



**AUGUST 28-31, 2023**

**2024 CITY BUDGET  
PRESENTATIONS**



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## CITY OF BLOOMINGTON

### OFFICE OF THE CONTROLLER MEMORANDUM

*August 25, 2023*

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

**Re: 2024 Budget**

We continue to see both recovery and challenges as we continue in the post pandemic era. We continue to see increases in the cost of goods and services due to inflation and shortages of labor and materials. The good news is that we received significant assistance via Federal Recovery programs, ED LIT tax as well as strong growth in both our Levy (due to strong wage growth statewide) and growth in our local economy as soon by the growth in assessed value of property both in the City and County. 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 2022 with reserves between the City General Fund and the Rainy Day fund of 41.9% of the actual annual expenditures for 2021. To put this in perspective, this would allow us to pay for approximately 5.0 months of the City General Fund expenditures without receiving any other revenues. We are projecting these levels to be 48.9% and 39.2% at the end of 2023 and 2024 respectively.

## **Revenues:**

**Property Taxes** – These funds are a significant source of revenue for the City General Fund, Parks General Fund, Cumulative Capital Development Fund as well as City and Parks General Obligation Bonds. Property taxes represent 34.7% of the total revenues. The State has estimated this source of revenue will increase by 4.0%, the maximum allowed for 2024.

**Local Income Tax (LIT)** - These funds are collected and remitted by the State. LIT is composed of three categories, Distributive Shares, Economic Development, and Public Safety. These funds represent 11.7%, 13.1%, & 5.4% respectively of the total revenues.

**City Miscellaneous Revenues** – These are revenues such as fees for services (permits, sanitation, parking fees & permits), fines, interest income, federal & state highway funds (matching funds, excise and gasoline taxes), inter-local agreements (County, Indiana University, and Utilities) and Police & Fire pension reimbursements. Miscellaneous Revenues represent 35.1% of total revenues.

## **Expenditures:**

### **All Funds:**

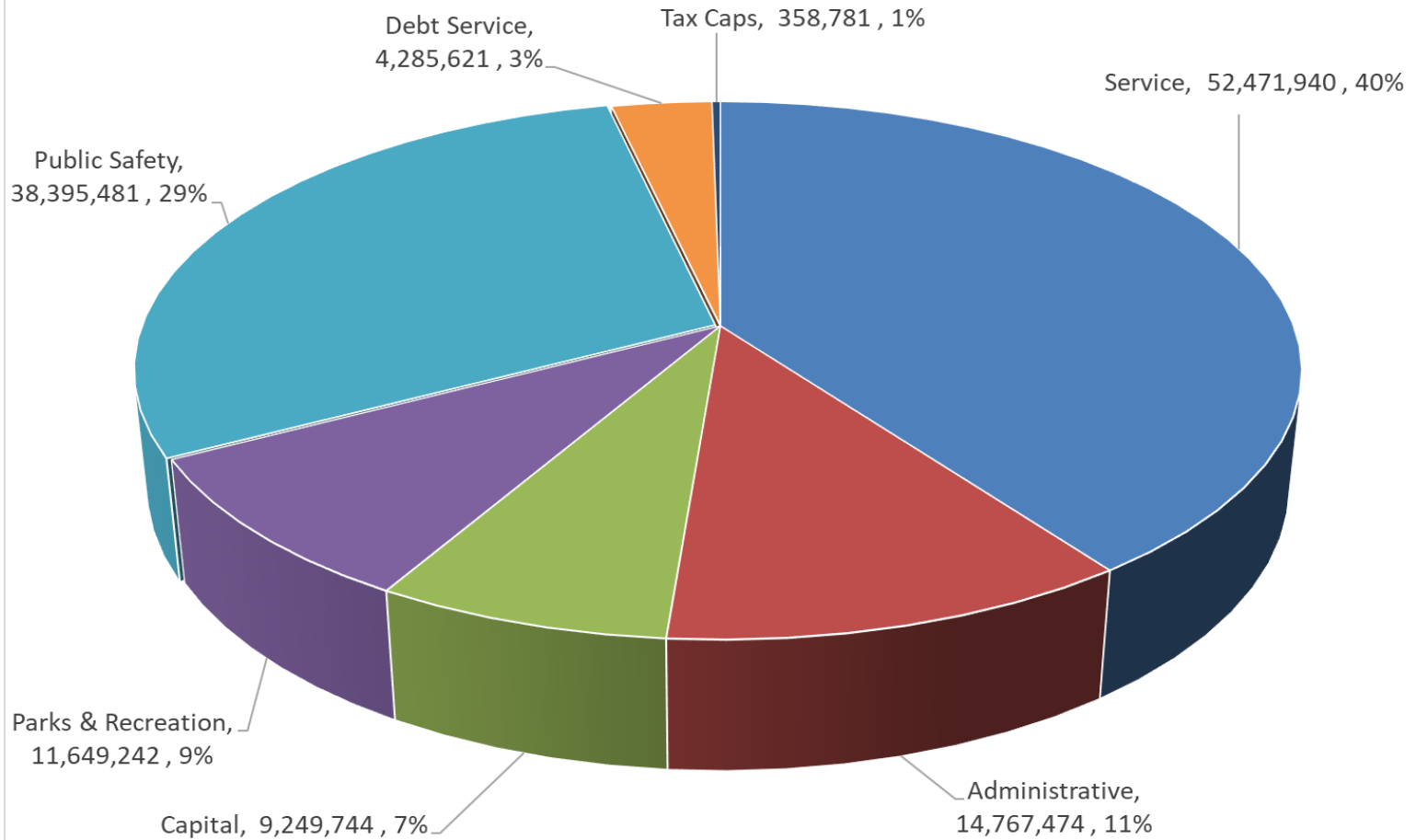
The overall total budget (not including Utilities or Transit) request is \$131.2M, which is an increase of \$1.8M or 1.4 %.

Additional information is included below.

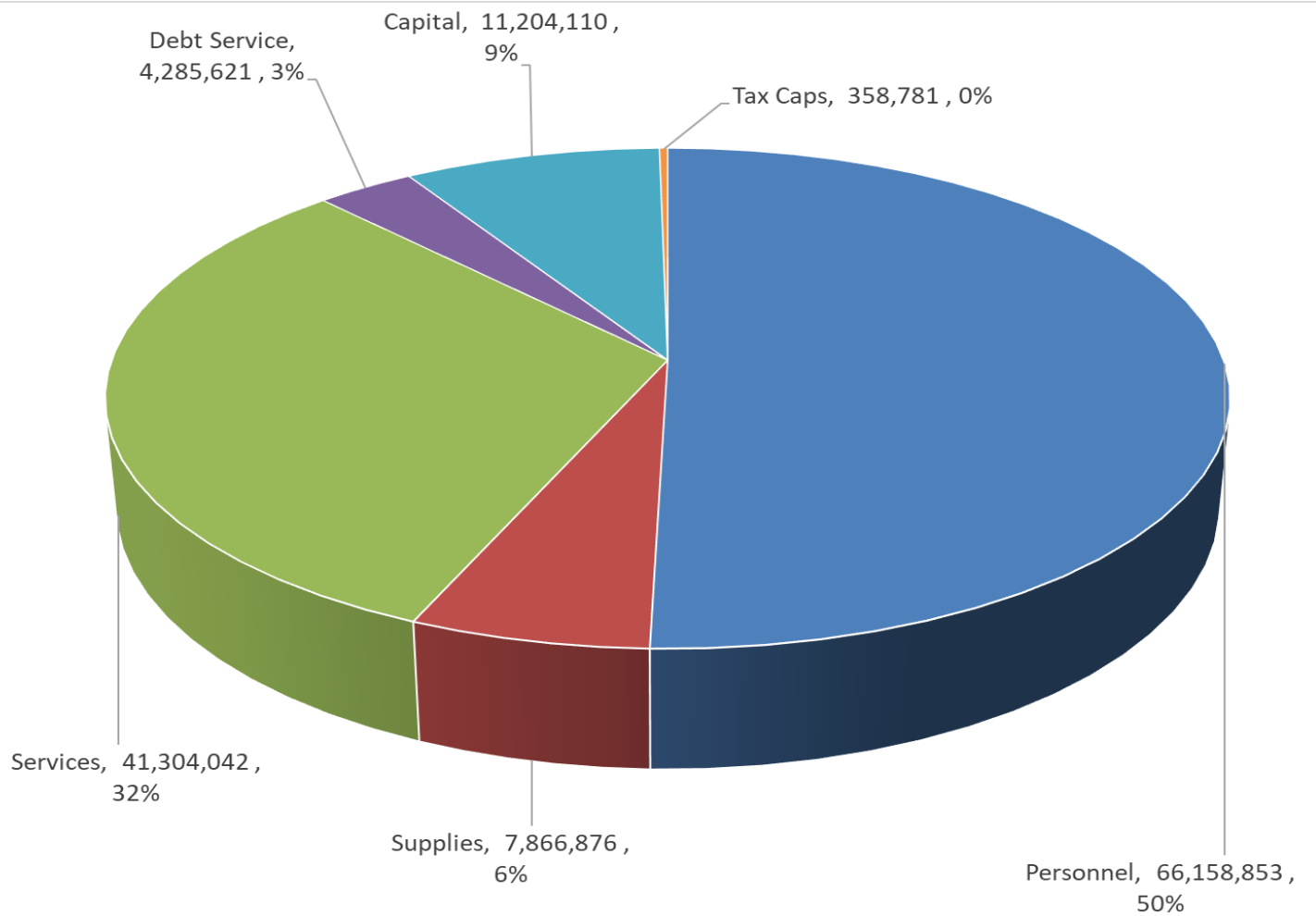
Thank you for your deliberations and consideration of the 2024 Budget request.

Department	Fund	Public Safety LIT	Food & Beverage	Cares	ARPA	Parks General Fund	Bloomington Investment Incentive	Jack Hopkins Social Services Fund	Police Education	Dispatch Training	Non-Reverting Telecommunications	Non-Reverting Improvement 1 (Westside)	Electronic Map Generation	Enhanced Access	Local Roads & Streets	Motor Vehicle Highway	Parking Facilities	Alternative Transportation	Parking Meter	Motor Vehicle Highway - Restricted	2022 GO Bonds	Bicentennial Bonds	2022 Parks General Obligation Bonds	2016 General Obligation Bonds	2016 Parks General Obligation Bonds	Cumulative Capital Development (Cig Tax)	Cumulative Capital Development	Vehicle Replacement Fund	Solid Waste	Risk Management	Fleet Maintenance	Police Pension	Fire Pension	Affordable Housing	Economic Development LIT	Digital Equity Fund	COIT Special Distribuion	Opioid Settlement Unrestricted	Opioid Settlement Restricted	Total						
	General																																													
Controller	624,364	250,000	288,000									3,000									1,120,595	734,407	1,120,595	792,656	517,368		436,000					1,452,526	2,150,738										11,827,336			
Clerk	420,436																																											420,436		
Mayor	1,136,484																																											1,136,484		
Common Council	751,433						350,000											350,000																										1,451,433		
Board of Public Safety	3,415																																											3,415		
Property Tax Caps	358,781																																											358,781		
Planning & Transportation	1,900,003																																										1,900,003			
Information Technology Services	3,255,027										530,686		6,000	2,510																													4,417,178			
Human Resources	1,212,826																																										2,415,985			
Legal	1,755,262																																											1,755,262		
Risk Management																																												905,176		
Community & Family Resources	1,263,391																	15,000																										-	150,000	2,488,408
Engineering	1,939,136																										994,000																		3,080,136	
Fire	13,702,225	2,623,868																																										18,080,287		
Police	15,781,616	1,352,500							79,100																																			19,770,269		
Police-Dispatch		4,957,861								15,000																																		4,972,861		
Economic & Sustainable Development	1,337,208																																											7,017,308		
Housing & Neighborhood Development	1,826,591																																											3,211,991		
Parks						11,867,242																																						11,867,242		
PW-Administration	2,683,326																																												2,683,326	
PW-Animal Shelter	2,199,695																																												2,199,695	
PW-Facilities	1,200,513																																											1,686,513		
PW-Sanitation	1,419,146																																											4,970,567		
PW-Fleet																												3,551,421															4,192,315			
PW-Street																997,682	5,398,829			1,749,319							218,000	2,031,764																12,049,996		
PW-Parking Services																																												6,305,880		
Total	54,770,878	8,934,229	250,000	288,000	-	11,867,242	-	350,000	79,100	15,000	530,686	3,000	6,000	2,510	997,682	5,398,829	2,241,164	900,174	3,666,542	1,749,319	1,120,595	734,407	1,120,595	792,656	517,368	218,000	3,025,764	436,000	3,551,421	905,176	4,192,315	1,452,526	2,150,738	476,000	16,521,979	87,986	-	150,000	131,178,283							

# All Funds Breakdown by Function



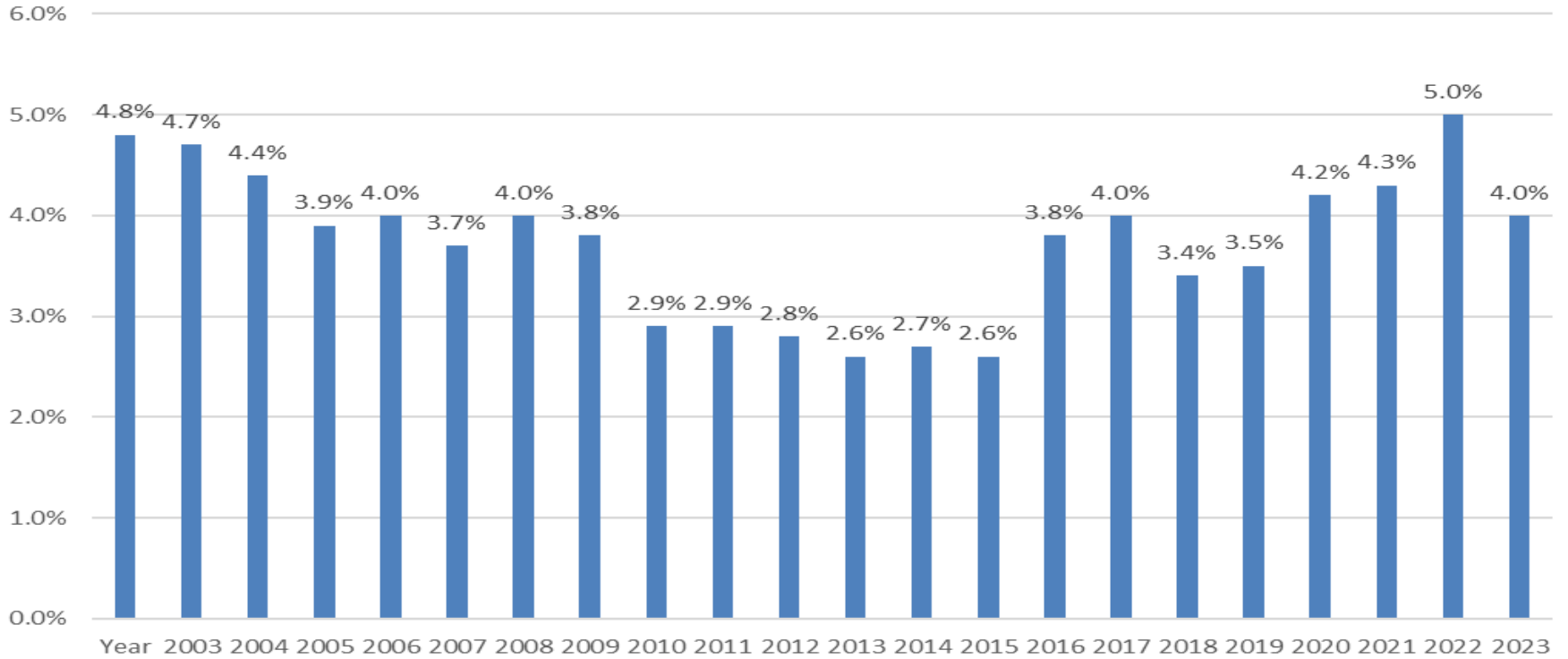
# All Funds Breakdown by Category



City of Bloomington		Summary of General Fund Balances & Reserves		
2024 Budget				
		Actual 2022	Budget 2023	Budget 2024
Beginning Cash Balance at January 1		19,547,653	22,252,602	21,784,478
Revenue				
	Property Tax	25,412,291	26,753,902	27,834,123
	Local Option Income Tax	13,866,622	14,331,726	14,837,403
	Miscellaneous Revenue	9,524,915	9,010,578	8,776,904
Total Revenue		48,803,828	50,096,206	51,448,430
Expenditures				
	Actual/Budgeted Expenditures	46,098,879	50,564,330	54,770,878
Net Projected Expenditures		46,098,879	50,564,330	54,770,878
Revenues Minus Expenditures		2,704,949	(468,124)	(3,322,448)
Year End Actual Cash		22,252,602	21,784,478	18,462,030
Less Prior Year Encumbrances		(5,850,238)		
Transfer to/from Rainy Day Fund		-		
Projected Net Year End Balances		16,402,364	21,784,478	18,462,030
Rainy Day Fund Balance		2,925,261	2,925,261	3,000,192
Total All Balances		19,327,625	24,709,739	21,462,222
Reserve Percentage		41.9%	48.9%	39.2%



## City of Bloomington Historic Levy Growth



Historic Cash Balances

		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
	Fund #										
General Fund	101	5,655,188	7,067,335	9,197,843	12,021,636	13,673,243	15,475,486	15,838,117	16,560,769	19,547,653	22,252,602
Rainy Day Fund	102	4,618,557	4,630,833	4,643,384	4,658,566	4,696,680	4,760,551	4,856,668	4,881,167	2,887,244	2,925,261
Reserve Percentage to Budget		29.5%	32.8%	38.0%	43.5%	46.9%	48.5%	50.9%	38.8%	44.9%	41.9%
PS LIT	151	0	0	0	0	657,122	2,812,283	3,413,375	3,998,863	5,447,637	7,398,908
Food & Beverage	152	0	0	0	0	0	2,031,074	4,749,444	5,912,562	9,022,601	13,096,639
CARES	160	0	0	0	0	0	0	0	2,138,077	1,538,077	538,077
ARPA	161	0	0	0	0	0	0	0	0	10,874,908	16,947,850
Parks General Fund	200	56,358	258,617	643,201	955,595	1,286,364	1,322,579	1,051,960	1,777,548	2,756,883	3,425,926
Bloomington Investment Incentive	251	483,021	516,233		1,234	1	5	21,035	11,285	0	0
Jack Hopkins Social Service Fund	270	0	0	0	0	0	52,694	73,624	263,504	168,580	105,796
Police Education	350	163,835	182,399	191,349	81,595	181,325	158,947	120,564	117,697	105,036	111,775
Dispatch Training	356	96,604	93,697	87,823	81,595	76,503	73,304	70,194	64,222	62,484	61,735
Non-Reverting Telecommunications	401	1,678,390	1,714,676	956,654	684,909	773,220	810,983	716,951	728,919	410,285	231,222
Non-Reverting Improvement 1 (Westside)	405	260,005	114,676	397,589	247,390	0	103,000	206,000	209,000	213,535	206,785
Electronic Map Generation	409	8,965	9,679	10,222	8,072	6,800	5,855	6,047	6,200	6,270	6,283
Enhanced Access	410					5,754	5,969	6,254	6,394	6,689	7,040
Local Roads & Streets	450	90,026	177,102	211,417	158,651	395,174	978,511	1,341,729	1,273,932	1,492,262	1,689,452
Motor Vehicle Highway	451	1,221,535	978,783	655,575	1,096,348	1,164,365	2,064,150	2,075,390	616,983	1,587,898	1,543,966
Parking Facilities	452	1,133,164	1,606,811	1,835,623	2,241,769	2,313,703	1,509,844	1,123,169	615,570	413,798	240,296
Alternative Transportation	454	161,987	260,588	745,720	996,865	1,147,977	1,281,288	878,539	769,470	583,173	618,956
Parking Meter	455	0	258,491	989,527	1,608,382	2,263,482	3,000,059	4,269,020	3,853,424	4,363,684	4,781,424
BMFC Showers	508	28,871	28,746	27,981	28,521	0	0	0	0	0	0
Bicentennial Bonds	522	0	0	0	0	0	0	0	136,827	143,384	142,559
City GO Bonds	519	0	0	0	0	121,207	138,110	145,499	149,495	156,055	162,601
Parks GO Bonds	520	0	0	0	0	73,778	86,825	93,988	91,348	95,750	98,963
Cumulative Capital Development (Cig Tax)	600	83,323	307,720	419,036	198,537	79,521	14,680	86,136	103,004	100,512	91,091
Cumulative Capital Development	601	1,275,322	1,073,717	1,006,686	1,036,354	2,040,471	1,895,790	1,848,586	1,594,839	1,617,947	2,268,134
Vehicle Replacement Fund	610	195,940	163,648	250,579	347,720	669,413	606,616	649,443	766,582	891,129	1,080,127
Solid Waste	730	195,203	0	0	0	0	0	0	206	0	5,057
Risk Management	800	23,712	404,879	555,534	516,384	363,671	183,599	146,100	415,207	8,434	1,052
Fleet Maintenance	802	958,283	853,127	897,238	373,070	275,578	361,806	840,772	1,379,549	1,839,659	2,452,006
Police Pension	900	1,222,301	1,201,664	1,213,713	1,206,491	1,192,398	1,206,648	1,220,168	1,192,750	1,205,769	1,146,446
Fire Pension	901	1,421,525	1,248,216	1,311,192	1,475,745	1,464,601	1,525,148	1,533,815	1,515,208	1,354,468	1,565,825
Housing Trust Fund	905	0	0	0	0	1,411,848	1,294,160	1,131,349	1,494,161	1,155,705	2,561,233
Opioid Settlement Unrestricted	162	0	0	0	0	0	0	0	0	0	76,572
Opioid Settlement Restricted	163	0	0	0	0	0	0	0	0	0	313,333
<b>Total</b>		<b>21,032,115</b>	<b>23,151,637</b>	<b>26,247,886</b>	<b>30,025,429</b>	<b>36,334,199</b>	<b>43,759,964</b>	<b>48,513,936</b>	<b>52,644,762</b>	<b>70,057,509</b>	<b>88,154,992</b>

Fire Department - 10 Year PS LIT Capital Plan											Future	Grand Total
Item	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Projects	
100 Ft Aerial Ladder (T1)	1,750,000							2,300,000				4,050,000
100 Ft Aerial Platform (T2)						2,700,000						2,700,000
Brush Truck (BR1)									285,000			285,000
Engine/Pumper (E1)						1,025,000						1,025,000
Engine/Pumper (E3)				950,000								950,000
Engine/Pumper (E4)		875,000							1,150,000			2,025,000
Engine/Pumper (E5)							1,060,000					1,060,000
Medium Rescue Truck (R2)			800,000							1,000,000		1,800,000
Full Sized Pick-Up (BATT1)				84,000								84,000
Full Sized Pick-Up (SQ1)				84,000								84,000
Full Sized Pick-Up (SUPP1)				84,000								84,000
Full Sized Pick-Up (SUPP2)				84,000								84,000
Full Sized SUV (CH 1-0)	62,000							82,000				144,000
Full Sized SUV (CH 1-1)	62,000							82,000				144,000
Full Sized SUV (CH 1-2)		65,000							85,000			150,000
Full Sized Pick-Up (CH 1-3)						91,000						91,000
Full Sized SUV (CH 1-4)	62,000							82,000				144,000
Full Sized SUV (P1)					75,000							75,000
Mid Sized Pick-Up (P2)							78,000					78,000
Full Sized SUV (P3)				72,000								72,000
Full Sized SUV (P4)							78,000					78,000
Electric Car (MIH1)							55,000					55,000
Full Sized SUV (MIH2)							35,000					35,000
Full Sized SUV (MIH3)							35,000					35,000
Light Utility Vehicle (EMS)						50,000						50,000
Light Utility Vehicle (Fire)						50,000						50,000
Add New Engine 2 (After Station 2 Remodel)											840,000	840,000
Add New Engine 6 (With Station 6)											840,000	840,000
Add New Engine 7 (With Station 7)											840,000	840,000
Fire Fighting Gear	190,000	75,000	81,000	85,000	90,000	95,000	97,500	105,000	110,000	117,000		1,045,500
Automatic External Defibrillators				110,000					145,000			255,000
Fire Gear Washer						75,000						75,000
Physical Fitness Equipment	75,000	75,000	14,000	14,600	15,300	86,946	16,800	17,800	18,600	19,500		353,546
Radios / Radio Equipment			600,000						718,750			1,318,750
Self Contained Breathing Apparatus/Compressor		1,300,000					475,000			1,825,000	75,000	3,675,000
Mobile Breathing Air Compressor Cart												0
ITS Capital Replacement	42,868	32,400	33,750	35,000	36,000	38,000	39,500	41,000	42,500	45,000		386,018
Station 1 Generator Replacement								150,000				150,000
Station 1 Repairs / Remodel	50,000					150,000						200,000
Station 2 Generator Replacement		125,000										125,000
Station 2 Repairs / Remodel	100,000					150,000						250,000
Station 3 Generator Replacement												0
Station 3 Repairs / Remodel	50,000	75,000				75,000						200,000
Station 4 Generator Replacement			80,000									80,000
Station 4 Repairs / Remodel	80,000					75,000						155,000
Station 4 Replacement											12,000,000	12,000,000
Station 5 Generator Replacement			80,000									80,000
Station 5 Repairs / Remodel	50,000					75,000						125,000
Station 5 Replacement											12,000,000	12,000,000
New Fire Station (6, Southeast)											12,000,000	12,000,000
New Fire Station (7, Southwest)											12,000,000	12,000,000
Logistics / Training Facility	50,000	150,000				75,000						275,000
Training Tower			675,000	675,000								1,350,000
<b>Total - Fire</b>	<b>2,623,868</b>	<b>2,772,400</b>	<b>2,363,750</b>	<b>2,277,600</b>	<b>2,916,300</b>	<b>2,110,946</b>	<b>1,969,800</b>	<b>2,859,800</b>	<b>2,554,850</b>	<b>3,006,500</b>	<b>50,595,000</b>	<b>76,050,813</b>

Police Department - 10 Year PS LIT Capital Plan											Future	
Item	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Projects	Grand Total
Hand Guns	12,500	13,000	13,000	13,500	13,500	14,000	14,000	14,000	14,000	14,000		135,500
Rifles	7,500	6,000	6,500	7,500	6,500	6,500	6,500	6,500	6,500	6,500		66,500
Less Lethal Rounds (Ex: Bean Bags/Sponge)	7,000	7,500	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000		78,500
Radios	77,500	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000		797,500
Body Worn Cameras	240,000	240,000	240,000	240,000	350,000	240,000	240,000	240,000	240,000	325,000		2,595,000
Aerial Drone Equipment	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		50,000
K9 (Dog and Equipment minus vehicle)	20,000	0	0	0	20,000	0	0	0	0	20,000		60,000
Patrol Body Armor	16,500	16,500	17,000	17,500	17,500	17,500	17,500	17,500	17,500	17,500		172,500
Critical Incident Response Team Body Armor	17,500	17,500	18,000	18,500	18,500	18,500	18,500	18,500	18,500	18,500		182,500
Air Purifying Respirators / Gas Masks	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000		70,000
Vehicles - Patrol & Administration	725,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000		7,475,000
Large Evidence Storage/Training/Range Complex	0	0	100,000	0	0	0	0	20,000	0	0		120,000
Training Simulator	75,000	0	75,000	0	75,000	0	75,000	0	75,000	0		375,000
IT Equipment Replacements	142,000	145,000	145,000	145,000	145,000	145,000	235,000	145,000	145,000	145,000		1,537,000
Mobile Command Post	0	0	0	0	0	0	350,000	0	0	0		350,000
<b>Total - Police</b>	<b>1,352,500</b>	<b>1,287,500</b>	<b>1,464,500</b>	<b>1,292,000</b>	<b>1,496,000</b>	<b>1,291,500</b>	<b>1,806,500</b>	<b>1,311,500</b>	<b>1,366,500</b>	<b>1,396,500</b>	<b>0</b>	<b>14,065,000</b>
<b>Grand Total - Police &amp; Fire</b>	<b>3,976,368</b>	<b>4,059,900</b>	<b>3,828,250</b>	<b>3,569,600</b>	<b>4,412,300</b>	<b>3,402,446</b>	<b>3,776,300</b>	<b>4,171,300</b>	<b>3,921,350</b>	<b>4,403,000</b>	<b>50,595,000</b>	<b>90,115,813</b>

PS LIT Distribution		PS LIT Distribution			2024 Requests				
		Police		Fire			Police		
Amount Available	4,067,544	Item	Amount	Item	Amount	Item	Amount	Item	Amount
		100 Ft Aerial Ladder (T1)	1,750,000	Hand Guns	12,500	100 Ft Aerial Ladder (T1)	1,750,000	Hand Guns	12,500
Allocated	(3,976,368)	Full Sized SUV (CH 1-0)	62,000	Rifles	7,500	Full Sized SUV (CH 1-0)	62,000	Rifles	7,500
		Full Sized SUV (CH 1-1)	62,000	Less Lethal Rounds (Ex: Bean Bags/Sponge)	7,000	Full Sized SUV (CH 1-1)	62,000	Less Lethal Rounds (Ex: Bean Bags/Sponge)	7,000
Net	91,176	Full Sized SUV (CH 1-4)	62,000	Radios	77,500	Full Sized SUV (CH 1-4)	62,000	Radios	77,500
		Fire Fighting Gear	190,000	Body Worn Cameras	240,000	Fire Fighting Gear	190,000	Body Worn Cameras	240,000
		Physical Fitness Equipment	75,000	Aerial Drone Equipment	5,000	Physical Fitness Equipment	75,000	Aerial Drone Equipment	5,000
		ITS Capital Replacement	42,868	K9 (Dog and Equipment minus vehicle)	20,000	ITS Capital Replacement	42,868	K9 (Dog and Equipment minus vehicle)	20,000
		Station 1 Repairs / Remodel	50,000	Patrol Body Armor	16,500	Station 1 Repairs / Remodel	50,000	Patrol Body Armor	16,500
		Station 2 Repairs / Remodel	100,000	Critical Incident Response Team Body Armor	17,500	Station 2 Repairs / Remodel	100,000	Critical Incident Response Team Body Armor	17,500
		Station 3 Repairs / Remodel	50,000	Air Purifying Respirators / Gas Masks	7,000	Station 3 Repairs / Remodel	50,000	Air Purifying Respirators / Gas Masks	7,000
		Station 4 Repairs / Remodel	80,000	Vehicles - Patrol & Administration	725,000	Station 4 Repairs / Remodel	80,000	Vehicles - Patrol & Administration	725,000
		Station 5 Repairs / Remodel	50,000	Training Simulator	75,000	Station 5 Repairs / Remodel	50,000	Training Simulator	75,000
		Logistics / Training Facility	50,000	IT Equipment Replacements	142,000	Logistics / Training Facility	50,000	IT Equipment Replacements	142,000
		Total	2,623,868	Total	1,352,500				
						Total	2,623,868	Total	1,352,500

Fund Description	Department	Transaction	Amount	Fund Total	
General Fund	Animal Shelter	2024 HVAC unit X at end of life, significant function issues	15,000		
		2024 HVAC units 1 and 5, 20 year old recommend replacement	30,000		
		2024 Flooring replacement in Adoption Center	13,600		
		2024 Generator purchase and installation	100,000		
	Public Works	Capital and land acquisition costs	135,000		
		Transfer to Vehicle Replacement Fund (610)	202,500		
	Engineering	Inflation Estimate	56,440		
		Project Coordination Opportunities & Change Orders (2023 value)	376,260		
	Planning	Vehicle Replacement	43,000		
		Ford Escape SUV new 2024	48,000		
Facilities Maintenance	2024 City Hall fountain mechanical renovation and restoration		30,000		
		2024 increase new vehicle for Facilities Division staff	5,000		
	Demolition costs for 3rd Street property		65,000		
		Furniture replacement at City Hall	50,000		
	New vehicle for Facilities Division staff		45,000		
		Replacement of City Hall fire panel and system upgrades	20,000		
	ITS	[fac] Council Chambers & Meeting Room Equipment	50,000		
		[infr] Other Capital Outlays	20,000	1,304,800	
	LIT – Economic Development	ITS	[fac] 2024 Capital Plan Video Camera Replacement/Upgrades	50,000	
			[prnt] 2024 Capital Plan Copier Replacement	15,000	65,000
LOIT Special Distribution	Street	2024 1 Ton Dump Truck	160,000		
		2024 Asphalt 3 Ton Roller	140,000		
		2024 EZ Liner Paint Truck	91,326		
		2024 Mini Excavator	140,000		
		2024 Single Axle Dump Truck	560,000		
		2024 Tandem Axle Dump Truck	360,000	1,451,326	
Parks and Recreation Gen	Parks & Recreation	Fairway Mower	49,000		
		Pro Gator for Sand Spreader	50,000		
		John Deere Mower - 35hp/72 inch deck - zero turn	20,000		
		Replacement of tow-behind trailer power washer	14,000		
		Contractual replacement of HVAC system at SYP Maintenanc	20,000		
		Electric Mini Truck	30,000		
		Pavilion CO2 Sensor	10,000		
Non-Reverting Telecom	Telecommunications	Storage Shed Materials and Installation	25,000	218,000	
		[fac] Misc - Server Room improvements and Contingency	10,000		
		[infr] Stand Alone Servers	15,000		
Motor Vehicle Highway	Street	[capr] Capital Replacement CoB PC/Laptops/Scanners/Printers	200,386	225,386	
		2024 Sign Bucket Truck	230,000	230,000	
Alternative Transport	Common Council	2022 City Council Sidewalk Committee	336,000		
		2024 INcrease to match Transfer	14,000		
Parking Meter Fund	Engineering	CN - Alt Trans Project, Traffice Calming	157,000	507,000	
		Parking	2024 Add General street maintenance geographic parking area	500,000	
			2024 Electric Parking Truck	60,000	
MVH Restricted	Street	Computer Capital Replacement	1,230	561,230	
		2024 Increase Community Crossing Matching Grant	500,000		
Cumulative Capital Devlp	Public Works	Community Crossing Matching Grant 50/50	200,000	700,000	
		2024 Community Crossing Matching Grant Funds	300,000		
Vehicle Replacement Fund	Engineering	2024 Pavement Marking Contract	200,000		
		RW - Project Coordination Opportunities	10,000		
	CE - Crosswalks Phase 2		74,000		
		CN - Crosswalks Phase 2	50,000		
	CN - Guardrail Replacement		500,000		
		PE - Crosswalks Phase 3	160,000		
	PE-CN - Ped/Bike (Temp PBL, ramps/crosswalks - local)		200,000	1,494,000	
Controller's Office	Various Equipment as needed		436,000	436,000	
			7,192,742	7,192,742	

## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Emily Fields Interim Director of Human Resources  
**Date:** August 25, 2023

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

### Pay

Non-union Civil City employees and elected officials will see a 5% increase in base pay. In addition, most regular City employees will be eligible for up to a \$500 bonus.

A 2.8% increase is in the police contract for Officers First Class and Senior Police Officers. Firefighters covered under a collective bargaining agreement will receive a 2% increase and an additional bonus that, along with their increase in base salary, will represent a 5% increase in their adjusted 2023 pay (2023 base salary + retention bonus). Increases for AFSCME employees is 5% in accordance with their contract. Common Law employees (temporary employees) will, at a minimum, receive the living wage, which is \$15.75 per hour in 2024.

A classification and compensation study for non-union employees will wrap up in the next few months. \$570,000 is budgeted for salary adjustments due to the implementation of the results of this study and for other adjustments that may arise throughout the year.

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

## **Benefits**

The benefits budget is \$14,274 for each regular employee, and this amount includes, but is not limited to, insurance cost, wellness incentives, and the City's contribution to employee Health Savings Accounts (HSAs). This amount also pays for the cost of a near-site employee health clinic which will improve healthcare access to employees and their dependents on our medical plan.

In addition to these insurance and health benefits, the City plans to continue to offer other incentives to help attract and retain employees, including those listed below.

- At the end of 2022 the City implemented a pilot **paid parental leave program**, and we would like to adopt paid parental leave as a permanent benefit.
- A **commuter incentive program** will expand and replace our pilot Parking Cash Out and Bike to Work programs. All regular employees, not just those in City Hall, will be eligible for up to \$500 per year for commuting to and from their City worksite in a sustainable manner (non-use of single occupancy vehicle).
- \$150,000 is budgeted to continue an **educational reimbursement program**.
- \$2,500 will continue to be available in **lodging and travel reimbursements** for employees who go out of state for an abortion.

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





**Monday August 28, 2023**

**Human Resources**

**City Clerk**

**Legal Department**

**Information & Technology**

**Services**

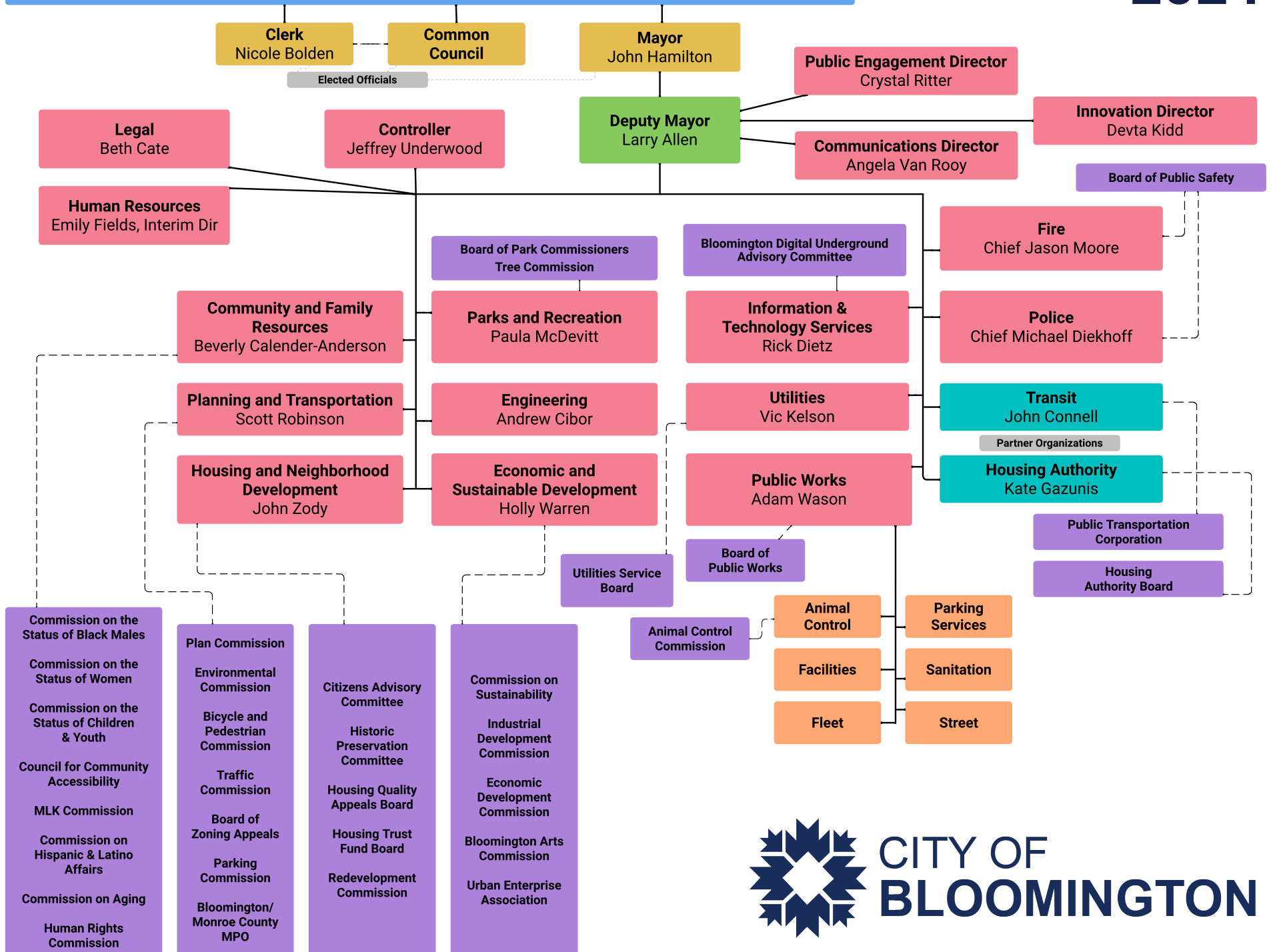
**City Council**

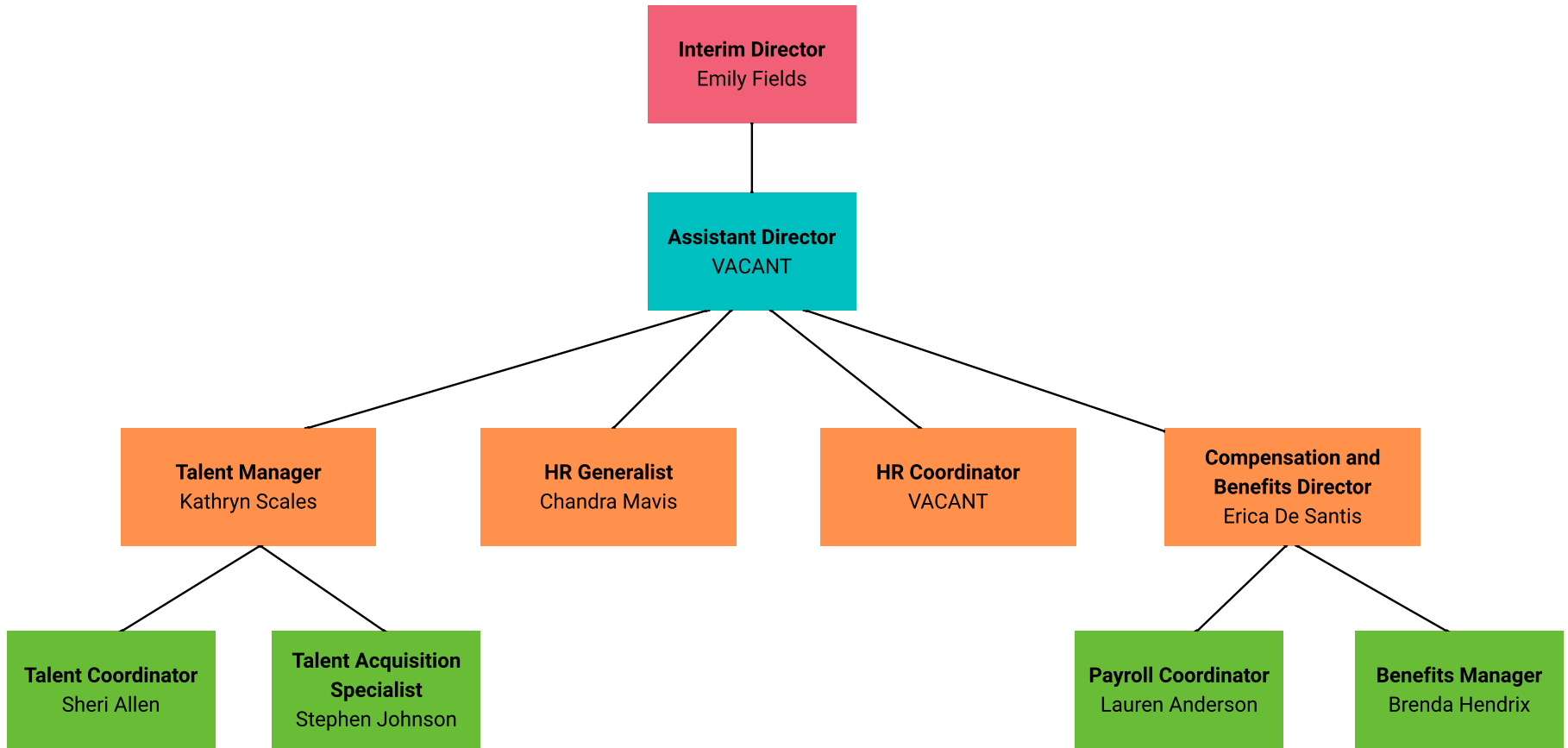
**Office of the Controller**

**Office of the Mayor**

**2024 CITY BUDGET  
PRESENTATIONS**

## CITY OF BLOOMINGTON RESIDENTS







## HUMAN RESOURCES COMPENSATION AND BENEFITS

## 2024 BUDGET PROPOSAL

# Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Emily Fields Interim Director of Human Resources  
**Date:** August 25, 2023

---

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## Memorandum

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

**FROM:** Emily Fields, Interim Director of Human Resources

**Date:** August 25, 2023

---

### **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 retention; managing systems to improve performance and promote employees' professional development; advising leaders on personnel issues and organizational development; providing services related to benefits and payroll; and maintaining systems to remain compliant with federal and state laws.

### **Background**

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

HR has and continues to work toward competitive and equitable pay for City employees. The department helped implement an initiative supported by the Mayor and 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, pay rates for temporary employees are adjusted each year to ensure all are paid at least the City's living wage. We performed a salary and benefits study in 2017 and implemented salary adjustments to make wages more competitive. We are currently conducting a classification and compensation study, which will inform 2024 salary adjustments.

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. We recognize that adults, whether or not they are currently students and no matter their age, may be interested in gaining new experiences and/or looking to support the City, and we encourage staff to consider “experienced interns” or “senior interns” for their internship opportunities.

HR continues to support the Mayor’s emphasis on investing 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. HR now requires certain online courses for employees, along with specific courses for supervisors. In 2017-2018, we coordinated 360 reviews for all supervisors that included performance feedback from the manager, peers, and subordinates and follow-up management coaching.

HR has worked and continues to nurture constructive relationships with the City’s labor unions. In addition to meeting regularly with union representatives, HR participates in negotiating collective bargaining agreements. A team of representatives from Human Resources, Legal, the Office of the Controller, and the Office of the Mayor negotiated a contract with the Fire union in 2020, the Fraternal Order of Police in 2021, AFSCME in 2022, and is engaged with public safety telecommunicators this year.

HR continues to advise in response to the COVID-19 pandemic. In March of 2020, Mayor Hamilton developed the Continuity of City Government team (COCG), co-chaired by the Deputy Mayor and the Director of Human Resources, to address employee safety, plan for staffing issues, and consider other issues that could arise associated with the pandemic. 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.

To promote employee safety, HR implemented a COVID-19 vaccine incentive program, which gave employees cash incentives for getting vaccinated, along with an annual \$600 discount on insurance premiums for those who received the bivalent COVID-19 vaccine.

Recruitment and retention efforts continue to be a priority, and the City aims to offer a competitive total compensation package. This year we offered the following:

- Paid parental leave,
- Housing incentives and signing bonuses for sworn Public Safety personnel,
- Referral bonuses for police officers,
- Educational reimbursement,
- Paying for Commercial Drivers License training,
- \$1000 to most regular employees and bonus payments for some firefighters,

- \$0 High Deductible Health Plan premium cost for individuals with the most recent bivalent COVID booster (\$600 value),
- Increase in City Health Savings Account contributions, and
- Up to \$780 in City contributions to a 401(a) plan.

### **Sustainability and Climate Action**

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

City employees ride Bloomington Transit for free by showing their ID badge, and employees who bike to work may earn a cash incentive.. In addition, HR helped develop and communicate the Parking Cash Out pilot program, which allows City Hall employees to receive a \$500 stipend for choosing other ways to commute to work besides driving their vehicles.

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

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

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

As part of our commitment to creating a diverse, inclusive, and equitable workplace, Human Resources has coordinated several training opportunities for City staff. Employees participated in a three-hour implicit bias training in 2019 through 2021, and Department Heads and elected officials completed a total of 48 hours of anti-racism training during 2021 and 2022. Employees are required to complete virtual training on diversity and inclusion, and we plan to coordinate instructor-led implicit bias training in 2024.

HR works hard to promote fair and unbiased hiring practices. Several years ago we standardized the hiring process for supervisors, and we have also standardized our review of their process. We distribute our job vacancy announcement to a number of organizations in the community in order to attract a diverse applicant pool.

The number of employees who self-identify as females and non-white females has increased over the years, but we've seen a decrease in the number of non-white males. The tables below



show the total number of full time employees in the respective years and the percentage of females and those who identify as a race other than “white.”

**Table 1. Regular Full Time (FT) Employee Demographics**

	2016	2017	2018	2019	2020	2021	2022
Female	193	209	206	234	236	238	240
Non-white Female	7	10	12	14	15	19	19
Non-white Males	23	21	21	20	16	18	20
All FT Hired	720	739	744	770	768	798	784

**Table 2. Percentage of Regular Full Time Employees by Demographic Category**

	2016	2017	2018	2019	2020	2021	2022
Female	26.8%	28.3%	27.7%	30.4%	30.7%	29.8%	30.6%
Non-white Female	1%	1.4%	1.6%	1.8%	2%	2.4%	2.4%
Non-white Males	3.2%	2.8%	2.8%	2.6%	2.1%	2.3%	2.6%

**Human Resources 2024 Budget Summary**

Summary Budget Allocation	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change (\$)	Change (%)
100 - Personnel Services	626,125	523,988	587,245	1,677,076	2,185,098	508,023	30%
200 - Supplies	1,666	549	807	2,360	3,950	1,590	67%
300 - Other Services	152,060	117,533	211,186	311,762	226,937	(84,825)	-27%
400 - Capital Outlays	-	-	-	-	-	0	0%
<b>Total</b>	<b>779,852</b>	<b>642,070</b>	<b>799,237</b>	<b>1,991,198</b>	<b>2,415,985</b>	<b>424,788</b>	<b>21%</b>

**2024 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:**

- Approve requests to hire for vacancies within an average of 5 business days of receiving the request.
- Implement a virtual onboarding process by the end of Q2.

<b>Staffing Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	478,182	616,310	2.75	1,212 employees
200 - Supplies	951	2,054		
300 - Other Services	34,800	20,424		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>513,933</b>	<b>638,788</b>		

**Fund: General**

**Compliance**

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

Goals:

- Reduce time spent on managing payroll related questions and issues by the end of Q4.
- Implement a new process for maintaining and updating job descriptions by the end of Q4.

<b>Compliance Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	193,509	501,452	2.24	1,212 employees
200 - Supplies	323	632		
300 - Other Services	11,802	18,155		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>205,633</b>	<b>520,239</b>		

**Fund: General**

**Employee Relations**

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

Goals:

- Require instructor-led implicit bias training for all City employees by the end of Q4.
- Organize three employee appreciation events (holiday luncheon, summer cookout, and longevity recognition ceremony) by the end of Q4.

- Coordinate the implementation of dedicated spaces for employees who need to express milk by the end of Q4

<b>Employee Relations Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	262,312	366,984	1.64	1,212 employees
200 - Supplies	367	632		
300 - Other Services	13,421	20,424		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>276,100</b>	<b>388,041</b>		

**Fund: General**

**Compensation, Benefits, and Employee Development**

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

Goals:

- Conduct an annual Open Enrollment survey by the end of Q4 to improve the annual process which is at the end of October/beginning of November each year.
- Explore human resources management software options in coordination with ITS by the end of Q4.

<b>Compensation, Benefits, &amp; Employee Development Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	743,073	700,352	3.13	1,212 employees
200 - Supplies	719	632		
300 - Other Services	251,739	167,933		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>995,532</b>	<b>868,917</b>		

**Fund: General**

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

Human Resources plans to continue to execute a comprehensive recruitment and retention plan that includes marketing the City as an employer of choice, offering incentives to new and existing employees, and raising salaries based on the results of the 2023 classification and compensation study.

ED-LIT Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	1,087,063	1,144,387	0.00	
200 - Supplies				
300 - Other Services	75,437	58,772		
400 - Capital Outlays				
<b>Total</b>	<b>1,162,500</b>	<b>1,203,159</b>		

**Fund: Other**

**Total Departmental Budget by Fund**

Category	General Fund	ED-LIT	Total
1	1,040,712	1,144,387	2,185,098
2	3,950		3,950
3	168,165	58,772	226,937
4			0
<b>Total</b>	<b>1,212,827</b>	<b>1,203,159</b>	<b>2,415,985</b>

**2024 Budget Proposal Highlights**

The Human Resource Department's budget request is \$2,415,985. This represents a 21% change over the prior year. Listed below are some highlights of significance.

**Category 1 – Personnel** request is \$2,185,098. This represents an increase of \$508,023 or 30% over the prior year and includes a 5% cost of living increase for all regular full-time employees. It also includes the creation of one new, part-time position which will provide much needed clerical support to the department. Additional salary adjustments for all City employees due to the current classification and compensation study is also budgeted here.

**Category 2 – Supplies** request is \$3,950 and represents a 67% increase over the prior year. The increase is due to the need for recruitment supplies like fliers and pens. In addition, we are budgeting \$1,000 for reference materials like books, reports, and data.

**Category 3 – Other Services** request is \$226,937 and represents a 27% decrease.

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

**Conclusion**

This proposed budget will help the Human Resources Department improve systems and programs, as well as implement and manage new initiatives necessary to achieve departmental and organizational goals. We aim to use the allotted resources efficiently and responsibly, and we appreciate your thoughtful review and consideration of the Human Resources Department 2024 budget request.

**CITY OF BLOOMINGTON**

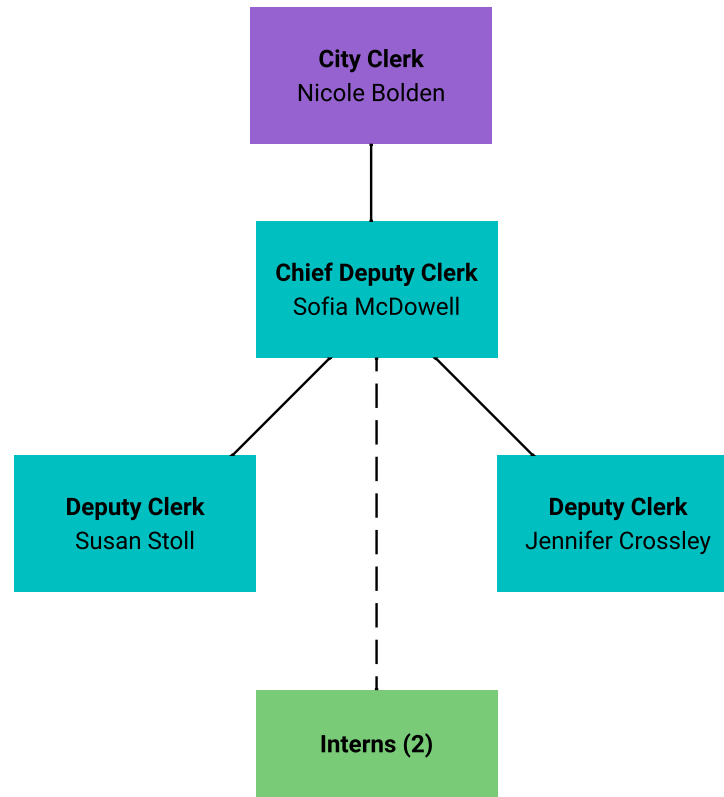
	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 12 - Human Resources</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	379,386	332,668	366,064	-	41,608	41,608	N/A
	51120	Salaries and Wages - Temporary	4,331	18,864	16,189	-	-	-	N/A
	51130	Salaries and Wages- Overtime	-	-	24	-	-	-	N/A
	51210	FICA	27,743	25,505	28,892	-	3,183	3,183	N/A
	51220	PERF	53,231	47,032	51,981	-	5,908	5,908	N/A
	51230	Health and Life Insurance	85,644	99,918	99,918	-	-	-	N/A
	51310	Other Personal Services	75,790	-	24,176	590,013	990,013	400,000	67.80%
<b>Total: Personnel Services</b>			<b>626,125</b>	<b>523,988</b>	<b>587,245</b>	<b>590,013</b>	<b>1,040,712</b>	<b>450,699</b>	<b>76.39%</b>
Supplies									
	52110	Office Supplies	851	540	807	1,000	1,100	100	10.00%
	52420	Other Supplies	815	9	-	1,360	2,850	1,490	109.56%
<b>Total: Supplies</b>			<b>1,666</b>	<b>549</b>	<b>807</b>	<b>2,360</b>	<b>3,950</b>	<b>1,590</b>	<b>67.37%</b>
Other Services and Charges									
	53160	Instruction	1,001	-	-	5,760	18,670	12,910	224.13%
	53170	Mgt. Fee, Consultants, and Workshops	50,000	-	-	-	-	-	N/A
	53210	Telephone	258	313	71	600	801	201	33.50%
	53220	Postage	-	36	-	50	50	-	0.00%
	53230	Travel	-	-	-	29,450	16,557	(12,893)	-43.78%
	53310	Printing	85	-	-	500	2,925	2,425	485.00%
	53320	Advertising	5,322	6,049	6,371	6,500	17,800	11,300	173.85%
	53640	Hardware and Software Maintenance	4,995	-	-	17,750	12,000	(5,750)	-32.39%
	53910	Dues and Subscriptions	838	729	-	1,527	1,908	381	24.95%
	53940	Temporary Contractual Employee	793	-	-	1,375	1,625	250	18.18%
	53990	Other Services and Charges	88,768	110,407	204,744	22,813	95,829	73,016	320.06%
<b>Total: Other Services and Charges</b>			<b>152,060</b>	<b>117,533</b>	<b>211,186</b>	<b>86,325</b>	<b>168,165</b>	<b>81,840</b>	<b>94.80%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 779,852</b>	<b>\$ 642,070</b>	<b>\$ 799,237</b>	<b>\$ 678,698</b>	<b>\$ 1,212,827</b>	<b>\$ 534,129</b>	<b>78.70%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 12 - Human Resources</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	609,513	643,698	34,185	5.61%
	51120	Salaries and Wages - Temporary	-	-	-	10,000	10,000	-	0.00%
	51210	FICA	-	-	-	58,395	62,405	4,010	6.87%
	51220	PERF	-	-	-	110,690	115,545	4,855	4.39%
	51230	Health and Life Insurance	-	-	-	121,446	134,940	13,494	11.11%
	51310	Other Personal Services	-	-	-	169,998	169,998	-	0.00%
	51320	Other Personal Services -DC Match	-	-	-	7,020	7,800	780	11.11%
<b>Total: Personnel Services</b>			-	-	-	<b>1,087,063</b>	<b>1,144,387</b>	<b>57,324</b>	<b>5.27%</b>
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	75,437	58,772	(16,665)	-22.09%
<b>Total: Other Services and Charges</b>			-	-	-	<b>75,437</b>	<b>58,772</b>	<b>(16,665)</b>	<b>-22.09%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,162,500</b>	<b>\$ 1,203,159</b>	<b>\$ 40,659</b>	<b>3.50%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 12 - Human Resources</b>									
Personnel Services									
	51210	FICA	-	-	13,416	-	-	-	N/A
	51220	PERF	-	-	23,189	-	-	-	N/A
	51310.RA	Other Personal Services Regular ARPA	-	-	89,500	-	-	-	N/A
	51310.RR	Other Personal Services Revenue Replacement	-	-	252,100	-	-	-	N/A
	U40800	Taxes - FICA	-	-	6,096	-	-	-	N/A
	U60400	Employee Pensions & Benefits	-	-	71	-	-	-	N/A
<b>Total: Personnel Services</b>			-	-	<b>384,372</b>	-	-	-	<b>0.00%</b>
Other Services and Charges									
	53640	Hardware and Software Maintenance	-	-	-	-	-	-	N/A
	53990	Other Services and Charges	-	-	-	150,000	-	(150,000)	-100.00%
<b>Total: Other Services and Charges</b>			-	-	-	<b>150,000</b>	-	<b>(150,000)</b>	<b>-100.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 384,372</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ (150,000)</b>	<b>-100.00%</b>







**OFFICE OF THE  
CITY CLERK**

**2024 BUDGET  
PROPOSAL**

## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Clerk Nicole Bolden  
**Date:** August 25, 2023

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### **Why We Exist**

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

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

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

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

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

Resources Department.

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

**Office of the City Clerk 2024 Budget Summary**

Summary Budget Allocation	2020 Actual	2021 Actual	2022 Budget	2023 Budget	2024 Budget	Change (\$)	Change (%)
100 - Personnel Services	242,395	247,649	316,147	354,171	374,051	19,880	6%
200 - Supplies	1,087	4,653	2,716	6,000	6,000	0	0%
300 - Other Services	10,650	29,385	27,582	40,385	40,385	0	0%
400 - Capital Outlays	-	-	-	-	-	-	0%
<b>Total</b>	<b>254,133</b>	<b>281,687</b>	<b>346,446</b>	<b>400,556</b>	<b>420,436</b>	<b>19,880</b>	<b>5%</b>

**2024 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	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	99,168	104,734	1.40	85,000
200 - Supplies	1,500	1,500		
300 - Other Services	10,096	10,096		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>110,764</b>	<b>116,331</b>		

**Fund: General**

**Legislative**

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

Goals:

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

<b>Legislative Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	85,001	89,772	1.20	85,000
200 - Supplies	1,500	1,500		
300 - Other Services	10,096	10,096		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>96,597</b>	<b>101,368</b>		

**Fund: General**

**Community Relations/Constituent Services**

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

Goals:

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

<b>Community Relations/ Constituent Services Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	90,668	95,757	1.28	85,000
200 - Supplies	1,500	1,500		
300 - Other Services	10,096	10,096		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>102,264</b>	<b>107,353</b>		

**Fund: General**

**Parking Ticket Appeals**

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

Goals:

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

<b>Parking Ticket Appeals Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	79,334	83,787	1.12	These services benefit approximately 6,000 city residents, but are available to all residents
200 - Supplies	1,500	1,500		
300 - Other Services	10,096	10,096		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>90,931</b>	<b>95,384</b>		

**Fund: General**

**Total Departmental Budget by Fund**

<b>Category</b>	<b>General Fund</b>
1	374,051
2	6,000
3	40,385
4	
<b>Total</b>	<b>420,436</b>

**2024 Budget Request Highlights**

The Clerk's total budget request is \$420, 436, an increase of \$19,880 or 6%.

**Category 1 – Personnel** request is \$374, 051. This represents an increase of \$19, 880 over the prior year and is based on a cost of living increase (which aligns with the City-wide proposal for non-union employees). The amount does not include the requested increase in the salary of the City Clerk in order to align with other department heads..

**Category 2 – Supplies** request is \$6,000. There is no significant change in this category.

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

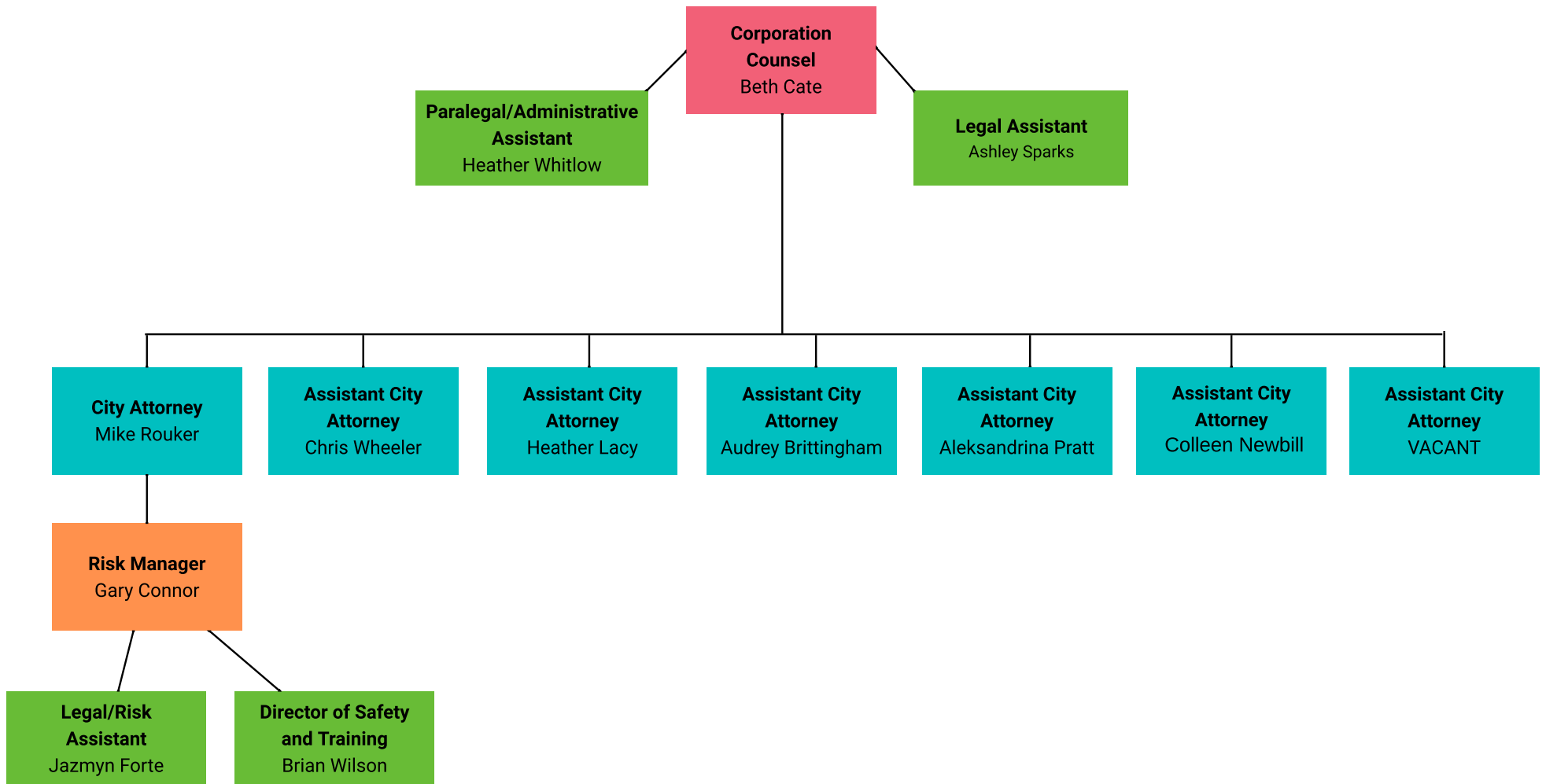
**Category 4 – Capital Outlays** request is \$0.

## **Conclusion**

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

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 03 - City Clerk</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	154,393	161,495	209,637	230,552	246,867	16,315	7.08%
	51120	Salaries and Wages - Temporary	11,414	8,284	4,270	15,000	15,000	-	0.00%
	51210	FICA	11,842	12,116	15,375	18,785	20,033	1,248	6.64%
	51220	PERF	21,924	22,932	29,769	32,738	35,055	2,317	7.08%
	51230	Health and Life Insurance	42,822	42,822	57,096	53,976	53,976	-	0.00%
	51320	Other Personal Services -DC Match	-	-	-	3,120	3,120	-	0.00%
<b>Total: Personnel Services</b>			<b>242,395</b>	<b>247,649</b>	<b>316,147</b>	<b>354,171</b>	<b>374,051</b>	<b>19,880</b>	<b>5.61%</b>
Supplies									
	52110	Office Supplies	757	919	989	1,500	1,500	-	0.00%
	52410	Books	22	1,661	194	1,200	1,200	-	0.00%
	52420	Other Supplies	308	2,073	1,534	3,300	3,300	-	0.00%
<b>Total: Supplies</b>			<b>1,087</b>	<b>4,653</b>	<b>2,716</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53120	Special Legal Services	575	-	-	5,000	5,000	-	0.00%
	53160	Instruction	1,258	670	2,074	3,000	3,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	1,375	689	1,000	1,000	-	0.00%
	53210	Telephone	586	1,591	1,914	1,557	1,557	-	0.00%
	53220	Postage	404	-	136	25	25	-	0.00%
	53230	Travel	1,268	2,064	7,395	6,500	6,500	-	0.00%
	53310	Printing	2,800	21,954	10,808	18,000	18,000	-	0.00%
	53320	Advertising	1,965	789	1,104	4,000	4,000	-	0.00%
	53910	Dues and Subscriptions	1,794	776	997	1,203	1,203	-	0.00%
	53990	Other Services and Charges	-	165	2,465	100	100	-	0.00%
<b>Total: Other Services and Charges</b>			<b>10,650</b>	<b>29,385</b>	<b>27,582</b>	<b>40,385</b>	<b>40,385</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 254,133</b>	<b>\$ 281,687</b>	<b>\$ 346,446</b>	<b>\$ 400,556</b>	<b>\$ 420,436</b>	<b>\$ 19,880</b>	<b>4.96%</b>



# Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Beth Cate, Corporation Counsel  
**Date:** August 25, 2023

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## Why We Exist

The Legal Department serves the City's legal needs, including drafting, interpreting, and enforcing the municipal code; advising the Mayor and City departments on a broad variety of municipal, state and federal law issues; conducting and managing litigation in which the City is involved; negotiating and approving a wide variety of contracts and real estate transactions; assisting with tax and bond issues and the acquisition and disposition of real estate; supporting City boards, commissions and affiliated entities on substantive and procedural issues; and helping solve residents' issues. The Legal Department saves the City the costs of outside counsel for all but the most complex matters, assuring that the City obtains the legal assistance it needs to minimize risk for the City and its residents and achieve its goals. The Legal Department also offers strategic advice on policy issues and actions to maximize the City's ability to advance its goals against a challenging state and federal law landscape.

## Background

During 2023, the focus of the Legal Department, beyond supporting the City's other departments with their normal day-to-day legal issues, has been primarily on the following:

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



- advising on, drafting necessary documentation for, and presenting to Council and other relevant public bodies on, several major capital projects including the purchase and renovation of Showers West for a new public safety headquarters, the rebuild or remodel of two fire stations, and development of a new Fire Department storage, logistics and training center; purchase of the Sick/Held lots to complete the site for use in connection with a potential expanded Convention Center; continued development of the Hopewell neighborhood, including the activation of the City's affiliated nonprofit organization, City of Bloomington Capital Improvements, Inc. to facilitate that development; and the affordable housing portions of the Trinitas development.
- contracting with The Dimension Mill ("The Mill") to provide services to the City to manage the Trades District Tech Center construction and to activate the Trades District, and coordinating with The Mill on various legal and policy matters regarding Trades District properties;
- advising the City and negotiating with the County regarding next steps in Convention Center expansion, including responding to changes in Food and Beverage tax legislation;
- advising on, drafting the necessary documentation for, and presenting to relevant bodies on, closure of the Bloomington Municipal Finance Corporation and transfer of its assets to the City of Bloomington Redevelopment Commission;
- advising on, drafting the necessary documentation for, and presenting to relevant bodies on, the termination of the Bloomington Industrial Development Advisory Commission, transfer of remaining Community Revitalization Enhancement District (CRED) funds to the City's General Fund, and appropriation of a portion of CRED funds to support Trades District Tech Center construction;
- licensing NextRequest software to improve efficiency and transparency in responding to public records requests, and responding to X such requests to date;
- developing training materials for, and conducting City-wide training on, compliance with the Indiana Open Door Law;
- advising a City task force, the City of Bloomington Accessibility Work Group, on improving accessibility of City documents (including board and commission materials), and with ITS drafting associated communications and guidelines;
- negotiating, drafting and presenting on an Interlocal Agreement with the County and corresponding local code changes to merge the city and county human rights commissions, drafting related communications on same, and continuing to provide the administrative support for human rights commission functions;
- in coordination with HAND and assistance from Indiana University, completing and submitting a Post-Census Group Quarters Program request for review of the 2020 census count of group quarters housing within the City;
- providing extensive support for various public trails projects;
- advising on and drafting documentation for City's adoption of the Wrapped in Love program;
- negotiating an information sharing agreement between Bloomington Police Department and IU Police Department;
- assisting with recognition of the Communication Workers of America as the bargaining agent for dispatchers and negotiating a proposed collective bargaining agreement with same;

- advancing several projects to enhance efficiency of legal operations, including expanding digital signature authority within the Legal Department, working closely with ITS and HAND to incorporate legal workflows into the new EPL software system, updating and streamlining contract language, and developing a comprehensive database of City property interests;
- managing numerous administrative hearings and ongoing litigation matters;
- onboarding 3 new attorneys and 1 new support staff member.

### **Sustainability and Climate Action**

Legal supports the City's sustainability mission by serving on the Climate Action Team and the Affordable Housing Committee, and by providing the necessary legal support for sustainability and climate-oriented projects of the City departments, including drafting materials for a Common Council Resolution supporting Project 46, a bipartisan and cross-sector regional climate action initiative involving Monroe, Brown, and Bartholomew counties. In addition, the department maintains flexibility on remote work which reduces commutes by attorneys and staff. The department has expanded digital signature authority and is continuing to advance other digital workflow projects to reduce or eliminate paper use in these transactions.

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

Legal supports the City's equity and inclusion mission by providing attorney and (for the remainder of 2023) staff support to the Human Rights Commission, ensuring compliance with the City's Human Rights and Living Wage ordinances, and assisting the Community and Family Resources Division in maintaining the City's excellent score on the municipal equality index. These activities include assisting the Human Rights Director in investigating incidents of alleged discrimination and the Human Rights Commission in resolving complaints, assisting the Human Rights Director in producing *The Rights Stuff* monthly newsletters and updating the Human Rights Commission website, monitoring vendor compliance with the Human Rights ordinance, and serving as 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 throughout the organization. An Assistant City Attorney serves on and advises the City's Accessibility Work Group to improve accessibility of City documents including board and commission materials, and all personnel in the Legal Department have already completed ITS's training on making documents more accessible, or will do so by the end of 2023.

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

## **Changes to Legal Department physical space**

In February 2020, just a few weeks before the beginning of the COVID-19 pandemic, Doug Bruce from Tabor Bruce architects prepared a proposal for the Legal Department at the request of then-Corporation Counsel Philippa Guthrie, to adjust the Department's physical space. The proposal was intended to (1) create additional necessary office space, and (2) repurpose our second storage room following a large-scale records destruction project. At the time of Doug's proposal, Legal had run out of office space, requiring the Risk Manager to move his office into that second storage room.

To complete the project, Legal planned to use 2020 reversion funds. This would have been the Legal Department's first significant expenditure of reversion funds, which our Department has traditionally left unspent. However, the reversion funds planned for the project were appropriately repurposed in early 2020 to provide critical support to local businesses impacted by the pandemic. As a result, the project was never completed.

Recently the Legal Department asked Tabor Bruce to update its proposal, based on our updated assessment of needs. That updated proposal is Attachment A to this memo. As you can see, the proposed renovations would do the following:

- (1) Add two new offices where the Legal Department's east storage room presently exists;
- (2) Eliminate the hallway running from the cubicles to the Allison Conference Room;
- (3) Move the door that provides access to the west storage room to the Legal Department lobby;
- (4) Extend existing walls upward so that the new office space extends to the ceiling; and
- (5) Create a third office by changing the Director of Safety and Training's space into a genuine walled office, rather than a corner cubicle.

Legal is asking for \$115,500 to cover the costs of these proposed renovations. Because Legal is increasingly using and producing digital materials rather than paper materials, our department does not anticipate needing its east storage room to store records, as we did during the 2000's.

Converting these spaces to new offices will allow Legal and Risk Management to advance our mission in various ways. First, it will ensure fully enclosed office space for Risk Management operations that can properly accommodate private conversations about health and medical issues and other sensitive information that arises in the course of the Risk Manager's and Director of Safety Training's work. While recent changes in OOTM staffing have allowed the Risk Manager to move into the enclosed office next to the Allison Conference Room that OOTM has occupied for many years, conversion of the Safety Training Director's space into an enclosed office will serve confidentiality needs associated with that work.

Second, the Human Rights Director, whose position moved this year from Legal to CFRD, is presently located in a non-private workspace, and has asked Legal for help in providing a space for

confidential interviews; creating additional offices in our suite will allow us to accommodate this request.

Third, new offices will provide necessary space for interns from the Maurer School of Law and expand our ability to hire interns, including during the school year. Maurer frequently asks us to take additional students as interns; we would like to assist, and have work of a quality and quantity to justify this. However, we have been limited by space constraints and have resorted to creating makeshift spaces in the office suite. New workspaces will allow the City to continue and expand its ability to assist the law school with its internship program and to enhance the pipeline of new Assistant City Attorneys by exposing them to and building their interest in local government law.

Finally, in the event of any sort of labor expansion in the Legal Department (post annexation or otherwise), including potentially the development of post-graduate fellow positions in partnership with law schools as an additional pipeline-building initiative, these additional offices would be available for such purposes.

**Legal Department 2024 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	1,420,788	1,436,473	1,430,579	1,374,249	1,472,521	98,272	7%
200 - Supplies	48,123	55,313	55,293	60,694	56,818	(3,876)	-6%
300 - Other Services	842,087	1,038,191	590,621	752,287	1,131,098	378,811	50%
400 - Capital Outlays	-	-	-	-	-	-	0%
<b>Total</b>	<b>2,310,998</b>	<b>2,529,976</b>	<b>2,076,492</b>	<b>2,187,229</b>	<b>2,660,437</b>	<b>473,207</b>	<b>22%</b>

**2024 Activity Descriptions and Goals**

**Legal Counsel**

*Activity Description:* Provide legal research, legal analysis and legal advice on all aspects of City business to the Mayor’s Office, City departments, and boards and commissions. Answer questions from and provide information to Councilmembers, Council staff, and residents. Ensure that the City is compliant with Civil Rights laws and regulations that protect our residents. Maintain the highest ethics in conducting City business. Coordinate with colleagues across the state and nation to advance the progressive interests and values of the Bloomington community. Improve provision of legal services based on City department responses to internal customer service survey.

Goals:

- Assist with Administration and Council transitions.
- Take appropriate steps to improve service in response to feedback from clients.
- Negotiate a union contract with the Communication Workers of America for Dispatch.
- Provide timely, accurate, and helpful advice to board and commission members, including Council.

- Train board and commission members and liaisons on their roles and responsibilities and provide timely, accurate and helpful answers to questions that arise.
- Evaluate experience with NextRequest software and, as appropriate, incorporate NextRequest into Bloomington Police Department’s handling of records requests.
- Ensure covered board and commission members have made necessary conflicts disclosures, timely review all conflicts documentation, and advise on resolution of any conflicts matters.
- Review all employee conflict forms submitted within 30 days.

<b>Legal Counsel Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	352,548	377,758	3.3	85,000 (City residents)
200 - Supplies	17,116	16,023		
300 - Other Services	136,916	205,860		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>506,580</b>	<b>599,641</b>		

**Fund: General, Other**

**Legal and Policy Documents**

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

Goals:

- In collaboration with ITS, the Controller’s office, and other units, implement a comprehensive digital environment for creating, reviewing, approving, and maintaining agreements and contracts.
- Negotiate, review, draft, revise and bring to execution all contracts needed by City departments.
- Provide timely turnaround of Legal input in contract negotiations.
- Draft ordinances and resolutions for boards and commissions, including Council, and accompanying materials.
- Provide timely review and advice on departmental policies, procedures, and guidelines.

<b>Legal &amp; Policy Documents Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	524,963	562,503	5.0	85,000 (City residents)
200 - Supplies	23,306	21,818		
300 - Other Services	364,107	511,256		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>912,377</b>	<b>1,095,577</b>		

**Fund: General, Other**

### Litigation

*Activity Description:* Achieve best legal results possible for the City when it is sued or when the City must initiate legal action. Analyze litigation trends to identify means of minimizing litigation risk.

Goals:

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

<b>Litigation Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	143,768	154,048	1.4	85,000 (City residents)
200 - Supplies	4,248	3,976		
300 - Other Services	52,660	115,372		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>200,676</b>	<b>273,398</b>		

**Fund: General, Other**

### Risk Management

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

Goals:

- Using a 5-year rolling average, reduce insurance claims by 3% (internal denials and management) in order to reduce the premium modifier.
- Using a 5-year rolling average, reduce OSHA recordable injuries by 3%.
- Using a 5-year rolling average, reduce workers’ compensation costs by 3%.
- Provide training on risk prevention, with an average of 4 risk training sessions per month and an average of 5 safety audits per week, through end of Q4.
- Investigate incidents using the “5 why” investigation method.
- Provide OSHA 10-hour training for supervisors at least once by the end of Q4.
- Conduct noise surveys and job hazard assessments as needed throughout the year.

<b>Risk Management Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	352,971	378,211	3.3	1,211 employees
200 - Supplies	16,023	15,000		
300 - Other Services	198,604	298,610		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>567,598</b>	<b>691,821</b>		

**Fund: General, Other**

**Total Departmental Budget by Fund**

<b>Category</b>	<b>General Fund</b>	<b>Risk Management</b>	<b>Total</b>
1	1,189,355	283,166	1,472,521
2	12,495	44,323	56,818
3	553,412	577,686	1,131,098
4	0	0	0
<b>Total</b>	<b>1,755,262</b>	<b>905,175</b>	<b>2,660,437</b>

**2024 Budget Proposal Highlights**

The Legal Department’s budget request is \$2,606,190.11, an increase of \$418,960.11, or 19%. The increases are mainly in Personnel Services and Other Special, particularly outside counsel services and increases in insurance premiums and workers compensation payments.

