CITY OF BLOOMINGTON INDIANA

2019 BUDGET PROPOSAL MAYOR JOHN HAMILTON

City of Bloomington
2019 Budget

CITY OF BLOOMINGTON

OFFICE OF THE CONTROLLER

MEMORANDUM

August 16, 2018
Revised August 22, 2018
Revised September 20, 2018

To: Members of the City of Bloomington Common Council

Re: 2019 Budget

We are pleased to present the City of Bloomington 2019 Budget Proposal.

Cash Reserves:

We ended 2017 with reserves between the City General Fund and the Rainy Day fund of 48.2% of the actual annual expenditures for 2017. To put this in perspective, this would allow us to pay for just under 50% of the City General Fund expenditures without receiving any other revenues. We are projecting these levels to be 38.8% and 31.1% at the end of 2018 and 2019 respectively.

Revenues:

Property Taxes – These funds are a significant source of revenue for the City General Fund, Parks General Fund, Cumulative Capital Development Fund as well as City and Parks General Obligation Bonds. In the City General Fund, property taxes represent 53.7% of the total revenues. The State has estimated this source of revenue will increase by 3.4% for 2019.

Local Income Tax (LIT) are collected and remitted by the State. LIT is composed of three categories, Distributive Shares, Public Safety, and Economic Development. The current LIT consists of Distributive Shares and Public Safety. The General Fund receives the City's portion of the Distributive Shares and this represents 26.5% of the total revenues for the City General Fund. The City also receives Public Safety LIT and those funds are discussed later in this memo.

City Miscellaneous Revenues – Theses are revenues such as fees for services, fines, and interest income. Miscellaneous Revenues represents 19.8% of total revenues for the City

Expenditures:

All Funds:

The overall total budget (Not including Utilities or Transit) request is $91,128.597, which is an increase of $7,584,143 or 9.1%. This includes $400,000 request from the Affordable Housing Fund and $305,000 for the Jack Hopkins Social Services Fund and $800,000 for repayment of the Parks Bicentennial Bond.

General Fund:

The overall budget request is $45,183,242. This is an increase of $2,429,621 or 5.7%. This increase reflects $930,000 of one-time expenditures and $601,741 increase in Property Tax Caps. Adjusting for these items the General Fund Budget represents a 2.0% in comparison to the 2018 request.

Parks General Fund:

The overall budget request is $8,202,787. That is an increase of $461,754 or 6.0%.

Public Safety Local Income Tax Fund:

The primary use of this revenue stream is to fund a Public Safety Answering Point (PSAP) or Central Dispatch. We expect to receive in 2019, $5,330,532 in PS LIT revenue and $1,479,635 in E911 revenue. These revenues breakdown as:

Central Dispatch	$4,168,676
Police Capital	$1,701,210
Fire Capital	$940,281

Update:

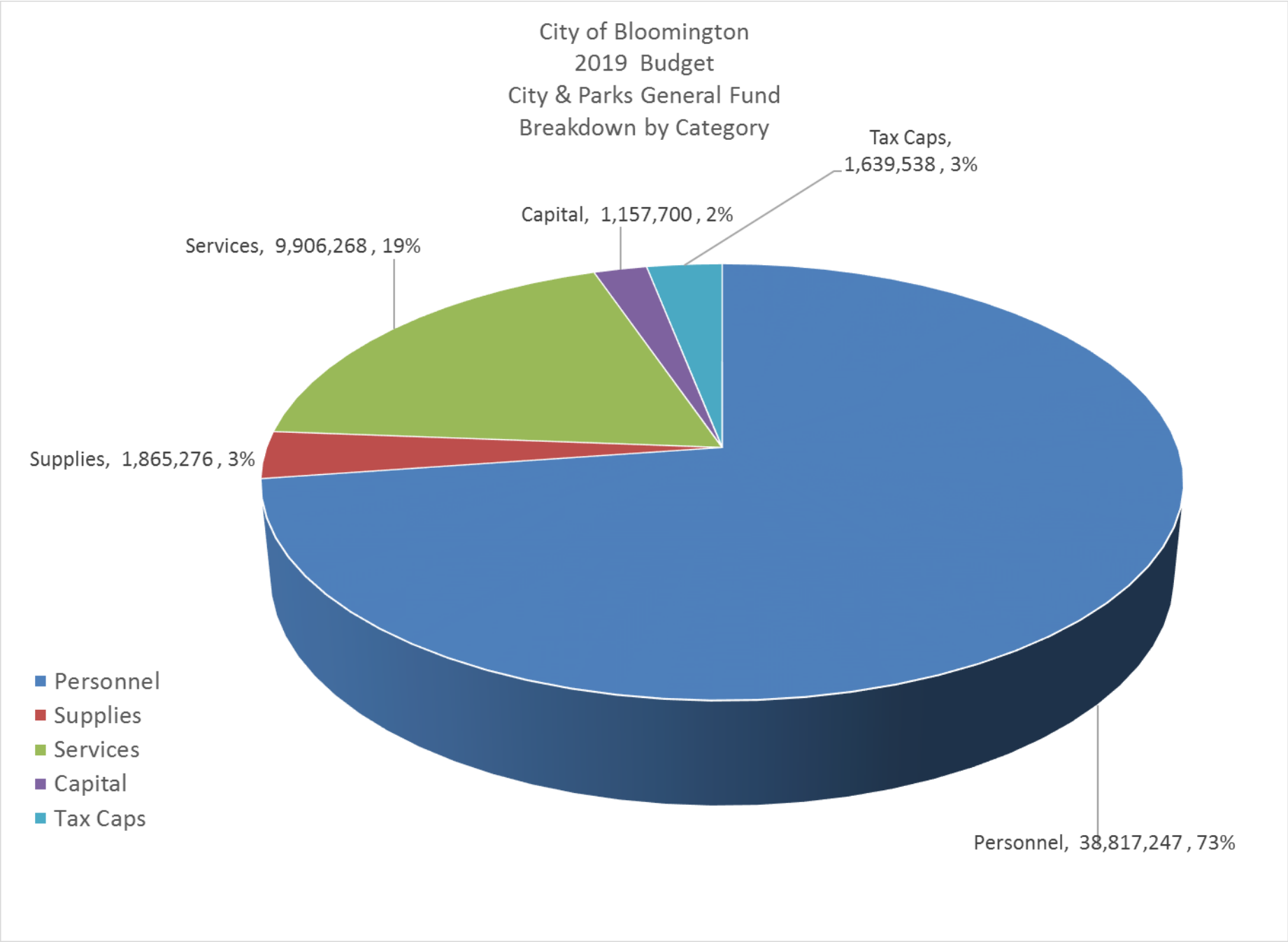
As noted in the figures above, there is a $925.459 increase in the overall budget. The following chart outlays those changes.

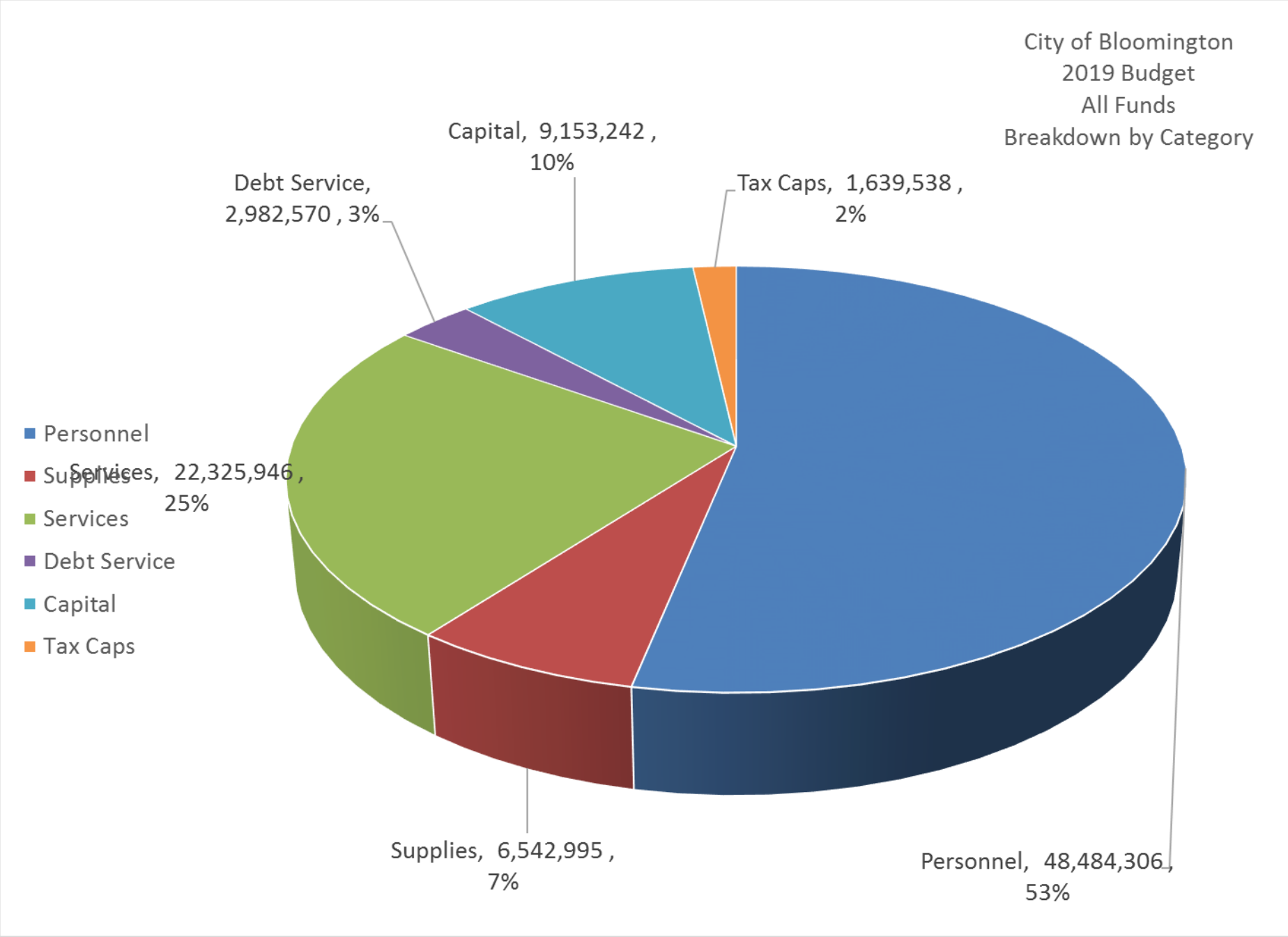
City of Bloomington						
2019 Budget						
Summary of Changes						
Expenditures						
Fund #	Fund Name	Category 1	Category 2	Category 3	Category 4	Total
101	General Fund	28,357		5,500		33,857
200	Parks General Fund	80,037				80,037
410	Enhanced Access			5,500		5,500
454	Alternative Transportation			6,000		6,000
508	BMFC Showers			65		65
522	Parks Bond			800,000		800,000
	Total	108,394	0	817,065	0	925,459
General Fund*						
Breakdown of changes by department		Category 1	Category 2	Category 3	Category 4	Total
Clerk		3,230				3,230
Council				2,500		2,500
Human Resources				3,000		
Police		25,127				25,127
Total		28,357	0	5,500	0	33,857

The increases in the General Fund consists of the addition of $3,000 in Category 1 for additional temporary employees hours in the Clerks budget; $2,500 increase in category 3 for the BCT funding in the Council budget; $3,000 increase in category 3 to restore a funding cut in Diversity Training in the Human Resources budget; and finally $25,127 increase in Category 1 to correct an error in the application of the 2% general salary and wage increases in the Police Department budget, for a total increase of $33,857.

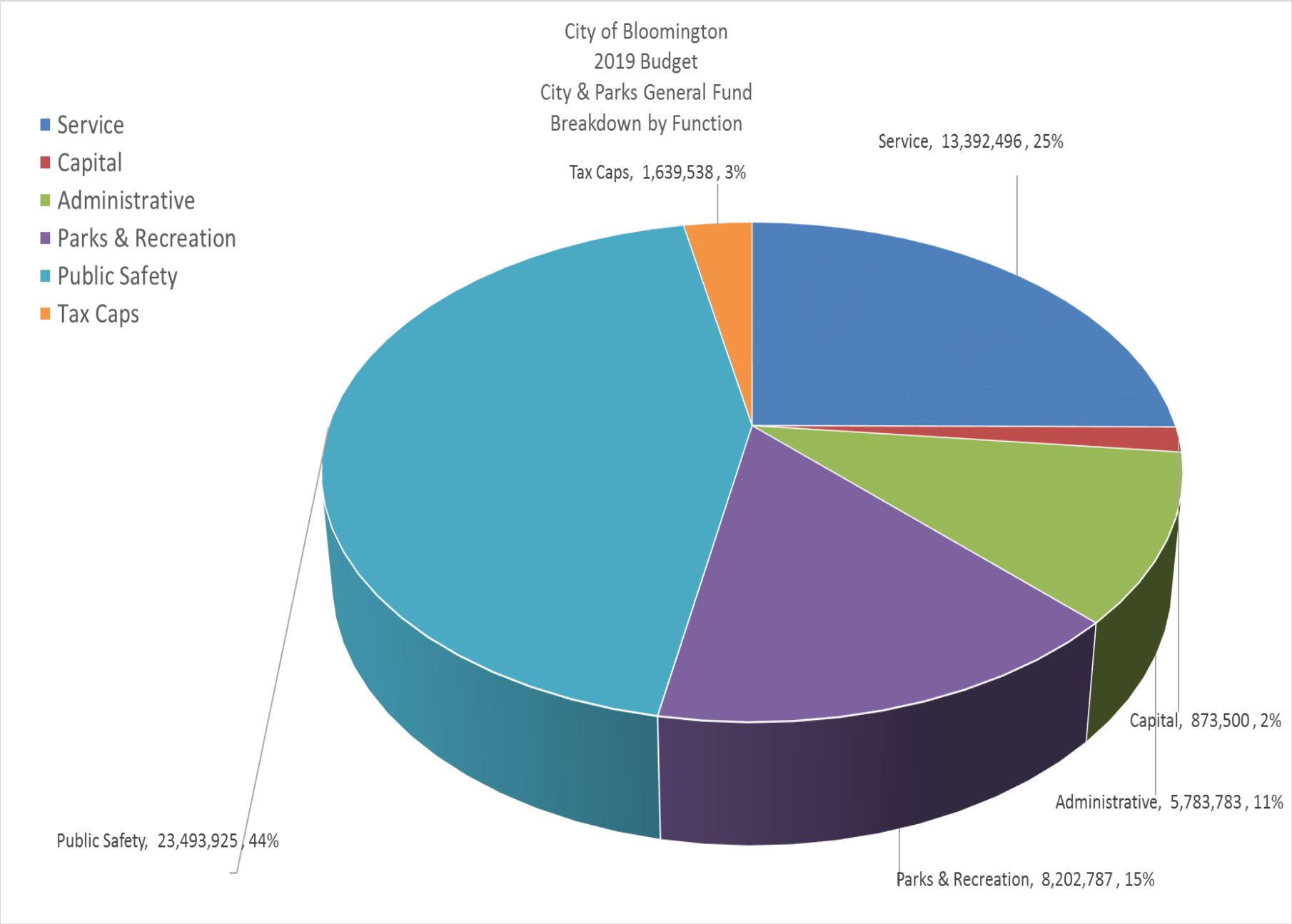
The increase to the Parks General fund was to account for increases in seasonal wages and a correction in the allocation of fringe benefits. The additional appropriation for the Enhanced Access Fund of $5,500 to assist in the funding for new digital overhead photograph for the City's GIS system. An increase of $6,000 in the Alternative Transportation fund Council Sidewalk Fund. A correction in the Showers Bond of $65 in regards to bank fees. An appropriation of $800,000 for the payment of principal & interest on the proposed Parks Bicentennial Bonds.

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


City of Bloomington
2019 Budget
City & Parks General Fund
Breakdown by Category
Tax Caps, 1,639,538 , 3%
Capital, 1,157,700 , 2%
Services, 9,906,268 , 19%
Supplies, 1,865,276 , 3%
Personnel, 38,817,247 , 73%
Personnel
Supplies
Services
Capital
Tax Caps


City of Bloomington
2019 Budget
All Funds
Breakdown by Category
Capital, 9,153,242 , 10%
Debt Service, 2,982,570 , 3%
Tax Caps, 1,639,538 , 2%
Personnel
Supplies
Services
Debt Service
Capital
Tax Caps
Services, 22,325,946 , 25%
Supplies, 6,542,995 , 7%
Personnel, 48,484,306 , 53%

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



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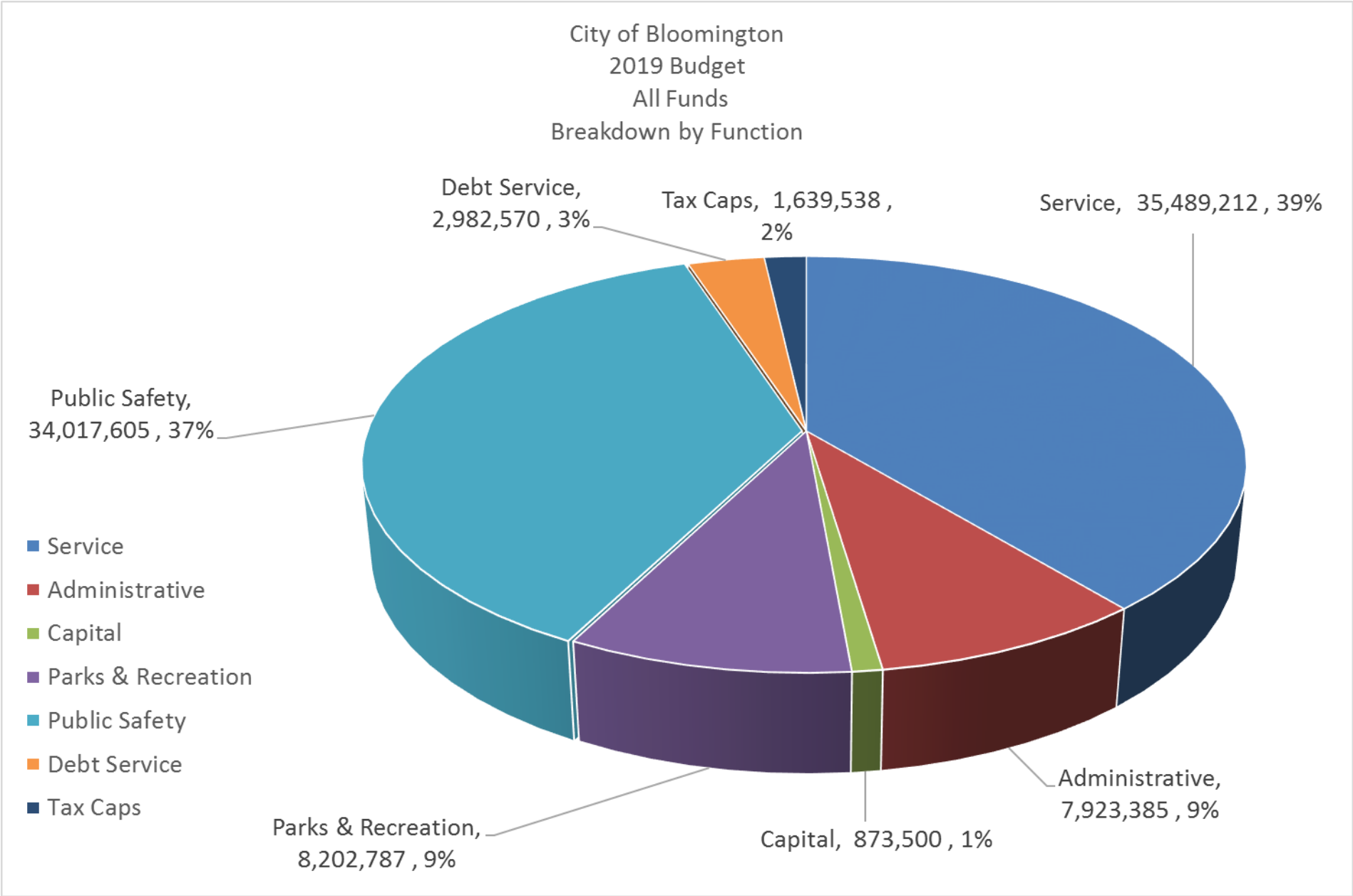

City of Bloomington
2019 Budget
All Funds
Breakdown by Function
Debt Service, 2,982,570 , 3%
Tax Caps, 1,639,538 , 2%
Service, 35,489,212 , 39%
Public Safety, 34,017,605 , 37%
Service
Administrative
Capital
Parks & Recreation
Public Safety
Debt Service
Tax Caps
Administrative, 7,923,385 , 9%
Parks & Recreation, 8,202,787 , 9%
Capital, 873,500 , 1%

City of Bloomington
Historic Levy
Growth

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

City of Bloomington	Summary of General Fund and Fund Balance			
2019 Budget				
		Actual 2017	Budget 2018	Budget 2019
Beginning Cash Balance at January 1		12,021,636	13,673,243	11,900,887
Revenue				
	Property Tax	21,197,601	22,204,838	22,887,072
	County Option Income Tax	11,202,846	10,924,815	11,276,072
	Miscellaneous Revenue	7,332,071	7,851,612	8,459,440
Total Revenue		39,732,518	40,981,265	42,622,584
Expenditures				
	Actual/Budgeted Expenditures	38,080,911	42,753,621	45,183,242
Net Projected Expenditures		38,080,911	42,753,621	45,183,242
Revenues Minus Expenditures		1,651,607	(1,772,356)	(2,560,658)
Prior Year Encumbrances		-		
Rainy Day Transfer		-		
Projected Year End Balances		13,673,243	11,900,887	9,340,229
Rainy Day Fund Balance		4,696,680	4,696,680	4,730,000
Total All Balances		18,369,923	16,597,567	14,070,229
Reserve Percentage		48.2%	38.8%	31.1%

City of Bloomington	Expenditure Budget Comparison - General Fund				
2019 Budget					
Department/Division	2017 Actual	2018 Budget	2019 Budget	Dollar Change	Percent Change
Board of Public Safety	3,205	3,415	3,415	-	0.00%
CFRD - Community & Family Resources	752,730	788,576	799,248	10,672	1.35%
Controller	1,885,355	1,514,426	1,628,490	114,064	7.53%
Economic & Sustainable Development	580,165	831,601	939,697	108,096	13.00%
Fire	9,827,024	10,751,601	10,966,935	215,334	2.00%
Housing & Neighborhood Development	1,354,589	1,496,601	1,446,733	(49,868)	-3.33%
Human Resources	588,178	965,150	942,725	(22,425)	-2.32%
Informational & Technology Services	1,729,566	2,078,466	2,165,574	87,108	4.19%
Legal	989,898	1,019,892	1,046,994	27,102	2.66%
Mayor	700,855	889,253	989,164	99,911	11.24%
Planning	2,037,686	2,753,102	2,789,927	36,825	1.34%
Police	11,959,067	12,215,246	12,523,575	308,329	2.52%
Property Tax Cap's		1,037,797	1,639,538	601,741	57.98%
Public Works - Animal Shelter	1,439,602	1,508,063	1,752,671	244,608	16.22%
Public Works - Facilities Maintenance	765,658	1,101,561	1,155,249	53,688	4.87%
Public Works - Main	1,278,242	1,438,219	1,996,213	557,994	38.80%
Public Works - Sanitation	1,402,445	1,491,029	1,491,029	-	0.00%
Sub-Total	37,294,265	41,883,998	44,277,177	2,393,179	5.71%
Clerk	227,221	271,805	279,040	7,235	2.66%
Council	559,427	597,818	627,025	29,207	4.89%
Fund Totals	38,080,913	42,753,621	45,183,242	2,429,621	5.68%
Parks General Fund	Actual 2017	Budget 2018	Budget 2019	$ Change	% Change
Fund Totals	7,145,007	7,741,033	8,202,787	461,754	5.97%

