

creating  
our future  
together

**2023** CITY BUDGET  
PROPOSAL  
MAYOR JOHN HAMILTON

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## 2023 Budget Proposals

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# MEMO

<b>TO:</b>	Members of City Council
<b>FROM:</b>	Jeffrey Underwood, Controller
<b>DATE:</b>	August 25, 2022
<b>RE:</b>	2023 City Budget

As we fight through the lingering effects of the pandemic we continue to adjust, persevere and overcome. We have begun to see recovery in our revenues however we still see shortfalls in some funds. What recovery we have seen has been offset by a significant increase in the cost of goods and services due to inflation and shortages of labor and materials. The good news is that we received significant assistance via CARES (Coronavirus Aid, Relief, and Economic Security Act), ARPA (American Rescue Plan Act), and the newly enacted ED-LIT (Economic Development Local Income Tax) Funds, and the use of those funds are reflected in the 2023 budget request. We will continue to monitor economic and fiscal conditions and use caution with the pace of our investments and stay nimble and ready to adjust quickly over the next 18 months.

## **Cash Reserves:**

We ended 2021 with reserves between the City General Fund and the Rainy Day fund of 38.3% of the actual annual expenditures for 2021. To put this in perspective, this would allow us to pay for approximately 4.5 months of the City General Fund expenditures without receiving any other revenues. We are projecting these levels to be 40.1% and 39.0% at the end of 2022 and 2023 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. Property taxes represent 33.6% of the total revenues. The State has estimated this source of revenue will increase by 5.0% for 2023.

**Local Income Tax (LIT)** – These funds are collected and remitted by the State. LIT is composed of three categories, Distributive Shares, Economic Development, and Public Safety. These funds represent 12.1%, 13.5%, & 6.1% respectively of the total revenues.

**City Miscellaneous Revenues** – These are revenues such as fees for services (permits, sanitation, parking fees & permits), fines, interest income, federal & state highway funds (matching funds, excise and gasoline taxes), inter-local agreements (County, Indiana University, and Utilities) and Police & Fire pension reimbursements. Miscellaneous Revenues represents 34.8% of total revenues for the City.

### **Expenditures:**

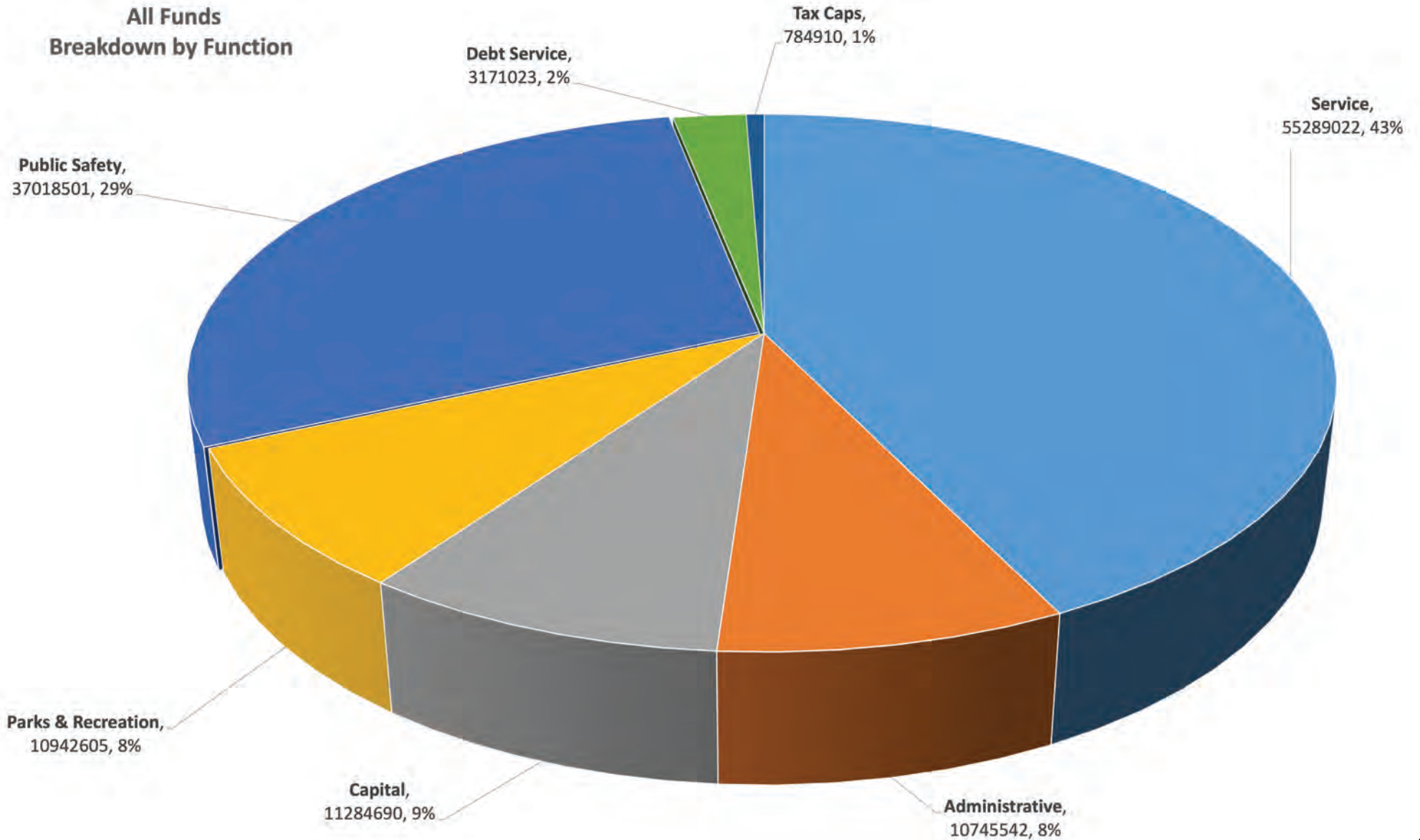
**All Funds:** The overall total budget (not including Utilities or Transit) request is \$129.2M, which is an increase of \$22.2M or 20.7 %. The bulk of this increase is in three funds. ED-LIT-\$16.0M, Food & Beverage-\$4.0M and Affordable Housing-\$2.1M

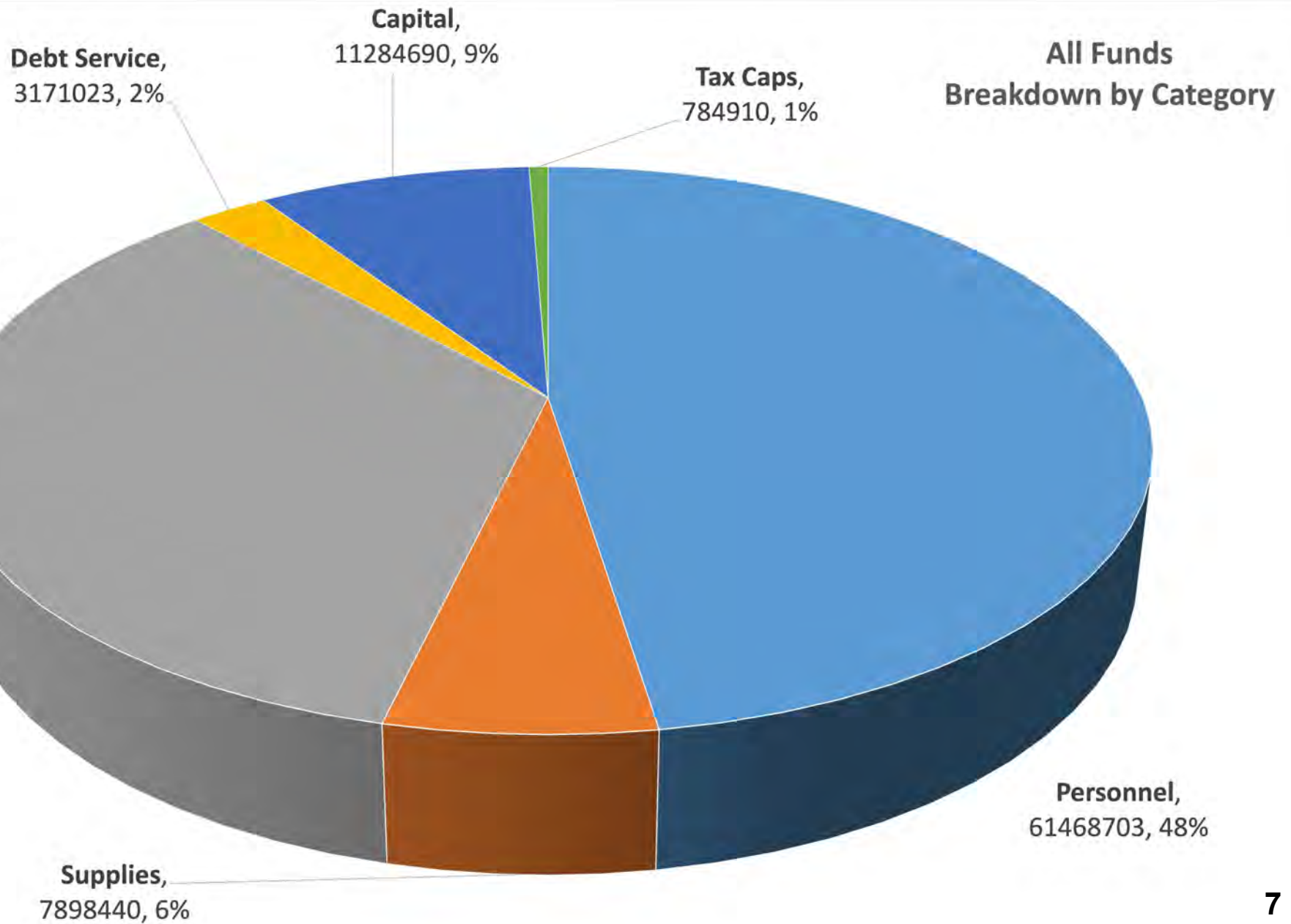
Additional information is included below.

Thank you for your deliberations and consideration of the 2023 budget.

Department	Fund																																				
	General	Public Safety LIT	Food & Beverage	Cares	ARPA	Parks General Fund	Bloomington Investment Incentive	Jack Hopkins Social Services Fund	Police Education	Dispatch Training	Non-Reverting Telecommunications	Non-Reverting Improvement 1 (Westside)	Electronic Map Generation	Enhanced Access	Local Roads & Streets	Motor Vehicle Highway	Parking Facilities	Alternative Transportation	Parking Meter	Motor Vehicle Highway - Restricted	2022 GO Bonds	Bicentennial Bonds	2022 Parks General Obligation Bonds	2016 General Obligation Bonds	2016 Parks General Obligation Bonds	Cumulative Capital Development (Cig Tax)	Cumulative Capital Development	Vehicle Replacement Fund	Solid Waste	Risk Management	Fleet Maintenance	Police Pension	Fire Pension	Affordable Housing	Economic Development LIT	Digital Equity Fund	Total
Controller	145,574	-	4,000,000	250,000	400,000	-	-	-	-	-	-	203,750	-	-	-	-	-	-	-	560,937	734,131	560,937	797,750	517,268	-	-	436,000	-	-	-	-	1,452,526	2,150,985	-	2,184,500	-	14,394,358
Clerk	400,557	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400,557
Mayor	1,084,530	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,084,530
Common Council	703,665	-	-	-	-	-	-	323,000	-	-	-	-	-	-	-	-	-	336,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,362,665
Board of Public Safety	3,416	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,416	
Property Tax Caps	784,910	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	784,910	
Planning & Transportation	1,910,066	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,910,066	
Information Technology Services	3,132,489	-	-	-	-	-	-	-	-	-	415,123	-	-	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	465,000	85,000	4,097,622	
Human Resources	678,698	-	-	-	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,162,495	-	1,991,193	
Legal	1,293,125	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,293,125		
Risk Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	894,106	-	-	-	-	-	894,106		
Community & Family Resources	873,214	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,071,500	-	2,209,714
Engineering	1,656,373	-	-	-	1,783,000	-	-	-	-	-	-	-	-	-	-	-	-	187,700	-	-	-	-	-	-	-	1,087,000	-	-	-	-	-	-	-	-	-	4,714,073	
Fire	13,204,554	1,594,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,441,500	-	16,240,154	
Police	15,292,726	1,422,697	-	-	-	-	-	-	79,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,487,500	-	19,282,023
Police-Dispatch	-	5,014,974	-	-	-	-	-	-	-	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,029,974	
Economic & Sustainable Development	1,240,576	-	-	-	334,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,680,100	-	7,255,176
Housing & Neighborhood Development	1,624,673	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,100,000	1,047,000	4,771,673	
Parks	-	-	-	-	1,071,100	10,942,605	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,013,705
PW-Administration	2,260,449	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,260,449	
PW-Animal Shelter	1,855,277	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,855,277	
PW-Facilities	900,312	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	465,000	-	1,365,312	
PW-Sanitation	1,419,146	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,385,772	-	-	-	-	-	-	4,804,918		
PW-Fleet	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,149,775		
PW-Street	-	-	-	-	1,167,636	-	-	-	-	-	-	-	-	-	1,955,600	2,646,655	-	-	-	1,875,851	-	-	-	-	-	163,626	1,986,764	-	-	-	-	-	-	-	-	9,796,132	
PW-Parking Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,181,097	452,022	2,638,271	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,271,390	
<b>Total</b>	<b>50,464,330</b>	<b>8,031,771</b>	<b>4,000,000</b>	<b>250,000</b>	<b>4,906,236</b>	<b>10,942,605</b>	<b>-</b>	<b>323,000</b>	<b>79,100</b>	<b>15,000</b>	<b>415,123</b>	<b>203,750</b>	<b>-</b>	<b>10</b>	<b>1,955,600</b>	<b>2,646,655</b>	<b>2,181,097</b>	<b>990,722</b>	<b>2,888,271</b>	<b>1,875,851</b>	<b>560,937</b>	<b>734,131</b>	<b>560,937</b>	<b>797,750</b>	<b>517,268</b>	<b>163,626</b>	<b>3,073,764</b>	<b>436,000</b>	<b>3,385,772</b>	<b>894,106</b>	<b>4,149,775</b>	<b>1,452,526</b>	<b>2,150,985</b>	<b>2,100,000</b>	<b>16,004,595</b>	<b>85,000</b>	<b>129,236,293</b>

**All Funds  
Breakdown by Function**





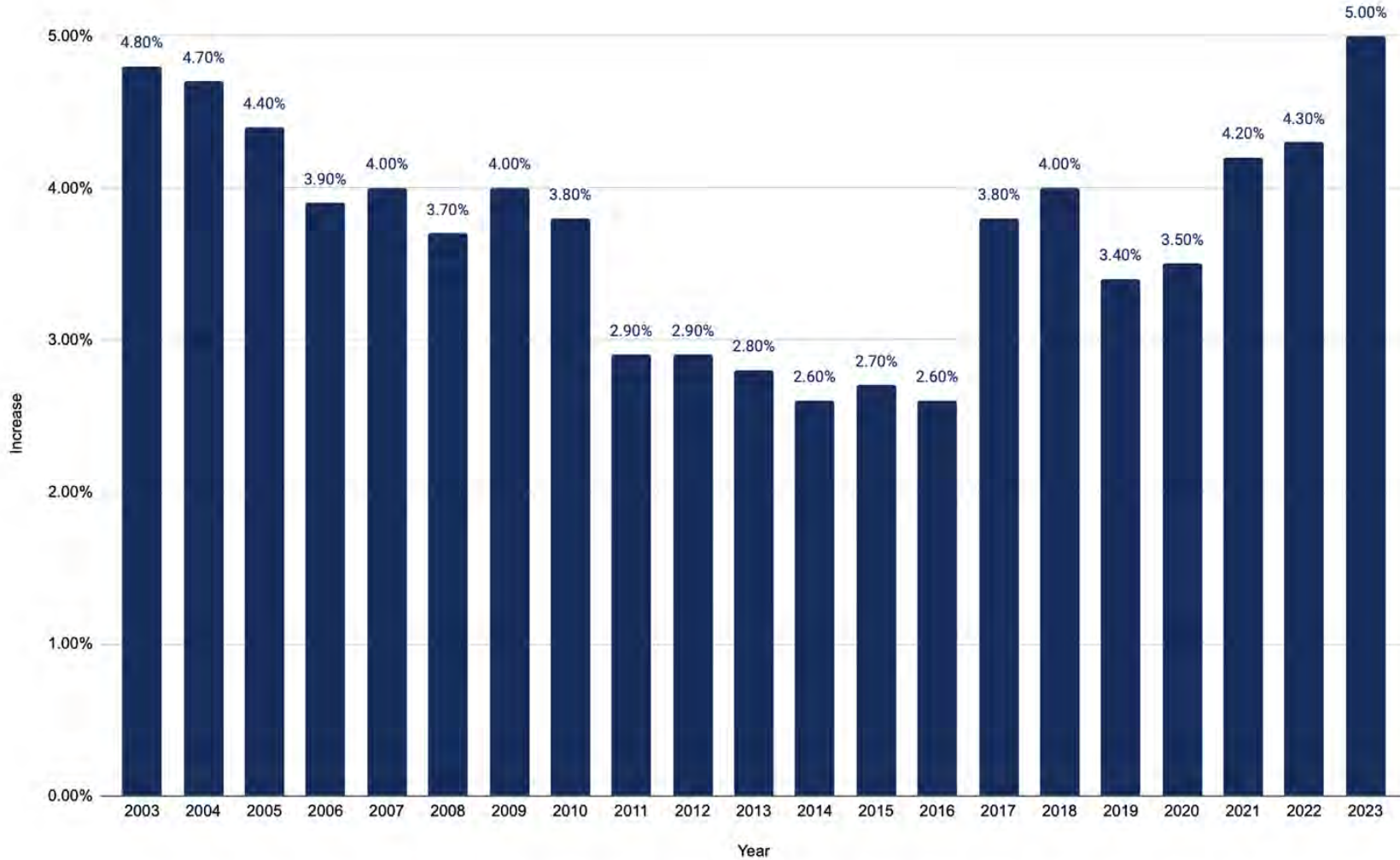
City of Bloomington  
2023 Budget

Summary of General Fund and Fund Balance

	Actual 2021	Budget 2022	Budget 2023
Beginning Cash Balance at January 1	16,560,769	19,547,653	17,134,164
Revenue			
Property Tax	24,543,199	25,482,221	26,753,902
Local Option Income Tax	14,339,975	12,564,300	14,331,726
Miscellaneous Revenue	10,857,551	9,441,799	9,010,578
Total Revenue	<u>49,740,725</u>	<u>47,488,320</u>	<u>50,096,206</u>
Expenditures			
Actual/Budgeted Expenditures	<u>46,753,841</u>	<u>49,901,809</u>	<u>50,464,330</u>
Net Projected Expenditures	<u>46,753,841</u>	<u>49,901,809</u>	<u>50,464,330</u>
Revenues Minus Expenditures	2,986,884	(2,413,489)	(368,124)
Year End Actual Cash	19,547,653	17,134,164	16,766,040
Less Prior Year Encumbrances	(4,542,995)		
Transfer to/from Rainy Day Fund	-		
Projected Net Year End Balances	15,004,658	17,134,164	16,766,040
Rainy Day Fund Balance	2,887,244	2,887,244	2,908,969
Total All Balances	<u>17,891,902</u>	<u>20,021,408</u>	<u>19,675,009</u>
Reserve Percentage	<u>38.3%</u>	<u>40.1%</u>	<u>39.0%</u>



# 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%
2022	4.3%
2023	5.0%

City of Bloomington  
Historic Cash Balance Projections

		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Fund #											
General Fund	101	4,591,554	5,655,188	7,067,335	9,197,843	12,021,636	13,673,243	15,475,486	15,838,117	16,560,769	19,547,653
Rainy Day Fund	102	4,604,420	4,618,557	4,630,833	4,643,384	4,658,566	4,696,680	4,760,551	4,856,668	4,881,167	2,887,244
Reserve Percentage to Budget		27.9%	29.5%	32.8%	38.0%	43.5%	46.9%	48.5%	50.9%	38.8%	44.9%
PS LIT	151	0	0	0	0	0	657,122	2,812,283	3,413,375	3,998,863	5,447,637
Food & Beverage	152	0	0	0	0	0	0	2,031,074	4,749,444	5,912,562	9,022,601
CARES	160	0	0	0	0	0	0	0	0	2,138,077	1,538,077
ARPA	161	0	0	0	0	0	0	0	0	0	10,874,908
Parks General Fund	200	(226,362)	56,358	258,617	643,201	955,595	1,286,364	1,322,579	1,051,960	1,777,548	2,756,883
Bloomington Investment Incentive	251	379,592	483,021	516,233		1,234	1	5	21,035	11,285	0
Jack Hopkins Social Service Fund	270	0	0	0	0	0	0	52,694	73,624	263,504	168,580
Police Education	350	160,005	163,835	182,399	191,349	81,595	181,325	158,947	120,564	117,697	105,036
Dispatch Training	356	97,795	96,604	93,697	87,823	81,595	76,503	73,304	70,194	64,222	62,484
Non-Reverting Telecommunications	401	1,565,952	1,678,390	1,714,676	956,654	684,909	773,220	810,983	716,951	728,919	410,285
Non-Reverting Improvement 1 (Westside)	405	280,963	260,005	114,676	397,589	247,390	0	103,000	206,000	209,000	213,535
Electronic Map Generation	409	8,076	8,965	9,679	10,222	8,072	6,800	5,855	6,047	6,200	6,270
Enhanced Access	410						5,754	5,969	6,254	6,394	6,689
Local Roads & Streets	450	(197,524)	90,026	177,102	211,417	158,651	395,174	978,511	1,341,729	1,273,932	1,492,262
Motor Vehicle Highway	451	1,262,781	1,221,535	978,783	655,575	1,096,348	1,164,365	2,064,150	2,075,390	616,983	1,587,898
Parking Facilities	452	462,293	1,133,164	1,606,811	1,835,623	2,241,769	2,313,703	1,509,844	1,123,169	615,570	413,798
Alternative Transportation	454	66,497	161,987	260,588	745,720	996,865	1,147,977	1,281,288	878,539	769,470	583,173
Parking Meter	455	0	0	258,491	989,527	1,608,382	2,263,482	3,000,059	4,269,020	3,853,424	4,363,684
BMFC Showers	508	47,431	28,871	28,746	27,981	28,521	0	0	891,129	0	0
Bicentennial Bonds	522	0	0	0	0	0	0	0	410,285	136,827	143,384
City GO Bonds	519	0	0	0	0	0	121,207	138,110	145,499	149,495	156,055
Parks GO Bonds	520	0	0	0	0	0	73,778	86,825	93,988	91,348	95,750
Cumulative Capital Development (Cig Tax)	600	49,475	83,323	307,720	419,036	198,537	79,521	14,680	86,136	103,004	100,512
Cumulative Capital Development	601	(17,702)	1,275,322	1,073,717	1,006,686	1,036,354	2,040,471	1,895,790	1,848,586	1,594,839	1,617,947
Vehicle Replacement Fund	610	351,565	195,940	163,648	250,579	347,720	669,413	606,616	649,443	766,582	891,129
Solid Waste	730	195,203	195,203	0	0	0	0	0	4,363,684	206	0
Risk Management	800	156,527	23,712	404,879	555,534	516,384	363,671	183,599	146,100	415,207	8,434
Fleet Maintenance	802	724,409	958,283	853,127	897,238	373,070	275,578	361,806	840,772	1,379,549	1,839,659
Police Pension	900	484,261	1,222,301	1,201,664	1,213,713	1,206,491	1,192,398	1,206,648	1,220,168	1,192,750	1,205,769
Fire Pension	901	547,562	1,421,525	1,248,216	1,311,192	1,475,745	1,464,601	1,525,148	1,533,815	1,515,208	1,354,468
Housing Trust Fund	905	0	0	0	0	0	1,411,848	1,294,160	1,131,349	1,494,161	1,155,705
Total		15,594,773	21,032,115	23,151,637	26,247,886	30,025,429	36,334,199	43,759,964	54,179,035	52,644,762	70,057,509

City of Bloomington

**Fire Department - 10 Year PS LIT Capital Plan**

Item	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Future Projects	Grand Total
100 Ft Aerial Platform (T1)		2,200,000							2,870,000			5,070,000
75-100 Ft Aerial Ladder (L1)						2,225,000						2,225,000
Add New Engine 2 (After Station 2 Remodel)											820,000	820,000
Add New Engine 6 (With Station 6)											820,000	820,000
Add New Engine 7 (With Station 7)											820,000	820,000
Brush Truck										270,000		270,000
Engine/Pumper (E1)							1,100,000					1,100,000
Engine/Pumper (E3)					996,000							996,000
Engine/Pumper (E4)			905,000							1,270,000		2,175,000
Engine/Pumper (E5)	820,000							1,150,000				1,970,000
Fire Fighting Gear	175,000	190,000	75,000	78,000	82,000	91,000	95,000	100,000	105,000	110,000	250,000	1,351,000
Medium Rescue Truck (R2)										800,000		800,000
Full Sized Pick-Up (SQ1)							78,000					78,000
Full Sized Pick-Up (CH1)		62,000							81,588			143,588
Full Sized Pick-Up (SUPP1)					72,000							72,000
Full Sized SUV (B1)					72,000							72,000
Full Sized SUV (CH2)		62,000							81,588			143,588
Full Sized SUV (P2)	56,000							80,000				136,000
Full Sized SUV (P1)						75,000						75,000
Full Sized SUV (CH3)			64,000							84,220		148,220
Full Sized SUV (CH4)							78,000					78,000
Full Sized SUV (P3)					72,000							72,000
Full Sized SUV (P4)	56,000							80,000				136,000
Electric Vehicle (CCC1)	39,000							55,000				94,000
Electric Vehicle (CCC2)	39,000							55,000				94,000
Light Utility Vehicle (EMS)							33,500					33,500
Light Utility Vehicle (Fire)							33,500					33,500
Fire Gear Washer	42,500						60,000					102,500
New Fire Station (6, Southeast)											11,000,000	11,000,000
New Fire Station (7, Southwest)											12,000,000	12,000,000
Physical Fitness Equipment		75,000	13,400	14,000	14,600	15,300	86,946	16,800	17,800	18,600		272,446
Radios / Radio Equipment					620,000					718,750		1,338,750
Relocate Station 3-IU*											12,000,000	12,000,000
Electric Sedan (Pool)							50,000					50,000
Self Contained Breathing Apparatus/Compressor			1,250,000					475,000			75,000	1,800,000
ITS Capital Replacement	30,000	15,750	16,500	17,400	18,200	19,000	20,100	21,200	22,200	23,300		203,650
Automatic External Defibrillators					110,000					145,000		255,000
HQ Relocate/Replace											2,600,000	2,600,000
Station 1 Repairs (projected)											14,200,000	14,200,000
Station 2 Repairs (urgent)	255,000											255,000
Station 3 Repairs (urgent)	19,600											19,600
Station 4 Repairs (urgent)	50,000											50,000
Station 4 Replacement											11,000,000	11,000,000
Station 5 Repairs (urgent)	12,000											12,000
Station 5 Replacement											11,000,000	11,000,000
Storage/Training Facility											1,750,000	1,750,000
Training Tower											1,350,000	1,350,000
<b>Total - Fire</b>	<b>1,594,100</b>	<b>2,604,750</b>	<b>2,323,900</b>	<b>109,400</b>	<b>2,056,800</b>	<b>2,425,300</b>	<b>1,635,046</b>	<b>2,033,000</b>	<b>3,178,176</b>	<b>3,439,870</b>	<b>79,685,000</b>	<b>101,085,341</b>

**Police Department - 10 Year PS LIT Capital Plan**

Item	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Future Projects	Grand Total
Hand Guns	\$12,000.00	\$12,500.00	\$13,000.00	\$13,000.00	\$13,500.00	\$13,500.00	\$14,000.00	\$14,000.00	\$14,500.00	\$14,500.00		134,500
Rifles	\$4,500.00	\$5,500.00	\$6,000.00	\$6,500.00	\$7,000.00	\$7,500.00	\$7,500.00	\$8,000.00	\$8,000.00	\$8,500.00		69,000
Less Lethal Rounds (Ex: Bean Bags/Sponge)	\$6,500.00	\$9,000.00	\$9,000.00	\$9,500.00	\$10,000.00	\$10,000.00	\$10,000.00	\$12,500.00	\$12,500.00	\$13,000.00		102,000
Radios	\$75,000.00	\$77,500.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00		792,500
Body Worn Cameras	\$233,197.00	\$240,000.00	\$240,000.00	\$240,000.00	\$500,000.00	\$240,000.00	\$240,000.00	\$240,000.00	\$240,000.00	\$240,000.00		2,653,197
Automatic External Defibrillators	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00		50,000
K9 (Dog and Equipment minus vehicle)	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00		65,000
Patrol Body Armor	\$16,000.00	\$18,500.00	\$18,500.00	\$19,000.00	\$20,000.00	\$21,000.00	\$22,000.00	\$23,000.00	\$24,000.00	\$25,000.00		207,000
Critical Incident Response Team Body Armor	\$17,000.00	\$17,500.00	\$17,500.00	\$18,000.00	\$18,500.00	\$21,000.00	\$22,000.00	\$23,000.00	\$24,000.00	\$25,000.00		203,500
Air Purifying Respirators / Gas Masks	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00		70,000
Vehicles - Patrol & Administration	\$675,000.00	\$700,000.00	\$725,000.00	\$750,000.00	\$775,000.00	\$775,000.00	\$775,000.00	\$800,000.00	\$800,000.00	\$800,000.00		7,575,000
Large Evidence Storage/Training/Range Complex	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00		250,000
Training Simulator	\$0.00	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00		375,000
IT Equipment Replacements	\$171,500.00	\$146,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$190,000.00	\$150,000.00	\$150,000.00		1,557,500
Headquarters Replacement											6,500,000	6,500,000
<b>Total - Police</b>	<b>1,422,697</b>	<b>1,333,500</b>	<b>1,271,000</b>	<b>1,373,000</b>	<b>1,606,000</b>	<b>1,455,000</b>	<b>1,332,500</b>	<b>1,502,500</b>	<b>1,365,000</b>	<b>1,443,000</b>	<b>6,500,000</b>	<b>20,604,197</b>
<b>Grand Total - Police &amp; Fire</b>	<b>3,016,797</b>	<b>3,938,250</b>	<b>3,594,900</b>	<b>1,482,400</b>	<b>3,662,800</b>	<b>3,880,300</b>	<b>2,967,546</b>	<b>3,535,500</b>	<b>4,543,176</b>	<b>4,882,870</b>	<b>86,185,000</b>	<b>121,689,538</b>

PS LIT Distribution Amount Available	PS LIT Distribution				2023 Requests				
	Police		Fire		Fire		Police		
Allocated	Item	Amount	Item	Amount	Item	Amount	Rank	Item	Amount
<u>3,924,664</u>	Hand Guns	12,000	Engine/Pump	820,000	Engine/Pump	820,000		Hand Guns	12,000
	Rifles	4,500	Fire Fighting	175,000	Fire Fighting	175,000		Rifles	4,500
	Less Lethal Rounds	6,500	Full Sized SU	56,000	Full Sized SU	56,000		Less Lethal Rounds	6,500
	Radios	75,000	Full Sized SU	56,000	Full Sized SU	56,000		Radios	75,000
	Body Worn Cameras	233,197	Electric Vehicle	39,000	Electric Vehicle	39,000		Body Worn Cameras	233,197
	Automatic External Defibrillators	5,000	Electric Vehicle	39,000	Electric Vehicle	39,000		Automatic External Defibrillators	5,000
	Patrol Body Armor	16,000	Fire Gear Warehouse	42,500	Fire Gear Warehouse	42,500		Patrol Body Armor	16,000
	Critical Incident Response Team Body Armor	17,000	ITS Capital Request	30,000	ITS Capital Request	30,000		Critical Incident Response Team Body Armor	17,000
	Air Purifying Respirators / Gas Masks	7,000	Station 2 Request	255,000	Station 2 Request	255,000		Air Purifying Respirators / Gas Masks	7,000
	Vehicles - Patrol & Administration	675,000	Station 3 Request	19,600	Station 3 Request	19,600		Vehicles - Patrol & Administration	675,000
	Large Evidence Storage/Training/Range Complex	200,000	Station 4 Request	50,000	Station 4 Request	50,000		Large Evidence Storage/Training/Range Complex	200,000
	Training Simulator	75,000	Station 5 Request	12,000	Station 5 Request	12,000		Training Simulator	75,000
	IT Equipment Replacements	171,500						IT Equipment Replacements	171,500
	<b>Total</b>		<b>1,422,697</b>	<b>Total</b>	<b>1,594,100</b>	<b>Total</b>	<b>1,594,100</b>	<b>Total</b>	<b>1,422,697</b>

Fund	Department	Transaction	Amount	Fund Total		
General Fund	Public Works	Capital and land acquisition costs	135,000			
		Transfer to Vehicle Replacement Fund (610)	202,500			
	Engineering	Project Coordination Opportunities and Change Orders	376,260			
	Facilities Maintenance	City Hall capital HVAC equipment & controls replacement	13,000			
		Vehicle for staff	45,000			
Public Safety LIT Fund	ITS	Council Chambers & Meeting Room Equipment	50,000			
		Broadcast Equipment	45,000	866,760		
	Fire	DFM Vehicle SUV	56,000			
		Electric Vehicles	78,000			
		Fire Engine ( Replaces Engine 5	820,000			
		Fire Prevention 2 SUV	56,000			
		Fire Gear	217,500			
		Computert Replacement	30,000			
		Station 2 Remodel	70,000			
		Station 2 Roof Replacement	185,000			
		Station 3 Remodel	19,600			
		Station 4 Apron Replacement	50,000			
		Station 5 Remodel	12,000			
Police	Vehicles Patrol, Detective, Admin	675,000				
	Computer Replacement	125,000				
	15 year Overhaul Public Safety Training Center	200,000				
	Handguns Replacement	12,000				
	MDT	16,500				
	New Body Cameras( Officer & CSS	233,197				
	Virtual Server	30,000				
	Radion Replacementschedule	75,000				
	AED's	5,000				
	Air purifying respirators	7,000				
	Body Armor Replacement Patrol & Tactical	33,000				
	Less Lethal	6,500				
	Rifle Upgrades	4,500				
ARPA	Dispatch	MoCo E911 / City Reserves	444,780	3,461,577		
	Engineering	Guardrail Improvements (local funds)	500,000			
		Neighborhood Greenway	858,000			
	Parks & Recreation	Moore's Pike/Southeast Park Trail Improvements	100,000			
		Community Crossing Grant Proactive Design Phase 1	325,000			
		Install trail behind main stage to Walnut parking lot 9006	15,000			
		Heating system to spray pad for year round restrms	13,000			
		Asphalt Repairs: RCA Park complt resurfacing, BLine & Lot	180,000			
		Dog park water, sediment trap, drains, fixtures	45,000			
		Fence Replacement @ Butler Park	20,000			
		Install Sound Equipment SYP	15,000			
		LED triple sided digital message board	20,000			
		Replacement of Bryan Park 5-12 plygrd	375,000			
Resurface Rosehill		110,000				
Shade sail for dog park + concrete	13,900					
Telecom	Telecom	(2) zero-turn battery powered mowers	66,000			
		Replacement of hand gas powered equip to battery	15,000			
	Telecom	Electric Mower	31,200			
		Request LIT Funds Replace 3 HVAC Systems	40,000			
		(2) electric mini-trucks Lndscpg or (1) hybr	35,000			
		Electric Cargo Van to replace #840	57,000			
		Concrete Repair - Upper Deck	20,000	2,854,100		
		[fac] Misc - Server Room improvements and Contingency	10,000			
		[capr] Capital Replacement CoB PC/Laptops/Scanners/Printers	174,323			
		[infr] Stand Alone Servers	15,000	199,323		
		LRS	Street	Alley/Pavement Maintenance Projects	350,000	
				Sign Boom Truck	200,000	
		Alternative Transportation	Common Council	Triaxle Dump Truck	512,200	1,062,200
City Council Sidewalk Committee	336,000					
Parking Meter	Engineering	Traffic Calming and Sidewalk	104,500	440,500		
		Parking Services	Repair Kirkwood Intersections (Lincoln, Washington, Dunn)	126,000		
MVH Restricted Cumulative Capital Development	Street	Electric Parking Truck	50,000			
		Computer Replacement	1,230	177,230		
	Public Works	Community Crossing Matching Grant 50/50	200,000	200,000		
		Community Crossing Matching Grant Funds	300,000			
		Pavement Marking Contract	200,000			
		Engineering	Bridge Inspection Ph 3	10,000		
		Signal Retiming (90% reimbursed)	425,000			
		Neighborhood Greenway	387,000			
		Signal moderization	150,000			
		Downtown Curb Ramps Phase 4 (HSIP, \$110,460 reimbursed)	115,000	1,587,000		
		Various	Vehicles and Equipment	436,000	436,000	
		Grand Total			11,284,690	11,284,690

City of Bloomington

Major Revenue Sources by Fund

**Note this lists the major revenue sources and is not a comprehensive list of each source**

Fund	Major Revenue Category	Fund	Major Revenue Category
<b>General</b>	Property Taxes	<b>Telecom</b>	Cable Fees
	Local Income Taxes		
	State Miscellaneous Taxes	<b>Police Education</b>	Fees
	Federal & State Reimbursements		
	Interlocal Agreements		
	Interest Income	<b>Parks</b>	Property Taxes
	Fees, Fines & Permits		Fees
<b>Vehicle Replacement</b>	Transfer from General Fund	<b>Parking Meter</b>	Parking Fees
<b>Bonds</b>	Property Taxes	<b>Cumulative Capital Improvement</b>	Cigarette Tax
	LIT		
<b>Risk Management</b>	Interdepartmental Charges	<b>Cumulative Capital Development</b>	Property Tax
<b>Police &amp; Fire Pensions</b>	Reimbursement from the State	<b>Alternative Transportation</b>	Parking & Permit Fees
<b>Motor Vehicle Highway</b>	Gasoline Tax		
	Excise Tax		

City of Bloomington

Major Revenue Sources by Fund

**Note this lists the major revenue sources and is not a comprehensive list of each source**

Fund	Major Revenue Category	Fund	Major Revenue Category
<b>Sanitation</b>	Trash Fees	<b>Public Safety LIT</b>	Income Taxes
	General Fund Subsidy	<b>Housing Trust</b>	Contributions Housing Loans
<b>Fleet Maintenance</b>	Interdepartmental charges	<b>Jack Hopkins</b>	Transfer from General Fund
		<b>Food &amp; Beverage</b>	Sale Taxes
<b>Dispatch Training</b>	Fines	<b>Cares</b>	Federal Grant
<b>Parking Facilities</b>	Parking & Permit Fees	<b>ARPA</b>	Federal Grant
		<b>LIT-Economic Development</b>	Income Taxes
<b>Investment Incentive</b>	Business Loans	<b>Digital Equity</b>	Contributions
<b>Electronic Map</b>	Map sales		

City of Bloomington

Combined 2023 Budget Office of the Controller

Operating Budget by Fund							Other									Total Other	Combined Controller Budget
							Debt Services			Pensions							
Category	General Fund	ARPA	CARES	ED LIT	Non-Reverting Improve	Total Operating Budget	Gen Ob Bonds	Parks Gen Ob Bonds	Bicentennial Bond	Police Pension	Fire Pension	BPS	F&B Tax	Vehicle Replacement			
1	0			1,209,388		1,209,388				4306	4306	3416			12,028	1,221,416	
2	10,550					10,550				600	350				950	11,500	
3	135,024	400,000	250,000	975,111	203,750	1,963,885	1,358,687	1,078,205	734,131	1,447,620	2,146,329		4,000,000		10,764,972	12,728,857	
4						0								436,000	436,000	436,000	
<b>Total</b>	<b>145,574</b>	<b>400,000</b>	<b>250,000</b>	<b>2,184,499</b>	<b>203,750</b>	<b>3,183,823</b>	<b>1,358,687</b>	<b>1,078,205</b>	<b>734,131</b>	<b>1,452,526</b>	<b>2,150,985</b>	<b>3,416</b>	<b>4,000,000</b>	<b>436,000</b>	<b>11,213,950</b>	<b>14,397,773</b>	



City of Bloomington  
Office of the Controller  
Operating Budget Comparison 2022 vs 2023

	<b>2022 Budget</b>	<b>2023 Budget</b>			
	<b>General Fund</b>	<b>General Fund</b>	<b>ED LIT</b>	<b>Total</b>	<b>Inc(Dec)</b>
Category 1	1,065,894		1,209,388	1,209,388	143,494
Category 2	10,550	10,550		10,550	-
Category 3	1,110,135	135,024	975,111	1,110,135	-
Category 4				-	-
<b>TOTAL</b>	<b>2,186,579</b>	<b>145,574</b>	<b>2,184,499</b>	<b>2,330,073</b>	<b>143,494</b>

## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Caroline Shaw, Director of Human Resources  
**Date:** August 26, 2022

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The budget for employee compensation and benefits reflects support for our goal to be an employer of choice. The budget will fund strategies to increase retention of our existing employees and to attract highly qualified and diverse new employees. In addition to pay, this budget includes health insurance premiums and the cost for other benefits and incentives.

### Pay

Non-union Civil City employees and elected officials will see a 5% increase in base pay. A 13.17% increase is in the police contract for Officers First Class and a 12.67% increase for Senior Police Officers. Firefighters will receive a 2% increase, according to their contract. Increases for AFSCME employees is to be determined, as contract negotiations are on-going. Common Law employees (temporary employees) will, at a minimum, receive the living wage, which is \$15.29 per hour in 2023.

In addition to the base salary increase, each regular employee with the exception of certain police officers and those working in the Central Emergency Dispatch Center will receive \$250 at the end of each quarter in 2023.

HR will contract a Classification and Compensation study for non-union employees next year. The study will evaluate our pay classification system and whether or not our salaries are competitive with other similar organizations, among other objectives. We have additionally budgeted \$290,000 to adjust salaries to maintain internal and external equity.

The City's Public Employees Retirement Fund (PERF) contribution for non-public safety employees is 14.2% and is 22.0% (a .5% increase) for sworn public safety employees. In addition to PERF contributions, the City will match up to \$30 per pay period, \$780 annually, in 457(b) contributions.

### **Benefits**

The benefits budget is \$14,274 for each regular employee, and this amount includes, but is not limited to, insurance cost, wellness incentives, and the City's contribution to employee Health Savings Accounts (HSAs). Next year, an employee who receives the \$600 COVID-19 insurance discount will pay \$0 for medical insurance on the employee-only high deductible health plan. Employees who choose other tiers of the high deductible health plan will also pay less for premiums than current costs. These employees will also receive an additional \$850 in HSA contributions, effectively doubling the City's employee-only HSA contribution to \$1,700.

Employees will see additional savings in healthcare costs through the use of a health clinic, which the City plans to have in place by the end of 2023. The City will also reimburse up to \$2,500 in travel and lodging expenses for employees to travel out of state for an abortion.

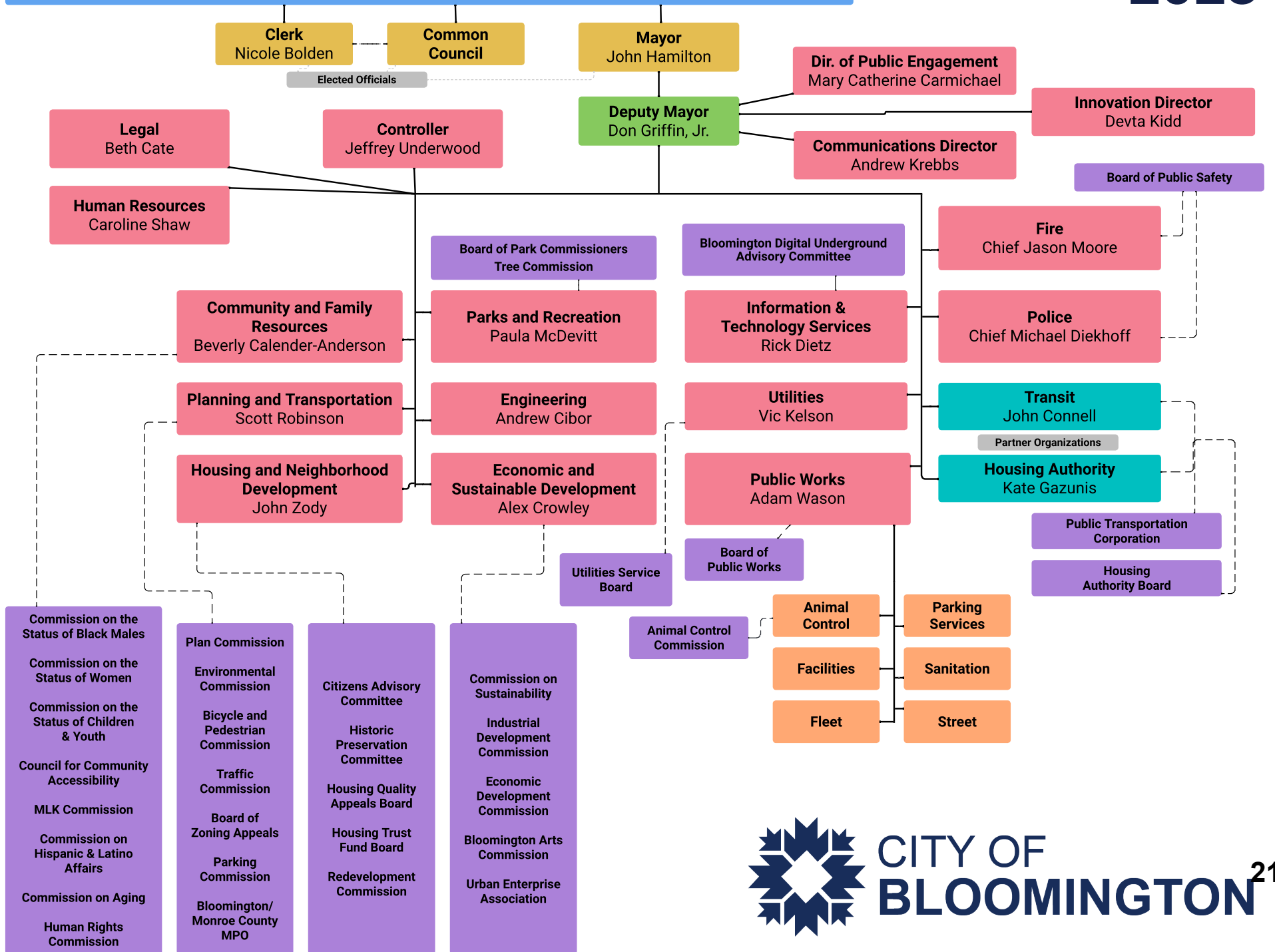
In addition to these insurance and health benefits, the City plans to offer other incentives to help attract and retain employees. A pilot paid parental leave program will start in the 4th quarter of this year and will continue into 2023. City Hall employees who do not drive to work will be eligible for a \$500 stipend in 2023 through our pilot parking cash out program, and the City will offer a tuition reimbursement program.

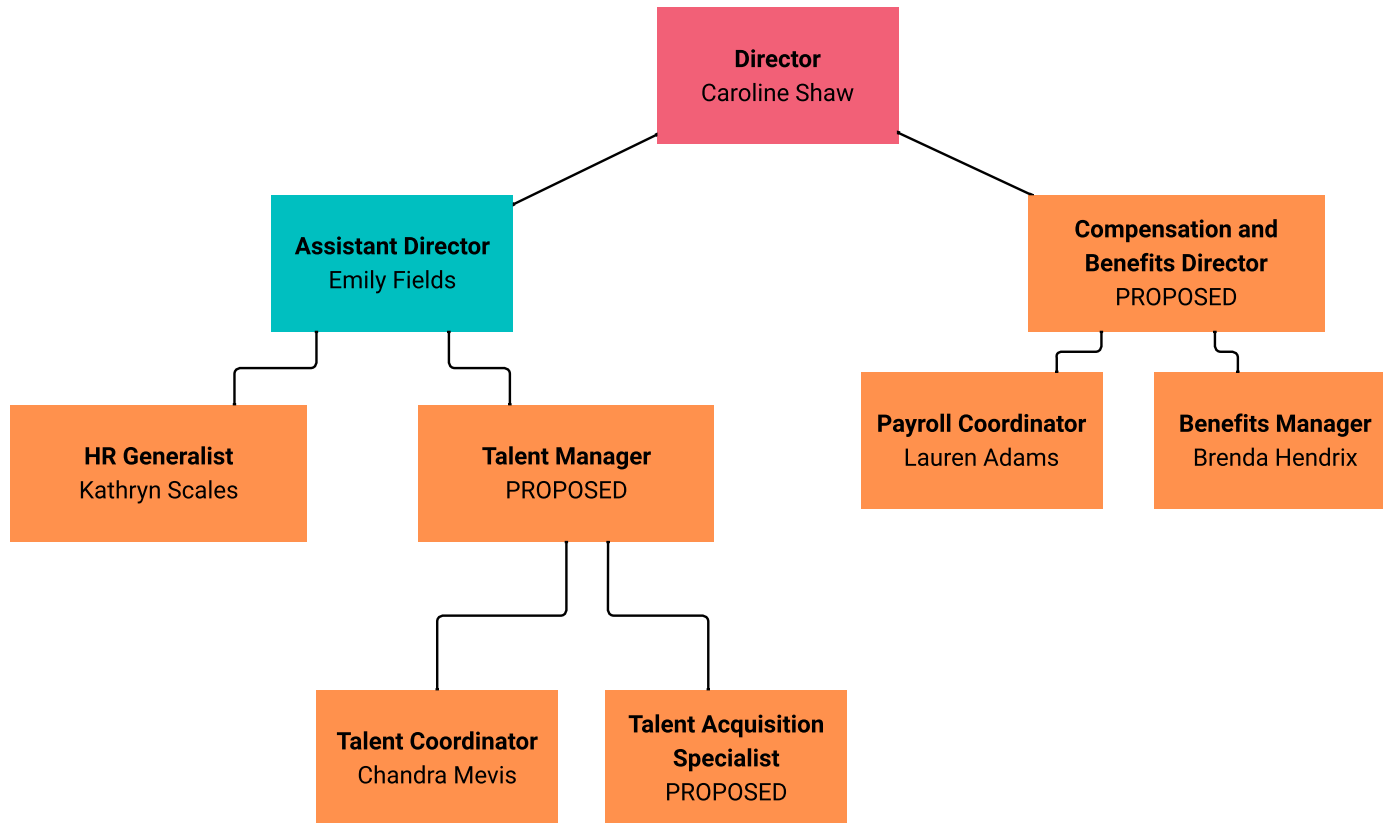
We appreciate your thoughtful review and consideration of the Compensation and Benefits budget request, and we are available to answer any questions you may have.

**MONDAY,  
AUGUST 29, 2022**

**BUDGET  
PRESENTATIONS**  
HUMAN RESOURCES  
CITY CLERK  
LEGAL DEPARTMENT  
INFORMATION &  
TECHNOLOGY SERVICES  
CITY COUNCIL  
CONTROLLER'S OFFICE  
OFFICE OF THE MAYOR

CITY OF BLOOMINGTON RESIDENTS





## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Caroline Shaw, Director of Human Resources  
**Date:** August 25, 2022

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### 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 expect and deserve. By utilizing innovative, best practices in human resources management, the Human Resources Department aims 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; and maintaining systems to remain compliant with federal and state laws.

### Background

We are proud of the work that we have done in Human Resources over the years. Here are some of our accomplishments.

HR has and continues to work toward competitive and equitable pay for City employees. First, 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 the City Council, pay rates for temporary employees are adjusted each year to ensure all are paid at least the City's living wage. Second, we performed a salary and benefits study in 2017 and salary adjustments were implemented to make wages more competitive.

The department created a City-wide uniform internship program and plans to continue to develop it. We have created internal documentation for supervisors with criteria and standards for internships and the process for hiring interns and have organized two professional development/networking events for City interns. We recognize that adults, whether or not they are currently students and no matter their age, may be interested in gaining new experiences and/or looking to support the City, and we encourage staff to consider “experienced interns” or “senior interns” for their internship opportunities.

HR 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 we have had to pause during the pandemic but plan to continue in 2023. This year we have required certain online courses for employees, along with specific courses for just supervisors. In 2017-2018 we coordinated 360 reviews for all supervisors that included performance feedback from the manager, peers, and subordinates and follow-up management coaching.

HR has worked and continues to work on building positive relationships with the City’s three unions. In addition to meeting regularly with union representatives, HR participates in negotiating collective bargaining agreements. A team of representatives from Human Resources, Legal, the Office of the Controller, and the Office of the Mayor negotiated a contract with the Fraternal Order of Police in 2021 and is currently in negotiations with AFSCME. The team negotiated a contract with the Fire union in 2020.

HR continues to advise in response to the COVID-19 pandemic. In March of 2020, Mayor Hamilton developed the Continuity of City Government team (COCG) to address employee safety, plan for staffing issues, and consider other issues that could arise associated with the pandemic. This team was co-chaired by the Deputy Mayor and the Director of Human Resources. HR managed paid leave afforded under the Families First Coronavirus Response Act and continues to coordinate with Risk Management to help keep COVID-19 from spreading among our workforce.

To promote employee safety, HR implemented and continues to manage a COVID-19 vaccine incentive program, which gives employees up to \$200 and an annual \$600 discount on insurance premiums. Seventy-four percent of our current workforce has received their initial dose or doses of the COVID-19 vaccine.

### **Sustainability and Climate Action**

Human Resources supports the City’s sustainability and climate action efforts by serving as a representative on the Climate Action Team, supporting programs that incentivize employees to avoid driving their personal vehicles to work, and by improving processes to reduce the use of paper.



City employees ride Bloomington Transit for free by showing their ID badge, and employees who bike to work may earn \$20 per month to spend at local bike shops. In addition, HR helped develop and communicated the Parking Cash Out pilot program, which allows City Hall employees to receive a \$250 stipend for choosing other ways to commute to work besides driving their vehicles.

HR helped approximately 200 City employees (about 29%) work from home to some extent during the pandemic, and many employees continue to work from home for a percentage of their work week. This represents a percentage who did not drive their vehicle to work every work day for over two years.

HR continues to modify processes to save paper. In 2018 we implemented an online applicant tracking system. We are working towards consolidating new hire benefit forms and are exploring other processes that will eliminate paper such as online benefit enrollment, virtual onboarding, and an electronic form to update employee information in our payroll system.

### **Diversity, Equity, and Inclusion**

As part of our commitment to creating a diverse, inclusive, and equitable workplace, Human Resources has coordinated several training opportunities for City staff. Employees participated in a three-hour implicit bias training in 2019 through 2021, and Department Heads and elected officials will have completed a total of 48 hours of anti-racism training during 2021 and 2022. All employees were required to complete a 40-minute online diversity, equity, and inclusion training last year, and they will be required to complete the same course again this year. (Approximately eighty-seven percent of current regular employees have completed the training.)

We work hard to promote fair and unbiased hiring practices and have recently discussed our hiring process with diversity, equity, and inclusion experts. Several years ago we standardized the hiring process that supervisors have to follow to hire someone, and we have also standardized our review of their process. We distribute our job vacancy announcement to a number of organizations in the community in order to attract a diverse applicant pool. An analysis of regular full time employee demographics between July 1, 2016 to June 30, 2022, shows the following: an increase of 2.2 percentage points in the percent of female employees; an increase of 1.2 percentage points in the percent of non-white females; and an increase of .6 percentage points in the percent of non-white employees.

### **Human Resources 2023 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	573,735	626,125	523,988	1,343,584	1,677,076	333,492	25%
200 - Supplies	2,650	1,666	549	2,360	2,360	0	0%
300 - Other Services	85,860	152,060	117,533	136,762	311,762	175,000	128%
400 - Capital Outlays	-	-	-	-	-	0	0%
<b>Total</b>	<b>662,245</b>	<b>779,852</b>	<b>642,070</b>	<b>1,482,706</b>	<b>1,991,198</b>	<b>508,492</b>	<b>34%</b>

**2023 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:

- Evaluate our hiring process and practices and implement recommendations, if necessary, by the end of Q1.
- Use electronic forms to eliminate some paper processes by the end of Q4.

<b>Staffing Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	136,475	478,182	2.78	1,211 employees
200 - Supplies	723	951		
300 - Other Services	41,883	34,800		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>179,081</b>	<b>513,933</b>		

**Fund: 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:

- Perform an audit of pay and leave policies and practices to ensure compliance with employment laws by the end of quarter 4.
- Each staff member will attend at least one networking event with other HR professionals to discover best or innovative HR practices by the end of Q4.
- Publish a revised version of the Personnel Manual by Q4.

<b>Compliance Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	122,283	193,509	1.13	1,211 employees
200 - Supplies	323	323		
300 - Other Services	18,698	11,802		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>141,304</b>	<b>205,633</b>		

**Fund: 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.

Goals:

- Require harassment prevention training online or in person for all new hires.
- Require a 45-minute diversity and inclusion training and a preventing sexual harassment training for all supervisors by the end of Q4 with the goal that 80% complete the trainings.
- Distribute an internal departments satisfaction survey to Department Heads by the end of Q4.
- Organize three employee appreciation events (holiday luncheon, summer cookout, and longevity recognition ceremony) by the end of Q4.

<b>Employee Relations Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	163,911	262,312	1.53	1,211 employees
200 - Supplies	367	367		
300 - Other Services	21,262	13,421		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>185,540</b>	<b>276,100</b>		

**Fund: 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:

- Conduct an annual Open Enrollment survey to improve the process by the end of Q1.
- Implement a financially feasible employee health clinic by the end of Q4.
- Implement a classification and compensation study to be completed by the end of Q2.
- Explore current and potential non-insurance benefits and recommend changes, if warranted by the end of Q2.

<b>Compensation, Benefits, &amp; Employee Development Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	546,033	743,073	4.32	1,211 employees
200 - Supplies	948	719		
300 - Other Services	54,918	251,739		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>601,899</b>	<b>995,532</b>		

**Fund: General**

**Recover Forward, Phase Three (American Rescue Plan Act)**

Throughout the pandemic, our City employees never stopped working and providing services to our residents. In addition to other COVID-related support that we provide our employees, the American Rescue Plan Act allowed us to do a one-time recognition of their dedicated service by providing COVID bonus pay: \$500 for Regular Full Time and \$300 for Regular Part Time employees. Approximately 35% of our employees qualified for ARPA-funded (\$175,000) premium pay bonuses for essential critical infrastructure workers while the other 65% of bonuses were funded by ARPA revenue replacement (\$325,000).

<b>ARPA Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	500,000	0		
200 - Supplies	(500,000)	0		
300 - Other Services	0	150,000		
400 - Capital Outlays	500,000	0		
<b>Total</b>	<b>500,000</b>	<b>150,000</b>		

**Funding: Other**

**New Revenue: Economic Development Local Income Tax (ED-LIT)**

Human Resources plans to execute a comprehensive recruitment and retention plan that includes marketing the City as an employer of choice, offering incentives to new and existing employees, and raising salaries. Money in this category will also fund new positions.

ED-LIT Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services		1,087,063	0.00	
200 - Supplies				
300 - Other Services		75,437		
400 - Capital Outlays				
<b>Total</b>	<b>0</b>	<b>1,162,500</b>		

**Funding: Other**

**Total Departmental Budget by Fund**

Category	General Fund	ARPA	ED-LIT	Total
1	590,013		1,087,063	1,677,076
2	2,360			2,360
3	86,325	150,000	75,437	311,762
4				0
<b>Total</b>	<b>678,698</b>	<b>150,000</b>	<b>1,162,500</b>	<b>1,991,198</b>

**2023 Budget Proposal Highlights**

The Human Resource Department's budget request is \$1,991,198. This represents a 25% change over the prior year. Listed below are some highlights of significance.

**Category 1 – Personnel** request is \$1,677,076. This represents an increase of \$333,492 or 25% over the prior year and includes a 5% cost of living increase for all regular full-time and part-time employees, which aligns with the City-wide proposal for non-union employees. It also includes the creation of two new positions in 2023 which will support our goal of attracting and retaining a diverse and highly qualified workforce. The Compensation and Benefits Director will oversee pay, insurance, and other benefit-related products, services, and programs for City employees. We will also add a Talent Acquisition Specialist. This person will primarily recruit police officers and firefighters and will assist in the hiring of all City employees as time allows. Both of these new positions are funded through ED LIT.

**Category 2 – Supplies** request is \$2,360 and represents no change over the prior year.

**Category 3 – Other Services** request is \$311,762 represents an \$175,000 increase or a 128% increase. \$150,000 in ARPA funds for a pilot tuition reimbursement program and \$25,000 to implement recruitment strategies.

**Category 4 – Capital Outlays** request is \$0.

**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 2023 budget request.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 12 - Human Resources</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	327,593	379,386	332,668	434,411	-	(434,411)	-100.00%
	51120	Salaries and Wages - Temporary	13,571	4,331	18,864	10,000	-	(10,000)	-100.00%
	51210	FICA	24,619	27,743	25,505	40,500	-	(40,500)	-100.00%
	51220	PERF	46,518	53,231	47,032	73,756	-	(73,756)	-100.00%
	51230	Health and Life Insurance	85,644	85,644	99,918	99,918	-	(99,918)	-100.00%
	51310	Other Personal Services	75,790	75,790	-	184,999	590,013	405,013	218.93%
<b>Total: Personnel Services</b>			<b>573,735</b>	<b>626,125</b>	<b>523,988</b>	<b>843,584</b>	<b>590,013</b>	<b>(253,571)</b>	<b>-30.06%</b>
Supplies									
	52110	Office Supplies	812	851	540	1,000	1,000	-	0.00%
	52420	Other Supplies	1,838	815	9	1,360	1,360	-	0.00%
<b>Total: Supplies</b>			<b>2,650</b>	<b>1,666</b>	<b>549</b>	<b>2,360</b>	<b>2,360</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53160	Instruction	7,077	1,001	-	5,760	5,760	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	50,000	-	-	-	-	N/A
	53210	Telephone	284	258	313	600	600	-	0.00%
	53220	Postage	-	-	36	50	50	-	0.00%
	53230	Travel	2,865	-	-	4,450	29,450	25,000	561.80%
	53310	Printing	37	85	-	500	500	-	0.00%
	53320	Advertising	4,844	5,322	6,049	6,500	6,500	-	0.00%
	53640	Hardware and Software Maintenance	-	4,995	-	17,750	17,750	-	0.00%
	53910	Dues and Subscriptions	1,123	838	729	1,527	1,527	-	0.00%
	53940	Temporary Contractual Employee	1,841	793	-	1,375	1,375	-	0.00%
	53990	Other Services and Charges	67,790	88,768	110,407	98,250	22,813	(75,437)	-76.78%
<b>Total: Other Services and Charges</b>			<b>85,860</b>	<b>152,060</b>	<b>117,533</b>	<b>136,762</b>	<b>86,325</b>	<b>(50,437)</b>	<b>-36.88%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 662,245</b>	<b>\$ 779,852</b>	<b>\$ 642,070</b>	<b>\$ 982,706</b>	<b>\$ 678,698</b>	<b>\$ (304,008)</b>	<b>-30.94%</b>

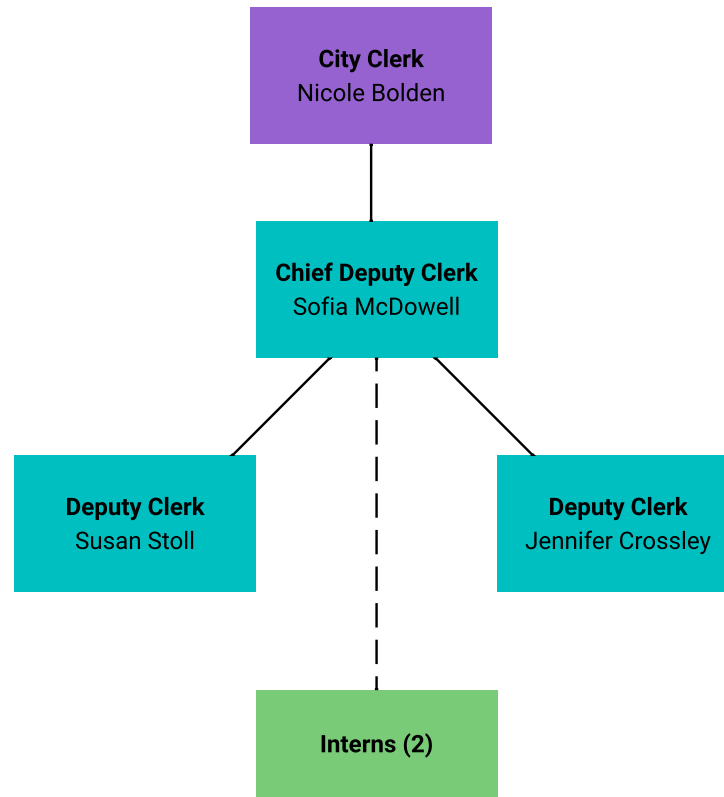
**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 12 - Human Resources</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	-	609,513	609,513	N/A
	51120	Salaries and Wages - Temporary	-	-	-	-	10,000	10,000	N/A
	51210	FICA	-	-	-	-	58,395	58,395	N/A
	51220	PERF	-	-	-	-	110,690	110,690	N/A
	51230	Health and Life Insurance	-	-	-	-	121,446	121,446	N/A
	51310	Other Personal Services	-	-	-	-	169,998	169,998	N/A
	51320	Other Personal Services -DC Match	-	-	-	-	7,020	7,020	N/A
<b>Total: Personnel Services</b>			-	-	-	-	<b>1,087,063</b>	<b>1,087,063</b>	
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	-	75,437	75,437	N/A
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>75,437</b>	<b>75,437</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,162,500</b>	<b>\$ 1,162,500</b>	<b>0.00%</b>



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 12 - Human Resources</b>									
Personnel Services									
	51310	Other Personal Services	-	-	-	500,000	-	(500,000)	-100.00%
<b>Total: Personnel Services</b>			-	-	-	<b>500,000</b>	-	<b>(500,000)</b>	<b>-100.00%</b>
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	-	150,000	150,000	N/A
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>150,000</b>	<b>150,000</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 150,000</b>	<b>\$ (350,000)</b>	<b>-70.00%</b>



## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Clerk Nicole Bolden  
**Date:** August 25, 2022

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### Why We Exist

The Office of the City Clerk 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.

Duties are statutory in nature, those granted to the Clerk by virtue of the office – serving as the official record keeper for the council, officiating at marriages, attesting to signatures, administering oaths, certifying documents, signing official deeds and documents, preparing and arranging for public notices to be published, and serving as a satellite Voter Registration Office. We also update and maintain the Bloomington Municipal Code, coordinate recruitment for city boards and commissions, and preserve the records of the council. Our office has been charged by judicial order to hear and adjudicate parking ticket appeals for the City of Bloomington. In addition, we collaborate with many entities within and outside the city to provide opportunities to introduce and discuss local government, encourage civic engagement, and give citizens the opportunity to actually participate in some area of civic life.

### Diversity, Equity, and Inclusion

As part of the Office of the City Clerk's demonstrated and ongoing commitment to diversity and inclusion, our activities over the next years will include:

- Create and support Employee Resource Groups to promote a sense of belonging and commitment for employees, to be done in collaboration with the Community & Family

Resources Department.

- All Clerk staff will work on certification programs offered through the state, which offer additional DEI training programs other than those required by the city.
- The Office of the City Clerk will engage in regular outreach to Black, Latino, AAPI, LGBTIA+/SGL, and other organizations in the community to ensure that when there are openings or other opportunities in the office or city, they are communicated in a timely manner.

**Office of the City Clerk 2023 Budget Summary**

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget	Change (\$)	Change (%)
100 - Personnel Services	226,535	242,395	247,649	335,709	354,171	18,462	5%
200 - Supplies	5,405	1,087	4,653	5,600	6,000	400	7%
300 - Other Services	18,969	10,650	29,385	37,512	40,385	2,873	8%
400 - Capital Outlays	-	-	-	-	-	-	0%
<b>Total</b>	<b>250,910</b>	<b>254,133</b>	<b>281,687</b>	<b>378,821</b>	<b>400,556</b>	<b>21,735</b>	<b>6%</b>

**2023 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.

Statutory Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	62,268	99,168	1.40	85,000
200 - Supplies	1,400	1,500		
300 - Other Services	9,330	10,096		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>72,998</b>	<b>110,764</b>		

**Fund: 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 the website.

<b>Legislative Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	62,268	85,001	1.20	85,000
200 - Supplies	1,400	1,500		
300 - Other Services	9,330	10,096		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>72,998</b>	<b>96,597</b>		

**Fund: 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.

<b>Community Relations/ Constituent Services Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	62,268	90,668	1.28	85,000
200 - Supplies	1,400	1,500		
300 - Other Services	9,330	10,096		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>72,998</b>	<b>102,264</b>		

**Fund: 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.

- Collaborate with Parking Services and other related departments in order to provide the public with best information available.

<b>Parking Ticket Appeals Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	62,268	79,334	1.12	These services benefit approximately 6,000 city residents, but are available to all residents
200 - Supplies	1,400	1,500		
300 - Other Services	9,330	10,096		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>72,998</b>	<b>90,931</b>		

**Fund: General**

**Total Departmental Budget by Fund**

<b>Category</b>	<b>General Fund</b>
1	354,171
2	6,000
3	40,385
4	
<b>Total</b>	<b>400,556</b>

**2023 Budget Request Highlights**

The Clerk’s total budget request is \$400,556, an increase of \$21,735 or 6%.

**Category 1 – Personnel** request is \$354,171. This represents an increase of \$18,462 over the prior year and is based on a 5% cost of living increase, which aligns with the City-wide proposal for non-union employees.

**Category 2 – Supplies** request is \$6000. There is no significant change in this category.

**Category 3 – Other Services** request is \$40,385. There is no significant change in this category

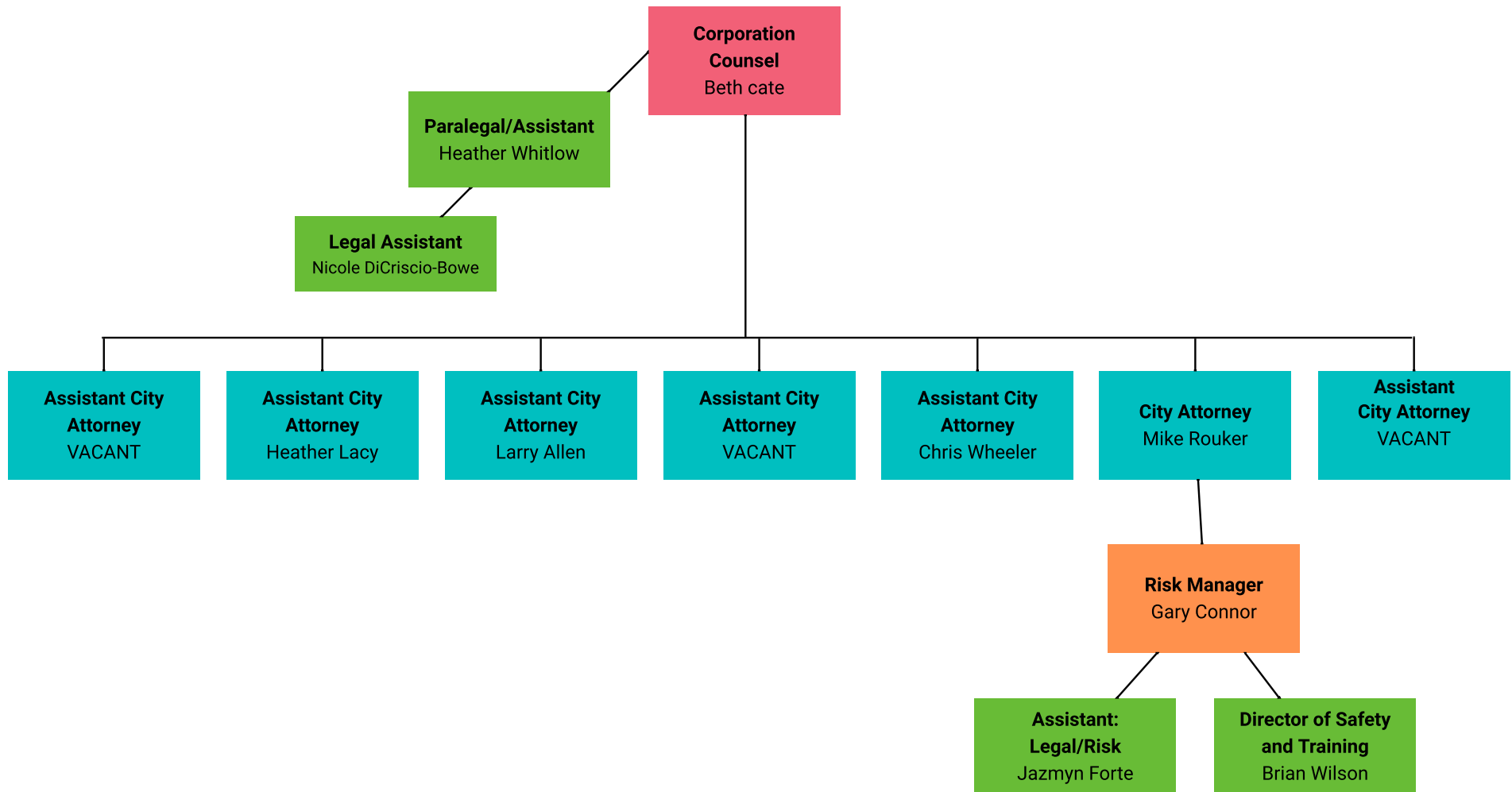
**Category 4 – Capital Outlays** request is \$0.

**Conclusion**

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

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 03 - City Clerk</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	137,910	154,393	161,495	215,400	230,552	15,152	7.03%
	51120	Salaries and Wages - Temporary	15,173	11,414	8,284	15,000	15,000	-	0.00%
	51210	FICA	11,047	11,842	12,116	17,626	18,785	1,159	6.58%
	51220	PERF	19,583	21,924	22,932	30,587	32,738	2,151	7.03%
	51230	Health and Life Insurance	42,822	42,822	42,822	57,096	53,976	(3,120)	-5.46%
	51320	Other Personal Services -DC Match	-	-	-	-	3,120	3,120	N/A
<b>Total: Personnel Services</b>			<b>226,535</b>	<b>242,395</b>	<b>247,649</b>	<b>335,709</b>	<b>354,171</b>	<b>18,462</b>	<b>5.50%</b>
Supplies									
	52110	Office Supplies	1,380	757	919	1,400	1,500	100	7.14%
	52410	Books	1,664	22	1,661	1,200	1,200	-	0.00%
	52420	Other Supplies	2,362	308	2,073	3,000	3,300	300	10.00%
<b>Total: Supplies</b>			<b>5,405</b>	<b>1,087</b>	<b>4,653</b>	<b>5,600</b>	<b>6,000</b>	<b>400</b>	<b>7.14%</b>
Other Services and Charges									
	53120	Special Legal Services	-	575	-	5,000	5,000	-	0.00%
	53160	Instruction	3,978	1,258	670	2,350	3,000	650	27.66%
	53170	Mgt. Fee, Consultants, and Workshops	239	-	1,375	1,000	1,000	-	0.00%
	53210	Telephone	192	586	1,591	1,557	1,557	-	0.00%
	53220	Postage	185	404	-	25	25	-	0.00%
	53230	Travel	3,822	1,268	2,064	1,480	6,500	5,020	339.19%
	53310	Printing	7,480	2,800	21,954	21,000	18,000	(3,000)	-14.29%
	53320	Advertising	548	1,965	789	4,000	4,000	-	0.00%
	53910	Dues and Subscriptions	574	1,794	776	1,000	1,203	203	20.30%
	53990	Other Services and Charges	1,950	-	165	100	100	-	0.00%
<b>Total: Other Services and Charges</b>			<b>18,969</b>	<b>10,650</b>	<b>29,385</b>	<b>37,512</b>	<b>40,385</b>	<b>2,873</b>	<b>7.66%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 250,910</b>	<b>\$ 254,133</b>	<b>\$ 281,687</b>	<b>\$ 378,821</b>	<b>\$ 400,556</b>	<b>\$ 21,735</b>	<b>5.74%</b>





## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Beth Cate, Corporation Counsel  
**Date:** August 25, 2022

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### **Why We Exist**

The Legal Department serves the City's legal needs. These include drafting, interpreting, and enforcing the municipal code; advising the Mayor and City departments on a broad variety of municipal, state and federal law issues; conducting and managing litigation in which the City is involved; negotiating and approving a wide variety of contracts and real estate transactions; assisting with tax and bond issues and the acquisition and disposition of real estate; helping resolve complaints of human rights violations; advising over one hundred boards and commissions on substantive and procedural issues; and helping solve residents' 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. The Legal Department also offers strategic advice on policy issues and actions to maximize the City's ability to advance its goals against a challenging state and federal law landscape.

### **Background**

During 2022, 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 the following:

- annexation, including two lawsuits – a remonstrance proceeding regarding two of the annexation areas approved by Council (for which the Legal Department is providing extensive in-house support to outside counsel), and the City's challenge to the validity of a 2019 state law obstructing annexation in all of the areas approved by Council (which the Legal Department is handling in-house, with support from outside counsel);
- collective bargaining with the police and AFSCME unions;

- negotiating, advising on, presenting, and assisting with implementation of the agreement with Meridiam to bring a gigabit-level, open access, fiber-to-the-premises network throughout Bloomington on an equitable basis, including the creation of a Business Personal Property Tax Increment Finance District to support this project;
- advising, developing documentation for, and presenting on a new Economic Development Local Income Tax and bond issues for Parks, Public Works, and Utilities projects;
- handling numerous high-value real estate matters including the Hopewell development at the former hospital site, Catalent's expansion in Bloomington, the Waldron renovation, and potential acquisition of the CFC Showers Plaza for new public safety headquarters;
- advising on next steps to expand the Convention Center and to create an organization to manage the Center and other City properties;
- assisting HAND in addressing unsafe conditions regarding the Johnson Creamery smokestack and related matters;
- developing new onboarding material for boards and commissions and helping them transition to post-pandemic operations;
- recruiting four new Assistant City Attorneys to replace outgoing staff;
- responding to 179 public records requests to date; and
- managing numerous administrative hearings and ongoing litigation matters.

### **Sustainability and Climate Action**

Legal supports the City's sustainability mission by serving on the Climate Action Team and the Affordable Housing Committee, and by providing the necessary legal support for sustainability and climate-oriented projects of the City departments. In addition, the department maintains flexibility on remote work which reduces commutes by attorneys and staff. The department is also working with ITS to expand digital signature authority and other digital workflow for contracts to reduce or eliminate paper use in these transactions.

### **Diversity, Equity, and Inclusion**

Legal has long supported the City's equity and inclusion mission by housing and managing the Human Rights Department, ensuring compliance with the City's Human Rights and Living Wage ordinances, and working to maintain the City's excellent score on the municipal equality index. These activities have included: investigating incidents of alleged discrimination, reporting to and working with the Human Rights Commission to resolve complaints, producing an annual bias incident report, monitoring vendor compliance with the Human Rights ordinance, and serving as the primary advisor on issues related to the Living Wage ordinance.

The current Human Rights Director, who also serves as Assistant City Attorney and who originated the Human Rights Department many years ago, will be retiring at the end of 2022. Her vision and energy in pursuing protection for human rights have helped to generate and sustain a broad human rights program that includes many non-legal activities. With her support, Legal and CFRD have collaborated on a proposed reorganization of the human rights function going forward, which will locate non-legal activities within CFRD and retain legal advising on human rights issues within Legal. This will allow Legal to gain additional Assistant City Attorney and support staff capacity

without adding new positions or costs. These changes are reflected in the organizational chart submitted for the Legal Department and the remainder of this memo, which has incorporated the previously separate human rights and ethics goals and budget into the remaining categories.

The Legal Department also advises the City generally on equity and inclusion issues as opportunities present, including the recruitment, hiring and retention of diverse staff throughout the organization.

The Legal Department has expanded its strategies for recruitment and retention of diverse staff by sharing our ads on job boards and bar associations serving diverse communities and by inviting candidates from diverse backgrounds to apply.

Finally, Corporation Counsel is participating in the Diversity, Equity and Inclusion training organized by the Council, and incorporating relevant information from this training and other resources into onboarding of new departmental personnel and board and commission members.

**Legal Department 2023 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	1,085,377	1,243,928	1,254,818	1,305,099	1,374,249	69,150	5%
200 - Supplies	56,968	46,976	53,647	60,367	60,694	327	1%
300 - Other Services	447,582	838,839	1,035,536	754,109	752,287	(1,822)	0%
400 - Capital Outlays	-	-	-	-	-	-	0%
<b>Total</b>	<b>1,589,928</b>	<b>2,129,743</b>	<b>2,344,001</b>	<b>2,119,574</b>	<b>2,187,230</b>	<b>67,655</b>	<b>3%</b>

**2023 Activity Descriptions and Goals**

**Legal Counsel**

*Activity Description:* Provide legal research, legal analysis and legal advice on all aspects of City business to the Mayor’s Office, City departments, and boards and commissions. Answer questions from and provide information to Councilmembers, Council staff, and residents. Ensure that the City is compliant with Civil Rights laws and regulations that protect our residents. Maintain the highest ethics in conducting City business. Coordinate with colleagues across the state and nation to advance the progressive interests and values of the Bloomington community. 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 that Human Resources will conduct by the end of Q4 2022.
- Advise 118 board and commission members, including Council, through end of Q4 (projected to be up to 900 hours of staff time).

- Using template training materials, provide training for Board and Commission members on their roles and responsibilities.
- Provide quarterly reminders to board and commission liaisons and members regarding compliance obligations.
- Implement any changes to improve management of public records requests suggested by a review of current processes and available management software, conducted in Q3-Q4 2022 by Legal in collaboration with the Director of Innovation and ITS.
- Achieve merger of the Monroe County and City of Bloomington Human Rights Commissions by Q2 2023.
- Provide timely legal advice on all human rights matters that fall within the Human Rights Commission’s jurisdiction.
- Ensure that the City is compliant with Civil Rights laws and regulations that protect our residents.
- Maintain a top 1% rating in the annual Municipal Equality Index.
- Ensure all covered board and commission members have submitted responses to conflicts questionnaires or disclosure forms and review all such documents by end of Q4 2023.
- Review all employee conflict forms submitted within 30 days.

<b>Legal Counsel Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	297,161	352,548	3.3	85,000 (City residents)
200 - Supplies	10,987	17,116		
300 - Other Services	137,248	136,916		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>445,396</b>	<b>506,580</b>		

**Fund: 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:

- In collaboration with ITS and other units, establish a comprehensive digital environment for creating, reviewing, approving, and maintaining agreements and contracts.
- Negotiate, review, draft, revise and bring to execution all contracts needed by City departments (projected to be up to 730 contracts by end of Q4).
- Provide timely turnaround of Legal input in contract negotiations.
- Draft ordinances and resolutions for boards and commissions, including Council, by end of Q4 (projected to be up to 225 ordinances and resolutions).
- Pursue appropriate option(s) to address concerns with the 2020 census count for the City.
- With Human Resources, complete updates of personnel manual.

- In consultation with OOTM and City departments, develop a schedule for regular City policy review and (as needed) revision.
- Complete a Legal Department Manual to assist with onboarding new personnel.
- Complete a study of city legal department websites and update Legal Department site to reflect best practices.

<b>Legal &amp; Policy Documents Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	417,632	524,963	5.0	85,000 (City residents)
200 - Supplies	23,181	23,306		
300 - Other Services	289,578	364,107		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>730,391</b>	<b>912,377</b>		

**Fund: 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. Analyze litigation trends to identify means of minimizing litigation risk.

Goals:

- Develop and implement a litigation tracking and calendaring system with goal of completion by end of Q2 2023.
- Manage litigation in-house wherever possible and achieve best possible outcomes.
- Assist and/or manage outside counsel handling litigation on City's behalf.

