234	1,311	2.79%
	51230	Health and Life Insurance	38,540	67,060	81,363	75,657	(5,706)	-7.01%
Total: Personnel Services			234,645	359,203	504,220	509,777	5,558	1.10%
Supplies								
	52110	Office Supplies	1,219	1,863	2,800	2,800	-	0.00%
	52240	Fuel and Oil	1,390	2,343	2,675	2,675	-	0.00%
	52330	Street , Alley, and Sewer Material	132,887	132,887	132,887	132,887	-	0.00%
	52420	Other Supplies	1,723	752	4,600	4,600	-	0.00%
Total: Supplies			137,219	137,845	142,962	142,962	-	0.00%
Other Services and Charges								
	53160	Instruction	6,675	6,492	10,000	10,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	6,177	53,340	45,000	40,500	(4,500)	-10.00%
	53210	Telephone	2,136	2,168	3,940	3,940	-	0.00%
	53230	Travel	1,259	3,808	7,000	3,000	(4,000)	-57.14%
	53320	Advertising	287	993	1,800	1,800	-	0.00%
	53410	Liability / Casualty Premiums	223,947	244,369	347,657	347,657	-	0.00%
	53420	Worker's Comp & Risk	342,274	345,294	342,274	342,274	-	0.00%
	53620	Motor Repairs	8,006	8,006	9,207	11,675	2,468	26.81%
	53630	Machinery and Equipment Repairs	-	-	500	500	-	0.00%
	53650	Other Repairs	871	-	10,000	10,000	-	0.00%
	53710	Land Rental	1,518	1,590	2,300	2,300	-	0.00%
	53830	Bank Charges	1,551	1,976	36,000	36,000	-	0.00%
	539010	Inter-Fund Transfers	-	-	-	1,000,000	1,000,000	N/A
	53910	Dues and Subscriptions	1,976	1,823	3,100	3,100	-	0.00%
	53940	Temporary Contractual Employee	1,375	1,375	3,120	1,560	(1,560)	-50.00%
	53990	Other Services and Charges	63,490	315,154	112,000	112,000	-	0.00%
Total: Other Services and Charges			661,542	986,387	933,898	1,926,306	992,408	106.27%
Capital Outlays								
	54440	Motor Equipment	29,000	-	-	-	-	N/A
	54510	Other Capital Outlays	403,552	209,325	135,000	135,000	-	0.00%
	549010	Inter-Fund Transfers	202,500	202,500	202,500	202,500	-	0.00%
Total: Capital Outlays			635,052	411,825	337,500	337,500	-	0.00%
Expenditures Grand Total:			\$ 1,668,458	\$ 1,895,260	\$ 1,918,580	\$ 2,916,545	\$ 997,966	52.02%

DEPARTMENT OF PUBLIC WORKS:
ANIMAL CARE AND CONTROL



Public Works: Animal Care and Control

2021 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council
From: Virgil Sauder, Director of Animal Care and Control
Adam Wason, Director of Public Works
Date: August 14, 2020

Why We Exist

Animal Care and Control is a division of the Department of Public Works. It is responsible for addressing and responding to all companion animal needs in the community through education, enforcement and support in order to build a community where people value animals and treat them with kindness and respect.

Background

Animal Care and Control consists of 18.11 full-time employees and serves a population of 147,000, plus thousands more that visit the animal shelter annually. In 2019 the Animal Shelter provided shelter for 4,106 animals, of which 2,684 were adopted into new homes and 548 were reunited with their owners. The 3 Animal Control Officers responded to 1,440 service calls last year.

Impact of COVID-19

Animal Care and Control has experienced significant impacts from COVID-19. The Shelter completely closed for public visitation and began operating via appointment and phone assistance only. The Shelter also was closed to approximately 150-200 volunteers due to health and safety concerns (a small group of about 10 volunteers has just now been allowed to return in order to help with various tasks around the building), so staff have had to assume many additional duties to fill this gap. People in the community were able to continue 'volunteering from home' during the pandemic via fostering homeless animals (a total of 462 animals were placed in foster care since March 15, 2020). Adoption applications and photos of animals were always available on-line to maintain adoption services to the public. Lost and found animal services remained in place unabated, plus Animal Control Officers continued to fully work their shifts and respond to calls in the community. Like all City facilities, the Shelter significantly enhanced sanitary cleaning protocols and utilized additional provisions such as hand sanitizers.

COVID-19 also has required staff to redirect efforts towards new and different best practices in the industry due to unforeseen impacts of the pandemic. This has included both fewer animal adoptions and less short-term intake, with projections for more owner surrenders in the future due to loss of income and housing.

Sustainability/Climate Action

The Animal Shelter's design utilized Light Emitting Diode (LED) lighting and energy efficient systems to reduce overall utilities consumption. A new incinerator was placed into service during 2020, which also assists in improving the Shelter's energy efficiency. In order to further reduce emissions, capture fuel efficiency and reduce overall vehicle usage, Animal Control Officers incorporate additional stops for supplies and veterinary clinic drop offs into shorter, consolidated trips with nearby service calls.

Budget Highlights

Animal Care & Control will continue to provide essential services, while responding to the new and unforeseen challenges in these times. Focus areas for 2021 include exploring new and refined policies and procedures to increase staff and volunteer time spent with animals due to longer length of stay; furthering educational and best management practices through staff training opportunities; broadening the involvement of volunteer resource management for shelter activities; providing education on responsible pet ownership; working with area agencies to provide owner support, and increasing assistance with finding rehoming of shelter surrenders; and using donation funds that have been earmarked for a variety of animal health, education and enrichment initiatives.

2021 Activity Descriptions and Goals

Animal Shelter Operations

Activity Description: Act as a base for both City of Bloomington and Monroe County animal control services. Provide shelter and enrichment activities for stray and unwanted animals, as well as education activities and pet adoption services to the public. Monroe County supports some of these operational costs through an annual interlocal agreement that covers stray animals brought to the shelter by the Monroe County Sheriff's Animal Management Officers.

Goals:

- Decrease the Average Length of Stay (ALOS) to 21 days in 2021.

Average Length of Stay			
2017	2018	2019	2020 YTD
22 days	26 days	24 days	22 days

- Increase the Live Release Rate (LRR) to 94% in 2021. The LRR is a formula that is calculated by dividing the number of animals that leave the shelter's care via adoption,

return to owner, or transfer to a rescue group/organization by total outcomes (including euthanasia).

Live Release Rate			
2017	2018	2019	2020 YTD
91%	92%	91%	96%

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	727,986	725,114	10.03	This activity serves a population of 147,000.
200 - Supplies	110,603	109,306		
300 - Other Services	208,749	204,614		
400 - Capital Outlays	66,000	0		
Total	1,113,338	1,039,033		

Funding: General

Volunteer Coordination

Activity Description: Recruit, train and schedule volunteers to assist shelter staff with the direct care of animals, customer assistance and clerical support. Host group work days as well as internships in coordination with Indiana University.

Goals:

- Increase volunteer involvement to 11,500 hours in 2021.

Volunteer Hours			
2017	2018	2019	2020 YTD
10,820	10,285	11,482	2,838

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	159,511	160,466	2.22	This activity serves a population of 147,000.
200 - Supplies	14,747	14,574		
300 - Other Services	10,437	10,231		
400 - Capital Outlays	0	0		
Total	184,696	185,271		

Funding: General

Humane Education/Public Relations:

Activity Description: Educate the public about respect for living creatures as the key to a future population of responsible pet owners. Provide regular updates on responsible pet ownership through social media, in-shelter information and press releases, as well as oversee design and writing of adoption and education materials. Provide pet training and behavior advice to the public.

Goals:

- Maintain the number of returned adoptions at 5% or lower in 2021.

Percentage of Returned Adoption			
2017	2018	2019	2020 YTD
6%	5%	5%	7%

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	164,379	168,977	2.34	This activity serves a population of 147,000.
200 - Supplies	7,374	14,574		
300 - Other Services	15,656	15,346		
400 - Capital Outlays	99,000	0		
Total	286,409	198,897		

Funding: General**Animal Control/Field Operations**

Activity Description: Enforce ordinances in Title 7 of the Bloomington Municipal Code. Provide 24-hour emergency rescue for pets and respond to animal service calls and complaints. Educate the public about animal care requirements pursuant to ordinances and enforce them when necessary.

Goals:

- Close 78% of Animal Control calls within 24 hours in 2021.

Percentage of Animal Control Calls closed within 24 hours (Software system in place beginning 2019)			
2017	2018	2019	2020 YTD
NA	NA	75%	77%

- Achieve a 10% reduction in Bite Investigations this year from 2019 levels (last full year of bite data).

Animal Bite Investigations			
2017	2018	2019	2020 YTD
94	109	108	43

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	278,688	283,970	3.93	The city population of 85,000
200 - Supplies	14,747	7,287		
300 - Other Services	26,094	25,577		
400 - Capital Outlays	0	0		
Total	319,529	316,833		

Funding: General

2021 Budget Request Highlights

The Animal Care and Control Division's general fund budget request is \$1,681,534. This is a decrease of \$122,937, or -6.8%.

Category 1 – Personnel Services request is \$1,338,526. This is an increase of \$7,962, or 1%.

Category 2 – Supplies request is \$138,741. This is a decrease of \$730, or -0.52%.

Category 3 – Other Services & Charges request is \$204,267. This is an decrease of \$5,169 or -2.5%.

Category 4 – Other Services & Charges request is \$0. This is a decrease of \$125,000, or -100%.

- **Line 451 - Other Capital Outlays:** decrease of \$125,000 due to the completion of the new incinerator project at the Animal Shelter in 2020.

Expense (Donations Over \$5,000)

Funding for the expenses below is pulled only from large donations (over \$5,000) to Animal Care and Control. Starting in 2016, Animal Care and Control has received several substantial donations that are reserved for shelter use only. In order to properly track the use of these funds, a separate budget program line was created in 2018. The 2021 budget request is \$58,500, a decrease of \$41,000, or -41.2%

Category 2 - Supplies request is \$7,000 and is a decrease of \$1,000, or -13%. Significant changes include the following budget lines:

- **Line 221 - Institutional Supplies:** request is \$7,000 for specialty medications to treat and increase the adoption of animals in our care.

Category 3 – Other Services & Charges request is \$51,500, no change from 2020.

Significant changes include the following budget lines:

- **Line 313 – Medical:** request is \$39,000 for expensive medical treatments that often block animals from being adopted into new homes, including heartworm treatment, broken limb repair, torn ligament repair and major dental surgery.
- **Line 316 - Instruction:** request is \$8,000 for continued education and training opportunities (either virtual or in-person) for Shelter staff in best practices in animal sheltering.
- **Line 399 – Other Services and Charges:** request is \$4,500 for behavioral training and evaluations for behaviors witnessed in the shelter that often impede animals from being adopted into new homes.

Category 4 – Other Services & Charges request is \$0. This is a decrease of \$40,000, or -100%.

- **Line 451 – Other Capital Outlays:** decrease of \$40,000 due to improvements (flooring, counters, improved building accessibility, etc.) to the Animal Shelter's Adoption Center.

Animal Care and Control 2021 Budget Request

Budget Allocation	2018 Actual	2019 Actual	2020 Budget \$	2021 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	1,214,526	1,245,721	1,330,564	1,338,526	7,962	1%
200 - Supplies	145,704	135,408	147,471	145,741	(1,730)	-1%
300 - Other Services	192,229	233,377	260,936	255,767	(5,169)	-2%
400 - Capital Outlays	123,755	51,693	165,000	-	(165,000)	-100%
Total	1,676,215	1,666,199	1,903,971	1,740,034	(163,937)	-9%

Revenue

Projected increase of \$21,221, largely due to the City-County Interlocal agreement to house animals brought to the shelter from Monroe County Animal Management Officers. This figure is based on 2019 full year expenditures (last complete fiscal year on record).

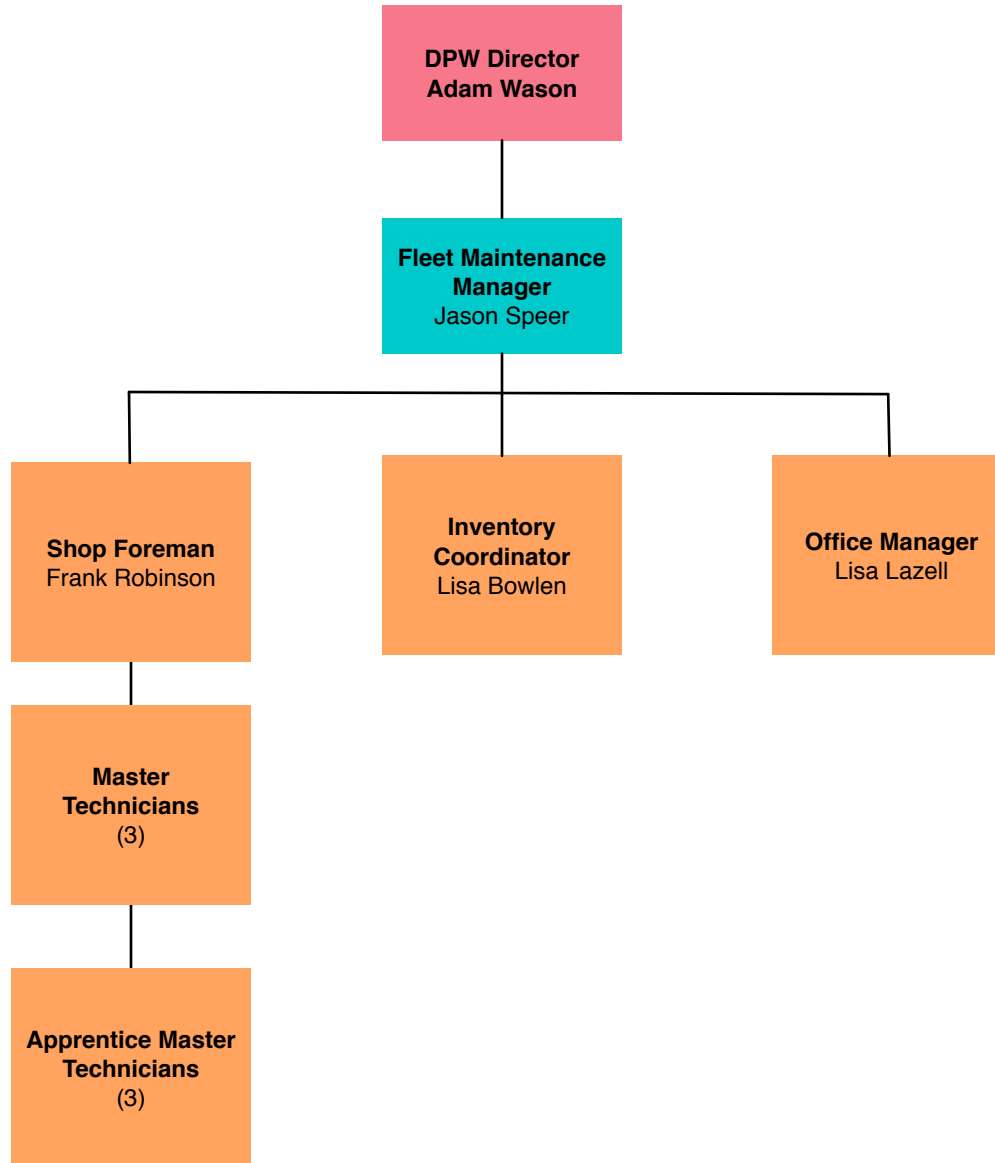
Conclusion

The Animal Care and Control Division will continue to provide the best care possible to the animals in the shelter as well as improve service to the residents of this community.

