



**2020 BUDGET  
PROPOSAL MAYOR  
JOHN HAMILTON**



CITY OF BLOOMINGTON

OFFICE OF THE CONTROLLER

MEMORANDUM

August 14, 2019

August 19, 2019 revised

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

**Re: 2020 Budget**

We are pleased to present the City of Bloomington 2020 Budget Proposal.

**Cash Reserves:**

We ended 2018 with reserves between the City General Fund and the Rainy Day fund of 50.9% of the actual annual expenditures for 2018. To put this in perspective, this would allow us to pay for approximately 50% of the City General Fund expenditures without receiving any other revenues. We are projecting these levels to be 39.1% and 35.8% at the end of 2019 and 2020 respectively.

**Revenues:**

**Property Taxes** – These funds are a significant source of revenue for the City General Fund, Parks General Fund, Cumulative Capital Development Fund as well as City and Parks General Obligation Bonds. In the City General Fund, property taxes represent 51.2% of the total revenues. The State has estimated this source of revenue will increase by 3.5% for 2020.

Local Income Tax (LIT) are collected and remitted by the State. LIT is composed of three categories, Distributive Shares, Public Safety, and Economic Development. The current LIT consists of Distributive Shares and Public Safety. The General Fund receives the City's portion of the Distributive Shares and this represents 25.9% of the total revenues for the City General Fund. The City also receives Public Safety LIT and those funds are discussed later in this memo.

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

**Expenditures:**

All Funds:

The overall total budget (Not including Utilities or Transit) request is \$98,660.693, which is an increase of \$7,532,096 or 8.3%. This includes \$1,200,000 request from the Affordable Housing Fund and \$5,000,000 from the Food & Beverage Fund. Adjusting for these amounts the overall increase is \$1,732,096 or 1.9%.

General Fund:

The overall budget request is \$46,759,329. This is an increase of \$1,576,087 or 3.5%. This increase reflects \$600,000 of one-time expenditures and \$700,746 decrease in Property Tax Caps. Adjusting for these items the General Fund Budget represents a 3.6% in comparison to the 2019 request.

Parks General Fund:

The overall budget request is \$8,524,755. That is an increase of \$321,968 or 3.9%.

Public Safety Local Income Tax Fund:

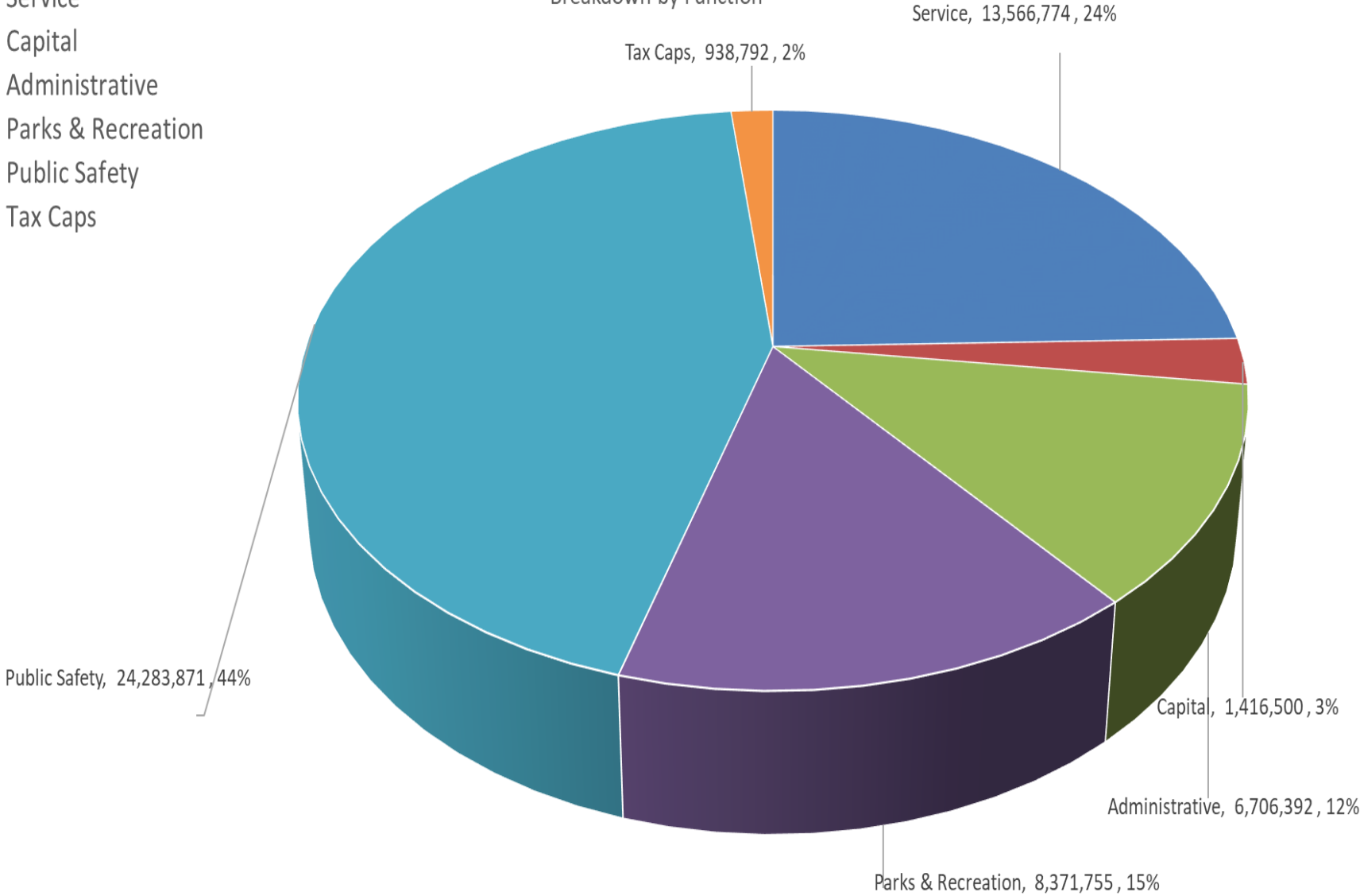
The primary use of this revenue stream is to fund a Public Safety Answering Point (PSAP) or Central Dispatch. We expect to receive in 2020, \$5,335,651 in PS LIT revenue and \$1,365,188 in E911 revenue. These revenues breakdown as:

|                  |   |
|------------------|---|
| Central Dispatch | \$2,263,237 – PS LIT & 1.365,188 – E911 |
| Police Capital   | \$958,694                               |
| Fire Capital     | \$2,113,720                             |

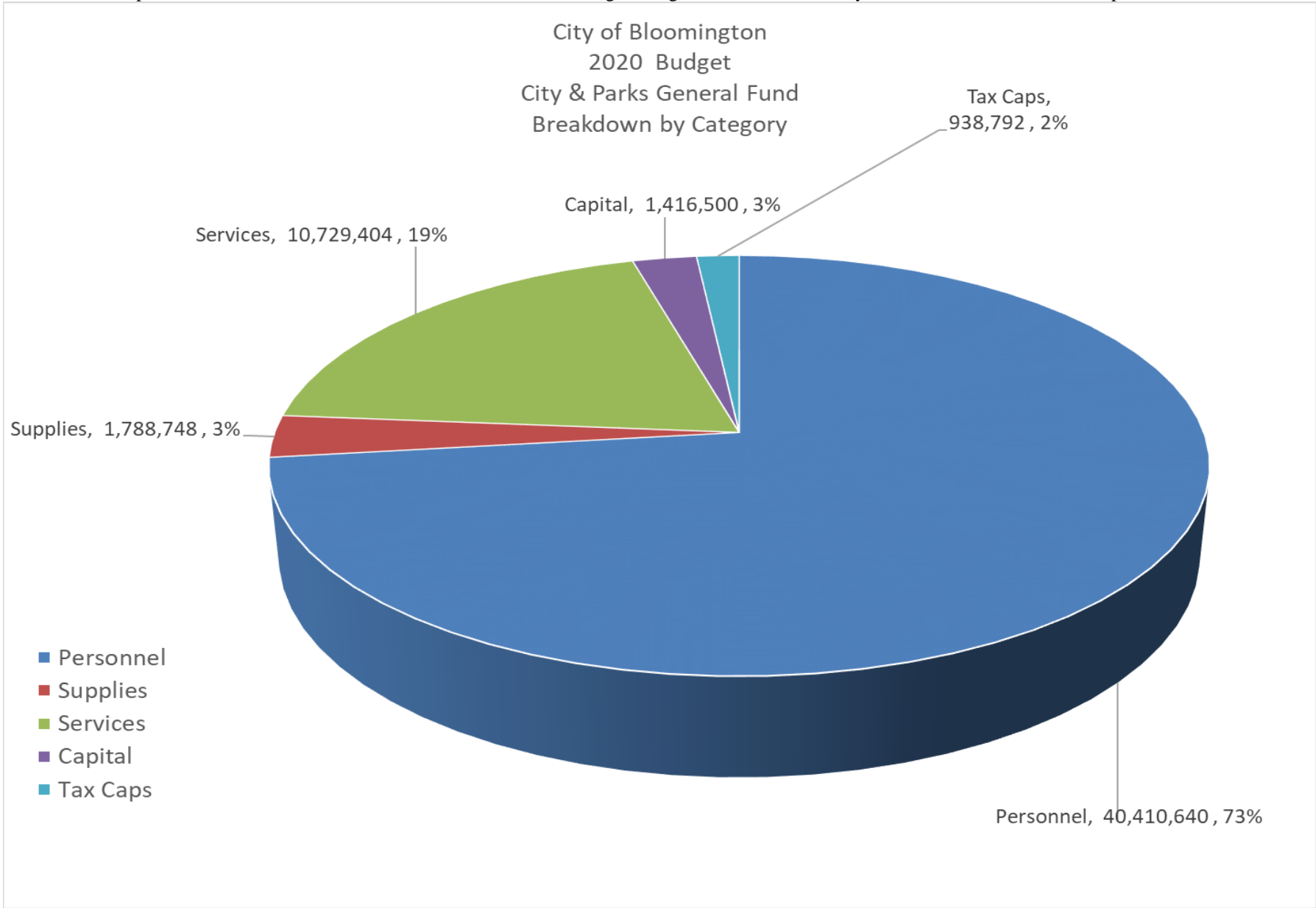
We appreciate the difficult decisions and hard votes Council has made in past years. That effort has paid off in the form of a balanced budget, as well as healthy and stable reserves.

City of Bloomington  
2020 Budget  
City & Parks General Fund  
Breakdown by Function

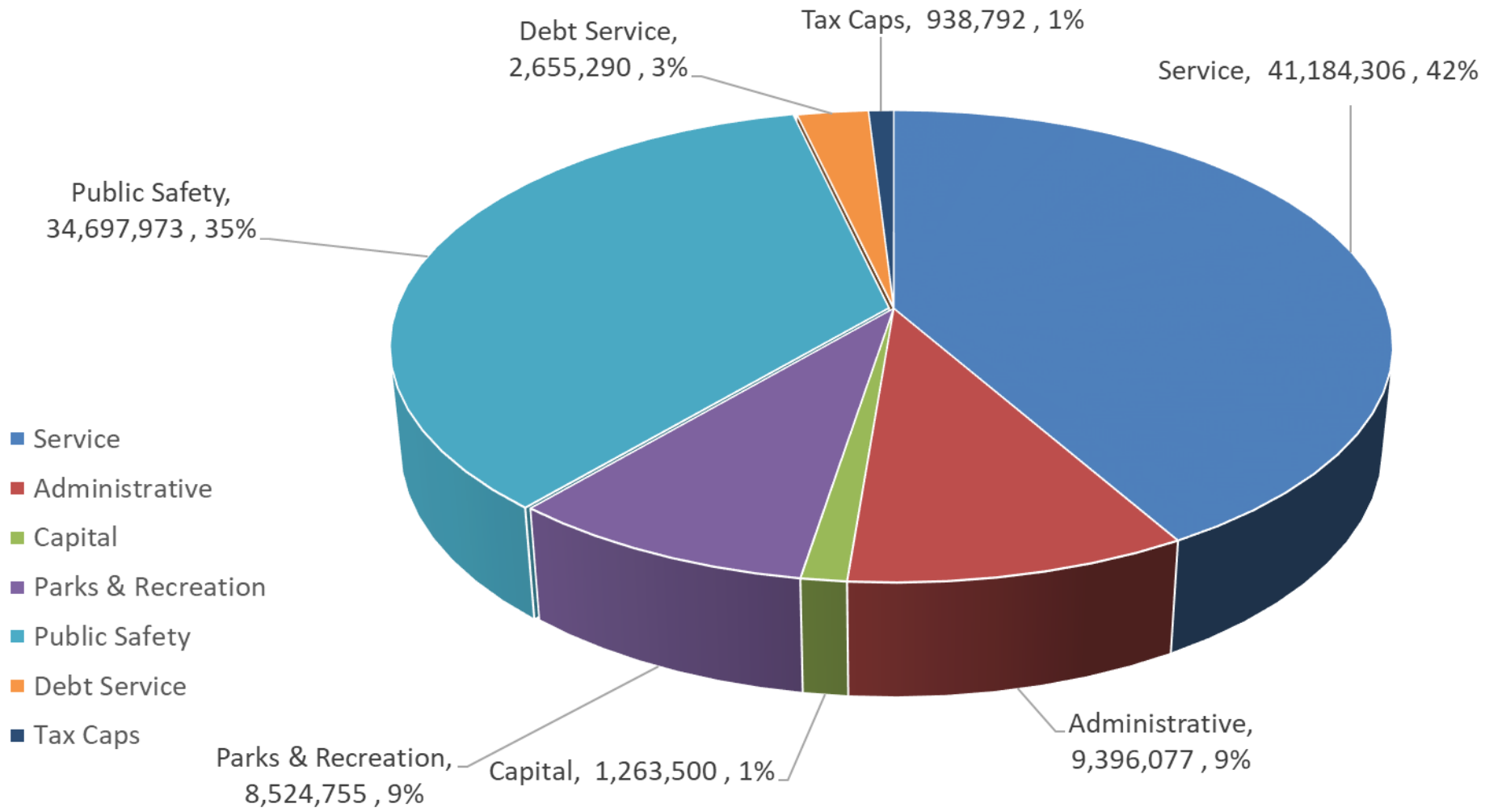
- Service
- Capital
- Administrative
- Parks & Recreation
- Public Safety
- Tax Caps



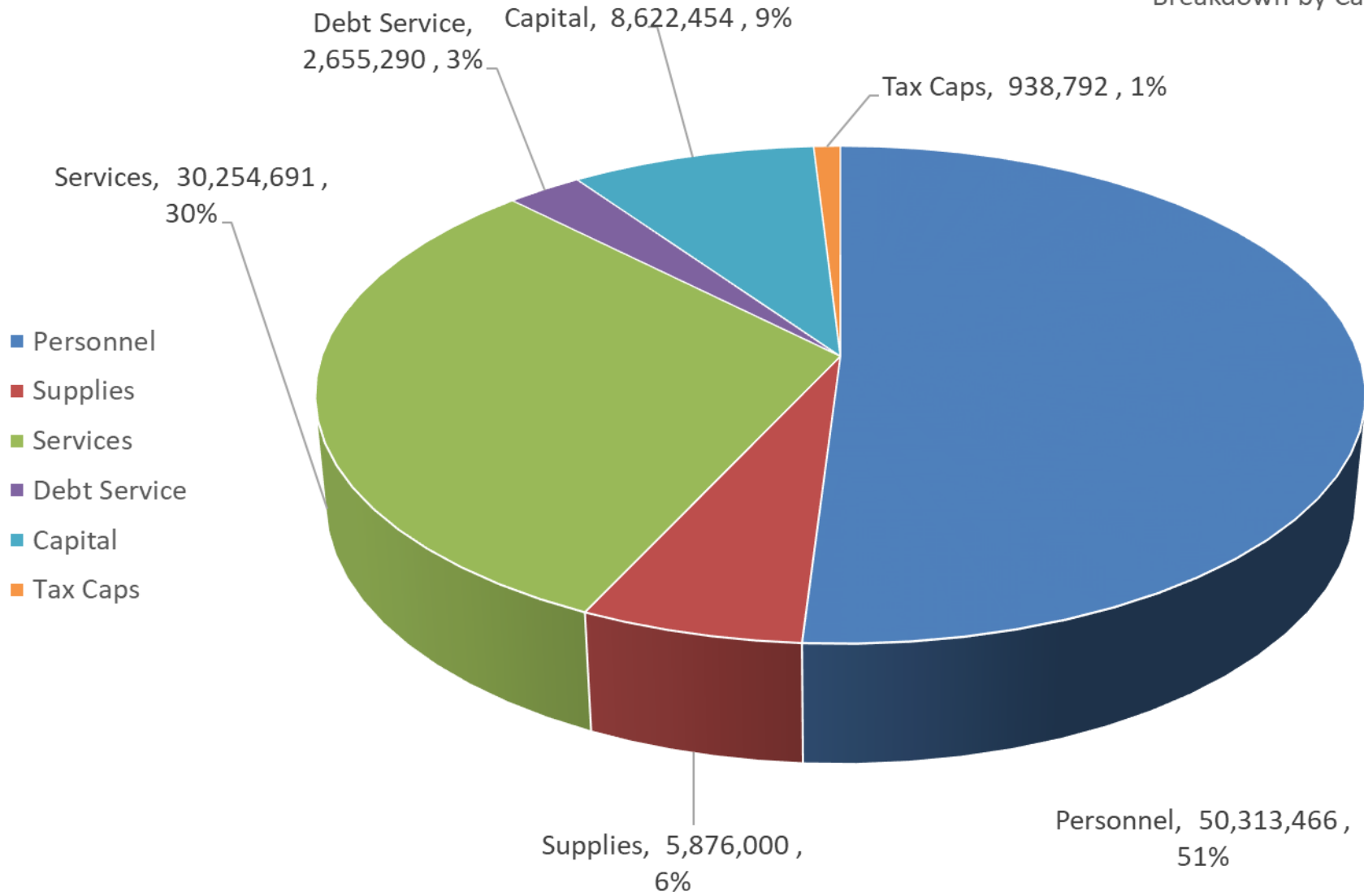
Service – This represents external services such as Street, Sanitation, Housing & Neighborhoods, Community Outreach and Business Development



City of Bloomington  
2020 Budget  
All Funds  
Breakdown by Function



City of Bloomington  
2020 Budget  
All Funds  
Breakdown by Category



## City of Bloomington

### Historic Levy Growth

| Year | Increase |
|------|----------|
| 2003 | 4.8%     |
| 2004 | 4.7%     |
| 2005 | 4.4%     |
| 2006 | 3.9%     |
| 2007 | 4.0%     |
| 2008 | 3.7%     |
| 2009 | 4.0%     |
| 2010 | 3.8%     |
| 2011 | 2.9%     |
| 2012 | 2.9%     |
| 2013 | 2.8%     |
| 2014 | 2.6%     |
| 2015 | 2.7%     |
| 2016 | 2.6%     |
| 2017 | 3.8%     |
| 2018 | 4.0%     |
| 2019 | 3.4%     |
| 2020 | 3.5%     |



| City of Bloomington                 |                              | Summary of General Fund and Fund Balance |             |             |
|-------------------------------------|------------------------------|--|-------------|-------------|
| 2020 Budget                         |                              |  |             |             |
|                                     |                              | Actual 2018                              | Budget 2019 | Budget 2020 |
| Beginning Cash Balance at January 1 |                              | 13,309,418                               | 15,475,486  | 12,948,053  |
| Revenue                             |                              |  |             |             |
|                                     | Property Tax                 | 21,197,601                               | 22,883,981  | 23,384,920  |
|                                     | Local Option Income Tax      | 11,202,846                               | 11,275,482  | 11,827,433  |
|                                     | Miscellaneous Revenue        | 9,361,518                                | 8,496,346   | 10,464,544  |
| Total Revenue                       |                              | 41,761,965                               | 42,655,809  | 45,676,897  |
| Expenditures                        |                              |  |             |             |
|                                     | Actual/Budgeted Expenditures | 39,595,897                               | 45,183,242  | 46,759,329  |
| Net Projected Expenditures          |                              | 39,595,897                               | 45,183,242  | 46,759,329  |
| Revenues Minus Expenditures         |                              | 2,166,068                                | (2,527,433) | (1,082,432) |
| Prior Year Encumbrances             |                              | -  |             |             |
| Rainy Day Transfer                  |                              | -  |             |             |
| Projected Year End Balances         |                              | 15,475,486                               | 12,948,053  | 11,865,621  |
| Rainy Day Fund Balance              |                              | 4,696,680                                | 4,696,680   | 4,859,583   |
| Total All Balances                  |                              | 20,172,166                               | 17,644,733  | 16,725,204  |
| Reserve Percentage                  |                              | 50.9%                                    | 39.1%       | 35.8%       |

| City of Bloomington                   |             | Expenditure Budget Comparison - General Fund |             |               |                |
|---------------------------------------|-------------|--|-------------|---------------|----------------|
| 2019 Budget                           |             |  |             |               |                |
| Department/Division                   | 2018 Actual | 2019 Budget                                  | 2020 Budget | Dollar Change | Percent Change |
| Board of Public Safety                | 3,415       | 3,415  | 3,415       | 0             | 0.00%          |
| CFRD - Community & Family Resources   | 690,321     | 799,248                                      | 816,808     | 17,560        | 2.20%          |
| Controller                            | 1,185,731   | 1,628,490                                    | 2,258,552   | 630,062       | 38.69%         |
| Economic & Sustainable Development    | 812,775     | 939,697                                      | 986,792     | 47,095        | 5.01%          |
| Fire                                  | 10,499,419  | 10,966,935                                   | 11,140,192  | 173,257       | 1.58%          |
| Housing & Neighborhood Development    | 1,428,930   | 1,446,733                                    | 1,566,726   | 119,993       | 8.29%          |
| Human Resources                       | 732,564     | 942,725                                      | 952,398     | 9,673         | 1.03%          |
| Informational & Technology Services   | 1,930,678   | 2,165,574                                    | 2,370,281   | 204,707       | 9.45%          |
| Legal                                 | 980,618     | 1,046,994                                    | 1,174,161   | 127,167       | 12.15%         |
| Mayor                                 | 769,426     | 989,164                                      | 961,338     | (27,826)      | -2.81%         |
| Planning                              | 2,436,778   | 2,789,927                                    | 2,983,816   | 193,889       | 6.95%          |
| Police                                | 12,079,943  | 12,523,575                                   | 13,140,264  | 616,689       | 4.92%          |
| Property Tax Cap's                    |             | 1,639,538                                    | 938,792     | (700,746)     | -42.74%        |
| Public Works - Animal Shelter         | 1,676,215   | 1,752,671                                    | 1,903,972   | 151,301       | 8.63%          |
| Public Works - Facilities Maintenance | 937,411     | 1,155,249                                    | 1,192,487   | 37,238        | 3.22%          |
| Public Works - Main                   | 1,668,458   | 1,996,213                                    | 1,918,580   | (77,633)      | -3.89%         |
| Public Works - Sanitation             | 919,786     | 1,491,029                                    | 1,491,029   | 0             | 0.00%          |
| Sub-Total                             | 38,752,468  | 44,277,177                                   | 45,799,603  | 1,522,426     | 3.44%          |
| Clerk                                 | 248,359     | 279,040                                      | 284,830     | 5,790         | 2.07%          |
| Council                               | 594,921     | 627,025                                      | 674,896     | 47,871        | 7.63%          |
| Fund Totals                           | 39,595,748  | 45,183,242                                   | 46,759,329  | 1,576,087     | 3.49%          |
| Parks General Fund                    | Actual 2017 | Budget 2018                                  | Budget 2019 | \$ Change     | % Change       |
| Fund Totals                           |             | 8,202,787                                    | 8,524,755   | 321,968       | 3.93%          |

| City of Bloomington                      |        |             |            |            |            |            |            |            |            |            |            |            |
|--|--------|-------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Historic Cash Balance Projections        |        |             |            |            |            |            |            |            |            |            |            |            |
|  |        | Year        |            |            |            |            |            |            |            |            |            |            |
|  |        | 2008        | 2009       | 2010       | 2011       | 2012       | 2013       | 2014       | 2015       | 2016       | 2017       | 2018       |
|  | Fund # |             |            |            |            |            |            |            |            |            |            |            |
| General Fund                             | 101    | (1,547,626) | (675,532)  | 1,783,698  | (320,718)  | 4,591,554  | 5,655,188  | 7,067,335  | 9,197,843  | 12,021,636 | 13,673,243 | 15,475,486 |
| Rainy Day Fund                           | 102    | 4,763,707   | 5,078,480  | 5,939,823  | 4,596,469  | 4,604,420  | 4,618,557  | 4,630,833  | 4,643,384  | 4,658,566  | 4,696,680  | 4,696,680  |
| Reserve Percentage to Budget             |        | 10.9%       | 14.1%      | 25.0%      | 13.3%      | 27.9%      | 29.5%      | 32.8%      | 38.0%      | 43.5%      | 46.9%      | 50.9%      |
| PS LIT                                   | 151    | 0           | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 657,122    | 2,812,283  |
| Food & Beverage                          | 152    | 0           | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 2,031,074  |
| Parks General Fund                       | 200    | (939,072)   | 676,661    | 521,315    | (196,325)  | (226,362)  | 56,358     | 258,617    | 643,201    | 955,595    | 1,286,364  | 1,322,579  |
| Bloomington Investment Incentive         | 251    | 619,720     | 641,440    | 639,114    | 335,087    | 379,592    | 483,021    | 516,233    |            | 1,234      | 1          | 5          |
| Jack Hopkins Social Service Fund         | 270    | 0           | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 52,694     |
| Police Education                         | 350    | 95,467      | 113,861    | 121,012    | 133,243    | 160,005    | 163,835    | 182,399    | 191,349    | 81,595     | 181,325    | 158,947    |
| Dispatch Training                        | 356    | 66,078      | 66,735     | 84,361     | 90,405     | 97,795     | 96,604     | 93,697     | 87,823     | 81,595     | 76,503     | 73,304     |
| Non-Reverting Telecommunications         | 401    | 1,477,699   | 1,486,680  | 1,150,581  | 1,308,560  | 1,565,952  | 1,678,390  | 1,714,676  | 956,654    | 684,909    | 773,220    | 810,983    |
| Non-Reverting Improvement 1 (Westside)   | 405    | 138,296     | 161,196    | 260,567    | 300,913    | 280,963    | 260,005    | 114,676    | 397,589    | 247,390    | 0          | 103,000    |
| Electronic Map Generation                | 409    | 17,510      | 17,731     | 12,807     | 7,262      | 8,076      | 8,965      | 9,679      | 10,222     | 8,072      | 6,800      | 5,855      |
| Enhanced Access                          | 410    |             |            |            |            |            |            |            |            |            | 5,754      | 5,969      |
| Local Roads & Streets                    | 450    | 190,675     | 80,480     | 364        | 286,832    | (197,524)  | 90,026     | 177,102    | 211,417    | 158,651    | 395,174    | 978,511    |
| Motor Vehicle Highway                    | 451    | 1,086,453   | 910,961    | 34,350     | 255,538    | 1,262,781  | 1,221,535  | 978,783    | 655,575    | 1,096,348  | 1,164,365  | 2,065,150  |
| Parking Facilities                       | 452    | 250,232     | 754,933    | 1,006,580  | 816,722    | 462,293    | 1,133,164  | 1,606,811  | 1,835,623  | 2,241,769  | 2,313,703  | 1,509,844  |
| Alternative Transportation               | 454    | 51,586      | 167,297    | 169,696    | 340,183    | 66,497     | 161,987    | 260,588    | 745,720    | 996,865    | 1,147,977  | 1,281,288  |
| Parking Meter                            | 455    | 0           | 0          | 0          | 0          | 0          | 0          | 258,491    | 989,527    | 1,608,382  | 2,263,482  | 3,000,059  |
| BMFC Showers                             | 508    | 46,781      | 69,585     | 66,039     | 66,730     | 47,431     | 28,871     | 28,746     | 27,981     | 28,521     | 0          | 0          |
| Bicentennial Bonds                       | 513    | 0           | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| City GO Bonds                            | 519    | 0           | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 121,207    | 138,110    |
| Parks GO Bonds                           | 520    | 0           | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 73,778     | 86,825     |
| Cumulative Capital Development (Cig Tax) | 600    | 99,749      | 19,218     | 20,135     | 18,221     | 49,475     | 83,323     | 307,720    | 419,036    | 198,537    | 79,521     | 14,680     |
| Cumulative Capital Development           | 601    | 483,407     | 648,734    | 948,408    | 504,651    | (17,702)   | 1,275,322  | 1,073,717  | 1,006,686  | 1,036,354  | 2,040,471  | 1,895,790  |
| Vehicle Replacement Fund                 | 610    | 0           | 2,708,841  | 910,081    | 542,361    | 351,565    | 195,940    | 163,648    | 250,579    | 347,720    | 669,413    | 604,616    |
| Solid Waste                              | 730    | 160,344     | 186,961    | 93,970     | 13,208     | 195,203    | 195,203    | 0          | 0          | 0          | 0          | 0          |
| Risk Management                          | 800    | 17,084      | 64,484     | 65,540     | 61,622     | 156,527    | 23,712     | 404,879    | 555,534    | 516,384    | 363,671    | 183,599    |
| Fleet Maintenance                        | 802    | 146,173     | 92,591     | 184,767    | 380,928    | 724,409    | 958,283    | 853,127    | 897,238    | 373,070    | 275,578    | 361,806    |
| Police Pension                           | 900    | 1,167,032   | 1,554,454  | 1,364,283  | 1,465,086  | 484,261    | 1,222,301  | 1,201,664  | 1,213,713  | 1,206,491  | 1,192,398  | 1,206,648  |
| Fire Pension                             | 901    | 1,396,206   | 2,017,362  | 1,727,329  | 1,720,600  | 547,562    | 1,421,525  | 1,248,216  | 1,311,192  | 1,475,745  | 1,464,601  | 1,525,148  |
| Housing Trust Fund                       | 905    | 0           | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1,411,848  | 1,294,160  |
|  |        |             |            |            |            |            |            |            |            |            |            |            |
| Total                                    |        | 9,787,501   | 16,843,153 | 17,104,820 | 12,727,578 | 15,594,773 | 21,032,115 | 23,151,637 | 26,247,886 | 30,025,429 | 36,334,199 | 43,695,094 |

| City of Bloomington                           | PS LIT Capital Replacement Schedule - 2020-2029 |                |                |                |                  |                  |                  |                |                  |         |  |                   |                   |
|---|---|----------------|----------------|----------------|------------------|------------------|------------------|----------------|------------------|---------|--|-------------------|-------------------|
| Fire Department                               |   |                |                |                |                  |                  |                  |                |                  |         |  | Future            |                   |
| Item  | 2020  | 2021           | 2022           | 2023           | 2024             | 2025             | 2026             | 2027           | 2028             | 2029    |  | Projects          | Grand Total       |
| 100 Ft Aerial Platform (T1)                   |   |                |                |                |                  |                  | 1,700,000        |                |                  |         |  |                   |                   |
| 75-100 Ft Aerial Ladder (T2)                  | 1,150,000                                       |                |                |                |                  |                  |                  |                | 1,575,000        |         |  |                   |                   |
| Automatic External Defibrillators             |   | 75,000         |                |                |                  |                  |                  |                |                  |         |  |                   |                   |
| Add New Engine 2 (After Station 2 Remodel)    |   |                |                |                |                  |                  |                  |                |                  |         |  | 600,000           |                   |
| Add New Engine 6 (With Station 6)             |   |                |                |                |                  |                  |                  |                |                  |         |  | 600,000           |                   |
| Add New Engine 7 (With Station 7)             |   |                |                |                |                  |                  |                  |                |                  |         |  | 600,000           |                   |
| Brush Truck                                   |   |                | 150,000        |                |                  |                  |                  |                |                  |         |  |                   |                   |
| Confined Space Rescue Truck                   |   | 100,000        |                |                |                  |                  |                  |                |                  |         |  |                   |                   |
| Engine/Pumper (E1)                            | 560,000   |                |                |                |                  |                  |                  |                |                  | 790,000 |  |                   |                   |
| Engine/Pumper (E3)                            |   |                |                |                |                  |                  |                  | 730,000        |                  |         |  |                   |                   |
| Engine/Pumper (E4)                            |   |                |                |                |                  | 670,000          |                  |                |                  |         |  |                   |                   |
| Engine/Pumper (E5)                            |   |                |                |                | 650,000          |                  |                  |                |                  |         |  |                   |                   |
| Extrication Tools                             | 120,000   |                |                |                |                  |                  |                  |                |                  |         |  |                   |                   |
| Fire Fighting Gear                            | 90,000  | 10,000         | 10,500         | 175,000        | 190,000          | 12,200           | 12,800           | 13,400         | 14,100           |         |  |                   |                   |
| Medium Rescue Truck (R2)                      |   |                |                | 450,000        |                  |                  |                  |                |                  |         |  |                   |                   |
| Full Sized Pick-Up (SQ1)                      |   |                |                |                |                  |                  |                  |                |                  | 78,000  |  |                   |                   |
| Full Sized Pick-Up (P3)                       |   |                |                |                |                  |                  |                  | 68,000         |                  |         |  |                   |                   |
| Full Sized Pick-Up (CH1)                      |   |                |                |                |                  |                  |                  | 68,000         |                  |         |  |                   |                   |
| Full Sized Pick-Up (SUPP1)                    |   |                |                |                |                  |                  |                  | 68,000         |                  |         |  |                   |                   |
| Full Sized SUV (B1)                           |   |                |                |                | 62,000           |                  |                  |                |                  |         |  |                   |                   |
| Full Sized SUV (B2)                           |   |                |                |                |                  | 64,000           |                  |                |                  |         |  |                   |                   |
| Full Sized SUV (CH2)                          |   |                |                |                | 62,000           |                  |                  |                |                  |         |  |                   |                   |
| Full Sized SUV (P2)                           |   |                |                |                |                  | 64,000           |                  |                |                  |         |  |                   |                   |
| Full Sized SUV (P1)                           | 55,000  |                |                |                |                  |                  |                  |                | 72,000           |         |  |                   |                   |
| New Fire Station (6, Southeast)               |   |                |                |                |                  |                  |                  |                |                  |         |  | 5,500,000         |                   |
| New Fire Station (7, Southwest)               |   |                |                |                |                  |                  |                  |                |                  |         |  | 6,000,000         |                   |
| Physical Fitness Equipment                    |   |                |                |                | 75,000           |                  |                  |                |                  |         |  |                   |                   |
| Radios  |   | 490,000        |                |                |                  |                  | 620,000          |                |                  |         |  |                   |                   |
| Relocate Station 3-IU*                        |   |                |                |                |                  |                  |                  |                |                  |         |  | 5,500,000         |                   |
| Sedan (Pool)                                  | 35,000  |                |                |                |                  |                  |                  |                |                  | 50,000  |  |                   |                   |
| Self Contained Breathing Apparatus/Compressor |   | 270,000        |                |                |                  | 850,000          |                  |                |                  |         |  |                   |                   |
| Station 1 Repairs (urgent)                    | 100,000   |                |                |                |                  |                  |                  |                |                  |         |  | 450,000           |                   |
| Station 1 Repairs (projected)                 |   |                |                |                |                  |                  |                  |                |                  |         |  | 600,000           |                   |
| Station 2 Repairs (urgent)                    | 100,000   |                |                |                |                  |                  |                  |                |                  |         |  | 400,000           |                   |
| Station 2 Repairs (projected)                 |   |                |                |                |                  |                  |                  |                |                  |         |  | 815,000           |                   |
| Station 2 Addition                            |   |                |                |                |                  |                  |                  |                |                  |         |  | 500,000           |                   |
| Station 3 Repairs (urgent)                    |   |                |                |                |                  |                  |                  |                |                  |         |  | 310,000           |                   |
| Station 4 Repairs (urgent)                    |   |                |                |                |                  |                  |                  |                |                  |         |  | 640,000           |                   |
| Station 4 Replacement                         |   |                |                |                |                  |                  |                  |                |                  |         |  | 5,500,000         |                   |
| Station 5 Repairs (urgent)                    |   |                |                |                |                  |                  |                  |                |                  |         |  | 400,000           |                   |
| Station 5 Replacement                         |   |                |                |                |                  |                  |                  |                |                  |         |  | 5,500,000         |                   |
| Storage/Training Facility                     |   |                |                |                |                  |                  |                  |                |                  |         |  | 600,000           |                   |
| Training Tower                                |   |                |                |                |                  |                  |                  |                |                  |         |  | 1,000,000         |                   |
| <b>Total - Fire</b>                           | <b>2,210,000</b>                                | <b>945,000</b> | <b>160,500</b> | <b>625,000</b> | <b>1,039,000</b> | <b>1,660,200</b> | <b>2,332,800</b> | <b>947,400</b> | <b>1,661,100</b> |         |  | <b>34,515,000</b> | <b>46,096,000</b> |



City of Bloomington Annual Capital Replacement Plans

| Fund                       | Department | Transaction                                     | Amount    | Fund Total              |
|----------------------------|------------|---|-----------|-------------------------|
| General Fund               | Animal     | Incinerator Replacement                         | 125,000   |                         |
|                            |            | Adoption Center improvements: flooring, lobby   | 20,000    |                         |
|                            |            | Parking improvements, handicap access           | 20,000    |                         |
|                            | PW Admin   | Capital and land acquisition costs              | 337,500   |                         |
|                            | P&T        | Street, Intersection & Sidewalk projects        | 312,000   |                         |
|                            | Hand       | Trucks for inspectors                           | 50,000    |                         |
|                            | Facilities | City Hall exterior masonry repairs              | 100,000   |                         |
|                            |            | City Hall HVAC cooling tower                    | 250,000   |                         |
|                            | ITS        | UAVs  | 4,000     |                         |
|                            |            | Helpdesk, Software Mgmt, Inventory              | 45,000    | 1,263,500               |
| Parks General              | Parks      | Backhoe   | 79,000    |                         |
|                            |            | Tow-behind Air Compressor                       | 18,000    |                         |
|                            |            | SUV for Ops Director                            | 28,000    |                         |
|                            |            | SUV for Urban Forester                          | 28,000    | 153,000                 |
| Telecom                    | ITS        | Server Room improvements                        | 10,000    |                         |
|                            |            | Capital Replacement - Laptops/Scanners/Printers | 115,000   |                         |
|                            |            | ITS Plotter Replacement                         | 6,500     |                         |
|                            |            | Stand Alone Servers                             | 16,000    |                         |
|                            |            | Ethernet Network Update                         | 350,000   |                         |
|                            |            | Council Chambers & Meeting Room Equipment       | 30,000    | 527,500                 |
| Local Roads & Street       | Street     | Kirkwood Project                                | 350,000   | 350,000                 |
| Motor Vehicle Highway      | Street     | Downtown Alley Project                          | 150,000   |                         |
|                            |            | Pickup 3/4 ton with plow                        | 59,502    |                         |
|                            |            | Asphalt Roller 3 ton                            | 35,000    |                         |
|                            |            | Bush Hog w/22ft Boom                            | 137,000   |                         |
|                            |            | Signal Boom Truck                               | 120,000   | 501,502                 |
|                            |            | Parking Facilities                              | Parking   | T2 Online Permits \$30k |
| Alternative Transportation | Council    | City Council Sidewalk                           | 324,000   |                         |
|                            | Parking    | T2 Online Permits \$30k                         | 10,000    |                         |
| Parking Meter              | P&T        | Greenways                                       | 319,000   | 653,000                 |
|                            |            | T2 Online Permits \$30k                         | 10,000    |                         |
|                            |            | Repair Kirkwood Intersections                   | 126,000   |                         |
|                            |            | Computer Capital Replacement                    | 1,230     | 137,230                 |
| CCD                        | Street     | Pavement Marking Contract                       | 135,000   |                         |
|                            | P&T        | Sare Road Intersection and Multiuse Path        | 672,308   | 807,308                 |
| Vehicle Replacement        | Various    | Vehicle & Equipment Replacements                | 500,500   |                         |
|                            | Parks      | Golf Turf Sprayer                               | 30,000    |                         |
|                            |            | Hurricane Bio Vac                               | 13,000    |                         |
|                            |            | Turf Roller                                     | 14,000    |                         |
|                            |            | Wide Truck Dingo                                | 45,000    | 602,500                 |
| Fleet Maintenance          | Fleet      | Air Bumper Jack                                 | 4,500     |                         |
|                            |            | Heavy Duty Truck Tire Machine                   | 25,000    |                         |
|                            |            | Shop Service truck                              | 84,000    |                         |
|                            |            | Shop Truck PM Service truck                     | 45,000    |                         |
|                            |            | Start All                                       | 10,000    |                         |
|                            |            | Tire Balancer                                   | 22,000    |                         |
|                            |            | Tire Machine                                    | 34,000    |                         |
|                            |            | XY123 Freon Machine                             | 20,000    | 244,500                 |
| Grand Total                |            |   | 5,250,040 | 5,250,040               |



# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Caroline Shaw, Director of Human Resources  
**Date:** August 19, 2019

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The budget for employee compensation and benefits includes salary adjustments due to the 2017 salary and benefits survey, health insurance premiums, and cost for other benefits. Here are highlights from the budget:

Similar to prior years, a 2% cost of living salary increase is budgeted for Civil City employees, employees covered under the Fire contract, and elected officials. AFSCME employees will receive a 2.25% increase in accordance with their collective bargaining agreement. Because the FOP contract has not been finalized, salary increases for Police are yet to be determined.

The Administration and Council jointly agreed to increase minimum pay rates of temporary employees to the Living Wage over 2 years. The 2020 Living Wage is \$13.21.

Civil City salaries that were identified in 2018 as below target will receive the third and final round of adjustments in 2020, pending Council approval, due to the recommendations of the 2017 salary and benefits survey.

As you know, the Mayor and City Council chose to defer any adjustments from the salary and benefits survey until after the 2019 general election. Council Member salary in 2020 will be \$18,307, which is the same salary as if members had elected to receive adjustments over 3 years. The Mayor decided to defer the recommended salary study increases for his position until 2020, at that point choosing to implement only one-third of the recommended adjustment. The Mayor's 2020 salary will be \$114,558.

Next year's medical insurance renewal rate is projected to be no higher than 5% more than the 2019 rate. \$14,274 is budgeted for benefits for each Regular Full Time and Regular Part Time employee.

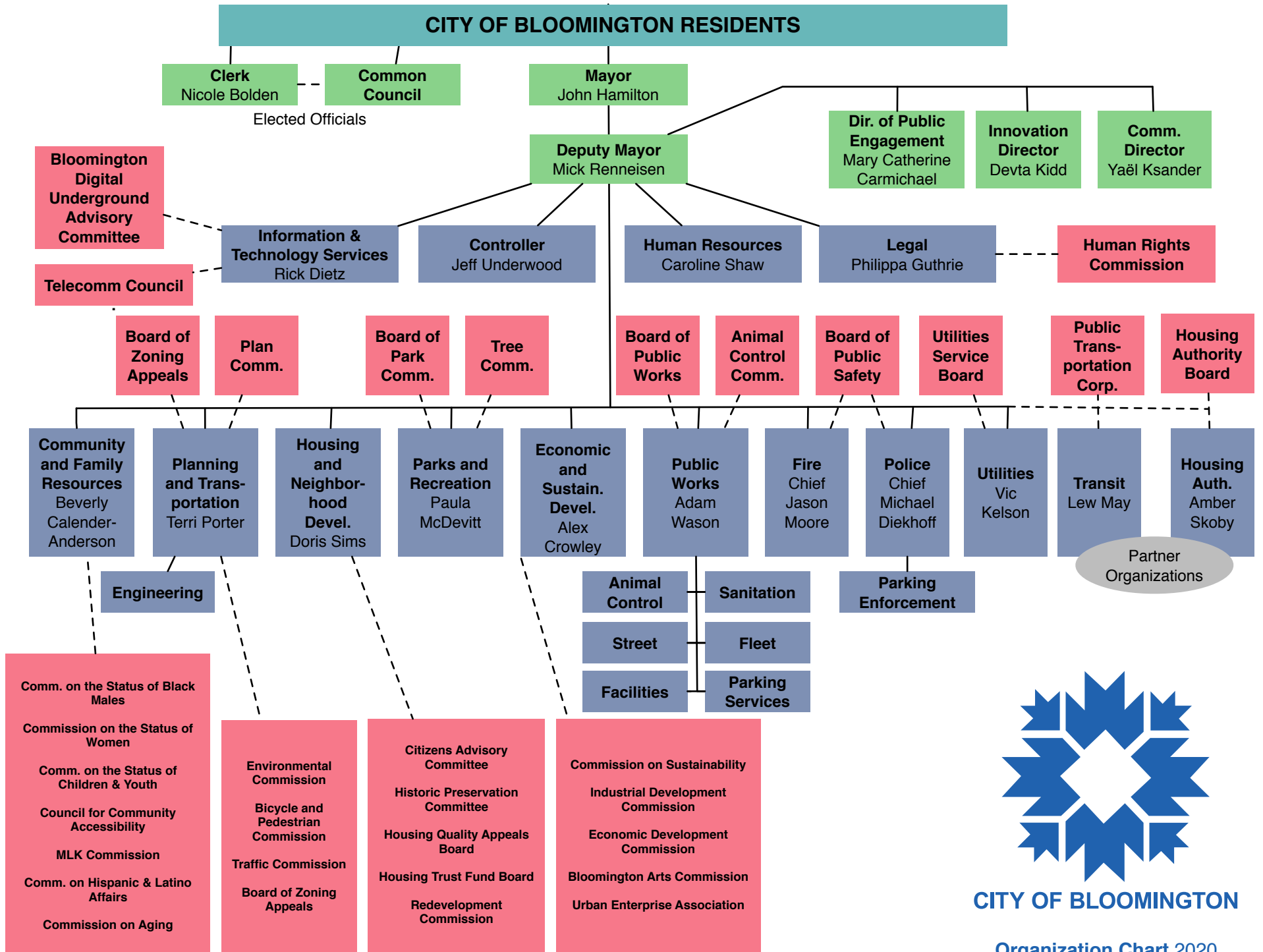
We appreciate your thoughtful review and consideration of the Compensation and Benefits budget request, and we are available to answer any questions you may have.

# **City of Bloomington 2020 Budget**



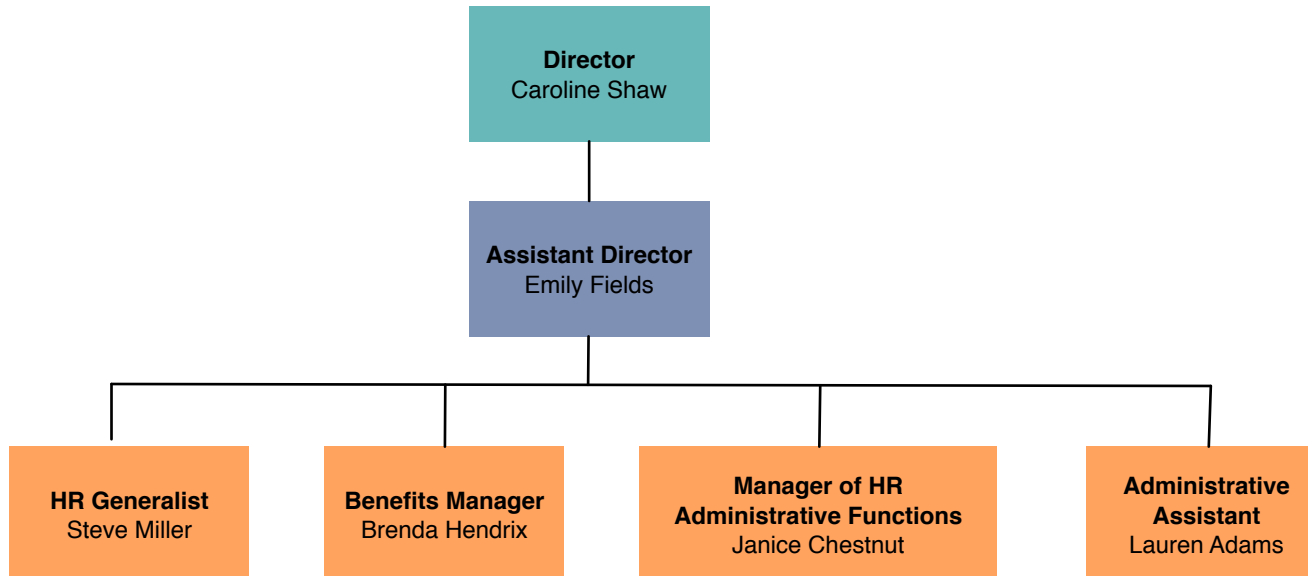
**Monday August 19, 2019**

# CITY OF BLOOMINGTON RESIDENTS





2020  
**Human Resources Department**





# Memorandum

To: Members of the City of Bloomington Common Council  
From: Caroline Shaw, Director of Human Resources  
Date: August 19, 2019

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

## **Background**

The 6-member Human Resources staff successfully performed its daily responsibilities in 2019 while accomplishing several additional projects that impact our employees, our most important asset.

A second round of salary adjustments for identified non-union staff was allocated at the beginning of 2019 as a result of recommendations from a salary and benefits study, the first survey of its kind at the City in 20 years. The final round of adjustments will be implemented at the start of 2020, pending Council approval for funding. A second salary survey was completed for all union groups, and those findings informed Police and AFSCME union contract negotiations (Fire union employees are under contract through 2020).

The study revealed that the City's benefits -- such as insurance, time off, and retirement plans -- were comparable to the market and thus no major changes have been recommended for that part of the City's compensation plan. The study did find that salaries were not comparable to market in numerous instances, and thus recommended new market-adjusted salary ranges. On December 6, 2017, the City Council accepted the administration's recommendations and

approved new salary ranges. An internal Job Evaluation Committee worked diligently to develop an appropriate method for adjusting individual salaries within those new ranges.

The department also assisted with the implementation of a mayoral initiative to increase the minimum hourly rate to \$15 per hour for all of the City's regular full- and part-time employees. In addition, with the support of City Council, pay rates for temporary employees increased in 2019 and will increase again in 2020 to the current living wage.

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

The City negotiation team, comprised of representatives from Human Resources, Legal, the Office of the Controller, and the Office of the Mayor, successfully negotiated a Fire contract at the end of 2016 and a contract with AFSCME in December of 2018. The same team is currently in negotiations with the Fraternal Order of Police (FOP). The FOP's 2-day negotiation retreat was held in late July 2018 and negotiations continue into mid-2019.

## **2020 Activity Descriptions and Goals:**

### **Workforce Administration**

*Activity Description:* Maintain electronic records and personnel files, with daily changes and regular updates made to employee, position, payroll, and benefit information in the Human Resource Information System (HRIS). 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. Consult with department heads on staffing concerns.

### **Goals:**

- Review all requests to hire a candidate for a vacancy within 5 days of receiving the completed hiring request from the hiring manager 95% of the time.
- Post all job vacancies within 5 days of receiving a completed requisition from the hiring manager 95% of the time.
- Increase qualified applicant pools by 15% for hard-to-fill positions.
- Conduct year 3 of an organizational assessment to assess department structure and positions, recommending ways to improve efficiency and maximize resources.
- Reduce staff hours, improve accuracy, and reduce the City's risk by outsourcing FMLA.
- Reduce staff hours in HR and throughout the City by implementing an electronic process flow for personnel changes, finding and implementing solutions for online enrollment, and digitizing selected documents by the end of 2020.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>                         |
|--------------------------|---------------------------|---------------------------|---------------------------|--|
| 100 - Personnel Services | 160,043                   | 162,693                   | 2.08                      | 1257 employees (based on W-2's issued for 2018). |
| 200 - Supplies           | 876                       | 1,565                     |                           |  |
| 300 - Other Services     | 38,667                    | 38,208                    |                           |  |
| 400 - Capital Outlays    | 0                         | 0                         |                           |  |
| <b>Total</b>             | <b>199,586</b>            | <b>202,467</b>            |                           |  |

***Funding: General***

**Personnel Policy**

*Activity Description:* Develop, interpret, and apply personnel policies. Communicate these policies to employees and ensure internal processes align with policy.

Goals:

- Increase employee awareness of policies and procedures measured by reduced questions about selected, existing, and new policies and procedures.
- Maintain and/or improve compliance with City policies; federal, state, and local laws and regulations; and other adopted standards.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b>                         |
|--------------------------|---------------------------|---------------------------|-----------------------|--|
| 100 - Personnel Services | 75,982                    | 77,240                    | 0.99                  | 1257 employees (based on W-2's issued for 2018). |
| 200 - Supplies           | 391                       | 699                       |                       |  |
| 300 - Other Services     | 17,262                    | 17,057                    |                       |  |
| 400 - Capital Outlays    | 0                         | 0                         |                       |  |
| <b>Total</b>             | <b>93,635</b>             | <b>94,996</b>             |                       |  |

***Funding: General***

**Employee Relations**

*Activity Description:* Investigate complaints or incidents of policy violation(s), review disciplinary actions, and coach managers on how to respond to poor performance and/or policy violations. Address employee complaints and grievances from union and non-union staff, including contract negotiations and application of provisions in those agreements. Implement strategies to improve employee engagement, including coaching supervisors on their management practices.

Goals:

- Visit all 27 city work sites at least twice in 2020.
- Organize 4 employee recognition events.
- Address employee complaints, suggestions, or concerns as they arise.
- Improve department head satisfaction rates from internal service department satisfaction survey.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b>                         |
|--------------------------|---------------------------|---------------------------|-----------------------|--|
| 100 - Personnel Services | 87,524                    | 88,973                    | 1.14                  | 1257 employees (based on W-2's issued for 2018). |
| 200 - Supplies           | 445                       | 794                       |                       |  |
| 300 - Other Services     | 19,629                    | 19,397                    |                       |  |
| 400 - Capital Outlays    | 0                         | 0                         |                       |  |
| <b>Total</b>             | <b>107,598</b>            | <b>109,164</b>            |                       |  |

***Funding: General***

**Compensation and Benefits**

*Activity Description:* Communicate and administer health, dental, vision, and other insurance. Ensure related third-party systems are accurate and up-to-date to avoid delays in benefits. Manage the City's gym and massage reimbursement program, along with the bike-to-work benefit. Advertise salary ranges for vacancies and set new hire salaries in order to maintain internal equity and external competitiveness. In conjunction with the Controller's office, ensure employees are accurately paid every two weeks by processing any changes to premium pay, deductions, or salaries. Maintain a pulse on market compensation and benefits and related practices to remain competitive.

Goals:

- Refine 3-5 year strategic wellness plan in 2020 that moves from activity-based to an outcome-based approach to control the cost of rising health insurance claims.
- Increase participation in employee annual physicals (35% in 2018, 28% in 2017) and spouse annual physicals (21% in 2018, 41% in 2017) by 5 percentage points over 2019 utilization through promotion of annual physicals.
- Conduct ongoing review of all employee benefits by Q3 to ensure the benefits package has the best balance between cost, quality of coverage, and customer service.
- Conduct annual post-open enrollment survey of 700 employees by the end of Q4 for feedback on process improvement.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b>  |
|--------------------------|---------------------------|---------------------------|-----------------------|---|
| 100 - Personnel Services | 425,041                   | 427,525                   | 1.95                  | 1257 employees (based on W-2's issued for 2018) and the dependents covered under our insurance. |
| 200 - Supplies           | 871                       | 1,557                     |                       |   |
| 300 - Other Services     | 38,469                    | 38,013                    |                       |   |
| 400 - Capital Outlays    | 0                         | 0                         |                       |   |
| <b>Total</b>             | <b>464,381</b>            | <b>467,095</b>            |                       |   |

***Funding: General***

## Training and Development

*Activity Description:* Provide formal and informal training and development to employees. Require harassment prevention training online or in person for all new hires. Encourage Goals and Growth conversations (performance management strategy) between supervisors and their employees. Coordinate diversity and inclusion training. Coordinate other training for employees on specific deficiencies or on an as-needed basis. Advise and coach supervisors on organizational structure, process improvement, and management issues.

### Goals:

- Build off 2019 implicit bias training by co-sponsoring with CFRD a speaker series and discussion groups to engage interested employees.
- Implement and refine a supervisor training program that addresses training needs with a video orientation for new supervisors and subsequent quarterly workshops.
- Support the administration's commitment to allocating at least 1.5% of each department's budget for employee training and development by conducting 2-3 focus groups and working with departments to identify training resources for their employees.
- Increase compliance with performance review system procedures by 25% by emailing quarterly reminders and sending quarterly status reports to the Mayor's office to hold department heads accountable.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing (FTE) | Population Served                                |
|--------------------------|-------------------|-------------------|----------------|--|
| 100 - Personnel Services | 65,018            | 66,094            | 0.85           | 1257 employees (based on W-2's issued for 2018). |
| 200 - Supplies           | 277               | 495               |                |  |
| 300 - Other Services     | 12,231            | 12,086            |                |  |
| 400 - Capital Outlays    | 0                 | 0                 |                |  |
| <b>Total</b>             | <b>77,526</b>     | <b>78,676</b>     |                |  |

### **Funding: General**

#### **2020 Budget Request Highlights**

The Human Resource Department's general fund budget request is \$952,398. This is an overall increase of \$9,673, or 1%. Listed below are some highlights of significance.

**Category 1 – Personnel** request is \$822,526. This represents an increase of \$8,919 or 1% and includes a \$275,000 placeholder for the third year of market-based salary adjustments for non-union employees as recommended by the salary study.

**Category 2 – Supplies** request is \$5,110. This is an increase of \$2,250 or 79% and includes a one-time increase of \$2,750 for purchase of a job applicant workstation as well as a laptop with docking station for our HR Generalist.

**Category 3 – Other Services** request is \$124,762. This is a decrease of \$1,496 or -1%. There are no significant changes.



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

**Human Resources 2020 Budget Summary**

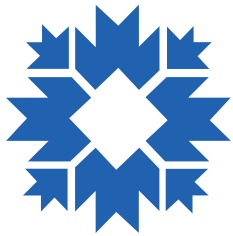
| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> | <b>Change (%)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 100 - Personnel Services | 479,580            | 586,265            | 813,607            | 822,526            | 8,919              | 1%                |
| 200 - Supplies           | 1,884              | 1,495              | 2,860              | 5,110              | 2,250              | 79%               |
| 300 - Other Services     | 106,714            | 144,804            | 126,258            | 124,762            | (1,496)            | -1%               |
| 400 - Capital Outlays    | -                  | -                  | -                  | -                  | 0                  | 0%                |
| <b>Total</b>             | <b>588,178</b>     | <b>732,564</b>     | <b>942,725</b>     | <b>952,398</b>     | <b>9,673</b>       | <b>1%</b>         |

**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 2020 budget request. We are available to answer any questions you may have.

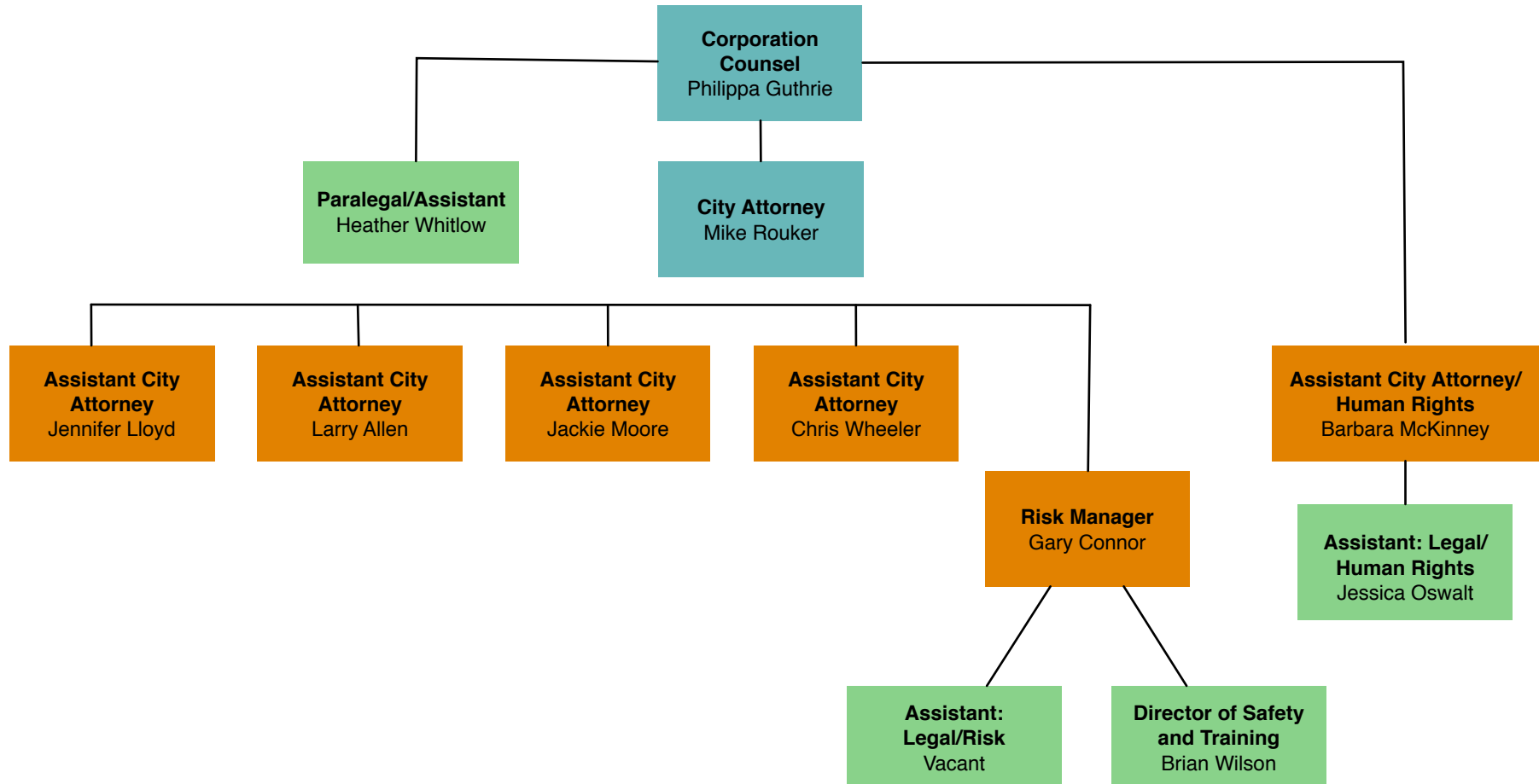
CITY OF BLOOMINGTON

|  | Account Number | Account Description               | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$          | +/- %         |
|--|----------------|-----------------------------------|--------------------|---------------------|---------------------|-------------------|-----------------|---------------|
| <b>Fund: 101 - General Fund (S0101)</b>  |                |                                   |                    |                     |                     |                   |                 |               |
| <u>Expenditures</u>                      |                |                                   |                    |                     |                     |                   |                 |               |
| <b>Department: 12 - Human Resources</b>  |                |                                   |                    |                     |                     |                   |                 |               |
| Personnel Services                       |                |                                   |                    |                     |                     |                   |                 |               |
|  | 51110          | Salaries and Wages - Regular      | 307,079            | 345,552             | 362,886             | 370,208           | 7,322           | 2.02%         |
|  | 51120          | Salaries and Wages - Temporary    | 7,285              | 4,732               | 10,001              | 10,000            | (1)             | -0.01%        |
|  | 51130          | Salaries and Wages- Overtime      | 10                 | -                   | -                   | -                 | -               | N/A           |
|  | 51210          | FICA                              | 23,225             | 25,477              | 28,527              | 29,086            | 559             | 1.96%         |
|  | 51220          | PERF                              | 43,605             | 49,069              | 51,531              | 52,570            | 1,039           | 2.02%         |
|  | 51230          | Health and Life Insurance         | 85,644             | 85,644              | 85,644              | 85,644            | -               | 0.00%         |
|  | 51310          | Other Personal Services           | 12,732             | 75,790              | 275,018             | 275,018           | (0)             | 0.00%         |
| <b>Total: Personnel Services</b>         |                |                                   | <b>479,580</b>     | <b>586,265</b>      | <b>813,607</b>      | <b>822,526</b>    | <b>8,919</b>    | <b>1.10%</b>  |
| Supplies                                 |                |                                   |                    |                     |                     |                   |                 |               |
|  | 52110          | Office Supplies                   | 804                | 1,207               | 1,500               | 1,000             | (500)           | -33.33%       |
|  | 52420          | Other Supplies                    | 1,080              | 288                 | 1,360               | 4,110             | 2,750           | 202.21%       |
| <b>Total: Supplies</b>                   |                |                                   | <b>1,884</b>       | <b>1,495</b>        | <b>2,860</b>        | <b>5,110</b>      | <b>2,250</b>    | <b>78.67%</b> |
| Other Services and Charges               |                |                                   |                    |                     |                     |                   |                 |               |
|  | 53160          | Instruction                       | 45,319             | 4,138               | 5,760               | 5,760             | -               | 0.00%         |
|  | 53210          | Telephone                         | 312                | 278                 | 600                 | 600               | -               | 0.00%         |
|  | 53220          | Postage                           | 41                 | 7                   | 50                  | 50                | -               | 0.00%         |
|  | 53230          | Travel                            | 1,474              | 2,894               | 4,450               | 4,450             | -               | 0.00%         |
|  | 53310          | Printing                          | 120                | 10                  | 750                 | 500               | (250)           | -33.33%       |
|  | 53320          | Advertising                       | 7,984              | 5,356               | 6,500               | 6,500             | -               | 0.00%         |
|  | 53640          | Hardware and Software Maintenance | -                  | 15,795              | 5,750               | 5,750             | -               | 0.00%         |
|  | 53910          | Dues and Subscriptions            | 999                | 815                 | 3,250               | 1,527             | (1,723)         | -53.02%       |
|  | 53940          | Temporary Contractual Employee    | 688                | 688                 | 1,375               | 1,375             | -               | 0.00%         |
|  | 53990          | Other Services and Charges        | 49,779             | 114,824             | 97,773              | 98,250            | 477             | 0.49%         |
| <b>Total: Other Services and Charges</b> |                |                                   | <b>106,714</b>     | <b>144,804</b>      | <b>126,258</b>      | <b>124,762</b>    | <b>(1,496)</b>  | <b>-1.18%</b> |
| <b>Expenditures Grand Total:</b>         |                |                                   | <b>\$ 588,178</b>  | <b>\$ 732,564</b>   | <b>\$ 942,725</b>   | <b>\$ 952,398</b> | <b>\$ 9,673</b> | <b>1.03%</b>  |



CITY OF BLOOMINGTON

# 2020 Legal Department





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Philippa M. Guthrie, Corporation Counsel  
**Date:** August 19, 2019

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## **Why We Exist**

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

## **Background**

During 2019, the focus of the Legal Department, beyond supporting the City's other departments with their normal day-to-day legal issues, has been primarily on assisting with planning and/or execution of several major construction projects and policy efforts. The construction projects include the Trades District infrastructure and Dimension Mill projects, the Trades District and 4<sup>th</sup> Street garages (which involved a bond issue), putting in place MOUs with IU Health Hospital for utilities and Range Road work near the site of the new hospital, and initiation of the planning and design phase for the Convention Center expansion project. The policy efforts include updating the Unified Development Ordinance, drafting and assisting with the adoption of a scooter ordinance, and adopting the Transportation Plan. The department also has managed various litigation matters involving human rights, annexation, and several planning and zoning lawsuits.

## **2020 Activity Descriptions and Goals**

### **Legal Counsel**

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

Goals:

- Achieve a new contract with the Firefighters Union by December 31.
- Administer client satisfaction survey through Human Resources to assess whether department performance has improved, remained static or declined. Take any necessary steps to improve performance by end of Q4.
- Spend up to 900 hours collectively advising 118 board and commission members, including Council, through end of Q4.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 216,527               | 228,219               | 2.4                   | 141                      |
| 200 - Supplies           | 4,928                 | 10,813                |                       |                          |
| 300 - Other Services     | 74,683                | 136,271               |                       |                          |
| 400 - Capital Outlays    |                       | 0                     |                       |                          |
| <b>Total</b>             | <b>296,138</b>        | <b>375,303</b>        |                       |                          |

***Funding: General, Other***

**Legal and Policy Documents**

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

Goals:

- Negotiate, review, draft, revise and bring to execution up to 730 contracts by end of Q4.
- Draft up to 225 ordinances and resolutions for boards and commissions, including Council, by end of Q4.
- Collaborate with ITS and Controller's office to choose vendor for document management system by end of Q4 and begin implementing new system, with completion goal of 12/31/21.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 347,699               | 464,640               | 4.8                   | 141                      |
| 200 - Supplies           | 9,856                 | 22,828                |                       |                          |
| 300 - Other Services     | 74,683                | 287,683               |                       |                          |
| 400 - Capital Outlays    |                       | 0                     |                       |                          |
| <b>Total</b>             | <b>432,238</b>        | <b>775,152</b>        |                       |                          |

***Funding: General, Other***

**Litigation**

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

Goals:

- Input all litigation matters into LegalTrack by end of Q4 to improve usefulness for monitoring and tracking litigation.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 89,414                | 94,086                | 1.0                   | 141                      |
| 200 - Supplies           | 3,080                 | 4,205                 |                       |                          |
| 300 - Other Services     | 29,873                | 52,994                |                       |                          |
| 400 - Capital Outlays    |                       | 0                     |                       |                          |
| <b>Total</b>             | <b>122,367</b>        | <b>151,286</b>        |                       |                          |

***Funding: General, Other***

**Human Rights**

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

Goals:

- Review the ADA surveys of City-owned properties conducted in 2016-17. Evaluate progress, determine additional needs and priorities, and implement program for correcting any deficiencies by end of Q4.
- Generate and publicize annual hate incident report by end of Q4.
- Ensure all board and commission members have submitted ethics and conflicts forms and review all forms by end of Q4.
- Review up to 5 employee conflict forms by end of Q4.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b>                          |
|--------------------------|-----------------------|-----------------------|-----------------------|---|
| 100 - Personnel Services | 119,380               | 104,315               | 1.1                   | 1,257 employees (based on W-2's issued for 2018). |
| 200 - Supplies           | 1,848                 | 6,007                 |                       |   |
| 300 - Other Services     | 7,468                 | 75,706                |                       |   |
| 400 - Capital Outlays    |                       | 0                     |                       |   |
| <b>Total</b>             | <b>128,696</b>        | <b>186,028</b>        |                       |   |

***Funding: General, Other***

**Risk Management**

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

Goals:

- Update the City’s Occupational Safety and Health Manual 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 and manage incidents to prevent future incidents and control workers’ compensation and insurance costs.
  - Evaluate options for managing administration of workers’ compensation.
  - Reduce OSHA recordable injuries by 10% by end of Q4.
  - Reduce workers’ compensation costs by 10% by end of Q4.
- Reduce insurance claims by 5% (internal denials and management) in order to reduce the premium modifier by end of Q4.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b>                          |
|--------------------------|-----------------------|-----------------------|-----------------------|---|
| 100 - Personnel Services | 330,428               | 351,158               | 3.6                   | 1,257 employees (based on W-2’s issued for 2018). |
| 200 - Supplies           | 41,887                | 15,619                |                       |   |
| 300 - Other Services     | 560,123               | 196,836               |                       |   |
| 400 - Capital Outlays    |                       | 0                     |                       |   |
| <b>Total</b>             | <b>932,438</b>        | <b>563,613</b>        |                       |   |

***Funding: General, Other***

**2020 Budget Proposal Highlights**

The Legal Department’s budget request is \$2,059,553, an increase of \$147,677 or 8%. The increase is almost entirely in the Personnel Services category, and is related to 1) a requested 2% salary increase, and 2) our dedicating one FTE attorney 100% to Utilities beginning in 2020, and adding back one FTE attorney position which we left vacant when City Attorney Mulvihill left in 2017. Utilities will be reimbursing for the attorney being assigned to Utilities. Our workload has increased sufficiently over the last few years to request the additional FTE to be restored.

**Legal Department 2020 Budget Summary**

| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> | <b>Change (%)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 100 - Personnel Services | 999,740            | 1,056,957          | 1,103,447          | 1,242,418          | 138,972            | 13%               |
| 200 - Supplies           | 58,293             | 58,401             | 61,599             | 60,074             | (1,525)            | -2%               |
| 300 - Other Services     | 634,589            | 566,705            | 746,831            | 757,061            | 10,230             | 1%                |
| 400 - Capital Outlays    | -                  | 26,137             | -                  | -                  | -                  | 0%                |
| <b>Total</b>             | <b>1,692,622</b>   | <b>1,708,200</b>   | <b>1,911,877</b>   | <b>2,059,553</b>   | <b>147,677</b>     | <b>8%</b>         |

**Conclusion**

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

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|  | Account Number | Account Description                  | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$            | +/- %         |
|--|----------------|--------------------------------------|--------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| <b>Fund: 101 - General Fund (S0101)</b>  |                |                                      |                    |                     |                     |                     |                   |               |
| <u>Expenditures</u>                      |                |                                      |                    |                     |                     |                     |                   |               |
| <b>Department: 10 - Legal</b>            |                |                                      |                    |                     |                     |                     |                   |               |
| Personnel Services                       |                |                                      |                    |                     |                     |                     |                   |               |
|  | 51110          | Salaries and Wages - Regular         | 533,159            | 565,127             | 600,435             | 694,560             | 94,125            | 15.68%        |
|  | 51120          | Salaries and Wages - Temporary       | 200                | -                   | -                   | -                   | -                 | N/A           |
|  | 51210          | FICA                                 | 38,707             | 41,414              | 45,933              | 53,134              | 7,201             | 15.68%        |
|  | 51220          | PERF                                 | 75,710             | 80,248              | 85,262              | 98,627              | 13,366            | 15.68%        |
|  | 51230          | Health and Life Insurance            | 121,329            | 121,329             | 121,332             | 135,604             | 14,272            | 11.76%        |
| <b>Total: Personnel Services</b>         |                |                                      | <b>769,104</b>     | <b>808,118</b>      | <b>852,961</b>      | <b>981,925</b>      | <b>128,963</b>    | <b>15.12%</b> |
| Supplies                                 |                |                                      |                    |                     |                     |                     |                   |               |
|  | 52110          | Office Supplies                      | 1,033              | 1,112               | 2,075               | 2,000               | (75)              | -3.61%        |
|  | 52410          | Books                                | 14,161             | 15,573              | 16,279              | 13,987              | (2,292)           | -14.08%       |
|  | 52420          | Other Supplies                       | 2,546              | 1,459               | 1,200               | 1,800               | 600               | 50.00%        |
| <b>Total: Supplies</b>                   |                |                                      | <b>17,740</b>      | <b>18,144</b>       | <b>19,554</b>       | <b>17,787</b>       | <b>(1,767)</b>    | <b>-9.04%</b> |
| Other Services and Charges               |                |                                      |                    |                     |                     |                     |                   |               |
|  | 53120          | Special Legal Services               | 182,068            | 103,422             | 140,000             | 139,800             | (200)             | -0.14%        |
|  | 53160          | Instruction                          | 2,846              | 4,669               | 5,951               | 5,951               | -                 | 0.00%         |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | -                  | -                   | 400                 | 400                 | -                 | 0.00%         |
|  | 53210          | Telephone                            | -                  | -                   | 600                 | 600                 | -                 | 0.00%         |
|  | 53220          | Postage                              | 78                 | 70                  | 250                 | 250                 | -                 | 0.00%         |
|  | 53230          | Travel                               | 960                | 705                 | 5,450               | 5,450               | -                 | 0.00%         |
|  | 53310          | Printing                             | 143                | 110                 | 600                 | 475                 | (125)             | -20.83%       |
|  | 53320          | Advertising                          | 25                 | -                   | 450                 | 650                 | 200               | 44.44%        |
|  | 53910          | Dues and Subscriptions               | 16,555             | 17,649              | 19,777              | 19,673              | (104)             | -0.53%        |
|  | 53990          | Other Services and Charges           | 377                | 1,594               | 1,000               | 1,200               | 200               | 20.00%        |
| <b>Total: Other Services and Charges</b> |                |                                      | <b>203,053</b>     | <b>128,219</b>      | <b>174,478</b>      | <b>174,449</b>      | <b>(29)</b>       | <b>-0.02%</b> |
| Capital Outlays                          |                |                                      |                    |                     |                     |                     |                   |               |
|  | 54440          | Motor Equipment                      | -                  | 26,137              | -                   | -                   | -                 | N/A           |
| <b>Total: Capital Outlays</b>            |                |                                      | <b>-</b>           | <b>26,137</b>       | <b>-</b>            | <b>-</b>            | <b>-</b>          | <b>0.00%</b>  |
| <b>Expenditures Grand Total:</b>         |                |                                      | <b>\$ 989,898</b>  | <b>\$ 980,618</b>   | <b>\$ 1,046,993</b> | <b>\$ 1,174,161</b> | <b>\$ 127,167</b> | <b>12.15%</b> |

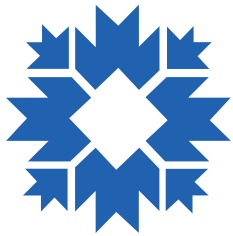


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|  | Account Number | Account Description            | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council    | +/- \$   | +/- %        |
|--|----------------|--------------------------------|--------------------|---------------------|---------------------|-----------------|----------|--------------|
| <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 | 2,977              | 3,172               | 3,172               | 3,172           | -        | 0.00%        |
|  | 51210          | FICA                           | 228                | 243                 | 243                 | 243             | -        | 0.00%        |
| <b>Total: Personnel Services</b>               |                |                                | <b>3,205</b>       | <b>3,415</b>        | <b>3,415</b>        | <b>3,415</b>    | <b>-</b> | <b>0.00%</b> |
| <b>Expenditures Grand Total:</b>               |                |                                | <b>\$ 3,205</b>    | <b>\$ 3,415</b>     | <b>\$ 3,415</b>     | <b>\$ 3,415</b> | <b>-</b> | <b>0.00%</b> |

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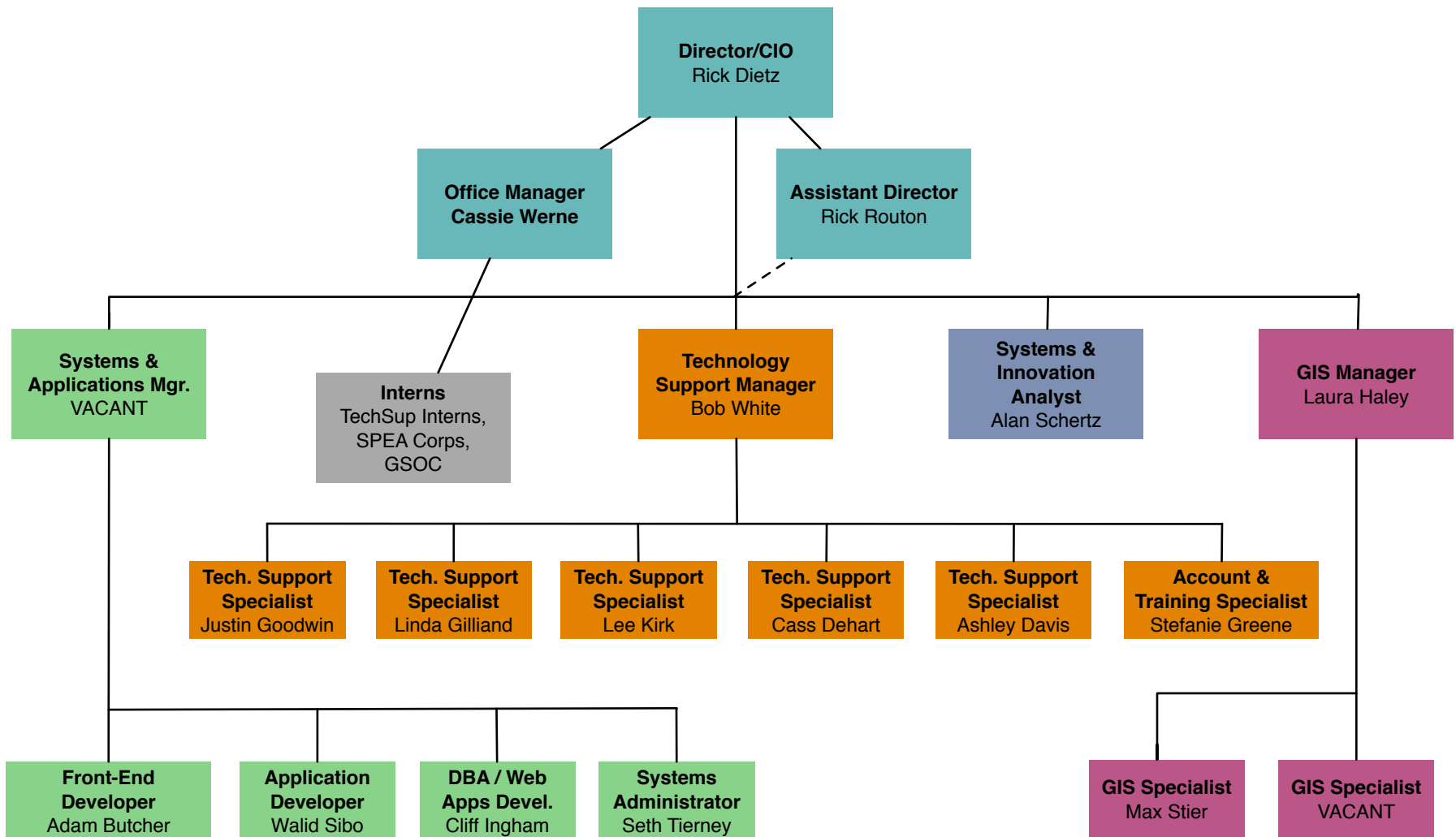
|   | Account Number | Account Description           | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$           | +/- %        |
|---|----------------|-------------------------------|--------------------|---------------------|---------------------|-------------------|------------------|--------------|
| <b>Fund: 800 - Risk Management(S0203)</b> |                |                               |                    |                     |                     |                   |                  |              |
| <u>Expenditures</u>                       |                |                               |                    |                     |                     |                   |                  |              |
| <b>Department: 10 - Legal</b>             |                |                               |                    |                     |                     |                   |                  |              |
| Personnel Services                        |                |                               |                    |                     |                     |                   |                  |              |
|   | 51110          | Salaries and Wages - Regular  | 152,079            | 166,572             | 167,623             | 175,837           | 8,214            | 4.90%        |
|   | 51210          | FICA                          | 10,936             | 12,377              | 12,823              | 13,452            | 628              | 4.90%        |
|   | 51220          | PERF                          | 21,595             | 23,653              | 23,802              | 24,969            | 1,166            | 4.90%        |
|   | 51230          | Health and Life Insurance     | 42,822             | 42,822              | 42,822              | 42,822            | -                | 0.00%        |
| <b>Total: Personnel Services</b>          |                |                               | <b>227,431</b>     | <b>245,424</b>      | <b>247,071</b>      | <b>257,079</b>    | <b>10,008</b>    | <b>4.05%</b> |
| Supplies                                  |                |                               |                    |                     |                     |                   |                  |              |
|   | 52110          | Office Supplies               | 35                 | 114                 | 650                 | 650               | -                | 0.00%        |
|   | 52240          | Fuel and Oil                  | 929                | 1,253               | 1,395               | 1,287             | (108)            | -7.74%       |
|   | 52410          | Books                         | 224                | -                   | -                   | -                 | -                | N/A          |
|   | 52420          | Other Supplies                | 771                | 425                 | -                   | 350               | 350              | N/A          |
|   | 52430          | Uniforms and Tools            | 38,593             | 38,466              | 40,000              | 40,000            | -                | 0.00%        |
| <b>Total: Supplies</b>                    |                |                               | <b>40,552</b>      | <b>40,258</b>       | <b>42,045</b>       | <b>42,287</b>     | <b>242</b>       | <b>0.58%</b> |
| Other Services and Charges                |                |                               |                    |                     |                     |                   |                  |              |
|   | 53130          | Medical                       | 3,401              | 3,268               | 6,500               | 6,500             | -                | 0.00%        |
|   | 53160          | Instruction                   | 3,061              | 4,305               | 5,800               | 5,800             | -                | 0.00%        |
|   | 53210          | Telephone                     | 1,600              | 7                   | 900                 | 900               | -                | 0.00%        |
|   | 53220          | Postage                       | -                  | 40                  | 100                 | 100               | -                | 0.00%        |
|   | 53230          | Travel                        | -                  | 527                 | 650                 | 650               | -                | 0.00%        |
|   | 53310          | Printing                      | 39                 | -                   | 850                 | 850               | -                | 0.00%        |
|   | 53410          | Liability / Casualty Premiums | 7,941              | 42,940              | 51,500              | 59,225            | 7,725            | 15.00%       |
|   | 53420          | Worker's Comp & Risk          | 412,193            | 383,322             | 495,000             | 495,000           | -                | 0.00%        |
|   | 53620          | Motor Repairs                 | 2,875              | 3,558               | 3,558               | 4,092             | 534              | 15.01%       |
|   | 53910          | Dues and Subscriptions        | 329                | 361                 | 295                 | 295               | -                | 0.00%        |
|   | 53990          | Other Services and Charges    | 96                 | 159                 | 7,200               | 9,200             | 2,000            | 27.78%       |
| <b>Total: Other Services and Charges</b>  |                |                               | <b>431,536</b>     | <b>438,487</b>      | <b>572,353</b>      | <b>582,612</b>    | <b>10,259</b>    | <b>1.79%</b> |
| <b>Expenditures Grand Total:</b>          |                |                               | <b>\$ 699,519</b>  | <b>\$ 724,168</b>   | <b>\$ 861,469</b>   | <b>\$ 881,978</b> | <b>\$ 20,509</b> | <b>2.38%</b> |



CITY OF BLOOMINGTON

2020

# Information & Technology Services Department





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Rick Dietz, Director  
**Date:** August 19, 2019

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## **Why We Exist**

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

## **Background**

The ITS Department manages the City of Bloomington's core IT systems, including computer hardware, software and networks, and provides a broad range of services including technology support, IT training, cybersecurity, digital communications, and more. ITS resolves over 2,000 support tickets per year. ITS also monitors and supports more than 680 desktops, laptops and Mobile Data Terminals (MDTs) for 700-1,000 City staff at 40 sites including 24-7 mission-critical systems at Police, Fire and Utilities departments. ITS maintains the servers (150 virtual and physical servers at 6 locations) and infrastructure (80TB terabytes of data in our backup regime) that keep all City departments running. The department provides IT training to City staff and coordinates IT purchasing for the City; maintains the City's GIS (Geographic Information System); provides mapping and geospatial data services to staff and the public; supports landline and cellular phones; and manages the City's network assets (17 miles of conduit, 11 miles of fiber in City network) and Wi-Fi deployments in City buildings. ITS also develops and maintains the City website (1,327 average daily active users, with 968,000 sessions per year—61.6% mobile & 38.4% desktop), uReport (2,896 public requests in the last year) and other open-source applications for staff and public use.