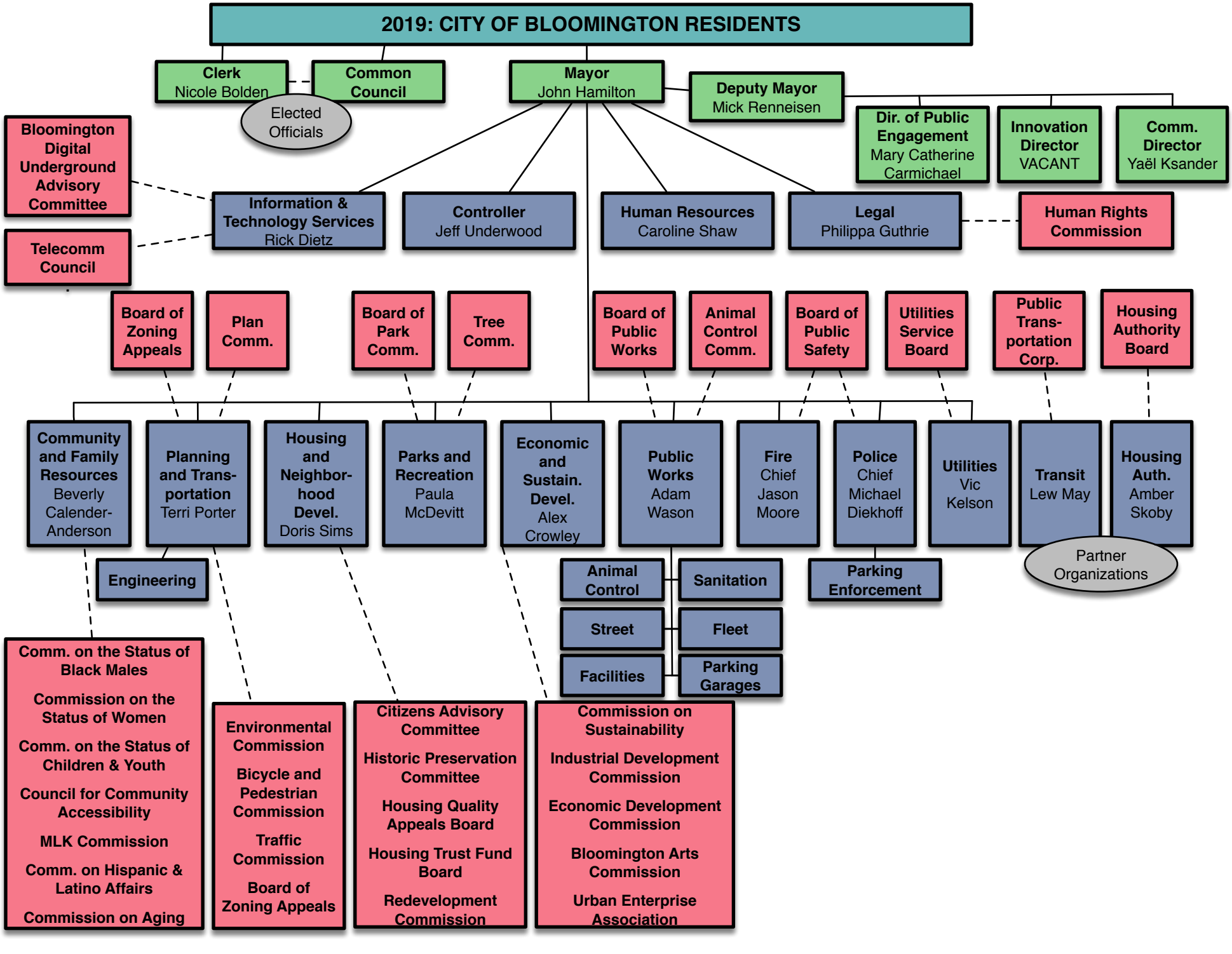
City of Bloomington											
Historic Cash Balance Projections		Year									
		2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
	Fund #										
General Fund	101	(1,547,626)	(675,532)	1,783,698	(320,718)	4,591,554	5,655,188	7,067,335	9,197,843	12,021,636	13,673,243
Rainy Day Fund	102	4,763,707	5,078,480	5,939,823	4,596,469	4,604,420	4,618,557	4,630,833	4,643,384	4,658,566	4,696,680
Reserve Percentage - to Budget		10.9%	14.1%	25.0%	13.3%	27.9%	29.5%	32.8%	38.0%	43.5%	46.9%
PS LIT	151	0	0	0	0	0	0	0	0	0	657,122
Parks General Fund	200	(939,072)	676,661	521,315	(196,325)	(226,362)	56,358	258,617	643,201	955,595	1,286,364
Bloomington Investment Incentive	251	619,720	641,440	639,114	335,087	379,592	483,021	516,233		1,234	1
Jack Hopkins Social Service Fund	270	0	0	0	0	0	0	0	0	0	0
Police Education	350	95,467	113,861	121,012	133,243	160,005	163,835	182,399	191,349	81,595	181,325
Dispatch Training	356	66,078	66,735	84,361	90,405	97,795	96,604	93,697	87,823	81,595	76,503
Non-Reverting Telecommunications	401	1,477,699	1,486,680	1,150,581	1,308,560	1,565,952	1,678,390	1,714,676	956,654	684,909	773,220
Non-Reverting Improvement 1 (Westside)	405	138,296	161,196	260,567	300,913	280,963	260,005	114,676	397,589	247,390	0
Electronic Map Generation	409	17,510	17,731	12,807	7,262	8,076	8,965	9,679	10,222	8,072	6,800
Local Roads & Streets	450	190,675	80,480	364	286,832	(197,524)	90,026	177,102	211,417	158,651	395,174
Motor Vehicle Highway	451	1,086,453	910,961	34,350	255,538	1,262,781	1,221,535	978,783	655,575	1,096,348	1,164,365
Parking Facilities	452	250,232	754,933	1,006,580	816,722	462,293	1,133,164	1,606,811	1,835,623	2,241,769	2,313,703
Alternative Transportation	454	51,586	167,297	169,696	340,183	66,497	161,987	260,588	745,720	996,865	1,147,977
Parking Meter	455	0	0	0	0	0	0	258,491	989,527	1,608,382	2,263,482
BMFC Showers	508	46,781	69,585	66,039	66,730	47,431	28,871	28,746	27,981	28,521	0
Golf Course Bond	512	429,541	458,295	230,337	3	3,969	6,851	6,501	7,976	9,227	0
City GO Bonds	519	0	0	0	0	0	0	0	0	0	121,207
Parks GO Bonds	520	0	0	0	0	0	0	0	0	0	73,778
Cumulative Capital Development (Cig Tax)	600	99,749	19,218	20,135	18,221	49,475	83,323	307,720	419,036	198,537	79,521
Cumulative Capital Development	601	483,407	648,734	948,408	504,651	(17,702)	1,275,322	1,073,717	1,006,686	1,036,354	2,050,471
Vehicle Replacement Fund	610	0	2,708,841	910,081	542,361	351,565	195,940	163,648	250,579	347,720	669,413
Solid Waste	730	160,344	186,961	93,970	13,208	195,203	195,203	0	0	0	0
Risk Management	800	17,084	64,484	65,540	61,622	156,527	23,712	404,879	555,534	516,384	363,671
Fleet Maintenance	802	146,173	92,591	184,767	380,928	724,409	958,283	853,127	897,238	373,070	275,578
Police Pension	900	1,167,032	1,554,454	1,364,283	1,465,086	484,261	1,222,301	1,201,664	1,213,713	1,206,491	1,192,398
Fire Pension	901	1,396,206	2,017,362	1,727,329	1,720,600	547,562	1,421,525	1,248,216	1,311,192	1,475,745	1,464,601
Housing Trust Fund	905	0	0	0	0	0	0	0	0	0	1,411,848
Total		39,722,879	48,486,690	48,211,615	44,883,718	48,554,448	55,833,283	58,795,083	62,723,759	68,417,249	75,486,203

City of Bloomington	PS LIT Capital Replacement Schedule - 2019-2028											
Fire Department												
Item	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**Fire Stations**	**Grand Total**
Full Sized Pick-Up	50,000											
Engine/Pumper	530,000											
Engine/Pumper			575,000									
75-100 Ft Aerial Ladder		1,150,000										
Full Sized Pick-Up		52,000										
Sedan		30,000										
Engine 6			575,000									
Engine 2				600,000								
Brush Truck				150,000								
Engine 7					620,000							
Engine/Pumper						650,000						
Full Sized Suv						50,000						
Full Sized Suv						50,000						
Fire Rescue Truck						450,000						
Full Sized SUV							55,000					
Full Sized SUV							55,000					
Engine/Pumper							670,000					
Full Sized Pick-Up							55,000					
Engine/Pumper									730,000			
Engine/Pumper										760,000		
100 Ft Aerial Platform								1,700,000				
Full Sized Pick-Up										60,000		
Full Sized Pick-Up										60,000		
75-100 Ft Aerial Ladder									1,500,000			
Engine/Pumper										760,000		
Engine/Pumper												
Full Sized Truck	40,000											
Self Contained Breathing Apparatus			270,000				850,000					
Fire Fighting Gear	130,000	90,000	10,000	10,000	10,000	350,000	10,000	10,000	10,000	10,000		
Station 4 - Refresh	65,000											
Station 3 - Refresh	30,000											
Station 5 - Refresh	40,000	200,000										
Station 1 - Refresh			200,000									
Station 2 - Refresh				400,000								
Radios			490,000					620,000				
Extraction Tools		120,000								250,000		
Physical Fitness Equipment						75,000						
Training Tower	20,000				500,000							
Storage/Training Facility		500,000										
New Fire Station (6, Southeast)											3,500,000	
New Fire Station (7, Southwest)											4,500,000	
Relocate Station 3-IU*											4,500,000	
Total - Fire	905,000	2,142,000	2,120,000	1,160,000	1,130,000	1,625,000	1,695,000	2,330,000	2,240,000	1,900,000	12,500,000	29,747,000

Police Department												
Item	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**Headquarters**	**Grand Total**
Hand Guns					3,000	3,000	3,000	30,000	3,500	3,500		
Rifles	2,000	2,500	2,500	3,000	3,000	3,000	3,000	3,000	7,500	3,500		
Less Lethal Rounds (Ex: Bean Bags/Sponge)	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000		
Radios	60,000	60,000		50,000	50,000	50,000	50,000	50,000	50,000	65,000		
Exterior Security Cameras			4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000		
Body Worn Cameras	275,000			300,000			325,000			350,000		
Automatic External Defibulators	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		
Enhanced Technology (License Plate Reader & Other)		50,000	55,000									
K9 (Dog and Equipment minus vehicle)		15,000					20,000					
Patrol Body Armor	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000		
Critical Incident Response Team Body Armor	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000		
Air Purifying Respirators / Gas Masks	12,500	12,500	12,500	7,000	7,000	7,000	7,000	7,000	7,000	7,000		
Vehicles - Patrol & Administration	505,000	505,000	408,000	425,000	443,000	443,000	460,000	476,000	493,000	510,000		
Alternative Transportation (Electric, ATV, Motorcycle)		50,000	15,000						15,000			
Mobile Command Post	245,000											
Large Evidence Storage/Training/Range Complex	600,000	25,000			200,000							
Training Simulator		75,000										
Headquarters Replacement											9,000,000	
Total - Police	1,735,500	831,000	533,000	825,000	746,000	546,000	908,000	606,000	616,000	979,000	9,000,000	17,325,500
Grand Total - Police & Fire	2,640,500	2,973,000	2,653,000	1,985,000	1,876,000	2,171,000	2,603,000	2,936,000	2,856,000	2,879,000	21,500,000	47,072,500

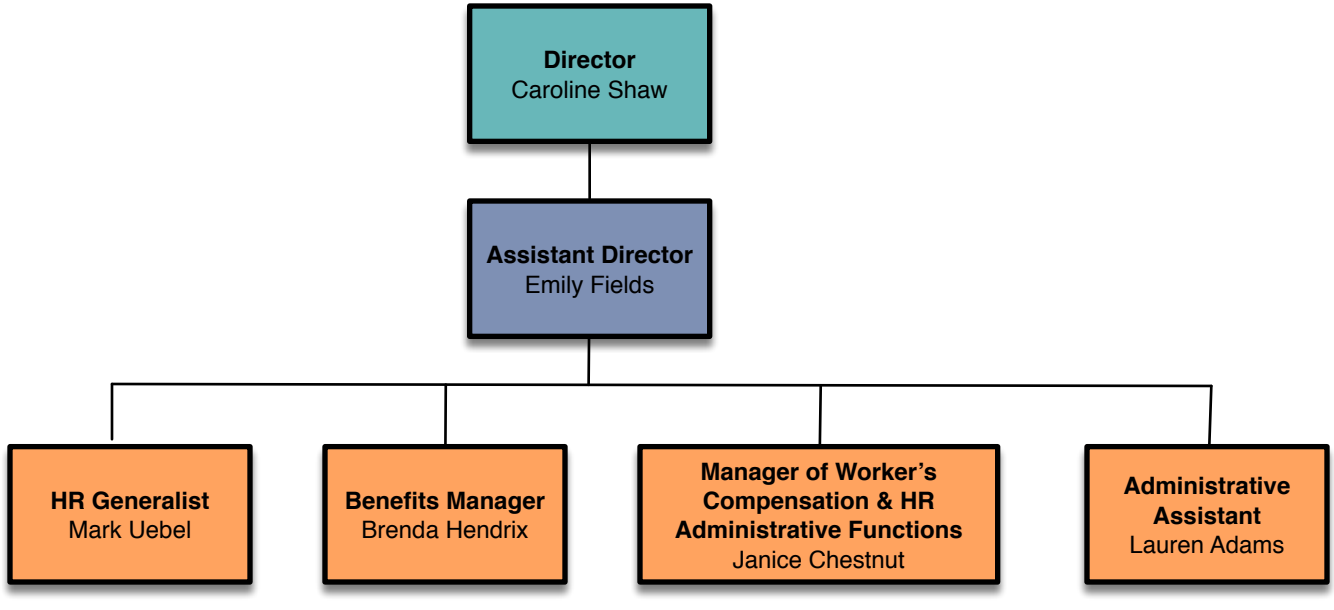
PS LIT Distribution					2019 Requests			
Police		Fire			Fire		Police	
Item	Amount	Item	Amount		Item	Amount	Item	Amount
MDT's & Computer Equipment	41,564	MDT's & Computer Equipment	35,281		75-100 Ft Aerial Ladder	1,100,000	Body Worn Cameras	275,000
Body Worn Cameras	275,000	Engine/Pumper	530,000		Engine/Pumper	530,000	Vehicles - Patrol & Administration	505,000
Vehicles - Patrol & Administration	505,000	Fire Fighting Gear	130,000		Fire Fighting Gear	130,000	Patrol Body Armor	13,000
Patrol Body Armor	13,000	Station 5 - Refresh	40,000		Station 5 - Refresh	40,000	Critical Incident Response Team Body Armor	12,000
Critical Incident Response Team Body Armor	12,000	Training Tower	20,000		Training Tower	20,000	Large Evidence Storage/Training/Range Complex	600,000
Large Evidence Storage/Training/Range Complex	600,000	Station 4 - Refresh	65,000		Station 4 - Refresh	65,000	Mobile Command Post	245,000
Mobile Command Post	245,000	Full Sized Pick-Up	50,000		Full Sized Pick-Up	50,000	Radios	60,000
Air Purifying Respirators / Gas Masks	9,646	Station 3 - Refresh	30,000		Station 3 - Refresh	30,000	Air Purifying Respirators / Gas Masks	12,500
		Full Sized Truck	40,000		Full Sized Truck	40,000	Rifles	2,000
							Automatic External Defibulators	5,000
		Total	940,281		Total	2,005,000	Less Lethal Rounds (Ex: Bean Bags/Sponge/Tasers)	6,000
Total	1,701,210							
					Engine/Pumper	530,000	Total	1,735,500

Monday August 20, 2018


2019: CITY OF BLOOMINGTON RESIDENTS
Clerk
Nicole Bolden
Common Council
Elected Officials
Mayor
John Hamilton
Deputy Mayor
Mick Renneisen
Dir. of Public Engagement
Mary Catherine Carmichael
Innovation Director
VACANT
Comm. Director
Yaël Ksander
Bloomington Digital Underground Advisory Committee
Telecomm Council
Information & Technology Services
Rick Dietz
Controller
Jeff Underwood
Human Resources
Caroline Shaw
Legal
Philippa Guthrie
Human Rights Commission
Board of Zoning Appeals
Plan Comm.
Board of Park Comm.
Tree Comm.
Board of Public Works
Animal Control Comm.
Board of Public Safety
Utilities Service Board
Public Trans-portation Corp.
Housing Authority Board
Community and Family Resources
Beverly Calender-Anderson
Planning and Trans-portation
Terri Porter
Housing and Neighbor-hood Devel.
Doris Sims
Parks and Recreation
Paula McDevitt
Economic and Sustain. Devel.
Alex Crowley
Public Works
Adam Wason
Fire
Chief Jason Moore
Police
Chief Michael Diekhoff
Utilities
Vic Kelson
Transit
Lew May
Housing Auth.
Amber Skoby
Partner Organizations
Engineering
Animal Control
Sanitation
Street
Fleet
Facilities
Parking Garages
Parking Enforcement
Comm. on the Status of Black Males
Commission on the Status of Women
Comm. on the Status of Children & Youth
Council for Community Accessibility
MLK Commission
Comm. on Hispanic & Latino Affairs
Commission on Aging
Environmental Commission
Bicycle and Pedestrian Commission
Traffic Commission
Board of Zoning Appeals
Citizens Advisory Committee
Historic Preservation Committee
Housing Quality Appeals Board
Housing Trust Fund Board
Redevelopment Commission
Commission on Sustainability
Industrial Development Commission
Economic Development Commission
Bloomington Arts Commission
Urban Enterprise Association

2019 City of Bloomington

Human Resources Department



Human Resources | **2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Caroline Shaw, Human Resources Director

Date: September 18, 2018

This memo accompanies the proposed 2019 budget for the Human Resources Department.

Why We Exist

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

Background

The 6-member Human Resources staff successfully performed its daily responsibilities while accomplishing several additional projects over the past year, including several focused on employees, our most important asset.

Over the last 18 months the department, with help from Evergreen Consulting, conducted a salary and benefits study for all positions within the City: non-union, AFSCME, Police, Fire, and elected officials.

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

diligently to develop an appropriate method for adjusting individual salaries within those new ranges, and that process has just been completed.

The department assisted with implementation of a two-step Mayoral initiative to increase the minimum hourly rate to $15 per hour for all of the City's regular full and part-time employees.

During the first quarter of 2018, the final phase concluded of 360 assessments (employee leadership feedback from manager, peers, and direct reports) and coaching for approximately 114 supervisors. Supervisors received custom results designed to foster leadership improvement. Reports were reviewed in group debrief sessions and supervisors developed action plans and participated in coaching sessions. Additionally, this year marked the second year of annual performance management reviews for all non-union employees. Following the first year of reviews, the department re-evaluated its existing performance review process and modified it to be more consistent with industry trends creating more frequent performance conversations between supervisors and employees. Furthermore, the department supported the Mayor's initiative to double funds for employee training and supported additional employee recognition events

The City negotiation team, comprised of representatives from Human Resources, the Controller's office, Legal, and the Office the Mayor, successfully negotiated a Fire contract at the end of 2016. The same team is currently in negotiations with AFSCME and Fraternal Order of Police (FOP) negotiating their respective contracts which expire December 31, 2018. The AFSCME negotiations were held during a 3-day retreat, followed by a single day's meeting, and are set for member vote this month. The FOP's 2-day negotiation retreat was held in late July and another negotiation meeting is scheduled for September.

2019 Activity Descriptions and Goals:

Workforce Maintenance
Activity Description: Includes recruitment, selection, orientation, record maintenance, termination, and retirement.

Goals:
- Post all job vacancies within 5 days of receiving a completed requisition from the hiring manager.
- Review all request for hires within 5 days of receiving the completed hiring request from the hiring manager.
- Improve fair hiring practices by routinely auditing hiring assessments.
- Audit Fair Labor Standards Act classifications for over 250 unique positions by year-end.
- Audit EEO-4 and other employee data for approximately 700 employees in New World by year-end.
- Work with the Legal Department to implement a document retention and destruction plan, compliant with state and federal regulations. This will allow for better organization of electronic and paper files and implement a solution for lack of space.

- Enhance new employee orientation by creating videos and other materials that will make orientation more efficient and consistent.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.08	160,043
200 - Supplies		876
300 - Other Services		38,667
400 - Capital Outlays		0
Total		**199,586**

Funding: General

Personnel Policy
Activity Description: Develop, interpret and apply personnel policies including the following: new policy development, existing policy updates, and policy interpretation for employees.

Goals:
- Provide clear and consistent communication to employees and supervisors regarding personnel policies.
- Evaluate and revise City Policies.
    - Update City employee personnel manual to reflect changes.
    - Train all 700 employees on policy changes either through webinars or training sessions.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.99	75,982
200 - Supplies		391
300 - Other Services		17,262
400 - Capital Outlays		0
Total		**93,635**

Funding: General

Employee Relations
Activity Description: Apply and implement personnel policies including the following: management consultation, employee consultation, labor relations, employee communication, and grievance procedures.

Goals:
- Conduct year 2 of an organizational assessment that spans 3 years for all City departments. Consultants will assess department structure and positions, recommending ways to improve efficiency and maximize resources. Recommendations may include training needs, staffing

changes, process improvements, and anticipated human capital needs. Findings and recommendations will support strategic planning, specifically related to staffing and organizational structure.
- Send quarterly employee communications in coordination with the Mayor's office.
- Enhance employee morale by improving workplace culture by organizing employee recognition events including biannual employee recognition ceremonies, summer cookout and holiday luncheon.
- Increase human resources presence in the field by meeting with employees and supervisors at their work site by visiting employees at each of the City's approximately 27 work sites at least twice during 2019.
- Determine and document City mission, vision, and values in coordination with the Office of the Mayor and led by a facilitator.
- Administer annual internal service department satisfaction survey to department heads and employees, identifying areas for improvement within HR.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.14	87,524
200 - Supplies		445
300 - Other Services		19,629
400 - Capital Outlays		0
Total		**107,597**

Funding: General

Compensation and Benefits
Activity Description: Develop and manage compensation and benefit policies including the following: new policy development, existing policy updates, policy implementation, maintenance of policy application, financial processing, and employee consultation.

Goals:
- Evaluate options and potential benefits of outsourcing Family Medical Leave Act administration which could reduce over 1000 hours spent annually on internal FMLA administration and allow for increased focus on much-needed data analysis
- Develop a 3-5 year strategic wellness plan that moves from an activity-based to outcome-based approach to control the cost of rising health insurance claims
- Promote annual physicals for employees and dependents. Currently only 28% of our employees and 41% of spouses receive physicals.
- Conduct ongoing review of all employee benefits to ensure the benefits package has the best balance between cost, quality of coverage, and customer service.
- Serve on the AIM, formerly IACT, Medical Trust Board of Trustees.
- Improve online access and web-based use for benefits administration by developing automated communications between third-party benefit vendors and New World, reducing manual data entry by approximately 400 hours annually.

- Improve efficiency of the open enrollment process without compromising quality by identifying process improvements, and developing systems to move from paper-based open enrollment to online enrollment.
- Conduct annual post-open enrollment survey of employees for feedback on process improvement.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.95	425,041
200 - Supplies		871
300 - Other Services		38,469
400 - Capital Outlays		0
Total		**464,381**

Funding: General

Training and Development
Activity Description: Develop and evaluate both individual employees and the organization as a whole including the following: employee supervisory training, performance evaluation, and process analysis and improvement.

Goals:
- Work with Community and Family Resources Department to expand and enhance diversity and inclusiveness training for all 700 employees
- Develop supervisor training program, over a 3-year period, by Identifying training needs by conducting focus groups with supervisors, creating video presentations for new supervisor training and conducting refresher training throughout the year.
- Create a library of materials and books for supervisors to assist in improving their skills.
- Organize bi-monthly supervisor journal clubs by year-end to further promote supervisor development.
- Support administration's commitment to allocating 1% of each department's budget for employee training and development by conducting focus groups and working with departments to identify training resources.
- Improve leadership skills of department heads and senior management by targeting areas for development as identified in quarterly performance reviews (goals and growth conversations).

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.85	65,018
200 - Supplies		277
300 - Other Services		12,231
400 - Capital Outlays		0
Total		**77,526**

Funding: General

2019 Budget Request Highlights:

The 2019 Human Resource Department's general fund budget request is $939,725. This is a decrease of $25,425.

Category 1 – Personnel request is $813,607. This is an increase of $15,650. There are no personnel changes in the 2019 HR budget. As you are aware, the City is requesting a 2% increase for non-union staff. The request includes as an additional $275,000 placeholder for a second year of market-based salary adjustments for non-union employees as recommended by the salary study.

Category 2 – **Supplies** request is $2,860. This is no change.

Category 3 – Other Services request is $123,258. This is a decrease of $41,075.

Significant changes include the following budget lines:

- **Line 323 – Travel:** Increases by $1,575 for travel costs to send a staff member to the Society of Human Resources Management (SHRM) Diversity and Inclusion Conference
- **Line 340 – Hardware and Software Maintenance:** Decreases by $2,000 after a 2018 one-time $2,000 purchase of a laptop and docking station for the assistant director.
- **Line 399 – Other Services/Charges:** Decreases by $37,500 and includes a $3,000 decrease for diversity training for all employees; a $70,000 decrease for year 2 of a 3-year organizational assessment for all departments; and a $35,000 increase for outsourcing the administration of the Family Medical Leave Act (FMLA)

Category 4 – Capital Outlays request is $0.

Human Resources 2019 Budget Summary

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	479,580	797,957	813,607	15,650	2%
200 - Supplies	1,884	2,860	2,860	0	0%
300 - Other Services	106,714	164,333	126,258	(38,075)	-23%
400 - Capital Outlays	-	-	-	-	0%
Total	**588,178**	**965,150**	**942,725**	**(22,425)**	**-2%**

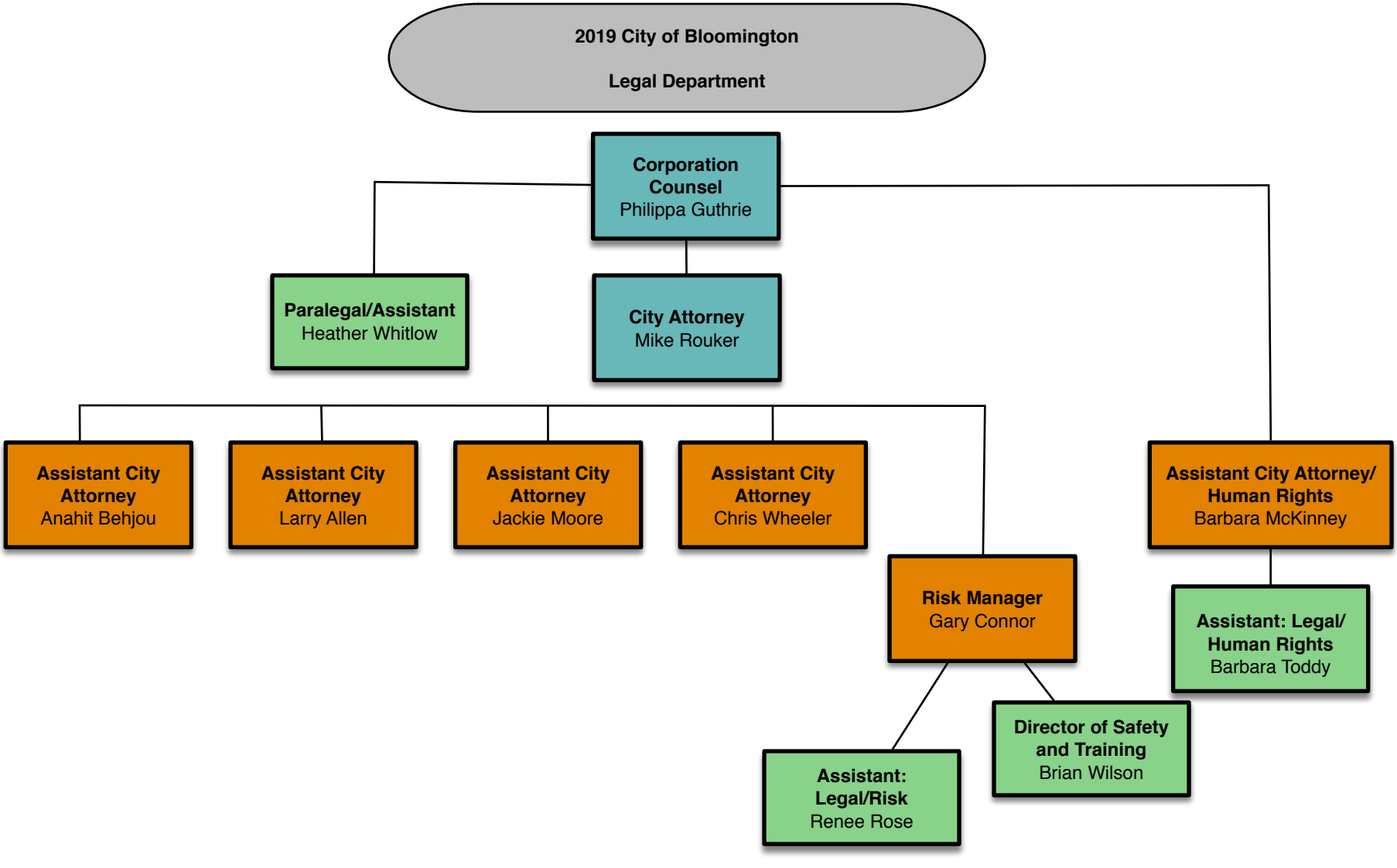
Conclusion

The proposed budget will help the Human Resources Department improve our systems and programs, and implement and manage new initiatives necessary to achieving 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 budget request. We are available to answer any questions you may have.

CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-21-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 12 - Human Resources							
Personnel Services							
	51110	Salaries and Wages - Regular	307,079	350,045	362,886	12,841	3.67%
	51120	Salaries and Wages - Temporary	7,285	10,000	10,001	1	0.01%
	51130	Salaries and Wages- Overtime	10	-	-	-	N/A
	51210	FICA	23,225	27,543	28,527	983	3.57%
	51220	PERF	43,605	49,707	51,531	1,824	3.67%
	51230	Health and Life Insurance	85,644	85,644	85,644	-	0.00%
	51310	Other Personal Services	12,732	275,018	275,018	0	0.00%
Total: Personnel Services			**479,580**	**797,957**	**813,607**	**15,650**	**1.96%**
Supplies							
	52110	Office Supplies	804	1,500	1,500	-	0.00%
	52420	Other Supplies	1,080	1,360	1,360	-	0.00%
Total: Supplies			**1,884**	**2,860**	**2,860**	**-**	**0.00%**
Other Services and Charges							
	53160	Instruction	45,319	5,560	5,760	200	3.60%
	53210	Telephone	312	600	600	-	0.00%
	53220	Postage	41	50	50	-	0.00%
	53230	Travel	1,474	2,875	4,450	1,575	54.78%
	53310	Printing	120	4,100	750	(3,350)	-81.71%
	53320	Advertising	7,984	6,500	6,500	-	0.00%
	53640	Hardware and Software Maintenance	-	7,750	5,750	(2,000)	-25.81%
	53910	Dues and Subscriptions	999	3,250	3,250	-	0.00%
	53940	Temporary Contractual Employee	688	1,375	1,375	-	0.00%
	53990	Other Services and Charges	49,779	132,273	97,773	(34,500)	-26.08%
Total: Other Services and Charges			**106,714**	**164,333**	**126,258**	**(38,075)**	**-23.17%**
Expenditures Grand Total:			**$ 588,178**	**$ 965,150**	**$ 942,725**	**$ (22,425)**	**-2.63%**


2019 City of Bloomington
Legal Department
Corporation Counsel
Philippa Guthrie
Paralegal/Assistant
Heather Whitlow
City Attorney
Mike Rouker
Assistant City Attorney
Anahit Behjou
Assistant City Attorney
Larry Allen
Assistant City Attorney
Jackie Moore
Assistant City Attorney
Chris Wheeler
Assistant City Attorney/ Human Rights
Barbara McKinney
Risk Manager
Gary Connor
Assistant: Legal/ Human Rights
Barbara Toddy
Director of Safety and Training
Brian Wilson
Assistant: Legal/Risk
Renee Rose

Legal Department | **2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Philippa M. Guthrie

Date: September 21, 2018

This memo accompanies the proposed 2019 budget for the Legal Department.

Why We Exist

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

Background

Over the past year and a half, the Legal Department has been focused on a few efforts beyond our day-to-day coverage of the City's legal needs. The first effort was right-sizing and adjusting the department's organizational structure by removing the risk manager role from the responsibilities of one of our staff attorneys. The City is a sufficiently complex organization to need a full-time risk manager rather than someone splitting time between risk management and legal work. We now have a full-time risk manager who has measurably increased the knowledge base and experience of the risk department, freeing up Mike Rouker to focus on legal issues full-time as he stepped into the role of City Attorney. Second, Legal recognized the need to bring its document storage practices in line with state requirements for records retention and destruction. In brief, we were storing documents going back decades that were not only taking up needed space but also represented a legal and resources risk to the City, for example, when we are served with discovery requests in litigation. The entire department spent 18 months reviewing every banker's box of documents being stored in the department's two storage areas, and on April 30, 2018 a vendor came onsite and shredded 350 boxes of documents. Other boxes designated for retention were catalogued and labeled for shredding in

future years. We will be focusing now on electronic documents, which are increasingly how we do our work.

2019 Activity Descriptions and Goals:

Legal Counsel
Activity Description: Provide legal research, legal interpretation and information, and provision of general legal advice on all aspects of City business to the Mayor's Office, City Departments, and Boards and Commissions. Improve provision of legal services based on City department responses to internal customer service survey.

Goals:
- Provide sound advice on all legal aspects of establishing a city-wide high-speed broadband network.
- Negotiate and draft all necessary contracts and other legal documents pertaining to the development of the Trades District.
- Handle negotiation and documentation of real estate and other transactions for the development of Switchyard Park, including with the Redevelopment Commission.
- Collaborate with the County to fund and construct an expanded Convention Center and hotel.
- Provide legal assistance with any transactions, negotiations, due diligence or other legal aspects of purchasing and redeveloping the current IU Health-Bloomington Hospital site.
- Assist with legal advice and documents related to the City's obligation to provide utilities, the transfer of Range Road to the City and other matters related to the new IU Health Regional Academic Health Center.
- Provide timely, efficient, thorough and professional legal advice to other city departments related to the above projects and others.
- Administer second client satisfaction survey through Human Resources. Assess whether steps taken after the first survey have been effective and whether department performance has improved, remained static or declined. (This goal has no financial impact.)

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.24	216,527
200 - Supplies		4,928
300 - Other Services		74,683
400 - Capital Outlays		0
Total		**296,138**

Funding: General, Other

Legal and Policy Documents

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

- Document City's activities as required in an efficient, legally sound and professional manner.
- Increase employee and public access to database of contracts in force.
    - Investigate vendor options with ITS and Controller.
    - Implement new software for digitizing workflows and files.
- Make the process of public records requests more accessible.
    - Add responses to B-Clear, the City's online data portal.
- Update the Municipal Code, to include updating UDO and other code sections, including parking, transportation plan, and possible substance use disorder provisions.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	3.60	347,699
200 - Supplies		9,856
300 - Other Services		74,683
400 - Capital Outlays		0
Total		**432,238**

Funding: General, Other

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

Goals:

- Litigate suits brought against or by the City, and supervise outside counsel and insurance counsel handling litigation on the City's behalf.
- Provide litigation support for routine enforcement, tort and employment matters.
- Provide litigation support for major ongoing or anticipated matters include IFI, the annexation lawsuit against the State of Indiana, and opioid litigation.
- Aim for efficient conclusion of suits via negotiation, settlement or court order, within one year for routine and/or less complicated matters.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.93	89,414
200 - Supplies		3,080
300 - Other Services		29,873
400 - Capital Outlays		0
Total		**122,367**

Funding: General, Other

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

Goals:
- Enforce and advise on the City's Human Rights Ordinance, ensuring the City complies with federal civil rights laws, including Title VII of the Civil Rights Act and the Americans with Disabilities Act.
- Advise City staff on ethics matters.
- Conduct thorough and fair investigations for Human Rights and Human Resources.
- Assist Human Resources in revising the City's Personnel Manual.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.24	119,380
200 - Supplies		1,848
300 - Other Services		7,468
400 - Capital Outlays		0
Total		**128,696**

Funding: General, Other

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

Goals:
- Provide training on risk prevention, with an average of 4 risk training sessions per month and an average of 5 safety audits per week.
- Investigate and manage incidents to prevent future incidents and control workers compensation and insurance costs.
    - Evaluate options for managing administration of workers' compensation.
    - Reduce injuries needing OSHA recording by 10%.
    - Reduce workers' compensation costs by 10%.
- Provide direction on all issues related to City insurance, including acquisition, policy compliance, reviews and renewals.
    - Reduce insurance claims by 5% (internal denials and management) in order to reduce the premium modifier.
- Advise and assist with incident reporting and management.

- Manage risk related to City documents by implementing records retention and destruction procedures and processes.
    - Evaluate processes for proper destruction of electronic legal documents.
    - Collaborate with IT to implement systematic records management and work flow processes citywide using New World or other new software, as required
- Manage the City's risk profile.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	3.38	327,013
200 - Supplies		41,887
300 - Other Services		560,123
400 - Capital Outlays		0
Total		**929,024**

Funding: General, Other

<u>2019 Budget Proposal Highlights</u>

The Legal Department's budget request is $1,908,462. This is an increase of $85,598. Listed below are some highlights of significance.

Category 1 – Personnel request is $1,100,032, an increase of $32,356. As you are aware, the city is requesting a 2% salary increase for non-union staff.

Category 2 – Office Supplies request is $61,599, an increase of $429.

Category 3 – Other Services & Charges request is $746,831, an increase of $52,813.

Significant changes include the following budget lines:

- **Line 313 - Medical:** request is $6,500, which is an increase from zero. We agreed with AFSCME that the City will pay up to $100 per individual for physicals required for Commercial Drivers' Licenses (CDLs). So far in 2018 we have covered these, along with motor vehicle record checks for CDLs, from line 399 (Other Services and Charges), but we believe they are more appropriately accounted for in the medical line.
- **Line 342 - Worker's Comp & Risk:** request is $495,000, which is an increase of $45,000. This reflects the anticipated increase in costs associated with worker's compensation.
- **Line 391-Dues and Subscriptions:** request is $19,482, an increase of $1,613, which is due to the City entering into a new contract for electronic Westlaw services beginning January 2019 and covering the next few years.

Category 4 - Capital Outlays: request is $0.

Legal Department 2019 Budget Summary

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	996,536	1,067,676	1,100,032	32,356	3%
200 - Supplies	58,293	61,170	61,599	429	1%
300 - Other Services	634,589	694,018	746,831	52,813	8%
400 - Capital Outlays	-	-	-	-	0%
Total	**1,689,417**	**1,822,864**	**1,908,462**	**85,598**	**5%**

Conclusion

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

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 10 - Legal							
Personnel Services							
	51110	Salaries and Wages - Regular	533,159	579,628	600,435	20,807	3.59%
	51120	Salaries and Wages - Temporary	200	-	-	-	N/A
	51210	FICA	38,707	44,342	45,933	1,592	3.59%
	51220	PERF	75,710	82,307	85,262	2,954	3.59%
	51230	Health and Life Insurance	121,329	121,329	121,332	3	0.00%
Total: Personnel Services			**769,104**	**827,606**	**852,961**	**25,355**	**3.06%**
Supplies							
	52110	Office Supplies	1,033	2,075	2,075	-	0.00%
	52410	Books	14,161	15,811	16,279	468	2.96%
	52420	Other Supplies	2,546	1,234	1,200	(34)	-2.76%
Total: Supplies			**17,740**	**19,120**	**19,554**	**434**	**2.27%**
Other Services and Charges							
	53120	Special Legal Services	182,068	140,000	140,000	-	0.00%
	53160	Instruction	2,846	5,951	5,951	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	200	400	200	100.00%
	53210	Telephone	-	600	600	-	0.00%
	53220	Postage	78	250	250	-	0.00%
	53230	Travel	960	5,450	5,450	-	0.00%
	53310	Printing	143	1,100	600	(500)	-45.45%
	53320	Advertising	25	450	450	-	0.00%
	53910	Dues and Subscriptions	16,555	18,164	19,777	1,613	8.88%
	53990	Other Services and Charges	377	1,000	1,000	-	0.00%
Total: Other Services and Charges			**203,053**	**173,165**	**174,478**	**1,313**	**0.76%**
Expenditures Grand Total:			**$ 989,898**	**$ 1,019,891**	**$ 1,046,993**	**$ 27,102**	**2.66%**

CITY OF BLOOMINGTON

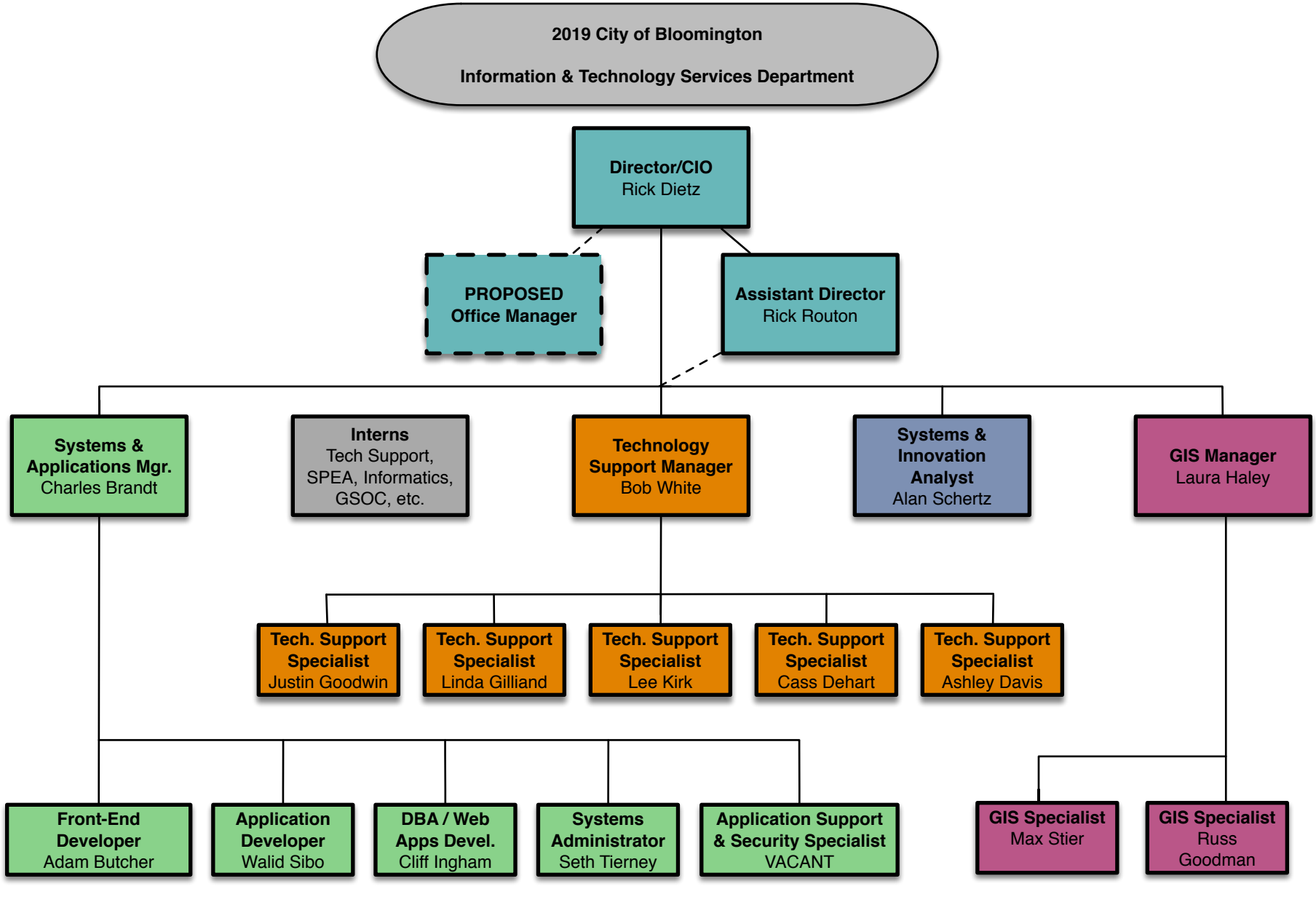
Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 800 - Risk Management(S0203)							
Expenditures							
Department: 10 - Legal							
Personnel Services							
	51110	Salaries and Wages - Regular	152,079	159,236	167,623	8,387	5.27%
	51210	FICA	10,936	12,182	12,823	642	5.27%
	51220	PERF	21,595	25,830	23,802	(2,027)	-7.85%
	51230	Health and Life Insurance	42,822	42,822	42,822	-	0.00%
Total: Personnel Services			227,431	240,070	247,071	7,001	2.92%
Supplies							
	52110	Office Supplies	35	650	650	-	0.00%
	52240	Fuel and Oil	929	1,400	1,395	(5)	-0.36%
	52410	Books	224	-	-	-	N/A
	52420	Other Supplies	771	-	-	-	N/A
	52430	Uniforms and Tools	38,593	40,000	40,000	-	0.00%
Total: Supplies			**40,552**	**42,050**	**42,045**	**(5)**	**-0.01%**
Other Services and Charges							
	53130	Medical	3,401	-	6,500	6,500	N/A
	53160	Instruction	3,061	5,800	5,800	-	0.00%
	53210	Telephone	1,600	900	900	-	0.00%
	53220	Postage	-	100	100	-	0.00%
	53230	Travel	-	650	650	-	0.00%
	53310	Printing	39	850	850	-	0.00%
	53410	Liability / Casualty Premiums	7,941	51,500	51,500	-	0.00%
	53420	Worker's Comp & Risk	412,193	450,000	495,000	45,000	10.00%
	53620	Motor Repairs	2,875	3,558	3,558	-	0.00%
	53910	Dues and Subscriptions	329	295	295	-	0.00%
	53990	Other Services and Charges	96	7,200	7,200	-	0.00%
Total: Other Services and Charges			**431,536**	**520,853**	**572,353**	**51,500**	**9.89%**
Expenditures Grand Total:			**$ 699,519**	**$ 802,973**	**$ 861,469**	**$ 58,496**	**7.28%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 23 - Board of Public Safety							
Personnel Services							
	51110	Salaries and Wages - Regular	-	634	-	(634)	-100.00%
	51120	Salaries and Wages - Temporary	2,977	2,538	3,172	634	25.00%
	51210	FICA	228	243	243	-	0.00%
Total: Personnel Services			**3,205**	**3,415**	**3,415**	**0**	**0.00%**
Expenditures Grand Total:			**$ 3,205**	**$ 3,415**	**$ 3,415**	**$ 0**	**0.00%**


2019 City of Bloomington
Information & Technology Services Department
Director/CIO
Rick Dietz
PROPOSED
Office Manager
Assistant Director
Rick Routon
Systems & Applications Mgr.
Charles Brandt
Interns
Tech Support, SPEA, Informatics, GSOC, etc.
Technology Support Manager
Bob White
Systems & Innovation Analyst
Alan Schertz
GIS Manager
Laura Haley
Tech. Support Specialist
Justin Goodwin
Tech. Support Specialist
Linda Gilliand
Tech. Support Specialist
Lee Kirk
Tech. Support Specialist
Cass Dehart
Tech. Support Specialist
Ashley Davis
Front-End Developer
Adam Butcher
Application Developer
Walid Sibo
DBA / Web Apps Devel.
Cliff Ingham
Systems Administrator
Seth Tierney
Application Support & Security Specialist
VACANT
GIS Specialist
Max Stier
GIS Specialist
Russ Goodman

Information & Technology Services (ITS) Department

2019 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council

From: Rick Dietz, Director

Date: September 18, 2018

This memo accompanies the proposed 2019 budget for Information & Technology Services, specifically including the ITS General Fund and Telecommunications Non-reverting Fund proposals as well as modest funding from the Electronic Map Generation Fund.

Why We Exist

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

Background

The ITS Department manages the City of Bloomington's core IT systems, including computer hardware, software and networks and provides a broad range of services including technology support, IT training, cybersecurity, digital communications, and more. ITS resolves over 2,000 support tickets per year. ITS monitors and supports more than 680 desktops, laptops and Mobile Data Terminals (MDTs) for 700-1,000 City staff at 40 sites including 24-7 mission critical systems at Police, Fire and Utilities departments. ITS maintains the servers (111 virtual and physical servers at 6 locations) and infrastructure (15.8TB terabytes of data in our backup regime) that keep its sister City departments running. The department provides IT training to City staff and coordinates IT purchasing for the City; maintains the City's GIS (Geographic Information System); provides mapping and geospatial data services to staff and the public; supports landline and cellular phones; and manages the City's network assets (17 miles of conduit, 11 miles of fiber in city network) and WiFi deployments in City buildings. ITS also develops and maintains the City website (2875 daily active users, 915k sessions per year—487k mobile & 428k desktop), uReport (2428 public requests in the last year) and other open source applications for staff and public use.

This budget is informed by the City's strategic plan and by the results of the City's recent community survey. The ITS 2019 budget proposal contains several significant changes from previous budgets as well as a number of important initiatives. Overall the budget as proposed includes slightly increased expenditures. There are also a few investments and initiatives hoped to be undertaken in 2019 that warrant additional discussion:

- Telecommunications Non-reverting Fund Prospectus
- ITS Staffing
- Critical IT Infrastructure Investments
- Gigabit Fiber
- Digital Communications
- CATS Funding
- Community Development Management Software

Telecommunications Non-reverting Fund Prospectus

The Telecommunications Non-Reverting Fund has been on an unsustainable path for several years. Fund revenue is generated from video-services franchise fees paid to the State. Revenue has plateaued and is now headed downward: Telecom Fund revenue decreased in 2017 by 4.87%. In 2017 and 2018 ITS shifted a number of expenses from the Telecom Non-reverting fund to the ITS General Fund to steer the Telecom Fund in a more sustainable direction and bring Telecom expenses more in line with anticipated revenue. The department continues this process in its 2019 budget maintaining capital replacement of computers and MDTs for BPD and BFD in the Public Safety LIT, as done in the 2018 budget.

ITS Staffing

While the Digital Communications Specialist works very closely with the ITS web team, the position's focus on City-wide social media and content creation (text, graphic design & video) makes the Office of the Mayor's Communications team a better fit. As such, the Digital Communications Specialist will be moving out of ITS and into the Office of the Mayor in the 2019 budget.

Currently clerical and office management tasks for ITS are undertaken primarily by the Assistant Director and Director, and distributed among other ITS managers and staff. This is not the highest and best use of these positions' time, attention and expertise. ITS requests an Office Manager to take on responsibility for basic office management functions, freeing specialized staff to focus on their core responsibilities.

Critical IT Infrastructure Initiative

ITS plans to make significant investments in critical IT infrastructure in 2019, including the following:

- **Wired ethernet network** hardware replacement. ITS cannot maintain its uptime performance targets or adequately protect the security of City facilities, systems and accounts without significant network updates. The network is mostly out-of-support and end-of-life hardware, making it increasingly vulnerable to failure and compromise.
- **Wireless WiFi network** hardware replacement. Current WiFi in City facilities is inadequate to meet current usage, speed and quality of service demands by staff and the public.
- **Virtual Storage/Compute/DR** systems. The City's datacenter, virtual infrastructure and file storage systems need replacement to take advantage of contemporary technology

and provide failover support and disaster recovery (DR) capabilities. ITS cannot currently provide the level of robust operations, failover and disaster recovery capacity needed to adequately safeguard our operations.

To address these issues and improve City services, ITS plans a comprehensive refresh of IT storage and network infrastructure in this budget..

Gigabit Fiber
ITS is supporting the Mayor's initiative to secure gigabit class connectivity for all residences and businesses in Bloomington. According to the 2017 community survey, citywide high speed fiber for internet access is essential (39%) or very important (28%) for residents, with only 7% responding that it is not important. Improving broadband options is a priority in the City's Strategic Plan. The department continues to engage in ongoing discussions with respondents to our broadband RFI who share the City's goals and who have an interest in partnering with the City. This is a significant ITS project but does not have any defined budgetary impact in 2019. It is likely to require continuing staff time for project management and consulting.

Digital Communications
Enabling the City to communicate effectively with digital tools is an important function of the ITS Department. The City's community survey showed that the City's website is used by 87% of respondents as a minor or major source of information about the City, with only 5% seeing the website as not important. The City Strategic Plan calls for enhancing city communication through the website, social media, and other online platforms. ITS will update the City website focusing on improvements to the homepage, general navigation, the My Bloomington application and online maps.

CATS Funding
ITS provides for the funding of Community Access Television Services (CATS). Jointly funded by the City of Bloomington, Monroe County government, Ellettsville and the Monroe County Public Library, CATS provides video services to the City and Bloomington public. Investments in public access and community media ensure an open, approachable and interactive government where residents are part of the decision-making process.

Community Development Management Software
Multiple departments have overlapping needs for integrated software to manage processes and documents in the domain commonly referred to as "Community Development," including Planning & Transportation, HAND, Public Works, ESD and the Controller's Office. These functions include plan review, permitting, inspections and other land management tasks, as well as web interfaces for public interaction throughout the processes. Planning & Transportation in particular lacks this enterprise software toolkit, inhibiting their effectiveness. This will be an active project in 2019.

2019 Activity Descriptions and Goals
ITS is changing its Activity Structure to better reflect its current operations and future plans.The department continues to track its activities across 26 activity areas, but is rolling these activities up into 6 primary activity groups as follows: Administration; Program Evaluation & Project Management; Information, Data & Media Services; Enterprise Software and Systems Integration; End User Services and Technology Support; and Information Systems

Infrastructure. This consolidation will allow for simpler presentation of ITS activities, although expenses will still be tracked for the detailed activities as well.

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

Goals:
- Support initiative to secure affordable gigabit-class internet connectivity for all Bloomington residents.
- Implement 3-5 year strategic plan for ITS department.
- Implement community digital equity/inclusion strategic plan.
- Develop data center site strategic plan/capital plan.
- Update IT Policy Manual.
- Support and integrate incoming ITS Staff (Office Manager).

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	3.63	303,647
200 - Supplies		16,905
300 - Other Services		170,967
400 - Capital Outlays		2,677
Total		**494,196**

Funding: General, Other

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

Goals:
- Coordinate project management for gigabit fiber optic partnership.
- Coordinate project management for Community Development enterprise software deployment.
- Coordinate project management for IT Infrastructure Initiative.
- Effectively manage broad portfolio of IT projects.
- Expand IT project management capacity through training and partnerships.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.44	120,389
200 - Supplies		0
300 - Other Services		3,175
400 - Capital Outlays		0
Total		**123,563**

Funding: General, Other

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

Goals:
- Maintain excellent City government website (including 2,648 pages) and data portal. Assess trends via the 2019 community survey, when compared against the 2017 survey, regarding those who see the website as excellent/good quality.
- Publish 200 datasets (currently at 142), including 50 geospatial datasets (currently 25), into the City's B-Clear Open Data Portal by end of 2019
- Manage city unmanned aerial vehicle UAV program to effectively capture useful data, imagery and media to improve City operations.
- Update website homepage, navigation, My Bloomington tool and interactive maps.
- Complete GIS modernization and provide geospatial support for 2020 Census activities.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	4.32	360,748
200 - Supplies		2,624
300 - Other Services		484,930
400 - Capital Outlays		0
Total		**848,302**

Funding: General, Other

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

Goals:
- Maintain 4.5 out of 5 service rating on internal customer service surveys.
- Deploy Community Development Management System to improve Planning & Transportation and HAND operations.
- Assist with expansion of Lucity asset management system for Public Works.
- Develop 3 new system integrations to automate data publishing from enterprise applications into the data portal.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.70	225,729
200 - Supplies		0
300 - Other Services		88,340
400 - Capital Outlays		0
Total		**314,069**

Funding: General, Other

End-User Services & Technology Support
Activity Description: Provide the support, training, and tools needed to ensure City staff can productively use City IT systems to achieve their goals.

Goals:
- Maintain 4.5 out of 5 service rating on internal customer service surveys.
- Organize and execute the annual capital replacement of one fourth of City desktop inventory: 84 PCs, 30 laptops, 73 monitors, 105 UPS units, 16 printers and peripherals. (Utilities not included)
- Conduct annual internal survey on IT training needs to guide training strategy.
- Ensure functional and up-to-date City Knowledge Base (KB) content and system.
- Implement identified account creation/termination process improvements.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	6.55	547,852
200 - Supplies		12,282
300 - Other Services		43,438
400 - Capital Outlays		151,234
Total		**754,805**

Funding: General, Other

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

Goals:
- Ensure systems are highly available, redundant and secure with 99.999% uptime for core servers and services.
- Ensure network and internet downtime is minimal with 99.999 % uptime.
- Support successful deployment of Infrastructure Initiative systems.
- Evaluate/engineer fiber network to ensure redundancy and support for Infrastructure Initiative.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.36	113,700
200 - Supplies		10,392
300 - Other Services		311,538
400 - Capital Outlays		259,640
Total		**695,271**

Funding: General, Other

2019 Budget Request Highlights:
The ITS Department's total 2019 budget request is $3,224,707. This is an increase of $181,039.

ITS operations and activities draw from various funds as follows:
- ITS General Fund
- Telecommunications Non Reverting Fund (Telecom Infrastructure & Telecom Services Accounts)
- Electronic Map Generation Fund

Significant changes include the following budget lines:

ITS General Fund
The ITS Department's General Fund budget request is $2,165,538. This is an increase of $87,108.

Category 1 – Personnel Services
Increase of $49,814 for a 2% increase for non-union staff, adding an Office Manager and moving the Digital Communications Specialist position out of the ITS budget.

