



**2022 BUDGET
PROPOSAL MAYOR
JOHN HAMILTON**



CITY OF BLOOMINGTON

OFFICE OF THE CONTROLLER MEMORANDUM

August 19, 2021

To: Members of the City of Bloomington Common Council

Re: 2022 Budget

As we enter year 2 of the pandemic we continue to adjust, persevere and overcome. Department Heads and their staff have been asked to conserve spending both this year and in their requests for 2022. We saw significant reductions in revenues for our Street, Parks and Food & Beverage Funds in 2020. We have seen some recovery in these funds however we don't expect to see a full return to normal for the foreseeable future. The good news is that we received significant assistance via CARES (Coronavirus Aid, Relief, and Economic Security Act) and ARPA (American Rescue Plan Act) Funds and the use of those funds are reflected in the 2022 budget request. We will continue to monitor economic and fiscal conditions and use caution with the pace of our investments and stay nimble and ready to adjust quickly over the next 18 months.

Cash Reserves:

We ended 2020 with reserves between the City General Fund and the Rainy Day fund of 38.8% of the actual annual expenditures for 2020. To put this in perspective, this would allow us to pay for approximately 4.5 months of the City General Fund expenditures without receiving any other revenues. We are projecting these levels to be 29.1% and 23.6% at the end of 2021 and 2022 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 53.7% of the total revenues. The State has estimated this source of revenue will increase by 4.3% for 2022.

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 26.5% 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.

Note: As a result of extension for the filing of state tax returns in 2020 (for 2019) the State is projecting a reduction of \$1,082,247 or (7.8%) in our LIT for 2022.

City Miscellaneous Revenues – These are revenues such as fees for services, fines, and interest income. Miscellaneous Revenues represents 19.9% of total revenues for the City.

Rainy Day Fund – As a part of the 2021 budget we utilized \$2,000,000 from the Rainy Day Fund in order to provide funding to the Recover Forward initiative. We are not proposing to utilize any of these funds in 2022. This accounts for the decrease in our Miscellaneous Revenues for 2022.

Expenditures:

All Funds:

The overall total budget (not including Utilities or Transit) request is \$106,611,922, which is an increase of \$11,518,841 or 12.1 %. The increase is overwhelmingly supported by CARES funds (\$1,000,000) and ARPA funds (\$9,735,000). Without these critical one-time sources there would be a decrease in the overall budget request of \$216,159.

General Fund:

The overall budget request is \$49,901,809. This is an increase of \$1,349,477 or 2.8%. This increase reflects \$1,000,000 of CARES expenditures and \$224,430 decrease in Property Tax Caps. Adjusting for these items the General Fund Budget represents a 1.2% change in comparison to the 2021 request.

Parks General Fund:

The overall budget request is \$9,723,349. That is an increase of \$1,304,141 or 15.5) %.

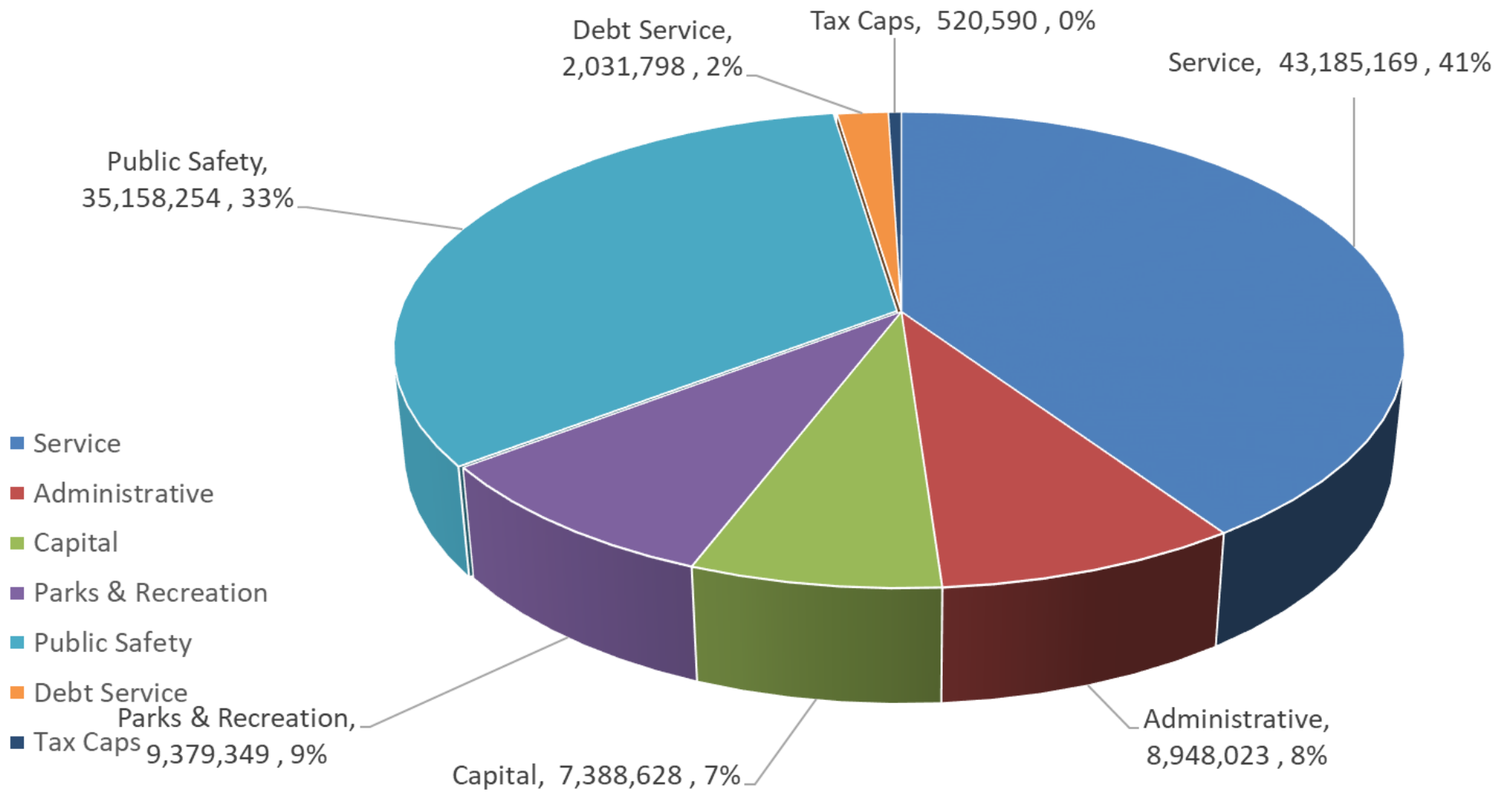
Public Safety Local Income Tax Fund:

The primary use of this revenue stream is to fund a Public Safety Answering Point (PSAP) or Central Dispatch. We expect to receive in 2022, \$6,044,980 in PS LIT revenue and \$1,345,000 in E911 revenue. These revenues breakdown as:

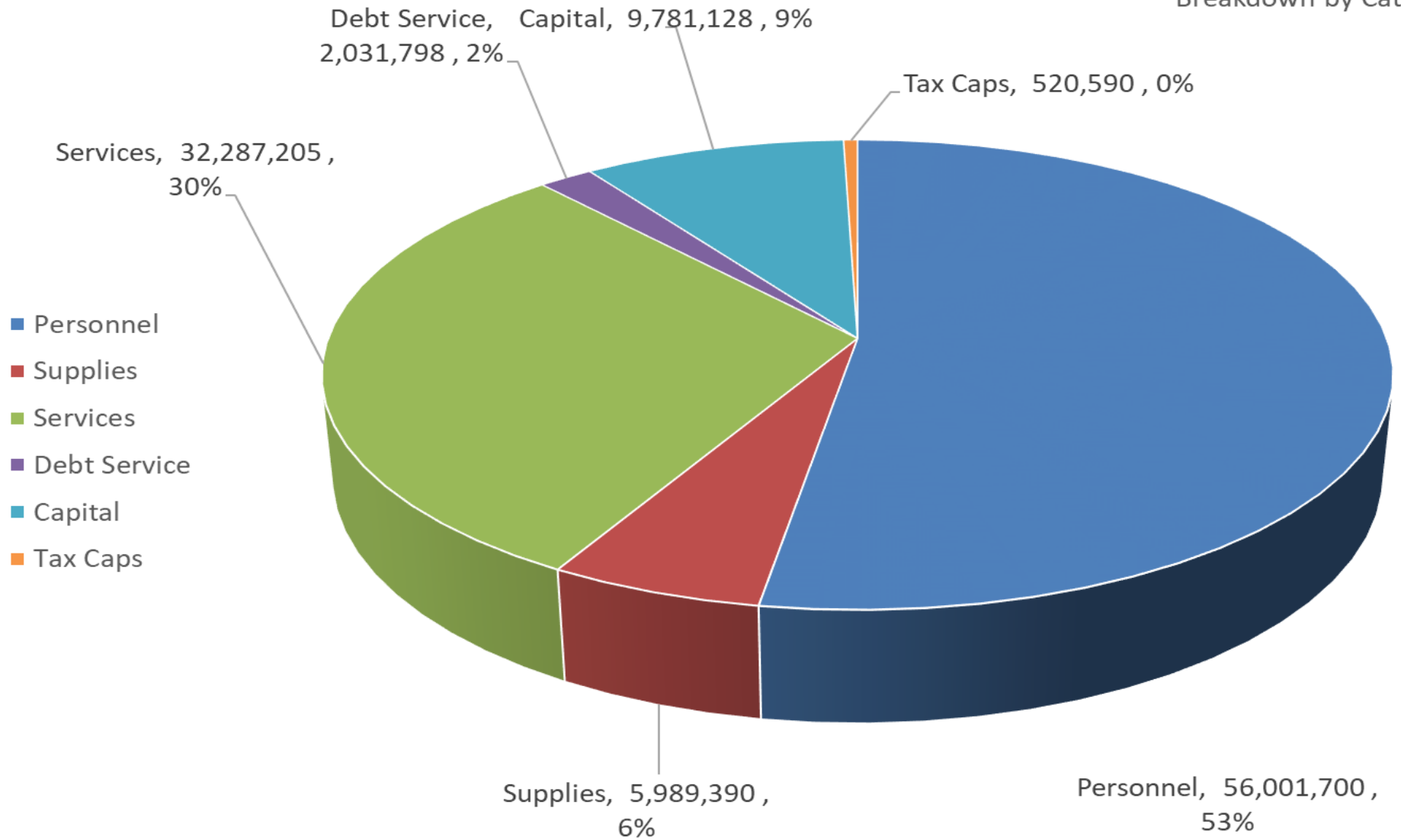
Central Dispatch	\$2,913,929 – PS LIT & \$1,345,000 – E911
Police & Fire	\$3,131,051

Thank you for your deliberations and consideration of the 2022 Budget proposal.

City of Bloomington
2022 Budget
All Funds
Breakdown by Function

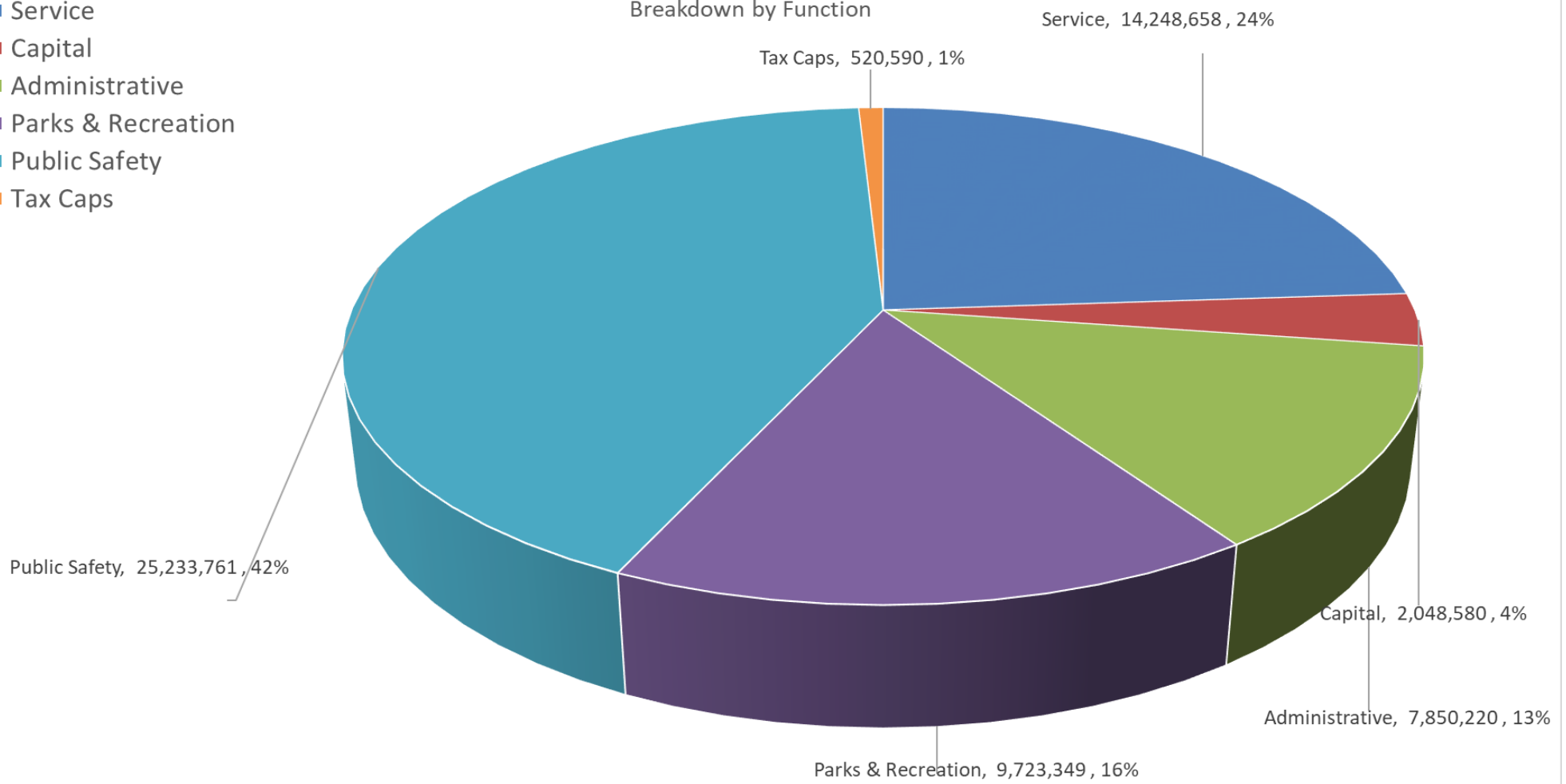


City of Bloomington
2022 Budget
All Funds
Breakdown by Category

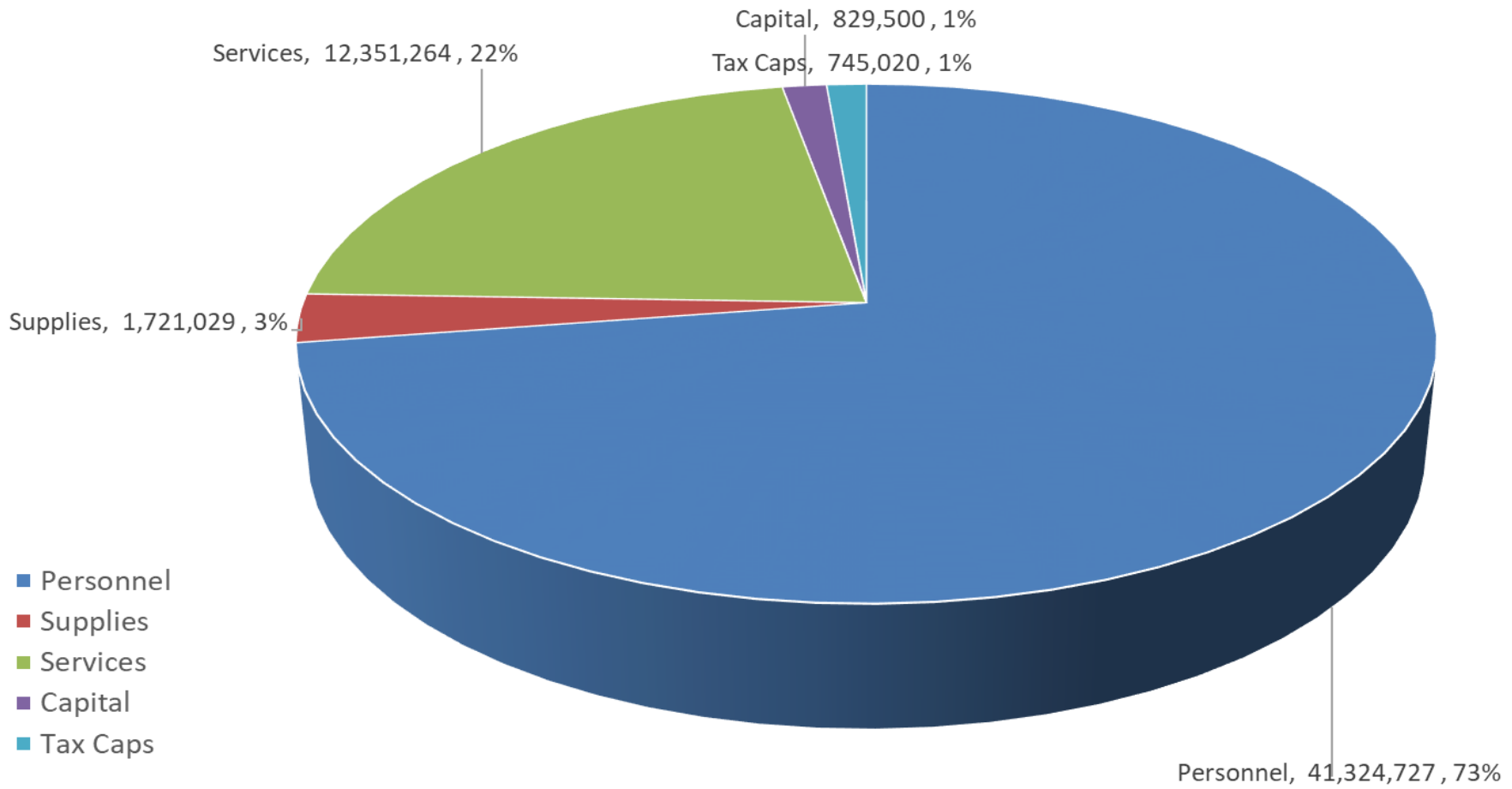


City of Bloomington
2022 Budget
City & Parks General Fund
Breakdown by Function

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



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



City of Bloomington	
Historic Levy Growth	
Year	Increase
2003	4.8%
2004	4.7%
2005	4.4%
2006	3.9%
2007	4.0%
2008	3.7%
2009	4.0%
2010	3.8%
2011	2.9%
2012	2.9%
2013	2.8%
2014	2.6%
2015	2.7%
2016	2.6%
2017	3.8%
2018	4.0%
2019	3.4%
2020	3.5%
2021	4.2%
2022	4.3%

City of Bloomington
2022 Budget

Summary of General Fund and Fund Balance

	Actual 2020	Budget 2021	Budget 2022
Beginning Cash Balance at January 1	15,838,117	12,571,255	11,265,579
Revenue			
Property Tax	23,479,640	24,428,040	25,482,221
Local Option Income Tax	13,282,784	13,646,547	12,564,300
Miscellaneous Revenue	8,920,964	11,172,069	9,441,799
Total Revenue	<u>45,683,388</u>	<u>49,246,656</u>	<u>47,488,320</u>
Expenditures			
Actual/Budgeted Expenditures	<u>44,960,736</u>	<u>48,552,332</u>	<u>49,901,809</u>
Net Projected Expenditures	<u>44,960,736</u>	<u>48,552,332</u>	<u>49,901,809</u>
Revenues Minus Expenditures	722,652	694,324	(2,413,489)
Prior Year Encumbrances	3,989,514		
Rainy Day Transfer		- 2,000,000	
Projected Year End Balances	12,571,255	11,265,579	8,852,090
Rainy Day Fund Balance	<u>4,881,167</u>	<u>2,881,167</u>	<u>2,918,667</u>
Total All Balances	<u>17,452,422</u>	<u>14,146,746</u>	<u>11,770,757</u>
Reserve Percentage	<u>38.8%</u>	<u>29.1%</u>	<u>23.6%</u>

City of Bloomington 2022 Budget		Expenditure Budget Comparison - General Fund				
Department/Division	2021 Budget	2022 Budget	CARES	Total 2022 Budget	Dollar Change	Percent Change
Board of Public Safety	3,415	3,415		3,415	0	0.00%
CFRD - Community & Family Resources	869,073	859,087		859,087	(9,986)	-1.15%
Controller	2,003,866	2,186,579		2,186,579	182,713	9.12%
Economic & Sustainable Development	2,161,566	1,121,212		1,121,212	(1,040,354)	-48.13%
Engineering	1,300,057	1,417,792		1,417,792	117,735	
Fire	10,943,213	11,451,012		11,451,012	507,799	4.64%
Housing & Neighborhood Development	1,540,709	1,551,847		1,551,847	11,138	0.72%
Human Resources	746,822	882,706		882,706	135,884	18.19%
Informational & Technology Services	2,621,747	3,532,652	1,000,000	4,532,652	1,910,905	72.89%
Legal	1,211,753	1,239,003		1,239,003	27,250	2.25%
Mayor	984,460	1,026,527		1,026,527	42,067	4.27%
Planning	1,378,489	1,702,729		1,702,729	324,240	23.52%
Police	13,103,469	13,779,334		13,779,334	675,865	5.16%
Property Tax Cap's	745,020	520,590		520,590	(224,430)	-30.12%
Public Works - Animal Shelter	1,741,435	1,775,753		1,775,753	34,318	1.97%
Public Works - Facilities Maintenance	1,038,097	1,013,713		1,013,713	(24,384)	-2.35%
Public Works - Main	3,371,394	2,152,469		2,152,469	(1,218,925)	-36.15%
Public Works - Sanitation	1,619,146	1,619,146		1,619,146	0	0.00%
Sub-Total	47,383,731	47,835,566	1,000,000	48,835,566	1,451,835	3.06%
Clerk	291,994	378,823		378,823	86,829	29.74%
Council	876,607	687,420		687,420	(189,187)	-21.58%
Fund Totals	48,552,332	48,901,809	1,000,000	49,901,809	1,349,477	2.78%
Parks General Fund	Budget 2021			Budget 2022	\$ Change	% Change
Fund Totals	8,419,208	9,723,349		9,723,349	1,304,141	15.49%

City of Bloomington														
Historic Cash Balance Projections														
		Year												
		2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Fund #													
General Fund	101	(1,547,626)	(675,532)	1,783,698	(320,718)	4,591,554	5,655,188	7,067,335	9,197,843	12,021,636	13,673,243	15,475,486	15,838,117	16,560,769
Rainy Day Fund	102	4,763,707	5,078,480	5,939,823	4,596,469	4,604,420	4,618,557	4,630,833	4,643,384	4,658,566	4,696,680	4,760,551	4,856,668	4,881,167
Reserve Percentage to Budget		10.9%	14.1%	25.0%	13.3%	27.9%	29.5%	32.8%	38.0%	43.5%	46.9%	48.5%	50.9%	38.8%
PS LIT	151	0	0	0	0	0	0	0	0	0	657,122	2,812,283	3,413,375	3,998,863
Food & Beverage	152	0	0	0	0	0	0	0	0	0	0	2,031,074	4,749,444	5,912,562
Parks General Fund	200	(939,072)	676,661	521,315	(196,325)	(226,362)	56,358	258,617	643,201	955,595	1,286,364	1,322,579	1,051,960	1,777,548
Bloomington Investment Incentive	251	619,720	641,440	639,114	335,087	379,592	483,021	516,233		1,234	1	5	21,035	11,285
Jack Hopkins Social Service Fund	270	0	0	0	0	0	0	0	0	0	0	52,694	73,624	263,504
Police Education	350	95,467	113,861	121,012	133,243	160,005	163,835	182,399	191,349	81,595	181,325	158,947	120,564	117,697
Dispatch Training	356	66,078	66,735	84,361	90,405	97,795	96,604	93,697	87,823	81,595	76,503	73,304	70,194	64,222
Non-Reverting Telecommunications	401	1,477,699	1,486,680	1,150,581	1,308,560	1,565,952	1,678,390	1,714,676	956,654	684,909	773,220	810,983	716,951	728,919
Non-Reverting Improvement 1 (Westside)	405	138,296	161,196	260,567	300,913	280,963	260,005	114,676	397,589	247,390	0	103,000	206,000	209,000
Electronic Map Generation	409	17,510	17,731	12,807	7,262	8,076	8,965	9,679	10,222	8,072	6,800	5,855	6,047	6,200
Enhanced Access	410										5,754	5,969	6,254	6,394
Local Roads & Streets	450	190,675	80,480	364	286,832	(197,524)	90,026	177,102	211,417	158,651	395,174	978,511	1,341,729	1,273,932
Motor Vehicle Highway	451	1,086,453	910,961	34,350	255,538	1,262,781	1,221,535	978,783	655,575	1,096,348	1,164,365	2,064,150	2,075,390	616,983
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	1,123,169	615,570
Alternative Transportation	454	51,586	167,297	169,696	340,183	66,497	161,987	260,588	745,720	996,865	1,147,977	1,281,288	878,539	769,470
Parking Meter	455	0	0	0	0	0	0	258,491	989,527	1,608,382	2,263,482	3,000,059	4,269,020	3,853,424
BMFC Showers	508	46,781	69,585	66,039	66,730	47,431	28,871	28,746	27,981	28,521	0	0	0	0
Bicentennial Bonds	513	0	0	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	145,499	149,495
Parks GO Bonds	520	0	0	0	0	0	0	0	0	0	73,778	86,825	93,988	91,348
Cumulative Capital Development (Cig Tax)	600	99,749	19,218	20,135	18,221	49,475	83,323	307,720	419,036	198,537	79,521	14,680	86,136	103,004
Cumulative Capital Development	601	483,407	648,734	948,408	504,651	(17,702)	1,275,322	1,073,717	1,006,686	1,036,354	2,040,471	1,895,790	1,848,586	1,594,839
Vehicle Replacement Fund	610	0	2,708,841	910,081	542,361	351,565	195,940	163,648	250,579	347,720	669,413	606,616	649,443	766,582
Solid Waste	730	160,344	186,961	93,970	13,208	195,203	195,203	0	0	0	0	0	0	206
Risk Management	800	17,084	64,484	65,540	61,622	156,527	23,712	404,879	555,534	516,384	363,671	183,599	146,100	415,207
Fleet Maintenance	802	146,173	92,591	184,767	380,928	724,409	958,283	853,127	897,238	373,070	275,578	361,806	840,772	1,379,549
Police Pension	900	1,167,032	1,554,454	1,364,283	1,465,086	484,261	1,222,301	1,201,664	1,213,713	1,206,491	1,192,398	1,206,648	1,220,168	1,192,750
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	1,533,815	1,515,208
Housing Trust Fund	905	0	0	0	0	0	0	0	0	0	1,411,848	1,294,160	1,131,349	1,494,161
Total		9,787,501	16,843,153	17,104,820	12,727,578	15,594,773	21,032,115	23,151,637	26,247,886	30,025,429	36,334,199	43,759,964	48,513,937	50,369,858

Fire Department - 10 Year PS LIT Capital Plan												Future	
Item	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Projects	Grand Total	
100 Ft Aerial Platform (T1)					1,700,000							1,700,000	
75-100 Ft Aerial Ladder (L1)							1,575,000					1,575,000	
Automatic External Defibrillators						88,000						88,000	
Add New Engine 2 (After Station 2 Remodel)		600,000										600,000	
Add New Engine 6 (With Station 6)											600,000	600,000	
Add New Engine 7 (With Station 7)											600,000	600,000	
Brush Truck	150,000											150,000	
Confined Space Rescue Truck	100,000											100,000	
Engine/Pumper (E1)								790,000				790,000	
Engine/Pumper (E3)						730,000						730,000	
Engine/Pumper (E4)				670,000								670,000	
Engine/Pumper (E5)			650,000									650,000	
Fire Fighting Gear	10,500	175,000	190,000	12,200	12,800	13,400	14,100	14,900	200,000	210,000		852,900	
Medium Rescue Truck (R2)		450,000										450,000	
Full Sized Pick-Up (SQ1)								78,000				78,000	
Full Sized Pick-Up (P3)						68,000						68,000	
Full Sized Pick-Up (CH1)						68,000						68,000	
Full Sized Pick-Up (SUPP1)						68,000						68,000	
Full Sized SUV (B1)			62,000							81,588		143,588	
Full Sized SUV (B2)				64,000								64,000	
Full Sized SUV (CH2)			62,000							81,588		143,588	
Full Sized SUV (P2)				64,000								64,000	
Full Sized SUV (P1)							72,000					72,000	
Fire Gear Washer		40,000						60,000				100,000	
New Fire Station (6, Southeast)											5,500,000	5,500,000	
New Fire Station (7, Southwest)											6,000,000	6,000,000	
Physical Fitness Equipment			75,000					86,946				161,946	
Radios / Radio Equipment	250,000	250,000				620,000						1,120,000	
Relocate Station 3-IU*											5,500,000	5,500,000	
Hybrid Sedan (Pool)								50,000				50,000	
Self Contained Breathing Apparatus/Compressor				850,000								850,000	
ITS Capital Replacement	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000		100,000	
Engineering Project	50,000											50,000	
Station 1 Repairs (urgent)	300,000										450,000	750,000	
Station 1 Repairs (projected)											3,750,000	3,750,000	
Station 2 Repairs (urgent)	300,000										400,000	700,000	
Station 2 Repairs (projected)											815,000	815,000	
Station 2 Addition											500,000	500,000	
Station 3 Repairs (urgent)											330,000	330,000	
Station 4 Repairs (urgent)											640,000	640,000	
Station 4 Replacement											5,500,000	5,500,000	
Station 5 Repairs (urgent)											400,000	400,000	
Station 5 Replacement											5,500,000	5,500,000	
Storage/Training Facility											1,500,000	1,500,000	
Training Tower											1,250,000	1,250,000	
Total - Fire	1,170,500	1,525,000	1,049,000	1,670,200	1,722,800	1,665,400	1,671,100	1,089,846	210,000	383,176	39,235,000	51,392,021	

City of Bloomington Annual Capital Replacement Plans

Fund	Department	Transaction	Amount	Fund Total		
General Fund	Public Works	Capital and land acquisition costs	135,000			
		Transfer to Vehicle Replacement Fund (610)	202,500			
	Engineering	Project Coordination Opportunities and Change Orders	324,360			
	Facilities Maintenance	City Hall capital HVAC equipment & controls replacement	100,000			
	ITS	Council Chambers & Meeting Room Equipment	50,000			
		Security Camera System Storage	40,000			
		HVAC / Power Improvements to Trades DataCenter	170,000			
		Storage/Virtual Server Nutanix phase 2	390,000			
	Network Wired/Wireless Update	340,720	1,752,580			
Parks General Fund.	Parks & Recreation	Roller	10,000			
		Tractor with front bucket to replace the 1980 one	36,000			
		Cargo Van to replace 827	40,000			
		Bollards	35,000			
		Futsal Court (pitch) at Building and Trades	48,000			
		Park Ridge East tennis court and basketball court repair	42,000			
		Riding Mower	13,000			
			Re-asphalting of all interior roadways of Rose Hill Cemetery	120,000	344,000	
Telecom	Telecom	[fac] Misc - Server Room improvements and Contingency	10,000			
		[capr] Capital Replacement CoB PC/Laptops/Scanners/Printers	154,968			
		[infr] Stand Alone Servers	15,000	179,968		
LRS	Street	Alley/Pavement Maintenance Projects	350,000	350,000		
MVH	Street	2022 Bush hog	65,000	65,000		
Alternative Transportation	Common Council	City Council Sidewalk Committee	336,000	336,000		
Parking Meter	Parking	Repair Kirkwood Intersections (Lincoln, Washington, Dunn)	127,230	127,230		
MVH Restricted	Street	2022 Community Crossing Matching Grant 50/50	75,000	75,000		
Cumulative Capital Development	Public Works	2022 Community Crossing Matching Grant Funds	125,000			
		Pavement Marking Contract	150,000			
		CE & CN - Downtown Curb Ramps Phase 3	120,000			
		CN - Misc. ADA and Safety Crosswalk Enhancement Phase 1	100,000			
		PE - Misc. ADA and Safety Crosswalk Enhancement Phase 2	100,000	595,000		
Vehicle Replacement Fund	Various	Vehicles and Equipment	600,000	600,000		
Fleet Maintenance	Fleet Maintenance	Fuel pump infrastructure upgrades for EPA regulations	180,000			
		Additional lubrication pallet	25,000			
		Heavy duty vehicle lifts (portable lifts)	18,000			
		Shop forklift and crane	140,000			
		Vacuum and tire pressure island air stations	22,000			
		Vehicle alignment machine	25,000	410,000		
		PS LIT	Dispatch	Small Equipment	10,000.00	
				Headsets and Wireless Link Components	5,000.00	
Portable radio replacement for used during outages	15,600.00					
TDMA software upgrade	3,000.00					
VESTA command stations for remote call-taking	64,000.00			97,600		
ARPA	Parks & Recreation	Backhoe - replaces 885	100,000			
		Hustler mower	19,500			
		Mini Skidsteer	50,000			
		1-ton Dump Truck (replaces 873-Cemeteries)	50,000			
		1-ton Utility pick-up (replaces 836)	65,000			
		2-ton Dump Truck (replaces 845)	75,000			
		Ford Transit Cargo Van w/ interior storage (replaces 817)	33,000	392,500		
		Street	2022 Bush hog	75,000		
			2022 Loader	180,000		
			2022 Tandem Dump Truck w/galvanized bed	150,000		
		2022 Tree Trimming Boom Truck	195,000	600,000		
		Engineering	Greenways	550,000	550,000	
		ITS	Network Wired/Wireless Update	500,000	500,000	
Grand Total			6,974,878	6,974,878		



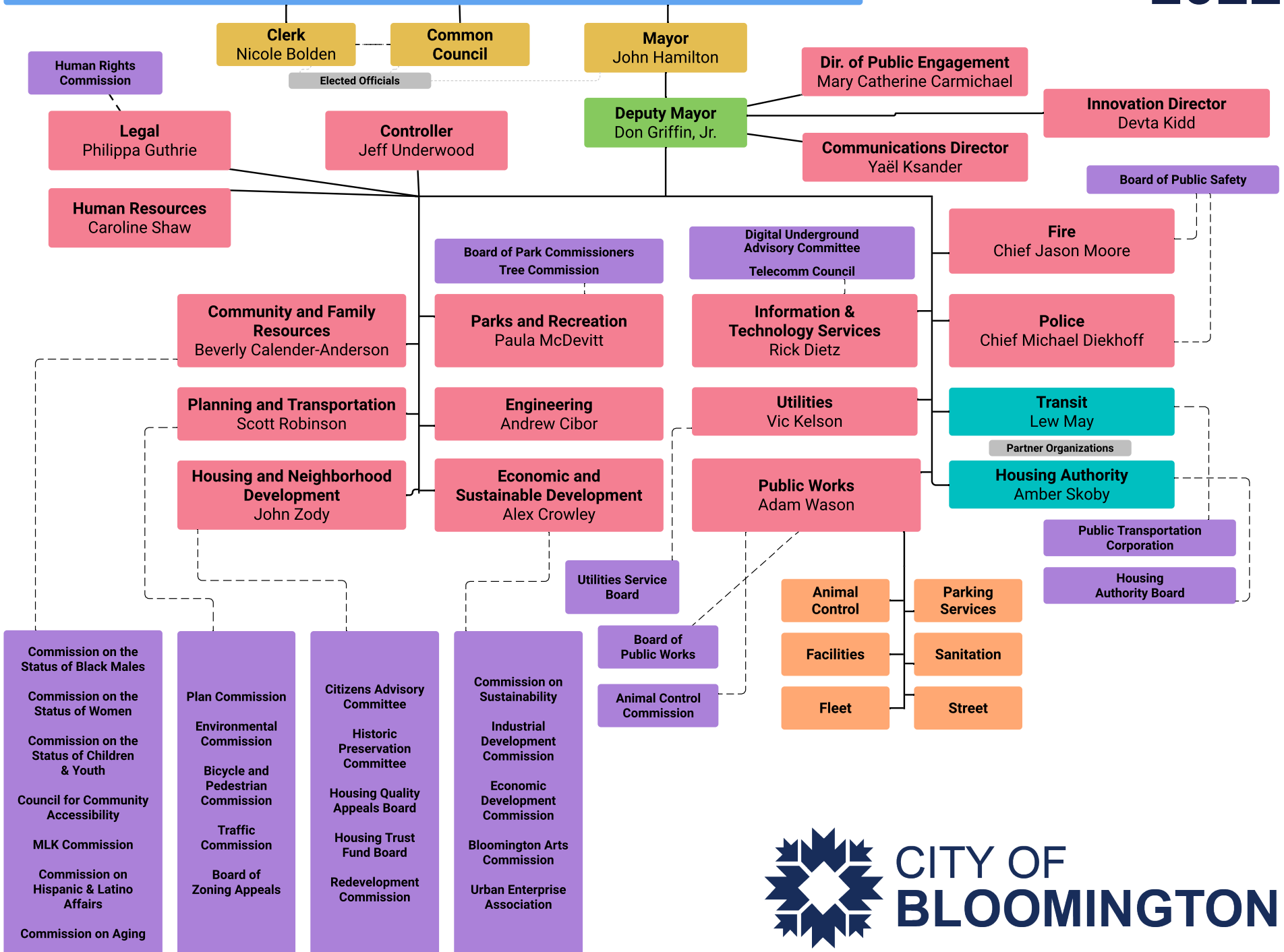
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PROPOSAL MAYOR
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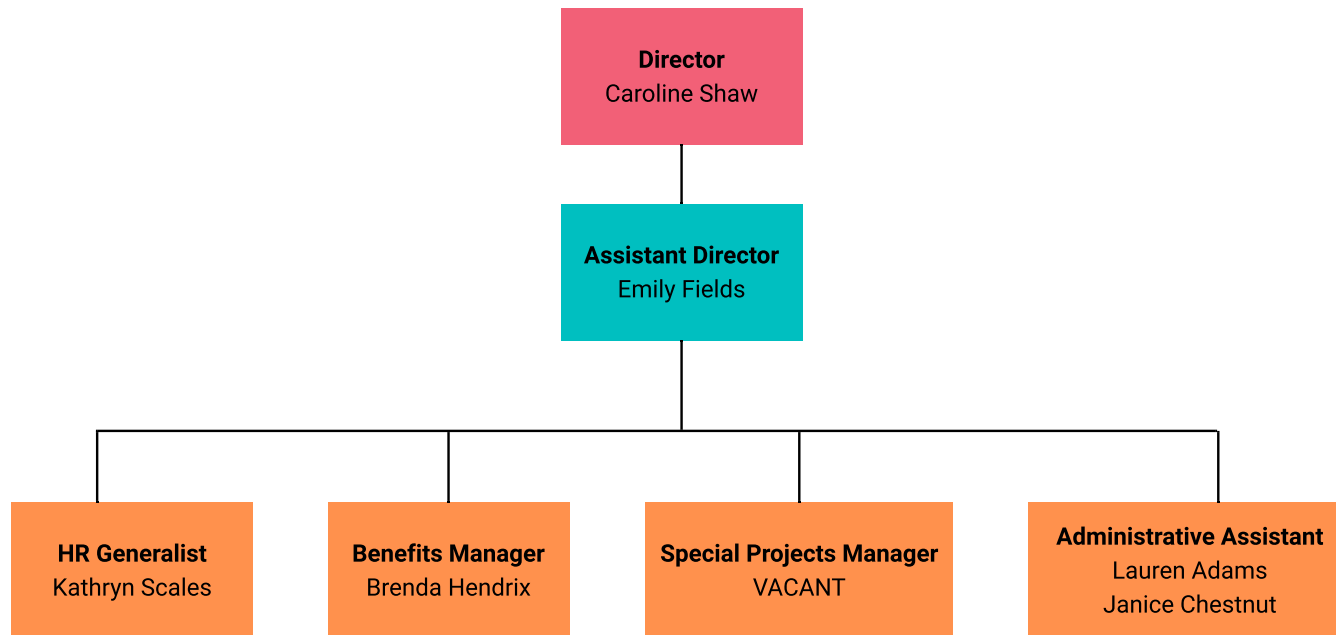
City of Bloomington 2022 Budget

Monday August 23, 2021

CITY OF BLOOMINGTON RESIDENTS

2022







Memorandum

To: Members of the City of Bloomington Common Council
From: Caroline Shaw, Director of Human Resources
Date: August 19, 2021

Why We Exist

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

Background

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

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

The department created a City-wide uniform internship program and continues to develop it. We have created internal documentation for supervisors with criteria and standards for internships and

the process for hiring interns and have organized two professional development/networking events for City interns.

Training continues to be a priority. In 2017-2018 we coordinated 360 reviews for all supervisors that included performance feedback from the manager, peers, and subordinates and follow-up management coaching. Next year we plan to offer on-demand training videos to all regular employees.

We regularly review and revise our orientation materials and will work on improving an orientation video to make orientation more consistent and easier to facilitate.

The department continues to support the Mayor's investment in employees. Mayor Hamilton tripled funds for employee training (from 0.5% of payroll in 2015 to 1.5% in 2019) and encouraged additional employee recognition events, which we have had to pause during the pandemic but plan to continue in 2022.

The City negotiation team, comprised of representatives from Human Resources, Legal, the Office of the Controller, and the Office of the Mayor, will negotiate a contract with the Fraternal Order of Police and another with AFSCME in 2022. The team negotiated a contract with the Fire union in 2020.

Impact of COVID-19

COVID-19 shifted the department's priorities in 2020 and 2021. In March of 2020, Mayor Hamilton developed the Continuity of City Government team (COCG) to address employee safety, plan for staffing issues, and consider other issues that could arise. This team was co-chaired by the Deputy Mayor and the Director of Human Resources. HR managed paid leave afforded under the Families First Coronavirus Response Act and coordinated with Risk Management to help keep COVID-19 from spreading among our workforce.

Eighteen months into the pandemic, we have had 90 employees who were diagnosed with COVID-19, and to our knowledge no one contracted COVID-19 at work. We never shut down, retained our regular staff, and kept providing services.

In 2021, we have continued to offer support and advice through the COCG in regards to how the City should respond given the availability of vaccines and changing guidance from the CDC. We implemented a \$100 vaccine benefit as an incentive for employees to receive the COVID-19 vaccine. The AIM Medical Trust is covering 50% of the incentive for those employees who are on our health plan. We continue to communicate safety protocols.

Sustainability

Human Resources supports the City's sustainability initiatives in the following two main ways: incentivize employees to avoid driving their personal vehicles to work and improve processes to reduce paper.

City employees ride Bloomington Transit for free by showing their ID badge, and employees who bike to work may earn \$20 per month to spend at local bike shops.

Approximately 200 City employees worked from home to some extent during the pandemic, and many of those employees continue to work from home for a percentage of their work hours. Thirty-five percent of our regular workforce does not live in Bloomington. This represents a percentage who did not drive their vehicle to work every work day for over a year.

In 2018 we implemented an online applicant tracking system so that applicants could apply online. Prior to that, applicants were emailing their resumes and applications to Human Resources, those materials were all printed and distributed to hiring managers, and then later were filed. Not only is the new process more efficient, but it saves a tremendous amount of paper.

We are working towards consolidating new hire benefit forms and are exploring other processes that will eliminate paper such as online benefit enrollment, online onboarding, and an electronic form to update employee information in New World.

Equity/Inclusion

As part of our commitment to creating a diverse, inclusive, and equitable workplace, Human Resources coordinated implicit bias training in 2019, and by the end of 2021, all employees should have completed a three-hour implicit bias training led by a team from Building a Thriving Compassionate Community (BTCC). Furthermore, in support of the overall comprehensive strategic racial justice vision for City administration, spearheaded by the Mayor, City Clerk, and City Council, the Human Resources Department led a team that selected an organization to provide anti-racism training to Department Heads and elected officials during 2021 and into 2022.

Human Resources 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget \$	2022 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	573,735	626,125	647,554	743,584	96,030	15%
200 - Supplies	2,650	1,666	2,360	2,360	0	0%
300 - Other Services	85,860	152,060	124,762	136,762	12,000	10%
400 - Capital Outlays	-	-	-	-	0	0%
Total	662,245	779,852	774,676	882,706	108,030	14%

2022 Activity Descriptions and Goals

Staffing

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

Goals:

- Implement and maintain strategies to increase the diversity and total number of qualified applicants for position vacancies.
- Complete the final phase (Parks Department) of the organizational assessment by the end of Q3.

Staffing Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	110,702	136,475	2.33	1,142 employees (based on W-2s issued for 2020)
200 - Supplies	723	723		
300 - Other Services	38,208	41,883		
400 - Capital Outlays	0	0		
Total	149,633	179,081		

Fund: General

Compliance

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

Goals:

- Train at least 75% of managers in the hiring process and Family Medical Leave Act (FMLA)/American Disabilities Act (ADA).
- Require a 45-minute diversity and inclusion training and a preventing sexual harassment training for all supervisors.
- All Human Resources staff will participate in employment law and/or compliance training by the end of Q4.

Compliance Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	52,557	68,823	1.18	1,142 employees (based on W-2s issued for 2020)
200 - Supplies	323	323		
300 - Other Services	17,057	18,698		
400 - Capital Outlays	0	0		
Total	69,937	87,844		

Fund: General

Employee Relations

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

Goals:

- Successfully negotiate, along with other members of the City's negotiation team, a collective bargaining agreement with AFSCME by the end of Q4.
- Successfully negotiate, along with other members of the City's negotiation team, a collective bargaining agreement with Fraternal Order of Police by the end of Q4.
- Take necessary steps to improve department head satisfaction with the department as measured by an internal departments satisfaction survey by the end of Q4.

Employee Relations Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	60,540	92,252	1.58	1,142 employees (based on W-2's issued for 2020)
200 - Supplies	367	367		
300 - Other Services	19,397	21,262		
400 - Capital Outlays	0	0		
Total	80,304	113,882		

Fund: General

Compensation, Benefits, and Employee Development

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

Goals:

- Research options for a potential merit pay process in 2023.
- Purchase a platform for managing an outcomes-based employee wellness plan by Q4.
- Issue a Request for Proposals (RFP) for a City employee health clinic by end of Q1.
- Review employee benefits by Q2 to ensure the benefits package has the best balance between cost, quality of coverage, and customer service.
- Implement an electronic form or other electronic solution to make changes to benefits or benefit elections.
- Develop and implement paid family leave by the end of Q4
- By Q4, plan and otherwise prepare for a classification study to be completed in 2023 to ensure Civil City positions are properly classified by pay grade and FLSA classification. (This will allow for regular salary surveys to begin in 2024).

Compensation, Benefits, & Employee Development Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	378,783	440,862	2.92	1,142 employees (based on W-2s issued for 2020) and the dependents covered under our insurance.
200 - Supplies	719	948		
300 - Other Services	38,013	50,100		
400 - Capital Outlays	0	0		
Total	417,515	491,909		

Fund: General

2022 Budget Proposal Highlights

The Human Resource Department's general fund budget request is \$882,706. This is an overall increase of \$108,030, or 14%. Listed below are some highlights of significance.

Category 1 – Personnel request is \$743,584. This represents an increase of \$96,030 or 15% over the prior year and reflects the estimated cost of implementing paid family medical leave in 2022 (\$85,000) and a 2.75% cost of living increase for all regular full-time and part-time employees.

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

Category 3 – Other Services request is \$136,762 and represents an increase of \$12,000 or 10% over the prior year, and represents the annual licensing cost of employee training software for all employees.

Category 4 – Capital Outlays request is \$0.

Recover Forward, Phase Three (American Rescue Plan Act)

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

ARPA Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	500,000		
200 - Supplies	0	(500,000)		
300 - Other Services	0	0		
400 - Capital Outlays	0	500,000		
Total	0	500,000		

Conclusion

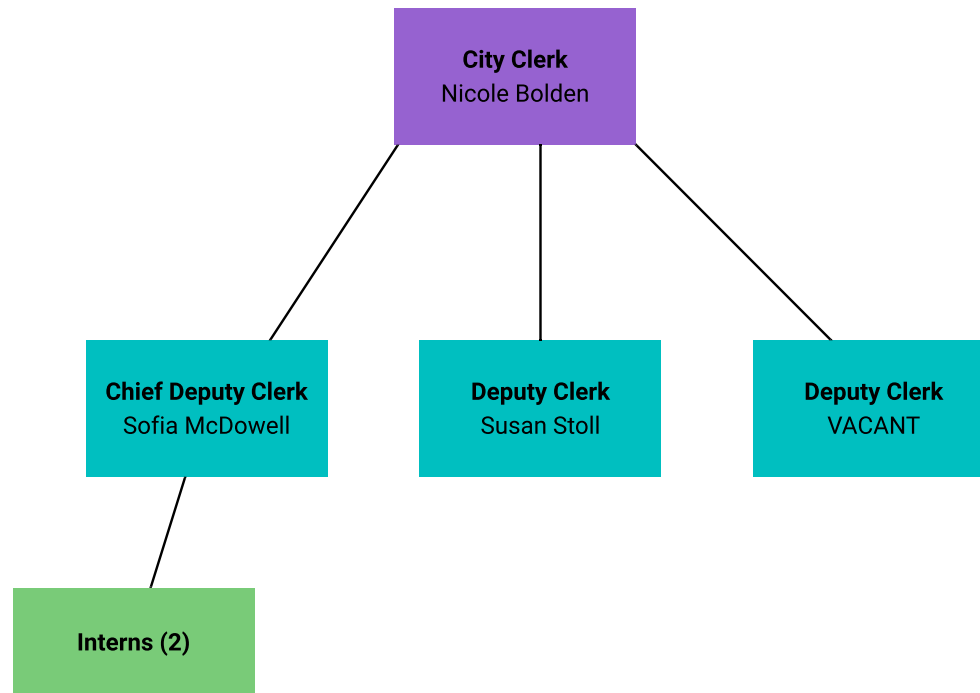
This proposed budget will help the Human Resources Department improve systems and programs, as well as implement and manage new initiatives necessary to achieve departmental and organizational goals. We aim to use the allotted resources efficiently and responsibly, and we appreciate your thoughtful review and consideration of the Human Resources Department 2022 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 12 - Human Resources								
Personnel Services								
	51110	Salaries and Wages - Regular	327,593	379,386	417,740	434,411	16,670	3.99%
	51120	Salaries and Wages - Temporary	13,571	4,331	10,000	10,000	-	0.00%
	51210	FICA	24,619	27,743	32,722	40,500	7,778	23.77%
	51220	PERF	46,518	53,231	59,319	73,756	14,437	24.34%
	51230	Health and Life Insurance	85,644	85,644	99,918	99,918	-	0.00%
	51310	Other Personal Services	75,790	75,790	-	84,999	84,999	N/A
Total: Personnel Services			573,735	626,125	619,700	743,584	123,884	19.99%
Supplies								
	52110	Office Supplies	812	851	1,000	1,000	-	0.00%
	52420	Other Supplies	1,838	815	1,360	1,360	-	0.00%
Total: Supplies			2,650	1,666	2,360	2,360	-	0.00%
Other Services and Charges								
	53160	Instruction	7,077	1,001	5,760	5,760	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	50,000	-	-	-	N/A
	53210	Telephone	284	258	600	600	-	0.00%
	53220	Postage	-	-	50	50	-	0.00%
	53230	Travel	2,865	-	4,450	4,450	-	0.00%
	53310	Printing	37	85	500	500	-	0.00%
	53320	Advertising	4,844	5,322	6,500	6,500	-	0.00%
	53640	Hardware and Software Maintenance	-	4,995	5,750	17,750	12,000	208.70%
	53910	Dues and Subscriptions	1,123	838	1,527	1,527	-	0.00%
	53940	Temporary Contractual Employee	1,841	793	1,375	1,375	-	0.00%
	53990	Other Services and Charges	67,790	88,768	98,250	98,250	-	0
Total: Other Services and Charges			85,860	152,060	124,762	136,762	12,000	9.62%
Expenditures Grand Total:			\$ 662,245	\$ 779,852	\$ 746,822	\$ 882,706	\$ 135,884	18.19%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 176 - ARPA Local Fiscal Recvry (S9512)								
Expenditures								
Department: 12 - Human Resources								
Personnel Services								
	51310	Other Personal Services	-	-	-	500,000	500,000	N/A
Total: Personnel Services			-	-	-	500,000	500,000	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	0.00%





Memorandum

To: Members of the City of Bloomington Common Council
From: City Clerk Nicole Bolden
Date: August 19, 2021

Why We Exist

The Office of the City Clerk is defined both in statute and in practice. It sits outside the City Administration and beside that of the Common Council, both literally and statutorily.

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

Office of the City Clerk 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget \$	2022 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	226,535	242,395	249,073	335,712	86,639	35%
200 - Supplies	5,405	1,087	5,600	5,600	0	0%
300 - Other Services	18,969	10,650	37,320	37,511	191	1%
400 - Capital Outlays	-	-	-	-	-	0%
Total	250,910	254,133	291,993	378,823	86,830	30%

2022 Activity Descriptions and Goals

Statutory

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

Goals:

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

Statutory Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	62,268	83,928	1.00	85,000
200 - Supplies	1,400	1,400		
300 - Other Services	9,330	9,378		
400 - Capital Outlays	0	0		
Total	72,998	94,706		

Fund: General

Legislative

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

Goals:

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

Legislative Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	62,268	83,928	1.00	85,000
200 - Supplies	1,400	1,400		
300 - Other Services	9,330	9,378		
400 - Capital Outlays	0	0		
Total	72,998	94,706		

Fund: General

Community Relations/Constituent Services

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

Goals:

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

Community Relations/ Constituent Services Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	62,268	83,928	1.00	85,000
200 - Supplies	1,400	1,400		
300 - Other Services	9,330	9,378		
400 - Capital Outlays	0	0		
Total	72,998	94,706		

Fund: General

Parking Ticket Appeals

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

Goals:

- Maintain response time to less than one week.
- Collaborate with Parking Services and other related departments in order to provide the public with best information available.

Parking Ticket Appeals Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	62,268	83,928	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	9,378		
400 - Capital Outlays	0	0		
Total	72,998	94,706		

Fund: General

2022 Budget Request Highlights

The Clerk's total budget request is \$378,821, an increase of \$86,828 or 30%. The increase is almost entirely in the Personnel Services category, and is related to 1) a requested salary increase that is in line with citywide staff, and 2) our request to add one FTE position to the Clerk's office. This position is intended to assist in the ongoing duties within the Office of the City Clerk. Having an additional deputy clerk will allow for greater flexibility within the Clerk's office, and will ensure that all statutory duties are fulfilled. The 2022 budget request reflects the full cost of the annual salary and benefits related to this position. Our workload had increased sufficiently over the last few years to warrant the request.

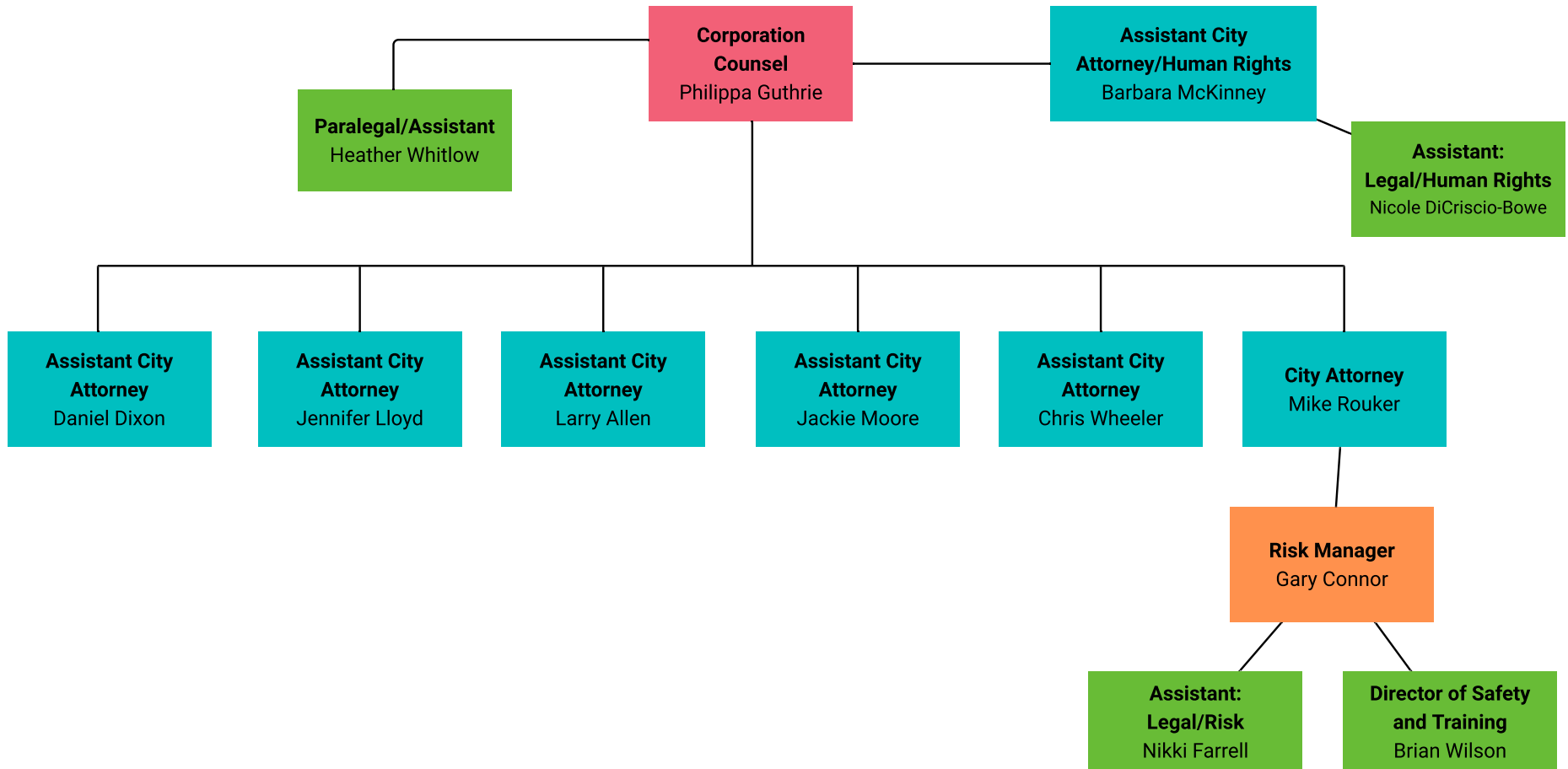
Conclusion

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	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 06 - Controller's Office								
Personnel Services								
	51110	Salaries and Wages - Regular	137,910	154,393	156,014	215,400	59,386	38.06%
	51120	Salaries and Wages - Temporary	15,173	11,414	15,000	15,000	-	0.00%
	51210	FICA	11,047	11,842	13,083	17,626	4,543	34.73%
	51220	PERF	19,583	21,924	22,154	30,587	8,433	38.06%
	51230	Health and Life Insurance	42,822	42,822	42,822	57,096	14,274	33.33%
Total: Personnel Services			226,535	242,395	249,073	335,709	86,636	2.75%
Supplies - Supplies								
	52110	Office Supplies	1,380	757	1,400	1,400	-	0.00%
	52410	Books	1,664	22	1,200	1,200	-	0.00%
	52420	Other Supplies	2,362	308	3,000	3,000	-	0.00%
Total: Supplies			5,405	1,087	5,600	5,600	-	0.00%
Other Services and Charges								
	53120	Special Legal Services	-	575	5,000	5,000	-	0.00%
	53160	Instruction	3,978	1,258	2,350	2,350	-	0.00%
	53170	Wgt. Fee, Consultants, and Workphone	239	-	1,000	1,000	-	0.00%
	53210	Telephone	192	586	1,365	1,557	192	14.07%
	53220	Postage	185	404	25	25	-	0.00%
	53230	Travel	3,822	1,268	1,480	1,480	-	0.00%
	53310	Printing	7,480	2,800	21,000	21,000	-	0.00%
	53320	Advertising	548	1,965	4,000	4,000	-	0.00%
	53910	Dues and Subscriptions	574	1,794	1,000	1,000	-	0.00%
	53990	Other Services and Charges	1,950	-	100	100	-	0.00%
Total: Other Services and Charges			18,969	10,650	37,320	37,512	192	0.51%
Expenditures Grand Total:			\$ 250,910	\$ 254,133	\$ 291,993	\$ 378,821	\$ 86,828	29.74%





Memorandum

To: Members of the City of Bloomington Common Council
From: Philippa M. Guthrie, Corporation Counsel
Date: August 19, 2021

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 2021, 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 annexation; assisting with final approval of the new UDO and zoning maps; legal issues related to redevelopment of the hospital site; continuing management of legal questions related to the COVID-19 pandemic (for example, employment questions, gathering limits exemptions, and handling of ARPA federal funding); issues related to addressing homelessness; and managing numerous administrative hearings and ongoing litigation matters.

Sustainability/Climate Action

Legal supports the City's sustainability mission by serving on the Climate Action Team and the Affordable Housing Committee. In addition, we anticipate beginning work on integrating our contracts process into the document management system later this year which will move us closer to our goal of digitizing most of our processes and records.

Equity and Inclusion

Legal supports the City's equity and inclusion mission primarily by managing the Human Rights Department, whose Director also serves as an Assistant City Attorney. Our Human Rights Director ensures compliance with the City's Human Rights ordinance through the Human Rights

Commission, which investigates incidents of alleged discrimination and reports its findings to the full Commission and others. The Director also investigates complaints and incidents reported to her independently of the Commission and reports to the Commission on them, produces an annual bias incident report, works to maintain our score on the municipal equality index, monitors vendor compliance with the Human Rights ordinance, and is the primary advisor on issues related to the Living Wage ordinance. The Legal Department also advises the City generally on equity and inclusion issues as opportunities present, including the recruitment, hiring and retention of diverse staff.

Legal Department 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget \$	2022 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	1,085,377	1,243,928	1,272,998	1,305,100	32,102	3%
200 - Supplies	56,968	46,976	60,000	60,367	367	1%
300 - Other Services	447,582	838,839	754,485	754,109	(376)	-0.05%
400 - Capital Outlays	-	-	-	-	-	0%
Total	1,589,928	2,129,743	2,087,482	2,119,576	32,093	2%

2022 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 new Collective Bargaining Agreements with both the Police and AFSCME unions by end of Q4.
- Take any necessary steps to improve client satisfaction as measured by a survey through Human Resources by end of Q4.
- Advise 118 board and commission members, including Council, through end of Q4 (projected to be up to 900 hours of staff time).
- Create a template for training Board and Commission members on their roles and responsibilities.

Legal Counsel Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	270,267	297,161	3.0	141
200 - Supplies	10,920	10,987		
300 - Other Services	137,316	137,248		
400 - Capital Outlays	0	0		
Total	418,503	445,396		

Fund: General, Other

Legal and Policy Documents

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

Goals:

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

Legal & Policy Documents Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	422,048	417,632	4.2	141
200 - Supplies	23,040	23,181		
300 - Other Services	289,722	289,578		
400 - Capital Outlays	0	0		
Total	734,810	730,391		

Fund: General, Other

Litigation

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

Goals:

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

- Manage litigation in-house wherever possible and achieve best possible outcomes.
- Assist and/or manage outside counsel handling litigation on City's behalf.

Litigation Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	138,071	136,534	1.4	141
200 - Supplies	4,200	4,225		
300 - Other Services	52,814	52,787		
400 - Capital Outlays	0	0		
Total	195,085	193,546		

Fund: General, Other

Human Rights

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

Goals:

- Respond to and investigate all human rights complaints received that fall within Bloomington Human Rights Commission's jurisdiction.
- Generate annual hate incident report by end of Q4 and publicize report by end of January 2023.
- Ensure all covered board and commission members have submitted responses to conflicts questionnaires or disclosure forms and review all such documents by end of Q4.
- Review all employee conflict forms submitted within 30 days.
- With Human Resources, update personnel manual.
- Maintain high rating in annual Municipal Equality Index.

Human Rights Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	115,646	118,563	1.2	1,142 employees (based on W-2's issued for 2020).
200 - Supplies	6,000	6,037		
300 - Other Services	75,449	75,411		
400 - Capital Outlays	0	0		
Total	197,095	200,011		

Fund: General, Other

Risk Management

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

Goals:

- Continue onboarding new Third Party Administrator (TPA) for workers compensation, and possibly onboarding new insurance companies after program review.
- 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 and follow-up in order to prevent future incidents and control workers' compensation and insurance costs. Specific activities include providing OSHA 10-hour training for supervisors, conducting noise surveys, developing job hazard assessments, implementing training for preventable incidents, and developing a process for "5 why" investigations. These activities will help:
 - Reduce OSHA recordable injuries by 5% by end of Q4.
 - Reduce workers' compensation costs by 5% by end of Q4.
- Reduce insurance claims by 3% (internal denials and management) in order to reduce the premium modifier by end of Q4.

Risk Management Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	326,965	335,210	3.3	1,142 employees (based on W-2's issued for 2020).
200 - Supplies	15,840	15,937		
300 - Other Services	199,184	199,085		
400 - Capital Outlays	0	0		
Total	541,989	550,232		

Fund: General, Other

2022 Budget Proposal Highlights

The Legal Department's budget request is \$2,119,596, an increase of \$32,093 or 2%. The increase is almost entirely in the Personnel Services category.

Conclusion

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

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 10 - Legal								
Personnel Services								
	51110	Salaries and Wages - Regular	595,102	699,155	724,306	744,225	19,919	2.75%
	51210	FICA	43,571	51,527	55,410	56,934	1,524	2.75%
	51220	PERF	84,505	99,281	102,852	105,681	2,829	2.75%
	51230	Health and Life Insurance	121,332	135,604	135,604	135,603	(1)	0.00%
	51310	Other Personal Services	-	-	-	2,000	2,000	N/A
Total: Personnel Services			844,509	985,566	1,018,171	1,044,442	26,271	2.58%
Supplies								
	52110	Office Supplies	744	661	2,000	2,000	-	0.00%
	52410	Books	14,700	14,907	14,347	14,715	368	2.56%
	52420	Other Supplies	1,235	65	1,756	1,756	-	0.00%
Total: Supplies			16,679	15,633	18,103	18,471	368	2.03%
Other Services and Charges								
	53120	Special Legal Services	111,844	121,721	139,800	139,800	-	0.00%
	53160	Instruction	4,940	5,214	6,468	6,468	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	-	400	400	-	0.00%
	53210	Telephone	-	-	600	600	-	0.00%
	53220	Postage	46	49	250	250	-	0.00%
	53230	Travel	2,024	156	5,450	5,450	-	0.00%
	53310	Printing	50	-	475	475	-	0.00%
	53320	Advertising	-	50	650	650	-	0.00%
	53910	Dues and Subscriptions	17,667	18,383	20,185	20,796	611	3.03%
	53990	Other Services and Charges	3,215	2,992	1,200	1,200	-	0.00%
Total: Other Services and Charges			139,786	148,566	175,478	176,089	611	0.35%
Expenditures Grand Total:			\$ 1,000,974	\$ 1,149,764	\$ 1,211,752	\$ 1,239,002	\$ 27,250	2.25%

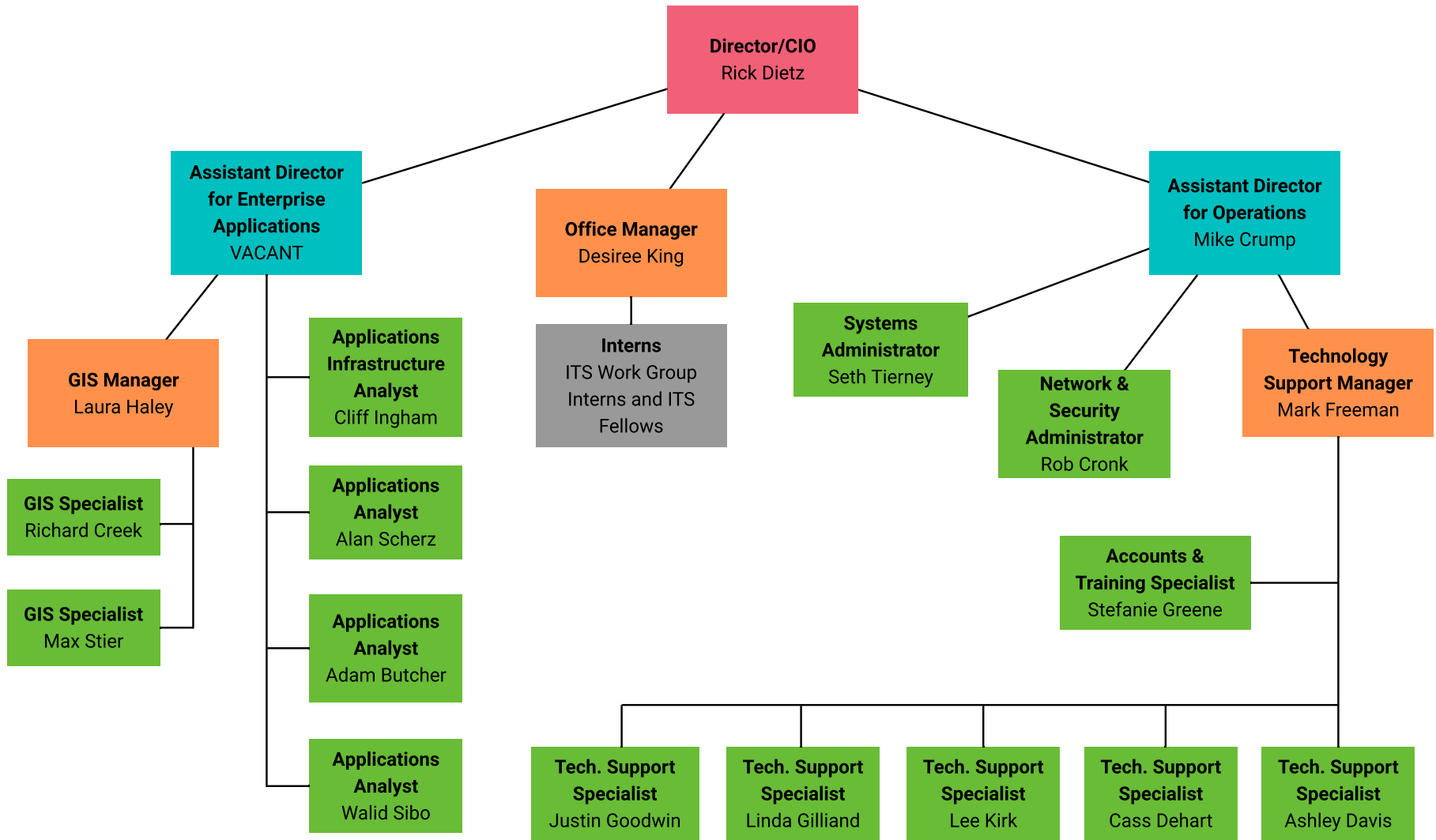
CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 800 - Risk Management(S0203)								
<u>Expenditures</u>								
Department: 10 - Legal								
Personnel Services								
	51110	Salaries and Wages - Regular	162,830	177,183	173,989	178,773	4,785	2.75%
	51210	FICA	12,094	13,197	13,310	13,676	366	2.75%
	51220	PERF	23,122	25,160	24,707	25,386	679	2.75%
	51230	Health and Life Insurance	42,822	42,822	42,822	42,822	-	0.00%
Total: Personnel Services			240,868	258,362	254,827	260,657	5,830	2.29%
Supplies								
	52110	Office Supplies	567	59	650	650	-	0.00%
	52240	Fuel and Oil	1,025	561	1,246	1,246	-	0.00%
	52420	Other Supplies	526	160	-	-	-	N/A
	52430	Uniforms and Tools	38,172	30,563	40,000	40,000	-	0.00%
Total: Supplies			40,289	31,343	41,896	41,896	-	0.00%
Other Services and Charges								
	53130	Medical	3,918	4,837	6,500	6,500	-	0.00%
	53160	Instruction	1,636	1,896	5,800	5,800	-	0.00%
	53210	Telephone	711	496	900	-	(900)	-100.00%
	53220	Postage	18	15	100	100	-	0.00%
	53230	Travel	-	84	650	650	-	0.00%
	53310	Printing	-	-	850	850	-	0.00%
	53410	Liability / Casualty Premiums	908	15,042	59,225	59,225	-	0.00%
	53420	Worker's Comp & Risk	294,426	663,726	495,000	495,000	-	0.00%
	53620	Motor Repairs	3,558	4,092	782	695	(87)	-11.13%
	53910	Dues and Subscriptions	181	50	-	-	-	N/A
	53990	Other Services and Charges	2,440	35	9,200	9,200	-	0.00%
Total: Other Services and Charges			307,796	690,273	579,007	578,020	(987)	-0.17%
Expenditures Grand Total:			\$ 588,953	\$ 979,979	\$ 875,730	\$ 880,573	\$ 4,843	0.55%

CITY OF BLOOMINGTON

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

**INFORMATION & TECHNOLOGY
SERVICES DEPARTMENT: ITS**





Memorandum

To: Members of the City of Bloomington Common Council
From: Rick Dietz, Director
Date: August 19, 2021

Why We Exist

Information & Technology Services (ITS) is primarily an internal service department, but we support and enable the operations of the whole City. ITS provides a foundation in information technology, communications, and audio/visual technology for the day-to-day and mission-critical operations of the City. The mission of the ITS Department is to provide the IT services, tools, training and resources necessary to maintain mission-critical City systems; empower City staff to excel in their work; and to improve digital equity in our community and electronically engage residents 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 2,500 support tickets per year. ITS also monitors and supports more than 720 desktops, laptops and Mobile Data Terminals (MDTs) for 750 City staff at 40 sites including 24-7 mission-critical systems at Police, Fire, and Utilities departments. ITS maintains the servers (155 virtual and physical servers at 6 locations) and infrastructure (90 terabytes of data in our backup regime) that keep all City departments running. The department provides IT training to City staff and coordinates IT purchasing for the City; maintains the City's GIS (Geographic Information System); provides mapping and geospatial data services to staff and the public; supports landline and cellular phones; and manages the City's network assets (18.5 miles of conduit, 12 miles of fiber in City network) and Wi-Fi deployments in City buildings. ITS also develops and maintains the City website (3,400 average daily active users, with 1,200,000 sessions per year -- 57% mobile and 43% desktop), uReport (3,200 public requests in the last year) and other open-source applications for staff and public use. And ITS coordinates City digital inclusion initiatives including annual Digital Equity Grants.