Thank you for your consideration of the Animal Care and Control Division's 2021 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 01 - Animal Shelter								
Personnel Services								
	51110	Salaries and Wages - Regular	712,734	731,106	800,099	808,787	8,688	1.09%
	51120	Salaries and Wages - Temporary	25,099	31,629	18,590	18,590	-	0.00%
	51130	Salaries and Wages- Overtime	42,597	46,242	52,873	52,873	-	0.00%
	51210	FICA	55,633	57,416	66,675	67,339	665	1.00%
	51220	PERF	107,257	108,122	121,122	119,731	(1,391)	-1.15%
	51230	Health and Life Insurance	271,206	271,206	271,206	271,206	-	0.00%
Total: Personnel Services			1,214,526	1,245,721	1,330,564	1,338,526	7,962	0.60%
Supplies								
	52110	Office Supplies	2,029	1,854	2,000	2,000	-	0.00%
	52210	Institutional Supplies	97,012	113,512	105,000	112,000	7,000	6.67%
	52240	Fuel and Oil	8,497	8,127	10,521	9,791	(730)	-6.94%
	52310	Building Materials and Supplies	1,539	2,658	10,000	2,000	(8,000)	-80.00%
	52340	Other Repairs and Maintenance	22,365	2,448	8,800	8,800	-	0.00%
	52410	Books	30	545	300	300	-	0.00%
	52420	Other Supplies	10,191	4,736	7,850	6,850	(1,000)	-12.74%
	52430	Uniforms and Tools	4,042	1,528	3,000	4,000	1,000	33.33%
Total: Supplies			145,704	135,408	147,471	145,741	(1,730)	-1.17%
Other Services and Charges								
	53130	Medical	78,674	128,392	121,145	121,145	-	0.00%
	53140	Exterminator Services	-	-	1,500	1,500	-	0.00%
	53160	Instruction	6,558	5,121	11,270	11,270	-	0.00%
	53210	Telephone	2,332	2,758	2,400	3,000	600	25.00%
	53220	Postage	669	452	1,033	950	(83)	-8.03%
	53230	Travel	2,462	3,496	2,500	2,500	-	0.00%
	53310	Printing	624	939	2,000	2,000	-	0.00%
	53320	Advertising	1,000	-	4,000	4,000	-	0.00%
	53510	Electrical Services	21,102	17,261	20,000	20,000	-	0.00%
	53530	Water and Sewer	5,337	5,156	7,000	7,000	-	0.00%
	53540	Natural Gas	16,959	13,771	22,000	20,000	(2,000)	-9.09%
	53610	Building Repairs	17,598	31,721	22,000	22,000	-	0.00%
	53620	Motor Repairs	11,655	12,544	13,403	9,317	(4,086)	-30.49%
	53630	Machinery and Equipment Repairs	224	-	1,000	1,000	-	0.00%
	53640	Hardware and Software Maintenance	2,112	1,575	2,280	2,280	-	0.00%
	53650	Other Repairs	12,457	-	10,000	10,000	-	0.00%
	53830	Bank Charges	2,492	2,757	3,000	3,000	-	0.00%
	53910	Dues and Subscriptions	-	400	400	800	400	100.00%
	53960	Grants	3,900	3,900	3,900	3,900	-	0.00%
	53990	Other Services and Charges	6,075	3,135	10,105	10,105	-	0.00%
Total: Other Services and Charges			192,229	233,377	260,936	255,767	(5,169)	-1.98%
Capital Outlays								
	54440	Motor Equipment	123,755	36,693	-	-	-	N/A
	54510	Other Capital Outlays	-	15,000	165,000	-	(165,000)	-100.00%
Total: Capital Outlays			123,755	51,693	165,000	-	(165,000)	-100.00%
Expenditures Grand Total:			\$ 1,676,215	\$ 1,666,199	\$ 1,903,971	\$ 1,740,034	\$ (163,937)	-8.61%

DEPARTMENT OF PUBLIC WORKS:
FLEET



Public Works: Fleet Maintenance

2021 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council
From: Jason Speer, Fleet Maintenance Manager
Adam Wason, Director of Public Works
Date: August 14, 2020

Why We Exist

Fleet Maintenance is a division of the Department of Public Works. It is responsible for safe and efficient maintenance and repair, as well as the distribution of fuel for the City's fleet of vehicles and equipment. These services ensure that City departments have the vehicles and equipment necessary to provide services to the residents of Bloomington.

Background

The Fleet Division's staff consists of 10 full-time employees responsible for the maintenance and repair of the City's 634 officially numbered vehicles and equipment units. The Division serves a population of 85,000 people.

Impact of COVID-19

The Fleet Division is responsible for maintaining and servicing both emergency vehicles and those involved in delivering critical municipal infrastructure services. As a result, Fleet Technicians remained on the front lines of service delivery and reported for duty at the Fleet Garage on a daily basis throughout the COVID-19 crisis. However, COVID-19 certainly impacted Fleet Maintenance operations. One noticeable area has been in performing preventative maintenance for vehicles. In order to maintain the health and safety of staff, many employees began telecommuting in large numbers for the first time in the City's history. This action caused many vehicles to be driven less and accumulate far fewer miles than they would have during typical operations, resulting in the need for Fleet Technicians to perform fewer preventative maintenance services on vehicles during the COVID-19 crisis (approximately 85 per month since the COVID-19 crisis, as opposed to approximately 125 per month typically). Also, the full implementation of the Lucity asset management software experienced considerable delays in 2020 due to COVID-19 travel restrictions, which limited the availability of

Lucity representatives to arrive on-site in Bloomington for necessary final customization and staff training.

Sustainability/Climate Action

The Fleet Division has completed several important sustainability initiatives and looks forward to incorporating projects that can further improve sustainability in 2021. Notable accomplishments include coordinating all new vehicle purchases with the Assistant Director of Sustainability to maximize fuel-efficient and lower-emission vehicle replacements, acquiring 2 new fully electric vehicles for City operations, and standing up the Lucity asset management software system that can provide data driven metrics to better manage daily operations. Several notable projects are planned for 2021 that will have the potential to significantly lower fuel usage, greenhouse gas emissions and environmental impacts from Fleet operations. These include acquiring a Global Positioning System (GPS) Vehicle Telematics System and adding Diesel Exhaust Fluid (DEF) to the City's two fuel stations.

Budget Highlights

Fleet staff will continue to provide maintenance and repair for the vehicles and equipment that are necessary to provide important municipal services and that will assist the community in recovering forward in 2021. Several major initiatives are planned for next year, which include building a new parts storage facility to increase the efficiency and time management (plus reduce the carbon footprint) of Fleet technicians, who currently have to go off-site to access all spare parts and tires; making targeted safety improvements for personnel at the Fleet garage; utilizing the Lucity asset management software system for greater operational efficiency, work order scheduling, inventory reporting and budget planning; acquiring a GPS Vehicle Telematics System that will assist in lowering the number of miles driven, reduce vehicle idling and overall fuel costs; and adding DEF to the fueling sites at the Henderson and Adams Street facilities (enabling personnel to avoid making special trips to the Fleet Garage only to get DEF for their vehicles, as is the current practice) and upgrading the FuelMaster software to better track DEF usage at the fuel sites.

2021 Activity Descriptions and Goals

Preventative Maintenance

Activity Description: Perform periodic preventative maintenance checks on the City's vehicles and pieces of equipment to prolong the life of the vehicle or equipment and to prevent major repair expenses. Preventative maintenance includes oil changes and a complete vehicle inspection, including lights, belts, hoses, brakes, suspension components, tires, charging systems and more.

Goals:

- Complete 90 preventative maintenance services per month for the City's 634 officially numbered vehicles and equipment units.

- Reduce vehicle downtime by completing 5-10 oil changes per day on-site for greater efficiency and reduced emissions through the purchase of a new mobile preventative maintenance service van by July 31.

Current Fleet Inventory				
	2017	2018	2019	2020 YTD
Total Numbered Units*	580	621	628	634

* This total does not include chainsaws, weed-eaters, fans and other pieces of small equipment items that Fleet technicians work on.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	299,807	315,645	5.05	The Division serves an approximate area population of 85,000 people.
200 - Supplies	473,560	495,336		
300 - Other Services	42,216	45,078		
400 - Capital Outlays	0	0		
Total	815,583	856,058		

Funding: Other

Routine Maintenance

Activity Description: Provide focused brake and tire repair maintenance services for City vehicles and equipment (especially for public safety vehicles) in house, without the need for outsourcing vehicles to dealerships or specialized contractors to receive these services.

Goals:

- Fleet Technicians will utilize Lucity asset management system for all preventative maintenance scheduling, to track work orders and parts, and to summarize labor hours to capture new data in 2021.
- Prioritize emergency vehicles for service and return these vehicles back to users within a 24-hour period. Unless there are complex repairs, emergency vehicles are returned to users within 24 hours.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	231,024	231,264	3.70	The Division serves an approximate area population of 85,000 people.
200 - Supplies	378,848	396,268		
300 - Other Services	42,216	45,078		
400 - Capital Outlays	24,450	42,000		
Total	676,537	714,611		

Funding: Other

Emergency Maintenance

Activity Description: Provide continuous 24-hour staffing availability for emergency in-shop and on-site repairs of City vehicles and equipment. Mechanics are on-call every weekend and holiday, plus are called in during winter weather events to keep snow removal equipment operational.

Goals:

- Reduce annual emergency call-outs by 20% through annual capital vehicle purchases.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	141,057	143,134	2.29	The Division serves an approximate area population of 85,000 people.
200 - Supplies	189,424	198,134		
300 - Other Services	211,079	225,392		
400 - Capital Outlays	24,450	42,000		
Total	566,010	608,660		

Funding: Other

Fuel Service

Activity Description: Provide below-retail cost fueling to City departments at 2 fueling station locations. The City has an annual contract with 4 approved fuel vendors; when fuel is needed, staff send via email a request for a quote of a tanker load of the fuel type required. The vendor has 2 hours to respond with the fuel quote. The lowest, most responsive and responsible bidder is awarded the quote and fuel is delivered by noon the following day.

Goals:

- Begin tracking Diesel Exhaust Fluid (DEF) usage, per City department.
- Decrease carbon emissions through a reduction of fuel consumption by 5% for normal City operations by the use of a fleet-wide Global Positioning System (GPS) Vehicle Telematics System.
- Decrease carbon emissions by reducing idle time on non-emergency City vehicles by 10% through the deployment of GPS telematics.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	45,357	43,753	0.70	The Division serves an approximate area population of 85,000 people.
200 - Supplies	473,560	495,336		
300 - Other Services	84,432	90,157		
400 - Capital Outlays	0	0		
Total	603,349	629,245		

Funding: Other

Parts Inventory

Activity Description: Manage and maintain an accurate parts inventory.

Goals:

- Acquire an Inventory Management System in 2021 to increase staff efficiency and shop logistics through an automated parts and component dispenser located onsite (i.e. a parts vending machines in the shop) and link it with Lucity software to efficiently track inventory, establish minimum re-order points and show underutilized parts that can be returned for rebates.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	29,906	26,877	0.43	The Division serves an approximate area population of 85,000 people.
200 - Supplies	189,424	198,134		
300 - Other Services	21,108	22,539		
400 - Capital Outlays	0	0		
Total	240,438	247,550		

Funding: Other

Shop Inventory

Activity Description: Maintain shop inventory of equipment and tools so that the mechanics can perform diagnostic and repair work on a wide variety of vehicles and equipment.

Goals:

- Increase efficiency and staff safety, as well as free up valuable garage space at the Street Division, by constructing an outside parts storage barn on site in 2021.
- Resurface both the garage bay aprons and parking lot at the Fleet garage in 2021.
- Install a card reader in the truck wash bay to better track department usage and vehicle wash frequency by July 31.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	40,124	39,377	0.63	The Division serves an approximate area population of 85,000 people.
200 - Supplies	189,424	198,134		
300 - Other Services	0	0		
400 - Capital Outlays	122,250	210,000		
Total	351,798	447,512		

Funding: Other

Vehicle Points and Purchases

Activity Description: Update Vehicle Points Analysis and prepare specifications for vehicle and equipment purchases according to the established best management practices and standards for municipal fleets.

Goals:

- Utilize Lucity asset management software system to replace the current Vehicle Points System by end of Q1.
- Identify via Lucity report the 20 most underutilized vehicles in 2021 and re-assign them to other departments to maximize usage.

Best Practices Guide for 2021 Capital Vehicle Replacement	
Type	Replace After # Years of Use
Police Patrol Radio Cars	1
Passenger Car/Light Duty Truck	7
Fire Trucks/Heavy Trucks	10

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	9,969	12,501	0.20	The Division serves an approximate area population of 85,000 people.
200 - Supplies	0	0		
300 - Other Services	21,108	22,539		
400 - Capital Outlays	73,350	126,000		
Total	104,427	161,040		

Funding: Other

2021 Budget Request Highlights

The Fleet Division's general fund budget request is \$3,664,675. This is an increase of \$306,534, or 9%. Listed below are some highlights of significance.

Category 1 – Personnel request is \$812,550. This is an increase of \$15,307, or 2%.

Category 2 – Supplies request is \$1,981,342. This is an increase of \$87,102, or 5%.

Significant changes include the following budget lines:

- **Line 224 – Fuel & Oil:** Increase of \$19,602 due to rising fuel costs.
- **Line 232 – Motor Vehicle Repair:** Increase of \$50,000 due to price increase of parts.
- **Line 242 – Other Supplies:** Increase of \$14,500 due to price increase of tools and shop supplies (\$10,000) and air jacks (\$4,500) being moved from Line 442 to better reflect appropriate category spending.

- **Line 243 - Uniforms and Tools:** Increase of \$3,000 due to increased tool purchases.

Category 3 – Other Services & Charges request is \$450,783. This is an increase of \$28,625, or 7%. Significant changes include the following budget lines:

- **Line 353 – Water & Sewer:** Increase of \$8,500 higher water usage due to new truck wash.
- **Line 361 – Building Repairs:** Increase of \$6,000 due to exterior door replacement.
- **Line 364 – Hardware & Software Maintenance:** Increase of \$4,000 for software license costs.
- **Line 365 – Other Repairs:** Increase of \$9,600 for new fuel tank inspection services required by the federal government.

Category 4 – Capital Outlays request is \$420,000. This is an increase of \$175,500, or 72%. Significant changes include the following budget lines:

- **Line 431 – Improvements Other Than Building:** Increase of \$180,000 to be utilized for adding Diesel Exhaust Fluid (DEF) to the fueling sites at the Henderson and Adams Street facilities.
- **Line 442 – Purchase of Equipment:** Decrease of \$4,500 due to air jacks being moved to Line 242 to better reflect appropriate category spending.