Category 2 – Supplies

Significant changes include the following budget line:

- **Line 242 – Other Supplies:** Increase of $2,000 for equipment and supplies to support proposed Office Manager's role.

Category 3 – Other Services

Significant changes include the following budget lines:

- **Line 364 – Hardware and Software Maintenance:** Increase of $14,900 for maintenance for critical hardware and software systems (new firewall support, enterprise password management tool, card access support, etc.)
- **Line 391 – Dues & Subscriptions:** Increase of $22,360 for subscriptions, memberships, software subscriptions, domain registrations. Includes additional Firewall support subscriptions, PIR/Discovery software, Google Enterprise licenses, and Trello project tracking.

Telecommunication Non-Reverting Fund

The ITS Department's Telecommunications Non Reverting Fund budget request is $1,056,133. This is an increase of $90,931.

Telecom Infrastructure: Telecommunication Non-Reverting Fund 254000 Infrastructure Account

Category 3 – Other Services

- **Line 364 – Hardware and Software Maintenance:** Decrease of $20,000 due to Infrastructure Initiative. Network hardware maintenance is covered elsewhere.

Category 4 – Capital Outlays

- **Line 442 – Purchase of Equipment:** Increase of $120,551 for Infrastructure Initiative including funding for data center (storage, compute, DR), wired and wireless network hardware refresh.
- **Line 445 – Equipment:** Decrease of $14,000 due to reduction in funding for stand-alone servers due to Infrastructure Initiative. Public safety capital replacement for BFD and BPD PCs/Laptops and MDTs will continue from the Public Safety LIT funds.

Telecom Services: Telecommunication Non-Reverting Fund 256000 Services Account

Category 3 – Other Services

- **Line 398 – Community Access TV/Radio:** Increase of $4,380 increase to CATS, Community Access Television Services. CATS funding amounts to nearly half of the City's annual Telecom fund revenue. Overall revenue in this fund revenue decreased in 2017 by 4.87% (2018 revenue will not be known until 1Q 2019). To help sustain the Telecom Fund, this modest increase is proposed.

Electronic Map Generation Fund

The ITS Department's Electronic Map Generation Fund budget request is $3,000. This is an

increase of $3,000.

Category 3 – Other Services

- **Line 398 – Mgt. Fee, Consultants, and Workshops:** Increase of $3,000 for State of Indiana aerial photography program.

ITS 2019 Budget Summary

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	1,498,758	1,622,250	1,672,064	49,814	3%
200 - Supplies	23,783	40,170	42,204	2,034	5%
300 - Other Services	763,841	1,072,248	1,096,888	24,640	2%
400 - Capital Outlays	190,963	309,000	419,051	110,051	36%
Total	**2,477,345**	**3,043,668**	**3,230,207**	**186,539**	**6%**

Conclusion

Thank you for your consideration of the 2019 ITS Department budget request. The demand for the department's services continues to increase, as do the opportunities to serve sister City departments as well as the Bloomington community. ITS looks forward to helping all city staff meet their goals and potential with technology tools and support in 2019.

We are available to answer any questions.

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 28 - ITS							
Personnel Services							
	51110	Salaries and Wages - Regular	1,005,796	1,095,524	1,136,406	40,882	3.73%
	51120	Salaries and Wages - Temporary	19,076	15,000	15,000	(0)	0.00%
	51210	FICA	74,136	84,956	88,083	3,127	3.68%
	51220	PERF	142,819	155,564	161,370	5,805	3.73%
	51230	Health and Life Insurance	256,932	271,206	271,206	-	0.00%
Total: Personnel Services			**1,498,758**	**1,622,250**	**1,672,064**	**49,814**	**3.07%**
Supplies							
	52110	Office Supplies	5,745	11,700	11,700	-	0.00%
	52240	Fuel and Oil	214	470	504	34	7.23%
	52420	Other Supplies	15,306	18,100	20,100	2,000	11.05%
Total: Supplies			**21,265**	**30,270**	**32,304**	**2,034**	**6.72%**
Other Services and Charges							
	53160	Instruction	1,664	9,000	9,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	1,758	50,000	50,000	-	0.00%
	53210	Telephone	69,085	101,500	101,500	-	0.00%
	53220	Postage	133	300	300	-	0.00%
	53230	Travel	4,403	10,000	10,000	-	0.00%
	53310	Printing	39	500	500	-	0.00%
	53320	Advertising	-	1,500	1,500	-	0.00%
	53620	Motor Repairs	1,267	5,293	5,293	-	0.00%
	53640	Hardware and Software Maintenance	78,730	197,775	212,675	14,900	7.53%
	53910	Dues and Subscriptions	48,894	45,028	67,388	22,360	49.66%
	53940	Temporary Contractual Employee	-	2,800	2,800	-	0.00%
	53950	Landfill	-	250	250	-	0.00%
	53990	Other Services and Charges	3,570	-	-	-	N/A
Total: Other Services and Charges			**209,543**	**423,946**	**461,206**	**37,260**	**8.79%**
Capital Outlays							
	54420	Purchase of Equipment	-	2,000	-	(2,000)	-100.00%
Total: Capital Outlays - Capital Outlays			**-**	**2,000**	**-**	**(2,000)**	**-100.00%**
Expenditures Grand Total:			**$ 1,729,566**	**$ 2,078,466**	**$ 2,165,574**	**$ 87,108**	**4.19%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 401 - Non-Reverting Telecom (S1146)							
Expenditures							
Department: 25 - Telecommunications							
Supplies							
	52420	Other Supplies	2,518	9,900	9,900	-	0.00%
Total: Supplies			**2,518**	**9,900**	**9,900**	**-**	**0.00%**
Other Services and Charges							
	53150	Communications Contract	19,024	27,480	27,480	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	8,544	60,000	60,000	-	0.00%
	53640	Hardware and Software Maintenance	72,269	86,000	66,000	(20,000)	-23.26%
	53650	Other Repairs	-	12,000	12,000	-	0.00%
	53750	Rentals - Other	19,371	19,800	19,800	-	0.00%
	53960	Grants	-	5,000	5,000	-	0.00%
	53980	Community Access TV/Radio	433,685	438,022	442,402	4,380	1.00%
Total: Other Services and Charges			**552,892**	**648,302**	**632,682**	**(15,620)**	**-2.41%**
Capital Outlays							
	54310	Improvements Other Than Building	-	10,000	10,000	-	0.00%
	54420	Purchase of Equipment	25,743	160,000	280,551	120,551	75.34%
	54450	Equipment	165,220	137,000	123,000	(14,000)	-10.22%
Total: Capital Outlays			**190,963**	**307,000**	**413,551**	**106,551**	**34.71%**
Expenditures Grand Total:			**$ 746,374**	**$ 965,202**	**$ 1,056,133**	**$ 90,931**	**9.42%**

CITY OF BLOOMINGTON

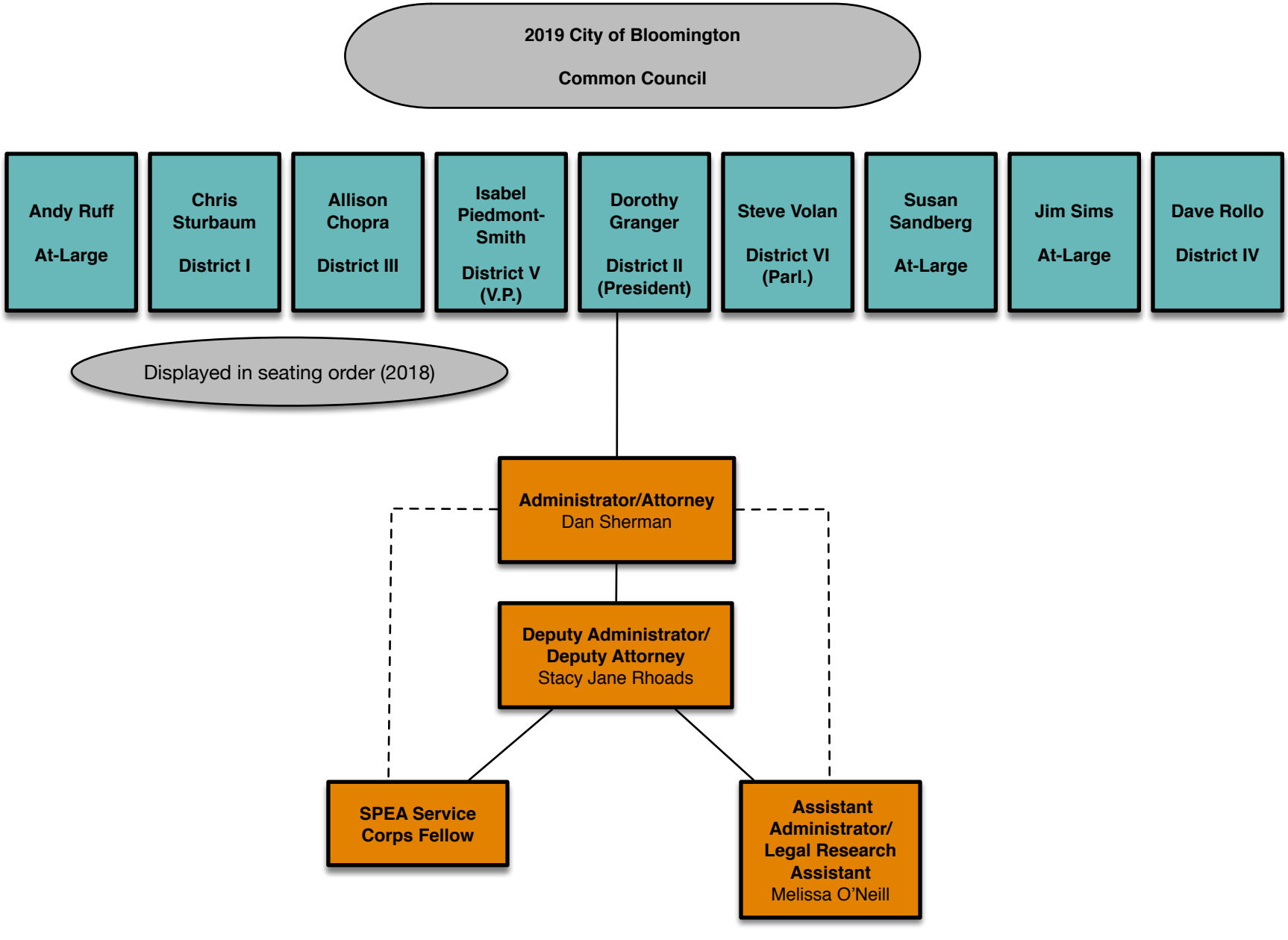
Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 409 - Electronic Map Generation(S9504)							
Expenditures							
Department: 28 - ITS							
Program: 280000 - Main							
Other Services and Charges							
	53170	Mgt. Fee, Consultants, and Workshops	1,406	-	3,000	3,000	N/A
Total: Other Services and Charges			**1,406**	**-**	**3,000**	**3,000**	
Expenditures Grand Total:			**$ 1,406**	**$ -**	**$ 3,000**	**$ 3,000**	

CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-24-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Budget Team Review	$ +/-	% +/-
Fund: 410 - Enhanced Access (S9507)(ord01-10							
Expenditures							
Department: 28 - ITS							
Other Services and Charges							
	53170	Mgt. Fee, Consultants, and Workshops	-	-	5,500	5,500	N/A
Total: Other Services and Charges			-	-	5,500	5,500	
Expenditures Grand Total:			**$ -**	**$ -**	**$ 5,500**	**$ 5,500**	


2019 City of Bloomington
Common Council
Andy Ruff
At-Large
Chris Sturbaum
District I
Allison Chopra
District III
Isabel Piedmont-Smith
District V (V.P.)
Dorothy Granger
District II (President)
Steve Volan
District VI (Parl.)
Susan Sandberg
At-Large
Jim Sims
At-Large
Dave Rollo
District IV
Displayed in seating order (2018)
Administrator/Attorney
Dan Sherman
Deputy Administrator/ Deputy Attorney
Stacy Jane Rhoads
SPEA Service Corps Fellow
Assistant Administrator/ Legal Research Assistant
Melissa O'Neill

	Office of the Common Council	**2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Daniel Sherman, Attorney/Administrator, Common Council

Date: September 19, 2018

This memo accompanies the Council Office Budget for 2019.

Why We Exist

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

Mission/Background

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

This year, after many years without it, the City has revisited, revised, and reinvigorated Program or Activity-Based Budgeting. This approach allocates budget dollars to activities performed by the departments and is a good way to see what the public gets for the money it pays for governance of the City. It was both desired by the Council and embraced by the Administration. As you will see with the Council Office budget for 2019, this approach brings dollars into departmental budgets that, in previous years, may have been housed elsewhere. Please keep that in mind when looking at appropriations for the Jack Hopkins Social Services Program Fund and for Council Sidewalk projects which, for years, have been driven by Council committees, while funds were located elsewhere.

Note: Program Budget FTE's do not include Council Members

2019 Activity Descriptions and Goals:

Legislative Duties
Activity Description: This activity encompasses the time and resources spent by the Council members and staff in preparation for, and participation during, the usual almost-weekly meetings of the Council. It is at these meetings and with a vote of a majority of its membership, that the Council takes formal legislative actions. These actions may include "pass(ing) 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." I.C. 36-4-6-18

To facilitate the exercise of these powers by the Council, the Council Office: prepares the Annual Schedule and helps with the ongoing scheduling during the course of the year; reviews, suggests changes to, summarizes (which includes addressing legal and policy issues), compiles, generates, and distributes pending legislation in the form of a weekly Council Legislative Packet (which is posted online for public access).

Goals:
- Create greater efficiencies in scheduling legislation.
- Increase public awareness of Council meetings, meeting materials and notices.
- Increase attendance at Regular Sessions, Special Sessions, and Committees of the Whole.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.87	182,813
200 - Supplies		525
300 - Other Services		62,031
400 - Capital Outlays		0
Total		**245,369**

Funding: General

Policy Development and Coordination
Activity Description: This activity involves collaborating with other City departments, governmental entities, and the public to review and improve the governance of the City. This includes the exploration and pursuit of policy initiatives by Council members individually, in informal groups, and as part of formally-constituted Special Committees. The Council Office facilitates these efforts by researching policy both in terms of its legality and best practices. It also facilitates this work by drafting legislation, memoranda, reports, and other policy documents.

The Council has 6 standing committees which, among other duties, address social services, sidewalk/traffic-calming infrastructure, and Land Use. Council committees include the: Jack Hopkins Social Services Program Funding Committee; Sidewalk Committee; Land Use

Note: Program Budget FTE's do not include Council Members

Committee, and three Interviewing Committees. The Council also makes 4 appointments to, and helps facilitate the work of, the Public Safety Local Income Tax (PS LIT) Committee of the Monroe County LIT Council. In addition, the Council also periodically convenes *ad hoc* policy committees, the most recent being the Affordable Living Committee.

Along with the above, this activity also includes the time and resources spent on appointing persons to serve on City boards and commissions (which is facilitated by the Office of City Clerk) and serving on, or otherwise following the work of, those advisory bodies.

Goals:

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

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.75	157,824
200 - Supplies		525
300 - Other Services		280,604
400 - Capital Outlays		318,000
Total		**756,953**

Funding: General

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 citizens to address questions about City policies and practices. For Council members, constituent services is almost a daily occurrence arising from their interaction with the public. For staff, constituent services include receiving and relaying calls or emails from constituents to Council members and the relevant department(s), and, if necessary, researching or otherwise helping to resolve the constituent concern. Constituent services also includes meeting with groups to explain and discuss City governance.

Goals:

- Continue to grow the ability to provide more and better constituent services for Council members.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.18	38,404
200 - Supplies		306
300 - Other Services		9,789
400 - Capital Outlays		0
Total		**48,499**

Note: Program Budget FTE's do not include Council Members

Funding: General

Legal Counsel

Activity Description: The Council Office includes attorneys who represent the Council on terms the Council, as an organization, considers appropriate and which is consistent with the obligations that attorneys have to their clients. These duties include understanding and conveying the rights, duties and potential liabilities of the Council; advising the Council on matters of law related to Council business; assurring Council compliance with the law; advocating on behalf of the Council; respecting confidentiality; and, exhibiting loyalty. These obligations also extend to staff who act as an agent of the attorneys.

Goals:

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

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.60	126,259
200 - Supplies		2,846
300 - Other Services		19,577
400 - Capital Outlays		0
Total		**148,682**

Funding: General

Administrative Services

Activity Description: Encompasses the time and resources spent managing meetings, projects, the webpage, internal communications, and the ordering of supplies, equipment, and services. Includes the work done preparing and managing the Council Office budget and performing supervisory functions.

Goals:

- Explore administrative changes to increase utilization of the Council Travel/Training/ Consultant allocations.
- Increase workflow/project management.
- Update website for consistency, clarity, and accessibility.
- Reduce paper consumption

Note: Program Budget FTE's do not include Council Members

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.22	47,084
200 - Supplies		175
300 - Other Services		3,263
400 - Capital Outlays		0
Total		**50,522**

Funding: General

2019 Budget Request Highlights

The Council office budget request for next year is $1,241,525. In light of activity-based budgeting, this is an increase of $331,707. In that regard, please note that $305,000 of the increase is due to shifting the Jack Hopkins Social Services Fund from HAND to the Council Office. Please also note that the $312,000 in Category 4 is the same amount expended in 2018 and is derived from the Alternative Transportation Fund.

Category 1 – Personnel request is $552,384. This is an increase of $20,757.

Compensation for Council members and staff generally align with City policies and practices that apply to non-union City employees and are explained, in the course of Departmental Budget Hearings, by the Human Resources department. For 2019, in addition to a 2% cost of living adjustment, there may be adjustments for some grades based upon the recommendations of the City Salary Study reported in mid-2018.

- Council Members: while the Salary Study found that compensation for Council members was about $1,822 below the average of comparable organizations in 2017, Council members (and the Mayor) have chosen to defer that adjustment until the next term (FY 2020). Absent that increase:
    - Council members, in general, will receive $16,127 next year (2% increase).
    - In acknowledgement of the additional work performed by Council leadership, the President will receive $1000 of additional compensation and the Vice President will receive $800 of additional compensation.
- Council Staff: compensation for the
    - Council Administrator/Attorney will increase to $90,544 (+ 2%);
    - Council Deputy Administrator/Deputy Attorney will increase to $66,207(+ 2%); and
    - Part-Time Assistant Administrator/Legal Research Assistant will entail an increase in hourly pay of 2% and, in addition, an increase from 22 hours per week (which was raised from 20 hours per week in mid-2018) to 25 hours per week in 2019 for a total compensation of $26,188. (+27.5%)

Category 2 - Supplies request is $4,378. This is an increase of $105.

Significant changes include the following budget lines:

- **Line 241 - Books:** Increased cost of keeping hard copies of the annotated State statutes and

Note: Program Budget FTE's do not include Council Members

constitution current. City Legal negotiates these services with the Council Office benefiting from their better bargaining position.

Category 3 - Other Services and Charges request is $375,263. This is an increase of $313,345.

Significant changes include the following budget lines:

- **Line 391 - Dues and Subscriptions:** Increases $445 for online legal research.
- **Line 396 - Grants:** Increases $5,000 for the operation of the Buskirk-Chumley Theatre, the first increase in this item since it was included in the Council Office budget 3 years ago.
- **Line 399 - Other Services and Charges:** increases $305,000 associated with the transfer of the Jack Hopkins grants from the HAND budget. Additionally, the Council wishes to provide more services for the hearing-impaired at its meetings and therefore $2,900 is included to provide sign interpretation at Regular and Special Sessions after the 2019 Summer Recess.

Category 4 - Capital request is $312,000 associated with the City Council Sidewalk Committee. This is a $6,000 increase from last year. The Council Sidewalk allocation is funded from the Alternative Transportation fund. The allocation reflects true activity-based budgeting indicating where the fund is allocated.

Office of the Common Council 2019 Budget Summary

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	497,147	531,626	552,384	20,757	4%
200 - Supplies	6,528	4,273	4,378	105	2%
300 - Other Services	55,753	61,918	375,263	313,345	506%
400 - Capital Outlays	317,221	312,000	318,000	6,000	2%
Total	**876,648**	**909,817**	**1,250,025**	**340,207**	**37%**

Funding: General; Alternative Transportation and Jack Hopkins Fund

Conclusion

Thank you for your consideration of the Council Office's 2019 budget request! I would be happy to answer any questions.

Note: Program Budget FTE's do not include Council Members

CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-21-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	+/- $	+/- %
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 05 - Common Council							
Personnel Services							
	51110	Salaries and Wages - Regular	285,365	312,306	329,883	17,577	5.63%
	51120	Salaries and Wages - Temporary	12,825	-	-	-	N/A
	51210	FICA	21,174	23,891	25,236	1,345	5.63%
	51220	PERF	20,769	24,141	25,977	1,836	7.61%
	51230	Health and Life Insurance	157,014	171,288	171,288	-	0.00%
Total: Personnel Services			**497,147**	**531,626**	**552,384**	**20,757**	**3.90%**
Supplies							
	52110	Office Supplies	357	1,250	1,250	-	0.00%
	52410	Books	2,970	3,023	3,128	105	3.47%
	52420	Other Supplies	3,200	-	-	-	N/A
Total: Supplies			**6,528**	**4,273**	**4,378**	**105**	**2.46%**
Other Services and Charges							
	53160	Instruction	600	1,650	1,650	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	1,400	1,400	-	0.00%
	53210	Telephone	-	200	200	-	0.00%
	53220	Postage	-	120	120	-	0.00%
	53230	Travel	149	2,200	2,200	-	0.00%
	53310	Printing	81	-	-	-	N/A
	53630	Machinery and Equipment Repairs	-	250	250	-	0.00%
	53910	Dues and Subscriptions	4,236	4,723	5,168	445	9.42%
	53940	Temporary Contractual Employee	688	1,375	1,375	-	0.00%
	53960	Grants	50,000	50,000	55,000	5,000	10.00%
	53990	Other Services and Charges	-	-	2,900	2,900	N/A
Total: Other Services and Charges			**55,753**	**61,918**	**70,263**	**8,345**	**13.48%**
Expenditures Grand Total:			**$ 559,427**	**$ 597,817**	**$ 627,025**	**$ 29,207**	**4.89%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 270 - CC Jack Hopkins NR17-42 (S9508)							
Expenditures							
Department: 05 - Common Council							
Other Services and Charges							
	53960	Grants	-	-	305,000	305,000	N/A
Total: Other Services and Charges			**-**	**-**	**305,000**	**305,000**	
Expenditures Grand Total:			**$ -**	**$ -**	**$ 305,000**	**$ 305,000**	

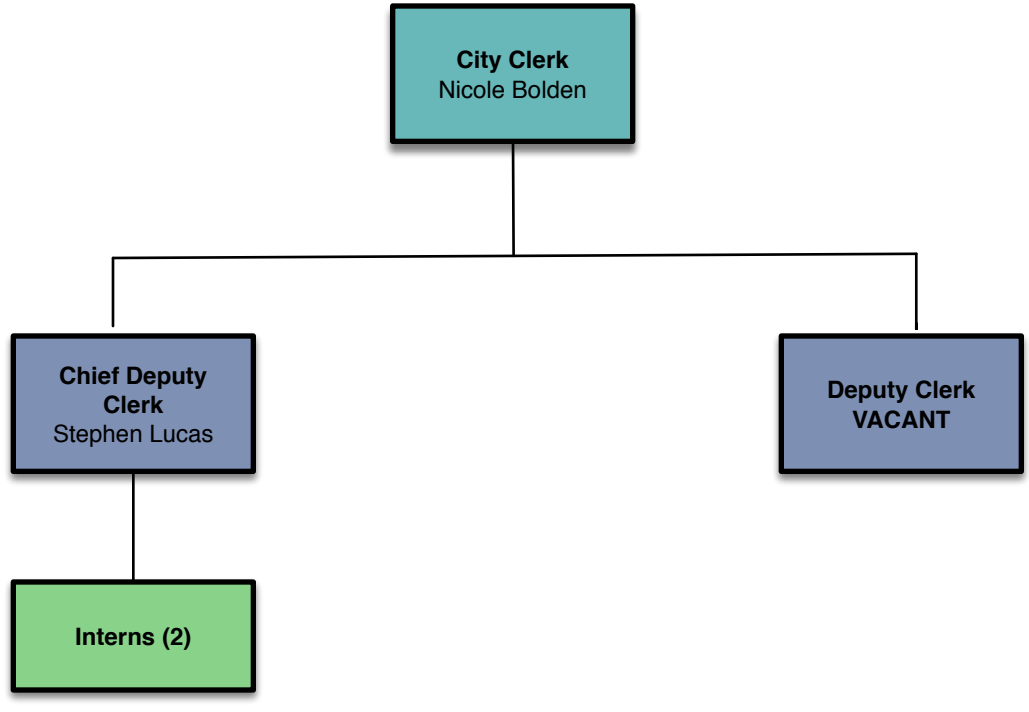
CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-21-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 454 - Alternative Transport(S6301)							
Expenditures							
Department: 05 - Common Council							
Capital Outlays							
	54310	Improvements Other Than Building	317,221	312,000	318,000	6,000	1.92%
Total: Capital Outlays			**317,221**	**312,000**	**318,000**	**6,000**	**1.92%**
Expenditures Grand Total:			**$ 317,221**	**$ 312,000**	**$ 318,000**	**$ 6,000**	2%

2019 City of Bloomington

Office of the City Clerk



Office of the City Clerk | **2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: City Clerk Nicole Bolden

Date: September 18, 2018

This memo accompanies the proposed 2019 budget for the City Clerk.

Why We Exist

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

Background

The Office of the City Clerk strives to make city government accessible and responsive to the community. The office serves as an educational liaison between residents and their government.

Duties granted to the Clerk by virtue of the office are statutory in nature: serving as the official record keeper for the Common 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. The office also updates and maintains the Bloomington Municipal Code, coordinates recruitment for city boards and commissions, and preserves the records of the Council. The office has been charged by judicial order to hear and adjudicate parking ticket appeals for the City of Bloomington. In addition, the Clerk collaborates 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.

2018 Goals

- Provided staff for additional Council committees and meetings.
- Produced memos and/or minutes for all of Council meetings in a timely manner.
- Coordinated increased availability of all Council records.
    - Expanded online availability of all records to maximize accessibility
    - Posted meeting memos within 24 hours of meeting.
- Collaborated with other city departments to digitize, catalogue and archive records.

2019 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.
- Increase availability of all Council records.
- Focus on training and education for staff.

2019 Budget Request Highlights

The Clerk's total budget request is $275,810. This is an increase of $4005.

Category 1 – Personnel request is $232,890. This is an increase of $4,740.

Category 2 – Supplies request is $5,600. This is a decrease of $5.

Category 3 – Other Services request is $37,320. This is a decrease of $730.

Significant changes include the following budget lines:

- **Line 316 - Instruction:** increase by $670 for an additional participant in continuing education.
- **Line 317 - Mgt. Fee, Consultants, and Workshops:** decrease by $500 for workshops shifted to instruction.
- **Line 323 - Travel:** increase by $600 for increased travel costs to meetings.
- **Line 399 - Other Services and Charges:** decrease by $1,500 for bicentennial expenses.