COVID-19 Response

City information technology operations and expenses are largely funded through the City General Fund and the Telecommunications Non-reverting Fund. In response to COVID-19, we have also covered some IT expenses through the Recover Forward Initiative and using CARES funds. The ITS response to COVID-19 has been substantial and continues well into 2021. The department has deployed hardware, software and services in 2020 and 2021 -- putting \$490,000 in CARES funds to work supporting the remote work needs of City staff, including computer upgrades, virtual and hybrid video meeting systems, meeting room investments, new enterprise applications and digital services, and other related IT needs.

Fiscal Challenges and Opportunities

We are grateful for these temporary resources, but we have also seen an accelerated decline in Telecom Fund revenue due to the pandemic. Telecom Fund revenue has consistently declined since 2015 with annual reductions of 5-6%, but in 2020 with COVID-19, video service franchise fees -- the source of Telecom Fund revenue -- declined 12%. First quarter 2021 revenue hints at a return to the prior 5% rate of decline. In order to accommodate continuing decline in Telecom Fund revenue ITS is shifting additional expenses to the General Fund including \$455,000 in CATS funding. We are always looking to broaden our resource base to address critical IT needs. The CARES Act, the American Rescue Plan Act (ARPA), a prospective federal infrastructure act, and other federal, state and local stimulus initiatives afford us an unique opportunity to make long-lasting strategic investments and to address deferred capital updates to critical systems and infrastructure. We are diligently pursuing these opportunities, and this budget uses both ARPA and CARES resources to address capital and operational needs in 2022.

Critical Infrastructure and Operational Needs

The 2022 ITS budget includes several notable programs. We are excited to make significant investments in critical IT infrastructure including an overdue enterprise-wide network upgrade, wifi network upgrade, phone system transition to Voice over IP (VOIP), virtual server expansion, file storage expansion, and other critical infrastructure investments. The City's network hardware is aging, making it increasingly vulnerable to security risks and unable to support an enterprise transition to VOIP phones. Our phone system is out of date as well and in need of replacement with a modern phone system and handsets. Current WiFi hardware in City facilities is inadequate to meet increasing usage, speed and quality of service demands by staff and the public. In addition to network and communications infrastructure, ITS needs to increase the storage, processing and memory capacity of our virtual server cluster to meet current demands, to maintain system redundancy and provide storage capacity for future growth. These are all critical hardware upgrades that ITS plans for 2022.

We are also planning significant cybersecurity investments including the network upgrade, improved anti-virus, expanded cybersecurity training for staff, and new threat monitoring systems. We are also proposing a one-time increase in consulting to support planning efforts around video services and smart city initiatives, but most significantly to support processing of new state aerial flyover maps to produce edge of pavement, building area, parking area, and contour elevation datasets

and maps used by City staff and the public. The state creates new aerial photography every 5 years or so, and we need to process that imagery to put it to use throughout the City.

Equity and Inclusion

At the end of 2020 the City completed its Digital Equity Strategic Plan. Included were several recommendations which are supported in this budget, including continuing Digital Equity Grants (started in 2020 under Recover Forward) and expanding public wifi in strategic Parks locations. We are also excited to continue our recognized leadership in digital inclusion with our 3rd annual Digital Equity grants program in 2022. Less exciting, but necessary are some budget increases for Google Workspace license costs, Zoom license increases, new communications expenses to support the relocated Fire Department headquarters, among others.

Sustainability

In ITS we are excited to address the challenges of the coming year, in collaboration with our fellow City departments. Across the organization we partner to streamline and improve organizational efficiency and effectiveness, and assist departments with their sustainability programs, including digitizing formerly paper processes (such as travel/training approval and expense reporting), deploying new community development software, and document scanning and digitization. Through a new dashboarding platform the department has partnered with Economic and Sustainable Development to publish the City’s climate action plan dashboard. ITS mostly works internally, but we recognize the broader impact of our work and our responsibilities to our community. With your support, this budget will move ITS and the City forward.

ITS 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	1,587,698	1,738,462	1,844,346	1,941,519	97,173	5%
200 - Supplies	28,390	24,761	36,812	36,662	(150)	-0.4%
300 - Other Services	920,566	1,048,510	1,301,763	1,771,231	469,468	36%
400 - Capital Outlays	337,067	151,169	361,500	1,170,688	809,188	224%
Total	2,873,721	2,962,903	3,544,421	4,920,100	1,375,679	39%

2022 Activity Descriptions and Goals

ITS tracks its operations across many activity areas which combine into six primary activity groups: Administration; Innovation, Process Improvement and Data Services; IT Infrastructure; Technology Support and Training; Applications Support; and Geographic Information Systems and Geospatial Services. Other cross-cutting activity areas for ITS in 2022 include digital equity, cyber security and IT purchasing.

Administration

Activity Description: Lead, plan and administer the information and communication technology function of City government. Maintain and manage the ITS office in keeping with City policy and best practices. Support governance bodies that inform ITS and City operations. Mobilize internal

and external resources (staff, contractors, regular budget, contingency funds, grants, etc.) as needed to support ITS goals.

Goals:

- Maintain at least a 4.5 out of 5 satisfaction rating (from at least 150 respondents) on the ITS annual internal customer service satisfaction surveys (2020 end-of-year survey was a 4.34 rating).
- Implement at least 1 Digital Equity Strategic Plan recommendation to improve broadband access to vulnerable populations.
- Administer, award and monitor 2022 Digital Equity Grants to support local organizations bridging the digital divide.
- Update the ITS Disaster Recovery Plan (DRP Project Summary, Organizational Impact Analysis, DR Project Roadmap, and DR Incident Response Plans) and conduct annual DRP test.
- Conduct Leadership Security Culture Survey in Q1, compare with 2021, present results and propose recommendations to improve City security.
- Establish a comprehensive IT product & services catalog and create a purchasing process map for departments and staff to streamline the purchasing process.

Administration Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	257,521	432,959	4.46	85,000
200 - Supplies	14,745	13,912		
300 - Other Services	201,578	199,044		
400 - Capital Outlays	2,340	0		
Total	476,184	645,915		

Funding: General, Other

Innovation, Process Improvement & Data Services

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

Goals:

- Evaluate vendors to develop a Smart City Strategic plan. Conduct assessment to determine future “smart city” initiatives including the application of wireless internet, sensors, data analytics, and AI to City operational challenges.
- Evaluate, improve and digitize the hiring process (where possible) in partnership with Human Resources, Parks and Recreation, and other departments.
- Evaluate vendors to conduct needs analysis and planning process on City video services needs. Evaluate needs in light of City budget constraints, changing City video needs, CATS 2010 Strategic Plan, and changing technology.

- Complete open data portal migration to the Socrata platform by Q4.
- Develop and deploy at least 3 Socrata Performance Dashboards/Data Stories in 2022 which may include a general City performance Dashboard, an ITS performance dashboard, an innovation stories dashboard, and others.

Innovation, Process Improvement & Data Services				
Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	260,957	195,123	2.01	85,000
200 - Supplies	0	0		
300 - Other Services	3,743	82,800		
400 - Capital Outlays	0	0		
Total	264,701	277,923		

Funding: General, Other

Applications Support

Activity Description: Evaluate, select, configure, deploy, operate and maintain the City’s portfolio software applications, digital services and database systems for individual, workgroup, departmental and enterprise-scale use, including commercial, open-source, free and internally-developed software for local and cloud environments.

Goals:

- Maintain at least a 4.5 out of 5 satisfaction rating on internal customer service surveys (2020 end-of-year survey was a 4.22 rating).
- Update the inventory of City applications and digital services in order to analyze application relationships and business processes to determine areas of consolidation and efficiency.
- Implement at least 2 new document management workflows to improve operations and efficiency.
- Conduct professional development training for Applications team members on best practices in the conduct of feasibility studies, needs analysis, and business analysis; attend conferences or training on enterprise applications used by supported departments.
- Deploy Application Performance Monitoring (APM) for troubleshooting, monitoring, securing, and enhancing on-premise and cloud-hosted applications and solutions to improve performance and security logging for all enterprise applications.
- Through the City website, serve an average of 55,000 unique users, 150,000 sessions, and 9,000,000 page hits per month. Maintain a bounce rate below 60%.

Applications Support Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	352,432	311,614	3.21	85,000
200 - Supplies	2,289	0		
300 - Other Services	571,754	358,400		
400 - Capital Outlays	0	0		
Total	926,475	670,014		

Funding: General, Other

Geographic Information System (GIS) & Geospatial Technology

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

Goals:

- Upgrade GIS platform to ArcGIS Enterprise version 9.
- Deploy 5 new ArcGIS internal support applications (including 2 mobile data collection apps) to improve department operations.
- Replace legacy platform web maps and create two new public web maps using the ArcGIS platform.
- Onboard at least 1 additional Unoccupied Aerial Vehicle (UAV) pilot from ITS and 1 from outside of ITS to provide back-up ITS UAV operations and data collection capability.
- Develop a comprehensive UAV training and operations manual for City remote pilots.
- Update GIS edge of pavement, building areas, parking areas, and contour elevations from the 2021 Indiana ortho-photography imagery.

Geographic Information Systems & Geospatial Technology Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	233,097	229,099	2.36	85,000
200 - Supplies	0	3,300		
300 - Other Services	104,157	96,200		
400 - Capital Outlays	0	0		
Total	337,254	328,599		

Funding: General, Other

IT Infrastructure

Activity Description: Support physical and virtual IT infrastructure providing storage, virtual computing, backup, network and phone services, as well as facilities-based systems such as video

control rooms, meeting rooms, projectors, security cameras and door access systems.

Goals:

- Organize and execute enterprise-wide network upgrade at City facilities to replace outdated hardware, upgrade network capabilities and improve security.
- Ensure 99.5% uptime of city network at primary city facilities and 99.5% uptime of external internet connectivity, excluding scheduled downtime for upgrades.
- Ensure 99.9% uptime of core storage, virtual computing, backup, and restoration services.
- Upgrade City phone system and phones to modern Voice of IP (VOIP) platform to improve City operations as network upgrade progress permits.
- Conduct needs assessment and identify options to implement dual-factor authentication to improve the City’s cybersecurity.
- Migrate VPN connections to new firewall system to improve security.
- Virtualize physical servers at BPD and Utilities’ Water and Wastewater Treatment plants to improve manageability and disaster recovery.

IT Infrastructure Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	217,310	232,012	2.39	85,000
200 - Supplies	9,065	9,900		
300 - Other Services	367,316	453,430		
400 - Capital Outlays	226,961	1,015,720		
Total	820,652	1,711,062		

Funding: General, Other

Technology Support & Training

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

Goals:

- Maintain at least a 4.7 out of 5 service rating on Helpdesk internal customer service surveys.
- Conduct annual internal survey on IT training needs by end of Q1 to assess customer needs and satisfaction and to guide training strategy.
- Complete deployment of ManageEngine IT Service Management (ITSM) system modules by end of Q4, including Operating System Deployment, Mobile Device Management for tablets, Software Application Deployment, Software License Inventory, and Self-service Portal.
- Organize and execute the annual capital replacement of approximately 25% of City desktop inventory in 2022 including a planned 23 desktop PCs, 37 laptops, 3 MDTs, 62 monitors, 56 UPS units and peripherals within the ITS budget.
- Conduct at least 12 training events/classes for City staff.
- Achieve or exceed industry phish-prone percentage for a medium-sized government organization (the current standard is 4.35% but subject to change).

- Place 95% of Technology Support equipment orders within 2 business days of receipt of departmental approval.

Technology Support & Training Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	523,029	540,713	5.57	85,000
200 - Supplies	10,713	9,550		
300 - Other Services	51,215	581,357		
400 - Capital Outlays	132,199	154,968		
Total	717,156	1,286,588		

Funding: General, Other

2022 Budget Proposal Highlights

The ITS Department's total 2021 budget request is \$4,920,100. This is an increase of \$1,325,679, or 39%. 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 2022)
- Enhanced Access Fund (No requested budget appropriation for 2022)
- Recover Forward (No requested budget appropriation for 2022)
- ARP Local Fiscal Recovery Fund

Notable changes can be found in the following budget lines:

ITS General Fund

The ITS Department's General Fund budget request is \$4,532,652. This is an increase of \$1,910,905 or 73%.

Category 1 – Personnel Services request is \$1,941,519, which is an increase of \$97,173 or 5%.

Category 2 – Supplies - request is \$36,662, which is a decrease of \$150 or 0.4%.

- **Line 222 – Office Supplies:** Decrease of \$1000.
- **Line 242 – Other Supplies:** Increase of \$850 for operational supplies.

Category 3 – Other Services: Overall increase of \$923,162 or 142%.

- **Line 316 – Instruction:** Decrease of \$9,000 due to one-time expense in 2021.

- **Line 317 – Mgt. Fee, Consultants, and Workshops:** Increase of \$173,000. Every 4-5 years the state contracts for aerial flyovers to provide new orthophotography data. In order to fully utilize these data, we contract with GIS consulting services to convert the data for City department use to provide edge of pavement, building area, parking area, and contour elevation data. These are one-time expenses in 2022.
- **Line 321 – Telephone:** Includes increase of \$150,000 to replace telephones and migrate to a Voice over IP (VOIP) phone system. This budget line includes the VOIP investment and a decrease of \$52,000 in cellular services, for a total increase of \$98,000.
- **Line 364 – Hardware and Software Maintenance:** Increase of \$24,900 for cybersecurity investments, largely due to updated anti-virus and new anti-malware systems.
- **Line 391 – Dues & Subscriptions:** Increase of \$123,700 due to increases in Google Enterprise licensing, Zoom room licenses for hybrid meeting rooms, and KnowBe4 Cybersecurity Training.
- **Line 394 – Temporary Contractual Employee:** Increase of \$4,600 due to increased demand and this line not being adjusted since the 2005 budget.
- **Line 396 – Grants:** Request for \$50,000 for 2022 Digital Equity Grants funding. This former Recover Forward expense is now a regular program within ITS.
- **Line 398 – Community Access TV/Radio:** Request for \$455,807 for Community Access Television Services, a 1% increase from 2021. This expense was moved from the Telecom Fund due to the decrease in fund revenue. Only a modest increase over 2021 is proposed.

Category 4 – Capital Outlays: Overall increase of \$940,720 or 1881%.

- **Line 442 – Purchase of Equipment:** Increase of \$940,720 for major capital investments including enterprise network upgrade, WiFi upgrade, security camera storage, virtual server infrastructure and datacenter power supplies. These are significant one-time IT infrastructure investments, some of which have been long deferred. Out-of-support and end-of-life network hardware degrades our operations and exposes us to unnecessary risk.

ITS General Fund (Recover Forward)

The ITS General Fund Recover Forward budget request is \$0. This is a decrease of \$50,000.

Category 3 – Other Services: Overall decrease of \$50,000 or 100% to \$0.

- **Line 396 – Grants:** Decrease of \$50,000. The 2021 Digital Equity Grants were moved to the General Fund.

Telecommunication Non-Reverting Fund

The ITS Department's Telecommunications Non-Reverting Fund budget request is \$387,448. This is a decrease of \$577,726 or 60%.

Telecom Infrastructure: Telecommunication Non-Reverting Fund 254000 Infrastructure Account

Category 3 – Other Services: Overall decrease of \$3,000 or 2%

- **Line 364 – Hardware and Software Maintenance:** Decrease of \$1,000 for network hardware maintenance.
- **Line 365 – Other Repairs:** Decrease of \$2,000.

Category 4 – Capital Outlays: Overall decrease of \$33,532 or 16%.

- **Line 442 – Purchase of Equipment:** Decrease of \$50,000 to \$0.
- **Line 445 – Equipment:** Increase of \$66,708 for capital replacements of PCs, laptops, monitors, printers, UPSs and peripherals for most civil city departments. (Will see additional reductions in next weeks as finalized).

Telecom Services: Telecommunication Non-Reverting Fund 256000 Services Account

Category 3 – Other Services: Overall decrease of \$451,294 or 86%.

- **Line 315 – Communications Contract:** Increase of \$5,100 for temporary Fire HQ internet service and other small increases.
- **Line 364 – Hardware and Software Maintenance:** Increase of \$3,000 for security camera and UPS maintenance.
- **Line 398 – Community Access TV/Radio:** Decrease of \$451,294 for CATS, Community Access Television Services. To help sustain the Telecom Fund, this funding has shifted to the ITS General Fund.

Category 4 – Capital Outlays: Overall decrease of \$98,000 or 100%.

- **Line 442 – Purchase of Equipment:** Decrease of \$98,000 due to a one-time hardware purchase in 2021.

Electronic Map Generation Fund

The ITS Department's Electronic Map Generation Fund budget request is \$0 in 2021, a decrease of \$3,750.

Enhanced Access Fund

The ITS Department's Enhanced Access Fund budget request is \$0 in 2021, a decrease of \$3,750.

Recover Forward, Phase Three (American Rescue Plan Act) and CARES

Recover Forward continues in 2022 with American Rescue Plan Act (ARPA) funding, in addition to CARES resources to support critical IT infrastructure investments and continuing COVID-19 response to support remote work. These Recover Forward funds offset most of the new one-time expenses in the 2022 ITS General Fund budget.

Recover Forward funds will be used to support major capital investments including our enterprise network upgrade and WiFi network upgrade, expand public WiFi in City Parks and strategic facilities, update the City's phone system, upgrade desktops to laptops to enhance mobility, and to adapt meeting spaces for hybrid meetings, among other uses.

ARPA				
Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0	0.00	85,000
200 - Supplies	0	0		
300 - Other Services	0	75,000		
400 - Capital Outlays	0	500,000		
Total	0	575,000		

CARES				
Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0	0.00	85,000
200 - Supplies	0	0		
300 - Other Services	0	1,000,000		
400 - Capital Outlays	0	0		
Total	0	1,000,000		

Conclusion

Thank you for your consideration of the 2022 ITS Department budget request. The demand for the department's services continues to increase, both from other City departments and the larger Bloomington community. ITS is eager to meet that demand in 2022 and looks forward to helping all City staff meet their goals and potential with technology tools and support.

We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 28 - ITS								
Personnel Services								
	51110	Salaries and Wages - Regular	1,064,681	1,190,551	1,266,080	1,334,113	68,033	5.37%
	51120	Salaries and Wages - Temporary	21,485	17,932	15,000	15,000	0	0.00%
	51210	FICA	79,141	87,402	98,003	103,208	5,205	5.31%
	51220	PERF	151,185	169,058	179,783	189,444	9,661	5.37%
	51230	Health and Life Insurance	271,206	273,519	285,480	299,754	14,274	5.00%
Total: Personnel Services			1,587,698	1,738,462	1,844,346	1,941,519	97,173	5.27%
Supplies								
	52110	Office Supplies	5,582	5,337	9,500	8,500	(1,000)	-10.53%
	52240	Fuel and Oil	285	116	412	412	-	0.00%
	52420	Other Supplies	18,114	18,740	17,000	17,850	850	5.00%
Total: Supplies			23,981	24,193	26,912	26,762	(150)	-0.56%
Other Services and Charges								
	53160	Instruction	16,346	6,017	19,000	10,000	(9,000)	-47.37%
	53170	Mgt. Fee, Consultants, and Workshops	40,548	91,810	50,000	223,000	173,000	346.00%
	53210	Telephone	73,656	77,968	148,300	246,300	98,000	66.08%
	53220	Postage	-	65	150	150	-	0.00%
	53230	Travel	4,031	617	17,000	17,000	-	0.00%
	53310	Printing	115	42	250	250	-	0.00%
	53320	Advertising	446	-	1,000	1,000	-	0.00%
	53620	Motor Repairs	5,293	6,087	3,389	3,544	155	4.57%
	53640	Hardware and Software Maintenance	173,554	243,617	273,450	298,350	24,900	9.11%
	53910	Dues and Subscriptions	42,469	95,066	134,900	260,600	125,700	93.18%
	53940	Temporary Contractual Employee	-	-	2,800	7,400	4,600	164.29%
	53950	Landfill	70	-	250	250	-	0.00%
	53960	Grants	-	-	-	50,000	50,000	N/A
	53980	Community Access TV/Radio	-	-	-	455,807	455,807	N/A
Total: Other Services and Charges			356,527	521,289	650,489	1,573,651	923,162	141.92%
Capital Outlays								
	54420	Purchase of Equipment	80,000	28,829	50,000	990,720	940,720	1881.44%
	54450	Equipment	-	919	-	-	-	N/A
	54510	Other Capital Outlays	-	8,042	-	-	-	N/A
Total: Capital Outlays			80,000	37,790	50,000	990,720	940,720	1881.44%
Expenditures Grand Total:			2,048,207	2,321,734	2,571,747	4,532,652	1,960,905	76.25%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 401 - Non-Reverting Telecom (\$1146)								
<u>Expenditures</u>								
Department: 25 - Telecommunications								
Supplies								
	52420	Other Supplies	4,409	568	9,900	9,900	-	0.00%
Total: Supplies			4,409	568	9,900	9,900	-	0.00%
Other Services and Charges								
	53150	Communications Contract	20,038	21,846	31,680	36,780	5,100	16.10%
	53170	Mgt. Fee, Consultants, and Workshops	42,375	-	45,000	45,000	-	0.00%
	53640	Hardware and Software Maintenance	39,852	39,179	86,000	88,000	2,000	2.33%
	53650	Other Repairs	-	-	10,000	8,000	(2,000)	-20.00%
	53750	Rentals - Other	19,371	19,371	19,800	19,800	-	0.00%
	53980	Community Access TV/Radio	442,402	446,826	451,294	-	(451,294)	-100.00%
Total: Other Services and Charges			564,038	527,222	643,774	197,580	(446,194)	-69.31%
Capital Outlays								
	54310	Improvements Other Than Building	-	-	10,000	10,000	-	0.00%
	54420	Purchase of Equipment	175,779	46,671	148,000	-	(148,000)	-100.00%
	54450	Equipment	81,288	66,709	153,500	169,968	16,468	10.73%
Total: Capital Outlays			257,067	113,380	311,500	179,968	(131,532)	-42.23%
Expenditures Grand Total:			\$ 825,514	\$ 641,169	\$ 965,174	\$ 387,448	\$ (577,726)	-59.86%

CITY OF BLOOMINGTON

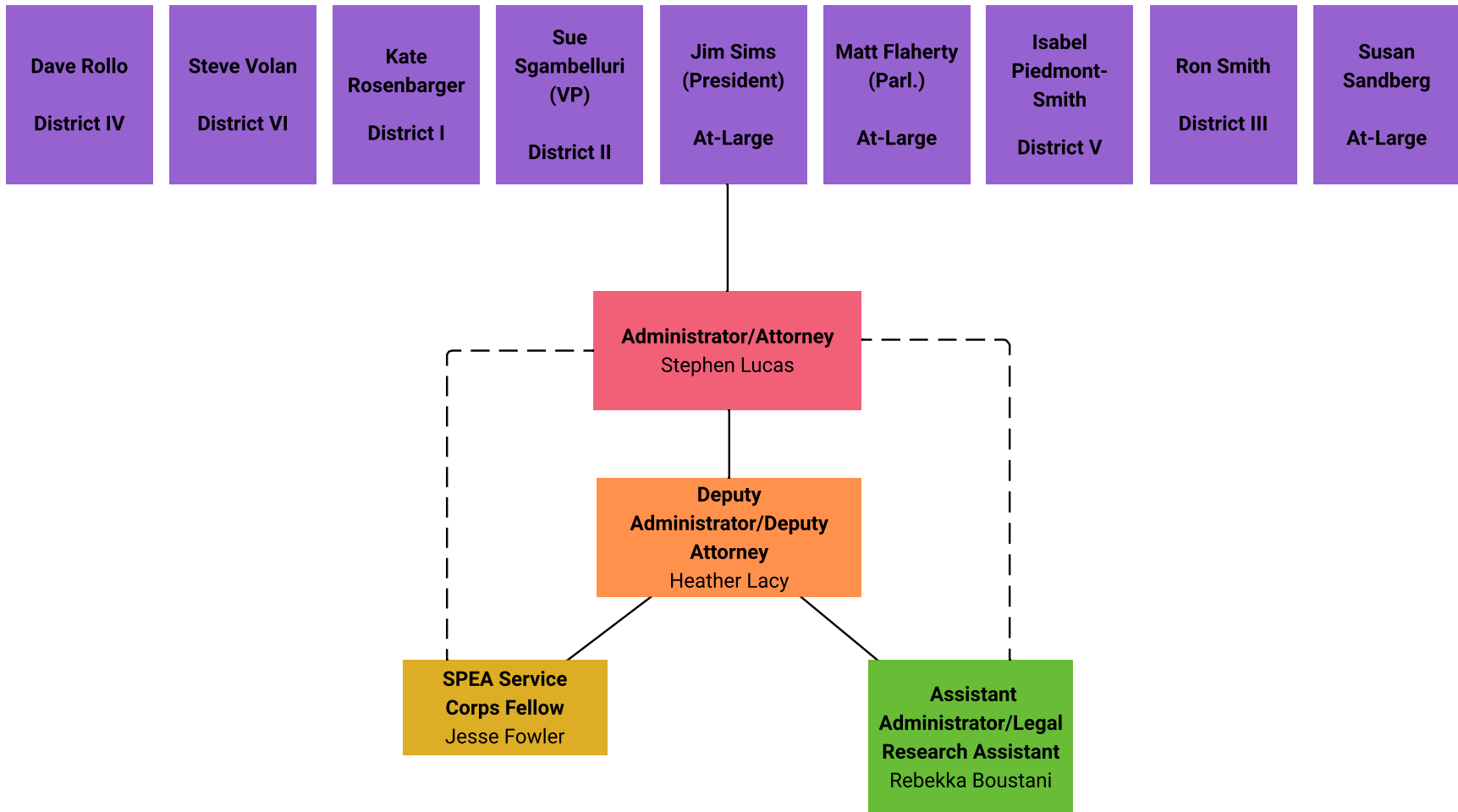
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 410 - Enhanced Access (S9507)(ord01-10								
Expenditures								
Department: 28 - ITS								
Other Services and Charges								
	53170	Mgt. Fee, Consultants, and Workshops	-	-	3,750	-	(3,750)	(1.0000)
Total: Other Services and Charges			-	-	3,750	-	(3,750)	-100.00%
Expenditures Grant Total:			\$ -	\$ -	\$ 3,750	\$ -	\$ (3,750)	-100.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 409 - Electronic Map Generation(S9504)								
Expenditures								
Department: 28 - ITS								
Other Services and Charges								
	53170	Mgt. Fee, Consultants, and Workshops	-	-	3,750	-	(3,750)	(1.0000)
Total: Other Services and Charges			-	-	3,750	-	(3,750)	-100.00%
Expenditures Grand Total:			\$ -	\$ -	\$ 3,750	\$ -	\$ (3,750)	-100.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 176 - ARPA Local Fiscal Recvry (S9512)								
<u>Expenditures</u>								
Department: 28 - ITS								
Other Services and Charges								
	53990	Other Services and Charges	-	-	-	75,000	75,000	N/A
Total: Other Services and Charges			-	-	-	75,000	75,000	
Capital Outlays								
	54420	Purchase of Equipment	-	-	-	500,000	500,000	N/A
Total: Capital Outlays			-	-	-	500,000	500,000	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 575,000	\$ 575,000	0.00%





Memorandum

To: Members of the City of Bloomington Common Council
From: Stephen Lucas, Common Council Attorney/Administrator
Date: August 23, 2021

Background

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

The Council conducts its business in public meetings and utilizes a number of committees to divide up the work of the full Council. Council committees include: the Administration Committee, the Climate Action and Resilience Committee, the Community Affairs Committee, the Housing Committee, the Land Use Committee, the Public Safety Committee, the Sustainable Development Committee, and the Transportation Committee. In addition, the Council has utilized a Jack Hopkins Social Services Committee and a Sidewalk Committee that have historically provided recommendations for the use of funds set aside for specific purposes. These committees are elaborated upon under the Discretionary Funding program. The Council also appoints four of its members to serve on, and help facilitate the work of, the Public Safety Local Income Tax (PS LIT) Committee of the Monroe County Local Income Tax Council. In addition, the Council also periodically convenes Special Committees.

Why We Exist

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

Impact of COVID-19

After the Governor declared a public health emergency in March 2020, the Council and its various committees began meeting remotely via Zoom. Since then, over 100 public meetings (and counting) of the Council and its committees have been held electronically. The switch to virtual meetings has presented both challenges and opportunities. Over the past year, Council staff have worked with the ITS Department, the Clerk’s Office, Community Access Television Services, and several other individuals to integrate remote electronic access into in-person public meetings to allow for “hybrid meetings” — where individuals can attend public meetings either in person or via electronic means. Continuing to provide an opportunity for electronic participation in Council meetings once in-person meetings resume will help increase public accessibility of government.

The public health emergency has also impacted the process for the Council’s Jack Hopkins Social Services Committee. Historically, this Committee has completed its work over several meetings held in February through May. In 2020, a second round of social services funding was made available thanks to an additional appropriation made by the City in August 2020 as part of the “Recover Forward” initiative. Committee members and staff dedicated additional time toward this second funding round by holding meetings in September and October 2020.

Diversity/Inclusion and Sustainability/Climate Change

During 2020 and 2021, the Council initiated, reviewed, and approved a number of items of legislation to formally advance goals related to diversity/inclusion and to address sustainability/ climate change, including:

- Resolution 20-06 - Denouncing and Condemning White Nationalism and White Supremacy
- Resolution 20-16 - Supporting the Painting of Two Black Lives Matter Street Murals
- Ordinance 20-20 - To Establish a Community Advisory on Public Safety Commission
- Resolution 21-23 - Recognizing the 52nd Anniversary of the Stonewall Riots and the June Celebration of Pride Month
- Resolution 20-08 - Approving the City of Bloomington’s Transportation Demand Management Plan
- Resolution 21-08 - Accepting the City of Bloomington Climate Action Plan

Office of the Common Council 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	550,505	601,361	583,853	595,190	11,337	2%
200 - Supplies	3,056	3,633	5,189	4,058	(1,131)	-22%
300 - Other Services	351,792	589,172	798,565	405,172	(393,393)	-49%
400 - Capital Outlays	269,652	54,788	330,000	336,000	6,000	2%
Total	1,175,004	1,248,954	1,717,607	1,340,420	(377,187)	-22%

2021 Activity Descriptions and Goals

Legislative Duties

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

Goals:

- Increase public awareness of Council meetings, meeting materials, and meeting notices.
- Maintain a high Councilmember attendance rate at Regular Sessions, Special Sessions, and Committee meetings.
- Implement software to improve document preparation and management, alongside the Clerk’s Office and ITS Department.

Legislative Duties Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	209,152	195,917	3.95	
200 - Supplies	519	406		
300 - Other Services	27,900	28,362		
400 - Capital Outlays	0	0		
Total	237,571	224,684		

Fund: General, Other

Policy Development and Coordination

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

Goals:

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

Policy Development and Coordination Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	145,772	133,918	2.70	
200 - Supplies	519	406		
300 - Other Services	13,950	14,181		
400 - Capital Outlays	0	0		
Total	160,241	148,505		

Fund: General, Other

Discretionary Funding

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

This activity involves the work of two Council standing committees that recommend expenditure of appropriations from the Jack Hopkins Social Services Fund (JHSSF) and a portion of the Alternative Transportation Fund for approval by the Council. Both committees have been operating for decades, though only recently have these funds been situated within the Council budget. Also, at the beginning of 2021, the responsibilities of the Sidewalk Committee were subsumed by the Council's Transportation Committee. This activity also involves learning about the status of prior funding; considering new funding requests using criteria (which are reviewed each year); and working in concert with City staff in various departments, who, along with other assistance, implement and monitor the funded projects or programs.

The Jack Hopkins Committee recommends funding for programs or projects that serve the community's most vulnerable residents. It consists of four Council and three resident members who are assisted by HAND staff. Key features of its process are a solicitation for applications and presentations by selected applicants.

The Council Sidewalk Committee (now subsumed by the Council's Transportation 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.
- Incorporate electronic access for JHSSF agency presentations to offer increased flexibility.
- Review objective criteria in coordination with Planning staff to include most relevant metrics for assessing projects.

Discretionary Funding Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	35,493	37,199	0.75	
200 - Supplies	259	203		
300 - Other Services	318,852	324,138		
400 - Capital Outlays	330,000	336,000		
Total	684,604	697,540		

Fund: General, Other

Constituent Services and Community Relations

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

Goals:

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

Constituent Services and Community Relations Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	144,506	146,317	2.95	
200 - Supplies	259	203		
300 - Other Services	9,964	10,129		
400 - Capital Outlays	0	0		
Total	154,729	156,650		

Fund: General, Other

Legal Counsel

Activity Description: Represent the Council on terms the Council, as an organization, considers appropriate and which are consistent with the obligations that attorneys have to their clients. Understand and convey the rights, duties, and potential liabilities of the Council. Advise the Council

on matters of law related to Council business. Assure Council compliance with the law. Advocate on behalf of the Council. Respect confidentiality and exhibit loyalty.

Goals:

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

Legal Counsel Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	50,704	61,999	1.25	
200 - Supplies	3,373	2,638		
300 - Other Services	19,928	20,259		
400 - Capital Outlays	0	0		
Total	74,005	84,895		

Fund: General, Other

Administrative Services

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

Goals:

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

Administration Services Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	12,677	19,840	0.40	
200 - Supplies	259	203		
300 - Other Services	7,971	8,103		
400 - Capital Outlays	0	0		
Total	20,907	28,146		

Fund: General, Other

2022 Budget Request Highlights

The total Council office budget request is \$1,340,420. This is a decrease of \$377,187 or ~22% spread across three funds. The request from the General Fund is \$687,420, which is an increase of \$10,812 or ~1.6%. Listed below are some highlights of significance.

Category 1 – Personnel request is \$595,190. This is an increase of \$11,337 or ~2%.

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

- Council Member compensation:
 - Council members, in general, will receive \$19,186 next year.
 - In acknowledgement of the additional work performed by Council officers, the President will receive \$1,027 of additional compensation and the Vice President will receive \$822 of additional compensation.
- Council Staff compensation:
 - Staff salaries for the Council Administrator/Attorney, the Deputy Administrator/Deputy Attorney, and the Assistant Administrator/Legal Research Assistant are proposed to increase 2.75%, which aligns with the City-wide proposal for non-union employees..

Category 2 - Supplies request is \$4,058. This is a decrease of \$1,131 or about 22%. Changes include the following budget lines:

- **Line 241 - Books:** Increases \$76 due to increase in price of Westlaw contract.
- **Line 242 - Other Supplies:** Decrease \$1,215 after one-time purchase of new Adobe software in 2021.

Category 3 - Other Services and Charges request is \$405,172. This is a decrease of \$189,187 or about ~22%. Changes include the following funds and budget lines:

- **Line 321 - Telephone:** Increases \$492 for annual department cell phone charges.
- **Line 391 - Dues and Subscriptions:** Increases \$115 due to increase in price of Westlaw contract and increase in dues for AIM membership.
- **Jack Hopkins Nonreverting Fund - Line 396 - Grants** - Removes one-time “Recover Forward” program funding in the amount of \$200,000; increases regular Jack Hopkins program funding from \$311,000 to \$317,000.

Category 4 - Capital request is \$336,000. This is an increase of \$6,000 or about 2%. Changes include the following budget line:

- **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.

Conclusion

Thank you for your consideration of the Council Office’s 2022 budget request. I would be happy to answer any questions.

CITY OF BLOOMINGTON

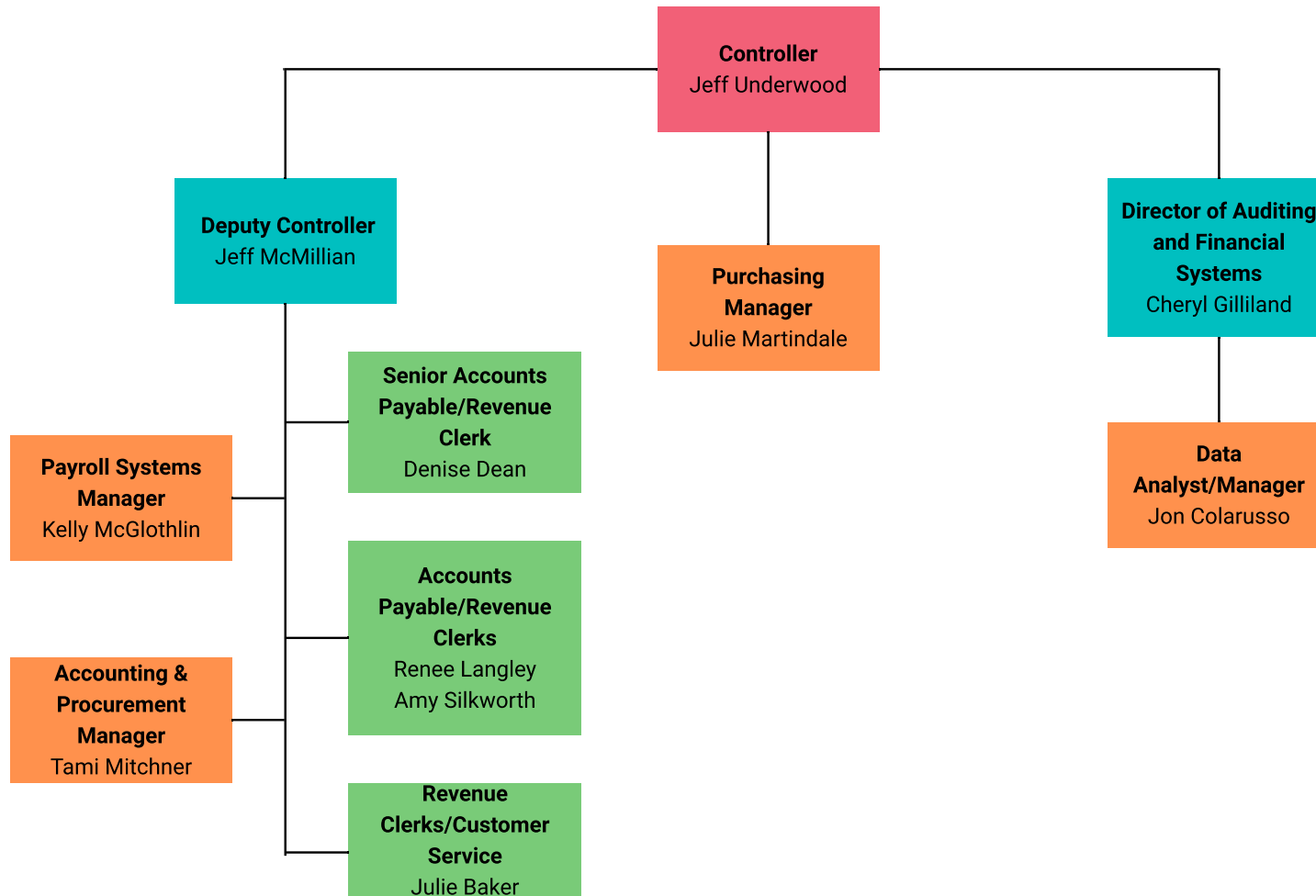
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 05 - Common Council								
Personnel Services								
	51110	Salaries and Wages - Regular	322,346	372,362	356,793	366,637	9,844	2.76%
	51120	Salaries and Wages - Temporary	8,368	6,781	1,800	1,800	-	0.00%
	51210	FICA	23,569	27,905	27,432	28,185	753	2.75%
	51220	PERF	24,933	23,025	26,540	27,279	739	2.79%
	51230	Health and Life Insurance	171,288	171,288	171,288	171,288	-	0.00%
Total: Personnel Services			550,505	601,361	583,853	595,190	11,337	1.94%
Supplies								
	52110	Office Supplies	584	1,212	1,250	1,250	-	0.00%
	52410	Books	2,392	2,421	2,724	2,808	84	3.08%
	52420	Other Supplies	79	-	1,215	-	(1,215)	-100.00%
Account Classification Total: Supplies - Supplies			3,056	3,633	5,189	4,058	(1,131)	-21.80%
Other Services and Charges								
	53160	Instruction	1,465	1,076	2,250	2,250	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	618	360	2,250	2,250	-	0.00%
	53210	Telephone	-	-	200	692	492	246.00%
	53220	Postage	-	-	120	120	-	0.00%
	53230	Travel	965	827	4,500	4,500	-	0.00%
	53630	Machinery and Equipment Repairs	-	-	250	250	-	0.00%
	53910	Dues and Subscriptions	4,179	4,755	5,615	5,730	115	2.05%
	53940	Temporary Contractual Employee	1,296	-	1,375	1,375	-	0.00%
	53960	Grants	55,000	55,000	55,000	55,000	-	0.00%
	53990	Other Services and Charges	4,200	6,035	16,005	16,005	-	0.00%
Total: Other Services and Charges			67,723	68,052	87,565	88,172	607	0.69%
Expenditures Grand Total:			\$ 621,283	\$ 673,046	\$ 676,607	\$ 687,420	\$ 10,813	1.60%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 270 - CC Jack Hopkins NR17-42 (S0011)								
<u>Expenditures</u>								
Department: 05 - Common Council								
Other Services and Charges								
	53960	Grants	284,069	314,907	311,000	317,000	6,000	1.93%
Total: Other Services and Charges			284,069	314,907	311,000	317,000	6,000	1.93%
Expenditures Grand Total:			\$ 284,069	\$ 314,907	\$ 311,000	\$ 317,000	\$ 6,000	1.93%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 454 - Alternative Transport(S6301)								
<u>Expenditures</u>								
Department: 05 - Common Council								
Capital Outlays								
	54310	Improvements Other Than Building	269,652	54,788	330,000	336,000	6,000	1.82%
Total: Capital Outlays			269,652	54,788	330,000	336,000	6,000	1.82%
Expenditures Grand Total:			\$ 269,652	\$ 54,788	\$ 330,000	\$ 336,000	\$ 6,000	1.82%





Memorandum

To: Members of the City of Bloomington Common Council
From: Jeffrey Underwood CPA, Controller
Date: August 19, 2021

Why We Exist

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

Background

The Controller serves as the City's Chief Financial Officer and the office of 11 staff is responsible for processing and accounting for all fiscal transactions of the City and its various funds. In addition, the office is responsible for developing, processing, and submitting the Annual Budget. Other programs managed and overseen by the office include Payroll, Grants, Federal, State and Local reporting, Accounts Receivable, Accounts Payable, Internal Controls and Segregation of Duties, Internal Audit, and Police and Fire Pensions.

Impact of COVID-19

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

Sustainability/Climate Action

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

Equity and Inclusion

The Controller's office works to ensure fair and equal opportunities for everyone in regards to accessing and submitting forms related to our office's activities including procurement opportunities, permits, fees, payments and other submissions.

Office of the Controller 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,014,932	1,075,117	1,169,159	1,065,894	(103,265)	-9%
200 - Supplies	6,469	2,295	10,550	10,550	(0)	0%
300 - Other Services	332,746	1,285,995	824,157	1,110,135	285,978	35%
400 - Capital Outlays				-	0	0%
Total	1,354,146	2,363,407	2,003,866	2,186,579	182,713	9%

2022 Activity Descriptions and Goals

Accounts Payable

Activity Description: Manage and coordinate activities related to the processing, approval and payment of expenditures. In 2020, the A/P team processed 43,610 payments and issued 186 1099s for 2,073 vendors and employees.

Goals:

- Increase participation in Electronic Funds Transfer (EFT) payment process from 73% to 75% to reduce the processing of paper checks by the end of Q4.

Accounts Payable Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	308,478	332,365	3.4	Processed 43,610 payments and issued 186 1099's for 2,073 vendors and employees.
200 - Supplies	3,016	3,016		
300 - Other Services	17,267	26,628		
400 - Capital Outlays	0	0		
Total	328,761	362,009		

Fund: General

Revenue Collections

Activity Description: Collect, process, and review payments collected from all Civil City departments' revenue transactions. Post revenues by verifying transactions to the related bank deposits. In 2020, the Revenue Collection team processed 5,789 revenue journals.

Goals

- Deposit by statutory requirement of next business day.
- Ensure corrections are made within 2 business days and remain at or below 1% in 2022.

Revenue Collection Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	337,257	169,574	1.8	The Controller's Office processes revenue transactions for the City's 23 departments. In 2020, the Revenue Collection team processed 5,789 revenue journals.
200 - Supplies	3,271	3,271		
300 - Other Services	18,727	28,879		
400 - Capital Outlays	0	0		
Total	359,255	201,724		

Fund: General

Payroll

Activity Description: Manage and coordinate activities related to the processing, approval and payment of employee payroll and related expenditures such as payroll taxes, retirement contributions, and employee deductions. In 2020, the Payroll team processed 32,938 payments and issued 1,142 W-2 forms to employees. Over 99% of payments were issued via EFT, with all manual checks issued within 1 business day of receiving a request.

Goals:

- Issue all payroll disbursements on a biweekly basis.
- Issue tax reports within a month of the end of each quarter (Federal) and by the 20th of each month (State) in 2022.
- Issue all manual checks within 1 business day of receiving a request.

Payroll Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	88,136	94,961	1.0	In 2020, the Payroll team processed 32,938 payments and issued 1,142 W-2 forms to employees.
200 - Supplies	879	879		
300 - Other Services	14,398	22,203		
400 - Capital Outlays	0	0		
Total	103,413	118,043		

Fund: General

Cash Management

Activity Description: Coordinate with the City’s banking partner to ensure that the rate of return is maximized and that all 131 funds and 8 bank accounts are available in time to meet the City’s obligations.

Goals:

- Maximize the City’s rate of return to ensure that it is in line with prevailing interest rates.
- Monitor and minimize compensating balances and banking fees with the City’s banking partner in 2022.
- Upload the required reports to the SBOA website within 45 days of month end.
- Work with banking partners to provide a positive local impact and satisfactory or excellent rating in regards to their Community Reinvestment Act Performance Evaluation.

Cash Management Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	51,263	55,233	0.6	In 2020, provided support to 2,073 vendors and employees as well as all of the City’s customers
200 - Supplies	484	484		
300 - Other Services	14,397	22,203		
400 - Capital Outlays	0	0		
Total	66,144	77,919		

Fund: General

Purchasing

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

Goals:

- Decrease staff time associated with the purchase order process by training new employees who will be involved in the purchasing process within the New World system.
- Decrease costs of items purchased by reorganizing vendor categories and commodity item number assignments.
- Work to provide opportunities for local businesses and to measure the impact of those opportunities.

Purchasing Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	80,942	87,210	0.9	In 2020, 8,895 Purchase Orders valued at \$76.1 million were issued to 1,522 vendors. 652 vendors signed up through the on-line registry.
200 - Supplies	791	791		
300 - Other Services	14,398	22,203		
400 - Capital Outlays	0	0		
Total	96,131	110,203		

Fund: General

Budgeting

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

Goals:

- Coordinate with City departments to ensure that documentation is completed and distributed prior to initial budget presentations in August 2022.
- Issue an announcement at least 10 days before public hearings.
- Issue the budget package for the Council budget hearings by the Friday before the budget presentations to City Council.
- Submit the proposed budget to the Department of Local Government Finance (DLGF) within the required timeframe (currently within 5 days of Council approval)

Budgeting Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	49,464	53,295	0.6	The Controller’s office manages over 500 budgets and supports 23 departments, the Bloomington Housing Authority, Bloomington Transit and 9 Council members.
200 - Supplies	484	484		
300 - Other Services	14,398	22,203		
400 - Capital Outlays	0	0		
Total	64,346	75,981		

Fund: General

Research and Special Projects

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

Goals:

- Obtain the Government Finance Officers Association’s Certificate of Achievement for Excellence in Financial Reporting (CAFR) for 2021 results.

- Monitor, report and make recommendations by Q3 for uses of the Public Safety Local Income Tax in 2023, including Dispatch, Bloomington Police and Bloomington Fire requirements.
- Provide ongoing support for the Convention Center expansion (supported by the Food & Beverage Tax), the Trades District, the John Waldron Arts Center and related potential new performing arts facility, and the redevelopment of the existing hospital site.
- Continue to participate in the planning and use of CARES and ARPA funds.
- Work with the integration team for the Document Management system to ensure projects are completed by Q4.
- Enhance the training program for the current Enterprise Resource Planning (ERP) system, evaluate alternate ERP solutions and recommend future actions (i.e. retain or replace current ERP System).
- Integrate subsidiary software (e.g. Work Track, RecTrack, T2) with ERP system to the extent possible to improve efficiency and controls around subsidiary data.

Research & Special Projects Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	199,656	215,117	2.2	The Controller's office supports 23 departments the Bloomington Housing Authority, Bloomington Transit, 9 Council members and 9 boards and commissions.
200 - Supplies	1,319	1,319		
300 - Other Services	611,902	943,615		
400 - Capital Outlays	0	0		
Total	812,877	1,160,050		

Fund: General

Internal Audit

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

Goals:

- Obtain opinion on the 2021 financial statements from the State Board of Accounts without major findings by the end of Q2 2022.
- Conduct audits of all 18 cash funds a minimum of twice annually.
- Audit a minimum of 50% of transactions that account for 90% of total spend and 5% of transactions that account for the remaining 10% of spend to comply with City, State and Federal requirements.

Internal Audit Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	53,961	58,140	0.6	The Controller's office supports 23 departments the Bloomington Housing Authority, Bloomington Transit, 9 Council members and 9 boards and commissions.
200 - Supplies	308	308		
300 - Other Services	14,398	22,203		
400 - Capital Outlays	0	0		
Total	68,667	80,650		

Fund: General

2022 Budget Proposal Highlights

The Controller's Office general fund budget request is \$2,186,579. This is an increase of \$182,713 or 9%. Listed below are some highlights of significance.

Category 1 - Personnel request is \$1,065,894. This is a decrease of \$103,265 or -9%, which is the direct result of better aligning personnel (two non-union) with the appropriate department (Parking Services). In addition, the decrease does include the cost of living Increase for non-union personnel.

Category 3 - Other Services & Charges request is \$1,110,135, which is an increase of \$285,978 or 35%. This increase will provide for large project management services such as the Hospital Redevelopment Project.

Conclusion

Thank you for your consideration of the Controller's Office 2022 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 06 - Controller's Office								
Personnel Services								
	51110	Salaries and Wages - Regular	673,926	725,171	779,022	716,406	(62,616)	-8.04%
	51120	Salaries and Wages - Temporary	10,944	8,739	32,656	32,656	-	0.00%
	51130	Salaries and Wages- Overtime	-	450	-	-	-	N/A
	51210	FICA	48,793	52,220	62,093	57,304	(4,789)	-7.71%
	51220	PERF	95,707	102,974	109,825	100,514	(9,311)	-8.48%
	51230	Health and Life Insurance	185,562	185,562	185,562	157,014	(28,548)	-15.38%
	51310	Other Personal Services	-	-	-	2,000	2,000	N/A
Total: Personnel Services			1,014,932	1,075,117	1,169,159	1,065,894	(103,265)	-8.83%
Supplies								
	52110	Office Supplies	153	149	600	600	-	0.00%
	52420	Other Supplies	6,316	2,146	9,950	9,950	-	0.00%
Total: Supplies			6,469	2,295	10,550	10,550	-	0.00%
Other Services and Charges								
	53160	Instruction	1,864	2,762	4,500	4,500	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	171,263	70,000	-	400,000	400,000	N/A
	53210	Telephone	-	-	100	100	-	0.00%
	53220	Postage	26,500	30,000	35,250	35,250	-	0.00%
	53230	Travel	3,645	-	2,000	2,000	-	0.00%
	53240	Freight / Other	31	-	-	-	-	N/A
	53310	Printing	-	230	-	-	-	N/A
	53320	Advertising	222	430	2,250	2,250	-	0.00%
	53630	Machinery and Equipment Repairs	561	480	650	650	-	0.00%
	53640	Hardware and Software Maintenance	144	868	975	975	-	0.00%
	53730	Machinery and Equipment Rental	1,630	1,150	2,100	2,100	-	0.00%
	53830	Bank Charges	2,154	27	16,000	16,000	-	0.00%
	539010	Inter-Fund Transfers	-	447,000	-	-	-	N/A
	53910	Dues and Subscriptions	16,046	17,041	19,750	19,750	-	0.00%
	53940	Temporary Contractual Employee	1,311	-	1,560	1,560	-	0.00%
	53960	Grants	-	5,000	-	-	-	N/A
	53990	Other Services and Charges	100,626	704,257	625,000	625,000	-	0.00%
Total: Other Services and Charges			325,996	1,279,245	710,135	1,110,135	400,000	56.33%
Expenditures Grand Total:			\$ 1,347,396	\$ 2,356,657	\$ 1,889,844	\$ 2,186,579	\$ 296,735	15.70%

CITY OF BLOOMINGTON

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

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 610 - Vehicle Replacement Fund(S0012)								
<u>Expenditures</u>								
Department: 06 - Controller's Office								
Capital Outlays								
	54410	Lease Purchase	112,674	69,358	400,000	-	(400,000)	-100.00%
	54440	Motor Equipment	19,999	-	-	-	-	N/A
	54450	Equipment	25,000	42,435	-	600,000	600,000	N/A
Total: Capital Outlays			157,673	111,793	400,000	600,000	200,000	50.00%
Expenditures Grand Total:			\$ 157,673	\$ 111,793	\$ 400,000	\$ 600,000	\$ 200,000	50.00%

CITY OF BLOOMINGTON

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

CITY OF BLOOMINGTON

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

CITY OF BLOOMINGTON

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

CITY OF BLOOMINGTON

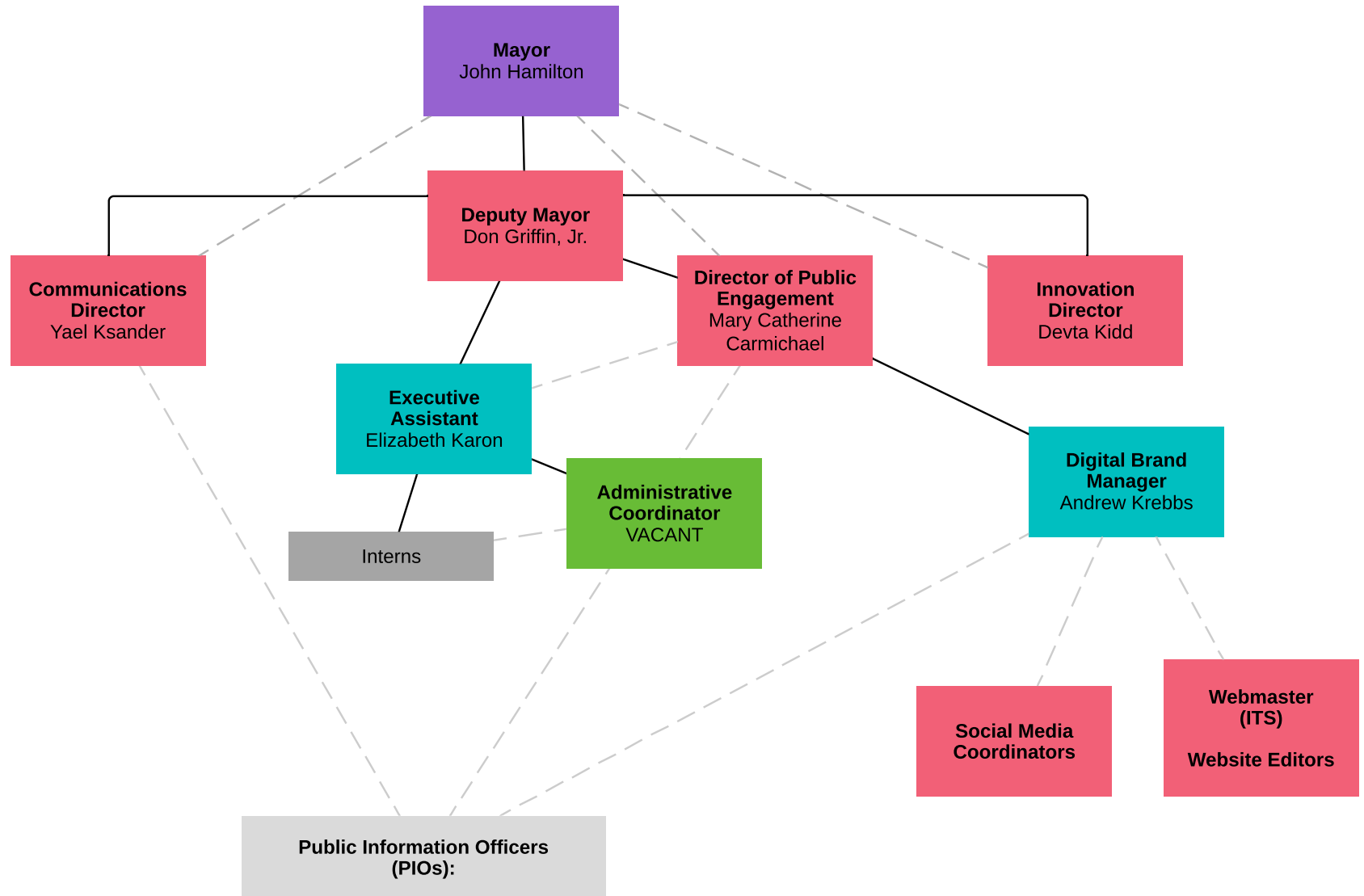
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 522 - 2018 Parks Bicentennial (S1380)								
<u>Expenditures</u>								
Department: 06 - Controller's Office								
Other Services and Charges								
	53810	Principal	115,000	355,000	365,000	365,000	-	0.00%
	53820	Interest	250,883	376,931	363,830	363,830	-	0.00%
	53830	Bank Charges	-	1,500	3,000	3,000	-	0.00%
Total: Other Services and Charges			365,883	733,431	731,830	731,830	-	0.00%
Expenditures Grand Total:			\$ 365,883	\$ 733,431	\$ 731,830	\$ 731,830	\$ -	0.00%

CITY OF BLOOMINGTON

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

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 901 - Fire Pension(S0341)								
<u>Expenditures</u>								
Department: 08 - Fire								
Personnel Services								
	51110	Salaries and Wages - Regular	4,000	-	4,000	4,000	-	0.00%
	51120	Salaries and Wages - Temporary	-	4,000	-	-	-	N/A
	51210	FICA	39	52	306	58	(248)	-81.05%
Total: Personnel Services			4,039	4,052	4,306	4,058	(248)	-5.76%
Supplies								
	52110	Office Supplies	-	141	350	350	-	0.00%
Total: Supplies			\$0.00	\$141.09	\$350.00	\$350.00	\$0.00	0.00%
Other Services and Charges								
	53220	Postage	-	-	960	960	-	0.00%
	53990	Other Services and Charges	1,752,084	1,714,250	2,145,369	2,145,369	-	0.00%
Total: Other Services and Charges			1,752,084	1,714,250	2,146,329	2,146,329	-	0.00%
Expenditures Grand Total:			\$ 1,756,123	\$ 1,718,444	\$ 2,150,985	\$ 2,150,737	\$ (248)	-0.01%





Memorandum

To: Members of the City of Bloomington Common Council
From: Don Griffin, Deputy Mayor
Date: August 19, 2021

Why We Exist

The Office of the Mayor provides leadership, management, communication and strategic direction to the City of Bloomington government, overseeing a Cabinet of 17 department heads, 800 full-time employees, and a total budget of approximately \$168 million (including Bloomington Transit and Bloomington Housing Authority). This is accomplished through public engagement, in cooperation with the City Council and the City Clerk, to determine and implement the priorities of our community's 85,000 residents and 2 million annual visitors.

Background

Major initiatives of the Office of the Mayor include:

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

options and enhance Transit services. Emphasize research of and attention to food security issues, consider waste-to-energy conversion, invest in green infrastructure and continue expansion of renewable and alternative energy sources.

- **Transparency/Community Engagement:** Communicate with and engage the public about the performance of City government, as well as increase access to and use of data from City departments across both physical and virtual spaces. Utilize results from the biennial Community Survey, including the most updated 2021 survey collection, to consider and implement improvements in the delivery of City services.
- **Asset Management and Investment:** Invest in the repair and replacement of existing City-owned assets by providing necessary funding to all City departments responsible for such assets.
- **Innovation:** Invest in staff and establish a culture of innovation that encourages improving current processes and preparing the organization for the future.
- **Pandemic response:** Provide ongoing coordination of the continuity of city services throughout and beyond the COVID-19 pandemic, as well as determine future planning for the organization regarding the pandemic's impact and financial consequences by working with local partners and accessing federal/state support and programs.

Impact of COVID-19

Eighteen months into the COVID-19 pandemic, the City of Bloomington continues to work alongside federal, state, and local agencies to maintain continuity of City government services and to support and protect the community's well-being and health. Mayor Hamilton and other City leaders remain in close communication with counterparts at the Monroe County government and health department, IU Health, Indiana University, local school corporations, and other civic and business leaders to coordinate the local response to this ongoing public health crisis and to manage its after effects on our community, through more than 75 meetings and approximately 65 press conferences.

Additionally, the mayor's Continuity of City Government (COCG) team researches and implements protocols to safely provide City services and support employee/public health during the ongoing pandemic. The COCG team has met more than 30 times since March 2020, in addition to working subgroups that have tackled issues such as facility cleanliness and safety, reopening City Hall to employees, and protocols for programming and other events.

Sustainability/Climate Action

In April 2021, the City's first Climate Action Plan (CAP) was presented to the City Council and accepted by resolution as an advisory document for the City and broader community. The plan serves as a roadmap for our community to reduce greenhouse gas (GHG) emissions to mitigate climate change, as Bloomington aims to reduce GHG emissions by 25% below 2018 levels by 2030 and reach carbon neutrality by 2050. In support of the plan, Mayor Hamilton's internal Climate Action Team continues to meet monthly to oversee the CAP's goals and emphasize their interconnectivity within city departments. Recent work related to the CAP has focused on equitable housing, expanding solar production and multimodal transportation plans.

Equity/Inclusion

The City of Bloomington published its [Plan to Advance Racial Equity](#) in late 2020. In tandem with this guiding document, a team of 8 community members, including city staff, local activists, IU officials and law enforcement, continues to work with the Divided Community Project (DCP) to address community division around issues of equity and inclusion, particularly related to racial justice. In May 2021, the DCP team announced the formation of the Future of Policing Task Force, established as part of the City's commitment to the reduction of racial inequities and continuous improvement of outcomes for all residents. This resident-led task force is in process of reviewing and making recommendations about law enforcement in Bloomington and Monroe County. In so doing, it is our hope that a vision for policing will be developed that is forward thinking, responsive to community needs, inclusive of diverse community voices, equitable in its implementation of policies and procedures regardless of race, age, gender, gender identity, economic, health, or housing status, and that provides appropriate protection for all residents, visitors, and law enforcement officers.

Additionally, Mayor Hamilton and Clerk Bolden have instituted anti-racism training for City elected officials and appointed department heads. Training will be provided during 2021 and 2022 that exposes how racism functions in governmental programs, policies and procedures and supplies staff and elected officials with tools and strategies to address structural racism and advance racial equity. The goal of the training is to begin to build capacity among City leaders to champion and direct equity, diversity, and inclusion efforts going forward. Implicit bias training for City staff also continues in 2021.

Recover Forward, Phase Three (American Rescue Plan Act)

The City of Bloomington expects to receive \$22.3 million as part of President Biden's American Rescue Plan Act (ARPA) enacted by Congress earlier this spring, meant to provide resources to local governments to assist with recovery efforts related to the COVID-19 public health emergency. We want to maximize this extraordinary opportunity for our community to recover and reset after the pandemic, to improve lives, and to foster a more sustainable and inclusive community in the decades ahead.

Mayor Hamilton believes that all potential ARPA investments should be reviewed through the lenses of sustainability and of equity, and will be used to advance Bloomington toward a more sustainable, equitable future. Based on conversations with city staff and members of the City Council, as well as community feedback and input from civic organizations, the City has identified four major categories of need:

1. Revenue replacement, in order to assist city government in recovering from the fiscal impact of the pandemic.
2. Housing insecurity, in order to address both the need for more rental and ownership housing more affordable to more people, and the need for services for those experiencing or at risk of homelessness.

3. Economic recovery, in order to help the individuals and enterprises (nonprofit and for-profit) of our community recover from the pandemic and expand access to high-quality job opportunities and educational or workforce training.
4. Public infrastructure, to strengthen the resiliency of Bloomington’s physical and operational assets.

Specifics about initiatives using ARPA funds can be found in the 2022 budget documents from relevant City departments.

Office of the Mayor 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	805,936	873,772	872,031	904,487	32,456	4%
200 - Supplies	15,412	4,038	3,463	7,800	4,337	125%
300 - Other Services	120,782	79,701	108,966	114,240	5,274	5%
400 - Capital Outlays	-	-	-	-	-	0%
Total	942,130	957,511	984,460	1,026,527	42,067	4%

2022 Activity Descriptions and Goals

Policy and Administration

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

Goals:

- Manage progress on City initiatives and provide efficient delivery of City services by conducting monthly (or more frequent) meetings with Cabinet.
- Conduct weekly, biweekly, or monthly meetings with key staff focused on topical areas (Affordable Housing, Public Safety, etc.) to coordinate and advance City priorities.
- Review semiannual goal updates from all departments as a management tool to accomplish and monitor progress. Publish semiannual department goal updates to support transparency and accountability.
- Conduct annual budget and/or strategic planning retreat with department heads by June to set goals and develop the City’s annual budget.
- Coordinate the scheduling of legislation that goes before the City Council with weekly meetings of Council/administration scheduling team.
- Present reports from the administration, at least monthly, to City Council in 2022 on topics of mutual interest.