Fleet Maintenance 2021 Budget Request

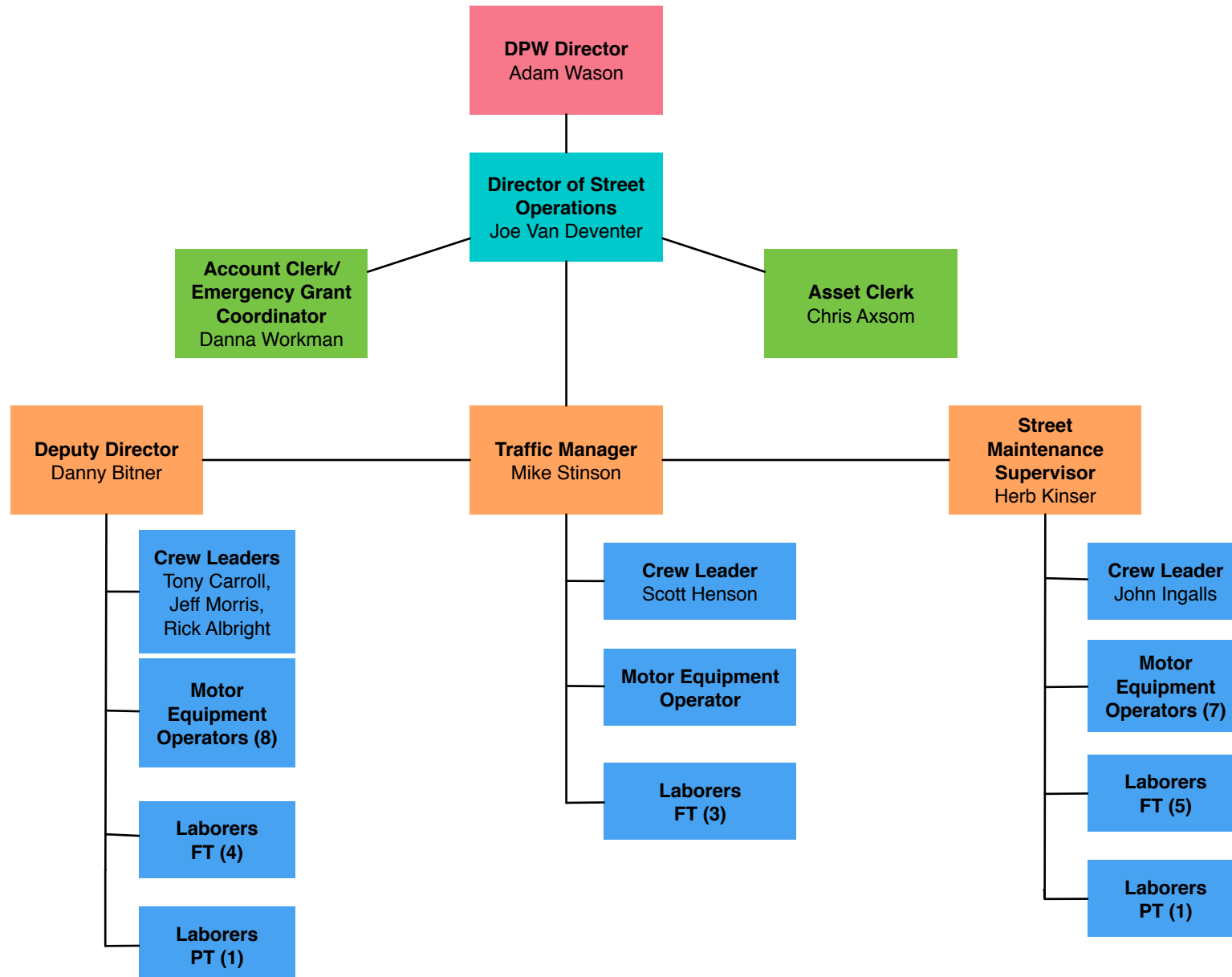
Budget Allocation	2018 Actual	2019 Actual	2020 Budget \$	2021 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	716,002	738,838	797,243	812,550	15,307	2%
200 - Supplies	1,402,416	1,314,936	1,894,240	1,981,342	87,102	5%
300 - Other Services	159,402	155,542	422,158	450,783	28,625	7%
400 - Capital Outlays	63,838	103,451	244,500	420,000	175,500	72%
Total	2,341,657	2,312,767	3,358,141	3,664,675	306,534	9%

Conclusion

As a division of the Department of Public Works, Fleet Maintenance staff strives to maintain and service the City's fleet of vehicles and equipment so that City departments can provide the best services to the residents of Bloomington. Thank you for your consideration of the Fleet Division's 2021 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 802 - Fleet Maintenance(S9500)								
<u>Expenditures</u>								
Department: 17 - Fleet Maintenance								
Personnel Services								
	51110	Salaries and Wages - Regular	447,193	475,122	490,049	502,611	12,563	2.56%
	51120	Salaries and Wages - Temporary	4,132	-	25,002	25,002	-	0.00%
	51130	Salaries and Wages- Overtime	21,468	16,209	25,002	25,002	-	0.00%
	51210	FICA	33,919	35,872	41,314	42,275	961	2.33%
	51220	PERF	66,550	68,895	73,138	74,921	1,783	2.44%
	51230	Health and Life Insurance	142,740	142,740	142,740	142,740	-	0.00%
Total: Personnel Services			716,002	738,838	797,243	812,550	15,307	1.92%
Supplies								
	52110	Office Supplies	319	1,048	1,000	1,000	-	0.00%
	52210	Institutional Supplies	210	29	600	600	-	0.00%
	52230	Garage and Motor Supplies	95,936	69,296	182,000	182,000	-	0.00%
	52240	Fuel and Oil	805,966	749,232	979,590	999,192	19,602	2.00%
	52310	Building Materials and Supplies	118	145	4,750	4,750	-	0.00%
	52320	Motor Vehicle Repair	450,123	459,115	650,000	700,000	50,000	7.69%
	52420	Other Supplies	42,745	25,571	56,800	71,300	14,500	25.53%
	52430	Uniforms and Tools	7,000	10,500	19,500	22,500	3,000	15.38%
Total: Supplies			1,402,416	1,314,936	1,894,240	1,981,342	87,102	4.60%
Other Services and Charges								
	53130	Medical	183	402	715	715	-	0.00%
	53140	Exterminator Services	325	570	1,500	1,500	-	0.00%
	53160	Instruction	911	850	26,400	26,400	-	0.00%
	53210	Telephone	487	512	1,450	1,450	-	0.00%
	53220	Postage	20	-	45	45	-	0.00%
	53230	Travel	247	2,747	13,400	13,400	-	0.00%
	53240	Freight / Other	47	41	1,000	1,000	-	0.00%
	53250	Pagers	18	-	-	-	-	N/A
	53410	Liability / Casualty Premiums	4,520	5,532	7,475	7,475	-	0.00%
	53420	Worker's Comp & Risk	16,583	16,649	16,583	16,583	-	0.00%
	53510	Electrical Services	5,776	2,920	10,000	10,000	-	0.00%
	53530	Water and Sewer	1,359	1,369	1,500	10,000	8,500	566.67%
	53540	Natural Gas	4,633	3,773	6,000	6,000	-	0.00%
	53610	Building Repairs	9,514	11,231	134,900	140,900	6,000	4.45%
	53620	Motor Repairs	94,238	82,094	140,625	140,625	-	0.00%
	53640	Hardware and Software Maintenance	5,840	11,040	26,000	30,000	4,000	15.38%
	53650	Other Repairs	7,590	5,213	20,500	30,100	9,600	46.83%
	53920	Laundry and Other Sanitation Services	4,500	4,659	5,215	5,740	525	10.07%
	53990	Other Services and Charges	2,610	5,940	8,850	8,850	-	0.00%
Total: Other Services and Charges			159,402	155,542	422,158	450,783	28,625	6.78%
Capital Outlays								
	54310	Improvements Other Than Building	-	94,201	-	180,000	180,000	N/A
	54420	Purchase of Equipment	63,838	9,250	244,500	240,000	(4,500)	-1.84%
Total: Capital Outlays			63,838	103,451	244,500	420,000	175,500	71.78%
Expenditures Grand Total:			\$ 2,341,657	\$ 2,312,767	\$ 3,358,141	\$ 3,664,675	\$ 306,534	9.13%

PUBLIC WORKS DEPARTMENT:
STREET & TRAFFIC



Public Works: Street

2021 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council
From: Joe Van Deventer, Director of Street Operations
Adam Wason, Director of Public Works
Date: August 14, 2020

This memo accompanies the proposed 2021 budget for Street, a division of the Department of Public Works. It includes the Local Road and Street (LRS), Motor Vehicle Highway (MVH) and Motor Vehicle Highway Restricted (MVH Restricted), Cumulative Capital Improvement (CCI) and Cumulative Capital Development (CCD) funds.

Why We Exist

The Street Division is committed to installing and maintaining important public infrastructure for the City by providing essential services to enhance the community in the form of roads, paths and sidewalks.

Background

The Street Division provides maintenance and repair for the City of Bloomington's 237 lane miles of streets, 43.7 bike lane miles and 26.9 lane miles of sidepaths. It has 39 regular full-time employees and serves an approximate regional population of 173,000 people, as well 2,000,000 annual visitors to the community. The Street Division's specific functions include street paving and resurfacing; maintenance repairs to the City's alley network; construction and installation of sidewalks, curbs and accessible ramps; repair and maintenance of lane markings, street signs and traffic control devices; snow removal operations; street sweeping; and leaf collection. In addition, the division works with the City's Urban Forester to provide care, maintenance and line-of-site clearance of trees located in the public right-of-way.

Impact of COVID-19

As essential personnel, the Street Division continued delivering daily critical municipal services uninterrupted throughout the entire COVID-19 pandemic. Enhanced safety protocols and cleaning procedures for both vehicles and equipment were utilized by personnel since the very

beginning of the pandemic. One noticeable impact of the pandemic was the drastic decrease in traffic due to the Governor's emergency health and safety orders that resulted in Indiana University students not returning to campus and the statewide quarantine period that began in mid-March. As a result, the Street Division was able to accelerate a major paving and pedestrian facility enhancement project on a vital downtown corridor. Awarded a \$568,083 Community Crossings Matching Grant from the Indiana Department of Transportation, the Division was able to facilitate both the reconstruction of pedestrian crosswalks and repaving of East Kirkwood Avenue from Walnut Street to Indiana Avenue. This project began 6 weeks early and was completed 10 weeks ahead of the original schedule, all due to the much lower volume of downtown vehicle and pedestrian traffic than would typically occur during the summer months. Also part of the Community Crossing Matching Grant, funding was awarded to repave both Bloomfield Road and Arlington Road. Less vehicle traffic from the pandemic allowed these 2 projects to be completed during the day, as opposed to exclusively night time work, which had been originally planned.

Sustainability Initiatives

The Street Division has pursued a number of infrastructure projects that promote sustainability. The Sidewalk Repair Assistance Program that targets non-motorized vehicle infrastructure improvements to populations within federally designated Community Development Block Grant areas will replace 1,000 linear feet of sidewalks this year. The Division's planned repair of 6,000 linear feet of sidewalks and installation of 100 new or upgraded Americans with Disabilities Act (ADA) accessible sidewalk ramps in 2021 will substantially help increase non-motorized vehicle travel options in the community. This will build upon the Mayor's Recover Forward initiative funding in both 2020 and 2021 that will address ADA curb ramp improvements, pavement improvements to bike lanes and bike paths, and sidewalk damage caused by street trees, with investments focused in lower- and moderate-income areas throughout the community, as well as specifically targets sidewalk/path improvements for Bloomington Transit bus stops (such as paved landing zones, installing benches and adding crosswalks and other pedestrian infrastructure to make these bus stops more easily accessible to all members of the public).

Other noteworthy sustainability highlights include converting 84 traffic signals within the City's municipal boundaries to modern Light Emitting Diode (LED) bulbs to lower energy use. Additionally, a major upgrade to replace outdated control equipment on 22 traffic signals (on College Ave. and Walnut St. from Grimes Ave. to 17th St.) is currently underway this year to better synchronize traffic flow on these busy downtown corridors, reducing vehicle idle times and greenhouse emissions. An additional 9 traffic signal intersections (3rd St. from College Ave. to Franklin Rd. and 2nd St. from College Ave. to Basswood Dr.) will be upgraded in 2021. Street crews also continuously support the Parks & Recreation Department's Urban Forestry Division in the care and maintenance of the approximately 14,000 trees located in the public right-of-way to keep trees healthy and reduce impacts of climate change in the community.

The Street Division is participating in the Bloomberg Philanthropy Innovation Project (as one of only 12 cities nationwide selected) that is focusing on the City's leafing program. The Bloomberg

Philanthropy Project is studying ways to improve sustainability, increase efficiency, streamline processes and reduce the costs associated with the leafing program, while also harnessing the power of human design and innovation with the staff that are involved in directly providing the service.

Budget Highlights

The Street Division will undertake several major infrastructure projects and initiatives that will help the community recover forward in 2021. This includes continuing the Sidewalk Repair Assistance Program for homeowners located in eligible geographic areas to be able to apply for City financial assistance with sidewalk repairs adjacent to their property to provide better non-vehicular travel options in the community; participation in the Brighten B-town program which provides a methodical and geographically targeted delivery of municipal services for greater efficiency and more visible results; updating the current pavement, sidewalk and regulatory signage condition data (which will be 4 years old in 2021) by performing a new field reconnaissance survey on all City streets to provide more accurate information and metrics for future planning efforts; and conducting a second phase of the Bicentennial Alley Activation project (west side of the Courthouse Square) to further improve these important travel corridors that are utilized by all modes of transportation (project will progress as state revenues received allow). The Street Division also intends to continue applying for Indiana Department of Transportation Community Crossing Matching Grants in order to utilize potential state funding to complete future infrastructure improvements in the community.

2021 Activity Descriptions and Goals

Paving/Patching

Activity Description: Provide maintenance and repair of the City's 237 lane miles of streets. Street crews work four 10-hour shifts during the summer months to maximize set-up and mobilization opportunities for paving projects.

Goals:

- Patch all reported potholes within 1 business day (5,318 potholes repaired to date in 2020).
- Complete proactive crack sealing efforts with 10-15 lane miles by October 31.
- Mill 10 street lane miles by November 30.
- Increase the overall Pavement Condition Index rating by resurfacing a minimum of 12 street lane miles in 2021.
- Update condition data on pavement, sidewalks and regulatory signage for future capital planning needs.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	792,577	804,299	10.80	Regional population of 173,000 people and 2 million visitors to the community annually.
200 - Supplies	161,443	168,407		
300 - Other Services	591,186	696,417		
400 - Capital Outlays	704,000	200,000		
Total	2,249,206	1,869,122		

Funding: Other

Snow Removal

Activity Description: Provide snow and ice removal to ensure safe transportation for the community and safe access by emergency vehicles during inclement weather.

Goals:

- Treat main thoroughfares so they remain passable during winter storm events 100% of the time in 2021.
- Utilize new salt brine pretreatment on major roads in 2021 to increase safety and prevent refreezing.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	548,707	556,822	7.48	Regional population of 173,000 people and 2 million visitors to the community annually.
200 - Supplies	161,443	168,407		
300 - Other Services	118,237	139,283		
400 - Capital Outlays	352,000	100,000		
Total	1,180,387	964,512		

Funding: Other

Leaf Removal

Activity Description: Provide annual curbside removal of leaves (season runs between November and December). Remove leaves from curbs and gutters, which assists with proper drainage flow in City streets. The City's innovation cohort is currently developing process improvements for leaf collection, which will be incorporated into this program once finalized.

Goals:

- Complete the curbside leafing service by December 31.
- Reduce costs and climate impacts by no longer raking leaves in tree plots and only using limited seasonal employees for the leafing program in 2021.
- Reduce leaf collection pickup to once per neighborhood with a more robust communications and marketing plan in place.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	480,119	487,219	6.54	This activity serves the City's population of 85,000 people, as well as 2 million visitors to the community annually.
200 - Supplies	161,443	168,407		
300 - Other Services	118,237	139,283		
400 - Capital Outlays	176,000	50,000		
Total	935,799	844,909		

Funding: Other

Sidewalk Maintenance

Activity Description: Using an Overall Condition Index rating for sidewalks, prioritize resource allocation to those sidewalk segments in most need of repair. Build new sidewalks and construct Americans with Disabilities Act (ADA)-compliant accessible sidewalk ramps before resurfacing streets.