Office of the City Clerk 2019 Budget Request

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	205,470	228,149	236,119	7,970	3%
200 - Supplies	16,077	5,605	5,600	(5)	0%
300 - Other Services	5,673	38,050	37,320	(730)	-2%
400 - Capital Outlays	-	-	-	-	0%
Total	**227,220**	**271,804**	**279,039**	**7,235**	**3%**

Conclusion

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

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

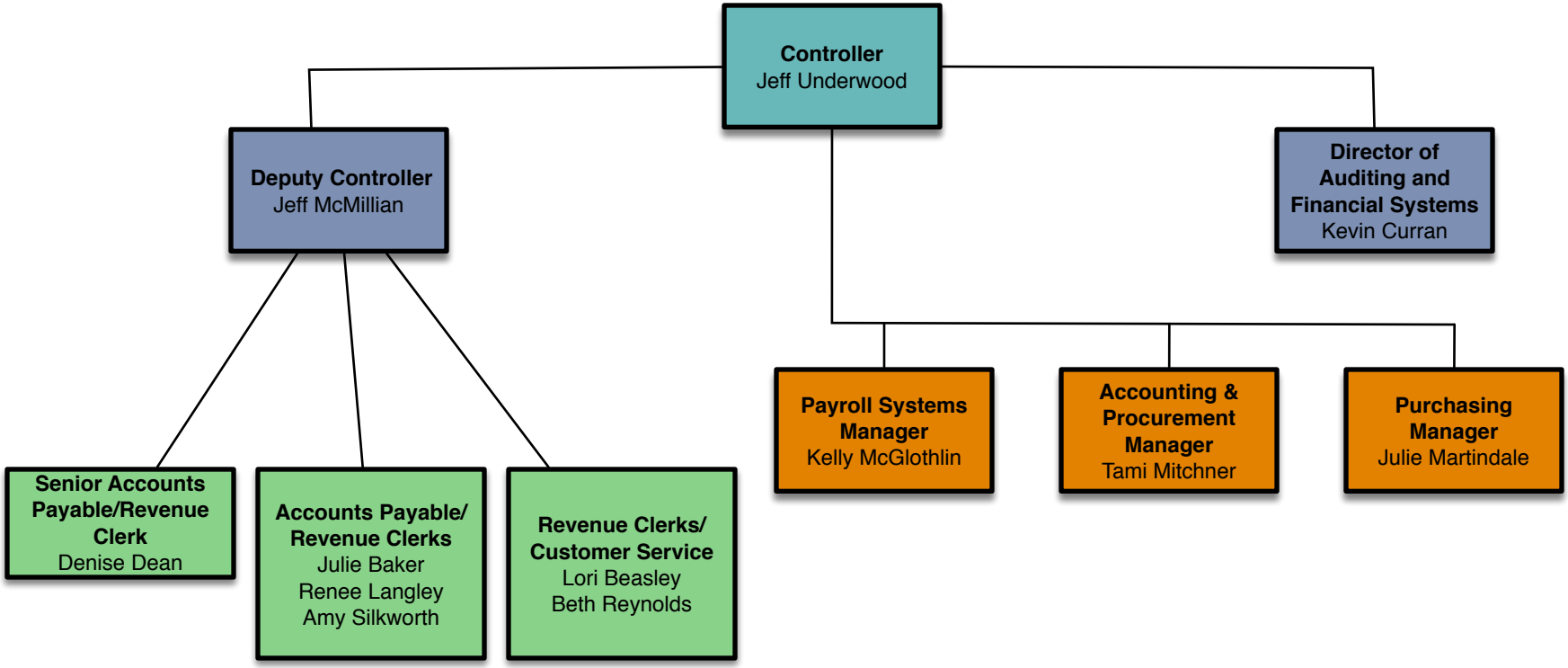
CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-21-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 03 - City Clerk							
Personnel Services							
	51110	Salaries and Wages - Regular	126,051	141,493	145,384	3,891	2.75%
	51120	Salaries and Wages - Temporary	9,004	12,000	15,000	3,000	25.00%
	51210	FICA	9,745	11,742	12,269	527	4.49%
	51220	PERF	17,848	20,092	20,644	552	2.75%
	51230	Health and Life Insurance	42,822	42,822	42,822	-	0.00%
Total Personnel Services			**205,470**	**228,149**	**236,119**	**7,970**	**3.49%**
Supplies							
	52110	Office Supplies	2,022	1,405	1,400	(5)	-0.36%
	52410	Books	4,094	1,200	1,200	-	0.00%
	52420	Other Supplies	9,961	3,000	3,000	-	0.00%
Total Supplies			**16,077**	**5,605**	**5,600**	**(5)**	**-0.09%**
Other Services and Charges							
	53120	Special Legal Services	-	5,000	5,000	-	0.00%
	53160	Instruction	900	1,680	2,350	670	39.88%
	53170	Mgt. Fee, Consultants, and Workshops	775	1,500	1,000	(500)	-33.33%
	53210	Telephone	-	45	45	-	0.00%
	53220	Postage	-	25	25	-	0.00%
	53230	Travel	1,683	2,200	2,800	600	27.27%
	53310	Printing	103	21,000	21,000	-	0.00%
	53320	Advertising	1,898	4,000	4,000	-	0.00%
	53910	Dues and Subscriptions	290	1,000	1,000	-	0.00%
	53990	Other Services and Charges	25	1,600	100	(1,500)	-93.75%
Total Other Services and Charges			**5,673**	**38,050**	**37,320**	**(730)**	**-1.92%**
Expenditures Grand Total:			**$ 227,221**	**$ 271,804**	**$ 279,039**	**$ 7,235**	**2.66%**

2019 City of Bloomington

Department of the Controller



	Office of the Controller	**2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Jeffrey Underwood CPA, Controller

Date: September 18, 2018

This memo accompanies the proposed 2019 budget for the Controller's Office.

Why We Exist

The Indiana State Legislature in IC 36-4-9-6 established the position of Controller and its related duties. The office is an internal service department that oversees all financial transactions, procedures and protocols for the City of Bloomington's 15 departments with additional oversight and interaction with Bloomington Transit, Bloomington Housing Authority, Redevelopment Commission, BCT Management Company, Bloomington Urban Economic Association, and Dimension Mill Inc.

Background

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

Significant initiatives with financial oversight currently in process include the Trades District, Switchyard Park, the Convention Center, and both the current and new hospital sites.

2019 Activity Descriptions and Goals

Core Department Functions

Accounts Payable

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

Goals:

- Increase participation from 71% to 75% in Electronic Funds Transfer (EFT) payment process in order to eliminate processing paper checks.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	7.18	611,849
200 - Supplies		6,286
300 - Other Services		309,765
400 - Capital Outlays		0
Total		**927,900**

Funding: General

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

Goals:
- Process all personnel requests/updates (approximately 1,000 per year) accurately into the City's payroll system.
- Process all payroll runs (26 pays) within the normal 2-week period required.
- Process all payroll reports accurately and within the period required.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.98	83,511
200 - Supplies		879
300 - Other Services		43,324
400 - Capital Outlays		0
Total		**127,714**

Funding: General

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

Goals:
- Maximize City's return on investment by increasing net rate of return from 0.8% to 1.45% through a combination of monitoring interest rates, monitoring and negotiating compensating balances with the bank, and minimizing bank transaction fees.
- Comply with all State and Federal banking/investing regulations for all (currently 8) bank accounts.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.57	48,573
200 - Supplies		484
300 - Other Services		23,828
400 - Capital Outlays		0
Total		**72,885**

Funding: General

Purchasing
Activity Description: Manage and coordinate activities related to the procurement of goods, services, and capital. This includes reviewing purchasing requests, providing for adequate controls and procuring these items at the lowest and best price.

Goals:
- Maximize City's purchasing power by combining like purchases in order to achieve the lowest and best pricing for goods and services.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.90	76,694
200 - Supplies		791
300 - Other Services		38,991
400 - Capital Outlays		0
Total		**116,477**

Funding: General

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

Goals:
- Develop revenue and expenditure estimates for use in creating the annual budget (approximately $150 million per year).
- Process and submit annual budget request within the period mandated by the State for approval by the Mayor, Common Council and Department of Local Government Finance.
    - Consult with Council Administrator in Q4 to develop schedule for Council hearing, review and approval.
    - Develop overall budget schedule by April 30.
    - Meet with City Council in early May to review their budget priorities.
    - Meet and provide support to Departments in the development of their programs and activities between May to July.
    - Complete and submit budget to Council in mid-August.
    - Participate in Council budget hearings in mid- to late-August.

- Obtain Council approval and submit budget to the Department of Local Government Finance (DLGF) within 48 hours of approval and prior to required date established by the DLGF.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.55	46,869
200 - Supplies		484
300 - Other Services		23,828
400 - Capital Outlays		0
Total		**71,180**

Funding: General

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

Goals:
- Implement, as possible, the 16 recommendations of the Fiscal Task Force; 7 are complete, 6 are in progress and 1 is pending.
- Implement program to obtain the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting.
    - Develop systems and reports necessary to collect data utilized in the application for the CAFR for use during the 2019 fiscal year.
- Assist with identifying and addressing fiscal impacts from construction of new IU Health campus.
- Monitor, report and make recommendations for uses of the Public Safety Local Income Tax.
- Identify and implement possible solutions to increase efficiency and minimize subsidy for parking meters, parking structures and surface lots.
- Complete implementation of Energy Savings program projects and monitor results
- Assist in the review and audit of savings annually.
- Assist departments with fiscal impacts and needs for their strategic programs.
- Develop and provide advice, guidance and reports as needed to meet the requirements of each project.
- Assist with activation of string of pearls projects.
    - Activate the Mill and Trades District.
        - Trades District Infrastructure and set for completion by June 1, 2019.
    - Convention Center Expansion.
        - Collect and manage City's share of the Food & Beverage tax.
        - Prepare and present requests to appropriate funds to City Council and Food & Beverage commission as needed.
    - Purchase of and redevelopment of existing Hospital Site; assist in the redevelopment review process.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.22	189,179
200 - Supplies		1,319
300 - Other Services		64,986
400 - Capital Outlays		0
Total		**255,483**

Funding: General

Internal Audit

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

Goals:

- Obtain clean audit opinion from State Board of Accounts.
- Review appropriate levels of controls and segregation of duties to minimize the risk of theft or fraudulent use of city resources.
- Review selected transactions for compliance with City, State, and Federal requirements during the calendar year. This is in addition to the annual external audit, external bi-annual internal controls review, and the prescribed internal controls and review by City staff, Controller and Corporation Counsel.
    - Conduct a minimum of 2 audits of cash funds per year (18 funds)
    - Conduct a risk based analysis and audit of revenue and expenditures.
        - Review at minimum 50% of transactions that account for 90% of total spend.
        - Review at minimum 5% of transactions that account for the remaining 10% of total spend.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.60	51,129
200 - Supplies		308
300 - Other Services		15,163
400 - Capital Outlays		0
Total		**66,600**

Funding: General

2019 Budget Request Highlights:

The Controller's Office general fund budget request is $1,638,240. This is an increase of $114,064.

Category 1 - Personnel request is $1,107,805. This is an increase of $111,364. This increase is related to the overall increase for non union personnel and the addition of a Data Analyst/Manager position.

Category 2 - Supplies request is $10,550. This is an increase of $2,700, related to new scanners for AP/AR.

Category 3 - Other Services & Charges request is $519,885. This is no change from the previous year.

Category 4 - Capital Outlays has no request.

Office of the Controller 2019 Budget Summary

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	867,626	996,441	1,107,805	111,364	11%
200 - Supplies	4,202	7,850	10,550	2,700	34%
300 - Other Services	634,206	519,885	519,885	0	0%
400 - Capital Outlays	640,170	-	-	-	0%
Total	**2,146,203**	**1,524,176**	**1,638,240**	**114,064**	**7%**

Conclusion

Thank you for your consideration of the Controller's Office 2019 budget request! We are available to answer any questions you may have.

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 06 - Controller's Office							
Personnel Services							
	51110	Salaries and Wages - Regular	557,535	645,746	728,417	82,670	12.80%
	51120	Salaries and Wages - Temporary	18,812	32,656	32,656	-	0.00%
	51210	FICA	40,821	51,898	58,222	6,324	12.19%
	51220	PERF	79,170	91,427	102,948	11,521	12.60%
	51230	Health and Life Insurance	171,288	174,714	185,562	10,848	6.21%
Total: Personnel Services			**867,626**	**996,441**	**1,107,805**	**111,364**	**11.18%**
Supplies							
	52110	Office Supplies	369	600	600	-	0.00%
	52420	Other Supplies	3,833	7,250	9,950	2,700	37.24%
Total: Supplies			**4,202**	**7,850**	**10,550**	**2,700**	**34.39%**
Other Services and Charges							
	53160	Instruction	1,400	4,500	4,500	-	0.00%
	53210	Telephone	-	100	100	-	0.00%
	53220	Postage	34,135	35,250	35,250	-	0.00%
	53230	Travel	716	2,000	2,000	-	0.00%
	53310	Printing	204	-	-	-	N/A
	53320	Advertising	579	2,250	2,250	-	0.00%
	53630	Machinery and Equipment Repairs	-	650	650	-	0.00%
	53640	Hardware and Software Maintenance	-	975	975	-	0.00%
	53730	Machinery and Equipment Rental	1,820	2,100	2,100	-	0.00%
	53830	Bank Charges	10,179	16,000	16,000	-	0.00%
	539010	Inter-Fund Transfers	815	-	-	-	N/A
	53910	Dues and Subscriptions	1,079	19,750	19,750	-	0.00%
	53940	Temporary Contractual Employee	688	1,560	1,560	-	0.00%
	53990	Other Services and Charges	321,743	425,000	425,000	-	0.00%
Total: Other Services and Charges			**373,357**	**510,135**	**510,135**	**-**	**0.00%**
Capital Outlays							
	54440	Motor Equipment	640,170	-	-	-	N/A
Total: Capital Outlays			**640,170**	**-**	**-**	**-**	**0.00%**
Expenditures Grand Total:			**$ 1,885,355**	**$ 1,514,426**	**$ 1,628,490**	**$ 114,064**	**7.53%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 405 - Non-Reverting Improve I(S0113)							
Expenditures							
Department: 06 - Controller's Office							
Other Services and Charges							
	53120	Special Legal Services	-	3,000	3,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	243,525	-	-	-	N/A
	53910	Dues and Subscriptions	17,323	6,750	6,750	-	0.00%
Total: Other Services and Charges			**260,848**	**9,750**	**9,750**	**-**	**0.00%**
Expenditure Grand Total:			**$ 260,848**	**$ 9,750**	**$ 9,750**	**$ -**	**0.00%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 610 - Vehicle Replacement Fund(S0104)							
Expenditures							
Department: 06 - Controller's Office							
Capital Outlays							
	54410	Lease Purchase	-	202,500.00	202,500.00	-	0.00%
Total: Capital Outlays			**-**	**202,500.00**	**202,500.00**	**-**	**0.00%**
Expenditures Grand Total:			**$ -**	**$ 202,500**	**$ 202,500**	**$ -**	**0.00%**

CITY OF BLOOMINGTON

Budget Worksheet Report Rivised 9-24-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 06 - Controller's Office							
Tax Cap							
		Tax Cap	278,410	1,037,797	1,639,538	601,741	57.98%
Total: Other Services and Charges			**278,410**	**1,037,797**	**1,639,538**	**601,741**	**57.98%**
Expenditures Grand Total:			**$ 278,410**	**$ 1,037,797**	**$ 1,639,538**	**$ 601,741**	**57.98%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 508 - BMFC - Showers Bond #4(S0184)							
Expenditures							
Department: 06 - Controller's Office							
Other Services and Charges							
	53830	Bank Charges	1,475	2,000	2,000	-	0.00%
	53840	Lease Payments	629,500	627,500	626,500	(1,000)	-0.16%
Total: Other Services and Charges			**630,975**	**629,500**	**628,500**	**(1,000)**	**-0.16%**
Expenditures Grand Total			**$ 630,975**	**$ 629,500**	**$ 628,500**	**$ (1,000)**	**-0.16%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 512 - Golf Course Bond (02/19) (S1381)							
Expenditures							
Department: 06 - Controller's Office							
Other Services and Charges							
	53810	Principal	245,000	250,000	260,000	10,000	4.00%
	53820	Interest	24,244	15,083	5,135	(9,948)	-65.96%
	53830	Bank Charges	750	2,000	2,000	-	0.00%
Total: Other Services and Charges			**269,994**	**267,083**	**267,135**	**52**	**0.02%**
Expenditure Grand Total:			**$ 269,994**	**$ 267,083**	**$ 267,135**	**$ 52**	**0.02%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 519 - 2016 GO Bonds Bond #2 (S0182)							
Expenditures							
Department: 06 - Controller's Office							
Other Services and Charges							
	53810	Principal	140,000	390,000	435,000	45,000	11.54%
	53820	Interest	242,183	358,626	350,476	(8,150)	-2.27%
	53830	Bank Charges	4,000	4,000	4,800	800	20.00%
Total: Other Services and Charges			**386,183**	**752,626**	**790,276**	**37,650**	**5.00%**
Expenditures Grand Total:			**$ 386,183**	**$ 752,626**	**$ 790,276**	**$ 37,650**	**5.00%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 520 - 2016 Parks GO Bond #3 (S0183)							
Expenditures							
Department: 06 - Controller's Office							
Other Services and Charges							
	53810	Principal	95,000	255,000	280,000	25,000	9.80%
	53820	Interest	148,029	218,944	213,594	(5,350)	-2.44%
	53830	Bank Charges	2,500	2,500	3,000	500	20.00%
Total: Other Services and Charges			**245,529**	**476,444**	**496,594**	**20,150**	**4.23%**
Expenditures Grand Total:			**$ 245,529**	**$ 476,444**	**$ 496,594**	**$ 20,150**	**4.23%**

CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-24-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 522 - 2018 Parks Trees&Trails (S1380)							
Expenditures							
Department: 06 - Controller's Office							
Other Services and Charges							
	53810	Principal	-	-	798,000	798,000	N/A
	53830	Bank Charges	-	-	2,000	2,000	N/A
Total: Other Services and Charges			**-**	**-**	**800,000**	**800,000**	
Expenditures Grand Total:			**$ -**	**$ -**	**$ 800,000**	**$ 800,000**	

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 901 - Fire Pension(S0341)							
Expenditures							
Department: 08 - Fire							
Personnel Services							
	51110	Salaries and Wages - Regular	3,700	3,700	4,000	300	8.11%
	51210	FICA	26	283	306	23	8.11%
Total: Personnel Services			**3,726**	**3,983**	**4,306**	**323**	**8.11%**
Supplies							
	52110	Office Supplies	120	350	350	-	0.00%
Total: Supplies			**120**	**350**	**350**	**-**	**0.00%**
Other Services and Charges							
	53220	Postage	-	840	960	120	14.29%
	53990	Other Services and Charges	1,834,561	2,145,369	2,145,369	-	0.00%
Total: Other Services and Charges			**1,834,561**	**2,146,209**	**2,146,329**	**120**	**0.01%**
Expenditures Grand Total:			**$ 1,838,407**	**$ 2,150,542**	**$ 2,150,985**	**$ 443**	**0.02%**

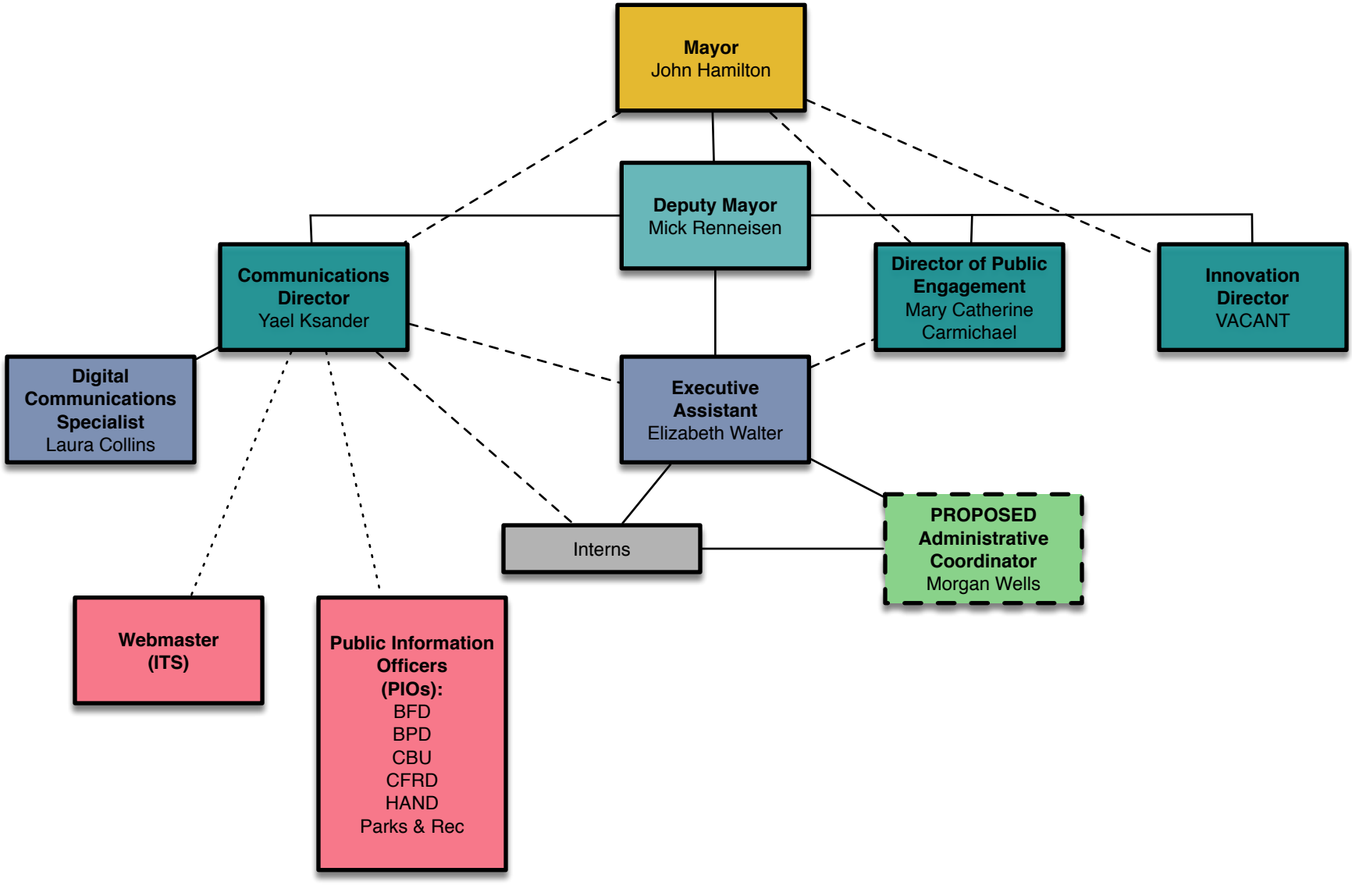
CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 900 - Police Pension(S0342)							
Expenditures							
Department: 14 - Police							
Personnel Services							
	51110	Salaries and Wages - Regular	3,700	3,700	4,000	300	8.11%
	51210	FICA	283	283	306	23	8.11%
Total: Personnel Services			**3,983**	**3,983**	**4,306**	**323**	**8.11%**
Supplies							
	52110	Office Supplies	-	100	100	-	0.00%
	52420	Other Supplies	-	500	500	-	0.00%
Total: Supplies			**-**	**600**	**600**	**-**	**0.00%**
Other Services and Charges							
	53130	Medical	15,385	35,420	35,420	-	0.00%
	53220	Postage	28	200	200	-	0.00%
	53990	Other Services and Charges	1,240,071	1,412,000	1,412,000	-	0.00%
Total: Other Services and Charges			**1,255,484**	**1,447,620**	**1,447,620**	**-**	**0.00%**
Expenditures Grand Total:			**$ 1,259,467**	**$ 1,452,203**	**$ 1,452,526**	**$ 323**	**0.02%**

2019 City of Bloomington

Office of the Mayor



Office of the Mayor | **2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Mick Renneisen, Deputy Mayor

Date: August 16, 2018

This memo accompanies the proposed 2019 budget for the Office of the Mayor

Why We Exist

The Office of the Mayor provides leadership, management, communication and strategic direction to the City of Bloomington organization. This is accomplished through public engagement, in cooperation with City Council, to determine and implement the priorities of our community's residents.

Background

The first 3 years of the Hamilton administration have brought a consistent focus on several key areas: strengthening the economy and good jobs; increasing affordable housing across the full spectrum of household needs; improving basic city services in public safety, public works, parks, utilities, and beyond with increased training, investment in equipment, innovative approaches, and attention to quality of life issues; and supporting public education. New resources from debt issuance, the Public Safety Local Income Tax, the Food & Beverage Tax, and the healthy local economy, as well as more efficient operations, have allowed major steps forward in many areas. Indeed, we are experiencing an unprecedented set of opportunities to enhance the economic, cultural, and overall quality of life of residents of the city and surrounding areas.

The City has contracted to purchase 24 acres of the existing Bloomington Hospital site at a steep discount and commissioned the Urban Land Institute (ULI) to develop a conceptual master plan for the site based on extensive local input. The final ULI report will help guide action over the next 3 years to develop more and affordable housing, office space, community facilities, green space, public infrastructure and more, during planning for the property transfer expected in 2021.

The Trades District and Dimension Mill renovation projects will provide an innovation job hub in the downtown area and spur additional technology-related and other jobs, in addition to much needed housing diversity, in the downtown area. The Mill will open in the fall of 2018 with other infrastructure in the Trades District area to be completed in summer 2019.

Switchyard Park, the largest park project in the City's history, is under construction and will open in the fall of 2019. The park will serve as a major quality of life investment for residents and visitors alike, and support affordable housing and other appropriate economic development in the surrounding area.

The City recently signed a Memorandum of Understanding (MOU) with the County to design and construct a major expansion to the existing downtown convention center, with an associated full-service hotel. The expansion will create new jobs in the community and solidify a downtown anchor institution for generations to come.

Each of the community's 3 largest employers has recently made major investments in expansion in our community.

- Indiana University continues to expand enrollment and to invest in new capacities locally, including $400 million in local capital investment in the past 3 years.
- Cook Group has committed to re-use of the old General Electric factory, investing $100 million and growing at least 500 new jobs to revitalize the west side.
- IU Health in collaboration with IU has made the biggest single economic development investment in our community's history, with a $400 million investment in the new Regional Academic Health Center. With 200 beds and thousands of jobs, this site will add vitality and jobs to the east side.

After two years of discussion with a variety of interested fiber providers, the City continues to pursue a partner committed to providing ubiquitous broadband service to the community. High-speed broadband fiber will spur good jobs and enhance opportunities for all our residents in health care, education, entertainment, and overall quality of life.

Any one of the initiatives mentioned above would be a significant undertaking and major accomplishment for a community. Each one has ripples through multiple dimensions of Bloomington. Having so many major opportunities align within the span of a few years provides City government with the enviable but daunting responsibility to maximize the positive impact of these initiatives for the wider benefit of our community, and our residents both current and future.

Other important initiatives of the Office of the Mayor include:

1. **Support and Maintain Public Safety, Civility and Justice**: Provide fire service and law enforcement and collaborate with agencies to promote justice and civility. Provide ongoing support and direction to issues of downtown livability, homelessness, the opioid crisis, and more. Bloomington Police Department (BPD) achieved its first ever national accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA) and continues to follow the recommendations for best practices for community policing from the Commission on 21st Century Policing. Bloomington Fire Department (BFD) and BPD continue to invest in both equipment and training, looking toward innovative safety systems. New public safety focus in 2019 budget includes 4 additional human resources allocated in the police department's budget and a re-purposing of a position in the CFRD budget.
2. **Affordable Housing**: Implement and refine an affordable housing strategy as part of the Comprehensive Master Planning process, including updates to the Unified Development Ordinance. A total of 422 affordable bedrooms have been created out of 2,800 approved or

constructed bedrooms in 2016-17, approximating 15% of total construction. Examples of affordable housing projects include Pedcor, Crawford II and Evergreen Assisted Living.