- Support build-out of the civil infrastructure for Phase 1 of the Bloomington Hospital Redevelopment project, with site construction beginning Q2. Continue biweekly meetings with project team for overall site planning.
- Identify options for potential future Convention Center expansion plan, including at least quarterly meetings with County colleagues and relevant stakeholders.
- Replace and repair capital infrastructure in the Police, Fire, Public Works, Planning & Transportation, Parks & Recreation and Utilities departments by Q4 consistent with the 2022 budget.
- Deliver a public safety report to the community in Q1 to measure success of ongoing public safety initiatives.
- Commence any appropriate annexation-related planning for future expansion and development by Q4, dependent upon outcome of City Council hearings of annexation ordinances in Fall 2021.
- Oversee coordination and distribution of American Rescue Plan Act funds as requested by departments in 2022 budget requests, by Q4.
- Prepare requests for final American Rescue Plan Act fund disbursement through the 2023 budget process by Q3.
- Conceptualize and plan for potential future performing arts center, in conjunction with ESD.
- Oversee work and progress on city's Climate Action Plan, in conjunction with ESD, by leading internal Climate Action Team meetings.
- Attract additional federal support for our programs by working with federal lobbyist by Q4.

Policy and Administration Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	218,010	256,274	2.55	85,000
200 - Supplies	866	2,210		
300 - Other Services	27,242	32,368		
400 - Capital Outlays	0	0		
Total	246,118	290,853		

Fund: General

Communications

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

Goals:

- Expand public awareness of policies, events and programs by distributing a minimum of 75 OOTM-generated press releases and an additional 125 department-generated press releases by Q4.
- Coordinate a minimum of 30 opportunities for the mayor to interact with the press in real time, whether in person or virtual press conferences, by Q4.

- Communicate the City’s advocacy of or opposition to larger policy issues by creating a minimum of 5 guest editorials by Q4.
- Honor local people and initiatives through the creation of at least 50 proclamations by Q4.
- Connect community members to local government news by scheduling weekly radio interviews (WGCL, WFHB, WFIU) for both the mayor and deputy mayor.
- Ensure reach and accurate information of value by monitoring all City-affiliated social media accounts daily.
- Improve resident and community experience for social media customers by creating effective social media posts through weekly collection of social media analytics.
- Create a Social Media 101 class by Q3 for City employees to increase public engagement across all City social accounts.
- Produce social media policy and procedure guide by Q4.
- Launch citywide social media management software by Q4 to streamline scheduling posts, monitoring messages and comments, and reporting on engagement.
- To ensure continuity of messaging, develop and implement basic branding guidelines for City employees to use by Q2.
- Ensure accuracy on the City website and improve the overall website experience for users by meeting with City website editors quarterly.

Communications Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	300,360	281,389	2.80	85,000
200 - Supplies	1,193	2,427		
300 - Other Services	37,532	35,540		
400 - Capital Outlays	0	0		
Total	339,085	319,356		

Fund: General

Public Engagement

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

Goals:

- Ensure internal communication and collaboration to accomplish priorities and goals by meeting with administration weekly.
- Ensure external communication and collaboration by meeting with Town/Gown group quarterly as well as additional interactions with IU Health public relations teams, IU media teams and the IU Dean of Students.
- Maintain monthly contact with the Greater Bloomington Chamber of Commerce to manage underwriting budget and staff involvement.
- Invest at least \$25,000 in the sponsorship of at least 15 activities or events by Q4 benefiting the community and supporting the goals of the administration.

- Track changes in the perception of city service delivery by preparing for the 2023 community survey by Q4, including review of past survey results (2021, 2019 and 2017).
- Support community priorities by coordinating with lobbying firm weekly during legislative session. Disseminate relevant and timely information to appropriate staff.
- Ensure a vacancy rate below 5% throughout 2022 for mayoral board and commission appointments.
- Hold annual board and commission appreciation event in Q4 and increase participation by 5% over 2019.
- Improve transparency and address residents' ideas, questions and issues with City departments by conducting outreach to a minimum of 10 group/neighborhood meetings by Q4.
- Serve as higher level resource for resident concerns and respond to all concerns within a week.
- Encourage regular community feedback by creating and disseminating community engagement surveys via online public engagement tool.

Public Engagement Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	222,855	231,150	2.30	85,000
200 - Supplies	885	1,993		
300 - Other Services	27,847	29,195		
400 - Capital Outlays	0	0		
Total	251,587	262,338		

Fund: General

Innovation

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

Goals:

- Integrate innovation into every department by conducting an Innovation Bootcamp for all department directors by Q4.
- Lead Innovation Training Cohort #3 consisting of representatives from 5 departments working together on one cross-departmental project by Q4 that aligns with mayoral priorities, has high value to residents, and engages residents in the process.
- Coach graduates from Innovation Training Cohorts #1 and #2 on their spinoff projects by Q4.
- Nurture a culture of innovation by featuring a minimum of 25 new success stories of departmental innovation on the city website by Q4. Conduct annual "Innovation@Work" celebration of the newly documented innovations.
- Increase performance awareness by creating internally-facing performance dashboards in 3 departments and structure quarterly Cabinet report-outs from these departments, by Q4.

- Increase organizational effectiveness by evaluating existing public-facing dashboards created to determine what has been helpful to the public, what needs improvement, and which topics or departments should be targeted next, by Q4.
- Implement the recommendation from 2021’s expanded Leaf Management pilot by creating a change management plan by Q4.
- Represent the City in the Uplands Lean Network and engage Innovation Bootcamp graduates (department directors) in continuous learning on Lean process improvement through active participation in this group.
- Structure agreements with MCCSC, Ivy Tech, and Indiana University by Q4 that would formalize relationships whereby the City supplies projects and/or data to these entities in exchange for their exploration of the data, and process improvements and alternate perspectives on challenges identified by departments.
- Continuously improve the Director’s knowledge and network through one training and one conference annually.

Innovation Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	130,805	135,674	1.35	700 City staff and approximately 10,000 residents
200 - Supplies	519	1,170		
300 - Other Services	16,345	17,136		
400 - Capital Outlays	0	0		
Total	147,670	153,980		

Fund: General

2022 Budget Request Highlights

The Office of the Mayor’s general fund budget request is \$1,026,527. This is an overall increase of \$42,067, or 4%. Listed below are some highlights of significance.

Category 1 – Personnel request is \$904,487. This is an increase of 4% from 2021, due to the salary increase for the Digital Brand Manager (grade/title change was approved by Council on 6/28/21) and a proposed grade change for the Executive Assistant. This also includes an overall 2.75% increase in wages and related benefits for non-union employees.

Category 2 – Supplies request is \$7,800, which is an increase of approximately \$4,337 (125%). Significant changes are listed below:

- **Line 224 (Fuel and Oil):** reduced to \$0 due to OOTM vehicle transferred to Parking Services.
- **Line 242 (Other Supplies):** increased \$4,600 for Digital Brand Manager’s requested technology needs for enhanced video creation/streaming and Innovation Director’s request for additional supplies for 1000 Households Who Mulch and other innovation programs.

Category 3 – Other Services & Charges request is \$114,240, which is an increase of \$5,274 (5%). Significant changes are listed below:

- **Line 332 (Advertising):** added funds to more accurately cover bimonthly advertising costs in Bloom Magazine (both print and online).
- **Line 362 (Motor Repairs):** reduced to \$0 due to OOTM vehicle transferred to Parking Services.
- **Line 391 (Dues and Subscriptions):** added funds for subscription to Uplands Lean Network for Innovation Director and increased cost of annual dues to U.S. Conference of Mayors.

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

Conclusion

The 2022 budget request from the Office of the Mayor reflects a budget that aligns with the Mayor's stated goals of supporting and maintaining public safety, civility and justice, transparency, economic development, climate change/sustainability, public engagement, innovation and pandemic response. Thank you for your consideration of the Office of the Mayor's 2022 budget request! We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 11 - Mayor's Office								
Personnel Services								
	51110	Salaries and Wages - Regular	550,270	607,909	602,727	624,438	21,711	3.60%
	51120	Salaries and Wages - Temporary	21,214	19,281	21,751	21,752	1	0.00%
	51210	FICA	42,123	46,066	47,773	49,434	1,661	3.48%
	51220	PERF	78,138	86,323	85,588	88,671	3,083	3.60%
	51230	Health and Life Insurance	114,192	114,192	114,192	114,192	-	0.00%
	51310	Other Personal Services	-	-	-	6,000	6,000	N/A
Total: Personnel Services			805,936	873,772	872,031	904,487	32,456	3.72%
Supplies								
	52110	Office Supplies	921	705	1,200	1,200	-	0.00%
	52240	Fuel and Oil	222	94	263	-	(263)	-100.00%
	52420	Other Supplies	14,269	3,239	2,000	6,600	4,600	230.00%
Total: Supplies			15,412	4,038	3,463	7,800	4,337	125.24%
Other Services and Charges								
	53160	Instruction	6,749	4,135	7,000	7,000	-	0.000%
	53170	Mgt. Fee, Consultants, and Workshops	30,921	40,433	25,000	25,000	-	0.00%
	53210	Telephone	580	1,082	1,570	1,570	-	0.00%
	53220	Postage	-	-	200	200	-	0.00%
	53230	Travel	11,682	4,036	12,900	12,500	(400)	-3.10%
	53310	Printing	3,829	620	1,500	1,350	(150)	-10.00%
	53320	Advertising	5,189	7,252	2,925	9,375	6,450	220.51%
	53620	Motor Repairs	242	278	1,076	-	(1,076)	-100.00%
	53910	Dues and Subscriptions	9,764	7,817	11,120	11,570	450	4.05%
	53940	Temporary Contractual Employee	1,341	683	1,375	1,375	-	0.00%
	53960	Grants	16,569	11,180	31,000	31,000	-	0.00%
	53990	Other Services and Charges	33,916	2,184	13,300	13,300	-	0.00%
Total: Other Services and Charges			120,782	79,701	108,966	114,240	5,274	4.84%
Expenditures Grand Total:			\$ 942,130	\$ 957,511	\$ 984,460	\$ 1,026,527	\$ 42,067	4.27%

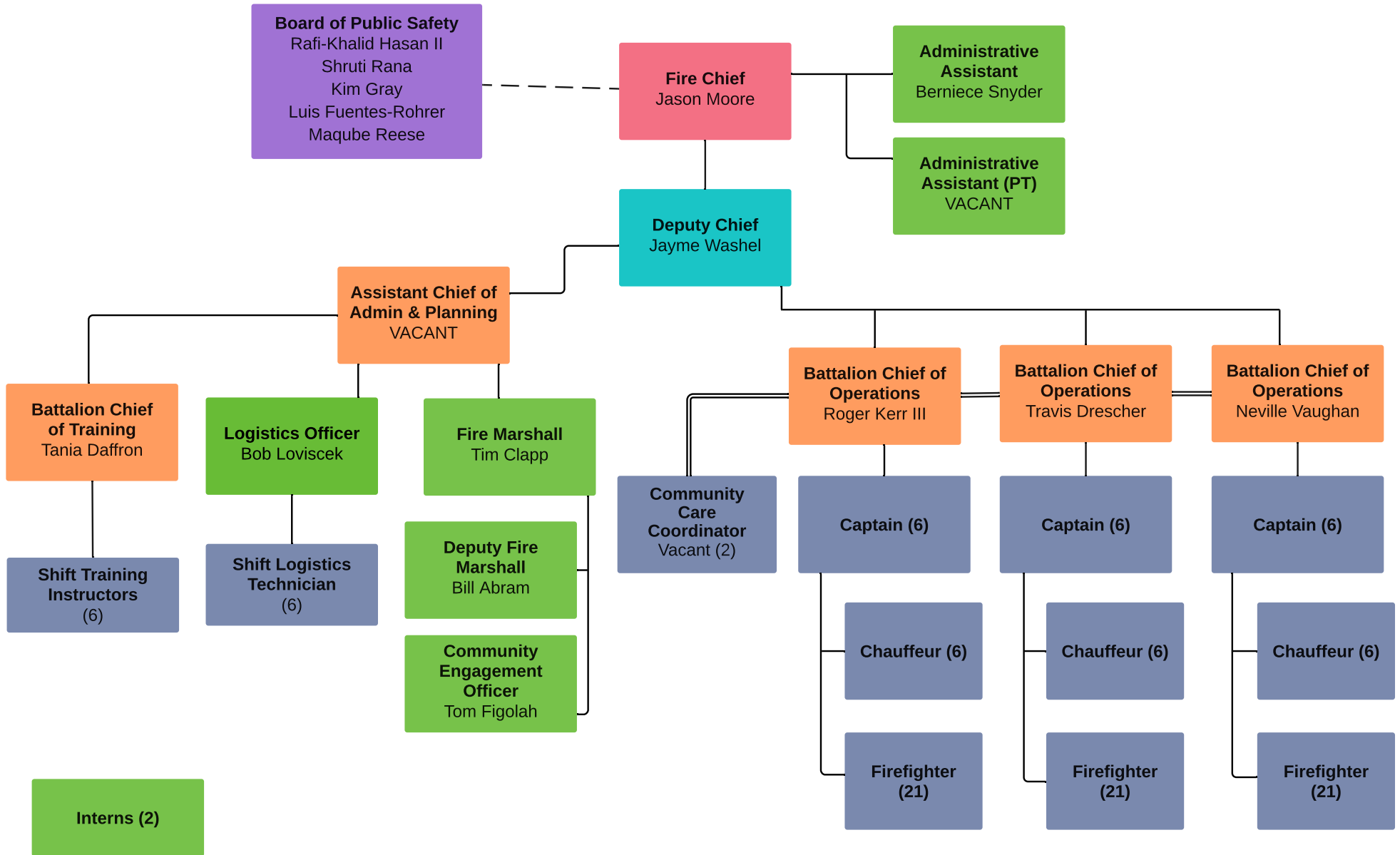


**2022 BUDGET
PROPOSAL MAYOR
JOHN HAMILTON**

City of Bloomington 2022 Budget

Tuesday August 24, 2021

BLOOMINGTON FIRE DEPARTMENT





Memorandum

To: Members of the City of Bloomington Common Council
From: Fire Chief Jason Moore
Date: August 19, 2021

Why We Exist

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

Background

The Bloomington Fire Department (BFD) was established in 1900 as a fully paid department and currently serves the community with 110 employees, located at 5 stations, 1 temporary station, plus 1 leased facility, responding to over 4,000 emergencies per year. BFD provides fire suppression, technical rescue, and emergency medical response capabilities to City residents and visitors, Indiana University, and surrounding communities through aid agreements. The department is responsible for inspecting commercial occupancies, providing consultation on fire code issues, and is one of the few entities in the region that completes plan reviews for all new developments in the City to ensure they meet fire code requirements.

Over the last five years we increased our focus on fire prevention, drastically increasing our community education efforts resulting in four consecutive years without a fire fatality and a 31% reduction in fires. Major initiatives include rebuilding relationships with the school system in order to provide fire safety education and rethinking our fire inspection programs. From January 2017 through August 2021, BFD has 11 confirmed civilian saves, defined as rescuing a civilian who is otherwise unable to remove themselves from a hazardous situation due to being physically trapped or incapacitated. Since 2016, the department has dramatically improved its training standards, operational equipment, use of technology and professionalization of services contributing to its success rates in saving lives and protecting property. For the first time in several decades, the department is operating a reliable and standardized fleet of emergency apparatus that carries quality equipment for first responders to use in emergencies. 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. 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.

Impact of COVID-19

2021 saw many of the same issues caused by the pandemic in 2020, however, thanks to support from City Administration and City Council, the department was able to pivot and re-establish all of our core services. The impact to some of our goals that are heavily reliant on personal interactions will continue until the pandemic is finally deemed to be over, but we are quickly getting back on track. We have taken the time to plan more efficient/effective methods to deliver inspection, education, and other support services while we were unable to accomplish our normal activities. While much of 2020 was focused on flattening the curve of infection rates, in 2021 our department re-tooled and helped with the vaccination effort through the Homebound Hoosier Program and staffing vaccination clinics. We also continued our support of the Continuity of City Government workgroup that was established to help guide policy decisions. Several initiatives started during the pandemic were finished in 2021 giving the department greater flexibility and resilience. In short, we recovered forward and will emerge from the pandemic a better and stronger organization.

Sustainability

Over the past five years, our department has also made strides in becoming more environmentally conscious and sustainable. Every station that could support solar power was fitted with panels; several stations were transitioned to LED technology; and appliances needing to be upgraded were replaced with high efficiency models. All of these changes have resulted in a 20% reduction in electricity consumption and have generated 446 MWh of clean renewable energy. Our fleet was designed to better handle the issues created by more pedestrian-friendly traffic conditions and a pickup truck (Squad 1) has been added to take calls that traditionally used a larger fire apparatus. Two of our larger apparatus were downsized from dual-axle to single-axle vehicles and by reducing the weight of the vehicles we were also able to reduce the size of the engines to help with fuel efficiency. In 2021 we replaced a hybrid pool vehicle with a full electric version. These changes have resulted in a 45% reduction in fuel use by the department. Every fire station is outfitted with air filtration systems and all of the larger fire apparatus have exhaust filtering systems installed to reduce harmful emissions. Other improvements include replacing most of our small gasoline engine equipment with battery-powered alternatives and adding passive cooling options to fire stations to reduce energy consumption. We are constantly evaluating options to further improve our sustainability efforts and as we look to replace outdated stations will ensure we make educated choices in materials and options to further reduce our carbon footprint.

Equity/Inclusion

Since 2017 we have worked with community leaders to build and execute strategies to address one of the department's largest challenges: the diversification of our workforce. Our last hiring process produced a hiring list that increased from a 2.2% diversity profile in 2016 to 14.5% in 2020.

The 2021 recruit class was the largest and most diverse in our department’s history. Of the 13 new firefighters, two identify as ethnic minorities and one identifies as LGBTQ+. Based on a survey from our diversity training provider, including the new recruits, the department currently employs six ethnic minorities, two LGBTQ+, and five who identify as female. Our improved recruitment strategies, coupled with the relaxation of residency requirements, will continue to increase our pool of applicants allowing for substantial progress in improving our diversity. The need to change and try new recruitment strategies based on the data provided by the previous hiring process will require our department to move to an annual process. Another opportunity that has been created by our increase in diversity is that we can formally create an internal committee for Diversity and Inclusion that welcomes the voices of our diverse members to shape department practices and policies in order to improve the organizational culture and promote further diversity initiatives. Our 2022 budget request has several items related to building a more diverse and inclusive organization including diversity training initiatives, funds to host an annual hiring process, and station improvements to better serve the needs of firefighters of any and all gender identities.

Bloomington Fire Department 2022 Budget Summary

Summary Budget Allocation	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	9,846,630	10,249,773	9,972,477	10,645,875	673,399	7%
200 - Supplies	308,927	177,124	390,660	339,921	(50,739)	-13%
300 - Other Services	727,166	695,526	1,161,408	831,015	(330,393)	-28%
400 - Capital Outlays	1,730,003	1,323,857	799,971	1,170,500	370,529	46%
Total	12,612,726	12,446,280	12,324,516	12,987,311	662,796	5%

2022 Activity Descriptions and Goals

Emergency Operations

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

Goals:

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

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

Emergency Operations Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	5,371,539	5,648,880	60.22	19,000 - 35,500
200 - Supplies	209,618	182,393		
300 - Other Services	296,185	445,901		
400 - Capital Outlays	784,953	1,135,385		
Total	6,662,295	7,412,559		

Funding: General, Other

Fire Prevention/Investigations

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

Goals:

- Ensure the department makes community contact with every commercial occupancy (3,490 currently) under our jurisdiction at least once per year. (EPS ~ 3,500 directly, 40,000 indirectly)
- Make at least one in-person or interactive online contact with every K-12 school in the city (34 currently) for fire prevention education (EPS ~ 15,000 students, 1,000 teachers, 30,000 indirectly)
- Facilitate 2 Indiana University fire safety sponsored events in person or online by the end of Q4 with at least 300 student participants. (EPS ~ 600 students/resident advisors, 50 faculty, 6,000 indirectly)
- Coordinate community assistance efforts sponsored by the American Red Cross to install 100 smoke detectors or replace batteries in areas identified by data analysis (Smoke Signals) by the end of Q4. (EPS ~ 500 residents)
- Provide a minimum of 20 hours of continuing education and professional memberships to inspection/investigation personnel by the end of Q4 to enhance the outcome of investigations, ensure compliance with national standards, and become expert witnesses to increase conviction rates of arson cases. (EPS ~ Internal Service Program)

Fire Prevention/Investigations Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	2,615,509	2,547,975	27.17	43,550 directly
200 - Supplies	103,272	78,182		161,000 indirectly
300 - Other Services	145,920	199,444		
400 - Capital Outlays	0	0		
Total	2,864,701	2,825,601		

Funding: General, Other

Training/Education

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

Goals:

- Provide at least 420 hours of annual refresher/compliance fire and rescue training for every firefighter to exceed National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), and Insurance Service Office (ISO) standards. (EPS ~ Internal Service Program)
- Provide at least 24 hours of annual refresher/compliance Emergency Medical Services (EMS) training to every firefighter to exceed National Registry, American Heart Association and State requirements. (EPS ~ Internal Service Program)
- Ensure 100% of BFD employees receive diversity/inclusion training by Q4. (EPS ~ Internal Service Program)

- Host a minimum of 2 classes taught by instructors outside the Southern Indiana region to enhance operational knowledge and expose employees to alternate methodologies to enhance capabilities, improve efficiency, and increase the probability of saving lives, protecting property, and minimizing the impact to the environment. (EPS ~ Internal Service Program)
- Provide instruction for 40 new certifications to various positions in the department to follow the Strategic Training Plan and Career Progression Plan. (EPS ~ Internal Service Program)

Training/Education Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	1,985,429	2,038,662	21.74	Internal Service Program
200 - Supplies	77,770	67,669		
300 - Other Services	109,887	165,434		
400 - Capital Outlays	15,018	35,115		
Total	2,188,104	2,306,880		

Funding: General, Other

Community Care

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

Goals:

- Fully establish the Mobile Integrated Healthcare Program (MIHP) by Q2 by completing the State's process, hiring two community care coordinators, integrating the new positions into the existing service provider network, and begin providing care to individuals in need. (EPS 500 directly, 4,000 indirectly)
- Evaluate the potential and feasibility of establishing a billing service through insurance to recuperate the cost of services provided in order to make recommendations for the 2023 budget request. (EPS ~ Internal Service Program)

Community Care Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	410,359	4.38	500 directly
200 - Supplies	0	11,677		4,000 indirectly
300 - Other Services	0	20,237		
400 - Capital Outlays	0	0		
Total	0	442,272		

Funding: General, Other

2022 Budget Request Highlights

The Fire Department's total budget request is \$12,987,311. This is an increase of \$662,796 or 5%.

Category 1 – Personnel request is \$10,645,875. This is an increase of \$673,399 or 7%. There is a 2.75% salary increase for non-union staff. Employees covered by the Fire Collective Bargaining Agreement will have a 2% salary increase. The following positions are proposed additions to the department:

- Part-time Administrative Assistant
- Assistant Chief of Administration & Planning
- (2) Community Care Coordinators

Category 2 – Supplies request is \$339,921. This is a decrease of \$50,739 or 13%. Significant changes include the following budget lines:

- **Line 242: Other Supplies** decrease of \$36,940.
- **Line 243: Uniforms and Tools** decrease of \$18,782.

Category 3 – Other Services & Charges request is \$831,015. This is a decrease of \$330,393 or 28%. Significant changes include the following budget lines:

- **Line 313: Medical** increase of \$66,990.

Category 4 – Capital Outlays request is \$1,170,500. This is an increase of \$370,529 or 46%. Significant changes include the following budget lines:

- **Line 442 (Purchase of Equipment)**
 - \$250,000 Replacement Radios/Radio Equipment
- **Line 444 (Motor Equipment)**
 - \$150,000 Replacement Brush Truck
 - \$100,000 Replacement Confined Space Rescue Truck
- **Line 451 (Other Capital Outlays)**
 - \$600,000 Station Updates
 - \$50,000 Joint Engineering/ITS Department Project

Recover Forward, Phase Three (American Rescue Plan Act)

The \$375,000 earmarked for the Bloomington Fire Department from American Rescue Plan Act funds is for operational revenue replacement.

ARPA Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	-	-	-	
200 - Supplies	-	-		
300 - Other Services	-	375,000		
400 - Capital Outlays	-	-		
Total	-	375,000		

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 implementing the 5-year strategic plan that is being built with community input in 2021. 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 2022 budget request! We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 08 - Fire								
Personnel Services								
	51110	Salaries and Wages - Regular	6,598,888	7,019,700	6,575,711	6,868,524	292,814	4.45%
	51130	Salaries and Wages- Overtime	245,122	194,595	375,000	375,001	1	0.00%
	51210	FICA	102,367	110,302	112,544	126,628	14,084	12.51%
	51220	PERF	27,689	29,908	28,932	47,983	19,052	65.85%
	51230	Health and Life Insurance	1,570,140	1,570,140	1,570,140	1,627,236	57,096	3.64%
	51260	Clothing Allowance	42,300	42,062	44,550	44,551	1	0.00%
	51280	Fire PERF	1,260,125	1,277,334	1,265,601	1,555,952	290,351	22.94%
Total: Personnel Services			9,846,630	10,244,041	9,972,477	10,645,875	673,399	6.75%
Supplies								
	52110	Office Supplies	2,948	3,461	23,171	12,657	(10,514)	-45.38%
	52210	Institutional Supplies	17,278	21,438	29,634	30,864	1,230	4.15%
	52230	Garage and Motor Supplies	4,197	3,731	6,416	6,640	224	3.49%
	52240	Fuel and Oil	44,895	32,035	61,377	61,377	-	0.00%
	52310	Building Materials and Supplies	8,417	6,125	20,572	18,298	(2,274)	-11.05%
	52340	Other Repairs and Maintenance	3,819	4,999	6,472	6,916	444	6.86%
	52420	Other Supplies	172,376	84,513	156,009	46,640	(109,369)	-70.10%
	52430	Uniforms and Tools	54,996	20,822	87,009	-	(87,009)	-100.00%
Total: Supplies			308,927	177,124	390,660	183,392	(207,268)	-53.06%
Other Services and Charges								
	53130	Medical	108,326	116,341	-	-	-	N/A
	53140	Exterminator Services	150	750	1,245	1,590	345	27.71%
	53150	Communications Contract	27,446	5,172	55,971	-	(55,971)	-100.00%
	53160	Instruction	23,696	23,982	53,625	20,273	(33,352)	-62.19%
	53170	Mgt. Fee, Consultants, and Workshops	45,600	-	-	-	-	N/A
	53210	Telephone	11,096	13,685	19,815	19,350	(465)	-2.35%
	53220	Postage	447	428	1,115	1,515	400	35.87%
	53230	Travel	22,996	6,284	-	26,856	26,856	N/A
	53310	Printing	647	515	510	1,710	1,200	235.29%
	53320	Advertising	-	-	400	400	-	0.00%
	53510	Electrical Services	31,574	28,085	47,134	49,200	2,066	4.38%
	53530	Water and Sewer	18,791	21,583	20,500	26,400	5,900	28.78%
	53540	Natural Gas	13,505	11,829	27,300	28,680	1,380	5.05%
	53610	Building Repairs	44,549	81,620	55,650	47,516	(8,134)	-14.62%
	53620	Motor Repairs	242,161	230,943	-	348,184	348,184	N/A
	53630	Machinery and Equipment Repairs	4,320	12,065	29,428	32,997	3,569	12.13%
	53640	Hardware and Software Maintenance	53,830	80,849	95,796	-	(95,796)	-100.00%
	53650	Other Repairs	58,508	28,501	85,966	9,036	(76,930)	-89.49%
	53720	Building Rental	-	27,652	52,584	-	(52,584)	-100.00%
	53840	Lease Payments	1,983	-	-	-	-	N/A
	53910	Dues and Subscriptions	4,041	3,132	8,037	8,037	-	0.00%
	53990	Other Services and Charges	13,500	2,112	-	-	-	N/A
Total: Other Services and Charges			727,166	695,526	555,076	621,744	66,668	12.01%
Expenditures Grand Total:			\$ 10,882,723	\$ 11,116,690	\$ 10,918,213	\$ 11,451,011	\$ 532,799	4.88%

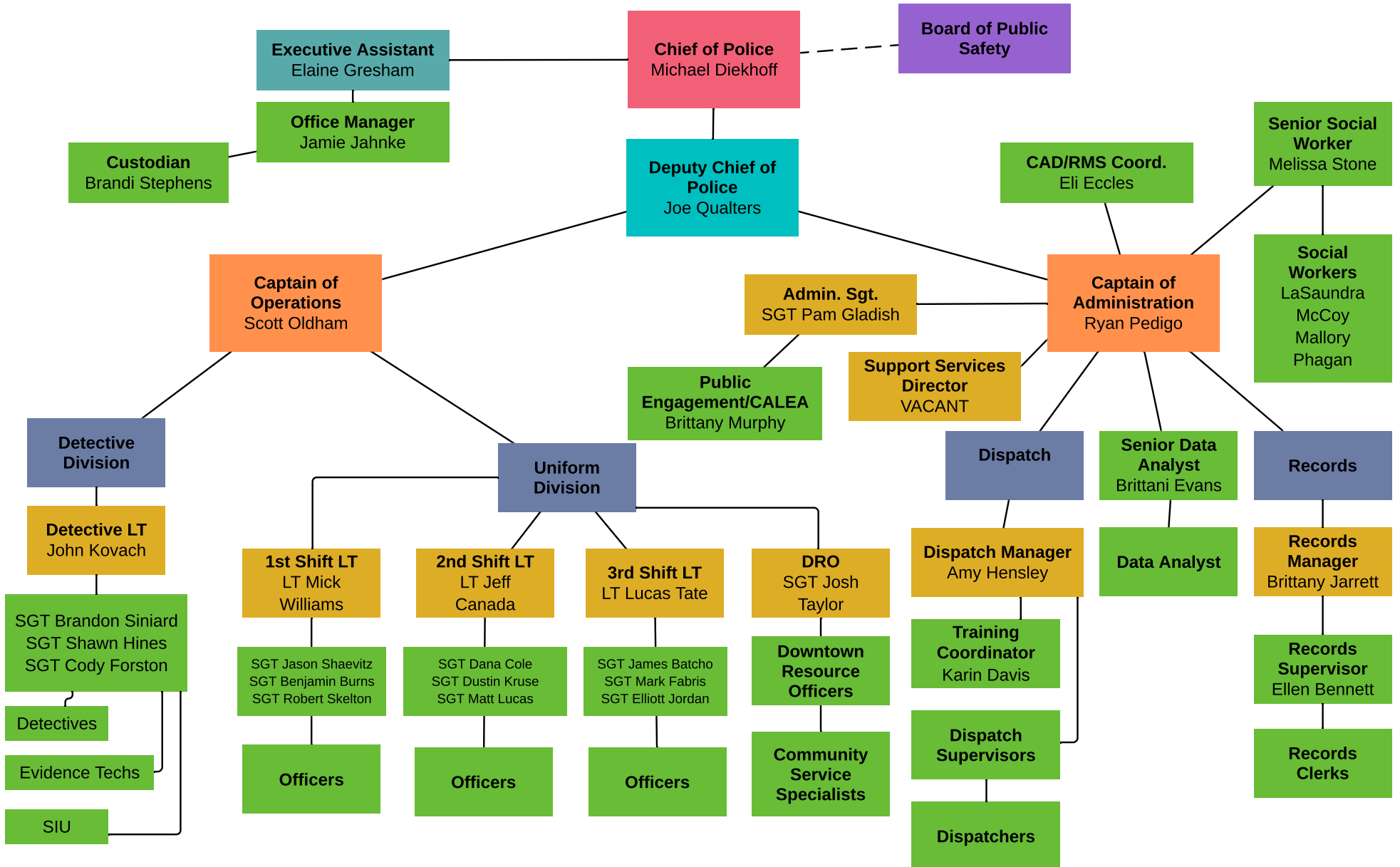
CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 151 - Public Safety L I T(S9505)								
Expenditures								
Department: 08 - Fire								
Supplies								
	52420	Other Supplies	-	-	-	88,302	88,302	N/A
	52430	Uniforms and Tools	-	-	-	68,227	68,227	N/A
Total: Supplies			-	-	-	156,529	156,529	
Other Services and Charges								
	53130	Medical	-	-	173,250	-	(173,250)	-100.00%
	53150	Communications Contract	-	-	-	58,135	58,135	N/A
	53160	Instruction	-	-	-	36,977	36,977	N/A
	53170	Mgt. Fee, Consultants, and Workshops	-	-	24,000	-	(24,000)	-100.00%
	53230	Travel	-	-	26,856	-	(26,856)	-100.00%
	53610	Building Repairs	-	-	-	12,059	12,059	N/A
	53620	Motor Repairs	-	-	357,226	-	(357,226)	-100.00%
	53640	Hardware and Software Maintenance	-	-	-	102,100	102,100	N/A
Total: Other Services and Charges			-	-	581,332	209,271	(372,061)	-64.00%
Capital Outlays								
	54420	Purchase of Equipment	1,410,654	1,262,556	499,971	270,500	(229,471)	-45.90%
	54440	Motor Equipment	-	-	-	250,000	250,000	N/A
	54510	Other Capital Outlays	319,349	61,301	300,000	650,000	350,000	1.1667
Total: Capital Outlays			1,730,003	1,323,857	799,971	1,170,500	370,529	46.32%
Expenditures Grand Total:			\$ 1,730,003	\$ 1,323,857	\$ 1,381,303	\$ 1,536,300	\$ 154,997	11.22%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 176 - ARPA Local Fiscal Recvry (S9512)								
<u>Expenditures</u>								
Department: 08 - Fire								
Other Services and Charges								
	53130	Medical	-	-	-	240,240	240,240	N/A
	53650	Other Repairs	-	-	-	79,560	79,560	N/A
	53720	Building Rental	-	-	-	55,200	55,200	N/A
Total: Other Services and Charges			-	-	-	375,000	375,000	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 375,000	\$ 375,000	0.00%

BLOOMINGTON POLICE DEPARTMENT





Memorandum

To: Members of the City of Bloomington Common Council
From: Police Chief Mike Diekhoff
Date: August 19, 2021

Why We Exist

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

Background

Founded in 1899, the Bloomington Police Department has grown into a full-service law enforcement agency. The Department is focused on responding to the overall public safety needs of the City of Bloomington using a combination of officers, community service specialists and social workers along with a dedicated support staff of Records Management and Monroe County Central Dispatch employees. The agency answered in excess of 46,060 calls for service in 2020, which resulted in well over 100,000 police service runs, a decrease of 14.9% from 2019 due to the COVID-19 pandemic.

The department is authorized for 105 sworn officers (funded for 100) and 62 civilians including a full-time Records Division and Monroe County Central Dispatch employees as well as Community Service Specialists, Crime Data Analysts and office staff. The current sworn staffing level of the Department is 92 officers, of which 52 are in the Uniform Patrol Division, 16 are assigned to the Detective Division, and 5 are administrative officers, with the remaining officers either in the Field Training Program, at the Indiana Law Enforcement Academy, deployed to long-term military service or listed as long-term sick/injured. In addition the Department employs 3 full-time social workers, who assist in getting to the root cause of some mental health situations, and 4 Community Service Specialists who assist the sworn officers by responding to some property damage accidents, abandoned vehicles and other quality of life events where there is no crime involved.

Of the 52 officers in the Uniform Patrol Division, 14 officers and 3 supervisors are assigned to the day shift, 15 officers and 4 supervisors are assigned to the afternoon shift, and 14 officers and 4 supervisors are assigned to the night shift. In addition to officers, 3 are on extended sick leave, and 1 is on extended military deployment. On each of the 3 patrol shifts, the officers are assigned into 3 rotations, working 6 days on and 3 days off. In addition to the patrol shifts the Department also staffs the Downtown Resource Officer positions: currently there are 3 officers and a Supervisory Sergeant assigned to this function, although 2 of the DROs are on extended sick leave through the end of 2021, leaving 1 DRO and a Supervisory Sergeant operating in this role.

In the Detective Division, there are 12 detectives and 4 supervisors spread out on 2 different shifts, working from 8am until 10pm Monday through Friday.

Due to a variety of factors, recruiting new officers and the retention of experienced officers has become a challenging endeavor for the Department. In order to meet the overall needs of the Department now and in the future, several programs have been started in an attempt to attract a diverse, high-quality workforce as well as assist in retaining the tenured officers who already work for BPD. Some of these programs include a home buyer or rental assistance initiative for officers who choose to live within the City limits as well as a pilot program that sees individually-issued patrol vehicles for a select number of officers who are assigned to critical specialty units that by necessity must respond quickly to the scene of an emergency or to those who live within the City. The Department continues to explore other methods to heighten our recruiting and retention capabilities in the future.

The Department is accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA), placing it in the top 5% of all law enforcement agencies worldwide. In the last 5 years the Department has begun a transformational effort with a number of new initiatives such as training all officers in Crisis Intervention techniques and Mental Health First Aid. BPD provides outreach to the residents of this city who are experiencing homelessness, both with Downtown Resource Officers and social workers. The Department was the first in Indiana to hire a full-time social worker, which has now expanded to 3 full-time embedded social workers who work in concert with patrol officers to attempt to bring relief to the core issues that do harm to individual lives.

The Department has been a foundational pillar in the formation and implementation of the STRIDE Center, a crisis diversion center that opened in the fall of 2020. The STRIDE Center is a law enforcement-led diversion program that chooses treatment in lieu of incarceration for many low-level offenses. The STRIDE Center is designed to assist those members of the public who are in crisis by offering them counseling and other services in order to address the root cause of criminality. Since the opening of STRIDE, BPD has been responsible for over 65% (466) of the 702 referrals to that Center.

Impact of COVID-19

In 2020, the Department had to greatly curtail our outreach efforts and social programs as well as other initiatives due to the onset of the COVID-19 pandemic. In the same vein, 2021 has been a year of continuing precautionary measures with a slowly re-emerging normalization of our operations. A significant number of BPD officers and non-sworn employees have been inoculated against the COVID 19 virus.

While the COVID-19 pandemic affected a number of our services and practices such as routine, in-person response to all calls for service, it provided an opportunity to introduce new pathways for the community to report crimes and to interact with the Department to seek, or provide, information. During the COVID-19 stay-at-home orders, BPD attempted to help flatten the curve of the pandemic by offering an expanded ability to report crimes online rather than meeting with an officer, thus decreasing the chance of disease transmission.

During the time when COVID-19 had its greatest impact in the United States, including the stay-at-home orders from Indiana's governor, BPD did see a substantial drop in call volume which has contributed to a 14.9% decrease in calls for the year as compared to 2019.

In 2021 BPD has seen a substantial increase in calls for service as well as a disturbing rise in violent crime.

Sustainability

The Department is heavily invested in sustainable operations including the introduction of Hybrid Patrol Rated Vehicles and solar panels on Department buildings. Additionally, the Department has installed water bottle refill stations in several locations so that employees can refill and reuse rather than discarding their empty plastic water bottles.

The Department is also committed to a paperless records-keeping system, investing in special records management systems to capture and store digital forms and documents. The Department is also seeking to decrease officer-involved travel by instituting an enhanced online reporting system that will allow residents to report crimes to the Department without necessitating an officer having to travel to the location to take a report.

Equity/Inclusion

BPD strives to provide a transparent, bias-free, equitable environment for all people the department serves. BPD was one of the first agencies in the country to mandate the use of body-worn cameras for all patrol officers in 2013. Additionally, by specifically targeting media ads, visiting job fairs and college meet-and-greets as well as other avenues including partnering with individuals at Indiana University and other institutions of higher learning, the Department is working hard at recruiting the most diverse workforce possible so that BPD reflects our community.

The Department has been recognized nationally by the United States Department of Justice for bias and hate crime reporting even while Indiana did not have hate crime legislation.

BPD provides 16 data sets to the National *Police Data Initiative* and the City of Bloomington's *B-Clear Portal* so that residents can remain informed as to what is happening in their community. The Department continues to follow the recommendations of the *Final Report of the Commission on 21st Century Policing*, which sets a path to best practices for community policing. BPD provides a continuum of not only enforcement but also services to the community as a whole with a special emphasis on those at risk.

In 2020 BPD updated policies and procedures to prohibit the use of choke holds as well as clarifying and strengthening a policy that requires officers to intervene and report if they witness any excessive use of force by another officer, no matter the agency.

BPD officers complete, on average, more than four and a half times the State-mandated 24 hours of yearly in-service training. The State-mandated training includes topics such as Sudden Infant Death, human trafficking, domestic violence investigation and mental health issues, as well as proficiency and training in firearms, vehicle operations and use-of-force issues.

BPD enhances that training by mandating additional courses using the evidence-based Police Executive Research Foundation's ICAT (Integrating Communications, Assessment, and Tactics) standards which is a use-of-force training guide designed to fill a critical gap in training police officers in how to respond to volatile situations in which subjects are behaving erratically and often dangerously but do not possess a firearm by stressing key areas of decision-making, crisis recognition and response, tactical communications and negotiations, and operational safety tactics. Additionally, BPD mandates that all officers receive enhanced training in de-escalation, implicit bias, cultural and gender diversity, mental health recognition (all at a level well beyond the State of Indiana's mandates) and a host of other classes designed to make officers both well-trained and responsive to the entirety of community needs.

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

Continuing the Evolution of Policing

The Bloomington Police Department is committed to continuing the historic pattern of evolution in policing.

Beginning with the death of George Floyd in Minneapolis, MN and the protests that followed, police agencies around the country began a long needed re-evaluation of the way that the criminal justice system functions. The City of Bloomington is involved in the Future of Policing Task Force, which is

a civilian-led board that will make recommendations on an optimal, forward-thinking vision of law enforcement and criminal justice policies, practices, and procedures for Bloomington and Monroe County in the next three to five years.

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

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

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

In order to assist even more agencies and begin forming continuity amongst similar law enforcement programs nationally, BPD is hosting the first annual National Conference on Police Social Work in October of 2021, bringing together experts from many fields to form long-lasting cohesive strategies and best practices.

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

Moving forward BPD has shifted training focus to the Police Executive Research Foundation (PERF)-led ICAT (Integration, Communications, Assessment, and Tactics) model which melds police use-of-force training with tactics and procedures designed to prevent the escalation of a potentially violent police-resident encounter.

Bloomington Police Department 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	13,349,084	14,125,083	15,295,657	16,650,644	1,354,987	23%
200 - Supplies	538,313	500,629	614,181	565,381	(48,800)	-16%
300 - Other Services	822,397	889,115	1,752,123	1,518,748	(233,375)	-1%
400 - Capital Outlays	1,556,378	1,947,276	868,330	1,437,350	569,020	66%
Total	16,266,172	17,462,103	18,530,291	20,172,123	1,641,832	9%

2022 Activity Descriptions and Goals

Increasing the Community's Sense of Safety

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

Goals:

- Reduce Part 1 crimes including burglaries, robberies and thefts by 3% in 2022 compared to 2021 levels by using enhanced technology and data-driven strategies to modify patrol patterns to address problems as they arise.
- Reduce the number of gun crimes committed through evidence-based, data-driven proactive patrol and investigative strategies.
- Increase outreach between BPD and neighborhood groups in 2022 by 20% over 2021 levels.
- Continue to use the STRIDE Center, a crisis care program to favor rehabilitation and services for non-violent offenders rather than incarceration, that has assisted 175 individual clients in over 700 visits.
- Broaden efforts to hire and train a diverse workforce with the ultimate goal of being reflective of the minority population of our community.
- Fund and hire all 105 authorized sworn officer positions in 2022.
- Hire 4 additional Community Service Specialists to assist in responding to quality of life issues.

Increasing Community's Sense of Safety Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	7,863,369	8,515,198	87.5	85,000
200 - Supplies	430,517	396,311		
300 - Other Services	967,148	836,981		
400 - Capital Outlays	381,231	631,052		
Total	9,642,265	10,379,542		

Fund: General, Other

Accreditation

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

Goals:

- Conduct an independent CALEA assessor review of approximately 54 standards in 2022 (a percentage of the standards are done each year) to assure continuing compliance.
- Complete the annual CALEA-required Department report, including statistical analysis of previous years, by May 31 to guide agency growth and training.

Accreditation Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	510,943	579,365	6.0	85,000
200 - Supplies	20,296	18,684		
300 - Other Services	57,786	50,189		
400 - Capital Outlays	28,695	47,499		
Total	617,720	695,735		

Fund: General, Other

Data Analysis to Set Goals for Crime Reduction

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

Goals:

- Review monthly crime data, including location and frequency of calls for service, information taken from community meetings, and focused crime analysis data, to shape new, fluid and responsive patrol strategies.
- Increase the community sense of safety by 3% as measured by the City's community survey, through the use of technology and enhanced analysis capabilities of the Indiana Intelligence Fusion Center to uncover statewide or regional crime series and patterns.
- Maintain the 16 data sets provided to the *Police Data Initiative* quarterly, and research additional data sets to be made available for the purposes of transparency.
- Provide a yearly Public Safety Report featuring successes of the past year and plans for the new year in February.
- Increase data analysis capacity by focusing on near-term as well as historical data used to drive deployment strategies of personnel and equipment.

Data Analysis to Set Goals for Crime Reduction				
Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	987,536	1,119,780	11.5	85,000
200 - Supplies	31,768	29,244		
300 - Other Services	90,448	78,556		
400 - Capital Outlays	44,914	74,346		
Total	1,154,666	1,301,926		

Fund: General, Other

Central Emergency Dispatch

Activity Description: Act as the primary 9-1-1 answering point in Monroe County and dispatch the appropriate resources for well over 213,000 calls for service (in 2020) to 10 different public safety agencies served by Monroe County Central Dispatch.

Goals:

- Continue to answer all 9-1-1 calls in less than 5 seconds (national standard is 20 seconds).
- Complete the implementation of recommendations which were garnered from an outside review of dispatch operations but delayed due to COVID by the end of Q1.
- Evaluate the progress of Central Dispatch by the end of Q2 in regard to those changes which were made in response to the outside evaluation of the Center and determine if the Center is prepared to seek national accreditation.
- Implement the recommendations of the outside review by adding 3.5 new dispatchers as part of a phased program that will see 9 dispatchers hired over several years.

Central Emergency Dispatch				
Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	3,482,141	3,656,326	37.6	85,000
200 - Supplies	41,060	37,798		
300 - Other Services	374,241	325,035		
400 - Capital Outlays	285,487	472,568		
Total	4,182,929	4,491,727		

Fund: General, Other

Records Division

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

Goals:

- Continue to comply with all 54 federally-mandated NIBRS reporting standards as set out by state and federal governments.
- Ensure that accurate and timely data is entered in a uniform and consistent manner so as to provide accurate and true information to officers completing investigations, the criminal justice system and to the public as a whole.

Records Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	1,339,616	1,519,006	15.6	85,000
200 - Supplies	47,475	43,703		
300 - Other Services	139,893	121,500		
400 - Capital Outlays	67,121	111,106		
Total	1,594,105	1,795,315		

Fund: General, Other

Administration, Financial and Maintenance

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

Goals:

- Continue to refine proactive patrol strategies and improve other job functions using data produced by the Records Management System (Spillman).
- Hire and train a new Support Services Director. A first for the agency, the Support Services Director will be responsible for the supervision of most of the non-sworn staff and will provide for a continuity of operations across the diverse spectrum of our daily operations.
- Refine and comply with the equipment replacement schedule by the end of Q4 for the purchase of capital expenditures in order to mitigate long-term costs which include:
 - Yearly replacement of 10 to 12 patrol vehicles
 - Yearly replacement cycle of products and equipment such as portable radios, body armor and similar equipment according to the approved replacement schedule

Administration, Finance and Maintenance Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	1,112,053	1,260,970	13.0	85,000
200 - Supplies	43,063	39,642		
300 - Other Services	122,607	106,487		
400 - Capital Outlays	60,883	100,780		
Total	1,338,606	1,507,878		

Fund: General, Other

2022 Budget Request Highlights

The Bloomington Police Department’s budget request is \$20,172,123. This is an increase of nearly \$1,641,832 or 9%.

Category 1 – Personnel request is \$16,650,644. This is an increase of 23% from 2021, due to the request to restore funding for the 5 additional sworn officers, the request for 5 additional non sworn personnel (4 Community Service Specialist and a Support Services Director) and 3.5 Dispatchers. Other significant changes are reflected here:

- **Line 113 (Salary and Wages-Overtime):** \$125,241 decrease.
- **Line 131 (Other Personal Services):** \$320,993 Increase for incentives
- **Lines 121,122,123, and 127** are increases in benefits due to raises.

Category 2 – Supplies request is \$565,381, which is a decrease of \$48,800 (16%).

Category 3 – Other Services & Charges request is \$1,518,748, which is a decrease of \$233,375 (-1%). Significant changes are listed below:

- **Line 315 (Communications Contract):** \$57,673 decrease, moved to LIT
- **Line 321 (Telephone):** \$77,840 decrease, moved to LIT

Category 4 – Capital Outlays request is \$1,437,350, which is an increase of \$569,020 (66%).

Recover Forward, Phase Three (American Rescue Plan Act)

Of the \$375,000 earmarked for the Bloomington Police Department from American Rescue Plan Act funds, \$250,000 is for the recruitment and retention of police personnel. The additional \$125,000 is for operational revenue replacement.

ARPA Budget Allocation	2019 Actual	2020 Actual	Staffing (FTE)	Population Served
100 - Personnel Services	0	250,000		
200 - Supplies	0	0		
300 - Other Services	0	125,000		
400 - Capital Outlays	0	0		
Total	0	375,000		

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 2022 department budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 14 - Police								
Personnel Services								
	51110	Salaries and Wages - Regular	7,075,110	7,615,428	8,142,897	8,571,998	429,101	5.27%
	51120	Salaries and Wages - Temporary	54,720	17,863	9,500	9,501	1	0.01%
	51130	Salaries and Wages- Overtime	830,397	735,953	367,481	242,230	(125,251)	-34.08%
	51210	FICA	181,884	194,020	223,417	245,572	22,155	9.92%
	51220	PERF	155,956	192,430	218,611	250,960	32,349	14.80%
	51230	Health and Life Insurance	1,855,620	1,884,168	1,941,264	2,012,634	71,370	3.68%
	51260	Clothing Allowance	137,600	142,800	164,800	164,800	0	0.00%
	51270	Police PERF	1,140,439	1,185,947	1,194,340	1,335,070	140,730	11.78%
	51310	Other Personal Services	-	-	100,006	421,000	320,994	320.97%
Total: Personnel Services			11,431,727	11,968,608	12,362,317	13,253,765	891,448	7.21%
Supplies								
	52110	Office Supplies	9,795	3,871	13,764	13,764	-	0.00%
	52210	Institutional Supplies	41,522	20,111	32,077	32,077	-	0.00%
	52240	Fuel and Oil	180,220	166,679	194,868	194,868	-	0.00%
	52310	Building Materials and Supplies	114	1,251	6,000	6,250	250	4.17%
	52320	Motor Vehicle Repair	31,498	56,677	46,000	46,000	-	0.00%
	52340	Other Repairs and Maintenance	-	-	9,290	9,290	-	0.00%
	52420	Other Supplies	195,222	168,063	-	-	-	N/A
	52430	Uniforms and Tools	46,550	69,056	-	1,131	1,131	N/A
Total: Supplies			504,921	485,707	301,999	303,380	1,381	0.46%
Other Services and Charges								
	53130	Medical	12,396	1,133	74,000	430	(73,570)	-99.42%
	53140	Exterminator Services	760	1,845	3,900	3,900	-	0.00%
	53150	Communications Contract	39,300	51,049	57,673	-	(57,673)	-100.00%
	53160	Instruction	4,174	1,509	15,900	-	(15,900)	-100.00%
	53210	Telephone	49,272	57,637	77,840	-	(77,840)	-100.00%
	53220	Postage	736	1,286	2,500	2,500	-	0.00%
	53230	Travel	10,337	1,821	18,250	18,250	-	0.00%
	53310	Printing	2,682	2,462	4,026	3,546	(480)	-11.92%
	53320	Advertising	-	-	2,000	2,000	-	0.00%
	53510	Electrical Services	48,977	39,480	52,751	52,751	-	0.00%
	53530	Water and Sewer	4,452	7,126	5,200	8,700	3,500	67.31%
	53540	Natural Gas	3,985	4,126	11,000	11,000	-	0.00%
	53610	Building Repairs	10,807	9,086	29,500	29,500	-	0.00%
	53620	Motor Repairs	159,007	182,858	-	-	-	N/A
	53630	Machinery and Equipment Repairs	2,796	2,086	16,220	16,220	-	0.00%
	53640	Hardware and Software Maintenance	92,504	84,633	-	-	-	N/A
	53730	Machinery and Equipment Rental	37,210	44,680	37,000	42,000	5,000	13.51%
	53830	Bank Charges	-	129	1,092	1,092	-	0.00%
	53910	Dues and Subscriptions	3,019	2,705	3,100	3,100	-	0.00%
	53940	Temporary Contractual Employee	-	-	2,200	2,200	-	0.00%
	53990	Other Services and Charges	158,723	223,704	-	-	-	N/A
	53991	Crime Control	25,000	25,000	25,000	25,000	-	0.00%
Total: Other Services and Charges			666,136	744,356	439,152	222,189	(216,963)	-49.41%
Capital Outlays								
	54440	Motor Equipment	47,464	25,455	-	-	-	N/A
	54450	Equipment	38,523	-	-	-	-	N/A
Total: Capital Outlays			85,987	25,455	-	-	-	0.00%
Expenditures Grand Total:			\$ 12,688,771	\$ 13,224,125	\$ 13,103,468	\$ 13,779,334	\$ 675,866	5.16%

CITY OF BLOOMINGTON

		Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 151 - Public Safety L I T(S9505)									
<u>Expenditures</u>									
Department: 14 - Police		Dispatch							
Personnel Services									
		51110	Salaries and Wages - Regular	1,046,298	1,244,844	1,802,734	1,904,777	102,044	5.66%
		51130	Salaries and Wages- Overtime	134,230	132,210	197,649	197,649	-	0.00%
		51210	FICA	83,877	98,838	149,312	157,119	7,806	5.23%
		51220	PERF	167,636	195,266	284,054	298,546	14,491	5.10%
		51230	Health and Life Insurance	485,316	485,316	499,590	570,960	71,370	14.29%
		51310	Other Personal Services	0	0	0	267828.08	267828.08	N/A
Total: Personnel Services				1,917,357	2,156,475	2,933,339	3,396,879	463,540	15.80%
Supplies									
		52110	Office Supplies	897	1,438	700	700	-	0.00%
		52210	Institutional Supplies	2,167	663	3,000	2,000	(1,000)	-33.33%
		52310	Building Materials and Supplies	-	-	2,000	700	(1,300)	-65.00%
		52340	Other Repairs and Maintenance	-	-	1,000	1,000	-	0.00%
		52420	Other Supplies	30,327	12,821	33,000	20,000	(13,000)	-39.39%
Total: Supplies				33,391	14,922	39,700	24,400	(15,300)	-38.54%
Other Services and Charges									
		53140	Exterminator Services	475	520	550	750	200	36.36%
		53150	Communications Contract	-	-	575,000	620,000	45,000	7.83%
		53160	Instruction	-	-	20,000	25,000	5,000	25.00%
		53210	Telephone	2,390	2,590	3,500	2,600	(900)	-25.71%
		53410	Liability / Casualty Premiums	6,422	12,001	14,000	15,000	1,000	7.14%
		53510	Electrical Services	32,726	35,411	35,000	36,500	1,500	4.29%
		53530	Water and Sewer	871	1,063	1,500	1,200	(300)	-20.00%
		53610	Building Repairs	19,204	28,125	20,000	29,000	9,000	45.00%
		53630	Machinery and Equipment Repairs	5,123	5,755	6,000	6,000	-	0.00%
		53990	Other Services and Charges	1,927	8,129	2,000	4,000	2,000	100.00%
Total: Other Services and Charges				69,138	93,595	677,550	740,050	62,500	9.22%
Capital Outlays									
		54510	Other Capital Outlays	403,405	346,878	50,000	97,600	47,600	95.20%
Total: Capital Outlays				403,405	346,878	50,000	97,600	47,600	95.20%
Expenditures Grand Total:				\$ 2,423,291	\$ 2,611,870	\$ 3,700,589	\$ 4,258,929	\$ 558,340	15.09%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 356 - Dispatch Training(S9501)								
<u>Expenditures</u>								
Department: 14 - Police								
Other Services and Charges								
	53160	Instruction	4,310	5,972	10,000	15,000	5,000	50.00%
Total: Other Services and Charges			4,310	5,972	10,000	15,000	5,000	50.00%
Expenditures Grand Total:			\$ 4,310	\$ 5,972	\$ 10,000	\$ 15,000	\$ 5,000	50.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 350 - Police Education (S1151)								
<u>Expenditures</u>								
Department: 14 - Police								
Other Services and Charges								
	53160	Instruction	79,775	44,786	78,000	78,000	-	0.00%
	53830	Bank Charges	-	406	1,100	1,100	-	0.0000
Total: Other Services and Charges			79,775	45,192	79,100	79,100	-	0.00%
Expenditures Grand Total:			\$ 79,775	\$ 45,192	\$ 79,100	\$ 79,100	\$ -	0.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 410 - Enhanced Access (S9507)(ord01-10)								
<u>Expenditures</u>								
Department: 14 - Police								
Other Services and Charges								
	53830	Bank Charges	-	-	10	10	-	0.0000
Total: Other Services and Charges			-	-	10	10	-	0.00%
Expenditures Grand Total:			\$ -	\$ -	\$ 10	\$ 10	\$ -	0.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 151 - Public Safety L I T(S9505)								
<u>Expenditures</u>								
Department: 14 - Police								
Supplies								
	52420	Other Supplies	-	-	129,482	132,732	3,250	0.0251
	52430	Uniforms and Tools	-	-	143,000	104,869	(38,131)	(0.2667)
Total: Supplies			-	-	272,482	237,601	(34,881)	-12.80%
Other Services and Charges								
	53130	Medical	3,038	-	-	-	-	N/A
	53150	Communications Contract	-	-	-	74,673	74,673	N/A
	53210	Telephone	-	-	-	77,840	77,840	N/A
	53620	Motor Repairs	-	-	276,481	309,886	33,405	0.1208
	53640	Hardware and Software Maintenance	-	-	132,621	-	(132,621)	(1.0000)
	53990	Other Services and Charges	-	-	137,209	-	(137,209)	-1
Total: Other Services and Charges			3,038	-	546,311	462,399	(83,912)	-15.36%
Capital Outlays								
	54440	Motor Equipment	692,243	500,391	525,000	625,000	100,000	19.05%
	54510	Other Capital Outlays	374,743	1,074,553	293,330	714,750	421,420	143.67%
Total: Capital Outlays			1,066,986	1,574,944	818,330	1,339,750	521,420	63.72%
Expenditures Grand Total:			\$ 1,070,024	\$ 1,574,944	\$ 1,637,123	\$ 2,039,750	\$ 402,627	24.59%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 176 - ARPA Local Fiscal Recvry (S9512)								
<u>Expenditures</u>								
Department: 14 - Police								
Personnel Services								
	51310	Other Personal Services	-	-	-	250,000	250,000	N/A
Total: Personnel Services			-	-	-	250,000	250,000	
Other Services and Charges								
	53130	Medical	0	0	0	73070	73070	N/A
	53160	Instruction	0	0	0	20400	20400	N/A
	53640	Hardware and Software Maintenance	0	0	0	19621	19621	N/A
	53990	Other Services and Charges	-	-	-	11,909	11,909	N/A
Total: Other Services and Charges			-	-	-	125,000	125,000	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 375,000	\$ 375,000	0.00%



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 18, 2021
Re: Proposed 2022 Bloomington Transit Budget

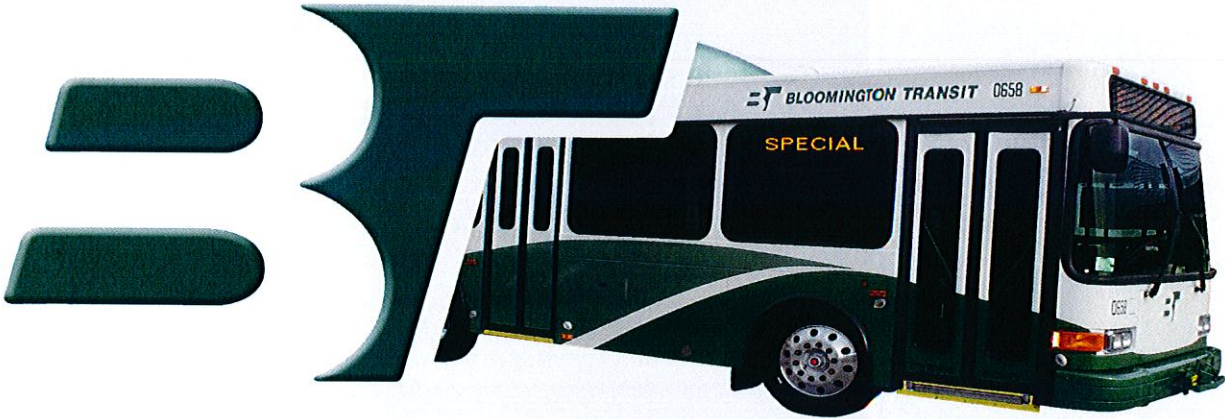
I'm pleased to submit the Bloomington Public Transportation Corporation proposed 2022 budget. The budget has been reviewed and was approved by the Bloomington Public Transportation Corporation (BPTC) Board of Directors on August 17. A summary of the proposed 2022 budget is shown below.

Budget Class	Proposed 2022 Budget	Approved 2021 Budget	Percent Change
Class I – Personnel	\$6,514,465	\$6,184,885	5.33
Class II – Materials & Supplies	\$1,525,320	\$1,416,816	7.66
Class III – Professional Services	\$1,857,388	\$1,701,728	9.15
Class IV – Capital	\$5,217,221	\$5,202,364	0.29
Total	\$15,114,394	\$14,505,793	4.20

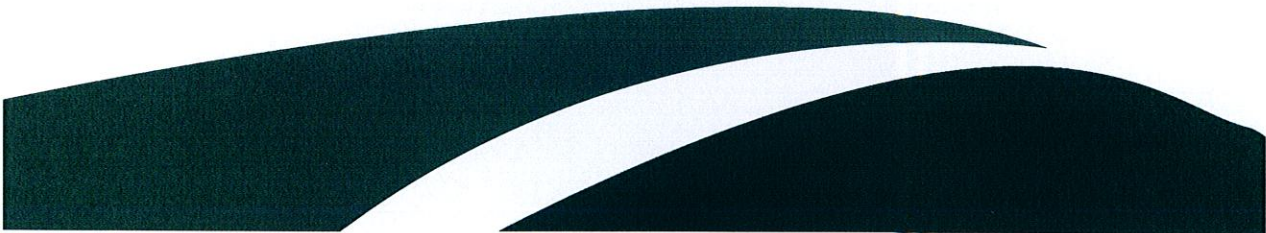
Highlights of the proposed 2022 budget are as follows:

- The 2022 budget is premised on implementing proposed service changes that arose from the 2019 Route Optimization Study. Those service changes were planned for implementation in the fall of 2020, however, the COVID-19 pandemic resulted in postponement. Total service hours are projected to increase about 1.5 percent as a result of implementing the study recommendations with adjustments.
- A new Road Supervisor position is included in the 2022 budget at about \$50,000 for wages. The position would monitor street operations to help ensure service quality and provide a greater supervisory presence on the street.
- Fuel prices have increased significantly compared to a year ago. As such, the budget for fuel is 17 percent higher than the 2021 budget.
- A mobility-on-demand service demonstration is planned for 2022 and we've included \$250,000 in the Class III section of the budget. A pilot program could be implemented before the end of 2021 and continued into 2022.

2022 Proposed Budget



Bloomington Transit



OPERATING EXPENSES

Budget Class I

	2022 <u>Proposed</u>	2021 <u>Approved</u>	<u>Percent Change</u>
Salaries (Operators) Fixed and BT Access full and part time operators	3,179,200	3,057,477	3.98%
Salaries (Other Operating) Operations manager and supervisors; road supervisor; and BT Access F/T dispatchers	447,808	384,431	16.49%
Salaries (Maintenance) Maintenance manager, mechanics, service attendants, and parts specialist salaries	792,138	792,344	-0.03%
Salaries (Other) Administrative staff	526,021	505,640	4.03%
FICA	378,306	362,602	4.33%
PERF	440,660	421,289	4.60%
Health/Dental/Disability/Life/Vision Insurance	699,582	612,978	14.13%
Unemployment	12,000	10,000	20.00%
Employee Uniforms	26,250	25,624	2.44%
Tool and CDL Allowance	<u>12,500</u>	<u>12,500</u>	0.00%
Subtotal Budget Class I	<u><u>\$ 6,514,465</u></u>	<u><u>\$ 6,184,885</u></u>	5.33%

Budget Class II

	2022 <u>Proposed</u>	2021 <u>Approved</u>	Percent <u>Change</u>
Office Supplies	17,320	16,816	3.00%
Garage Uniforms/Drug Testing	15,000	15,000	0.00%
Fuel/Oil/Grease/Fluids	877,500	750,000	17.00%
Parts	500,000	525,000	-4.76%
Other Supplies	<u>115,500</u>	<u>110,000</u>	5.00%
Subtotal Budget Class II	<u><u>\$1,525,320</u></u>	<u><u>\$1,416,816</u></u>	7.66%

Budget Class III

Professional Services	1,032,685	983,510	5.00%
Expenses include contracted transit management services, contracted facility maintenance services, software support services, Microtransit, legal services, employee counseling services, various professional support services/contracts, information technology services, payroll processing, and auditing services			
Telephone	15,347	14,616	5.00%
Postage	4,130	3,933	5.01%
Travel	4,061	3,868	4.99%
Printing	30,447	30,447	0.00%
Advertising	43,358	41,293	5.00%
Insurance/Risk Management	397,093	322,207	23.24%
Electricity	69,750	55,000	26.82%

Budget Class III (continued)	2022 <u>Proposed</u>	2021 <u>Approved</u>	Percent <u>Change</u>
Water	13,230	12,600	5.00%
Gas	13,500	13,500	0.00%
IU Shared Expenses	95,100	95,100	0.00%
Building Maintenance	20,000	20,000	0.00%
Repairs and Labor	66,837	63,654	5.00%
Training, Dues, and Subscriptions	<u>51,850</u>	<u>42,000</u>	23.45%
Subtotal Budget Class III	<u>\$1,857,388</u>	<u>\$1,701,728</u>	9.15%
Total Operating Expenses	<u>\$9,897,173</u>	<u>\$9,303,429</u>	6.38%

Budget Class IV - Capital

Tires and Engine/Transmission Rebuilds	180,000	212,914	-15.46%
Passenger/Bus stops	100,000	186,250	-46.31%
Equipment and Maintenance	330,000	1,606,000	-79.45%
Includes computer hardware and software, Facility maintenance-diesel pump replacement, new oil separators, updated building security and control automation			
Motor Equipment - 4 buses, 2 Access Van; and 2 support vehicle	<u>4,607,221</u>	<u>3,197,200</u>	44.10%
Subtotal Budget Class IV	<u>\$5,217,221</u>	<u>\$5,202,364</u>	0.29%
TOTAL EXPENDITURES	<u>\$15,114,394</u>	<u>\$14,505,793</u>	4.20%

Revenues

	2022 <u>Proposed</u>	2021 <u>Approved</u>	<u>Percent Change</u>
Property Tax Levy	\$1,474,736	\$1,413,937	4.30%
Financial Institution Tax	13,664	12,344	10.69%
License Excise Tax	61,487	62,754	-2.02%
Local Option Income Tax	526,770	512,037	2.88%
Commercial Vehicle Excise Tax	4,022	4,098	-1.85%
Passenger Fares	400,000	400,000	0.00%
Advertising Sales	140,000	100,000	40.00%
State PMTF	2,550,664	2,211,957	15.31%
Federal - Operating and Capital	8,506,688	8,338,479	2.02%
IU Contract Revenue	1,166,363	1,240,087	-5.95%
IU Reimbursements	120,100	95,100	26.29%
Miscellaneous	<u>149,900</u>	<u>115,000</u>	30.35%
TOTAL REVENUE	<u>\$15,114,394</u>	<u>\$14,505,793</u>	4.20%

- Included in the proposed 2022 budget is the replacement of four (4) 35-foot 2008 hybrid 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 \$4.377 million. Eighty (80) percent of the cost will be funded by a competitive Federal grant that we recently won.
- Smaller capital items included in the proposed 2022 budget include the following:
 - Replacement of two (2) BT Access vehicles at \$150,000
 - Bus stop improvements at \$100,000
 - Support vehicle replacements at \$80,000
 - Replace oil/water separators at Grimes Lane at \$80,000
 - Enhanced building security at Grimes Lane at \$50,000
 - Replace three (3) diesel fuel pumps at \$40,000
 - HVAC automation upgrades at \$80,000
 - Bus camera additions in fixed route buses at \$30,000

The following are notable highlights from the revenue portion of the proposed 2022 budget:

- Local property tax revenue is budgeted at a 4.3 percent increase which is in line with the maximum allowable increase.
- Passenger fares are budgeted to remain the same as included in the 2021 budget at \$400,000.
- Advertising sales revenue is projected to increase 40 percent due to the trend we're seeing in sales over the past year.
- State Public Mass Transit Fund (PMTF) revenue is budgeted to increase 15.31 percent based on figures provided to us from INDOT.
- For budgeting purposes, we're projecting 6 percent less IU revenue than budgeted in 2022 as our 2021 budget estimates were projected too high.
- Federal funding for the 2022 budget will come from a number of sources including the following:
 - Federal 5339 capital \$3,501,777
 - Federal CARES Act \$2,410,001
 - Federal ARPA \$2,197,710
 - Federal 5310 capital \$250,000

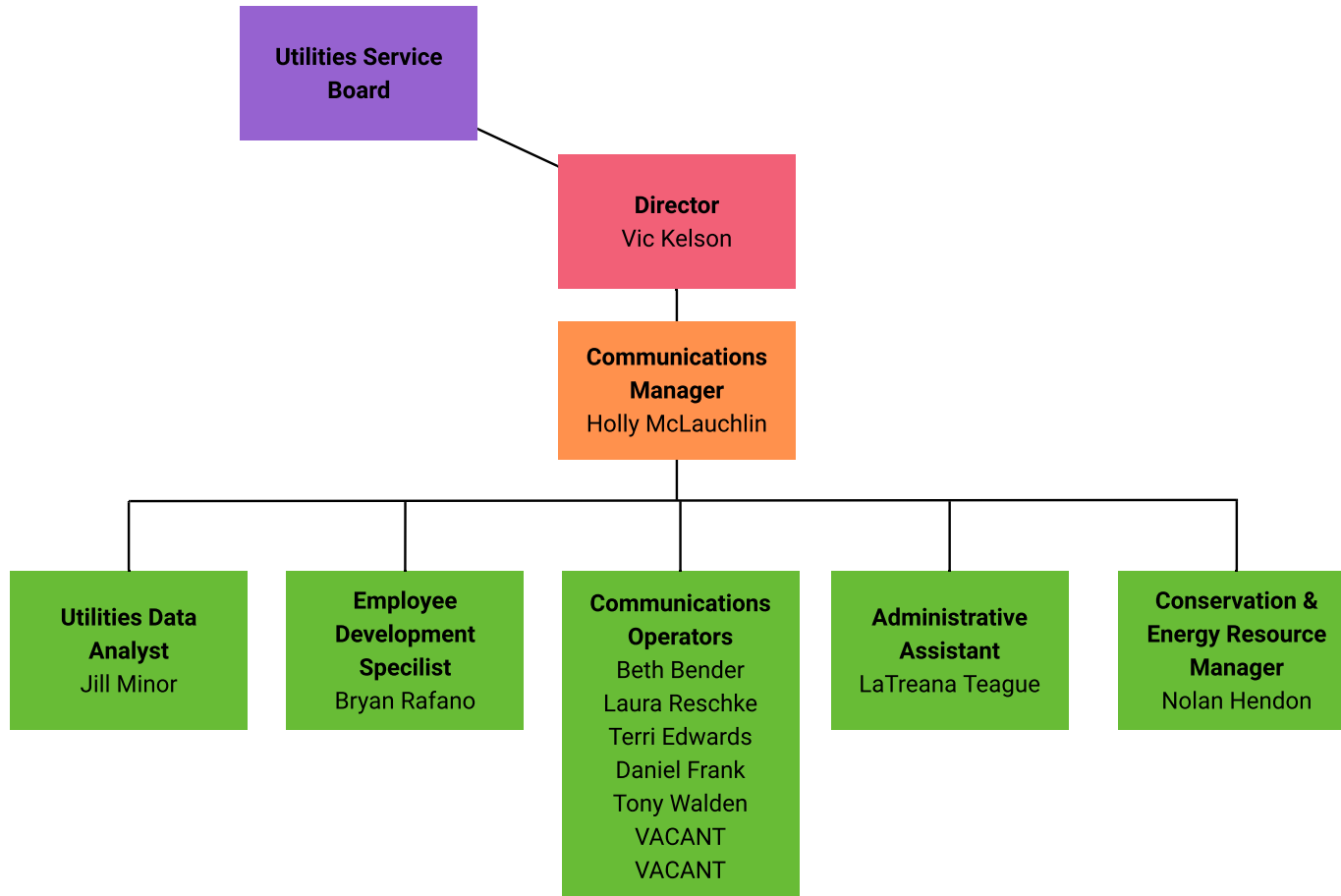
○ Federal 5307 capital	\$144,000
○ Federal planning	\$3,200
○ Total Federal funding	\$8,506,688

- Lastly, we're not proposing to use any local reserves in the 2022 budget. Reserves currently stand at \$9.5 million and are typically used to provide local match for capital grants over multiple years including major infrastructure projects, provide a hedge against increases in volatile operating expense items such as fuel, and provide cash flow to make payroll and pay claims pending receipt of local tax monies and Federal grants.