Goals:

- Install 100 new or upgraded ADA accessible sidewalk ramps by October 31.
- Repair 6,000 linear feet of residential sidewalks in 2021 that are rated as being in poor condition, utilizing both in-house repairs and contracting services.
- Continue participation in the Sidewalk Repair Assistance Program for qualifying income-based homeowners by replacing 1,000 linear feet of sidewalks rated in poor condition.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	293,406	297,745	4.00	This activity serves the City's population of 85,000 people, as well as 2 million visitors to the community annually.
200 - Supplies	161,443	168,407		
300 - Other Services	236,474	278,567		
400 - Capital Outlays	0	0		
Total	691,323	744,718		

Funding: Other

Traffic Signals

Activity Description: Control the assignment of vehicular or pedestrian right-of-way at locations where potentially hazardous conflicts exist, through traffic signal use. All City traffic signals will have been converted to energy-efficient Light Emitting Diode (LED) bulbs by the end of 2020.

Goals:

- Complete overhead cabinet inspection of all traffic signals (84 total) by December 31.
- Upgrade 9 traffic signal intersections (3rd St. from College Ave. to Franklin Rd. and 2nd St. from College Ave. to Basswood Dr.) to new cellular connectivity by December 31.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	129,556	131,472	1.77	Regional population of 173,000 people and 2 million visitors to the community annually.
200 - Supplies	80,721	84,203		
300 - Other Services	236,474	278,567		
400 - Capital Outlays	176,000	50,000		
Total	622,751	544,242		

Funding: Other

Manage Urban Forest

Activity Description: Support Parks & Recreation Department's Urban Forestry in care and maintenance of the approximately 14,000 trees located in the public right-of-way. Safeguard against accidents and help keep Bloomington's trees healthy and to reduce the impacts of climate change in the community.

Goals:

- Respond to all hazardous debris in the street within 1 hour of notification in 2021.
- Improve tree safety and reduce storm damage risks by assisting the City's Urban Forester in locating specific right-of-way areas for deadwooding (removing dead and loose tree branches) in 2021.
- Support Tree Crew employee to obtain arborist certification in 2021.

City of Bloomington Hazardous Tree Removal Totals			
2017	2018	2019	YTD 2020
197	230	176	50

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	270,543	274,544	3.69	This activity serves the City's population of 85,000 people.
200 - Supplies	80,721	84,203		
300 - Other Services	118,237	139,283		
400 - Capital Outlays	0	0		
Total	469,501	498,031		

Funding: Other

Traffic Signs

Activity Description: Place and maintain the City's current inventory of 14,920 traffic signs in compliance with the U.S. Department of Transportation's Manual of Uniform Traffic Control Devices (MUTCD) standards.

Goals:

- Replace the remaining 347 traffic signs that failed MUTCD compliance from Transmap field inspections by the end of Q4.

City of Bloomington Planned 2021 MUTCD Sign Replacements	
Reason	Total Number of Signs to Replace
Graffiti	202
Missing	Completed 2019
Not Visible	145
Poor Condition	Completed 2020

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	152,419	154,673	2.08	Regional population of 173,000 people and 2 million visitors to the community annually.
200 - Supplies	80,721	84,203		
300 - Other Services	236,474	278,567		
400 - Capital Outlays	0	0		
Total	469,614	517,443		

Funding: Other

Pavement Markings

Activity Description: Pavement markings are used to convey messages to roadway users. They indicate which part of the road to use, provide information about conditions ahead, and indicate where passing is allowed.

Goals:

- Install 725,000 linear feet of long line pavement markings by September 30, 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	91,451	92,804	1.25	Regional population of 173,000 people and 2 million visitors to the community annually.
200 - Supplies	161,443	168,407		
300 - Other Services	118,237	139,283		
400 - Capital Outlays	176,000	50,000		
Total	547,131	450,494		

Funding: Other

Street Sweeping

Activity Description: Provide removal of silt, trash, and debris for all City streets through regular sweeping.

Goals:

- Sweep the City's 237 maintained lane miles a minimum 2 times a year, and downtown 6 times a year.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	80,020	81,203	1.09	Regional population of 173,000 people and 2 million visitors to the community annually.
200 - Supplies	161,443	168,407		
300 - Other Services	118,237	139,283		
400 - Capital Outlays	176,000	50,000		
Total	535,700	438,893		

Funding: Other

Alley Repairs

Activity Description: Maintain the City's alley network that totals 33.43 miles.

Goals:

- Complete the second phase of the Bicentennial Alley Activation project (west side of the Courthouse Square) by the end of Q4.

Alley Repairs

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	30,484	30,935	0.42	This activity serves the City's population of 85,000 people, as well as 2 million visitors to the community annually.
200 - Supplies	161,443	168,407		
300 - Other Services	118,237	139,283		
400 - Capital Outlays	0	0		
Total	310,164	338,624		

Downtown Cleanup

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	53,347	54,135	0.73	This activity serves the City's population of 85,000 people, as well as 2 million visitors to the community annually.
200 - Supplies	80,721	84,203		
300 - Other Services	118,237	139,283		
400 - Capital Outlays	0	0		
Total	252,305	277,622		

Funding: Other

Street Lights/Traffic Signals

Activity Description: Develop and establish cost-effective and efficient street lighting and traffic signal policies and practices. Coordinate and supervise the installation and/or removal of street lighting systems. Manage and supervise the Local Roads and Street Fund (LRS) that is solely designated for the equipment, energy usage and maintenance costs for street lights, traffic control, pedestrian and school crossing signals.

Goals:

- Reduce equipment (material & labor installation) costs by 25% over the expected service life of new LED resident-requested street lights in 2021.
- Dedicate 5% of the overall LRS budget allocation to purchase replacement lighting and signal equipment inventory stock by the end of Q4.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	7,621	7,734	0.10	Regional population of 173,000 people and 2 million visitors to the community annually.
200 - Supplies	80,721	84,203		
300 - Other Services	118,237	139,283		
400 - Capital Outlays	0	0		
Total	206,579	231,220		

Funding: Other

Line Locates

Activity Description: Provide locates of buried fiber optic/Bloomington Digital Underground traffic signal wiring and street light wiring for Indiana Underground Plant Protection Services 811 notification services due to construction projects.

Goals:

- Respond to all emergency line locates within 2 hours and all standard line locates within 2 business days in 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	26,673	27,068	0.36	This activity serves the City's population of 85,000 people.
200 - Supplies	80,721	84,203		
300 - Other Services	118,237	139,283		
400 - Capital Outlays	0	0		
Total	225,631	250,554		

Funding: Other

2021 Budget Request Highlights

The Street Division's Motor Vehicle Highway (MVH 451) and Restricted Motor Vehicle Highway (MVH 456) fund budget request is \$5,138,099. This is a decrease of \$383,368, or -6.9%.

Category 1 – Personnel request is \$3,000,652. This is a decrease of \$66,179, or -2%.

Category 2 – Supplies request is \$474,302. This is an increase of \$7,722, or 1.65%.

Significant changes include the following budget line:

- **Line 223 – Fuel & Oil:** Increase of \$7,722, per fuel contract with Fleet Division.

Category 3 – Other Services & Charges request is \$1,663,145. This is an increase of \$176,591, or 12%. Significant changes include the following budget line:

- **Line 399 - Other Services & Charges:** Increase of \$177,000 to update field reconnaissance survey to obtain updated condition data for street pavement, sidewalks and regulatory signs.

Category 4 - Capital Outlays request is \$0. This is a decrease of \$501,502, or -100%.

The Street Division's Local Roads and Streets (LRS 450) fund budget request is \$1,056,895. This is an increase of \$24,315, or 4%. Significant highlights include:

Category 3 – Other Services & Charges request is \$706,895. This is an increase of \$24,315, or 3%.

- **Line 352 – Street Lights/Traffic Signals:** Total request of \$706,895, an increase of \$24,315. This is due to anticipated energy usage rate increases from Duke Energy; resident request lighting installations; anticipated energy usage rates for signal

replacement and installations; signal equipment for onsite inventory; and Phase 1 of the LED Lighting Conversion Project for the Showers Government Complex.

The Street Division's Cumulative Capital funds (CCD & CCI) budget request is \$1,775,390. This is an increase of \$25,000, or 2%. Significant highlights include:

Category 3 – Other Services & Charges: Total request of \$415,626, an increase of \$10,000.

- **Line 399 - Other Services:** Increase of \$10,000 for upgrade to cellular connectivity for school crossings (monthly service fees).

Category 4 - Capital Outlays: Total request of \$150,000, an increase of \$15,000.

- **Line 451 - Other Capital Outlays:** Increase of \$15,000 for pavement marking contract and increased costs in applicable materials.

Street 2021 Budget Request

Budget Allocation	2018 Actual	2019 Actual	2020 Budget \$	2021 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	2,801,225	2,885,620	3,066,831	3,000,652	(66,179)	-2%
200 - Supplies	1,248,566	1,104,420	1,676,344	1,684,066	7,722	0%
300 - Other Services	2,537,141	2,642,727	2,574,760	2,785,666	210,906	8%
400 - Capital Outlays	836,094	471,377	986,502	500,000	(486,502)	-49%
Total	7,423,026	7,104,144	8,304,437	7,970,384	(334,053)	-4%

Conclusion

The Street Division's goal is to enhance and ensure public safety and improve the City of Bloomington's infrastructure, while providing uncompromising customer service, forward-thinking initiatives and a commitment to excellence.

Thank you for your consideration of the Street Division's 2021 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 450 - Local Road and Street(S0706)								
<u>Expenditures</u>								
Department: 20 - Street								
Other Services and Charges								
	53520	Street Lights / Traffic Signals	581,165	676,925	682,580	706,895	24,315	3.56%
Total: Other Services and Charges			581,165	676,925	682,580	706,895	24,315	3.56%
Capital Outlays								
	54310	Improvements Other Than Building	-	-	350,000	350,000	-	0.00%
Total: Capital Outlays			-	-	350,000	350,000	-	0.00%
Expenditures Grand Total:			\$ 581,165	\$ 676,925	\$ 1,032,580	\$ 1,056,895	\$ 24,315	2.35%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 451 - Motor Vehicle Highway(S0708)								
<u>Expenditures</u>								
Department: 20 - Street								
Personnel Services								
	51110	Salaries and Wages - Regular	1,690,672	1,080,598	1,863,770	1,137,281	(726,489)	-38.98%
	51120	Salaries and Wages - Temporary	32,141	63,603	62,829	62,829	-	0.00%
	51130	Salaries and Wages- Overtime	114,697	105,210	125,525	125,525	(0)	0.00%
	51210	FICA	132,109	92,162	156,987	101,413	(55,575)	-35.40%
	51220	PERF	256,363	164,738	282,479	179,321	(103,157)	-36.52%
	51230	Health and Life Insurance	575,242	213,424	575,241	198,141	(377,100)	-65.56%
Total: Personnel Services			2,801,225	1,719,737	3,066,831	1,804,510	(1,262,321)	-41.16%
Supplies								
	52110	Office Supplies	496	1,042	600	600	-	0.00%
	52210	Institutional Supplies	4,682	1,694	5,750	5,750	-	0.00%
	52240	Fuel and Oil	139,922	128,814	166,634	174,356	7,722	4.63%
	52310	Building Materials and Supplies	716	265	5,000	5,000	-	0.00%
	52330	Street , Alley, and Sewer Material	106,911	8,605	171,696	-	(171,696)	-100.00%
	52340	Other Repairs and Maintenance	103,803	16,565	80,000	-	(80,000)	-100.00%
	52420	Other Supplies	50,977	20,125	34,900	9,900	(25,000)	-71.63%
	52430	Uniforms and Tools	4,474	-	2,000	-	(2,000)	-100.00%
Total: Supplies			411,981	177,110	466,580	195,606	(270,974)	-58.08%
Other Services and Charges								
	53130	Medical	1,051	1,117	900	900	-	0.00%
	53140	Exterminator Services	-	-	500	500	-	0.00%
	53150	Communications Contract	-	-	28,000	28,000	-	0.00%
	53160	Instruction	2,170	5,150	6,295	4,795	(1,500)	-23.83%
	53210	Telephone	2,056	2,105	4,000	4,000	-	0.00%
	53220	Postage	2,650	2,786	4,000	3,500	(500)	-12.50%
	53230	Travel	-	2,324	2,400	1,400	(1,000)	-41.67%
	53240	Freight / Other	237	-	-	-	-	N/A
	53250	Pagers	954	1,046	1,200	1,200	-	0.00%
	53310	Printing	3,415	1,471	4,000	4,000	-	0.00%
	53320	Advertising	-	-	1,500	1,500	-	0.00%
	53410	Liability / Casualty Premiums	48,478	12,687	55,749	55,749	-	0.00%
	53420	Worker's Comp & Risk	50,121	18,130	50,121	50,121	-	0.00%
	53510	Electrical Services	3,813	4,734	6,500	6,500	-	0.00%
	53520	Street Lights / Traffic Signals	14,026	-	-	-	-	N/A
	53530	Water and Sewer	2,579	2,967	2,500	2,500	-	0.00%
	53540	Natural Gas	5,479	4,344	6,000	6,000	-	0.00%
	53610	Building Repairs	2,594	8,075	30,000	30,000	-	0.00%
	53620	Motor Repairs	535,740	743,740	855,301	854,892	(409)	-0.05%
	53630	Machinery and Equipment Repairs	43,325	14,873	13,200	3,200	(10,000)	-75.76%
	53640	Hardware and Software Maintenance	-	-	2,000	-	(2,000)	-100.00%
	53650	Other Repairs	-	848	10,000	10,000	-	0.00%
	53730	Machinery and Equipment Rental	544	-	10,000	-	(10,000)	-100.00%
	53830	Bank Charges	-	-	25	25	-	0.00%
	539010	Inter-Fund Transfers	128,321	133,686	139,154	139,154	-	0.00%
	53910	Dues and Subscriptions	40	400	2,420	2,420	-	0.00%
	53920	Laundry and Other Sanitation Services	2,844	2,666	2,820	2,820	-	0.00%
	53950	Landfill	25,175	29,655	42,424	42,424	-	0.00%
	53990	Other Services and Charges	143,255	79,243	205,545	55,545	(150,000)	-72.98%
Total: Other Services and Charges			1,018,866	1,072,046	1,486,554	1,311,145	(175,409)	-11.80%
Capital Outlays								
	54310	Improvements Other Than Building	-	-	150,000	-	(150,000)	-100.00%
	54420	Purchase of Equipment	-	140,503	351,502	-	(351,502)	-100.00%
	54440	Motor Equipment	-	2,737	-	-	-	N/A

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
	54450	Equipment	117,403	-	-	-	-	N/A
Total: Capital Outlays			117,403	143,239	501,502	-	(501,502)	-100.00%
Expenditures Grand Total:			\$ 4,349,474	\$ 3,112,132	\$ 5,521,467	\$ 3,311,261	\$ (2,210,206)	-40.03%