This budget is informed by the City's strategic plan and by the results of the City's recent community survey. The ITS 2020 budget proposal contains several changes from previous budgets as well as new investments. ITS plans to make significant investments in critical IT

infrastructure beginning in 2020, including replacement of wired Ethernet network hardware and wireless Wi-Fi network hardware.

**2020 Activity Descriptions and Goals**

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

**Administration**

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

Goals:

- Coordinate broadband activity to secure affordable citywide fiber network and gigabit-class internet connectivity.
- Implement projects from 2019 3-5 year strategic IT plan (under development).
- Create data-center upgrade plan in 2020.
- Complete annual review of ITS Service Level Agreements (SLAs).

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 303,647               | 237,805               | 2.65                  | 85,000                   |
| 200 - Supplies           | 16,905                | 17,084                |                       |                          |
| 300 - Other Services     | 170,967               | 190,798               |                       |                          |
| 400 - Capital Outlays    | 2,677                 | 3,731                 |                       |                          |
| <b>Total</b>             | <b>494,196</b>        | <b>449,419</b>        |                       |                          |

**Funding: General, Other**

**Program Evaluation & Project Management**

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

Goals:

- Implement a multi-year ITS strategic plan in 2020 and beyond to improve ITS efficiency and service delivery.
- Complete the design of wired and wireless network infrastructure update for City facilities and begin deployment of phase 1 by the end of Q4.
- Manage deployment of Community Development software platform with substantial completion by the end of Q4.
- Assess staff intake/exit workflow to minimize duplication of entry, capture data early and track performance. Deploy tools identified by the assessment.

- Update 10-year capital replacement plan by Q2 for inclusion in 2021 Budget.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 120,389        | 153,916        | 1.71           | All City Staff    |
| 200 - Supplies           | 0              | 0              |                |                   |
| 300 - Other Services     | 3,175          | 3,543          |                |                   |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>123,564</b> | <b>157,459</b> |                |                   |

**Funding: General, Other**

**Information, Data & Media Services**

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

Goals:

- Serve an average of 40,000 unique users, 75,000 sessions, and 200,000 page views per month on the City website. Maintain a bounce rate below 60%.
- Publish 225 datasets (189 as of August 13, 2019), including 65 geospatial datasets (44 as of August 13, 2019), on the B-Clear Open Data Portal by the end of Q4.
- Assess the unmanned aerial vehicle UAV policies and procedures by the end of Q2 to ensure the effective capture of useful data, imagery, and media to improve City operations.
- Deploy 5 internal and 3 public-facing geospatial applications using the ArcGIS platform.
- Partner with Community Access Television Services (CATS) to provide automated transcription of meeting content and to make City meetings available through Over the Top (OTT) video platforms.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 360,748        | 377,590        | 4.20           | 85,000            |
| 200 - Supplies           | 2,624          | 2,652          |                |                   |
| 300 - Other Services     | 484,930        | 541,178        |                |                   |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>848,302</b> | <b>921,420</b> |                |                   |

**Funding: General, Other**

**Enterprise Software and Systems Integration**

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

Goals:

- Maintain at least 4.5 out of 5 service rating on internal customer service surveys.
- Integrate third party revenue collection systems for T2, RecTrack and Animal Shelter applications with New World ERP.
- Substantially deploy Community Development Management system by the end of Q4 to improve Planning & Transportation and HAND operations.
- Expand enterprise Document Management System usage and implement at least one new priority workflow.
- Update key digital services including Staff Directory, Police Incident Reporting, and website search interface.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 225,729               | 250,226               | 2.79                  | 85,000                   |
| 200 - Supplies           | 0                     | 0                     |                       |                          |
| 300 - Other Services     | 88,340                | 98,587                |                       |                          |
| 400 - Capital Outlays    | 0                     | 0                     |                       |                          |
| <b>Total</b>             | <b>314,069</b>        | <b>348,813</b>        |                       |                          |

**Funding: General, Other**

**End-User Services & Technology Support**

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

Goals:

- Maintain at least 4.6 out of 5 service rating on Helpdesk internal customer service surveys.
- Organize and execute the annual capital replacement of approximately 25% of City desktop inventory (51 PCs & laptops, 50 monitors, 50 UPS units and 7 printers and peripherals within ITS Budget).
- Conduct the annual internal survey on IT training needs by end of Q1 to assess customer needs and satisfaction and to guide training strategy.
- Assess the performance of 2019 account creation/termination process improvements by the end of Q1.
- Instruct 12 in-person classes each on word processing and spreadsheets (Word, Excel and Google GSuite Drive, Docs, Sheets, etc).
- Exceed monthly average of 10 online users, 10 online courses and 10 hours viewed per month on LinkedIn Learning (formerly Lynda.com).
- Achieve 20% or below phishing click-through rate for security training.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 547,852        | 523,225        | 5.83           | 85,000            |
| 200 - Supplies           | 12,282         | 12,412         |                |                   |
| 300 - Other Services     | 43,438         | 48,476         |                |                   |
| 400 - Capital Outlays    | 151,234        | 210,824        |                |                   |
| <b>Total</b>             | <b>754,806</b> | <b>794,937</b> |                |                   |

**Funding: General, Other**

**Information Systems Infrastructure**

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

Goals:

- Complete the design of wired and wireless network infrastructure update for City facilities and begin deployment of phase 1 by the end of Q4.
- Ensure 99.5% uptime of city network and 99.5% uptime of external Internet connectivity, excluding scheduled downtime for upgrades.
- Update file server configuration with identical servers at Showers, Police and Utilities.
- Ensure 99.9% uptime of core storage, computer, backup, and restoration services.
- Construct and interconnect identified fiber routes necessary to support wired and wireless network upgrades by the end of Q3.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 113,700        | 163,817        | 1.82           | 85,000            |
| 200 - Supplies           | 10,392         | 10,503         |                |                   |
| 300 - Other Services     | 311,538        | 347,673        |                |                   |
| 400 - Capital Outlays    | 259,640        | 361,945        |                |                   |
| <b>Total</b>             | <b>695,270</b> | <b>883,938</b> |                |                   |

**Funding: General, Other**

**2020 Budget Request Highlights:**

The ITS Department's total 2020 budget request is \$3,555,986. This is an increase of \$325,779, or 10%.

ITS operations and activities draw from various funds as follows:

- ITS General Fund
- Telecommunications Non-Reverting Fund (Telecom Infrastructure & Telecom Services Accounts)
- Electronic Map Generation Fund (No requested budget appropriation for 2020)



- Enhanced Access Fund (No requested budget appropriation for 2020)

Notable changes are included in the following budget lines:

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

The ITS Department's General Fund budget request is \$2,370,280. This is an increase of \$204,706 or 9%.

**Category 1 – Personnel Services** - increase of \$34,515 or 2%.

### **Category 2 – Supplies**

- **Line 242 – Other Supplies:** Increase of \$500 or 1%, for ID cards and badge holders.

**Category 3 – Other Services:** Overall increase of \$120,744 or 26%.

- **Line 316 – Instruction:** Increase of \$1,000 for training expenses.
- **Line 322 – Postage:** Decrease of \$150 due to reduced mailing needs.
- **Line 323 – Travel:** Increase of \$2,000 for travel-related expenses.
- **Line 331 – Printing:** Decrease of \$250 due to reduced external printing needs.
- **Line 332 – Advertising:** Decrease of \$500 for advertising job postings.
- **Line 364 – Hardware and Software Maintenance:** Increase of \$87,775, largely for maintenance for Community Development and Document Management systems.
- **Line 391 – Dues & Subscriptions:** Increase of \$30,075 due to increases in Google G-Suite, Cradlepoint, HT subscriptions and new additions of Squarespace, Twilio, PowerBI, KnowBe4, Adobe Creative Cloud and SSL certs.

**Category 4 – Capital Outlays:** Overall increase of \$49,000 vs \$0 in 2019.

- **Line 442 – Purchase of Equipment:** Increase of \$4,000 for purchase of 2 mid-sized utility UAVs for City UAV program.
- **Line 451 – Other Capital Outlays:** Increase of \$45,000 for a one-time purchase of ManageEngine licenses. This tool manages the provisioning of software updates to City PCs and provides enhanced helpdesk capabilities, performance reporting, desktop power management, mobile device management and more.

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

The ITS Department's Telecommunications Non-Reverting Fund budget request is \$1,185,706. This is an increase of \$129,573 or 12%.

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

Significant changes are below:

**Category 3 – Other Services:** Overall increase of \$15,624 or 2%

- **Line 364 – Hardware and Software Maintenance:** Increase of \$20,000 for network hardware maintenance.

**Category 4 – Capital Outlays:** Overall increase of \$113,949 or 28%.

- **Line 442 – Purchase of Equipment:** Increase of \$350,000 for planned wired and wireless network hardware refresh.
- **Line 445 – Equipment:** Increase of \$14,500 for capital replacements of PCs, laptops,

monitors, printers, UPSs and peripherals for most civil city departments.

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

Significant changes are below:

**Category 3 – Other Services**

- **Line 317 – Mgt. Fee, Consultants, and Workshops:** Decrease of \$10,000.
- **Line 398 – Community Access TV/Radio:** Increase of \$4,380 for CATS, Community Access Television Services. CATS funding amounts to nearly half of the City’s annual Telecom fund revenue. To help sustain the Telecom Fund, only a modest increase is proposed.

**Category 4 – Capital Outlays**

- **Line 442 – Purchase of Equipment:** Decrease of \$20,000 due to fewer anticipated audio-visual support needs in meeting rooms.

**Electronic Map Generation Fund**

The ITS Department’s Electronic Map Generation Fund budget request is \$0 in 2020. This is a decrease of \$3,000.

**Enhanced Access Fund**

The ITS Department’s Enhanced Access Fund budget request is \$0 in 2020. This is a decrease of \$5,500.

**ITS 2020 Budget Summary**

| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> | <b>Change (%)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 100 - Personnel Services | 1,498,758          | 1,567,433          | 1,672,064          | 1,706,579          | 34,515             | 2%                |
| 200 - Supplies           | 23,783             | 21,559             | 42,204             | 42,651             | 447                | 1%                |
| 300 - Other Services     | 763,842            | 849,354            | 1,102,388          | 1,230,256          | 127,868            | 12%               |
| 400 - Capital Outlays    | 190,963            | 234,183            | 413,551            | 576,500            | 162,949            | 39%               |
| <b>Total</b>             | <b>2,477,346</b>   | <b>2,672,528</b>   | <b>3,230,207</b>   | <b>3,555,986</b>   | <b>325,779</b>     | <b>10%</b>        |

**Conclusion**

Thank you for your consideration of the 2020 ITS Department budget request. The demand for the department’s services continues to increase, both from other City departments and the larger Bloomington community. ITS looks forward to helping all city staff meet their goals and potential with technology tools and support in 2020.

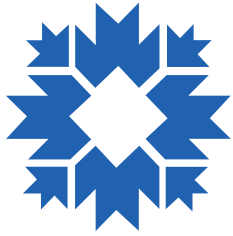
We are available to answer any questions.

CITY OF BLOOMINGTON

|  | Account Number | Account Description                  | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council     | +/- \$         | +/- %         |
|--|----------------|--------------------------------------|--------------------|---------------------|---------------------|------------------|----------------|---------------|
| <b>Fund: 101 - General Fund (S0101)</b>  |                |                                      |                    |                     |                     |                  |                |               |
| <u>Expenditures</u>                      |                |                                      |                    |                     |                     |                  |                |               |
| <b>Department: 28 - ITS</b>              |                |                                      |                    |                     |                     |                  |                |               |
| Personnel Services                       |                |                                      |                    |                     |                     |                  |                |               |
|  | 51110          | Salaries and Wages - Regular         | 1,005,796          | 1,058,124           | 1,136,406           | 1,164,732        | 28,326         | 2.49%         |
|  | 51120          | Salaries and Wages - Temporary       | 19,076             | 10,433              | 15,000              | 15,000           | -              | 0.00%         |
|  | 51210          | FICA                                 | 74,136             | 77,416              | 88,083              | 90,250           | 2,167          | 2.46%         |
|  | 51220          | PERF                                 | 142,819            | 150,253             | 161,370             | 165,391          | 4,022          | 2.49%         |
|  | 51230          | Health and Life Insurance            | 256,932            | 271,206             | 271,206             | 271,206          | -              | 0.00%         |
| <b>Total: Personnel Services</b>         |                |                                      | <b>1,498,758</b>   | <b>1,567,433</b>    | <b>1,672,064</b>    | <b>1,706,579</b> | <b>34,515</b>  | <b>2.06%</b>  |
| Supplies                                 |                |                                      |                    |                     |                     |                  |                |               |
|  | 52110          | Office Supplies                      | 5,745              | 7,510               | 11,700              | 11,700           | -              | 0.00%         |
|  | 52240          | Fuel and Oil                         | 214                | 357                 | 504                 | 451              | (53)           | -10.52%       |
|  | 52420          | Other Supplies                       | 15,306             | 9,029               | 20,100              | 20,600           | 500            | 2.49%         |
| <b>Total: Supplies</b>                   |                |                                      | <b>21,265</b>      | <b>16,896</b>       | <b>32,304</b>       | <b>32,751</b>    | <b>447</b>     | <b>1.38%</b>  |
| Other Services and Charges               |                |                                      |                    |                     |                     |                  |                |               |
|  | 53160          | Instruction                          | 1,664              | 1,945               | 9,000               | 10,000           | 1,000          | 11.11%        |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | 1,758              | 10,643              | 50,000              | 50,000           | -              | 0.00%         |
|  | 53210          | Telephone                            | 69,085             | 76,288              | 101,500             | 101,500          | -              | 0.00%         |
|  | 53220          | Postage                              | 133                | 7                   | 300                 | 150              | (150)          | -50.00%       |
|  | 53230          | Travel                               | 4,403              | 2,208               | 10,000              | 12,000           | 2,000          | 20.00%        |
|  | 53310          | Printing                             | 39                 | -                   | 500                 | 250              | (250)          | -50.00%       |
|  | 53320          | Advertising                          | -                  | -                   | 1,500               | 1,000            | (500)          | -33.33%       |
|  | 53620          | Motor Repairs                        | 1,267              | 5,293               | 5,293               | 6,087            | 794            | 15.00%        |
|  | 53640          | Hardware and Software Maintenance    | 78,730             | 154,509             | 212,675             | 300,450          | 87,775         | 41.27%        |
|  | 53910          | Dues and Subscriptions               | 48,894             | 54,199              | 67,388              | 97,463           | 30,075         | 44.63%        |
|  | 53940          | Temporary Contractual Employee       | -                  | -                   | 2,800               | 2,800            | -              | 0.00%         |
|  | 53950          | Landfill                             | -                  | 60                  | 250                 | 250              | -              | 0.00%         |
|  | 53990          | Other Services and Charges           | 3,570              | -                   | -                   | -                | -              | N/A           |
| <b>Total: Other Services and Charges</b> |                |                                      | <b>209,543</b>     | <b>305,151</b>      | <b>461,206</b>      | <b>581,950</b>   | <b>120,744</b> | <b>26.18%</b> |
| Capital Outlays                          |                |                                      |                    |                     |                     |                  |                |               |
|  | 54420          | Purchase of Equipment                | -                  | -                   | -                   | 4,000            | 4,000          | N/A           |
|  | 54440          | Motor Equipment                      | -                  | 29,000              | -                   | -                | -              | N/A           |
|  | 54510          | Other Capital Outlays                | -                  | 12,197              | -                   | 45,000           | 45,000         | N/A           |
| <b>Total: Capital Outlays</b>            |                |                                      | <b>-</b>           | <b>41,197</b>       | <b>-</b>            | <b>49,000</b>    | <b>49,000</b>  | <b>0.00%</b>  |
| <b>Expenditures Grand Total:</b>         |                |                                      | <b>1,729,566</b>   | <b>1,930,678</b>    | <b>2,165,574</b>    | <b>2,370,280</b> | <b>204,706</b> | <b>9.45%</b>  |

CITY OF BLOOMINGTON

|  | Account Number | Account Description                  | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$            | +/- %         |
|--|----------------|--------------------------------------|--------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| <b>Fund: 401 - Non-Reverting Telecom (S1146)</b> |                |                                      |                    |                     |                     |                     |                   |               |
| <u>Expenditures</u>                              |                |                                      |                    |                     |                     |                     |                   |               |
| <b>Department: 25 - Telecommunications</b>       |                |                                      |                    |                     |                     |                     |                   |               |
| Supplies   |                |                                      |                    |                     |                     |                     |                   |               |
|  | 52420          | Other Supplies                       | 2,518              | 4,662               | 9,900               | 9,900               | -                 | 0.00%         |
| <b>Total: Supplies</b>                           |                |                                      | <b>2,518</b>       | <b>4,662</b>        | <b>9,900</b>        | <b>9,900</b>        | <b>-</b>          | <b>0.00%</b>  |
| Other Services and Charges                       |                |                                      |                    |                     |                     |                     |                   |               |
|  | 53150          | Communications Contract              | 19,024             | 17,641              | 27,480              | 28,680              | 1,200             | 4.37%         |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | 8,544              | 10,995              | 60,000              | 50,000              | (10,000)          | -16.67%       |
|  | 53640          | Hardware and Software Maintenance    | 72,269             | 58,600              | 66,000              | 86,000              | 20,000            | 30.30%        |
|  | 53650          | Other Repairs                        | -                  | -                   | 12,000              | 12,000              | -                 | 0.00%         |
|  | 53750          | Rentals - Other                      | 19,371             | 17,757              | 19,800              | 19,800              | -                 | 0.00%         |
|  | 53960          | Grants                               | -                  | -                   | 5,000               | 5,000               | -                 | 0.00%         |
|  | 53980          | Community Access TV/Radio            | 433,685            | 438,022             | 442,402             | 446,826             | 4,424             | 1.00%         |
| <b>Total: Other Services and Charges</b>         |                |                                      | <b>552,892</b>     | <b>543,015</b>      | <b>632,682</b>      | <b>648,306</b>      | <b>15,624</b>     | <b>2.47%</b>  |
| Capital Outlays                                  |                |                                      |                    |                     |                     |                     |                   |               |
|  | 54310          | Improvements Other Than Building     | -                  | 10,000              | 10,000              | 10,000              | -                 | 0.00%         |
|  | 54420          | Purchase of Equipment                | 25,743             | 54,068              | 280,551             | 380,000             | 99,449            | 35.45%        |
|  | 54450          | Equipment                            | 165,220            | 128,917             | 123,000             | 137,500             | 14,500            | 11.79%        |
| <b>Total: Capital Outlays</b>                    |                |                                      | <b>190,963</b>     | <b>192,985</b>      | <b>413,551</b>      | <b>527,500</b>      | <b>113,949</b>    | <b>27.55%</b> |
| <b>Expenditures Grand Total:</b>                 |                |                                      | <b>\$ 746,374</b>  | <b>\$ 740,663</b>   | <b>\$ 1,056,133</b> | <b>\$ 1,185,706</b> | <b>\$ 129,573</b> | <b>12.27%</b> |

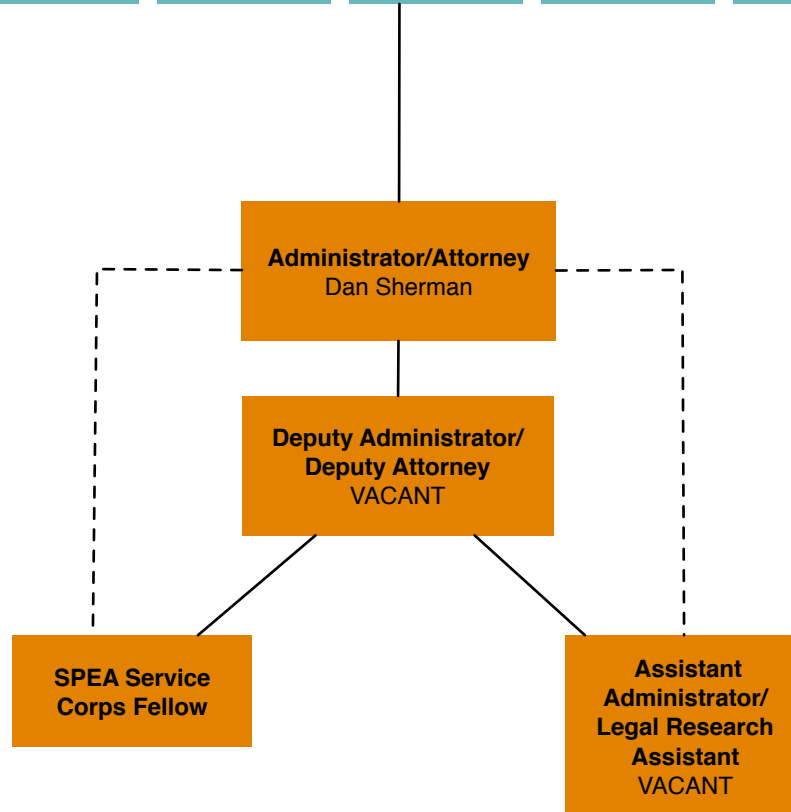


CITY OF BLOOMINGTON

# 2020 Common Council



Displayed in seating order (2019)





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Daniel Sherman, Common Council Attorney/Administrator  
**Date:** August 19, 2019

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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 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

## **Mission/Background**

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

The Council has 6 standing committees which, among other duties, address social services, sidewalk/traffic-calming infrastructure, and land use. Council committees include the Jack Hopkins Social Services Program Funding Committee; Sidewalk Committee; Land Use Committee; and three Interviewing Committees. The first two of these committees are elaborated upon under the new, related Discretionary Funding program. The Council also appoints 4 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 LIT Council. In addition, the Council also periodically convenes Special Committees.

## **2020 Activity Descriptions and Goals**

### **Legislative Duties**

*Activity Description:* Prepare for, and participate during, the usual almost-weekly meetings of the Council. Take formal legislative actions at these meetings with a vote of a majority of its

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

Goals:

- Increase public awareness of Council meetings, meeting materials and notices.
- Increase Council member attendance at Regular Sessions, Special Sessions, and Committees of the Whole.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 182,813        | 209,637        | 4.12           |                   |
| 200 - Supplies           | 525            | 428            |                |                   |
| 300 - Other Services     | 62,031         | 27,295         |                |                   |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>245,369</b> | <b>237,360</b> |                |                   |

**Funding: General, Other**

**Policy Development and Coordination**

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

Goals:

- Continue to explore ways to improve the effectiveness and efficiency of Council committees.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 130,613        | 139,970        | 2.75           |                   |
| 200 - Supplies           | 351            | 428            |                |                   |
| 300 - Other Services     | 17,538         | 13,647         |                |                   |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>148,501</b> | <b>154,045</b> |                |                   |

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**Funding: General, Other**

**Discretionary Funding**

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

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

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

Goals:

- Continue to streamline the JHSSF application process and otherwise reduce workload

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 27,211                | 30,539                | 0.60                  |                          |
| 200 - Supplies           | 174                   | 214                   |                       |                          |
| 300 - Other Services     | 263,066               | 311,938               |                       |                          |
| 400 - Capital Outlays    | 318,000               | 324,000               |                       |                          |
| <b>Total</b>             | <b>608,452</b>        | <b>666,691</b>        |                       |                          |

**Funding: General, Other**



**Constituent Services and Community Relations**

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

Goals:

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

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 38,404         | 146,714        | 2.88           |                   |
| 200 - Supplies           | 306            | 214            |                |                   |
| 300 - Other Services     | 9,789          | 9,748          |                |                   |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>48,499</b>  | <b>156,676</b> |                |                   |

**Funding: General, Other**

**Legal Counsel**

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

Goals:

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

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 126,259        | 53,443         | 1.05           |                   |
| 200 - Supplies           | 2,846          | 2,783          |                |                   |
| 300 - Other Services     | 19,577         | 19,496         |                |                   |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>148,682</b> | <b>75,722</b>  |                |                   |

**Funding: General, Other**

### **Administrative Services**

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

#### Goals:

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

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 47,084                | 11,388                | 0.22                  |                          |
| 200 - Supplies           | 175                   | 214                   |                       |                          |
| 300 - Other Services     | 3,263                 | 7,798                 |                       |                          |
| 400 - Capital Outlays    | 0                     | 0                     |                       |                          |
| <b>Total</b>             | <b>50,522</b>         | <b>19,401</b>         |                       |                          |

#### ***Funding: General, Other***

#### **2020 Budget Request Highlights**

The Council office budget request is \$1,309,895. This is an increase of \$59,871 or 5%, spread across three funds. Listed below are some highlights of significance.

**Category 1 – Personnel** request is \$591,691. This is an increase of \$39,308 or 7%.

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. For 2020, as a result of the City Salary Study reported in mid-2018, in addition to a 2% cost of living adjustment, the newly-elected Council members will be given an adjustment to bring their salaries in line with comparable communities and organizations.

- Council Members: According to the Salary Study, the compensation for Council members was about \$1,822 below the average of comparable organizations in 2017. This budget increases the salary for Council members by that amount and adds a 2% adjustment for the years 2018, 2019, and 2020. Accordingly:
  - Council members, in general, will receive \$18,307 next year (13.5% increase).
  - In acknowledgement of the additional work performed by Council leadership, the President will receive \$1000 of additional compensation and the Vice President will receive \$800 of additional compensation.
- Council Staff: compensation for the
  - Council Administrator/Attorney will increase to \$94,760 (+ 2%);
  - Council Deputy Administrator/Deputy Attorney will increase to \$69,415 (+ 2%); and

- Part-Time Assistant Administrator/Legal Research Assistant will entail an increase in hourly pay of 2% and, in addition, an increase from 25 to 30 hours per week 2020 for a total compensation of \$32,063. (+22%)

**Category 2 - Supplies** request is \$4,281. This is a decrease of \$97 or -2%.

Significant changes include the following budget lines:

- **Line 241 - Books:** Decreases \$477 in cost of keeping hard copies of the annotated State statutes and constitution current due to lower than expected costs for the new, 5-year contract negotiated by City Legal.
- **Line 243 - Other Supplies:** Increases \$380 to acquire another copy of Adobe Pro software to help manage e-documents and packets.

**Category 3 - Other Services and Charges** request is \$389,923. This is an increase of \$14,660 or 4%.

Significant changes include the following budget lines:

- **Line 391 - Dues and Subscriptions:** Increases \$406 primarily due to payment for two law licenses which were covered in the past without specifically budgeting for them.
- **Line 316 - Instruction; Line 317 - Management Fee, Consultants and Workshops; Line 323 - Travel:** Increases \$3,750 for Training as a result, in part, of a study of comparator communities by our Assistant Administrator/Legal Researcher.
- **Line 394 - Temporary Contractual Employees:** Decreases \$679 because the Council will not have a SPEA Corps Fellow in the spring (but is expecting a new 4-semester commitment starting the fall of 2020).
- **Line 396 - Grants:** Increases \$5,000 for the Jack Hopkins Social Services Funding (bringing the appropriation to the Jack Hopkins Social Services Fund to \$310,000).
- **Line 399 - Other Services and Charges:** Increases \$5,200 to provide American Sign Language (ASL) interpretation for Regular and Special Council Sessions for the full year (after introducing the service for the latter half of 2019).

**Category 4 - Capital** request is \$324,000. This is an increase of \$6,000 or 2%.

Significant increases include:

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

**Office of the Common Council 2020 Budget Summary**

| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 100 - Personnel Services | 497,147            | 531,998            | 552,384            | 591,691            | 39,308             |
| 200 - Supplies           | 6,528              | 3,568              | 4,378              | 4,281              | (97)               |
| 300 - Other Services     | 55,753             | 321,215            | 375,263            | 389,923            | 14,660             |
| 400 - Capital Outlays    | -                  | -                  | 318,000            | 324,000            | 6,000              |
| <b>Total</b>             | <b>559,427</b>     | <b>856,782</b>     | <b>1,250,025</b>   | <b>1,309,895</b>   | <b>59,871</b>      |

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

**Conclusion**

Thank you for your consideration of the Council Office's 2020 budget request! I would be happy to answer any questions.

CITY OF BLOOMINGTON

|  | Account Number | Account Description                  | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$           | +/- %         |
|--|----------------|--------------------------------------|--------------------|---------------------|---------------------|-------------------|------------------|---------------|
| <b>Fund: 101 - General Fund (S0101)</b>  |                |                                      |                    |                     |                     |                   |                  |               |
| <u>Expenditures</u>                      |                |                                      |                    |                     |                     |                   |                  |               |
| <b>Department: 05 - Common Council</b>   |                |                                      |                    |                     |                     |                   |                  |               |
| Personnel Services                       |                |                                      |                    |                     |                     |                   |                  |               |
|  | 51110          | Salaries and Wages - Regular         | 285,365            | 312,476             | 329,883             | 364,642           | 34,759           | 10.54%        |
|  | 51120          | Salaries and Wages - Temporary       | 12,825             | 1,414               | -                   | -                 | -                | N/A           |
|  | 51210          | FICA                                 | 21,174             | 22,640              | 25,236              | 27,895            | 2,659            | 10.54%        |
|  | 51220          | PERF                                 | 20,769             | 24,181              | 25,977              | 27,866            | 1,889            | 7.27%         |
|  | 51230          | Health and Life Insurance            | 157,014            | 171,288             | 171,288             | 171,288           | -                | 0.00%         |
| <b>Total: Personnel Services</b>         |                |                                      | <b>497,147</b>     | <b>531,998</b>      | <b>552,384</b>      | <b>591,691</b>    | <b>39,307</b>    | <b>7.12%</b>  |
| Supplies                                 |                |                                      |                    |                     |                     |                   |                  |               |
|  | 52110          | Office Supplies                      | 357                | 199                 | 1,250               | 1,250             | -                | 0.00%         |
|  | 52410          | Books                                | 2,970              | 3,014               | 3,128               | 2,651             | (477)            | -15.25%       |
|  | 52420          | Other Supplies                       | 3,200              | 356                 | -                   | 380               | 380              | N/A           |
| <b>Total: Supplies</b>                   |                |                                      | <b>6,528</b>       | <b>3,568</b>        | <b>4,378</b>        | <b>4,281</b>      | <b>(97)</b>      | <b>-2.22%</b> |
| Other Services and Charges               |                |                                      |                    |                     |                     |                   |                  |               |
|  | 53160          | Instruction                          | 600                | 1,759               | 1,650               | 2,250             | 600              | 36.36%        |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | -                  | 499                 | 1,400               | 2,250             | 850              | 60.71%        |
|  | 53210          | Telephone                            | -                  | -                   | 200                 | 200               | -                | 0.00%         |
|  | 53220          | Postage                              | -                  | 131                 | 120                 | 120               | -                | 0.00%         |
|  | 53230          | Travel                               | 149                | 1,189               | 2,200               | 4,500             | 2,300            | 104.55%       |
|  | 53310          | Printing                             | 81                 | -                   | -                   | -                 | -                | N/A           |
|  | 53630          | Machinery and Equipment Repairs      | -                  | -                   | 250                 | 250               | -                | 0.00%         |
|  | 53910          | Dues and Subscriptions               | 4,236              | 4,402               | 5,168               | 5,574             | 406              | 7.86%         |
|  | 53940          | Temporary Contractual Employee       | 688                | 1,375               | 1,375               | 679               | (696)            | -50.62%       |
|  | 53960          | Grants                               | 50,000             | 50,000              | 55,000              | 55,000            | -                | 0.00%         |
|  | 53990          | Other Services and Charges           | -                  | -                   | 2,900               | 8,100             | 5,200            | 179.31%       |
| <b>Total: Other Services and Charges</b> |                |                                      | <b>55,753</b>      | <b>59,355</b>       | <b>70,263</b>       | <b>78,923</b>     | <b>8,660</b>     | <b>12.33%</b> |
| <b>Expenditures Grand Total:</b>         |                |                                      | <b>\$ 559,427</b>  | <b>\$ 594,921</b>   | <b>\$ 627,025</b>   | <b>\$ 674,895</b> | <b>\$ 47,870</b> | <b>7.63%</b>  |

CITY OF BLOOMINGTON

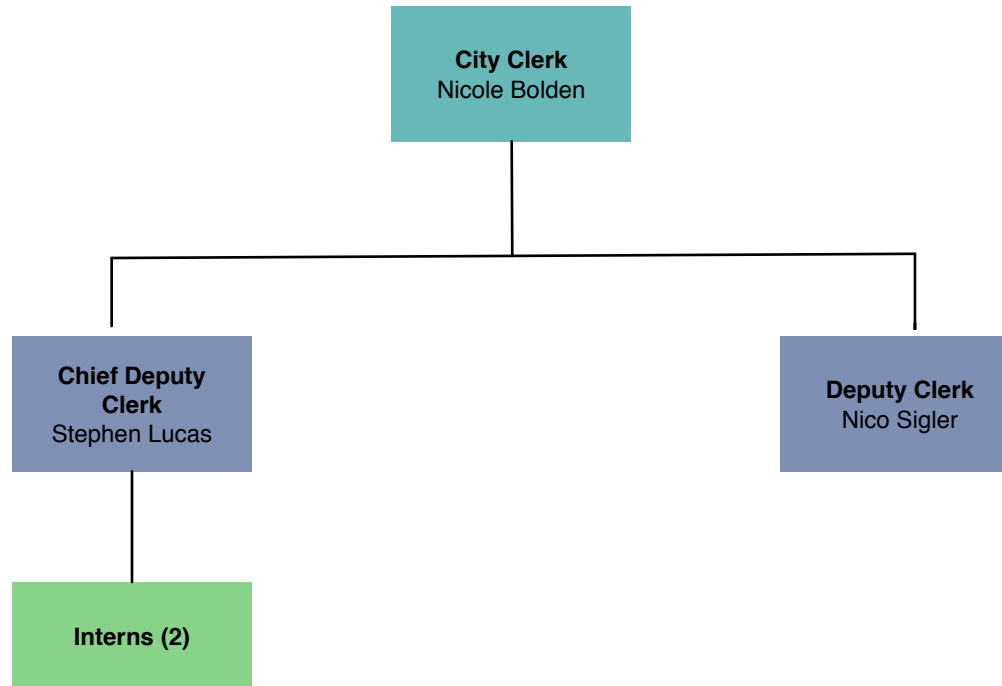
|  | Account Number | Account Description              | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$          | +/- %        |
|--|----------------|----------------------------------|--------------------|---------------------|---------------------|-------------------|-----------------|--------------|
| <b>Fund: 454 - Alternative Transport(\$6301)</b> |                |                                  |                    |                     |                     |                   |                 |              |
| <u>Expenditures</u>                              |                |                                  |                    |                     |                     |                   |                 |              |
| <b>Department: 05 - Common Council</b>           |                |                                  |                    |                     |                     |                   |                 |              |
| Capital Outlays                                  |                |                                  |                    |                     |                     |                   |                 |              |
|  | 54310          | Improvements Other Than Building | -                  | -                   | 318,000             | 324,000           | 6,000           | 1.89%        |
| <b>Total: Capital Outlays</b>                    |                |                                  | -                  | -                   | <b>318,000</b>      | <b>324,000</b>    | <b>6,000</b>    | <b>1.89%</b> |
| <b>Expenditures Grand Total:</b>                 |                |                                  | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ 318,000</b>   | <b>\$ 324,000</b> | <b>\$ 6,000</b> | <b>1.89%</b> |

**CITY OF BLOOMINGTON**

|  | Account Number | Account Description | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 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              | -                  | 261,860             | 305,000             | 311,000           | 6,000           | 1.97%        |
| <b>Total: Other Services and Charges</b>           |                |                     | <b>-</b>           | <b>261,860</b>      | <b>305,000</b>      | <b>311,000</b>    | <b>6,000</b>    | <b>1.97%</b> |
| <b>Expenditures Grand Total:</b>                   |                |                     | <b>\$ -</b>        | <b>\$ 261,860</b>   | <b>\$ 305,000</b>   | <b>\$ 311,000</b> | <b>\$ 6,000</b> | <b>1.97%</b> |



2020  
**Office of the City Clerk**







# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Nicole Bolden, City Clerk  
**Date:** August 19, 2019

### Why We Exist

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

### 2020 Activity Descriptions and Goals:

#### Statutory

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

#### Goals:

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

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served  |
|--------------------------|----------------|----------------|----------------|--|
| 100 - Personnel Services | 59,030         | 60,477         | 1.00           | These services primarily benefit other elected officials, but may service all city residents |
| 200 - Supplies           | 1,400          | 1,400          |                |  |
| 300 - Other Services     | 9,330          | 9,330          |                |  |
| 400 - Capital Outlays    | 0              | 0              |                |  |
| <b>Total</b>             | <b>69,760</b>  | <b>71,207</b>  |                |  |

**Funding: General**

**Legislative**

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

Goals:

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

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served                         |
|--------------------------|----------------|----------------|----------------|---|
| 100 - Personnel Services | 59,030         | 60,477         | 1.00           | These services benefit all city residents |
| 200 - Supplies           | 1,400          | 1,400          |                |   |
| 300 - Other Services     | 9,330          | 9,330          |                |   |
| 400 - Capital Outlays    | 0              | 0              |                |   |
| <b>Total</b>             | <b>69,760</b>  | <b>71,207</b>  |                |   |

**Funding: General**

**Community Relations/Constituent Services**

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

Goals:

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

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served                         |
|--------------------------|----------------|----------------|----------------|---|
| 100 - Personnel Services | 59,030         | 60,477         | 1.00           | These services benefit all city residents |
| 200 - Supplies           | 1,400          | 1,400          |                |   |
| 300 - Other Services     | 9,330          | 9,330          |                |   |
| 400 - Capital Outlays    | 0              | 0              |                |   |
| <b>Total</b>             | <b>69,760</b>  | <b>71,207</b>  |                |   |

**Funding: General**

**Parking Ticket Appeals**

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

Goals:

- Maintain response time to less than one week.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b>  |
|--------------------------|-----------------------|-----------------------|-----------------------|---|
| 100 - Personnel Services | 59,030                | 60,477                | 1.00                  | These services benefit approximately 6,000 city residents, but are available to all residents |
| 200 - Supplies           | 1,400                 | 1,400                 |                       |   |
| 300 - Other Services     | 9,330                 | 9,330                 |                       |   |
| 400 - Capital Outlays    | 0                     | 0                     |                       |   |
| <b>Total</b>             | <b>69,760</b>         | <b>71,207</b>         |                       |   |

**Funding: General**

**2020 Budget Request Highlights**

The Clerk's total budget request is \$284,829. This is an increase of \$5,790 or 2%, all in Category 1.

**Office of the City Clerk 2020 Budget Request**

| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> | <b>Change (%)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 100 - Personnel Services | 205,470            | 221,935            | 236,119            | 241,909            | 5,790              | 2%                |
| 200 - Supplies           | 16,077             | 4,949              | 5,600              | 5,600              | 0                  | 0%                |
| 300 - Other Services     | 5,673              | 21,475             | 37,320             | 37,320             | 0                  | 0%                |
| 400 - Capital Outlays    | -                  | -                  | -                  | -                  | -                  | 0%                |
| <b>Total</b>             | <b>227,221</b>     | <b>248,359</b>     | <b>279,039</b>     | <b>284,829</b>     | <b>5,790</b>       | <b>2%</b>         |

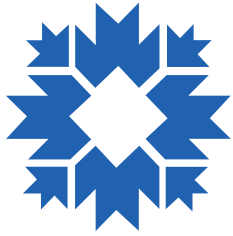
**Conclusion**

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

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

CITY OF BLOOMINGTON

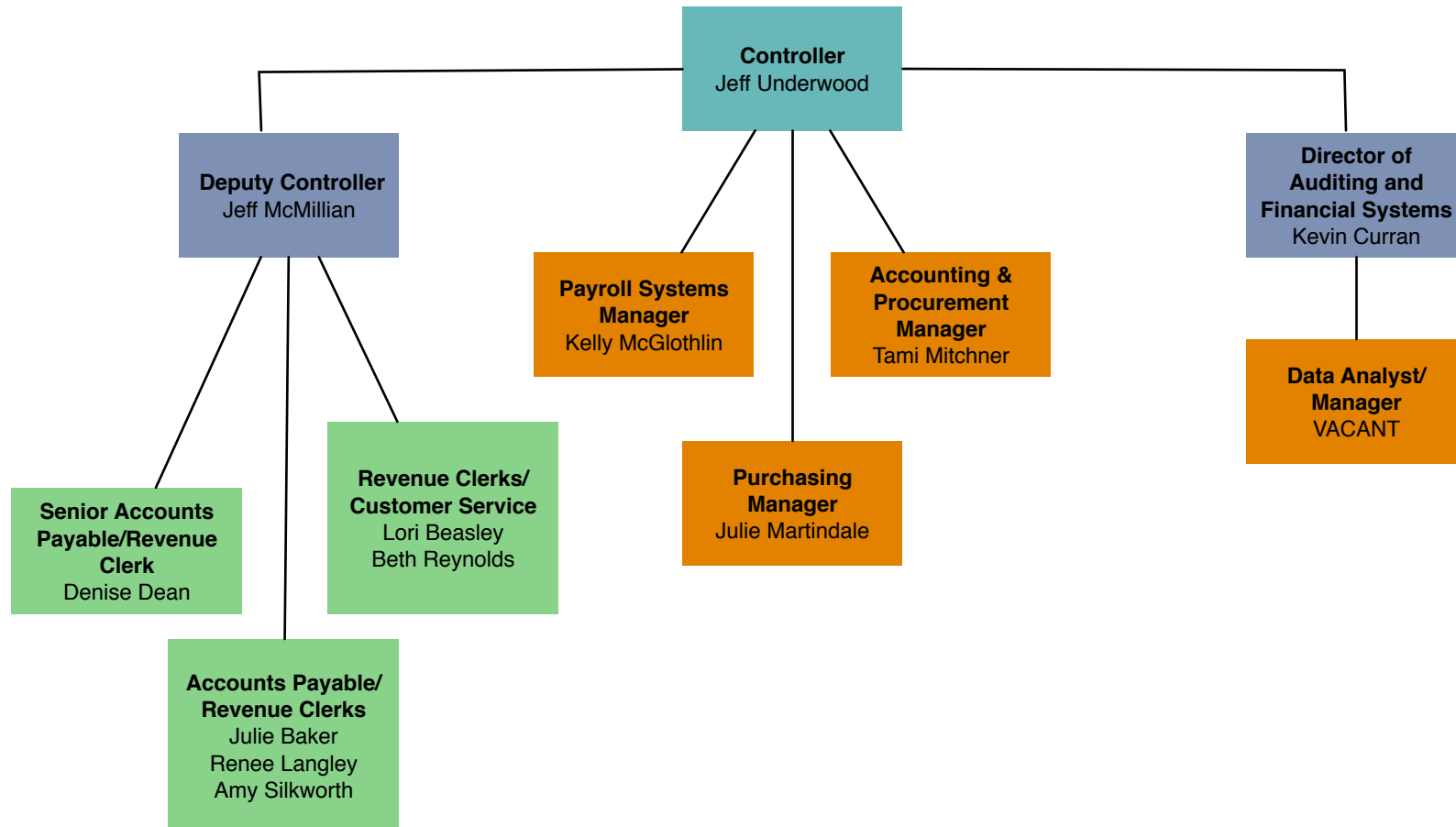
|  | Account Number | Account Description                  | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$          | +/- %        |
|--|----------------|--------------------------------------|--------------------|---------------------|---------------------|-------------------|-----------------|--------------|
| <b>Fund: 101 - General Fund (S0101)</b>  |                |                                      |                    |                     |                     |                   |                 |              |
| <u>Expenditures</u>                      |                |                                      |                    |                     |                     |                   |                 |              |
| <b>Department: 03 - City Clerk</b>       |                |                                      |                    |                     |                     |                   |                 |              |
| Personnel Services                       |                |                                      |                    |                     |                     |                   |                 |              |
|  | 51110          | Salaries and Wages - Regular         | 126,051            | 140,410             | 145,384             | 150,135           | 4,751           | 3.27%        |
|  | 51120          | Salaries and Wages - Temporary       | 9,004              | 7,960               | 15,000              | 15,000            | -               | 0.00%        |
|  | 51210          | FICA                                 | 9,745              | 10,804              | 12,269              | 12,633            | 363             | 2.96%        |
|  | 51220          | PERF                                 | 17,848             | 19,938              | 20,644              | 21,319            | 675             | 3.27%        |
|  | 51230          | Health and Life Insurance            | 42,822             | 42,822              | 42,822              | 42,822            | -               | 0.00%        |
| <b>Total: Personnel Services</b>         |                |                                      | <b>205,470</b>     | <b>221,935</b>      | <b>236,119</b>      | <b>241,909</b>    | <b>5,790</b>    | <b>2.45%</b> |
| Supplies                                 |                |                                      |                    |                     |                     |                   |                 |              |
|  | 52110          | Office Supplies                      | 2,022              | 896                 | 1,400               | 1,400             | -               | 0.00%        |
|  | 52410          | Books                                | 4,094              | 2,879               | 1,200               | 1,200             | -               | 0.00%        |
|  | 52420          | Other Supplies                       | 9,961              | 1,173               | 3,000               | 3,000             | -               | 0.00%        |
| <b>Total: Supplies</b>                   |                |                                      | <b>16,077</b>      | <b>4,949</b>        | <b>5,600</b>        | <b>5,600</b>      | <b>-</b>        | <b>0.00%</b> |
| Other Services and Charges               |                |                                      |                    |                     |                     |                   |                 |              |
|  | 53120          | Special Legal Services               | -                  | 370                 | 5,000               | 5,000             | -               | 0.00%        |
|  | 53160          | Instruction                          | 900                | 2,350               | 2,350               | 2,350             | -               | 0.00%        |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | 775                | 280                 | 1,000               | 1,000             | -               | 0.00%        |
|  | 53210          | Telephone                            | -                  | -                   | 45                  | 45                | -               | 0.00%        |
|  | 53220          | Postage                              | -                  | -                   | 25                  | 25                | -               | 0.00%        |
|  | 53230          | Travel                               | 1,683              | 3,965               | 2,800               | 2,800             | -               | 0.00%        |
|  | 53310          | Printing                             | 103                | 10,268              | 21,000              | 21,000            | -               | 0.00%        |
|  | 53320          | Advertising                          | 1,898              | 3,320               | 4,000               | 4,000             | -               | 0.00%        |
|  | 53910          | Dues and Subscriptions               | 290                | 869                 | 1,000               | 1,000             | -               | 0.00%        |
|  | 53990          | Other Services and Charges           | 25                 | 54                  | 100                 | 100               | -               | 0.00%        |
| <b>Total: Other Services and Charges</b> |                |                                      | <b>5,673</b>       | <b>21,475</b>       | <b>37,320</b>       | <b>37,320</b>     | <b>-</b>        | <b>0.00%</b> |
| <b>Expenditures Grand Total:</b>         |                |                                      | <b>\$ 227,221</b>  | <b>\$ 248,359</b>   | <b>\$ 279,039</b>   | <b>\$ 284,829</b> | <b>\$ 5,790</b> | <b>2.08%</b> |



CITY OF BLOOMINGTON

2020

# Department of the Controller





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Jeffrey Underwood CPA, Controller  
**Date:** August 19, 2019

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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 15 departments with additional oversight and interaction with Bloomington Transit, Bloomington Housing Authority, Redevelopment Commission, BCT Management Company, Bloomington Urban Economic Association, and Dimension Mill Inc.

## **Background**

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

## **2020 Activity Descriptions and Goals**

### **Accounts Payable**

*Activity Description:* Manage and coordinate activities related to the processing, approval and payment of expenditures.

### **Goals:**

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

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$   | Staffing (FTE) | Population Served   |
|--------------------------|----------------|------------------|----------------|---|
| 100 - Personnel Services | 611,849        | 628,452          | 7.2            | Processed 10,407 payments and issued 330 1099s for 1,681 vendors and employees. |
| 200 - Supplies           | 6,286          | 6,286            |                |   |
| 300 - Other Services     | 309,765        | 667,265          |                |   |
| 400 - Capital Outlays    | 0              | 0                |                |   |
| <b>Total</b>             | <b>927,900</b> | <b>1,302,003</b> |                |   |

**Funding: General**

**Payroll**

*Activity Description:* Manage and coordinate activities related to the processing, approval and payment of employee payroll and related expenditures such as payroll taxes, retirement contributions, and employee deductions.

Goals:

- Issue all payroll disbursements and tax reports by required due dates in 2020 (currently within 45 days of month end).

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served  |
|--------------------------|----------------|----------------|----------------|--|
| 100 - Personnel Services | 83,511         | 85,778         | 1.0            | In 2018, the Payroll team processed 32,127 payments and issued 1,257 W-2 forms to employees. |
| 200 - Supplies           | 879            | 879            |                |  |
| 300 - Other Services     | 43,324         | 93,324         |                |  |
| 400 - Capital Outlays    | 0              | 0              |                |  |
| <b>Total</b>             | <b>127,714</b> | <b>179,981</b> |                |  |

**Funding: General**

**Cash Management**

*Activity Description:* Manage and coordinate activities related to the management of City funds, bank accounts and treasury functions.

Goals:

- Maximize the City's rate of return in line with prevailing interest rates by monitoring interest rates, monitoring and negotiating compensating balances with the bank, and minimizing bank transaction fees.
- Upload the required reports to the SBOA website within 45 days of month end.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served   |
|--------------------------|----------------|----------------|----------------|---|
| 100 - Personnel Services | 48,573         | 49,891         | 0.6            | This program covers 132 funds and 8 bank accounts, and supports all of the City's customers, vendors and employees. |
| 200 - Supplies           | 484            | 484            |                |   |
| 300 - Other Services     | 23,828         | 51,328         |                |   |
| 400 - Capital Outlays    | 0              | 0              |                |   |
| <b>Total</b>             | <b>72,885</b>  | <b>101,703</b> |                |   |

**Funding: General**

**Purchasing**

*Activity Description:* Manage and coordinate activities related to the procurement of goods, services, and capital. Review purchasing requests, provide for adequate controls and procure these items at the lowest and best price.

Goals:

- Transition 100% of new vendors to the online "Vendor Registry" tool to enable the City to accept electronic vendor documents securely. In 2018, 469 vendors were vetted by the Purchasing team.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served  |
|--------------------------|----------------|----------------|----------------|--|
| 100 - Personnel Services | 76,694         | 78,775         | 0.9            | In 2018, 9,365 Purchase Orders valued at \$22.9 million were issued to 1,065 vendors. Participated in 8 joint purchasing cooperatives in 2018. |
| 200 - Supplies           | 791            | 791            |                |  |
| 300 - Other Services     | 38,991         | 83,991         |                |  |
| 400 - Capital Outlays    | 0              | 0              |                |  |
| <b>Total</b>             | <b>116,476</b> | <b>163,558</b> |                |  |

**Funding: General**

**Budgeting**

*Activity Description:* Manage and coordinate activities related to the development, presentation, submission and approval of the City's annual budget.

Goals:

- Ensure that all key dates are met for the 2021 budget cycle.
- Issue the budget package for the Council Budget hearings by the agreed upon date.
- Submit the proposed budget to the DLGF within the required timeframe (currently within 2 days of Council Approval)



| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served   |
|--------------------------|----------------|----------------|----------------|---|
| 100 - Personnel Services | 46,869         | 48,141         | 0.6            | The Controller's office manages over 500 budgets and supports 22 departments, the Bloomington Housing Authority, Bloomington Transit and 9 Council members. |
| 200 - Supplies           | 484            | 484            |                |   |
| 300 - Other Services     | 23,828         | 51,328         |                |   |
| 400 - Capital Outlays    | 0              | 0              |                |   |
| <b>Total</b>             | <b>71,181</b>  | <b>99,952</b>  |                |   |

**Funding: General**

**Research and Special Projects**

*Activity Description:* Manage and coordinate activities related to performing research and special projects as requested by the Administration and department in order to assist them in meeting their goals and objectives.

Goals:

- Obtain the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for 2019 results.
- Convert financial statements to a GAAP basis to facilitate the application for the CAFR by end of Q4 for reporting of 2020 financial results.
- Document status of efforts assisting with identifying and addressing fiscal impacts from construction of new IU Health campus.
- Provide support of financing and construction efforts associated with the parking garages.
- Monitor, report and make recommendations in 2020 for uses of the Public Safety Local Income Tax in 2021.
- Provide ongoing support for the Convention Center expansion (supported by the food & beverage tax), the Trades District, Switchyard Park and the redevelopment of the existing hospital site.
- Recommend/select vendor, establish implementation schedule and begin implementation of a Community Development system.
- Recommend/select vendor, establish implementation schedule and begin implementation of a Document Management system.
- Establish/implement training program for the current Enterprise Resource Planning (ERP) system, evaluate alternate ERP solutions and recommend future actions (i.e. retain or replace current ERP System).
- Integrate subsidiary software (e.g. Work Track, RecTrack, T2) with ERP system to the extent possible.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served  |
|--------------------------|----------------|----------------|----------------|--|
| 100 - Personnel Services | 189,179        | 194,313        | 2.2            | The Controller's office supports 22 departments, the Bloomington Housing Authority, Bloomington Transit, 9 Council members, and 15 boards and commissions. |
| 200 - Supplies           | 1,319          | 1,319          |                |  |
| 300 - Other Services     | 64,986         | 139,986        |                |  |
| 400 - Capital Outlays    | 0              | 0              |                |  |
| <b>Total</b>             | <b>255,484</b> | <b>335,617</b> |                |  |

**Funding: General**

**Internal Audit**

*Activity Description:* Develop, implement and oversee a program designed to assess the effectiveness of internal controls and segregation of duties in order to minimize the risk of the organization to fraud, theft and misuse of City assets. Assist external auditors and other consultants in their reviews and audits of the organization.

Goals:

- Obtain a clean audit opinion from State Board of Accounts.
- Report the results of the review of appropriate levels of controls and segregation of duties, including external review, to minimize the risk of theft or fraudulent use of city resources.
- Conduct audits of 18 cash funds a minimum of twice annually.
- Audit a minimum of 50% of transactions that account for 90% of total spend and 5% of transactions that account for the remaining 10% of spend to comply with City, State and Federal requirements.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served  |
|--------------------------|----------------|----------------|----------------|--|
| 100 - Personnel Services | 51,129         | 52,517         | 0.6            | The Controller's office supports 22 departments, the Bloomington Housing Authority, Bloomington Transit, 9 Council members, and 15 boards and commissions. |
| 200 - Supplies           | 308            | 308            |                |  |
| 300 - Other Services     | 15,163         | 32,663         |                |  |
| 400 - Capital Outlays    | 0              | 0              |                |  |
| <b>Total</b>             | <b>66,600</b>  | <b>85,488</b>  |                |  |

**Funding: General**

**2020 Budget Request Highlights:**

The Controller's Office general fund budget request is \$2,268,302. This is an increase of \$630,062, or 38%. Listed below are some highlights of significance.

**Category 1 - Personnel** request is \$1,137,867. This is an increase of \$30,062 or 3%, and is related to the overall increase for non-union personnel and the addition of a Data Analyst/Manager position.

**Category 2 - Supplies** request is \$10,550. This is consistent with the 2019 budget.

**Category 3 - Other Services & Charges** request is \$1,119,885. This is an increase of \$600,000 or 115% compared to 2019. The increase is related to software projects including Community Development and Document Management software.

**Category 4 - Capital Outlays** has no request.

**Office of the Controller 2020 Budget Summary**

| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> | <b>Change (%)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 100 - Personnel Services | 867,626            | 943,062            | 1,107,805          | 1,137,867          | 30,062             | 3%                |
| 200 - Supplies           | 4,202              | 7,025              | 10,550             | 10,550             | 0                  | 0%                |
| 300 - Other Services     | 634,206            | 242,394            | 519,885            | 1,119,885          | 600,000            | 115%              |
| 400 - Capital Outlays    | 640,170            | -                  | -                  | -                  | -                  | 0%                |
| <b>Total</b>             | <b>2,146,203</b>   | <b>1,192,481</b>   | <b>1,638,240</b>   | <b>2,268,302</b>   | <b>630,062</b>     | <b>38%</b>        |

**Conclusion**

Thank you for your consideration of the Controller's Office 2020 budget request. We are available to answer any questions you may have.

CITY OF BLOOMINGTON

|   | Account Number | Account Description                  | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 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         | 557,535             | 627,372             | 728,417             | 752,925             | 24,509            | 3.36%          |
|   | 51120          | Salaries and Wages - Temporary       | 18,812              | 10,130              | 32,656              | 32,656              | -                 | 0.00%          |
|   | 51210          | FICA                                 | 40,821              | 45,185              | 58,222              | 60,097              | 1,875             | 3.22%          |
|   | 51220          | PERF                                 | 79,170              | 89,087              | 102,948             | 106,626             | 3,678             | 3.57%          |
|   | 51230          | Health and Life Insurance            | 171,288             | 171,288             | 185,562             | 185,562             | -                 | 0.00%          |
| <b>Total: Personnel Services</b>            |                |                                      | <b>867,626</b>      | <b>943,062</b>      | <b>1,107,805</b>    | <b>1,137,867</b>    | <b>30,062</b>     | <b>2.71%</b>   |
| Supplies                                    |                |                                      |                     |                     |                     |                     |                   |                |
|   | 52110          | Office Supplies                      | 369                 | 362                 | 600                 | 600                 | -                 | 0.00%          |
|   | 52420          | Other Supplies                       | 3,833               | 6,663               | 9,950               | 9,950               | -                 | 0.00%          |
| <b>Total: Supplies</b>                      |                |                                      | <b>4,202</b>        | <b>7,025</b>        | <b>10,550</b>       | <b>10,550</b>       | <b>-</b>          | <b>0.00%</b>   |
| Other Services and Charges                  |                |                                      |                     |                     |                     |                     |                   |                |
|   | 53160          | Instruction                          | 1,400               | 1,606               | 4,500               | 4,500               | -                 | 0.00%          |
|   | 53170          | Mgt. Fee, Consultants, and Workshops | -                   | 33,176              | -                   | -                   | -                 | N/A            |
|   | 53210          | Telephone                            | -                   | -                   | 100                 | 100                 | -                 | 0.00%          |
|   | 53220          | Postage                              | 34,135              | -                   | 35,250              | 35,250              | -                 | 0.00%          |
|   | 53230          | Travel                               | 716                 | 1,078               | 2,000               | 2,000               | -                 | 0.00%          |
|   | 53310          | Printing                             | 204                 | 217                 | -                   | -                   | -                 | N/A            |
|   | 53320          | Advertising                          | 579                 | 440                 | 2,250               | 2,250               | -                 | 0.00%          |
|   | 53630          | Machinery and Equipment Repairs      | -                   | 561                 | 650                 | 650                 | -                 | 0.00%          |
|   | 53640          | Hardware and Software Maintenance    | -                   | 1,394               | 975                 | 975                 | -                 | 0.00%          |
|   | 53730          | Machinery and Equipment Rental       | 1,820               | 1,678               | 2,100               | 2,100               | -                 | 0.00%          |
|   | 53830          | Bank Charges                         | 10,179              | 208                 | 16,000              | 16,000              | -                 | 0.00%          |
|   | 539010         | Inter-Fund Transfers                 | 815                 | -                   | -                   | -                   | -                 | N/A            |
|   | 53910          | Dues and Subscriptions               | 1,079               | 12,787              | 19,750              | 19,750              | -                 | 0.00%          |
|   | 53940          | Temporary Contractual Employee       | 688                 | 1,375               | 1,560               | 1,560               | -                 | 0.00%          |
|   | 53990          | Other Services and Charges           | 321,743             | 181,124             | 425,000             | 1,025,000           | 600,000           | 141.18%        |
| <b>Total: Other Services and Charges</b>    |                |                                      | <b>373,357</b>      | <b>235,644</b>      | <b>510,135</b>      | <b>1,110,135</b>    | <b>600,000</b>    | <b>117.62%</b> |
| Capital Outlays                             |                |                                      |                     |                     |                     |                     |                   |                |
|   | 54440          | Motor Equipment                      | 640,170             | -                   | -                   | -                   | -                 | N/A            |
| <b>Total: Capital Outlays</b>               |                |                                      | <b>640,170</b>      | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>          | <b>0.00%</b>   |
| <b>Expenditures Grand Total:</b>            |                |                                      | <b>\$ 1,885,355</b> | <b>\$ 1,185,731</b> | <b>\$ 1,628,490</b> | <b>\$ 2,258,552</b> | <b>\$ 630,062</b> | <b>38.69%</b>  |

CITY OF BLOOMINGTON

|  | Account Number | Account Description | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council   | +/- \$         | +/- %          |
|--|----------------|---------------------|--------------------|---------------------|---------------------|----------------|----------------|----------------|
| <b>Fund: 610 - Vehicle Replacement Fund(S0012)</b> |                |                     |                    |                     |                     |                |                |                |
| <u>Expenditures</u>                                |                |                     |                    |                     |                     |                |                |                |
| <b>Department: 06 - Controller's Office</b>        |                |                     |                    |                     |                     |                |                |                |
| Capital Outlays                                    |                |                     |                    |                     |                     |                |                |                |
|  | 54410          | Lease Purchase      | -                  | -                   | 202,500             | 500,500        | 298,000        | 147.16%        |
|  | 54440          | Motor Equipment     | -                  | 353,892             | -                   | -              | -              | N/A            |
|  | 54450          | Equipment           | -                  | -                   | -                   | 102,000        | 102,000        | N/A            |
| <b>Total: Capital Outlays</b>                      |                |                     | -                  | <b>353,892</b>      | <b>202,500</b>      | <b>602,500</b> | <b>400,000</b> | <b>197.53%</b> |
| <b>Expenditures Grand Total:</b>                   |                |                     | \$ -               | \$ 353,892          | \$ 202,500          | \$ 602,500     | \$ 400,000     | 197.53%        |

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|   | Account Number | Account Description                  | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 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               | 3,000           | -        | 0.00%        |
|   | 53170          | Mgt. Fee, Consultants, and Workshops | 243,525            | -                   | -                   | -               | -        | N/A          |
|   | 53910          | Dues and Subscriptions               | 17,323             | 6,750               | 6,750               | 6,750           | -        | 0.00%        |
| <b>Total: Other Services and Charges</b>          |                |                                      | <b>260,848</b>     | <b>6,750</b>        | <b>9,750</b>        | <b>9,750</b>    | <b>-</b> | <b>0.00%</b> |
| <b>Expenditures Grand Total:</b>                  |                |                                      | <b>\$ 260,848</b>  | <b>\$ 6,750</b>     | <b>\$ 9,750</b>     | <b>\$ 9,750</b> | <b>-</b> | <b>0.00%</b> |

CITY OF BLOOMINGTON

|  | Account Number | Account Description | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$          | +/- %        |
|--|----------------|---------------------|--------------------|---------------------|---------------------|-------------------|-----------------|--------------|
| <b>Fund: 508 - BMFC - Showers Bond #4(S0184)</b> |                |                     |                    |                     |                     |                   |                 |              |
| <u>Expenditures</u>                              |                |                     |                    |                     |                     |                   |                 |              |
| <b>Department: 06 - Controller's Office</b>      |                |                     |                    |                     |                     |                   |                 |              |
| Other Services and Charges                       |                |                     |                    |                     |                     |                   |                 |              |
|  | 53830          | Bank Charges        | 1,475              | 1,475               | 2,065               | 2,065             | -               | 0.00%        |
|  | 53840          | Lease Payments      | 629,500            | 627,500             | 626,500             | 628,500           | 2,000           | 0.32%        |
| <b>Total: Other Services and Charges</b>         |                |                     | <b>630,975</b>     | <b>628,975</b>      | <b>628,565</b>      | <b>630,565</b>    | <b>2,000</b>    | <b>0.32%</b> |
| <b>Expenditures Grand Total:</b>                 |                |                     | <b>\$ 630,975</b>  | <b>\$ 628,975</b>   | <b>\$ 628,565</b>   | <b>\$ 630,565</b> | <b>\$ 2,000</b> | <b>0.32%</b> |

CITY OF BLOOMINGTON

|  | Account Number | Account Description | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 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           | 140,000            | 390,000             | 435,000             | 440,000           | 5,000             | 1.15%         |
|  | 53820          | Interest            | 242,183            | 358,625             | 350,476             | 341,226           | (9,250)           | -2.64%        |
|  | 53830          | Bank Charges        | 4,000              | 4,000               | 4,800               | 4,000             | (800)             | -16.67%       |
| <b>Total: Other Services and Charges</b>         |                |                     | <b>386,183</b>     | <b>752,625</b>      | <b>790,276</b>      | <b>785,226</b>    | <b>(5,050)</b>    | <b>-0.64%</b> |
| <b>Expenditures Grand Total:</b>                 |                |                     | <b>\$ 386,183</b>  | <b>\$ 752,625</b>   | <b>\$ 790,276</b>   | <b>\$ 785,226</b> | <b>\$ (5,050)</b> | <b>-0.64%</b> |



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|  | Account Number | Account Description | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$          | +/- %        |
|--|----------------|---------------------|--------------------|---------------------|---------------------|-------------------|-----------------|--------------|
| <b>Fund: 520 - 2016 Parks GO Bond #3 (S0183)</b> |                |                     |                    |                     |                     |                   |                 |              |
| <u>Expenditures</u>                              |                |                     |                    |                     |                     |                   |                 |              |
| <b>Department: 06 - Controller's Office</b>      |                |                     |                    |                     |                     |                   |                 |              |
| Other Services and Charges                       |                |                     |                    |                     |                     |                   |                 |              |
|  | 53810          | Principal           | 95,000             | 255,000             | 280,000             | 295,000           | 15,000          | 5.36%        |
|  | 53820          | Interest            | 148,029            | 218,944             | 213,594             | 207,569           | (6,025)         | -2.82%       |
|  | 53830          | Bank Charges        | 2,500              | 2,500               | 3,000               | 3,000             | -               | 0.00%        |
| <b>Total: Other Services and Charges</b>         |                |                     | <b>245,529</b>     | <b>476,444</b>      | <b>496,594</b>      | <b>505,569</b>    | <b>8,975</b>    | <b>1.81%</b> |
| <b>Expenditures Grand Total:</b>                 |                |                     | <b>\$ 245,529</b>  | <b>\$ 476,444</b>   | <b>\$ 496,594</b>   | <b>\$ 505,569</b> | <b>\$ 8,975</b> | <b>1.81%</b> |

CITY OF BLOOMINGTON

|  | Account Number | Account Description | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$             | +/- %         |
|--|----------------|---------------------|--------------------|---------------------|---------------------|-------------------|--------------------|---------------|
| <b>Fund: 522 - 2018 Parks Bicentennial (S1380)</b> |                |                     |                    |                     |                     |                   |                    |               |
| <u>Expenditures</u>                                |                |                     |                    |                     |                     |                   |                    |               |
| <b>Department: 06 - Controller's Office</b>        |                |                     |                    |                     |                     |                   |                    |               |
| Other Services and Charges                         |                |                     |                    |                     |                     |                   |                    |               |
|  | 53810          | Principal           | -                  | -                   | 798,000             | 355,000           | (443,000)          | -55.51%       |
|  | 53820          | Interest            | -                  | -                   | -                   | 376,930           | 376,930            | N/A           |
|  | 53830          | Bank Charges        | -                  | -                   | 2,000               | 2,000             | -                  | 0.00%         |
| <b>Total: Other Services and Charges</b>           |                |                     | -                  | -                   | <b>800,000</b>      | <b>733,930</b>    | <b>(66,070)</b>    | <b>-8.26%</b> |
| <b>Expenditures Grand Total:</b>                   |                |                     | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ 800,000</b>   | <b>\$ 733,930</b> | <b>\$ (66,070)</b> | <b>-8.26%</b> |

CITY OF BLOOMINGTON

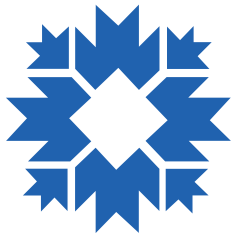
|  | Account Number | Account Description            | 2017 Actual Amount    | 2018 Adopted Budget   | 2019 Adopted Budget   | 2020 Council          | +/- \$            | +/- %         |
|--|----------------|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|---------------|
| <b>Fund: 901 - Fire Pension(S0341)</b>   |                |                                |                       |                       |                       |                       |                   |               |
| <u>Expenditures</u>                      |                |                                |                       |                       |                       |                       |                   |               |
| <b>Department: 08 - Fire</b>             |                |                                |                       |                       |                       |                       |                   |               |
| Personnel Services                       |                |                                |                       |                       |                       |                       |                   |               |
|  | 51110          | Salaries and Wages - Regular   | 3,700                 | 2,775                 | 4,000                 | 4,000                 | (0)               | -0.01%        |
|  | 51120          | Salaries and Wages - Temporary | -                     | 925                   | -                     | -                     | -                 | N/A           |
|  | 51210          | FICA                           | 26                    | 26                    | 306                   | 58                    | (248)             | -81.05%       |
| <b>Total: Personnel Services</b>         |                |                                | <b>\$3,725.78</b>     | <b>\$3,725.63</b>     | <b>\$4,306.11</b>     | <b>\$4,057.84</b>     | <b>(\$248.27)</b> | <b>-5.77%</b> |
| Supplies                                 |                |                                |                       |                       |                       |                       |                   |               |
|  | 52110          | Office Supplies                | 120                   | 123                   | 350                   | 350                   | -                 | 0.00%         |
| <b>Total: Supplies</b>                   |                |                                | <b>\$119.83</b>       | <b>\$122.73</b>       | <b>\$350.00</b>       | <b>\$350.00</b>       | <b>\$0.00</b>     | <b>0.00%</b>  |
| Other Services and Charges               |                |                                |                       |                       |                       |                       |                   |               |
|  | 53220          | Postage                        | -                     | -                     | 960                   | 960                   | -                 | 0.00%         |
|  | 53990          | Other Services and Charges     | 1,834,561             | 1,751,591             | 2,145,369             | 2,145,369             | -                 | 0.00%         |
| <b>Total: Other Services and Charges</b> |                |                                | <b>\$1,834,561.19</b> | <b>\$1,751,590.62</b> | <b>\$2,146,329.00</b> | <b>\$2,146,329.00</b> | <b>\$0.00</b>     | <b>0.00%</b>  |
| <b>Expenditures Grand Total:</b>         |                |                                | <b>\$ 1,838,407</b>   | <b>\$ 1,755,439</b>   | <b>\$ 2,150,985</b>   | <b>\$ 2,150,737</b>   | <b>\$ (248)</b>   | <b>-0.01%</b> |

CITY OF BLOOMINGTON

|  | Account Number | Account Description          | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$      | +/- %        |
|--|----------------|------------------------------|---------------------|---------------------|---------------------|---------------------|-------------|--------------|
| <b>Fund: 900 - Police Pension(S0342)</b> |                |                              |                     |                     |                     |                     |             |              |
| <u>Expenditures</u>                      |                |                              |                     |                     |                     |                     |             |              |
| <b>Department: 14 - Police</b>           |                |                              |                     |                     |                     |                     |             |              |
| Personnel Services                       |                |                              |                     |                     |                     |                     |             |              |
|  | 51110          | Salaries and Wages - Regular | 3,700               | 3,700               | 4,000               | 4,000               | -           | 0.00%        |
|  | 51210          | FICA                         | 283                 | 283                 | 306                 | 306                 | -           | 0.00%        |
| <b>Total: Personnel Services</b>         |                |                              | <b>3,983</b>        | <b>3,983</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               | -                   | -                   | 500                 | 500                 | -           | 0.00%        |
| <b>Total: Supplies</b>                   |                |                              | <b>-</b>            | <b>-</b>            | <b>600</b>          | <b>600</b>          | <b>-</b>    | <b>0.00%</b> |
| Other Services and Charges               |                |                              |                     |                     |                     |                     |             |              |
|  | 53130          | Medical                      | 15,385              | 24,561              | 35,420              | 35,420              | -           | 0.00%        |
|  | 53220          | Postage                      | 28                  | -                   | 200                 | 200                 | -           | 0.00%        |
|  | 53990          | Other Services and Charges   | 1,240,071           | 1,205,226           | 1,412,000           | 1,412,000           | -           | 0.00%        |
| <b>Total: Other Services and Charges</b> |                |                              | <b>1,255,484</b>    | <b>1,229,787</b>    | <b>1,447,620</b>    | <b>1,447,620</b>    | <b>-</b>    | <b>0.00%</b> |
| <b>Expenditures Grand Total:</b>         |                |                              | <b>\$ 1,259,467</b> | <b>\$ 1,233,770</b> | <b>\$ 1,452,526</b> | <b>\$ 1,452,526</b> | <b>\$ -</b> | <b>0.00%</b> |

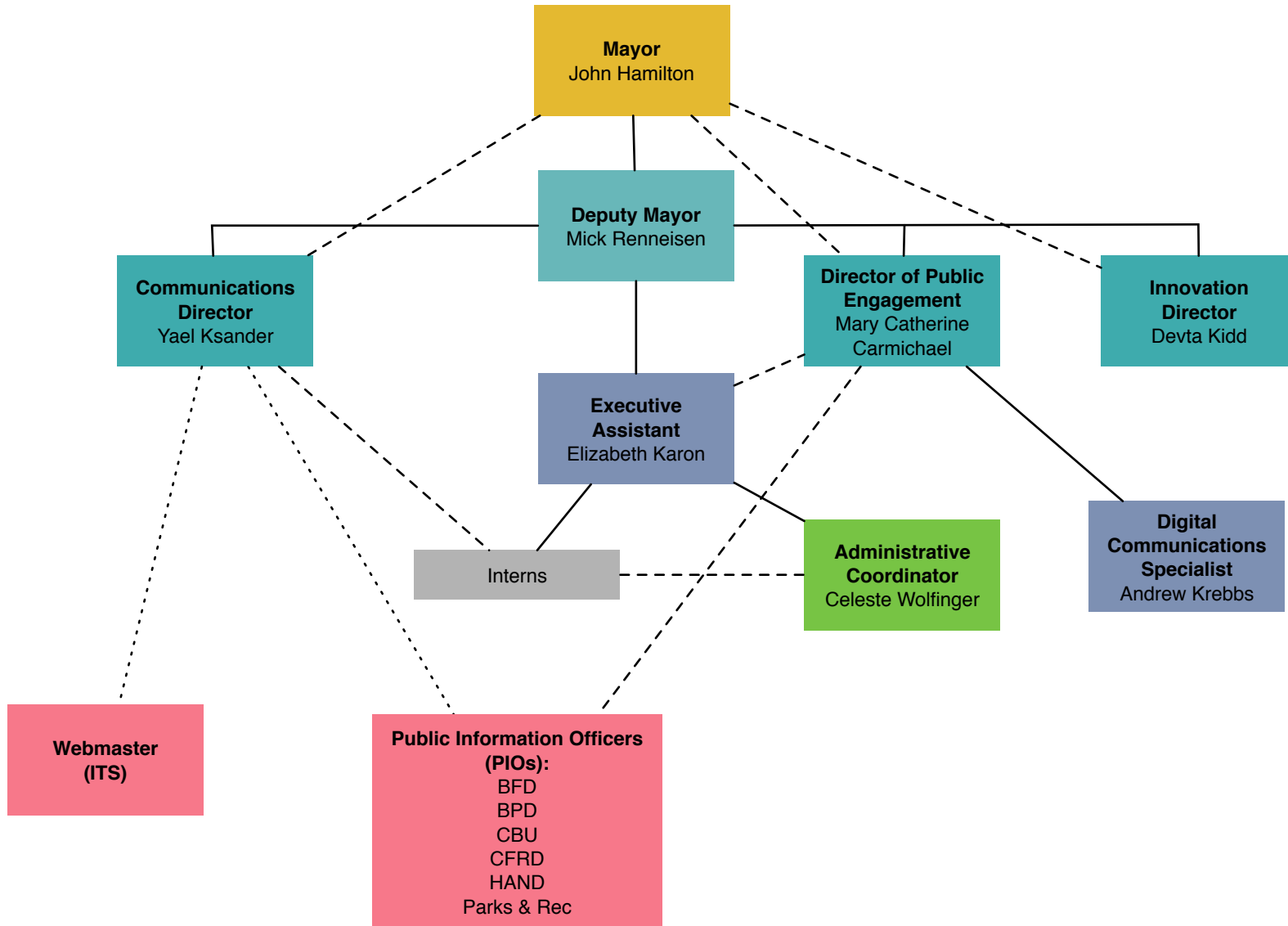
**CITY OF BLOOMINGTON**

|   | Account Number | Account Description           | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 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 | -                  | -                   | -                   | 5,000,000           | 5,000,000           | N/A   |
| <b>Total: Other Services and Charges</b>          |                |                               | -                  | -                   | -                   | <b>5,000,000</b>    | <b>5,000,000</b>    |       |
| <b>Expenditures Grand Total:</b>                  |                |                               | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 5,000,000</b> | <b>\$ 5,000,000</b> |       |



CITY OF BLOOMINGTON

# 2020 Office of the Mayor





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Mick Renneisen, Deputy Mayor  
**Date:** August 19, 2019

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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. This is accomplished through public engagement, in cooperation with City Council and the City Clerk, to determine and implement the priorities of our community's residents.

Major initiatives of the Office of the Mayor include:

1. **Support and Maintain Public Safety, Civility and Justice:** Provide fire service and law enforcement and collaborate with agencies to promote justice and civility. Provide ongoing support and direction to issues of downtown livability, homelessness and substance use disorders, through support of recent hires of Neighborhood Resource Specialists, the Police Social Worker, and the After Hours Ambassador in addition to new badged officers, and continued investment in training and equipment.
2. **Affordable/Workforce Housing:** Implement and refine an affordable housing strategy consistent with the Comprehensive Master Plan, including updating and implementing the Unified Development Ordinance. Deploy the Housing Development Fund, HOME Funds, tax abatements and acquisition of property to assist these efforts.
3. **Facilitate Economic Development through Enhancing Quality of Place:** Encourage infrastructure and community development by redevelopment of the current hospital site, expanding the Convention Center, activating the Trades District, and implementing recommendations from the Wage Growth Task Force, all toward more equitable development.
4. **Transparency/Community Engagement:** Communicate with and engage the public about how City government performs, as well as increase the use of and access to data from City departments. Utilize results from the 2019 Community Survey to implement improvements in delivery of City services.
5. **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.

6. **Innovation:** Invest in staff and establish a culture of innovation that encourages improving current processes and preparing the organization for the future.
7. **Climate Change/Sustainability:** Consider and respond to impacts of climate disruption by investing in sustainable practices throughout the delivery of City services. Utilize the results of the Transportation Demand Management (TDM) study, implement multimodal transportation options and enhance Transit services. Emphasize research of and attention to food security issues, consider waste to energy conversion, invest in green infrastructure and continue expansion of renewable and alternate energy sources.