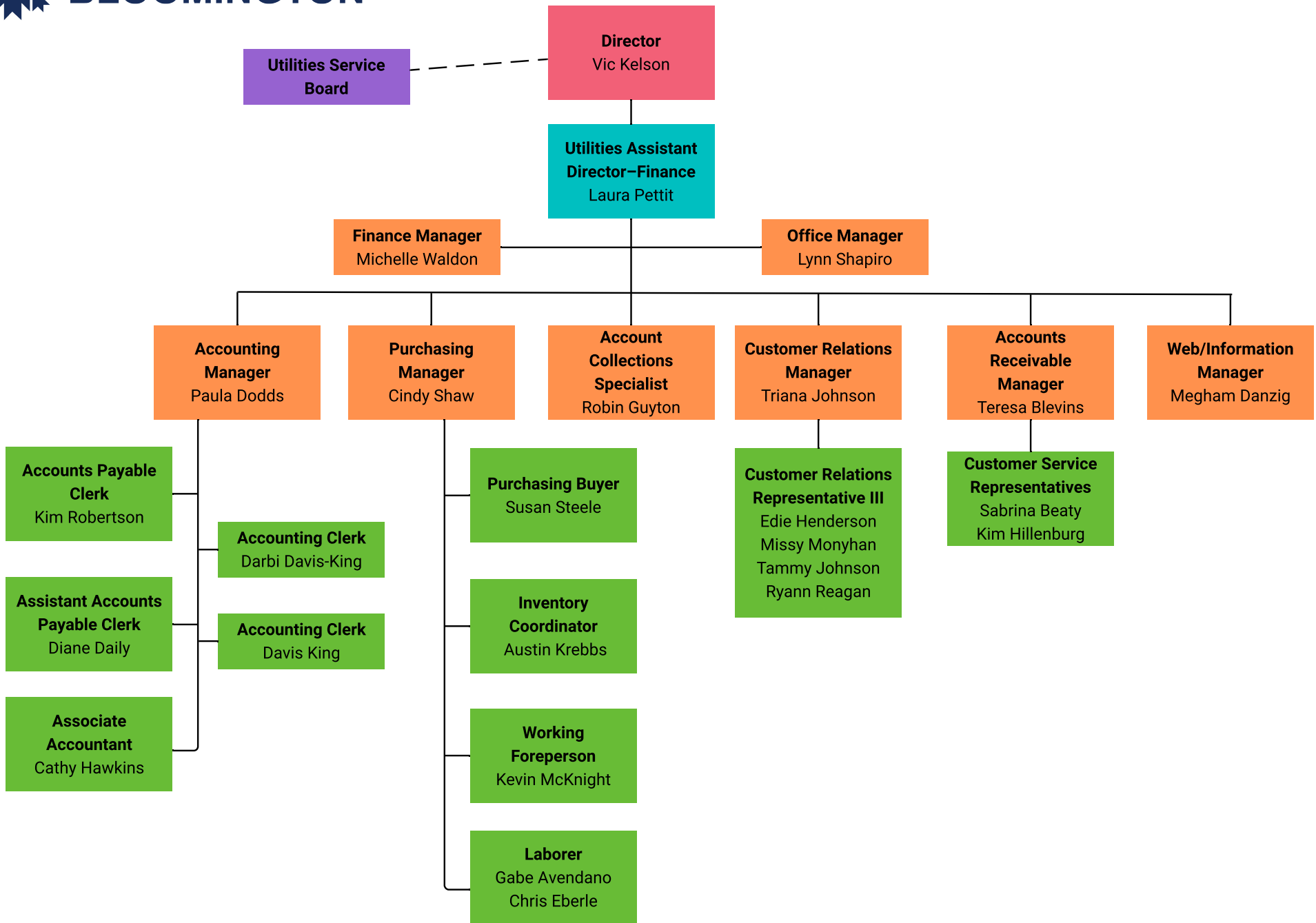
Overall, we've budgeted a 4.2 percent increase in the 2022 budget compared to the 2021 budget.

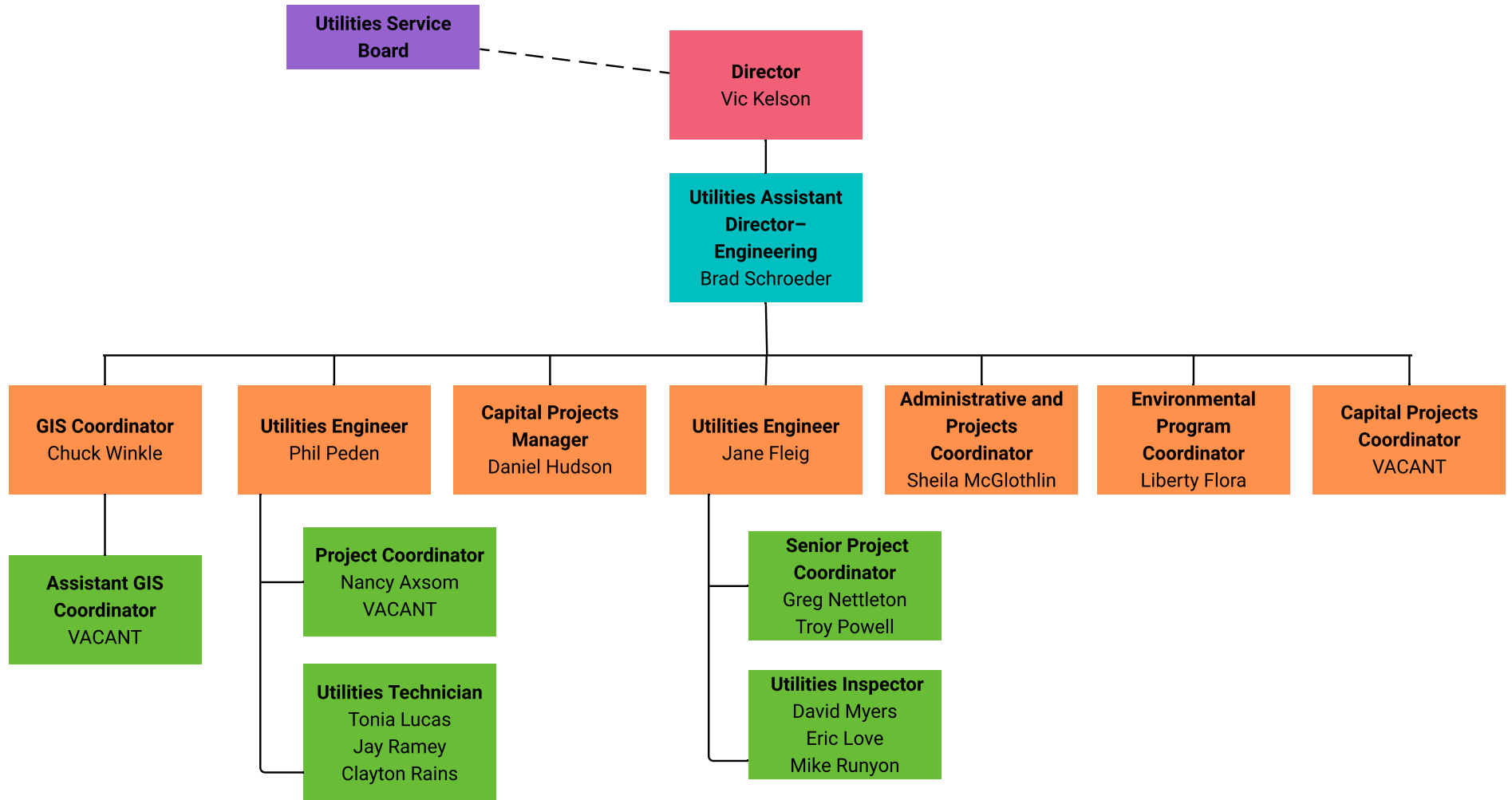
I look forward to our budget discussion on August 24. The 2022 budget is the 23rd budget that I have presented to the Common Council and it will be my last as I plan to retire effective October 1, 2021. It's been a great pleasure to work with the Common Council, the Mayor, the entire City staff, the Bloomington Transit Board of Directors, and the entire Bloomington Transit staff over these many years. I appreciate the good work we've done together to improve and enhance public transportation in the Bloomington community. Thank you for your support and advocacy for public transportation and especially for Bloomington Transit.

UTILITIES: ADMINISTRATION

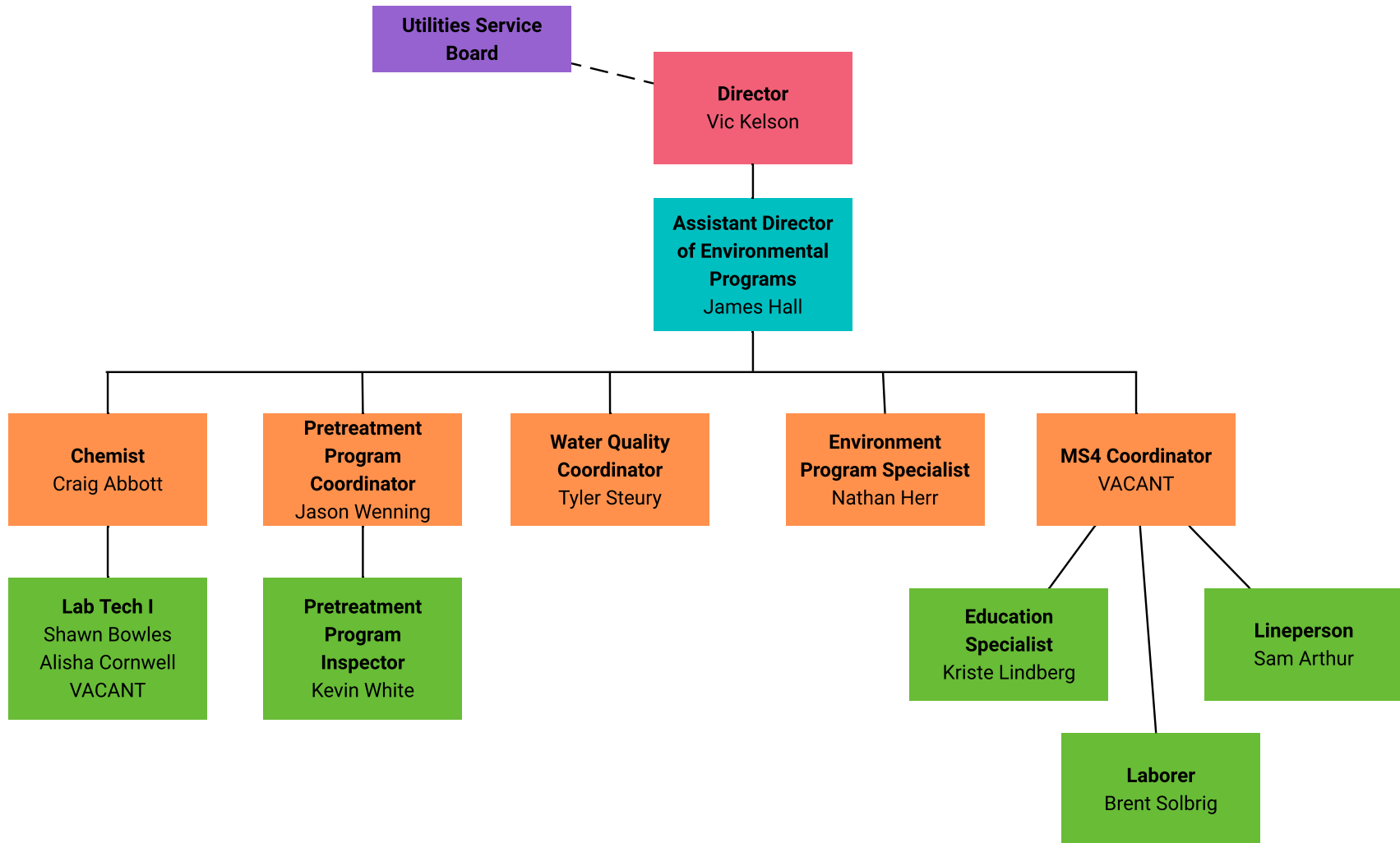


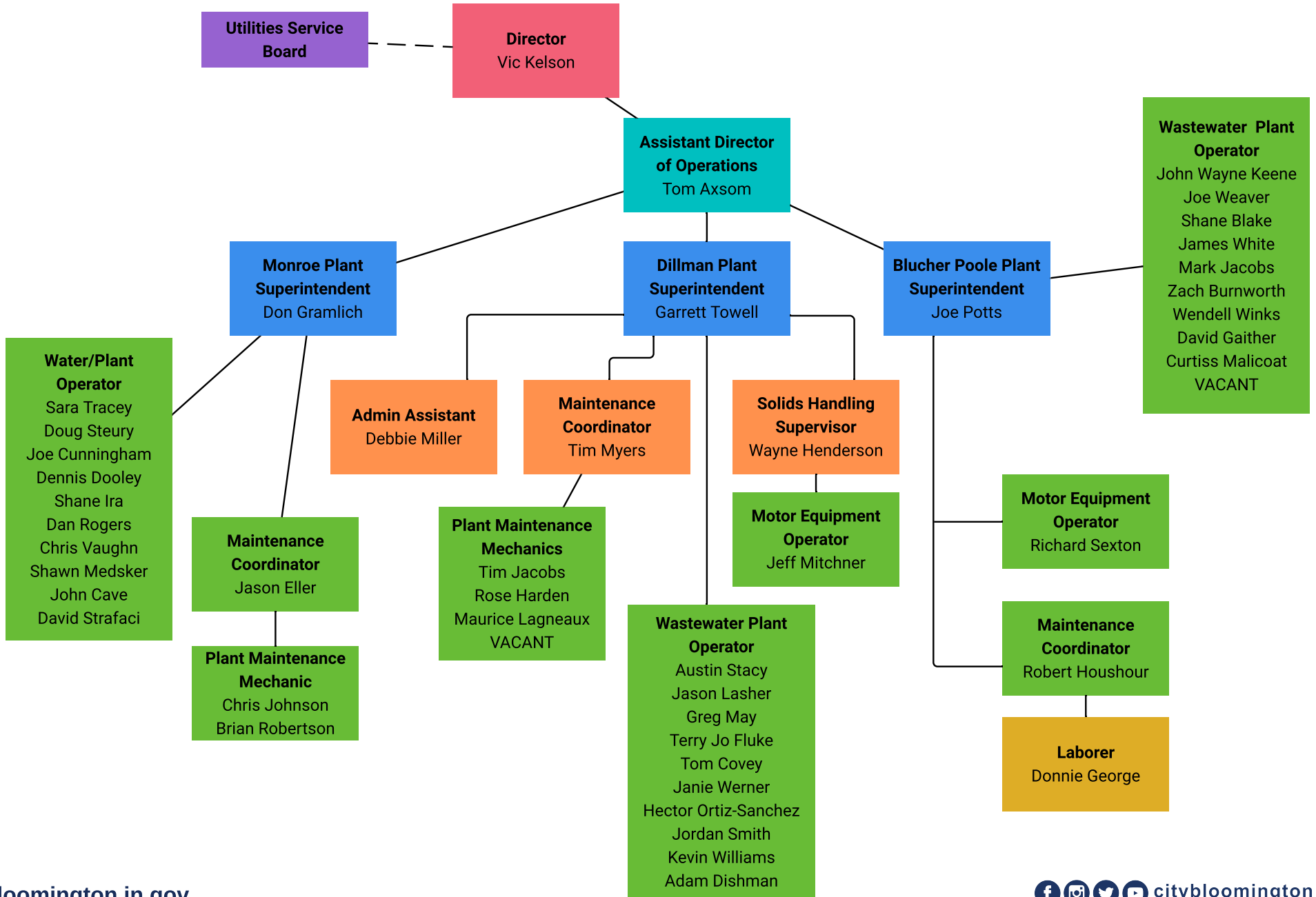
UTILITIES: FINANCE



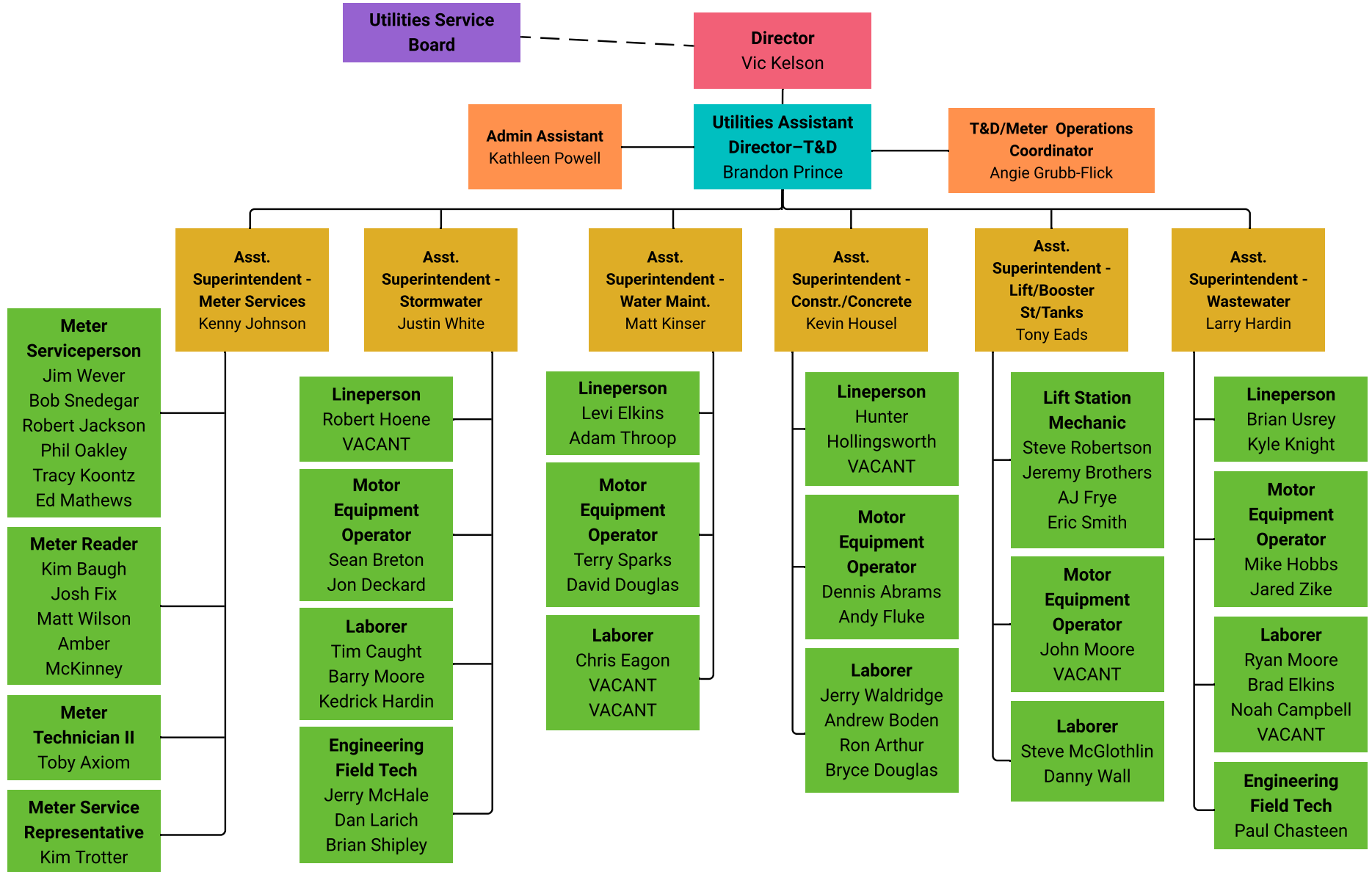


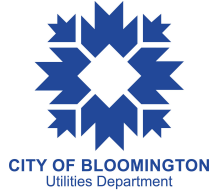
UTILITIES: ENVIRONMENTAL PROGRAMS





UTILITIES: TRANSMISSION & DISTRIBUTION





Utilities Department 2022 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-Finance, City of
Bloomington Utilities
Date: **August 19, 2021**

Why We Exist

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

The City of Bloomington acquired CBU in 1939. CBU serves 25,420 water customers directly plus most of the remainder of Monroe County through its wholesale customers. CBU also serves 22,819 sewer customers and provides stormwater management services for the city. CBU has a staff of 170 full- and part-time positions and an estimated annual budget of \$44 million. CBU provides water to its customers from its surface water treatment plant at Monroe Reservoir along with 7 booster pumping stations, 7 water storage tanks, over 420 miles of pipe, 3,100 fire hydrants, and 6 base stations for automatic meter reading. Wastewater is treated at 2 treatment plants and conveyed by 321 miles of pipe and 46 lift stations with access via 8,443 manholes. Since 1998, CBU has been the stormwater utility for Bloomington. The stormwater utility has 17 miles of ditches, 4 miles of box culverts, 1,035 manholes, and 5,695 inlets.

Background and Major Initiatives

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

- Instituted a regular schedule for rate reviews on a four-year cycle:
 - Water Works reviews in 2016 and 2021 (in progress)
 - Sewer Works reviews in 2016 and 2019
 - Stormwater Utility Fee in 2019
- Reinstated the regular replacement schedule for CBU vehicles
- Three notable achievements for the Water Works:
 - Process improvements at Monroe Water Treatment Plant (WTP) reduced disinfection by-products in finished drinking water by $\frac{1}{3}$ and virtually eliminated seasonal taste-and-odor complaints

- Instituted a water main replacement program, about \$1.7 million per year (the 2021 Rate Case is expected to raise this amount to achieve a 100-year replacement schedule)
- Deconstructed the former Griffy Water Treatment Plant and eliminated mercury contamination at the site, and also cleaned up lead contamination at the former Dyer tank site and transferred the property to the Bloomington Housing Authority
- Three notable achievements for the Sewer Works:
 - Worked with IU Health to construct a force main and lift station to serve the new hospital facility and to reroute storm flow from the College Mall sewer in order to prevent sanitary sewer overflows
 - Designed and began construction of over \$23 million in modernization and capacity enhancements at the Dillman Wastewater Treatment Plant, to be completed in 2022
 - Dedicated about \$500,000 per year to sewer lining projects
- Three notable achievements for the Stormwater Utility:
 - Completed design and began construction of the Hidden River Pathway project, an up-sized stormwater culvert for the Campus River/Clear Creek, to be completed in 2022 at a cost of \$13 million
 - Instituted a \$400,000 per year Green Infrastructure program that will fund “greener” improvements in our stormwater infrastructure
 - Instituted the Residential Stormwater Grants Program, to encourage and facilitate stormwater improvement projects on private property that help to solve neighborhood-scale stormwater issues

In 2022, CBU will focus on six large initiatives, including 1) explicitly identifying how our activities, including new operational and capital projects, affect carbon emissions from Utilities operations and expand our climate action programs; 2) increasing capacity for wastewater treatment; 3) optimizing drinking water quality through treatment improvements; 4) replacing aging water mains; 5) making capital improvements to the stormwater system; and 6) modernizing processes. CBU organizes its goals under the Effective Utility Management framework (EUM), established by the American Water Works Association (AWWA), U.S. EPA, and others. EUM organizes management initiatives based on ten attributes: Product Quality, Operational Optimization, Employee and Leadership Development, Financial Viability, Infrastructure Strategy and Performance, Customer Satisfaction, Stakeholder Understanding and Support, Water Resource Sustainability, and Community Sustainability. The ten attributes provide a clear set of reference points and help maintain a balanced focus on all of the important operational areas rather than reactively focusing on the “problem of the day.”

Impact of the COVID-19 Pandemic: In 2020, CBU experienced a 7% reduction in metered sales. The decline was related to the COVID-19 pandemic, as many commercial customers were closed for a significant portion of the year and Indiana University shifted to virtual teaching. In 2021, we expect a small increase in metered sales, especially in the second half of the year. For 2022, we are expecting a modest increase of about 2% over 2020. The pandemic-related decline in metered sales affects both the Water Works and Sewer Works roughly in equal proportions.

Delay in the 2020 Water Works Rate Case: CBU had planned to address the limitations in funding for the Water Works via a rate case in the spring of 2020, and many of the larger capital projects that were planned for the 2021 budget were predicated on increased revenue following the rate case. As a result, most 2021 Water Works capital project goals have been shifted into 2022. We have filed the 2022 rate case with the Indiana Utilities Regulatory Commission, and we expect to complete the process in Q1.

Wastewater Treatment Modernization and Capacity Improvements: CBU is working on projects at both wastewater treatment plants to modernize equipment and treatment processes while increasing capacity to meet future demand at Dillman Road Wastewater Treatment Plant (Dillman). At Dillman, a \$23 million project is in progress, including a standalone disk filter addition, new switchgear, and new blowers. These and other projects will help significantly to reduce electrical consumption at Dillman, Monroe County's largest single electricity consumer. Details about these projects can be found in the Capital Improvement Plan included with this memo.

Water Quality: CBU continually monitors and explores ways to reduce disinfection byproducts (DBPs). The department is engaged in a project to improve the solids handling facilities at Monroe WTP to improve our ability to manage and dry solids for disposal.

Water Main Replacements: Since 2017, CBU has budgeted approximately \$1.7 million annually for its Water Main Replacement Program, allowing us to replace approximately 2.5 miles of existing water mains and associated valves, fire hydrants, and water services each year. Aging water mains can lead to locally degraded water quality, and age is a factor in many of our over 100 water-main breaks each year. This program aims to reduce water loss, maintenance and repair costs, and improve water quality. CBU staff prioritize replacement projects based on the occurrence of water-main breaks, on seasonal factors, water-use patterns, pipe types, and other factors. We prioritize annually, based on work performed in the previous year.

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

Process Modernization: CBU is implementing, upgrading, and/or replacing software systems throughout the department. These changes will drive efficiency, allow CBU to make more data-driven decisions, and reduce errors. The changes include updates to the Supervisory Control and Data Acquisition (SCADA) systems, a major upgrade of the Geographic Information System (GIS), the purchase of CityWorks Asset Management software which will also integrate with the GIS system upgrade, implementing a customer portal as part of the recently completed Advanced

Metering Infrastructure (AMI) project, and the purchase of a Laboratory Information Management System (LIMS).

Sustainability/Climate Action: Water and wastewater operations are heavy users of electricity and purchased chemicals. Maintenance and development of our nearly 800 miles of buried infrastructure require a capital investment in large vehicles and the consumption of fossil fuels to power them. CBU tracks its energy consumption and is working to reduce water loss, energy consumption, and the carbon footprint of all its activities. The renovations underway at the Dillman WWTP will significantly reduce electrical consumption. CBU continues to work with the Economic and Sustainable Development Department to evaluate the potential for a waste-to-energy facility for wastewater sludge, oils and grease, and organic waste streams. CBU is also committed to responsible and transparent fiscal management, and we regularly seek to reduce the cost of our operations for our ratepayers. In 2019 and 2020, CBU refinanced much of its debt for the Water Works and the Sewer Works, saving \$392,990 in 2020 and about \$430,000 annually for the length of the bond. CBU developed a 5-year Capital Improvement Plan (CIP) for each utility. We revise and update the CIP annually, and include it with our budget proposal.

Equity/Inclusion: In 2021, CBU brought a rate case for water to the Indiana Utilities Regulatory Commission that includes a cost-of-service study (COSS) for all customer categories. Overall, CBU is not allowed to make a profit over time, and rate cases must demonstrate that. The purpose of the COSS is to ensure that our various customer classes (residential, industrial, etc.) are paying the cost of providing their service. The COSS has demonstrated that CBU's residential customers are subsidizing the water bills of the other customer classes. We expect IURC to rule early in 2022.

CBU currency funds \$50,000 for the Customer Assistance Program. In 2021, CBU has assisted 77 households in the amount of \$17,583. In 2020, CBU assisted 215 households in the amount of \$39,468.

CBU also proposes an expansion in the Residential Stormwater Grants program for 2022. In 2021, we made major efforts to reach out to residents of lower-income neighborhoods, and we found that many of the residents did not have the resources to plan for a project or prepare the application materials. Part of the 2022 expansion is to hire a contractor who can assist residents in proposing projects and preparing grant applications.

2022 Activity Description and Goals

The 2022 budget was developed with a zero-based approach, analyzing actual trends and conservative estimates, and aligning expenses split between multiple funds. The Assistant Director of Finance reviewed expenditures and discussed future needs with other Assistant Directors and plant superintendents. Additionally, the Conservation & Energy Resource Manager gave input and prepared estimates for utility costs (electric, gas, water) based on in-depth analysis and discussions with the providers. Finally, CBU coordinated with ITS, Fleet, and other departments which maintain certain assets.

The City of Bloomington Utilities is pleased to present its 2022 budget goals for the Water, Sewer,

and Stormwater funds.

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

CBU TOTAL

Revenue	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
Water	\$17,870,734	\$17,703,768	\$18,178,570	\$474,802	2.7%
Sewer	\$24,779,926	\$22,770,903	\$23,266,768	\$495,865	2.2%
Stormwater	\$3,124,754	\$3,072,146	\$3,103,865	\$31,719	1.0%
Total Funds	\$45,775,416	\$43,546,817	\$44,549,203	\$1,002,386	2.3%

Product Quality (PQ)

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

Goals:

Water Works

- Operate the Monroe Water Treatment Plant and all of the distribution system 24 hours per day, 365 days per year, with no violations of our operating permits.
- Achieve annual average levels in treated water of 50ppb or less for Total Trihalomethanes (TTHM) and 40ppb or less for Total Haloacetic Acids (HAA5). These values are about 2/3 of the EPA limits of 80ppb for TTHM and 60ppb for HAA5.
- Install at least 5 auto-flush hydrants at a cost of approximately \$50,000. These new model hydrants offer the ability to discharge directly into storm drains; older models are less costly, but simply discharge to a swale or ditch, which can lead to disruptions.

Sewer Works

- Operate both wastewater treatment plants 24 hours per day, 365 days per year, with no violations of the discharge limits described in our National Pollutant Discharge Elimination System (NPDES) Permits (even as major capital improvements are in progress at the Dillman Road WWTP).
- Subject to EPA approval, bring Sewer Use Ordinance (SUO) amendments to implement the Blucher Poole Industrial pretreatment program to Council. (In 2021, CBU is completing a Local Limits study for the Blucher Poole WWTP sewershed, the crucial first step in creating an Industrial Pretreatment Program.)

Stormwater Utility

- Begin implementing the Stormwater Master Plan, requesting Ordinance changes that marry our MS4 program with the UDO, and publish a Stormwater Quality Manual. (The Stormwater Master Plan will be completed in 2021, based on input from major stakeholders within the City and in the private sector, to incorporate both gray and green infrastructure to make our City more sustainable and resilient to changing climate.)

Product Quality Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	2,837,839	3,658,106	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	598,093	770,970		
300 - Other Services	5,264,080	6,785,642		
Total	8,700,013	11,214,718		

Operational Optimization (OO)

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

Goals:

All Utilities

In 2021, CBU will implement the CityWorks asset management system for all field operations in the Transmission and Distribution (T&D) Division and the MS4 Program in the Environmental Division. We have also deployed improved SCADA systems for process control and data acquisition and the new Laboratory Information Management System (LIMS).

- Deploy at least 3 new analytical tools and/or computer dashboard applications to enable better, faster, data-driven decisions supporting CBU operations.
- Execute asset management for our 3 treatment plants by the end of 2022, allowing plants to manage maintenance schedules, drive replacement schedules, and track inventory. (Goal delayed by COVID-19 pandemic.)
- Complete deployment and implementation of the cloud/mobile tracking software for sewage waste haulers, as part of Preferred Pumper Program.
- Implement SCADA monitoring of pumps, flow rates, disinfectant levels, and other parameters in at least one tank and booster station (a first step toward system-wide greatly improved monitoring and controlling of our distribution system).

Operational Optimization Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,418,919	1,829,052	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	299,046	385,484		
300 - Other Services	2,321,564	2,992,603		
Total	4,039,530	5,207,140		

Employee and Leadership Development (ED)

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

Goals:

All Utilities

- Invest at least 1.5% of CBU personnel budget in each Division for professional training and development, including operator training so new employees can earn State licenses within 1 year of hire.
- Assure that every work site has at least 1 team member who is CPR-certified.
- Senior CBU leadership will engage in training for Value-Stream Mapping (or other Lean/Six Sigma methodology), and will complete mapping efforts for 4 of our operational processes (value-stream mapping is a method used to reduce “waste” in processes to increase productivity).

Employee & Leadership Dev. Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	709,459	914,525	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	149,523	192,742		
300 - Other Services	863,871	1,113,570		
Total	1,722,854	2,220,837		

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

Goals:

All Utilities

- In 2020, CBU purchased CityWorks enterprise asset management system to manage, track, analyze, and score infrastructure assets. The software costs \$40,000 per year and integrates closely with our GIS and other systems. Deployment for linear infrastructure (water distribution and sewer collection system) assets will be complete in 2021. We will complete implementation for the plants in 2022.
- Implement CityWorks-driven centralized work order and inventory systems at the 3 plants, to streamline work order processing, reduce inventory, and maintain better records for work order details (jobsite hours, project expenses).

Water Works

- Implement the approved new Water Works rates within 60 days of final approval. Final IURC approval of the 2021 Water Works rate case is anticipated in Q1.

Financial Viability Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,418,919	1,829,052	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	299,046	385,484		
300 - Other Services	1,246,302	1,606,541		
Total	2,964,26	3,821,077		

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 and regulator-supported service levels to assure asset repair, rehabilitation, and replacement efforts are coordinated within the community to minimize disruptions and other negative consequences.

Goals:

Water Works

- Replace at least 2 miles of water mains at a cost of no more than \$2,000,000. (This goal assumes timely IURC approval and implementation of the 2021 rate case.)
- Identify all of the lead service lines in our system and develop a replacement plan by the end of Q3. (Depending on the outcomes of the study, CBU expects to replace all lead service lines over the next 3-15 years. Goal delayed by the COVID-19 pandemic. American Rescue Plan Act funding sought for the inventory.)
- At least 3 capital-funded water projects at a cost of up to \$4,400,000 will be completed. The project list includes (1) East Tank coating and mixing system, (2) Monroe WTP belt filter press, and (3) Monroe WTP filter media replacement. We will determine the overall scope based on actual Water Works revenues. This item was delayed from 2021.

Sewer Works

- Complete the Modernization and Capacity Improvement Project at the Dillman Road WWTP. CBU is investing approximately \$23,000,000 on the project, which includes (1) an increase in capacity for activated sludge pumping and tertiary filtration, (2) significant energy reduction with new blowers and advanced control systems, (3) and replacement of major electrical system components. We anticipate that the electrical and aeration improvements could lead to a 15% reduction in electrical usage.
- Complete sewer lining projects, lining at least 6 miles of sewer pipe and other improvements to manholes and other infrastructure, at a total cost of no more than \$800,000. (The total number of miles will depend on the conditions of manholes discovered during project execution.)

Stormwater Utility

- Deploy up to \$100,000 through the Residential Stormwater Grants program, to complete projects at 15-20 households. This includes up to \$30,000 for a contractor who will improve outreach efforts in underserved neighborhoods and assist all applicants in the scoping and project-design phases, to help “level the playing field” for all applicants.
- Complete the \$13,200,000 Hidden River Pathway project. The capacity of the original tunnel is unknown, as it was constructed in many sections that are dissimilar. However, in general the new tunnel is about twice as large in cross-section as the original. It will have a design capacity of 1800 cubic feet per second (cfs).

Infrastructure Strategy and Performance Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	2,837,839	3,658,106	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	598,093	770,970		
300 - Other Services	4,110,428	5,298,532		
Total	7,546,362	9,727,607		

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

- Complete a long-term water supply resiliency plan by Q2 and begin efforts to secure funding for its implementation. (Bloomington presently has only one source for water supply; we should develop a plan for a second source or purchasing water from another utility.)

- CBU will complete a rate review for the Sewer Works, including expanded capital spending to complete the Dillman capacity expansion projects. Once complete, CBU will work with IDEM to officially re-rate Dillman to 20 million gallon per day (mgd) capacity.
- CBU will complete a rate review for the Stormwater Utility, including capital resources for replacing the upstream inlet structure at 6th and Indiana. This will complete the capacity expansion that was begun with the Hidden River Pathway project, reducing the likelihood of flooding in the vicinity.
- CBU will continue its work with ITS to fully implement and improve the cybersecurity plan for CBU's plants and other facilities.

Enterprise Resiliency Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,418,919	1,829,052	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	153,787	198,239		
300 - Other Services	1,119,163	1,442,653		
Total	2,691,870	3,469,944		

Customer Satisfaction (CS)

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

Goals:

All Utilities

- Operate a Customer Service Department with a staff of 6 Customer Service Representatives, a Customer Service Manager, and Billing and Collections Manager with standard business operations hours (Monday-Friday, 8:00 AM-5:00 PM).
- Keep the CBU website up-to-date with information about major undertakings and electronic versions of all customer forms, as well as electronic versions of the annual consumer confidence/water quality report and the annual benchmarking survey, updated at least once per week.
- Complete an annual Customer Satisfaction Survey by Q3 and incorporate findings from the survey in public information and other customer service activities. We will enhance our outreach with a goal of 10% participation from our 27,000 customers.

Customer Satisfaction Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	1,418,919	1,829,052	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	444,306	572,731		
300 - Other Services	869,782	1,121,189		
Total	2,733,008	3,522,972		

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

Goals:

All Utilities

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

Stakeholder Understanding and Support Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	79,459	914,525	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	149,523	192,742		
300 - Other Services	53,439	68,885		
Total	912,422	1,176,153		

Water Resource Sustainability (WR)

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

strategies (e.g., Integrated Planning). Engage in long-term integrated water resource management to ensure that current and future customer, community, and ecological water-related needs are met.

Goals:

Water Works

- The City of Bloomington is a stakeholder for the Lake Monroe Water Fund project, and CBU will provide technical assistance as needed by the Water Fund’s Steering Committee. Alex Crowley (Economic and Sustainable Development Director) is a member of the Committee. In Q1 2022, CBU will donate \$35,000 to the Water Fund. The Water Fund Steering Committee will utilize these dollars to hire a part-time grant writer, in order to accelerate their fundraising efforts.
- CBU will continue to offer in-kind support for the water-quality study that Friends of Lake Monroe (FLM) is leading under a Section 319 grant. In 2021, we expect the value of our laboratory support to be comparable to about \$30,000 if FLM went to a commercial laboratory.

Water Resource Sustainability Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	709,459	914,525	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	149,523	192,742		
300 - Other Services	482,419	621,860		
Total	1,341,403	1,729,128		

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

Sewer Works

- CBU will complete the aeration modernization at the Dillman WWTP, as part of the \$23 million modernization and capacity improvement project. We anticipate that the new blowers and closed-loop control can save up to 15% of the electrical usage for aeration.
- Working together with the Economic and Sustainable Development Department, CBU will complete its review of options for a waste-to-energy facility at the Blucher Poole plant in Q1. If the project is viable, we will proceed with engineering and explore financing options and issue an implementation plan by the end of Q4.

Stormwater Utility

- CBU will dedicate \$100,000 to its Residential Stormwater Grant Program in 2022, with grant awards in early Q3. This program helps homeowners make improvements on their property that have positive impacts on their neighborhoods and CBU infrastructure. Applications are due by April; grants will be awarded in early summer and projects must be completed within 1 year of the grant award.

Community Sustainability Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	709,459	914,525	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	149,523	192,742		
300 - Other Services	482,419	621,860		
Total	1,341,403	1,729,128		

Bond Payments

Water

2015 Refunding Bond- \$376,721
 2017 Bond- \$297,244
 2020A Water Bond- \$1,569,713
 2020B Water Bond- \$3,035,140

Wastewater

2012 Wastewater Bond- \$858,411
 2013 Wastewater Bond- \$1,181,232
 2015 Refunding Bond- \$565,200
 2017 Wastewater Bond- \$457,300
 2019 Refunding Bond- \$1,021,800
 2020 Wastewater Bond- \$969,800

Sinking Funds (P&I) Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Populations Served
400- Waterworks sinking	5,278,128	5,278,818	0	All CBU water works customers including wholesale customers (approx 140,000 people), all CBU sewer customers (approx 86,000 people), all CBU stormwater utility customers (population of Bloomington, approx 86,000 people)
400- Sewer works sinking	4,078,724	5,053,743		
Total	9,356,852	10,332,561		

2022 Budget Proposal Highlights

Water Works Budget Request

Water Works Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Change (\$)	Change (%)
100 - Personnel Services	4,552,762	4,880,902	4,750,175	4,942,973	192,798	4.06%
200 - Supplies	1,890,123	1,983,831	1,741,845	1,741,845	0	0.00%
300 - Other Services	3,405,202	3,443,327	3,836,538	3,743,608	(92,930)	(2.42%)
300- Other Services- E&R	3,714,915	3,250,156	2,097,083	2,471,326	374,243	17.85%
400- Water Sinking (P&I)	5,620,853	5,632,401	5,278,128	5,278,818	690	0.01%
Total	19,183,855	19,190,617	17,703,769	18,178,570	474,801	2.68%

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

Significant changes in the Water Utility include:

Revenue has an expected increase of \$474,801. CBU expects a modest increase in revenues as it recovers from the initial revenue falls from the Coronavirus pandemic.

Category 1- Personnel request is for \$4,942,973. This is an increase from the 2021 budget in the amount of \$192,798. There is no expectation for a large-scale change in this category.

Category 2- Supplies request is \$171,845. This is a level request from 2021.

Category 3- Other Services and Charges request is \$3,743,608. This is a decrease of 2.42% and is mostly due to funding for the 2020 water rate case not being included in the 2022 budget.

- **Line U63200- Contract Services Accounting:** decreases due to completion of water rate case in 2021.
- **Line U63300- Contract Services Legal:** decreases due completion of water rate case in 2021.
- **Line U67547- Miscellaneous Expense Software:** increases due to purchasing of software for the AM system (Sensus Analytics, Sensus RNI, Sensus Customer Portal).
- **Line U61532- Purchased Power Treatment:** decreases due to current expenditures and future projections
- **Line U61700- Utilities General:** decreases due to current expenditures and future projections
- **Line U61733- Telephone- Other Charges:** decreases due to current expenditures and future projections

Category 3- Other Services & Charges (Extensions & Replacements) request is \$2,471,326. This is an increase of \$374,243 or 17.85%. With the rate increase fully in effect, we are able to adequately fund a capital improvement program for the water utility (see attached project list).

Sewer Utility Budget Request

Sewer Works Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Change (\$)	Change (%)
100 - Personnel Services	7,743,767	7,977,422	8,084,455	8,263,723	179,268	2.22%
200 - Supplies	1,317,353	1,370,926	1,163,344	1,163,644	300	0.03%
300 - Other Services	4,491,320	6,827,906	4,987,486	5,033,452	45,966	0.92%
300- Other Services- E&R	5274,744	3,249,161	4,456,894	3,752,206	(704,688)	(15.81%)
400- Water Sinking (P&I)**	5,355,729	5,354,512	4,078,724	5,053,743	975,019	23.91%
Total	24,182,913	24,779,927	22,770,903	23,266,768	495,865	2.18%

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

Significant changes in the Sewer Utility include:

Revenue has an expected increase of \$495,865. CBU expects a modest increase in revenues as it recovers from the initial revenue falls from the Coronavirus pandemic.

Category 1- Personnel request is \$8,263,723. This is an increase of \$179,268 or 2.22%. There is no expectation of large-scale change to this category.

Category 2- Supplies request is \$1,163,644. This is an increase of \$300 or 0.03%. There are no significant changes to this category.

Category 3- Other Services and Charges request is \$5,033,452. This is an increase of \$45,966 or 0.92%. This category expects a minimal increase:

- **Line U67547- Miscellaneous Expense Software:** increases due to expanded software licenses from the AMI project and from Linko software for waste haulers.

Category 3- Other Services and Charges (Extensions and Replacements) request is \$3,752,206. This is a decrease of \$704,688 or 15.81%. This is due to an increase in Category 1 expenses and category 4 expenses.

Stormwater Utility Budget Request

Stormwater Utility Budget Allocation	2019 Actual	2020 Budget	2021 Budget	2022 Proposed	Change (\$)	Change (%)
100 - Personnel Services	710,926	902,122	988,579	1,011,603	23,024	2.33%
200 - Supplies	175,280	72,828	85,280	85,280	0.00	0.00%
300 - Other Services	86,209	167,630	118,209	148,209	30,000	25.38%
300- Other Services- E&R	575,215	279,824	517,040	498,771	(18,269)	(3.53%)
300- Green Infrastructure	0	0	400,000	400,000	0.00	0.00%
400- Storm Sinking (P&I)***	0	0	963,038	960,000	(3,038)	(0.32%)
Total	1,547,630	1,422,404	3,072,146	3,103,863	31,717	1.03%

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

Significant changes to the Stormwater Utility include:

Revenue has a small increase due to some recovery from the coronavirus.

Category 1- Personnel Services request is \$1,011,603. This is an increase of \$23,024 or 2.33%. There is no expectation of large-scale change to this category.

Category 2- Supplies request is \$85,280. This is a level request from 2021.

Category 3- Other Services and Charges request is \$148,209. This is an increase of \$30,000 or 25.38%.

- **Line U63203- Assistance Program- Residential Stormwater Program:** This is an increase due to expansions to the program.

Category 3- Other Services and Charges (Extensions & Replacements) request is \$498,771. This is a decrease of \$18,269 or 3.53%.

Category 3- Other Services and Charges (Green Infrastructure) request is \$400,000 and is a level request from 2021.

Category 4- Stormwater Sinking request is \$960,000. This is a decrease of \$3,038 or 0.32%. This is a level budget amount due to expected bonding for the Hidden River Pathway project.

Conclusion

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

Attached: [Combined Capital Investment Plan Spreadsheet](#)

Water works Capital Improvement Plan

MONROE WATER TREATMENT PLANT	2022
Dewatering System Improvements	3,100,000.00
Filter Media and Underdrain Replacement	700,000.00
Addition of Second Washwater Pump	110,000.00
Substation Transformer Upgrade	45,000.00
Standby Power Improvements	250,000.00
Chemical Feed Line Replacements	75,000.00
SCADA System Improvements	100,000.00
Miscellaneous Repair and Replacement	150,000.00
Monroe WTP Total	4,530,000.00

DISTRIBUTION SYSTEM	2,022.00
West Booster Rehabilitation	70,000.00
Dogwood Booster Rehabilitation	50,000.00
Storage Tank Inspections	10,500.00
East Tank Coating Replacement and Improvements	700,000.00
System SCADA updates and WQ Monitoring	120,000.00
Water Main Replacement Program	2,000,000.00
Fire hydrant Maint and Capacity Testing	156,000.00
Valve Testing (20% System Annually)	70,000.00
Transportation Project Relocations	150,000.00
Lead and Copper Rule	100,000.00
Distribution System Total	3,426,500.00

OTHER	2,022.00
Service Center Relocation	394,000.00
Vehicle and Equipment Replacment	350,000.00
Other Total	744,000.00

EXPENDITURE SUMMARY BY LOCATION	2022
MONROE WATER TREATMENT PLANT	4,530,000.00
DISTRIBUTION SYSTEM	3,426,500.00
OTHER	744,000.00
Total Water	8,700,500.00



**2022 BUDGET
PROPOSAL MAYOR
JOHN HAMILTON**

City of Bloomington 2022 Budget

Wednesday August 25, 2021



Bloomington Housing Authority

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

Memorandum

To: Members of the City of Bloomington Common Council
From: Amber Skoby, Executive Director, Bloomington Housing Authority
Date: August 18, 2021
Re: Fiscal Year 2022 BHA Budget

This memo accompanies the proposed Fiscal Year End 09/30/2022 budget for the Bloomington Housing Authority. This budget overview and presentation is informational only as the BHA Board of Commissioners will approve by resolution the operating budget for fiscal year 2022 during their regular meeting on Thursday, September 16, 2021.

Why We Exist

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

In May 2020, BHA began operating two of its affordable housing communities, Rev. Butler and Walnut Woods, under the HUD Rental Assistance Demonstration program (RAD). This brought over \$17.8 million in financing to complete unit renovations and stabilize the long-term financial viability of operations. In late 2021, the BHA will close its RAD financing deal for Crestmont expected to bring over \$50 million in much-needed financing to complete major unit repairs, site upgrades and complete renovation of the community building. Even after RAD conversions are complete, those properties will receive Section 8 project-based federal subsidy. BHA administers over 1300 vouchers. As part of the HCV program, over \$9.2 million in housing assistance payment funds is estimated to be received from HUD and paid directly to local property owners. For funding of supportive services, the BHA receives over \$161,300 to fund service coordinator positions and special program activities.

What is the impact of BHA's efforts? So far in fiscal year 2021, the BHA:

- ✓ Increased HCV housing assistance payment budget by \$550,000 thanks partially to CARES Act funding which will help raise the HCV program total budget authority from \$8.7 million to around \$9.2 million moving forward
- ✓ Was awarded 28 Emergency Housing Vouchers to offer rental assistance and funding to eliminate lease-up barriers for those in our community experiencing homelessness
- ✓ Began pre-development activities for the Crestmont RAD conversion

- ✓ Implemented a paperless software system for all tenant and occupancy files
- ✓ Installed site lighting and thirty security cameras in Crestmont
- ✓ Turned over operations and ongoing maintenance of the Crestmont natural gas system to Vectren, alleviating BHA maintenance of the operator status liabilities
- ✓ Received a successful audit and Section 42 low income housing tax credit compliance on its first year of management of Rev. Butler and Walnut Woods
- ✓ Participated in the Indiana Supportive Housing Institute to align BHA as a real estate developer and property manager of integrated supportive housing projects
- ✓ And awarded 29% of construction contract dollars for the Rev. Butler and Walnut Woods RAD renovation work to Section 3 or W/MBE contractors.

Background

The BHA's operating budget which covers the public housing, HCV and Cost Center programs has a fiscal year starting October 1. This FY2022 budget takes into account the financial repositioning closing of RAD II (Crestmont) two months into the BHA fiscal year. After closing, the RAD II budget will have a January 1 to December 31 fiscal year along with RAD I (Rev. Butler and Walnut Woods). Therefore, the budget column for public housing (PH) only reflects two months of income and expenses. Federal funding for the regular HCV housing assistance payments is expected to increase by around \$500,000 due to higher expenses in the previous calendar year. Resident service grants will slightly increase from previous years as we received a larger Resident Opportunity and Supportive Services three year grant in 2021. Of note for the Cost Center is the development fees earned from the RAD deals. These development fees occur at closing and then periodically as project goals are met for the first one to three years of the deal.

Last fiscal year, the BHA had increased funding thanks to the CARES Act. This fiscal year, the BHA expects to receive allocations of ARPA funding to support the HCV program and real estate development activities.

2022 Budget Goals and Overview

Broad budget goals for FY2022 include:

1. Shift from public housing asset management to operating properties under the RAD/ low income housing tax credit operating budget models resulting in decreased annual fees to the Cost Center and shifting operating expenses to be within 85% of previous public housing levels.
2. Increase success of voucher holders through initiatives such as a landlord risk mitigation fund paired with a staff position that focuses on outreach to landlord and case management for housing stability. Prioritize full lease up of Emergency Housing Vouchers.
3. Continue to increase real estate development capacity of BHA and its non-profit development arm, Summit Hill Community Development Corporation, through staffing, consulting on best-practices and pre-development funding set-asides.
4. Focus on efforts toward building a local coalition on community-wide safety and youth engagement that partners with the City, Bloomington Police Department, the Boys and Girls Club and other community stakeholders.

Below is a budget overview for each major program area.

Low Income Public Housing – The BHA owns and manages 196 units of Public Housing in the Crestmont community. Funding for the Public Housing program primarily comes from tenant rents collected, non-dwelling rental income and operating subsidy received from HUD. This budget will

target operating income and expenses for only two months until Crestmont is converted through RAD and transition to a calendar year, project-based budget under Bloomington RAD II, LP ownership. Therefore, the anticipated income from operating subsidy is prorated to be \$142,676. Total rents collected is estimated at \$60,720, which also takes into consideration a 25% vacancy level. Expenses for public housing, including administrative costs, maintenance costs, insurance, tenant services, and utilities are budgeted at \$215,780. The program will cash flow around \$1,305.

Housing Choice Voucher (HCV or Section 8) – The BHA administers 1,284 housing choice vouchers, 80 Veterans Affairs Supportive Housing vouchers, 28 Emergency Housing Vouchers (EHVs) and 12 Single Room Occupancy vouchers. The HCV program is primarily funded by HUD via Housing Assistance Payments (HAP) and administrative fees. HAP is the housing subsidy paid to property owners directly by the BHA on behalf of the participating low-income family. Administrative fees cover the costs of administering the HCV program, including staff salaries and office expenses. Thanks to City-allocated American Rescue Plan Funding, the HCV program hopes to add one FTE housing stability coordinator and possibly add a funding match to its \$75,000 landlord risk mitigation fund.

For FY22, BHA expects to receive approximately \$9,200,000 in HAP income and \$776,000 in administrative fees. This is higher compared to FY2021 funding levels because HAP payouts are based on previous year spending (BHA saw much higher than usual HAP expense due to COVID-19 impacts) and the addition of EHVs. (Note that HAP is not included in the operating budget because we assume HAP income equals expenses and the month-to-month tracking differs from an operating budget format.)

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 increased to \$67,300 which funds one full-time coordinator position, administrative expenses and training costs. The BHA ROSS program has around 100 participants.

Central Office Cost Center – The Cost Center acts as a business management unit within the BHA which earns income from fees charged to public housing, HCV and RAD properties such as book keeping fees, asset management fees, property management fees, and program management fees. In FY2022, additional grant funding from the American Rescue Plan Act allocation from the City to BHA is expected to be around \$375,000. This funding will support capacity building of real estate development activities through adding one FTE position and consulting/legal fees for community land trust establishment activities. Development fees totaling \$457,700 will be earned from reaching RAD I occupancy goals and closing the RAD II deal. These development fees are not constant, rather they are only earned during the first one to three years of a deal. Tenant services support paid through the Cost Center increased due to \$10,000 budgeted to support community safety and youth engagement activities. The Cost Center is expected to earn approximately \$1,402,106 in fees for FY2022. Expenses are estimated at \$898,756.

Conclusion

Funding for Crestmont, the HCV program, the Central Office Cost Center and resident service programs is shifting as compared to historic patterns. This is because BHA is transitioning from a

public program administering agency to being an innovative, resilient real estate development company with a deep social mission to provide a variety of housing opportunities and supportive services.

Thank you for the opportunity to report on the BHA's programs and FY2022 budget. The BHA stands committed to providing safe, decent and affordable housing opportunities. We value our partnerships with the City and look forward to providing updates to City Council in the coming years.

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

Attachment:

BHA Fiscal Year 2022 Operating Budget

PHA Name: Bloomington Housing Authority
 1007 N. Summit Street Bloomington, IN 47404
Fiscal Year: Ending 9/30/2022
HA Code: IN022

		Public Hsg	COCC	HCV
		Amp 1		(And VASH, EHV)
Units:		196		1392
REAC	HUD			
Operating Revenue:				
Rental Revenue				
		Gross Potential Rents	76,656	-
		Vacancy Loss	(19,164)	-
70300	3420	Net Dwelling Rental	57,492	-
70400	3442	Excess Utilities	2,917	-
70400	3423	Nondwelling Rental	311	-
70500	Total	Rental Income	60,720	-
Non-Rental Revenue				
70600	3691	Operating Subsidy	142,676	-
	3691	RAD Subsidy		
70600	3411	FSS Grant	-	94,004
70600	3410.010	HUD Admin. Fees	-	776,000
70800	3691.001	ROSS Grant	8,530	-
	3410.05	LL Mitigation Fund Partner Contributions		75,000
70400	3440	Other Tenant Charges	5,000	-
	3441/3480	Non-Tenant Other income	50	-
	3690.000	ARPA Grants		375,000
71100	3430	Interest Income	10	150
71400	3450.010	Fraud Recovery-Admin	-	55,000
	3442	Other Income-Insurance /dividends	100	-
	3800	Management Fees (PH)	-	18,627
	3800.010	Asset Management Fees	-	2,940
	3800.020	Management Fees (HCV)	-	196,416
	3800.030	Bookkeeping Fees	-	125,700
70600	3800.080	Management Fees (CFP)	-	60,000
	3800.090	RAD Property Management Fee	-	165,473
	3690.010	RAD Developer Fee		457,700
71600	6120	Gain/Loss Sale of Capital Assets	-	-
72000	3610	Investment Income - Restricted	-	-
	Total	Non-Rental Revenue	156,366	1,402,106
	Total	Operating Income	217,086	1,000,154
Operating Expenditures:				
Administration				
9110	4110	Administrative Salaries	20,564	313,457
91200	4171	Audit Fees		3,973
91400	4190.005	Advertising & Marketing	50	1,000
91500	4182	Employee Benefits	6,890	114,728

		Public Hsg	COCC	HCV
		Amp 1		(And VASH, EHV)
Units:		196		1392
4190.007	Temp Office Labor	-	5,000	-
91600 4190.006	Office Expenses	900	8,750	12,200
91700 4130	Legal Expense	2,000	8,500	3,000
91800 4150	Travel	500	2,500	2,000
91600 4140	Staff Training	500	8,000	5,000
91900 4170	Accounting Fees	-	6,200	-
91600 4180	Office Rent	-	-	900
91900 4190	Other Sundry	1,000	17,000	8,000
91900 4120	New Development Costs	-	10,000	-
4190.002	Other Admin Service Contracts	5,945	262,673	13,151
4120.000	RAD Property Management Fee	-	-	-
91300 4120.010	Management Fees	18,627	-	196,416
91310 4120.030	Bookkeeping Fees	2,940	-	122,760
92000 4120.020	Asset Mgmt. Fee Expense	2,940	-	-
4191.000	Telephone	933	4,000	6,500
4192.000	Internet	-	-	-
4193.000	LIHTC Compliance	-	-	-
4190.004	Court Costs	1,000	-	-
4198.000	Safety & Security Grant Expense	-	-	-
4160.001	Membership Dues	500	1,262	2,041
91000 Total	Administrative Expense	65,289	898,756	814,073

Tenant Services

92100 4110.001	ROSS Salaries/Benefits	1,422	-	-
4140.001	ROSS Training	-	-	-
4190.001	ROSS Admin	2,000	-	-
4111	FSS Salaries/Benefits	-	-	94,004
4220	Landlord Mitigation Fund	-	-	10,000
92400 4220	Recreation, Pub. Other Services-BHA	282	27,600	-
92400 4220.001	Recreation, Pub. Other Services-RC	424	-	-
92500	Total Tenant Services	4,128	27,600	104,004

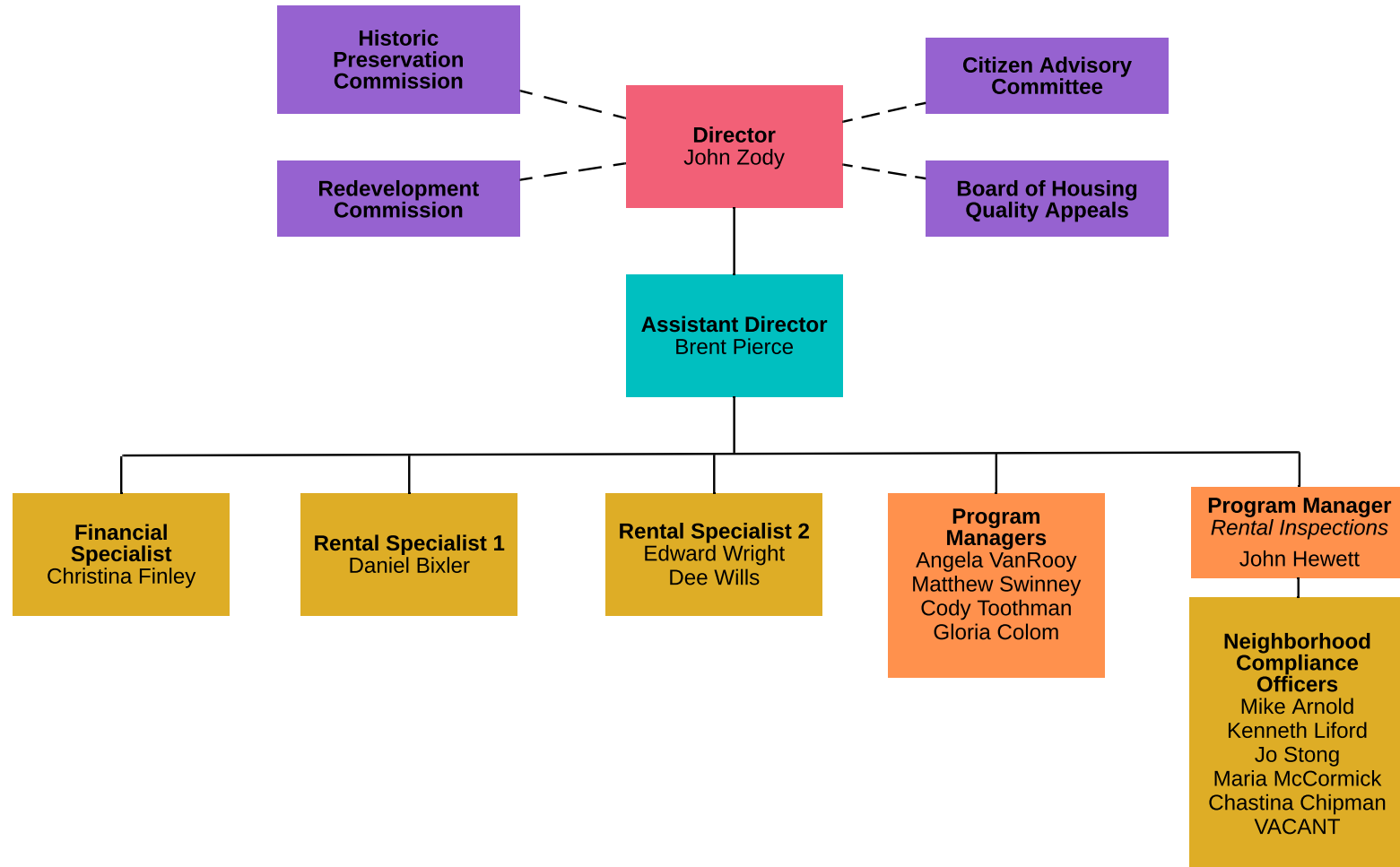
Utilities

93100 4310	Water	5,760	3,000	-
93200 4320	Electricity	18,333	5,000	-
93300 4330	Gas	12,500	2,000	-
93600 4350	Sewer	7,833	1,500	-
94300 4340	Auto Fuel	167	-	800
93000 Total	Utilities Expense	44,592	11,500	800

		Public Hsg	COCC	HCV
		Amp 1		(And VASH, EHV)
Units:		196		1392
Maintenance and Operations				
94100 4410	Labor	13,752	-	-
94500 4433	Employee Benefit	5,336	-	-
94200 4420	Materials	15,000	-	-
94200 4420.001	Ranges and Refrigerators/Water Heater	2,500	-	-
94200 4420.002	Vehicle Repairs	1,250	-	-
94300 4430	Other Misc. Contracts	10,500		-
94300 4430.001	Painting Contract	6,667	-	-
94300 4430.002	Lawn/Mowing Contracts	1,500	-	-
94300 4430.004	Extermination Contract	3,000	-	-
94300 4430.005	Garbage and Trash Removal	2,250	-	-
94300 4430.006	Camera Repair	167	-	-
94300 4430.007	Heating/Cooling	2,000	-	-
94300 4430.008	Electrical Contracts	1,000	-	-
94300 4430.009	Plumbing	5,000	-	-
94300 4430.010	Gas Line Service Contract		-	-
94300 4430.011	Landscaping/Grounds	1,000	-	-
95200 4430.012	Protective Services	1,000	-	-
94300 4430.013	Cintas Contract Costs	2,000	10,000	-
94300 4430.014	Cleaning Contract- Office	2,283	11,000	
4430.1	Gas Line Project Expense			
94000	Total Maintenance	76,205	21,000	-

			Public Hsg	COCC	HCV
			Amp 1		(And VASH, EHV)
Units:			196		1392
Insurance Expense					
96140	4510.000	Auto Insurance	124	556	900
96110	4510.010	Property Insurance	7,996	-	-
96120	4510.020	General Liability	2,635	11,857	19,197
96130	4510.040	Workers Compensation	2,720	2,040	3,303
	4510.050	Public Officials Liability	50	223	361
	4510.060	Employment Practice Liability	74	334	541
	4510.070	Commercial Umbrella	801	3,606	5,838
96100		Total Insurance Expense	14,400	18,616	30,141
Other General Expense					
97100	4610	Extraordinary Maintenance	-	-	-
96300	4520	Payments in Lieu of Taxes	-	-	-
96400	4570	Collection Losses	11,166	-	20,000
96000	Total	Other General Expense	11,166	-	20,000
90000	Total	Total Operating Expenditures	215,780	977,472	969,018
Cash Flow from Operations			1,305	424,634	31,136

HOUSING & NEIGHBORHOOD DEVELOPMENT DEPARTMENT





Housing and Neighborhood Development

2022 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council
From: John Zody, HAND Director
Date: August 19, 2021

Why We Exist

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

Background

The Housing and Neighborhood Development Department (HAND) has a staff of 17 employees. HAND is responsible for administering the Community Development Block Grant (CDBG) and HOME federal grant programs from the U.S. Department of Housing and Urban Development (HUD) for the City of Bloomington. For fiscal year 2021 (June 1, 2021-May 31, 2022), the department will grant \$1,076,364 in CDBG funds, a 16% increase from what was granted the previous year, and \$564,324 in HOME funding, an increase of \$13,473 from the previous year. CDBG-funded activities are divided into three distinct categories: physical improvements (65% of the grant funding), social service (15%), and administration (20%). The department also received a grant from HUD for \$10,135 over a 2-year period to administer a comprehensive housing counseling program, which includes pre-purchase, default/delinquency and reverse mortgage counseling as well as conducting classes on pre-homeownership and being a renter.

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

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

HAND accomplishes its enforcement programs through its general fund allocation. Title 16 of the Bloomington Municipal Code, or the Residential Rental Unit and Lodging Establishment Inspection Program, exists to protect rental occupants and the property they occupy. The department currently has approximately 25,200 registered rental units within city limits, a slight increase of 44 units since 2020 and a four percent increase in the last four years. Title VI 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, including the Neighborhood Improvement Grant program and Small and Simple Grants. 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, a social services grant program awarded to local organizations. The department also oversees historic preservation activities and provides staff support to the Historic Preservation Commission.

During the past year, the City (via HAND) was awarded an additional Community Development Block Grant allocation under the Coronavirus Aid, Relief, and Economic Security (CARES) Act to respond to, and prevent, the spread of the coronavirus (COVID-19). The City received \$525,656 and has allocated \$253,862 of the funds to date. A second round of funding is underway in the amount of \$660,602 and expenditures are expected to begin in October 2021. These dollars will continue to help our community respond to the pandemic by providing rent and utility assistance, food, housing market navigation and childcare and youth services to area residents who are still feeling the impact of COVID-19.

