



**JOHN HAMILTON
MAYOR**

**JEFFREY H. UNDERWOOD
CONTROLLER**

CITY OF BLOOMINGTON

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Memorandum

To: Council Members
From: Jeffrey Underwood, Controller, Jeff McMillian, and Cheryl Gilliland
Date: November 30, 2023
Re: Appropriation Ordinance 23-08

Appropriation Ordinance 23-08 is our comprehensive 2023 year-end appropriation. The total additional appropriation is \$460,000. In addition, there are appropriations that are simple transfers between departments that have zero net impact on the total budget.

1. **General Fund – Various.** The majority of this ordinance transfers appropriations between departments and categories in order to cover changes between the initial budget prepared, and actual operational results. For 2023, the net effect on the actual appropriation from the General Fund is zero. There will be no impact on the fund balance or tax rates.
 - a. **Animal Care & Control** – the **Public Works Department** is requesting an additional appropriation of \$13,840 in Classification 3 – Services to cover donations received through MCHA for care of Carolina dogs and \$95,000 in Classification 4 – Capital to cover the cost of the Monroe County Humane Society lease buyout (building ownership). This request will come from other General Fund departmental funding releases.
 - b. **Public Works Administration** – the **Public Works Department** is requesting \$30,000 transfer from Classification 4 – Capital to Classification 3 – Services to help cover 2023 municipal election costs. In addition, the department is requesting an appropriation of \$9,000 in Classification 2 – Supplies to cover DPW winter weather clothing allowance and an appropriation of \$546,000 in Classification 3 – Services to fully cover the 2023 municipal election costs. These funds will come from the release of funds from other General Fund departments. The savings in Classification 4 is due from lower than anticipated capital and land acquisition costs. This request will come from other General Fund departmental funding releases.
 - c. **Clerk** – the **Clerk Department** is requesting a transfer of \$10,000 from Classification 1 – Personnel Services to Classification 2 – Supplies in the amount of \$2,000 and Classification 3 – Services in the amount of \$8,000. Funds transferred to Classification 2 will cover the purchase of headphones, tablets, and other peripherals and the transfer to Classification 3 will cover unbudgeted education programming fees and travel related to education. There is no fiscal impact due to this request.
 - d. **ESD** – the **Economic and Sustainable Development Department** is requesting a transfer of \$58,000 from Classification 1 – Personnel

Services to Classification 3 – Services. In addition, the department is requesting an additional appropriation of \$60,690 for Classification 3 – Services to cover the cost of unbudgeted parking corral cost which is being covered by scooter permit and users fees. The surplus from Classification 1 is the result of personnel changes. This additional appropriation request will come from the release of funds from other General Fund departments.

- e. **Council** – the **Common Council Department** is requesting the transfer of \$2,500 from Classification 3 – Services which is due to budgeting slightly higher than actually needed in 2023 to Classification 1 – Personnel Services to cover higher than anticipated personnel expenditures. There is no fiscal impact due to this request.
- f. **Controller** – the **Department of the Controller** is requesting the release of \$80,955 from Classification 3 – Services which is due to lower than anticipated dues, subscriptions, postage, and project management expenditures. The savings will fund other General Fund departments.
- g. **Engineering** – the **Engineering Department** is requesting a transfer of \$30,000 from Classification 1 – Personnel Services to Classification 2 – Supplies in the amount of \$15,000 and to Classification 3 – Services in the amount of \$15,000. The savings will come from significant turnover/vacancies over 2023. The transfers will cover new employee supplies in Classification 2 and modification of workstations to accommodate new employees in Classification 3. There is no fiscal impact due to this request.
- h. **Fire** – the **Fire Department** is requesting a transfer of \$70,000 from Classification 3 – Services to Classification 1 – Personnel Services to cover the cost associated with hiring bonuses, corrections to overtime payments due to bonuses for all shift firefighters, and the issuance of Kelly day buyback payments. In addition, the department is requesting to release \$14,000 in Classification 2 and \$95,000 in Classification 3. The savings will come from utilizing needed furniture from the acquired Shower's West and reduced maintenance expense when workstations were updated. The savings will fund other General Fund departments.
- i. **CFRD** – the **CFRD Department** is requesting the release of \$30,000 from Classification 1 – Personnel Services. The savings comes from a shift in staffing. The savings will fund other General Fund departments.
- j. **Legal** – the **Legal Department** is requesting a \$20,000 transfer from Classification 1 – Personnel Services to Classification 3 – Services to cover excess outside Special Legal Services due primarily to annexation litigation, extensive consulting by department heads with ARPA counsel, and Classification 1 savings comes from the departure of two attorneys. An additional appropriation request in the amount of \$70,000 is being requested to fully cover Classification 3 – Services shortfall. This request will come from the release of funds from other General Fund departments.
- k. **Mayor** – the **Office of the Mayor** is requesting a \$12,460 transfer from Classification 2 – Supplies to Classification 1 to cover the expense of employee turnover related expenditures, plus the department is requesting an increase of \$21,590 in Classification 1 to fully cover the need and an increase of \$6,890 to Classification 3 – Services to cover higher than anticipated dues, subscriptions and Mayor's promo of business categories. This request will come from other General Fund departmental funding releases.