## **2020 Activity Descriptions and Goals**

### **Policy and Administration**

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

#### Goals:

- Conduct monthly meetings with department heads to manage progress on City initiatives and provide efficient delivery of City services
- Conduct annual budget and/or strategic planning retreat with department heads by June to set goals and develop the City's annual budget
- Review quarterly Trello project management updates from all departments as a management tool to accomplish the strategic plan and monitor progress
- Meet weekly with City Council leadership to coordinate the scheduling of legislation that goes before the City Council
- Publish semi-annual budget goal updates to increase transparency and accountability
- Schedule quarterly reports from the Mayor to be presented to City Council in 2020
- Meet with all prospective employers who are interested in locating in the Trades District
- Complete a master plan, with assistance from owner's representative, for the current hospital site
- Meet weekly with County colleagues to coordinate Convention Center expansion plans
- Meet with City/County Steering Committee to coordinate Convention Center expansion activities
- Meet weekly with architectural firm to serve as point of contact for Convention Center expansion project
- Replace and repair infrastructure in the Police, Fire, Public Works, Planning & Transportation, Parks & Recreation, and Utilities departments following the city's approved Capital Plan
- Based on outcome of annexation lawsuit, consider next steps in the proposed annexation process
- Conduct a public safety report to the community in Q1 to measure success of ongoing public safety initiatives



| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 268,233               | 211,253               | 2.25                  | 85,000                   |
| 200 - Supplies           | 1,041                 | 803                   |                       |                          |
| 300 - Other Services     | 53,120                | 28,282                |                       |                          |
| 400 - Capital Outlays    | 0                     | 0                     |                       |                          |
| <b>Total</b>             | <b>322,394</b>        | <b>240,337</b>        |                       |                          |

**Funding: General**

**Communications**

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

Goals:

- Write and edit a minimum of 80 mayoral speeches, remarks, and internal communications
- Write a minimum of 75 OOTM-generated press releases
- Approve a minimum of 125 department-generated press releases
- Coordinate a minimum of 30 press conferences and digital town halls
- Create a minimum of 5 guest editorials to communicate City’s advocacy of or opposition to larger policy issues
- Produce a minimum of 50 proclamations to honor local people and initiatives
- Produce a minimum of 2 series (24 total) of 30-60 second videos for social media to educate residents about City initiatives
- Live stream a minimum of 2 City events per month on Facebook
- Create a Social Media 101 class by Q3 for City employees to increase public engagement across all City social accounts
- Monitor all City-affiliated social media accounts daily to ensure accurate information of value, and to assist departments with increasing their social engagement
- Collect Facebook and Twitter analytics monthly to gather information about what residents want to see on our social media, to better craft future posts to reflect those wants
- Boost a minimum of one Facebook and one Twitter post per month and collect analytics on those boosted posts to help inform decisions about which future posts to boost
- Add Instagram, YouTube and NextDoor Standard of Practice (SOP) to the City Social Media Guide by end of Q3
- Increase the average monthly engagement rate on Facebook to 6.5% (April 2019 average engagement rate = 5.8%)
- Increase the average monthly engagement rate on Twitter to 1% (April 2019 average engagement rate = .08%)
- Develop a strategic plan to launch the OOTM Instagram account (account already secured) by end of Q1
- Launch the OOTM Instagram account by beginning of Q3

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 233,182               | 291,050               | 3.10                  | 85,000                   |
| 200 - Supplies           | 905                   | 1,106                 |                       |                          |
| 300 - Other Services     | 46,179                | 38,966                |                       |                          |
| 400 - Capital Outlays    | 0                     | 0                     |                       |                          |
| <b>Total</b>             | <b>280,266</b>        | <b>331,121</b>        |                       |                          |

**Funding: General**

**Public Engagement**

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

Goals:

- Identify a public engagement platform by the end of Q2 to increase community engagement
- Interact quarterly with IU Health public relations team, IU media teams and IU Dean of Students
- Maintain monthly contact with the Greater Bloomington Chamber of Commerce to manage underwriting budget and staff involvement
- Identify best option for citywide customer service training by Q2
- Sponsor a minimum of 20 activities or events benefiting the community and supporting the goals of the administration
- Meet with administration daily to ensure communication and collaboration
- Coordinate with lobbying firm weekly during legislative session to support community priorities and disseminate information to appropriate staff
- Ensure a vacancy rate below 5% throughout 2020 for mayoral board and commission appointments
- Increase participation in annual board and commission appreciation event in Q4 by 5%
- Conduct outreach to a minimum of 10 group/neighborhood meetings to improve transparency and address residents' ideas, questions and issues with City departments
- Serve as higher level resource for resident concerns and respond to all concerns within a week

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 179,836               | 215,947               | 2.30                  | 85,000                   |
| 200 - Supplies           | 698                   | 820                   |                       |                          |
| 300 - Other Services     | 35,614                | 28,911                |                       |                          |
| 400 - Capital Outlays    | 0                     | 0                     |                       |                          |
| <b>Total</b>             | <b>216,148</b>        | <b>245,678</b>        |                       |                          |

**Funding: General**

## Innovation

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

### Goals:

- Establish a culture of innovation by training representatives from 50% of City departments in process mapping
- Establish a culture of innovation by featuring a minimum of 75 success stories of departmental innovation on the city website
- Increase organizational effectiveness by identifying 3 quantifiable metrics for efficient delivery of City services in each of the 14 City departments
- Increase organizational effectiveness by identifying a minimum of 1 meaningful qualitative metric for efficient delivery of City services in 50% of City departments
- Increase organizational effectiveness by creating a daily dashboard used to motivate and engage employees in continuous process improvement in 75% of City departments
- Increase organizational effectiveness by creating public-facing dashboards that answer the question for residents, “Is the City delivering and improving on the things that I care about?” in 50% of City departments
- Prepare the organization for the future by satisfying 45/45 criteria for “What Works Cities” Certification
- Prepare the organization for the future by involving at least 3 departments in 1 collaborative project that addresses a significant challenge (i.e. climate change, affordable housing, jobs displaced by automation) facing our city
- Prepare the organization for the future by involving at least 3 departments in the use of at least 1 cutting-edge technology (i.e. AI, IoT, Participatory Budgeting, autonomous vehicles)

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b>                          |
|--------------------------|-----------------------|-----------------------|-----------------------|---|
| 100 - Personnel Services | 141,738               | 126,751               | 1.35                  | 700 City staff and approximately 10,000 residents |
| 200 - Supplies           | 550                   | 482                   |                       |   |
| 300 - Other Services     | 28,069                | 16,969                |                       |   |
| 400 - Capital Outlays    | 0                     | 0                     |                       |   |
| <b>Total</b>             | <b>170,357</b>        | <b>144,201</b>        |                       |   |

### **Funding: General**

#### **2020 Budget Request Highlights**

The Office of the Mayor’s general fund budget request is \$961,338. This is a decrease of \$27,825, or 3%. Listed below are some highlights of significance.

**Category 1 – Personnel** request is \$845,000, which is an increase of 3%.

**Category 2 – Supplies** request is \$3,210, which is an increase of 1%.

**Category 3 – Other Services & Charges** request is \$113,128, which is a decrease of 31%.

Significant changes are listed below:

- **Line 316 (Instruction)** increases \$2,000 for additional conference and learning opportunities for OOTM staff.
- **Line 396 (Grants)** decreases \$4,000 to better represent historical spending in this line.
- **Line 399 (Other Services and Charges)** decreases \$50,000, which is the amount of the Innovation Fund. After two years of requesting Innovation funding in the budget, we will shift the Innovation Fund to reversion spending instead. This will allow City-driven innovations to be funded by their own efficiencies.

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

**Office of the Mayor 2020 Budget Summary**

| Budget Allocation        | 2017 Actual    | 2018 Budget    | 2019 Budget    | 2020 Budget    | Change (\$)     | Change (%) |
|--------------------------|----------------|----------------|----------------|----------------|-----------------|------------|
| 100 - Personnel Services | 620,890        | 654,181        | 822,989        | 845,000        | 22,011          | 3%         |
| 200 - Supplies           | 5,984          | 3,905          | 3,193          | 3,210          | 17              | 1%         |
| 300 - Other Services     | 73,981         | 111,340        | 162,982        | 113,128        | (49,854)        | -31%       |
| 400 - Capital Outlays    | -              | -              | -              | -              | -               | 0%         |
| <b>Total</b>             | <b>700,855</b> | <b>769,426</b> | <b>989,164</b> | <b>961,338</b> | <b>(27,826)</b> | <b>-3%</b> |

**Conclusion**

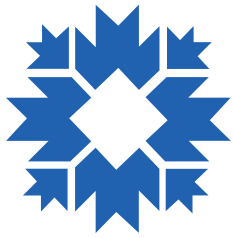
The 2020 budget request from the Office of the Mayor reflects increases that align with the Mayor’s stated goals of supporting and maintaining public safety, civility and justice, transparency, innovation, economic development and public engagement. Thank you for your consideration of the Office of the Mayor’s 2020 budget request! We are available to answer any questions.

CITY OF BLOOMINGTON

|  | Account Number | Account Description                  | 2017 Actual Amount | 2018 Actual Amount | 2019 Adopted Budget | 2020 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         | 420,962            | 439,816            | 562,479             | 580,544           | 18,065             | 3.21%          |
|  | 51120          | Salaries and Wages - Temporary       | 21,725             | 18,274             | 21,752              | 21,751            | (1)                | 0.00%          |
|  | 51210          | FICA                                 | 32,783             | 33,720             | 44,694              | 46,076            | 1,382              | 3.09%          |
|  | 51220          | PERF                                 | 59,777             | 62,454             | 79,872              | 82,437            | 2,565              | 3.21%          |
|  | 51230          | Health and Life Insurance            | 85,644             | 99,918             | 114,192             | 114,192           | -                  | 0.00%          |
| <b>Total: Personnel Services</b>         |                |                                      | <b>620,890</b>     | <b>654,181</b>     | <b>822,989</b>      | <b>845,000</b>    | <b>22,011</b>      | <b>2.67%</b>   |
| Supplies                                 |                |                                      |                    |                    |                     |                   |                    |                |
|  | 52110          | Office Supplies                      | 1,199              | 1,330              | 1,050               | 1,325             | 275                | 26.19%         |
|  | 52240          | Fuel and Oil                         | 196                | 227                | 293                 | 285               | (8)                | -2.73%         |
|  | 52420          | Other Supplies                       | 4,589              | 2,347              | 1,850               | 1,600             | (250)              | -13.51%        |
| <b>Total: Supplies</b>                   |                |                                      | <b>5,984</b>       | <b>3,905</b>       | <b>3,193</b>        | <b>3,210</b>      | <b>17</b>          | <b>0.53%</b>   |
| Other Services and Charges               |                |                                      |                    |                    |                     |                   |                    |                |
|  | 53110          | Engineering and Architectural        | 28,972             | 17,659             | -                   | -                 | -                  | N/A            |
|  | 53160          | Instruction                          | 1,775              | 1,750              | 5,000               | 7,000             | 2,000              | 40.00%         |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | -                  | 19,000             | 22,000              | 23,000            | 1,000              | 4.55%          |
|  | 53210          | Telephone                            | -                  | 674                | 1,570               | 1,570             | -                  | 0.00%          |
|  | 53220          | Postage                              | -                  | -                  | 200                 | 200               | -                  | 0.00%          |
|  | 53230          | Travel                               | 6,130              | 5,797              | 15,000              | 15,500            | 500                | 3.33%          |
|  | 53310          | Printing                             | 662                | 1,031              | 750                 | 750               | -                  | 0.00%          |
|  | 53320          | Advertising                          | 1,215              | 8,502              | 5,015               | 5,015             | -                  | 0.00%          |
|  | 53620          | Motor Repairs                        | -                  | 242                | 242                 | 278               | 36                 | 14.88%         |
|  | 53910          | Dues and Subscriptions               | 4,783              | 5,280              | 8,530               | 9,140             | 610                | 7.15%          |
|  | 53940          | Temporary Contractual Employee       | 1,484              | 1,282              | 1,375               | 1,375             | -                  | 0.00%          |
|  | 53960          | Grants                               | 26,146             | 24,462             | 35,000              | 31,000            | (4,000)            | -11.43%        |
|  | 53990          | Other Services and Charges           | 2,814              | 25,661             | 68,300              | 18,300            | (50,000)           | -73.21%        |
| <b>Total: Other Services and Charges</b> |                |                                      | <b>73,981</b>      | <b>111,340</b>     | <b>162,982</b>      | <b>113,128</b>    | <b>(49,854)</b>    | <b>-30.59%</b> |
| <b>Expenditures Grand Total:</b>         |                |                                      | <b>\$ 700,855</b>  | <b>\$ 769,426</b>  | <b>\$ 989,164</b>   | <b>\$ 961,338</b> | <b>\$ (27,826)</b> | <b>-2.81%</b>  |

# **City of Bloomington 2020 Budget**

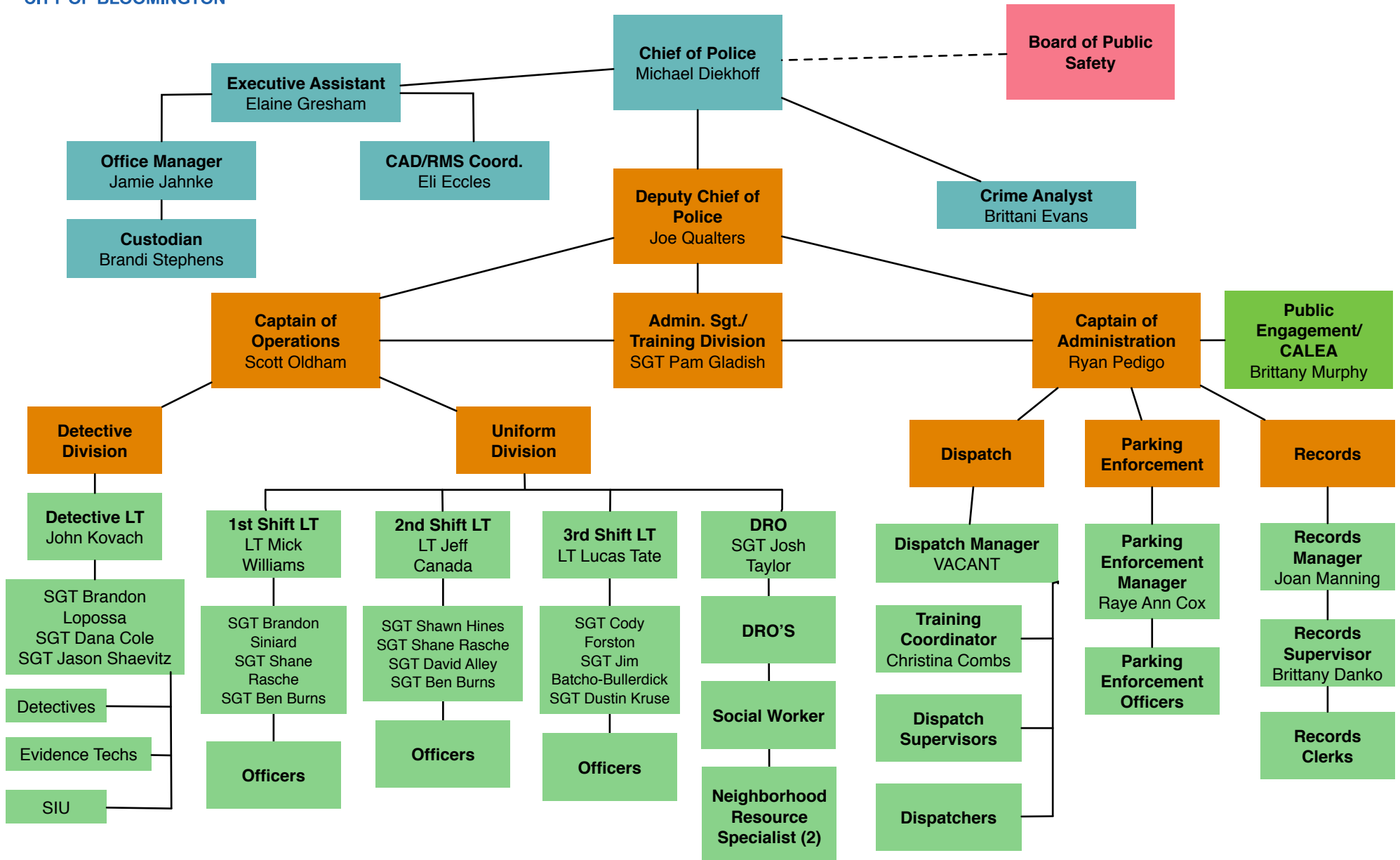
**Tuesday August 20, 2019**



CITY OF BLOOMINGTON

2020

# Bloomington Police Department







# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Police Chief Mike Diekhoff  
**Date:** August 20, 2019

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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 agency answered in excess of 52,996 calls for service in 2018, which resulted in well over 100,000 police service runs. Staffed by 103 sworn officers and 62 civilian staff members, the Department is a CALEA (Commission on Accreditation for Law Enforcement Agencies)-accredited agency, placing it in the top 5% of all law enforcement agencies worldwide.

In 2018, the Department moved forward with programs, outreach efforts, and a continuing pattern of success in the fight against violent crime and the issues which tear at the very fabric of our community as a whole. BPD provides 14 data sets to the Police Data Initiative and City of Bloomington B-Clear portal so that residents can remain informed as to what is happening in their community.

The Department also 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, as well as implementing additional recommendations from the Safety, Civility and Justice (SCJ) Task Force. BPD provides a continuum of not only enforcement but also services to the community as a whole with a special emphasis on at-risk members of the community.

BPD is committed to maintaining a workforce that is the best and most fully trained in the nation. Officers complete much more than the 24 mandated hours of State training in the areas of pathogens and hazardous materials, Sudden Infant Death, human trafficking, domestic violence

investigation and mental health issues, as well as proficiency and training in firearms, vehicle operations and use of force issues. BPD enhances that training by mandating additional courses including de-escalation, implicit bias, cultural and gender diversity, mental health recognition (well beyond the State mandate) and a host of other classes designed to make officers both well-trained and responsive to the entirety of community needs.

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

**2020 Activity Descriptions and Goals**

**Increasing the Community’s Sense of Safety**

*Activity Description:* By engaging in programs such as Downtown Resource Officers, Neighborhood Resource Specialists and the hiring of a Police Social Worker, partner with the community with shared responsibility to build relationships and trust.

Goals:

- Reduce Part 1 crimes including burglaries, robberies and thefts by 3% in 2020 compared to 2019 levels by using enhanced technology and data-driven strategies to modify patrol patterns to address problems as they arise.
- Increase contacts between BPD and neighborhood groups in 2020 by 20% over 2019 levels.
- Create the necessary physical infrastructure and policies to develop an evidence-based, police law enforcement assisted diversion program to assist in rehabilitation and services for non-violent offenders based upon baseline established in 2018 to be used as a preference to incarceration.
- Broaden efforts to hire and train a diverse workforce with the ultimate goal of increasing minority applicants and new hires.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 7,995,333             | 7,351,065             | 98.1                  | 85,000                   |
| 200 - Supplies           | 297,532               | 218,430               |                       |                          |
| 300 - Other Services     | 114,547               | 126,787               |                       |                          |
| 400 - Capital Outlays    | 1,069,156             | 552,181               |                       |                          |
| <b>Total</b>             | <b>9,476,568</b>      | <b>8,248,462</b>      |                       |                          |

**Funding: General, Other**

**Accreditation**

*Activity Description:* Enhance law enforcement as a profession and improve law enforcement service delivery by participating in self-assessment and having Commission on Accreditation for Law Enforcement Agencies (CALEA) evaluate Department’s compliance with national standards.

Goals:

- Achieve complete conversion in 2020 to the new CALEA Tier 1 standards by modifying Department policies and standards in preparation for future re-accreditation (in 2022).
- Have a CALEA assessor review approximately 54 standards each year to assure compliance.
- Have the complete annual Department report, including statistical analysis of previous years, available by May 31 to guide agency growth and training.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 474,315               | 453,261               | 6.1                   | 85,000                   |
| 200 - Supplies           | 29,633                | 21,755                |                       |                          |
| 300 - Other Services     | 95,579                | 105,792               |                       |                          |
| 400 - Capital Outlays    | 89,958                | 46,460                |                       |                          |
| <b>Total</b>             | <b>689,485</b>        | <b>627,268</b>        |                       |                          |

***Funding: General, Other***

**Crime Analysis Data to Set Goals for Crime Reduction**

*Activity Description:* Analyze crime data so the Department can come up with practical steps to reduce crime, leading to economic vitality and an improved sense of 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.
- Decrease the overall crime rate by 3% by leveraging the technology and enhanced analysis capabilities of the Indiana Intelligence Fusion Center to uncover statewide or regional crime series and patterns.
- Maintain the 14 data sets provided to the Police Data Initiative quarterly, and research additional data sets to be made available for the purposes of transparency.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 742,405               | 719,224               | 9.6                   | 85,000                   |
| 200 - Supplies           | 46,383                | 34,051                |                       |                          |
| 300 - Other Services     | 149,603               | 165,588               |                       |                          |
| 400 - Capital Outlays    | 140,804               | 72,720                |                       |                          |
| <b>Total</b>             | <b>1,079,195</b>      | <b>991,583</b>        |                       |                          |

***Funding: General, Other***

## Central Emergency Dispatch

*Activity Description:* Act as the primary 9-1-1 answering point in Monroe County and dispatch the appropriate resources for approximately 112,000 calls for service (in 2018) to 15 different public safety agencies served by Monroe County Central Dispatch.

### Goals:

- Answer all 911 calls in less than 5 seconds (national standard is 20 seconds).
- Implement recommendations from outside review of dispatch operations by end of Q2.
- Implement the 2018 Township Communication Plan by purchasing and distributing radios and mobile data terminals for Township Fire Departments and repeaters for designated Township Fire vehicles.
- Transition all county fire departments to 800 MHz by end of Q3 as part of the 2018 Township Communication Plan
- Install mobile data computers (MDCs) in all county fire apparatus by end of Q3 as part of the 2018 Township Communication Plan.
- Examine dispatch center operations and policies to ensure adequate coverage of these procedures.
- Evaluate opportunity to achieve national accreditation for dispatch operations.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 2,599,109             | 2,663,375             | 35.6                  | 85,000                   |
| 200 - Supplies           | 59,950                | 44,012                |                       |                          |
| 300 - Other Services     | 619,000               | 685,142               |                       |                          |
| 400 - Capital Outlays    | 895,000               | 462,235               |                       |                          |
| <b>Total</b>             | <b>4,173,059</b>      | <b>3,854,764</b>      |                       |                          |

### ***Funding: General, Other***

### **Records:**

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

### Goals:

- Achieve NIBRS (National Incident Based Reporting System) compliance by end of Q2.
- Ensure that accurate and timely data is entered in a uniform and consistent manner by end of Q2.
- Upgrade the OnBase system to fully utilize available system functionality, including time off and OT/AT sheets with a review process and an electronic Public Access request process.
- Expand publicly available information from 2019 levels via the City of Bloomington's B-Clear portal and the Police Data Initiative.

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE) | Population Served |
|--------------------------|------------------|------------------|----------------|-------------------|
| 100 - Personnel Services | 1,109,484        | 1,157,501        | 15.5           | 85,000            |
| 200 - Supplies           | 69,316           | 50,888           |                |                   |
| 300 - Other Services     | 231,385          | 256,109          |                |                   |
| 400 - Capital Outlays    | 210,424          | 108,676          |                |                   |
| <b>Total</b>             | <b>1,620,609</b> | <b>1,573,174</b> |                |                   |

**Funding: General, Other**

**Parking Enforcement**

*Activity Description:* Provide for orderly management of street parking, including towing abandoned and illegally parked vehicles and traffic direction in the downtown area and neighborhoods. Provide a visible security presence in those same areas acting as observers for law enforcement. Provide safe crossings at elementary schools.

Goals:

- Decrease the monthly meter failure to 2% or less.
- Increase both social media contacts and postings by 10% by use of differing platforms (Facebook, Instagram, Twitter).

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE) | Population Served |
|--------------------------|------------------|------------------|----------------|-------------------|
| 100 - Personnel Services | 969,759          | 1,994,347        | 26.6           | 85,000            |
| 200 - Supplies           | 331,041          | 243,030          |                |                   |
| 300 - Other Services     | 1,479,408        | 1,637,485        |                |                   |
| 400 - Capital Outlays    | 126,000          | 65,074           |                |                   |
| <b>Total</b>             | <b>2,906,208</b> | <b>3,939,937</b> |                |                   |

**Funding: General, Other**

**Administration, Financial and Maintenance**

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

Goals:

- Develop proactive patrol strategies and improve other job functions using data produced by the Records Management System (Spillman).
- Identify staffing or policy changes which are required to best manage the Department.
- Decrease overtime costs, i.e. non-IU reimbursed overtime costs, in 2020 by 5% over 2019 levels.
- Refine and comply with the equipment replacement schedule for the purchase of capital expenditures in order to mitigate long-term costs which include:

- Yearly replacement of 15 patrol vehicles
- 6-year replacement of 40 detective, administrative and specialty vehicles.
- Yearly replacement of mobile and handheld radios and computer equipment as dictated by the approved replacement schedule
- Replace critical assets such as facilities and structures on as-needed basis.
- Open new large evidence storage facility.

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE) | Population Served |
|--------------------------|------------------|------------------|----------------|-------------------|
| 100 - Personnel Services | 1,006,372        | 988,933          | 13.2           | 85,000            |
| 200 - Supplies           | 62,874           | 46,158           |                |                   |
| 300 - Other Services     | 202,795          | 224,464          |                |                   |
| 400 - Capital Outlays    | 190,868          | 98,576           |                |                   |
| <b>Total</b>             | <b>1,462,909</b> | <b>1,358,131</b> |                |                   |

***Funding: General, Other***

**2020 Budget Request Highlights**

The Bloomington Police Department's budget request is \$20,810,619. This is a decrease of nearly \$814,714 or 4%.

**Bloomington Police Department 2020 Budget Summary**

| Budget Allocation        | 2017 Actual       | 2018 Actual       | 2019 Budget       | 2020 Budget       | Change (\$)      | Change (%) |
|--------------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------|
| 100 - Personnel Services | 13,060,039        | 13,521,749        | 14,896,777        | 15,327,705        | 430,928          | 3%         |
| 200 - Supplies           | 444,983           | 624,583           | 896,729           | 658,324           | (238,405)        | -27%       |
| 300 - Other Services     | 2,969,137         | 1,453,044         | 2,892,317         | 3,201,366         | 309,049          | 11%        |
| 400 - Capital Outlays    | 913,564           | 1,600,979         | 2,722,210         | 1,405,924         | (1,316,286)      | -48%       |
| <b>Total</b>             | <b>17,387,723</b> | <b>17,200,355</b> | <b>21,408,033</b> | <b>20,593,319</b> | <b>(814,714)</b> | <b>-4%</b> |

**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 2020 department budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

|  | Account Number | Account Description               | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$         | +/- %         |
|--|----------------|-----------------------------------|--------------------|---------------------|---------------------|-------------------|----------------|---------------|
| <b>Fund: 101 - General Fund (S0101)</b>  |                |                                   |                    |                     |                     |                   |                |               |
| <u>Expenditures</u>                      |                |                                   |                    |                     |                     |                   |                |               |
| <b>Department: 14 - Police</b>           |                |                                   |                    |                     |                     |                   |                |               |
| Personnel Services                       |                |                                   |                    |                     |                     |                   |                |               |
|  | 51110          | Salaries and Wages - Regular      | 6,686,791          | 6,785,695           | 7,409,268           | 7,648,362         | 239,094        | 3.23%         |
|  | 51120          | Salaries and Wages - Temporary    | 31,908             | 64,818              | 9,500               | 9,500             | -              | 0.00%         |
|  | 51130          | Salaries and Wages- Overtime      | 689,337            | 695,159             | 327,482             | 327,481           | (1)            | 0.00%         |
|  | 51210          | FICA                              | 156,019            | 164,338             | 186,971             | 196,621           | 9,649          | 5.16%         |
|  | 51220          | PERF                              | 119,358            | 131,000             | 164,153             | 178,312           | 14,159         | 8.63%         |
|  | 51230          | Health and Life Insurance         | 1,755,702          | 1,798,524           | 1,855,620           | 1,884,168         | 28,548         | 1.54%         |
|  | 51260          | Clothing Allowance                | 139,600            | 136,000             | 164,800             | 164,800           | -              | 0.00%         |
|  | 51270          | Police PERF                       | 1,127,288          | 1,140,328           | 1,216,133           | 1,243,285         | 27,151         | 2.23%         |
|  | 51310          | Other Personal Services           | -                  | -                   | -                   | 100,006           | 100,006        | N/A           |
| <b>Total: Personnel Services</b>         |                |                                   | <b>10,706,003</b>  | <b>10,915,862</b>   | <b>11,333,927</b>   | <b>11,752,535</b> | <b>418,608</b> | <b>3.69%</b>  |
| Supplies                                 |                |                                   |                    |                     |                     |                   |                |               |
|  | 52110          | Office Supplies                   | 13,091             | 9,488               | 16,004              | 16,004            | -              | 0.00%         |
|  | 52210          | Institutional Supplies            | 13,869             | 18,514              | 18,864              | 19,602            | 738            | 3.91%         |
|  | 52240          | Fuel and Oil                      | 137,956            | 174,437             | 230,698             | 210,667           | (20,031)       | -8.68%        |
|  | 52310          | Building Materials and Supplies   | 1,535              | 96                  | 6,000               | 6,000             | -              | 0.00%         |
|  | 52320          | Motor Vehicle Repair              | 21,499             | 59,440              | 36,000              | 36,000            | -              | 0.00%         |
|  | 52340          | Other Repairs and Maintenance     | 6,625              | 723                 | 9,290               | 9,290             | -              | 0.00%         |
|  | 52420          | Other Supplies                    | 176,430            | 150,222             | 104,882             | 110,482           | 5,600          | 5.34%         |
|  | 52430          | Uniforms and Tools                | 36,346             | 88,642              | 84,000              | 107,400           | 23,400         | 27.86%        |
| <b>Total: Supplies</b>                   |                |                                   | <b>407,350</b>     | <b>501,563</b>      | <b>505,738</b>      | <b>515,445</b>    | <b>9,707</b>   | <b>1.92%</b>  |
| Other Services and Charges               |                |                                   |                    |                     |                     |                   |                |               |
|  | 53130          | Medical                           | -                  | 503                 | 5,250               | 23,500            | 18,250         | 347.62%       |
|  | 53140          | Exterminator Services             | 855                | 315                 | 1,300               | 1,300             | -              | 0.00%         |
|  | 53150          | Communications Contract           | 36,081             | 38,018              | 47,673              | 47,673            | -              | 0.00%         |
|  | 53160          | Instruction                       | 790                | 17,979              | 15,900              | 15,900            | -              | 0.00%         |
|  | 53210          | Telephone                         | 44,381             | 48,290              | 75,140              | 75,140            | -              | 0.00%         |
|  | 53220          | Postage                           | 2,093              | 1,574               | 2,500               | 2,500             | -              | 0.00%         |
|  | 53230          | Travel                            | 8,775              | 15,167              | 18,250              | 18,250            | -              | 0.00%         |
|  | 53310          | Printing                          | 3,885              | 2,197               | 4,026               | 4,026             | -              | 0.00%         |
|  | 53320          | Advertising                       | 1,992              | 1,667               | 2,000               | 2,000             | -              | 0.00%         |
|  | 53510          | Electrical Services               | 49,290             | 40,604              | 41,600              | 46,300            | 4,700          | 11.30%        |
|  | 53530          | Water and Sewer                   | -                  | 4,227               | 3,500               | 5,200             | 1,700          | 48.57%        |
|  | 53540          | Natural Gas                       | -                  | 4,462               | 5,500               | 11,000            | 5,500          | 100.00%       |
|  | 53610          | Building Repairs                  | -                  | 22,503              | 29,500              | 29,500            | -              | 0.00%         |
|  | 53620          | Motor Repairs                     | 152,224            | 122,007             | 159,007             | 182,858           | 23,851         | 15.00%        |
|  | 53630          | Machinery and Equipment Repairs   | 8,386              | 1,865               | 10,220              | 16,220            | 6,000          | 58.71%        |
|  | 53640          | Hardware and Software Maintenance | 68,208             | 86,978              | 145,734             | 185,916           | 40,182         | 27.57%        |
|  | 53730          | Machinery and Equipment Rental    | -                  | 23,456              | 37,000              | 37,000            | -              | 0.00%         |
|  | 53830          | Bank Charges                      | 570                | -                   | 1,092               | 1,092             | -              | 0.00%         |
|  | 53910          | Dues and Subscriptions            | 2,200              | 2,645               | 2,800               | 2,800             | -              | 0.00%         |
|  | 53940          | Temporary Contractual Employee    | -                  | -                   | 2,200               | 2,200             | -              | 0.00%         |
|  | 53960          | Grants                            | 54,262             | 34,954              | -                   | -                 | -              | N/A           |
|  | 53990          | Other Services and Charges        | 30,615             | 144,283             | 48,717              | 136,909           | 88,192         | 181.03%       |
|  | 53991          | Crime Control                     | 25,000             | 25,000              | 25,000              | 25,000            | -              | 0.00%         |
| <b>Total: Other Services and Charges</b> |                |                                   | <b>489,607</b>     | <b>638,693</b>      | <b>683,909</b>      | <b>872,284</b>    | <b>188,375</b> | <b>27.54%</b> |
| Capital Outlays                          |                |                                   |                    |                     |                     |                   |                |               |

CITY OF BLOOMINGTON

|                                  | Account Number             | Account Description | 2017 Actual Amount   | 2018 Adopted Budget  | 2019 Adopted Budget  | 2020 Council         | +/- \$            | +/- %        |
|----------------------------------|----------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|-------------------|--------------|
| Fund:                            | 101 - General Fund (S0101) |                     |                      |                      |                      |                      |                   |              |
|                                  | 54440                      | Motor Equipment     | 20,988               | 23,825               | -                    | -                    | -                 | 0%           |
|                                  | 54450                      | Equipment           | 332,499              | -                    | -                    | -                    | -                 | 0%           |
| <b>Total: Capital Outlays</b>    |                            |                     | <b>353,487</b>       | <b>23,825</b>        | <b>-</b>             | <b>-</b>             | <b>-</b>          | <b>0%</b>    |
| <b>Expenditures Grand Total:</b> |                            |                     | <b>\$ 11,956,446</b> | <b>\$ 12,079,943</b> | <b>\$ 12,523,574</b> | <b>\$ 13,140,264</b> | <b>\$ 616,690</b> | <b>4.92%</b> |



CITY OF BLOOMINGTON

|   | Account Number | Account Description   | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$              | +/- %          |
|---|----------------|-----------------------|--------------------|---------------------|---------------------|-------------------|---------------------|----------------|
| <b>Fund: 151 - Public Safety L I T(S9505)</b> |                |                       |                    |                     |                     |                   |                     |                |
| <u>Expenditures</u>                           |                |                       |                    |                     |                     |                   |                     |                |
| <b>Department: 14 - Police</b>                |                |                       |                    |                     |                     |                   |                     |                |
| Other Services and Charges                    |                |                       |                    |                     |                     |                   |                     |                |
|   | 53130          | Medical               | 964                | 16,183              | -                   | -                 | -                   | N/A            |
|   | 53530          | Water and Sewer       | 3,957              | -                   | -                   | -                 | -                   | N/A            |
|   | 53540          | Natural Gas           | 4,412              | -                   | -                   | -                 | -                   | N/A            |
|   | 53610          | Building Repairs      | 39,115             | 3,075               | -                   | -                 | -                   | N/A            |
| <b>Total: Other Services and Charges</b>      |                |                       | <b>48,448</b>      | <b>19,258</b>       | <b>-</b>            | <b>-</b>          | <b>-</b>            | <b>0.00%</b>   |
| Capital Outlays                               |                |                       |                    |                     |                     |                   |                     |                |
|   | 54440          | Motor Equipment       | 336,957            | 716,353             | 750,000             | 555,000           | (195,000)           | -26.00%        |
|   | 54510          | Other Capital Outlays | -                  | 66,663              | 951,210             | 403,694           | (547,516)           | -57.56%        |
| <b>Total: Capital Outlays</b>                 |                |                       | <b>336,957</b>     | <b>783,015</b>      | <b>1,701,210</b>    | <b>958,694</b>    | <b>(742,516)</b>    | <b>-43.65%</b> |
| <b>Expenditures Grand Total:</b>              |                |                       | <b>\$ 385,405</b>  | <b>\$ 802,273</b>   | <b>\$ 1,701,210</b> | <b>\$ 958,694</b> | <b>\$ (742,516)</b> | <b>-43.65%</b> |

CITY OF BLOOMINGTON

|   | Account | Account Description             | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 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    | 949,970             | 1,078,229           | 1,571,012           | 1,517,294           | (53,718)            | -3.42%         |
|   | 51130   | Salaries and Wages- Overtime    | 164,362             | 127,017             | 160,140             | 197,649             | 37,509              | 23.42%         |
|   | 51210   | FICA                            | 80,075              | 85,868              | 132,434             | 131,193             | (1,241)             | -0.94%         |
|   | 51220   | PERF                            | 158,235             | 171,142             | 245,824             | 243,522             | (2,302)             | -0.94%         |
|   | 51230   | Health and Life Insurance       | 356,850             | 442,494             | 485,316             | 485,316             | -                   | 0.00%          |
| <b>Total: Personnel Services</b>              |         |                                 | <b>1,709,493</b>    | <b>1,904,749</b>    | <b>2,594,726</b>    | <b>2,574,975</b>    | <b>(19,752)</b>     | <b>-0.76%</b>  |
| Supplies                                      |         |                                 |                     |                     |                     |                     |                     |                |
|   | 52110   | Office Supplies                 | 687                 | 459                 | 750                 | 700                 | (50)                | -6.67%         |
|   | 52210   | Institutional Supplies          | 1,481               | 1,308               | 3,000               | 2,000               | (1,000)             | -33.33%        |
|   | 52310   | Building Materials and Supplies | -                   | 161                 | 2,200               | 1,000               | (1,200)             | -54.55%        |
|   | 52340   | Other Repairs and Maintenance   | 1,050               | 431                 | 1,000               | 1,000               | -                   | 0.00%          |
|   | 52420   | Other Supplies                  | 1,173               | 33,466              | 53,000              | 33,000              | (20,000)            | -37.74%        |
| <b>Total: Supplies</b>                        |         |                                 | <b>4,391</b>        | <b>35,824</b>       | <b>59,950</b>       | <b>37,700</b>       | <b>(22,250)</b>     | <b>-37.11%</b> |
| Other Services and Charges                    |         |                                 |                     |                     |                     |                     |                     |                |
|   | 53140   | Exterminator Services           | -                   | 95                  | 1,000               | 750                 | (250)               | -25.00%        |
|   | 53150   | Communications Contract         | -                   | -                   | 525,000             | 620,000             | 95,000              | 18.10%         |
|   | 53160   | Instruction                     | -                   | -                   | 27,000              | 15,000              | (12,000)            | -44.44%        |
|   | 53210   | Telephone                       | 2,583               | 2,588               | 4,000               | 3,500               | (500)               | -12.50%        |
|   | 53410   | Liability / Casualty Premiums   | 4,933               | 10,060              | -                   | 11,000              | 11,000              | N/A            |
|   | 53510   | Electrical Services             | 29,787              | 32,458              | 40,000              | 40,000              | -                   | 0.00%          |
|   | 53530   | Water and Sewer                 | 638                 | 925                 | 1,000               | 1,500               | 500                 | 50.00%         |
|   | 53610   | Building Repairs                | 7,226               | 15,709              | 10,000              | 15,000              | 5,000               | 50.00%         |
|   | 53630   | Machinery and Equipment Repairs | 5,754               | 5,349               | 5,000               | 6,000               | 1,000               | 20.00%         |
|   | 53650   | Other Repairs                   | -                   | -                   | 1,000               | -                   | (1,000)             | -100.00%       |
|   | 53990   | Other Services and Charges      | 1,129               | 2,783               | 5,000               | 3,000               | (2,000)             | -40.00%        |
| <b>Total: Other Services and Charges</b>      |         |                                 | <b>52,051</b>       | <b>69,967</b>       | <b>619,000</b>      | <b>715,750</b>      | <b>96,750</b>       | <b>15.63%</b>  |
| Capital Outlays                               |         |                                 |                     |                     |                     |                     |                     |                |
|   | 54510   | Other Capital Outlays           | -                   | 396,053             | 895,000             | 300,000             | (595,000)           | -66.48%        |
| <b>Total: Capital Outlays</b>                 |         |                                 | <b>-</b>            | <b>396,053</b>      | <b>895,000</b>      | <b>300,000</b>      | <b>(595,000)</b>    | <b>-66.48%</b> |
| <b>Expenditures Grand Total:</b>              |         |                                 | <b>\$ 1,765,935</b> | <b>\$ 2,406,594</b> | <b>\$ 4,168,676</b> | <b>\$ 3,628,425</b> | <b>\$ (540,252)</b> | <b>-12.96%</b> |

CITY OF BLOOMINGTON

|   | Account Number | Account Description                  | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council     | +/- \$           | +/- %          |
|---|----------------|--------------------------------------|--------------------|---------------------|---------------------|------------------|------------------|----------------|
| <b>Fund: 455 - Parking Meter Fund(\$2141)</b> |                |                                      |                    |                     |                     |                  |                  |                |
| <u>Expenditures</u>                           |                |                                      |                    |                     |                     |                  |                  |                |
| <b>Department: 26 - Parking</b>               |                |                                      |                    |                     |                     |                  |                  |                |
| Personnel Services                            |                |                                      |                    |                     |                     |                  |                  |                |
|   | 51110          | Salaries and Wages - Regular         | 352,044            | 392,944             | 434,765             | 458,754          | 23,989           | 5.52%          |
|   | 51120          | Salaries and Wages - Temporary       | 56,488             | 50,123              | 144,199             | 144,199          | -                | 0.00%          |
|   | 51210          | FICA                                 | 29,007             | 30,984              | 44,291              | 46,126           | 1,835            | 4.14%          |
|   | 51220          | PERF                                 | 49,990             | 55,798              | 61,737              | 65,143           | 3,406            | 5.52%          |
|   | 51230          | Health and Life Insurance            | 157,014            | 171,288             | 157,011             | 157,013          | 2                | 0.00%          |
| <b>Total: Personnel Services</b>              |                |                                      | <b>644,543</b>     | <b>701,138</b>      | <b>842,003</b>      | <b>871,235</b>   | <b>29,233</b>    | <b>3.47%</b>   |
| Supplies                                      |                |                                      |                    |                     |                     |                  |                  |                |
|   | 52110          | Office Supplies                      | 148                | 447                 | 2,750               | 2,750            | -                | 0.00%          |
|   | 52240          | Fuel and Oil                         | 5,354              | 8,120               | 7,690               | 8,154            | 464              | 6.03%          |
|   | 52340          | Other Repairs and Maintenance        | 3,030              | 12,501              | 45,840              | 45,840           | -                | 0.00%          |
|   | 52420          | Other Supplies                       | 21,691             | 56,600              | 248,762             | 22,000           | (226,762)        | -91.16%        |
|   | 52430          | Uniforms and Tools                   | 3,019              | 9,527               | 13,800              | 14,900           | 1,100            | 7.97%          |
| <b>Total: Supplies</b>                        |                |                                      | <b>33,242</b>      | <b>87,196</b>       | <b>318,842</b>      | <b>93,644</b>    | <b>(225,198)</b> | <b>-70.63%</b> |
| Other Services and Charges                    |                |                                      |                    |                     |                     |                  |                  |                |
|   | 53150          | Communications Contract              | 173,729            | 173,550             | 354,728             | 354,728          | -                | 0.00%          |
|   | 53170          | Mgt. Fee, Consultants, and Workshops | -                  | 37,360              | -                   | -                | -                | N/A            |
|   | 53210          | Telephone                            | 7,327              | 7,016               | 17,984              | 17,984           | -                | 0.00%          |
|   | 53220          | Postage                              | 5,969              | 5,955               | 10,000              | 10,000           | -                | 0.00%          |
|   | 53230          | Travel                               | 348                | -                   | 600                 | 1,300            | 700              | 116.67%        |
|   | 53240          | Freight / Other                      | -                  | -                   | 41,604              | 41,604           | -                | 0.00%          |
|   | 53310          | Printing                             | 10,373             | 12,262              | 40,900              | 40,900           | -                | 0.00%          |
|   | 53410          | Liability / Casualty Premiums        | 8,103              | 8,103               | 8,103               | 9,319            | 1,216            | 15.01%         |
|   | 53420          | Worker's Comp & Risk                 | 15,937             | 15,937              | 15,937              | 15,937           | -                | 0.00%          |
|   | 53620          | Motor Repairs                        | 22,208             | 10,993              | 10,993              | 12,642           | 1,649            | 15.00%         |
|   | 53630          | Machinery and Equipment Repairs      | -                  | -                   | -                   | 800              | 800              | N/A            |
|   | 53640          | Hardware and Software Maintenance    | 97,062             | 97,098              | 153,132             | 154,632          | 1,500            | 0.98%          |
|   | 53830          | Bank Charges                         | 134,960            | 151,325             | 150,000             | 159,000          | 9,000            | 6.00%          |
|   | 53840          | Lease Payments                       | 473,169            | -                   | -                   | -                | -                | N/A            |
|   | 539010         | Inter-Fund Transfers                 | 59,975             | 60,889              | 230,078             | 240,986          | 10,908           | 4.74%          |
|   | 53910          | Dues and Subscriptions               | -                  | -                   | -                   | 200              | 200              | N/A            |
|   | 53960          | Grants                               | -                  | 77,021              | 250,000             | 250,000          | -                | 0.00%          |
|   | 53990          | Other Services and Charges           | 23,498             | 4,777               | 13,100              | 13,100           | -                | 0.00%          |
| <b>Total: Other Services and Charges</b>      |                |                                      | <b>1,032,659</b>   | <b>662,287</b>      | <b>1,297,159</b>    | <b>1,323,132</b> | <b>25,973</b>    | <b>2.00%</b>   |
| Capital Outlays                               |                |                                      |                    |                     |                     |                  |                  |                |
|   | 54310          | Improvements Other Than Building     | -                  | -                   | 126,000             | 126,000          | -                | 0.00%          |
|   | 54440          | Motor Equipment                      | 87,000             | 196,875             | -                   | -                | -                | N/A            |
|   | 54510          | Other Capital Outlays                | -                  | 201,211             | -                   | 11,230           | 11,230           | N/A            |
| <b>Total: Capital Outlays</b>                 |                |                                      | <b>87,000</b>      | <b>398,085</b>      | <b>126,000</b>      | <b>137,230</b>   | <b>11,230</b>    | <b>8.91%</b>   |
| <b>Expenditures Grand Total:</b>              |                |                                      | <b>1,797,445</b>   | <b>1,848,706</b>    | <b>2,584,004</b>    | <b>2,425,241</b> | <b>(158,762)</b> | <b>-6.14%</b>  |

CITY OF BLOOMINGTON

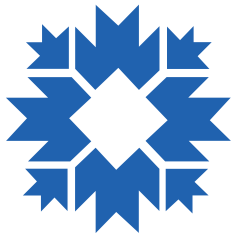
|   | Account Number | Account Description               | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$           | +/- %         |
|---|----------------|-----------------------------------|--------------------|---------------------|---------------------|-------------------|------------------|---------------|
| <b>Fund: 454 - Alternative Transport(S6301)</b> |                |                                   |                    |                     |                     |                   |                  |               |
| <u>Expenditures</u>                             |                |                                   |                    |                     |                     |                   |                  |               |
| <b>Department: 26 - Parking</b>                 |                |                                   |                    |                     |                     |                   |                  |               |
| Personnel Services                              |                |                                   |                    |                     |                     |                   |                  |               |
|   | 51110          | Salaries and Wages - Regular      | -                  | -                   | 80,076              | 82,407            | 2,331            | 2.91%         |
|   | 51210          | FICA                              | -                  | -                   | 6,126               | 6,304             | 178              | 2.91%         |
|   | 51220          | PERF                              | -                  | -                   | 11,371              | 11,702            | 331              | 2.91%         |
|   | 51230          | Health and Life Insurance         | -                  | -                   | 28,548              | 28,548            | -                | 0.00%         |
| <b>Total: Personnel Services</b>                |                |                                   | -                  | -                   | <b>126,121</b>      | <b>128,961</b>    | <b>2,840</b>     | <b>2.25%</b>  |
| Supplies  |                |                                   |                    |                     |                     |                   |                  |               |
|   | 52110          | Office Supplies                   | -                  | -                   | 1,000               | 750               | (250)            | -25.00%       |
|   | 52240          | Fuel and Oil                      | -                  | -                   | 4,749               | 4,335             | (414)            | -8.72%        |
|   | 52340          | Other Repairs and Maintenance     | -                  | -                   | 2,500               | 2,500             | -                | 0.00%         |
|   | 52420          | Other Supplies                    | -                  | -                   | 1,550               | 1,550             | -                | 0.00%         |
|   | 52430          | Uniforms and Tools                | -                  | -                   | 2,400               | 2,400             | -                | 0.00%         |
| <b>Total: Supplies</b>                          |                |                                   | -                  | -                   | <b>12,199</b>       | <b>11,535</b>     | <b>(664)</b>     | <b>-5.44%</b> |
| Other Services and Charges                      |                |                                   |                    |                     |                     |                   |                  |               |
|   | 53210          | Telephone                         | -                  | -                   | 1,320               | 2,400             | 1,080            | 81.82%        |
|   | 53310          | Printing                          | -                  | -                   | 12,600              | 12,600            | -                | 0.00%         |
|   | 53620          | Motor Repairs                     | -                  | -                   | 7,631               | 8,776             | 1,145            | 15.00%        |
|   | 53640          | Hardware and Software Maintenance | -                  | -                   | 3,484               | 1,500             | (1,984)          | -56.95%       |
|   | 53830          | Bank Charges                      | -                  | -                   | 18,000              | 18,000            | -                | 0.00%         |
|   | 539010         | Inter-Fund Transfers              | -                  | -                   | 124,214             | 121,724           | (2,490)          | -2.00%        |
|   | 53910          | Dues and Subscriptions            | -                  | -                   | -                   | 200               | 200              | N/A           |
|   | 53990          | Other Services and Charges        | -                  | -                   | 15,000              | 15,000            | -                | 0.00%         |
| <b>Total: Other Services and Charges</b>        |                |                                   | -                  | -                   | <b>182,249</b>      | <b>180,200</b>    | <b>(2,049)</b>   | <b>-1.12%</b> |
| Capital Outlays                                 |                |                                   |                    |                     |                     |                   |                  |               |
|   | 54510          | Other Capital Outlays             | -                  | -                   | -                   | 10,000            | 10,000           | N/A           |
| <b>Total: Capital Outlays</b>                   |                |                                   | -                  | -                   | -                   | <b>10,000</b>     | <b>10,000</b>    | <b>0.00%</b>  |
| <b>Expenditures Grand Total:</b>                |                |                                   | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ 320,569</b>   | <b>\$ 330,696</b> | <b>\$ 10,127</b> | <b>3.16%</b>  |

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|   | Account Number | Account Description | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council     | +/- \$      | +/- %        |
|---|----------------|---------------------|--------------------|---------------------|---------------------|------------------|-------------|--------------|
| <b>Fund: 356 - Dispatch Training(S9501)</b> |                |                     |                    |                     |                     |                  |             |              |
| <u>Expenditures</u>                         |                |                     |                    |                     |                     |                  |             |              |
| <b>Department: 14 - Police</b>              |                |                     |                    |                     |                     |                  |             |              |
| Other Services and Charges                  |                |                     |                    |                     |                     |                  |             |              |
|   | 53160          | Instruction         | 5,643              | 3,199               | 10,000              | 10,000           | -           | 0.00%        |
| <b>Total: Other Services and Charges</b>    |                |                     | <b>\$ 5,643</b>    | <b>\$ 3,199</b>     | <b>\$ 10,000</b>    | <b>\$ 10,000</b> | <b>\$ -</b> | <b>0.00%</b> |
| <b>Expenditures Grand Total:</b>            |                |                     | <b>\$ 5,643</b>    | <b>\$ 3,199</b>     | <b>\$ 10,000</b>    | <b>\$ 10,000</b> | <b>\$ -</b> | <b>0.00%</b> |

CITY OF BLOOMINGTON

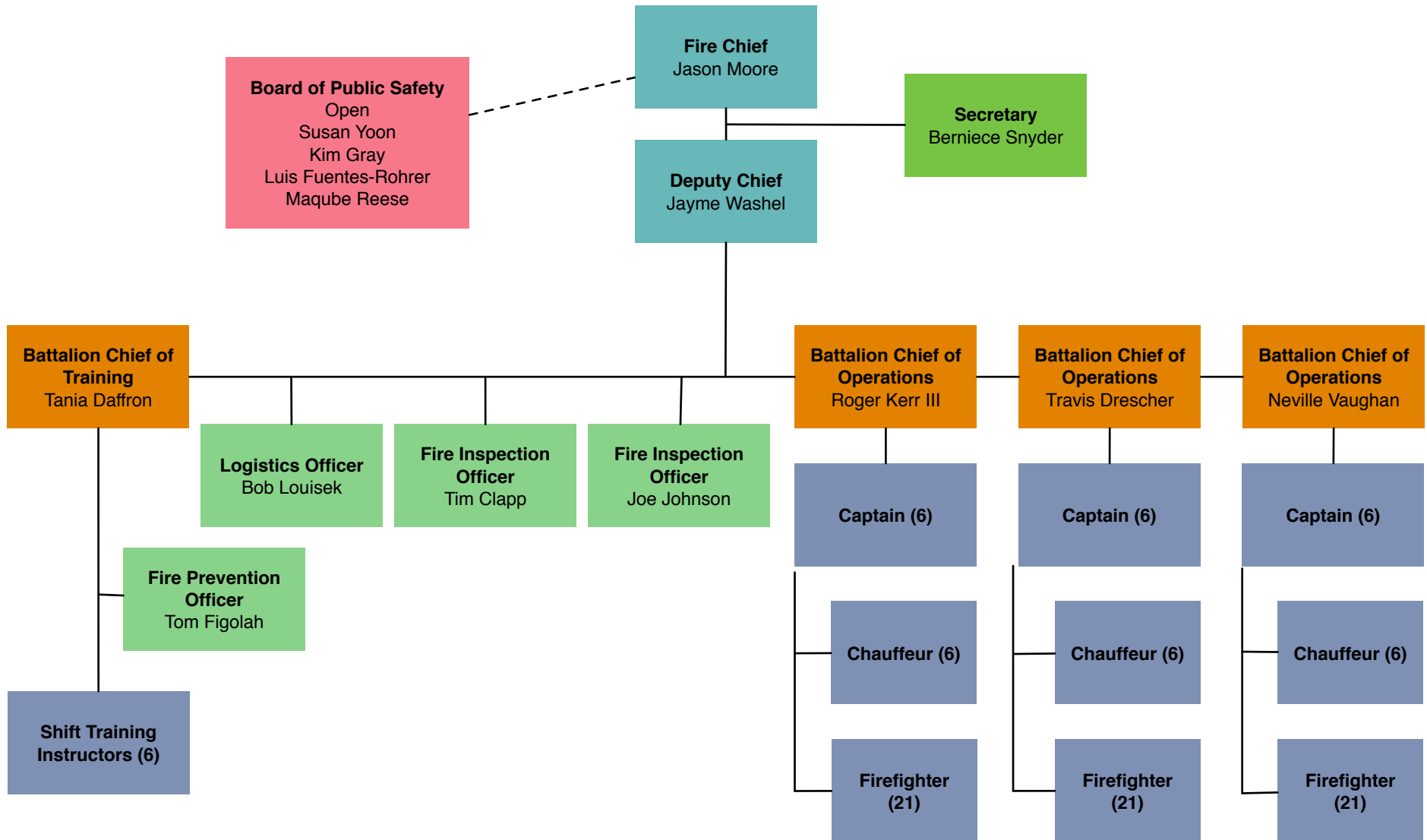
|   | Account Number | Account Description | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$      | +/- %        |
|---|----------------|---------------------|--------------------|---------------------|---------------------|-------------------|-------------|--------------|
| <b>Fund: 350 - Police Education (S1151)</b> |                |                     |                    |                     |                     |                   |             |              |
| <u>Expenditures</u>                         |                |                     |                    |                     |                     |                   |             |              |
| <b>Department: 14 - Police</b>              |                |                     |                    |                     |                     |                   |             |              |
| Other Services and Charges                  |                |                     |                    |                     |                     |                   |             |              |
|   | 53160          | Instruction         | 55,346             | 59,640              | 100,000             | 100,000           | -           | 0.00%        |
| <b>Total: Other Services and Charges</b>    |                |                     | <b>55,346</b>      | <b>59,640</b>       | <b>100,000</b>      | <b>100,000</b>    | <b>-</b>    | <b>0.00%</b> |
| <b>Expenditures Grand Total:</b>            |                |                     | <b>\$ 55,346</b>   | <b>\$ 59,640</b>    | <b>\$ 100,000</b>   | <b>\$ 100,000</b> | <b>\$ -</b> | <b>0.00%</b> |



CITY OF BLOOMINGTON

2020

# Bloomington Fire Department





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Fire Chief Jason Moore  
**Date:** August 20, 2019

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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 and currently serves the community with 110 employees, located at 5 stations, responding to nearly 4,000 emergencies per year. BFD provides fire suppression, technical rescue, and emergency medical response capabilities to City residents and visitors, Indiana University, and surrounding communities through aid agreements. The department is responsible for inspecting commercial occupancies, providing consultation on fire code issues, and is one of the few entities in the region that completes plan reviews for all new developments in and around the City to ensure they meet fire code requirements. BFD is the largest and only fully paid fire service provider in Monroe County and as such has earned an Insurance Services Office (ISO) rating of 2/2x, placing the department in the top 2% of rated departments in the U.S. and top 1% of rated departments in Indiana.

From 2017 through June 2019, BFD has had eight confirmed civilian saves, defined as rescuing a civilian who is otherwise unable to remove themselves from a hazardous situation due to being physically trapped or incapacitated. In the last three years, the department has dramatically improved its training standards, operational equipment, use of technology and professionalization of services contributing to its success rates in saving lives and protecting property. Through collaborative partnerships with Indiana University, other fire departments, and within the City, BFD proactively manages risks to increase resident safety as well as the efficiency/resiliency of its emergency operations.



**2020 Activity Descriptions and Goals**

**Emergency Operations**

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

Goals:

- Provide an appropriate response to all emergencies within the city by arriving within 4 minutes of dispatch 90% of the time and within 8 minutes of dispatch 98% of the time. (Estimated population served (EPS) ~ 10,000 to 20,000)
- Order a replacement for Truck 2 (vehicle #396) by end of Q1 (330 days build time currently estimated) to begin the build process that will minimize equipment failures, enhance response efforts and ensure firefighter safety (EPS ~ 2,000 to 4,000)
- Order a replacement for Engine 1 (vehicle #340) by end of Q1 (330 days build time currently estimated) to begin the build process that will minimize equipment failures, enhance response efforts and ensure firefighter safety (EPS ~ 2,000 to 4,000)
- Begin first step of Center for Public Safety Excellence Accreditation process (Community Risk Assessment: Standards of Cover) by end of Q4. (EPS ~ Internal Service Program)
- Increase firefighter safety by committing to OSHA and National Fire Protection Association (NFPA) 1500 compliance process. Complete an internal audit by May 31, 2020 of NFPA 1500 compliance that will be used to identify budget impact items for 2021. (EPS ~ Internal Service Program)
- Complete final order of second set of fire gear for all operational employees by end of Q1 to meet contractual obligations and enhance firefighter safety by ensuring employee always has carcinogen-free equipment to wear.
- Continue efforts to increase interoperability with other fire agencies within Monroe County and the State of Indiana to enhance services through collaborative service delivery methods. (EPS ~ 5,000 to 7,500)

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE) | Population Served |
|--------------------------|------------------|------------------|----------------|-------------------|
| 100 - Personnel Services | 5,303,549        | 5,401,805        | 59.25          | 19,000 - 35,500   |
| 200 - Supplies           | 168,104          | 121,979          |                |                   |
| 300 - Other Services     | 424,294          | 474,436          |                |                   |
| 400 - Capital Outlays    | 922,629          | 2,074,038        |                |                   |
| <b>Total</b>             | <b>6,818,576</b> | <b>8,072,258</b> |                |                   |

**Funding: General, Other**

**Fire Prevention**

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

Goals:

- Ensure the department makes community contact with every commercial occupancy (3,490 currently) under our jurisdiction at least once per year. (EPS ~ 3,500 directly, 40,000 indirectly)
- Make at least one contact with every K-12 school in the city (34 as of 2019) for fire prevention education (EPS ~ 15,000 students, 1,000 teachers, 30,000 indirectly)
- Facilitate two Indiana University fire safety sponsored events by end of Q4 with at least 300 student participants. (EPS ~ 600 students/resident advisors, 50 faculty, 6,000 indirectly)
- Update fire ordinances to reduce false alarm calls throughout the City by 3% through aggressive prevention, education, and enforcement. (EPS ~ 20,000 directly, 85,000 indirectly)
- Coordinate community assistance efforts sponsored by the American Red Cross to install 150 smoke detectors in areas identified by data analysis (Smoke Signals) by end of Q4. (EPS ~ 500 residents)
- Order a replacement for Prevention 1 (vehicle #355) by end of Q1 (6-8 week build time) that will minimize equipment failures, enhance response efforts and ensure firefighter safety (EPS ~ 2,000)

| <b>Budget Allocation</b> | <b>2019 Budget</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|--------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 2,089,141          | 2,115,137             | 23.20                 | 42,650 directly          |
| 200 - Supplies           | 66,719             | 48,413                |                       | 161,000 indirectly       |
| 300 - Other Services     | 168,400            | 188,301               |                       |                          |
| 400 - Capital Outlays    | 0                  | 0                     |                       |                          |
| <b>Total</b>             | <b>2,324,260</b>   | <b>2,351,851</b>      |                       |                          |

**Funding: General, Other**

**Training/Education**

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

Goals:

- Provide at least 420 hours of annual refresher/compliance fire and rescue training for every firefighter to exceed National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), and Insurance Service Office (ISO) standards.
- Provide at least 24 hours of annual refresher/compliance Emergency Medical Services (EMS) training to every firefighter to exceed National Registry, American Heart Association and State requirements.
- 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.

- Provide instruction for 30 new certifications to various positions in the department to follow the 2020 Strategic Training Plan, as well as 30 new certifications to various positions in the department to follow the Career Progression Plan.
- Add software by end of Q1 to track and assign annual training compliance classes, which will free up the Battalion Chief of Training to build a prescriptive training program.

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE) | Population Served        |
|--------------------------|------------------|------------------|----------------|--------------------------|
| 100 - Personnel Services | 1,963,613        | 1,996,617        | 21.90          | Internal Service Program |
| 200 - Supplies           | 62,368           | 45,255           |                |                          |
| 300 - Other Services     | 157,417          | 176,020          |                |                          |
| 400 - Capital Outlays    | 17,652           | 42,487           |                |                          |
| <b>Total</b>             | <b>2,201,050</b> | <b>2,260,379</b> |                |                          |

**Funding: General, Other**

**Investigations:**

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

Goals:

- Create and adopt operating guidelines and procedures with community partners to continue developing the Monroe County Fire Investigation Task Force. (EPS ~ 900 occupants)
- Provide a minimum of 20 hours of continuing education and professional memberships to inspection/investigation personnel by end of Q4 to enhance the outcome of investigations, ensure compliance with national standards, and become expert witnesses to increase conviction rates of arson cases. (EPS ~ Internal Service Program)

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served                      |
|--------------------------|----------------|----------------|----------------|--|
| 100 - Personnel Services | 506,594        | 515,109        | 5.65           | 900 directly, Internal Service Program |
| 200 - Supplies           | 16,100         | 11,682         |                |  |
| 300 - Other Services     | 40,636         | 45,438         |                |  |
| 400 - Capital Outlays    | 0              | 0              |                |  |
| <b>Total</b>             | <b>563,330</b> | <b>572,229</b> |                |  |

**Funding: General, Other**

### **2020 Budget Request Highlights**

The Fire Department's total budget request is \$13,253,912. This is an increase of \$1,346,696 or 11%.

**Category 1 – Personnel** request is \$10,028,668. This is an increase of \$165,770. In addition to the requested 2% salary increase for non-union staff, the Fire Collective Bargaining Agreement established a 2% increase for union staff.

**Category 2 – Supplies** request is \$227,329. This is a decrease of \$85,962 or -27%. Significant changes include the following budget lines:

- **Line 221: Institutional Supplies** decrease of \$9,978
- **Line 231: Building Materials and Supplies** decrease of \$22,342
- **Line 242: Other Supplies** decrease of \$23,239
- **Line 243: Uniforms and Tools** decrease of \$19,896

**Category 3 – Other Services & Charges** request is \$884,195. This is an increase of \$93,449 or 12%.

Significant changes include the following budget lines:

- **Line 316: Instruction** increase of \$16,000
- **Line 323: Travel** increase of \$11,150
- **Line 361: Building Repairs** decrease of \$23,724
- **Line 362: Motor Repairs** increase of \$28,552
- **Line 363: Machinery and Equipment Repairs** increase of \$8,382
- **Line 364: Hardware and Software Maintenance** increase of \$30,770
- **Line 365: Other Repairs** increase of \$19,389

**Category 4 – Capital Outlays** request is \$2,113,720. This is an increase of \$1,173,439 or 125%. Significant changes include the following budget lines:

- \$1,150,000 to replace Truck-2 (396) with a single-axle 75-foot aerial
- \$557,400 to replace Engine-1 (340) with standard pumper
- \$52,000 to replace Prevention-1 (355) with an SUV
- \$30,000 to replace Pool Vehicle (357) with a hybrid sedan
- \$90,000 to complete purchase of second set of fire gear
- \$200,000 to update to Stations

### **Bloomington Fire Department 2020 Budget Summary**

| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> | <b>Change (%)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 100 - Personnel Services | 9,405,721          | 9,610,870          | 9,862,898          | 10,028,668         | 165,770            | 2%                |
| 200 - Supplies           | 261,859            | 337,937            | 313,291            | 227,329            | (85,962)           | -27%              |
| 300 - Other Services     | 463,435            | 550,612            | 790,746            | 884,195            | 93,449             | 12%               |
| 400 - Capital Outlays    | 956,359            | 807,330            | 940,281            | 2,113,720          | 1,173,439          | 125%              |
| <b>Total</b>             | <b>11,087,374</b>  | <b>11,306,749</b>  | <b>11,907,216</b>  | <b>13,253,912</b>  | <b>1,346,696</b>   | <b>11%</b>        |

**Conclusion**

The Bloomington Fire Department has used every upgrade and enhancement to its training, equipment, and prevention programs to save lives and protect property. The department is constantly developing and adapting to the challenges faced by the community, and looks forward to seeking accreditation which will help evaluate every facet of the department. 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 2020 budget request! We are available to answer any questions.

CITY OF BLOOMINGTON

|  | Account Number | Account Description                  | 2017 Actual Amount  | 2018 Adopted Budget  | 2019 Adopted Budget  | 2020 Council         | +/- \$            | +/- %          |
|--|----------------|--------------------------------------|---------------------|----------------------|----------------------|----------------------|-------------------|----------------|
| <b>Fund: 101 - General Fund (S0101)</b>  |                |                                      |                     |                      |                      |                      |                   |                |
| <u>Expenditures</u>                      |                |                                      |                     |                      |                      |                      |                   |                |
| <b>Department: 08 - Fire</b>             |                |                                      |                     |                      |                      |                      |                   |                |
| Personnel Services                       |                |                                      |                     |                      |                      |                      |                   |                |
|  | 51110          | Salaries and Wages - Regular         | 6,201,666           | 6,430,267            | 6,460,937            | 6,604,174            | 143,237           | 2.22%          |
|  | 51130          | Salaries and Wages- Overtime         | 259,902             | 199,206              | 375,000              | 375,000              | -                 | 0.00%          |
|  | 51210          | FICA                                 | 96,495              | 99,144               | 112,360              | 111,807              | (553)             | -0.49%         |
|  | 51220          | PERF                                 | 26,804              | 27,059               | 34,212               | 28,259               | (5,952)           | -17.40%        |
|  | 51230          | Health and Life Insurance            | 1,555,866           | 1,555,866            | 1,570,140            | 1,570,140            | -                 | 0.00%          |
|  | 51260          | Clothing Allowance                   | 43,820              | 42,221               | 44,550               | 44,550               | -                 | 0.00%          |
|  | 51280          | Fire PERF                            | 1,221,168           | 1,257,107            | 1,265,699            | 1,294,738            | 29,039            | 2.29%          |
| <b>Total: Personnel Services</b>         |                |                                      | <b>9,405,721</b>    | <b>9,610,870</b>     | <b>9,862,898</b>     | <b>10,028,668</b>    | <b>165,770</b>    | <b>1.68%</b>   |
| Supplies                                 |                |                                      |                     |                      |                      |                      |                   |                |
|  | 52110          | Office Supplies                      | 1,987               | 4,810                | 6,126                | 6,157                | 31                | 0.51%          |
|  | 52210          | Institutional Supplies               | 31,584              | 21,162               | 32,069               | 22,091               | (9,978)           | -31.11%        |
|  | 52230          | Garage and Motor Supplies            | 8,497               | 3,454                | 5,360                | 4,815                | (545)             | -10.17%        |
|  | 52240          | Fuel and Oil                         | 35,282              | 46,341               | 64,795               | 61,489               | (3,306)           | -5.10%         |
|  | 52310          | Building Materials and Supplies      | 209                 | 28,266               | 34,382               | 12,040               | (22,342)          | -64.98%        |
|  | 52340          | Other Repairs and Maintenance        | -                   | 5,998                | 12,955               | 6,268                | (6,687)           | -51.62%        |
|  | 52420          | Other Supplies                       | 27,526              | 97,606               | 97,399               | 74,160               | (23,239)          | -23.86%        |
|  | 52430          | Uniforms and Tools                   | 41,111              | 130,301              | 60,205               | 40,309               | (19,896)          | -33.05%        |
| <b>Total: Supplies</b>                   |                |                                      | <b>146,195</b>      | <b>337,937</b>       | <b>313,291</b>       | <b>227,329</b>       | <b>(85,962)</b>   | <b>-27.44%</b> |
| Other Services and Charges               |                |                                      |                     |                      |                      |                      |                   |                |
|  | 53130          | Medical                              | 86                  | 94,492               | 131,020              | 134,120              | 3,100             | 2.37%          |
|  | 53140          | Exterminator Services                | -                   | -                    | 1,050                | 1,050                | -                 | 0.00%          |
|  | 53150          | Communications Contract              | 17,263              | 33,322               | 39,766               | 45,126               | 5,360             | 13.48%         |
|  | 53160          | Instruction                          | 14,936              | 22,900               | 36,125               | 52,125               | 16,000            | 44.29%         |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | -                   | -                    | 26,500               | 24,000               | (2,500)           | -9.43%         |
|  | 53210          | Telephone                            | 11,231              | 9,406                | 14,835               | 15,480               | 645               | 4.35%          |
|  | 53220          | Postage                              | 123                 | 392                  | 1,115                | 1,115                | -                 | 0.00%          |
|  | 53230          | Travel                               | 9,754               | 13,177               | 21,136               | 32,286               | 11,150            | 52.75%         |
|  | 53310          | Printing                             | 3,343               | 74                   | 3,510                | 510                  | (3,000)           | -85.47%        |
|  | 53320          | Advertising                          | 32                  | -                    | 1,075                | 400                  | (675)             | -62.79%        |
|  | 53510          | Electrical Services                  | -                   | 33,227               | 42,000               | 42,000               | -                 | 0.00%          |
|  | 53530          | Water and Sewer                      | -                   | 18,533               | 19,570               | 19,570               | -                 | 0.00%          |
|  | 53540          | Natural Gas                          | -                   | 17,875               | 27,300               | 27,300               | -                 | 0.00%          |
|  | 53610          | Building Repairs                     | 2,628               | 23,530               | 55,725               | 32,001               | (23,724)          | -42.57%        |
|  | 53620          | Motor Repairs                        | 105,256             | 191,344              | 240,344              | 268,896              | 28,552            | 11.88%         |
|  | 53630          | Machinery and Equipment Repairs      | 2,524               | 3,283                | 17,149               | 25,531               | 8,382             | 48.88%         |
|  | 53640          | Hardware and Software Maintenance    | 30,708              | 8,500                | 54,415               | 85,185               | 30,770            | 56.55%         |
|  | 53650          | Other Repairs                        | 74,543              | 74,399               | 49,157               | 68,546               | 19,389            | 39.44%         |
|  | 53720          | Building Rental                      | -                   | 3,240                | -                    | 3,600                | 3,600             | N/A            |
|  | 53840          | Lease Payments                       | -                   | -                    | 3,600                | -                    | (3,600)           | -100.00%       |
|  | 53910          | Dues and Subscriptions               | 956                 | 2,917                | 5,354                | 5,354                | -                 | 0.00%          |
|  | 53990          | Other Services and Charges           | 1,726               | -                    | -                    | -                    | -                 | N/A            |
| <b>Total: Other Services and Charges</b> |                |                                      | <b>275,108</b>      | <b>550,612</b>       | <b>790,746</b>       | <b>884,195</b>       | <b>93,449</b>     | <b>11.82%</b>  |
| <b>Expenditures Grand Total:</b>         |                |                                      | <b>\$ 9,827,024</b> | <b>\$ 10,499,419</b> | <b>\$ 10,966,935</b> | <b>\$ 11,140,192</b> | <b>\$ 173,257</b> | <b>1.58%</b>   |

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|   | Account Number | Account Description             | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$              | +/- %          |
|---|----------------|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| <b>Fund: 151 - Public Safety L I T(S9505)</b> |                |                                 |                     |                     |                     |                     |                     |                |
| <u>Expenditures</u>                           |                |                                 |                     |                     |                     |                     |                     |                |
| <b>Department: 08 - Fire</b>                  |                |                                 |                     |                     |                     |                     |                     |                |
| Personnel Services                            |                |                                 |                     |                     |                     |                     |                     |                |
|   | 52310          | Building Materials and Supplies | 5,079               | -                   | -                   | -                   | -                   | N/A            |
|   | 52340          | Other Repairs and Maintenance   | 10,675              | -                   | -                   | -                   | -                   | N/A            |
|   | 52420          | Other Supplies                  | 99,911              | -                   | -                   | -                   | -                   | N/A            |
| <b>Total: Supplies</b>                        |                |                                 | <b>115,665</b>      | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>0.00%</b>   |
| Other Services and Charges                    |                |                                 |                     |                     |                     |                     |                     |                |
|   | 53130          | Medical                         | 87,146              | -                   | -                   | -                   | -                   | N/A            |
|   | 53140          | Exterminator Services           | 650                 | -                   | -                   | -                   | -                   | N/A            |
|   | 53510          | Electrical Services             | 38,661              | -                   | -                   | -                   | -                   | N/A            |
|   | 53530          | Water and Sewer                 | 15,447              | -                   | -                   | -                   | -                   | N/A            |
|   | 53540          | Natural Gas                     | 14,190              | -                   | -                   | -                   | -                   | N/A            |
|   | 53610          | Building Repairs                | 32,232              | -                   | -                   | -                   | -                   | N/A            |
| <b>Total: Other Services and Charges</b>      |                |                                 | <b>188,326</b>      | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>0.00%</b>   |
| Capital Outlays                               |                |                                 |                     |                     |                     |                     |                     |                |
|   | 54420          | Purchase of Equipment           | 956,359             | 592,564             | 785,281             | 1,913,720           | 1,128,439           | 143.70%        |
|   | 54510          | Other Capital Outlays           | -                   | 214,766             | 155,000             | 200,000             | 45,000              | 29.03%         |
| <b>Total: Capital Outlays</b>                 |                |                                 | <b>956,359</b>      | <b>807,330</b>      | <b>940,281</b>      | <b>2,113,720</b>    | <b>1,173,439</b>    | <b>124.80%</b> |
| <b>Expenditures Grand Total:</b>              |                |                                 | <b>\$ 1,260,350</b> | <b>\$ 807,330</b>   | <b>\$ 940,281</b>   | <b>\$ 2,113,720</b> | <b>\$ 1,173,439</b> | <b>124.80%</b> |





# Bloomington Public Transportation Corporation

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



To: Bloomington Common Council  
From: Lew May, General Manager  
Date: August 15, 2019  
Re: Proposed 2020 Bloomington Transit Budget

I'm pleased to submit the Bloomington Public Transportation Corporation proposed 2020 budget. The budget has been reviewed and approved by the Bloomington Public Transportation Corporation (BPTC) Board of Directors.

A summary of the proposed 2020 budget is shown below.

| Budget Class                      | Proposed 2020 Budget | Approved 2019 Budget | Percent Change |
|-----------------------------------|----------------------|----------------------|----------------|
| Class I – Personnel               | \$6,008,467          | \$5,984,482          | 0.40           |
| Class II – Materials & Supplies   | \$1,637,394          | \$1,626,861          | 0.65           |
| Class III – Professional Services | \$1,511,414          | \$1,160,343          | 30.26          |
| Class IV – Capital                | \$4,817,975          | \$1,713,551          | 181.17         |
| Total                             | \$13,975,250         | \$10,485,237         | 33.29          |

Highlights of the proposed 2020 budget are as follows:

- 2020 budget is premised on existing fare and service levels with the following exceptions:
  - Additional service provided on the Route 6 Limited during the spring semester 2020 which is being paid for by Indiana University so as to augment service to apartment complexes where students from residence halls have been temporarily relocated during the 2019-2020 school year.
  - Route network redesign is planned to launch in August 2020. Service levels in terms of hours and miles provided are expected to be roughly the same as current service levels on an annual basis.
- A mobility-on-demand (micro-transit) service one-year demonstration grant has been applied for from the Federal Transit Administration. If the grant is acquired, we anticipate demonstrating the concept of micro-transit on weeknights in selected areas. A total of \$167,000 is included in the Class III budget as we would likely contract this service out to a micro-transit provider on a turnkey basis.

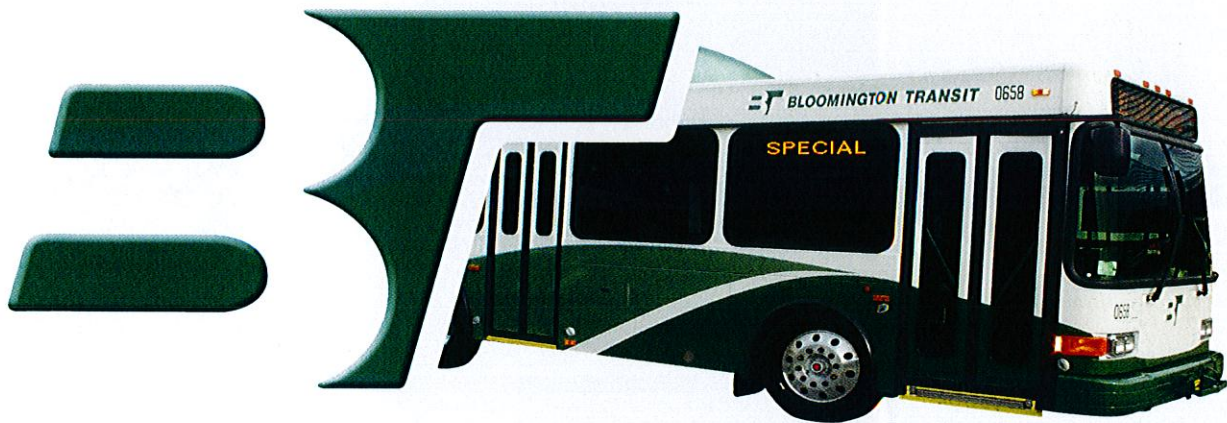


- Included in the proposed 2020 budget is the replacement of four (4) 35-foot 2007 diesel buses with four (4) battery electric 35-foot buses, charging stations for the buses, installation of the charging stations. Total cost for this project is \$4 million. We will apply for competitive Federal and State grant(s) to fund 80 percent of the cost of this project. The City and Bloomington Transit are currently involved in a waste energy study which is examining the potential to capture methane from wastewater and food waste and use it as compressed natural gas to power fleet vehicles such as transit buses. If the study recommends moving forward with this concept, the BT Board could elect to redirect this electric bus project and its resources to the use of compressed natural gas instead.
- Replacement of the roof on buildings at the Grimes Lane operations and maintenance facility is included in the proposed 2020 budget at an estimated cost of \$363,250.
- Included in the 2020 proposed budget is a new contracted security position for the Downtown Transit Center. Ideally we would like to contract with BPD to use off-duty police officers for a total of 40 hours per week. A total of \$87,360 has been included in proposed 2020 budget for this expense.
- The addition of automatic passenger counting technology is included in the 2020 budget in the amount of \$200,000 for the fixed route fleet. This technology would enable us to collect data on passenger boardings and alightings by stop, time, and route and would provide important data for service planning purposes.
- We propose to use \$899,845 from reserves for the proposed 2020 budget. Of this amount, \$800,000 would be used to match the Federal and/or State grants used to fund the four (4) battery electric buses. Currently reserves stand at \$8.1 million.

Overall, we've budgeted a 33.29 percent increase in the 2020 budget compared to the 2019 budget. The primary reason for the increase is in the capital section of the budget which proposes to acquire four (4) battery electric buses in the amount of \$4 million.

I look forward to our budget discussion on August 20. Thank you for your support and advocacy for public transportation and especially for Bloomington Transit.