Advancing Sustainability, Equity and Inclusion

As a full partner in Mayor Hamilton's goal to advance sustainability, equity and inclusion in all things at the City of Bloomington, HAND also considers this a priority in both our operations and in our programming. The department has brought on two new staffers since Spring 2021, and in both processes, increasing the diversity of our department was a high priority. On the programming side, while our federal programs have very structured regulations, it is the desire of HAND and the organizations with which we partner to not just follow federal regulations, but to exceed them. A few examples of this include development partners targeting vulnerable and special needs populations,

such as those who have experienced homelessness or those with developmental disabilities, by setting aside units in proposed affordable housing developments. On the issue of affordability, we seek to have affordable or workforce units in new housing developments coming online in Bloomington. This effort is done through multiple departments (ESD, HAND and Planning & Transportation) to ensure that the housing market in Bloomington can be more equitable.

Organizational Assessment and Impact on Department and Budget Goals

In late 2020, an organizational assessment was done for the department by Novak. The report made 11 recommendations that we feel will help HAND re-establish our goals for the coming years. The recommendations are as follows. Those that are **bolded** stand to have an impact on budgeting due to increased staffing, professional services or materials development.

1. Realign and formalize reporting relationships.
2. Formalize standard operating procedures.
3. Establish clear training and **certification requirements**.
4. Formally define clear performance measures and collect relevant data.
5. **Issue an RFP to digitize existing paper files and establish a records retention schedule.**
6. **Continue pursuing EnerGov implementation.**
7. Implement a cross-training program for Program Managers.
8. **Develop a comprehensive communications and marketing plan for available grants and programs.**
9. **Inventory rental properties in areas potentially subject to annexation.**
10. Adjust disclosure practices to comply with applicable state law.
11. Engage Indiana University and student tenants regarding Title VI enforcement.

The goals from the organizational assessment will be designed as broader goals for the department as a whole, and not necessarily limited to one program area.

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,033,922	1,063,488	1,086,410	1,114,479	28,069	3%
200 - Supplies	6,672	4,949	11,819	11,819	-	0%
300 - Other Services	930,638	859,341	1,642,480	1,641,001	(1,479)	0%
400 - Capital Outlays	-	47,524	-	-	-	100%
Total	1,971,232	1,975,303	2,740,709	2,767,299	26,590	1%

2022 Activity Descriptions and Goals

Affordable Housing -- General

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

2021 HUD Income Limits (based on a family of four and an Area Median Income (AMI) of \$76,300):

30%	\$22,900
50%	\$38,150
60%	\$45,780
80%	\$61,050
100%	\$76,300
120%	\$91,560

Number of affordability-protected units in development, added or preserved since 2016
Total: 996

Year	Project	Unit Count
2021	Retreat @ Switchyard (breaking ground), Summit Hill CDC (projected)	51
2020	Curry PUD, Trinitas (projected), Osage Place (projected), Annex	182
2019	Kinser Flats, Limestone Crossing, Bailey Towers, Hilltop Apts.	266
2018	Switchyard Apartments, Middle Earth Cooperative Housing, Southern Knoll	67
2017	Alleyworks, Patterson Pointe, Morton Row, Union at Crescent, Adams Crossing, Ethos, Milestone	231
2016	Crawford Apartments II, Park South, B-Line Heights, Evergreen, Urban Station, Pedcor	199

Goals:

- Leverage collaboration between Planning & Transportation, HAND and ESD as well as availability of incentives and other tools to stimulate additional units of affordable housing.
- Conduct biannual onsite monitoring by Q4 of all dedicated workforce units not monitored in 2021.
- Monitor the City's loan portfolio and provide a report to the Mayor and City Council on any new projects funded through the housing development fund by the end of Q3.

- Identify and fund one project through the local housing development fund by the end of Q4.
- Assist four households with homeownership through the City's down payment assistance/ shared equity program (HDF dollars).

Housing - General Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	95,973	98,452	1.25	Number of units added since 2016: 996
200 - Supplies	1,337	1,337		
300 - Other Services	1,204,326	1,203,242		
400 - Capital Outlays	0	0		
Total	1,301,636	1,303,031		

Fund: General, Other

Neighborhood & Citizen Involvement-General

Activity Description: Coordinate and sponsor activities to promote neighborhood development through cooperation with Bloomington's various neighborhood associations, residents, and neighborhoods. Such activities include neighborhood cleanups, neighborhood improvement grants, neighborhood association workshops, and acting as liaison to the Council of Neighborhood Associations and Neighborhood Association Groups. Coordinate and sponsor activities to promote civic engagement. Such activities include Residents' Academy and the B-town Neighboring Project, which aims to better integrate students into off-campus residential neighborhoods.

Goals:

- Have a minimum of 20 graduates from Residents' Academy by the end of Q3.
- Achieve a 4.7 out of 5 rating based on feedback from Resident Academy class participants by the end of Q4.
- Complete 2 neighborhood clean-ups by November 30, ridding neighborhoods of a total of 10 tons of trash and other waste materials by November 30.
- Fund at least 5 neighborhood improvement projects by the end of Q4.
- Launch pilot program to involve more IU students in neighborhood activities by end of Q2.
- Make measurable contributions to the City Climate Action Team goals by more carefully measuring waste and composted materials gathered at neighborhood cleanups and neighborhood improvement projects, as well as encouraging composting efforts in neighborhoods.

Neighborhood & Citizen Involvement Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	92,134	94,514	1.20	2,800
200 - Supplies	859	859		
300 - Other Services	263,744	263,506		
400 - Capital Outlays	0	0		
Total	356,737	358,880		

Fund: General, Other

Title 16-Rental Inspection Program-General

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

Goals:

- Conduct 1,450 cycle inspections of new or expiring permitted units or properties by end of Q4.
- Evaluate use of Energov software purchased from Tyler Technologies to replace outdated software used in the rental inspection program. Properly train the inspectors in the use of this software to utilize the full potential of the inspection staff and this new technology.
- Provide education and training for the inspection staff so they maintain all professional certifications.
- In light of the changes to Landlord-Tenant law from the State of Indiana, implement a new program aimed at educating tenants about their rights and responsibilities as residents of Bloomington, noting how this impacts communication with landlords, by Q3.
- As part of the department Organizational Assessment, create metrics to measure successes in the rental inspection program that promote safe and inhabitable housing. For instance: tracking life safety issues resolved within statutory timelines and looking at how this can be measured over time during the three-to-five year inspection cycle.

Title 16 Rental Inspection Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	479,863	492,261	6.25	57,000
200 - Supplies	9,389	9,389		
300 - Other Services	118,685	118,578		
400 - Capital Outlays	0	0		
Total	607,937	620,228		

Fund: General, Other

Historic Preservation-General

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

Goals:

- Host 2 educational/informational seminars or workshops by the end of Q4.
- Increase participation in historic preservation workshops and seminars by the end of Q4 (COVID delays prevented these).
- Coordinate incentives with the Economic & Sustainability Department for 3 historic properties using the Bloomington Urban Enterprise Association’s Façade Grant Program or the Green Home Improvement Program by end of Q4.
- Work with the Historic Preservation Commission to set a plan for review of the Sites and Structures list.
- Send annual mailer to owners of locally designated properties reminding them of design review requirements.
- Attend at least 3 NEPA compliance and environmental review trainings offered by HUD.

Historic Preservation Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	88,295	90,576	1.15	Under Local Historic Designation - 1,280 Subject to Demolition Delay Review - 6,000
200 - Supplies	186	186		
300 - Other Services	49,129	49,085		
400 - Capital Outlays	0	0		
Total	137,610	139,847		

Fund: General, Other

Neighborhood Compliance (Title 16)-General

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

Goals:

- Establish an average response time for uReports assigned to Neighborhood Compliance Officers, with a goal of 3 days.
- Train all Code Enforcement and Scheduling staff in the use of Energov software by Q1.
- Evaluate the Energov software and learn to fully utilize it by Q2.
- Conduct a randomized email feedback survey of residents who have submitted uReports and provided their contact information to determine if the issue was addressed to their satisfaction by the end of Q4.

Title 16 Neighborhood Compliance Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	310,951	318,985	4.05	65,000
200 - Supplies	48	48		
300 - Other Services	6,596	6,590		
400 - Capital Outlays	0	0		
Total	317,595	325,623		

Fund: General, Other

HUD PROGRAMMING

Housing Counseling

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

Goals:

- Provide Housing Counseling Services to 65 clients by October to more quickly move them to housing security.
- Graduate 60 households from Homebuyers classes by the end of Q4 to increase the pool of prospective buyers in Bloomington.
- Receive an average survey score of 8.5 out of 10 from participants of the Homebuyers Class by October 30.
- Conduct a Homebuyer follow-up survey for participants from 2017-2021 by the end of Q4 to determine homeownership status and any associated successes and difficulties with the process.

Housing Counseling Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	18,754	19,690	0.25	200 Households
200 - Supplies	0	0		
300 - Other Services	0	0		
400 - Capital Outlays	0	0		
Total	18,754	19,690		

Funding: General

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

Activity Description: Provide funding assistance to social service agencies that provide food, shelter, health and self-sufficiency. Note: fiscal year for the CDBG program is June 1, 2021-May 31, 2022.

Goals:

- Provide \$152,000 in CDBG funds to seven social service agencies, and monitor for compliance with all federal regulations, by end of May.

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

Activity Description: Provide funding for a variety of physical improvement projects including funds to nonprofit organizations to rehab, upgrade and modernize their facilities; grants and loans for residential and public housing rehabilitation, home modification for the disabled, and emergency home repair; and assistance to City departments constructing public infrastructure improvements to streets, sanitary sewers and storm drainage facilities and playground equipment in targeted neighborhoods. Note: funds are allocated by the Citizen Advisory Committee through the CDBG grant allocation process; fiscal year for the CDBG program is June 1, 2021-May 31, 2022.

Goals:

- Assist Summit Hill Community Development Corporation with funding for the installation of ADA sidewalks and ramps within the Crestmont and Rev. Butler housing neighborhoods by May 31.
- Assist 3 homeowners with rehabilitating their homes by December 31.
- Assist LifeDesigns with renovation to their Winslow, Dunn, Highland, and Housing Options 1&2 Group home facilities by May 31.
- Assist Monroe County United Ministries with funding to upgrade their security system and create a digital resource center by May 31.
- Partner with City of Bloomington Utilities to remediate Evergreen Village drainage issues by May 31.
- Assist New Hope For Families with funding to build playgrounds and install required landscaping at their new location by May 31.
- Assist Middle Way House with funding to upgrade their security system by May 31.
- Assist Centerstone with renovations to Hoosier House and 416 W. 1st St. facilities by May 31.

HOME Program Activities

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

Goals:

- Provide assistance of up to \$250,000 to develop 40 affordable rental units under the HOME Federal Housing Program by end of Q4 to work toward resolving housing insecurity.
- Provide \$50,000 in tenant-based rental assistance to the BHA to assist four households on their Section 8 waiting list with housing by the end of Q4 to increase housing security.
- Assist 4 households with down payment assistance to buy a home by the end of Q4 to promote long-term affordability.

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

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

Goals:

- Provide financial oversight of 33 agencies receiving Jack Hopkins grants in the amount of \$511,000 for expenditures of funds within 12 months of signed funding agreement.
- Provide technical assistance to awarded agencies.

2022 Budget Proposal Highlights

The HAND Department’s budget request is \$2,767,299. This is an overall net increase of \$26,590, or 1%, from 2021. Significant highlights include:

Category 1 – Personnel request is \$1,114,479. This represents an increase of \$28,069 or nearly 3% over 2021. This increase represents the 2.75% cost of living increase for all regular full-time employees.

Category 2 – Supplies request is \$11,819. This is the same from 2021.

Category 3 - Other Services request is \$1,641,001. This is a slight decrease of \$1,479.

American Rescue Plan Act (ARPA) Funding

Along with other city departments, HAND is tasked with advancing the goal of increasing the affordability of housing in Bloomington. As part of Mayor Hamilton’s initial proposal on the expenditure of the City’s ARPA allocation, our department’s funding falls entirely within the “Housing Insecurity” category. From there, it has been divided into 3 proposed areas of focus: assisting those who are unhoused or at-risk, developing rental housing and increasing home ownership. Please note that in the first category, more funding is being proposed for the Heading Home Initiative, which is represented here by providing funding to the United Way beyond what was approved by the Council on August 18, 2021.

<u>Housing Sub-category</u>	<u>Amount Proposed</u>
Assisting the Unhoused or At-Risk	\$1,565,000

In order to reduce housing barriers, provide assistance to sustain housing first initiatives and help shelter the unhoused, this sub-category includes funding to assist the City and local organizations who are engaged in providing these services. More specifically, funding would allow the City to work with partners to establish resource hubs, help with reunification of the unhoused with families and loved ones, provide dollars to operate and construct community shelters, and provide additional funding to the Heading Home Initiative.

Developing Rental Housing **\$935,000**

As more housing comes online in Bloomington, it remains a critical goal to be sure that a significant portion of it is affordable. This is done in many different ways, and this category would help advance that goal in 3 major ways: providing incentives for the development of affordable housing (through investments from the Housing Development Fund and UDO incentives), providing rental assistance outreach and education, and by assisting in the physical construction of affordable housing.

Increasing Homeownership **\$1,250,000**

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

ARPA Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0		
200 - Supplies	0	0		
300 - Other Services	0	\$3,750,000		
400 - Capital Outlays	0	0		
Total	0	3,750,000		

Conclusion

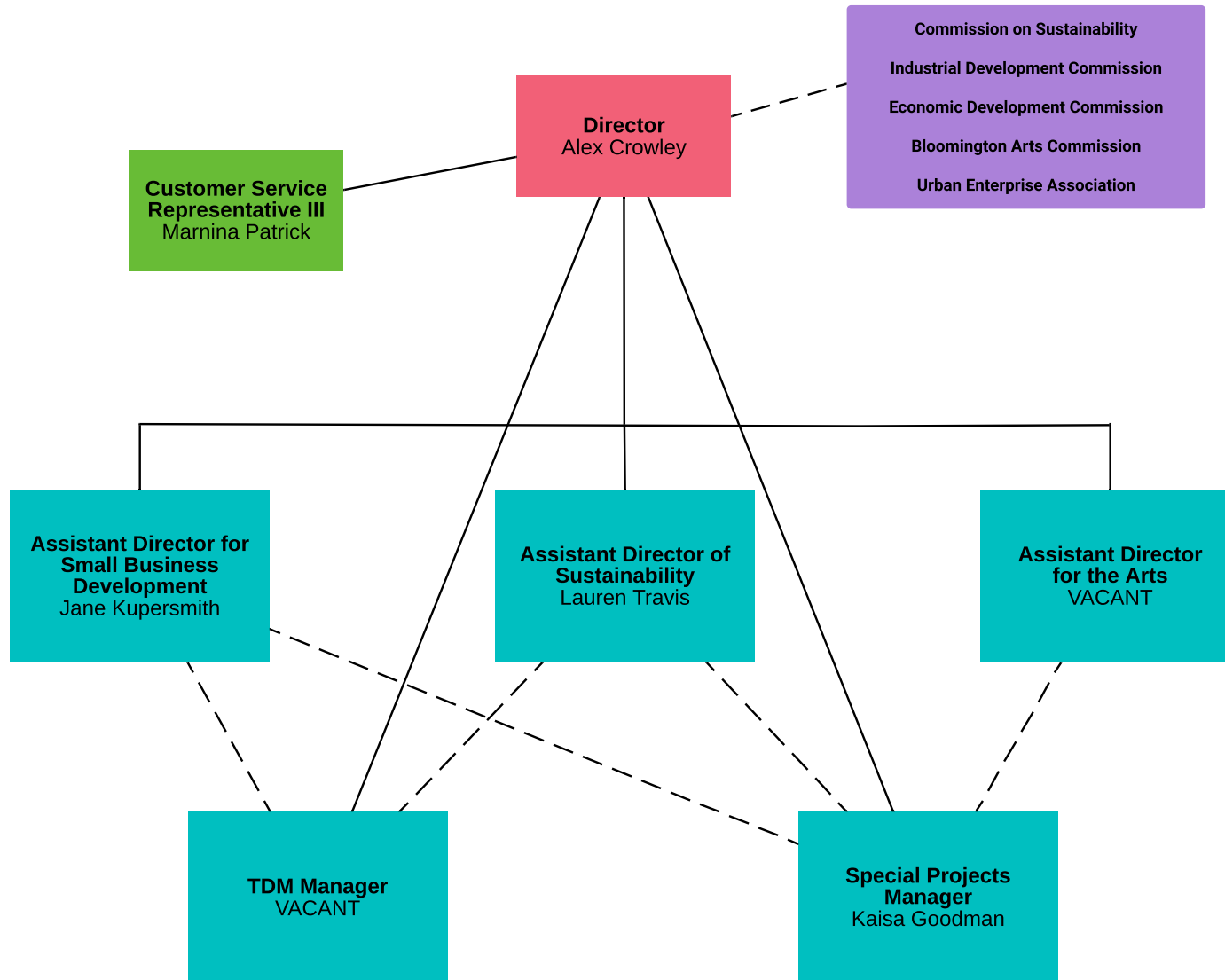
Thank you for your consideration of HAND’s budget request for 2022. Department staff are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 15 - HAND								
Personnel Services								
	51110	Salaries and Wages - Regular	639,611	673,467	658,140	668,497	10,357	1.57%
	51120	Salaries and Wages - Temporary	1,758	7,898	38,834	38,834	-	0.00%
	51210	FICA	46,512	49,859	53,319	54,110	791	1.48%
	51220	PERF	90,825	95,632	93,459	94,927	1,469	1.57%
	51230	Health and Life Insurance	242,658	228,384	242,658	242,658	-	0.00%
Total: Personnel Services			1,021,364	1,055,240	1,086,410	1,099,027	12,617	1.16%
Supplies								
	52110	Office Supplies	1,093	908	2,550	2,550	-	0.00%
	52240	Fuel and Oil	4,253	2,674	4,774	4,774	-	0.00%
	52410	Books	148	137	495	495	-	0.00%
	52420	Other Supplies	1,177	1,229	4,000	4,000	-	0.00%
Total: Supplies			6,672	4,949	11,819	11,819	-	0.00%
Other Services and Charges								
	53160	Instruction	1,700	2,737	4,650	4,650	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	19,103	24,977	1,600	1,600	-	0.00%
	53210	Telephone	2,472	2,251	3,000	3,000	-	0.00%
	53220	Postage	-	-	530	530	-	0.00%
	53230	Travel	254	387	5,150	5,150	-	0.00%
	53310	Printing	2,150	917	3,800	3,800	-	0.00%
	53320	Advertising	294	456	3,200	3,200	-	0.00%
	53620	Motor Repairs	15,401	17,711	17,992	16,513	(1,479)	-8.22%
	53830	Bank Charges	987	1,027	1,100	1,100	-	0.00%
	539010	Inter-Fund Transfers	290,000	296,000	296,000	296,000	-	0.00%
	53910	Dues and Subscriptions	1,486	990	1,508	1,508	-	0.00%
	53960	Grants	55,840	22,287	50,450	50,450	-	0.00%
	53990	Other Services and Charges	2,614	1,413	53,500	53,500	-	0.00%
Total: Other Services and Charges			392,300	371,153	442,480	441,001	(1,479)	-0.33%
Capital Outlays								
	54440	Motor Equipment	-	47,524	-	-	-	N/A
Account Classification Total: Capital Outlays - Capital Outlays			-	47,524	-	-	-	0.00%
Expenditures Grand Total:			\$ 1,420,335	\$ 1,478,866	\$ 1,540,709	\$ 1,551,847	\$ 11,138	0.72%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 176 - ARPA Local Fiscal Recvry (S9512)								
<u>Expenditures</u>								
Department: 15 - HAND								
Other Services and Charges								
	53990	Other Services and Charges	-	-	-	3,750,000	3,750,000	N/A
Total: Other Services and Charges			-	-	-	3,750,000	3,750,000	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 3,750,000	\$ 3,750,000	0.00%





Memorandum

To: Members of the City of Bloomington Common Council
From: Alex Crowley, Director of Economic & Sustainable Development
Date: August 19, 2021

Why We Exist

The mission of the City of Bloomington's Department of Economic & Sustainable Development (ESD) is to foster a livable and resilient community through partnerships, collaboration and outreach. Through strategic initiatives that expand economic opportunities, the Department aims to preserve the health of our environment, provide for social equity to residents, and advance the principles of sustainable development.

Background

A lot has changed in the past year, including a clearer view of the trajectory of the community's emergence from the COVID-19 pandemic; a federal administration more aligned with Bloomington's priorities; significant federal and state support to bolster local governments and communities; and a relatively stabilized local economy. However, a range of significant issues remain unresolved.

As populations reeled from COVID-19 economic upheavals, the impacts of climate change became more dire even as local climate-related efforts continued with the notable completion of Bloomington's first Climate Action Plan. Racial justice and issues of equity rose in prominence in the ongoing national and local dialogue. Economic disparity worsened as the pandemic accelerated an already unacceptable stratification of wealth and opportunity. The city's arts and cultural assets continued to be weakened as revenues declined. And business and commercial stability, including the community's housing sector, has become plagued with workforce and supply chain issues causing significant challenges to a full recovery.

Through this period of unprecedented change, ESD has continued to focus on delivering as many of the department's 2021 budget goals as possible while balancing this work within its limited resources with constantly evolving pandemic response projects. 2021 Recover Forward initiatives introduced an additional layer of activity to the department's regular workload, involving the

development of many new programs. ESD staff completed important priorities on behalf of the administration by working collaboratively with other departments and community partners.

Impact of COVID-19

COVID-19 created significant impacts across all sectors of the Bloomington economy. ESD's response to the COVID-19 pandemic has consumed significant departmental resources over the course of the past 12-18 months, and activities have cut a wide swath of projects. Under the broad umbrella of Recover Forward initiatives, the department collaborated with Public Works on support for outdoor commerce, including street closures, pick up/drop off zones and parklets. The department continued to administer the Rapid Response Fund loan program, including funding new loans and adjusting loan terms to recognize the ongoing pandemic. ESD supported, developed, or implemented a number of job training programs, including support for the Mill's Code School, programs that support job training for the building trades and life sciences sectors to meet local employment opportunities, and reentry job programs including the City/Centerstone partnership and Big Boys Moving to employ individuals in the Brighten B-Town program.

Additionally ESD has focused support on sectors in the economy particularly hard-hit by the pandemic, including the arts and service industry sectors. ESD led implementation of substantially increased arts grants programs for organizational & projects support, including a new micro-grant category for emerging artists, and is shepherding direct and substantial investments into the Waldron and Buskirk-Chumley Theater to facilitate reopening of those critical arts facilities. Finally, ESD has provided funding and administrative support to the Rose Hill Farm Stop cooperative, a grower-owned startup that will expand the marketplace for the locally grown food economy and provide self-determination for local growers.

Sustainability/Climate Action

ESD leads the strategic direction of City sustainability efforts, while also implementing sustainability and climate programs. In 2021, ESD project managed LEED for Cities and Communities certification by the U.S. Green Building Council, created a comprehensive framework for emissions reduction and resiliency through the Bloomington Climate Action Plan, and launched three new sustainability programs with Recover Forward funding to reduce building greenhouse gas emissions and grow the local food economy. The residential Bloomington Green Home Improvement Program (BGHIP), the Bloomington Nonprofit Solar and Energy Efficiency Loan Program (SEEL), and the launch of the Rose Hill Farm Stop have utilized funds appropriated by Council last fall to operationalize goals of the organization's plans to improve energy efficiency and improve local food access. Through these programs, ESD has directly engaged with a broad range of constituencies including neighborhoods, nonprofits, and with farmers to take action on climate and reduce the community's environmental impact.

Equity/Inclusion

Local, national, and regional events over the past year revealed great disparities in the way certain populations are resourced and how they have been impacted by the COVID-19 pandemic. In

response, the administration challenged all departments, including ESD, to address racial justice, economic justice, and climate justice through City activities. ESD has begun the important work of centering these frames as it examines its current and future programs and policy.

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

ESD will continue to work to self-educate on topics relating to equity, whether in banking practices, best board and commission practices, communication strategies, or other components of the work the department does. The department will also address other issues that arise as ESD evaluates the increased programming that was implemented in 2020 and 2021.

Economic & Sustainable Development 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	439,148	529,869	658,968	656,754	(2,214)	0%
200 - Supplies	3,235	5,386	37,050	7,900	(29,150)	-79%
300 - Other Services	235,052	496,574	1,476,833	456,558	(1,020,275)	-69%
400 - Capital Outlays	-	-	-	-	-	0.0%
Total	677,435	1,031,829	2,172,851	1,121,212	(1,051,639)	-48%

2022 Activity Descriptions and Goals

Arts & Cultural Development

Activity Description: Increase engagement with arts and culture stakeholders in Bloomington, including the creative business community, to cross-promote and stimulate the local cultural ecosystem in response to COVID-19, including evaluating the City’s ongoing role with the John Waldron Arts Center. Develop, implement and assist festivals and events with appropriate measures and support to ensure public safety, cultural vitality, and vibrancy. Successfully manage and implement public art projects from the 1% for the Arts fund and consider new projects that interact within new and unexpected public spaces.

Goals:

- Foster and sustain the John Waldron Art Center as a key component of arts infrastructure in the Bloomington Entertainment and Arts District (BEAD) through 2027 and follow through on Waldron Task Force recommendations by Q4.
 - Reopen facility with completed deferred maintenance program by beginning of Q1.
 - Build usage rates of the facility in collaboration with a potentially new management party/tenant to pre-pandemic usage levels by Q4.
 - Implement recommendations from anticipated 2021 art center feasibility study by Q4.
- Restore the scope and effectiveness of the BEAD by Q4.
- Support BCT Centennial to deliver successful programming, build endowment for ongoing facility’s sustainability, and generate incremental community contributed income by Q4.
- Collaborate with IU Arts and Humanities Council & Cook Center for Public Arts and Humanities, BCT, and other local businesses and organizations on a successful Granfalloon festival by Q2.
- Work with community organizations to rebuild capacity for festival and cultural event growth, collaboration and vibrancy by Q4.
- Establish a non-reverting public art maintenance endowment by the end of Q3.
- Implement the revised 1% for the Arts funding guidelines and BAC Strategic Plan to improve effectiveness and management of programs by Q4.
- Successfully manage the 2022 BAC grant program (including potential 2022 Recover Forward/ARPA increase) to ensure long-term recovery and sustainability of the arts and culture sector by Q4.

Arts & Cultural Development Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	128,476	130,604	1.75	85,000
200 - Supplies	6,871	1,571		
300 - Other Services	63,653	79,330		
400 - Capital Outlays	0	0		
Total	199,000	211,505		

Fund: General

Sustainable Development

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

Climate Hazard Management Goals:

- Implement 2022 recommendations of the Bloomington Climate Action Plan and Sustainability Action Plan by Q4.

- Leverage the climate action dashboard and implement a community engagement platform to educate and engage residents and businesses about the impacts of climate change and climate action strategies by Q4.
- Complete action items related to the findings of the Hoosier Resilience Index by Q4.
- Complete scheduled update to the 2018 Bloomington Greenhouse Gas Inventory by Q4.

Energy Efficiency & Diversification Goals:

- Optimize commercial and small business building performance by providing technical assistance and financing options for energy efficiency improvements and retrofits by Q4.
 - Develop an energy efficiency loan program for small businesses by Q1.
 - Create a solar and energy efficiency incentive program for rental property managers to facilitate installation of efficiency improvements and solar by Q3.
 - Co-design a public-private partnership for voluntary energy savings, capital equipment replacement, and solar installation for commercial facilities by Q4.
- Expand residential and nonprofit operational support and funding for Recover Forward programs, including the Bloomington Green Home Improvement lending program and SEEL (Solar and Energy Efficiency Loan Program) by Q4.
 - Create a dedicated solar and weatherization grant program for low-income residents by Q3.
- Develop and implement alternative management systems for City solar operations, absorbing current ESG responsibilities by Q3.
- Partner with CBU to complete its review of options for a waste-to-energy facility at the Blucher Poole plant in Q1. If the project is viable, we will proceed with engineering and explore financing options and issue an implementation plan by the end of Q4.

Local Food Goals:

Expand infrastructure for local food production and distribution to better connect farmers and consumers. Support the development and professionalization of small scale, ecological food farms in Monroe and surrounding counties. Increase consumer awareness and understanding about the importance of local food systems.

- Provide ongoing support and technical assistance for the Bloomington Farm Stop Collective and other local food growers and artisans by Q4.
 - Facilitate professional development and strategic planning work to help the Bloomington Farm Stop Board of Directors build long-term organizational capacity by Q4.
 - Assist with value chain coordination for retail outlet and online aggregation platform, building connections between farmers, institutional buyers, and individual consumers by Q4.
 - Organize workshops and technical assistance for local farmers to adopt conservation practices, gain organic certification, and complete food safety training by Q4.
- Develop a local food marketing and purchasing incentive program like Kentucky Proud Restaurant Rewards or the Michigan 10 Cents a Meal Program by end of Q2.

- Develop financing and planning assistance programs to businesses that grow, process, distribute and sell sustainably produced, healthy food in Monroe County by end of Q1.
- Collaborate with the County to conduct a feasibility study for the development of a farm land conservation program around Bloomington by end of Q4.

Transportation Demand Management (TDM) Goals:

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

- Develop integrated communication for all transportation stakeholders and vendors, as well as a web page listing all multimodal transportation options for residents by Q2.
- Perform employer outreach to all 50+ employee businesses to promote real-time transit information, location-based transportation access guidance by Q4.
- Analyze financial incentives, including parking pricing structures and permit alternatives to reduce single occupancy vehicle trips by Q3.
- Establish, in conjunction with partners, a guaranteed ride home or vanpool program by Q3.
- Successfully pursue external funding for 2023 TDM activities, including grants and federal/state funds, to supplement TDM-related program expenses by Q4.

Sustainable Development Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	209,233	212,699	2.85	85,000
200 - Supplies	11,189	2,559		
300 - Other Services	94,268	117,486		
400 - Capital Outlays	0	0		
Total	314,690	332,743		

Fund: General

Business Relations and Development

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

Goals:

- Collaborate with BEDC, Chamber of Commerce, Ivy Tech/Small Business Development Center (SBDC), the Mill, and private industry to implement 3 or more small business programs designed to support mid- and long-range COVID recovery by Q4.

- Exceed 500 business/organization interactions, documented in ESD’s CRM tool, by end of Q4.
- Use online business licensing and CRM in concert to improve applicant communication and reduce gaps in licenses by Q4.
- With local partners, work to support job creation for and hiring of 50 people in early recovery for service sector work by Q4.
- Improve and streamline City staff support of the Bloomington Urban Enterprise Association (BUEA) by Q4.
 - Convert Bloomington business and resident scholarship programs to two application cycles annually by Q2.
 - Use ESD CRM to manage BUEA business-resident communication and program promotion by Q4.
 - Implement Quickbooks functionality to facilitate EZID invoicing process and communication by Q2.
- Leverage Economic Development Commission (EDC) investments to deliver housing and workforce development goals by Q4.
 - Bring incentive proposals to the EDC to support 100 units of affordable and workforce housing by the end of Q4.
 - Bring incentive proposals to the EDC to support at least 50 new green or higher wage jobs in the traded sector by end of Q4.
- Support 2022 Kirkwood closures, parklets, or alternatives as needed for ongoing COVID recovery and economic growth by Q4.
- In partnership with Planning & Transportation and Engineering, conduct a Permanent Kirkwood Conversion feasibility study and, if applicable, master plan by Q3.
- Collaborate with Innovation Director and ITS to expand and integrate ESD customer relationship management (CRM) system across City operations by Q3.
- In collaboration with the Innovation Director and community partners, implement a local-shopping incentive app by Q1.
- Support entrepreneurship as job training and workforce reentry for 50 participants through extant programs like Reboot at the Mill or developing new programs like the Build Institute in Fort Wayne by Q2.

Business Relations & Dev. Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	106,452	108,215	1.45	40,000 non-student residents
200 - Supplies	5,693	1,302		
300 - Other Services	52,593	65,546		
400 - Capital Outlays	0	0		
Total	164,738	175,063		

Fund: General

Major Economic Development Projects

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

Goals

- Develop where appropriate and implement 2022 Recover Forward/ARPA-funded programming as approved via 2021 Appropriation Ordinance by Q4.
- Provide ESD support to Annexation effort, to be defined by administration project plans, by Q4.
- Provide City support to BEDC's Comprehensive Economic Development Strategy (CEDS) development and implementation by Q4.
- Collaborate with local economic development partners to expand Bloomington's employment base by implementing, by the end of Q2, a program to attract at least 1 traded sector employer of 50+ FTEs to establish offices in Bloomington by the end of Q4.
- Sell at least 1 additional RDC-owned lot in Trades District for private development to substantially include office space for tech/innovation tenants or owners by end of Q4.
- Pending potential award of the EDA grant to build a Trades District Technology Center and in collaboration with the Trades District Technology Center nonprofit, complete design, support site approval, and begin construction of the Tech Center by Q4.
- Support implementation of Hospital Site Master Plan implementation by facilitating disposition of at least one RDC-owned lot by end of Q4.
- In partnership with ROI and other economic development partners, implement appropriate READI-related, regional economic development initiatives by Q4.

Major Economic Development Projects Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	201,891	205,236	2.75	85,000 indirectly
200 - Supplies	10,797	2,469		40,000 non-student
300 - Other Services	155,819	194,196		directly served
400 - Capital Outlays	0	0		
Total	368,507	401,901		

Fund: General

2022 Budget Request Highlights

The Department of Economic & Sustainable Development's general fund budget request is \$1,121,212. This is a decrease of \$1,051,639, or -48% over 2021. Listed below are some Category-specific highlights of significance:

Category 1 – Personnel request is \$656,754, which is virtually no change from 2021.

Category 2 – Supplies request is \$7,900, which is a decrease of \$29,150 or -79% from 2021. Significant changes are listed below:

- **Line 52420 (Other Supplies)** - decrease includes removal of \$25,000 of one-time 2021 Zero Waste Implementation funding.

Category 3 – Other Services & Charges request is \$456,558, which is a decrease from 2021 of \$1,020,275 or -69%. Significant changes are listed below:

- **Line 53910 (Dues and Subscriptions)** request is \$69,640, an increase of \$22,478 or 47.7% from 2021. The increase includes an increase of \$10,000 for a Climate Solutions Engagement Platform to increase education about climate solutions (goal 1.2.a. from the Sustainability Action Plan) and \$20,000 for Customer Relationship Management platform subscriptions (recommendation from the ESD Organizational Assessment), offset by other miscellaneous reductions.

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

Recover Forward, Phase Three (American Rescue Plan Act)

ESD proposes significant investment to support the administration's ongoing local Recover Forward investments that strive to rebuild Bloomington in a way that more thoroughly embodies our community's goals for racial equity, a sustainable economy, and climate action. The proposal totals \$1.175 million and will include \$815,000 to support those 2021 Recover Forward initiatives that are making the most direct impact, \$175,000 to support the revitalization of Bloomington's critical arts community, and \$185,000 in support of the Waldron and Buskirk-Chumley Theater (BCT).

The following additional ESD operating costs are recommended to be funded by incremental 2022 Recover Forward Phase 3 (ARPA) funding. These costs will be separated from the above ESD budget and distributed among applicable general ledger lines as per the application of funding:

- Recover Forward Program Extension: request is for \$815,000, which includes \$25,000 for retail support, \$130,000 for entrepreneurship and small business program support, \$500,000 to fund Climate Action Plan investments, \$85,000 to continue Local Food programming, and an additional \$75,000 to augment the ESD Operating budget funding for TDM Program support.
- Arts Community Support: request is for \$175,000, which will augment current arts grants programs to accelerate the return of Bloomington's vibrant arts community.

- Public Infrastructure: request is for \$185,000, which includes investments to support the Waldron and BCT, including \$50,000 for the continuation of an art center feasibility study and \$135,000 for the BCT (in addition to \$115,000 for the BCT in 2021 for a total of \$250,000 Centennial support).

ARPA Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0		
200 - Supplies	0	0		
300 - Other Services	0	1,425,000		
400 - Capital Outlays	0	0		
Total	0	1,425,000		

Fund: General

Conclusion

While much of the funding ESD leverages to accomplish its goals falls outside of the City Operating Budget (including Tax Increment Financing, Certified Technology Park funds, Bloomington Urban Enterprise Association funds, and more recently Food and Beverage Tax funds), the department's Operating Budget supports City efforts to help the community revitalize in 2022 and beyond.

In 2022, the department will continue our work in aligning economic development, arts and culture support, and sustainability efforts to deliver a holistic approach to community-building. And with the additional frames of climate justice, economic justice, and racial justice, it will seek to more effectively reach populations that have been disproportionately impacted by structural and more recent economic disadvantages.

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

Thank you for your consideration of the Economic & Sustainable Development Department's 2022 budget request. Departmental staff members are available to answer any questions.

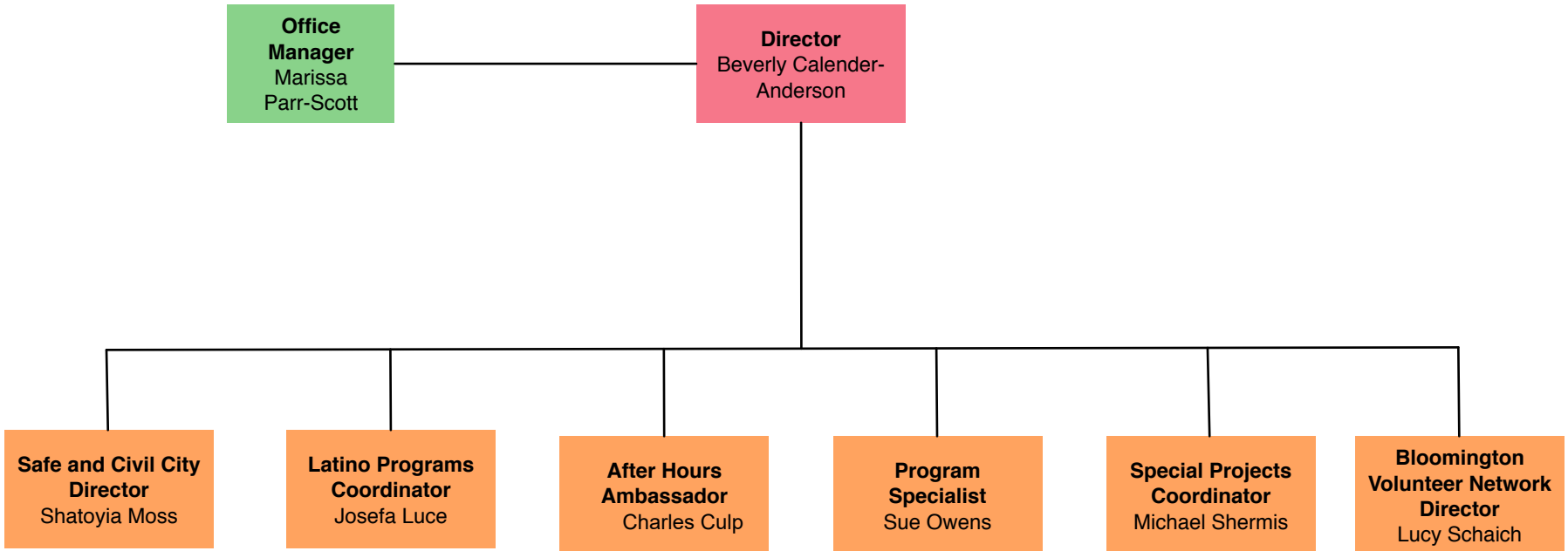
CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 04 - Economic & Sustainable Dev								
Personnel Services								
	51110	Salaries and Wages - Regular	282,837	326,080	415,296	427,716	12,420	2.99%
	51120	Salaries and Wages - Temporary	19,192	31,372	23,987	23,840	(147)	-0.61%
	51210	FICA	22,134	26,337	33,605	34,544	939	2.79%
	51220	PERF	40,163	46,161	58,972	60,736	1,764	2.99%
	51230	Health and Life Insurance	74,822	99,918	114,192	99,918	(14,274)	-12.50%
	51310	Other Personal Services	-	-	-	10,000	10,000	N/A
Total: Personnel Services			439,148	529,869	646,052	656,754	10,702	1.66%
Supplies								
	52110	Office Supplies	93	409	400	400	-	0.00%
	52420	Other Supplies	3,142	4,977	34,150	7,500	(26,650)	-78.04%
Total: Supplies			3,235	5,386	34,550	7,900	(26,650)	-77.13%
Other Services and Charges								
	53160	Instruction	3,729	3,900	8,000	6,500	(1,500)	-18.75%
	53170	Mgt. Fee, Consultants, and Workshops	41,710	100,293	4,000	4,000	-	0.00%
	53220	Postage	26	-	300	300	-	0.00%
	53230	Travel	5,501	2,189	4,500	6,000	1,500	33.33%
	53310	Printing	4,795	6,843	2,700	1,800	(900)	-33.33%
	53320	Advertising	4,565	4,377	5,500	3,500	(2,000)	-36.36%
	53910	Dues and Subscriptions	16,850	14,031	47,162	69,640	22,478	47.66%
	53940	Temporary Contractual Employee	6,825	1,206	9,620	9,620	-	0.00%
	53960	Grants	121,800	131,300	227,616	228,198	582	0.26%
	53970	Mayor's Promotion of Business	8,064	8,697	17,250	99,000	81,750	473.91%
	53990	Other Services and Charges	11,438	13,989	28,400	28,000	(400)	-1.41%
Total: Other Services and Charges			225,302	286,824	355,048	456,558	101,510	28.59%
Expenditures Grand Total:			\$ 667,685	\$ 822,079	\$ 1,035,650	\$ 1,121,212	\$ 85,562	8.26%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 176 - ARPA Local Fiscal Recvry (S9512)								
<u>Expenditures</u>								
Department: 04 - Economic & Sustainable Dev								
Other Services and Charges								
	53990	Other Services and Charges	-	-	-	1,425,000	1,425,000	N/A
Total: Other Services and Charges			-	-	-	1,425,000	1,425,000	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 1,425,000	\$ 1,425,000	0.00%

COMMUNITY & FAMILY RESOURCES DEPARTMENT





Memorandum

To: Members of the City of Bloomington Common Council
From: Beverly Calender-Anderson, Director
Date: August 19, 2021

Why We Exist

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

Background

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

CFRD encourages residents to respond to the needs of the community by participating in focus groups, becoming trained to serve on nonprofit boards, or engaging in volunteer activities. By providing staff and administrative support to 6 commissions, the Council for Community Accessibility and the Monroe County Domestic Violence Coalition, 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 Initiative was introduced to address downtown safety, civility and justice issues. Since that time CFRD staff has worked extensively with business owners, law enforcement, IU student groups, social service agencies and grass roots organizations addressing the issues of homelessness, mental health and substance use disorder, to educate and engage community members in seeking solutions to reduce homelessness and increase the perception of safety among residents and visitors.

As the Coronavirus pandemic continued to impact the Bloomington community, CFRD assisted with the coordination of services for vulnerable community members experiencing homelessness and those in need of food, shelter, personal health and safety resources, and childcare. Additionally the pandemic required all programming to shift to a virtual format which staff did in some creative and innovative ways.

CFRD staff worked extensively in the area of Equity, Diversity and Inclusion, both internally with the Human Resources Department in securing anti-racism training for department heads and elected officials and externally with the Divided Community Project and by providing training opportunities for social service agency professionals and City commission and board members.

COVID-19 Response

The department coordinated a team consisting of shelter directors, health department, hospital, county government and the Bloomington Police Department (BPD) to keep open communication and provide support for those serving unhoused residents. The Safe Recovery Site (SRS) operated June 2020-June 2021 and saw a total of 384 guests (250 adults and 134 children). Although the SRS is no longer operating, the team continues to check-in weekly providing much needed communication and collaboration among agencies.

Sustainability/Climate

Although the pandemic forced many meetings and training opportunities to pivot from in-person to virtual, the unexpected opportunity it presented was less use of consumable materials, less travel, increased use of online resources, and increased collaborations which also resulted in cost savings.

Equity and Inclusion

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

- When position openings occur, actively work to hire diverse staff and interns representative of the community.
- Through continued work with the local Divided Community Project Academy team and guided by DCP out of the Moritz School of Law at The Ohio State University, the Future of Policing Task Force was formed. The Task Force is examining current practices and policies of local law enforcement agencies and will make recommendations for innovative and creative policing opportunities. Work with the DCP has also provided guidance for addressing community-based civil and social unrest.
- Provided support to the team that interviewed, evaluated and selected the organization that will provide anti-racism training for City elected officials and department heads. Continue to serve as a part of the leadership team coordinating the training modules.
- Developed “Words to Use...Words to Lose” to provide staff with updated terminology when talking about a variety of issues as related to race, disability, gender identity, etc.

Community and Family Resources Department 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	621,934	677,742	764,352	785,447	21,095	3%
200 - Supplies	4,451	3,720	7,900	7,900	0	0%
300 - Other Services	46,711	29,864	346,820	315,740	(31,080)	-32%
400 - Capital Outlays	-	-	-	-	-	-
Total	673,096	711,326	1,119,072	1,109,087	(9,985)	-1%

2022 Activity Descriptions and Goals

Engagement

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

Goals:

- Develop a strategy to increase usage of Helping Bloomington Monroe (HBM) by community “helpers” and users, resulting in enhanced service to residents in need.
 - Coordinate quarterly HBM training sessions for organization and nonprofit agency staff.
 - Provide monthly Spanish language training opportunities to increase usage by agencies serving Spanish-speaking residents.
 - Stand up kiosks at 3 high-use agencies to increase public access to this resource.
- Recognize and celebrate community engagement through the Be More Awards in March.
- Increase Be More Award nominations to 77 individuals and/or groups vying for the awards presented during the ceremony. This is a 10% increase over the 70 nominations received in 2020.
- Coordinate, promote and host a minimum of 2 all-ages, family-friendly engagement opportunities.

Engagement Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	226,298	257,174	3.27	Primary: Non-profit agencies who engage volunteers. Secondary: Men, women, children and youth and workplaces interested in being engaged in the community.
200 - Supplies	2,379	2,587		
300 - Other Services	14,375	20,184		
400 - Capital Outlays	0	0		
Total	243,052	279,945		

Fund: General

Safety, Civility and Justice

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

Goals:

- Develop Downtown Ambassador Volunteer Corps to assist After Hours Ambassador monitor various sectors of the downtown for cleanliness, noise, and persons in need.
- Add Program Specialist position to resource nonprofits in the community by encouraging communication and collaboration; identifying gaps in services; and coordinating plans for service in cases of crisis or natural disaster in order to enhance services to residents in need.
- Divided Community Project
 - Provide coordination and support to the team of 7 community members overseeing recommendations as a part of the Divided Community Project participation.
 - Continue the implementation of Plan to Advance Racial Equity developed including resourcing the Racial Equity Task Force.
 - Provide the Future of Policing Task Force with administrative support and resources needed as they work to develop a 3-5 year vision for policing in Bloomington.
- Housing Insecurity Group
 - Provide leadership and support to the community-led Housing Insecurity group working to increase shelter and housing options for vulnerable residents.

Safety, Civility & Justice Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	179,343	175,654	2.24	Primary: Individuals and families who live/work downtown or are here for shopping or recreational purposes. Secondary: Those in need of services due to homelessness, addiction, trauma or mental health issues and not-for-profits serving this demographic.
200 - Supplies	1,885	1,767		
300 - Other Services	4,019	5,643		
400 - Capital Outlays	0	0		
Total	185,247	183,064		

Fund: General

Diversity

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

Goals:

- Coordinate a Young Women’s Leadership Summit in the fall focused on African American and Latina middle- and high-school aged females.

- Coordinate annual Juneteenth event to commemorate the emancipation of African American slaves and celebration of African American culture and Fiesta del Otono, a celebration of the various Latinx communities in Bloomington.
- Coordinate multi-generational celebrations for African American History Month, Latino Heritage Month, and Asian American and Pacific Heritage Month.
- Along with ESD, coordinate Black y Brown Arts Festival to highlight the works of artists of color in the visual and performing arts.

Diversity Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	118,280	126,600	1.61	All community members but especially those identifying as racial/ethnic/gender minorities
200 - Supplies	1,243	1,273		
300 - Other Services	7,519	10,557		
400 - Capital Outlays	0	0		
Total	127,042	138,430		

Fund: General

Commissions

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

Commission on Aging

Primary Population Served: Bloomington residents ages 50 and older

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

- Provide listening sessions for agencies serving the senior population to identify challenges and gaps in services, promotional opportunities and rising needs for community members 50 and over.
- Coordinate Senior Focus recognition of community members 65 and over. Recognition will highlight individuals for their accomplishments, resilience in the face of challenge and presence as a role model for others in the community.

Commission on the Status of Black Males

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

- Increase the number of men welcoming students on the first day of class as part of the Million Father March from 30 to 55. The welcome was provided in a virtual format in 2020.
- Present 2 Outstanding Black Woman Leader of Tomorrow and 2 Black Male Leader of Tomorrow Awards in February.

- Coordinate Black Male Summit for middle- and high-school males in Q2. The summit centers around African American and Latino males, however all middle and high school males are eligible and welcome to attend.
- Provide a representative to the Future of Policing Task Force.

Commission on the Status of Children and Youth

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

Secondary Population Served: Municipal and county government, school corporations, agencies serving school-aged youth

- Recognize 4 area children and youth with SWAGGER (Students Who Act Generously, Grow and Earn Respect) awards in November.
- Recruit 10-15 students to serve on the Youth Participatory Budgeting (YPB) Steering Committee by Q2.
- Promote Youth Participatory Budgeting activities to all students ages 13-18 living or attending school in Monroe County to solicit ideas for proposals from June-August.
- Develop Youth Participatory Budgeting project proposals with voting taking place in September and October.

Commission on Hispanic and Latino Affairs

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

Secondary Population served: Entire community

- Recognize at least 10 Hispanic and Latino students moving from middle to high school, high school to college and graduating from college and at least one organization at the Hispanic and Latino Awards in October.
- Provide 400 issues of the Boletin Comunitario monthly to area businesses and households.
- Provide income tax preparation assistance to Spanish-speaking residents
- Connect members of the Latino/Hispanic community to resources in the areas of healthcare, educational, legal, etc.

Dr. Martin Luther King Jr. Birthday Celebration Commission

Population served: Entire community

- Secure \$7,000 in sponsorship funding by end of Q4 to cover expenses of the 2023 MLK Birthday Celebration and one major volunteer effort.
- Plan and coordinate MLK Birthday Celebration in January 2022, which includes Day of Service, Community Celebration and the MLK Legacy Award, reaching 500 community members.
- Coordinate commemoration of Dr. Martin Luther King, Jr's assassination on or about April 4.

Commission on the Status of Women

Population served: Girls and women, birth and beyond

- Increase event revenue of the Women’s History Month Lunch and Women of the Year Awards in March by 10% through sponsorships, reserved seating, donations and social media advertising.
- Increase attendance at Women’s Leadership Development Event in March by 10% over the 2020 in-person event.
- Advocate for changes in the Shackle Law which requires incarcerated women to be shackled during childbirth.
- Provide a representative to the Future of Policing Task Force.

Council for Community Accessibility

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

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

- Award at least 30 decals to new businesses for ADA compliance by surveying new and existing public facilities by Q4.
- Coordinate 32nd year celebration of the Americans with Disabilities Act.
- Increase participation at “Gather ‘round the Table” event by 10% to 70.

Monroe County Domestic Violence Coalition

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

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

Commissions Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	227,687	226,018	2.88	Miscellaneous - See above
200 - Supplies	2,393	2,273		
300 - Other Services	20,907	29,356		
400 - Capital Outlays	0	0		
Total	250,987	257,648		

Fund: General

Funds from City parking meters are used to provide support to agencies serving vulnerable individuals and families through an annual grant process. These funds are administered through the Community and Family Resources Department.

Parking Meters Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0	0.00	Vulnerable populations and agencies that serve those populations
200 - Supplies	0	0		
300 - Other Services	250,000	250,000		
400 - Capital Outlays		0		
Total	250,000	250,000		

Fund: Other

2022 Budget Request Highlights:

The Community and Family Resources Department’s general fund budget request is \$1,109,087. This is a decrease of \$9,985 or -1%. Significant changes include the following budget lines:

Category 1 – Personnel request is \$785,447, an increase of \$21,095. As you are aware, the city is requesting a 2.75% salary increase for non-union staff.

Category 2 – Supplies request is \$7,900. There is no increase in this category.

Category 3 – Other Services & Charges request is \$315,740, a decrease of \$31,080 or -32%.

Category 4 – Capital Outlays request is \$0.

Recover Forward, Phase Three (American Rescue Plan Act)

ARPA Funding will be used to educate, inform and assist vulnerable residents recovering from the pandemic in the following ways:

Job creation: Partner with local businesses willing to hire people who have traditionally had difficulty building skills and finding employment including but not limited to those experiencing homelessness or those recently released from incarceration. Project will focus on skill building to prepare individuals for future employment independent of the City.

Direct Support: Increase funding available through Downtown Outreach Grants for agencies serving persons experiencing homelessness and those who are low and no income.

Education: Continue Our Table Our Talk series focusing on how the pandemic has impacted people of color and other minoritized communities and what can be done to optimize recovering forward.

ARPA Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0		
200 - Supplies	0	0		
300 - Other Services	0	125,000		
400 - Capital Outlays	0	0		
Total	0	125,000	0	

Conclusion

Thank you for your consideration of the Community and Family Resources Department 2022 budget request. We feel this budget will provide staff with adequate resources to provide continued service to the community through ongoing programs, projects and initiatives, while allowing for expansion in some areas to meet community needs in the upcoming year. I would be happy to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 09 - CFRD								
Personnel Services								
	51110	Salaries and Wages - Regular	396,383	448,736	510,237	527,548	17,311	3.39%
	51120	Salaries and Wages - Temporary	10,409	3,013	13,156	13,156	-	0.00%
	51210	FICA	30,389	33,806	40,040	41,364	1,325	3.31%
	51220	PERF	56,287	63,721	72,454	74,913	2,459	3.39%
	51230	Health and Life Insurance	128,466	128,466	128,466	128,466	-	0.00%
Total: Personnel Services			621,934	677,742	764,352	785,447	21,095	2.76%
Supplies								
	52110	Office Supplies	1,597	1,065	3,500	3,500	-	0.00%
	52420	Other Supplies	2,854	2,655	4,400	4,400	-	0.00%
Total: Supplies			4,451	3,720	7,900	7,900	-	0.00%
Other Services and Charges								
	53160	Instruction	858	2,841	5,500	7,000	1,500	27.27%
	53170	Mgt. Fee, Consultants, and Workshops	4,630	-	3,500	6,000	2,500	71.43%
	53210	Telephone	203	450	1,200	3,600	2,400	200.00%
	53230	Travel	7,169	2,686	5,000	7,500	2,500	50.00%
	53310	Printing	2,526	805	3,600	3,600	-	0.00%
	53640	Hardware and Software Maintenance	5,896	5,988	9,630	10,000	370	3.84%
	53910	Dues and Subscriptions	2,772	2,596	3,740	7,590	3,850	102.94%
	53940	Temporary Contractual Employee	13,257	677	1,500	1,500	-	0.00%
	53960	Grants	8,246	12,591	10,500	16,300	5,800	55.24%
	53990	Other Services and Charges	1,155	1,230	2,650	2,650	-	0.00%
Total: Other Services and Charges			46,711	29,864	46,820	65,740	18,920	40.41%
Expenditures Grand Total:			\$ 673,096	\$ 711,326	\$ 819,072	\$ 859,087	\$ 40,015	4.89%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 455 - Parking Meter Fund(S2141)								
<u>Expenditures</u>								
Department: 09 - CFRD								
Other Services and Charges								
	53960	Grants	-	-	250,000	250,000	-	0.0000
Total: Other Services and Charges			-	-	250,000	250,000	-	0.00%
Expenditures Grand Total:			\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	0.00%

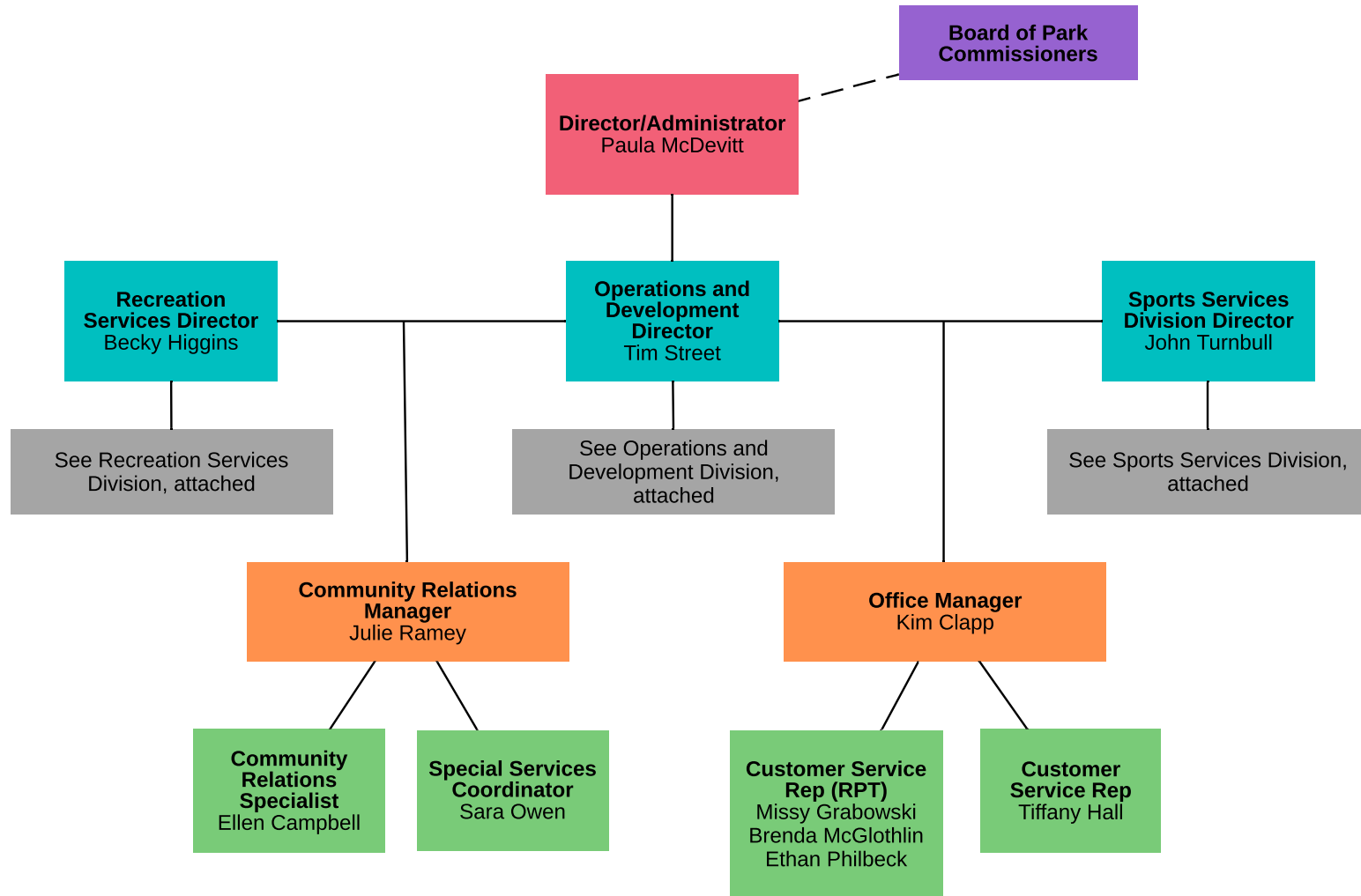
CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 454 - Alternative Transport(S6301)								
<u>Expenditures</u>								
Department: 09 - CFRD								
Supplies								
	52420	Other Supplies	-	-	-	1,000	1,000	N/A
Total: Supplies			-	-	-	1,000	1,000	
Other Services and Charges								
	53990	Other Services and Charges	-	-	-	14,000	14,000	N/A
Total: Other Services and Charges			-	-	-	14,000	14,000	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	0.00%

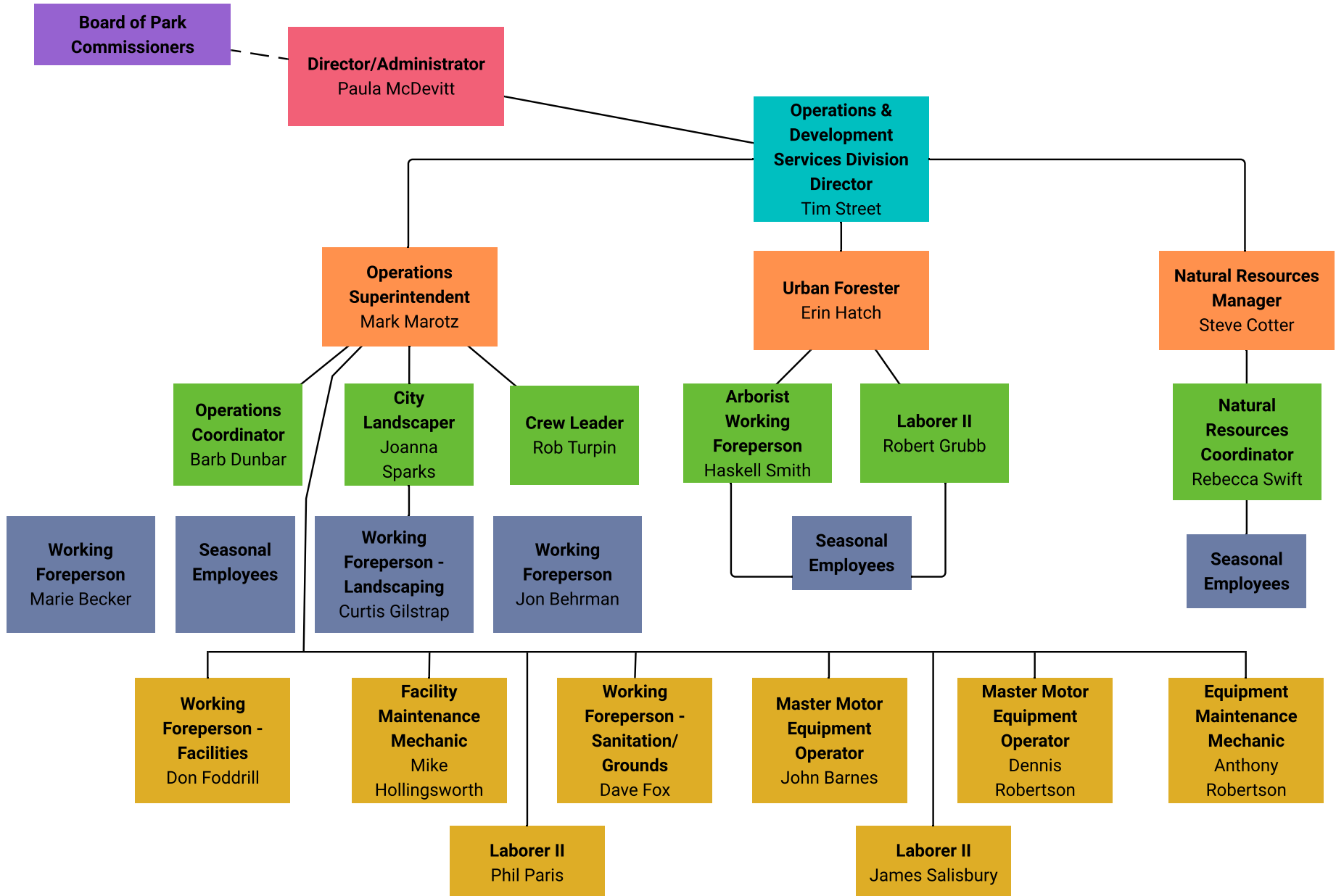
CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 176 - ARPA Local Fiscal Recvry (S9512)								
<u>Expenditures</u>								
Department: 09 - CFRD								
Other Services and Charges								
	53990	Other Services and Charges	-	-	-	125,000	125,000	N/A
Total: Other Services and Charges			-	-	-	125,000	125,000	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000	0.00%

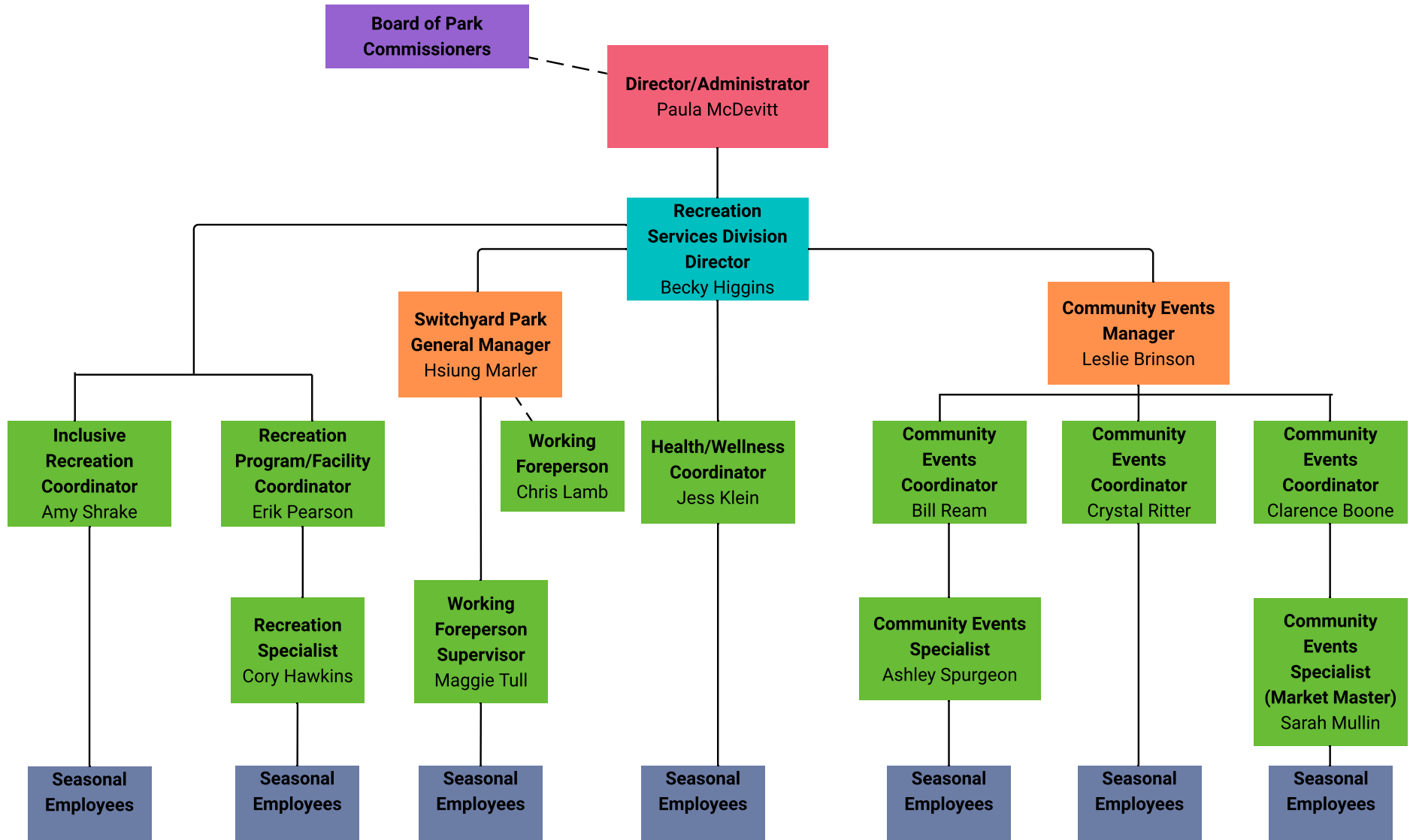
PARKS & RECREATION DEPARTMENT



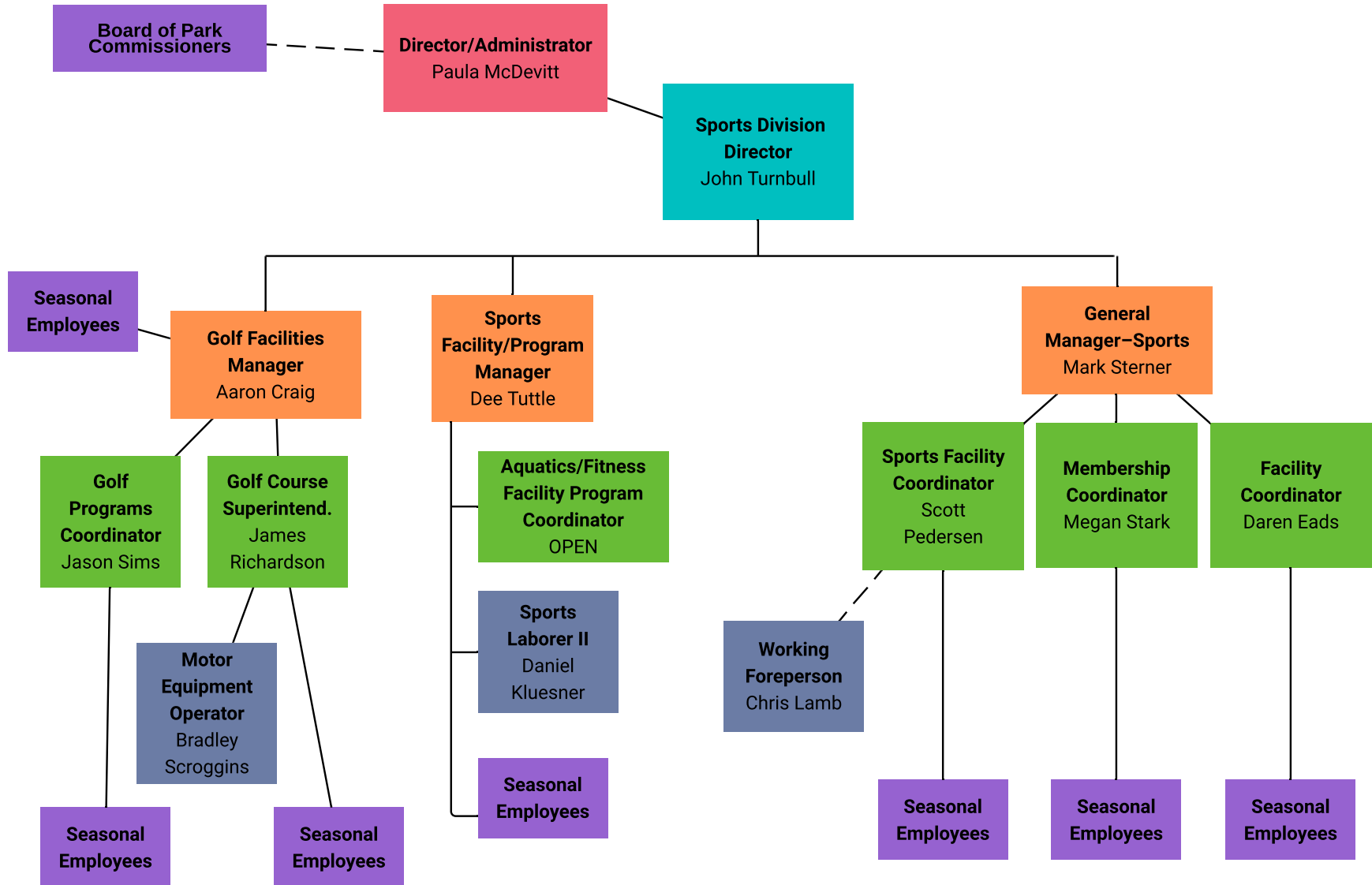
PARKS & RECREATION DEPARTMENT: OPERATIONS & DEVELOPMENT DIVISION



PARKS & RECREATION DEPARTMENT: RECREATION SERVICES DIVISION



**PARKS & RECREATION DEPARTMENT:
SPORTS DIVISION**





Memorandum

To: Members of the City of Bloomington Common Council
From: Paula McDevitt, Department Administrator
Date: August 19, 2021

Why We Exist

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

Background

The Parks and Recreation Department manages 2,300 acres of property including 34 parks and 38 miles of trails, 28 playgrounds, 2 municipal pools, spray pad, 27-hole golf course, 3 community centers, ice arena, 3 outdoor fitness stations, 8 pickleball courts, 19 tennis courts, 17 outdoor basketball courts, 6 indoor basketball courts, 1 indoor turf soccer field, 16 ballfields, 2 skate parks, nature preserve and lake. 2020 participants counted through program registrations include 1032 youth, 442 adults and 207 senior adults. This is a 42% decrease from 2019 program registration participants due to COVID-19 health orders. The department is staffed by 56 full-time employees, comprising 18 union and 38 non-union employees. An additional total 307 seasonal staff were employed by the department in 2020, a 32% decrease from 2019, earning hourly pay rates of \$13.21-\$15.15.