**Conclusion**

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

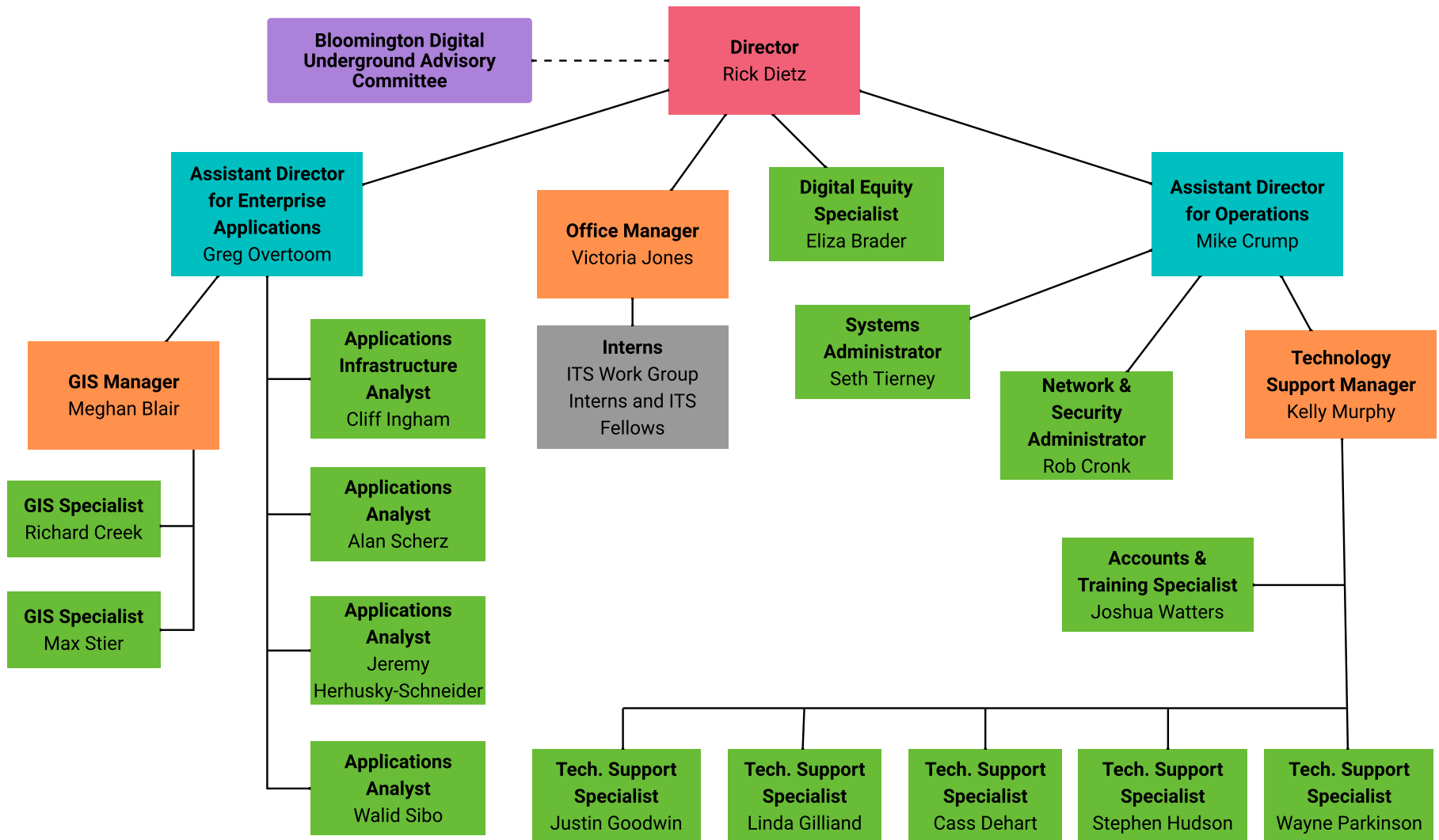
**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 10 - Legal</b>									
	51110	Salaries and Wages - Regular	699,155	712,468	711,301	791,998	858,937	66,939	8.45%
	51210	FICA	51,527	52,599	52,978	60,587	65,710	5,122	8.45%
	51220	PERF	99,281	99,336	99,272	112,462	121,969	9,507	8.45%
	51230	Health and Life Insurance	135,604	135,604	135,603	128,193	134,940	6,747	5.26%
	51320	Other Personal Services -DC Match	-	-	-	7,800	7,800	-	0.00%
<b>Total: Personnel Services</b>			<b>985,566</b>	<b>1,000,007</b>	<b>999,154</b>	<b>1,101,040</b>	<b>1,189,355</b>	<b>88,315</b>	<b>8.02%</b>
Supplies									
	52110	Office Supplies	661	501	1,256	2,000	2,000	-	0.00%
	52410	Books	14,907	14,002	14,471	14,715	5,495	(9,220)	-62.66%
	52420	Other Supplies	65	51	1,424	956	5,000	4,044	423.01%
<b>Total: Supplies</b>			<b>15,633</b>	<b>14,554</b>	<b>17,151</b>	<b>17,671</b>	<b>12,495</b>	<b>(5,176)</b>	<b>-29.29%</b>
Other Services and Charges									
	53120	Special Legal Services	121,721	352,103	273,250	139,800	384,500	244,700	186.12%
	53160	Instruction	5,214	4,653	6,994	6,468	9,500	3,032	46.88%
	53170	Mgt. Fee, Consultants, and Workshops	-	-	-	400	-	(400)	-100.00%
	53210	Telephone	-	-	-	600	600	-	0.00%
	53220	Postage	49	116	-	250	300	50	20.00%
	53230	Travel	156	-	-	5,450	9,180	3,730	68.44%
	53310	Printing	-	5	100	100	200	100	100.00%
	53320	Advertising	50	363	2,117	250	1,375	1,125	450.00%
	53910	Dues and Subscriptions	18,383	20,068	19,001	20,796	29,257	8,461	40.69%
	53990	Other Services and Charges	2,992	639	468	300	118,500	118,200	39400.00%
<b>Total: Other Services and Charges</b>			<b>148,566</b>	<b>377,948</b>	<b>301,931</b>	<b>174,414</b>	<b>553,412</b>	<b>378,998</b>	<b>217.30%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,149,764</b>	<b>\$ 1,392,510</b>	<b>\$ 1,318,236</b>	<b>\$ 1,293,125</b>	<b>\$ 1,755,262</b>	<b>\$ 462,137</b>	<b>35.74%</b>



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 800 - Risk Management (S0203)</b>									
<u>Expenditures</u>									
<b>Department: 10 - Legal</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	177,183	174,137	169,617	189,425	197,246	7,822	4.13%
	51210	FICA	13,197	13,059	12,347	14,491	15,089	598	4.13%
	51220	PERF	25,160	24,792	24,086	26,472	28,009	1,537	5.81%
	51230	Health and Life Insurance	42,822	42,822	42,822	40,482	40,482	-	0.00%
	51320	Other Personal Services -DC Match	-	-	-	2,340	2,340	-	0.00%
<b>Total: Personnel Services</b>			<b>258,362</b>	<b>254,810</b>	<b>248,872</b>	<b>273,210</b>	<b>283,166</b>	<b>9,957</b>	<b>3.64%</b>
Supplies									
	52110	Office Supplies	59	185	119	650	650	-	0.00%
	52240	Fuel and Oil	561	798	1,231	2,373	2,373	-	0.00%
	52420	Other Supplies	160	-	-	-	-	-	N/A
	52430	Uniforms and Tools	30,563	38,110	34,280	40,000	41,300	1,300	3.25%
<b>Total: Supplies</b>			<b>31,343</b>	<b>39,093</b>	<b>35,629</b>	<b>43,023</b>	<b>44,323</b>	<b>1,300</b>	<b>3.02%</b>
Other Services and Charges									
	53130	Medical	4,837	4,214	4,250	6,500	6,500	-	0.00%
	53160	Instruction	1,896	2,652	140	5,800	5,800	-	0.00%
	53210	Telephone	496	543	52	-	-	-	N/A
	53220	Postage	15	33	-	100	100	-	0.00%
	53230	Travel	84	-	-	650	650	-	0.00%
	53310	Printing	-	-	-	850	850	-	0.00%
	53410	Liability / Casualty Premiums	15,042	6,284	2,308	59,225	59,225	-	0.00%
	53420	Worker's Comp & Risk	663,726	642,548	278,646	495,000	495,000	-	0.00%
	53620	Motor Repairs	4,092	782	695	548	361	(187)	-34.12%
	53910	Dues and Subscriptions	50	95	-	-	-	-	N/A
	53990	Other Services and Charges	35	437	903	9,200	9,200	-	0.00%
<b>Total: Other Services and Charges</b>			<b>690,273</b>	<b>657,588</b>	<b>286,994</b>	<b>577,873</b>	<b>577,686</b>	<b>(187)</b>	<b>-0.03%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 979,979</b>	<b>\$ 951,491</b>	<b>\$ 571,496</b>	<b>\$ 894,106</b>	<b>\$ 905,175</b>	<b>\$ 11,070</b>	<b>1.24%</b>





**INFORMATION &  
TECHNOLOGY SERVICES  
DEPARTMENT (ITS)**

**2024 BUDGET  
PROPOSAL**

## Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Rick Dietz, Director  
**Date:** August 25, 2023

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### **Why We Exist**

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

### **Background**

The ITS Department manages the City of Bloomington's core IT systems, including computer hardware, software and networks, and provides a broad range of services including technology support, IT training, cybersecurity, digital communications, and more. ITS resolves nearly 5,000 support tickets per year. ITS also monitors and supports more than 800 desktops, laptops and Mobile Data Terminals (MDTs) for 750 City staff at 40 sites including 24-7 mission-critical systems at Police, Fire, and Utilities departments. ITS maintains the servers (225 virtual and physical servers at 7 locations) and infrastructure (110 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 at City facilities. ITS also develops and maintains the City website (2,500 average daily active users, with 1,300,000 sessions per year -- 60% mobile and 40% desktop), uReport (3,600 requests in the last year) and other open-source applications for staff and public use. And ITS coordinates the City's fiber broadband and digital inclusion initiatives including the Meridiam project and annual Digital Equity Grants.

ITS consists of 20.5 full-time equivalent staff members largely based at City Hall, but also present at the CBU Utility Service Center, BPD, and other facilities as needed. Since 2020 we have had turnover in more than half of our positions; the pandemic job market and years of supply chain disruptions have impacted our work, but we have accomplished a lot despite these challenges. Among our major initiatives include the Meridiam Fiber project, our Digital Equity initiative, an enterprise network upgrade, the rollout of EPL Enterprise Permitting and Licensing software, a promising cybersecurity partnership with IU and Purdue, deployment of Google.org's Civiform system, and more.

### **ITS Staffing and Organizational Changes**

Among the important elements in our 2024 budget, we propose several important additions and changes to our team, including the addition of a full time Assistant Systems and Network Administrator and a part-time GIS Technician. We further update three positions to Senior System Administrator, Senior Network Administrator and Senior Applications Analyst positions. These proposals impact three ITS work groups.

In our IT Infrastructure group we have a number of interrelated changes. We propose the addition of an Assistant Systems and Network Administrator to expand the capacity of our Infrastructure team to maintain highly critical server, network, storage, and backup systems as well as take on certain account maintenance functions. This position will free current staff to focus more on strategic IT Infrastructure planning, disaster recovery planning, cybersecurity and training. We further propose the elevation of existing infrastructure team members to hold the following titles: Senior Systems Administrator and Senior Network Administrator. All of these adjustments will help with the attraction and retention of critical staff on this team.

Within our Applications team, we are proposing the elevation of one Application Analyst to Senior Application Analyst with emphasis on support for critical ERP Financials and HR systems. This elevation in title and grade reflect the importance of skilled and experienced support for enterprise-wide financial, HR, and payroll systems. This investment is needed, both for retention as well as attraction should there be a vacancy in this position.

In our GIS team we are proposing a permanent part time GIS Technician position at .75 FTE. This position would be focused on data creation, collection, and maintenance. Similarly to other other staffing changes, this new part time position will help us respond to higher demand for GIS services then we can currently fulfill and will allow our department's GIS Specialists to focus on higher-level tasks like spatial analysis, application development, and maximizing the use and potential of our GIS system investment.

## **Sustainability and Climate Action**

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

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

At the end of 2020 the City completed its Digital Equity Strategic Plan, one of the first in Indiana. Included were several recommendations which are supported in this budget, including continuing funding for local Digital Equity Grants (started in 2020 under Recover Forward). We are excited to continue our recognized leadership in digital inclusion – Bloomington was recognized as a digital equity trailblazer in 2021 and 2022 – with our 4th annual Digital Equity Grants program in 2024. However, our most promising equity program is the new Digital Equity Initiative which is part of our fiber infrastructure collaboration with Meridiam. This joint digital equity initiative includes a commitment to provide world class high-speed fiber-based internet service to income-eligible households at 250Mbps up/down, with \$0 sign-up costs, at essentially a \$0 monthly rate. The initiative also includes a commitment (now fulfilled) by Meridiam to establish its own local Digital Equity position. This program addresses several of the City's Digital Equity Strategic Plan goals. To address one more of those goals, we established a new Digital Equity fund in the 2023 budget to receive \$85k annually from the Meridiam project. Levering this fund we established a permanent part-time City Digital Equity Specialist & Navigator position within ITS. This fulfills one of the primary recommendations of the City's Digital Equity Strategic Plan – dedicated staff – and is helping us accomplish many of its remaining goals. We look forward to this important work in 2024 and beyond.

## **ITS 2024 Budget Summary**

City information technology operations and expenses are largely funded through the City General Fund, the Economic Development Local Income Tax (ED-LIT), the Digital Equity Fund, and the Telecommunications Non-reverting Fund. In 2024 we also have modest expenses planned from the smaller Electronic Map Generation and Enhanced Access funds.

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	1,738,462	1,773,859	1,792,552	2,070,465	2,255,994	185,530	9%
200 - Supplies	24,761	11,532	20,552	56,588	55,636	(952)	-1.7%
300 - Other Services	1,048,510	1,200,719	1,236,571	1,676,235	1,742,650	66,415	4%
400 - Capital Outlays	151,169	711,940	729,164	294,323	360,386	66,063	22%
<b>Total</b>	<b>2,962,903</b>	<b>3,698,049</b>	<b>3,778,840</b>	<b>4,097,611</b>	<b>4,414,666</b>	<b>317,056</b>	<b>8%</b>

**2024 Activity Descriptions and Goals**

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

**Administration**

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

Goals:

- Maintain at least a 4.5 out of 5 satisfaction rating (from at least 150 respondents) on the ITS annual internal customer service satisfaction surveys (2022 end-of-year survey was a 4.37 rating with 131 respondents).
- Support and monitor Meridian fiber project to ensure success of the project. Assess Digital Equity performance in connecting low income households to the open access fiber network against agreement requirements.
- Implement at least 2 Digital Equity Strategic Plan recommendations to improve broadband access to vulnerable populations including establishing and supporting a community Digital Equity coalition.
- Administer, award, support, and monitor \$50k in 2024 Digital Equity Grants to support local organizations bridging the digital divide.
- Update the ITS Strategic Plan in 2024 in partnership with stakeholders.
- Operate a constantly evolving Cybersecurity program to protect the City’s assets, reputation, and financial stability from digital threats. Complete cybersecurity operational plan in Q1 incorporating feedback from internal and external security reviews: Cybersecurity and Infrastructure Security Agency (CISA) Risk & Vulnerability Analysis (RVA) and IU/Purdue Center for Applied Cybersecurity Research(CACR).
- Conduct Leadership Security Culture Survey in Q2, compare with 2023, assess results and propose recommendations to improve City security.

- Devise and execute a Staff Retention and Job Satisfaction initiative within ITS and regularize ITS Internship Program across ITS divisions with at least 3 semesters of internship engagement in 2024.

<b>Administration Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	498,883	561,056	5.02	85,000
200 - Supplies	32,888	29,936		
300 - Other Services	216,480	260,700		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>748,251</b>	<b>851,692</b>		

**Fund: 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:

- Lead and co-lead internal affinity and working groups such as Data Analysis Affinity group (6 bi-monthly meetings) and Accessibility Working Group coordinating citywide accessibility efforts to improve accessibility broadly and digital document accessibility.
- Operationalize recommendations from the 2023 Smart City Strategic Plan (under development) in partnership with relevant City departments.
- Develop and deploy 2 Data & Insights Performance Dashboards/Data Stories in 2024. Potential topics include digital equity, permitting and inspections, and public health & safety.
- Develop and publish updated data portal documentation and a comprehensive internal data catalog and expand the data warehouse with at least 2 new datasets for City staff.
- Employ process improvement methodology on ITS purchasing process, make recommendations for change, develop new procedures to improve efficiency and effectiveness, and compare results.
- Build on Google.org Civiform partnership in 2024 to improve benefit application processes: update system to use new eligibility screening tools, add 2 new application processes, and continue role on Civiform steering committee.
- Implement digital accessibility support framework including digital accessibility tools, services and training to improve digital accessibility for residents.

<b>Innovation, Process Improvement &amp; Data Services Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	212,962	207,944	2.12	85,000
200 - Supplies	0	0		
300 - Other Services	28,800	31,900		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>241,763</b>	<b>239,844</b>		

**Fund: General, Other**

**Applications Support**

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

Goals:

- Maintain at least a 4.5 out of 5 satisfaction rating on internal customer service surveys (2022 end-of-year survey was a 4.11 rating).
- Implement at least 2 new document and process workflows to improve operations and efficiency.
- Conduct professional development training for each Applications team member on best practices in the conduct of feasibility studies, needs analysis, and business analysis and attend at least one conference or training for enterprise applications used by supported City departments.
- Evaluate major enterprise software systems (Tyler New World, Civic HR, Lucity, CityWorks, etc.) to consider long term consolidation, replacement or expanded use.
- Through the City website, serve an average of 55,000 unique users, 150,000 sessions, and 750,000 events per month. Maintain a bounce rate below 60%.
- Develop, document, and implement application deployment standards and processes and retire 2 internal legacy applications from production use to better focus application support.

<b>Applications Support Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	316,485	302,598	3.09	85,000
200 - Supplies	0	0		
300 - Other Services	572,340	460,417		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>888,825</b>	<b>763,015</b>		

**Fund: General, Other**



## Geographic Information System (GIS) & Geospatial Technology

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

### Goals:

- Maintain at least a 4.25 out of 5 satisfaction rating on internal customer service surveys (2022 end-of-year survey was a 4.09 rating).
- Create two new public StoryMaps using the ArcGIS platform and 3 ESRI Experience sites with mobile viewing options.
- Increase transparency by creating a Public facing GIS Site (Hub) and Create a standard template for Public facing interactive maps.
- Integrate Cityworks and Master Address Database with ESRI GIS System.
- Collaboration with Monroe County Assessor's Office on aerial imagery flyovers for gap years in the State of Indiana imagery program. Conduct an aerial imagery flyover with our ITS UAV to supplement State flyover data.
- Evaluate and standardize 50% of the GIS data layers in the Enterprise Geodatabase as part of a two year plan.

Geographic Information Systems & Geospatial Technology Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	232,681	324,667	3.31	85,000
200 - Supplies	4,000	2,000		
300 - Other Services	20,050	51,625		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>256,731</b>	<b>378,292</b>		

**Fund: 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:

- Maintain at least a 4.5 out of 5 satisfaction rating on internal customer service surveys (not assessed in 2022).
- Develop an IT Infrastructure operational plan in Q1, drawing from Disaster Recovery Plan, standard operating procedures, test results, and tabletop exercises.

- Assess impacts of 2023 IU Datacenter colocation project, identify areas for improvement and expansion of City-IU internal cloud partnership.
- Build on network refresh initiative with focus on improving reliability, redundancy, and load balancing. Review Internet connectivity, DNS, DHCP, routing, and other areas. Implement recommendations as resources permit
- 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.
- Continue implementation of CISA Cross-Sector Cybersecurity Performance Goals, emphasizing “Identify” and “Protect” activity areas.

IT Infrastructure Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	235,639	288,375	2.94	85,000
200 - Supplies	9,900	14,900		
300 - Other Services	299,850	390,500		
400 - Capital Outlays	75,000	145,000		
<b>Total</b>	<b>620,389</b>	<b>838,775</b>		

**Fund: General, Other**

### Technology Support & Training

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

Goals:

- Maintain at least a 4.7 out of 5 service rating on Helpdesk internal customer service surveys. (Results for 2022: 4.83)
- Conduct annual internal survey on IT training needs by end of Q1 to assess customer satisfaction, training needs, and to guide training strategy.
- Implement an enterprise LMS Learning Management System like Moodle or similarly capable option for ITS Training, Accessibility, and other training needs.
- Organize and execute the annual capital replacement of approximately 25% of City computer inventory in 2024 including purchase of 112 desktop PCs, 83 laptops and notebooks, and peripherals within the ITS budget.
- Conduct IT training program including at least 6 in-person training events/classes for City staff on general topics (Google applications, etc), at least 2 cybersecurity trainings, monthly training update emails, and promotion of LinkedIn Learning online classes.
- Achieve or exceed industry phish-prone percentage target for a medium-sized government organization (the current standard is 4.0% but subject to change). Our Phish-prone average across 2022 was 3.5% compared to the industry average of 3.9%.
- For standard Helpdesk purchases, place order for items within 7 business days of ticket creation. (Currently 8.9 days).

<b>Technology Support &amp; Training Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	573,814	571,355	5.83	85,000
200 - Supplies	9,800	8,800		
300 - Other Services	538,715	550,008		
400 - Capital Outlays	219,323	215,386		
<b>Total</b>	<b>1,341,652</b>	<b>1,345,549</b>		

**Fund: General, Other**

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

Under the ED-LIT, ITS is proposing \$534,969 for essential City services and to replace lost revenue from decreasing video service franchise fees. Generally ED-LIT funds in ITS support recurring capital investments in IT infrastructure including network replacement, file storage, virtual servers, enterprise backup, enterprise applications, among other uses such as cybersecurity and Community Access Television Services (CATS) funding when appropriate. Expenses proposed to be covered with ED-LIT funding in 2024 include hardware replacements for time clocks, new and updated security cameras, and replacement office copiers under the ITS capital plan, as well as annual CATS funding.

<b>ED-LIT Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services			0.00	
200 - Supplies		5,000		
300 - Other Services	465,000	464,969		
400 - Capital Outlays		65,000		
<b>Total</b>	<b>465,000</b>	<b>534,969</b>		

**Fund: Other**

**2024 Budget Proposal Highlights**

The ITS Department’s total 2024 budget request is \$4,417,166. This is an increase of \$319,556 or 8%. ITS operations and activities draw from various funds as follows:

- ITS General Fund
- Economic Development - Local Income Tax (ED-LIT)
- ARPA COVID Locala Fiscal Recovery
- Telecommunications Non-Reverting Fund (Telecom Infrastructure & Telecom Services Accounts)
- Electronic Map Generation Fund
- Enhanced Access Fund
- Digital Equity Fund

**Total Departmental Budget by Fund**

Category	General Fund	ED-LIT	Digital Equity	Non-Reverting Telecom	Elec Map Generation	Enhanced Access	Total
1	2,194,372		61,622				2,255,994
2	27,736	5,000	13,000	9,900			55,636
3	962,918	464,969	13,363	295,400	6,000	2,500	1,745,150
4	70,000	65,000	0	225,386			360,386
<b>Total</b>	<b>3,255,026</b>	<b>534,969</b>	<b>87,985</b>	<b>530,686</b>	<b>6,000</b>	<b>2,500</b>	<b>4,417,166</b>

Notable changes in the 2024 ITS budget proposal can be found in the following budget lines:

***ITS General Fund***

The ITS Department’s General Fund budget request is \$3,225,026. This is an increase of \$122,538 or 4%.

**Category 1 – Personnel Services:** request is \$2,194,372, which is an increase of \$171,229 or 8%, and includes a 5% cost of living increase as well as the addition of a full time Assistant Systems and Network Administrator, a part-time GIS Technician, title changes for Senior System Administrator, Senior Network Administrator and Senior Applications Analyst position, which incrementally impact salaries..

**Category 2 – Supplies:** Overall decrease of \$113, or 0.4%.

- **Line 211 – Office Supplies:** Decrease of \$1000 for office supplies.
- **Line 242 – Other Supplies:** Increase of \$1000 for operational supplies.

**Category 3 – Other Services:** Overall decrease of \$23,578, or 2%.

- **Line 317 – Mgt. Fee, Consultants, and Workshops:** Increase of \$40,000, largely to support a planned update of the ITS Strategic Plan in 2024.
- **Line 321 – Telephone:** Increase of \$9,950. Includes annual billing for Voice over IP (VOIP) phone system.
- **Line 331 – Printing:** Decrease of \$100. Covers miscellaneous printing costs.
- **Line 332 – Advertising:** Decrease of \$500. Reflects reduction in print advertising needs.
- **Line 364 – Hardware and Software Maintenance:** Increase of \$81,582 for new asset management system, data portal maintenance, and drone mapping software, plus increases in ArcGIS licenses.
- **Line 391 – Dues & Subscriptions:** Decrease of \$170,481. Decrease dues to one-time Microsoft Office expense in 2023. New items include document accessibility tools and spatial analytics service (PlacerAI).

- **Line 394 – Temporary Contractual Employee:** Increase of \$6,435 to support ITS Fellowships and temporary project-based assistance.
- **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 399 – Other Services and Charges:** New line funded at \$10,000 to cover emergency and contingency expenses.

**Category 4 – Capital Outlays:** Overall decrease of \$25,000, or 26%.

- **Line 445 – Equipment:** Decrease of \$45,000 due to one-time expense in 2023.
- **Line 451 – Other Capital Outlays:** New line funded at \$20,000 to cover emergency and contingency expenses.

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

The ITS ED-LIT budget request is \$534,969, an increase of \$69,969 or 15%.

**Category 2 – Supplies:** Overall increase of \$5000.

- **Line 242 – Other Supplies:** Increase of \$5,000 for ITS Capital Plan replacement of time clock hardware.

**Category 3 – Other Services:** Overall increase of \$4,604, or 1%.

- **Line 398 – Community Access TV/Radio:** Increase of \$4,604, a 1% increase in funding for CATS Community Access Televisions Services.

**Category 4 – Capital Outlays:** Overall increase of \$65,000.

- **Line 442 – Purchase of Equipment:** Increase of \$65,000 for ITS Capital Plan replacement of enterprise security video cameras and copiers in 2024.

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

The ITS Department's Telecommunications Non-Reverting Fund budget request is \$530,686. This is an increase of \$115,563 or 28%.

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

**Category 3 – Other Services:** Overall increase of \$65,280 or 49%

- **Line 364 – Hardware and Software Maintenance:** Increase of \$33,500 to cover increase in hardware maintenance costs from enterprise network upgrade program.
- **Line 375 – Rentals - Other:** Increase of \$31,780, to cover increase in colocation charges at the Telecom Hotel, and new colocation charges at the IU Datacenter.

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

**Category 3 – Other Services:** Overall increase of \$24,220 or 33%

- **Line 364 – Hardware and Software Maintenance:** Increase of \$24,400 for a one time increase in Microsoft Server Datacenter Licenses and emulation tools.

**Category 4 – Capital Outlays:** Overall increase of \$26,063 or 15%.

- **Line 445 – Equipment:** Increase of \$26,063. 2024 planned computer replacement includes laptops, docks, UPS units, monitors and peripherals.

***Electronic Map Generation Fund***

The ITS Department's Electronic Map Generation Fund budget request is \$6000 in 2024.

**Category 3 – Other Services:** Overall increase of \$6,000.

- **Line 399 – Other Services and Charges:** Increase of \$6,000 to support one-time expenses in 2024 for aerial flyovers to provide new orthophotography data.

***Enhanced Access Fund***

The ITS Department's Enhanced Access Fund budget request is \$2,500 in 2024.

**Category 3 – Other Services:** Overall decrease of \$2,500.

- **Line 399 – Other Services and Charges:** Increase of \$2,500 to support one-time expenses in 2024 for aerial flyovers to provide new orthophotography data.

***Digital Equity Fund***

The ITS Department's Digital Equity Fund budget request is \$87,985.37, an increase of \$2,986 or 4%, in order to support our Digital Equity staff member, and their office supply and equipment needs.

**Category 1 – Personnel Services:** Increase of \$14,301 or 30%.

**Category 2 – Supplies:** Overall decrease of \$5,839 or 31%.

- **Line 242 – Other Supplies:** Decrease of \$5839 for operational supplies.

**Category 3 – Other Services:** Overall decrease of \$5,476 or 29%.

- **Line 399 – Other Services and Charges:** Decrease of \$5,476 for supporting services.

**Conclusion**

Thank you for your consideration of the 2024 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 2024 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	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 28 - ITS</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	1,190,551	1,221,047	1,219,665	1,411,147	1,531,050	119,903	8.50%
	51120	Salaries and Wages - Temporary	17,932	6,411	10,831	15,000	15,000	-	0.00%
	51210	FICA	87,402	89,987	89,891	109,097	118,277	9,180	8.41%
	51220	PERF	169,058	170,933	172,412	188,126	217,405	29,280	15.56%
	51230	Health and Life Insurance	273,519	285,480	299,754	283,392	295,556	12,164	4.29%
	51320	Other Personal Services -DC Match	-	-	-	16,382	17,085	703	4.29%
<b>Total: Personnel Services</b>			<b>1,738,462</b>	<b>1,773,859</b>	<b>1,792,552</b>	<b>2,023,143</b>	<b>2,194,372</b>	<b>171,229</b>	<b>8.46%</b>
Supplies									
	52110	Office Supplies	5,337	4,197	4,787	8,500	7,500	(1,000)	-11.76%
	52240	Fuel and Oil	116	31	223	549	436	(113)	-20.58%
	52420	Other Supplies	18,740	7,304	13,999	18,800	19,800	1,000	5.32%
<b>Total: Supplies</b>			<b>24,193</b>	<b>11,532</b>	<b>19,009</b>	<b>27,849</b>	<b>27,736</b>	<b>(113)</b>	<b>-0.41%</b>
Other Services and Charges									
	53170	Mgt. Fee, Consultants, and Workshops	91,810	35,036	116,298	50,000	90,000	40,000	80.00%
	53210	Telephone	77,968	92,387	96,524	97,300	107,250	9,950	10.23%
	53220	Postage	65	-	68	150	150	-	0.00%
	53230	Travel	617	1,966	1,952	17,000	17,000	-	0.00%
	53310	Printing	42	42	190	300	200	(100)	-33.33%
	53320	Advertising	-	-	495	1,000	500	(500)	-50.00%
	53620	Motor Repairs	6,087	3,389	3,544	3,041	2,627	(414)	-13.61%
	53640	Hardware and Software Maintenance	243,617	240,889	122,685	333,720	415,302	81,582	24.45%
	53910	Dues and Subscriptions	95,066	175,653	212,650	420,970	250,489	(170,481)	-40.50%
	53940	Temporary Contractual Employee	-	-	-	2,765	9,200	6,435	232.73%
	53950	Landfill	-	80	35	250	200	(50)	-20.00%
	53960	Grants	-	78,000	57,000	50,000	50,000	-	0.00%
	53980	Community Access TV/Radio	-	-	455,807	-	-	-	N/A
	53990	Other Services and Charges	-	-	-	-	10,000	10,000	N/A
<b>Total: Other Services and Charges</b>			<b>521,289</b>	<b>631,522</b>	<b>1,072,124</b>	<b>986,496</b>	<b>962,918</b>	<b>(23,578)</b>	<b>-2.39%</b>
Capital Outlays									
	54420	Purchase of Equipment	28,829	335,294	219,460	50,000	50,000	-	0.00%
	54450	Equipment	919	-	-	45,000	-	(45,000)	-100.00%
	54510	Other Capital Outlays	8,042	-	-	-	20,000	20,000	N/A
<b>Total: Capital Outlays</b>			<b>37,790</b>	<b>335,294</b>	<b>219,460</b>	<b>95,000</b>	<b>70,000</b>	<b>(25,000)</b>	<b>-26.32%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 2,321,734</b>	<b>\$ 2,752,207</b>	<b>\$ 3,103,144</b>	<b>\$ 3,132,488</b>	<b>\$ 3,255,026</b>	<b>\$ 122,538</b>	<b>3.91%</b>



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 401 - Non-Reverting Telecom (S1146)</b>									
<u>Expenditures</u>									
<b>Department: 25 - Telecommunications</b>									
Supplies									
	52420	Other Supplies	568	-	1,543	9,900	9,900	-	0.00%
<b>Total: Supplies</b>			<b>568</b>	<b>-</b>	<b>1,543</b>	<b>9,900</b>	<b>9,900</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53150	Communications Contract	21,846	22,795	23,523	34,600	34,420	(180)	-0.52%
	53170	Mgt. Fee, Consultants, and Workshops	-	15,399	12,500	45,000	45,000	-	0.00%
	53640	Hardware and Software Maintenance	39,179	49,980	59,706	98,500	156,400	57,900	58.78%
	53650	Other Repairs	-	-	6,300	8,000	8,000	-	0.00%
	53750	Rentals - Other	19,371	19,371	22,571	19,800	51,580	31,780	160.51%
	53980	Community Access TV/Radio	446,826	451,294	-	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>527,222</b>	<b>558,839</b>	<b>124,601</b>	<b>205,900</b>	<b>295,400</b>	<b>89,500</b>	<b>43.47%</b>
Capital Outlays									
	54310	Improvements Other Than Building	-	-	-	10,000	10,000	-	0.00%
	54420	Purchase of Equipment	46,671	339,813	142,804	-	-	-	N/A
	54450	Equipment	66,709	36,832	363,836	189,323	215,386	26,063	13.77%
<b>Total: Capital Outlays</b>			<b>113,380</b>	<b>376,646</b>	<b>506,640</b>	<b>199,323</b>	<b>225,386</b>	<b>26,063</b>	<b>13.08%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 641,169</b>	<b>\$ 935,485</b>	<b>\$ 632,784</b>	<b>\$ 415,123</b>	<b>\$ 530,686</b>	<b>\$ 115,563</b>	<b>27.84%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 28 - ITS</b>									
Supplies									
	52420	Other Supplies	-	-	-	-	5,000	5,000	N/A
<b>Total: Supplies</b>			-	-	-	-	<b>5,000</b>	<b>5,000</b>	
Other Services and Charges									
	53940	Temporary Contractual Employee	-	-	-	4,635	-	(4,635)	-100.00%
	53980	Community Access TV/Radio	-	-	-	460,365	464,969	4,604	1.00%
<b>Total: Other Services and Charges</b>			-	-	-	<b>465,000</b>	<b>464,969</b>	<b>(31)</b>	<b>-0.01%</b>
Capital Outlays									
	54420	Purchase of Equipment	-	-	-	-	65,000	65,000	N/A
<b>Total: Capital Outlays</b>			-	-	-	-	<b>65,000</b>	<b>65,000</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 465,000</b>	<b>\$ 534,969</b>	<b>\$ 69,969</b>	<b>15.05%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 457 - Digital Equity Fund</b>									
<u>Expenditures</u>									
<b>Department: 28 - ITS</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	27,134	37,719	10,585	39.01%
	51210	FICA	-	-	-	2,079	2,882	802	38.59%
	51220	PERF	-	-	-	3,854	5,360	1,506	39.08%
	51230	Health and Life Insurance	-	-	-	13,476	14,806	1,330	9.87%
	51320	Other Personal Services -DC Match	-	-	-	778	855	77	9.93%
<b>Total: Personnel Services</b>			-	-	-	<b>47,321</b>	<b>61,622</b>	<b>14,301</b>	<b>30.22%</b>
Supplies									
	52420	Other Supplies	-	-	-	18,839	13,000	(5,839)	-30.99%
<b>Total: Supplies</b>			-	-	-	<b>18,839</b>	<b>13,000</b>	<b>(5,839)</b>	<b>-30.99%</b>
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	18,839	13,363	(5,476)	-29.07%
<b>Total: Other Services and Charges</b>			-	-	-	<b>18,839</b>	<b>13,363</b>	<b>(5,476)</b>	<b>-29.07%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 84,999</b>	<b>\$ 87,985</b>	<b>\$ 2,986</b>	<b>3.51%</b>

**CITY OF BLOOMINGTON**

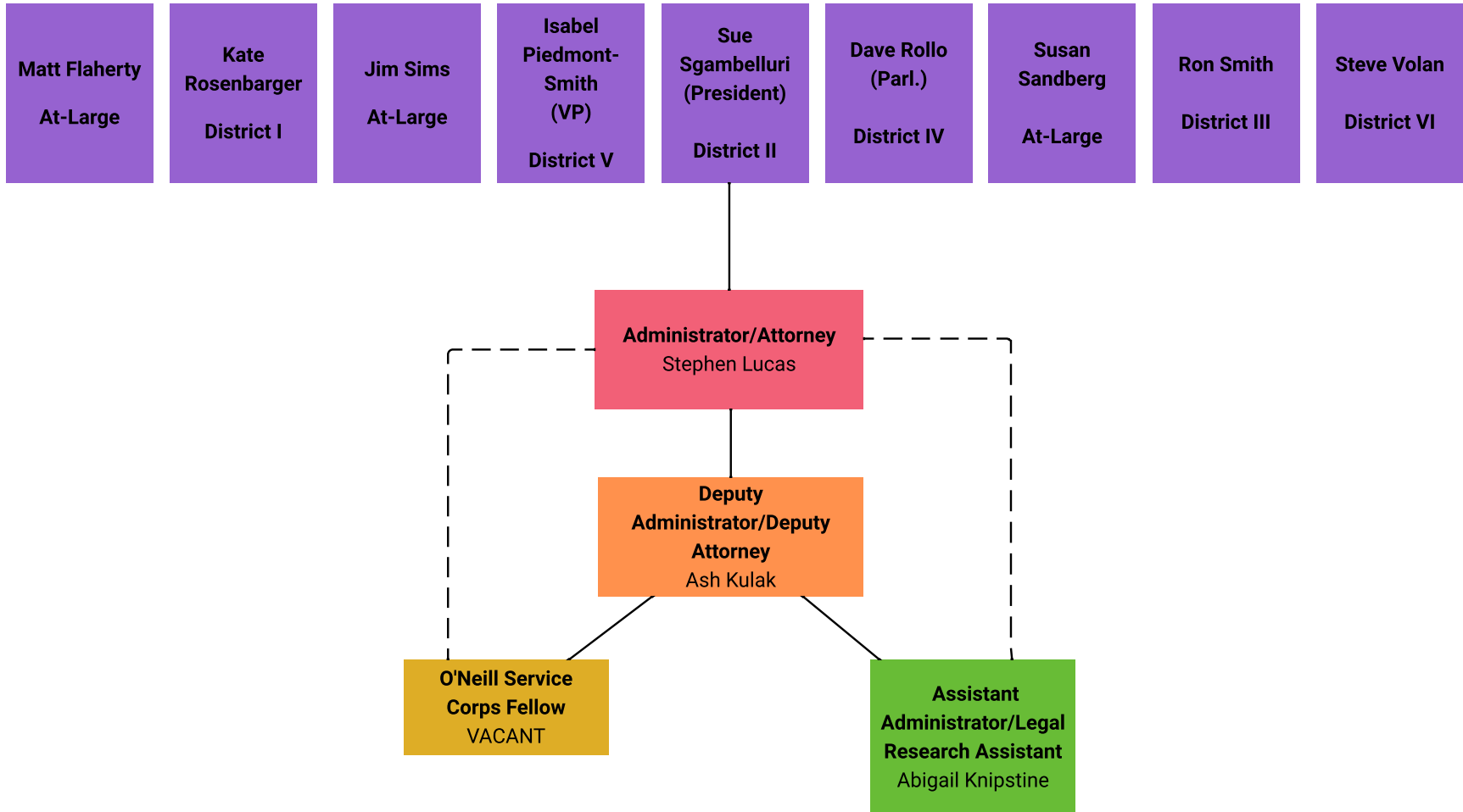
	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 409 - Electronic Map Generation (S9504)</b>									
<u>Expenditures</u>									
<b>Department: 28 - ITS</b>									
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	-	6,000	6,000	N/A
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,000</b>	<b>6,000</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 410 - Enhanced Access (S9507) (ord01-10)</b>									
<u>Expenditures</u>									
<b>Department: 28 - ITS</b>									
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	-	2,500	2,500	N/A
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 28 - ITS</b>									
Other Services and Charges									
	53960	Grants	-	10,358	19,939	-	-	-	N/A
	53990	Other Services and Charges	-	-	19,908	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>10,358</b>	<b>39,847</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Capital Outlays									
	54420	Purchase of Equipment	-	-	3,065	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>3,065</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ 10,358</b>	<b>\$ 42,912</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>





**OFFICE OF THE  
COMMON COUNCIL**

**2024 BUDGET  
PROPOSAL**

## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Stephen Lucas, Common Council Attorney/Administrator  
**Date:** August 25, 2023

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### **Why We Exist**

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

### **Background**

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

The Council conducts its business in public meetings and has, at times, utilized a number of committees to divide up the work of the full Council. Current Council standing committees include the Climate Action and Resilience Committee, the Jack Hopkins Social Services Committee, and the Sidewalk Committee. The Jack Hopkins Social Services Committee and the Sidewalk Committee have historically provided recommendations to the full Council for the use of funds set aside for specific purposes. In addition, the Council also periodically convenes Special Committees and currently has a Special Committee on Council Processes. These committees are elaborated upon under the Discretionary Funding program.



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

### **Sustainability and Climate Action**

During 2022 and 2023, the Council initiated, reviewed, and approved a number of items of legislation to formally advance goals related to sustainability and climate change, including:

- Resolution 22-09 - To Modify the Monroe County Local Income Tax Rate and Allocate Additional Revenues to Economic Development
  - During discussions of this resolution, nearly \$5.5 million of new anticipated revenue was earmarked by the Council and Mayor for projects and programs related to climate change preparedness and mitigation - primarily through expanded transit service and implementation of the City's Climate Action Plan
- Ordinance 22-13 - Issuance of General Obligation Bonds to Finance Projects for the Purpose of Promoting Climate Change Preparedness and Implementing Equity and Quality of Life Improvements for City Residents
- Resolutions 22-16, 23-03 & 23-10 - Resolutions related to Bloomington Transit and increased funding for transit services within Bloomington
- Resolution 23-06 - Approving the "Project 46" Southern Indiana Regional Climate Alliance

In addition to legislative actions, the Council's Climate Action and Resilience Committee continues to operate and plans to convene meetings in 2023 for discussing the development of additional legislative initiatives to address sustainability and climate change.

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

During 2022 and 2023, the Council initiated, reviewed, and approved a number of items of legislation to formally advance goals related to diversity and inclusion, including:

- Resolution 22-19 - Updating the City's ADA Transition Plan
- Resolution 23-07 & Ordinance 23-09 - Creating a Joint City-County Human Rights Commission to provide one point of contact for human rights complaints in the county in an effort to provide more effective and efficient service to the community
- Resolution 23-09 - Calling for the passage of Indiana legislation establishing a driver card for undocumented Indiana residents

In 2022, city elected officials and department heads continued to participate in anti-racism training conducted by the Portland, Oregon-based Center for Equity and Inclusion. CEI’s training explored how racism functions in governmental programs, policies, and procedures and it supplied tools and strategies to address structural racism and advance racial equity.

**Office of the Common Council 2024 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	601,361	582,723	563,037	610,815	654,194	43,379	7%
200 - Supplies	3,633	2,646	3,692	4,636	4,950	314	7%
300 - Other Services	789,172	1,066,808	437,511	411,214	442,288	31,074	8%
400 - Capital Outlays	54,788	270,801	52,425	336,000	350,000	14,000	4%
<b>Total</b>	<b>1,448,954</b>	<b>1,922,979</b>	<b>1,056,665</b>	<b>1,362,665</b>	<b>1,451,432</b>	<b>88,767</b>	<b>7%</b>

**2024 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 an Annual Schedule and assist with ongoing scheduling during the course of the year. Review, suggest changes to, summarize (which includes addressing legal and policy issues), compile, generate, and distribute pending legislation in the form of a weekly Council Legislative Packet (which is distributed and posted online for public access).

Goals:

- Provide incoming members with the ability to attend newly-elected officials training in 2024
- Increase public awareness of and accessibility to Council meetings, meeting materials, and meeting notices.
- Increase Councilmember attendance rate at Regular Sessions, Special Sessions, and Committee meetings.
- Explore and implement technology improvements for document preparation, storage, and publication alongside the Clerk’s Office and ITS Department.

<b>Legislative Duties Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	203,605	218,065	4.00	
200 - Supplies	464	495		
300 - Other Services	28,785	30,960		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>232,854</b>	<b>249,520</b>		

**Fund: General, Other**

**Policy Development and Coordination**

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

Goals:

- Work with the Climate Action and Resilience Committee and the Special Committee on Council Processes to advance initiatives of interest to those groups.
- Continue to explore ways to improve the effectiveness and efficiency of Council committees.

<b>Policy Development &amp; Coordination Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	134,888	144,468	2.65	
200 - Supplies	464	495		
300 - Other Services	14,392	15,480		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>149,744</b>	<b>160,443</b>		

**Fund: General, Other**

**Discretionary Funding**

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

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

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

The Council Sidewalk Committee recommends funding for the construction of sidewalk and traffic calming projects. It consists of four Council members and relies upon the work and expertise of staff from the Planning and Transportation, Utilities, HAND, and Parks and Recreation departments. In coordination with Planning staff, the Committee overhauled many of its practices during 2021 to now include an inventory of missing sidewalks throughout the city and more relevant objective criteria.

Goals:

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

<b>Discretionary Funding Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	38,176	40,887	0.75	
200 - Supplies	232	248		
300 - Other Services	328,971	353,830		
400 - Capital Outlays	336,000	350,000		
<b>Total</b>	<b>703,379</b>	<b>744,965</b>		

**Fund: General, Other**

**Constituent Services and Community Relations**

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

Goals:

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

<b>Constituent Services and Community Relations Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	150,159	160,823	2.95	
200 - Supplies	232	248		
300 - Other Services	10,280	11,057		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>160,671</b>	<b>172,127</b>		

**Fund: General, Other**

**Legal Counsel**

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

Goals:

- Onboard incoming councilmembers for the 2024-2027 term; provide guidance on their role and responsibilities as public officials.
- Attend at least 12 hours of relevant training sessions throughout the year.

<b>Legal Counsel Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	63,627	68,145	1.25	
200 - Supplies	3,013	3,218		
300 - Other Services	20,561	22,114		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>87,201</b>	<b>93,477</b>		

**Fund: General, Other**

**Administrative Services**

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

Goals:

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

Administration Services Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	20,360	21,806	0.40	
200 - Supplies	232	248		
300 - Other Services	8,224	8,846		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>28,817</b>	<b>30,900</b>		

**Fund: General, Other**

**Total Departmental Budget by Fund**

Category	General Fund	CC Jack Hopkins NR17-42	Alternative Transport	Total
1	654,194			654,194
2	4,950			4,950
3	92,288	350,000		442,288
4	0		350,000	350,000
<b>Total</b>	<b>751,432</b>	<b>350,000</b>	<b>350,000</b>	<b>1,451,432</b>

**2024 Budget Proposal Highlights**

The total Council office budget request is \$1,462,909. This is an increase of \$100,245 or ~7.36% spread across three funds. The request from the General Fund is \$721,909, which is an increase of \$18,245 or ~2.6%. Listed below are some highlights of significance.

**Category 1 – Personnel** request is \$654,194. This is an increase of \$43,379 or ~7.1%.

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

- Councilmembers: For several years now, the Council President and Vice President have received additional compensation of \$1,000 and \$800 respectively for the work associated

with those offices.

- Council staff: The Assistant Administrator/Legal Research Assistant position will increase from 32 hours per week to 40 hours per week in 2024.

**Category 2 - Supplies** request is \$4,950. This is an increase of \$314 or about 6.8%. Major changes include the following budget lines:

- **Line 241 - Books:** Decreases by \$2,161 due to end of Westlaw contract for printed Indiana Code books.
- **Line 242 - Other Supplies:** Increases by \$2,450 due to one-time software purchases anticipated for incoming councilmembers

**Category 3 - Other Services and Charges** request is \$442,288 across two funds. This is an increase of \$31,074 or about 7.5%. Major changes include the following funds and budget lines:

- **Line 316 - Instruction:** Increases \$2,200 due to one-time newly-elected officials training in 2024 and due to increases in training expenses for councilmembers and council staff.
- **Line 323 - Travel:** Increases \$600 due to increases in training-related travel expenses for councilmembers and council staff
- **Line 391 - Dues and Subscriptions:** Increases \$789 due to increase in price associated with new Westlaw online subscription contract.
- **Line 394 - Temporary Contractual Employee:** Increases \$485 due to increase in costs for the O'Neill Service Corps Fellow program.
- **Jack Hopkins Nonreverting Fund - Line 396 - Grants** - Increases Jack Hopkins program funding from \$323,000 to \$350,000.

**Category 4 - Capital** request is \$350,000, which is an increase of \$14,000 or about 4.2%.

- **Alternative Transportation Fund - Line 431 - Improvements Other Than Building** - Increases the Council Sidewalk Committee program budget from \$336,000 to \$350,000.

### **Conclusion**

Thank you for your consideration of the Council Office's 2024 budget request.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 05 - Common Council</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	372,362	358,515	342,804	380,472	416,062	35,590	9.35%
	51120	Salaries and Wages - Temporary	6,781	-	-	1,800	1,800	-	0.00%
	51210	FICA	27,905	26,122	25,043	29,244	31,966	2,723	9.31%
	51220	PERF	23,025	26,799	23,901	28,011	33,078	5,067	18.09%
	51230	Health and Life Insurance	171,288	171,288	171,288	161,928	161,928	-	0.00%
	51320	Other Personal Services -DC Match	-	-	-	9,360	9,360	-	0.00%
<b>Total: Personnel Services</b>			<b>601,361</b>	<b>582,723</b>	<b>563,037</b>	<b>610,815</b>	<b>654,194</b>	<b>43,379</b>	<b>7.10%</b>
Supplies									
	52110	Office Supplies	1,212	128	979	1,750	1,775	25	1.43%
	52410	Books	2,421	2,518	2,593	2,886	725	(2,161)	-74.88%
	52420	Other Supplies	-	-	120	-	2,450	2,450	N/A
<b>Total: Supplies</b>			<b>3,633</b>	<b>2,646</b>	<b>3,692</b>	<b>4,636</b>	<b>4,950</b>	<b>314</b>	<b>6.77%</b>
Other Services and Charges									
	53160	Instruction	1,076	-	25	2,250	4,450	2,200	97.78%
	53170	Mgt. Fee, Consultants, and Workshops	360	1,225	415	2,250	2,250	-	0.00%
	53210	Telephone	-	-	490	692	692	-	0.00%
	53220	Postage	-	-	-	120	120	-	0.00%
	53230	Travel	827	-	-	4,500	5,100	600	13.33%
	53630	Machinery and Equipment Repairs	-	-	-	250	250	-	0.00%
	53910	Dues and Subscriptions	4,755	4,659	4,796	5,772	6,561	789	13.67%
	53940	Temporary Contractual Employee	-	-	3,000	1,375	1,860	485	35.27%
	53960	Grants	55,000	55,000	55,000	55,000	55,000	-	0.00%
	53990	Other Services and Charges	6,035	-	-	16,005	16,005	-	0.00%
<b>Total: Other Services and Charges</b>			<b>68,052</b>	<b>60,884</b>	<b>63,727</b>	<b>88,214</b>	<b>92,288</b>	<b>4,074</b>	<b>4.62%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 673,046</b>	<b>\$ 646,253</b>	<b>\$ 630,455</b>	<b>\$ 703,665</b>	<b>\$ 751,432</b>	<b>\$ 47,767</b>	<b>6.79%</b>

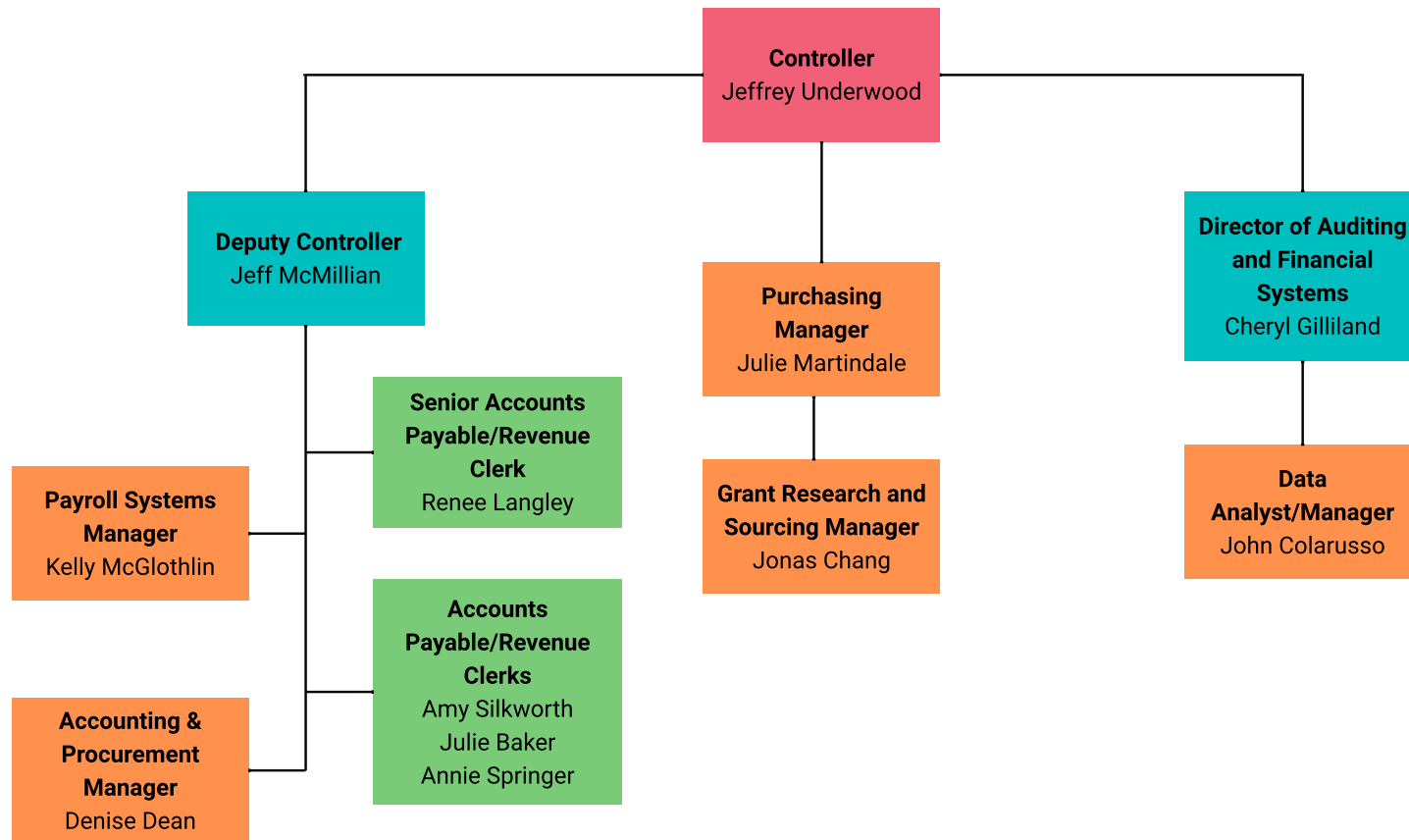


**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 270 - CC Jack Hopkins NR17-42 (S0011)</b>									
<u>Expenditures</u>									
<b>Department: 05 - Common Council</b>									
Other Services and Charges									
	53960	Grants	314,907	266,439	324,040	323,000	350,000	27,000	8.36%
<b>Total: Other Services and Charges</b>			<b>314,907</b>	<b>266,439</b>	<b>324,040</b>	<b>323,000</b>	<b>350,000</b>	<b>27,000</b>	<b>8.36%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 314,907</b>	<b>\$ 266,439</b>	<b>\$ 324,040</b>	<b>\$ 323,000</b>	<b>\$ 350,000</b>	<b>\$ 27,000</b>	<b>8.36%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 454 - Alternative Transport (S6301)</b>									
<u>Expenditures</u>									
<b>Department: 05 - Common Council</b>									
Capital Outlays									
	54310	Improvements Other Than Building	54,788	270,801	52,425	336,000	350,000	14,000	4.17%
<b>Total: Capital Outlays</b>			<b>54,788</b>	<b>270,801</b>	<b>52,425</b>	<b>336,000</b>	<b>350,000</b>	<b>14,000</b>	<b>4.17%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 54,788</b>	<b>\$ 270,801</b>	<b>\$ 52,425</b>	<b>\$ 336,000</b>	<b>\$ 350,000</b>	<b>\$ 14,000</b>	<b>4.17%</b>





**OFFICE OF THE  
CONTROLLER**

**2024 BUDGET  
PROPOSAL**

## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Jeffrey Underwood CPA, Controller  
**Date:** August 25, 2023

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### Why We Exist

The Indiana State Legislature in Ind. Code § 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 23 departments and divisions, with additional oversight and interaction with Bloomington Transit, Bloomington Housing Authority (BHA), the City's Redevelopment Commission, Buskirk-Chumley Theater (BCT) Management Company, Bloomington Urban Economic Association, and Dimension Mill, Inc.

### Background

The Controller serves as the City's Chief Financial Officer and the office of 12 staff is responsible for processing and accounting for all fiscal transactions of the City and its various funds. In addition, the office is responsible for developing, processing, and submitting the Annual Budget. Other programs managed and overseen by the office include Payroll, Grants, Federal, State and Local reporting, Accounts Receivable, Accounts Payable, Internal Controls and Segregation of Duties, Internal Audit, and Police and Fire Pensions. The Controller works closely with Administration and departments to not only create efficiencies, but to also assist with special project requests. Some of these special project requests include the Convention Center potential expansion, monitoring of new GO bonds, digitization, Hopewell, Trades Center, and the Arts.

In response to COVID-19, the Office of the Controller was required to evaluate operations to ensure continuity in the services provided by the department, while also maximizing the safety of our employees. This included identifying opportunities for employees to work remotely and ensuring

that they were equipped to do so. In those cases where employees were required to be on-site, schedules were staggered to allow for proper physical distancing. The Office of the Controller also worked closely with the Department of Economic & Sustainable Development to facilitate a rapid response loan program to provide support to local businesses in getting through this crisis.

**Sustainability and Climate Action**

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

**Diversity, Equity, and Inclusion**

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

**Office of the Controller 2024 Budget Summary**

Summary Budget Allocation	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,075,117	1,057,134	1,005,602	1,209,388	1,236,975	27,587	2%
200 - Supplies	2,295	4,723	8,355	10,550	10,550	0	0%
300 - Other Services	1,634,223	1,249,727	1,434,170	1,963,885	2,004,925	41,040	2%
400 - Capital Outlays					-	0	0%
<b>Total</b>	<b>2,711,635</b>	<b>2,311,584</b>	<b>2,448,128</b>	<b>3,183,823</b>	<b>3,252,450</b>	<b>68,627</b>	<b>2%</b>

**2024 Activity Descriptions and Goals**

**Accounts Payable**

*Activity Description:* Manage and coordinate activities related to the processing, approval and payment of expenditures. In 2022, the A/P team processed 40,501 payments and issued 239 1099's for 2,073 vendors and employees.

Goals:

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

Accounts Payable Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	345,683	353,569	3.4	40,501 payments were processed and 186 1099's were issued for 2,073 vendors and employees in 2022.
200 - Supplies	3,016	3,016		
300 - Other Services	47,106	48,090		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>395,806</b>	<b>404,675</b>		

**Fund: General**

**Revenue Collections**

*Activity Description:* Collect, process, and review payments collected from all Civil City departments' revenue transactions. Post revenues by verifying transactions to the related bank deposits. In 2022, the Revenue Collection team processed 7,007 revenue journals.

Goals:

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

Revenue Collection Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	176,369	180,392	1.8	The Controller's Office processes revenue transactions for the City's 25 departments and divisions. In 2022, the Revenue Collection team processed 7,007 revenue journals.
200 - Supplies	3,271	3,271		
300 - Other Services	51,088	52,156		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>230,728</b>	<b>235,819</b>		

**Fund: General**

**Payroll**

*Activity Description:* Manage and coordinate activities related to the processing, approval, and payment of employee payroll and related expenditures such as payroll taxes, retirement contributions, and employee deductions. In 2022, the Payroll team processed 36,141 payments and issued 1,212 W-2 forms to employees. Over 97% of payments were issued via EFT, with all manual checks issued within 1 business day of receiving a request.

Goals:

- Issue all payroll disbursements on a biweekly basis and pension disbursements on a monthly basis.
- Issue tax reports within a month of the end of each quarter (Federal) and by the 20th of each month (State) in 2024.
- Issue all manual checks within 1 business day of receiving a request.

<b>Payroll Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	98,767	101,020	1.0	In 2022, the Payroll team processed 36,141 payments and issued 1,212 W-2 forms to employees.
200 - Supplies	879	879		
300 - Other Services	39,278	40,099		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>138,924</b>	<b>141,997</b>		

**Fund: General**

**Cash Management**

*Activity Description:* Coordinate with the City’s banking partner to ensure that the rate of return is maximized and that all 151 funds and 7 bank accounts are available in time to meet the City’s obligations.

Goals:

- Maximize the City’s rate of return to ensure that it is in line with prevailing interest rates.
- Monitor and minimize compensating balances and banking fees with the City’s banking partner in 2024.
- Upload the required reports to the SBOA website within 45 days of month end.
- Continue working with banking partners to provide a positive local impact and satisfactory or excellent rating in regards to their Community Reinvestment Act Performance Evaluation.

<b>Cash Management Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	57,446	58,756	0.6	In 2022, support was provided to 1,654 vendors and employees, as well as, all of the City’s customers.
200 - Supplies	484	484		
300 - Other Services	39,278	40,099		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>97,207</b>	<b>99,338</b>		

**Fund: General**

**Purchasing**

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

Goals:

- Implement a Vendor Risk Management (VRM) program.
- Evaluate and enhance our sustainable purchasing and procurement practices.
- Measure, and improve responsible procurement practices applicable to diversity, equity, and inclusion.

<b>Purchasing Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	90,704	92,773	0.9	In 2022, 9,942 purchase orders valued at \$68.1 million. Of those vendors, 98 signed up through the on-line registry.
200 - Supplies	791	791		
300 - Other Services	39,278	40,099		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>130,773</b>	<b>133,663</b>		

**Fund: General**

**Budgeting**

*Activity Description:* Manage and coordinate activities related to the development, presentation, submission, and approval of the City’s annual budget inclusive of approximately 500 budgets in 25 departments and divisions 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 2024.
- Issue an announcement at least 10 days before public hearings.
- Issue the budget package for the Council budget hearings by the Friday before the budget presentations to City Council.
- Submit the proposed budget to the Department of Local Government Finance (DLGF) within the required timeframe (currently within 5 days of Council approval).

<b>Budgeting Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	55,430	56,695	0.6	The Controller’s office manages over 500 budgets and supports 23 departments and divisions, the Bloomington Housing Authority, Bloomington Transit and 9 Council members.
200 - Supplies	484	484		
300 - Other Services	39,278	40,099		
400 - Capital Outlays	0	0		



<b>Total</b>	<b>95,192</b>	<b>97,277</b>		
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**Fund: General**

**Research and Special Projects**

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

Goals:

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

<b>Research &amp; Special Projects Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	324,519	331,922	3.2	The Controller’s office supports 23 departments and divisions, 9 Council members and 9 boards and commissions.
200 - Supplies	1,319	1,319		
300 - Other Services	1,669,302	1,704,186		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,995,140</b>	<b>2,037,427</b>		

**Fund: General**

**Internal Audit**

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

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

**Goals:**

- Obtain opinion on the 2022 financial statements from the State Board of Accounts without major findings by the end of Q2 2023.
- Conduct audits of all cash funds (18 accounts in 2022); a minimum of twice annually of the on-going accounts and once annually on the seasonal accounts.
- Audit a minimum of 50% of transactions that account for 90% of total spend and 5% of transactions that account for the remaining 10% of spend to comply with City, State and Federal requirements.

<b>Internal Audit Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	60,469	61,849	0.6	The Controller's office supports 23 departments.
200 - Supplies	308	308		
300 - Other Services	39,278	40,099		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>100,055</b>	<b>102,255</b>		

**Fund: General**

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

For 2024, a small portion of the American Rescue Plan Act (ARPA) and IFA Coronavirus Relief Fund will allow the City to cover research projects and a compensation classification study.

<b>CARES Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	0	0	-	
200 - Supplies	0	0		
300 - Other Services	250,000	288,000		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>250,000</b>	<b>288,000</b>		

**Fund: Other**

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

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

<b>ED-LIT Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	1,209,388	1,236,975	0.00	
200 - Supplies				
300 - Other Services	975,111	1,100,111		
400 - Capital Outlays				
<b>Total</b>	<b>2,184,499</b>	<b>2,337,086</b>		

**Fund: Other**

**2024 Budget Proposal Highlights**

The Controller’s Office general fund budget request is \$3,252,450. This is an increase of \$68,627 or 2%. Listed below are some highlights of significance.

**Category 1 - Personnel** request is \$1,236,975. This is an increase of \$27,587 or 2%, which represents a 5% cost of living increase, which aligns with the city-wide proposal for non-union employees.

**Category 2 - Supplies** request is \$10,550, which reflects no change from 2023.

**Category 3 - Other Services & Charges** request is \$2,004,925. This is an increase of \$41,040 or 2%. This increase reflects the anticipated consultant fee increases and continued ED-LIT and CARES obligations.

**Total Departmental Budget by Fund**

<b>Category</b>	<b>General Fund</b>	<b>ARPA</b>	<b>CARES</b>	<b>ED LIT</b>	<b>Non-Reverting Improve</b>	<b>Total</b>
1	0			1,236,975		1,236,975
2	10,550					10,550
3	613,814	0	288,000	1,100,111	3,000	2,004,925
4						0
<b>Total</b>	<b>624,364</b>	<b>0</b>	<b>288,000</b>	<b>2,337,086</b>	<b>3,000</b>	<b>3,252,450</b>

**Conclusion**

Thank you for your consideration of the Controller’s Office 2024 budget request.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	725,171	710,369	685,895	-	-	-	N/A
	51120	Salaries and Wages - Temporary	8,739	9,788	15,956	-	-	-	N/A
	51130	Salaries and Wages- Overtime	450	90	-	-	-	-	N/A
	51210	FICA	52,220	50,922	49,340	-	-	-	N/A
	51220	PERF	102,974	100,404	97,397	-	-	-	N/A
	51230	Health and Life Insurance	185,562	185,562	157,014	-	-	-	N/A
<b>Total: Personnel Services</b>			<b>1,075,117</b>	<b>1,057,134</b>	<b>1,005,602</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Supplies									
	52110	Office Supplies	149	113	212	600	600	-	0.00%
	52420	Other Supplies	2,146	4,609	8,144	9,950	9,950	-	0.00%
<b>Total: Supplies</b>			<b>2,295</b>	<b>4,723</b>	<b>8,355</b>	<b>10,550</b>	<b>10,550</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53160	Instruction	2,762	1,023	1,630	5,300	5,300	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	70,000	-	11,310	49,889	49,889	-	0.00%
	53210	Telephone	-	-	-	100	100	-	0.00%
	53220	Postage	30,000	35,250	34,123	33,600	33,600	-	0.00%
	53230	Travel	-	-	2,684	4,500	4,500	-	0.00%
	53310	Printing	230	-	-	-	-	-	N/A
	53320	Advertising	430	262	469	2,250	2,250	-	0.00%
	53630	Machinery and Equipment Repairs	480	-	-	650	1,000	350	53.85%
	53640	Hardware and Software Maintenance	868	940	900	975	975	-	0.00%
	53730	Machinery and Equipment Rental	1,150	1,650	1,610	2,100	2,100	-	0.00%
	53830	Bank Charges	27	118	4,934	14,350	14,350	-	0.00%
	539010	Inter-Fund Transfers	447,000	-	-	-	478,000	478,000	N/A
	53910	Dues and Subscriptions	17,041	18,508	19,563	19,750	20,190	440	2.23%
	53940	Temporary Contractual Employee	-	-	3,000	1,560	1,560	-	0.00%
	53960	Grants	5,000	107,961	-	-	-	-	N/A
	53990	Other Services and Charges	704,257	477,265	347,197	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>1,279,245</b>	<b>642,977</b>	<b>427,420</b>	<b>135,024</b>	<b>613,814</b>	<b>478,790</b>	<b>354.60%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 2,356,657</b>	<b>\$ 1,704,834</b>	<b>\$ 1,441,378</b>	<b>\$ 145,574</b>	<b>\$ 624,364</b>	<b>\$ 478,790</b>	<b>328.90%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	824,931	848,256	23,325	2.83%
	51120	Salaries and Wages - Temporary	-	-	-	32,656	32,656	-	0.00%
	51210	FICA	-	-	-	65,605	67,390	1,784	2.72%
	51220	PERF	-	-	-	114,908	117,386	2,478	2.16%
	51230	Health and Life Insurance	-	-	-	161,928	161,928	-	0.00%
	51320	Other Personal Services -DC Match	-	-	-	9,360	9,360	-	0.00%
<b>Total: Personnel Services</b>			-	-	-	<b>1,209,388</b>	<b>1,236,975</b>	<b>27,587</b>	<b>2.28%</b>
Other Services and Charges									
	53170	Mgt. Fee, Consultants, and Workshops	-	-	-	350,111	350,111	-	0.00%
	53990	Other Services and Charges	-	-	-	625,000	750,000	125,000	20.00%
<b>Total: Other Services and Charges</b>			-	-	-	<b>975,111</b>	<b>1,100,111</b>	<b>125,000</b>	<b>12.82%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,184,499</b>	<b>\$ 2,337,086</b>	<b>\$ 152,587</b>	<b>6.99%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 160 - IFA CoronaVirus Relief Fnd21.019</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Personnel Services									
	51130	Salaries and Wages- Overtime	75,000	-	-	-	-	-	N/A
<b>Total: Personnel Services</b>			<b>75,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Supplies									
	52110	Office Supplies	5,011	-	-	-	-	-	N/A
	52210	Institutional Supplies	11,215	-	-	-	-	-	N/A
	52310	Building Materials and Supplies	5,675	-	-	-	-	-	N/A
	52420	Other Supplies	96,099	-	-	-	-	-	N/A
	52430	Uniforms and Tools	8	-	-	-	-	-	N/A
<b>Total: Supplies</b>			<b>118,007</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53130	Medical	147	-	-	-	-	-	N/A
	53160	Instruction	1,375	-	-	-	-	-	N/A
	53210	Telephone	857	-	-	-	-	-	N/A
	53230	Travel	211	-	-	-	-	-	N/A
	53310	Printing	444	-	-	-	-	-	N/A
	53320	Advertising	1,134	-	-	-	-	-	N/A
	53610	Building Repairs	1,489	-	-	-	-	-	N/A
	53640	Hardware and Software Maintenance	122,794	-	-	-	-	-	N/A
	539010	Inter-Fund Transfers	-	600,000	1,000,000	-	288,000	288,000	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	-	-	250,000	-	(250,000)	-100.00%
<b>Total: Other Services and Charges</b>			<b>348,228</b>	<b>600,000</b>	<b>1,000,000</b>	<b>250,000</b>	<b>288,000</b>	<b>38,000</b>	<b>15.20%</b>
Capital Outlays									
	54420	Purchase of Equipment	73,133	-	-	-	-	-	N/A
	54440	Motor Equipment	2,785	-	-	-	-	-	N/A
	54450	Equipment	1,875	-	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>77,793</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 619,028</b>	<b>\$ 600,000</b>	<b>\$ 1,000,000</b>	<b>\$ 250,000</b>	<b>\$ 288,000</b>	<b>\$ 38,000</b>	<b>15.20%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 405 - Non-Reverting Improve I (S0113)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53120	Special Legal Services	-	-	-	197,000	3,000	(194,000)	-98.48%
	53910	Dues and Subscriptions	6,750	6,750	6,750	6,750	-	(6,750)	-100.00%
<b>Total: Other Services and Charges</b>			<b>6,750</b>	<b>6,750</b>	<b>6,750</b>	<b>203,750</b>	<b>3,000</b>	<b>(200,750)</b>	<b>-98.53%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 6,750</b>	<b>\$ 6,750</b>	<b>\$ 6,750</b>	<b>\$ 203,750</b>	<b>\$ 3,000</b>	<b>\$ (200,750)</b>	<b>-98.53%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 152 - Food &amp; Beverage Tax (S9509)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53170	Mgt. Fee, Consultants, and Workshops	476	-	-	-	-	-	N/A
	53970	Mayor's Promotion of Business	1,416,600	122,500	-	-	-	-	N/A
	53990	Other Services and Charges	-	-	-	4,000,000	250,000	(3,750,000)	-93.75%
<b>Total: Other Services and Charges</b>			<b>1,417,076</b>	<b>122,500</b>	<b>-</b>	<b>4,000,000</b>	<b>250,000</b>	<b>(3,750,000)</b>	<b>-93.75%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,417,076</b>	<b>\$ 122,500</b>	<b>\$ -</b>	<b>\$ 4,000,000</b>	<b>\$ 250,000</b>	<b>\$ (3,750,000)</b>	<b>-93.75%</b>



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 610 - Vehicle Replacement Fund (S0012)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Capital Outlays									
	54410	Lease Purchase	69,358	124,170	35,255	-	-	-	N/A
	54450	Equipment	42,435	-	-	436,000	436,000	-	0.00%
<b>Total: Capital Outlays</b>			<b>111,793</b>	<b>124,170</b>	<b>35,255</b>	<b>436,000</b>	<b>436,000</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 111,793</b>	<b>\$ 124,170</b>	<b>\$ 35,255</b>	<b>\$ 436,000</b>	<b>\$ 436,000</b>	<b>\$ -</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 23 - Board of Public Safety</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	-	634	634	N/A
	51120	Salaries and Wages - Temporary	3,294	2,547	1,879	3,172	2,538	(634)	-20.00%
	51210	FICA	252	195	144	243	243	-	0.00%
<b>Total: Personnel Services</b>			<b>3,546</b>	<b>2,742</b>	<b>2,023</b>	<b>3,415</b>	<b>3,415</b>	<b>(0)</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 3,546</b>	<b>\$ 2,742</b>	<b>\$ 2,023</b>	<b>\$ 3,415</b>	<b>\$ 3,415</b>	<b>-</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 522 - 2018 Parks Bicentennial (S1380)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53810	Principal	355,000	365,000	380,000	395,000	395,000	-	0.00%
	53820	Interest	376,931	363,831	350,231	336,131	336,131	-	0.00%
Total: Other Services and Charges	53830	Bank Charges	1,500	2,999	1,500	3,000	3,000	-	0.00%
			<b>733,431</b>	<b>731,830</b>	<b>731,731</b>	<b>734,131</b>	<b>734,131</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 733,431</b>	<b>\$ 731,830</b>	<b>\$ 731,731</b>	<b>\$ 734,131</b>	<b>\$ 734,131</b>	<b>\$ -</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 527 - 2022 GO Bonds (Bond #4)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53810	Principal	-	-	-	395,000	395,000	-	0.00%
	53820	Interest	-	-	-	164,937	164,937	-	0.00%
	53830	Bank Charges	-	-	-	1,000	1,000	-	0.00%
<b>Total:</b>	<b>Other Services and Charges</b>					<b>560,937</b>	<b>560,937</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 560,937</b>	<b>\$ 560,937</b>	<b>\$ -</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 519 - 2016 GO Bonds Bond #2 (S0182)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53810	Principal	440,000	455,000	470,000	490,000	490,000	-	0.00%
	53820	Interest	341,225	330,100	318,000	303,750	303,750	-	0.00%
	53830	Bank Charges	3,000	5,000	1,101	4,000	4,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>784,225</b>	<b>790,100</b>	<b>789,101</b>	<b>797,750</b>	<b>797,750</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 784,225</b>	<b>\$ 790,100</b>	<b>\$ 789,101</b>	<b>\$ 797,750</b>	<b>\$ 797,750</b>	<b>\$ -</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 526 - 2022 Parks GO Bond (Park Bond #2)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53810	Principal	-	-	-	395,000	395,000	-	0.00%
	53820	Interest	-	-	-	164,937	164,937	-	0.00%
	53830	Bank Charges	-	-	-	1,000	1,000	-	0.00%
<b>Total:</b>	<b>Other Services and Charges</b>					<b>560,937</b>	<b>560,937</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 560,937</b>	<b>\$ 560,937</b>	<b>\$ -</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 520 - 2016 Parks GO Bond #3 (S0183)</b>									
<u>Expenditures</u>									
<b>Department: 06 - Controller's Office</b>									
Other Services and Charges									
	53810	Principal	295,000	300,000	310,000	330,000	330,000	-	0.00%
	53820	Interest	207,569	200,131	192,569	184,268	184,268	-	0.00%
	53830	Bank Charges	2,500	2,500	562	3,000	3,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>505,069</b>	<b>502,631</b>	<b>503,131</b>	<b>517,268</b>	<b>517,268</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 505,069</b>	<b>\$ 502,631</b>	<b>\$ 503,131</b>	<b>\$ 517,268</b>	<b>\$ 517,268</b>	<b>\$ -</b>	<b>0.00%</b>

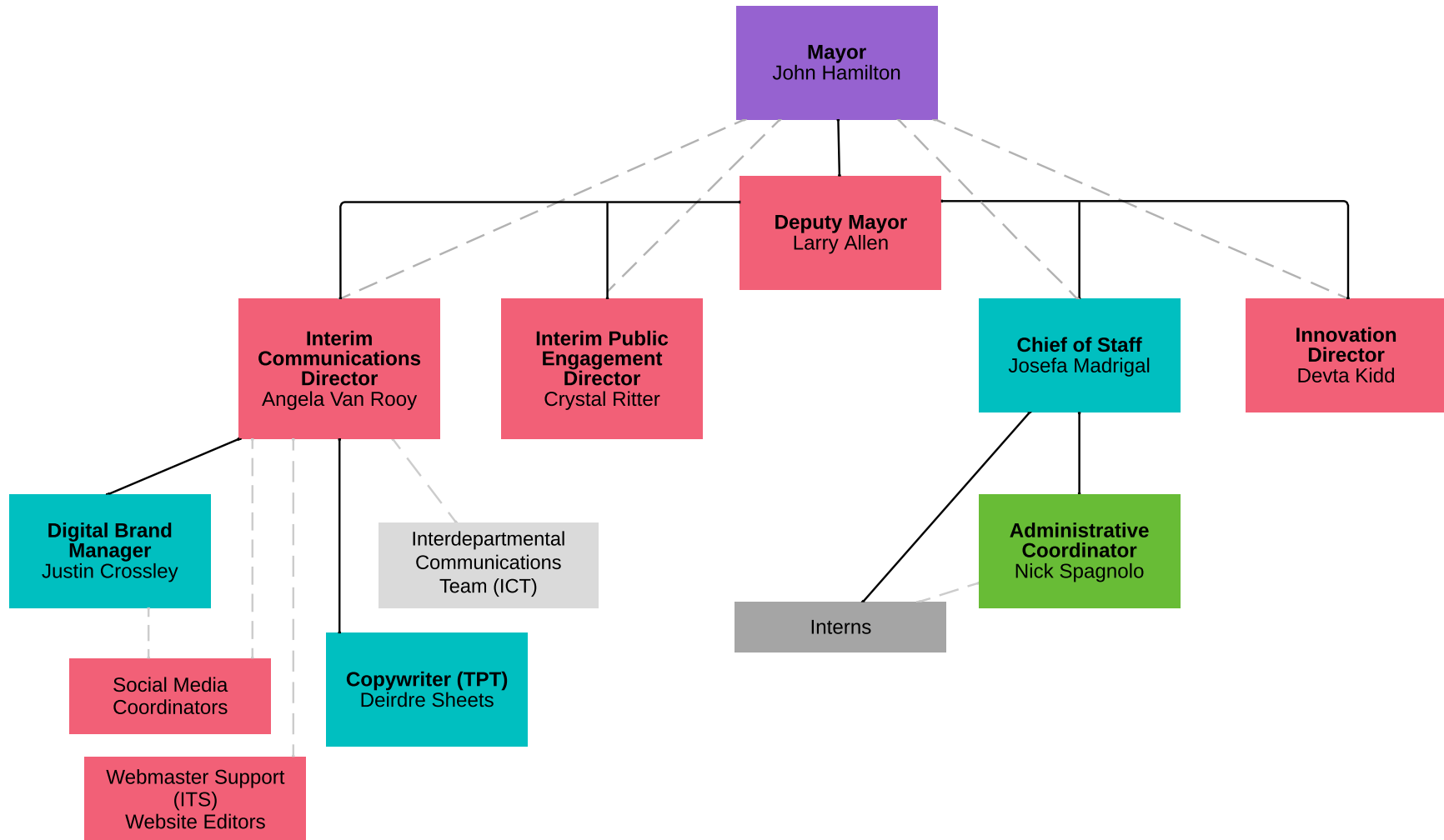
**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 900 - Police Pension (S0342)</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	4,154	4,000	3,990	4,000	4,000	-	0.00%
	51210	FICA	318	314	314	306	306	-	0.00%
<b>Total: Personnel Services</b>			<b>4,471</b>	<b>4,313</b>	<b>4,303</b>	<b>4,306</b>	<b>4,306</b>	<b>-</b>	<b>0.00%</b>
Supplies									
	52110	Office Supplies	-	-	-	100	100	-	0.00%
	52420	Other Supplies	-	60	-	500	500	-	0.00%
<b>Total: Supplies</b>			<b>-</b>	<b>60</b>	<b>-</b>	<b>600</b>	<b>600</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53130	Medical	9,694	12,834	12,743	35,420	35,420	-	0.00%
	53220	Postage	198	67	185	200	200	-	0.00%
	53990	Other Services and Charges	1,136,409	1,045,426	1,069,005	1,412,000	1,412,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>1,146,301</b>	<b>1,058,328</b>	<b>1,081,934</b>	<b>1,447,620</b>	<b>1,447,620</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,150,772</b>	<b>\$ 1,062,701</b>	<b>\$ 1,086,237</b>	<b>\$ 1,452,526</b>	<b>\$ 1,452,526</b>	<b>-</b>	<b>0.00%</b>



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 901 - Fire Pension (S0341)</b>									
<u>Expenditures</u>									
<b>Department: 08 - Fire</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	4,000	4,000	4,000	4,000	-	0.00%
	51120	Salaries and Wages - Temporary	4,000	-	-	-	-	-	N/A
	51210	FICA	52	54	54	306	58	(248)	-81.05%
<b>Total: Personnel Services</b>			<b>4,052</b>	<b>4,054</b>	<b>4,054</b>	<b>4,306</b>	<b>4,058</b>	<b>(248)</b>	<b>-5.76%</b>
Supplies									
	52110	Office Supplies	141	179	319	350	350	-	0.00%
<b>Total: Supplies</b>			<b>141</b>	<b>179</b>	<b>319</b>	<b>350</b>	<b>350</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53220	Postage	-	-	-	960	960	-	0.00%
	53990	Other Services and Charges	1,714,250	1,859,921	1,840,274	2,145,369	2,145,369	-	0.00%
<b>Total: Other Services and Charges</b>			<b>1,714,250</b>	<b>1,859,921</b>	<b>1,840,274</b>	<b>2,146,329</b>	<b>2,146,329</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,718,444</b>	<b>\$ 1,864,154</b>	<b>\$ 1,844,647</b>	<b>\$ 2,150,985</b>	<b>\$ 2,150,737</b>	<b>(248)</b>	<b>-0.01%</b>



# Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Larry Allen, Deputy Mayor  
**Date:** August 25, 2023

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## Why We Exist

The Office of the Mayor provides leadership, management, communication, and strategic direction to the City of Bloomington government, overseeing a Cabinet of 16 department heads, 800 full-time employees, and a total budget of approximately \$229 million (including City of Bloomington Utilities, Bloomington Transit, and Bloomington Housing Authority). This is accomplished in cooperation with the City Council and the City Clerk—to determine and implement the priorities of our community’s 85,000 residents and nearly 3 million annual visitors.

## Background

Over the last seven and a half years, the Office of the Mayor has been at the nexus of the tremendous improvements to our City, our services, and our quality of place. Along with Council and the more than 800 full-time City staff, our part-time and seasonal employees, and a pool of talented interns and fellows, we have worked toward a bolder vision of Bloomington that can be enjoyed by all. The Office of the Mayor has focused on and continues to prioritize:

- **Public Safety, Equity, Civility, and Justice:** Review delivery of public safety procedures. Provide fire service and policing, and collaborate with agencies to promote justice and civility. Provide ongoing support and direction to issues of downtown livability, homelessness and substance use disorders, as well as continued investment in training and asset replacement. Continue working with the Future of Policing Task Force and reviewing their ongoing recommendations. Maintain both ISO Class 1/1X-accredited Fire Department and

CALEA-accredited Police Department; Bloomington is the first city in the state to have both of these public safety accreditations.

- **Affordable/Workforce Housing:** Implement and refine an affordable housing strategy consistent with the Comprehensive Master Plan and Unified Development Ordinance, as well as the newly-updated UDO zoning map. Deploy the Housing Development Fund, HOME Funds, tax abatements and acquisition of property to assist these efforts. Continue and expand collaborations with other community stakeholders, including the newly-formed Housing Security Coalition and its Heading Home Plan and upcoming initiatives. Expand on the 1,386 units of affordable housing that have been built or retained in Bloomington over the last seven years.
- **Economic Development Facilitated through Enhanced Quality of Place:** Encourage infrastructure and community development by redevelopment of the Hopewell neighborhood, potential expansion of the Convention Center, activation of the Trades District, and implementation of recommendations from the Wage Growth Task Force, all toward more equitable development. Further infrastructure investments, which have more than tripled in the past seven years, with continued funding from ARPA and the Economic Development Local Income Tax (ED-LIT) as well as prioritization in the regular City budget.
- **Climate Change/Sustainability:** Respond to impacts of climate disruption by investing in sustainable practices throughout the delivery of City services. Accelerate implementation of Climate Action Plan (CAP) initiatives, towards the goal of achieving carbon neutrality by 2050. Advance the Green Ribbon Panel: a community-wide task force to develop specific action steps on solar energy, transportation changes, city planning, and supportive grants. Launch Project 46, a regional, bipartisan, cross-sector effort between the cities of Bloomington, Nashville and Columbus to address climate change.
- **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 most recent Community Survey and the three that preceded it to consider and implement improvements in the delivery of City services.
- **Asset Management and Investment:** Continually invest in the repair and replacement of existing City-owned assets by providing necessary funding to all City departments responsible for such assets.
- **Innovation:** Invest in staff, encourage improving current processes, and prepare the organization for the future. Continue building on the culture of innovation that is rooted in the 2017 establishment of the Innovation Director in the Office of the Mayor. The innovation fund has been replenished annually by reversions of up to \$50,000/year, based on where savings and efficiencies have been achieved.
- **Diversity, Equity, and Inclusion:** Center increasing equity in decision making and strategic planning. Advance the nascent Diversity, Equity, and Inclusion (DEI) Coalition of community leaders to reflect, strategize, and plan for the most innovative and creative solutions for creating an inclusive community.

The City of Bloomington continues to leverage federal, state, and local funding to further our community's recovery from the COVID-19 pandemic, build on the strength of our economy, and promote the well-being and health of our residents. This effort has included more than \$4 million in ARPA funds being spent, and much more allocated toward future projects to improve housing attainability, sustainability, DEI, job training, and infrastructure investment.

The 0.69% Economic Development Local Income Tax (ED-LIT) passed by the Local Income Tax Council in the spring of 2022 has provided much-needed additional revenue for the City to appropriately fund continued progress. ED-LIT will continue to fund advancements and investments in:

- **Public safety**, Police salaries, Fire Department salaries, continued innovation of service delivery, and building replacements and upgrades
- **Climate change preparedness and mitigation** to enhance public transit and advance goals set in the Climate Action Plan (CAP)
- **Equity and quality of life for all**, including access to housing, good jobs, local food, the arts, and economic stability
- **Essential city services**, to maintain assets and assure ongoing excellence
- **Job training**, including building a workforce that is ready for jobs in advanced technology and manufacturing

### **Sustainability and Climate Action**

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

In 2023, the administration has continued to work with the Green Ribbon Panel established in 2022, and it has partnered with our regional communities of Nashville, Columbus, and the surrounding counties to launch Project 46, which will track regional GHGs and leverage funding opportunities to further our progress in meeting our goals as reflected in the CAP.

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

In 2022, City elected officials and appointed department heads engaged in nine four-hour anti-racism training sessions that Mayor Hamilton and Clerk Bolden have instituted. 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.

By the end of 2023, all City employees will have participated in a three-hour implicit bias training and a 45-minute online DEI training. The City is committed toward increasing our efforts of promoting DEI and belonging within City recruiting, retention, workplace practices.

We have continued to work with the DEI Coalition established in 2022, which is led by the City of Bloomington and Indiana University and includes individuals from many other institutions and alliances. The goal of this collaborative effort is to work to discover the barriers and challenges for people from historically marginalized communities living in Bloomington and how to overcome them to be a truly inclusive and welcoming community.