3. **Facilitate Economic Development through Enhancing Quality of Place:** Beyond the keystone projects mentioned above, continue to work with small businesses, associations, artists, nonprofits, and entrepreneurs to make Bloomington a great place to establish and grow as an employer. Creating engaging physical spaces, supporting great events and experiences, nurturing sustainable practices, and enhancing a spirit of innovation and vitality are all part of a strong healthy economic future.
4. **Transparency/Community Engagement**: Communicate with and engage the public about how City government performs, as well as increase use and access to data from City departments. Examples of this transparent community engagement include the 142 data sets on the B-Clear data portal on the City website, the Bloomington Revealed site providing visual representation of such data and the mayor's open office hours.
5. **Asset Management and Investment:** Invest in the repair and replacement of existing City-owned assets by providing necessary funding to all City departments responsible for City-owned assets. Invest in new City assets that respond to needs of the community.
6. **Innovation:** Invest in staff and create a culture of innovation that encourages piloting new ideas that will improve the delivery of services to the community while increasing efficiency to maximize City taxpayer dollars.

<u>2019 Activity Descriptions and Goals:</u>

Policy and Administration

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

<u>Goals:</u>

- Assemble and lead a team of department heads to provide efficient delivery of City services.
    - Conduct monthly meetings with department heads to manage progress on City initiatives and provide efficient delivery of City services.
    - Conduct annual budget and/or strategic planning retreat with department heads to set goals and develop the City's annual budget.
    - Utilize Trello software within all departments as a management tool to accomplish the strategic plan and monitor progress regularly.
- Provide open, transparent access to information about City services to residents, businesses and all those who utilize City services.
    - Enhance engagement and responsiveness with the community by utilizing Director of Community Engagement to lead efforts that improve transparency and address residents' ideas, questions and issues with City departments.
- Enhance business development opportunities in the community.
    - Establish a city-wide high-speed broadband network to enhance economic development for the community.
    - Promote ongoing activation of the Trades District.
    - Plan the redevelopment for the current hospital site.
    - Collaborate with County government to plan for a new Convention Center.

- Invest in the repair and replacement of existing City-owned assets by providing necessary funding to all City departments responsible for such assets. Invest in new City assets that respond to needs of the community.
    - Complete construction of infrastructure in the Trades District by Q3 2019.
    - Complete construction of Switchyard Park by Q4 2019 to enhance Bloomington as an attractive place to live, work and play.
    - Replace and repair infrastructure in the Police, Fire, Public Works, Planning & Transportation, Parks & Recreation, and Utilities departments.
- Implement and refine an affordable housing strategy that encourages the development of a variety of affordable and workforce housing products, in addition to office space, to accommodate projected growth in the Bloomington area.
    - Update the Unified Development Ordinances in Q1 and Q2 of 2019 to reflect community input regarding the built environment and sustainable development, and to accomplish balance in the type and affordability of housing product in Bloomington.
- Based on outcome of annexation lawsuit, consider next steps in the proposed annexation process.
- Support and maintain public safety, civility and justice by providing fire service and law enforcement and collaborating with agencies to promote justice and civility.
    - Implement, monitor and evaluate recommendations of the Downtown Safety, Civility and Justice Task Force.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.93	268,233
200 - Supplies		1,041
300 - Other Services		53,120
400 - Capital Outlays		0
Total		**322,394**

Funding: General, Other

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:

- Share information about how the City works for its residents, including sharing goals, services, activities and policies.
    - Write and edit the mayor's speeches, remarks, and internal communications.
    - Write at least 100 OOTM-generated press releases, in addition to approving at least 75 department-generated press releases, and send to media outlets (N=approximately 120 through 6/30/18).
    - Arrange press conferences (N=5 through 6/30/18) and other public events as necessary, and connect and maintain relationships with members of the media.

    - Gather information on city goals and initiatives through meetings with City staff, as well as research into City's online archives.
    - Produce audio/video content for sharing via social media/website and serve as backup for the Digital Communications Specialist on social media/website.
- Enhance the City's engagement with the community and the world
    - Identify and research local/national/global developments that should inform the city's policy or position, working in collaboration with the Public Engagement Director.
    - Create content (guest editorials, social media posts, etc.) to communicate City's advocacy of or opposition to larger policy issues.
    - Produce proclamations to honor local people and initiatives (N=30 by 6/30/18)
- Create cohesiveness about information-sharing among entities within City government that produce messaging.
    - Maintain connections with numerous departmental social media posters, 4 departmental Public Information Officers and 15 department heads to align and keep consistent messaging and communications from the City.
    - Oversee publications produced by 15 City departments including newsletters, brochures, advertisements, maps and guides.
- Digital communications: social media management.
    - Post to Facebook and Twitter on regular weekly schedule to grow social engagement.
    - Post at least 6 Facebook events every month to better inform residents about what is happening in our community.
    - Collect Facebook and Twitter analytics monthly to gather information about what residents want to see on our social media, to better craft future posts to reflect those wants.
    - Monitor all City-affiliated social media accounts daily to ensure accurate information of value, and to assist departments with increasing their social engagement.
- Digital communications: content creation (video)
    - Live stream City events on Facebook at least twice per month (N=6 by 6/30/18).
    - Produce 3 series of 1-minute videos for social media to educate residents about City initiatives.
    - Collaborate with CATS to produce 30-minute monthly program featuring the Mayor and department heads to inform residents about City initiatives and timely issues.
- Digital communications: graphic design
    - Design 10 graphics per month for use on social media to increase engagement.
    - Design 5 advertisements for use in print media and 5 additional print assets to provide information about City events and initiatives to those who do not use social media.
- Digital communications: City of Bloomington website
    - Shoot photographs to use for 30 banners and 30 cards on website to help site look more modern and dynamic.
    - Add at least 20 videos to website each year to help site look more modern and dynamic.
    - Create new pages (average of 5 per month) and update current pages (average of 1 per month) on website on as needed basis.
    - Unpublish pages on website at departments' request (average of 5 per month).
- Digital communications: employee training

- Create Social Media 101 class by Q3 for City employees to increase public engagement across all City social accounts.
- Set up 10 training sessions per year for City employees who manage a City-affiliated social media account.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.55	233,182
200 - Supplies		905
300 - Other Services		46,179
400 - Capital Outlays		0
Total		**280,265**

Funding: General, Other

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:
- Conduct 2019 Community Survey (Q1) in order to compare to 2017 survey results to track changes in perception of city service delivery.
- Increase opportunities for and communication with residents, neighborhoods, businesses and other groups through new online community engagement platform (commence Q1). Track and share outcomes with City departments.
- Foster positive communications and relationships with key stakeholders including businesses, nonprofits, residents and other major constituents.
    - Attend meetings with IU Health public relations team, IU media teams and IU Dean of Students.
    - Maintain frequent and ongoing contact with Greater Bloomington Chamber of Commerce, Cook, and other major employers and constituents.
- Create a welcoming City Hall experience for residents, visitors and guests to visit, enjoy art exhibits and attend events.
    - Populate and maintain City Art Wall.
    - Implement customer service best practices through trainings of frontline staff.
- Facilitate greater involvement between residents and their local government.
    - Use $35,000 budget to sponsor activities or events benefiting the community
- Provide strategic communications direction and support.
    - Contribute to daily meetings with administration to ensure communication and collaboration.
    - Act as backup to Communications Director in her absence.
- Coordinate lobbying effort to support community priorities, with weekly contact.
- Provide outreach to City Council regarding policy issues.
- Collaborate with City Council members to attend neighborhood meetings and address issues and concerns as needed.

- Collaborate with 15 department heads as well as board and commission liaisons to ensure that boards and commissions are fully staffed with no greater than 4% vacancy rate.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.97	179,836
200 - Supplies		698
300 - Other Services		35,614
400 - Capital Outlays		0
Total		**216,148**

Funding: General, Other

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

Goals:
- Research third-party software platforms to solve ongoing issues, make current processes more efficient and effective, or answer questions within City departments.
    - Assist with finding and selecting appropriate process management software for Planning and Transportation, HAND, Fire and other departments.
    - Research and select contact management platform for customer service delivery for piloted use by OOTM and ESD, with expansion to all departments.
- Research models from other cities and/or peer communities for benchmarking
    - Identify 3 innovation projects being done at similar-sized cities for implementation in Bloomington.
- Use $50,000 Innovation fund to improve operational efficiency by purchasing software, products, etc. for City departments.
    - Conduct an open application process to support 3 projects at City Hall that save money, improve efficiency, and increase resident satisfaction.
- Create, sustain and/or collaborate on designing websites and other programs to highlight City issues and initiatives.
    - Merge all data sets onto B-Clear.
    - Develop dashboards and visualizations for all data sets on B-Clear.
    - Conduct 1 annual Fast Forward Bloomington Event.
- Build, test, maintain and/or deploy physical resources.
    - Develop Citywide training procedures and use of drones policy.
    - Develop drone guidelines for residents.
- Build, test, maintain and/or deploy computer-based resources.
    - Update and audit Trello on a weekly basis.
    - Update and audit Airtable CRM on a weekly basis.
    - Conduct weekly social media posts to advertise Textit and the ChatBot, both projects intended to streamline and improve resident-City interactions regarding common or action-oriented questions and issues.

- Enhance relationships with both internal and external constituents to continue project collaboration and keep innovation momentum.
    - Partner with 3 nonprofits/small businesses/community organizations to implement innovation projects with community benefits.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.55	141,738
200 - Supplies		550
300 - Other Services		29,748
400 - Capital Outlays		0
Total		**172,036**

Funding: General, Other

<u>2019 Budget Request Highlights:</u>

The Office of the Mayor's general fund budget request is $989,164. This is an increase of $99,912.

Category 1 – Personnel request is $822,989. This is an increase of $98,839. As you are aware, the city is requesting a 2% salary increase for non-union staff.

Other increases in the category include:

- Moving the Digital Communications Specialist position to the Office of the Mayor budget and removing it from the ITS budget. The position works in tandem with the City's Communications Director and other staff, and is a more appropriate fit in terms of work product and supervisory structure within OOTM. The transfer of the salary and benefits totalling $57,620 for this position is the most significant change in the OOTM personnel category 1 increase.
- A requested $9,752 increase in Salaries and Wages – Temporary (line 112) to support hiring a Communications Intern. With the city's social media presence significantly increasing, a Communications Intern would work 8-12 hours per week to schedule posts, manage ongoing communications with OOTM social media, edit written media, and assist information-sharing with department PIOs.
- The OOTM Customer Service Representative III position was evaluated and the pay grade adjusted by the City's Job Evaluation Committee. As a result of that review, a recommendation was made to rename the position Administrative Coordinator and increase the compensation from $35,033 to $37,023.

Category 2 – Supplies request is $3,193. This is a decrease of $3,062.

Significant decreases include the following lines:

- **Line 211 - Office Supplies:** requested purchases from last year's budget (standing desk, etc.) were one-time purchases and thus are not needed in the next budget year.

- **Line 242 - Other Supplies**: requested purchases from last year's budget (camera and associated supplies, etc.) were one-time purchases and thus are not needed in the next budget year.

Category 3 – Other Services & Charges request is $162,982. This is an increase of $4,135.

Significant changes include the following budget lines:

- **Line 321 – Telephone:** Increase of $1,440 to reflect the cost of a monthly data plan for two cell phones, one each for the Communications Director and the Digital Communications Specialist. These phones will be utilized for Facebook Live events, or press conferences and other events that will be broadcast to Facebook in live time.
- **Line 396 – Grants:** Decrease of $15,000 to more accurately reflect the amount spent to sponsor local organizations and programs in recent years.
- **Line 399 – Other Services & Charges:** Increase of $16,075, primarily for the cost of an online public engagement platform (PublicInput.com or similar).

Category 4 – Capital Outlays request is $0.

Office of the Mayor 2019 Budget Request

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	620,890	724,150	822,989	98,839	14%
200 - Supplies	5,984	6,255	3,193	(3,062)	-49%
300 - Other Services	73,981	158,847	162,982	4,135	3%
400 - Capital Outlays	-	-	-	-	0%
Total	**700,855**	**889,252**	**989,164**	**99,912**	**11%**

Conclusion

The 2019 budget request from the Office of the Mayor reflects increases that align with the Mayor's stated goals of supporting and maintaining public safety, civility and justice, transparency, innovation, economic development and public engagement. Thank you for your consideration of the Office of the Mayor's 2019 budget request! We are available to answer any questions.

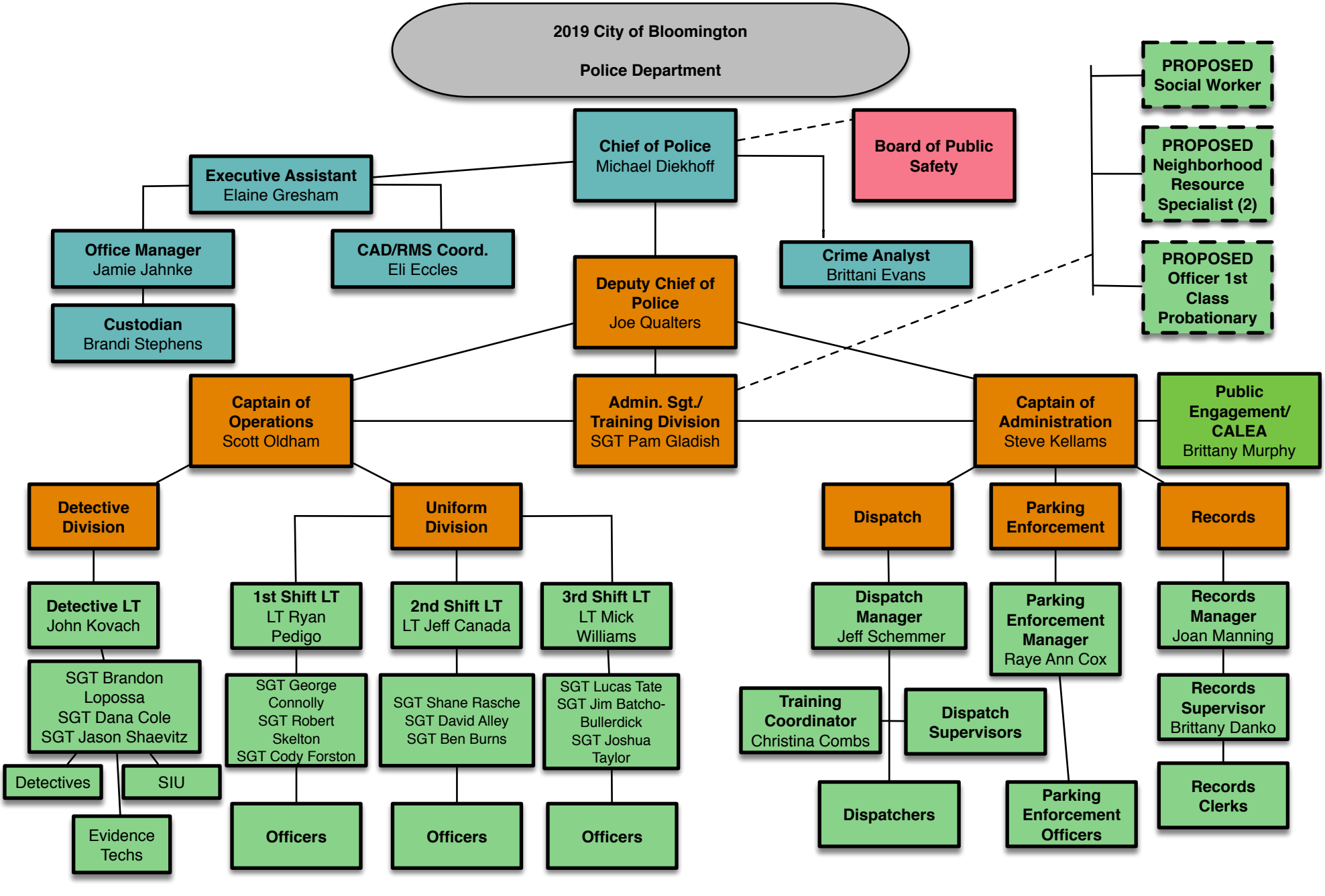
CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 11 - Mayor's Office							
Personnel Services							
	51110	Salaries and Wages - Regular	420,962	501,694	562,479	60,785	12.12%
	51120	Salaries and Wages - Temporary	21,725	12,000	21,752	9,752	81.27%
	51210	FICA	32,783	39,298	44,694	5,396	13.73%
	51220	PERF	59,777	71,241	79,872	8,632	12.12%
	51230	Health and Life Insurance	85,644	99,918	114,192	14,274	14.29%
Total: Personnel Services			**620,890**	**724,150**	**822,989**	**98,839**	**13.65%**
Supplies - Supplies							
	52110	Office Supplies	1,199	1,465	1,050	(415)	-28.33%
	52240	Fuel and Oil	196	250	293	43	17.20%
	52420	Other Supplies	4,589	4,540	1,850	(2,690)	-59.25%
Total: Supplies - Supplies			**5,984**	**6,255**	**3,193**	**(3,062)**	**-48.95%**
Other Services and Charges							
	53110	Engineering and Architectural	28,972	-	-	-	N/A
	53160	Instruction	1,775	5,000	5,000	-	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	-	22,000	22,000	-	0.00%
	53210	Telephone	-	130	1,570	1,440	1107.69%
	53220	Postage	-	200	200	-	0.00%
	53230	Travel	6,130	15,000	15,000	-	0.00%
	53310	Printing	662	1,000	750	(250)	-25.00%
	53320	Advertising	1,215	2,325	5,015	2,690	115.70%
	53620	Motor Repairs	-	242	242	-	0.00%
	53910	Dues and Subscriptions	4,783	9,225	8,530	(695)	-7.53%
	53940	Temporary Contractual Employee	1,484	1,500	1,375	(125)	-8.33%
	53960	Grants	26,146	50,000	35,000	(15,000)	-30.00%
	53990	Other Services and Charges	2,814	52,225	68,300	16,075	30.78%
Total: Other Services and Charges			**73,981**	**158,847**	**162,982**	**4,135**	**2.60%**
Expenditures Grand Total:			**$ 700,855**	**$ 889,252**	**$ 989,164**	**$ 99,912**	**11.24%**

City of Bloomington
2019 Budget

Tuesday
August 21,
2018


2019 City of Bloomington
Police Department
Chief of Police
Michael Diekhoff
Board of Public Safety
Executive Assistant
Elaine Gresham
Office Manager
Jamie Jahnke
Custodian
Brandi Stephens
CAD/RMS Coord.
Eli Eccles
Crime Analyst
Brittani Evans
PROPOSED Social Worker
PROPOSED Neighborhood Resource Specialist (2)
PROPOSED Officer 1st Class Probationary
Deputy Chief of Police
Joe Qualters
Captain of Operations
Scott Oldham
Admin. Sgt./ Training Division
SGT Pam Gladish
Captain of Administration
Steve Kellams
Public Engagement/ CALEA
Brittany Murphy
Detective Division
Uniform Division
Dispatch
Parking Enforcement
Records
Detective LT
John Kovach
1st Shift LT
LT Ryan Pedigo
2nd Shift LT
LT Jeff Canada
3rd Shift LT
LT Mick Williams
Dispatch Manager
Jeff Schemmer
Parking Enforcement Manager
Raye Ann Cox
Records Manager
Joan Manning
SGT Brandon Lopossa
SGT Dana Cole
SGT Jason Shaevitz
SGT George Connolly
SGT Robert Skelton
SGT Cody Forston
SGT Shane Rasche
SGT David Alley
SGT Ben Burns
SGT Lucas Tate
SGT Jim Batcho-Bullerdick
SGT Joshua Taylor
Training Coordinator
Christina Combs
Dispatch Supervisors
Records Supervisor
Brittany Danko
Detectives
SIU
Evidence Techs
Officers
Officers
Officers
Dispatchers
Parking Enforcement Officers
Records Clerks

Police Department | **2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Chief Mike Diekhoff

Date: September 14, 2018

This memo accompanies the proposed 2019 budget for the Bloomington Police Department.

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 which answered in excess of 52,965 calls for service in 2017 which resulted in well over 100,000 police service runs. Staffed by 102 sworn officers and 62 civilian staff members, the Department is a CALEA (Commission on Accreditation for Law Enforcement Agencies) accredited agency, placing it in the top 5% of all law enforcement agencies world-wide.

In 2018 the Department continued to move forward with programs, outreach efforts, and a continuing pattern of success in the fight against violent crime and the issues which tear at the very fabric of our community as a whole. BPD continues to provide 13 data sets to the Police Data Initiative and City of Bloomington B-Clear portal so that residents can remain informed as to what is happening in their community.

The Department also continued to follow the recommendations in the ***Final Report of the Commission on 21st Century Policing***, which sets a path to best practices for community policing, as well as implementing additional recommendations from the Safety, Civility and Justice (SCJ) Task Force**.** BPD continues to provide a continuum of not only enforcement but also services to the community as a whole with a special emphasis on at-risk members of the community.

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 way of life, sense of community and the safety of our residents. In 2019 the Department seeks to enhance those efforts and become one of the first in the State to hire a full-time Social Worker to assist in outreach and diversion efforts to at-risk communities.

On July 28, 2018 BPD received the coveted Commission on Accreditation for Law Enforcement Agencies (CALEA) Tier 1 Accreditation. This Accreditation is awarded to fewer than 5% of law enforcement agencies in the United States.

2019 Activity Descriptions and Goals:

Increasing the Community's Sense of Safety
Activity Description: One's safety is a basic right and responsibility of local government. By partnering with the community in this shared responsibility, we can build relationships and trust.

Goals:

- Crime Reduction: Identify crime trends and occurrences in near real-time to reduce Part 1 crimes including burglaries, robberies and thefts by 3% over 2018 levels.
    - Use enhanced technology and data-driven strategies to modify patrol patterns to address problems as they arise.
- Police and Neighborhood Contacts: Increase contacts between BPD and neighborhood groups by 13% over 2018 levels.
    - Hire 2 Neighborhood Resource Specialists
    - Free sworn staff of non-enforcement duties in neighborhoods
    - Develop custom mobile app to interface with public.
    - Coordinate quarterly crime prevention seminars for neighborhoods.
- Hire 1 Police Social Worker to assist in serving at-risk populations in concert with officers and social service agencies.
- Work toward diversion rather than incarceration for non-violent offenders based upon baseline established in 2018.
- Provide over 16 hours of additional training programs to each officer in a diverse cross section of disciplines including de-escalation, implicit bias and officer wellness and safety.
- Hire 1 new sworn Police Officer bringing the total number of sworn officers to 103
- Implement a comprehensive commitment to hire and train a diverse workforce, reflective of the community, and to enhance the sense of safety for all members of the community, including disenfranchised communities.
- Implement SCJ task force recommendations
- Provide presence and enforcement in the downtown and near downtown areas through the use of the full and part-time sworn staff
    - Provide over 4,700 hours of added patrols in the downtown and near downtown areas.
    - Provide presence of non-sworn personnel as "eyes and ears" in the downtown and near downtown areas to free up sworn officers for other duties.
- Implement use of the CIRT Armored Rescue Vehicle in a proper and codified manner.

- Provide monthly report to the Board of Public Safety and the public regarding CIRT vehicle deployment and other requested data points.
- Establish protocol to add this information to the Police Data Initiative (PDI) as yet another public data set, making the Department a national leader in data reporting.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	96.93	7,995,333
200 - Supplies		297,532
300 - Other Services		114,547
400 - Capital Outlays		1,069,156
Total		**9,476,567**

Funding: General, Other

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

Goals:
- Modify and update Department policies to convert to the new CALEA Tier 1 standards in preparation for future re-accreditations.
- Complete annual reports, including statistical analysis of previous years.
    - Utilize findings of those reports to guide agency growth and training.
- Utilize CALEA's best practice standards in BPD policies and daily operations.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	5.75	474,315
200 - Supplies		29,633
300 - Other Services		95,579
400 - Capital Outlays		89,958
Total		**689,485**

Funding: General, Other

Crime Analysis Data to Set Goals for Crime Reduction
Activity Description: Discuss and analyze data so that the Department, divisions, shifts and officers can come up with practical steps to reduce crime. Reducing crime leads to economic vitality and a better sense of safety.

Goals:
- Use internal crime information taken from Department meetings and reports, along with community input, to shape patrol strategies.

    - Discuss crime information and improve communication during monthly meetings with other law enforcement agencies and stakeholders.
- Leverage use of outside technology including resources from the Indiana Intelligence Fusion Center to increase Department's ability to apprehend those involved in criminal activity.
- Participate in the Police Data Initiative by providing quarterly data sets of police activity
    - Explore new data sets to publish.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	9.00	742,405
200 - Supplies		46,383
300 - Other Services		149,603
400 - Capital Outlays		140,804
Total		**1,079,195**

Funding: General, Other

Central Emergency Dispatch
Activity Description: Answer calls for service from the public and dispatch the appropriate public safety services. Act as the primary 9-1-1 answering point for most public safety agencies in Monroe County.

Goals:
- Dispatch and monitor services for all City and County public safety responders.
- Answer 911 calls in less than 5 seconds on average. (National standard is 20 seconds.)
- Meet or outperform total dispatch transaction time from when the 911 is answered until the dispatch of the first emergency responder, in compliance with recognized national standards like the Insurance Services Office (ISO) and National Emergency Number Association (NENA).
    - Average Central Dispatch transaction time is 102 seconds.
    - National standard transaction time is 106 seconds
- Provide pre-arrival instructions through Emergency Medical Dispatch services to callers requesting medical help
- Hire and train 3 new shift supervisors for Monroe County Central Dispatch
- Continue with the 2018 Township Communication Plan including purchase and distribution of radios and mobile data terminals for Township Fire Departments as well as purchase of repeaters for designated Township Fire vehicles.
    - Move all county fire departments to 800 MHz
    - Install mobile data computers (MDCs) in all county fire apparatus.
- Implement Fire Dispatch Protocols.
    - Standardize questions asked of all callers to assist with resource and personnel allocation.
    - Provide consistent information to all fire agencies.
- Replace Computer Aided Dispatch and Records Management System servers due to age.

- Examine dispatch center operations and policies while considering planning for emergency preparedness and worst case scenarios, as well as exploring national accreditation for dispatch.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	31.51	2,599,109
200 - Supplies		59,950
300 - Other Services		619,000
400 - Capital Outlays		895,000
Total		**4,173,060**

Funding: General, Other

Records

Activity Description: Answer non-emergency calls for service and direct to the appropriate division for assistance. Produce, maintain and store all police reports and crime data.