National Accomplishments – National Recreation and Park Association (NRPA)

The Bloomington Parks and Recreation Department was re-accredited in June for another five years, meeting all 154 standards of operations. Accreditation is awarded by the National Recreation and Park Association Commission for Accreditation of Park and Recreation Agencies 2001. The department is currently one of 166 accredited departments across the country.

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

5 Year Master Plan 2021-2025

The Department initiated a new five-year master planning process in August 2020. The department has long used the master planning process to set priorities in meeting the community's needs for parks, recreation and open space. A five-year master plan is a requirement to receive grant funds from the Indiana Department of Natural Resources and for NRPA accreditation. Troyer Group, Inc provided master plan consulting services including the review of past plans, facilities, and programs; a community needs assessment; analysis of maintenance, recreation, and administrative delivery system; public participation through stakeholder and public meetings and a strategic action plan for park facilities, programs, services and capital improvements. Four goals emerged with associated strategies:

- Maintain and enhance the assets and natural resources of the Department
- Reinforce activities and programs to positively impact public health, sustainability and climate action
- Prioritize diversity, equity and inclusion
- Develop administrative and staffing capacity

Impact of COVID-19

Access to outdoor spaces for physical activity and mental stress relief has always been vital to the health and well-being of the community. This was especially true during COVID-19 as the numbers of users at parks and on trails increased like never before. The Department adjusted programs, services and facility usage accordingly throughout the pandemic. Over a hundred combined programs, events, leagues and classes (approximately 40%) were canceled. However, staff creativity resulted in 60 virtual programs replacing in-person experiences. Recovery from canceled programs has been steady in 2021. To date programs such as tennis lesson registrations data indicates a 500% increase and a 13% increase in 18-hole golf rounds at Cascades Golf Course.

Sustainability/Climate Action

The Department's ongoing efforts to affect climate change and sustainability are represented in the work done in Natural Resources, Operations, Landscaping, Cemeteries, Urban Forestry, Sports Division-Turf Management, and Facilities. Major progress has been made to remove invasive plants in the community and protect native habitats. The Operations Division has transitioned to battery-operated grounds maintenance tools and trails maintenance vehicles. Urban Forestry uses the 2019 completed Geographic Information Systems-based tree inventory as a management tool to provide information about individual trees; collectively the data provides information about the benefit-services and equity of the nature resource. All trees, stumps, and planting sites along the city's public street rights-of-way and within 10 public parks and 2 cemeteries were inventoried. Natural Resources staff facilitate education programs promoting recycling, water conservation and habitat restoration. The Department joined the city's commitment to add 5 megawatts of solar power in 2017 and take advantage of the state's net metering incentives. The solar panels on the Switchyard Park pavilion have generated enough energy to date in 2021 to equal planting of 112 trees or 27,957 CO2 emissions saved.

Equity and Inclusion

One of the goals in the Department's new five-year Master Plan is to prioritize diversity, equity and inclusion. Strategies to accomplish this include:

- Support inclusive employee culture initiatives that celebrate the diversity and equity of the Department team
- Reflect diversity, equity, and inclusion value in internal and external communications
- Explore new partnerships to facilitate better engagement and reduce barriers
- Prioritize program expansion in underserved areas of the community

Strategic action plan items initiated in 2021 include partnerships with community organizations as part of the cultural hub at Banneker Community Center including hosting El Mercado monthly; a diversity in musical entertainment for the Performing Arts Series; adding description of pictures posted on the Department's Instagram posts; and identifying four priority areas in underserved communities for Bicentennial Bond tree planting project.

Non-Reverting Budget

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

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

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

Parks General Obligation Park Bond Projects and Bicentennial Bond Projects

The department is able to bond every 16 years and to catch up on overdue capital improvement projects. The department is in the final year of a 5-year Parks General Obligation Bond. The \$7.2M bond funding has been used to make significant capital improvements throughout the parks system. To date \$1M in projects remain to be completed in 2021, including a new playground at Winslow Woods Park, Griffy Lake accessible fishing pier, RCA tennis and pickleball court resurfacing, Bryan Park fitness trail resurfacing, and Olcott Park concession stand siding repairs.

The Bicentennial Bond projects in progress include the Griffy Loop Trail, the east/west trail on Rogers St across from Switchyard Park, tree planting projects in four locations; gateways; Lower Cascades Park accessible trail and road enhancements. The bonds are available until Q4 2023.

Parks & Recreation 2022 Budget Summary

Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	5,184,784	5,265,512	5,778,727	6,296,244	517,517	3%
200 - Supplies	456,586	394,260	543,278	624,509	81,231	15%
300 - Other Services	2,031,759	1,606,597	2,097,203	2,458,596	361,393	41%
400 - Capital Outlays	306,430	147,308	0	344,000	344,000	
Total	7,979,559	7,413,677	8,419,208	9,723,349	1,304,141	15%

2022 Activity Descriptions and Goals

ADMINISTRATIVE DIVISION

Administration

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

Goals:

- Transition remaining seasonal staff to electronic timekeeping through Time Track by end of Q4.
- Provide approximately 500 customers with a link to customer service satisfaction survey, with a completion rate of 10%, by end of Q4.
- Receive at least 80% of all returned surveys with a rate of satisfaction of very positive or somewhat positive by end of Q4.
- Convert revenue data entry into New World from manual entry to an electronic process, by directly importing the program and rental revenue from RecTrac into New World by end of Q4.

Administration Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	427,680	442,959	<i>Full Time</i>	6.00	85,000 city residents
200 - Supplies	9,175	9,035	<i>Seasonal</i>	0.00	
300 - Other Services	277,779	359,928			
400 - Capital Outlays	0	0			
Total	714,634	811,922		6.00	

Fund: General

Community Relations

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

Goals:

- Increase the number of followers of the btownparks Instagram page by 15%, from 3,000 to 3,500, by the end of Q4.
- 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 9 times.
- Recognize outstanding sponsors and partners with a “Park Partner” award quarterly during that month’s Board of Park Commissioners meeting.
- Contract \$10,000 for translation services for advertising, marketing and promotional pieces into languages other than English, to promote Parks and Recreation programming and services to diverse audiences.
- Expand seasonal program guide printing and distribution to pre-pandemic levels by growing the guide from 36 to 40 pages to accommodate new programming beginning with the Summer 2022 program season.
- Attend at least one in-person or virtual training by Vermont Systems to learn to utilize market research functions of the online registration system by December 31.
- Increase total advertising budget by 10%, from \$66,650 to \$73,000, to effectively promote facilities and programs across all platforms through value-added, volume contracts with print, broadcast, and digital media.

Community Relations Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	230,410	237,098	<i>Full Time</i>	3.00	85,000 city residents Thousands of visitors and out of city users.
200 - Supplies	6,250	9,120	<i>Seasonal</i>	0.00	
300 - Other Services	260,000	264,405			
400 - Capital Outlays	0				
Total	496,660	510,623		3.00	

Fund: General

OPERATIONS DIVISION

Operations - Parks, Facilities and Trail Maintenance

Activity Description: Provide high-quality resource protection, development, grounds maintenance, facility maintenance, repair, renovation, construction, landscaping, event setups, public safety and sanitation services for equipment and facilities contained within 34 public parks and related public facilities and trails. Provide services on a year-round basis for any and all residents and visitors to the community totaling over one million users per year.

Goals:

- Conduct quarterly inspections of all 28 playgrounds.
- Purchase Enterprise Asset Management software package and tablet and put into use by Q1.
- Replace/remove/upgrade 200 feet of split rail fencing in parks by Q2.
- Complete a roof rejuvenation on the Cemeteries/Ops Office facility by Q2.

- Replace RCA Park group shelter with new shelter in southwest corner of greenspace by Q3.
- Upgrade to LED lighting at Adams Operations Center with motion sensors by Q3.
- Purchase a trailer that is capable of hauling the JLG 14,000 lb. bucket lift by Q3.
- Contract bridge inspections on 10 pedestrian bridges by Q4.
- Replace 1 mile of ¼-minus on shoulder of B-Line Trail by Q4.
- Implement Phase III (final phase) of Parks Trail Branding Project by Q4.
- Install electronic card reader access on gate at Operations Center by Q4.

Operations Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	1,228,378	1,230,409	<i>Full Time</i>	10.60	Estimated 1 million visitors
200 - Supplies	191,178	193,728	<i>Seasonal</i>	10.66	
300 - Other Services	420,712	274,062			
400 - Capital Outlays	0	0			
Total	1,840,268	1,698,199		21.26	

Fund: General

Landscaping

Activity Description: Provide year-round high-quality native landscape maintenance services on ~300,000 sq ft of formal landscaping and 2,300 acres of publicly owned property, including parks and other City properties, in an ongoing effort to contribute to the resilience and beautification of the City. Control invasive plant species along trails, in parks and natural areas. Manage contractual mowing at 36 locations.

Goals:

- Install 5,000 native plants (B-Line Trail, City Hall, McDoel Gardens, Park Ridge East Park) by Q2.
- Expand Goat Farm Prairie by Q2.
- Develop inventory for low-mow acreage across parks and expand low-mow areas in 12 locations (Bryan Park, Butler Park, Highland Village Park, Lower Cascades Park, Miller-Showers Park, Olcott Park, Park Ridge East Park, Sherwood Oaks Park, Skate Park, Southeast Park, Winslow Sports Park and Winslow Woods Park) by 10% by Q2.
- Treat 250 acres of Japanese Stiltgrass at Griffy Lake Nature Preserve by Q3.
- Provide volunteer opportunities for 700 community members to build climate resilience by maintaining natural spaces at 1st Saturday Weed Wrangle Events, Adopt-an-Acre, SNAYL Day, and more volunteer events by Q4.
- Implement phase one of the Green Infrastructure erosion control project at Park Ridge East Park by Q4.
- Divert 100% of eligible green waste (approx. 75 tons/600 cubic yards) from the waste stream to local composting businesses by Q4.
- Increase native plant diversity and visual appeal at Miller-Showers Park by implementing Year 4 of the 10-Year Vegetation Management Plan on the entire 9-acre property by Q4.

- Remove 25 acres of invasive woody vegetation at Upper and Lower Cascades Parks, Olcott Park, RCA Park, Rogers Family Park, and Sherwood Oaks Park (12% of total acreage of these parks) by Q4.

Landscaping Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	435,210	644,225	<i>Full Time</i>	4.50	85,000 city residents 450 volunteers
200 - Supplies	60,167	68,397	<i>Seasonal</i>	5.72	
300 - Other Services	132,677	151,035			
400 - Capital Outlays	0				
Total	628,054	863,657		10.22	

Fund: General

Urban Forestry

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

Goals:

- Plant 500 trees, with at least 50% near moderate to very high priority areas in the Davey Resource Group Canopy Assessment report by Q2.
- Remove and replace at least 10 Bradford Pear trees (which includes 100% of inventoried species) along the B-Line Trail with native species by Q2.
- Reduce accumulated green waste at the Urban Forestry nursery (including green waste from the Street Department and Landscape) through rental of tub grinder and create free mulch and surplus wood giveaways by Q3.
- Prune 1,000 trees out of 19,000 public trees, including contracted pruning of 25 high-need mature trees by Q3.
- Ensure at least 75% of species planted in areas highlighted in the Bloomington Habitat Connectivity Plan are native pollinator-friendly trees by Q4.
- Conduct an annual urban forestry educational event for 25 people focused on proper pruning, planting, and importance of hiring an arborist by Q4.
- Earn Tree City USA status for the 38th year by Q4.
- Earn Tree City USA Growth Award by Q4.
- Enact year nine of the Ash tree Emerald Ash Borer protection treatment plan by Q4.

Urban Forestry Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	271,359	256,786	<i>Full Time</i>	2.60	85,000 city residents
200 - Supplies	54,045	54,045	<i>Seasonal</i>	2.01	
300 - Other Services	154,371	197,886			
400 - Capital Outlays	0	0			
Total	479,775	508,717		4.61	

Fund: General

Natural Resources

Activity Description: Enhance and protect natural areas managed by the Department including Griffy Lake Nature Preserve (1,191 acres), Wapehani Mountain Bike Park (43 acres) and Leonard Springs Nature Park (85 acres), while providing appropriate outdoor recreational and educational opportunities in these areas for all ages in the community.

Goals:

- Complete trail system and trail signage update and inventory for Griffy Lake Master Plan by Q2.
- Facilitate environmental education programming for all MCCSC 4th (800) and 6th (800) grade students and for 500 local children by Q3.
- Complete prescribed burn at Griffy Lake Nature Preserve by Q3.
- Complete aquatic invasive treatment in Griffy Lake by Q3.
- Develop three curated tours for interpretive apps for natural areas by Q3.
- Complete erosion and sedimentation study for Griffy Lake Nature Preserve by Q4.
- Conduct access and parking study for Griffy Lake Nature Preserve, Wapehani Mountain Bike Park, Latimer Woods, and Leonard Springs Nature Park by Q4.
- Conduct formal wetland delineation at Griffy Lake Nature Preserve, Wapehani Mountain Bike Park, and Leonard Springs Nature Park by Q4.
- Complete deer cull at Griffy Lake Nature Preserve by Q4.
- Provide rentals for 6,000 boaters at Griffy Lake from April through October, including 900 Daily Launch Permits and 125 Annual Launch Permits by Q4.
- Update all interpretive signage at Griffy Lake Nature Preserve, Wapehani Mountain Bike Park, and Leonard Springs Nature Park by Q4.

Natural Resources Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	307,991	333,321	<i>Full Time</i>	2.05	4,700 youth
200 - Supplies	22,034	17,970	<i>Seasonal</i>	4.48	2,000 adults
300 - Other Services	51,638	62,276			2,533 boat rentals
400 - Capital Outlays	0	0			
Total	381,663	413,567		6.53	

Funding: General

Cemeteries

Activity Description: Administer and maintain Rose Hill and White Oak Cemeteries including 4400 grave sites, mausoleums, monuments, statuary, and related structures. Sell grave sites and related interment services in a high-quality accountable manner to customers.

Goals:

- Repair 50 monuments in Rose Hill and White Oak Cemetery by Q2.
- Complete contracted repairs on approximately 500 feet of the western perimeter wall (total 1,658 feet) of Rose Hill Cemetery, including stone replacement and tuck point work by Q3.
- Plant 100 native trees/shrubs in Rose Hill and White Oak Cemetery by Q4.
- Open scatter garden and green burial expansion areas at White Oak Cemetery by Q4.

Cemeteries					
Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	162,414	164,613	<i>Full Time</i>	1.25	White Oak: 478 plots Rose Hill: 4006 plots
200 - Supplies	13,177	16,977	<i>Seasonal</i>	1.90	
300 - Other Services	32,973	89,092			
400 - Capital Outlays	0	120,000			
Total	208,564	390,682	3.15		

Funding: General

RECREATION DIVISION

Benjamin Banneker Community (BBC) Center

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

Goals:

- Develop a cultural hub initiative by securing 3 partnerships with community organizations by Q4.
- Offer 4 community cultural events and increase participation by 15% from 400 (2019) to 460 (2022) total participants by Q4.
- Diversify rental opportunities through strategic partnerships to increase annual rental revenue goal by 15% from \$15,000 (2019) to \$17,250 (2022) by Q4.
- Develop nutrition hub programming by offering GOAL (Get On Board Active Living), education, and gardening programs, with 100 total participants by Q4.
- Focus Banneker Camp summer program on providing nutritious meals and specialized programs that impact the emotional, physical, and mental well-being of underserved area youth serving 50 participants per day by Q3.
- Create nutrition, financial, and literacy programs for parents of participants impacting 20 participants each season for a total of 60 by Q3.

Banneker Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	352,618	363,036	<i>Full Time</i>	3.15	8,000 youth
200 - Supplies	13,764	19,024	<i>Seasonal</i>	4.80	10,000 adults
300 - Other Services	52,134	52,049			
400 - Capital Outlays	0	0			
Total	418,516	434,109		7.95	

Funding: General

Community Events

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

Goals:

- Collaborate with the Community and Family Resources Department (CFRD) to create one new event celebrating diversity by Q4.
- Increase art vendor participation in A Fair of the Arts during Tuesday Market by 60% from 5 vendors (2021) to 8 vendors and increase revenue by 50% from \$600 (2020) to \$900 by Q4.
- Increase the number of Farmers' Market farm vendor contracts from 55 (2021) to 65 and the number of Food and Beverage Artisans from 7 (2021) to 12 by Q4.
- Create three new events attracting 1000 participants by Q4.
- Create two new dog-related events at Switchyard Park increasing attendance from 117 (2021) to 130 dogs in attendance by Q4.
- Partner with one community organization for an event at the Saturday Bloomington Community Farmers' Market by Q4.
- Expand participant numbers at all Pop-Up Programs by 10% from 126 (2021) to 139 participants by Q4.
- Rent 99% or 239 of available garden plots at three community garden sites by Q3.
- Collect gardener demographic information to establish a baseline of communities and populations served by the community garden program by Q4.

Community Events Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	320,322	337,882	<i>Full Time</i>	4.30	42,000 all ages
200 - Supplies	3,324	2,393	<i>Seasonal</i>	0.28	
300 - Other Services	20,837	22,453			
400 - Capital Outlays	0	40,000			
Total	344,483	402,728		4.58	

Fund: General

Gardens

Community Events Gardens Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	58,257	68,112	<i>Full Time</i>	0.70	340 Community Gardens
200 - Supplies	2,594	1,721	<i>Seasonal</i>	0.49	
300 - Other Services	3,173	3,351			
400 - Capital Outlays	0				
Total	64,024	73,184		1.19	

Fund: General

Farmers' Market

Farmer's Market Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	6,725	65,696	<i>Full Time</i>	0.90	70,000 (Includes Holiday Market)
200 - Supplies	0	0	<i>Seasonal</i>	0.00	
300 - Other Services	0	0			
400 - Capital Outlays	0	35,000			
Total	6,725	100,696		0.90	

Fund: General

Switchyard Park

Activity Description: Switchyard Park stands as a focal point for the community. With 65 acres, Switchyard Park is designed to encourage a wide range of community groups to enjoy the park with spaces for both passive and active use. Amenities include a concert stage, a dog park, playground and spray pad, picnic shelter, basketball court, bocce ball courts, pickleball courts, fitness circuit, open green space, community gardens, the Pavilion indoor event space, skatepark, and accessible trails. The park's landscaping and facilities focus on green initiatives with native plantings, a green roof at the Pavilion, solar panels, roof rainwater capture, and LEED certification for the buildings.

Goals:

- Increase rentals and/or reservations from 366 (2021) to 400 by Q4.
- Increase concerts from 3 (2021) to 5 to Food Truck Friday events by Q3.
- Construct a remote control car track feature in Switchyard Park by Q4.
- Develop four new events with 2000 people in attendance at each event by Q4
- Add beer and wine sales to four Performing Arts Series concerts at Switchyard Park by Q3.

Switchyard Park Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	226,441	340,941	<i>Full Time</i>	2.00	250,000 (all ages) 4,920 in the pavilion events/rentals
200 - Supplies	26,264	46,200	<i>Seasonal</i>	5.23	
300 - Other Services	152,850	269,216			
400 - Capital Outlays	0	13,000			
Total	405,555	669,357		7.23	

Fund: General

Inclusive Recreation

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

Goals:

- Research and secure grant funding to purchase an accessible minibus by Q4.
- Increase the number of campers with disabilities at Kid City camp from 3 (2020) to 10 by Q3.
- Promote inclusion services internally by attending one division meeting annually in Operations, Sports, and Recreation to ensure inclusion is a consideration for all events, programs and projects department-wide by Q4.
- Consult with Operations Division staff on accessibility for all Department projects including playgrounds, trails, parking lots, and parks and amenities to assure accessibility for users by Q4.

Inclusive Recreation Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	87,947	92,112	<i>Full Time</i>	0.65	Kid City Day Camp: 17
200 - Supplies	100	100	<i>Seasonal</i>	1.18	
300 - Other Services	632	620			
400 - Capital Outlays	0	0			
Total	88,679	92,832		1.83	

Fund: General

Health and Wellness

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

Goals:

- Hire one seasonal park specialist for the Public Health in Parks (PHIP) screenings by Q2.
- Offer one online or in-person wellness session per quarter for City employees by Q4.
- Offer three new seasonal health/wellness programs/events in coordination with Human Resources to all city employees by Q4.

- Offer a punch card system for Switchyard Park fitness classes to increase awareness of program value and attendance retention by Q4.
- Secure Youth and Adolescent Physical Activity (YAPA) grant (\$9,980) to fund one youth public health program for 50 underserved participants and Indiana Healthy Workplaces (IHW) grant (\$6,000) to fund a 12-month wellness program for Parks staff by Q3.

Health and Wellness Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	86,021	93,827	<i>Full Time</i>	1.15	800 youth
200 - Supplies	640	800	<i>Seasonal</i>	0.14	350 adult
300 - Other Services	0	350			
400 - Capital Outlays	0	0			
Total	86,661	94,977		1.29	

Fund: General

Allison Jukebox Building (AJB)/Youth Services

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

Goals:

- Increase rental revenue to recover from \$285 (2020) to \$1000 by Q4.
- Offer three after-hours activities to Kid City Camp participants serving 20 campers per activity by Q3.
- Increase average Break Day participation per session from 11 (2020) to 30 per session by Q4.

Youth Services Juke Box Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	55,345	57,580	<i>Full Time</i>	0.65	200 youth
200 - Supplies	768	2,000	<i>Seasonal</i>	0.10	225 adults
300 - Other Services	9,030	9,390			
400 - Capital Outlays	0	0			
Total	65,143	68,970		0.75	

Fund: General

Youth Services Kid City Campus Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services		4,239	<i>Full Time</i>	0.00	125 youth
200 - Supplies		500	<i>Seasonal</i>	0.12	
300 - Other Services		3,454			
400 - Capital Outlays					
Total	0	8,193		0.12	

Fund: General

SPORTS DIVISION

Golf Services

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

Goals:

- Increase 18-hole rounds by 5% from 28,998 (2020) to 30,437 by Q4.
- Increase driving range participations 5% from 17,295 (2020) to 18,160 by Q4.
- Increase golf outings from 20 (2020) to 23 by Q4.
- Rent the Clubhouse for 16 private rentals by Q4.

Golf Services Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	471,653	498,285	<i>Full Time</i>	4.18	30,437 Rounds
200 - Supplies	59,066	78,620	<i>Seasonal</i>	5.66	537 Youth Programs
300 - Other Services	185,991	210,879			236 season passes
400 - Capital Outlays	0	46,000			
Total	716,710	833,784		9.84	

Fund: General

Frank Southern Center

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

Goals:

- Increase public session attendance 40% from 7,012 (short 2020 season) to 9,849 by Q4.
- Increase user group hourly rentals 84% from 225 hours (short 2020 season) to 413 hours by Q4.
- Increase youth house hockey registrations by 5% from 70 (2020) to 74 by Q4.
- Increase Hockey Initiation registration from 32 (short 2020 season) to 68 by Q4.
- Increase Skating School registrations from 417 (short 2020 session) to 430 by Q4.

Frank Southern Center Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	160,554	168,737	<i>Full Time</i>	1.05	830 youth programs
200 - Supplies	26,627	19,527	<i>Seasonal</i>	2.62	14,000 rentals and public sessions
300 - Other Services	186,472	192,375			
400 - Capital Outlays	0				
Total	364,705	380,639		3.67	

Fund: General

Aquatics

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

Goals:

- Increase Bryan Park Pool attendance to 30,000 by Q3.
- Increase Mills Pool attendance to 12,000 by Q3.
- Rent and facilitate private rentals from 28 (2019) to 30 by Q3.
- Increase Learn to Swim participation from 310 (2019) to 326 by Q3.
- Offer a water aerobics class (1 class, 8 participants) for 2022.

Bryan Park Pool

Bryan Park Pool Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	131,834	167,508	<i>Full Time</i>	0.48	32,445 pool rentals, daily admissions and season passes
200 - Supplies	13,400	24,100	<i>Seasonal</i>	4.05	
300 - Other Services	51,775	78,743			
400 - Capital Outlays	0	0			
Total	197,009	270,351		4.53	

Fund: General

Mills Pool

Mills Pool Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	67,435	92,757	<i>Full Time</i>	0.38	12,363 - pool rentals, daily admissions and season passes
200 - Supplies	8,850	21,650	<i>Seasonal</i>	1.96	
300 - Other Services	18,601	39,614			
400 - Capital Outlays	0	0			
Total	94,886	154,021		2.34	

Fund: General

Twin Lakes Recreation Center

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

Goals:

- Recover 75% of total membership uses/visits/participations 65,660 (2019) to 49,245 by Q4.
- Recover 80% of facility rental hours of courts/turf from \$171,000 (2019) to \$136,800, an estimated difference of participants from 52,373 to approximately 41,898 by Q4.
- Recover 75% of Bloomington Youth Basketball registrations at 730 (2019) to 548 by Q4.

- Retain 80% of the 15-person seasonal staff from 2021 for a 12-person seasonal staff retention in 2022.

Twin Lakes Recreation Center Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	275,877	305,080	<i>Full Time</i>	3.70	1,360 youth participants
200 - Supplies	360	360	<i>Seasonal</i>	0.00	136 youth memberships
300 - Other Services	522	522			649 adult memberships
400 - Capital Outlays	0	0			314 senior memberships
Total	276,759	305,962		3.70	67,000 spectators

Fund: General

Community Sports Services

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

Goals:

- Recover 70% of participants from 2019 (1,680) for summer and fall softball leagues to 1,176 by Q4.
- Host 1 national softball tournament in July 2022, creating an economic impact of over \$500,000 for the community in Q3.
- Facilitate 275 hours of field rentals to outside event directors per season with a goal of 2,960 total participants by Q4.
- Facilitate over 140 participants for youth and adult tennis lessons by Q4.
- Install futsal court at Building Trades Park by Q4.

Softball

Adult Sports-Softball Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	171,391	140,949	<i>Full Time</i>	1.08	2,900 adults - registered participants
200 - Supplies	17,791	17,140	<i>Seasonal</i>	1.73	
300 - Other Services	46,195	69,638			
400 - Capital Outlays	0	90,000			
Total	235,377	317,727		2.81	

Fund: General

Tennis

Adult Sports - Tennis Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	7,283	7,597	<i>Full Time</i>	0.08	140 - lesson participants Informal uses
200 - Supplies	0	0	<i>Seasonal</i>	0.00	
300 - Other Services	0	0			
400 - Capital Outlays	0	0			
Total	7,303	7,597		0.08	

Fund: General

Youth Sports Services

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

Goals:

- Recover 80% of Junior Baseball participants from 437 participants (2019) to 350 participants by Q4.
- Host 3 rental tournaments at Winslow Sports Complex to fill capacity on weekends.
- Continue to partner with Bloomington Soccer Club at Winslow to maximize use capacity by Q3.

Winslow Sports Complex

Youth Sports - Winslow Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	136,884	149,534	<i>Full Time</i>	1.35	735 youth - partnership programs 130 tournament players 15,112 Spectators
200 - Supplies	18,152	18,552	<i>Seasonal</i>	1.44	
300 - Other Services	28,237	75,313			
400 - Capital Outlays	0	0			
Total	183,273	243,399		2.79	

Fund: General

Olcott Park

Youth Sports - Olcott Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)		Population Served
100 - Personnel Services	29,380	32,965	<i>Full Time</i>	0.20	1,180 youth 700 adults Spectators Informal uses
200 - Supplies	2,151	2,550	<i>Seasonal</i>	0.52	
300 - Other Services	15,900	31,944			
400 - Capital Outlays	0	0			
Total	47,431	67,459		0.72	

Fund: General

2022 Budget Request Highlights

The Parks and Recreation general fund request is \$9,723,349. This is an increase of \$1,304,140, or \$1,304,140. Listed below are some highlights of significance.

Category 1 - Personnel request is \$6,296,244, which is an overall increase of \$517,516 or 9%. Significant changes include:

- **Line 111 (Salaries and Wages - Regular)**
Non-Union full-time employees: 2.75% increase
AFSCME union employees: 2.5% increase
- **Line 112 (Salaries and Wages - Temporary)** increases. Seasonal wages are increased annually per the consumer price index. 2022 hourly rates range from \$14.01/hour (living wage) - \$15.95/hour.

Category 2 - Supplies request is \$624,509, an increase of \$81,231 or 15%. Significant changes are listed below:

- **Line 221 (Institutional Supplies)** \$8550 - Switchyard Park
- **Line 222 (Agricultural Supplies)** \$50,783 - Aquatics, Golf Services, Switchyard Park
- **Line 231 (Building Materials and Supplies)** \$4060 - Switchyard Park
- **Line 234 (Other Repairs and Maintenance)** \$4500 - Aquatics, Golf Services, Natural Resources, Switchyard Parks, Landscaping
- **Line 242 (Other Supplies)** \$13,597 - Community Relations, Golf Services, Landscaping, Cemeteries

Category 3 - Other Services & Charges request \$2,458,596, an increase of \$361,393 or 17%. Significant changes are listed below:

- **311 (Engineering and Architectural)** \$15,000 - Cemeteries
- **316 (Instruction)** \$7095 - Administration, Natural Resources, Operations, Landscaping
- **317 (Mgt. Fee, Consultants, Workshops)** \$13,000 - Urban Forestry
- **353 (Water and Sewer)** \$90,040 - Aquatics, Golf Services, Adult Sports, Youth Sports, Operations, Switchyard Park, Landscaping, Urban Forestry
- **361 (Building Repairs)** \$48,279 - Operations, Switchyard Park
- **384 (Lease Payments - Solar Panels)** - \$152,499 Aquatics, Frank Southern Center, Golf Services, Adult Sports, Youth Sports, Banneker Community Center)
- **391 (Dues and Subscriptions)** \$9727 - Operations
- **399 (Other Services and Charges)**

Category 4 - Capital Outlays request is \$344,000, and increase of \$344,000. Significant changes are listed below:

- **Line 431 (Improvements other than Building)** \$210,000 - Adult Sports (futsal court and Park Ridge East court repairs); Cemeteries (asphalt all interior roadways at Rose Hill Cemetery)
- **Line 441 (Lease purchase)** \$40,000- Community Events (cargo van)

- **Line 442 (Equipment)** \$59,000 - Golf Services (green roller and tractor with front bucket); Switchyard Park (mower)
- **Line 451(Other Capital)** \$35,000 - Community Events Farmers' Market (bollards for market entrances at City Hall site)

Recover Forward, Phase Three (American Rescue Plan Act)

Some money earmarked for the Department of Parks and Recreation from American Rescue Plan Act funds is for operational revenue replacement.

Additionally, with money from ARPA funding, a pilot workforce development program will be developed to create entry-level exploratory positions in the green jobs industry through primarily supporting the efforts of the department's Urban Forestry and Landscaping divisions. The work would focus on sustainability, invasive species management, job training, and career exploration. Some tasks from Public Works and City Bloomington Utilities departments could be included in the program. Funding would provide for a coordinator and approximately 7 participants working 29 hours a week for a 32-week program.

ARPA Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0		
200 - Supplies	0	0		
300 - Other Services	0	667,500		
400 - Capital Outlays	0	392,500		
Total	0	1,060,000		

Conclusion

Thank you for your consideration of the Parks and Recreation 2022 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 200 - Parks and Recreation Gen (S1301)								
<u>Expenditures</u>								
Department: 18 - Parks & Recreation								
Personnel Services								
	51110	Salaries and Wages - Regular	2,408,058	2,630,056	2,653,237	2,813,215	159,978	0.0603
	51120	Salaries and Wages - Temporary	1,400,961	1,176,547	1,647,566	1,922,004	274,438	0.1666
	51130	Salaries and Wages- Overtime	8,181	3,338	-	-	-	N/A
	51210	FICA	277,927	281,930	329,009	362,245	33,236	0.1010
	51220	PERF	345,980	373,377	376,755	399,478	22,723	0.0603
	51230	Health and Life Insurance	743,678	800,265	772,160	799,302	27,141	0.0351
Total: Personnel Services			5,184,784	5,265,512	5,778,727	6,296,244	517,517	8.96%
Supplies								
	52110	Office Supplies	3,159	1,620	6,000	6,000	-	0.0000
	52210	Institutional Supplies	36,715	28,921	47,588	56,300	8,712	0.1831
	52220	Agricultural Supplies	105,669	99,951	133,147	183,930	50,783	0.3814
	52230	Garage and Motor Supplies	6,282	6,361	9,550	9,550	-	0.0000
	52240	Fuel and Oil	73,328	49,920	66,067	66,639	572	0.0087
	52310	Building Materials and Supplies	37,901	33,263	64,940	69,000	4,060	0.0625
	52320	Motor Vehicle Repair	-	-	3,818	1,950	(1,868)	(0.4893)
	52340	Other Repairs and Maintenance	43,437	43,934	66,690	71,190	4,500	0.0675
	52410	Books	328	195	650	650	-	0.0000
	52420	Other Supplies	143,744	124,726	135,458	149,055	13,597	0.1004
	52430	Uniforms and Tools	6,022	5,368	9,370	10,245	875	0.0934
Total: Supplies			456,586	394,260	543,278	624,509	81,231	14.95%
Other Services and Charges								
	53110	Engineering and Architectural	11,855	20,081	17,500	32,500	15,000	0.8571
	53130	Medical	3,534	3,809	5,189	6,745	1,556	0.2999
	53140	Exterminator Services	977	675	1,730	1,330	(400)	(0.2312)
	53150	Communications Contract	359	-	504	-	(504)	(1.0000)
	53160	Instruction	5,417	4,539	7,825	14,920	7,095	0.9067
	53170	Mgt. Fee, Consultants, and Workshops	170,296	46,626	2,040	15,040	13,000	6.3725
	53210	Telephone	33,314	34,996	40,900	42,262	1,362	0.0333
	53220	Postage	35,536	25,415	57,725	64,685	6,960	0.1206
	53230	Travel	6,876	1,551	9,800	16,275	6,475	0.6607
	53240	Freight / Other	2,975	-	1,000	1,000	-	0.0000
	53310	Printing	83,208	67,134	109,145	107,145	(2,000)	(0.0183)
	53320	Advertising	63,045	34,015	68,100	70,650	2,550	0.0374
	53410	Liability / Casualty Premiums	68,592	92,566	77,601	152,601	75,000	0.9665
	53420	Worker's Comp & Risk	53,707	53,031	53,031	53,031	-	0.0000
	53510	Electrical Services	125,173	127,014	230,772	211,960	(18,812)	(0.0815)
	53530	Water and Sewer	180,399	240,157	243,000	333,040	90,040	0.3705
	53540	Natural Gas	28,108	31,332	53,900	57,100	3,200	0.0594
	53610	Building Repairs	18,808	15,933	60,317	108,596	48,279	0.8004
	53620	Motor Repairs	110,631	144,868	163,339	163,808	469	0.0029
	53630	Machinery and Equipment Repairs	42,425	27,591	33,850	34,350	500	0.0148
	53650	Other Repairs	20,890	13,977	35,800	40,800	5,000	0.1397
	53730	Machinery and Equipment Rental	7,661	23,145	16,686	16,861	175	0.0105
	53740	Hydrant Rental	-	-	1	-	(1)	(1.0000)
	53750	Rentals - Other	404	410	425	475	50	0.1176
	53830	Bank Charges	36,443	36,417	39,720	45,835	6,115	0.1540
	53840	Lease Payments	70,694	63,210	60,000	212,499	152,499	2.5417
	539010	Inter-Fund Transfers	334,311	72,569	72,569	72,569	-	0.0000
	53910	Dues and Subscriptions	32,402	22,136	45,097	54,824	9,727	0.2157
	53920	Laundry and Other Sanitation Services	16,729	17,405	26,870	22,970	(3,900)	(0.1451)
	53940	Temporary Contractual Employee	4,350	624	5,750	1,375	(4,375)	(0.7609)

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
	53950	Landfill	28,004	23,232	38,870	35,220	(3,650)	(0.0939)
	53990	Other Services and Charges	434,637	312,139	518,147	468,130	(50,017)	(0.0965)
Total: Other Services and Charges			2,031,759	1,556,597	2,097,203	2,458,596	361,393	17.23%
Capital Outlays								
	54310	Improvements Other Than Building	83,855	12,800	-	210,000	210,000	N/A
	54410	Lease Purchase	-	-	-	40,000	40,000	N/A
	54420	Purchase of Equipment	77,965	68,591	-	59,000	59,000	N/A
	54440	Motor Equipment	126,410	65,917	-	-	-	N/A
	54510	Other Capital Outlays	18,200	-	-	35,000	35,000	N/A
Total: Capital Outlays			306,430	147,308	-	344,000	344,000	
Expenditures Grand Total:			\$ 7,979,559	\$ 7,363,677	\$ 8,419,208	\$ 9,723,349	\$ 1,304,141	15.49%

CITY OF BLOOMINGTON

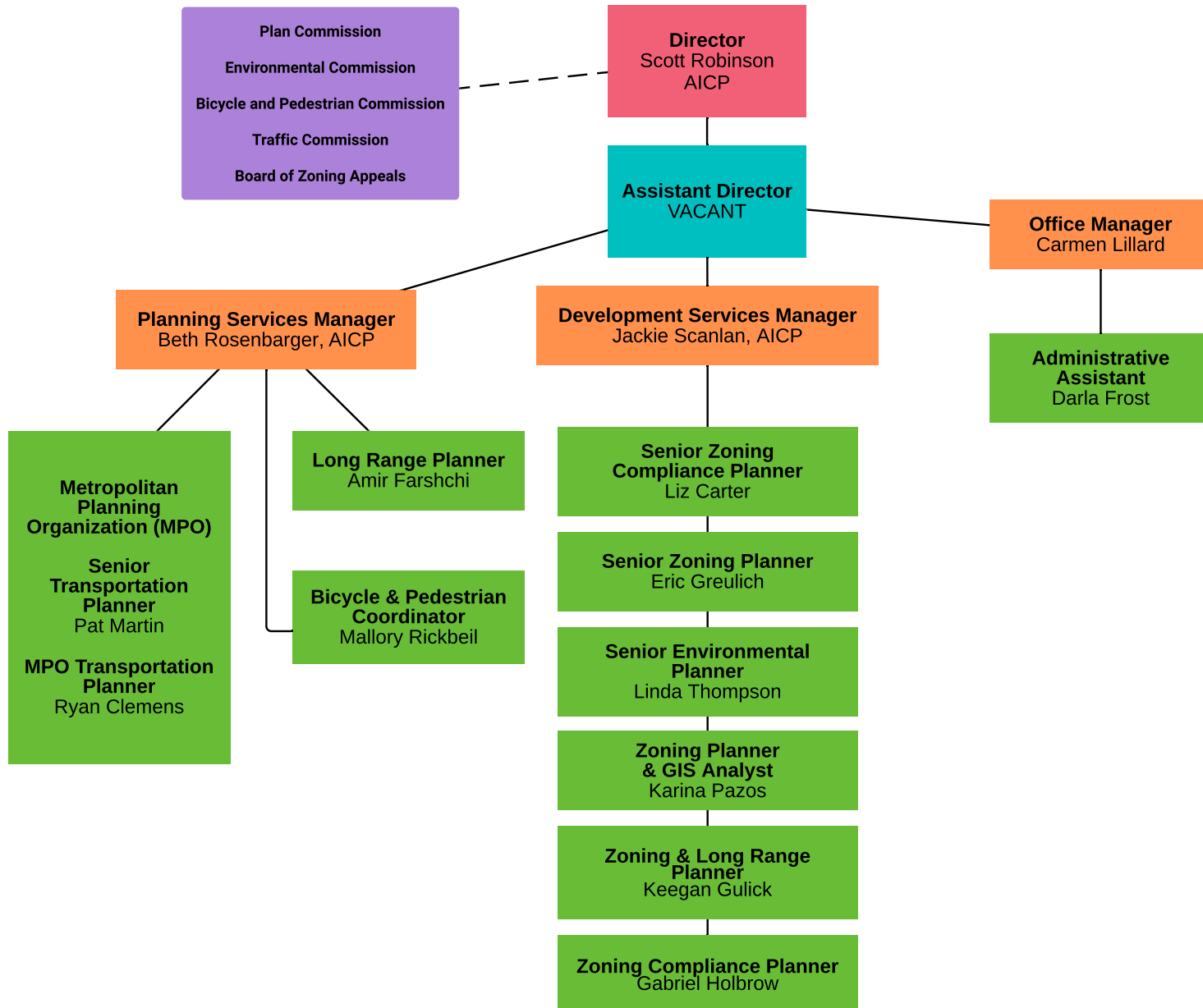
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 176 - ARPA Local Fiscal Recvry (S9512)								
<u>Expenditures</u>								
Department: 18 - Parks & Recreation								
Other Services and Charges								
	53990	Other Services and Charges	-	-	-	667,500	667,500	N/A
Total: Personnel Services			-	-	-	667,500	667,500	
Other Services and Charges								
	54420	Purchase of Equipment	-	-	-	169,500	169,500	N/A
	54440	Motor Equipment	-	-	-	223,000	223,000	N/A
Total: Capital Outlays			-	-	-	392,500	392,500	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 1,060,000	\$ 1,060,000	0.00%



**2022 BUDGET
PROPOSAL MAYOR
JOHN HAMILTON**

City of Bloomington 2022 Budget

Thursday August 26, 2021





Memorandum

To: Members of the City of Bloomington Common Council
From: Scott Robinson, Director of Planning & Transportation
Date: August 19, 2021

Why We Exist

The Department of Planning & Transportation (P&T) helps to protect the health, safety, and general welfare of the residents, visitors, and businesses within the city of Bloomington by guiding the form and function of the built environment and land uses with the natural environment in order to sustain Bloomington's high quality of life. The Department also prepares, updates, and implements the Comprehensive Plan; administers and maintains local zoning, development, and traffic regulation codes; assists with the design and implementation of local multimodal infrastructure projects; and reviews and issues permits. In short, the Department develops and implements plans that ensure that growth and mobility of our community is consistent with Bloomington's values and vision towards the future.

Background

With a budgeted staff of 16, Planning & Transportation is composed of three divisions: Planning Services, Development Services, and the Metropolitan Planning Organization (MPO), each described later in this memo. In 2021, the focus and budget was shifting from updating key planning documents and/or new studies towards implementation of these past efforts. Prior updates and studies include the Comprehensive Plan, Transportation Plan, the Unified Development Ordinance (UDO), Downtown Area Parking Study, Transportation Demand Management study, the Bloomington Hospital Site Redevelopment Master Plan, and a new Traffic Calming process. With the UDO update process coming to a close in May 2021, the annexation process restarting, and the pandemic motivating the community to rethink our public spaces and streets, 2022 will bring new priorities.

For 2022, the Department will continue to sustain the same level of services and support provided to the community in 2021, however the pending federal stimulus package and annexation will necessitate new plans and/or studies for consideration. For example, the Department will continue to thoughtfully implement the Transportation Plan's recommendations and request funds to support an in-depth conceptual study for one of the high priority projects. City Council completed the last step of a multi-year UDO update process in 2021. With this last step, the community expressed interest in supporting and encouraging Accessory Dwelling Units (ADUs) as one means to diversify Bloomington's housing stock. Staff will hold round-table discussions, through a resident-based process, to develop recommendations that foster ADU developments. Finally, the pending annexation process may require a Comprehensive Plan, Transportation Plan, and UDO update to include new locations annexed into the City. The Planning & Transportation Department remains committed to improving safety for pedestrians and all transportation users in the city. The Department continues to prioritize using best practices to keep all plans, studies, and documents current and up-to-date.

Impact of COVID-19

Planning & Transportation staff administer public meetings for many boards and commissions in addition to project-specific public outreach efforts. These were always managed in the context of in-person settings. COVID-19 had a transformational impact on how the Department conducts public meetings in a remote setting. While there are pros and cons with the virtual meeting platform, continuing to provide remote access is a key tool to employ for information and public engagement. The Department is committed to increase digital access and information to augment more traditional in-person meetings and public outreach efforts.

Providing reliable and great customer service is a high priority of the Department. COVID-19 had a big impact on the Department's customer service. Previously, many daily activities were done in person, such as payments for permits, consultations with staff, and answering and redirecting phone calls to staff. These all quickly transitioned into a remote setting and challenged our standard communication practices. Providing direct phone numbers, issuing cell phones to customer service-oriented staff, and using an on-call service were strategies employed to help meet COVID-19 safety protocols while still offering good customer service. The Department will continue to employ these and emergent communication strategies in order to achieve reliable and great customer service, whether in-person or remotely.

Finally the Department is in the final stages of implementing an online community development software that was planned prior to the pandemic. This will be an important information access and communication tool that will enable a more seamless work environment for the Development Services team. The goal is to go live with this software in early 2022.

Sustainability/Climate Action

The Department is highly committed to sustainability and recognizes the urgency and importance to address climate change. The Department is the lead on regulating private land use activities and initiating new multimodal transportation facilities. These two broad categories are major sectors that, with proactive approaches, can help mitigate the negative impacts of climate change and establish a more sustainable community.

The Department provides staff support to boards and commissions which can play a vital part in sustainability and climate action policies and decisions for the City to consider. Our role and relationship with these boards and commissions will continue to build upon past practices and more importantly refocus our attention to emergent strategies, policies, and practices that will further attain our community goals. Multimodal transportation facilities and land development standards within the UDO are examples of past practices to improve upon, as are public education efforts and encouragement.

Finally, exploring the much larger challenges that remain to improve existing transportation facilities and land developments towards a more sustainable and carbon-neutral footprint is essential and necessary. Addressing sustainability and climate action goals cannot alone be achieved through new transportation facilities and land development activities. The Department welcomes these challenges and is open to exploring new approaches and strategies.

Equity/Inclusion

Similar to Sustainability/Climate Action, the Department is highly committed to increased awareness on issues of equity and inclusion. This includes evaluating outcomes from various City policies, procedures, and practices to self-assessments on staff. In the past, professional development and training has largely focused awareness, strategies, and policies from a public perspective. For example, professional training often focuses on methods for public engagement. Recently, more attention has focused on internal practices and procedures, with implicit bias training. These education and professional development opportunities will continue, but more needs to be done.

The American Planning Association published a Planning for Equity Policy Guide in 2019 that is a useful tool for self-evaluation and feedback from the Department's interactions with boards and commissions as well as the public. These are two means the Department will employ in 2022 to increase awareness and, more importantly, take the necessary steps to address areas of improvement in the near future.

Budget Proposal Highlights

Activity highlights and changes, by program, include the following 2022 priorities:

- Planning Services Analysis and Coordination
 - Continue to evaluate and report on Comprehensive Plan performance metrics
 - Coordination of transportation project implementation and public engagement

- Implement the new Traffic Calming program
- New Program: Transportation Plan Concept Study - Project College/Walnut
- Unified Development Ordinance Governance
 - New Program: ADU implementation strategy/study
 - New Program: County Annexation Comprehensive Plan/Zoning updates
- Technical Training and Accountability
 - Continue annual technical training for ArcGIS
 - Community training and awareness, and annual technical training for staff with the new Community Development Software
 - Continue annual education conferences for credits and/or certification for staff

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

Planning & Transportation 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,885,841	2,115,933	1,273,026	1,334,178	61,152	5%
200 - Supplies	16,464	49,532	9,362	10,742	1,380	15%
300 - Other Services	408,524	441,414	96,100	357,808	261,708	272%
400 - Capital Outlays	999,664	1,541,412	-	-	-	-
Total	3,310,493	4,148,290	1,378,488	1,702,728	324,240	24%

*This budget summary table only includes the values for P&T for two years since the Engineering Department was established in 2021; it would be confusing to include 2019 and 2020 historical comparisons as Engineering Serves was part of P&T.

2022 Activity Descriptions and Goals

The 2018 Comprehensive Plan provides additional guidance for the City to prioritize activities. The Plan lists a wide range of more than 200 programs to consider as well as performance metrics (35 outcomes and 145 indicators) to measure implementation over the 25-year time horizon of the Plan.

Planning Services Division

Activity Description: Lead implementation of the 2018 Comprehensive Plan, which establishes the community's vision for the future of Bloomington. Coordinate and present studies, analyses, and plans in order to implement plans or, as needed, to evaluate the status of implementation. Implement recommendations from the Transportation Plan, focusing on leading project-based community engagement, updating policies, and implementing key recommendations, all in a manner consistent with APA's Housing Policy Guide and Planning For Equity Policy Guide. Monitor progress related to maintaining Bloomington's status as a gold-level Bicycle Friendly Community and ensure that future streets are developed according to the Transportation Plan. Manage social

media accounts as part of leading community engagement activities. Provide ongoing support, research, reports, and recommendations to the public and several city commissions. Lead long-range vision and/or special area plans. Work with ITS to update GIS data layers needed for program analysis.

Goals:

- Give a report on at least 25 of the evaluation metrics (outcomes or indicators) as detailed in the 2018 Comprehensive Plan.
- Facilitate 4 community-based discussions on the APA’s Housing Policy Guide on Inventory and Conditions, Affordability, Housing Location, and Housing Needs for All by Q4 which may be used towards an in-depth local housing study.
- Conduct a high-level self-evaluation of the APA’s Planning For Equity Policy Guide and identify areas of improvement by Q3 for the three categories: Equity in All Policies, Cross-Cutting Equity Issues, and Equity in All Policies in Practice.
- Collect feedback from residents and boards and commissions on the evaluation of the APA Planning For Equity Policy Guide by Q4.
- Post information about traffic counts and annual crash data on BClear by Q2 for the prior year’s data.
- Launch a social media and public information campaign to draw attention to bicycle facilities throughout the community; the campaign aims to educate, increase use, and promote bicycling through at least 50 posts by end of Q4.
- Lead public engagement for the design of 2 sections of Neighborhood Greenways as identified in the Transportation Plan (climate-friendly ways to reduce GHG and improve public health by encouraging bicycling and walking).
- Update the 2018 Comprehensive Plan and Transportation Plan to reflect any areas to be annexed into the City.

Planning Services Division Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	197,832	142,073	1.74	670
200 - Supplies	2,809	2,148		
300 - Other Services	33,635	25,047		
400 - Capital Outlays	0	0		
Total	234,276	169,268		

Fund: General

Transportation Plan Study Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	57,156	0.70	68,000
200 - Supplies	0	537		
300 - Other Services	0	168,170		
400 - Capital Outlays	0	0		
Total	0	225,863		

Fund: General

Annexation Zoning Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	89,816	1.10	14,185
200 - Supplies	0	537		
300 - Other Services	0	60,827		
400 - Capital Outlays	0	0		
Total	0	151,181		

Fund: General

Development Services Division and Permits

Activity Description: Act as first point of contact for those seeking to develop or remodel building and site projects within city boundaries. Review all development petitions and permits for compliance with the UDO; make recommendations on how the project can meet the goals of the Comprehensive Plan. Provide daily customer service to the public for zoning and development inquiries. Conduct site plan reviews for code compliance and environmental impacts. Provide ongoing support, research, reports and recommendations to the Plan Commission, Board of Zoning Appeals, Plat Committee, Hearing Officer, Land Use Committee, and Common Council; review applications and issue various permits including grading, signage, construction, and recommendations for occupancy; actively monitor for compliance with the UDO; send notices and assess fines when appropriate; and respond to uReports and work to resolve resident complaints regarding many topics including but not limited to non-compliant parking, non-compliant signage, erosion complaints, and active construction site issues. Work with expanded GIS capabilities and new community development software to greatly improve the access, efficiency, transparency, and management of Development Services division processes. Collaborate with other city departments, the development community, the Common Council, and the Administration to increase the number of affordable/workforce housing units in the City. Work with developers to assist the City in addressing its affordable housing challenge and make recommendations that will result in high-quality projects.

Goals:

- Attain over a 95% annual completion rate for building permit reviews on UDO compliance within 10 business days of receipt of a complete application.
- Generate an annual development activity map by Q4 to illustrate the spatial distribution of development petition activity by type.
- Create and post monthly interactive petition maps for the Plan Commission, Board of Zoning Appeals, and Hearing Officer websites.
- Investigate 95% of uReports received by Development Services within 5 business days of receipt.
- Annually resolve at least 85% of uReports assigned to Development Services by Q4.
- Increase commissioner knowledge through training with at least 2 members of the Plan Commission and/or BZA attending training in 2022.

Development Services Division and Permits Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	462,254	439,284	5.38	6,475
200 - Supplies	2,809	2,148		
300 - Other Services	33,635	35,781		
400 - Capital Outlays	0	0		
Total	498,698	477,213		

Fund: General

Unified Development Ordinance (UDO) Implementation

Activity Description: The recently updated UDO became effective on July 12, 2021. In 2022 our focus will shift to ensuring the effectiveness of the new ordinance in furthering the future vision of Bloomington as determined by the community through the Comprehensive Plan. The implementation of affordable and workforce housing, sustainable development and Village Centers - neighborhood-focused, walkable, mixed use, activity centers - are high priorities. The potential to annex new areas within the City will also need to go through a planning process to consider zoning for these areas.

Goals:

- Identify locations and draft zoning map recommendations for any areas annexed into the city by Q4.
- Create a quick reference handout with at least 3 design templates for Accessory Dwelling Units (ADUs) by Q4.
- Prepare 2 6-month reports on ADU and duplex development, general trends and outcomes of permits and UDO planning approval applications to the Administration, Plan Commission, Council and the public.

- Annually report the total number of new residential units approved in 2021 with the goal of 15% of the total being workforce and/or affordable housing units in Q1.

Unified Development Ordinance (UDO) Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	64,655	65,321	0.80	85,000
200 - Supplies	936	2,148		
300 - Other Services	3,844	39,359		
400 - Capital Outlays	0	0		
Total	69,435	106,828		

Fund: General

Metropolitan Planning Organization (MPO)

Activity Description: The MPO is a federally mandated organization charged with managing and monitoring approximately \$34M annually in federal multimodal transportation funding for eligible transportation improvement projects within the urbanized area. Projects are determined by the Local Government Agencies (LGAs) which comprise the MPO [Bloomington Transit, the City of Bloomington, Monroe County, Indiana University, and the Town of Ellettsville] and are approved by the Indiana Department of Transportation. Activities include providing staff support to 3 committees: Policy Committee, Technical Advisory Committee and Citizens Advisory Committee.

Other essential activities include preparing amendments as needed to 3 core documents which provide policy and funding guidance [Metropolitan Transportation Plan (MTP), requiring a minimum 20-year planning time horizon; Transportation Improvement Program (TIP), detailing 5 years of transportation projects; and Unified Planning Work Program (UPWP), detailing 2 years of planning activities] as well as developing policies, collecting data, providing annual reports and conducting transportation studies. For a map of the MPO service area please click [here](#).

Goals:

- Complete 100% of all required annual federal reporting requirements for Metropolitan Planning Organizations by end of Q2 (end of the MPO fiscal year) in order to maintain good standing to sustain funding streams that support planning and capital improvement projects.
- Conduct 4 Quarterly Project Tracking meetings for all jurisdictional multimodal federal aid projects to ensure projects are delivered on time and within funding agreements in Q1, Q2, Q3, and Q4.
- Leverage 100% of available federal and state funding used to support regional transportation projects as required by the Transportation Improvement Program by end of Q2.

- Publish an Annual Crash Report by end of Q4 to track fatalities and other serious traffic-related crashes.
- Evaluate and report on the annual fiscal year accomplishments with the goals of MTP for consistency in Q3.

Metropolitan Development Organization (MPO) Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	142,899	141,256	1.73	720
200 - Supplies	468	0		
300 - Other Services	4,805	7,156		
400 - Capital Outlays	0	0		
Total	148,172	148,412		

Fund: General

ADMINISTRATION AND OPERATIONS

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

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

Goals:

- Log a minimum of 16 hours of technical training for at least 8 P&T staff to improve staff proficiencies on the use of new community development, financial management, and/or GIS Arc Pro software.
- Create a 3-dimensional GIS model or “digital twin” concept of a 3-5 square block area of Bloomington as a demonstration of redevelopment for a public engagement tool by end of Q4.
- Implement and launch community development software by end of Q1 to transform and modernize the range of internal user and external customer service needs for permits, inspections, and development review processes.
- Hold a minimum of 2 training sessions for members of the public on the community development software by end of Q2.

Technical Training and Accountability Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	117,680	103,697	1.27	26
200 - Supplies	936	1,074		
300 - Other Services	15,376	14,312		
400 - Capital Outlays	0	0		
Total	133,992	119,083		

Fund: General

Community Engagement/Boards and Commissions

Activity Description: Provide professional and wide-range support, including direct staff support, serving on a board or commission, and/or regularly attending and presenting to appointed members of a board or commission, to 16 city boards and commissions, including: Bicycle and Pedestrian Safety Commission, Board of Zoning Appeals, Common Council, Community Development Block Grant Citizen Advisory Committee, Development Review Committee, Environmental Commission, Hearing Officer, 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, in some cases, take minutes.

Goals:

- Prepare and send a minimum of 50 packets with agendas, minutes and other support materials to members of the Plan Commission, Board of Zoning Appeals, Hearing Officer, Plat Committee, and MPO Policy, Technical and Citizen Advisory Committees at least 3 days prior to the respective meetings.
- Prepare a Department annual report on board/commission, division, and other milestones of the department to be delivered by Q2.
- Conduct an annual survey of Board and Commission members for feedback on the professional conduct of P&T staff, preparedness of meetings and information, staff recommendations, and orientation and training for Board and Commission members by Q4.

Community Engagement/ Boards and Commissions Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	287,706	295,577	3.62	26
200 - Supplies	1,404	2,148		
300 - Other Services	4,805	7,156		
400 - Capital Outlays	0	0		
Total	293,915	304,881		

Fund: General

2022 Budget Request Highlights

Planning & Transportation's general fund budget request is \$1,702,728. This is an increase of 24% or \$324,240 from 2021. Listed below are respective highlights for each category for Planning & Transportation:

Category 1 – Personnel request is \$1,334,178, which includes an increase in base salaries, and results in an overall 5% increase or \$61,152 from 2021.

Category 2 – Supplies request is \$10,742, which is an increase 15% or \$1,380 from 2021.

Category 3 – Other Services & Charges request is \$357,808, which is an increase of 272% or \$261,708 from 2021. In 2019 and 2020 P & T had similar funding levels that supported the UDO update and the Transportation Demand Management Plan. In 2021, the UDO update was still under contract and the Bloomington Hospital Site Redevelopment study was a City priority, thus the funding levels were significantly less. In 2022, implementation studies regarding the Transportation Plan, Accessory Dwelling Units, and Annexation reflect this large increase in comparison to 2021 only.

Category 4 - Capital Outlays request is \$0 which is no change from 2021.

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 2022 department budget request. I am happy to answer any questions.

CITY OF BLOOMINGTON

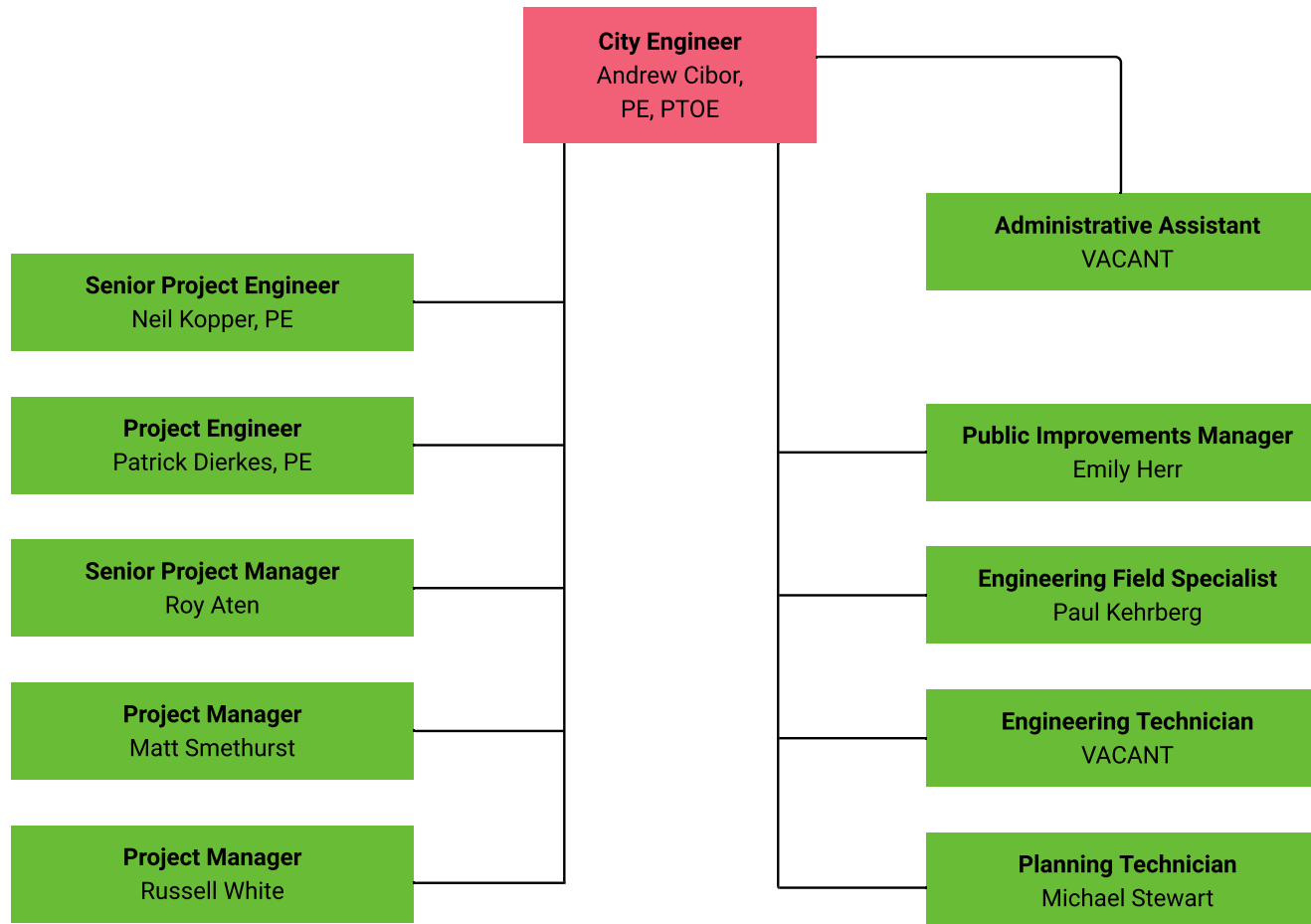
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
Expenditures								
Department: 13 - Planning								
Personnel Services								
	51110	Salaries and Wages - Regular	1,241,970	1,430,388	861,082	911,269	50,187	5.83%
	51120	Salaries and Wages - Temporary	5,792	6,330	9,000	9,000	-	0.00%
	51210	FICA	90,595	104,976	66,561	70,401	3,839	5.77%
	51220	PERF	176,359	203,115	122,274	129,400	7,126	5.83%
	51230	Health and Life Insurance	371,124	371,124	214,110	214,110	-	0.00%
Total: Personnel Services			1,885,841	2,115,933	1,273,026	1,334,178	61,152	4.80%
Supplies								
	52110	Office Supplies	2,492	703	2,050	2,425	375	18.29%
	52240	Fuel and Oil	2,087	1,294	737	737	-	0.00%
	52410	Books	796	400	425	500	75	17.65%
	52420	Other Supplies	10,550	47,135	5,800	5,800	-	0.00%
	52430	Uniforms and Tools	539	-	350	1,280	930	265.71%
Total: Supplies			16,464	49,532	9,362	10,742	1,380	14.74%
Other Services and Charges								
	53160	Instruction	6,814	1,904	11,340	14,110	2,770	24.43%
	53170	Mgt. Fee, Consultants, and Workshops	168,160	92,764	-	-	-	N/A
	53210	Telephone	4,404	4,823	1,565	6,850	5,285	337.70%
	53220	Postage	100	-	50	50	-	0.00%
	53230	Travel	7,627	1,728	3,390	12,900	9,510	280.53%
	53240	Freight / Other	30	-	75	75	-	0.00%
	53310	Printing	9,449	7,504	1,500	1,500	-	0.00%
	53320	Advertising	2,789	3,982	1,200	1,225	25	2.08%
	53620	Motor Repairs	13,138	15,106	4,310	1,668	(2,642)	-61.30%
	53630	Machinery and Equipment Repairs	-	-	2,500	2,500	-	0.0000
	53830	Bank Charges	1,680	3,105	1,750	2,500	750	42.86%
	53910	Dues and Subscriptions	6,192	6,253	5,870	6,030	160	2.73%
	53940	Temporary Contractual Employee	2,506	1,324	2,800	3,000	200	7.14%
	53960	Grants	1,649	2,400	2,400	2,400	-	0.00%
	53990	Other Services and Charges	128,545	200,641	57,350	303,000	245,650	428.33%
Total: Other Services and Charges			353,083	341,533	96,100	357,808	261,708	272.33%
Capital Outlays								
	54310	Improvements Other Than Building	456,102	336,808	-	-	-	N/A
Total: Capital Outlays			456,102	336,808	-	-	-	0.00%
Expenditures Grand Total:			\$ 2,711,490	\$ 2,843,806	\$ 1,378,488	\$ 1,702,728	\$ 324,240	23.52%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 601 - Cumulative Capital Devlp(S2391)								
Expenditures								
Department: 13 - Planning								
Other Services and Charges								
	53110	Engineering and Architectural	49,280	82,310	-	-	-	N/A
Total: Other Services and Charges			49,280	82,310	-	-	-	0.00%
Capital Outlays								
	54110	Land Purchase	77,030	-	-	-	-	N/A
	54310	Improvements Other Than Building	399,759	934,177	-	-	-	N/A
Total: Capital Outlays			476,789	934,177	-	-	-	0.00%
Expenditures Grand Total:			\$ 526,069	\$ 1,016,487	\$ -	\$ -	\$ -	0.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 454 - Alternative Transport(S6301)								
<u>Expenditures</u>								
Department: 13 - Planning								
Other Services and Charges								
	53110	Engineering and Architectural	6,162	17,571	-	-	-	N/A
Total: Other Services and Charges			6,162	17,571	-	-	-	0.00%
Capital Outlays								
	54310	Improvements Other Than Building	66,773	270,427	-	-	-	N/A
Total: Capital Outlays			66,773	270,427	-	-	-	0.00%
Expenditures Grand Total:			\$ 72,934	\$ 287,998	\$ -	\$ -	\$ -	0.00%





Memorandum

To: Members of the City of Bloomington Common Council
From: Andrew Cibor, City Engineer
Date: August 19, 2021

Why We Exist

The Engineering Department is responsible for overseeing activities in the City's approximately 1,800 acres of public right of way and for carrying out the City's vision to achieve a safe, accessible, efficient, equitable, and sustainable transportation system that works for people of all ages and abilities using all modes of transportation. Staff members work to improve the City's multimodal transportation network, manage construction within and use of the public right of way, and provide technical assistance to numerous internal and external groups.

Background

The Engineering Department was established as a standalone department in 2021 based on a recommendation of a 2018 organizational assessment of Planning and Transportation and Public Works, and followed by numerous discussions with affected City staff and the administration. The newly created Engineering Department coordinates particularly closely with both Planning and Transportation and Public Works. The Engineering Department is composed of two divisions: Capital Projects and Right of Way Management. The work of these divisions is described further below.

Impact of COVID-19

The majority of work within the Engineering Department has continued without major impacts. However, recent trends suggest material costs are going up and increased construction demand is resulting in higher overall construction costs. The sidewalk seating and merchandising encroachments program has been temporarily altered to provide additional use of outdoor areas to support the local economy while managing public health risk.