# 2020 Draft Budget



# Bloomington Transit





# OPERATING EXPENSES

| <b>Budget Class I</b>   | 2020<br><u>Proposed</u>    | 2019<br><u>Approved</u>    | <u>Percent<br/>Change</u> |
|---|----------------------------|----------------------------|---------------------------|
| Salaries (Operators)<br>Fixed and BT Access full and part<br>time operators   | 3,001,545                  | \$ 2,951,215               | 1.71%                     |
| Salaries (Other Operating)<br><br>Operations manager and supervisors;<br>and BT Access F/T dispatchers                | 374,912                    | 367,709                    | 1.96%                     |
| Salaries (Maintenance)<br><br>Maintenance manager, mechanics,<br>service attendants, and parts<br>specialist salaries | 775,271                    | 766,803                    | 1.10%                     |
| Salaries (Other)<br><br>Administrative staff  | 490,094                    | 503,323                    | -2.63%                    |
| FICA  | 355,099                    | 351,062                    | 1.15%                     |
| PERF  | 413,122                    | 406,328                    | 1.67%                     |
| Health/Dental/Disability/Life/Vision<br>Insurance   | 550,960                    | 592,719                    | -7.05%                    |
| Unemployment  | 10,000                     | 10,000                     | 0.00%                     |
| Employee Uniforms   | 25,624                     | 24,878                     | 3.00%                     |
| Tool and CDL Allowance  | <u>11,840</u>              | <u>10,445</u>              | 13.36%                    |
| <b>Subtotal Budget Class I</b>  | <b><u>\$ 6,008,467</u></b> | <b><u>\$ 5,984,482</u></b> | 0.40%                     |

## Budget Class II

|                                 | 2020<br>Proposed                 | 2019<br>Approved                 | Percent<br>Change |
|---------------------------------|----------------------------------|----------------------------------|-------------------|
| Office Supplies                 | 16,326                           | \$ 15,549                        | 5.00%             |
| Garage Uniforms/Drug Testing    | 15,000                           | 15,000                           | 0.00%             |
| Fuel/Oil/Grease/Fluids          | 924,756                          | 915,000                          | 1.07%             |
| Parts                           | 555,948                          | 555,948                          | 0.00%             |
| Other Supplies                  | <u>125,364</u>                   | <u>125,364</u>                   | 0.00%             |
| <b>Subtotal Budget Class II</b> | <b><u><u>\$1,637,394</u></u></b> | <b><u><u>\$1,626,861</u></u></b> | 0.65%             |

## Budget Class III

|   |         |           |        |
|---|---------|-----------|--------|
| Professional Services   | 767,626 | \$506,747 | 51.48% |
| Expenses include contracted transit management services, contracted facility maintenance services, software support services, Microtransit employee counseling services, downtown security, legal services, information technology services, payroll processing, and auditing services. |         |           |        |
| Telephone   | 13,920  | 11,000    | 26.55% |
| Postage   | 3,819   | 3,708     | 2.99%  |
| Travel  | 3,684   | 3,509     | 4.99%  |
| Printing  | 30,447  | 22,279    | 36.66% |
| Advertising   | 39,327  | 30,900    | 27.27% |
| Insurance/Risk Management   | 303,154 | 260,900   | 16.20% |
| Electricity   | 60,000  | 60,000    | 0.00%  |

| <b>Budget Class III (continued)</b> | 2020<br>Proposed   | 2019<br>Approved   | Percent<br>Change |
|-------------------------------------|--------------------|--------------------|-------------------|
| Water                               | 12,000             | 12,000             | 0.00%             |
| Gas                                 | 15,500             | 15,500             | 0.00%             |
| IU Shared Expenses                  | 140,137            | 110,000            | 27.40%            |
| Building Maintenance                | 20,000             | 20,000             | 0.00%             |
| Repairs and Labor                   | 61,800             | 60,000             | 3.00%             |
| Training, Dues, and Subscriptions   | 40,000             | 43,800             | -8.68%            |
| <b>Subtotal Budget Class III</b>    | <b>\$1,511,414</b> | <b>\$1,160,343</b> | 30.26%            |
| <b>Total Operating Expenses</b>     | <b>\$9,157,275</b> | <b>\$8,771,686</b> | 4.40%             |

#### **Budget Class IV - Capital**

|   |                     |                     |         |
|---|---------------------|---------------------|---------|
| Tires and Engine/Transmission Rebuilds  | 204,725             | \$196,851           | 4.00%   |
| Equipment and Maintenance<br>Includes computer hardware and software,<br>Facility maintenance, Automatic passenger counters | 613,250             | 516,700             | 18.69%  |
| Motor Equipment - 4 buses   | 4,000,000           | 1,000,000           | 300.00% |
| <b>Subtotal Budget Class IV</b>   | <b>\$4,817,975</b>  | <b>\$1,713,551</b>  | 181.17% |
| <b>TOTAL EXPENDITURES</b>   | <b>\$13,975,250</b> | <b>\$10,485,237</b> | 33.29%  |

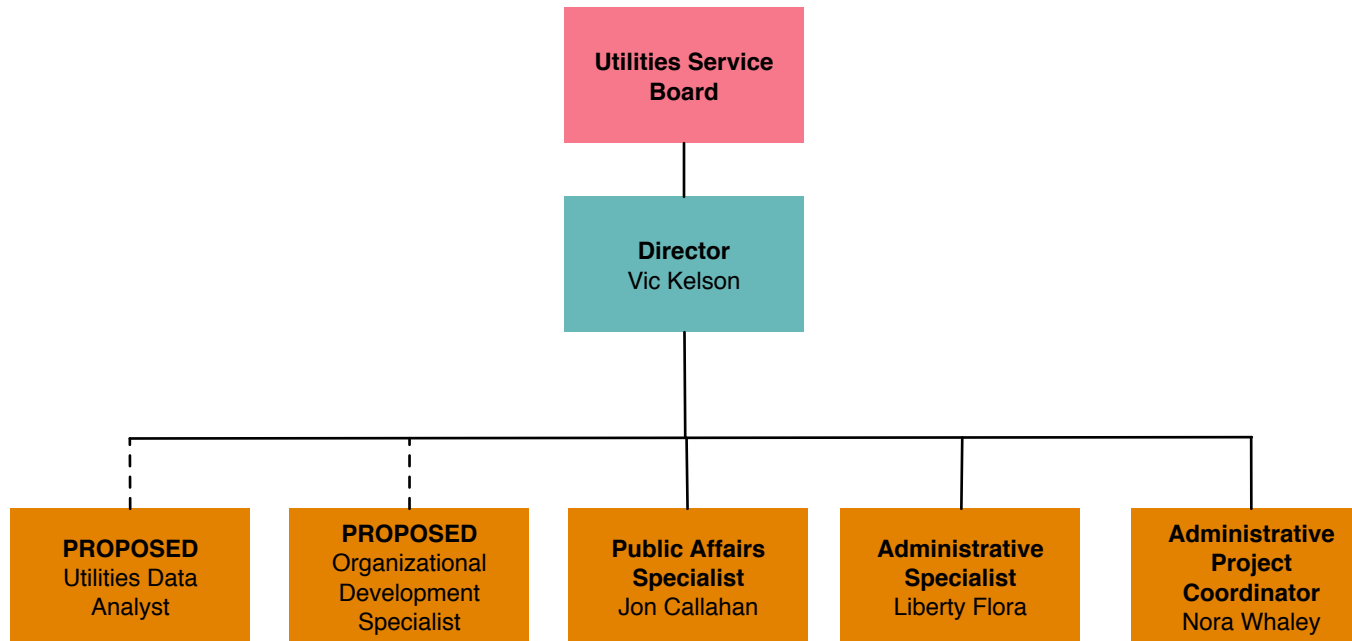


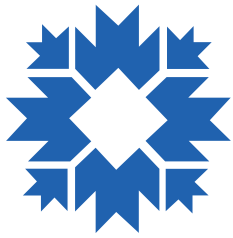
## Revenues

|                                 | 2020<br>Proposed    | 2019<br>Approved    | Percent<br>Change |
|---------------------------------|---------------------|---------------------|-------------------|
| Property Tax Levy               | \$1,356,945         | \$1,311,058         | 3.50%             |
| Financial Institution Tax       | 11,870              | 10,822              | 9.68%             |
| License Excise Tax              | 61,290              | 58,753              | 4.32%             |
| Local Option Income Tax         | 512,037             | 501,997             | 2.00%             |
| Commercial Vehicle Excise Tax   | 3,666               | 4,021               | -8.83%            |
| Passenger Fares                 | 630,000             | 600,000             | 5.00%             |
| Advertising Sales               | 130,000             | 85,000              | 52.94%            |
| State PMTF                      | 2,549,423           | 2,521,684           | 1.10%             |
| Federal -Operating and Capital  | 6,289,950           | 3,663,530           | 71.69%            |
| MPO Planning                    | 0                   | 34,000              | -100.00%          |
| Transfer from Operating Reserve | 899,845             | 377,640             | 138.28%           |
| IU Contract Revenue             | 1,240,087           | 1,111,732           | 11.55%            |
| IU Reimbursements               | 140,137             | 110,000             | 27.40%            |
| Miscellaneous                   | 150,000             | 95,000              | 57.89%            |
| <b>TOTAL REVENUE</b>            | <b>\$13,975,250</b> | <b>\$10,485,237</b> | 33.29%            |



2020  
**Utilities: Administration**

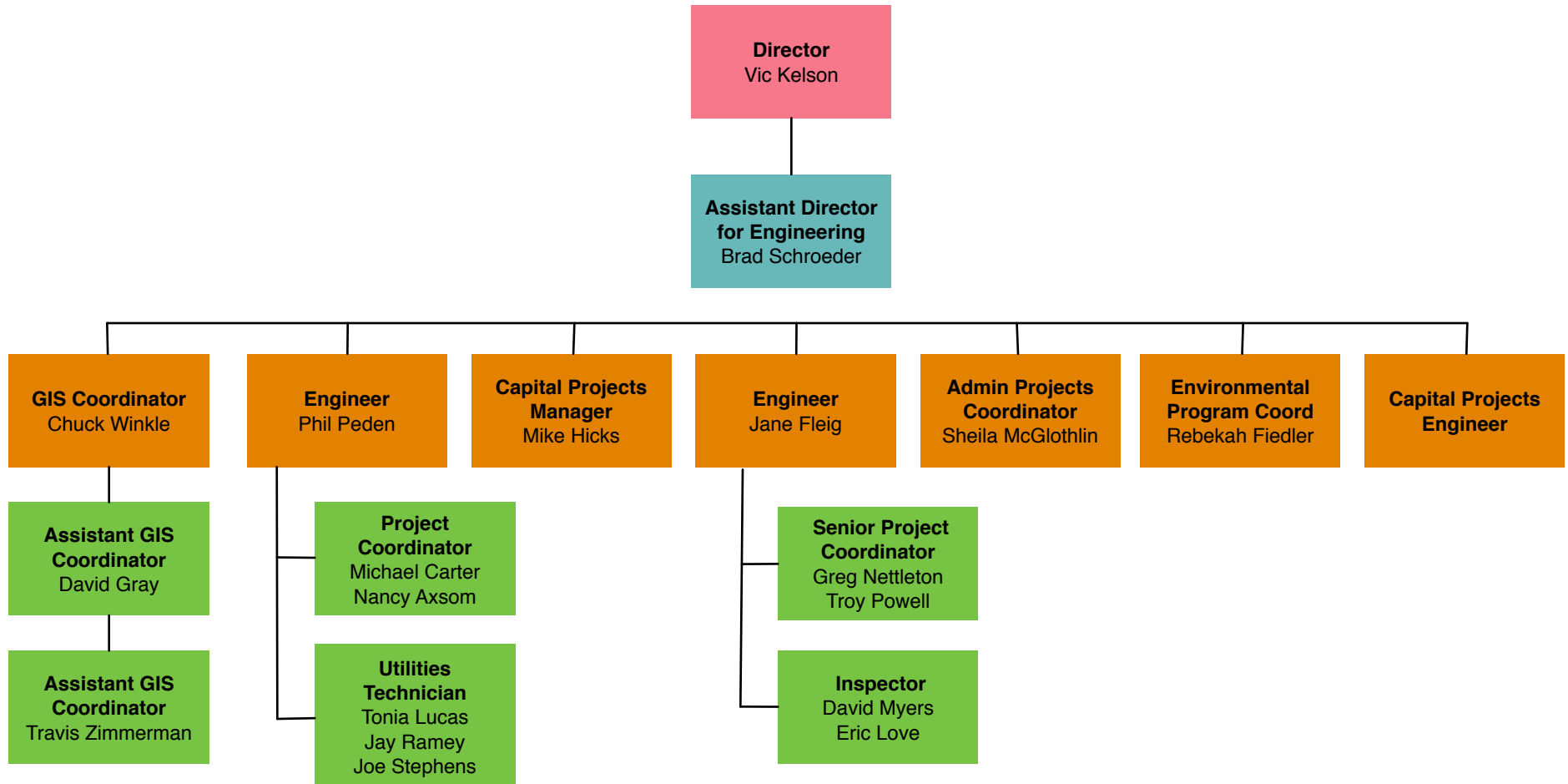




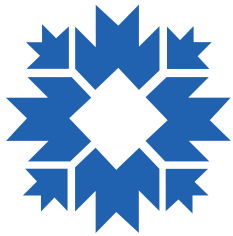
CITY OF BLOOMINGTON

2020

# Utilities: Engineering



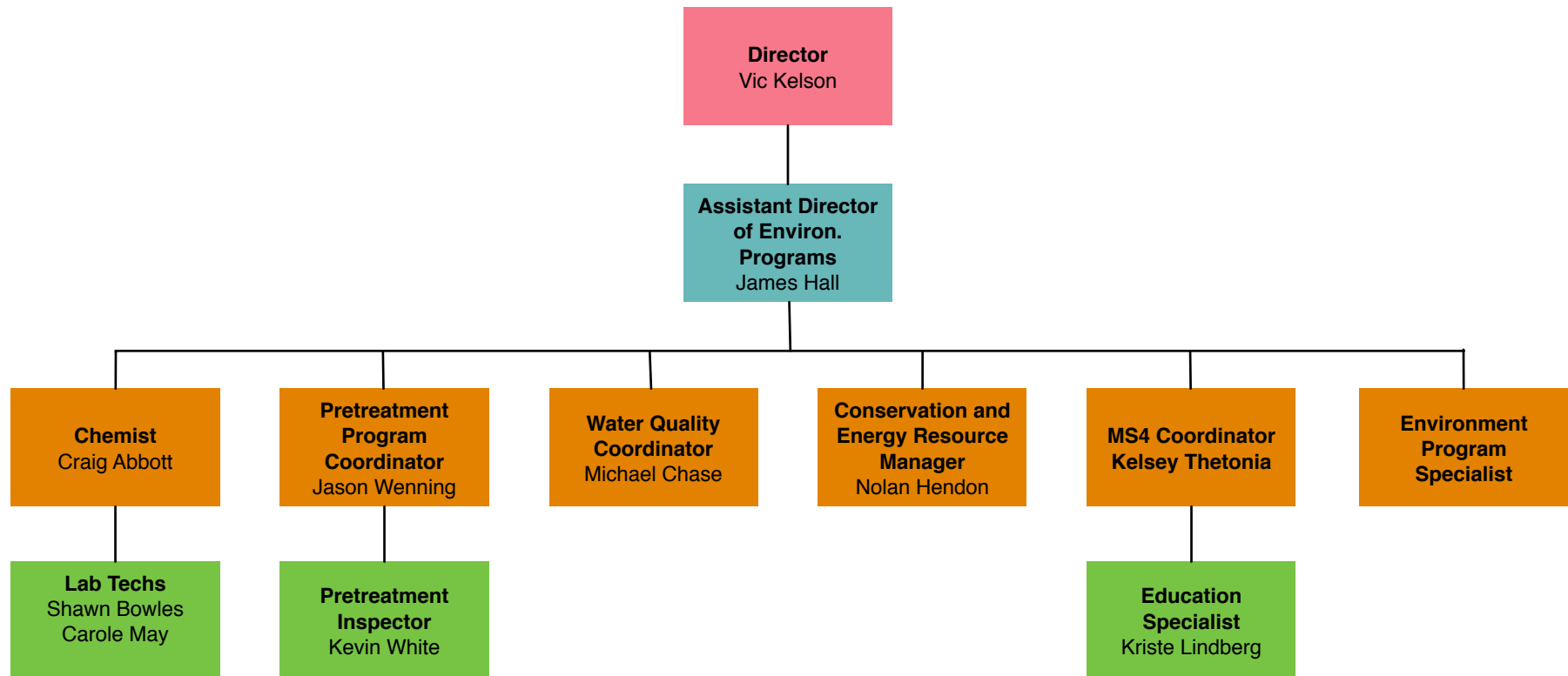


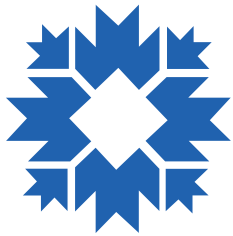


CITY OF BLOOMINGTON

2020

# Utilities: Environmental Programs

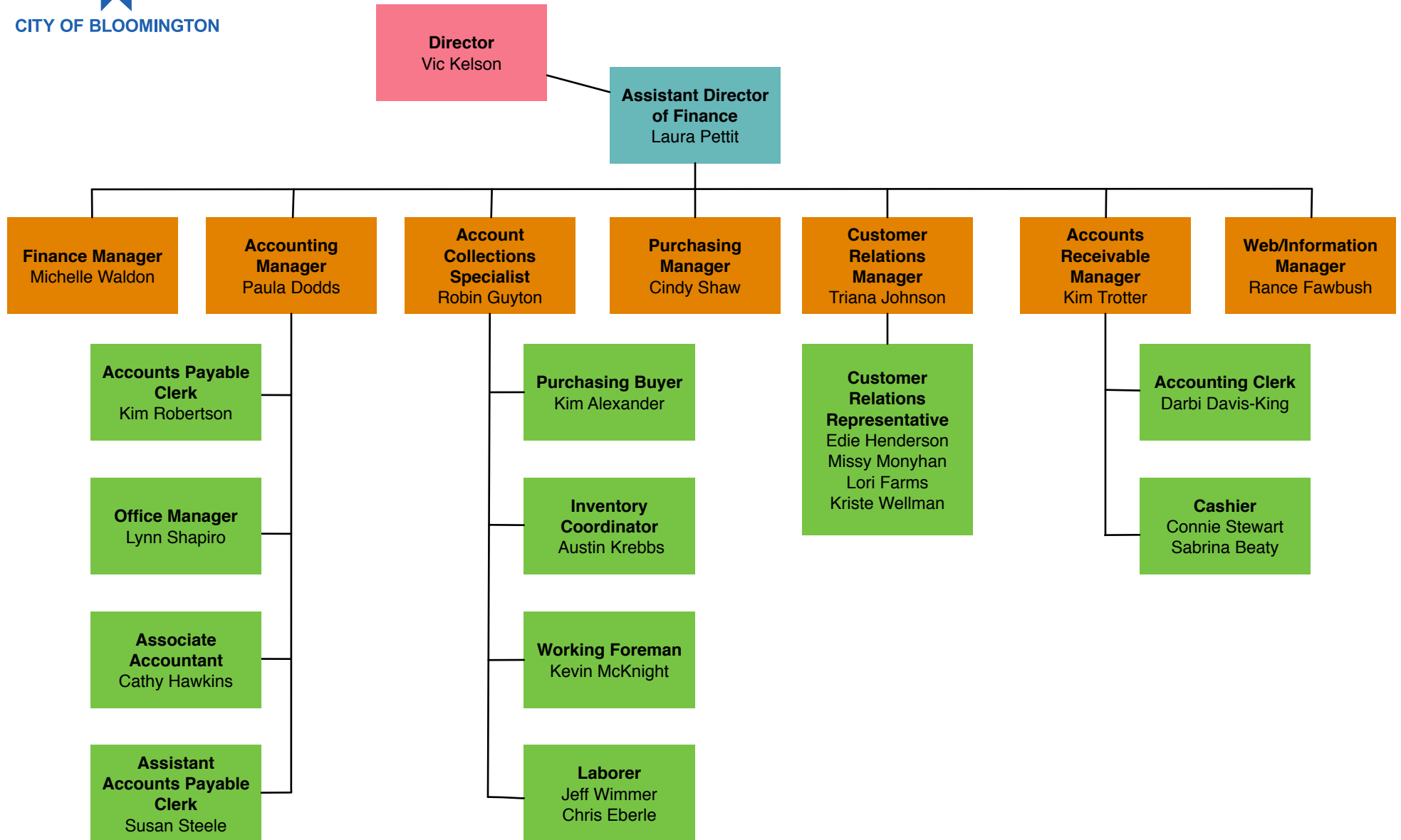


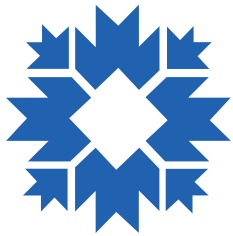


CITY OF BLOOMINGTON

2020

# Utilities: Finance

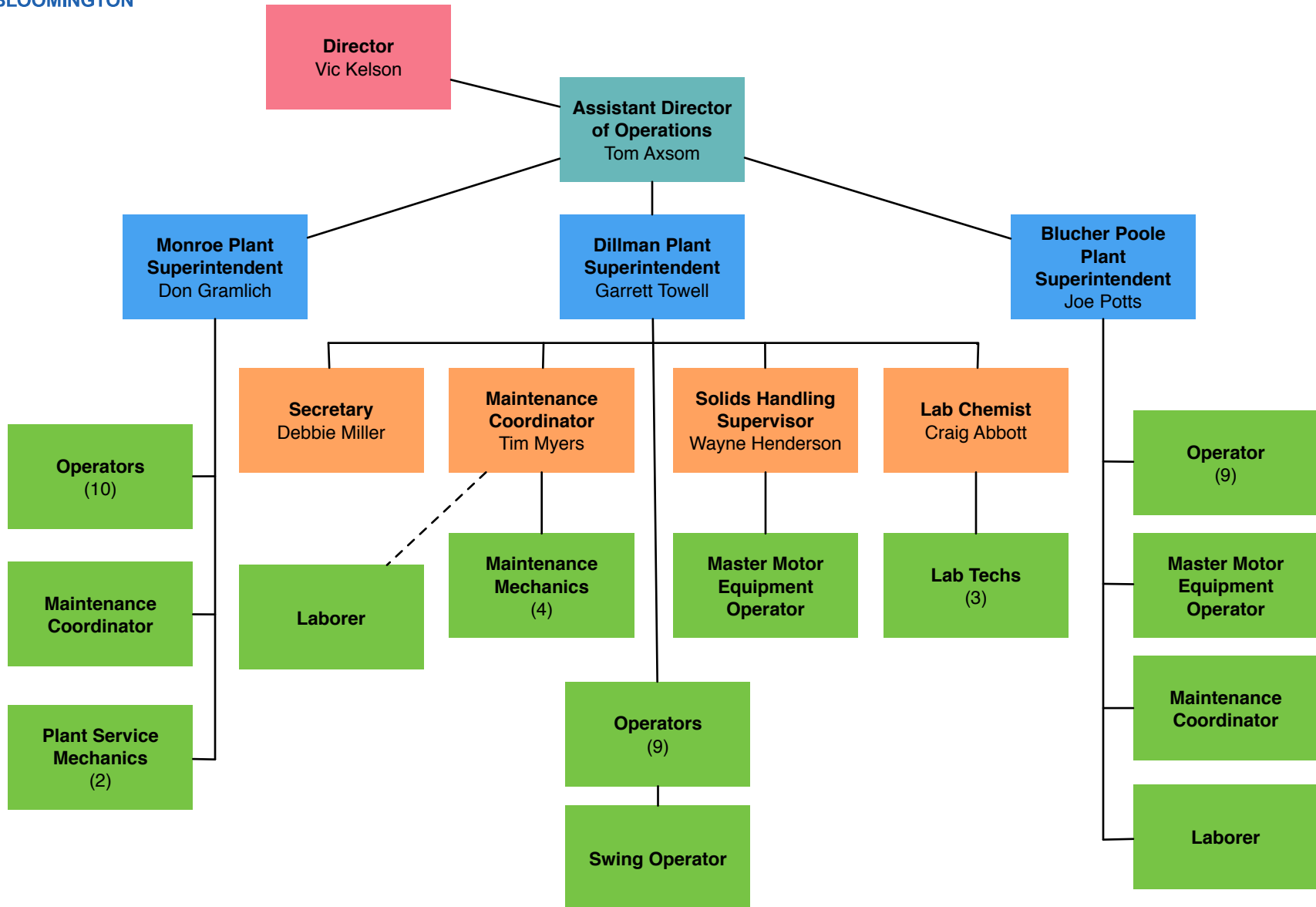


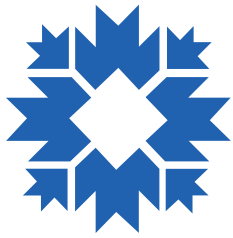


CITY OF BLOOMINGTON

2020

# Utilities: Operations

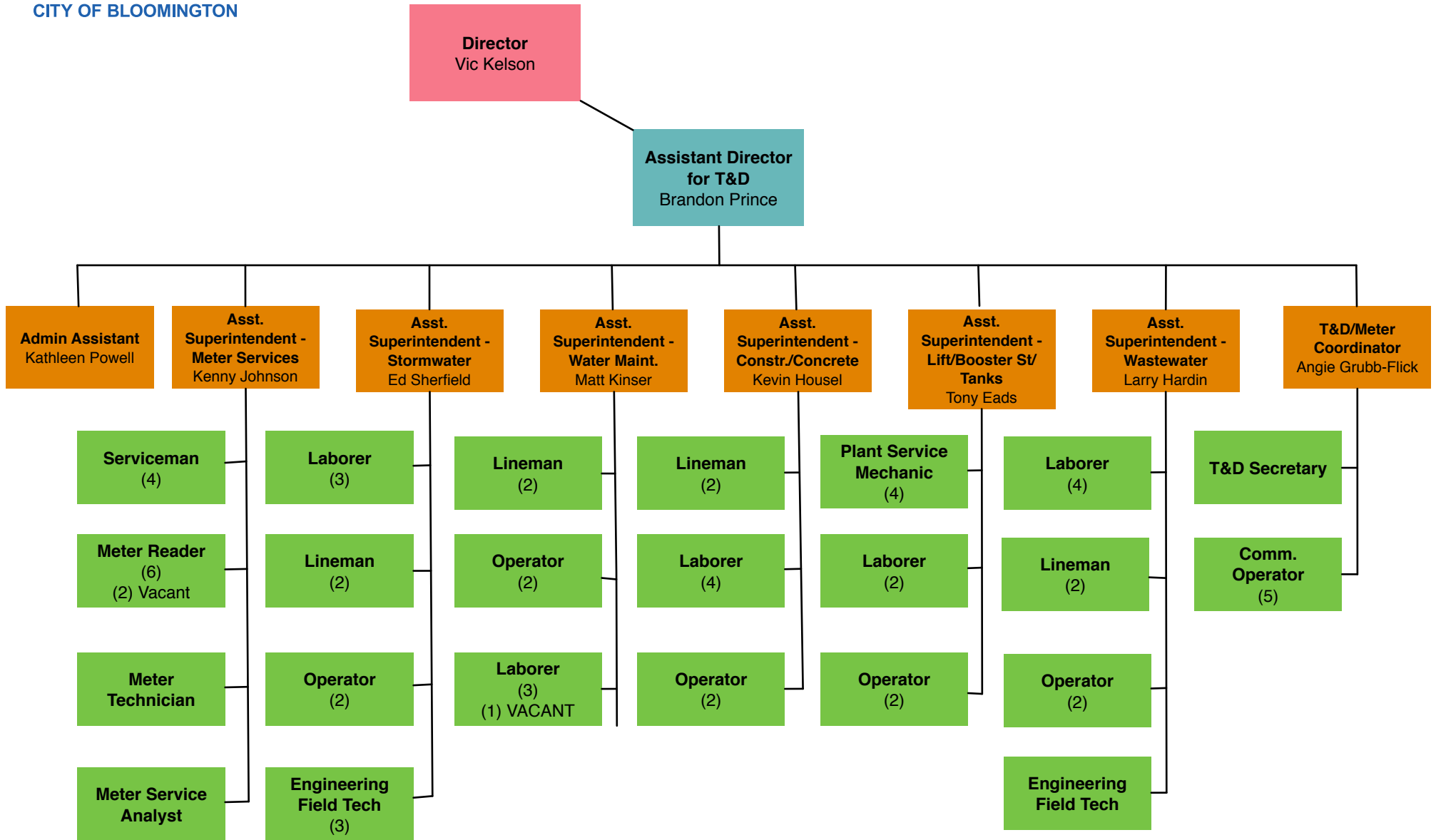




CITY OF BLOOMINGTON

2020

# Utilities: Transmission and Distribution





# Utilities Department 2020 Budget Proposal Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Vic Kelson, Director, City of Bloomington Utilities and Laura Pettit, Assistant Director of Finance, City of Bloomington Utilities  
**Date:** August 20, 2019

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## **Why We Exist**

The City of Bloomington Utilities exists to provide safe and sustainable water, wastewater, and stormwater services in an economical manner, promoting prosperity and quality of life in our community.

The City of Bloomington Utilities (CBU) was acquired by the City of Bloomington in 1939. CBU serves 25,299 water customers directly plus most of the remainder of Monroe County through our wholesale customers. We also serve 22,574 sewer customers and provide stormwater management services for the entire city of Bloomington. CBU has a total staff of 165 full- and part-time positions, and an estimated annual budget of \$44 million. CBU provides water to more than 26,000 connections from its surface water treatment plant at Monroe Reservoir. CBU has 7 booster pumping stations, 7 water storage tanks, over 420 miles of pipe, approximately 3,100 fire hydrants, and 6 base stations for automatic meter reading. Wastewater is treated at 2 treatment plants and conveyed through 321 miles of pipe and 46 lift stations, and accessed by 8,443 manholes. Since 1998, CBU has been the stormwater utility for Bloomington. The stormwater utility has 17 miles of ditches, 4 miles of box culverts, 1,035 manholes, and 5,695 inlets.

## **Background and Major Initiatives**

The City of Bloomington Utilities will be actively engaging in 6 large initiatives which will drive its goals in the 2020 budget year: increased capacity for wastewater treatment, drinking water quality improvements, advanced metering infrastructure, water main replacements, improvements to the stormwater system, and process modernization. In order for CBU to manage its day-to-day activities and achieve these 6 large initiatives, it will focus on 10 attributes which provide a clear set of reference points and will help to maintain a balanced focus on all important operational areas rather than reactively moving from one problem to the next or focusing on the “problem of the day.” The ten attributes are derived from the Effective Utility Management program published by EPA and the American Water Works Association -- Product Quality, Customer Satisfaction, Employee and Leadership Development, Operational Optimization, Financial Viability, Infrastructure Strategy and Performance, Enterprise Resilience, Community Sustainability, Water Resource Sustainability, and Stakeholder Understanding and Support.

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

**Water Quality:** CBU continually monitors and explores ways to reduce disinfection byproducts. The department is engaged in a project to improve the solids handling facilities at Monroe WTP to facilitate more frequent basin cleaning operations. In addition, CBU is evaluating the option of using a chemical algaecide to prevent algal growth in the plant and reduce any future risk of algal toxins.

**Advanced Metering Infrastructure:** CBU is engaged in a major initiative to install an integrated system of smart meters, communication networks, and data management systems. This system provides a number of important functions that were not previously possible or had to be performed manually. CBU will complete installation of smart meters by July 2020. CBU also will begin phasing in customer portals to the AMI system in April 2020.

**Water Main Replacements:** Since 2017, CBU has budgeted \$1.7 million annually for its Water Main Replacement Program. Those funds have enabled us to replace approximately 2.5 miles of water mains and associated valves, fire hydrants, and water services to replace inadequate existing mains each year. The aim of this program is to reduce maintenance and repair costs, reduce water loss, and improve water quality.

**Stormwater Utility:** CBU plans for substantial capital investments in the stormwater system. Critical projects include the Jordan River culvert segment which flows through downtown Bloomington. Additionally, CBU plans to invest in “green” stormwater infrastructure upgrades in City projects. Green infrastructure elements -- such as rain gardens, bioswales, and permeable paving -- slow down stormwater flow and reduce the intensity of peak flows and flooding downstream. CBU is also planning to continue its stormwater “micro-grant” program that offers assistance with improvements on single-family residential properties.

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

### **2020 Activity Description and Goals**

Preparation of the 2020 budget involved employing a zero-based approach, with analysis of actual trends and conservative estimates, and aligning expenses split between multiple funds. The Assistant Director of Finance met with other Assistant Directors and plant superintendents to review expenditures and discuss future needs. Additionally, the Energy & Conservation Coordinator gave input and prepared estimates for utilities (electric, gas, water) based on in-depth analysis and discussions with the providers. Finally, CBU coordinated with ITS, Fleet, and other departments which maintain certain assets.

The City of Bloomington Utilities is pleased to present its 2020 budget proposal for the Water, Sewer, and Stormwater funds. The Water fund request totals \$19,190,617, an increase of 0.00% from 2019; the Sewer fund request totals \$24,290,521, an increase of 0.44%; and the Stormwater fund request totals \$3,166,181, an increase of 120%. The total budget request of all funds is \$46,647,319, an overall increase of 3.9%, with expenses balanced to projected revenues.

| Revenue            | 2017 Actual         | 2018 Actual         | 2019 Budget         | 2020 Budget         | Change (\$)        | Change (%)   |
|--------------------|---------------------|---------------------|---------------------|---------------------|--------------------|--------------|
| Water              | \$15,724,953        | \$17,925,942        | \$19,183,855        | \$19,190,617        | \$6,762            | 0.00%        |
| Sewer              | \$21,848,009        | \$23,299,137        | \$24,182,913        | \$24,290,521        | \$107,608          | 0.44%        |
| Stormwater         | \$1,428,749         | \$1,465,871         | \$1,547,630         | \$3,166,181         | 1,618,551          | 104.58%      |
| <b>Total Funds</b> | <b>\$39,001,712</b> | <b>\$42,690,950</b> | <b>\$44,914,398</b> | <b>\$46,647,319</b> | <b>\$1,752,921</b> | <b>3.86%</b> |

## Product Quality (PQ)

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

### Goals:

#### Water

- In order to provide water that meets or exceeds full compliance with regulatory and reliability requirements, CBU will maintain operations with reduced disinfection byproduct levels throughout the year. These levels are measured monthly and published on the CBU website. Our annual average goals are 50ppb for Total Trihalomethanes and 40ppb for Total Haloacetic Acids.

#### Wastewater

- CBU has two wastewater treatment facilities, Dillman Road WWTP and Blucher Poole WWTP. Both facilities are required to keep a National Pollutant Discharge Elimination System (NPDES) permit which establishes discharge limits and conditions for discharges. In order to maintain our NPDES permit, CBU wastewater treatment plants will operate 24 hours per day, 366 days per year. The goal for 2020 is to maintain discharge limits per the permit and implement phosphate treatment at Blucher Poole WWTP..

#### Stormwater

- The EPA’s Clean Water Act prohibits anyone from discharging pollutants through a point source into waters of the United States unless they have an NPDES permit. In order to maintain compliance with our permit, CBU will complete the Illicit Discharge Direction and Elimination Program and Baseline Sampling requirements of the permit by September 2020.
- In order to maintain compliance with the NPDES permit, CBU is developing a Post Construction Program which will involve inspecting construction sites and retention ponds after construction projects have been completed, as the EPA has found that runoff from these areas has been shown to significantly affect receiving water bodies. A Post Construction Management Plan will be completed by the end of Q4.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Populations Served  |
|--------------------------|-------------------|-------------------|-------------------|---|
| 100 - Personnel Services | 2,601,491         | 2,727,384         | 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           | 676,551           | 682,918           |                   |   |
| 300 - Other Services     | 5,762,145         | 5,837,590         |                   |   |
| <b>Total</b>             | <b>9,040,147</b>  | <b>9,237,893</b>  |                   |   |

### Operational Optimization (OO)

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

#### Goals:

##### All Utilities

- CBU looks to make major upgrades to its Supervisory Control and Data Acquisition (SCADA) systems at all three plants. (SCADA is a supervisory system that gathers and analyzes data in real time and is used to monitor and control industrial equipment.) SCADA upgrades are scheduled to begin in early 2020, and include adding a new historian (a service that collects data from various devices in the SCADA network and logs them into a database) and new servers. Estimated completion for this project is end of Q4.
- A major upgrade to the Geographic Information System (GIS) is planned for 2020. This system is used for creating and using maps, compiling geographic data, and analyzing mapped information. CBU's GIS project involves updating from the Genamap software that is no longer supported to an ESRI ArcGIS, and includes converting our current data for use with the new system. This project is projected to be complete by the end of Q3.
- CBU plans to purchase Asset Management software that will allow monitoring of assets by tracking their age, condition, number of hours in service, service history, and replacement schedule. The software will also include a work order management system which will allow managers and maintenance supervisors to build work orders, assign tasks, track labor, and track associated inventory costs. This software will help CBU with a planned comprehensive asset audit at all facilities and will drive an asset replacement schedule. CBU expects to purchase this software in late 2019 but the substantial work setting up the system will be done in 2020, with all three plants and the T&D Division utilizing this software by the end of Q4.
- CBU plans to purchase and implement a Laboratory Information Management System (LIMS), a software-based solution that supports laboratory operations. The system can automate workflows, integrate instruments, and manage samples and associated information. The LIMS system will be implemented at both CBU laboratories (Monroe WTP and Dillman Road WWTP) and will be utilized by the Environmental Programs group. Setup and implementation for this project are expected to be completed by the end of Q3.



- CBU has been engaged in continuous improvement and will perform a benchmarking study to measure its overall performance relative to similar utilities across the country. Currently, CBU is measuring 54 Key Performance Indicators (KPIs) across its water and wastewater utilities, including areas of operations, transmission and distribution, administration, finance/accounting, and customer service. CBU will participate in the AWWA 2020 Benchmarking Study taking place in March.

Sewer

- CBU is engaged in a pilot study measuring grease retention device performance. The study will conclude in May 2020, at which time CBU will evaluate the Grease Retention Devices (GFD) program. After the initial evaluation period, all plan/code revisions will be completed and sent to the EPA by the end of Q4.

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE) | Populations Served  |
|--------------------------|------------------|------------------|----------------|---|
| 100 - Personnel Services | 1,300,746        | 1,358,697        | 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 85,866 people) |
| 200 - Supplies           | 338,276          | 341,459          |                |   |
| 300 - Other Services     | 2,653,726        | 2,610,656        |                |   |
| <b>Total</b>             | <b>4,292,726</b> | <b>4,310,807</b> |                |   |

**Employee and Leadership Development (ED)**

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

Goals:

All Utilities

- To support professional and leadership development, CBU will allocate 1.5% of its personnel budget for professional training and development for each Division, to include job-specific training programs and certificates, CEU earning programs, and attendance of conferences, symposia, and/or workshops. Included in these training activities will be operator training in all divisions and that employees requiring licenses will be licensed within 1 year of the date they started at their job. Additionally, CBU will require that every work site has at least 1 team member who is CPR-certified. Any funding that remains at the end of the year will be used to expand the safety and training library (books, written materials, presentations), with both physical and electronic resources available to staff.
- CBU will focus on cross-training and succession planning to ensure business continuity. This will include writing Standard Operating Procedures for each division of the Utilities Department and compiling a knowledge base. The SOPs will be written by the end of Q3 and reviewed and uploaded to the CBU knowledge base by the end of Q4.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Populations Served  |
|--------------------------|-------------------|-------------------|-------------------|---|
| 100 - Personnel Services | 650,373           | 679,346           | 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           | 169,138           | 170,729           |                   |   |
| 300 - Other Services     | 793,963           | 801,679           |                   |   |
| <b>Total</b>             | <b>1,613,473</b>  | <b>1,651,754</b>  |                   |   |

### Financial Viability (FV)

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

#### Goals:

##### All Utilities

- In order to understand the full life-cycle cost of CBU assets that inform the budgetary process, we will conduct an audit of capital assets to produce a capital asset replacement plan by the end of Q4 which will prioritize asset maintenance and replacement.
- CBU currently uses multiple external laboratories to process samples. Our goal is to write an RFP for all laboratory services needed for CBU operations in order to get competitive pricing and to determine which laboratories will be compatible with our LIMS system to deliver lab results. The RFP will be concluded by April and integration with external labs into the LIMS system will be complete by the end of Q4.

##### Water

- In order to maintain a consistent schedule of rate reviews, CBU will conduct a cost-of-service study and rate review for the water utility to conclude in April. Upon CBU Service Board and City Council approval, the cost-of-service study and rate review will then be brought before the Indiana Utilities Regulatory Commission (IURC) for review and approval. It is anticipated that any new rates will take effect in fiscal year 2021.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Populations Served  |
|--------------------------|-------------------|-------------------|-------------------|---|
| 100 - Personnel Services | 1,300,746         | 1,358,692         | 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           | 338,276           | 341,459           |                   |   |
| 300 - Other Services     | 1,138,793         | 1,154,842         |                   |   |
| <b>Total</b>             | <b>2,777,814</b>  | <b>2,854,593</b>  |                   |   |

## Infrastructure Strategy and Performance (IS)

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

### Goals:

#### Water

- To address aging transmission and distribution infrastructure, CBU plans to invest \$1,700,000 in replacement and lining activities, which will replace an estimated 2.5 miles of water mains.

#### Sewer

- Dillman Road WWTP is getting close to its capacity; there are several projects outlined in the Capital Investment Plan that address plant expansion and improvement needs. CBU is working on a modernization design to be completed by April which will provide the roadmap to the needed expansion and modernization at Dillman Road WWTP. Anticipated plant improvement projects include updates to the aeration basins, electrical work, new digester tanks, and updates to the existing SCADA system. Anticipated plant expansion projects include additional filtration and modest improvements to chemical disinfection.
- Blucher Poole WWTP requires replacement of its UV system which is a part of the disinfection process. Additionally, work at Blucher Poole WWTP includes phosphorus removal system and an aeration system. These updates are due to be completed by the end of Q4.
- CBU will engage in sewer expansion and system updates throughout its collection system. CBU will invest in sewer expansion by completing the IU Health sewer and lift station by the end of Q4. Additionally, CBU will engage in a large project to complete the I69 sewer relocations by the end of Q4. CBU will also work on a sewer pipe lining project to help prevent problems such as leaking joints, root intrusion, and pipe cracks in the sewer lines.

#### Storm

- The stormwater rate increase in 2019 has allowed CBU to address improvements to the Stormwater Utility. The goal in 2020 is to implement strategies for good stormwater housekeeping that meet IDEM standards by the end of Q4. CBU plans to double the amount of the stormwater residential grants program with an aim to serve our low-income customers, and CBU has also planned to add a stormwater crew to help maintain current infrastructure.
- CBU plans for substantial capital investments in the stormwater systems with the Jordan River culvert segment that flows through downtown Bloomington.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Populations Served  |
|--------------------------|-------------------|-------------------|-------------------|---|
| 100 - Personnel Services | 2,601,491         | 2,727,384         | 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           | 676,551           | 682,918           |                   |   |
| 300 - Other Services     | 4,575,531         | 4,496,495         |                   |   |
| <b>Total</b>             | <b>7,853,573</b>  | <b>7,896,797</b>  |                   |   |

## Enterprise Resiliency (ER)

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

### Goals:

#### All Utilities

- In order to ensure that operations can continue during an emergency or disaster, CBU will develop an Emergency Response and Recovery Plan and a Business Continuity Plan. Such emergencies may include a fire, natural disaster, or other emergency where operations are not able to occur under normal conditions. Since this plan will also depend on asset management and the planned asset audit, we anticipate a draft to be completed by October.
- According to the Director of National Intelligence, the Federal Bureau of Investigation, and the Department of Homeland Security, cybersecurity is a top threat facing infrastructure in the United States and all water systems should act to examine cybersecurity vulnerabilities and develop a cybersecurity risk management program. CBU will work with the ITS department to develop its cybersecurity plan by the end of Q1.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Populations Served  |
|--------------------------|-------------------|-------------------|-------------------|---|
| 100 - Personnel Services | 1,300,746         | 1,358,9624        | 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           | 177,902           | 178,093           |                   |   |
| 300 - Other Services     | 1,302,413         | 1,265,156         |                   |   |
| <b>Total</b>             | <b>2,781,060</b>  | <b>2,801,941</b>  |                   |   |

## Customer Satisfaction (CS)

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

### Goals:

#### All Utilities

- With the implementation of the AMI project, CBU will provide access for its customers to their water consumption data via a customer portal. This will allow CBU and customers to see up-to-date data about their water usage, be able to set alarms, and be able to detect leaks earlier. The customer portal will be operational on a limited basis in March 2020 and CBU will phase in all customers by August 2020. Implement a customer satisfaction survey by end of Q3.
- In order to keep customers updated on important information, CBU will keep its website up-to-date with information about major undertakings and electronic versions of all customer forms, as well as publish electronic versions of the annual consumer confidence/water quality report and the annual benchmarking survey. The CBU website will be updated with timely, relevant information at a minimum of once per week.

- In the 2019 Benchmarking Survey, it was identified that there were multiple KPIs that had no basis for measurement. CBU will work with ITS to enhance its ability to measure customer feedback -- including a customer satisfaction survey -- and will look into additional ways that CBU can connect with customers (via facebook, text message, website). CBU is committed to providing excellent customer service; in order to measure our performance, we will have completed a customer satisfaction survey by end of Q2.

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE) | Populations Served  |
|--------------------------|------------------|------------------|----------------|---|
| 100 - Personnel Services | 1,300,746        | 1,358,9622       | 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           | 498,649          | 504,824          |                |   |
| 300 - Other Services     | 798,276          | 810,509          |                |   |
| <b>Total</b>             | <b>2,597,668</b> | <b>2,674,026</b> |                |   |

### Stakeholder Understanding and Support (SS)

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

#### Goals:

##### All Utilities

- In order to actively engage with the community, CBU senior staff will participate in community events and regularly attend at least 5 neighborhood association meetings.
- In addition to the standard formats of communication with customers (print, email, website), CBU will utilize other mediums, such as editorials, posting on social media, and website updates), to regularly communicate with stakeholders on projects and priorities of the utility on a weekly basis.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Populations Served  |
|--------------------------|----------------|----------------|----------------|---|
| 100 - Personnel Services | 650,372        | 679,346        | 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           | 169,137        | 170,729        |                |   |
| 300 - Other Services     | 33,071         | 57,832         |                |   |
| <b>Total</b>             | <b>852,582</b> | <b>907,908</b> |                |   |

### Water Resource Sustainability (WR)

*Activity Description:* Ensure the availability and sustainable management of water for its community and watershed, including water resource recovery. Plan for the potential for water resource variability (e.g., changing weather patterns, including extreme events, such as drought and flooding), and utilize as appropriate a full range of watershed investment and engagement strategies (e.g., Integrated Planning). Engage in

long-term integrated water resource management to ensure that current and future customer, community, and ecological water related needs are met.

Goals:

All Utilities

- As a part of the energy savings project, CBU will reduce energy usage throughout CBU facilities by reducing total CBU electricity consumption by 2% relative to 2019 consumption and will track this quarterly. CBU will also generate over 12% of electricity consumed onsite by solar panels by end of Q4.
- CBU builds partnerships among local, state, and federal stakeholders, as well as schools. CBU will develop standardized K-12 water conservation curricula for CBU to implement in local school system, finalized by the end of Q4.
- In order to understand the impacts of regular utility operations, CBU will perform an environmental impact review and a state of watershed data review (to maintain awareness of ecosystem trends) by September 2020.

Water

- In order to understand and plan for water resource viability, CBU will expand its efforts for source water protection in the Lake Monroe watershed, working in conjunction with other community groups. CBU will dedicate an intern to the data gathering and analysis efforts of the Water Fund Team (Friends of Lake Monroe, The Nature Conservancy, Indiana University, Indiana Department of Natural Resources, and U.S. Army Corps of Engineers) by the end of Q2.
- The water conservation program that is currently in place helps protect drinking water resources, track water loss in the transmission and distribution system (non-revenue water), and work with stakeholders in the area of conservation. This budget includes \$100,000 for the Water Conservation Program, as agreed with Indiana Utilities Regulatory Commission (IURC) during water rate case, which will be tracked quarterly.

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE) | Populations Served  |
|--------------------------|------------------|------------------|----------------|---|
| 100 - Personnel Services | 650,372          | 679,346          | 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           | 169,138          | 170,729          |                |   |
| 300 - Other Services     | 427,897          | 454,247          |                |   |
| <b>Total</b>             | <b>1,247,408</b> | <b>1,304,332</b> |                |   |

**Community Sustainability (SU)**

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

Goals:

All Utilities

- To meet the needs of disadvantaged households, CBU will increase its Customer Assistance Program funding from \$40,000 to \$45,000. This funding, based on past and current demand, will be tracked monthly.

## Stormwater

- CBU plans to double funding for its Residential Stormwater Grant Program to fund small (especially green) infrastructure projects on private property. This program helps homeowners make investments to stormwater infrastructure on their property that have impacts on properties around them and impacts on CBU infrastructure. Applications are due by April 2020, grants will be awarded in early summer and projects must be completed within 1 year.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Populations Served  |
|--------------------------|-------------------|-------------------|-------------------|---|
| 100 - Personnel Services | 650,372           | 679,346           | 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           | 169,137           | 170,729           |                   |   |
| 300 - Other Services     | 61,832            | 406,835           |                   |   |
| <b>Total</b>             | <b>881,343</b>    | <b>956,910</b>    |                   |   |

## 2020 Budget Proposal Highlights

### Water Works Budget Request

| Budget Allocation         | 2017<br>Actual    | 2018<br>Actual    | 2019<br>Budget    | 2020<br>Budget    | Change (\$)  | Change (%)   |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------|--------------|
| <b>Water Works</b>        |                   |                   |                   |                   |              |              |
| 100 - Personnel Services  | 4,127,412         | 4,313,501         | 4,552,762         | 4,880,902         | 328,140      | 7.00%        |
| 200 - Supplies            | 1,929,787         | 1,985,862         | 1,890,123         | 1,983,831         | 93,508       | 4.94%        |
| 300 - Other Services      | 3,323,818         | 2,983,842         | 3,405,202         | 3,443,327         | 38,125       | 1.11%        |
| 300- Other Services- E&R  | 2,878,990         | 4,019,301         | 3,714,915         | 3,250,156         | (464,759)    | (13.00%)     |
| 400- Water Sinking (P&I)* | 5,307,551         | 5,451,079         | 5,620,853         | 5,632,401         | 11,548       | 0.00%        |
| <b>Total</b>              | <b>17,567,014</b> | <b>18,695,272</b> | <b>19,183,855</b> | <b>19,190,617</b> | <b>6,562</b> | <b>0.00%</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 \$6,762 increase.

With the 2017 water rate increase fully in place for metered revenue, the revenue projections are conservative, averaging 0.00% increase. A modest growth factor in metered revenues from additional connections to the system is included.

Expenses are balanced to projected revenues.

**Category 1- Personnel** request is \$4,880,902. This is an increase of \$328,140, or nearly 7%. There is no expectation for large-scale change in this category.

**Category 2- Supplies** request is 1,983,631. This is an increase of \$93,508, or nearly 5%. A standard 2% increase for most chemicals is estimated and for most materials and supplies at the water plant, distribution system, and service center.

Significant changes include the following budget lines:

- **Line U62001- Materials & Supplies General:** increases in Transmission & Distribution, Purchasing & Supply, and Engineering expense lines to fund increased maintenance and inspection activity costs.
- **Line U62021- Materials & Supplies Services:** decreased to reflect historical trends and anticipated needs for 2020.
- **Line U62026- Materials & Supplies Pumps:** increased due to spending trends along with anticipated purchase of pumps and pumping supplies for backup.
- **Line U62032- Materials & Supplies Treatment:** increased for repair of treatment-related materials such as algae-control devices, and components for coagulation and disinfection process.
- **Line U62146- Furniture & Fixtures Maintenance:** decreased based on current and historical spending.

**Category 3- Other Services and Charges** request is \$3,443,327. This is an increase of \$38,125, or 1%.

This category has a small net increase which includes expenses related to a water rate case (contract services accounting and contract services legal) and a 10% increase for the Interdepartmental and In Lieu of Taxes agreement (no agreement has been formed for 2019). Decreases are seen in the assistance program as we had a one-time program in 2019 that is not reflected in this budget, though there is an increase to the Customer Assistance Program. Significant changes include the following budget lines:

- **Line U63200- Contract Services Accounting:** decreased due to anticipated spending levels
- **Line U63202- Assistance Program:** the Customer Assistance Program was increased but there was a decrease of a separate program that was held in 2019 only.
- **Line U63330- Contract Services Legal:** increased for the legal fees for the 2020 water rate case to go to the Indiana Utilities Regulatory Commission (IURC).
- **Line U63532- Contract Services Testing:** decreased due to current and historical spending.
- **Line U63600- Contract Services Other:** this line was increased in 2019 for an organizational assessment that will not have budgetary impacts in 2020.
- **Line U64011- Bond Issuance Cost 2011:** decreased due to expenses being allocated in liabilities.
- **Line U65700- Liability Insurance:** this line item had been approximated for the 2019 budget and is now being decreased due to actual expenditures.

**Category 3- Other Services & Charges (Extensions & Replacements)** request is \$3,250,156. This is a decrease of \$464,759, or nearly 13%. With the rate increase fully in effect, we are able to adequately fund a capital replacement program for the water utility (see attached project list).

### Sewer Utility Budget Request

| Budget Allocation<br>Sewer Works | 2017 Actual       | 2018 Actual       | 2019<br>Budget    | 2020<br>Budget    | Change<br>(\$) | Change<br>(%) |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|----------------|---------------|
| 100 - Personnel Services         | 7,063,036         | 7,742,637         | 7,743,767         | 8,237,376         | 493,609        | 6.00%         |
| 200 - Supplies                   | 1,267,980         | 1,355,618         | 1,317,353         | 1,283,679         | (33,674)       | (2.56%)       |
| 300 - Other Services             | 3,647,997         | 4,280,967         | 4,491,320         | 4,485,161         | (6,159)        | (0.14%)       |
| 300- Other Services- E&R         | 3,421,258         | 4,976,119         | 5,274,744         | 4,930,009         | (344,735)      | (7.00%)       |
| 400- Water Sinking (P&I)**       | 6,371,043         | 5,128,014         | 5,355,729         | 5,354,512         | (1,217)        | (0.02%)       |
| <b>Total</b>                     | <b>21,771,315</b> | <b>23,483,356</b> | <b>24,182,913</b> | <b>24,290,521</b> | <b>107,824</b> | <b>0.44%</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:

A modest growth factor in metered revenues from additional connections to the system is included, but offset by a continuing, though also modest, conservation trend by customers. Additionally, a modest revenue amount is projected from the increase of non-recurring expenses.

Expenses are balanced to projected revenues.

**Category 1- Personnel** request is \$8,237,376. This is an increase of \$493,609, or 6%. There is no expectation of large-scale change to this category.

**Category 2- Supplies** request is \$1,283,679. This is a decrease of \$33,674, or 2.5%. Significant changes include:

- **Line U61817- Chemicals Polymer:** increased based on current spending.
- **Line U61823- Chemicals Sodium Hypochlorite:** increased based on current spending.
- **Line U62001- Materials & Supplies General:** decreased based on current and historical spending.
- **Line U62031- Materials & Supplies Treatment:** decreased based on current and historical spending.
- **Line U62146- Furniture & Fixtures Maintenance:** decreased based on current and historical spending.

**Category 3- Other Services and Charges** request is \$4,485,161. This is a decrease of \$6,159, or less than 1%.

This category expects a minimal decrease due to an organizational assessment and Cost of Service Study and Rate Review being completed in 2019 which do not impact the 2020 budget and offset increased expenses. Increases reflected in this category include an estimated 10% increase for the Interdepartmental Agreement and In Lieu of Taxes (there is currently no 2019 agreement). Significant changes include:

- **Line U61531- Purchased Power Pumping:** calculated from estimates from Duke energy and estimated solar credits from the energy savings program.
- **Line U61700- Utilities General:** calculated from trends and rate increases to utilities.
- **Line U63500- Contracted Services Other:** decreased due to sewer rate case concluding in 2019.
- **Line U65024- Transportation Structures:** decreased due to current and historical spending.
- **Line U65700- Liability Insurance:** this line item had been approximated for the 2019 budget and is now being decreased due to actual expenditures.

**Category 3- Other Services and Charges (Extensions and Replacements)** request is \$4,930,009. This is a decrease of \$344,735, or 7%.

A modest increase is expected to the 2017 Sewer Bonds principal payments coming due in 2020. With the 2017 rate fully in effect, we are able to adequately fund the capital replacement program for the sewer utility (see attached project list).

## Stormwater Utility Budget Request

| Budget Allocation<br>Stormwater Utility | 2017<br>Actual | 2018<br>Actual   | 2019<br>Budget   | 2020<br>Budget   | Change<br>(\$)   | Change<br>(%)  |
|---|----------------|------------------|------------------|------------------|------------------|----------------|
| 100 - Personnel Services                | 574,744        | 654,177          | 710,926          | 930,432          | 219,506          | 12.42%         |
| 200 - Supplies                          | 132,567        | 175,820          | 175,280          | 120,280          | (55,000)         | (15.97%)       |
| 300 - Other Services                    | 36,702         | 91,750           | 86,209           | 122,350          | 36,141           | 104.86%        |
| 300- Other Services- E&R                | 286,657        | 598,262          | 575,215          | 1,030,081        | 454,866          | 87.76%         |
| 400- Storm Sinking (P&I)***             | 0              | 0                | 0                | 963,038          | 963,038          | n/a            |
| <b>Total</b>                            | <b>930,670</b> | <b>1,520,009</b> | <b>1,547,630</b> | <b>3,166,181</b> | <b>1,618,551</b> | <b>105.00%</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 to the Stormwater Utility include:

**Revenue** has an expected \$1,618,550 increase due to a 2019 fee change.

**Category 1- Personnel Services** request is \$930,432. This is an increase of \$219,506, or 12%. There is no expectation of large-scale change to this category.

**Category 2- Supplies** request is \$120,280. This is a decrease of \$55,000, or 16%.

Significant changes include:

- **Line U62001- Materials & Supplies General:** this was increased in anticipation for additional projects due to rate increase.
- **Line U62024- Materials & Supplies Structures:** this was decreased in review of anticipated need.

**Category 3- Other Services and Charges** request is \$122,350. This is an increase of \$36,141, or 105%.

Significant changes include:

- **Line U63202- Assistance Program:** this was increased by double from the previous year in order to fund the residential stormwater program.
- **Line U63600- Contracted Services Other:** this was increased to support additional projects planned due to the stormwater fee increase.
- **Line U6500- Transportation:** this was increased in anticipation of additional personnel and projects.

**Category 3- Other Services and Charges (Extensions & Replacements)** request is \$1,030,081. This is an increase of 454,866, or 88%.

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

**Category 4- Stormwater Sinking** request is \$963,038. This is an increase of \$963,038.

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

**Conclusion**

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

CITY OF BLOOMINGTON

|                                      | Account Number | Account Description                                 | 2017 Actual Amount | 2018 Actual Amount | 2019 Adopted Budget | 2020 Council     | +/- \$         | +/- %        |
|--------------------------------------|----------------|---|--------------------|--------------------|---------------------|------------------|----------------|--------------|
| <b>Fund: 009 - Water</b>             |                |   |                    |                    |                     |                  |                |              |
| <u>Expenditures</u>                  |                |   |                    |                    |                     |                  |                |              |
| <b>Department: Utilities - Water</b> |                |   |                    |                    |                     |                  |                |              |
| Personnel Services                   | U40800         | Taxes - FICA  | 196,757            | 204,509            | 229,446             | 248,229          | 18,783         | 8.19%        |
|                                      | U60100         | Salaries & Wages Employees                          | 2,575,727          | 2,690,157          | 2,909,801           | 3,088,314        | 178,513        | 6.13%        |
|                                      | U60200         | OT Salary & Wages                                   | 169,490            | 163,303            | 132,905             | 215,320          | 82,415         | 62.01%       |
|                                      | U60400         | Employee Pensions & Benefits                        | 1,185,439          | 1,255,533          | 1,280,609           | 1,329,039        | 48,430         | 3.78%        |
| <b>Total: Personnel Services</b>     |                |   | <b>4,127,412</b>   | <b>4,313,501</b>   | <b>4,552,762</b>    | <b>4,880,902</b> | <b>328,141</b> | <b>7.21%</b> |
| Supplies                             |                |   |                    |                    |                     |                  |                |              |
|                                      | U61000         | Purchased Water                                     | 202,817            | 178,467            | 190,740             | 190,740          | -              | 0.00%        |
|                                      | U61812         | Chemicals Carbon                                    | -                  | -                  | 51,000              | 51,000           | -              | 0.00%        |
|                                      | U61814         | Chemicals Miscellaneous                             | 86,179             | 71,470             | 17,800              | 68,000           | 50,200         | 282.02%      |
|                                      | U61815         | Chemicals Alum                                      | 307,808            | 326,938            | 294,525             | 305,000          | 10,475         | 3.56%        |
|                                      | U61816         | Chemicals Fluoride HFS                              | 23,842             | 25,992             | 32,130              | 32,130           | -              | 0.00%        |
|                                      | U61817         | Chemicals Polymer                                   | 41,550             | 57,612             | 42,840              | 42,840           | -              | 0.00%        |
|                                      | U61818         | Chemicals Potassium Permanganate                    | 8,796              | -                  | 5,100               | 5,100            | -              | 0.00%        |
|                                      | U61820         | Chemicals Sodium Bisulfite                          | 212                | -                  | 1,285               | 1,285            | -              | 0.00%        |
|                                      | U61822         | Chemicals Aqua Ammonia                              | 40,541             | 28,776             | 26,775              | 26,775           | -              | 0.00%        |
|                                      | U61823         | Chemicals Sodium Hypochlorite                       | 144,444            | 160,795            | 141,372             | 141,372          | -              | 0.00%        |
|                                      | U61824         | Chemicals Sodium Hydroxide                          | 154,811            | 166,049            | 155,295             | 155,295          | -              | 0.00%        |
|                                      | U61828         | Sodium Permanganate                                 | -                  | 22,706             | -                   | 25,000           | 25,000         | N/A          |
|                                      | U62001         | Materials & Supplies General                        | 193,748            | 248,323            | 151,486             | 201,486          | 50,000         | 33.01%       |
|                                      | U62020         | Materials & Supplies Lines                          | 126,834            | 119,714            | 150,000             | 150,000          | -              | 0.00%        |
|                                      | U62021         | Materials & Supplies Services                       | 146,435            | 104,143            | 190,000             | 110,000          | (80,000)       | -42.11%      |
|                                      | U62022         | Materials & Supplies Meters                         | 28,851             | 38,911             | 50,000              | 50,000           | -              | 0.00%        |
|                                      | U62023         | Materials & Supplies Hydrants                       | 26,189             | 10,223             | 50,000              | 50,000           | -              | 0.00%        |
|                                      | U62024         | Materials & Supplies Structures                     | 23,416             | 37,973             | 26,000              | 21,500           | (4,500)        | -17.31%      |
|                                      | U62025         | Materials & Supplies Equipment                      | 2,465              | 1,560              | 200                 | 200              | -              | 0.00%        |
|                                      | U62026         | Materials & Supplies Pumps                          | 41,039             | 46,064             | 25,358              | 54,333           | 28,975         | 114.26%      |
|                                      | U62032         | Materials & Supplies Treatment                      | 169,969            | 169,724            | 87,000              | 122,000          | 35,000         | 40.23%       |
|                                      | U62040         | Materials & Supplies Statements                     | 62,348             | 58,250             | 67,642              | 60,600           | (7,042)        | -10.41%      |
|                                      | U62041         | Materials & Supplies Reservoirs                     | -                  | 617                | -                   | -                | -              | N/A          |
|                                      | U62042         | Materials & Supplies Computer                       | 984                | -                  | -                   | -                | -              | N/A          |
|                                      | U62043         | Materials & Supplies Office Furniture               | 238                | 126                | 1,750               | 1,750            | -              | 0.00%        |
|                                      | U62044         | Materials & Supplies Office Supplies                | 23,997             | 31,567             | 27,707              | 27,357           | (350)          | -1.26%       |
|                                      | U62046         | Materials & Supplies Maintenance                    | 251                | 172                | 2,500               | 2,500            | -              | 0.00%        |
|                                      | U62142         | Furniture & Fixtures Computer                       | 20,155             | 22,995             | 28,968              | 28,968           | -              | 0.00%        |
|                                      | U62143         | Furniture & Fixtures Other Furniture                | 2,377              | 5,238              | 3,150               | 3,150            | -              | 0.00%        |
|                                      | U62146         | Furniture & Fixtures Maintenance                    | 34,352             | 29,966             | 41,800              | 31,550           | (10,250)       | -24.52%      |
|                                      | U62147         | Material & Supplies - Personal Protective Equipment | 9,575              | 9,239              | 12,450              | 12,150           | (300)          | -2.41%       |
|                                      | U62148         | Material & Supplies - Worksite Safety Equipment     | 5,563              | 12,252             | 15,250              | 11,750           | (3,500)        | -22.95%      |
| <b>Total: Supplies</b>               |                |   | <b>1,929,787</b>   | <b>1,985,863</b>   | <b>1,890,123</b>    | <b>1,983,831</b> | <b>93,708</b>  | <b>4.96%</b> |
| Other Services and Charges           |                |   |                    |                    |                     |                  |                |              |
|                                      | U26000         | Interfund Transfer OUT                              | 5,287,872          | 5,496,054          | -                   | -                | -              | N/A          |
|                                      | U40900         | Taxes State Income                                  | 184,739            | 208,863            | 195,000             | 195,000          | -              | 0.00%        |
|                                      | U42705         | Interest Expense Capital Lease                      | 7,607              | 2,499              | 2,095               | 2,095            | -              | 0.00%        |
|                                      | U42709         | Interest Expense Bond Issue 03                      | 47,427             | 47,427             | 47,427              | 47,427           | -              | 0.00%        |
|                                      | U42720         | Extensions & Replacements                           | -                  | -                  | 3,714,915           | -                | (3,714,915)    | -100.00%     |
|                                      | U42801         | Utility Amortization Expense                        | 3,040              | 3,040              | 3,040               | 3,040            | -              | 0.00%        |

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| Account Number                           | Account Description                             | 2017 Actual Amount   | 2018 Actual Amount   | 2019 Adopted Budget  | 2020 Council         | +/- \$                | +/- %          |
|--|---|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------|
| U61530                                   | Purchased Power                                 | 377,077              | 365,268              | 386,260              | 391,360              | 5,100                 | 1.32%          |
| U61531                                   | Purchased Power Pumping                         | 661,952              | 645,310              | 667,800              | 667,800              | -                     | 0.00%          |
| U61532                                   | Purchased Power Treatment                       | 214,273              | 217,582              | 215,400              | 215,400              | -                     | 0.00%          |
| U61700                                   | Utilities General                               | 3,039                | 3,576                | 3,746                | 3,746                | -                     | 0.00%          |
| U61720                                   | Natural Gas                                     | 11,239               | 15,826               | 21,847               | 21,847               | -                     | 0.00%          |
| U61730                                   | Telephone - Land Line & Long Distance           | 26                   | 1                    | 500                  | 500                  | -                     | 0.00%          |
| U61732                                   | Cell Phone Charges                              | 8,695                | 10,024               | 10,617               | 10,707               | 90                    | 0.85%          |
| U61733                                   | Telephone - Other Charges                       | 41,986               | 49,713               | 38,350               | 43,500               | 5,150                 | 13.43%         |
| U61734                                   | Pager Expenses                                  | 443                  | 170                  | 470                  | 470                  | -                     | 0.00%          |
| U62200                                   | Training  | 17,707               | 49,536               | 36,480               | 38,765               | 2,285                 | 6.26%          |
| U63100                                   | Contract Services Engineering                   | 5,745                | 2,228                | 8,200                | 8,200                | -                     | 0.00%          |
| U63200                                   | Contract Services Accounting                    | 78,953               | 25,608               | 86,100               | 71,100               | (15,000)              | -17.42%        |
| U63202                                   | Assistance Program                              | 10,812               | 13,311               | 53,500               | 38,000               | (15,500)              | -28.97%        |
| U63300                                   | Contract Services Legal                         | 22,997               | 15,717               | 10,000               | 105,000              | 95,000                | 950.00%        |
| U63532                                   | Contract Services Testing                       | 70,602               | 65,008               | 88,900               | 78,900               | (10,000)              | -11.25%        |
| U63600                                   | Contracted Services - Other                     | 21,446               | 24,047               | 66,600               | 26,600               | (40,000)              | -60.06%        |
| U63701                                   | Contract Services Interdepartmental             | 663,658              | 94,823               | 440,000              | 484,000              | 44,000                | 10.00%         |
| U63702                                   | Contract Services In Lieu of Taxes              | 446,598              | -                    | 356,400              | 392,000              | 35,600                | 9.99%          |
| U64005                                   | Bond Issuance Cost 05                           | 17,446               | 17,446               | 17,446               | 17,446               | -                     | 0.00%          |
| U64011                                   | Bond Issuance Cost 2011                         | -                    | -                    | 21,900               | -                    | (21,900)              | -100.00%       |
| U65000                                   | Transportation                                  | 43,821               | 49,648               | 70,039               | 70,039               | -                     | 0.00%          |
| U65020                                   | Transportation Lines                            | 90,685               | 107,799              | 124,256              | 124,256              | -                     | 0.00%          |
| U65022                                   | Transportation Meter                            | 14,294               | 20,722               | 13,655               | 13,655               | -                     | 0.00%          |
| U65024                                   | Transportation Structures                       | 5,052                | 10,564               | 2,000                | 1,500                | (500)                 | -25.00%        |
| U65700                                   | Liability Insurance                             | 74,972               | 75,714               | 195,000              | 150,000              | (45,000)              | -23.08%        |
| U65900                                   | Insurance Other Deductibles                     | 5,892                | 2,000                | 12,000               | 12,000               | -                     | 0.00%          |
| U66000                                   | Advertising                                     | 2,714                | 6,687                | 2,150                | 2,150                | -                     | 0.00%          |
| U66900                                   | Cash Over Short                                 | 30                   | (121)                | -                    | -                    | -                     | N/A            |
| U67000                                   | Bad Debt  | -                    | 10,323               | 11,000               | 11,000               | -                     | 0.00%          |
| U67501                                   | Miscellaneous Expense                           | 106,251              | 323,613              | 120,476              | 120,476              | -                     | 0.00%          |
| U67510                                   | Miscellaneous Expense - Membership Dues/License | 4,040                | 5,930                | 6,860                | 7,160                | 300                   | 4.37%          |
| U67536                                   | Miscellaneous Expense Shipping                  | 8,972                | 8,005                | 9,730                | 9,730                | -                     | 0.00%          |
| U67545                                   | Miscellaneous Expense Tanks                     | 6,581                | 6,987                | 10,500               | 10,500               | -                     | 0.00%          |
| U67547                                   | Miscellaneous Expense Software                  | 18,475               | 31,933               | 49,458               | 47,958               | (1,500)               | -3.03%         |
| U67550                                   | Inventory Cycle Count Adj                       | 44,213               | -                    | -                    | -                    | -                     | N/A            |
| <b>Total: Other Services and Charges</b> |   | <b>8,631,370</b>     | <b>8,032,877</b>     | <b>7,120,117</b>     | <b>3,443,327</b>     | <b>(3,676,790)</b>    | <b>-51.64%</b> |
| Capital Outlays                          |   |                      |                      |                      |                      |                       |                |
|  | U40300 Depreciation                             | 2,878,990            | 2,995,754            | -                    | -                    | -                     | N/A            |
| <b>Total: Capital Outlays</b>            |   | <b>2,878,990</b>     | <b>2,995,754</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>              | <b>0.00%</b>   |
| <b>Expenditures Grand Total:</b>         |   | <b>\$ 17,567,559</b> | <b>\$ 17,327,995</b> | <b>\$ 13,563,002</b> | <b>\$ 10,308,060</b> | <b>\$ (3,254,941)</b> | <b>-24.00%</b> |

CITY OF BLOOMINGTON

|   | Account Number | Account Description                                 | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council     | +/- \$          | +/- %         |
|---|----------------|---|--------------------|---------------------|---------------------|------------------|-----------------|---------------|
| <b>Fund: 010 - Wastewater</b>             |                |   |                    |                     |                     |                  |                 |               |
| <u>Expenditures</u>                       |                |   |                    |                     |                     |                  |                 |               |
| <b>Department: Utilities - Wastewater</b> |                |   |                    |                     |                     |                  |                 |               |
| Personnel Services                        |                |   |                    |                     |                     |                  |                 |               |
|   | U40800         | Taxes - FICA  | 337,255            | 347,746             | 390,565             | 417,623          | 27,059          | 6.93%         |
|   | U60100         | Salaries & Wages Employees                          | 4,429,261          | 4,532,175           | 4,898,495           | 5,133,712        | 235,218         | 4.80%         |
|   | U60200         | OT Salary & Wages                                   | 248,570            | 294,414             | 282,097             | 423,684          | 141,587         | 50.19%        |
|   | U60400         | Employee Pensions & Benefits                        | 2,047,950          | 2,170,571           | 2,172,610           | 2,262,356        | 89,746          | 4.13%         |
| <b>Total: Personnel Services</b>          |                |   | <b>7,063,036</b>   | <b>7,344,906</b>    | <b>7,743,767</b>    | <b>8,237,376</b> | <b>493,609</b>  | <b>6.37%</b>  |
| Supplies                                  |                |   |                    |                     |                     |                  |                 |               |
|   | U61804         | Chemicals Chlorine                                  | -                  | -                   | 50                  | 50               | -               | 0.00%         |
|   | U61809         | Chemicals Lime                                      | 529                | 90                  | -                   | -                | -               | N/A           |
|   | U61814         | Chemicals Miscellaneous                             | 20,942             | 38,074              | 17,105              | 17,105           | -               | 0.00%         |
|   | U61817         | Chemicals Polymer                                   | 53,520             | 67,973              | 42,405              | 61,560           | 19,155          | 45.17%        |
|   | U61820         | Chemicals Sodium Bisulfite                          | 21,225             | 11,377              | 19,278              | 19,278           | -               | 0.00%         |
|   | U61823         | Chemicals Sodium Hypochlorite                       | 42,990             | 44,196              | 31,059              | 45,000           | 13,941          | 44.89%        |
|   | U61830         | Chemicals - Sodium Aluminate                        | 101,253            | 73,763              | 115,500             | 115,500          | -               | 0.00%         |
|   | U62001         | Materials & Supplies General                        | 243,592            | 205,521             | 239,518             | 225,143          | (14,375)        | -6.00%        |
|   | U62020         | Materials & Supplies Lines                          | 60,042             | 45,534              | 90,000              | 90,000           | -               | 0.00%         |
|   | U62022         | Materials & Supplies Meters                         | 36,926             | 57,412              | 80,000              | 80,000           | -               | 0.00%         |
|   | U62024         | Materials & Supplies Structures                     | 73,758             | 97,314              | 85,000              | 85,000           | -               | 0.00%         |
|   | U62025         | Materials & Supplies Equipment                      | 1,573              | 9,184               | 300                 | 300              | -               | 0.00%         |
|   | U62026         | Materials & Supplies Pumps                          | 66,072             | 60,668              | 63,740              | 63,740           | -               | 0.00%         |
|   | U62032         | Materials & Supplies Treatment                      | 301,665            | 201,639             | 219,000             | 192,000          | (27,000)        | -12.33%       |
|   | U62040         | Materials & Supplies Statements                     | 93,522             | 87,376              | 98,076              | 98,076           | -               | 0.00%         |
|   | U62042         | Materials & Supplies Computer                       | 14                 | -                   | 2,862               | 2,862            | -               | 0.00%         |
|   | U62043         | Materials & Supplies Office Furniture               | 358                | 189                 | 700                 | 700              | -               | 0.00%         |
|   | U62044         | Materials & Supplies Office Supplies                | 43,658             | 44,577              | 44,403              | 44,403           | -               | 0.00%         |
|   | U62045         | Materials & Supplies Tanks                          | 719                | -                   | 21,000              | 21,000           | -               | 0.00%         |
|   | U62046         | Materials & Supplies Maintenance                    | -                  | 986                 | 3,500               | 3,500            | -               | 0.00%         |
|   | U62142         | Furniture & Fixtures Computer                       | 28,641             | 51,164              | 43,610              | 37,590           | (6,020)         | -13.80%       |
|   | U62143         | Furniture & Fixtures Other Furniture                | 2,855              | 9,133               | 2,960               | 2,960            | -               | 0.00%         |
|   | U62146         | Furniture & Fixtures Maintenance                    | 49,170             | 55,671              | 60,537              | 46,162           | (14,375)        | -23.75%       |
|   | U62147         | Material & Supplies - Personal Protective Equipment | 20,302             | 13,128              | 15,900              | 15,900           | -               | 0.00%         |
|   | U62148         | Material & Supplies - Worksite Safety Equipment     | 4,679              | 24,951              | 20,850              | 15,850           | (5,000)         | -23.98%       |
| <b>Total: Supplies</b>                    |                |   | <b>1,268,004</b>   | <b>1,199,919</b>    | <b>1,317,353</b>    | <b>1,283,679</b> | <b>(33,674)</b> | <b>-2.56%</b> |
| Other Services and Charges                |                |   |                    |                     |                     |                  |                 |               |
|   | U42705         | Interest Expense Capital Lease                      | 19,302             | 8,457               | 6,575               | 6,575            | -               | 0.00%         |
|   | U42709         | Interest Expense Bond Issue 03                      | 70,681             | 70,486              | 71,000              | 71,000           | -               | 0.00%         |
|   | U42720         | Extensions & Replacements                           | -                  | -                   | 5,274,744           | 5,274,744        | -               | 0.00%         |
|   | U61125         | Transportation Sludge Removal                       | 274,254            | 334,665             | 370,701             | 370,701          | -               | 0.00%         |
|   | U61132         | Sludge Treatment Removal                            | 8,163              | 9,026               | 13,000              | 13,000           | -               | 0.00%         |
|   | U61146         | Sludge Removal Maintenance                          | -                  | -                   | 650                 | 650              | -               | 0.00%         |
|   | U61530         | Purchased Power                                     | 20,468             | 10,678              | 3,600               | 13,000           | 9,400           | 261.11%       |
|   | U61531         | Purchased Power Pumping                             | 180,477            | 192,314             | 242,068             | 212,080          | (29,988)        | -12.39%       |
|   | U61532         | Purchased Power Treatment                           | 939,025            | 1,010,301           | 1,063,590           | 1,063,590        | -               | 0.00%         |
|   | U61700         | Utilities General                                   | 120,329            | 148,768             | 109,632             | 139,934          | 30,302          | 27.64%        |
|   | U61720         | Natural Gas   | 39,461             | 53,451              | 61,655              | 67,257           | 5,602           | 9.09%         |

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| Account Number                           | Account Description                             | 2017 Actual Amount   | 2018 Adopted Budget  | 2019 Adopted Budget  | 2020 Council         | +/- \$            | +/- %         |
|--|---|----------------------|----------------------|----------------------|----------------------|-------------------|---------------|
| U61730                                   | Telephone - Land Line & Long Distance           | 59                   | 10                   | 600                  | 600                  | -                 | 0.00%         |
| U61732                                   | Cell Phone Charges                              | 14,315               | 17,215               | 17,401               | 17,401               | -                 | 0.00%         |
| U61733                                   | Telephone - Other Charges                       | 63,761               | 74,604               | 60,175               | 68,000               | 7,825             | 13.00%        |
| U61734                                   | Pager Expenses                                  | 512                  | 245                  | 610                  | 610                  | -                 | 0.00%         |
| U62200                                   | Training  | 17,466               | 18,814               | 71,968               | 71,968               | -                 | 0.00%         |
| U63100                                   | Contract Services Engineering                   | 1,867                | 10,738               | 10,500               | 10,500               | -                 | 0.00%         |
| U63200                                   | Contract Services Accounting                    | 8,028                | 21,089               | 9,000                | 9,000                | -                 | 0.00%         |
| U63202                                   | Assistance Program                              | 16,477               | 19,220               | 24,000               | 27,000               | 3,000             | 12.50%        |
| U63300                                   | Contract Services Legal                         | -                    | 66,091               | 7,500                | 7,500                | -                 | 0.00%         |
| U63532                                   | Contract Services Testing                       | 63,701               | 57,155               | 81,750               | 81,750               | -                 | 0.00%         |
| U63600                                   | Contracted Services - Other                     | 32,170               | 51,242               | 93,875               | 43,875               | (50,000)          | -53.26%       |
| U63701                                   | Contract Services Interdepartmental             | 719,551              | 142,234              | 660,000              | 726,000              | 66,000            | 10.00%        |
| U63702                                   | Contract Services In Lieu of Taxes              | 356,709              | -                    | 440,000              | 484,000              | 44,000            | 10.00%        |
| U64005                                   | Bond Issuance Cost 05                           | 30,866               | 30,866               | 30,865               | 30,865               | -                 | 0.00%         |
| U65000                                   | Transportation                                  | 130,574              | 151,123              | 231,361              | 231,361              | -                 | 0.00%         |
| U65020                                   | Transportation Lines                            | 177,415              | 204,906              | 223,936              | 223,936              | -                 | 0.00%         |
| U65022                                   | Transportation Meter                            | 21,440               | 29,922               | 20,482               | 20,482               | -                 | 0.00%         |
| U65024                                   | Transportation Structures                       | 2,549                | 4,031                | 19,600               | 8,600                | (11,000)          | -56.12%       |
| U65700                                   | Liability Insurance                             | 84,007               | 85,178               | 240,000              | 160,000              | (80,000)          | -33.33%       |
| U65900                                   | Insurance Other Deductibles                     | 8,838                | 3,263                | 12,000               | 12,000               | -                 | 0.00%         |
| U66000                                   | Advertising                                     | 6,288                | 12,399               | 2,725                | 2,725                | -                 | 0.00%         |
| U66900                                   | Cash Over Short                                 | 44                   | (182)                | -                    | -                    | -                 | N/A           |
| U67000                                   | Bad Debt  | -                    | 7,634                | 11,000               | 11,000               | -                 | 0.00%         |
| U67501                                   | Miscellaneous Expense                           | 164,230              | 198,364              | 185,585              | 185,585              | -                 | 0.00%         |
| U67510                                   | Miscellaneous Expense - Membership Dues/License | 16,805               | 1,906                | 6,100                | 4,800                | (1,300)           | -21.31%       |
| U67536                                   | Miscellaneous Expense Shipping                  | 10,614               | 11,413               | 15,154               | 15,154               | -                 | 0.00%         |
| U67547                                   | Miscellaneous Expense Software                  | 27,552               | 41,755               | 72,662               | 72,662               | -                 | 0.00%         |
| <b>Total: Other Services and Charges</b> |   | <b>3,647,997</b>     | <b>3,099,380</b>     | <b>9,766,064</b>     | <b>9,759,905</b>     | <b>(6,159)</b>    | <b>-0.06%</b> |
| Capital Outlays                          |   |                      |                      |                      |                      |                   |               |
|  | U40300 Depreciation                             | 3,421,258            | 3,470,312            | -                    | -                    | -                 | N/A           |
| <b>Total: Capital Outlays</b>            |   | <b>3,421,258</b>     | <b>3,470,312</b>     | <b>-</b>             | <b>-</b>             | <b>-</b>          | <b>0.00%</b>  |
| <b>Expenditures Grand Total:</b>         |   | <b>\$ 15,400,296</b> | <b>\$ 15,114,518</b> | <b>\$ 18,827,184</b> | <b>\$ 19,280,960</b> | <b>\$ 453,776</b> | <b>2.41%</b>  |

CITY OF BLOOMINGTON

|   | Account Number | Account Description                                 | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$            | +/- %          |
|---|----------------|---|--------------------|---------------------|---------------------|---------------------|-------------------|----------------|
| <b>Fund: 011 - Stormwater</b>             |                |   |                    |                     |                     |                     |                   |                |
| <u>Expenditures</u>                       |                |   |                    |                     |                     |                     |                   |                |
| <b>Department: Utilities - Stormwater</b> |                |   |                    |                     |                     |                     |                   |                |
| Personnel Services                        | U40800         | Taxes - FICA  | 26,095             | 31,042              | 35,672              | 47,532              | 11,861            | 33.25%         |
|   | U60100         | Salaries & Wages Employees                          | 355,278            | 403,119             | 451,296             | 606,338             | 155,042           | 34.35%         |
|   | U60200         | OT Salary & Wages                                   | 12,824             | 30,084              | 15,000              | 15,000              | -                 | 0.00%          |
|   | U60400         | Employee Pensions & Benefits                        | 180,548            | 189,596             | 208,958             | 261,562             | 52,603            | 25.17%         |
| <b>Total: Personnel Services</b>          |                |   | <b>574,744</b>     | <b>653,841</b>      | <b>710,926</b>      | <b>930,432</b>      | <b>219,506</b>    | <b>30.88%</b>  |
| Supplies                                  | U62001         | Materials & Supplies General                        | 10,846             | 12,625              | 48,000              | 48,000              | -                 | 0.00%          |
|   | U62024         | Materials & Supplies Structures                     | 21,163             | 21,154              | 115,000             | 60,000              | (55,000)          | -47.83%        |
|   | U62044         | Materials & Supplies Office Supplies                | 143                | 152                 | 400                 | 400                 | -                 | 0.00%          |
|   | U62142         | Furniture & Fixtures Computer                       | -                  | 970                 | 4,680               | 4,680               | -                 | 0.00%          |
|   | U62143         | Furniture & Fixtures Other Furniture                | -                  | 11                  | 200                 | 200                 | -                 | 0.00%          |
|   | U62147         | Material & Supplies - Personal Protective Equipment | 185                | 984                 | 3,500               | 3,500               | -                 | 0.00%          |
|   | U62148         | Material & Supplies - Worksite Safety Equipment     | 231                | 1,155               | 3,500               | 3,500               | -                 | 0.00%          |
| <b>Total: Supplies</b>                    |                |   | <b>32,567</b>      | <b>37,051</b>       | <b>175,280</b>      | <b>120,280</b>      | <b>(55,000)</b>   | <b>-31.38%</b> |
| Other Services and Charges                | U42705         | Interest Expense Capital Lease                      | 1,856              | 1,194               | 859                 | 859                 | -                 | 0.00%          |
|   | U42720         | Extensions & Replacements                           | -                  | -                   | 575,215             | 575,215             | -                 | 0.00%          |
|   | U62200         | Training  | 551                | 987                 | 8,300               | 8,300               | -                 | 0.00%          |
|   | U63200         | Contract Services Accounting                        | 4,327              | 2,229               | 5,000               | 5,000               | -                 | 0.00%          |
|   | U63202         | Assistance Program                                  | 955                | 1,105               | 30,000              | 70,000              | 40,000            | 133.33%        |
|   | U63532         | Contract Services Testing                           | -                  | 285                 | -                   | -                   | -                 | N/A            |
|   | U63600         | Contracted Services - Other                         | -                  | -                   | 10,000              | 10,000              | -                 | 0.00%          |
|   | U65000         | Transportation                                      | 881                | 489                 | 2,500               | 2,500               | -                 | 0.00%          |
|   | U65700         | Liability Insurance                                 | 28,002             | 28,393              | 28,000              | 28,000              | -                 | 0.00%          |
|   | U66000         | Advertising   | 75                 | 645                 | 750                 | 750                 | -                 | 0.00%          |
|   | U67000         | Bad Debt  | -                  | 1,290               | -                   | -                   | -                 | N/A            |
|   | U67501         | Miscellaneous Expense                               | 15                 | -                   | 500                 | 500                 | -                 | 0.00%          |
|   | U67510         | Miscellaneous Expense - Membership Dues/License     | 40                 | 40                  | 100                 | 100                 | -                 | 0.00%          |
|   | U67536         | Miscellaneous Expense Shipping                      | -                  | 58                  | 200                 | 200                 | -                 | 0.00%          |
| <b>Total: Other Services and Charges</b>  |                |   | <b>36,702</b>      | <b>36,714</b>       | <b>661,424</b>      | <b>701,424</b>      | <b>40,000</b>     | <b>6.05%</b>   |
| Capital Outlays                           | U40300         | Depreciation  | 286,657            | 289,558             | -                   | -                   | -                 | N/A            |
| <b>Total: Capital Outlays</b>             |                |   | <b>286,657</b>     | <b>289,558</b>      | <b>-</b>            | <b>-</b>            | <b>-</b>          | <b>0.00%</b>   |
| <b>Expenditures Grand Total:</b>          |                |   | <b>\$ 930,671</b>  | <b>\$ 1,017,164</b> | <b>\$ 1,547,630</b> | <b>\$ 1,752,136</b> | <b>\$ 204,506</b> | <b>13.21%</b>  |