Goals:

- Create and distribute reports for internal and external agencies.
    - Reduce data inaccuracies by 5% by using frequent quality control checks
- Provide first point of contact for visitors and central point of public access to BPD by serving as answering point for non-emergency telephone lines that provide public assistance 24 hours a day
- Maintain online reporting system to free up 5% of sworn personnel time spent on reports by diverting minor incident reports from requiring the presence of an officer.
- Correlate and provide data reports and other information for all public access including the City of Bloomington's B-Clear portal and the Police Data Initiative.
    - Encourage use of B-Clear data to achieve a reduction in statistical requests to the Records Division.
- Train Records staff to process case reports per the guidelines of the National Incident Based Reporting System (NIBRS), becoming one of the first agencies in the state to convert to this enhanced crime reporting system.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	13.45	1,109,484
200 - Supplies		69,316
300 - Other Services		231,385
400 - Capital Outlays		210,424
Total		**1,620,609**

Funding: General, Other

Parking Enforcement
Activity Description: Provide for orderly management of street parking in the downtown area and neighborhoods. Provide safe crossings at elementary schools.

Goals:
- Develop measurement of parking compliance rates and obtain baseline.
    - Increase compliance by 5% based on 2016 baseline of 28,123 citations issued.
- Enforce on- and off-street parking in the downtown area.
- Provide for the collection of fees and maintenance of all parking meters.
    - Achieve monthly meter failure rate of 2% or better.
    - Provide safe and accessible parking in neighborhoods adjacent to campus.
- Provide crossing guards at elementary schools located within the City.
    - Maintain zero safety incidents around the 15 elementary school crossings by upgrading warning equipment in areas that would benefit from this technology.
- Increase social media contacts and postings by 5% from 2017 levels via the use of differing platforms (Facebook, Instagram, Twitter).

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	11.76	969,759
200 - Supplies		331,041
300 - Other Services		1,479,408
400 - Capital Outlays		126,000
Total		**2,906,208**

Funding: General, Other

Administration, Financial and Maintenance
Activity Description: Coordinate and maintain the behind-the-scenes operation of the Police Department.

Goals:
- Comply with the policies of the City of Bloomington Financial Policy Manual for payment of all bills, claims processing, payroll and other payments such as the purchase of equipment and supplies.
- Coordinate daily cleaning of Police Headquarters, twice a week cleaning of Dispatch and as-needed cleaning of the Training Center, as well as for basic maintenance of all Department facilities.
- Add software to the Records Management System (Spillman) to quantify the total time that officers and other employees spend on various tasks including answering calls for service (52,965 calls for service in 2017), completing reports (10,443 reports completed in 2017), proactive patrol, and other job functions
- Decrease overtime costs, i.e. non-IU reimbursed overtime costs
- Follow replacement schedule for the purchase of capital expenditures in order to mitigate long-term costs.

- Yearly replacement of patrol vehicles.
- 6-year replacement of detective, administrative and specialty vehicles.
- Yearly replacement of radio and computer equipment
- Replace critical assets such as facilities and structures on as-needed basis.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	12.20	1,006,372
200 - Supplies		62,874
300 - Other Services		202,795
400 - Capital Outlays		190,868
Total		**1,462,908**

Funding: General, Other

<u>2019 Budget Request Highlights</u>

Police General Fund
The Police Department's general fund budget request is $12,523,574. This is an increase of $308,329.

Significant changes (those in excess of $5,000) include the following budget lines:
- **Line 224 (Fuel and Oil):** $8,902 decrease due to decreased Fleet cost.
- **Line 232--Vehicle Repair:** Increase of $8,000 for increased vehicle repair costs.
- **Line 242--Other Supplies:** Increase of $8,431 for training ammunition, due to Indiana Law Enforcement Academy now requiring agencies to provide ammunition
- **Line 242--Other Supplies:** Increase of $8,200 for scanners, printers and other IT needs for squad cars. This is the first time this has been specifically budgeted for in a line item.
- **Line 242--Other Supplies:** Decrease of $20,469 for weapon replacement. All handguns were replaced in the 2018 budget and the replacement cycle does not begin again until 2023.
- **Line 242--Other Supplies:** Increase of $6,500 for computer and docking stations for 3 new employees: 2 Neighborhood Resource Specialists and 1 Police Social Worker.
- **Line 242--Other Supplies:** Increase of $5,000 for computer, IT equipment and conference room television for Switchyard Substation.
- **Line 243--Uniforms:** Decrease of $8,100 for uniforms for new officers.
- **Line 323--Travel:** Decrease of $5,500 for meals at Indiana Law Enforcement Academy.
- **Line 362--Motor Repairs:** $37,000 increase due to increased maintenance costs.
- **Line 364--Hardware/Software:** Decrease of $8,000 for deletion of social media software.
- **Line 364--Hardware/Software:** Decrease of $28,570 for annual maintenance contract of Spillman NBIRS software.
- **Line 364--Hardware/Software:** Increase of $10,800 for 3-year maintenance contract on uninterruptible power supplies for servers.
- **Line 364--Hardware/Software:** Increase of $17,400 for the purchase of Officer Productivity Dashboard from Spillman.

- **Line 373--Machinery & Equipment Rental**: $7,000 increase in rental car expenses for SIU members.
- **Line 399--Other Services:** Decrease of $10,000 for removal of CALEA on-site assessment costs.

LIT Fund
The Police Department's LIT-Police Main fund budget request is $1,701,210 This is an increase of $932,786.

Significant changes (those in excess of $5,000) include the following budget lines:
- **Line 242--Other Supplies:** Move $12,500 replacement cycle of Air Purifying Respirator (gas masks) to LIT from LIT-Police Main Line 421 to Line 242
- **Line 444--Capital Outlays:** Increase of $245,000 for the purchase of a Mobile Command Post
- **Line 444--Capital Outlays:** Increase of $40,000 for an increase in cost to the squad car replacement cycle.
- **Line 451--Capital Outlays:** Decrease of $28,078 due to a move to 101-14-capital
- **Line 451--Capital Outlays:** Decrease of $67,000 due to removed replacement MDTs and PC from 2018 budget.
- **Line 451--Capital Outlays:** Increase of $275,000 for Body Worn Camera and software replacements.
- **Line 451--Capital Outlays:** Increase of $600,000 for the construction of a large evidence / vehicle storage area at the training complex

Police Education Fund
The Police Department's Police Education fund budget request is $100,000. This is an increase of $25,000.

Significant changes (those in excess of $5,000) include the following budget lines:
- **Line 316--Training:** Increase of $25,000 for Officer Education expenses

Parking Meters Fund
The Police Department's Parking Meter fund budget request is $2,584,004. This is an increase of $456,164.

Significant changes (those in excess of $5000) include the following budget lines:
- **Line 234--Other Repairs:** Move $20,800 from Line 363 to 234.
- **Line 234--Other Repairs:** Move $7,540 from Line 363 to 234.
- **Line 242--Other Supplies**: $225,962 increase for new meters
- **Line 315--Communications Contract:** $32,148 for increased "air time" charges for new parking meters on College, Walnut and Lots #1, 3, 5 and 6.
- **Line 363--Machinery and Equipment Repairs:** Moved $28,340 in meter repair parts from 300s to 200s but no dollar change.

- **Line 383--Bank Fees:** Increase of $30,000 for an increase in credit card processing fee payments.

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Bloomington Police Department 2019 Budget Summary

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	13,178,701	14,110,908	14,896,777	785,869	6%
200 - Supplies	451,569	649,015	896,729	247,714	38%
300 - Other Services	1,774,990	2,617,051	2,892,317	275,266	11%
400 - Capital Outlays	777,444	1,817,500	2,722,210	904,710	50%
Total	**16,182,703**	**19,194,474**	**21,408,033**	**2,213,559**	**12%**

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 2019 department budget request. We are available to answer any questions.

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 14 - Police							
Program: 140000 - Main							
Personnel Services							
	51110	Salaries and Wages - Regular	6,686,791	7,144,000	7,409,268	265,267	3.71%
	51120	Salaries and Wages - Temporary	31,908	9,500	9,500	-	0.00%
	51130	Salaries and Wages- Overtime	689,337	327,482	327,482	-	0.00%
	51210	FICA	156,019	171,417	186,971	15,555	9.07%
	51220	PERF	119,358	137,442	164,153	26,711	19.43%
	51230	Health and Life Insurance	1,755,702	1,798,524	1,855,620	57,096	3.17%
	51260	Clothing Allowance	139,600	161,600	164,800	3,200	1.98%
	51270	Police PERF	1,127,288	1,184,358	1,216,133	31,776	2.68%
Total: Personnel Services			**10,706,003**	**10,934,322**	**11,333,927**	**399,605**	**3.65%**
Supplies							
	52110	Office Supplies	13,091	16,005	16,004	(1)	-0.01%
	52210	Institutional Supplies	13,869	18,864	18,864	-	0.00%
	52240	Fuel and Oil	137,956	239,680	230,698	(8,982)	-3.75%
	52310	Building Materials and Supplies	1,535	6,000	6,000	-	0.00%
	52320	Motor Vehicle Repair	21,499	28,000	36,000	8,000	28.57%
	52340	Other Repairs and Maintenance	6,625	9,290	9,290	-	0.00%
	52420	Other Supplies	176,430	96,451	104,882	8,431	8.74%
	52430	Uniforms and Tools	36,346	92,100	84,000	(8,100)	-8.79%
Total: Supplies			**407,350**	**506,390**	**505,738**	**(652)**	**-0.13%**
Other Services and Charges							
	53130	Medical	-	5,250	5,250	-	0.00%
	53140	Exterminator Services	855	1,300	1,300	-	0.00%
	53150	Communications Contract	36,081	44,553	47,673	3,120	7.00%
	53160	Instruction	790	11,400	15,900	4,500	39.47%
	53210	Telephone	44,381	72,140	75,140	3,000	4.16%
	53220	Postage	2,093	2,500	2,500	-	0.00%
	53230	Travel	8,775	23,750	18,250	(5,500)	-23.16%
	53310	Printing	3,885	4,026	4,026	-	0.00%
	53320	Advertising	1,992	2,000	2,000	-	0.00%
	53510	Electrical Services	49,290	40,000	41,600	1,600	4.00%
	53530	Water and Sewer	-	3,500	3,500	-	0.00%
	53540	Natural Gas	-	4,000	5,500	1,500	37.50%
	53610	Building Repairs	-	32,000	29,500	(2,500)	-7.81%
	53620	Motor Repairs	152,224	122,007	159,007	37,000	30.33%
	53630	Machinery and Equipment Repairs	8,386	11,395	10,220	(1,175)	-10.31%
	53640	Hardware and Software Maintenance	68,208	150,992	145,734	(5,258)	-3.48%
	53730	Machinery and Equipment Rental	-	30,000	37,000	7,000	23.33%
	53830	Bank Charges	570	1,092	1,092	-	0.00%
	539010	Inter-Fund Transfers	-	97,885	-	(97,885)	-100.00%
	53910	Dues and Subscriptions	2,200	2,000	2,800	800	40.00%
	53940	Temporary Contractual Employee	-	2,200	2,200	-	0.00%
	53960	Grants	54,262	-	-	-	N/A
	53990	Other Services and Charges	30,615	57,467	48,717	(8,750)	-15.23%
	53991	Crime Control	25,000	25,000	25,000	-	0.00%
Total: Other Services and Charges			**489,607**	**746,457**	**683,909**	**(62,548)**	**-8.38%**
Capital Outlays							
	54440	Motor Equipment	20,988	28,076	-	(28,076)	-100.00%
	54450	Equipment	332,499	-	-	-	N/A
Total: Capital Outlays			**353,487**	**28,076**	**-**	**(28,076)**	**-100.00%**
Expenditures Grand Total:			**$ 11,956,446**	**$ 12,215,245**	**$ 12,523,574**	**$ 308,329**	**2.52%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 151 - Public Safety L I T(S9505)							
Expenditures							
Department: 14 - Police							
Personnel Services							
	51110	Salaries and Wages - Regular	949,970	1,297,161	1,571,012	273,852	21.11%
	51130	Salaries and Wages- Overtime	164,362	160,493	160,140	(352)	-0.22%
	51210	FICA	80,075	109,446	132,434	22,988	21.00%
	51220	PERF	158,235	204,274	245,824	41,550	20.34%
	51230	Health and Life Insurance	356,850	442,494	485,316	42,822	9.68%
Total: Personnel Services			**1,709,493**	**2,213,867**	**2,594,726**	**380,859**	**17.20%**
Supplies							
	52110	Office Supplies	687	750	750	-	0.00%
	52210	Institutional Supplies	1,481	3,000	3,000	-	0.00%
	52310	Building Materials and Supplies	-	2,200	2,200	-	0.00%
	52340	Other Repairs and Maintenance	1,050	1,000	1,000	-	0.00%
	52420	Other Supplies	1,173	53,000	53,000	-	0.00%
Total: Supplies			**4,391**	**59,950**	**59,950**	**-**	**0.00%**
Other Services and Charges							
	53140	Exterminator Services	-	1,000	1,000	-	0.00%
	53150	Communications Contract	-	475,000	525,000	50,000	10.53%
	53160	Instruction	-	27,000	27,000	-	0.00%
	53210	Telephone	2,583	4,000	4,000	-	0.00%
	53410	Liability / Casualty Premiums	4,933	-	-	-	N/A
	53510	Electrical Services	29,787	40,000	40,000	-	0.00%
	53530	Water and Sewer	638	1,000	1,000	-	0.00%
	53610	Building Repairs	7,226	10,000	10,000	-	0.00%
	53630	Machinery and Equipment Repairs	5,754	5,000	5,000	-	0.00%
	53650	Other Repairs	-	1,000	1,000	-	0.00%
	53990	Other Services and Charges	1,129	5,000	5,000	-	0.00%
Total: Other Services and Charges			**52,051**	**569,000**	**619,000**	**50,000**	**8.79%**
Capital Outlays							
	54510	Other Capital Outlays	-	895,000	895,000	-	0.00%
Total: Capital Outlays			**-**	**895,000**	**895,000**	**-**	**0.00%**
Expenditures Grand Total:			**$ 1,765,935**	**$ 3,737,817**	**$ 4,168,676**	**$ 430,859**	**11.53%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 151 - Public Safety L I T(S9505)							
Expenditures							
Department: 14 - Police							
Other Services and Charges							
	53130	Medical	964	-	-	-	N/A
	53530	Water and Sewer	3,957	-	-	-	N/A
	53540	Natural Gas	4,412	-	-	-	N/A
	53610	Building Repairs	39,115	-	-	-	N/A
Total: Other Services and Charges			**48,448**	**-**	**-**	**-**	**0.00%**
Capital Outlays							
	54440	Motor Equipment	336,957	465,000	750,000	285,000	61.29%
	54510	Other Capital Outlays	-	303,424	951,210	647,786	213.49%
Total: Capital Outlays - Capital Outlays			**336,957**	**768,424**	**1,701,210**	**932,786**	**121.39%**
Expenditures Grand Total:			**$ 385,405**	**$ 768,424**	**$ 1,701,210**	**$ 932,786**	**121.39%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	+/- $	+/- %
Fund: 455 - Parking Meter Fund(S2141)							
Expenditures							
Department: 26 - Parking							
Personnel Services							
	51110	Salaries and Wages - Regular	352,044	420,892	434,765	13,873	3.30%
	51120	Salaries and Wages - Temporary	56,488	144,199	144,199	-	0.00%
	51210	FICA	29,007	43,237	44,291	1,053	2.44%
	51220	PERF	49,990	59,766	61,737	1,970	3.30%
	51230	Health and Life Insurance	157,014	171,288	157,011	(14,277)	-8.34%
Total: Personnel Services			644,543	839,383	842,003	2,619	0.31%
Supplies							
	52110	Office Supplies	148	3,500	2,750	(750)	-21.43%
	52240	Fuel and Oil	5,354	10,994	7,690	(3,304)	-30.05%
	52340	Other Repairs and Maintenance	3,030	17,500	45,840	28,340	161.94%
	52420	Other Supplies	21,691	22,800	248,762	225,962	991.06%
	52430	Uniforms and Tools	3,019	13,800	13,800	-	0.00%
Total: Supplies			**33,242**	**68,594**	**318,842**	**250,248**	**364.82%**
Other Services and Charges							
	53150	Communications Contract	173,729	322,580	354,728	32,148	9.97%
	53210	Telephone	7,327	17,984	17,984	-	0.00%
	53220	Postage	5,969	10,000	10,000	-	0.00%
	53230	Travel	348	600	600	-	0.00%
	53240	Freight / Other	-	41,604	41,604	-	0.00%
	53310	Printing	10,373	40,900	40,900	-	0.00%
	53410	Liability / Casualty Premiums	8,103	8,103	8,103	-	0.00%
	53420	Worker's Comp & Risk	15,937	15,937	15,937	-	0.00%
	53620	Motor Repairs	22,208	10,993	10,993	-	0.00%
	53630	Machinery and Equipment Repairs	-	28,340	-	(28,340)	-100.00%
	53640	Hardware and Software Maintenance	97,062	153,132	153,132	-	0.00%
	53830	Bank Charges	134,960	120,000	150,000	30,000	25.00%
	53840	Lease Payments	473,169	-	-	-	N/A
	539010	Inter-Fund Transfers	59,975	60,889	230,078	169,189	277.86%
	53960	Grants	-	-	250,000	250,000	N/A
	53990	Other Services and Charges	23,498	262,800	13,100	(249,700)	-95.02%
Total: Other Services and Charges			**1,032,659**	**1,093,862**	**1,297,159**	**203,297**	**18.59%**
Capital Outlays							
	54310	Improvements Other Than Building	-	126,000	126,000	-	0.00%
	54440	Motor Equipment	87,000	-	-	-	N/A
Total: Capital Outlays			**87,000**	**126,000**	**126,000**	**-**	**0.00%**
Expenditures Grand Total:			**$ 1,797,445**	**$ 2,127,839**	**$ 2,584,004**	**$ 456,164**	**21.44%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	+/- $	+/- %
Fund: 454 - Alternative Transport(S6301)							
Expenditures							
Department: 26 - Parking							
Personnel Services							
	51110	Salaries and Wages - Regular	74,232	77,791	80,076	2,285	2.94%
	51210	FICA	5,341	5,951	6,126	175	2.94%
	51220	PERF	10,541	11,146	11,371	225	2.02%
	51230	Health and Life Insurance	28,548	28,548	28,548	-	0.00%
Total: Personnel Services			**118,662**	**123,436**	**126,121**	**2,685**	**2.18%**
Supplies							
	52110	Office Supplies	9	1,000	1,000	-	0.00%
	52240	Fuel and Oil	2,939	7,631	4,749	(2,882)	-37.77%
	52340	Other Repairs and Maintenance	-	2,500	2,500	-	0.00%
	52420	Other Supplies	511	550	1,550	1,000	181.82%
	52430	Uniforms and Tools	778	2,400	2,400	-	0.00%
Total: Supplies			**4,237**	**14,081**	**12,199**	**(1,882)**	**-13.37%**
Other Services and Charges							
	53210	Telephone	1,099	1,320	1,320	-	0.00%
	53310	Printing	6,800	12,600	12,600	-	0.00%
	53620	Motor Repairs	14,999	7,631	7,631	-	0.00%
	53640	Hardware and Software Maintenance	1,000	3,484	3,484	-	0.00%
	53830	Bank Charges	6,300	18,000	18,000	-	0.00%
	539010	Inter-Fund Transfers	60,767	76,697	124,214	47,517	61.95%
	53990	Other Services and Charges	-	1,000	15,000	14,000	1400.00%
Total: Other Services and Charges			**90,965**	**120,732**	**182,249**	**61,517**	**50.95%**
Expenditures Grand Total:			**$ 213,864**	**$ 258,249**	**$ 320,569**	**$ 62,320**	**24.13%**

CITY OF BLOOMINGTON

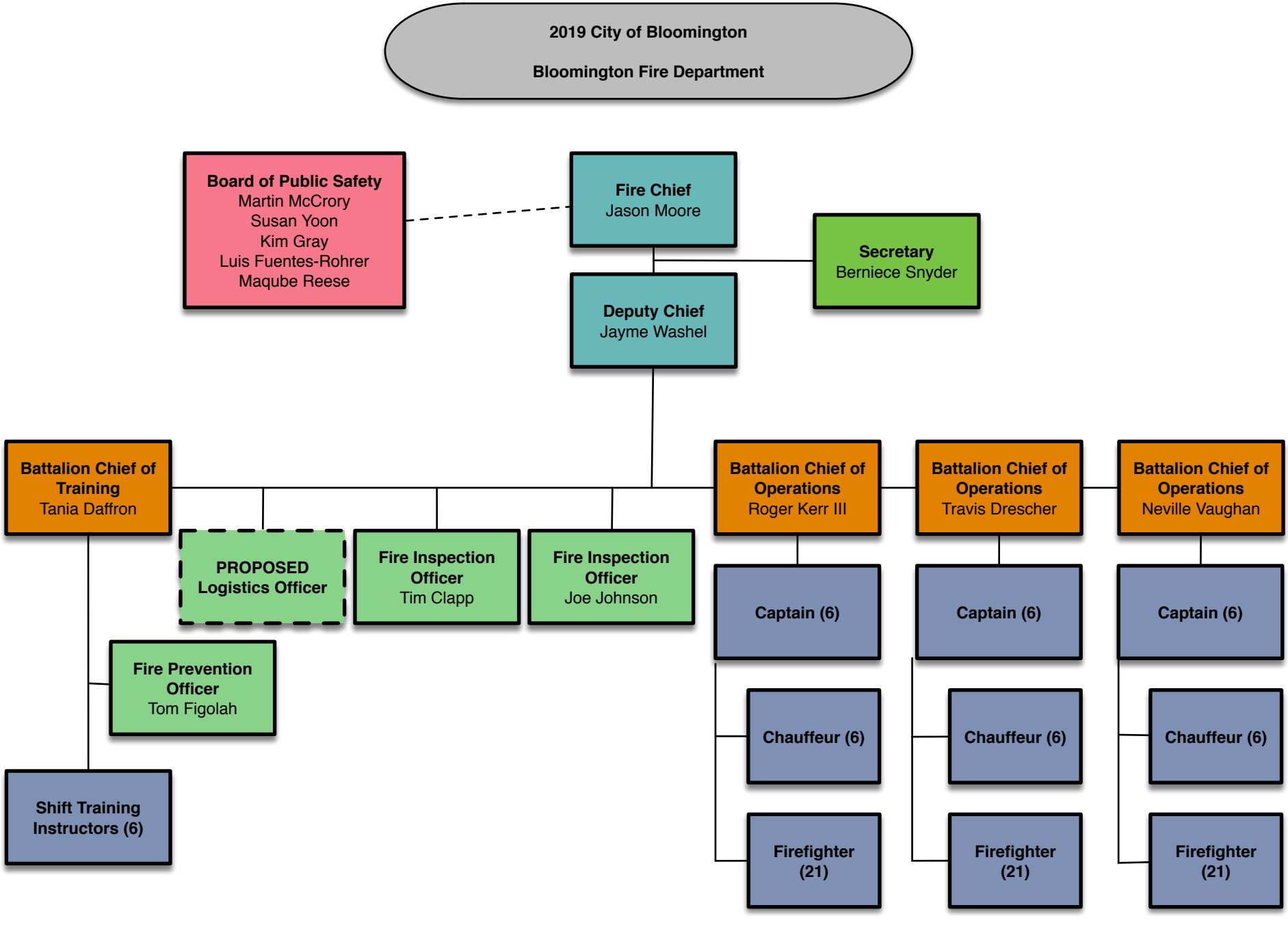
Budget Worksheet Report

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

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 350 - Police Education (S1151)							
Expenditures							
Department: 14 - Police							
Other Services and Charges							
	53160	Instruction	55,346	75,000	100,000	25,000	33.33%
Total: Other Services and Charges			**55,346**	**75,000**	**100,000**	**25,000**	**33.33%**
Expenditures Grand Total:			**$ 55,346**	**$ 75,000**	**$ 100,000**	**$ 25,000**	**33.33%**


2019 City of Bloomington
Bloomington Fire Department
Board of Public Safety
Martin McCrory
Susan Yoon
Kim Gray
Luis Fuentes-Rohrer
Maqube Reese
Fire Chief
Jason Moore
Secretary
Berniece Snyder
Deputy Chief
Jayme Washel
Battalion Chief of Training
Tania Daffron
PROPOSED
Logistics Officer
Fire Inspection Officer
Tim Clapp
Fire Inspection Officer
Joe Johnson
Fire Prevention Officer
Tom Figolah
Shift Training Instructors (6)
Battalion Chief of Operations
Roger Kerr III
Battalion Chief of Operations
Travis Drescher
Battalion Chief of Operations
Neville Vaughan
Captain (6)
Chauffeur (6)
Firefighter (21)
Captain (6)
Chauffeur (6)
Firefighter (21)
Captain (6)
Chauffeur (6)
Firefighter (21)

	Fire Department	**2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Jason Moore, Fire Chief

Date: September 18, 2018

This memo accompanies the proposed 2019 budget for the Fire Department.

Why We Exist

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

Background

The Bloomington Fire Department (BFD) was established in 1900 and currently serves the community with 109 employees, located at 5 stations, responding to nearly 4,000 emergencies per year. BFD provides fire suppression, technical rescue, and emergency medical response capabilities to City residents and visitors, Indiana University, and surrounding communities through aid agreements. The department is responsible for inspecting commercial occupancies, providing consultation on fire code issues, and is one of the few entities in the region that completes plan reviews for all new developments in and around the City to ensure they meet fire code requirements. BFD is the largest and only fully paid fire service provider in Monroe County and as such has earned an Insurance Services Office (ISO) rating of 2/2x, placing the department in the top 2% of rated departments in the U.S. and top 1% of rated departments in Indiana.

From 2017 through June 2018, BFD has 8 confirmed civilian saves, defined as rescuing a civilian who is otherwise unable to remove themselves from a hazardous situation due to being physically trapped or incapacitated. In the last 2 years, the department has drastically improved its training standards, operational equipment, use of technology and professionalization of services contributing to its success rates in saving lives and protecting property. Through collaborative partnerships with Indiana University, other fire departments, and within the City, BFD is proactively managing risks to increase resident safety and increase the efficiency/ resiliency of its emergency operations.

2019 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 within established response goals:
    - Arrive within 4 minutes of dispatch 80% of the time
    - Arrive within 8 minutes of dispatch 98% of the time
- Replace outdated and unreliable equipment to minimize equipment failures, enhance response efforts, and ensure firefighter safety.
    - Replace Engine 3 (vehicle #335)
    - Replace 6 hand-held thermal imagers
- Conclude test of hybrid response (Quick Response Vehicle) and formally adopt this methodology due to its overwhelming success in reducing EMS response times, minimizing large apparatus responses, and providing additional safety personnel on emergencies.
    - Add a new Quick Response Vehicle
- Increase firefighter safety by committing to Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA) 1500 compliance process
    - Invite external OSHA compliance evaluation team to inspect fire facilities and subsequently develop a plan for correcting any deficiencies
    - Begin NFPA 1500 compliance self-assessment to develop a corrective action plan.
- Continue implementing quartermaster system for firefighter personal protection (PPE) equipment to increase the total lifespan of the equipment, reduce carcinogen exposures to residents and firefighters, and ensure firefighters use compliant safety equipment.
    - Add Logistics Officer position to oversee the quartermaster system and change out PPE thus preventing carcinogen re-exposure.
    - Add a new administrative vehicle
    - Lease a storage unit to house equipment until a permanent facility is constructed
- Begin self-assessment portion of accreditation process to establish baseline metrics that will officially start the accreditation process.
    - Become affiliate member of Center for Public Safety Excellence (CPSE).

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	59.15	5,303,549
200 - Supplies		168,104
300 - Other Services		424,294
400 - Capital Outlays		922,629
Total		**6,818,575**

Funding: General, Other

Fire Prevention
Activity Description: Educate the community about fire prevention and safety in order to reduce the number of preventable accidents/fires.Conduct classes, seminars, and demonstrations for schools, business and industry. Perform inspections of all commercial buildings.