**Office of the Mayor 2024 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	873,772	901,736	899,678	962,490	1,014,444	51,954	5%
200 - Supplies	4,038	5,261	7,388	7,800	7,800	0	0%
300 - Other Services	79,701	45,016	132,185	114,240	114,240	0	0%
400 - Capital Outlays	-	-	-	-	-	-	0%
<b>Total</b>	<b>957,511</b>	<b>952,012</b>	<b>1,039,251</b>	<b>1,084,530</b>	<b>1,136,484</b>	<b>51,954</b>	<b>5%</b>

**2024 Activity Descriptions and Goals**

**Policy and Administration**

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

Goals:

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

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

<b>Policy &amp; Administration Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	288,749	304,335	2.75	85,000
200 - Supplies	2,340	2,340		
300 - Other Services	34,272	34,272		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>325,361</b>	<b>340,948</b>		

**Fund: General**

**Communications**

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

Goals:

- Expand public awareness of policies, events and programs by distributing a minimum of 75 OOTM-generated press releases and an additional 125 department-generated press releases by Q4.
- Coordinate a minimum of 60 total opportunities for the Mayor and the Deputy Mayor to interact with the press in real time, whether in-person or virtually, by Q4.
- Coordinate a minimum of 50 total opportunities for the Mayor or the Deputy Mayor to speak at and/or attend public events, whether in-person or virtually, by Q4
- Communicate the City’s advocacy of or opposition to larger policy issues by creating a minimum of 5 guest editorials by Q4.
- Increase resident and community engagement on social media by 2% over 2023.
- Conduct training for relevant City staff on utilizing and understanding the social media policy guide by Q1.
- Conduct training for relevant City staff on messaging and branding guidelines for City communications by Q2.
- Improve City communications, including the City’s website, by meeting with the City’s Interdepartmental Communications Team (ICT) on a semi-monthly basis to provide training and guidance for front-line communicators.
- Increase the number of CityBloomington social media followers by 5% from 32,805.
- Increase the number of City of Bloomington email contacts by 5% from 7,388.
- Review Community Survey results and propose changes to communications efforts based on resident feedback. Work with Interdepartmental Communications Team (ICT) to implement.



- Work with Interdepartmental Communications Team (ICT) and ITS group to continually review the city website for ease of use and updating content in a timely manner.

<b>Communications Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	316,742	322,773	2.92	85,000
200 - Supplies	2,567	2,482		
300 - Other Services	37,595	36,349		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>356,903</b>	<b>361,603</b>		

**Fund: General**

**Public Engagement**

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

Goals:

- Meet with the administration weekly to advance internal communication and collaboration.
- Ensure external communication and collaboration by meeting with Town/Gown group quarterly as well as additional interactions with IU Health public relations teams, IU media teams and the IU Dean of Students.
- Honor local people and initiatives through the creation of at least 50 proclamations by Q4.
- Invest at least \$25,000 in the sponsorship of at least 15 activities or events by Q4 benefiting the community and supporting the goals of the administration.
- Support community priorities by coordinating with Indianapolis lobbying firm weekly during legislative session, and as needed throughout the year. Disseminate relevant and timely information to appropriate staff.
- Serve as primary contact for Federal lobbying firm by maintaining a minimum of monthly contact, disseminating all grant opportunities and coordinating ongoing support as needed.
- Ensure an average vacancy rate at 5% or below at the end of every month in 2024 for Mayoral board and commission appointments.
- Hold annual board and commission appreciation event in Q4 and increase participation by 5% over 2022.
- 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 an executive-level resource for resident concerns and respond to all concerns within a week.
- Encourage regular community feedback by creating and disseminating at least 10 community engagement surveys via online public engagement tool Polco by Q4.
- Coordinate emergency communications team efforts.

- Coordinate a minimum of 6 total opportunities for the Mayor, Deputy Mayor, and/or Public Engagement Director to participate in regional engagement opportunities outside of the Bloomington city limits by Q4.
- Coordinate communications for Hopewell project with the public through sharing information gathered in monthly Hopewell staff meetings.
- Maintain active memberships in Big Ten City Manager group and International Town/Gown Association.

Public Engagement Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	218,751	212,116	1.92	85,000
200 - Supplies	1,773	1,631		
300 - Other Services	25,964	23,887		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>246,488</b>	<b>237,634</b>		

**Fund: General**

**Innovation**

*Activity Description:* Serve as a catalyst for innovation and experimentation in city government, developing new processes, spurring creativity, and improving services for Bloomington residents and visitors. Areas of focus are: improving current processes, nurturing a culture of innovation, and preparing the organization for the future.

Goals:

- Meet with the new administration by the end of Q1 to review Innovation program goals to ensure they align with Mayoral priorities.
- Nurture a culture of innovation by featuring a minimum of 25 new success stories of departmental innovation on the city website by Q4.
- Conduct annual “Innovation@Work” celebration of newly documented innovations.
- Conduct pilot of Innovation Toolkit and associated Bootcamp by Q1; iterate and launch with 3 departments by Q3. Coach at least one project resulting from Bootcamp by Q4.
- Sustain 2023 Lean Process Improvement gains achieved in 3 areas through Q4; assist in the implementation of Lean Process Improvement in 3 new areas by Q4.
- Share investment costs in new tech or programs with departments by managing an investment of \$75,000 in the Innovation Fund, replenished each year with reversion funds, and leveraging these funds to achieve savings and increase efficiencies.
- Partner with ITS to co-lead multi-departmental development of the City’s first Smart City Strategic Plan by Q4; serve as project manager and change manager for any low-hanging fruit efforts identified in the plan.
- Increase visibility, understanding, and engagement with innovation by hosting a minimum of four employee and/or public events at the “Innovation Lab” by Q4.

- By the end of Q2, review the progress from year 1 of discontinuing the vacuum leaf collection program and work with Public Works to continuously improve the program in year 2.
- Through Q4, manage the data collection, analysis, visualization, and insights discussion of public safety data resulting from 2023 project Recommendations on Alternatives to Police Response to 911 Calls for Service.
- Through Q4, work with departments and community partners to glean insights about city asset use and economic development through the use of a Big Data platform.
- By Q2, work with Public Works to conduct a “parking enforcement model” pilot to address accountability for property owners to maintain adjacent sidewalks starting with commercial properties.
- By Q3, work with Public Works to conduct a “put it on the dot” pilot to address placement of trash and recycling bins on sidewalks.
- Obtain assistance through experiential learning programs at MCCSC, Ivy Tech, and/or Indiana University on a minimum of two process improvement projects by Q4.
- Continuously improve the Director’s knowledge and network through one training and two conferences annually.

Innovation Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	138,249	175,220	1.58	700 City staff and approximately 10,000 residents
200 - Supplies	1,120	1,347		
300 - Other Services	16,409	19,732		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>155,778</b>	<b>196,299</b>		

**Fund: General**

**2024 Budget Request Highlights**

The Office of the Mayor’s general fund budget request is \$1,136,484. This is an overall increase of \$51,954, or 5%, from 2023. Listed below are some highlights of significance.

**Category 1 – Personnel Services** request is \$1,014,444. This is an increase of \$51,954, or 5%, from 2023, due to:

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

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

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

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

**Total Departmental Budget by Fund**

<b>Category</b>	<b>General Fund</b>
1	1,014,444
2	7,800
3	114,240
4	0
<b>Total</b>	<b>1,136,484</b>

**Conclusion**

The 2024 budget request from the Office of the Mayor reflects a budget that aligns with the City's stated goals of supporting and maintaining public safety, civility and justice; affordable/workforce housing; economic development facilitated through enhanced quality of place; climate change/sustainability; transparency/community engagement; asset management and investment; increased economic opportunity; innovation; and diversity, equity, and inclusion.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 11 - Mayor's Office</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	607,909	645,261	615,066	653,995	696,633	42,638	6.52%
	51120	Salaries and Wages - Temporary	19,281	18,995	35,495	47,752	47,752	-	0.00%
	51210	FICA	46,066	49,719	47,586	53,684	56,945	3,262	6.08%
	51220	PERF	86,323	87,842	87,339	92,867	98,921	6,054	6.52%
	51230	Health and Life Insurance	114,192	99,918	114,192	107,952	107,952	-	0.00%
	51320	Other Personal Services -DC Match	-	-	-	6,240	6,240	-	0.00%
<b>Total: Personnel Services</b>			<b>873,772</b>	<b>901,736</b>	<b>899,678</b>	<b>962,490</b>	<b>1,014,444</b>	<b>51,954</b>	<b>5.40%</b>
Supplies									
	52110	Office Supplies	705	527	1,245	1,200	1,200	-	0.00%
	52240	Fuel and Oil	94	-	-	-	-	-	N/A
	52420	Other Supplies	3,239	4,734	6,142	6,600	6,600	-	0.00%
<b>Total: Supplies</b>			<b>4,038</b>	<b>5,261</b>	<b>7,388</b>	<b>7,800</b>	<b>7,800</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53160	Instruction	4,135	2,639	10,795	7,000	7,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	40,433	8,182	25,350	25,000	25,000	-	0.00%
	53210	Telephone	1,082	1,488	1,419	1,570	1,570	-	0.00%
	53220	Postage	-	-	99	200	200	-	0.00%
	53230	Travel	4,036	695	12,707	12,500	12,500	-	0.00%
	53310	Printing	620	2,603	3,691	1,350	1,350	-	0.00%
	53320	Advertising	7,252	7,416	11,861	9,375	9,375	-	0.00%
	53620	Motor Repairs	278	1,076	-	-	-	-	N/A
	53640	Hardware and Software Maintenance	-	-	10	-	-	-	N/A
	53910	Dues and Subscriptions	7,817	10,237	13,026	11,570	11,570	-	0.00%
	53940	Temporary Contractual Employee	683	-	2,150	1,375	1,375	-	0.00%
	53960	Grants	11,180	6,320	18,204	31,000	31,000	-	0.00%
	53990	Other Services and Charges	2,184	4,360	32,874	13,300	13,300	-	0.00%
<b>Total: Other Services and Charges</b>			<b>79,701</b>	<b>45,016</b>	<b>132,185</b>	<b>114,240</b>	<b>114,240</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 957,511</b>	<b>\$ 952,012</b>	<b>\$ 1,039,251</b>	<b>\$ 1,084,530</b>	<b>\$ 1,136,484</b>	<b>\$ 51,954</b>	<b>4.79%</b>



**Tuesday August 29, 2023**

**Bloomington Transit**

**City of Bloomington Utilities**

**Fire Department**

**Police Department**

**2024 CITY BUDGET  
PRESENTATIONS**



# Bloomington Public Transportation Corporation

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



To: Bloomington Common Council  
From: John Connell, General Manager  
Date: August 23, 2023  
Re: Proposed 2024 Bloomington Transit Budget

I'm pleased to submit the Bloomington Public Transportation Corporation proposed 2024 budget. The budget has been reviewed and was approved by the Bloomington Public Transportation Corporation (BPTC) Board of Directors on August 15, 2023. A summary of the proposed 2024 budget is shown below.

Budget Class	Proposed 2024 Budget	Approved 2023 Budget	Percent Change
Class I – Personnel	\$7,897,266	\$7,091,610	11.36
Class II – Materials & Supplies	\$1,777,744	\$2,065,211	-13.92
Class III – Professional Services	\$3,413,967	\$2,644,259	29.11
Class IV – Capital	13,518,417	\$23,238,171	-41.83
Total	26,607,394	\$35,039,251	-24.06

The primary factors driving the expense side of the preliminary 2024 budget include the following:

- The projects resulting from the City appropriation of local income tax (LIT).
  - Land Acquisition -- \$2,494,746 local match for Federal 5339 Grant Application. Total project cost \$12,473,729
  - Building Architecture & Engineering -- \$600,000
  - Green Line (E/W Express) – Study underway
  - Hybrid Micro Transit/Same Day Paratransit Service \$200,000
  - Sunday Service --\$300,000
  - Staff Positions -- \$200,000 – (Marketing & Development) (Grant &Procurement)
  - Fare Subsidy Program--\$75,000
- Wage increases were budgeted in the range of 6.0 percent
- We have \$416,000 included in this budget as “contingency service fund” to be used for new services if opportunities develop in 2024.
- Health insurance is budgeted for an increase of 10.39 percent, primarily driven

by the anticipation of addition of employees.

- Diesel Fuel prices have been budgeted at \$3.50 per gallon.
- Outside legal services is budgeted \$60,000, roughly 200 hours.

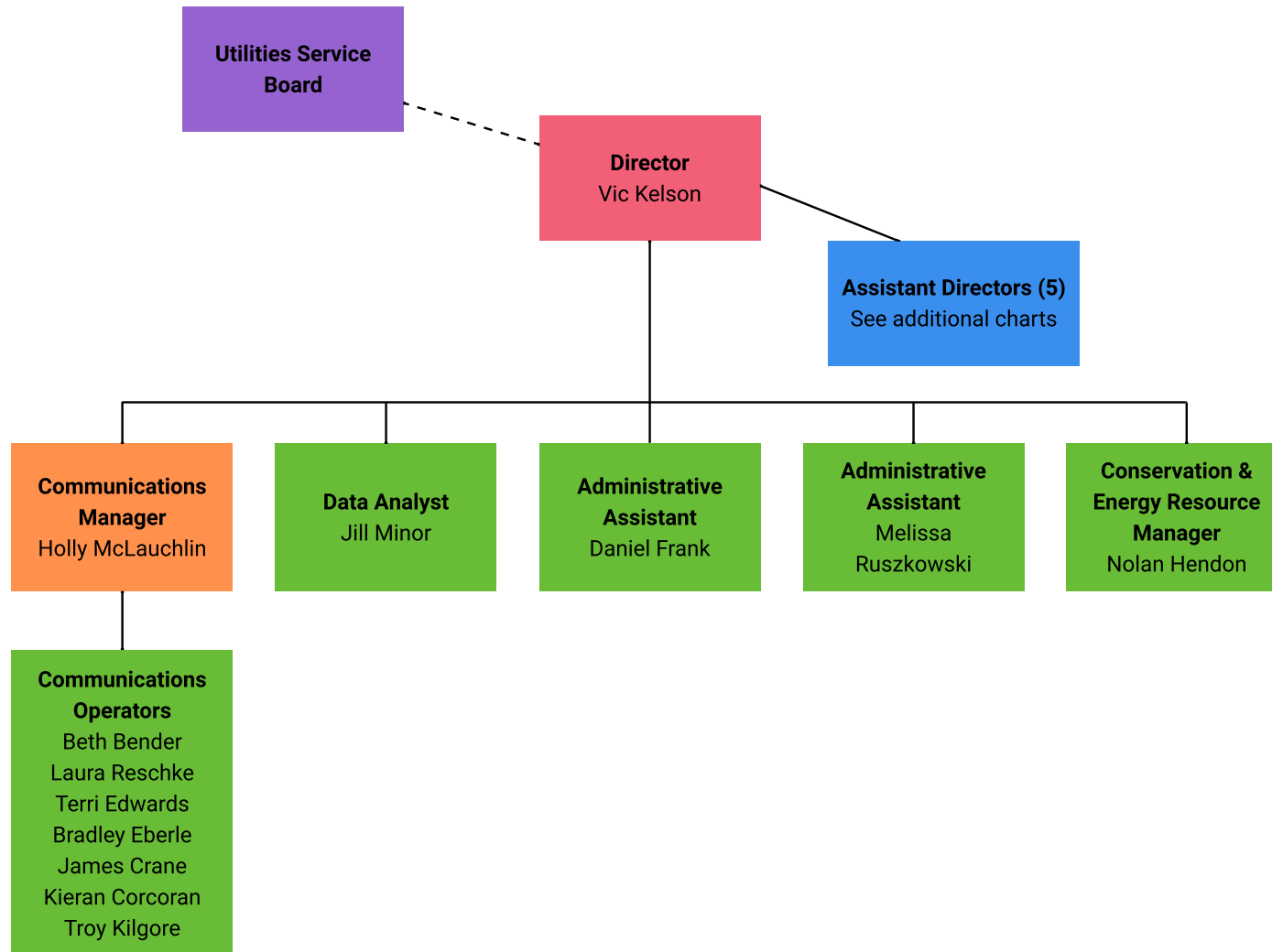
The assumptions we made with regard to revenues for the preliminary 2024 budget are summarized as follows:

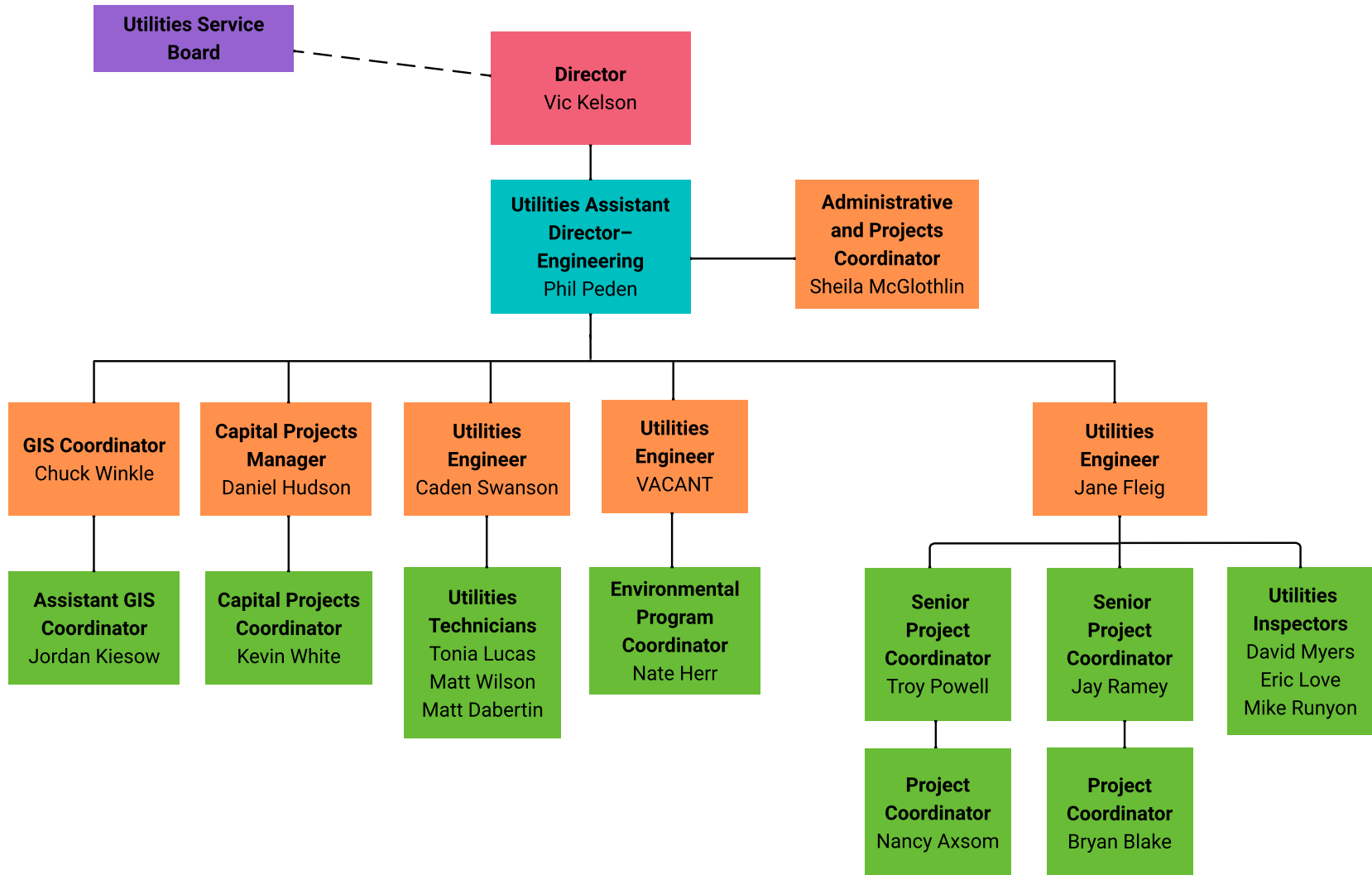
- Property tax increases are governed by the local growth quotient which has been set at 4 percent for 2024. As such, we have budgeted BPTC property tax revenue at \$1,610,412.
- BPTC Local income taxes are budgeted at \$608,074 in 2024.
- Passenger fares are budgeted to decrease 6.40 percent in 2024. These revenues include general public fare revenues, employer pass program revenues, BT Access fare revenues, and mobile pass revenues. These revenues also include all partnership fares from the three service contracts, Verve, Muller Park and Atlas.
- Advertising revenues are projected to maintain steady at \$155,000 based on current trends. Mesmerize has done an excellent job in generating advertising revenues.
- Federal 5339 funds of \$6 million will be used if the discretionary application is awarded for the land acquisition project, in addition to a possible \$3.9 million in Flex Funds.
- Federal 5307 funds in the amount of \$2,535,023 would be used in the 2024 budget for operating assistance.
- State PMTF funds are budgeted to remain the same as 2023 at \$2,607,880. These are estimates that INDOT has provided to us.
- IU contract revenue is budgeted at \$1,197,653 an increase of 3 percent based on the contract terms, which excludes bus wash and fueling services.
- \$2,440,185 in reserves are proposed to be used for budget balancing purposes. Accordingly, the Reserves balance will be roughly \$15 million.

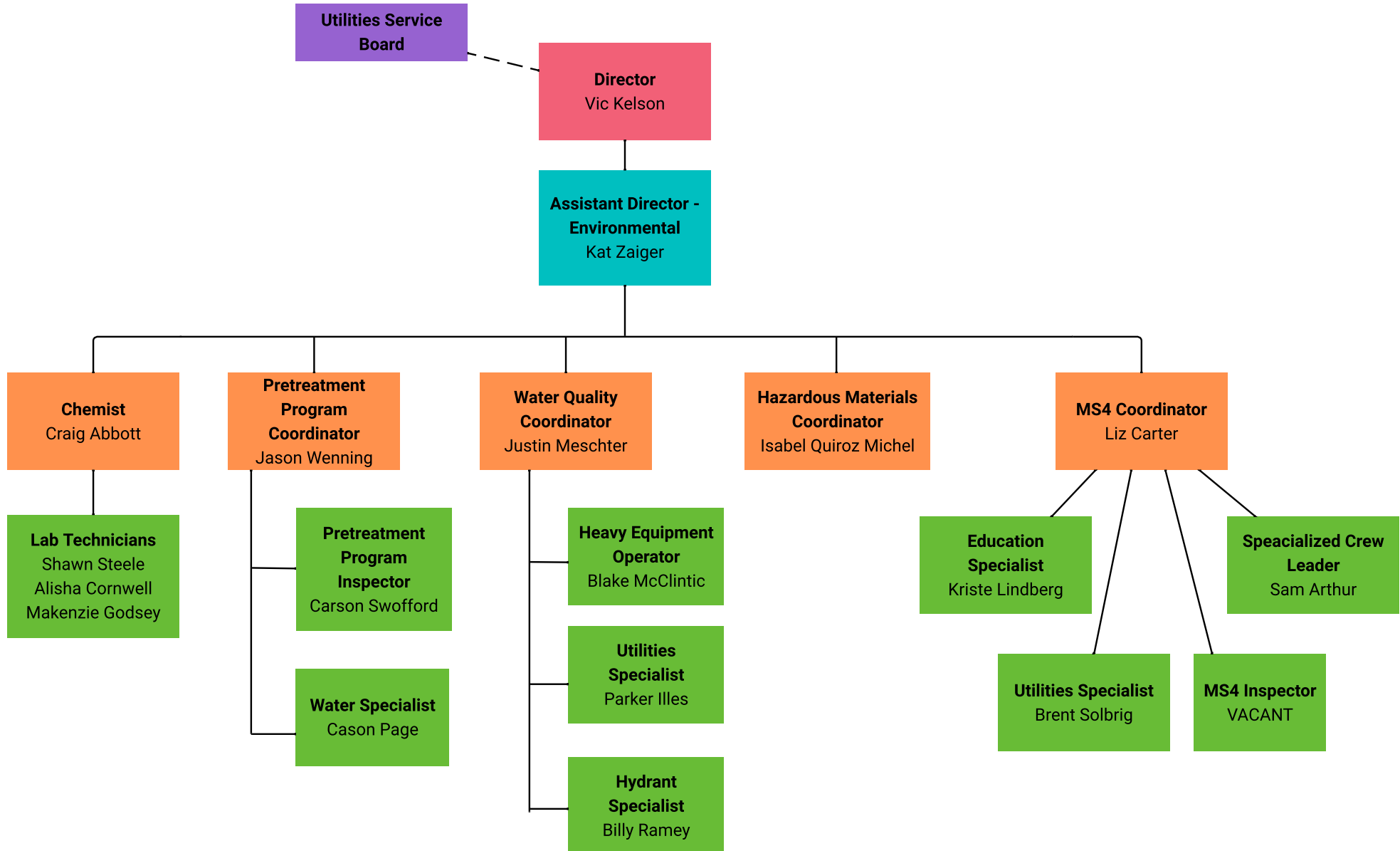
The preliminary 2024 budget is \$26,607,394 which is 24.06% lower compared to \$35,039,251 in 2023.

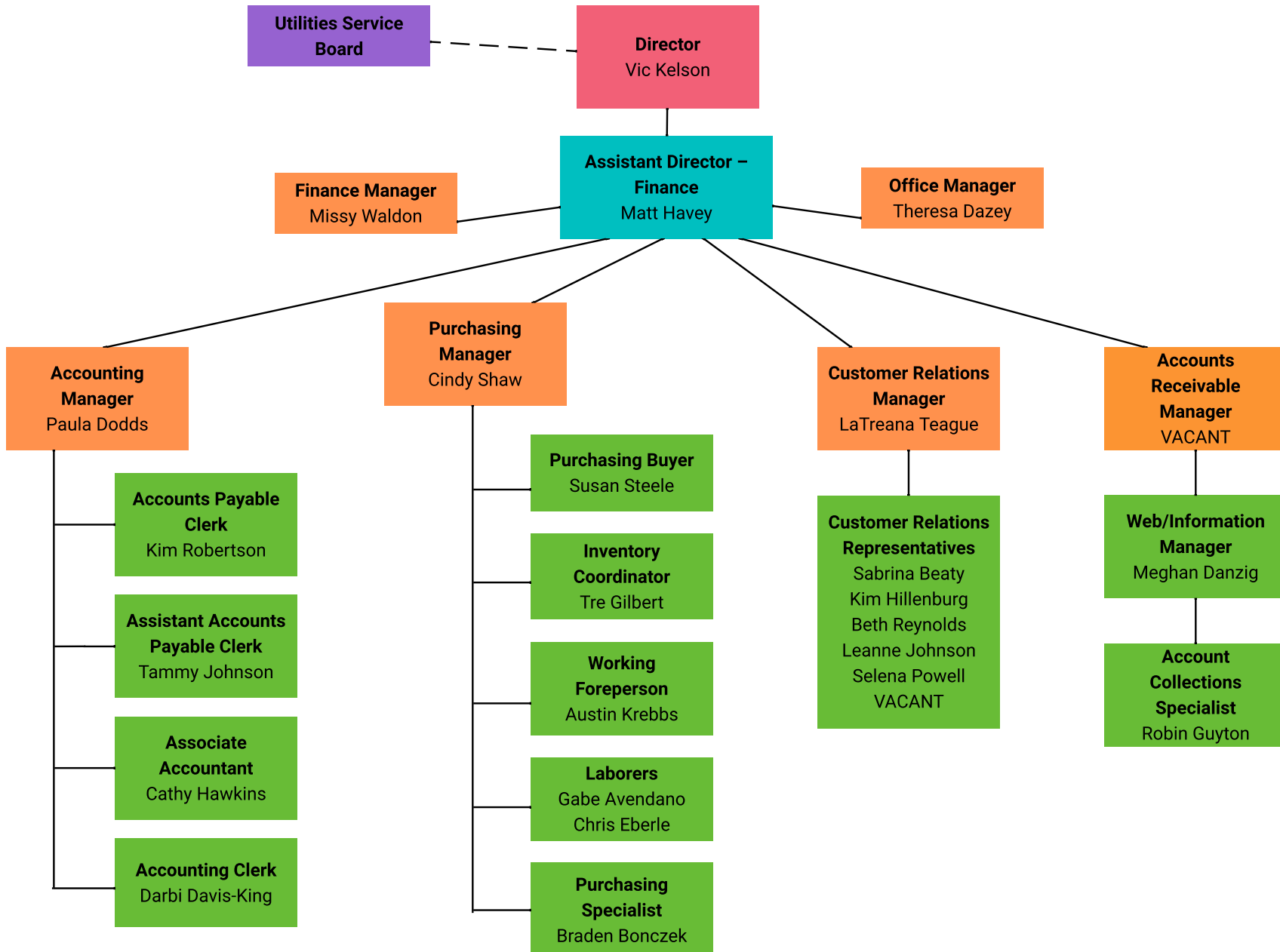


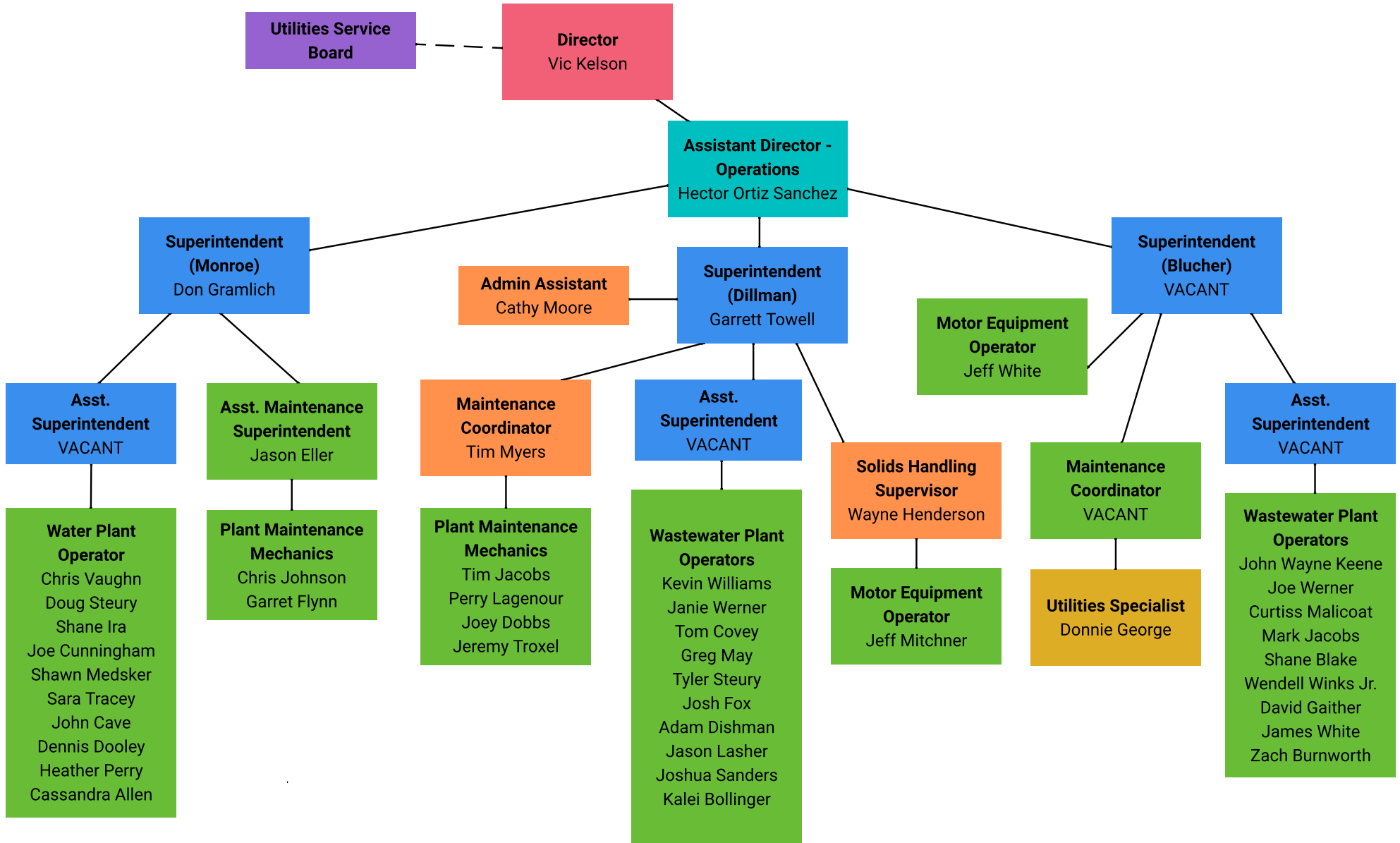
I look forward to our budget discussion on August 29<sup>th</sup>. The 2024 budget is the 2nd budget that includes ED-LIT funding for projects and activities that will position Bloomington Transit to continue the transformation of mobility in our community. A transformation that recognizes as the city continues to grow, BPTC must be positioned to become an ever larger part of the social and economic engine that improves lives and offers excellent mobility freedom for all community residents. Thank you for your support and advocacy.













**CITY OF BLOOMINGTON  
UTILITIES**

**2024 BUDGET  
PROPOSAL**

## Memorandum

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

**FROM:** Vic Kelson, Director

Matt Havey, Assistant Director - Finance, Utilities

Michelle Waldon, Finance Manager, Utilities

**DATE:** August 25, 2023

### Why We Exist

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

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 208 full- and part-time positions and an estimated annual budget of \$44 million.

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

Wastewater is treated at the 15 mgd Dillman Road wastewater treatment plant (WWTP) and the 6 mgd Blucher Poole WWTP, and conveyed by 321 miles of pipe and 46 lift stations with access via 8,443 manholes. Since 1998, CBU has been the stormwater utility for Bloomington. The stormwater utility has 17 miles of ditches, 4 miles of box culverts, 1,035 manholes, and 5,695 inlets.

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

The City of Bloomington Utilities is pleased to present its 2024 budget goals for the Water, Sewer, and Stormwater funds.

## **Background and Major Initiatives**

Since the current administration started in 2016, CBU has consistently 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 roughly four-year cycle:
  - Water Works reviews in 2016 and 2021
  - Sewer Works reviews in 2016, 2019, and 2022
  - Stormwater reviews in 2019 and 2022
- Reinstated the regular replacement schedule for CBU's 100+ vehicles
- Deploying up-to-date technology throughout the department:
  - Advanced Metering Infrastructure (AMI) monitors water use each hour, improves our billing process, and provides for better management and planning in the future
  - Updating Supervisory Control and Data Acquisition (SCADA) systems at all three plants improves process control and monitoring, including historical data collection for problem solving and process improvement
  - Laboratory Information Management System (LIMS) systems for all plants provides improved access and efficiency for collecting and reporting laboratory results, including automated entry of results from outside laboratories, integration with SCADA process-control data, and automated generation of required regulatory reports
  - Replacement of the antiquated Genamap GIS system with a modern ArcGIS system improves visualization and analysis tools, and also can be integrated with other software, plus it has a mobile viewer for tablets and phones for field use
  - Cityworks Asset Management software integrates information from GIS and other systems to provide us with the ability to track and improve the life-cycle costs of all CBU operations. Cityworks includes work-order scheduling, cost tracking, and planning tools. It integrates with our GIS and other systems, and eventually will be tied in with purchasing, stores, and procurement throughout CBU's operations.

## **Notable Achievements for 2023**

### **All Utilities:**

- Senior CBU leadership and the Utilities Service Board will complete the development of a strategic planning document for all utilities by the end of 2023, working with an author of the AWWA's Effective Utility Management program.
- CBU is exploring the possibility of relocating the Service Center and Garage to the Winston Thomas property, located on Gordon Pike, west of Walnut Street. This move is needed because CBU's operations are too large to fit in the current Miller Drive property. The new facility would provide a larger garage and covered storage for pipe and other materials, in addition to a new Service Center. In addition, it is expected that the Public Works Department will be able to locate all of its administrative functions in the current CBU Service Center. We hope to begin construction in 2024 and relocate in 2025. In 2023, we presented an overall proposal to the Utilities Service Board and Council. We presently are developing a financial plan for the project which will cost about \$39 million.



## **Water Works:**

- CBU will complete the replacement of filter media and underdrains at Monroe WTP. This will improve finished water quality and reduce the cost of backwashing filters.
- CBU will complete the rehabilitation of the East Tank, and add an improved data collection system to monitor water quality in real time.
- CBU is continuing the water main replacement program, with around \$1.6 million planned in 2023 to replace 6,000 feet of pipe. The 2021 Rate Case will allow CBU to raise this investment to \$3 million per year in order to achieve a 100-year replacement schedule, starting in 2025.
- CBU will complete a long-term water supply resiliency plan and begin efforts to secure funding for its implementation. Bloomington presently has only one source for water supply; we are working to develop a plan for a second source. This is a long-term effort that will likely take 5-15 years to complete at a cost of \$150 million or more. We expect to continue discussions with our regulators, potential partners, and elected officials to improve water-supply resiliency.
- CBU will complete the replacement of the Monroe WTP's intake bar screens at a cost of \$1.5M.

## **Sewer Works:**

- In 2023 we will rehabilitate 15,700 feet of pipe, 30 lateral connections, and 30 manholes, at a cost of \$500,000. These sewer lining projects reduce infiltration and inflow (I&I) of storm water into our sewers. The industry average reduction in total flow through a segment of sewer that has been lined is approximately 20% relative to the previous flow. Over the segments that will be lined in 2023, this results in an estimated reduction in annual average flow of 3,153,600 gallons, or 8,640 gallons per day.
- CBU partnered with the Economic Development Department and Catalent to receive an iReady grant in the amount \$1.9M for sewer improvements near the Catalent campus. The sewer study and design will be completed in 2024 and construction will follow.
- Completed the design of the final stage of the Dillman Road WWTP modernization and capacity improvements. We are presently working with IDEM to re-rate the plant to at least 18-20 mgd.
- CBU has completed the design and are ready to request bids for the replacement of three older lift stations in our sewer system. Project costs for the Basswood, Morningside, and Weymouth lift stations are estimated at \$3.0M This project will be completed in late 2023 or in 2024.
- CBU's Clear Water Reduction Program receives contributions from developers that can be utilized to reduce I&I into our collection system. In 2023, we are investing \$800,000 from the Clear Water program in a South East Basin sewer project. The project will rehabilitate 12,644 feet of pipe, 56 lateral connections, and 33 manholes.
- Completed a study for a resource recovery facility at the Dillman Road WWTP. The study concluded that there is a possibility that the Dillman Road WWTP could be "net zero" for electricity and that the project might break even financially if enough outside high-strength waste can be brought in. We are continuing to investigate this, and expect the Utilities Service Board and Council to make a "go/no-go" decision about proceeding with design for a \$50-60 million project in 4Q 2023. If the project is to be pursued, construction must begin before the end of 2024 in order to qualify for \$8-10 million in Federal incentives.

## **Stormwater Utility:**

- CBU will complete installation of electrical conduit for Duke Energy's major electrical feeds to the IU campus near the Von Lee building and the 6th and Indiana intersection. This preliminary work is required prior to the replacement of the inlet structure for the Clear Creek tunnel. In 4Q 2023, we will proceed with bonding and contracting for the project, which will be completed in 3Q 2024.
- After discussions with the Mayor's office and the USB we have agreed to adopt and expand the regular maintenance portion of the street sweeping program to improve water quality. We will complete a street sweeping routing plan by the end of 2023 that will focus on reducing particulate loads on the storm system.
- In 2022, CBU completed the development of its Stormwater Master Plan. By the end of 2023, CBU will complete implementation of its first phase of strategies defined in the plan, at a cost of \$171,000. Implementation items include updates to and expansion of stormwater ordinances, implementation of a green ditch initiative, and the initiation first phase of a jurisdiction-wide Stormwater System Management and Maintenance plan.
- Construction of three new detention basins in low-moderate income areas where downstream flooding occurs. This work is partially funded through a Community Development Block Grant (\$150k). Two of the basins will be contracted out and the other will be constructed by CBU crews.
- Provide about \$10,000 of in-kind support for Monroe County Soil and Water Conservation District (SWCD) to help re-write the Bean Blossom Watershed Plan. CBU's Blucher Poole WWTP discharges to Beanblossom Creek.
- Provide in-kind support for the Section 319 Grant project for the Lower Salt Creek Watershed (below Lake Monroe). CBU's Dillman Road WWTP discharges to Clear Creek, as does most of our Municipal Separate Storm Sewer (MS4) infrastructure.
- Installed and planted Devon lane bioretention facility in neighborhood experiencing flooding. Bioretention facility was planted with native seed mixes containing 10 upland species and 32 hydrophilic bioswale species.
- Finished three year wetland mitigation project at the former Weimer Lake dam located in Wapehani mountain bike park. In 2022, CBU planted 1677 additional native plugs, 200 native trees, and met all success criteria for the 401/404 permit mitigation requirements.
- Funded 11 additional rain gardens from the 7-line project and other street improvement projects in 2022. This almost doubles the amount of CBU maintained green infrastructure. We also helped plan and design additional rain gardens with city engineering that will be turned over this year.

## **2024 Goals Summary**

In 2024, CBU will continue its focus on seven major initiatives, including:

- 1) explicitly identifying how our activities, including new operational and capital projects, affect carbon emissions from Utilities operations and expanding 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
- 7) diversity, equity, and inclusion for both internal workforce and external customers.

In addition, if the USB and Council approve of the move, we plan to complete the facilities design and financial analysis for the redevelopment project at the Winston Thomas site and begin construction during 2024.

### **Sustainability and Climate Action**

Water and wastewater operations are heavy users of electricity and purchased chemicals. Maintenance and development of our nearly 800 miles of buried infrastructure require a capital investment in large vehicles and the consumption of fossil fuels to power them. CBU has deployed a total of 1.6 MW of solar generating capacity at the Monroe and Dillman plants, the Service Center, and at one booster station.

CBU tracks its energy consumption and is working to reduce water loss, energy consumption, and the carbon footprint of all its activities. CBU continues to 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.

### **Wastewater Treatment Modernization and Capacity Improvements**

CBU has completed the first phase of a project to increase efficiency, resiliency, and treatment capacity to meet future demand at Dillman Road WWTP. The \$23 million project included a standalone disk filter addition, new switchgear, and new blowers. The second phase of this project is underway and includes the replacement of the influent bar screens and the addition of a redundant electrical feed to the Plant.

CBU continues to prioritize and focus our efforts on reducing energy use at our treatment plants. Through this project and others, CBU will continue to improve process efficiency at Dillman Road WWTP, Monroe County's largest single electricity consumer.

### **Water Quality**

CBU continually monitors and explores ways to reduce disinfection byproducts (DBPs). In 2023, CBU will complete a project to replace an old plate frame filter press with a belt press. This will greatly improve our ability to manage and dispose of waste sludge, reducing hauling and the cost of disposal.

On the wastewater side, CBU continues to make improvements to phosphorus control at the Blucher Poole WWTP, reducing the discharge of nutrients into Beanblossom Creek. In an effort to improve stormwater quality, CBU has adopted the regular maintenance portion of street sweeping from Public Works in order to focus the program on reducing sediment and other pollutants from entering our storm system and receiving waters. We are currently working on a Street Sweeping Routing plan and plan to have our street sweeping program fully operational in 2024.

In 2024 CBU will implement a valve exercising and replacement program. CBU operates and maintains 10,621 valves, and spends \$66,000 annually on a contractor to exercise and report back on 15-20% of our valves. With an in-house program, CBU believes it can exercise 33-40% of our valves each year. Exercising water valves improves water quality and customer downtime during main breaks and other maintenance outages. Bringing this work in-house, will dramatically reduce the time needed for valve condition, the extra step of additional input into our work order system. Our work order system will house those valve exercising reports and any follow-up maintenance requirements.

### **Water Main Replacements**

Following the 2016 Water Works rate case, CBU established an ongoing Water Main Replacement Program (WMR). From 2017-2022, CBU has budgeted approximately \$1.7 million annually for this program, allowing us to replace approximately 1.5-2.5 miles of existing water mains and associated valves, fire hydrants, and water services each year. Aging water mains can accelerate 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..

The 2021 Water Works rate case allows CBU to expand annual WMR expenditures to \$3 million, beginning in 2025. Our goal is to achieve a 100-year replacement schedule for water mains in Bloomington. Inflation in the cost of materials and especially for contractor services on WMR projects is making it harder to achieve the 100-year replacement cycle goal. In 2023, CBU has taken steps to do more of the WMR work in-house, which helps to control costs. We will continue to expand those efforts in the coming years.

CBU staff prioritize replacement projects based on the occurrence of water main breaks, seasonal factors, water use patterns, pipe types, and other factors. We prioritize annually based on new information collected during the previous year. We anticipate that the lead service line inventory will have a significant impact on our WMR schedule. CBU is committed to prioritizing lead service line replacements.

When CBU completes water-main replacement projects and repairs water main breaks, street repairs can be delayed by weather conditions, and the availability of materials, equipment and staff. Also, CBU's equipment is designed for small repairs and not major street repairs. CBU would like to transfer these repairs to the Public Works Department. CBU would reimburse DPW for those repairs. This will free up additional time for CBU staff to install water-main replacements.

### **Stormwater Utility**

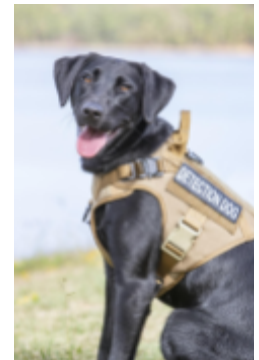
CBU continues capital investments in the stormwater system. Critical projects include the completion of the upstream inlet on the Clear Creek stormwater culvert, which flows through downtown Bloomington. With the urging of Mayor Hamilton and the support of Council, in 2019, CBU established a Green Infrastructure fund as part of the monthly stormwater fee. CBU dedicates \$400,000 per year to develop and maintain "green" stormwater infrastructure upgrades in City projects.

Green infrastructure elements -- such as rain gardens, bioswales, and permeable paving -- slow down stormwater flow and reduce the intensity of peak flows and flooding downstream. CBU also plans to continue its award-winning residential stormwater grant program, which offers assistance with improvements on single-family residential properties.

### **Process Modernization**

Since 2017, CBU has implemented, upgraded, and/or replaced numerous systems for data collection in all phases of its operations throughout the department. These changes will drive efficiency, allow CBU to make more data-driven decisions, and reduce errors. For example, updates to the SCADA systems, improvements to algae identification at Monroe WTP, and integrating that information with water-quality and process data to better manage taste-and-odor issues. In 2024, we will continue to actively develop decision support tools on an ongoing basis and deploy them for our various communities of in-house and public stakeholders.

An innovation in the utility industry is to employ canine units for leak detection. CBU would like to add a canine team to our staff to help improve the sanitary sewer infrastructure. Unlike drinking water, which is constantly under pressure, there is no way to find sewer leaks until there is a major issue, such as a backup into a customer's home or business. A trained dog can alert its handler even if there is only a small amount of human waste scent leaking from a pipe several feet underground.



*Vessel, North America's first leak-detection dog, working for Central Arkansas Water*

### **Seeking Outside Funding**

Since 2021, the Federal government has dedicated over a trillion dollars to infrastructure spending, across the country. CBU will continue to seek opportunities for grants, low-interest loans, and other funding streams for projects that will serve our customers for decades to come. Some example program areas are lead service line replacements, water supply resiliency, major sewer infrastructure improvements, waste-to-energy initiatives and reducing greenhouse gas emissions.

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

We are continuing our efforts to ensure equity in the application of the Residential Stormwater Grants program for residents of lower-income neighborhoods. In 2023, we are identifying opportunities for neighborhood improvement projects on private property that would be suitable for grants, however the residents and property owners have not inquired about the grant yet. We will then meet with residents to show what can be done and work with them to apply for the grant and implement the projects.

CBU continues its Customer Assistance Program, in cooperation with the South Central Community Action Program (SCCAP). This program assists low-income customers when they cannot pay their water bills. In 2022, 151 customers received support totaling \$26,608.

In 2024, all CBU managers and Assistant Directors will participate in a Diversity, Equity, and Inclusion training program. CBU managers will continue to participate in training sessions and internal discussions to help us encourage and build a diverse workforce.

### **2024 Activity Descriptions and Goals**

The 2024 budget was developed with a zero-based approach, analyzing actual trends and conservative estimates, and aligning expenses split between multiple funds. The Assistant Director - 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.

Note: the number of full-time equivalents quoted herein is based upon the fraction of the 208 CBU employees, including vacant positions and part-time employees. We round these fractions off in 5% increments, thus an estimate of “10.5 FTEs” for an activity means about 5% of overall CBU staff time is dedicated to that activity.

### **Budget and Schedule Challenges for 2024**

Supply chain issues continue to create problems in contractor pricing and scheduling for CBU’s projects. In 2023, we have seen examples of lead times for basic components extending from 6 months to a year. These delays are accompanied by significant price increases. We have also seen steel prices escalating to the point where suppliers have asked for contractual contingencies to handle mid-project price increases.

The Infrastructure Act will likely continue to increase demand for these materials, so no relief is expected in 2024. We should be ready for projects to take longer and cost more to complete, and some projects may be delayed until after a future rate case. In addition, engineering firms are facing challenges in staff recruitment and retention, and it is much more difficult to deliver projects. General contractors and their subcontractors are very busy and are becoming more selective in the type of work they accept, and how much risk they are willing to take. In 2024, CBU will continue to work with the Controller’s Office and the City Administration to identify new methods of design and contract delivery to help manage some of these issues.

### **2024 CBU Revenue Projections**

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

<b>Revenue</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
Water	\$17,701,633	\$17,827,245	\$20,055,518	\$20,432,598	\$22,420,271	\$1,987,673	8.9%
Sewer	\$26,301,837	\$25,401,399	\$25,643,769	\$24,070,000	\$24,425,565	\$355,565	1.5%
Stormwater	\$3,124,754	\$3,264,958	\$3,563,875	\$3,172,500	\$3,219,364	\$46,864	1.5%
<b>Total Funds</b>	<b>\$47,128,224</b>	<b>\$46,493,602</b>	<b>\$49,263,162</b>	<b>\$47,675,098</b>	<b>\$50,065,200</b>	<b>\$2,390,102</b>	<b>4.8%</b>

## Staff Change Requests

More information can be found in the Memo to the Job Evaluation Committee. We are also glad to answer any questions, address any concerns, or dialogue about ideas.

1. **Assistant Superintendents** Grade change, Fiscal impact: \$9,391.13 in each: Monroe (61), Dillman (65), and Blucher Poole (64)
2. **Solids Handling Supervisor** Grade change, Fiscal impact: \$9,391.13 Administration (51)
3. **Employee Development Specialist** Title/Grade change, Fiscal impact: \$8,684.72 Administration (51)
4. **Maintenance Superintendent** New position, Fiscal impact: \$73, 039.59 Administration (51)
5. **Assistant Maintenance Superintendent (3)** Title change, No fiscal impact
6. **Utilities Mechanic I/II (11)** Title change, No fiscal impact. One grade change of the 11 positions, Fiscal impact: \$5,366.40 Blucher Poole (64)
7. **Heavy Equipment Operator** Added position, Fiscal impact: \$46,867.20 Stormwater (81)
8. **MS4 Inspector** New position, Fiscal impact: \$54,879.58 Environmental (57)
9. Wage increases based on obtaining certifications in Environmental (57)
  - a. MS4 Coordinator: Certified Professional Erosion and Sediment Control (CPESC) - \$2,000
  - b. Water Quality Coordinator: Water Treatment 5 (WT5) - \$5000; Distribution System Large (DSL) - \$1,000
  - c. Pretreatment Coordinator: Certified Pretreatment Coordinator (CPC) - \$4,000. Wastewater Class I-IV - \$1,000-\$5,000
  - d. Hazardous Materials Coordinator: Certified Hazardous Materials Manager (CHMM) - \$1,000
10. **Meter Technician II** Title/Grade change, Fiscal impact: \$1,164.80 Meter Services (75)
11. **Engineering Field Technician** Added position, Fiscal impact: \$52,265.75 T&D (71)
12. **Laborer/Utilities Specialists 2** Added positions, Fiscal impact: \$44,678.40 T&D (71)



**2024 Goals for all activities**

As in past years, we have organized our program-specific goals in accordance with the Effective Utility Management framework that has been developed by the American Water Works Association (AWWA), United States Environmental Protection Agency (EPA), and other industry organizations.

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

**Product Quality (PQ)**

Product Quality Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	\$3,803,071	\$3,993,731	39	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 (approx 86,000 people)
200 - Supplies	\$954,526	\$1,002,379		
300 - Other Services	\$7,941,696	\$8,339,838		
<b>Total</b>	<b>\$12,699,293</b>	<b>\$13,335,948</b>		

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

Goals:

*Water Works*

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



- Complete the lead service line inventory as mandated by the EPA's Lead and Copper Rule by October 2024. This work is being performed by CBU staff, and supported by \$700,000 in American Recovery Plan Act (ARPA) funding as allocated by the Common Council.

*Sewer Works*

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

*Stormwater Utility*

- By the end of 2024, CBU will complete two one-time implementation items defined in the Stormwater Master plan, at a cost of \$80,000. These implementation items will help align our stormwater design requirements to the existing Unified Development Ordinance (UDO) and will develop guidance for the control on invasive plants for all city departments and the public.
- As outlined in the Stormwater Master plan, we will initiate the development of a comprehensive Stormwater Design Manual at an initial cost of \$80,000. The development of this manual is expected to span three years.
- By the end of 2024 we will have assessed 25% of our stormwater system as part of the ongoing jurisdiction-wide Stormwater System Management and Maintenance plan.
- Implement the MS4-based street sweeping program. We will set realistic numerical goals when the design study is completed later in 2023.

**Operational Optimization (OO)**

<b>Operational Optimization Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Populations Served</b>
100 - Personnel Services	\$1,897,592	\$1,992,725	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 (approx 86,000 people)
200 - Supplies	\$395,518	\$415,346		
300 - Other Services	\$3,605,319	\$3,786,065		
<b>Total</b>	<b>\$5,898,429</b>	<b>\$6,194,136</b>		

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

Goals:

*All Utilities*

In 2023, CBU intends to complete the implementation of the Cityworks asset management system for all field operations and plant operations. We have also deployed improved SCADA systems for process control and data acquisition and the new Laboratory Information Management System (LIMS). In 2024:

- We will deploy at least three new decision support tools in 2024. Increased access to trends within the SCADA user interface, deploy and train staff to utilize the internal Superset analytical dashboard, and deploy templates for data exploration on the City’s JupyterHub server. We also will make all of our code publicly available on Github in 2024.
- The Cityworks asset management software has been largely deployed in T&D and Purchasing for creating and tracking work orders and service requests and for inventory management. In 2024 CBU plans to expand the use of Cityworks by integrating the ITpipes software package, offering access to our video inspections of sanitary and storm sewer pipes.
- By 4Q 2024, we will add assets and work-order management for street sweeping activities as CBU takes on this responsibility.

**Employee and Leadership Development (ED)**

<b>Employee &amp; Leadership Development Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Populations Served</b>
100 - Personnel Services	\$945,839	\$993,257	10	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 (approx 86,000 people)
200 - Supplies	\$192,541	\$202,194		
300 - Other Services	\$1,315,934	\$1,381,906		
<b>Total</b>	<b>\$2,454,314</b>	<b>\$2,577,357</b>		

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

Goals:

*All Utilities*

- Continue CBU’s commitment to personnel safety, making ongoing investments in equipment for the field crews and the plants.
- Invest at least 1.5% of CBU personnel budget in each Division for professional training and development, including operator training so new employees can earn State licenses within 1 year of hire.

- Assure that every work site has at least 1 team member who is CPR-certified.
- CBU Assistant Directors and managers will complete Diversity, Equity, and Inclusion training in 2024.

**Financial Viability (FV)**

<b>Financial Viability Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Populations Served</b>
100 - Personnel Services	\$1,881,824	\$1,976,166	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 (approx 86,000 people)
200 - Supplies	\$386,400	\$405,772		
300 - Other Services	\$1,922,359	\$2,018,732		
<b>Total</b>	<b>\$4,190,583</b>	<b>\$4,400,670</b>		

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

Goals:

*All Utilities*

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

## Infrastructure Strategy and Performance (IS)

Infrastructure Strategy & Performance Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	\$3,704,518	\$3,890,237	39	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 (approx 86,000 people)
200 - Supplies	\$772,802	\$811,545		
300 - Other Services	\$5,250,490	\$5,513,713		
<b>Total</b>	<b>\$9,727,810</b>	<b>\$10,215,495</b>		

*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:

#### *All Utilities*

- If the Utilities Service Board and Council approve the plan for a new CBU campus at the Winston Thomas property, we will complete the facilities design and financial analysis for the project and begin construction by 4Q 2024.

#### *Water Works*

- We will conduct financial analysis and bring a rate case for the Water Works to USB and Council in 2Q 2024, and then to the Indiana Utility Regulatory Commission (IURC) in 3Q 2024. We would anticipate approval and implementation by 2Q 2025.
- Replace at least one mile of water mains at a cost of \$1,700,000.
- Replace aging chemical-feed lines at the Monroe WTP, estimated cost is \$2,000,000.
- Complete design and enter into a guaranteed savings contract for construction to replace the chemical feedlines, install additional backwash tank and pump modifications, and replace valve actuators at a cost around \$3,000,000.
- Complete design and begin construction on the first components of the complete refurbishment of the South Central and West Booster Pumping Stations at a cost of \$6,500,000. This construction work will continue into 2025.
- We will continue to explore ways for CBU to add a second source of drinking water to improve enterprise resiliency. In 2024, we will continue to reach out to potential partners and will discuss this need with the Office of the Utilities Consumer Counselor and IURC during our planned 2024 Water Works rate case.

#### *Sewer Works*

- Developing sewer analysis models for three critical sewersheds to better assess capacity. By better understanding capacity we can identify system limitations, reduce the probability of a sewer overflow, and plan for future development. This project is under contract for \$330,000 and will be completed in 2024.
- Complete construction of Phase II of the Dillman Road WWTP Modernization and capacity improvements - This project's major components include the replacement of the bar screens, sluice gates, and electrical feeder at a total project cost of \$3,500,000.
- Complete a project at the Blucher Poole WWTP that will replace the old human machine interface (HMI) PLCs computer system with a modern, more capable upgrade.
- Complete project that will improve solids handling processes at the Blucher Poole WWTP, including upgrades to processes involving the solids handling tanks and belt presses.
- Upgrade 10 outdated or obsolete lift stations with new controls and equipment.
- Complete sewer lining projects, lining at least 3 miles of sewer pipe and other improvements to manholes and other infrastructure, at a total cost of \$800,000.
- Advance the pilot Clear Water Program, investing \$350,000 in contributions by developers to eliminate illicit sewer connections from sump pumps and roof drains or other I&I sources.
- Add a canine unit to CBU staff, investing \$44,500 in the first year for an appropriate vehicle, kennel, and the purchase of a dog which is trained to detect sewer leaks in both the CBU system and customer laterals. Annual costs would be \$53,615 for a RFT handler's salary, food, vet care, and other needed items, such as brushes and leashes.
- If the Utilities Service Board and Council approve the plan to move forward with the resource recovery and electrical generation project in 3Q 2023, we will complete the facility design, secure financing, and begin construction before the end of 2024.

#### *Stormwater Utility*

- Deploy up to \$100,000 through the Residential Stormwater Grants program to complete projects for at least 10 household and/or neighborhoods.
- By the end of 2024, CBU will complete the upstream inlet improvements near 6th and Indiana, adjacent to the IU campus, at a projected cost of over \$5 million. This will complete the replacement of the Clear Creek culvert from IU to 1st and Washington Streets. This phase of the Clear Creek tunnel work is designed and constructed in coordination with Indiana University.
- By the end of 2024, CBU will have an operational street sweeping program based on recommendations from the Street Sweeping Routing Plan to be finished by the end of 2023.

### Enterprise Resiliency (ER)

Enterprise Resiliency Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	\$1,950,811	\$2,048,612	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 (approx 86,000 people)
200 - Supplies	\$202,288	\$212,429		
300 - Other Services	\$1,784,041	\$1,873,480		
<b>Total</b>	<b>\$3,937,140</b>	<b>\$4,134,521</b>		

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

Goals:

*All Utilities*

- By the end of 2Q, CBU and ITS will complete a review and update for the CBU Cybersecurity Plan, including action items for implementation in 2024.

### Customer Satisfaction (CS)

Customer Satisfaction Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Populations Served
100 - Personnel Services	\$1,901,534	\$1,996,864	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 (approx 86,000 people)
200 - Supplies	\$572,445	\$601,144		
300 - Other Services	\$1,315,937	\$1,381,909		
<b>Total</b>	<b>\$3,789,916</b>	<b>\$3,979,917</b>		

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

Goals:

*All Utilities*

- Operate a Customer Service Department with standard business operations hours (Monday-Friday, 8:00 AM-5:00 PM).
- Keep the CBU website up-to-date with information about major undertakings and electronic versions of all customer forms, as well as electronic versions of the annual consumer confidence/water quality report and the annual benchmarking survey, updated at least once per week.
- Review and change all web forms to ensure they are accessible for low/no vision customers, non-English speakers, and others.
- Complete the annual Customer Satisfaction Survey by Q3 and incorporate findings from the survey in public information and other customer service activities. Our goal is to achieve 10% participation from our 27,000 customers.
- Procure and implement a 24-hour customer-service kiosk that supports bill payment and other functions. This effort was included as a 2023 budget goal, but we are delaying it because there are changes to the way credit cards are handled in the New World system that are being implemented in 2023. We will begin work on the kiosk when that is complete.

**Stakeholder Understanding and Support (SS)**

<b>Stakeholder Understanding &amp; Support Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Populations Served</b>
100 - Personnel Services	\$945,840	\$993,257	10	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 (approx 86,000 people)
200 - Supplies	\$198,438	\$208,387		
300 - Other Services	\$73,249	\$76,922		
<b>Total</b>	<b>\$1,217,527</b>	<b>\$1,278,566</b>		

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

Goals:

*All Utilities*

- Each quarter, a staff member or group will participate in at least one neighborhood/homeowner’s association meeting, a public event, or meeting of a community/professional organization, in-person or a live virtual meeting.
- Provide updates about projects at least once per week using press releases, signage, social media, email, and CBU website to help the public understand the projects and priorities of the utility.

**Water Resource Sustainability (WR)**

<b>Water Resource Sustainability Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Populations Served</b>
100 - Personnel Services	\$945,840	\$993,258	10	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 (approx 86,000 people)
200 - Supplies	\$187,768	\$197,181		
300 - Other Services	\$724,881	\$461,221		
<b>Total</b>	<b>\$1,858,489</b>	<b>\$1,951,660</b>		

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

Goals:

*Water Works*

- Offer in-kind support for the water-quality study that Friends of Lake Monroe is leading under a Section 319 grant. In 2024, we will continue to sample the South Fork of Salt Creek once per month during high-flow events.
- Budget \$25,000 as a contribution to the Friends of Lake Monroe to assist them in their organizational development efforts.
- Budget \$25,000 as a contribution to the Lake Monroe Water Fund in support of their organizational efforts to build fundraising for shovel-ready projects in the Lake Monroe watershed.



**Community Sustainability (SU)**

<b>Community Sustainability Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Populations Served</b>
100 - Personnel Services	\$975,406	\$1,024,306	10	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 (approx 86,000 people)
200 - Supplies	\$197,639	\$207,547		
300 - Other Services	\$728,552	\$765,077		
<b>Total</b>	<b>\$1,901,597</b>	<b>\$1,996,930</b>		

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

*All Utilities*

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

*Stormwater Utility*

- Dedicate \$100,000 to CBU’s Residential Stormwater Grant Program in 2024, 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.

**2024 Bond Payments**

*Water*

2015 Refunding Bond- \$374,100  
 2017 Bond- \$299,693  
 2020A Water Bond- \$1,279,250  
 2020B Water Bond- \$3,324,088  
 2022 Water Bond - \$1,309,750  
 Solar Water Bond - \$79,683

*Wastewater*

2013 Wastewater Bond- \$1,190,826  
 2015 Refunding Bond- \$626,315  
 2017 Wastewater Bond- \$460,100  
 2019 Refunding Bond- \$1,022,200  
 2020 Wastewater Bond- \$969,800  
 2021 Wastewater Refunding - \$779,400  
 Solar Wastewater Bond - \$317,351

Sinking Funds (P&I) Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Populations Served
400- Waterworks sinking	6,049,515	6,666,565	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 (approx 86,000 people)
400- Sewer works sinking	4,990,219	4,419,992		
<b>Total</b>	<b>11,039,734</b>	<b>12,086,557</b>		

**Water Works Budget Request**

Water Works Budget Allocation	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change (\$)	Change (%)
100 - Personnel Services	4,714,725	4,779,289	5,000,410	5,150,800	5,651,867	501,067	8.9%
200 - Supplies	2,092,106	2,490,811	1,741,845	2,434,050	2,578,890	228,632	8.9%
300 - Other Services	12,975,187	5,962,770	3,743,608	4,642,476	5,134,679	455,216	8.9%
300 - Other Services (E&R)	3,199,603	3,408,411	2,413,889	2,155,758	2,388,270	578,187	24.2%
400 - Water Sinking (P&I)	3,383,637	5,278,127	5,278,817	6,049,514	6,666,565	617,051	10.2%
<b>Total</b>	<b>26,365,257</b>	<b>21,919,407</b>	<b>18,178,569</b>	<b>20,432,598</b>	<b>22,420,271</b>	<b>238,0153 2</b>	<b>11.6%</b>

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

Significant changes in the Water Utility include:

**Revenue** \$1.5m increase due to rate increase.

**Category 1- Personnel** There is no expectation for a large-scale change in this category.

**Category 2- Supplies** request is \$2,350,258. This is a decrease from the 2023 budget in the amount of \$83,792.

**Category 3- Other Services and Charges** request is \$4,679,463 a slight increase over 2023.

**Category 3- Other Services & Charges (Extensions & Replacements)** request is \$1,810,083. This is a decrease of \$345,680 or 19%. This is due to increased expenses in other categories.

Sewer Works Budget Request

Sewer Works Budget Allocation	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	Change (\$)	Change (%)
100 - Personnel Services	7,977,422	8,021,327	8,356,461	8,607,300	8,734,448	127,148	1.5%
200 - Supplies	1,370,926	1,383,364	1,163,644	1,489,850	1,511,858	22,008	1.5%
300 - Other Services	5,910,260	3,937,969	5,033,452	6,582,301	6,679,536	97,235	1.5%
300 - Other Services (E&R)	3,249,161	3,802,100	3,659,468	3,299,806	3,087,731	-212,075	-6.9%
400 - Wastewater Sinking (P&I)	4,780,028	4,075,919	4,015,990	4,090,743	4,411,992	321,249	7.3%
<b>Total</b>	<b>23,287,798</b>	<b>21,220,678</b>	<b>22,229,015</b>	<b>24,070,000</b>	<b>24,425,565</b>	<b>355,565</b>	<b>1.46%</b>

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

Significant changes in the Sewer Utility include:

**Revenue** is expected to increase slightly.

**Category 1- Personnel** request is \$8,708,965 This is an increase of \$101,665, or 1.1%. There is no expectation of large-scale change to this category.

**Category 2- Supplies** request is \$1,502,365. This is an increase of \$12,515.

**Category 3- Other Services and Charges** request is \$6,617,107. This is an increase of \$34,806.

**Category 3- Other Services and Charges (Extensions and Replacements)** request is \$3,464,937 an increase of \$165,131.

**Stormwater Utility Budget Request**

<b>Stormwater Utility Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Proposed</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	902,122	826,278	1,016,316	1,046,000	1,061,451	15,451	1.5%
200 - Supplies	72,828	84,094	85,280	86,700	87,981	1,281	1.5%
300 - Other Services	623,630	668,199	148,209	151,800	154,042	2,242	1.5%
300 - Other Services (E&R)	279,824	280,681	494,059	548,000	501,981	-46,019	-9.2%
300 - Other Services (Green Infrastructure)	0	400,000	400,000	400,000	405,909	5,909	1.5%
400 - Storm Sinking (P&I)	438,511	972,603	960,000	960,000	1,008,000	48,000	4.8%
<b>Total</b>	<b>2,316,915</b>	<b>3,231,854</b>	<b>3,103,864</b>	<b>3,172,500</b>	<b>3,219,364</b>	<b>26,864</b>	<b>0.8%</b>

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

Significant changes to the Stormwater Utility include:

**Revenue** is expected to increase slightly.

**Category 1- Personnel Services** request is \$1,056,500. This is an increase of \$11,500 or 1.1%. There is no expectation of large-scale change to this category.

**Category 2- Supplies** request is \$89,500, a \$2,800 increase.

**Category 3- Other Services and Charges** request is \$157,865, a \$7,500 increase.

**Category 3- Other Services and Charges (Extensions & Replacements)** request is \$555,500. This is an increase of \$7,500 or 1.40%.

**Conclusion**

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

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 010 - Wastewater</b>									
<u>Expenditures</u>									
Personnel Services									
	U40800	Taxes - FICA	397,483	392,509	387,825	453,697	480,482	26,785	5.90%
	U60100	Salaries & Wages Employees	5,028,612	5,025,711	4,935,070	5,714,035	4,749,520	(964,515)	-16.88%
	U60200	OT Salary & Wages	323,150	365,725	377,639	236,558	-	(236,558)	-100.00%
	U60400	Employee Pensions & Benefits	1,930,239	1,512,657	2,251,268	2,527,159	2,477,106	(50,053)	-1.98%
<b>Total: Personnel Services</b>			<b>7,679,484</b>	<b>7,296,603</b>	<b>7,951,802</b>	<b>8,931,449</b>	<b>7,707,108</b>	<b>(1,224,341)</b>	<b>-13.71%</b>
Supplies									
	U61804	Chemicals Chlorine	3,972	1,323	-	5,000	-	(5,000)	-100.00%
	U61805	Chemicals Calcium Hypochlorite	-	-	-	-	5,000	5,000	N/A
	U61814	Chemicals Miscellaneous	11,694	5,844	88,924	20,500	20,000	(500)	-2.44%
	U61817	Chemicals Polymer	103,068	78,591	96,225	122,000	117,000	(5,000)	-4.10%
	U61820	Chemicals Sodium Bisulfite	12,379	7,751	8,314	10,000	15,000	5,000	50.00%
	U61823	Chemicals Sodium Hypochlorite	35,601	39,317	73,141	90,000	90,000	-	0.00%
	U61830	Chemicals - Sodium Aluminate	131,821	144,592	309,946	200,000	300,000	100,000	50.00%
	U61831	Chemicals Lab Reagents	-	-	-	-	20,000	20,000	N/A
	U61832	Chemicals HyperION	-	-	-	-	100,000	100,000	N/A
	U61833	Chemicals Defoamer	-	-	-	-	100,000	100,000	N/A
	U62001	Materials & Supplies General	299,420	282,791	428,879	281,350	301,425	20,075	7.14%
	U62020	Materials & Supplies Lines	70,024	59,395	59,536	60,000	6,500	(53,500)	-89.17%
	U62022	Materials & Supplies Meters	16,625	18,127	31,364	60,000	65,000	5,000	8.33%
	U62024	Materials & Supplies Structures	154,818	109,072	1,054,387	115,000	142,500	27,500	23.91%
	U62025	Materials & Supplies Equipment	-	11,510	851	2,000	1,000	(1,000)	-50.00%
	U62026	Materials & Supplies Pumps	55,643	109,225	97,836	83,000	114,500	31,500	37.95%
	U62032	Materials & Supplies Treatment	266,877	229,779	102,236	187,500	142,100	(45,400)	-24.21%
	U62040	Materials & Supplies Statements	92,782	122,965	105,302	100,000	100,000	-	0.00%
	U62042	Materials & Supplies Computer	-	-	294	-	46,200	46,200	N/A
	U62043	Materials & Supplies Office Furniture	300	374	-	-	-	-	N/A
	U62044	Materials & Supplies Office Supplies	42,097	56,995	69,086	55,600	45,250	(10,350)	-18.62%
	U62045	Materials & Supplies Tanks	10,828	10,612	3,039	5,000	2,500	(2,500)	-50.00%
	U62046	Materials & Supplies Maintenance	888	7,016	23,852	-	3,000	3,000	N/A
	U62142	Furniture & Fixtures Computer	19,632	32,841	78,503	38,900	26,400	(12,500)	-32.13%
	U62143	Furniture & Fixtures Other Furniture	5,485	3,356	32,700	-	750	750	N/A
	U62146	Furniture & Fixtures Maintenance	12,410	17,585	9,537	20,000	16,800	(3,200)	-16.00%
	U62147	Material & Supplies - Personal Protective Equipment	14,617	17,733	47,704	17,000	25,875	8,875	52.21%
	U62148	Material & Supplies - Worksite Safety Equipment	9,946	16,567	15,454	17,000	13,850	(3,150)	-18.53%
<b>Total: Supplies</b>			<b>1,370,926</b>	<b>1,383,364</b>	<b>2,737,110</b>	<b>1,489,850</b>	<b>1,820,650</b>	<b>330,800</b>	<b>22.20%</b>
Other Services and Charges									
	U42705	Interest Expense Capital Lease	301,308	166,362	148,563	150,000	684,078	534,078	356.05%
	U42709	Interest Expense Bond Issue 03	(1,373)	85,404	69,594	-	125,000	125,000	N/A
	U42720	Extensions & Replacements	-	-	-	11,907,107	1,937,482	(9,969,625)	-83.73%
	U61125	Transportation Sludge Removal	426,490	383,043	366,154	420,000	400,000	(20,000)	-4.76%
	U61132	Sludge Treatment Removal	10,860	6,697	6,391	10,000	12,500	2,500	25.00%
	U61530	Purchased Power	7,344	8,427	9,365	10,000	10,000	-	0.00%
	U61531	Purchased Power Pumping	164,024	170,769	252,732	180,000	235,000	55,000	30.56%
	U61532	Purchased Power Treatment	719,439	810,951	1,056,922	850,300	1,070,250	219,950	25.87%
	U61700	Utilities General	105,775	64,910	49,520	76,050	66,480	(9,570)	-12.58%
	U61720	Natural Gas	37,510	45,760	51,345	80,800	74,800	(6,000)	-7.43%
	U61730	Telephone - Land Line & Long Distance	535	339	645	600	650	50	8.33%
	U61732	Cell Phone Charges	20,905	26,021	25,964	24,500	54,800	30,300	123.67%
	U61733	Telephone - Other Charges	27,440	33,226	41,413	35,500	9,500	(26,000)	-73.24%
	U61734	Pager Expenses	265	209	156	200	-	(200)	-100.00%
	U62200	Training	14,834	19,201	22,554	35,500	28,075	(7,425)	-20.92%
	U63100	Contract Services Engineering	195	25	850	500	250	(250)	-50.00%
	U63200	Contract Services Accounting	37,281	205,690	33,567	10,000	25,000	15,000	150.00%
	U63202	Assistance Program	21,376	19,260	17,473	30,000	20,000	(10,000)	-33.33%

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
	U63300	Contract Services Legal	-	3,509	165	5,000	2,500	(2,500)	-50.00%
	U63532	Contract Services Testing	68,185	69,876	81,693	83,500	79,000	(4,500)	-5.39%
	U63600	Contracted Services - Other	87,030	298,532	378,822	40,000	34,500	(5,500)	-13.75%
	U63701	Contract Services Interdepartmental	2,050,225	284,468	361,738	1,800,000	2,581,351	781,351	43.41%
	U63702	Contract Services In Lieu of Taxes	716,626	-	-	700,000	1,016,000	316,000	45.14%
	U64005	Bond Issuance Cost 05	-	30,866	30,866	-	-	-	N/A
	U65000	Transportation	199,346	205,626	213,156	214,300	237,400	23,100	10.78%
	U65020	Transportation Lines	229,308	244,546	299,310	275,000	280,500	5,500	2.00%
	U65022	Transportation Meter	28,748	37,242	33,584	40,000	40,000	-	0.00%
	U65024	Transportation Structures	1,811	3,007	2,127	1,500	2,000	500	33.33%
	U65700	Liability Insurance	121,324	169,679	178,489	220,000	220,000	-	0.00%
	U65900	Insurance Other Deductibles	6,869	4,187	14,797	13,000	12,000	(1,000)	-7.69%
	U66000	Advertising	874	6,812	3,220	4,500	2,725	(1,775)	-39.44%
	U66900	Cash Over Short	(56)	47	-	-	-	-	N/A
	U67000	Bad Debt	(19,292)	(126,426)	58,064	8,000	60,000	52,000	650.00%
	U67501	Miscellaneous Expense	253,696	335,805	378,481	225,800	347,925	122,125	54.09%
	U67510	Miscellaneous Expense - Membership Dues/License	1,621	25,203	27,565	3,725	1,500	(2,225)	-59.73%
	U67536	Miscellaneous Expense Shipping	7,758	10,849	9,998	11,350	10,475	(875)	-7.71%
	U67547	Miscellaneous Expense Software	137,687	163,652	134,429	123,200	167,425	44,225	35.90%
	U67550	Inventory Cycle Count Adj	-	3,486	-	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>5,785,967</b>	<b>3,817,258</b>	<b>4,359,712</b>	<b>17,589,932</b>	<b>9,849,166</b>	<b>(7,740,766)</b>	<b>-44.01%</b>
Capital Outlays									
	U40300	Depreciation	3,249,161	3,802,100	3,807,176	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>3,249,161</b>	<b>3,802,100</b>	<b>3,807,176</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 18,085,539</b>	<b>\$ 16,299,324</b>	<b>\$ 18,855,800</b>	<b>\$ 28,011,231</b>	<b>\$ 19,376,924</b>	<b>\$ (8,634,307)</b>	<b>-30.82%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 009 - Water</b>									
<u>Expenditures</u>									
Personnel Services									
	U40800	Taxes - FICA	234,292	234,723	246,043	270,357	288,207	17,850	6.60%
	U60100	Salaries & Wages Employees	2,991,348	3,049,806	3,175,260	3,504,418	3,714,055	209,637	5.98%
	U60200	OT Salary & Wages	165,761	183,011	190,089	43,306	-	(43,306)	-100.00%
	U60400	Employee Pensions & Benefits	1,111,879	966,040	1,342,150	1,490,184	1,507,899	17,715	1.19%
<b>Total: Personnel Services</b>			<b>4,503,279</b>	<b>4,433,580</b>	<b>4,953,541</b>	<b>5,308,265</b>	<b>5,510,162</b>	<b>201,897</b>	<b>3.80%</b>
Supplies									
	U61000	Purchased Water	197,773	177,490	179,976	175,000	180,000	5,000	2.86%
	U61812	Chemicals Carbon	60,479	202,700	201,680	120,000	175,000	55,000	45.83%
	U61813	Copper Sulfate	-	-	67,275	-	50,000	50,000	N/A
	U61814	Chemicals Miscellaneous	140,055	120,090	192,658	127,500	20,000	(107,500)	-84.31%
	U61815	Chemicals Alum	251,735	268,893	340,500	275,000	280,000	5,000	1.82%
	U61816	Chemicals Fluoride HFS	22,806	-	-	-	125,000	125,000	N/A
	U61817	Chemicals Polymer	93,481	117,556	169,098	120,000	175,000	55,000	45.83%
	U61818	Chemicals Potassium Permangana	11,334	6,860	31,280	20,000	-	(20,000)	-100.00%
	U61822	Chemicals Aqua Ammonia	25,447	28,874	38,483	30,000	35,000	5,000	16.67%
	U61823	Chemicals Sodium Hypochlorite	130,648	161,033	411,901	200,000	300,000	100,000	50.00%
	U61824	Chemicals Sodium Hydroxide	110,580	90,569	201,324	175,000	200,000	25,000	14.29%
	U61828	Sodium Permanganate	-	-	-	-	100,000	100,000	N/A
	U61831	Chemicals Lab Reagents	-	-	-	-	30,000	30,000	N/A
	U61834	Chemicals Sodium Thiosulfate	-	-	-	-	50,000	50,000	N/A
	U62001	Materials & Supplies General	263,881	215,148	297,876	215,500	219,150	3,650	1.69%
	U62020	Materials & Supplies Lines	143,520	164,530	237,868	200,000	210,000	10,000	5.00%
	U62021	Materials & Supplies Services	114,641	155,742	321,228	250,000	300,000	50,000	20.00%
	U62022	Materials & Supplies Meters	11,423	12,549	27,979	20,000	40,000	20,000	100.00%
	U62023	Materials & Supplies Hydrants	22,595	98,054	51,629	35,000	40,000	5,000	14.29%
	U62024	Materials & Supplies Structures	126,209	48,984	74,275	80,500	80,500	-	0.00%
	U62025	Materials & Supplies Equipment	1,445	8,708	567	1,000	600	(400)	-40.00%
	U62026	Materials & Supplies Pumps	43,283	81,312	79,137	67,000	78,400	11,400	17.01%
	U62032	Materials & Supplies Treatment	117,586	101,930	113,127	111,000	110,000	(1,000)	-0.90%
	U62040	Materials & Supplies Statements	61,855	81,976	70,201	60,000	65,000	5,000	8.33%
	U62042	Materials & Supplies Computer	3,135	-	546	1,500	27,750	26,250	1750.00%
	U62043	Materials & Supplies Office Furniture	200	250	806	200	100	(100)	-50.00%
	U62044	Materials & Supplies Office Supplies	22,723	33,889	41,863	34,750	30,700	(4,050)	-11.65%
	U62045	Materials & Supplies Tanks	-	51,431	115,378	-	10,000	10,000	N/A
	U62046	Materials & Supplies Maintenance	70,193	202,359	129,904	1,500	1,000	(500)	-33.33%
	U62142	Furniture & Fixtures Computer	14,781	19,113	39,290	25,300	12,550	(12,750)	-50.40%
	U62143	Furniture & Fixtures Other Furniture	2,557	2,721	22,632	11,400	17,400	6,000	52.63%
	U62146	Furniture & Fixtures Maintenance	8,099	16,635	7,013	13,200	10,700	(2,500)	-18.94%
	U62147	Material & Supplies - Personal Protective Equipment	10,439	10,946	25,625	9,700	18,250	8,550	88.14%
	U62148	Material & Supplies - Worksite Safety Equipment	9,202	10,468	12,581	8,800	8,200	(600)	-6.82%
<b>Total: Supplies</b>			<b>2,092,106</b>	<b>2,490,811</b>	<b>3,503,702</b>	<b>2,388,850</b>	<b>3,000,300</b>	<b>611,450</b>	<b>25.60%</b>
Other Services and Charges									
	U26000	Interfund Transfer OUT	2,345,000	3,958,375	5,680,000	-	-	-	N/A
	U40900	Taxes State Income	213,442	201,270	105,639	-	-	-	N/A
	U42705	Interest Expense Capital Lease	200,872	110,908	99,042	100,000	456,052	356,052	356.05%
	U42720	Extensions & Replacements	-	-	-	7,306,763	1,650,817	(5,655,946)	-77.41%
	U42801	Utility Amortization Expense	-	-	-	-	-	-	N/A
	U61530	Purchased Power	399,495	521,184	654,942	507,000	556,000	49,000	9.66%
	U61531	Purchased Power Pumping	665,262	715,364	921,179	700,000	800,000	100,000	14.29%
	U61532	Purchased Power Treatment	207,656	234,379	288,504	205,000	275,400	70,400	34.34%
	U61700	Utilities General	4,582	5,231	7,152	5,100	7,580	2,480	48.63%
	U61720	Natural Gas	11,053	16,375	13,683	16,300	18,100	1,800	11.04%
	U61730	Telephone - Land Line & Long Distance	357	226	430	500	500	-	0.00%
	U61732	Cell Phone Charges	12,833	16,323	16,428	13,700	23,150	9,450	68.98%

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
	U61733	Telephone - Other Charges	18,681	22,659	27,713	21,200	24,200	3,000	14.15%
	U61734	Pager Expenses	186	147	110	120	-	(120)	-100.00%
	U62200	Training	19,896	27,242	47,174	39,200	41,300	2,100	5.36%
	U63100	Contract Services Engineering	10,420	12,180	2,000	6,000	9,000	3,000	50.00%
	U63200	Contract Services Accounting	318,235	178,491	124,111	200,000	100,000	(100,000)	-50.00%
	U63202	Assistance Program	23,299	12,826	47,353	20,000	30,000	10,000	50.00%
	U63300	Contract Services Legal	22,232	353,078	24,449	100,000	50,000	(50,000)	-50.00%
	U63532	Contract Services Testing	114,426	109,044	124,687	107,000	107,000	-	0.00%
	U63600	Contracted Services - Other	101,399	1,667,075	113,665	124,000	61,500	(62,500)	-50.40%
	U63701	Contract Services Interdepartmental	1,366,817	189,646	90,143	1,200,000	1,535,684	335,684	27.97%
	U63702	Contract Services In Lieu of Taxes	606,376	-	-	600,000	688,000	88,000	14.67%
	U64005	Bond Issuance Cost 05	-	10,250	10,250	-	-	-	N/A
	U65000	Transportation	65,880	66,106	75,590	70,300	74,300	4,000	5.69%
	U65020	Transportation Lines	127,417	135,143	166,159	170,000	200,000	30,000	17.65%
	U65022	Transportation Meter	19,305	24,899	22,390	20,000	20,000	-	0.00%
	U65024	Transportation Structures	387	1,029	3,721	1,000	1,100	100	10.00%
	U65700	Liability Insurance	102,546	123,403	127,766	150,000	200,000	50,000	33.33%
	U65900	Insurance Other Deductibles	4,580	2,791	8,091	12,000	12,000	-	0.00%
	U66000	Advertising	643	4,186	3,518	2,950	2,225	(725)	-24.58%
	U66900	Cash Over Short	(39)	32	-	-	-	-	N/A
	U67000	Bad Debt	148,294	(21,742)	49,001	10,000	40,020	30,020	300.20%
	U67501	Miscellaneous Expense	263,423	237,580	235,849	191,900	220,825	28,925	15.07%
	U67510	Miscellaneous Expense - Membership Dues/License	14,233	18,696	10,147	15,400	14,250	(1,150)	-7.47%
	U67531	Miscellaneous Expense Pumping	-	1,714	-	-	-	-	N/A
	U67536	Miscellaneous Expense Shipping	4,907	7,904	8,556	7,800	8,475	675	8.65%
	U67545	Miscellaneous Expense Tanks	286,941	7,733	6,864	10,000	12,000	2,000	20.00%
	U67547	Miscellaneous Expense Software	82,066	84,153	85,863	61,200	83,450	22,250	36.36%
	U67548	Miscellaneous Expense Inventory	288	44,617	-	-	-	-	N/A
	U67550	Inventory Cycle Count Adj	-	(30,236)	9,844	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>7,783,388</b>	<b>9,070,280</b>	<b>9,212,011</b>	<b>11,994,433</b>	<b>7,322,928</b>	<b>(4,671,505)</b>	<b>-38.95%</b>
Capital Outlays									
	U40300	Depreciation	3,199,603	3,408,411	3,482,819	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>3,199,603</b>	<b>3,408,411</b>	<b>3,482,819</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 17,578,375</b>	<b>\$ 19,403,082</b>	<b>\$ 21,152,073</b>	<b>\$ 19,691,548</b>	<b>\$ 15,833,390</b>	<b>\$ (3,858,158)</b>	<b>-19.59%</b>