Sustainability/Climate Action

In accordance with the City’s comprehensive plan, the Engineering Department “emphasizes public transit, walking, and biking to enhance options to reduce our overall dependence on the automobile.” This emphasis is intended to reduce the City’s overall transportation emissions. Additionally, the Engineering Department works closely with City of Bloomington Utilities to identify opportunities to utilize green stormwater infrastructure, the Parks and Recreation Department to optimize opportunities for trees within transportation projects, and the Public Works Department to optimize signal timing to reduce emissions.

Equity/Inclusion

The Engineering Department works to provide infrastructure for people of all ages and abilities using all modes of transportation. This work includes improving accessibility for people with disabilities and providing transportation options for people who do not own, either by choice or necessity, a personal motor vehicle. The Department also considers geographic area when prioritizing capital projects and uses data and plans such as Complete Street Scoring, the Transportation Plan, and infrastructure age/condition to ensure that limited resources are equitably distributed throughout the City.

Engineering Department 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	-	-	910,767	977,421	66,653	7.3%
200 - Supplies	-	-	9,594	13,629	4,035	42.1%
300 - Other Services	-	-	141,696	183,982	42,286	30%
400 - Capital Outlays	-	-	873,000	644,360	(228,640)	-26%
Total	-	-	1,935,057	1,819,392	(115,666)	-6%

*This budget summary table reflects no allocations in 2019 and 2020 given the Engineering Department was created in 2021.

2022 Activity Descriptions and Goals

Administration, Technical Training, and Accountability

Activity Description: Oversee and lead a team of 10.5 total staff in delivering high-quality services. Train staff on competency and best practices for the use of Geographic Information Systems (GIS), Computer Aided Drafting (CAD), Financial Management and Inspection Services software. Improve staff competency in design, inspection and other technical services through training and conferences. Ensure transparent operations by providing data and project information on the City website, facilitating monthly internal citywide project coordination meetings, and participating in monthly coordination meetings with Indiana University Capital Planning & Facilities.

Goals:

- Fill a new part-time Engineering Department Administrative Assistant position to enhance customer service, financial tracking, and public education by April 2022.
- Improve staff proficiency through at least 16 hours of technical training annually for each staff member.
- Send at least 1 staff member to a national-level transportation or civil engineering conference (in person or virtually) to maintain knowledge of current best practices.
- Retain all required certifications including Professional Engineer licenses.
- Create and update websites for all active infrastructure projects.

Administration, Technical Training, & Accountability Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	257,521	107,051	1.10	85,000
200 - Supplies	14,745	2,044		
300 - Other Services	201,578	55,195		
400 - Capital Outlays	2,340	0		
Total	476,184	164,290		

Funding: General

Community Engagement/Boards and Commissions

Activity Description: Provide professional and wide-range support, including direct staff support, serving on a board or commission, and/or regularly attending and presenting to appointed members of a board or commission, to 16 city boards and commissions. In alphabetical order they are: Bicycle and Pedestrian Safety Commission, Board of Public Works, Common Council, Community Development Block Grant Citizen Advisory Committee, Council for Community Accessibility, Council Sidewalk Committee, Development Review Committee, MPO Policy Committee, MPO Technical Advisory Committee, Parking Commission, Plan Commission, Plat Committee, Redevelopment Commission, Traffic Commission, Council Transportation Committee, and Tree Commission. Conduct research and analysis, prepare staff reports and other meeting documents, and answer questions and make recommendations. Coordinate with the Hospital Re-Use Committee in the implementation of the Bloomington Hospital Site Redevelopment Master Plan Report.

Goals:

- Present regular staff recommendations to boards and/or commissions with the goal of 90% acceptance/approval for all substantial Department-initiated requests by the board or commission.
- Attend or organize a minimum of 4 community meetings to discuss city projects or initiatives.

Community Engagement/Boards & Commissions Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	259,131	88,433	0.90	All City Staff
200 - Supplies	0	681		
300 - Other Services	3,743	9,199		
400 - Capital Outlays	0	32,218		
Total	262,874	130,532		

Funding: General, Other

Capital Project Services

Activity Description: Improve transportation safety, accessibility, efficiency, equity and sustainability through multimodal transportation infrastructure projects. Oversee and monitor the design, right-of-way acquisition, bidding, construction and operation of these projects. Coordinate with the Planning and Transportation Department to implement the Transportation Plan and to ensure that projects support the goals of the City's Comprehensive Plan. Coordinate with the Public Works and Parks and Recreation Departments on transportation and maintenance needs in project development and future maintenance budget planning. Ensure that all work is consistent with applicable City plans, engineering principles, safety standards and accessibility requirements.

Goals:

- Using guidance from the Comprehensive Plan, Transportation Plan and Transportation Demand Management (TDM) Plan, prioritize capital improvement funding requests by July 31 for consideration for the 2023 annual budget.
- Track change order costs and ensure that 90% of awarded construction contracts for major City projects stay within 5% of the bid amount upon final closeout.
- Monitor and actively manage construction project schedules to ensure 90% of construction contracts awarded are substantially completed within 30 days of the timelines specified in the bid packet.
- Initiate construction of the Bloomington Hospital Site Redevelopment Phase 1 East project in Q2.
- Award and manage more than 10 new design, inspection and construction contracts (in addition to the approximately 30 existing contracts).
- Track project costs for Engineering capital projects and the value of new assets built through private development and accepted into the City's inventory for the annual Works-In-Progress report that tracks infrastructure expenditures and completed assets from the 2021 fiscal year by April 30 to assist the Controller's Office.

Capital Project Services Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	917,330	423,549	4.33	85,000
200 - Supplies	10,713	5,452		
300 - Other Services	155,675	82,792		
400 - Capital Outlays	132,199	612,142		
Total	1,215,917	1,123,934		

Funding: General, Other

Right of Way Management Services

Activity Description: Issue permits related to use of and work within the public right of way and coordinate with the Department of Public Works. Maintain the City’s inventory of public rights of way and City-maintained streets and alleys. Coordinate with the Planning and Transportation Department regarding design, permitting and construction of development projects. Review and manage encroachment agreements for privately installed and maintained facilities within the public right of way. Investigate, address and respond to transportation-related inquiries from the public. Identify and guide necessary updates to the Bloomington Municipal Code for Title 12 (Streets, Sidewalks and Storm Sewers) and Title 15 (Vehicles and Traffic). Collect and analyze traffic counts and crash data for all modes of transportation to guide decisions on project priorities and designs. Maintain the City’s construction standards and specifications and ensure that all work is consistent with those documents as well as other applicable City plans, engineering principles, safety standards and accessibility requirements.

Goals:

- Review and take action on at least 90% of all permits requested for right of way excavation and outdoor seating (approximately 350 annual permit applications) within 10 business days of receipt of complete applications.
- Inspect at least 90% of all permitted right of way use work to ensure compliance with construction requirements and resolve at least 95% of any observed violations.
- Investigate and respond to at least 90% of uReports related to transportation or overgrowth concerns within 10 business days of receipt.
- Collect at least 40 traffic volume counts and upload data into the City’s online database.
- Track all existing and new public improvement bonds such that 100% of them are kept active until improvements are found to meet city standards and accepted into the City’s inventory.

Right of Way Management Services Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	233,097	358,388	3.67	85,000
200 - Supplies	0	5,452		
300 - Other Services	104,157	36,796		
400 - Capital Outlays	0	0		
Total	337,254	400,636		

Fund: General, Other

2022 Budget Proposal Highlights

The total budget request from the Engineering Department is \$1,819,933. Listed below are some highlights of significance.

Category 1 – Personnel request is \$977,421 which is a 7.3% increase compared to 2021. This value reflects a 2.75% increase in base salaries and the addition of a new part-time Administrative Assistant position.

Category 2 – Supplies request is \$13,629. This number is \$4,035 greater than 2021 due to the purchase of new traffic counting equipment.

Category 3 – Other Services & Charges request is \$183,982. This value is \$42,286 greater than 2021 due in large part to a \$30,000 request for the continuation of a traffic signal operation on-call service contract. Other changes reflect an increase in cell phones, travel and training for in-person conferences post-pandemic, estimated credit card fees, and construction management software licenses.

Category 4 - Capital Outlays request is \$644,360, which is a decrease of 26% compared to 2021. For many projects these funds represent a local match to leverage larger federal funding sources (e.g., Downtown Curb Ramp and Crosswalk Enhancement Projects). Other projects may utilize TIF funding or previously allocated bond funding.

Recover Forward, Phase Three (American Rescue Plan Act)

ARPA - Engineering Capital Projects

Activity Description: Further the Phase 1 Priority Bicycle Network Facilities Network identified in the Transportation Plan by constructing segments of the proposed Neighborhood Greenways system.

Goals:

- Construct at least three segments of Neighborhood Greenway facilities in the 2022 construction season.

ARPA Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0			85,000
200 - Supplies	0			
300 - Other Services	0			
400 - Capital Outlays	0	550,000		
Total	0	550,000		

Conclusion

The budget presented in this memorandum will allow the Engineering Department to continue maintaining and improving the transportation network’s safety, accessibility, efficiency, equity and sustainability. Thank you for your consideration of our 2022 department budget request. I am happy to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
Expenditures								
Department: 07 - Engineering								
Personnel Services								
	51110	Salaries and Wages - Regular	-	-	618,591	661,578	42,987	0.0695
	51210	FICA	-	-	47,322	50,611	3,289	0.0695
	51220	PERF	-	-	87,840	93,944	6,104	0.0695
	51230	Health and Life Insurance	-	-	157,014	171,288	14,274	0.0909
Total: Personnel Services			-	-	910,767	977,421	66,653	7.32%
Supplies								
	52110	Office Supplies	-	-	1,375	1,375	-	0.0000
	52240	Fuel and Oil	-	-	3,369	3,369	-	0.0000
	52410	Books	-	-	1,075	1,075	-	0.0000
	52420	Other Supplies	-	-	3,000	7,035	4,035	1.3450
	52430	Uniforms and Tools	-	-	775	775	-	0.0000
Total: Supplies			-	-	9,594	13,629	4,035	42.06%
Other Services and Charges								
	53160	Instruction	-	-	3,290	3,650	360	0.1094
	53210	Telephone	-	-	4,665	6,525	1,860	0.3987
	53220	Postage	-	-	10	200	190	19.0000
	53230	Travel	-	-	1,460	2,680	1,220	0.8356
	53240	Freight / Other	-	-	65	130	65	1.0000
	53310	Printing	-	-	500	500	-	0.0000
	53320	Advertising	-	-	900	900	-	0.0000
	53620	Motor Repairs	-	-	11,186	11,452	266	0.0238
	53830	Bank Charges	-	-	750	1,200	450	0.6000
	53910	Dues and Subscriptions	-	-	2,160	2,340	180	0.0833
	53990	Other Services and Charges	-	-	36,710	72,805	36,095	0.9832
Total: Other Services and Charges			-	-	61,696	102,382	40,686	65.95%
Capital Outlays								
	54310	Improvements Other Than Building	-	-	318,000	324,360	6,360	0.0200
Total: Capital Outlays			-	-	318,000	324,360	6,360	2.00%
Expenditures Grand Total:			\$ -	\$ -	\$ 1,300,057	\$ 1,417,792	\$ 117,734	9.06%

CITY OF BLOOMINGTON

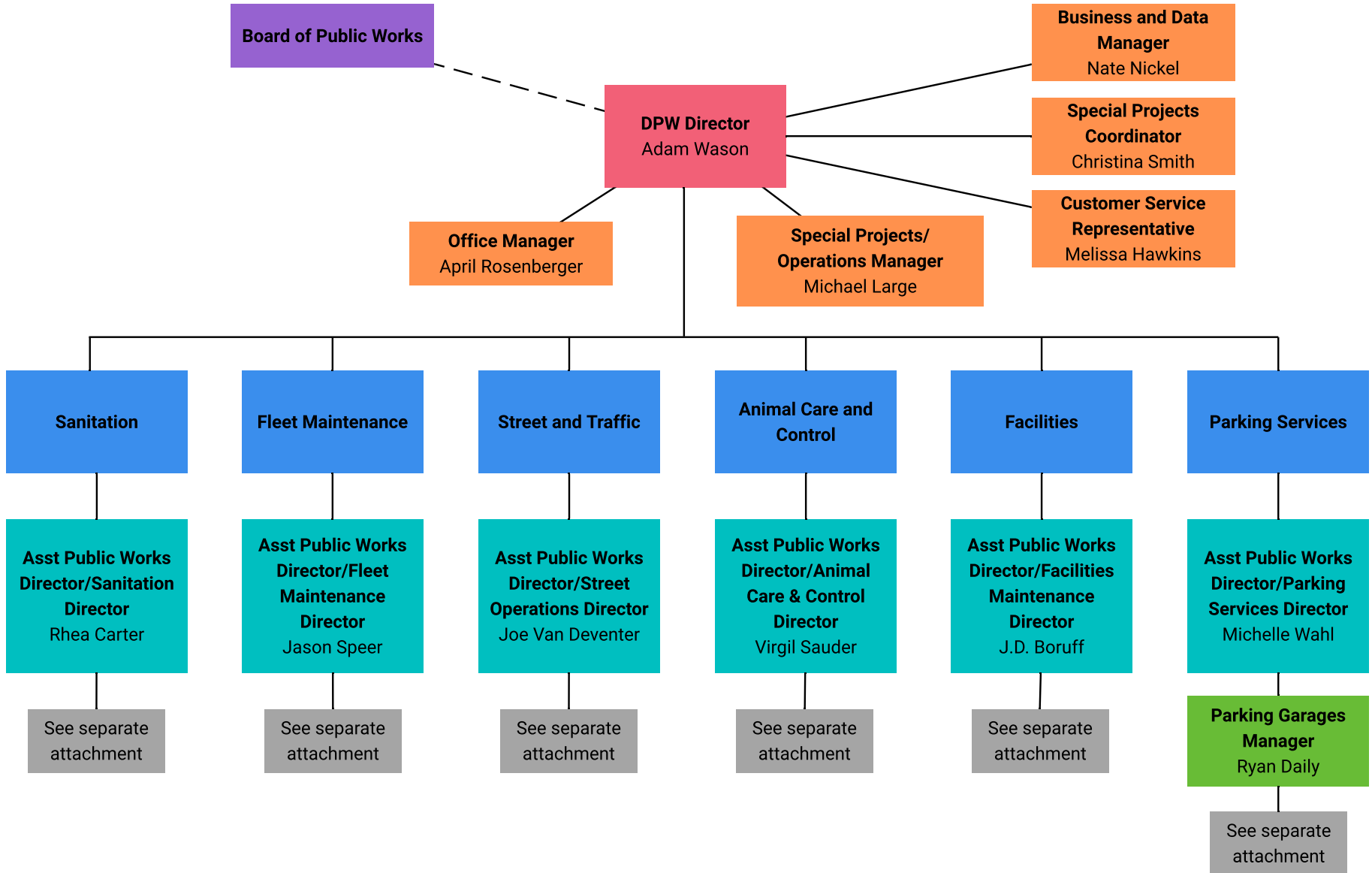
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 601 - Cumulative Capital Devlp(S2391)								
Expenditures								
Department: 07 - Engineering								
Capital Outlays								
	54310	Improvements Other Than Building	-	-	230,000	320,000	90,000	0.3913
Total: Capital Outlays			-	-	230,000	320,000	90,000	39.13%
Expenditures Grand Total:			\$ -	\$ -	\$ 230,000	\$ 320,000	\$ 90,000	39.13%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 454 - Alternative Transport(S6301)								
Expenditures								
Department: 07 - Engineering								
Other Services and Charges								
	53110	Engineering and Architectural	-	-	80,000	81,600	1,600	0.0200
Total: Other Services and Charges			-	-	80,000	81,600	1,600	2.00%
Capital Outlays								
	54310	Improvements Other Than Building	-	-	325,000	-	(325,000)	(1.0000)
Total: Capital Outlays			-	-	325,000	-	(325,000)	-100.00%
Expenditures Grand Total:			-	-	405,000	81,600	(323,400)	-79.85%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 176 - ARPA Local Fiscal Recvry (S9512)								
Expenditures								
Department: 07 - Engineering								
Capital Outlays								
	54310	Improvements Other Than Building	-	-	-	550,000	550,000	N/A
Total: Capital Outlays			-	-	-	550,000	550,000	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 550,000	\$ 550,000	0.00%





Memorandum

To: Members of the City of Bloomington Common Council
From: Adam Wason, Public Works Director
Date: August 19, 2021

Why We Exist

The Department of Public Works Administrative Division is responsible for directing both the daily and strategic operations of 6 separate divisions that provide essential municipal infrastructure, services and operations to both visitors and residents of Bloomington. These divisions include Animal Care & Control, Facilities Maintenance, Fleet Maintenance, Parking Services, Sanitation and Street.

The Department of Public Works Administrative Division also provides staffing resources and logistics support to the Board of Public Works, which is the chief administrative body of the City and has control of the day-to-day operations of the Department of Public Works.

Background

The Department of Public Works Administrative Division has 6 full-time employees and 3 Board of Public Works members who are compensated, per municipal code. It serves a population of 85,000 people and provides administrative support for the 6 divisions, as well as for the City's Board of Public Works.

Impact of COVID-19

The COVID-19 pandemic remains a factor in daily operations, with the use of facemasks, social distancing precautions, ready access to hand sanitizer and remote work schedules as just a few examples. However, the Department of Public Works Administrative Division continues to provide its core activities and services unabated and available to both the public and internal City of Bloomington customers.

Some examples include maintaining a continuous front desk presence at City Hall to answer the phone, greet visitors and connect them to the appropriate City departments or resources. Other staff members maintain staggered shift schedules on-site at City Hall to facilitate necessary internal

activities (such as sorting and metering the daily mail, receiving packages, handling claims, processing financial invoices, paying bills, etc.). The Board of Public Works continues in a virtual format for both their bimonthly work sessions and meetings. Staff prepares agendas and packets and facilitates the work sessions and meetings on virtual platforms so that the Board's important role and responsibilities to the community remain uninterrupted.

Sustainability/Climate Action and Equity/Inclusion Initiatives

The Department of Public Works Administrative Division will be actively engaged in undertaking sustainability initiatives and addressing equity and inclusion in the community during 2022. A few examples to highlight from across the entire spectrum of the Department include the following proposed initiatives and ongoing projects:

Administration:

- Conduct a third round of the Sidewalk Repair Assistance Program that will install 1,000 linear feet of sidewalk in areas exclusively within federally-designated Community Development Block Grant areas to target mobility improvements for people who do not own, or only have limited access to, a personal automobile.
- Lead and collaborate on efforts with other City departments to identify opportunities to install additional accessible curb ramps, sidewalks, sidepaths and bike lanes.
- Convert older sodium vapor street lights to modern Light Emitting Diode (LED) technologies citywide, which will significantly lower energy use, carbon emissions, and the overall impact that City operations have on the environment

Animal Care & Control:

- Migrate all permit applications and submittals to an online platform that replaces a legacy paper format.

Facilities Maintenance:

- Upgrade City facilities and buildings to more energy-efficient lighting systems and Heating, Ventilation and Air Conditioning (HVAC) equipment, plus water-reducing plumbing fixtures.

Fleet Maintenance:

- Lower greenhouse gas emissions through the continued purchase of hybrid fueled and electric vehicles, as well as install an additional Diesel Exhaust Fluid (DEF) tank to eliminate extra trips by heavy diesel vehicles to retrieve needed DEF at the Fleet garage.
- Coordinate all new vehicle purchases with the Assistant Director of Sustainability to maximize fuel-efficient, lower-emission and electric vehicle replacement options for the City's fleet.

Parking Services:

- Apply for Parksmart certification for the Trades District and 4th Street garages, with the goal of "silver certification." These will be the first garages in the state to achieve Parksmart certification.

- Help spur future developments in the community with City parking options, so that private parking facilities (and their related costs and expenses shifted to residents) are not needed, allowing for more affordable and sustainable housing opportunities.

Sanitation:

- Educate the community, and especially Indiana University students, about “clean recycling” protocols to reduce the amount of Bloomington’s recycling stream that is diverted to the landfill due to improper sorting or not being properly cleaned.
- Provide a weekly curbside recycling service that continues in spite of the City facing higher recycling processing costs (which are affecting municipalities nationwide), due to shifts in the commodities pricing market and international demand. This includes glass bottles and containers, making Bloomington one of the few Indiana communities that still accepts glass items.
- Continue the biweekly yard waste curbside collection program that keeps organic waste out of the trash stream (64 tons in 2020, 31 to date in 2021), diverting it instead to local composting facilities.

Street:

- Acquired a salt brine machine for snow control events, which will substantially reduce salt usage, while optimizing highway safety and mitigating the damaging impacts of salt on infrastructure and the environment.
- The Leaf Management Program was the very first project studied through the City’s Innovation Cohort, and although still ongoing, a number of sustainable solutions have already been identified and implemented.
- Continue to build upon the Recover Forward initiative to address non-motorized transportation investments that are focused in lower- and moderate-income areas throughout the community, as well as also specifically targeting access improvements for Bloomington Transit bus stops.

2022 Budget Highlights

The Department of Public Works Administrative Division is committed to navigating new challenges in 2022, while always maintaining critical daily operations and delivering essential services to residents. This includes some of the following highlights:

- Conduct a third round of the Sidewalk Repair Assistance Program specifically for non-motorized vehicle infrastructure improvements to populations within federally designated Community Development Block Grant areas.
- Obtain an Agency Accreditation with the American Public Works Association, which provides a means of formally verifying and recognizing public works agencies for their compliance with recommended national best management practices.
- Utilize data analytics from Sanitation software platforms to provide targeted, efficient solid waste, recycling and yard waste services to the community.

- Produce a data-driven approach to the 2022-2024 annual paving schedule by deploying the asset management metrics obtained from the 2021 City streets field reconnaissance update project.
- Add a Geographic Information System (GIS) mapping capability to the current asset management software platform, which will greatly increase data utility while reducing staff workloads.
- Complete a Showers Governmental Complex LED lighting upgrade to replace the current system, which is not energy efficient and already at the end of its life span.
- Maximize 2022 professional development opportunities for staff by attending local, state, and national conferences and professional events to increase expertise and the knowledge base of best management practices being implemented around the country.

Department of Public Works-Administration 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget \$	2022 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	359,203	510,660	514,626	563,299	48,673	9%
200 - Supplies	137,845	137,606	142,962	142,962	0	0%
300 - Other Services	986,387	776,660	2,376,306	1,108,708	(1,267,598)	-53%
400 - Capital Outlays	411,825	264,212	337,500	337,500	-	0%
Total	1,895,260	1,689,137	3,371,394	2,152,469	(1,218,925)	-36%

2022 Activity Descriptions and Goals

Administration

Activity Description: Develop and establish department policies and practices that result in improved public service delivery, efficient infrastructure program management and good stewardship of financial resources. Manage and supervise the administrative office, Board of Public Works and 6 Public Works divisions.

Goals:

- Complete Round 3 of the Sidewalk Repair Assistance Program for qualifying income-based home owners by the end of Q3.
- Submit completed application with the American Public Works Association’s Agency Accreditation Program by the end of Q4.
- Implement the citywide (LED) conversion project to replace approximately 50 street lights by the end of Q3.
- Complete installation of 20 new (LED) lighting fixtures, poles and an electrical system around the Showers Governmental Complex by Q4.

Administration Program Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	160,417	192,083	3.24	The City population of 85,000 plus thousands more visiting the community.
200 - Supplies	71,481	71,481		
300 - Other Services	481,577	277,177		
400 - Capital Outlays	0	0		
Total	713,475	540,741		

Fund: General

Board of Public Works

Activity Description: Provide administrative support for the Board of Public Works, which acts as the chief administrative body of the City and has oversight of Department of Public Works operations.

Goals:

- Collect annual year-end Board of Public Works statistics by the end of Q4 and report on the B-Clear data portal by the end of Q1 2023.

Board of Public Works Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	218,503	229,584	3.87	The Board holds 25 meetings and 24 working sessions and serves the City population of 85,000.
200 - Supplies	35,741	35,741		
300 - Other Services	96,315	55,435		
400 - Capital Outlays	0	0		
Total	350,559	320,760		

Fund: General

Infrastructure Asset Management

Activity Description: Develop and establish real-time data-collection practices, condition-index parameters, inspection cycles, preventative maintenance activities and work orders to manage and maintain public infrastructure assets to maximize their performance, cost effectiveness and expected life spans.

Goals:

- Implement a Geographic Information System mapping capacity to the current asset management software system by the end of Q2.
- Complete all staff and personnel training on the new Geographic Information System mapping capability by the end of Q4.

Infrastructure Asset Management Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	14,921	16,488	0.28	A regional population of approximately 173,000 people, plus thousands more visiting the community.
200 - Supplies	0	0		
300 - Other Services	96,315	110,871		
400 - Capital Outlays	0	0		
Total	111,237	127,359		

Fund: General

Constituent Services

Activity Description: Provide the highest levels of professional administrative support and assistance to the public.

Goals:

- A minimum of 4 staff members will attend 1 national or state/regional training conference and the national Lucity asset management software conference.
- Collect annual summary of uReport cases and provide a report to the Board of Public Works by the end of Q1 2023.

Constituent Services Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	115,935	125,143	2.11	The City population of 85,000 plus thousands more visiting the community.
200 - Supplies	35,741	35,741		
300 - Other Services	1,252,099	665,225		
400 - Capital Outlays	337,500	337,500		
Total	1,741,275	1,163,608		

Fund: General

2022 Budget Request Highlights

The Public Works Administrative Division's total general fund budget request is \$2,152,469. This is a decrease of \$1,218,925, or -36%.

Category 1 – Personnel request is \$563,299. This is an increase of \$48,673, or 9%. Significant changes include the following budget lines:

- **Line 111 - Salaries & Wages - Regular:** moving funding for the Special Projects Coordinator and Public Works Director positions from the Street MVH budget to Public Works Administration budget. The Parking Services Director position was also moved from the Public Works Administration budget to the Parking Services Division budget. These changes were all made to be more transparent and better reflect actual spending patterns.

Category 2 – Supplies request is \$142,962, no change from 2021.

Category 3 – Other Services & Charges request is \$1,108,708, a decrease of \$1,267,598, or -53%. Significant changes include the following budget lines:

- **Line 316 - Instruction:** Increase of \$8,925 due to moving \$2,500 for Lucity workshops & webinars to the Instruction line from the Mgt. Fee, Consultant and Workshop line (317) to better reflect actual training expenses. Also requesting an additional \$6,425 for the first installment of 2 APWA accreditation process application fees (the second installment will be due in 2023).
- **Line 317 - Mgt. Fee, Consultant & Workshop:** Moving \$2,500 for Lucity workshops & webinars to the Instruction line (316) to better reflect training expenses. Also requesting a \$2,000 increase for outside consultant and professional services.
- **Line 341 - Liability/Casualty Premiums:** Increase of \$175,000 due increased insurance premiums in 2022.
- **Line 390 - Inter-Fund Transfers:** Decrease of \$1,000,000 due to no need for transferring funds to the Street Division MVH line to cover state revenue shortfalls, as was needed in 2021.

Category 4 – Capital Outlays request is \$337,500, no change from 2021.

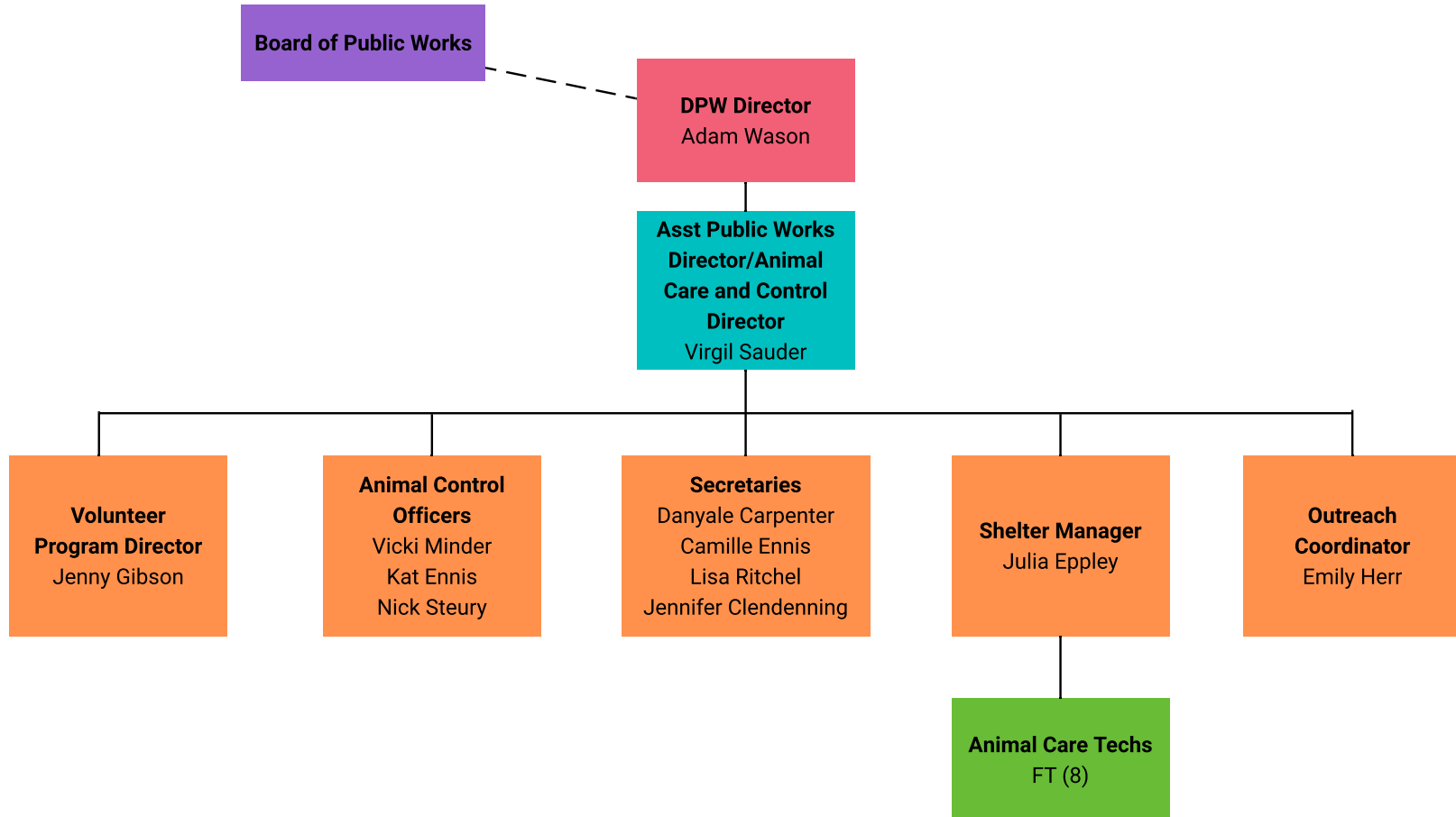
Conclusion

The Department of Public Works Administrative Division strives to direct and support essential operations of its 6 divisions in a prompt, courteous, safe, efficient, and cost-effective manner. In addition, the Department works closely with the Board of Public Works to ensure that all encroachments, special events, and projects in the public right-of way are given a public hearing and approved after allowing for public comment and feedback.

Thank you for your consideration of the Department of Public Works Administrative Division's 2022 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 02 - Public Works								
Personnel Services								
	51110	Salaries and Wages - Regular	239,983	345,418	349,962	381,710	31,749	9.07%
	51120	Salaries and Wages - Temporary	1,660	10,241	12,480	12,480	-	0.00%
	51210	FICA	17,317	25,556	27,727	30,156	2,429	8.76%
	51220	PERF	33,183	48,082	48,800	53,309	4,509	9.24%
	51230	Health and Life Insurance	67,060	81,363	75,657	85,644	9,987	13.20%
Total: Personnel Services			359,203	510,660	514,626	563,299	48,673	9.46%
Supplies								
	52110	Office Supplies	1,863	2,710	2,800	2,800	-	0.00%
	52240	Fuel and Oil	2,343	1,332	2,675	2,675	-	0.00%
	52330	Street , Alley, and Sewer Material	132,887	132,887	132,887	132,887	-	0.00%
	52420	Other Supplies	752	677	4,600	4,600	-	0.00%
Total: Supplies			137,845	137,606	142,962	142,962	-	0.00%
Other Services and Charges								
	53160	Instruction	6,492	457	10,000	18,925	8,925	89.25%
	53170	Mgt. Fee, Consultants, and Workshops	53,340	40,000	40,500	40,000	(500)	-1.23%
	53210	Telephone	2,168	2,501	3,940	3,940	-	0.00%
	53230	Travel	3,808	-	3,000	6,500	3,500	116.67%
	53320	Advertising	993	1,750	1,800	1,800	-	0.00%
	53410	Liability / Casualty Premiums	244,369	341,993	347,657	522,657	175,000	50.34%
	53420	Worker's Comp & Risk	345,294	342,274	342,274	342,274	-	0.00%
	53620	Motor Repairs	8,006	9,207	11,675	6,952	(4,723)	-40.45%
	53630	Machinery and Equipment Repairs	-	-	500	500	-	0.00%
	53650	Other Repairs	-	-	10,000	10,000	-	0.00%
	53710	Land Rental	1,590	1,574	2,300	2,500	200	8.70%
	53830	Bank Charges	1,976	986	36,000	36,000	-	0.00%
	539010	Inter-Fund Transfers	-	-	1,000,000	-	(1,000,000)	-100.00%
	53910	Dues and Subscriptions	1,823	1,900	3,100	3,100	-	0.00%
	53940	Temporary Contractual Employee	1,375	550	1,560	1,560	-	0.00%
	53990	Other Services and Charges	315,154	33,469	112,000	112,000	-	0.00%
Total: Other Services and Charges			986,387	776,660	1,926,306	1,108,708	(817,598)	-42.44%
Capital Outlays - Capital Outlays								
	54510	Other Capital Outlays	209,325	11,712	135,000	135,000	-	0.00%
	549010	Inter-Fund Transfers	202,500	202,500	202,500	202,500	-	0.00%
Total: Capital Outlays			411,825	214,212	337,500	337,500	-	0.00%
Expenditures Grand Total:			\$ 1,895,260	\$ 1,639,137	\$ 2,921,394	\$ 2,152,469	\$ (768,925)	-26.32%

DEPARTMENT OF PUBLIC WORKS:
ANIMAL CARE AND CONTROL



Memorandum

To: Members of the City of Bloomington Common Council

From: Virgil Sauder, Assistant Public Works Director/Animal Care and Control Director
Adam Wason, Director of Public Works

Date: August 19, 2021

Why We Exist

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

Background

Animal Care and Control consists of 18.11 full-time employees and serves a population of 147,000, plus thousands more that visit the animal shelter annually. In 2020 the Animal Shelter provided shelter for 2,967 animals, of which 1,946 were adopted into new homes and 412 were reunited with their owners. The 3 Animal Control Officers responded to 1,571 service calls in 2020.

Impact of COVID-19

Animal Care and Control has experienced significant impacts from COVID-19. The Shelter completely closed for public visitation and began operating via appointment and phone assistance only. The Shelter also was closed to approximately 150-200 volunteers due to health and safety concerns (a small group of about 25 volunteers were allowed to return in order to help with various tasks around the building), so staff had to assume many additional duties to fill the gap. People in the community were able to continue “volunteering from home” during the pandemic via fostering homeless animals (a total of 972 animals were placed in foster care in 2020). Adoption applications and photos of animals were always available online to maintain adoption services to the public. Lost and found animal services remained in place unabated, plus Animal Control Officers continued to fully work their shifts and respond to calls in the community. Like all City facilities, the Shelter significantly enhanced sanitary cleaning protocols and updated operating procedures using all required personal protective equipment. This has included both fewer animal adoptions and less

overall intake, with the potential for more owner surrenders in the future due to loss of income and housing.

2022 Budget Highlights

Animal Care & Control will continue to provide essential services, while responding to the new and unforeseen challenges in these times. Many programs will utilize donation funds that have been earmarked for a variety of animal health, education and enrichment initiatives. Several areas to emphasize include the following:

- Provide education on responsible pet ownership.
- Continue developing and expanding relationships with area agencies to provide owner support for alternatives to shelter surrenders, while maintaining appropriate long-term care of animals.
- Adapt and rebuild the volunteer program to align with the beneficial protocols developed due to the pandemic.
- Utilize volunteer and intern programs to fill in staffing gaps.
- Increase access to post-adoption and pre-surrender animal behavioral support.
- Develop a contract veterinary program to improve access and onsite care for shelter animals.
- Finalize a Wildlife Management Report based on work conducted in conjunction with the Animal Control Commission in 2021-2022.

Department of Public Works-Animal Care and Control 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,245,721	1,337,238	1,338,526	1,374,612	36,086	3%
200 - Supplies	135,408	123,233	145,741	145,741	0	0%
300 - Other Services	233,377	201,027	257,167	255,399	(1,768)	-1%
400 - Capital Outlays	51,693	67,146	-	-	-	0%
Total	1,666,199	1,728,644	1,741,434	1,775,752	34,318	2%

2022 Activity Descriptions and Goals

Animal Shelter Operations

Activity Description: Act as a base for both City of Bloomington and Monroe County animal control services. Provide shelter and enrichment activities for stray and unwanted animals, as well as education activities and pet adoption services to the public. Monroe County supports some of these operational costs through an annual interlocal agreement that covers stray animals brought to the shelter by the Monroe County Sheriff’s Animal Management Officers.

Goals:

- Increase the percentage of animals that move through foster homes to 37% in 2022.

Percentage of Animals in Foster Care				
2017	2018	2019	2020	2021 YTD
23%	25%	30%	35%	29%

- Maintain the Live Release Rate (LRR) to at least 95% in 2022. The LRR is a formula that is calculated by dividing the number of animals that leave the shelter's care via adoption, return to owner, or transfer to a rescue group/organization by total outcomes (including euthanasia).

Live Release Rate				
2017	2018	2019	2020	2021 YTD
91%	92%	91%	95%	95%

Animal Shelter Operations Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	725,114	744,663	10.03	147,000
200 - Supplies	109,306	112,221		
300 - Other Services	204,614	191,549		
400 - Capital Outlays	0	0		
Total	1,039,033	1,048,432		

Fund: General

Volunteer Coordination

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

Goals:

- Return volunteer involvement to at least 10,280 hours in 2022.

Volunteer Hours				
2017	2018	2019	2020	2021 YTD
10,820	10,285	11,482	3,696	1,140

Volunteer Coordination Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	160,466	164,792	2.22	147,000
200 - Supplies	14,574	11,659		
300 - Other Services	10,231	20,432		
400 - Capital Outlays	0	0		
Total	185,271	196,883		

Fund: General

Humane Education/Public Relations

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

Goals:

- Implement post-adoption behavior classes with attendance of 75% of dogs involved in the Division's pre-adoption behavior programs, and 20% of all canine adoptions at the shelter.

Humane Education/Public Relations Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	168,977	173,532	2.34	147,000
200 - Supplies	14,574	7,287		
300 - Other Services	15,346	17,878		
400 - Capital Outlays	0	0		
Total	198,897	198,697		

Fund: General

Animal Control/Field Operations

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

Goals:

- Close at least 78% of Animal Control calls within 24 hours in 2022.

Percentage of Animal Control Calls closed within 24 hours (Software system in place beginning 2019)				
2017	2018	2019	2020	2021 YTD
NA	NA	75%	77%	72%

- Animal Control Officers needing to obtain training and certification through the National Animal Control Association will complete it by the end of 2022.

Animal Control/Field Operations	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
Budget Allocation				
100 - Personnel Services	283,970	291,625	3.93	85,000
200 - Supplies	7,287	14,574		
300 - Other Services	25,577	25,540		
400 - Capital Outlays	0	0		
Total	316,834	331,739		

Fund: General

2022 Budget Request Highlights

The Animal Care and Control Division's general fund budget request is \$1,725,252. This is an increase of \$42,318, or 3%.

Category 1 – Personnel Services request is \$1,374,612. This is an increase of \$36,086, or 3%.

Category 2 – Supplies request is \$138,741, no change from 2021.

Category 3 – Other Services & Charges request is \$211,899. This is an increase of \$6,232, or 3%. Significant changes include the following budget lines:

- **Line 313 - Medical:** increase of \$7,000 due to a 50% increase in spay/neuter surgery fees over the last 3 years.

Category 4 – Capital Outlays request is \$0, no change from 2021.

2022 Expenses (Donations Over \$5,000)

Funding for the expenses below is pulled only from large donations (over \$5,000) to Animal Care and Control. Starting in 2016, Animal Care and Control has received several substantial donations that are reserved for shelter use only. In order to properly track the use of these funds, a separate budget program line was created in 2018.

The Donations Over \$5,000 budget request is \$50,500. This is a decrease of \$8,000, or -14%.

Category 1 – Personnel Services request is \$0, no change from 2021.

Category 2 - Supplies request is \$7,000, no change from 2021.

Category 3 – Other Services & Charges request is \$43,500, a decrease of \$8,000, or -16%.

Significant changes include the following budget lines:

- **Line 316 – Instruction:** request is a decrease of \$8,000. The 2021 budget had funds for a specific staff training event that has now been completed.

Category 4 - Capital Outlays request is \$0, no change from 2021.

Revenue

No significant changes from 2021 figures expected.

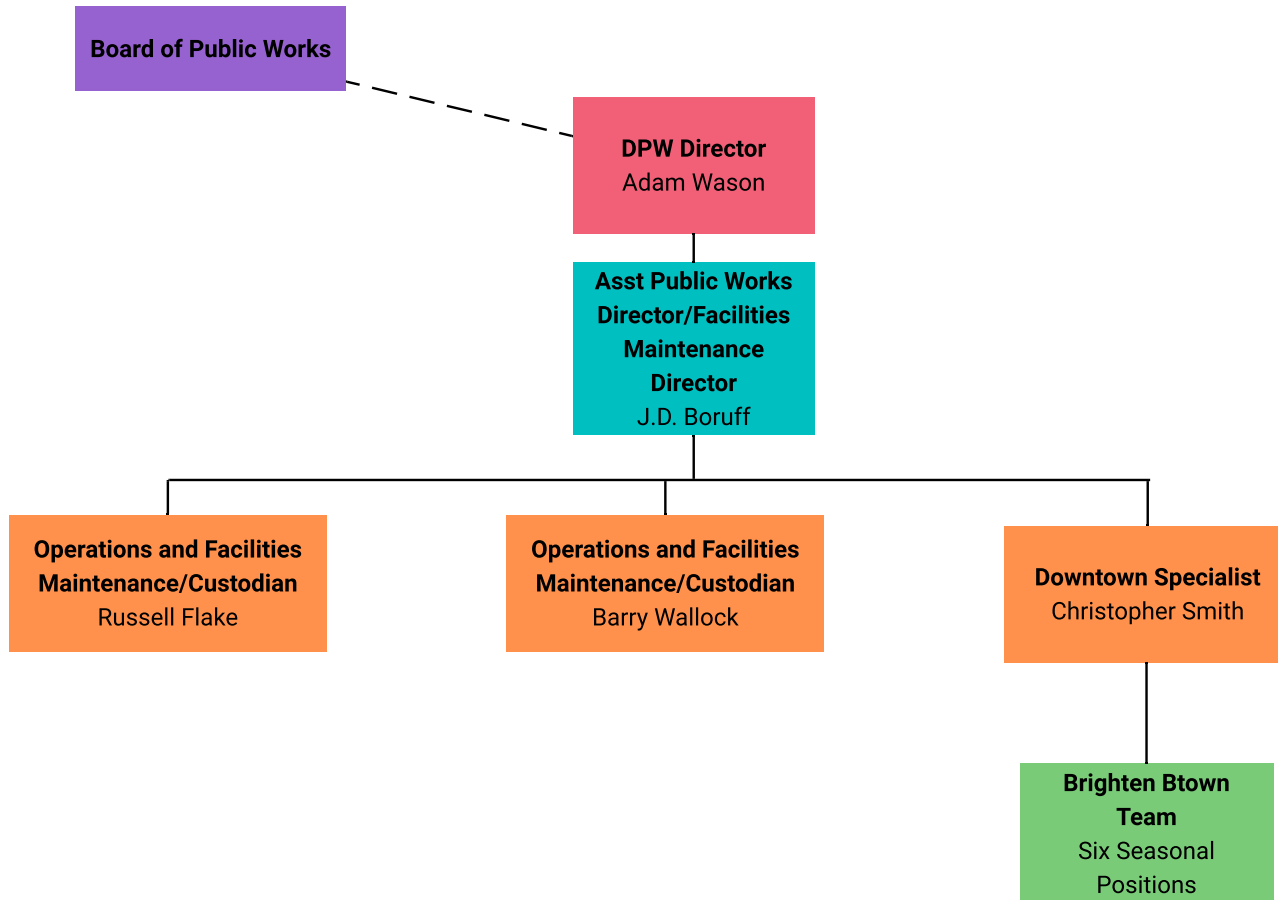
Conclusion

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 2022 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 01 - Animal Shelter								
Personnel Services								
	51110	Salaries and Wages - Regular	731,106	815,924	808,787	836,248	27,461	3.40%
	51120	Salaries and Wages - Temporary	31,629	19,089	18,590	18,590	-	0.00%
	51130	Salaries and Wages- Overtime	46,242	42,025	52,873	52,873	-	0.00%
	51210	FICA	57,416	62,491	67,339	69,440	2,101	3.12%
	51220	PERF	108,122	124,003	119,731	126,255	6,524	5.45%
	51230	Health and Life Insurance	271,206	271,206	271,206	271,206	-	0.00%
Total: Personnel Services			1,245,721	1,334,738	1,338,526	1,374,612	36,086	2.70%
Supplies								
	52110	Office Supplies	1,854	680	2,000	2,000	-	0.00%
	52210	Institutional Supplies	113,512	106,696	112,000	112,000	-	0.00%
	52240	Fuel and Oil	8,127	5,945	9,791	9,791	-	0.00%
	52310	Building Materials and Supplies	2,658	1,285	2,000	2,000	-	0.00%
	52340	Other Repairs and Maintenance	2,448	248	8,800	8,800	-	0.00%
	52410	Books	545	200	300	300	-	0.00%
	52420	Other Supplies	4,736	4,040	6,850	6,850	-	0.00%
	52430	Uniforms and Tools	1,528	3,639	4,000	4,000	-	0.00%
Total: Supplies			135,408	122,733	145,741	145,741	-	0.00%
Other Services and Charges								
	53130	Medical	128,392	97,459	121,145	128,145	7,000	5.78%
	53140	Exterminator Services	-	-	1,500	1,500	-	0.00%
	53160	Instruction	5,121	7,285	11,270	3,270	(8,000)	-70.98%
	53210	Telephone	2,758	2,408	3,000	3,000	-	0.00%
	53220	Postage	452	287	950	950	-	0.00%
	53230	Travel	3,496	2,178	2,500	2,500	-	0.00%
	53310	Printing	939	993	2,000	1,750	(250)	-12.50%
	53320	Advertising	-	-	4,000	4,000	-	0.00%
	53510	Electrical Services	17,261	14,698	21,400	21,400	-	0.00%
	53530	Water and Sewer	5,156	5,223	7,000	7,000	-	0.00%
	53540	Natural Gas	13,771	12,024	20,000	20,000	-	0.00%
	53610	Building Repairs	31,721	24,469	22,000	22,000	-	0.00%
	53620	Motor Repairs	12,544	13,403	9,317	8,799	(518)	-5.56%
	53630	Machinery and Equipment Repairs	-	-	1,000	1,000	-	0.00%
	53640	Hardware and Software Maintenance	1,575	1,873	2,280	2,280	-	0.00%
	53650	Other Repairs	-	8,365	10,000	10,000	-	0.00%
	53830	Bank Charges	2,757	2,775	3,000	3,000	-	0.00%
	53910	Dues and Subscriptions	400	400	800	800	-	0.00%
	53960	Grants	3,900	3,900	3,900	3,900	-	0.00%
	53990	Other Services and Charges	3,135	3,285	10,105	10,105	-	0.00%
Total: Other Services and Charges			233,377	201,027	257,167	255,399	(1,768)	-0.69%
Capital Outlays								
	54440	Motor Equipment	36,693	44,073	-	-	-	N/A
	54510	Other Capital Outlays	15,000	23,074	-	-	-	N/A
Account Classification Total: Capital Outlays - Capital Outlays			51,693	67,146	-	-	-	0.00%
Expenditures Grand Total:			\$ 1,666,199	\$ 1,725,644	\$ 1,741,434	\$ 1,775,752	\$ 34,318	1.97%





Memorandum

To: Members of the City of Bloomington Common Council

From: J.D. Boruff, Assistant Public Works Director/Facilities
Maintenance Director
Adam Wason, Director of Public Works

Date: August 19, 2021

Why We Exist

Facilities Maintenance is a division of the Department of Public Works responsible for sustaining the quality and functionality of the City of Bloomington's buildings and structures. This is achieved by identifying and implementing potential improvements that both reduce costs and increase efficiency, as well as by detecting problems early so that various corrective actions may be properly planned and budgeted.

Background

The Facilities Maintenance team has 4 full-time employees. It serves an approximate population of 85,000 people and is responsible for maintaining 18 City of Bloomington buildings (outside of those owned by the Parks & Recreation and Utilities Departments), 4 parking garages and 4 surface parking lots, as well as upkeep and maintenance of 5 facilities owned by the Redevelopment Commission. These buildings range in age from modern to 108 years old, and include diverse facilities such as fire stations, the sanitation garage and the animal shelter. The building space maintained totals approximately 770,000 square feet and is the workspace for more than 550 City of Bloomington employees.

Impact of COVID-19

During the COVID-19 pandemic Facilities Maintenance staff reported to their work sites daily in order to maintain critical infrastructure and building systems. Staff physically modified City facilities on very short notice, and also took the lead in obtaining and distributing cleaning and sanitation supplies to other City departments. The Facilities Division also became the primary point for ordering and stocking all essential COVID-19 supplies for City personnel, such as masks, gloves, disinfectant cleaners, and hand sanitizer dispensers. Facilities Maintenance installed measures,

such as sneeze shields and social distance guidance floor markings, that allowed departments to continue conducting important public business with residents in the atrium of City Hall, as well as at other City facilities.

2022 Budget Highlights

Facilities Maintenance plans to maintain critical operations and perform important initiatives in 2022. The Facilities Director will continue to lead and administer the Brighten B-town program next year. It will again utilize staffing resources from community partner Centerstone, a not-for-profit health system providing mental health and substance abuse treatments. The Brighten B-town program is a methodical and geographically targeted delivery of upkeep and maintenance services designed for greater efficiency and more visible results.

City fire stations will be a primary focus for the Facilities Maintenance Division in 2022. A total renovation of Fire Station #1 was planned for 2022. Due to recent flood damage the future of this facility is currently under discussion. Renovation plans have been put on hold by the Fire Department, with planning for the future of this building ongoing.

The preliminary planning for a new fire station to replace Fire Station #3 has been initiated and site survey and design work will be future steps. Due to age and extensive use, the remaining buildings, in which firefighters live and work 24/7, need continual building envelope and mechanical repairs, as well as general cosmetic upgrades, to adequately perform their mission.

Another major focus in 2022 will be the Waldron Arts Center. The circa-1915 Beaux Arts limestone building was the former Bloomington City Hall and then served the community as a performing arts center, gallery space, arts education center and home of WFHB Community Radio from 1992 through 2020. Ownership of the building reverted from Ivy Tech Community College to the City of Bloomington in January 2021. The decision to continue operating the Waldron as a community art center and to designate an entity to manage it emerged from a report created by a community task force to provide recommendations for the future of the building. Also as recommended by the task force, the City will invest more than \$500,000 to cover deferred maintenance of the facility, upkeep, and general maintenance over a five-year period. The City expects initial capital improvements to be completed by a January 3, 2022 reopening date.

Facilities Maintenance staff will continue with design, cost projections, and implementation of digital control systems for HVAC systems at Public Works-maintained facilities. Digital control systems will provide the ability to program schedules that save energy, monitor the efficiency of systems, and allow for centralized control of systems in remote facilities. The ultimate goal of the Facilities Division is to create safe and habitable spaces for both City staff and the public.

Department of Public Works-Facilities Maintenance 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget \$	2022 Budget \$	Change (\$)	Change (%)
100 - Personnel Services	300,597	302,278	304,777	303,356	(1,421)	0%
200 - Supplies	43,465	21,482	48,487	46,987	(1,500)	-3%
300 - Other Services	707,544	459,984	560,833	563,370	2,537	0%
400 - Capital Outlays	371,553	659,455	124,000	100,000	(24,000)	-19%
Total	1,423,159	1,443,199	1,038,097	1,013,713	(24,384)	-2%

2022 Activity Descriptions and Goals

Facilities Maintenance Operations

Activity Description: Responsible for day-to-day operations, including maintaining a clean, safe and attractive workplace for staff by providing maintenance repairs and custodial services, sustaining operations, and addressing emergencies on a 24-hour, 7 days a week, 365 days a year basis.

Goals:

- Connect all City Hall HVAC components to the digital control system by the end of Q4 to allow for remote monitoring and operation.
- Improve work order and asset management skills by sending 1 staff member to attend the 2022 national Lucity conference.
- Improve safety and regulatory compliance by sending 2 staff members to attend Occupational Safety and Health Administration training courses.

Facilities Operations Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	302,170	235,101	3.10	The City's population of 85,000 and visitors to City Hall.
200 - Supplies	47,517	46,047		
300 - Other Services	554,183	563,370		
400 - Capital Outlays	124,000	100,000		
Total	1,027,870	944,518		

Fund: General

Downtown Cleanup

Activity Description: Perform trash pickup, maintenance of right-of-ways and graffiti removal, and facilitate Brighten B-town crews in the downtown area, especially on Kirkwood Avenue and the Courthouse Square.

Goals:

- Resolve all graffiti uReports on City properties within 3 business days.
- Respond to safety hazards on sidewalks within the same day.

Downtown Cleanup Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	2,607	68,255	0.90	85,000
200 - Supplies	970	940		
300 - Other Services	0	0		
400 - Capital Outlays	0	0		
Total	3,577	69,195		

Fund: General

2022 Budget Request Highlights:

The Facilities Maintenance Division's total general fund budget request is \$1,013,713. This is a decrease of \$24,384, or -2%.

Category 1 – Personnel request is \$303,356. This is a decrease of \$1,421, or -0.5%.

Category 2 – Supplies request is \$46,987. This is a decrease of \$1,500, or -3%.

Category 3 – Other Services & Charges request is \$563,370. This is an increase of \$2,537, or 0.5%.

Category 4 – Capital Outlays request is \$100,000. This is a decrease of \$24,000, or -19%.

Significant changes include the following budget line:

- **Line 451 - Other Capital Outlays:** decreasing by \$24,000 due to the removal of the City Hall parking lot entrances safety bollard installation project, which is scheduled to be completed in 2021.

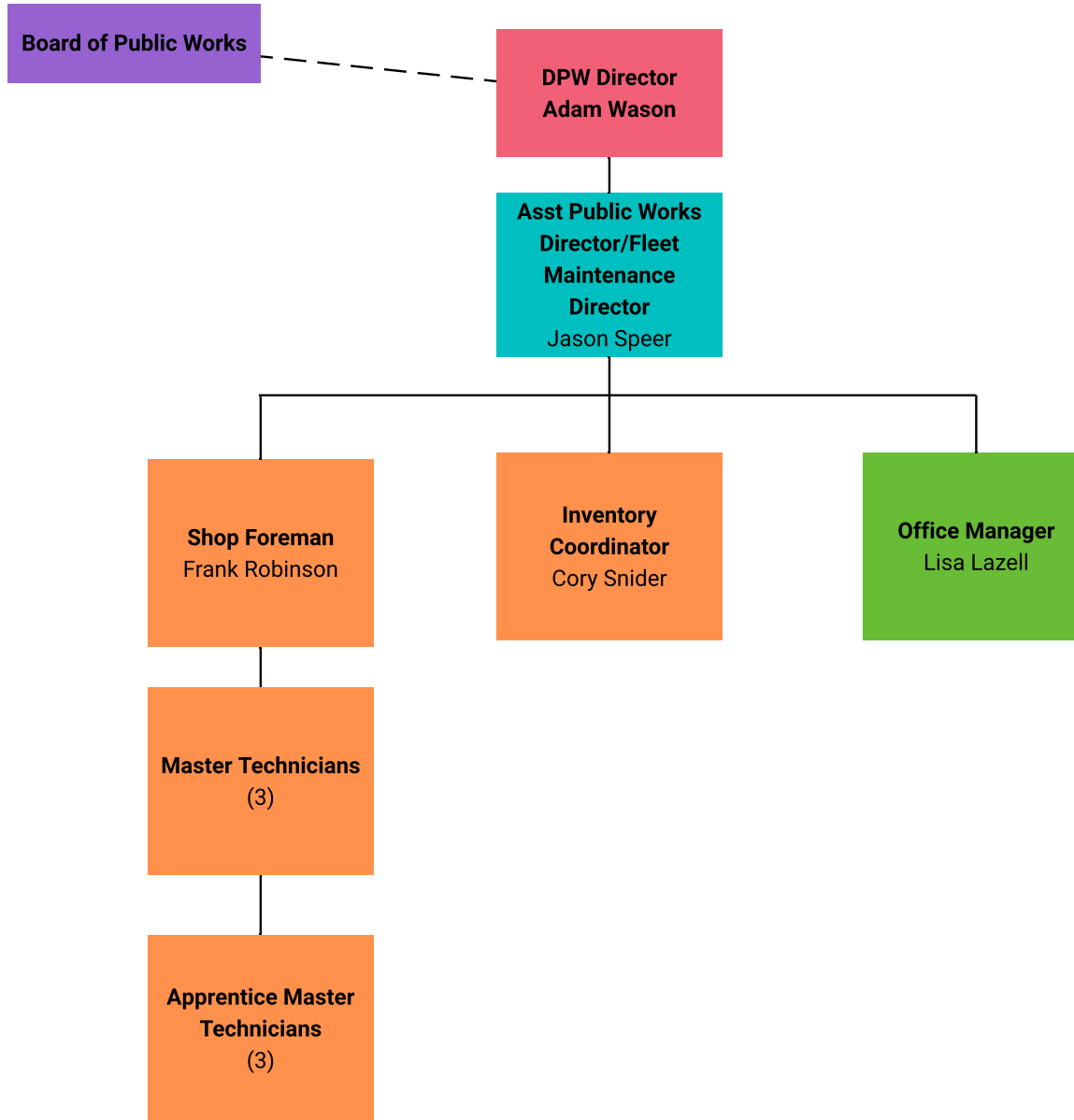
Conclusion

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 2022 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 19 - Facilities Maintenance								
Personnel Services								
	51110	Salaries and Wages - Regular	160,697	180,584	178,027	182,634	4,607	2.59%
	51120	Salaries and Wages - Temporary	49,287	29,200	20,280	20,280	-	0.00%
	51130	Salaries and Wages- Overtime	2,064	840	7,323	7,406	83	1.13%
	51210	FICA	15,780	15,630	15,731	16,090	359	2.28%
	51220	PERF	22,810	26,064	26,320	26,986	666	2.53%
	51230	Health and Life Insurance	49,960	49,960	57,096	49,960	(7,136)	-12.50%
Total: Personnel Services			300,597	302,278	304,777	303,356	(1,421)	-0.47%
Supplies								
	52210	Institutional Supplies	736	1,052	4,500	3,000	(1,500)	-33.33%
	52240	Fuel and Oil	3,235	1,638	2,487	2,487	-	0.00%
	52310	Building Materials and Supplies	26,627	13,567	25,000	25,000	-	0.00%
	52340	Other Repairs and Maintenance	5,528	212	4,500	4,500	-	0.00%
	52420	Other Supplies	3,273	4,617	9,000	9,000	-	0.00%
	52430	Uniforms and Tools	4,066	396	3,000	3,000	-	0.00%
Total: Supplies			43,465	21,482	48,487	46,987	(1,500)	-3.09%
Other Services and Charges								
	53140	Exterminator Services	150	900	1,000	1,000	-	0.00%
	53160	Instruction	-	-	5,000	5,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	22,500	4,160	10,000	10,000	-	0.00%
	53210	Telephone	2,048	1,833	3,240	3,240	-	0.00%
	53230	Travel	-	-	1,000	1,000	-	0.00%
	53510	Electrical Services	84,159	73,197	101,650	101,650	-	0.00%
	53530	Water and Sewer	17,847	9,082	11,500	11,500	-	0.00%
	53610	Building Repairs	353,358	362,771	389,700	387,700	(2,000)	-0.51%
	53620	Motor Repairs	3,438	3,954	6,243	10,780	4,537	72.67%
	53630	Machinery and Equipment Repairs	-	319	10,000	10,000	-	0.00%
	53650	Other Repairs	210,111	-	-	-	-	N/A
	53730	Machinery and Equipment Rental	-	-	1,500	1,500	-	0.00%
	53990	Other Services and Charges	13,933	3,766	20,000	20,000	-	0.00%
Total: Other Services and Charges			707,544	459,984	560,833	563,370	2,537	0.45%
Capital Outlays								
	54450	Equipment	32,000	-	-	-	-	N/A
	54510	Other Capital Outlays	339,553	659,455	124,000	100,000	(24,000)	-19.35%
Total: Capital Outlays			371,553	659,455	124,000	100,000	(24,000)	-19.35%
Expenditures Grand Total:			\$ 1,423,159	\$ 1,443,199	\$ 1,038,097	\$ 1,013,713	\$ (24,384)	-2.35%





Public Works: Fleet Maintenance

2022 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council

From: Jason Speer, Assistant Public Works Director/Fleet
Maintenance Director
Adam Wason, Director of Public Works

Date: August 19, 2021

Why We Exist

Fleet Maintenance is a division of the Department of Public Works responsible for safe and efficient maintenance and repair, as well as the distribution of fuel, for the City's fleet. These services ensure that City departments have the vehicles and equipment necessary to provide a wide range of municipal services to 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 fleet of 653 numbered vehicle and equipment units. The Division serves a population of 85,000 people.

Impact of COVID-19

Fleet Technicians remained at the Fleet Garage on a daily basis throughout the COVID-19 crisis to provide both routine and preventative maintenance on vehicles and equipment, as well as to conduct any emergency repair services needed for critical public safety operations. Office staff stagger on-site shift schedules to limit contact with each other and continue to work remotely. Protocols have been implemented to limit access for vendors delivering parts and equipment, as well as contractors working on-site for improvements to the garage building. Training sessions for the Lucity asset management software system, which had been scheduled to be conducted in person, have been shifted instead to an entirely virtual format.

Budget Highlights

Fleet staff will continue to provide maintenance and repair for the vehicles and equipment that are necessary to provide important municipal services in 2022. Major initiatives planned for next year

include building a new light repair and parts/tire storage facility on-site at the Fleet garage, allowing for light duty repairs to be moved outside and freeing up much needed space in the garage, as well as increasing the efficiency and time management of Fleet Technicians (plus reduce their carbon footprint) because they currently must go offsite to access spare parts and tires; rehabilitating the concrete parking lot and approach aprons to the Fleet garage; utilizing the Lucity asset management software system for greater operational efficiency, work order scheduling, inventory reporting and budget planning; adding a DEF pump at the Adams Street fueling site and making the needed DEF available at both City fueling sites.

Department of Public Works-Fleet Maintenance 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	738,838	776,261	812,550	818,954	6,403	1%
200 - Supplies	1,314,936	1,214,557	1,981,342	1,988,455	7,113	0%
300 - Other Services	155,542	146,535	451,483	451,483	0	0%
400 - Capital Outlays	103,451	142,039	420,000	410,000	(10,000)	-2%
Total	2,312,767	2,279,392	3,665,375	3,668,892	3,516	0%

2022 Activity Descriptions and Goals

Preventative Maintenance

Activity Description: Perform preventative maintenance checks on the City’s vehicles and off road equipment to prolong life spans and to prevent major repair expenses. Preventative maintenance includes oil changes and a complete vehicle inspection, including lights, belts, hoses, brakes, suspension components, tires, charging systems and more.

Goals:

- Complete 45 preventative maintenance services per month to meet manufacturer’s recommendations (6 months or 7,500 miles for vehicles/500 hours for off-road equipment, whatever comes first).
- Complete 5 oil changes per day on site through the use of a new mobile preventative maintenance service van.

Current Fleet Inventory					
	2017	2018	2019	2020	2021 YTD
Total Numbered Units*	580	621	628	634	653

* Numbered units do not include chainsaws, weed-eaters, fans and other pieces of small equipment items that Fleet technicians service and maintain.

Preventative Maintenance Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	315,645	298,918	3.65	The Division serves an approximate area population of 85,000 people.
200 - Supplies	495,336	497,114		
300 - Other Services	45,078	45,148		
400 - Capital Outlays	0	0		
Total	856,058	841,180		

Fund: Other

Routine Maintenance

Activity Description: Provide focused brake and tire repair maintenance services for City vehicles and equipment (especially for public safety vehicles) in house, without the need for outsourcing vehicles to dealerships or specialized contractors to receive these services.

Goals:

- Fleet Technicians will utilize Lucity asset management system for all preventative maintenance scheduling tasks, tracking work orders and parts, and summarizing total labor hours spent in 2022.
- Prioritize emergency vehicles for service and begin tracking turn-around time to end users in the asset management software by the end of Q1.

Routine Maintenance Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	231,264	233,402	2.85	The Division serves an approximate area population of 85,000 people.
200 - Supplies	396,268	397,691		
300 - Other Services	45,078	45,148		
400 - Capital Outlays	42,000	41,000		
Total	714,611	717,241		

Fund: Other

Emergency Maintenance

Activity Description: Provide continuous 24-hour staffing availability for emergency in-shop and on-site repairs of City vehicles and equipment. Mechanics are on-call every weekend and holiday, plus are called in during winter weather events to keep snow removal equipment operational.

Goals:

- Reduce annual emergency call-outs by 20% through annual capital vehicle purchases.

Snapshot Recent Capital Vehicle Replacements (2019-2021)				
Year	# of Hybrid Vehicles Purchased	# of Electric Vehicles Purchased	# of Hybrid Police Vehicles Purchased	# of New Fire Vehicles Purchased
2021	2	2	0	1
2020	2	3	10	2
2019	6	0	0	2

Emergency Maintenance Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	143,134	147,412	1.80	The Division serves an approximate area population of 85,000 people.
200 - Supplies	198,134	198,846		
300 - Other Services	225,392	225,742		
400 - Capital Outlays	42,000	41,000		
Total	608,660	612,999		

Fund: Other

Fuel Service

Activity Description: Provide below-retail cost fueling to City departments at 2 internal fueling station locations. The City has an annual contract with 4 approved fuel vendors and fuel is bid weekly via government rate pricing, when needed. Fuel usage is tracked via Fuelmaster software and detailed monthly and yearly reports are generated for both per vehicle and assigned City department.

Goals:

- Track DEF usage, per City department, in 2022 and provide report by the end of Q4.
- Install air pumps and vacuums at both fueling stations by the end of Q3.
- Maintain 2022 fuel tank compliance records for EPA testing and inspections.

Fuel Service Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	43,753	49,137	0.60	The Division serves an approximate area population of 85,000 people.
200 - Supplies	495,336	497,114		
300 - Other Services	90,157	90,297		
400 - Capital Outlays	0	0		
Total	629,245	636,548		

Fund: Other

Parts Inventory

Activity Description: Manage and maintain an accurate parts inventory.

Goals:

- Acquire an automated parts and component dispenser located onsite (i.e. parts vending machines in the shop) to track 10% inventory monthly and 100% yearly.

Parts Inventory Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	26,877	28,663	0.35	The Division serves an approximate area population of 85,000 people.
200 - Supplies	198,134	198,846		
300 - Other Services	22,539	22,574		
400 - Capital Outlays	0	0		
Total	247,550	250,083		

Fund: Other

Shop Inventory

Activity Description: Maintain shop inventory of equipment and tools so that the mechanics can perform diagnostic and repair work on a wide variety of vehicles and equipment.

Goals:

- Construct an outside parts storage barn on site by the end of Q4.
- Resurface both the garage bay aprons and parking lot at the Fleet garage by the end of Q4.
- Install a card reader in the truck wash bay to track department usage and vehicle wash frequency by the end of Q4.

Shop Inventory Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	39,377	45,042	0.55	The Division serves an approximate area population of 85,000 people.
200 - Supplies	198,134	198,846		
300 - Other Services	0	0		
400 - Capital Outlays	210,000	205,000		
Total	447,512	448,888		

Fund: Other

Vehicle Points and Purchases

Activity Description: Update Vehicle Points Analysis and prepare specifications for vehicle and equipment purchases according to the established best management practices and standards for municipal fleets. The Assistant Director of Sustainability reviews all new vehicle purchases to maximize opportunities to acquire electric and hybrid vehicles and reduce carbon footprint.

Goals:

- Identify via a Lucity report the 20 most underutilized vehicles in 2022 and re-assign them to other departments to better maximize usage.

Vehicle Points & Purchases Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	12,501	16,379	0.20	The Division serves an approximate area population of 85,000 people.
200 - Supplies	0	0		
300 - Other Services	22,539	22,574		
400 - Capital Outlays	126,000	123,000		
Total	161,040	161,953		

Fund: Other

2022 Fleet Maintenance Budget Request Highlights

The Fleet Maintenance Division’s general fund budget request is **\$3,668,892**. This is an increase of **\$3,517 or 1%**. Listed below are some highlights of significance.

Category 1 – Personnel request is \$818,954. This is an increase of \$6,404, or 0.8%.

Category 2 – Supplies request is \$1,988,455. This is an increase of \$7,113, or 0.4%. Significant changes include the following budget lines:

- **Line 224 - Fuel & Oil:** Decrease of \$2,887 due to a slight drop in fuel costs from 2021, which are based on 5-year usage and cost averages.
- **Line 242 – Other Supplies:** Increase of \$10,000 due to purchasing specialized soap for the new truckwash facility.

Category 3 – Other Services & Charges request is \$451,483, no change from 2021.

Category 4 – Capital Outlays request is \$410,000. This is a decrease of \$10,000, or -2%.

Significant changes include the following budget lines:

- **Line 442 – Purchase of Equipment:** Decrease of \$10,000 due to not purchasing a shop truck in 2022.