<b>Litigation Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	136,534	143,768	1.4	85,000 (City residents)
200 - Supplies	4,225	4,248		
300 - Other Services	52,787	52,660		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>193,546</b>	<b>200,676</b>		

**Fund: 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:

- Reduce insurance claims by 3% (internal denials and management) in order to reduce the premium modifier by end of Q4.
- Reduce OSHA recordable injuries by 5% by end of Q4.
- Reduce workers’ compensation costs by 5% by end of Q4.
- 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 incidents using the “5 why” investigation method.
- Provide OSHA 10-hour training for supervisors at least once by end of Q4.
- Conduct noise surveys and job hazard assessments as needed throughout the year.

Risk Management Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	335,210	352,971	3.3	1,211 employees
200 - Supplies	15,937	16,023		
300 - Other Services	199,085	198,604		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>550,232</b>	<b>567,598</b>		

**Fund: General, Other**

**Total Departmental Budget by Fund**

Category	General Fund	Risk Management	Total
1	1,101,040	273,210	1,374,249
2	17,671	43,023	60,694
3	174,414	577,873	752,287
4	0	0	0
<b>Total</b>	<b>1,293,125</b>	<b>894,106</b>	<b>2,187,230</b>

**2023 Budget Proposal Highlights**

The Legal Department’s budget request is \$2,187,230, an increase of \$67,655 or 3%. The increase is almost entirely in the Personnel Services category.

**Conclusion**

Thank you for your consideration of the Legal Department budget request.



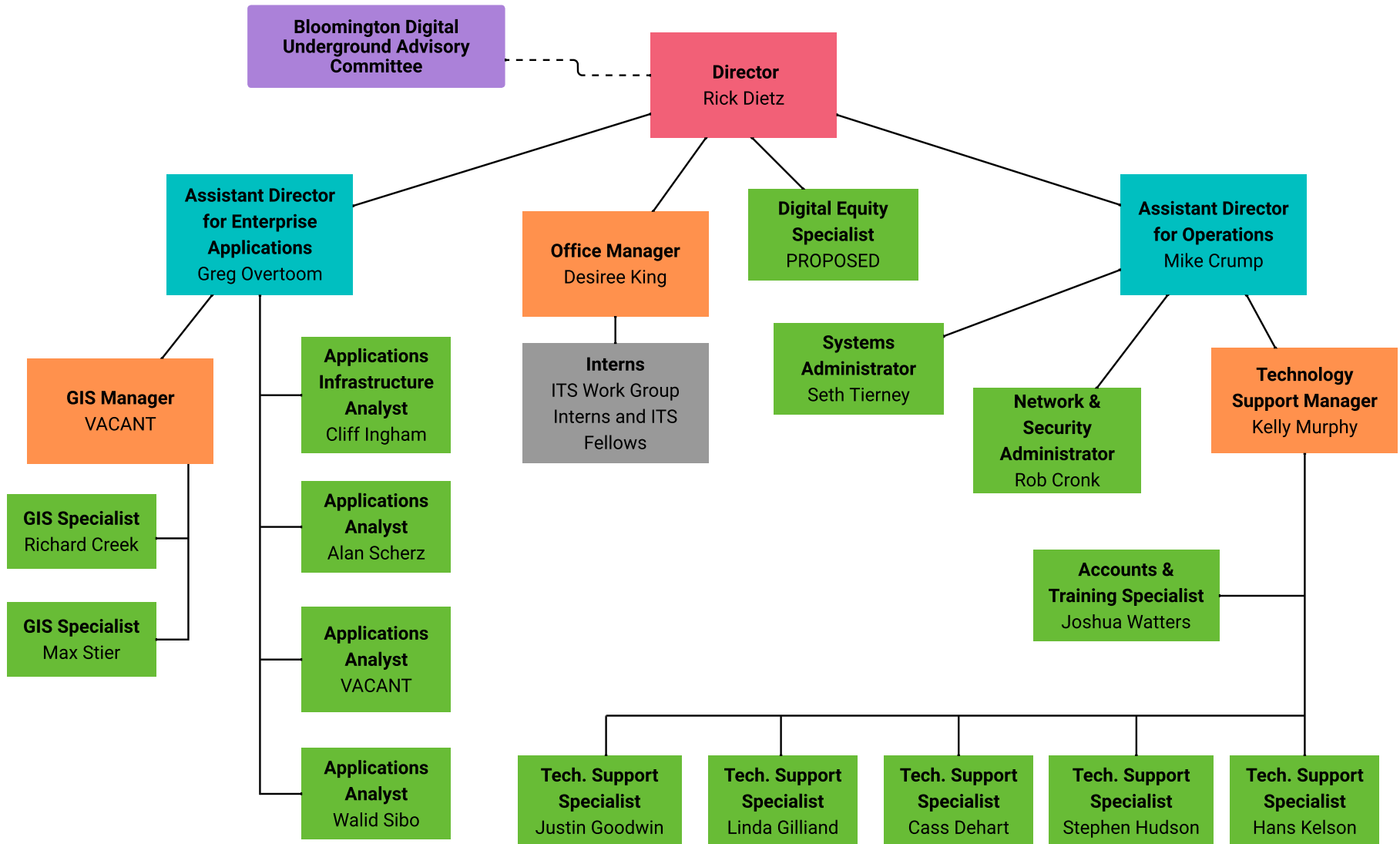


CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 10 - Legal</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	595,102	699,155	712,468	744,225	791,998	47,773	6.42%
	51210	FICA	43,571	51,527	52,599	56,934	60,587	3,653	6.42%
	51220	PERF	84,505	99,281	99,336	105,681	112,462	6,781	6.42%
	51230	Health and Life Insurance	121,332	135,604	135,604	135,603	128,193	(7,410)	-5.46%
	51310	Other Personal Services	-	-	-	2,000	-	(2,000)	-100.00%
	51320	Other Personal Services -DC Match	-	-	-	-	7,800	7,800	N/A
<b>Total: Personnel Services</b>			<b>844,509</b>	<b>985,566</b>	<b>1,000,007</b>	<b>1,044,442</b>	<b>1,101,040</b>	<b>56,597</b>	<b>5.42%</b>
Supplies									
	52110	Office Supplies	744	661	501	2,000	2,000	-	0.00%
	52410	Books	14,700	14,907	14,002	14,715	14,715	-	0.00%
	52420	Other Supplies	1,235	65	51	1,756	956	(800)	-45.56%
<b>Total: Supplies</b>			<b>16,679</b>	<b>15,633</b>	<b>14,554</b>	<b>18,471</b>	<b>17,671</b>	<b>(800)</b>	<b>-4.33%</b>
Other Services and Charges									
	53120	Special Legal Services	111,844	121,721	352,103	139,800	139,800	-	0.00%
	53160	Instruction	4,940	5,214	4,653	6,468	6,468	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	-	-	400	400	-	0.00%
	53210	Telephone	-	-	-	600	600	-	0.00%
	53220	Postage	46	49	116	250	250	-	0.00%
	53230	Travel	2,024	156	-	5,450	5,450	-	0.00%
	53310	Printing	50	-	5	475	100	(375)	-78.95%
	53320	Advertising	-	50	363	650	250	(400)	-61.54%
	53910	Dues and Subscriptions	17,667	18,383	20,068	20,796	20,796	-	0.00%
	53990	Other Services and Charges	3,215	2,992	639	1,200	300	(900)	-75.00%
<b>Total: Other Services and Charges</b>			<b>139,786</b>	<b>148,566</b>	<b>377,948</b>	<b>176,089</b>	<b>174,414</b>	<b>(1,675)</b>	<b>-0.95%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,000,974</b>	<b>\$ 1,149,764</b>	<b>\$ 1,392,510</b>	<b>\$ 1,239,002</b>	<b>\$ 1,293,125</b>	<b>\$ 54,122</b>	<b>4.37%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 800 - Risk Management(S0203)</b>									
<u>Expenditures</u>									
<b>Department: 10 - Legal</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	162,830	177,183	174,137	178,773	189,425	10,651	5.96%
	51210	FICA	12,094	13,197	13,059	13,676	14,491	815	5.96%
	51220	PERF	23,122	25,160	24,792	25,386	26,472	1,087	4.28%
	51230	Health and Life Insurance	42,822	42,822	42,822	42,822	40,482	(2,340)	-5.46%
	51320	Other Personal Services -DC Match	-	-	-	-	2,340	2,340	N/A
<b>Total: Personnel Services</b>			<b>240,868</b>	<b>258,362</b>	<b>254,810</b>	<b>260,657</b>	<b>273,210</b>	<b>12,553</b>	<b>4.82%</b>
Supplies									
	52110	Office Supplies	567	59	185	650	650	-	0.00%
	52240	Fuel and Oil	1,025	561	798	1,246	2,373	1,127	90.45%
	52420	Other Supplies	526	160	-	-	-	-	N/A
	52430	Uniforms and Tools	38,172	30,563	38,110	40,000	40,000	-	0.00%
<b>Total: Supplies</b>			<b>40,289</b>	<b>31,343</b>	<b>39,093</b>	<b>41,896</b>	<b>43,023</b>	<b>1,127</b>	<b>2.69%</b>
Other Services and Charges									
	53130	Medical	3,918	4,837	4,214	6,500	6,500	-	0.00%
	53160	Instruction	1,636	1,896	2,652	5,800	5,800	-	0.00%
	53210	Telephone	711	496	543	-	-	-	N/A
	53220	Postage	18	15	33	100	100	-	0.00%
	53230	Travel	-	84	-	650	650	-	0.00%
	53310	Printing	-	-	-	850	850	-	0.00%
	53410	Liability / Casualty Premiums	908	15,042	6,284	59,225	59,225	-	0.00%
	53420	Worker's Comp & Risk	294,426	663,726	642,548	495,000	495,000	-	0.00%
	53620	Motor Repairs	3,558	4,092	782	695	548	(147)	-21.15%
	53910	Dues and Subscriptions	181	50	95	-	-	-	N/A
	53990	Other Services and Charges	2,440	35	437	9,200	9,200	-	0.00%
<b>Total: Other Services and Charges</b>			<b>307,796</b>	<b>690,273</b>	<b>657,588</b>	<b>578,020</b>	<b>577,873</b>	<b>(147)</b>	<b>-0.03%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 588,953</b>	<b>\$ 979,979</b>	<b>\$ 951,491</b>	<b>\$ 880,573</b>	<b>\$ 894,106</b>	<b>\$ 13,533</b>	<b>1.54%</b>



## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Rick Dietz, Director  
**Date:** August 25, 2022

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### Why We Exist

Information & Technology Services (ITS) is primarily an internal service department, but we support and enable 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; to electronically engage residents in their own governance; and to advance digital equity in our community.

### 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 nearly 3,500 support tickets per year. ITS also monitors and supports more than 800 desktops, laptops and Mobile Data Terminals (MDTs) for 750 City staff at 40 sites including 24-7 mission-critical systems at Police, Fire, and Utilities departments. ITS maintains the servers (225 virtual and physical servers at 7 locations) and infrastructure (120 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 (18.5 miles of conduit, 12 miles of fiber in City network) and Wi-Fi deployments in City buildings. ITS also develops and maintains the City website (4,000 average daily active users, with 1,500,000 sessions per year -- 50% mobile and 50% desktop), uReport (4,000 requests in the last year) and other open-source applications for staff and public use. And ITS coordinates the City's fiber broadband and digital inclusion initiatives including the Meridiam project and annual Digital Equity Grants.

City information technology operations and expenses are largely funded through the City General Fund and the declining Telecommunications Non-reverting Fund. One-time CARES/ARPA investments in 2022 are allowing us to address long-standing capital needs and update critical systems including an overdue enterprise-wide network upgrade, wifi network upgrade, phone system upgrade, virtual server expansion, file storage expansion, and other critical infrastructure investments. These expenses were supported by CARES Act and American Rescue Plan Act (ARPA) funds and are not repeated in 2023, resulting in a significantly decreased ITS budget in 2023.

Despite this drop in infrastructure funding, starting in 2023 approximately \$465k annually is available through the ED-LIT so we do not fall behind in critical IT hardware, software and cybersecurity infrastructure investments. In 2023 we propose utilizing the ED-LIT to fund Microsoft Office upgrades, life cycle replacement of PEG Hub hardware supporting the broadcast of the City's Public, Education and Government (PEG) channels, cybersecurity investments and CATS funding. In future years – as equipment ages – we will replace network, storage and back-up systems using ED-LIT funding.

### **Sustainability and Climate Action**

In ITS we are excited to address sustainability challenges in collaboration with our fellow City departments. ITS purchases Energy Star certified equipment when available and provides its used computers to non-profit partners to extend the life of these devices. Beyond hardware, across the organization we partner to streamline and improve organizational efficiency and effectiveness, and assist departments with their sustainability programs, including digitizing formerly paper processes, deploying new software, and coordinates document digitization. We have led the transition to work-from-home, supported hybrid meetings, and expanded online services – reducing the need to drive to work, to attend meetings, and to access City services. And ITS is ushering in a city-wide fiber provider, which will provide city-wide opportunities for remote-work with its accompanying positive climate impacts. ITS mostly works internally, but we recognize the broader impact of our work and our responsibilities to our community. With your support, this budget will move ITS and the City sustainably forward.

### **Diversity, Equity, and Inclusion**

At the end of 2020 the City completed its Digital Equity Strategic Plan. Included were several recommendations which are supported in this budget, including continuing Digital Equity Grants

(started in 2020 under Recover Forward). We are excited to continue our recognized leadership in digital inclusion – Bloomington was recognized as a digital equity trailblazer in 2021 – with our 4th annual Digital Equity Grants program in 2023. However, our most promising equity program is the new Digital Equity Initiative which is part of our fiber infrastructure collaboration with Meridiam. This joint digital equity initiative includes a commitment to provide world class high-speed fiber-based internet service to income-eligible households at 250Mbps up/down, with \$0 sign-up costs, at essentially a \$0 monthly rate. The initiative also includes a commitment by Meridiam to fund a Community Coordinator position dedicated to digital equity. This program addresses several of the City’s Digital Equity Strategic Plan goals. To address one more of those goals, we are establishing a new Digital Equity fund to receive \$85k annually from Meridiam and \$1M from the City of Bloomington to connect low-income households to Meridiam’s open access network. Levering this fund we also propose establishing a permanent part-time City Digital Equity Specialist & Navigator position within ITS. This will fulfill one of the primary recommendations of the City’s Digital Equity Strategic Plan and help us accomplish many of its remaining goals. We look forward to this important work in 2023 and beyond.

**ITS 2023 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	1,587,698	1,738,462	1,773,859	1,941,519	2,070,465	128,946	7%
200 - Supplies	28,390	24,761	11,532	36,662	56,588	19,926	54.4%
300 - Other Services	920,566	1,048,510	1,112,361	1,846,231	1,676,235	(169,996)	-9%
400 - Capital Outlays	337,067	151,169	711,940	1,670,688	294,323	(1,376,365)	-82%
<b>Total</b>	<b>2,873,721</b>	<b>2,962,903</b>	<b>3,609,692</b>	<b>5,495,100</b>	<b>4,097,611</b>	<b>(1,397,489)</b>	<b>-25%</b>

**2023 Activity Descriptions and Goals**

ITS tracks its operations across many activity areas which combine into six primary activity groups: Administration; Innovation, Process Improvement and Data Services; Applications Support; Geographic Information Systems and Geospatial Services; IT Infrastructure; and Technology Support and Training. Other cross-cutting activity areas for ITS in 2023 include digital equity, cyber security and IT procurement.

**Administration**

*Activity Description:* Lead, plan and administer the information and communication technology function of City government. Maintain and manage the ITS office in keeping with City policy and best practices. Support governance bodies that inform ITS and City operations. Mobilize internal and external resources (staff, contractors, regular budget, contingency funds, grants, etc.) as needed to support ITS goals. Support public initiatives in broadband, digital equity and engagement.

Goals:

- Maintain at least a 4.5 out of 5 satisfaction rating (from at least 150 respondents) on the ITS annual internal customer service satisfaction surveys (2021 end-of-year survey was a 4.04 rating with 181 respondents).
- Support and monitor Meridium fiber project as Primary Contact for the City to ensure success of the project.
- Implement at least 2 Digital Equity Strategic Plan recommendation to improve broadband access to vulnerable populations including onboarding a new Digital Equity Specialist & Navigator as part of the ITS team.
- Establish Digital Equity Fund (\$1M from City, \$85k annual funding from Meridium) to connect low income households to the open access fiber network and support other digital equity programming.
- Administer, award and monitor \$50k in 2023 Digital Equity Grants to support local organizations bridging the digital divide.
- Complete cybersecurity operational plan in Q1 incorporating feedback from internal and external security reviews. Conduct security remediations and improvements identified by the plan through the remainder of 2023.
- Conduct Leadership Security Culture Survey in Q2, compare with 2022, present results and propose recommendations to improve City security.

Administration Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	432,959	498,883	5.06	85,000
200 - Supplies	13,912	32,888		
300 - Other Services	199,044	216,480		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>645,915</b>	<b>748,251</b>		

**Funding: General, Other**

**Innovation, Process Improvement & Data Services**

*Activity Description:* Promote innovation and experimentation in city government, develop new and improved processes to enhance ITS and City performance. Oversee City data program to expand data-driven processes within City operations. Assemble, analyze, and publish government information and data with the public and internal customers through the City’s data portal, performance dashboards, and other digital services.

Goals:

- Develop a Smart City Strategic Plan in partnership with the City Innovation Office.
- Co-lead Data Analysis support group, holding 6 bi-monthly support and training meetings throughout 2023.
- Continue partnership with Innovation Office to evaluate, improve and digitize the hiring process working closely with Human Resources, Parks and Recreation, and other departments as needed.
- Develop and deploy 2 Socrata Performance Dashboards/Data Stories in 2023. Potential topics include digital equity and public health & safety.
- Provide City staff with protected access to sensitive City data through Data Warehouse for creating custom queries, reports, and analysis.
- Conduct needs analysis, solution selection and procurement for email list management and Legal process/contract management systems.

<b>Innovation, Process Improvement &amp; Data Services Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	195,123	212,962	2.16	85,000
200 - Supplies	0	0		
300 - Other Services	82,800	28,800		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>277,924</b>	<b>241,762</b>		

**Funding: General, Other**

**Applications Support**

*Activity Description:* Evaluate, select, configure, deploy, operate and maintain the City’s portfolio of software applications, digital services and database systems for individual, workgroup, 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 (2021 end-of-year survey was a 4.21 rating).
- Implement at least 2 new document management workflows to improve operations and efficiency.



- Conduct professional development training for each Applications team members on best practices in the conduct of feasibility studies, needs analysis, and business analysis and attend at least one conference or training for enterprise applications used by supported City departments.
- Conduct software evaluation of major enterprise software systems (Tyler New World, Civic HR, Lucity, CityWorks, etc.) – to consider long term consolidation, replacement or expanded use – and retire 2 internal legacy applications from production use.
- Through the City website, serve an average of 55,000 unique users, 150,000 sessions, and 9,000,000 page hits per month. Maintain a bounce rate below 60%.
- Exceed 60% “excellent/good” quality ratings for the City’s website in the 2023 community survey (2021 bi-annual survey was 58%).

<b>Applications Support Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	311,614	316,485	3.21	85,000
200 - Supplies	0	0		
300 - Other Services	358,400	572,340		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>670,014</b>	<b>888,825</b>		

**Funding: General, Other**

**Geographic Information System (GIS) & Geospatial Technology**

*Activity Description:* Provide a comprehensive range of geospatial services and support for the productive use of the City’s Geographic Information System (GIS). Provide digital and print mapping services, geospatial data analysis, decision support, and Unoccupied Aerial Vehicle (UAV) services for aerial imagery, media and data collection.

Goals:

- Maintain at least a 4.25 out of 5 satisfaction rating on internal customer service surveys (2021 end-of-year survey was a 4.16 rating).
- Establish automated monitoring of City GIS services and establish a server and security maintenance schedule to improve support and reduce downtime.
- Deploy 5 new ArcGIS internal support applications (including 2 mobile data collection apps) to improve department operations.
- Create two new public web maps using the ArcGIS platform.
- Onboard at least 1 additional Unoccupied Aerial Vehicle (UAV) pilot from ITS and 1 from outside of ITS to provide back-up ITS UAV operations and data collection capability.
- Develop a UAV services outreach plan to promote use cases to other departments.
- Migrate the GIS online map gallery to the Socrata data platform in Q1.
- Create a mobile data collection pack for checkout and use by City Departments.

<b>Geographic Information Systems &amp; Geospatial Technology Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	229,099	232,681	2.36	85,000
200 - Supplies	3,300	4,000		
300 - Other Services	96,200	20,050		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>328,599</b>	<b>256,731</b>		

**Funding: General, Other**

**IT Infrastructure**

*Activity Description:* Support physical and virtual IT infrastructure providing storage, virtual computing, 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:

- Develop an IT Infrastructure operational plan in Q1, drawing from Disaster Recovery Plan, standard operating procedures, test results, and tabletop exercises.
- Organize and execute enterprise-wide network upgrade at City facilities to replace outdated hardware, upgrade network capabilities and improve security. (Extended into 2023 due to 2022 supply chain delays for network hardware.)
- Ensure 99.5% uptime of city network at primary city facilities and 99.5% uptime of external internet connectivity, excluding scheduled downtime for upgrades.
- Ensure 99.9% uptime of core storage, virtual computing, backup, and restoration services.
- Upgrade City phone system and phones to modern Voice over IP (VOIP) platform to improve City operations as network upgrade progress permits. (Extended into 2023 due to 2022 supply chain delays for network hardware.)
- Complete migration of servers, networking gear and associated equipment to the Trades District Garage datacenter.

<b>IT Infrastructure Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	232,012	235,639	2.39	85,000
200 - Supplies	9,900	9,900		
300 - Other Services	453,430	299,850		
400 - Capital Outlays	1,015,720	75,000		
<b>Total</b>	<b>1,711,062</b>	<b>620,389</b>		

**Funding: General, Other**

## Technology Support & Training

*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. (Results for 2021:4.92)
- Conduct annual internal survey on IT training needs by end of Q1 to assess customer satisfaction, training needs, and to guide training strategy.
- Complete deployment of ManageEngine IT Service Management (ITSM) system modules by end of Q4, including Operating System Deployment, Mobile Device Management, Software Application Deployment and Self-service Portal.
- Organize and execute the annual capital replacement of approximately 25% of City desktop inventory in 2022 including a planned 23 desktop PCs, 37 laptops, 3 MDTs, 62 monitors, 56 UPS units and peripherals within the ITS budget. In tandem, replace all legacy Windows 7 devices by Q1.
- Conduct at least 12 training events/classes for City staff, including trainings on Google applications and at least 2 required cybersecurity trainings.
- Achieve or exceed industry phish-prone percentage target for a medium-sized government organization (the current standard is 4.35% but subject to change). Our Phish-prone average across 2021 was 3.95% compared to the industry average of 4.3%.
- Place 95% of Technology Support equipment orders within 2 business days of receipt of departmental approval.

Technology Support & Training Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	540,713	573,814	5.82	85,000
200 - Supplies	9,550	9,800		
300 - Other Services	581,357	538,715		
400 - Capital Outlays	154,968	219,323		
<b>Total</b>	<b>1,286,588</b>	<b>1,341,652</b>		

**Funding: General, Other**

**Recover Forward, Phase Three (American Rescue Plan Act)**

No ITS Recover Forward (ARPA or CARES) expenses are planned for 2023. There is a significant decrease in 2023 due discontinuing the significant one-time expenses in the 2022 budget.

<b>ARPA Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	0	0	0.00	85,000
200 - Supplies	0	0		
300 - Other Services	75,000	0		
400 - Capital Outlays	500,000	0		
<b>Total</b>	<b>575,000</b>	<b>0</b>		

**Funding: Other**

**Economic Development - Local Income Tax (ED-LIT)**

Under the ED-LIT, ITS is allocated \$465,000 annually for essential City services and to replace lost revenue from decreasing video service franchise fees. Generally ED-LIT funds will be used by ITS to support recurring capital investments in IT infrastructure including network replacement, file storage, virtual servers, enterprise backup, enterprise applications, among other uses such as cybersecurity and CATS funding when appropriate.

Expenses covered by the ED-LIT in 2023 include Microsoft Office Licenses, refreshed PEG Hub video broadcasting equipment used to provide PEG (Public, Education and Government) channels to video service providers, cybersecurity investments (specifically improved anti-virus), and CATS funding. Microsoft license and PEG Hub are items identified in the ITS capital plan for 2023.

<b>ED-LIT Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services			0.00	
200 - Supplies				
300 - Other Services		465,000		
400 - Capital Outlays				
<b>Total</b>	<b>0</b>	<b>465,000</b>		

**Funding: Other**

### Total Departmental Budget by Fund

Category	General Fund	ED-LIT	Digital Equity	Non-Reverting Telecom	Total
1	2,023,143		47,321		2,070,465
2	27,849		18,839	9,900	56,588
3	986,496	465,000	18,839	205,900	1,676,235
4	95,000		0	199,323	294,323
<b>Total</b>	<b>3,132,488</b>	<b>465,000</b>	<b>84,999</b>	<b>415,123</b>	<b>4,097,611</b>

### 2023 Budget Proposal Highlights

The ITS Department's total 2022 budget request is \$4,097,610.59. This is a decrease of \$1,479,489.32 or 25%. ITS operations and activities draw from various funds as follows:

- ITS General Fund
- Economic Development - Local Income Tax (ED-LIT)
- Digital Equity Fund
- Telecommunications Non-Reverting Fund (Telecom Infrastructure & Telecom Services Accounts)
- Electronic Map Generation Fund (No requested budget appropriation for 2022)
- Enhanced Access Fund (No requested budget appropriation for 2022)

Notable changes can be found in the following budget lines:

#### ***ITS General Fund***

The ITS Department's General Fund budget request is \$3,132,488.25. This is a decrease of \$1,400,163.66 or 31%.

**Category 1 – Personnel Services:** request is \$2,023,143 which is an increase of \$81,624 or 4%, and includes a 5% cost of living increase, which aligns with the City-wide proposal for non-union employees.

**Category 2 – Supplies:** Overall increase of \$1,087 or 4%.

- **Line 242 – Other Supplies:** Increase of \$950 for operational supplies.

**Category 3 – Other Services:** Overall decrease of \$587,155 or 37%.

- **Line 317 – Mgt. Fee, Consultants, and Workshops:** Decrease of \$173,000. Removed one-time expenses in 2022 for aerial flyovers to provide new orthophotography data..
- **Line 321 – Telephone:** Decrease of \$149,000. Removed one-time expenses to replace

telephones and migrate to a Voice over IP (VOIP) phone system.

- **Line 331 – Printing:** Increase of \$50. Covers increases in printing costs.
- **Line 364 – Hardware and Software Maintenance:** Increase of \$39,870 for cybersecurity investments, including updated anti-virus and DNS security.
- **Line 391 – Dues & Subscriptions:** Increase of \$160,370. Increases include Microsoft Office, Airtable, Copper, Docusign, Chrome and Google Archive expenses. Decreases come from Tableau, PowerBI and Squarespace, Slack expenses.
- **Line 396 – Grants:** Request for \$50,000 for 2022 Digital Equity Grants funding. This former Recover Forward expense is now a regular program within ITS.
- **Line 398 – Community Access TV/Radio:** Increase of \$4,559 for Community Access Television Services, a 1% increase from 2022.

**Category 4 – Capital Outlays:** Overall increase of \$895,720 or 90%.

- **Line 442 – Purchase of Equipment:** Decrease of \$940,720 due to one-time 2022 capital investments including enterprise network upgrade, WiFi upgrade, security camera storage, virtual server infrastructure and datacenter power supplies.
- **Line 445 – Equipment:** Increase of \$45,000 to replace PEG Hub video broadcasting equipment used to provide PEG (Public, Education and Government) channels to video service providers.

#### ***Economic Development - Local Income Tax ED-LIT***

The ITS ED-LIT budget request is \$465,000.

**Category 3 – Other Services:** New appropriation of \$465,000 for IT infrastructure, cybersecurity and CATS funding.

#### ***Telecommunication Non-Reverting Fund***

The ITS Department's Telecommunications Non-Reverting Fund budget request is \$415,123. This is an increase of \$27,675 or 7%.

#### ***Telecom Infrastructure: Telecommunication Non-Reverting Fund 254000 Infrastructure Account***

**Category 3 – Other Services:** Overall increase of \$10,500 or 9%

- **Line 364 – Hardware and Software Maintenance:** Increase of \$10,500 to cover Firewall support and security services moved from General Fund.

**Category 4 – Capital Outlays:** Overall decrease of \$154,968 or 86%

- **Line 445 – Equipment:** Decrease of \$154,968. Expenses are for 2023 stand alone servers. Regular computer capital replacement is shifted from Telecom Infrastructure to Telecom Services to balance expenses within the Telecom Fund equably across Infrastructure and Services sub-accounts.

***Telecom Services: Telecommunication Non-Reverting Fund 256000 Services Account***

**Category 4 – Capital Outlays:** Overall increase of \$174,323.

- **Line 445 – Equipment:** Increase of \$174,323 due to move of computer capital replacement to Telecommunication Services. Planned replacement includes laptops, docks, UPS units, monitors and peripherals.

***Electronic Map Generation Fund***

The ITS Department's Electronic Map Generation Fund budget request is \$0 in 2023, the same as 2022.

***Enhanced Access Fund***

The ITS Department's Enhanced Access Fund budget request is \$0 in 2023, the same as 2022.

***Digital Equity Fund***

The ITS Department's Digital Equity Fund budget request is **\$84,221** to support the hiring of permanent part-time staff member, office supplies and equipment.

**Conclusion**

Thank you for your consideration of the 2023 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 is eager to meet that demand in 2023 and looks forward to helping all City staff meet their goals and potential with technology tools and support.

We are available to answer any questions.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 28 - ITS</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	1,064,681	1,190,551	1,221,047	1,334,113	1,411,147	77,034	5.77%
	51120	Salaries and Wages - Temporary	21,485	17,932	6,411	15,000	15,000	(0)	0.00%
	51210	FICA	79,141	87,402	89,987	103,208	109,097	5,889	5.71%
	51220	PERF	151,185	169,058	170,933	189,444	188,126	(1,319)	-0.70%
	51230	Health and Life Insurance	271,206	273,519	285,480	299,754	283,392	(16,362)	-5.46%
	51320	Other Personal Services -DC Match	-	-	-	-	16,382	16,382	N/A
<b>Total: Personnel Services</b>			<b>1,587,698</b>	<b>1,738,462</b>	<b>1,773,859</b>	<b>1,941,519</b>	<b>2,023,143</b>	<b>81,624</b>	<b>4.20%</b>
Supplies									
	52110	Office Supplies	5,582	5,337	4,197	8,500	8,500	-	0.00%
	52240	Fuel and Oil	285	116	31	412	549	137	33.25%
	52420	Other Supplies	18,114	18,740	7,304	17,850	18,800	950	5.32%
<b>Total: Supplies</b>			<b>23,981</b>	<b>24,193</b>	<b>11,532</b>	<b>26,762</b>	<b>27,849</b>	<b>1,087</b>	<b>4.06%</b>
Other Services and Charges									
	53160	Instruction	16,346	6,017	4,081	10,000	10,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	40,548	91,810	35,036	223,000	50,000	(173,000)	-77.58%
	53210	Telephone	73,656	77,968	92,387	246,300	97,300	(149,000)	-60.50%
	53220	Postage	-	65	-	150	150	-	0.00%
	53230	Travel	4,031	617	1,966	17,000	17,000	-	0.00%
	53310	Printing	115	42	42	250	300	50	20.00%
	53320	Advertising	446	-	-	1,000	1,000	-	0.00%
	53620	Motor Repairs	5,293	6,087	3,389	3,544	3,041	(503)	-14.19%
	53640	Hardware and Software Maintenance	173,554	243,617	240,889	298,350	333,720	35,370	11.86%
	53910	Dues and Subscriptions	42,469	95,066	175,653	260,600	420,970	160,370	61.54%
	53940	Temporary Contractual Employee	-	-	-	7,400	2,765	(4,635)	-62.64%
	53950	Landfill	70	-	80	250	250	-	0.00%
	53960	Grants	-	-	-	50,000	50,000	-	0.00%
	53980	Community Access TV/Radio	-	-	-	455,807	-	(455,807)	-100.00%
<b>Total: Other Services and Charges</b>			<b>356,527</b>	<b>521,289</b>	<b>553,522</b>	<b>1,573,651</b>	<b>986,496</b>	<b>(587,155)</b>	<b>-37.31%</b>
Capital Outlays									
	54420	Purchase of Equipment	80,000	28,829	335,294	990,720	50,000	(940,720)	-94.95%
	54450	Equipment	-	919	-	-	45,000	45,000	N/A
	54510	Other Capital Outlays	-	8,042	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>80,000</b>	<b>37,790</b>	<b>335,294</b>	<b>990,720</b>	<b>95,000</b>	<b>(895,720)</b>	<b>-90.41%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 2,048,207</b>	<b>\$ 2,321,734</b>	<b>\$ 2,674,207</b>	<b>\$ 4,532,652</b>	<b>\$ 3,132,488</b>	<b>\$ (1,400,164)</b>	<b>-30.89%</b>



**CITY OF BLOOMINGTON**

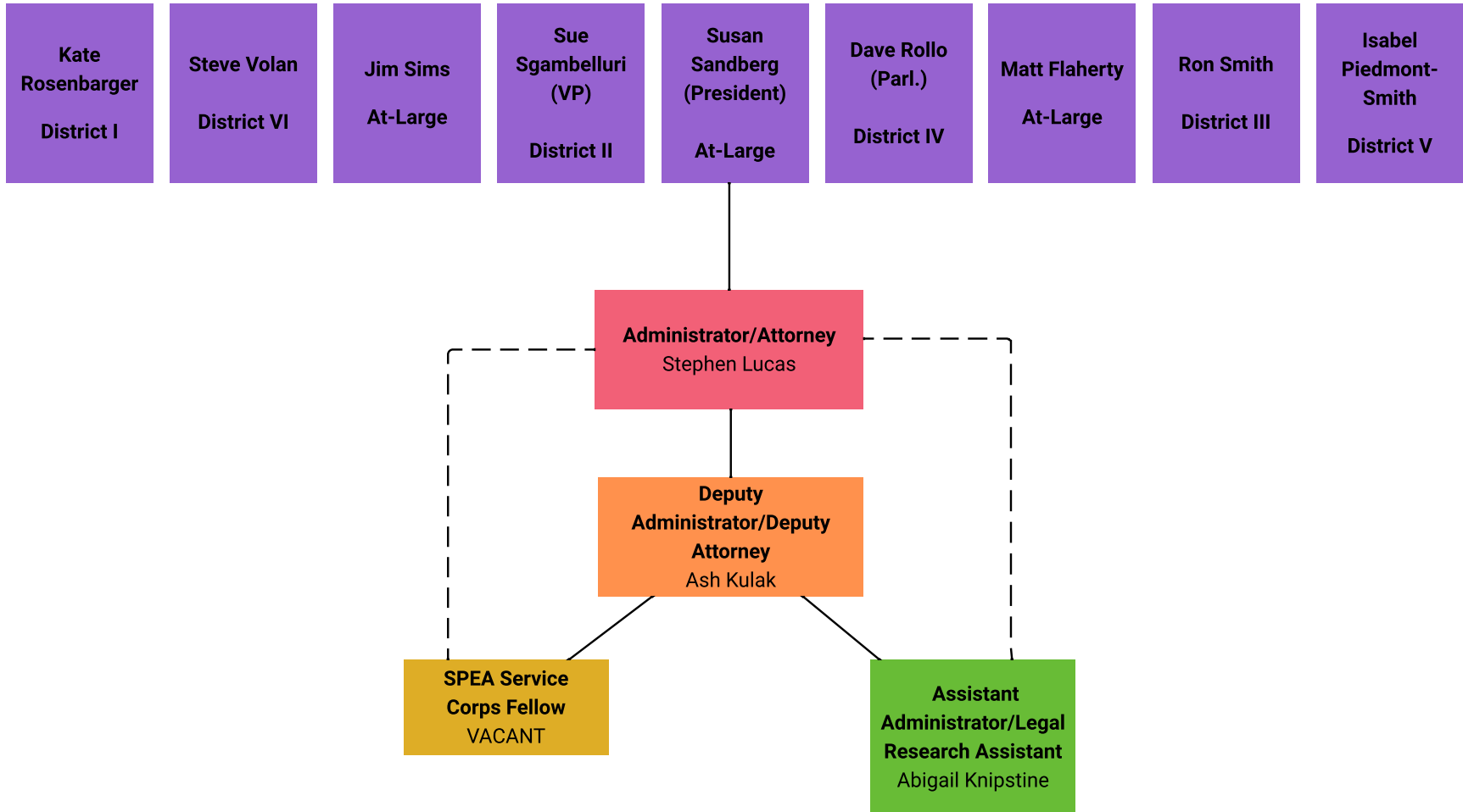
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 401 - Non-Reverting Telecom (S1146)</b>									
<u>Expenditures</u>									
<b>Department: 25 - Telecommunications</b>									
Supplies									
	52420	Other Supplies	4,409	568	-	9,900	9,900	-	0.00%
<b>Total: Supplies</b>			<b>4,409</b>	<b>568</b>	<b>-</b>	<b>9,900</b>	<b>9,900</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53150	Communications Contract	20,038	21,846	22,795	36,780	34,600	(2,180)	-5.93%
	53170	Mgt. Fee, Consultants, and Workshops	42,375	-	15,399	45,000	45,000	-	0.00%
	53640	Hardware and Software Maintenance	39,852	39,179	49,980	88,000	98,500	10,500	11.93%
	53650	Other Repairs	-	-	-	8,000	8,000	-	0.00%
	53750	Rentals - Other	19,371	19,371	19,371	19,800	19,800	-	0.00%
	53980	Community Access TV/Radio	442,402	446,826	451,294	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>564,038</b>	<b>527,222</b>	<b>558,839</b>	<b>197,580</b>	<b>205,900</b>	<b>8,320</b>	<b>4.21%</b>
Capital Outlays									
	54310	Improvements Other Than Building	-	-	-	10,000	10,000	-	0.00%
	54420	Purchase of Equipment	175,779	46,671	339,813	-	-	-	N/A
	54450	Equipment	81,288	66,709	36,832	169,968	189,323	19,355	11.39%
<b>Total: Capital Outlays</b>			<b>257,067</b>	<b>113,380</b>	<b>376,646</b>	<b>179,968</b>	<b>199,323</b>	<b>19,355</b>	<b>10.75%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 825,514</b>	<b>\$ 641,169</b>	<b>\$ 935,485</b>	<b>\$ 387,448</b>	<b>\$ 415,123</b>	<b>\$ 27,675</b>	<b>7.14%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 28 - ITS</b>									
Other Services and Charges									
	53940	Temporary Contractual Employee	-	-	-	-	4,635	4,635	N/A
	53980	Community Access TV/Radio	-	-	-	-	460,365	460,365	N/A
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>465,000</b>	<b>465,000</b>	
<b>Expenditures Grand Total:</b>			\$ -	\$ -	\$ -	\$ -	\$ 465,000	\$ 465,000	0.00%

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 457 - Digital Equity Fund</b>									
<u>Expenditures</u>									
<b>Department: 28 - ITS</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	-	27,134	27,134	N/A
	51210	FICA	-	-	-	-	2,079	2,079	N/A
	51220	PERF	-	-	-	-	3,854	3,854	N/A
	51230	Health and Life Insurance	-	-	-	-	13,476	13,476	N/A
	51320	Other Personal Services -DC Match	-	-	-	-	778	778	N/A
<b>Total: Personnel Services</b>			-	-	-	-	<b>47,321</b>	<b>47,321</b>	
Supplies									
	52420	Other Supplies	-	-	-	-	18,839	18,839	N/A
<b>Total: Supplies</b>			-	-	-	-	<b>18,839</b>	<b>18,839</b>	
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	-	18,839	18,839	N/A
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>18,839</b>	<b>18,839</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 84,999</b>	<b>\$ 84,999</b>	<b>0.00%</b>



## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Stephen Lucas, Common Council Attorney/Administrator  
**Date:** August 25, 2022

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### 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 the 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.

### Background

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

The Council conducts its business in public meetings, which were held electronically for the duration of the COVID-19 public health emergency. When the Governor rescinded the public health emergency declaration in March 2022, the Council began holding in-person meetings but continued to provide an option for members of the Council, city staff, and members of the public to attend and participate in meetings electronically.

The Council utilizes a number of committees to divide up the work of the full Council. Current Council committees include the Climate Action and Resilience Committee, the Jack Hopkins Social Services Committee and the Sidewalk Committee. The Jack Hopkins Social Services Committee and the Sidewalk Committee have historically provided recommendations to the full Council for the use of funds set aside for specific purposes. In addition, the Council also periodically convenes Special Committees. These committees are elaborated upon under the Discretionary Funding program.

From its membership, the Council also appoints individual members to serve on over a dozen other governing bodies that exist within city or county governments. The Council 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. The Council also makes appointments from its membership to the Community Development Block Grant Citizens' Advisory Committee, Commission for Bloomington Downtown Inc., Economic Development Commissions (both city and county), Parking Commission, Monroe County Food and Beverage Tax Advisory Commission, Plan Commission, Solid Waste Management District, Bloomington Urban Enterprise Association, Environmental Resource Advisory Council, Utilities Service Board, Bloomington Economic Development Corporation, Bloomington Commission on Sustainability, and Metropolitan Planning Organization.

### **Sustainability and Climate Action**

During 2021 and 2022, the Council initiated, reviewed, and approved a number of items of legislation to formally advance goals related to sustainability and climate change, including:

- Resolution 21-08 - Accepting the City of Bloomington Climate Action Plan
- Resolution 22-09 - To Modify the Monroe County Local Income Tax Rate and Allocate Additional Revenues to Economic Development
  - During discussions of this resolution, nearly \$5.5 million of new anticipated revenue was earmarked by the Council and Mayor for projects and programs related to climate change preparedness and mitigation - primarily through expanded transit service and implementation of the City's Climate Action Plan
- Ordinance 22-13 - Issuance of General Obligation Bonds to Finance Projects for the Purpose of Promoting Climate Change Preparedness and Implementing Equity and Quality of Life Improvements for City Residents

In addition to legislative actions, the Council's Climate Action and Resilience Committee continues to operate and plans to convene meetings later in 2022 for discussing the development of additional legislative initiatives to address sustainability and climate change.

## **Diversity, Equity, and Inclusion**

During 2021 and 2022, the Council initiated, reviewed, and approved a number of items of legislation to formally advance goals related to diversity and inclusion, including:

- [Resolution 21-23](#) - Recognizing the 52nd Anniversary of the Stonewall Riots and the June Celebration of Pride Month
- [Resolution 21-36](#) - Establishment of a Sibling-City Relationship with Palo Alto, California - for the purpose of building understanding, respect, and friendship through the collaborative exploration of the culture, arts, community service, and unique attributes of each city; promoting economic and business opportunities, including sustainability practices; and engaging in respectful civil discourse about issues that face our nation today

Beginning in late 2021 and continuing into 2022, city elected officials and department heads have participated in anti-racism training conducted by the Portland, Oregon-based Center for Equity and Inclusion. CEI’s training explores how racism functions in governmental programs, policies, and procedures and it supplies tools and strategies to address structural racism and advance racial equity.

## **Office of the Common Council 2023 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	550,505	601,361	582,723	595,190	610,815	15,625	3%
200 - Supplies	3,056	3,633	2,646	4,058	4,636	578	14%
300 - Other Services	351,792	589,172	866,808	405,172	411,214	6,042	1%
400 - Capital Outlays	269,652	54,788	270,801	336,000	336,000	-	0%
<b>Total</b>	<b>1,175,004</b>	<b>1,248,954</b>	<b>1,722,979</b>	<b>1,340,420</b>	<b>1,362,665</b>	<b>22,245</b>	<b>2%</b>

## **2023 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 distributed and posted online for public access).

Goals:

- Increase public awareness of and accessibility to Council meetings, meeting materials, and meeting notices.
- Increase Councilmember attendance rate at Regular Sessions, Special Sessions, and Committee meetings.
- Implement technology improvements related to document preparation, storage, and management alongside the Clerk’s Office and ITS Department.

<b>Legislative Duties Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	195,917	203,605	4.00	
200 - Supplies	406	464		
300 - Other Services	28,362	28,785		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>224,684</b>	<b>232,854</b>		

**Fund: 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:

- Onboard new Council Office staff members and provide them training on policy development to support work of councilmembers.
- Continue to explore ways to improve the effectiveness and efficiency of Council committees.

<b>Policy Development &amp; Coordination Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	133,918	134,888	2.65	
200 - Supplies	406	464		
300 - Other Services	14,181	14,392		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>148,505</b>	<b>149,744</b>		

**Fund: General, Other**



## Discretionary Funding

*Activity Description:* Facilitate the work of the Jack Hopkins Social Services Committee and the Council Sidewalk Committee. Prepare initial packets, arrange and facilitate meetings, draft agendas, and otherwise ensure 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 that recommend expenditure of appropriations from the Jack Hopkins Social Services Fund (JHSSF) and a portion of the Alternative Transportation Fund for approval by the Council. Both committees have been operating for decades, though the funds for these activities have been situated within the Council budget more recently. 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 Jack Hopkins Committee 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. In coordination with Planning staff, the Committee overhauled many of its practices during 2021 to now include an inventory of missing sidewalks throughout the city and more relevant objective criteria.

### Goals:

- Continue to streamline the JHSSF application process and maintain agency satisfaction with the grant program.
- Provide electronic access for JHSSF agency presentations to offer increased flexibility.
- Build on recent expansion of missing sidewalk inventory and revisions to objective criteria in coordination with Planning staff to make best use of sidewalk funding.

Discretionary Funding Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	37,199	38,176	0.75	
200 - Supplies	203	232		
300 - Other Services	324,138	328,971		
400 - Capital Outlays	336,000	336,000		
<b>Total</b>	<b>697,540</b>	<b>703,379</b>		

**Fund: 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.

<b>Constituent Services and Community Relations Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	146,317	150,159	2.95	
200 - Supplies	203	232		
300 - Other Services	10,129	10,280		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>156,649</b>	<b>160,671</b>		

**Fund: 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:

- Attend at least 12 hours of relevant training sessions throughout the year.

<b>Legal Counsel Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	61,999	63,627	1.25	
200 - Supplies	2,638	3,013		
300 - Other Services	20,259	20,561		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>84,896</b>	<b>87,201</b>		

**Fund: 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.

Administration Services Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	19,840	20,360	0.40	
200 - Supplies	203	232		
300 - Other Services	8,103	8,224		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>28,146</b>	<b>28,817</b>		

**Fund: General, Other**

**Total Departmental Budget by Fund**

Category	General Fund	CC Jack Hopkins NR17-42	Alternative Transport	Total
1	610,815			610,815
2	4,636			4,636
3	88,214	323,000		411,214
4	0		336,000	336,000
<b>Total</b>	<b>703,665</b>	<b>323,000</b>	<b>336,000</b>	<b>1,362,665</b>

**2023 Budget Proposal Highlights**

The total Council office budget request is \$1,362,665. This is an increase of \$22,245 or ~1.66% spread across three funds. The request from the General Fund is \$703,665, which is an increase of \$16,245 or ~2.4%. Listed below are some highlights of significance.

**Category 1 – Personnel** request is \$610,815. This is an increase of \$15,625 or ~2.6%.

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.

**Category 2 - Supplies** request is \$4,636. This is an increase of \$578 or about 14%. Changes include the following budget lines:

- **Line 211 - Office Supplies:** Increases \$500 for new office chairs.
- **Line 241 - Books:** Increases \$78 due to increase in price of Westlaw contract.

**Category 3 - Other Services and Charges** request is \$411,214 across two funds. This is an increase of \$6,042 or about 1.5%. Changes include the following funds and budget lines:

- **Line 391 - Dues and Subscriptions:** Increases \$42 due to increase in price of Westlaw online subscription.
- **Jack Hopkins Nonreverting Fund - Line 396 - Grants** - Increases Jack Hopkins program funding from \$317,000 to \$323,000, which is in line with previous increases year-over-year.

**Category 4 - Capital** request is \$336,000, which reflects no change from the previous year.

- **Alternative Transportation Fund - Line 431 - Improvements Other Than Building** - Per the Controller's Office - the revenues that flow into the Alternative Transportation Fund will not support an increase to the funding set aside out of the ATF for the Council's Sidewalk Committee process.

### **Conclusion**

Thank you for your consideration of the Council Office's 2023 budget request.

**CITY OF BLOOMINGTON**

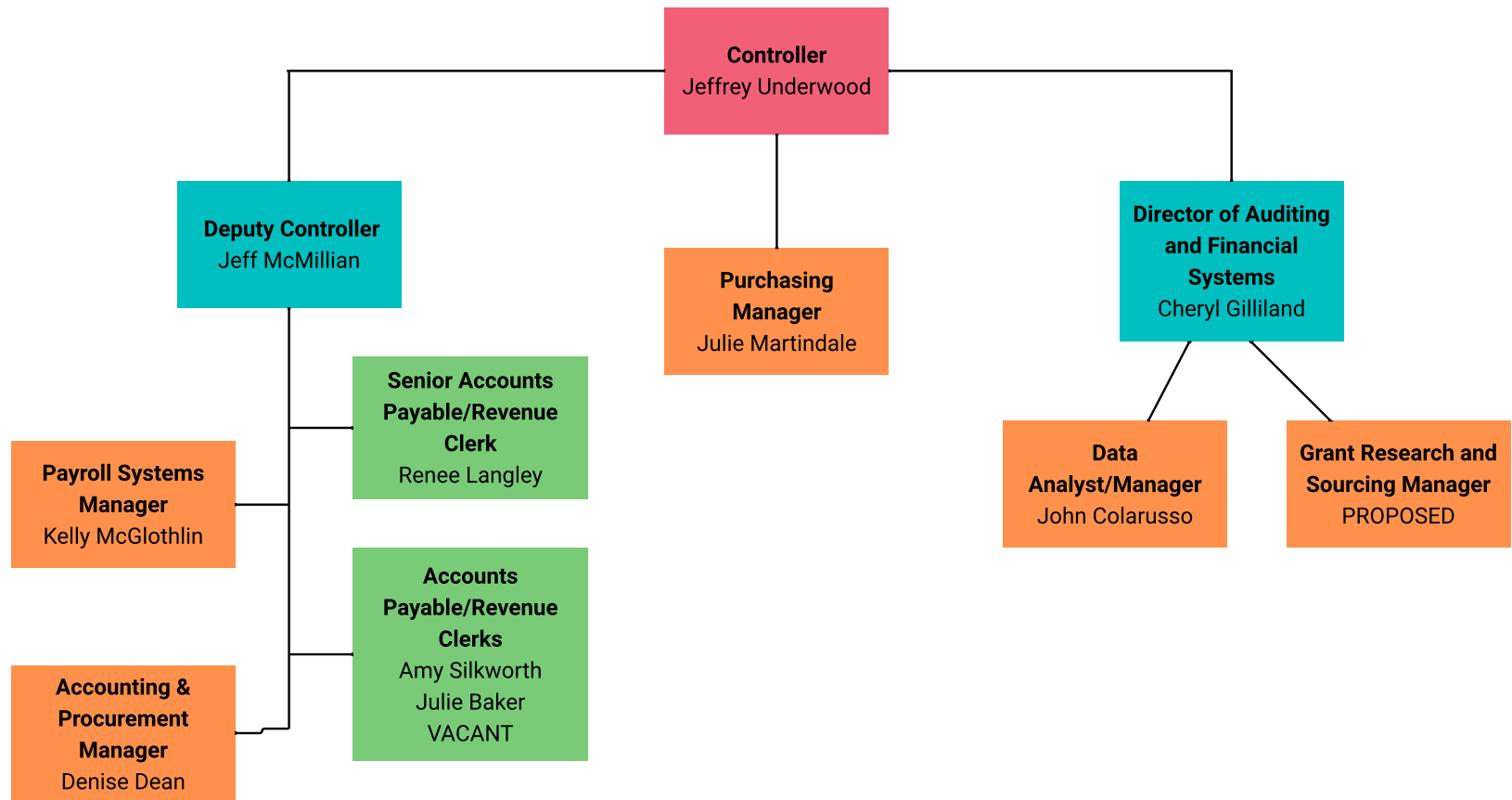
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 05 - Common Council</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	322,346	372,362	358,515	366,637	380,472	13,835	3.77%
	51120	Salaries and Wages - Temporary	8,368	6,781	-	1,800	1,800	-	0.00%
	51210	FICA	23,569	27,905	26,122	28,185	29,244	1,058	3.75%
	51220	PERF	24,933	23,025	26,799	27,279	28,011	732	2.68%
	51230	Health and Life Insurance	171,288	171,288	171,288	171,288	161,928	(9,360)	-5.46%
	51320	Other Personal Services -DC Match	-	-	-	-	9,360	9,360	N/A
<b>Total: Personnel Services</b>			<b>550,505</b>	<b>601,361</b>	<b>582,723</b>	<b>595,190</b>	<b>610,815</b>	<b>15,625</b>	<b>2.63%</b>
Supplies									
	52110	Office Supplies	584	1,212	128	1,250	1,750	500	40.00%
	52410	Books	2,392	2,421	2,518	2,808	2,886	78	2.78%
	52420	Other Supplies	79	-	-	-	-	-	N/A
<b>Total: Supplies</b>			<b>3,056</b>	<b>3,633</b>	<b>2,646</b>	<b>4,058</b>	<b>4,636</b>	<b>578</b>	<b>14.24%</b>
Other Services and Charges									
	53160	Instruction	1,465	1,076	-	2,250	2,250	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	618	360	1,225	2,250	2,250	-	0.00%
	53210	Telephone	-	-	-	692	692	-	0.00%
	53220	Postage	-	-	-	120	120	-	0.00%
	53230	Travel	965	827	-	4,500	4,500	-	0.00%
	53630	Machinery and Equipment Repairs	-	-	-	250	250	-	0.00%
	53910	Dues and Subscriptions	4,179	4,755	4,659	5,730	5,772	42	0.73%
	53940	Temporary Contractual Employee	1,296	-	-	1,375	1,375	-	0.00%
	53960	Grants	55,000	55,000	55,000	55,000	55,000	-	0.00%
	53990	Other Services and Charges	4,200	6,035	-	16,005	16,005	-	0.00%
<b>Total: Other Services and Charges</b>			<b>67,723</b>	<b>68,052</b>	<b>60,884</b>	<b>88,172</b>	<b>88,214</b>	<b>42</b>	<b>0.05%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 621,283</b>	<b>\$ 673,046</b>	<b>\$ 646,253</b>	<b>\$ 687,420</b>	<b>\$ 703,665</b>	<b>\$ 16,245</b>	<b>2.36%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 270 - CC Jack Hopkins NR17-42 (S0011)</b>									
<u>Expenditures</u>									
<b>Department: 05 - Common Council</b>									
Other Services and Charges									
	53960	Grants	284,069	314,907	266,439	317,000	323,000	6,000	1.89%
<b>Total: Other Services and Charges</b>			<b>284,069</b>	<b>314,907</b>	<b>266,439</b>	<b>317,000</b>	<b>323,000</b>	<b>6,000</b>	<b>1.89%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 284,069</b>	<b>\$ 314,907</b>	<b>\$ 266,439</b>	<b>\$ 317,000</b>	<b>\$ 323,000</b>	<b>\$ 6,000</b>	<b>1.89%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 454 - Alternative Transport(S6301)</b>									
<u>Expenditures</u>									
<b>Department: 05 - Common Council</b>									
Capital Outlays									
	54310	Improvements Other Than Building	269,652	54,788	270,801	336,000	336,000	-	0.00%
<b>Total: Capital Outlays</b>			<b>269,652</b>	<b>54,788</b>	<b>270,801</b>	<b>336,000</b>	<b>336,000</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 269,652</b>	<b>\$ 54,788</b>	<b>\$ 270,801</b>	<b>\$ 336,000</b>	<b>\$ 336,000</b>	<b>\$ -</b>	<b>0.00%</b>





## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Jeffrey Underwood CPA, Controller  
**Date:** August 25, 2022

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### 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 and divisions, 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 11 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. The Controller works closely with Administration and departments to not only create efficiencies, but to also assist with special project requests. Some of these special project requests include the Convention Center potential expansion, monitoring of new GO bonds, digitization, Hopewell, Trades Center, and the Arts.

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.

**Sustainability and Climate Action**

The Controller supports the City’s sustainability mission by serving on the Climate Action Team. In addition, we anticipate beginning work on integrating our contracts process into the document management system later this year which will move us closer to our goal of digitizing most of our processes and records along with the integration of subsidiary systems with our enterprise financial system. Additionally the office participates in the City Buildings Solar energy savings program. The Controller works to reduce the carbon footprint by offering the flexibility of remote work to staff members.

**Diversity, Equity, and Inclusion**

The Controller's office works to ensure fair and equal opportunities for everyone in regards to accessing and submitting forms related to our office's activities including procurement opportunities, permits, fees, payments and other submissions. Within the area of purchasing, the department will work to increase the opportunities for minority and women owned businesses. Leadership participated in the diversity, equity, and inclusion training with the Center for Equity and Inclusion.

**Office of the Controller 2023 Budget Summary**

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,014,932	1,075,117	1,057,134	1,065,894	1,209,388	143,494	13%
200 - Supplies	6,469	2,295	4,723	10,550	10,550	0	0%
300 - Other Services	332,746	1,285,995	649,727	1,119,885	1,963,885	844,000	75%
400 - Capital Outlays					-	0	0%
<b>Total</b>	<b>1,354,146</b>	<b>2,363,407</b>	<b>1,711,584</b>	<b>2,196,329</b>	<b>3,183,823</b>	<b>987,494</b>	<b>45%</b>

**2023 Activity Descriptions and Goals**

**Accounts Payable**

*Activity Description:* Manage and coordinate activities related to the processing, approval and payment of expenditures. In 2021, the A/P team processed 43,610 payments and issued 186 1099’s for 2,073 vendors and employees.

Goals:

- Increase participation rate of the Electronic Funds Transfer (EFT) payment process to 77% through Q4. Evaluate various avenues to determine additional options which would result in the reduction of processing paper checks.

Accounts Payable Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	332,365	345,683	3.4	Processed 43,610 payments and issued 186 1099's for 2,073 vendors and employees
200 - Supplies	3,016	3,016		
300 - Other Services	26,628	47,106		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>362,009</b>	<b>395,806</b>		

**Fund: 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 2021, the Revenue Collection team processed 6,744 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% of all transactions.

Revenue Collection Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	169,574	176,369	1.8	The Controller's Office processes revenue transactions for the City's 23 departments. In 2021, the Revenue Collection team processed 6,744 revenue journals.
200 - Supplies	3,271	3,271		
300 - Other Services	28,879	51,088		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>201,724</b>	<b>230,728</b>		

**Fund: 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 2021, the Payroll team processed 32,938 payments and issued 1,142 W-2 forms to employees. Over 97% 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 and pension disbursements on a monthly basis.

- Issue tax reports within a month of the end of each quarter (Federal) and by the 20th of each month (State) in 2023.
- Issue all manual checks within 1 business day of receiving a request.

<b>Payroll Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	94,961	98,767	1.0	In 2021, the Payroll team processed 32,938 payments and issued 1,211 W-2 forms to employees.
200 - Supplies	879	879		
300 - Other Services	22,203	39,278		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>118,043</b>	<b>138,924</b>		

**Fund: General**

**Cash Management**

*Activity Description:* Coordinate with the City’s banking partner to ensure that the rate of return is maximized and that all 147 funds and 7 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 2023.
- Upload the required reports to the SBOA website within 45 days of month end.
- Continue working with banking partners to provide a positive local impact and satisfactory or excellent rating in regards to their Community Reinvestment Act Performance Evaluation.

<b>Cash Management Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	55,233	57,446	0.6	In 2021, provided support to 2,073 vendors and employees as well as all of the City’s customers.
200 - Supplies	484	484		
300 - Other Services	22,203	39,278		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>77,919</b>	<b>97,207</b>		

**Fund: 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:

- Establish a monthly training schedule to train new employees with the purchase order process and how it relates to the New World system.

- Create and establish refresher purchasing training sessions.
- Regroup commodity codes to determine our aggregate level of goods purchased.
- Advertise minority and women owned business opportunities through community events that are supported by CFRD, HAND, and Parks.

<b>Purchasing Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	87,210	90,704	0.9	In 2021, 9,470 purchase Orders valued at \$89.9 million. Of those vendors, 128 signed up through the on-line registry.
200 - Supplies	791	791		
300 - Other Services	22,203	39,278		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>110,203</b>	<b>130,773</b>		

**Fund: General**

**Budgeting**

*Activity Description:* Manage and coordinate activities related to the development, presentation, submission and approval of the City’s annual budget inclusive of approximately 500 budgets in 23 departments which includes Bloomington Housing Authority (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 2023.
- 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 5 days of Council approval)

<b>Budgeting Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	53,295	55,430	0.6	The Controller’s office manages over 500 budgets and supports 23 departments, the Bloomington Housing Authority, Bloomington Transit and 9 Council members.
200 - Supplies	484	484		
300 - Other Services	22,203	39,278		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>75,981</b>	<b>95,192</b>		

**Fund: 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 for the 2022 Annual Comprehensive Financial Report (ACFR).
- Monitor, report and make recommendations by Q3 for uses of the Public Safety Local Income Tax, including Dispatch, Bloomington Police and Bloomington Fire requirements, and the new Economic Development Local Income Tax.
- Provide support for the potential Convention Center expansion (supported by the Food & Beverage Tax), the Trades District Tech Center (EDA grant building), John Waldron Arts Center, and Hopewell.
- Continue participation in the planning and usage of CARES and ARPA funds.
- Work with the integration team for the Document Management system to ensure identified projects are completed by Q4.
- Reduce the number of travel paper copies printed and stored by obtaining State Board of Accounts approval to replace the paper travel voucher with the on-line travel expense form, plus allow scanned receipts to serve as official documentation.
- Implement the on-line training and travel system and provide adequate training to the users and approvers.
- Plan a review of the current Enterprise Resource Planning (ERP) system in preparation for evaluating an alternate ERP solution and recommendation of future actions (i.e. retain or replace current ERP System).
- Continue integrating subsidiary software (e.g. Work Track, RecTrack, T2) with ERP system which improves efficiency and controls around subsidiary data, to the extent possible.

<b>Research &amp; Special Projects Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	215,117	324,519	3.2	The Controller’s office supports 23 departments, 9 Council members and 9 boards and commissions.
200 - Supplies	1,319	1,319		
300 - Other Services	943,615	1,669,302		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,160,050</b>	<b>1,995,140</b>		

**Fund: 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 on the 2022 financial statements from the State Board of Accounts without major findings by the end of Q2 2023.
- Conduct audits of all cash funds (18 accounts in 2021); a minimum of twice annually of the on-going accounts and once annually on the seasonal accounts.
- 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.

<b>Internal Audit Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	58,140	60,469	0.6	The Controller's office supports 23 departments.
200 - Supplies	308	308		
300 - Other Services	22,203	39,278		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>80,650</b>	<b>100,055</b>		

**Fund: General**

**Recover Forward, Phase Three (American Rescue Plan Act)**

For 2023, a small portion of American Rescue Plan Act (ARPA) and IFA CoronaVirus Relief funds will allow the City to cover research projects and a compensation classification study.

<b>ARPA Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	-	-	-	
200 - Supplies	-	-		
300 - Other Services	-	400,000		
400 - Capital Outlays	-	-		
<b>Total</b>	<b>-</b>	<b>400,000</b>		

**Fund: Other**

<b>CARES Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	0	0	-	
200 - Supplies	0	0		
300 - Other Services	0	250,000		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>0</b>	<b>250,000</b>		

**Fund: Other**

**New Revenue: Economic Development Local Income Tax (ED-LIT)**

The Economic Development Local Income Tax (ED-LIT) revenue will be dedicated to cover expenses directly related to essential city services.

ED-LIT Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services		1,209,388	0.00	
200 - Supplies				
300 - Other Services		975,111		
400 - Capital Outlays				
<b>Total</b>	<b>0</b>	<b>2,184,499</b>		

**Fund: Other**

**2023 Budget Proposal Highlights**

The Controller’s Office general fund budget request is \$3,183,823. This is an increase of \$987,494 or 45%. Listed below are some highlights of significance.

**Category 1 - Personnel** request is \$1,209,388. This is an increase of \$143,494 or 13%, which includes the proposed funding of a new position, Grant and Research Sourcing Manager. In addition, this represents a 5% cost of living increase, which aligns with the City-wide proposal for non-union employees.

**Category 2 - Supplies** request is \$10,550, which reflects no change from 2022.

**Category 3 - Other Services & Charges** request is \$1,963,885. This is an increase of \$844,000 or 75%. This increase reflects the new ED-LIT, ARPA, and CARES obligations.

**Total Departmental Budget by Fund**

Category	General Fund	ARPA	CARES	ED LIT	Non-Reverting Improve	Total
1	0			1,209,388		1,209,388
2	10,550					10,550
3	135,024	400,000	250,000	975,111	203,750	1,963,885
4						0
<b>Total</b>	<b>145,574</b>	<b>400,000</b>	<b>250,000</b>	<b>2,184,499</b>	<b>203,750</b>	<b>3,183,823</b>

**Conclusion**

Thank you for your consideration of the Controller’s Office 2023 budget request.



CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	673,926	725,171	710,369	716,406	-	(716,406)	-100.00%
	51120	Salaries and Wages - Temporary	10,944	8,739	9,788	32,656	-	(32,656)	-100.00%
	51130	Salaries and Wages- Overtime	-	450	90	-	-	-	N/A
	51210	FICA	48,793	52,220	50,922	57,304	-	(57,304)	-100.00%
	51220	PERF	95,707	102,974	100,404	100,514	-	(100,514)	-100.00%
	51230	Health and Life Insurance	185,562	185,562	185,562	157,014	-	(157,014)	-100.00%
	51310	Other Personal Services	-	-	-	2,000	-	(2,000)	-100.00%
<b>Total: Personnel Services</b>			<b>1,014,932</b>	<b>1,075,117</b>	<b>1,057,134</b>	<b>1,065,894</b>	<b>-</b>	<b>(1,065,894)</b>	<b>-100.00%</b>
Supplies									
	52110	Office Supplies	153	149	113	600	600	-	0.00%
	52420	Other Supplies	6,316	2,146	4,609	9,950	9,950	-	0.00%
<b>Total: Supplies</b>			<b>6,469</b>	<b>2,295</b>	<b>4,723</b>	<b>10,550</b>	<b>10,550</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53160	Instruction	1,864	2,762	1,023	4,500	5,300	800	17.78%
	53170	Mgt. Fee, Consultants, and Workshops	171,263	70,000	-	400,000	49,889	(350,111)	-87.53%
	53210	Telephone	-	-	-	100	100	-	0.00%
	53220	Postage	26,500	30,000	35,250	35,250	33,600	(1,650)	-4.68%
	53230	Travel	3,645	-	-	2,000	4,500	2,500	125.00%
	53240	Freight / Other	31	-	-	-	-	-	N/A
	53310	Printing	-	230	-	-	-	-	N/A
	53320	Advertising	222	430	262	2,250	2,250	-	0.00%
	53630	Machinery and Equipment Repairs	561	480	-	650	650	-	0.00%
	53640	Hardware and Software Maintenance	144	868	940	975	975	-	0.00%
	53730	Machinery and Equipment Rental	1,630	1,150	1,650	2,100	2,100	-	0.00%
	53830	Bank Charges	2,154	27	118	16,000	14,350	(1,650)	-10.31%
	539010	Inter-Fund Transfers	-	447,000	-	-	-	-	N/A
	53910	Dues and Subscriptions	16,046	17,041	18,508	19,750	19,750	-	0.00%
	53940	Temporary Contractual Employee	1,311	-	-	1,560	1,560	-	0.00%
	53960	Grants	-	5,000	107,961	-	-	-	N/A
	53990	Other Services and Charges	100,626	704,257	477,265	625,000	-	(625,000)	-100.00%
<b>Total: Other Services and Charges</b>			<b>325,996</b>	<b>1,279,245</b>	<b>642,977</b>	<b>1,110,135</b>	<b>135,024</b>	<b>(975,111)</b>	<b>-87.84%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,347,396</b>	<b>\$ 2,356,657</b>	<b>\$ 1,704,834</b>	<b>\$ 2,186,579</b>	<b>\$ 145,574</b>	<b>\$ (2,041,005)</b>	<b>-93.34%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	-	824,931	824,931	N/A
	51120	Salaries and Wages - Temporary	-	-	-	-	32,656	32,656	N/A
	51210	FICA	-	-	-	-	65,605	65,605	N/A
	51220	PERF	-	-	-	-	114,908	114,908	N/A
	51230	Health and Life Insurance	-	-	-	-	161,928	161,928	N/A
	51320	Other Personal Services -DC Match	-	-	-	-	9,360	9,360	N/A
<b>Total: Personnel Services</b>			-	-	-	-	<b>1,209,388</b>	<b>1,209,388</b>	
Other Services and Charges									
	53170	Mgt. Fee, Consultants, and Workshops	-	-	-	-	350,111	350,111	N/A
	53990	Other Services and Charges	-	-	-	-	625,000	625,000	N/A
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>975,111</b>	<b>975,111</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,184,499</b>	<b>\$ 2,184,499</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	-	400,000	400,000	N/A
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>400,000</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>0.00%</b>

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 160 - IFA CoronaVirus Relief Fnd21.019</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Personnel Services									
	51130	Salaries and Wages- Overtime	-	75,000	-	-	-	-	N/A
<b>Total: Personnel Services</b>			<b>-</b>	<b>75,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Supplies									
	52110	Office Supplies	-	5,011	-	-	-	-	N/A
	52210	Institutional Supplies	-	11,215	-	-	-	-	N/A
	52310	Building Materials and Supplies	-	5,675	-	-	-	-	N/A
	52420	Other Supplies	-	96,099	-	-	-	-	N/A
	52430	Uniforms and Tools	-	8	-	-	-	-	N/A
<b>Total: Supplies</b>			<b>-</b>	<b>118,007</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53130	Medical	-	147	-	-	-	-	N/A
	53160	Instruction	-	1,375	-	-	-	-	N/A
	53210	Telephone	-	857	-	-	-	-	N/A
	53230	Travel	-	211	-	-	-	-	N/A
	53310	Printing	-	444	-	-	-	-	N/A
	53320	Advertising	-	1,134	-	-	-	-	N/A
	53610	Building Repairs	-	1,489	-	-	-	-	N/A
	53640	Hardware and Software Maintenance	-	122,794	-	-	-	-	N/A
	539010	Inter-Fund Transfers	-	-	600,000	1,000,000	-	(1,000,000)	-100.00%
	53910	Dues and Subscriptions	-	25,178	-	-	-	-	N/A
	53920	Laundry and Other Sanitation Services	-	195	-	-	-	-	N/A
	53960	Grants	-	160,135	-	-	-	-	N/A
	53990	Other Services and Charges	-	34,270	-	-	250,000	250,000	N/A
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>348,228</b>	<b>600,000</b>	<b>1,000,000</b>	<b>250,000</b>	<b>(750,000)</b>	<b>-75.00%</b>
Capital Outlays									
	54420	Purchase of Equipment	-	73,133	-	-	-	-	N/A
	54440	Motor Equipment	-	2,785	-	-	-	-	N/A
	54450	Equipment	-	1,875	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>-</b>	<b>77,793</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ 619,028</b>	<b>\$ 600,000</b>	<b>\$ 1,000,000</b>	<b>\$ 250,000</b>	<b>\$ (750,000)</b>	<b>-75.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 405 - Non-Reverting Improve I(S0113)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53120	Special Legal Services	-	-	-	3,000	197,000	194,000	6466.67%
	53910	Dues and Subscriptions	6,750	6,750	6,750	6,750	6,750	-	0.00%
<b>Total: Other Services and Charges</b>			<b>6,750</b>	<b>6,750</b>	<b>6,750</b>	<b>9,750</b>	<b>203,750</b>	<b>194,000</b>	<b>1989.74%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 6,750</b>	<b>\$ 6,750</b>	<b>\$ 6,750</b>	<b>\$ 9,750</b>	<b>\$ 203,750</b>	<b>\$ 194,000</b>	<b>1989.74%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 152 - Food &amp; Beverage Tax(S9509)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53110	Engineering and Architectural	217,066	-	-	-	-	-	N/A
	53170	Mgt. Fee, Consultants, and Workshops	54,829	476	-	-	-	-	N/A
	53970	Mayor's Promotion of Business	-	1,416,600	122,500	-	-	-	N/A
	53990	Other Services and Charges	-	-	-	-	4,000,000	4,000,000	N/A
<b>Total: Other Services and Charges</b>			<b>271,894</b>	<b>1,417,076</b>	<b>122,500</b>	<b>-</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 271,894</b>	<b>\$ 1,417,076</b>	<b>\$ 122,500</b>	<b>\$ -</b>	<b>\$ 4,000,000</b>	<b>4,000,000</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 610 - Vehicle Replacement Fund(S0012)</b>									
<u>Expenditures</u>									
Department: 06 - Controller's Office									
Capital Outlays									
	54410	Lease Purchase	112,674	69,358	124,170	-	-	-	N/A
	54440	Motor Equipment	19,999	-	-	-	-	-	N/A
	54450	Equipment	25,000	42,435	-	600,000	436,000	(164,000)	-27.33%
<b>Total: Capital Outlays</b>			<b>157,673</b>	<b>111,793</b>	<b>124,170</b>	<b>600,000</b>	<b>436,000</b>	<b>(164,000)</b>	<b>-27.33%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 157,673</b>	<b>\$ 111,793</b>	<b>\$ 124,170</b>	<b>\$ 600,000</b>	<b>\$ 436,000</b>	<b>\$ (164,000)</b>	<b>-27.33%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 23 - Board of Public Safety</b>									
Personnel Services									
	51120	Salaries and Wages - Temporary	3,172	3,294	2,547	3,172	3,172	-	0.00%
	51210	FICA	243	252	195	243	243	-	0.00%
<b>Total: Personnel Services</b>			<b>3,415</b>	<b>3,546</b>	<b>2,742</b>	<b>3,415</b>	<b>3,415</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 3,415</b>	<b>\$ 3,546</b>	<b>\$ 2,742</b>	<b>\$ 3,415</b>	<b>\$ 3,415</b>	<b>-</b>	<b>0.00%</b>



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 522 - 2018 Parks Bicentennial (S1380)</b>									
Expenditures									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53810	Principal	115,000	355,000	365,000	365,000	395,000	30,000	8.22%
	53820	Interest	250,883	376,931	363,831	363,830	336,131	(27,699)	-7.61%
	53830	Bank Charges	-	1,500	2,999	3,000	3,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>365,883</b>	<b>733,431</b>	<b>731,830</b>	<b>731,830</b>	<b>734,131</b>	<b>2,301</b>	<b>0.31%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 365,883</b>	<b>\$ 733,431</b>	<b>\$ 731,830</b>	<b>\$ 731,830</b>	<b>\$ 734,131</b>	<b>\$2,301</b>	<b>0.31%</b>

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 527 - 2022 GO Bonds (Bond #4)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53810	Principal	-	-	-	-	395,000	395,000	N/A
	53820	Interest	-	-	-	-	164,937	164,937	N/A
	53830	Bank Charges	-	-	-	-	1,000	1,000	N/A
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>560,937</b>	<b>560,937</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 560,937</b>	<b>\$ 560,937</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 519 - 2016 GO Bonds Bond #2 (S0182)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53810	Principal	435,000	440,000	455,000	455,000	490,000	35,000	7.69%
	53820	Interest	350,475	341,225	330,100	330,101	303,750	(26,351)	-7.98%
	53830	Bank Charges	4,000	3,000	5,000	4,000	4,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>789,475</b>	<b>784,225</b>	<b>790,100</b>	<b>789,101</b>	<b>797,750</b>	<b>8,649</b>	<b>1.10%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 789,475</b>	<b>\$ 784,225</b>	<b>\$ 790,100</b>	<b>\$ 789,101</b>	<b>\$ 797,750</b>	<b>\$ 8,649</b>	<b>1.10%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 526 - 2022 Parks GO Bond(Park Bond #2)</b>									
<b>Expenditures</b>									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53810	Principal	-	-	-	-	395,000	395,000	N/A
	53820	Interest	-	-	-	-	164,937	164,937	N/A
	53830	Bank Charges	-	-	-	-	1,000	1,000	N/A
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>560,937</b>	<b>560,937</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 560,937</b>	<b>\$ 560,937</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

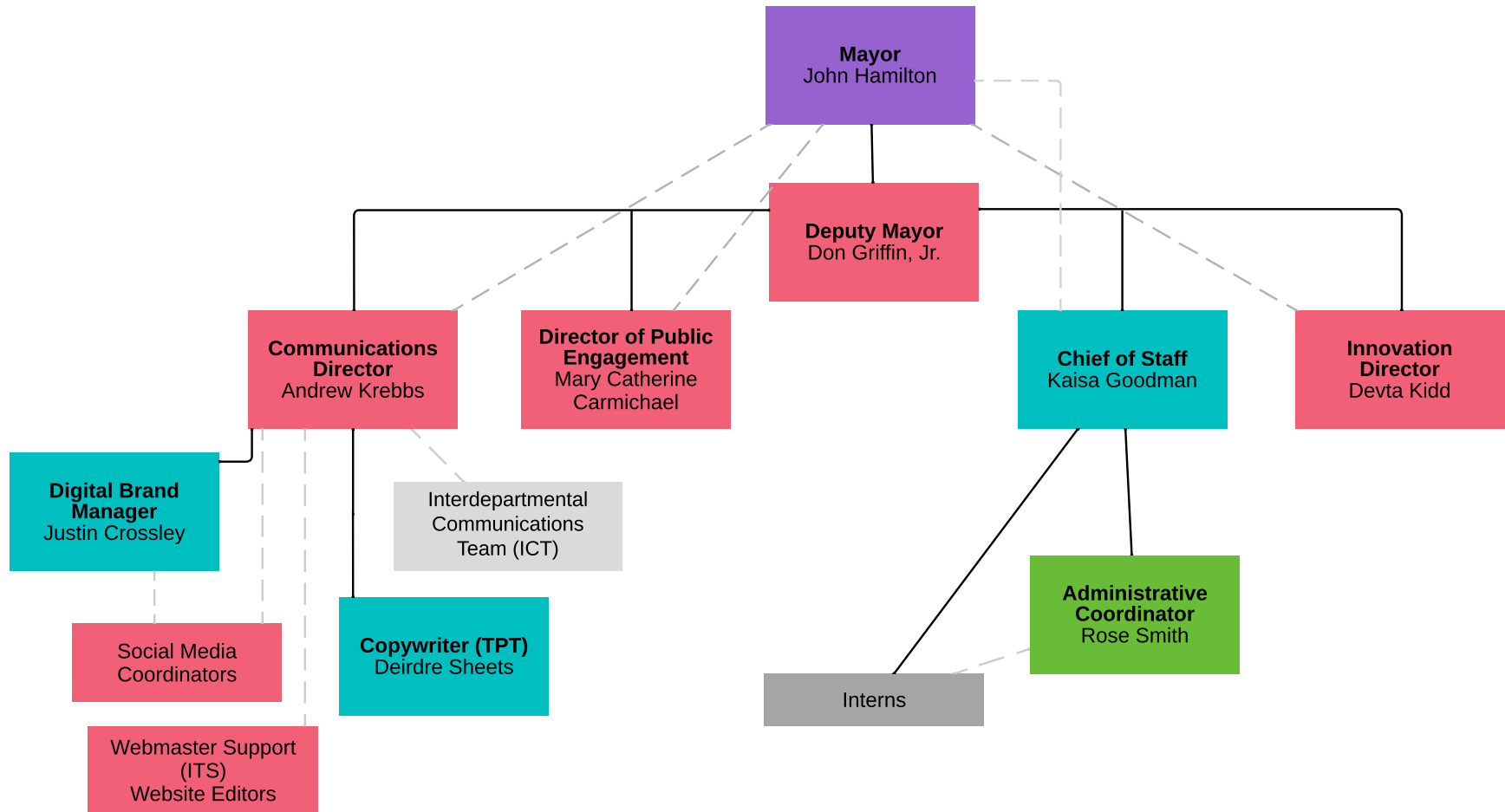
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 520 - 2016 Parks GO Bond #3 (S0183)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
	53810	Principal	280,000	295,000	300,000	300,000	330,000	30,000	10.00%
	53820	Interest	213,594	207,569	200,131	200,131	184,268	(15,863)	-7.93%
	53830	Bank Charges	2,500	2,500	2,500	3,000	3,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>496,094</b>	<b>505,069</b>	<b>502,631</b>	<b>503,131</b>	<b>517,268</b>	<b>14,137</b>	<b>2.81%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 496,094</b>	<b>\$ 505,069</b>	<b>\$ 502,631</b>	<b>\$ 503,131</b>	<b>\$ 517,268</b>	<b>\$ 14,137</b>	<b>2.81%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 900 - Police Pension(S0342)</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	3,977	4,154	4,000	4,000	4,000	-	0.00%
	51210	FICA	304	318	314	306	306	-	0.00%
<b>Total: Personnel Services</b>			<b>4,281</b>	<b>4,471</b>	<b>4,313</b>	<b>4,306</b>	<b>4,306</b>	<b>-</b>	<b>0.00%</b>
Supplies									
	52110	Office Supplies	-	-	-	100	100	-	0.00%
	52420	Other Supplies	-	-	60	500	500	-	0.00%
<b>Total: Supplies</b>			<b>-</b>	<b>-</b>	<b>60</b>	<b>600</b>	<b>600</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53130	Medical	16,391	9,694	12,834	35,420	35,420	-	0.00%
	53220	Postage	-	198	67	200	200	-	0.00%
	53990	Other Services and Charges	1,146,853	1,136,409	1,045,426	1,412,000	1,412,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>1,163,244</b>	<b>1,146,301</b>	<b>1,058,328</b>	<b>1,447,620</b>	<b>1,447,620</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,167,525</b>	<b>\$ 1,150,772</b>	<b>\$ 1,062,701</b>	<b>\$ 1,452,526</b>	<b>\$ 1,452,526</b>	<b>\$ -</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 901 - Fire Pension(S0341)</b>									
<u>Expenditures</u>									
<b>Department: 08 - Fire</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	4,000	-	4,000	4,000	4,000	-	0.00%
	51120	Salaries and Wages - Temporary	-	4,000	-	-	-	-	N/A
	51210	FICA	39	52	54	58	306	248	427.60%
<b>Total: Personnel Services</b>			<b>4,039</b>	<b>4,052</b>	<b>4,054</b>	<b>4,058</b>	<b>4,306</b>	<b>248</b>	<b>6.11%</b>
Supplies									
	52110	Office Supplies	-	141	179	350	350	-	0.00%
<b>Total: Supplies</b>			<b>-</b>	<b>141</b>	<b>179</b>	<b>350</b>	<b>350</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53220	Postage	-	-	-	960	960	-	0.00%
	53990	Other Services and Charges	1,752,084	1,714,250	1,859,921	2,145,369	2,145,369	-	0.00%
<b>Total: Other Services and Charges</b>			<b>1,752,084</b>	<b>1,714,250</b>	<b>1,859,921</b>	<b>2,146,329</b>	<b>2,146,329</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,756,123</b>	<b>\$ 1,718,444</b>	<b>\$ 1,864,154</b>	<b>\$ 2,150,737</b>	<b>\$ 2,150,985</b>	<b>\$ 248</b>	<b>0.01%</b>





## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Don Griffin, Deputy Mayor  
**Date:** August 25, 2022

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### 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 16 department heads, 800 full-time employees, and a total budget of approximately \$229 million (including Bloomington Transit and Bloomington Housing Authority). This is accomplished in cooperation with the City Council and the City Clerk—to determine and implement the priorities of our community’s 85,000 residents and nearly 3 million annual visitors.

### Background

Over the last six and a half years, the Office of the Mayor has focused on and continues to prioritize:

- **Public Safety, Equity, 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. Continue working with the Future of Policing Task Force and reviewing their ongoing recommendations. Maintain both ISO Class 1/1X-accredited Fire Department and CALEA-accredited Police Department; Bloomington is the only city in the state to have both of these public safety accreditations.