**CITY OF BLOOMINGTON**

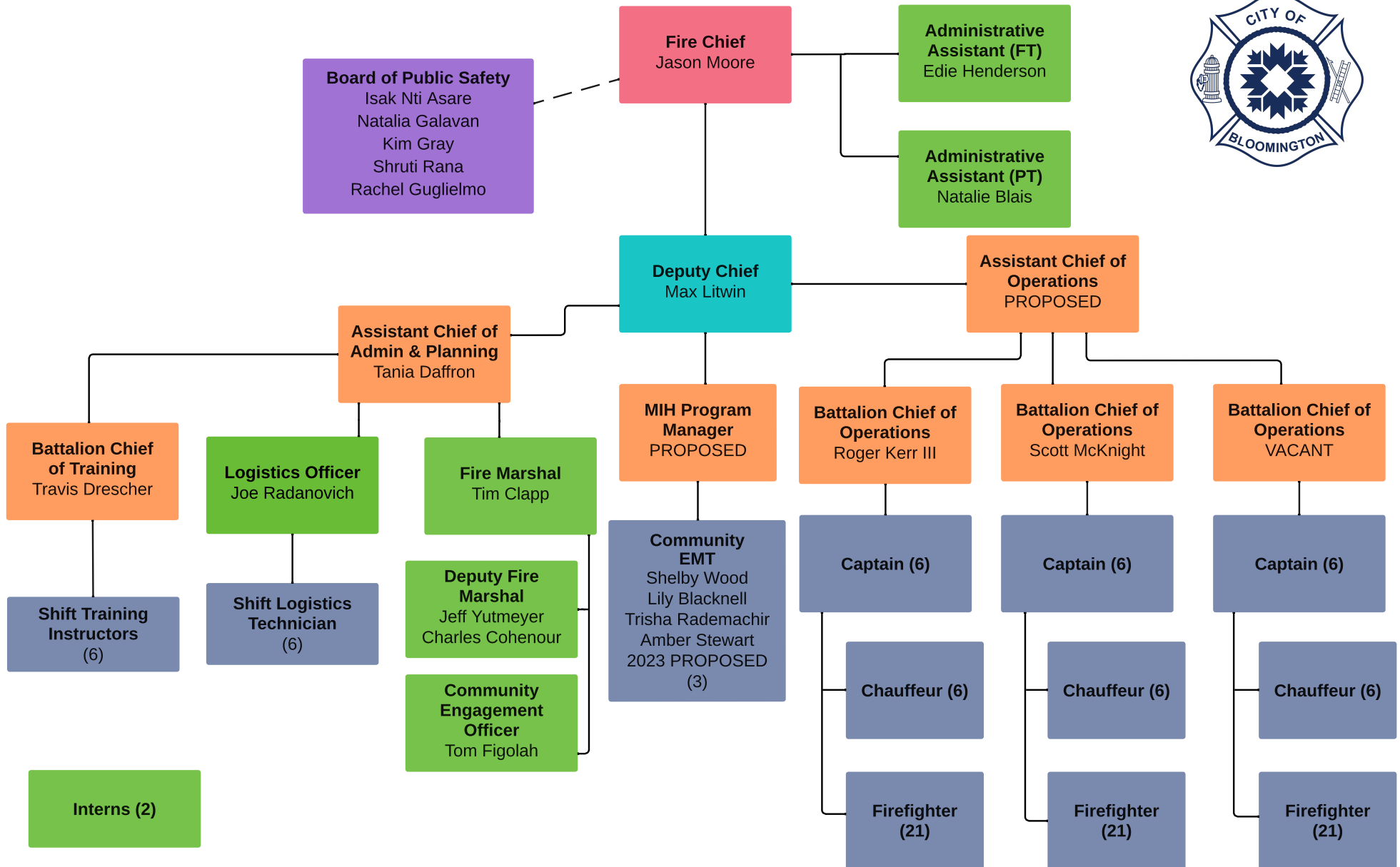
	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 011 - Stormwater</b>									
<u>Expenditures</u>									
Personnel Services									
	U40800	Taxes - FICA	44,813	37,088	34,933	54,664	54,933	269	0.49%
	U60100	Salaries & Wages Employees	577,093	510,137	471,252	697,991	617,975	(80,016)	-11.46%
	U60200	OT Salary & Wages	14,222	10,340	10,720	16,640	-	(16,640)	-100.00%
	U60400	Employee Pensions & Benefits	265,993	268,713	268,216	285,903	281,119	(4,784)	-1.67%
<b>Total: Personnel Services</b>			<b>902,122</b>	<b>826,278</b>	<b>785,121</b>	<b>1,055,198</b>	<b>954,027</b>	<b>(101,171)</b>	<b>-9.59%</b>
Supplies									
	U62001	Materials & Supplies General	30,561	16,061	84,970	30,600	33,250	2,650	8.66%
	U62024	Materials & Supplies Structures	35,584	64,851	62,103	50,000	60,000	10,000	20.00%
	U62042	Materials & Supplies Computer	-	-	-	-	3,000	3,000	N/A
	U62044	Materials & Supplies Office Supplies	478	583	327	600	400	(200)	-33.33%
	U62046	Materials & Supplies Maintenance	46	641	592	-	600	600	N/A
	U62142	Furniture & Fixtures Computer	2,480	-	124	1,100	100	(1,000)	-90.91%
	U62143	Furniture & Fixtures Other Furniture	-	-	117	-	-	-	N/A
	U62147	Material & Supplies - Personal Protective Equipment	994	1,137	5,309	2,200	5,000	2,800	127.27%
	U62148	Material & Supplies - Worksite Safety Equipment	2,685	820	474	2,200	1,000	(1,200)	-54.55%
<b>Total: Supplies</b>			<b>72,828</b>	<b>84,094</b>	<b>154,016</b>	<b>86,700</b>	<b>103,350</b>	<b>16,650</b>	<b>19.20%</b>
Other Services and Charges									
	U42705	Interest Expense Capital Lease	-	-	-	-	-	-	N/A
	U42720	Extensions & Replacements	-	-	-	2,934,000	1,979,886	(954,114)	-32.52%
	U61732	Cell Phone Charges	-	-	-	-	1,000	1,000	N/A
	U62200	Training	1,489	2,539	4,089	3,500	3,500	-	0.00%
	U63200	Contract Services Accounting	-	1,973	15,006	1,000	17,500	16,500	1650.00%
	U63202	Assistance Program	2,235	1,634	1,908	2,000	2,000	-	0.00%
	U63203	Assistance Program - Residential Stormwater Grant Program	32,639	45,326	62,475	100,000	75,000	(25,000)	-25.00%
	U63300	Contract Services Legal	8,905	-	-	-	-	-	N/A
	U63532	Contract Services Testing	-	755	-	-	10,000	10,000	N/A
	U63600	Contracted Services - Other	73,247	13,310	40,873	11,500	1,000	(10,500)	-91.30%
	U65000	Transportation	519	1,286	3,353	500	450	(50)	-10.00%
	U65700	Liability Insurance	36,995	15,425	15,963	30,000	30,000	-	0.00%
	U66000	Advertising	-	40	65	100	-	(100)	-100.00%
	U67000	Bad Debt	4,633	7,172	8,740	-	10,000	10,000	N/A
	U67501	Miscellaneous Expense	6,603	665	7,393	1,500	750	(750)	-50.00%
	U67510	Miscellaneous Expense - Membership Dues/License	365	150	662	700	550	(150)	-21.43%
	U67536	Miscellaneous Expense Shipping	-	404	826	1,000	350	(650)	-65.00%
	U67547	Miscellaneous Expense Software	-	-	-	-	30,000	30,000	N/A
	U67550	Inventory Cycle Count Adj	-	(630)	-	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>167,630</b>	<b>90,050</b>	<b>161,351</b>	<b>3,085,800</b>	<b>2,161,986</b>	<b>(923,814)</b>	<b>-29.94%</b>
Capital Outlays									
	U40300	Depreciation	279,824	280,681	282,769	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>279,824</b>	<b>280,681</b>	<b>282,769</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,422,404</b>	<b>\$ 1,281,102</b>	<b>\$ 1,383,259</b>	<b>\$ 4,227,698</b>	<b>\$ 3,219,363</b>	<b>\$ (1,008,335)</b>	<b>-23.85%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 029 - Water Sinking</b>									
<u>Expenditures</u>									
Other Services and Charges									
	U42600	Bond Fees	2,000	1,500	2,100	-	-	-	N/A
	U42706	Interest Expense State Revolving	116,220	-	-	-	-	-	N/A
	U42709	Interest Expense Bond Issue 03	(1)	-	-	-	-	-	N/A
	U42711	Interest Expense Bond Issue 2011	497,228	(67,798)	(78,566)	-	-	-	N/A
	U42715	Interest Expense 2015 Refunding	103,707	90,436	83,493	380,896	374,100	(6,796)	-1.78%
	U42717	Interest Expense Bond Issue 2017	182,764	114,127	115,940	298,494	299,693	1,199	0.40%
	U42722	Interest Expense - 2022 Water Bond	-	-	-	771,500	1,309,750	538,250	69.77%
	U42820	Interest Expense 2020 Bond	858,561	955,462	553,206	4,598,625	4,603,338	4,713	0.10%
	U65910	Insurance - Bond	-	-	74,275	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>1,760,479</b>	<b>1,093,728</b>	<b>750,448</b>	<b>6,049,515</b>	<b>6,586,881</b>	<b>537,366</b>	<b>8.88%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,760,479</b>	<b>\$ 1,093,728</b>	<b>\$ 750,448</b>	<b>\$ 6,049,515</b>	<b>\$ 6,586,881</b>	<b>\$ 537,366</b>	<b>8.88%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 020 - Wastewater Sinking</b>									
<u>Expenditures</u>									
Other Services and Charges									
	U42600	Bond Fees	2,950	4,700	3,050	-	-	-	N/A
	U42712	Interest Expense Bond Issue 2012	234,310	226,303	(19,360)	-	-	-	N/A
	U42713	Interest Expense Bond Issue 2013	119,883	80,723	70,978	1,191,296	1,190,826	(470)	-0.04%
	U42715	Interest Expense 2015 Refunding	158,796	139,287	129,044	566,472	626,315	59,843	10.56%
	U42717	Interest Expense Bond Issue 2017	264,713	157,671	160,351	461,300	460,100	(1,200)	-0.26%
	U42719	Interest Expense 2019 Refunding	172,192	76,624	113,175	1,023,200	1,022,200	(1,000)	-0.10%
	U42820	Interest Expense 2020 Bond	60,000	763,486	675,816	969,800	969,800	-	0.00%
	U42821	Interest Expense 2021 Refunding	-	4,754	49,292	778,150	779,400	1,250	0.16%
	U64020	Bond Issuance Costs - 2020	213,986	-	-	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>1,226,830</b>	<b>1,453,548</b>	<b>1,182,345</b>	<b>4,990,218</b>	<b>5,048,641</b>	<b>58,423</b>	<b>1.17%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,226,830</b>	<b>\$ 1,453,548</b>	<b>\$ 1,182,345</b>	<b>\$ 4,990,218</b>	<b>\$ 5,048,641</b>	<b>\$ 58,423</b>	<b>1.17%</b>





**BLOOMINGTON FIRE  
DEPARTMENT**

**2024 BUDGET  
PROPOSAL**

## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Fire Chief Jason Moore  
**Date:** August 25, 2023

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### Why We Exist

The Bloomington Fire Department exists to provide excellent public safety to everyone who lives in, works in, or visits the City through superb fire prevention, public education, mobile integrated healthcare, 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 117 employees, located at 4 stations, 1 temporary station, plus 1 leased facility, responding to nearly 6,000 emergencies per year. BFD provides fire suppression, technical rescue, community mobile integrated healthcare, and emergency medical response capabilities to City residents and visitors, Indiana University, and surrounding communities through aid agreements. The department is responsible for inspecting commercial occupancies, providing consultation on fire code issues, and is one of the few entities in the region that completes plan reviews for all new developments in the City to ensure they meet fire code requirements.

From January 2017 through August 2023, BFD has twelve (12) 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 2017, the City has had one fire-caused fatality, which is an average of 0.14 fatalities per year compared to an average of 1.54 fatalities per year from 2006 to 2016.

With the adoption of a retirement-focused labor contract in 2021 and market changes to firefighter pay across the State, BFD has managed an increase in turnover. From 2016 until now, 71 firefighters have resigned, retired, been terminated, or died. Most departures were from retirement, but 25 personnel (35.2%) have resigned including 18 who left to work at other fire departments. At the peak of this issue, our department had 21 vacancies of the 99 authorized sworn operational firefighter positions. This shortage created a significant need for overtime shifts, including several mandatory. However, we never fell below minimum staffing requirements for the large fire apparatus. Currently, the department only has four vacancies. Ten of the newly hired positions will still be in recruit training until the fourth quarter of 2023 before starting operational shift work and fully alleviating the overtime issues. Beyond enhancing our recruitment efforts, we have added hiring incentives, gained approval to hire replacements before a member retires, and reduced the hiring timeline to help reduce the impact of turnover in the department.

In 2016, with support from Mayor Hamilton and the City Council, the Public Safety Local Income Tax (PS-LIT) was passed and provided the funding to modernize our department. Used mostly for capital expenditures, the PS-LIT provided a mechanism to update our equipment, replace out-dated and unsafe apparatus, establish a quartermaster system for fire gear, and begin work on the fire stations. Currently, this fund will support a seven- to ten-year replacement cycle for major capital expenses to prevent the department from returning to its previous state with inadequate and unsafe equipment.

In 2022, again with support from Mayor Hamilton and the City Council, the Economic Development Local Income Tax (ED-LIT) was passed and provided funding to expand our Mobile Integrated Healthcare (MIH) program in addition to supporting the issuance of a public safety capital improvements revenue bond. This bond provided the ability to purchase Showers West relocating fire administration to City Hall, rebuild Fire Station 1, rebuild Fire Station 3, and construct a new Training/Logistics Facility. Station 1 that primarily serves downtown Bloomington, was not originally identified as needing replacement but a major flood event in 2021 necessitated prioritizing its replacement. The flood forced us to relocate our fire administration into a leased office facility. This bond provided the ability to have a permanent home for fire administration that will be colocated with the police department and directly connected with the current City Hall. Station 3, primarily serving Indiana University, was identified in a 2018 engineering study as being past its projected lifespan and will receive a complete remodel to bring it up to current standards. We have been leasing space for training and logistics while we waited for a flood plain realignment to occur that would allow us to build a permanent facility. In 2022 that realignment occurred which will allow us to build a much needed facility at our current training site for a classroom learning space and a logistics warehouse.

During the fourth quarter of 2022, the department began a Mobile Integrated Health (MIH) program to proactively address the major increase in emergency calls, lack of continuity of care for at-risk members of the community, and lack of access to medical care. In 2023, we increased our efforts in community risk reduction by expanding our MIH program, adding an additional deputy fire marshal,

and establishing a data assisted approach to completing fire inspections. Focusing on alternative response models improved service to our community while also taking some of the burden from our sworn firefighters. Currently our MIH program has been credited with saving three lives of individuals who otherwise would have not gotten the medical care they needed. As programs like this develop in the state, our team is working to not only provide assistance in Bloomington but is also partnering with the State of Indiana to build a replicable model to provide these much needed services in other communities.

The department is operating a reliable and standardized fleet of emergency apparatus that carries quality equipment for first responders to use in emergencies and has started the second round of equipment replacements to ensure we have a safe and functional reserve fleet. Through collaborative partnerships with Indiana University, other fire departments, and within the City, BFD proactively manages risks to increase resident safety as well as the efficiency/resiliency of its emergency operations. In 2022, through collaboration with City of Bloomington Utilities and Central Dispatch, BFD successfully earned the best Insurance Services Office (ISO) rating of 1/1x, placing the department in the top 0.5% of rated departments in the U.S. and top 0.2% of rated departments in Indiana.

### **Sustainability and Climate Action**

In addition to the previous major initiatives of adding solar panels to our fire stations, LED light conversions, moving towards battery powered equipment options, and realigning our fleet to reduce the carbon footprint, we completed major renovations of Stations 2, 4, and 5 in 2023. Station 1 and 3 renovations are currently underway. These renovations prioritize energy efficient options and materials, adding passive cooling features, and will improve the building's efficiency. Beyond our facilities, the Department factored in fuel mileage to the decision matrix used for purchasing any new vehicles to allow us to work towards the City's Climate Action Plan.

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

Since 2017, we have worked with community leaders to build and execute strategies to address one of the department's largest challenges: the diversification of our workforce. Our last hiring process produced a hiring list that increased from a 2.2% diversity profile in 2016 to 20% in 2022. Based on a survey, from our diversity training provider, the department currently employs eight ethnic minorities, two LGBTQ+, and twelve who identify as female, for a total diversity profile of 17.9%, more than tripling our profile of 5.5% in 2016. Our improved recruitment strategies, coupled with the relaxation of residency requirements, will continue to increase our pool of applicants, and will allow for much-needed continued progress in improving our diversity. The need to change and try new recruitment strategies based on the data provided by the previous hiring process required our department to move to an annual process. In 2023, BFD partnered with the Human Resources Department and Police Department to add a public safety talent acquisition manager, which has already exceeded our expectations. Our 2024 budget request has several items related to building a more diverse, equitable, and inclusive organization, including diversity training initiatives, funds to

host an annual hiring process, and additional station improvements to better serve the needs of firefighters of all gender identities.

**Bloomington Fire Department 2024 Budget Summary**

<b>Summary Budget Allocations</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Adopted</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	10,244,041	10,461,717	10,623,730	11,695,898	12,340,178	644,280	6%
200 - Supplies	177,124	234,997	350,609	389,476	762,453	372,977	96%
300 - Other Services	695,526	896,932	1,048,001	2,560,679	2,661,655	100,976	4%
400 - Capital Outlays	1,323,857	1,478,971	539,823	1,594,100	2,316,000	721,900	45%
<b>Total</b>	<b>12,440,547</b>	<b>13,072,617</b>	<b>12,562,162</b>	<b>16,240,153</b>	<b>18,080,286</b>	<b>1,840,133</b>	<b>11%</b>

**2024 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] ~ 16,000 to 26,000)
  - o 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.
- Continue Quality Assurance Program for emergency service delivery (EPS - Internal Service Program)
  - 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.
  - 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 ~ 8,300 to 12,000)

Emergency Operations Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	6,167,160	6,182,890	60.38	19,000 - 35,500
200 - Supplies	208,983	409,113		
300 - Other Services	1,373,994	1,428,175		
400 - Capital Outlays	1,546,277	2,246,520		
<b>Total</b>	<b>9,296,414</b>	<b>10,266,698</b>		

**Fund: General, Other**

**Fire Prevention/Investigations**

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

Goals:

- Through prevention and/or rescue, maintain zero fire-caused fatalities (EPS ~ 2 directly, 89,000 indirectly)
- Complete 1,600 general inspections per year with a focus on the highest risk occupancies within the City (EPS ~ 1,600 directly, 160,000 indirectly)
- Maintain and adjust an online self inspection program for low risk occupancies that includes an educational component (EPS ~ 1,500 directly, 150,000 indirectly)
- Make at least one in-person or interactive online contact with every Monroe County Community School Corporation in the city (14 schools) and 20% of the private schools (9 schools) for fire prevention education (EPS ~ 13,000 students, 900 teachers, 25,000 indirectly)

- Respond to or complete building plan reviews within 10 business days 90% of the time (EPS ~ 200 contractors directly, 20,000 indirectly)
- Facilitate two 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, 60 faculty, 10,000 indirectly)
- Coordinate community assistance efforts to install 100 smoke detectors or replace batteries by the end of Q4. (EPS ~ 500 residents)
- Provide a minimum of 20 hours of continuing education and professional memberships to inspection/investigation personnel by the end of Q4 to enhance the outcome of investigations, ensure compliance with national standards, and become expert witnesses to increase conviction rates of arson cases. (EPS ~ Internal Service Program)
- Provide a minimum of 20 hours of continuing education and professional memberships to community engagement personnel by the end of Q4 to enhance the outcome of community risk reduction and public education programs. (EPS ~ Internal Service Program)

<b>Fire Prevention/ Investigations Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	2,839,192	2,883,813	28.16	43,850 Directly, 191,000 Indirectly
200 - Supplies	89,579	175,364		
300 - Other Services	614,563	638,797		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>3,543,334</b>	<b>3,697,974</b>		

**Fund: General, Other**

**Training/Education**

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

Goals:

- Provide at least 420 hours of annual refresher/compliance fire and rescue training for every firefighter to exceed National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), and Insurance Service Office (ISO) standards. (EPS ~ Internal Service Program)
- Provide at least 24 hours of annual refresher/compliance Emergency Medical Services (EMS) training to every firefighter to exceed National Registry, American Heart Association and State requirements. (EPS ~ Internal Service Program)
- Provide at least 16 hours of annual refresher/compliance technical rescue training for every firefighter to exceed NFPA and OSHA standards. (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	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	2,276,359	2,369,724	23.14	Internal Service Program
200 - Supplies	77,535	151,785		
300 - Other Services	509,765	529,867		
400 - Capital Outlays	47,823	69,480		
<b>Total</b>	<b>2,911,481</b>	<b>3,120,855</b>		

**Fund: General, Other**

**Integrated Healthcare**

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

Goals:

- Hire and train new Community EMTs / Paramedics by Q1 and establish the ability to take non-emergent calls for service during peak hours. (EPS ~ 500 to 1,000)
- Identify and apply for at least one alternative funding source by Q3 to support or improve the program (EPS ~ Internal Service Program)
- Ensure 100% of Mobile Integrated Healthcare employees complete the 40 hour initial training and 12 hours of continuing education training annually.
- Reevaluate 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 2025 budget request. (EPS ~ Internal Service Program)

<b>Integrated Health Care Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	413,187	903,752	8.82	500 Directly 4,000 Indirectly
200 - Supplies	13,379	26,192		
300 - Other Services	62,357	64,816		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>488,923</b>	<b>994,761</b>		

**Fund: General, Other**

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

The Fire Department’s total request from the ED-LIT is \$1,754,193.

**Category 1 – Personnel** request is \$539,692.

**Category 3 – Other Services** request is \$1,214,501. This is to support the payments on the bonds to begin our station replacement plan.

<b>Integrated Health Care Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	413,187	903,752	8.82	500 Directly 4,000 Indirectly
200 - Supplies	13,379	26,192		
300 - Other Services	62,357	64,816		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>488,923</b>	<b>994,761</b>		

**Fund: Other**

**Total Departmental Budget by Fund**

<b>Category</b>	<b>General Fund</b>	<b>ED LIT</b>	<b>Public Safety LIT</b>	<b>Total</b>
1	11,800,485	539,692		12,340,178
2	454,585		307,868	762,453
3	1,447,154	1,214,501	0	2,661,655
4	0		2,316,000	2,316,000
<b>Total</b>	<b>13,702,224</b>	<b>1,754,193</b>	<b>2,623,868</b>	<b>18,080,286</b>

## **2024 Budget Request Highlights**

The Fire Department's total budget request is \$18,080,286. This is an increase of \$1,840,133 or 11%.

**Category 1 – Personnel** request is \$12,340,178. This is an increase of \$644,280 or 6%. There is a 5% salary increase for non-union staff. Employees covered by the Fire Collective Bargaining Agreement will have a 2% salary increase plus a bonus of 3% (5% total). In addition we are requesting to add the following positions:

- Add Assistant Chief of Operations
- Add (3) Community EMT / Community Paramedics

**Category 2 – Supplies** request is \$762,453. This is an increase of \$372,977 or 96%. Significant changes include Office Supplies, Other Supplies, and Uniforms & Tools and the following major purchases:

- \$190,000 Firefighting Gear
- \$42,868 ITS Replacement
- \$75,000 Physical Fitness Equipment.

**Category 3 – Other Services & Charges** request is \$2,656,154. This is an increase of \$95,475 or 4%. Significant changes include Instruction, Travel, Building Repairs, Hardware & Software Maintenance, Other Services & Payments, and Building Rental.

**Category 4 – Capital Outlays** request is \$2,316,000. This is an increase of \$721,900 or 45%. Our request for capital expenditures includes the following vehicles and facility maintenance projects:

- **Vehicles**
  - \$1,750,000 Replace Truck 1
  - \$62,000 Replace Chief 1-2
  - \$62,000 Replace Chief 1-3
  - \$62,000 New Response SUV
- **Facility Maintenance Projects**
  - \$150,000 for Station 1, 3, and Training / Logistics
  - \$100,000 for Station 2
  - \$80,000 for Station 4
  - \$50,000 for Station 5

## **Conclusion**

The Bloomington Fire Department has used every upgrade and enhancement to its training, equipment, and prevention programs to save lives and protect property. The department is constantly developing and adapting to the challenges faced by the community, and looks forward to adjusting to meet the community's expectations. The support of City Administration and City Council has significantly improved BFD's ability to provide services to the community while increasing efficiency and improving firefighter safety. Thank you for your consideration of the Fire Department's 2024 budget request!

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 08 - Fire</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	7,019,700	6,906,140	7,006,345	7,759,049	7,818,260	59,211	0.76%
	51130	Salaries and Wages- Overtime	194,595	345,698	346,348	-	-	-	N/A
	51210	FICA	110,302	111,600	117,626	143,295	157,380	14,085	9.83%
	51220	PERF	29,908	30,324	42,291	69,035	99,329	30,294	43.88%
	51230	Health and Life Insurance	1,570,140	1,570,140	1,627,236	1,551,815	1,604,869	53,054	3.42%
	51260	Clothing Allowance	42,062	41,500	44,000	44,550	44,550	-	0.00%
	51280	Fire PERF	1,277,334	1,456,315	1,435,474	1,623,741	1,733,326	109,586	6.75%
	51310	Other Personal Services	-	-	4,410	249,995	249,995	-	0.00%
	51320	Other Personal Services -DC Match	-	-	-	89,709	92,776	3,067	3.42%
<b>Total: Personnel Services</b>			<b>10,244,041</b>	<b>10,461,717</b>	<b>10,623,730</b>	<b>11,531,190</b>	<b>11,800,485</b>	<b>269,296</b>	<b>2.34%</b>
Supplies									
	52110	Office Supplies	3,461	10,315	12,479	15,070	29,055	13,985	92.80%
	52210	Institutional Supplies	21,438	22,406	27,056	36,556	40,921	4,365	11.94%
	52230	Garage and Motor Supplies	3,731	3,407	3,007	7,073	11,880	4,807	67.96%
	52240	Fuel and Oil	32,035	58,319	72,113	103,943	95,700	(8,243)	-7.93%
	52310	Building Materials and Supplies	6,125	6,873	717	18,352	25,568	7,216	39.32%
	52340	Other Repairs and Maintenance	4,999	6,179	8,578	6,916	12,798	5,882	85.05%
	52420	Other Supplies	84,513	86,708	32,322	135,071	154,933	19,862	14.70%
	52430	Uniforms and Tools	20,822	40,792	77,828	66,495	83,730	17,235	25.92%
<b>Total: Supplies</b>			<b>177,124</b>	<b>234,997</b>	<b>234,100</b>	<b>389,476</b>	<b>454,585</b>	<b>65,109</b>	<b>16.72%</b>
Other Services and Charges									
	53140	Exterminator Services	750	1,225	1,575	2,286	2,490	204	8.92%
	53150	Communications Contract	5,172	43,123	-	60,048	68,297	8,249	13.74%
	53160	Instruction	23,982	26,835	7,993	57,250	82,475	25,225	44.06%
	53170	Mgt. Fee, Consultants, and Workshops	-	-	-	46,000	27,000	(19,000)	-41.30%
	53210	Telephone	13,685	17,556	18,905	19,800	23,800	4,000	20.20%
	53220	Postage	428	764	2,775	1,515	1,515	-	0.00%
	53230	Travel	6,284	-	18,952	31,896	43,436	11,540	36.18%
	53310	Printing	515	15	388	1,710	2,778	1,068	62.46%
	53320	Advertising	-	-	-	400	400	-	0.00%
	53510	Electrical Services	28,085	41,792	29,529	49,200	49,200	-	0.00%
	53530	Water and Sewer	21,583	25,475	21,178	26,400	26,400	-	0.00%
	53540	Natural Gas	11,829	15,535	15,648	28,680	28,680	-	0.00%
	53610	Building Repairs	81,620	63,619	84,701	63,420	77,350	13,930	21.96%
	53620	Motor Repairs	230,943	-	306,811	225,758	285,470	59,712	26.45%
	53630	Machinery and Equipment Repairs	12,065	5,406	10,731	35,002	36,676	1,674	4.78%
	53640	Hardware and Software Maintenance	80,849	49,278	1,813	104,870	139,512	34,642	33.03%
	53650	Other Repairs	28,501	57,123	6,845	91,723	92,487	764	0.83%
	53720	Building Rental	27,652	52,583	4,491	193,872	202,488	8,616	4.44%
	53840	Lease Payments	-	28,795	61,307	-	-	-	N/A
	53910	Dues and Subscriptions	3,132	2,949	3,961	8,642	12,109	3,467	40.12%
	53990	Other Services and Charges	2,112	3,035	2,046	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>695,526</b>	<b>435,110</b>	<b>599,651</b>	<b>1,283,888</b>	<b>1,447,154</b>	<b>163,266</b>	<b>12.72%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 11,116,690</b>	<b>\$ 11,131,824</b>	<b>\$ 11,457,481</b>	<b>\$ 13,204,554</b>	<b>\$ 13,702,224</b>	<b>\$ 497,671</b>	<b>3.77%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 08 - Fire</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	111,758	168,924	57,166	51.15%
	51130	Salaries and Wages- Overtime	-	-	-	-	300,000	300,000	N/A
	51210	FICA	-	-	-	8,548	17,273	8,725	102.06%
	51220	PERF	-	-	-	15,869	23,987	8,118	51.16%
	51230	Health and Life Insurance	-	-	-	26,983	27,905	922	3.42%
	51320	Other Personal Services -DC Match	-	-	-	1,551	1,604	53	3.42%
<b>Total: Personnel Services</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>164,708</b>	<b>539,692</b>	<b>374,984</b>	<b>227.67%</b>
Other Services and Charges									
	53840	Lease Payments	-	-	-	1,209,000	1,209,000	-	0.00%
	53990	Other Services and Charges	-	-	-	67,791	5,501	(62,290)	-91.89%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>1,276,791</b>	<b>1,214,501</b>	<b>(62,290)</b>	<b>-4.88%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,441,499</b>	<b>\$ 1,754,193</b>	<b>\$ 312,694</b>	<b>21.69%</b>

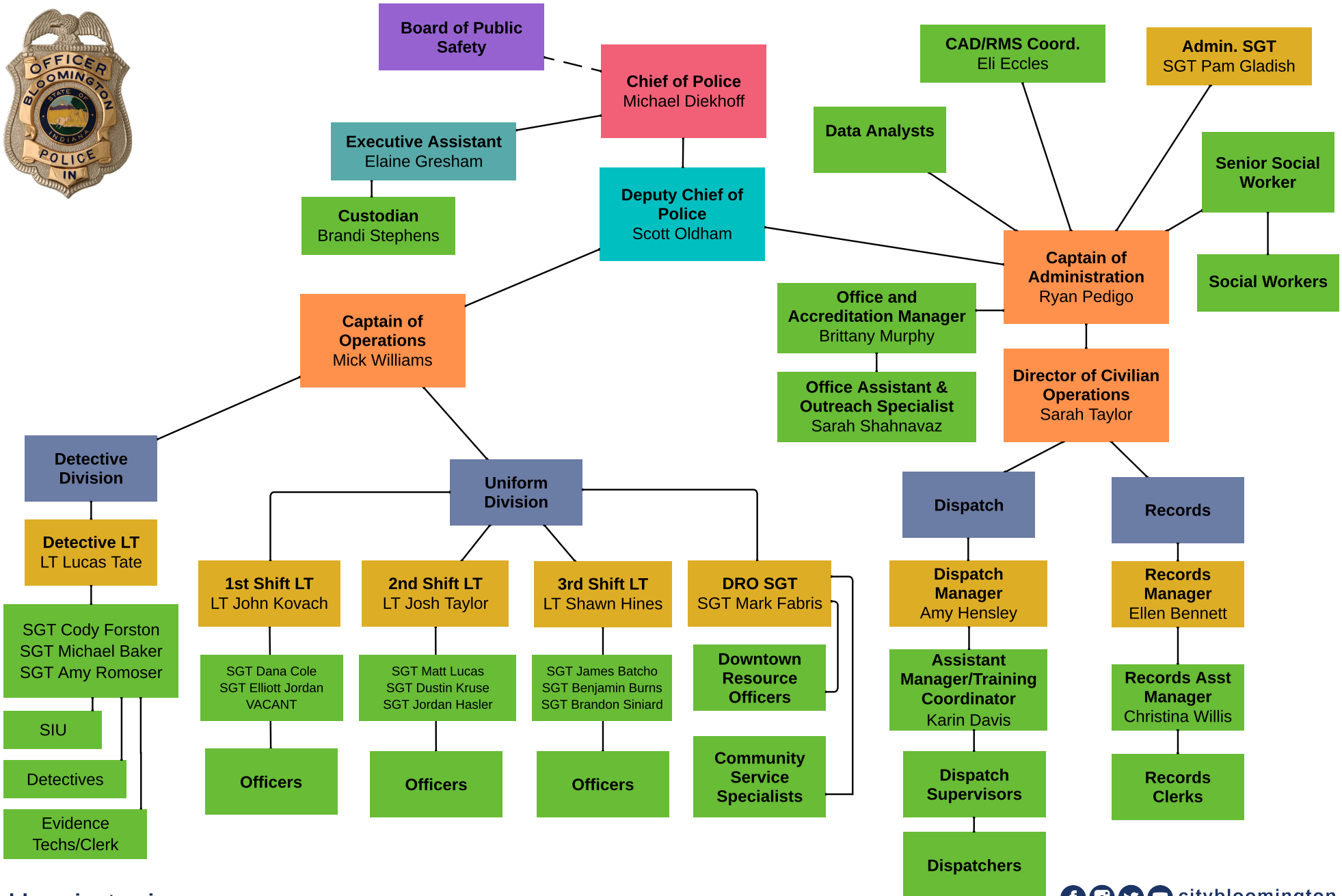
**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 151 - Public Safety L I T (S9505)</b>									
<u>Expenditures</u>									
<b>Department: 08 - Fire</b>									
Supplies									
	52240	Fuel and Oil	-	-	8,415	-	-	-	N/A
	52420	Other Supplies	-	-	54,721	-	307,868	307,868	N/A
	52430	Uniforms and Tools	-	-	53,372	-	-	-	N/A
<b>Total: Supplies</b>			-	-	<b>116,508</b>	-	<b>307,868</b>	<b>307,868</b>	<b>0.00%</b>
Other Services and Charges									
	53130	Medical	-	113,640	393	-	-	-	N/A
	53150	Communications Contract	-	-	39,100	-	-	-	N/A
	53160	Instruction	-	-	13,353	-	-	-	N/A
	53170	Mgt. Fee, Consultants, and Workshops	-	2,775	-	-	-	-	N/A
	53230	Travel	-	23,287	5,262	-	-	-	N/A
	53610	Building Repairs	-	-	11,945	-	-	-	N/A
	53620	Motor Repairs	-	322,120	2,725	-	-	-	N/A
	53640	Hardware and Software Maintenance	-	-	21,024	-	-	-	N/A
<b>Total: Other Services and Charges</b>			-	<b>461,822</b>	<b>93,801</b>	-	-	-	<b>0.00%</b>
Capital Outlays									
	54420	Purchase of Equipment	1,262,556	1,369,160	338,906	-	-	-	N/A
	54440	Motor Equipment	-	-	10,866	1,010,000	1,936,000	926,000	91.68%
	54450	Equipment	-	-	-	247,500	-	(247,500)	-100.00%
	54510	Other Capital Outlays	61,301	109,811	190,052	336,600	380,000	43,400	12.89%
<b>Total: Capital Outlays</b>			<b>1,323,857</b>	<b>1,478,971</b>	<b>539,823</b>	<b>1,594,100</b>	<b>2,316,000</b>	<b>721,900</b>	<b>45.29%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,323,857</b>	<b>\$ 1,940,793</b>	<b>\$ 750,133</b>	<b>\$ 1,594,100</b>	<b>\$ 2,623,868</b>	<b>\$ 1,029,768</b>	<b>64.60%</b>



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 08 - Fire</b>									
Other Serv - Other Services and Charges									
	53130	Medical	-	-	138,054	-	-	-	N/A
	53170	Mgt. Fee, Consultants, and Workshops	-	-	95,700	-	-	-	N/A
	53650	Other Repairs	-	-	46,485	-	-	-	N/A
	53720	Building Rental	-	-	54,611	-	-	-	N/A
	53990	Other Services and Charges	-	-	19,699	-	-	-	N/A
<b>Total: Other Services and Charges</b>			-	-	<b>354,548</b>	-	-	-	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			\$ -	\$ -	\$ 354,548	\$ -	\$ -	\$ -	<b>0.00%</b>





**BLOOMINGTON POLICE  
DEPARTMENT**

**2024 BUDGET  
PROPOSAL**

## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Police Chief Mike Diekhoff  
**Date:** August 25, 2023

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### **Why We Exist**

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

### **Background**

Founded in 1899, the Bloomington Police Department has grown into a full-service law enforcement agency. The Department is focused on responding to the overall public safety needs of the City of Bloomington using a combination of officers, community service specialists, and social workers, along with a dedicated support staff of Records Management and Monroe County Central Dispatch employees. The agency answered in excess of 54,000 calls for service in 2022. As most calls for service require more than one officer to be dispatched to safely handle the situation, these calls for service resulted in well over 100,000 police service runs, an increase of 14% from 2021.

The department is authorized and funded for 105 sworn officers and 71 civilians who include a full-time Records Division and Monroe County Central Dispatch employees as well as Community Service Specialists, Data Analysts, Police Social Workers, and office staff.

The sworn staffing level of the Department, as of June 1, 2023, is eighty-six (86) officers with seventy (77) available for full duty. Of those available for full duty, fifty-nine (59) are in the Uniform Patrol Division, thirteen (13) are assigned to the Detective Division, and five (5) are administrative

officers. The remaining nine (9) officers are in the Field Training Program, at the Indiana Law Enforcement Academy, deployed to long-term military service or listed as long-term sick/injured. In addition, the Department employs three (3) full-time social workers, who assist in getting to the root cause of some mental health situations, and six (6) Community Service Specialists who assist the sworn officers by responding to some property damage accidents, abandoned vehicles and other quality of life events where there is no crime involved.

The fifty-nine (59) officers in the Uniform Patrol Division are divided into three shifts. Fifteen (15) officers and three (3) supervisors are assigned to the day shift, which is on-duty from 5:30 a.m. until 2:00 p.m. Seventeen (17) officers and four (4) supervisors are assigned to the afternoon shift, which is on-duty from 1:30 p.m. until 10:00 p.m., and sixteen (16) officers and four (4) supervisors are assigned to the night shift which is on-duty from 9:30 p.m. until 6:00 a.m. On each of the three patrol shifts, the officers are assigned to three (3) rotations, working six (6) days on and three (3) days off. In addition to the patrol shifts, the Department also staffs the Downtown Resource Officer positions with one (1) supervisor and one (1) officer.

The Detective Division includes ten (10) detectives and three (3) supervisors spread out on two different shifts, working from 8 a.m. until 10 p.m. Monday through Friday.

Due to a variety of factors prevalent across the state and country, recruiting new officers and the retention of experienced officers continues to be challenging. In order to meet current and future overall needs and with Council support, the Department has launched several programs to attract a diverse, high-quality workforce as well as retain the tenured officers who work for BPD.

Some of these incentive programs include:

- Guaranteed pay increases beginning in 2023 and continuing throughout the new contract
- Exploring up to \$100,000 mortgage payment assistance for officers who wish to purchase a home in the City.
- Up to \$750 per month rental assistance for officers who rent living accommodations within the City.
- Individual issue patrol vehicles for those officers who live within the City or participate in specialized response programs and live in the County.
- \$5,000 hiring bonus for 'lateral transfer' officers who come to BPD from another agency.
- \$3,000 hiring bonus for applicants who are not certified police officers.
- A specialized public safety recruiter was hired and placed in Human Resources to assist with hiring candidates for both BPD and BFD.

The Department continues to explore other methods to heighten our recruiting and retention capabilities in the future including exploring additional incentives such as providing for moving expenses for out of state applicants, education funding and more.

Since 2019, the Department has been accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA), placing it in the top 5% of all law enforcement agencies

worldwide. In 2022, BPD was awarded its second accreditation by CALEA for continuing to meet the stringent standards of excellence demanded of those agencies that receive this coveted award.

In the last 5 years, the Department has implemented transformational new initiatives, such as training all officers in Crisis Intervention techniques and Mental Health First Aid, adding Police Social Workers and Community Service Specialists, and helping launch the STRIDE Center. BPD provides outreach to the residents of this city who are experiencing homelessness, both with Downtown Resource Officers and Police Social Workers. The Department was the first in Indiana to hire a full-time Police Social Worker, and has now expanded to three (3) full-time embedded social workers—soon to be joined by a fourth social worker assigned to Monroe County Central Dispatch to assist in diverting calls to appropriate resources.

The Department was deeply involved 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.

### **Sustainability and Climate Action**

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

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

Finally, through the use of an ‘on-line’ reporting portal, accessed from the City of Bloomington website, the Department is decreasing officer involved travel and the number of miles which have to be driven in order to take certain reports as, being reported on-line, the officer does not need to drive across the City to take a report that a citizen can accomplish whenever they would like, twenty-four hours a day. As of June 1, the Department has received over three hundred twenty five (325) on-line reports in 2023.

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

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

Over the last several years, the Department has faced a number of challenges in retaining a diverse workforce as the number of officers of color has fallen when several officers resigned from the Bloomington Police Department to take other employment. Currently the Department employs eight

(8) officers of color (7% of the Department). Using targeted media ads, visiting job fairs and college meet-and-greets, as well as other avenues, including not only partnering with individuals at Indiana University and other institutions of higher learning but also by hiring a recruiting specialist with a diversity being a specific aim, the Department is working hard at recruiting the most diverse workforce possible so that BPD more adequately 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 continues to provide 16 data sets to the National *Police Data Initiative* and the City of Bloomington's *B-Clear Portal* so that residents can remain informed as to what is happening in their community. The Department continues to follow the recommendations of the *Final Report of the Commission on 21<sup>st</sup> Century Policing*, which sets a path to best practices for community policing. BPD provides a continuum of not only enforcement but also services to the community as a whole with a special emphasis on those at risk.

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

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

In addition to the state mandated training, BPD continues to require 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 and Public Safety**

The Bloomington Police Department continues to be committed to the evolution in policing. BPD is the only local law enforcement agency that took part in the Future of Policing Task Force, a group of local citizens who have been brought together to help in structuring a path into the future.

In June of 2022, the Future of Policing Task Force issued a set of recommendations, which included increasing the salaries of police officers. This was done in a new employment contract that took effect on January 1, 2023. Additionally the Task Force recommended efforts to once again increase interactions with the public that had been common pre-COVID. Community engagement events including the 'Lunch with the Law' event that recently took place at College Mall, the return of the annual citizens academy, neighborhood meetings and other events such as 'National Night Out' are already taking place with many more planned throughout the year.

2023 has seen the full debut of the '988' program, where community members can now dial 988 on any phone and be connected to a variety of social service agencies in a program that is managed locally by Centerstone. In addition to that, BPD is in the process of hiring, again as a first in the state, a social worker who will be stationed in the Monroe County Emergency Dispatch Center so that there is immediate access to a social worker for those who are in crisis.

2024 will mark the culmination of a long process that will result in a new Police Headquarters building, a long needed improvement so that the Department can continue to effectively service the community.

The Department is actively involved in reviewing 911 services to determine if there improvements that can be made in how we respond to each call for service. This project will extend over the next several years as data is gathered and the process is refined as new capabilities come on-line.

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

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

- Enhanced forensic investigation of crime scenes involving firearms including submitting evidence such as spent ammunition casings to ballistics laboratories for comparative analysis in over seventy-one (71) events during 2022, all in hope of finding similarities to other shootings that can eventually lead to an arrest.
- Making sure that cases suitable for 'red-flag' filings, cases where the mental health of the subject is in question or where there are grounds to believe violence may be eminent, are expediently processed into the legal system for Court action.
- The implementation of evidence based policing strategies targeting offenders who are often responsible for a large percentage of gun crimes.
- Aggressively enforcing the existing laws that help keep firearms out of the hands of persons who are legally prohibited from possessing them.
- Working in partnership with local and national 'not-for-profit' organizations such as 'Moms Demand Action' to create programs aimed at reducing gun violence.

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

In order to assist other agencies and to begin forming continuity amongst similar law enforcement programs nationally, in October of 2022, BPD hosted the second annual National Conference on Police Social Work that was attended by over one hundred thirty attendees from twenty-four states. This conference was an overwhelming success and brought together experts from many fields who provided education on long-lasting cohesive strategies and is helping to establish best practices for embedded police social workers throughout the country. In 2024, BPD will continue to be heavily invested in the integration of social work and law enforcement at the ground level, where solutions can begin to be found immediately.

BPD continues to set the standard for best practices in police social work and leads the way by providing training for agencies from around the world by being requested to provide training for national and international groups at conferences such as the International Association of Chiefs of Police (IACP) International Training Conference, which gathers Chiefs and Executives from around the world as well as for the National Organization of Black Law Enforcement Executives (NOBLE) National Conference.

BPD has transformed the very successful Neighborhood Resource Officer program into full-fledged Community Service Specialists who respond to minor, non-violent incidents including motor vehicle accidents, thefts and vandalism amongst others. In 2022 and now again in 2023, that program has proven so successful that it has been expanded once again and now includes eight Community Service Specialists who assist sworn officers each day.

As we continue forward, BPD continues to add certified instructors to provide training, to both our officers and other agencies, that is compliant with the Police Executive Research Foundation (PERF)-led ICAT (Integration, Communications, Assessment, and Tactics) model, which melds police use-of-force training with tactics and procedures designed to prevent the escalation of a potentially violent police-resident encounter.

Despite challenges both locally and nationally with both recruiting and retaining police officers, the Department remains committed to meeting the needs of the community that we serve by maintaining the highest standards for officers and working with community partners to achieve shared goals.

As the Department begins to look toward the impact of potential annexations coming in 2024 or 2025 and the required expansion of the Department that those annexations will require, we continue to expand our national efforts to recruit the finest officers and employees to serve the needs of the Bloomington community.



**Bloomington Police Department 2024 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	14,125,083	13,860,852	14,294,540	18,891,242	19,390,633	499,391	6%
200 - Supplies	500,629	609,766	784,067	836,014	808,447	(27,567)	-3%
300 - Other Services	889,115	1,295,093	1,180,628	2,717,273	3,156,556	439,283	45%
400 - Capital Outlays	1,947,276	754,691	489,952	1,867,477	1,387,500	(479,977)	-26%
<b>Total</b>	<b>17,462,103</b>	<b>16,520,402</b>	<b>16,749,187</b>	<b>24,312,006</b>	<b>24,743,136</b>	<b>431,130</b>	<b>2%</b>

**2024 Activity Descriptions and Goals**

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

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

Goals:

- Reduce overall crimes including burglaries, robberies and thefts by 2% in 2024 compared to 2023 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 2024 by 10% over 2023 levels.
- Continue to use the STRIDE Center, a crisis care program to favor rehabilitation and services for non-violent offenders rather than incarceration.
- Continue, with the help of the recruiting officer, to broaden efforts to hire and train a diverse workforce with the ultimate goal of being reflective of the minority population of our community.
- Utilize new recruiting incentives to fill vacancies among sworn officers.

<b>Increasing Community's Sense of Safety Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	9,591,325	9,986,176	97.9	85,000
200 - Supplies	586,014	566,691		
300 - Other Services	1,497,488	1,739,577		
400 - Capital Outlays	819,895	609,166		
<b>Total</b>	<b>12,494,722</b>	<b>12,901,610</b>		

**Fund: General, Other**

**Accreditation**

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

Goals:

- Conduct an independent CALEA assessor review of approximately 54 standards in 2024 (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.

<b>Accreditation Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	623,009	617,439	6.1	85,000
200 - Supplies	27,627	26,716		
300 - Other Services	89,795	104,311		
400 - Capital Outlays	61,713	45,851		
<b>Total</b>	<b>802,144</b>	<b>794,317</b>		

**Fund: General, Other**

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

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

Goals:

- Review monthly crime data, including location and frequency of calls for service, information taken from community meetings, and focused crime analysis data, to shape new, fluid and responsive patrol strategies.
- Maintain the 16 data sets provided to the *Police Data Initiative* quarterly, and research additional data sets to be made available for the purposes of transparency.
- Provide a yearly Public Safety Report featuring successes of the past year and plans for the new year in February.
- Increase data analysis capacity by focusing on near-term as well as historical data used to drive deployment strategies of personnel and equipment.

<b>Crime Analysis Data to Set Goals for Crime Reduction Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	1,240,994	1,326,728	13.0	85,000
200 - Supplies	43,242	41,816		
300 - Other Services	140,549	163,270		
400 - Capital Outlays	96,594	71,767		
<b>Total</b>	<b>1,521,378</b>	<b>1,603,581</b>		

**Fund: General, Other**

### Central Emergency Dispatch

*Activity Description:* Act as the primary 9-1-1 answering point in Monroe County and dispatch the appropriate resources for well over 250,000 calls for service (in 2022) to nine (9) different public safety agencies served by Monroe County Central Dispatch.

Goals:

- Central Dispatch is now seeking national accreditation with the goal of attaining such within a two-year window.

<b>Central Emergency Dispatch Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	4,526,864	4,597,621	45.1	85,000
200 - Supplies	55,891	54,048		
300 - Other Services	581,538	675,552		
400 - Capital Outlays	613,983	456,178		
<b>Total</b>	<b>5,778,277</b>	<b>5,783,399</b>		

**Fund: General, Other**

### Records Division

*Activity Description:* Answer the approximately 50,000 non-emergency calls for service and direct those to the appropriate division for assistance. Produce, maintain and securely store well over 100,000 police reports and public safety documents per year as well as maintain in excess of 500,000 historical documents for immediate access for use in investigations, public access requests and crime analysis purposes.

Goals:

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

<b>Records Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	1,587,668	1,612,484	15.8	85,000
200 - Supplies	64,623	62,492		
300 - Other Services	217,382	252,524		
400 - Capital Outlays	144,354	107,252		
<b>Total</b>	<b>2,014,027</b>	<b>2,034,753</b>		

**Fund: General, Other**

**Administration, Financial and Maintenance**

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

Goals:

- Continue to refine proactive patrol strategies and improve other job functions using data produced by the Records Management System (Spillman).
- Hire an Emergency Equipment Technician to decrease overall costs at both BPD and BFD as well as Monroe County Central Dispatch in routine maintenance contracts, as well as decreasing the costs and backlog of repairs to emergency vehicles by hiring an 'in-house' technician to handle each of these duties.
- Refine and comply with the equipment replacement schedule by the end of Q4 for the purchase of capital expenditures in order to mitigate long-term costs which include:
  - Yearly replacement of 10 to 12 patrol vehicles
  - Yearly replacement cycle of products and equipment such as portable radios, body armor and similar equipment according to the approved replacement schedule

<b>Administration, Finance &amp; Maintenance Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	1,321,382	1,250,186	12.3	85,000
200 - Supplies	58,617	56,684		
300 - Other Services	190,521	221,322		
400 - Capital Outlays	130,938	97,284		
<b>Total</b>	<b>1,701,459</b>	<b>1,625,476</b>		

**Fund: General, Other**

<b>ED LIT Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	1,691,058	1,700,611	0.00	
200 - Supplies				
300 - Other Services	796,442	856,442		
400 - Capital Outlays				
<b>Total</b>	<b>2,487,500</b>	<b>2,557,053</b>		

**Fund: Other**

**Total Departmental Budget by Fund**

Category	General Fund	Public Safety LIT	ED LIT	Police Education	Dispatch Training	Enhanced Access	Total
1	13,823,965	3,866,058	1,700,611				19,390,633
2	779,047	29,400					808,447
3	1,178,604	1,027,400	856,442	79,100	15,000	10	3,156,556
4	0	1,387,500					1,387,500
<b>Total</b>	<b>15,781,616</b>	<b>6,310,358</b>	<b>2,557,053</b>	<b>79,100</b>	<b>15,000</b>	<b>10</b>	<b>24,743,136</b>

**2024 Budget Request Highlights**

**Category 1: Personnel**

\$19,390,633 requested

This category has a requested increase of \$499,391 (+6%) from 2023.

**Category 2: Supplies**

\$808,447 requested

This category has a requested decrease of \$27,567 (-3%) from 2023.

**Category 3: Other Services and Charges**

\$3,156,556 requested

This category has a requested increase of \$439,283 (+45%) from 2023.

**Category 4: Capital Outlays**

\$1,387,500 requested

This category has a requested decrease of \$479,977 (-26%) from 2023.

**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 2024 department budget request.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	7,615,428	7,441,180	7,277,771	9,827,556	10,015,736	188,180	1.91%
	51120	Salaries and Wages - Temporary	17,863	100	3,395	9,500	9,500	-	0.00%
	51130	Salaries and Wages- Overtime	735,953	671,086	720,187	242,230	242,230	-	0.00%
	51210	FICA	194,020	194,912	201,440	275,828	281,149	5,321	1.93%
	51220	PERF	192,430	194,600	206,223	278,558	284,495	5,937	2.13%
	51230	Health and Life Insurance	1,884,168	1,941,264	2,012,634	539,760	593,736	53,976	10.00%
	51260	Clothing Allowance	142,800	132,800	123,200	164,800	164,800	-	0.00%
	51270	Police PERF	1,185,947	1,161,180	1,092,652	1,639,078	1,769,219	130,141	7.94%
	51310	Other Personal Services	-	18,000	52,857	350,000	350,000	-	0.00%
	51320	Other Personal Services -DC Match	-	-	-	113,100	113,100	-	0.00%
<b>Total: Personnel Services</b>			<b>11,968,608</b>	<b>11,755,121</b>	<b>11,690,359</b>	<b>13,440,411</b>	<b>13,823,965</b>	<b>383,554</b>	<b>2.85%</b>
Supplies									
	52110	Office Supplies	3,871	4,808	10,994	13,764	13,764	-	0.00%
	52210	Institutional Supplies	20,111	14,152	26,231	32,077	32,077	-	0.00%
	52240	Fuel and Oil	166,679	223,347	296,017	402,551	371,134	(31,417)	-7.80%
	52310	Building Materials and Supplies	1,251	4,915	10,258	6,250	6,250	-	0.00%
	52320	Motor Vehicle Repair	56,677	59,346	85,681	46,000	46,000	-	0.00%
	52340	Other Repairs and Maintenance	-	266	900	9,290	9,290	-	0.00%
	52420	Other Supplies	168,063	141,175	-	180,382	175,232	(5,150)	-2.86%
	52430	Uniforms and Tools	69,056	-	-	116,300	125,300	9,000	7.74%
<b>Total: Supplies</b>			<b>485,707</b>	<b>448,009</b>	<b>430,081</b>	<b>806,614</b>	<b>779,047</b>	<b>(27,567)</b>	<b>-3.42%</b>
Other Services and Charges									
	53130	Medical	1,133	12,501	224	76,000	76,000	-	0.00%
	53140	Exterminator Services	1,845	3,040	2,995	4,680	4,680	-	0.00%
	53150	Communications Contract	51,049	77,645	-	85,673	154,673	69,000	80.54%
	53160	Instruction	1,509	8,757	25	24,900	24,900	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	22,918	-	-	-	-	N/A
	53210	Telephone	57,637	53,877	-	79,340	79,340	-	0.00%
	53220	Postage	1,286	503	501	2,500	2,500	-	0.00%
	53230	Travel	1,821	10,456	29,841	33,250	33,250	-	0.00%
	53310	Printing	2,462	1,220	2,161	3,546	3,546	-	0.00%
	53320	Advertising	-	-	-	2,000	2,000	-	0.00%
	53510	Electrical Services	39,480	54,851	63,014	52,751	75,751	23,000	43.60%
	53530	Water and Sewer	7,126	4,150	4,339	8,700	8,700	-	0.00%
	53540	Natural Gas	4,126	5,333	5,199	13,500	13,500	-	0.00%
	53610	Building Repairs	9,086	214,455	109,048	37,500	37,500	-	0.00%
	53620	Motor Repairs	182,858	-	-	263,699	293,514	29,815	11.31%
	53630	Machinery and Equipment Repairs	2,086	2,759	4,866	16,220	15,500	(720)	-4.44%
	53640	Hardware and Software Maintenance	84,633	64,515	5,792	125,341	141,841	16,500	13.16%
	53730	Machinery and Equipment Rental	44,680	39,014	41,856	42,000	42,000	-	0.00%
	53830	Bank Charges	129	616	947	1,092	1,092	-	0.00%
	53910	Dues and Subscriptions	2,705	2,930	2,960	3,100	3,100	-	0.00%
	53940	Temporary Contractual Employee	-	-	-	2,200	2,200	-	0.00%
	53990	Other Services and Charges	223,704	80,978	1,529	142,709	138,017	(4,692)	-3.29%
	53991	Crime Control	25,000	-	50,000	25,000	25,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>744,356</b>	<b>660,520</b>	<b>325,297</b>	<b>1,045,701</b>	<b>1,178,604</b>	<b>132,903</b>	<b>12.71%</b>
Capital Outlays									
	54440	Motor Equipment	25,455	39,047	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>25,455</b>	<b>39,047</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 13,224,125</b>	<b>\$ 12,902,697</b>	<b>\$ 12,445,738</b>	<b>\$ 15,292,726</b>	<b>\$ 15,781,616</b>	<b>\$ 488,890</b>	<b>3.20%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	156,800	164,639	7,840	5.00%
	51210	FICA	-	-	-	11,995	12,595	600	5.00%
	51220	PERF	-	-	-	22,266	23,379	1,113	5.00%
	51230	Health and Life Insurance	-	-	-	1,499,997	1,499,997	-	0.00%
<b>Total: Personnel Services</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>1,691,058</b>	<b>1,700,611</b>	<b>9,553</b>	<b>0.56%</b>
Other Services and Charges									
	53840	Lease Payments	-	-	-	780,000	780,000	-	0.00%
	53990	Other Services and Charges	-	-	-	16,442	76,442	60,000	364.92%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>796,442</b>	<b>856,442</b>	<b>60,000</b>	<b>7.53%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,487,500</b>	<b>\$ 2,557,053</b>	<b>\$ 69,553</b>	<b>2.80%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 151 - Public Safety L I T (S9505)</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	1,244,844	1,194,968	1,295,068	2,382,714	2,281,550	(101,164)	-4.25%
	51130	Salaries and Wages- Overtime	132,210	127,898	136,447	190,093	179,855	(10,238)	-5.39%
	51210	FICA	98,838	95,587	104,956	193,571	187,079	(6,493)	-3.35%
	51220	PERF	195,266	187,687	202,876	365,340	349,519	(15,821)	-4.33%
	51230	Health and Life Insurance	485,316	499,590	570,960	593,736	593,736	-	0.00%
	51310	Other Personal Services	-	-	-	-	240,000	240,000	N/A
	51320	Other Personal Services -DC Match	-	-	-	34,320	34,320	-	0.00%
<b>Total: Personnel Services</b>			<b>2,156,475</b>	<b>2,105,731</b>	<b>2,310,306</b>	<b>3,759,774</b>	<b>3,866,058</b>	<b>106,284</b>	<b>2.83%</b>
Supplies									
	52110	Office Supplies	1,438	776	741	1,700	1,700	-	0.00%
	52210	Institutional Supplies	663	1,356	2,525	2,500	2,500	-	0.00%
	52310	Building Materials and Supplies	-	170	-	2,000	2,000	-	0.00%
	52340	Other Repairs and Maintenance	-	1,655	-	1,200	1,200	-	0.00%
	52420	Other Supplies	12,821	4,274	29,955	22,000	22,000	-	0.00%
<b>Total: Supplies</b>			<b>14,922</b>	<b>8,231</b>	<b>33,221</b>	<b>29,400</b>	<b>29,400</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53140	Exterminator Services	520	1,040	715	1,050	800	(250)	-23.81%
	53150	Communications Contract	-	-	-	650,000	840,000	190,000	29.23%
	53160	Instruction	-	-	-	27,000	27,000	-	0.00%
	53210	Telephone	2,590	2,611	2,648	2,620	2,700	80	3.05%
	53410	Liability / Casualty Premiums	12,001	14,570	9,271	15,000	15,000	-	0.00%
	53510	Electrical Services	35,411	38,005	47,843	41,500	48,000	6,500	15.66%
	53530	Water and Sewer	1,063	1,031	817	1,050	900	(150)	-14.29%
	53610	Building Repairs	28,125	17,709	15,605	26,000	16,000	(10,000)	-38.46%
	53630	Machinery and Equipment Repairs	5,755	4,648	6,230	6,800	7,000	200	2.94%
	53650	Other Repairs	-	-	-	6,000	6,000	-	0.00%
	53990	Other Services and Charges	8,129	7,729	3,934	4,000	64,000	60,000	1500.00%
<b>Total: Other Services and Charges</b>			<b>93,595</b>	<b>87,343</b>	<b>87,061</b>	<b>781,020</b>	<b>1,027,400</b>	<b>246,380</b>	<b>31.55%</b>
Capital Outlays									
	54510	Other Capital Outlays	346,878	38,418	17,061	444,780	35,000	(409,780)	-92.13%
<b>Total: Capital Outlays</b>			<b>346,878</b>	<b>38,418</b>	<b>17,061</b>	<b>444,780</b>	<b>35,000</b>	<b>(409,780)</b>	<b>-92.13%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 2,611,870</b>	<b>\$ 2,239,723</b>	<b>\$ 2,447,650</b>	<b>\$ 5,014,974</b>	<b>\$ 4,957,858</b>	<b>\$ (57,116)</b>	<b>-1.14%</b>



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 350 - Police Education (S1151)</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Other Services and Charges									
	53160	Instruction	44,786	49,352	58,639	78,000	78,000	-	0.00%
	53830	Bank Charges	406	221	47	1,100	1,100	-	0.00%
<b>Total: Other Services and Charges</b>			<b>45,192</b>	<b>49,574</b>	<b>58,686</b>	<b>79,100</b>	<b>79,100</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 45,192</b>	<b>\$ 49,574</b>	<b>\$ 58,686</b>	<b>\$ 79,100</b>	<b>\$ 79,100</b>	<b>\$ -</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 410 - Enhanced Access (S9507) (ord01-10)</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Other Services and Charges									
	53830	Bank Charges	-	5	4	10	10	-	0.00%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>5</b>	<b>4</b>	<b>10</b>	<b>10</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ 5</b>	<b>\$ 4</b>	<b>\$ 10</b>	<b>\$ 10</b>	<b>-</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	284,000	-	-	-	N/A
	51210	FICA	-	-	2,874	-	-	-	N/A
	51310	Other Personal Services	-	-	7,000	-	-	-	N/A
<b>Total: Personnel Services</b>			-	-	<b>293,874</b>	-	-	-	<b>0.00%</b>
Other Services and Charges									
	53130	Medical	-	-	20,603	-	-	-	N/A
	53160	Instruction	-	-	9,737	-	-	-	N/A
	53640	Hardware and Software Maintenance	-	-	67,093	-	-	-	N/A
	53990	Other Services and Charges	-	-	151,750	-	-	-	N/A
<b>Total: Other Services and Charges</b>			-	-	<b>249,182</b>	-	-	-	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>0</b>	<b>0</b>	<b>\$ 543,057</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 151 - Public Safety L I T (S9505)</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Supplies									
	52420	Other Supplies	-	106,573	250,199	-	-	-	N/A
	52430	Uniforms and Tools	-	46,953	70,566	-	-	-	N/A
<b>Total: Supplies</b>			<b>-</b>	<b>153,527</b>	<b>320,765</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53150	Communications Contract	-	-	80,705	-	-	-	N/A
	53210	Telephone	-	-	58,644	-	-	-	N/A
	53620	Motor Repairs	-	276,481	309,886	-	-	-	N/A
	53640	Hardware and Software Maintenance	-	84,485	-	-	-	-	N/A
	53990	Other Services and Charges	-	134,946	10,413	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>495,913</b>	<b>459,647</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Capital Outlays									
	54440	Motor Equipment	500,391	588,891	66,512	675,000	725,000	50,000	7.41%
	54510	Other Capital Outlays	1,074,553	88,336	406,379	747,697	627,500	(120,197)	-16.08%
<b>Total: Capital Outlays</b>			<b>1,574,944</b>	<b>677,227</b>	<b>472,890</b>	<b>1,422,697</b>	<b>1,352,500</b>	<b>(70,197)</b>	<b>-4.93%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,574,944</b>	<b>\$ 1,326,666</b>	<b>\$ 1,253,303</b>	<b>\$ 1,422,697</b>	<b>\$ 1,352,500</b>	<b>\$ (70,197)</b>	<b>-4.93%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 356 - Dispatch Training (S9501)</b>									
<u>Expenditures</u>									
<b>Department: 14 - Police</b>									
Other Services and Charges									
	53160	Instruction	5,972	1,738	749	15,000	15,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>5,972</b>	<b>1,738</b>	<b>749</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 5,972</b>	<b>\$ 1,738</b>	<b>\$ 749</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>0.00%</b>



CITY OF  
BLOOMINGTON

**Wednesday August 30, 2023**  
**Bloomington Housing Authority**  
Housing and Neighborhood Development  
**Economic and Sustainable Development**  
Community and Family Resources  
**Parks and Recreation**

**2024 CITY BUDGET  
PRESENTATIONS**



## Bloomington Housing Authority

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

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### Memorandum

**To:** Members of the City of Bloomington Common Council  
**From:** Kate Gazunis, Executive Director, Bloomington Housing Authority  
**Date:**  
**Re:** Fiscal Year 2024 BHA Budget

This memo accompanies the proposed Fiscal Year End 09/30/2024 budget for the Bloomington Housing Authority. This budget overview and presentation is informational only as the BHA Board of Commissioners will approve by resolution the operating budget for the fiscal year 2023 during their regular meeting on Thursday, September 28, 2023.

#### **Why We Exist**

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

In December 2021, BHA completed the \$17.8 million conversion of two affordable housing communities, Rev. Butler and Walnut Woods, under the HUD Rental Assistance Demonstration program (RAD). In March 2022, the BHA closed its RAD \$56 million financing deal for the complete renovation of the 204-unit Crestmont property (increased from 196), site upgrades, and a complete makeover of the community building. BHA no longer owns Public Housing. Walnut Woods, Rev. Butler, and Crestmont now belong to public/private partnerships that the BHA manages. Federal rent subsidies are now from vouchers.

BHA now administers 1,691 vouchers and, in 2024, will provide over \$14 million in housing assistance payments from HUD to local property owners. In 2024, HUD will stop funding supportive services for residents of the former public housing units, and BHA will need to fund service coordinator positions and special program activities out of the rents received from the three properties. Family Self-Sufficiency programs for voucher holders will continue to be funded through HUD grants.

So far in the calendar year 2023, the BHA:

- ✓ Administered HCV housing assistance payments of \$7.9 million through July with a projected additional \$6 million through December 2023 for a \$13.9 million total this year.
- ✓ Has issued 27 of the 28 Emergency Housing Vouchers dedicated to homeless or 'hard-to-house' individuals in our community.

- ✓ Hired additional staff to handle over 300 additional vouchers.
- ✓ Leased 100% of the newly renovated units at Walnut Woods and Reverend Butler.
- ✓ Finished construction on 102 units at Crestmont, with a schedule to finish an additional 34 units in 2023 and 66 units in 2024.
- ✓ The community center renovation and expansion is expected to be finished in September.
- ✓ Solar panels at the Admin building on N. Summit St. were installed last year and are currently being installed at Walnut Woods. With additional funding, BHA hopes to install solar panels at Bev. Butler and Crestmont in 2024.
- ✓ Established a Land Trust under the Summit Hill Community Development Corporation, which is assuming ownership of the dedicated affordable housing lots from Trinitas. The current plan is to have a mix of over 40 low to moderate-income for-sale units starting this year.
- ✓ Summit Hill is in the final stages of assembling the financing for the Early Childhood Center on the corner of 14<sup>th</sup> and N. Monroe.
- ✓ Worked with Brinshore Development Corporation to submit a \$21,796,472 application to remodel and expand the Kohr building, creating 38 permanent supportive housing units.
- ✓ Continued to award over a quarter of the construction and contract work to Section 3 or W/MBE contractors.
- ✓ Began the housing stability program (AKA The Landlord Risk Mitigation Program) to help secure housing for hard-to-house families.
- ✓ Hired a part-time driver and started a shuttle service for residents of the BHA-managed properties to the grocery stores.

## **Background**

The BHA's operating budget covers the voucher and central administrative programs in an October to September fiscal year. The three RAD-converted properties and Summit Hill CDC have calendar fiscal years. This FY2024 budget includes an FY24 budget for the central cost center and voucher administration with preliminary forecasted budgets for the properties that are now owned by other entities and operate on a calendar year.

Federal funding for the regular voucher housing assistance payments is expected to increase due to a 10% increase in payments to the voucher landlords for 2024, and 2) the increased number of vouchers issued. The budget for Summit Hill is expected to maintain itself due to income from the sale of a limited number of lots, the receipt of developer fees, and grant renewals from the City, County, Health Foundation, and community support. The Cost Center will continue to receive a portion of the development fees and the ongoing management fees earned to manage the properties.

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

## **2024 Budget Goals and Overview**

Broad budget goals for FY2024 include:

1. Manage the RAD-converted properties to the standards required by the private investors and the IRS.
2. Increase the success of voucher holders by increasing payment standards by another 10%.



3. Increase the lease-up success of all low-income residents of the City of Bloomington and Monroe County by providing help with both initial deposits and security deposits.
4. Continue to sell homes at the Arlington Park location, which includes a partnership with Habitat for Humanity for low income-income home ownership.
5. End construction and renovations at Crestmont and convert to permanent financing.
6. Start construction of the Early Learning Center.
7. Start renovation and new construction of the Kohr building..
8. Continue to provide assistance toward economic self-sufficiency or increased independence for all housing authority program participants.

Below is a budget overview for each major program area.

*Low Income Housing* – The BHA manages but no longer owns a total of 320 units of low-income units. Funding for the low-income housing program comes from tenant rents collected, non-dwelling rental income, and voucher subsidies received from HUD. This budget is determined by the partnership and the investors in the Bloomington RAD I, LP (WW & RB) and the Bloomington RAD II, LP (Crestmont) ownership. BHA will be paid a fee for managing these properties, including compliance with the Low Income Housing Tax Credit program and the physical upkeep of the properties. The anticipated income from these fees is estimated at \$145,000.

*Housing Choice Voucher (HCV or Section 8)* – The BHA administers 1,596 housing choice vouchers, 55 Veterans Affairs Supportive Housing vouchers, 28 Emergency Housing Vouchers (EVs), and 12 Single Room Occupancy vouchers. The average subsidy payment to landlords for FY23 is projected to increase to \$720/month/unit.

For FY24, BHA expects to receive approximately \$14.3 million in HAP income and approximately \$1million in administrative fees. This is higher than FY2023 funding levels because HAP payouts are based on a combination of the previous year's spending and issuing many more vouchers. (Note that payments to the landlords are not included in the operating budget because subsidies to landlords are a pass-through accounting process with any difference held in restricted HUD reserves.)

*Family Self-Sufficiency (FSS)* – Grant funding for the FSS program expects to increase to over \$60 thousand for 2024 and is restricted to the salary and benefits of two FSS Coordinators. FSS is a program that enables HCV-assisted families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. The BHA FSS program maintains 80 participants.

*Resident Opportunity and Self-Sufficiency (ROSS)* – Grant funding for the Public Housing ROSS program increased to \$67,400 for each of 2023 and 2024. This grant, which funds one full-time coordinator position, administrative expenses, and training costs, is expected to end in 2024.

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

## **Conclusion**

Funding for the properties, the HCV program, the Central Office Administration, and resident service programs continues to shift as BHA transitions from a public program administering

agency to a real estate development and property management company. The social mission to provide various housing opportunities and supportive services has not changed.

Thank you for the opportunity to report on the BHA's programs and FY2024 budget. The BHA is committed to providing safe, decent, affordable housing opportunities. We value our partnerships with the City and look forward to providing updates to City Council in the coming years.

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

*Attachment:*

*BHA Fiscal Year 2024 Consolidated Operating Budget Forecast*

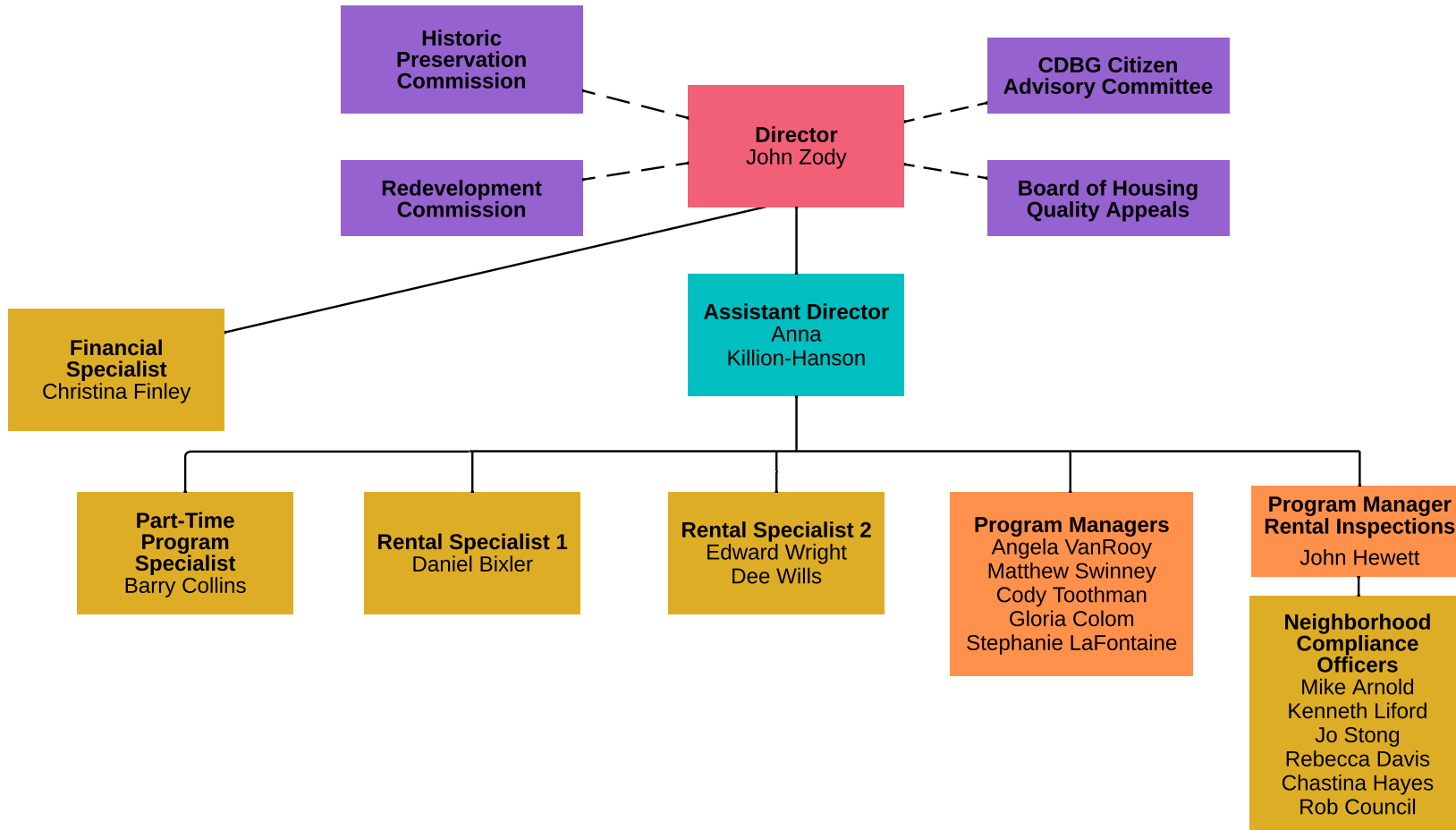
	<b>RAD 2</b>	<b>RAD 1</b>	<b>ADMIN</b>	<b>HCV</b>	<b>SHCDC</b>
Unit Count	196	116		1691	
<b>REVENUE</b>					
Gross Potential Tenant Rents	625,206	507,160	-	-	
RAD Subsidy	1,458,812	1,183,372			
Vacancy Loss	<u>(104,201)</u>	<u>(71,002)</u>	-	-	
Net Dwelling Rental	1,979,817	1,619,530	-	-	
Excess Utilities	12,254		-	-	
Nondwelling Rental	<u>13,733</u>	<u>-</u>	<u>15,458</u>	<u>-</u>	
<b>Rental Income</b>	<b>2,005,804</b>	<b>1,619,530</b>	<b>15,458</b>	<b>-</b>	<b>-</b>
<b>HUD HAP Pass through to LL</b>					
FSS Grant	-	-	-	143,956	
HUD Admin. Fees	-	-	-	1,043,062	
Cmty Fnd. Grant, ARPA, Dev Fees, other Grants					547,712
ROSS Grant	-	-	67,383		
Other Tenant Charges			-	-	
Non-Tenant Other income	-	-	-	-	
Insurance Proceeds	-	-			
Interest Income	-	-	500	500	
Fraud Recovery-Admin	-	-	-	33,472	
Other Income-Insurance /dividends/Grants	-	-	-	-	
Management Fees (RI)			80,976		
Management Fees (RII)	-	-	100,290	-	
Asset Management Fees	-	-	-	-	
Management Fees (HCV)	-	-	244,224	-	
Bookkeeping Fees (HCV)	-	-	147,240	-	
Management Fees (CFP)	-	-	-	-	
RAD Property Management Fee/from OP	-	-			
SHCDC Developer Fee			70,000.00		30,000
Gain/Loss Sale of Capital Assets	-	-	-	-	120,000
Investment Income	-	-	1,771	-	152,049
<b>Non-Rental Revenue</b>	<b>-</b>	<b>-</b>	<b>712,384</b>	<b>1,220,990</b>	<b>849,761</b>
<b>Operating Income</b>	<b>2,005,804</b>	<b>1,619,530</b>	<b>727,842</b>	<b>1,220,990</b>	<b>849,761</b>
<b>Administrative Expenses</b>					
Administrative Salaries	186,134	120,568	310,776	379,963	180,847
Audit Fees	24,012	8,925	7,781	12,227	8,240
Advertising & Marketing	125	150	1,000	1,000	-

Employee Benefits	72,218	41,114	101,155	156,516	19,528
Office Expenses (incl postage)	2,152	2,598	9,453	8,100	1,030
Legal Expense	2,236	1,720	1,000	4,860	7,210
Travel	586	4,500	10,500	2,000	2,060
Staff Training	3,645	9,000	21,000	5,000	6,180
Accounting Fees	-	-	16,000		888
Office Rent	3,302	6,156	-	6,000	
Other Sundry	2,694	1,000	7,350	3,481	2,300
New Development Costs		1,100	-	-	200,000
Other Admin Service Contracts	39,049	32,359	41,000	56,676	30,433
RAD Property Management Fee	100,290	80,976	-	-	
Management Fees H IHEDA	4,692	3,000	-		
Bookkeeping Fees	6,838	-	-	147,240	
Asset Mgmt. Fee Expense	100,398	-	-	244,224	
Telephone	4,315	2,296	3,500	8,000	1,800
Internet	618	333	2,100	3,300	-
LIHTC Compliance	30,010	9,000	28,000	-	
Court Costs	936	1,500	-	-	
Membership Dues	863	1,192	3,500	1,854	377
HAP LL, UA, Ports, VASH, Reserves				14,376,446	
<b>Administrative Expense</b>	<b>585,113</b>	<b>327,487</b>	<b>564,115</b>	<b>1,040,441</b>	<b>460,893</b>
ROSS Salaries/Benefits	-	-	65,721	-	34,659
ROSS Training	-	-	831	-	
ROSS Admin	-	9,665	831	-	
FSS Salaries/Benefits	-	-		114,578	
Landlord Mitigation Fund					
Tenant Services BHA	5,403	13,375		-	6,489
Tenant Services RC	2,691	3,588		-	
Auto Lease					25,684
<b>Total Tenant Services</b>	<b>8,094</b>	<b>16,963</b>	<b>67,383</b>	<b>114,578</b>	<b>41,148</b>
<b>Total Admin &amp; Prof.</b>	<b>593,207</b>	<b>344,450</b>	<b>631,498</b>		<b>502,042</b>
Water*	40,175	37,414	-	-	-
Electricity	114,244	128,949	-	-	-
Gas	128,704	90,906	-	-	-
Sewer*	52,174	46,785	-	-	-
Other Utilities	10,060	10,000	-	1,000	-
<b>Utility Expense</b>	<b>345,357</b>	<b>314,053</b>		<b>1,000</b>	<b>-</b>
<b>Maintenance Expense</b>					
Labor	90,916	85,829		-	-
Employee Benefit	35,368	35,232		-	-

Materials	35,110	10,000	1,500	-	-
Ranges and Refrigerators/Water Heater	7,400	6,000	-	-	-
Vehicle Repairs	2,642	1,000		-	-
Other Misc. Contracts	-	17,619	5,015	200	-
Painting Contract	9,563	5,438	275	-	-
Lawn/Mowing Contracts	24,587	12,275	-	-	-
Extermination Contract	10,679	4,582		-	-
Garbage and Trash Removal	21,906	8,000		-	-
Camera Repair	-	1,422	-	-	-
Heating/Cooling	1,748	668		-	-
Electrical Contracts	5,275	3,000		-	-
Plumbing	14,737	12,684		-	-
Gas Line Service Contract	1,103	129	-	-	-
Landscaping/Grounds	5,650	3,213		-	-
Protective Services	46,108	26,218	-	-	-
Cintas Contract Costs	9,114	8,290		-	-
Cleaning Contract- Office (janitorial)	5,250	5,014	2,000	2,000	1,236
Contingency/ Other Contracts	41,747	33,864			5,238
HQS Inspections	34,000	17,400			
<b>Total Maintenance</b>	<b>402,903</b>	<b>297,878</b>	<b>8,790</b>	<b>2,200</b>	<b>6,474</b>
Auto Insurance	1,415	1,304	-	2,000	820
Property Insurance	73,495.00	59,618	-	-	-
General Liability	29,914	24,266	10,539	19,772	5,928
Workers Compensation	2,835	2,049	1,814	3,402	1,024
Public Officials Liability	310	251	200	372	172
Employment Practice Liability	465	319	300	557	160
Commercial Umbrella	4,878	3,957	3,205	6,013	3,957
Surplus Commercial Liability	14,212	11,529			
Cyber	1,951	1,583		1,583	1,583
Pollution RAD (1 only)		21,194			
Property Tax	-	-			
<b>Total Insurance Expense + Tax</b>	<b>129,475</b>	<b>126,069</b>	<b>16,058</b>	<b>33,699</b>	<b>13,643</b>
Extraordinary Maintenance	-	-	-	-	
Payments in Lieu of Taxes	-	-	-	-	
Collection Losses			-	-	
Reserves	-	41,813		-	
<b>Other General Expense</b>	<b>-</b>	<b>41,813</b>	<b>-</b>	<b>-</b>	
<b>Total Operating Expenditures</b>	<b>1,470,942</b>	<b>1,124,264</b>	<b>656,346</b>	<b>1,191,918</b>	<b>522,159</b>
					SHCDC –
					All
	RAD 2 Crestmont	RAD 1 - R Butler & Walnut Woods	ADMIN	VOUCHERS	Programs

<b>NET OPERATING INCOME (LOSS)</b>	<b>534,862 *</b>	<b>495,266 *</b>	<b>71,496</b>	<b>29,072</b>	<b>327,602</b>
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*\*Before Debt Service*





**HOUSING AND  
NEIGHBORHOOD  
DEVELOPMENT**

**2024 BUDGET  
PROPOSAL**

## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** John Zody, HAND Director  
**Date:** August 25, 2023

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### **Why We Exist**

The Housing and Neighborhood Development Department's mission is "to enhance the quality of life for Bloomington residents by developing programs, services, and partnerships with public and private organizations to preserve community character, promote safe and affordable housing and protect neighborhood vitality." The department also provides staff assistance to four boards and commissions: the Redevelopment Commission, the Historic Preservation Commission, the Board of Housing Quality Appeals and the Citizen Advisory Committee for distribution of Community Development Block Grants (CDBG). HAND is in the process of digitizing our nearly 11,000 rental files, while continuing through the implementation of new permitting software that is transitioning us from our legacy software system. In the past few months, the department has undergone two "monitorings" (audits) by the U.S. Department of Housing and Urban Development (HUD) and has brought on three new staff: filling vacant Assistant Director and Neighborhood Compliance Officer (NCO) positions, and hiring our new Affordable Housing Program Manager position approved in the 2023 budget.