CITY OF BLOOMINGTON

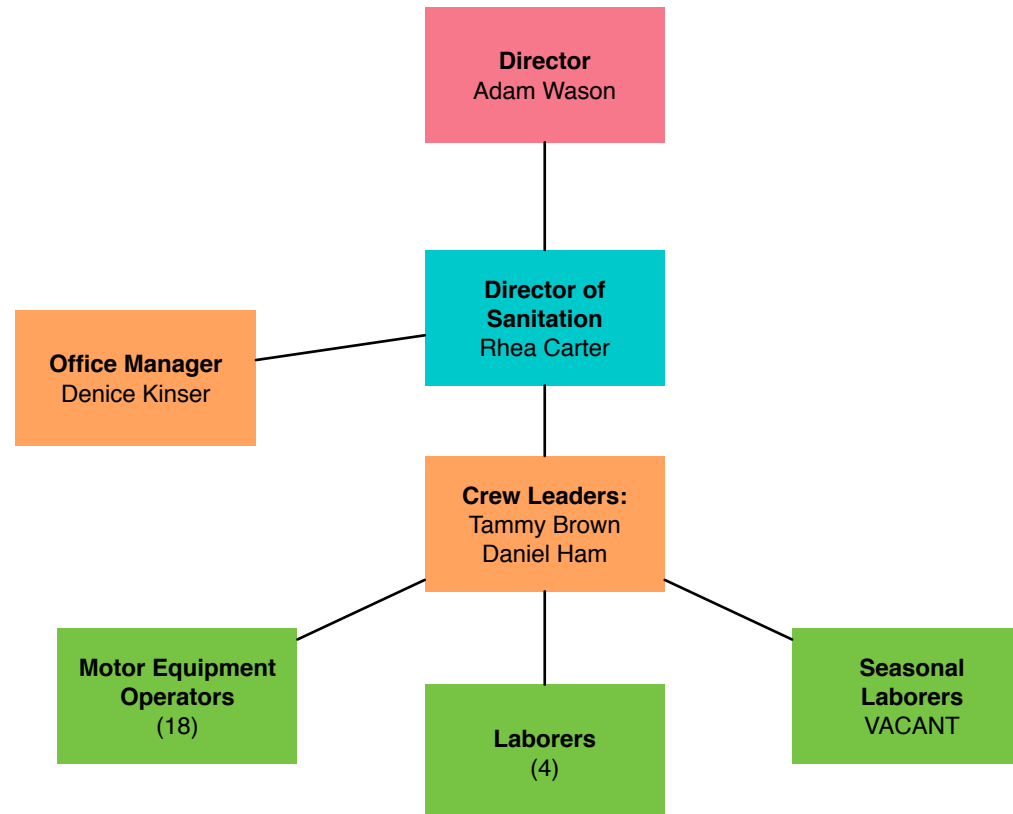
	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 456 - MVH Restricted								
<u>Expenditures</u>								
Department: 20 - Street								
Personnel Services								
	51110	Salaries and Wages - Regular	-	663,920	-	779,004	779,004	N/A
	51210	FICA	-	45,866	-	59,593	59,593	N/A
	51220	PERF	-	94,251	-	110,616	110,616	N/A
	51230	Health and Life Insurance	-	361,846	-	246,929	246,929	N/A
Total: Personnel Services			-	1,165,883	-	1,196,142	1,196,142	
Supplies								
	52210	Institutional Supplies	-	5,058	-	-	-	N/A
	52330	Street , Alley, and Sewer Material	-	159,957	-	171,696	171,696	N/A
	52340	Other Repairs and Maintenance	-	54,512	-	80,000	80,000	N/A
	52420	Other Supplies	-	3,768	-	25,000	25,000	N/A
	52430	Uniforms and Tools	-	1,721	-	2,000	2,000	N/A
Total: Supplies			-	225,016	-	278,696	278,696	
Other Services and Charges								
	53160	Instruction	-	-	-	1,500	1,500	N/A
	53220	Postage	-	-	-	500	500	N/A
	53230	Travel	-	-	-	1,000	1,000	N/A
	53410	Liability / Casualty Premiums	-	31,511	-	-	-	N/A
	53420	Worker's Comp & Risk	-	32,579	-	-	-	N/A
	53630	Machinery and Equipment Repairs	-	-	-	10,000	10,000	N/A
	53640	Hardware and Software Maintenance	-	-	-	2,000	2,000	N/A
	53730	Machinery and Equipment Rental	-	6,000	-	10,000	10,000	N/A
	53990	Other Services and Charges	-	149,860	-	327,000	327,000	N/A
Total: Other Services and Charges			-	219,949	-	352,000	352,000	
Expenditures Grand Total:			\$ -	\$ 1,610,848	\$ -	\$ 1,826,838	\$ 1,826,838	

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 600 - Cumulative Cap Imprv(CIG)(S2379)								
<u>Expenditures</u>								
Department: 02 - Public Works								
Supplies								
	52330	Street , Alley, and Sewer Material	62,796	16,617	68,000	68,000	-	0.00%
Total: Supplies			62,796	16,617	68,000	68,000	-	0.00%
Other Services and Charges								
	539010	Inter-Fund Transfers	190,000	95,626	95,626	95,626	-	0.00%
Total: Other Services and Charges			190,000	95,626	95,626	95,626	-	0.00%
Expenditures Grand Total:			\$ 252,796	\$ 112,243	\$ 163,626	\$ 163,626	\$ -	0.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 601 - Cumulative Capital Devlp(S2391)								
<u>Expenditures</u>								
Department: 02 - Public Works								
Supplies								
	52330	Street , Alley, and Sewer Material	773,789	685,677	1,061,764	1,061,764	-	0.00%
	52420	Other Supplies	-	-	80,000	80,000	-	0.00%
Total: Supplies			773,789	685,677	1,141,764	1,141,764	-	0.00%
Other Services and Charges								
	53110	Engineering and Architectural	112,927	278,181	-	-	-	N/A
	539010	Inter-Fund Transfers	500,000	300,000	300,000	300,000	-	0.00%
	53990	Other Services and Charges	134,183	-	10,000	20,000	10,000	100.00%
Total: Other Services and Charges			747,110	578,181	310,000	320,000	10,000	3.23%
Capital Outlays								
	54110	Land Purchase	295,157	-	-	-	-	N/A
	54310	Improvements Other Than Building	309,849	67,941	-	-	-	N/A
	54450	Equipment	-	75,000	-	-	-	N/A
	54510	Other Capital Outlays	113,685	185,197	135,000	150,000	15,000	11.11%
Total: Capital Outlays			718,691	328,138	135,000	150,000	15,000	11.11%
Expenditures Grand Total:			\$ 2,239,590	\$ 1,591,996	\$ 1,586,764	\$ 1,611,764	\$ 25,000	1.58%

DEPARTMENT OF PUBLIC WORKS:
SANITATION



Public Works: Sanitation

2021 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council
From: Rhea Carter, Sanitation Director
Adam Wason, Director of Public Works
Date: August 14, 2020

Why We Exist

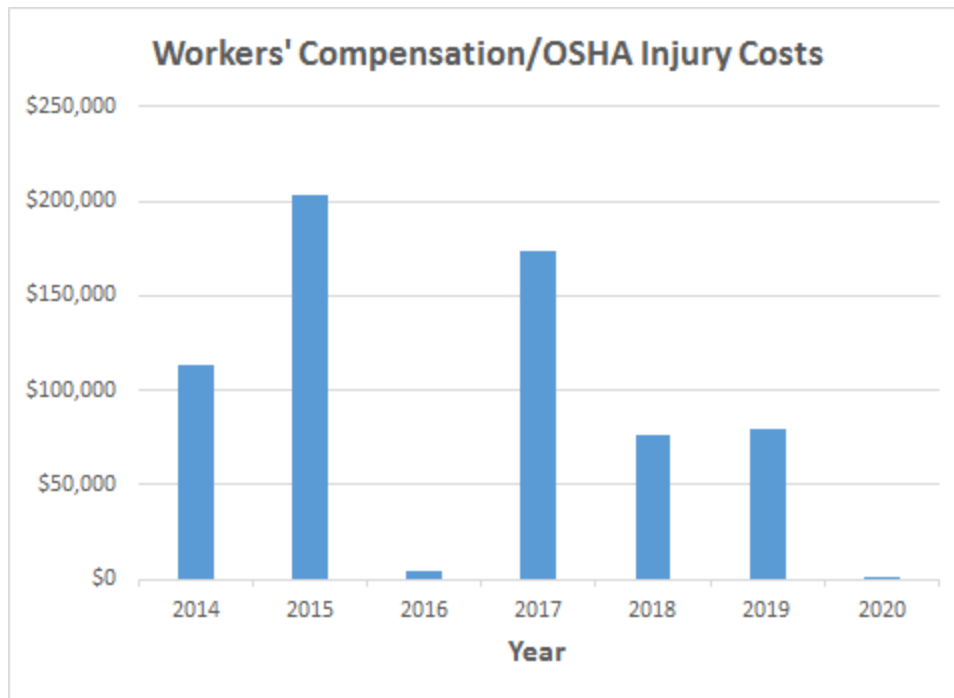
Sanitation is tasked with keeping Bloomington clean by providing weekly collection and disposal of household solid waste, weekly curbside recycling pick-up and seasonal bi-weekly yard waste and Christmas tree collection from residences inside the corporate City limits. Sanitation also collects large items, such as furniture and appliances, from residences on a request basis. Additionally, Sanitation provides trash collection for City Hall, downtown containers, City parks, various City facilities and numerous special events in the community.

Background

The Sanitation Division has 24 full-time employees and 19 fleet vehicles. It serves an approximate population of 59,933 people in 26,756 single family homes and multi-family residential structures containing between 1 to 4 units. The Sanitation Division will continue to provide essential municipal services and help the community recover forward in 2021 through several new initiatives to increase efficiency, better utilize current resources and lower environmental impacts. These initiatives include collecting and utilizing operational data from the Routeware software to better achieve system and delivery efficiencies; continuing to sell new yard waste containers to the public using surplus containers as a means to further divert yard waste from entering the waste stream; and promoting the importance of “clean recycling” initiatives through public outreach to lessen the amount of compromised recycling materials that are being sent to the landfill due to improper contamination.

Beginning in early October 2017, the City of Bloomington began using a modernized approach to sanitation services. This modernization featured wheeled trash and recycling carts for each household, automated collection, monthly billing (eliminating the need for trash stickers) and weekly single stream recycling collection. Since the program started in 2017, the Sanitation Division has experienced noticeable declines in workers’ compensation costs due to employee

injuries while on the job. Additionally, the improved efficiencies of the modernized program also allowed the Sanitation Division to keep an open FTE position unfilled, which has helped to further reduce costs.



Impact of COVID-19

As essential personnel, the Sanitation Division continued delivering critical trash, recycling and yard waste collection services uninterrupted throughout the entire COVID-19 pandemic. Enhanced safety protocols and cleaning procedures for both vehicles and equipment were utilized by personnel since the very beginning of the pandemic. One major impact felt by Sanitation has been the much higher than usual volumes of both trash and recycling collection tonnages, as well as the associated landfill and materials collection costs, due to the large number of Bloomington residents working or staying at home for long durations of time during the quarantine period that began in mid-March. As we look forward to 2021, it is unknown how much change or variance in trash and recycling collection volumes will occur as the nation continues to respond to the effects of the COVID-19 pandemic.

Additionally, full implementation of the Routeware route management software also experienced considerable delays in 2020 due to COVID-19 travel restrictions that prevented Routeware representatives from coming onsite for necessary hardware installation, final customizations and staff training. As a result, complete 2020 year data metrics from Routeware will not be available to be used as baseline statistical comparisons for future 2021 operations.

Sustainability/Climate Action

The Sanitation Division provides weekly recycling services to assist in mitigating long-term environmental impacts and promoting sustainability in the community. This program will continue unchanged during 2021 in spite of the City facing higher recycling processing costs (which are affecting municipalities nationwide) due to both significant changes in the commodities pricing market and international demand. A major ongoing initiative has been emphasizing to the community the importance of adhering to clean recycling protocols (avoiding the contamination of the recycling stream by rinsing recyclables, keeping them free from food waste and always placing non-recyclable items in trash carts only). Significant recent efforts have included monthly social media posts in coordination with the Office of the Mayor, mailing over 15,000 letters to all addresses that receive City sanitation services, and applying new informative graphic stickers that outline updated recycling collection and procedure information to the lid of each residential recycling cart. Sanitation staff will use the new Routeware software system's data to identify areas of the community that have higher levels of recycling contamination and target those for educational outreach. Efforts to continue stressing the importance of clean recycling will continue in 2021.

2021 Activity Descriptions and Goals

Solid Waste Collection

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

Goals:

- Research best practices for municipal waste collection initiatives by attending, either in person or virtually, at least 1 professional development conference in 2021.
- Utilize Routeware management software system data to provide targeted solid waste and recycling operational planning by the end of Q1.
- Participate in at least 2 neighborhood clean-up events sponsored by the Housing and Neighborhood Development Department by October 31.
- Continue to participate in the Renewable Energy System Task Force to explore opportunities on diverting waste stream products for conversion into compressed natural gas.

City of Bloomington Solid Waste Collection Totals (tons)			
2017	2018	2019	YTD 2020
5,683.14	6,771.20	7,194.86	4,545.98

City of Bloomington Number of Appliances & Large Items Collected ***(No Data Available for 2017)			
Type	2018	2019	YTD 2020
Appliances	307	309	286
Large Items	2,020	3,786	2,773

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	746,098	742,132	9.60	26,756 residences within the City (including residential structures containing 1-4 units).
200 - Supplies	59,410	68,820		
300 - Other Services	377,930	448,792		
400 - Capital Outlays	0	0		
Total	1,183,438	1,259,744		

Funding: General, Other

Recycling Collection

Activity Description: Provide weekly curbside collection of recyclable materials.

Goals:

- Achieve a minimum of 40% recycling diversion rate by end of Q4 to exceed the Environmental Protection Agency's recorded national diversion rate (currently set at 35%).
- Continue efforts to promote the clean recycling education initiative through quarterly social media posts by the end of Q4.
- Improve customer outreach and feedback by attending a minimum of 3 local homeowner and/or neighborhood association meetings by the end of Q4.

City of Bloomington Recycling Collection Totals (tons)			
2017	2018	2019	YTD 2020
2,938.77	3,414.68	3,154.71	2,213.49

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	728,333	689,565	8.92	26,756 residences within the City (including residential structures containing 1-4 units).
200 - Supplies	59,410	68,820		
300 - Other Services	377,930	349,061		
400 - Capital Outlays	0	0		
Total	1,165,673	1,107,445		

Funding: General, Other

Yard Waste Collection

Activity Description: Provide bi-weekly curbside collection of yard waste. This collection keeps yard waste from entering the landfill and promotes sustainable and eco-friendly disposal practices in the community. Beginning in 2019, a new option for yard waste disposal was made available for residents, as surplus 64-gallon carts were retrofitted exclusively for yard waste collection and made available for sale on a voluntary basis. These yard waste carts allow residents another cost-effective and convenient option for their yard waste disposal. A total of 429 carts have been sold overall since the option was first offered in 2019, with 72 sold to date in 2020.

Goals:

- Complete yard waste service between April-December, with an expected 50 tons or more of collected materials by end of Q4.
- Sell 100 additional yard waste carts to residents by the end of Q4.

City of Bloomington Yard Waste Collection Totals (tons)			
2017	2018	2019	YTD 2020
95	83	65	39

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	159,878	191,718	2.48	26,756 residences within the City (including residential structures containing 1-4 units).
200 - Supplies	22,279	25,807		
300 - Other Services	141,724	149,597		
400 - Capital Outlays	0	0		
Total	323,881	367,122		

Funding: General, Other

Municipal Collection

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

Goals:

- Collect 6 trash containers from the Pavilion and Maintenance Center at the new Switchyard Park two days a week.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	142,114	200,994	2.60	The City's population of 85,071 people.
200 - Supplies	7,426	8,602		
300 - Other Services	47,241	49,866		
400 - Capital Outlays	0	0		
Total	196,781	259,462		

Funding: General, Other

2021 Budget Request Highlights

The Sanitation Division's general fund budget request is \$2,993,773. This is an increase of \$124,001, or 4%.

Category 1 – Personnel request is \$1,824,408, an increase of \$47,986 or 3%.

Category 2 – Supplies request is \$172,049. This is an increase of \$23,524, or 16%. Significant changes include the following budget lines:

- **Line 224 - Fuel & Oil:** Increase of \$23,524, per fuel contract with the Fleet Division.