- **Affordable/Workforce Housing:** Implement and refine an affordable housing strategy consistent with the Comprehensive Master Plan and Unified Development Ordinance, as well as the newly-updated UDO zoning map. Deploy the Housing Development Fund, HOME Funds, tax abatements and acquisition of property to assist these efforts. Continue and expand collaborations with other community stakeholders, including the newly-formed Housing Security Coalition and its Heading Home Plan and upcoming initiatives. Expand on the 1,121 units of affordable housing that have been built or retained in Bloomington over the last six years.
- **Economic Development Facilitated through Enhanced Quality of Place:** Encourage infrastructure and community development by redevelopment of the Hopewell neighborhood, 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. Continue towards economic recovery from the challenges of COVID-19. Further infrastructure investments, which have tripled in the past six years, with continued funding from ARPA and the recently-established Economic Development Local Income Tax (ED-LIT) as well as prioritization in the regular City budget.
- **Climate Change/Sustainability:** Respond to impacts of climate disruption by investing in sustainable practices throughout the delivery of City services. Accelerate implementation of Climate Action Plan (CAP) initiatives, towards the goal of achieving carbon neutrality by 2050. Advance the Green Ribbon Panel: a community-wide task force to develop specific action steps on solar energy, transportation changes, city planning, and supportive grants.
- **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 three biennial Community Surveys that have already been completed and conduct the fourth survey in 2023 to consider and implement improvements in the 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, encourage improving current processes, and prepare the organization for the future. Continue building on the culture of innovation that is rooted in the 2017 establishment of the Innovation Director in the Office of the Mayor. The innovation fund is replenished annually by reversions of up to \$50,000/year, based on where savings and efficiencies have been achieved.
- **Diversity, Equity, and Inclusion:** Center increasing equity in decision making and strategic planning. Advance the nascent DEI Coalition of community leaders to reflect, strategize, and plan for the most innovative and creative solutions for creating an inclusive community.

Nearly two and a half years into the COVID-19 pandemic, the City of Bloomington continues to work alongside federal, state, and local agencies to maintain continuity of City government services and to support and protect the community's well-being and health. The mayor's Continuity of City Government (COCG) team researches and implements protocols to safely provide City services

and support employee/public health during the ongoing pandemic. The COCG team has met more than 40 times since March 2020.

The 0.69% Economic Development Local Income Tax (ED-LIT) passed by the Local Income Tax Council in the spring of 2022 will provide much-needed additional revenue for the City to appropriately fund continued progress, specifically investments in:

- **Public safety**, including newly-negotiated Police salaries, future Fire Department salary negotiations, continued innovation of service delivery, and building replacements and upgrades
- **Climate change preparedness and mitigation** to enhance public transit and advance goals set in the Climate Action Plan (CAP)
- **Equity and quality of life for all**, including access to housing, good jobs, local food, the arts, and economic stability
- **Essential city services**, to maintain assets and assure ongoing excellence

### **Sustainability and Climate Action**

In April 2021, the City's first Climate Action Plan (CAP) was presented to the City Council and accepted by resolution as an advisory document for the City and broader community. The plan serves as a roadmap for our community to reduce greenhouse gas (GHG) emissions to mitigate climate change, as Bloomington aims to reduce GHG emissions by 25% below 2018 levels by 2030 and reach carbon neutrality by 2050. In support of the plan, Mayor Hamilton's internal Climate Action Team continues to meet monthly to oversee the CAP's goals and emphasize their interconnectivity within city departments. Recent work related to the CAP has focused on increasing efficiency of water and wastewater systems, expanding solar and energy efficiency programs, providing access to composting services, and implementing multimodal transportation plans. In 2022, the Green Ribbon Panel was announced and the administration has begun working with partners outside of city government to build and attract wider community momentum towards climate goals.

### **Diversity, Equity, and Inclusion**

Additionally, Mayor Hamilton and Clerk Bolden have instituted anti-racism training for City elected officials and appointed department heads. Training is underway (2021-2022) that exposes how racism functions in governmental programs, policies, and procedures and supplies staff and elected officials with tools and strategies to address structural racism and advance racial equity. Currently, nine four-hour DEI training sessions have been completed, and a total of eleven will be completed by the end of 2022. The goal of the training is to begin to build capacity among City leaders to champion and direct equity, diversity, and inclusion efforts going forward.

In 2022, Mayor Hamilton announced the launch of a DEI Coalition, led by the City of Bloomington and Indiana University and including individuals from many other institutions and alliances. The goal

of this collaborative effort is to work to discover the barriers and challenges for people from historically marginalized communities living in Bloomington and how to overcome them to be a truly inclusive and welcoming community.

The City of Bloomington published its [Plan to Advance Racial Equity](#) in late 2020. In May 2021, the DCP team announced the formation of the Future of Policing Task Force, established as part of the City’s commitment to the reduction of racial inequities and continuous improvement of outcomes for all residents. This resident-led task force released their first round of recommendations in Spring 2022. Our goal is to develop an approach to policing that is forward thinking; responsive to community needs; inclusive of diverse community voices; equitable in its implementation of policies and procedures regardless of race, age, gender, gender identity, economic, health, or housing status; and provides appropriate protection for all residents, visitors, and law enforcement officers.

**Office of the Mayor 2023 Budget Summary**

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget	Change (\$)	Change (%)
100 - Personnel Services	805,936	873,772	901,736	904,487	962,490	58,003	6%
200 - Supplies	15,412	4,038	5,261	7,800	7,800	0	0%
300 - Other Services	120,782	79,701	45,016	114,240	114,240	0	0%
400 - Capital Outlays	-	-	-	-	-	-	0%
<b>Total</b>	<b>942,130</b>	<b>957,511</b>	<b>952,012</b>	<b>1,026,527</b>	<b>1,084,530</b>	<b>58,003</b>	<b>6%</b>

**2023 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:

- Manage progress on City initiatives and provide efficient delivery of City services by conducting monthly (or more frequent) meetings with Cabinet.
- Review semiannual goal updates from all departments as a management tool to accomplish and monitor progress. Publish semiannual department goal updates to support transparency and accountability by Q4.
- Conduct annual budget and/or strategic planning retreat with department heads by Q3 to set goals and develop the City’s annual budget.
- Coordinate the scheduling of legislation that goes before the City Council with regular meetings of the Council/administration scheduling team, at least 40 times per year.

- Present reports from the administration, at least bimonthly, to City Council in 2023 on topics of mutual interest.
- Meet at least monthly with County government leadership (Council and Commissioners) to discuss relevant mutual topics, with the goal of increased communication and collaboration.
- Replace and repair capital infrastructure in the Police, Fire, Public Works, Planning & Transportation, Parks & Recreation, and Utilities departments by Q4 consistent with the 2023 budget.
- Deliver a public safety report to the community in Q1 to measure success of ongoing public safety initiatives.
- Conduct weekly, biweekly, or monthly meetings with key staff focused on topical areas (Affordable Housing, Public Safety, etc.) to coordinate and advance City priorities.
- Oversee work and progress on the City's Climate Action Plan, in conjunction with ESD, by leading internal Climate Action Team meetings.
- Continue any appropriate annexation-related planning.
- Meet at least monthly with internal planning teams for the Hopewell neighborhood.
- Convene the Hopewell Steering Committee and provide at least quarterly updates and get feedback about updates at the Hopewell site.
- Continue to pursue potential Convention Center expansion.
- Continue to work towards a performing arts center, in conjunction with ESD.
- If purchase is deemed feasible, complete purchase of the CFC Showers complex by Q1.
- If purchase is deemed feasible, participate in bimonthly meetings about the expansion of City Hall and relocation of the Police Station and Fire Department administrative offices into the CFC Showers complex.
- Collaborate with the ITS Department on beginning implementation of high speed broadband internet service, including digital equity programs.
- Collaborate with the Department of Economic and Sustainable Development and continue to pursue development opportunities for the Trades District that align with the Trades District Master Plan and Certified Tech Park (CTP) guidelines.
- Participate at least bimonthly in conversations about the Trades District Tech Center while this project is being pursued.
- Oversee coordination and distribution of American Rescue Plan Act (ARPA) funds as requested by departments in 2024 budget requests, by Q4.
- Attract additional federal and state support for our programs by continuing to work with advisors by Q4.
- Expand on the Green Ribbon Panel with at least two public events related to this program by Q4 and ongoing conversations with stakeholders.
- Strengthen the City of Bloomington's Sibling City relationship with the City of Palo Alto, California through participation in bimonthly Sibling Cities meetings and facilitating at least one visit of Bloomington residents to Palo Alto or visit from Palo Alto residents to Bloomington by Q4 and ongoing conversations with stakeholders. .
- Expand on the DEI Initiative with at least two public events related to this program by Q4.
- Participate in bimonthly meetings about the bicentennial Parks bonds for gateways, trails, and trees.

<b>Policy &amp; Administration Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	256,274	288,749	2.75	85,000
200 - Supplies	2,210	2,340		
300 - Other Services	32,368	34,272		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>290,853</b>	<b>325,361</b>		

**Fund: 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:

- Expand public awareness of policies, events and programs by distributing a minimum of 75 OOTM-generated press releases and an additional 125 department-generated press releases by Q4.
- Coordinate a minimum of 60 total opportunities for the Mayor and the Deputy Mayor to interact with the press in real time, whether in-person or virtually, by Q4.
- Coordinate a minimum of 50 total opportunities for the Mayor or the Deputy Mayor to speak at and/or attend public events, whether in-person or virtually, by Q4
- Communicate the City's advocacy of or opposition to larger policy issues by creating a minimum of 5 guest editorials by Q4.
- Increase resident and community engagement on social media by 2% over 2021.
- Conduct training for relevant City staff on utilizing and understanding the social media policy guide by Q2.
- Conduct training for relevant City staff on messaging and branding guidelines for City communications by Q4.
- Improve City communications, including the City's website, by meeting with the City's Interdepartmental Communications Team (ICT) on a semi-monthly basis to provide training and guidance for front-line communicators .
- Launch city-wide resident communications platform (email and text messaging) in collaboration with the ITS department by Q2.
- Expand city-wide resident communications platform to include participation from a minimum of four (4) different City departments by Q4.
- Increase the number of CityBloomington social media followers by 5% from 28,121 to 29,527.

- Review Community Survey results and propose changes to communications efforts based on resident feedback. Work with Interdepartmental Communications Team (ICT) to implement.
- Work with Interdepartmental Communications Team (ICT) and ITS group to continually review the city website for ease of use and updating content in a timely manner.

<b>Communications Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	281,389	316,742	3.02	85,000
200 - Supplies	2,427	2,567		
300 - Other Services	35,540	37,595		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>319,356</b>	<b>356,903</b>		

**Fund: 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:

- Meet with the administration weekly to advance internal communication and collaboration.
- Ensure external communication and collaboration by meeting with Town/Gown group quarterly as well as additional interactions with IU Health public relations teams, IU media teams and the IU Dean of Students.
- Maintain monthly contact with the Greater Bloomington Chamber of Commerce to manage underwriting budget and staff involvement.
- Honor local people and initiatives through the creation of at least 50 proclamations by Q4.
- Invest at least \$25,000 in the sponsorship of at least 15 activities or events by Q4 benefiting the community and supporting the goals of the administration.
- Conduct the fourth community survey by Q2.
- Support community priorities by coordinating with Indianapolis lobbying firm weekly during legislative session, and as needed throughout the year. Disseminate relevant and timely information to appropriate staff.
- Serve as primary contact for Federal lobbying firm by maintaining a minimum of monthly contact, disseminating all grant opportunities and coordinating ongoing support as needed.
- Ensure an average vacancy rate at 5% or below at the end of every month in 2023 for Mayoral board and commission appointments.
- Hold annual board and commission appreciation event in Q4 and increase participation by 5% over 2019.

- Improve transparency and address residents’ ideas, questions and issues with City departments by conducting outreach to a minimum of 10 group/neighborhood meetings by Q4.
- Serve as higher level resource for resident concerns and respond to all concerns within a week.
- Encourage regular community feedback by creating and disseminating at least 10 community engagement surveys via online public engagement tool Polco by Q4.
- Coordinate emergency communications team efforts.
- Coordinate a minimum of 6 total opportunities for the Mayor, Deputy Mayor, and/or Public Engagement Director to participate in regional engagement opportunities outside of the Bloomington city limits by Q4.
- Coordinate communications for Hopewell project with the public through sharing information gathered in monthly Hopewell staff meetings.
- Maintain active memberships in Big Ten City Manager group and International Town/Gown Association.

Public Engagement Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	231,150	218,751	2.08	85,000
200 - Supplies	1,993	1,773		
300 - Other Services	29,195	25,964		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>262,338</b>	<b>246,488</b>		

**Fund: 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. Areas of focus are: improving current processes, nurturing a culture of innovation, and preparing the organization for the future.

Goals:

- Use Lean process improvement tools to identify opportunities for optimization in four departments by Q4.
- Create strategy for scaling innovation and process improvement knowledge and experience across the organization by Q4.
- Coach and mentor graduates from Innovation Training Cohorts on their spinoff projects throughout the year.
- Nurture a culture of innovation by featuring a minimum of 25 new success stories of departmental innovation on the city website by Q4.
- Conduct annual “Innovation@Work” celebration of newly documented innovations.



- Share investment costs in new tech or programs with departments by managing an investment of \$35,000 in the Innovation Fund and leveraging these funds to achieve savings and increase efficiencies.
- Partner with ITS to co-lead multi-departmental development of the City’s first Smart City Strategic Plan by Q4.
- Increase the use of data in decision-making by creating internally-facing performance dashboards in 3 departments with quarterly Cabinet report-outs from these departments, by Q4.
- Increase visibility, understanding, and engagement with innovation by hosting a minimum of four employee and/or public events at the “Innovation Lab” by Q4.
- Work with the Legal Department to improve our efficiency and transparency for responding to Freedom of Information Act (FOIA) requests, through the implementation of a new FOIA-request response system and/or software, by Q4.
- Complete a 1-year pilot with two departments to use a Constituent Relationship Management database to improve the efficiency of our resident outreach across departments.
- By the end of Q2, review the progress from year 1 of the new Leaf Management program and work with Parks and Public Works to modify the program in year 2 in order to meet our goal of full implementation by year 3.
- Obtain assistance through experiential learning programs at MCCSC, Ivy Tech, and/or Indiana University on a minimum of two process improvement projects by Q4.
- Continuously improve the Director’s knowledge and network through one training and one conference annually.

Innovation Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	135,674	138,249	1.32	700 City staff and approximately 10,000 residents
200 - Supplies	1,170	1,120		
300 - Other Services	17,136	16,409		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>153,980</b>	<b>155,778</b>		

**Fund: General**

**2023 Budget Request Highlights**

The Office of the Mayor’s general fund budget request is \$1,084,530. This is an overall increase of \$58,003, or 6%, from 2022. Listed below are some highlights of significance.

**Category 1 – Personnel Services** request is \$962,490. This is an increase of \$58,003, or 6%, from 2022, due to:

- **Salaries and Wages - Regular:** Overall 5% increase in wages and related benefits.

- **Salaries and Wages - Temporary:** Increase of \$26,000 to fund the Copywriter Specialist. This temporary, part-time employee started in the Spring of 2022 and there is an anticipated need for them to continue in 2023.

**Category 2 – Supplies** request is \$7,800, which is no change.

**Category 3 – Other Services & Charges** request is \$114,240, which is no change.

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

**Total Departmental Budget by Fund**

Category	General Fund
1	962,490
2	7,800
3	114,240
4	0
<b>Total</b>	<b>1,084,530</b>

**Conclusion**

The 2023 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; affordable/workforce housing; economic development facilitated through enhanced quality of place; climate change/sustainability; transparency/community engagement; asset management and investment; innovation; and diversity, equity, and inclusion.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 11 - Mayor's Office</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	550,270	607,909	645,261	624,438	653,995	29,557	4.73%
	51120	Salaries and Wages - Temporary	21,214	19,281	18,995	21,752	47,752	26,000	119.53%
	51210	FICA	42,123	46,066	49,719	49,434	53,684	4,250	8.60%
	51220	PERF	78,138	86,323	87,842	88,671	92,867	4,196	4.73%
	51230	Health and Life Insurance	114,192	114,192	99,918	114,192	107,952	(6,240)	-5.46%
	51310	Other Personal Services	-	-	-	6,000	-	(6,000)	-100.00%
	51320	Other Personal Services -DC Match	-	-	-	-	6,240	6,240	N/A
<b>Total: Personnel Services</b>			<b>805,936</b>	<b>873,772</b>	<b>901,736</b>	<b>904,487</b>	<b>962,490</b>	<b>58,003</b>	<b>6.41%</b>
Supplies									
	52110	Office Supplies	921	705	527	1,200	1,200	-	0.00%
	52240	Fuel and Oil	222	94	-	-	-	-	N/A
	52420	Other Supplies	14,269	3,239	4,734	6,600	6,600	-	0.00%
<b>Total: Supplies</b>			<b>15,412</b>	<b>4,038</b>	<b>5,261</b>	<b>7,800</b>	<b>7,800</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53160	Instruction	6,749	4,135	2,639	7,000	7,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	30,921	40,433	8,182	25,000	25,000	-	0.00%
	53210	Telephone	580	1,082	1,488	1,570	1,570	-	0.00%
	53220	Postage	-	-	-	200	200	-	0.00%
	53230	Travel	11,682	4,036	695	12,500	12,500	-	0.00%
	53310	Printing	3,829	620	2,603	1,350	1,350	-	0.00%
	53320	Advertising	5,189	7,252	7,416	9,375	9,375	-	0.00%
	53620	Motor Repairs	242	278	1,076	-	-	-	N/A
	53910	Dues and Subscriptions	9,764	7,817	10,237	11,570	11,570	-	0.00%
	53940	Temporary Contractual Employee	1,341	683	-	1,375	1,375	-	0.00%
	53960	Grants	16,569	11,180	6,320	31,000	31,000	-	0.00%
	53990	Other Services and Charges	33,916	2,184	4,360	13,300	13,300	-	0.00%
<b>Total: Other Services and Charges</b>			<b>120,782</b>	<b>79,701</b>	<b>45,016</b>	<b>114,240</b>	<b>114,240</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 942,130</b>	<b>\$ 957,511</b>	<b>\$ 952,012</b>	<b>\$ 1,026,527</b>	<b>\$ 1,084,530</b>	<b>\$ 58,003</b>	<b>5.65%</b>

**TUESDAY,  
AUGUST 30, 2022**

**BUDGET  
PRESENTATIONS**

**BLOOMINGTON TRANSIT  
CITY OF BLOOMINGTON  
UTILITIES  
FIRE DEPARTMENT  
POLICE DEPARTMENT**



# Bloomington Public Transportation Corporation

130 West Grimes Lane, Bloomington, Indiana 47403  
812.332.5688 Fax 812.332.3660



To: Bloomington Common Council

From: John Connell, General Manager

Date: August 23, 2022

Re: Proposed 2023 Bloomington Transit Budget

I'm pleased to submit the Bloomington Public Transportation Corporation 2023 budget. The budget has been reviewed and was approved by the Bloomington Public Transportation Corporation (BPTC) Board of Directors on August 23, 2022.

The 2023 budget sets the stage for climate change mitigation efforts which include significant transit service improvements, the acquisition of additional zero emission battery electric buses, and it initiates the process of developing an ultramodern rapid transit network. This budget also provides for broader equity and inclusion initiatives such as new fare collection equipment capable of fare capping, the expansion of micro-transit to meet the mobility needs of all of the community residents, and establishes a fare subsidy program for economically disadvantaged passengers.

A summary of the proposed 2023 budget is shown below.

Budget Class	Proposed 2023 Budget	Approved 2022 Budget	Percent Change
Class I – Personnel	\$7,091,610	\$6,514,465	8.86%
Class II – Materials & Supplies	\$2,065,211	\$1,525,320	35.40%
Class III – Professional Services	\$2,644,259	\$1,857,388	42.36%
Class IV – Capital	\$23,238,171	\$5,217,221	345.41%
Total	\$35,039,251	\$15,114,394	131.83%

The primary factors driving the expense side of the 2023 budget include the City pass through economic development local income tax (ED-LIT) funded projects and federally funded capital projects. **In order to provide clarity and transparency, ED-LIT funded projects and activities are detailed separately attached hereto.**

Budget highlights include:

- Five new positions:
  - A Manager of Marketing and Development position. This position will develop and foster service contracts, create promotion and outreach activities for BPTC, and oversees the BPTC website(s), and social media content and communications.

- A Grant and Procurement Specialist position. This position will develop grant proposals, identify funding sources and pursue grant opportunities in alignment with BPTC objectives.
  - A Chief Safety and Training Officer Position. This position will administer the federally mandated BPTC agency safety program.
  - A road supervisor position. This position will give BT an increased supervisory presence on the street for our daily operation and serve as a resource for bus operators when dealing with difficult situations.
  - A Building and Grounds Technician position, cost neutral. (Eliminates \$40,000 -\$70,000 of contracted service expense).
- WAGES: Wage increases were budgeted in the range of 5 – 16 percent depending upon classification and the Collective Bargaining Agreement.
  - FUEL: Fuel prices have gone up significantly compared to last year. Currently diesel fuel is priced at \$4.00/gallon. For 2022 we've budgeted \$2.75/gallon for diesel and \$2.50/gallon for unleaded. For 2023 we have increased the budgeted amount significantly given market uncertainties. Diesel \$5.00/gallon and Unleaded \$4.00/gallon.

The assumptions made with regard to revenues for the 2023 budget are summarized as follows:

- Property tax increases are governed by the local growth quotient. That factor would allow an increase of 5 percent for 2023, an increase of \$73,737. Total property tax revenue is budgeted at \$1,548,473.
- BPTC Local option income taxes are budgeted to increase 15.43 percent in 2023 compared to 2022. Total BPTC local option income tax is budgeted at \$608,074.
- Passenger fares are budgeted to increase 139 percent in 2023. These revenues include general public fare revenues, employer pass program revenues, BT Access fare revenues, and mobile pass revenues. These revenues include the two new service contracts, Verve and Atlas. Total passenger fares are budgeted at \$955,270.
- Advertising revenues are projected to increase about 10 percent based on current trends.
- Federal 5339 funds of \$7,040,000 million will be used for eight (8) electric buses and charging stations.
- Federal 5307 funds in the amount of \$2,485,317 would be used in the 2023

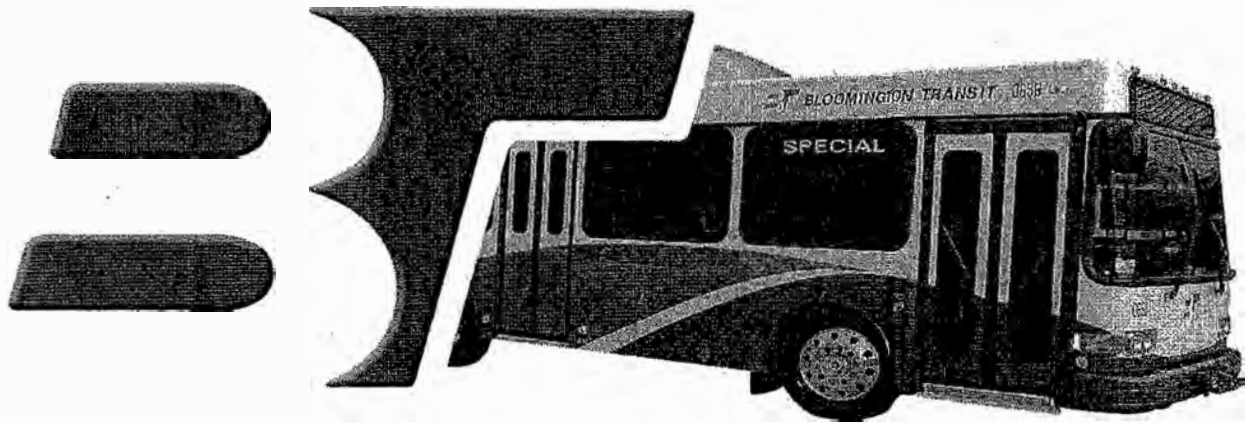
budget for operating assistance.

- State PMTF funds are budgeted at \$2,607,880.
- IU contract revenue is budgeted at \$1,201,493 an increase of 1% percent based on the proposed contract, July 2022-June 30, 2023.
- \$3,565,273 in reserves are proposed to be used for budget balancing purposes. Accordingly, the Reserves balance will remain roughly \$8 million.

The overall 2023 budget is \$35,039,251, 131.83% higher compared to \$15,114,394 in 2022 as result of an infusion of federally funded capital projects, ED-LIT related project activities and projected increased fuel costs.

I look forward to our budget discussion on August 30<sup>th</sup>. The 2023 budget is the first budget that I will present to the Common Council and it includes funding for projects and activities that will position Bloomington Transit to start the transformation of mobility in our community. A transformation that recognizes as the city continues to grow, BPTC must be positioned to grow in order to provide sustainable mobility freedom for all community residents, promote economic development, and provide a means to prosperity, while embracing financial and environmental stewardship. Thank you for your support and advocacy for setting the stage for revolutionizing public transportation in Bloomington.

# 2023 Proposed Budget



# Bloomington Transit





# OPERATING EXPENSES

<b>Budget Class I</b>	2023 <u>Proposed</u>	2022 <u>Approved</u>	Percent <u>Change</u>
Salaries (Operators) Fixed and BT Access full and part time operators	3,162,256	3,179,200	-0.53%
Salaries (Other Operating)  Operations manager and supervisors; Chief safety officer road supervisors; and BT Access F/T dispatchers	633,652	447,808	41.50%
Salaries (Maintenance)  Maintenance manager, mechanics, service attendants, bldg and grounds tech, and parts specialist	893,461	792,138	12.79%
Salaries (Other)  Administrative staff	637,302	526,021	21.16%
FICA	407,490	378,306	7.71%
PERF	534,618	440,660	21.32%
Health/Dental/Disability/Life/Vision Insurance	774,081	699,582	10.65%
Unemployment	10,000	12,000	-16.67%
Employee Uniforms	26,250	26,250	0.00%
Tool and CDL Allowance	<u>12,500</u>	<u>12,500</u>	0.00%
<b>Subtotal Budget Class I</b>	<b><u>\$ 7,091,610</u></b>	<b><u>\$ 6,514,465</u></b>	8.86%

## Budget Class II

	<u>2023 Proposed</u>	<u>2022 Approved</u>	<u>Percent Change</u>
Office Supplies	18,186	17,320	5.00%
Garage Uniforms/Drug Testing	15,750	15,000	5.00%
Fuel/Oil/Grease/Fluids	1,410,000	877,500	60.68%
Parts	500,000	500,000	0.00%
Other Supplies	<u>121,275</u>	<u>115,500</u>	5.00%
<b>Subtotal Budget Class II</b>	<b><u>\$2,065,211</u></b>	<b><u>\$1,525,320</u></b>	35.40%

## Budget Class III

Professional Services	1,777,557	1,032,685	72.13%
<p>Expenses include contracted transit management services, software support, Microtransit, legal, employee counseling, various professional support services/contracts, information technology, payroll processing, and auditing services</p>			
Telephone	16,114	15,347	5.00%
Postage	4,336	4,130	4.99%
Travel	7,500	4,061	84.68%
Printing	20,000	30,447	-34.31%
Advertising	50,000	43,358	15.32%
Insurance/Risk Management	270,131	397,093	-31.97%
Electricity	69,750	69,750	0.00%

**Budget Class III (continued)**

	2023 <u>Proposed</u>	2022 <u>Approved</u>	Percent <u>Change</u>
Water	14,553	13,230	10.00%
Gas	15,329	13,500	13.55%
IU Shared Expenses	112,000	95,100	17.77%
Safety/Promotional	10,000	-	#DIV/0!
Building Maintenance Includes DT pavers and concrete Repairs and Labor	150,000 70,179	20,000 66,837	650.00% 5.00%
Training, Dues, and Subscriptions	<u>56,810</u>	<u>51,850</u>	9.57%
<b>Subtotal Budget Class III</b>	<b><u>\$2,644,259</u></b>	<b><u>\$1,857,388</u></b>	42.36%
<b>Total Operating Expenses</b>	<b><u>\$11,801,080</u></b>	<b><u>\$9,897,173</u></b>	19.24%

**Budget Class IV - Capital**

Tires and Engine/Transmission Rebuilds	187,200	180,000	4.00%
Passenger/Bus stops	312,500	100,000	212.50%
Equipment and Maintenance Includes computer hardware, software updates, fare equipment, CAD/AVL, and copier	2,116,250	330,000	541.29%
Motor Equipment - 4 replacement buses, 2 vans 8 expansion buses; 6-buses to increase frequency; 6 micro-transit vehicles	<u>20,622,221</u>	<u>4,607,221</u>	347.61%
<b>Subtotal Budget Class IV</b>	<b><u>\$23,238,171</u></b>	<b><u>\$5,217,221</u></b>	345.41%
<b>TOTAL EXPENDITURES</b>	<b><u>\$35,039,251</u></b>	<b><u>\$15,114,394</u></b>	131.83%

<b>Revenues</b>	<u>2023 Proposed</u>	<u>2022 Approved</u>	<u>Percent Change</u>
Property Tax Levy	\$1,548,473	\$1,474,736	5.00%
Financial Institution Tax	16,422	13,664	20.18%
License Excise Tax	61,722	61,487	0.38%
Local Option Income Tax	608,074	526,770	15.43%
Commercial Vehicle Excise Tax	4,490	4,022	11.64%
City of Bloomington - LIT	3,806,100	0	#DIV/0!
Passenger Fares	955,270	400,000	138.82%
Advertising Sales	155,000	140,000	10.71%
State PMTF	2,607,880	2,550,664	2.24%
Federal - Operating and Capital	20,257,054	8,506,688	138.13%
IU Contract Revenue	1,201,493	1,166,363	3.01%
IU Reimbursements	112,000	120,100	-6.74%
Transfer from Reserve	3,565,273	0	#DIV/0!
Miscellaneous	140,000	149,900	-6.60%
<b>TOTAL REVENUE</b>	<b><u>\$35,039,251</u></b>	<b><u>\$15,114,394</u></b>	131.83%

# **BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION**

## **2023 ED-LIT FUNDED PROJECTS AND ACTIVITIES**



**Bloomington Transit**

**BPTC ED-LIT FUNDING  
2023  
BALANCE SHEET**

**ED-LIT REVENUE**

<u>ED LIT Project Description</u>	<u>ED LIT Amount</u>
East/West Rapid Transit	\$1,627,500.00
Micro Transit Program	\$1,023,000.00
Service Frequency Improvements	\$762,600.00
Sunday Service	\$300,000.00
Fare Subsidy Program	<u>\$93,000.00</u>
<b>TOTAL ED LIT FUNDING</b>	<b><u>\$3,806,100.00</u></b>

**ED-LIT EXPENSES**

<u>ED LIT Related Activities</u>	<u>Amount</u>
Rapid Transit Studies	\$450,000.00
Grant/Procurement Specialist Position	\$80,000.00
Manager of Marketing & Development Position	\$80,000.00
Facility Expansion/Land Acquisition Services	\$250,000.00
Local Share for(8) Battery Electric Buses	\$1,760,000.00
Local Share for(6) Battery Electric Buses*	\$1,240,000.00
CAD/AVL Operating Platform & Hardware	\$450,000.00
(6) Micro-Transit Vehicles	\$474,000.00
Micro-Transit Contract Services	\$200,000.00
Sunday Service Operating Cost	\$300,000.00
Fare Subsidies	<u>\$93,000.00</u>
<b>TOTAL LIT RELATED EXPENSES</b>	<b><u>\$5,377,000.00</u></b>

<b>ED LIT REVENUE</b>	<b>\$3,806,100.00</b>
<b>BPTC SUPPLEMENTAL FUNDS</b>	<b><u>\$1,570,900.00</u></b>
	<b><u>\$5,377,000.00</u></b>

\* Contingent upon additional federal funds

## **East / West Rapid Transit Route:**

### **Project Summary:**

Develop a rapid transit corridor to offer residents enhanced mobility and to provide improved access to jobs, medical, social services, and educational facilities. The proposed Rapid Transit Corridor (RTC) would span from the east to the west regions of the City.

Rapid transit is distinguished from other forms of mass transit by having the following features:

- Defined stations with platforms level with the bus floors to reduce boarding and alighting times per passenger.
- Traffic signal prioritization, allowing buses to traverse and avoid traffic pinch points.
- Some operation on exclusive right-of-way, with no access for other vehicles to avoid traffic pinch points.
- Frequent service – at a minimum 15 minute headways.
- Bidirectional service.
- Pre-board fare payment options.
- Separate branding.
- Service to a broader audience, attracts choice riders and elevates the reputation of public transportation.

### **2023 Funding Activities:**

- **Grant & Procurement Specialist Position**
  - This position will serve to solicit FTA funding and prepare procurement documents for this project as well as others. (Wages and fringe benefits).
    - **\$80,000 – ED-LIT Funds**
  
- **Rapid Transit Feasibility Study - Phase I\***
  - The study will identify and prioritize potential Rapid Transit projects based on analysis of ridership demands, transit operational needs, corridor feasibility, cost and benefit considerations. For the purpose of the study, Rapid Transit/ BRT service will be consistent with the Federal Transit Administration (FTA) definition to ensure eligibility for future grant opportunities.
    - **\$200,000 – ED-LIT Funds**
  
- **Rapid Transit Corridor Analysis Study – Phase II\*\***
  - The study will develop the rapid transit mode and alignment to identify a preferred route. Determine where people are coming from and where they are going, determine the primary travel corridors that will be used, and demonstrate how a Rapid Transit Line would support existing bus transit services. Identify potential Transit Orientated Development opportunities. The study will

determine the right infrastructure, technology, and service components; determine the effects on riders, stakeholders, and transportation providers; and determine capital and operating costs. The study will determine the solution that fits best with the community and determine how to pay for the improvements. Options considered for implementation shall meet application requirements for the Federal Transit Administration (FTA) funding eligibility.

- \$250,000 – ED-LIT Funds

➤ **Local Matching Funds for eight (8) Battery Electric Buses**

- A Federal Transit Administration discretionary grant application to purchase 8 battery electric buses in the amount \$ 8.8 million dollars was awarded August 16, 2022. \$1,760,000 will be needed as local matching funds.

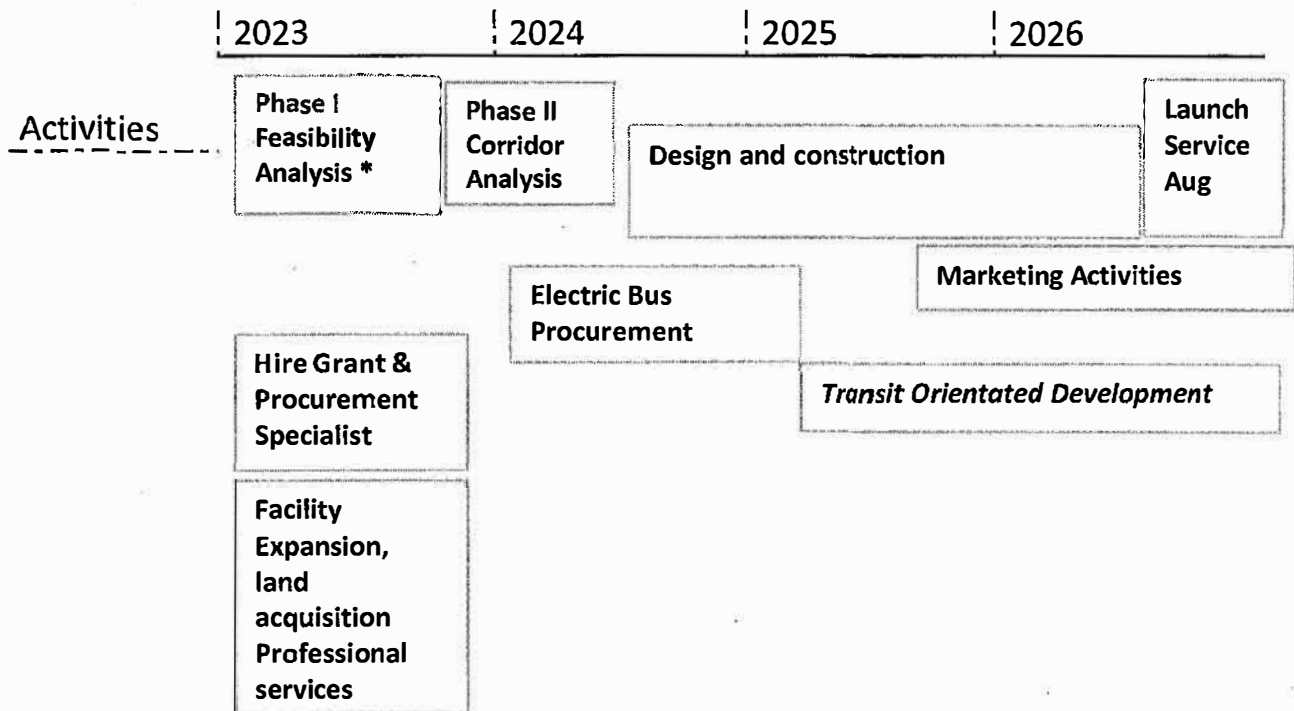
- \$1,064,523 –ED-LIT Funds

➤ **Facility Expansion and Land Acquisition Professional Services**

- The BPTC Alternative Fuel and Infrastructure Final Report recommends the acquisition of surrounding property for expansion. In order to navigate the environmental regulatory process, the appraisal and valuation procedures, professional services will be required.

- \$250,000 – ED-LIT Funds

**EAST - WEST CONNECTOR TIMELINE**





## **Hybrid Micro Transit Program / Same Day Paratransit Service:**

### **Project Summary:**

Micro-transit is simply tech-enabled shared transportation that compliments traditional fixed route transit and uses ride hailing technology. Trips are dynamically scheduled as they shift constantly based on rider demand; and vehicles range in size from automobiles, vans, shuttles, or mini-buses. The Hybrid approach will consist of an in house service using BT employees as well as using transportation network companies (TNC's) such as Uber and Lyft.

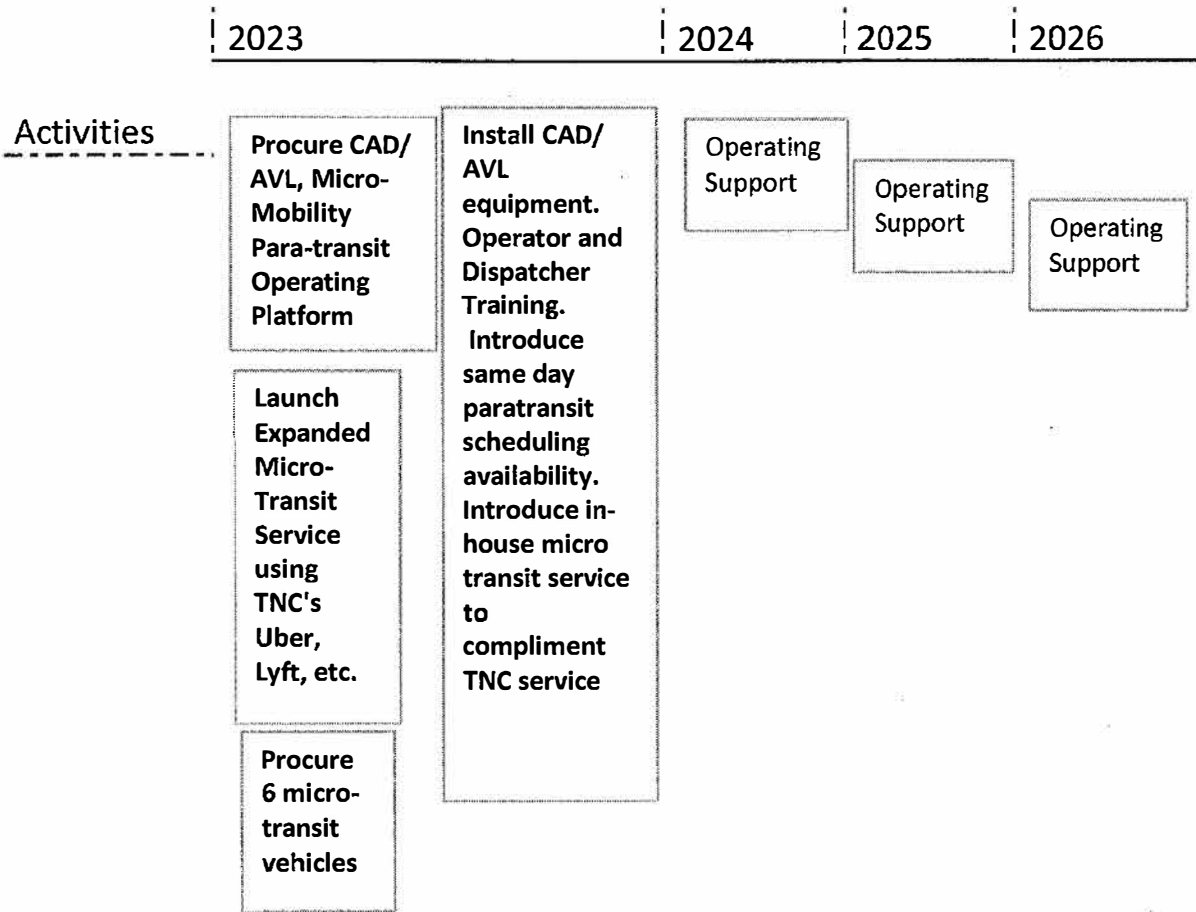
The Micro-Transit program will:

- Provide a mobility option for individuals who are not capable of accessing fixed route bus service due to their location, limited hours of transit service availability or a variety of other reasons.
- Optimize inefficient paratransit options, creating real-time bookings, higher quality service, and reduce trip costs with more efficient and equitable shared rides. Public transit is often a critical lifeline for seniors and people with disabilities. Same day Para-Transit and Micro-Transit allows seniors and individuals with disabilities greater flexibility and more spontaneous use of transit services.
- Appeal to a broader audience, attract choice riders and elevate the reputation of public transportation.

### **2023 Funding Activities:**

- **Micro-Transit CAD/AVL Dispatch Operating Platform**
  - This project consists of both software and hardware upgrades. The technology enables transit providers to create end-to-end transit systems: from planning better networks and routes to operating public transit at the most efficient level. The technology provides real time schedule information for passengers, schedule adherence information for dispatchers and a greater overall experience for passengers.
    - **\$350,000 – ED-LIT Funds**
- **TNC Micro Transit Services**
  - The Hybrid approach for Micro-Transit service requires the partnering with Transportation Network Companies such as Uber and Lyft. Eligible trips scheduled through TNC's will be subsidized through the BT voucher program.
    - **\$200,000 – ED-LIT Funds**
- **Six Micro-Transit Vehicles**
  - The Micro-Transit Program will require the expansion of the BT fleet.
    - **\$474,000 – ED-LIT Funds**

**HYBRID MICRO-TRANSIT / SAME DAY PARATRANSIT SERVICE - TIMELINE**



## Service Frequency Improvements:

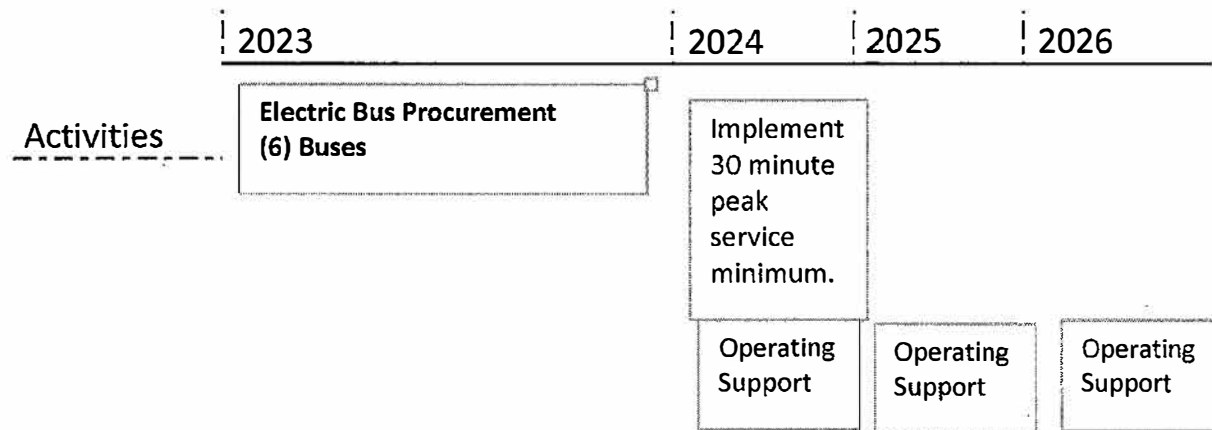
### Project Summary:

Establishment of a minimum service standard of 30 minute service during peak hours. Improve convenience of service. Implementation of **this project is dependent upon the ability to hire additional bus operators which is currently BT's biggest challenge.**

### 2023 Funding Activities:

- **Purchase six additional Battery Electric Buses (BEB)**
  - More frequent headways will require additional vehicles.
    - **\$762,600 –LIT Funds**

### SERVICE FREQUENCY IMPROVEMENT TIMELINE



## Sunday Service:

### Project Summary:

An additional 56 hours of fixed route service will be added to the Sunday schedule. **The service addition is contingent upon the hiring of additional bus operators.**

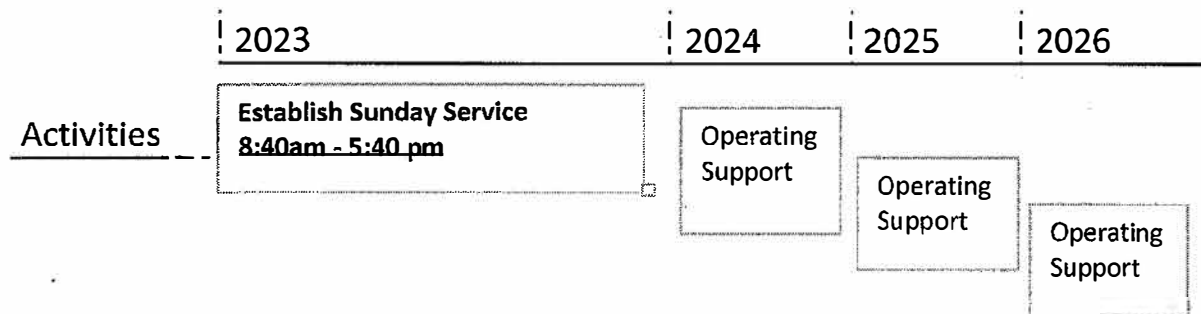
### 2023 Funding Activities:

➤ **Sunday Service Schedule Enhancements:**

- This project consists of covering the costs for the addition of fixed route service, a micro-transit component and the maintenance support services.

- **\$300,000 – LIT Funds**

### SUNDAY SERVICE TIMELINE



## Fare Subsidy Program:

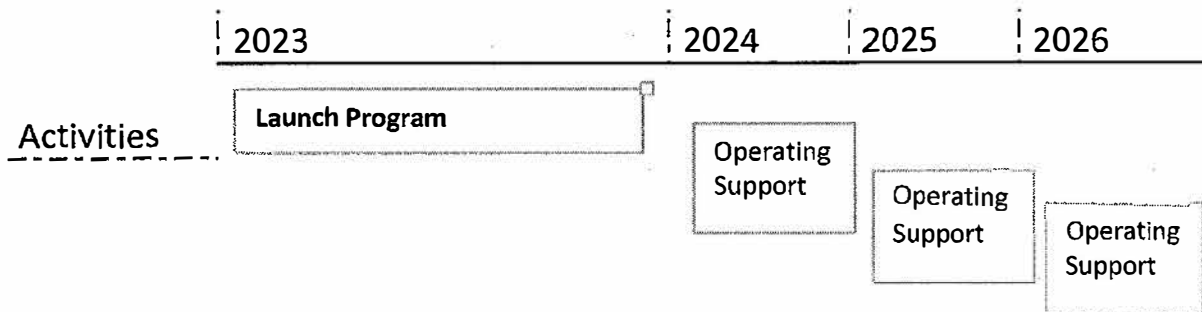
### Project Summary:

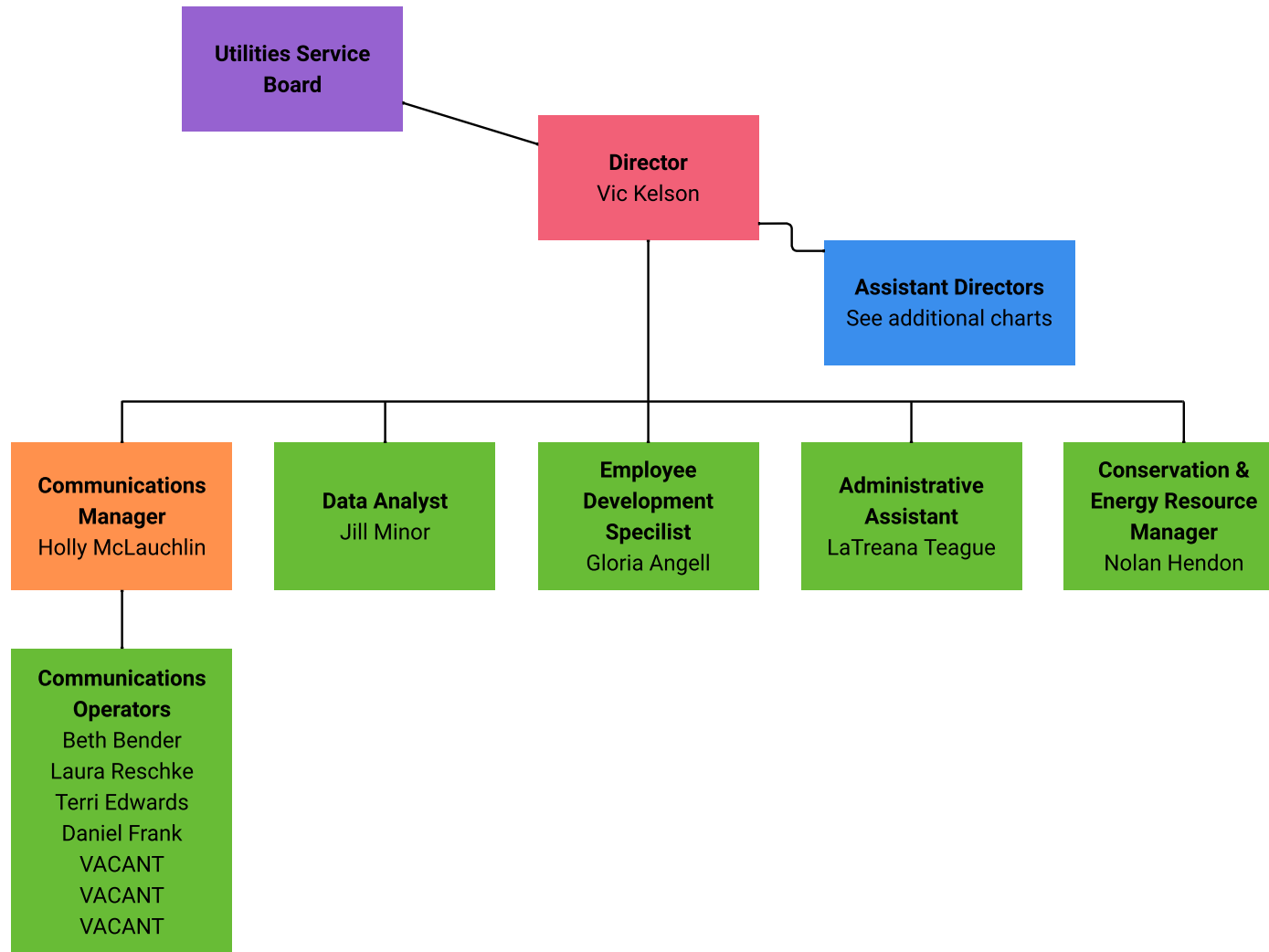
BT will work with non-profit agencies to expand the fare subsidy program in order to improve access to mobility options for workforce and low income customers.

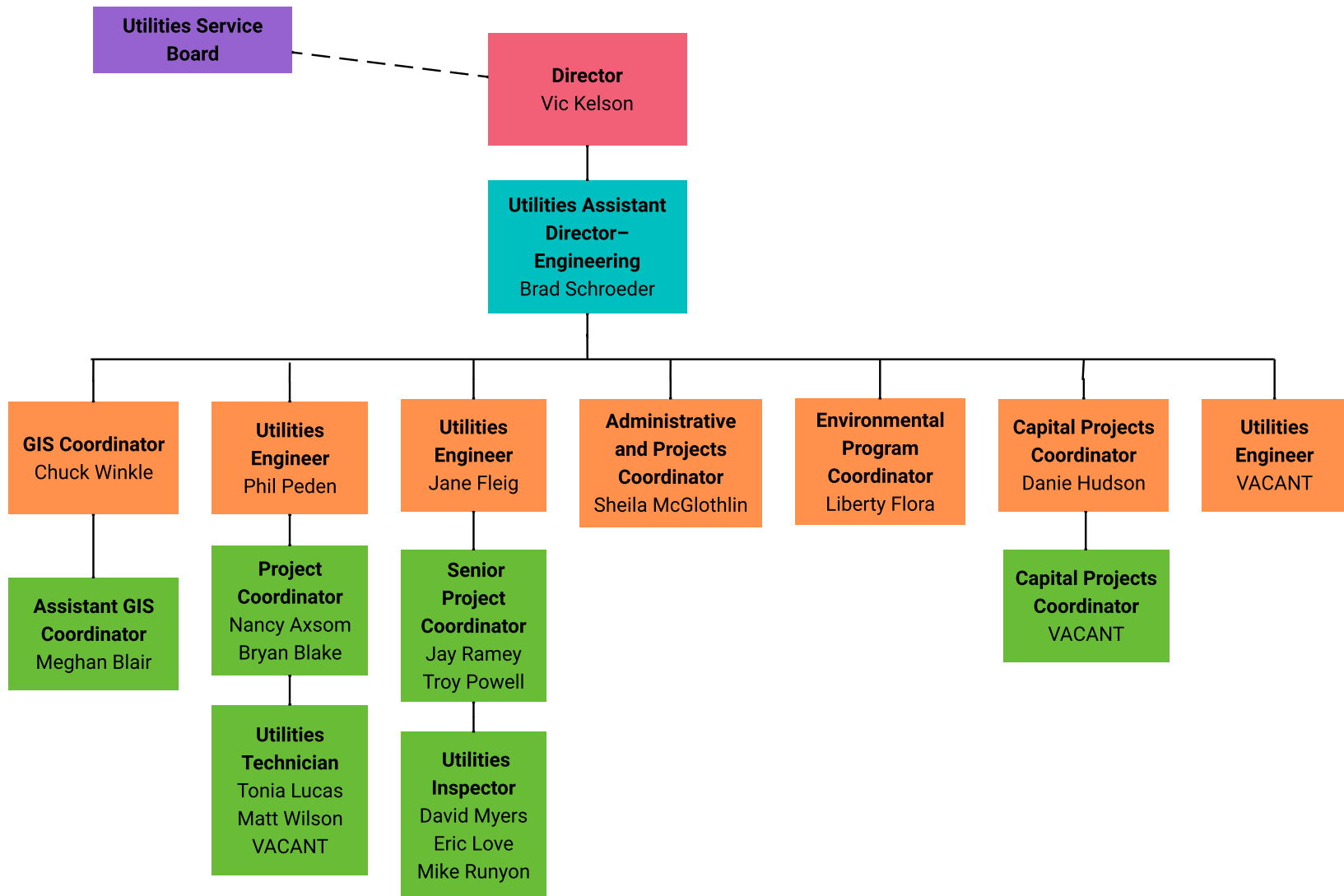
### 2023 Funding Activities:

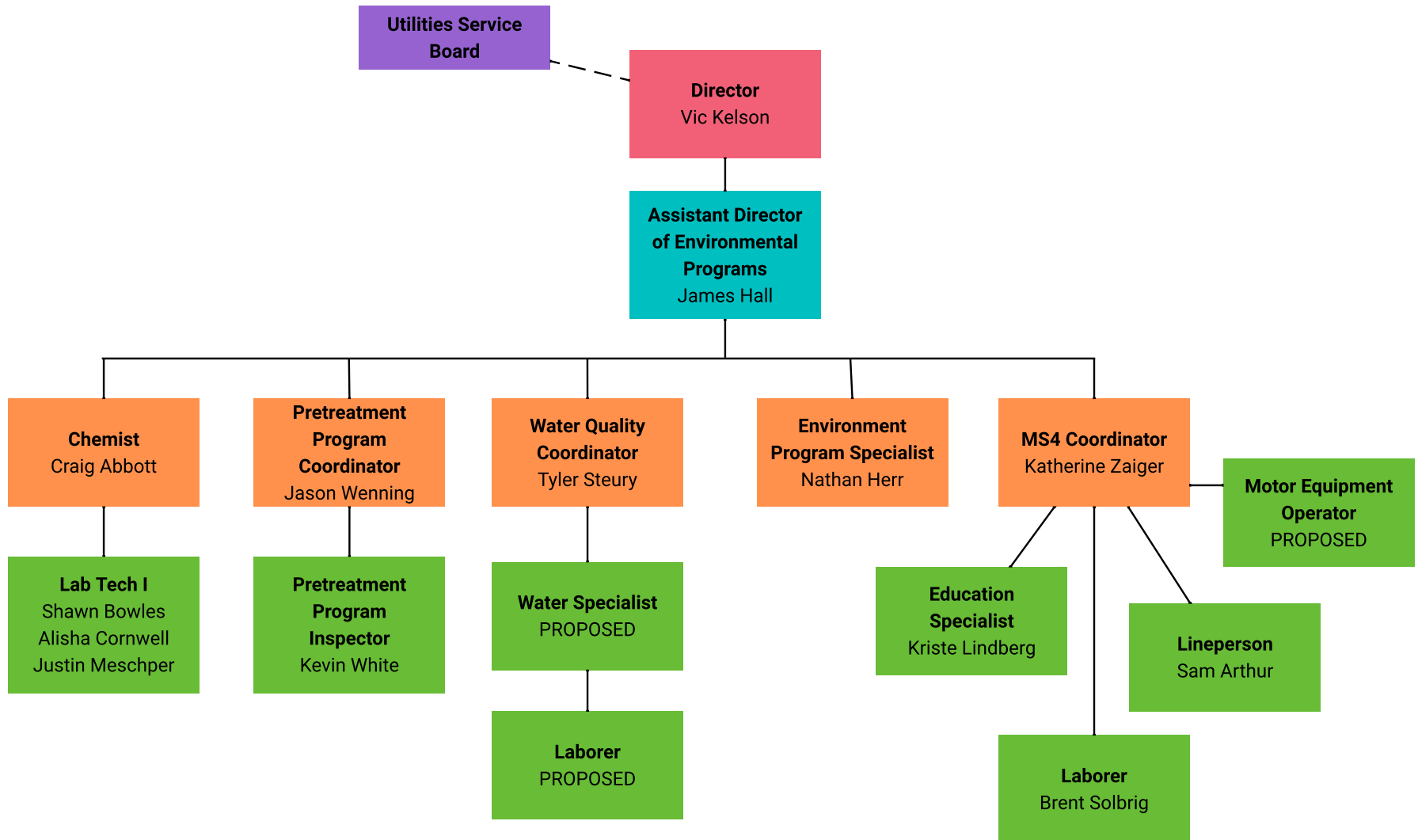
- **Free and half price fare subsidies**
  - This project consists of covering the costs for the lost revenue of discounted and fare free service for qualifying individuals.
    - **\$93,000 – LIT FUNDS**

### FARE SUBSIDY PROGRAM TIMELINE

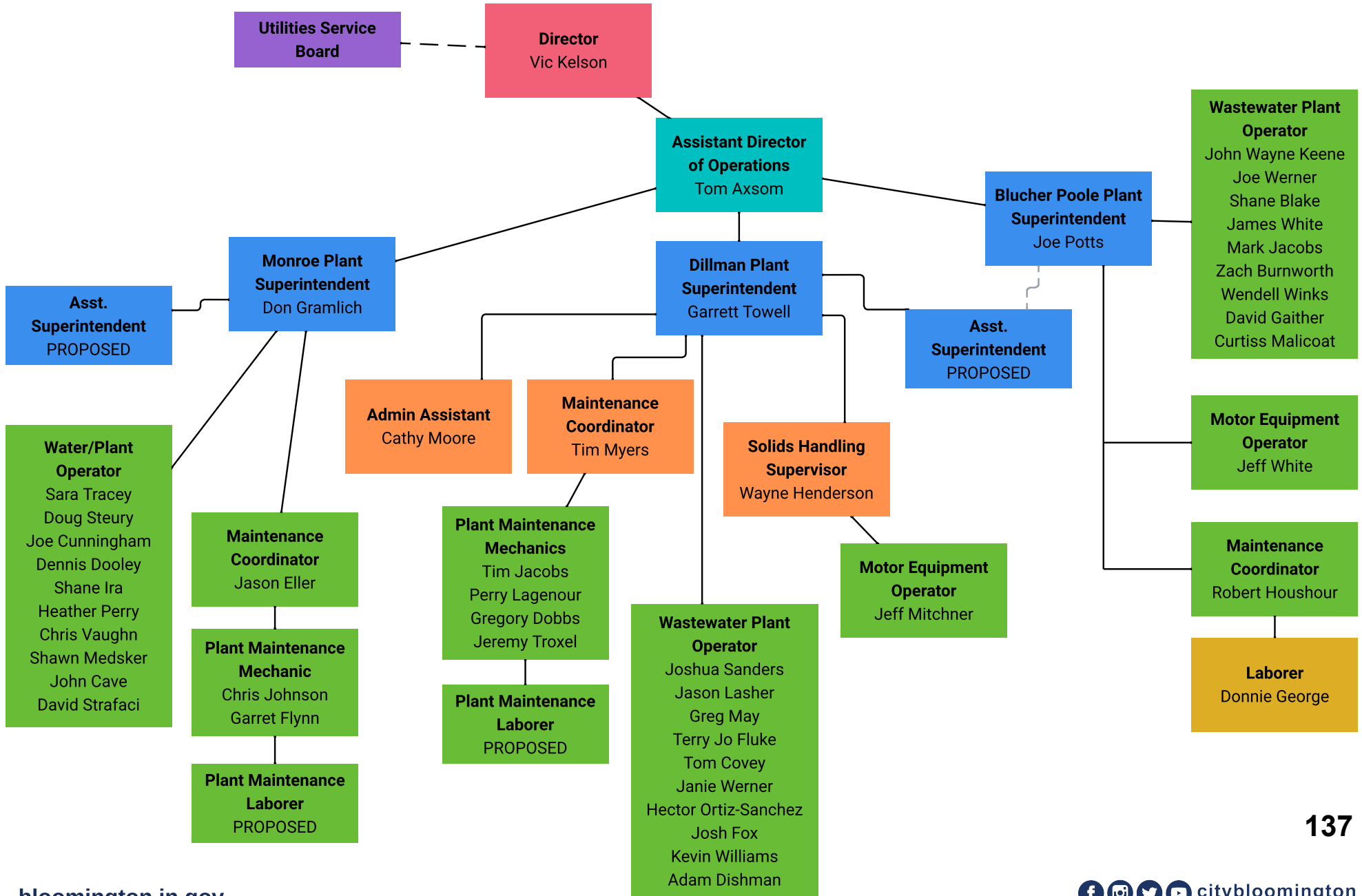


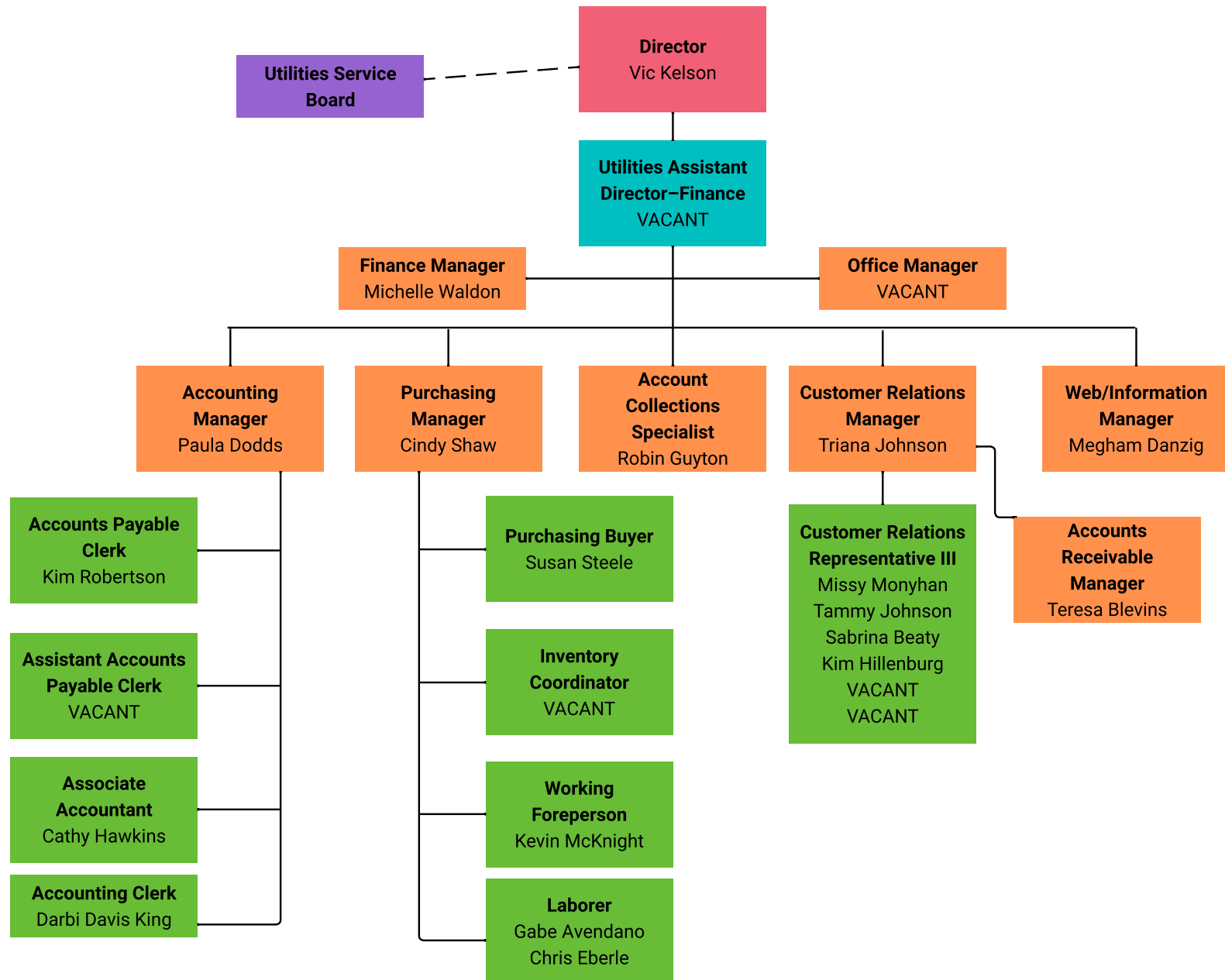


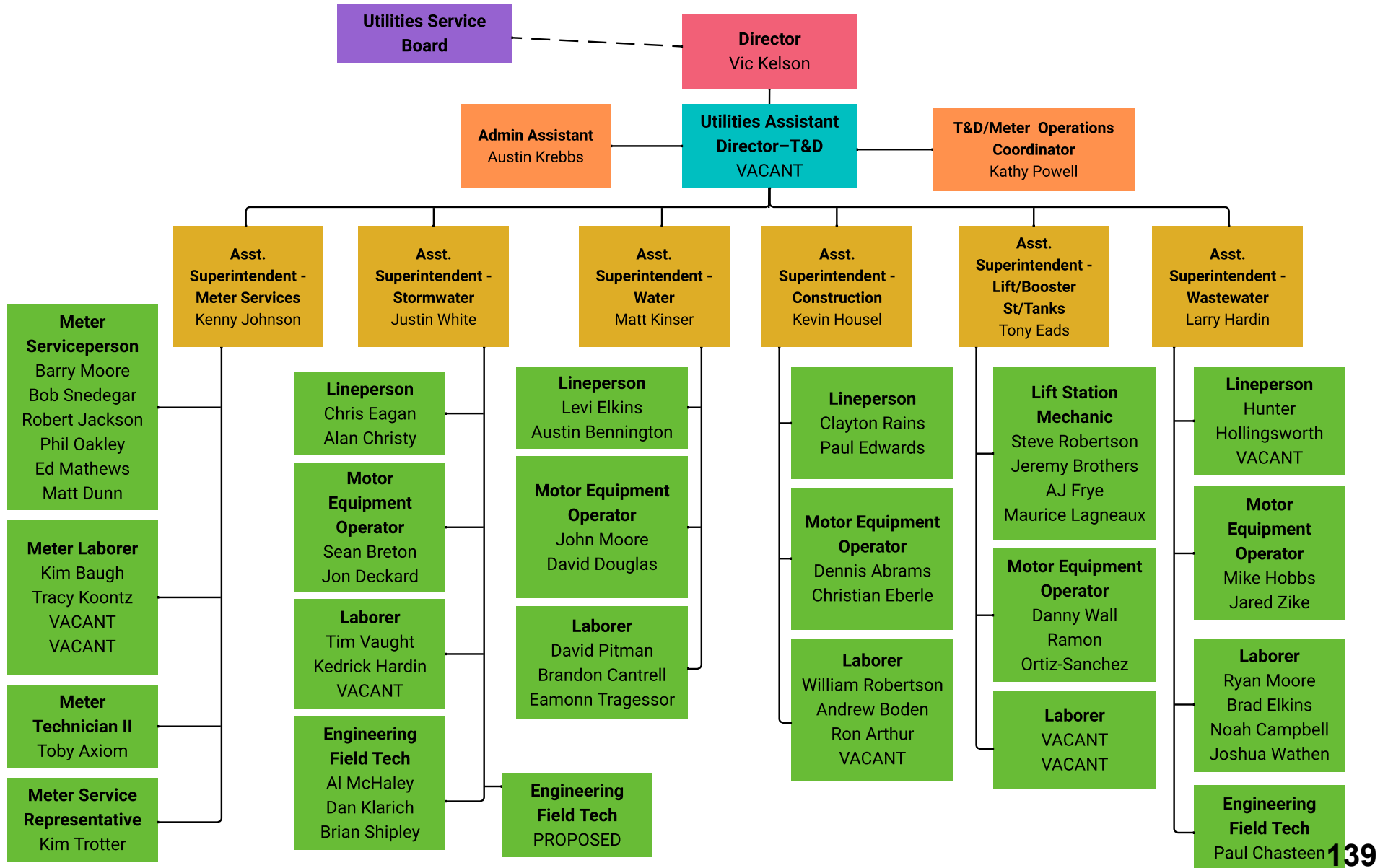












## Memorandum

**TO:** Members of the City of Bloomington Common Council

**FROM:** Vic Kelson, Director  
Matt Havey, Assistant Director - Finance, Utilities  
Michelle Waldon, Finance Manager, Utilities

**Date:** August 25, 2022

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### Why We Exist

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

The City of Bloomington acquired CBU in 1939. CBU serves 25,420 water customers directly plus most of the remainder of Monroe County through its wholesale customers. CBU also serves 22,819 sewer customers and provides stormwater management services for the city. CBU has a staff of 190 full- and part-time positions and an estimated annual budget of \$44 million.

CBU provides water to its customers from its 30 mgd (million gallons per day) surface water treatment plant at Monroe Reservoir along with 7 booster pumping stations, 7 water storage tanks, over 420 miles of pipe, 3,100 fire hydrants, and 6 base stations for automatic meter reading.

Wastewater is treated at the 15 mgd Dillman Road wastewater treatment plant (WWTP) and the 6 mgd Blucher Poole WWTP, and conveyed by 321 miles of pipe and 46 lift stations with access via 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.

In all, CBU is responsible for over \$300 million in assets distributed across numerous sites in Monroe County, including the former Winston Thomas wastewater treatment plant site at Gordon Pike and Walnut Street, and the reservoir at Lake Lemon.

### **Background and Major Initiatives**

Since 2016, CBU has aggressively pursued efforts to improve facilities, enhance drinking water quality, and plan for the future. Some major highlights include:

- Instituted a regular schedule for rate reviews on a four-year cycle:
  - Water Works reviews in 2016 and 2021
  - Sewer Works reviews in 2016 and 2019
  - Stormwater Utility Fee in 2019
- Reinstated the regular replacement schedule for CBU vehicles
- Deploying up-to-date technology throughout the department
  - Advanced Metering Infrastructure (AMI) monitors water use each hour, improves our billing process and provides information for better management and planning in the future.
  - Updated Supervisory Control and Data Acquisition (SCADA) systems at all three plants for improved process control and monitoring, including historical data collection for problem solving and process improvement.
  - Laboratory Information Management System (LIMS) systems for all plants provide improved access and efficiency for collecting and reporting laboratory results, including automated entry of results from outside laboratories, integration with SCADA process-control data, and automated generation of required regulatory reports.
  - Replacement of the antiquated Genamap GIS system with a modern ArcGIS system. The new CBU GIS improves visualization and analysis tools, and also can be integrated with other systems, e.g. AMI and Asset Management tools, plus it has a mobile viewer for tablets and phones for field use.
  - CityWorks Asset Management software will integrate information from GIS and other systems in order to provide us with the ability to track and improve the life-cycle costs of all CBU operations. CityWorks includes work-order scheduling, cost tracking, and planning tools. It integrates with our GIS and other systems, and eventually will be tied in with purchasing, stores, and procurement throughout CBU's operations.

### **Notable Achievements for 2022**

- All Utilities:
  - Completed a master plan for redevelopment of the Winston Thomas property on South Walnut St. as a future Service Center, Garage, and Storage Yard for CBU.
- Water Works:

- Implemented the first phase of rate changes from the 2021 cost-of-service study ratemaking effort. The rate case was completed in December 2021.
- Completed the construction of a chemical storage facility and feed system for potassium permanganate (an oxidizer) and copper sulfate (an algaecide). This allows CBU to greatly reduce the amount of chlorine used in the summer for disinfection by-products control.
- Continued the water main replacement program, about \$1.7 million per year. The 2021 Rate Case will allow CBU to raise this investment to \$3 million per year in order to achieve a 100-year replacement schedule, starting in 2024.
- Will complete a long-term water supply resiliency plan and begin efforts to secure funding for its implementation. Bloomington presently has only one source for water supply; we are working to develop a plan for a second source or purchase water from another utility.
- Sewer Works:
  - Completed construction of over \$23 million in modernization and capacity enhancements at the Dillman Wastewater Treatment WWTP.
  - Completed the construction of a chemical feed system for Poly-Aluminum Chloride (PACl) at the Blucher Poole WWTP. This change allows CBU to remove phosphorus, which is required under our National Pollution Discharge Elimination System (NPDES) permit beginning in July.
  - Dedicated about \$500,000 to sewer lining projects to reduce infiltration and inflow.
  - CBU will complete a rate review for the Sewer Works, including expanded capital spending to complete the Dillman capacity expansion projects. Once complete, CBU will work with IDEM to officially re-rate Dillman to 20 million gallons per day (mgd) capacity. We plan to bring the Sewer Works rate case to Council in 4Q 2022.
- Stormwater Utility:
  - We will complete construction of the Hidden River Pathway project, an up-sized stormwater culvert for the Campus River/Clear Creek, at a cost of \$13 million
  - Completed computational modeling of stormwater flows in the Clear Creek basin, including the June 2021 Kirkwood Avenue flooding event. The model will inform the design of the new upstream inlet structure at 6th and Indiana. Engineering for that project will be completed in 2022.
  - Completed the Stormwater Master Plan and will complete a study to recommend improvements for the City's street sweeping program.
  - CBU will complete a rate review for the Stormwater Utility, including capital resources for replacing the upstream inlet structure at 6th and Indiana. This will complete the capacity expansion that was begun with the Hidden River Pathway project, reducing the potential severity of flooding in the vicinity. We plan to bring the Stormwater Fee review to Council in 4Q 2022.
  - We will complete a study of the costs and benefits of adopting the City's street sweeping program and discuss it with the Mayor's office and the USB as part of the 2022 Stormwater Fee review.

In 2023, CBU will continue its focus on six major initiatives, including 1) explicitly identifying how our activities, including new operational and capital projects, affect carbon emissions from Utilities operations and expand our climate action programs; 2) increasing capacity for wastewater treatment; 3) optimizing drinking water quality through treatment improvements; 4) replacing aging water mains; 5) making capital improvements to the stormwater system; and 6) modernizing processes. In addition, we plan to begin the facilities design and financial analysis for the redevelopment project at the Winston Thomas site, working in collaboration with OOTM and the Controller's Office.

CBU organizes its budget goals 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 maintain a balanced focus on all of the important operational areas rather than reactively focusing on the "problem of the day."

**Wastewater Treatment Modernization and Capacity Improvements:** CBU is working on projects at both wastewater treatment plants to modernize equipment and treatment processes while increasing capacity to meet future demand at Dillman Road Wastewater Treatment Plant (Dillman). At Dillman, a \$23 million project has been substantially completed, including a standalone disk filter addition, new switchgear, and new blowers. These and other projects will reduce electrical consumption at Dillman, Monroe County's largest single electricity consumer.

**Water Quality:** CBU continually monitors and explores ways to reduce disinfection byproducts (DBPs). In 2022, CBU is engaged in a project to improve the solids handling facilities at Monroe WTP, replacing an old plate frame filter press with a belt press. This will greatly improve our ability to manage and dispose of waste sludge, reducing hauling and the cost of disposal. On the wastewater side, the addition of phosphorus control at Blucher Poole WWTP will reduce the discharge of nutrients into Beanblossom Creek.

**Water Main Replacements:** Following the 2016 Water Works rate case, CBU established an ongoing Water Main Replacement Program (WMR). From 2017-2022, CBU has budgeted approximately \$1.7 million annually for its Water Main Replacement Program, allowing us to replace approximately 2.5 miles of existing water mains and associated valves, fire hydrants, and water services each year. Aging water mains can lead to locally degraded water quality, and age is a factor in many of our over 100 water-main breaks each year. This program aims to reduce water loss, maintenance and repair costs, and improve water quality. CBU staff prioritize replacement projects based on the occurrence of water-main breaks, seasonal factors, water-use patterns, pipe types, and other factors. We prioritize annually based on new information collected during the previous year. We expect that the lead service line inventory, when complete, will have a significant impact on our WMR schedule.

The recently approved 2021 Water Works rate case will provide funding to expand annual WMR expenditures to \$3 million, beginning in 2024. We anticipate that this will achieve a 100-year replacement schedule for water mains in Bloomington.

**Stormwater Utility:** CBU continues capital investments in the stormwater system. Critical projects include the Hidden River Pathway Project, 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 dedicates \$400,000 per year to develop and maintain “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 also plans to continue its residential stormwater grant program that offers assistance with improvements on single-family residential properties.

**Process Modernization:** CBU is implementing, upgrading, and/or replacing software systems throughout the department. These changes will drive efficiency, allow CBU to make more data-driven decisions, and reduce errors. The changes include updates to the Supervisory Control and Data Acquisition (SCADA) systems.

### **Sustainability and Climate Action**

Water and wastewater operations are heavy users of electricity and purchased chemicals. Maintenance and development of our nearly 800 miles of buried infrastructure require 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. CBU continues to work with the Economic and Sustainable Development Department and Monroe County Solid Waste Management District to evaluate the potential for a waste-to-energy facility for wastewater sludge, oils and grease, and organic waste streams. CBU is also committed to responsible and transparent fiscal management, and we regularly seek to reduce the cost of our operations for our ratepayers.

### **Diversity, Equity, and Inclusion**

CBU also proposes to continue the Residential Stormwater Grants program for 2023. We are continuing our efforts to ensure equity in the application of the program for residents of lower-income neighborhoods. In 2022 we hired an engineering consultant to assist in the design of grant applications that made it past the first round of reviews

CBU continues its Customer Assistance Program, in cooperation with the South Central Community Action Program (SCCAP). This program assists low-income customers when they cannot pay their water bills.

### **2023 Activity Description and Goals**

The 2023 budget was developed with a zero-based approach, analyzing actual trends and conservative estimates, and aligning expenses split between multiple funds. The Assistant Director of Finance reviewed expenditures and discussed future needs with other Assistant Directors and



plant superintendents. Additionally, the Conservation & Energy Resource Manager gave input and prepared estimates for utility costs (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 2023 budget goals for the Water, Sewer, and Stormwater funds.

Note: the number of full-time equivalents quoted herein is based upon the fraction of the 190 CBU employees, including vacant positions and part-time employees. We round these fractions off in 5% increments, thus an estimate of “9.5 FTEs” for an activity means about 5% of overall CBU staff time is dedicated to that activity.

### **Budget and Schedule Challenges for 2023**

Supply chain issues continue to create problems in contractor pricing and schedule for CBU’s projects. In 2022, we have seen examples of lead times for basic components extending from 6 months to a year. These delays are accompanied by significant price increases. For example, the Dillman Road WWTP project completion is delayed due to unavailable electronics for HVAC equipment. We have also seen steel prices escalating to the point where suppliers have asked for contractual contingencies to handle mid-project price increases.

The Infrastructure Act will likely continue to increase demand for these materials, so no relief is expected in 2023. We should be ready for projects to take longer and cost more to complete, and some projects may be delayed until after a future rate case. In addition, Engineering firms are facing challenges in staff recruitment and retention, and it is much more difficult to deliver projects. Also, General Contractors and their subcontractors are very busy and are becoming more selective in the type of work they accept, and how much risk they are willing to take. In 2023 CBU will need to work with the Controller’s Office and the City Administration to look at new methods of design and contract delivery to help manage some of these issues.

### **2023 CBU Revenue Projections**

For the Water Works and Sewer Works, CBU’s revenues are based upon the anticipated water sales in each customer class. Stormwater Utility revenues are based on a fixed amount for single-family residential properties and an amount based on the number of square feet of impervious surface for other properties.

CBU plans to bring a Rate Case for the Sewer Works, and a Stormwater Fee recommendation to the Common Council in Q4 2022. The revenue projection for the Sewer Works and Stormwater Utility do not include any projected change owing to that rate review.

**Projected Revenues (All Utilities)**

Revenue	2021 Actual	2022 Budget	2023 Budget	Change (\$)	Change (%)
Water	17,827,244	18,178,570	20,432,598	2,254,028	11.9%
Sewer	25,401,399	23,266,768	24,070,000	803,232	3.3%
Stormwater	3,264,959	3,103,863	3,172,500	68,637	2.2%
<b>Total Funds</b>	<b>46,493,602</b>	<b>44,549,201</b>	<b>47,675,098</b>	<b>3,125,897</b>	<b>7.0%</b>

**2023 Goals for all activities, based on the Effective Utility Management framework (EUM)**

The EUM framework divides utility operations into separate “Activities”, based on ten different components of Utility operations. We provide goals for each Activity below.

**Product Quality (PQ)**

Product Quality Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	3,658,106	3,767,849	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	770,970	948,293		
300 - Other Services	6,785,642	8,074,914		
<b>Total</b>	<b>11,214,718</b>	<b>12,791,056</b>		

*Activity Description:* Produce “fit for purpose” treated drinking water, treated wastewater effluent, stormwater discharge, 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. 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*

- Operate the Monroe Water Treatment Plant and all of the distribution system 24 hours per day, 365 days per year, providing clean, healthy water with no violations of our operating permits.
- Achieve annual average levels in treated water of 50ppb or less for Total Trihalomethanes (TTHM) and 40ppb or less for Total Haloacetic Acids (HAA5). These values are about 2/3 of the EPA limits of 80ppb for TTHM and 60ppb for HAA5.

- Complete the lead service line inventory as mandated by the EPA's Lead and Copper Rule by the end of 2023. This work is being performed by CBU staff, and supported by \$700,000 in American Recovery Plan Act (ARPA) funding as allocated by the Common Council.

*Sewer Works*

- Operate both wastewater treatment plants 24 hours per day, 365 days per year, with no violations of the discharge limits described in our National Pollutant Discharge Elimination System (NPDES) Permits (even as major capital improvements are in progress at the Dillman Road WWTP).

*Stormwater Utility*

- In 2022, CBU completed the development of its Stormwater Master Plan. By the end of 2023, CBU will complete implementation of its first phase of strategies defined in the plan, at a cost of \$50,000. Many of these improvements will create cohesion between CBU and other City Departments in the Code.