City of Bloomington Utilities - 10 Year Capital Plan- Waterworks

Total all Funds

Grand

| <u>USES</u>                                  | Projects  | 2019      | 2020      | 2021       | 2022      | 2023      | 2024       | 2025      | 2026      | 2027      | 2028      | 2029      | Total      |
|--|-----------|-----------|-----------|------------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|------------|
| <b>Monroe Water Treatment</b>                | 0         | 0         | 0         | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0          |
| Water Quality Improvements                   | 0         | 70,000    | 0         | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 70,000     |
| Lagoon Improvements                          | 0         | -         | -         | 50,000     | -         | -         | -          | -         | -         | -         | -         | -         | 50,000     |
| Residuals Holding Basin Mixing Improvement   | 0         | 0         | 60,000    | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 60,000     |
| Residuals Belt Press                         | 0         | 200,000   | 2,300,000 | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 2,500,000  |
| Dillman Road WWTP Laboratory Renovations     | 0         | 20,000    | 450,000   | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 470,000    |
| LS Outdoor Switchgear Enclosure Coating      | 0         | 0         | 0         | 112,000    | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 112,000    |
| Filter Media Replacement (4 filters)         | 0         | 0         | 600,000   | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 600,000    |
| GAC Filter Cap Evaluation                    | 0         | 0         | 100,000   | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 100,000    |
| Standby Power Improvements                   | 0         | 0         | 0         | 250,000    | 1,375,000 | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 1,625,000  |
| High Service Pump VFD Replacement (Two)      | 0         | 0         | 0         | 75,000     | 615,000   | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 690,000    |
| Roof Replacements                            | 0         | 0         | 211,000   | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 211,000    |
| Secondary Containment for Chemical Deliver   | 0         | 0         | 0         | 0          | 45,000    | 225,000   | 0          | 0         | 0         | 0         | 0         | 0         | 270,000    |
| <b>Distribution System</b>                   | 0         |           |           |            |           |           |            |           |           |           |           |           |            |
| Gentry Booster Improvements                  | 0         | 0         | 35,000    | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 35,000     |
| Construction                                 | 0         | 0         | 100,000   | 820,000    | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 920,000    |
| West Booster Rehab: pumps motors, switchg    | 0         | 50,000    | 675,000   | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 725,000    |
| South Central Booster Rehab: pumps, motors   | 0         | 0         | 40,000    | 725,000    | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 765,000    |
| Storage Tank Inspections                     | 0         | 10,500    | 10,500    | 15,750     | 10,500    | 10,500    | 10,500     | 10,500    | 10,500    | 10,500    | 10,500    | 10,500    | 120,750    |
| Tank Mixing System Installation              | 0         | 50,000    | 50,000    | 70,000     | 50,000    | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 220,000    |
| Tank Coating Replacement and Improvement     | 0         | 700,000   | 0         | 250,000    | 0         | 0         | 0          | 0         | 350,000   | 0         | 0         | 0         | 1,300,000  |
| Monroe Reservoir Repairs                     | 0         | 0         | 190,000   | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 190,000    |
| West Booster Flow Meter Installation         | 0         | 0         | 0         | 55,000     | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 55,000     |
| 24" West Leg Transmission Main               | 0         | 0         | 0         | 0          | 200,000   | 200,000   | 200,000    | 0         | 0         | 0         | 0         | 0         | 600,000    |
| Water Main Replacement Program               | 0         | 1,800,000 | 1,800,000 | 3,600,000  | 3,600,000 | 3,600,000 | 3,600,000  | 3,600,000 | 3,600,000 | 3,600,000 | 3,600,000 | 3,600,000 | 36,000,000 |
| Fire Hydrant Maintenance                     | 0         | 118,000   | 118,000   | 118,000    | 118,000   | 118,000   | 118,000    | 118,000   | 118,000   | 118,000   | 118,000   | 118,000   | 1,298,000  |
| System Capacity Testing ( 25% of System Ann  | 0         | 38,000    | 38,000    | 38,000     | 38,000    | 38,000    | 38,000     | 38,000    | 38,000    | 38,000    | 38,000    | 38,000    | 418,000    |
| Valve Testing; exercise and maint.           | 0         | 50,000    | 50,000    | 50,000     | 50,000    | 50,000    | 50,000     | 50,000    | 50,000    | 50,000    | 50,000    | 50,000    | 550,000    |
| AMI  | 0         | 0         | 277,666   | 346,000    | 358,000   | 372,000   | 382,000    | 396,000   | 410,000   | 422,000   | 438,000   | 224,000   | 3,625,666  |
| ROW - Transportation Project Relocations (es | 0         | 300,000   | 300,000   | 700,000    | 700,000   | 700,000   | 700,000    | 700,000   | 700,000   | 700,000   | 700,000   | 700,000   | 6,900,000  |
| <b>Other</b>                                 | 0         |           |           |            |           |           |            |           |           |           |           |           |            |
| Griffy Demo                                  | 0         | 1,000,000 | 0         | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 1,000,000  |
| SCADA  | 0         | 100,000   | 100,000   | 100,000    | 100,000   | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 400,000    |
| Bulk Water Station #2                        | 0         | 0         | 0         | 120,000    | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 120,000    |
| New Service Center at WT                     | 0         | 0         | 0         | 0          | 0         | 1,200,000 | 4,700,000  | 0         | 0         | 0         | 0         | 0         | 5,900,000  |
| Vehicle and Equipment Replacement            | 0         | 365,000   | 365,000   | 365,000    | 365,000   | 365,000   | 365,000    | 365,000   | 365,000   | 365,000   | 365,000   | 365,000   | 4,015,000  |
| Lighting and HVAC                            | 0         | 0         | 0         | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0          |
|  | 0         | 0         | 0         | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0          |
| <b>Total Uses</b>                            | 0         | 4,871,500 | 7,870,166 | 7,859,750  | 7,624,500 | 6,878,500 | 10,163,500 | 5,277,500 | 5,641,500 | 5,303,500 | 5,319,500 | 5,105,500 | 71,915,416 |
| <b>SOURCES</b>                               |           |           |           |            |           |           |            |           |           |           |           |           |            |
|  | On Hand   |           |           |            |           |           |            |           |           |           |           |           |            |
| Rate Revenues                                | 0         | 2,475,045 | 3,714,915 | 3,353,720  | 5,000,000 | 4,761,905 | 4,535,147  | 4,319,188 | 5,000,000 | 4,761,905 | 4,535,147 | 5,000,000 | 47,456,972 |
| Rate Revenues- bond restructuring            | 0         | 0         | 0         | 1,500,000  | 1,500,000 | 1,500,000 | 1,500,000  | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | 13,500,000 |
| Revenue Bonds                                | 0         | 0         | 700,000   | 9,000,000  | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 9,700,000  |
| Sale of Service Center                       | 0         | 0         | 0         | 0          | 0         | 2,000,000 | 0          | 0         | 0         | 0         | 0         | 0         | 2,000,000  |
|  | 0         | 0         | 0         | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0          |
|  | 0         | 0         | 0         | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0          |
| Public Works - General Fund - Funding        | no growth | 0         | 0         | 0          | 0         | 0         | 0          | 0         | 0         | 0         | 0         | 0         | 0          |
| <b>Total Sources</b>                         |           | 2,475,045 | 4,414,915 | 13,853,720 | 6,500,000 | 6,261,905 | 8,035,147  | 5,819,188 | 6,500,000 | 6,261,905 | 6,035,147 | 6,500,000 | 72,656,972 |
| <b>Cumulative Cash Balance</b>               |           | 2,475,045 | 2,018,460 | 8,002,014  | 6,642,264 | 5,279,668 | 6,436,316  | 2,092,004 | 3,314,504 | 3,934,909 | 4,666,556 | 5,847,056 | 7,003,461  |

City of Bloomington Utilities - 10 Year Capital Plan- Wastewater  
Total all Funds

| USES  | Projects | 2019       | 2020       | 2021       | 2022       | 2023       | 2024       | 2025       | 2026      | 2027      | 2028      | 2029      | Grand Total |             |
|---|----------|------------|------------|------------|------------|------------|------------|------------|-----------|-----------|-----------|-----------|-------------|-------------|
| <b>Dillman Road Waste Water Treatment Plant</b>   |          |            |            |            |            |            |            |            |           |           |           |           |             |             |
| Aeration Basin Air Diffuser Improvements          | 0        | 356,000    | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 356,000     |             |
| Clarifier Algae Control - Weir covers, 2 per year | 0        | 300,000    | 300,000    | 300,000    | -          | -          | -          | -          | -         | -         | -         | 0         | 900,000     |             |
| 2 Digester Tanks - Membrane with PD               | 0        | 200,000    | 2,700,000  | 1,000,000  | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 3,900,000   |             |
| 3A Aeration Tanks - with RAS/WAS/Scum Pumps       | 0        | 201,400    | 3,705,600  | 500,000    | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 4,407,000   |             |
| 3B Multi-stage Blowers                            | 0        | 121,471    | 1,035,885  | 200,000    | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 1,357,356   |             |
| 4 Standalone Disc Filter Addition - moved 2 yrs   | 0        | 224,031    | 2,096,125  | 800,000    | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 3,120,156   |             |
| 5 Modest Improvements to Chemical Disinfection    | 0        | 52,884     | 211,536    | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 264,420     |             |
| 8 Phase 1 Electrical Improvements                 | 0        | 294,543    | 277,173    | 400,000    | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 971,716     |             |
| Existing SCADA Improvements                       | 0        | 141,024    | 564,096    | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 705,120     |             |
| 6 WAS Thickening - Gravity Belt                   | 0        | 0          | 0          | 500,000    | 2,320,000  | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 2,820,000   |             |
| 1 Vortex Grit Removal                             | 0        | 0          | 0          | 0          | 1,050,629  | 4,202,515  | 0          | 0          | 0         | 0         | 0         | 0         | 5,253,144   |             |
| 8 Phase 1 more Electrical Improvements            | 0        | 0          | 0          | 0          | 229,164    | 916,656    | 0          | 0          | 0         | 0         | 0         | 0         | 1,145,820   |             |
| 6 WAS Thickening - Gravity Belt                   | 0        | 0          | 0          | 0          | 500,000    | 2,320,000  | 0          | 0          | 0         | 0         | 0         | 0         | 2,820,000   |             |
| 9 Plant Wide SCADA Improvements                   | 0        | 0          | 0          | 0          | 1,000,000  | 2,000,000  | 0          | 0          | 0         | 0         | 0         | 0         | 3,000,000   |             |
| 5 UV Disinfection                                 | 0        | 0          | 0          | 0          | 0          | 0          | 1,000,000  | 2,370,000  | 0         | 0         | 0         | 0         | 3,370,000   |             |
| Miscellaneous Improvements                        | 0        | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 500,000   | 500,000   | 500,000   | 500,000   | 2,000,000   |             |
| Mechanical Screen No. 1 Replacement               | 0        | 0          | 0          | 0          | 350,000    | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 350,000     |             |
| Sludge Press Re-Build                             | 0        | 0          | 0          | 0          | 325,000    | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 325,000     |             |
| Roof replacement                                  | 0        | 100,000    | 219,000    | 90,000     | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 409,000     |             |
| <b>Blucher Poole Waste Water Treatment Plant</b>  |          |            |            |            |            |            |            |            |           |           |           |           |             |             |
| Aeration Basin Improvements (Nos. 1 & 2)          | 0        | 330,000    | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 330,000     |             |
| Phosphorous Removal System                        | 0        | 150,000    | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 150,000     |             |
| Plant expansion (EQ Basin/PC plus other capacity) | 0        | 0          | 0          | 0          | 0          | 0          | 1,900,000  | 12,000,000 | 0         | 0         | 0         | 0         | 13,900,000  |             |
| Non-Potable Water System Replacement              | 0        | 200,000    | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 200,000     |             |
| UV System Shelter Protection                      | 0        | 0          | 48,000     | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 48,000      |             |
| UV System Replacement                             | 0        | 80,000     | 695,000    | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 775,000     |             |
| Roof Replacements                                 | 0        | 306,000    | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 306,000     |             |
| Miscellaneous Improvements                        | 0        | 0          | 0          | 500,000    | 500,000    | 500,000    | 0          | 0          | 50,000    | 500,000   | 500,000   | 500,000   | 3,050,000   |             |
| <b>Collection System</b>                          |          |            |            |            |            |            |            |            |           |           |           |           |             |             |
| Plymouth Lift Station Elimination                 | 0        | 145,000    | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 145,000     |             |
| I&I Reduction Program Development                 | 0        | 15,000     | 100,000    | 100,000    | 100,000    | 100,000    | 100,000    | 100,000    | 100,000   | 100,000   | 100,000   | 100,000   | 1,015,000   |             |
| Sewer Lining, Manhole Rehab, FM lining            | 0        | 430,000    | 430,000    | 430,000    | 430,000    | 430,000    | 430,000    | 430,000    | 430,000   | 430,000   | 430,000   | 430,000   | 4,730,000   |             |
| IU Health (IUH contribution of \$3.2M)            | 0        | 670,000    | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 670,000     |             |
| IU Health North Interceptor                       | 0        | 500,000    | 571,500    | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 1,071,500   |             |
| Lift stations (Arlington, morningside, cans, etc) | 0        | 0          | 100,000    | 100,000    | 100,000    | 100,000    | 100,000    | 100,000    | 100,000   | 100,000   | 100,000   | 100,000   | 1,000,000   |             |
| SE-Interceptor College Mall                       | 0        | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 3,300,000 | 0         | 0         | 3,300,000   |             |
| SE Interceptor MH 8830 past goat farm             | 0        | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 7,000,000 | 7,000,000   |             |
| SC Interceptor south of Gordan Pike               | 0        | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 500,000   | 0         | 500,000     |             |
| <b>Other</b>                                      |          |            |            |            |            |            |            |            |           |           |           |           |             |             |
| AMI   | 0        | 0          | 690,000    | 690,000    | 690,000    | 690,000    | 690,000    | 690,000    | 690,000   | 690,000   | 690,000   | 690,000   | 6,900,000   |             |
| New Service Center at WT                          | 0        | 0          | 0          | 0          | 0          | 1,760,000  | 7,060,000  | 0          | 0         | 0         | 0         | 0         | 8,820,000   |             |
| Software and business process automation          | 0        | 80,000     | 100,000    | 100,000    | 100,000    | 100,000    | 100,000    | 100,000    | 100,000   | 100,000   | 100,000   | 100,000   | 1,000,000   |             |
| Budget for Vehicle and Equipment Replacement      | 0        | 365,000    | 365,000    | 365,000    | 365,000    | 365,000    | 365,000    | 365,000    | 365,000   | 365,000   | 365,000   | 365,000   | 3,650,000   |             |
| <b>Total Uses</b>                                 | 0        | 5,262,353  | 14,208,915 | 6,075,000  | 8,059,793  | 13,484,171 | 11,745,000 | 16,155,000 | 2,335,000 | 6,085,000 | 3,285,000 | 9,785,000 | 96,035,232  |             |
| <b>SOURCES</b>                                    |          |            |            |            |            |            |            |            |           |           |           |           |             |             |
|   | On Hand  |            |            |            |            |            |            |            |           |           |           |           |             |             |
| Rate Revenues (E & R Budget)                      | 0        | 11,788,404 | 5,274,744  | 5,156,990  | 6,000,000  | 5,714,286  | 5,442,177  | 5,183,026  | 6,000,000 | 6,119,286 | 5,827,891 | 5,550,373 | 5,286,069   | 68,057,176  |
| Revenue Bonds                                     | 0        | 0          | 0          | 22,000,000 | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 0           | 22,000,000  |
| Sale of Service Center                            | 0        | 0          | 0          | 0          | 0          | 0          | 3,000,000  | 0          | 0         | 0         | 0         | 0         | 0           | 3,000,000   |
| no growth   | 0        | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0         | 0           | 0           |
| <b>Total Sources</b>                              |          | 11,788,404 | 5,274,744  | 27,156,990 | 6,000,000  | 5,714,286  | 8,442,177  | 5,183,026  | 6,000,000 | 6,119,286 | 5,827,891 | 5,550,373 | 5,286,069   | 93,057,176  |
| <b>Cumulative Cash Balance</b>                    |          | 11,788,404 | 11,800,795 | 24,748,870 | 24,673,870 | 22,328,363 | 17,286,369 | 10,724,394 | 569,394   | 4,353,680 | 4,096,571 | 6,361,944 | 1,863,013   | (2,978,056) |

City of Bloomington Utilities - 10 Year Capital Plan- Storm  
Total all Funds

Grand

| <u>USES</u>   | 2019    | 2020      | 2021      | 2022      | 2023    | 2024 | 2025 | 2026 | 2027 | 2028 | Total      |
|---|---------|-----------|-----------|-----------|---------|------|------|------|------|------|------------|
| <b>Culvert (Tunnel) Replacements</b>                        |         |           |           |           |         |      |      |      |      |      |            |
| <b>Jordan River Culvert Replacement- 2nd St. to 4th st.</b> |         |           |           |           |         |      |      |      |      |      | 0          |
| Right of Way Acquisition                                    | 30,000  | -         | -         | -         | -       | -    | -    | -    | -    | -    | 30,000     |
| Construction (Contracted)                                   | 0       | 2,500,000 | 5,000,000 | 2,500,000 | 0       | 0    | 0    | 0    | 0    | 0    | 10,000,000 |
| <b>Jordan River Culvert at Indiana</b>                      | 0       | 0         | 0         | 0         | 0       | 0    | 0    | 0    | 0    | 0    | 0          |
| Professional Services and Construction                      | 0       | 0         | 60,000    | 1,600,000 | 0       | 0    | 0    | 0    | 0    | 0    | 1,660,000  |
| <b>Spanker's Arch at 6th Street</b>                         | 0       | 0         | 0         | 0         | 0       | 0    | 0    | 0    | 0    | 0    | 0          |
| Professional Services and Construction                      | 0       | 0         | 70,000    | 630,000   | 0       | 0    | 0    | 0    | 0    | 0    | 700,000    |
| <b>S. High St. at E. Covenanter Culvert Replacement</b>     | 0       | 0         | 0         | 0         | 0       | 0    | 0    | 0    | 0    | 0    | 0          |
| Construction (CBU T&D)                                      | 100,000 | 0         | 0         | 0         | 0       | 0    | 0    | 0    | 0    | 0    | 100,000    |
| <b>Drainage Improvements</b>                                | 0       | 0         | 0         | 0         | 0       | 0    | 0    | 0    | 0    | 0    | 0          |
| Total Expenditure for Drainage Improvements by Year         | 100,000 | 200,000   | 200,000   | 200,000   | 200,000 | 0    | 0    | 0    | 0    | 0    | 900,000    |
| <b>Other</b>  | 0       | 0         | 0         | 0         | 0       | 0    | 0    | 0    | 0    | 0    | 0          |
| Vehicles and Equipment Replacement                          | 50,000  | 50,000    | 50,000    | 50,000    | 50,000  | 0    | 0    | 0    | 0    | 0    | 250,000    |

Total Uses 280,000 2,750,000 5,380,000 4,980,000 250,000 0 0 0 0 0 0 13,640,000

| <u>SOURCES</u>                        | On Hand |   |   |   |   |   |   |   |   |   |   |
|---------------------------------------|---------|---|---|---|---|---|---|---|---|---|---|
| Consolidated TIF - Cash               | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Kinser/Prow - Cash                    | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consolidated Bond - Cash              | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CTP Fund - Cash                       | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CTP Bond - Cash                       | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Housing Trust Fund - Cash             | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TIF Revenues                          | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Projected Solar Cash Savings          | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Special COIT - Cash                   | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| BUEA - Cash                           | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| BUEA - Revenue                        | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4th Street Garage Bond                | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4th Street Garage Revenues            | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Trades District Garage Bond           | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Trades District Garage Revenues       | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ESD Property Sales                    | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PS LIT Revenue                        | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CRED - Cash                           | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CRED Revenue                          | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Food & Beverage Tax                   | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Convention Center Bond                | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bicentennial Bond - Cash              | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bicentennial Bond - Property Tax Levy | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GO Bond - Cash                        | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Parks GO Bond - Cash                  | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Garage Bonds - Cash                   | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vehicle Replacement Funding           | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CCD Revenue/Funding                   | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P&T - General Fund Funding            | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Alternate Transportation Funding      | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Public Works - General Fund - Funding | 0       | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Total Sources 0 0 0 0 0 0 0 0 0 0 0 0

Cumulative Cash Balance 0 (280,000) (3,030,000) (8,410,000) (13,390,000) (13,640,000) (13,640,000) (13,640,000) (13,640,000) (13,640,000) (13,640,000) (13,640,000)

# **City of Bloomington 2020 Budget**

**Wednesday August 21, 2019**



## 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:** Amber Skoby, Executive Director, Bloomington Housing Authority  
**Date:** August 8, 2019

This memo accompanies the proposed Fiscal Year End 09/30/2020 budget for the Bloomington Housing Authority. This budget overview and August 21<sup>st</sup> presentation is informational only as the BHA Board of Commissioners will approve by resolution the operating budget for fiscal year 2020 during their regular meeting on September 19, 2019.

### Why We Exist

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

The BHA receives approximately \$1.2 million in federal subsidy to operate 312 units of low-income public housing. Over \$8.5 million in housing assistance payment funds is received from the U.S Department of Housing and Urban Development (HUD) and paid directly to local property owners as part of the HCV program. BHA administers over 1300 housing choice vouchers. For funding of supportive services, the BHA receives over \$153,000 to fund service coordinator positions and special programs.

What is the impact of this federal funding on our local community? So far in fiscal year 2019, the BHA:

- ✓ Maintained 97% occupancy in the public housing program
- ✓ Maintained 97% utilization in the HCV program
- ✓ Over 150 clients participate in a supportive service program directly administered by our agency
- ✓ Renovated 2 four bedroom units in Crestmont to be wheel chair accessible
- ✓ Hired a co-developer partner and assembled financing for major renovations in Reverend Butler and Walnut Woods communities through the Rental Assistance Demonstration Program
- ✓ Earned High Performer Status as designated by HUD scoring a Public Housing Assessment System score over 90/100.



*Equal Opportunity Employer*

## **Background**

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

Federal funding for public housing operating subsidy, Housing Choice Voucher housing assistance payments and administrative fees, and resident service grants has remained steady or slightly increased from previous years.

This upcoming fiscal year 2020 will bring some changes to the BHA operating budget. Anticipated first quarter 2020 closing of our Rental Assistance Demonstration (RAD) program financing deal for Amp 2 (Reverend ED Butler and Walnut Woods communities) will result in those 116 units to become their own project budget and not part of the BHA operating budget. RAD allows the BHA to secure over \$7 million in public and private financing to complete major renovations of its public housing stock while also achieving funding stability.

## **2020 Budget Goals and Overview**

Broad budget goals for FY2020 include:

1. Continue to promote and provide access to training opportunities to better prepare both staff and Commissioners for RAD conversion and new entrepreneurial opportunities. Budget reflects an increase in staff training to prepare for RAD conversion and low income housing tax credit (LIHTC) compliance.
2. Ensure funding for predevelopment activities for Amp 1 (Crestmont). Budget for increase in consulting fees for RAD planning and conversion. Consultants for environmental assessments, real estate appraisals, site/unit physical conditions assessments and attorney fees will need to be paid this upcoming fiscal year.
3. For all current or former public housing developments, ensure adequate reserves and financial resources are available to cover any unexpected delays in RAD funding. Budget reflects conservative spending for public housing and Cost Center to build reserves needed to pay off debt prior to Amp 1 RAD conversion, fund consulting fees and float any unexpected operational costs in second phase of RAD conversion.

Below is a budget overview for each major program area.

*Low Income Public Housing* – The BHA owns and manages 312 units of Public Housing in three communities: Crestmont, Reverend Butler and Walnut Woods. Funding for the Public Housing program primarily comes from tenant rents collected, non-dwelling rental income and operating subsidy received from the HUD. The anticipated income from operating subsidy is expected to decrease slightly from FY2019 to be \$1,139,746. Total rents collected is estimated at \$812,500, also a decrease from FY19. These income losses are due to decreased leasing in Amp 2 to prepare for RAD renovations. Expenses for Public Housing, including administrative costs, maintenance costs, insurance, tenant services, and utilities are budgeted at \$1,958,264.

*Housing Choice Voucher (HCV or Section 8)* – The BHA administers 1,284 housing choice vouchers, 80 Veterans Affairs Supportive Housing vouchers and 12 Single Room Occupancy vouchers. The HCV program is primarily funded by HUD via Housing Assistance Payments



(HAP) and administrative fees. HAP is the housing subsidy paid to the landlord directly by the BHA on behalf of the participating family. Administrative fees cover the costs of administering the HCV program, including staff salaries and office expenses. For FY20, we expect to receive approximately \$8,523,000 in HAP income and \$747,100 in administrative fees. This is slightly higher compared to FY2019 funding levels.

*Capital Fund* – The Capital Fund program funds development, financing and modernization of public housing and for management improvements. For 2019, \$797,184.00 was received in Capital Funds. This funding is primarily being used to pay back a Capital Fund Finance Bond and for the salary of the Capital Assets Manager. Remaining funding can be used to fund RAD conversion expenses. This is the last fiscal year the BHA will receive capital funds for Amp 2.

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

*Resident Opportunity and Self-Sufficiency (ROSS)* – Grant funding for the Public Housing ROSS program remains consistent at \$59,000, which funds one full-time coordinator position, administrative expenses and training costs. The BHA ROSS program has around 70 participants.

*Central Office Cost Center* – The Cost Center acts as a business management unit within the BHA which earns income from fees charged to the Public Housing, HCV and Capital Fund programs such as a book keeping fees, asset management fees, property management fees, and program management fees. The Cost Center is expected to earn approximately \$632,588 in management fees for FY2020. This is a decrease from previous years because Amp 2 will be converting to RAD and less management fees are collected by the COCC under that asset management model.

## **Conclusion**

Funding for Crestmont (Amp 1), Housing Choice Voucher program, Central Office Cost Center and resident service programs is projected to remain steady. The conversion to the Rental Assistance Demonstration program for Amp 2, Rev. Butler and Walnut Woods, will separate that project into its own operating budget and convert public housing operating subsidy and capital fund income to Section 8-based Housing Assistance Payments (HAP) in first quarter 2020.

Thank you for the opportunity to report on the BHA's programs and FY2020 budget. The BHA stands committed to providing safe, decent and affordable housing opportunities. We look forward to providing updates to City Council in the coming years.

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

*Attachments:*

*BHA Fiscal Year 2020 Operating Budget*



*Equal Opportunity Employer*



**PHA Name:** Bloomington Housing Authority  
 1007 N. Summit Street Bloomington, IN 47404  
**Fiscal Year:** Ending 9/30/2020  
**HA Code:** IN022

|                           |              | PH                                | PH               | COCC           | HCV            |                |
|---------------------------|--------------|-----------------------------------|------------------|----------------|----------------|----------------|
|                           |              | Amp 1                             | Amp 2            |                | (And VASH)     |                |
| <b>Units:</b>             |              | 194                               | 116              |                | 1364           |                |
| <i>REAC</i>               | <i>HUD</i>   |                                   |                  |                |                |                |
| <b>Operating Revenue:</b> |              |                                   |                  |                |                |                |
| <b>Rental Revenue</b>     |              |                                   |                  |                |                |                |
|                           |              | Gross Potential Rents             | 550,000          | 320,000        | -              | -              |
|                           |              | Vacancy Loss                      | (27,500)         | (64,000)       | -              | -              |
| 70300                     | 3420         | Net Dwelling Rental               | 533,500          | 256,000        | -              | -              |
| 70400                     | 3442         | Excess Utilities                  | 45,000           | 26,000         | -              | -              |
| 70400                     | 3423         | Nondwelling Rental                | 20,000           | 3,000          | -              | -              |
| 70500                     | <b>Total</b> | <b>Rental Income</b>              | <b>598,500</b>   | <b>285,000</b> | <b>-</b>       | <b>-</b>       |
| <b>Non-Rental Revenue</b> |              |                                   |                  |                |                |                |
| 70600                     | 3691         | Operating Subsidy                 | 727,746          | 412,000        | -              | -              |
| 70600                     | 3411         | FSS Grant                         | -                | -              | -              | 94,004         |
| 70600                     | 3410.010     | HUD Admin. Fees                   | -                | -              | -              | 747,100        |
| 70800                     | 3691.001     | ROSS Grant                        | 51,178           | -              | -              | -              |
| 70400                     | 3440         | Other Tenant Charges              | 87,000           | 10,000         | -              | -              |
|                           | 3441/3480    | Non-Tenant Other income           | 300              | 200            | -              | -              |
| 71100                     | 3430         | Interest Income                   | 100              | 100            | 250            | 150            |
| 71400                     | 3450.010     | Fraud Recovery-Admin              | -                | -              | -              | 58,000         |
|                           | 3442         | Other Income-Insurance /dividends | 3,200            | 1,879          | -              | -              |
|                           | 3800         | Management Fees (PH)              | -                | -              | 204,318        | -              |
|                           | 3800.010     | Asset Management Fees             | -                | -              | 33,024         | -              |
|                           | 3800.020     | Management Fees (HCV)             | -                | -              | 196,416        | -              |
|                           | 3800.030     | Bookkeeping Fees                  | -                | -              | 150,300        | -              |
| 70600                     | 3800.080     | Management Fees (CFP)             | -                | -              | 48,530         | -              |
|                           | 3801.000     | SCIHO Fees                        | -                | -              | 5,841          | -              |
| 71600                     | 6120         | Gain/Loss Sale of Capital Assets  | 350              | -              | -              | -              |
| 72000                     | 3610         | Investment Income - Restricted    | -                | -              | -              | -              |
|                           | <b>Total</b> | <b>Non-Rental Revenue</b>         | <b>869,874</b>   | <b>424,179</b> | <b>638,679</b> | <b>899,254</b> |
| <b>Total</b>              |              | <b>Operating Income</b>           | <b>1,468,374</b> | <b>709,179</b> | <b>638,679</b> | <b>899,254</b> |

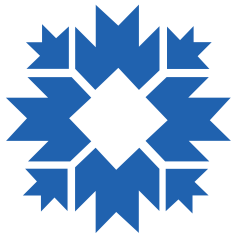
| Units: | PH<br>Amp 1<br>194 | PH<br>Amp 2<br>116 | COCC | HCV<br>(And VASH)<br>1364 |
|--------|--------------------|--------------------|------|---------------------------|
|--------|--------------------|--------------------|------|---------------------------|

**Operating Expenditures:**

| <b>Administration</b>  |   |                |                |                |                |
|------------------------|---|----------------|----------------|----------------|----------------|
| 9110 4110              | Administrative Salaries                 | 120,986        | 64,911         | 256,049        | 250,014        |
| 91200 4171             | Audit Fees                              | 4,363          | 2,649          | 5,298          | 3,272          |
| 91400 4190.005         | Advertising & Marketing                 | 250            | 100            | 100            | 100            |
| 91500 4182             | Employee Benefits                       | 42,670         | 23,645         | 77,622         | 94,312         |
| 91600 4190.006         | Office Expenses                         | 7,400          | 2,450          | 10,250         | 12,200         |
| 91700 4130             | Legal Expense                           | 3,500          | 200            | 5,000          | 3,000          |
| 91800 4150             | Travel                                  | 6,000          | 2,000          | 5,000          | 2,000          |
| 91600 4140             | Staff Training                          | 10,000         | 2,800          | 25,000         | 8,000          |
| 91900 4170             | Accounting Fees                         | -              | -              | 6,200          | -              |
| 91600 4180             | Office Rent                             | -              | 5,800          | 8,800          | 5,400          |
| 91900 4190             | Other Sundry                            | 3,500          | 1,500          | 12,000         | 8,000          |
| 91900 4120             | New Development Costs                   | -              | -              | 5,000          | -              |
| 4190.002               | Other Admin Service Contracts           | 9,670          | 5,106          | 71,483         | 11,754         |
| 91300 4120.010         | Management Fees                         | 140,960        | 63,358         | -              | 196,416        |
| 91310 4120.030         | Bookkeeping Fees                        | 17,190         | 10,350         | -              | 122,760        |
| 92000 4120.020         | Asset Mgmt. Fee Expense                 | 23,280         | 9,744          | -              | -              |
| 4191.000               | Telephone                               | 5,300          | 3,200          | 3,700          | 5,800          |
| 4190.004               | Court Costs                             | 6,500          | 4,200          | -              | -              |
| 4160.001               | Membership Dues                         | 1,670          | 1,012          | 1,431          | 2,075          |
| <b>91000 Total</b>     | <b>Administrative Expense</b>           | <b>403,239</b> | <b>203,024</b> | <b>492,932</b> | <b>725,102</b> |
| <b>Tenant Services</b> |   |                |                |                |                |
| 92100 4110.001         | ROSS Salaries/Benefits, Training, Admin | 56,942         | -              | -              | -              |
| 92400 4220             | Recreation, Pub. Other Services-BHA     | 1,696          | 1,032          | 20,000         | -              |
| 92400 4220.001         | Recreation, Pub. Other Services-RC      | 2,544          | 1,548          | -              | -              |
| <b>92500</b>           | <b>Total Tenant Services</b>            | <b>61,182</b>  | <b>2,580</b>   | <b>20,000</b>  | <b>94,004</b>  |

| Units:                            |                                       | PH<br>Amp 1<br>194 | PH<br>Amp 2<br>116 | COCC     | HCV<br>(And VASH)<br>1364 |
|-----------------------------------|---------------------------------------|--------------------|--------------------|----------|---------------------------|
| <b>Utilities</b>                  |                                       |                    |                    |          |                           |
| 93100 4310                        | Water                                 | 36,000             | 26,000             | -        | -                         |
| 93200 4320                        | Electricity                           | 110,000            | 97,000             | -        | -                         |
| 93300 4330                        | Gas                                   | 45,000             | 39,000             | -        | -                         |
| 93600 4350                        | Sewer                                 | 56,000             | 35,000             | -        | -                         |
| 94300 4340                        | Auto Fuel                             | 1,000              | 900                | -        | 800                       |
| <b>93000 Total</b>                | <b>Utilities Expense</b>              | <b>248,000</b>     | <b>197,900</b>     | <b>-</b> | <b>800</b>                |
| <b>Maintenance and Operations</b> |                                       |                    |                    |          |                           |
| 94100 4410                        | Labor                                 | 104,003            | 91,186             | -        | -                         |
| 94500 4433                        | Employee Benefit                      | 37,092             | 40,512             | -        | -                         |
| 94200 4420                        | Materials                             | 60,000             | 18,000             | -        | -                         |
| 94200 4420.001                    | Ranges and Refrigerators/Water Heater | 15,000             | 3,000              | -        | -                         |
| 94200 4420.002                    | Vehicle Repairs                       | 7,500              | 2,500              | -        | -                         |
| 94300 4430                        | Other Misc. Contracts                 | 54,000             | 9,500              | -        | -                         |
|                                   | Contracts                             | 159,500            | 45,500             | -        | -                         |
| <b>94000</b>                      | <b>Total Maintenance</b>              | <b>437,095</b>     | <b>210,198</b>     | <b>-</b> | <b>-</b>                  |

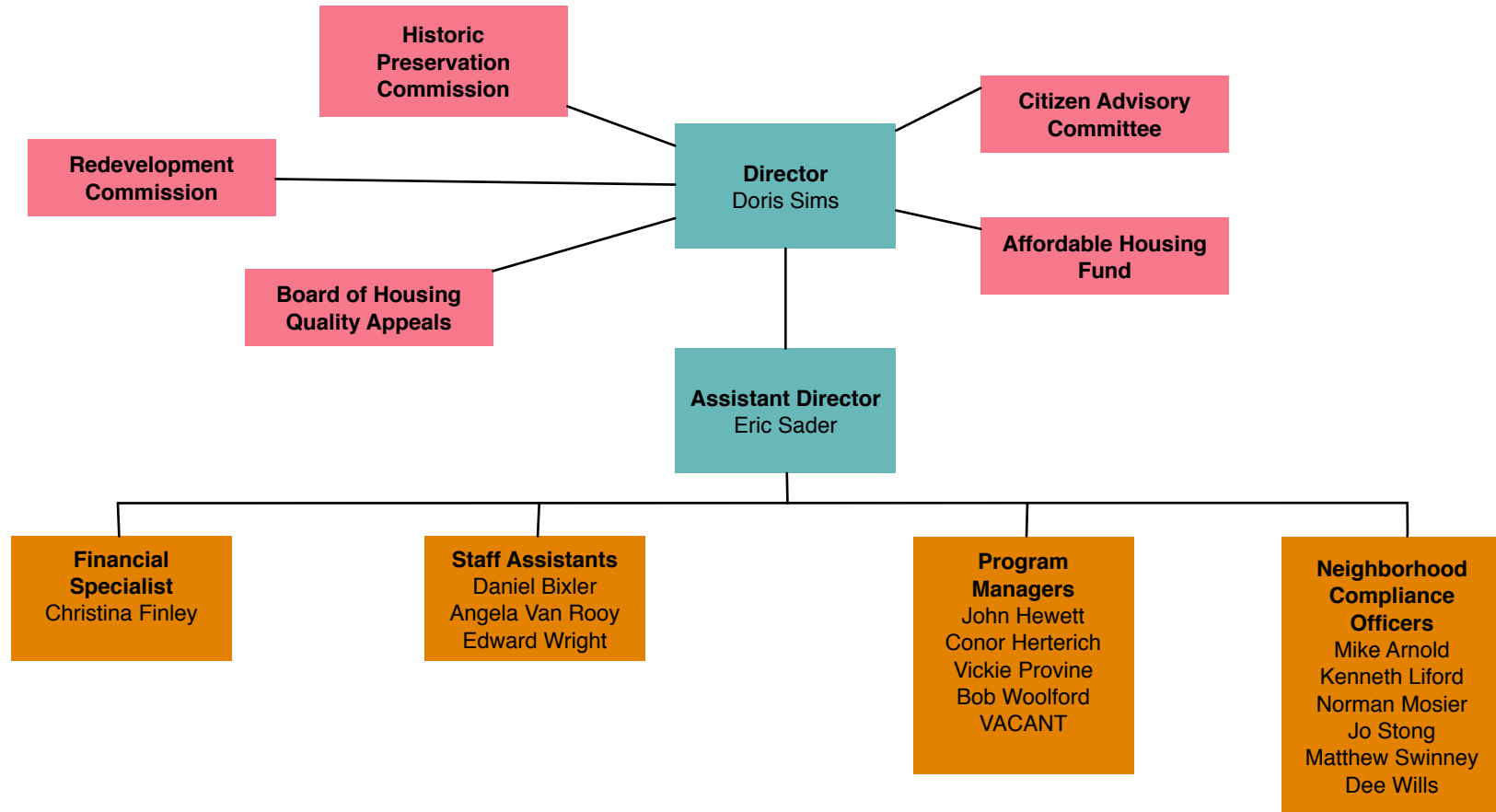
| Units:                              |   | PH<br>Amp 1<br>194 | PH<br>Amp 2<br>116 | COCC           | HCV<br>(And VASH)<br>1364 |
|-------------------------------------|---|--------------------|--------------------|----------------|---------------------------|
| <b>Insurance Expense</b>            |   |                    |                    |                |                           |
| <b>96100</b>                        | <b>Total Insurance Expense</b>            | 69,142             | 40,904             | 13,181         | 9,696                     |
| <b>Other General Expense</b>        |   |                    |                    |                |                           |
| 97100 4610                          | Extraordinary Maintenance                 | -                  | -                  | -              | -                         |
| 96300 4520                          | Payments in Lieu of Taxes                 | -                  | -                  | -              | -                         |
| 96400 4570                          | Collection Losses                         | 67,000             | 18,000             | -              | 20,000                    |
| <b>96000 Total</b>                  | <b>Other General Expense</b>              | 67,000             | 18,000             | -              | 20,000                    |
| <b>Debt Payments from Cash Flow</b> |   |                    |                    |                |                           |
| 96710 4511.010                      | Interest Expense- EPC                     | -                  | -                  | -              | -                         |
| 4511                                | Debt Payments to Principal (EPC)          | -                  | -                  | -              | -                         |
| <b>96700 Total</b>                  | <b>Total Debt Payments from Cash Flow</b> | -                  | -                  | -              | -                         |
| <b>90000 Total</b>                  | <b>Total Operating Expenditures</b>       | <b>1,285,658</b>   | <b>672,606</b>     | <b>526,113</b> | <b>849,602</b>            |
| <b>Cash Flow from Operations</b>    |   | <b>182,716</b>     | <b>36,573</b>      | <b>112,566</b> | <b>49,652</b>             |



CITY OF BLOOMINGTON

2020

# Housing and Neighborhood Development Department





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Doris Sims, HAND Director  
**Date:** August 21, 2019

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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 accomplishes its mission by implementing programs and activities and providing funding for a variety of housing, social service and physical improvement projects and services. Ultimately, the department implements and/or provides funding for more than 30 activities and programs. The department also provides staff assistance to 4 boards and commissions, including the Redevelopment Commission, the Historic Preservation Commission, the Board of Housing Quality Appeals and the Citizen Advisory Committee for distribution of the Community Development Block Grant.

## **Background**

The Housing and Neighborhood Development Department (HAND) has a staff of 17 employees, and oversees the activities of 4 boards and commissions. HAND is responsible for administering the Community Development Block Grant (CDBG) and HOME federal grant programs from the Department of Housing and Urban Development (HUD) for the City of Bloomington. For fiscal year 2019 (June 1, 2019-May 31, 2020), the department will receive \$845,710 in CDBG funds, an increase of \$8,711 from the previous year, and \$500,152 in HOME funding, a decrease of \$84,485 from the previous year. Activities receiving funding are divided into 3 distinct categories: physical improvements (65% of the grant funding), social service (15%), and administration (20%). The department also received a grant from HUD for \$25,675 over a 2-year period to administer a comprehensive housing counseling program, which includes pre-purchase, default/ delinquency and reverse mortgage counseling as well as conducting classes on pre-homeownership and being a renter.

In coordination with the City departments of Economic and Sustainable Development and Planning and Transportation, along with the Bloomington Housing Authority (BHA), HAND works on addressing the shortage of affordable housing in Bloomington. Since 2016, when Mayor Hamilton outlined his affordable housing strategy for the community, the above departments, serving as the Affordable Housing Committee, have worked on updating city policies and procedures, creating a Housing Development Fund, and refining city processes to encourage more affordable housing development.

HAND accomplishes its enforcement programs through its general fund allocation. Title 16 of the Bloomington Municipal Code, or the Residential Rental Unit and Lodging Establishment Inspection Program, exists to protect rental occupants and the property they occupy. The department currently has over 26,146 rental dwelling units within its rental database, an increase of 2,800 new units since last year’s budget process. Title 6 of the Bloomington Municipal Code addresses health and sanitation issues including the overgrowth of grass and weeds, excessive trash and sidewalk snow removal.

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

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

**2020 Activity Descriptions and Goals:**

**Affordable Housing -- General**

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

Number of affordability-protected units added or maintained since 2016: 826

| <b>Year</b> | <b>Project</b>                | <b>Unit Count</b> |
|-------------|-------------------------------|-------------------|
| 2019        | Kinser Flats                  | 50                |
| 2019        | Southern Knoll                | 31                |
| 2019        | Bloomington Housing Authority | 116               |

|      |                           |     |
|------|---------------------------|-----|
| 2018 | Limestone Crossing        | 208 |
| 2018 | Switchyard Apartments     | 16  |
| 2018 | Middle Earth              | 20  |
| 2017 | Alleyworks                | 5   |
| 2017 | Patterson Pointe          | 61  |
| 2017 | Morton Row                | 4   |
| 2017 | Union at Crescent         | 103 |
| 2017 | Adam's Crossing           | 13  |
| 2016 | Crawford Apartments II    | 36  |
| 2016 | Park South                | 4   |
| 2016 | B-Line Heights            | 34  |
| 2016 | Evergreen Assisted Living | 115 |
| 2016 | Urban Station             | 10  |

Goals:

- Implement revised workforce housing transitional rental guidelines in anticipation of Unified Development Ordinance adoption by end of Q2.
- Continue to utilize available incentives to assist with the identification and creation or rehabilitation of 100 units of affordable housing to create long-term affordability by end of Q4 (244 units provided in FY 2018).
- Conduct bi-annual onsite monitoring by Q4 of all dedicated workforce units not monitored in 2019.
- Monitor the City's loan portfolio and provide a report to the Mayor and City Council on any new projects funded through the housing development fund by end of Q3.
- Identify and fund two projects through the local Housing Development Fund by end of Q4.



| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$   | Staffing (FTE) | Population Served                     |
|--------------------------|----------------|------------------|----------------|---------------------------------------|
| 100 - Personnel Services | 54,587         | 56,263           | 0.75           | Number of units added since 2016: 826 |
| 200 - Supplies           | 1,468          | 1,417            |                |                                       |
| 300 - Other Services     | 589,441        | 1,204,487        |                |                                       |
| 400 - Capital Outlays    | 0              | 0                |                |                                       |
| <b>Total</b>             | <b>645,495</b> | <b>1,262,167</b> |                |                                       |

**Funding: General,  
Other**

**Neighborhood & Citizen Involvement-General**

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

Goals:

- Achieve a 4.6 out of 5 rating based on feedback from Citizen Academy class participants by end of Q4.
- Complete 3 neighborhood clean-ups by November 30, 2020.
- Rid each neighborhood of a minimum of 11 tons of trash or other waste materials during clean-ups by November 30, 2020.
- Fund 5 neighborhood improvement projects by end of Q4.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 87,339         | 90,021         | 1.20           | 2,800             |
| 200 - Supplies           | 944            | 911            |                |                   |
| 300 - Other Services     | 129,086        | 263,779        |                |                   |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>217,368</b> | <b>354,711</b> |                |                   |

**Funding: General,  
Other**

**Title 16 - Rental Inspection Program-General**

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

Goals:

- Conduct 1,450 cycle inspections of new or expiring permitted units or properties by end of Q4.
- Track past inspection time periods and utilize information to save 100 labor hours by revising time allocated for each type of inspection by end of Q4.
- Continue maximizing use of iPads to decrease actual inspection times by 5% by end of Q4.
- Provide educational training to landlords and tenants to decrease smoke detector violations found at cycle inspections to a rate of no more than 15% of the number of overall violations cited in a unit.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 454,889               | 468,858               | 6.25                  | 57,000                   |
| 200 - Supplies           | 10,308                | 9,954                 |                       |                          |
| 300 - Other Services     | 58,089                | 118,701               |                       |                          |
| 400 - Capital Outlays    | 0                     | 50,000                |                       |                          |
| <b>Total</b>             | <b>523,285</b>        | <b>647,513</b>        |                       |                          |

***Funding: General,  
Other***

**Historic Preservation - General:**

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

Goals:

- Host 2 educational/informational seminars or workshops by end of Q4.
- Coordinate incentives with Economic and Sustainability Department for 2 historic properties using the Bloomington Urban Enterprise Association’s Façade Grant Program by end of Q4.
- Coordinate revised historic survey adoption with UDO and Code revisions to ensure seamless transition prior to end of Q4.
- Provide mailings and 3 neighborhood meetings on the new historic survey adoption prior to end of Q4.
- Work with Near West Side neighborhood on establishing historic designation by May 31, 2020.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served  |
|--------------------------|----------------|----------------|----------------|--|
| 100 - Personnel Services | 120,091        | 123,779        | 1.65           | Under Local Historic Designation - 1,280<br>Subject to Demolition Delay Review - 6,000 |
| 200 - Supplies           | 204            | 197            |                |  |
| 300 - Other Services     | 24,046         | 49,136         |                |  |
| 400 - Capital Outlays    | 0              | 0              |                |  |
| <b>Total</b>             | <b>144,341</b> | <b>173,112</b> |                |  |

**Funding: General,  
Other**

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

*Activity Description:* Investigate and resolve citizen complaints through the Citizen Action Order System while proactively working within neighborhoods to prevent complaints.

Goals:

- Maintain an average response time of 3 days for uReport submissions, utilizing the average response time of each quarter of 2020.
- Maintain an average of addressing uReport complaints within 7 calendar days of receipt, utilizing the average for each quarter of 2020.
- Accomplish a 92% “resolved” action of the estimated 950 valid complaints in uReport by year-end.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 294,768        | 303,820        | 4.05           | 65,000            |
| 200 - Supplies           | 52             | 51             |                |                   |
| 300 - Other Services     | 3,228          | 6,597          |                |                   |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>298,048</b> | <b>310,467</b> |                |                   |

**Funding: General,  
Other**

**Housing Counseling**

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

Goals:

- Provide Housing Counseling Services to 62 clients by October 2020 (57 households received individual counseling services).

- Graduate 55 households from Homebuyers classes by end of Q4 (55 households attended the class in 2018).
- Receive an average survey score of 8.3 out of 10 from participants of the Homebuyers Class by October 30, 2020.
- Continue to provide financial counseling and rental down payment assistance to 21 households by end of Q4.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 18,196         | 18,754         | 0.25           | 200 Households    |
| 200 - Supplies           | 0              | 0              |                |                   |
| 300 - Other Services     | 0              | 0              |                |                   |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>18,196</b>  | <b>18,754</b>  |                |                   |

**Funding: General,  
Other**

**NON-APPROPRIATED PROGRAMS**

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

*Activity Description:* Provide funding assistance to social service agencies that provide food, shelter, health and self-sufficiency. Note: fiscal year for the CDBG program is June 1, 2019 – May 31, 2020.

Goals:

- Provide \$125,000 in CDBG funds to 5 social service agencies and monitor for compliance with all federal regulations by May 2020.
- Provide financial oversight of 27 agencies receiving Jack Hopkins grants in the amount of \$313,193 for expenditures of funds within 12 months of signed funding agreement closing out 90% of the funding agreements by December 31, 2020.

**CDBG – Physical Improvement Funding**

*Activity Description:* Provide funding for a variety of physical improvement projects including funds to nonprofit organizations to rehab, upgrade and modernize their facilities; grants and loans for residential and public housing rehabilitation, home modification for the disabled, and emergency home repair; and assistance to City departments constructing public infrastructure improvements to streets, sanitary sewers and storm drainage facilities and playground equipment in targeted neighborhoods. Note: funds are allocated by the Citizen Advisory Committee through the CDBG grant allocation process; fiscal year for the CDBG program is June 1, 2019 – May 31, 2020.

Goals:

- Provide funds to rehabilitate Mother Hubbard’s Cupboard facility by May 31, 2020.
- Complete fire and security improvement upgrade to Middle Way House shelter facility by May 31, 2020.
- Assist 2 homeowners with rehabilitating their homes by December 31, 2020.
- Assist LifeDesigns with renovation to their Highland Group home facility by May 31, 2020.
- Provide funds to increase security access at Crawford II Apartments by May 31, 2020.
- Install exterior accessible ramp to residential building for Centerstone’s Henderson Street group home by August 31, 2020.
- Assist the Bloomington Housing Authority (BHA) with funding for installation of handicap accessible intersections within the Crestmont and Rev. Butler housing neighborhoods by May 31, 2020.

**HOME Program Activities**

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

Goals:

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

**2020 Budget Proposal Highlights**

The HAND Department’s budget request is \$2,766,725. This is an increase of \$919,993 or 50%. Significant highlights include:

**Category 1 – Personnel** request is \$1,061,495. This is an increase of \$31,628 or 3%.

**Category 2 – Supplies** request is \$12,531. This is a decrease of \$445 or -3%.

**Category 3 – Other Services and Charges** request is \$1,642,699. This is an increase of \$838,810 or 104%.

- **Line 399 - Other Services and Charges:** \$800,000, available under the affordable housing development fund.

**Category 4 – Capital Outlays** request of \$50,000 is to purchase two new vehicles for inspectors compared to \$0 in 2019.

### **Housing and Neighborhood Development 2020 Budget Summary**

| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> | <b>Change (%)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 100 - Personnel Services | 973,714            | 1,005,688          | 1,029,868          | 1,061,495          | 31,628             | 3%                |
| 200 - Supplies           | 18,173             | 9,320              | 12,976             | 12,531             | (445)              | -3%               |
| 300 - Other Services     | 362,701            | 578,922            | 803,889            | 1,642,699          | 838,810            | 104%              |
| 400 - Capital Outlays    | -                  | -                  | -                  | 50,000             | 50,000             | 100%              |
| <b>Total</b>             | <b>1,354,589</b>   | <b>1,593,930</b>   | <b>1,846,733</b>   | <b>2,766,725</b>   | <b>919,993</b>     | <b>50%</b>        |

#### **Conclusion**

The HAND Department's overall 2020 budget request is an increase of \$919,993 from 2019. This increase is largely attributed to the funds deposited in the Other Services budget line item for the Housing Development Fund. Thank you for your consideration of HAND's budget request for 2020. We are available to answer any questions.

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|  | Account Number | Account Description                  | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$            | +/- %         |
|--|----------------|--------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| <b>Fund: 101 - General Fund (S0101)</b>  |                |                                      |                     |                     |                     |                     |                   |               |
| <u>Expenditures</u>                      |                |                                      |                     |                     |                     |                     |                   |               |
| <b>Department: 15 - HAND</b>             |                |                                      |                     |                     |                     |                     |                   |               |
| Personnel Services                       |                |                                      |                     |                     |                     |                     |                   |               |
|  | 51110          | Salaries and Wages - Regular         | 597,160             | 624,806             | 611,739             | 637,693             | 25,954            | 4.24%         |
|  | 51120          | Salaries and Wages - Temporary       | 5,309               | 3,589               | 38,834              | 38,834              | -                 | 0.00%         |
|  | 51210          | FICA                                 | 43,791              | 45,913              | 49,769              | 51,755              | 1,986             | 3.99%         |
|  | 51220          | PERF                                 | 84,797              | 88,722              | 86,868              | 90,556              | 3,688             | 4.25%         |
|  | 51230          | Health and Life Insurance            | 242,658             | 242,658             | 242,658             | 242,658             | -                 | 0.00%         |
| <b>Total: Personnel Services</b>         |                |                                      | <b>973,714</b>      | <b>1,005,688</b>    | <b>1,029,868</b>    | <b>1,061,495</b>    | <b>31,628</b>     | <b>3.07%</b>  |
| Supplies                                 |                |                                      |                     |                     |                     |                     |                   |               |
|  | 52110          | Office Supplies                      | 3,363               | 1,169               | 2,650               | 2,650               | -                 | 0.00%         |
|  | 52240          | Fuel and Oil                         | 3,641               | 4,383               | 5,831               | 5,386               | (445)             | -7.63%        |
|  | 52410          | Books                                | 189                 | 92                  | 495                 | 495                 | -                 | 0.00%         |
|  | 52420          | Other Supplies                       | 10,980              | 3,676               | 4,000               | 4,000               | -                 | 0.00%         |
| <b>Total: Supplies</b>                   |                |                                      | <b>18,173</b>       | <b>9,320</b>        | <b>12,976</b>       | <b>12,531</b>       | <b>(445)</b>      | <b>-3.43%</b> |
| Other Services and Charges               |                |                                      |                     |                     |                     |                     |                   |               |
|  | 53160          | Instruction                          | 1,225               | 1,776               | 4,650               | 4,650               | -                 | 0.00%         |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | 1,957               | 26,242              | 1,600               | 51,600              | 50,000            | 3125.00%      |
|  | 53210          | Telephone                            | -                   | 1,411               | 3,000               | 3,000               | -                 | 0.00%         |
|  | 53220          | Postage                              | 1,550               | 330                 | 530                 | 530                 | -                 | 0.00%         |
|  | 53230          | Travel                               | 6,078               | 185                 | 5,850               | 5,150               | (700)             | -11.97%       |
|  | 53310          | Printing                             | 3,448               | 2,030               | 5,300               | 4,300               | (1,000)           | -18.87%       |
|  | 53320          | Advertising                          | 1,863               | 507                 | 3,200               | 3,200               | -                 | 0.00%         |
|  | 53410          | Liability / Casualty Premiums        | 1,528               | -                   | -                   | -                   | -                 | #DIV/0!       |
|  | 53620          | Motor Repairs                        | 8,442               | 16,401              | 15,401              | 17,711              | 2,310             | 15.00%        |
|  | 53830          | Bank Charges                         | 458                 | 770                 | 1,100               | 1,100               | -                 | 0.00%         |
|  | 539010         | Inter-Fund Transfers                 | -                   | 299,554             | 290,000             | 296,000             | 6,000             | 2.07%         |
|  | 53910          | Dues and Subscriptions               | 1,140               | 1,240               | 1,508               | 1,508               | -                 | 0.00%         |
|  | 53960          | Grants                               | 334,536             | 61,350              | 69,750              | 50,450              | (19,300)          | -27.67%       |
|  | 53990          | Other Services and Charges           | 476                 | 2,126               | 2,000               | 3,500               | 1,500             | 75.00%        |
| <b>Total: Other Services and Charges</b> |                |                                      | <b>362,701</b>      | <b>413,922</b>      | <b>403,889</b>      | <b>442,699</b>      | <b>38,810</b>     | <b>9.61%</b>  |
| Capital Outlays                          |                |                                      |                     |                     |                     |                     |                   |               |
|  | 54440          | Motor Equipment                      | -                   | -                   | -                   | 50,000              | 50,000            | N/A           |
| <b>Total: Capital Outlays</b>            |                |                                      | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>50,000</b>       | <b>50,000</b>     | <b>0.00%</b>  |
| <b>Expenditures Grand Total:</b>         |                |                                      | <b>\$ 1,354,589</b> | <b>\$ 1,428,930</b> | <b>\$ 1,446,733</b> | <b>\$ 1,566,725</b> | <b>\$ 119,993</b> | <b>8.29%</b>  |

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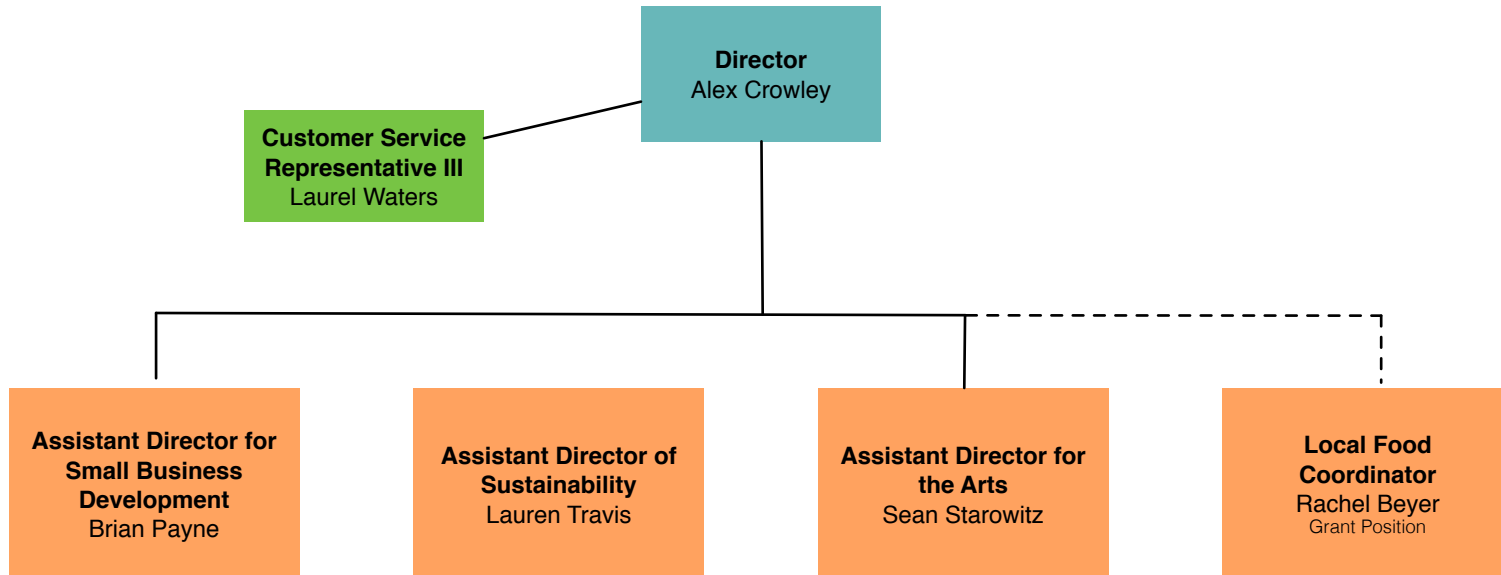
|   | Account Number | Account Description        | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$            | +/- %          |
|---|----------------|----------------------------|--------------------|---------------------|---------------------|---------------------|-------------------|----------------|
| <b>Fund: 905 - Housing Develp (Ord16-41)(S9506)</b> |                |                            |                    |                     |                     |                     |                   |                |
| <u>Expenditures</u>                                 |                |                            |                    |                     |                     |                     |                   |                |
| <b>Department: 15 - HAND</b>                        |                |                            |                    |                     |                     |                     |                   |                |
| Other Services and Charges                          |                |                            |                    |                     |                     |                     |                   |                |
|   | 53990          | Other Services and Charges | -                  | 165,000             | 400,000             | 1,200,000           | 800,000           | 200.00%        |
| <b>Total: Other Services and Charges</b>            |                |                            | <b>-</b>           | <b>165,000</b>      | <b>400,000</b>      | <b>1,200,000</b>    | <b>800,000</b>    | <b>200.00%</b> |
| <b>Expenditures Grand Total:</b>                    |                |                            | <b>\$ -</b>        | <b>\$ 165,000</b>   | <b>\$ 400,000</b>   | <b>\$ 1,200,000</b> | <b>\$ 800,000</b> | <b>200.00%</b> |





2020

# Department of Economic & Sustainable Development





# Memorandum

To: Members of the City of Bloomington Common Council  
From: Alex Crowley, Director  
Date: August 21, 2019

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## **Why We Exist**

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

## **Background**

The department's interdisciplinary team balances multiple roles with a relatively small staff. The department's continuing focus has been to serve as the lead for a number of the Administration's strategic priorities; to work collaboratively with internal departments, community organizations and the private sector to advance Bloomington's economic strength, sustainability programs, and cultural vibrancy; and to staff five boards and commissions and additional advisory groups.

The department's efforts have helped Bloomington increase statewide and national recognition of its quality of place, including:

- Marketwatch: #5 Best City to Raise a Family
- Livability: #19 Best Places to Live
- Insurify: #1 Greenest City in Indiana
- Outstanding Rehabilitation or Restoration from the Central Regional Office of Indiana Landmarks for The Mill
- EPA Green Power Partner City
- US Green Building Council: Selection as one of only a handful of 2019 LEED for Cities Grant Awardees nationwide

Over the past 12 months, ESD has successfully delivered across a broad range of projects, large and small. These include the following of notable importance to the Bloomington community:

- Development of the Trades District infrastructure and The Mill (formerly known as Dimension Mill) projects, leading to strong programming and membership growth at The Mill.
- Creation and ongoing implementation of the city's first-ever Sustainability Action Plan.
- Collection of data for greenhouse gas (GHG) emissions inventories for City operations and the Bloomington community.
- Expansion of composting program to two additional facilities .
- Application to and successful enrollment in the Green Building Council's inaugural LEED for Cities program.
- Continuation and support of new and emerging community festivals, including the Black y Brown festival, the GranFalloon/Vonnegut festival, and the Kirkwood Street Fair.
- Reinvigoration of the Bloomington Entertainment and Arts District, including rebranding the district and completing its next strategic plan.
- Successful implementation of the 1% For the Arts Program, resulting in three public art commissions at major capital city projects.
- Launch of the "Year of Food" focus on food equity and improved access to local food, including the implementation of the City's first USDA co-funded Value Chain Coordinator in partnership with Purdue Extension.
- Launch of Bloomington's Community Development Financial Institution (CDFI) initiative, CDFI-Friendly Bloomington, and Bloomington's Opportunity Zones to increase capital flow in support of community priorities in affordable housing, community facilities, and small business development.
- Collaboration with private developers to increase affordable housing units, including Southern Knoll (31 units), Canterbury House renovation-Limestone Crossing (208 units), Centerstone-Kinser Flats (50 units), Omega Properties-Morton Row (5 units or equivalent), and Alleyworks (5 units).
- Completion of innovative and widely recognized public art installations, including murals and other temporal art projects, to broaden the community's cultural diversity.

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

## **2020 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 new festivals, events and public art opportunities. Increase national visibility of Bloomington as an arts and culture incubator.

#### Goals:

- Maintain the scope and effectiveness of the Bloomington Entertainment and Arts District (BEAD)
  - Measure the impact of the new BEAD brand in marketing, swag items, advertising and sponsoring of festivals and community events by end of Q4.

- Control and maintain correct use of BEAD brand by community organizations and partners by end of Q4.
- Expand and collaborate with Columbus Area Arts Council on at least one project as part of Arts Road 46 (IAC Cultural District Program) by end of Q3.
- Work with Visit Bloomington to create a regional marketing plan to enhance BEAD's visibility throughout the region and state, resulting in one article focused on the Cultural District by end of Q4.
- Adopt *Strategic Maintenance Plan For Public Art* in partnership with Public Works and Parks & Recreation by end of Q3.
  - Ensure effective budgeting and maintenance tasks are prepared for 2021 budget by end of Q2.
  - Establish a Maintenance Endowment (non-reverting fund) by end Q3.
- Follow-up research based on the *Arts Space Needs Assessment* findings (to be completed by Q4 2019)
  - Understand workforce housing needs specifically for artists and venue concerns for arts organizations, and make recommendations based on the findings by end of Q1.
- Continue to work with newer community organizations to build capacity for festival and cultural event growth, reducing City staff involvement by 25%.
  - Develop redesigned Roles & Responsibilities document in partnership with Public Works reassigning appropriate event management tasks by end of Q1.
- Execute the NEA/Other grant received in 2019 by end of Q4.
  - Pursue grants to establish a collaborative exhibition between Columbus Area Arts Council and the Bloomington Arts and Entertainment District, an Artist Residency Project, and Arts/Small Business Collaboration by end of Q4.
- Increase request for qualification (RFQ) submissions from nationally-recognized artists by 25% over 2019 submissions by end of Q4.
- Update the Bloomington Arts Commission (BAC) grants program, including final reporting, data collection and evaluation of grant management software by end of Q2.
- Draft and gain BAC approval of revised 1% for the Arts Funding Guidelines to improve effectiveness and management of program, including reserve funding, by end of Q4.
  - Update the 2015 Public Arts Masterplan.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 115,916        | 125,260        | 1.85           | 85,000            |
| 200 - Supplies           | 1,014          | 869            |                |                   |
| 300 - Other Services     | 86,799         | 74,830         |                |                   |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>203,729</b> | <b>200,960</b> |                |                   |

**Funding: General**

## **Sustainable Development**

*Activity Description:* Build sustainability networks, expertise and efficiency in the community as well as internally to City operations. Facilitate enhanced access to renewable energy and energy efficiency programs, waste reduction programs, and local food availability.

### Goals:

- Implement priority 2020 Sustainability Action Plan (SAP) action items, partnering with City departments and external organizations.
  - City Operations
    - Evaluate the viability of creating a renewable energy goal for City Operations by end of Q2.
    - Establish consistent methodology for quarterly reporting of waste generation and diversion in City facilities by end of Q1.
    - Establish annual reporting process for Sustainable Purchasing Policy (SPP) compliance through City of Bloomington Data Portal by end of Q4.
    - Develop a mechanism for tracking the review of all Green Building Program Ordinance-eligible projects by end of Q3.
    - Hold monthly Green Team meetings to facilitate implementation of SAP and employee sustainability education by end of Q1.
  - Local Food
    - Local Food Access
      - Evaluate changes in healthy food access through administration of annual community survey by end of Q1.
      - Complete food asset map of functional food system by end of Q2.
      - With community partners, implement Stock Healthy, Shop Healthy program to improve access to healthy, affordable foods by working with small retailers by end of Q4.
      - Facilitate at least 1 community meeting/event each quarter in 2020 regarding food access, economic partnerships and education.
      - Evaluate development of a goal for increasing access to healthy local food by end of Q3.
    - Local Food Gardens
      - Collaborate with community partners to develop a SMART goal for increasing the area of food gardens in the community by end of Q1.
      - Evaluate development of a goal for increasing access to healthy local food by end of Q3.
    - Local Food Purchasing
      - Facilitate at least 1 community meeting/event each quarter in 2020 regarding food access, economic partnerships and education.
      - Increase percentage of food that institutional buyers purchase from local farmers by 5% over 2019 baseline [by end of Q4]
      - Help to organize 2-4 grower training events for wholesale scaling and food safety by end of Q1.
      - Assist 2-5 farmers with preparing for/passing a GAP audit by end of Q2.

- Assist 2-5 buyers to develop and implement local food marketing initiatives by end of Q2.
- Work with the Bloomington Food Policy Council to research and identify 1-2 municipal food policy implementation tools by end of Q3.
- Organize a second annual grower and buyer meeting by end of Q4.
- Assist with the development of wholesale food safety & regulation protocol documents for statewide use by end of Q4.
- Climate Change and Adaptation
  - Greenhouse Gas Emission Reduction
    - Distribute report for local government and community Greenhouse Gas Emissions by end of Q1.
    - Evaluate feasibility of creating a community renewable energy goal by end of Q2.
    - Aid low-cost solar installations and energy efficiency measures by end of Q3.
    - Facilitate habitat restoration and tree planting with proper siting on public and private properties to sequester carbon dioxide by end of Q2.
  - Climate Vulnerability
    - Conduct climate vulnerability assessment by end of Q1.
- Energy and the Built Environment
  - Building Energy Use
    - Develop pilot program with Monroe County Energy Challenge to improve residential and commercial energy use efficiency by end of Q2.
    - Partner with utility providers to establish a consistent methodology to monitor and report community-wide energy use by end of Q3.
    - Collaborate with the business community on a voluntary energy savings program by end of Q4.
  - Sustainable Building Certification
    - Develop an educational program on sustainable building certifications and incentive programs by end of Q4.
- Transportation
  - Electric Vehicles
    - Hold one educational event about EV vehicles by end of Q2.
    - Expand EV infrastructure charging stations in parking garage infrastructure by end of Q4.
  - Commuting
    - Implement ESD's assigned priority 2020 actions as detailed in the TDM Plan (to be developed in 2019) in partnership with Planning & Transportation by end of Q4.
  - Public Transit
    - Collaborate with employers and Bloomington Transit to provide transit benefits programs by end of Q2 that promote use of public transit .
- Waste
  - Waste Diversion
    - Reevaluate Hoosier to Hoosier model through the hiring of a zero waste coordinator (joint IU-City position) by end of Q1.



- Create and deploy public, online database of economic development grant funding opportunities by end of Q4.
- Streamline and fully automate the business licensing process to increase transparency and access for applicants by end of Q4.
- Reduce paper business license application submissions by 50% (from 2019 submissions) by end of Q4.
- Staff and support boards and commissions
  - Implement at least one new funding opportunity administered by the Bloomington Urban Enterprise Association by end of Q4.
  - Bring incentive proposals to the Economic Development Commission (EDC) to support at least 50 units of affordable housing by end of Q4. Note: 50 units of incentive-supported affordable housing are subset of 200 total units listed below, which may be supported by other, non-EDC incentives.
  - Bring incentive proposals to the EDC to support at least 50 new jobs by end of Q4.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served                  |
|--------------------------|----------------|----------------|----------------|------------------------------------|
| 100 - Personnel Services | 85,005         | 57,552         | 0.85           | 40,000<br>non-student<br>residents |
| 200 - Supplies           | 743            | 399            |                |                                    |
| 300 - Other Services     | 71,718         | 61,828         |                |                                    |
| 400 - Capital Outlays    | 0              | 0              |                |                                    |
| <b>Total</b>             | <b>157,466</b> | <b>119,780</b> |                |                                    |

**Funding: General**

**Major Economic Development Projects**

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

Goals

- Collaborate with Chamber, BEDC and community stakeholders to implement 2020 prioritized action items as defined in 5-year *Comprehensive Economic Development Strategy* (to be completed by Q1 2020) for Bloomington and surrounding region by end of Q4.
- Sell at least one RDC-owned lot in vicinity of Switchyard Park for private development to include no less than 50 units of affordable housing by end of Q3.
- Leverage incentives and other tools to stimulate 200 additional units (or equivalent) of affordable and/or workforce housing in collaboration with HAND by end of Q4.
- Develop one significant program to drive wage growth, targeting at least 5,000 workers in City, and implement program by end of Q4.
- Market and develop Trades District.



- Sell two RDC-owned lots in Trades District for private development to substantially include office space for tech/innovation tenants or owners by end of Q4.
- Support completion and opening of Trades District garage by end of Q4.
- Facilitate at least \$5 million in committed CDFI funding in the Bloomington MSA by end of Q4.
- Formally review 2016 Wage Growth Task Force goals and develop plan to implement additional activities by end of Q2.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 160,074        | 223,438        | 3.30           | 85,000 indirectly |
| 200 - Supplies           | 1,400          | 1,551          |                | 21,465 directly   |
| 300 - Other Services     | 212,481        | 183,181        |                | served            |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>373,955</b> | <b>408,169</b> |                |                   |

**Funding: General**

**2020 Budget Request Highlights**

The Department of Economic & Sustainable Development’s general fund budget request is \$996,941. This is an increase of \$47,095, or 5%. Listed below are some highlights of significance.

**Category 1 – Personnel** request is \$561,979, which is an increase of 26%. The increase includes the addition of a Special Projects Manager position to the department (offset below), the movement of the Value Chain Coordinator grant position and associated health insurance costs to this category (from Temporary/Contractual category), and forecasted salary increases for staff.

**Category 2 – Supplies** request is \$13,650, which is unchanged from 2019.

**Category 3 – Other Services & Charges** request is \$420,912, which is a decrease of \$68,885 or -14%. Significant changes are listed below:

- **Line 317 (Mgt. Fee, Consultants, Workshops)** decreases \$27,000 with the removal of one-time BEAD rebranding costs and one-time Sustainability events.
- **Line 394 (Temporary Contractual Employee)** decreases \$23,120 with the movement of Value Chain Coordinator costs to Category 1.
- **Line 399 (Other Services and Charges)** decreases \$75,000 associated with Wage Growth Task Force implementation services. The contracted position will be replaced by the newly requested “Special Projects Manager” staff position.

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

**ESD 2020 Budget Summary**

| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> | <b>Change (%)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 100 - Personnel Services | 416,444            | 416,845            | 445,999            | 561,979            | 115,980            | 26%               |
| 200 - Supplies           | 14,218             | 11,709             | 13,650             | 13,650             | 0                  | 0%                |
| 300 - Other Services     | 162,960            | 393,971            | 489,797            | 420,912            | (68,885)           | -14%              |
| 400 - Capital Outlays    | -                  | -                  | -                  | -                  | -                  | 0%                |
| <b>Total</b>             | <b>593,623</b>     | <b>822,525</b>     | <b>949,446</b>     | <b>996,541</b>     | <b>47,095</b>      | <b>5%</b>         |

**Conclusion**

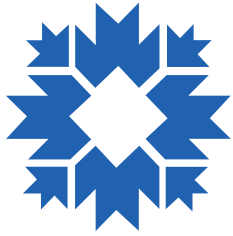
Thank you for your consideration of the Economic & Sustainable Development Department's 2020 budget request. We are available to answer any questions.

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|  | Account Number | Account Description                  | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 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         | 282,769            | 282,163             | 303,916             | 382,001           | 78,085           | 25.69%         |
|  | 51120          | Salaries and Wages - Temporary       | 1,440              | 2,534               | 4,001               | -                 | (4,001)          | -100.00%       |
|  | 51210          | FICA                                 | 20,712             | 20,711              | 23,556              | 29,223            | 5,667            | 24.06%         |
|  | 51220          | PERF                                 | 40,154             | 40,067              | 43,157              | 50,837            | 7,681            | 17.80%         |
|  | 51230          | Health and Life Insurance            | 71,370             | 71,370              | 71,370              | 99,918            | 28,548           | 40.00%         |
| <b>Total: Personnel Services</b>                       |                |                                      | <b>416,444</b>     | <b>416,845</b>      | <b>445,999</b>      | <b>561,979</b>    | <b>115,980</b>   | <b>26.00%</b>  |
| Supplies   |                |                                      |                    |                     |                     |                   |                  |                |
|  | 52110          | Office Supplies                      | 224                | 566                 | 400                 | 400               | -                | 0.00%          |
|  | 52420          | Other Supplies                       | 536                | 1,393               | 3,500               | 3,500             | -                | 0.00%          |
| <b>Total: Supplies</b>                                 |                |                                      | <b>760</b>         | <b>1,959</b>        | <b>3,900</b>        | <b>3,900</b>      | <b>-</b>         | <b>0.00%</b>   |
| Other Services and Charges                             |                |                                      |                    |                     |                     |                   |                  |                |
|  | 53160          | Instruction                          | 578                | 1,330               | 5,195               | 5,500             | 305              | 5.87%          |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | 30,853             | 87,111              | 95,500              | 70,500            | (25,000)         | -26.18%        |
|  | 53220          | Postage                              | 81                 | 268                 | 200                 | 200               | -                | 0.00%          |
|  | 53230          | Travel                               | 878                | 2,477               | 3,000               | 3,000             | -                | 0.00%          |
|  | 53310          | Printing                             | 480                | 1,674               | 5,000               | 3,075             | (1,925)          | -38.50%        |
|  | 53320          | Advertising                          | 2,147              | 2,800               | 10,250              | 19,000            | 8,750            | 85.37%         |
|  | 53830          | Bank Charges                         | 4                  | -                   | -                   | -                 | -                | 0.00%          |
|  | 53910          | Dues and Subscriptions               | 8,328              | 8,582               | 16,112              | 15,317            | (795)            | -4.93%         |
|  | 53940          | Temporary Contractual Employee       | 4,378              | 5,070               | 29,240              | 6,120             | (23,120)         | -79.07%        |
|  | 53960          | Grants                               | 19,214             | 201,300             | 220,500             | 247,300           | 26,800           | 12.15%         |
|  | 53970          | Mayor's Promotion of Business        | 94,192             | 16,636              | 17,400              | 18,500            | 1,100            | 6.32%          |
|  | 53990          | Other Services and Charges           | 1,827              | 66,722              | 87,400              | 32,400            | (55,000)         | -62.93%        |
| <b>Total: Other Services and Charges</b>               |                |                                      | <b>162,960</b>     | <b>393,971</b>      | <b>489,797</b>      | <b>420,912</b>    | <b>(68,885)</b>  | <b>-14.06%</b> |
| <b>Expenditures Grand Total:</b>                       |                |                                      | <b>\$ 580,165</b>  | <b>\$ 812,775</b>   | <b>\$ 939,696</b>   | <b>\$ 986,791</b> | <b>\$ 47,095</b> | <b>5.01%</b>   |

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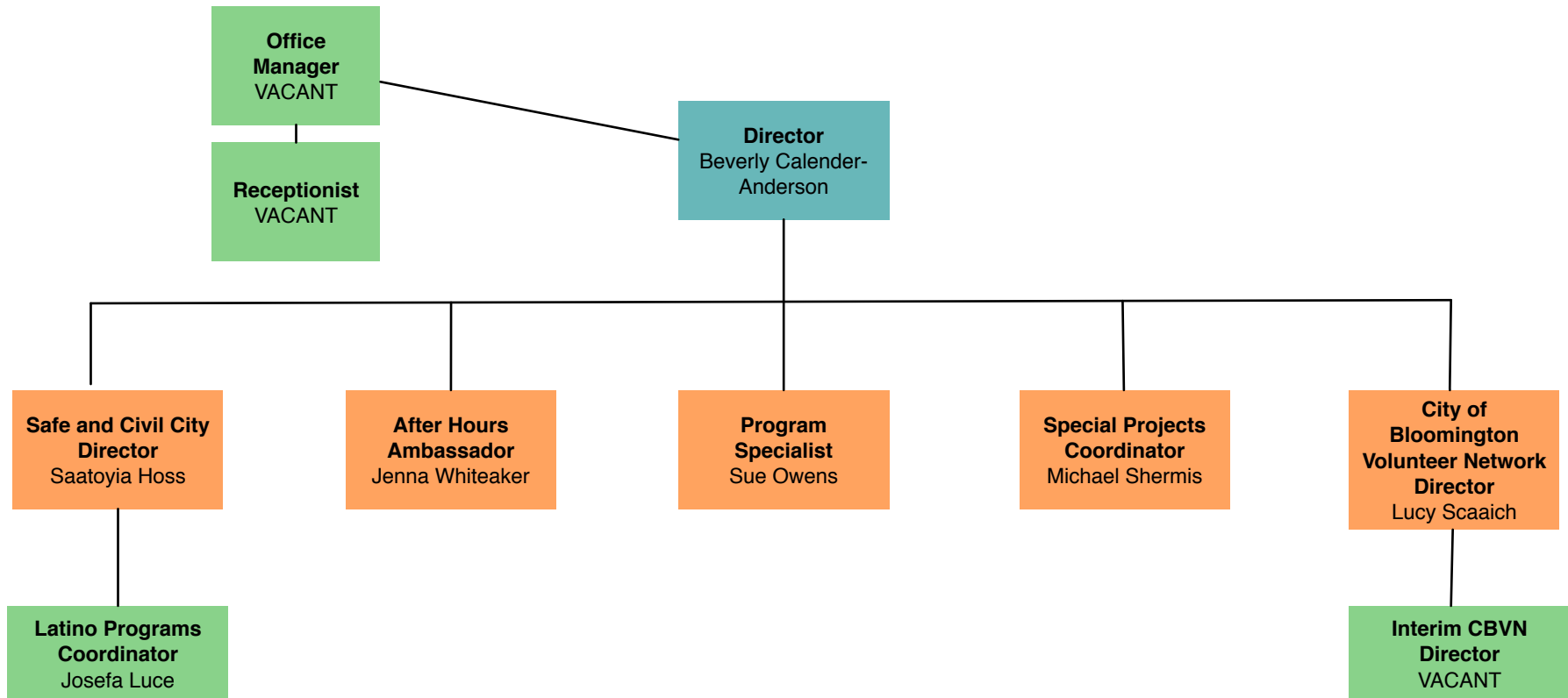
|   | Account Number | Account Description  | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council    | +/- \$      | +/- %        |
|---|----------------|----------------------|--------------------|---------------------|---------------------|-----------------|-------------|--------------|
| <b>Fund: 251 - Bloomington Invest Incent(S9503)</b> |                |                      |                    |                     |                     |                 |             |              |
| <u>Expenditures</u>                                 |                |                      |                    |                     |                     |                 |             |              |
| <b>Department: 11 - Mayor's Office</b>              |                |                      |                    |                     |                     |                 |             |              |
| Other Services and Charges                          |                |                      |                    |                     |                     |                 |             |              |
|   | 539010         | Inter-Fund Transfers | 13,458             | 9,750               | 9,750               | 9,750           | -           | 0.00%        |
| <b>Total: Other Services and Charges</b>            |                |                      | <b>13,458</b>      | <b>9,750</b>        | <b>9,750</b>        | <b>9,750</b>    | <b>-</b>    | <b>0.00%</b> |
| <b>Expenditures Grand Total:</b>                    |                |                      | <b>\$ 13,458</b>   | <b>\$ 9,750</b>     | <b>\$ 9,750</b>     | <b>\$ 9,750</b> | <b>\$ -</b> | <b>0.00%</b> |



CITY OF BLOOMINGTON

2020

# Community and Family Resources Department





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Beverly Calender-Anderson  
**Date:** August 21, 2019

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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 addressing issues of equity and inclusion to coordinating public safety education initiatives, 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**

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

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

In 2016 the Safety, Civility and Justice (SCJ) Initiative was introduced to address downtown safety, civility and justice issues. Since that time CFRD staff has worked extensively with business owners; social service agencies addressing the issues of homelessness, mental health and substance misuse disorder; law enforcement; IU groups; and residents to educate and engage community members as recommendations were considered by the Safety, Civility and Justice Task Force and subsequently implemented. CFRD staff continues to serve as a resource to the Safety, Civility and Justice Community Coordinating Council as it monitors the implementation of the recommendations submitted by the SCJ Task Force. One SCJ

recommendation that the department implemented in 2019 is the addition of an After Hours Ambassador. This full-time position serves as a bridge between nightlife establishments and venues, City departments, law enforcement, residents and visitors. The After Hours Ambassador assures that residents and visitors to the downtown sector are treated hospitably while offering resource referral to persons who find themselves in need. CFRD continues to take the lead on additional issues related to safety, civility and justice as they have arisen in the community, such as substance use disorder or other public health concerns.

**2020 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:

- Increase business-based volunteers 10% (from 10 to 11) by creating an outreach strategy that includes online, in-person, and print services to encourage and support targeted skill-based and pro-bono volunteering by individuals, businesses and corporations.
- Increase nominations and attendance by 10% (from 57 to 63) at the annual Be More Awards in March 2020 where community engagement is recognized and celebrated.
- Coordinate, promote and host a minimum of 2 all-ages, family-friendly engagement opportunities by end of Q4, reaching a total of 40 families or approximately 120 individuals.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>   |
|--------------------------|---------------------------|---------------------------|---------------------------|--|
| 100 - Personnel Services | 230,484                   | 231,230                   | 3.07                      | Primary: 342 non-profit agencies who engage volunteers and are registered with CBNV.<br>Secondary: People and workplaces interested in being engaged in the community. |
| 200 - Supplies           | 2,167                     | 2,333                     |                           |  |
| 300 - Other Services     | 13,040                    | 12,610                    |                           |  |
| 400 - Capital Outlays    | 0                         | 0                         |                           |  |
| <b>Total</b>             | <b>245,691</b>            | <b>246,173</b>            |                           |  |

**Funding: General**

**Safety, Civility and Justice**

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

Goals:

- Continue to implement and monitor 30 Safety, Civility and Justice Task Force recommendations, with 3 new recommendations to be implemented in 2020.
- Convene and collaborate with Community Coordinating Council quarterly to provide oversight to the Safety, Civility and Justice (SCJ) Task Force recommendation implementation and provide quarterly updates to the community as the initiative progresses.