### **Background**

The Housing and Neighborhood Development Department (HAND) currently has a staff of 18 FTEs, with one Part-Time Program Specialist as well. HAND administers the Community Development Block Grant (CDBG) and HOME federal grant programs from the U.S. Department of Housing and Urban Development (HUD) for the City of Bloomington. In addition, the department programs and



invests remaining ARPA funds dedicated to the Heading Home of South Central Indiana initiative, as well as the Bloomington Housing Authority's Landlord Risk Mitigation Fund. In the 2023 budget, \$1.046 million in ED-LIT funding was appropriated to the department for housing purposes, which we are deploying. To assist in efforts to address homelessness through case management and supportive rental housing, the department is currently awaiting approval of our allocation plan to use \$2.045 million in HOME-ARP federal funds granted by HUD during the pandemic.

For federal program year 2023 (June 1, 2023 – May 31, 2024), the department will grant \$855,868 in CDBG funds. We will award less funding this year due to a previous one-time allocation being awarded in the last program year, as well as HUD formula changes for communities across the country. The department has been allocated \$642,907 in HOME funding, an increase of 10% from the previous year. CDBG-funded activities are divided into three categories: physical improvements (65% of the grant funding), social service (15%), and administration (20%). The department also received a grant from HUD for \$15,000 over a 2-year period to administer a comprehensive housing counseling program, which includes pre-purchase, default/delinquency and reverse mortgage counseling as well as conducting classes on pre-homeownership and being a renter.

In coordination with the City departments of Legal, Economic & Sustainable Development and Planning & Transportation, along with the Bloomington Housing Authority (BHA), HAND works on addressing the shortage of affordable housing in Bloomington. Since 2016, when Mayor Hamilton outlined his affordable housing strategy for the community, the above departments, serving as the Affordable Housing Team, have updated City policies and procedures, administered the 2017-created Housing Development Fund, and refined city processes to encourage more affordable housing development. Since 2016, more than 5,600 units of housing have been preserved, added or are in progress in Bloomington, 1,386 of which are considered affordable.

Since 2020, nearly 3,000 units of rental housing have been created, including more than 450 affordable units. More opportunities for housing, particularly home ownership, are on the horizon, most notably at the Hopewell project site as well as at the Arlington Park Drive site on the northwest side of Bloomington. At Hopewell, the master plans and financial analysis target a range of 850-1,000 units of housing, while at N. Arlington Park Drive, 45 lots with high impact R4 zoning will be deeded to the Summit Hill Community Development Corporation this year to facilitate affordable and workforce homeownership through a community land trust (CLT). Currently, another development is under review by the City Plan Commission to create upwards of 5,000 units on the Sudbury property on Bloomington's south side. This Planned Unit Development (PUD) will have an affordability requirement, leading to additional affordable unit production.

HAND accomplishes its enforcement programs through its general fund allocation. Title 16 of the Bloomington Municipal Code, or the Residential Rental Unit and Lodging Establishment Inspection Program, exists to protect rental occupants and the property they occupy. The department currently has nearly 29,000 registered rental units within city limits, with approximately 2,200 more units approved for construction. Title 6 of the Bloomington Municipal Code addresses health and

sanitation issues including the overgrowth of grass and weeds, excessive trash and sidewalk snow removal.

The department strengthens neighborhoods through a wide array of services and programs, including the Neighborhood Improvement Grant and Small and Simple Grant programs . Neighborhood newsletters keep neighborhoods abreast of funding opportunities, neighborhood clean-ups, special events and training opportunities that the City provides exclusively to support Bloomington neighborhoods. The department also engages residents through the Residents Academy, which continues to garner a lot of interest from the community.

In conjunction with the City Council, HAND staff currently administers the 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.

### **Alignment with 2020 Housing Study**

The 2020 Housing Study commissioned by the City of Bloomington set a goal of having 2,592 more units of housing by 2030 (1,555 owner-occupied with 970 “affordable” and 1,037 rental, 808 “affordable”), at an average pace of 236 units per year. The Housing Study has helped benchmark both housing goals and initiatives, and the Administration is awaiting updated numbers for Monroe County following the publishing of Regional Opportunities Initiative’s (ROI) updated regional housing study, which is expected soon.

It is also important to discuss how HAND, and more broadly the Administration, has aligned its activity with the goals of the 2020 study. So far, the City is on pace with the study’s growth goals (see chart on Page 5 of this memo for affordable units) and is undertaking several initiatives that drive forward the recommendations from the study. Below are some examples of housing study goals followed by City activity in alignment with that goal:

*“Secure and conserve existing housing as a way to provide affordable housing and reduce the impact on the environment.”*

- City activities: federally-funded home rehabilitations, assisting with preservation of 206 units at Countryview apartments, advancing home ownership with down payment assistance and shared equity programming, installation of solar panels on historic homes.

*“Establish education program for tenants and landlords”*

- City activities: partnership with Monroe County Apartment Association (MCAA), HUD-certified housing counseling and rental deposit assistance, annual homebuyers club, assisting with creation of Landlord Risk Mitigation Fund, tenant and landlord material distribution, CDBG funding for eviction prevention. The B-Town Neighboring Project, which includes the department attending events and distributing materials for students, faculty and staff at IU.

*“Leverage opportunity sites to expand housing options within the city”*

- City activities: creation of new Hopewell neighborhood, assisting with the creation of the Community Land Trust (CLT) with Summit Hill Community Development Corporation (CDC) and subsequent development projects at Hopewell and Arlington Park Drive, possible Planned Unit Development (PUD) project in a portion of the Sudbury property.

### **Sustainability and Climate Action**

The HAND Department participates in the Mayor’s Climate Action Team, and is continuously looking for ways where we can help bend the curve of climate change by being more sustainable in our efforts and operations. Operationally, we are continuing to use tablets while conducting rental inspections as rental files are digitized. To make a larger impact on community-wide efforts, HAND coordinates two neighborhood cleanups per year. Our 2023 cleanups (Fritz Terrace and Near Westside) removed nearly 19 tons of waste. Materials diverted from the landfill include tires, hazardous materials, electronics and recycling.

In terms of maximizing sustainability through other departmental functions, HAND works to align the goals of the City’s Climate Action Plan to programmatic functions in our department so that we can better understand our community impact on sustainability. So far, the department has tracked our alignment with 12 of the plan’s goals, which range from working to increase density with new housing (Goal TL-1) to offering home rehab programs that help increase energy efficiency (Goal EB-5) and assistance with food and nutrition security through social service program funding (Goal FA-1). In addition, since 2016, 32 Certificates of Appropriateness (COA) petitions for solar panel installation on historic buildings have been approved by the Historic Preservation Commission (HPC). The department also partners to do a great deal of work concerning invasive species, and this year helped form a pilot program with the Indianapolis Zoo to collect invasive plants from Bloomington neighborhoods for use in animal habitats and diets at the zoo.

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

As a full partner in Mayor Hamilton’s goal to advance diversity, equity and inclusion in all things at the City of Bloomington, HAND prioritizes DEI. Our federal programs have very structured regulations, but it is the desire of HAND and the organizations with which we partner not just to follow federal regulations, but to exceed them. A few examples of this include development partners targeting vulnerable and special needs populations, the latest example being our planned use of \$2.045 million in HOME-ARP funds to provide funding for housing and supportive service case management. This will also include supportive rental housing for those at-risk of homelessness for both financial and other reasons, such as a disability. We are also working with the Bloomington Housing Authority to plan for HUD’s new AFFH (Affirmatively Furthering Fair Housing Rule), which will require the development of an equity plan for our HUD programming.

On the issue of housing affordability, we seek to have affordable or workforce units in new housing developments coming online in Bloomington, and have implemented a system to monitor affordable units in the city. The City’s Rental Inspection Program also advances equity by ensuring a basic

standard of safe housing. We believe that no matter the amount of rent you pay, you deserve to live in safe housing. With thousands of renters in Bloomington, it is our mission to raise awareness of the rental program by educating tenants, landlords and property managers on an ongoing basis. We do this through regular communication, social media marketing, community events and discussions and through partnerships with neighborhood associations and Indiana University.

Summary Budget Allocation	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,055,240	1,173,173	1,191,429	1,249,809	1,382,972	133,163	11%
200 - Supplies	4,949	6,991	7,887	23,733	27,335	3,602	15%
300 - Other Services	614,658	760,137	2,665,144	3,498,130	1,801,683	(1,696,447)	-48%
400 - Capital Outlays	47,524	-	-	-	-	-	100%
<b>Total</b>	<b>1,722,371</b>	<b>1,940,300</b>	<b>3,864,459</b>	<b>4,771,672</b>	<b>3,211,990</b>	<b>(1,559,682)</b>	<b>-33%</b>

### **2024 Activity Descriptions and Goals**

#### **Affordable Housing -- General**

*Activity Description:* Work with local housing advocate organizations, housing developers, and City staff to add to and preserve the number of affordable housing units for all city residents by identifying housing development opportunities and providing oversight and monitoring of the City's affordable housing units and the Housing Development Fund. The addition of an Affordable Housing Program manager this year is already leading to increased communication with potential development partners, as well as evaluation of programs such as the City's unique workforce housing program.

The HUD-published AMI for Bloomington for 2023 is \$97,400. This number is a \$6,000 increase over 2022's limit of \$91,400. While this number serves as a benchmark, HAND uses more specific income information from HUD to help determine program eligibility for federal programs, as well as those using City funds in order to adjust by household size (i.e. down payment assistance, workforce housing rental limits). Additional 2023 income limits (for a household of four, for example) used for HAND programming are:

30%	\$27,100
50%	\$45,150
60%	\$54,180
80%	\$72,250
100%	\$90,300
110%	\$99,330
120%	\$108,360

**Total affordable units preserved, added or in progress since 2016: 1,386 (2,168 bedrooms)**

<b>Year</b>	<b>Project</b>	<b>Unit Count Total: 1,386</b>
2022	Countryview renovation (preserved), Bloomington Cooperative Living, Caritas	225
2021	Retreat @ Switchyard, 300 E. Hillside, Brownstone Terrace, BHA RAD	235
2020	Curry PUD, Arlington Park Dr., Osage Place, Annex, Summit Hill CDC	185
2019	Kinser Flats, Limestone Crossing, Bailey Towers, Hilltop Apts.	266
2018	Switchyard Apartments, Middle Earth Cooperative Housing, Southern Knoll	67
2017	Alleyworks, Patterson Pointe, Morton Row, Union at Crescent, Adams Village	185
2016	Crawford Apartments II, Park South, B-Line Heights, Evergreen, Urban Station	199
2016-2023	Down payment assistance and Shared Appreciation Homeownership programs, Habitat for Humanity homes (non-Osage Place)	24

Goals:

- In conjunction with Planning & Transportation and Economic & Sustainable Development, attain a minimum of 180 affordable and workforce housing units approved each year by Q4, benchmarked against the 2020 Housing Study goal of 2,592 total additional units of housing by 2030. The current number since 2020 stands at approximately 3,000 rental units, while more opportunities for homeownership are needed.
- By the end of Q4, conduct annual monitoring by the end of Q4 of all affordable and workforce housing units and ensure compliance with City programs.
- 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 Q4.
- Identify and fund at least one affordable housing project through the Housing Development Fund by the end of Q4.
- Assist at least six households with homeownership through the City’s down payment assistance/ shared appreciation program (HDF dollars) (this is in addition to federal program assistance for ownership).

Housing - General Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	121,509	197,073	2.85	Number of units added or in progress since 2016: 1,121
200 - Supplies	2,685	3,092		
300 - Other Services	2,821,393	1,453,135		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>2,945,587</b>	<b>1,653,301</b>		

**Fund: General, Other**

**Neighborhood & Resident Involvement - General**

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

These activities also include coordinating and sponsoring activities to promote civic engagement and tenant outreach. Such activities include the long-established Residents Academy and a newer initiative, the B-town Neighboring Project (BNP). The BNP aims to better integrate students into off-campus residential neighborhoods through education about tenant rights and responsibilities and good neighboring skills. In addition the BNP sponsors events to promote engagement and relationship building between off-campus students and their non-student neighbors.

Goals:

- Graduate a minimum of 20 participants from Residents Academy by the end of Q3.
- Achieve a 4.7 out of 5 rating based on feedback from Resident Academy class participants by the end of Q4.
- Complete two neighborhood clean-ups by September 30, ridding neighborhoods of at least 10 tons of trash and other waste materials.
- Fund at least eight neighborhood improvement projects by the end of Q4.
- Organize or participate in at least 4 student outreach events or efforts by the end of Q4 through the continued development of the B-town Neighboring Project, a partnership with Indiana University.
- Make measurable contributions to the City Climate Action Team goals by measuring waste and recyclable materials gathered from neighborhood cleanups and grant-funded projects, as well as encouraging composting, invasive plant removal, and tree planting efforts in neighborhoods.

Neighborhood & Citizen Involvement Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	83,321	82,978	1.20	2,800
200 - Supplies	1,726	1,988		
300 - Other Services	407,358	209,806		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>492,404</b>	<b>294,772</b>		

**Fund: General, Other**

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

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

Goals:

- Conduct cycle inspections for all new and expiring rental occupancy permits by Q4 (estimated to be approximately 1,344 permits for the year). This is in addition to conducting inspections involving complaints, reinspections and unsafe building conditions.
- In partnership with ITS, continue training department staff in the use of Enterprise Permitting and Licensing (EPL) software to utilize the full potential of the inspection staff and this new technology. Enhance data collection capabilities of EPL through increased reporting and searching functions.
- Provide education and training for the inspection staff so they maintain all professional certifications for lead testing as well as code compliance through the International Code Council (ICC) on a semi-annual basis.
- Work with community partners such as landlords, property managers and students to conduct monthly community outreach and education on the inspection process, using social media, events and other communication tools.
- Continue to collaborate with Monroe County Building Department and Bloomington Fire Department on inspections of new, large multi-unit rental properties using a team approach. This allows all three departments to meet the needs of the community for safe housing, while combining forces to achieve this goal without duplicating our efforts.
- As part of the department Organizational Assessment, create and maintain metrics to measure successes in the rental inspection program that promote safe and habitable housing. For instance: track the number of life safety issues identified and how many are resolved within statutory timelines and look at how this can be measured during the three-to-five year inspection cycle.
- Explore efficiencies by evaluating the rental inspection scheduling and reporting process.

<b>Title 16 Rental Inspection Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	433,961	477,125	6.90	57,000
200 - Supplies	18,853	21,714		
300 - Other Services	183,311	94,413		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>636,125</b>	<b>593,252</b>		

**Fund: General, Other**

**Historic Preservation-General**

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

Goals:

- Host three educational/informational seminars or workshops by the end of Q4, reaching 50 new residents. One of these events should be during May Historic Preservation month.
- Coordinate incentives with the Economic & Sustainability Department for three historic properties using the Bloomington Urban Enterprise Association’s Façade Grant Program or the Green Home Improvement Program by end of Q4.
- Send annual mailer to owners (more than 1,600 as of 2023) of locally designated properties reminding them of design review requirements by the end of Q2.
- Work with HAND leadership and federal program staff to stay current on environmental review compliance and training required by HUD.



Historic Preservation Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	79,849	86,436	1.25	Under Local Historic Designation - 1,280; Subject to Demolition Delay Review - 6,000
200 - Supplies	374	431		
300 - Other Services	75,881	39,082		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>156,104</b>	<b>125,948</b>		

**Fund: General, Other**

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

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

Goals:

- Respond to UReports assigned to Neighborhood Compliance Officers within three business days, and resolve 75% of UReports within seven business days.
- Conduct quarterly training sessions for department staff in the use of Enterprise Permitting and Licensing (EPL) software.
- Increase public awareness of Title 6 regulations regarding invasive species (such as yellow groove bamboo), grass growth and trash through enhanced communication efforts with residents and neighborhood organizations. Establish quarterly outreach events or efforts with neighborhood associations or community groups.

Title 6 Neighborhood Compliance Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	281,207	262,765	3.80	65,000
200 - Supplies	96	110		
300 - Other Services	10,187	5,247		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>291,490</b>	<b>268,122</b>		

**Fund: General, Other**

## **HUD PROGRAMMING**

### **Housing Counseling**

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

#### **Goals:**

- Provide Housing Counseling Services to at least 85 clients by Q4 to more quickly move them to housing security.
- Graduate 70 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 December 31.
- In order to better track outcomes, conduct a Homebuyers Club follow-up survey for past participants by the end of Q4 to determine homeownership status and any associated successes and difficulties with the process.

<b>Housing Counseling Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	17,358	17,287	0.25	200 Households
200 - Supplies	0	0		
300 - Other Services	0	0		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>17,358</b>	<b>17,287</b>		

**Fund: General**

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

*Activity Description:* Provide funding assistance to social service agencies that provide food, shelter, health and self-sufficiency. Note: the program year for CDBG funding is June 1, 2023 - May 31, 2024.

#### **Goals:**

- Provide \$128,380 in CDBG public services funds to six social service agencies, and monitor for compliance with all federal regulations, by end of May.
- Provide technical assistance to subrecipients throughout the funding cycle.

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

*Activity Description:* Provide funding for a variety of physical improvement projects including funds to nonprofit organizations to rehab, upgrade and modernize their facilities; grants and loans for residential and public housing rehabilitation, home modification for the disabled, and emergency home repair; and assistance to City departments constructing public infrastructure improvements to streets, sanitary sewers and storm drainage facilities and playground equipment in targeted

neighborhoods. Note: funds are allocated by the Citizen Advisory Committee through the CDBG grant allocation process; program year is June 1, 2023 - May 31, 2024.

Goals:

- Provide \$556,314 in CDBG physical improvement funds to seven agencies, and monitor for compliance with all federal regulations by the end of May.
- Provide technical assistance to subrecipients throughout the funding cycle.
- Provide rehab assistance to at least five homeowners by the end of Q4 (Emergency Home Repair, Owner-occupied Rehab and/or Home Modifications for Accessible Living)

**HOME Program Activities**

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

Goals:

- Provide assistance of up to \$250,000 to develop 38 long-term affordable rental units under the federal HOME Investment Partnerships Program by end of Q4.
- Provide \$15,000 in tenant-based rental assistance to the Bloomington Housing Authority (BHA) to assist four households on their Section 8 waiting list with housing by the end of Q4 to increase housing security.
- Assist 4 households with down payment assistance to buy a home by the end of Q4 to advance long-term affordability in homeownership.
- Provide owner-occupied rehab program assistance to 2 homeowners by the end of Q4 (Owner-Occupied Rehab) with a goal of sustained ownership.
- Provide assistance to 4 new-construction affordable homes to advance home ownership.

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

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

Goals:

- Provide financial oversight of 32 agencies receiving \$323,000 in Jack Hopkins grants for expenditures of funds within 12 months of signed funding agreement.
- Provide technical assistance to awarded agencies.

## **Additional Funding in Support of Housing Affordability**

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

### **Increasing Housing Security**

The City of Bloomington continues to be a major partner for the Heading Home of South Central Indiana Initiative, an effort initiated by the administration and spearheaded by the United Way of Monroe County and the Community Foundation of Bloomington and Monroe County. In addition to helping convene the group in 2020 and providing \$2.7 million in operational funds (via ARPA), the City is a member of the organization's steering committee and communicates frequently with the housing security staff. The goal of the effort is to make homelessness rare, brief and non-repeating. Bloomington is the first - and currently only - city in Indiana to be a member of "Built for Zero", a nationwide community partnership to end homelessness. Heading Home of South Central Indiana is the main community partner to this effort.

HAND recently received approval of its allocation plan to utilize \$2.045 M in funds from HUD's HOME-ARP program, designed to provide services and housing for four qualifying populations who are either unhoused or at risk of homelessness.

### **Developing Rental Housing**

As more housing comes online in Bloomington, it remains a critical goal that a significant portion of it is long-term affordable. This category of support helps advance that goal in three major ways: providing incentives for the development of affordable housing (through investments from the Housing Development Fund and UDO incentives), providing rental assistance outreach and education, and assisting in the physical construction of affordable housing in partnership with community organizations, the development community and through targeted project efforts such as the the physical and administrative expansion of Bloomington Cooperative Living (BCL) and the development of the Hopewell neighborhood.

### **Increasing Homeownership**

To advance this goal, the City of Bloomington provides investment to existing and potential homeowners through neighborhood improvement grants, rehabilitation of homes to preserve ownership, as well as increasing ownership through the City's down payment assistance and Shared Appreciation Homeownership programming. We are also exploring new partnerships with the real estate community to better market our programming, and continue to support the development of the Summit Hill CDC Community Land Trust.

These funding areas are the guideposts by which the City conducts its housing activity, bolstered by data, community conversations and activity in the land use, development and housing industry.

We are fortunate to have a number of funding sources available to support affordable housing development in Bloomington, presented in this section of our department memo with the following objectives in mind:

- 1. Prioritize projects where the City can have a direct impact on the use of the land for new construction, or preserve existing housing units.**
- 2. Remove as many barriers as possible to advance the development of needed affordable housing.**
- 3. Continue to be good stewards of public funds with housing subsidies.**
- 4. Be mindful of federal fund regulations and timelines for necessary spending.**
- 5. Engage community partners from all sectors to help achieve these goals and distribute funds.**

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

#### **2024 Request: Appropriation of the fund's cash balance (\$476,000)**

The City of Bloomington Housing Development Fund (HDF) was created in 2017 to provide solutions for both affordable rental and home ownership - promoting long-term affordability for those at 120% or less of Area Median Income (AMI). Since its inception, nearly \$1.3 million has been awarded in grants and loans in support of 430 units of affordable housing in Bloomington. The Housing Development Fund represents a flexible, nimble and local funding source to give grants and loans for housing development, and we believe an ongoing source of revenue is needed to grow the fund for new construction, preservation of existing housing stock, as well as down payment assistance and our Shared Appreciation Homeownership Program.

For the 2024 budget year, HAND was appropriated \$2.1 million in HDF funds, with the total cash balance of the fund currently at \$2.6 million.

For 2024, we are requesting that the unappropriated cash balance (\$476,000) of the Housing Development Fund be appropriated to support upcoming affordable housing projects. Moving forward, we anticipate that as this fund grows with development payments and other sources, that additional housing funding appropriations can be made annually through ED-LIT revenues.

#### **HDF Snapshot**

Committed/spent since 2017: \$1.3 M

Overall cash balance: \$2,601,884.19

2023 budget: \$2,090,000 appropriated

Unappropriated: \$476,000

Uses - Housing Development Fund	2024 Request
<b>New construction, preservation of housing stock, minor emergency repairs to owner-occupied homes, down payment assistance, Shared Appreciation Homeownership Program</b>	<b>\$476,000</b>

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

**2024 Request: \$909,399**

HAND’s 2023 budget request included an appropriation of \$1,046,999 in ED-LIT revenue dedicated to housing, which included expenses related to a new Program Manager position focused on Affordable Housing and \$500,000 dedicated to affordable housing development, among other uses.

For 2024, HAND is requesting approximately \$909,399 in ED-LIT funds for the following housing purposes:

Uses - ED-LIT	2024 Request
<p><b>Housing Security</b>  <i>To assist those in the lowest income brackets who are most at risk of housing insecurity. Possible partners include social service agencies serving those in urgent need. Intended uses could be for services such as expanding the City’s security deposit program that also includes housing counseling services.</i></p>	<b>\$200,000</b>
<p><b>Housing development project funding</b>  <i>In lieu of being able to transfer ED-LIT funds into the Housing Development Fund to create an ongoing source of revenue, an appropriation of ED-LIT funds to help with rental or ownership housing developments would help advance the department’s housing goals. Projects funded with this appropriation will allow us to more appropriately plan our housing strategy into the future with an additional source of more nimble funding. These funds would also be used to sustain the City’s down payment/closing cost assistance program and the Shared Appreciation Homeownership Program.</i>   <i>Ideally, moving forward this appropriation would be annual.</i></p>	<b>\$500,000</b>
<b>Program Staff</b>	<b>\$74,399</b>

<p><i>Affordable Housing Program Manager (existing)</i></p> <p><b>Professional Services &amp; department interns</b>  <i>These services would be utilized for ongoing program consultation and marketing, as well as more comprehensive services in order to facilitate our upcoming HUD Consolidated Plan, Fair Housing and other federal programming requirements. We do not anticipate our federal program administration money being able to cover everything that is needed for additional services and training for staff.</i></p>	<p><b>\$100,000</b></p>
<p><b>Ongoing maintenance for Evergreen Neighborhood</b>  <i>The HAND Department is the owner of two large lots in this sustainable neighborhood developed by the City in 2007. As such, ongoing maintenance of environmental features is required and this is not currently in our departmental budget.</i></p>	<p><b>\$10,000</b></p>
<p><b>CDFI-Friendly Bloomington</b>  <i>As CDFI-friendly Bloomington increases its local outreach, an appropriation of \$25,000 is requested to support its operations (\$15,000) as well as to help assist financing costs for projects (\$10,000).</i></p>	<p><b>\$25,000</b></p>

ED-LIT Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	85,714	74,399	0.00	
200 - Supplies				
300 - Other Services	961,285	835,000		
400 - Capital Outlays				
<b>Total</b>	<b>1,046,999</b>	<b>909,399</b>		

**Fund: Other**

### Total Departmental Budget by Fund

Category	General Fund	ED-LIT	Housing Development	Total
1	1,308,572	74,399		1,382,972
2	27,335			27,335
3	490,683	835,000	476,000	1,801,683
4	0			0
<b>Total</b>	<b>1,826,590</b>	<b>909,399</b>	<b>476,000</b>	<b>3,211,990</b>

The HAND Department's budget request is \$3,211,990. This is an overall decrease of \$1,473,968, or 31%, from 2023, reflected through a reduction in ED-LIT and Housing Development Fund appropriation requests.

**Category 1 – Personnel Services** request is \$1,382,972. This represents an increase of \$217,877, or 19%, from 2023. This is due to the addition of a new full-time Program Specialist position, plus COLA adjustments for staff.

**Category 2 – Supplies** request is \$27,335. This represents a slight increase of \$3,602, or 15%, from 2023. This increase is due largely to additional costs for fuel.

**Category 3 - Other Services** request is \$1,801,683. This is a decrease of \$1,696,447, or 48%, from 2023, largely due to a reduction in an appropriation request from the Housing Development Fund.

### **Conclusion**

Thank you for your consideration of HAND's budget request for 2024.



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 15 - HAND</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	673,467	754,711	774,035	721,902	817,717	95,815	13.27%
	51120	Salaries and Wages - Temporary	7,898	13,124	7,250	38,834	38,834	-	0.00%
	51210	FICA	49,859	56,674	57,558	58,198	65,527	7,329	12.59%
	51220	PERF	95,632	106,006	109,928	102,517	116,113	13,596	13.26%
	51230	Health and Life Insurance	228,384	242,658	242,658	229,386	256,386	27,000	11.77%
	51320	Other Personal Services -DC Match	-	-	-	13,258	13,995	737	5.56%
<b>Total: Personnel Services</b>			<b>1,055,240</b>	<b>1,173,173</b>	<b>1,191,429</b>	<b>1,164,095</b>	<b>1,308,572</b>	<b>144,478</b>	<b>12.41%</b>
Supplies									
	52110	Office Supplies	908	1,962	1,495	2,550	2,550	-	0.00%
	52240	Fuel and Oil	2,674	4,537	5,375	9,533	8,135	(1,398)	-14.66%
	52410	Books	137	106	123	650	650	-	0.00%
	52420	Other Supplies	1,229	386	894	11,000	16,000	5,000	45.45%
<b>Total: Supplies</b>			<b>4,949</b>	<b>6,991</b>	<b>7,887</b>	<b>23,733</b>	<b>27,335</b>	<b>3,602</b>	<b>15.18%</b>
Other Services and Charges									
	53160	Instruction	2,737	894	2,274	4,650	4,650	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	24,977	-	-	1,600	1,600	-	0.00%
	53210	Telephone	2,251	2,661	2,456	3,000	3,000	-	0.00%
	53220	Postage	-	-	-	530	530	-	0.00%
	53230	Travel	387	-	2,221	5,150	5,150	-	0.00%
	53310	Printing	917	2,785	1,364	3,800	3,800	-	0.00%
	53320	Advertising	456	422	1,413	3,200	3,200	-	0.00%
	53620	Motor Repairs	17,711	17,992	16,513	9,964	9,802	(162)	-1.63%
	53830	Bank Charges	1,027	1,328	1,259	1,100	1,100	-	0.00%
	539010	Inter-Fund Transfers	296,000	296,000	296,000	296,000	350,000	54,000	18.24%
	53910	Dues and Subscriptions	990	2,364	3,099	3,651	3,651	-	0.00%
	53960	Grants	22,287	50,328	34,806	50,700	50,700	-	0.00%
	53990	Other Services and Charges	1,413	1,046	10,188	53,500	53,500	-	0.00%
<b>Total: Other Services and Charges</b>			<b>371,153</b>	<b>375,820</b>	<b>371,594</b>	<b>436,845</b>	<b>490,683</b>	<b>53,838</b>	<b>12.32%</b>
Capital Outlays									
	54440	Motor Equipment	47,524	-	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>47,524</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,478,866</b>	<b>\$ 1,555,984</b>	<b>\$ 1,570,909</b>	<b>\$ 1,624,673</b>	<b>\$ 1,826,590</b>	<b>\$ 201,918</b>	<b>12.43%</b>

**CITY OF BLOOMINGTON**

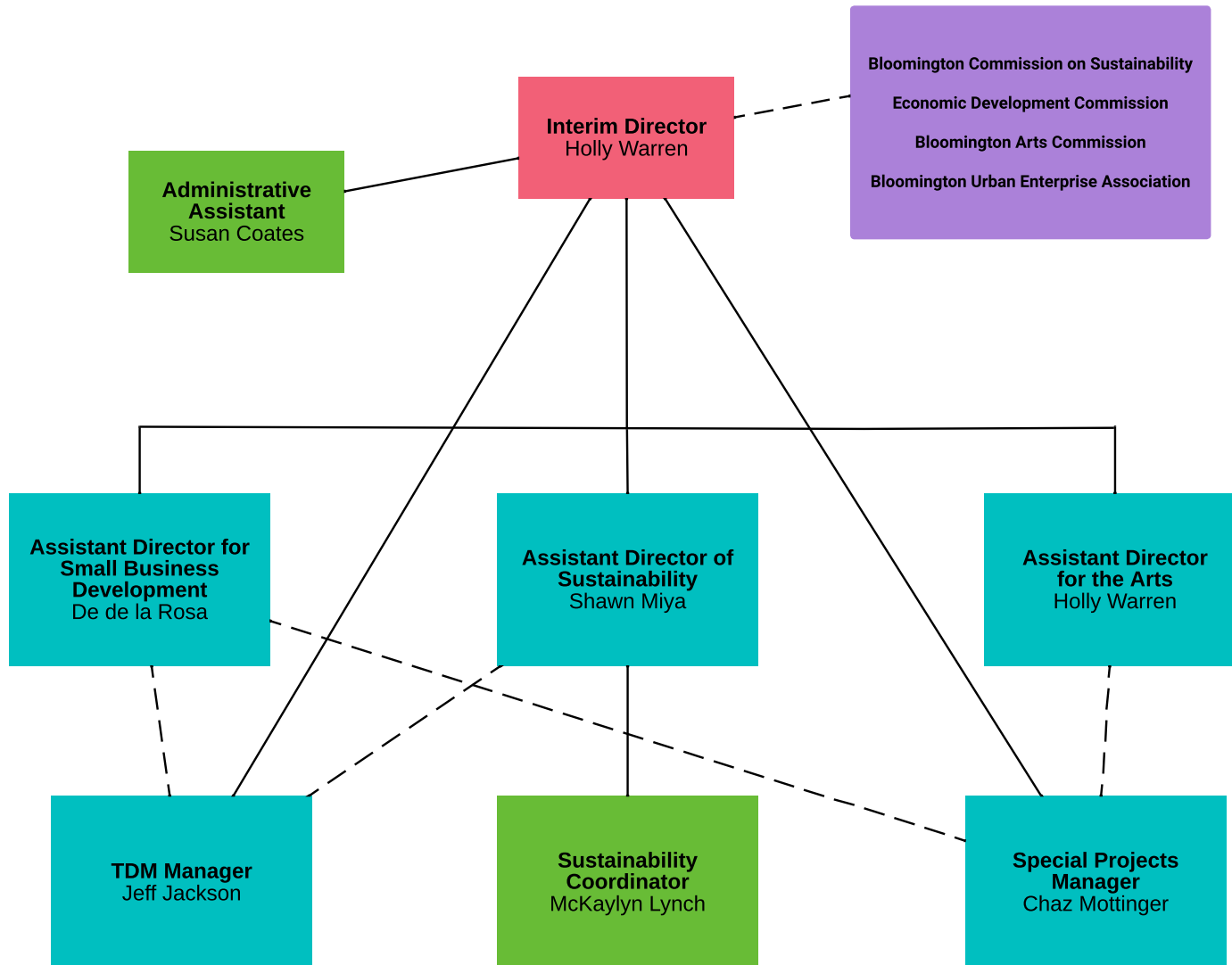
	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 15 - HAND</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	58,625	60,379	1,754	2.99%
	51210	FICA	-	-	-	4,483	4,618	135	3.01%
	51220	PERF	-	-	-	8,318	8,578	260	3.12%
	51230	Health and Life Insurance	-	-	-	13,506	-	(13,506)	-100.00%
	51320	Other Personal Services -DC Match	-	-	-	782	825	43	5.56%
<b>Total: Personnel Services</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>85,714</b>	<b>74,399</b>	<b>(11,315)</b>	<b>-13.20%</b>
Other Services and Charges									
	53160	Instruction	-	-	-	-	10,000	10,000	N/A
	53230	Travel	-	-	-	-	10,000	10,000	N/A
	53960	Grants	-	-	-	961,285	715,000	(246,285)	-25.62%
	53990	Other Services and Charges	-	-	-	-	100,000	100,000	N/A
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>961,285</b>	<b>835,000</b>	<b>(126,285)</b>	<b>-13.14%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,046,999</b>	<b>\$ 909,399</b>	<b>\$ (137,600)</b>	<b>-13.14%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 905 - Housing Develp (Ord16-41) (S9506)</b>									
<u>Expenditures</u>									
<b>Department: 15 - HAND</b>									
Other Services and Charges									
	53960	Grants	121,752	25,000	-	700,000	95,000	(605,000)	-86.43%
	53990	Other Services and Charges	121,752	359,317	352,156	1,400,000	381,000	(1,019,000)	-72.79%
<b>Total: Other Services and Charges</b>			<b>243,505</b>	<b>384,317</b>	<b>352,156</b>	<b>2,100,000</b>	<b>476,000</b>	<b>(1,624,000)</b>	<b>-77.33%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 243,505</b>	<b>\$ 384,317</b>	<b>\$ 352,156</b>	<b>\$ 2,100,000</b>	<b>\$ 476,000</b>	<b>\$ (1,624,000)</b>	<b>-77.33%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 15 - HAND</b>									
Other Services and Charges									
	53960	Grants	-	-	1,805,000	-	-	-	N/A
	53990	Other Services and Charges	-	-	136,394	-	-	-	N/A
<b>Total: Other Services and Charges</b>			-	-	<b>1,941,394</b>	-	-	-	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			\$ -	\$ -	\$ 1,941,394	\$ -	\$ -	\$ -	<b>0.00%</b>





**ECONOMIC &  
SUSTAINABLE  
DEVELOPMENT**

**2024 BUDGET  
PROPOSAL**

## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Holly Warren, Interim Director of Economic & Sustainable Development  
**Date:** August 25, 2023

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### **Why We Exist**

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

### **Background**

The Department of Economic & Sustainable Development (ESD) leads and helps support significant City of Bloomington priorities and achievements to ensure Bloomington's vibrancy and resilience for the next decades.

These include formalizing a partnership with Dimension Mill, Inc. to accelerate development in the Trades District; supporting the Hopewell pre-development activities, including developing the project's sustainability and public art strategies and supporting the establishment of the City of Bloomington Capital Improvement, Inc. board; supporting a significant facility expansion by Catalent; continuing to stimulate the community's job and wage growth across a number of initiatives; developing and implementing new public art projects, including *Urban Fabric* and *Aurora Almanac* at two City garages; supporting the community's arts & culture sector via expanded grants programs; partnering with Constellation Stage & Screen to reactivate the John Waldron Arts Center under private management; aligning and supporting the City's and community's focus on climate

and sustainability challenges (see “Sustainability/Climate Action” below); advancing the Trades District Technology Center via a \$3.5 million Economic Development Administration grant to support technology commercialization; completing and releasing a community-wide assessment of the city’s capacity for future arts & culture growth; expanding Transportation Demand Management platforms; administering substantial American Rescue Plan Act and Economic Development Local Income Tax funding; among other priorities.

At the same time, by virtue of the wide scope of the department’s responsibilities, ESD continues to provide day-to-day support for myriad programs and services, including: business licensing; event and festival support; management of the Bloomington Urban Enterprise Association, the Bloomington Commission on Sustainability, the Economic Development Commission, the Bloomington Arts Commission, and providing significant support to the Redevelopment Commission; programming support for a wide array of arts, small business, and climate programs, administration of the City’s multi-mobility ordinance, grant management duties, and more.

ESD strives for excellence and innovation in its work product and has implemented continuous improvement and efficiency measures in the delivery of its programs and services. These include continued migration of resident services to online and self-service access, implementation of standardized project tracking software, implementation of grant management systems, expansion of standard operating procedures, and other similar activities that together were referenced in ESD’s Organizational Assessment.

While the community has begun to emerge from the COVID-19 pandemic over the past 18 months, lingering economic challenges continue to significantly impact organizations and individuals across the city. The arts sector, especially the performing arts, continues to experience the combined pressures of price increases for their costs of goods sold, manpower shortages, and audience hesitation to attend performances. This has led to financial pressures that continue to imperil organizations’ ongoing viability and corresponding funding support from the City. The private development community, which has been responsible for significant growth in assessed value since 2016, continues to be pressured by lingering supply chain issues and premium construction costs, and more recently interest rate pressures, limiting and sometimes outright pausing planned investments. And while wages generally are rising across the city, individuals are also experiencing a continuing acceleration of housing costs and inflationary pressures on consumer goods.

ESD has largely pivoted away from directly responding to the COVID-19 pandemic, but residual programs established during that period continue to consume significant departmental resources. The department leads ongoing City support for outdoor commerce, including street closures and parklets. The department manages the City’s Rapid Response Fund loan program, implemented during the pandemic with multi-year loan repayment schedules. ESD also continues to support, develop, or implement a number of talent attraction and job training programs, including support for the Mill’s Code School.

Additionally ESD has focused resources on sectors in the economy particularly hard-hit by the pandemic, including the arts and service industry sectors. ESD led implementation of substantially increased arts grants programs for organizational and project support, including new grants for emerging artists, and shepherded direct and substantial investments into the John Waldron Arts Center and Buskirk-Chumley Theater to facilitate ongoing vibrancy of those critical arts facilities. The department led the development and release of a citywide arts feasibility study, which was released in November 2022.

The department delivers its substantial portfolio of activities with a relatively small number of personnel, including seven (7) full time staff members. The General Fund and Economic Development Local Income Tax budget funding requests outlined below reflect significant funding resources. The department also recognizes the importance of Tax Increment Financing, tax abatements, the Enterprise Zone, the Certified Technology Park fund, Food & Beverage taxes, former Community Revitalization Enhancement District funds, state and federal grants, and other external funding support to achieve its various goals.

### **Sustainability and Climate Action**

ESD leads the strategic direction and administration of City of Bloomington and community sustainability and climate action initiatives and programs, guided by the City's first-ever, Council-adopted Sustainability and Climate Action Plans.

In the past year, ESD has continued to champion Hopewell's sustainability strategy, developed and implemented emissions reduction and resiliency strategies through the Bloomington Climate Action and Sustainability Plans, and managed three programs focused on solar, energy efficiency, and composting. The residential Bloomington Green Home Improvement Program (BGHIP), the Bloomington nonprofit Solar, Energy Efficiency & Lighting program (SEEL), and the Compost Up Downtown Programs have operationalized goals of the Climate Action and Sustainability Plans to increase business waste diversion and provide financing to facilitate solar and energy efficiency projects in the residential and nonprofit sectors. Additionally, ESD has provided direct support to the Bloomington Housing Authority to expand renewal energy generation at its facilities, launched the "Zero In Bloomington" residential climate action portal to stimulate individual sustainability action, and expanded brand-building and marketing efforts surrounding Go Bloomington, the city's award-winning transportation demand management program. ESD hosted the city's first Climate Resilience Community Workshop where participants prioritized climate risks and vulnerabilities across a variety of sectors. Through these initiatives, ESD has directly engaged with a broad range of constituencies including residents, nonprofits, and businesses to take action on climate and reduce the community's environmental impact.

ESD and the Mayor's Climate Action Team, which meets bi-monthly and includes Council representation, will continue to focus on high impact sustainability and climate strategies from the Sustainability and Climate Action Plans. To lead in sustainable municipal operations, the Climate Action Team is focusing on increasing energy retrofits to reduce non-renewable energy use in city



buildings (SAP 8.1), electrification of the City's equipment and fleet to reduce fuel use (SAP 8.3), reduction of energy use to treat and transport water and wastewater (CAP W3), and developing new mechanisms for financing climate action plan implementation by securing federal match funding (CAP CE3). ESD will also continue to increase financing options for energy efficiency and renewable energy projects (CAP EB1), promote mode shift and alternative transportation infrastructure use (CAP TL1), and facilitate waste diversion and education (CAP WM1, WM2).

Over the past year, ESD has collaborated with the Mayor's Office to convene public-private partnerships with businesses committed to climate goals (CAP CE2) through the recently formed Project 46 initiative. Originally conceived prior to the COVID-19 pandemic, planning activities were renewed in late 2022 with the Regional Climate Convening, a co-hosted event by the mayors of Bloomington and Columbus and including 100+ attendees across local governments, businesses and organizations, and the community. Project 46 was formally launched in March 2023 and ESD collaborated with municipal and county governments across Monroe-Brown-Bartholomew counties to formalize and adopt Project 46, gaining commitments from the Monroe County Council, the City of Columbus, and the Town of Nashville to advance the project.

Bloomington's climate and sustainability efforts previously positioned the city to be awarded LEED for Cities and Communities certification by the US Green Building Council. With this certification, Bloomington joined a global network of approximately 100 LEED-certified cities and communities. Bloomington achieved LEED certification for implementing practical and measurable strategies and solutions aimed at improving sustainability and the standard of living for residents. In 2022, the City was recognized as a SolSmart Gold city -- the highest designation for cities, counties, and regional organizations that facilitate the adoption of solar in their communities -- and the City of Bloomington was awarded the Leadership in Public Service Award by Greater Indiana for the city's work on climate action. In 2023, Go Bloomington received a regional Gold American Advertising Federation ADDY award for its innovative approach to publicizing transportation demand management.

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

Over the past several years, the community and nation has recognized deep structural disparities in the way certain populations are resourced in society, including institutional racism, and as a result how these populations are especially challenged by health- and climate-related impacts.

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

Specifically, ESD has promoted return-to-work programming for individuals who have been chronically unemployed, including 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 LGBTQIA+ artists and 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 also provides support to CDFI Friendly Bloomington, which is specifically designed to increase capital accessibility to underserved populations.

ESD leadership actively participated in the City of Bloomington’s year-long diversity, equity, and inclusion training program and the department continues to seek educational opportunities 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.

**Economic & Sustainable Development 2024 Budget Summary**

Summary Budget Allocation	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change (\$)	Change (%)
100 - Personnel Services	529,869	580,440	582,963	767,236	786,501	19,265	2.51%
200 - Supplies	5,386	3,316	29,566	8,400	10,400	2,000	24%
300 - Other Services	486,824	1,276,184	1,727,273	6,479,539	6,220,407	(259,132)	-4%
400 - Capital Outlays	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>1,022,079</b>	<b>1,859,939</b>	<b>2,339,802</b>	<b>7,255,175</b>	<b>7,017,308</b>	<b>(237,867)</b>	<b>-3%</b>

**2024 Activity Descriptions and Goals**

**Arts & Cultural Development**

*Activity Description:* The City of Bloomington recognizes that arts and culture are an integral part of quality of life and has a responsibility to foster an environment conducive to arts access, engagement, and participation for all members of the community. The Department of Economic and Sustainable Development advocates for arts and culture in Bloomington, connecting local artists with the resources they need to make their work and connecting Bloomington residents and tourists with the arts experiences and the myriad benefits -- economic, health, enhanced ability to tackle broader social issues, and community connection and pride -- that Bloomington’s rich cultural landscape provides.

Goals:

- Launch an online arts platform in partnership with Indiana University and the Arts Alliance of Greater Bloomington to increase the visibility of artists and arts opportunities in the City of Bloomington where all community members and visitors can learn about opportunities to participate in arts events, receive grants and public art commissions, find studio space, take classes, sell work, network, and collaborate. Achieve 10,000 cumulative platform visits by the end of Q4.
- Create a constellation of cultural spaces including available storefronts and other buildings to host pop up exhibitions, performances, and studio spaces to accommodate

Bloomington artists' expressed need for space to showcase and make art work in affordable spaces, with 8 spaces and/or public programs activated by end of Q4.

- Grow a comprehensive downtown public art program in collaboration with Downtown Bloomington, Inc., including public visual and performing art works and wayfinding/signage to contribute to downtown Bloomington’s cultural and economic development and increase Bloomington’s regional and national visibility with 5 new public art installations and implementation of biweekly outdoor busking program by end of Q4.
- Investment in neighborhood art programs in collaboration with the Bloomington Arts Commission and directly support the creation of no fewer than 6 neighborhood arts projects by the end of Q4.
- Increase the number of grants given to Bloomington-based artists and arts organizations overall while also increasing the number of grants given to artists who are early in their career, members of the BIPOC and/or LGBTQ+ community and/or residing in historically underserved neighborhoods by 50%; and increasing the percentage of grants given to the emerging artists in the BIPOC and LGBTQ+ community by 25% by the end of Q4.
- Sponsor 4 public art tours facilitated by City of Bloomington staff and volunteers committed to stewarding local public art by Q4.
- Hold 4 cultural community development and engagement events to help unite and promote emerging and established artists within Bloomington by the end of Q4.
- Host 4 quarterly professional development workshops for emerging artists to increase professional opportunities based on expressed needs, including programs for Indiana University students by the end of Q4.
- Invest in arts opportunities in the Trades District in collaboration with the Mill and Duke Energy, including completing a mural project at the Duke Substation at 11th and Rogers by the end of Q4.
- Issue at least 1 call for arts proposals for the Hopewell development in partnership with the Bloomington Arts Commission to contribute to the development of community-oriented arts and design in the Hopewell development by end of Q4.

Arts & Cultural Development Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	168,322	172,549	2.15	85,000
200 - Supplies	1,843	2,282		
300 - Other Services	1,125,861	1,080,835		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,296,026</b>	<b>1,255,666</b>		

**Fund: General**

**Sustainable Development**

*Activity Description:* Lead implementation of Bloomington’s Climate Action Plan. Manage sustainability and climate programs, projects and initiatives for the community and city

operations. Achieve climate goals focused on energy efficiency, renewable energy, alternative transportation and climate resilience by establishing multi-jurisdictional partnerships. Facilitate the Mayor’s Climate Action Team and serve as a liaison to the Bloomington Commission on Sustainability and Project 46. Maintain a budget for and identify external funding available to support strategies and actions outlined in the Bloomington Climate Action Plan.

Goals:

- Increase compost diversion by providing direct outreach, assistance, and technical assistance to 20 nonresidential food waste generators and 4 multi-family units by end of Q4, in alignment with GAP Goal WM2.
- Advance implementation of Climate Action Plan by providing technical assistance and climate goal review meetings to departments participating in the Mayor’s Climate Action Team by end of Q4 and provide biannual updates to Council and the Bloomington Commission on Climate Action Plan implementation progress and impacts by end of Q3, in alignment with CAP Goals EB1 and EB2.
- Reduce energy burden for 70 residents, 15 community institutions and 1 public residential housing unit by implementing energy efficiency and renewable energy grant and loan programs by end of Q4, in alignment with CAP Goals EB1 and EB2.
- Increase climate adaptation programs by creating a “Beat the Heat” program in collaboration with Indiana University to inform, prepare, and protect residents from extreme heat by end of Q3, provide air conditioning units for 50 economically disadvantaged community members with medical conditions that predispose them to heat related illness by end of Q3, install shelters at 2 bus stops to increase ridership and protect residents from high heat and rain by end of Q3, and plant 100 trees along corridors to protect citizens from extreme heat and to improve air and water quality by end of Q3, in alignment with CAP Goals EB2, EB3, HS1, HS2, HS3, G3 and G4.
- Boost residential engagement with sustainability through the use of the Zero In Bloomington site by hosting 2 community group challenges and providing incentives for participation by the end of Q3, in alignment with CAP Goal EB2 and enhance residential awareness of and engagement with the City’s Climate Action Plan, as well as boost progress reporting capabilities, by launching a climate action plan dashboard that is publicly available by end of Q1, in alignment with EB2, HS1 and WM2.
- Engage with local partners to develop a workforce training and apprenticeship program targeting 50 workers within the clean energy sector in order to build workforce resiliency by the end of Q3, in alignment with CAP Goals CE2 and CE2-A.

<b>Sustainable Development Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	238,783	244,778	3.05	85,000
200 - Supplies	2,614	3,237		
300 - Other Services	1,667,379	1,600,697		

400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,908,776</b>	<b>1,848,712</b>		

**Fund: General**

**Transportation Demand Management (TDM)**

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

Goals:

- Apply for federal funding to secure for 2025 with no less than 25% federal and 75% local funding match by end of Q4.
- Register a total of 7,500 participants on the TDM platform by the end of Q4.
- Develop an impact model of TDM efforts on SOV travel by the end of Q4.
- Expand the deployment of shared e-bikes to a number no less than 25% of the total number of each vendor's e-scooter fleet by the end of Q4.
- Support the formation of 25 carpools by the end of Q4.
- Facilitate the formation of 5 interested vanpool groups by the end of Q4.
- Market Go Bloomington across the community, including no fewer than 12 social media posts, 50+ direct employer/resident interactions, and one annual community event by the end of Q4.
- Collaborate with Parking Services and the Parking Commission to formally evaluate parking rate strategies by the end of Q4.
- Develop and implement new incentives for Go Bloomington registrants to participate by logging their non-SOV trips by the end of Q2.

**Business Relations and Development**

*Activity Description:* Engage with the business community to improve City/business interactions and provide assistance and advocacy. Facilitate incentives for job creation, wage growth, private capital investment, a business-friendly climate, and sustainable growth with special attention to cultural-economic development. Cultivate programming to support entrepreneurship. Promote increased access to investment capital. Administer and streamline grants and contract management, and business licensing.

Goals:

- Exceed 300 business/organization engagements, documented in ESD's Customer Relationship Management (CRM) tool, by the end of Q4.
- Develop and issue a quarterly communication with Bloomington businesses, focusing on marginalized community-owned businesses, by the end of Q4.
- Host at least 1 public information session for 20 businesses about BUEA tax incentives and grantmaking programs to increase applications to BUEA grantmaking programs by 100% over 2023 by the end of Q4.

- Provide funding support for entrepreneurship as job training and workforce reentry for at least 50 participants through extant programs like Reboot at the Mill or developing new programs by end of Q3.
- Support implementation of the 2024 Kirkwood closures, parklets, or alternatives as a seasonal program to stimulate economic growth by Q2.
- In partnership with Planning & Transportation and Engineering, develop a long-term plan for Kirkwood closures and other outdoor commercial infrastructure to provide predictability to business and community stakeholders by end of Q3.
- Collaborate with the Assistant Directors for the Arts and Sustainability to implement no fewer than 2 cross-departmental programs by the end of Q4.

<b>Business Relations &amp; Dev. Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	144,835	148,472	1.85	40,000 non-student residents
200 - Supplies	1,586	1,963		
300 - Other Services	930,240	893,038		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,076,661</b>	<b>1,043,473</b>		

**Fund: General**

**Major Economic Development Projects**

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

Goals:

- Sell no fewer than 2 lots in the Trades District for private development to include office space for tech/innovation tenants or owners in collaboration with Dimension Mill, Inc. (the Mill) by end of Q4.
- Substantially complete construction of the Economic Development Administration-funded Trades District Technology Center in collaboration with the Mill, the Bloomington Economic Development Corporation (BEDC), and other entrepreneurship stakeholders, and support development of programming for the future facility, by end of Q4.
- Implement sustainability requirements and integrate public art projects into the Hopewell redevelopment in collaboration with City of Bloomington Capital Investment, Inc., by the end of Q4.
- Align and adjust as necessary City workforce development and housing initiatives to support the BEDC’s Economic Vitality Project by end of Q4.
- Support existing talent attraction efforts with community partners with funding and/or logistical and regulatory support by end of Q4.

- Attain approval of a minimum of 180 affordable and workforce housing units by Q4, in collaboration with Housing & Neighborhood Development and Planning & Transportation, benchmarked against the 2020 Housing Study goal of 2,592 total additional units of housing by 2030.

Major Economic Development Projects Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	215,296	220,702	2.75	85,000 indirectly 40,000 non-student directly served
200 - Supplies	2,357	2,918		
300 - Other Services	2,756,059	2,645,837		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>2,973,712</b>	<b>2,869,458</b>		

**Fund: General**

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

As amended, City Council Resolution 22-09 proposed and voted in favor of an ordinance to modify the Monroe County Local Income Tax rate, allocating additional revenues to Economic Development. Of these cumulative additional revenues, ESD anticipates \$5,680,100 to be allocated to the department in 2024, mirroring the 2023 amount.

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

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

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

ED-LIT Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services				85,000
200 - Supplies				
300 - Other Services	5,680,100	5,680,100		
400 - Capital Outlays				
<b>Total</b>	<b>5,680,100</b>	<b>5,680,100</b>		

**Fund: Other**

**Total Departmental Budget by Fund**

Category	General Fund	ED LIT	Total
1	786,501		786,501
2	10,400	0	10,400
3	540,307	5,680,100	6,220,407
4	0	0	0
<b>Total</b>	<b>1,337,208</b>	<b>5,680,100</b>	<b>7,017,308</b>

**2024 Budget Request Highlights**

The Department of Economic & Sustainable Development's total budget request is \$7,017,308. This is a decrease of \$237,867 or 3% from 2023. Listed below are category-specific highlights of significance:

**Category 1 – Personnel** request is \$786,501, which is an increase of \$19,265 or 2.51% from 2023.

**Category 2 – Supplies** request is \$10,400, which is an increase of \$2,000 or 23.8% from 2023 to augment art supply inventories to support community arts projects.

**Category 3 – Other Services & Charges** request is \$6,220,407, which is a decrease from 2023 of \$259,132 or 4%. Variances by fund are as follows:

- **General Fund:** request is \$540,307, which is an increase of \$75,398 or 16.2% from 2023. The increase is driven primarily as follows:
  - Addition of \$10,000 for Tax Abatement and Enterprise Zone consulting services
  - Addition of \$70,000 in operations and maintenance services related to the City's solar instructure, including the solar energy monitoring platform
  - Addition of \$60,000 for the Climate Action Plan dashboard subscription
  - Removal of \$25,000 for the Small/Medium Business composting grant



- Increase of \$25,000 for Bloomington Arts Commission grants to accommodate growing grant interest
  - Removal of \$15,000 for the 3rd Street Median Mural Project, which will be completed in 2023
  - Increase of \$2,000 for 2024 Black y Brown Festival support
  - Increase of \$5,000 for City-initiated public art projects
  - Increase of \$6,632 for other offsets and miscellaneous changes
- **ED-LIT:** request is \$5,680,100. Significant items we will continue using these funds for are detailed above.

**Category 4 – Capital Outlays** request is \$0, with no change from 2023.

### **Conclusion**

The department's budget requests support City efforts to help the community revitalize in 2024 and beyond.

In 2024, the department will continue its work in aligning economic development, arts and culture support, and sustainability efforts to further deliver a progressive and holistic approach to community-building. And with the additional frames of climate justice, economic justice, and racial justice, it will seek to more effectively reach populations that have been disproportionately impacted by structural and more recent economic disadvantages.

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

Thank you for your consideration of the Economic & Sustainable Development Department's 2024 budget request.

**CITY OF BLOOMINGTON**

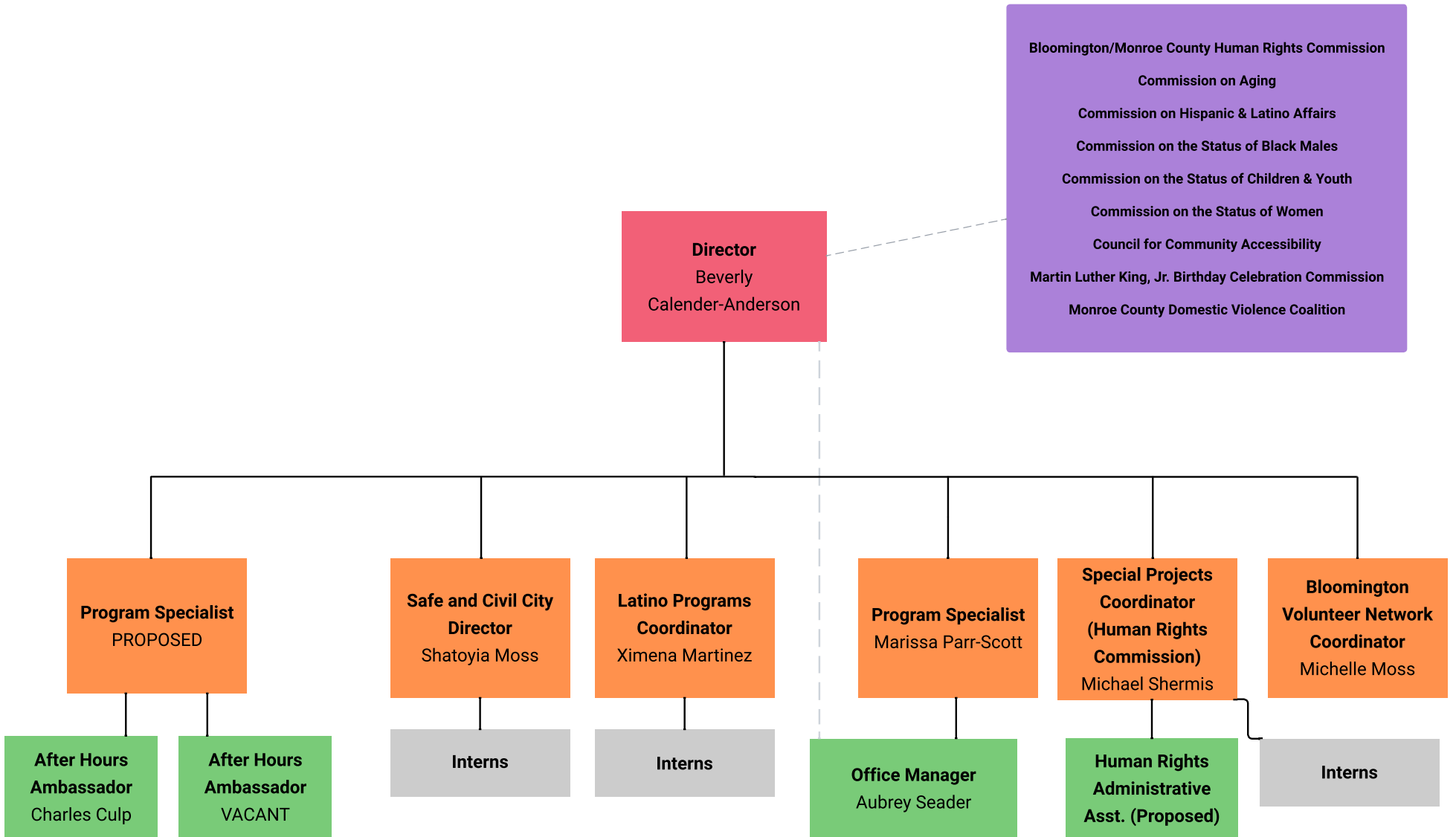
	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 04 - Economic &amp; Sustainable Dev</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	326,080	358,513	420,850	509,759	530,690	20,931	4.11%
	51120	Salaries and Wages - Temporary	31,372	28,837	331	23,839	23,839	-	0.00%
	51210	FICA	26,337	28,663	31,316	40,820	42,422	1,601	3.92%
	51220	PERF	46,161	50,235	59,095	72,386	75,358	2,972	4.11%
	51230	Health and Life Insurance	99,918	114,192	71,370	114,192	107,952	(6,240)	-5.46%
	51320	Other Personal Services -DC Match	-	-	-	6,240	6,240	-	0.00%
<b>Total: Personnel Services</b>			<b>529,869</b>	<b>580,440</b>	<b>582,963</b>	<b>767,236</b>	<b>786,501</b>	<b>19,265</b>	<b>2.51%</b>
Supplies									
	52110	Office Supplies	409	270	162	400	400	-	0.00%
	52410	Books	-	-	50	-	-	-	N/A
	52420	Other Supplies	4,977	3,046	29,353	8,000	10,000	2,000	25.00%
<b>Total: Supplies</b>			<b>5,386</b>	<b>3,316</b>	<b>29,566</b>	<b>8,400</b>	<b>10,400</b>	<b>2,000</b>	<b>23.81%</b>
Other Services and Charges									
	53160	Instruction	3,900	3,640	2,122	9,000	9,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	100,293	28,467	3,941	4,000	13,000	9,000	225.00%
	53210	Telephone	-	490	123	-	-	-	N/A
	53220	Postage	-	-	-	300	300	-	0.00%
	53230	Travel	2,189	1,122	4,147	9,000	9,000	-	0.00%
	53310	Printing	6,843	172	64	1,800	1,800	-	0.00%
	53320	Advertising	4,377	3,179	1,968	6,500	6,500	-	0.00%
	53510	Electrical Services	-	-	8,167	-	-	-	N/A
	53610	Building Repairs	-	-	153,833	-	-	-	N/A
	53830	Bank Charges	-	2	25	-	-	-	N/A
	53910	Dues and Subscriptions	14,031	30,740	92,944	111,120	188,820	77,700	69.92%
	53940	Temporary Contractual Employee	1,206	-	10,313	10,120	11,620	1,500	14.82%
	53960	Grants	331,300	991,229	597,683	241,599	236,767	(4,832)	-2.00%
	53970	Mayor's Promotion of Business	8,697	26,068	45,366	43,500	35,500	(8,000)	-18.39%
	53990	Other Services and Charges	13,989	4,015	52,078	28,000	28,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>486,824</b>	<b>1,089,124</b>	<b>972,772</b>	<b>464,939</b>	<b>540,307</b>	<b>75,368</b>	<b>16.21%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,022,079</b>	<b>\$ 1,672,880</b>	<b>\$ 1,585,300</b>	<b>\$ 1,240,575</b>	<b>\$ 1,337,208</b>	<b>\$ 96,633</b>	<b>7.79%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 04 - Economic &amp; Sustainable Dev</b>									
Other Services and Charges									
	53960	Grants	-	-	-	5,680,100	5,680,100	-	0.00%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>5,680,100</b>	<b>5,680,100</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,680,100</b>	<b>\$ 5,680,100</b>	<b>\$ -</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 04 - Economic &amp; Sustainable Dev</b>									
Other Services and Charges									
	53110	Engineering and Architectural	-	-	-	75,000	-	(75,000)	-100.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	-	49,434	13,500	-	(13,500)	-100.00%
	53310	Printing	-	-	-	20,000	-	(20,000)	-100.00%
	53910	Dues and Subscriptions	-	2,000	1,800	-	-	-	N/A
	53960	Grants	-	50,000	473,937	170,000	-	(170,000)	-100.00%
	53970	Mayor's Promotion of Business	-	-	5,156	56,000	-	(56,000)	-100.00%
	53990	Other Services and Charges	-	135,060	224,174	-	-	-	N/A
<b>Total: Other Services and Charges</b>			-	<b>187,060</b>	<b>754,501</b>	<b>334,500</b>	-	<b>(334,500)</b>	<b>-100.00%</b>
<b>Expenditures Grand Total:</b>			\$ -	\$ 187,060	\$ 754,501	\$ 334,500	\$ -	\$ (334,500)	-100.00%





**COMMUNITY AND FAMILY  
RESOURCES  
DEPARTMENT**

**2024 BUDGET  
PROPOSAL**

## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Beverly Calender-Anderson, Director  
**Date:** August 25, 2023

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### **Why We Exist**

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

### **Background**

CFRD operates with 9 full-time staff and seeks to engage, empower and educate the Bloomington community through a number of programs and initiatives. With very few exceptions, programs offered by CFRD are offered free of charge to attendees. This is possible through sponsorships from local businesses and organizations. These sponsorships of nearly \$130,000 have made CFRD programs possible. This is extremely important since post-pandemic costs of goods and services have significantly increased. Because of the increased costs, resulting from supply chain and staffing challenges, CFRD has slightly increased sponsorship levels to continue to provide programs and events at the expected level of professionalism and excellence.

CFRD encourages residents to respond to the needs of the community by serving on City boards and commissions, participating in focus groups, serving on nonprofit boards, and engaging in volunteer activities. CFRD staff provides support to 7 commissions, the Council for Community Accessibility and the Monroe County Domestic Violence Coalition. In 2023, CFRD assumed responsibility for the Human Rights Commission, which had formerly been housed in the City's Legal Department. Additionally, the City and County governments entered into an interlocal agreement to combine the Bloomington and Monroe County Human Rights Commissions into one. Therefore the Bloomington/Monroe County Human Rights Commission now has oversight for all of Monroe County.

CFRD continues to lead actions resulting from the Safety, Civility and Justice Initiative that was created in 2016 to address downtown safety, civility, and justice issues, including liaising with and supporting business owners, law enforcement, IU student groups, social service agencies and grassroots organizations addressing the issues of homelessness, mental health and substance use disorder. CFRD strives to educate and engage community members in seeking solutions to reduce homelessness and increase safety and the perception of safety among residents and visitors.

The Housing Security Coalition formed through the City's leadership brings together a network of regional providers, funders and others to support short and long-term strategies to reduce homelessness and address housing issues. It is staffed by United Way of Monroe County. CFRD staff represents the City on the network's advisory council as the community coalition moves proactively toward making homelessness in Bloomington rare, brief, and non-repeating.

CFRD provides nonprofit, City, County staff and staff from downtown businesses with Mental Health First Aid and Mental Health 101 and QPR training free of charge. Just like CPR, QPR is an emergency response to someone in crisis and helps save lives. Covering topics like how to Question, Persuade and Refer someone which may be suicidal, the warning signs of suicide and how to get help for someone in crisis, the course helps to prepare City, County and retail staff who encounter community members in crisis.

CFRD staff worked extensively in the area of Public Safety Education and Diversity, Equity, and Inclusion. Continuing to work with the Divided Community Project helps prepare the community for possible conflict in any number of situations.

CFRD manages three grants: Downtown Outreach, Emergency Reproductive Healthcare, and Violence Prevention. The department also manages the Local Income Tax Economic Equity Fund. These funds increase the ability of local non-profits to address gaps in services to their specific clientele and help to provide a safety net to working families experiencing hardship because of the increase in local income taxes.

### **Sustainability and Climate Action**

Continuing virtual meetings when possible, a hybrid format when necessary and allowing staff to work from home several days per week has not only increased commission, task force and other

meeting attendance but also results in less travel and fewer consumable materials being used. Recycling bins are provided for every departmental event and QR codes are used for access to program evaluation forms. Most departmental newsletters have moved to an electronic format with exceptions made for those that are accessed in public locations such as restaurants and physician’s offices.

**Diversity, Equity, and Inclusion**

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

- When position openings occur, actively work to hire diverse staff and interns representative of the community.
- Formed a partnership with the US Department of Justice for the United Against Hate Forum—a hate crimes outreach initiative. The program is designed to educate the community, including the IU campus community on identifying, reporting and preventing hate crimes.
- Providing support to the Exodus Refugee Network as they resettle refugees in the Bloomington community. By mid-June, 2023, 78 individuals were resettled in Bloomington representing Burma (14), Democratic Republic of Congo (24), Syria (22), Iran (1), Eritrea (7), Honduras (4), Afghanistan (2) and Columbia (2). A special note of appreciation goes to the Exodus Refugee Network and the many community volunteers who have provided support to newcomers to 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, we’ve provided education and support to other communities facing crisis or preparing for it.
- Staff Diversity:
  - Gender: Female 75% Male 25%
  - Race: Latinx 12.5% African American 25% White 62.5%
  - Age: 25-40 - 50% 41-55 - 25% Over 55 - 25%

**Community and Family Resources Department 2024 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	677,742	664,836	690,396	879,464	989,218	109,754	12%
200 - Supplies	3,720	2,253	4,074	9,700	11,400	1,700	18%
300 - Other Services	29,864	216,021	361,971	1,420,548	1,737,788	317,240	22%
400 - Capital Outlays	-	-	-	-	-	0	0%
<b>Total</b>	<b>711,326</b>	<b>883,109</b>	<b>1,056,442</b>	<b>2,309,712</b>	<b>2,738,406</b>	<b>428,694</b>	<b>19%</b>



**2024 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 resulting in a 10% increase in usage of HBM.
  - Conduct a minimum of 9 quarterly training sessions which focus on the needs of specific helpers - firefighters, social workers, agencies working with refugees, etc. Training will include how to use HBM in the field as well as best ways to use it for a given clientele.
  - Expand kiosks to one additional high-use agency to increase public access to this resource.
- Coordinate a total of 24 City Hall displays (two per month) for local non-profit organizations and City programs to promote community based programming and resources.
- Increase Be More Award nominations to 54 individuals and/or groups vying for the awards presented during the ceremony (a 20% increase over 2023 nominations). Be More Awards recognize and celebrate community engagement during Volunteer Appreciation Month in April.

Engagement Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	261,780	280,030	3.35	Primary: Non-profit agencies who engage volunteers. Secondary: Men, women, children and youth and workplaces interested in being engaged in the community.
200 - Supplies	3,107	3,227		
300 - Other Services	125,606	121,645		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>390,493</b>	<b>404,903</b>		

**Fund: General, Other**

**Safety, Civility and Justice**

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

Goals:

- Divided Community Project
  - Provide coordination and support to the team of 7 community members overseeing recommendations as a part of the Divided Community Project participation.
  - Provide administrative support and resources to continue the implementation of Plan to Advance Racial Equity developed including resourcing the Racial Equity Task Force

- Grant Administration
  - Coordinate and monitor the \$250K Downtown Outreach Grant which strives to fund a minimum of 9 projects that will improve the human condition of Bloomington residents who are unhoused or who are at risk of homelessness.
  - Coordinate \$1,000,000 Economic Equity Fund to mitigate impact of Local Income Tax increase on working families who may be negatively impacted by the increase.
  - Coordinate \$100,000 Reproductive Healthcare Grant - support emergency services needed to help guarantee that persons able to give birth maintain control and autonomy over their reproductive health and processes and mitigate negative impact that S.B. 1 would have on Bloomington residents.
  - Coordinate \$125,000 Violence Prevention Grant to support community-based efforts to prevent, intervene and reduce violence in Bloomington.
- Training Opportunities
  - Coordinate QPR and Mental Health 101 training for 100 people, including front-line City staff and non-profit partners.

Safety, Civility & Justice Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	178,800	186,704	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	2,193	2,152		
300 - Other Services	55,289	35,625		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>236,282</b>	<b>224,480</b>		

**Fund: General, Other**

**Diversity**

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

Goals:

- Coordinate a Young Women’s Leadership Summit in the fall for 150 middle and high-school-aged female-identifying students. The Summit is open to all female-identifying

students but is especially focused on African American and Latina. The Commission on the Status of Black Males will coordinate a similar experience for young men.

- Coordinate annual Juneteenth event to commemorate the emancipation of enslaved African Americans and a celebration of African American culture, increasing attendance by 25% to 250.
- Coordinate Fiesta del Otono, a celebration of the various Latinx communities in Bloomington. Moved event to Switchyard Park in 2022 to allow for increased attendance. Increase vendors and attendees by 15%, to 350 attendees and 27 vendors.
- Provide English to Spanish and Spanish to English translation services for City departments, non-profits. The Latino Outreach program averages 15-20 translations per month.
- Along with ESD, coordinate Black y Brown Arts Festival to highlight the works of a minimum of 20 artists of color in the visual and performing arts.
- Coordinate holiday gift program for a minimum of 40 Latinx/Hispanic families in the community.
- Produce weekly episodes of Hola Bloomington In partnership with WFHB. Hola Bloomington is a Spanish language public affairs program. 17 volunteer hosts and sound engineers along with a variety of guests make this show possible.
- Produce brochures for restaurants and other business owners on dealing with drug related emergencies.

Diversity Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	128,867	134,563	1.61	All community members but especially those identifying as racial/ethnic/gender minorities.
200 - Supplies	1,641	1,551		
300 - Other Services	77,308	191,161		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>207,816</b>	<b>327,275</b>		

**Fund: General, Other**

**Commissions**

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

**Commission on Aging**

Primary Population Served: Bloomington residents ages 50 and older

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

- Produce a Senior Resource Guide focusing on resources specific to residents 50 and over
- Host and coordinate AARP safe driving classes for 25 residents 50 and over.

### **Commission on the Status of Black Males**

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

- Present 4 Outstanding Black Leader of Tomorrow Awards in February.
- Coordinate Black Male Summit for 80 middle and high-school males in Q2. The summit focuses on the needs of African American and Latino males identifying students, however all middle and high school male identifying students are welcome to attend.

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

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

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

- Recognize 4 area children and youth with SWAGGER (Students Who Act Generously, Grow and Earn Respect) awards in November. Hold ceremony for 50 family members and friends of award recipients.
- Coordinate Read for the Record event in collaboration with MCCSC in October. Jumpstart's Read for the Record is the world's largest shared reading experience that celebrates children's early language and social-emotional development. CSCY will recruit volunteers to read the designated Read for the Record book in elementary school classrooms and provide copies of the book to school media centers and classrooms - in English and Spanish. The book for 2023 is *With Lots of Love* by Jenny Torres Sanchez, illustrated by André Ceolin.

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

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

Secondary Population served: Entire community

- Provide one \$1500 scholarship funded by the Indiana University Credit Union to a graduating high school senior.
- Provide a minimum of 400 issues of the Boletin Comunitario monthly to area businesses and households.
- Assist with the recruitment of volunteers and provide income tax preparation assistance to Spanish-speaking residents. Increase the number of returns completed by 25% to 37.
- Connect members of the Latino/Hispanic community to resources in the areas of nutrition, healthcare, education, legal, etc. through direct service responses and in collaboration with other local non-profits. Commissioners will visit faith communities monthly (9-12 times per year) to connect with Spanish speaking community members.

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

Population served: Entire community

- Secure \$9,000 in sponsorship funding by end of Q4 to cover expenses of the 2024 MLK Birthday Celebration and one major volunteer effort.

- Plan and coordinate MLK Birthday Celebration in January 2024, 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 4th.

**Commission on the Status of Women**

Population served: Girls and women, birth and beyond

- Increase attendance at the Women’s History Month Lunch and Women of the Year Awards in March by 10% to 290.
- Coordinate a Women’s Market highlighting and promoting female owned businesses and artists in Bloomington

**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

- Increase the use of ASL sign language interpreters at public meetings and events to make them accessible to residents who are hearing impaired. Coordinate the 33rd -year celebration of the Americans with Disabilities Act. Increase agency attendance to 20 and increase audience participation,
- Increase participation at “Gather ‘round the Table” event by 10% to 70.

**Monroe County Domestic Violence Coalition**

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

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

Commissions Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	230,066	317,042	3.80	Miscellaneous - See above
200 - Supplies	2,758	3,654		
300 - Other Services	170,797	401,037		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>403,621</b>	<b>721,732</b>		

**Fund: General, Other**

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

CFRD will receive \$1,071,500 of new revenue from the Economic Development Local Income Tax (ED-LIT) which will be utilized to expand equity and access for working families who are low income, difficult to employ or experiencing other hardships..

- ED-LIT Economic Equity Fund which is \$1million which will help ease the burden the local income tax increase will have on working individuals and families.
- Ongoing support for the Stride Center.

- Increase food equity through partnerships with Bloomington Health Foundation and other community-based agencies to provide fresh produce and other nutritional items to low- income residents with limited transportation.

ED-LIT Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	82,366	70,883	0.00	
200 - Supplies				
300 - Other Services	989,133	989,133		
400 - Capital Outlays				
<b>Total</b>	<b>1,071,499</b>	<b>1,060,016</b>		

**Fund: Other**

**Total Departmental Budget by Fund**

Category	General Fund	ED-LIT	Parking Meter Fund	Alt Trans	Opioid Settlement
1	918,335	70,883			
2	10,400			1,000	
3	334,655	989,133	250,000	14,000	150,000
4					
<b>Total</b>	<b>1,263,390</b>	<b>1,060,016</b>	<b>250,000</b>	<b>15,000</b>	<b>150,000</b>

**2024 Budget Request Highlights:**

The Community and Family Resources Department’s general fund budget request is \$2,209,712, This is an increase of \$ 975,626. Significant changes include the following budget lines: **Category 1 – Personnel** request is \$879,464, an increase of \$94,018. This includes the proposed funding of a new position and a 5% cost of living increase, which aligns with the City-wide proposal for non-union employees.

**Category 3 – Other Services & Charges** request is \$1,320,548, an increase of \$879,808. This increase reflects the new ED-LIT obligations.