**Operational Optimization (OO)**

Operational Optimization Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,829,052	1,883,924	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	385,484	397,049		
300 - Other Services	2,992,603	3,561,198		
<b>Total</b>	<b>5,207,139</b>	<b>5,842,171</b>		

*Activity Description:* Automate processes where possible to make better, 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. Effectively use data from automated and smart systems and learn from performance monitoring. Minimize resource use, loss, and impacts from day-to-day operations, and reduce all forms of waste. Maintain awareness of information and operational technology developments to anticipate and support timely adoption of improvements.

Goals:

*All Utilities*

In 2022, CBU intends to complete the implementation of the CityWorks asset management system for all field operations and plant operations. We have also deployed improved SCADA systems for process control and data acquisition and the new Laboratory Information Management System (LIMS). In 2023:

- Deploy at least 3 new analytical tools and/or computer dashboard applications to enable better, faster, data-driven decisions supporting CBU operations.

- Implement SCADA monitoring of pumps, flow rates, disinfectant levels, and other parameters in at least one tank and booster station (a first step toward system-wide greatly improved monitoring and controlling of our distribution system). This work was planned for 2022 as part of the East Tank Coating project, but that project was delayed to 2023 because of supply-chain issues.

**Employee and Leadership Development (ED)**

<b>Employee &amp; Leadership Development Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Populations Served</b>
100 - Personnel Services	914,525	941,961	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	192,742	198,524		
300 - Other Services	1,113,570	1,325,148		
<b>Total</b>	<b>2,220,837</b>	<b>2,465,633</b>		

*Activity Description:* Recruit, develop, and retain a workforce that is competent, motivated, adaptive, and safety-centered. Ensure that employee institutional knowledge is retained, transferred, and improved upon over time. Invest in opportunities for professional and leadership development.

Goals:

*All Utilities*

- Continue CBU's commitment to personnel safety, making ongoing investments in equipment for the field crews and the plants.
- Invest at least 1.5% of CBU personnel budget in each Division for professional training and development, including operator training so new employees can earn State licenses within 1 year of hire.
- Assure that every work site has at least 1 team member who is CPR-certified.
- Senior CBU leadership and the Utilities Service Board will complete the development of a strategic planning document for all utilities by the end of 2023.

### Financial Viability (FV)

Financial Viability Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,829,052	1,883,924	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	385,484	397,049		
300 - Other Services	1,606,541	1,911,784		
<b>Total</b>	<b>3,821,077</b>	<b>4,192,757</b>		

*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 invest for future needs while taking into account affordability and the needs of disadvantaged households.

#### Goals:

##### All Utilities

- Implement CityWorks-driven centralized work order and inventory systems at the 3 plants to streamline work order processing, reduce inventory, and maintain better records for work order details (jobsite hours, project expenses).

##### Sewer Works

- Implement the approved Sewer Works rates by Q1 2023.

##### Stormwater Utility

- Implement the approved Stormwater Fee changes by Q1 2023.

### Infrastructure Strategy and Performance (IS)

Infrastructure Strategy and Performance Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	3,658,106	3,767,840	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)
200 - Supplies	770,970	948,293		
300 - Other Services	5,298,532	6,305,253		

				people)
<b>Total</b>	<b>9,727,608</b>	11,021,386		

*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 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*

- Identify all of the lead service lines in our system and develop a replacement plan by the end of 2023.
- Replace at least 2 miles of water mains at a cost of \$2,000,000.
- Complete East Tank Coating and Improvements project at a cost of \$1,150,000.
- Complete design and begin construction on the replacement of several major electrical systems at our Monroe WTP at a cost of \$3,500,000.
- Complete design and begin construction on the complete refurbishment of the South Central and West Booster Pumping Stations at a cost of \$4,800,000.

*Sewer Works*

- Complete the design of the final stage of the Dillman Road WWTP Modernization and capacity improvements that will rate the plant at least 18, preferably 20 mgd.
- Complete project that will improve solids handling processes at the Blucher Poole WWTP, including a solids storage shed and belt press rebuild.
- Replace (3) wastewater lift stations.
- Complete sewer lining projects, lining at least 4 miles of sewer pipe and other improvements to manholes and other infrastructure, at a total cost of \$800,000.
- Advance the pilot Clear Water Program, investing \$1,047,661 in contributions by developers to eliminate illicit sewer connections from sump pumps and roof drains. Our 2023 goal is to reduce infiltration and inflow in the southeast basin by 782,648 gallons per day and in the west basin by 297,680 gallons per day.

*Stormwater Utility*

- Deploy up to \$100,000 through the Residential Stormwater Grants program to complete projects for at least 15-20 households.
- Complete design and begin construction for the upstream end of the Hidden River Culvert near 6th and Indiana Streets. This project will complete the culvert replacement and will reduce the potential for flooding west and north of Sample Gates. This work will be designed and constructed in coordination with Indiana University.

**Enterprise Resiliency (ER)**

<b>Enterprise Resiliency Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Populations Served</b>
100 - Personnel Services	1,829,052	1,883,924	19	All CBU water works customers including wholesale customers (approx 140,000 people), all

200 - Supplies	198,239	204,186	CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
300 - Other Services	1,442,653	1,716,757	
<b>Total</b>	<b>3,469,944</b>	<b>3,804,867</b>	

*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 2Q, CBU and ITS will complete a review and update for the CBU Cybersecurity Plan, including action items for implementation in 2023.
- By the end of 4Q, CBU and ITS will complete the implementation of changes that were identified in the updated Cybersecurity Plan.

**Customer Satisfaction (CS)**

Customer Satisfaction Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,829,052	1,883,924	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	572,731	589,913		
300 - Other Services	1,121,189	1,334,215		
<b>Total</b>	<b>3,522,972</b>	<b>3,808,052</b>		

*Activity Description:* Provide reliable, responsive, and affordable services in line with explicit, customer-derived service levels. Utilize 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*

- Operate a Customer Service Department with standard business operations hours (Monday-Friday, 8:00 AM-5:00 PM).
- Keep the CBU website up-to-date with information about major undertakings and electronic versions of all customer forms, as well as electronic versions of the annual consumer

confidence/water quality report and the annual benchmarking survey, updated at least once per week.

- Review and change all web forms to ensure they are accessible for low/no vision customers, non-English speakers, and others.
- Complete an annual Customer Satisfaction Survey by Q3 and incorporate findings from the survey in public information and other customer service activities. Our goal is to achieve 10% participation from our 27,000 customers.
- Procure and implement a 24-hour customer-service kiosk that supports bill payment and other functions. This implementation depends on the results of a technology review that is in progress in 2022.

### Stakeholder Understanding and Support (SS)

Stakeholder Understanding and Support Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	914,525	941,961	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	192,742	198,524		
300 - Other Services	68,885	81,973		
<b>Total</b>	<b>1,176,152</b>	<b>1,222,458</b>		

*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, water services, and water's role in the community's social, economic, public, and environmental health.

#### 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, in-person or a live virtual meeting.
- Provide updates about projects at least once per week using press releases, signage, social media, email, and CBU website to help the public understand our stakeholders on projects and priorities of the utility.

##### *Water Works*

- By the end of 2Q, procure a new self-contained water cart that is built into a truck for rapid and simple deployment at public outdoor events, replacing our aging water carts. Estimated cost is \$55,000.



### Water Resource Sustainability (WR)

Water Resource Sustainability Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	914,525	941,961	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	192,742	198,524		
300 - Other Services	621,860	740,013		
<b>Total</b>	<b>1,729,127</b>	<b>1,880,498</b>		

*Activity Description:* Ensure the availability and sustainable management of water for the 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*

- Provide technical assistance as needed by the Water Fund’s Steering Committee.
- Offer in-kind support for the water-quality study that Friends of Lake Monroe (FLM) is leading under a Section 319 grant. We expect the value of our laboratory support to be comparable to about \$30,000 if FLM went to a commercial laboratory.
- Provide about \$10,000 of in-kind support for Monroe County Soil and Water Conservation District (SWCD) to help re-write the Beam Blossom Watershed Plan. CBU’s Blucher Poole WWTP discharges to Beanblossom Creek.
- Provide in-kind support for the Section 319 Grant project for the Lower Salt Creek Watershed (below Lake Monroe). CBU’s Dillman Road WWTP discharges to Clear Creek, as does most of our Municipal Separate Storm Sewer (MS4) infrastructure.
- Budget \$35,000 as a contribution to the Lake Monroe Water Fund in support of their organizational efforts to build fundraising for shovel-ready projects in the Lake Monroe watershed.

### Community Sustainability (SU)

Community Sustainability Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	914,525	941,961	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	192,742	198,524		
300 - Other Services	621,860	740,013		
<b>Total</b>	<b>1,729,127</b>	<b>1,880,498</b>		

*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*

- Dedicate \$50,000 to its Customer Assistance Program, enough to support up to 215+ disadvantaged households. This funding, based on past and current demand, will be tracked monthly.

##### *Sewer Works*

- Complete the review of options for a waste-to-energy facility at the Blucher Poole plant in Q1, in cooperation with the Monroe County Solid Waste Management District (MCSWMD). If the project is viable, proceed with engineering and explore financing options and issue an implementation plan by the end of Q4.

##### *Stormwater Utility*

- Dedicate \$100,000 to its Residential Stormwater Grant Program in 2022, with grant awards in early Q3. This program helps homeowners make improvements on their property that have positive impacts on their neighborhoods and CBU infrastructure.

### **Bond Payments**

#### *Water*

2015 Refunding Bond- \$380,896  
 2017 Bond- \$298,494  
 2020A Water Bond- \$1,278,000  
 2020B Water Bond- \$3,320,625  
 2022 Water Bond - \$771,500

*Wastewater*

2013 Wastewater Bond- \$1,191,296.00  
 2015 Refunding Bond- \$566,473  
 2017 Wastewater Bond- \$461,300  
 2019 Refunding Bond- \$1,023,200  
 2020 Wastewater Bond- \$969,800  
 2021 Wastewater Refunding - \$778,150

Sinking Funds (P&I) Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Populations Served
400- Waterworks sinking	5,278,818	6,049,515	0	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)
400- Sewer works sinking	5,053,743	4,990,219		
<b>Total</b>	<b>10,332,561</b>	<b>11,039,734</b>		

**2023 Budget Proposal Highlights**

**Water Works Budget Request**

Water Works Budget Allocation	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed	Change (\$)	Change (%)
100 - Personnel Services	4,540,298	4,714,725	4,779,289	5,000,410	5,150,800	150,390	3.0%
200 - Supplies	2,244,213	2,092,106	2,490,811	1,741,845	2,434,050	692,205	40.0%
300 - Other Services	4,753,030	12,975,187	5,962,770	3,743,608	4,642,476	898,863	24.0%
300- Other Services- E&R	3,163,089	3,199,603	3,408,411	2,413,889	2,155,763	(258,126)	(11.0%)
400- Water Sinking (P&I)	3,216,344	3,383,637	5,278,127	5,278,817	6,049,514	770,697	15.0%
<b>Total</b>	<b>17,916,973</b>	<b>26,365,257</b>	<b>21,919,407</b>	<b>18,178,569</b>	<b>20,432,598</b>	<b>2,254,029</b>	<b>11.9%</b>

\*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 increase of \$2,254,029 or 11.9%. CBU completed a rate case in 2021, those rates became effective 1/1/22. The rate for 2022 was an increase of 8.39%. Additionally, CBU expects a modest increase of 3.6% in usage.

**Category 1- Personnel** request is for \$5,150,800. This is an increase from the 2022 budget in the amount of \$150,390. There is no expectation for a large-scale change in this category.

**Category 2- Supplies** request is \$2,434,050. This is an increase from the 2022 budget in the amount of \$692,205. We anticipate higher costs for chemicals, fuel, and other supplies.

**Category 3- Other Services and Charges** request is \$4,642,476. This is an increase of 24%. This is due to 2 years of payments coming due for the Interdepartmental Agreement.

**Category 3- Other Services & Charges (Extensions & Replacements)** request is \$2,155,763. This is a decrease of \$258,126 or 11%. This is due to an increase in category 2 expenses, other category 3 and category 4 expenses combined with the rate increase.

**Sewer Utility Budget Request**

Sewer Works Budget Allocation	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed	Change (\$)	Change (%)
100 - Personnel Services	7,565,492	7,977,422	8,021,327	8,356,461	8,607,300	250,839	3.0%
200 - Supplies	1,260,078	1,370,926	1,383,364	1,163,644	1,489,850	326,206	28.0%
300 - Other Services	3,240,472	5,910,260	3,937,969	5,033,452	6,582,301	1,548,849	31.0%
300- Other Services-E&R	3,485,615	3,249,161	3,802,100	3,659,468	3,299,806	(359,662)	(10.0%)
400- Wastewater Sinking (P&I)**	4,683,636	4,780,028	4,075,919	4,015,990	4,090,743	74,753	2.0%
<b>Total</b>	<b>20,235,292</b>	<b>23,287,798</b>	<b>21,220,678</b>	<b>22,229,015</b>	<b>24,070,000</b>	<b>1,840,985</b>	<b>8.0%</b>

\*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:

**Revenue** has an expected increase of \$803,232 or 3.3%. CBU expects a modest increase in revenues. We have begun a rate study which will take effect January 2023, but do not know what changes will occur.

**Category 1- Personnel** request is \$8,607,300 This is an increase of \$250,839, or 3%. There is no expectation of large-scale change to this category.

**Category 2- Supplies** request is \$1,489,850. This is an increase of \$326,206 or 28%. We anticipate higher costs for chemicals, fuel and other supplies.

**Category 3- Other Services and Charges** request is \$6,582,301. This is an increase of \$1,548,849 or 31.0%. This is due to 2 years of payments coming due for the Interdepartmental Agreement.

**Category 3- Other Services and Charges (Extensions and Replacements)** request is \$3,299,806. This is a decrease of \$359,662 or 10%. This is due to an increase in category 2 expenses and other category 3 expenses.

**Stormwater Utility Budget Request**

Stormwater Utility Budget Allocation	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed	Change (\$)	Change (%)
100 - Personnel Services	787,765	902,122	826,278	1,016,316	1,046,000	29,684	3.0%
200 - Supplies	47,301	72,828	84,094	85,280	86,700	1,420	2.0%
300 - Other Services	503,137	623,630	668,199	148,209	151,800	3,591	2.0%
300- Other Services-E&R	305,711	279,824	280,681	494,059	548,000	53,941	11.0%
300- Green Infrastructure	0	0	400,000	400,000	400,000	0	0
400- Storm Sinking (P&I)***	438,954	438,511	972,603	960,000	960,000	0	0
<b>Total</b>	<b>2,082,849</b>	<b>2,316,915</b>	<b>3,231,854</b>	<b>3,103,864</b>	<b>3,192,500</b>	<b>88,636</b>	<b>3.0%</b>

\*Interest payments are recorded as expenses and principal payments are recorded as a reduction in Long Term Liability, though both are budgeted here. Sinking payments are recorded as transfers to the sewer utility.

Significant changes to the Stormwater Utility include:

**Revenue** We have begun a rate study which will take effect January 2023, but do not know what changes will occur.

**Category 1- Personnel Services** request is \$1,046,000. This is an increase of \$29,684 or 3%. There is no expectation of large-scale change to this category.

**Category 2- Supplies** request is \$86,700. This is a level request.

**Category 3- Other Services and Charges** request is \$151,800. This is a level request.

**Category 3- Other Services and Charges (Extensions & Replacements)** request is \$548,000. This is an increase of \$53,941 or 11.0%

**Category 3- Other Services and Charges (Green Infrastructure)** request is \$400,000 and is a level request from 2022.

**Category 4- Stormwater Sinking** request is \$960,000.

This is a level budget amount due to bonding for the Hidden River Pathway project.

**Conclusion**

Thank you for your consideration of the City of Bloomington Utilities' budget request.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 009 - Water</b>									
<u>Expenditures</u>									
Personnel Services									
	U40800	Taxes - FICA	222,790	234,292	234,723	256,892	270,357	13,465	5.24%
	U60100	Salaries & Wages Employees	2,876,367	2,991,348	3,049,806	3,238,914	3,504,418	265,504	8.20%
	U60200	OT Salary & Wages	180,365	165,761	183,011	119,226	43,306	(75,920)	-63.68%
	U60400	Employee Pensions & Benefits	1,260,776	1,323,325	1,311,749	1,385,378	1,490,184	104,806	7.57%
<b>Total: Personnel Services</b>			<b>4,540,298</b>	<b>4,714,725</b>	<b>4,779,289</b>	<b>5,000,410</b>	<b>5,308,265</b>	<b>307,855</b>	<b>6.16%</b>
Supplies									
	U61000	Purchased Water	169,538	197,773	177,490	173,400	175,000	1,600	0.92%
	U61812	Chemicals Carbon	48,877	60,479	202,700	51,000	120,000	69,000	135.29%
	U61814	Chemicals Miscellaneous	79,229	140,055	120,090	61,500	127,500	66,000	107.32%
	U61815	Chemicals Alum	351,198	251,735	268,893	275,000	275,000	-	0.00%
	U61816	Chemicals Fluoride HFS	19,947	22,806	-	29,000	-	(29,000)	-100.00%
	U61817	Chemicals Polymer	112,289	93,481	117,556	62,000	120,000	58,000	93.55%
	U61818	Chemicals Potassium Permanganate	-	11,334	6,860	4,600	20,000	15,400	334.78%
	U61822	Chemicals Aqua Ammonia	25,931	25,447	28,874	24,000	30,000	6,000	25.00%
	U61823	Chemicals Sodium Hypochlorite	165,481	130,648	161,033	130,000	200,000	70,000	53.85%
	U61824	Chemicals Sodium Hydroxide	194,545	110,580	90,569	140,000	175,000	35,000	25.00%
	U61828	Sodium Permanganate	81,557	-	-	23,000	-	(23,000)	-100.00%
	U62001	Materials & Supplies General	265,934	263,881	215,148	174,950	215,500	40,550	23.18%
	U62020	Materials & Supplies Lines	207,355	143,520	164,530	130,000	200,000	70,000	53.85%
	U62021	Materials & Supplies Services	127,140	114,641	155,742	85,000	250,000	165,000	194.12%
	U62022	Materials & Supplies Meters	24,178	11,423	12,549	15,000	20,000	5,000	33.33%
	U62023	Materials & Supplies Hydrants	21,317	22,595	98,054	25,000	35,000	10,000	40.00%
	U62024	Materials & Supplies Structures	66,800	126,209	48,984	19,500	80,500	61,000	312.82%
	U62025	Materials & Supplies Equipment	482	1,445	8,708	200	1,000	800	400.00%
	U62026	Materials & Supplies Pumps	54,256	43,283	81,312	55,000	67,000	12,000	21.82%
	U62032	Materials & Supplies Treatment	60,160	117,586	101,930	112,000	111,000	(1,000)	-0.89%
	U62040	Materials & Supplies Statements	54,141	61,855	81,976	60,000	60,000	-	0.00%
	U62042	Materials & Supplies Computer	-	3,135	-	3,000	1,500	(1,500)	-50.00%
	U62043	Materials & Supplies Office Furniture	317	200	250	700	200	(500)	-71.43%
	U62044	Materials & Supplies Office Supplies	23,755	22,723	33,889	19,795	34,750	14,955	75.55%
	U62045	Materials & Supplies Tanks	-	-	51,431	-	-	-	N/A
	U62046	Materials & Supplies Maintenance	-	70,193	202,359	1,000	1,500	500	50.00%
	U62142	Furniture & Fixtures Computer	32,607	14,781	19,113	28,200	25,300	(2,900)	-10.28%
	U62143	Furniture & Fixtures Other Furniture	5,251	2,557	2,721	1,200	11,400	10,200	850.00%
	U62146	Furniture & Fixtures Maintenance	34,846	8,099	16,635	13,300	13,200	(100)	-0.75%
	U62147	Material & Supplies - Personal Protective Equipment	11,539	10,439	10,946	12,050	9,700	(2,350)	-19.50%
	U62148	Material & Supplies - Worksite Safety Equipment	5,545	9,202	10,468	12,450	8,800	(3,650)	-29.32%
<b>Total: Supplies</b>			<b>2,244,213</b>	<b>2,092,106</b>	<b>2,490,811</b>	<b>1,741,845</b>	<b>2,388,850</b>	<b>647,005</b>	<b>37.14%</b>
Other Services and Charges									
	U26000	Interfund Transfer OUT	5,662,652	2,345,000	3,958,375	-	-	-	N/A
	U40900	Taxes State Income	196,144	213,442	201,270	206,000	-	(206,000)	-100.00%
	U42705	Interest Expense Capital Lease	1,486	200,872	110,908	456,688	100,000	(356,688)	-78.10%
	U42709	Interest Expense Bond Issue 03	47,427	-	-	-	-	-	N/A
	U42720	Extensions & Replacements	-	-	-	2,413,889	7,306,763	4,892,874	202.70%
	U42801	Utility Amortization Expense	2,026	-	-	2,000	-	(2,000)	-100.00%
	U61530	Purchased Power	440,660	399,495	521,184	367,500	507,000	139,500	37.96%
	U61531	Purchased Power Pumping	671,417	665,262	715,364	650,000	700,000	50,000	7.69%
	U61532	Purchased Power Treatment	220,235	207,656	234,379	205,000	205,000	-	0.00%
	U61700	Utilities General	4,055	4,582	5,231	4,600	5,100	500	10.87%
	U61720	Natural Gas	14,265	11,053	16,375	16,920	16,300	(620)	-3.66%
	U61730	Telephone - Land Line & Long Distance	466	357	226	500	500	-	0.00%

CITY OF BLOOMINGTON

Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
U61732	Cell Phone Charges	9,017	12,833	16,323	10,150	13,700	3,550	34.98%
U61733	Telephone - Other Charges	33,653	18,681	22,659	33,200	21,200	(12,000)	-36.14%
U61734	Pager Expenses	147	186	147	100	120	20	20.00%
U62200	Training	44,001	19,896	27,242	32,700	39,200	6,500	19.88%
U63100	Contract Services Engineering	19,019	10,420	12,180	7,500	6,000	(1,500)	-20.00%
U63200	Contract Services Accounting	2,696	318,235	178,491	34,000	200,000	166,000	488.24%
U63202	Assistance Program	55,837	23,299	12,826	20,000	20,000	-	0.00%
U63300	Contract Services Legal	3,494	22,232	353,078	5,000	100,000	95,000	1900.00%
U63532	Contract Services Testing	43,424	114,426	109,044	88,500	107,000	18,500	20.90%
U63600	Contracted Services - Other	38,478	101,399	1,667,075	23,900	124,000	100,100	418.83%
U63701	Contract Services Interdepartmental	189,646	1,366,817	189,646	623,518	1,200,000	576,482	92.46%
U63702	Contract Services In Lieu of Taxes	-	606,376	-	309,252	600,000	290,748	94.02%
U64005	Bond Issuance Cost 05	17,446	10,250	10,250	-	-	-	N/A
U65000	Transportation	58,748	65,880	66,106	95,430	70,300	(25,130)	-26.33%
U65020	Transportation Lines	125,703	127,417	135,143	169,562	170,000	438	0.26%
U65022	Transportation Meter	19,189	19,305	24,899	18,633	20,000	1,367	7.34%
U65024	Transportation Structures	1,009	387	1,029	1,200	1,000	(200)	-16.67%
U65700	Liability Insurance	76,924	102,546	123,403	110,000	150,000	40,000	36.36%
U65900	Insurance Other Deductibles	5,548	4,580	2,791	12,000	12,000	-	0.00%
U66000	Advertising	843	643	4,186	1,800	2,950	1,150	63.89%
U66900	Cash Over Short	(4)	(39)	32	-	-	-	N/A
U67000	Bad Debt	10,956	10,183	9,794	11,000	10,000	(1,000)	-9.09%
U67501	Miscellaneous Expense	501,228	263,423	237,580	121,910	191,900	69,990	57.41%
U67510	Miscellaneous Expense - membership dues/licenses	31,992	14,233	18,696	6,375	15,400	9,025	141.57%
U67531	Miscellaneous Expense Pumping	-	-	1,714	-	-	-	N/A
U67536	Miscellaneous Expense Shipping	6,574	4,907	7,904	8,000	7,800	(200)	-2.50%
U67545	Miscellaneous Expense Tanks	14,128	286,941	7,733	20,000	10,000	(10,000)	-50.00%
U67547	Miscellaneous Expense Software	41,160	82,066	84,153	70,670	61,200	(9,470)	-13.40%
U67548	Miscellaneous Expense Inventory	5,571	288	44,617	-	-	-	N/A
U67550	Inventory Cycle Count Adj	(49,852)	-	(30,236)	-	-	-	N/A
<b>Total: Other Services and Charges</b>		<b>8,567,408</b>	<b>7,655,527</b>	<b>9,101,816</b>	<b>6,157,497</b>	<b>11,994,433</b>	<b>5,836,936</b>	<b>94.79%</b>
Capital Outlays								
U40300	Depreciation	3,163,089	3,199,603	3,408,411	-	-	-	N/A
<b>Total: Capital Outlays</b>		<b>3,163,089</b>	<b>3,199,603</b>	<b>3,408,411</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>		<b>\$ 18,515,008</b>	<b>\$ 17,661,960</b>	<b>\$ 19,780,327</b>	<b>\$ 12,899,752</b>	<b>\$ 19,691,548</b>	<b>\$ 6,791,796</b>	<b>52.65%</b>



CITY OF BLOOMINGTON

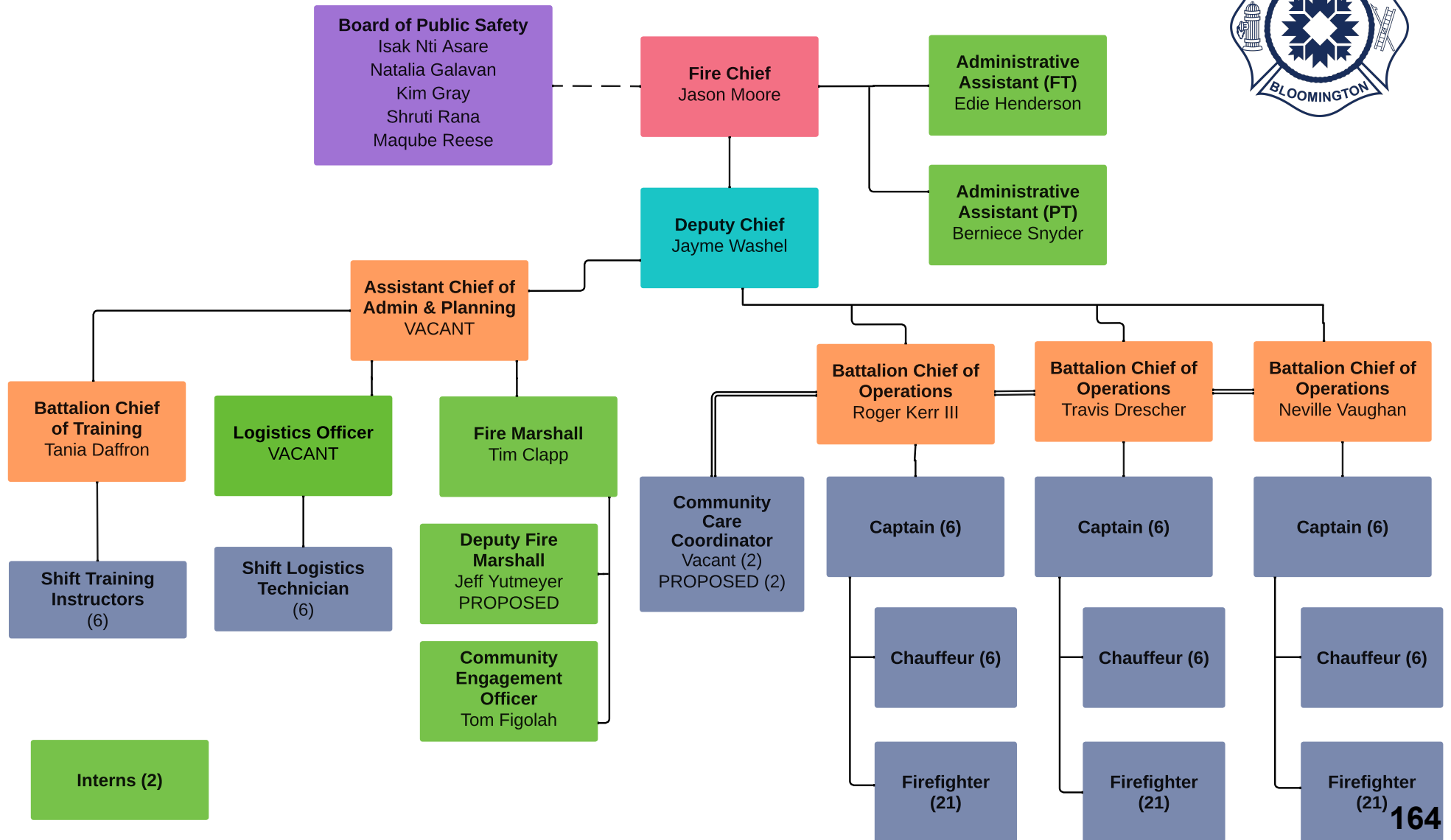
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 010 - Wastewater</b>									
<u>Expenditures</u>									
Personnel Services									
	U40800	Taxes - FICA	369,587	397,483	392,509	428,517	453,697	25,180	5.88%
	U60100	Salaries & Wages Employees	4,753,167	5,028,612	5,025,711	5,360,098	5,714,035	353,937	6.60%
	U60200	OT Salary & Wages	338,069	323,150	365,725	241,238	236,558	(4,680)	-1.94%
	U60400	Employee Pensions & Benefits	2,104,669	2,228,177	2,237,381	2,326,608	2,527,159	200,551	8.62%
<b>Total: Personnel Services</b>			<b>7,565,492</b>	<b>7,977,422</b>	<b>8,021,327</b>	<b>8,356,461</b>	<b>8,931,449</b>	<b>574,989</b>	<b>6.88%</b>
Supplies									
	U61804	Chemicals Chlorine	1,496	3,972	1,323	5,000	5,000	-	0.00%
	U61814	Chemicals Miscellaneous	37,964	11,694	5,844	12,500	20,500	8,000	64.00%
	U61817	Chemicals Polymer	59,535	103,068	78,591	71,000	122,000	51,000	71.83%
	U61820	Chemicals Sodium Bisulfite	21,300	12,379	7,751	19,000	10,000	(9,000)	-47.37%
	U61823	Chemicals Sodium Hypochlorite	61,443	35,601	39,317	45,000	90,000	45,000	100.00%
	U61830	Chemicals - Sodium Aluminate	124,219	131,821	144,592	100,000	200,000	100,000	100.00%
	U62001	Materials & Supplies General	268,484	299,420	282,791	214,775	281,350	66,575	31.00%
	U62020	Materials & Supplies Lines	66,077	70,024	59,395	70,000	60,000	(10,000)	-14.29%
	U62022	Materials & Supplies Meters	34,750	16,625	18,127	30,000	60,000	30,000	100.00%
	U62024	Materials & Supplies Structures	103,404	154,818	109,072	104,000	115,000	11,000	10.58%
	U62025	Materials & Supplies Equipment	298	-	11,510	300	2,000	1,700	566.67%
	U62026	Materials & Supplies Pumps	40,339	55,643	109,225	63,000	83,000	20,000	31.75%
	U62032	Materials & Supplies Treatment	173,089	266,877	229,779	187,600	187,500	(100)	-0.05%
	U62040	Materials & Supplies Statements	81,211	92,782	122,965	98,076	100,000	1,924	1.96%
	U62042	Materials & Supplies Computer	-	-	-	2,500	-	(2,500)	-100.00%
	U62043	Materials & Supplies Office Furniture	475	300	374	400	-	(400)	-100.00%
	U62044	Materials & Supplies Office Supplies	45,081	42,097	56,995	43,740	55,600	11,860	27.11%
	U62045	Materials & Supplies Tanks	1,838	10,828	10,612	5,000	5,000	-	0.00%
	U62046	Materials & Supplies Maintenance	2,477	888	7,016	1,000	-	(1,000)	-100.00%
	U62142	Furniture & Fixtures Computer	58,953	19,632	32,841	26,353	38,900	12,547	47.61%
	U62143	Furniture & Fixtures Other Furniture	7,946	5,485	3,356	1,900	-	(1,900)	-100.00%
	U62146	Furniture & Fixtures Maintenance	50,087	12,410	17,585	30,500	20,000	(10,500)	-34.43%
	U62147	Materials & Supplies - Personal Protective	13,807	14,617	17,733	16,000	17,000	1,000	6.25%
	U62148	Materials & Supplies - Personal Safety Equipment	5,804	9,946	16,567	16,000	17,000	1,000	6.25%
<b>Total: Supplies</b>			<b>1,260,078</b>	<b>1,370,926</b>	<b>1,383,364</b>	<b>1,163,644</b>	<b>1,489,850</b>	<b>326,206</b>	<b>28.03%</b>
Other Services and Charges									
	U42705	Interest Expense Capital Lease	3,235	301,308	166,362	685,032	150,000	(535,032)	-78.10%
	U42709	Interest Expense Bond Issue 03	70,281	70,066	69,840	-	-	-	N/A
	U42720	Extensions & Replacements	-	-	-	3,659,468	11,907,107	8,247,639	225.38%
	U61125	Transportation Sludge Removal	301,633	426,490	383,043	370,000	420,000	50,000	13.51%
	U61132	Sludge Treatment Removal	7,656	10,860	6,697	12,000	10,000	(2,000)	-16.67%
	U61146	Sludge Removal Maintenance	1,325	-	-	-	-	-	N/A
	U61530	Purchased Power	7,262	7,344	8,427	8,000	10,000	2,000	25.00%
	U61531	Purchased Power Pumping	173,921	164,024	170,769	185,000	180,000	(5,000)	-2.70%
	U61532	Purchased Power Treatment	796,968	719,439	810,951	800,200	850,300	50,100	6.26%
	U61700	Utilities General	124,756	105,775	64,910	125,500	76,050	(49,450)	-39.40%
	U61720	Natural Gas	46,815	37,510	45,760	59,309	80,800	21,491	36.24%
	U61730	Telephone - Land Line & Long Distance	703	535	339	600	600	-	0.00%
	U61732	Cell Phone Charges	15,603	20,905	26,021	15,120	24,500	9,380	62.04%
	U61733	Telephone - Other Charges	49,887	27,440	33,226	55,200	35,500	(19,700)	-35.69%
	U61734	Pager Expenses	209	265	209	215	200	(15)	-6.98%
	U62200	Training	43,238	14,834	19,201	40,821	35,500	(5,321)	-13.03%
	U63100	Contract Services Engineering	4,351	195	25	10,000	500	(9,500)	-95.00%
	U63200	Contract Services Accounting	188,622	37,281	205,690	9,000	10,000	1,000	11.11%
	U63202	Assistance Program	17,645	21,376	19,260	30,000	30,000	-	0.00%
	U63300	Contract Services Legal	7,678	-	3,509	5,000	5,000	-	0.00%

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Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
U63532	Contract Services Testing	55,302	68,185	69,876	79,500	83,500	4,000	5.03%
U63600	Contracted Services - Other	107,831	87,030	298,532	46,000	40,000	(6,000)	-13.04%
U63701	Contract Services Interdepartmental	284,468	2,050,225	284,468	916,937	1,800,000	883,063	96.31%
U63702	Contract Services In Lieu of Taxes	-	716,626	-	356,313	700,000	343,687	96.46%
U64005	Bond Issuance Cost 05	30,866	30,866	30,866	-	-	-	N/A
U65000	Transportation	177,646	199,346	205,626	315,315	214,300	(101,015)	-32.04%
U65020	Transportation Lines	234,823	229,308	244,546	305,585	275,000	(30,585)	-10.01%
U65022	Transportation Meter	28,784	28,748	37,242	27,950	40,000	12,050	43.11%
U65024	Transportation Structures	8,807	1,811	3,007	5,500	1,500	(4,000)	-72.73%
U65700	Liability Insurance	88,281	121,324	169,679	220,000	220,000	-	0.00%
U65900	Insurance Other Deductibles	13,115	6,869	4,187	13,000	13,000	-	0.00%
U66000	Advertising	2,441	874	6,812	2,900	4,500	1,600	55.17%
U66900	Cash Over Short	(6)	(56)	47	-	-	-	N/A
U67000	Bad Debt	7,892	2,696	9,849	8,000	8,000	-	0.00%
U67501	Miscellaneous Expense	244,535	253,696	335,805	185,150	225,800	40,650	21.96%
U67510	Miscellaneous Expense - membership	15,310	1,621	25,203	4,450	3,725	(725)	-16.29%
U67536	Miscellaneous Expense Shipping	9,545	7,758	10,849	14,475	11,350	(3,125)	-21.59%
U67547	Miscellaneous Expense Software	65,735	137,687	163,652	121,380	123,200	1,820	1.50%
U67548	Miscellaneous Expense Inventory	161	-	-	-	-	-	N/A
U67550	Inventory Cycle Count Adj	3,149	-	3,486	-	-	-	N/A
<b>Total: Other Services and Charges</b>		<b>3,240,472</b>	<b>5,910,260</b>	<b>3,937,969</b>	<b>8,692,920</b>	<b>17,589,932</b>	<b>8,897,012</b>	<b>102.35%</b>
Capital Outlays								
U40300	Depreciation	3,485,615	3,249,161	3,802,100	-	-	-	N/A
<b>Total: Capital Outlays</b>		<b>3,485,615</b>	<b>3,249,161</b>	<b>3,802,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>		<b>\$ 15,551,656</b>	<b>\$ 18,507,770</b>	<b>\$ 17,144,759</b>	<b>\$ 18,213,025</b>	<b>\$ 28,011,231</b>	<b>\$ 9,798,207</b>	<b>53.80%</b>

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	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 011 - Stormwater</b>									
<u>Expenditures</u>									
Personnel Services									
	U40800	Taxes - FICA	36,487	44,813	37,088	53,053	54,664	1,612	3.04%
	U60100	Salaries & Wages Employees	465,766	577,093	510,137	676,858	697,991	21,133	3.12%
	U60200	OT Salary & Wages	43,348	14,222	10,340	16,640	16,640	-	0.00%
	U60400	Employee Pensions & Benefits	242,145	265,993	268,713	269,765	285,903	16,138	5.98%
<b>Total: Personnel Services</b>			<b>787,747</b>	<b>902,122</b>	<b>826,278</b>	<b>1,016,316</b>	<b>1,055,198</b>	<b>38,882</b>	<b>3.83%</b>
Supplies									
	U62001	Materials & Supplies General	21,763	30,561	16,061	48,000	30,600	(17,400)	-36.25%
	U62024	Materials & Supplies Structures	23,443	35,584	64,851	25,000	50,000	25,000	100.00%
	U62044	Materials & Supplies Office Supplies	136	478	583	400	600	200	50.00%
	U62046	Materials & Supplies Maintenance	676	46	641	-	-	-	N/A
	U62142	Furniture & Fixtures Computer	150	2,480	-	4,680	1,100	(3,580)	-76.50%
	U62143	Furniture & Fixtures Other Furniture	-	-	-	200	-	(200)	-100.00%
	U62147	Materials & Supplies - Personal Protective Equipment	681	994	1,137	3,500	2,200	(1,300)	-37.14%
	U62148	Materials & Supplies - worksite safety equipment	452	2,685	820	3,500	2,200	(1,300)	-37.14%
<b>Total: Supplies</b>			<b>47,301</b>	<b>72,828</b>	<b>84,094</b>	<b>85,280</b>	<b>86,700</b>	<b>1,420</b>	<b>1.67%</b>
Other Services and Charges									
	U42705	Interest Expense Capital Lease	597	-	-	859	-	(859)	-100.00%
	U42720	Extensions & Replacements	-	-	-	894,059	2,934,000	2,039,941	228.17%
	U62200	Training	5,281	1,489	2,539	8,300	3,500	(4,800)	-57.83%
	U63200	Contract Services Accounting	2,045	-	1,973	5,000	1,000	(4,000)	-80.00%
	U63202	Assistance Program	1,148	2,235	1,634	-	2,000	2,000	N/A
	U63203	Assistance Program - residential	23,437	32,639	45,326	100,000	100,000	-	0.00%
	U63300	Stormwater Grant Program	-	8,905	-	-	-	-	N/A
	U63300	Contract Services Legal	-	8,905	-	-	-	-	N/A
	U63532	Contract Services Testing	1,280	-	755	-	-	-	N/A
	U63600	Contracted Services - Other	-	73,247	13,310	2,000	11,500	9,500	475.00%
	U65000	Transportation	925	519	1,286	2,500	500	(2,000)	-80.00%
	U65700	Liability Insurance	27,401	36,995	15,425	28,000	30,000	2,000	7.14%
	U66000	Advertising	6	-	40	750	100	(650)	-86.67%
	U67000	Bad Debt	1,388	4,633	7,172	-	-	-	N/A
	U67501	Miscellaneous Expense	618	6,603	665	500	1,500	1,000	200.00%
	U67510	Miscellaneous Expense - membership	151	365	150	100	700	600	600.00%
	U67536	Miscellaneous Expense Shipping	36	-	404	200	1,000	800	400.00%
	U67550	Inventory Cycle Count Adj	(377)	-	(630)	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>63,936</b>	<b>167,630</b>	<b>90,050</b>	<b>1,042,268</b>	<b>3,085,800</b>	<b>2,043,532</b>	<b>196.07%</b>
Capital Outlays									
	U40300	Depreciation	305,711	279,824	280,681	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>305,711</b>	<b>279,824</b>	<b>280,681</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,204,695</b>	<b>\$ 1,422,404</b>	<b>\$ 1,281,102</b>	<b>\$ 2,143,864</b>	<b>\$ 4,227,698</b>	<b>\$ 2,083,834</b>	<b>97.20%</b>



## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Fire Chief Jason Moore  
**Date:** August 25, 2022

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### 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 as a fully paid department and currently serves the community with 114 employees, located at 4 stations, 1 temporary station, plus 1 leased facility, responding to over 5,000 emergencies per year. In 2021 our department handled an unprecedented 37 percent increase in annual calls for service and 2022 is on track for a similar call volume. BFD provides fire suppression, technical rescue, community mobile integrated healthcare, 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 the City to ensure they meet fire code requirements.

Over the last six years we increased our focus on fire prevention, drastically increasing our community education efforts resulting in five consecutive years without a fire fatality. Major initiatives

in 2022 include building digital resources to share with educators, modernizing the prevention division's operations, and reintroducing in-person activities.

From January 2017 through August 2022, BFD has eleven (11) 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.

Since 2016, 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. The department is operating a reliable and standardized fleet of emergency apparatus that carries quality equipment for first responders to use in emergencies and will begin the second round of equipment replacements to ensure we have a safe and functional reserve fleet. 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.

In 2022, through collaboration with City of Bloomington Utilities and Central Dispatch, BFD successfully earned the best Insurance Services Office (ISO) rating of 1/1x, placing the department in the top 0.5% of rated departments in the U.S. and top 0.2% of rated departments in Indiana.

While many of the pandemic restrictions were lifted in 2022, the impact to our goals that were heavily dependent on personal interaction still did not recover to pre-pandemic service levels. We also had to handle staffing issues that were created by the worst infection rates among our employees since the beginning of the pandemic. Several goals that were tied to external evaluations, community meetings, and public education were severely impacted by the pandemic however, once things return to normal the goals will be reevaluated and potentially pursued in the future.

### **Sustainability and Climate Action**

In addition to the previous major initiatives of adding solar panels to our fire stations, LED light conversions, and realigning our fleet to reduce the carbon footprint, in 2022 we eliminated the need to replace two response apparatus. Repurposing an older but reliable rescue truck and refurbishing our brush truck, we were able to save \$125,000 and add two lightweight utility vehicles to better respond to the many events and parks that Bloomington provides. This adds to the efficiency of operations by reserving the larger fire apparatus for their primary purpose of responding to fire emergencies and drastically reduces the need to leave a fire apparatus idling while at events. Other improvements include continuing to replace most of our small gasoline engine equipment with battery-powered alternatives and adding passive cooling options to fire stations to reduce energy consumption. We constantly evaluate options to further improve our sustainability efforts and as we look to replace outdated stations will ensure we make educated choices in materials and options to further reduce our carbon footprint.

## **Diversity, Equity, and Inclusion**

Since 2017 we have worked with community leaders to build and execute strategies to address one of the department’s largest challenges: the diversification of our workforce. Our last hiring process produced a hiring list that increased from a 2.2% diversity profile in 2016 to 14.5% in 2020 and 15% in 2022. Based on a survey from our diversity training provider, the department currently employs six ethnic minorities, two LGBTQ+, and six who identify as female for a total diversity profile of 12.3% compared to 5.5% in 2016. Our improved recruitment strategies, coupled with the relaxation of residency requirements, will continue to increase our pool of applicants allowing for more progress in improving our diversity. The need to change and try new recruitment strategies based on the data provided by the previous hiring process will require our department to move to an annual process. Our 2023 budget request has several items related to building a more diverse, equitable, and inclusive organization including diversity training initiatives, funds to host an annual hiring process, and station improvements to better serve the needs of firefighters of all gender identities.

## **Bloomington Fire Department 2023 Budget Summary**

<b>Summary Budget Allocations</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	9,846,630	10,244,041	10,461,717	10,645,875	11,695,898	1,050,022	10%
200 - Supplies	308,927	177,124	234,997	339,921	389,476	49,555	15%
300 - Other Services	727,166	695,526	896,932	1,206,015	2,560,679	1,354,664	112%
400 - Capital Outlays	1,730,003	1,323,857	1,478,971	1,170,500	1,594,100	423,600	36%
<b>Total</b>	<b>12,612,726</b>	<b>12,440,547</b>	<b>13,072,617</b>	<b>13,362,311</b>	<b>16,240,153</b>	<b>2,877,841</b>	<b>22%</b>

## **2023 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 (Estimated population served [EPS] ~ 12,000 to 21,000)
  - Emergency Structure Fire Calls
    - Turnout time for structure fire emergencies - 90% of the incidents crews are enroute within 80 seconds.
    - Travel time for the first arriving apparatus - 90% of the incidents the crews arrive in 4 minutes or less.

- Travel time for the total response force (TRF) as defined by the Insurance Service Office (ISO) - 90% of the incidents the crews arrive in 8 minutes or less
  - o Emergency Medical Service (EMS) Calls
    - Turnout time for EMS emergencies - 90% of the incidents crews are enroute within 60 seconds.
    - Travel time for the first arriving apparatus - 90% of the incidents the crews arrive in 4 minutes or less.
  - o All Other Emergency Calls
    - Turnout time for other emergencies - 90% of the incidents crews are enroute within 80 seconds.
    - Travel time for the first arriving apparatus - 90% of the incidents the crews arrive in 5 minutes or less.
- Develop Quality Assurance Program for emergency service delivery (EPS - Internal Service Program)
  - o Review 100% of calls that require a second alarm or greater to mitigate, involve a fatality, or firefighter near-miss to develop an after-action report to include performance improvement plans when necessary.
  - o Review 10% of EMS calls that require an intervention performed by the responding crews to ensure protocol compliance to include performance improvement plans when necessary.
- 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 ~ 7,500 to 10,000)

Emergency Operations Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	5,648,880	6,167,160	60.38	19,000 - 35,500
200 - Supplies	182,393	208,983		
300 - Other Services	445,901	1,373,994		
400 - Capital Outlays	1,135,385	1,546,277		
<b>Total</b>	<b>7,412,559</b>	<b>9,296,414</b>		

**Funding: General, Other**

**Fire Prevention/Investigations**

*Activity Description:* Increase community and firefighter safety by accurately and thoroughly investigating 100% of fires within BFD jurisdiction. Educate the community about fire prevention and safety in order to reduce the number of preventable accidents/fires. Perform inspections of all commercial buildings, actively manage false alarm calls, and provide comprehensive plan reviews/final inspections for new and upgraded structures.



Goals:

- Through prevention and/or rescue, maintain zero fire-caused fatalities (EPS ~ 2 directly, 89,000 indirectly)
- Complete 1,600 general inspections per year with a focus on the highest risk occupancies within the City (EPS ~ 1,600 directly, 160,000 indirectly)
- Identify and implement an online self inspection program for low risk occupancies that includes an educational component (EPS ~ 1,500 directly, 150,000 indirectly)
- Make at least one in-person or interactive online contact with every Monroe County Community School Corporation in the city (14 schools) and 20% of the private schools (9 schools) for fire prevention education (EPS ~ 13,000 students, 900 teachers, 25,000 indirectly)
- Respond to or complete building plan reviews within 10 business days 90% of the time (EPS ~ 200 contractors directly, 20,000 indirectly)
- Facilitate three Indiana University fire safety sponsored events in person or online by the end of Q4 with at least 300 student participants. (EPS ~ 900 students/resident advisors, 80 faculty, 10,000 indirectly)
- Coordinate community assistance efforts sponsored by the American Red Cross to install 100 smoke detectors or replace batteries by the end of Q4. (EPS ~ 500 residents)
- 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)
- Provide a minimum of 20 hours of continuing education and professional memberships to community engagement personnel by the end of Q4 to enhance the outcome of community risk reduction and public education programs. (EPS ~ Internal Service Program)

Fire Prevention/ Investigations Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	2,547,975	2,839,192	27.80	43,850 Directly, 191,000 Indirectly
200 - Supplies	78,182	89,579		
300 - Other Services	199,444	614,563		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>2,825,601</b>	<b>3,543,334</b>		

**Funding: General, Other**

**Training/Education**

*Activity Description:* Increase firefighter safety and effectiveness 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. (EPS ~ Internal Service Program)
- 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. (EPS ~ Internal Service Program)
- Ensure 100% of BFD employees receive diversity/inclusion training by Q4. (EPS ~ Internal Service Program)
- 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. (EPS ~ Internal Service Program)
- Provide instruction for 40 new certifications to various positions in the department to follow the Strategic Training Plan and Career Progression Plan. (EPS ~ Internal Service Program)
- Increase firefighter safety through injury reduction training by increasing participation from 75% to 85% of the department. (EPS ~ Internal Service Program)
- Begin tracking recovery time after firefighter injuries to establish a baseline for additional recommendations in the 2024 budget by the 2nd quarter.(EPS ~ Internal Service Program)

Training/Education Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	2,038,662	2,276,359	22.29	Internal Service Program
200 - Supplies	67,669	77,535		
300 - Other Services	165,434	509,765		
400 - Capital Outlays	35,115	47,823		
<b>Total</b>	<b>2,306,880</b>	<b>2,911,481</b>		

**Funding: General, Other**

**Integrated Healthcare**

*Activity Description:* Improve the lives of individuals who need assistance in managing both chronic and short-term medical conditions, medications, or other crises. Focus on preventing 911 calls for service by working with other service providers to ensure continuity of care and follow-up thus ensuring individuals have a long-term solution.

Goals:

- Expand the current Mobile Integrated Healthcare Program by adding two additional community care providers by Q2 to provide services seven days per week (EPS ~ 1,000 directly, 5,000 indirectly)

- Identify and begin services for the top 20 users of emergency 911 services for issues that could be better served by the mobile integrated healthcare services in order to reduce the call volume on sworn firefighters by ~ 300 calls per year (EPS ~ 20 directly, 1,500 indirectly)
- Evaluate the potential and feasibility of establishing a billing service through insurance to recuperate the cost of services provided in order to make recommendations for the 2024 budget request. (EPS ~ Internal Service Program)

<b>Integrated Health Care Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	410,359	413,187	4.05	500 Directly 4,000 Indirectly
200 - Supplies	11,677	13,379		
300 - Other Services	20,237	62,357		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>442,272</b>	<b>488,924</b>		

**Funding: General, Other**

**New Revenue: Economic Development Local Income Tax (ED-LIT)**

The Fire Department's total request from the ED-LIT is \$1,441,499.

**Category 1 – Personnel** request is \$164,708. This request will support two (2) additional Community Care coordinators.

**Category 3 – Other Services** request is \$1,276,791. This is to support the issuance of bonds to begin our station replacement plan.

<b>ED LIT Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services		164,708	0.00	
200 - Supplies				
300 - Other Services		1,276,791		
400 - Capital Outlays				
<b>Total</b>	<b>0</b>	<b>1,441,499</b>		

**Funding: Other**

### Total Departmental Budget by Fund

Category	General Fund	ED LIT	Public Safety LIT	Total
1	11,531,190	164,708		11,695,898
2	389,476		0	389,476
3	1,283,888	1,276,791	0	2,560,679
4	0		1,594,100	1,594,100
<b>Total</b>	<b>13,204,554</b>	<b>1,441,499</b>	<b>1,594,100</b>	<b>16,240,153</b>

### 2023 Budget Request Highlights

The Fire Department's total budget request is \$16,240,153. This is an increase of \$2,877,841 or 22%.

**Category 1 – Personnel** request is \$11,695,898. This is an increase of \$1,050,222 or 10%. There is a 5% salary increase for non-union staff. Employees covered by the Fire Collective Bargaining Agreement will have a 2% salary increase. This request will support the addition of two (2) Community Care Coordinators and one (1) Deputy Fire Marshal.

**Category 2 – Supplies** request is \$389,476. This is an increase of \$49,555 or 15%. Significant changes include an increase in Fuel & Oil.

**Category 3 – Other Services & Charges** request is \$2,560,679. This is an increase of \$1,354,664 or 112%. Significant changes include increases for debt service payments to support bonds to be used for facilities, construction consultants, travel, and building rental. There is also a decrease for motor repairs.

**Category 4 – Capital Outlays** request is \$1,594,100. This is an increase of \$423,000 or 36%. Our request for capital expenditures includes the following equipment, vehicles, or facility maintenance projects:

- **Equipment**
  - \$42,500 Fire Gear Washer
  - \$175,000 Fire Fighting Gear
  - \$30,000 ITS Capital Replacement
- **Vehicles**
  - \$820,000 Replace Engine-5
  - \$56,000 Replace Prevention-2
  - \$56,000 New Deputy Fire Marshal SUV
  - \$78,000 (2) New Electric Cars
- **Facility Maintenance Projects**
  - \$255,000 Station 2 Maintenance Projects

- \$19,600 Station 3 Maintenance Projects
- \$50,000 Station 4 Maintenance Projects
- \$12,000 Station 5 Maintenance Projects

### **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 adjusting to meet the community's expectations. 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 2023 budget request!

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 08 - Fire</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	6,598,888	7,019,700	6,906,140	6,868,524	7,759,049	890,525	12.97%
	51130	Salaries and Wages- Overtime	245,122	194,595	345,698	375,001	-	(375,001)	-100.00%
	51210	FICA	102,367	110,302	111,600	126,628	143,295	16,668	13.16%
	51220	PERF	27,689	29,908	30,324	47,983	69,035	21,051	43.87%
	51230	Health and Life Insurance	1,570,140	1,570,140	1,570,140	1,627,236	1,551,815	(75,421)	-4.63%
	51260	Clothing Allowance	42,300	42,062	41,500	44,551	44,550	(1)	0.00%
	51280	Fire PERF	1,260,125	1,277,334	1,456,315	1,555,952	1,623,741	67,789	4.36%
	51310	Other Personal Services	-	-	-	-	249,995	249,995	N/A
	51320	Other Personal Services -DC Match	-	-	-	-	89,709	89,709	N/A
<b>Total: Personnel Services</b>			<b>9,846,630</b>	<b>10,244,041</b>	<b>10,461,717</b>	<b>10,645,875</b>	<b>11,531,190</b>	<b>885,314</b>	<b>8.32%</b>
Supplies									
	52110	Office Supplies	2,948	3,461	10,315	12,657	15,070	2,413	19.06%
	52210	Institutional Supplies	17,278	21,438	22,406	30,864	36,556	5,692	18.44%
	52230	Garage and Motor Supplies	4,197	3,731	3,407	6,640	7,073	433	6.52%
	52240	Fuel and Oil	44,895	32,035	58,319	61,377	103,943	42,566	69.35%
	52310	Building Materials and Supplies	8,417	6,125	6,873	18,298	18,352	54	0.30%
	52340	Other Repairs and Maintenance	3,819	4,999	6,179	6,916	6,916	-	0.00%
	52420	Other Supplies	172,376	84,513	86,708	46,640	135,071	88,431	189.60%
	52430	Uniforms and Tools	54,996	20,822	40,792	-	66,495	66,495	N/A
<b>Total: Supplies</b>			<b>308,927</b>	<b>177,124</b>	<b>234,997</b>	<b>183,392</b>	<b>389,476</b>	<b>206,084</b>	<b>112.37%</b>
Other Services and Charges									
	53130	Medical	108,326	116,341	-	-	235,416	235,416	N/A
	53140	Exterminator Services	150	750	1,225	1,590	2,286	696	43.77%
	53150	Communications Contract	27,446	5,172	43,123	-	60,048	60,048	N/A
	53160	Instruction	23,696	23,982	26,835	20,273	57,250	36,977	182.40%
	53170	Mgt. Fee, Consultants, and Workshops	45,600	-	-	-	46,000	46,000	N/A
	53210	Telephone	11,096	13,685	17,556	19,350	19,800	450	2.33%
	53220	Postage	447	428	764	1,515	1,515	-	0.00%
	53230	Travel	22,996	6,284	-	26,856	31,896	5,040	18.77%
	53310	Printing	647	515	15	1,710	1,710	-	0.00%
	53320	Advertising	-	-	-	400	400	-	0.00%
	53510	Electrical Services	31,574	28,085	41,792	49,200	49,200	-	0.00%
	53530	Water and Sewer	18,791	21,583	25,475	26,400	26,400	-	0.00%
	53540	Natural Gas	13,505	11,829	15,535	28,680	28,680	-	0.00%
	53610	Building Repairs	44,549	81,620	63,619	47,516	63,420	15,904	33.47%
	53620	Motor Repairs	242,161	230,943	-	348,184	225,758	(122,426)	-35.16%
	53630	Machinery and Equipment Repairs	4,320	12,065	5,406	32,997	35,002	2,005	6.08%
	53640	Hardware and Software Maintenance	53,830	80,849	49,278	-	104,870	104,870	N/A
	53650	Other Repairs	58,508	28,501	57,123	9,036	91,723	82,687	915.08%
	53720	Building Rental	-	27,652	52,583	-	193,872	193,872	N/A
	53840	Lease Payments	1,983	-	28,795	-	-	-	N/A
	53910	Dues and Subscriptions	4,041	3,132	2,949	8,037	8,642	605	7.53%
	53990	Other Services and Charges	13,500	2,112	3,035	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>727,166</b>	<b>695,526</b>	<b>435,110</b>	<b>621,744</b>	<b>1,283,888</b>	<b>662,144</b>	<b>106.50%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 10,882,723</b>	<b>\$ 11,116,690</b>	<b>\$ 11,131,824</b>	<b>\$ 11,451,011</b>	<b>\$ 13,204,554</b>	<b>\$ 1,753,542</b>	<b>15.31%</b>

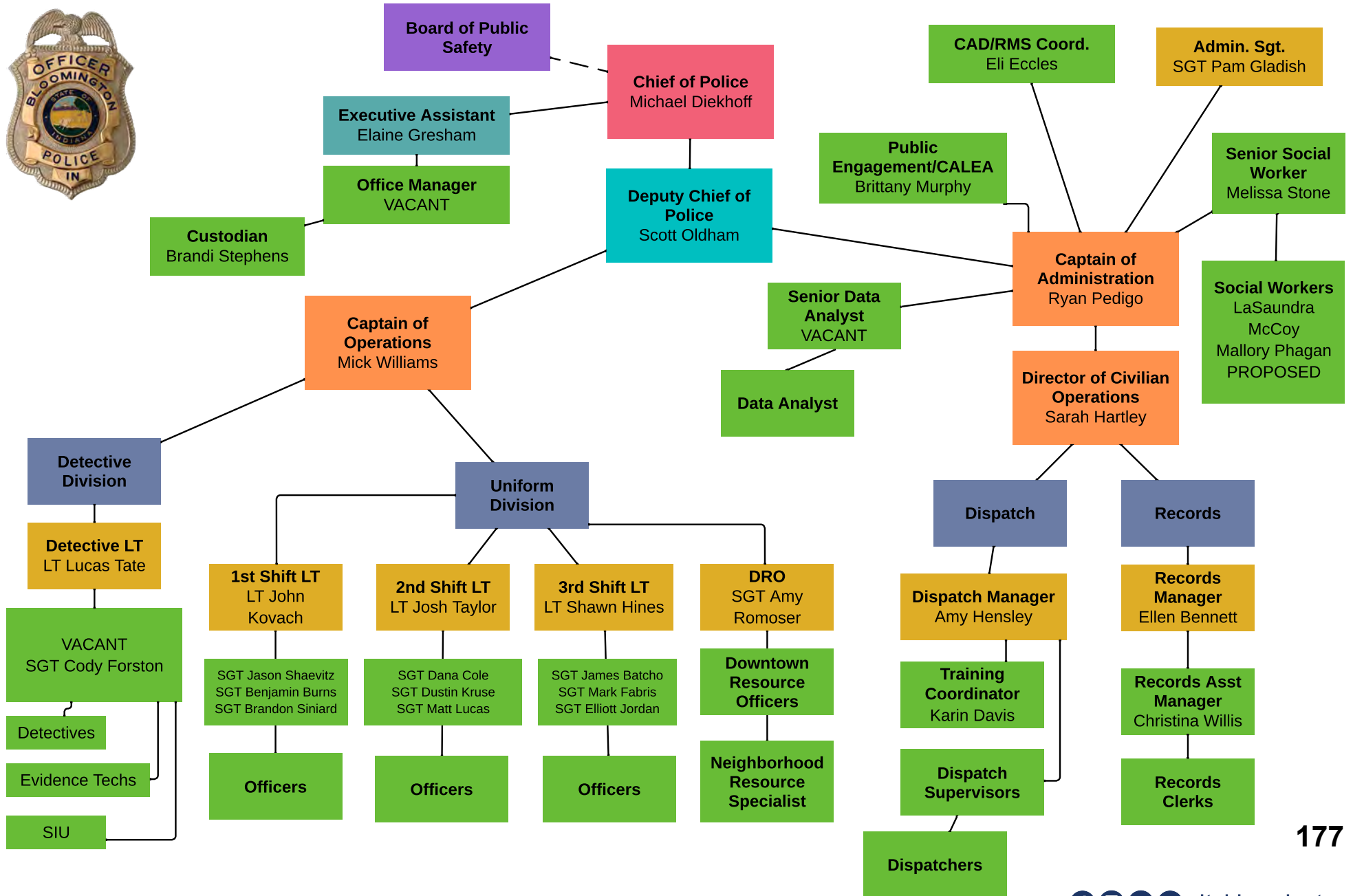
CITY OF BLOOMINGTON

Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>								
<u>Expenditures</u>								
<b>Department: 08 - Fire</b>								
Personnel Services								
51110	Salaries and Wages - Regular	-	-	-	-	111,758	111,758	N/A
51210	FICA	-	-	-	-	8,548	8,548	N/A
51220	PERF	-	-	-	-	15,869	15,869	N/A
51230	Health and Life Insurance	-	-	-	-	26,983	26,983	N/A
51320	Other Personal Services -DC Match	-	-	-	-	1,551	1,551	N/A
<b>Total: Personnel Services</b>		-	-	-	-	<b>164,708</b>	<b>164,708</b>	
Other Services and Charges								
53840	Lease Payments	-	-	-	-	1,209,000	1,209,000	N/A
53990	Other Services and Charges	-	-	-	-	67,791	67,791	N/A
<b>Total: Other Services and Charges</b>		-	-	-	-	<b>1,276,791</b>	<b>1,276,791</b>	N/A
<b>E GRAND Totals:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,441,499</b>	<b>\$1,441,499</b>	<b>0.00%</b>

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 151 - Public Safety L I T(S9505)</b>									
<u>Expenditures</u>									
<b>Department: 08 - Fire</b>									
Supplies									
	52420	Other Supplies	-	-	-	88,302	-	(88,302)	-100.00%
	52430	Uniforms and Tools	-	-	-	68,227	-	(68,227)	-100.00%
<b>Total: Supplies</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>156,529</b>	<b>-</b>	<b>(156,529)</b>	<b>-100.00%</b>
Other Services and Charges									
	53130	Medical	-	-	113,640	-	-	-	N/A
	53150	Communications Contract	-	-	-	58,135	-	(58,135)	-100.00%
	53160	Instruction	-	-	-	36,977	-	(36,977)	-100.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	-	2,775	-	-	-	N/A
	53230	Travel	-	-	23,287	-	-	-	N/A
	53610	Building Repairs	-	-	-	12,059	-	(12,059)	-100.00%
	53620	Motor Repairs	-	-	322,120	-	-	-	N/A
	53640	Hardware and Software Maintenance	-	-	-	102,100	-	(102,100)	-100.00%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>461,822</b>	<b>209,271</b>	<b>-</b>	<b>(209,271)</b>	<b>-100.00%</b>
Capital Outlays									
	54420	Purchase of Equipment	1,410,654	1,262,556	1,369,160	270,500	-	(270,500)	-100.00%
	54440	Motor Equipment	-	-	-	250,000	1,010,000	760,000	304.00%
	54450	Equipment	-	-	-	-	247,500	247,500	N/A
	54510	Other Capital Outlays	319,349	61,301	109,811	650,000	336,600	(313,400)	-48.22%
<b>Total: Capital Outlays</b>			<b>1,730,003</b>	<b>1,323,857</b>	<b>1,478,971</b>	<b>1,170,500</b>	<b>1,594,100</b>	<b>423,600</b>	<b>36.19%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,730,003</b>	<b>\$ 1,323,857</b>	<b>\$ 1,940,793</b>	<b>\$ 1,536,300</b>	<b>\$ 1,594,100</b>	<b>\$ 57,800</b>	<b>3.76%</b>





## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Police Chief Mike Diekhoff  
**Date:** August 25, 2022

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### 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 Department is focused on responding to the overall public safety needs of the City of Bloomington using a combination of officers, community service specialists and social workers along with a dedicated support staff of Records Management and Monroe County Central Dispatch employees. The agency answered in excess of 46,715 calls for service in 2021, which resulted in well over 100,000 police service runs, a slight increase of less than 2% from 2020.

The department is authorized and funded for 105 sworn officers and 62 civilians including a full-time Records Division and Monroe County Central Dispatch employees as well as Community Service Specialists, Data Analysts, Police Social Workers and office staff. As of August 12, 2022 the Department will have fifty-six (56) civilian employees with the remaining positions waiting to be filed.

The sworn staffing level of the Department, as of August 12, 2022, is eighty one (81) officers with seventy-two (72) available for full duty (several officers are in academy/probationary training or are off for extended illness/injury or are deployed with the active duty military). Of those available for full duty, fifty-four (54) are in the Uniform Patrol Division, thirteen (13) are assigned to the Detective

Division, and five (5) are administrative officers, with the remaining officers either in the Field Training Program, at the Indiana Law Enforcement Academy, deployed to long-term military service or listed as long-term sick/injured. In addition the Department employs three (3) full-time social workers, who assist in getting to the root cause of some mental health situations, and six (6) Community Service Specialists who assist the sworn officers by responding to some property damage accidents, abandoned vehicles and other quality of life events where there is no crime involved.

The fifty-four (54) officers in the Uniform Patrol Division are divided into three shifts. Fourteen (14) officers and four (4) supervisors are assigned to the day shift which is on-duty from 5:30 a.m until 2:00 p.m. Fourteen (14) officers and four (4) supervisors are assigned to the afternoon shift which is on-duty from 1:30 p.m. until 10:00 p.m., and fourteen (14) officers and four (4) supervisors are assigned to the night shift which is on-duty from 9:30 p.m. until 6:00 a.m.. On each of the three patrol shifts, the officers are assigned into three (3) rotations, working six (6) days on and three (3) days off. In addition to the patrol shifts the Department also staffs the Downtown Resource Officer positions: currently there are two (2) officers operating in this role.

In the Detective Division, there are ten (10) detectives and three (3) supervisors spread out on two different shifts, working from 8am until 10pm Monday through Friday.

Due to a variety of factors, recruiting new officers and the retention of experienced officers has become a challenging endeavor for the Department. In order to meet the overall needs of the Department now and in the future, several programs have been started in an attempt to attract a diverse, high-quality workforce as well as assist in retaining the tenured officers who already work for BPD.

Some of these incentive programs include:

- Up to \$18,000 down payment assistance for officers who wish to purchase a home in the City.
- Up to \$750 per month rental assistance for officers who rent living accommodations within the City.
- Individual issue patrol vehicles for those officers who live within the City.
- \$5000 hiring bonus for 'lateral transfer' officers who come to BPD from another agency.
- \$3000 hiring bonus for applicants who are not certified police officers.

The Department continues to explore other methods to heighten our recruiting and retention capabilities in the future.

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. BPD provides outreach to the residents of this city who are experiencing homelessness, both with

Downtown Resource Officers and Police Social Workers. The Department was the first in Indiana to hire a full-time Police Social Worker, which has now expanded to three (3) full-time embedded social workers who work in concert with patrol officers to attempt to bring relief to the core issues that do harm to individual lives.

The Department has been a foundational pillar in the formation and implementation of the STRIDE Center, a crisis diversion center that opened in the fall of 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. Since the opening of STRIDE, BPD has been responsible for over 66% (466) of the 702 referrals to that Center.

### **Sustainability and Climate Action**

The Department is heavily invested in sustainable operations including solar panels on Department buildings and a LEED Certified Police Substation at Switchyard Park.

The Department is also committed to a paperless records-keeping system, investing in special records management systems to capture and store digital forms and documents. Additionally, the change to paperless records keeping allows for daily use forms such as overtime payment forms and requests for the use of benefit leave time, once completed using paper forms, are now completed via the paperless system creating not only a more sustainable workplace but a more efficient records keeping system.

Finally, through the use of an 'on-line' reporting portal, accessed from the City of Bloomington website, the Department is decreasing officer involved travel and the number of miles which have to be driven in order to take certain reports as, being reported on-line, the officer does not need to drive across the City to take a report that a citizen can accomplish whenever they would like, twenty-four hours a day. As of July 1 the Department has received over two hundred and seventy-five (275) on-line reports in 2022 alone.

### **Diversity, Equity, and Inclusion**

BPD strives to provide a transparent, bias-free, equitable environment for all people the department serves.

Using targeted media ads, visiting job fairs and college meet-and-greets as well as other avenues including partnering with individuals at Indiana University and other institutions of higher learning, the Department is working hard at recruiting the most diverse workforce possible so that BPD reflects our community. Over the last two years the Department has faced a number of challenges in retaining a diverse workforce as the number of officers of color has fallen when several officers resigned from the Bloomington Police Department to take other employment. In 2020 the Department employed eight (8) officers of color (7.7 % of the Department). As of August 12, 2022, that number has fallen to only five (5) officers (4.7% of authorized strength of the Department, 6% of

current strength). The Department remains committed to our diversity and will continue to aggressively recruit officers who are representative of the 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.

BPD provides 16 data sets to the National *Police Data Initiative* and the 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 21<sup>st</sup> 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.

In 2021 BPD continued to update policies and procedures consistent with changes in the law such as reclassifying the use of 'chokeholds' by officers to be considered as a use of deadly force. BPD continues to follow emerging best practices such as President Biden's police reform efforts, including a continuing focus on training for all officers..

BPD 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.

In responding to calls for service, BPD officers are taught to look at the totality of the situation and carefully evaluate the potential outcomes of any intervention, not rushing into decisions which could have disastrous results. By using the evidence-based Police Executive Research Foundation's ICAT (Integrating Communications, Assessment, and Tactics) standards, a use-of-force training guide, BPD has enhanced training for all officers in making crucial decisions during volatile events resulting in a better outcome for the officer, suspect, and the public as a whole.

Additionally, BPD mandates that all officers receive enhanced training in de-escalation, implicit bias, cultural and gender diversity, mental health recognition (all at a level well beyond the State of Indiana's mandates) and a host of other classes designed to make officers both well-trained and responsive to the entirety of community needs in not only protecting individuals but also creating peace on each call where an officer responds.

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 continuing the historic pattern of evolution in policing.

Long ago the Bloomington Police Department studied and realized compliance with ***The Final Report of the President's Task Force on 21st Century Policing***, as well as the document ***#8CAN'TWAIT***, which identified eight critical reforms to police tactics and procedure. After examining both documents it was determined that BPD was, and had long been, in compliance with nearly all of the recommendations of both documents. The BPD, along with the Bloomington Board of Public Safety, went diligently through each of the recommendations of both documents to assure that the department had achieved those recommendations which were applicable to BPD's operations and scope of responsibility.

Of note was that BPD has long had been in compliance with almost all of the policy recommendations of the 21st Century Policing Report and was one of the first in the country to field body-worn cameras for all officers which was achieved by BPD in 2014, years before the 21st Century Policing Report was issued.

BPD is the only local law enforcement agency that has taken part in the Future of Policing Task Force, a group of local citizens who have been brought together to help in structuring a path into the future.

In June of 2022, the Future of Policing Task Force issued a set of recommendations which included:

- Increase the salaries of police officers within the next three years.
- Increase social/personal interactions between officers and the public at large.
- Annually, convene a series of public meetings to help gauge citizens' perceptions of the "day to day practices and behavior" of officers.
- Find new and robust channels and means of publicizing the good that officers do.
- Ensure that officers receive training in intercultural/interpersonal communication.

In the last several years, the Bloomington Police Department hired the first in the State of Indiana full-time Police Social Worker. That program, which embeds police social workers with officers in the field, has now grown to three full-time police social workers and serves as a model program for other law enforcement agencies in the United States. This program has proven so successful that BPD is routinely sought out for assistance in forming similar units in agencies all over the country.

The year 2023 will be a year of change as BPD continues to expand the horizons of working toward the betterment of all. 2023 will see the full debut of the '988' program where community members will be able to dial 988 on any phone and be connected to a variety of social service agencies, a program which is managed by Centerstone. In addition to that, BPD intends, again in a state first, to place a social worker directly in the Monroe County Emergency Dispatching Center so that in addition to 988, there is immediate access to a social worker for those who are in crisis. Additionally, BPD will continue to add Community Service Specialists to help lessen the burden to sworn officers for minor reports as well as a new recruiting specialist to address hiring and retention issues. In the first seven months of 2022 ( 1 January - 1 July ) the Community Service Specialists have been responsible for taking almost six percent (6%) of the total call volume between 8am and 8 pm each day.

2023 will mark the start of a planning process that will culminate in a new Police Headquarters building, a long needed improvement so that the Department can better service the community.

### **Initiatives to Decrease Violent Crime.**

The scourge of violent crime, often involving firearms, strikes communities of every size and Bloomington is no different. As the number of crimes involving firearms continues to rise, BPD is instituting a number of initiatives which have been found by the Police Executive Research Foundation (PERF) to be effective in helping to lower gun crimes such as:

- Enhanced forensic investigation of crime scenes involving firearms including submitting spent ammunition casings to ballistics laboratories for comparative analysis to find similarities to other shootings.
- Making sure that cases suitable for 'red-flag' filings, cases where the mental health of the subject is in question or where there are grounds to believe violence may be eminent, are expediently processed into the legal system for Court action.
- The implementation of evidence based policing strategies targeting offenders who are often responsible for a large percentage of gun crimes.
- Aggressively enforce existing laws that help keep firearms out of the hands of persons who are legally prohibited from possessing them.

In addition, BPD has partnered with Federal Law Enforcement Agencies including the Federal Bureau of Investigation (FBI), US Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), US Marshals Service and others such as the US Postal Inspectors to conduct joint investigations into violent crimes that result in enhanced sentencing under Federal, Department of Justice, guidelines.

In order to assist even more agencies and begin forming continuity amongst similar law enforcement programs nationally, in October of 2021 BPD hosted the first annual National Conference on Police Social Work which was an overwhelming success and brought together experts from many fields to educate on long-lasting cohesive strategies and establish best practices for embedded police social workers which has proven so vital in the Bloomington community. In 2023 BPD will continue to be heavily invested in the integration of social work and law enforcement at the ground level where solutions can begin to be found immediately.

BPD has set the standard for best practices in police social work and will continue to lead the way by providing training for agencies from around the world at the International Association of Chiefs of Police (IACP) International Training Conference as well as the National Training Conference for the National Organization of Black Law Enforcement Executives (NOBLE)

In 2021 BPD transformed the very successful Neighborhood Resource Officer position into full-fledged Community Service Specialists who work to assist with quality of life issues within the City's neighborhoods as well as respond to minor, non-violent incidents including motor vehicle accidents involving property damage, thefts and vandalism. In 2022 that program was expanded to

now include 6 Community Service Specialists (8 authorized) who continue to assist the sworn officers of the Department. In 2023 BPD will continue to use the Community Service Specialists to provide a continuity of services to the citizens that we serve and will, in fact, add to the number of these specialists by adding an additional four positions.

As we continue forward BPD continues to provide training that is compliant with the Police Executive Research Foundation (PERF)-led ICAT (Integration, Communications, Assessment, and Tactics) model which melds police use-of-force training with tactics and procedures designed to prevent the escalation of a potentially violent police-resident encounter. In addition we are adding two additional instructors to this program to ensure our officers are well trained in de-escalation.

**Bloomington Police Department 2023 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	13,349,084	14,125,083	13,860,852	17,950,644	18,891,242	940,598	12%
200 - Supplies	538,313	500,629	609,766	565,381	836,014	270,633	77%
300 - Other Services	822,397	889,115	1,295,088	1,768,748	2,717,273	948,525	336%
400 - Capital Outlays	1,556,378	1,947,276	754,691	1,437,350	1,867,477	430,127	30%
<b>Total</b>	<b>16,266,172</b>	<b>17,462,103</b>	<b>16,520,397</b>	<b>21,722,123</b>	<b>24,312,006</b>	<b>2,589,883</b>	<b>8%</b>

**2023 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, Community Service Specialists and Police Social Workers.

Goals:

- Reduce overall crimes including burglaries, robberies and thefts by 2% in 2023 compared to 2022 levels by using enhanced technology and data-driven strategies to modify patrol patterns to address problems as they arise.
- Reduce the number of gun crimes committed through evidence-based, data-driven proactive patrol and investigative strategies.
- Increase outreach between BPD and neighborhood groups in 2023 by 10% over 2022 levels.
- Continue to use the STRIDE Center, a crisis care program to favor rehabilitation and services for non-violent offenders rather than incarceration. Since the inception of the STRIDE center, BPD has been responsible for referring over 65% of the clients who have been referred to the center.
- Broaden efforts to hire and train a diverse workforce with the ultimate goal of being reflective of the minority population of our community.
- Utilize new recruiting incentives to fill vacancies among sworn officers.
- Hire three additional Community Service Specialists to assist in responding to quality of life issues.



Increasing Community's Sense of Safety Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	8,515,198	9,591,325	95.5	85,000
200 - Supplies	396,311	586,014		
300 - Other Services	836,981	1,497,488		
400 - Capital Outlays	631,052	819,895		
<b>Total</b>	<b>10,379,542</b>	<b>12,494,722</b>		

**Fund: 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 2023 (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.

Accreditation Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	579,365	623,009	6.2	85,000
200 - Supplies	18,684	27,627		
300 - Other Services	50,189	89,795		
400 - Capital Outlays	47,499	61,713		
<b>Total</b>	<b>695,735</b>	<b>802,144</b>		

**Fund: 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.
- 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.
- Increase data analysis capacity by focusing on near-term as well as historical data used to drive deployment strategies of personnel and equipment.

<b>Crime Analysis Data to Set Goals for Crime Reduction Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	1,119,780	1,240,994	12.4	85,000
200 - Supplies	29,244	43,242		
300 - Other Services	78,556	140,549		
400 - Capital Outlays	74,346	96,594		
<b>Total</b>	<b>1,301,926</b>	<b>1,521,378</b>		

**Fund: 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 225,000 calls for service (in 2021) to nine (9) different public safety agencies served by Monroe County Central Dispatch.

Goals:

- Continue to answer all 9-1-1 calls in less than the national standard of time which is 20 seconds.
- Evaluate the progress of Central Dispatch and determine if the Center is prepared to seek national accreditation.
- Add a Police Social Worker to the Monroe County Central Emergency Dispatch Center in order to take advantage of immediate intervention opportunities so that help can begin well before other resources can reach the scene of a critical event.

<b>Central Emergency Dispatch Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	3,656,326	4,526,864	45.1	85,000
200 - Supplies	37,798	55,891		
300 - Other Services	325,035	581,538		
400 - Capital Outlays	472,568	613,983		
<b>Total</b>	<b>4,491,727</b>	<b>5,778,277</b>		

**Fund: General, Other**

### **Records Division**

*Activity Description:* Answer the approximately 50,000 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.

<b>Records Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	1,519,006	1,587,668	15.8	85,000
200 - Supplies	43,703	64,623		
300 - Other Services	121,500	217,382		
400 - Capital Outlays	111,106	144,354		
<b>Total</b>	<b>1,795,315</b>	<b>2,014,027</b>		

**Fund: General, Other**

**Administration, Financial and Maintenance**

*Activity Description:* Coordinate and maintain the behind-the-scenes operation of the department.

Goals:

- Continue to refine proactive patrol strategies and improve other job functions using data produced by the Records Management System (Spillman).
- 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

<b>Administration, Finance &amp; Maintenance Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	1,260,970	1,321,382	13.2	85,000
200 - Supplies	39,642	58,617		
300 - Other Services	106,487	190,521		
400 - Capital Outlays	100,780	130,938		
<b>Total</b>	<b>1,507,878</b>	<b>1,701,459</b>		

**Fund: General, Other**

ED LIT Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services		1,691,058	0.00	
200 - Supplies				
300 - Other Services		796,442		
400 - Capital Outlays				
<b>Total</b>	<b>0</b>	<b>2,487,500</b>		

**Fund: Other**

ARPA Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	650,000	0	0.0	
200 - Supplies	125,000	0		
300 - Other Services	0	0		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>775,000</b>	<b>0</b>		

**Fund: Other**

#### Total Departmental Budget by Fund

Category	General Fund	Public Safety LIT	ED LIT	Police Education	Dispatch Training	Enhanced Access	Total
1	13,440,411	3,759,774	1,691,058				18,891,242
2	806,614	29,400					836,014
3	1,045,701	781,020	796,442	79,100	15,000	10	2,717,273
4	0	1,867,477					1,867,477
<b>Total</b>	<b>15,292,726</b>	<b>6,437,671</b>	<b>2,487,500</b>	<b>79,100</b>	<b>15,000</b>	<b>10</b>	<b>24,312,006</b>

#### 2023 Budget Request Highlights

The Bloomington Police Department's budget request is \$24,312,006 This is an increase of \$2,589,883 which is an 8% increase over the 2022 budget.

#### Category 1: Personnel

The budget request is \$18,891,242. This is an increase of \$940,598 (12%) from 2022, due to the request for four (4) additional non sworn personnel (3) Community Service Specialist and a Police Social Worker in Dispatch).

#### Category 2 : Supplies

The budget request is \$836,014, which is an increase of \$270,633 (77%).

**Category 3 : Other Services & Charges**

The budget request is \$2,717,273, which is an increase of \$948,525 (336%)

**Category 4 : Capital Outlays**

The budget request is \$1,867,477 which is an increase of \$430,127 (30%).