- Activate the After Hours Ambassador to increase safety, civility and justice downtown after 6pm by working with merchants, social service agencies and law enforcement organizations.
- Implement a volunteer Downtown Ambassador program by May 2020. Downtown Ambassadors will observe and report to the After Hours Ambassador while also providing hospitality to nightlife proprietors and patrons in the downtown sector.
- Work with the Monroe County Opioid Commission and the planning committee for the Monroe County Opioid Summit to increase community knowledge of substance use disorder, help to reduce stigma, and provide resources for treatment options. This will be evidenced by increased Summit attendance and volunteer support, as well as positive evaluations from Summit participants.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Population Served  |
|--------------------------|-------------------|-------------------|-------------------|--|
| 100 - Personnel Services | 166,877           | 183,252           | 2.44              | Individuals and families who live/work downtown or are here for shopping or recreational purposes. Also, those in need of services due to homelessness, addiction, trauma or mental health issues. |
| 200 - Supplies           | 1,569             | 1,849             |                   |  |
| 300 - Other Services     | 3,645             | 3,525             |                   |  |
| 400 - Capital Outlays    | 0                 | 0                 |                   |  |
| <b>Total</b>             | <b>172,091</b>    | <b>188,626</b>    |                   |  |

**Funding: General**

**Diversity**

*Activity Description:* Create an environment where employees and 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:

- Assure that all 700 City staff have received two 2-hour mandatory diversity/inclusion training modules on Equity/Inclusion 101 and an introductory module on Race/Ethnicity.
- Provide elective 2-hour units on Aging, Disabilities, LGBTQIA, Religion, Generations, and Socioeconomics.
- Monitor Diversity Recruitment plan developed for the Bloomington Fire Department for increasing diversity in the BFD applicant pool.
- Help assure a diverse applicant pool for City positions by sharing employment opportunities with organizations serving racial and religious minorities and through social media platforms.
- Provide targeted communications regarding City program opportunities to African American and Latino audiences.
- Coordinate a Young Women’s Leadership Summit in the Fall focused on African American and Latina middle and high school aged females.



| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served  |
|--------------------------|----------------|----------------|----------------|--|
| 100 - Personnel Services | 120,468        | 120,857        | 1.61           | City staff; and constituents who are members of racial and religious minorities, aging, LGBTQIA+, and differently abled. |
| 200 - Supplies           | 1,133          | 1,220          |                |  |
| 300 - Other Services     | 6,820          | 6,595          |                |  |
| 400 - Capital Outlays    | 0              | 0              |                |  |
| <b>Total</b>             | <b>128,421</b> | <b>128,672</b> |                |  |

**Funding: General**

**Commissions**

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

Goals:

- Develop an onboarding program for new commission and board members to assure consistent guidelines across commissions on all 45 City commissions, in coordination with the Office of the City Clerk.

**Commission on Aging**

Primary population served: Men and women ages 50 and older

Secondary population served: Service providers, municipal and county government and operators of public venues

- Increase participation to average 75-100 at 4 community events through targeted marketing, social media and outreach efforts
- Host a minimum of 3 workshops or public events on the Lifetime Community concept by November 1.
- Provide fee waiver support for low-income seniors to participate in programs at Endwright East Active Living Center.

**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 from 10 to 30 as part of the Million Man March.
- Create the Outstanding Black Woman Leader of Tomorrow Award to be presented in February.

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

Primary population served: Children and youth, birth -19 years old, both male and female. (Since young people with special needs can attend public high school until age 21, the commission could potentially serve some young people to age 21.)

Secondary population served: Municipal and County government; school corporations, agencies serving school aged youth.

- Recognize 4 area children and youth with SWAGGER (Student Who Act Generously, Grow and Earn Respect) awards in November.
- Implement Phase 2 of the Youth Participatory Budgeting (YPB) project including recruiting 10-15 students to serve on the YPB Steering Committee; soliciting ideas from youth ages 13-18 (living or attending school in Monroe County) for proposals in June-August; and coordinating the voting process in September and October.
- Implement a plan for winning YPB proposal(s) in 2020-21.

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

Primary population served: Hispanic/Latino children, youth and adults, from birth and beyond (N=3,569 according to U.S. Census Bureau)

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 at the Hispanic and Latino Awards in October.
- Recognize at least one organization that has provided outstanding support to the Hispanic/Latino community at the Hispanic and Latino Awards in October.
- Provide health education for early detection, screening, resources and patient navigation for follow-up care to 100 underserved Hispanic and Latino residents and publish a comparison of testing and follow-up rates from 2019 to 2020.

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

Primary population served: Entire community

- Secure \$7,000 in sponsorship funding by end of Q4 to cover the expenses of the MLK Birthday Celebration and one major volunteer effort.
- Plan and coordinate MLK Birthday Celebration in January, which includes Day of Service, Community Celebration and Legacy Awards, reaching 500 community members.
- Coordinate commemoration of Dr. Martin Luther King, Jr's assassination in April.

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

Primary population served: Girls and women, from 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 participation of Women's Leadership Development Event in March by 10%.
- Increase the number of events co-sponsored by both the Bloomington Commission on the Status of Women and the Monroe County Women's Commission from 3 to 4.

### **Council for Community Accessibility**

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

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

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

**Monroe County Domestic Violence Coalition**

Primary population served: Service providers working with survivors of domestic violence, their families and batterers.

- Publish 2 updates to domestic violence statistics in Monroe County.
- Increase attendance at the Domestic Violence Conference from 75 to 100 (33%).

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 231,898        | 232,648        | 3.09           |                   |
| 200 - Supplies           | 2,181          | 2,348          |                |                   |
| 300 - Other Services     | 13,229         | 18,340         |                |                   |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>247,308</b> | <b>253,336</b> |                |                   |

**Funding: General**

**2020 Budget Request Highlights**

The Community and Family Resources Department’s general fund budget request is \$816,807. This is an increase of \$17,560, or 2%.

**Category 1 – Personnel** request is \$767,987, an increase of \$18,260 or 2%.

**Category 2 – Supplies** request is \$7,750, an increase of \$700 or 10%.

**Category 3 – Other Services & Charges** request is \$41,070, a decrease of \$1,400 or -3%.

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

**Community and Family Resources Department 2020 Budget Summary**

| Budget Allocation        | 2017 Actual    | 2018 Actual    | 2019 Budget    | 2020 Budget    | Change (\$)   | Change (%) |
|--------------------------|----------------|----------------|----------------|----------------|---------------|------------|
| 100 - Personnel Services | 720,841        | 659,759        | 749,727        | 767,987        | 18,260        | 2%         |
| 200 - Supplies           | 4,629          | 4,586          | 7,050          | 7,750          | 700           | 10%        |
| 300 - Other Services     | 27,260         | 25,976         | 42,470         | 41,070         | (1,400)       | -3%        |
| 400 - Capital Outlays    | -              | -              | -              | -              | -             | 0%         |
| <b>Total</b>             | <b>752,730</b> | <b>690,321</b> | <b>799,247</b> | <b>816,807</b> | <b>17,560</b> | <b>2%</b>  |

**Conclusion**

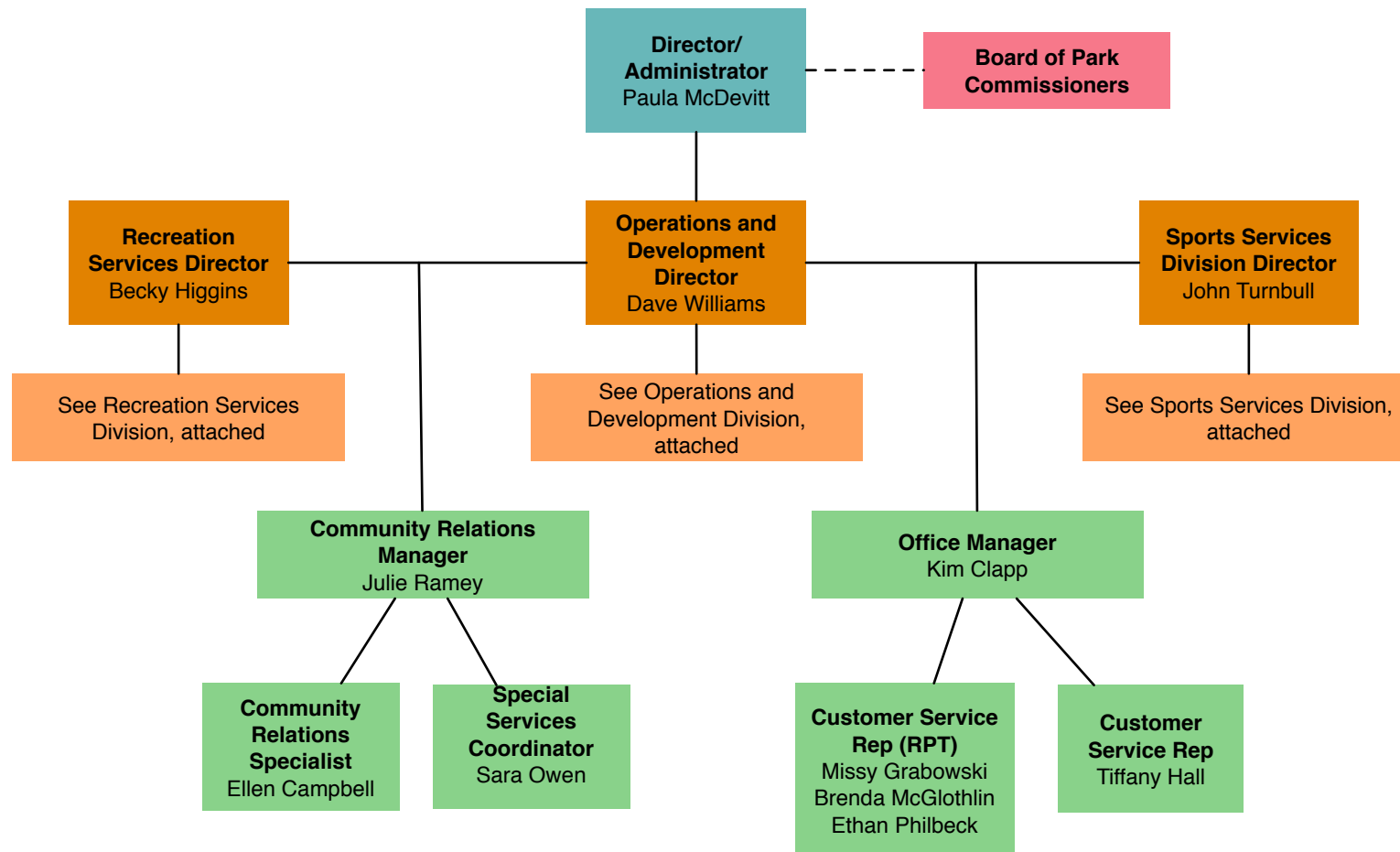
Thank you for your consideration of the Community and Family Resources Department 2020 budget request. We feel strongly that this budget will provide staff with adequate resources to provide continued service to the community through ongoing programs, projects and initiatives, while allowing for expansion in some areas to meet community needs in the upcoming year. I would be happy to answer any questions.

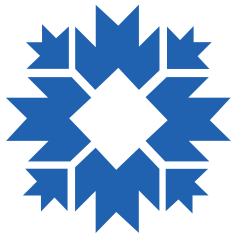
CITY OF BLOOMINGTON

|  | Account Number | Account Description                  | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$           | +/- %         |
|--|----------------|--------------------------------------|--------------------|---------------------|---------------------|-------------------|------------------|---------------|
| <b>Fund: 101 - General Fund (S0101)</b>  |                |                                      |                    |                     |                     |                   |                  |               |
| <u>Expenditures</u>                      |                |                                      |                    |                     |                     |                   |                  |               |
| <b>Department: 09 - CFRD</b>             |                |                                      |                    |                     |                     |                   |                  |               |
| Personnel Services                       |                |                                      |                    |                     |                     |                   |                  |               |
|  | 51110          | Salaries and Wages - Regular         | 479,237            | 425,808             | 501,022             | 513,220           | 12,198           | 2.43%         |
|  | 51120          | Salaries and Wages - Temporary       | 9,665              | 12,568              | 10,001              | 13,156            | 3,155            | 31.55%        |
|  | 51210          | FICA                                 | 35,421             | 32,326              | 39,093              | 40,268            | 1,175            | 3.00%         |
|  | 51220          | PERF                                 | 68,052             | 60,591              | 71,145              | 72,877            | 1,732            | 2.43%         |
|  | 51230          | Health and Life Insurance            | 128,466            | 128,466             | 128,466             | 128,466           | -                | 0.00%         |
| <b>Total: Personnel Services</b>         |                |                                      | <b>720,841</b>     | <b>659,759</b>      | <b>749,727</b>      | <b>767,987</b>    | <b>18,260</b>    | <b>2.44%</b>  |
| Supplies                                 |                |                                      |                    |                     |                     |                   |                  |               |
|  | 52110          | Office Supplies                      | 1,683              | 1,247               | 3,850               | 3,850             | -                | 0.00%         |
|  | 52420          | Other Supplies                       | 2,946              | 3,339               | 3,200               | 3,900             | 700              | 21.88%        |
| <b>Total: Supplies</b>                   |                |                                      | <b>4,629</b>       | <b>4,586</b>        | <b>7,050</b>        | <b>7,750</b>      | <b>700</b>       | <b>9.93%</b>  |
| Other Services and Charges               |                |                                      |                    |                     |                     |                   |                  |               |
|  | 53160          | Instruction                          | 2,218              | 2,680               | 4,000               | 5,000             | 1,000            | 25.00%        |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | 2,800              | 175                 | 5,000               | 3,500             | (1,500)          | -30.00%       |
|  | 53210          | Telephone                            | -                  | -                   | 1,400               | 1,000             | (400)            | -28.57%       |
|  | 53230          | Travel                               | 257                | 2,523               | 3,000               | 4,000             | 1,000            | 33.33%        |
|  | 53310          | Printing                             | -                  | 2,580               | 2,800               | 2,800             | -                | 0.00%         |
|  | 53640          | Hardware and Software Maintenance    | 7,346              | 5,123               | 8,030               | 8,030             | -                | 0.00%         |
|  | 53910          | Dues and Subscriptions               | 1,701              | 2,632               | 3,090               | 3,090             | -                | 0.00%         |
|  | 53940          | Temporary Contractual Employee       | 1,375              | 1,375               | 3,000               | 1,500             | (1,500)          | -50.00%       |
|  | 53960          | Grants                               | 10,492             | 8,469               | 9,500               | 9,500             | -                | 0.00%         |
|  | 53990          | Other Services and Charges           | 1,070              | 419                 | 2,650               | 2,650             | -                | 0.00%         |
| <b>Total: Other Services and Charges</b> |                |                                      | <b>27,260</b>      | <b>25,976</b>       | <b>42,470</b>       | <b>41,070</b>     | <b>(1,400)</b>   | <b>-3.30%</b> |
| <b>Expenditures Grand Total:</b>         |                |                                      | <b>\$ 752,730</b>  | <b>\$ 690,321</b>   | <b>\$ 799,247</b>   | <b>\$ 816,807</b> | <b>\$ 17,560</b> | <b>2.20%</b>  |



# 2020 Parks & Recreation Department

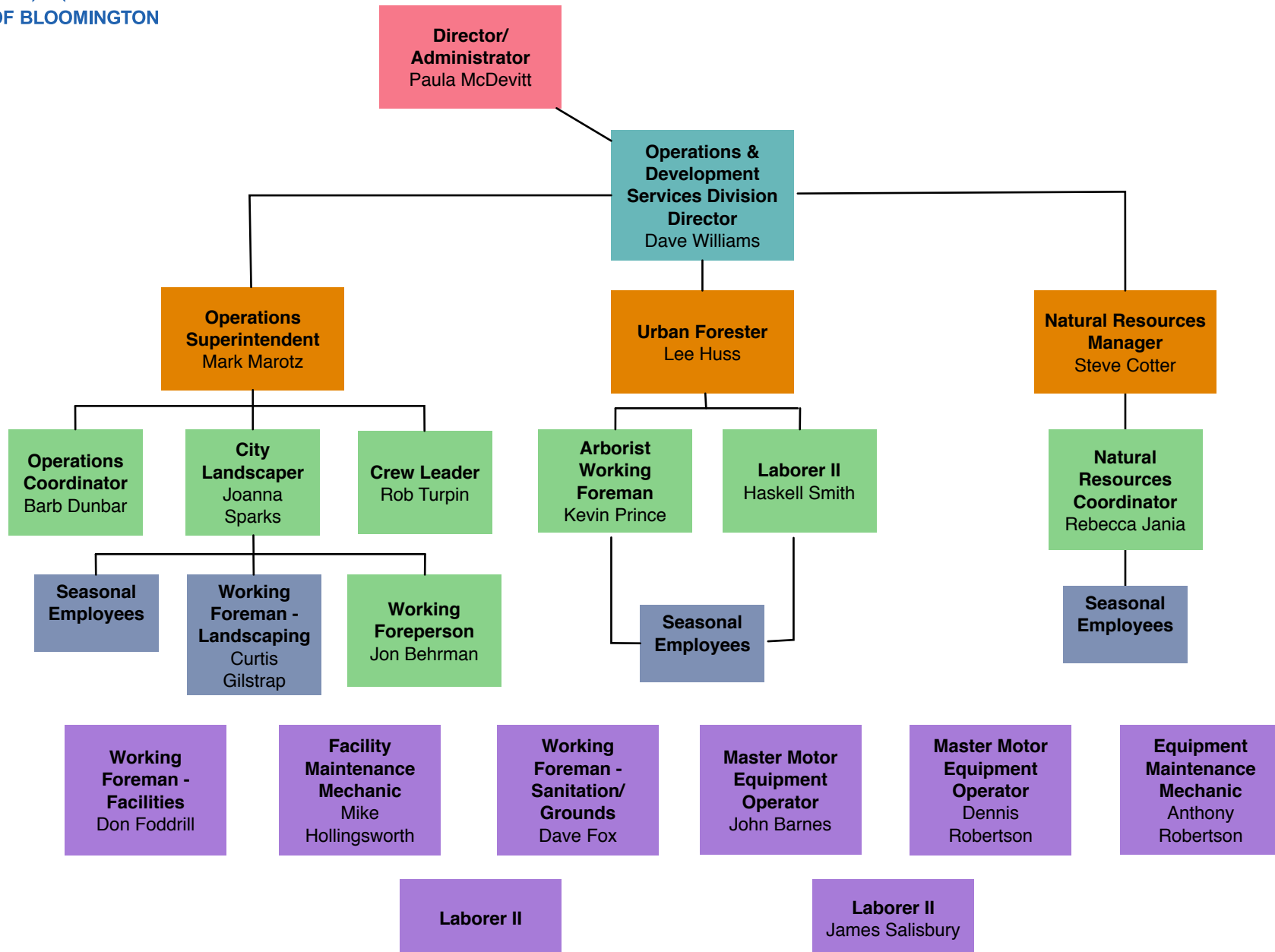


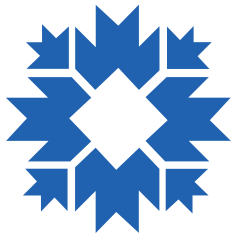


CITY OF BLOOMINGTON

2020

# Parks & Recreation: Operations & Development Division

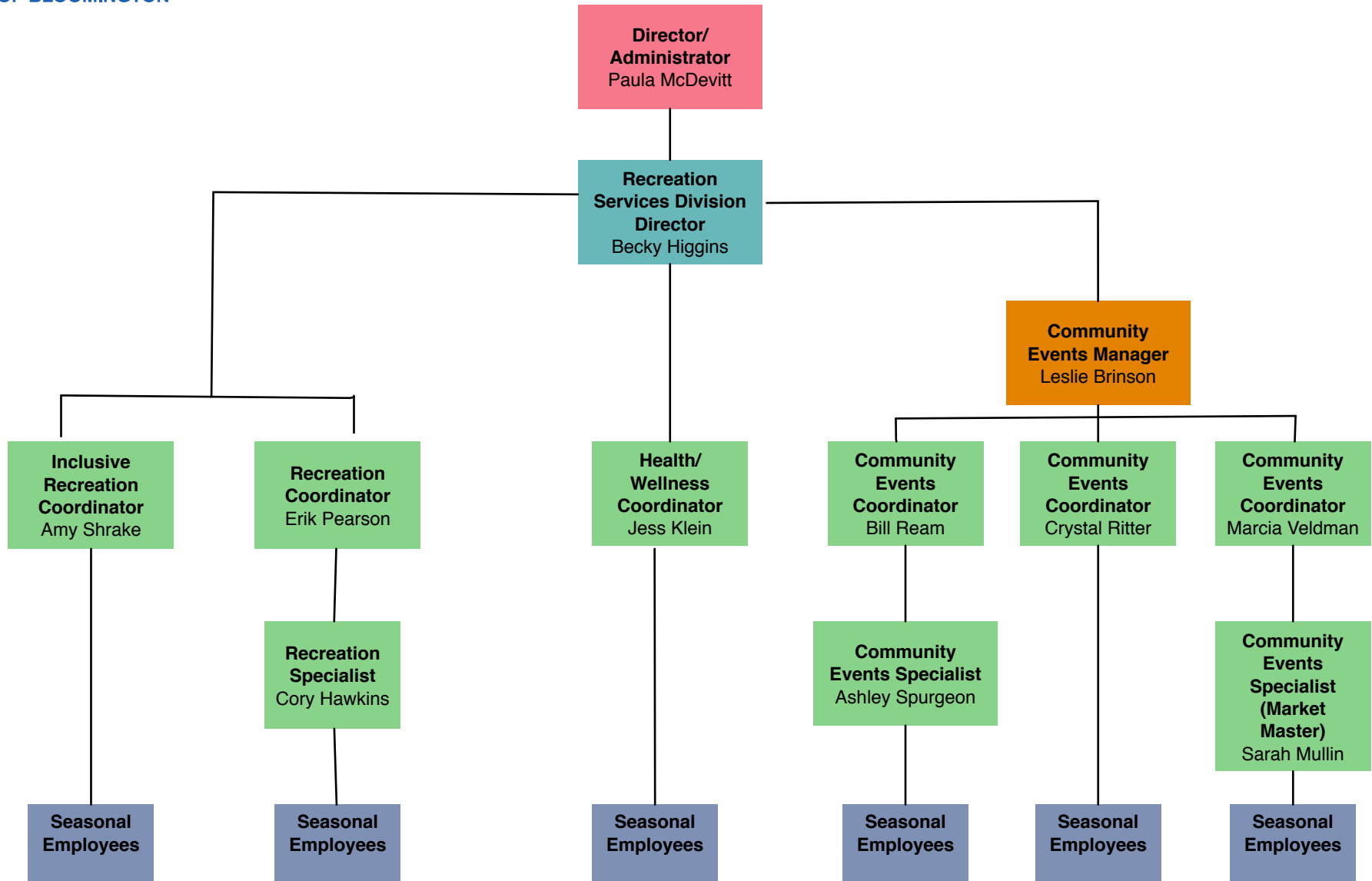




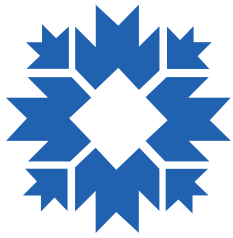
CITY OF BLOOMINGTON

2020

# Parks & Recreation Department: Recreation Services Division



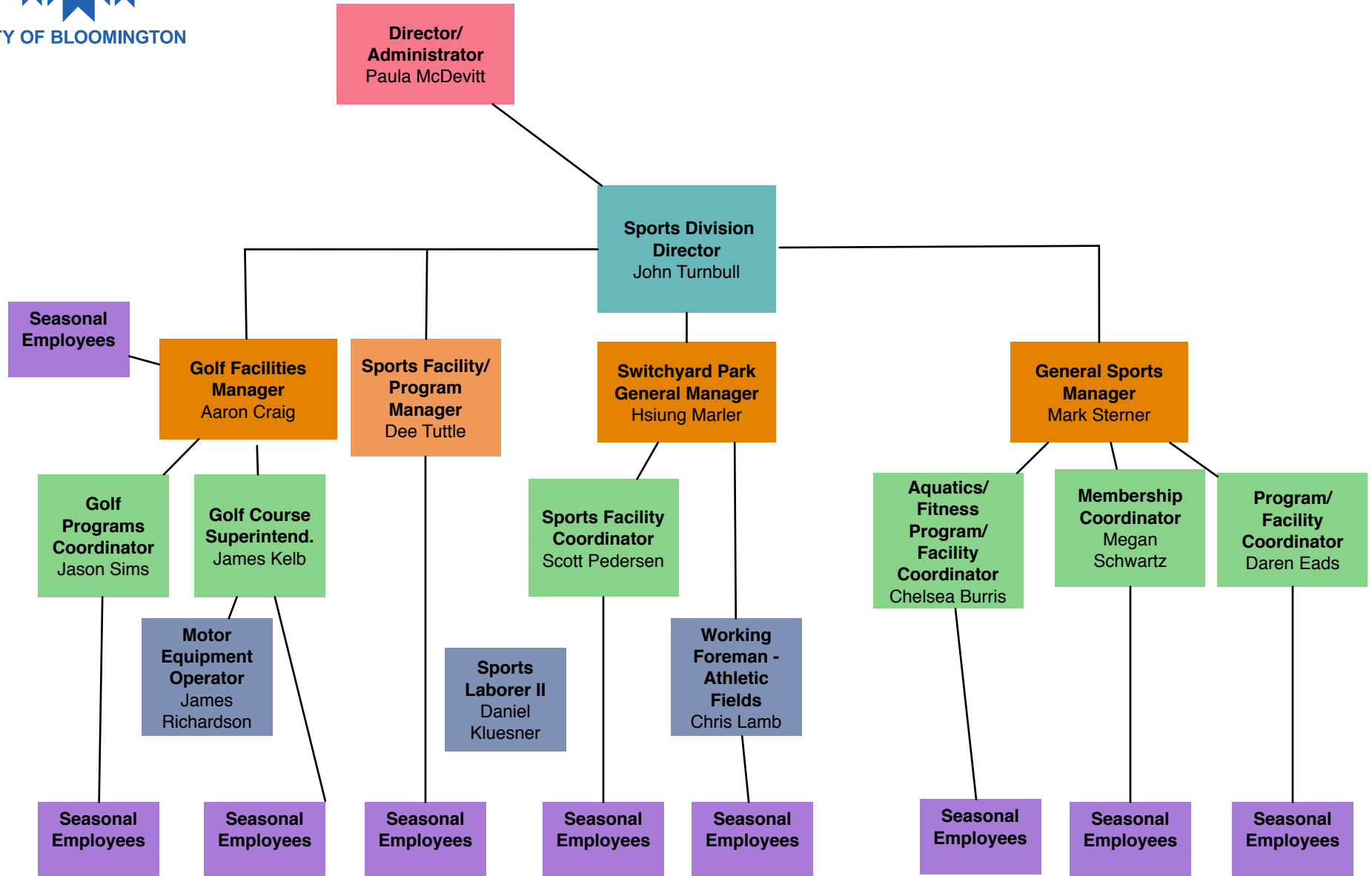




CITY OF BLOOMINGTON

2020

# Parks & Recreation: Sports Division





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Paula McDevitt, Department Administrator  
**Date:** August 21, 2019

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## **Why We Exist**

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

## **Background**

The Parks and Recreation Department manages 2,342 acres of property including 32 parks and over 37.6 miles of trails. The community enjoys more than 300 sports and recreation programs annually and has access to 27 playgrounds. Between participants counted through program registrations and attendance counts at events, the department saw over 667,345 participations in 2018 (8% increase over 2017 participations). This does not include the thousands of users year-round in parks or on trails. Currently the department manages \$6.9 million in park bond projects at 24 sites and supervises the \$34 million build-out of Switchyard Park. The department is staffed by 52.88 full-time staff, comprised of 16 union and 36.88 non-union employees. A total of 421 seasonal staff were employed by the department in 2018.

## **National Accomplishments**

The department was honored to win the 2018 National Recreation and Park Association National Gold Medal Award for Class III (population 75,001 – 150,000). The Gold Medal Award honors communities throughout the country that demonstrate excellence in long-range planning, resource management and innovative approaches to delivering superb park and recreation services with fiscally sound business practices.

Parks and Recreation is accredited through the National Recreation and Park Association Commission for Accreditation of Park and Recreation Agencies. The department was first accredited in 2001 and currently is one of 166 accredited departments across the country. The department was re-accredited in 2016 and actively manages all department operations by the accreditation standards in preparation for re-accreditation in 2021.

### Community Impact

A key finding in the 2017 Community Survey indicated Bloomington residents enjoy a high quality of life, with 82% of those responding to the survey ranking the overall quality of life as excellent or good. The 2019 survey results indicate the #1 most frequently cited thing that residents like most about living in Bloomington is the parks, recreation and natural environment and the 2nd most favorite aspect of the city was the cultural activities and entertainment offerings (City of Bloomington, IN, 2019 Community Survey). The Parks and Recreation Department plays a key role in providing resources, programs and services that impact the overall quality of life in the Bloomington area.

The Parks and Recreation 5-year Master Plan (2016-2020) is used to set annual budget goals in all 24 program areas. The annual budget goals reflect the department's work toward addressing key issues identified in the master plan, including placing a high value on the maintenance of current trails and construction of new trails; maintenance of existing parks and facilities; more programs and services that allow for socialization and entertainment; and high value of parks, trails, programs and services for a positive impact on personal health and wellness. The master planning process begins in the final year of the current plan. A 2020 Administration budget goal is to contract with a master planning consultant, who will be charged with conducting a comprehensive community survey, facilitating community engagement stakeholder interviews, and writing the 2021-2025 Parks Master Plan.

National trends in recreation programming are also considered in the department's long-range planning and budget development. Focusing on evaluation and data analysis on a consistent basis allows the department to make programmatic adjustments not only for the opening of Switchyard Park but across the system. The department's programming goals reflect investments in participation to capture participation of both the core and casual user. Capital, General Obligation Park Bond, and Bicentennial Bond projects are investments in providing community access to trails, parks, and facilities equipped to facilitate programs and community events. These investments also provide several million dollars in economic impact to the community and enhance the quality of life in Bloomington.

### Switchyard Park

The transformation of the former rail yard property into Switchyard Park commenced in May 2018. The project is on schedule to be substantially completed and celebrated with ribbon cutting events in early November 2019. The final tree planting and landscaping will be completed in the spring of 2020. The department conducted a comprehensive organizational review to plan for the onboarding of Switchyard Park and its impact on current operations and programming. The review included a six year financial pro forma addressing expenses and revenue opportunities. An existing internal staffing resource was assigned as General Manager currently working on Switchyard Park planning and operations. The 2020 Switchyard Park budget goals reflect maintenance and operations necessary to successfully manage and program the park. Switchyard Park is scheduled to operate year-round attracting thousands of participants to use the many park amenities and facilities.

### Seasonal Wages

The department relies heavily on seasonal employees to deliver programs and services. A total of 411 seasonal employees were hired in the Recreation, Sports and Operations divisions in 2018. The current seasonal wage classification structure is in year one of a two year implementation towards paying a living wage or above in 2020. This increase in seasonal living wages has resulted in a higher number of returning employees and an increase in applicants. Staff currently are managing the increase in seasonal wages and its impact on expenses and program net revenue. The data collected in 2019 will be used to set program fees in 2020 as we prepare for the second round of wage increases. The department leads other parks departments across the state in paying living wages for seasonal employees.

### **2020 Activity Descriptions and Goals:**

#### **Administration**

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

#### Goals:

- Distribute customer service surveys quarterly, with a completion rate of 18%, achieving an 80% rate of all returned surveys with positive satisfaction in customer service, defined as very positive or somewhat positive.
- Contract with consultant for 2021-2025 Parks Master Plan by April 1, 2020.
- Complete 2021-2025 Parks Master Plan by December 1, 2020.
- Facilitate and prepare materials for 12 Board of Park Commissioners meetings for review/ approval of approximately 150-170 contracts and partnerships.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b>   |
|--------------------------|---------------------------|---------------------------|-----------------------|--|
| 100 - Personnel Services | 500,864                   | 420,869                   | <i>Full Time</i> 5.25 | <b>Rec-Track Program Registration</b><br>0-17: 2,297 participants<br>18-35: 501 participants<br>36-55: 440 / 55+: 360 participants |
| 200 - Supplies           | 9,350                     | 8,465                     | <i>Seasonal</i> 0.07  |  |
| 300 - Other Services     | 244,206                   | 307,866                   |                       |  |
| 400 - Capital Outlays    | 0                         | 0                         |                       |  |
| <b>Total</b>             | <b>754,420</b>            | <b>737,200</b>            | <b>5.32</b>           |  |

#### **Funding: General**

#### **Health and Wellness**

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

Goals:

- Coordinate one new fitness/wellness program per quarter, with 15 participants each, at Switchyard Park by December 2020.
- Offer one mental health session, either online or in-person, per quarter for city employees by December 2020.
- Increase participation in Veteran’s Day Run from 30 to 100 by November 11, 2020.
- Create a monthly fitness program for city employees in Council Chambers, with 15 participants in each session, by December 2020.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|---------------------------|---------------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 82,069                    | 106,216                   | <i>Full Time</i> 1.15 | 705 youth                |
| 200 - Supplies           | 800                       | 800                       | <i>Seasonal</i> 0.01  | 380 adult                |
| 300 - Other Services     | 0                         | 0                         |                       |                          |
| 400 - Capital Outlays    | 0                         | 0                         |                       |                          |
| <b>Total</b>             | <b>82,869</b>             | <b>107,016</b>            | <b>1.16</b>           |                          |

**Community Relations**

*Activity Description:* Develop and implement effective communication, marketing and branding strategies for all Parks and Recreation programs. Recruit, track and assign community volunteers who contribute to the Department’s mission.

Goals:

- Increase the number of followers on the Parks and Recreation Facebook page from 7,853 to 9,000 by end of Q4.
- Generate an additional \$1,500 in sponsor revenue (from \$38,000 to \$39,500) from first-time sponsors by end of Q4.
- Re-design seasonal program guide and increase page count from 44 to 48 to accommodate the addition of Switchyard Park programs and facilities to better inform the community of Parks and Recreation opportunities.
- Increase total advertising budget by 10%, from \$78,000 to \$85,800 to effectively promote facilities and programs across all platforms through value-added, volume contracts with print, broadcast, and digital media.
- Recognize, during monthly Board of Park Commissioners meetings, volunteers (individuals and groups) who make significant contributions to Parks and Recreation with a “Bravo” Award at least nine times in 2020.
- Identify and recognize outstanding sponsors and partners with a “Park Partner” award quarterly in 2020 (January, April, July, and October) during that month’s Board of Park Commissioners meeting.
- Recruit, train, track, and thank at least 1,000 individuals to contribute at least 5,000 volunteer hours to support Parks and Recreation programming.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b>       |
|--------------------------|---------------------------|---------------------------|-----------------------|--------------------------------|
| 100 - Personnel Services | 213,538                   | 220,869                   | <i>Full Time</i> 3.00 | 53% adults 18-45 years         |
| 200 - Supplies           | 7,050                     | 6,550                     | <i>Seasonal</i> 0.00  | 40% adults w children 18 years |
| 300 - Other Services     | 239,470                   | 260,545                   |                       | 7% adults over 45 years        |
| 400 - Capital Outlays    | 0                         | 0                         |                       |                                |
| <b>Total</b>             | <b>460,058</b>            | <b>487,964</b>            | <b>3.00</b>           |                                |

**Funding: General**

**Aquatics**

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

Goals:

- Increase attendance at Mills Pool by 5% (9,530 to 10,006) by the end of season in August.
- Facilitate 32 private pool rentals for the season.
- Increase Learn to Swim participation by 2% (389 to 397).

*Bryan Pool*

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|---------------------------|---------------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 146,887                   | 159,547                   | <i>Full Time</i> 0.48 | 30,125                   |
| 200 - Supplies           | 14,800                    | 13,500                    | <i>Seasonal</i> 4.04  |                          |
| 300 - Other Services     | 45,150                    | 74,134                    |                       |                          |
| 400 - Capital Outlays    | 0                         | 0                         |                       |                          |
| <b>Total</b>             | <b>206,837</b>            | <b>247,181</b>            | <b>4.52</b>           |                          |

**Funding: General**

*Mills Pool*

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|---------------------------|---------------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 77,600                    | 88,244                    | <i>Full Time</i> 0.38 | 12,911                   |
| 200 - Supplies           | 8,450                     | 7,850                     | <i>Seasonal</i> 1.96  |                          |
| 300 - Other Services     | 19,425                    | 34,982                    |                       |                          |
| 400 - Capital Outlays    | 0                         | 0                         |                       |                          |
| <b>Total</b>             | <b>105,475</b>            | <b>131,076</b>            | <b>2.34</b>           |                          |

**Funding: General**

**Frank Southern Center**

*Activity Description:* Provide affordable recreational and organized ice skating to ice enthusiasts from Bloomington and surrounding communities from October 2020 through the middle of March, 2020.

Goals:

- Rent 100% capacity hours (590 of 600 in 2018) of ice time to outside groups
- Provide 500+ hours of public skating time and attempt to exceed 10,500 participants, keeping public skate sessions at capacity.
- Register 560 participants (554 in 2018) in Skating School.
- Register 60 participants in the Hockey Initiation program (55 in 2018).

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE)        | Population Served   |
|--------------------------|----------------|----------------|-----------------------|---|
| 100 - Personnel Services | 187,546        | 160,554        | <i>Full Time</i> 1.50 | 800 – youth programs<br>14,000 – rentals and public sessions. Age data is not collected |
| 200 - Supplies           | 20,558         | 26,627         | <i>Seasonal</i> 2.00  |   |
| 300 - Other Services     | 151,759        | 186,472        |                       |   |
| 400 - Capital Outlays    | 0              | 0              |                       |   |
| <b>Total</b>             | <b>359,863</b> | <b>373,653</b> | <b>3.50</b>           |   |

**Funding: General**

**Golf Services**

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

Goals:

- Sell minimum of 20,000 18-hole rounds of golf (19,769 sold in 2018).
- Sell minimum of \$48,000 in range balls (\$60,000 sold in 2018), with IU course closure.
- Install Zoysia grass on the Pine Course by September 1, 2020.
- Sell over 260 season passes (249 sold in 2018 season) to boost capacity.

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$ | Staffing (FTE)        | Population Served  |
|--------------------------|------------------|----------------|-----------------------|--|
| 100 - Personnel Services | 447,382          | 458,172        | <i>Full Time</i> 4.18 | 20,000 Rounds<br>- 725 Youth Programs<br>- 19,275 rounds sold<br>- 249 season passes |
| 200 - Supplies           | 59,803           | 42,287         | <i>Seasonal</i> 5.00  |  |
| 300 - Other Services     | 449,384          | 206,446        |                       |  |
| 400 - Capital Outlays    | 54,000           | 0              |                       |  |
| <b>Total</b>             | <b>1,010,569</b> | <b>706,904</b> | <b>9.18</b>           |  |

**Funding: General**

**Natural Resources**

*Activity Description:* Enhance and protect natural areas managed by the department including Griffy Lake Nature Preserve, Wapehani Mountain Bike Park and Leonard Springs Nature Park,

and provide appropriate outdoor recreational and educational opportunities in these areas for all ages in the community.

Goals:

- Facilitate environmental education programming for all MCCSC 4th (800) and 6th (800) grade students and for 500 local children during the summer.
- Provide boat rental opportunities for 6,000 boaters at Griffy Lake from April-October 2020, including 2,500 kayak rentals, 2,500 canoe rentals, 900 standup paddleboard rentals, and 100 row boat rentals.
- Construct accessible fishing pier on west side of causeway at Griffy Lake by October 2020.
- Complete bird inventory update for Griffy Lake Master Plan by December 1, 2020.
- Construct Griffy Lake Loop Trail by December 31, 2020.
- Reconnect Lake Loop Trail at Wapehani Mt. Bike Park by August 31, 2020.
- Enhance the Wapehani trail system following user input to create a contiguous 5-mile loop by November 1, 2020.
- Repair eroded stream section in Southeast Park by August 31, 2020.
- Use Community Hunting Access Program funds to hire a CHAP Coordinator to recruit, vet and train volunteer hunters, and to supervise the hunt in order to protect ecologic areas through deer management.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing (FTE)        | Population Served            |
|--------------------------|-------------------|-------------------|-----------------------|------------------------------|
| 100 - Personnel Services | 300,396           | 309,024           | <i>Full Time</i> 2.05 | 4,700 youth                  |
| 200 - Supplies           | 21,470            | 23,260            | <i>Seasonal</i> 4.52  | 2,000 adults                 |
| 300 - Other Services     | 74,297            | 56,278            |                       | Available around 1,920 hours |
| 400 - Capital Outlays    | 0                 | 0                 |                       | 2,533 boat rentals           |
| <b>Total</b>             | <b>396,163</b>    | <b>388,562</b>    | <b>6.57</b>           |                              |

**Funding: General**

**Allison Jukebox Community Center/Youth Services**

*Activity Description:* Conduct Kid City summer camp programs as well as a variety of classes and programs for children grades K-7. Operate multi-purpose community center year-round and facilitate center rentals.

Goals:

- Increase total rental hours by 10% from an average of 38 hours/month to an average of 42 hours/month
- Offer three after hours activities, including two overnights and one parent night, out to Kid City Camp participants by August 2020
- Implement a minimum of 10 Kid City Break Day sessions with 75% (30) repeat campers by December 31, 2020.
- Increase average number of campers with disabilities' weekly participation in Kid City summer camp by 12% (from 31 to 35) by August 2020.



| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing (FTE)        | Population Served |
|--------------------------|-------------------|-------------------|-----------------------|-------------------|
| 100 - Personnel Services | 54,515            | 53,766            | <i>Full Time</i> 0.65 | 400 youth         |
| 200 - Supplies           | 817               | 826               | <i>Seasonal</i> 0.12  | 1,000 youth       |
| 300 - Other Services     | 3,715             | 1,715             |                       |                   |
| 400 - Capital Outlays    | 0                 | 0                 |                       |                   |
| <b>Total</b>             | <b>59,047</b>     | <b>56,307</b>     | <b>0.77</b>           |                   |

**Funding: General**

**Twin Lakes Recreation Center**

*Activity Description:* Operate 100,000 square foot indoor fitness and sporting facility offering all types of floor sports, artificial turf activities, leisure fitness, group fitness and senior activities.

Goals:

- Increase membership gross sales by 2% from 2018 (from \$282,905 to \$288,563).
- Maintain about 900 active members.
- Increase facility rentals by \$4,000.
- Achieve a 20% profit on gross sales for concessions/vending sales to increase efficiency. Gross sales in 2018 was \$98,000 with 18% profit (\$17,244).

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing (FTE)        | Population Served        |
|--------------------------|-------------------|-------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 287,224           | 293,917           | <i>Full Time</i> 3.70 | 1,500 youth participants |
| 200 - Supplies           | 353               | 360               | <i>Seasonal</i> 0.00  | 130 youth memberships    |
| 300 - Other Services     | 399               | 522               |                       | 1,199 adults/782 seniors |
| 400 - Capital Outlays    | 0                 | 0                 |                       | 67,000 spectators        |
| <b>Total</b>             | <b>287,976</b>    | <b>294,799</b>    | <b>3.70</b>           |                          |

**Funding: General**

**Community Events**

*Activity Description:* Provide a wide array of recreation events to meet the diverse needs of the community, creating a sense of community and providing unique activities for families, such as Farmers' Market, Community Gardens, Concerts and Movies in the Parks, Arts and Crafts Fairs, the Fourth of July Parade, and Trick or Treat Trail

Goals:

- Maintain self-sustaining Farmers' Market, with at least 250,000 participants annually, and all associated activities by December 2020.
- Move the weekday Tuesday market to Switchyard Park.
- Increase weekday market participation by 10% (198) from 1,986 to 2,184 by October 2020.
- Create a concert series for Switchyard Park that consists of a minimum of six performances to take place by October 31, 2020.

- Increase the attendance of the People’s Park concert series by at least 10% (123) to 1,348 by October 2020.
- Rent 30 of the 39 garden beds at Switchyard Park.
- Increase Community Gardening Program revenue by \$1,500, from \$11,154 to \$12,654 compared to 2019 revenue, by October 2020.
- Work with community groups or organizations to hold a new large-scale event with an attendance of more than 2,000 people to be held at Switchyard Park for the summer or fall seasons.
- Create two new events for Switchyard Park by December, 2020.
- Create a partnership with a theater group to secure a minimum of ten volunteers for the Trick or Treat Trail event by October 1, 2020.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|---------------------------|---------------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 307,535                   | 295,481                   | <i>Full Time</i> 4.20 | 40,105                   |
| 200 - Supplies           | 3,047                     | 4,928                     | <i>Seasonal</i> 0.38  |                          |
| 300 - Other Services     | 24,933                    | 25,258                    |                       |                          |
| 400 - Capital Outlays    | 0                         | 0                         |                       |                          |
| <b>Total</b>             | <b>335,515</b>            | <b>325,667</b>            | <b>4.58</b>           |                          |

**Funding: General**

*Gardens*

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|---------------------------|---------------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 59,012                    | 58,507                    | <i>Full Time</i> 0.65 | 328 Community Gardens    |
| 200 - Supplies           | 1,407                     | 5,963                     | <i>Seasonal</i> 0.28  |                          |
| 300 - Other Services     | 3,659                     | 4,825                     |                       |                          |
| 400 - Capital Outlays    | 0                         | 0                         |                       |                          |
| <b>Total</b>             | <b>64,078</b>             | <b>69,295</b>             | <b>0.93</b>           |                          |

**Funding: General**

*Farmer’s Market*

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b>             |
|--------------------------|---------------------------|---------------------------|-----------------------|--------------------------------------|
| 100 - Personnel Services | 8,052                     | 8,212                     | <i>Full Time</i> 0.10 | 278,771 (Includes<br>Holiday Market) |
| 200 - Supplies           | 0                         | 0                         | <i>Seasonal</i> 0.00  |                                      |
| 300 - Other Services     | 0                         | 0                         |                       |                                      |
| 400 - Capital Outlays    | 0                         | 0                         |                       |                                      |
| <b>Total</b>             | <b>8,052</b>              | <b>8,212</b>              | <b>0.10</b>           |                                      |

**Funding: General**

### Adult Sports Services

*Activity Description:* Plan, coordinate, and facilitate softball leagues and programs at Twin Lakes Sports Complex and Lower Cascades Ballfields.

Goals:

- Host four “pop-up”-type competitions at Twin Lakes Sports Park.
- Register 150 league softball teams between the spring, summer and fall seasons.
- Exceed 13,000 spectators for league play and 5,000 spectators for tournament play.
- Host one national softball tournament in July 2020, creating an economic impact of over \$500,000.

*Softball*

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing (FTE)        | Population Served |
|--------------------------|-------------------|-------------------|-----------------------|-------------------|
| 100 - Personnel Services | 148,568           | 184,279           | <i>Full Time</i> 1.23 | 3,500 adults      |
| 200 - Supplies           | 29,809            | 33,822            | <i>Seasonal</i> 1.94  |                   |
| 300 - Other Services     | 45,467            | 61,117            |                       |                   |
| 400 - Capital Outlays    | 12,000            | 0                 |                       |                   |
| <b>Total</b>             | <b>235,844</b>    | <b>279,218</b>    | <b>3.17</b>           |                   |

**Funding: General**

*Tennis*

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing (FTE)        | Population Served |
|--------------------------|-------------------|-------------------|-----------------------|-------------------|
| 100 - Personnel Services | 7,112             | 7,293             | <i>Full Time</i> 0.08 | 600 adults        |
| 200 - Supplies           | 0                 | 0                 | <i>Seasonal</i> 0.00  |                   |
| 300 - Other Services     | 0                 | 0                 |                       |                   |
| 400 - Capital Outlays    | 0                 | 0                 |                       |                   |
| <b>Total</b>             | <b>7,112</b>      | <b>7,293</b>      | <b>0.08</b>           |                   |

**Funding: General**

### Youth Sports Services

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

Goals:

- Increase use at sites by recruiting nine user groups between Olcott Park and Winslow Sports Complex.
- Host three rental tournaments at Winslow Sports Complex (average between 1- 3 per year) to fill capacity on weekends.
- Recruit a soccer group to practice or play at Olcott Park to contribute to the use of excess capacity and increase usage.

Winslow

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing (FTE)        | Population Served |
|--------------------------|-------------------|-------------------|-----------------------|-------------------|
| 100 - Personnel Services | 135,567           | 163,342           | <i>Full Time</i> 1.35 | 656 youth         |
| 200 - Supplies           | 21,231            | 18,952            | <i>Seasonal</i> 1.40  |                   |
| 300 - Other Services     | 24,825            | 53,079            |                       |                   |
| 400 - Capital Outlays    | 0                 | 0                 |                       |                   |
| <b>Total</b>             | <b>181,623</b>    | <b>235,373</b>    | <b>2.75</b>           |                   |

**Funding: General**

Olcott

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing (FTE)        | Population Served |
|--------------------------|-------------------|-------------------|-----------------------|-------------------|
| 100 - Personnel Services | 27,836            | 35,321            | <i>Full Time</i> 0.20 | 154 youth         |
| 200 - Supplies           | 3,951             | 3,550             | <i>Seasonal</i> 0.43  |                   |
| 300 - Other Services     | 11,650            | 20,778            |                       |                   |
| 400 - Capital Outlays    | 0                 | 0                 |                       |                   |
| <b>Total</b>             | <b>43,437</b>     | <b>59,649</b>     | <b>0.63</b>           |                   |

**Funding: General**

**Benjamin Banneker Community Center**

*Activity Description:* Provide opportunities for underserved groups in the Bloomington community to connect year-round through various affordable programs and activities. Operate multi-purpose community center year-round and facilitate center rentals.

Goals:

- Create a new teen/facility activities supervisor for the Teen Leadership Institute and weekly facility rentals by August 2020.
- Develop strategic partnerships with 2 agencies to support Banneker youth and adult programming year-round by December 2020.
- Increase average Preschool Sports partnership participation from 50 to 100 (100%) participants by December 2020.
- Offer two family events per season to increase participation from 100 to 125 (25%) participants per event by December 2020.
- Maintain at least 70 participants per day in the Banneker Camp program between June-August, 2020.
- Secure five sponsors for Banneker Camp totaling \$750-\$1,000 by May 2020.
- Increase average participation in Banneker at the View Afterschool program from 30 students to 40 students by May 2020.
- Maintain at least 12 participants per day in the Teen Summer Camp program between June-August, 2020.
- Increase participation in the Teen Leadership Institute by 50% (16) by providing transportation for Bloomington South High School and Jackson Creek Middle School.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing (FTE)        | Population Served |
|--------------------------|-------------------|-------------------|-----------------------|-------------------|
| 100 - Personnel Services | 249,737           | 337,997           | <i>Full Time</i> 2.15 | 1,150 youth       |
| 200 - Supplies           | 14,936            | 47,032            | <i>Seasonal</i> 4.61  | 1,465 adults      |
| 300 - Other Services     | 55,867            | 59,421            |                       | 45 seniors        |
| 400 - Capital Outlays    | 0                 | 0                 |                       |                   |
| <b>Total</b>             | <b>320,540</b>    | <b>444,450</b>    | <b>6.76</b>           |                   |

**Funding: General**

**Inclusive Recreation**

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

Goals:

- Promote year round inclusion with a minimum of 3 methods (social media, inclusive brochure distribution, and outreach to disability-focused agencies) each program guide season (Jan-Apr, May-August, Sept-Dec) by December 31, 2020.
- Increase inclusive participations in Kid City and Breakdays from 284 in 2018 to 300.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing (FTE)        | Population Served |
|--------------------------|-------------------|-------------------|-----------------------|-------------------|
| 100 - Personnel Services | 81,893            | 85,559            | <i>Full Time</i> 0.65 | 15 youth          |
| 200 - Supplies           | 300               | 300               | <i>Seasonal</i> 1.18  |                   |
| 300 - Other Services     | 368               | 632               |                       |                   |
| 400 - Capital Outlays    | 0                 | 0                 |                       |                   |
| <b>Total</b>             | <b>82,561</b>     | <b>86,491</b>     | <b>1.83</b>           |                   |

**Funding: General**

**Operations**

*Activity Description:* Provide high quality resource protection, development, grounds maintenance, facility maintenance, repair, renovation, construction, landscaping, event setups, public safety and sanitation services for the property, equipment and facilities contained within 32 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 well over one million users per year.

Goals:

- Provide support where needed in new Switchyard Park.
- Conduct inspections for 28 playground locations minimum of 4 times by December, 2020.
- Obtain 1 new and 3 re-certifications for CPO Certified Pool Operators by June 30, 2020.

- Develop Preventative Maintenance Manual for efficiency, reduce costs and establish consistent practices designed to improve the performance and safety of equipment, and effectively manage properties by November 30, 2020.
- Replace/repair 200 feet of split rail fencing at Bryan Park by December 11, 2020.
- Install culvert and pour concrete slab to improve drainage in storage yard at Adams Street Operations Center by December 2020.
- Install new roof at Bryan Park maintenance garage by December 18, 2020.
- Demolish Monastery structure at Lower Cascades by end of 2020.

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE)         | Population Served  |
|--------------------------|------------------|------------------|------------------------|--------------------|
| 100 - Personnel Services | 1,135,740        | 1,199,224        | <i>Full Time</i> 11.35 | All ages; families |
| 200 - Supplies           | 220,730          | 191,997          | <i>Seasonal</i> 10.50  |                    |
| 300 - Other Services     | 342,846          | 397,115          |                        |                    |
| 400 - Capital Outlays    | 218,200          | 153,000          |                        |                    |
| <b>Total</b>             | <b>1,917,516</b> | <b>1,941,336</b> | <b>21.85</b>           |                    |

**Funding: General**

**Switchyard Park**

*Activity Description:* The Switchyard Park is Bloomington’s newest park. The 58 acres of park land includes open green spaces, event lawns, splash pad, playground, dog park, walking/ biking trails, community garden, skate park, fitness equipment area, pickleball courts, bocce ball courts, basketball court, Bloomington Police Department substation, performance stage, group shelter and 11,000 sq. ft. pavilion.

Goals:

- Hire and train one RFT working foreperson and one reassigned foreperson by March 2020.
- Purchase critical operations equipment (two zero turn mowers, two electric gators, and floor scrubber) by April 2020.
- Assign a Park Ambassador to Switchyard Park by June 2020.
- Have all aspects of the park 100% complete and operational by July 2020.
- Generate \$12,000 revenue through special use permits, pavilion rentals, and stage rentals by December 2020.
- Host four events with minimum attendance of 2,000 guests by December 2020.
- Activate Switchyard Park with the following new and existing events: *Mid-week Farmers’ Market, Kite Festival, Friday Night Concert Series, GlowFest, Farm to Table dinner, Junk in the Trunk*

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing (FTE)        | Population Served |
|--------------------------|-------------------|-------------------|-----------------------|-------------------|
| 100 - Personnel Services | 32,952            | 107,291           | <i>Full Time</i> 1.40 | All ages          |
| 200 - Supplies           | 0                 | 19,760            | <i>Seasonal</i> 1.27  |                   |
| 300 - Other Services     | 14,500            | 129,770           |                       |                   |
| 400 - Capital Outlays    | 0                 | 0                 |                       |                   |
| <b>Total</b>             | <b>47,452</b>     | <b>256,821</b>    | <b>2.67</b>           |                   |

**Funding: General**

**Landscaping**

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

Goals:

- Install 5,000 native plants (City Hall, Courthouse Square, Kirkwood, B-Line Trail) by July 1, 2020
- Develop plan for 5-acre expansion of the Goat Farm Prairie by December 31, 2020.
- Increase native plant diversity and visual appeal at Miller-Showers Park by implementing Year 2 of the 10-Year Vegetation Management Plan (approximately 17,000 sq. ft. will have been treated in 2019 and 41,000 sq. ft. will be treated in 2020).
- Remove 5 acres of Asian Bush Honeysuckle at Lower Cascades Park by September 1, 2020
- Remove 10 acres of invasive woody vegetation along the Bloomington Rail Trail/Clear Creek Trail Corridor by December 31, 2020.
- Plant 5,000 bare-root native hardwood saplings (BRT/CCT, Southeast Park, Goat Farm/ Sherwood Oaks Park, Schmalz Farm Park) by June 1, 2020.
- Treat 250 acres of Japanese Stiltgrass at Griffy Lake Nature Preserve by November 1, 2020.
- Increase community engagement by providing volunteer opportunities for 500 community members to maintain natural spaces at 1<sup>st</sup> Saturdays Events, Adopt-an-Acre, and more volunteer events.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing (FTE)        | Population Served   |
|--------------------------|-------------------|-------------------|-----------------------|---|
| 100 - Personnel Services | 363,139           | 415,978           | <i>Full Time</i> 2.50 | Adult: 300 (volunteer workdays)<br>Senior: 150 (volunteer workdays) |
| 200 - Supplies           | 46,060            | 50,389            | <i>Seasonal</i> 5.30  |   |
| 300 - Other Services     | 66,116            | 116,646           |                       |   |
| 400 - Capital Outlays    | 0                 | 0                 |                       |   |
| <b>Total</b>             | <b>475,315</b>    | <b>583,013</b>    | <b>7.80</b>           |   |

**Funding: General**

**Cemeteries**

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

Goals:

- Install 100 additional native roses to the existing installations at Rose Hill Cemetery by May 31, 2020.
- Plant 10 native trees/shrubs in White Oak Cemetery by July 1, 2020.
- Develop plans for ‘Scatter Garden’ and ‘Green Burial Area’ expansion at White Oak Cemetery and hire a consultant. Complete plans by December 31, 2020.
- Install native plant/pollinator garden at White Oak Cemetery by July 1, 2020.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|---------------------------|---------------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 140,882                   | 159,744                   | <i>Full Time</i> 1.25 |                          |
| 200 - Supplies           | 14,325                    | 13,302                    | <i>Seasonal</i> 1.85  |                          |
| 300 - Other Services     | 29,710                    | 37,417                    |                       |                          |
| 400 - Capital Outlays    | 0                         | 0                         |                       |                          |
| <b>Total</b>             | <b>184,917</b>            | <b>210,463</b>            | <b>3.10</b>           |                          |

**Funding: 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.

Goals:

- Plant 625 public trees.
- Prune 1,000 public trees.
- Remove 500 hazardous public trees.
- Receive Tree City USA status for the 36 consecutive year.
- Contract 500 public street trees for pruning.
- Add two new members to the Bloomington Tree Commission by way of changes in the Tree Ordinance.
- Revise/update the Tree Care Manual with the Bloomington Tree Commission.
- Continue year seven of Ash tree EAB protection with assistance.
- Develop a Storm Management Plan by September 1, 2020.
- Implement recommendations made by the Street Tree Inventory, as funds allow.



| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|---------------------------|---------------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 264,678                   | 282,749                   | <i>Full Time</i> 2.85 |                          |
| 200 - Supplies           | 91,463                    | 56,706                    | <i>Seasonal</i> 2.00  |                          |
| 300 - Other Services     | 213,566                   | 139,197                   |                       |                          |
| 400 - Capital Outlays    | 0                         | 0                         |                       |                          |
| <b>Total</b>             | <b>569,707</b>            | <b>478,652</b>            | <b>4.85</b>           |                          |

**Funding: General**

**2020 Budget Request Highlights**

The Parks and Recreation general fund budget request is \$8,524,754. This is an increase of \$321,968, or 4%. Listed below are some highlights of significance.

**Category 1 - Personnel** request is \$5,618,351, which is an increase of \$353,661 or 7%.

Significant changes are listed below:

- **Line 111 - (Salaries and Wages - Regular)** increases \$208,934, for annual % increase for full-time staff and two new positions, Working Foreperson at Switchyard Park and Working Foreperson in Landscaping.
- **Line 112 - (Salaries and Wages - Temporary)** increases \$48,944 for year two implementation of living wage rates for all seasonal employees. Seasonal wages range from \$13.26 - \$15.15/hour.

**Category 2 - Supplies** request is \$577,614 a decrease of \$13,427 or -2%

**Category 3 - Other Services & Charges** request is \$2,175,789, an increase of \$112,933 or 5%. Significant changes are listed below:

- **Line 323 (Travel)** increases \$5,375 for additional conference travel expenses for certification and learning opportunities for staff.
- **Line 353 (Water and Sewer)** increases \$79,723 for CBU rate increases.
- **Line 361 (Building Repairs)** increases \$13,824 for contractual repairs at BCT and repairs at Operations buildings.
- **Line 384 (Lease Payments)** increases \$103,168 golf carts and solar panel lease payments.

**Category 4 - Capital Outlays** request is \$153,000, a decrease of \$131,200 or -46%. Significant changes are listed below:

- **Line 442 (Purchase of Equipment)** - Operations (Hurricane Bio-Vac and Wide Track Dingo w/ attachments) and Golf Services (Golf Turf Sprayer and Turf Roller)

**Parks & Recreation 2020 Budget Summary**

| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> | <b>Change (%)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 100 - Personnel Services | 4,550,584          | 4,885,473          | 5,264,690          | 5,618,351          | 353,661            | 7%                |
| 200 - Supplies           | 468,103            | 508,622            | 591,040            | 577,614            | -13,427            | -2%               |
| 300 - Other Services     | 1,638,552          | 1,805,368          | 2,062,856          | 2,175,789          | 112,933            | 5%                |
| 400 - Capital Outlays    | 157,000            | 205,171            | 284,200            | 153,000            | -131,200           | -46%              |
| <b>Total</b>             | <b>6,814,238</b>   | <b>7,404,634</b>   | <b>8,202,786</b>   | <b>8,524,754</b>   | <b>321,968</b>     | <b>4%</b>         |

**Conclusion**

Thank you for your consideration of the Parks and Recreation 2020 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

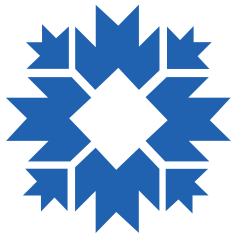
|   | Account Number | Account Description                  | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council     | +/- \$          | +/- %         |
|---|----------------|--------------------------------------|--------------------|---------------------|---------------------|------------------|-----------------|---------------|
| <b>Fund: 200 - Parks and Recreation Gen (S1301)</b> |                |                                      |                    |                     |                     |                  |                 |               |
| <u>Expenditures</u>                                 |                |                                      |                    |                     |                     |                  |                 |               |
| <b>Department: 18 - Parks &amp; Recreation</b>      |                |                                      |                    |                     |                     |                  |                 |               |
| Personnel Services                                  |                |                                      |                    |                     |                     |                  |                 |               |
|   | 51110          | Salaries and Wages - Regular         | 2,291,708          | 2,374,148           | 2,450,541           | 2,659,475        | 208,934         | 8.53%         |
|   | 51120          | Salaries and Wages - Temporary       | 945,783            | 1,160,398           | 1,416,470           | 1,465,414        | 48,944          | 3.46%         |
|   | 51130          | Salaries and Wages- Overtime         | 5,517              | 3,954               | -                   | -                | -               | N/A           |
|   | 51210          | FICA                                 | 238,434            | 264,185             | 295,832             | 315,554          | 19,722          | 6.67%         |
|   | 51220          | PERF                                 | 325,463            | 339,118             | 347,982             | 377,644          | 29,663          | 8.52%         |
|   | 51230          | Health and Life Insurance            | 743,679            | 743,671             | 743,678             | 800,264          | 56,587          | 7.61%         |
|   | 51310          | Other Personal Services              | -                  | -                   | 10,188              | -                | (10,188)        | -100.00%      |
| <b>Total: Personnel Services</b>                    |                |                                      | <b>4,550,584</b>   | <b>4,885,473</b>    | <b>5,264,690</b>    | <b>5,618,351</b> | <b>353,661</b>  | <b>6.72%</b>  |
| Supplies  |                |                                      |                    |                     |                     |                  |                 |               |
|   | 52110          | Office Supplies                      | 7,320              | 2,820               | 6,000               | 6,000            | -               | 0.00%         |
|   | 52210          | Institutional Supplies               | 32,342             | 35,670              | 45,179              | 42,738           | (2,441)         | -5.40%        |
|   | 52220          | Agricultural Supplies                | 147,785            | 149,677             | 116,361             | 93,311           | (23,051)        | -19.81%       |
|   | 52230          | Garage and Motor Supplies            | 16,723             | 13,731              | 18,100              | 17,000           | (1,100)         | -6.08%        |
|   | 52240          | Fuel and Oil                         | 56,530             | 73,694              | 87,731              | 79,032           | (8,699)         | -9.92%        |
|   | 52310          | Building Materials and Supplies      | 25,039             | 38,315              | 53,238              | 50,973           | (2,265)         | -4.25%        |
|   | 52320          | Motor Vehicle Repair                 | 7,878              | 3,658               | 4,589               | 57,644           | 53,055          | 1156.13%      |
|   | 52340          | Other Repairs and Maintenance        | 51,152             | 51,271              | 79,990              | 72,490           | (7,500)         | -9.38%        |
|   | 52410          | Books                                | 337                | 277                 | 350                 | 650              | 300             | 85.71%        |
|   | 52420          | Other Supplies                       | 113,743            | 133,737             | 168,122             | 147,124          | (20,998)        | -12.49%       |
|   | 52430          | Uniforms and Tools                   | 9,255              | 5,772               | 11,380              | 10,652           | (728)           | -6.40%        |
| <b>Total: Supplies</b>                              |                |                                      | <b>468,103</b>     | <b>508,622</b>      | <b>591,040</b>      | <b>577,614</b>   | <b>(13,427)</b> | <b>-2.27%</b> |
| Other Services and Charges                          |                |                                      |                    |                     |                     |                  |                 |               |
|   | 53110          | Engineering and Architectural        | 14,638             | 12,591              | 17,000              | 22,500           | 5,500           | 32.35%        |
|   | 53130          | Medical                              | 2,038              | 2,367               | 5,300               | 5,279            | (21)            | -0.40%        |
|   | 53140          | Exterminator Services                | 1,437              | 918                 | 1,430               | 1,680            | 250             | 17.48%        |
|   | 53150          | Communications Contract              | 779                | 359                 | 504                 | 504              | -               | 0.00%         |
|   | 53160          | Instruction                          | 12,715             | 8,599               | 11,770              | 13,025           | 1,255           | 10.66%        |
|   | 53170          | Mgt. Fee, Consultants, and Workshops | 723                | 29,174              | 76,340              | 51,740           | (24,600)        | -32.22%       |
|   | 53210          | Telephone                            | 31,832             | 32,848              | 36,748              | 39,364           | 2,616           | 7.12%         |
|   | 53220          | Postage                              | 45,261             | 39,839              | 40,840              | 40,840           | -               | 0.00%         |
|   | 53230          | Travel                               | 3,811              | 6,289               | 7,900               | 13,275           | 5,375           | 68.04%        |
|   | 53240          | Freight / Other                      | -                  | 900                 | 1,000               | 1,000            | -               | 0.00%         |
|   | 53310          | Printing                             | 49,050             | 68,512              | 105,350             | 118,405          | 13,055          | 12.39%        |
|   | 53320          | Advertising                          | 60,466             | 54,950              | 80,870              | 81,270           | 400             | 0.49%         |
|   | 53410          | Liability / Casualty Premiums        | 67,479             | 67,479              | 67,479              | 77,601           | 10,122          | 15.00%        |
|   | 53420          | Worker's Comp & Risk                 | 53,031             | 53,031              | 53,031              | 53,031           | -               | 0.00%         |
|   | 53510          | Electrical Services                  | 174,320            | 146,067             | 137,985             | 213,574          | 75,589          | 54.78%        |
|   | 53530          | Water and Sewer                      | 190,408            | 163,692             | 190,030             | 269,753          | 79,723          | 41.95%        |
|   | 53540          | Natural Gas                          | 36,127             | 36,809              | 48,950              | 52,150           | 3,200           | 6.54%         |
|   | 53610          | Building Repairs                     | 15,354             | 39,320              | 30,126              | 43,950           | 13,824          | 45.89%        |
|   | 53620          | Motor Repairs                        | 125,893            | 110,631             | 110,631             | 144,868          | 34,237          | 30.95%        |
|   | 53630          | Machinery and Equipment Repairs      | 39,637             | 30,970              | 51,780              | 39,450           | (12,330)        | -23.81%       |
|   | 53650          | Other Repairs                        | 18,675             | 43,954              | 37,300              | 38,100           | 800             | 2.14%         |
|   | 53730          | Machinery and Equipment Rental       | 12,838             | 8,193               | 10,134              | 9,161            | (973)           | -9.60%        |
|   | 53740          | Hydrant Rental                       | -                  | -                   | 650                 | 1                | (649)           | -99.85%       |
|   | 53750          | Rentals - Other                      | 356                | 390                 | 400                 | 425              | 25              | 6.25%         |

CITY OF BLOOMINGTON

| Account Number                           | Account Description                   | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$            | +/- %          |
|--|---------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|----------------|
| 53830                                    | Bank Charges                          | 32,860              | 36,713              | 36,850              | 40,880              | 4,030             | 10.94%         |
| 53840                                    | Lease Payments                        | 1,500               | -                   | 64,000              | 167,168             | 103,168           | 161.20%        |
| 539010                                   | Inter-Fund Transfers                  | 325,604             | 331,681             | 336,311             | 72,569              | (263,742)         | -78.42%        |
| 53910                                    | Dues and Subscriptions                | 19,406              | 22,842              | 40,657              | 33,033              | (7,624)           | -18.75%        |
| 53920                                    | Laundry and Other Sanitation Services | 16,495              | 15,410              | 19,825              | 27,830              | 8,005             | 40.38%         |
| 53940                                    | Temporary Contractual Employee        | 1,475               | 1,754               | 5,750               | 5,750               | -                 | 0.00%          |
| 53950                                    | Landfill                              | 21,608              | 27,502              | 31,880              | 33,890              | 2,010             | 6.30%          |
| 53990                                    | Other Services and Charges            | 262,736             | 411,585             | 404,035             | 463,723             | 59,688            | 14.77%         |
| <b>Total: Other Services and Charges</b> |                                       | <b>1,638,552</b>    | <b>1,805,368</b>    | <b>2,062,856</b>    | <b>2,175,789</b>    | <b>112,933</b>    | <b>5.47%</b>   |
| Capital Outlays                          |                                       |                     |                     |                     |                     |                   |                |
| 54310                                    | Improvements Other Than Building      | -                   | -                   | 200,000             | -                   | (200,000)         | -100.00%       |
| 54420                                    | Purchase of Equipment                 | 23,995              | 106,503             | 54,000              | 97,000              | 43,000            | 79.63%         |
| 54440                                    | Motor Equipment                       | 133,005             | 88,668              | -                   | 56,000              | 56,000            | N/A            |
| 54510                                    | Other Capital Outlays                 | -                   | 10,000              | 30,200              | -                   | (30,200)          | -100.00%       |
| <b>Total: Capital Outlays</b>            |                                       | <b>157,000</b>      | <b>205,171</b>      | <b>284,200</b>      | <b>153,000</b>      | <b>(131,200)</b>  | <b>-46.16%</b> |
| <b>Expenditures Grand Total:</b>         |                                       | <b>\$ 6,814,238</b> | <b>\$ 7,404,634</b> | <b>\$ 8,202,786</b> | <b>\$ 8,524,754</b> | <b>\$ 321,968</b> | <b>3.93%</b>   |

# **City of Bloomington 2020 Budget**

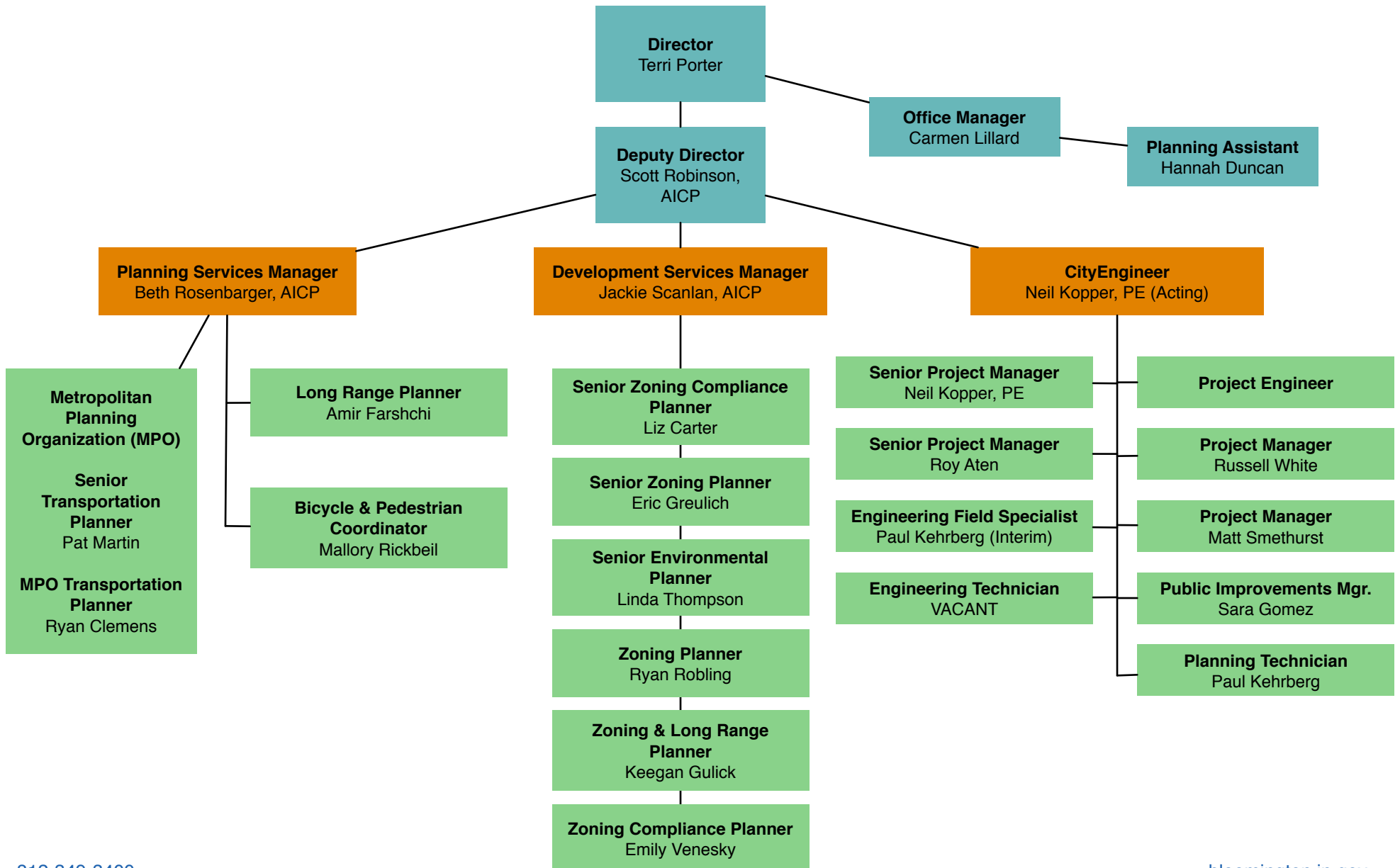
**Thursday August 22, 2019**



CITY OF BLOOMINGTON

2020

# Planning & Transportation Department





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Terri Porter, Director of Planning & Transportation  
**Date:** August 22, 2019

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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 is also responsible for the preparation, update, and implementation of the Comprehensive Plan; the administration and maintenance of local zoning, development, and traffic regulation codes; the planning, design, and implementation of local multimodal infrastructure projects; and the review and issuing of permits. In short, the Department is responsible for the development and implementation of plans that ensure that growth and mobility of our community is consistent with Bloomington's vision towards the future.

## **Background**

With a budgeted staff of 26, Planning & Transportation is composed of four divisions: Planning Services, Development Services, Traffic and Transportation Engineering and the Metropolitan Planning Organization (MPO). Each division is further described later in this memo. In 2019, Planning & Transportation continued working with Clarion and Associates to update the Unified Development Ordinance (UDO) within Title 20 of the Bloomington Municipal Code. The purpose of the UDO update is to codify land use policies and incorporate the long-term vision provided by the new Comprehensive Plan. The UDO update will further ensure the preservation of Bloomington's quality of life while encouraging and directing growth responsive to community needs, with the desired results of increased economic prosperity, social equality and environmental sustainability.

In 2019, P&T updated the 2002 Master Thoroughfare Plan, now known as the Transportation Plan. The Transportation Plan takes an ambitious approach to consider all modes of transportation, rather than developing separate plans for automobile and bicycle/pedestrian connections. The Department will work well into 2020 enlisting public input to implement the



Transportation Plan's recommendations. The 2019 Community Survey results indicated a slight decline in excellent/good ratings from 2017 results for Ease of Walking, Ease of Traveling by Car, and Ease of Travel by Bicycle. After examining verbatim comments from survey respondents, we believe these ratings can be attributed to the extensive amount of road construction that took place in 2019 as well as the unanticipated insertion of a large number of scooters on city streets and sidewalks. The Planning & Transportation Department remains committed to improving safety for pedestrians and all multimodal transportation users in the city.

Additionally in 2019, P&T led the implementation of recommendations of the Downtown Area Parking Study. Work will continue through 2020 with the Parking Commission, the Common Council, and the public to activate the study's many recommendations to improve the parking experience in the Downtown. In 2019, P&T initiated a Transportation Demand Management (TDM) study, which will identify strategies to educate and inform residents on the range of transportation options available for daily travel needs. The study will include ways to encourage mass transit ridership, carpooling, bicycling, and walking, as well as using multiple modes of transportation. The aim of these strategies is to increase mobility options and mitigate CO2 emissions associated with the transportation sector. The TDM study also will identify infrastructure, operations, and maintenance improvements as well as programming activities.

Activity highlights and changes, by program, include the following 2020 priorities:

- Planning Services
  - Coordinate the development of a vision/special area plan for the current IU Health Hospital location
- Transportation Plan and Transportation Demand Management (referred to in the 2019 budget as the Master Thoroughfare and Transportation Plan)
  - Transportation Plan implementation: 7th Street Bicentennial Bond Project as a high mobility connection from the B-Line Trail to the IU Campus and/or initiate corridor studies recommended by the Plan
  - Conduct a design charrette to gather input and ideas on redesigning Kirkwood Ave, from Indiana to Walnut Street, as a shared street with focus on pedestrians.
  - TDM Plan implementation: plan will be finished in early 2020.
- Unified Development Ordinance
  - Land use/redevelopment activities within the Sudbury/Mill Creek PUD area
  - Development of a new citywide zoning map to incorporate four new zoning districts recommended in the draft UDO
  - Land use/redevelopment activities in close proximity to the existing IU Health Hospital location
  - Land use/redevelopment activities in close proximity to Switchyard Park
- Engineering and Transportation Services and Permits
  - Transportation improvements for the new IU Health Regional Academic Health Center location
- Technical Training and Accountability (referred to in the 2019 budget as ArcGIS Software Implementation)
  - Annual technical training for ArcGIS
  - Annual technical training for Community Development Software

- Annual technical training for financial management

Because our work impacts Bloomington residents on a daily basis, we strive to achieve and exceed our goals in order to maintain continued high satisfaction levels by the community.

### **2020 Activity Descriptions and Goals:**

The 2018 Comprehensive Plan provides additional guidance for the City to prioritize activities. The Plan lists a wide range of programs (approximately 205) to consider as well as performance metrics (35 outcomes and 136 indicators) to measure implementation over the time horizon of the Plan.

### **Planning Services Division**

*Activity Description:* Lead implementation of the 2018 Comprehensive Plan and coordinate and/or conduct studies and plans to help further general planning and transportation policies as established by the community's vision for the future of Bloomington. Implement strategies and recommendations from the Transportation Plan and the TDM Plan, focusing on community engagement and implementation of key recommendations. 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. Monitor policies related to maintaining Bloomington's status as a gold-level Bicycle Friendly Community and ensure that future streets are developed using "complete streets" criteria. Lead long-range vision and/or special area plans and work with ITS to update GIS data layers needed for program analysis.

### **Goals:**

- Identify and analyze at least 10 performance metrics (outcomes or indicators) detailed in the 2018 Comprehensive Plan (examples could include: percentage of people bicycling to work, percentage of streets that meet the "complete streets" criteria, and/or percentage of dwelling units within a 0.25 mile and 0.5 mile walk of a grocery store and/or farmers market).
- Provide quarterly traffic count and annual crash data on BClear. Post information about traffic counts and annual crash data on BClear quarterly in 2020.
- Hold a minimum of 2 special events to encourage bicycle riding and increase the total number of event participants by 10% based on 2019 event participation.
- Hold a minimum of 3 public engagement events to provide information and collect feedback on plan recommendations.
- Implement at least two key strategies identified in the TDM Plan.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 202,779               | 182,318               | 2.22                  | 670                      |
| 200 - Supplies           | 103                   | 5,845                 |                       |                          |
| 300 - Other Services     | 13,666                | 70,841                |                       |                          |
| 400 - Capital Outlays    |                       | 0                     |                       |                          |
| <b>Total</b>             | <b>216,548</b>        | <b>259,004</b>        |                       |                          |

***Funding: General, Other***

**Development Services Division and Permits**

*Activity Description:* Act as first point of contact for those seeking to develop or remodel building projects within the city boundaries. Review all development petitions and permits for compliance with the UDO; make recommendations on how the project can meet the goals of the Comprehensive Plan. Provide daily customer service to the public for zoning and development inquiries. Conduct site plan reviews for code compliance and environmental impacts. Provide ongoing support, research, reports and recommendations to the Plan Commission, Board of Zoning Appeals, Plat Committee, Hearing Officer, Land Use Committee, and Common Council. Review applications and issue various permits including grading, signage, construction, and occupancy (so far in 2019, 328 permits have been approved). Actively monitor for compliance with the UDO; send notices and assess fines when appropriate. Respond to uReports and work to resolve resident complaints regarding many topics including but not limited to line of site, encroaching vegetation, parking on unimproved surfaces, blocked sidewalks, non-compliant signage and traffic related complaints. Work with new community development software (anticipated in 2020) to greatly improve the access, efficiency 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:

- Respond to all permit applications for compliance with the UDO within 10 business days of receipt of a complete application.
- Generate annual development activity map by December 1, 2020 to illustrate spatial distribution of development petition activity by type.
- Investigate 95% of uReports received by Development Services within five business days of receipt.
- Resolve 85% of uReports assigned to Development Services.
- Review development petitions for compliance with the Comprehensive Plan and the UDO (so far in 2019, 46 petitions have been filed to appear before the Plan Commission, Plat Committee, Board of Zoning Appeals, or the Hearing Officer).

- Prepare a report of issues of concern that are identified by staff one year after UDO adoption. Give report to the Administration, Plan Commission, Council and the public.
- Send a minimum of two members of the Plan Commission and/or BZA to attend training.
- Generate two semi-annual reports on the numbers, locations, sizes and amount of investment for new affordable units in partnership with HAND and ESD; post reports online.
- Increase the number of workforce housing units by 25% over 2019 totals.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 483,958               | 463,500               | 5.64                  | 6,475                    |
| 200 - Supplies           | 103                   | 5,845                 |                       |                          |
| 300 - Other Services     | 21,865                | 39,356                |                       |                          |
| 400 - Capital Outlays    |                       | 0                     |                       |                          |
| <b>Total</b>             | <b>505,926</b>        | <b>508,701</b>        |                       |                          |

**Funding: General, Other**

**Unified Development Ordinance Implementation (UDO)**

*Activity Description:* As the UDO update is expected to be completed by the end of 2019, in 2020 the focus will shift to: ensure the effectiveness of the new ordinances in furthering the future vision of Bloomington as determined by the community through the Comprehensive Plan. Initiate the development of a new zoning map to accompany the four new zoning districts introduced and adopted in the new UDO. Appropriately rezone as many legacy PUDs as practical (many of these legacy PUDs were created years ago and no longer align with the Comprehensive Plan).