**Conclusion**

Thank you for your consideration of the Community and Family Resources Department 2024 budget request. We feel this budget will give staff the adequate resources to provide continued service to the community through ongoing programs, projects, and initiatives, while allowing for expansion in some areas to meet community needs in the upcoming year.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 09 - CFRD</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	448,736	434,089	436,598	537,113	613,179	76,066	14.16%
	51120	Salaries and Wages - Temporary	3,013	7,512	29,971	13,156	13,156	-	0.00%
	51210	FICA	33,806	33,203	35,008	42,094	47,914	5,820	13.83%
	51220	PERF	63,721	61,565	60,354	76,269	87,072	10,803	14.16%
	51230	Health and Life Insurance	128,466	128,466	128,466	121,446	148,434	26,988	22.22%
	51320	Other Personal Services -DC Match	-	-	-	7,020	8,580	1,560	22.22%
<b>Total: Personnel Services</b>			<b>677,742</b>	<b>664,836</b>	<b>690,396</b>	<b>797,098</b>	<b>918,335</b>	<b>121,237</b>	<b>15.21%</b>
Supplies									
	52110	Office Supplies	1,065	832	1,089	3,500	3,000	(500)	-14.29%
	52420	Other Supplies	2,655	1,420	2,985	5,200	7,400	2,200	42.31%
<b>Total: Supplies</b>			<b>3,720</b>	<b>2,253</b>	<b>4,074</b>	<b>8,700</b>	<b>10,400</b>	<b>1,700</b>	<b>19.54%</b>
Other Services and Charges									
	53160	Instruction	2,841	1,700	1,785	7,000	7,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	-	-	6,000	3,500	(2,500)	-41.67%
	53210	Telephone	450	534	1,470	3,600	3,600	-	0.00%
	53230	Travel	2,686	-	786	7,500	10,000	2,500	33.33%
	53310	Printing	805	307	128	3,975	5,775	1,800	45.28%
	53320	Advertising	-	-	-	400	900	500	125.00%
	53640	Hardware and Software Maintenance	5,988	6,033	8,003	10,000	10,000	-	0.00%
	539010	Inter-Fund Transfers	-	-	85,000	-	-	-	N/A
	53910	Dues and Subscriptions	2,596	9,684	1,918	7,590	7,550	(40)	-0.53%
	53940	Temporary Contractual Employee	677	-	-	1,500	7,980	6,480	432.00%
	53960	Grants	12,591	9,625	12,539	116,300	266,800	150,500	129.41%
	53990	Other Services and Charges	1,230	230	382	3,550	11,550	8,000	225.35%
<b>Total: Other Services and Charges</b>			<b>29,864</b>	<b>28,113</b>	<b>112,011</b>	<b>167,415</b>	<b>334,655</b>	<b>167,240</b>	<b>99.90%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 711,326</b>	<b>\$ 695,201</b>	<b>\$ 806,482</b>	<b>\$ 973,213</b>	<b>\$ 1,263,390</b>	<b>\$ 290,177</b>	<b>29.82%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 454 - Alternative Transport (S6301)</b>									
<u>Expenditures</u>									
<b>Department: 09 - CFRD</b>									
Supplies									
	52420	Other Supplies	-	-	-	1,000	1,000	-	0.00%
<b>Total: Supplies</b>			-	-	-	<b>1,000</b>	<b>1,000</b>	-	<b>0.00%</b>
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	14,000	14,000	-	0.00%
<b>Total: Other Services and Charges</b>			-	-	-	<b>14,000</b>	<b>14,000</b>	-	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>0.00%</b>



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 09 - CFRD</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	55,880	58,172	2,292	4.10%
	51210	FICA	-	-	-	4,276	4,451	175	4.09%
	51220	PERF	-	-	-	7,936	8,260	324	4.08%
	51230	Health and Life Insurance	-	-	-	13,494	-	(13,494)	-100.00%
	51320	Other Personal Services -DC Match	-	-	-	780	-	(780)	-100.00%
<b>Total: Personnel Services</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>82,366</b>	<b>70,883</b>	<b>(11,483)</b>	<b>-13.94%</b>
Other Services and Charges									
	53960	Grants	-	-	-	989,133	989,133	-	0.00%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>989,133</b>	<b>989,133</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,071,499</b>	<b>\$ 1,060,016</b>	<b>\$ (11,483)</b>	<b>-1.07%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 163 - Opioid Settlement Restricted</b>									
<u>Expenditures</u>									
<b>Department: 09 - CFRD</b>									
Other Services and Charges									
	53960	Grants	-	-	-	-	150,000	150,000	N/A
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>150,000</b>	<b>150,000</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 455 - Parking Meter Fund (S2141)</b>									
<u>Expenditures</u>									
<b>Department: 09 - CFRD</b>									
Other Services and Charges									
	53960	Grants	-	187,909	249,960	250,000	250,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>187,909</b>	<b>249,960</b>	<b>250,000</b>	<b>250,000</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ 187,909</b>	<b>\$ 249,960</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 09 - CFRD</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	-	-	55,880	58,172	2,292	4.10%
	51210	FICA	-	-	-	4,276	4,451	175	4.09%
	51220	PERF	-	-	-	7,936	8,260	324	4.08%
	51230	Health and Life Insurance	-	-	-	13,494	-	(13,494)	-100.00%
	51320	Other Personal Services -DC Match	-	-	-	780	-	(780)	-100.00%
<b>Total: Personnel Services</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>82,366</b>	<b>70,883</b>	<b>(11,483)</b>	<b>-13.94%</b>
Other Services and Charges									
	53960	Grants	-	-	-	989,133	989,133	-	0.00%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>989,133</b>	<b>989,133</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,071,499</b>	<b>\$ 1,060,016</b>	<b>\$ (11,483)</b>	<b>-1.07%</b>

**CITY OF BLOOMINGTON**

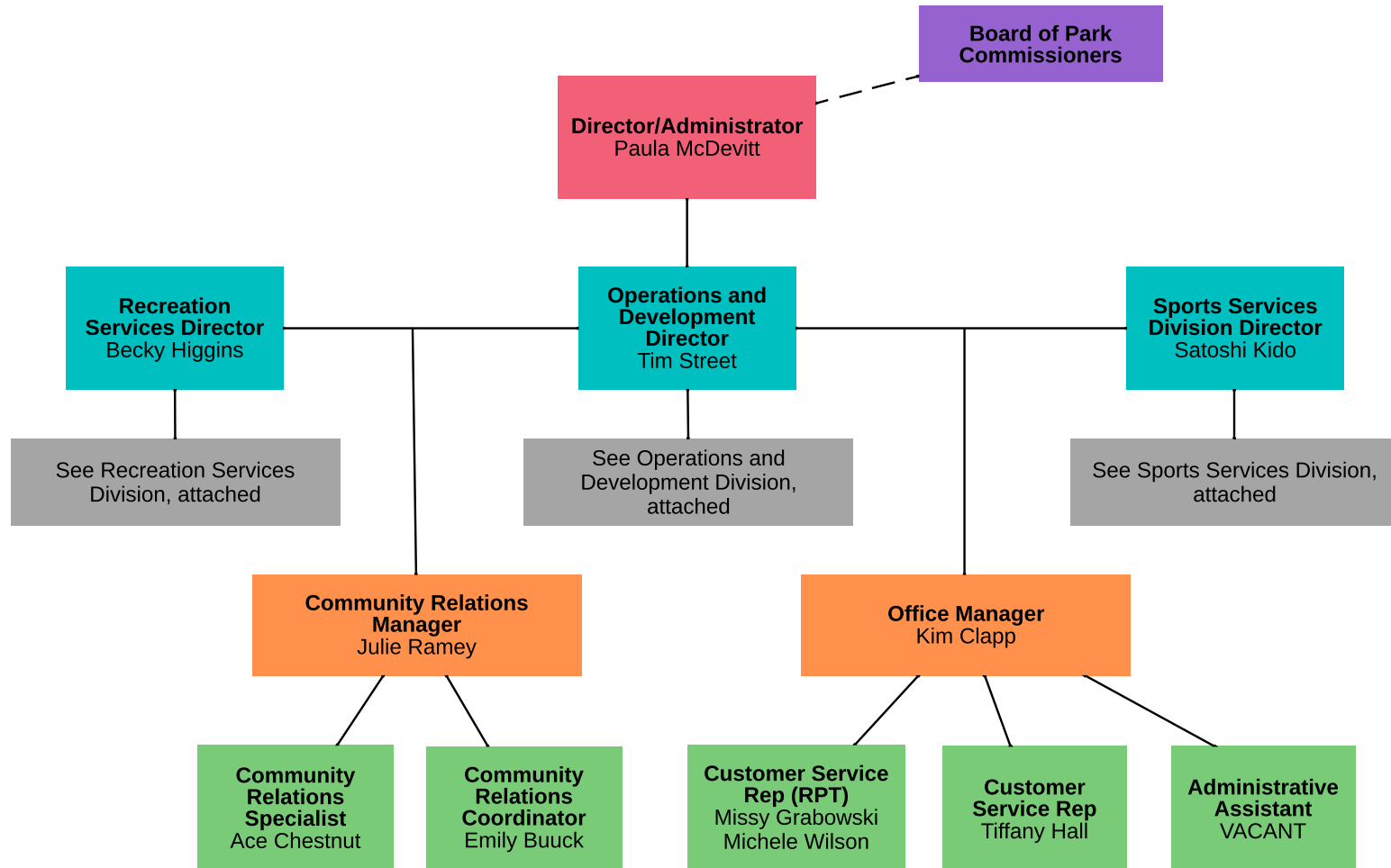
	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 454 - Alternative Transport (S6301)</b>									
<u>Expenditures</u>									
<b>Department: 09 - CFRD</b>									
Supplies									
	52420	Other Supplies	-	-	-	1,000	1,000	-	0.00%
<b>Total: Supplies</b>			-	-	-	<b>1,000</b>	<b>1,000</b>	-	<b>0.00%</b>
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	14,000	14,000	-	0.00%
<b>Total: Other Services and Charges</b>			-	-	-	<b>14,000</b>	<b>14,000</b>	-	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

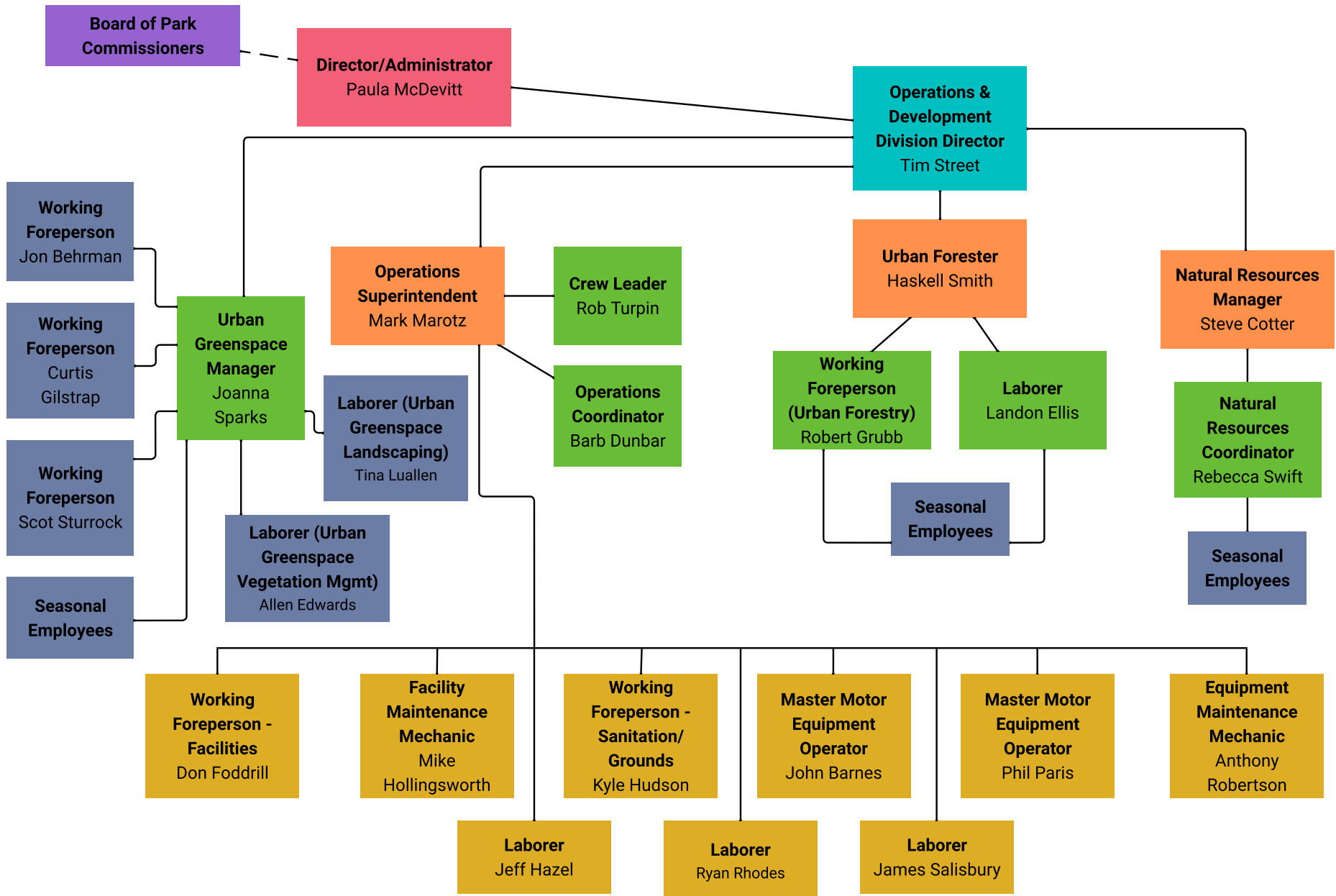
	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 455 - Parking Meter Fund (S2141)</b>									
<u>Expenditures</u>									
<b>Department: 09 - CFRD</b>									
Other Services and Charges									
	53960	Grants	-	187,909	249,960	250,000	250,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>187,909</b>	<b>249,960</b>	<b>250,000</b>	<b>250,000</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ 187,909</b>	<b>\$ 249,960</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>0.00%</b>

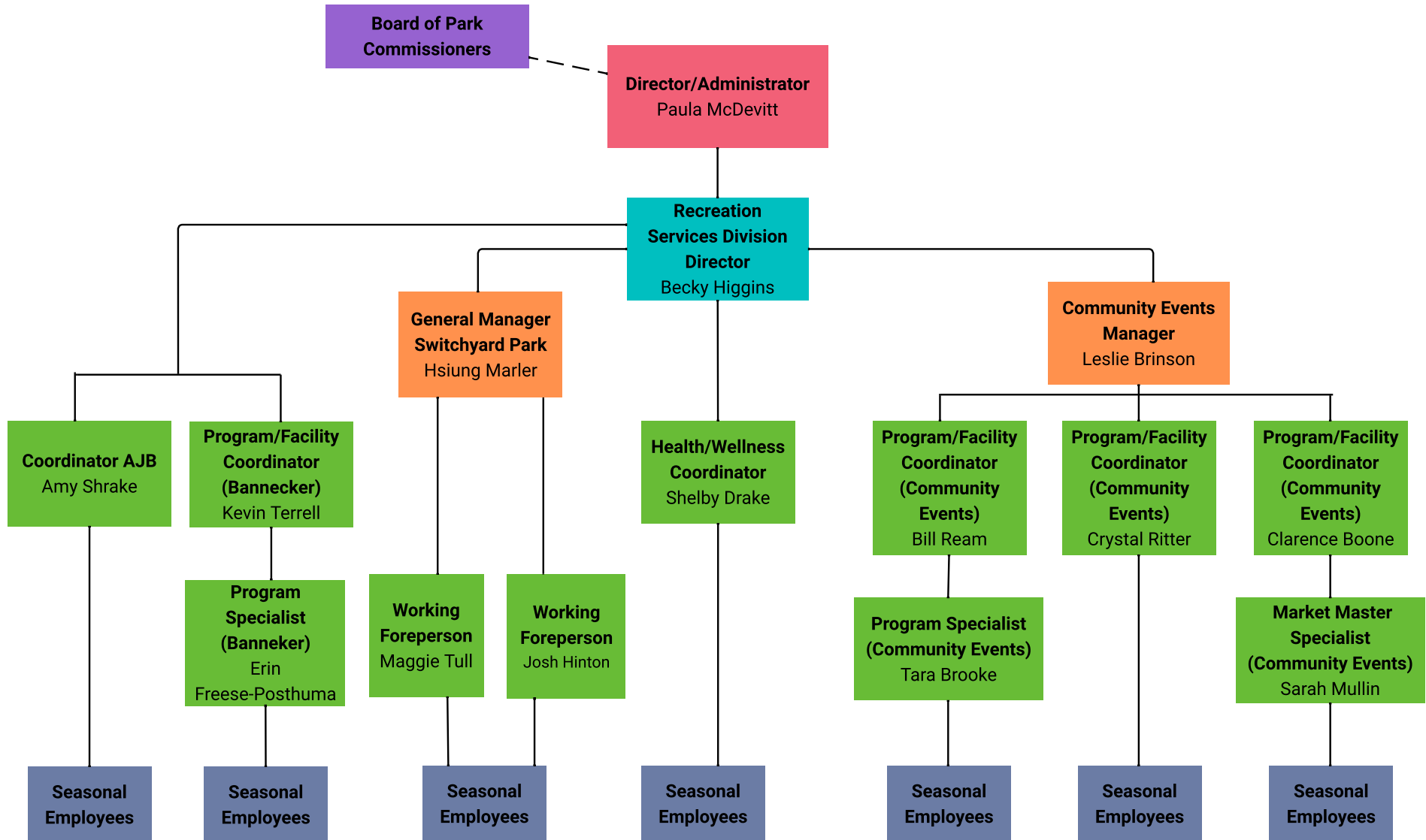
**CITY OF BLOOMINGTON**

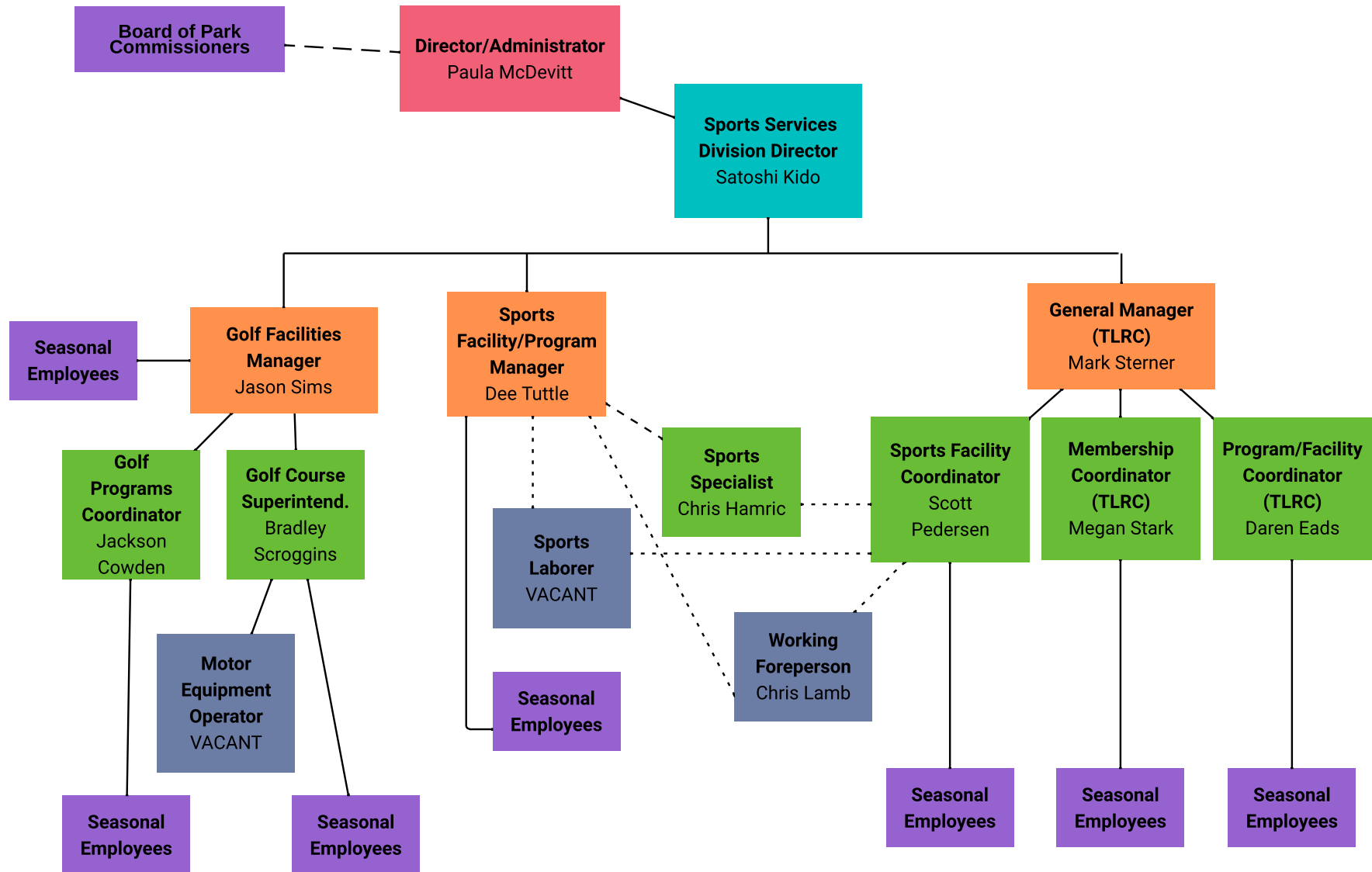
	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 163 - Opioid Settlement Restricted</b>									
<u>Expenditures</u>									
<b>Department: 09 - CFRD</b>									
Other Services and Charges									
	53960	Grants	-	-	-	-	150,000	150,000	N/A
<b>Total: Other Services and Charges</b>			-	-	-	-	<b>150,000</b>	<b>150,000</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>0.00%</b>













**PARKS AND RECREATION  
DEPARTMENT**

**2024 BUDGET  
PROPOSAL**

## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Paula McDevitt, Department Administrator  
**Date:** August 25, 2023

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### **Why We Exist**

We equitably enrich community well-being by providing quality parks, trails, facilities, programs and services, and through the stewardship of natural spaces.

### **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, 2 cemeteries, 3 outdoor fitness stations, 2 dog parks, 8 pickleball courts, 19 tennis courts, 17 outdoor basketball courts, 6 indoor basketball courts, 1 indoor turf soccer field, 16 ballfields, 2 skate parks, 20,481 public trees, nature preserve and lake. In 2022, direct participants counted through program registrations include 2,040 youth, 739 adults and 363 senior adults. Further breakdown of program registrations include: Female - 1,470; Male - 1,519 Other or Prefer Not to Say - 21, This is a 38% increase from 2021 program registrations. The department is staffed by 62 full-time employees, comprising 22 union and 40 non-union employees. An additional 351 seasonal staff were employed by the department in 2022, earning hourly pay rates of \$15.29 - \$17.23, an increase schedule initiated in 2018.

### **National Accomplishments – National Recreation and Park Association (NRPA)**

The Bloomington Parks and Recreation Department was re-accredited in June, 2021, for another five years. The department met every single one of the 154 standards of operations for the first time in our history. Accreditation is awarded by the National Recreation and Park Association Commission for Accreditation of Park and Recreation Agencies 2001. The department is currently one of 166 accredited departments across the country.

The department was honored to win the 2018 National Recreation and Park Association National Gold Medal Award for Class III (population 75,000–150,000). The Gold Medal Award honors one community of its size in the country that demonstrates excellence in long-range planning, resource management and innovative approaches to delivering superb park and recreation services with fiscally sound business practices. The department is eligible to apply for a 3rd Gold Medal Award in 2024.

### **5 Year Master Plan 2021-2025**

The department is in year three of its five-year Master Plan. The department has long used the master planning process to set priorities in meeting the community's needs for parks, recreation and open spaces. A five-year master plan is a requirement to receive grant funds from the Indiana Department of Natural Resources and for NRPA accreditation.

Four Master Plan goals guide budget goals with associated strategies:

- *Maintain and enhance the assets and natural resources of the Department*
  - The Operations Division is responsible for maintaining roughly \$82 million dollars in assets the department oversees. The work is initiated and tracked through the five year Capital Development Plan. This plan allows staff to identify funding sources, life cycles and maintenance schedules. While major capital projects can take center stage, day to day trail, park and facility maintenance are vital to the visitor experience and department reputation for high standards of operation.
  
- *Reinforce activities and programs to positively impact public health, sustainability and climate action*
  - The department's work on climate action and sustainability is guided by the City's Climate Action Plan. The department is committed to action in order to impact climate change where possible on park properties. Projects, programs and initiatives accomplished by the Parks department include increasing green infrastructure capacities; access to healthy local food; manage 258 community garden plots and 52 raised beds at three locations; natural resources education programs at Griffy Nature Preserve and Leonard Springs Nature Park; hosted 178 "Weed Wrangler" events with community volunteers; diverting greenyard waste from landfills to city-owned green yard waste composting site; installation of energy efficient LED's; facilitating 69 volunteers contributing 858 hours to the Adopt-A-Stream, Adopt-A-Trail and Adopt-A-Acre programs; solar panels on park properties; electric vehicles and charging stations.
  
- *Prioritize diversity, equity and inclusion*
  - Community Events implemented the International Festival promoting cultural awareness, encouraging cross-cultural engagement and celebrating the diverse cultures represented in the community; annual staff retreat education topic was "Inclusive Leadership" addressing inclusive language, gender-identity-sexual expression and microaggressions; All Kids Swim provides swimsuits, towels,

backpacks and goggles for Banneker summer program participants; and the Bloomington Parks Foundation Scholarship application is now available as a google doc online in addition to in person submission; capital project to increase accessibility include the Lower Cascades accessible trail through the park to the waterfall; accessible .3 mile pathway along Griffy Lake includes five fishing access points and connects users to the north and south shore hiking trails; accessible canoe and kayak launching fishing pier.

- Develop administrative and staffing capacity
  - Completed Organizational Assessment study with Raftelis resulting in 16 recommendations addressing programming support, customer service, park and facility maintenance and employee relations/administrative support. The study was completed in March 2023 with several recommendations in progress or reflected in the 2024 budget request.

The department's Strategic Action Plan (SAP) details annual budget goals, tracking status and due dates. In 2022 the department established 72 goals, accomplished 36; substantially accomplished 16, did not meet 19 and 1 not met due to COVID. The SAP is presented to the Board of Park Commissioners annually.

Department staff work together in teams to identify efficiencies and meet the community demand for programs and services. This work is strategically done in five actions teams:

- Staff Morale
  - Monthly staff newsletter; staff gatherings, and morale booster activities
- Process Improvement
  - Department resource list
  - RecTrac training
- Employment
  - Seasonal employees all on Time Trac
  - Consolating hiring paperwork
- Sustainability and Climate Action
  - Purchased \$52K in battery operated equipment including three mowers, blowers, pressure washer
  - Purchase of three electric vehicles
- Public Interfacing
  - Social media and digital content
  - Website organization and management
  - Accessible meeting documents

### **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.

**Bicentennial Projects**

Bicentennial projects began in 2018, and the current projects in progress include the Miller-Showers Gateway with design complete and work scheduled to begin in early September. The project will include a 40-foot monolith with color LED's, native trees and plants complete with limestone blocks. A second gateway location will be identified upon the completion of the Miller-Showers Gateway. Urban Forestry continues to make progress with Bicentennial tree planting with 270 trees planted in 2022, 140 trees planted in Q2 2023, and 90 downtown trees scheduled for fall planting in Q4. The Griffy Loop Trail South is under construction with completion by the end of 2023. This 4-mile trail will connect with the Griffy Dam Crossing Trail, also currently under construction. The final phase of the Griffy Loop Trail will be on the north side of the lake and scheduled for completion in 2024. The Power Line Trail will run along Duke's power lines east - west with a trailhead on Rogers Street across from the Switchyard Park. Design has been delayed but will start up again once easement approval is received from the County Commissioners. Completion of this trail project has been delayed to at least 2025 due to Duke's reliability project, pandemic impact, and the now delayed easement approval.

**Parks & Recreation 2024 Budget Summary**

<b>Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	5,265,512	5,486,906	5,546,773	6,799,774	7,422,878	623,104	9%
200 - Supplies	394,260	463,528	505,853	882,785	829,938	-52,847	-6%
300 - Other Services	1,606,597	2,064,234	2,529,129	3,260,046	3,396,426	136,380	4%
400 - Capital Outlays	147,308	4,500	408,473	1,071,100	218,000	-853,100	-80%
<b>Total</b>	<b>7,413,677</b>	<b>8,019,168</b>	<b>8,990,227</b>	<b>12,013,705</b>	<b>11,867,242</b>	<b>-146,463</b>	<b>-1%</b>

**2024 Activity Descriptions and Goals**

**ADMINISTRATIVE DIVISION**

**Administration**

*Activity Description:* Implement policy as set forth by the Board of Park Commissioners. The

Department Administrator manages Recreation Services, Sports, and Operations and Development Directors, Office Manager and Community Relations Manager. Office Manager and Customer Service staff provide financial and clerical support for all program areas.

Goals:

- Hire FT Special Projects/Data Analyst to oversee strategic master plan goals, budget management, accreditation, data collection and analysis, special projects and contract management.
- Activate RecTrac Rentals Module for gardens plots, Farmers’ Market spaces, Children and 50+ Expos spaces by Q1.
- Establish a new process for Pool Fee Waiver to make the program more equitable for all who qualify by Q1.
- Facilitate twelve Board of Park Commissioners regular monthly meetings, for review/approval of approximately 220 contracts and partnerships.
- Complete national accreditation annual report in order to maintain excellence in operations standards by Q2.

Administration Budget Allocation	2023 Budget \$	2024 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	467,871	640,273	6.00	0.00	85,000 city residents
200 - Supplies	10,951	10,026			
300 - Other Services	365,227	323,804			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>844,049</b>	<b>974,103</b>	<b>Tot. (FTE)</b>	<b>6.00</b>	

**Fund: General**

**Community Relations**

*Activity Description:* Develop and implement effective communication, marketing and branding strategies for the Department. Marketing the department programs and services generates revenue to support department revenue goals. Recruit, track and assign community volunteers and sponsors whose contributions support the Department’s mission.

2024 Goals:

- Hire a full-time Digital Content Coordinator to focus on content creation for revenue generating facilities and programs by Q1.
- Develop a website for Frank Southern Ice Arena, linked from the city website, with accessibility features, easy access to relevant information, and increase page visits by 20% (from 245 page visits/month) by Q2.
- Source and acquire specialized recycling vendor to capture and/or repurpose up to 30 coroplast yard signs and up to five vinyl banners by Q2.
- Utilize professional service translators and audio production specialists to convert the Department's five most-used forms and documents into languages other than English, including print and audio files Q4.



<b>Community Relations Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	243,595	253,059	3.00	0.00	85,000 city residents. Thousands of visitors and out of city users.
200 - Supplies	9,890	8,325			
300 - Other Services	258,864	269,120			
400 - Capital Outlays					
<b>Total</b>	<b>512,349</b>	<b>530,504</b>	<b>Tot. (FTE)</b>	<b>3.00</b>	

**Fund: General**

## **OPERATIONS DIVISION**

### **Operations - Parks, Facilities and Trail Maintenance**

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

Operations Division goals are based on information found in the Parks Strategic Action Plan, the Parks Capital Improvement Plan, and the City's Climate Action Plan. These plans were made to maximize the benefit of financial investment in capital facilities, staffing, and programs.

#### Goals:

- Maintain year-round contracted park security patrols in 11 core downtown locations and along B-Line Trail by Q4.
- Execute first phase of improvements at Building Trades Park identified in 2023 Master Plan, with a prioritization of the north-south accessible path and shelter installation by Q4.
- Activate a new asset management software program and train staff by Q1.
- Complete construction on Hopewell Commons by Q4 (CAP G4-A-2).

<b>Operations Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	1,399,141	1,389,075	11.60	9.75	Estimated 1 million visitors
200 - Supplies	351,629	289,086			
300 - Other Services	581,942	556,574			
400 - Capital Outlays	0	34,000			
<b>Total</b>	<b>2,332,712</b>	<b>2,268,735</b>	<b>Tot. (FTE)</b>	<b>21.35</b>	

**Fund: General**

**Urban Greenspace**

*Activity Description:* Provide year-round high-quality native landscape maintenance services on ~300,000 sq ft of formal landscaping and 2,300 acres of publicly owned property, including parks and other City properties.

Landscaping/Urban Greenspace goals are based on the Parks Strategic Action Plan and Climate Action Plan goals.

Goals:

- Remove 5 acres of invasive woody vegetation to improve line-of-sight along trails (B-Line Trail, Clear Creek Trail, Creek’s Edge Trail, Southeast Trail), by Q4. (CAP Strategy WM 1A ).
- Divert 100% (~600 cubic yards) of green waste from the waste stream to local composting businesses by Q4. (CAP Strategy WM 1A).
- Remove 25 acres of invasive vegetation (Bryan Park, Crestmont Park, Upper & Lower Cascades Parks, Olcott Park, RCA Park), by Q4. (CAP Strategies G 2A & 2B).
- Implement green infrastructure erosion control plan at Park Ridge East Park by Q4. (CAP Strategies W 4A & 4B).
- Implement Year One of Rogers Family Park Vegetation Management Plan by Q2. (CAP Strategies G 1A, 1B, 2, 2B &4B).

Landscaping Budget Allocation	2023 Budget \$	2024 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	684,382	832,437	6.50	7.78	85,000 city residents 450 volunteers.
200 - Supplies	76,086	65,253			
300 - Other Services	289,404	307,653			
400 - Capital Outlays	0				
<b>Total</b>	<b>1,049,872</b>	<b>1,205,343</b>	<b>Tot. (FTE)</b>	<b>14.28</b>	

**Fund: General**

**Urban Forestry**

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

Urban Forestry goals are based on the Parks Strategic Action Plan and Climate Action Plan goals and utilize data gathered and analyzed through the City’s TreeKeeper database.

Goals:

- Complete year two of the 15-year Callery Pear replacement program by removing and replacing at least 50 city-owned Callery Pears included in the 2019 Inventory by Q4. (CAP G3-A-3, G3-A-4, G2-A-1).

- Complete the third round of Bicentennial Planting by Q4.(CAP G3-A-3, G3-A-4, G3-B-4).
- Prune at least 750 city-owned trees by Q4. (CAP G3-A-3).
- Target the 1,000 feet of Clear Creek Trail between That Road and Victor Pike for invasive removal and new tree plantings by Q3. (CAP G2-A-1).
- Create new volunteer opportunities through the creation of a new "Adopt a Tree" program by Q2. (CAP G3-B-2).

Urban Forestry Budget Allocation	2023 Budget \$	2024 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	282,787	329,309	2.60	3.26	85,000 city residents
200 - Supplies	64,784	66,172			
300 - Other Services	249,533	196,724			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>597,104</b>	<b>592,205</b>	<b>Tot. (FTE)</b>	<b>5.86</b>	

**Fund: General**

**Natural Resources**

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

Natural Resources goals are based on the Parks Strategic Action Plan and Climate Action Plan goals and also draw on the Parks Capital Improvement Plan.

Goals:

- Finalize North Shore improvements to complete the 6-mile Griffy Loop Trail by Q4.
- Complete a prescribed burn at Griffy Lake Nature Preserve by Q4.
- Develop a new Management Plan for Leonard Springs Nature Park by Q4.
- Complete painting and repairs to the Leonard Springs Nature Park stair structure by Q2.

Natural Resources Budget Allocation	2023 Budget \$	2024 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	373,319	394,865	2.05	5.23	4,700 youth 2,000 adults 2,533 boat rentals
200 - Supplies	18,071	25,821			
300 - Other Services	126,863	75,313			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>518,253</b>	<b>495,999</b>	<b>Tot. (FTE)</b>	<b>7.28</b>	

**Fund: General**

**Cemeteries**

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

Cemetery operations are based on the Parks Strategic Action Plan and best practices for cemeteries shared through the Indiana Cemeteries Association and other organizations.

Goals:

- Repair 50 monuments in Rose Hill and White Oak Cemeteries by Q2
- Complete electrical system upgrade at Rose Hill Maintenance Shop by Q2. (CAP Strategy TL 1I, 2A).
- Repair approximately 500 feet of the western perimeter wall of Rose Hill Cemetery, including stone replacement and tuck point work by Q3.
- Plant 100 native trees/shrubs in Rose Hill and White Oak Cemeteries by Q4. (CAP Strategies G 1B, 2B & 4B).
- Utilize the new Rose Hill Scatter Garden for twelve casting ceremonies (approx. one/month) by Q4.

Cemeteries Budget Allocation	2023 Budget \$	2024 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	175,099	188,875	1.25	2.09	White Oak: 478 plots Rose Hill: 4006 plots
200 - Supplies	21,762	21,260			
300 - Other Services	38,736	46,969			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>235,597</b>	<b>257,104</b>	<b>Tot. (FTE)</b>	<b>3.34</b>	

**Fund: General**

**RECREATION DIVISION**

**Benjamin Banneker Community Center**

*Activity Description:* Operate a community and cultural hub that provides opportunities for underrepresented groups in the Bloomington community to connect year-round through various affordable programs and activities.

Banneker is a cultural and nutritional hub to inspire youth and provide opportunities for the Bloomington Community to connect. Grant funds from the Regional Opportunities Initiative (ROI) and National Recreation and Park Association (NRPA) have transformed the facility for optimal space for community meetings, gardening and cooking programming, after school tutoring/mentoring, and preschool opportunities. Banneker partnerships provide unique opportunities for the community to engage and maximize resources.

Goals:

- Increase average monthly facility rental income by 94% from \$9,929 (2022) to \$19,260 by Q4.
- Facilitate one nutritional rental or program in the commercial kitchen each month by Q3. (CAP FA 3– A-6 &7).
- Register 300 people at health related programs by Q4 in partnership with local health care providers.
- Increase attendance for preschool programming by 39% from 2,159 (2022) to 3,000 by Q4.
- Increase the average daily attendance at Fairview afterschool by 27% from 30/day (2022) to 38/day by Q2.
- Increase teen program attendance partnerships with area middle schools and high schools by 60% from 300 (2022) to 480 by Q4.

Banneker Budget Allocation	2023 Budget \$	2024 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	382,253	400,738	3.15	5.12	8,000 youth 10,000 adults
200 - Supplies	20,828	13,763			
300 - Other Services	50,094	47,448			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>453,175</b>	<b>461,949</b>	<b>Tot. (FTE)</b>	<b>8.27</b>	

**Fund: General**

**Community Events**

*Activity Description:* Provide a wide array of recreation events to meet the diverse needs of the community, creating a sense of community while creating social health and well being. Activities include Farmers’ Market, Community Gardens, Concerts and Movies in the Parks, Arts and Crafts Fairs, the Fourth of July Parade, and many family-friendly events. The city survey and the Department’s Community Interest Survey results continue to show community events as one of the most valued service aspects of the Department. In addition to events, movies, concerts, and more, sustainable solutions to food insecurity through the Bloomington Community Farmers’ Markets and the opportunity to grow food independently through one of our three community gardens.

Goals:

- Develop an RFP for a Farmers’ Market (FM) Master Plan and choose a consultant to complete the FM Master Plan process by Q4.
- Continue to manage a successful Farmers’ Market increasing attendance by 12% from 65,055 (2022) to 73,000 by Q4. (CAP Strategies FA3-A & FA3-B4).
- Continue to increase the number of participating farm vendors by 25% from 52 (2022) to 65 by Q4. (CAP FA3-A & FA3-B4).
- Continue to offer diverse movies and increase attendance by 13% from 1,600 (2022) to 1,800 by Q4.
- Continue to offer a diverse concert series and increase attendance by 10% from 6,550 (2022) to 7,205 by Q3.

- Develop a Solar Eclipse event at Switchyard Park on April 8, 2024 attracting 10,000 people by Q2.
- Increase attendance at Winter Adult Recess by 100% from 44 to 88 participants by Q1.

<b>Community Events Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	358,725	380,053	4.30	0.33	41,952 all ages
200 - Supplies	4,289	5,575			
300 - Other Services	22,219	26,094			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>385,233</b>	<b>411,722</b>	<b>Tot. (FTE)</b>	<b>4.63</b>	

**Fund: General**

*Gardens:*

<b>Community Events Gardens Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	64,850	74,504	0.70	0.44	372 Community Gardens
200 - Supplies	2,730	2,600			
300 - Other Services	2,400	2,400			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>69,980</b>	<b>79,504</b>	<b>Tot. (FTE)</b>	<b>1.14</b>	

**Fund: General**

*Farmers' Market:*

<b>Farmer's Market Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	72,663	72,309	0.90	0.00	68,167 (does not include Holiday Market)
200 - Supplies	0	0			
300 - Other Services	0	25,000			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>72,663</b>	<b>97,309</b>	<b>Tot. (FTE)</b>	<b>0.90</b>	

**Fund: General**

**Switchyard Park**

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

Goals:

- Continue Pavilion facility rentals at capacity for paid rentals by 7% from 103 (2022) to 110 by Q4.
- Continue outside rental agreement with Food Truck Fridays and increase attendance by 10% from 30,000 (2022) to 33,000 by Q4.
- Increase the total number of events (Pavilion and Park combined) by 4% from 328 (2022) to 340 by Q4.
- Purchase an electric mini-truck or golf cart vehicle for staff by Q2. (CAP Strategies TL2-A).
- Construct a storage shed behind the pavilion by Q3.

Switchyard Park Budget Allocation	2023 Budget \$	2024 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	283,205	322,468	3.00	2.28	500,000 (all ages); 6,000 Pavilion events/rentals; 400+ Scheduled activities in park & Pavilion
200 - Supplies	59,433	61,300			
300 - Other Services	504,190	647,150			
400 - Capital Outlays	0	65,000			
<b>Total</b>	<b>846,828</b>	<b>1,095,918</b>	<b>Tot. (FTE)</b>	<b>5.28</b>	

**Fund: General**

**Inclusive Recreation**

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

Goals:

- Increase the number of campers with disabilities at Kid City camp by 50% from 8 (2022) to 12 by Q4.
- Offer, at capacity, a sensory-friendly Santa event at the Alison-Jukebox Building serving 20 participants by Q4.
- Increase accessibility at the Allison-Jukebox by adding power assist door openers to the public entrances by Q4.

Inclusive Recreation Budget Allocation	2023 Budget \$	2024 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	136,454	104,929	0.65	1.18	25 you and 10 adults
200 - Supplies	100	100			
300 - Other Services	620	675			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>137,174</b>	<b>105,704</b>	<b>Tot. (FTE)</b>	<b>1.83</b>	

**Fund: General**

**Health and Wellness**

*Activity Description:* Provide opportunities through programs, events and partnerships to encourage wellness, communicate the benefits of healthy choices and promote department resources which support healthy lifestyles. Health and wellness is one of the National Parks and Recreation Association foundational pillars. There are health benefits in all program areas with guidance from the Health/Wellness area. Partnerships with community health providers increase access to screenings, health education, physical activities and mental health breaks.

Goals:

- Offer 5 cardiopulmonary resuscitation (CPR) certification classes to the general public with an attendance 50 by Q4.
- Increase attendance for Veterans 5K Walk/Run/Ruck by 88% from 80 (2022) to 150 by Q4.
- Increase attendance for Winter Wander event by 100% from 10 (2022) to 20 by Q1.
- Offer 60 outdoor fitness classes increasing participation by 142% from 289 (2022) to 700 by Q4.
- Offer 6 nutrition/cooking classes, attracting 90 participants, at Banneker Community Center, by Q4. (CAP Strategies FA3-A-7).
- Organize and streamline the first aid certification, CPR and AED certification process for staff by Q1.
- Secure grant funding for a Banneker running club attracting 40 under represented youth by Q4.

Health and Wellness Budget Allocation	2023 Budget \$	2024 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	90,043	95,824	1.15	0.21	1,000 youth; 600 adult
200 - Supplies	3,100	2,200			
300 - Other Services	350	0			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>93,493</b>	<b>98,024</b>	<b>Tot. (FTE)</b>	<b>1.36</b>	

**Fund: General**



**Allison Jukebox Building /Youth Services**

*Activity Description:* Conduct Kid City summer camp programs, classes and programs for children grades K-8. Operate a multi-purpose community center year-round and facilitate center rentals. Focusing on youth programming, especially during summer and other break times from school has been a long standing tradition. Providing safe child care through summer camp and break days that elevate children to learn about their community in a fun, safe manner has been the goal of this area for multiple generations.

Goals:

- Increase rental revenue by 83% from \$1,100 (2022) to \$2000 by Q4
- Offer two after-hour’s programs for Kid City, such as parent’s night out and camp movie and overnight attracting 40 total campers by Q4.
- Increase average Kid City Summer Camp participation per session by 10% from 50 (2022) to 55 per session by Q3.

<b>Youth Services Juke Box Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	60,897	66,181	0.65	0.10	20 youth; 140 adults
200 - Supplies	3,200	0			
300 - Other Services	10,025	10,228			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>74,122</b>	<b>76,409</b>	<b>Tot. (FTE)</b>	<b>0.75</b>	

**Fund: General**

<b>Youth Services Kid City Campus Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	4,583	8,973	0.00	0.24	694 youth
200 - Supplies	747	700			
300 - Other Services	3,311	3,194			
400 - Capital Outlays					
<b>Total</b>	<b>8,641</b>	<b>12,867</b>	<b>Tot. (FTE)</b>	<b>0.24</b>	

**Fund: General**

**SPORTS DIVISION**

**Golf Services**

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

Individuals of all ages benefit from an outdoor activity on 128 acres of green space dating back to the course opening in 1928.

*Cascades Golf Course*

Goals:

- Increase 18-hole rounds by 3% from 32,067 (2022) to 33,029 by Q4.
- Increase driving range participation from 15,574 (2022) to 15,730(1%) by Q4.
- Increase golf outings from 57 (2022) to 63 (10%) by Q4.
- Increase Clubhouse private rentals from 70 (2022) to 80 (15%) by Q4.

<b>Golf Services Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	550,900	628,157	4.18	7.70	32,067 Rounds; 520 Youth Programs; 250 season passes
200 - Supplies	108,434	114,216			
300 - Other Services	256,555	284,776			
400 - Capital Outlays	0	99,000			
<b>Total</b>	<b>915,889</b>	<b>1,126,149</b>	<b>Tot. (FTE)</b>	<b>7.70</b>	

**Fund: General**

**Frank Southern Center**

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

Goals:

- Increase public session attendance 50% from 7,735 (2022) to 11,602 by Q4.
- Increase user group hourly rentals 50% from 284 hours to 426 hours by Q4.
- Increase youth house hockey registrations by 10% from 83 (2022) to 91 by Q4.
- Increase Hockey Initiation registration 35% from 30 (2022) to 40 by Q4.
- Increase Skating School registrations 50% from 315 (2022) to 472 by Q4.

<b>Frank Southern Center Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	212,429	223,399	1.65	2.53	732 youth program participants; 15,023 rentals and public sessions
200 - Supplies	22,151	22,392			
300 - Other Services	190,543	228,072			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>425,123</b>	<b>473,863</b>	<b>Tot. (FTE)</b>	<b>4.18</b>	

**Fund: General**

## Aquatics

*Activity Description:* Plan, coordinate and facilitate recreational swimming, formal lessons, private rentals, special group use and advanced aquatic safety training for the community operating out of Bryan Pool and Mills Pool. Operating municipal pools offers opportunities for physical activity, community and water safety instruction.

### Goals:

- Increase Bryan Park Pool attendance 14% from 27,935 (2022) to 31,846 by Q3.
- Increase Mills Pool attendance 10% from 7,233 (2022) to 7,956 by Q3.
- Increase Learn to Swim participation 16% from 343 (2022) to 400 by Q3.
- Replace pool liners, diving boards, mechanical room equipment at Bryan Pool and Mills Pool by Q2.
- Conduct eight in-service safety trainings for Bryan and Mills pool staff from Q2 to Q3.

### Bryan Park Pool

Bryan Park Pool Budget Allocation	2023 Budget \$	2023 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	176,243	210,685	0.58	4.18	31,325 pool rentals, daily admissions and season passes
200 - Supplies	27,100	40,415			
300 - Other Services	85,095	103,047			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>288,438</b>	<b>354,147</b>	<b>Tot. (FTE)</b>	<b>4.76</b>	

**Fund: General**

### Mills Pool

Mills Pool Budget Allocation	2023 Budget \$	2024 Budget \$	Full Time Staffing (FTE)	Seasonal Staffing (FTE)	Population Served
100 - Personnel Services	93,289	110,070	0.48	1.92	12,113 - pool rentals, daily admissions and season passes
200 - Supplies	26,150	35,100			
300 - Other Services	44,014	48,915			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>163,453</b>	<b>194,085</b>	<b>Tot. (FTE)</b>	<b>2.40</b>	

**Fund: General**

### Twin Lakes Recreation Center

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

Goals:

- Increase total membership uses/visits 7% from 72,535 (2022) to 77,612 by Q4.
- Increase membership yearly average 5% from 1,219 (2022) to 1,280 by Q4.
- Increase facility rental revenue 3.2% from \$213,000 (2022) to \$220,000 by Q4.
- Increase membership revenue 5% from \$308,000 (2022) to \$323,400 by Q4
- Maintain Bloomington Youth Basketball participants at 888 Q4.

<b>Twin Lakes Recreation Center Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	312,537	333,874	3.70	0.00	888 youth participants; 110 youth members; 850 adult members; 665 senior members
200 - Supplies	704	704			
300 - Other Services	1,902	1,902			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>315,143</b>	<b>336,480</b>	<b>Tot. (FTE)</b>	<b>3.70</b>	

**Fund: General**

**Community Sports Services**

*Activity Description:* Plan, coordinate, and provide facilities for softball leagues, variety of field rentals, practices and tournaments at Twin Lakes Sports Complex for youth and adult participants.

Goals:

- Increase field rentals 17% from 2,121 hours (2022) to 2,500 hours in Q4.
- Increase tournaments 243% from 7 (2022) to 24 tournaments by Q4.

*Softball*

<b>Adult Sports-Softball Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	187,880	176,403	1.33	1.85	1,110 adults - registered participants; 14 youth tournaments with 3,852 players; 8 adult tournaments with 89 teams and 1,335 players
200 - Supplies	25,622	21,972			
300 - Other Services	70,286	75,425			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>283,788</b>	<b>273,800</b>	<b>Tot. (FTE)</b>	<b>3.18</b>	

**Fund: General**

*Tennis / Pickleball / Soccer*

<b>Adult Sports - Tennis Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	7,608	3,523	0.03	0.00	140 - lesson participants Informal uses
200 - Supplies	0	0			
300 - Other Services	0	0			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>7,608</b>	<b>3,523</b>	<b>Tot. (FTE)</b>	<b>0.03</b>	

**Fund: General**

**Youth Sports Services**

*Activity Description:* Plan, coordinate, and maintain facilities at Winslow Sports Complex, Olcott Park, and Bryan Park including management of partnerships with Bloomington Junior League Baseball, Senior Baseball, BFC, MCCSC and other sporting leagues or tournaments.

Goals:

- Continue partnership with Bloomington Junior League Baseball Association to increase the number of Junior participants 9% from 456 participants (2022) to 500 participants by Q4 (2024).
- Increase field rental revenue 21% from \$33,000 in 2022 to \$40,000 by Q4.

*Winslow Sports Complex*

<b>Youth Sports - Winslow Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	147,897	159,434	1.45	1.35	1,229 youth - partnership programs; 3,600 tournament players; 86,000 Spectators
200 - Supplies	21,479	19,413			
300 - Other Services	76,339	84,328			
400 - Capital Outlays	0	20,000			
<b>Total</b>	<b>245,715</b>	<b>283,175</b>	<b>Tot. (FTE)</b>	<b>2.80</b>	

**Fund: General**

Olcott Park

<b>Youth Sports - Olcott Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Full Time Staffing (FTE)</b>	<b>Seasonal Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	31,123	23,460	0.10	0.43	840 youth; 3,780 adults as Informal uses
200 - Supplies	3,545	3,545			
300 - Other Services	31,534	31,615			
400 - Capital Outlays	0	0			
<b>Total</b>	<b>66,202</b>	<b>58,620</b>	<b>Tot. (FTE)</b>	<b>0.53</b>	

**Fund: General**

**Total Departmental Budget by Fund**

<b>Category</b>	<b>Parks General Fund</b>	<b>Total</b>
1	7,422,878	7,422,878
2	829,938	829,938
3	3,396,426	3,396,426
4	218,000	218,000
<b>Total</b>	<b>11,867,242</b>	<b>11,867,242</b>

**2024 Budget Request Highlights**

The Parks and Recreation total budget request is \$11,867,242. This is a decrease of \$98,882 or 1%.

**Category 1 - Personnel** request is \$7,422,878

**Category 2 - Supplies** request is \$829,938

**Category 3 - Other Services & Charges** request is \$3,396,426

**Category 4 - Capital Outlays** request is \$218,000

**Conclusion**

Thank you for your consideration of the Parks and Recreation 2024 budget request.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 200 - Parks and Recreation Gen (S1301)</b>									
<u>Expenditures</u>									
<b>Department: 18 - Parks &amp; Recreation</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	2,630,056	2,576,094	2,605,249	3,142,329	3,527,820	385,492	12.27%
	51120	Salaries and Wages - Temporary	1,176,547	1,457,645	1,459,617	1,950,916	2,054,110	103,194	5.29%
	51130	Salaries and Wages- Overtime	3,338	13,933	10,932	-	-	-	N/A
	51210	FICA	281,930	300,084	303,020	389,663	427,023	37,360	9.59%
	51220	PERF	373,377	366,989	368,653	446,225	500,970	54,745	12.27%
	51230	Health and Life Insurance	800,265	772,160	799,302	823,071	863,083	40,012	4.86%
	51320	Other Personal Services -DC Match	-	-	-	47,570	49,872	2,302	4.84%
<b>Total: Personnel Services</b>			<b>5,265,512</b>	<b>5,486,906</b>	<b>5,546,773</b>	<b>6,799,774</b>	<b>7,422,878</b>	<b>623,104</b>	<b>9.16%</b>
Supplies									
	52110	Office Supplies	1,620	2,255	1,866	13,020	6,000	(7,020)	-53.92%
	52210	Institutional Supplies	28,921	47,220	47,662	62,700	67,950	5,250	8.37%
	52220	Agricultural Supplies	99,951	104,904	148,925	201,356	202,781	1,425	0.71%
	52230	Garage and Motor Supplies	6,361	6,161	5,961	10,750	12,450	1,700	15.81%
	52240	Fuel and Oil	49,920	80,895	101,848	163,752	146,479	(17,273)	-10.55%
	52310	Building Materials and Supplies	33,263	55,092	43,047	165,300	91,150	(74,150)	-44.86%
	52320	Motor Vehicle Repair	-	23	-	2,250	2,250	-	0.00%
	52340	Other Repairs and Maintenance	43,934	48,769	48,870	71,225	95,375	24,150	33.91%
	52410	Books	195	282	48	650	550	(100)	-15.38%
	52420	Other Supplies	124,726	111,521	98,568	180,337	192,908	12,571	6.97%
	52430	Uniforms and Tools	5,368	6,407	9,057	11,445	12,045	600	5.24%
<b>Total: Supplies</b>			<b>394,260</b>	<b>463,528</b>	<b>505,853</b>	<b>882,785</b>	<b>829,938</b>	<b>(52,847)</b>	<b>-5.99%</b>
Other Services and Charges									
	53110	Engineering and Architectural	20,081	13,084	19,684	33,500	33,000	(500)	-1.49%
	53130	Medical	3,809	3,915	2,780	6,795	7,002	207	3.05%
	53140	Exterminator Services	675	570	150	2,300	2,600	300	13.04%
	53150	Communications Contract	-	299	336	-	-	-	N/A
	53160	Instruction	4,539	5,775	10,562	21,730	15,370	(6,360)	-29.27%
	53170	Mgt. Fee, Consultants, and Workshops	46,626	842	6,475	35,575	27,875	(7,700)	-21.64%
	53210	Telephone	34,996	38,254	38,687	45,454	51,599	6,145	13.52%
	53220	Postage	25,415	46,913	40,000	63,485	57,725	(5,760)	-9.07%
	53230	Travel	1,551	3,148	6,684	20,300	13,750	(6,550)	-32.27%
	53240	Freight / Other	-	-	-	750	-	(750)	-100.00%
	53310	Printing	67,134	91,606	61,856	101,570	127,555	25,985	25.58%
	53320	Advertising	34,015	30,641	34,346	71,400	54,650	(16,750)	-23.46%
	53410	Liability / Casualty Premiums	92,566	134,624	152,601	152,601	175,491	22,890	15.00%
	53420	Worker's Comp & Risk	53,031	53,031	55,739	53,031	60,455	7,424	14.00%
	53510	Electrical Services	127,014	160,587	203,965	211,435	235,371	23,936	11.32%
	53530	Water and Sewer	240,157	263,128	296,119	347,010	398,481	51,471	14.83%
	53540	Natural Gas	31,332	41,044	49,272	68,808	70,468	1,660	2.41%
	53610	Building Repairs	15,933	31,342	70,317	127,045	132,029	4,984	3.92%
	53620	Motor Repairs	144,868	163,365	163,808	157,849	197,260	39,411	24.97%
	53630	Machinery and Equipment Repairs	27,591	12,459	30,982	40,600	62,700	22,100	54.43%
	53640	Hardware and Software Maintenance	-	-	-	32,000	-	(32,000)	-100.00%
	53650	Other Repairs	13,977	28,771	21,603	78,600	53,900	(24,700)	-31.42%
	53730	Machinery and Equipment Rental	23,145	5,998	12,337	22,050	23,025	975	4.42%
	53750	Rentals - Other	410	466	462	480	515	35	7.29%
	53830	Bank Charges	36,417	42,206	57,883	52,915	54,035	1,120	2.12%
	53840	Lease Payments	63,210	212,471	205,415	233,481	245,053	11,572	4.96%
	539010	Inter-Fund Transfers	72,569	72,569	72,569	72,569	-	(72,569)	-100.00%
	53910	Dues and Subscriptions	22,136	34,974	29,980	55,546	43,100	(12,446)	-22.41%
	53920	Laundry and Other Sanitation Services	17,405	17,393	18,526	23,110	22,960	(150)	-0.65%
	53940	Temporary Contractual Employee	624	-	3,000	1,625	3,625	2,000	123.08%
	53950	Landfill	23,232	26,075	29,581	38,798	37,557	(1,241)	-3.20%
	53960	Grants	-	12,963	-	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>1,606,597</b>	<b>2,064,234</b>	<b>2,044,714</b>	<b>3,260,046</b>	<b>3,396,426</b>	<b>136,380</b>	<b>4.18%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
Capital Outlays									
	54310	Improvements Other Than Building	12,800	4,500	211,823	-	65,000	65,000	N/A
	54420	Purchase of Equipment	68,591	-	36,798	-	133,000	133,000	N/A
	54440	Motor Equipment	65,917	-	-	-	-	-	N/A
	54510	Other Capital Outlays	-	-	35,000	-	20,000	20,000	N/A
<b>Total: Capital Outlays</b>			<b>147,308</b>	<b>4,500</b>	<b>283,621</b>	<b>-</b>	<b>218,000</b>	<b>218,000</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 7,413,677</b>	<b>\$ 8,019,168</b>	<b>\$ 8,380,960</b>	<b>\$ 10,942,605</b>	<b>\$ 11,867,242</b>	<b>\$ 924,637</b>	<b>8.45%</b>



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
Capital Outlays									
	54310	Improvements Other Than Building	12,800	4,500	211,823	-	65,000	65,000	N/A
	54420	Purchase of Equipment	68,591	-	36,798	-	133,000	133,000	N/A
	54440	Motor Equipment	65,917	-	-	-	-	-	N/A
	54510	Other Capital Outlays	-	-	35,000	-	20,000	20,000	N/A
<b>Total: Capital Outlays</b>			<b>147,308</b>	<b>4,500</b>	<b>283,621</b>	<b>-</b>	<b>218,000</b>	<b>218,000</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 7,413,677</b>	<b>\$ 8,019,168</b>	<b>\$ 8,380,960</b>	<b>\$ 10,942,605</b>	<b>\$ 11,867,242</b>	<b>\$ 924,637</b>	<b>8.45%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
	53950	Landfill	23,232	26,075	29,581	38,798	37,557	(1,241)	-3.20%
	53960	Grants	-	12,963	-	-	-	-	N/A
	53990	Other Services and Charges	312,139	515,721	348,996	1,087,634	1,189,275	101,641	9.35%
<b>Total: Other Services and Charges</b>			<b>1,556,597</b>	<b>2,064,234</b>	<b>2,044,714</b>	<b>3,260,046</b>	<b>3,396,426</b>	<b>136,380</b>	<b>4.18%</b>
Capital Outlays									
	54310	Improvements Other Than Building	12,800	4,500	211,823	-	65,000	65,000	N/A
	54420	Purchase of Equipment	68,591	-	36,798	-	133,000	133,000	N/A
	54440	Motor Equipment	65,917	-	-	-	-	-	N/A
	54510	Other Capital Outlays	-	-	35,000	-	20,000	20,000	N/A
<b>Total: Capital Outlays</b>			<b>147,308</b>	<b>4,500</b>	<b>283,621</b>	<b>-</b>	<b>218,000</b>	<b>218,000</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 7,363,677</b>	<b>\$ 8,019,168</b>	<b>\$ 8,380,960</b>	<b>\$ 10,942,605</b>	<b>\$ 11,867,242</b>	<b>\$ 924,637</b>	<b>8.45%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 18 - Parks &amp; Recreation</b>									
Other Services and Charges									
	53990	Other Services and Charges	-	-	484,415	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>484,415</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Capital Outlays									
	54310	Improvements Other Than Building	-	-	-	806,900	-	(806,900)	-100.00%
	54420	Purchase of Equipment	-	-	12,548	152,200	-	(152,200)	-100.00%
	54440	Motor Equipment	-	-	61,761	92,000	-	(92,000)	-100.00%
	54510	Other Capital Outlays	-	-	50,543	20,000	-	(20,000)	-100.00%
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>124,852</b>	<b>1,071,100</b>	<b>-</b>	<b>(1,071,100)</b>	<b>-100.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 609,267</b>	<b>\$ 1,071,100</b>	<b>\$ -</b>	<b>\$ (1,071,100)</b>	<b>-100.00%</b>

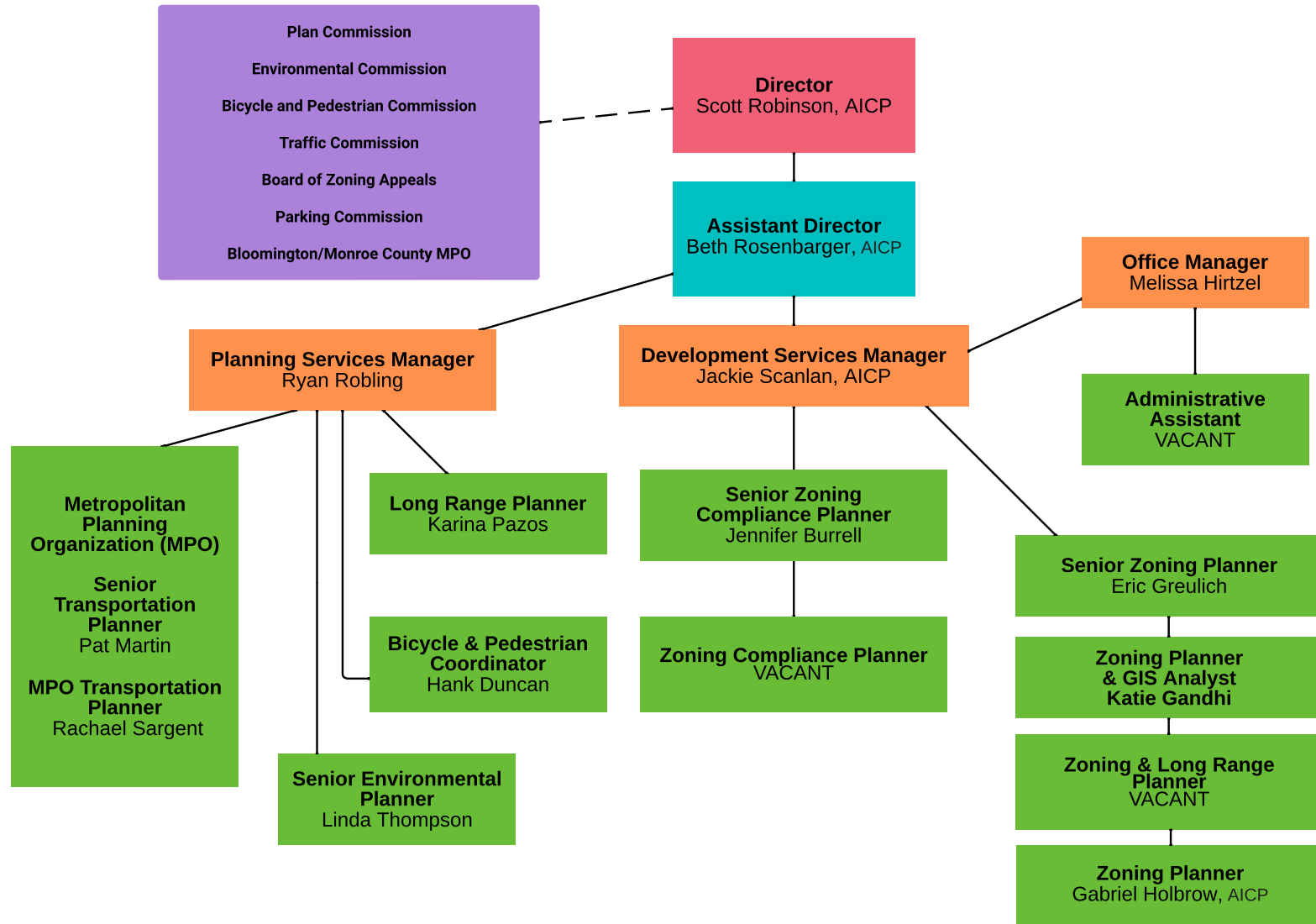
**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 18 - Parks &amp; Recreation</b>									
Other Services and Charges									
	53990	Other Services and Charges	-	-	484,415	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>484,415</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Capital Outlays									
	54310	Improvements Other Than Building	-	-	-	806,900	-	(806,900)	-100.00%
	54420	Purchase of Equipment	-	-	12,548	152,200	-	(152,200)	-100.00%
	54440	Motor Equipment	-	-	61,761	92,000	-	(92,000)	-100.00%
	54510	Other Capital Outlays	-	-	50,543	20,000	-	(20,000)	-100.00%
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>124,852</b>	<b>1,071,100</b>	<b>-</b>	<b>(1,071,100)</b>	<b>-100.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 609,267</b>	<b>\$ 1,071,100</b>	<b>\$ -</b>	<b>\$ (1,071,100)</b>	<b>-100.00%</b>



**Thursday August 31, 2023**  
**Planning and Transportation**  
**Engineering**  
**Public Works**

**Administration**  
**Animal Care and Control**  
**Facilities**  
**Fleet Maintenance**  
**Parking Services**  
**Sanitation**  
**Street & Traffic**



# Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Scott Robinson, Director of Planning & Transportation  
**Date:** August 25, 2023

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## Why We Exist

The Department of Planning & Transportation (P&T) helps to protect the health, safety, and general welfare of the residents, visitors, and businesses within the city of Bloomington by guiding the form and function of the built environment and land uses within 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 public outreach, design, and implementation of local multimodal infrastructure projects; and reviews and issues permits. In short, the Department develops and implements plans that ensure that the growth and mobility of our community is consistent with Bloomington's values and vision towards the future.

## Background

With a budgeted staff of 17, Planning & Transportation is composed of three divisions: Planning Services, Development Services, and the Metropolitan Planning Organization (MPO). The Department continues to focus on implementing, monitoring, and evaluating key planning documents and programs, which include the Comprehensive Plan, the Transportation Plan, the Unified Development Ordinance (UDO), the Downtown Area Parking Study, the Bloomington Hospital Site Redevelopment Master Plan, and the Traffic Calming and Greenways Program.

The Department provides services to the community ranging from staff support to 11 boards and commissions, reviewing and issuing permits, reviewing development petitions, enforcing the UDO, and conducting public engagement activities associated with public improvement projects and

planning studies. Staff frequently evaluates the UDO to make sure the standards are current and effective to meet a wide-range of community needs. An additional update was completed in 2023 that included a new overlay district used for the Hopewell Neighborhood. As directed by the City's Transportation Plan, an in-depth conceptual study for College Avenue and Walnut Street is in the public engagement phase and is expected to be completed in early 2024. Two program initiatives, Transit Oriented Development (TOD) and Safe Streets and Roads for All (SS4A) continue in 2023 to position Bloomington to leverage federal transportation funding in 2024 and beyond. In collaboration with Bloomington Transit's route optimization/BRT study, locations may be identified consistent with TOD opportunities associated with anticipated Bus Rapid Transit (BRT) service. Preliminary work is underway to update the Transportation Plan in order to be compliant with SS4A funding eligibility.

Regarding owner-occupied housing, a website was launched to promote Accessory Dwelling Units (ADU) that features 11 pre-approved plans designed by local area architects. Land dedicated as part of the Atlas on 17th project is now "shovel ready" for 45 lots which can include a mix of single family, duplex, triplex, or fourplex units that will offer workforce housing opportunities. These initiatives are expected to continue into 2024 and are part of the annual UDO and Transportation Plan budget programs. Finally, the current state of the annexation process has indefinitely delayed the 2022 identified program to update the Comprehensive Plan, Transportation Plan, and UDO updates to include new locations annexed into the City. The Planning & Transportation Department remains committed to improving safety for pedestrians and all transportation users in the city. The Department continues to prioritize using best practices to keep all plans, studies, and documents current and up-to-date.

Planning & Transportation staff administer public meetings for many boards and commissions in addition to project-specific public outreach efforts. Staff administers these meetings in a hybrid-context while complying with state and local notice and open door requirements. The Department is committed to increasing digital access and information to augment a more traditional approach to in-person meetings and public outreach efforts.

Providing reliable and great customer service is a high priority of the Department. We are well positioned to expand and offer digital, remote, and in-person services. The Department launched an online community development software platform in September 2022 with more functionality improvements in 2023. This will enable a more seamless work environment for the Development Services Division and allow the public greater access to apply, check on the status, and pay for permits and development review applications- 24/7/365.

### **Sustainability and Climate Action**

The Department is highly committed to sustainability and recognizes the urgency and importance to address climate change. Land use and zoning have a direct and long-lasting impact on how people live. Accommodating more types of housing and more density will increase equity and diversity for a wider range of Bloomington residents. Improved access to employment, goods and services, and education in a resilient strategy helps address climate change. The Department advocates for new



multimodal transportation facilities and regulates private land use activities. These two broad categories are major sectors that, with proactive approaches, can help mitigate the negative impacts of climate change and establish a more diverse, resilient, and sustainable community.

The Department's relationship with the boards and commissions we provide staff support to play a vital part in sustainability and climate action policies. This is accomplished through staff recommendations, such as sustainability incentives for new buildings, neighborhood greenways and multi-use trails, and public street tree requirements considered by these advisory and decision-making bodies for the City. 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 much larger challenges that remain range from improving existing transportation facilities to accommodate all users and modes to improving land development activities to meet sustainable housing standards for Bloomington's residents. Addressing sustainability and climate action goals cannot alone be achieved through new transportation facilities and land development activities. However, a focus towards a carbon-neutral footprint is essential and necessary moving forward. The Department welcomes these challenges and is open to exploring new approaches and strategies.

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

The Department is highly committed to increased awareness and action 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 on awareness, strategies, and policies from a public perspective. For example, professional training often focuses on methods for public engagement. Recently, more attention has focused on internal practices and procedures, with implicit bias training. Staff has completed all required Kantola training in addition to completing other diversity, equity, and inclusion education opportunities. These education and professional development opportunities will continue, and more needs to be done.

The American Planning Association (APA) published a Planning for Equity Policy Guide in 2019 that is a very broad tool for self-evaluation and feedback from the Department's interactions with boards and commissions as well as the public. The APA offers other resources for the Department to explore and include in future updates of the Department's key documents. The APA has published an updated Equity in Zoning Policy Guide, which may be a more practicable means for self-evaluation. We are committed to exploring ways that increase awareness and, more importantly, take the necessary steps to address areas of improvement in the near future for equity and inclusion.

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

### **Planning & Transportation 2024 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	2,115,933	1,152,444	1,183,548	1,487,630	1,546,598	58,968	4%
200 - Supplies	49,532	3,935	8,774	13,202	13,838	636	5%
300 - Other Services	441,414	299,185	107,899	409,233	291,567	(117,666)	-29%
400 - Capital Outlays	1,541,412	579,455	162,494	-	48,000	48,000	
<b>Total</b>	<b>4,148,290</b>	<b>2,035,020</b>	<b>1,462,714</b>	<b>1,910,065</b>	<b>1,900,003</b>	<b>(10,062)</b>	<b>-1%</b>

\*The Engineering Department was established in 2021; it would be confusing to compare 2020 values with 2021 to 2024 as Engineering Services was part of P&T.

### **2024 Activity Descriptions and Goals**

The 2018 Comprehensive Plan provides additional guidance for the City to prioritize activities. The Plan lists a wide range of more than 200 programs to consider as well as performance metrics (35 outcomes and 145 indicators) to measure implementation over the 25-year time horizon of the Plan.

#### **Planning Services Division**

*Activity Description:* Lead implementation of the 2018 Comprehensive Plan, which establishes the community’s vision for the future of Bloomington’s built and natural environment. Coordinate and present studies, analyses, and plans in order to implement plans or, as needed, to evaluate the status of implementation. Implement recommendations from the Transportation Plan, focusing on leading project-based community engagement, updating policies, and implementing key recommendations, all in a manner consistent with APA’s Housing Policy Guide and Planning For Equity Policy Guide. Monitor progress related to maintaining Bloomington’s status as a gold-level Bicycle Friendly Community and ensure that future streets are developed according to the Transportation Plan. Manage social media accounts as part of leading community engagement activities. Provide ongoing support, research, reports, and recommendations to the public and several city commissions. Lead long-range vision and/or special area plans. Work with ITS to update GIS data layers needed for program analysis.

#### **Goals:**

- Apply for a transportation improvement SS4A grant by Q3.
- Work with Council and board and commission members to develop a road map that consolidates three existing commissions into one transportation commission by Q3.
- Conduct a thorough review and update of one policy objective (chapter) within the 2018 Comprehensive Plan to evaluate progress towards achieving identified long range outcomes.

- Post summary information about annual crash data on BClear by Q2 for the prior year’s data to monitor safety and progress towards Vision Zero (zero crash related deaths).
- Launch a social media and public information campaign to draw attention to transportation facilities throughout the community; the campaign aims to educate, increase use, and promote non-motorized transportation through at least 50 posts by Q4.
- Lead public engagement to guide 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 walking and bicycling) by Q4. [ think about measurables for all these – and are we measuring the right things?]

Planning Services Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	167,518	196,539	2.14	670
200 - Supplies	2,640	2,768		
300 - Other Services	12,277	20,410		
400 - Capital Outlays	0	4,800		
<b>Total</b>	<b>182,435</b>	<b>224,516</b>		

**Fund: General**

Transportation Plan Study Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	91,042	96,433	1.05	80,000
200 - Supplies	1,320	1,384		
300 - Other Services	237,355	145,784		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>329,718</b>	<b>243,600</b>		

**Fund: General**

**Development Services Division and Permits**

*Activity Description:* Act as first point of contact for those seeking to develop or remodel building and site projects within city boundaries. Review all development petitions and permits for compliance with the UDO; make recommendations on how the project can meet the goals of the Comprehensive Plan. Provide daily customer service to the public for zoning and development inquiries. Conduct site plan reviews for code compliance and environmental impacts. Provide ongoing support, research, reports and recommendations to the Plan Commission, Board of Zoning Appeals, Plat Committee, Hearing Officer, 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 a publicly accessible annual development activity map by Q4 to illustrate the spatial distribution of development petition activity by type and reviewing body.
- Create and post monthly interactive petition maps for the Plan Commission, Board of Zoning Appeals, and Hearing Officer packets.
- Investigate 95% of uReports received by Development Services within 5 business days of receipt.
- Resolve at least 85% of uReports assigned to Development Services by the end of Q4.
- Increase commissioner knowledge through training with at least 2 members of the Plan Commission and/or BZA attending training in 2023.

<b>Development Services &amp; Permits Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	498,912	479,409	5.22	7,000
200 - Supplies	2,640	2,768		
300 - Other Services	16,369	26,241		
400 - Capital Outlays	0	36,000		
<b>Total</b>	<b>517,921</b>	<b>544,417</b>		

**Fund: General**

**Unified Development Ordinance (UDO) Implementation**

*Activity Description:* The UDO was adopted in April 2020 and has and has been amended four times in order to keep the document up to date and relevant (a “living document”). Our focus continues to be to ensure the effectiveness of the new ordinance in furthering the future vision of Bloomington as determined by the community through the Comprehensive Plan. The implementation of affordable and workforce housing, sustainable development and Village Centers - neighborhood-focused, walkable, mixed use, activity centers - are high priorities. An overlay district was created and applied to the Hopewell Neighborhood in order to assist in its development as affordable, sustainable, and urban in nature.

Goals:

- Prepare two 6-month reports on ADU and duplex development, general trends and outcomes of permits and UDO planning approval applications to the Administration, Plan Commission, Council and the public.
- In conjunction with Housing & Neighborhood Development and Economic Sustainable Development, attain a minimum of 180 affordable and workforce housing units approved by Q4, benchmarked against the 2020 Housing Study goal of 2,592 total additional units of housing by 2030.

<b>Unified Development Ordinance (UDO) Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	72,834	78,065	0.85	80,000
200 - Supplies	1,320	1,384		
300 - Other Services	16,369	14,578		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>90,523</b>	<b>94,027</b>		

<b>Subarea Zoning Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	54,625	55,104	0.60	5,000
200 - Supplies	660	692		
300 - Other Services	0	11,663		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>55,285</b>	<b>67,459</b>		

**Fund: General**

**Metropolitan Planning Organization (MPO)**

*Activity Description:* The MPO is a federally mandated organization charged with managing and monitoring approximately \$34M over five years in federal multimodal transportation funding for eligible transportation improvement projects within the urbanized area. Projects are determined by the Local Government Agencies (LGAs) which comprise the MPO [Bloomington Transit, the City of Bloomington, Monroe County, Indiana University, and the Town of Ellettsville] and are approved by the Indiana Department of Transportation. Activities include providing staff support to 3 committees: Policy Committee, Technical Advisory Committee and Citizens Advisory Committee.

Other essential activities include preparing amendments as needed to 3 core documents which provide policy and funding guidance [Metropolitan Transportation Plan (MTP), requiring a minimum 20-year planning time horizon; Transportation Improvement Program (TIP), detailing 5 years of transportation projects; and Unified Planning Work Program (UPWP), detailing 2 years of planning

activities] as well as developing policies, collecting data, providing annual reports and conducting transportation studies.

Goals:

- Sustain over \$4.5 million in annual federal funding streams that support local planning and capital improvement projects by completing 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.
- Ensure projects are delivered on time and on budget by conducting 4 Quarterly Project Tracking meetings for all jurisdictional multimodal federal aid projects in Q1, Q2, Q3, and Q4.
- Leverage 100% of available federal and state funding used to support regional transportation projects as required by the Transportation Improvement Program by end of Q2.
- Publish an Annual Crash Report by end of Q1 to track fatalities and other serious traffic-related crashes for the prior calendar year.

<b>Metropolitan Development Organization (MPO) Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	157,503	159,803	1.74	120000
200 - Supplies	660	692		
300 - Other Services	98,216	14,578		
400 - Capital Outlays	0	2,400		
<b>Total</b>	<b>256,379</b>	<b>177,473</b>		

**Fund: General**

**Administration and Operations**

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

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

Goals:

- Log a minimum of 16 hours of technical training each for at least 8 P&T staff to improve staff proficiencies on the use of new community development, financial management, and/or GIS Arc Pro software.

<b>Technical Training and Accountability Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	115,624	123,067	1.34	17
200 - Supplies	1,320	1,384		
300 - Other Services	20,462	29,157		
400 - Capital Outlays	0	4,800		
<b>Total</b>	<b>137,406</b>	<b>158,407</b>		

**Fund: General**

**Community Engagement/Boards and Commissions**

*Activity Description:* Provide professional and wide-range support, including direct staff support, serving on a board or commission, and/or regularly attending and presenting to appointed members of a board or commission, to 15 city boards and commissions, including: Bicycle and Pedestrian Safety Commission, Board of Zoning Appeals, Common Council, Community Development Block Grant Citizen Advisory Committee, Development Review Committee, Environmental Commission, Hearing Officer, MPO Citizens Advisory Committee, MPO Policy Committee, MPO Technical Advisory Committee, Parking Commission, Plan Commission, Plat Committee, Traffic Commission, and Utilities Service Board. Conduct research and analysis, make recommendations, prepare meeting documents, guide the decision-making process, and, in some cases, take minutes.

Goals:

- Prepare and send a minimum of 50 packets with agendas, minutes and other support materials to members of the Plan Commission, Board of Zoning Appeals, Hearing Officer, Plat Committee, and MPO Policy, Technical and Citizen Advisory Committees at least 3 days prior to the respective meetings.
- Summarize the total vote records of the Plan Commission, Board of Zoning Appeals, Policy Committee, and Common Council by approve or deny compared with respective staff recommendations and the overall goal of at least 80% acceptance by Q4.

<b>Community Engagement Boards &amp; Commissions Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	329,573	358,179	3.90	85
200 - Supplies	2,640	2,768		
300 - Other Services	8,185	29,157		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>340,398</b>	<b>390,103</b>		

**Fund: General**

**Total Departmental Budget by Fund**

<b>Category</b>	<b>General Fund</b>	<b>Alternative Transport</b>	<b>Total</b>
1	1,546,598		1,546,598
2	13,838		13,838
3	291,567	0	291,567
4	48,000	0	48,000
<b>Total</b>	<b>1,900,003</b>	<b>0</b>	<b>1,900,003</b>

**2024 Budget Request Highlights**

**Category 1 - Personnel** request is \$1,546,598. There is a 4% increase of \$58,968 in this category.

**Category 2 – Supplies** request is \$13,838. There is a 5% increase of \$636 in this category.

**Category 3 - Other Services** request is \$291,567. This is a significant -29% decrease of -\$117,666 in this category.

**Category 4 - Capital Outlays** request is \$48,000. This is a significant 100% increase of \$48,000 in this category.

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

**Conclusion**

The Planning & Transportation Department continues to carry out essential projects and services for the City of Bloomington in a responsible and efficient manner. Staff administers new development activity consistent with City goals, provides staff support to City Boards and Commissions, provides a means for public engagement, and anticipates transportation, land use, and other planning policy changes needed to keep Bloomington a sustainable, equitable, and progressive community.



**CITY OF BLOOMINGTON**

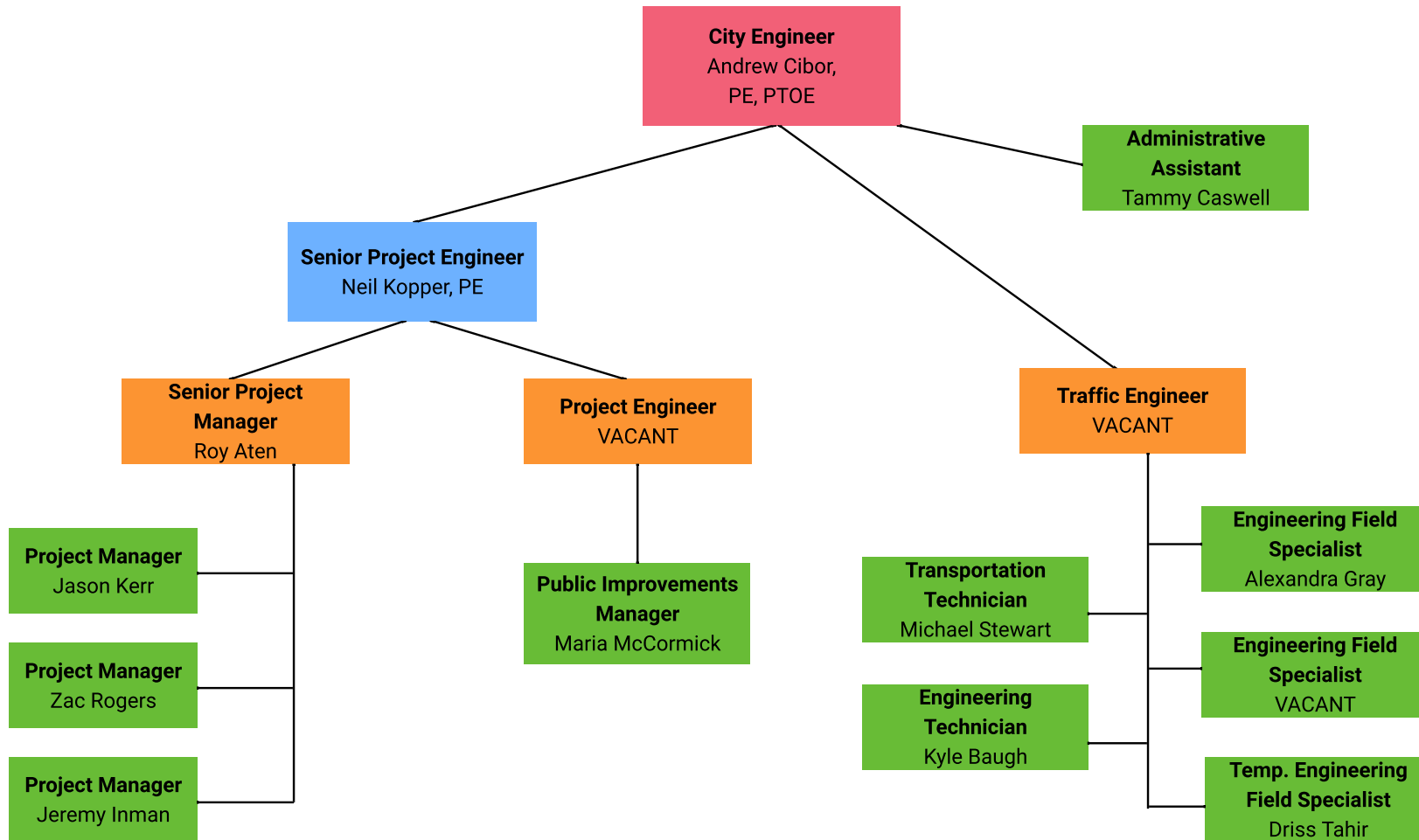
	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 13 - Planning</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	1,430,388	767,570	797,060	1,013,775	1,062,168	48,393	4.77%
	51120	Salaries and Wages - Temporary	6,330	5,202	-	9,000	9,000	-	0.00%
	51210	FICA	104,976	57,238	59,455	78,242	81,944	3,702	4.73%
	51220	PERF	203,115	108,324	112,923	143,955	150,828	6,872	4.77%
	51230	Health and Life Insurance	371,124	214,110	214,110	229,398	229,398	-	0.00%
	51320	Other Personal Services -DC Match	-	-	-	13,260	13,260	-	0.00%
<b>Total: Personnel Services</b>			<b>2,115,933</b>	<b>1,152,444</b>	<b>1,183,548</b>	<b>1,487,630</b>	<b>1,546,598</b>	<b>58,968</b>	<b>3.96%</b>
Supplies									
	52110	Office Supplies	703	931	841	2,025	2,150	125	6.17%
	52240	Fuel and Oil	1,294	202	552	3,977	4,488	511	12.85%
	52410	Books	400	1,045	410	500	500	-	0.00%
	52420	Other Supplies	47,135	1,558	6,239	6,300	6,300	-	0.00%
	52430	Uniforms and Tools	-	199	732	400	400	-	0.00%
<b>Total: Supplies</b>			<b>49,532</b>	<b>3,935</b>	<b>8,774</b>	<b>13,202</b>	<b>13,838</b>	<b>636</b>	<b>4.82%</b>
Other Services and Charges									
	53160	Instruction	1,904	4,852	3,435	11,610	11,610	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	92,764	12,385	2,709	-	-	-	N/A
	53210	Telephone	4,823	5,357	5,881	6,850	6,850	-	0.00%
	53220	Postage	-	-	-	50	50	-	0.00%
	53230	Travel	1,728	1,469	5,214	12,700	12,700	-	0.00%
	53240	Freight / Other	-	15	-	75	75	-	0.00%
	53310	Printing	7,504	654	1,288	1,000	1,500	500	50.00%
	53320	Advertising	3,982	329	1,619	1,225	1,725	500	40.82%
	53620	Motor Repairs	15,106	4,310	1,668	1,293	1,407	114	8.82%
	53630	Machinery and Equipment Repairs	-	-	-	2,500	2,500	-	0.00%
	53830	Bank Charges	3,105	1,201	1,403	5,000	5,000	-	0.00%
	53910	Dues and Subscriptions	6,253	5,172	4,513	6,030	6,030	-	0.00%
	53940	Temporary Contractual Employee	1,324	-	4,625	3,000	3,000	-	0.00%
	53960	Grants	2,400	-	2,400	2,400	2,400	-	0.00%
	53990	Other Services and Charges	200,641	128,316	73,145	355,500	236,720	(118,780)	-33.41%
<b>Total: Other Services and Charges</b>			<b>341,533</b>	<b>164,061</b>	<b>107,899</b>	<b>409,233</b>	<b>291,567</b>	<b>(117,666)</b>	<b>-28.75%</b>
Capital Outlays									
	54310	Improvements Other Than Building	336,808	252,050	10,936	-	-	-	N/A
	54440	Motor Equipment	-	-	-	-	48,000	48,000	N/A
<b>Total: Capital Outlays</b>			<b>336,808</b>	<b>252,050</b>	<b>10,936</b>	<b>-</b>	<b>48,000</b>	<b>48,000</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 2,843,806</b>	<b>\$ 1,572,490</b>	<b>\$ 1,311,156</b>	<b>\$ 1,910,065</b>	<b>\$ 1,900,003</b>	<b>\$ (10,062)</b>	<b>-0.53%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 454 - Alternative Transport (S6301)</b>									
<u>Expenditures</u>									
<b>Department: 13 - Planning</b>									
Other Services and Charges									
	53110	Engineering and Architectural	17,571	110,229	-	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>17,571</b>	<b>110,229</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Capital Outlays									
	54310	Improvements Other Than Building	270,427	177,624	87,647	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>270,427</b>	<b>177,624</b>	<b>87,647</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>287,998</b>	<b>287,854</b>	<b>87,647</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 601 - Cumulative Capital Devlp (S2391)</b>									
<u>Expenditures</u>									
<b>Department: 13 - Planning</b>									
Other Services and Charges									
	53110	Engineering and Architectural	82,310	24,895	-	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>82,310</b>	<b>24,895</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Capital Outlays									
	54310	Improvements Other Than Building	934,177	149,781	63,911	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>934,177</b>	<b>149,781</b>	<b>63,911</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,016,487</b>	<b>\$ 174,676</b>	<b>\$ 63,911</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>



# Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Andrew Cibor, City Engineer  
**Date:** August 25, 2023

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## Why We Exist

The mission of the Engineering Department is to serve the community by overseeing use of the public right-of-way. This effort includes permitting and inspecting the work done in the right-of-way by other entities, managing the City's capital infrastructure projects, and making data-driven decisions regarding transportation operations. The Department improves the safety, mobility, and accessibility of the multimodal transportation system by requiring high-quality work supporting the vision and goals of the City's adopted plans. The Department is dedicated to fostering a welcoming and positive work environment, upholding the highest ethical standards, striving for continual improvement, and working collaboratively with both internal and external stakeholders.

## Background

The Engineering Department was established as a standalone department in 2021 and coordinates particularly closely with both Planning & Transportation and Public Works. The Engineering Department continues to be intentional in its development as demonstrated by acts such as the establishment of a new organizational structure proposed in the 2024 budget. The 14.8 full-time equivalent (FTE) employee Department will comprise two divisions: Capital Projects and Operations. The work of these divisions is described further below.