**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 2023 department budget request.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	7,075,110	7,615,428	7,441,180	8,571,998	9,827,556	1,255,558	14.65%
	51120	Salaries and Wages - Temporary	54,720	17,863	100	9,501	9,500	(1)	-0.01%
	51130	Salaries and Wages- Overtime	830,397	735,953	671,086	242,230	242,230	(0)	0.00%
	51210	FICA	181,884	194,020	194,912	245,572	275,828	30,256	12.32%
	51220	PERF	155,956	192,430	194,600	250,960	278,558	27,598	11.00%
	51230	Health and Life Insurance	1,855,620	1,884,168	1,941,264	2,012,634	539,760	(1,472,874)	-73.18%
	51260	Clothing Allowance	137,600	142,800	132,800	164,800	164,800	(0)	0.00%
	51270	Police PERF	1,140,439	1,185,947	1,161,180	1,335,070	1,639,078	304,008	22.77%
	51310	Other Personal Services	-	-	18,000	421,000	350,000	(71,000)	-16.86%
	51320	Other Personal Services -DC Match	-	-	-	-	113,100	113,100	N/A
<b>Total: Personnel Services</b>			<b>11,431,727</b>	<b>11,968,608</b>	<b>11,755,121</b>	<b>13,253,765</b>	<b>13,440,411</b>	<b>186,645</b>	<b>1.41%</b>
Supplies									
	52110	Office Supplies	9,795	3,871	4,808	13,764	13,764	-	0.00%
	52210	Institutional Supplies	41,522	20,111	14,152	32,077	32,077	-	0.00%
	52240	Fuel and Oil	180,220	166,679	223,347	194,868	402,551	207,683	106.58%
	52310	Building Materials and Supplies	114	1,251	4,915	6,250	6,250	-	0.00%
	52320	Motor Vehicle Repair	31,498	56,677	59,346	46,000	46,000	-	0.00%
	52340	Other Repairs and Maintenance	-	-	266	9,290	9,290	-	0.00%
	52420	Other Supplies	195,222	168,063	141,175	-	180,382	180,382	N/A
	52430	Uniforms and Tools	46,550	69,056	-	1,131	116,300	115,169	10182.94%
<b>Total: Supplies</b>			<b>504,921</b>	<b>485,707</b>	<b>448,009</b>	<b>303,380</b>	<b>806,614</b>	<b>503,234</b>	<b>165.88%</b>
Other Services and Charges									
	53130	Medical	12,396	1,133	12,501	430	76,000	75,570	17574.42%
	53140	Exterminator Services	760	1,845	3,040	3,900	4,680	780	20.00%
	53150	Communications Contract	39,300	51,049	77,645	-	85,673	85,673	N/A
	53160	Instruction	4,174	1,509	8,757	-	24,900	24,900	N/A
	53170	Mgt. Fee, Consultants, and Workshops	-	-	22,918	-	-	-	N/A
	53210	Telephone	49,272	57,637	53,877	-	79,340	79,340	N/A
	53220	Postage	736	1,286	503	2,500	2,500	-	0.00%
	53230	Travel	10,337	1,821	10,456	18,250	33,250	15,000	82.19%
	53310	Printing	2,682	2,462	1,220	3,546	3,546	-	0.00%
	53320	Advertising	-	-	-	2,000	2,000	-	0.00%
	53510	Electrical Services	48,977	39,480	54,851	52,751	52,751	-	0.00%
	53530	Water and Sewer	4,452	7,126	4,150	8,700	8,700	-	0.00%
	53540	Natural Gas	3,985	4,126	5,333	11,000	13,500	2,500	22.73%
	53610	Building Repairs	10,807	9,086	214,455	29,500	37,500	8,000	27.12%
	53620	Motor Repairs	159,007	182,858	-	-	263,699	263,699	N/A
	53630	Machinery and Equipment Repairs	2,796	2,086	2,759	16,220	16,220	-	0.00%
	53640	Hardware and Software Maintenance	92,504	84,633	64,515	-	125,341	125,341	N/A
	53730	Machinery and Equipment Rental	37,210	44,680	39,014	42,000	42,000	-	0.00%
	53830	Bank Charges	-	129	616	1,092	1,092	-	0.00%
	53910	Dues and Subscriptions	3,019	2,705	2,930	3,100	3,100	-	0.00%
	53940	Temporary Contractual Employee	-	-	-	2,200	2,200	-	0.00%
	53990	Other Services and Charges	158,723	223,704	80,978	-	142,709	142,709	N/A
	53991	Crime Control	25,000	25,000	-	25,000	25,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>666,136</b>	<b>744,356</b>	<b>660,520</b>	<b>222,189</b>	<b>1,045,701</b>	<b>823,512</b>	<b>370.64%</b>
Capital Outlays									
	54440	Motor Equipment	47,464	25,455	39,047	-	-	-	N/A
	54450	Equipment	38,523	-	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>85,987</b>	<b>25,455</b>	<b>39,047</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 12,688,771</b>	<b>\$ 13,224,125</b>	<b>\$ 12,902,697</b>	<b>\$ 13,779,334</b>	<b>\$ 15,292,726</b>	<b>\$ 1,513,392</b>	<b>10.98%</b>

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-
<b>Fund: 153 - LIT – Economic Development</b>								
<u>Expenditures</u>								
<b>Department: 14 - Police</b>								
Personnel Services								
	51110	Salaries and Wages - Regular	-	-	-	-	156,800	156,800
	51210	FICA	-	-	-	-	11,995	11,995
	51220	PERF	-	-	-	-	22,266	22,266
	51230	Health and Life Insurance	-	-	-	-	1,499,997	1,499,997
<b>Total: Personnel Services</b>			-	-	-	-	<b>1,691,058</b>	<b>1,691,058</b>
Other Services and Charges								
	53840	Lease Payments	-	-	-	-	780,000	780,000
	53990	Other Services and Charges	-	-	-	-	16,442	16,442
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>796,442</b>	<b>796,442</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,487,500</b>	<b>\$ 2,487,500</b>

% +/-

N/A  
N/A  
N/A  
N/A

N/A  
N/A  
N/A

0.00%



CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 151 - Public Safety L I T(S9505)</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Supplies									
	52420	Other Supplies	-	-	106,573	132,732	-	(132,732)	-100.00%
	52430	Uniforms and Tools	-	-	46,953	104,869	-	(104,869)	-100.00%
<b>Total: Supplies</b>			<b>-</b>	<b>-</b>	<b>153,527</b>	<b>237,601</b>	<b>-</b>	<b>(237,601)</b>	<b>-100.00%</b>
Other Services and Charges									
	53130	Medical	3,038	-	-	-	-	-	N/A
	53150	Communications Contract	-	-	-	74,673	-	(74,673)	-100.00%
	53210	Telephone	-	-	-	77,840	-	(77,840)	-100.00%
	53620	Motor Repairs	-	-	276,481	309,886	-	(309,886)	-100.00%
	53640	Hardware and Software Maintenance	-	-	84,485	-	-	-	N/A
	53990	Other Services and Charges	-	-	134,946	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>3,038</b>	<b>-</b>	<b>495,913</b>	<b>462,399</b>	<b>-</b>	<b>(462,399)</b>	<b>-100.00%</b>
Capital Outlays									
	54440	Motor Equipment	692,243	500,391	588,891	625,000	675,000	50,000	8.00%
	54510	Other Capital Outlays	374,743	1,074,553	88,336	714,750	747,697	32,947	4.61%
<b>Total: Capital Outlays</b>			<b>1,066,986</b>	<b>1,574,944</b>	<b>677,227</b>	<b>1,339,750</b>	<b>1,422,697</b>	<b>82,947</b>	<b>6.19%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,070,024</b>	<b>\$ 1,574,944</b>	<b>\$ 1,326,666</b>	<b>\$ 2,039,750</b>	<b>\$ 1,422,697</b>	<b>\$ (617,053)</b>	<b>-30.25%</b>

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 350 - Police Education (S1151)</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Other Services and Charges									
	53160	Instruction	79,775	44,786	49,352	78,000	78,000	-	0.00%
	53830	Bank Charges	-	406	221	1,100	1,100	-	0.00%
<b>Total: Other Services and Charges</b>			<b>79,775</b>	<b>45,192</b>	<b>49,574</b>	<b>79,100</b>	<b>79,100</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 79,775</b>	<b>\$ 45,192</b>	<b>\$ 49,574</b>	<b>\$ 79,100</b>	<b>\$ 79,100</b>	<b>\$ -</b>	<b>0.00%</b>

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 410 - Enhanced Access (S9507)(ord01-10</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Other Services and Charges									
	53830	Bank Charges	-	-	5	10	10	-	0.00%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>5</b>	<b>10</b>	<b>10</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ -</b>	<b>0.00%</b>

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 151 - Public Safety L I T(S9505)</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police Dispatch</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	1,046,298	1,244,844	1,194,968	1,904,777	2,382,714	477,937	25.09%
	51130	Salaries and Wages- Overtime	134,230	132,210	127,898	197,649	190,093	(7,556)	-3.82%
	51210	FICA	83,877	98,838	95,587	157,119	193,571	36,453	23.20%
	51220	PERF	167,636	195,266	187,687	298,546	365,340	66,794	22.37%
	51230	Health and Life Insurance	485,316	485,316	499,590	570,960	593,736	22,776	3.99%
	51310	Other Personal Services	-	-	-	267,828	-	(267,828)	-100.00%
	51320	Other Personal Services -DC Match	-	-	-	-	34,320	34,320	N/A
<b>Total: Personnel Services</b>			<b>1,917,357</b>	<b>2,156,475</b>	<b>2,105,731</b>	<b>3,396,879</b>	<b>3,759,774</b>	<b>362,895</b>	<b>10.68%</b>
Supplies									
	52110	Office Supplies	897	1,438	776	700	1,700	1,000	142.86%
	52210	Institutional Supplies	2,167	663	1,356	2,000	2,500	500	25.00%
	52310	Building Materials and Supplies	-	-	170	700	2,000	1,300	185.71%
	52340	Other Repairs and Maintenance	-	-	1,655	1,000	1,200	200	20.00%
	52420	Other Supplies	30,327	12,821	4,274	20,000	22,000	2,000	10.00%
<b>Total: Supplies</b>			<b>33,391</b>	<b>14,922</b>	<b>8,231</b>	<b>24,400</b>	<b>29,400</b>	<b>5,000</b>	<b>20.49%</b>
Other Services and Charges									
	53140	Exterminator Services	475	520	1,040	750	1,050	300	40.00%
	53150	Communications Contract	-	-	-	620,000	650,000	30,000	4.84%
	53160	Instruction	-	-	-	25,000	27,000	2,000	8.00%
	53210	Telephone	2,390	2,590	2,611	2,600	2,620	20	0.77%
	53410	Liability / Casualty Premiums	6,422	12,001	14,570	15,000	15,000	-	0.00%
	53510	Electrical Services	32,726	35,411	38,005	36,500	41,500	5,000	13.70%
	53530	Water and Sewer	871	1,063	1,031	1,200	1,050	(150)	-12.50%
	53610	Building Repairs	19,204	28,125	17,709	29,000	26,000	(3,000)	-10.34%
	53630	Machinery and Equipment Repairs	5,123	5,755	4,648	6,000	6,800	800	13.33%
	53650	Other Repairs	-	-	-	-	6,000	6,000	N/A
	53990	Other Services and Charges	1,927	8,129	7,729	4,000	4,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>69,138</b>	<b>93,595</b>	<b>87,343</b>	<b>740,050</b>	<b>781,020</b>	<b>40,970</b>	<b>5.54%</b>
Capital Outlays									
	54510	Other Capital Outlays	403,405	346,878	38,418	97,600	444,780	347,180	355.72%
<b>Total: Capital Outlays</b>			<b>403,405</b>	<b>346,878</b>	<b>38,418</b>	<b>97,600</b>	<b>444,780</b>	<b>347,180</b>	<b>355.72%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 2,423,291</b>	<b>\$ 2,611,870</b>	<b>\$ 2,239,723</b>	<b>\$ 4,258,929</b>	<b>\$ 5,014,974</b>	<b>\$ 756,045</b>	<b>15.08%</b>

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
Fund: 356 - Dispatch Training(S9501)									
Expenditures									
Department: 14 - Police									
Other Services and Charges									
	53160	Instruction	4,310	5,972	1,738	15,000	15,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>4,310</b>	<b>5,972</b>	<b>1,738</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 4,310</b>	<b>\$ 5,972</b>	<b>\$ 1,738</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>0.00%</b>

**WEDNESDAY,  
AUGUST 31, 2022**

**BUDGET  
PRESENTATIONS**

**BLOOMINGTON HOUSING  
AUTHORITY  
HOUSING AND  
NEIGHBORHOOD  
DEVELOPMENT  
ECONOMIC AND  
SUSTAINABLE DEVELOPMENT  
COMMUNITY AND  
FAMILY RESOURCES  
PARKS AND RECREATION**



## Bloomington Housing Authority

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

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# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Kate Gazunis, Executive Director, Bloomington Housing Authority  
**Date:** August 18, 2022  
**Re:** Fiscal Year 2023 BHA Budget

This memo accompanies the proposed Fiscal Year End 09/30/2023 budget for the Bloomington Housing Authority. This budget overview and presentation is informational only as the BHA Board of Commissioners will approve by resolution the operating budget for the fiscal year 2023 during their regular meeting on Thursday, September 15, 2022.

### Why We Exist

The BHA exists to provide housing opportunities and supportive services to low-income individuals and households. Historically, the BHA has received most of its funding from the U.S Department of Housing and Urban Development (HUD) to administer public housing, housing choice voucher program (HCV or Section 8), and supportive service programs. BHA staff are skilled in program eligibility calculation, continued occupancy verification, property management, low-income housing tax credit compliance, fair housing compliance, maintenance, and supportive services.

In December 2021, BHA completed the \$17.8 million conversion of two affordable housing communities, Rev. Butler and Walnut Woods, under the HUD Rental Assistance Demonstration program (RAD). In March 2022, the BHA closed its RAD \$56 million financing deal for the complete renovation of the 204-unit Crestmont property, site upgrades, and a complete makeover of the community building. Instead of Public Housing, the properties now belong to a public/private partnership that the BHA manages. The government rent subsidies are now from vouchers instead of public housing, adding to the base of 1300+ vouchers that the authority administers.

As part of the voucher program, over \$12 million in housing assistance payments will be transferred from HUD directly to local property owners. For funding of supportive services, the BHA receives over \$161,300 to fund service coordinator positions and special program activities. So far in the fiscal year 2022, the BHA:

- ✓ Increased HCV housing assistance payments from over \$9.2 million in 2021 to \$10.8 million in 2022, and a projected \$12 million next year.
- ✓ Has issued 27 of the 28 Emergency Housing Vouchers dedicated to homeless or 'hard-to-house' individuals in our community
- ✓ Leased 100% of the newly renovated units at Walnut Woods and Reverend Butler.

- ✓ Finished construction on the first 26 units at Crestmont, started construction on the next 36 units of Phase 2, and started remodeling the community center.
- ✓ Continued the conversion to a paperless software system for all tenant and occupancy files.
- ✓ Installed solar panels at the Admin building on N. Summit St.
- ✓ Hired a Real Estate Development Director to increase the capacity of the Summit Hill Community Development Corporation, and establish a Land Trust under the Summit Hill structure.
- ✓ Resumed the predevelopment of the Early Childhood Center on the corner of 14<sup>th</sup> and N. Monroe.
- ✓ Continued to award over a quarter of the construction and contract work to Section 3 or W/MBE contractors.
- ✓ Made numerous personnel changes that includes hiring a new Executive Director.
- ✓ And, thanks to City-allocated American Rescue Plan Funding, BHA has hired one FTE housing stability coordinator and is adding funding to match to the landlord risk mitigation fund.

## **Background**

The BHA's operating budget covers the new RAD vouchers, HCV, and Cost Center programs and has a fiscal year starting October 1. This FY2023 budget considers the financial repositioning of our former public housing program to private ownership. Therefore, this budget includes an FY23 budget for the central cost center and voucher administration and two budgets for the properties that operated on a calendar-year fiscal year.

Federal funding for the regular HCV housing assistance payments is expected to increase due to 1) a 20% increase in payments to the voucher landlords and 2) the increased number of vouchers issued. The budget for Summit Hill has increased substantially due primarily to a series of ARPA grants from the City of Bloomington to support the creation of the land trust. The Landlord Risk Mitigation program, which will help low-income individuals find housing (not just voucher holders), will also be managed under the auspices of Summit Hill. Funding to Summit Hill will also increase as additional developer fees are earned over the next three years. A portion of the development fees earned by converting the public housing to a public/private partnership will be dedicated to future predevelopment costs through Summit Hill. The Cost Center will continue to receive a portion of the development fees and the ongoing management fees earned to manage the properties.

Finally, BHA was recently awarded a grant from IU Health Foundation to support a Healthy Food Initiative to bring fresh food to Crestmont, Rev. Butler, and Walnut Woods residents as well as support their direct access to food options through a pilot grocery shuttle program. This \$100 thousand multi-year grant will augment these properties' food pantry program already in place.

## **2023 Budget Goals and Overview**

Broad budget goals for FY2023 include:

1. Continue the shift from public housing asset management to operating properties under the RAD/low-income housing tax credit operating budget models, which will result in decreased annual fees to the Cost Center. Operating expenses on the fully renovated properties are budgeted at 85% of the previous public housing levels.
2. Increase the success of voucher holders by increasing payments to landlords.



3. Increase the success of all low-income residents of the City of Bloomington to secure rental housing by providing help with both initial deposits and security deposits.
4. Continue to increase BHA's real estate development capacity and its non-profit development arm, Summit Hill Community Development Corporation, through staffing, consulting, and predevelopment funding set-asides.
5. Focus on efforts toward building a local coalition on community-wide safety and youth engagement that partners with the City, Bloomington Police Department, the Boys and Girls Club, and other community stakeholders.
6. Continue to provide assistance toward economic self-sufficiency or increased independence for all housing authority program participants.

Below is a budget overview for each major program area.

*Low Income Housing* – The BHA manages but no longer owns a total of 312 units of low-income units. Funding for the low-income housing program primarily comes from tenant rents collected, non-dwelling rental income, and voucher subsidies received from HUD. This budget is determined by the partnership and the investors in the Bloomington RAD I, LP (WW & RB) and the Bloomington RAD II, LP (Crestmont) ownership. BHA will be paid a fee for managing these properties, including compliance with the Low Income Housing Tax Credit program and the physical upkeep of the properties. The anticipated income from these fees is estimated at \$134,000. This fee is approximately \$13 thousand less than the operating budget provided by HUD for last year's operating fund. The properties are expected to cash flow at roughly \$200 thousand.

*Housing Choice Voucher (HCV or Section 8)* – The BHA administers 1,284 housing choice vouchers, 80 Veterans Affairs Supportive Housing vouchers, 28 Emergency Housing Vouchers (EVs), and 12 Single Room Occupancy vouchers. With the RAD conversion, BHA is also administering 312 vouchers for residents of the three properties. HUD funds the voucher program via Housing Assistance Payments (HAP) to landlords and administrative fees paid to the authority. The average payment to landlords for FY23 is projected to increase to \$621/month/unit.

For FY23, BHA expects to receive approximately \$12 million in HAP income and over \$900 thousand in administrative fees. This is higher than FY2022 funding levels because HAP payouts are based on a combination of the previous year's spending and issuing many more vouchers. (Note that HAP is not included in the operating budget because HAP income equals expenses, and any difference is held in restricted reserves.)

*Family Self-Sufficiency (FSS)* – Grant funding for the FSS program expects to increase to over \$100 thousand and is restricted to the salary and benefits of 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 increased to \$67,400, which funds one full-time coordinator position, administrative expenses, and training costs. The BHA ROSS program has around 100 participants.

*Central Office Cost Center* – The Cost Center acts as a business management unit that earns income from fees charged to the HCV program and RAD properties, including bookkeeping, asset management, property, and program management fees. In 2023 development fees of

approximately \$200 thousand will be transferred to the Cost Center after reaching specific goals for both RAD projects. However, development fees are not constant and are only earned during a project's first one to three years.

### **Conclusion**

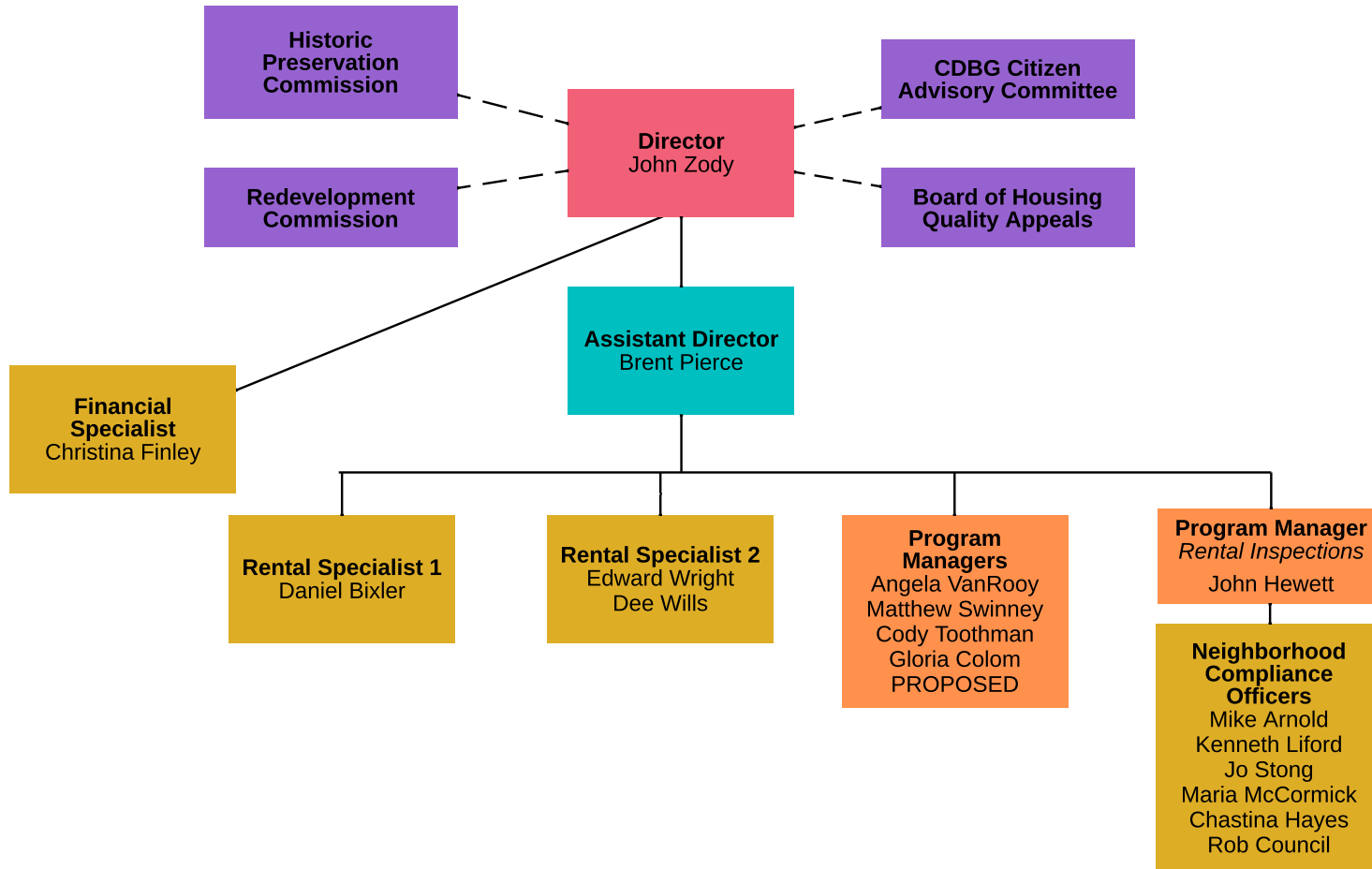
Funding for the properties, the HCV program, the Central Office Cost Center, and resident service programs continues to shift as BHA transitions from a public program administering agency to a real estate development and property management company. The social mission to provide various housing opportunities and supportive services has not changed.

Thank you for the opportunity to report on the BHA's programs and FY2023 budget. The BHA is committed to providing safe, decent, affordable housing opportunities. We value our partnerships with the City and look forward to providing updates to City Council in the coming years.

I would be happy to answer any questions about the budget or our programs. Please don't hesitate to contact me via email at [kgazunis@blha.net](mailto:kgazunis@blha.net) or by calling 812-339-3491 extension 124.

### *Attachment:*

*BHA Fiscal Year 2023 Consolidated Operating Budget Forecast*



**HOUSING AND  
NEIGHBORHOOD  
DEVELOPMENT****2023 BUDGET  
PROPOSAL**

## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** John Zody, HAND Director  
**Date:** August 25, 2022

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### **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 four 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 (CDBG). HAND is also in the process of implementing the Organizational Assessment that was done for the department in spring 2021, which has been a helpful tool with 9 of our staff members (53% of the department) having been in their positions for less than three years. This includes the Director, Assistant Director and 4 out of 5 current Program Managers.

### **Background**

The Housing and Neighborhood Development Department (HAND) currently has a staff of 17 FTEs. HAND is responsible for administering the Community Development Block Grant (CDBG) and HOME federal grant programs from the U.S. Department of Housing and Urban Development (HUD) for the City of Bloomington. In addition, the department is in the process of programming and expending \$3.55 million of the City's American Rescue Plan Act for FY 2022 and is anticipating a significant portion of the Economic Development Local Income Tax (ED-LIT) to be dedicated to

housing efforts. In the coming year, the department will also be submitting an allocation plan to HUD for more than \$2 million in HOME-ARPA funds allocated to the City of Bloomington.

For federal program year 2022 (June 1, 2022-May 31, 2023), the department will grant \$1,090,377 in CDBG funds, a 1% increase from what was granted the previous year, and \$583,179 in HOME funding, an increase of 3% from the previous year. CDBG-funded activities are divided into three categories: physical improvements (65% of the grant funding), social service (15%), and administration (20%). The department also received a grant from HUD for \$15,000 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. This grant was increased from \$10,135 over the past two HUD program years (June 1 - May 31).

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 Team, have updated City policies and procedures, administered the 2017-created Housing Development Fund, and refined city processes to encourage more affordable housing development. Since 2016, 1,121 units of affordable housing have been added or are in progress in Bloomington. The 2020 Housing Study commissioned by the City of Bloomington set a goal of having 2,592 more units of housing by 2030 (1,555 owner-occupied with 970 “affordable” and 1,037 rental, 808 “affordable”). Since 2020, nearly 3,000 more units of rental housing have been created, with more than 450 units being affordable. Many more opportunities for housing, particularly home ownership, are on the horizon, most notably at the Hopewell project site, as well as at the Arlington Park Drive site on the northwest side of Bloomington. At Hopewell, the master plans and financial analysis target a range of 650-1,000 units of housing, while at N. Arlington Park Drive, 45 lots with high impact R4 zoning will be given to the City of Bloomington later this year for 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 nearly 28,000 registered rental units within city limits, with approximately 2,300 more units currently in the construction pipeline. 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 strengthens neighborhoods through a wide array of services and programs, including the Neighborhood Improvement Grant program and Small and Simple Grants. Neighborhood newsletters keep neighborhoods abreast of funding opportunities, neighborhood clean-ups, special events and training opportunities that the City provides exclusively to support Bloomington neighborhoods. The department also engages residents through the Residents Academy, which has a waiting list for the 2022 class.

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

### **Sustainability and Climate Action**

The HAND Department participates in the Mayor's Climate Action Team, and is continuously looking for ways where we can help bend the curve of climate change by being more sustainable in our efforts and operations. Operationally, we are in the midst of digitizing approximately 11,000 paper rental files, and we are continuing to use tablets while conducting rental inspections. To make a larger impact on community-wide efforts, HAND coordinates two neighborhood cleanups per year. Our 2022 cleanups (Eastern Heights and McDoel Gardens) resulted in nearly 12 tons of waste being removed from the neighborhoods, nearly three tons of which was diverted from the landfill.

HAND is also working with ESD to update historic district guidelines to include steps for how to maximize sustainability through materials already in use, as well as the most efficient treatments and energy innovations moving forward. This could include areas such as construction type, site orientation, solar panel installation, ventilation and by conducting an "audit" of how a preservation project can be done most sustainably. Since 2016, 30 Certificates of Appropriateness (COA) petitions for solar panel installation on historic buildings have been approved by the Historic Preservation Commission (HPC).

### **Diversity, Equity and Inclusion**

As a full partner in Mayor Hamilton's goal to advance diversity, equity and inclusion in all things at the City of Bloomington, HAND also considers this a priority in both our operations and in our programming. Department leadership (Director) is taking part in the Administration's Diversity, Equity and Inclusion (DEI) training. On the programming side, our federal programs have very structured regulations, but it is the desire of HAND and the organizations with which we partner not just to follow federal regulations, but to exceed them. A few examples of this include development partners targeting vulnerable and special needs populations, the latest example of which is Real America's partnership with Stone Belt at the Retreat at Switchyard affordable housing development. On the issue of affordability, we seek to have affordable or workforce units in new housing developments coming online in Bloomington, and have implemented a system to monitor affordable units in the city. The City's Rental Inspection Program also advances equity by providing a required basic standard of safe housing regardless of location or rent amount. In 2021, the department identified more than 2,300 life safety violations in units across the City. With tens of thousands of renters in Bloomington, it is the department's goal to raise awareness of the rental program by educating tenants, landlords and property managers on an ongoing basis.

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,026,927	1,061,473	1,176,245	1,099,027	1,249,809	150,782	14%
200 - Supplies	6,672	4,949	6,991	11,819	23,733	11,914	101%
300 - Other Services	926,695	851,674	1,069,428	441,001	3,498,130	3,057,129	693%
400 - Capital Outlays	-	47,524	-	-	-	-	100%
<b>Total</b>	<b>1,960,294</b>	<b>1,965,619</b>	<b>2,252,664</b>	<b>1,551,847</b>	<b>4,771,672</b>	<b>3,219,825</b>	<b>207%</b>

**2023 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 and providing oversight and monitoring of the City's affordable housing units and the Housing Development Fund.

The HUD-published AMI for Bloomington for 2022 is \$91,400. The 2022 income limit is a \$15,100 increase over 2021's limit of \$76,300. For comparison, the limit in 2020 was \$74,900.

\*Additional 2022 income limits for a household of four used for HAND programming include:

30%	\$25,600
50%	\$42,650
60%	\$51,180
80%	\$68,250
100%	<b>\$91,400</b>
120%	\$109,680

*\*Percentage AMIs do not necessarily calculate mathematically due to HUD methodology factors being used as well (i.e. \$42,650 is 50% of \$85,300, not \$91,400)*

**Total affordable units added or in progress since 2016: 1,121 (1,147 bedrooms)**

Year	Project	Unit Count
2021	Retreat @ Switchyard, 300 E. Hillside, Brownstone Terrace	227
2020	Curry PUD, Arlington Park Dr., Osage Place, Annex, Summit Hill CDC	185
2019	Kinser Flats, Limestone Crossing, Bailey Towers, Hilltop Apts.	266
2018	Switchyard Apartments, Middle Earth Cooperative Housing, Southern Knoll	59

2017	Alleyworks, Patterson Pointe, Morton Row, Union at Crescent, Adams Crossing, Mecca	185
2016	Crawford Apartments II, Park South, B-Line Heights, Evergreen, Urban Station	199

Goals:

- In conjunction with Planning & Transportation and Economic Sustainable Development, attain a minimum of 180 affordable and workforce housing units approved each year by Q4, benchmarked against the 2020 Housing Study goal of 2,592 total additional units of housing by 2030.
- Conduct annual monitoring by the end of Q4 of all affordable and workforce units.
- 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 the end of Q3.
- Identify and fund at least one project through the local housing development fund by the end of Q4.
- Assist six households with homeownership through the City’s down payment assistance/ shared appreciation program (HDF dollars) (this is in addition to federal program assistance for ownership).

Housing - General Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	98,452	121,509	1.75	Number of units added or in progress since 2016: 1,121
200 - Supplies	1,337	2,685		
300 - Other Services	1,203,242	2,821,393		
400 - Capital Outlays	0	0		

**Fund: 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, the annual Blooming Neighborhoods celebration, and acting as liaison to the Council of Neighborhood Associations and neighborhood associations and groups. These activities also include coordinating and sponsoring activities to promote civic engagement and tenant outreach. Such activities include Residents Academy and the B-town Neighboring Project, a new initiative which aims to better integrate students into off-campus residential neighborhoods.

Goals:

- Have a minimum of 20 graduates from Residents Academy by the end of Q3.
- Achieve a 4.7 out of 5 rating based on feedback from Resident Academy class participants by the end of Q4.



- Complete two neighborhood clean-ups by September 30, ridding neighborhoods of at least 10 tons of trash and other waste materials.
- Fund at least eight neighborhood improvement projects by the end of Q4.
- Continue development of the B-town Neighboring Project, in collaboration with Indiana University. Expand pilot to include at least 4 campus-area neighborhoods by end of Q4.
- Make measurable contributions to the City Climate Action Team goals by more carefully measuring waste and composted materials gathered at neighborhood cleanups and neighborhood improvement projects, as well as encouraging composting efforts in neighborhoods.
- Work with ESD and Title 16 Compliance Officers to distribute information to rental property owners and managers information on high-efficiency appliances with a goal of increasing awareness.

Neighborhood & Citizen Involvement Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	94,514	83,321	1.20	2,800
200 - Supplies	859	1,726		
300 - Other Services	263,506	407,358		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>358,880</b>	<b>492,404</b>		

**Fund: 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 *cycle* inspections for all new and expiring rental occupancy permits by Q4 (estimated to be approximately 1,450 permits for the year).
  - *Note: in 2021, Neighborhood Compliance Officers inspected more than 10,000 rental units.*
- Properly train neighborhood compliance staff in the use of new Energov software to utilize the full potential of the inspection staff and this new technology.
- Provide education and training for the compliance staff so they maintain all professional certifications.
- Work with community partners such as landlords, property managers and students to conduct community outreach and education on the inspection process, using social media and other communication tools.
- As part of the department Organizational Assessment, create and maintain metrics to measure successes in the rental inspection program that promote safe and inhabitable

housing. For instance: tracking life safety issues resolved within statutory timelines and looking at how this can be measured over time during the three-to-five year inspection cycle.

- Explore efficiencies by evaluating the rental inspection scheduling and reporting process.

<b>Title 16 Rental Inspection Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	492,261	433,961	6.25	57,000
200 - Supplies	9,389	18,853		
300 - Other Services	118,578	183,311		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>620,228</b>	<b>636,125</b>		

**Fund: General, Other**

**Historic Preservation-General**

*Activity Description:* Provide funding to preserve Bloomington’s historic structures. Administer the City’s Historic Preservation Ordinance under Title 8 to promote and protect Bloomington’s cultural and structural history. Conduct Section 106 Historic Reviews on federally funded projects.

Goals:

- Host two educational/informational seminars or workshops by the end of Q4, reaching 50 new residents.
- Increase participation in historic preservation workshops and seminars by the end of Q4.
- Coordinate incentives with the Economic & Sustainability Department for three historic properties using the Bloomington Urban Enterprise Association’s Façade Grant Program or the Green Home Improvement Program by end of Q4.
- Work with the Historic Preservation Commission to set a plan for review of the Sites and Structures list, leading up to 2028, as well as work with the State of Indiana to ensure the State Historic Architectural and Archaeological Research Database (SHAARD) is kept current.
- Send annual mailer to owners (more than 1,600 as of 2022) of locally designated properties reminding them of design review requirements by the end of Q2.
- Maintain currency on environmental review compliance training offered by HUD.

Historic Preservation Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	90,576	79,849	1.15	Under Local Historic Designation - 1,280 Subject to Demolition Delay Review - 6,000
200 - Supplies	186	374		
300 - Other Services	49,085	75,881		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>139,847</b>	<b>156,104</b>		

**Fund: General, Other**

**Neighborhood Compliance (Title 6)-General**

*Activity Description:* Preserve property values and a sense of community by investigating and resolving resident complaints through the Citizen Action Order System (UReport) while proactively working within neighborhoods to prevent complaints and maintain residential and commercial property in the city.

Goals:

- Respond to UReports assigned to Neighborhood Compliance Officers within three days.
- Train all Code Enforcement and Scheduling staff in the use of Energov project management software by the 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 the end of Q4.
- Increase public awareness of Title 6 regulations regarding invasive species (such as yellow groove bamboo), grass growth and trash through enhanced communication efforts with residents and neighborhood organizations. Establish quarterly outreach events or efforts with neighborhood associations or community groups.

Title 16 Neighborhood Compliance Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	318,985	281,207	4.05	65,000
200 - Supplies	48	96		
300 - Other Services	6,590	10,187		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>325,623</b>	<b>291,490</b>		

**Fund: General, Other**

## **HUD PROGRAMMING**

### **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 aging in place. Conduct Homebuyers classes for those interested in learning about the home buying process to move these residents toward home ownership.

#### Goals:

- Provide Housing Counseling Services to 65 clients by Q4 to more quickly move them to housing security.
- Graduate 60 households from Homebuyers classes by the end of Q4 to increase the pool of prospective buyers in Bloomington.
- Receive an average survey score of 8.5 out of 10 from participants of the Homebuyers Class by October 30.
- Conduct a Homebuyers Club follow-up survey for past participants by the end of Q4 to determine homeownership status and any associated successes and difficulties with the process.

<b>Housing Counseling Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	19,690	17,358	0.25	200 Households
200 - Supplies	0	0		
300 - Other Services	0	0		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>19,690</b>	<b>17,358</b>		

**Fund: General**

### **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: program year for CDBG funding is June 1, 2022 - May 31, 2023.

#### Goals:

- Provide \$131,000 in CDBG public services funds to eight social service agencies, and monitor for compliance with all federal regulations, by end of May.
- Provide technical assistance to subrecipients throughout the funding cycle.

### **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; program year is June 1, 2022 - May 31, 2023.

Goals:

- Provide \$785,000 in CDBG physical improvement funds to eight agencies, and monitor for compliance with all federal regulations by the end of May.
- Provide technical assistance to subrecipients throughout the funding cycle.
- Provide rehab assistance to five homeowners by the end of Q4 (Emergency Home Repair and/or Home Modifications for Accessible Living)

**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 assistance of up to \$250,000 to develop 40 affordable rental units under the federal HOME Investment Partnerships Program by end of Q4.
- Provide \$25,000 in tenant-based rental assistance to the Bloomington Housing Authority (BHA) to assist four households on their Section 8 waiting list with housing by the end of Q4 to increase housing security.
- Assist 4 households with down payment assistance to buy a home by the end of Q4 to advance long-term affordability in homeownership.
- Provide owner-occupied rehab program assistance to 2 homeowners by the end of Q4 (Owner-Occupied Rehab) with a goal of sustained ownership.
- Provide assistance to 3 new-construction affordable homes to advance home ownership.

**Jack Hopkins Social Service Grant (funded by City dollars, not HUD)**

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

Goals:

- Provide financial oversight of 28 agencies receiving \$339,000 in Jack Hopkins grants for expenditures of funds within 12 months of signed funding agreement.
- Provide technical assistance to awarded agencies.

**Additional Funding in Support of Housing Affordability**

Activities in support of affordable housing have been divided into three main categories:

**Increasing Housing Security**

The City of Bloomington continues to be a major partner for the Heading Home Initiative, an effort spearheaded by the United Way of Monroe County and the Community Foundation of

Bloomington and Monroe County. In addition to providing \$2.7 million in operational funds (via ARPA), the City is a member of the organization's steering committee and communicates frequently with the housing security staff. The goal of the effort is to make homelessness rare, brief and non-repeating.

### **Developing Rental Housing**

As more housing comes online in Bloomington, it remains a critical goal to be sure that a significant portion of it is affordable. This is done in many different ways, and this category would help advance that goal in three major ways: providing incentives for the development of affordable housing (through investments from the Housing Development Fund and UDO incentives), providing rental assistance outreach and education, and by assisting in the physical construction of affordable housing.

### **Increasing Homeownership**

In the midst of the pandemic, the City of Bloomington launched the Recover Forward Initiative, which included programs to assist potential homebuyers with down payment assistance, closing costs and long-term stability with our Shared Appreciation Homeownership Program. To continue work on this goal, this sub-category would provide investment to existing and potential homeowners through neighborhood improvement grants, development of infrastructure and engaging professional services to help market city programming and housing stock to increase affordable homeownership in Bloomington.

### **Housing Development Fund (HDF)**

The City of Bloomington Housing Development (HDF) Fund was created in 2017 to provide solutions for both affordable rental and home ownership - promoting long-term affordability for those at 120% or less of Area Median Income (AMI). Since its inception, nearly \$1.3 million has been awarded in grants and loans in support of 419 units of affordable housing in Bloomington. For the 2023 budget year, we are requesting that \$2.1 million be appropriated from the Housing Development Fund to support upcoming affordable housing projects. The balance of the fund is currently \$2.6 million.

### **Recover Forward, Phase Three (American Rescue Plan Act)**

In 2021, the HAND Department committed \$1,650,000 in ARPA funding to three community efforts in support of three housing housing categories:

- \$1,200,000 to the Housing Security Group in support of the Heading Home Initiative. (housing security)
- \$200,000 to the Bloomington Housing Authority in support of a Landlord Risk Mitigation Fund. (rental housing)
- \$250,000 to Summit Hill Community Development Corporation in support of a Community Land Trust (CLT). (home ownership)

For the 2022 fiscal year, the department was appropriated \$3,550,000 million in support of affordable housing across the three categories. Current uses for those funds include:

- \$1,500,000 to the Housing Security Group in support of the Heading Home Initiative (housing security).
- \$250,000 for New Hope for Families’ Family Supportive Services Suite in their new facility (housing security).
- \$119,000 for the Bloomington Housing Authority’s Landlord Risk Mitigation fund (rental housing).
- \$136,000 for land acquisition to purchase four lots on W. Dodds St. to support infill affordable housing (home ownership).
- \$150,000 Development of a communications and marketing plan for the HAND Department, with possible engagement of professional services to execute (security, rental and ownership).

The remaining \$1.4 million appropriated for 2022 is in the process of being programmed and spent or encumbered by the end of the fiscal year.

<b>ARPA Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	0	0	0.00	
200 - Supplies	0	0		
300 - Other Services	3,550,000	0		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>3,550,000</b>	<b>0</b>		

**Fund: Other**

**Economic Development Local Income Tax (ED-LIT)**

HAND’s 2023 budget request includes a request of \$1,046,999 in new Economic Development Local Income Tax revenue dedicated to housing:

*“Improved access to housing equity through funding assistance for the Housing Security Group; low/mod-income renters; low/mod-income homeowners.”*

**Potential New Revenue Investments Proposal**

Area	Annual new revenue investment request ( (\$1,046,999 million total)
<b>Housing Security</b>	<b>\$250,000</b>
<b>Program Staff (new) (housing programs)</b>	<b>\$85,714</b>
<p><b>Rental Housing</b></p> <p>Prof. services (<i>housing programs</i>)</p> <p>Landlord Risk Mitigation Fund (<i>risk funds only - not program staff</i>)</p> <p>Appropriation to Housing Development Fund (<i>affordability subsidies - perhaps more targeted toward workforce housing while federal dollars could be used to subsidize 80% and below AMI long-term affordability @ app. \$20K/unit</i>)</p> <p>Annual tenant outreach program (<i>creation of mail/social media effort to educate tenants annual in partnership with owners and agents for nearly 28,000 rental units</i>)</p> <p>Hopewell neighborhood housing design excellence for rental housing development</p>	<p><b>\$336,285</b></p> <p>\$60,000</p> <p>\$15,000</p> <p>\$200,000</p> <p>\$11,285</p> <p>\$50,000</p>
<p><b>Home Ownership</b></p> <p>Appropriation to Housing Development Fund (<i>acquisition of land or existing unit(s) for rehab to encourage affordable housing/wealth building units @ approx. \$70K/unit</i>)</p> <p>Shared Appreciation Home Ownership Program (funds for program)</p> <p>*Hopewell neighborhood housing design excellence for affordable ownership development <i>*Following any design initiative completion, ongoing revenue could be dedicated to neighborhood service programming and grants, as well as professional services for HAND programming (ex. marketing, federal housing program consultation)</i></p>	<p><b>\$375,000</b></p> <p>\$250,000</p> <p>\$100,000</p> <p>\$25,000</p>



ED-LIT Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services		85,714	0.00	
200 - Supplies				
300 - Other Services		961,285		
400 - Capital Outlays				
<b>Total</b>	<b>0</b>	<b>1,046,999</b>		

**Fund: Other**

**Total Departmental Budget by Fund**

Category	General Fund	ED-LIT	Housing Development	Total
1	1,164,095	85,714		1,249,809
2	23,733			23,733
3	436,845	961,285	2,100,000	3,498,130
4	0			0
<b>Total</b>	<b>1,624,673</b>	<b>1,046,999</b>	<b>2,100,000</b>	<b>4,771,672</b>

The HAND Department's budget request is \$4,771,672. This is an overall net increase of \$3,219,825 or 207% from 2022. Significant highlights include:

**Category 1 – Personnel Services** request is \$1,249,809. This represents an increase of \$150,782 or 14% over 2022. This is due to the addition of a new Program Manager position, plus COLA adjustments for staff.

**Category 2 – Supplies** request is \$23,733. This represents a significant increase of \$11,914 or 101% over 2022. This increase is due largely to additional costs for fuel and new tablets for neighborhood compliance staff.

**Category 3 - Other Services** request is \$3,498,130. This is a significant increase of \$3,057,129 or 693% over 2022. This significant increase is due to the requested appropriation of \$2.1 million in Housing Development Fund dollars and \$1.047 million requested in ED-LIT.

**Conclusion**

Thank you for your consideration of HAND's budget request for 2023.

**CITY OF BLOOMINGTON**

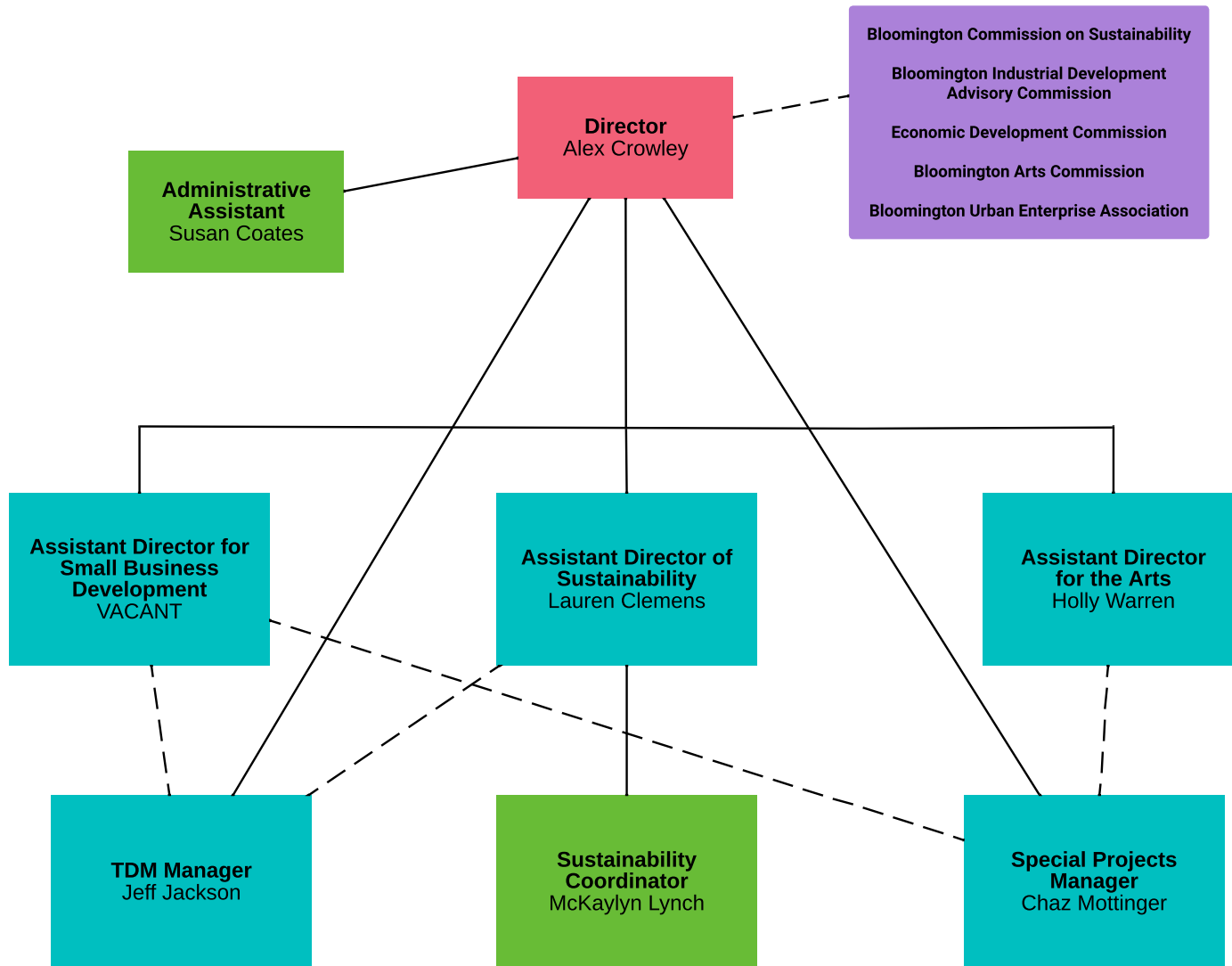
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 15 - HAND</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	639,611	673,467	754,711	668,497	721,902	53,405	7.99%
	51120	Salaries and Wages - Temporary	1,758	7,898	13,124	38,834	38,834	-	0.00%
	51210	FICA	46,512	49,859	56,674	54,110	58,198	4,088	7.55%
	51220	PERF	90,825	95,632	106,006	94,927	102,517	7,589	7.99%
	51230	Health and Life Insurance	242,658	228,384	242,658	242,658	229,386	(13,272)	-5.47%
	51320	Other Personal Services -DC Match	-	-	-	-	13,258	13,258	N/A
<b>Total: Personnel Services</b>			<b>1,021,364</b>	<b>1,055,240</b>	<b>1,173,173</b>	<b>1,099,027</b>	<b>1,164,095</b>	<b>65,068</b>	<b>5.92%</b>
Supplies									
	52110	Office Supplies	1,093	908	1,962	2,550	2,550	-	0.00%
	52240	Fuel and Oil	4,253	2,674	4,537	4,774	9,533	4,759	99.69%
	52410	Books	148	137	106	495	650	155	31.31%
	52420	Other Supplies	1,177	1,229	386	4,000	11,000	7,000	175.00%
<b>Total: Supplies</b>			<b>6,672</b>	<b>4,949</b>	<b>6,991</b>	<b>11,819</b>	<b>23,733</b>	<b>11,914</b>	<b>100.80%</b>
Other Services and Charges									
	53160	Instruction	1,700	2,737	894	4,650	4,650	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	19,103	24,977	-	1,600	1,600	-	0.00%
	53210	Telephone	2,472	2,251	2,661	3,000	3,000	-	0.00%
	53220	Postage	-	-	-	530	530	-	0.00%
	53230	Travel	254	387	-	5,150	5,150	-	0.00%
	53310	Printing	2,150	917	2,785	3,800	3,800	-	0.00%
	53320	Advertising	294	456	422	3,200	3,200	-	0.00%
	53620	Motor Repairs	15,401	17,711	17,992	16,513	9,964	(6,549)	-39.66%
	53830	Bank Charges	987	1,027	1,328	1,100	1,100	-	0.00%
	539010	Inter-Fund Transfers	290,000	296,000	296,000	296,000	296,000	-	0.00%
	53910	Dues and Subscriptions	1,486	990	2,364	1,508	3,651	2,143	142.11%
	53960	Grants	55,840	22,287	50,328	50,450	50,700	250	0.50%
	53990	Other Services and Charges	2,614	1,413	1,046	53,500	53,500	-	0.00%
<b>Total: Other Services and Charges</b>			<b>392,300</b>	<b>371,153</b>	<b>375,820</b>	<b>441,001</b>	<b>436,845</b>	<b>(4,156)</b>	<b>-0.94%</b>
Capital Outlays									
	54440	Motor Equipment	-	47,524	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>-</b>	<b>47,524</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,420,335</b>	<b>\$ 1,478,866</b>	<b>\$ 1,555,984</b>	<b>\$ 1,551,847</b>	<b>\$ 1,624,673</b>	<b>\$ 72,826</b>	<b>4.69%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 15 - HAND</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	-	58,625	58,625	N/A
	51210	FICA	-	-	-	-	4,483	4,483	N/A
	51220	PERF	-	-	-	-	8,318	8,318	N/A
	51230	Health and Life Insurance	-	-	-	-	13,506	13,506	N/A
	51320	Other Personal Services -DC Match	-	-	-	-	782	782	N/A
<b>Total: Personnel Services</b>			-	-	-	-	<b>85,714</b>	<b>85,714</b>	
Other Services and Charges									
	53960	Grants	-	-	-	-	961,285	961,285	N/A
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>961,285</b>	<b>961,285</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,046,999</b>	<b>\$ 1,046,999</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 905 - Housing Develop (Ord16-41)(S9506)</b>									
<u>Expenditures</u>									
<b>Department: 15 - HAND</b>									
Other Services and Charges									
	53960	Grants	138,669	121,752	25,000	-	700,000	700,000	N/A
	53990	Other Services and Charges	103,248	121,752	359,317	-	1,400,000	1,400,000	N/A
<b>Total: Other Services and Charges</b>			<b>241,916</b>	<b>243,505</b>	<b>384,317</b>	<b>-</b>	<b>2,100,000</b>	<b>2,100,000</b>	
<b>Expenditures Grand Total:</b>			<b>\$ 241,916</b>	<b>\$ 243,505</b>	<b>\$ 384,317</b>	<b>\$ -</b>	<b>\$ 2,100,000</b>	<b>\$ 2,100,000</b>	<b>0.00%</b>



## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Alex Crowley, Director of Economic & Sustainable Development  
**Date:** August 25, 2022

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### Why We Exist

The mission of the City of Bloomington's Department of Economic & Sustainable Development is to cultivate a resilient community built on shared prosperity, inclusive economic opportunity, environmental stewardship, and a thriving arts and culture ecosystem.

### Background

Since last year, ESD has balanced continuing support for the lingering effects of the COVID-19 upheaval on the community (see "Ongoing Pandemic Impact" below) with the need to rebuild or develop programming and services to strengthen the city for the future.

The department has led or supported significant administration priorities and achievements over the past 18 months that are designed to position Bloomington for the next decades. These include cultivating renewed interest and development in the Trades District; supporting the Hopewell pre-development activities including developing its sustainability strategies; obtaining a significant capital and jobs investment by Catalent; continuing to support the community's wage growth across a number of initiatives; developing and implementing new public art projects and support for the community's arts & culture sector; managing the John Waldron Arts Center and preparing it for transition to private management; aligning and supporting the organization's and community's focus on climate and sustainability challenges (see "Sustainability/Climate Action" below); successfully obtaining a \$3.5 million Economic Development Administration grant to support technology

commercialization; ushering a community-wide assessment of the city's capacity for future arts & culture growth; administering substantial American Rescue Plan Act funding; developing Transportation Demand Management platforms; supporting ongoing local food system efforts; among other priorities.

At the same time, by virtue of the wide scope of the department's responsibilities, ESD continues to provide day-to-day support for myriad programs and services, including business licensing, event and festival support, management of the Bloomington Urban Enterprise Association, programming support for a wide array of climate programs, administration of the City's multi-mobility ordinance, grant management duties, etc.

ESD strives for excellence and innovation in its work product and has implemented continuous improvement and efficiency measures in the delivery of its programs and services. These include the migration of services to online and self-service access, implementation of standardized project tracking software, development of standard operating procedures, and other similar activities.

The department delivers its substantial portfolio of activities with a relatively small number of personnel, an ongoing limitation that has been further impacted by incremental activities tied to pandemic response and substantial staff turnover since 2021. And ESD continues to leverage a wide range of funding sources to support its efforts. While the General Fund, including the Economic Development Local Income Tax budget, and American Rescue Plan Act funding requests below reflect significant funding resources, the department additionally recognizes the importance of Tax Increment Financing, tax abatements, the Enterprise Zone, the Certified Technology Park fund, Food & Beverage taxes, Community Revitalization Enhancement District funds, state and federal grants, and other external funding support to achieve its various goals.

While the community's pandemic health metrics appear to be improving, lingering economic challenges continue to significantly impact organizations and individuals across the city. Businesses and organizations, especially small businesses in the hospitality and arts sectors, are experiencing the combined pressures of price increases for their costs of goods sold and manpower shortages. This has led to curtailed service schedules, which suppresses revenues. The private development community, which has been responsible for significant growth in assessed value since 2016, is pressured by supply chain issues and premium construction costs, limiting and sometimes outright pausing planned investments. And while wages generally are rising across the city, individuals are also reeling from a continuing acceleration of housing costs, inflationary pressures on consumer goods, and ongoing pandemic-related health challenges.

ESD's continuing response to the COVID-19 pandemic has consumed significant departmental resources over the course of the past 18 months, and activities have cut a wide swath of projects. Under the broad umbrella of Recover Forward initiatives, the department continues its support for outdoor commerce, including street closures, pick up/drop off zones and parklets. The department is managing the City's Rapid Response Fund loan program. ESD has supported, developed, or implemented a number of talent attraction and job training programs, including support for the Mill's

Code School, programs that support job training for the building trades and life sciences sectors to meet local employment opportunities, and reentry job programs including the City/Centerstone partnership to employ individuals in the Brighten B-Town program.

Additionally ESD has focused support on sectors in the economy particularly hard-hit by the pandemic, including the arts and service industry sectors. ESD led implementation of substantially increased arts grants programs for organizational and projects support, including new grants for emerging artists, and is shepherding direct and substantial investments into the John Waldron Arts Center and Buskirk-Chumley Theater to facilitate ongoing vibrancy of those critical arts facilities. The department has led a citywide arts feasibility study, which is projected to release its findings in September 2022. Finally, ESD continues its work to advance the marketplace for locally grown food and provide self-determination for local growers.

### **Sustainability and Climate Action**

ESD leads the strategic direction and administration of City of Bloomington sustainability and climate action initiatives and programs, guided by the City's Sustainability and Climate Action Plans, the latter of which was adopted by the Common Council in April, 2021. In 2022, ESD project managed development of Hopewell's sustainability strategy, continued implementation of emissions reduction and resiliency strategies through the Bloomington Climate Action and Sustainability Plans, and managed three programs focused on solar, energy efficiency, and composting. The residential Bloomington Green Home Improvement Program (BGHIP), the Bloomington Nonprofit Solar and Energy Efficiency Loan Program (SEEL), and the Compost Up Downtown Programs have operationalized goals of the Climate Action and Sustainability Plans to increase business waste diversion and provide financing to facilitate solar and energy efficiency projects in the residential and nonprofit sectors. Through these programs and other initiatives, ESD has directly engaged with a broad range of constituencies including residents, nonprofits, and businesses to take action on climate and reduce the community's environmental impact.

For 2023, ESD and the Mayor's Climate Action Team will be focusing on high impact sustainability and climate strategies from the Sustainability and Climate Action Plans. To lead in sustainable municipal operations, the Climate Action Team is focusing on increasing energy retrofits to reduce non-renewable energy use in city buildings (SAP 8.1), electrification of the City fleet to reduce fleet vehicle fuel use (SAP 8.3), reduction of energy use to treat and transport water and wastewater (CAP W3), and developing new mechanisms for financing climate action plan implementation by securing federal match funding (CAP CE3). ESD will also continue to increase financing options for energy efficiency and renewable energy projects (CAP EB1), promote mode shift and alternative transportation infrastructure use (CAP TL1), facilitate waste diversion and education (CAP WM1, WM2) and convene public-private partnerships with business committed to climate goals (CAP CE2).

Bloomington's climate and sustainability efforts positioned the city to be awarded LEED for Cities and Communities certification by the US Green Building Council in 2021. With this certification,



Bloomington joins a global network of approximately 100 LEED-certified cities and communities. Bloomington achieved LEED certification for implementing practical and measurable strategies and solutions aimed at improving sustainability and the standard of living for residents. In July 2022, the City was recognized as a SolSmart Gold city -- the highest designation for cities, counties, and regional organizations that facilitate the adoption of solar in their communities.

### **Diversity, Equity, and Inclusion**

Local, national, and regional events over the past several years have revealed great disparities in the way certain populations are resourced and how they have been impacted by the COVID-19 pandemic and structural inequalities in society, including institutional racism. In response, the administration challenged all departments, including ESD, to address racial justice, economic justice, and climate justice through City activities. ESD has continued the important work of centering these frames as it examines its current and future programs and policy.

Specifically, ESD has promoted return-to-work programming for individuals who have been chronically unemployed, including the recently incarcerated or unhoused people, individuals with substance use disorders, and other historically disadvantaged groups. The department also provided substantial support to the development and implementation of public art driven by artists of color. The Bloomington Green Home Improvement program, mentioned above, includes a significant economic inclusion component for income-qualified households. And with the SEEL program, by starting with the nonprofit component of the program, the department's work will have greater social impact by reaching the community through organizations like schools and libraries.

ESD will continue its work to self-educate on topics relating to equity, whether in banking practices, best board and commission practices, communication strategies, or other components of the work the department does and will actively participate in training and other educational programs focused on diversity, equity and inclusion practices. The department will also address other issues that arise as ESD evaluates the increased programming that it has previously implemented.

### **Economic & Sustainable Development 2023 Budget Summary**

#### **Administrative**

*Activity Description:* Pursue excellence in departmental activities, including administrative functions, communications, customer service operations, and project support.

#### **Goals**

- Leverage CRM system (Copper/Hubspot) as source for 50% of all ESD mass communication efforts by end of Q2.
- Create accessible communication and marketing templates for 50% of all ESD events, grants, and programs/initiatives by the end of Q4.
- Facilitate the training of ESD staff and migrate the department to best practice project tracking processes by end of Q2.

- Implement an organized system to better provide project-based Commissions/Boards management and communication support by the end of Q4.
- Launch a Digital Asset Management trial by end of Q2; document and report findings to Communications Director by end of Q3.
- Migrate all ESD grants to grant management software by the end of Q2.

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget	Change (\$)	Change (%)
100 - Personnel Services	439,148	529,869	580,440	656,754	767,236	110,482	16.82%
200 - Supplies	3,235	5,386	3,316	7,900	8,400	500	6%
300 - Other Services	225,302	496,574	1,089,124	2,031,558	6,479,539	4,447,981	219%
400 - Capital Outlays	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>667,685</b>	<b>1,031,829</b>	<b>1,672,880</b>	<b>2,696,212</b>	<b>7,255,175</b>	<b>4,558,963</b>	<b>169%</b>

### **2023 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. 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 fund and consider new projects that interact within new and unexpected public spaces. Leverage Arts Feasibility Study findings to support Bloomington’s continued evolution as a regional arts and culture hub and to support developing Bloomington’s next generation of arts leaders.

#### **Goals:**

- Increase the visibility of arts opportunities in the City of Bloomington by creating an online arts platform where all community members and visitors can learn about opportunities to participate in arts events, take classes, sell work, etc.; goal: 10,000 cumulative platform visits by end of Q4.
- Work with Visit Bloomington to create a strategy to market arts in Bloomington regionally and nationally by honing in on the City’s unique, brand-quality features, in collaboration with new Communications/Marketing temporary staff member, Indiana Arts Commission, Sibling City program with Palo Alto by end of Q4.
- Increase the number of grants given to artists and arts organizations who are early in their career, people of color, members of the LGBTQ+ Community and/or residing in historically underserved neighborhoods from 5% to 25% by end of Q4 .
- Increase opportunities for artists to show and make work by supporting existing arts spaces including the Buskirk-Chumley and the Waldron Arts Center, reallocating unused public and private spaces, and creating a new versatile arts incubation space, by the end of Q4.
- Collaborate with the Assistant Director of Sustainability to provide opportunities for at least four leased or owned arts facilities to take advantage of the SEEL program by the end of Q3.

- In partnership with the Bloomington Arts Commission and the Exhibit Columbus 2023 exposition, contribute to the development of artist design in the Hopewell and Trades district developments as part of the City’s 1% for the Arts Ordinance and launch at least 2 RFI’s for Hopewell by end of Q4.
- In collaboration with HAND, the Bloomington Urban Enterprise Association, Bloomington Arts Commission, and the Arts Alliance of Greater Bloomington, directly support the creation of no fewer than 8 neighborhood arts projects by the end of Q4.
- Support implementation of 2023 recommendations from the Arts Feasibility Study to be completed in Q3 2022, by end of Q4.

<b>Arts &amp; Cultural Development Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	130,604	168,322	2.15	85,000
200 - Supplies	1,571	1,843		
300 - Other Services	79,330	1,125,861		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>211,505</b>	<b>1,296,026</b>		

**Fund: General**

**Sustainable Development**

*Activity Description:* Lead implementation of Bloomington’s Climate Action and Sustainability Action Plans, leveraging the new Sustainability Coordinator position in the department. Manage sustainability and climate programs, projects and initiatives for the community and City operations. Achieve climate goals focused on energy efficiency, renewable energy, alternative transportation, and climate resilience by establishing multi-jurisdictional partnerships. Facilitate the Mayor’s Climate Action Team and serve as staff liaison to the Bloomington Commission on Sustainability. Maintain a budget for and identify external funding available to support strategies and actions outlined in the Bloomington Climate and Sustainability Plans.

Goals:

- Leverage Energy Efficiency and Conservation Block Grant (EECBG) and other federal Infrastructure Investment and Jobs Act programs to obtain federal match funding for local energy efficiency, renewable energy, and transportation programs by end of Q4.
- Reduce energy burden for 50 residents and 15 community institutions by implementing energy efficiency and renewable energy grant and loan programs by end of Q3.
- Increase compost diversion by providing direct outreach, assistance, and technical assistance to 20 non-residential food waste generators by end of Q2.
- Advance implementation of the Climate Action Plan by providing technical assistance and climate goal review meetings to departments participating in the Mayor’s Climate Action Team by the end of Q4.

- Focus Sustainability Program Coordinator technical support to launch a coordinated communication and education campaign and manage registration of 500 households on the Zero In Bloomington climate action website by end of Q2.
- Provide biannual updates to Council and the Bloomington Commission on Sustainability on Climate Action Plan implementation progress and impacts by end of Q3.
- Develop financing or technical assistance support to 3 businesses that grow, process, distribute, and/or sell sustainably produced, healthy food in Monroe County by end of Q2.

<b>Sustainable Development Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	212,699	238,783	3.05	85,000
200 - Supplies	2,559	2,614		
300 - Other Services	117,486	1,667,379		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>332,743</b>	<b>1,908,776</b>		

**Fund: General**

**Transportation Demand Management (TDM)**

*Activity Description:* Focus on reducing single-occupancy vehicle use to, from, and within the downtown by implementing mode shift strategies (including walking, bicycling, carpooling, using public transit), focusing on trip reduction and shifting travel away from peak times, implementing parking rate adjustments, and other strategies identified by the TDM Manager.

Goals:

- Apply for federal funding to secure for 2024 no less than 1:1 federal or other outside funding to equal projected local 2024 TDM funding by end of Q4.
- Register 2,500 participants on TDM engagement platform by the end of Q2 and a total of 7,500 participants by the end of Q4.
- Create no fewer than one social media campaign per Quarter on FaceBook, Instagram, and LinkedIn by end of Q4.
- Present Go Bloomington to an average of one employer or community group per week for each of Q1, Q2, Q3, & Q4.
- Introduce new micro mobility options (e.g. shared e-bikes) by end of Q2.
- Collaborate with Parking Services and the Parking Commission to formally review parking rates by the end of Q2.
- Implement new Go Bloomington marketing plan by end of Q1.
- Develop and launch an annual citywide Go Bloomington event by the end of Q2.
- Form a community TDM “ambassador group” including BT, Campus Bus, Lyft, e-scooter vendors, bike shop operators, IU’s TDM, and employer partners by end of Q2.
- Recruit and onboard 4 new TDM corporate sponsors by the end of Q2.

- Develop quantitative tracking to evaluate impact of TDM efforts on single-occupancy vehicle travel by end of Q2.
- Develop and implement new point, rewards, and challenge awards via the Go Bloomington online platform by end of Q1.
- Support the formation of 25 carpools by the end of Q4.
- Support the formation of 5 vanpools by the end of Q4.

### **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, business-friendly 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:

- Exceed 500 business/organization interactions including 50 novel business contacts by end of Q4.
- In collaboration with the Innovation Director and community partners, implement a local-shopping incentive program by the end of Q3.
- Provide funding support for entrepreneurship as job training and workforce reentry for at least 50 participants through extant programs like Reboot at the Mill or developing new programs by end of Q2.
- Host 2 public information sessions for a total of 20 businesses about BUEA tax incentive and grantmaking programs to increase applications to Bloomington Urban Enterprise Association (BUEA) grantmaking programs by 100%, by end of Q4.
- Launch 2023 Kirkwood closures, parklets, or alternatives as needed in partnership with Public Works for ongoing COVID recovery and economic growth by end of Q4.
- In partnership with Planning & Transportation and Engineering, develop a 5-year plan for Kirkwood closures and other outdoor commercial infrastructure to provide predictability to business and community stakeholders by end of Q3.
- Based on 2022 BUEA business survey recommendations, incorporate 2 sustainability initiatives and increased funding into existing or new BUEA grantmaking programs like Business Economic Enhancement Scholarships or Historic Facade Grant program and accept grant applications by end of Q3.
- Together with the Assistant Director of Sustainability and in partnership with the Chamber of Commerce, conduct outreach sessions on business sustainability, such as Solar Investment Tax Credit, Duke/Centerpoint rebates and assessments, and/ or green infrastructure topics. Conduct two sessions for 10-15 businesses each by the end of Q4.

<b>Business Relations &amp; Dev. Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	108,215	144,835	1.85	40,000 non-student residents
200 - Supplies	1,302	1,586		
300 - Other Services	65,546	930,240		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>175,063</b>	<b>1,076,661</b>		

**Fund: 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

- Talent Attraction: Support existing talent attraction efforts with BEDC and the Mill with funding and/or logistical and regulatory support by end of Q4.
- Design Excellence: Develop and implement a formal design excellence incentive program targeted to private sector development by the end of Q4.
- Reactivate development efforts of the Trades District following a pandemic-suppressed office market and sell no fewer than 2 lots in the Trades District for private development to substantially include office space for tech/innovation tenants or owners by end of Q4.
- Pending finalization of construction gap funding, initiate construction of the EDA-funded Trades District Technology Center and in collaboration with the entrepreneurship stakeholders, support development of programming for the future facility by end of Q4.
- Support the Hopewell redevelopment effort by implementing sustainable development, excellence in design, and affordable housing priorities as documented in the Hopewell Master Plan by the end of Q4.
- Support the planning and pre-development efforts of a potential Convention Center expansion by the end of Q4.
- In partnership with ROI and other economic development partners, secure READI funding of no less than \$1 million to support local economic development initiatives by the end of Q4.
- Provide City support to the BEDC’s Economic Vitality Project development and implementation by end of Q4.
- In conjunction with Housing & Neighborhood Development and Planning & Transportation, attain a minimum of 180 affordable and workforce housing units approved each year by Q4, benchmarked against the 2020 Housing Study goal of 2,592 total additional units of housing by 2030.

- Provide support and incentives to facilitate one LEED/green certified private development by the end of Q4.

Major Economic Development Projects Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	205,236	215,296	2.75	85,000 indirectly 40,000 non-student directly served
200 - Supplies	2,469	2,357		
300 - Other Services	194,196	2,756,059		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>401,900</b>	<b>2,973,713</b>		

**Fund: General**

**Recover Forward, Phase Three (American Rescue Plan Act)**

In 2022, ESD allocated significant investment to support the administration’s ongoing local Recover Forward (ARPA) investments. Funding totaled \$1.575 million, including \$360,000 in arts community support, \$900,000 to support sustainability/climate action programs, and \$315,000 to support workforce development and small business programs.

Of the 2022 ARPA funding, approximately \$930,000 has been reallocated to ED-LIT funding as detailed below. The remaining \$645,000 represented one-time investments that have been discontinued in 2023..

In 2023, the ARPA (Recover Forward) request is \$334,500, a decrease of \$1,240,500 or 78.8% from 2022. The department’s 2023 ARPA funding request includes the following:

- \$75,000 in maintenance costs associated with the migration of the City’s solar infrastructure to City management
- \$89,500 for Transportation Demand Management costs, which together with the ED-LIT amounts below will provide annual program funding
- \$100,000 in support for Early Childhood Education, which was transferred from the General Fund
- \$75,000 in arts support, representing \$25,000 in match funding to activate the John Waldron Art Center’s arts galleries and \$50,000 in further support for the Buskirk-Chumley Theater’s Centennial celebration.

ARPA Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0		
200 - Supplies	0	0		
300 - Other Services	1,575,000	334,500		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,575,000</b>	<b>334,500</b>		

**Fund: Other**

**New Revenue: Economic Development Local Income Tax (ED-LIT)**

As amended, City Council Resolution 22-09 proposed and voted in favor of an ordinance to modify the Monroe County Local Income Tax rate, allocating additional revenues to Economic Development. Of these cumulative additional revenues, ESD anticipates \$5,680,100 to be allocated to the department in 2023.

Of the ESD total allocation, \$3,806,100 is designated for distribution to Bloomington Transit and will be issued directly in support of transit initiatives upon finalization of corresponding agreements. The remaining amount of \$1,874,000 will be allocated to the following initiatives, which the department will administer:

- \$1,627,500 in Climate Action Plan (CAP) Implementation: supporting multiple efforts toward climate change prevention and preparedness, including support for Built Environment and Energy, Transportation (including the City’s Transportation Demand Management efforts), Waste, Climate Economy, and Ecosystem & Greenspace investments.
- \$200,000 in Workforce and Economic Development: providing funding for workforce development initiatives, including workforce re-entry, reskilling and up-skilling, and entrepreneurship training, as well as operations and infrastructure funding for the Trades District Technology Center
- \$46,500 in Public Arts and Arts Development: supporting maintenance of existing arts spaces, execution of the recommendations of the City’s Arts Feasibility Study and Public Arts Master Plan, and support for arts organizations

The above amounts add significant investments to existing funding for these important initiatives and ESD appreciates Council’s support of the ED-LIT.



ED-LIT Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services				85,000
200 - Supplies				
300 - Other Services		5,680,100		
400 - Capital Outlays				
<b>Total</b>	<b>0</b>	<b>5,680,100</b>		

**Fund: Other**

**Total Departmental Budget by Fund**

Category	General Fund	ED LIT	ARPA	Total
1	767,236			767,236
2	8,400	0		8,400
3	464,939	5,680,100	334,500	6,479,539
4	0	0		0
<b>Total</b>	<b>1,240,575</b>	<b>5,680,100</b>	<b>334,500</b>	<b>7,255,175</b>

**2022 Budget Request Highlights**

The Department of Economic & Sustainable Development's total budget request is \$7,255,175. This is an increase of \$4,558,963 or 169.1% from 2022. Listed below are category-specific highlights of significance:

**Category 1 – Personnel** request is \$767,237, which is an increase of \$110,483 or 16.8% from 2022. Of this increase, \$49,455 reflects the addition of the Sustainability Coordinator position, which was not reflected in the 2022 budget; \$32,589 results from cost of living and one-time 2023 salary increases; the remaining \$28,439 is associated with increases in employee benefits.

**Category 2 – Supplies** request is \$8,400, which is an increase of \$500 or 6.3% from 2022 to augment art supply inventories to support community arts projects.

**Category 3 – Other Services & Charges** request is \$6,479,539, which is an increase from 2022 of \$4,447,981 or 218.9%. Variances by fund are as follows:

- **General Fund:** request is \$464,939, which is an increase of \$8,381 or 1.8% from 2022. The increase is driven primarily by \$10,000 allocated for an Arts Communications and Resources platform and several smaller increases in departmental software license fees, offset by other reductions.
- **ED-LIT:** request is \$5,680,100. This is a net increase from 2022. Significant items are detailed above.

- **ARPA (Recover Forward):** request is \$334,500, which is a decrease of \$1,240,500 or 78.8% from 2022. Significant items in the 2023 request are detailed above.

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

### **Conclusion**

The department's budget requests support City efforts to help the community revitalize in 2023 and beyond.

In 2023, the department will continue its work in aligning economic development, arts and culture support, and sustainability efforts to further deliver a progressive and holistic approach to community-building. And with the additional frames of climate justice, economic justice, and racial justice, it will seek to more effectively reach populations that have been disproportionately impacted by structural and more recent economic disadvantages.

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

Thank you for your consideration of the Economic & Sustainable Development Department's 2023 budget request.

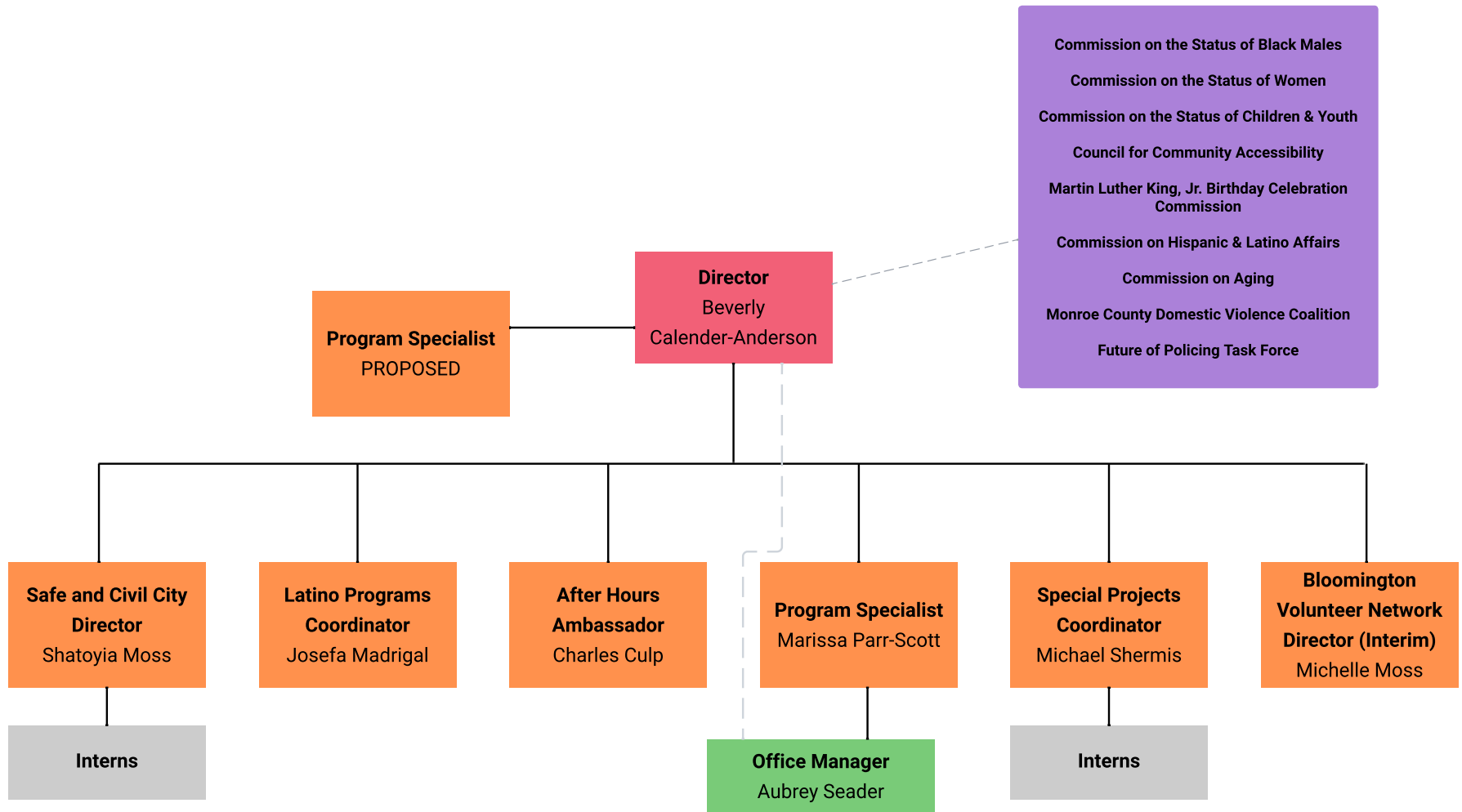
CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 04 - Economic &amp; Sustainable Dev</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	282,837	326,080	358,513	427,716	509,759	82,043	19.18%
	51120	Salaries and Wages - Temporary	19,192	31,372	16,937	23,840	23,839		0.00%
	51210	FICA	22,134	26,337	27,752	34,544	40,820	6,276	18.17%
	51220	PERF	40,163	46,161	50,235	60,736	72,386	11,650	19.18%
	51230	Health and Life Insurance	74,822	99,918	114,192	99,918	114,192	14,274	14.29%
	51310	Other Personal Services	-	-	-	10,000	-	(10,000)	-100.00%
	51320	Other Personal Services -DC Match	-	-	-	-	6,240	6,240	N/A
<b>Total: Personnel Services</b>			<b>439,148</b>	<b>529,869</b>	<b>567,629</b>	<b>656,754</b>	<b>767,236</b>	<b>110,483</b>	<b>16.82%</b>
Supplies									
	52110	Office Supplies	93	409	270	400	400	-	0.00%
	52310	Building Materials and Supplies	-	-	-	-	-	-	N/A
	52420	Other Supplies	3,142	4,977	519	7,500	8,000	500	6.67%
<b>Total: Supplies</b>			<b>3,235</b>	<b>5,386</b>	<b>789</b>	<b>7,900</b>	<b>8,400</b>	<b>500</b>	<b>6.33%</b>
Other Services and Charges									
	53110	Engineering and Architectural	-	-	-	-	-	-	N/A
	53160	Instruction	3,729	3,900	3,640	6,500	9,000	2,500	38.46%
	53170	Mgt. Fee, Consultants, and Workshops	41,710	100,293	28,467	4,000	4,000	-	0.00%
	53210	Telephone	-	-	490	-	-	-	N/A
	53220	Postage	26	-	-	300	300	-	0.00%
	53230	Travel	5,501	2,189	1,122	6,000	9,000	3,000	50.00%
	53310	Printing	4,795	6,843	172	1,800	1,800	-	0.00%
	53320	Advertising	4,565	4,377	3,179	3,500	6,500	3,000	85.71%
	53830	Bank Charges	-	-	2	-	-	-	N/A
	53910	Dues and Subscriptions	16,850	14,031	30,740	69,640	111,120	41,480	59.56%
	53940	Temporary Contractual Employee	6,825	1,206	-	9,620	10,120	500	5.20%
	53960	Grants	121,800	131,300	104,000	228,198	241,599	13,401	5.87%
	53970	Mayor's Promotion of Business	8,064	8,697	7,731	99,000	43,500	(55,500)	-56.06%
	53990	Other Services and Charges	11,438	13,989	4,015	28,000	28,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>225,302</b>	<b>286,824</b>	<b>183,558</b>	<b>456,558</b>	<b>464,939</b>	<b>8,381</b>	<b>1.84%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 667,685</b>	<b>\$ 822,079</b>	<b>\$ 751,975</b>	<b>\$ 1,121,212</b>	<b>\$ 1,240,575</b>	<b>\$ 119,363</b>	<b>10.65%</b>

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 04 - Economic &amp; Sustainable Dev</b>									
Other Services and Charges									
	53110	Engineering and Architectural	-	-	-	-	75,000	75,000	N/A
	53170	Mgt. Fee, Consultants, and Workshops	-	-	-	200,000	13,500	(186,500)	-93.25%
	53310	Printing	-	-	-	-	20,000	20,000	N/A
	53910	Dues and Subscriptions	-	-	2,000	-	-	-	N/A
	53960	Grants	-	-	50,000	1,360,000	170,000	(1,190,000)	-87.50%
	53970	Mayor's Promotion of Business	-	-	-	15,000	56,000	41,000	273.33%
	53990	Other Services and Charges	-	-	135,060	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>187,060</b>	<b>1,575,000</b>	<b>334,500</b>	<b>(1,240,500)</b>	<b>-78.76%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 187,060</b>	<b>\$ 1,575,000</b>	<b>\$ 334,500</b>	<b>\$ (1,240,500)</b>	<b>-78.76%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 04 - Economic &amp; Sustainable Dev</b>									
Other Services and Charges									
	53960	Grants	-	-	-	-	5,680,100	5,680,100	N/A
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>5,680,100</b>	<b>5,680,100</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,680,100</b>	<b>\$ 5,680,100</b>	<b>0.00%</b>



## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Beverly Calender-Anderson, Director  
**Date:** August 25, 2022

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### 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. With very few exceptions, programs offered by CFRD are offered free of charge to attendees. This is possible through sponsorships from local businesses and organizations. Prior to the pandemic, when most events went remote, sponsorships of nearly \$128,000 made CFRD programs possible.

CFRD encourages residents to respond to the needs of the community by serving on boards and commissions, 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, the Monroe County Domestic Violence Coalition and the

Future of Policing Task Force, CFRD further engages community members in issues of importance and seeks input from these commission members as policy decisions are considered.