4. **Rental Inspection Program – HAND** In 2012 the state legislature created new rules regarding rental inspection programs. This requires the City to deposit receipts from the program in a designated fund. As of September 30, that fund has collected approximately \$280,000 for the last year. Although the revenue is now accounted for in the new fund, expenses for the program are still appropriated in the general fund. As such, an invoice will be created to reimburse the general fund from the rental inspection program fund. There is no fiscal impact to this fund as this is simply a transfer of revenues collected in this fund to the General Fund where the expenses for the program are budgeted and paid. This has a positive fiscal impact of \$280,000 to the General Fund.
5. **Local Road and Street Fund – the Public Works Department, Street Division**, is requesting a transfer of \$20,000 from Classification 3 – Services to Classification 2 – Supplies to cover the cost of traffic signal detection equipment repairs. The savings in Classification 3 comes from minimal outside services used in 2023. There is no fiscal impact due to this request.
6. **Parking Facilities Fund – the Public Works Department, Parking Services Division**, is requesting transfer of \$2,500 from Classification 3 – Services to Classification 1 – Personnel Services to cover higher than anticipated personnel costs. The surplus comes from the department experiencing lower than expected contract service projects. There is no fiscal impact due to this request.
7. **Cumulative Capital Development Fund – the Public Works Department**, is requesting a transfer of \$300,000 from Classification 2 – Supplies to Classification 3 – Services to cover the cost associated with the milling machine purchase and the savings in Classification 2 comes from lower than anticipated de-icing salt usage (dome is currently full). There is no fiscal impact due to this request.
8. **Vehicle Replacement Fund – the Office of the Controller**, is requesting an appropriation of \$180,000 in Classification 4 – Capital to cover the purchase of a replacement sanitation truck, which includes the proceeds from the sale of an old sanitation truck. The new sanitation truck is expected to lower the overall maintenance expenditures and will allow the crew to maneuver better through the City streets. There is no fiscal impact due to the sale of the old truck.
9. **Solid Waste Fund – Sanitation – the Public Works Department, Sanitation Division**, is requesting a \$25,000 transfer of funds from Classification 2 – Supplies to Classification 3 – Services to cover the end of year landfill and recycling processing. The savings will come from lower than anticipated fuel and oil costs. There is no fiscal impact due to this request.
10. **Fleet Maintenance Fund – the Public Works Department, Fleet Division**, is requesting a transfer of \$85,000 from Classification 2 – Supplies to Classification 3 – Services to cover the higher than anticipated outside service repairs and work on engines and transmission, lift repairs, plus the installation of a welding hood. The savings was created with few parts being ordered during 2023. There is no fiscal impact due to this request.

Thank you for your consideration of this request. As always, we are happy to answer questions related to this request.

City of Bloomington, Indiana
 Notice to Taxpayers of
 Additional Appropriations

Notice is hereby given to the taxpayers of Bloomington, Monroe County, Indiana that the Bloomington Common Council will consider the following additional appropriation in excess of the budget for the current year at a meeting to be held in the Council Chambers (Room #115) of City Hall, 401 N. Morton Street (which can also be accessed virtually at: <https://bloomington.zoom.us/j/84239976534?pwd=c280Z2JicnhYSnZnaWhMcXExVk5UQT09> , at 6:30 p.m. on December 13, 2023.

Please check <https://bloomington.in.gov/council> for the most up-to-date information about how the public can access Council meetings and for meeting materials.

| Fund Amount: | Dept. Amount: | From: |
|--------------|---------------|---|
| \$0 | | General Fund 101 |
| | \$108,840 | Animal Care & Control |
| | \$0 | Clerk |
| | \$0 | Common Council |
| | (\$30,000) | Community & Family Resources |
| | (\$80,955) | Controller |
| | \$58,420 | Housing and Neighborhood Dept. |
| | \$2,690 | Economic and Sustainable Dev |
| | \$0 | Facilities |
| | (\$109,000) | Fire |
| | \$70,000 | Legal |
| | \$28,480 | Office of the Mayor |
| | \$525,000 | Public Works Admin |
| | \$0 | Engineering |
| | (\$80,000) | Information Technology Service |
| | \$465,931 | Human Resources |
| | (\$149,406) | Planning and Transportation |
| | (\$810,000) | Police |
| \$0 | | Economic Development LIT Fund 153 |
| | \$0 | Human Resources |
| \$0 | | Parks & Recreation General Fund 200 |
| \$280,000 | | Rental Inspection Fund 411 |
| \$0 | | Local Road and Street Fund 450 |
| \$0 | | Parking Facilities Fund 452 |
| \$0 | | Cumulative Capital Development Fund 601 |
| \$180,000 | | Vehicle Replacement Fund 610 |
| \$0 | | Solid Waste Fund 730 |
| \$0 | | Fleet Maintenance Fund 802 |

Taxpayers appearing at the meeting live or virtually will have a right to be heard. The Additional Appropriations as finally made will be referred to the Department of Local Government Finance. The Department will make a written determinations as to the sufficiency of funds to support the appropriations made within 15 days of receipt of a Certified Copy of the action taken.

Dated: November 29, 2023,

Jeffrey Underwood, City of Bloomington Controller