Industry trends continue to reflect increasing material costs and higher overall construction costs. As an example, between the first quarter of 2021 and the fourth quarter of 2022 the Federal Highway Administration's (FHWA's) national highway construction cost index increased approximately 45%. Additionally, recent trends created a very competitive labor market which

contributed to a 58% turnover rate in Department staff since last year. On top of turnover of preexisting positions, an additional Project Manager position was gained through Council's approval of the 2023 midyear salary ordinance and a long-term temporary Engineering Field Specialist position was added to support the increased use of the public right way as a result major projects such as the Hoosier Fiber Network citywide project. The Department has also been active in supporting the Redevelopment Commission (RDC) and City of Bloomington Capital Improvement, Inc. (CBCI) through some major milestones with the formation of the Hopewell neighborhood. The Department is also engaged in citywide efforts to capitalize on the evolving landscape of new external funding sources such as the national Bipartisan Infrastructure Law (BIL).

**Sustainability and Climate Action**

In accordance with the City's Comprehensive Plan, the Engineering Department "emphasizes public transit, walking, and biking to enhance options to reduce our overall dependence on the automobile." Additionally, consistent with the City's Climate Action Plan the Department is involved with the "implementation of Complete Streets and a connected system of transit, bike and pedestrian infrastructure along with emphasis on neighborhood design that supports density and walkability." This emphasis is intended to reduce the City's overall transportation emissions. The Engineering Department works closely with City of Bloomington Utilities to identify opportunities to utilize green stormwater infrastructure, the Parks and Recreation Department to optimize opportunities for street trees within transportation projects, and the Public Works Department to optimize signal timing to reduce emissions.

**Diversity, Equity, and Inclusion**

The Engineering Department works to provide infrastructure for people of all ages and abilities using all modes of transportation. This work includes improving accessibility for people with disabilities and providing transportation options for people who do not own, either by choice or necessity, a personal motor vehicle. The Department also considers geographic area when prioritizing capital projects and uses data and plans such as Complete Street Scoring, the Transportation Plan, and infrastructure age/condition to ensure that limited resources are equitably distributed throughout the City.

**Engineering Department 2024 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	-	947,342	1,027,147	1,094,912	1,345,899	250,986	22.9%
200 - Supplies	-	4,488	12,564	45,694	29,253	(16,441)	-36.0%
300 - Other Services	-	182,410	66,580	222,706	88,284	(134,422)	-60%
400 - Capital Outlays	-	482,537	1,429,127	3,350,760	1,626,700	(1,724,060)	-51%
<b>Total</b>	<b>-</b>	<b>1,616,777</b>	<b>2,535,419</b>	<b>4,714,072</b>	<b>3,090,136</b>	<b>(1,623,937)</b>	<b>-34%</b>

\*This budget summary table reflects no allocations in 2020 given the Engineering Department was created in 2021.

**2024 Activity Descriptions and Goals**

**Administration, Technical Training, and Accountability**

*Activity Description:* Oversee and lead a team of 14.8 full-time equivalent employees in delivering high-quality services. Invest in staff through training and conferences regarding technical resources (e.g., permit management software), evolving transportation engineering best practices (e.g., temporary traffic control), and regulatory frameworks and requirements (e.g., bidding and contract requirements). Ensure transparent operations by providing data and project information on the City website, facilitating monthly internal citywide project coordination meetings, and participating in monthly coordination meetings with Indiana University Capital Planning & Facilities.

Goals:

- Conduct annual departmental strategic retreat.
- Implement a new departmental organizational structure by March 2024.
- Fill the new regular full-time Traffic Engineer position by March 2024.
- Improve staff proficiency through at least an average of 16 hours of technical training annually for each staff member.
- Send at least 1 staff member to a national-level transportation or civil engineering conference to maintain knowledge of current best practices.
- Retain all required certifications including Professional Engineer licenses.
- Create and update websites for all active department-led infrastructure projects.

<b>Administration, Technical Training, &amp; Accountability Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	92,682	119,420	1.55	85,000
200 - Supplies	6,854	4,388		
300 - Other Services	66,812	26,485		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>166,348</b>	<b>150,293</b>		

**Fund: General**

**Community Engagement/Boards and Commissions**

*Activity Description:* Provide professional and wide-range support, including direct staff support, serving on a board or commission, and/or coordinating with 16 city boards, commissions, councils, and committees. Conduct research and analysis, prepare staff reports and other meeting documents, and answer questions and make recommendations. Coordinate with the CBCI in the implementation of the Bloomington Hospital Site Redevelopment Master Plan.

Goals:

- Present regular staff recommendations to boards, councils, and/or commissions with the goal of 90% acceptance/approval for all substantial Department-initiated requests by the board or commission.
- Attend or organize a minimum of 4 community meetings to discuss city projects or initiatives.

<b>Community Engagement/Boards &amp; Commissions Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	97,304	114,206	1.25	All City Staff
200 - Supplies	2,285	1,463		
300 - Other Services	11,135	4,414		
400 - Capital Outlays	167,538	81,335		
<b>Total</b>	<b>278,262</b>	<b>201,418</b>		

**Fund: General, Other**

**Capital Projects**

*Activity Description:* Improve transportation safety, accessibility, efficiency, equity and sustainability through multimodal transportation infrastructure projects. Oversee and monitor the design, right-of-way acquisition, bidding, construction and operation of these projects. Coordinate with the Planning and Transportation Department to implement the Transportation Plan and to ensure that projects support the goals of the City’s Comprehensive Plan and the Climate Action Plan. Coordinate with the Public Works, Parks and Recreation, and Utility Departments on maintenance needs in project development and future maintenance budget planning. Ensure that all work is consistent with applicable City plans, engineering principles, safety standards and accessibility requirements.

Goals:

- Using guidance from the Comprehensive Plan, Transportation Plan, Climate Action Plan, and Transportation Demand Management Plan, prioritize capital improvement funding requests by July 31 for consideration for the 2025 annual budget.
- Track change order costs and ensure that 90% of awarded construction contracts for major City projects stay under 105% of the bid amount upon final closeout.
- Monitor and actively manage construction project schedules to ensure 90% of construction contracts awarded are substantially completed no more than 30 days after the timelines specified in the bid packets.
- Oversee the completion of the Hopewell Phase 1 East site improvement construction project.
- Award and manage more than 15 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 2023 fiscal year by April 30 to assist the Controller's Office.

- Coordinate with the Planning and Transportation Department regarding design, permitting, and construction of development projects.
- 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.

<b>Capital Project Services Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	442,733	546,205	6.10	85,000
200 - Supplies	18,278	11,701		
300 - Other Services	100,218	39,728		
400 - Capital Outlays	3,183,222	1,545,365		
<b>Total</b>	<b>3,744,451</b>	<b>2,142,999</b>		

**Fund: General, Other**

**Operations**

*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. 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 internal and external stakeholders. Identify and guide necessary updates to the Bloomington Municipal Code for Title 12 (Streets, Sidewalks and Storm Sewers) and Title 15 (Vehicles and Traffic). Collect and analyze traffic counts and crash data for all modes of transportation to guide decisions on project priorities and designs. Maintain the City's construction standards and specifications and ensure that all work is consistent with those documents as well as other applicable City plans, engineering principles, safety standards and accessibility requirements.

Goals:

- Review and take action on at least 90% of all permits requested for right of way use and outdoor seating (approximately 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 appropriately resolve at least 95% of any observed violations.
- Collect at least 40 traffic volume counts and upload data into the City's online Transportation Data Management System and B-Clear.
- Oversee the implementation of the Citywide Signal Retiming Project and evaluation of a smart city traffic signal system.

Right of Way Management Services Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	462,194	566,067	5.90	85,000
200 - Supplies	18,278	11,701		
300 - Other Services	44,541	17,657		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>525,013</b>	<b>595,425</b>		

Fund: General, Other

### Total Departmental Budget by Fund

Category	General Fund	Alternative Transport	Cumulative Capital Devlp	Total
1	1,345,899			1,345,899
2	29,253			29,253
3	88,284	0	0	88,284
4	475,700	157,000	994,000	1,626,700
<b>Total</b>	<b>1,939,136</b>	<b>157,000</b>	<b>994,000</b>	<b>3,090,136</b>

### 2024 Budget Proposal Highlights

The total budget request from the Engineering Department is \$3,030,928. Listed below are some highlights of significance.

**Category 1 – Personnel** request is \$1,345,899 which is a 22.9% increase compared to 2023. This increase primarily reflects a cost of living adjustment to base salaries, the addition of a new Traffic Engineer position, and an increase in hours to the Administrative Assistant position.

**Category 2 – Supplies** request is \$29,253. This number is 36% less than the 2023 budget given the 2023 Engineering Department budget reflected a significant increase in additional supplies such as iPads and new construction material testing equipment.

**Category 3 – Other Services & Charges** request is \$88,284. This value is 60% smaller than 2023 due to the Department’s ability to secure a couple professional service contracts in 2023 that are anticipated to continue through the 2024 calendar year and a shift of engineering design funds to Category 4 - Capital Outlays.

**Category 4 - Capital Outlays** request is \$1,626,700, which is a decrease of 51% compared to 2023. The decrease is in large part due to the lack of American Rescue Plan Act (ARPA) funds in the 2024 budget request. The Department’s capital outlay value primarily represents investment in the Priority Bicycle Facilities Network and pedestrian crosswalk enhancements. For some projects these funds represent a local match to leverage larger federal funding sources. Other projects

managed by the Department utilize Tax Increment Financing (TIF) funding or previously allocated bond funding.

**Conclusion**

The budget presented in this memorandum will allow the Engineering Department to continue maintaining and improving the transportation network's safety, accessibility, efficiency, equity and sustainability. Thank you for your consideration of our 2024 department budget request.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 07 - Engineering</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	-	651,853	701,658	758,001	903,676	145,675	19.22%
	51120	Salaries and Wages - Temporary	-	-	4,335	-	55,000	55,000	N/A
	51210	FICA	-	46,622	50,398	57,987	73,339	15,352	26.47%
	51220	PERF	-	91,853	99,468	107,636	128,322	20,686	19.22%
	51230	Health and Life Insurance	-	157,014	171,288	161,928	175,422	13,494	8.33%
	51320	Other Personal Services -DC Match	-	-	-	9,360	10,140	780	8.33%
<b>Total: Personnel Services</b>			<b>-</b>	<b>947,342</b>	<b>1,027,147</b>	<b>1,094,912</b>	<b>1,345,899</b>	<b>250,986</b>	<b>22.92%</b>
Supplies									
	52110	Office Supplies	-	584	521	1,510	1,660	150	9.93%
	52240	Fuel and Oil	-	922	1,301	2,167	1,918	(249)	-11.49%
	52410	Books	-	-	-	1,075	1,075	-	0.00%
	52420	Other Supplies	-	2,917	10,090	38,942	22,600	(16,342)	-41.96%
	52430	Uniforms and Tools	-	65	652	2,000	2,000	-	0.00%
<b>Total: Supplies</b>			<b>-</b>	<b>4,488</b>	<b>12,564</b>	<b>45,694</b>	<b>29,253</b>	<b>(16,441)</b>	<b>-35.98%</b>
Other Services and Charges									
	53160	Instruction	-	1,753	878	6,100	6,100	-	0.00%
	53210	Telephone	-	4,553	4,236	9,035	9,330	295	3.27%
	53220	Postage	-	133	-	200	200	-	0.00%
	53230	Travel	-	-	1,849	3,220	3,750	530	16.46%
	53240	Freight / Other	-	61	125	130	195	65	50.00%
	53310	Printing	-	296	175	500	500	-	0.00%
	53320	Advertising	-	887	1,977	2,000	2,500	500	25.00%
	53620	Motor Repairs	-	11,185	11,452	10,571	12,219	1,648	15.59%
	53830	Bank Charges	-	856	1,043	1,200	1,440	240	20.00%
	53910	Dues and Subscriptions	-	1,628	1,349	2,340	2,540	200	8.55%
	53990	Other Services and Charges	-	15,403	43,497	104,210	49,510	(54,700)	-52.49%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>36,755</b>	<b>66,580</b>	<b>139,506</b>	<b>88,284</b>	<b>(51,222)</b>	<b>-36.72%</b>
Capital Outlays									
	54110	Land Purchase	-	340,615	636,422	-	-	-	N/A
	54310	Improvements Other Than Building	-	137,884	319,018	376,260	432,700	56,440	15.00%
	54440	Motor Equipment	-	-	-	-	43,000	43,000	N/A
<b>Total: Capital Outlays</b>			<b>-</b>	<b>478,499</b>	<b>955,440</b>	<b>376,260</b>	<b>475,700</b>	<b>99,440</b>	<b>26.43%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ 1,467,083</b>	<b>\$ 2,061,732</b>	<b>\$ 1,656,372</b>	<b>\$ 1,939,136</b>	<b>\$ 282,763</b>	<b>17.07%</b>

**CITY OF BLOOMINGTON**

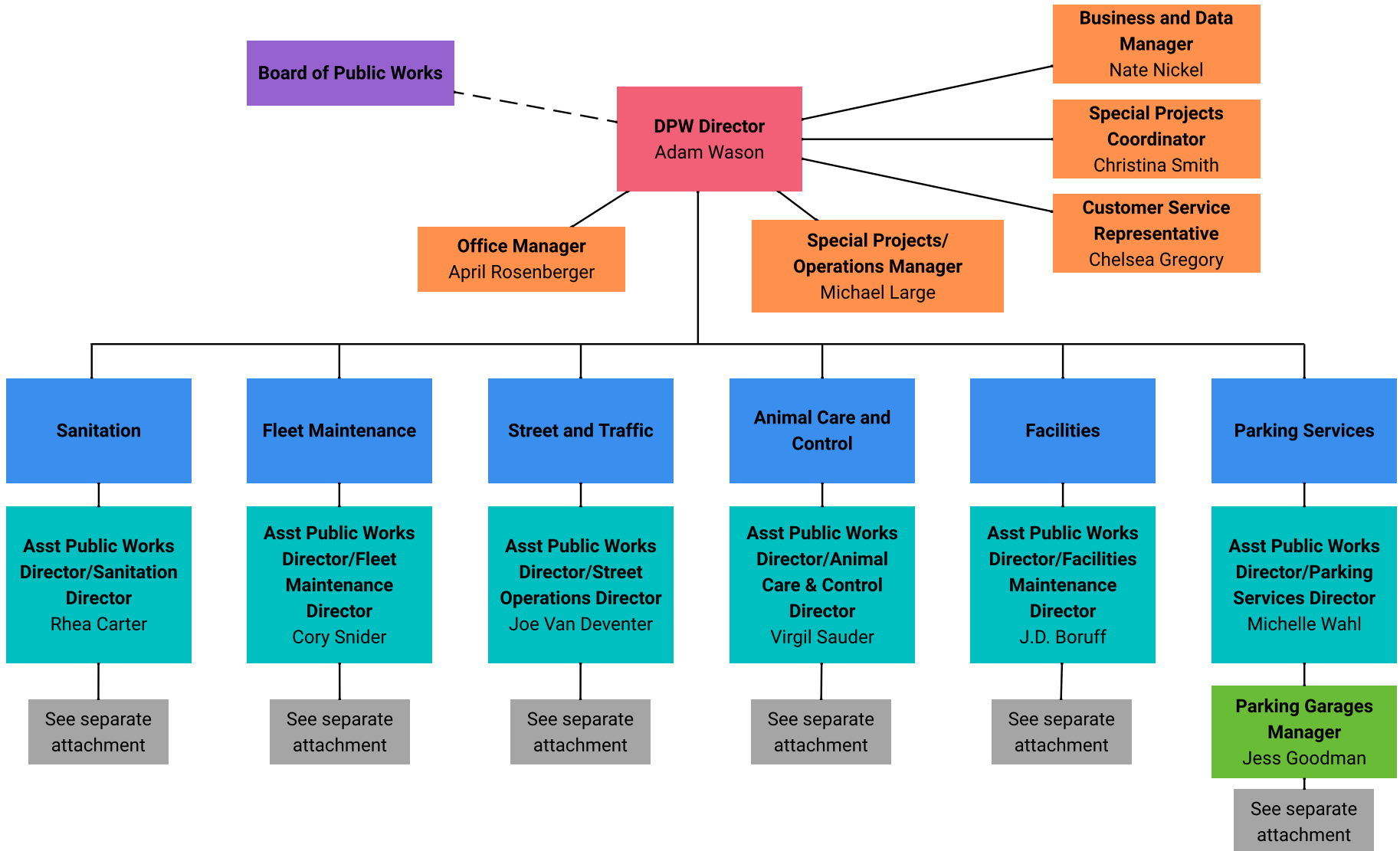
	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 454 - Alternative Transport (S6301)</b>									
<u>Expenditures</u>									
<b>Department: 07 - Engineering</b>									
Other Services and Charges									
	53110	Engineering and Architectural	-	-	-	83,200	-	(83,200)	-100.00%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>83,200</b>	<b>-</b>	<b>(83,200)</b>	<b>-100.00%</b>
Capital Outlays									
	54310	Improvements Other Than Building	-	4,038	259,862	104,500	157,000	52,500	50.24%
<b>Total: Capital Outlays</b>			<b>-</b>	<b>4,038</b>	<b>259,862</b>	<b>104,500</b>	<b>157,000</b>	<b>52,500</b>	<b>50.24%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ 4,038</b>	<b>\$ 259,862</b>	<b>\$ 187,700</b>	<b>\$ 157,000</b>	<b>\$ (30,700)</b>	<b>-16.36%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 07 - Engineering</b>									
Capital Outlays									
	54310	Improvements Other Than Building	-	-	68,387	1,783,000	-	(1,783,000)	-100.00%
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>68,387</b>	<b>1,783,000</b>	<b>-</b>	<b>(1,783,000)</b>	<b>-100.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 68,387</b>	<b>\$ 1,783,000</b>	<b>\$ -</b>	<b>\$ (1,783,000)</b>	<b>-100.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 601 - Cumulative Capital Devlp (S2391)</b>									
<u>Expenditures</u>									
<b>Department: 07 - Engineering</b>									
Capital Outlays									
	54110	Land Purchase	-	-	-	10,000	10,000	-	0.00%
	54310	Improvements Other Than Building	-	145,655	145,439	1,077,000	984,000	(93,000)	-8.64%
<b>Total: Capital Outlays</b>			<b>-</b>	<b>145,655</b>	<b>145,439</b>	<b>1,087,000</b>	<b>994,000</b>	<b>(93,000)</b>	<b>-8.56%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ 145,655</b>	<b>\$ 145,439</b>	<b>\$ 1,087,000</b>	<b>\$ 994,000</b>	<b>\$ (93,000)</b>	<b>-8.56%</b>





**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 02 - Public Works</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	345,418	354,889	383,261	408,796	429,137	20,340	4.98%
	51120	Salaries and Wages - Temporary	10,241	6,407	6,193	12,480	12,480	-	0.00%
	51210	FICA	25,556	25,869	28,110	32,228	33,784	1,556	4.83%
	51220	PERF	48,082	49,499	53,546	57,155	60,043	2,888	5.05%
	51230	Health and Life Insurance	81,363	75,657	85,644	80,964	80,964	-	0.00%
	51320	Other Personal Services -DC Match	-	-	-	4,680	4,680	-	0.00%
<b>Total: Personnel Services</b>			<b>510,660</b>	<b>512,321</b>	<b>556,753</b>	<b>596,303</b>	<b>621,087</b>	<b>24,784</b>	<b>4.16%</b>
Supplies									
	52110	Office Supplies	2,710	651	1,254	2,800	2,800	-	0.00%
	52240	Fuel and Oil	1,332	2,590	3,674	5,106	4,414	(692)	-13.55%
	52330	Street , Alley, and Sewer Material	132,887	132,887	132,887	132,887	132,887	-	0.00%
	52420	Other Supplies	677	2,886	5,255	5,000	75,000	70,000	1400.00%
<b>Total: Supplies</b>			<b>137,606</b>	<b>139,014</b>	<b>143,069</b>	<b>145,793</b>	<b>215,101</b>	<b>69,308</b>	<b>47.54%</b>
Other Services and Charges									
	53160	Instruction	457	2,174	7,496	26,425	20,000	(6,425)	-24.31%
	53170	Mgt. Fee, Consultants, and Workshops	40,000	36,194	92,715	70,000	150,000	80,000	114.29%
	53210	Telephone	2,501	2,838	3,506	3,940	3,940	-	0.00%
	53230	Travel	-	-	1,680	6,500	6,500	-	0.00%
	53320	Advertising	1,750	-	-	1,800	1,800	-	0.00%
	53410	Liability / Casualty Premiums	341,993	425,402	432,512	522,657	601,056	78,399	15.00%
	53420	Worker's Comp & Risk	342,274	342,274	380,594	342,274	465,192	122,918	35.91%
	53620	Motor Repairs	9,207	11,675	6,952	11,397	10,025	(1,372)	-12.04%
	53630	Machinery and Equipment Repairs	-	-	-	500	500	-	0.00%
	53650	Other Repairs	-	1,000	-	10,000	10,000	-	0.00%
	53710	Land Rental	1,574	1,689	1,721	2,700	2,900	200	7.41%
	53830	Bank Charges	986	865	321	36,000	36,000	-	0.00%
	539010	Inter-Fund Transfers	-	1,000,000	-	-	-	-	N/A
	53910	Dues and Subscriptions	1,900	2,360	3,120	3,100	3,100	-	0.00%
	53940	Temporary Contractual Employee	550	-	5,979	1,560	51,625	50,065	3209.29%
	53960	Grants	-	-	11,550	-	-	-	N/A
	53990	Other Services and Charges	33,469	157,045	279,920	142,000	147,000	5,000	3.52%
<b>Total: Other Services and Charges</b>			<b>776,660</b>	<b>1,983,516</b>	<b>1,228,065</b>	<b>1,180,853</b>	<b>1,509,638</b>	<b>328,785</b>	<b>27.84%</b>
Capital Outlays									
	54310	Improvements Other Than Building	50,000	601,284	140,084	-	-	-	N/A
	54510	Other Capital Outlays	11,712	209,079	71,152	135,000	135,000	-	0.00%
	549010	Inter-Fund Transfers	202,500	202,500	202,500	202,500	202,500	-	0.00%
<b>Total: Capital Outlays</b>			<b>264,212</b>	<b>1,012,863</b>	<b>413,736</b>	<b>337,500</b>	<b>337,500</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,689,137</b>	<b>\$ 3,647,714</b>	<b>\$ 2,341,623</b>	<b>\$ 2,260,449</b>	<b>\$ 2,683,326</b>	<b>\$ 422,877</b>	<b>18.71%</b>



**DEPARTMENT OF  
PUBLIC WORKS •  
ADMINISTRATION**

**2024 BUDGET  
PROPOSAL**

## Memorandum

**TO:** Members of the City of Bloomington Common Council  
**FROM:** Adam Wason, Public Works Director  
**Date:** August 25, 2023

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### **Why We Exist**

The Department of Public Works Administrative Division directs the daily, strategic and financial operations of 6 separate divisions that provide essential municipal infrastructure, services and operations to visitors and residents of Bloomington: Animal Care & Control, Facilities Maintenance, Fleet Maintenance, Parking Services, Sanitation and Street.

The Department of Public Works Administrative Division also supports the Board of Public Works, which is the chief administrative body of the City and has control of the day-to-day operations of the Department of Public Works.

### **Background**

The Department of Public Works Administrative Division has 6 full-time employees and 3 Board of Public Works members who are compensated, per municipal code. It serves a population of 85,000 people and provides administrative support for the 6 divisions, as well as for the City's Board of Public Works.

The Department of Public Works Administrative Division provides core services and activities to both the public and internal City of Bloomington customers. This includes maintaining a continuous front desk presence in the City Hall Atrium to answer the main phone lines, greet visitors and connect them to the appropriate City departments or resources. Staff also facilitate important internal activities such as sorting and metering the daily mail, receiving packages,

assigning uReports requests, handling claims, processing financial invoices and purchase orders, paying bills, etc.

The Board of Public Works conducts bi-weekly work sessions and meetings. Staff prepares agendas and packets and facilitates the work sessions and meetings, as well as host the meetings via virtual platforms for greater public access and participation. Staff also oversees the planning, coordination and safe execution of the special events in the community that are presented and approved by the Board of Public Works.

The Board of Public Works has approved over 20 special events so far this year, including dozens of neighborhood events and larger ones such as the International Festival, Indiana University Carnival, Granfalloon Mainstage Music and Handmade Market, Banneker Block Party, the 4th of July parade, Bloomington Pridefest and the 4th Street Festival of the Arts. Upcoming special events that the Board of Public Works expects to hear later this year include the Little 500 Street Sprints and Lotus World Music & Arts Festival.

### **2024 Budget Highlights**

The Department of Public Works Administrative Division is committed to maintaining critical daily operations and delivering essential services to residents and visitors to the community alike. Highlights include:

- Serve the public by welcoming all guests to City Hall at the front desk and directing them to appropriate City departments or government services, as well as providing a professional response to all that call the main City switchboard telephone line.
- Now that phases 1 and 2 are completed, begin focusing on phase 3 of the American Public Works Association (APWA) Agency Accreditation Program.
- Visit at least 2 other midwestern communities that have achieved accreditation status from the American Public Works Association (in 2022 staff visited the City of Fishers, the only Indiana municipality currently accredited).
- Expand the use of data analytics from various software platforms across all Public Works divisions to make better informed operational and financial decisions that can help improve the quality of public services that are delivered to the community.
- Complete a comprehensive, city-wide, enhanced infrastructure condition assessment analysis specifically targeted to the sidewalk network and import all collected data into the City's asset management software system.
- Continue moving towards a citywide Light Emitting Diode (LED) street lighting inventory by annually replacing 40 of the oldest legacy high pressure sodium vapor lights (approximately 1.5% of the current remaining inventory of 2,777 high pressure sodium lights every year) that consume large amounts of energy with modern and energy efficient LED technologies.
- Expand the knowledge and experience base for the Public Works Department by having a minimum of 4 staff members attend local, state, and national conferences or professional development events. This increase will allow for greater exposure to best management practices being implemented by peer communities around the nation and even internationally.

## **Sustainability and Climate Action**

Several projects and initiatives in the Public Works Department are currently underway, or have already been completed this year, that specifically target climate action. These include the following:

- Completely transitioning from gas powered to battery powered tools.
- Purchasing additional electric and hybrid technology vehicles for the fleet.
- Energy efficiency upgrades at facilities using HVAC digital controls and systems that better optimize energy use and meet current air quality standards.
- Converting legacy high pressure sodium street lights (that use large amounts of power) to modern and energy efficient LED technology.
- Keeping organic waste out of the trash stream through bi-weekly yard waste collection (34 tons collected so far this year).
- Utilizing fresh sidewalk, sidepath and accessible curb ramp condition infrastructure data to make targeted non-motorized transportation system improvements.

The Public Works Department will undertake a number of sustainability focused actions that will benefit the climate in 2024. A few examples to highlight from across all Public Works divisions include the following items and initiatives:

### **Administration:**

- Continue to convert older, legacy sodium vapor street lights to modern and efficient Light Emitting Diode (LED) technologies citywide, which will significantly lower energy use, carbon emissions, and the overall impact that City operations have on the environment (leverages Climate Action Plan Goal CE1-A-5).
- Collaborate with Duke Energy to install warm yellow bulb fixtures on all future LED conversions that will reduce the artificial light spectrum at night and minimize impacts to insects and the overall environment. (leverages Climate Action Plan Goal CE1-A-5).
- Initiate a detailed and comprehensive infrastructure condition assessment analysis that is specifically targeted to the City's entire sidewalk network. Utilize this data set to develop targeted financial investment and network improvement recommendations to enhance this critical multimodal transportation component (leverages Climate Action Plan Goal CE1-A-5).

### **Animal Care & Control:**

- Continue to participate in the City's facility composting program.
- Reusing bedding and linens for animal bedding that otherwise would end up in the landfill.
- Bundling Animal Control Officer runs (calls) when possible in order to decrease vehicle use.

### **Facilities Maintenance:**

- Continue to implement digital control systems for HVAC systems at Public Works Department maintained facilities that will provide the ability to program schedules that save

energy, monitor the efficiency of systems and negate vehicle trips by allowing for centralized control of systems in remote facilities (leverages Climate Action Plan Goal CE1-A-5).

- Solar installations on Public Works Department maintained facilities are expected to eliminate nearly 0.3 metric tons of carbon emissions in 2024 (leverages Climate Action Plan Goal CE1-A-5).

#### Fleet Maintenance:

- Replacing conventional gas powered vehicles in the City's fleet with EV or Hybrid Technology models (leverages Climate Action Plan Goal TL1-H-1)
- Construct a small parts inventory storage facility that is dedicated to first responder vehicles on-site to reduce vehicle trips and carbon emissions.
- Use a professional environmental services firm that will ensure that all compliance records are properly prepared and maintained for Indiana Department of Environmental Management testing and inspections of the City's underground fuel storage tanks.

#### Parking Services:

- Complete the final conversion of the Parking Enforcement fleet to all hybrid or electric vehicles in 2024-2025.

#### Sanitation:

- Promote "clean recycling" protocols and provide information to residents in order to reduce the amount of recyclable material that is being diverted to the landfill due to improper sorting or not being properly cleaned.
- Partner again with at least one Indiana University class to research and promote clean recycling practices to college students. Begin recycling education and outreach to Monroe County Community School Corporation students as well in 2024 (leverages Climate Action Plan Goal CE1-A-4).
- Provide a weekly curbside recycling service that continues to be one of the very few Indiana public agencies that still accepts glass items collection.
- Continue the biweekly yard waste curbside collection program that keeps organic waste out of the trash stream (1,005 tons collected in 2022, 34 tons to date in 2023). The Director of Innovation is currently working on a citywide composting pilot program that has the potential to further divert the amount of yard waste entering the trash stream.

#### Street:

- The Division has completely eliminated the curbside residential leafing program and is instead encouraging household mulching and composting. This will significantly reduce carbon emissions (the 1,000 Households Who Mulch Pilot Project completed in 2021-2022 through the City's Office of Innovation was estimated to reduce CO2 emissions by 11.1 metric tons on its own) and the associated fuel consumption needed for leafing vehicle operations.
- Investing in projects that focus on improving the non-motorized transportation network and help to lessen dependence on vehicular trips and allow better movement options for those

that do not own, or only have limited access to, a personal automobile. This includes repairing 6,000 linear feet of residential sidewalks, removing at least 1,000 sidewalk tripping hazards and completing a dedicated sidewalk infrastructure condition assessment.

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

The Department of Public Works Administrative Division is actively engaged in addressing diversity, equity and inclusion. During 2023 all Public Works Department staff members were enrolled in an on-line training curriculum that was selected by the City's Human Resources Department. Topics covered included learning about diversity, equity and inclusion, creating an inclusive workplace (with separate modules aimed at both personnel and managers), inclusive hiring and management and harassment prevention. Staff welcomed and assisted all guests to City Hall, many of whom were experiencing homelessness. On request, staff also acted as notary to the public at no charge, which is an important service for many legal or court documents and typically always requires a fee to complete at a private business.

Proposed initiatives and on-going projects to highlight for 2024 from across all divisions of the Public Works Department include the following:

#### **Administration:**

- Install additional LED streetlight conversions specifically targeted within the Crestmont neighborhood area (a federally designated Community Development Block Grant area); have completed a total of 55 in Crestmont since 2013.
- Serving the public by welcoming *all* guests to City Hall (regardless of their gender identity, race, age, ethnicity, nationality, health, ability status, religion, caste or sexual orientation) and directing them to appropriate City departments or governmental agencies to serve their needs, as well as providing a professional response to everyone that calls the main City switchboard telephone line.
- Offer notary services to the public in the City Hall atrium, at no charge.

#### **Animal Care & Control:**

- The animal foster program provides education, support and training to individuals within underserved communities at no cost to make fostering more accessible.

#### **Facilities Maintenance:**

- Conduct projects that enhance and maintain City Hall, which serves as an important place for community gatherings, public participation in local government and providing municipal support services.

#### **Fleet Maintenance:**

- Vehicles and equipment are maintained and kept operational to provide both a wide range of important municipal programs and services, as well as critical emergency response, to all of Bloomington's residents and visitors.

Parking Services:

- All parking enforcement, customer service and management staff will attend three customer service skills training sessions in order to better serve all residents and visitors that utilize parking services in the community.

Sanitation:

- Rate structure changes will be implemented to begin phasing out the General Fund subsidy, which will provide a more equitable funding source for this important municipal service.
- The “Flag Stop Program” provides an option for residents that are unable to move carts on their own to the appropriate location for collection due to a medical issue. For those enrolled in the program, Sanitation personnel bring the carts to the curb for collection and then replace them after pickup to their original location.

Street:

- Install at least 100 new or upgraded federal Americans with Disability Act compliant accessible sidewalk curb ramps during 2024 paving projects in order to increase transportation options for pedestrians that are experiencing mobility challenges.
- Replace at least 1,000 linear feet of sidewalks that are rated in poor condition as part of the Sidewalk Repair Assistance Program that is open only to qualifying income-based homeowners that live within a designated federal Community Development Block Grant boundary area.

**Department of Public Works-Administration 2024 Budget Summary**

Summary Budget Allocation	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	Change (\$)	Change (%)
100 - Personnel Services	510,660	512,321	556,753	596,303	621,087	24,784	4%
200 - Supplies	137,606	139,014	143,069	145,793	215,101	69,308	48%
300 - Other Services	776,660	1,983,516	1,228,065	1,180,853	1,509,638	328,785	28%
400 - Capital Outlays	264,212	1,012,863	413,736	337,500	337,500	-	0%
<b>Total</b>	<b>1,689,137</b>	<b>3,647,714</b>	<b>2,341,623</b>	<b>2,260,449</b>	<b>2,683,326</b>	<b>422,877</b>	<b>19%</b>

**2024 Activity Descriptions and Goals**

**Administration**

*Activity Description:* Develop and establish department policies and practices that result in improved public service delivery, efficient program management and good financial resource stewardship. Manage and supervise daily operations and financial management of the administrative office and other Public Works divisions.

Goals:

- Complete draft versions of all required policy and procedure documents for the APWA agency accreditation program in 2024.
- Replace a minimum 40 high pressure sodium vapor street lights with environmentally friendly LED technology in 2024.
- Convert at least 25 lights to LED fixtures specifically in the Crestmont neighborhood.

Administration Program Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	219,691	235,359	3.60	The City population of 85,000 plus thousands more visiting the community.
200 - Supplies	72,897	107,551		
300 - Other Services	649,469	754,819		
400 - Capital Outlays	337,500	337,500		
<b>Total</b>	<b>1,279,556</b>	<b>1,435,229</b>		

**Fund: General**

**Board of Public Works**

*Activity Description:* Provide administrative support for the Board of Public Works, which acts as the chief administrative body of the City and has oversight of Department of Public Works operations. Staff are also responsible for overseeing the planning, coordination and safety of all community special events that are presented and approved by the Board.

Goals:

- Collect annual year-end Board of Public Works statistics and report on the B-Clear data portal by the end of Q1.

Board of Public Works Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	247,936	245,166	3.75	The Board holds 25 meetings and 24 working sessions and serves the City population of 85,000.
200 - Supplies	36,448	53,775		
300 - Other Services	59,043	226,446		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>343,427</b>	<b>525,387</b>		

**Fund: General**

**Infrastructure Asset Management**

*Activity Description:* Develop and establish real-time data-collection practices, condition-index parameters, inspection cycles, preventative maintenance activities and work orders to manage and maintain public infrastructure assets to maximize their performance, cost effectiveness and expected life spans.



Goals:

- Complete a comprehensive, city-wide, enhanced infrastructure condition assessment analysis specifically targeted to the sidewalk network and import all collected data into the City’s asset management software system in 2024.

<b>Infrastructure Asset Management Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	43,938	45,764	0.70	A regional population of approximately 173,000 people, plus thousands more visiting the community.
200 - Supplies	0	0		
300 - Other Services	177,128	226,446		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>221,067</b>	<b>272,210</b>		

**Fund: General**

**City Hall Constituent Services**

*Activity Description:* Serve as the first point of contact to the public when they visit City Hall or call the main City switchboard. Manage all reservations for booking City Hall meeting rooms and pool vehicle/bicycle usage for official use by City employees.

Goals:

- Increase from 2 to 3 the number of staff members that hold and maintain a public notary certification in 2024.
- One staff member to attend the Leadership Bloomington program in 2024.
- A minimum of 4 staff members will attend either a national conference or a state/regional professional development event to stay current with best practices and cutting edge projects occurring in other communities.
- Conduct at least 2 out of state visits to municipalities that have already achieved APWA agency accreditation status.

<b>Constituent Services Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	84,738	94,797	1.45	The City population of 85,000 plus thousands more visiting the community.
200 - Supplies	36,448	53,775		
300 - Other Services	295,213	301,928		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>416,399</b>	<b>450,500</b>		

**Fund: General**

### Total Departmental Budget by Fund

Category	General Fund
1	621,087
2	215,101
3	1,509,638
4	337,500
<b>Total</b>	<b>2,683,326</b>

### **2024 Budget Request Highlights**

The Public Works Administrative Division's total general fund budget request is \$2,683,326. This is an increase of \$422,877.

**Category 1 – Personnel** request is \$621,087, which is an increase of \$24,784.

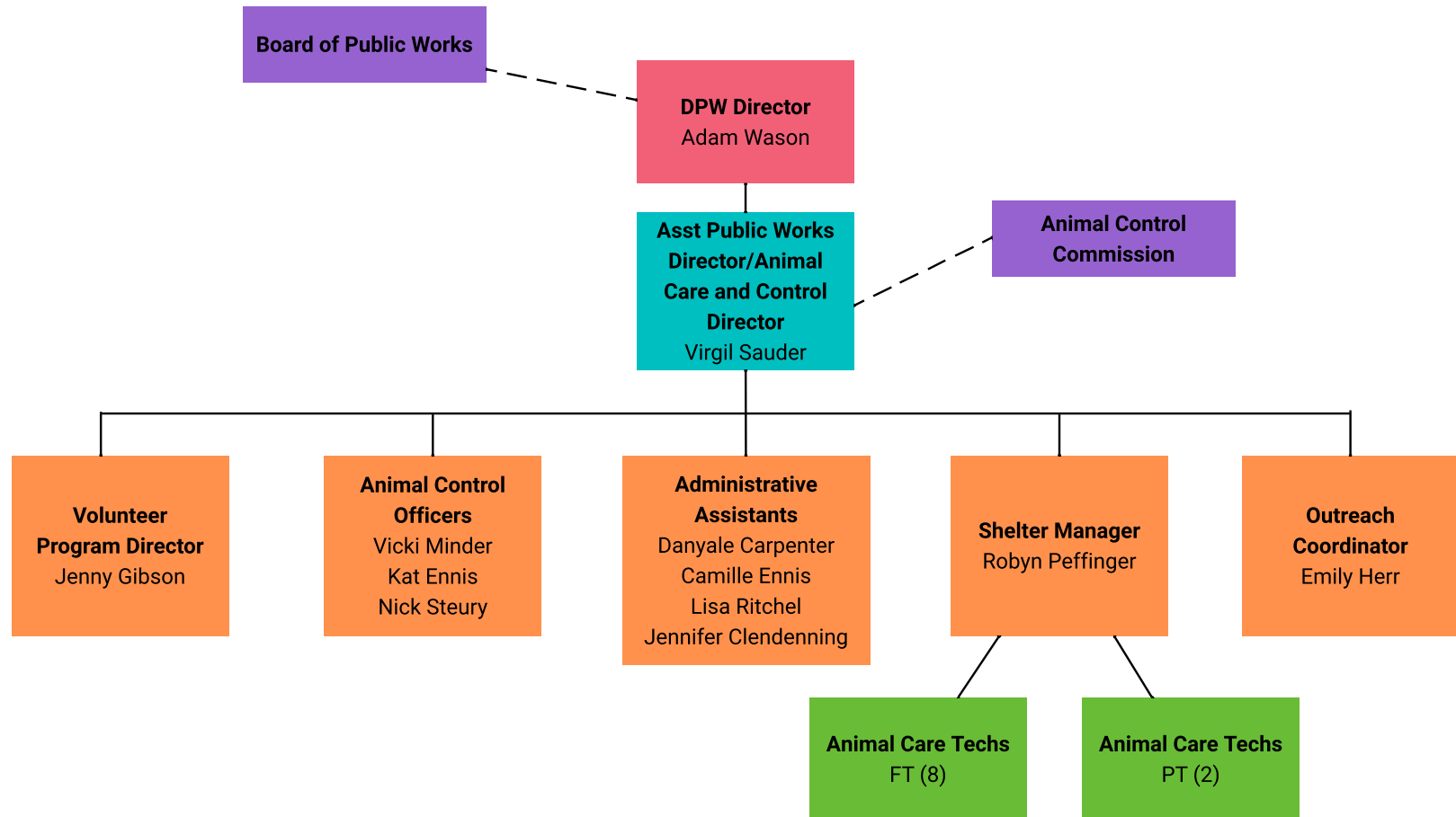
**Category 2 – Supplies** request is \$215,101, which is an increase of \$69,308. This increase is the result of added supplies needed for new sidewalk bicycle/scooter corrals and stations located throughout the downtown, as well as supplies needed to complete Innovation projects.

**Category 3 – Other Services & Charges** request is \$1,509,638, which is an increase of \$328,785. This increase is mostly the result of higher liability/casualty premiums and motor repair rates (per the Fleet Division), as well as adding additional temporary scooter enforcement personnel and further professional consulting services for both current public works facility assessments and planning for the future public works service center.

**Category 4 – Capital Outlays** request is \$337,500, no change from 2023.

### **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.





**DEPARTMENT OF PUBLIC  
WORKS • ANIMAL CARE  
AND CONTROL**

**2024 BUDGET  
PROPOSAL**

## Memorandum

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

**FROM:** Virgil Sauder, Assistant Public Works Director/Animal Care and Control Director  
Adam Wason, Director of Public Works

**Date:** August 25, 2023

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### **Why We Exist**

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

### **Background**

Animal Care and Control consists of 19.3 full-time employees and serves a population of 147,000, plus thousands more that visit the animal shelter annually. In 2022 the Animal Shelter provided shelter for 3,298 animals, of which 2,242 were adopted into new homes and 434 were reunited with their owners. Animals are primarily from the City and Monroe County sources. The 3 Animal Control Officers responded to a total of 1,767 service calls in 2022 (up 8% from 1,632 service calls in 2021).

The Interlocal agreement for animal shelter services between the City of Bloomington, the Town of Ellettsville and Monroe County continued in 2023. This agreement shares operational costs with these other governmental units for those animals that are surrendered to the animal shelter by non-City residents or brought in by Monroe County Sheriff's Animal Management Officers. In the

first half of 2023 the Animal Shelter provided shelter for 1,497 animals, of which 897 were adopted and 262 were reunited with their owners. Animal Control Officers responded to 840 service calls within City limits.

**2024 Budget Highlights**

Animal Care & Control will continue to provide essential services for animals and people in need in our community. 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 and bite prevention.
- Continue developing and expanding relationships with area agencies to provide owner support for alternatives to shelter surrenders, while maintaining appropriate long-term care of animals.
- Utilize volunteer and intern programs to fill in staffing gaps.
- Increase access to post-adoption and pre-surrender animal behavioral support.
- Continue to maintain and expand our robust foster program to include more animals.

**Department of Public Works-Animal Care and Control 2024 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	1,334,738	1,336,812	1,355,249	1,434,236	1,612,334	178,098	12%
200 - Supplies	122,733	123,512	136,187	154,988	152,240	(2,748)	-2%
300 - Other Services	201,027	215,877	244,992	266,053	276,521	10,468	4%
400 - Capital Outlays	67,146	81,598	27,850	-	158,600	158,600	0%
<b>Total</b>	<b>1,725,644</b>	<b>1,757,798</b>	<b>1,764,278</b>	<b>1,855,277</b>	<b>2,199,695</b>	<b>344,418</b>	<b>19%</b>

**2024 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.

Goals:

- Increase the percentage of animals that move through foster homes to 37% in 2024.

Percentage of Animals in Foster Care						
2017	2018	2019	2020	2021	2022	2023 YTD
23%	25%	30%	35%	35%	28%	36%

- Maintain the Live Release Rate (LRR) to at least 95% in 2024. The LRR formula is calculated by dividing the number of animals that leave the shelter’s care via adoption, return to owner, or transfer to a rescue group/organization by total outcomes (including euthanasia).

Live Release Rate						
2017	2018	2019	2020	2021	2022	2023 YTD
91%	92%	91%	95%	95%	96%	94%

Animal Shelter Operations Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	776,962	862,602	10.28	This activity serves a population of 147,000.
200 - Supplies	119,341	112,658		
300 - Other Services	199,540	199,095		
400 - Capital Outlays	0	158,600		
<b>Total</b>	<b>1,095,842</b>	<b>1,332,955</b>		

**Fund: General**

**Volunteer Coordination**

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

Goals:

- Increase volunteer involvement to at least 9,000 hours in 2024.

Volunteer Hours						
2017	2018	2019	2020	2021	2022	2023 YTD
10,820	10,285	11,482	3,696	4,432	7,000	2,552

Volunteer Coordination Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	171,940	186,250	2.22	This activity serves a population of 147,000.
200 - Supplies	12,399	12,179		
300 - Other Services	21,284	13,826		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>205,623</b>	<b>212,255</b>		

**Fund: General**

**Humane Education/Public Relations**

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

Goals:

- Launch new bite prevention classes for families. Target goal of 25 households participating in classes in 2024.

Humane Education/Public Relations Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	188,804	217,103	2.59	This activity serves a population of 147,000.
200 - Supplies	7,749	12,179		
300 - Other Services	18,624	22,122		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>215,178</b>	<b>251,404</b>		

**Fund: General**

**Animal Control/Field Operations**

*Activity Description:* Enforce ordinances in Title 7 of the Bloomington Municipal Code. Provide 24-hour emergency rescue for pets and respond to animal service calls and complaints. Educate

the public about animal care requirements pursuant to ordinances and enforce them when necessary.

Goals:

- Close at least 75% of Animal Control calls within 24 hours in 2024.

Percentage of Animal Control Calls closed within 24 hours (Software system in place beginning 2019)				
2019	2020	2021	2022	2023 YTD
75%	77%	78%	73%	71%

Animal Control/Field Operations Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	296,530	346,378	4.13	The city population of 85,000.
200 - Supplies	15,499	15,224		
300 - Other Services	26,605	41,478		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>338,634</b>	<b>403,081</b>		

**Fund: General**

**Revenue**

No significant changes from 2023 figures expected.

**Total Departmental Budget by Fund**

Category	General Fund	GF Donations over \$5K	Total
1	1,598,767	13,570	1,612,337
2	145,240	7,000	152,240
3	225,021	51,500	276,521
4	45,000	113,600	158,600
<b>Total</b>	<b>2,014,025</b>	<b>185,669</b>	<b>2,199,695</b>

**2024 Budget Request Highlights**

The Animal Care and Control Division’s general fund budget request is \$2,014,025, which is an increase of \$232,817.



**Category 1 – Personnel Services** request is \$1,598,767, which is an increase of \$178,098. The increase is due to additional hours for administrative assistance and the creation of a new adoption coordinator position.

**Category 2 – Supplies** request is \$145,240, a decrease of \$2,748 that is due to lower projected fuel costs for 2024.

**Category 3 – Other Services & Charges** request is \$225,021, which is an increase of \$12,468. This increase is the result of increased costs for utilities, service contracts, and motor repair rates (per Fleet Division).

**Category 4 – Capital Outlays** request is \$45,000, which is an increase of \$45,000. This increase is the result of replacing aging HVAC equipment in the original portion of the shelter building.

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 Animal Care and Control Division’s general fund “Donations Over \$5,000” budget request is \$185,669, which is an increase of \$111,600.

**Category 1 – Personnel Services** request is \$13,570, which is no change from 2023. These funds are used for the hiring of a temporary Foster Care Coordinator to assist the Shelter Manager in growing the foster program and providing increased support to foster families.

**Category 2 - Supplies** request is \$7,000, no change from 2023.

**Category 3 – Other Services & Charges** request is \$51,500, which is a decrease of \$2,000. This decrease is the result of housing repairs being completed in 2023.

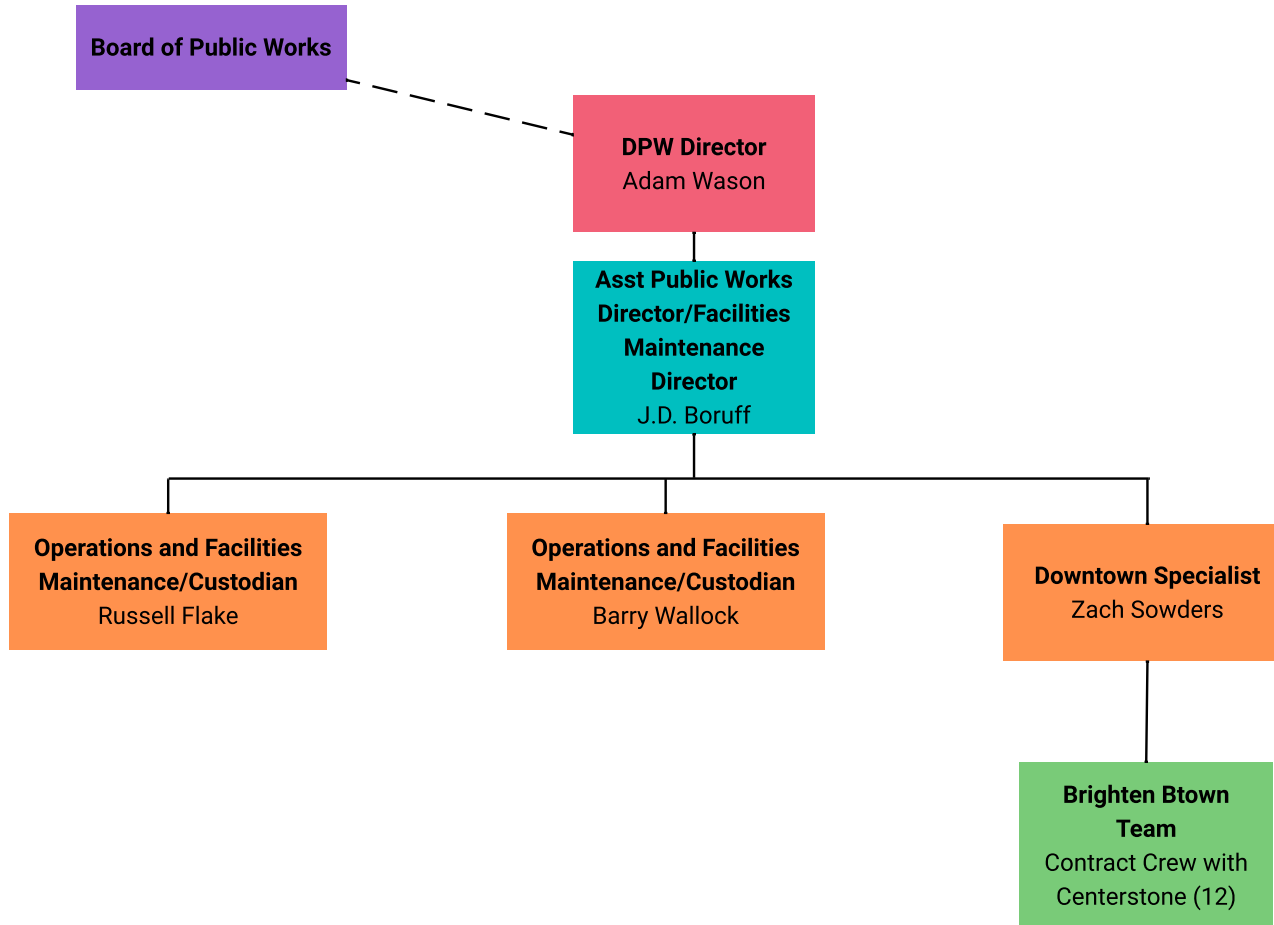
**Category 4 - Capital Outlays** request is \$113,600, which is an increase of \$113,600. This is due to replacing the adoption center flooring and the purchase and installation of an emergency power generator for the shelter.

### **Conclusion**

As a division of the Department of Public Works, Animal Care and Control 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.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 01 - Animal Shelter</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	815,924	810,325	821,720	874,041	1,061,360	187,319	21.43%
	51120	Salaries and Wages - Temporary	19,089	24,812	31,454	31,200	31,200	-	0.00%
	51130	Salaries and Wages- Overtime	42,025	46,504	44,022	52,873	-	(52,873)	-100.00%
	51210	FICA	62,491	62,883	63,957	73,296	83,581	10,285	14.03%
	51220	PERF	124,003	121,081	122,890	131,620	150,713	19,093	14.51%
	51230	Health and Life Insurance	271,206	271,206	271,206	256,386	269,880	13,494	5.26%
	51320	Other Personal Services -DC Match	-	-	-	14,820	15,600	780	5.26%
<b>Total: Personnel Services</b>			<b>1,334,738</b>	<b>1,336,812</b>	<b>1,355,249</b>	<b>1,434,236</b>	<b>1,612,334</b>	<b>178,098</b>	<b>12.42%</b>
Supplies									
	52110	Office Supplies	680	824	1,599	2,000	2,000	-	0.00%
	52210	Institutional Supplies	106,696	104,179	114,875	112,000	112,000	-	0.00%
	52240	Fuel and Oil	5,945	7,302	8,056	19,038	16,290	(2,748)	-14.43%
	52310	Building Materials and Supplies	1,285	2,006	1,178	2,000	2,000	-	0.00%
	52340	Other Repairs and Maintenance	248	3,600	5,129	8,800	8,800	-	0.00%
	52410	Books	200	99	-	300	300	-	0.00%
	52420	Other Supplies	4,040	2,010	1,745	6,850	6,850	-	0.00%
	52430	Uniforms and Tools	3,639	3,492	3,605	4,000	4,000	-	0.00%
<b>Total: Supplies</b>			<b>122,733</b>	<b>123,512</b>	<b>136,187</b>	<b>154,988</b>	<b>152,240</b>	<b>(2,748)</b>	<b>-1.77%</b>
Other Services and Charges									
	53130	Medical	97,459	127,664	110,919	128,145	128,145	-	0.00%
	53140	Exterminator Services	-	-	-	1,500	1,500	-	0.00%
	53160	Instruction	7,285	3,187	1,244	3,270	7,270	4,000	122.32%
	53210	Telephone	2,408	2,848	2,780	3,900	3,900	-	0.00%
	53220	Postage	287	537	272	950	950	-	0.00%
	53230	Travel	2,178	-	857	2,500	6,500	4,000	160.00%
	53310	Printing	993	363	828	1,750	1,750	-	0.00%
	53320	Advertising	-	-	-	4,000	4,000	-	0.00%
	53510	Electrical Services	14,698	19,072	22,312	21,400	25,400	4,000	18.69%
	53530	Water and Sewer	5,223	6,043	6,537	7,000	7,000	-	0.00%
	53540	Natural Gas	12,024	10,000	12,924	20,000	20,000	-	0.00%
	53610	Building Repairs	24,469	20,125	35,205	32,000	29,500	(2,500)	-7.81%
	53620	Motor Repairs	13,403	9,317	10,370	8,553	11,821	3,268	38.21%
	53630	Machinery and Equipment Repairs	-	2,156	1,102	1,000	1,000	-	0.00%
	53640	Hardware and Software Maintenance	1,873	1,920	1,800	2,280	2,280	-	0.00%
	53650	Other Repairs	8,365	2,190	22,355	10,000	10,000	-	0.00%
	53830	Bank Charges	2,775	2,995	3,136	3,000	3,200	200	6.67%
	53910	Dues and Subscriptions	400	400	520	800	800	-	0.00%
	53960	Grants	3,900	3,900	-	3,900	3,900	-	0.00%
	53990	Other Services and Charges	3,285	3,160	11,830	10,105	7,605	(2,500)	-24.74%
<b>Total: Other Services and Charges</b>			<b>201,027</b>	<b>215,877</b>	<b>244,992</b>	<b>266,053</b>	<b>276,521</b>	<b>10,468</b>	<b>3.93%</b>
Capital Outlays									
	54440	Motor Equipment	44,073	-	-	-	-	-	N/A
	54510	Other Capital Outlays	23,074	81,598	27,850	-	158,600	158,600	N/A
<b>Total: Capital Outlays</b>			<b>67,146</b>	<b>81,598</b>	<b>27,850</b>	<b>-</b>	<b>158,600</b>	<b>158,600</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,725,644</b>	<b>\$ 1,757,798</b>	<b>\$ 1,764,278</b>	<b>\$ 1,855,277</b>	<b>\$ 2,199,695</b>	<b>\$ 344,418</b>	<b>18.56%</b>





**DEPARTMENT OF PUBLIC  
WORKS • FACILITIES  
MAINTENANCE**

**2024 BUDGET  
PROPOSAL**

## Memorandum

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

**FROM:** J.D. Boruff, Assistant Public Works Director/Facilities  
Maintenance Director  
Adam Wason, Director of Public Works

**Date:** August 25, 2023

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### **Why We Exist**

Facilities Maintenance is a division of the Department of Public Works responsible for sustaining the quality and functionality of the City of Bloomington's buildings and structures. This is achieved by identifying and implementing potential improvements that both reduce costs and increase efficiency, as well as by detecting problems early so that various corrective actions may be properly planned and budgeted.

Several criteria determine successful facility programming including safety of users, structural condition and overall cleanliness of City of Bloomington and Redevelopment Commission owned facilities. Other indicators of success are safety of staff, equipment meeting or exceeding expected lifespans and optimizing energy usage in facilities.

### **Background**

The Facilities Maintenance team has 4 full-time employees. These include the Operations and Facilities Director, two Maintenance Custodians and the Downtown Specialist. It serves an approximate population of 85,000 people and is responsible for maintaining 18 City of Bloomington buildings (outside of those owned by the Parks & Recreation and Utilities Departments), 4 parking

garages and 5 surface parking lots, as well as upkeep and maintenance of 3 facilities owned by the Redevelopment Commission. These buildings range in age from modern to over 100 years old, and include diverse facilities such as fire stations, the sanitation garage and the animal shelter. The building space maintained totals approximately 790,000 square feet and is the workspace for more than 550 City of Bloomington employees. The purchase of the westside of the Showers Building in 2023 adds approximately 70,000 square feet to the inventory maintained by the Facilities Division.

The design, bidding, and contracting process for the new Bloomington Police Department Headquarters and Fire Department Administrative offices, to be located on the west side of the Showers Building, will be completed by the end of 2023. Construction will occupy a considerable portion of 2024, but a specific construction timeline has not currently been finalized. Facilities Maintenance staff will play a large role in the design, specifications and construction oversight for this important project.

The Brighten B-town program has been a very successful collaborative effort benefiting both the community and those employed by the program since its inception in 2019. Administered by the Facilities Director, it is staffed by clients of community partner Centerstone, a not-for-profit health system providing mental health and substance abuse treatments. It focuses on upkeep and maintenance services designed for greater efficiency and more visible results.

Brighten B-town crews are utilized for large scale clean-ups of targeted areas, snow removal from crosswalks and pedestrian ramps in the downtown, and occasional assistance with general facility maintenance projects. This program has allowed many of those employed to re-establish themselves with new opportunities in employment, housing, and transportation.

<b>Brighten B-Town Accomplishments 2021-2023</b>	
<b>Neighborhood Cleanups Conducted (2021-2023 year to date)</b>	5.7 miles of curb painted, 38 tons of debris removed from neighborhood streets, 2,016 storm inlets cleared, 290 incidents of graffiti removed, 350 trees trimmed, 177 hydrants painted, and 86 defaced signs repaired or replaced.
<b>Large Scale Clean-up &amp; Vegetation Removal (2022-2023)</b>	Crews conducted 2.7 miles of roadside trash cleanup and 1 mile of overhanging vegetation removal.
<b>Snow removal (2022-2023)</b>	Crews removed snow and ice from curb ramps around Courthouse Square, on Kirkwood Ave. east to Indiana Ave, and all crosswalks on the 7-Line a total of 3 times.
<b>Miscellaneous Tasking (2023)</b>	Assisted with keeping Kirkwood, and the rest of the downtown area, clean on a regular basis, especially after large public events.

## **2024 Budget Highlights**

Facilities Maintenance plans to maintain critical operations and undertake several important initiatives in 2024. Continued Brighten B-town operations will focus on the cleanliness of the downtown, keeping sidewalks and accessible curb ramps open during winter weather events, fostering closer relationships with downtown merchants and property owners, and creating opportunities for community members that have faced substance abuse or mental health challenges with new starts in their employment.

Solar panels were installed at City Hall, fleet garage, street garage, the downtown Bloomington Transit Center, parking garages, fire stations and police headquarters building. The Economic and Sustainable Development (ESD) Department staff are currently entering into an energy monitoring agreement with TIGO Energy, a solar energy products provider. The ESD Department's energy dashboard that monitors and reports usage is not currently functional, so the City's solar energy production data is unavailable. Detailed solar energy operational data will not be ready for review until the monitoring agreement with TIGO Energy is completed.

Designs for the renovations of Fire Station #1 and the new Fire Department Logistics Center are underway. Bidding, contracting and initial construction will take place 2023. The construction phase will be completed in 2024, with Facilities Maintenance again assisting with the project.

There are several projects currently scheduled in 2023 to repair the exterior of City Hall. These include repainting the metal railings and awnings over the main entrance, plus repairs to the brick surface areas. There is also a scheduled replacement of the carpet located in the Common Council Chambers. The City Hall fountain has served as a centerpiece for the property since it opened nearly 30 years ago and is developing a number of serious mechanical issues. As a result, staff is planning a comprehensive mechanical renovation and restoration project of the City Hall fountain in 2024.

Facilities Maintenance intends to continue with interior repairs, replacements and upgrades at City Hall next year. Much of the furniture, wall coverings and woodwork is original to the 1995 building renovation and is now beginning to show its age. New furniture, replacement of wall coverings, building wide finishing and repairs of the woodwork and doors, and other general repairs are required in 2024. After several years of being either mostly empty or at reduced capacity due to the COVID-19 pandemic, City Hall is now fully staffed. This has resulted in higher electric, water and sewer costs for City Hall compared to the last several years, so there is a funding increase being requested in 2024 for these utilities.

Facilities Maintenance staff will also continue with design, cost projections and implementation of digital control systems for HVAC systems at Public Works Department maintained facilities. Digital control systems provide the ability to program schedules that save energy, monitor the efficiency of systems and negate vehicle trips by allowing for centralized control of systems in remote facilities. The ultimate goal is to create safe and habitable spaces for both City staff and the public.

**Department of Public Works-Facilities Maintenance 2024 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	302,278	276,513	272,787	320,923	362,251	41,328	13%
200 - Supplies	21,482	24,976	44,239	64,397	63,890	(507)	-1%
300 - Other Services	459,984	495,874	599,436	921,982	1,045,371	123,389	13%
400 - Capital Outlays	659,455	-	48,961	58,000	215,000	157,000	271%
<b>Total</b>	<b>1,443,199</b>	<b>797,362</b>	<b>965,423</b>	<b>1,365,302</b>	<b>1,686,512</b>	<b>321,210</b>	<b>24%</b>

**2024 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:

- Add the new public safety facilities in the Showers Building to the City’s preventative maintenance schedule and into the asset management system in 2024.
- Zero lost time to OSHA reportable accidents in 2024.
- Install new furniture, repair and replace wall coverings, and touch up and repair the original woodwork and doors at City Hall in 2024.
- Expand the equipment inventoried in the asset management system to extend the lifespan of City assets, reduce unexpected equipment downtime and avoid costly repairs.
- Track and optimize energy use at all facilities using digital HVAC controls, retrofitting existing equipment with more efficient types, and specifying the most efficient fixtures and equipment in all new 2024 facility designs.

<b>Facilities Operations Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	248,723	271,688	3.00	The City’s population of 85,000 and visitors to City Hall.
200 - Supplies	63,109	62,612		
300 - Other Services	921,982	1,045,371		
400 - Capital Outlays	58,000	215,000		
<b>Total</b>	<b>1,291,814</b>	<b>1,594,671</b>		

**Fund: General**

### Downtown and Neighborhood Cleanup

*Activity Description:* Perform trash pickup, maintenance of right-of-ways and graffiti removal, and facilitate supportive employment through the Brighten B-town program with a focus on the downtown area, and in the various neighborhoods of the City.

Goals:

- Complete cleanup in all 10 Brighten B-town neighborhood zones in 2024.
- Keep pedestrian facilities in the downtown free of snow, ice, sand and debris during all winter weather events in 2024.

Downtown Cleanup Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	72,210	90,563	1.00	The City's population of 85,000 people.
200 - Supplies	1,288	1,278		
300 - Other Services	0	0		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>73,498</b>	<b>91,841</b>		

**Fund: General**

ED LIT Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	0	0	0.00	
200 - Supplies	0	0		
300 - Other Services	465,000	486,000		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>465,000</b>	<b>486,000</b>		

**Funding: Other**

### Total Departmental Budget by Fund

Category	General Fund	ED LIT	Total
1	362,251		362,251
2	63,890		63,890
3	559,371	486,000	1,045,371
4	215,000		215,000
<b>Total</b>	<b>1,200,512</b>	<b>486,000</b>	<b>1,686,512</b>



### **2024 Budget Request Highlights**

The Facilities Maintenance Division's total general fund budget request is \$1,200,512, which is an increase of \$300,210.

**Category 1 – Personnel** request is \$362,251, which is an increase of \$41,328.

**Category 2 – Supplies** request is \$63,890, which is a decrease of \$507. This decrease is a result of lower projected fuel and oil costs in 2024.

**Category 3 – Other Services & Charges** request is \$559,371, which is an increase of \$102,389. This increase is the result of higher anticipated 2024 City Hall electric, water, sewer and emergency repair costs, all based on prior year spending totals, as well as increased motor repair rates (per the Fleet Division).

**Category 4 – Capital Outlays** request is \$215,000, which is an increase of \$157,000. This increase is the result of purchasing new furniture at City Hall to replace the current 30 year old pieces, installing a new fire panel and upgrading the fire alarm system at City Hall, mechanical renovation and restoration of the City Hall fountain, demolition and site remediation for the vacant Public Works Department owned building at 2541 W. 3rd Street and purchasing a new vehicle for Facilities Division staff use in 2024. There was a decrease for additional HVAC controls for the City Hall cooling tower because that project was completed in 2023.

The Facilities Maintenance Division's Local Income Tax - Economic Development (153) budget request is \$486,000, which is an increase of \$21,000.

**Category 3 – Other Services & Charges** request is \$486,000 which is an increase of \$21,000. This increase is the result of Brighten B-Town program contract costs associated with Centerstone for 2024.

### **Conclusion**

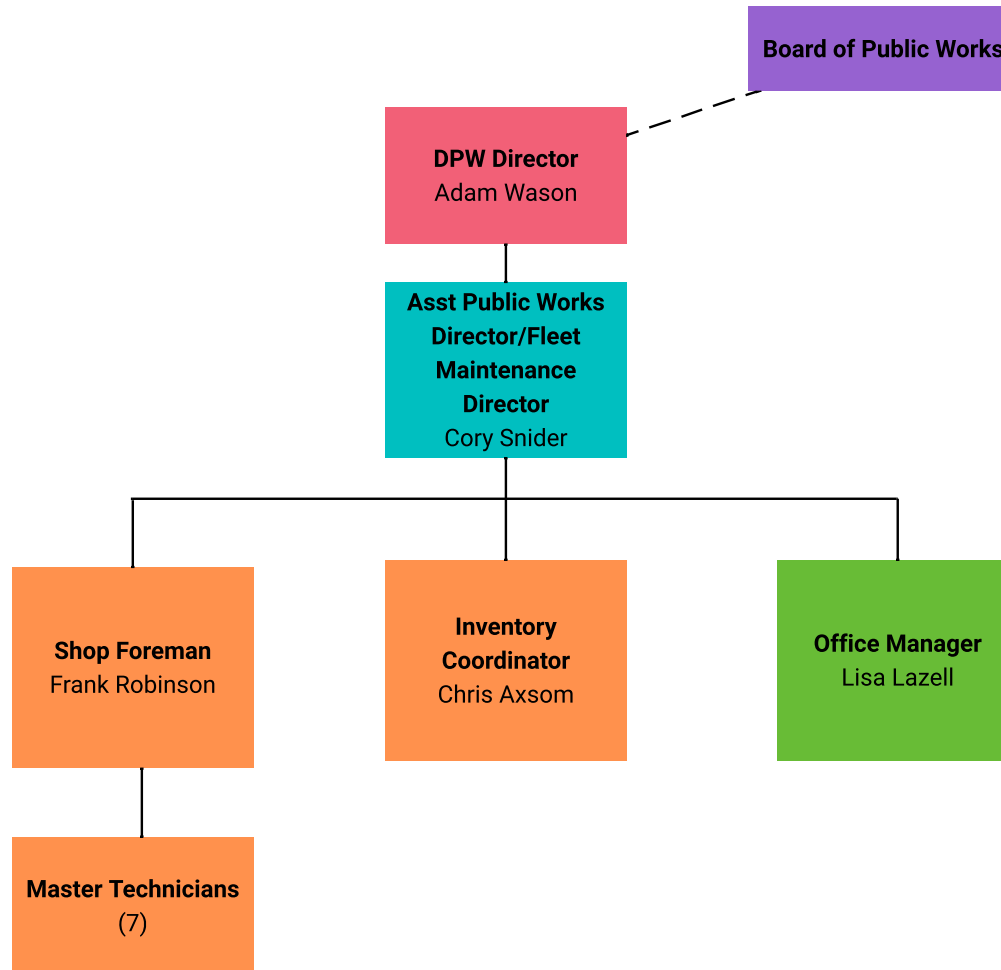
As a division of the Department of Public Works, Facilities Maintenance will continue to provide quality service, maintenance, and repairs for the City of Bloomington's buildings and structures.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 19 - Facilities Maintenance</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	180,584	177,671	182,154	191,202	225,112	33,910	17.73%
	51120	Salaries and Wages - Temporary	29,200	1,624	-	20,280	20,280	-	0.00%
	51130	Salaries and Wages- Overtime	840	1,376	1,160	7,406	7,406	-	0.00%
	51210	FICA	15,630	13,321	13,483	16,745	19,339	2,594	15.49%
	51220	PERF	26,064	25,425	26,031	28,193	33,018	4,824	17.11%
	51230	Health and Life Insurance	49,960	57,096	49,960	53,976	53,976	-	0.00%
	51320	Other Personal Services -DC Match	-	-	-	3,120	3,120	-	0.00%
<b>Total: Personnel Services</b>			<b>302,278</b>	<b>276,513</b>	<b>272,787</b>	<b>320,923</b>	<b>362,251</b>	<b>41,328</b>	<b>12.88%</b>
Supplies									
	52210	Institutional Supplies	1,052	1,574	1,107	2,500	2,500	-	0.00%
	52240	Fuel and Oil	1,638	2,746	3,170	5,397	4,890	(507)	-9.39%
	52310	Building Materials and Supplies	13,567	14,890	26,782	30,000	30,000	-	0.00%
	52340	Other Repairs and Maintenance	212	-	3,758	4,500	4,500	-	0.00%
	52420	Other Supplies	4,617	3,393	6,073	9,000	9,000	-	0.00%
	52430	Uniforms and Tools	396	2,373	3,348	13,000	13,000	-	0.00%
<b>Total: Supplies</b>			<b>21,482</b>	<b>24,976</b>	<b>44,239</b>	<b>64,397</b>	<b>63,890</b>	<b>(507)</b>	<b>-0.79%</b>
Other Services and Charges									
	53140	Exterminator Services	900	1,000	675	1,000	1,000	-	0.00%
	53160	Instruction	-	-	150	5,000	5,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	4,160	4,000	-	10,000	10,000	-	0.00%
	53210	Telephone	1,833	2,174	2,004	3,240	3,240	-	0.00%
	53230	Travel	-	-	-	1,000	1,000	-	0.00%
	53510	Electrical Services	73,197	138,709	161,605	101,650	181,650	80,000	78.70%
	53530	Water and Sewer	9,082	9,666	19,780	11,500	15,000	3,500	30.43%
	53610	Building Repairs	362,771	313,142	390,649	304,700	322,700	18,000	5.91%
	53620	Motor Repairs	3,954	6,243	10,780	7,392	8,281	889	12.03%
	53630	Machinery and Equipment Repairs	319	4,252	1,519	10,000	10,000	-	0.00%
	53730	Machinery and Equipment Rental	-	-	-	1,500	1,500	-	0.00%
	53990	Other Services and Charges	3,766	16,688	12,273	-	-	-	N/A
<b>Total: Other Services and Charges</b>			<b>459,984</b>	<b>495,874</b>	<b>599,436</b>	<b>456,982</b>	<b>559,371</b>	<b>102,389</b>	<b>22.41%</b>
Capital Outlays									
	54510	Other Capital Outlays	659,455	-	48,961	58,000	215,000	157,000	270.69%
<b>Total: Capital Outlays</b>			<b>659,455</b>	<b>-</b>	<b>48,961</b>	<b>58,000</b>	<b>215,000</b>	<b>157,000</b>	<b>270.69%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,443,199</b>	<b>\$ 797,362</b>	<b>\$ 965,423</b>	<b>\$ 900,302</b>	<b>\$ 1,200,512</b>	<b>\$ 300,210</b>	<b>33.35%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 153 - LIT – Economic Development</b>									
<u>Expenditures</u>									
<b>Department: 19 - Facilities Maintenance</b>									
Other Services and Charges									
	53610	Building Repairs	-	-	-	90,000	90,000	-	0.00%
	53990	Other Services and Charges	-	-	-	375,000	396,000	21,000	5.60%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>465,000</b>	<b>486,000</b>	<b>21,000</b>	<b>4.52%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 465,000</b>	<b>\$ 486,000</b>	<b>\$ 21,000</b>	<b>4.52%</b>





**DEPARTMENT OF  
PUBLIC WORKS • FLEET  
MAINTENANCE**

**2024 BUDGET  
PROPOSAL**

## Memorandum

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

**FROM:** Cory Snider, Assistant Public Works Director/Fleet  
Maintenance Director  
Adam Wason, Director of Public Works

**Date:** August 25, 2023

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### **Why We Exist**

Fleet Maintenance is a division of the Department of Public Works responsible for the safe and efficient maintenance and repair, as well as the distribution of fuel, for the City's fleet of vehicles and equipment that are necessary to provide a wide range of important municipal services.

### **Background**

The Fleet Division's staff consists of 11 full-time employees responsible for the maintenance and repair of the City's fleet of 682 numbered vehicle and equipment units. The Division serves a population of 85,000 people. The goal for the Fleet Division is to stay ahead of preventive maintenance and repair backlogs and keep vehicles and equipment fully operational to support City departments in providing their services to the community.

The Fleet Division has assisted a number of City departments purchase both electric or hybrid technology vehicles over the last 4 years, aligning with the Climate Action Plan's goals of reducing the carbon footprint that is associated with municipal government operations. One noticeable current trend is that automotive manufacturers are slowly moving away from the hybrid technology

approach and are instead focusing entirely on electric options. As a result, future purchases will likely focus more and more on electric vehicles.

<b>Snapshot of Recent Capital Vehicle Replacements (2019-2023)</b>		
<b>Year</b>	<b># of Hybrid Vehicles Purchased</b>	<b># of Electric Vehicles Purchased</b>
<b>2023</b>	0	6
<b>2022</b>	3	5
<b>2021</b>	4	2
<b>2020</b>	15	3
<b>2019</b>	6	0

### **2024 Budget Highlights**

Major initiatives planned for next year include purchasing additional hybrid technology and electric vehicles (EV) for the City’s fleet in order to continue replacing conventional gas powered units. Because of the major leaps in technology and operating systems involved in EV vehicles over gas powered engines, the Fleet Division will be partnering with the Economic & Sustainable Development Department to provide more robust and substantial opportunities for fleet technicians to attend critical EV training. The Fleet Division also will be partnering with the Fire Department to facilitate more technical maintenance and repair training for fire apparatus and other emergency vehicles, which often involve complex and specialized equipment.

Another focus is to build a small parts on-site inventory storage facility dedicated for first responder vehicles. Keeping inventory on site and easily accessible will allow fleet technicians to facilitate more efficient and quicker repair times for these critical public safety vehicles. Staff also will be researching best options for a new asset management software system that is specifically tailored for fleet operations.

### **Department of Public Works-Fleet Maintenance 2024 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	776,261	773,990	781,125	919,424	1,017,425	98,000	11%
200 - Supplies	1,214,557	1,646,797	2,077,666	2,873,867	2,685,104	(188,763)	-7%
300 - Other Services	146,535	249,822	257,388	356,483	489,786	133,303	37%
400 - Capital Outlays	142,039	23,297	51,536	-	-	-	0%
<b>Total</b>	<b>2,279,392</b>	<b>2,693,907</b>	<b>3,167,715</b>	<b>4,149,774</b>	<b>4,192,315</b>	<b>42,540</b>	<b>1%</b>

**2024 Activity Descriptions and Goals**

**Maintenance**

*Activity Description:* Perform both preventive and routine maintenance checks on vehicles and equipment units to prolong life spans and prevent major repair expenses. Provide oil changes, vehicle inspections and complete focused brake and tire repair maintenance services to eliminate downtime and the need for outsourcing vehicles to dealerships or specialized contractors.

**Goals:**

- Keep at least 90% percent of the City’s assets in running/working condition by completing 45 preventative maintenance services, per month, that meet manufacturer’s recommendations.
- Prevent unnecessary vehicle trips and reduce carbon emissions by completing 7 oil changes per day on site at City facilities with the mobile preventative maintenance service van.
- Research asset management software system options and select a platform specifically for fleet management operations in 2024.
- Prioritize emergency vehicles on a quarterly basis for service in 2024.

<b>Current Fleet Inventory</b>							
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>YTD 2023</b>
<b>Total Numbered Units*</b>	580	621	628	634	653	671	682

\* Numbered units do not include chainsaws, weed-eaters, fans and other pieces of small equipment items that Fleet technicians service and maintain. There are currently 43 Fleet numbered units that are hybrid or electric; the remaining units are gas or diesel powered.

<b>Maintenance Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	338,515	682,522	8.05	The Division serves an approximate area population of 85,000 people
200 - Supplies	718,467	1,208,297		
300 - Other Services	35,648	97,957		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,092,629</b>	<b>1,988,776</b>		

**Fund: Other**

<b>Routine Maintenance Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	271,648	0	0.00	
200 - Supplies	574,773	0		
300 - Other Services	35,648	0		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>882,070</b>	<b>0</b>		<b>Note: Combined with Routine Maint.</b>

**Fund: Other**

### Emergency Maintenance

*Activity Description:* Provide continuous 24-hour staffing availability for emergency in-shop and on-site repairs of City vehicles and equipment. Mechanics are on-call every weekend, holiday and are called in during winter weather events to keep snow removal equipment operational.

Goals:

- Change maintenance schedule intervals from vehicle mileage to engine hours in 2024 to more accurately respond to idle engine time fatigue and reduce unexpected emergency repairs.

Emergency Maintenance Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	167,168	182,289	2.15	The Division serves an approximate area population of 85,000 people.
200 - Supplies	287,387	268,510		
300 - Other Services	178,242	244,893		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>632,796</b>	<b>695,692</b>		

**Fund: Other**

### Fuel Service

*Activity Description:* Provide below-retail cost fueling to City departments at 2 internal fueling station locations. The City has an annual contract with 4 approved fuel vendors and fuel is bid weekly via government rate pricing, when needed.

Goals:

- Provide accurate fuel projections that allow City departments to remain within their allocated budget funding levels.
- Track Diesel Exhaust Fluid usage, per City department, in 2024 and provide a report by the end of Q4.
- Utilize a professional environmental services firm in 2024 to ensure that all compliance records for the underground fuel storage tanks are properly prepared and maintained for testing and inspections with the Indiana Department of Environmental Management.

Fuel Service Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	50,150	50,871	0.60	The Division serves an approximate area population of 85,000 people.
200 - Supplies	718,467	671,276		
300 - Other Services	71,297	97,957		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>839,914</b>	<b>820,104</b>		

**Fund: Other**



**Parts & Shop Inventory**

*Activity Description:* Maintain and manage a shop inventory of parts, equipment and tools so that the mechanics can perform diagnostic and repair work on a wide variety of vehicles and equipment.

Goals:

- Construct a small parts inventory storage facility dedicated to first responder vehicles on-site in 2024.
- Keep the most accurate parts inventory possible to maintain fleet operations by conducting an annual inventory compliance check of consumable parts in the warehouse and track 10% of inventory monthly.

Parts & Shop Inventory Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	29,254	84,785	1.00	The Division serves an approximate area population of 85,000 people.
200 - Supplies	287,387	537,021		
300 - Other Services	17,824	24,489		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>334,465</b>	<b>646,295</b>		

**Fund: Other**

Shop Inventory Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	45,971	0	0.00	
200 - Supplies	287,387	0		
300 - Other Services	0	0		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>333,359</b>	<b>0</b>		<b>Note: Combined with Parts/Shop Inv</b>

**Fund: Other**

**Vehicle Points and Purchases**

*Activity Description:* Update Vehicle Points Analysis and prepare specifications for vehicle and equipment purchases according to the established best management practices and standards for municipal fleets. The Assistant Director of Sustainability reviews all new vehicle purchases to maximize opportunities to acquire electric or hybrid vehicles and reduce carbon footprint.

Goals:

- To assist with the City’s Climate Action Plan goal of becoming carbon neutral by 2050, sell a minimum of 10 conventionally gas powered vehicles and replace them with EV or Hybrid Technology vehicles in 2024.

<b>Vehicle Points &amp; Purchases Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	16,717	16,957	0.20	The Division serves an approximate area population of 85,000 people.
200 - Supplies	0	0		
300 - Other Services	17,824	24,489		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>34,541</b>	<b>41,446</b>		

**Fund: Other**

**Total Departmental Budget by Fund**

<b>Category</b>	<b>Fleet Maintenance</b>
1	1,017,425
2	2,685,104
3	489,786
4	0
<b>Total</b>	<b>4,192,315</b>

**2024 Budget Request Highlights**

The Fleet Maintenance Division’s Fleet Maintenance (802) budget request is \$4,192,315, which is an increase of \$42,540.

**Category 1 – Personnel** request is \$1,017,425, which is an increase of \$98,001.

**Category 2 – Supplies** request is \$2,685,104, which is a decrease of \$188,763. This decrease is the result of lower projected fuel costs for 2024 (based on 5-year usage and cost averages).

**Category 3 – Other Services & Charges** request is \$489,786, which is an increase of \$133,303. This increase is the result of additional specialized training and instruction opportunities (electric vehicles and fire apparatus) for Fleet Technicians, conference travel costs, increasing liability and casualty premiums, higher water and sewer costs related to use of the fleet truck wash facility, vehicle lift repair, increased costs for uniforms and outside labor costs in 2024.

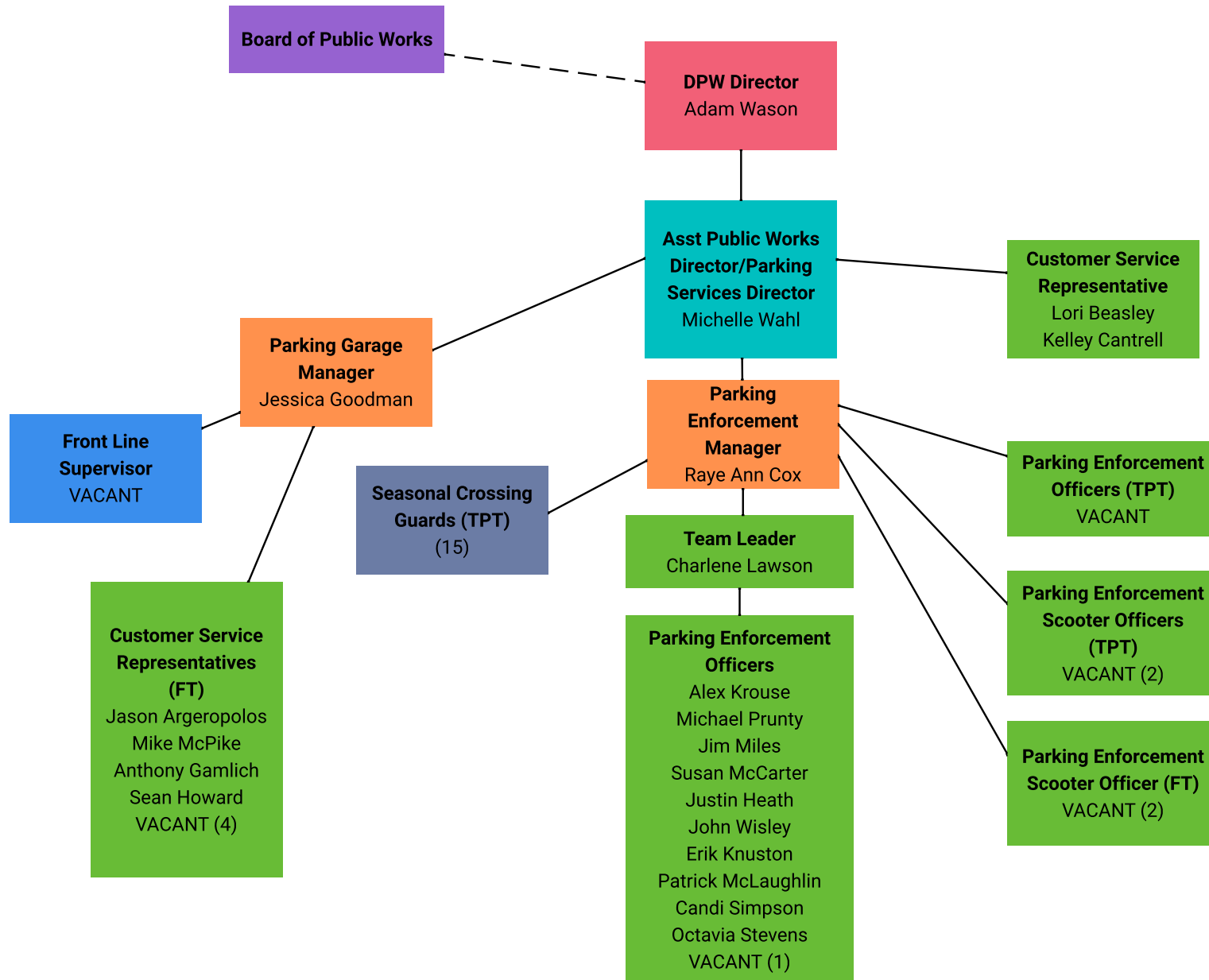
**Category 4 – Capital Outlays** request is \$0, no change from 2023.