Goals:

- Host at least 2 public outreach events by the end of Q2 seeking input on the implementation of the new UDO regulations.
- Train staff and inform City Council members, Administration, and interested parties on the new UDO by May 31, 2020 in order to facilitate the transition from the former ordinance.
- Host at least 3 public outreach activities by November 30, 2020 to gain feedback on a new zoning map that is scheduled to be adopted in 2020.
- Create quick reference handouts for each single-family zoning district to be used to communicate basic development guidelines in those areas.
- Adopt an updated zoning map by the end of Q4.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 49,314         | 64,084         | 0.78           | 85,000            |
| 200 - Supplies           | 0              | 0              |                |                   |
| 300 - Other Services     | 2,733          | 2,811          |                |                   |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>52,047</b>  | <b>66,895</b>  |                |                   |

**Funding: General, Other**

**Transportation and Engineering Services and Permits**

*Activity Description:* Improve the safety, mobility and sustainability of local multimodal infrastructure projects, particularly those projects that impact the city’s right of way. Oversee the planning, design, construction, and operation of these projects and monitor to ensure compliance with safety standards. Issue permits to allow work within the public right of way and coordinate with Public Works on related transportation and maintenance needs. Determine and guide necessary updates to the Bloomington Municipal Code for Title 12 (Streets, Sidewalks and Storm Sewers) and Title 15 (Vehicles and Traffic), ensuring that all work is consistent with applicable engineering principles, safety standards and accessibility requirements.

Goals:

- Host a minimum of three neighborhood meetings to present traffic/transportation-related information and collect feedback.
- Using guidance from the Comprehensive Plan, Transportation Plan, TDM Plan, and the Council Sidewalk Committee, prioritize capital improvement funding requests by July 31, 2020 for consideration for the 2021 annual budget.
- Improve mobility options and meet Vision Zero goals (a multi-national road safety project that aims to achieve a highway system with no fatalities or serious injuries involving road traffic) through annual crash and transportation data reporting and analysis.
- Review 90% of all permits requested for right of way excavation and outdoor seating within 10 business days of receipt of complete applications.
- Track change order costs and ensure that 90% of awarded construction contracts stay within 105% of the bid amount.
- Monitor and actively manage construction project schedules to ensure 90% of construction contracts awarded are completed within the timelines specified in the bid packet.

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE) | Population Served |
|--------------------------|------------------|------------------|----------------|-------------------|
| 100 - Personnel Services | 741,201          | 734,648          | 8.94           | 85,000            |
| 200 - Supplies           | 20,322           | 7,418            |                |                   |
| 300 - Other Services     | 490,331          | 410,429          |                |                   |
| 400 - Capital Outlays    | 1,730,000        | 1,303,308        |                |                   |
| <b>Total</b>             | <b>2,981,854</b> | <b>2,455,803</b> |                |                   |

**Funding: General, Other**

**Metropolitan Planning Organization (MPO)**

*Activity Description:* The MPO is a federally mandated organization charged with managing and monitoring approximately \$42M annually in federal multimodal transportation funding for eligible transportation improvement projects. These 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. Projects are approved by the Indiana Department of Transportation. Activities include: provide staff support to three committees: Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee. Prepare amendments as needed to three core documents which provide policy and funding guidance: Metropolitan Transportation Plan (MTP), requiring a 25-year planning time horizon; Transportation Improvement Program (TIP), detailing four years of transportation projects; and Unified Planning Work Program (UPWP), detailing two years of planning activities. Develop policies, collect data, provide annual reports and conduct transportation studies.

Transportation projects in the 2020-2024 Transportation Improvement Plan (TIP) include but are not limited to: Fullerton Pike Phase 3, Curry Pike/Woodyard Road/Smith Pike Roundabouts, and Rogers Road Multi Use Path. For a map of the MPO service area please click [here](#).

Goals:

- Reach at least 80% completion rate of planning activities detailed in the annual fiscal year completion report, which details the progress for planning activities identified within the 2019 & 2020 Unified Planning Work Program.
- Complete 100% of annual Federal reporting requirements for Metropolitan Planning Organizations by end of Q2.
- Conduct four Quarterly Project Tracking meetings for all jurisdictional multimodal federal-aid projects.
- Program 100% of Federal, State, and Local funding used for regional transportation projects as required by the Transportation Improvement Program by end of Q2.
- Collect and analyze traffic and crash data and publish an Annual Crash Report by end of Q4.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 156,750               | 164,641               | 2.00                  | 720                      |
| 200 - Supplies           | 0                     | 2,248                 |                       |                          |
| 300 - Other Services     | 7,106                 | 2,249                 |                       |                          |
| 400 - Capital Outlays    | 0                     | 0                     |                       |                          |
| <b>Total</b>             | <b>163,856</b>        | <b>169,138</b>        |                       |                          |

**Funding: General, Other**

**ADMINISTRATION and OPERATIONS**

**Technical Training and Accountability (Geographic Information System, Community Development, Financial Management, and Inspection Services):**

*Activity Description:* Train staff on competency and best practices for the use of Geographic Information Systems (GIS), Community Development, Financial Management, and Inspection Services software. Develop standard operating procedures for dataset management, analysis, and reporting on items such as spatial analysis on housing types, code violations, development activity and history, and access to food and medical services. Produce data reports and monitor service areas within the Department to help ensure high levels of customer satisfaction. Improve staff competency in producing maps and tables with GIS and other software systems to increase efficiency for staff responding to public access to this data, resulting in greater transparency.

Goals:

- Train 75% of P&T staff on the use of new community development, financial management, and/or GIS Arc Pro software.
- Utilize ArcGIS Pro (a GIS software) to produce a minimum of 35 customized maps to present to the Plan Commission, Board of Zoning Appeals, City Council, Administrative Meetings and/or at public events.
- Use spatial analysis and map visualizations with ArcGIS Pro in 100% of staff reports for board and commission packets.

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 100 - Personnel Services | 164,164               | 184,982               | 2.25                  | 26                       |
| 200 - Supplies           |                       | 0                     |                       |                          |
| 300 - Other Services     | 10,933                | 36,545                |                       |                          |
| 400 - Capital Outlays    |                       | 0                     |                       |                          |
| <b>Total</b>             | <b>175,097</b>        | <b>221,527</b>        |                       |                          |

**Funding: General, Other**

## Community Engagement/Boards and Commissions

*Activity Description:* Provide professional and wide-range support, including direct staff support, serving on a board or commission, and/or regularly attending and presenting to appointed members of a board or commission, to 18 city boards and commissions. In alphabetical order they are: Bicycle and Pedestrian Safety Commission, Board of Public Works, Board of Zoning Appeals, Common Council, Community Development Block Grant Citizen Advisory Committee, Development Review Committee, Environmental Commission, Hearing Officer, Historic Preservation Commission, Land Use Committee, MPO Citizens Advisory Committee, MPO Policy Committee, MPO Technical Advisory Committee, Parking Commission, Plan Commission, Plat Committee, Traffic Commission, and Utilities Service Board. Conduct research and analysis, make recommendations, prepare meeting documents, guide the decision-making process, and 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 three days prior to the respective meetings.
- Present regular staff recommendations to boards and/or commissions with the goal of 90% acceptance/approval by the board or commission.
- Prepare an annual report on board/commission accomplishments to be delivered by early 2021.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served |
|--------------------------|----------------|----------------|----------------|-------------------|
| 100 - Personnel Services | 365,600        | 371,432        | 4.52           | 26                |
| 200 - Supplies           | 0              | 1,124          |                |                   |
| 300 - Other Services     | 0              | 0              |                |                   |
| 400 - Capital Outlays    | 0              | 0              |                |                   |
| <b>Total</b>             | <b>365,600</b> | <b>372,556</b> |                |                   |

### **Funding: General, Other**

#### **2020 Budget Request Highlights**

Planning & Transportation's general fund budget request is \$4,053,623. This is a decrease of \$407,303, or 9%. Listed below are some highlights of significance.

**Category 1 – Personnel** request is \$2,165,604, remaining virtually flat.

**Category 2 – Supplies** request is \$22,480, which is an increase of 10%.

**Category 3 – Other Services & Charges** request is \$562,231, which is an increase of 3%.



**Category 4 - Capital Outlays** request is \$1,303,308, which is a decrease of 25%. In 2020, rather than use general funds for some capital improvements, there are projects eligible for TIF funding. We plan to seek resources through the TIF rather than the general fund.

Significant changes are listed below:

- **General Fund Line 431(Improvements Other Than Building)** increase by \$6,000 for cost of inflation adjustment
- **Alt. Trans 454 Line 431 (Improvements Other Than Building)** increase by \$6,000 for cost of inflation adjustment
- **Cum Cap Dev 601 Line 411 (Land Purchase)** decreases by \$50,000
- **Line 431 (Improvements Other Than Building)** decreases \$388,692

**Planning & Transportation 2020 Budget Summary**

| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> | <b>Change (%)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 100 - Personnel Services | 1,817,395          | 1,820,901          | 2,163,765          | 2,165,604          | 1,839              | 0%                |
| 200 - Supplies           | 16,789             | 15,960             | 20,527             | 22,480             | 1,953              | 10%               |
| 300 - Other Services     | 161,779            | 503,889            | 546,634            | 562,231            | 15,597             | 3%                |
| 400 - Capital Outlays    | 41,723             | 96,028             | 1,730,000          | 1,303,308          | (426,692)          | -25%              |
| <b>Total</b>             | <b>2,037,686</b>   | <b>2,436,778</b>   | <b>4,460,926</b>   | <b>4,053,623</b>   | <b>(407,303)</b>   | <b>-9%</b>        |

**Conclusion**

The Planning & Transportation Department continues to carry out essential projects and services for the City of Bloomington in a responsible and efficient manner. Thank you for your consideration of our 2020 department budget request. I am happy to answer any questions.

CITY OF BLOOMINGTON

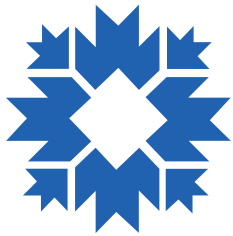
|  | Account Number | Account Description                  | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$            | +/- %         |
|--|----------------|--------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| <b>Fund: 101 - General Fund (S0101)</b>  |                |                                      |                     |                     |                     |                     |                   |               |
| <u>Expenditures</u>                      |                |                                      |                     |                     |                     |                     |                   |               |
| <b>Department: 13 - Planning</b>         |                |                                      |                     |                     |                     |                     |                   |               |
| Personnel Services                       |                |                                      |                     |                     |                     |                     |                   |               |
|  | 51110          | Salaries and Wages - Regular         | 1,208,774           | 1,197,931           | 1,463,236           | 1,464,231           | 995               | 0.07%         |
|  | 51120          | Salaries and Wages - Temporary       | 7,666               | 8,282               | 9,000               | 9,000               | -                 | 0.00%         |
|  | 51210          | FICA                                 | 87,617              | 87,731              | 112,626             | 113,329             | 703               | 0.62%         |
|  | 51220          | PERF                                 | 170,761             | 170,106             | 207,780             | 207,921             | 141               | 0.07%         |
|  | 51230          | Health and Life Insurance            | 342,576             | 356,850             | 371,124             | 371,124             | -                 | 0.00%         |
| <b>Total: Personnel Services</b>         |                |                                      | <b>1,817,395</b>    | <b>1,820,901</b>    | <b>2,163,765</b>    | <b>2,165,604</b>    | <b>1,839</b>      | <b>0.08%</b>  |
| Supplies                                 |                |                                      |                     |                     |                     |                     |                   |               |
|  | 52110          | Office Supplies                      | 1,185               | 1,492               | 3,225               | 3,425               | 200               | 6.20%         |
|  | 52240          | Fuel and Oil                         | 1,680               | 2,644               | 3,832               | 3,455               | (377)             | -9.84%        |
|  | 52410          | Books                                | 1,848               | 654                 | 1,450               | 1,500               | 50                | 3.45%         |
|  | 52420          | Other Supplies                       | 12,077              | 10,623              | 11,520              | 13,600              | 2,080             | 18.06%        |
|  | 52430          | Uniforms and Tools                   | -                   | 548                 | 500                 | 500                 | -                 | 0.00%         |
| <b>Total: Supplies</b>                   |                |                                      | <b>16,789</b>       | <b>15,960</b>       | <b>20,527</b>       | <b>22,480</b>       | <b>1,953</b>      | <b>9.51%</b>  |
| Other Services and Charges               |                |                                      |                     |                     |                     |                     |                   |               |
|  | 53160          | Instruction                          | 4,527               | 10,686              | 10,330              | 18,030              | 7,700             | 74.54%        |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | 56,262              | 181,560             | -                   | -                   | -                 | N/A           |
|  | 53210          | Telephone                            | 3,004               | 3,949               | 5,181               | 5,610               | 429               | 8.28%         |
|  | 53220          | Postage                              | -                   | -                   | 50                  | 50                  | -                 | 0.00%         |
|  | 53230          | Travel                               | 3,562               | 9,114               | 9,700               | 17,950              | 8,250             | 85.05%        |
|  | 53240          | Freight / Other                      | 78                  | 150                 | 150                 | 150                 | -                 | 0.00%         |
|  | 53310          | Printing                             | 4,980               | 2,193               | 2,500               | 2,000               | (500)             | -20.00%       |
|  | 53320          | Advertising                          | 1,426               | 4,671               | 1,100               | 2,100               | 1,000             | 90.91%        |
|  | 53620          | Motor Repairs                        | 19,089              | 13,138              | 13,138              | 15,106              | 1,968             | 14.98%        |
|  | 53830          | Bank Charges                         | 2,096               | 1,100               | 1,500               | 1,650               | 150               | 10.00%        |
|  | 53910          | Dues and Subscriptions               | 8,072               | 5,891               | 10,125              | 10,325              | 200               | 1.98%         |
|  | 53940          | Temporary Contractual Employee       | 2,750               | 2,670               | 2,800               | 2,800               | -                 | 0.00%         |
|  | 53960          | Grants                               | 15,718              | 5,641               | 2,400               | 2,400               | -                 | 0.00%         |
|  | 53990          | Other Services and Charges           | 40,215              | 263,127             | 240,660             | 405,560             | 164,900           | 68.52%        |
| <b>Total: Other Services and Charges</b> |                |                                      | <b>161,779</b>      | <b>503,889</b>      | <b>299,634</b>      | <b>483,731</b>      | <b>184,097</b>    | <b>61.44%</b> |
| Capital Outlays                          |                |                                      |                     |                     |                     |                     |                   |               |
|  | 54310          | Improvements Other Than Building     | 41,723              | 70,734              | 306,000             | 312,000             | 6,000             | 1.96%         |
|  | 54440          | Motor Equipment                      | -                   | 25,294              | -                   | -                   | -                 | -             |
| <b>Total: Capital Outlays</b>            |                |                                      | <b>41,723</b>       | <b>96,028</b>       | <b>306,000</b>      | <b>312,000</b>      | <b>6,000</b>      | <b>1.96%</b>  |
| <b>Expenditures Grand Total:</b>         |                |                                      | <b>\$ 2,037,686</b> | <b>\$ 2,436,778</b> | <b>\$ 2,789,926</b> | <b>\$ 2,983,815</b> | <b>\$ 193,889</b> | <b>6.95%</b>  |

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|   | Account Number | Account Description              | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$              | +/- %           |
|---|----------------|----------------------------------|--------------------|---------------------|---------------------|-------------------|---------------------|-----------------|
| <b>Fund: 601 - Cum Cap Development(S2391)</b> |                |                                  |                    |                     |                     |                   |                     |                 |
| <u>Expenditures</u>                           |                |                                  |                    |                     |                     |                   |                     |                 |
| <b>Department: 13 - Planning</b>              |                |                                  |                    |                     |                     |                   |                     |                 |
| Other Services and Charges                    |                |                                  |                    |                     |                     |                   |                     |                 |
|   | 53110          | Engineering and Architectural    | -                  | -                   | 170,000             | -                 | (170,000)           | -100.00%        |
| <b>Total: Other Services and Charges</b>      |                |                                  | <b>-</b>           | <b>-</b>            | <b>170,000</b>      | <b>-</b>          | <b>(170,000)</b>    | <b>-100.00%</b> |
| Capital Outlays                               |                |                                  |                    |                     |                     |                   |                     |                 |
|   | 54110          | Land Purchase                    | -                  | -                   | 50,000              | -                 | (50,000)            | -100.00%        |
|   | 54310          | Improvements Other Than Building | -                  | -                   | 1,061,000           | 672,308           | (388,692)           | -36.63%         |
| <b>Total: Capital Outlays</b>                 |                |                                  | <b>-</b>           | <b>-</b>            | <b>1,111,000</b>    | <b>672,308</b>    | <b>(438,692)</b>    | <b>-39.49%</b>  |
| <b>Expenditures Grand Total:</b>              |                |                                  | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ 1,281,000</b> | <b>\$ 672,308</b> | <b>\$ (608,692)</b> | <b>-47.52%</b>  |

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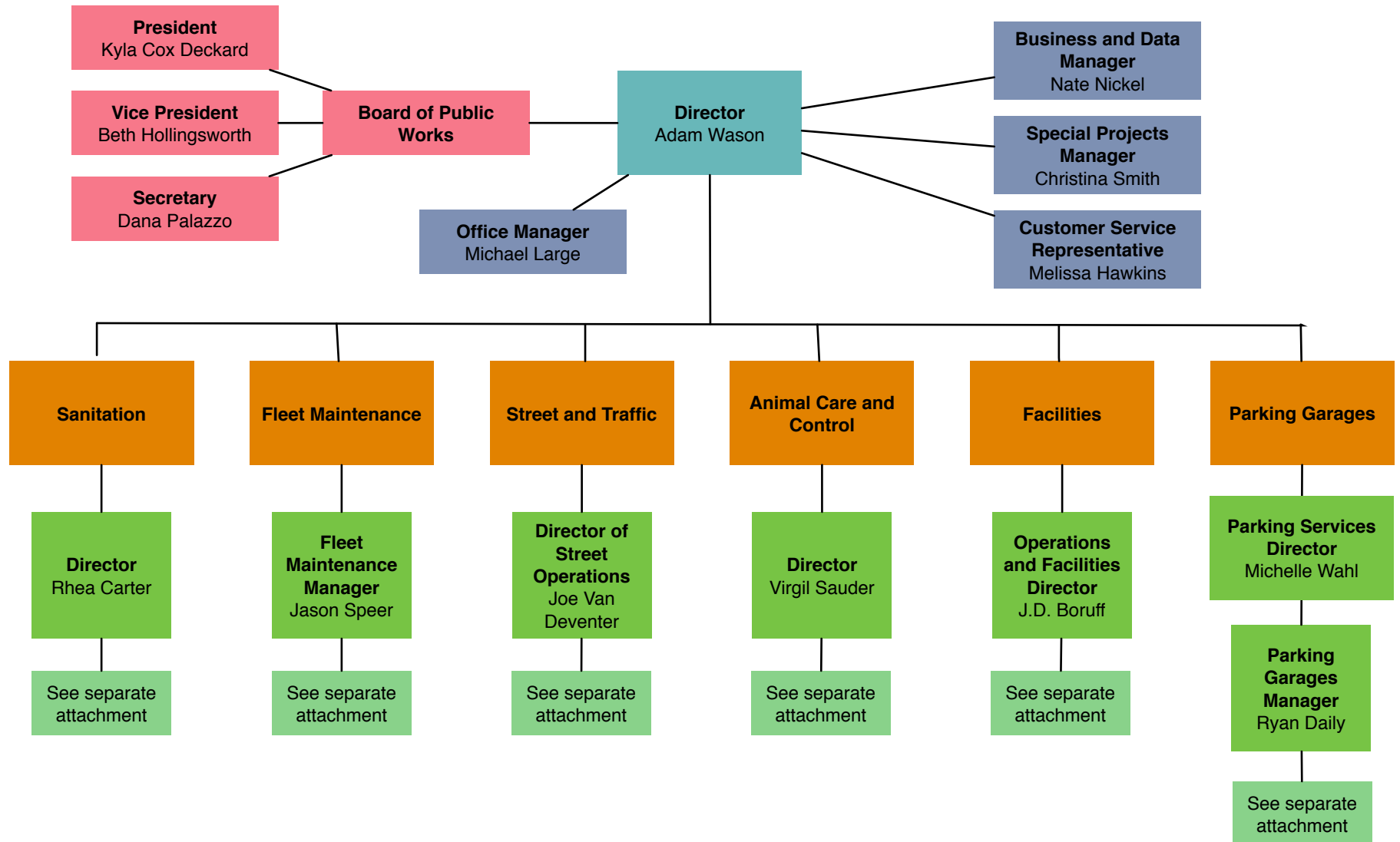
|   | Account Number | Account Description              | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$          | +/- %        |
|---|----------------|----------------------------------|--------------------|---------------------|---------------------|-------------------|-----------------|--------------|
| <b>Fund: 454 - Alternative Transport(S6301)</b> |                |                                  |                    |                     |                     |                   |                 |              |
| <u>Expenditures</u>                             |                |                                  |                    |                     |                     |                   |                 |              |
| <b>Department: 13 - Planning</b>                |                |                                  |                    |                     |                     |                   |                 |              |
| Other Services and Charges                      |                |                                  |                    |                     |                     |                   |                 |              |
|   | 53110          | Engineering and Architectural    | -                  | -                   | 77,000              | 78,500            | 1,500           | 1.95%        |
| <b>Total: Other Services and Charges</b>        |                |                                  | -                  | -                   | <b>77,000</b>       | <b>78,500</b>     | <b>1,500</b>    | <b>1.95%</b> |
| Capital Outlays                                 |                |                                  |                    |                     |                     |                   |                 |              |
|   | 54310          | Improvements Other Than Building | -                  | -                   | 313,000             | 319,000           | 6,000           | 1.92%        |
| <b>Total: Capital Outlays</b>                   |                |                                  | -                  | -                   | <b>313,000</b>      | <b>319,000</b>    | <b>6,000</b>    | <b>1.92%</b> |
| <b>Expenditures Grand Total:</b>                |                |                                  | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ 390,000</b>   | <b>\$ 397,500</b> | <b>\$ 7,500</b> | <b>1.92%</b> |



CITY OF BLOOMINGTON

2020

# Department of Public Works





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Adam Wason, Public Works Director  
**Date:** August 22, 2019

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## **Why We Exist**

The Department of Public Works Administration directs both the daily and strategic operations of six separate divisions that provide essential infrastructure, services and operations to both visitors and the residents of Bloomington. These divisions include Animal Care & Control, Facilities Maintenance, Fleet, Parking Facilities, Sanitation and Street. The Department of Public Works Administration also is tasked with providing staffing resources and logistics support to the Board of Public Works, which is the chief administrative body of the City and has control of the day-to-day operations of the Department of Public Works. The Department of Public Works Administration seeks to perform services and operations in a prompt, courteous, safe, efficient, and cost-effective manner.

## **Background**

The Department of Public Works Administration has 5 full-time employees. It serves an approximate population of 85,071 people and provides administrative support for the six divisions. A new office manager position was created in 2019, giving the department an additional staff resource to provide greater technical assistance and customer service for numerous ongoing projects. The Department of Public Works Administration looks forward to undertaking several major initiatives in 2020, many of which address attributes that have been identified as important characteristics or priorities by residents in this year's Community Survey. These include continuing the momentum from several projects that were started in 2019, such as the Sidewalk Repair Assistance Program, which allows City residents in eligible geographic districts to apply for City financial assistance with sidewalk repairs adjacent to their property (pedestrian travel and alternative transportation mobility survey attributes); complete a general pavement maintenance project on East Kirkwood Avenue to address aging infrastructure on this prominent downtown street; and an additional round of the Bicentennial Alley Activation project, which will feature downtown alley cleaning, milling and paving improvements (street repair survey attribute). Other major 2020 initiatives include performing cellular traffic signal control system upgrades (traffic signal timing survey attribute), setting up a new operational sanitation management software system (garbage collection, recycling and yard waste pick-up survey attributes), upgrading the Lucity asset management platform to a fully mobile version (public

information services survey attribute) and planning for the future conversion of city street lights and the Showers government complex with modern Light Emitting Diode (LED) technologies (street lighting survey attribute). Additionally, maximizing opportunities for staff attendance at regional, state and national professional development events to increase learning and knowledge base of best management practices will again be pursued in 2020.

**2020 Activity Descriptions and Goals**

**Administration**

*Activity Description:* Develop and establish department policies and practices that result in cost and time savings. Coordinate and supervise departmental policies and practices to begin to initiate these savings. Manage and supervise the administrative office, Board of Public Works and 6 divisions: Animal Care and Control, Facilities, Fleet Maintenance, Parking Garages, Sanitation and Street.

Goals:

- Implement a second round of the Sidewalk Repair Assistance Program for qualifying income-based residents and complete all projects by end of Q3.
- Complete a general pavement maintenance project on East Kirkwood Avenue to address aging infrastructure on this prominent downtown street.
- Complete Phase 1 (northside of the Courthouse Square) of the Bicentennial Alley Activation project by May 1.
- Develop a comprehensive citywide Light Emitting Diode (LED) conversion plan for street lights by end of Q4.
- Create an Outdoor Lighting Service Agreement with Duke Energy on an LED conversion at the Showers government complex by end of Q4.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>  |
|--------------------------|---------------------------|---------------------------|---------------------------|---|
| 100 - Personnel Services | 170,091                   | 114,214                   | 1.79                      | The City population of 85,000 plus thousands more visiting the community. |
| 200 - Supplies           | 71,658                    | 71,481                    |                           |   |
| 300 - Other Services     | 166,715                   | 140,085                   |                           |   |
| 400 - Capital Outlays    | 0                         | 0                         |                           |   |
| <b>Total</b>             | <b>408,464</b>            | <b>325,779</b>            |                           |   |

***Funding: General***

**Board of Public Works**

*Activity Description:* Act as the chief administrative body of the City and have oversight of Department of Public Works operations. Approve claims and payroll for multiple City departments.

Goals:

- Publish annual report of year-end Board of Public Works statistics on the B-Clear data portal by end of Q4.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>  |
|--------------------------|---------------------------|---------------------------|---------------------------|---|
| 100 - Personnel Services | 63,076                    | 263,083                   | 4.12                      | The Board holds 25 meetings and 24 working sessions and serves the City population of 85,000. |
| 200 - Supplies           | 35,829                    | 35,741                    |                           |   |
| 300 - Other Services     | 55,572                    | 46,695                    |                           |   |
| 400 - Capital Outlays    | 0                         | 0                         |                           |   |
| <b>Total</b>             | <b>154,477</b>            | <b>345,519</b>            |                           |   |

***Funding: General***

**Infrastructure Asset Management**

*Activity Description:* Manage and maintain Department of Public Works infrastructure assets in a cost-effective manner. Develop and establish data-collection practices, condition-index parameters, inspection cycles, preventative maintenance and work orders.

Goals:

- Upgrade the Lucity asset management software platform to a fully mobile version by August 31 to allow personnel to perform real-time condition updates from the field.
- Publish accessible data sets for sanitation route management available by December 31.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>   |
|--------------------------|---------------------------|---------------------------|---------------------------|--|
| 100 - Personnel Services | 17,718                    | 11,365                    | 0.18                      | A regional population of approximately 173,000 people, plus thousands more visiting the community. |
| 200 - Supplies           | 0                         | 0                         |                           |  |
| 300 - Other Services     | 55,572                    | 46,695                    |                           |  |
| 400 - Capital Outlays    | 0                         | 0                         |                           |  |
| <b>Total</b>             | <b>73,290</b>             | <b>58,060</b>             |                           |  |

***Funding: General***

**Constituent Services**

*Activity Description:* Provide the highest levels of constituent services to the City's population.

Goals:

- Send 4 staff members to attend 1 national municipal government conference, 1 state or regional conference, and the national Lucity asset management software conference.
- Provide an annual summary of uReport case activities to the Board of Public Works by end of Q4.



| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE) | Population Served   |
|--------------------------|------------------|------------------|----------------|---|
| 100 - Personnel Services | 153,082          | 115,557          | 1.81           | The City population of 85,000 plus thousands more visiting the community. |
| 200 - Supplies           | 35,829           | 35,741           |                |   |
| 300 - Other Services     | 833,573          | 700,424          |                |   |
| 400 - Capital Outlays    | 337,500          | 337,500          |                |   |
| <b>Total</b>             | <b>1,359,984</b> | <b>1,189,221</b> |                |   |

***Funding: General***

**2020 Budget Request Highlights**

The Public Works Administration Department's total general fund budget request is \$1,918,580. This is a decrease of \$77,632, or -4%.

**Category 1 – Personnel** request is \$504,220. This is an increase of \$100,252 or 25%

**Category 2 – Supplies** request is \$142,962. This is a decrease of \$353.

**Category 3 – Other Services & Charges** request is \$933,898, a decrease of \$177,532 or -16%.

Significant changes include the following budget lines:

- **Line 316 - Instruction:** Increase of \$4,500 to facilitate greater professional development opportunities for staff at national, state and regional conferences (as well as webinars).
- **Line 317 - Mgt. Fee. Consultants/Workshops:** Increase of \$12,500 due to consultant fees for Sanitation route management optimization, as well as higher Lucity asset management software national conference registration fees.
- **Line 399 - Other Services/Charges:** Decrease of \$243,000 due to 2020 being a non-City election year and no municipal election costs being incurred from the Monroe County Clerk's Office. An increase of \$40,000 is requested to implement a mobile version of the Lucity asset management software system. An additional \$10,000 is requested to conduct land surveys, title work, appraisals and other minor miscellaneous projects, as well as for responding to liability payouts for claims against the Public Works Department that do not meet the insurance deductible threshold.

**Category 4 – Capital Outlays** request is \$337,500 with no change from 2019.

**Public Works Administration 2020 Budget Request**

| Budget Allocation        | 2017 Actual      | 2018 Actual      | 2019 Budget      | 2020 Budget      | Change (\$)     | Change (%) |
|--------------------------|------------------|------------------|------------------|------------------|-----------------|------------|
| 100 - Personnel Services | 227,079          | 234,645          | 403,967          | 504,220          | 100,252         | 25%        |
| 200 - Supplies           | 118,214          | 137,219          | 143,315          | 142,962          | (353)           | 0%         |
| 300 - Other Services     | 681,842          | 661,542          | 1,111,430        | 933,898          | (177,532)       | -16%       |
| 400 - Capital Outlays    | 251,108          | 635,052          | 337,500          | 337,500          | -               | 0%         |
| <b>Total</b>             | <b>1,278,242</b> | <b>1,668,458</b> | <b>1,996,212</b> | <b>1,918,580</b> | <b>(77,633)</b> | <b>-4%</b> |

**Conclusion**

The Department of Public Works Administration strives to direct and support essential operations of the 6 divisions in a prompt, courteous, safe, efficient, and cost-effective manner. In addition, the Department works closely with the Board of Public Works to ensure that all encroachments, special events, and projects in the public Right of Way are given a public hearing and approved after allowing for public comment and feedback. This process is to ensure that any and all community events and projects are transparent and have the opportunity to be publicly discussed prior to the event or the start of a project.

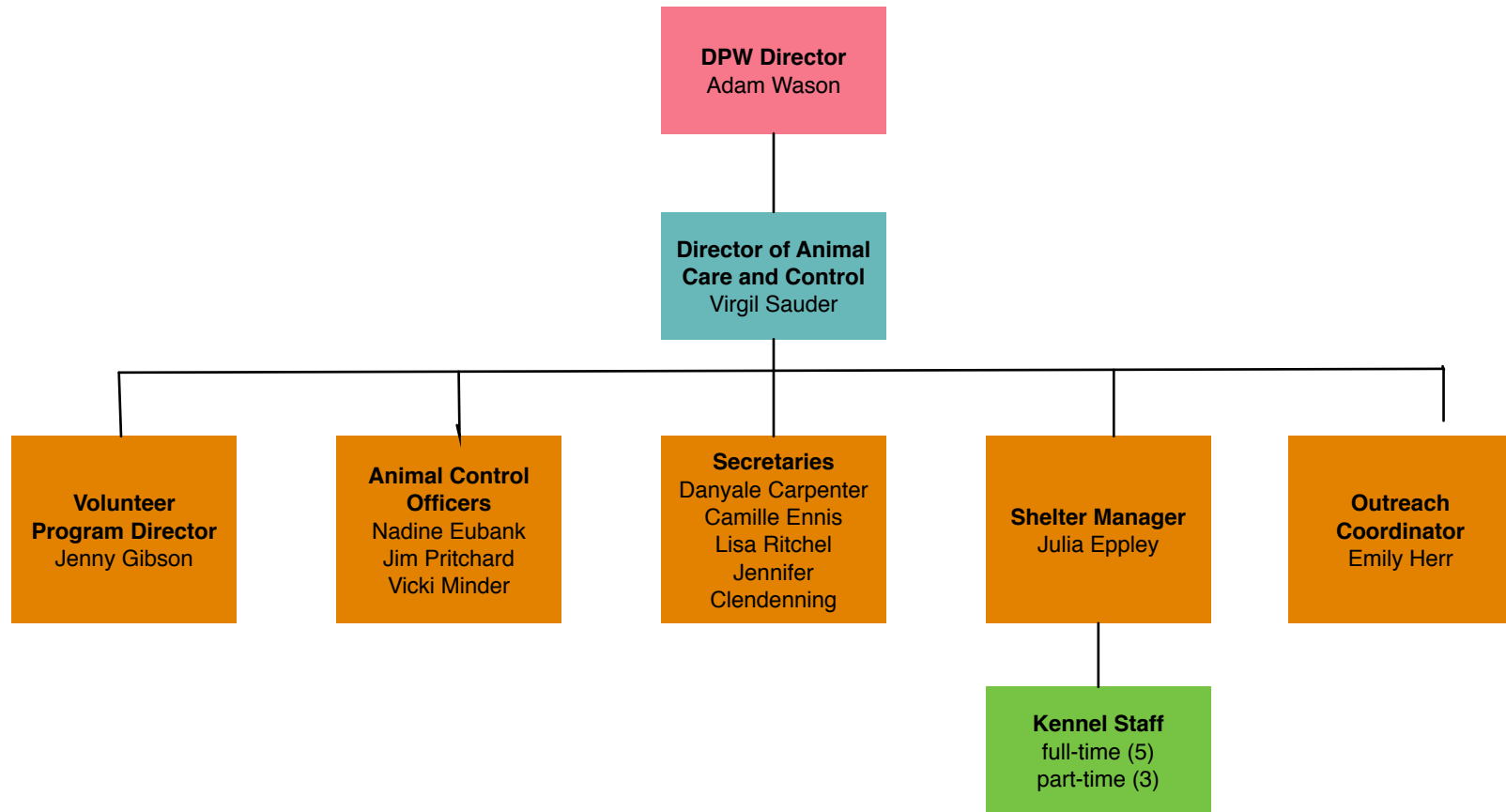
Thank you for your consideration of the Department of Public Works Administration's 2020 budget request. We are available to answer any questions you may have.

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|  | Account Number | Account Description                  | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$             | +/- %          |
|--|----------------|--------------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------|----------------|
| <b>Fund: 101 - General Fund (S0101)</b>  |                |                                      |                     |                     |                     |                     |                    |                |
| <u>Expenditures</u>                      |                |                                      |                     |                     |                     |                     |                    |                |
| <b>Department: 02 - Public Works</b>     |                |                                      |                     |                     |                     |                     |                    |                |
| Personnel Services                       |                |                                      |                     |                     |                     |                     |                    |                |
|  | 51110          | Salaries and Wages - Regular         | 153,189             | 159,390             | 266,204             | 336,739             | 70,535             | 26.50%         |
|  | 51120          | Salaries and Wages - Temporary       | 3,135               | 3,434               | 12,480              | 12,480              | -                  | 0.00%          |
|  | 51210          | FICA                                 | 11,356              | 11,544              | 21,319              | 26,715              | 5,397              | 25.31%         |
|  | 51220          | PERF                                 | 20,858              | 21,739              | 36,905              | 46,922              | 10,017             | 27.14%         |
|  | 51230          | Health and Life Insurance            | 38,540              | 38,540              | 67,060              | 81,363              | 14,303             | 21.33%         |
| <b>Total: Personnel Services</b>         |                |                                      | <b>227,079</b>      | <b>234,645</b>      | <b>403,967</b>      | <b>504,220</b>      | <b>100,252</b>     | <b>24.82%</b>  |
| Supplies                                 |                |                                      |                     |                     |                     |                     |                    |                |
|  | 52110          | Office Supplies                      | 1,554               | 1,219               | 2,500               | 2,800               | 300                | 12.00%         |
|  | 52240          | Fuel and Oil                         | 1,180               | 1,390               | 3,328               | 2,675               | (653)              | -19.62%        |
|  | 52330          | Street , Alley, and Sewer Material   | 112,735             | 132,887             | 132,887             | 132,887             | -                  | 0.00%          |
|  | 52420          | Other Supplies                       | 2,746               | 1,723               | 4,600               | 4,600               | -                  | 0.00%          |
| <b>Total: Supplies</b>                   |                |                                      | <b>118,214</b>      | <b>137,219</b>      | <b>143,315</b>      | <b>142,962</b>      | <b>(353)</b>       | <b>-0.25%</b>  |
| Other Services and Charges               |                |                                      |                     |                     |                     |                     |                    |                |
|  | 53160          | Instruction                          | -                   | 6,675               | 5,500               | 10,000              | 4,500              | 81.82%         |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | 19,058              | 6,177               | 32,500              | 45,000              | 12,500             | 38.46%         |
|  | 53210          | Telephone                            | 3,174               | 2,136               | 3,940               | 3,940               | -                  | 0.00%          |
|  | 53230          | Travel                               | 1,136               | 1,259               | 4,000               | 7,000               | 3,000              | 75.00%         |
|  | 53310          | Printing                             | 4,331               | -                   | -                   | -                   | -                  | N/A            |
|  | 53320          | Advertising                          | 400                 | 287                 | 1,800               | 1,800               | -                  | 0.00%          |
|  | 53410          | Liability / Casualty Premiums        | 221,542             | 223,947             | 302,310             | 347,657             | 45,347             | 15.00%         |
|  | 53420          | Worker's Comp & Risk                 | 342,274             | 342,274             | 342,274             | 342,274             | -                  | 0.00%          |
|  | 53620          | Motor Repairs                        | 3,870               | 8,006               | 8,006               | 9,207               | 1,201              | 15.00%         |
|  | 53630          | Machinery and Equipment Repairs      | -                   | -                   | 500                 | 500                 | -                  | 0.00%          |
|  | 53650          | Other Repairs                        | 1,955               | 871                 | 10,000              | 10,000              | -                  | 0.00%          |
|  | 53710          | Land Rental                          | 1,500               | 1,518               | 2,000               | 2,300               | 300                | 15.00%         |
|  | 53830          | Bank Charges                         | 8,881               | 1,551               | 36,000              | 36,000              | -                  | 0.00%          |
|  | 53910          | Dues and Subscriptions               | 1,653               | 1,976               | 3,100               | 3,100               | -                  | 0.00%          |
|  | 53940          | Temporary Contractual Employee       | 1,375               | 1,375               | 4,500               | 3,120               | (1,380)            | -30.67%        |
|  | 53990          | Other Services and Charges           | 70,693              | 63,490              | 355,000             | 112,000             | (243,000)          | -68.45%        |
| <b>Total: Other Services and Charges</b> |                |                                      | <b>681,842</b>      | <b>661,542</b>      | <b>1,111,430</b>    | <b>933,898</b>      | <b>(177,532)</b>   | <b>-15.97%</b> |
| Capital Outlays                          |                |                                      |                     |                     |                     |                     |                    |                |
|  | 54440          | Motor Equipment                      | -                   | 29,000              | -                   | -                   | -                  | N/A            |
|  | 54510          | Other Capital Outlays                | 48,608              | 403,552             | 135,000             | 135,000             | -                  | 0.00%          |
|  | 549010         | Inter-Fund Transfers                 | 202,500             | 202,500             | 202,500             | 202,500             | -                  | 0.00%          |
| <b>Total: Capital Outlays</b>            |                |                                      | <b>251,108</b>      | <b>635,052</b>      | <b>337,500</b>      | <b>337,500</b>      | <b>-</b>           | <b>0.00%</b>   |
| <b>Expenditures Grand Total:</b>         |                |                                      | <b>\$ 1,278,242</b> | <b>\$ 1,668,458</b> | <b>\$ 1,996,212</b> | <b>\$ 1,918,580</b> | <b>\$ (77,633)</b> | <b>-3.89%</b>  |



# Department of Public Works: Animal Care and Control





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Virgil Sauder, Director of Animal Care and Control  
Adam Wason, Director of Public Works  
**Date:** August 22, 2019

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## **Why We Exist**

Animal Care and Control is a division of the Department of Public Works. It is responsible for addressing and responding to all companion animal needs in the community through education, enforcement and support in order to build a community where people value animals and treat them with kindness and respect.

## **Background**

Animal Care and Control consists of 17.25 full-time employees and serves an approximate population of 45,000, plus thousands more that visit the animal shelter annually. In 2018 the animal shelter provided shelter for 3,795 animals, of which 2,281 of were adopted into new homes and 615 were reunited with their owners. The 3 animal control officers responded to 1,601 service calls last year.

Animal Care and Control looks forward to undertaking several major initiatives in 2020. Focus areas in 2020 include continuing to utilize the new and renovated animal shelter facility to better the experience for both animal needs and public interaction; exploring new and refined policies and procedures to increase staff and volunteer time spent with animals; furthering educational and best management practices through expanded staff training opportunities; increasing utilization of volunteer resource management for shelter activities; and using donation funds that have been earmarked for a variety of animal health, education and enrichment initiatives.

## **2020 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 Monroe County Sheriff's Animal Management officers.

Goals:

- Decrease the Average Length of Stay (ALOS) for owner surrender animals to 21 days.

| Average Length of Stay |         |          |
|------------------------|---------|----------|
| 2017                   | 2018    | 2019 ytd |
| 22 days                | 26 days | 18 days  |

- Increase the Live Release Rate (LRR) by 3 percentage points to 90%. This rate is the calculation of animals that leave the Shelter's care via adoption, return to owner, or transfer to a rescue group/shelter.

| Live Release Rate |      |          |
|-------------------|------|----------|
| 2017              | 2018 | 2019 ytd |
| 87%               | 87%  | 75%      |

- Maintain Euthanasia rate at or below 6% of all animals brought into the Shelter.

| Euthanasia Rate |      |          |
|-----------------|------|----------|
| 2017            | 2018 | 2019 ytd |
| 8%              | 6%   | 6%       |

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE) | Population Served                           |
|--------------------------|------------------|------------------|----------------|---|
| 100 - Personnel Services | 688,759          | 727,986          | 10.13          | This activity serves a population of 20,000 |
| 200 - Supplies           | 104,935          | 110,603          |                |   |
| 300 - Other Services     | 210,150          | 208,749          |                |   |
| 400 - Capital Outlays    | 52,000           | 66,000           |                |   |
| <b>Total</b>             | <b>1,055,844</b> | <b>1,113,338</b> |                |   |

**Funding: General**

**Volunteer Coordination**

*Activity Description:* Recruit, train and schedule volunteers to assist shelter staff with the direct care of animals, customer assistance and clerical support. Host group work days as well as internships in coordination with Indiana University.

Goals:

- Increase volunteer involvement to 10,700 hours, or a 5% increase from 2018 levels.  
Volunteer hours dipped likely due to building construction and moving into new facilities.

| <b>Volunteer Hours</b> |        |          |
|------------------------|--------|----------|
| 2017                   | 2018   | 2019 ytd |
| 10,820                 | 10,285 | 4,759    |

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>                       |
|--------------------------|---------------------------|---------------------------|---------------------------|--|
| 100 - Personnel Services | 124,247                   | 159,511                   | 2.22                      | This activity serves<br>a population of 2,281. |
| 200 - Supplies           | 13,991                    | 14,747                    |                           |  |
| 300 - Other Services     | 10,508                    | 10,437                    |                           |  |
| 400 - Capital Outlays    | 0                         | 0                         |                           |  |
| <b>Total</b>             | <b>148,746</b>            | <b>184,696</b>            |                           |  |

***Funding: General***

**Humane Education/Public Relations:**

*Activity Description:* Educate the public about respect for living creatures as the key to a future population of responsible pet owners. Provide numerous updates on responsible pet ownership through social media, in-shelter information and press releases, as well as oversee design/writing of adoption and education materials. Provide pet training and behavior advice to the public.

Goals:

- Decrease number of returned adoptions to 4.5%.

| <b>Percentage of Returned Adoption</b> |      |          |
|--|------|----------|
| 2017                                   | 2018 | 2019 ytd |
| 5.8%                                   | 5.1% | 5.3%     |

- Increase off-site adoption/educational events to 40.

| <b>Adoption and Educational Events</b> |      |          |
|--|------|----------|
| 2017                                   | 2018 | 2019 ytd |
| 31                                     | 29   | 17       |

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>                       |
|--------------------------|---------------------------|---------------------------|---------------------------|--|
| 100 - Personnel Services | 136,968                   | 164,379                   | 2.29                      | This activity serves<br>a population of 22,500 |
| 200 - Supplies           | 6,996                     | 7,374                     |                           |  |
| 300 - Other Services     | 15,761                    | 15,656                    |                           |  |
| 400 - Capital Outlays    | 78,000                    | 99,000                    |                           |  |
| <b>Total</b>             | <b>237,725</b>            | <b>286,409</b>            |                           |  |

**Funding: General**

**Animal Control/Field Operations**

*Activity Description:* Enforce ordinances in Title 7 of the Bloomington Municipal Code. Provide 24-hour emergency rescue for pets and respond to animal service calls and complaints. Educate the public about animal care requirements pursuant to ordinances and enforce them when necessary.

Goals:

- Achieve 75% certification of Animal Control Officers through the National Animal Control Association. Efforts are currently underway to make this a State of Indiana requirement within the next 5 years.
- Close 75% of Animal Control calls within the same day. No data prior to 2019 exists due to software and procedural differences.

| <b>Percentage of Animal Control Calls closed within 24 hours<br/>(Software system in place beginning 2019)</b> |      |          |
|--|------|----------|
| 2017   | 2018 | 2019 ytd |
| NA   | NA   | 67%      |

| <b>Abuse/Neglect Calls</b> |      |          |
|----------------------------|------|----------|
| 2017                       | 2018 | 2019 ytd |
| 82                         | 144  | 76       |

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b>                       |
|--------------------------|---------------------------|---------------------------|-----------------------|--|
| 100 - Personnel Services | 270,095                   | 278,688                   | 3.88                  | This activity serves<br>a population of 10,000 |
| 200 - Supplies           | 13,991                    | 14,747                    |                       |  |
| 300 - Other Services     | 26,269                    | 26,094                    |                       |  |
| 400 - Capital Outlays    | 0                         | 0                         |                       |  |
| <b>Total</b>             | <b>310,355</b>            | <b>319,529</b>            |                       |  |



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***Funding: General***

**2020 Budget Request Highlights**

The Animal Care and Control Division's general fund budget request is \$1,804,471. This is an increase of \$236,801 or 15%.

**Category 1 – Personnel Services** request is \$1,330,564. This is an increase of \$110,495 or 9%.

Significant changes include:

- Increase hours of part-time Animal Care Technicians in order to provide more staff time per animal, improving animal wellness.

**Category 2 – Supplies** request is \$139,471. This is a decrease of \$442.

**Category 3 – Other Services & Charges** request is \$209,436. This is an increase of \$1,748 or 1%.

**Category 4 - Capital Outlays** request is \$125,000. This is an increase of \$125,000.

Significant changes include:

- **Line 451 - Other Capital Outlays** request is \$125,000 for the replacement of the incinerator at the shelter. The current unit is 20 years old, repair costs have increased, and the reliability of proper operation of the unit has decreased even with proper maintenance and repairs.

**Expense (Donations Over \$5,000)**

Funding for the expenses below are 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 2020 budget request is \$99,500, a decrease of \$85,500 or -46%

**Category 2 - Supplies** request is \$8,000 and is consistent with 2019.

Significant changes include the following budget lines:

- **Line 231 - Building Materials and Supplies:** request is \$8,000 for the purchase of new tables, chairs, and benches for the adoption center.

**Category 3 – Other Services & Charges** request is \$51,500, a decrease of \$3,500 or -6%.

Significant changes include the following budget lines:

- **Line 313 – Medical:** request is \$39,000 for expensive medical treatments that often block animals from being adopted into new homes, including heartworm treatment, broken limb repair, torn ligament repair, and major dental surgery.
- **Line 316 - Instruction:** request is \$8,000 for hosting a training at the shelter on effective and safe dog play groups to improve welfare of the dogs during their stay at the shelter.

- **Line 399 – Other Services and Charges:** request is \$4,500 for behavioral training and evaluations for behaviors witnessed in the shelter that often impede animals from being adopted into new homes.

**Category 4 – Capital Outlays** request is \$40,000, a decrease of \$90,000 or -69%.

Significant changes include the following budget lines:

- **Line 451 – Other Capital Outlays:** request of \$40,000 for improvements to the Adoption Center and parking area, including new flooring, counters, improved accessibility to the building, and curbing in parking area.

**Animal Care and Control 2020 Budget Request**

| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> | <b>Change (%)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 100 - Personnel Services | 1,164,906          | 1,214,526          | 1,220,069          | 1,330,564          | 110,495            | 9%                |
| 200 - Supplies           | 102,933            | 145,704            | 139,913            | 147,471            | 7,558              | 5%                |
| 300 - Other Services     | 171,763            | 192,229            | 262,688            | 260,936            | (1,752)            | -1%               |
| 400 - Capital Outlays    | -                  | 123,755            | 130,000            | 165,000            | 35,000             | 27%               |
| <b>Total</b>             | <b>1,439,602</b>   | <b>1,676,215</b>   | <b>1,752,670</b>   | <b>1,903,971</b>   | <b>151,301</b>     | <b>9%</b>         |

**Revenue**

Projected increase of \$1,632. The increase is largely due to the City-County Interlocal agreement to house animals brought to the shelter from Monroe County Animal Management Officers. This figure is based on 2018 full year expenditures.

**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 2020 budget request! We are available to answer any questions you may have.

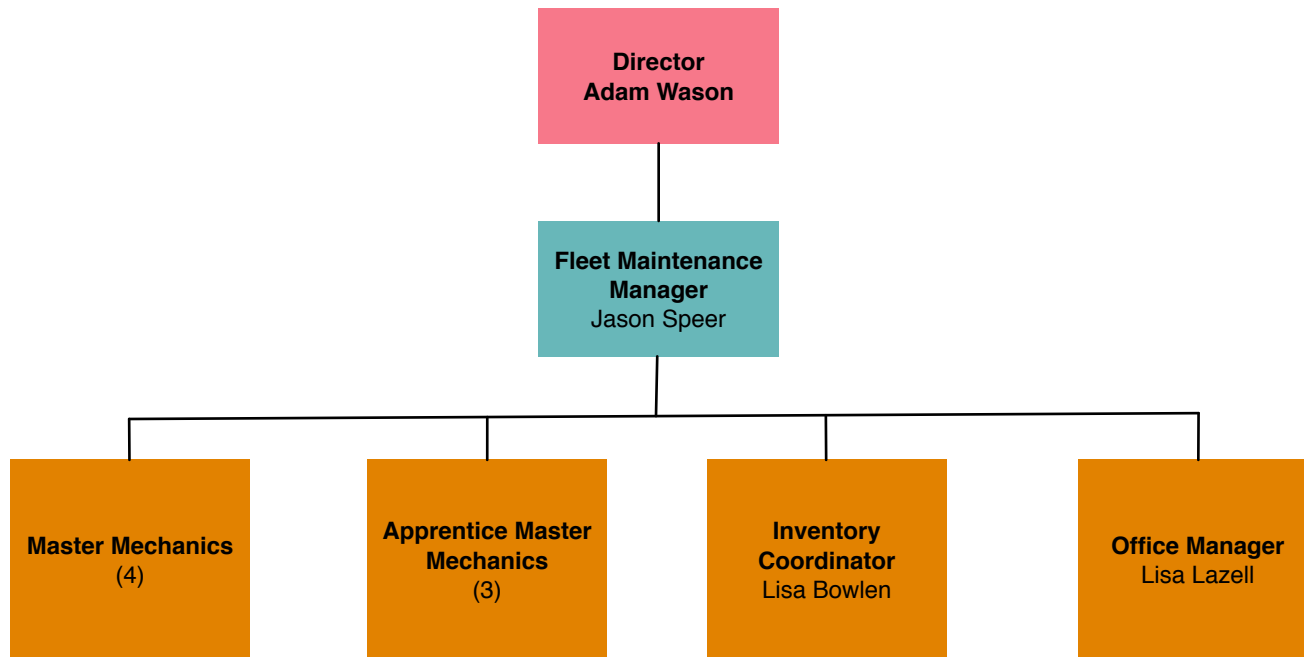
CITY OF BLOOMINGTON

|  | Account Number | Account Description               | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$            | +/- %         |
|--|----------------|-----------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| <b>Fund: 101 - General Fund (S0101)</b>  |                |                                   |                     |                     |                     |                     |                   |               |
| <u>Expenditures</u>                      |                |                                   |                     |                     |                     |                     |                   |               |
| <b>Department: 01 - Animal Shelter</b>   |                |                                   |                     |                     |                     |                     |                   |               |
| Personnel Services                       |                |                                   |                     |                     |                     |                     |                   |               |
|  | 51110          | Salaries and Wages - Regular      | 685,882             | 712,734             | 717,085             | 800,099             | 83,014            | 11.58%        |
|  | 51120          | Salaries and Wages - Temporary    | 12,805              | 25,099              | 18,590              | 18,590              | -                 | 0.00%         |
|  | 51130          | Salaries and Wages- Overtime      | 39,758              | 42,597              | 40,063              | 52,873              | 12,810            | 31.97%        |
|  | 51210          | FICA                              | 52,214              | 55,633              | 59,344              | 66,675              | 7,331             | 12.35%        |
|  | 51220          | PERF                              | 103,041             | 107,257             | 107,516             | 121,122             | 13,606            | 12.65%        |
|  | 51230          | Health and Life Insurance         | 271,206             | 271,206             | 271,206             | 271,206             | -                 | 0.00%         |
|  | 51310          | Other Personal Services           | -                   | -                   | 6,265               | -                   | (6,265)           | -100.00%      |
| <b>Total: Personnel Services</b>         |                |                                   | <b>1,164,906</b>    | <b>1,214,526</b>    | <b>1,220,069</b>    | <b>1,330,564</b>    | <b>110,495</b>    | <b>9.06%</b>  |
| Supplies                                 |                |                                   |                     |                     |                     |                     |                   |               |
|  | 52110          | Office Supplies                   | 995                 | 2,029               | 2,000               | 2,000               | -                 | 0.00%         |
|  | 52210          | Institutional Supplies            | 87,438              | 97,012              | 105,000             | 105,000             | -                 | 0.00%         |
|  | 52240          | Fuel and Oil                      | 7,237               | 8,497               | 10,963              | 10,521              | (442)             | -4.03%        |
|  | 52310          | Building Materials and Supplies   | 789                 | 1,539               | 2,000               | 10,000              | 8,000             | 400.00%       |
|  | 52340          | Other Repairs and Maintenance     | 2,574               | 22,365              | 8,800               | 8,800               | -                 | 0.00%         |
|  | 52410          | Books                             | 108                 | 30                  | 300                 | 300                 | -                 | 0.00%         |
|  | 52420          | Other Supplies                    | 1,467               | 10,191              | 7,850               | 7,850               | -                 | 0.00%         |
|  | 52430          | Uniforms and Tools                | 2,325               | 4,042               | 3,000               | 3,000               | -                 | 0.00%         |
| <b>Total: Supplies</b>                   |                |                                   | <b>102,933</b>      | <b>145,704</b>      | <b>139,913</b>      | <b>147,471</b>      | <b>7,558</b>      | <b>5.40%</b>  |
| Other Services and Charges               |                |                                   |                     |                     |                     |                     |                   |               |
|  | 53130          | Medical                           | 84,972              | 78,674              | 130,145             | 121,145             | (9,000)           | -6.92%        |
|  | 53140          | Exterminator Services             | 85                  | -                   | 1,500               | 1,500               | -                 | 0.00%         |
|  | 53160          | Instruction                       | 1,110               | 6,558               | 3,270               | 11,270              | 8,000             | 244.65%       |
|  | 53210          | Telephone                         | 1,447               | 2,332               | 2,400               | 2,400               | -                 | 0.00%         |
|  | 53220          | Postage                           | 755                 | 669                 | 1,033               | 1,033               | -                 | 0.00%         |
|  | 53230          | Travel                            | 585                 | 2,462               | 2,500               | 2,500               | -                 | 0.00%         |
|  | 53310          | Printing                          | 747                 | 624                 | 2,000               | 2,000               | -                 | 0.00%         |
|  | 53320          | Advertising                       | 1,351               | 1,000               | 4,000               | 4,000               | -                 | 0.00%         |
|  | 53510          | Electrical Services               | 14,153              | 21,102              | 20,000              | 20,000              | -                 | 0.00%         |
|  | 53530          | Water and Sewer                   | 5,663               | 5,337               | 7,000               | 7,000               | -                 | 0.00%         |
|  | 53540          | Natural Gas                       | 14,432              | 16,959              | 22,000              | 22,000              | -                 | 0.00%         |
|  | 53610          | Building Repairs                  | 19,557              | 17,598              | 22,000              | 22,000              | -                 | 0.00%         |
|  | 53620          | Motor Repairs                     | 7,574               | 11,655              | 11,655              | 13,403              | 1,748             | 15.00%        |
|  | 53630          | Machinery and Equipment Repairs   | -                   | 224                 | 1,000               | 1,000               | -                 | 0.00%         |
|  | 53640          | Hardware and Software Maintenance | 2,215               | 2,112               | 2,280               | 2,280               | -                 | 0.00%         |
|  | 53650          | Other Repairs                     | 5,452               | 12,457              | 10,000              | 10,000              | -                 | 0.00%         |
|  | 53830          | Bank Charges                      | 3,187               | 2,492               | 3,000               | 3,000               | -                 | 0.00%         |
|  | 53910          | Dues and Subscriptions            | 175                 | -                   | 400                 | 400                 | -                 | 0.00%         |
|  | 53960          | Grants                            | 3,900               | 3,900               | 3,900               | 3,900               | -                 | 0.00%         |
|  | 53990          | Other Services and Charges        | 4,401               | 6,075               | 12,605              | 10,105              | (2,500)           | -19.83%       |
| <b>Total: Other Services and Charges</b> |                |                                   | <b>171,763</b>      | <b>192,229</b>      | <b>262,688</b>      | <b>260,936</b>      | <b>(1,752)</b>    | <b>0.67%</b>  |
| Capital Outlays                          |                |                                   |                     |                     |                     |                     |                   |               |
|  | 54440          | Motor Equipment                   | -                   | 123,755             | 120,000             | -                   | (120,000)         | -100.00%      |
|  | 54510          | Other Capital Outlays             | -                   | -                   | 10,000              | 165,000             | 155,000           | 1550.00%      |
| <b>Total: Capital Outlays</b>            |                |                                   | <b>-</b>            | <b>123,755</b>      | <b>130,000</b>      | <b>165,000</b>      | <b>35,000</b>     | <b>26.92%</b> |
| <b>Expenditures Grand Total:</b>         |                |                                   | <b>\$ 1,439,602</b> | <b>\$ 1,676,215</b> | <b>\$ 1,752,670</b> | <b>\$ 1,903,971</b> | <b>\$ 151,301</b> | <b>8.63%</b>  |



2020

# Department of Public Works: Fleet Maintenance





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Jason Speer, Fleet Maintenance Manager  
Adam Wason, Director of Public Works  
**Date:** August 22, 2019

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## **Why We Exist**

Fleet Maintenance is a division of the Department of Public Works. It is responsible for safe and efficient maintenance and repair, as well as the distribution of fuel for the City's fleet of vehicles and equipment. These services ensure that City departments have the vehicles and equipment necessary to provide services to the residents of Bloomington.

## **Background**

The Fleet Division's staff consists of 10 full-time employees responsible for the maintenance and repair of the City's 703 officially numbered vehicles and equipment units. The Division serves an approximate area population of 147,000 people.

Fleet staff look forward to several major initiatives in 2020, performing upgrades to shop tools and equipment, utilizing Lucity asset management software for more accurate vehicle inventory status reports and greater work order management efficiency, acquiring a Global Positioning System (GPS) Vehicle Telematics System, and upgrading the FuelMaster software to better track Diesel Exhaust Fluid (DEF) usage at the fuel sites.

## **2020 Activity Descriptions and Goals**

### **Preventative Maintenance**

*Activity Description:* Perform periodic preventative maintenance checks on the City's vehicles and pieces of equipment to prolong the life of the vehicle or equipment and to prevent major repair expenses. Preventative maintenance includes oil changes and a complete vehicle inspection, including lights, belts, hoses, brakes, suspension components, tires, charging system and more.

### **Goals:**

- Complete 125 preventative maintenance services per month for the City's 703 officially numbered vehicles and equipment units.

- Reduce vehicle downtime by completing 10-15 oil changes per day on-site (vs. dropping off at the Fleet garage per current practice) for greater efficiency and reduced emissions by July 31 through the purchase of a new mobile preventative maintenance trailer.
- Reduce towing costs by 75% by purchasing a service truck to provide in-house towing capabilities by July 31.

| Current Fleet Inventory      |      |      |          |
|------------------------------|------|------|----------|
|                              | 2017 | 2018 | 2019 ytd |
| <b>Total Numbered Units*</b> | 580  | 621  | 703      |

\* This total does not include chainsaws, weed-eaters, fans and other pieces of small equipment items that Fleet technicians work on.

| Budget Allocation        | 2019 Budget \$ | 2020 Budget \$ | Staffing (FTE) | Population Served   |
|--------------------------|----------------|----------------|----------------|---|
| 100 - Personnel Services | 277,876        | 299,807        | 6.02           | The Division serves an approximate area population of 147,000 people. |
| 200 - Supplies           | 435,423        | 473,560        |                |   |
| 300 - Other Services     | 24,138         | 42,216         |                |   |
| 400 - Capital Outlays    | 0              | 0              |                |   |
| <b>Total</b>             | <b>737,437</b> | <b>815,583</b> |                |   |

**Funding: Other**

**Routine Maintenance**

*Activity Description:* Provide focused brake and tire repair maintenance services for City vehicles and equipment (especially for public safety vehicles) in house, without the need for outsourcing vehicles to dealerships or specialized contractors to receive these services.

Goals:

- Deploy Lucy asset management software to produce quarterly reports on service data, fuel consumption, maintenance records, vehicle availability, vehicle points analysis for capital replacements, and a host of other fleet management modules.
- Implement a 72-hour turn-around time for maintenance services by returning vehicles and equipment back to their users. Currently vehicle downtime data is not trackable due to software limitations, but Lucy will provide this tracking option in 2020.
- Elevate emergency vehicles for service priority and return these vehicles back to users within a 24-hour period. Unless there are complex repairs, emergency vehicles are returned to users within 24 hours.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>  |
|--------------------------|---------------------------|---------------------------|---------------------------|---|
| 100 - Personnel Services | 216,972                   | 231,024                   | 4.64                      | The Division serves an approximate area population of 147,000 people. |
| 200 - Supplies           | 348,338                   | 378,848                   |                           |   |
| 300 - Other Services     | 24,138                    | 42,216                    |                           |   |
| 400 - Capital Outlays    | 21,500                    | 24,450                    |                           |   |
| <b>Total</b>             | <b>610,948</b>            | <b>676,537</b>            |                           |   |

***Funding: Other***

**Emergency Maintenance**

*Activity Description:* Provide continuous 24 hour staffing availability for emergency in-shop and on-site repairs of City vehicles and equipment. Mechanics are on call every weekend and holiday, plus are called in during winter weather events to keep snow removal equipment operational.

Goals:

- Reduce annual emergency call-outs by 20% through a clearly defined capital vehicle purchasing plan.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>  |
|--------------------------|---------------------------|---------------------------|---------------------------|---|
| 100 - Personnel Services | 137,035                   | 141,057                   | 2.83                      | The Division serves an approximate area population of 147,000 people. |
| 200 - Supplies           | 174,169                   | 189,424                   |                           |   |
| 300 - Other Services     | 120,690                   | 211,079                   |                           |   |
| 400 - Capital Outlays    | 21,500                    | 24,450                    |                           |   |
| <b>Total</b>             | <b>453,394</b>            | <b>566,010</b>            |                           |   |

***Funding: Other***

**Fuel Service**

*Activity Description:* Provide below-retail cost fueling to City departments at 2 fueling station locations. The City has an annual contract with 4 approved fuel vendors; when fuel is needed, staff send via email a request for a quote of a tanker load of the fuel type required. The vendor has 2 hours to respond with the fuel quote. The lowest, most responsive and responsible bidder is awarded the quote and fuel is delivered by noon the following day.

Goals:

- Begin tracking Diesel Exhaust Fluid (DEF) usage, per City department.
- Decrease carbon emissions through a reduction of fuel consumption by 5% for normal City operations by the use of a fleet-wide Global Positioning System (GPS) Vehicle Telematics System.
- Decrease carbon emissions by reducing idle time on non-emergency City vehicles by 10% through the deployment of GPS telematics.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>  |
|--------------------------|---------------------------|---------------------------|---------------------------|---|
| 100 - Personnel Services | 45,678                    | 45,357                    | 0.91                      | The Division serves an approximate area population of 147,000 people. |
| 200 - Supplies           | 435,423                   | 473,560                   |                           |   |
| 300 - Other Services     | 48,276                    | 84,432                    |                           |   |
| 400 - Capital Outlays    | 0                         | 0                         |                           |   |
| <b>Total</b>             | <b>529,377</b>            | <b>603,349</b>            |                           |   |

**Funding: Other**

**Parts Inventory**

*Activity Description:* Manage and maintain an accurate parts inventory.

Goals:

- Acquire an Inventory Management System to increase staff efficiency and provide better shop logistics through an automated parts and component dispenser located onsite. This system will have a warehouse portal to efficiently track inventory, establish minimum re-order points and show underutilized parts that can be returned for rebates.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>  |
|--------------------------|---------------------------|---------------------------|---------------------------|---|
| 100 - Personnel Services | 26,646                    | 29,906                    | 0.60                      | The Division serves an approximate area population of 147,000 people. |
| 200 - Supplies           | 174,169                   | 189,424                   |                           |   |
| 300 - Other Services     | 12,069                    | 21,108                    |                           |   |
| 400 - Capital Outlays    | 0                         | 0                         |                           |   |
| <b>Total</b>             | <b>212,884</b>            | <b>240,438</b>            |                           |   |

**Funding: Other**

**Shop Inventory**

*Activity Description:* Maintain shop inventory of equipment and tools so that the mechanics can perform diagnostic and repair work on a wide variety of vehicles and equipment.

Goals:

- Increase efficiency and staff safety by purchasing 2 updated tire machines (1 for car tires and 1 for truck tires) and 1 new tire balancer in 2020.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>  |
|--------------------------|---------------------------|---------------------------|---------------------------|---|
| 100 - Personnel Services | 41,872                    | 40,124                    | 0.81                      | The Division serves an approximate area population of 147,000 people. |
| 200 - Supplies           | 174,169                   | 189,424                   |                           |   |
| 300 - Other Services     | 0                         | 0                         |                           |   |
| 400 - Capital Outlays    | 107,500                   | 122,250                   |                           |   |
| <b>Total</b>             | <b>323,541</b>            | <b>351,798</b>            |                           |   |



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**Funding: Other**

**Vehicle Points and Purchases**

*Activity Description:* Update Vehicle Points Analysis and prepare specifications for vehicle and equipment purchases according to the established best management practices and standards for municipal fleets.

Goals:

- Utilize Lucity asset management software system to replace the current Vehicle Points System by end of Q4.
- Identify the 20 most underutilized vehicles in 2020 and re-assign them to other departments to maximize usage.

| <b>Best Practices Guide for Capital Vehicle Replacement</b> |                              |
|---|------------------------------|
| Type  | Replace After # Years of Use |
| <b>Police Patrol Radio Cars</b>                             | 1                            |
| <b>Passenger Car/Light Duty Truck</b>                       | 7                            |
| <b>Fire Trucks/Heavy Trucks</b>                             | 10                           |

| <b>Budget Allocation</b> | <b>2019 Budget \$</b> | <b>2020 Budget \$</b> | <b>Staffing (FTE)</b> | <b>Population Served</b>  |
|--------------------------|-----------------------|-----------------------|-----------------------|---|
| 100 - Personnel Services | 15,226                | 9,969                 | 0.20                  | The Division serves an approximate area population of 147,000 people. |
| 200 - Supplies           | 0                     | 0                     |                       |   |
| 300 - Other Services     | 12,069                | 21,108                |                       |   |
| 400 - Capital Outlays    | 64,500                | 73,350                |                       |   |
| <b>Total</b>             | <b>91,795</b>         | <b>104,427</b>        |                       |   |

**Funding: Other**

**2020 Budget Request Highlights**

The Fleet Division's general fund budget request is \$3,358,151. This is an increase of \$398,768, or 13%. Listed below are some highlights of significance.

**Category 1 – Personnel** request is \$797,243. This is an increase of \$35,938, or 5%.

**Category 2 – Supplies** request is \$1,894,240. This is an increase of \$152,550, or 9%.

Significant changes include the following budget lines:

- **Line 223 – Garage and Motor Supplies:** Increase of \$27,500 due to the increased cost of tires and tire supplies.

- **Line 224 – Fuel & Oil:** Increase of \$13,000 due to rising fuel costs. Fuel prices have risen in 2019 and the U.S. Department of Energy is forecasting a further rise in costs for 2020.
- **Line 232 – Motor Vehicle Repair:** Increase of \$100,000 due to increased cost of parts and vehicle supplies.
- **Line 243 - Uniforms and Tools:** Increase of \$11,500 due to an increase in the tool reimbursement allowed under the 2020 AFSCME contract.

**Category 3 – Other Services & Charges** request is \$422,158. This is an increase of \$180,779, or 75%.

Significant changes include the following budget lines:

- **Line 316 – Instruction:** Increase of \$11,000 for staff to attend Emergency Vehicle Technician training, as well as to attend national fleet management conferences.
- **Line 361 – Building Repairs:** Increase of \$117,000 for installation of 12 overhead doors at garage.
- **Line 362 – Motor Repairs:** Increase of \$23,125 due to higher contract towing costs quoted for 2020.
- **Line 364 – Hardware & Software Maintenance:** Increase of \$21,550 for new software subscriptions for Allison, Mack and Lucity annual maintenance fees; other existing software subscriptions were also transferred from Category 2 to better reflect actual spending trends.

**Category 4 – Capital Outlays** request is \$244,500. This is an increase of \$29,500, or 14%.

Significant changes include the following budget lines:

- **Line 442 – Purchase of Equipment:** Increase of \$29,500 to be utilized towards the purchase of shop equipment and machinery (needed items include tire machines and balancers, a Freon machine, Start-All, and a bumper air jack).

**Fleet Maintenance 2020 Budget Request**

| Budget Allocation        | 2017 Actual      | 2018 Actual      | 2019 Budget      | 2020 Budget      | Change (\$)    | Change (%) |
|--------------------------|------------------|------------------|------------------|------------------|----------------|------------|
| 100 - Personnel Services | 715,088          | 716,002          | 761,305          | 797,243          | 35,939         | 5%         |
| 200 - Supplies           | 1,172,907        | 1,402,416        | 1,741,690        | 1,894,240        | 152,550        | 9%         |
| 300 - Other Services     | 138,279          | 159,402          | 241,379          | 422,158          | 180,779        | 75%        |
| 400 - Capital Outlays    | 184,698          | 63,838           | 215,000          | 244,500          | 29,500         | 14%        |
| <b>Total</b>             | <b>2,210,972</b> | <b>2,341,657</b> | <b>2,959,374</b> | <b>3,358,141</b> | <b>398,768</b> | <b>13%</b> |

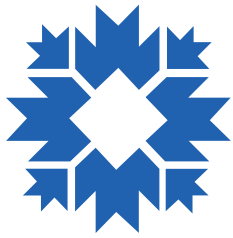
**Conclusion**

As a division of the Department of Public Works, Fleet Maintenance staff strives to maintain and service the City’s fleet of vehicles and equipment so that City departments can provide the best services to the residents of Bloomington.

Thank you for your consideration of the Fleet Division’s 2020 budget request. We are available to answer any questions you may have.

CITY OF BLOOMINGTON

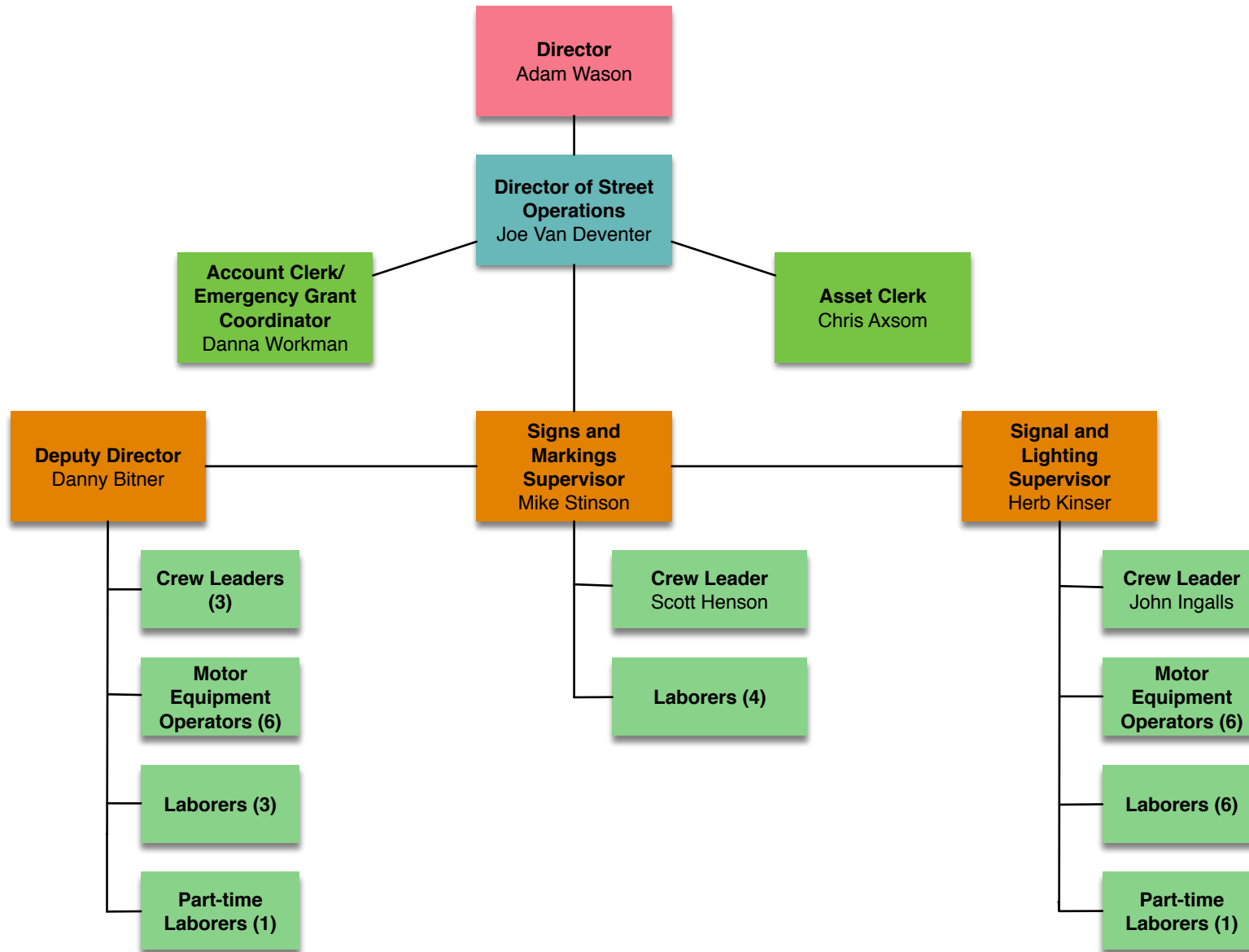
|   | Account Number | Account Description                   | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$            | +/- %         |
|---|----------------|---------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| <b>Fund: 802 - Fleet Maintenance(S9500)</b> |                |                                       |                     |                     |                     |                     |                   |               |
| <u>Expenditures</u>                         |                |                                       |                     |                     |                     |                     |                   |               |
| <b>Department: 17 - Fleet Maintenance</b>   |                |                                       |                     |                     |                     |                     |                   |               |
| Personnel Services                          |                |                                       |                     |                     |                     |                     |                   |               |
|   | 51110          | Salaries and Wages - Regular          | 447,357             | 447,193             | 456,831             | 490,049             | 33,218            | 7.27%         |
|   | 51120          | Salaries and Wages - Temporary        | 13,106              | 4,132               | 25,002              | 25,002              | -                 | 0.00%         |
|   | 51130          | Salaries and Wages- Overtime          | 12,695              | 21,468              | 25,002              | 25,002              | -                 | 0.00%         |
|   | 51210          | FICA                                  | 33,863              | 33,919              | 38,773              | 41,314              | 2,541             | 6.55%         |
|   | 51220          | PERF                                  | 65,327              | 66,550              | 68,421              | 73,138              | 4,717             | 6.89%         |
|   | 51230          | Health and Life Insurance             | 142,740             | 142,740             | 142,740             | 142,740             | -                 | 0.00%         |
|   | 51310          | Other Personal Services               | -                   | -                   | 4,537               | -                   | (4,537)           | -100.00%      |
| <b>Total: Personnel Services</b>            |                |                                       | <b>715,088</b>      | <b>716,002</b>      | <b>761,305</b>      | <b>797,243</b>      | <b>35,939</b>     | <b>4.72%</b>  |
| Supplies                                    |                |                                       |                     |                     |                     |                     |                   |               |
|   | 52110          | Office Supplies                       | 508                 | 319                 | 750                 | 1,000               | 250               | 33.33%        |
|   | 52210          | Institutional Supplies                | 214                 | 210                 | 600                 | 600                 | -                 | 0.00%         |
|   | 52230          | Garage and Motor Supplies             | 86,252              | 95,936              | 154,500             | 182,000             | 27,500            | 17.80%        |
|   | 52240          | Fuel and Oil                          | 619,412             | 805,966             | 966,590             | 979,590             | 13,000            | 1.34%         |
|   | 52310          | Building Materials and Supplies       | 293                 | 118                 | 4,750               | 4,750               | -                 | 0.00%         |
|   | 52320          | Motor Vehicle Repair                  | 428,126             | 450,123             | 550,000             | 650,000             | 100,000           | 18.18%        |
|   | 52420          | Other Supplies                        | 30,969              | 42,745              | 56,500              | 56,800              | 300               | 0.53%         |
|   | 52430          | Uniforms and Tools                    | 7,135               | 7,000               | 8,000               | 19,500              | 11,500            | 143.75%       |
| <b>Total: Supplies</b>                      |                |                                       | <b>1,172,907</b>    | <b>1,402,416</b>    | <b>1,741,690</b>    | <b>1,894,240</b>    | <b>152,550</b>    | <b>8.76%</b>  |
| Other Services and Charges                  |                |                                       |                     |                     |                     |                     |                   |               |
|   | 53130          | Medical                               | 1,204               | 183                 | 715                 | 715                 | -                 | 0.00%         |
|   | 53140          | Exterminator Services                 | 360                 | 325                 | 600                 | 1,500               | 900               | 150.00%       |
|   | 53160          | Instruction                           | 1,152               | 911                 | 15,400              | 26,400              | 11,000            | 71.43%        |
|   | 53210          | Telephone                             | 464                 | 487                 | 600                 | 1,450               | 850               | 141.67%       |
|   | 53220          | Postage                               | -                   | 20                  | 45                  | 45                  | -                 | 0.00%         |
|   | 53230          | Travel                                | 790                 | 247                 | 10,000              | 13,400              | 3,400             | 34.00%        |
|   | 53240          | Freight / Other                       | 20                  | 47                  | 1,000               | 1,000               | -                 | 0.00%         |
|   | 53250          | Pagers                                | 168                 | 18                  | -                   | -                   | -                 | N/A           |
|   | 53410          | Liability / Casualty Premiums         | 5,716               | 4,520               | 4,521               | 7,475               | 2,954             | 65.34%        |
|   | 53420          | Worker's Comp & Risk                  | 16,583              | 16,583              | 16,583              | 16,583              | -                 | 0.00%         |
|   | 53510          | Electrical Services                   | 8,896               | 5,776               | 10,000              | 10,000              | -                 | 0.00%         |
|   | 53530          | Water and Sewer                       | 1,253               | 1,359               | 1,500               | 1,500               | -                 | 0.00%         |
|   | 53540          | Natural Gas                           | 3,348               | 4,633               | 6,000               | 6,000               | -                 | 0.00%         |
|   | 53610          | Building Repairs                      | 12,325              | 9,514               | 17,900              | 134,900             | 117,000           | 653.63%       |
|   | 53620          | Motor Repairs                         | 66,792              | 94,238              | 117,500             | 140,625             | 23,125            | 19.68%        |
|   | 53640          | Hardware and Software Maintenance     | 4,940               | 5,840               | 4,450               | 26,000              | 21,550            | 484.27%       |
|   | 53650          | Other Repairs                         | 7,874               | 7,590               | 20,500              | 20,500              | -                 | 0.00%         |
|   | 53920          | Laundry and Other Sanitation Services | 4,551               | 4,500               | 5,215               | 5,215               | -                 | 0.00%         |
|   | 53990          | Other Services and Charges            | 1,842               | 2,610               | 8,850               | 8,850               | -                 | 0.00%         |
| <b>Total: Other Services and Charges</b>    |                |                                       | <b>138,279</b>      | <b>159,402</b>      | <b>241,379</b>      | <b>422,158</b>      | <b>180,779</b>    | <b>74.89%</b> |
| Capital Outlays                             |                |                                       |                     |                     |                     |                     |                   |               |
|   | 54310          | Improvements Other Than Building      | -                   | -                   | 200,000             | -                   | (200,000)         | -100.00%      |
|   | 54420          | Purchase of Equipment                 | 18,970              | 63,838              | 15,000              | 244,500             | 229,500           | 1530.00%      |
|   | 54440          | Motor Equipment                       | 165,728             | -                   | -                   | -                   | -                 | N/A           |
| <b>Total: Capital Outlays</b>               |                |                                       | <b>184,698</b>      | <b>63,838</b>       | <b>215,000</b>      | <b>244,500</b>      | <b>29,500</b>     | <b>13.72%</b> |
| <b>Expenditures Grand Total:</b>            |                |                                       | <b>\$ 2,210,972</b> | <b>\$ 2,341,657</b> | <b>\$ 2,959,374</b> | <b>\$ 3,358,141</b> | <b>\$ 398,768</b> | <b>13.47%</b> |



CITY OF BLOOMINGTON

2020

# Department of Public Works: Street and Traffic





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Joe Van Deventer, Director of Street Operations  
Adam Wason, Director of Public Works  
**Date:** August 22, 2019

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This memo accompanies the proposed 2020 budget for Street, a division of the Department of Public Works. It includes the Local Road and Street (LRS), Motor Vehicle Highway (MVH), Alternative Transport (ALT TRN) and Cumulative Capital Development (CCD) funds.

## **Why We Exist**

The Street Division is committed to providing right-of-ways that are safe and free of hazards.

## **Background**

The Street Division provides maintenance and repair for the City of Bloomington's 235 lane miles of streets. It has 38 regular full-time employees and serves an approximate regional population of 173,000 people, as well as thousands more who are attending Indiana University special events or visiting the community. The Street Division's specific function includes street paving and resurfacing; maintenance repairs to the City's alley network; construction and installation of sidewalks, curbs and accessible ramps; repair and maintenance of lane markings, street signs and traffic control devices; snow removal operations; street sweeping; and leaf collection. In addition, the division works with the City's Urban Forester to provide care and maintenance of trees in the public right of way in order to reduce accidents.