An ongoing result of the Safety, Civility and Justice Initiative that was created in 2016 to address downtown safety, civility and justice issues is CFRD's relationships and support to business owners, law enforcement, IU student groups, social service agencies and grassroots organizations addressing the issues of homelessness, mental health and substance use disorder. CFRD strives to educate and engage community members in seeking solutions to reduce homelessness and increase safety and the perception of safety among residents and visitors.

CFRD staff worked extensively in the area of Public Safety Education and Equity, Diversity, and Inclusion. Work with the Divided Community Project helps prepare the community for possible conflict. Internally CFRD serves on the Planning Team for anti-racism training being undertaken by City department heads and elected officials.

As the community continues to deal with the impacts of the Coronavirus pandemic, CFRD assisted with the coordination of services for vulnerable unhoused community members or those in danger of becoming homeless. Weekly meetings with shelter directors increased communication and collaboration among agencies. The Housing Security Coalition was formed to bring together a network of regional providers, funders and others to support short and long-term strategies to reduce homelessness and address housing issues. It is staffed by United Way of Monroe County. As the community is now in a different phase of the Covid-19 response, the leadership for the weekly shelter director meetings has transitioned to the Housing Security Coalition and is focusing less on Covid response and more on continuing the collaborative nature of the group as the community moves toward making homelessness in Bloomington rare, brief and non-repeating.

### **Sustainability and Climate Action**

Continuing virtual meetings when possible, a hybrid format when necessary and allowing staff to work from home several days per week has not only increased commission, task force and other meeting attendance but also results in less travel and fewer consumable materials being used. The Black Male Summit and the Young Women's Leadership Summit are being conducted at North and South High Schools this year, so students will not be bussed to City Hall. Recycling bins are provided for every departmental event and QR codes are used for access to program evaluation forms.

### **Diversity, Equity, and Inclusion**

The mission of CFRD includes promoting and advocating for diversity and inclusion throughout the organization, which is a focus of every program, event and commission staffed by CFRD. Below are equity and inclusion efforts CFRD staff worked on outside of the traditional department programs:

- When position openings occur, actively work to hire diverse staff and interns representative of the community.



- Working with diversity specialists at Indiana University, Ivy Tech Community College and major employers to create an environment in Bloomington that welcomes diverse individuals and families.
- Providing support to the Exodus Refugee Network as they resettle refugees in the Bloomington community.
- Through continued work with the local Divided Community Project Academy team and guided by DCP out of the Moritz School of Law at The Ohio State University, the Future of Policing Task Force was formed. The Task Force is examining current practices and policies of local law enforcement agencies and will make recommendations for innovative and creative policing opportunities. Work with the DCP has also provided guidance for addressing community-based conflict..
- Staff Diversity:
  - Gender: Female 75% Male 25%
  - Race: Latinx 12.5% African American 25% White 62.5%
  - Age: 25-40 - 50% 41-55 - 25% Over 55 - 25%

**Community and Family Resources Department 2023 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	621,934	677,742	664,836	785,447	879,464	94,018	12%
200 - Supplies	4,451	3,720	2,253	7,900	9,700	1,800	23%
300 - Other Services	46,711	29,864	216,021	440,740	1,320,548	879,808	200%
400 - Capital Outlays	-	-	-	-	-	0	0%
<b>Total</b>	<b>673,096</b>	<b>711,326</b>	<b>883,109</b>	<b>1,234,087</b>	<b>2,209,712</b>	<b>975,626</b>	<b>234%</b>

**2023 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 usage of Helping Bloomington Monroe (HBM) by community “helpers” and users, resulting in enhanced service to residents in need.
  - Coordinate quarterly HBM training sessions for organization and nonprofit agency staff.
  - Stand up kiosks at 3 high-use agencies to increase public access to this resource.
- Recognize and celebrate community engagement through the Be More Awards in March.
- Increase Be More Award nominations to 77 individuals and/or groups vying for the awards presented during the ceremony. This is a 10% increase over the 70 nominations received in 2020.

Engagement Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	257,174	261,780	3.27	Primary: Non-profit agencies who engage volunteers. Secondary: Men, women, children and youth and workplaces interested in being engaged in the community.
200 - Supplies	2,587	2,887		
300 - Other Services	20,184	92,438		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>279,945</b>	<b>357,106</b>		

**Fund: General, Other**

**Safety, Civility and Justice**

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

Goals:

- Downtown Ambassador Corps
  - Create a pilot program of part-time Corps members to assist the After Hours Ambassador monitor various sectors of the downtown for cleanliness, noise, and persons in need while providing hospitality for visitors. Will begin with two Corps members at 15 hours per week, trained and supervised by the After Hours Ambassador.
- Divided Community Project
  - Provide coordination and support to the team of 7 community members overseeing recommendations as a part of the Divided Community Project participation..
  - Provide the Future of Policing Task Force with administrative support and resources needed as they work to develop a 3-5 year vision for policing in Bloomington. The task force began meeting in May, 2021 and plan to complete their work by June, 2023.
  - Continue the implementation of Plan to Advance Racial Equity developed including resourcing the Racial Equity Task Force
- Downtown Outreach Grant
  - Coordinate and monitor the \$250K Downtown Outreach Grant which strives to fund a minimum of 10 projects that will improve the human condition of Bloomington residents who are unhoused or who are at risk of homelessness.
- Training Opportunities
  - Coordinate QPR and Mental Health 101 training for 100 people, including front-line City staff and non-profit partners.

<b>Safety, Civility &amp; Justice Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	175,654	178,800	2.24	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	1,767	1,972		
300 - Other Services	5,643	27,071		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>183,064</b>	<b>207,844</b>		

**Fund: General, Other**

**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 Young Women’s Leadership Summit in the fall for 150 middle and high-school-aged female-identifying students. The Summit is open to all female-identifying students but is especially focused on African American and Latina.
- Coordinate annual Juneteenth event to commemorate the emancipation of enslaved African Americans and a celebration of African American culture, increasing attendance by 25% to 250.
- Coordinate Fiesta del Otono, a celebration of the various Latinx communities in Bloomington. Moved event to Switchyard Park in 2022 to allow for increased attendance.
- Along with ESD, coordinate Black y Brown Arts Festival to highlight the works of a minimum of 20 artists of color in the visual and performing arts.
- In collaboration with City Clerk, create and support Employee Resource Groups to promote diversity and inclusion and provide a sense of belonging and commitment to employees within particular demographics.
- Transitioning the tasks of updating the Women and Minority Owned Business Directory to ESD as it fits into their mission of small business development.

Diversity Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	126,600	128,867	1.61	All community members but especially those identifying as racial/ethnic/gender minorities.
200 - Supplies	1,273	1,421		
300 - Other Services	10,557	47,540		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>138,430</b>	<b>177,828</b>		

**Fund: General, Other**

**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.

**Commission on Aging**

Primary Population Served: Bloomington residents ages 50 and older

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

- Provide listening sessions for agencies serving the senior population to identify challenges and gaps in services, promotional opportunities and rising needs for community members 50 and over.
- Discontinuing the Senior Focus recognition of community members 65 and over. Area 10 on Aging has a similar program.

**Commission on the Status of Black Males**

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

- Increase the number of men welcoming students on the first day of class as part of the Million Father March by 30% from 50 to 65.
- Present 2 Outstanding Black Woman Leader of Tomorrow and 2 Black Male Leader of Tomorrow Awards in February.
- Coordinate Black Male Summit for middle and high-school males in Q2. The summit focuses on the needs of African American and Latino males identifying students, however all middle and high school male identifying students are welcome to attend.
- Provide a representative to the Future of Policing Task Force.

**Commission on the Status of Children and Youth**

Primary Population served: Children and youth from 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

- Recognize 4 area children and youth with SWAGGER (Students Who Act Generously, Grow and Earn Respect) awards in November. Hold ceremony for 50 family members and friends of award recipients.
- Transition the Youth Participatory Budgeting activities out of CSCY after 2 successful pilot projects.

### **Commission on Hispanic and Latino Affairs**

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

Secondary Population served: Entire community

- Recognize at least 10 Hispanic and Latino students moving from middle to high school, high school to college and graduating from college and at least one organization at the Hispanic and Latino Awards in October. Return to in-person award ceremony for a minimum of 75 attendees.
- Provide 400 issues of the Boletin Comunitario monthly to area businesses and households.
- Assist with the recruitment of volunteers and provide income tax preparation assistance to Spanish-speaking residents. Increase the number of returns completed by 40% to 28.
- Connect members of the Latino/Hispanic community to resources in the areas of healthcare, educational, legal, etc. through direct service responses and in collaboration with other local non-profits.

### **Dr. Martin Luther King Jr. Birthday Celebration Commission**

Population served: Entire community

- Secure \$7,000 in sponsorship funding by end of Q4 to cover expenses of the 2023 MLK Birthday Celebration and one major volunteer effort.
- Plan and coordinate MLK Birthday Celebration in January 2022, 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.

### **Commission on the Status of Women**

Population served: Girls and women, birth and beyond

- 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% over the 2020 in-person event.
- Provide a representative to the Future of Policing Task Force.

### **Council for Community Accessibility**

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

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

- Facilitate the start-up of the Mobility Aids Lending Library (MALL) and assist with lending at least 25 mobility aids by the end of Q4.
- Coordinate the 32nd-year celebration of the Americans with Disabilities Act. Increase agency attendance to 15 and audience participation,
- Increase participation at “Gather ‘round the Table” event by 10% to 70.

**Monroe County Domestic Violence Coalition**

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

- Publish 2 updates to domestic violence statistics in Monroe County by Q4.
- Increase average attendance at MCDVC meetings to 20 with every agency represented.

<b>Commissions Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	226,018	230,066	2.88	Miscellaneous - See above
200 - Supplies	2,273	2,537		
300 - Other Services	29,356	134,448		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>257,648</b>	<b>367,051</b>		

**Fund: General, Other**

**Recover Forward, Phase Three (American Rescue Plan Act)**

- City front line staff, non-profit professionals and faith community staff often are the first line of contact individuals have when seeking services. Many City residents suffer the trauma that comes from homelessness, substance use disorder or mental illness. CFRD will host QPR and Mental Health 101 training to better equip front line staff in the City, faith communities and nonprofit agencies to respond to residents needing support. QPR is an emergency response to someone in crisis and can save lives by training people to question, persuade and refer. Mental Health 101 is a skills-based training course that teaches participants about mental health and substance use issues. Each of these courses will be provided for 100 people, free of charge.
- Violence Prevention Grants: CFRD will administer investments into local neighborhoods, which will provide operational assistance to help prevent, interrupt or reduce violence through evidence-based violence prevention services offered by grassroots organizations, neighborhood associations, or other community-based organizations.

ARPA Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0	0.00	
200 - Supplies	0	0		
300 - Other Services	125,000	0		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>125,000</b>	<b>0</b>		

**Funding: Other**

**New Revenue: Economic Development Local Income Tax (ED-LIT)**

CFRD will receive \$1,071,500 of new revenue from the Economic Development Local Income Tax (ED-LIT) which will be utilized to expand equity and access for residents who are low income, difficult to employ or experiencing food insecurity..

- ED-LIT Economic Equity Fund which is \$1million which will help ease the burden the local income tax increase will have on working individuals and families.
- Create a pilot program of part-time After Hours Corps members to assist the After Hours Ambassador monitor various sectors of the downtown for cleanliness, noise,and persons in need while providing hospitality for visitors.
- Proposed Program Specialist position that will focus on collaborations with nonprofits serving residents who are low or no income.
- Ongoing support for the Stride Center.
- Increase food equity through partnerships with Bloomington Health Foundation and other community-based agencies to provide fresh produce and other nutritional items to low-income residents with limited transportation.

ED-LIT Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services		82,366	1.00	
200 - Supplies				
300 - Other Services		989,133		
400 - Capital Outlays				
<b>Total</b>	<b>0</b>	<b>1,071,499</b>		

**Fund: Other**

**Total Departmental Budget by Fund**

<b>Category</b>	<b>General Fund</b>	<b>ED-LIT</b>	<b>Parking Meter Fund</b>	<b>Alt Trans</b>	<b>Total</b>
1	797,098	82,366			879,464
2	8,700			1,000	9,700
3	67,415	989,133	250,000	14,000	1,320,548
4					
<b>Total</b>	<b>873,213</b>	<b>1,071,499</b>	<b>250,000</b>	<b>15,000</b>	<b>2,209,712</b>

**2023 Budget Request Highlights:**

The Community and Family Resources Department’s general fund budget request is \$2,209,712, This is an increase of \$ 975,626. Significant changes include the following budget lines:

**Category 1 – Personnel** request is \$879,464, an increase of \$94,018. This includes the proposed funding of a new position and a 5% cost of living increase, which aligns with the City-wide proposal for non-union employees.

**Category 3 – Other Services & Charges** request is \$1,320,548, an increase of \$879,808. This increase reflects the new ED-LIT obligations.

**Conclusion**

Thank you for your consideration of the Community and Family Resources Department 2023 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.



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 09 - CFRD</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	396,383	448,736	434,089	527,548	537,113	9,565	1.81%
	51120	Salaries and Wages - Temporary	10,409	3,013	7,512	13,156	13,156	-	0.00%
	51210	FICA	30,389	33,806	33,203	41,364	42,094	730	1.76%
	51220	PERF	56,287	63,721	61,565	74,913	76,269	1,356	1.81%
	51230	Health and Life Insurance	128,466	128,466	128,466	128,466	121,446	(7,020)	-5.46%
	51320	Other Personal Services -DC Match	-	-	-	-	7,020	7,020	N/A
<b>Total: Personnel Services</b>			<b>621,934</b>	<b>677,742</b>	<b>664,836</b>	<b>785,447</b>	<b>797,098</b>	<b>11,651</b>	<b>1.48%</b>
Supplies									
	52110	Office Supplies	1,597	1,065	832	3,500	3,500	-	0.00%
	52420	Other Supplies	2,854	2,655	1,420	4,400	5,200	800	18.18%
<b>Total: Supplies</b>			<b>4,451</b>	<b>3,720</b>	<b>2,253</b>	<b>7,900</b>	<b>8,700</b>	<b>800</b>	<b>10.13%</b>
Other Services and Charges									
	53160	Instruction	858	2,841	1,700	7,000	7,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	4,630	-	-	6,000	6,000	-	0.00%
	53210	Telephone	203	450	534	3,600	3,600	-	0.00%
	53230	Travel	7,169	2,686	-	7,500	7,500	-	0.00%
	53310	Printing	2,526	805	307	3,600	3,975	375	10.42%
	53320	Advertising	-	-	-	-	400	400	N/A
	53640	Hardware and Software Maintenance	5,896	5,988	6,033	10,000	10,000	-	0.00%
	53910	Dues and Subscriptions	2,772	2,596	9,684	7,590	7,590	-	0.00%
	53940	Temporary Contractual Employee	13,257	677	-	1,500	1,500	-	0.00%
	53960	Grants	8,246	12,591	9,625	16,300	16,300	-	0.00%
	53990	Other Services and Charges	1,155	1,230	230	2,650	3,550	900	33.96%
<b>Total: Other Services and Charges</b>			<b>46,711</b>	<b>29,864</b>	<b>28,113</b>	<b>65,740</b>	<b>67,415</b>	<b>1,675</b>	<b>2.55%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 673,096</b>	<b>\$ 711,326</b>	<b>\$ 695,201</b>	<b>\$ 859,087</b>	<b>\$ 873,213</b>	<b>\$ 14,126</b>	<b>1.64%</b>

**CITY OF BLOOMINGTON**

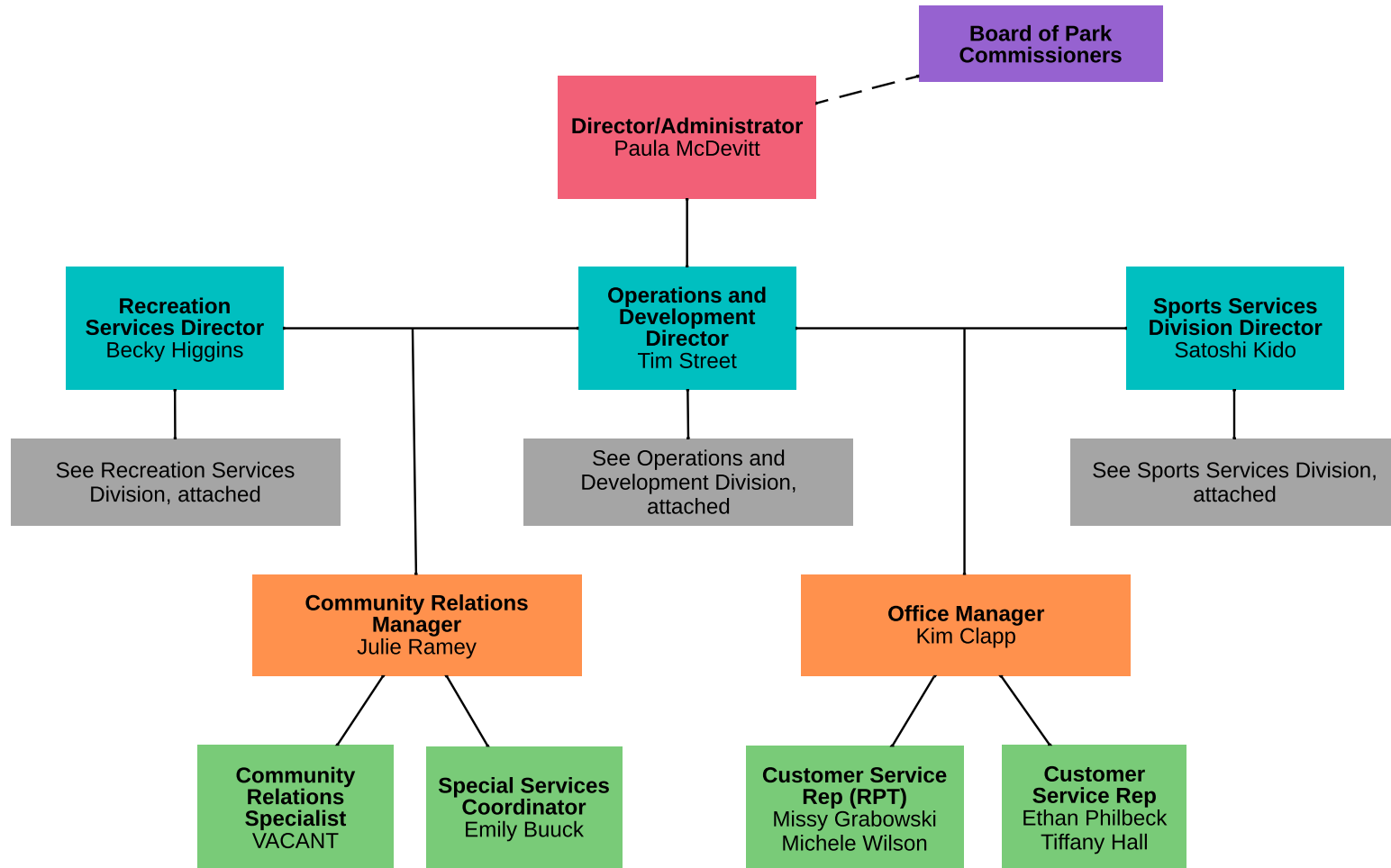
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 09 - CFRD</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	-	55,880	55,880	N/A
	51210	FICA	-	-	-	-	4,276	4,276	N/A
	51220	PERF	-	-	-	-	7,936	7,936	N/A
	51230	Health and Life Insurance	-	-	-	-	13,494	13,494	N/A
	51320	Other Personal Services -DC Match	-	-	-	-	780	780	N/A
<b>Total: Personnel Services</b>			-	-	-	-	<b>82,366</b>	<b>82,366</b>	
Other Services and Charges									
	53960	Grants	-	-	-	-	989,133	989,133	N/A
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>989,133</b>	<b>989,133</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,071,499</b>	<b>\$ 1,071,499</b>	<b>0.00%</b>

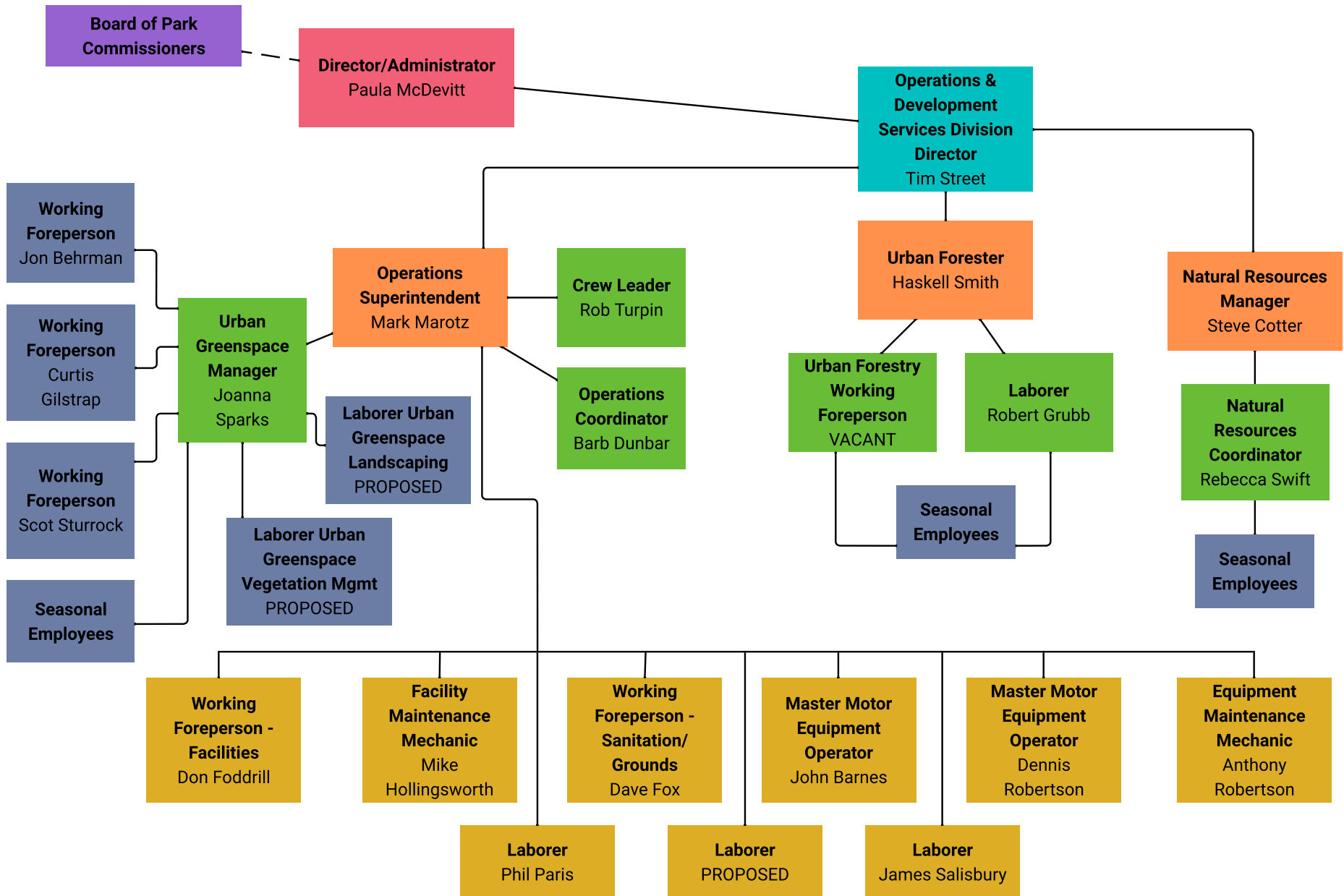
**CITY OF BLOOMINGTON**

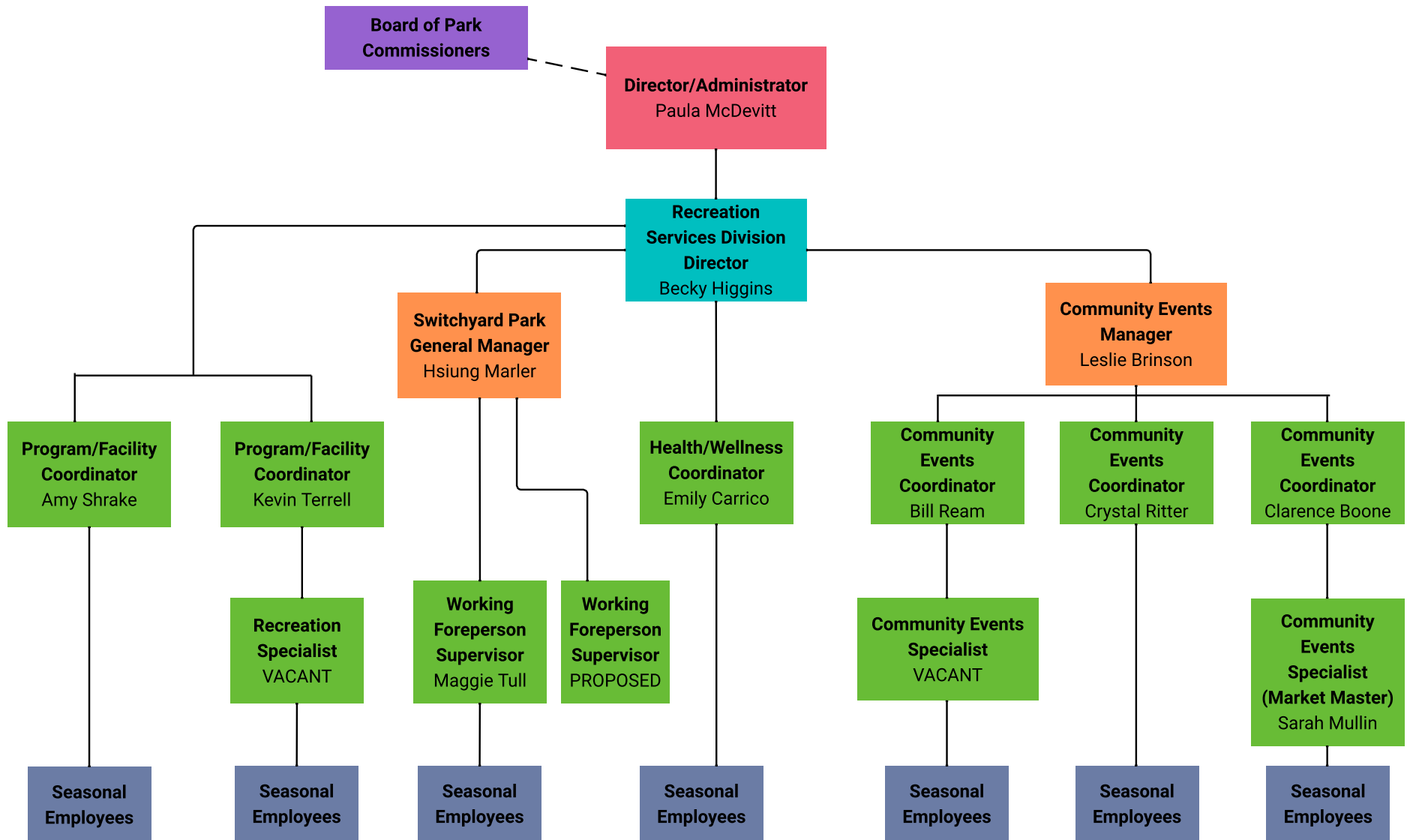
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 454 - Alternative Transport(S6301)</b>									
<u>Expenditures</u>									
<b>Department: 09 - CFRD</b>									
Supplies									
	52420	Other Supplies	-	-	-	1,000	1,000	-	0.00%
<b>Total: Supplies</b>			-	-	-	<b>1,000</b>	<b>1,000</b>	-	<b>0.00%</b>
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	14,000	14,000	-	0.00%
<b>Total: Other Services and Charges</b>			-	-	-	<b>14,000</b>	<b>14,000</b>	-	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>0.00%</b>

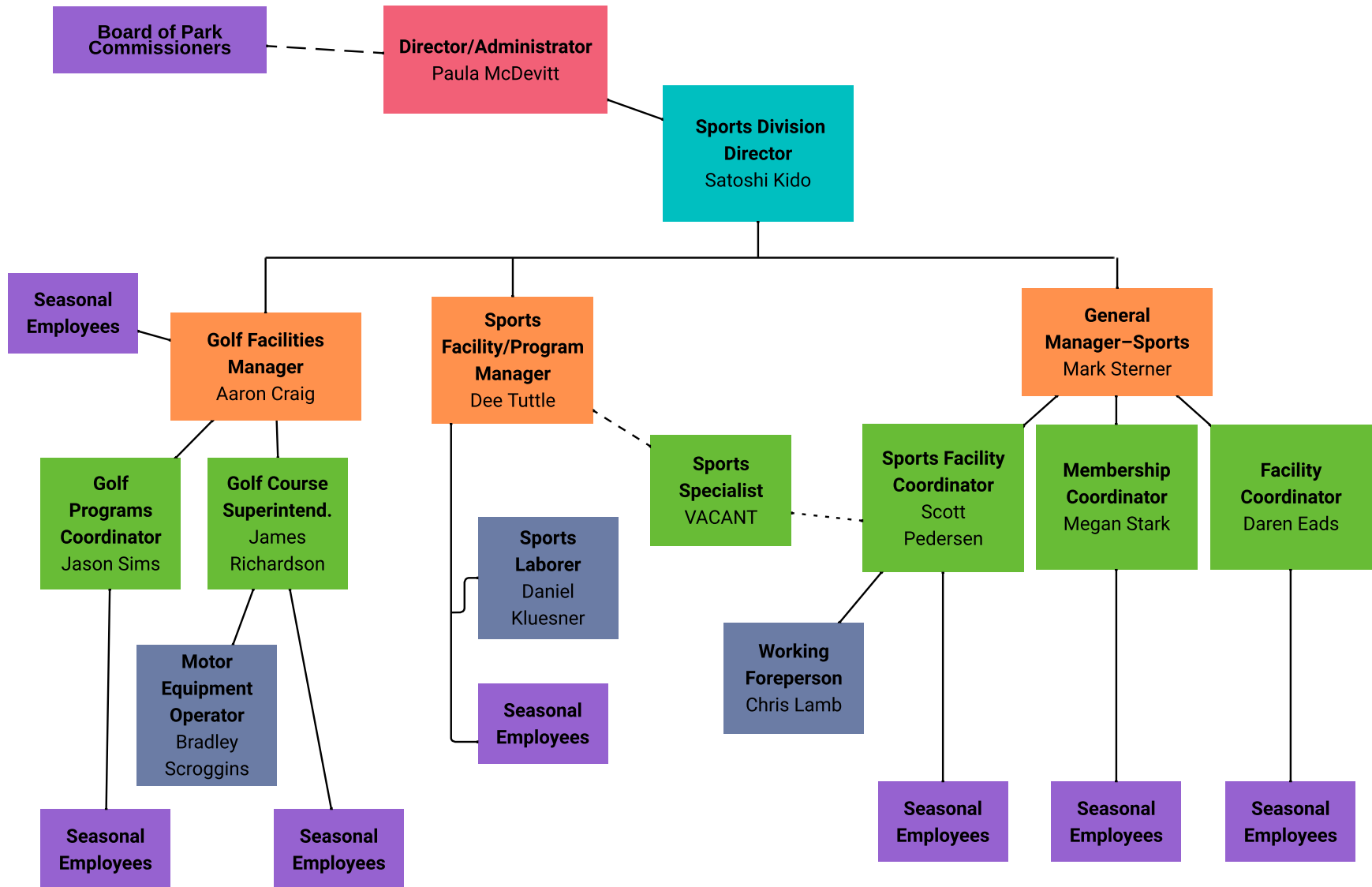
CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 455 - Parking Meter Fund(S2141)</b>									
<u>Expenditures</u>									
<b>Department: 09 - CFRD</b>									
Other Services and Charges									
	53960	Grants	-	-	187,909	250,000	250,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>187,909</b>	<b>250,000</b>	<b>250,000</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 187,909</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>0.00%</b>











## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Paula McDevitt, Department Administrator  
**Date:** August 25, 2022

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### Why We Exist

**We equitably enrich community well-being by providing quality parks, trails, facilities, programs and services, and through the stewardship of natural spaces.**

The Board of Park Commissioners approved this new mission statement in February 2022 as an outcome from the 2021-2025 Master Plan.

### Background

The Parks and Recreation Department manages 2,300 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, 8 pickleball courts, 19 tennis courts, 17 outdoor basketball courts, 6 indoor basketball courts, 1 indoor turf soccer field, 16 ballfields, 2 skate parks, nature preserve and lake. 2021 participants counted through program registrations include 1622 youth, 636 adults and 278 senior adults. Further breakdown of program registrations include: Female - 1199; Male - 1263 Other or Prefer Not to Say - 16, This is a 51% increase from 2020 program registration when program registrations fell 42% from 2019. The department is staffed by 56 full-time employees, comprising 18 union and 38 non-union employees. An additional 377 seasonal staff were employed by the department in 2021, a 23% increase over the 32% decrease in 2020, earning hourly pay rates of \$14.01 - \$15.95 an hour, a continued increase schedule initiated in 2018.

## **National Accomplishments – National Recreation and Park Association (NRPA)**

The Bloomington Parks and Recreation Department was re-accredited in June 2021 for another five years, meeting every single one of the 154 standards of operations for the first time in our history. Accreditation is awarded by the National Recreation and Park Association Commission for Accreditation of Park and Recreation Agencies 2001. The department is currently one of 166 accredited departments across the country.

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 one community of its size in the country that demonstrates excellence in long-range planning, resource management and innovative approaches to delivering superb park and recreation services with fiscally sound business practices.

## **5 Year Master Plan 2021-2025**

The Department is in year two of a five year Master Plan. The department has long used the master planning process to set priorities in meeting the community’s needs for parks, recreation and open spaces. A five-year master plan is a requirement to receive grant funds from the Indiana Department of Natural Resources and for NRPA accreditation.

Four goals emerged with associated strategies:

- Maintain and enhance the assets and natural resources of the Department
- Reinforce activities and programs to positively impact public health, sustainability and climate action
- Prioritize diversity, equity and inclusion
- Develop administrative and staffing capacity

A Strategic Action Plan (SAP) further details strategies and tasks for each Master Plan goal. Every Division is responsible for assigning timelines, teams and tracking progress in the SAP presenting progress updates to the Board of Park Commissioners twice a year.

Department staff work together to identify efficiencies and meet the community demand for programs and services. This work is strategically done in five actions teams:

- Staff Morale
- Process Improvement
- Employment
- Sustainability and Climate Action
- Public Interfacing

## **Non-Reverting Budget**

The Department non-reverting fund serves 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 typically generate the most community benefit and rely most heavily on the general fund. Program units with higher cost recovery goals typically rely more on the non-reverting fund as they more generally benefit individuals.

### **Benefits and Challenges**

Parks and recreation departments across the country are slowly recovering from COVID-19 shutdowns while also building on how critical parks, green spaces and trails are for mental and physical health. Locally, the Department continues to see upward trends in golf services, tennis, pickleball, and trail usage. Responding to available capacity at Winslow Sports Complex and Twin Lakes Recreation Park, field rentals for partnership organizations and tournament play is proving to be a positive revenue source.

The Department program budgets are challenged with increases in supplies and services not only affecting the current year budget but increases in the 2023 budgets. Cost of goods such as agricultural supplies, maintenance and building supplies have increased along with electric, water, and fuel. Even with competitive seasonal wages, hiring has been challenging along with retention. Vandalism in parks often results in costly repairs and impacts planned budget expenses.

### **Sustainability and Climate Action**

The Department's ongoing efforts to address climate change and advance sustainability are represented in the work done in Natural Resources, Operations, Urban Greenspace, Cemeteries, Urban Forestry, Sports Division-Turf Management, and Facilities. The Department's Sustainability and Climate Action Team meets monthly to work on goals in the City's Climate Action Plan specific to the Department. Three action items are the focus in 2021:

- Provide an approved "Green" Vendor List for future purchasing. Currently working in coordination with the Economic, Sustainability Development department to produce a list for quick reference and purchasing guidance.
- Produce a Facility Maintenance check-list for all Department owned facilities.
- Create a centralized Metric Tracking Spreadsheet to track department usage of water, electricity, solar, natural gas, fuel, solid waste, recycling, paper, ink.

Current inventory of gas-powered equipment still consists of 20 weed eaters, 20 blowers and 6 chainsaws despite having made progress with 10 pieces of handheld battery operated equipment including weed eaters, trimmers, blowers and a chainsaw. Significant investment to increase the inventory is still needed as the gas powered equipment continues to

outnumber the battery operated equipment. Recognizing some areas of operations are still more suited for gas-powered equipment.

Landscaping/Urban Greenspace in 2021 planted 4,900 bare root native tree seedlings, 2,728 native plants representing 40 different species at 13 parks and facilities, and contracted mowing services at 36 park locations. Also in 2021, Urban Forestry planted 304 new trees, pruned 632 trees and removed 214 hazardous trees in 2021. The Bicentennial Bond funds were used to plant 296 native trees in the 2022 spring planting season. Urban forests across the United States are often unequally distributed, with higher-canopied neighborhoods linked with higher income and a higher percentage of white populations. To address gaps in Bloomington's canopy, the Bicentennial bond tree planting is focused in areas identified by both their environmental and socio-economic characteristics.

### **Diversity, Equity and Inclusion**

One of the goals in the Department's new five-year Master Plan is to prioritize diversity, equity and inclusion. Strategies to accomplish this include:

- Support inclusive employee culture initiatives that celebrate the diversity and equity of the Department team
- Reflect diversity, equity, and inclusion value in internal and external communications
- Explore new partnerships to facilitate better engagement and reduce barriers
- Prioritize program expansion in underserved areas of the community

Progress towards this goal includes full time staff completed implicit bias training and Human Resources Kantola training modules. Four staff members are currently enrolled in the Indiana Park and Recreation Association Social Equity Series and serve on the Association's DEI Committee. A new community event, International Food and Arts Festival was held in April in partnership with the Community and Family Resources Department. The Performing Arts Series included a diverse selection of movies and performers this season.

### **American Rescue Plan Act**

The American Rescue Plan Act funds support the department recover from 2020/2021 revenue losses due to COVID-19. Vital services such as the private security contract to provide increased patrols at Switchyard Park, B-Line Trail, Seminary Park, Building Trades Park, Crestmont Park, Rev. Butler Park. Annual operational costs for contractual mowing, bridge inspections and the continuation of the Centerstone employment program partnership. The department is also using ARPA funding for a successful green jobs program in partnership with CanopyBloomington.

**Parks & Recreation 2023 Budget Summary**

<b>Budget Allocation</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	5,184,784	5,265,512	5,486,906	6,296,244	6,799,774	503,530	1%
200 - Supplies	456,586	394,260	463,528	624,509	882,785	258,276	41%
300 - Other Services	2,031,759	1,556,597	2,064,234	3,126,096	3,260,046	133,950	4%
400 - Capital Outlays	306,430	147,308	4,500	736,500	1,071,100	334,600	45%
<b>Total</b>	<b>7,979,559</b>	<b>7,363,677</b>	<b>8,019,168</b>	<b>10,783,349</b>	<b>12,013,705</b>	<b>1,230,356</b>	<b>11%</b>

**2023 Activity Descriptions and Goals**

**ADMINISTRATIVE 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 program areas.

Goals:

- Evaluate Customer Service job descriptions to address increases with on-line registrations, phone calls, contract management, daily deposits and support staff work requests.
- Evaluate Pool Fee Waiver process to make the program more equitable for all who qualify by Q1.
- Complete CAPRA Accreditation annual report Q2.

<b>Administration Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	442,958	467,871	6.00	0.00	85,000 city residents
200 - Supplies	9,035	10,951			
300 - Other Services	359,928	365,227			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>811,921</b>	<b>844,049</b>	<b>Tot. (FTE)</b>	<b>6.00</b>	

**Fund: General**

**Community Relations**

*Activity Description:* Develop and implement effective communication, marketing and branding strategies for the Department. Marketing the department programs and services generates revenue to support department revenue goals. Recruit, track and assign community volunteers and sponsors whose contributions support the Department’s mission.

2023 Goals:

- Enhance social media and other digital content through the purchase of a WiFi enabled SLR camera for still photos, and a WiFi enabled mobile device for live streams by Q2.
- Utilize only FSC or SFI certified and/or tree-free papers from sustainable sources for print marketing by Q1.
- Reduce production of single-use signage through re-designs with universal language for multi-season use by 20% by Q4.
- Replace at least two paper sandwich boards with reusable, portable, battery-powered LED message centers by Q4.
- Enhance partnership with CanopyBloomington through cross-promotion of at least two tree planting events on public and private property by Q4.
- Purchase Optical Character Recognition software to test read printed and electronic documents and websites, and evaluate for accessibility for the sight impaired and for non-English language readers by Q4.

Community Relations Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	237,098	243,595	3.00	0.00	85,000 city residents. Thousands of visitors and out of city users.
200 - Supplies	9,120	9,890			
300 - Other Services	264,405	258,864			
400 - Capital Outlays					
<b>Total</b>	<b>510,623</b>	<b>512,349</b>	<b>Tot. (FTE)</b>	<b>3.00</b>	

**Fund: 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 equipment and facilities contained within 34 public parks and related public facilities and trails. Provide services on a year-round basis for any and all residents and visitors to the community totaling over one million users per year.

Operations Division goals are based on information found in the Parks Strategic Action Plan, the Parks Capital Improvement Plan, and the City’s Climate Action Plan. These plans were made to maximize the benefit of financial investment in capital facilities, staffing, and programs.

Goals:

- Purchase Enterprise Asset Management software package and tablet and put into use by Q2.
- Replace \$25,000 of gas powered equipment with battery operated equipment by Q2.
- Complete B-Line asphalt repairs, crossing restriping, and Grimes B-Line bridge repairs (as indicated in engineering inspection) by Q3.
- Complete repair and resurfacing of RCA Park entryway and parking lot by Q3.
- Replace the aging Bryan Park 5-12 year old playground (installed in 1999) by Q4.
- Conduct semi-annual inspections of all 28 playgrounds by Q4.
- Demolish existing and construct new replacement shelter at Building Trades Park by Q4.

Operations Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	1,230,409	1,399,141	10.60	10.66	Estimated 1 million visitors
200 - Supplies	193,728	351,629			
300 - Other Services	274,062	581,942			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>1,840,268</b>	<b>2,332,712</b>	<b>Tot. (FTE)</b>	<b>21.26</b>	

**Fund: General**

**Landscaping/Urban Greenspace**

*Activity Description:* Provide year-round high-quality native landscape maintenance services on ~300,000 sq ft of formal landscaping and 2,300 acres of publicly owned property, including parks and other City properties.

Landscaping/Urban Greenspace goals are based on the Parks Strategic Action Plan and Climate Action Plan goals.

Goals:

- Install 5,000 native plants (B-Line Trail, Switchyard Park, Miller-Showers Park) by Q2 (CAP Strategies W-1-A, G2- A & B)
- Divert 75 tons (600 cubic yards) of green waste from the waste stream to local composting businesses by Q4. (CAP Strategy WM1- A)
- Remove 25 acres of invasive woody vegetation (Griffy Lake Nature Preserve, Upper & Lower Cascades Parks, RCA Park, Winslow Sports Complex, Winslow Woods Park), by Q4. (CAP Strategies G2- A & B)
- Plant 6,000 bare-root native hardwood saplings (Bryan Park, Ferguson Dog Park, Lower Cascades Park, Highland Village Park, RCA Park, Winslow Sports Complex & Winslow Woods Park) by Q2. (CAP Strategies G1- B, G2- A & B, G3- A, G4- B)
- Assess and design green infrastructure erosion control plan at Park Ridge East Park by Q4. (CAP Strategies W4- A & B)

- Assume vegetation management responsibilities for the site of the former lake at Wapehani Mountain Bike Park from CBU and execute a contract for ongoing invasive management of site by Q4.

Landscaping Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	644,225	684,382	4.50	11.00	85,000 city residents 450 volunteers.
200 - Supplies	68,397	76,086			
300 - Other Services	151,035	289,404			
400 - Capital Outlays	0				
<b>Total</b>	<b>863,657</b>	<b>1,049,872</b>	<b>Tot. (FTE)</b>	<b>15.50</b>	

**Fund: General**

**Urban Forestry**

*Activity Description:* Provide high-quality urban forestry for publicly owned property, including parks, throughout the City of Bloomington 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.

Urban Forestry goals are based on the Parks Strategic Action Plan and Climate Action Plan goals and utilize data gathered and analyzed through the City's TreeKeeper database.

Goals:

- Complete year one of 15-year Callery Pear Replacement program by removing and replacing 50 City-owned Callery Pears included in the 2019 Inventory (BPRD Master Plan - Strategic Action Item - Goal 1.7) by Q4.
- Complete City-owned tree inventory updates for 1/3 (approximately 6000 trees) of Bloomington, including Tree Risk Assessment (BPRD Master Plan - Strategic Action Item - Goal 1.7) by Q4.
- Conduct at least one educational urban forestry event for the public (CAP G3-B-2) by Q2.
- Develop an updated recommended tree species list in the City of Bloomington Tree Care Manual, including information to help developers properly match tree species to site conditions (CAP G3-A-2) by Q3.



Urban Forestry Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	256,786	282,787	2.60	2.01	85,000 city residents
200 - Supplies	54,045	64,784			
300 - Other Services	197,886	249,533			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>479,775</b>	<b>597,104</b>	<b>Tot. (FTE)</b>	<b>4.61</b>	

**Fund: 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 acres) and Leonard Springs Nature Park (85 acres), while providing appropriate outdoor recreational and educational opportunities in these areas for all ages in the community.

Natural Resources goals are based on the Parks Strategic Action Plan and Climate Action Plan goals and also draw on the Parks Capital Improvement Plan.

Goals:

- Install new directional trail signage throughout Griffy Lake Nature Preserve by Q2.
- Remove three dilapidated buildings on East Griffy Reserve property along Lanham Ridge Rd by Q2
- Install permanent solar power system at Griffy Lake Boathouse by Q4.
- Complete stream study to augment the master plan and get streambank stabilization recommendations for Griffy Lake Nature Preserve by Q4.
- Make entrance improvements to Griffy Lake Nature Preserve parking area to improve traffic flow and accessibility by Q4.

Natural Resources Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	333,321	373,319	2.05	4.95	4,700 youth 2,000 adults 2,533 boat rentals
200 - Supplies	17,970	18,071			
300 - Other Services	62,276	126,863			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>413,567</b>	<b>518,253</b>	<b>Tot. (FTE)</b>	<b>7.00</b>	

**Fund: General**

**Cemeteries**

*Activity Description:* Administer and maintain Rose Hill and White Oak Cemeteries including 4400 grave sites, mausoleums, monuments, statuary, and related structures. Sell grave sites and related interment services in a high-quality accountable manner to customers.

Cemetery operations are based on the Parks Strategic Action Plan and best practices for cemeteries shared through the Indiana Cemeteries Association and other organizations.

Goals:

- Rewire electrical system at Rose Hill Maintenance Shop by Q2
- Repair 50 monuments in Rose Hill and White Oak Cemetery by Q4.
- Complete contracted repairs on approximately 500 feet of the western perimeter wall (total 1,658 feet) of Rose Hill Cemetery, including stone replacement and tuck point work by Q4.
- Plant 100 native trees/shrubs in Rose Hill and White Oak Cemetery by Q4.
- Open scatter garden area at Rose Hill Cemetery by Q2.

Cemeteries Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	164,613	175,099	1.25	2.02	White Oak: 478 plots Rose Hill: 4006 plots
200 - Supplies	16,977	21,762			
300 - Other Services	89,092	38,736			
400 - Capital Outlays	120,000	0			
<b>Total</b>	<b>390,682</b>	<b>235,597</b>	<b>Tot. (FTE)</b>	<b>3.27</b>	

**Fund: General**

**RECREATION DIVISION**

**Benjamin Banneker Community Center**

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

Banneker is a cultural and nutritional hub to inspire youth and provide opportunities for the Bloomington Community to connect. Grant funds from the Regional Opportunities Initiative (ROI) and National Recreation and Park Association (NRPA) have transformed the facility for optimal space for community meetings, gardening and cooking programming, after school tutoring/mentoring, and preschool opportunities. Banneker partnerships provide unique opportunities for the community to engage and maximize resources.

Goals:

- Diversify rental opportunities through strategic partnerships to increase annual rental revenue goal by 15% from \$15,700 (2021) to \$18,000 (2023) by Q4
- Develop nutrition hub programming by offering GOAL (Get on Board Active Living), education, and gardening programs, with 100 total participants by Q4
- Create nutrition, financial, and literacy programs for parents of participants impacting 20 participants each season for a total of 60 by Q3
- Increase Fairview After School program participations by 40% from 3,162 (2021) to 4,427 by Q4
- Increase preschool programming attendance (open play times and story hours) from 18% 2159 (2021) to 2600 by Q4

Banneker Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	363,036	382,253	3.15	4.80	8000 youth 10,000 adults
200 - Supplies	19,024	20,828			
300 - Other Services	52,050	50,094			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>434,110</b>	<b>453,175</b>	<b>Tot. (FTE)</b>	<b>7.95</b>	

**Fund: 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. The city survey and the Department's Community Interest Survey results continue to show community events as one of the most valued service aspects of the Department. In addition to events, movies, concerts, and more, sustainable solutions to food insecurity through the Bloomington Community Farmers' Markets and the opportunity to grow food independently through one of our three community gardens.

### Goals:

- Install sound equipment at Switchyard Park by Q3
- Create a non-reverting Performing Arts Series seasonal staff position by Q2
- Increase the number of Farmers' Market vendor contracts by 22% from 51 (2022) to 65 and the number of Food and Beverage Artisans from 9 (2022) to 12 by Q4
- Purchase a new cargo van to replace van 840 by Q3
- Purchase new exterior fencing at Rev. Butler Community Garden by Q3
- Install electricity in the Farmers' Market shed by Q2
- Increase art vendor participation in the Saturday A Fair of the Arts by 15% from 28 vendors (2022) to 32 vendors by Q4
- Increase attendance to the Glow Week programs by 35% from 600 (2021) to 810 by Q4

Community Events Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	337,882	358,725	4.30	0.30	32,000 all ages
200 - Supplies	2,393	4,289			
300 - Other Services	22,453	22,219			
400 - Capital Outlays	40,000	0			
<b>Total</b>	<b>402,728</b>	<b>385,233</b>	<b>Tot. (FTE)</b>	<b>4.60</b>	

**Fund: General**

*Gardens*

Community Events Gardens Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	68,112	64,850	0.70	0.49	350 Community Gardens
200 - Supplies	1,721	2,730			
300 - Other Services	3,351	2,400			
400 - Capital Outlays		0			
<b>Total</b>	<b>73,184</b>	<b>69,980</b>	<b>Tot. (FTE)</b>	<b>1.19</b>	

**Fund: General**

*Farmers' Market*

Farmer's Market Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	65,696	72,663	0.90	0.00	65,000 (Includes Holiday Market)
200 - Supplies	0	0			
300 - Other Services	0	0			
400 - Capital Outlays	35,000	0			
<b>Total</b>	<b>100,696</b>	<b>72,663</b>	<b>Tot. (FTE)</b>	<b>0.90</b>	

**Fund: General**

**Switchyard Park**

*Activity Description:* Switchyard Park is Bloomington's premier 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, four pickleball courts, three bocce courts, picnic shelter, walking/biking trails, and an 11,000 square foot pavilion, as well as a police substation.

Community input in the Switchyard Park Master Plan determined the community envisioned a park incorporating both walkability and connectivity as key elements, with programs and facilities that were diverse, equitable and inclusive. Switchyard Park’s programs, facilities, features, and rental opportunities serve to welcome the park visitors from the community and surrounding areas. Food Truck Fridays and the Winter Farmers’ Market fill the park with food from different corners of the world available for purchase, diversity in music, and an overall welcoming environment. The amenities and programs offered along with the rental opportunities at the Pavilion continue to drive the popularity of the park.

**Goals:**

- Install LED digital message board in Switchyard Park by Q2
- Install a rinse/water station in the dog park by Q2.
- Install a shade sail in the dog park by Q3
- Create digital tour of Switchyard Park Pavilion by Q4
- Increase Pavilion revenue by 20% from 29,000 (2022) to \$35,000 in Q4

Switchyard Park Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	
100 - Personnel Services	340,941	283,205	2.00	3.16	400,00 (all ages); 6,000 Pavilion events/rentals; 300 Scheduled activities in park & Pavilion
200 - Supplies	46,200	59,433			
300 - Other Services	269,216	504,190			
400 - Capital Outlays	13,000	0			
<b>Total</b>	<b>669,357</b>	<b>846,828</b>	<b>Tot. (FTE)</b>	<b>5.16</b>	

**Fund: 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. Current trends focus on inclusive and equitable programs. Programming such as Sensory Santa enables populations that oftentimes left out the chance to participate in many different experiences. By reviewing playgrounds, trails, programming, and facilities all populations and ability levels are welcome.

**Goals:**

- Increase the number of campers with disabilities at Kid City camp from 7 (2021) to 10 by Q3.
- Create a reporting and tracking system for inclusive participations usable by entire department by Q4
- Consult with Operations Division staff on accessibility for all Department projects including playgrounds, trails, parking lots, and parks and amenities to assure accessibility for users by Q4

Inclusive Recreation Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	92,112	136,454	0.65	1.18	Kid City Day Camp: 17
200 - Supplies	100	100			
300 - Other Services	620	620			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>92,832</b>	<b>137,174</b>	<b>Tot. (FTE)</b>	<b>1.83</b>	

**Fund: General**

**Health and Wellness**

*Activity Description:* Provide opportunities through programs, events and partnerships to encourage wellness, communicate the benefits of healthy choices and promote department resources which support healthy lifestyles. Health and wellness is one of the National Parks and Recreation Association foundational pillars. There are health benefits in all program areas with guidance from the Health/Wellness area. Partnerships with community health providers increase access to screenings, health education, physical activities and mental health breaks.

Goals:

- Offer a one online or in-person wellness program for 50 City employees by Q4.
- Offer four seasonal health/wellness programs/events attracting 200 participants by Q4
- Secure Youth and Adolescent Physical Activity (YAPA) grant for \$8,000 to fund one youth public health program by Q4
- Initiate a punch card system for Switchyard Park fitness programs by Q4
- Increase outdoor fitness classes from four to six classes per week for total of 125 total classes by Q4
- Offer four public nutrition classes for up to 40 participants at Banneker Community Center by Q4

Health and Wellness Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	93,827	90,043	1.15	0.14	800 youth; 450 adult
200 - Supplies	800	3,100			
300 - Other Services	350	350			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>94,977</b>	<b>93,493</b>	<b>Tot. (FTE)</b>	<b>1.29</b>	

**Fund: General**

**Allison Jukebox Building /Youth Services**

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

Focusing on youth programming, especially during summer and other break times from school has been a long standing tradition. Providing safe child care through summer camp and break days that elevate children to learn about their community in a fun, safe manner has been the goal of this area for multiple generations.

Goals:

- Replace carpet in activity room and two offices by Q4
- Increase rental revenue by 83% from \$547 (2021) to \$1000 by Q4
- Create Kid City garden program in Waldron, Hill, Buskirk Park by Q3
- Increase average Kid City Summer Camp participation per session from 31 (2022) to 50 per session by Q3

Youth Services Juke Box Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	57,579	60,897	0.65	0.10	10 youth, 75 adults
200 - Supplies	2,000	3,200			
300 - Other Services	9,390	10,025			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>68,969</b>	<b>74,122</b>	<b>Tot. (FTE)</b>	<b>0.75</b>	

**Fund: General**

Youth Services Kid City Campus Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	4,239	4,583	0.00	0.12	528 youth
200 - Supplies	500	747			
300 - Other Services	3,454	3,311			
400 - Capital Outlays					
<b>Total</b>	<b>8,193</b>	<b>8,641</b>	<b>Tot. (FTE)</b>	<b>0.12</b>	

**Fund: 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. Individuals of all ages benefit from an outdoor activity on 128 acres of green space dating back to the course opening in 1928.

Cascades Golf Course

Goals:

- Increase 18-hole rounds by 3% from 29,670 (2021) to 30,653 by Q4.
- Increase driving range participation from 17,948 (2021) to 18,486 (3%) by Q4.
- Increase golf outings from 42 (2021) to 47 by Q4.
- Increase Clubhouse rentals from 29 private rentals (2021) to 60 by Q4.

Golf Services Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	498,284	550,900	4.18	5.66	29,670 Rounds; 521 Youth Programs; 268 season passes
200 - Supplies	78,620	108,434			
300 - Other Services	210,879	256,555			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>787,783</b>	<b>915,889</b>	<b>Tot. (FTE)</b>	<b>5.66</b>	

**Fund: 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.

Goals:

- Increase public session attendance from 7,012 to 16,000 by Q4.
- Increase user group hourly rentals 84% from 225 hours to 413 hours by Q4.
- Increase youth house hockey registrations by 15% from 64 to 74 by Q4.
- Increase Hockey Initiation registration 35% from 30 to 40 by Q4.
- Increase Skating School registrations 2% from 576 to 590 by Q4.

Frank Southern Center Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	168,737	212,429	1.05	2.62	830 youth programs 14,000 rentals and public sessions
200 - Supplies	19,527	22,151			
300 - Other Services	192,375	190,543			
400 - Capital Outlays	0				
<b>Total</b>	<b>364,705</b>	<b>425,123</b>	<b>Tot. (FTE)</b>	<b>3.67</b>	

**Fund: 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. Operating municipal pools offers opportunities for physical activity, community and water safety instruction.

**Goals:**

- Increase Bryan Park Pool attendance from 27,935 (2021) to 32,000 by Q3.
- Increase Mills Pool attendance from 5040 (2021) to 8000 by Q3.
- Increase Learn to Swim participation from 405 (2021) to 420 by Q3.

*Bryan Park Pool*

Bryan Park Pool Budget Allocation	2022 Budget \$	2022 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	167,508	176,243	0.48	4.05	32,445 pool rentals, daily
200 - Supplies	24,100	27,100			
300 - Other Services	78,743	85,095			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>270,351</b>	<b>288,438</b>	<b>Tot. (FTE)</b>	<b>4.53</b>	

**Fund: General**

*Mills Pool*

Mills Pool Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	92,756	93,289	0.38	1.96	12,363 - pool rentals, daily admissions and season passes
200 - Supplies	21,650	26,150			
300 - Other Services	39,614	44,014			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>154,020</b>	<b>163,453</b>	<b>Tot. (FTE)</b>	<b>2.34</b>	

**Fund: 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 membership uses/visits 7% from 55,555 (2021) to 59,443 by Q4.
- Increase facility rental revenue from \$191,730 (2021) to \$200,000 by Q4
- Increase Bloomington Youth Basketball participants from 683 to 700 by Q4.

- Increase weekend event schedule from 20 to 22 by Q4.

Twin Lakes Recreation Center Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	305,080	312,537	3.70	0.00	814 youth participants; 90 youth memberships; 674 adult memberships; 367 senior memberships; 80,100 spectators
200 - Supplies	360	704			
300 - Other Services	522	1,902			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>305,962</b>	<b>315,143</b>	<b>Tot. (FTE)</b>	<b>3.70</b>	

**Fund: General**

**Community Sports Services**

*Activity Description:* Plan, coordinate, and provide facilities for softball leagues, variety of field rentals, practices and tournaments at Twin Lakes Sports Complex for youth and adult participants.

**Goals:**

- Host 1 national softball tournament in July 2023, creating an economic impact of over \$500,000 for the community in Q3.
- Facilitated 550 hours in 2021 of field rentals practices and tournaments to outside organizations per season with a goal of 700 hours in 2023
- Manage tennis program partnership to increase the number of youth and adult participants from 140 to 215 by Q3.

*Softball*

Adult Sports-Softball Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	140,949	187,880	1.08	1.73	2,900 adults - registered participants
200 - Supplies	17,140	25,622			
300 - Other Services	69,638	70,286			
400 - Capital Outlays	90,000	0			
<b>Total</b>	<b>317,727</b>	<b>283,788</b>	<b>Tot. (FTE)</b>	<b>2.81</b>	

**Fund: General**

Tennis

Adult Sports - Tennis Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	7,597	7,608	0.08	0.00	140 - lesson participants Informal uses
200 - Supplies	0	0			
300 - Other Services	0	0			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>7,303</b>	<b>7,608</b>	<b>Tot. (FTE)</b>	<b>0.08</b>	

Fund: General

**Youth Sports Services**

*Activity Description:* Plan, coordinate, and maintain facilities at Winslow Sports Complex, Olcott Park, and Bryan Park including management of partnerships with Bloomington Junior League Baseball, Senior Baseball, MCCSC and other sporting leagues or groups

Goals:

- Increase number of Junior Baseball participants from 361 participants (2022) to 400 participants by Q4 (2023).
- Facilitate 4 tournament rentals at Winslow Sports Complex to fill capacity on weekends by Q3
- Continue partnership with Bloomington Soccer Club at Winslow Sports Complex to maximize use capacity by Q4.

Winslow Sports Complex

Youth Sports - Winslow Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	149,534	147,897	1.35	1.44	735 youth - partnership programs 130 tournament players 15,112 Spectators
200 - Supplies	18,552	21,479			
300 - Other Services	75,313	76,339			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>243,399</b>	<b>245,715</b>	<b>Tot. (FTE)</b>	<b>2.79</b>	

Fund: General

Olcott Park

Youth Sports - Olcott Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	32,965	31,123	0.20	0.52	1,180 youth 700 adults Spectators Informal uses
200 - Supplies	2,550	3,545			
300 - Other Services	31,944	31,534			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>67,459</b>	<b>66,202</b>	<b>Tot. (FTE)</b>	<b>0.72</b>	

Fund: General

American Rescue Plan Act

ARPA Budget Allocation	2022 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services		0			
200 - Supplies		0			
300 - Other Services		0			
400 - Capital Outlays		1,071,100			
<b>Total</b>	<b>0</b>	<b>1,071,100</b>	<b>Tot. (FTE)</b>	<b>0.00</b>	

Funding: Other

Total Departmental Budget by Fund

Category	ARPA	Parks General Fund	Total
1		6,799,774	6,799,774
2		882,785	882,785
3		3,260,046	3,260,046
4	1,071,100	0	1,071,100
<b>Total</b>	<b>1,071,100</b>	<b>10,942,605</b>	<b>12,013,705</b>

## **2023 Budget Request Highlights**

The Parks and Recreation total budget request is \$12,013,705. This is an increase of \$1,230,356 or 11%.

**Category 1 - Personnel** request is \$6,799,773. This is an increase of \$503,529 or 8%. Significant changes include a 5% cost of living increase which aligns with the City-wide proposal for non-union employees, plus 5 new full time positions and cost of living wages for all seasonal employees.

**Category 2 - Supplies** request is \$882,785. This is an increase of \$258,276 or 41%. Significant changes include maintenance supplies, playground resurfacing material, fuel, new shelter at Building Trades Park; drainage project supplies, shade sails, drinking fountains and wildlife resistant waste receptacle for various park locations.

**Category 3 - Other Services & Charges** request \$3,260,046. This is an increase of \$801,450 or 33%. Significant changes include facility utility costs, facility and irrigation repairs, bridge inspections and repairs, security contract, Centerstone partnership contract, contractual tree removal and planting.

**Category 4 - Capital Outlays** request is \$0. This is a decrease of \$344,000 or 100%.

**American Rescue Plan Act (ARPA)** request is \$1,071,100. This is an increase of \$11,100 or 1%. The 2022 APRA budget was for revenue replacement loss from 2020. The 2023 ARPA budget is capital projects, battery operated equipment and vehicle purchases.

## **Conclusion**

Thank you for your consideration of the Parks and Recreation 2023 budget request.

Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
Fund: 200 - Parks and Recreation Gen (S1301)								
Expenditures								
Department: 18 - Parks & Recreation								
Personnel Services								
51110	Salaries and Wages - Regular	2,408,058	2,630,056	2,576,094	2,813,215	3,142,329	329,114	11.70%
51120	Salaries and Wages - Temporary	1,400,961	1,176,547	1,457,645	1,922,004	1,950,916	28,912	1.50%
51130	Salaries and Wages- Overtime	8,181	3,338	13,933	-	-	-	N/A
51210	FICA	277,927	281,930	300,084	362,245	389,663	27,418	7.57%
51220	PERF	345,980	373,377	366,989	399,478	446,225	46,746	11.70%
51230	Health and Life Insurance	743,678	800,265	772,160	799,302	823,071	23,769	2.97%
51320	Other Personal Services -DC Match	-	-	-	-	47,570	47,570	N/A
<b>Total: Personnel Services</b>		<b>5,184,784</b>	<b>5,265,512</b>	<b>5,486,906</b>	<b>6,296,244</b>	<b>6,799,774</b>	<b>503,530</b>	<b>8.00%</b>
Supplies								
52110	Office Supplies	3,159	1,620	2,255	6,000	13,020	7,020	117.00%
52210	Institutional Supplies	36,715	28,921	47,220	56,300	62,700	6,400	11.37%
52220	Agricultural Supplies	105,669	99,951	104,904	183,930	201,356	17,426	9.47%
52230	Garage and Motor Supplies	6,282	6,361	6,161	9,550	10,750	1,200	12.57%
52240	Fuel and Oil	73,328	49,920	80,895	66,639	163,752	97,113	145.73%
52310	Building Materials and Supplies	37,901	33,263	55,092	69,000	165,300	96,300	139.57%
52320	Motor Vehicle Repair	-	-	23	1,950	2,250	300	15.38%
52340	Other Repairs and Maintenance	43,437	43,934	48,769	71,190	71,225	35	0.05%
52410	Books	328	195	282	650	650	-	0.00%
52420	Other Supplies	143,744	124,726	111,521	149,055	180,337	31,282	20.99%
52430	Uniforms and Tools	6,022	5,368	6,407	10,245	11,445	1,200	11.71%
<b>Total: Supplies</b>		<b>456,586</b>	<b>394,260</b>	<b>463,528</b>	<b>624,509</b>	<b>882,785</b>	<b>258,276</b>	<b>41.36%</b>
Other Services and Charges								
53110	Engineering and Architectural	11,855	20,081	13,084	32,500	33,500	1,000	3.08%
53130	Medical	3,534	3,809	3,915	6,745	6,795	50	0.74%
53140	Exterminator Services	977	675	570	1,330	2,300	970	72.93%
53150	Communications Contract	359	-	299	-	-	-	N/A
53160	Instruction	5,417	4,539	5,775	14,920	21,730	6,810	45.64%
53170	Mgt. Fee, Consultants, and Workshops	170,296	46,626	842	15,040	35,575	20,535	136.54%
53210	Telephone	33,314	34,996	38,254	42,262	45,454	3,192	7.55%
53220	Postage	35,536	25,415	46,913	64,685	63,485	(1,200)	-1.86%
53230	Travel	6,876	1,551	3,148	16,275	20,300	4,025	24.73%
53240	Freight / Other	2,975	-	-	1,000	750	(250)	-25.00%
53310	Printing	83,208	67,134	91,606	107,145	101,570	(5,575)	-5.20%
53320	Advertising	63,045	34,015	30,641	70,650	71,400	750	1.06%
53410	Liability / Casualty Premiums	68,592	92,566	134,624	152,601	152,601	-	0.00%
53420	Worker's Comp & Risk	53,707	53,031	53,031	53,031	53,031	-	0.00%
53510	Electrical Services	125,173	127,014	160,587	211,960	211,435	(525)	-0.25%
53530	Water and Sewer	180,399	240,157	263,128	333,040	347,010	13,970	4.19%
53540	Natural Gas	28,108	31,332	41,044	57,100	68,808	11,708	20.50%
53610	Building Repairs	18,808	15,933	31,342	108,596	127,045	18,449	16.99%
53620	Motor Repairs	110,631	144,868	163,365	163,808	157,849	(5,959)	-3.64%
53630	Machinery and Equipment Repairs	42,425	27,591	12,459	34,350	40,600	6,250	18.20%
53640	Hardware and Software Maintenance	-	-	-	-	32,000	32,000	N/A
53650	Other Repairs	20,890	13,977	28,771	40,800	78,600	37,800	92.65%
53730	Machinery and Equipment Rental	7,661	23,145	5,998	16,861	22,050	5,189	30.78%
53750	Rentals - Other	404	410	466	475	480	5	1.05%
53830	Bank Charges	36,443	36,417	42,206	45,835	52,915	7,080	15.45%
53840	Lease Payments	70,694	63,210	212,471	212,499	233,481	20,982	9.87%
539010	Inter-Fund Transfers	334,311	72,569	72,569	72,569	72,569	-	0.00%
53910	Dues and Subscriptions	32,402	22,136	34,974	54,824	55,546	722	1.32%
53920	Laundry and Other Sanitation Services	16,729	17,405	17,393	22,970	23,110	140	0.61%
53940	Temporary Contractual Employee	4,350	624	-	1,375	1,625	250	18.18%
53950	Landfill	28,004	23,232	26,075	35,220	38,798	3,578	10.16%
53960	Grants	-	-	12,963	-	-	-	N/A
53990	Other Services and Charges	434,637	362,139	515,721	468,130	1,087,634	619,504	132.34%
<b>Total: Other Services and Charges</b>		<b>2,031,759</b>	<b>1,606,597</b>	<b>2,064,234</b>	<b>2,458,596</b>	<b>3,260,046</b>	<b>801,450</b>	<b>32.60%</b>
Capital Outlays								
54110	Land Purchase	-	-	-	-	-	-	N/A
54310	Improvements Other Than Building	83,855	12,800	4,500	210,000	-	(210,000)	-100.00%
54410	Lease Purchase	-	-	-	40,000	-	(40,000)	-100.00%
54420	Purchase of Equipment	77,965	68,591	-	59,000	-	(59,000)	-100.00%
54440	Motor Equipment	126,410	65,917	-	-	-	-	N/A
54510	Other Capital Outlays	18,200	-	-	35,000	-	(35,000)	-100.00%
<b>Total: Capital Outlays</b>		<b>306,430</b>	<b>147,308</b>	<b>4,500</b>	<b>344,000</b>	<b>-</b>	<b>(344,000)</b>	<b>-100.00%</b>
<b>Expenditures Grand Total:</b>		<b>\$ 7,979,559</b>	<b>\$ 7,413,677</b>	<b>\$ 8,019,168</b>	<b>\$ 9,723,349</b>	<b>\$ 10,942,605</b>	<b>\$ 1,219,256</b>	<b>12.54%</b>

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 18 - Parks &amp; Recreation</b>									
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	667,500	-	(667,500)	-100.00%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>667,500</b>	<b>-</b>	<b>(667,500)</b>	<b>-100.00%</b>
Capital Outlays									
	54310	Improvements Other Than Building	-	-	-	-	806,900	806,900	N/A
	54420	Purchase of Equipment	-	-	-	169,500	152,200	(17,300)	-10.21%
	54440	Motor Equipment	-	-	-	223,000	92,000	(131,000)	-58.74%
	54510	Other Capital Outlays	-	-	-	-	20,000	20,000	N/A
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>392,500</b>	<b>1,071,100</b>	<b>678,600</b>	<b>172.89%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,060,000</b>	<b>\$ 1,071,100</b>	<b>\$ 11,100</b>	<b>1.05%</b>

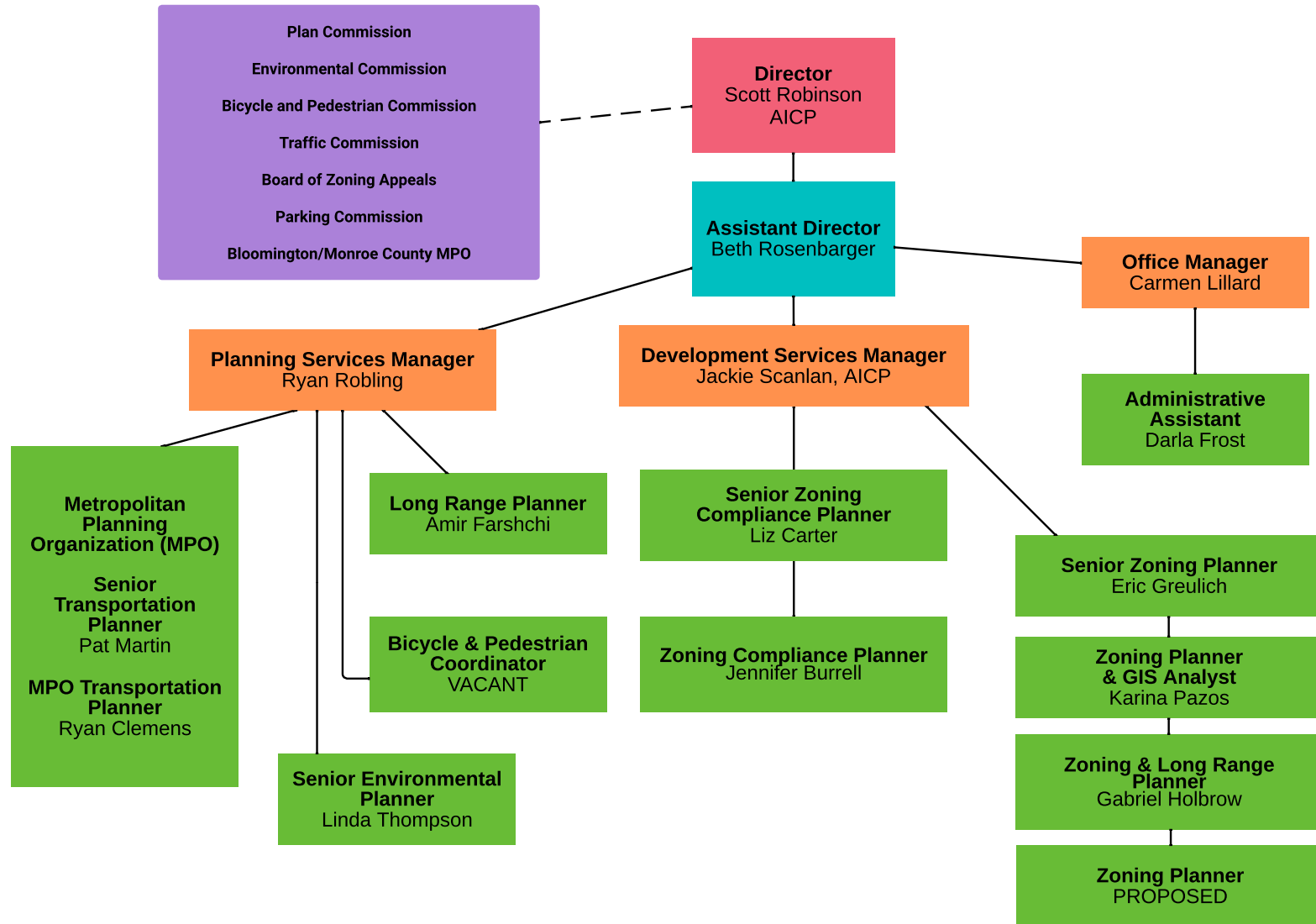
**THURSDAY,  
SEPTEMBER 1, 2022**

**BUDGET  
PRESENTATIONS**

**PLANNING AND  
TRANSPORTATION  
ENGINEERING**

**PUBLIC WORKS:  
ADMINISTRATION  
ANIMAL CONTROL  
FACILITIES  
FLEET MAINTENANCE  
PARKING SERVICES  
SANITATION  
STREET**





## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Scott Robinson, Director of Planning & Transportation  
**Date:** August 25, 2022

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### 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 also prepares, updates, and implements the Comprehensive Plan; administers and maintains local zoning, development, and traffic regulation codes; assists with the design and implementation of local multimodal infrastructure projects; and reviews and issues permits. In short, the Department develops and implements plans that ensure that growth and mobility of our community is consistent with Bloomington's values and vision towards the future.

### Background

With a budgeted staff of 16, Planning & Transportation is composed of three divisions: Planning Services, Development Services, and the Metropolitan Planning Organization (MPO). Prior years the Department focused on updating key planning documents, which include the Comprehensive Plan, Transportation Plan, the Unified Development Ordinance (UDO), Downtown Area Parking Study, Transportation Demand Management study, the Bloomington Hospital Site Redevelopment Master Plan, and the Traffic Calming program. Our current focus continues to be aimed towards implementing, monitoring and evaluating these key planning documents.

The Department will continue to sustain the same level of services provided to the community ranging from providing staff support to a number of boards and commissions, issuing permits,

reviewing development petitions, enforcing the UDO, and conducting studies. An annual program continues to monitor and evaluate the UDO. A third update was completed in 2022 and work will soon commence with developing a potential overlay district for the Hopewell Neighborhood. An in-depth conceptual study for College Avenue and Walnut Street and a staff-led process to support and encourage Accessory Dwelling Units (ADUs) also commenced in 2022. These initiatives are expected to continue into 2023 and are part of the annual UDO and Transportation Plan budget programs. The approval of the Local Income Tax supports the expansion of Bloomington Transit services and creates an opportunity to implement strategies within the Comprehensive Plan for mass transit. Two program initiatives will seek to leverage federal transportation funding. One new program/initiative will collaborate with Bloomington Transit and identify land use and/or UDO changes consistent with Transit Oriented Development (TOD) standards that are consistent with anticipated Bus Rapid Transit (BRT) service. The second program will update the Transportation Plan to be consistent with Safe Streets and Roads for All (SS4A) and BRT so Bloomington is well positioned for future funding opportunities. Finally, the current state of the annexation process has indefinitely delayed the 2022 identified program to update the Comprehensive Plan, Transportation Plan, and UDO updates to include new locations annexed into the City. The Planning & Transportation Department remains committed to improving safety for pedestrians and all transportation users in the city. The Department continues to prioritize using best practices to keep all plans, studies, and documents current and up-to-date.

Planning & Transportation staff administer public meetings for many boards and commissions in addition to project-specific public outreach efforts. Staff administers these meetings in a hybrid-context while complying with state and local notice and open door requirements. The Department is committed to increase digital access and information to augment a more traditional approach to in-person meetings and public outreach efforts.

Providing reliable and great customer service is a high priority of the Department. Emerging from the impacts and lessons learned that COVID-19 had on the Department's customer services, the Department is well positioned to expand and offer digital, remote, and in-person services. The Department is on track to launch an online community development software in August 2022. This will enable a more seamless work environment for the Development Services Division and allow the public greater access to permits, planning approvals and other information - 24/7/365.

### **Sustainability and Climate Action**

The Department is highly committed to sustainability and recognizes the urgency and importance to address climate change. Land use and zoning have a direct and long-lasting impact on how people live. Implementing changes that accommodate more types of housing, more density, will increase equity and diversity for a wide range of Bloomington residents. This also will provide improved access to employment, goods and services, and education is a resilient strategy addressing climate change. The Department is the lead on regulating private land use activities and initiating new multimodal transportation facilities. These two broad categories are major sectors that, with proactive approaches, can help mitigate the negative impacts of climate change and establish a more diverse, resilient, and sustainable community.

The Department relationship with the boards and commissions we provide staff support to does play a vital part in sustainability and climate action policies through recommendations staff brings before these advisory and decision-making bodies for the City to consider. Our role and relationship with these boards and commissions will continue to build upon past practices and more importantly refocus our attention to emergent strategies, policies, and practices that will further attain our community goals. Multimodal transportation facilities and land development standards within the UDO are examples of past practices to improve upon, as are public education efforts and encouragement. The UDO was updated to include “Solar Ready” standards and recalibrated the affordable housing and sustainable development incentives for a more effective approach to encourage socially, environmentally, and economically focused development proposals. The UDO updates are making a difference with some early indications the recalibrated incentives are working as intended.

Finally, exploring the much larger challenges that remain to improve existing transportation facilities and land developments towards a more sustainable and carbon-neutral footprint is essential and necessary. Addressing sustainability and climate action goals cannot alone be achieved through new transportation facilities and land development activities. Simple business and management practices can reduce our carbon footprint. The Department supports telecommuting and provides many services electronically. The soon to be launched Enterprize Permitting & Licensing system will offer a 24/7/365 virtual tool for the community to access development proposal information and apply for permits, request inspections and make payments. Thus eliminating paper forms and copies, increasing access, and reducing - not eliminating - the need to conduct business in person or less travel required. The Department welcomes these challenges and is open to exploring new approaches and strategies.

### **Diversity, Equity, and Inclusion**

The Department is highly committed to increased awareness on issues of equity and inclusion. This includes evaluating outcomes from various City policies, procedures, and practices to self-assessments on staff. In the past, professional development and training has largely focused awareness, strategies, and policies from a public perspective. For example, professional training often focuses on methods for public engagement. Recently, more attention has focused on internal practices and procedures, with implicit bias training. Staff has completed all required Kantola training in addition to completing other diversity, equity, and inclusion education opportunities. These education and professional development opportunities will continue, but more needs to be done.

The American Planning Association (APA) published a Planning for Equity Policy Guide in 2019 that is a very broad tool for self-evaluation and feedback from the Department’s interactions with boards and commissions as well as the public. The APA has a draft Equity in Zoning Policy Guide, which may be a more practicable means for self-evaluation. The Department will continue to explore ways to increase awareness and, more importantly, take the necessary steps to address areas of improvement in the near future for equity and inclusion.

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.

### **Planning & Transportation 2023 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	1,885,841	2,115,933	1,152,444	1,334,178	1,487,630	153,452	12%
200 - Supplies	16,464	49,532	3,935	10,742	13,202	2,460	23%
300 - Other Services	408,524	441,414	299,185	357,808	409,233	51,425	14%
400 - Capital Outlays	999,664	1,541,412	579,455	-	-	-	
<b>Total</b>	<b>3,310,493</b>	<b>4,148,290</b>	<b>2,035,020</b>	<b>1,702,728</b>	<b>1,910,065</b>	<b>207,337</b>	<b>12%</b>

\*This budget summary table includes the values for P&T for three years since the Engineering Department was established in 2021; it would be confusing to include 2020 historical comparisons as Engineering Serves was part of P&T.

### **2023 Activity Descriptions and Goals**

The 2018 Comprehensive Plan provides additional guidance for the City to prioritize activities. The Plan lists a wide range of more than 200 programs to consider as well as performance metrics (35 outcomes and 145 indicators) to measure implementation over the 25-year 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’s built and natural environment. 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 Housing Policy Guide and 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:**

- Complete the College Avenue and Walnut Street Study by Q3
- Work with Council and board and commission members to develop a road map that establishes one transportation commission by Q3.
- Give a report on at least 25 of the evaluation metrics (outcomes or indicators) as detailed in the 2018 Comprehensive Plan.

- Conduct a high-level self-evaluation, using one or more of the APA's Policy Guides to identify areas of improvement by Q3 for the three categories: Equity in All Policies, Cross-Cutting Equity Issues, and Equity in All Policies in Practice.
- Post information about annual crash data on BClear by Q2 for the prior year's data.
- Launch a social media and public information campaign to draw attention to bicycle facilities throughout the community; the campaign aims to educate, increase use, and promote bicycling through at least 50 posts by Q4.
- Lead public engagement for the design of 2 sections of Neighborhood Greenways as identified in the Transportation Plan (climate-friendly ways to reduce GHG and improve public health by encouraging bicycling and walking) by Q4.
- Identify and evaluate one public property, such as surface parking lots and/or other under-utilized locations, for mixed use affordable housing opportunities.

<b>Planning Services Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	142,073	167,518	1.84	670
200 - Supplies	2,148	2,640		
300 - Other Services	25,047	12,277		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>169,268</b>	<b>182,435</b>		

**Fund: General**

<b>Transportation Plan Study Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	57,156	91,042	1.00	68,000
200 - Supplies	537	1,320		
300 - Other Services	168,170	237,355		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>225,863</b>	<b>329,718</b>		

**Fund: General**

**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

recommendations for occupancy; 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 non-compliant parking, non-compliant signage, erosion complaints, and active construction site issues. 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:**

- Attain over a 95% annual completion rate for building permit reviews on UDO compliance within 10 business days of receipt of a complete application.
- Generate an annual development activity map by Q4 to illustrate the spatial distribution of development petition activity by type.
- Create and post monthly interactive petition maps for the Plan Commission, Board of Zoning Appeals, and Hearing Officer websites.
- Investigate 95% of uReports received by Development Services within 5 business days of receipt.
- Resolve at least 85% of uReports assigned to Development Services by Q4.
- Increase commissioner knowledge through training with at least 2 members of the Plan Commission and/or BZA attending training in 2022.