Category 3 – Other Services & Charges request is \$997,316. This is an increase of \$52,491 or 6%. Significant changes include the following budget lines:

- **Line 362 - Motor Repairs:** Increase of \$51,491 due to set rate, which is the Fleet Division's five year trend analysis that is used for determining vehicle repair costs.
- **Line 399 - Other Services & Charges:** Increase of \$1,000 due to agreement with South Central Community Action Program for sanitation services assistance program to qualifying residents.

Category 4 – Capital Outlays request is \$0, no change from 2020.

Sanitation 2021 Budget Request

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,655,549	1,639,504	1,776,423	1,824,408	47,986	3%
200 - Supplies	125,335	134,227	148,525	172,049	23,524	16%
300 - Other Services	658,269	812,655	944,825	997,316	52,491	6%
400 - Capital Outlays	-	-	-	-	-	0%
Total	2,439,153	2,586,386	2,869,773	2,993,773	124,001	4%

Conclusion

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

Thank you for your consideration of the Sanitation Division's 2021 budget request. We are available to answer any questions.

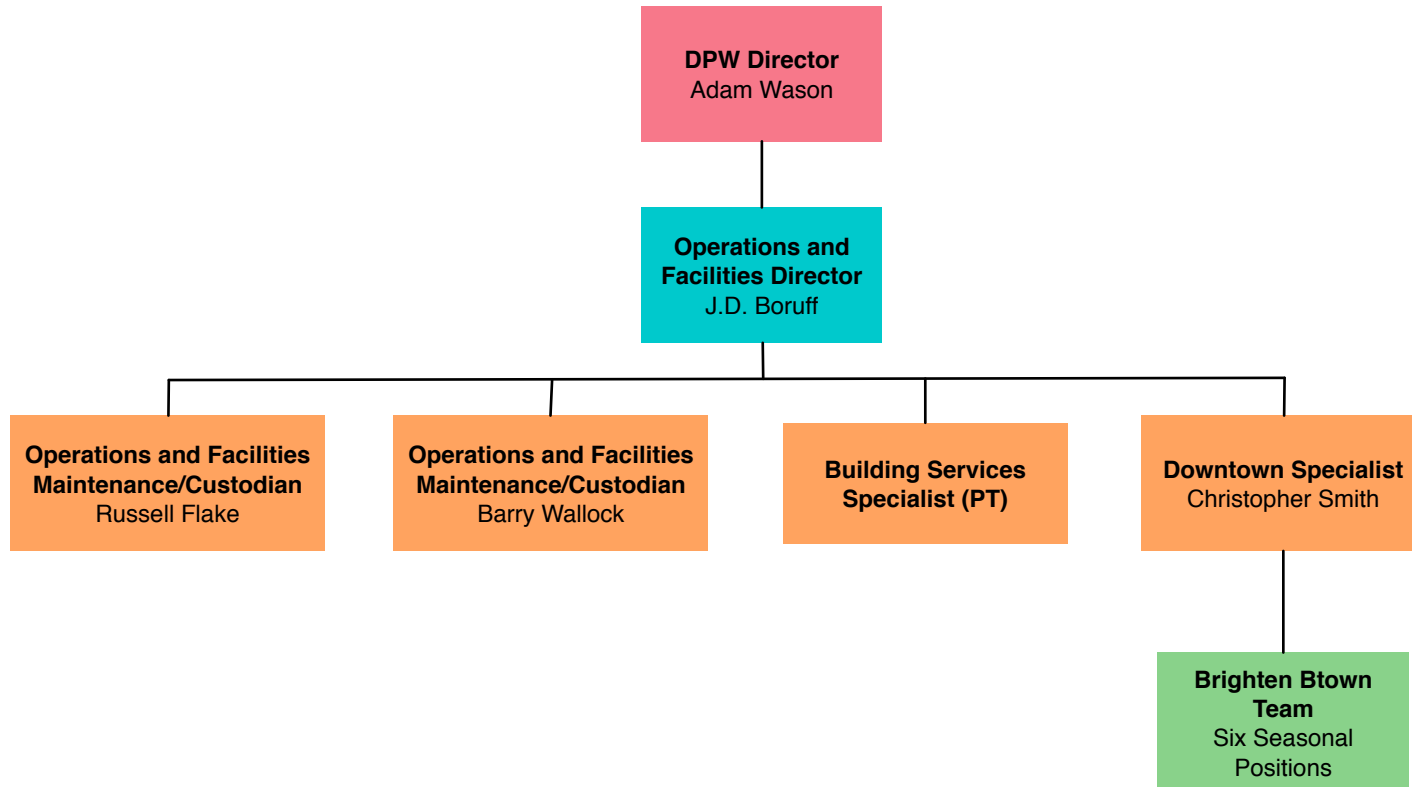
CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 730 - Solid Waste (S6401)								
<u>Expenditures</u>								
Department: 16 - Sanitation								
Personnel Services								
	51110	Salaries and Wages - Regular	979,371	990,019	1,071,434	1,107,884	36,449	3.40%
	51120	Salaries and Wages - Temporary	33,785	4,142	30,000	30,000	-	0.00%
	51130	Salaries and Wages- Overtime	60,814	63,808	70,011	70,011	-	0.00%
	51210	FICA	77,023	75,771	89,616	92,404	2,788	3.11%
	51220	PERF	147,707	148,914	158,512	167,260	8,748	5.52%
	51230	Health and Life Insurance	356,850	356,850	356,850	356,850	-	0.00%
Total: Personnel Services			1,655,549	1,639,504	1,776,423	1,824,408	47,986	2.70%
Supplies								
	52110	Office Supplies	154	272	400	400	-	0.00%
	52210	Institutional Supplies	-	203	540	540	-	0.00%
	52230	Garage and Motor Supplies	229	100	350	350	-	0.00%
	52240	Fuel and Oil	116,544	118,390	115,825	139,349	23,524	20.31%
	52310	Building Materials and Supplies	184	1,371	2,500	2,500	-	0.00%
	52420	Other Supplies	7,901	13,027	21,850	21,850	-	0.00%
	52430	Uniforms and Tools	323	863	7,060	7,060	-	0.00%
Total: Supplies			125,335	134,227	148,525	172,049	23,524	15.84%
Other Services and Charges								
	53130	Medical	588	355	1,000	1,000	-	0.00%
	53140	Exterminator Services	475	370	2,000	2,000	-	0.00%
	53150	Communications Contract	-	12,518	8,150	13,150	5,000	61.35%
	53160	Instruction	280	350	500	500	-	0.00%
	53210	Telephone	3,744	6,040	17,600	17,600	-	0.00%
	53220	Postage	-	607	3,100	3,100	-	0.00%
	53230	Travel	162	181	300	300	-	0.00%
	53240	Freight / Other	44	271	3,000	3,000	-	0.00%
	53310	Printing	1,659	12,576	17,000	17,000	-	0.00%
	53410	Liability / Casualty Premiums	24,526	24,674	26,456	26,456	-	0.00%
	53420	Worker's Comp & Risk	49,651	49,952	49,651	49,651	-	0.00%
	53510	Electrical Services	2,576	2,170	5,000	5,000	-	0.00%
	53530	Water and Sewer	1,417	1,796	1,500	1,500	-	0.00%
	53540	Natural Gas	1,564	1,848	2,500	2,500	-	0.00%
	53610	Building Repairs	3,885	6,919	7,000	7,000	-	0.00%
	53620	Motor Repairs	260,170	260,170	299,196	350,687	51,491	17.21%
	53640	Hardware and Software Maintenance	-	10,000	10,000	5,000	(5,000)	-50.00%
	53650	Other Repairs	6,285	8,391	10,500	10,500	-	0.00%
	53910	Dues and Subscriptions	150	150	200	200	-	0.00%
	53920	Laundry and Other Sanitation Services	2,020	2,097	4,950	4,950	-	0.00%
	53950	Landfill	283,842	401,933	455,972	455,972	-	0.00%
	53990	Other Services and Charges	15,231	9,286	19,250	20,250	1,000	5.19%
Total: Other Services and Charges			658,269	812,655	944,825	997,316	52,491	5.56%
Expenditures Grand Total:			\$ 2,439,153	\$ 2,586,386	\$ 2,869,773	\$ 2,993,773	\$ 124,001	4.32%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 16 - Sanitation								
Other Services and Charges								
	539010	Inter-Fund Transfers	919,786	985,625	1,491,029	1,619,146	128,117	8.59%
Total: Other Services and Charges			919,786	985,625	1,491,029	1,619,146	128,117	8.59%
Expenditures Grand Total:			\$ 919,786	\$ 985,625	\$ 1,491,029	\$ 1,619,146	\$ 128,117	8.59%

DEPARTMENT OF PUBLIC WORKS: FACILITIES MANAGEMENT





**Public Works:
Facilities
Maintenance**

2021 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council
From: J.D. Boruff, Director of Facilities Maintenance
Adam Wason, Director of Public Works
Date: August 14, 2020

Why We Exist

Facilities Maintenance is a division of the Department of Public Works. Its mission is to sustain the quality and functionality of the City of Bloomington's buildings and structures. This is achieved by identifying and implementing potential improvements that both reduce costs and increase efficiency, as well as by detecting problems early so that various corrective actions may be properly planned and budgeted.

Background

The Facilities Maintenance team has 4 full-time employees. It serves an approximate population of 85,000 people and is responsible for maintaining 16 City of Bloomington buildings (outside of those owned by the Parks & Recreation and Utilities Departments), 2 parking garages and 4 surface parking lots, as well as upkeep and maintenance of 5 facilities owned by the Redevelopment Commission. These buildings range in age from modern to 108 years old, and include diverse facilities such as fire stations, the sanitation garage and the animal shelter. The total square footage of building space maintained is approximately 749,200 square feet and is the workspace for over 550 City of Bloomington employees.

Impact of COVID-19

The COVID-19 pandemic required Facilities Maintenance staff to not only physically modify City facilities on a very short notice, but also to take the lead in obtaining and distributing cleaning and sanitation supplies to other City Departments. The Facilities Division also became the primary point for ordering and stocking all essential COVID-19 supplies for City personnel, such as masks, gloves, disinfectant cleaners, and hand sanitizer dispensers. Facilities Maintenance installed measures, such as sneeze shields and social distance guidance floor markings, that allowed departments to continue conducting important public business with residents in the atrium of City Hall, as well as at other City facilities.

Sustainability/Climate Action

In the past several years a number of energy efficiency projects have been completed for City facilities, including Light Emitting Diode (LED) light retrofits and water conservation plumbing fixture upgrades at fire stations and the Fleet Division garage. Replacing older, inefficient equipment is an investment that will pay dividends in the future. We will continue to upgrade to more energy efficient lighting and HVAC equipment, plus water-reducing plumbing fixtures, as they are identified.

Budget Highlights

Facilities Maintenance plans to maintain critical operations and perform important initiatives to recover forward in 2021. Staff will continue to assist with the Brighten B-town initiative, a program administered by the Facilities Maintenance Division. This program is a methodical and geographically targeted delivery of upkeep and maintenance services designed for greater efficiency and more visible results. Additionally, an inventory of all buildings maintained by Facilities Maintenance has been completed. This inventory has allowed the creation of an Overall Condition Index (OCI) for buildings, which lists the condition of existing facilities and their various systems (such as Heating, Ventilation and Air Conditioning (HVAC), electrical components, and plumbing), as well as the condition of structural elements (such as masonry walls and roofs). Field work by Facilities Maintenance staff, as well as engineering analysis by consultants, was utilized to complete this inventory. This data is being used to develop a tentative 5-year maintenance plan.

An ongoing focus of the Facilities Maintenance Division is improving the condition of the City's fire stations. Due to age and use, these buildings, in which firefighters live and work 24/7, will need further building envelope and mechanical repairs, as well as general cosmetic upgrades.

Major upgrades to HVAC systems in 2020, especially a new cooling tower and water-sourced heat pumps that were installed at City Hall, will help alleviate future expensive component failures and lead to increased energy efficiency. The lowered energy usage not only reduces costs, but also environmental impacts, such as the City's carbon footprint. These HVAC investments have thus enabled a reduction in overall maintenance expenditures, energy use, and major capital replacement costs projected for 2021.

2021 Activity Descriptions and Goals

Facilities Maintenance Operations

Activity Description: Responsible for day-to-day operations, including maintaining a clean, safe and attractive workplace for staff by providing maintenance repairs and custodial services, sustaining operations, and addressing emergencies on a 24-hour basis.

Goals:

- Complete engineering specifications and cost estimates for implementing digital control systems at all Public Works facilities by July 31.

- Connect all City Hall HVAC components to the digital control system by December 31.
- Install safety bollards in the City Hall parking lot entrances by July 31.
- Conduct an engineering study by September 30 for a perimeter drainage system at BPD Headquarters to prevent water infiltration and preserve structural integrity of the foundation walls.
- Complete concrete repairs to parking lot and install new concrete steps at Fire Station #2 by September 30.
- Install new drainage on the southside of Fire Station #5 by December 31.
- Install bollards in the entrances to City Hall parking lots for security of Farmers' Market visitors by April 30.
- Improve work order and asset management skills by sending 1 staff member to attend (either in person or virtually) the 2021 national Lucity conference.
- Improve safety and regulatory compliance by sending 2 staff members to attend (either in person or virtually) the Occupational Safety and Health Administration's 10-hour training course, and 1 staff member to the 30-hour training course, in 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	282,505	302,170	12.06	The City's population of 85,071 and visitors to City Hall.
200 - Supplies	50,937	47,517		
300 - Other Services	502,194	554,183		
400 - Capital Outlays	350,000	124,000		
Total	1,185,636	1,027,871		

Funding: General

Graffiti Removal

Activity Description: Remove graffiti from 16 City of Bloomington-owned buildings (totaling over 660,000 square feet), plus 3 City of Bloomington Redevelopment Commission-owned buildings (totaling over 27,000 square feet) within the Certified Technology Park.

Goals:

- Resolve all graffiti uReports for buildings within 3 business days in 2021.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	5,811	2,607	0.10	These City facilities serve a population of 85,071 people
200 - Supplies	1,040	970		
300 - Other Services	0	0		
400 - Capital Outlays	0	0		
Total	6,851	3,576		

Funding: General

2021 Budget Request Highlights:

The Facilities Maintenance Division's total general fund budget request is \$1,031,447. This is a decrease of \$161,040, or -14%.

Category 1 – Personnel request is \$304,777. This is an increase of \$16,461, or 6%.

Category 2 – Supplies request is \$48,487. This is a decrease of \$3,490, or -7%.

Category 3 – Other Services & Charges request is \$554,183. This is an increase of \$51,989, or 10.4%. Significant changes include:

- **Line 317 - Mgt. Fee, Consultants & Workshops:** Request for an increase of \$5,000 for engineering required for projects related to structural needs identified in the Public Works Facility Condition Index Study.
- **Line 361 - Building Repairs:** The 2020 YTD spending in this line shows an increasing trend in expenses. The \$39,700 increase in the request is based on this trend.

Category 4 – Capital Outlays request is \$124,000. This is a decrease of \$226,000, or -65%. This decrease is due to the completion of the cooling tower replacement and masonry repairs to the south end of City Hall.

- **Line 451 - Other Capital Outlays:** Request is for \$124,000; \$75,000 for replacement of aging HVAC equipment at City Hall (Boiler, Chiller, and air make-up unit); \$25,000 is for engineering and design work for connecting HVAC systems at all feasible Public Works facilities together with a digital control system; and \$24,000 is for installing safety bollards in the City Hall parking lot entrances.