Major initiatives for 2020 include the continuation of the Sidewalk Repair Assistance Program, participation in the Brighten B-town program, completing a general pavement maintenance project on East Kirkwood Avenue to address aging infrastructure, performing cellular traffic signal control system upgrades, and a second phase of the Bicentennial Alley Activation project.

## **2020 Activity Descriptions and Goals**

### **Paving/Patching**

*Activity Description:* Provide maintenance and repair of the City's 235 lane miles of streets. Street crews work four 10-hour shifts during the summer months to maximize set-up and mobilization opportunities for paving projects. Along with these longer shifts, recent new capital

purchases (i.e. milling machine, paver, patch box and heavy trucks) have provided greater equipment reliability and consistency on paving projects.

**Goals:**

- Patch all potholes within 1 business day (14,988 potholes repaired to date in 2019).
- Complete proactive crack sealing efforts with 10-15 lane miles by October 31.
- Mill 12 street lane miles by November 30.
- Resurface a minimum of 12 street lane miles to increase PCI rating by November 30.
- Increase the overall Pavement Condition Index rating by 5% in 2020. (In 2021 the Street Division anticipates scheduling another pavement reconnaissance field survey, which was last performed in 2017.)

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>  |
|--------------------------|---------------------------|---------------------------|---------------------------|---|
| 100 - Personnel Services | 792,577                   | 822,037                   | 10.80                     | Regional population of 173,000 people, as well as thousands more attending Indiana University special events or visiting the community. |
| 200 - Supplies           | 161,443                   | 170,304                   |                           |   |
| 300 - Other Services     | 591,186                   | 643,690                   |                           |   |
| 400 - Capital Outlays    | 704,000                   | 394,601                   |                           |   |
| <b>Total</b>             | <b>2,249,206</b>          | <b>2,030,632</b>          |                           |   |

**Funding: Other**

**Snow Removal**

*Activity Description:* Provide snow and ice removal to ensure safe transportation for the community and safe access by emergency vehicles during inclement weather.

**Goals:**

- Treat main thoroughfares so they remain passable during winter storm events 100% of the time.
- Utilize salt brine pretreatment on major roads to increase safety and reduce labor and material costs by 50%.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>  |
|--------------------------|---------------------------|---------------------------|---------------------------|---|
| 100 - Personnel Services | 548,707                   | 569,103                   | 7.48                      | Regional population of 173,000 people, as well as thousands more attending Indiana University special events or visiting the community. |
| 200 - Supplies           | 161,443                   | 170,304                   |                           |   |
| 300 - Other Services     | 118,237                   | 128,738                   |                           |   |
| 400 - Capital Outlays    | 352,000                   | 197,300                   |                           |   |
| <b>Total</b>             | <b>1,180,387</b>          | <b>1,065,445</b>          |                           |   |

**Funding: Other**

### Leafing

*Activity Description:* Provide annual curbside removal of leaves (season runs between November and December). Keep the leaves picked up from curbs and gutters, which assists with proper drainage flow in City streets.

Goals:

- Complete the leafing service in a 7-week period by December 31.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>                                    |
|--------------------------|---------------------------|---------------------------|---------------------------|---|
| 100 - Personnel Services | 480,119                   | 497,965                   | 6.54                      | This activity serves the City's population of 85,071 people |
| 200 - Supplies           | 161,443                   | 170,304                   |                           |   |
| 300 - Other Services     | 118,237                   | 128,738                   |                           |   |
| 400 - Capital Outlays    | 176,000                   | 98,650                    |                           |   |
| <b>Total</b>             | <b>935,799</b>            | <b>895,657</b>            |                           |   |

### Funding: Other

#### Sidewalk Maintenance

*Activity Description:* Using an Overall Condition Index rating for sidewalks, prioritize resource allocation to those sidewalk segments in most need of repair. Build new sidewalks and construct Americans with Disabilities Act (ADA)-compliant ramps before resurfacing streets.

Goals:

- Repair 289,344 linear feet of residential sidewalks that have been damaged by City street trees.
- Conduct Phase II of the Sidewalk Repair Assistance Program for eligible homeowners by replacing 1,000 linear feet of sidewalks.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>  |
|--------------------------|---------------------------|---------------------------|---------------------------|---|
| 100 - Personnel Services | 293,406                   | 304,312                   | 4.00                      | This activity serves the City's population of 85,071 people, as well as thousands more attending Indiana University special events or visiting the community. |
| 200 - Supplies           | 161,443                   | 170,304                   |                           |   |
| 300 - Other Services     | 236,474                   | 257,476                   |                           |   |
| 400 - Capital Outlays    | 0                         | 0                         |                           |   |
| <b>Total</b>             | <b>691,323</b>            | <b>732,092</b>            |                           |   |

### Funding: Other

#### Traffic Signals

*Activity Description:* Control the assignment of vehicular or pedestrian right-of-way at locations where potentially hazardous conflicts exist, through traffic signal use. All City traffic signals will have been converted to LED bulbs by the end of 2019.

Goals:

- Install 2 new traffic signals and replace 5 existing traffic signals by end of Q4.
- Upgrade 22 traffic signal intersections (along the Walnut/College corridor between 1st and 17th Streets) to new cellular connectivity by end of Q4.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Population Served  |
|--------------------------|-------------------|-------------------|-------------------|--|
| 100 - Personnel Services | 129,556           | 134,371           | 1.77              | Regional population of 173,000 people,<br>as well as thousands more attending<br>Indiana University special events<br>or visiting the community. |
| 200 - Supplies           | 80,721            | 85,152            |                   |  |
| 300 - Other Services     | 236,474           | 257,476           |                   |  |
| 400 - Capital Outlays    | 176,000           | 98,650            |                   |  |
| <b>Total</b>             | <b>622,751</b>    | <b>575,650</b>    |                   |  |

**Funding: Other**

**Manage Urban Forest**

*Activity Description:* Provide care and maintenance of the approximately 14,000 trees located in the public right-of-way. Safeguard against accidents and help keep Bloomington's trees looking their best.

Goals:

- Respond to all hazardous debris in the street within one hour of notification.

| City of Bloomington<br>Hazardous Tree Removal Totals |      |          |
|--|------|----------|
| 2017   | 2018 | YTD 2019 |
| 197  | 230  | 111      |

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Population Served   |
|--------------------------|-------------------|-------------------|-------------------|---|
| 100 - Personnel Services | 270,543           | 280,599           | 3.69              | This activity serves the City's<br>population of 85,071 people. |
| 200 - Supplies           | 80,721            | 85,152            |                   |   |
| 300 - Other Services     | 118,237           | 128,738           |                   |   |
| 400 - Capital Outlays    | 0                 | 0                 |                   |   |
| <b>Total</b>             | <b>469,501</b>    | <b>494,489</b>    |                   |   |

**Funding: Other**



**Traffic Signs**

*Activity Description:* Place and maintain the City’s current inventory of 14,926 traffic signs in compliance with the U.S. Department of Transportation’s Manual of Uniform Traffic Control Devices (MUTCD) standards.

Goals:

- Replace the 681 traffic signs that have failed inspection based on the Transmap field inspection by end of Q4.

| City of Bloomington<br>Planned 2020 MUTCD Sign<br>Replacements |                                     |
|--|-------------------------------------|
| Reason   | Total Number of Signs<br>to Replace |
| Graffiti   | 202                                 |
| Missing  | 7                                   |
| Not Visible  | 145                                 |
| Poor<br>Condition  | 327                                 |

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Population Served  |
|--------------------------|-------------------|-------------------|-------------------|--|
| 100 - Personnel Services | 152,419           | 158,084           | 2.08              | Regional population of 173,000 people,<br>as well as thousands more attending<br>Indiana University special events<br>or visiting the community. |
| 200 - Supplies           | 80,721            | 85,152            |                   |  |
| 300 - Other Services     | 236,474           | 257,476           |                   |  |
| 400 - Capital Outlays    | 0                 | 0                 |                   |  |
| <b>Total</b>             | <b>469,614</b>    | <b>500,712</b>    |                   |  |

**Funding: Other**

**Pavement Markings**

*Activity Description:* Control the assignment of vehicular or pedestrian right of way at locations where potentially hazardous conflicts exist, through proper lane markings.

Goals:

- Install core downtown area pavement markings (approximately 97,700 linear feet) by October 31.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Population Served   |
|--------------------------|-------------------|-------------------|-------------------|---|
| 100 - Personnel Services | 91,451            | 94,850            | 1.25              | Regional population of 173,000 people, as well as thousands more attending Indiana University special events or visiting the community. |
| 200 - Supplies           | 161,443           | 170,304           |                   |   |
| 300 - Other Services     | 118,237           | 128,738           |                   |   |
| 400 - Capital Outlays    | 176,000           | 98,650            |                   |   |
| <b>Total</b>             | <b>547,131</b>    | <b>492,543</b>    |                   |   |

**Funding: Other**

**Street Sweeping**

*Activity Description:* Provide removal of silt, trash, and debris for all City streets through regular sweeping.

Goals:

- Implement an interactive online street sweeping schedule map by April 30.
- Sweep the entire City at a minimum 2 times a year and downtown 6 times a year.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Population Served   |
|--------------------------|-------------------|-------------------|-------------------|---|
| 100 - Personnel Services | 80,020            | 82,994            | 1.09              | Regional population of 173,000 people, as well as thousands more attending Indiana University special events or visiting the community. |
| 200 - Supplies           | 161,443           | 170,304           |                   |   |
| 300 - Other Services     | 118,237           | 128,738           |                   |   |
| 400 - Capital Outlays    | 176,000           | 98,650            |                   |   |
| <b>Total</b>             | <b>535,700</b>    | <b>480,687</b>    |                   |   |

**Funding: Other**

**Alley Repairs**

*Activity Description:* Responsible for maintenance of the City's alley network totaling 33.43 miles.

Goals:

- Complete the second phase of the Bicentennial Alley Activation project by end of Q4.

*Alley Repairs*

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Population Served   |
|--------------------------|-------------------|-------------------|-------------------|---|
| 100 - Personnel Services | 30,484            | 31,617            | 0.42              | This activity serves the City's population of 85,071 people, as well as thousands more attending Indiana University special events or visiting the community. |
| 200 - Supplies           | 161,443           | 170,304           |                   |   |
| 300 - Other Services     | 118,237           | 128,738           |                   |   |
| 400 - Capital Outlays    | 0                 | 0                 |                   |   |
| <b>Total</b>             | <b>310,164</b>    | <b>330,659</b>    |                   |   |

*Downtown Cleanup*

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>  |
|--------------------------|---------------------------|---------------------------|---------------------------|---|
| 100 - Personnel Services | 53,347                    | 55,329                    | 0.73                      | This activity serves the City's population of 85,071 people, as well as thousands more attending Indiana University special events or visiting the community. |
| 200 - Supplies           | 80,721                    | 85,152                    |                           |   |
| 300 - Other Services     | 118,237                   | 128,738                   |                           |   |
| 400 - Capital Outlays    | 0                         | 0                         |                           |   |
| <b>Total</b>             | <b>252,305</b>            | <b>269,220</b>            |                           |   |

**Funding: Other**

**Street Lights/Traffic Signals**

*Activity Description:* Develop and establish cost-effective and efficient street lighting and traffic signal policies and practices. Coordinate and supervise the installation and/or removal of street lighting systems. Manage and supervise the Local Roads and Street Fund that is solely designated for all of the equipment, energy usage and maintenance costs for street lights, traffic control, pedestrian and school crossing signals.

Goals:

- Reduce equipment costs by 40%.
- Target 10% of the 2020 LRS budget to purchase replacement lighting and signal equipment inventory stock by end of Q4 (minimal equipment inventory that is currently on hand is typically used each year on an as-needed basis).
- Explore Smart Lighting and Traffic Control Solution options through the Smart Metering Network.

| <b>Budget Allocation</b> | <b>2019<br/>Budget \$</b> | <b>2020<br/>Budget \$</b> | <b>Staffing<br/>(FTE)</b> | <b>Population Served</b>  |
|--------------------------|---------------------------|---------------------------|---------------------------|---|
| 100 - Personnel Services | 7,621                     | 7,904                     | 0.10                      | Regional population of 173,000 people, as well as thousands more attending Indiana University special events or visiting the community. |
| 200 - Supplies           | 80,721                    | 85,152                    |                           |   |
| 300 - Other Services     | 118,237                   | 128,738                   |                           |   |
| 400 - Capital Outlays    | 0                         | 0                         |                           |   |
| <b>Total</b>             | <b>206,579</b>            | <b>221,794</b>            |                           |   |

**Funding: Other**

**Line Locates:**

*Activity Description:* Provide locates of buried fiber optic/Bloomington Digital Underground traffic signal wiring and street light wiring.

Goals:

- Respond to all emergency line locates within 2 hours and all standard line locates within 2 business days.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Population Served  |
|--------------------------|-------------------|-------------------|-------------------|--|
| 100 - Personnel Services | 26,673            | 27,665            | 0.36              | This activity serves the City's population of 85,071 people. |
| 200 - Supplies           | 80,721            | 85,152            |                   |  |
| 300 - Other Services     | 118,237           | 128,738           |                   |  |
| 400 - Capital Outlays    | 0                 | 0                 |                   |  |
| <b>Total</b>             | <b>225,631</b>    | <b>241,555</b>    |                   |  |

**Funding: Other**

**2020 Budget Request Highlights**

The Street Division's Motor Vehicle Highway (MVH 451) fund budget request is \$5,521,467. This is a decrease of \$507,323 or -8%.

**Category 1 – Personnel** request is \$3,066,831. This is an increase of \$109,911 or 4%.

**Category 2 – Supplies** request is \$466,580. This is an increase of \$8,614 or 2%. Significant changes include the following budget lines:

- **Line 223 – Fuel & Oil:** Increase of \$8,614, per fuel contract with Fleet Division.

**Category 3 – Other Services & Charges** request is \$1,486,554. This is an increase of \$157,650 or 12%. Significant changes include the following budget lines:

- **Line 315 – Communications Contract:** Increase of \$28,000 (transfer from 445).
- **Line 361 – Building Repairs:** Increase of \$24,000 for roof replacement on Street Building.
- **Line 362 - Motor Repairs:** Increase of \$111,561 due to the set rate, per Fleet Division.
- **Line 365 - Other Repairs:** Decrease of \$22,500 due to 2018-19 spending trends.

**Category 4 – Purchase of Equipment** request is \$501,502. This is a decrease of \$783,498 or -61%. Significant changes include the following budget lines:

- **Line 442 – Purchase of Equipment:** Decrease of \$723,498 due to purchasing equipment and vehicles at lower price points than at 2019 rates (1-Bush hog w/22-foot boom, 1-Asphalt Roller, 1-Signal Boom Truck, 1-Pickup ¾ ton w/snow plow).
- **Line 445 - Equipment:** Decrease of \$60,000 moved to Communications Contract (Line 315).

The Street Division's Local Roads and Streets (LRS 450) fund budget request is \$1,032,580.00 This is an increase of \$42,366 or 4%.

Significant highlights include:

**Category 3 – Other Services & Charges**

- **Line 352 – Street Lights/Traffic Signals:** Request of \$682,580 is an increase of \$42,366 or 7%. This increase is for anticipated energy usage rate increase from Duke Energy; citizen request lighting installations; anticipated energy usage rates for signal replacement and installations; signal equipment for onsite inventory; and Phase 1 of the LED Lighting Conversion Project for Showers Complex.

The Cumulative Capital funds (CCD & CCI) budget request is \$1,777,089. This is an increase of \$100,000 or 6%.

Significant highlights include:

**Category 2 - Supplies:** Total request of \$1,236,463, an increase of \$80,000 or 6%.

- **Line 242 - Other Supplies:** Increase of \$80,000 for upgrade to cellular connectivity for 22 traffic signals - Equipment.

**Category 3 – Other Services & Charges:** Total request of \$405,626, an increase of \$10,000 or 2%.

- **Line 399 - Other Services:** Increase of \$10,000 for upgrade to cellular connectivity for 22 traffic signals - Monthly Services.

**Category 4 - Capital Outlays:** Total request of \$135,000, an increase of \$10,000 or 7%.

- **Line 451 - Other Capital Outlays:** Increase of \$10,000 for pavement marking contract increase in materials.

### **Street 2020 Budget Request**

| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> | <b>Change (%)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 100 - Personnel Services | 2,703,848          | 2,801,225          | 2,956,920          | 3,066,831          | 109,911            | 4%                |
| 200 - Supplies           | 976,770            | 1,248,566          | 1,614,429          | 1,703,043          | 88,614             | 5%                |
| 300 - Other Services     | 2,346,977          | 2,537,141          | 2,364,744          | 2,574,760          | 210,016            | 9%                |
| 400 - Capital Outlays    | 808,533            | 836,094            | 1,760,000          | 986,502            | (773,498)          | -44%              |
| <b>Total</b>             | <b>6,836,128</b>   | <b>7,423,026</b>   | <b>8,696,093</b>   | <b>8,331,136</b>   | <b>(364,957)</b>   | <b>-4%</b>        |

### **Conclusion**

As a division of the Department of Public Works, the Street Division's goal is to enhance and ensure public safety and improve the City of Bloomington's infrastructure, while providing uncompromising customer service, forward-thinking initiatives and a commitment to excellence.

Thank you for your consideration of the Street Division's 2020 budget request. We are available to answer any questions you may have.

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|   | Account Number | Account Description              | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 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  | 516,421            | 581,165             | 640,214             | 682,580             | 42,366           | 0            |
| <b>Total: Other Services and Charges</b>        |                |                                  | <b>516,421</b>     | <b>581,165</b>      | <b>640,214</b>      | <b>682,580</b>      | <b>42,366</b>    | <b>6.62%</b> |
| Capital Outlays                                 |                |                                  |                    |                     |                     |                     |                  |              |
|   | 54310          | Improvements Other Than Building | -                  | -                   | 350,000             | 350,000             | -                | -            |
| <b>Total: Capital Outlays</b>                   |                |                                  | <b>-</b>           | <b>-</b>            | <b>350,000</b>      | <b>350,000</b>      | <b>-</b>         | <b>0.00%</b> |
| <b>Expenditures Grand Total:</b>                |                |                                  | <b>\$ 516,421</b>  | <b>\$ 581,165</b>   | <b>\$ 990,214</b>   | <b>\$ 1,032,580</b> | <b>\$ 42,366</b> | <b>4.28%</b> |

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|   | Account Number | Account Description                   | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council     | +/- \$         | +/- %        |
|---|----------------|---------------------------------------|--------------------|---------------------|---------------------|------------------|----------------|--------------|
| <b>Fund: 451 - Motor Vehicle Highway(S0708)</b> |                |                                       |                    |                     |                     |                  |                |              |
| <u>Expenditures</u>                             |                |                                       |                    |                     |                     |                  |                |              |
| <b>Department: 20 - Street</b>                  |                |                                       |                    |                     |                     |                  |                |              |
| Personnel Services                              |                |                                       |                    |                     |                     |                  |                |              |
|   | 51110          | Salaries and Wages - Regular          | 1,658,920          | 1,690,672           | 1,781,305           | 1,863,770        | 82,466         | 4.63%        |
|   | 51120          | Salaries and Wages - Temporary        | 63,644             | 32,141              | 48,268              | 62,829           | 14,561         | 30.17%       |
|   | 51130          | Salaries and Wages- Overtime          | 39,135             | 114,697             | 113,549             | 125,525          | 11,975         | 10.55%       |
|   | 51210          | FICA                                  | 125,786            | 132,109             | 148,650             | 156,987          | 8,338          | 5.61%        |
|   | 51220          | PERF                                  | 241,121            | 256,363             | 269,071             | 282,479          | 13,407         | 4.98%        |
|   | 51230          | Health and Life Insurance             | 575,242            | 575,242             | 575,270             | 575,241          | (29)           | -0.01%       |
|   | 51310          | Other Personal Services               | -                  | -                   | 20,807              | -                | (20,807)       | -100.00%     |
| <b>Total: Personnel Services</b>                |                |                                       | <b>2,703,848</b>   | <b>2,801,225</b>    | <b>2,956,920</b>    | <b>3,066,831</b> | <b>109,911</b> | <b>3.72%</b> |
| Supplies  |                |                                       |                    |                     |                     |                  |                |              |
|   | 52110          | Office Supplies                       | 681                | 496                 | 600                 | 600              | -              | 0.00%        |
|   | 52210          | Institutional Supplies                | 7,943              | 4,682               | 5,750               | 5,750            | -              | 0.00%        |
|   | 52240          | Fuel and Oil                          | 101,405            | 139,922             | 158,020             | 166,634          | 8,614          | 5.45%        |
|   | 52310          | Building Materials and Supplies       | 52                 | 716                 | 5,000               | 5,000            | -              | 0.00%        |
|   | 52330          | Street , Alley, and Sewer Material    | 294,229            | 106,911             | 171,696             | 171,696          | -              | 0.00%        |
|   | 52340          | Other Repairs and Maintenance         | 46,069             | 103,803             | 80,000              | 80,000           | -              | 0.00%        |
|   | 52420          | Other Supplies                        | 39,362             | 50,977              | 34,900              | 34,900           | -              | 0.00%        |
|   | 52430          | Uniforms and Tools                    | 103                | 4,474               | 2,000               | 2,000            | -              | 0.00%        |
| <b>Total: Supplies</b>                          |                |                                       | <b>489,845</b>     | <b>411,981</b>      | <b>457,966</b>      | <b>466,580</b>   | <b>8,614</b>   | <b>1.88%</b> |
| Other Services and Charges                      |                |                                       |                    |                     |                     |                  |                |              |
|   | 53130          | Medical                               | 973                | 1,051               | 900                 | 900              | -              | 0.00%        |
|   | 53140          | Exterminator Services                 | 630                | -                   | 1,000               | 500              | (500)          | -50.00%      |
|   | 53150          | Communications Contract               | -                  | -                   | -                   | 28,000           | 28,000         | N/A          |
|   | 53160          | Instruction                           | 1,500              | 2,170               | 4,295               | 6,295            | 2,000          | 46.57%       |
|   | 53210          | Telephone                             | 2,198              | 2,056               | 4,000               | 4,000            | -              | 0.00%        |
|   | 53220          | Postage                               | 2,639              | 2,650               | 4,000               | 4,000            | -              | 0.00%        |
|   | 53230          | Travel                                | 1,257              | -                   | 2,400               | 2,400            | -              | 0.00%        |
|   | 53240          | Freight / Other                       | -                  | 237                 | -                   | -                | -              | N/A          |
|   | 53250          | Pagers                                | 1,041              | 954                 | 1,200               | 1,200            | -              | 0.00%        |
|   | 53310          | Printing                              | 3,058              | 3,415               | 4,000               | 4,000            | -              | 0.00%        |
|   | 53320          | Advertising                           | -                  | -                   | 1,500               | 1,500            | -              | 0.00%        |
|   | 53410          | Liability / Casualty Premiums         | 58,253             | 48,478              | 48,478              | 55,749           | 7,271          | 15.00%       |
|   | 53420          | Worker's Comp & Risk                  | 50,121             | 50,121              | 50,121              | 50,121           | -              | 0.00%        |
|   | 53510          | Electrical Services                   | 5,862              | 3,813               | 6,500               | 6,500            | -              | 0.00%        |
|   | 53520          | Street Lights / Traffic Signals       | -                  | 14,026              | -                   | -                | -              | N/A          |
|   | 53530          | Water and Sewer                       | 2,101              | 2,579               | 2,500               | 2,500            | -              | 0.00%        |
|   | 53540          | Natural Gas                           | 4,452              | 5,479               | 6,000               | 6,000            | -              | 0.00%        |
|   | 53610          | Building Repairs                      | 1,494              | 2,594               | 6,000               | 30,000           | 24,000         | 400.00%      |
|   | 53620          | Motor Repairs                         | 548,104            | 535,740             | 743,740             | 855,301          | 111,561        | 15.00%       |
|   | 53630          | Machinery and Equipment Repairs       | 7,323              | 43,325              | 13,200              | 13,200           | -              | 0.00%        |
|   | 53640          | Hardware and Software Maintenance     | -                  | -                   | -                   | 2,000            | 2,000          | N/A          |
|   | 53650          | Other Repairs                         | -                  | -                   | 32,500              | 10,000           | (22,500)       | -69.23%      |
|   | 53730          | Machinery and Equipment Rental        | 315                | 544                 | 10,000              | 10,000           | -              | 0.00%        |
|   | 53830          | Bank Charges                          | -                  | -                   | 25                  | 25               | -              | 0.00%        |
|   | 539010         | Inter-Fund Transfers                  | 126,366            | 128,321             | 133,686             | 139,154          | 5,468          | 4.09%        |
|   | 53910          | Dues and Subscriptions                | 970                | 40                  | 2,420               | 2,420            | -              | 0.00%        |
|   | 53920          | Laundry and Other Sanitation Services | 2,670              | 2,844               | 2,820               | 2,820            | -              | 0.00%        |

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|  | Account Number | Account Description              | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council     | +/- \$           | +/- %          |
|--|----------------|----------------------------------|--------------------|---------------------|---------------------|------------------|------------------|----------------|
|  | 53950          | Landfill                         | 32,088             | 25,175              | 42,424              | 42,424           | -                | 0.00%          |
|  | 53990          | Other Services and Charges       | 100,739            | 143,255             | 205,195             | 205,545          | 350              | 0.17%          |
| <b>Total: Other Services and Charges</b> |                |                                  | <b>954,155</b>     | <b>1,018,866</b>    | <b>1,328,904</b>    | <b>1,486,554</b> | <b>157,650</b>   | <b>11.86%</b>  |
| Capital Outlays                          |                |                                  |                    |                     |                     |                  |                  |                |
|  | 54310          | Improvements Other Than Building | -                  | -                   | 150,000             | 150,000          | -                | 0.00%          |
|  | 54420          | Purchase of Equipment            | -                  | -                   | 1,075,000           | 351,502          | (723,498)        | -67.30%        |
|  | 54440          | Motor Equipment                  | 8,500              | -                   | -                   | -                | -                | #DIV/0!        |
|  | 54450          | Equipment                        | 332,746            | 117,403             | 60,000              | -                | (60,000)         | -100.00%       |
| <b>Total: Capital Outlays</b>            |                |                                  | <b>341,246</b>     | <b>117,403</b>      | <b>1,285,000</b>    | <b>501,502</b>   | <b>(783,498)</b> | <b>-60.97%</b> |
| <b>Expenditures Grand Total:</b>         |                |                                  | <b>4,489,095</b>   | <b>4,349,474</b>    | <b>6,028,790</b>    | <b>5,521,467</b> | <b>(507,323)</b> | <b>-8.42%</b>  |



CITY OF BLOOMINGTON

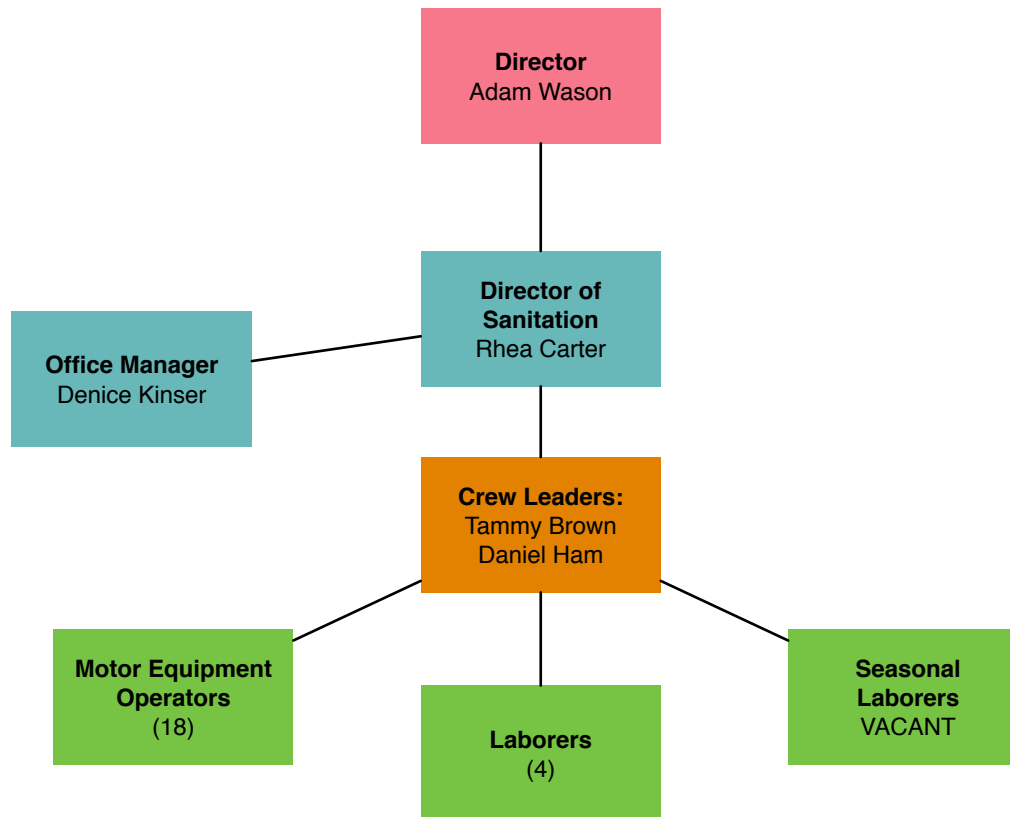
|   | Account Number | Account Description                | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$            | +/- %        |
|---|----------------|------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|--------------|
| <b>Fund: 601 - Cum Cap Development(S2391)</b> |                |                                    |                     |                     |                     |                     |                   |              |
| <u>Expenditures</u>                           |                |                                    |                     |                     |                     |                     |                   |              |
| <b>Department: 02 - Public Works</b>          |                |                                    |                     |                     |                     |                     |                   |              |
| Supplies                                      |                |                                    |                     |                     |                     |                     |                   |              |
|   | 52330          | Street , Alley, and Sewer Material | 362,370             | 773,789             | 1,088,463           | 1,088,463           | -                 | 0.00%        |
|   | 52420          | Other Supplies                     | -                   | -                   | -                   | 80,000              | 80,000            | N/A          |
| <b>Total: Supplies</b>                        |                |                                    | <b>362,370</b>      | <b>773,789</b>      | <b>1,088,463</b>    | <b>1,168,463</b>    | <b>80,000</b>     | <b>7.35%</b> |
| Other Services and Charges                    |                |                                    |                     |                     |                     |                     |                   |              |
|   | 53110          | Engineering and Architectural      | 57,653              | 112,927             | -                   | -                   | -                 | N/A          |
|   | 539010         | Inter-Fund Transfers               | 500,000             | 500,000             | 300,000             | 300,000             | -                 | 0.00%        |
|   | 53990          | Other Services and Charges         | 128,747             | 134,183             | -                   | 10,000              | 10,000            | N/A          |
| <b>Total: Other Services and Charges</b>      |                |                                    | <b>686,401</b>      | <b>747,110</b>      | <b>300,000</b>      | <b>310,000</b>      | <b>10,000</b>     | <b>3.33%</b> |
| Capital Outlays                               |                |                                    |                     |                     |                     |                     |                   |              |
|   | 54110          | Land Purchase                      | 333,732             | 295,157             | -                   | -                   | -                 | N/A          |
|   | 54310          | Improvements Other Than Building   | 64,509              | 309,849             | -                   | -                   | -                 | N/A          |
|   | 54510          | Other Capital Outlays              | 69,046              | 113,685             | 125,000             | 135,000             | 10,000            | 8.00%        |
| <b>Total: Capital Outlays</b>                 |                |                                    | <b>467,287</b>      | <b>718,691</b>      | <b>125,000</b>      | <b>135,000</b>      | <b>10,000</b>     | <b>8.00%</b> |
| <b>Expenditures Grand Total:</b>              |                |                                    | <b>\$ 1,516,058</b> | <b>\$ 2,239,590</b> | <b>\$ 1,513,463</b> | <b>\$ 1,613,463</b> | <b>\$ 100,000</b> | <b>6.61%</b> |

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|   | Account Number | Account Description                | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council      | +/- \$      | +/- %        |
|---|----------------|------------------------------------|--------------------|---------------------|---------------------|-------------------|-------------|--------------|
| <b>Fund: 600 - Cum Cap Improvement (CIG)(S2379)</b> |                |                                    |                    |                     |                     |                   |             |              |
| <u>Expenditures</u>                                 |                |                                    |                    |                     |                     |                   |             |              |
| <b>Department: 02 - Public Works</b>                |                |                                    |                    |                     |                     |                   |             |              |
| Supplies  |                |                                    |                    |                     |                     |                   |             |              |
|   | 52330          | Street , Alley, and Sewer Material | 124,555            | 62,796              | 68,000              | 68,000            | -           | 0.00%        |
| <b>Total: Supplies</b>                              |                |                                    | <b>124,555</b>     | <b>62,796</b>       | <b>68,000</b>       | <b>68,000</b>     | <b>-</b>    | <b>0.00%</b> |
| Other Services and Charges                          |                |                                    |                    |                     |                     |                   |             |              |
|   | 539010         | Inter-Fund Transfers               | 190,000            | 190,000             | 95,626              | 95,626            | -           | 0.00%        |
| <b>Total: Other Services and Charges</b>            |                |                                    | <b>190,000</b>     | <b>190,000</b>      | <b>95,626</b>       | <b>95,626</b>     | <b>-</b>    | <b>0.00%</b> |
| <b>Expenditures Grand Total:</b>                    |                |                                    | <b>\$ 314,555</b>  | <b>\$ 252,796</b>   | <b>\$ 163,626</b>   | <b>\$ 163,626</b> | <b>\$ -</b> | <b>0.00%</b> |



# 2020 Department of Public Works: Sanitation





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Rhea Carter, Sanitation Director  
Adam Wason, Director of Public Works  
**Date:** August 22, 2019

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## **Why We Exist**

Sanitation is tasked with keeping Bloomington clean by providing weekly collection and disposal of household solid waste, weekly curbside recycling pick-up and seasonal bi-weekly yard waste and Christmas tree collection from residences inside the corporate City limits. Sanitation also collects large items, such as furniture and appliances, from residences on a request basis. Additionally, Sanitation provides trash collection for City Hall, downtown containers, City parks, various City facilities and numerous special events in the community.

## **Background**

The Sanitation Division has 24 full-time employees, and 19 fleet vehicles. It serves an approximate population of 31,650 people in approximately 13,335 single family homes. The Sanitation Division is excited to take on several new initiatives for 2020, including setting up a new route management software system; continuing to sell new yard waste containers to the public using surplus containers; and promoting “clean recycling” initiatives through public outreach.

## **2020 Activity Descriptions and Goals**

### **Solid Waste Collection**

*Activity Description:* Provide weekly collection and disposal of household trash.

### **Goals:**

- Research best practices for municipal food waste diversion initiatives by attending at least one professional development conference.
- Implement new route management software system by end of Q4 to develop benchmark data for solid waste and recycling participation rates.
- Participate in at least 2 neighborhood clean-up events sponsored by the Housing and Neighborhood Development Department by October 31.

- Participate in the Renewable Energy System Task Force to explore opportunities on diverting waste stream products for conversion into compressed natural gas.

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE) | Population Served  |
|--------------------------|------------------|------------------|----------------|--|
| 100 - Personnel Services | 659,915          | 743,787          | 10.30          | 13,335 single family homes within the City (and residential structures containing 1-4 units) |
| 200 - Supplies           | 56,204           | 59,410           |                |  |
| 300 - Other Services     | 933,771          | 974,342          |                |  |
| 400 - Capital Outlays    | 0                | 0                |                |  |
| <b>Total</b>             | <b>1,649,890</b> | <b>1,777,538</b> |                |  |

**Funding: General, Other**

**Recycling Collection**

*Activity Description:* Provide weekly curbside collection of recyclable materials.

Goals:

- Achieve a minimum of 40% recycling diversion rate by end of Q4 to exceed the Environmental Protection Agency’s recorded national diversion rate (currently set at 35%).
- Implement a clean recycling education initiative through quarterly social media posts by end of Q4.
- Improve customer outreach and feedback by attending a minimum of 3 local homeowner and/or neighborhood association meetings by end of Q4.

| City of Bloomington<br>Recycling Collection Totals (tons) |         |          |
|---|---------|----------|
| 2017  | 2018    | YTD 2019 |
| 2938.77   | 3414.68 | 1711.22  |

| Budget Allocation        | 2019 Budget \$   | 2020 Budget \$   | Staffing (FTE) | Population Served   |
|--------------------------|------------------|------------------|----------------|---|
| 100 - Personnel Services | 747,634          | 736,566          | 10.20          | 13,335 single family homes within the City (and residential structures containing 1-4 units). |
| 200 - Supplies           | 56,204           | 59,410           |                |   |
| 300 - Other Services     | 933,771          | 974,342          |                |   |
| 400 - Capital Outlays    | 0                | 0                |                |   |
| <b>Total</b>             | <b>1,737,609</b> | <b>1,770,317</b> |                |   |

**Funding: General, Other**

### Yard Waste Collection

*Activity Description:* Provide biweekly curbside collection of yard waste. Beginning in 2019, a new option for yard waste disposal was made available for residents, as surplus 64-gallon carts were retrofitted exclusively for yard waste collection and made available for sale on a voluntary basis. A total of 323 carts have been sold to date in 2019, allowing residents another cost-effective and sustainable option for their yard waste disposal.

Goals:

- Complete yard waste service between April-December, with an expected 85 tons or more of collected materials by end of Q4.
- Sell 200 additional yard waste containers to residents by end of Q4.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Population Served  |
|--------------------------|-------------------|-------------------|-------------------|--|
| 100 - Personnel Services | 170,039           | 158,867           | 2.20              | 13,335 single family homes within the City (and residential structures containing 1-4 units) |
| 200 - Supplies           | 21,077            | 22,279            |                   |  |
| 300 - Other Services     | 350,165           | 365,378           |                   |  |
| 400 - Capital Outlays    | 0                 | 0                 |                   |  |
| <b>Total</b>             | <b>541,281</b>    | <b>546,524</b>    |                   |  |

**Funding: General, Other**

### Downtown Collection

*Activity Description:* Remove trash and litter from downtown containers, City Hall, police and fire stations, the Utilities Service Center, the Public Safety Training Center, City buildings and downtown municipal-owned parking lots, and at City parks and trailheads.

Goals:

- Collect 20 solid waste containers and 20 recycling containers a minimum of four days a week at the new Switchyard Park.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Population Served                       |
|--------------------------|-------------------|-------------------|-------------------|---|
| 100 - Personnel Services | 149,797           | 137,203           | 1.90              | The City's population of 85,071 people. |
| 200 - Supplies           | 7,026             | 7,426             |                   |   |
| 300 - Other Services     | 116,721           | 121,793           |                   |   |
| 400 - Capital Outlays    | 0                 | 0                 |                   |   |
| <b>Total</b>             | <b>273,544</b>    | <b>266,422</b>    |                   |   |

**Funding: General, Other**

### **2020 Budget Request Highlights**

The Sanitation Division's general fund budget request is \$2,869,773. This is an increase of \$158,477 or 6%.

**Category 1 – Personnel** request is \$1,776,423, an increase of \$49,037 or 3%.

**Category 2 – Supplies** request is \$148,525, an increase of \$8,014 or 6%.

Significant changes include the following budget lines:

- **Line 240 - Fuel & Oil:** Increase of \$11,014 due to 2020 contract rate, per the Fleet Division.
- **Line 231 - Building Materials & Supplies:** Decrease of \$3,000 due to completed in-house repairs.

**Category 3 – Other Services & Charges** request is \$944,825. This is an increase of \$101,426 or 12%.

Significant changes include the following budget lines:

- **Line 315 - Communications Contract:** Increase of \$8,150 for two-way radio contract. Also moved \$17,000 for the mobile communication contract to Line 321 to better reflect actual billing practices.
- **Line 321 - Telephone:** Increase of \$17,000 due to moving mobile communication contract from Line 315 to better reflect actual billing practices.
- **Line 362 - Motor Repairs:** Increase of \$39,026 due to set rate, per Fleet Division.
- **Line 395 - Landfill:** Increase of \$50,000 due to new recycle fees being charged by Republic Services.

**Category 4 – Capital Outlays** request is \$0, no change from 2019.

### **Sanitation 2020 Budget Request**

| <b>Budget Allocation</b> | <b>2017 Actual</b> | <b>2018 Actual</b> | <b>2019 Budget</b> | <b>2020 Budget</b> | <b>Change (\$)</b> | <b>Change (%)</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 100 - Personnel Services | 1,574,318          | 1,655,549          | 1,727,386          | 1,776,423          | 49,037             | 3%                |
| 200 - Supplies           | 76,779             | 125,335            | 140,511            | 148,525            | 8,014              | 6%                |
| 300 - Other Services     | 1,942,682          | 1,578,055          | 2,334,428          | 2,435,854          | 101,426            | 4%                |
| 400 - Capital Outlays    | -                  | -                  | -                  | -                  | -                  | 0%                |
| <b>Total</b>             | <b>3,593,779</b>   | <b>3,358,940</b>   | <b>4,202,325</b>   | <b>4,360,802</b>   | <b>158,477</b>     | <b>4%</b>         |

### **Conclusion**

As a division of the Department of Public Works, Sanitation will continue to provide curbside collection of trash, recycling, and yard waste to all single family residences that are within the City limits, plus continue to provide trash removal from parks, downtown containers, City Hall, a number of City facilities, and numerous special events in the community.

Thank you for your consideration of the Sanitation Division's 2020 budget request. We are available to answer any questions you may have.

CITY OF BLOOMINGTON

|  | Account Number | Account Description                   | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$            | +/- %         |
|--|----------------|---------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| <b>Fund: 730 - Solid Waste (S6401)</b>   |                |                                       |                     |                     |                     |                     |                   |               |
| <u>Expenditures</u>                      |                |                                       |                     |                     |                     |                     |                   |               |
| <b>Department: 16 - Sanitation</b>       |                |                                       |                     |                     |                     |                     |                   |               |
| Personnel Services                       |                |                                       |                     |                     |                     |                     |                   |               |
|  | 51110          | Salaries and Wages - Regular          | 935,373             | 979,371             | 1,016,727           | 1,141,445           | 124,718           | 12.27%        |
|  | 51120          | Salaries and Wages - Temporary        | 25,652              | 33,785              | 30,000              | 30,000              | -                 | 0.00%         |
|  | 51130          | Salaries and Wages- Overtime          | 57,387              | 60,814              | 70,011              | -                   | (70,011)          | -100.00%      |
|  | 51210          | FICA                                  | 72,380              | 77,023              | 85,430              | 89,616              | 4,185             | 4.90%         |
|  | 51220          | PERF                                  | 140,950             | 147,707             | 154,318             | 158,512             | 4,195             | 2.72%         |
|  | 51230          | Health and Life Insurance             | 342,576             | 356,850             | 356,850             | 356,850             | -                 | 0.00%         |
|  | 51310          | Other Personal Services               | -                   | -                   | 14,050              | -                   | (14,050)          | -100.00%      |
| <b>Total: Personnel Services</b>         |                |                                       | <b>1,574,318</b>    | <b>1,655,549</b>    | <b>1,727,386</b>    | <b>1,776,423</b>    | <b>49,037</b>     | <b>2.84%</b>  |
| Supplies                                 |                |                                       |                     |                     |                     |                     |                   |               |
|  | 52110          | Office Supplies                       | 289                 | 154                 | 400                 | 400                 | -                 | 0.00%         |
|  | 52210          | Institutional Supplies                | -                   | -                   | 540                 | 540                 | -                 | 0.00%         |
|  | 52230          | Garage and Motor Supplies             | 343                 | 229                 | 350                 | 350                 | -                 | 0.00%         |
|  | 52240          | Fuel and Oil                          | 69,103              | 116,544             | 104,811             | 115,825             | 11,014            | 10.51%        |
|  | 52310          | Building Materials and Supplies       | 110                 | 184                 | 5,500               | 2,500               | (3,000)           | -54.55%       |
|  | 52420          | Other Supplies                        | 1,620               | 7,901               | 21,850              | 21,850              | -                 | 0.00%         |
|  | 52430          | Uniforms and Tools                    | 5,314               | 323                 | 7,060               | 7,060               | -                 | 0.00%         |
| <b>Total: Supplies</b>                   |                |                                       | <b>76,779</b>       | <b>125,335</b>      | <b>140,511</b>      | <b>148,525</b>      | <b>8,014</b>      | <b>5.70%</b>  |
| Other Services and Charges               |                |                                       |                     |                     |                     |                     |                   |               |
|  | 53130          | Medical                               | 1,200               | 588                 | 1,000               | 1,000               | -                 | 0.00%         |
|  | 53140          | Exterminator Services                 | 495                 | 475                 | 1,500               | 2,000               | 500               | 33.33%        |
|  | 53150          | Communications Contract               | -                   | -                   | 17,000              | 8,150               | (8,850)           | -52.06%       |
|  | 53160          | Instruction                           | 250                 | 280                 | 350                 | 500                 | 150               | 42.86%        |
|  | 53210          | Telephone                             | 1,672               | 3,744               | 600                 | 17,600              | 17,000            | 2833.33%      |
|  | 53220          | Postage                               | 3,301               | -                   | 3,100               | 3,100               | -                 | 0.00%         |
|  | 53230          | Travel                                | -                   | 162                 | 200                 | 300                 | 100               | 50.00%        |
|  | 53240          | Freight / Other                       | 543                 | 44                  | 3,000               | 3,000               | -                 | 0.00%         |
|  | 53310          | Printing                              | 34,476              | 1,659               | 17,000              | 17,000              | -                 | 0.00%         |
|  | 53410          | Liability / Casualty Premiums         | 21,312              | 24,526              | 23,006              | 26,456              | 3,450             | 15.00%        |
|  | 53420          | Worker's Comp & Risk                  | 49,651              | 49,651              | 49,651              | 49,651              | -                 | 0.00%         |
|  | 53510          | Electrical Services                   | 4,891               | 2,576               | 5,000               | 5,000               | -                 | 0.00%         |
|  | 53530          | Water and Sewer                       | 1,096               | 1,417               | 1,500               | 1,500               | -                 | 0.00%         |
|  | 53540          | Natural Gas                           | 1,027               | 1,564               | 2,500               | 2,500               | -                 | 0.00%         |
|  | 53610          | Building Repairs                      | 1,005               | 3,885               | 7,000               | 7,000               | -                 | 0.00%         |
|  | 53620          | Motor Repairs                         | 172,551             | 260,170             | 260,170             | 299,196             | 39,026            | 15.00%        |
|  | 53640          | Hardware and Software Maintenance     | -                   | -                   | 10,000              | 10,000              | -                 | 0.00%         |
|  | 53650          | Other Repairs                         | -                   | 6,285               | 10,500              | 10,500              | -                 | 0.00%         |
|  | 53830          | Bank Charges                          | 1                   | -                   | -                   | -                   | -                 | NA            |
|  | 53910          | Dues and Subscriptions                | -                   | 150                 | 150                 | 200                 | 50                | 33.33%        |
|  | 53920          | Laundry and Other Sanitation Services | 2,009               | 2,020               | 4,950               | 4,950               | -                 | 0.00%         |
|  | 53950          | Landfill                              | 234,323             | 283,842             | 405,972             | 455,972             | 50,000            | 12.32%        |
|  | 53990          | Other Services and Charges            | 10,435              | 15,231              | 19,250              | 19,250              | -                 | 0.00%         |
| <b>Total: Other Services and Charges</b> |                |                                       | <b>540,237</b>      | <b>658,269</b>      | <b>843,399</b>      | <b>944,825</b>      | <b>101,426</b>    | <b>12.03%</b> |
| <b>Expenditures Grand Total:</b>         |                |                                       | <b>\$ 2,191,334</b> | <b>\$ 2,439,153</b> | <b>\$ 2,711,296</b> | <b>\$ 2,869,773</b> | <b>\$ 158,477</b> | <b>5.85%</b>  |

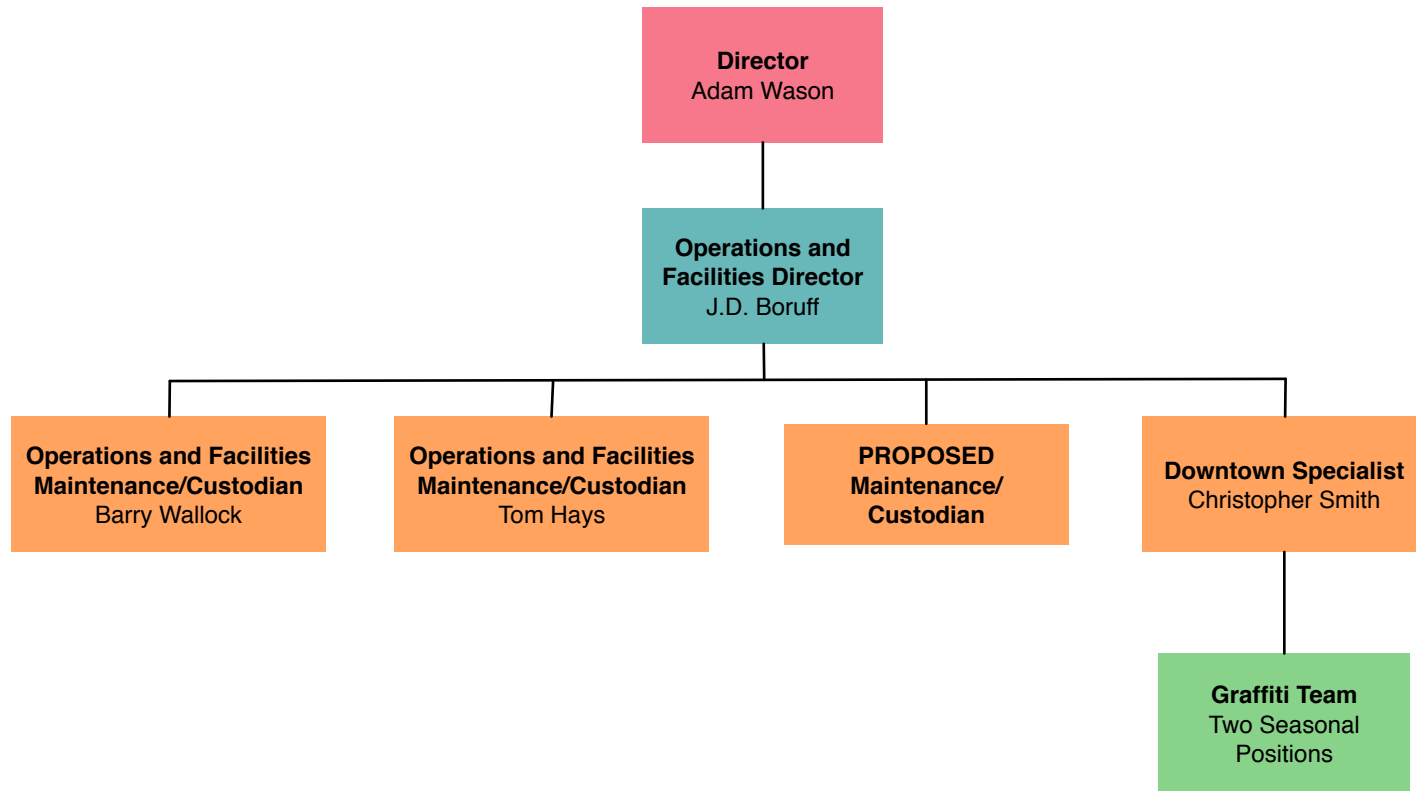


CITY OF BLOOMINGTON

|  | Account Number | Account Description  | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$      | +/- %        |
|--|----------------|----------------------|---------------------|---------------------|---------------------|---------------------|-------------|--------------|
| <b>Fund: 101 - General Fund (S0101)</b>  |                |                      |                     |                     |                     |                     |             |              |
| <u>Expenditures</u>                      |                |                      |                     |                     |                     |                     |             |              |
| <b>Department: 16 - Sanitation</b>       |                |                      |                     |                     |                     |                     |             |              |
| Other Services and Charges               |                |                      |                     |                     |                     |                     |             |              |
|  | 539010         | Inter-Fund Transfers | 1,402,445           | 919,786             | 1,491,029           | 1,491,029           | -           | 0.00%        |
| <b>Total: Other Services and Charges</b> |                |                      | <b>1,402,445</b>    | <b>919,786</b>      | <b>1,491,029</b>    | <b>1,491,029</b>    | <b>-</b>    | <b>0.00%</b> |
| <b>Expenditures Grand Total:</b>         |                |                      | <b>\$ 1,402,445</b> | <b>\$ 919,786</b>   | <b>\$ 1,491,029</b> | <b>\$ 1,491,029</b> | <b>\$ -</b> | <b>0.00%</b> |



# Department of Public Works: Facilities Management





# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Adam Wason, Director of Public Works  
J.D. Boruff, Director of Facilities Maintenance  
**Date:** August 22, 2019

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## **Why We Exist**

Facilities Maintenance is a division of the Department of Public Works. Its mission is to sustain the quality and functionality of the City of Bloomington's buildings and structures. This is achieved by identifying and implementing potential improvements that both reduce costs and increase efficiency, as well as by detecting problems early so that various corrective actions may be properly planned and budgeted.

## **Background**

The Facilities Maintenance team has 4 full-time employees. It serves an approximate population of 85,000 people and is responsible for maintaining 16 City of Bloomington buildings, 3 parking garages and 4 surface parking lots, as well as upkeep and maintenance of 3 facilities owned by the Redevelopment Commission. These buildings range in age from modern to 108 years old, and include diverse facilities such as fire stations, the sanitation garage and the animal shelter. The total square footage of building space maintained is approximately 687,000 square feet.

Facilities plans to undertake several major initiatives in 2020. Staff will continue to assist with the Brighten B-town initiative, a partnership among three City departments representing a methodical, internally coordinated and geographically targeted delivery of upkeep and maintenance services designed for greater efficiency and more visible results. Additionally, an inventory of all buildings maintained by Facilities Maintenance is ongoing during 2019. The ultimate goal is to create an Overall Condition Index (OCI) for buildings listing the condition of existing facilities and their various systems (such as Heating, Ventilation and Air Conditioning (HVAC), electrical components, and plumbing), as well as the condition of structural elements (such as masonry walls and roofs). Field work for this effort has already started, but further OCI building inventory collection for HVAC and roofing will need to wait until engineering analysis reports are completed in late summer 2019. Initial elements of the building OCI have already been used to develop a tentative 5-year maintenance plan.

An ongoing focus of the Facilities Division is improving the condition of the City's fire stations. In addition to renovation projects at Stations #4 and #5 in 2019, staff will continue to look for opportunities to improve the condition of the other fire stations. Due to age and use, these buildings, in which firefighters live 24/7, will need continued building envelope and mechanical repairs, as well as general cosmetic upgrades. These buildings serve as the public face of the City in the various neighborhoods they serve. This community interaction, along with the fact that the firefighters live in these facilities while on duty, gives us the responsibility of making them not only mechanically and structurally sound, but also pleasant facilities to be in.

Upgrades to HVAC systems throughout Public Works facilities are critical, as the age of much of the equipment is beginning to cause major problems. The HVAC system most in need of upgrades is located at City Hall; it is beginning to have critical failures in the major components of the system (such as the cooling tower failure that recently occurred) and will need to be addressed soon to prevent large-scale issues. Replacement of many of the heat pump units (approximately 30) in 2019 was much needed and will help reduce maintenance costs and energy usage. However, many large HVAC system elements, such as the cooling tower, boiler, chillers, large air handlers, and air make-up unit, have all reached the end of their expected lifespan and are in need of replacement with more modern and energy efficient units.

In the past several years a number of energy efficiency projects have been completed for City facilities, including LED light and plumbing fixture upgrades. Most of the low-cost and easily implemented energy efficient facility upgrades have now been accomplished. Further improvements in energy efficiency will require large capital investments in equipment replacement. Age and condition of HVAC equipment will also require these investments in the near future to prevent catastrophic failures and maintain current levels of service for City facilities.

## **2020 Activity Descriptions and Goals**

### **Facilities Maintenance Operations**

*Activity Description:* Responsible for day-to-day operations, including maintaining a clean, safe and attractive workplace for staff by providing maintenance repairs and custodial services, sustaining operations, and addressing emergencies on a 24-hour basis.

#### Goals:

- Implement targeted facility improvements at each of the City's fire stations, based on their Overall Condition Index ratings and 2019 engineering report, by December 31.
- Create long-range capital facility maintenance plans for all Public Works-maintained facilities by June 30.
- Develop specifications, bid documents, and cost estimates necessary to replace aging HVAC equipment at City facilities by December 31.
- Install new energy efficient cooling tower at City Hall by June 30.
- Complete exterior repairs, primarily masonry, at City Hall by August 31.
- Replace aging and ill-functioning incinerator at Animal Care & Control by December 31.
- Install security camera system at Animal Care & Control by December 31.
- Install new flooring in adoption area at Animal Care & Control by December 31.

- Install curbs around landscaped areas in the Animal Care & Control parking lot by December 31.
- Replace existing drainage system in equipment bay at the Sanitation garage by December 31.
- Install new backup A/C system in Dispatch Center server room by April 30.
- Install new roof on Street Division building by December 31.
- Install 12 new overhead doors and new double-entry door at the Fleet Maintenance Garage by December 31.
- Improve work order and asset management skills by sending 1 staff member to attend the national Lucity conference.
- Improve safety and regulatory compliance by sending 2 staff members to the Occupational Safety and Health Administration's 10-hour training course, and 1 staff member to the 30-hour training course.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Population Served  |
|--------------------------|-------------------|-------------------|-------------------|--|
| 100 - Personnel Services | 273,959           | 282,505           | 5.06              | The City's population of 85,071 and visitors to City Hall. |
| 200 - Supplies           | 48,105            | 50,937            |                   |  |
| 300 - Other Services     | 725,178           | 502,194           |                   |  |
| 400 - Capital Outlays    | 100,000           | 350,000           |                   |  |
| <b>Total</b>             | <b>1,147,242</b>  | <b>1,185,636</b>  |                   |  |

**Funding: General**

**Graffiti Removal**

*Activity Description:* Remove graffiti from 16 City of Bloomington-owned buildings (totaling over 660,000 square feet), plus 3 City of Bloomington Redevelopment Commission-owned buildings (totaling over 27,000 square feet) within the Certified Technology Park.

Goals:

- Resolve all graffiti uReports for buildings within 3 business days in 2020.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Population Served   |
|--------------------------|-------------------|-------------------|-------------------|---|
| 100 - Personnel Services | 7,025             | 5,811             | 0.10              | These City facilities serve a population of 85,071 people |
| 200 - Supplies           | 982               | 1,040             |                   |   |
| 300 - Other Services     | 0                 | 0                 |                   |   |
| 400 - Capital Outlays    | 0                 | 0                 |                   |   |
| <b>Total</b>             | <b>8,007</b>      | <b>6,851</b>      |                   |   |

**Funding: General**

**2020 Budget Request Highlights:**

The Facilities Maintenance Division’s total general fund budget request is \$1,192,487. This is an increase of \$37,238, or 3%.

**Category 1 – Personnel** request is \$288,316. This is an increase of \$7,332, or 3%.

**Category 2 – Supplies** request is \$51,977. This is an increase of \$2,890, or 6%.

**Category 3 – Other Services & Charges** request is \$502,194. This is a decrease of \$222,984, or -31%. Significant changes include the following budget lines:

- **Line 316 - Instruction:** Create new budget line of \$5,000 to pay for staff training.
- **Line 317 - Mgt. Fee, Consultants & Workshops:** Increase of \$5,000 for engineering services to complete building condition evaluations.
- **Line 323 - Travel:** Create new budget line of \$1,000 to pay staff travel expenses for training.
- **Line 361 – Building Repairs:** Increase of \$100,000 is due to increased repair costs for the aging HVAC system, as well as this line being underfunded in 2019. There was a significant shortfall in 2019 due to these factors.
- **Line 365 – Other Repairs:** Decrease of \$325,000 is due to the removal of a proposed storage facility building.
- **Line 399 - Other Services & Charges:** Decrease of \$9,000 due to reduced spending trends in 2019.

**Category 4 – Capital Outlays** request is \$350,000. This is an increase of \$250,000 or 250%.

Significant changes include the following budget lines:

- **Line 451 - Other Capital Outlays:** Increase of \$250,000 due to replacement of City Hall cooling tower and exterior masonry repairs.

**Facilities Maintenance 2020 Budget Request**

| Budget Allocation        | 2017 Actual    | 2018 Actual    | 2019 Budget      | 2020 Budget      | Change (\$)   | Change (%) |
|--------------------------|----------------|----------------|------------------|------------------|---------------|------------|
| 100 - Personnel Services | 230,418        | 210,483        | 280,984          | 288,316          | 7,332         | 3%         |
| 200 - Supplies           | 27,151         | 40,472         | 49,087           | 51,977           | 2,890         | 6%         |
| 300 - Other Services     | 436,287        | 470,171        | 725,178          | 502,194          | (222,984)     | -31%       |
| 400 - Capital Outlays    | 71,802         | 216,284        | 100,000          | 350,000          | 250,000       | 250%       |
| <b>Total</b>             | <b>765,658</b> | <b>937,411</b> | <b>1,155,249</b> | <b>1,192,487</b> | <b>37,238</b> | <b>3%</b>  |

**Conclusion**

As a division of the Department of Public Works, Facilities Maintenance will continue to provide quality service, maintenance, and repairs for the City of Bloomington’s buildings and structures.

Thank you for your consideration of the Facilities Maintenance Division’s 2020 budget request. We are available to answer any questions you may have.

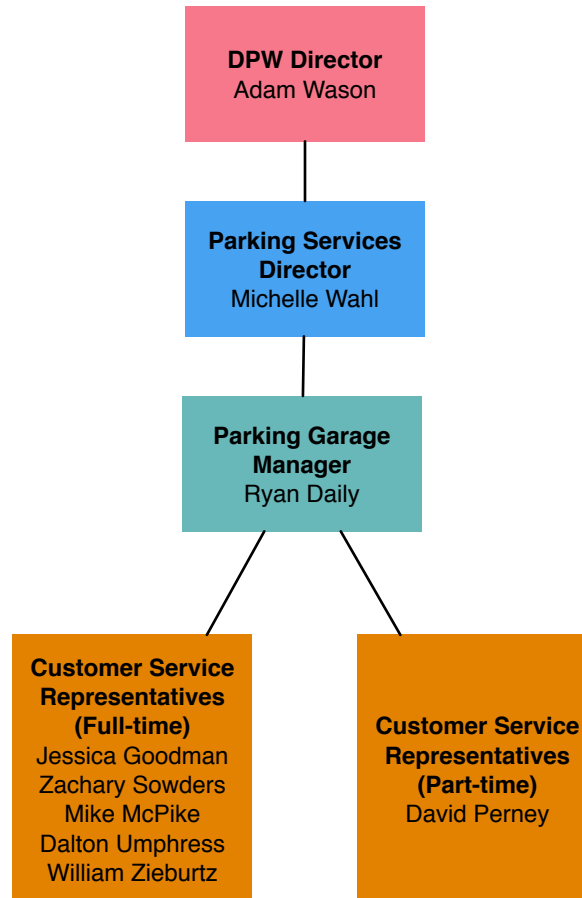
CITY OF BLOOMINGTON

|  | Account Number | Account Description                  | 2017 Actual Amount | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$           | +/- %          |
|--|----------------|--------------------------------------|--------------------|---------------------|---------------------|---------------------|------------------|----------------|
| <b>Fund: 101 - General Fund (S0101)</b>        |                |                                      |                    |                     |                     |                     |                  |                |
| <u>Expenditures</u>                            |                |                                      |                    |                     |                     |                     |                  |                |
| <b>Department: 19 - Facilities Maintenance</b> |                |                                      |                    |                     |                     |                     |                  |                |
| Personnel Services                             |                |                                      |                    |                     |                     |                     |                  |                |
|  | 51110          | Salaries and Wages - Regular         | 120,982            | 125,794             | 165,430             | 170,292             | 4,862            | 2.94%          |
|  | 51120          | Salaries and Wages - Temporary       | 41,869             | 18,818              | 20,280              | 20,280              | -                | 0.00%          |
|  | 51130          | Salaries and Wages- Overtime         | 1,448              | 1,345               | 5,252               | 7,406               | 2,154            | 41.01%         |
|  | 51210          | FICA                                 | 12,196             | 10,787              | 14,609              | 15,145              | 537              | 3.67%          |
|  | 51220          | PERF                                 | 18,237             | 18,054              | 24,237              | 25,233              | 996              | 4.11%          |
|  | 51230          | Health and Life Insurance            | 35,685             | 35,685              | 49,960              | 49,960              | -                | 0.00%          |
|  | 51310          | Other Personal Services              | -                  | -                   | 1,217               | -                   | (1,217)          | -100.00%       |
| <b>Total: Personnel Services</b>               |                |                                      | <b>230,418</b>     | <b>210,483</b>      | <b>280,984</b>      | <b>288,316</b>      | <b>7,332</b>     | <b>2.61%</b>   |
| Supplies                                       |                |                                      |                    |                     |                     |                     |                  |                |
|  | 52210          | Institutional Supplies               | 10,038             | 10,052              | 3,000               | 2,000               | (1,000)          | -33.33%        |
|  | 52240          | Fuel and Oil                         | 1,509              | 1,914               | 3,587               | 3,477               | (110)            | -3.07%         |
|  | 52310          | Building Materials and Supplies      | 11,535             | 19,291              | 31,000              | 33,000              | 2,000            | 6.45%          |
|  | 52340          | Other Repairs and Maintenance        | 258                | 2,546               | 4,000               | 7,500               | 3,500            | 87.50%         |
|  | 52420          | Other Supplies                       | 959                | 2,495               | 3,000               | 3,000               | -                | 0.00%          |
|  | 52430          | Uniforms and Tools                   | 2,851              | 4,176               | 4,500               | 3,000               | (1,500)          | -33.33%        |
| <b>Total: Supplies</b>                         |                |                                      | <b>27,151</b>      | <b>40,472</b>       | <b>49,087</b>       | <b>51,977</b>       | <b>2,890</b>     | <b>5.89%</b>   |
| Other Services and Charges                     |                |                                      |                    |                     |                     |                     |                  |                |
|  | 53130          | Medical                              | 60                 | -                   | -                   | -                   | -                | N/A            |
|  | 53140          | Exterminator Services                | 590                | -                   | 1,500               | 1,000               | (500)            | -33.33%        |
|  | 53160          | Instruction                          | -                  | -                   | -                   | 5,000               | 5,000            | N/A            |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | -                  | -                   | -                   | 5,000               | 5,000            | N/A            |
|  | 53210          | Telephone                            | 2,194              | 2,149               | 3,240               | 3,240               | -                | 0.00%          |
|  | 53230          | Travel                               | -                  | -                   | -                   | 1,000               | 1,000            | N/A            |
|  | 53510          | Electrical Services                  | 104,702            | 86,442              | 95,000              | 95,000              | -                | 0.00%          |
|  | 53530          | Water and Sewer                      | 17,788             | 10,810              | 11,500              | 11,500              | -                | 0.00%          |
|  | 53610          | Building Repairs                     | 223,168            | 279,062             | 250,000             | 350,000             | 100,000          | 40.00%         |
|  | 53620          | Motor Repairs                        | 6,042              | 3,438               | 3,438               | 3,954               | 516              | 15.01%         |
|  | 53630          | Machinery and Equipment Repairs      | 3,671              | 8,792               | 10,000              | 10,000              | -                | 0.00%          |
|  | 53650          | Other Repairs                        | 63,882             | 70,985              | 325,000             | -                   | (325,000)        | -100.00%       |
|  | 53730          | Machinery and Equipment Rental       | -                  | -                   | 1,500               | 1,500               | -                | 0.00%          |
|  | 53830          | Bank Charges                         | -                  | 6                   | -                   | -                   | -                | N/A            |
|  | 53990          | Other Services and Charges           | 14,190             | 8,488               | 24,000              | 15,000              | (9,000)          | -37.50%        |
| <b>Total: Other Services and Charges</b>       |                |                                      | <b>436,287</b>     | <b>470,171</b>      | <b>725,178</b>      | <b>502,194</b>      | <b>(222,984)</b> | <b>-30.75%</b> |
| Capital Outlays                                |                |                                      |                    |                     |                     |                     |                  |                |
|  | 54440          | Motor Equipment                      | -                  | 63,000              | -                   | -                   | -                | N/A            |
|  | 54510          | Other Capital Outlays                | 71,802             | 153,284             | 100,000             | 350,000             | 250,000          | 250.00%        |
| <b>Total: Capital Outlays</b>                  |                |                                      | <b>71,802</b>      | <b>216,284</b>      | <b>100,000</b>      | <b>350,000</b>      | <b>250,000</b>   | <b>250.00%</b> |
| <b>Expenditures Grand Total:</b>               |                |                                      | <b>\$ 765,658</b>  | <b>\$ 937,411</b>   | <b>\$ 1,155,249</b> | <b>\$ 1,192,487</b> | <b>\$ 37,238</b> | <b>3.22%</b>   |



2020

# Department of Public Works: Parking Services







# Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Ryan Daily, Parking Garage Manager  
Adam Wason, Director of Public Works  
**Date:** August 16, 2019

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## **Why We Exist**

Parking Facilities is a division of the Department of Public Works. Currently the division is operating with two structured parking facilities, with a third facility closed for demolition and replacement. The new 4th Street garage is under design and planned to be completed in 2020. These parking garage facilities provides monthly and transient parking services to an average of 1,000 monthly and 12,000 transient parkers per month.

## **Background**

Parking Facilities has 7 current full-time employees and serves 12,000 garage access card holders and approximately 144,000 transient parkers annually, which is a general total population of 156,000, as well as thousands more that are attending Indiana University, special events, or visiting the community.

As reflected in the City of Bloomington's 2019 Community Survey, parking was a very important aspect for the community. A total of 72% of respondents believed the cost of parking was fair or better. Additionally, 64% of respondents indicated the ease of parking in the city was fair or better. In 2019 Parking Facilities invested in capital maintenance projects, totaling approximately \$700,000, for the following items:

- Lighting, flooring, and elevator cab upgrades in the Morton Street garage
- Parking Access Revenue Control Systems: Pay stations and entry and exits gates installed in all garages
- Resurfacing and striping surface parking lots: 4th and Washington, 6th and Lincoln, 4th and Dunn, and the Showers Center "green" lot
- Resealing in the Morton Street garage
- Signage: Wayfinding package at the Morton Street garage

The Parking Facilities staff looks forward to undertaking several major initiatives in 2020 including a fully operational 4th Street garage and implementing the improvement recommendations proposed by the Desman Parking Consultants during their recent study.

Project-specific items include wayfinding signage at the Walnut Street garage to better direct customers throughout the facility; elevator cab upgrades at the Walnut Street garage; finalization of the recommended repairs at the Morton Street garage; and beginning repairs at the Walnut Street garage from levels 1-6, including structural repair; as well as deck sealant in this garage to assure the longevity of the facility.

**Sustainable Initiatives**

City staff are beginning a series of sustainable initiatives in the parking facilities for 2020. These include:

- All cleaning supplies will be sustainable and biodegradable.
- New trash cans will be placed throughout the garages with “recycle” and “landfill” sections, which will mirror the trash cans that the City’s Sanitation division currently uses on the street.
- Additional electric vehicle charging stations will be placed at the Morton and Walnut Street garages.

**2020 Activity Descriptions and Goals**

**Parking Facilities (Revenues)**

*Activity Description:* Provide structured parking services for visitors and local businesses. There are 2 structured garages in service (Morton Street and Walnut Street garages), with a third facility (4th Street garage) closed for demolition and replacement. There will be a total of approximately 1,370 parking spaces in the City’s parking garage inventory once the new 4th Street garage is completed. The division is currently operating two garage facilities and a temporary surface parking lot, with a total space count of 992 spaces.

| <b>City of Bloomington<br/>Parking Inventory</b> |             |             |                 |
|--|-------------|-------------|-----------------|
| <b>Facility</b>                                  | <b>2017</b> | <b>2018</b> | <b>YTD 2019</b> |
| Fourth Street Garage                             | 352         | 352         | -               |
| Morton Street Garage                             | 521         | 521         | 521             |
| Walnut Street Garage                             | 346         | 346         | 346             |
| Temporary Surface Parking Lots                   | N/A         | N/A         | 125             |

**Goals:**

- Operate garages at 85% occupancy during peak business hours (generally between 10:00 a.m. and 2:00 p.m. on weekdays).
- Provide the Parking Commission an annual report that tracks both customer complaints and compliments by December 31.

**Parking Facilities (Expenses/Supplies/Purchase of Equipment)**

*Activity Description:* Maintain and improve the City’s two structured parking facilities that are currently in operation for visitors and local businesses.

Goals:

- Install wayfinding signage in the Walnut Street garage by July 31.
- Complete cab upgrades to the interior of the Walnut Street garage elevators by July 31.
- Finalize repairs of the Walnut Street garage northeast stair tower, including glass enclosures, by July 31.
- Implement Phase 4 for the structural repairs at Walnut Street garage by July 31.
- Keep all garage structures and equipment open and operating appropriately 97% of the scheduled time.
- Present the Parking Commission with an operation efficiency report by December 31.
- Complete the new 4th Street garage by December 31 to enhance the downtown experience with retail space, public restrooms, bike storage, electric vehicle parking and a renewable energy concept.

| Budget Allocation        | 2019<br>Budget \$ | 2020<br>Budget \$ | Staffing<br>(FTE) | Population Served   |
|--------------------------|-------------------|-------------------|-------------------|---|
| 100 - Personnel Services | 402,912           | 421,711           | 10.00             | This activity serves an approximate regional population of 173,000 people, as well as thousands more who are attending Indiana University special events or visiting the community. |
| 200 - Supplies           | 96,989            | 135,428           |                   |   |
| 300 - Other Services     | 1,622,978         | 1,830,595         |                   |   |
| 400 - Capital Outlays    | 0                 | 10,000            |                   |   |
| <b>Total</b>             | <b>2,122,879</b>  | <b>2,397,734</b>  |                   |   |

**Funding: Other**

**2020 Budget Request Highlights**

The Parking Facilities Division’s general fund budget request is \$2,397,734. This is an increase of \$274,855, or 13%.

Significant changes include:

**Category 1 – Personnel** request is \$421,711. This is an increase of \$18,799 or 5%.

**Category 2 – Supplies** request is \$135,428. This is an increase of \$38,439 or 40%. Significant changes include the following budget lines:

- **Line 231 - Building Material & Supplies:** Decrease of \$10,000 in the removal of the beautification cost line. This line includes cost for painting stairwells and ice melt to assure that sidewalks, rooftops, and walkways remain clear.
- **Line 234 - Other Repairs:** Increase of \$50,000 to cover wayfinding signage at the Walnut Street garage, miscellaneous repairs, and maintenance not covered by service agreements for equipment repair. It also includes unanticipated engineering services and uncovered insurance claims to cover the deductible in the event that parking equipment is damaged. Additionally, it also covers property damage repairs, in the event of damage to the facility from an uninsured motorist, including the deductible.

**Category 3 – Other Services and Charges** request is \$1,830,595. This is an increase of \$207,617 or 13%. Significant changes include the following budget lines:

- **Line 361 - Building Repairs:** Decrease of \$55,000 due to the completion of Morton Street garage elevator upgrades and no planned window cleaning for 2020.
- **Line 364 - Hardware and Software Maintenance:** Increase of \$144,960 in the parking equipment service contract due to the installation of new parking communication equipment and related annual service fee.
- **Line 365 - Other Repairs:** Decrease of \$58,000 due to the completion of Morton Street garage interior repairs. Staff has budgeted \$300,000 to repair Walnut Street garage, \$35,000 to finish the exterior repairs of the Morton Street garage, and \$72,000 for general upkeep and maintenance projects.
- **Line 399 - Other Services & Charges:** Increase of \$150,000 due to supplies and services associated with the planned Parksmart certification for the 4th Street and Trades District garages.

**Category 4 – Capital Outlays** request is \$10,000, an increase of \$10,000. Significant changes include the following budget lines:

- **Line 451 - Other Capital Outlays:** Increase of \$10,000 for T2 online permits split with other funding lines, per the Controller's Office.

### Parking Facilities 2020 Budget Summary

| Budget Allocation        | 2017 Actual      | 2018 Actual      | 2019 Budget      | 2020 Budget      | Change (\$)    | Change (%) |
|--------------------------|------------------|------------------|------------------|------------------|----------------|------------|
| 100 - Personnel Services | 377,989          | 392,120          | 402,912          | 421,711          | 18,799         | 5%         |
| 200 - Supplies           | 76,461           | 31,873           | 96,989           | 135,428          | 38,439         | 40%        |
| 300 - Other Services     | 1,094,755        | 1,517,801        | 1,622,978        | 1,830,595        | 207,617        | 13%        |
| 400 - Capital Outlays    | 60,781           | 355,121          | -                | 10,000           | 10,000         | 0%         |
| <b>Total</b>             | <b>1,609,985</b> | <b>2,296,915</b> | <b>2,122,879</b> | <b>2,397,734</b> | <b>274,855</b> | <b>13%</b> |

### Revenue

All revenue projections are based upon current parking trends.

Overall, staff is projecting revenue increases in monthly and transient parking for 2020 due to change in Title 15.

- **Line 43160 - Monthly:** Staff expects parking revenues to increase for 2020 due to increases in the monthly rate from Title 15 changes.
- **Line 43130 - Transient:** Staff expects transient revenues to increase for 2020 due to changes in the transient rate from changes to Title 15.

A breakdown and total amount of projected revenues is as follows:

Monthly Total = \$811,876

Transient Total = \$170,500

Annual Lot Permit = \$15,000

TIF = \$669,936

**Total revenues pre-TIF = \$997,376**

**Grand Total Revenues = \$1,667,312**

**Conclusion**

As a division of the Department of Public Works, Parking Facilities will continue to provide both monthly and transient parking services, as well as operate the City's two parking garage structures, while looking forward to the opening of 4th Street garage in 2020 and Trades District garage in 2021.

Thank you for your consideration of the Parking Facilities Division's 2020 budget request. We are available to answer any questions you may have.

CITY OF BLOOMINGTON

|  | Account Number | Account Description                  | 2017 Actual Amount  | 2018 Adopted Budget | 2019 Adopted Budget | 2020 Council        | +/- \$            | +/- %         |
|--|----------------|--------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| <b>Fund: 452 - Parking Facilities(S9502)</b> |                |                                      |                     |                     |                     |                     |                   |               |
| <u>Expenditures</u>                          |                |                                      |                     |                     |                     |                     |                   |               |
| <b>Department: 26 - Parking</b>              |                |                                      |                     |                     |                     |                     |                   |               |
| Personnel Services                           |                |                                      |                     |                     |                     |                     |                   |               |
|  | 51110          | Salaries and Wages - Regular         | 229,731             | 241,203             | 250,520             | 266,448             | 15,928            | 6.36%         |
|  | 51130          | Salaries and Wages- Overtime         | 455                 | 1,225               | -                   | -                   | -                 | N/A           |
|  | 51210          | FICA                                 | 16,683              | 17,692              | 19,165              | 20,383              | 1,218             | 6.36%         |
|  | 51220          | PERF                                 | 31,202              | 32,081              | 33,309              | 34,961              | 1,653             | 4.96%         |
|  | 51230          | Health and Life Insurance            | 99,918              | 99,918              | 99,918              | 99,918              | -                 | 0.00%         |
| <b>Total: Personnel Services</b>             |                |                                      | <b>377,989</b>      | <b>392,120</b>      | <b>402,912</b>      | <b>421,711</b>      | <b>18,799</b>     | <b>4.67%</b>  |
| Supplies                                     |                |                                      |                     |                     |                     |                     |                   |               |
|  | 52110          | Office Supplies                      | 1,016               | 766                 | 3,000               | 3,000               | -                 | 0.00%         |
|  | 52210          | Institutional Supplies               | 2,033               | 2,394               | 5,000               | 5,000               | -                 | 0.00%         |
|  | 52240          | Fuel and Oil                         | -                   | 1,210               | 1,139               | 978                 | (161)             | -14.14%       |
|  | 52310          | Building Materials and Supplies      | 37,188              | 4,923               | 22,500              | 12,500              | (10,000)          | -44.44%       |
|  | 52340          | Other Repairs and Maintenance        | 17,607              | 15,693              | 45,000              | 95,000              | 50,000            | 111.11%       |
|  | 52420          | Other Supplies                       | 12,873              | 4,864               | 17,600              | 16,200              | (1,400)           | -7.95%        |
|  | 52430          | Uniforms and Tools                   | 5,745               | 2,024               | 2,750               | 2,750               | -                 | 0.00%         |
| <b>Total: Supplies</b>                       |                |                                      | <b>76,461</b>       | <b>31,873</b>       | <b>96,989</b>       | <b>135,428</b>      | <b>38,439</b>     | <b>39.63%</b> |
| Other Services and Charges                   |                |                                      |                     |                     |                     |                     |                   |               |
|  | 53150          | Communications Contract              | 268                 | -                   | 5,000               | 5,000               | -                 | 0.00%         |
|  | 53170          | Mgt. Fee, Consultants, and Workshops | -                   | 171,166             | -                   | -                   | -                 | N/A           |
|  | 53210          | Telephone                            | 6,196               | 6,355               | 3,780               | 5,260               | 1,480             | 39.15%        |
|  | 53220          | Postage                              | -                   | -                   | 500                 | 500                 | -                 | 0.00%         |
|  | 53310          | Printing                             | 276                 | -                   | 500                 | 500                 | -                 | 0.00%         |
|  | 53410          | Liability / Casualty Premiums        | 8,103               | 8,332               | 8,103               | 9,319               | 1,216             | 15.01%        |
|  | 53420          | Worker's Comp & Risk                 | 17,304              | 16,870              | 15,937              | 15,937              | -                 | 0.00%         |
|  | 53510          | Electrical Services                  | 59,989              | 60,287              | 60,000              | 60,000              | -                 | 0.00%         |
|  | 53530          | Water and Sewer                      | 778                 | 830                 | 1,000               | 1,000               | -                 | 0.00%         |
|  | 53610          | Building Repairs                     | 81,544              | 156,982             | 203,450             | 148,450             | (55,000)          | -27.03%       |
|  | 53620          | Motor Repairs                        | -                   | 933                 | 1,865               | 2,145               | 280               | 15.01%        |
|  | 53630          | Machinery and Equipment Repairs      | 745                 | 2,694               | 8,300               | 8,300               | -                 | 0.00%         |
|  | 53640          | Hardware and Software Maintenance    | -                   | 3,414               | 27,600              | 172,560             | 144,960           | 525.22%       |
|  | 53650          | Other Repairs                        | 163,018             | 344,526             | 465,000             | 407,000             | (58,000)          | -12.47%       |
|  | 53830          | Bank Charges                         | 25,793              | 17,215              | 37,920              | 37,920              | -                 | 0.00%         |
|  | 53840          | Lease Payments                       | 661,986             | 661,986             | 669,936             | 681,552             | 11,616            | 1.73%         |
|  | 539010         | Inter-Fund Transfers                 | 59,410              | 60,312              | 102,087             | 113,152             | 11,065            | 10.84%        |
|  | 53940          | Temporary Contractual Employee       | 9,345               | 5,900               | 12,000              | 12,000              | -                 | 0.00%         |
|  | 53990          | Other Services and Charges           | -                   | -                   | -                   | 150,000             | 150,000           | N/A           |
| <b>Total: Other Services and Charges</b>     |                |                                      | <b>1,094,755</b>    | <b>1,517,801</b>    | <b>1,622,978</b>    | <b>1,830,595</b>    | <b>207,617</b>    | <b>12.79%</b> |
| Capital Outlays                              |                |                                      |                     |                     |                     |                     |                   |               |
|  | 54420          | Purchase of Equipment                | 60,781              | 310,906             | -                   | -                   | -                 | N/A           |
|  | 54510          | Other Capital Outlays                | -                   | 44,215              | -                   | 10,000              | 10,000            | N/A           |
| <b>Total: Capital Outlays</b>                |                |                                      | <b>60,781</b>       | <b>355,121</b>      | <b>-</b>            | <b>10,000</b>       | <b>10,000</b>     |               |
| <b>Expenditures Grand Total:</b>             |                |                                      | <b>\$ 1,609,985</b> | <b>\$ 2,296,915</b> | <b>\$ 2,122,879</b> | <b>\$ 2,397,734</b> | <b>\$ 274,855</b> | <b>12.95%</b> |