<b>Development Services &amp; Permits Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	439,284	498,912	5.48	6,475
200 - Supplies	2,148	2,640		
300 - Other Services	35,781	16,369		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>477,213</b>	<b>517,921</b>		

**Fund: General**

**Unified Development Ordinance (UDO) Implementation**

*Activity Description:* The recently updated UDO became effective on July 12, 2021 and updated again in June of 2022. Our focus continues to ensure the effectiveness of the new ordinance in furthering the future vision of Bloomington as determined by the community through the Comprehensive Plan. The implementation of affordable and workforce housing, sustainable development and Village Centers - neighborhood-focused, walkable, mixed use, activity centers - are high priorities. The redevelopment of the Hopewell Neighborhood will initiate coordination with the Common Council to develop a potential overlay zoning district process that is expected to guide affordable, sustainable, and urban development.

Goals:

- Collaborate with Council on a potential Hopewell Overlay Zone by Q2.
- Prepare 2 6-month reports on ADU and duplex development, general trends and outcomes of permits and UDO planning approval applications to the Administration, Plan Commission, Council and the public.
- In conjunction with Housing & Neighborhood Development and Economic Sustainable Development, attain a minimum of 180 affordable and workforce housing units approved each year by Q4, benchmarked against the 2020 Housing Study goal of 2,592 total additional units of housing by 2030.

<b>Unified Development Ordinance (UDO) Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	65,321	72,834	0.80	85,000
200 - Supplies	2,148	1,320		
300 - Other Services	39,359	16,369		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>106,828</b>	<b>90,523</b>		

**Fund: General**

<b>Subarea Zoning Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	89,816	54,625	0.60	14,185
200 - Supplies	537	660		
300 - Other Services	60,827	0		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>151,181</b>	<b>55,285</b>		

**Fund: General**

**Metropolitan Planning Organization (MPO)**

*Activity Description:* The MPO is a federally mandated organization charged with managing and monitoring approximately \$34M over five years in federal multimodal transportation funding for eligible transportation improvement projects within the urbanized area. 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 essential 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. For a map of the MPO service area please click [here](#).

**Goals:**

- Complete 100% of all required annual federal reporting requirements for Metropolitan Planning Organizations by end of Q2 (end of the MPO fiscal year) 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 in Q1, Q2, Q3, and Q4.
- Leverage 100% of available federal and state funding used to support regional transportation projects as required by the Transportation Improvement Program by end of Q2.
- Publish an Annual Crash Report by end of Q1 to track fatalities and other serious traffic-related crashes for the prior calendar year.

<b>Metropolitan Development Organization (MPO) Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	141,256	157,503	1.73	720
200 - Supplies	0	660		
300 - Other Services	7,156	98,216		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>148,412</b>	<b>256,379</b>		

**Fund: General**

**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:**

- Log a minimum of 16 hours of technical training each for at least 8 P&T staff to improve staff proficiencies on the use of new community development, financial management, and/or GIS Arc Pro software.

- Create a 3-dimensional GIS model or “digital twin” concept of a 3-5 square block area of Bloomington as a demonstration of redevelopment for a public engagement tool by the end of Q4.

<b>Technical Training and Accountability Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	103,697	115,624	1.27	16
200 - Supplies	1,074	1,320		
300 - Other Services	14,312	20,462		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>119,083</b>	<b>137,406</b>		

**Fund: General**

**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 15 city boards and commissions, including: Bicycle and Pedestrian Safety Commission, Board of Zoning Appeals, Common Council, Community Development Block Grant Citizen Advisory Committee, Development Review Committee, Environmental Commission, Hearing Officer, MPO Citizens Advisory Committee, MPO Policy Committee, MPO Technical Advisory Committee, Parking Commission, Plan Commission, Plat Committee, Traffic Commission, 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.
- Summarize the total vote records of the Plan Commission, Board of Zoning Appeals, Policy Committee, and Common Council by approve or deny compared with respective staff recommendations and the overall goal of 80% acceptance by Q4.

<b>Community Engagement Boards &amp; Commissions Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	295,577	329,573	3.62	26
200 - Supplies	2,148	2,640		
300 - Other Services	7,156	8,185		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>304,881</b>	<b>340,398</b>		

**Fund: General**

**Total Departmental Budget by Fund**

<b>Category</b>	<b>General Fund</b>	<b>Alternative Transport</b>	<b>Total</b>
1	1,487,630		1,487,630
2	13,202		13,202
3	409,233	0	409,233
4	0	0	0
<b>Total</b>	<b>1,910,065</b>	<b>0</b>	<b>1,910,065</b>

**2023 Budget Request Highlights**

**Category 1 - Personnel** request is \$1,474,370. There is a significant change in this category.

**Category 2 – Supplies** request is \$13,202. There is a significant change in this category.

**Category 3 - Other Services** request is \$409,233. This is a significant change in this category.

**Category 4 - Capital Outlays** request is \$0. There is no change in this category.

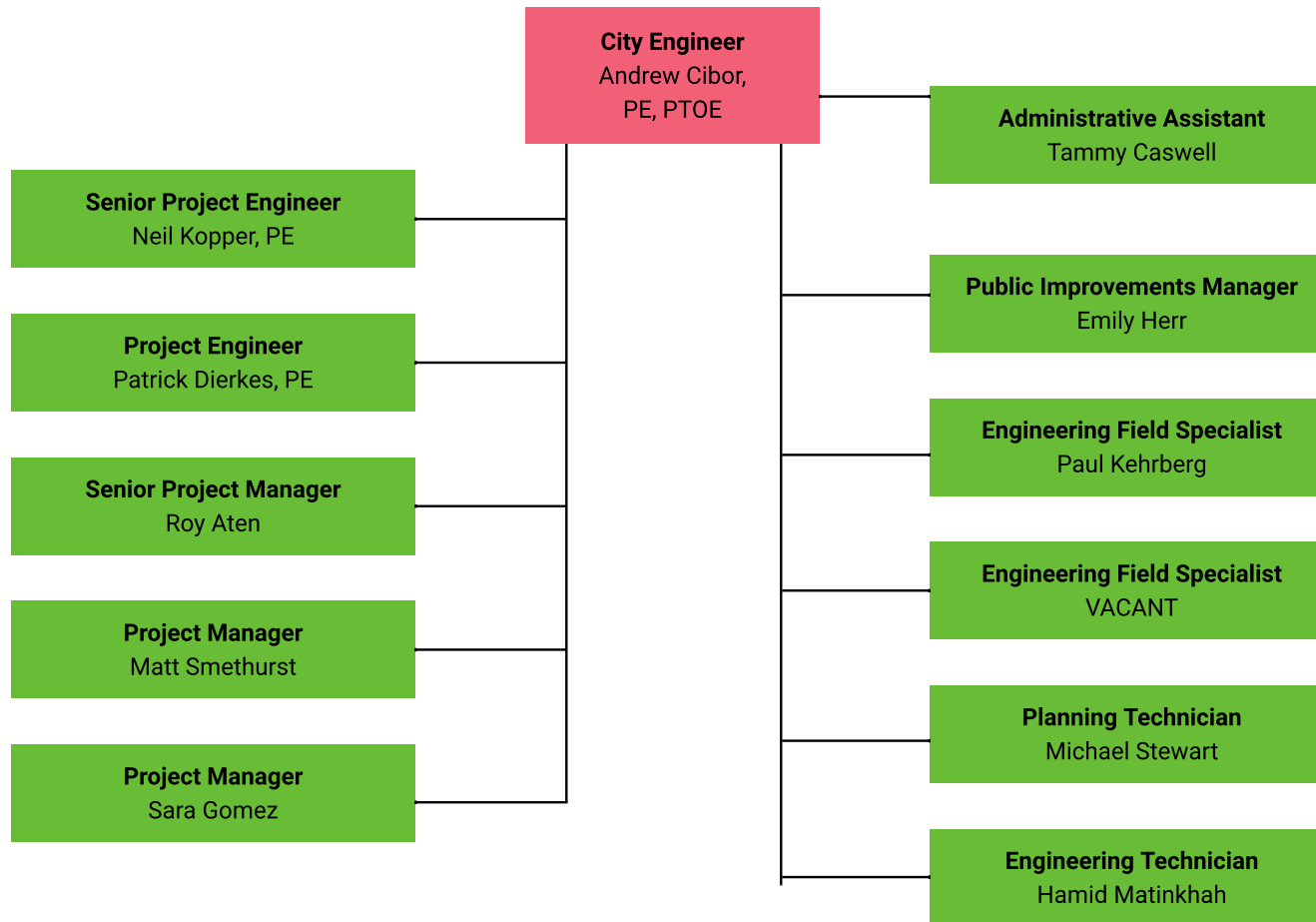
Because our work impacts Bloomington residents on a daily basis, we strive to achieve and exceed our goals in order to maintain continued high satisfaction levels by the community.

**Conclusion**

The Planning & Transportation Department continues to carry out essential projects and services for the City of Bloomington in a responsible and efficient manner. Staff administering new development activity consistent with City goals, provides staff support to City Boards and Commissions, provides a means for public engagement, and anticipates transportation, land use, and other planning policy changes needed to keep Bloomington a sustainable, equitable, and progressive community.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 13 - Planning</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	1,241,970	1,430,388	767,570	911,269	1,013,775	102,507	11.25%
	51120	Salaries and Wages - Temporary	5,792	6,330	5,202	9,000	9,000	-	0.00%
	51210	FICA	90,595	104,976	57,238	70,401	78,242	7,842	11.14%
	51220	PERF	176,359	203,115	108,324	129,400	143,955	14,556	11.25%
	51230	Health and Life Insurance	371,124	371,124	214,110	214,110	229,398	15,288	7.14%
	51320	Other Personal Services -DC Match	-	-	-	-	13,260	13,260	N/A
<b>Total: Personnel Services</b>			<b>1,885,841</b>	<b>2,115,933</b>	<b>1,152,444</b>	<b>1,334,178</b>	<b>1,487,630</b>	<b>153,452</b>	<b>11.50%</b>
Supplies									
	52110	Office Supplies	2,492	703	931	2,425	2,025	(400)	-16.49%
	52240	Fuel and Oil	2,087	1,294	202	737	3,977	3,240	439.62%
	52410	Books	796	400	1,045	500	500	-	0.00%
	52420	Other Supplies	10,550	47,135	1,558	5,800	6,300	500	8.62%
	52430	Uniforms and Tools	539	-	199	1,280	400	(880)	-68.75%
<b>Total: Supplies</b>			<b>16,464</b>	<b>49,532</b>	<b>3,935</b>	<b>10,742</b>	<b>13,202</b>	<b>2,460</b>	<b>22.90%</b>
Other Services and Charges									
	53160	Instruction	6,814	1,904	4,852	14,110	11,610	(2,500)	-17.72%
	53170	Mgt. Fee, Consultants, and Workshops	168,160	92,764	12,385	-	-	-	N/A
	53210	Telephone	4,404	4,823	5,357	6,850	6,850	-	0.00%
	53220	Postage	100	-	-	50	50	-	0.00%
	53230	Travel	7,627	1,728	1,469	12,900	12,700	(200)	-1.55%
	53240	Freight / Other	30	-	15	75	75	-	0.00%
	53310	Printing	9,449	7,504	654	1,500	1,000	(500)	-33.33%
	53320	Advertising	2,789	3,982	329	1,225	1,225	-	0.00%
	53620	Motor Repairs	13,138	15,106	4,310	1,668	1,293	(375)	-22.48%
	53630	Machinery and Equipment Repairs	-	-	-	2,500	2,500	-	0.00%
	53830	Bank Charges	1,680	3,105	1,201	2,500	5,000	2,500	100.00%
	53910	Dues and Subscriptions	6,192	6,253	5,172	6,030	6,030	-	0.00%
	53940	Temporary Contractual Employee	2,506	1,324	-	3,000	3,000	-	0.00%
	53960	Grants	1,649	2,400	-	2,400	2,400	-	0.00%
	53990	Other Services and Charges	128,545	200,641	128,316	303,000	355,500	52,500	17.33%
<b>Total: Other Services and Charges</b>			<b>353,083</b>	<b>341,533</b>	<b>164,061</b>	<b>357,808</b>	<b>409,233</b>	<b>51,425</b>	<b>14.37%</b>
Capital Outlays									
	54310	Improvements Other Than Building	456,102	336,808	252,050	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>456,102</b>	<b>336,808</b>	<b>252,050</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 2,711,490</b>	<b>\$ 2,843,806</b>	<b>\$ 1,572,490</b>	<b>\$ 1,702,728</b>	<b>\$ 1,910,065</b>	<b>\$ 207,337</b>	<b>12.18%</b>



# Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Andrew Cibor, City Engineer  
**Date:** August 25, 2022

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## Why We Exist

The Engineering Department is primarily 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, accessible, 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 was established as a standalone department in 2021 and coordinates particularly closely with both Planning and Transportation and Public Works. The Engineering Department is composed of two divisions: Capital Projects and Right of Way Management. The work of these divisions is described further below.

The majority of work within the Engineering Department has continued without major impacts due to COVID-19; however, industry trends continue to reflect increasing material costs and higher overall construction costs.

## Sustainability and 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.” Additionally, consistent with the City’s Climate Action Plan the Department is involved with the “implementation of Complete Streets and a connected system of transit, bike and pedestrian infrastructure along with emphasis on neighborhood design that supports density and walkability.” This emphasis is intended to reduce the City’s overall transportation emissions. The Engineering Department works closely with City of Bloomington Utilities to identify opportunities to utilize green stormwater infrastructure, the Parks and Recreation Department to optimize opportunities for street trees within transportation projects, and the Public Works Department to optimize signal timing to reduce emissions.

**Diversity, Equity, and 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. The Department also considers geographic area when prioritizing capital projects and uses data and plans such as Complete Street Scoring, the Transportation Plan, and infrastructure age/condition to ensure that limited resources are equitably distributed throughout the City. Staff within the Department are also engaged in the City’s diversity, equity, and inclusion training and coordinated an accessibility training course with Federal Highway Administration staff and members of the Council for Community Accessibility.

**Engineering Department 2023 Budget Summary**

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget	Change (\$)	Change (%)
100 - Personnel Services	-	-	947,342	977,421	1,094,912	117,492	12.0%
200 - Supplies	-	-	4,488	13,629	45,694	32,065	235.3%
300 - Other Services	-	-	186,448	183,982	222,706	38,724	21%
400 - Capital Outlays	-	-	474,461	1,194,360	3,350,760	2,156,400	181%
<b>Total</b>	-	-	<b>1,612,738</b>	<b>2,369,392</b>	<b>4,714,072</b>	<b>2,344,681</b>	<b>99%</b>

\*This budget summary table reflects no allocations in 2020 given the Engineering Department was created in 2021.

**2023 Activity Descriptions and Goals**

**Administration, Technical Training, and Accountability**

*Activity Description:* Oversee and lead a team of 11.5 full-time equivalent employees in delivering high-quality services. Invest in staff through training and conferences regarding technical resources (e.g., Financial Management and Inspection Services software, drones), evolving transportation engineering best practices (e.g., context sensitive design, construction inspection), and regulatory frameworks and requirements (e.g., bidding and contract requirements, ADA standards). Ensure transparent operations by providing data and project information on the City website, facilitating monthly internal citywide project coordination meetings, and participating in monthly coordination meetings with Indiana University Capital Planning & Facilities.

Goals:

- Conduct annual Departmental Strategic retreat.
- Fill the new regular full-time Engineering Field Specialist position to enhance customer service and oversight of the right of way use permit program by February 2023.
- Improve staff proficiency through at least an average of 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 (in person or virtually) to maintain knowledge of current best practices.
- Retain all required certifications including Professional Engineer licenses.
- Create and update websites for all active department-led infrastructure projects.

<b>Administration, Technical Training, &amp; Accountability Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	107,051	92,682	1.20	85,000
200 - Supplies	2,044	6,854		
300 - Other Services	55,195	66,812		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>164,290</b>	<b>166,348</b>		

**Fund: General**

**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 coordinating with 16 city boards, commissions, councils, and committees. In alphabetical order they are: Bicycle and Pedestrian Safety Commission, Board of Public Works, Common Council, Community Development Block Grant Citizen Advisory Committee, Council for Community Accessibility, Council Sidewalk Committee, Development Review Committee, MPO Policy Committee, MPO Technical Advisory Committee, Parking Commission, Plan Commission, Plat Committee, Redevelopment Commission, Traffic Commission, Council Transportation Committee, and Tree Commission. Conduct research and analysis, prepare staff reports and other meeting documents, and answer questions and make recommendations. Coordinate with the Hopewell Steering Committee in the implementation of the Bloomington Hospital Site Redevelopment Master Plan.

Goals:

- Present regular staff recommendations to boards, councils, and/or commissions with the goal of 90% acceptance/approval for all substantial Department-initiated requests by the board or commission.
- Attend or organize a minimum of 4 community meetings to discuss city projects or initiatives.



<b>Community Engagement/Boards &amp; Commissions Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	88,433	97,304	1.00	All City Staff
200 - Supplies	681	2,285		
300 - Other Services	9,199	11,135		
400 - Capital Outlays	32,218	167,538		
<b>Total</b>	<b>130,532</b>	<b>278,262</b>		

**Fund: General, Other**

**Capital Project Services**

*Activity Description:* Improve transportation safety, accessibility, efficiency, 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 and the Climate Action Plan. Coordinate with the Public Works and Parks and Recreation Departments on transportation and maintenance needs in project development and future maintenance budget planning. 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, Climate Action Plan, and Transportation Demand Management Plan, prioritize capital improvement funding requests by July 31 for consideration for the 2024 annual budget.
- Track change order costs and ensure that 90% of awarded construction contracts for major City projects stay under 105% of the bid amount upon final closeout.
- Monitor and actively manage construction project schedules to ensure 90% of construction contracts awarded are substantially completed no more than 30 days after the timelines specified in the bid packets.
- Oversee the completion of at least 65% of the Hopewell Phase 1 East site improvement construction project.
- Award and manage more than 10 new design, inspection and construction contracts (in addition to the approximately 30 existing contracts). These projects will include progress on prioritized projects from the 2022 G.O. Bonds (e.g., W 2nd Street modernization, S High Street multiuse path and intersection modernizations, N Dunn St multiuse path).
- Track project costs for Engineering capital projects and the value of new assets built through private development and accepted into the City’s inventory for the annual Works-In-Progress report that tracks infrastructure expenditures and completed assets from the 2022 fiscal year by April 30 to assist the Controller’s Office.

Capital Project Services Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	423,549	442,733	4.55	85,000
200 - Supplies	5,452	18,278		
300 - Other Services	82,792	100,218		
400 - Capital Outlays	612,142	3,183,222		
<b>Total</b>	<b>1,123,934</b>	<b>3,744,450</b>		

**Fund: 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. Maintain the City’s inventory of public rights of way and City-maintained streets. Coordinate with the Planning and Transportation Department regarding design, permitting and construction of development projects. Review and manage encroachment agreements for privately installed and maintained facilities within the public right of way. 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 and take action on at least 90% of all permits requested for right of way use and outdoor seating (approximately 300 annual permit applications) within 10 business days of receipt of complete applications.
- Inspect at least 90% of all permitted right of way use work to ensure compliance with construction requirements and appropriately resolve at least 95% of any observed violations.
- Collect at least 40 traffic volume counts and upload data into the City’s online Transportation Data Management System and B-Clear.
- Track all existing and new public improvement bonds such that 100% of them are kept active until improvements are found to meet city standards and accepted into the City’s inventory.
- Secure on-call contract and tools for material and geotechnical testing by Q2.

<b>Right of Way Management Services Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	358,388	462,194	4.75	85,000
200 - Supplies	5,452	18,278		
300 - Other Services	36,796	44,541		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>400,636</b>	<b>525,012</b>		

**Fund: General, Other**

**Recover Forward, Phase Three (American Rescue Plan Act)**

**ARPA - Engineering Capital Projects**

*Activity Description:* Further the Priority Bicycle Facilities Network identified in the Transportation Plan by constructing segments of the proposed Neighborhood Greenways system and coordinate with the Public Works and Parks and Recreation Departments on transportation and maintenance needs.

Goals:

- Construct at least four segments of Neighborhood Greenway facilities in the 2023 construction season.
- Assist Public Works with design, bidding, and construction management of at least 2 maintenance projects.

<b>ARPA Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	0		0.00	
200 - Supplies	0			
300 - Other Service	0			
400 - Capital Outlays	550,000	1,783,000		
<b>Total</b>	<b>550,000</b>	<b>1,783,000</b>		

**Funding: Other**

**Total Departmental Budget by Fund**

Category	General Fund	Alternative Transport	Cumulative Capital Devlp	ARPA	Total
1	1,094,912				1,094,912
2	45,694				45,694
3	139,506	83,200	0		222,706
4	376,260	104,500	1,087,000	1,783,000	3,350,760
<b>Total</b>	<b>1,656,372</b>	<b>187,700</b>	<b>1,087,000</b>	<b>1,783,000</b>	<b>4,714,072</b>

**2023 Budget Proposal Highlights**

The total budget request from the Engineering Department is \$4,714,072. Listed below are some highlights of significance.

**Category 1 – Personnel** request is \$1,094,912 which is a 12% increase compared to 2022. This increase primarily reflects a cost of living adjustment to base salaries and the addition of a new Engineering Field Specialist position.

**Category 2 – Supplies** request is \$45,694. This number is 235% greater than 2022 due to the purchase of additional equipment associated with the new position, replacement of the City’s radar speed feedback sign trailer, iPads for permit inspection tracking with Energov, and new construction material testing equipment.

**Category 3 – Other Services & Charges** request is \$222,706. This value is 21% greater than 2022 due in large part to a \$30,000 request for a geotechnical testing on-call service contract. Other changes reflect an increase in cell phones, travel and training, and software licenses.

**Category 4 - Capital Outlays** request is \$3,350,760, which is an increase of 181% compared to 2022. The increase represents additional investment in the Priority Bicycle Facilities Network and an increased participation in maintenance-related projects. For some projects these funds represent a local match to leverage larger federal funding sources (e.g., downtown curb ramp and citywide signal retiming projects). Other projects may utilize TIF funding or previously allocated bond funding.

**Conclusion**

The budget presented in this memorandum will allow the Engineering Department to continue maintaining and improving the transportation network’s safety, accessibility, efficiency, equity and sustainability. Thank you for your consideration of our 2023 department budget request.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 07 - Engineering</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	651,853	661,578	758,001	96,423	14.57%
	51210	FICA	-	-	46,622	50,611	57,987	7,376	14.57%
	51220	PERF	-	-	91,853	93,944	107,636	13,692	14.57%
	51230	Health and Life Insurance	-	-	157,014	171,288	161,928	(9,360)	-5.46%
	51320	Other Personal Services -DC Match	-	-	-	-	9,360	9,360	N/A
<b>Total: Personnel Services</b>			<b>-</b>	<b>-</b>	<b>947,342</b>	<b>977,421</b>	<b>1,094,912</b>	<b>117,492</b>	<b>12.02%</b>
Supplies									
	52110	Office Supplies	-	-	584	1,375	1,510	135	9.82%
	52240	Fuel and Oil	-	-	922	3,369	2,167	(1,202)	-35.68%
	52410	Books	-	-	-	1,075	1,075	-	0.00%
	52420	Other Supplies	-	-	2,917	7,035	38,942	31,907	453.55%
	52430	Uniforms and Tools	-	-	65	775	2,000	1,225	158.06%
<b>Total: Supplies</b>			<b>-</b>	<b>-</b>	<b>4,488</b>	<b>13,629</b>	<b>45,694</b>	<b>32,065</b>	<b>235.27%</b>
Other Services and Charges									
	53160	Instruction	-	-	1,753	3,650	6,100	2,450	67.12%
	53210	Telephone	-	-	4,553	6,525	9,035	2,510	38.47%
	53220	Postage	-	-	133	200	200	-	0.00%
	53230	Travel	-	-	-	2,680	3,220	540	20.15%
	53240	Freight / Other	-	-	61	130	130	-	0.00%
	53310	Printing	-	-	296	500	500	-	0.00%
	53320	Advertising	-	-	887	900	2,000	1,100	122.22%
	53620	Motor Repairs	-	-	11,185	11,452	10,571	(881)	-7.69%
	53830	Bank Charges	-	-	856	1,200	1,200	-	0.00%
	53910	Dues and Subscriptions	-	-	1,628	2,340	2,340	-	0.00%
	53990	Other Services and Charges	-	-	15,403	72,805	104,210	31,405	43.14%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>36,755</b>	<b>102,382</b>	<b>139,506</b>	<b>37,124</b>	<b>36.26%</b>
Capital Outlays									
	54110	Land Purchase	-	-	340,615	-	-	-	N/A
	54310	Improvements Other Than Building	-	-	137,884	324,360	376,260	51,900	16.00%
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>478,499</b>	<b>324,360</b>	<b>376,260</b>	<b>51,900</b>	<b>16.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,467,083</b>	<b>\$ 1,417,792</b>	<b>\$ 1,656,372</b>	<b>\$ 238,581</b>	<b>16.83%</b>

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	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 601 - Cumulative Capital Devlp(S2391)</b>									
<u>Expenditures</u>									
<b>Department: 07 - Engineering</b>									
Capital Outlays									
	54110	Land Purchase	-	-	-	-	10,000	10,000	N/A
	54310	Improvements Other Than Building	-	-	145,655	320,000	1,077,000	757,000	236.56%
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>145,655</b>	<b>320,000</b>	<b>1,087,000</b>	<b>767,000</b>	<b>239.69%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 145,655</b>	<b>\$ 320,000</b>	<b>\$ 1,087,000</b>	<b>\$ 767,000</b>	<b>239.69%</b>

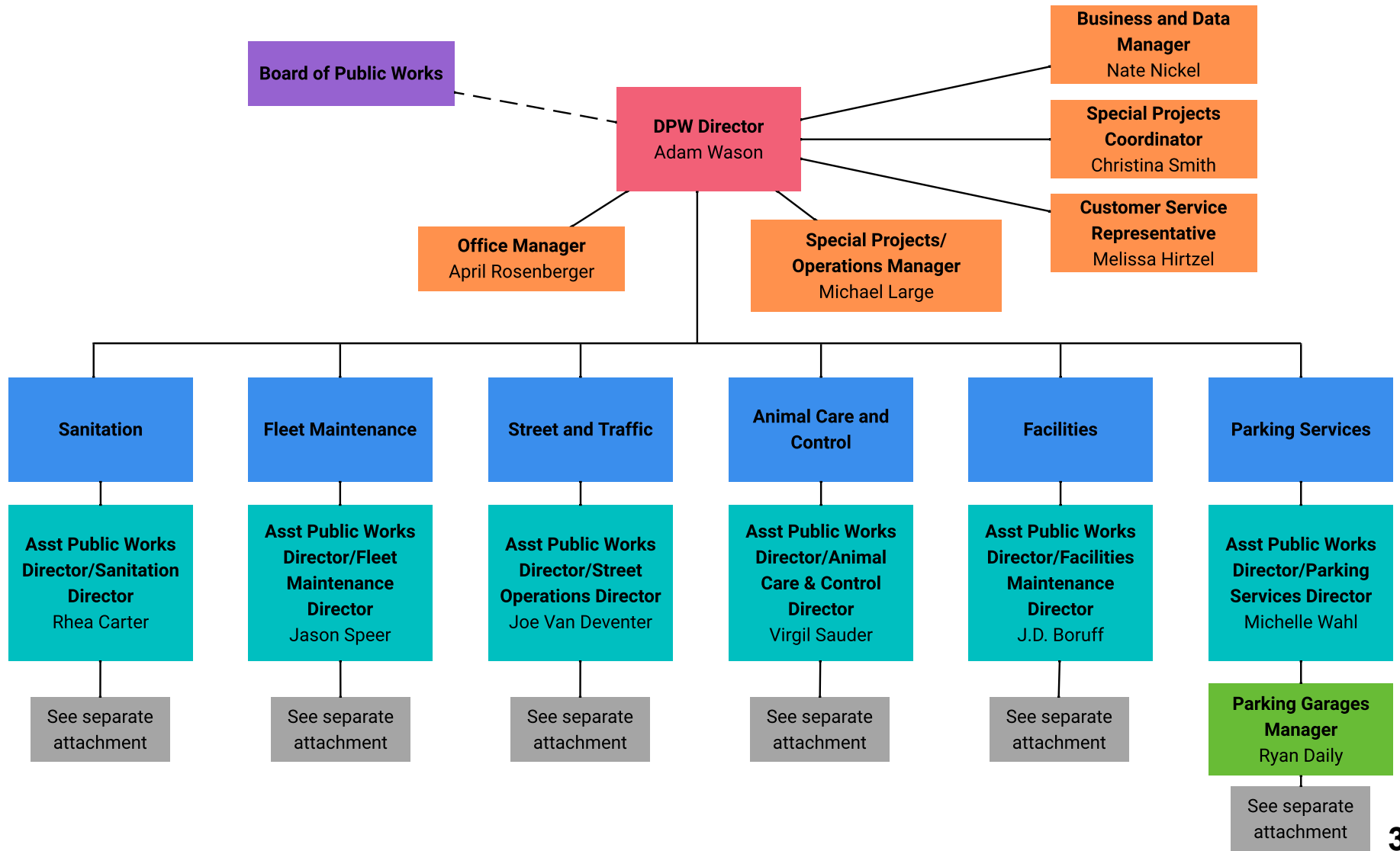
CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted	2023 Council	\$ +/-	% +/-
<b>Fund: 454 - Alternative Transport(S6301)</b>									
<u>Expenditures</u>									
<b>Department: 07 - Engineering</b>									
Other Services and Charges									
	53110	Engineering and Architectural	-	-	-	81,600	83,200	1,600	1.96%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>81,600</b>	<b>83,200</b>	<b>1,600</b>	<b>1.96%</b>
Capital Outlays									
	54310	Improvements Other than Buildings	-	-	4,038	-	104,500	104,500	N/A
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>4,038</b>	<b>-</b>	<b>104,500</b>	<b>104,500</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,038</b>	<b>\$ 81,600</b>	<b>\$ 187,700</b>	<b>\$ 106,100</b>	<b>130.02%</b>

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	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 07 - Engineering</b>									
Capital Outlays									
	54310	Improvements Other Than Building	-	-	-	550,000	1,783,000	1,233,000	224.18%
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>550,000</b>	<b>1,783,000</b>	<b>1,233,000</b>	<b>224.18%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 550,000</b>	<b>\$ 1,783,000</b>	<b>\$ 1,233,000</b>	<b>224.18%</b>





## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Adam Wason, Public Works Director  
**Date:** August 25, 2022

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### **Why We Exist**

The Department of Public Works Administrative Division directs the daily, strategic and financial operations of 6 separate divisions that provide essential municipal infrastructure, services and operations to visitors and residents of Bloomington: Animal Care & Control, Facilities Maintenance, Fleet Maintenance, Parking Services, Sanitation and Street.

The Department of Public Works Administrative Division also supports 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.

### **Background**

The Department of Public Works Administrative Division has 6 full-time employees and 3 Board of Public Works members who are compensated, per municipal code. It serves a population of 85,000 people and provides administrative support for the 6 divisions, as well as for the City's Board of Public Works.

Staff are the first point of contact for constituent services to the public at City Hall via the front desk and through the main City telephone switchboard, plus manage all internal and external room reservations in the building. They also oversee the planning, coordination and safe execution of the special events in the community that are presented and approved by the Board of Public Works.

The Department of Public Works Administrative Division provided its core roles unabated during the COVID-19 pandemic and continues to offer important services and activities that are fully available to both the public and internal City of Bloomington customers. This includes maintaining a continuous front desk presence at City Hall to answer the phone, greet visitors and connect them to the appropriate City departments or resources. This is especially important as the Atrium remains the focal point of daily business at City Hall while direct access to offices remains limited to City employees only. Staff members are also always on-site at City Hall to facilitate necessary internal activities such as sorting and metering the daily mail, receiving packages, handling claims, processing financial invoices and purchase orders, paying bills, etc.

The Board of Public Works has now transitioned from a virtual only format to a hybrid in-person and virtual option for their bi-weekly meetings and meets fully in person at City Hall for their bi-weekly work sessions. Staff prepares agendas and packets and facilitates the work sessions and meetings, as well as hosts public input via virtual platforms, so that the Board's important role and responsibilities to the community remain uninterrupted.

### **2023 Budget Highlights**

The Department of Public Works Administrative Division is committed to navigating new challenges, while always maintaining critical daily operations and delivering essential services to residents and visitors to the community alike. Highlights include:

- Complete the self-assessment phase of the 2023 Agency Accreditation process with the American Public Works Association.
- Utilize data analytics and information from the enterprise management software portfolios that are used across all Public Works divisions to make better informed operational and financial decisions.
- Coordinate regularly with other departments on all new sidewalk and sidepath improvements that occur as part of City transportation projects or through private developments. This updated data will be added to both the City's Geographic Information System maps and asset management software platform to maintain current and accurate multimodal transportation records.
- Continue moving towards a citywide Light Emitting Diode (LED) street lighting inventory by annually replacing 30 of the oldest legacy high pressure sodium vapor lights (1% of the current inventory of 2,817 lights every year) that consume large amounts of energy with modern and energy efficient LED technologies.
- Serve the public by welcoming all guests to City Hall at the front desk and directing them to appropriate City departments or government services, as well as providing a professional response to all that call the main City switchboard telephone line.
- Maximize 2023 professional development opportunities for the Public Works Department by having a minimum of 4 staff members attend local, state, and national conferences or professional development events. This will increase their expertise and knowledge base of best management practices being implemented by peer communities around the nation and even internationally.

## **Sustainability and Climate Action**

The Department of Public Works Administrative Division will also undertake sustainable projects and actions that will benefit the climate in 2023. A few examples to highlight include:

### **Administration:**

- Convert older, legacy sodium vapor street lights to modern and efficient Light Emitting Diode (LED) technologies citywide, which will significantly lower energy use, carbon emissions, and the overall impact that City operations have on the environment.
- Coordinate with other City departments to maintain current and accurate sidewalk and sidepath records in the asset management system, which allows for better maintenance management and more focused capital planning opportunities for multimodal transportation.
- Some DPW office staff are working remotely several days a week, eliminating the need for them to commute to work by vehicle.

### **Animal Care & Control:**

- Utilize a new, more energy efficient incinerator at the Animal Shelter to better meet current air quality standards.

### **Facilities Maintenance:**

- Implement digital control systems for HVAC systems at Public Works maintained facilities that will provide the ability to program schedules that save energy, monitor the efficiency of systems and negate vehicle trips by allowing for centralized control of systems in remote facilities.
- The Facilities Division will be completely transitioning from gas powered handheld power tools to battery powered tools in 2023. The Brighten B-Town crews are already being equipped with them in 2022.

### **Fleet Maintenance:**

- Construct a light repair and parts/tire storage facility on-site at the Fleet garage that will negate the need to drive to the current off-site storage facility, reducing vehicle trips and carbon emissions.
- Coordinate all new vehicle purchases with the Assistant Director of Sustainability to maximize fuel-efficient, lower-emission, hybrid and electric vehicle replacement options for the City's fleet.

### **Parking Services:**

- Achieve a Parksmart certification for the Trades District and 4th Street garages, with the goal of "silver certification". These will be the first garages in the state to achieve Parksmart certification.

### Sanitation:

- Educate the community about “clean recycling” protocols to reduce the amount of Bloomington’s recycling stream that is diverted to the landfill due to improper sorting or not being properly cleaned.
- Partner with at least one Indiana University class to research and promote clean recycling practices to college students in 2023.
- Provide a weekly curbside recycling service despite higher recycling processing costs, due to shifts in the commodities pricing market and international demand. The City of Bloomington remains one of the very few Indiana public agencies that still accepts glass items.
- Continue the biweekly yard waste curbside collection program that keeps organic waste out of the trash stream (700 truckloads in 2021, 230 to date in 2022), diverting it instead to local composting facilities and promoting sustainable and eco-friendly disposal practices in the community.

### Street:

- Employ fresh sidewalk and accessible curb ramp condition data, as well as first ever sidepath condition data, from the 2022 field reconnaissance update project for capital budget planning and targeted multi-modal transportation system improvements that help lessen dependence on vehicular trips and allow better movement options for those that do not own, or only have limited access to, a personal automobile.

### **Diversity, Equity and Inclusion**

The Department of Public Works Administrative Division is actively engaged in addressing diversity, equity and inclusion. A few examples to highlight from across the entire spectrum of the Public Works Department include the following proposed initiatives and ongoing projects:

### Administration:

- Lead and collaborate on efforts with other City departments to identify opportunities to install additional accessible curb ramps, sidewalks, sidepaths and bike lanes to further strengthen the multi-modal transportation system for all users throughout the community.
- Serving the public by welcoming *all* guests to City Hall and directing them to appropriate City departments or governmental agencies to serve their needs, as well as providing a professional response to everyone that calls the main City switchboard telephone line.
- Opportunities for staff to learn the latest Diversity, Equity and Inclusion best practices and techniques from other municipalities around the country through national conferences or training sessions provided through the American Public Works Association or related professional local government organizations.

### Animal Care & Control:

- Foster the important human-animal companionship bond for all residents through the development and expansion of relationships with area agencies to provide owner support for alternatives to shelter surrenders, while maintaining appropriate long-term care of animals.

Facilities Maintenance:

- Continue to lead and administer the Brighten B-town program in 2023 utilizing staffing resources from community partner Centerstone (a not-for-profit health system providing mental health and substance abuse treatments) that will provide inclusive job training and employment growth for the clients that are involved.

Fleet Maintenance:

- Vehicles and equipment are maintained and kept operational to provide both a wide range of important municipal services and critical emergency response to all of Bloomington's residents and visitors.

Parking Services:

- Updating and painting Americans with Disabilities Act accessible on-street parking spaces and other street parking infrastructure to improve the customer service experience by accommodating all users.

Sanitation:

- The "Flag Stop Program" provides an option for residents that are unable to move their carts to the appropriate location for collection due to a medical issue. For those enrolled in the program, Sanitation personnel bring the carts to the curb for collection and replace them after pickup to their original location.
- Continuing educational outreach and information sharing efforts with a wide range of community groups regarding City sanitation services.

Street:

- Increase participation in the Sidewalk Repair Assistance Program for qualifying income-based homeowners by replacing 1,000 linear feet of sidewalks rated in poor condition.
- Repair at least 6,000 linear feet of residential sidewalks that are rated as being in poor condition utilizing both in-house repairs and contracting services, while also installing at least 100 new or upgraded Americans with Disability Act compliant sidewalk curb ramps during 2023 paving projects.
- Remove at least 1,000 trip hazards on sidewalks at various locations by utilizing a saw cutting or grinding solution.

**Department of Public Works-Administration 2023 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	359,203	510,660	512,321	563,299	596,303	33,004	6%
200 - Supplies	137,845	137,606	139,014	142,962	145,793	2,831	2%
300 - Other Services	986,387	776,660	1,889,059	1,108,708	1,180,853	72,145	7%
400 - Capital Outlays	411,825	214,212	411,579	337,500	337,500	-	0%
<b>Total</b>	<b>1,895,260</b>	<b>1,639,137</b>	<b>2,951,973</b>	<b>2,152,469</b>	<b>2,260,449</b>	<b>107,980</b>	<b>5%</b>

**2023 Activity Descriptions and Goals**

**Administration**

*Activity Description:* Develop and establish department policies and practices that result in improved public service delivery, efficient program management and good financial resource stewardship. Manage and supervise daily operations and financial management of the administrative office and other Public Works divisions.

Goals:

- Submit a signed statement of intent and self-assessment application to the American Public Works Association’s Agency Accreditation Program by August 31.
- Replace at least 30 high pressure sodium vapor street lights with LED technology in 2023.

<b>Administration Program Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	192,083	219,691	3.50	The City population of 85,000 plus thousands more visiting the community.
200 - Supplies	71,481	72,897		
300 - Other Services	277,177	649,469		
400 - Capital Outlays	0	337,500		
<b>Total</b>	<b>540,741</b>	<b>1,279,556</b>		

**Fund: 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. Staff are also responsible for overseeing the planning, coordination and safety of all community special events that are presented and approved by the Board.

Goals:

- Collect annual year-end Board of Public Works statistics and report on the B-Clear data portal by the end of Q1.

Board of Public Works Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	229,584	247,936	3.95	The Board holds 25 meetings and 24 working sessions and serves the City population of 85,000.
200 - Supplies	35,741	36,448		
300 - Other Services	55,435	59,043		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>320,760</b>	<b>343,427</b>		

**Fund: General**

**Infrastructure Asset Management**

*Activity Description:* Develop and establish real-time data-collection practices, condition-index parameters, inspection cycles, preventative maintenance activities and work orders to manage and maintain public infrastructure assets to maximize their performance, cost effectiveness and expected life spans.

Goals:

- Conduct quarterly coordination meetings with Engineering, GIS and Street Division staff to review all sidewalk and sidepath infrastructure improvements that result from both City transportation projects or private development to maintain current and accurate multimodal transportation records.

Infrastructure Asset Management Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	16,488	43,938	0.70	A regional population of approximately 173,000 people, plus thousands more visiting the community.
200 - Supplies	0	0		
300 - Other Services	110,871	177,128		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>127,360</b>	<b>221,066</b>		

**Fund: General**

**City Hall Constituent Services**

*Activity Description:* Serve as the first point of contact to the public when they visit City Hall or call the main City switchboard. Manage all reservations for booking City Hall meeting rooms and pool vehicle/bicycle usage for official use by City employees.

Goals:

- Add a second workstation for an additional staff member to work at the Atrium front desk.
- Assure that at least 2 staff members will hold and maintain a public notary certification.
- A minimum of 4 staff members will attend either a national conference or a state/regional professional development event to stay current with best practices and cutting edge projects occurring in other communities.



Constituent Services Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	125,143	84,738	1.35	The City population of 85,000 plus thousands more visiting the community.
200 - Supplies	35,741	36,448		
300 - Other Services	665,225	295,213		
400 - Capital Outlays	337,500	0		
<b>Total</b>	<b>1,163,608</b>	<b>416,399</b>		

**Fund: General**

**Total Departmental Budget by Fund**

Category	General Fund
1	596,303
2	145,793
3	1,180,853
4	337,500
<b>Total</b>	<b>2,260,449</b>

**2023 Budget Request Highlights**

The Public Works Administrative Division's total general fund budget request is \$2,260,449. This is an increase of \$107,980.

**Category 1 – Personnel** request is \$596,303, which is an increase of \$33,004.

**Category 2 – Supplies** request is \$145,793, which is an increase of \$2,831. This increase is the result of higher fuel and oil costs and a small increase for miscellaneous office supplies.

**Category 3 – Other Services & Charges** request is \$1,180,853, which is an increase of \$72,145. This increase is the result of DPW Administrative staff members attending professional development training and obtaining required certification sessions, hiring professional consulting services to conduct facility needs assessments and higher deductibles for the liability and casualty insurance premiums.

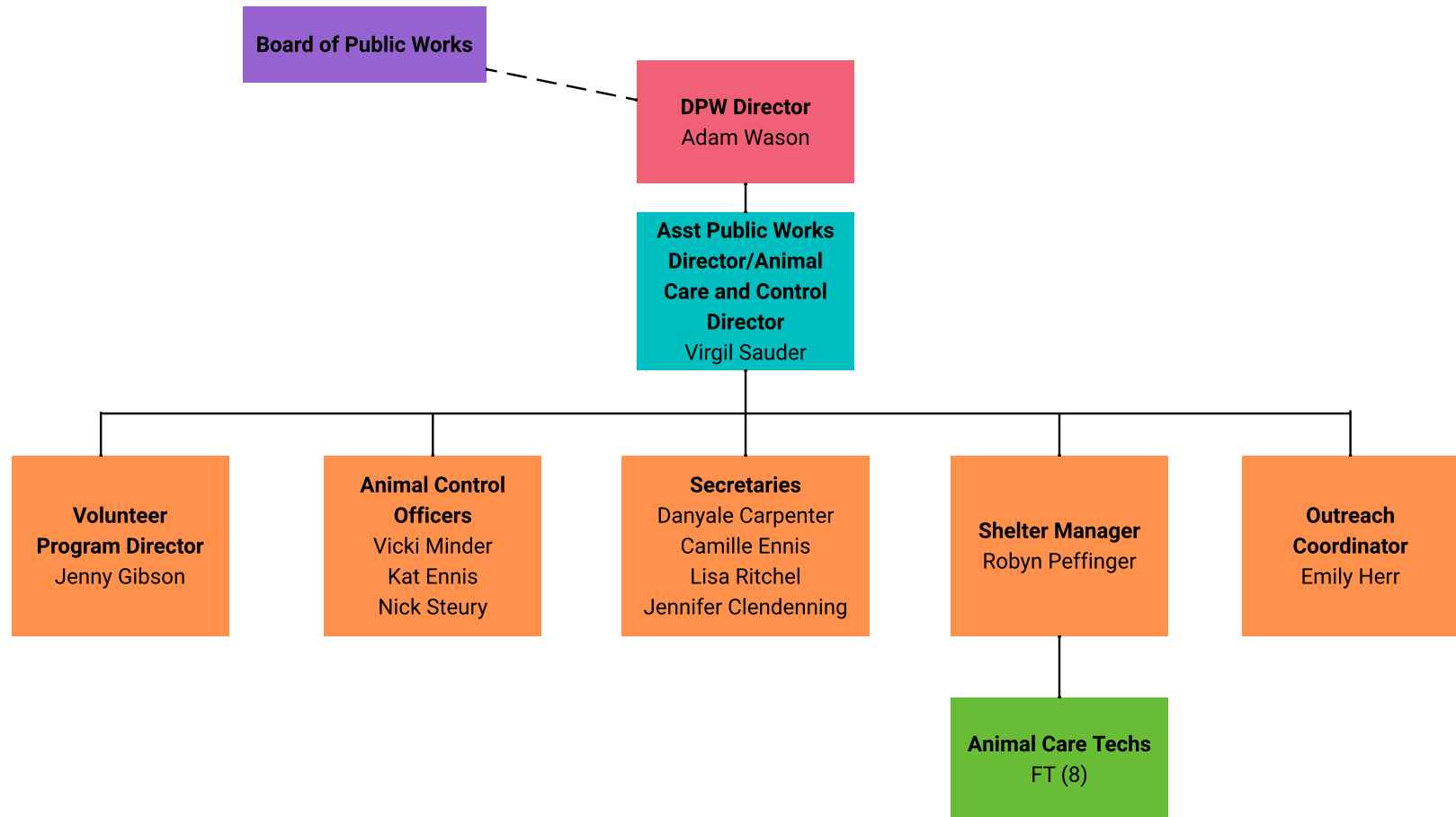
**Category 4 – Capital Outlays** request is \$337,500, no change from 2022.

**Conclusion**

The Department of Public Works Administrative Division 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.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 02 - Public Works</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	239,983	345,418	354,889	381,710	408,796	27,086	7.10%
	51120	Salaries and Wages - Temporary	1,660	10,241	6,407	12,480	12,480	-	0.00%
	51210	FICA	17,317	25,556	25,869	30,156	32,228	2,072	6.87%
	51220	PERF	33,183	48,082	49,499	53,309	57,155	3,846	7.21%
	51230	Health and Life Insurance	67,060	81,363	75,657	85,644	80,964	(4,680)	-5.46%
	51320	Other Personal Services -DC Match	-	-	-	-	4,680	4,680	N/A
<b>Total: Personnel Services</b>			<b>359,203</b>	<b>510,660</b>	<b>512,321</b>	<b>563,299</b>	<b>596,303</b>	<b>33,004</b>	<b>5.86%</b>
Supplies									
	52110	Office Supplies	1,863	2,710	651	2,800	2,800	-	0.00%
	52240	Fuel and Oil	2,343	1,332	2,590	2,675	5,106	2,431	90.88%
	52330	Street , Alley, and Sewer Material	132,887	132,887	132,887	132,887	132,887	-	0.00%
	52420	Other Supplies	752	677	2,886	4,600	5,000	400	8.70%
<b>Total: Supplies</b>			<b>137,845</b>	<b>137,606</b>	<b>139,014</b>	<b>142,962</b>	<b>145,793</b>	<b>2,831</b>	<b>1.98%</b>
Other Services and Charges									
	53160	Instruction	6,492	457	2,174	18,925	26,425	7,500	39.63%
	53170	Mgt. Fee, Consultants, and Workshops	53,340	40,000	36,194	40,000	70,000	30,000	75.00%
	53210	Telephone	2,168	2,501	2,838	3,940	3,940	-	0.00%
	53230	Travel	3,808	-	-	6,500	6,500	-	0.00%
	53320	Advertising	993	1,750	-	1,800	1,800	-	0.00%
	53410	Liability / Casualty Premiums	244,369	341,993	425,402	522,657	522,657	-	0.00%
	53420	Worker's Comp & Risk	345,294	342,274	342,274	342,274	342,274	-	0.00%
	53620	Motor Repairs	8,006	9,207	11,675	6,952	11,397	4,445	63.94%
	53630	Machinery and Equipment Repairs	-	-	-	500	500	-	0.00%
	53650	Other Repairs	-	-	1,000	10,000	10,000	-	0.00%
	53710	Land Rental	1,590	1,574	1,689	2,500	2,700	200	8.00%
	53830	Bank Charges	1,976	986	865	36,000	36,000	-	0.00%
	539010	Inter-Fund Transfers	-	-	1,000,000	-	-	-	N/A
	53910	Dues and Subscriptions	1,823	1,900	2,360	3,100	3,100	-	0.00%
	53940	Temporary Contractual Employee	1,375	550	-	1,560	1,560	-	0.00%
	53990	Other Services and Charges	315,154	33,469	62,589	112,000	142,000	30,000	26.79%
<b>Total: Other Services and Charges</b>			<b>986,387</b>	<b>776,660</b>	<b>1,889,059</b>	<b>1,108,708</b>	<b>1,180,853</b>	<b>72,145</b>	<b>6.51%</b>
Capital Outlays									
	54510	Other Capital Outlays	209,325	11,712	209,079	135,000	135,000	-	0.00%
	549010	Inter-Fund Transfers	202,500	202,500	202,500	202,500	202,500	-	0.00%
<b>Total: Capital Outlays</b>			<b>411,825</b>	<b>214,212</b>	<b>411,579</b>	<b>337,500</b>	<b>337,500</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,895,260</b>	<b>\$ 1,639,137</b>	<b>\$ 2,951,973</b>	<b>\$ 2,152,469</b>	<b>\$ 2,260,449</b>	<b>\$ 107,980</b>	<b>5.02%</b>



## Memorandum

**TO:** Members of the City of Bloomington Common Council

**FROM:** Virgil Sauder, Assistant Public Works Director/Animal Care and Control Director  
Adam Wason, Director of Public Works

**Date:** August 25, 2022

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### **Why We Exist**

Animal Care and Control is a division of the Department of Public Works 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 19.3 full-time employees and serves a population of 147,000, plus thousands more that visit the animal shelter annually. In 2021 the Animal Shelter provided shelter for 3,210 animals, of which 2,176 were adopted into new homes and 419 were reunited with their owners. The 3 Animal Control Officers responded to a total of 1,632 service calls in 2021 (there were 1,571 service calls in 2020).

Animal Care and Control continued to experience significant impacts from COVID-19. The Shelter adjusted its adoption center policy throughout the year to limit large gatherings of individuals. Most days the adoption center was closed for public visitation and operated via appointment only. The Shelter also continued to see a slow return of volunteers in 2021-2022 and more frequent volunteer absences due to illnesses or concern over COVID numbers in the community. Adoption applications and photos of animals were always available online 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 updated operating procedures using all required personal protective equipment.

**2023 Budget Highlights**

Animal Care & Control will continue to provide essential services, while responding to the new and unforeseen challenges in these times. Many programs will utilize donation funds that have been earmarked for a variety of animal health, education and enrichment initiatives. Several areas to emphasize include the following:

- Provide education on responsible pet ownership.
- Continue developing and expanding relationships with area agencies to provide owner support for alternatives to shelter surrenders, while maintaining appropriate long-term care of animals.
- Utilize volunteer and intern programs to fill in staffing gaps.
- Increase access to post-adoption and pre-surrender animal behavioral support.
- Continue to maintain and expand our robust foster program to include more animals.

**Department of Public Works-Animal Care and Control 2023 Budget Summary**

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Actual	2021 Budget	2023 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,245,721	1,334,738	1,336,812	1,374,612	1,434,236	59,624	4%
200 - Supplies	135,408	122,733	123,512	145,741	154,988	9,247	6%
300 - Other Services	233,377	201,027	215,877	255,399	266,053	10,654	4%
400 - Capital Outlays	51,693	67,146	81,598	-	-	-	0%
<b>Total</b>	<b>1,666,199</b>	<b>1,725,644</b>	<b>1,757,798</b>	<b>1,775,752</b>	<b>1,855,277</b>	<b>79,525</b>	<b>4%</b>

**2023 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:

- Increase the percentage of animals that move through foster homes from 35% to 37% in 2023.

Percentage of Animals in Foster Care					
2017	2018	2019	2020	2021	2022 YTD
23%	25%	30%	35%	35%	21%

- Maintain the Live Release Rate (LRR) to at least 95% in 2023. 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	2021	2022 YTD
91%	92%	91%	95%	95%	96%

Animal Shelter Operations Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	744,663	776,962	10.03	This activity serves a population of 147,000.
200 - Supplies	112,221	119,341		
300 - Other Services	191,549	199,540		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,048,431</b>	<b>1,095,843</b>		

**Fund: 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:

- Return volunteer involvement to at least 10,000 hours in 2023.

Volunteer Hours					
2017	2018	2019	2020	2021	2022 YTD
10,820	10,285	11,482	3,696	4,432	2450

<b>Volunteer Coordination Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	164,792	171,940	2.22	This activity serves a population of 147,000.
200 - Supplies	11,659	12,399		
300 - Other Services	20,432	21,284		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>196,883</b>	<b>205,623</b>		

**Fund: 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:

- Provide post-adoption behavioral support to 75% of dogs involved in the Division's pre-adoption behavior programs, and 20% of all canine adoptions at the shelter.

<b>Humane Education/Public Relations Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	173,532	188,804	2.44	This activity serves a population of 147,000.
200 - Supplies	7,287	7,749		
300 - Other Services	17,878	18,624		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>198,697</b>	<b>215,178</b>		

**Fund: 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 at least 78% of Animal Control calls within 24 hours in 2023.

Percentage of Animal Control Calls closed within 24 hours (Software system in place beginning 2019)					
2017	2018	2019	2020	2021	2022 YTD
NA	NA	75%	77%	78%	65%

Animal Control/Field Operations Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	291,625	296,530	3.83	The city population of 85,000.
200 - Supplies	14,574	15,499		
300 - Other Services	25,540	26,605		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>331,739</b>	<b>338,634</b>		

**Fund: General**

**Revenue**

No significant changes from 2022 figures expected.

**Total Departmental Budget by Fund**

Category	General Fund
1	1,434,236
2	154,988
3	266,053
4	0
<b>Total</b>	<b>1,855,277</b>

**2023 Budget Request Highlights**

The Animal Care and Control Division’s general fund budget request is \$1,781,208, which is an increase of \$55,956.

**Category 1 – Personnel Services** request is \$1,420,667, which is an increase of \$46,055.

**Category 2 – Supplies** request is \$147,988, which is an increase of \$9,247. This increase is the result of higher fuel and oil costs.

**Category 3 – Other Services & Charges** request is \$212,553, which is an increase of \$654. This increase is the result of increased cell phone costs.

**Category 4 – Capital Outlays** request is \$0, no change from 2022.



### **2023 Expenses (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 Donations Over \$5,000 budget request is \$74,069, which is an increase of \$23,569.

**Category 1 – Personnel Services** request is \$13,569, which is an increase of \$13,569. This increase is the result of hiring a temporary Foster Care Coordinator to assist the Shelter Manager in growing the foster program and providing increased support to foster families.

**Category 2 - Supplies** request is \$7,000, no change from 2022.

**Category 3 – Other Services & Charges** request is \$53,500, which is an increase of \$10,000. This increase is the result of providing repairs to the dog housing areas, including improved sound dampening and repairs to the outside runs.

**Category 4 - Capital Outlays** request is \$0, no change from 2022.

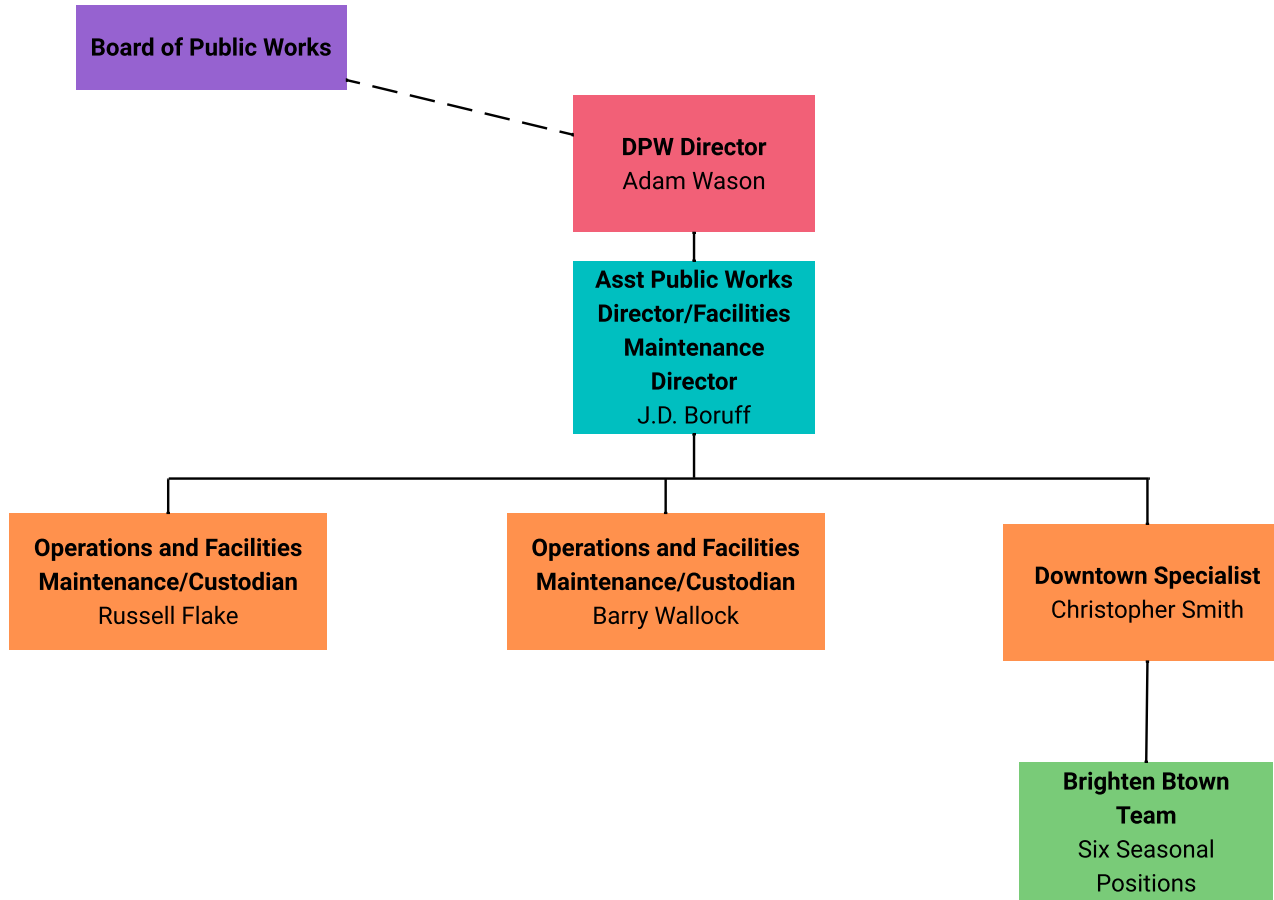
### **Conclusion**

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 2023 budget request.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 01 - Animal Shelter</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	731,106	815,924	810,325	836,248	874,041	37,793	4.52%
	51120	Salaries and Wages - Temporary	31,629	19,089	24,812	18,590	31,200	12,610	67.83%
	51130	Salaries and Wages- Overtime	46,242	42,025	46,504	52,873	52,873	-	0.00%
	51210	FICA	57,416	62,491	62,883	69,440	73,296	3,856	5.55%
	51220	PERF	108,122	124,003	121,081	126,255	131,620	5,365	4.25%
	51230	Health and Life Insurance	271,206	271,206	271,206	271,206	256,386	(14,820)	-5.46%
	51320	Other Personal Services -DC Match	-	-	-	-	14,820	14,820	N/A
<b>Total: Personnel Services</b>			<b>1,245,721</b>	<b>1,334,738</b>	<b>1,336,812</b>	<b>1,374,612</b>	<b>1,434,236</b>	<b>59,624</b>	<b>4.34%</b>
Supplies									
	52110	Office Supplies	1,854	680	824	2,000	2,000	-	0.00%
	52210	Institutional Supplies	113,512	106,696	104,179	112,000	112,000	-	0.00%
	52240	Fuel and Oil	8,127	5,945	7,302	9,791	19,038	9,247	94.44%
	52310	Building Materials and Supplies	2,658	1,285	2,006	2,000	2,000	-	0.00%
	52340	Other Repairs and Maintenance	2,448	248	3,600	8,800	8,800	-	0.00%
	52410	Books	545	200	99	300	300	-	0.00%
	52420	Other Supplies	4,736	4,040	2,010	6,850	6,850	-	0.00%
	52430	Uniforms and Tools	1,528	3,639	3,492	4,000	4,000	-	0.00%
<b>Total: Supplies</b>			<b>135,408</b>	<b>122,733</b>	<b>123,512</b>	<b>145,741</b>	<b>154,988</b>	<b>9,247</b>	<b>6.34%</b>
Other Services and Charges									
	53130	Medical	128,392	97,459	127,664	128,145	128,145	-	0.00%
	53140	Exterminator Services	-	-	-	1,500	1,500	-	0.00%
	53160	Instruction	5,121	7,285	3,187	3,270	3,270	-	0.00%
	53210	Telephone	2,758	2,408	2,848	3,000	3,900	900	30.00%
	53220	Postage	452	287	537	950	950	-	0.00%
	53230	Travel	3,496	2,178	-	2,500	2,500	-	0.00%
	53310	Printing	939	993	363	1,750	1,750	-	0.00%
	53320	Advertising	-	-	-	4,000	4,000	-	0.00%
	53510	Electrical Services	17,261	14,698	19,072	21,400	21,400	-	0.00%
	53530	Water and Sewer	5,156	5,223	6,043	7,000	7,000	-	0.00%
	53540	Natural Gas	13,771	12,024	10,000	20,000	20,000	-	0.00%
	53610	Building Repairs	31,721	24,469	20,125	22,000	32,000	10,000	45.45%
	53620	Motor Repairs	12,544	13,403	9,317	8,799	8,553	(246)	-2.80%
	53630	Machinery and Equipment Repairs	-	-	2,156	1,000	1,000	-	0.00%
	53640	Hardware and Software Maintenance	1,575	1,873	1,920	2,280	2,280	-	0.00%
	53650	Other Repairs	-	8,365	2,190	10,000	10,000	-	0.00%
	53830	Bank Charges	2,757	2,775	2,995	3,000	3,000	-	0.00%
	53910	Dues and Subscriptions	400	400	400	800	800	-	0.00%
	53960	Grants	3,900	3,900	3,900	3,900	3,900	-	0.00%
	53990	Other Services and Charges	3,135	3,285	3,160	10,105	10,105	-	0.00%
<b>Total: Other Services and Charges</b>			<b>233,377</b>	<b>201,027</b>	<b>215,877</b>	<b>255,399</b>	<b>266,053</b>	<b>10,654</b>	<b>4.17%</b>
Capital Outlays									
	54440	Motor Equipment	36,693	44,073	-	-	-	-	N/A
	54510	Other Capital Outlays	15,000	23,074	81,598	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>\$51,692.53</b>	<b>\$67,146.24</b>	<b>\$81,598.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,666,199</b>	<b>\$ 1,725,644</b>	<b>\$ 1,757,798</b>	<b>\$ 1,775,752</b>	<b>\$ 1,855,277</b>	<b>\$ 79,525</b>	<b>4.48%</b>



## Memorandum

**TO:** Members of the City of Bloomington Common Council

**FROM:** J.D. Boruff, Assistant Public Works Director/Facilities  
Maintenance Director  
Adam Wason, Director of Public Works

**Date:** August 25, 2022

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### Why We Exist

Facilities Maintenance is a division of the Department of Public Works responsible for sustaining 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.

Several criteria determine successful facility programming including safety of users, structural condition and overall cleanliness of City of Bloomington and Redevelopment Commission owned facilities. Other indicators of success are safety of staff, equipment meeting or exceeding expected lifespans and optimizing energy usage in facilities.

### Background

The Facilities Maintenance team has 4 full-time employees. These include the Operations and Facilities Director, two Maintenance Custodians, and the Downtown Specialist. It serves an approximate population of 85,000 people and is responsible for maintaining 18 City of Bloomington buildings (outside of those owned by the Parks & Recreation and Utilities Departments), 4 parking garages and 5 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 building space maintained totals approximately 770,000 square feet and is the workspace for more than 550 City of Bloomington employees.

The expectation is that the impact of COVID-19 on Facility Maintenance operations will be greatly diminished in 2023, especially when compared to the previous three years. A stockpile of COVID-19 related items such as masks and disinfectant will be maintained for any future need. Staff will continuously monitor developments and update response plans accordingly.

### **2023 Budget Highlights**

Facilities Maintenance plans to maintain critical operations and perform important initiatives in 2023. The Facilities Director will continue to lead and administer the Brighten B-town program next year. It will again utilize staffing resources from community partner Centerstone, a not-for-profit health system providing mental health and substance abuse treatments. The Brighten B-town program is a methodical and geographically targeted delivery of upkeep and maintenance services designed for greater efficiency and more visible results. The Brighten B-town crews are also utilized for large scale clean-ups of targeted areas, snow removal from crosswalks and pedestrian ramps in the downtown area and occasional assistance with general facility maintenance projects.

In 2022, the solar installations at City Hall, Fleet Maintenance garage, Street Division garage, Bloomington Transit Center, parking garages, fire stations, and Police Department facilities produced approximately 447 Kilowatt hours of electricity. This accounted for 0.3 metric tons of carbon emissions avoided and staff expect similar results in 2023.

There are several major projects involving the Fire Department planned to occur in 2023. One involves Fire Station #3. The preliminary planning for a new fire station to replace Fire Station #3 has been initiated. The second concerns the proposed Fire Station #1 replacement, also called the Headquarters Station. After the locations of the new fire stations have been determined, the Facilities Director will become heavily involved in the design and construction of the new facilities. The location for either of these stations has yet to be determined as of the writing of this memo. This makes it impossible to even estimate dates for phases, such as design and construction.

Due to age and extensive use, the remaining buildings, in which firefighters live and work 24/7, need continual building envelope and mechanical repairs, as well as general cosmetic upgrades, to adequately perform their mission. No capital projects are anticipated for Bloomington Police Department facilities in 2023, which include Headquarters, Emergency Dispatch Center, Training Center, and Training Annex.

Although a project to integrate HVAC equipment into a digital control system was completed at City Hall in 2022, Facilities Maintenance staff will continue with design, cost projections and implementation of digital control systems for HVAC systems at Public Works maintained facilities. Digital control systems will provide the ability to program schedules that save energy, monitor the

efficiency of systems and allow for centralized control of systems in remote facilities. The ultimate goal is to create safe and habitable spaces for both City staff and the public.

**Department of Public Works-Facilities Maintenance 2023 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	300,597	302,278	276,513	303,356	320,932	17,577	6%
200 - Supplies	43,465	21,482	24,976	46,987	64,397	17,410	37%
300 - Other Services	707,544	459,984	495,874	563,370	921,982	358,612	64%
400 - Capital Outlays	371,553	659,455	-	100,000	58,000	(42,000)	-42%
<b>Total</b>	<b>1,423,159</b>	<b>1,443,199</b>	<b>797,362</b>	<b>1,013,713</b>	<b>1,365,311</b>	<b>351,599</b>	<b>35%</b>

**2023 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, 7 days a week, 365 days a year basis.

Goals:

- Zero lost time to OSHA reportable accidents in 2023.
- Expand the equipment inventoried in the asset management system to extend the lifespan of City assets, reduce unexpected equipment downtime and avoid costly repairs.
- Track and optimize energy use at all facilities using digital HVAC controls, retrofitting existing equipment with more efficient types, and specifying the most efficient fixtures and equipment in all new facility designs.

<b>Facilities Operations Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	235,101	248,723	3.10	The City's population of 85,000 and visitors to City Hall.
200 - Supplies	46,047	63,109		
300 - Other Services	563,370	921,982		
400 - Capital Outlays	100,000	58,000		
<b>Total</b>	<b>944,518</b>	<b>1,291,814</b>		

**Fund: General**

**Downtown and Neighborhood Cleanup**

*Activity Description:* Perform trash pickup, maintenance of right-of-ways and graffiti removal, and facilitate supportive employment through the Brighten B-town program with a focus on the downtown area, and in the various neighborhoods of the City.

<b>Brighten B-Town Accomplishments</b>	
<b>Neighborhood Cleanups Conducted (since 2020)</b>	Over 3 miles of curb painted, 16 tons of debris removed from neighborhood streets, 1,189 storm inlets cleared, 339 incidents of graffiti removed, 157 trees trimmed, 127 hydrants painted, and 63 defaced signs repaired or replaced.
<b>Large Scale Clean-up &amp; Vegetation Removal (2022)</b>	In the course of 7 projects, the crew conducted 3.4 miles of roadside trash cleanup and 1 mile of overhanging vegetation removal.
<b>Snow removal (2021-2022)</b>	Crew removed snow and ice from curb ramps around Courthouse Square, on Kirkwood Ave. east to Indiana Ave, and all crosswalks on the 7-Line a total of 8 times.
<b>Miscellaneous Tasking (2022)</b>	Assisted with cleanup and painting at the Waldron Arts Center, vegetation removal at the vacant Showers Administration Building, cleaning of the City Hall grounds, cleanup of curb lines along the State Road 46 bypass, and general downtown cleanups after large public events.

Goals:

<b>Downtown Cleanup Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	68,255	72,210	0.90	The City's population of 85,000 people.
200 - Supplies	940	1,288		
300 - Other Services	0	0		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>69,195</b>	<b>73,498</b>		

**Fund: General**

<b>ED LIT Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	0	0	0.00	
200 - Supplies	0	0		
300 - Other Services	0	465,000		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>0</b>	<b>465,000</b>		

**Funding: Other**

**Total Departmental Budget by Fund**

<b>Category</b>	<b>General Fund</b>	<b>ED LIT</b>	<b>Total</b>
1	320,932		320,932
2	64,397		64,397
3	456,982	465,000	921,982
4	58,000		58,000
<b>Total</b>	<b>900,311</b>	<b>465,000</b>	<b>1,365,311</b>

**2023 Budget Request Highlights**

The Facilities Maintenance Division's total general fund budget request is \$1,365,311, which is a Increase of \$351,599.

**Category 1 – Personnel** request is \$320,932, which is an increase of \$17,576.

**Category 2 – Supplies** request is \$64,397, which is an increase of \$17,410. This increase is the result of additional tools, equipment and workwear for the Brighten B-Town program, increased fuel and oil costs, and higher building material costs in 2023.

**Category 3 – Other Services & Charges** request is \$921,982, which is an increase of \$358,612. This increase is the result of Brighten B-Town program contract costs associated with Centerstone to the LIT 153 budget in 2023.

**Category 4 – Capital Outlays** request is \$58,000, which is a decrease of \$42,000. This decrease is the result of completing the capital HVAC equipment and controls replacement project at City Hall. A new vehicle for Facilities Division staff use and additional HVAC controls for the City Hall cooling tower are being requested in 2023.

**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.

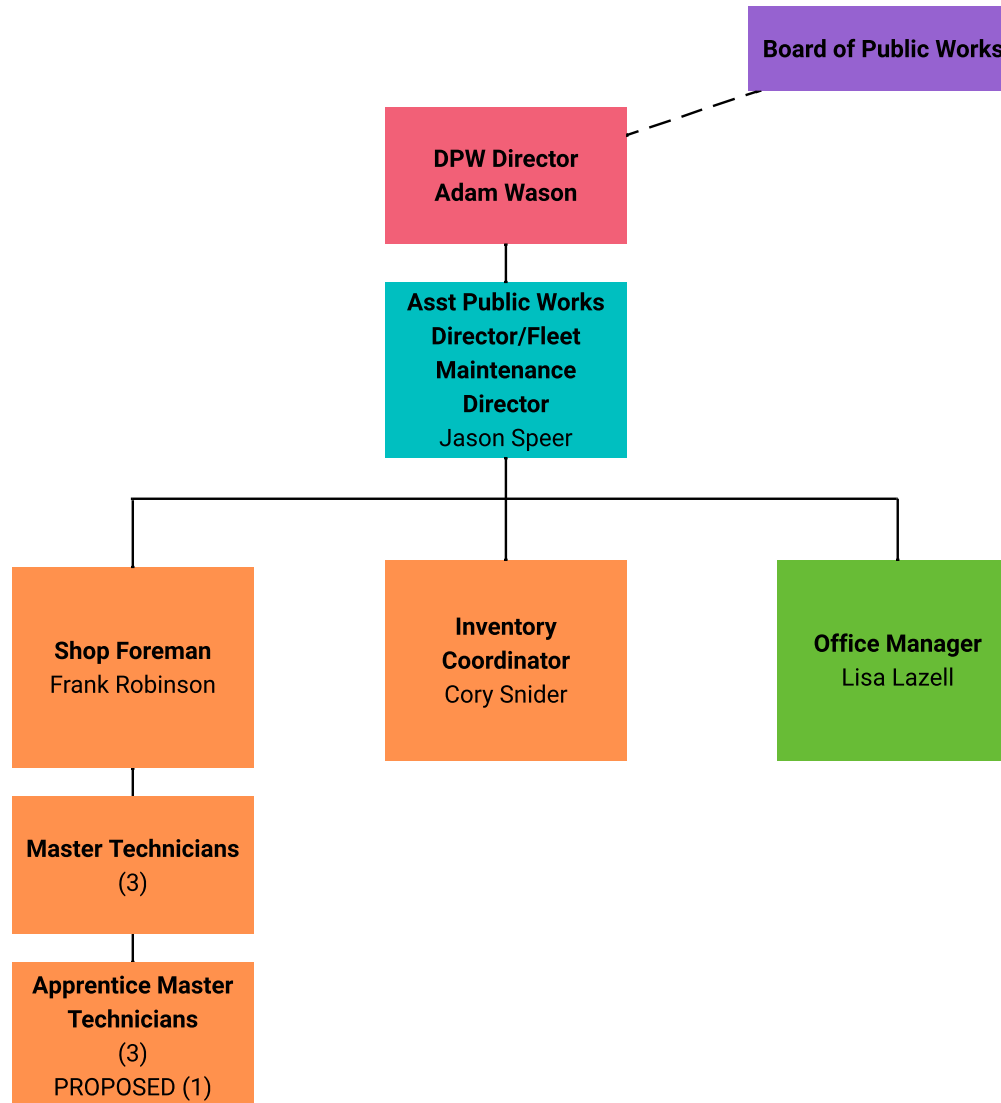


CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 19 - Facilities Maintenance</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	160,697	180,584	177,671	182,634	191,212	8,578	4.70%
	51120	Salaries and Wages - Temporary	49,287	29,200	1,624	20,280	20,280	-	0.00%
	51130	Salaries and Wages- Overtime	2,064	840	1,376	7,406	7,406	(0)	0.00%
	51210	FICA	15,780	15,630	13,321	16,090	16,745	655	4.07%
	51220	PERF	22,810	26,064	25,425	26,986	28,193	1,207	4.47%
	51230	Health and Life Insurance	49,960	49,960	57,096	49,960	53,976	4,016	8.04%
	51320	Other Personal Services -DC Match	-	-	-	-	3,120	3,120	N/A
<b>Total: Personnel Services</b>			<b>300,597</b>	<b>302,278</b>	<b>276,513</b>	<b>303,356</b>	<b>320,932</b>	<b>17,577</b>	<b>5.79%</b>
Supplies									
	52210	Institutional Supplies	736	1,052	1,574	3,000	2,500	(500)	-16.67%
	52240	Fuel and Oil	3,235	1,638	2,746	2,487	5,397	2,910	117.01%
	52310	Building Materials and Supplies	26,627	13,567	14,890	25,000	30,000	5,000	20.00%
	52340	Other Repairs and Maintenance	5,528	212	-	4,500	4,500	-	0.00%
	52420	Other Supplies	3,273	4,617	3,393	9,000	9,000	-	0.00%
	52430	Uniforms and Tools	4,066	396	2,373	3,000	13,000	10,000	333.33%
<b>Total: Supplies</b>			<b>43,465</b>	<b>21,482</b>	<b>24,976</b>	<b>46,987</b>	<b>64,397</b>	<b>17,410</b>	<b>37.05%</b>
Other Services and Charges									
	53140	Exterminator Services	150	900	1,000	1,000	1,000	-	0.00%
	53160	Instruction	-	-	-	5,000	5,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	22,500	4,160	4,000	10,000	10,000	-	0.00%
	53210	Telephone	2,048	1,833	2,174	3,240	3,240	-	0.00%
	53230	Travel	-	-	-	1,000	1,000	-	0.00%
	53510	Electrical Services	84,159	73,197	138,709	101,650	101,650	-	0.00%
	53530	Water and Sewer	17,847	9,082	9,666	11,500	11,500	-	0.00%
	53610	Building Repairs	353,358	362,771	313,142	387,700	304,700	(83,000)	-21.41%
	53620	Motor Repairs	3,438	3,954	6,243	10,780	7,392	(3,388)	-31.43%
	53630	Machinery and Equipment Repairs	-	319	4,252	10,000	10,000	-	0.00%
	53650	Other Repairs	210,111	-	-	-	-	-	N/A
	53730	Machinery and Equipment Rental	-	-	-	1,500	1,500	-	0.00%
	53990	Other Services and Charges	13,933	3,766	16,688	20,000	-	(20,000)	-100.00%
<b>Total: Other Services and Charges</b>			<b>707,544</b>	<b>459,984</b>	<b>495,874</b>	<b>563,370</b>	<b>456,982</b>	<b>(106,388)</b>	<b>-18.88%</b>
Capital Outlays									
	54450	Equipment	32,000	-	-	-	-	-	N/A
	54510	Other Capital Outlays	339,553	659,455	-	100,000	58,000	(42,000)	-42.00%
<b>Total: Capital Outlays</b>			<b>371,553</b>	<b>659,455</b>	<b>-</b>	<b>100,000</b>	<b>58,000</b>	<b>(42,000)</b>	<b>-42.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,423,159</b>	<b>\$ 1,443,199</b>	<b>\$ 797,362</b>	<b>\$ 1,013,713</b>	<b>\$ 900,311</b>	<b>\$ (113,401)</b>	<b>-11.19%</b>

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 19 - Facilities Maintenance</b>									
Other Services and Charges									
	53610	Building Repairs	-	-	-	-	90,000	90,000	N/A
	53990	Other Services and Charges	-	-	-	-	375,000	375,000	N/A
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>465,000</b>	<b>465,000</b>	
<b>Expenditures Grand Total:</b>			\$ -	\$ -	\$ -	\$ -	\$ 465,000	\$ 465,000	0.00%



## Memorandum

**TO:** Members of the City of Bloomington Common Council

**FROM:** Jason Speer, Assistant Public Works Director/Fleet  
Maintenance Director  
Adam Wason, Director of Public Works

**Date:** August 25, 2022

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### **Why We Exist**

Fleet Maintenance is a division of the Department of Public Works responsible for safe and efficient maintenance and repair, as well as the distribution of fuel, for the City's fleet. These services ensure that City departments have the vehicles and equipment necessary to provide a wide range of municipal services to all of Bloomington's residents and visitors.

### **Background**

The Fleet Division's staff consists of 10 full-time employees responsible for the maintenance and repair of the City's fleet of 671 numbered vehicle and equipment units. The Division serves a population of 85,000 people.

Fleet Technicians have consistently remained on-site at the Fleet garage on a daily basis throughout the COVID-19 crisis to provide both routine and preventative maintenance on City vehicles and equipment, as well as to conduct any emergency repair services needed for critical municipal or public safety operations.

### **2023 Budget Highlights**

Fleet staff will continue to provide maintenance and repair for the vehicles and equipment that are necessary to provide important municipal services in 2023.

Major initiatives planned for next year include meeting manufacturer recommendations through timely preventative maintenance services, greater use of asset management software for shop scheduling and inventory tracking, adding an additional Fleet Technician to assist with increasing workload schedules, working with the Assistant Director of Sustainability on planning for future capital vehicle purchases, selling declared surplus vehicles or equipment units and adding a new underbody salt neutralizer to the truck wash facility to better remove salt and chloride from vehicles.

**Department of Public Works-Fleet Maintenance 2023 Budget Summary**

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget	Change (\$)	Change (%)
100 - Personnel Services	738,838	776,261	773,990	818,954	919,424	100,471	12%
200 - Supplies	1,314,936	1,214,557	1,646,797	1,988,455	2,873,867	885,412	45%
300 - Other Services	155,542	146,535	249,822	451,483	356,483	(95,000)	-21%
400 - Capital Outlays	103,451	142,039	23,297	410,000	-	(410,000)	-100%
<b>Total</b>	<b>2,312,767</b>	<b>2,279,392</b>	<b>2,693,907</b>	<b>3,668,892</b>	<b>4,149,774</b>	<b>480,883</b>	<b>13%</b>

**2023 Activity Descriptions and Goals**

**Preventative Maintenance**

*Activity Description:* Perform preventative maintenance checks on the City’s vehicles and off road equipment to prolong life spans 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 45 preventative maintenance services per month to meet manufacturer’s recommendations (6 months or 7,500 miles for vehicles/150 hours for off-road equipment, whatever comes first).
- Complete 5 oil changes per day on site at City facilities through the use of the mobile preventative maintenance service van.

Current Fleet Inventory						
	2017	2018	2019	2020	2021	2022 YTD
<b>Total Numbered Units*</b>	580	621	628	634	653	671

\* Numbered units do not include chainsaws, weed-eaters, fans and other pieces of small equipment items that Fleet technicians service and maintain. Approximately 35 Fleet numbered units are hybrid or electric; the remaining units are gas or diesel powered.

<b>Preventative Maintenance Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	298,918	305,082	3.65	The Division serves an approximate area population of 85,000 people
200 - Supplies	497,114	718,467		
300 - Other Services	45,148	35,648		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>841,179</b>	<b>1,059,197</b>		

**Fund: 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, eliminating the need for outsourcing vehicles to dealerships or specialized contractors to receive these services.

Goals:

- Fleet Technicians will utilize the asset management software system for all preventative maintenance scheduling tasks, tracking work orders and parts, and summarizing total labor hours spent in 2023.
- Prioritize emergency vehicles on a quarterly basis for service in 2023.
- Begin tracking turn-around time to end users in the asset management software in 2023.

<b>Routine Maintenance Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	233,402	238,214	2.85	The Division serves an approximate area population of 85,000 people.
200 - Supplies	397,691	574,773		
300 - Other Services	45,148	35,648		
400 - Capital Outlays	41,000	0		
<b>Total</b>	<b>717,242</b>	<b>848,636</b>		

**Fund: 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.

Snapshot of Recent Capital Vehicle Replacements (2019-2022)		
Year	# of Hybrid Vehicles Purchased	# of Electric Vehicles Purchased
2022	3	5
2021	4	2
2020	15	3
2019	6	0

Emergency Maintenance Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	147,412	150,451	1.80	The Division serves an approximate area population of 85,000 people.
200 - Supplies	198,846	287,387		
300 - Other Services	225,742	178,242		
400 - Capital Outlays	41,000	0		
<b>Total</b>	<b>612,999</b>	<b>616,079</b>		

**Fund: Other**

### Fuel Service

*Activity Description:* Provide below-retail cost fueling to City departments at 2 internal fueling station locations. The City has an annual contract with 4 approved fuel vendors and fuel is bid weekly via government rate pricing, when needed.