Facilities Maintenance 2021 Budget Request

Budget Allocation	2018 Actual	2019 Actual	2020 Budget \$	2021 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	210,483	300,597	288,316	304,777	16,461	6%
200 - Supplies	40,472	43,465	51,977	48,487	(3,490)	-7%
300 - Other Services	470,171	707,544	502,194	554,183	51,989	10%
400 - Capital Outlays	216,284	371,553	350,000	124,000	(226,000)	-65%
Total	937,411	1,423,159	1,192,487	1,031,447	(161,040)	-14%

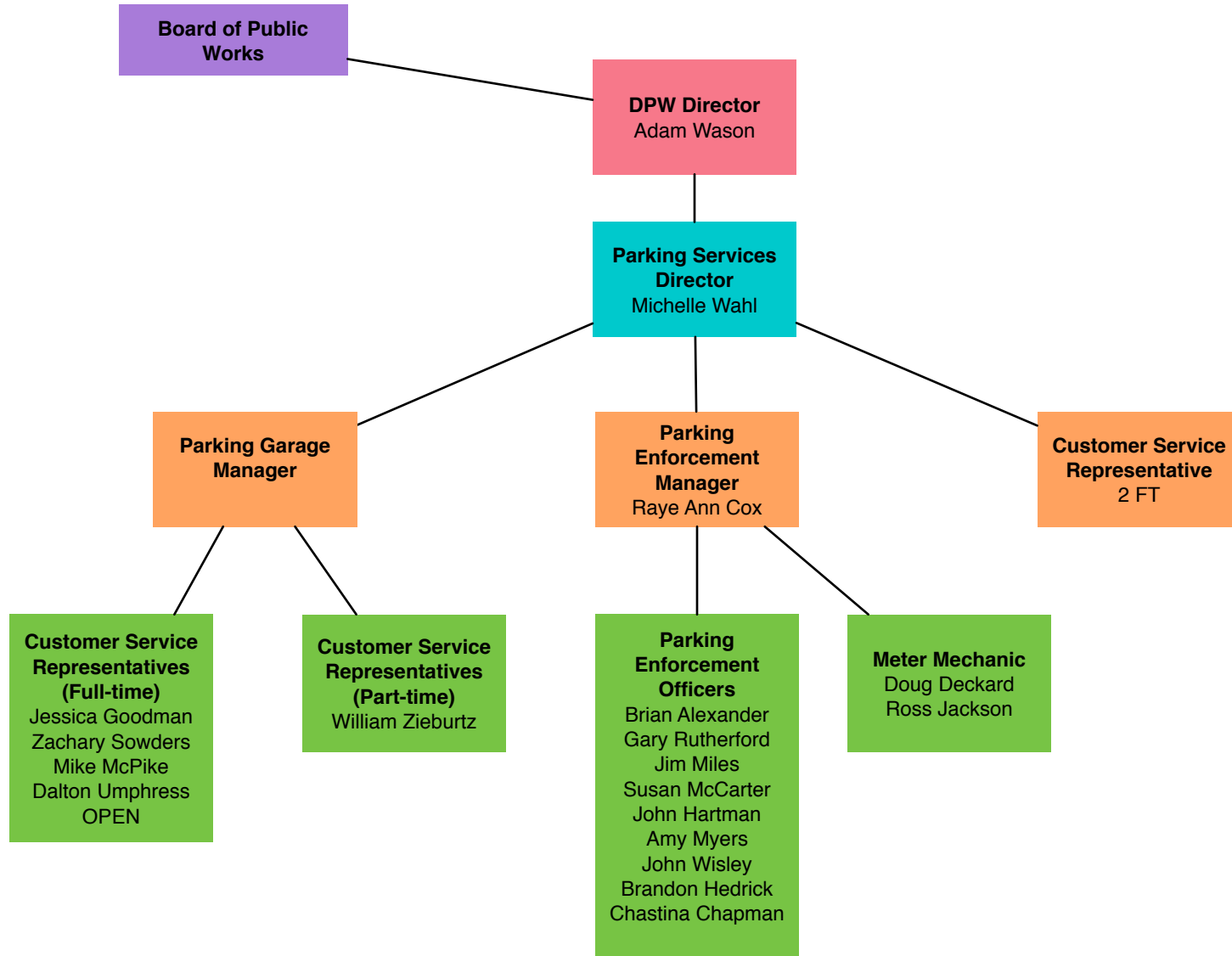
Conclusion

As a division of the Department of Public Works, Facilities Maintenance will continue to provide quality service, maintenance, and repairs for the City of Bloomington's buildings and structures.

Thank you for your consideration of the Facilities Maintenance Division's 2021 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
Expenditures								
Department: 19 - Facilities Maintenance								
Personnel Services								
	51110	Salaries and Wages - Regular	125,794	160,697	170,292	178,027	7,735	4.54%
	51120	Salaries and Wages - Temporary	18,818	49,287	20,280	20,280	-	0.00%
	51130	Salaries and Wages- Overtime	1,345	2,064	7,406	7,323	(83)	-1.12%
	51210	FICA	10,787	15,780	15,145	15,731	585	3.87%
	51220	PERF	18,054	22,810	25,233	26,320	1,087	4.31%
	51230	Health and Life Insurance	35,685	49,960	49,960	57,096	7,136	14.28%
Total: Personnel Services			210,483	300,597	288,316	304,777	16,461	5.71%
Supplies								
	52210	Institutional Supplies	10,052	736	2,000	4,500	2,500	125.00%
	52240	Fuel and Oil	1,914	3,235	3,477	2,487	(990)	-28.47%
	52310	Building Materials and Supplies	19,291	26,627	33,000	25,000	(8,000)	-24.24%
	52340	Other Repairs and Maintenance	2,546	5,528	7,500	4,500	(3,000)	-40.00%
	52420	Other Supplies	2,495	3,273	3,000	9,000	6,000	200.00%
	52430	Uniforms and Tools	4,176	4,066	3,000	3,000	-	0.00%
Total: Supplies			40,472	43,465	51,977	48,487	(3,490)	-6.71%
Other Services and Charges								
	53140	Exterminator Services	-	150	1,000	1,000	-	0.00%
	53160	Instruction	-	-	5,000	5,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	22,500	5,000	10,000	5,000	100.00%
	53210	Telephone	2,149	2,048	3,240	3,240	-	0.00%
	53230	Travel	-	-	1,000	1,000	-	0.00%
	53510	Electrical Services	86,442	84,159	95,000	95,000	-	0.00%
	53530	Water and Sewer	10,810	17,847	11,500	11,500	-	0.00%
	53610	Building Repairs	279,062	353,358	350,000	389,700	39,700	11.34%
	53620	Motor Repairs	3,438	3,438	3,954	6,243	2,289	57.89%
	53630	Machinery and Equipment Repairs	8,792	-	10,000	10,000	-	0.00%
	53650	Other Repairs	70,985	210,111	-	-	-	N/A
	53730	Machinery and Equipment Rental	-	-	1,500	1,500	-	0.00%
	53830	Bank Charges	6	-	-	-	-	N/A
	53990	Other Services and Charges	8,488	13,933	15,000	20,000	5,000	33.33%
Total: Other Services and Charges			470,171	707,544	502,194	554,183	51,989	10.35%
Capital Outlays								
	54440	Motor Equipment	63,000	-	-	-	-	N/A
	54450	Equipment	-	32,000	-	-	-	N/A
	54510	Other Capital Outlays	153,284	339,553	350,000	124,000	(226,000)	-64.57%
Total: Capital Outlays			216,284	371,553	350,000	124,000	(226,000)	-64.57%
Expenditures Grand Total:			\$ 937,411	\$ 1,423,159	\$ 1,192,487	\$ 1,031,447	\$ (161,040)	-13.50%

DEPARTMENT OF PUBLIC WORKS:
PARKING SERVICES



Public Works: Parking Services

2021 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council
From: Michelle Wahl, Parking Services Director
Adam Wason, Director of Public Works
Date: August 14, 2020

Why We Exist

Starting in January 2021 the Parking Facilities Division will become the Parking Services Division under the Department of Public Works. The new Parking Services Division will consist of all parking enforcement activities, including meter enforcement, special events, ticketing and overseeing the parking customer service agents, and will continue to manage and maintain the City garages. Currently, the Parking Facilities Division operates 2 structured parking facilities and 4 surface lots, with 2 new structured parking facilities scheduled to open next year. The 2 parking garages that are currently operating provide monthly and transient parking services to an average of 1,000 monthly and 12,000 transient parkers per month. The new 350-space Trades District garage is under construction and planned to be completed in March 2021. The new 500-space 4th Street garage is under construction and planned to be completed in August 2021.

Background

Parking Services will have 22 full-time employees in 2021 and serves 1,000 garage access card holders and approximately 144,000 transient parkers annually, serving a general total population of 85,000, as well as 2,000,000 annual visitors who are attending Indiana University, special events or traveling to the community.

In April 2019, a new Parking Services Director was hired as recommended by the City's Parking Commission; this position was recommended in the June 2018 Desman Downtown Parking Study as well. In order for the public parking system to transition from where it is today to a more modern and well-run system that satisfies the needs of various parking user groups, both now and in the future, there must be a City employee whose main focus is parking and related parking demand management strategies.

Desman revealed in the 2018 Parking Study and confirmed by the Parking Director the organizational structure in Bloomington creates multiple points of contact inside the City government for parking-related questions or concerns. At present, the management and operation of Bloomington's parking system is distributed across at least seven departments within the municipal government. Furthermore, this current structure requires significant coordination among multiple City departments with different budgets, agendas, and stakeholders, before most decisions can be made, reducing the ability for quick and effective responses to parking issues that may arise.

Desman also discovered, the current division of labor is based on the idea that different departments within the City are responsible for tasks which are similar to the tasks necessary to operate public parking. Instead of housing all of the management and operations functions in a centralized Parking Department or Parking Authority, many different departments each take responsibility for a small piece of the parking operation, with no central oversight, aside from the Mayor's Office and the recently-created Parking Commission.

Desman parking consultant provided the City of Bloomington with a Recommendation Plan. Phase I plan recommended to involve selecting existing staff members (transferring current employees) or hiring an outside person to be in charge of all aspects of the parking operation, at the same time consolidate all parking-related functions into a Parking Department. Based on Desman recommendation it's time to transition all parking enforcement activities and the controller office customer service representatives into the new Parking Services Department. This consolidation effort will work towards streamlining the operation and bringing it to its full potential.

As reflected in the City of Bloomington's 2019 Community Survey's question *"Please rate the following characteristics as they relate to the City of Bloomington as a whole,"* a total of 72% of respondents believed the cost of parking was fair or better. Additionally, 64% of respondents indicated the ease of parking in the city was fair or better.

In 2020, the Parking Facilities Division invested in capital maintenance projects totaling approximately \$600,000 for the following items:

- Repair work to the structure of the Walnut Street garage
- Repair of the Walnut Street garage south stairwell

Impact of COVID-19

The COVID-19 pandemic had both a sudden and very significant effect on monthly and transient revenues for the parking garages. These included some of the following impacts:

- Monthly revenues for the months of March, April, May, June, and July 2020 are down \$200,000 vs. the same months last year.
- Transient revenues for the months of March, April, May, June, and July 2020 are down \$67,000 vs. the same months last year.
- To date, the number of 24/7 monthly parkers is down by 15% compared to the previous year. However, staff does not have sufficient data at this time to determine if this will be

a continuing trend, or if Indiana University students are late in signing up for parking passes.

- The largest reduction in monthly revenues is from 12-hour passes; the number of 12-hour passes is down by 31% compared to the same period last year.
- Parking facilities re-opened on August 1st. At this time, we do not have enough data to provide information on transient garage use. However, we are expecting a reduction of use in the garages as a result of COVID-19 and the related health and safety restrictions in place for downtown businesses, restaurants, and bars.

Sustainability/Climate Action

Staff began a series of sustainable initiatives in 2020 and will continue these efforts in 2021.

These include:

- All cleaning supplies are sustainable and biodegradable.
- New trash cans will be placed throughout the garages with sections labeled “recycle” and “landfill,” which will mirror the trash cans that the City’s Sanitation Division currently uses on the street.
- Additional electric vehicle charging stations will be placed at the Morton and Walnut Street garages as demand increases.
- The City is applying for Parksmart certification for the Trades District and 4th Street garages with the goal of “silver certification.” These two garages will be the first garages in the state with Parksmart certification.
- The 4th Street and Trades District garages have both been designed with pickup and drop-off zones in the garages to promote carpool use.
- City parking options can help spur future developments in the community so that private parking facilities (and their related expenses) are not needed, while at the same time allow for the community’s parking facilities to be managed in an efficient and sustainable manner.

Budget Highlights

The Parking Facilities staff will rise to meet challenges in 2021, while maintaining important services and modern infrastructure for the community. The Division also will undertake several initiatives next year to help the community recover forward, such as completing fully operational Trades District and 4th Street garages, achieving Parksmart certification for both garages through compliance with guidelines that reduce environmental impacts and increase energy efficiency, and implementing the improvement recommendations proposed by the Desman Parking Consultants during their recent study. Project-specific items include wayfinding signage at the Walnut Street garage to better direct customers throughout the facility; elevator cab upgrades at the Walnut Street garage; finalization of the recommended repairs at the Morton Street garage; and continuing repairs at the Walnut Street garage from levels 1-6, including structural repair; as well as replacing the deck membrane on level two to assure the facility’s longevity.

As stated previously, the Parking Services Director was hired in April 2019 and it is now time to move forward with building a new Parking Department. Currently, various departments within the City are responsible for overseeing the operation, management, and maintenance of public parking in Bloomington. As of January 2021, all parking enforcement activities, including all City-managed garages, meter enforcement, parking enforcement, special events and customer service agents, will be transferred to a new division of Public Works called Parking Services.

The Desman Downtown Parking Study also shared, “Having one person as the head of the parking operation, as well as all or nearly all of the City’s parking-related functions housed under a new Parking Department is needed as this consolidation should lead to increased operational efficiency, better internal communication, and an improved level of customer service.”

2021 Activity Descriptions and Goals

Parking Facilities (Revenues)

Activity Description: Provide structured parking services for visitors and local businesses. Two structured garages currently are in service (the Morton Street and Walnut Street garages), with two additional facilities under construction and expected to be completed in 2021 (Trades District and 4th Street garages). There will be a total of approximately 1,700 parking spaces in the City’s parking garage inventory once the Trades District and 4th Street garages are completed. The division currently operates two garage facilities and a temporary surface parking lot (which will be retired in 2021 once the new garages are opened), with a total space count of 992 spaces.

City of Bloomington Parking Inventory			
Facility	2019	2020	2021
4th Street Garage	-	-	500*
Morton Street Garage	521	521	521
Walnut Street Garage	346	346	346
Trades District Garage	-	-	350*
City Surface Lots (Lot 1,3,5,6 & Showers Lot)	288*	292	292

**Estimation due to lot configuration changes.*

Goals:

- Operate garages at 85% occupancy during peak business hours (generally between 10:00 a.m. and 2:00 p.m. on weekdays).

- Provide the Parking Commission with an annual report that tracks both customer complaints and compliments by December 31.

Parking Facilities (Expenses/Supplies/Purchase of Equipment)

Activity Description: Maintain and improve the City's two structured parking facilities that are currently in operation for visitors and local businesses.

Goals:

- Install wayfinding signage in the Walnut Street garage by July 31.*
- Complete cab upgrades to the interior of the Walnut Street garage elevators by July 31.*
- Finalize repairs of the Walnut Street garage structure by July 31.*
- Finalize repairs of the Morton Street garage by July 31.*
- Keep all garage structures and equipment open and operating appropriately 97% of the scheduled time.
- Present the Parking Commission with an operational efficiency report by December 31.
- Complete the Trades District garage by March 31 to enhance the downtown experience with retail space, public restrooms, bike storage, electric vehicle parking and a renewable energy concept.
- Complete the 4th Street garage by August 1 to enhance the downtown experience with retail space, public restrooms, bike storage, electric vehicle parking and a renewable energy concept.