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 2022 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 802 - Fleet Maintenance(S9500)								
<u>Expenditures</u>								
Department: 17 - Fleet Maintenance								
Personnel Services								
	51110	Salaries and Wages - Regular	475,122	487,037	502,611	507,867	5,255	1.05%
	51120	Salaries and Wages - Temporary	-	22,995	25,002	25,002	-	0.00%
	51130	Salaries and Wages- Overtime	16,209	13,343	25,002	25,002	-	0.00%
	51210	FICA	35,872	38,534	42,275	42,677	402	0.95%
	51220	PERF	68,895	71,612	74,921	75,667	746	1.00%
	51230	Health and Life Insurance	142,740	142,740	142,740	142,740	-	0.00%
Total: Personnel Services			738,838	776,261	812,550	818,954	6,403	0.79%
Supplies								
	52110	Office Supplies	1,048	918	1,000	1,000	-	0.00%
	52210	Institutional Supplies	29	93	600	600	-	0.00%
	52230	Garage and Motor Supplies	69,296	119,265	182,000	182,000	-	0.00%
	52240	Fuel and Oil	749,232	591,539	999,192	996,305	(2,887)	-0.29%
	52310	Building Materials and Supplies	145	132	4,750	4,750	-	0.00%
	52320	Motor Vehicle Repair	459,115	457,446	700,000	700,000	-	0.00%
	52420	Other Supplies	25,571	34,341	71,300	81,300	10,000	14.03%
	52430	Uniforms and Tools	10,500	10,825	22,500	22,500	-	0.00%
Total: Supplies			1,314,936	1,214,557	1,981,342	1,988,455	7,113	0.36%
Other Services and Charges								
	53130	Medical	402	628	715	715	-	0.00%
	53140	Exterminator Services	570	860	1,500	1,500	-	0.00%
	53160	Instruction	850	-	26,400	26,400	-	0.00%
	53210	Telephone	512	459	1,450	1,450	-	0.00%
	53220	Postage	-	-	45	45	-	0.00%
	53230	Travel	2,747	243	13,400	13,400	-	0.00%
	53240	Freight / Other	41	32	1,000	1,000	-	0.00%
	53410	Liability / Casualty Premiums	5,532	7,591	7,475	7,475	-	0.00%
	53420	Worker's Comp & Risk	16,649	16,583	16,583	16,583	-	0.00%
	53510	Electrical Services	2,920	3,050	10,700	10,700	-	0.00%
	53530	Water and Sewer	1,369	1,481	10,000	10,000	-	0.00%
	53540	Natural Gas	3,773	3,544	6,000	6,000	-	0.00%
	53610	Building Repairs	11,231	25,528	140,900	140,900	-	0.00%
	53620	Motor Repairs	82,094	58,379	140,625	140,625	-	0.00%
	53640	Hardware and Software Maintenance	11,040	17,800	30,000	30,000	-	0.00%
	53650	Other Repairs	5,213	2,347	30,100	30,100	-	0.00%
	53920	Laundry and Other Sanitation Services	4,659	4,584	5,740	5,740	-	0.00%
	53990	Other Services and Charges	5,940	3,425	8,850	8,850	-	0.00%
Total: Other Services and Charges			155,542	146,535	451,483	451,483	-	0.00%
Other Services and Charges								
	54310	Improvements Other Than Building	94,201	61,757	180,000	180,000	-	0.00%
	54420	Purchase of Equipment	9,250	43,282	240,000	230,000	(10,000)	-4.17%
	54440	Motor Equipment	-	37,000	-	-	-	N/A
Total: Capital Outlays			103,451	142,039	420,000	410,000	(10,000)	-2.38%
Expenditures Grand Total:			\$ 2,312,767	\$ 2,279,392	\$ 3,665,375	\$ 3,668,892	\$ 3,516	0.10%





Public Works: Parking Services

2022 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council

From: Michelle Wahl, Assistant Public Works Director/Parking Services Director
Adam Wason, Director of Public Works

Date: August 19, 2021

Why We Exist

Parking Services is a division of the Department of Public Works responsible for all parking enforcement activities, including meter enforcement, special events, and citing illegally parked vehicles. The division will also begin to oversee the parking customer service representatives (formerly located in the Controller's Office) and will continue to manage and maintain the City garages.

Currently, the Parking Services Division operates 3 structured parking facilities and 4 surface parking lots. The replacement 4th Street garage, with a larger footprint adding 200 parking spaces for a total capacity of 530, will reopen in August 2021 (for a total of 4 structured parking facilities).

Background

Parking Services has 25 full-time employees. The Division's garage staff annually allocate more than 800 garage access cards and serve approximately 66,000 transient customers, with a general total population of 85,000. The Division also serves 2,000,000 visitors annually who are attending Indiana University, special events or traveling to the community. In 2021, there were a total of 1,217 parking spaces in garages and 292 surface parking spaces in surface lots for a total of 1,509 in inventory. Parking inventory will increase by 530 garage spaces in 2022 for a new inventory total of 2,059 parking spaces.

The Parking Enforcement staff maintains and enforces approximately 1,600 on-street meters and 4 parking pay stations located in the City's surface lots. Parking Enforcement also monitors and enforces all 9 neighborhood residential parking zones, encompassing over 3,900 parking spaces. The Division's customer service representatives sell approximately 5,000 permits annually and assist by both phone and email several hundred patrons with parking-related questions.

In 2021, the Parking Services Division invested approximately \$100,000 in a capital maintenance project for repair work to the structure of the Morton Street garage, completing recommended repairs to this facility, as specified in the CE Solutions report of 2017. Another investment of approximately \$335,000 was made to start upgrading 500 parking meters (of 1,450 total parking meters) from 2G to 4G band communications.

Impact of COVID-19

Parking Garages:

The COVID-19 pandemic had both a sudden and very significant effect on monthly and transient revenues for the parking garages. These included monthly revenues for the months of March-July 2020 down \$200,000 vs. the same months in 2019. Transient revenues for the months of March-July 2020 are down \$67,000 vs. the same months in 2019. To date, the number of 24/7 monthly parkers is down by 15% compared to 2020. Furthermore, the largest reduction in monthly revenues is from the number of 12-hour passes; they are down by 31% compared to the same period last year. City parking facilities re-opened on August 1, 2020.

Parking Meters:

Pick-up and drop-off spaces (15 minutes of free parking) was an initiative started in partnership with the Economic & Sustainable Development (ESD) Department on August 1, 2020, for a total of 11 months ending mid-June 2021, with the exception of 4 to 5 spaces on Kirkwood Avenue (due to the Kirkwood Avenue closure to vehicles, see below). Anywhere from 45-60 parking spaces were available as pick-up/drop-off spaces during these 11 months. Another initiative started in partnership with ESD was parklets, which are on-street parking spaces converted into physically-distanced seating for adjacent restaurants and businesses. The parklet concept was first implemented on August 5, 2020 and will continue for 15 months, ending on October 31, 2021.

The 400 and 500 blocks of Kirkwood Avenue were closed to vehicle traffic on March 31, 2021 and this restriction will continue for 7 months, ending on October 31, 2021. The 2020 Parking Meter financials proved that the parking meter revenue shortfall was just over \$1,000,000 compared to 2019 revenues (non-COVID). The 2021 Parking Meter financials are starting to trend up in April 2021, showing an estimated projected increase of \$400,000 for the year. This would end 2021 with \$2.1 million in parking meter revenues. Parking Services staff still anticipate a revenue shortfall of \$700,000 compared to 2019 revenues (non-COVID).

Parking Customer Service:

Starting in July 2020 Parking Services went live with a new online permit service for all permit holders, including City employees. Fillable PDFs were developed for garage parkers to easily be sent through email for processing. Due to COVID-19 all permits and garage access cards were mailed and no in-person sales were made available.

Parking Services 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,223,086	1,291,483	1,828,038	1,934,589	106,551	6%
200 - Supplies	172,531	186,562	687,861	202,982	(484,879)	-70%
300 - Other Services	2,459,001	2,304,178	2,850,100	2,492,543	(357,557)	-13%
400 - Capital Outlays	130,847	277,025	127,230	127,230	-	0%
Total	3,985,465	4,059,248	5,493,229	4,757,344	(735,885)	-13%

Budget Highlights

The Parking Services Division staff will rise to meet challenges in 2022, while maintaining important services and modern infrastructure for the community. Parking Enforcement will continue to focus on the positive transition into the Public Works Department. The Division also will undertake several important initiatives next year, such as fully operational Trades District and 4th Street garages, achieving Parksmart certification for both garages through compliance with guidelines that reduce environmental impacts and increase energy efficiency, and lastly a high priority will be given to improving the customer service experience.

2022 Activity Descriptions and Goals

Parking Facilities (Revenues)

Activity Description: Provide structured parking services for visitors and local businesses. Three structured garages currently are in service (the Morton Street, Walnut Street and Trades District garages); with the replacement of the 4th Street garage, expected to open in 2021, there will be a total of over 2,000 parking spaces in the City's parking garage inventory..

Goals:

- Operate garages at least at 85% occupancy during peak business hours (generally between 10:00 a.m. and 2:00 p.m. on weekdays).
- Collect annual data in Q4 and provide the Parking Commission with a report by the end of Q1 2023.

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 Q3.
- Complete cab upgrades to the interior of the Walnut Street garage elevators by Q3.
- Continue repairs of the Walnut Street garage structure by Q3.

- Keep all garage structures and equipment open and operating appropriately at least 97% of the scheduled time.
- Present the Parking Commission with an operational efficiency report by Q1 2023.

Parking Facilities Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	805,324	734,012	13.00	This activity serves an approximate regional population of 173,000 people, as well as thousands more that are attending Indiana University special events or visiting the community.
200 - Supplies	230,000	92,573		
300 - Other Services	1,603,341	1,384,982		
400 - Capital Outlays	0	0		
Total	2,638,665	2,211,567		

Fund: Other

Parking Enforcement

Activity Description: Provide for orderly management of street parking, including towing abandoned vehicles, improving timeliness of meter maintenance and citing illegally parked vehicles in accordance with City code in the downtown area and neighborhoods. All parking enforcement officers and management annually attend training to improve customer service.

Goals:

- Monitor meter failure rate to be less than 5% monthly.
- Monitor safety measures, signage and provide defensive driving training to all parking enforcement officers, crossing guards and supervisors.
- All parking enforcement and management staff are required to annually attend three customer service skills training sessions.
- Begin weekly social media postings via Facebook in 2022.

Parking Enforcement Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	1,022,714	1,200,578	13.00	This activity serves an approximate regional population of 173,000 people, as well as thousands more that are attending Indiana University special events or visiting the community.
200 - Supplies	457,861	110,409		
300 - Other Services	1,246,759	1,107,561		
400 - Capital Outlays	127,230	127,230		
Total	2,854,564	2,545,778		

Fund: Other

2022 Budget Request Highlights

The Parking Services Division's general fund (452) budget request is \$2,211,567. This is a decrease of \$427,098, or -16%. Significant changes include: **PENDING FINAL OOTC APPROVAL**

Category 1 – Personnel request is \$734,012. This is a decrease of \$71,312, or -9%. Significant changes include the following budget line:

- **Line 111 - Salaries & Wages - Regular:** Moving the Parking Services Director position from the Public Works Administrative Division budget and several customer service representatives from the Office of the Controller budget to better reflect actual spending.

Category 2 – Supplies request is \$92,573. This is a decrease of \$137,427, or -60%. Significant changes include the following budget lines:

- **Line 211 - Office Supplies:** Decrease of \$16,500 due to the opening of the 4th Street and the Trades District garage offices.
- **Line 242 - Other Supplies:** Increase of \$7,500 for the purchase of spitter tickets for the Trades District and 4th Street garages.
- **Line 234 - Other Repairs & Maintenance:** Decrease of \$135,000 due to the opening of the Trades District and 4th Street garages (signage) and completion of wayfinding signage at the Walnut Street garage (a project that was delayed due to the COVID-19 pandemic).

Category 3 – Other Services and Charges request is \$1,384,982. This is a decrease of \$218,359, or -14%. Significant changes include the following budget lines:

- **Line 341 - Liability/Casualty Premiums:** Increase of \$20,001 due increased insurance premiums in 2022.
- **Line 365 - Other Repairs:** Increase of \$18,000 due to cost estimations for the Walnut Street garage repair project.
- **Line 390 - Inter-Fund Transfers:** Decrease of \$113,152 due to removing Parking Services employee transfer costs, per Controller.
- **Line 399 - Other Services and Charges:** Decrease of \$150,000 due to ParkSmart certification costs being included in the 2021 budget for the 4th and Trades District garages.

Category 4 – Capital Outlays request is \$0, no change from 2021.

The Parking Services Division's Alternative Transportation - Parking fund (454) budget request is \$345,172. This is an increase of \$30,778, or 10%.

Category 1 - Personnel request is \$206,283.. This is an increase of \$76,450.67, or 59%. Significant changes include the following budget line:

- **Line 111 - Salaries & Wages - Regular:** Moving the Parking Services Director position from the Public Works Administrative Division budget and several customer service representatives from the Office of the Controller budget to better reflect actual spending.

Category 2 - Supplies request is \$10,002. This is a decrease of \$1,100, or -10%.

Significant changes include the following budget line:

- **Line 242 - Other Supplies:** Decrease of \$1,000 due to Youth Participatory budgeting being moved to the 454-09 budget (Community and Family Resources Department Alternative Transportation fund).

Category 3 - Other Charges & Services request is \$105,211. This is a decrease of \$68,249, or -39%. Significant changes include the following budget line:

- **Line 321 - Telephone:** Increase of \$5,400 due to new phones and phone lines for the 4th Street garage offices.
- **Line 390 - Inter-Fund Transfers:** Decrease of \$64,491 due to personnel cost transfer to reflect the positions that have shifted from OOTC to the Parking Services Division.
- **Line 399 - Services and Charges:** Decrease of \$14,000 due to Youth Participatory budgeting being moved to the 454-09 budget.

Category 4 - Capital Outlays is \$0, no change from 2021.

The Parking Service's Parking Meter fund (455) fund budget request is \$2,101,061. This is a decrease of \$439,109, or -17%.

Category 1 - Personnel request is \$994,295. This is a decrease of \$101,413, or -11%. Significant changes include the following budget line:

- **Line 111 - Salaries & Wages - Regular:** Moving several customer service representatives to the 454 budget line to better reflect actual spending.

Category 2 - Supplies request is \$100,407. This is a decrease of \$346,352, or -78%. Significant changes include the following budget line:

- **Line 242 - Other Supplies:** Decrease of \$335,415 due to the completion of upgrading parking meter cell boards from 2G to 4G/5G cellular connection capability.

Category 3 - Other Charges & Services request is \$1,002,350, a decrease of \$70,949, or -7%. Significant changes include the following budget line:

- **Line 315- Communications:** Decrease of \$25,308 due to Pay-By-Cell only service was put in three different locations instead of parking meters.
- **Line 390 - Inter-Fund Transfers:** Decrease of \$49,150 due to removing Parking Services employee transfer costs, per Controller.

Category 4 - Capital Outlays is \$127,230, no change from 2021.

Revenue

All revenue projections are based upon current parking trends.

Overall, staff is projecting a small decrease in revenues due to COVID-19. While the 4th and Trades District garage will be open in 2022, current monthly revenues for 2021 have remained below

expectations, especially in the 6-6 monthly parking category; displaying a 31% drop in monthly parkers. This is likely due to an unprecedented number of employees working from home. Operations does not have sufficient data to determine if this will be a continuing trend in the year to come.

- **Line 43160 - Monthly:** Staff projects a slight decrease of \$227,800 compared to the previous year.
- **Line 43130 - Transient:** Staff expects a slight decrease in transient revenues compared to the previous year of \$14,500.

A breakdown and total amount of projected revenues is as follows:

Monthly Total = \$1,065,266

Transient Total = \$248,500

Annual Lot Permit = \$68,000

TIF = \$681,552

Total revenues pre-TIF = \$1,381,766

Grand Total Revenues = \$2,063,318

Conclusion

As a division of the Department of Public Works, Parking Services will continue to provide both monthly and transient parking services, manage on-street parking and enforcement, and operate the City's four parking garage structures.

Thank you for your consideration of the Parking Services Division's 2022 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

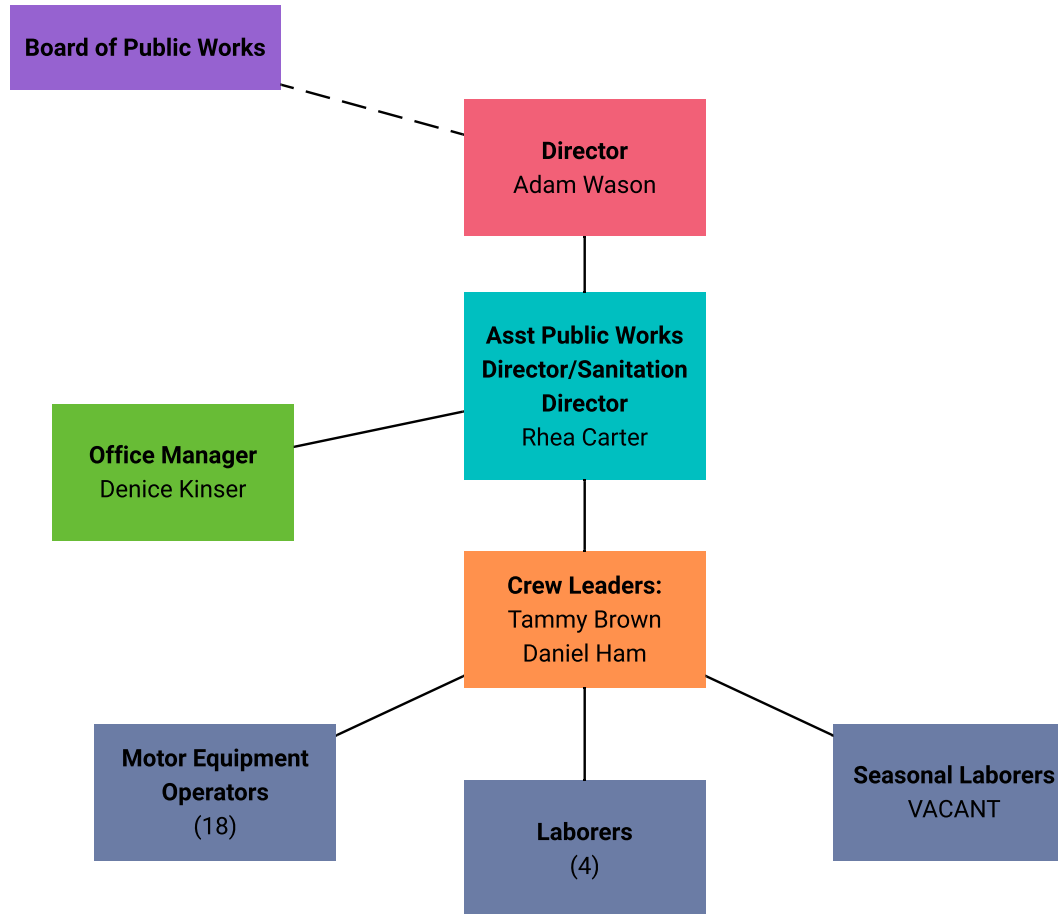
	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 452 - Parking Facilities(S9502)								
<u>Expenditures</u>								
Department: 26 - Parking								
Personnel Services								
	51110	Salaries and Wages - Regular	262,151	249,898	519,988	482,992	(36,996)	(0.0711)
	51120	Salaries and Wages - Temporary	4,159	-	-	-	-	N/A
	51130	Salaries and Wages- Overtime	120	80	-	-	-	N/A
	51210	FICA	19,793	18,637	39,779	36,948	(2,831)	(0.0712)
	51220	PERF	32,745	32,991	72,372	67,048	(5,325)	(0.0736)
	51230	Health and Life Insurance	99,918	99,918	173,184	147,024	(26,161)	(0.1511)
Total: Personnel Services			418,885	401,524	805,324	734,012	(71,312)	-8.86%
Supplies								
	52110	Office Supplies	2,090	1,363	21,500	5,000	(16,500)	(0.7674)
	52210	Institutional Supplies	4,179	3,025	4,000	4,000	-	0.0000
	52240	Fuel and Oil	343	101	2,000	2,000	-	0.0000
	52310	Building Materials and Supplies	57,971	3,158	12,500	12,500	-	0.0000
	52320	Motor Vehicle Repair	-	-	-	6,323	6,323	N/A
	52340	Other Repairs and Maintenance	20,018	19,815	165,000	30,000	(135,000)	(0.8182)
	52420	Other Supplies	9,953	2,995	19,000	26,500	7,500	0.3947
	52430	Uniforms and Tools	2,103	312	6,000	6,250	250	0.0417
Total: Supplies			96,655	30,768	230,000	92,573	(137,427)	-59.75%
Other Services and Charges								
	53150	Communications Contract	-	7,499	5,000	5,000	-	0.0000
	53160	Instruction	475	-	-	-	-	N/A
	53170	Mgt. Fee, Consultants, and Workshops	52,809	-	-	-	-	N/A
	53210	Telephone	3,846	1,431	6,220	12,220	6,000	0.9646
	53220	Postage	28	-	500	500	-	0.0000
	53310	Printing	-	125	500	500	-	0.0000
	53410	Liability / Casualty Premiums	8,103	79	9,318	29,319	20,001	2.1465
	53420	Worker's Comp & Risk	15,937	15,937	15,937	15,937	-	0.0000
	53510	Electrical Services	43,706	26,887	128,400	128,400	-	0.0000
	53530	Water and Sewer	925	513	1,750	1,750	-	0.0000
	53610	Building Repairs	182,543	99,835	134,700	134,700	-	0.0000
	53620	Motor Repairs	1,865	2,145	5,781	6,323	542	0.0938
	53630	Machinery and Equipment Repairs	5,709	668	9,100	9,100	-	0.0000
	53640	Hardware and Software Maintenance	-	79,697	125,800	125,800	-	0.0000
	53650	Other Repairs	390,431	348,975	157,000	175,000	18,000	0.1146
	53830	Bank Charges	23,002	12,823	46,631	46,631	-	0.0000
	53840	Lease Payments	683,180	681,550	681,552	681,552	-	0.0000
	539010	Inter-Fund Transfers	102,087	113,152	113,152	-	(113,152)	(1.0000)
	53910	Dues and Subscriptions	198	232	-	250	250	N/A
	53940	Temporary Contractual Employee	9,025	-	12,000	12,000	-	0.0000
	53990	Other Services and Charges	1	1,051	150,000	-	(150,000)	(1.0000)
Total: Other Services and Charges			1,523,870	1,392,599	1,603,341	1,384,982	(218,359)	-13.62%
Capital Outlays								
	54420	Purchase of Equipment	111,477	-	-	-	-	N/A
	54510	Other Capital Outlays	-	8,342	-	-	-	N/A
Total: Capital Outlays			111,477	8,342	-	-	-	0.00%
Expenditures Grand Total:			\$ 2,150,889	\$ 1,833,233	\$ 2,638,665	\$ 2,211,567	\$ (427,098)	-16.19%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 455 - Parking Meter Fund(S2141)								
<u>Expenditures</u>								
Department: 26 - Parking								
Personnel Services								
	51110	Salaries and Wages - Regular	390,339	473,389	468,542	531,469	62,927	13.43%
	51120	Salaries and Wages - Temporary	44,310	24,150	148,359	148,359	-	0.00%
	51210	FICA	30,431	34,855	47,193	52,007	4,814	10.20%
	51220	PERF	55,497	67,221	66,533	75,468	8,935	13.43%
	51230	Health and Life Insurance	157,011	157,013	162,254	186,991	24,737	15.25%
Total: Personnel Services			677,586	756,628	892,882	994,295	101,413	11.36%
Supplies								
	52110	Office Supplies	498	1,112	2,750	2,750	-	0.00%
	52240	Fuel and Oil	11,620	12,024	16,654	16,917	263	1.58%
	52340	Other Repairs and Maintenance	41,657	38,720	43,840	43,840	-	0.00%
	52420	Other Supplies	8,391	95,128	368,615	22,000	(346,615)	-94.03%
	52430	Uniforms and Tools	5,782	4,090	14,900	14,900	-	0.00%
Total: Supplies			67,948	151,073	446,759	100,407	(346,352)	-77.53%
Other Services and Charges								
	53150	Communications Contract	164,819	166,402	358,932	321,293	(37,639)	-10.49%
	53210	Telephone	5,182	5,594	18,524	27,172	8,648	46.69%
	53220	Postage	4,262	3,666	10,000	10,000	-	0.00%
	53230	Travel	1,142	-	1,300	6,300	5,000	384.62%
	53240	Freight / Other	-	46	41,604	41,604	-	0.00%
	53310	Printing	14,865	6,563	40,900	40,900	-	0.00%
	53410	Liability / Casualty Premiums	8,103	90	9,318	9,328	10	0.11%
	53420	Worker's Comp & Risk	15,937	15,937	15,937	15,937	-	0.00%
	53620	Motor Repairs	10,993	12,642	8,267	9,699	1,432	17.32%
	53630	Machinery and Equipment Repairs	6,198	7,270	800	800	-	0.00%
	53640	Hardware and Software Maintenance	79,653	84,523	154,632	155,382	750	0.49%
	53830	Bank Charges	144,532	74,003	159,000	159,000	-	0.00%
	539010	Inter-Fund Transfers	230,078	240,985	240,985	191,835	(49,150)	-20.40%
	53910	Dues and Subscriptions	198	231	200	200	-	0.00%
	53960	Grants	92,641	136,012	-	-	-	N/A
	53990	Other Services and Charges	4,872	7,770	12,900	12,900	-	0.00%
Total: Other Services and Charges			783,475	761,734	1,073,299	1,002,350	(70,949)	-6.61%
Capital Outlays								
	54310	Improvements Other Than Building	-	252,000	126,000	126,000	-	0.00%
	54510	Other Capital Outlays	19,370	8,342	1,230	1,230	-	0.00%
Total: Capital Outlays			19,370	260,342	127,230	127,230	-	0.00%
Expenditures Grand Total:			\$ 1,548,380	\$ 1,929,777	\$ 2,540,170	\$ 2,224,282	\$ (315,888)	-12.44%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 454 - Alternative Transport(S6301)								
<u>Expenditures</u>								
Department: 26 - Parking								
Personnel Services								
	51110	Salaries and Wages - Regular	80,845	86,362	83,122	138,837	55,714	0.6703
	51210	FICA	5,741	6,159	6,359	10,622	4,263	0.6704
	51220	PERF	11,480	12,263	11,803	19,716	7,913	0.6704
	51230	Health and Life Insurance	28,548	28,548	28,548	37,109	8,561	0.2999
Total: Personnel Services			126,614	133,332	129,832	206,283	76,451	58.88%
Supplies								
	52110	Office Supplies	121	-	750	750	-	0.0000
	52240	Fuel and Oil	2,996	2,574	3,902	3,902	-	0.0000
	52340	Other Repairs and Maintenance	3,700	-	2,500	2,500	-	0.0000
	52420	Other Supplies	732	1,857	1,550	450	(1,100)	(0.7097)
	52430	Uniforms and Tools	378	288	2,400	2,400	-	0.0000
Total: Supplies			7,927	4,720	11,102	10,002	(1,100)	-9.91%
Other Services and Charges								
	53150	Communications Contract	-	-	-	870	870	N/A
	53210	Telephone	1,064	1,309	2,400	8,800	6,400	2.6667
	53310	Printing	13,899	14,040	12,600	12,600	-	0.0000
	53620	Motor Repairs	7,631	8,776	1,511	2,863	1,352	0.8948
	53640	Hardware and Software Maintenance	278	1,500	1,500	3,120	1,620	1.0800
	53830	Bank Charges	4,371	1,993	18,000	18,000	-	0.0000
	539010	Inter-Fund Transfers	124,214	121,723	121,723	57,232	(64,491)	(0.5298)
	53910	Dues and Subscriptions	198	232	200	200	-	0.0000
	53990	Other Services and Charges	-	272	15,526	1,526	(14,000)	(0.9017)
Total: Other Services and Charges			151,655	149,845	173,460	105,211	(68,249)	-39.35%
Capital Outlays								
	54510	Other Capital Outlays	-	8,342	-	-	-	N/A
Total: Capital Outlays			-	8,342	-	-	-	0.00%
Expenditures Grand Total:			\$ 286,197	\$ 296,238	\$ 314,394	\$ 321,496	\$ 7,102	2.26%





Memorandum

To: Members of the City of Bloomington Common Council

From: Rhea Carter, Assistant Public Works Director/Sanitation Director
Adam Wason, Director of Public Works

Date: August 19, 2021

Why We Exist

Sanitation is a division of the Department of Public Works responsible for keeping Bloomington clean by providing weekly collection and disposal of household solid waste, weekly curbside recycling pick-up and seasonal biweekly 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 37,000 people in single-family homes, mobile homes and multi-family residential structures containing between 1 to 4 units. The Sanitation Division will continue to provide essential municipal services in 2022 through several new initiatives to increase efficiency, better utilize current resources and lower environmental impacts. These initiatives include collecting and utilizing operational data from the Routeware software system to better achieve system and delivery efficiencies; continuing to sell new yard waste containers to the public using surplus containers as a means to further divert yard waste from entering the waste stream; public outreach and education to community groups regarding sanitation services, and promoting the importance of “clean recycling” initiatives to both the community and especially Indiana University to lessen the amount of compromised recycling materials that are being sent to the landfill due to contamination.

Since the City modernized trash and recycling services in 2017, the Sanitation Division has experienced noticeable declines in employee injuries while on the job and related workers’

compensation costs (from over \$200,000 in 2015 to approximately \$80,000 last year). Additionally, the improved efficiencies of the modernized program have continued to allow the Sanitation Division to keep an open FTE position unfilled for yet another year, which has helped to further reduce costs.

Impact of COVID-19

As an essential public health municipal function, Sanitation personnel have delivered critical trash, recycling and yard waste collection services uninterrupted throughout the entire COVID-19 pandemic. Enhanced safety protocols and cleaning procedures for both vehicles and equipment have been utilized since the very beginning of the pandemic.

One major impact felt by Sanitation has been the much higher than usual volume of both trash and recycling collection tonnages, as well as the associated landfill and materials collection costs, due to the large number of Bloomington residents shifting towards working or staying at home for long durations of time as the quarantine began last year.

Indiana University closed its Bloomington campus in March 2020 due to the COVID-19 pandemic. The student population left Bloomington and were not utilizing City of Bloomington Sanitation services as they normally would during most of March and all of April. However, note that trash and recycling collection volumes for the pandemic months of January-April 2020 still exceeded the previous year’s levels (trash collected was 3,552 tons in 2019 vs. 3,685 tons in 2020; recycling collected was 1,651 tons in 2019 and 1,842 tons in 2020).

As we now progress further into 2021, the Sanitation Division is still noticing a trend upwards in trash and recycling collection tonnages, almost certainly due to the continued effects of the COVID-19 pandemic and its related impact on changing work, school and daily life patterns.

Department of Public Works-Sanitation 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,639,504	1,683,484	1,824,408	1,865,368	40,960	2.2%
200 - Supplies	134,227	105,667	172,049	172,049	0	0.0%
300 - Other Services	812,655	896,258	997,666	1,058,719	61,053	6.1%
400 - Capital Outlays	-	-	-	-	-	0.0%
Total	2,586,386	2,685,409	2,994,123	3,096,136	102,013	3.4%

2022 Activity Descriptions and Goals

Solid Waste Collection

Activity Description: Provide weekly collection and disposal of household trash. Collect large items from residences on a request basis.

Goals:

- Utilize on-board vehicle camera functionality to document all resident solid waste compliance issues by the end of Q1.
- Improve the customer service experience by increasing online large item and solid waste extra pickup requests by 25%.
- Participate in at least 2 neighborhood large item and excess trash clean-up events sponsored by the Housing and Neighborhood Development Department by the end of Q3.
- Research best practices for municipal waste collection initiatives by attending at least 1 professional development conference in 2022.

City of Bloomington Solid Waste Collection Totals (tons)				
2017	2018	2019	2020	YTD 2021
5,683.14	6,771	7,195	8,061	3941

City of Bloomington Number of Appliances & Large Items Collected <i>***(No Data Available for 2017)</i>				
Type	2018	2019	2020	YTD 2021
Appliances	307	309	441	167
Large Items	2,020	3,786	4,584	1713

Solid Waste Collection Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	742,132	782,506	9.90	37,000 single-family homes, mobile homes and multi-family housing (1-4 units).
200 - Supplies	68,820	68,820		
300 - Other Services	448,792	476,424		
400 - Capital Outlays	0	0		
Total	1,259,744	1,327,749		

Fund: General, Other

Recycling Collection

Activity Description: Provide weekly curbside collection of recyclable materials.

Goals:

- Continue to strive towards achieving a minimum of a 40% recycling diversion rate by the end of Q4 to exceed the Environmental Protection Agency's recorded national diversion rate (currently set at 35%).

- Partner with at least one Indiana University class to research and promote clean recycling practices to college students by the end of Q4.
- Improve outreach and feedback by attending a minimum of 3 local homeowner and/or neighborhood association meetings by the end of Q4.

City of Bloomington Recycling Collection Totals (tons)				
2017	2018	2019	2020	YTD 2021
2,939	3,415	3,155	3,882	1878

Recycling Collection Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	689,565	719,273	9.10	37,000 single-family homes, mobile homes and multi-family housing (1-4 units).
200 - Supplies	68,820	68,820		
300 - Other Services	349,061	370,552		
400 - Capital Outlays	0	0		
Total	1,107,446	1,158,645		

Fund: General, Other

Yard Waste Collection

Activity Description: Provide biweekly curbside collection of yard waste. This collection keeps yard waste from entering the landfill and promotes sustainable and eco-friendly disposal practices in the community.

Goals:

- Complete yard waste service between April-December, with an estimated 500 tons or more of collected materials by the end of Q4.
- Sell 100 additional yard waste carts to residents by the end of Q4.

City of Bloomington Yard Waste Collection Totals (truckload)				
2017	2018	2019	2020	YTD 2021
95	83	65	64	31*

* Starting in 2022, yard waste collection totals will change from truckloads to tonnage in order to better reflect existing trash and recycling collection metrics.

Yard Waste Collection Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	191,718	158,082	2.00	37,000 single-family homes, mobile homes and multi-family housing (1-4 units).
200 - Supplies	25,807	25,807		
300 - Other Services	149,597	158,808		
400 - Capital Outlays	0	0		
Total	367,122	342,697		

Fund: General, Other

Municipal Collection

Activity Description: Remove trash from approximately 225 total containers from downtown sidewalks, City Hall, police and fire stations, the Utilities Service Center, the Public Safety Training Center, City buildings and downtown municipal-owned parking lots, and at City parks and trailheads.

Goals:

- Annually clean 25% of the containers located downtown and at municipal facilities (225 total containers).

Municipal Collection Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	200,994	205,507	2.60	85,000
200 - Supplies	8,602	8,602		
300 - Other Services	49,866	52,936		
400 - Capital Outlays	0	0		
Total	259,462	267,045		

Fund: General, Other

2022 Budget Request Highlights

The Sanitation Division’s general fund budget request is \$3,096,136. This is an increase of \$102,013, or 3%.

Category 1 – Personnel request is \$1,865,368, an increase of \$40,960, or 2%.

Category 2 – Supplies request is \$172,049, no change from 2021.

Category 3 – Other Services & Charges request is \$1,058,719. This is an increase of \$61,053 or 6%. Significant changes include the following budget lines:

- **Line 341 - Liability/Casualty Premiums:** Increase of \$25,000 due to increased insurance premiums in 2022.
- **Line 362 - Motor Repairs:** Increase of \$8,953 due to the Fleet Division’s 2022 set rate, which is a five-year trend analysis used for determining vehicle repair costs.

- **Line 395 - Landfill:** Increase of \$25,000 due to rising annual landfill fees.

Category 4 – Capital Outlays request is \$0, no change from 2021.

Conclusion

As a division of the Department of Public Works, Sanitation will continue to provide curbside collection of trash, large items/appliances, recycling, and yard waste to all single-family residences that are within the City limits, plus continue to provide trash removal from parks, downtown containers, City Hall, a number of City facilities, and numerous special events in the community.

Thank you for your consideration of the Sanitation Division's 2022 budget request. We are available to answer any questions.

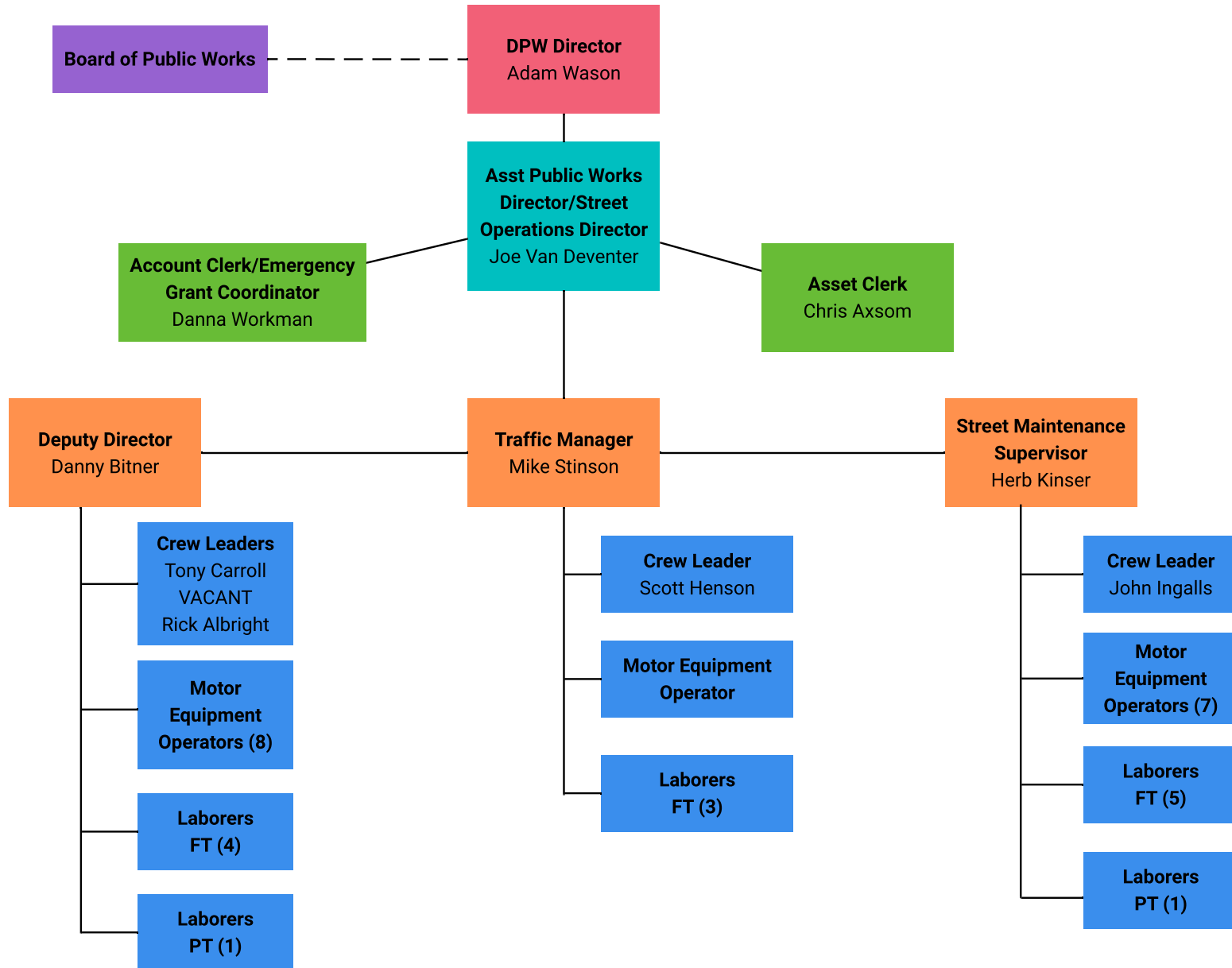
CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 730 - Solid Waste (S6401)								
<u>Expenditures</u>								
Department: 16 - Sanitation								
Personnel Services								
	51110	Salaries and Wages - Regular	990,019	1,021,566	1,107,884	1,141,499	33,615	3.03%
	51120	Salaries and Wages - Temporary	4,142	21,478	30,000	30,000	-	0.00%
	51130	Salaries and Wages- Overtime	63,808	51,819	70,011	70,011	-	0.00%
	51210	FICA	75,771	78,691	92,404	94,975	2,572	2.78%
	51220	PERF	148,914	153,081	167,260	172,034	4,774	2.85%
	51230	Health and Life Insurance	356,850	356,850	356,850	356,850	-	0.00%
Total: Personnel Services			1,639,504	1,683,484	1,824,408	1,865,368	40,960	2.25%
Supplies								
	52110	Office Supplies	272	-	400	400	-	0.00%
	52210	Institutional Supplies	203	-	540	540	-	0.00%
	52230	Garage and Motor Supplies	100	-	350	350	-	0.00%
	52240	Fuel and Oil	118,390	96,793	139,349	139,349	-	0.00%
	52310	Building Materials and Supplies	1,371	-	2,500	2,500	-	0.00%
	52420	Other Supplies	13,027	8,874	21,850	21,850	-	0.00%
	52430	Uniforms and Tools	863	-	7,060	7,060	-	0.00%
Total: Supplies			134,227	105,667	172,049	172,049	-	0.00%
Other Services and Charges								
	53130	Medical	355	323	1,000	1,000	-	0.00%
	53140	Exterminator Services	370	1,845	2,000	2,000	-	0.00%
	53150	Communications Contract	12,518	6,828	13,150	13,150	-	0.00%
	53160	Instruction	350	-	500	500	-	0.00%
	53210	Telephone	6,040	5,616	17,600	17,600	-	0.00%
	53220	Postage	607	3,771	3,100	3,600	500	16.13%
	53230	Travel	181	-	300	300	-	0.00%
	53240	Freight / Other	271	535	3,000	3,000	-	0.00%
	53310	Printing	12,576	11,580	17,000	17,000	-	0.00%
	53410	Liability / Casualty Premiums	24,674	38,045	26,456	51,456	25,000	94.50%
	53420	Worker's Comp & Risk	49,952	49,651	49,651	49,651	-	0.00%
	53510	Electrical Services	2,170	2,654	5,350	5,350	-	0.00%
	53530	Water and Sewer	1,796	2,058	1,500	1,500	-	0.00%
	53540	Natural Gas	1,848	2,510	2,500	2,500	-	0.00%
	53610	Building Repairs	6,919	1,738	7,000	7,000	-	0.00%
	53620	Motor Repairs	260,170	299,196	350,687	359,640	8,953	2.55%
	53640	Hardware and Software Maintenance	10,000	-	5,000	5,000	-	0.00%
	53650	Other Repairs	8,391	-	10,500	10,500	-	0.00%
	53910	Dues and Subscriptions	150	-	200	200	-	0.00%
	53920	Laundry and Other Sanitation Services	2,097	1,931	4,950	4,950	-	0.00%
	53950	Landfill	401,933	460,780	455,972	480,972	25,000	5.48%
	53990	Other Services and Charges	9,286	7,198	20,250	21,850	1,600	7.90%
Total: Other Services and Charges			812,655	896,258	997,666	1,058,719	61,053	6.12%
Expenditures Grand Total:			\$ 2,586,386	\$ 2,685,409	\$ 2,994,123	\$ 3,096,136	\$ 102,013	3.41%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)								
<u>Expenditures</u>								
Department: 16 - Sanitation								
Other Services and Charges								
	539010	Inter-Fund Transfers	985,625	1,009,620	1,619,146	1,619,146	-	0.00%
Total: Other Services and Charges			985,625	1,009,620	1,619,146	1,619,146	-	0.00%
Expenditures Grand Total:			\$ 985,625	\$ 1,009,620	\$ 1,619,146	\$ 1,619,146	\$ -	0.00%

**PUBLIC WORKS DEPARTMENT:
STREET & TRAFFIC**





Public Works: Street

2022 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council

From: Joe Van Deventer, Assistant Public Works Director/Street Operations Director
Adam Wason, Director of Public Works

Date: August 19, 2021

Why We Exist

Street is a division of the Department of Public Works responsible for installing and maintaining important public infrastructure throughout the City by providing essential services to enhance the community's public roads, paths and sidewalks.

Unlike the other divisions of the Department of Public Works, Street is unique in that it incorporates four separate funding sources. These include the following funds: Local Road and Street (LRS), Motor Vehicle Highway (MVH) and Motor Vehicle Highway Restricted (MVH Restricted), Cumulative Capital Improvement (CCI) and Cumulative Capital Development (CCD).

Background

The Street Division maintains, repairs and oversees the City of Bloomington's 237 lane miles of public streets, 236 miles of sidewalks, 287 miles of curbs, 33 miles of public alleyways, 44 lane miles of public bike lanes and 29 lane miles of public sidepaths that are adjacent to public right-of-ways (and separate from those paths maintained by the City of Bloomington Parks & Recreation Department). It has 38.30 regular full-time employees and serves an approximate regional population of 173,000 people, as well 2,000,000 annual visitors to the community. The Street Division's specific functions include street paving and resurfacing; maintenance repairs to the City's alley network; construction and installation of sidewalks, curbs and accessible ramps; repair and maintenance of 725,000 linear feet of long line lane markings; 14,920 street signs and 84 traffic signals; snow removal operations; street sweeping; underground utility line locates and leaf collection. In addition, the division works with the City's Urban Forester to provide care, maintenance and line-of-site clearance of approximately 14,000 trees located in the public right-of-way.

Impact of COVID-19

As essential personnel, the Street Division continued delivering daily critical municipal services in the field, uninterrupted throughout the entire COVID-19 pandemic. Enhanced safety protocols and cleaning procedures for both vehicles and equipment have been utilized since the beginning of the pandemic. One noticeable impact of COVID-19 was the drastic decrease in traffic last year due to the Governor's emergency health and safety orders that resulted in Indiana University students not returning to campus and the statewide quarantine period that began in mid-March. This allowed paving projects to be completed much faster than had been originally anticipated. More traditional levels of traffic are returning and are expected to continue in 2022. Another issue has been that factory backlogs and shortages have become very extensive due to the pandemic, with delays now reaching over a year and a half for some vehicles and equipment that were ordered by the Street Division.

Budget Highlights

The Street Division will undertake several major infrastructure projects and initiatives that will continue to assist with the community recovering forward in 2022. This includes the following highlights:

- Continue non-motorized transportation system enhancements throughout the community.
- Produce a data-driven approach to the 2022-2024 annual paving schedules by deploying the asset management metrics obtained from the 2021 City streets field reconnaissance update project.
- Employ updated sidewalk and accessible curb ramp condition data, as well as utilizing new sidepath condition data, for capital budget planning and targeted improvements.
- Research opportunities and apply for any available 2022 Indiana Department of Transportation (INDOT) Community Crossing Matching Grants in order to utilize potential state funding to complete additional infrastructure improvements in the community.
- Better synchronize traffic flow by upgrading traffic signal equipment and cellular connections (20 signals are in the process of finalizing installation from 2020, with an additional 9 still planned for 2021 and another 9 planned for 2022).

Department of Public Works-Street 2022 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Budget	2022 Budget	Change (\$)	Change (%)
100 - Personnel Services	2,885,620	2,876,202	3,001,391	3,042,661	41,270	1%
200 - Supplies	1,104,420	933,646	1,679,066	1,439,066	(240,000)	-14%
300 - Other Services	2,642,727	2,535,466	2,830,604	2,721,029	(109,575)	-4%
400 - Capital Outlays	471,377	2,060,085	500,000	765,000	265,000	53%
Total	7,104,144	8,405,399	8,011,061	7,967,756	(43,305)	-1%

2022 Activity Descriptions and Goals

Paving/Patching

Activity Description: Provide maintenance and repair of the City’s 237 lane miles of streets. Street crews work four 10-hour shifts during the summer months to maximize set-up and mobilization opportunities for paving projects.

Goals:

- Create a work order and repair potholes within 2 business days (weather permitting) of being reported.
- Complete proactive crack sealing efforts with 10-15 lane miles by Q3.
- Mill and prep for repave at least 10 street lane miles by Q3.
- Resurface a minimum of 12 street lane miles by Q3.
- Apply for INDOT Community Crossing Match Grant funds for additional infrastructure improvements by the end of Q3.

Paving/ Patching Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	804,299	756,937	10.15	Regional population served of 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	168,407	503,673		
300 - Other Services	696,417	408,154		
400 - Capital Outlays	200,000	290,700		
Total	1,869,122	1,959,464		

Fund: Other

Snow Removal

Activity Description: Provide snow and ice removal to ensure safe transportation for the community and safe access by emergency vehicles during inclement weather.

Goals:

- Plow crews remain on duty to clear roads and paths with deicer salt until each winter storm event ends.
- Utilize new salt brine pretreatment on major roads to increase safety and prevent freezing.

Snow Removal Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	556,822	566,770	7.60	Regional population served of 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	168,407	503,673		
300 - Other Services	139,283	136,051		
400 - Capital Outlays	100,000	0		
Total	964,512	1,206,495		

Fund: Other

Leaf Removal

Activity Description: Provide annual curbside removal of leaves in November and December. Remove leaves from curbs and gutters, which assists with proper drainage flow in City streets. The City's innovation cohort is currently developing process improvements for leaf collection, which will be incorporated into this program once finalized.

Goals:

- Complete the curbside leafing service by Q4.
- Expand 2020 Pilot Strategy to 1,000 homeowners with City Innovation Team's recommendations by the end of Q4.

Leaf Removal Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	487,219	484,738	6.50	This activity serves the City's population of 85,000 people.
200 - Supplies	168,407	0		
300 - Other Services	139,283	136,051		
400 - Capital Outlays	50,000	0		
Total	844,909	620,789		

Fund: Other

Sidewalk Maintenance

Activity Description: Using an Overall Condition Index rating for sidewalks, prioritize resource allocation to those sidewalk segments in most need of repair. Build new sidewalks and construct Americans with Disabilities Act (ADA)-compliant accessible sidewalk ramps before resurfacing streets.

Goals:

- Install new or upgraded 100 ADA-accessible sidewalk ramps associated with the annual street paving list by Q4.
- Repair at least 6,000 linear feet of residential sidewalks that are rated as being in poor condition, utilizing both in-house repairs and contracting services.
- Continue participation in the Sidewalk Repair Assistance Program for qualifying income-based homeowners by replacing 1,000 linear feet of sidewalks rated in poor condition.
- Continue to remove 1,000 trip hazards on sidewalks in various locations by a saw cutting-grinding solution.

Sidewalk Maintenance Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	297,745	391,519	5.25	This activity serves the City's population of 85,000 people.
200 - Supplies	168,407	71,953		
300 - Other Services	278,567	272,103		
400 - Capital Outlays	0	153,000		
Total	744,718	888,575		

Fund: Other

Traffic Signals

Activity Description: Synchronize and control the assignment of vehicular or pedestrian movements to maximize efficient movements and reduce hazardous conflicts through traffic signal use.

Goals:

- Complete overhead cabinet inspection of all traffic signals (84 total) by December Q4.
- Upgrade 9 traffic signal intersections (6 on S. Walnut St. and 3 on College Mall Rd.) to new cellular connectivity by the end of Q4.
- Respond to on-demand standard line locates within 2 business days and respond to emergency line locates within 2 hours in 2022, as required by Indiana utility regulations.

Traffic Signals Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	131,472	115,591	1.55	Regional population served of 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	84,203	86,344		
300 - Other Services	278,567	272,103		
400 - Capital Outlays	50,000	30,600		
Total	544,242	504,638		

Fund: Other

Manage Urban Forest

Activity Description: Support the Parks & Recreation Department's Urban Forestry Division in care and maintenance of the approximately 14,000 trees located in the public right-of-way. Safeguard against accidents and help keep Bloomington's trees healthy and to reduce the impacts of climate change in the community.

Goals:

- Respond to all reported hazardous tree and limb debris in the street or alley within 1 hour of notification.
- Improve tree safety and reduce storm damage risks by removing 500 trees and deadwood that are identified as hazards by the City's Urban Forester by end of Q4.

City of Bloomington Hazardous Tree Removal Totals				
2017	2018	2019	2020	2021 YTD
197	230	176	134	43

Manager Urban Forest Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	274,544	305,758	4.10	This activity serves the City's population of 85,000 people.
200 - Supplies	84,203	14,391		
300 - Other Services	139,283	136,051		
400 - Capital Outlays	0	0		
Total	498,031	456,200		

Fund: Other

Traffic Signs

Activity Description: Place and maintain the City's current inventory of 14,920 traffic signs in compliance with the U.S. Department of Transportation's Manual of Uniform Traffic Control Devices (MUTCD) standards.

Goals:

- Replace the 418 lowest-rated traffic signs (Fair condition) by the end of Q4.
- Replace 202 traffic signs reported as being unreadable due to graffiti damage by the end of Q4.

Traffic Signs Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	154,673	156,608	2.10	Regional population served of 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	84,203	71,953		
300 - Other Services	278,567	136,051		
400 - Capital Outlays		22,950		
Total	517,443	387,562		

Fund: Other

Pavement Markings

Activity Description: Pavement markings indicate which part of the road to use, provide information about upcoming roadway conditions and indicate where passing is allowed. There are a total of 725,000 linear feet of long line pavement markings on the City's street network.

Goals:

- Reapply 100% of the long line pavement markings by the end of Q3.

Pavement Markings Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	92,804	55,931	0.75	Regional population served of 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	168,407	57,563		
300 - Other Services	139,283	136,051		
400 - Capital Outlays	50,000	153,000		
Total	450,494	402,545		

Funding: Other

Street Sweeping

Activity Description: Remove silt, trash and debris in order to keep streets clean and prevent storm drains from becoming clogged through regular street sweeping.

Goals:

- Sweep the City's 237 maintained lane miles a minimum 2 times a year, and downtown 6 times a year.
- Implement an online interactive street sweeping map by Q2.

Street Sweeping Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	81,203	82,033	1.10	Regional population served of 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	168,407	14,391		
300 - Other Services	139,283	136,051		
400 - Capital Outlays	50,000	0		
Total	438,893	232,475		

Fund: Other

Alley Repairs

Activity Description: Grade, stone, patch and remove obstructions from the 33.43 total miles of City-maintained alleyways.

Goals:

- Repair reported alley issues (non-hazardous tree related) by the end of Q3.

Alley Repairs Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	30,935	18,644	0.25	This activity serves the City's population of 85,000 people, as well as thousands more that are attending Indiana University special events or visiting the community.
200 - Supplies	168,407	28,781		
300 - Other Services	139,283	136,051		
400 - Capital Outlays	0	114,750		

Total	338,624	298,227		
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Fund: Other

Downtown Cleanup Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	54,135	55,931	0.75	This activity serves the City's population of 85,000 people, as well as thousands more that are attending Indiana University special events or visiting the community.
200 - Supplies	84,203	14,391		
300 - Other Services	139,283	136,051		
400 - Capital Outlays	0	0		
Total	277,622	206,373		

Fund: Other

Street Lights & Equipment

Activity Description: Install only cost-effective and energy-efficient Light Emitting Diode (LED) lighting systems to reduce the City's greenhouse gas emissions and carbon footprint. Manage and supervise the LRS fund that is solely designated for equipment, energy usage and maintenance costs associated with street lights and traffic control, pedestrian and school crossing signals.

Goals:

- Reduce equipment (including material and labor installation) costs by 25% over the expected service life of new LED resident-requested street lights in 2022.
- Annually replace the end-of-life existing high pressure sodium vapor lighting systems (approximately 40 have been identified by Duke Energy for 2022) with new energy-efficient LED lighting systems.
- Dedicate 5% of the overall LRS budget allocation to purchase unanticipated replacement lighting and signal equipment inventory stock by the end of Q4.

Street Lights & Equipment Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	7,734	52,203	0.70	Regional population served of 173,000 people, as well as 2,000,000 annual visitors to the community.
200 - Supplies	84,203	71,953		
300 - Other Services	139,283	680,257		
400 - Capital Outlays	0	0		
Total	231,220	804,413		

Fund: Other

2022 Budget Request Highlights

The Street Division's Motor Vehicle Highway (MVH 451) and Restricted Motor Vehicle Highway (MVH 456) fund budget request is \$4,988,166. This is a decrease of \$141,127, or -2.75%.

Category 1 – Personnel request is \$3,042,661. This is an increase of \$41,270, or 1%.

Category 2 – Supplies request is \$329,302. This is a decrease of \$140,000, or -30%.

Category 3 – Other Services & Charges request is \$1,476,203. This is a decrease of \$182,397, or -11%. Significant changes include the following budget lines:

- **Line 341 - Liability/Casualty Premiums:** Increase of \$45,000 due to higher 2022 vehicle/equipment insurance premiums.
- **Line 352 - Street Lights & Traffic Signals:** Increase of \$125,000 for signal cabinet & component inspections and maintenance.
- **Line 362 - Motor Repairs:** Decrease of \$37,372, per contract with Fleet Maintenance.
- **Line 363 - Machine/Equipment Repairs:** Increase of \$15,000 due to outside equipment repairs for paving/milling machines.

Category 4 - Capital Outlays request is \$140,000. This is an increase of \$140,000, or 100%.

- **Line 442 - Purchase of Equipment:** Increase of \$65,000 to replace capital equipment.
- **Line 451 - Capital Outlays:** Increase of \$75,000 for Community Crossings Matching Grant 50/50 match to utilize state funding for improvements of City infrastructure.

The Street Division's Local Roads and Streets (LRS 450) fund budget request is \$1,079,200. This is a decrease of \$27,178, or -2%. Significant highlights include:

Category 3 – Other Services & Charges request is \$729,200. This is a decrease of \$27,178, or -4%.

- **Line 352 – Street Lights/Traffic Signals:** Decrease of \$27,178 due to equipment cost savings for Phase 2 of the LED Lighting Conversion Project at the Showers Government Complex.

The Street Division's Cumulative Capital funds (CCD 601 & CCI 600) budget request is \$1,900,390. This is an increase of \$125,000, or 7%. Significant highlights include:

Category 4 - Capital Outlays: request is \$275,000, an increase of \$125,000.

- **Line 451 - Other Capital Outlays:** Increase of \$125,000 for the Indiana Department of Transportation's Community Crossings Matching Grant 50/50 match to utilize state funding for improvements to City infrastructure.

Recover Forward, Phase Three (American Rescue Plan Act)

The Street Division's Recover Forward, Phase Three budget request is \$1,000,000. Significant highlights include:

Category 2 – Supplies request is \$140,000.

- **Line 233 – Street, Alley, and Sewer Material:** Increase of \$65,000 for asphalt, concrete and stone materials.

- **Line 234 – Other Repairs and Maintenance:** Increase of \$75,000 for sign and signal supplies.

Category 3 – Other Services & Charges request is \$260,000. Significant highlights include:

- **Line 373 – Machinery and Equipment Rental:** Increase of \$10,000 for equipment rental.
- **Line 399 – Other Services and Charges:** Increase of \$250,000 for sidewalk repair contract and sidewalk grinding repairs.

Category 4 – Capital Outlays request is \$600,000. Significant highlights include:

- **Line 442 – Purchase of Equipment:** Increase of \$600,000 for purchasing a loader, bush hog, tandem dump truck and tree trimming boom truck.

ARPA Budget Allocation	2021 Budget \$	2022 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0		
200 - Supplies	0	140,000		
300 - Other Services	0	260,000		
400 - Capital Outlays	0	600,000		
Total	0	1,000,000		

Conclusion

The Street Division’s goal is to enhance and ensure public safety and improve the City of Bloomington’s infrastructure, while providing uncompromising customer service, forward-thinking initiatives and a commitment to excellence.

Thank you for your consideration of the Street Division’s 2022 budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 451 - Motor Vehicle Highway(S0708)								
<u>Expenditures</u>								
Department: 20 - Street								
Personnel Services								
	51110	Salaries and Wages - Regular	1,080,598	1,127,135	1,137,890	1,152,342	14,452	1.27%
	51120	Salaries and Wages - Temporary	63,603	9,989	62,829	62,830	1	0.00%
	51130	Salaries and Wages- Overtime	105,210	49,838	125,525	125,525	0	0.00%
	51210	FICA	92,162	86,483	101,458	102,565	1,107	1.09%
	51220	PERF	164,738	171,251	179,406	181,459	2,053	1.14%
	51230	Health and Life Insurance	213,424	305,326	198,141	327,613	129,472	65.34%
Total: Personnel Services			378,163	476,577	377,547	509,073	131,525	0.00%
Supplies								
	52110	Office Supplies	1,042	457	600	600	-	0.00%
	52210	Institutional Supplies	1,694	1,667	5,750	5,750	-	0.00%
	52240	Fuel and Oil	128,814	80,541	174,356	174,356	-	0.00%
	52310	Building Materials and Supplies	265	-	5,000	5,000	-	0.00%
	52330	Street , Alley, and Sewer Material	8,605	-	-	-	-	N/A
	52340	Other Repairs and Maintenance	16,565	-	-	-	-	N/A
	52420	Other Supplies	20,125	39,507	9,900	9,900	-	0.00%
Total: Supplies			36,690	39,507	9,900	9,900	-	0.00%
Other Services and Charges								
	53130	Medical	1,117	1,077	900	900	-	0.00%
	53140	Exterminator Services	-	125	500	500	-	0.00%
	53150	Communications Contract	-	18,219	28,000	28,000	-	0.00%
	53160	Instruction	5,150	-	4,795	4,795	-	0.00%
	53210	Telephone	2,105	1,895	4,000	4,000	-	0.00%
	53220	Postage	2,786	2,926	3,500	3,500	-	0.00%
	53230	Travel	2,324	-	1,400	1,400	-	0.00%
	53250	Pagers	1,046	1,057	1,200	1,200	-	0.00%
	53310	Printing	1,471	1,539	4,000	4,000	-	0.00%
	53320	Advertising	-	-	1,500	1,500	-	0.00%
	53410	Liability / Casualty Premiums	12,687	56,412	55,749	100,749	45,000	80.72%
	53420	Worker's Comp & Risk	18,130	37,632	50,121	50,121	-	0.00%
	53510	Electrical Services	4,734	3,450	6,955	6,955	-	0.00%
	53520	Street Lights / Traffic Signals	-	-	-	125,000	125,000	N/A
	53530	Water and Sewer	2,967	3,915	2,500	2,500	-	0.00%
	53540	Natural Gas	4,344	3,738	6,000	8,000	2,000	33.33%
	53610	Building Repairs	8,075	16,239	25,000	25,000	-	0.00%
	53620	Motor Repairs	743,740	855,301	854,892	817,520	(37,372)	-4.37%
	53630	Machinery and Equipment Repairs	14,873	16,792	3,200	3,200	-	0.00%
	53650	Other Repairs	848	27,770	10,000	10,000	-	0.00%
	53830	Bank Charges	-	-	25	-	(25)	-100.00%
	539010	Inter-Fund Transfers	133,686	135,974	139,154	139,154	-	0.00%
	53910	Dues and Subscriptions	400	3,630	2,420	2,420	-	0.00%
	53920	Laundry and Other Sanitation Services	2,666	2,855	2,820	2,820	-	0.00%
	53950	Landfill	29,655	29,441	42,424	42,424	-	0.00%
	53990	Other Services and Charges	79,243	59,991	55,545	60,545	5,000	9.00%
Total: Other Services and Charges			108,898	89,433	97,969	102,969	5,000	0.00%
Capital Outlays								
	54310	Improvements Other Than Building	-	52,542	-	-	-	N/A
	54420	Purchase of Equipment	140,503	849,018	-	65,000	65,000	N/A
	54440	Motor Equipment	2,737	168,779	-	-	-	N/A
Total: Capital Outlays			143,239	1,017,797	-	65,000	65,000	0.00%
Expenditures Grand Total:			\$ 3,112,132	\$ 4,222,512	\$ 3,307,455	\$ 3,659,144	\$ 351,688	10.63%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 456 - MVH Restricted								
<u>Expenditures</u>								
Department: 20 - Street								
Personnel Services								
	51110	Salaries and Wages - Regular	663,920	705,571	779,004	706,816	(72,187)	(0.0927)
	51210	FICA	45,866	49,973	59,593	54,070	(5,523)	(0.0927)
	51220	PERF	94,251	99,430	110,616	100,367	(10,249)	(0.0927)
	51230	Health and Life Insurance	361,846	271,206	246,929	229,073	(17,857)	(0.0723)
Total: Personnel Services			1,165,883	1,126,179	1,196,142	1,090,327	(105,815)	-8.85%
Supplies								
	52210	Institutional Supplies	5,058	-	-	-	-	N/A
	52330	Street , Alley, and Sewer Material	159,957	165,001	171,696	106,696	(65,000)	(0.3786)
	52340	Other Repairs and Maintenance	54,512	98,751	75,000	-	(75,000)	(1.0000)
	52420	Other Supplies	3,768	16,897	25,000	25,000	-	0.0000
	52430	Uniforms and Tools	1,721	-	2,000	2,000	-	0.0000
Total: Supplies			225,016	280,649	273,696	133,696	(140,000)	-51.15%
Other Services and Charges								
	53160	Instruction	-	-	1,500	1,500	-	0.0000
	53220	Postage	-	-	500	500	-	0.0000
	53230	Travel	-	-	1,000	1,000	-	0.0000
	53410	Liability / Casualty Premiums	31,511	-	-	-	-	N/A
	53420	Worker's Comp & Risk	32,579	12,489	-	-	-	N/A
	53630	Machinery and Equipment Repairs	-	-	10,000	25,000	15,000	1.5000
	53640	Hardware and Software Maintenance	-	916	2,000	2,000	-	0.0000
	53730	Machinery and Equipment Rental	6,000	1,479	10,000	-	(10,000)	(1.0000)
	53990	Other Services and Charges	149,860	70	327,000	-	(327,000)	(1.0000)
Total: Other Services and Charges			219,949	14,955	352,000	30,000	(322,000)	-91.48%
Capital Outlays								
	54510	Other Capital Outlays	-	-	-	75,000	75,000	N/A
Total: Capital Outlays			-	-	-	75,000	75,000	
Expenditures Grand Total:			\$ 1,610,848	\$ 1,421,783	\$ 1,821,838	\$ 1,329,023	\$ (492,815)	-27.05%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 450 - Local Road and Street(S0706)								
<u>Expenditures</u>								
Department: 20 - Street								
Other Services and Charges								
	53520	Street Lights / Traffic Signals	676,925	512,826	756,378	729,200	(27,178)	-3.59%
Total: Other Services and Charges			676,925	512,826	756,378	729,200	(27,178)	-3.59%
Capital Outlays								
	54310	Improvements Other Than Building	-	664,909	350,000	350,000	-	0.00%
	54440	Motor Equipment	-	182,182	-	-	-	N/A
Total: Capital Outlays			-	847,091	350,000	350,000	-	0.00%
Expenditures Grand Total:			\$ 676,925	\$ 1,359,917	\$ 1,106,378	\$ 1,079,200	\$ (27,178)	-2.46%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 601 - Cumulative Capital Devlp(S2391)								
<u>Expenditures</u>								
Department: 02 - Public Works								
Supplies								
	52330	Street , Alley, and Sewer Material	685,677	468,980	1,061,764	961,764	(100,000)	-9.42%
	52420	Other Supplies	-	-	80,000	80,000	-	0.00%
Total: Supplies			685,677	468,980	1,141,764	1,041,764	(100,000)	-8.76%
Other Services and Charges								
	53110	Engineering and Architectural	278,181	22,454	-	-	-	N/A
	539010	Inter-Fund Transfers	300,000	300,000	300,000	300,000	-	0.00%
	53990	Other Services and Charges	-	309,628	20,000	120,000	100,000	500.00%
Total: Other Services and Charges			578,181	632,082	320,000	420,000	100,000	31.25%
Capital Outlays								
	54310	Improvements Other Than Building	67,941	7,655	-	-	-	N/A
	54450	Equipment	75,000	-	-	-	-	N/A
	54510	Other Capital Outlays	185,197	135,000	150,000	275,000	125,000	0.8333
Total: Capital Outlays			328,138	142,655	150,000	275,000	125,000	83.33%
Expenditures Grand Total:			\$ 1,591,996	\$ 1,243,717	\$ 1,611,764	\$ 1,736,764	\$ 125,000	7.76%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 600 - Cumulative Cap Imprv(CIG)(S2379)								
<u>Expenditures</u>								
Department: 02 - Public Works								
Supplies								
	52330	Street , Alley, and Sewer Material	16,617	61,844	68,000	68,000	-	0.00%
Total: Supplies			16,617	61,844	68,000	68,000	-	0.00%
Other Services and Charges								
	539010	Inter-Fund Transfers	95,626	95,626	95,626	95,626	-	0.00%
Total: Other Services and Charges			95,626	95,626	95,626	95,626	-	0.00%
Expenditures Grand Total:			\$ 112,243	\$ 157,470	\$ 163,626	\$ 163,626	\$ -	0.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 454 - Alternative Transport(S6301)								
<u>Expenditures</u>								
Department: 02 - Public Works								
Other Services and Charges								
	53110	Engineering and Architectural	57,246	25,710	-	-	-	N/A
Total: Other Services and Charges			57,246	25,710	-	-	-	0.00%
Capital Outlays								
	54310	Improvements Other Than Building	476,626	78,657	-	-	-	N/A
Total: Capital Outlays			476,626	78,657	-	-	-	0.00%
Expenditures Grand Total:			\$ 533,872	\$ 104,367	\$ -	\$ -	\$ -	0.00%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Adopted Budget	2022 Council	\$ +/-	% +/-
Fund: 176 - ARPA Local Fiscal Recvry (S9512)								
<u>Expenditures</u>								
Department: 20 - Street								
Supplies								
	52330	Street , Alley, and Sewer Material	-	-	-	65,000	65,000	N/A
	52340	Other Repairs and Maintenance	-	-	-	75,000	75,000	N/A
Total: Supplies			-	-	-	140,000	140,000	
Other Services and Charges								
	53730	Machinery and Equipment Rental	-	-	-	10,000	10,000	N/A
	53990	Other Services and Charges	-	-	-	250,000	250,000	N/A
Total: Other Services and Charges			-	-	-	260,000	260,000	
Capital Outlays								
	54420	Purchase of Equipment	-	-	-	600,000	600,000	N/A
Total: Capital Outlays			-	-	-	600,000	600,000	
Expenditures Grand Total:			\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	0.00%