#### Goals:

- Track DEF usage, per City department, in 2023 and provide a report by the end of Q4.
- Maintain 2023 fuel tank compliance records for EPA testing and inspections.

Fuel Service Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	49,137	50,150	0.60	The Division serves an approximate area population of 85,000 people.
200 - Supplies	497,114	718,467		
300 - Other Services	90,297	71,297		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>636,547</b>	<b>839,914</b>		

**Fund: Other**

**Parts Inventory**

*Activity Description:* Manage and maintain an accurate parts inventory.

Goals:

- Conduct an annual inventory of consumable parts in the warehouse to track 10% of inventory monthly and 100% yearly.

Parts Inventory Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	28,663	29,254	0.35	The Division serves an approximate area population of 85,000 people.
200 - Supplies	198,846	287,387		
300 - Other Services	22,574	17,824		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>250,083</b>	<b>334,465</b>		

**Fund: 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:

- Install a card reader in the truck wash bay to track department usage and vehicle wash frequency by the end of Q4.

Shop Inventory Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	45,042	45,971	0.55	The Division serves an approximate area population of 85,000 people.
200 - Supplies	198,846	287,387		
300 - Other Services	0	0		
400 - Capital Outlays	205,000	0		
<b>Total</b>	<b>448,889</b>	<b>333,358</b>		

**Fund: 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. The Assistant Director of Sustainability reviews all new vehicle purchases to maximize opportunities to acquire electric or hybrid vehicles and reduce carbon footprint.



Goals:

- Sell via auction a minimum of 15 formally declared surplus vehicles or equipment units in 2023.

<b>Vehicle Points &amp; Purchases Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	16,379	16,717	0.20	The Division serves an approximate area population of 85,000 people.
200 - Supplies	0	0		
300 - Other Services	22,574	17,824		
400 - Capital Outlays	123,000	0		
<b>Total</b>	<b>161,953</b>	<b>34,541</b>		

**Fund: Other**

**Total Departmental Budget by Fund**

<b>Category</b>	<b>Fleet Maintenance</b>
1	919,424
2	2,873,867
3	356,483
4	0
<b>Total</b>	<b>4,149,774</b>

**2023 Budget Request Highlights**

The Fleet Maintenance Division's general fund budget request is \$4,149,774, which is an increase of \$480,882. Listed below are some highlights of significance.

**Category 1 – Personnel** request is \$919,424, which is an increase of \$100,470.

**Category 2 – Supplies** request is \$2,873,867, which is an increase of \$885,412. This increase is the result of higher tire purchasing costs, fuel costs increasing from 2022 (based on 5-year usage and cost averages) and higher vehicle parts, inventory and supply costs.

**Category 3 – Other Services & Charges** request is \$356,483, which is a decrease of \$95,000. This decrease is the result of eliminating several building improvement and repair project costs. Increases are being included for both 2023 towing and outside labor costs that are charged to the Fleet Division.

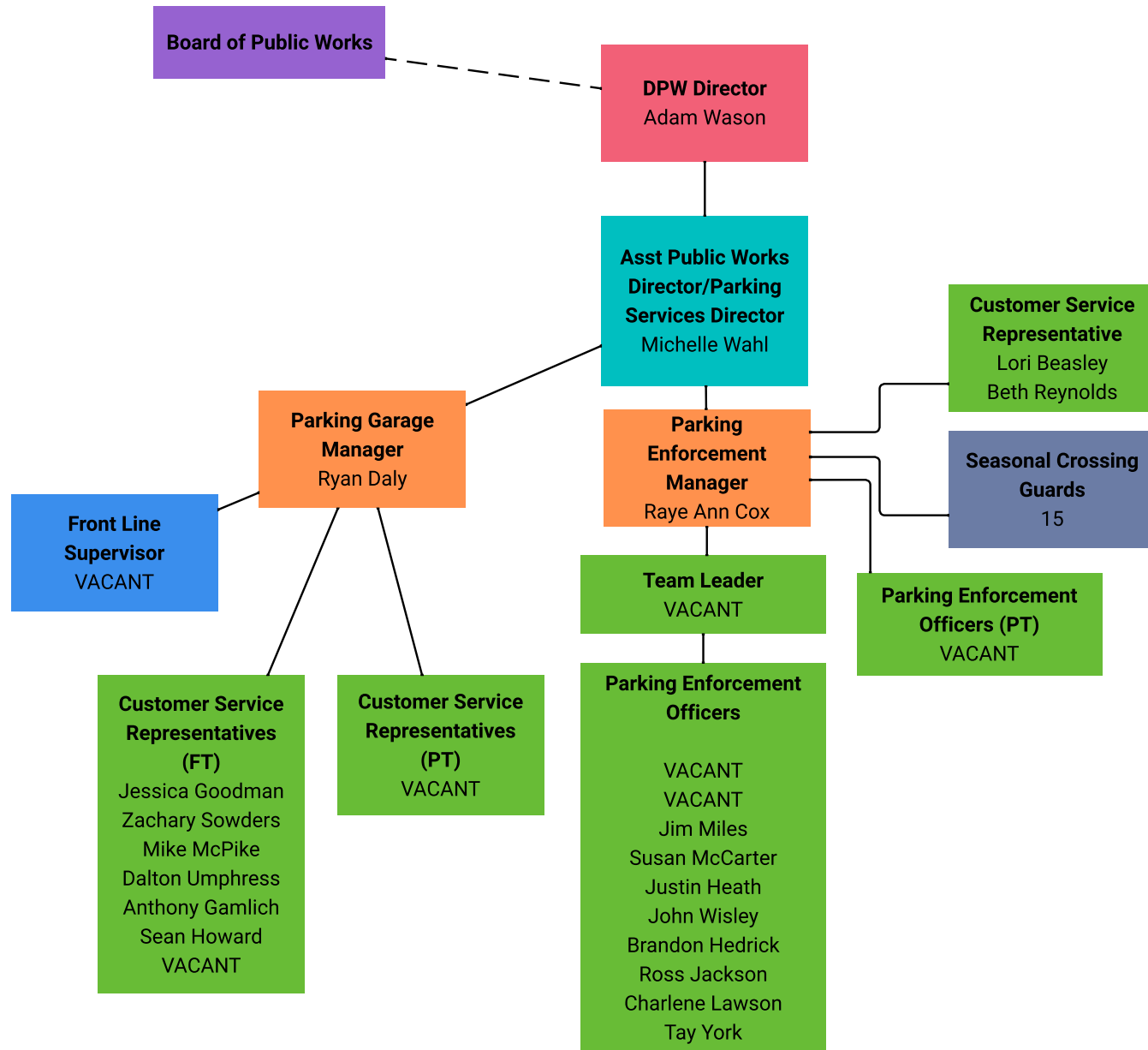
**Category 4 – Capital Outlays** request is \$0, which is a decrease of \$410,000. This decrease is the result of eliminating all capital requests for equipment, vehicles and fuel pump infrastructure upgrades.

**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.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 802 - Fleet Maintenance(\$9500)</b>									
<u>Expenditures</u>									
<b>Department: 17 - Fleet Maintenance</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	475,122	487,037	496,208	507,867	578,607	70,740	13.93%
	51120	Salaries and Wages - Temporary	-	22,995	-	25,002	25,002	-	0.00%
	51130	Salaries and Wages- Overtime	16,209	13,343	23,479	25,002	25,002	-	0.00%
	51210	FICA	35,872	38,534	38,297	42,677	48,089	5,412	12.68%
	51220	PERF	68,895	71,612	73,267	75,667	85,712	10,045	13.28%
	51230	Health and Life Insurance	142,740	142,740	142,740	142,740	148,434	5,694	3.99%
	51320	Other Personal Services -DC Match	-	-	-	-	8,580	8,580	N/A
<b>Total: Personnel Services</b>			<b>738,838</b>	<b>776,261</b>	<b>773,990</b>	<b>818,954</b>	<b>919,424</b>	<b>100,471</b>	<b>12.27%</b>
Supplies									
	52110	Office Supplies	1,048	918	218	1,000	1,000	-	0.00%
	52210	Institutional Supplies	29	93	-	600	600	-	0.00%
	52230	Garage and Motor Supplies	69,296	119,265	116,533	182,000	225,750	43,750	24.04%
	52240	Fuel and Oil	749,232	591,539	861,343	996,305	1,732,967	736,662	73.94%
	52310	Building Materials and Supplies	145	132	8,162	4,750	4,750	-	0.00%
	52320	Motor Vehicle Repair	459,115	457,446	595,147	700,000	805,000	105,000	15.00%
	52420	Other Supplies	25,571	34,341	54,895	81,300	81,300	-	0.00%
	52430	Uniforms and Tools	10,500	10,825	10,499	22,500	22,500	-	0.00%
<b>Total: Supplies</b>			<b>1,314,936</b>	<b>1,214,557</b>	<b>1,646,797</b>	<b>1,988,455</b>	<b>2,873,867</b>	<b>885,412</b>	<b>44.53%</b>
Other Services and Charges									
	53130	Medical	402	628	635	715	715	-	0.00%
	53140	Exterminator Services	570	860	1,480	1,500	1,500	-	0.00%
	53160	Instruction	850	-	10,364	26,400	26,400	-	0.00%
	53210	Telephone	512	459	543	1,450	1,450	-	0.00%
	53220	Postage	-	-	-	45	45	-	0.00%
	53230	Travel	2,747	243	254	13,400	13,400	-	0.00%
	53240	Freight / Other	41	32	-	1,000	1,000	-	0.00%
	53410	Liability / Casualty Premiums	5,532	7,591	7,383	7,475	7,475	-	0.00%
	53420	Worker's Comp & Risk	16,649	16,583	16,583	16,583	16,583	-	0.00%
	53510	Electrical Services	2,920	3,050	1,772	10,700	10,700	-	0.00%
	53530	Water and Sewer	1,369	1,481	3,770	10,000	10,000	-	0.00%
	53540	Natural Gas	3,773	3,544	5,092	6,000	6,000	-	0.00%
	53610	Building Repairs	11,231	25,528	94,209	140,900	20,900	(120,000)	-85.17%
	53620	Motor Repairs	82,094	58,379	70,601	140,625	165,625	25,000	17.78%
	53640	Hardware and Software Maintenance	11,040	17,800	28,196	30,000	30,000	-	0.00%
	53650	Other Repairs	5,213	2,347	3,339	30,100	30,100	-	0.00%
	53920	Laundry and Other Sanitation Services	4,659	4,584	4,596	5,740	5,740	-	0.00%
	53990	Other Services and Charges	5,940	3,425	1,004	8,850	8,850	-	0.00%
<b>Total: Other Services and Charges</b>			<b>155,542</b>	<b>146,535</b>	<b>249,822</b>	<b>451,483</b>	<b>356,483</b>	<b>(95,000)</b>	<b>-21.04%</b>
Capital Outlays									
	54310	Improvements Other Than Building	94,201	61,757	-	180,000	-	(180,000)	-100.00%
	54420	Purchase of Equipment	9,250	43,282	23,297	230,000	-	(230,000)	-100.00%
	54440	Motor Equipment	-	37,000	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>103,451</b>	<b>142,039</b>	<b>23,297</b>	<b>410,000</b>	<b>-</b>	<b>(410,000)</b>	<b>-100.00%</b>
<b>EXPENSE GRAND Totals:</b>			<b>\$ 2,312,767</b>	<b>\$ 2,279,392</b>	<b>\$ 2,693,907</b>	<b>\$ 3,668,892</b>	<b>\$ 4,149,774</b>	<b>\$ 480,883</b>	<b>13.11%</b>



## Memorandum

**TO:** Members of the City of Bloomington Common Council

**FROM:** Michelle Wahl, Assistant Public Works Director/Parking Services Director  
Adam Wason, Director of Public Works

**Date:** August 25, 2022

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### **Why We Exist**

Parking Services is a division of the Department of Public Works. This division is responsible for all parking enforcement activities, which includes meter enforcement, meter collections and meter maintenance, special events, customer service, the school crossing guard program, permit sales and distribution, citing illegally parked vehicles, as well as managing and maintaining 4 structured parking facilities and 5 surface parking lots.

### **Background**

Parking Services has 25 full-time employees. The Division's garage staff annually allocate more than 800 garage access cards and serve approximately 66,000 transient customers, with a general total population of 85,000. The Division also serves 2,000,000 visitors annually who are attending Indiana University, special events, or traveling to the community. In 2022 there are 1,741 parking spaces in the garages and 292 parking spaces in the surface lots for a total of 2,033 overall spaces in inventory. Parking inventory increased by 524 parking spaces in the garages. The replacement 4th Street garage added an additional 174 parking spaces and the Trades District garage added an additional 350 parking spaces.

The Parking Enforcement staff maintains and enforces approximately 1,600 on-street meters and 4 parking pay stations located in the City owned downtown surface lots. They also monitor and

enforce all 9 neighborhood residential parking zones, which encompass over 3,900 parking spaces. The Division's customer service representatives sell approximately 5,000 permits annually and assist by both phone and email several hundred patrons with parking-related questions.

In 2023 the Parking Services Division will be making an approximately \$35,000 update to add an additional 43 new Americans with Disabilities Act (ADA) accessible spaces to meet state requirements. Parking Services is working closely with the Engineering Department to review pricing and contract options, as these are currently fluctuating due to supply chain issues. Additional meter pole repairs, signage replacement, downtown street markings, stall markers and curb painting will represent another investment of approximately \$350,000.

Due to the COVID-19 pandemic there was a vendor delay in deploying a major 4G cellular equipment upgrade. In 2022 the division spent approximately \$100,000 on this project and will be finishing the 4G upgrade in 2023, with a final investment of \$235,000. In 2022 approximately \$149,000 was also spent on structural repair work at the Walnut Street Garage, with further maintenance and repair work for the garages likely scheduled for 2024-2025.

As COVID-19 restrictions were lifted, transient parking numbers have unfortunately not completely rebounded in 2022 to mirror pre-pandemic numbers. Monthly and transient revenues continue to rebound in 2022, but they have not matched pre-pandemic numbers yet this year. Parking Services will continue with the online permit service for all permit holders, including City employees.

The parklet partnership will continue with the Economic & Sustainable Development Department. The parklet concept is on-street parking spaces that are converted into physically-distanced seating for adjacent restaurants and businesses. It started in March of 2022 and will end in November 2022. This 9 month pilot program will now request that businesses wanting to use on-street parking spaces for outdoor dining pay a nominal fee to cover the loss of on-street parking meter revenue. A total of approximately \$37,000 in revenue has been collected and there are 13 businesses currently participating in the program. However, E. Kirkwood Avenue was closed for no parking as of March 21, 2022; therefore, there will continue to be a significant revenue shortfall for this downtown location. There are approximately 43 meters located on E. Kirkwood Avenue that are currently not receiving payments due to the parklet program.

### **Budget Highlights**

The Parking Services Division staff will maintain important services and modern infrastructure for the community. The division is currently working on achieving a Parksmart certification for both new parking garages through compliance with guidelines that reduce environmental impacts and increase energy efficiency. A high priority will also be given to improving the customer service experience by updating and painting ADA spaces and other street parking infrastructure. Parking Services will also continue to update its website with relevant and current information, as well as increasing the overall social media presence, to encourage greater public engagement.

**Parking Services 2023 Budget Summary**

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,223,086	1,291,483	1,363,163	1,934,589	2,068,538	133,949	7%
200 - Supplies	172,531	186,562	288,083	202,982	225,465	22,483	11%
300 - Other Services	2,459,001	2,304,178	1,959,527	2,492,543	2,800,156	307,613	12%
400 - Capital Outlays	130,847	277,025	9,855	127,230	177,230	50,000	39%
<b>Total</b>	<b>3,985,465</b>	<b>4,059,248</b>	<b>3,620,628</b>	<b>4,757,344</b>	<b>5,271,389</b>	<b>514,045</b>	<b>11%</b>

**2023 Activity Descriptions and Goals**

**Parking Facilities and Operations**

*Activity Description:* Provide structured and surface parking lots for residents, visitors and local businesses. A total of four structured garages are currently in service (Morton Street, Walnut Street, 4th Street and Trades District garages) and a total of 5 surface parking lots are available (lots: #1, #3, #5, #6 and Showers) for a combined total inventory of 2,033 parking spaces.

Goals:

- Keep all garage structures and equipment open and operating appropriately at least 97% of the scheduled time.

Parking Facilities & Operations Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	734,012	855,947	12.00	This activity serves an approximate regional population of 173,000 people, as well as thousands more that are attending Indiana University special events or visiting the community.
200 - Supplies	92,573	67,640		
300 - Other Services	1,384,982	1,960,109		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>2,211,567</b>	<b>2,883,695</b>		

**Fund: Other**

**Parking Enforcement**

*Activity Description:* Provide for orderly management of street parking, assist all MCCSC schools in the school crossing guard program (\$70,000 program funding annually), improve timelines of meter maintenance and cite illegally parked vehicles in accordance with City code in the downtown area and neighborhoods. All parking enforcement officers and management annually attend training to improve customer service and defensive driving skills.

Goals:

- Review the school crossing guard program in 2023.
- Improve enforcement efforts by establishing a towing policy for outstanding citations, abandoned vehicles and reserved spaces.
- Adopt new Park Mobile set duration options, signage, contactless options and business voucher program.
- Monitor safety measures, signage and provide defensive driving training to all parking enforcement officers, crossing guards and supervisors.
- All parking enforcement and management staff to annually attend three customer service skills training. These will be offered by webinars, on-line tutorials, or video recordings and the length of sessions will vary.
- Continue weekly social media postings via Facebook in 2023.

<b>Parking Enforcement Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	1,200,578	1,212,591	17.00	This activity serves an approximate regional population of 173,000 people, as well as thousands more that are attending Indiana University special events or visiting the community.
200 - Supplies	110,409	157,826		
300 - Other Services	1,107,561	840,047		
400 - Capital Outlays	127,230	177,230		
<b>Total</b>	<b>2,545,778</b>	<b>2,387,694</b>		

**Fund: Other**

**Total Departmental Budget by Fund**

<b>Category</b>	<b>Parking Facilities</b>	<b>Alternative Transport</b>	<b>Parking Meter Fund</b>	<b>Total</b>
1	795,714	225,958	1,046,867	2,068,538
2	94,459	14,101	116,905	225,465
3	1,290,924	211,963	1,297,269	2,800,156
4	0	0	177,230	177,230
<b>Total</b>	<b>2,181,097</b>	<b>452,022</b>	<b>2,638,271</b>	<b>5,271,389</b>

**2023 Budget Request Highlights**

The Parking Services Division's Parking Facilities (452) budget request is \$2,181,097, which is a decrease of \$30,470. Significant changes include:

**Category 1 – Personnel** request is \$795,714, which is an increase of \$61,702.



**Category 2 – Supplies** request is \$94,459, which is an increase of \$1,886. This increase is the result of additional office supplies, uniforms and tools needed after the opening of the 4th Street and Trades District garages.

**Category 3 – Other Services and Charges** request is \$1,290,924, which is a decrease of \$94,058. This decrease is the result of reducing garage maintenance and repair projects.

**Category 4 – Capital Outlays** request is \$0, no change from 2022.

The Parking Services Division’s Alternative Transportation - Parking fund (454) budget request is \$452,022, which is an increase of \$130,526.

**Category 1 - Personnel** request is \$225,958, which is an increase of \$19,675.

**Category 2 – Supplies** request is \$14,101, which is an increase of \$4,099. This increase is due to higher fuel and oil costs.

**Category 3 - Other Services and Charges** request is \$211,963, which is an increase of \$106,752. This increase is the result of a request contract for parking, signs and curb painting in neighborhood zone areas, along with other routine infrastructure installation and maintenance.

**Category 4 – Capital Outlays** request is \$0, no change from 2022.

The Parking Services Division’s Parking Meter fund (455) fund budget request is \$2,638,271, which is an increase of \$413,990.

**Category 1 - Personnel** request is \$1,046,867, which is an increase of \$52,573.

**Category 2 - Supplies** request is \$116,905, which is an increase of \$16,498. This increase is due to higher fuel and oil costs, spare parts inventory for the surface parking lot kiosks and purchasing a security camera for the 4th Street garage offices.

**Category 3 - Other Services and Charges** request is \$1,297,269, which is an increase of \$294,919. This increase is the result of snow/ice removal for Lots 1, 3, 5 and contiguous sidewalks, creation of 30 new ADA parking spaces downtown to meet state compliance, utilize a contractor for painting of curbs, stall markers, installation or replacement of street signage, installation of missing or damaged meter poles, and updating and installing pay-by-phone signage.

**Category 4 - Capital Outlays** request is \$177,230, which is an increase of \$50,000. This increase is the result of a capital vehicle replacement with a new electric truck.

### **Revenue**

All revenue projections are based upon current parking trends:

Overall, staff is projecting a small decrease in revenues due to COVID-19. While the 4th Street and Trades District garages are open, current monthly revenues for 2022 have remained below expectations, especially in the 6AM-6PM monthly parking category; displaying a 31% drop in monthly parkers, consistent with the decline of 6AM-6PM parkers in 2021. This is likely due to an unprecedented number of employees working from home. Operations do not have sufficient data to determine if this will be a continuing trend in the years to come.

- **Line 43160 - Monthly:** Staff projects a decrease of \$150,000 compared to the previous year.
- **Line 43130 - Transient:** Staff expects a slight decrease in transient revenues compared to the previous year of \$1,100.

A breakdown and total amount of projected revenues is as follows:

Monthly Total = \$915,266

Transient Total = \$247,400

Annual Lot Permit = \$68,000

TIF = \$681,552

**Total revenues pre-TIF = \$1,230,666**

**Grand Total Revenues = \$1,912,218**

### **Conclusion**

The Parking Services Division is expecting both monthly and transient revenues to be below the income seen in previous years. Staff are expecting a gradual increase of monthly and transient revenue as business and students return to parking at pre-COVID-19 pandemic levels.

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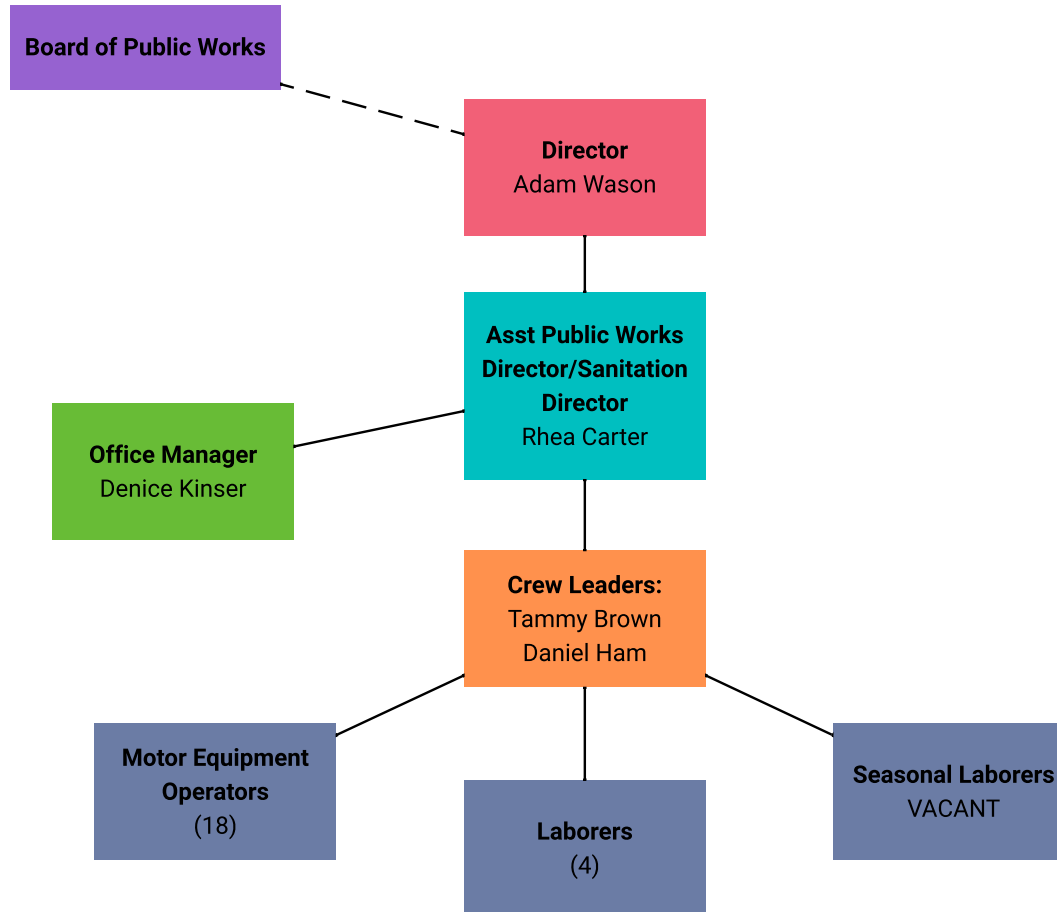
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 452 - Parking Facilities(S9502)</b>									
<u>Expenditures</u>									
<b>Department: 26 - Parking</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	262,151	249,898	305,986	482,992	529,549	46,557	9.64%
	51120	Salaries and Wages - Temporary	4,159	-	-	-	-	-	N/A
	51130	Salaries and Wages- Overtime	120	80	85	-	-	-	N/A
	51210	FICA	19,793	18,637	22,882	36,948	40,511	3,562	9.64%
	51220	PERF	32,745	32,991	41,413	67,048	69,173	2,125	3.17%
	51230	Health and Life Insurance	99,918	99,918	144,636	147,024	147,927	904	0.61%
	51320	Other Personal Services -DC Match	-	-	-	-	8,554	8,554	N/A
<b>Total: Personnel Services</b>			<b>418,885</b>	<b>401,524</b>	<b>515,003</b>	<b>734,012</b>	<b>795,714</b>	<b>61,702</b>	<b>8.41%</b>
Supplies									
	52110	Office Supplies	2,090	1,363	25,701	5,000	6,000	1,000	20.00%
	52210	Institutional Supplies	4,179	3,025	2,841	4,000	4,000	-	0.00%
	52240	Fuel and Oil	343	101	441	2,000	1,636	(364)	-18.20%
	52310	Building Materials and Supplies	57,971	3,158	3,280	12,500	12,500	-	0.00%
	52320	Motor Vehicle Repair	-	-	-	6,323	6,323	-	0.00%
	52340	Other Repairs and Maintenance	20,018	19,815	91,458	30,000	30,000	-	0.00%
	52420	Other Supplies	9,953	2,995	4,611	26,500	26,500	-	0.00%
	52430	Uniforms and Tools	2,103	312	1,577	6,250	7,500	1,250	20.00%
<b>Total: Supplies</b>			<b>96,655</b>	<b>30,768</b>	<b>129,909</b>	<b>92,573</b>	<b>94,459</b>	<b>1,886</b>	<b>2.04%</b>
Other Services and Charges									
	53150	Communications Contract	-	7,499	-	5,000	5,000	-	0.00%
	53160	Instruction	475	-	-	-	-	-	N/A
	53170	Mgt. Fee, Consultants, and Workshops	52,809	-	-	-	12,000	12,000	N/A
	53210	Telephone	3,846	1,431	1,811	12,220	12,220	-	0.00%
	53220	Postage	28	-	-	500	500	-	0.00%
	53310	Printing	-	125	-	500	500	-	0.00%
	53410	Liability / Casualty Premiums	8,103	79	4,398	29,319	29,319	-	0.00%
	53420	Worker's Comp & Risk	15,937	15,937	15,937	15,937	15,937	-	0.00%
	53510	Electrical Services	43,706	26,887	40,622	128,400	128,400	-	0.00%
	53530	Water and Sewer	925	513	1,590	1,750	3,600	1,850	105.71%
	53540	Natural Gas	-	-	890	-	4,200	4,200	N/A
	53610	Building Repairs	182,543	99,835	109,788	134,700	125,500	(9,200)	-6.83%
	53620	Motor Repairs	1,865	2,145	5,781	6,323	5,915	(408)	-6.45%
	53630	Machinery and Equipment Repairs	5,709	668	10,113	9,100	13,600	4,500	49.45%
	53640	Hardware and Software Maintenance	-	79,697	108,408	125,800	168,800	43,000	34.18%
	53650	Other Repairs	390,431	348,975	36,666	175,000	25,000	(150,000)	-85.71%
	53830	Bank Charges	23,002	12,823	29,061	46,631	46,631	-	0.00%
	53840	Lease Payments	683,180	681,550	671,263	681,552	681,552	-	0.00%
	539010	Inter-Fund Transfers	102,087	113,152	113,152	-	-	-	N/A
	53910	Dues and Subscriptions	198	232	-	250	250	-	0.00%
	53940	Temporary Contractual Employee	9,025	-	-	12,000	12,000	-	0.00%
	53990	Other Services and Charges	1	1,051	20,184	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>1,523,870</b>	<b>1,392,599</b>	<b>1,169,665</b>	<b>1,384,982</b>	<b>1,290,924</b>	<b>(94,058)</b>	<b>-6.79%</b>
Capital Outlays									
	54420	Purchase of Equipment	111,477	-	-	-	-	-	N/A
	54510	Other Capital Outlays	-	8,342	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>111,477</b>	<b>8,342</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 2,150,889</b>	<b>\$ 1,833,233</b>	<b>\$ 1,814,577</b>	<b>\$ 2,211,567</b>	<b>\$ 2,181,097</b>	<b>\$ (30,470)</b>	<b>-1.34%</b>

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 455 - Parking Meter Fund(S2141)</b>									
<u>Expenditures</u>									
<b>Department: 26 - Parking</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	390,339	473,389	423,737	531,469	597,513	66,044	12.43%
	51120	Salaries and Wages - Temporary	44,310	24,150	37,883	148,359	148,359	-	0.00%
	51210	FICA	30,431	34,855	32,968	52,007	57,060	5,053	9.72%
	51220	PERF	55,497	67,221	60,144	75,468	84,847	9,379	12.43%
	51230	Health and Life Insurance	157,011	157,013	162,254	186,991	150,761	(36,230)	-19.38%
	51320	Other Personal Services -DC Match	-	-	-	-	8,327	8,327	N/A
<b>Total: Personnel Services</b>			<b>677,586</b>	<b>756,628</b>	<b>716,986</b>	<b>994,295</b>	<b>1,046,867</b>	<b>52,572</b>	<b>5.29%</b>
Supplies									
	52110	Office Supplies	498	1,112	908	2,750	2,750	-	0.00%
	52240	Fuel and Oil	11,620	12,024	6,379	16,917	23,915	6,998	41.37%
	52340	Other Repairs and Maintenance	41,657	38,720	39,386	43,840	50,340	6,500	14.83%
	52420	Other Supplies	8,391	95,128	91,721	22,000	25,000	3,000	13.64%
	52430	Uniforms and Tools	5,782	4,090	9,486	14,900	14,900	-	0.00%
<b>Total: Supplies</b>			<b>67,948</b>	<b>151,073</b>	<b>147,881</b>	<b>100,407</b>	<b>116,905</b>	<b>16,498</b>	<b>16.43%</b>
Other Services and Charges									
	53150	Communications Contract	164,819	166,402	159,807	321,293	321,293	-	0.00%
	53160	Instruction	-	-	-	-	1,500	1,500	N/A
	53210	Telephone	5,182	5,594	6,900	27,172	27,172	-	0.00%
	53220	Postage	4,262	3,666	-	10,000	10,000	-	0.00%
	53230	Travel	1,142	-	-	6,300	6,300	-	0.00%
	53240	Freight / Other	-	46	-	41,604	41,604	-	0.00%
	53310	Printing	14,865	6,563	11,561	40,900	40,900	-	0.00%
	53410	Liability / Casualty Premiums	8,103	90	4,398	9,328	9,328	-	0.00%
	53420	Worker's Comp & Risk	15,937	15,937	15,937	15,937	15,937	-	0.00%
	53620	Motor Repairs	10,993	12,642	8,267	9,699	9,118	(581)	-5.99%
	53630	Machinery and Equipment Repairs	6,198	7,270	-	800	800	-	0.00%
	53640	Hardware and Software Maintenance	79,653	84,523	88,298	155,382	155,382	-	0.00%
	53830	Bank Charges	144,532	74,003	86,802	159,000	159,000	-	0.00%
	539010	Inter-Fund Transfers	230,078	240,985	240,985	191,835	191,835	-	0.00%
	53910	Dues and Subscriptions	198	231	-	200	200	-	0.00%
	53960	Grants	92,641	136,012	10,032	-	-	-	N/A
	53990	Other Services and Charges	4,872	7,770	8,485	12,900	306,900	294,000	2279.07%
<b>Total: Other Services and Charges</b>			<b>783,475</b>	<b>761,734</b>	<b>641,473</b>	<b>1,002,350</b>	<b>1,297,269</b>	<b>294,919</b>	<b>29.42%</b>
Capital Outlays									
	54310	Improvements Other Than Building	-	252,000	9,855	126,000	126,000	-	0.00%
	54510	Other Capital Outlays	19,370	8,342	-	1,230	51,230	50,000	4065.04%
<b>Total: Capital Outlays</b>			<b>19,370</b>	<b>260,342</b>	<b>9,855</b>	<b>127,230</b>	<b>177,230</b>	<b>50,000</b>	<b>39.30%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,548,380</b>	<b>\$ 1,929,777</b>	<b>\$ 1,516,196</b>	<b>\$ 2,224,282</b>	<b>\$ 2,638,271</b>	<b>\$ 413,989</b>	<b>18.61%</b>

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 454 - Alternative Transport(S6301)</b>									
<u>Expenditures</u>									
<b>Department: 26 - Parking</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	80,845	86,362	84,759	138,837	146,023	7,186	5.18%
	51210	FICA	5,741	6,159	5,830	10,622	11,171	549	5.17%
	51220	PERF	11,480	12,263	12,036	19,716	20,736	1,019	5.17%
	51230	Health and Life Insurance	28,548	28,548	28,548	37,109	45,409	8,301	22.37%
	51320	Other Personal Services -DC Match	-	-	-	-	2,620	2,620	N/A
<b>Total: Personnel Services</b>			<b>126,614</b>	<b>133,332</b>	<b>131,173</b>	<b>206,283</b>	<b>225,958</b>	<b>19,675</b>	<b>9.54%</b>
Supplies									
	52110	Office Supplies	121	-	-	750	750	-	0.00%
	52240	Fuel and Oil	2,996	2,574	3,245	3,902	8,001	4,099	105.05%
	52340	Other Repairs and Maintenance	3,700	-	-	2,500	2,500	-	0.00%
	52420	Other Supplies	732	1,857	5,210	450	450	-	0.00%
	52430	Uniforms and Tools	378	288	1,838	2,400	2,400	-	0.00%
<b>Total: Supplies</b>			<b>7,927</b>	<b>4,720</b>	<b>10,293</b>	<b>10,002</b>	<b>14,101</b>	<b>4,099</b>	<b>40.98%</b>
Other Services and Charges									
	53150	Communications Contract	-	-	-	870	870	-	0.00%
	53160	Instruction	-	-	-	-	500	500	N/A
	53210	Telephone	1,064	1,309	1,872	8,800	8,800	-	0.00%
	53310	Printing	13,899	14,040	6,732	12,600	12,600	-	0.00%
	53620	Motor Repairs	7,631	8,776	1,511	2,863	4,115	1,252	43.73%
	53640	Hardware and Software Maintenance	278	1,500	2,500	3,120	3,120	-	0.00%
	53830	Bank Charges	4,371	1,993	14,004	18,000	18,000	-	0.00%
	539010	Inter-Fund Transfers	124,214	121,723	121,723	57,232	57,232	-	0.00%
	53910	Dues and Subscriptions	198	232	-	200	200	-	0.00%
	53990	Other Services and Charges	-	272	48	1,526	106,526	105,000	6880.73%
<b>Total: Other Services and Charges</b>			<b>151,655</b>	<b>149,845</b>	<b>148,389</b>	<b>105,211</b>	<b>211,963</b>	<b>106,752</b>	<b>101.46%</b>
Capital Outlays									
	54510	Other Capital Outlays	-	8,342	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>-</b>	<b>8,342</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 286,197</b>	<b>\$ 296,238</b>	<b>\$ 289,856</b>	<b>\$ 321,496</b>	<b>\$ 452,022</b>	<b>\$ 130,526</b>	<b>40.60%</b>



## Memorandum

**TO:** Members of the City of Bloomington Common Council

**FROM:** Rhea Carter, Assistant Public Works Director/Sanitation Director  
Adam Wason, Director of Public Works

**Date:** August 25, 2022

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### **Why We Exist**

Sanitation is a division of the Department of Public Works responsible for providing weekly collection and disposal of household solid waste. It also promotes community sustainability through weekly curbside recycling pick-up and seasonal biweekly yard waste from residences inside the corporate City limits.

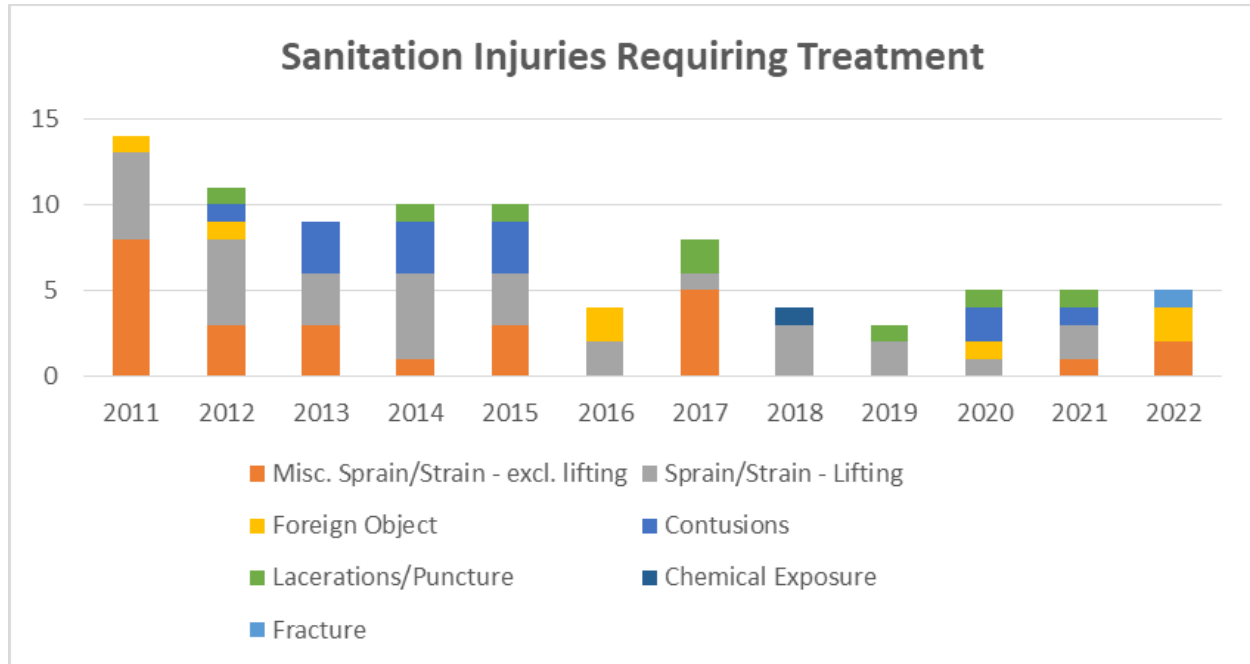
Sanitation also collects large items, such as furniture and appliances, from residences on a request basis. Additionally, Sanitation provides trash collection for City Hall, downtown containers, City parks, various City facilities and numerous special events in the community.

### **Background**

The Sanitation Division has 24 full-time employees and 19 fleet vehicles. It serves an approximate population of 37,000 people in single-family homes, mobile homes and multi-family residential structures containing between 1 to 4 units, plus thousands more via containers that are located in City parks and throughout the downtown area.

Since the City modernized trash and recycling services in 2017, the Sanitation Division has experienced noticeable declines in employee injuries while on the job and related workers' compensation costs. Sanitation Division workers' compensation claims have dropped from over

\$125,000 in 2017 to approximately \$10,600 last year, and are at around \$10,100 so far in 2022. Additionally, the improved efficiencies of the modernized program continue to allow the Sanitation Division to keep an open FTE position unfilled for yet again in 2023, which helps to further reduce costs.



As an essential public health municipal function, Sanitation personnel have delivered critical trash, recycling and yard waste collection services throughout the entire COVID-19 pandemic. One major impact continued to be felt by Sanitation is the much higher than usual volume 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 still working from home either on a permanent or semi-regular basis.

### 2023 Budget Highlights

The Sanitation Division will continue to provide essential municipal services in 2023 through several new initiatives to increase efficiency, better utilize current resources and lower environmental impacts. Several areas to emphasize include the following initiatives:

- Begin a phased elimination of the City’s General Fund subsidy for sanitation services, which will come forward in a legislative package of rate changes to the council over the next few months
- Crews performing weekly preventative maintenance checks on all sanitation vehicles.
- Stressing the importance of “clean recycling” to the community.
- Providing targeted recycling information to the public via the ReCollect software system to prevent compromised recycling items from being sent to the landfill.



- Selling additional new yard waste containers using surplus containers as a means to further divert yard waste from entering the waste stream.
- Continuing educational outreach and information sharing efforts with community groups regarding City sanitation services.

**Department of Public Works-Sanitation 2023 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	1,639,504	1,683,484	1,677,768	1,865,368	1,915,269	49,900	2.7%
200 - Supplies	134,227	105,667	138,642	172,049	284,072	112,023	65.1%
300 - Other Services	812,655	896,258	942,877	2,577,865	2,605,577	27,712	1.1%
400 - Capital Outlays	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>2,586,386</b>	<b>2,685,409</b>	<b>2,759,286</b>	<b>4,615,282</b>	<b>4,804,918</b>	<b>189,635</b>	<b>4.1%</b>

**2023 Activity Descriptions and Goals**

**Solid Waste Collection**

*Activity Description:* Provide weekly collection and disposal of household trash. Collect large items and appliances from residences on a request basis.

**Goals:**

- Completely eliminate the City’s General Fund subsidy for sanitation services over the next 3 years.
- Utilize on-board vehicle software functionality in 2023 to document all noncompliance with sanitation collection requirements (overflowing carts, lids not being closed, trash not bagged, carts not placed at curb, etc.) and use this data to educate 100 residents to increase overall collection.
- Participate in at least 2 neighborhood large item and excess trash clean-up events sponsored through the Housing and Neighborhood Development Department by the end of Q3.
- Attend a minimum of 3 local homeowner and/or neighborhood association meetings in 2023.

<b>City of Bloomington Solid Waste Collection Totals (tons)</b>					
<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>YTD 2022</b>
5,683.14	6,771	7,195	8,061	8,261	4,139

City of Bloomington Number of Appliances & Large Items Collected ***(No Data Available for 2017)					
Type	2018	2019	2020	2021	YTD 2022
Appliances	307	309	441	319	189
Large Items	2,020	3,786	4,584	3,254	1,555

Solid Waste Collection Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	782,506	777,599	10.15	37,000 single-family homes, mobile homes and multi-family housing (1-4 units).
200 - Supplies	68,820	113,629		
300 - Other Services	476,424	533,894		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,327,749</b>	<b>1,425,122</b>		

**Fund: General, Other**

### Recycling Collection

*Activity Description:* Provide weekly curbside collection of recyclable materials.

#### Goals:

- Maintain the City's current 35% recycling diversion rate through the end of 2023 to exceed the Environmental Protection Agency's (EPA) recorded national diversion rate (EPA rate is set at 32%).
- Partner with at least one Indiana University class to research and promote clean recycling practices to college students in 2023.

City of Bloomington Recycling Collection Totals (tons)					
2017	2018	2019	2020	2021	YTD 2022
2,939	3,415	3,155	3,882	3,630	1,279

Recycling Collection Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	719,273	746,955	9.75	37,000 single-family homes, mobile homes and multi-family housing (1-4 units).
200 - Supplies	68,820	113,629		
300 - Other Services	370,552	415,251		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,158,645</b>	<b>1,275,834</b>		

**Fund: General, Other**

**Yard Waste Collection**

*Activity Description:* Provide biweekly 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.

Goals:

- Complete yard waste collection service by December 31, 2023, with 800 tons or more of collected materials.
- Explore a partnership in 2023 with the Monroe County Solid Waste District to jointly purchase compost bins for sale to the community in order to reduce yard waste collection totals.
- Sell 100 additional yard waste carts to residents during 2023.

City of Bloomington Yard Waste Collection Totals (Truckload/Tonnage)					
2017	2018	2019	2020	2021	YTD 2022*
950	830	650	640	700	230

\* Starting in 2022, yard waste collection totals changed from truckloads to tonnage in order to better reflect existing trash and recycling collection metrics.

Yard Waste Collection Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	158,082	168,544	2.20	37,000 single-family homes, mobile homes and multi-family housing (1-4 units).
200 - Supplies	25,807	42,611		
300 - Other Services	158,808	177,965		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>342,697</b>	<b>389,119</b>		

**Fund: General, Other**

## Municipal Collection

*Activity Description:* Remove trash 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:

- Annually replace 50% of can liners in downtown trash containers.

Municipal Collection Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	205,507	222,171	2.90	85,000 people.
200 - Supplies	8,602	14,204		
300 - Other Services	52,936	59,322		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>267,045</b>	<b>295,696</b>		

**Fund: General, Other**

### Total Departmental Budget by Fund

Category	General Fund	Solid Waste	Total
1	0	1,915,269	1,915,269
2		284,072	284,072
3	1,419,146	1,186,431	2,605,577
4		0	0
<b>Total</b>	<b>1,419,146</b>	<b>3,385,772</b>	<b>4,804,918</b>

### 2023 Budget Request Highlights

The Sanitation Division's general fund budget request is \$4,804,918, which is an increase of \$189,635.

**Category 1 – Personnel** request is \$1,915,269, which is an increase of \$49,900.

**Category 2 – Supplies** request is \$284,072, which is an increase of \$112,023. This increase is due to higher fuel and oil costs.

**Category 3 – Other Services & Charges** request is \$2,605,577, which is an increase of \$27,712. This increase is the result of rising annual landfill collection and recycling processing fees and a slight increase to the South Central Community Action Program's qualified household assistance program in 2023.

**Category 4 – Capital Outlays** request is \$0, no change from 2022.

**Conclusion**

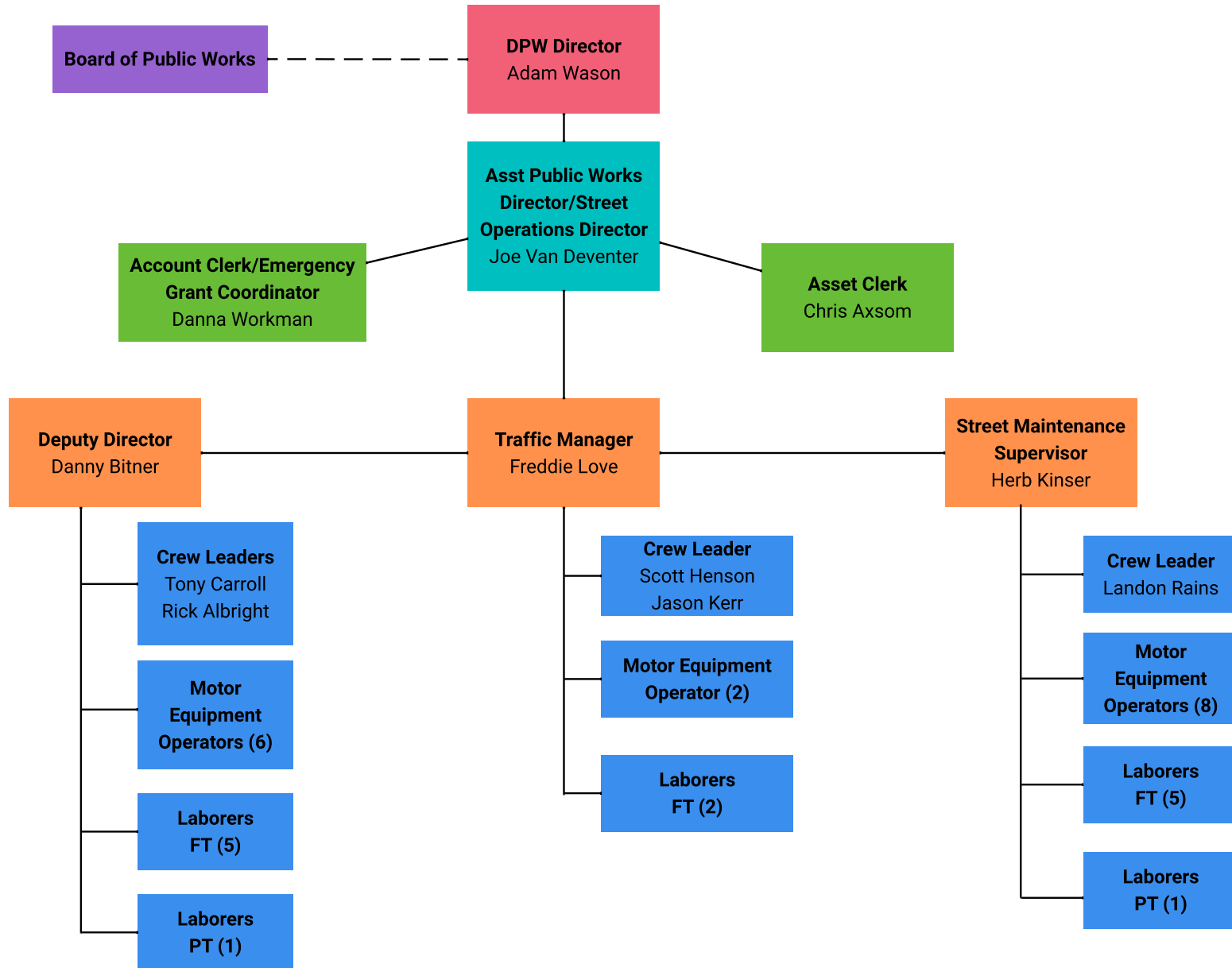
As a division of the Department of Public Works, Sanitation will continue to provide curbside collection of trash, large items/appliances, recycling, and yard waste to all single-family residences that are within the City limits, plus continue to provide trash removal from parks, downtown containers, City Hall, a number of City facilities, and numerous special events in the community.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 730 - Solid Waste (S6401)</b>									
<u>Expenditures</u>									
<b>Department: 16 - Sanitation</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	990,019	1,021,566	1,011,933	1,141,499	1,182,452	40,953	3.59%
	51120	Salaries and Wages - Temporary	4,142	21,478	29,836	30,000	30,000	-	0.00%
	51130	Salaries and Wages- Overtime	63,808	51,819	49,205	70,011	70,011	-	0.00%
	51210	FICA	75,771	78,691	79,262	94,975	98,108	3,133	3.30%
	51220	PERF	148,914	153,081	150,682	172,034	177,848	5,814	3.38%
	51230	Health and Life Insurance	356,850	356,850	356,850	356,850	337,350	(19,500)	-5.46%
	51320	Other Personal Services -DC Match	-	-	-	-	19,500	19,500	N/A
<b>Total: Personnel Services</b>			<b>1,639,504</b>	<b>1,683,484</b>	<b>1,677,768</b>	<b>1,865,368</b>	<b>1,915,269</b>	<b>49,900</b>	<b>2.68%</b>
Supplies									
	52110	Office Supplies	272	-	158	400	400	-	0.00%
	52210	Institutional Supplies	203	-	-	540	540	-	0.00%
	52230	Garage and Motor Supplies	100	-	154	350	350	-	0.00%
	52240	Fuel and Oil	118,390	96,793	119,255	139,349	251,372	112,023	80.39%
	52310	Building Materials and Supplies	1,371	-	-	2,500	2,500	-	0.00%
	52420	Other Supplies	13,027	8,874	17,425	21,850	21,850	-	0.00%
	52430	Uniforms and Tools	863	-	1,650	7,060	7,060	-	0.00%
<b>Total: Supplies</b>			<b>134,227</b>	<b>105,667</b>	<b>138,642</b>	<b>172,049</b>	<b>284,072</b>	<b>112,023</b>	<b>65.11%</b>
Other Services and Charges									
	53130	Medical	355	323	470	1,000	1,000	-	0.00%
	53140	Exterminator Services	370	1,845	1,625	2,000	2,000	-	0.00%
	53150	Communications Contract	12,518	6,828	7,478	13,150	13,150	-	0.00%
	53160	Instruction	350	-	-	500	500	-	0.00%
	53210	Telephone	6,040	5,616	5,995	17,600	17,600	-	0.00%
	53220	Postage	607	3,771	-	3,600	4,100	500	13.89%
	53230	Travel	181	-	-	300	300	-	0.00%
	53240	Freight / Other	271	535	1,734	3,000	3,000	-	0.00%
	53310	Printing	12,576	11,580	2,178	17,000	17,000	-	0.00%
	53410	Liability / Casualty Premiums	24,674	38,045	43,294	51,456	51,456	-	0.00%
	53420	Worker's Comp & Risk	49,952	49,651	49,651	49,651	49,651	-	0.00%
	53510	Electrical Services	2,170	2,654	3,446	5,350	5,350	-	0.00%
	53530	Water and Sewer	1,796	2,058	1,988	1,500	2,000	500	33.33%
	53540	Natural Gas	1,848	2,510	2,878	2,500	3,000	500	20.00%
	53610	Building Repairs	6,919	1,738	10,822	7,000	97,500	90,500	1292.86%
	53620	Motor Repairs	260,170	299,196	350,687	359,640	375,324	15,684	4.36%
	53640	Hardware and Software Maintenance	10,000	-	359	5,000	5,000	-	0.00%
	53650	Other Repairs	8,391	-	-	10,500	10,500	-	0.00%
	53910	Dues and Subscriptions	150	-	-	200	200	-	0.00%
	53920	Laundry and Other Sanitation Services	2,097	1,931	1,549	4,950	4,950	-	0.00%
	53950	Landfill	401,933	460,780	455,815	480,972	500,000	19,028	3.96%
	53990	Other Services and Charges	9,286	7,198	2,908	21,850	22,850	1,000	4.58%
<b>Total: Other Services and Charges</b>			<b>812,655</b>	<b>896,258</b>	<b>942,877</b>	<b>1,058,719</b>	<b>1,186,431</b>	<b>127,712</b>	<b>12.06%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 2,586,386</b>	<b>\$ 2,685,409</b>	<b>\$ 2,759,286</b>	<b>\$ 3,096,136</b>	<b>\$ 3,385,772</b>	<b>\$ 289,635</b>	<b>9.35%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 16 - Sanitation</b>									
Other Services and Charges									
	539010	Inter-Fund Transfers	985,625	1,009,620	978,492	1,519,146	1,419,146	(100,000)	-6.58%
<b>Total: Other Services and Charges</b>			<b>985,625</b>	<b>1,009,620</b>	<b>978,492</b>	<b>1,519,146</b>	<b>1,419,146</b>	<b>(100,000)</b>	<b>-6.58%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 985,625</b>	<b>\$ 1,009,620</b>	<b>\$ 978,492</b>	<b>\$ 1,519,146</b>	<b>\$ 1,419,146</b>	<b>\$ (100,000)</b>	<b>-6.58%</b>





## Memorandum

**TO:** Members of the City of Bloomington Common Council

**FROM:** Joe Van Deventer, Assistant Public Works Director/Street Operations Director  
Adam Wason, Director of Public Works

**Date:** August 25, 2022

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### **Why We Exist**

Street is a division of the Department of Public Works responsible for installing and maintaining important public infrastructure throughout the City by providing essential services to enhance the community's public roads, paths and sidewalks.

Street incorporates four separate annual funding sources. These include, 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). Street will also utilize funding from Recover Forward, Phase Three - the American Recovery and Protection Act (ARPA) in 2023 as well.

### **Background**

The Street Division maintains, repairs and oversees the City of Bloomington's 239 lane miles of public streets, 236 miles of sidewalks, 287 miles of curbs, 33 miles of public alleyways, 39 lane miles of public bicycle lanes and 30 lane miles of public side paths that are adjacent to public right-of-ways (and separate from those paths maintained by the City of Bloomington Parks & Recreation Department).

The Street Division has 39.30 regular full-time employees and serves an approximate regional population of 173,000 people, as well 2,000,000 annual visitors to the community. Specific functions of the Street Division 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 725,000 linear feet of long line lane markings, 14,938 street signs and 84 traffic signals (which includes 3 Pedestrian Hybrid Beacons (PHB) pedestrian signals); snow and ice removal operations; street sweeping and underground utility line locates. In addition, the division works with the City’s Urban Forester to provide care, maintenance and line-of-site clearance of approximately 20,483 trees that are located in the public right-of-way. Leafing collection activities conducted by the Street Division will cease at the end of 2022 and will not be programmed for 2023.

**2023 Budget Highlights**

The Street Division will undertake several major projects and initiatives during 2023, including:

- Continue multi-modal transportation system enhancements throughout the community.
- Produce a data-driven approach to the 2023-2024 annual paving schedules through the new asset management metrics obtained via the 2022 field reconnaissance update project.
- Employ fresh sidewalk and accessible curb ramp condition data, as well as first ever sidepath condition data, from the 2022 field reconnaissance update project for capital budget planning and targeted improvements.
- Manage and supervise the Sidewalk Assistance Repair Program for eligible homeowners that are located within Community Development Block Grant areas to complete repairs on their adjacent sidewalks.
- Deploy additional mobile asset management capabilities that allow crews to provide direct updates to work orders and condition data in the field.
- Research opportunities and apply for any available 2023 Indiana Department of Transportation (INDOT) Community Crossing Matching Grants in order to utilize potential state funding to complete additional infrastructure improvements in the community.
- Complete Phase III of the downtown Alley Paving Maintenance Projects between Washington Street and Dunn Street.

**Department of Public Works-Street 2023 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	2,885,620	2,876,202	2,705,369	3,042,661	3,075,310	32,649	1%
200 - Supplies	1,104,420	933,646	1,247,169	1,579,066	1,790,518	211,452	13%
300 - Other Services	2,642,727	2,535,466	2,574,384	2,981,029	3,168,103	187,074	6%
400 - Capital Outlays	471,377	2,060,085	581,960	1,365,000	1,762,200	397,200	29%
<b>Total</b>	<b>7,104,144</b>	<b>8,405,399</b>	<b>7,108,882</b>	<b>8,967,756</b>	<b>9,796,131</b>	<b>828,375</b>	<b>9%</b>

**2023 Activity Descriptions and Goals**

**Paving/Patching**

*Activity Description:* Provide maintenance and repair of the City’s 239 lane miles of streets. Pavement provides a smooth and durable all-weather traveling surface that benefits a wide range of transportation types, transit, autos & bicycles.

Goals:

- Complete at least 10-15 miles of proactive crack sealing efforts by Q3.
- Mill and prepare at least 10 street lane miles for repaving by Q3.
- Create a work order and repair potholes within at least 2 business days (weather permitting) of being reported.
- Resurface a minimum of at least 12 street lane miles by Q3.
- Implement an average Pavement Condition Index (PCI) of 55 for streets by the end of the 2023 paving season.
- Apply and track INDOT Community Crossing Match Grant funds for additional infrastructure improvements by the end of Q3.
- Report required street infrastructure improvements to the State Board of Accounts by April 1st and INDOT by December 1st.

<b>Paving/ Patching Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	756,937	1,114,800	14.50	Regional population served 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	503,673	644,586		
300 - Other Services	408,154	633,621		
400 - Capital Outlays	290,700	933,966		
<b>Total</b>	<b>1,959,463</b>	<b>3,326,973</b>		

**Fund: 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:

- Plow crews clear all streets within 8 hours after the winter storm event ends (heavier snow or ice accumulations take longer).
- Expand salt brine pretreatment to collector roads to increase safety and prevent freezing.

Snow Removal Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	566,770	584,309	7.60	Regional population served 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	503,673	626,681		
300 - Other Services	136,051	158,405		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,206,495</b>	<b>1,369,395</b>		

**Fund: 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:

- Reduce the level of sidewalks meeting fair to poor rating standards by at least 5% of the overall sidewalk inventory.
- Repair at least 6,000 linear feet of residential sidewalks that are rated as being in poor condition, utilizing both in-house repairs and contracting services.
- Increase participation in the Sidewalk Repair Assistance Program for qualifying income-based homeowners by replacing at least 1,000 linear feet of sidewalks rated in poor condition.
- Install at least 100 new or upgraded ADA accessible sidewalk ramps while repaving the streets included on the 2023 paving list by Q4.
- Remove at least 1,000 trip hazards on sidewalks in 2023 at various locations by utilizing a saw cutting or grinding solution.

Sidewalk Maintenance Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	391,519	411,323	5.35	This activity serves the City's population of 85,000 people.
200 - Supplies	71,953	107,431		
300 - Other Services	272,103	538,578		
400 - Capital Outlays	153,000	0		
<b>Total</b>	<b>888,574</b>	<b>1,057,331</b>		

**Fund: Other**

## Traffic Signals

*Activity Description:* Traffic signals are designed to ensure an orderly flow of traffic, provide an opportunity for pedestrians or vehicles to cross an intersection and help to reduce the number of conflicts between vehicles entering intersections from different directions.

### Goals:

- Complete overhead cabinet inspection of all traffic signals (84 total, including 3 PHB signals) by December Q4.
- Upgrade 6 traffic signal intersections (on E. 10th St. from N. Indiana Ave. to N. Union St.) to new cellular connectivity by the end of Q4.
- Upgrade all traffic signal intersections with Applied Information to replace the aging Aries radio system currently being used.
- Retain required employee certifications for traffic signal maintenance.

Traffic Signals Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	115,591	153,766	2.00	Regional population served 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	86,344	107,431		
300 - Other Services	272,103	316,810		
400 - Capital Outlays	30,600	0		
<b>Total</b>	<b>504,638</b>	<b>578,007</b>		

**Fund: Other**

## Manage Urban Forest

*Activity Description:* Support the Parks & Recreation Department's Urban Forestry Division in care and maintenance of the approximately 20,483 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:

- Coordinate with the City Urban Forester on a 2023 inventory plan to provide a list of trees requiring priority removal & pruning to reduce storm damage risks.
- At least one employee will obtain an arborist certification by the end of Q4.

City of Bloomington Hazardous Tree Removal Totals					
2017	2018	2019	2020	2021	YTD 2022
197	230	176	134	172	69

Manager Urban Forest Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	305,758	357,505	4.65	This activity serves the City's population of 85,000 people.
200 - Supplies	14,391	17,905		
300 - Other Services	136,051	158,405		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>456,201</b>	<b>533,815</b>		

**Fund: Other**

### Traffic Signs

*Activity Description:* Place and maintain the City's current inventory of 14,938 traffic signs in compliance with the U.S. Department of Transportation's Manual of Uniform Traffic Control Devices (MUTCD) standards.

#### Goals:

- Implement a unique identification number for each sign to track locations within the asset management system for compliance with MUTCD standards.
- Coordinate with the Engineering Department after each monthly Traffic Commission meeting on all Title 15 projects that require either replacement or removal of traffic signs.

Traffic Signs Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	156,608	222,960	2.90	Regional population served 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	71,953	89,526		
300 - Other Services	136,051	158,405		
400 - Capital Outlays	22,950	229,086		
<b>Total</b>	<b>387,562</b>	<b>699,977</b>		

**Fund: Other**

### Pavement Markings

*Activity Description:* Pavement markings indicate which part of the road to utilize for all users, provide information about upcoming roadway conditions and show where passing is allowed. There are a total of 725,000 linear feet of long line pavement markings on the City's street network.

#### Goals:

- Reapply at least 725,000 linear feet of long line pavement markings by the end of Q3.
- Update at least 10 signalized intersections with crosswalk and stop bar thermoplastic markings by end of Q4.

<b>Pavement Markings Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	55,931	76,883	1.00	Regional population served 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	57,563	71,621		
300 - Other Services	136,051	158,405		
400 - Capital Outlays	153,000	229,086		
<b>Total</b>	<b>402,545</b>	<b>535,995</b>		

**Fund: Other**

### **Street Sweeping**

*Activity Description:* Remove silt, trash and debris in order to keep streets clean and prevent storm drains from becoming clogged through regular street sweeping.

Goals:

- Sweep the City's 239 maintained lane miles a minimum of at least 2 times a year and downtown at least 6 times a year.
- Create an online interactive street sweeping map by the end of Q2.
- Partner with the City of Bloomington Utilities Department in 2023 on a consultant led street sweeping analysis to identify potential future changes in responsibility for the program's management.

<b>Street Sweeping Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	82,033	73,039	0.95	Regional population served 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	14,391	0		
300 - Other Services	136,051	79,203		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>232,475</b>	<b>152,241</b>		

**Fund: Other**

### **Alley Repairs**

*Activity Description:* Grade, stone, patch and remove obstructions from the 33 total miles of City-maintained alleyways.

Goals:

- Repair reported alley issues (non-hazardous tree related) by the end of Q3.
- Implement resurfacing of at least 2 alleys by the end of Q4.

<b>Alley Repairs Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	18,644	38,441	0.50	This activity serves the City's population of 85,000 people, as well as thousands more that are attending Indiana University special events or visiting the community.
200 - Supplies	28,781	35,810		
300 - Other Services	136,051	95,043		
400 - Capital Outlays	114,750	370,062		
<b>Total</b>	<b>298,226</b>	<b>539,357</b>		

**Fund: Other**

### Street Lights & Equipment

*Activity Description:* Install only cost-effective and energy-efficient Light Emitting Diode (LED) lighting systems to reduce the City's greenhouse gas emissions and carbon footprint. Manage and supervise the LRS fund that is solely designated for equipment, energy usage and maintenance costs associated with street lights and traffic control, pedestrian and school crossing signals.

#### Goals:

- Reduce the City's greenhouse gas emissions and carbon footprint by 4.6 metric tons annually by replacing 30 high sodium vapor lights with new energy-efficient LED lighting systems in 2023.
- Dedicate 10% of the overall LRS budget allocation to purchase unanticipated replacement lighting and signal equipment inventory stock by the end of Q4.

<b>Street Lights &amp; Equipment Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	52,203	42,286	0.55	Regional population served 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	71,953	89,526		
300 - Other Services	680,257	855,388		
400 - Capital Outlays	0			
<b>Total</b>	<b>804,413</b>	<b>987,199</b>		

**Fund: Other**

### Recover Forward, Phase Three (American Rescue Plan Act)

<b>ARPA Budget Allocation</b>	<b>2022 Budget \$</b>	<b>2023 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	0	67,636		
200 - Supplies	140,000	24,736		
300 - Other Services	260,000	1,075,264		
400 - Capital Outlays	600,000	0		
<b>Total</b>	<b>1,000,000</b>	<b>1,167,636</b>		



**Total Departmental Budget by Fund**

Category	ARPA	Local Road & Street	Motor Vehicle Highway	MVH Restricted	Cumulative Cap Improvement	Cumulative Capital Devlp	Total
1	67,636		1,925,520	1,082,155			3,075,310
2	24,736	893,400	379,322	256,696	68,000	1,061,764	2,683,918
3	1,075,264	1,062,200	341,813	337,000	95,626	425,000	3,336,903
4			0	200,000		500,000	700,000
<b>Total</b>	<b>1,167,636</b>	<b>1,955,600</b>	<b>2,646,655</b>	<b>1,875,851</b>	<b>163,626</b>	<b>1,986,764</b>	<b>9,796,131</b>

**2023 Budget Request Highlights**

The Street Division’s Motor Vehicle Highway (MVH 451) and Restricted Motor Vehicle Highway (MVH 456) fund budget request is \$4,522,506, which is a decrease of \$465,660.

**Category 1 – Personnel** request is \$3,007,675, which is a decrease of \$34,986.

**Category 2 – Supplies** request is \$636,018, which is an increase of \$306,716. This increase is the result of higher fuel and oil costs, as well as higher projected asphalt costs. Some construction supply costs have been shifted to ARPA 176.

**Category 3 – Other Services & Charges** request is \$678,813, which is a decrease of \$797,390. This decrease is the result of moving insurance premiums, set rate from the Fleet Division, workers compensation and communication contract expenses to ARPA 176.

**Category 4 - Capital Outlays** request is \$200,000, which is an increase of \$60,000. This increase is the result of a larger local match for the Indiana Department of Transportation’s Community Crossings Matching Grant to utilize state funding for City infrastructure improvements.

The Street Division’s Local Roads and Streets (LRS 450) fund budget request is \$1,955,600, which is an increase of \$876,400. Significant highlights include:

**Category 3 – Other Services & Charges** request is \$893,400, which is an increase of \$164,200. This increase is the result of higher energy and maintenance rates that are charged by Duke Energy for street lighting and traffic signal energy and maintenance, moving funds from the LRS 352 to LRS 399 budget line for emergency signal repairs and moving the traffic signal inspection and maintenance service program to LRS 450 from MVH 451.

**Category 4 – Capital Outlays** request is \$1,062,200, which is an increase of \$712,200. This increase is the result of moving the purchase of replacement vehicles (boom truck for signage and two new tri-axle dump trucks) to LRS 450 from MVH 451.

The Street Division's Cumulative Capital funds (CCD 601 & CCI 600) budget request is \$2,150,390, which is an increase of \$250,000. Significant highlights include:

**Category 2 - Supplies:** request is \$1,129,764, which is an increase of \$20,000. This increase is the result of installation of traffic signal cellular connectivity and applied information technology.

**Category 3 - Other Services & Charges:** request is \$520,626, which is an increase of \$5,000. This increase is the result of an increased inter-fund transfer to 454.

**Category 4 - Capital Outlays:** request is \$500,000, which is an increase of \$225,000. This increase is the result of the pavement marking contract and a local match for the Indiana Department of Transportation's Community Crossings Grant to utilize state funding for improvements to City infrastructure.

The Street Division's Recover Forward, Phase Three (ARPA 176) budget request is \$1,167,636, which is an increase of \$167,636.

**Category 1 – Personnel** request is \$67,636, which is an increase of \$67,636. This increase is due to moving temporary employees and FICA expenses from MVH 451.

**Category 2 - Supplies:** request is \$24,736, which is a decrease of \$115,264. This decrease is the result of moving various supply expenses to MVH 456; some expenses for construction supplies remain in ARPA 176, having been moved from MVH 451.

**Category 3 - Other Services & Charges:** request is \$1,075,264, which is an increase of \$815,264. This increase is the result of moving insurance premiums, set rate from the Fleet Division, workers compensation and communication contract expenses from MVH 451.

**Category 4 - Capital Outlays:** request is \$0, which is a decrease of \$600,000. This decrease is the result of capital equipment purchases being completed in 2022.

### **Conclusion**

The Street Division's goal is to enhance and ensure public safety and improve the City of Bloomington's infrastructure for all transportation users, while providing uncompromising customer service, forward-thinking initiatives and a commitment to excellence.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 451 - Motor Vehicle Highway(S0708)</b>									
<u>Expenditures</u>									
<b>Department: 20 - Street</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	1,080,598	1,127,135	1,084,286	1,152,342	1,177,859	25,517	2.21%
	51120	Salaries and Wages - Temporary	63,603	9,989	-	62,830	-	(62,830)	-100.00%
	51130	Salaries and Wages- Overtime	105,210	49,838	106,603	125,525	125,525	(0)	0.00%
	51210	FICA	92,162	86,483	86,557	102,565	99,709	(2,857)	-2.79%
	51220	PERF	164,738	171,251	168,237	181,459	185,080	3,621	2.00%
	51230	Health and Life Insurance	213,424	305,326	198,141	327,613	318,913	(8,700)	-2.66%
	51320	Other Personal Services -DC Match	-	-	-	-	18,435	18,435	N/A
<b>Total: Personnel Services</b>			<b>1,719,737</b>	<b>1,750,023</b>	<b>1,643,824</b>	<b>1,952,335</b>	<b>1,925,520</b>	<b>(26,815)</b>	<b>-1.37%</b>
Supplies									
	52110	Office Supplies	1,042	457	882	600	600	-	0.00%
	52210	Institutional Supplies	1,694	1,667	4,421	5,750	10,000	4,250	73.91%
	52240	Fuel and Oil	128,814	80,541	107,719	174,356	275,558	101,202	58.04%
	52310	Building Materials and Supplies	265	-	23	5,000	5,000	-	0.00%
	52330	Street , Alley, and Sewer Material	8,605	-	-	-	-	-	N/A
	52340	Other Repairs and Maintenance	16,565	-	-	-	78,000	78,000	N/A
	52420	Other Supplies	20,125	39,507	11,278	9,900	10,164	264	2.67%
<b>Total: Supplies</b>			<b>177,110</b>	<b>122,173</b>	<b>124,324</b>	<b>195,606</b>	<b>379,322</b>	<b>183,716</b>	<b>93.92%</b>
Other Services and Charges									
	53130	Medical	1,117	1,077	547	900	900	-	0.00%
	53140	Exterminator Services	-	125	-	500	500	-	0.00%
	53150	Communications Contract	-	18,219	30,176	28,000	-	(28,000)	-100.00%
	53160	Instruction	5,150	-	1,320	4,795	4,795	-	0.00%
	53210	Telephone	2,105	1,895	2,749	4,000	4,000	-	0.00%
	53220	Postage	2,786	2,926	2,949	3,500	3,500	-	0.00%
	53230	Travel	2,324	-	615	1,400	1,400	-	0.00%
	53250	Pagers	1,046	1,057	1,048	1,200	1,200	-	0.00%
	53310	Printing	1,471	1,539	1,535	4,000	4,000	-	0.00%
	53320	Advertising	-	-	236	1,500	1,500	-	0.00%
	53410	Liability / Casualty Premiums	12,687	56,412	94,823	100,749	-	(100,749)	-100.00%
	53420	Worker's Comp & Risk	18,130	37,632	50,121	50,121	-	(50,121)	-100.00%
	53510	Electrical Services	4,734	3,450	3,790	6,955	6,955	-	0.00%
	53520	Street Lights / Traffic Signals	-	-	-	125,000	-	(125,000)	-100.00%
	53530	Water and Sewer	2,967	3,915	3,950	2,500	2,500	-	0.00%
	53540	Natural Gas	4,344	3,738	4,651	8,000	8,000	-	0.00%
	53610	Building Repairs	8,075	16,239	18,235	25,000	37,000	12,000	48.00%
	53620	Motor Repairs	743,740	855,301	854,892	817,520	-	(817,520)	-100.00%
	53630	Machinery and Equipment Repairs	14,873	16,792	6,200	3,200	3,200	-	0.00%
	53650	Other Repairs	848	27,770	-	10,000	10,000	-	0.00%
	53730	Machinery and Equipment Rental	-	-	2,100	-	-	-	N/A
	539010	Inter-Fund Transfers	133,686	135,974	139,154	139,154	139,154	-	0.00%
	53910	Dues and Subscriptions	400	3,630	320	2,420	2,420	-	0.00%
	53920	Laundry and Other Sanitation Services	2,666	2,855	2,596	2,820	2,820	-	0.00%
	53950	Landfill	29,655	29,441	17,218	42,424	42,424	-	0.00%
	53990	Other Services and Charges	79,243	59,991	49,205	60,545	65,545	5,000	8.26%
<b>Total: Other Services and Charges</b>			<b>1,072,046</b>	<b>1,279,978</b>	<b>1,288,429</b>	<b>1,446,203</b>	<b>341,813</b>	<b>(1,104,390)</b>	<b>-76.36%</b>
Capital Outlays									
	54310	Improvements Other Than Building	-	52,542	-	-	-	-	N/A
	54420	Purchase of Equipment	140,503	849,018	100,890	65,000	-	(65,000)	-100.00%
	54440	Motor Equipment	2,737	168,779	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>143,239</b>	<b>1,070,339</b>	<b>100,890</b>	<b>65,000</b>	<b>-</b>	<b>(65,000)</b>	<b>-100.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 3,112,132</b>	<b>\$ 4,222,512</b>	<b>\$ 3,157,467</b>	<b>\$ 3,659,144</b>	<b>\$ 2,646,655</b>	<b>\$ (1,012,489)</b>	<b>-27.67%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 456 - MVH Restricted</b>									
<u>Expenditures</u>									
<b>Department: 20 - Street</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	663,920	705,571	666,499	706,816	708,098	1,282	0.18%
	51120	Salaries and Wages - Temporary	-	-	5,317	-	-	-	N/A
	51210	FICA	45,866	49,973	48,158	54,070	54,170	100	0.18%
	51220	PERF	94,251	99,430	94,642	100,367	100,549	181	0.18%
	51230	Health and Life Insurance	361,846	271,206	246,929	229,073	207,353	(21,720)	-9.48%
	51320	Other Personal Services -DC Match	-	-	-	-	11,985	11,985	N/A
<b>Total: Personnel Services</b>			<b>1,165,883</b>	<b>1,126,179</b>	<b>1,061,545</b>	<b>1,090,327</b>	<b>1,082,155</b>	<b>(8,172)</b>	<b>-0.75%</b>
Supplies									
	52210	Institutional Supplies	5,058	-	-	-	-	-	N/A
	52330	Street , Alley, and Sewer Material	159,957	165,001	147,140	106,696	256,696	150,000	140.59%
	52340	Other Repairs and Maintenance	54,512	98,751	50,343	-	-	-	N/A
	52420	Other Supplies	3,768	16,897	6,126	25,000	-	(25,000)	-100.00%
	52430	Uniforms and Tools	1,721	-	-	2,000	-	(2,000)	-100.00%
<b>Total: Supplies</b>			<b>225,016</b>	<b>280,649</b>	<b>203,609</b>	<b>133,696</b>	<b>256,696</b>	<b>123,000</b>	<b>92.00%</b>
Other Services and Charges									
	53160	Instruction	-	-	-	1,500	-	(1,500)	-100.00%
	53220	Postage	-	-	-	500	-	(500)	-100.00%
	53230	Travel	-	-	-	1,000	-	(1,000)	-100.00%
	53410	Liability / Casualty Premiums	31,511	-	-	-	-	-	N/A
	53420	Worker's Comp & Risk	32,579	12,489	-	-	-	-	N/A
	53630	Machinery and Equipment Repairs	-	-	23,456	25,000	27,000	2,000	8.00%
	53640	Hardware and Software Maintenance	-	916	1,668	2,000	-	(2,000)	-100.00%
	53730	Machinery and Equipment Rental	6,000	1,479	-	-	10,000	10,000	N/A
	53990	Other Services and Charges	149,860	70	149,953	-	300,000	300,000	N/A
<b>Total: Other Services and Charges</b>			<b>219,949</b>	<b>14,955</b>	<b>175,077</b>	<b>30,000</b>	<b>337,000</b>	<b>307,000</b>	<b>1023.33%</b>
Capital Outlays									
	54510	Other Capital Outlays	-	-	-	75,000	200,000	125,000	166.67%
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>	<b>200,000</b>	<b>125,000</b>	<b>166.67%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,610,848</b>	<b>\$ 1,421,783</b>	<b>\$ 1,440,231</b>	<b>\$ 1,329,023</b>	<b>\$ 1,875,851</b>	<b>\$ 546,828</b>	<b>41.15%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 450 - Local Road and Street(S0706)</b>									
<u>Expenditures</u>									
<b>Department: 20 - Street</b>									
Other Services and Charges									
	53520	Street Lights / Traffic Signals	676,925	512,826	558,460	729,200	873,400	144,200	19.78%
	53990	Other Services and Charges	-	-	12,077	-	20,000	20,000	N/A
<b>Total: Other Services and Charges</b>			<b>676,925</b>	<b>512,826</b>	<b>570,538</b>	<b>729,200</b>	<b>893,400</b>	<b>164,200</b>	<b>22.52%</b>
Capital Outlays									
	54310	Improvements Other Than Building	-	664,909	33,406	350,000	350,000	-	0.00%
	54440	Motor Equipment	-	182,182	-	-	712,200	712,200	N/A
<b>Total: Capital Outlays</b>			<b>-</b>	<b>847,091</b>	<b>33,406</b>	<b>350,000</b>	<b>1,062,200</b>	<b>712,200</b>	<b>203.49%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 676,925</b>	<b>\$ 1,359,917</b>	<b>\$ 603,943</b>	<b>\$ 1,079,200</b>	<b>\$ 1,955,600</b>	<b>\$ 876,400</b>	<b>81.21%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 601 - Cumulative Capital Devlp(S2391)</b>									
<u>Expenditures</u>									
<b>Department: 02 - Public Works</b>									
Supplies									
	52330	Street , Alley, and Sewer Material	685,677	468,980	738,451	961,764	961,764	-	0.00%
	52420	Other Supplies	-	-	108,720	80,000	100,000	20,000	25.00%
<b>Total: Supplies</b>			<b>685,677</b>	<b>468,980</b>	<b>847,171</b>	<b>1,041,764</b>	<b>1,061,764</b>	<b>20,000</b>	<b>1.92%</b>
Other Services and Charges									
	53110	Engineering and Architectural	278,181	22,454	-	-	-	-	N/A
	539010	Inter-Fund Transfers	300,000	300,000	300,000	300,000	305,000	5,000	1.67%
	53990	Other Services and Charges	-	309,628	144,714	120,000	120,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>578,181</b>	<b>632,082</b>	<b>444,714</b>	<b>420,000</b>	<b>425,000</b>	<b>5,000</b>	<b>1.19%</b>
Capital Outlays									
	54310	Improvements Other Than Building	67,941	7,655	1,802	-	-	-	N/A
	54450	Equipment	75,000	-	-	-	-	-	N/A
	54510	Other Capital Outlays	185,197	135,000	445,863	275,000	500,000	225,000	81.82%
<b>Total: Capital Outlays</b>			<b>328,138</b>	<b>142,655</b>	<b>447,665</b>	<b>275,000</b>	<b>500,000</b>	<b>225,000</b>	<b>81.82%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,591,996</b>	<b>\$ 1,243,717</b>	<b>\$ 1,739,549</b>	<b>\$ 1,736,764</b>	<b>\$ 1,986,764</b>	<b>\$ 250,000</b>	<b>14.39%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 600 - Cumulative Cap Imprv(CIG)(S2379)</b>									
<u>Expenditures</u>									
<b>Department: 02 - Public Works</b>									
Supplies									
	52330	Street , Alley, and Sewer Material	16,617	61,844	72,066	68,000	68,000	-	0.00%
<b>Total: Supplies</b>			<b>16,617</b>	<b>61,844</b>	<b>72,066</b>	<b>68,000</b>	<b>68,000</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	539010	Inter-Fund Transfers	95,626	95,626	95,626	95,626	95,626	-	0.00%
<b>Total: Other Services and Charges</b>			<b>95,626</b>	<b>95,626</b>	<b>95,626</b>	<b>95,626</b>	<b>95,626</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 112,243</b>	<b>\$ 157,470</b>	<b>\$ 167,692</b>	<b>\$ 163,626</b>	<b>\$ 163,626</b>	<b>\$ -</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 20 - Street</b>									
Personnel Services									
	51120	Salaries and Wages - Temporary	-	-	-	-	62,829	62,829	N/A
	51210	FICA	-	-	-	-	4,806	4,806	N/A
<b>Total: Personnel Services</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67,636</b>	<b>67,636</b>	
Supplies									
	52330	Street , Alley, and Sewer Material	-	-	-	65,000	-	(65,000)	-100.00%
	52340	Other Repairs and Maintenance	-	-	-	75,000	-	(75,000)	-100.00%
	52420	Other Supplies	-	-	-	-	24,736	24,736	N/A
<b>Total: Supplies</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>140,000</b>	<b>24,736</b>	<b>(115,264)</b>	<b>-82.33%</b>
Other Services and Charges									
	53150	Communications Contract	-	-	-	-	28,000	28,000	N/A
	53410	Liability / Casualty Premiums	-	-	-	-	100,749	100,749	N/A
	53420	Worker's Comp & Risk	-	-	-	-	50,121	50,121	N/A
	53620	Motor Repairs	-	-	-	-	796,394	796,394	N/A
	53730	Machinery and Equipment Rental	-	-	-	10,000	-	(10,000)	-100.00%
	53990	Other Services and Charges	-	-	-	250,000	100,000	(150,000)	-60.00%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>260,000</b>	<b>1,075,264</b>	<b>815,264</b>	<b>313.56%</b>
Capital Outlays									
	54420	Purchase of Equipment	-	-	-	600,000	-	(600,000)	-100.00%
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>600,000</b>	<b>-</b>	<b>(600,000)</b>	<b>-100.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 1,167,636</b>	<b>\$ 167,636</b>	<b>16.76%</b>