(* 2020 Goals not complete due to the impacts of the unprecedented COVID-19 pandemic, so the division plans to utilize these again as goals for 2021).

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	421,711	805,324	13.00	This activity serves a population of 85,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	135,428	230,000		
300 - Other Services	1,830,595	1,594,941		
400 - Capital Outlays	10,000	0		
Total	2,397,734	2,630,265		

Funding: Other

Parking Enforcement

Activity Description: Provide for orderly management of street parking, including towing abandoned and illegally parked vehicles, and traffic direction in the downtown area and neighborhoods. Provide a visible security presence in those same areas acting as observers for law enforcement, as well as providing safe crossings at elementary schools.

Goals:

- Monitor meter failure rate to be less than 5% monthly.
- Monitor safety measures, signage, and provide training to all enforcement officers and meter mechanics.
- Update Parking Services website and increase social media postings by 10% through Facebook.

Budget Allocation	2020 Budget \$	2021 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	1,000,196	1,022,714	22.00	This activity serves an approximate regional population of 85,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	105,179	457,861		
300 - Other Services	1,503,332	1,246,759		
400 - Capital Outlays	147,230	127,230		
Total	2,755,937	2,854,564		

Funding: Other

2021 Budget Request Highlights

The Parking Services Division's general fund (452) budget request is \$2,630,265. This is an increase of \$232,531 or 9.7%. Significant changes include:

Category 1 – Personnel request is \$805,324. This is an increase of \$383,613 or 91%, due to incorporating parking meter/enforcement personnel.

Category 2 – Supplies request is \$230,000. This is an increase of \$94,572, or 70%.

Significant changes include the following budget lines:

- **Line 211 - Office Supplies:** Increase of \$18,500, to include an increase of cost due to the opening of the 4th Street garage office (\$15,000), the Trades District garage office (\$2,000), and general office supplies for staff (\$1,500).
- **Line 234 - Other Repairs:** Increase of \$70,000 to cover wayfinding signage at the Walnut Street garage (a project that was delayed in 2020), plus the installation of wayfinding signage at the Trades District garage and 4th Street garage.

Category 3 – Other Services and Charges request is \$1,594,941. This is a decrease of \$235,654, or -13%. Significant changes include the following budget lines:

- **Line 351 - Electrical Services:** Increase of \$60,000 due to the opening of the 4th Street and Trades District garages and the electrical service needed for these facilities.
- **Line 361 - Building Repairs:** Decrease of \$13,750 due to elevator upgrades completed in 2019 and 2020.
- **Line 364 - Hardware and Software Maintenance:** Decrease of \$46,760 due to the completed installation of parking communication equipment in 2020.

- **Line 365 - Other Repairs:** Decrease of \$250,000 due to COVID-19 income reductions in 2020. This reduction is in garage repair of the Walnut Street garage. We will be continuing repairs at this facility in 2021, though on a limited scale.

Category 4 – Capital Outlays request is \$0. This is a decrease of \$10,000, or -100%. Significant changes include the following budget lines:

- **Line 451 - Other Capital Outlays:** Decrease of \$10,000 for T2 online permits.

The Parking Services Division's Parking Meter fund (454) budget request is \$314,394. This is a decrease of \$16,302, or -3.7%.

Category 1 - Personnel request is \$129,832. This is an increase of \$871, or 0.68%.

Category 2 - Supplies request is \$11,102. This is a decrease of \$433, or -3.8%

Category 3 - Other Charges & Services request is \$173,460. This is a decrease \$6,740, or -2%

Category 4 - Capital Outlays is \$0. This is a decrease of \$10,000, or -100%. Significant changes include the following budget line:

- **Line 451 - Other Capital Outlays:** Decrease of \$10,000 due to one-time purchase to place permits online with the vendor T2.

The Parking Service's Parking Meter fund (455) fund budget request is \$2,540,170. This is an increase of \$114,929 or 4.7%.

Category 1 - Personnel request is \$892,882. This is an increase of \$21,647, or 2.5%.

Category 2 - Supplies request is \$446,759. This is an increase of \$353,115, or 377%. Significant changes include the following budget line:

- **Line 242 - Other Supplies:** Increase of \$350,000 due to requirement of parking meter cell boards being upgraded from 2G to 4G/5G capability.

Category 3 - Other Charges & Services is \$1,073,299. This is a decrease of \$249,833, or -18.9%. Significant changes include the following budget line:

- **Line 396 - Grants:** Decrease of \$250,000 due to moving funds to Community & Family Resources Department.

Category 4 - Capital Outlays is \$127,230. This is a decrease of \$10,000, or - 7.3%. Significant changes include the following budget line:

- **Line 451 - Other Capital Outlays:** Decrease of \$10,000 due to a one-time purchase to place permits online with the vendor T2.

Parking Facilities 2021 Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,093,258	1,223,086	1,421,906	1,828,038	406,132	29%
200 - Supplies	119,069	172,531	240,607	687,861	447,254	186%
300 - Other Services	2,180,088	2,459,001	3,333,927	2,841,700	(492,227)	-15%
400 - Capital Outlays	753,206	130,847	157,230	127,230	(30,000)	-19%
Total	4,145,621	3,985,465	5,153,670	5,484,829	331,159	6%

Revenue

All revenue projections are based upon current parking trends.

Overall, staff is projecting revenue increases in monthly and transient parking for 2021 due to changes in Title 15, annual monthly rate increases and the opening of the Trades District and 4th Street garages.

- **Line 43160 - Monthly:** Staff expects parking revenues to increase for 2021 due to increases in the monthly rate from Title 15 changes.
- **Line 43130 - Transient:** Staff expects transient revenues to increase for 2021 due to changes in the transient rate changes to Title 15.

A breakdown and total amount of projected revenues is as follows:

Monthly Total = \$902,780

Transient Total = \$263,000

Annual Lot Permit = \$68,000

TIF = \$681,552

Total revenues pre-TIF = \$1,233,780

Grand Total Revenues = \$1,915,332

Conclusion

As a division of the Department of Public Works, Parking Services will continue to provide both monthly and transient parking services, as well as operate the City's 2 parking garage structures, while looking forward to incorporating parking meter/enforcement operations and the opening of the Trades District and 4th Street garages in 2021.

Thank you for your consideration of the Parking Services Division's 2021 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 452 - Parking Facilities(S9502)								
<u>Expenditures</u>								
Department: 26 - Parking								
Personnel Services								
	51110	Salaries and Wages - Regular	241,203	262,151	266,448	519,988	253,540	95.16%
	51120	Salaries and Wages - Temporary	-	4,159	-	-	-	N/A
	51130	Salaries and Wages- Overtime	1,225	120	-	-	-	N/A
	51210	FICA	17,692	19,793	20,383	39,779	19,396	95.16%
	51220	PERF	32,081	32,745	34,961	72,372	37,411	107.01%
	51230	Health and Life Insurance	99,918	99,918	99,918	173,184	73,266	73.33%
Total: Personnel Services			392,120	418,885	421,711	805,324	383,613	90.97%
Supplies								
	52110	Office Supplies	766	2,090	3,000	21,500	18,500	616.67%
	52210	Institutional Supplies	2,394	4,179	5,000	4,000	(1,000)	-20.00%
	52240	Fuel and Oil	1,210	343	978	2,000	1,022	104.50%
	52310	Building Materials and Supplies	4,923	57,971	12,500	12,500	-	0.00%
	52340	Other Repairs and Maintenance	15,693	20,018	95,000	165,000	70,000	73.68%
	52420	Other Supplies	4,864	9,953	16,200	19,000	2,800	17.28%
	52430	Uniforms and Tools	2,024	2,103	2,750	6,000	3,250	118.18%
Total: Supplies			31,873	96,655	135,428	230,000	94,572	69.83%
Other Services and Charges								
	53150	Communications Contract	-	-	5,000	5,000	-	0.00%
	53160	Instruction	-	475	-	-	-	N/A
	53170	Mgt. Fee, Consultants, and Workshops	171,166	52,809	-	-	-	N/A
	53210	Telephone	6,355	3,846	5,260	6,220	960	18.25%
	53220	Postage	-	28	500	500	-	0.00%
	53310	Printing	-	-	500	500	-	0.00%
	53410	Liability / Casualty Premiums	8,332	8,103	9,319	9,318	(1)	-0.01%
	53420	Worker's Comp & Risk	16,870	15,937	15,937	15,937	-	0.00%
	53510	Electrical Services	60,287	43,706	60,000	120,000	60,000	100.00%
	53530	Water and Sewer	830	925	1,000	1,750	750	75.00%
	53610	Building Repairs	156,982	182,543	148,450	134,700	(13,750)	-9.26%
	53620	Motor Repairs	933	1,865	2,145	5,781	3,636	169.51%
	53630	Machinery and Equipment Repairs	2,694	5,709	8,300	9,100	800	9.64%
	53640	Hardware and Software Maintenance	3,414	-	172,560	125,800	(46,760)	-27.10%
	53650	Other Repairs	344,526	390,431	407,000	157,000	(250,000)	-61.43%
	53830	Bank Charges	17,215	23,002	37,920	46,631	8,711	22.97%
	53840	Lease Payments	661,986	683,180	681,552	681,552	-	0.00%
	539010	Inter-Fund Transfers	60,312	102,087	113,152	113,152	-	0.00%
	53910	Dues and Subscriptions	-	198	-	-	-	N/A
	53940	Temporary Contractual Employee	5,900	9,025	12,000	12,000	-	0.00%
	53990	Other Services and Charges	-	1	150,000	150,000	-	0.00%
Total: Other Services and Charges			1,517,801	1,523,870	1,830,595	1,594,941	(235,654)	-12.87%
Capital Outlays								
	54420	Purchase of Equipment	310,906	111,477	-	-	-	N/A
	54510	Other Capital Outlays	44,215	-	10,000	-	(10,000)	-100.00%
Total: Capital Outlays			355,121	111,477	10,000	-	(10,000)	-100.00%
Expenditures Grand Total:			\$ 2,296,915	\$ 2,150,889	\$ 2,397,734	\$ 2,630,265	\$ 232,531	9.70%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 454 - Alternative Transport(S6301)								
<u>Expenditures</u>								
Department: 26 - Parking								
Personnel Services								
	51110	Salaries and Wages - Regular	-	80,845	82,407	83,122	715	0.87%
	51210	FICA	-	5,741	6,304	6,359	55	0.87%
	51220	PERF	-	11,480	11,702	11,803	102	0.87%
	51230	Health and Life Insurance	-	28,548	28,548	28,548	-	0.00%
Total: Personnel Services			-	126,614	128,961	129,832	872	0.68%
Supplies								
	52110	Office Supplies	-	121	750	750	-	0.00%
	52240	Fuel and Oil	-	2,996	4,335	3,902	(433)	-9.99%
	52340	Other Repairs and Maintenance	-	3,700	2,500	2,500	-	0.00%
	52420	Other Supplies	-	732	1,550	1,550	-	0.00%
	52430	Uniforms and Tools	-	378	2,400	2,400	-	0.00%
Total: Supplies			-	7,927	11,535	11,102	(433)	-3.75%
Other Services and Charges								
	53210	Telephone	-	1,064	2,400	2,400	-	0.00%
	53310	Printing	-	13,899	12,600	12,600	-	0.00%
	53620	Motor Repairs	-	7,631	8,776	1,511	(7,265)	-82.78%
	53640	Hardware and Software Maintenance	-	278	1,500	1,500	-	0.00%
	53830	Bank Charges	-	4,371	18,000	18,000	-	0.00%
	539010	Inter-Fund Transfers	-	124,214	121,724	121,723	(1)	0.00%
	53910	Dues and Subscriptions	-	198	200	200	-	0.00%
	53990	Other Services and Charges	-	-	15,000	15,526	526	3.51%
Total: Other Services and Charges			-	151,655	180,200	173,460	(6,740)	-3.74%
Capital Outlays								
	54510	Other Capital Outlays	-	-	10,000	-	(10,000)	-100.00%
Total: Capital Outlays			-	-	10,000	-	(10,000)	-100.00%
Expenditures Grand Total:			\$ -	\$ 286,197	\$ 330,696	\$ 314,394	\$ (16,301)	-4.93%

CITY OF BLOOMINGTON

	Account Number	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Adopted Budget	2021 Council	\$ +/-	% +/-
Fund: 455 - Parking Meter Fund(S2141)								
<u>Expenditures</u>								
Department: 26 - Parking								
Personnel Services								
	51110	Salaries and Wages - Regular	392,944	390,339	458,754	468,542	9,788	2.13%
	51120	Salaries and Wages - Temporary	50,123	44,310	144,199	148,359	4,160	2.88%
	51210	FICA	30,984	30,431	46,126	47,193	1,067	2.31%
	51220	PERF	55,798	55,497	65,143	66,533	1,390	2.13%
	51230	Health and Life Insurance	171,288	157,011	157,013	162,254	5,241	3.34%
Total: Personnel Services			701,138	677,586	871,235	892,882	21,647	2.48%
Supplies								
	52110	Office Supplies	447	498	2,750	2,750	-	0.00%
	52240	Fuel and Oil	8,120	11,620	8,154	16,654	8,500	104.24%
	52340	Other Repairs and Maintenance	12,501	41,657	45,840	43,840	(2,000)	-4.36%
	52420	Other Supplies	56,600	8,391	22,000	368,615	346,615	1575.52%
	52430	Uniforms and Tools	9,527	5,782	14,900	14,900	-	0.00%
Total: Supplies			87,196	67,948	93,644	446,759	353,115	377.08%
Other Services and Charges								
	53150	Communications Contract	173,550	164,819	354,728	358,932	4,204	1.19%
	53170	Mgt. Fee, Consultants, and Workshops	37,360	-	-	-	-	N/A
	53210	Telephone	7,016	5,182	17,984	18,524	540	3.00%
	53220	Postage	5,955	4,262	10,000	10,000	-	0.00%
	53230	Travel	-	1,142	1,300	1,300	-	0.00%
	53240	Freight / Other	-	-	41,604	41,604	-	0.00%
	53310	Printing	12,262	14,865	40,900	40,900	-	0.00%
	53410	Liability / Casualty Premiums	8,103	8,103	9,319	9,318	(1)	-0.01%
	53420	Worker's Comp & Risk	15,937	15,937	15,937	15,937	-	0.00%
	53620	Motor Repairs	10,993	10,993	12,642	8,267	(4,375)	-34.61%
	53630	Machinery and Equipment Repairs	-	6,198	800	800	-	0.00%
	53640	Hardware and Software Maintenance	97,098	79,653	154,632	154,632	-	0.00%
	53830	Bank Charges	151,325	144,532	159,000	159,000	-	0.00%
	539010	Inter-Fund Transfers	60,889	230,078	240,986	240,985	(1)	0.00%
	53910	Dues and Subscriptions	-	198	200	200	-	0.00%
	53960	Grants	77,021	92,641	250,000	-	(250,000)	-100.00%
	53990	Other Services and Charges	4,777	4,872	13,100	12,900	(200)	-1.53%
Total: Other Services and Charges			662,287	783,475	1,323,132	1,073,299	(249,833)	-18.88%
Capital Outlays								
	54310	Improvements Other Than Building	-	-	126,000	126,000	-	0.00%
	54440	Motor Equipment	196,875	-	-	-	-	N/A
	54510	Other Capital Outlays	201,211	19,370	11,230	1,230	(10,000)	-89.05%
Total: Capital Outlays			398,085	19,370	137,230	127,230	(10,000)	-7.29%
Expenditures Grand Total:			\$ 1,848,706	\$ 1,548,380	\$ 2,425,241	\$ 2,540,170	\$ 114,929	4.74%