**Conclusion**

As a division of the Department of Public Works, Fleet Maintenance staff strives to maintain and service the City’s fleet of vehicles and equipment so that City departments can provide the best services to the residents of Bloomington.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 802 - Fleet Maintenance (S9500)</b>									
<u>Expenditures</u>									
<b>Department: 17 - Fleet Maintenance</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	487,037	496,208	504,463	578,607	684,035	105,428	18.22%
	51120	Salaries and Wages - Temporary	22,995	-	-	25,002	25,002	-	0.00%
	51130	Salaries and Wages- Overtime	13,343	23,479	21,117	25,002	-	(25,002)	-100.00%
	51210	FICA	38,534	38,297	38,174	48,089	54,241	6,153	12.79%
	51220	PERF	71,612	73,267	74,632	85,712	97,133	11,421	13.33%
	51230	Health and Life Insurance	142,740	142,740	142,740	148,434	148,434	-	0.00%
	51320	Other Personal Services -DC Match	-	-	-	8,580	8,580	-	0.00%
<b>Total: Personnel Services</b>			<b>776,261</b>	<b>773,990</b>	<b>781,125</b>	<b>919,424</b>	<b>1,017,425</b>	<b>98,000</b>	<b>10.66%</b>
Supplies									
	52110	Office Supplies	918	218	565	1,000	1,000	-	0.00%
	52210	Institutional Supplies	93	-	-	600	600	-	0.00%
	52230	Garage and Motor Supplies	119,265	116,533	202,356	225,750	225,750	-	0.00%
	52240	Fuel and Oil	591,539	861,343	1,241,476	1,732,967	1,544,204	(188,763)	-10.89%
	52310	Building Materials and Supplies	132	8,162	-	4,750	4,750	-	0.00%
	52320	Motor Vehicle Repair	457,446	595,147	568,615	805,000	805,000	-	0.00%
	52420	Other Supplies	34,341	54,895	51,859	81,300	81,300	-	0.00%
	52430	Uniforms and Tools	10,825	10,499	12,795	22,500	22,500	-	0.00%
<b>Total: Supplies</b>			<b>1,214,557</b>	<b>1,646,797</b>	<b>2,077,666</b>	<b>2,873,867</b>	<b>2,685,104</b>	<b>(188,763)</b>	<b>-6.57%</b>
Other Services and Charges									
	53130	Medical	628	635	643	715	715	-	0.00%
	53140	Exterminator Services	860	1,480	1,045	1,500	1,500	-	0.00%
	53160	Instruction	-	10,364	-	26,400	46,400	20,000	75.76%
	53210	Telephone	459	543	642	1,450	1,450	-	0.00%
	53220	Postage	-	-	-	45	45	-	0.00%
	53230	Travel	243	254	-	13,400	20,000	6,600	49.25%
	53240	Freight / Other	32	-	406	1,000	1,000	-	0.00%
	53310	Printing	-	-	58	-	-	-	N/A
	53410	Liability / Casualty Premiums	7,591	7,383	6,743	7,475	8,596	1,121	15.00%
	53420	Worker's Comp & Risk	16,583	16,583	20,690	16,583	18,905	2,322	14.00%
	53510	Electrical Services	3,050	1,772	1,763	10,700	10,700	-	0.00%
	53530	Water and Sewer	1,481	3,770	6,889	10,000	12,000	2,000	20.00%
	53540	Natural Gas	3,544	5,092	4,141	6,000	6,000	-	0.00%
	53610	Building Repairs	25,528	94,209	95,267	20,900	70,900	50,000	239.23%
	53620	Motor Repairs	58,379	70,601	77,561	165,625	215,625	50,000	30.19%
	53640	Hardware and Software Maintenance	17,800	28,196	22,135	30,000	30,000	-	0.00%
	53650	Other Repairs	2,347	3,339	13,401	30,100	30,100	-	0.00%
	53920	Laundry and Other Sanitation Services	4,584	4,596	4,922	5,740	7,000	1,260	21.95%
	53990	Other Services and Charges	3,425	1,004	1,081	8,850	8,850	-	0.00%
<b>Total: Other Services and Charges</b>			<b>146,535</b>	<b>249,822</b>	<b>257,388</b>	<b>356,483</b>	<b>489,786</b>	<b>133,303</b>	<b>37.39%</b>
Capital Outlays									
	54310	Improvements Other Than Building	61,757	-	-	-	-	-	N/A
	54420	Purchase of Equipment	43,282	23,297	51,536	-	-	-	N/A
	54440	Motor Equipment	37,000	-	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>142,039</b>	<b>23,297</b>	<b>51,536</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 2,279,392</b>	<b>\$ 2,693,907</b>	<b>\$ 3,167,715</b>	<b>\$ 4,149,774</b>	<b>\$ 4,192,315</b>	<b>\$ 42,540</b>	<b>1.03%</b>





**DEPARTMENT OF  
PUBLIC WORKS •  
PARKING SERVICES**

**2024 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 25, 2023

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### **Why We Exist**

Parking Services is a division of the Department of Public Works responsible for all parking enforcement activities, including meter enforcement, meter collections and meter maintenance, special events, customer service, the school crossing guard program, permit sales and distribution, citing illegally parked vehicles, as well as managing and maintaining 4 structured parking facilities and 5 surface parking lots.

### **Background**

Parking Services has 25 full-time employees. The Division's garage staff annually allocate more than 800 garage access cards and serve approximately 66,000 transient customers, with a general total population of 85,000. The Division also serves 3,000,000 visitors annually who are attending Indiana University, special events, or traveling to the community. In 2023 there are 1,741 parking spaces in the garages and 292 parking spaces in the surface lots for a total of 2,033 overall spaces in inventory.

The Parking Enforcement staff maintains and enforces approximately 1,600 on-street meters and 4 parking pay stations located in the City owned downtown surface lots. They also monitor and enforce all 9 neighborhood residential parking zones 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 2023 the Parking Services Division is making an approximately \$35,000 investment to add 30 new Americans with Disabilities Act (ADA) accessible spaces to meet state requirements. Parking Services is working closely with the Engineering Department to review pricing and contract options, as these are currently fluctuating due to supply chain issues. Additional meter pole repairs, signage replacement, downtown street markings, stall markers and curb painting will represent another investment of approximately \$450,000; this work will continue in 2024-2025.

In 2023 approximately \$70,000 was also spent on structural repair work at the Walnut Street Garage, with further maintenance and repair work for the garages likely scheduled for 2024-2025.

As COVID-19 restrictions were lifted, transient parking numbers and monthly parking numbers have not completely rebounded in 2023 to pre-pandemic numbers. Parking Services will continue with the online permit service for all permit holders, including City employees.

The parklet partnership will continue with the Economic & Sustainable Development Department. The parklet concept is on-street parking spaces that are converted into physically-distanced seating for adjacent restaurants and businesses. It started in April of 2023 and will end October 1, 2023. This 7 month pilot program will now request that businesses wanting to use on-street parking spaces for outdoor dining pay a nominal fee to cover the loss of on-street parking meter revenue. A total of approximately \$37,000 in revenue has been collected from 13 businesses currently participating in the program. However, E. Kirkwood Avenue hosts 43 meter locations and was closed starting April 3rd 2023 for no parking; therefore, there will continue to be a significant revenue shortfall for this downtown location.

### **Budget Highlights**

A major goal for the Parking Services Division is to achieve Parksmart certification for both the Trades District garage and the newly renovated 4th Street garage through compliance with guidelines that reduce environmental impacts and increase energy efficiency. Some examples of these efforts are using environmentally safe cleaning products, including recycling containers on every floor of both garages and converting 80% of the Parking Services Division's vehicles to electric or hybrid technology.

Another major initiative is to undertake a new study to review the City's parking rate structure. It's now been nearly a decade since the last parking rate study was conducted. With all of the recent substantial capital investments in both garages and meter technology, it is now an appropriate time to conduct an in-depth, comprehensive evaluation of current parking rates and practices. This effort

will identify potential options for implementing future changes and modifications, keeping the City's parking rates and policies as current and best serving the community as possible.

Investments towards improving the customer service experience are planned through painting parking stall markers and curbs, upgrading signage and adding 30 new ADA accessible spaces to the current parking infrastructure. Conducting preventative maintenance and scheduled repair activities in order to keep the garages fully operational and structurally sound is another focus area for next year. There will also be targeted infrastructure investments in the downtown zone that focus on street and sidewalk improvements. Additionally, there is a planned purchase of an electric powered truck for parking enforcement operations that will replace a current vehicle that is conventionally gas powered.

The Parking Services Division will also continue to update its website with relevant and current information, as well as increasing the overall social media presence to encourage greater public engagement for a better understanding of parking compliance, the new City towing policy and an overall better experience while parking on the street or in the garages.

**Parking Services 2024 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	1,291,483	1,363,163	1,613,689	2,068,538	2,238,109	169,571	8%
200 - Supplies	186,562	288,083	409,131	225,465	210,354	(15,111)	-7%
300 - Other Services	2,304,178	1,959,527	2,129,869	2,800,156	3,046,185	246,029	9%
400 - Capital Outlays	277,025	9,855	23,712	177,230	561,230	384,000	217%
<b>Total</b>	<b>4,059,248</b>	<b>3,620,628</b>	<b>4,176,402</b>	<b>5,271,389</b>	<b>6,055,878</b>	<b>784,489</b>	<b>15%</b>

**2024 Activity Descriptions and Goals**

**Parking Facilities and Operations**

*Activity Description:* Provide structured and surface parking lots for residents, visitors and local businesses. A total of four structured garages are currently in service (Morton Street, Walnut Street, 4th Street and Trades District garages) and a total of 5 surface parking lots are available (lots: #1, #3, #5, #6 and Showers) for a combined total inventory of 2,033 parking spaces.

Goals:

- Begin offering web service for 24/7 account access and garage registration for 2023-2024.
- Monitor safety measures, add additional wayfinding signage at 4th Street & Walnut garages and provide defensive driving training to all parking garage staff and management in 2024.
- 80% occupancy for monthly and 20% opened for transients in all garages
- Start tracking vandalism and property damage incidents (police investigations) in 2024.

<b>Parking Facilities &amp; Operations Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	855,947	884,753	12.65	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	67,640	63,106		
300 - Other Services	1,960,109	2,132,330		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>2,883,695</b>	<b>3,080,188</b>		

**Fund: Other**

**Parking Enforcement**

*Activity Description:* Provide for orderly management of street parking, assist all MCCSC schools in the school crossing guard program (\$70,000 program funding annually), improve timelines of meter maintenance and cite illegally parked vehicles in accordance with City code in the downtown area and neighborhoods. All parking enforcement officers and management annually attend training to improve customer service and defensive driving skills.

Goals:

- Continue to educate new and returning parkers about the City of Bloomington towing ordinance change.
- Monitor safety measures, signage and provide defensive driving training to all parking enforcement officers, crossing guards and supervisors.
- All parking enforcement, customer service and management staff to attend three customer service skills training sessions in 2024.
- Continue weekly social media postings via Facebook in 2024.
- Re-evaluate the Scooter Pilot Program with the Office of the Mayor in 2024.
- Final conversion of Parking Enforcement fleet to all hybrid or electric vehicles in 2024-2025.

<b>Parking Enforcement Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	1,212,591	1,353,357	19.35	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	157,826	147,248		
300 - Other Services	840,047	913,856		
400 - Capital Outlays	177,230	561,230		
<b>Total</b>	<b>2,387,694</b>	<b>2,975,690</b>		

**Fund: Other**



**Total Departmental Budget by Fund**

Category	Parking Facilities	Alternative Transport	Parking Meter Fund	Total
1	836,293	208,204	1,193,613	2,238,109
2	66,600	11,608	132,146	210,354
3	1,338,270	178,362	1,529,553	3,046,185
4	0	0	561,230	561,230
<b>Total</b>	<b>2,241,163</b>	<b>398,174</b>	<b>3,416,542</b>	<b>6,055,878</b>

**2024 Budget Request Highlights**

The Parking Services Division’s Parking Facilities (452) budget request is \$2,241,163, which is an increase of \$60,066.

**Category 1 – Personnel** request is \$836,293, which is an increase of \$40,579.

**Category 2 – Supplies** request is \$66,600, which is a decrease of \$27,859. This decrease is due to reduced office supplies for the new garages, and supply, and uniforms. There were increases due to additional miscellaneous garage signs and repairs, as well as projected fuel costs.

**Category 3 – Other Services and Charges** request is \$1,338,270 which is an increase of \$47,346. This increase is due to additional credit card transactions and the associated fee charges, elevator call out and parking equipment maintenance.

**Category 4 – Capital Outlays** request is \$0, no change from 2023.

The Parking Services Division’s Alternative Transportation - Parking fund (454) budget request is \$398,174, which is a decrease of \$53,848.

**Category 1 - Personnel** request is \$208,204, which is a decrease of \$17,754.

**Category 2 – Supplies** request is \$11,608, which is a decrease of \$2,493. This decrease is due to lower projected fuel costs because the Parking Services fleet is now 80% EV and Hybrid technology vehicles and removing residential signage costs.

**Category 3 - Other Services and Charges** request is \$178,362, which is a decrease of \$33,601. This decrease is the result of removing radio equipment, removing some services costs and a permanent transfer of sidewalk funds over to the City Council Council 454-05 budget.

**Category 4 – Capital Outlays** request is \$0, no change from 2023.

The Parking Services Division’s Parking Meter fund (455) fund budget request is \$3,416,542, which is an increase of \$778,271.

**Category 1 - Personnel** request is \$1,193,613, which is an increase of \$146,746.

**Category 2 - Supplies** request is \$132,146, which is an increase of \$15,241. This increase is due to the need to purchase barricades for events, meter batteries and credit card readers for both meters and kiosks. There was a decrease in projected fuel costs because the Parking Services fleet is 80% EV and Hybrid technology vehicles.

**Category 3 - Other Services and Charges** request is \$1,529,553, which is an increase of \$232,284. This increase is due to the need for a parking rate study, updating street markers and signage, additional credit card transactions and the associated fee charges, increase in cell phone/ipad fees, higher motor repair rates (per the Fleet Division), increase in meters and kiosk management fees and more anticipated Bureau of Motor Vehicle record lookups.

**Category 4 - Capital Outlays** request is \$561,230, which is an increase of \$384,000. This increase is due to new general street maintenance for downtown parking areas and increased vehicle purchase cost.

### **Revenue**

All revenue projections are based upon current parking trends:

While the 4th Street and Trades District garages are open, current monthly revenues for 2023 have remained below expectations for the Trades District garage. However, the 4th Street garage has rebounded with an increase of 6.5% in monthly parkers (6AM-6PM timeframe), due to businesses reopening and workers coming back to work after the COVID-19 restrictions were lifted. Staff are hopeful that data will further support this trend in the years to come. The transient revenue in all garages except Trades District has increased by 19%. Parking Lot permit revenue will remain revenue neutral.

- **Line 43160 - Monthly:** Staff projects an increase of \$60,000 compared to the previous year.
- **Line 43130 - Transient:** Staff expects an increase in transient revenues compared to the previous year of \$60,000.

A breakdown and total amount of projected revenues is as follows:

Monthly Total = \$1,181,266

Transient Total = \$307,400

Annual Lot Permit = \$68,000

TIF = \$681,552

**Total revenues pre-TIF = \$1,556,666**

**Grand Total Revenues = \$2,032,188**

**Conclusion**

As a division of the Department of Public Works, Parking Services is expecting both monthly and transient revenue to continue to rebound.

**CITY OF BLOOMINGTON**

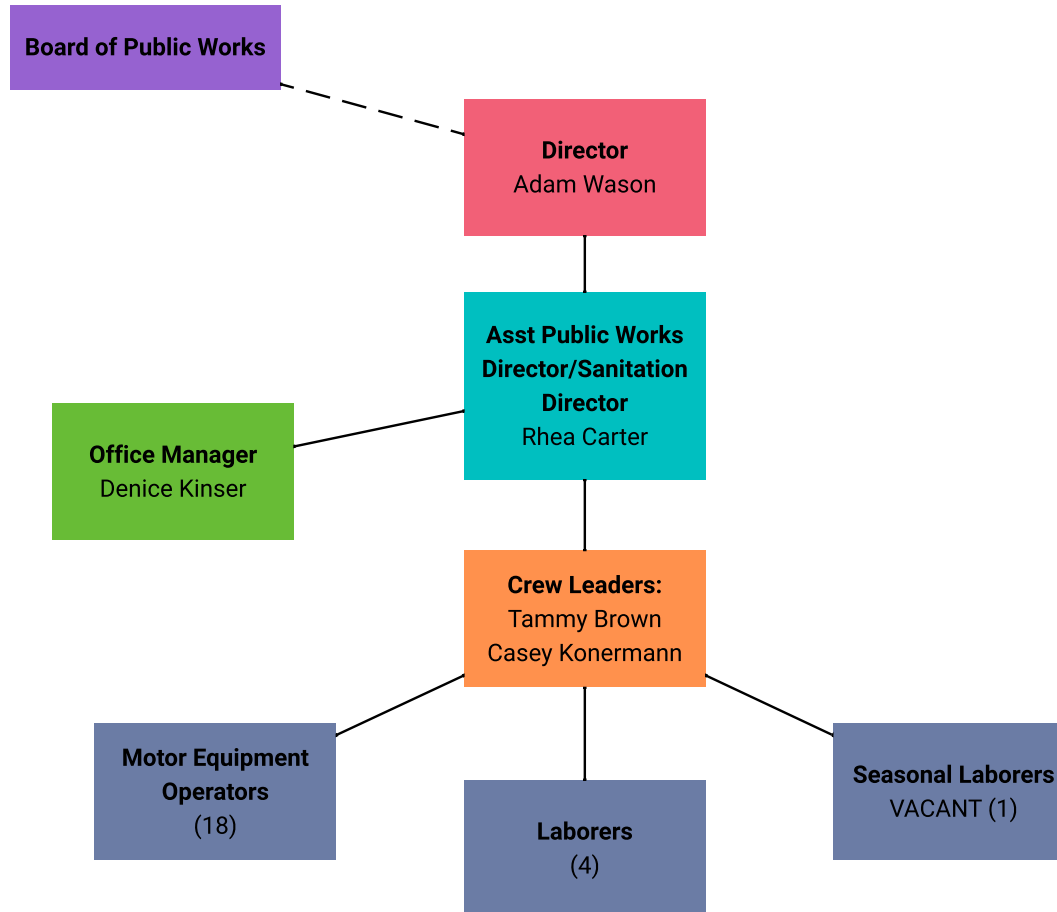
	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 454 - Alternative Transport (S6301)</b>									
<u>Expenditures</u>									
<b>Department: 26 - Parking</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	86,362	84,759	123,693	146,023	137,530	(8,493)	-5.82%
	51210	FICA	6,159	5,830	8,669	11,171	10,522	(649)	-5.81%
	51220	PERF	12,263	12,036	17,038	20,736	19,529	(1,206)	-5.82%
	51230	Health and Life Insurance	28,548	28,548	37,109	45,409	37,783	(7,626)	-16.79%
	51320	Other Personal Services -DC Match	-	-	-	2,620	2,839	220	8.39%
<b>Total: Personnel Services</b>			<b>133,332</b>	<b>131,173</b>	<b>186,509</b>	<b>225,958</b>	<b>208,204</b>	<b>(17,754)</b>	<b>-7.86%</b>
Supplies									
	52110	Office Supplies	-	-	386	750	1,750	1,000	133.33%
	52240	Fuel and Oil	2,574	3,245	3,467	8,001	6,482	(1,519)	-18.99%
	52340	Other Repairs and Maintenance	-	-	37	2,500	-	(2,500)	-100.00%
	52420	Other Supplies	1,857	5,210	2,940	450	976	526	116.89%
	52430	Uniforms and Tools	288	1,838	161	2,400	2,400	-	0.00%
<b>Total: Supplies</b>			<b>4,720</b>	<b>10,293</b>	<b>6,991</b>	<b>14,101</b>	<b>11,608</b>	<b>(2,493)</b>	<b>-17.68%</b>
Other Services and Charges									
	53150	Communications Contract	-	-	-	870	-	(870)	-100.00%
	53160	Instruction	-	-	-	500	1,000	500	100.00%
	53210	Telephone	1,309	1,872	1,954	8,800	8,800	-	0.00%
	53310	Printing	14,040	6,732	10,467	12,600	12,600	-	0.00%
	53620	Motor Repairs	8,776	1,511	2,863	4,115	6,280	2,165	52.61%
	53640	Hardware and Software Maintenance	1,500	2,500	2,601	3,120	2,250	(870)	-27.88%
	53830	Bank Charges	1,993	14,004	812	18,000	18,000	-	0.00%
	539010	Inter-Fund Transfers	121,723	121,723	57,232	15,000	-	(15,000)	-100.00%
	53910	Dues and Subscriptions	232	-	-	200	200	-	0.00%
	53990	Other Services and Charges	272	48	10,718	148,758	129,232	(19,526)	-13.13%
<b>Total: Other Services and Charges</b>			<b>149,845</b>	<b>148,389</b>	<b>86,648</b>	<b>211,963</b>	<b>178,362</b>	<b>(33,601)</b>	<b>-15.85%</b>
Capital Outlays									
	54510	Other Capital Outlays	8,342	-	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>8,342</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 296,238</b>	<b>\$ 289,856</b>	<b>\$ 280,148</b>	<b>\$ 452,022</b>	<b>\$ 398,174</b>	<b>\$ (53,848)</b>	<b>-11.91%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 455 - Parking Meter Fund (S2141)</b>									
<u>Expenditures</u>									
<b>Department: 26 - Parking</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	473,389	423,737	481,074	597,513	684,505	86,993	14.56%
	51120	Salaries and Wages - Temporary	24,150	37,883	37,324	148,359	148,359	-	0.00%
	51210	FICA	34,855	32,968	37,509	57,060	63,713	6,653	11.66%
	51220	PERF	67,221	60,144	67,575	84,847	97,199	12,352	14.56%
	51230	Health and Life Insurance	157,013	162,254	186,991	150,761	188,916	38,155	25.31%
	51320	Other Personal Services -DC Match	-	-	-	8,327	10,920	2,594	31.15%
<b>Total: Personnel Services</b>			<b>756,628</b>	<b>716,986</b>	<b>810,473</b>	<b>1,046,867</b>	<b>1,193,613</b>	<b>146,746</b>	<b>14.02%</b>
Supplies									
	52110	Office Supplies	1,112	908	3,128	2,750	3,750	1,000	36.36%
	52240	Fuel and Oil	12,024	6,379	6,757	23,915	20,206	(3,709)	-15.51%
	52340	Other Repairs and Maintenance	38,720	39,386	37,271	50,340	71,290	20,950	41.62%
	52420	Other Supplies	95,128	91,721	300,058	25,000	22,000	(3,000)	-12.00%
	52430	Uniforms and Tools	4,090	9,486	1,731	14,900	14,900	-	0.00%
<b>Total: Supplies</b>			<b>151,073</b>	<b>147,881</b>	<b>348,945</b>	<b>116,905</b>	<b>132,146</b>	<b>15,241</b>	<b>13.04%</b>
Other Services and Charges									
	53150	Communications Contract	166,402	159,807	119,347	321,293	333,680	12,387	3.86%
	53160	Instruction	-	-	-	1,500	2,000	500	33.33%
	53170	Mgt. Fee, Consultants, and Workshops	-	-	-	-	75,000	75,000	N/A
	53210	Telephone	5,594	6,900	9,279	27,172	35,961	8,789	32.35%
	53220	Postage	3,666	-	-	10,000	10,000	-	0.00%
	53230	Travel	-	-	-	6,300	6,300	-	0.00%
	53240	Freight / Other	46	-	9,715	41,604	41,604	-	0.00%
	53310	Printing	6,563	11,561	9,631	40,900	40,900	-	0.00%
	53410	Liability / Casualty Premiums	90	4,398	13,826	9,328	11,076	1,748	18.74%
	53420	Worker's Comp & Risk	15,937	15,937	17,006	15,937	18,168	2,231	14.00%
	53620	Motor Repairs	12,642	8,267	9,699	9,118	10,247	1,129	12.38%
	53630	Machinery and Equipment Repairs	7,270	-	-	800	800	-	0.00%
	53640	Hardware and Software Maintenance	84,523	88,298	93,518	155,382	156,382	1,000	0.64%
	53830	Bank Charges	74,003	86,802	153,349	159,000	189,000	30,000	18.87%
	539010	Inter-Fund Transfers	240,985	240,985	191,835	-	-	-	N/A
	53910	Dues and Subscriptions	231	-	725	200	200	-	0.00%
	53960	Grants	136,012	10,032	-	-	-	-	N/A
	53990	Other Services and Charges	7,770	8,485	21,263	498,735	598,235	99,500	19.95%
<b>Total: Other Services and Charges</b>			<b>761,734</b>	<b>641,473</b>	<b>649,193</b>	<b>1,297,269</b>	<b>1,529,553</b>	<b>232,284</b>	<b>17.91%</b>
Capital Outlays									
	54310	Improvements Other Than Building	252,000	9,855	23,712	126,000	500,000	374,000	296.83%
	54510	Other Capital Outlays	8,342	-	-	51,230	61,230	10,000	19.52%
<b>Total: Capital Outlays</b>			<b>260,342</b>	<b>9,855</b>	<b>23,712</b>	<b>177,230</b>	<b>561,230</b>	<b>384,000</b>	<b>216.67%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,929,777</b>	<b>\$ 1,516,196</b>	<b>\$ 1,832,323</b>	<b>\$ 2,638,271</b>	<b>\$ 3,416,542</b>	<b>\$ 778,271</b>	<b>29.50%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 452 - Parking Facilities (S9502)</b>									
<u>Expenditures</u>									
<b>Department: 26 - Parking</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	249,898	305,986	385,555	529,549	560,857	31,308	5.91%
	51130	Salaries and Wages- Overtime	80	85	765	-	-	-	N/A
	51210	FICA	18,637	22,882	28,505	40,511	42,905	2,395	5.91%
	51220	PERF	32,991	41,413	54,858	69,173	73,317	4,144	5.99%
	51230	Health and Life Insurance	99,918	144,636	147,024	147,927	151,133	3,206	2.17%
	51320	Other Personal Services -DC Match	-	-	-	8,554	8,081	(473)	-5.53%
<b>Total: Personnel Services</b>			<b>401,524</b>	<b>515,003</b>	<b>616,707</b>	<b>795,714</b>	<b>836,293</b>	<b>40,580</b>	<b>5.10%</b>
Supplies									
	52110	Office Supplies	1,363	25,701	4,102	6,000	500	(5,500)	-91.67%
	52210	Institutional Supplies	3,025	2,841	2,802	4,000	6,500	2,500	62.50%
	52240	Fuel and Oil	101	441	1,107	1,636	1,777	141	8.62%
	52310	Building Materials and Supplies	3,158	3,280	8,722	12,500	11,500	(1,000)	-8.00%
	52320	Motor Vehicle Repair	-	-	-	6,323	6,323	-	0.00%
	52340	Other Repairs and Maintenance	19,815	91,458	29,170	30,000	25,000	(5,000)	-16.67%
	52420	Other Supplies	2,995	4,611	5,753	26,500	8,500	(18,000)	-67.92%
	52430	Uniforms and Tools	312	1,577	1,540	7,500	6,500	(1,000)	-13.33%
<b>Total: Supplies</b>			<b>30,768</b>	<b>129,909</b>	<b>53,195</b>	<b>94,459</b>	<b>66,600</b>	<b>(27,859)</b>	<b>-29.49%</b>
Other Services and Charges									
	53150	Communications Contract	7,499	-	-	5,000	5,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	-	-	12,000	6,000	(6,000)	-50.00%
	53210	Telephone	1,431	1,811	1,799	12,220	4,500	(7,720)	-63.18%
	53220	Postage	-	-	-	500	800	300	60.00%
	53310	Printing	125	-	-	500	500	-	0.00%
	53410	Liability / Casualty Premiums	79	4,398	3,706	29,319	33,717	4,398	15.00%
	53420	Worker's Comp & Risk	15,937	15,937	16,456	15,937	18,168	2,231	14.00%
	53510	Electrical Services	26,887	40,622	69,649	128,400	128,400	-	0.00%
	53530	Water and Sewer	513	1,590	3,296	3,600	3,600	-	0.00%
	53540	Natural Gas	-	890	1,198	4,200	4,200	-	0.00%
	53610	Building Repairs	\$ 99,835	\$ 109,788	\$ 186,845	\$ 125,500	\$ 104,000	\$ (21,500)	-17.13%
	53620	Motor Repairs	2,145	5,781	6,323	5,915	4,783	(1,132)	-19.14%
	53630	Machinery and Equipment Repairs	668	10,113	9,614	13,600	5,600	(8,000)	-58.82%
	53640	Hardware and Software Maintenance	79,697	108,408	125,740	168,800	206,000	37,200	22.04%
	53650	Other Repairs	348,975	36,666	211,765	25,000	25,000	-	0.00%
	53830	Bank Charges	12,823	29,061	48,304	46,631	75,000	28,369	60.84%
	53840	Lease Payments	681,550	671,263	670,328	681,552	681,552	-	0.00%
	539010	Inter-Fund Transfers	113,152	113,152	-	-	-	-	N/A
	53910	Dues and Subscriptions	232	-	-	250	250	-	0.00%
	53940	Temporary Contractual Employee	-	-	9,566	12,000	10,000	(2,000)	-16.67%
	53990	Other Services and Charges	1,051	20,184	29,440	-	21,200	21,200	N/A
<b>Total: Other Services and Charges</b>			<b>1,392,599</b>	<b>1,169,665</b>	<b>1,394,029</b>	<b>1,290,924</b>	<b>1,338,270</b>	<b>47,346</b>	<b>3.67%</b>
Capital Outlays									
	54510	Other Capital Outlays	8,342	-	-	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>8,342</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,833,233</b>	<b>\$ 1,814,577</b>	<b>\$ 2,063,931</b>	<b>\$ 2,181,097</b>	<b>\$ 2,241,163</b>	<b>\$ 60,067</b>	<b>2.75%</b>



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 730 - Solid Waste (S6401)</b>									
<u>Expenditures</u>									
<b>Department: 16 - Sanitation</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	1,021,566	1,011,933	1,053,997	1,182,452	1,306,217	123,765	10.47%
	51120	Salaries and Wages - Temporary	21,478	29,836	4,741	30,000	30,000	-	0.00%
	51130	Salaries and Wages- Overtime	51,819	49,205	53,071	70,011	70,011	-	0.00%
	51210	FICA	78,691	79,262	80,605	98,108	107,576	9,468	9.65%
	51220	PERF	153,081	150,682	157,196	177,848	195,424	17,576	9.88%
	51230	Health and Life Insurance	356,850	356,850	356,850	337,350	337,350	-	0.00%
	51320	Other Personal Services -DC Match	-	-	-	19,500	19,500	-	0.00%
<b>Total: Personnel Services</b>			<b>1,683,484</b>	<b>1,677,768</b>	<b>1,706,460</b>	<b>1,915,269</b>	<b>2,066,078</b>	<b>150,809</b>	<b>7.87%</b>
Supplies									
	52110	Office Supplies	-	158	-	400	400	-	0.00%
	52210	Institutional Supplies	-	-	-	540	2,100	1,560	288.89%
	52230	Garage and Motor Supplies	-	154	-	350	350	-	0.00%
	52240	Fuel and Oil	96,793	119,255	169,514	251,372	228,876	(22,496)	-8.95%
	52310	Building Materials and Supplies	-	-	5,374	2,500	2,500	-	0.00%
	52420	Other Supplies	8,874	17,425	13,332	21,850	21,850	-	0.00%
	52430	Uniforms and Tools	-	1,650	91	7,060	14,560	7,500	106.23%
<b>Total: Supplies</b>			<b>105,667</b>	<b>138,642</b>	<b>188,310</b>	<b>284,072</b>	<b>270,636</b>	<b>(13,436)</b>	<b>-4.73%</b>
Other Services and Charges									
	53130	Medical	323	470	535	1,000	1,000	-	0.00%
	53140	Exterminator Services	1,845	1,625	2,750	2,000	3,000	1,000	50.00%
	53150	Communications Contract	6,828	7,478	6,925	13,150	13,150	-	0.00%
	53160	Instruction	-	-	-	500	500	-	0.00%
	53210	Telephone	5,616	5,995	5,640	17,600	17,600	-	0.00%
	53220	Postage	3,771	-	3,832	4,100	4,600	500	12.20%
	53230	Travel	-	-	-	300	300	-	0.00%
	53240	Freight / Other	535	1,734	1,131	3,000	3,000	-	0.00%
	53310	Printing	11,580	2,178	14,430	17,000	18,000	1,000	5.88%
	53410	Liability / Casualty Premiums	38,045	43,294	77,898	51,456	59,174	7,718	15.00%
	53420	Worker's Comp & Risk	49,651	49,651	63,321	49,651	56,602	6,951	14.00%
	53510	Electrical Services	2,654	3,446	922	5,350	5,350	-	0.00%
	53530	Water and Sewer	2,058	1,988	1,631	2,000	2,000	-	0.00%
	53540	Natural Gas	2,510	2,878	3,982	3,000	3,500	500	16.67%
	53610	Building Repairs	1,738	10,822	4,154	97,500	7,000	(90,500)	-92.82%
	53620	Motor Repairs	299,196	350,687	359,640	375,324	432,931	57,607	15.35%
	53640	Hardware and Software Maintenance	-	359	5,000	5,000	23,000	18,000	360.00%
	53650	Other Repairs	-	-	-	10,500	10,500	-	0.00%
	53910	Dues and Subscriptions	-	-	-	200	200	-	0.00%
	53920	Laundry and Other Sanitation Services	1,931	1,549	1,427	4,950	4,950	-	0.00%
	53950	Landfill	460,780	455,815	450,373	500,000	525,000	25,000	5.00%
	53990	Other Services and Charges	7,198	2,908	6,984	22,850	23,350	500	2.19%
<b>Total: Other Services and Charges</b>			<b>896,258</b>	<b>942,877</b>	<b>1,010,574</b>	<b>1,186,431</b>	<b>1,214,707</b>	<b>28,276</b>	<b>2.38%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 2,685,409</b>	<b>\$ 2,759,286</b>	<b>\$ 2,905,344</b>	<b>\$ 3,385,772</b>	<b>\$ 3,551,421</b>	<b>\$ 165,649</b>	<b>4.89%</b>



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 101 - General Fund (S0101)</b>									
<u>Expenditures</u>									
<b>Department: 16 - Sanitation</b>									
Other Services and Charges									
	539010	Inter-Fund Transfers	1,009,620	978,492	1,107,486	1,419,146	1,419,146	-	0.00%
<b>Total: Other Services and Charges</b>			<b>1,009,620</b>	<b>978,492</b>	<b>1,107,486</b>	<b>1,419,146</b>	<b>1,419,146</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,009,620</b>	<b>\$ 978,492</b>	<b>\$ 1,107,486</b>	<b>\$ 1,419,146</b>	<b>\$ 1,419,146</b>	<b>\$ -</b>	<b>0.00%</b>



**DEPARTMENT OF  
PUBLIC WORKS •  
SANITATION**

**2024 BUDGET  
PROPOSAL**

## Memorandum

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

**FROM:** Rhea Carter, Assistant Public Works Director/Sanitation Director  
Adam Wason, Director of Public Works

**Date:** August 25, 2023

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### **Why We Exist**

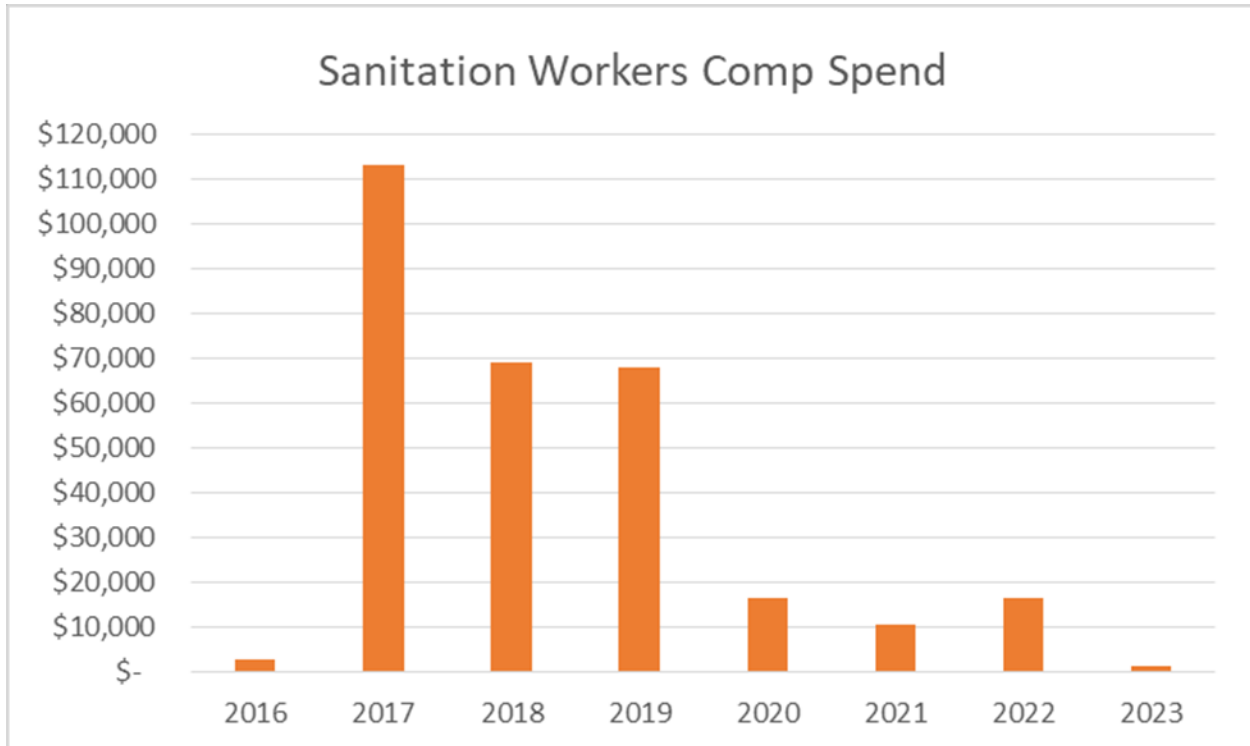
Sanitation is a division of the Department of Public Works responsible for providing weekly collection and disposal of household solid waste. It also promotes community sustainability through weekly curbside recycling pick-up and seasonal biweekly yard waste from residences inside the corporate City limits.

Sanitation also collects large items, such as furniture, mattresses and appliances, from residences on a request basis. Additionally, Sanitation provides trash collection for City Hall, downtown containers, City parks, various City facilities and numerous special events in the community.

### **Background**

The Sanitation Division has 24 full-time employees and 19 fleet vehicles. It serves an approximate population of 37,000 people in single-family homes, mobile homes and multi-family residential structures containing between 1 to 4 units, plus thousands more via containers that are located in City parks and throughout the downtown area. The core municipal services that the Sanitation Division provides have consistently measured very high in quality to residents, as ranked by the City of Bloomington Community Survey results (76% in the latest 2023 survey, 83% in 2021 and 84% in 2019).

The cost of workers' compensation claims in the Sanitation Division have seen noticeable reductions over the past six years, from a high of over \$110,000 in 2017 to approximately \$18,000 last year, and are hovering around \$2,000 so far in 2023. Additionally, the improved operational efficiencies of the sanitation modernization program continue to allow the Sanitation Division to keep an open FTE position unfilled again in 2024, reducing personnel costs.



The Sanitation Division is currently facing a number of trends and issues that likely will be factors in 2024 as well. One of the largest issues is rising costs that impact a wide range of daily sanitation operations. These include higher solid waste disposal and recycling collection costs, fuel costs, and increased salaries and benefits for personnel.

To better reflect these rising costs, the City Council's recent legislation will allow for the rate structure to begin increasing next year to better align with the actual costs that are incurred in providing these services. Like most other communities across the nation, Bloomington is returning to pre-pandemic work and school patterns. As a result, the heavy residential trash and recycling collection volumes seen during the COVID-19 pandemic are slowly trending back towards those typically seen prior to the pandemic (please see total collection summaries on pages 4-5).

### 2024 Budget Highlights

The Sanitation Division will continue to provide essential municipal services in 2024 through several new initiatives to increase efficiency, better utilize current resources and lower environmental impacts. Several areas to emphasize include the following initiatives:

- Rate structure changes approved by the City Council to better reflect increases in delivering sanitation services.
- Continue having crews perform weekly preventative maintenance checks on all sanitation vehicles to keep them at peak operating efficiency and performance.
- Providing targeted recycling information to the public via the route management software system to prevent compromised recycling items from being sent to the landfill.
- Utilize the route management software system to communicate with the public regarding sanitation schedule changes for holidays, weather or unforeseen delays, large item/appliance collection and promoting “clean recycling” techniques.
- With the curbside leafing program sunsetting in 2022, sell additional new yard waste containers to the public as a means to further divert yard waste from entering the waste stream.
- Continue educational outreach and information sharing efforts with community and school groups regarding City sanitation services. Because the Sanitation Division provides curbside collection, these efforts will contain unique and specialized educational information, so they will be separate from those events conducted by the Monroe County Solid Waste Management District.

**Department of Public Works-Sanitation 2024 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	1,683,484	1,677,768	1,706,460	1,915,269	2,066,078	150,809	7.9%
200 - Supplies	105,667	138,642	188,310	284,072	270,636	(13,436)	-4.7%
300 - Other Services	896,258	942,877	1,010,574	2,605,577	2,633,853	28,276	1.1%
400 - Capital Outlays	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>2,685,409</b>	<b>2,759,286</b>	<b>2,905,344</b>	<b>4,804,918</b>	<b>4,970,567</b>	<b>165,649</b>	<b>3.4%</b>

**2024 Activity Descriptions and Goals**

**Solid Waste Collection**

*Activity Description:* Provide weekly collection and disposal of household trash. Collect large items and appliances from residences on a request basis.

Goals:

- Activate the new 2024 rate structure for sanitation services.
- Install 13 new tablets onboard all the trucks to maintain peak route management performance and accurate solid waste collection data.
- Participate in at least 2 neighborhood large item and excess trash clean-up events sponsored through the Housing and Neighborhood Development Department by the end of Q3.
- Attend a minimum of 3 local homeowner and/or neighborhood association meetings in 2024.
- Provide containers and trash pickup for at least 4 community events in 2024.

City of Bloomington Solid Waste Collection Totals (tons)						
2017	2018	2019	2020	2021	2022	YTD 2023
5,683.14	6,771	7,195	8,061	8,261	7,479	4,803

City of Bloomington Number of Appliances & Large Items Collected *** <i>(No Data Available for 2017)</i>						
Type	2018	2019	2020	2021	2022	YTD 2023
Appliances	307	309	441	319	327	227
Large Items	2,020	3,786	4,584	3,254	3,182	2,158

Solid Waste Collection Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	777,599	806,565	10.15	37,000 single-family homes, mobile homes and multi-family housing (1-4 units).
200 - Supplies	113,629	108,254		
300 - Other Services	533,894	607,354		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,425,122</b>	<b>1,522,173</b>		

**Fund: General, Other**

**Recycling Collection**

*Activity Description:* Provide weekly curbside collection of recyclable materials.

Goals:

- Maintain the City’s current 35% recycling diversion rate through the end of 2024 to exceed the Environmental Protection Agency’s (EPA) recorded national diversion rate (EPA rate is set at 32%).
- Partner again with at least one Indiana University class to research and promote clean recycling practices to college students in 2024.
- Begin outreach with the Monroe County Community School Corporation in 2024 to provide recycling education and information to younger students and their families.

City of Bloomington Recycling Collection Totals (tons)						
2017	2018	2019	2020	2021	2022	YTD 2023
2,939	3,415	3,155	3,882	3,630	2,613	1,422

Recycling Collection Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	746,955	854,244	10.75	37,000 single-family homes, mobile homes and multi-family housing (1-4 units).
200 - Supplies	113,629	108,254		
300 - Other Services	415,251	485,883		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,275,834</b>	<b>1,448,381</b>		

**Fund: General, Other**

### Yard Waste Collection

*Activity Description:* Provide biweekly curbside collection of yard waste. This collection keeps yard waste from entering the landfill and promotes sustainable and eco-friendly disposal practices in the community.

#### Goals:

- With elimination of the curbside leafing program, complete yard waste collection service by December 31, 2024 with 800 tons or more of collected materials.
- Continue to sell 100 additional yard waste carts to residents that request them during 2024.

City of Bloomington Yard Waste Collection Totals (Truckload/Tonnage)						
2017	2018	2019	2020	2021	2022*	YTD 2023
950	830	650	640	700	1,005	47

\* Starting in 2022, yard waste collection totals changed from truckloads to tonnage in order to better reflect existing trash and recycling collection metrics.

Yard Waste Collection Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	168,544	174,822	2.20	37,000 single-family homes, mobile homes and multi-family housing (1-4 units).
200 - Supplies	42,611	40,595		
300 - Other Services	177,965	60,735		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>389,119</b>	<b>276,153</b>		

**Fund: General, Other**

## Municipal Collection

*Activity Description:* Remove trash from approximately 225 total containers from downtown sidewalks, City Hall, police and fire stations, the Utilities Service Center, the Public Safety Training Center, City buildings and downtown municipal-owned parking lots, and at City parks and trailheads.

### Goals:

- Maintain downtown cleanliness by annually replacing 50% of can liners in downtown trash containers in 2024.
- Keep both municipal government buildings and parks tidy by cleaning 25% of the trash containers located at City facilities in 2024.

Municipal Collection Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	222,171	230,447	2.90	85,000 people.
200 - Supplies	14,204	13,532		
300 - Other Services	59,322	60,735		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>295,696</b>	<b>304,714</b>		

**Fund: General, Other**

### Total Departmental Budget by Fund

Category	General Fund	Solid Waste	Total
1	0	2,066,078	2,066,078
2		270,636	270,636
3	1,419,146	1,214,707	2,633,853
4		0	0
<b>Total</b>	<b>1,419,146</b>	<b>3,551,421</b>	<b>4,970,567</b>

### 2024 Budget Request Highlights

The Sanitation Division's Solid Waste (730) budget request is \$3,551,421, which is an increase of \$165,649.

**Category 1 – Personnel** request is \$2,066,078, which is an increase of \$150,809.

**Category 2 – Supplies** request is \$270,636, which is a decrease of \$13,436 due to lower fuel cost projections for 2024. There is a slight increase from higher clothing allowances for personnel.

**Category 3 – Other Services & Charges** request is \$1,214,707, which is an increase of \$28,276. There increases are due to higher motor repair rates (per Fleet Division), purchasing and installing new on-board truck tablets (the current ones being phased out by manufacturer), deinstalling the old tablets and systems from the trucks, increased utility, printing, pest control and postage costs, higher liability/casualty premiums, higher solid waste and recycling collection fees and a slight increase to the South Central Community Action Program’s qualified household assistance program in 2024. A comprehensive building repair project will be completed this year, so these costs were removed from this year’s request.

**Category 4 – Capital Outlays** request is \$0, no change from 2023.

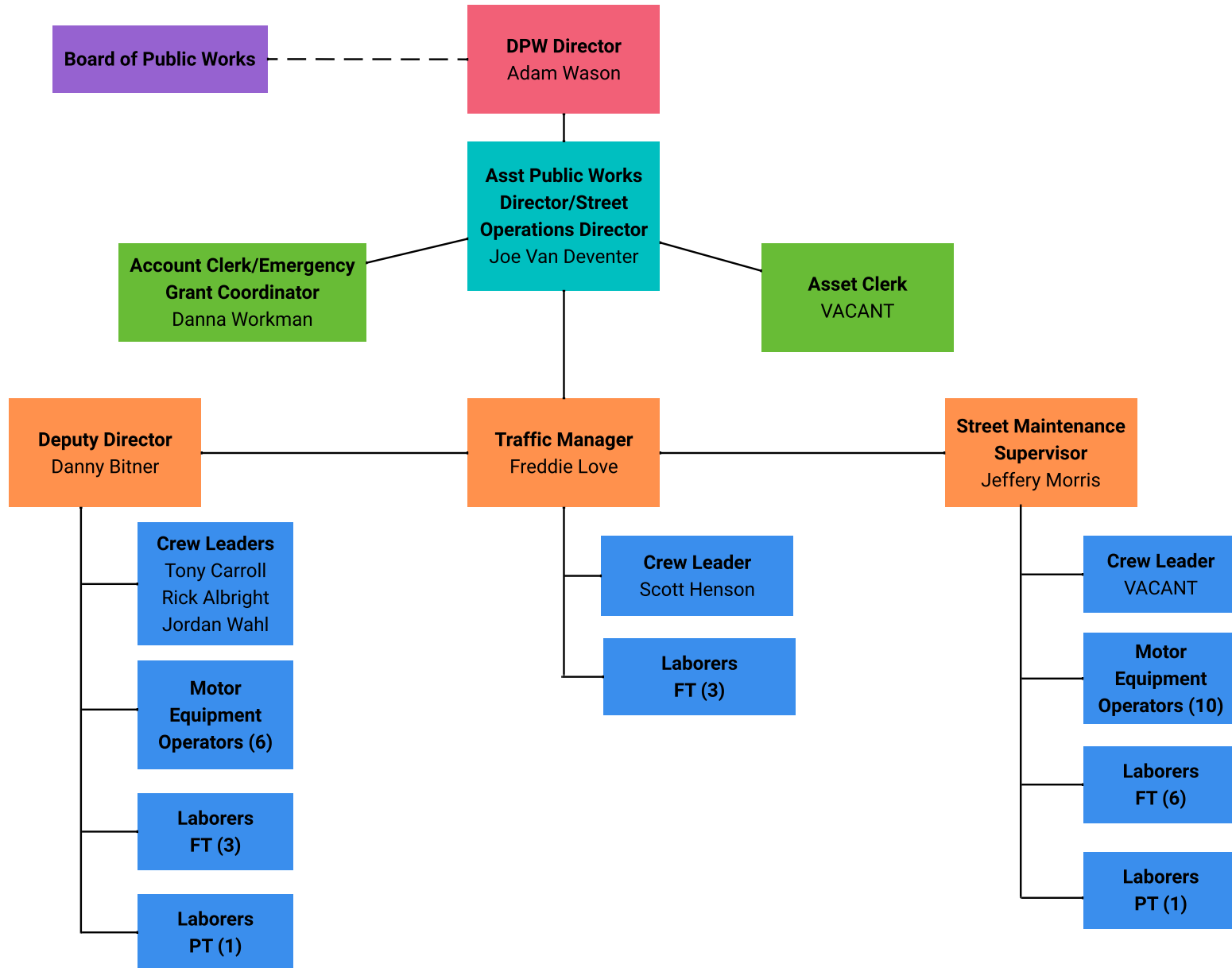
The Sanitation Division’s general fund budget request is \$1,419,146, which is no change from 2023.

**Category 3 – Other Services & Charges** request is \$1,419,146, no change from 2023.

**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.







**DEPARTMENT OF  
PUBLIC WORKS •  
STREET OPERATIONS**

**2024 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 25, 2023

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### **Why We Exist**

Street is a division of the Department of Public Works responsible for installing and maintaining important public infrastructure throughout the City by providing essential services to enhance the community's public roads, paths and sidewalks.

Street receives funds from five separate annual sources: Local Road and Street (LRS), Motor Vehicle Highway (MVH) and Motor Vehicle Highway Restricted (MVH Restricted), Cumulative Capital Improvement (CCI) and Cumulative Capital Development (CCD). Street will also be requesting use of Local Option Income Tax (LOIT) Special Distribution funding in 2024.

### **Background**

The Street Division maintains, repairs and oversees the City of Bloomington's 237 miles of public streets, 251.3 miles of sidewalks, 287 miles of curbs, 33 miles of public alleyways, 39 lane miles of public bicycle lanes located on the street and 22.9 lane miles of public side paths that are adjacent to public right-of-ways (and separate from those paths maintained by the City of Bloomington Parks & Recreation Department).

The Street Division has 39 regular full-time employees and serves an approximate regional population of 173,000 people, as well as almost 3,000,000 annual visitors to the community. Specific functions of the Street Division include street paving and resurfacing; maintenance repairs to the City's alley network; construction and installation of sidewalks, curbs and accessible ramps; repair and maintenance of 696,000 linear feet of long line lane markings, 13,181 street signs and 88 traffic signals (which includes 3 Pedestrian Hybrid Beacons (PHB) pedestrian signals); snow and ice removal operations and underground utility line locates. In addition, the division works with the City's Urban Forester to provide care, maintenance and line-of-site clearance of approximately 20,660 trees that are located in the public right-of-way.

The Street Division has paved a total of 3.1 miles of streets and installed 29 new accessible curb ramps so far in 2023. According to the transportation infrastructure condition assessment project that was completed in 2022, the average Pavement Condition Index (PCI) of Bloomington's street network was 52 (PCI is a snapshot of the pavement health of a road. It is measured on a scale of 0 to 100; with a 0 being a failing score and 100 a newly paved road). Continuing to address maintaining and improving PCI for the street network that serves transit, emergency response, sanitation, freight and personal vehicles, as well as bicyclists, continues to be a major focus.

During 2023 crews have also responded to several extreme weather events that have resulted in tree and tree limb damage, as well as fallen tree debris impeding travel on streets, sidewalks and side paths. Over 100 fallen trees were cleared or removed by Street Division personnel this year already and with the climate changing, future weather events could potentially increase that number.

## **2024 Budget Highlights**

The Street Division will undertake several major projects and initiatives during 2024, including:

- Continue multi-modal transportation system enhancements throughout the community.
- Produce a data-driven approach to the 2024-2025 paving schedule through the new asset management metrics obtained via the 2022 field reconnaissance update project.
- Complete a comprehensive, city-wide, enhanced infrastructure condition assessment analysis specifically targeted to the sidewalk network and import all collected data into the City's asset management software system.
- Continue to use sidewalk and accessible curb ramp condition data, as well as the first ever sidepath condition data, collected from the 2022 field reconnaissance update project for capital budget planning and targeted pedestrian infrastructure improvements.
- Manage and supervise the Sidewalk Repair Assistance Program to help eligible homeowners in Community Development Block Grant areas complete repairs on their adjacent sidewalks.
- Transferring responsibility for street sweeping operations to City Utilities in 2024.
- Provide support to City Utilities by repairing damage to streets and sidewalks caused by sewer line, storm sewer or water main breaks.

- Deploy additional mobile asset management capabilities that allow crews to provide direct updates to work orders and condition data in the field.
- Research opportunities and apply for available 2024 Indiana Department of Transportation (INDOT) Community Crossing Matching Grants in order to utilize potential state funding to complete additional infrastructure improvements in the community.
- Complete Phase III of the downtown Alley Paving Maintenance Projects between Washington Street and Dunn Street.
- The curbside residential leafing program has been completely eliminated, which not only reduces carbon emissions and increases environmental benefits, but also saves the program’s funding to be reallocated to other areas (a total of \$620,789 was allocated in 2022 for leafing, the final year of the program).
- Complete Smart Cities traffic signal network upgrades.

**Department of Public Works-Street 2024 Budget Summary**

<b>Summary Budget Allocation</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Change (\$)</b>	<b>Change (%)</b>
100 - Personnel Services	2,876,202	2,705,369	2,685,149	3,075,310	3,831,618	756,308	25%
200 - Supplies	933,646	1,247,169	1,118,666	1,790,518	1,937,701	147,183	8%
300 - Other Services	2,535,466	2,574,384	2,929,145	3,168,103	3,399,350	231,247	7%
400 - Capital Outlays	2,060,085	581,960	476,880	1,762,200	2,881,326	1,119,126	64%
<b>Total</b>	<b>8,405,399</b>	<b>7,108,882</b>	<b>7,209,839</b>	<b>9,796,131</b>	<b>12,049,995</b>	<b>2,253,864</b>	<b>23%</b>

**2024 Activity Descriptions and Goals**

**Paving/Patching**

*Activity Description:* Provide maintenance and repair of the City’s 239 lane miles of streets. Pavement provides a smooth and durable all-weather traveling surface that benefits a wide range of transportation types, transit, autos & bicycles.

**Goals:**

- Complete at least 10 miles of proactive crack sealing efforts by Q3.
- Mill and prepare at least 10 street lane miles for repaving by Q3.
- Take responsibility for all City Utilities street-cut asphalt repairs in 2024.
- Create a work order and repair potholes within at least 2 business days (weather permitting) of being reported.
- Resurface a minimum of at least 12 street lane miles by Q3.
- Achieve an average Pavement Condition Index (PCI) of 55 for the street network by the end of Q4 (Arterials PCI of 56, Collectors PCI of 54 and Residential PCI of 49).
- Apply and track INDOT Community Crossing Match Grant funds for up to an additional \$1 million in infrastructure improvements by the end of Q3.
- Report required street infrastructure improvements to the State Board of Accounts by June 1st and INDOT by December 1st.

<b>Paving/ Patching Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	1,114,800	1,165,790	14.30	Regional population served 173,000 people, as well as almost 3,000,000 annual visitors to the community.
200 - Supplies	644,586	600,687		
300 - Other Services	633,621	713,864		
400 - Capital Outlays	933,966	1,527,103		
<b>Total</b>	<b>3,326,972</b>	<b>4,007,444</b>		

**Fund: Other**

### **Utility Excavation Repairs**

*Activity Description:* Provide support to CBU by repairing damage to streets and sidewalks caused by sewer line, storm sewer or water main breaks.

Goals:

- Provide pavement or concrete surface repairs that keep traffic flowing and reduce safety hazards for all sewer or main breaks.

<b>Utility Excavation Repairs Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	0	260,876	3.20	Regional population served 173,000 people, as well as almost 3,000,000 annual visitors to the community.
200 - Supplies	0	135,639		
300 - Other Services	0	33,994		
400 - Capital Outlays	0	144,066		
<b>Total</b>	<b>1</b>	<b>574,575</b>		

**Fund: Other**

### **Snow Removal**

*Activity Description:* Provide snow and ice removal to ensure safe transportation for the community and safe access by emergency vehicles during inclement weather.

Goals:

- Plow crews restore normal driving conditions to collector and arterial streets within 8 hours and all secondary streets to satisfactory condition after the winter storm event ends (heavier snow or ice accumulations can take longer).
- Expand salt brine pretreatment to arterial streets to increase safety and prevent freezing.

Snow Removal Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	584,309	733,714	9.00	Regional population served 173,000 people, as well as almost 3,000,000 annual visitors to the community.
200 - Supplies	626,681	581,310		
300 - Other Services	158,405	203,961		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>1,369,395</b>	<b>1,518,985</b>		

**Fund: Other**

### Sidewalk Maintenance

*Activity Description:* Using an Overall Condition Index rating for sidewalks, prioritize resource allocation to those sidewalk segments in most need of repair. Build new sidewalks and construct Americans with Disabilities Act (ADA) compliant accessible sidewalk ramps before resurfacing streets.

Goals:

- Repair at least 6,000 linear feet of residential sidewalks that are rated in poor condition, utilizing both in-house repairs and contracting services.
- Replace at least 1,000 linear feet of sidewalks rated in poor condition as part of the Sidewalk Repair Assistance Program for qualifying income-based homeowners.
- Install at least 100 new or upgraded ADA accessible sidewalk ramps while repaving the streets included on the 2024 paving list by Q4.
- Remove at least 1,000 trip hazards on sidewalks in 2024 at various locations using a saw cutting or grinding solution.
- Complete a dedicated sidewalk infrastructure condition assessment.

Sidewalk Maintenance Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	411,323	623,657	7.65	This activity serves the City's population of 85,000 people.
200 - Supplies	107,431	116,262		
300 - Other Services	538,578	713,864		
400 - Capital Outlays	0	403,386		
<b>Total</b>	<b>1,057,330</b>	<b>1,857,168</b>		

**Fund: Other**

### Traffic Signals

*Activity Description:* Traffic signals are designed to ensure an orderly flow of traffic, provide an opportunity for pedestrians or vehicles to cross an intersection and help to reduce the number of conflicts between vehicles entering intersections from different directions.

Goals:

- Complete cabinet inspection of all traffic signals - 88 total, including 3 PHB (Pedestrian Hybrid Beacons) signals by Q4.
- Complete upgrade of 18 traffic signal intersections to new Applied Information Cellular Connectivity Smart City by the end of Q4.
- Upgrade 13 traffic signal cabinets for future installation of Applied Information Cellular Connectivity by end of Q4. (3 on 3rd St., 3 on Walnut St., 2 on Rogers St., 2 on Patterson Dr. and 2 on High St.)
- Upgrade 11 traffic signal intersections to Miovision/Gridsmart traffic detection by the end of Q4 (Grimes & Walnut, High & Hillside, 3rd & Woodscrest, Patterson & Adams, Smith & Walnut, Covenanter & College Mall, 2nd & High, 3rd & High, Winslow & Henderson, 3rd & Eagleson and 10th & Sunrise).
- Upgrade pedestrian push buttons at 8 intersections by end of Q4 (2 on 7th St., 2 on 10th St., 3 on College Mall Rd. and 1 on 3rd St.)

Traffic Signals Budget Allocation	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	153,766	134,514	1.65	Regional population served 173,000 people, as well as almost 3,000,000 annual visitors to the community.
200 - Supplies	107,431	116,262		
300 - Other Services	316,810	271,948		
400 - Capital Outlays	0	201,693		
<b>Total</b>	<b>578,007</b>	<b>724,417</b>		

**Fund: Other**

**Manage Urban Forest**

*Activity Description:* Support the Parks & Recreation Department’s Urban Forestry Division in care and maintenance of the approximately 20,000 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:

- Coordinate with the City Urban Forester on an inventory plan to remove up to at least 100 invasive Callery pear trees.
- Partner with the Parks & Recreation Department in 2024 to reduce tree debris in the staging area by using tub grinding rental services.

City of Bloomington Hazardous Tree Removal Totals						
2017	2018	2019	2020	2021	2022	YTD 2023
197	230	176	134	172	149	98

<b>Manager Urban Forest Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	357,505	428,000	5.25	This activity serves the City's population of 85,000 people.
200 - Supplies	17,905	19,377		
300 - Other Services	174,248	67,987		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>549,659</b>	<b>515,364</b>		

**Fund: Other**

### Traffic Signs

*Activity Description:* Place and maintain the City's current inventory of 13,181 traffic signs in compliance with the U.S. Department of Transportation's Manual of Uniform Traffic Control Devices (MUTCD) standards.

Goals:

- Coordinate with the Engineering Department after each monthly Traffic Commission meeting on all Title 15 projects that require either replacement or removal of traffic signs.
- Upgrade 100 stop signs in 2024 (new posts, bolts, and install MUTCD reflectivity sign).

<b>Traffic Signs Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	222,960	252,724	3.10	Regional population served 173,000 people, as well as almost 3,000,000 annual visitors to the community.
200 - Supplies	89,526	77,508		
300 - Other Services	158,405	169,968		
400 - Capital Outlays	229,086	316,946		
<b>Total</b>	<b>699,977</b>	<b>817,145</b>		

**Fund: Other**

### Pavement Markings

*Activity Description:* Pavement markings indicate which part of the road to utilize for all users, provide information about upcoming roadway conditions and show where passing is allowed. There are a total of 696,000 linear feet of long line pavement markings on the City's street network.

Goals:

- Reapply at least 696,000 linear feet of our current long line pavement markings by the end of Q3.
- Update at least 10 signalized intersections with crosswalk and stop-bar thermoplastic markings by the end of Q4.



<b>Pavement Markings Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	76,883	126,362	1.55	Regional population served 173,000 people, as well as almost 3,000,000 annual visitors to the community.
200 - Supplies	71,621	77,508		
300 - Other Services	158,405	203,961		
400 - Capital Outlays	229,086	115,253		
<b>Total</b>	<b>535,995</b>	<b>523,084</b>		

**Fund: Other**

<b>Street Sweeping Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	73,039	0	0.00	
200 - Supplies	0	0		
300 - Other Services	79,203	0		
400 - Capital Outlays	0	0		
<b>Total</b>	<b>152,241</b>	<b>0</b>		Note: moved under CBU in 2024

**Fund: Other**

**Alley Repairs**

*Activity Description:* Grade, stone, patch and remove obstructions from the 33 total miles of City-maintained alleyways.

Goals:

- Repair reported alley issues (grade, stone, patch) by the end of Q3.
- Implement resurfacing of at least 2 alleys by the end of Q4.

<b>Alley Repairs Budget Allocation</b>	<b>2023 Budget \$</b>	<b>2024 Budget \$</b>	<b>Staffing (FTE)</b>	<b>Population Served</b>
100 - Personnel Services	38,441	73,371	0.90	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	35,810	174,393		
300 - Other Services	95,043	33,994		
400 - Capital Outlays	370,062	172,880		
<b>Total</b>	<b>539,356</b>	<b>454,638</b>		

**Fund: Other**

**Street Lights & Equipment**

*Activity Description:* Install only cost-effective and energy-efficient Light Emitting Diode (LED) lighting systems to reduce the City's greenhouse gas emissions and carbon footprint. Manage and

supervise the LRS fund that is solely designated for the construction and maintenance of local roads and streets.

Goals:

- Reduce the City’s greenhouse gas emissions and carbon footprint by 6.1 metric tons annually by replacing 40 legacy high sodium vapor lights with new energy-efficient LED lighting systems in 2024.
- Dedicate 10% 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	2023 Budget \$	2024 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	42,286	32,610	0.40	Regional population served 173,000 people, as well as almost 3,000,000 annual visitors to the community.
200 - Supplies	89,526	38,754		
300 - Other Services	855,388	985,812		
400 - Capital Outlays				
<b>Total</b>	<b>987,199</b>	<b>1,057,175</b>		

Fund: Other

**Total Departmental Budget by Fund**

Category	Local Road & Street	Motor Vehicle Highway	MVH Restricted	Cumulative Cap Improve	Cumulative Cap Devlp	LOIT	Total
1		3,555,996	275,622				3,831,618
2	0	358,165	256,696	68,000	1,061,764	193,076	1,937,701
3	997,682	1,254,668	517,000	150,000	470,000	10,000	3,399,350
4	0	230,000	700,000		500,000	1,451,326	2,881,326
<b>Total</b>	<b>997,682</b>	<b>5,398,829</b>	<b>1,749,318</b>	<b>218,000</b>	<b>2,031,764</b>	<b>1,654,402</b>	<b>12,049,995</b>

**2024 Budget Request Highlights**

The Street Division’s Motor Vehicle Highway (MVH 451) and Restricted Motor Vehicle Highway (MVH 456) fund budget request is \$7,148,147, which is an increase of \$2,625,642.

**Category 1 – Personnel** request is \$3,831,618, which is an increase of \$823,943. The increase is due to adding a new Sidewalk Supervisor position, 2 new employees for the Traffic Division and 4 new employees for the Utility Excavation Repairs program.

**Category 2 – Supplies** request is \$614,861, which is a decrease of \$21,157. This decrease is the result of lower fuel and oil costs projections for 2024.

**Category 3 – Other Services & Charges** request is \$1,771,668, which is an increase of \$1,092,855. This increase is the result of adding funds for the sidewalk grinding contract and a railing repair on the northside of E. 3rd Street, from S College Ave. to the B-line Trail. Transfer of funds from ARPA for motor equipment repairs.

**Category 4 - Capital Outlays** request is \$930,000 which is an increase of \$730,000. This increase is the result of a larger local match for the Indiana Department of Transportation’s Community Crossings Matching Grant to utilize state funding for City infrastructure improvements.

The Street Division’s Local Roads and Streets (LRS 450) fund budget request is \$997,682, which is a decrease of \$957,918. Significant highlights include:

**Category 3 – Other Services & Charges** request is \$997,682 which is an increase of \$104,282. This increase is the result of higher energy and maintenance rates, a new rate structure for outdoor lighting service agreements that are charged by Duke Energy for street lighting and traffic signal energy and maintenance.

**Category 4 – Capital Outlays** request is \$0, which is a decrease of \$1,062,200. This decrease is the result of moving the purchase of replacement vehicles for the Street Division to LOIT Special Distribution.

The Street Division’s Cumulative Capital funds (CCD 601 & CCI 600) budget request is \$2,249,764, which is an increase of \$99,374. Significant highlights include:

**Category 2 - Supplies** request is \$1,129,764, no change from 2023.

**Category 3 - Other Services & Charges** request is \$620,000, which is an increase of 99,374. This increase is the result of transferring a partial amount of the Fleet set rate.

**Category 4 - Capital Outlays** request is \$500,000, no change from 2023.

The Street Division’s Local Option Income Tax Special Distribution (LOIT 157) fund budget request is \$1,654,402, which is an increase of \$1,654,402. Significant highlights include:

**Category 2 - Supplies** request is \$193,076, which is an increase of \$193,076. This increase is the result of a one time transfer from LRS 450 for pavement/alley maintenance and traffic signal emergency supplies.

**Category 3 - Other Services & Charges** request is \$10,000, which is an increase of \$10,000. This increase is the result of a one time transfer from LRS 450 for traffic signal emergency outside repair services.

**Category 4 - Capital Outlays** request is \$1,451,326, which is an increase of \$1,451,326. This increase is due to a one time transfer from LRS 450 for purchase of replacement vehicles for the Street Division.

**Conclusion**

As a division of the Department of Public Works, Street is 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.

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 451 - Motor Vehicle Highway(S0708)</b>									
<u>Expenditures</u>									
<b>Department: 20 - Street</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	1,127,135	1,084,286	951,962	1,177,859	2,459,172	1,281,313	108.78%
	51120	Salaries and Wages - Temporary	9,989	-	-	-	-	-	N/A
	51130	Salaries and Wages- Overtime	49,838	106,603	98,667	125,525	125,525	-	0.00%
	51210	FICA	86,483	86,557	75,348	99,709	197,729	98,021	98.31%
	51220	PERF	171,251	168,237	148,611	185,080	367,023	181,943	98.31%
	51230	Health and Life Insurance	305,326	198,141	327,613	318,913	384,331	65,418	20.51%
	51320	Other Personal Services -DC Match	-	-	-	18,435	22,216	3,781	20.51%
<b>Total: Personnel Services</b>			<b>1,750,023</b>	<b>1,643,824</b>	<b>1,602,202</b>	<b>1,925,520</b>	<b>3,555,996</b>	<b>1,630,476</b>	<b>84.68%</b>
Supplies									
	52110	Office Supplies	457	882	339	600	600	-	0.00%
	52210	Institutional Supplies	1,667	4,421	5,936	10,000	10,000	-	0.00%
	52240	Fuel and Oil	80,541	107,719	143,102	275,558	229,665	(45,893)	-16.65%
	52310	Building Materials and Supplies	-	23	2,328	5,000	5,000	-	0.00%
	52340	Other Repairs and Maintenance	-	-	6,443	78,000	78,000	-	0.00%
	52420	Other Supplies	39,507	11,278	11,377	10,164	34,900	24,736	243.37%
<b>Total: Supplies</b>			<b>122,173</b>	<b>124,324</b>	<b>169,524</b>	<b>379,322</b>	<b>358,165</b>	<b>(21,157)</b>	<b>-5.58%</b>
Other Services and Charges									
	53130	Medical	1,077	547	3,385	900	900	-	0.00%
	53140	Exterminator Services	125	-	-	500	500	-	0.00%
	53150	Communications Contract	18,219	30,176	25,534	-	28,000	28,000	N/A
	53160	Instruction	-	1,320	2,198	4,795	4,795	-	0.00%
	53210	Telephone	1,895	2,749	3,652	4,000	4,000	-	0.00%
	53220	Postage	2,926	2,949	3,305	3,500	3,500	-	0.00%
	53230	Travel	-	615	-	1,400	1,400	-	0.00%
	53250	Pagers	1,057	1,048	1,143	1,200	1,200	-	0.00%
	53310	Printing	1,539	1,535	3,429	4,000	4,000	-	0.00%
	53320	Advertising	-	236	452	1,500	1,500	-	0.00%
	53410	Liability / Casualty Premiums	56,412	94,823	57,882	-	115,862	115,862	N/A
	53420	Worker's Comp & Risk	37,632	50,121	51,096	-	57,138	57,138	N/A
	53510	Electrical Services	3,450	3,790	4,431	6,955	6,955	-	0.00%
	53520	Street Lights / Traffic Signals	-	-	106,565	-	-	-	N/A
	53530	Water and Sewer	3,915	3,950	3,894	2,500	2,500	-	0.00%
	53540	Natural Gas	3,738	4,651	4,693	8,000	8,000	-	0.00%
	53610	Building Repairs	16,239	18,235	8,396	37,000	37,000	-	0.00%
	53620	Motor Repairs	855,301	854,892	817,520	-	634,085	634,085	N/A
	53630	Machinery and Equipment Repairs	16,792	6,200	18,692	3,200	3,200	-	0.00%
	53650	Other Repairs	27,770	-	-	10,000	10,000	-	0.00%
	53730	Machinery and Equipment Rental	-	2,100	328	-	-	-	N/A
	539010	Inter-Fund Transfers	135,974	139,154	139,154	139,154	-	(139,154)	-100.00%
	53910	Dues and Subscriptions	3,630	320	135	2,420	2,420	-	0.00%
	53920	Laundry and Other Sanitation Services	2,855	2,596	2,236	2,820	2,820	-	0.00%
	53950	Landfill	29,441	17,218	12,011	42,424	42,424	-	0.00%
	53990	Other Services and Charges	59,991	49,205	76,124	65,545	282,469	216,924	330.95%
<b>Total: Other Services and Charges</b>			<b>1,279,978</b>	<b>1,288,429</b>	<b>1,346,254</b>	<b>341,813</b>	<b>1,254,668</b>	<b>912,855</b>	<b>267.06%</b>
Capital Outlays									
	54310	Improvements Other Than Building	52,542	-	-	-	-	-	N/A
	54420	Purchase of Equipment	849,018	100,890	-	-	-	-	N/A
	54440	Motor Equipment	168,779	-	-	-	230,000	230,000	N/A
<b>Total: Capital Outlays</b>			<b>1,070,339</b>	<b>100,890</b>	<b>-</b>	<b>-</b>	<b>230,000</b>	<b>230,000</b>	
<b>Expenditures Grand Total:</b>			<b>\$ 4,222,512</b>	<b>\$ 3,157,467</b>	<b>\$ 3,117,980</b>	<b>\$ 2,646,655</b>	<b>\$ 5,398,829</b>	<b>\$ 2,752,174</b>	<b>103.99%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 456 - MVH Restricted</b>									
<u>Expenditures</u>									
<b>Department: 20 - Street</b>									
Personnel Services									
	51110	Salaries and Wages - Regular	705,571	666,499	694,943	708,098	9,263	(698,835)	-98.69%
	51120	Salaries and Wages - Temporary	-	5,317	9,969	-	-	-	N/A
	51210	FICA	49,973	48,158	50,348	54,170	709	(53,461)	-98.69%
	51220	PERF	99,430	94,642	98,614	100,549	1,320	(99,229)	-98.69%
	51230	Health and Life Insurance	271,206	246,929	229,073	207,353	249,887	42,534	20.51%
	51320	Other Personal Services -DC Match	-	-	-	11,985	14,444	2,459	20.51%
<b>Total: Personnel Services</b>			<b>1,126,179</b>	<b>1,061,545</b>	<b>1,082,947</b>	<b>1,082,155</b>	<b>275,622</b>	<b>(806,533)</b>	<b>-74.53%</b>
Supplies									
	52330	Street , Alley, and Sewer Material	165,001	147,140	97,383	256,696	256,696	-	0.00%
	52340	Other Repairs and Maintenance	98,751	50,343	16,818	-	-	-	N/A
	52420	Other Supplies	16,897	6,126	16,160	-	-	-	N/A
<b>Total: Supplies</b>			<b>280,649</b>	<b>203,609</b>	<b>130,361</b>	<b>256,696</b>	<b>256,696</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53420	Worker's Comp & Risk	12,489	-	-	-	-	-	N/A
	53630	Machinery and Equipment Repairs	-	23,456	887	27,000	27,000	-	0.00%
	53640	Hardware and Software Maintenance	916	1,668	-	-	-	-	N/A
	53730	Machinery and Equipment Rental	1,479	-	406	10,000	10,000	-	0.00%
	53990	Other Services and Charges	70	149,953	240,090	300,000	480,000	180,000	60.00%
<b>Total: Other Services and Charges</b>			<b>14,955</b>	<b>175,077</b>	<b>241,383</b>	<b>337,000</b>	<b>517,000</b>	<b>180,000</b>	<b>53.41%</b>
Capital Outlays									
	54510	Other Capital Outlays	-	-	-	200,000	700,000	500,000	250.00%
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>700,000</b>	<b>500,000</b>	<b>250.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,421,783</b>	<b>\$ 1,440,231</b>	<b>\$ 1,454,690</b>	<b>\$ 1,875,851</b>	<b>\$ 1,749,318</b>	<b>\$ (126,533)</b>	<b>-6.75%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 450 - Local Road and Street (S0706)</b>									
<u>Expenditures</u>									
<b>Department: 20 - Street</b>									
Supplies									
	52330	Street , Alley, and Sewer Material	-	-	-	-	-	-	N/A
<b>Total: Supplies</b>			-	-	-	-	-	-	<b>0.00%</b>
Other Services and Charges									
	53520	Street Lights / Traffic Signals	512,826	558,460	868,665	873,400	997,682	124,282	14.23%
	53990	Other Services and Charges	-	12,077	22,125	20,000	-	(20,000)	-100.00%
<b>Total: Other Services and Charges</b>			<b>512,826</b>	<b>570,538</b>	<b>890,790</b>	<b>893,400</b>	<b>997,682</b>	<b>104,282</b>	<b>11.67%</b>
Capital Outlays									
	54310	Improvements Other Than Building	664,909	33,406	22,704	350,000	-	(350,000)	-100.00%
	54440	Motor Equipment	182,182	-	-	712,200	-	(712,200)	-100.00%
<b>Total: Capital Outlays</b>			<b>847,091</b>	<b>33,406</b>	<b>22,704</b>	<b>1,062,200</b>	<b>-</b>	<b>(1,062,200)</b>	<b>-100.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,359,917</b>	<b>\$ 603,943</b>	<b>\$ 913,494</b>	<b>\$ 1,955,600</b>	<b>\$ 997,682</b>	<b>\$ (957,918)</b>	<b>-48.98%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 601 - Cumulative Capital Devlp (S2391)</b>									
<u>Expenditures</u>									
<b>Department: 02 - Public Works</b>									
Supplies									
	52330	Street , Alley, and Sewer Material	468,980	738,451	567,081	961,764	961,764	-	0.00%
	52420	Other Supplies	-	108,720	57,767	100,000	100,000	-	0.00%
<b>Total: Supplies</b>			<b>468,980</b>	<b>847,171</b>	<b>624,848</b>	<b>1,061,764</b>	<b>1,061,764</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53110	Engineering and Architectural	22,454	-	-	-	-	-	N/A
	539010	Inter-Fund Transfers	300,000	300,000	300,000	305,000	350,000	45,000	14.75%
	53990	Other Services and Charges	309,628	144,714	50,012	120,000	120,000	-	0.00%
<b>Total: Other Services and Charges</b>			<b>632,082</b>	<b>444,714</b>	<b>350,012</b>	<b>425,000</b>	<b>470,000</b>	<b>45,000</b>	<b>10.59%</b>
Capital Outlays									
	54310	Improvements Other Than Building	7,655	1,802	8,172	-	-	-	N/A
	54510	Other Capital Outlays	135,000	445,863	286,587	500,000	500,000	-	0.00%
<b>Total: Capital Outlays</b>			<b>142,655</b>	<b>447,665</b>	<b>294,759</b>	<b>500,000</b>	<b>500,000</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 1,243,717</b>	<b>\$ 1,739,549</b>	<b>\$ 1,269,620</b>	<b>\$ 1,986,764</b>	<b>\$ 2,031,764</b>	<b>\$ 45,000</b>	<b>2.26%</b>



**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 600 - Cumulative Cap Imprv (CIG) (S2379)</b>									
<u>Expenditures</u>									
<b>Department: 02 - Public Works</b>									
Supplies									
	52330	Street , Alley, and Sewer Material	61,844	72,066	57,483	68,000	68,000	-	0.00%
<b>Total: Supplies</b>			<b>61,844</b>	<b>72,066</b>	<b>57,483</b>	<b>68,000</b>	<b>68,000</b>	<b>-</b>	<b>0.00%</b>
Other Services and Charges									
	53620	Motor Repairs	-	-	-	-	150,000	150,000	N/A
	539010	Inter-Fund Transfers	95,626	95,626	95,626	95,626	-	(95,626)	-100.00%
<b>Total: Other Services and Charges</b>			<b>95,626</b>	<b>95,626</b>	<b>95,626</b>	<b>95,626</b>	<b>150,000</b>	<b>54,374</b>	<b>56.86%</b>
<b>Expenditures Grand Total:</b>			<b>\$ 157,470</b>	<b>\$ 167,692</b>	<b>\$ 153,109</b>	<b>\$ 163,626</b>	<b>\$ 218,000</b>	<b>\$ 54,374</b>	<b>33.23%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 157 - LOIT Special Distribution (S0075)</b>									
<u>Expenditures</u>									
<b>Department: 20 - Street</b>									
Supplies									
	52330	Street , Alley, and Sewer Material	-	-	-	-	183,076	183,076	N/A
	52420	Other Supplies	-	-	-	-	10,000	10,000	N/A
<b>Total: Supplies</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>193,076</b>	<b>193,076</b>	
Other Services and Charges									
	53990	Other Services and Charges	-	-	-	-	10,000	10,000	N/A
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	
Capital Outlays									
	54440	Motor Equipment	-	-	-	-	1,451,326	1,451,326	N/A
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,451,326</b>	<b>1,451,326</b>	
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,654,402</b>	<b>\$ 1,654,402</b>	<b>0.00%</b>

**CITY OF BLOOMINGTON**

	Account Number	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Adopted Budget	2024 Council	\$ +/-	% +/-
<b>Fund: 176 - ARPA Local Fiscal Recvry (S9512)</b>									
<u>Expenditures</u>									
<b>Department: 20 - Street</b>									
Personnel Services									
	51120	Salaries and Wages - Temporary	-	-	-	62,829	-	(62,829)	-100.00%
	51210	FICA	-	-	-	4,806	-	(4,806)	-100.00%
<b>Total: Personnel Services</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>67,636</b>	<b>-</b>	<b>(67,636)</b>	<b>-100.00%</b>
Supplies									
	52330	Street , Alley, and Sewer Material	-	-	102,641	-	-	-	N/A
	52340	Other Repairs and Maintenance	-	-	33,808	-	-	-	N/A
	52420	Other Supplies	-	-	-	24,736	-	(24,736)	-100.00%
<b>Total: Supplies</b>			<b>-</b>	<b>-</b>	<b>136,450</b>	<b>24,736</b>	<b>-</b>	<b>(24,736)</b>	<b>-100.00%</b>
Other Services and Charges									
	53150	Communications Contract	-	-	-	28,000	-	(28,000)	-100.00%
	53410	Liability / Casualty Premiums	-	-	-	100,749	-	(100,749)	-100.00%
	53420	Worker's Comp & Risk	-	-	-	50,121	-	(50,121)	-100.00%
	53620	Motor Repairs	-	-	-	796,394	-	(796,394)	-100.00%
	53630	Machinery and Equipment Repairs	-	-	4,630	-	-	-	N/A
	53730	Machinery and Equipment Rental	-	-	450	-	-	-	N/A
	53990	Other Services and Charges	-	-	-	100,000	-	(100,000)	-100.00%
<b>Total: Other Services and Charges</b>			<b>-</b>	<b>-</b>	<b>5,080</b>	<b>1,075,264</b>	<b>-</b>	<b>(1,075,264)</b>	<b>-100.00%</b>
Capital Outlays									
	54420	Purchase of Equipment	-	-	159,417	-	-	-	N/A
<b>Total: Capital Outlays</b>			<b>-</b>	<b>-</b>	<b>159,417</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures Grand Total:</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,947</b>	<b>\$ 1,167,636</b>	<b>\$ -</b>	<b>\$ (1,167,636)</b>	<b>-100.00%</b>