Goals:
- Make community contact with every commercial occupancy (currently 3,490) under BFD jurisdiction at least once per year.
    - Evaluate the potential for self-inspections for low-risk or 100% compliant occupancies to reduce staff workload without decreasing risk reduction
- Spread focus of fire prevention education to schools and businesses.
    - Make 1 contact with every K-12 school in the city (currently 34).
    - Improve public perception of the department and prevention programs by 5% in the southwest quadrant and 9% percent in the northwest quadrant by the next citywide survey.
    - Coordinate community assistance efforts sponsored by the American Red Cross to install 250 smoke detectors in areas identified by data analysis (Smoke Signals).
- Reduce false alarm calls throughout the city by 3% through aggressive prevention, education, and enforcement activities.
- Proactively evaluate and manage emergency call volume to identify and correct preventable incidents so that annual emergencies are equal or below population growth percentage.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	23.30	2,089,141
200 - Supplies		66,719
300 - Other Services		168,400
400 - Capital Outlays		0
Total		**2,324,260**

Funding: General, Other

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

Goals:
- Provide annual refresher/compliance fire and rescue training that meets or exceeds NFPA, OSHA, and ISO Standards.
    - The minimum standard for every operational employee is 35 hours per month or 420 hours per year for firefighting related subjects.
- Provide annual refresher/compliance EMS training that meets or exceeds National Registry, American Heart Association and State requirements

    - The minimum standard for every operational employee is 2 hours per month or 24 hours per year.
- Host a minimum of 2 classes taught by instructors outside our region to enhance operational knowledge and expose employees to alternate methodologies to enhance capabilities, improve efficiency, and increase probability of saving lives, protecting property, and minimizing the impact to the environment.
    - 1 class to focus on command competency
    - 1 class to focus on scene operations or firefighter safety
- Follow BFD's strategic training plan to meet certification and education requirements outlined by Federal Emergency Management Agency (FEMA), National Fire Academy, and NFPA for every position within the department.
    - Complete instruction required to provide 45 new certifications to various positions within the department to meet 2019 strategic training plan.
    - Complete instruction required to provide 30 new certifications to various positions as dictated by career progression plan.
- Develop prescriptive training program to evaluate operational effectiveness, identify corrective actions, and increase interoperability/standardization between crews and shifts.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	21.90	1,963,613
200 - Supplies		62,368
300 - Other Services		157,417
400 - Capital Outlays		17,652
Total		**2,201,051**

Funding: General, Other

Investigations

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

Goals:

- Increase interagency coordination in relation to conducting fire investigations.
    - Continue development of Monroe County Fire Investigation Task Force
    - Provide education and professional memberships to inspection/investigation personnel to enhance the outcome of investigations, ensure compliance with national standards, and become expert witnesses to increase conviction rates of arson cases.
- Provide annual refresher/compliance investigation training to maintain proficiency and credibility for fire investigations.
    - The minimum standard is 20 hours per year per employee.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	5.65	506,594
200 - Supplies		16,100
300 - Other Services		40,636
400 - Capital Outlays		0
Total		**563,330**

Funding: General, Other

2019 Budget Request Highlights:

The Fire Department's total budget request is $11,907,216. This is a decrease of $497,384.

Category 1 – Personnel request is $9,862,898. This is an increase of $196,488. As you are aware, the city is requesting a 2% salary increase for non-union staff and the Fire Collective Bargaining Agreement established a 2% increase for union staff.

A significant change includes increases associated with the creation of a full-time position:

- Logistics Officer - This full-time position would be responsible for the quartermaster system, serve as a purchasing manager, and create, implement, and evaluate maintenance programs for fire service equipment including but not limited to fire gear, Self Contained Breathing Apparatus (SCBA), water flow equipment, ladders, and extrication tools.

Category 2 – Supplies request is $313,291. This is a decrease of $113,750.

Significant changes include the following budget lines:

- **Line 234 - Other Repairs and Maintenance:** Increase of $6,685. In 2017 BFD replaced all of its Self-Contained Breathing Apparatus. All repairs during 2017-2018 were under warranty, therefore starting in 2019 the department needs to budget for annual maintenance and repairs. This request includes a one-time cost to upgrade our air supply storage tanks ($3,975) and the initial purchase of replacement parts ($3,000).
- **Line 242 - Other Supplies:** Decrease of $24,828. While not fully completed, a majority of BFD equipment has now been replaced. As with all past large apparatus purchases, new loose equipment must be included during a vehicle purchase. This approach has drastically improved the department's ability to standardize operations while taking full advantage of bulk purchasing agreements. The line does include a $6,690 request to provide battery powered tools for every large unit that use the same batteries as our recently purchased extrication equipment.
- **Line 243 - Uniforms and Tools:** Decrease of $80,620. Moved fire gear purchase to PS-LIT Category 4.

Category 3 – Other Services & Charges request is $790,746. This is an increase of $132,597.

Significant changes include the following budget lines:

- **Line 315 - Communications Contract:** Increase of $9,766. Installation of Locution (Station Alerting System) is scheduled to be completed, which has its own maintenance contract to cover all installed equipment, software updates, and troubleshooting.
- **Line 316 - Instruction:** Increase of $15,775. BFD established a 10-year plan to bring every position up to national standards for fire certifications, FEMA position guidelines, and National Fire Academy-recommended education levels. While originally hesitant to change, the department has embraced employee development to the point that more money was added to the training budget in 2018 to cover the increase in classes. This 2019 request will increase the number of conference learning opportunities for department personnel, adds expert witness training for investigators, and ensures the BFD goal of bringing 2 external instructors to the local area each year.
- **Line 317 - Mgt. Fee, Consultants, and Workshops:** Increase of $26,500 to include an Engineer/Architect for station remodeling and the development of a site plan for the Public Safety Training Center. Several needed structural repairs, additions, and infrastructure upgrades will require this professional assistance.
- **Line 323 - Travel:** Increase of $4,636. The additional instruction request (line 316) is associated with an increased travel request to cover all aspects of sending employees out for development. These development opportunities are prioritized for the chief officer levels, personnel willing to bring back what they learn to teach others, and newer company officers (Captains & Sergeants).
- **Line 361 - Building Repairs:** Increase of $6,200. Facilities requested that this line item be increased to reflect the department's actual use history. In 2018 expectations of the Energy Savings Grant (ESG) resulted in a consensus decision to see when/if the grant solved several significant issues that had increased building repair costs. Without the ESG, maintenance lines should be increased until the stations get a proper overhaul.
- **Line 364 - Hardware and Software Maintenance:** Increase of $43,915 to provide for department's increased technology use. Vehicles that previously did not have Mobile Data Terminals (MDTs) are being added to ensure consistency with the 2018-2019 rollout of MDTs. Several departmental MDTs are being upgraded when they get replaced, which is beyond the current budget for ITS capital replacement. The largest increase ($25,000) includes BFD's share of the RescInfo.NET subscription, which is a collaborative project between BFD and IU deemed "Project Innovation" and has been fully funded through IU since 2016. The project has become usable and includes various features of other emergency service data products, several of which cost significantly more than this subscription.
- **Line 384 - Lease Payments:** Increase of $3,600. Future plans include a new facility, most likely a joint venture with BPD, to include quartermaster storage and a central wash facility for fire gear. For 2019, however, this line funds a temporary solution that will keep BFD gear in an environmentally-controlled, secure area that allows for 24-hour access.
- **Line 391 - Dues and Subscriptions:** Increase of $2,889, to include a Center for Public Safety Entities (CPSE) Affiliate membership, which is the official start of a Fire Department Accreditation process. Maintaining an affiliate membership provides the department access to peer review teams, guiding documents, and accreditation training programs.

Category 4 – Capital Outlays request is $940,281. This is a decrease of $712,719.

Significant changes include the following budget lines:

- **Line 442 - Purchase of Equipment:** Decrease of $592,719. Replacement for Engine-3 accounts for $530,000 of the total request. A new vehicle ($50,000) is needed to finish solidifying the quick response vehicle (Squad-1) concept, as the test period has used the response vehicle assigned to the fire chief. Crew feedback and mission essential equipment warrant a slight upgrade from a response SUV to a response pickup truck. BFD also requests a new vehicle ($40,000) for the requested Logistics Officer, who will respond to emergency scenes to change out contaminated fire gear, thus preventing our personnel from being re-exposed to harmful carcinogens. For non-vehicle requests we have requested fire gear also known as PPE ($130,000), replacement hand-held thermal imagers ($60,000), and a technology upgrade ($30,000) that will greatly reduce service outages for MDTs while adding the ability to turn every apparatus into a mobile hotspot. Capitalizing on the recent investments in tablets for reporting and inspections, it should be noted that "cradle points" have been put in the plan from Dispatch to enhance county fire communications.
- **Line 451 - Other Capital Outlays:** Decrease of $120,000, which includes 4 major projects. $40,000 is for the only fire station roof currently needing replacement, at Station 5. $30,000 will go to cleaning up and fixing several issues at Station 3. The University Station may be replaced but needs significant repairs in the meantime. $65,000 will replace the generator at Station 4, which was originally outlined to be an $80,000-$90,000 expenditure but energy efficiency upgrades and solar additions allowed BFD to down-size the generator which must power the entire station. $20,000 will provide repairs and new paint to the fire training tower which has been used more in 2016-2018 than the previous 9 years combined. This investment will protect the training tower and ensure it reaches its projected life span.

Bloomington Fire Department 2019 Budget Summary

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	9,405,721	9,666,410	9,862,898	196,488	2%
200 - Supplies	261,859	427,041	313,291	(113,750)	-27%
300 - Other Services	463,435	658,149	790,746	132,597	20%
400 - Capital Outlays	956,359	1,653,000	940,281	(712,719)	-43%
Total	**11,087,374**	**12,404,600**	**11,907,216**	**(497,384)**	**-4%**

Conclusion

The Bloomington Fire Department has used every upgrade and enhancement to its training, equipment, and prevention programs to save lives and protect property. The department is constantly developing and adapting to the challenges faced by the community, and looks forward to seeking accreditation which will help evaluate every facet of the department. The support of City Administration and City Council has drastically 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 2019 budget request! We are available to answer any questions.

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 08 - Fire							
Personnel Services							
	51110	Salaries and Wages - Regular	6,201,666	6,310,050	6,460,937	150,887	2.39%
	51130	Salaries and Wages- Overtime	259,902	375,000	375,000	0	0.00%
	51210	FICA	96,495	107,038	112,360	5,322	4.97%
	51220	PERF	26,804	26,953	34,212	7,259	26.93%
	51230	Health and Life Insurance	1,555,866	1,555,866	1,570,140	14,274	0.92%
	51260	Clothing Allowance	43,820	44,550	44,550	(0)	0.00%
	51280	Fire PERF	1,221,168	1,246,953	1,265,699	18,746	1.50%
Total: Personnel Services			**9,405,721**	**9,666,410**	**9,862,898**	**196,488**	**2.03%**
Supplies							
	52110	Office Supplies	1,987	3,839	6,126	2,287	59.57%
	52210	Institutional Supplies	31,584	23,495	32,069	8,574	36.49%
	52230	Garage and Motor Supplies	8,497	6,111	5,360	(751)	-12.29%
	52240	Fuel and Oil	35,282	62,815	64,795	1,980	3.15%
	52310	Building Materials and Supplies	209	29,075	34,382	5,307	18.25%
	52340	Other Repairs and Maintenance	-	6,270	12,955	6,685	106.62%
	52420	Other Supplies	27,526	154,611	97,399	(57,212)	-37.00%
	52430	Uniforms and Tools	41,111	140,825	60,205	(80,620)	-57.25%
Total: Supplies			**146,195**	**427,041**	**313,291**	**(113,750)**	**-26.64%**
Other Services and Charges							
	53130	Medical	86	124,350	131,020	6,670	5.36%
	53140	Exterminator Services	-	1,025	1,050	25	2.44%
	53150	Communications Contract	17,263	30,000	39,766	9,766	32.55%
	53160	Instruction	14,936	20,350	36,125	15,775	77.52%
	53170	Mgt. Fee, Consultants, and Workshops	-	-	26,500	26,500	N/A
	53210	Telephone	11,231	13,800	14,835	1,035	7.50%
	53220	Postage	123	1,250	1,115	(135)	-10.80%
	53230	Travel	9,754	16,500	21,136	4,636	28.10%
	53310	Printing	3,343	3,240	3,510	270	8.33%
	53320	Advertising	32	-	1,075	1,075	N/A
	53510	Electrical Services	-	42,000	42,000	-	0.00%
	53530	Water and Sewer	-	19,000	19,570	570	3.00%
	53540	Natural Gas	-	26,500	27,300	800	3.02%
	53610	Building Repairs	2,628	28,300	55,725	27,425	96.91%
	53620	Motor Repairs	105,256	240,344	240,344	-	0.00%
	53630	Machinery and Equipment Repairs	2,524	16,000	17,149	1,149	7.18%
	53640	Hardware and Software Maintenance	30,708	10,500	54,415	43,915	418.24%
	53650	Other Repairs	74,543	62,525	49,157	(13,368)	-21.38%
	53840	Lease Payments	-	-	3,600	3,600	N/A
	53910	Dues and Subscriptions	956	2,465	5,354	2,889	117.20%
	53990	Other Services and Charges	1,726	-	-	-	N/A
Total: Other Services and Charges			**275,108**	**658,149**	**790,746**	**132,597**	**20.15%**
Expenditures Grand Total:			**$ 9,827,024**	**$ 10,751,600**	**$ 10,966,935**	**$ 215,335**	**-4.46%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 151 - Public Safety L I T(S9505)							
Expenditures							
Department: 08 - Fire							
Supplies							
	52310	Building Materials and Supplies	1,642	-	-	-	N/A
	52340	Other Repairs and Maintenance	10,675	-	-	-	N/A
	52420	Other Supplies	99,911	-	-	-	N/A
Total: Supplies			**112,228**	**-**	**-**	**-**	**0.00%**
Other Services and Charges							
	53130	Medical	87,146	-	-	-	N/A
Total: Other Services and Charges			**87,146**	**-**	**-**	**-**	**0.00%**
Capital Outlays							
	54420	Purchase of Equipment	956,359	1,378,000	785,281	(592,719)	-43.01%
	54510	Other Capital Outlays	-	275,000	155,000	(120,000)	-43.64%
Total: Capital Outlays - Capital Outlays			**956,359**	**1,653,000**	**940,281**	**(712,719)**	**-43.12%**
Expenditures Grand Total:			**$ 1,155,733**	**$ 1,653,000**	**$ 940,281**	**$ (712,719)**	**-43.12%**

Bloomington Public Transportation Corporation
130 West Grimes Lane, Bloomington, Indiana 47403
812.332.5688 Fax 812.332.3660

BT access

JOIN THE RIDE APTA NORTH AMERICA'S BEST PUBLIC TRANSPORTATION SYSTEM AWARD 2010 NAMED BY THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION

To: Bloomington Common Council

From: Lew May, General Manager

Date: August 16, 2018

Re: Proposed 2019 Bloomington Transit Budget

I'm pleased to submit the Bloomington Public Transportation Corporation proposed 2019 budget. The budget has been reviewed and approved by the Bloomington Public Transportation Corporation (BPTC) Board of Directors.

A summary of the proposed 2019 budget is shown below.

Budget Class	Proposed 2019 Budget	Amended 2018 Budget	Percent Change
Class I – Personnel	$5,984,482	$5,965,069	0.33
Class II – Materials & Supplies	$1,626,861	$1,312,189	23.98
Class III – Professional Services	$1,160,343	$1,620,170	(28.38)
Class IV – Capital	$1,713,551	$2,209,280	(22.44)
Total	$10,485,237	$11,106,708	(5.60)

Primary goals for the proposed 2019 budget are as follows:

- Replacement of one (1) 30-foot 2006 hybrid bus with a 35-foot battery electric bus, charging station for the bus, and installation of the charging station. Total cost for this project is $1 million. We have received partial funding for this project from INDOT through a Federal discretionary grant. We are currently seeking the remaining balance through another Federal discretionary grant.

- Upgrade of our DoubleMap bus tracker and voice annunciator system. Total cost for this project is $150,000 and we will use our regular Federal 5307 formula funding to cover 80 percent of the project. Project will include replacement of the mobile data terminals, in-vehicle LED displays, and installation in all fixed route buses.

- Upgrade of camera systems in fixed route buses to include increased storage capacity for video/audio to 30 days for each bus and an automatic download system to more easily retrieve video/audio from buses. Total cost for this project is $100,000 and will use our regular Federal 5307 formula funding to cover 80 percent of the project.

- Phase II replacement of 2nd boiler and control systems for the Grimes Lane maintenance and operations facility. Total cost for the project is $200,000 and we will use our regular Federal 5307 formula funding to cover 80 percent of the project. IU will provide 10 percent of the project cost which equate to half of the local match for the grant.

- Addition of one (1) new staff position for a Human Resources/Benefits Clerk to assist our Human Resources Manager. Total cost for this including wages, benefits, and office equipment support is about $73,500.

Overall, we've budgeted a 5.60 percent decrease in the total 2019 budget compared to the 2018 budget. The primary reasons for the budget decrease are due to replacing fewer buses in the 2019 budget as compared to the 2018 budget and because we will have less expenses related to planning studies in 2019 versus 2018.

I look forward to our budget discussion on August 21. Thank you for your support and advocacy for public transportation and especially for Bloomington Transit.

2019 Draft Budget

Bloomington Transit

OPERATING EXPENSES

Budget Class I	2019 Proposed	2018 Approved	Percent Change
Salaries (Operators)	$ 2,951,215	$ 3,017,501	-2.20%
Fixed and BT Access full and part time operators			
Salaries (Other Operating)	367,709	323,937	13.51%
Operations manager and supervisors; and BT Access F/T dispatchers			
Salaries (Maintenance)	766,803	758,250	1.13%
Maintenance manager, mechanics, service attendants, and parts specialist salaries			
Salaries (Other)	503,323	438,237	14.85%
Administrative staff			
FICA	351,062	347,151	1.13%
PERF	406,328	408,488	-0.53%
Health/Dental/Disability/Life/Vision Insurance	592,719	626,815	-5.44%
Unemployment	10,000	10,000	0.00%
Employee Uniforms	24,878	24,390	2.00%
Tool and CDL Allowance	10,445	10,300	1.41%
Subtotal Budget Class I	**$ 5,984,482**	**$ 5,965,069**	0.33%

Budget Class II	2019 Proposed	2018 Approved	Percent Change
Office Supplies	$ 15,549	$ 14,809	5.00%
Garage Uniforms/Drug Testing	15,000	15,000	0.00%
Fuel/Oil/Grease/Fluids	915,000	630,000	45.24%
Parts	555,948	529,474	5.00%
Other Supplies	125,364	122,906	2.00%
Subtotal Budget Class II	**$1,626,861**	**$1,312,189**	23.98%

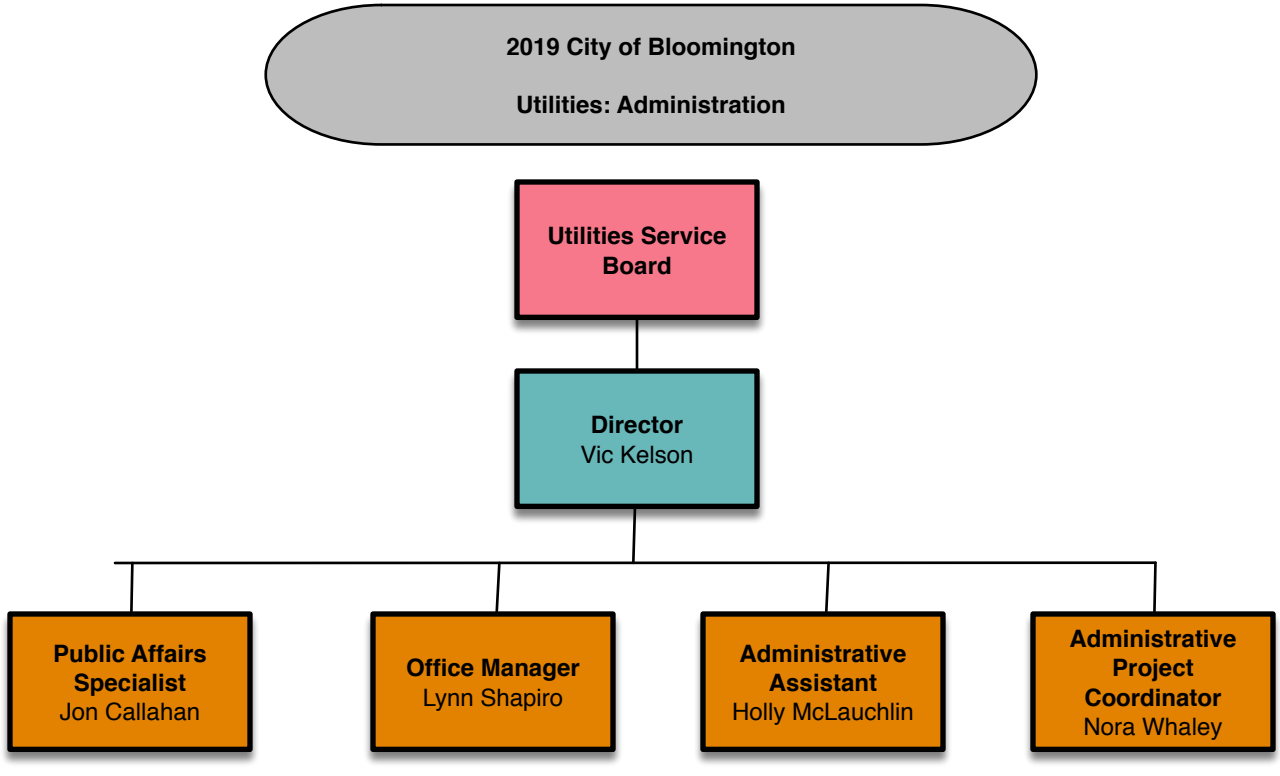
Budget Class III

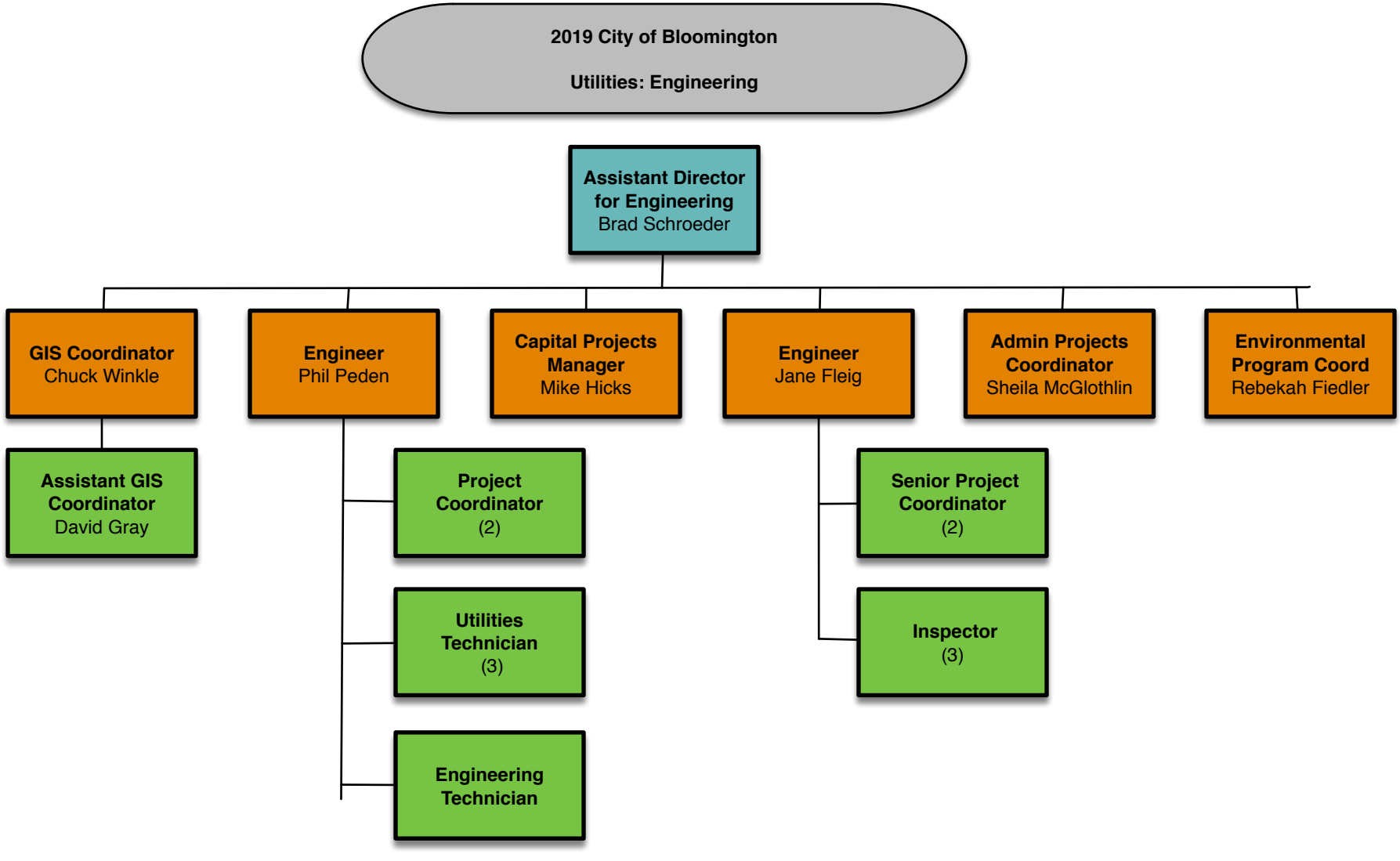
Professional Services	$506,747	$931,805	-45.62%
Expenses include contracted transit management services, contracted facility maintenance services, software support services, employee counseling services, legal services, information technology services, payroll processing, and auditing services.			
Telephone	11,000	10,000	10.00%
Postage	3,708	3,708	0.00%

Budget Class III (continued)	2019 Proposed	2018 Approved	Percent Change
Travel	3,509	3,509	0.00%
Printing	22,279	21,630	3.00%
Advertising	30,900	30,000	3.00%
Insurance/Risk Management	260,900	225,000	15.96%
Electricity	60,000	65,000	-7.69%
Water	12,000	14,500	-17.24%
Gas	15,500	15,000	3.33%
IU Shared Expenses	110,000	178,300	-38.31%
Building Maintenance	20,000	10,000	100.00%
Repairs and Labor	60,000	70,000	-14.29%
Training, Dues, and Subscriptions	43,800	41,718	4.99%
Subtotal Budget Class III	**$1,160,343**	**$1,620,170**	-28.38%
Total Operating Expenses	**$8,771,686**	**$8,897,428**	-1.41%

Budget Class IV - Capital	2019 Proposed	2018 Approved	Percent Change
Tires and Engine/Transmission Rebuilds	$196,851	$189,280	4.00%
Equipment and Maintenance	516,700	530,000	-2.51%
Includes computer hardware and software, Facility maintenance, bus tracking/AVL technology/Camera backup			
Motor Equipment - 1 electric bus	1,000,000	1,490,000	-32.89%
Subtotal Budget Class IV	**$1,713,551**	**$2,209,280**	-22.44%
TOTAL EXPENDITURES	**$10,485,237**	**$11,106,708**	-5.60%

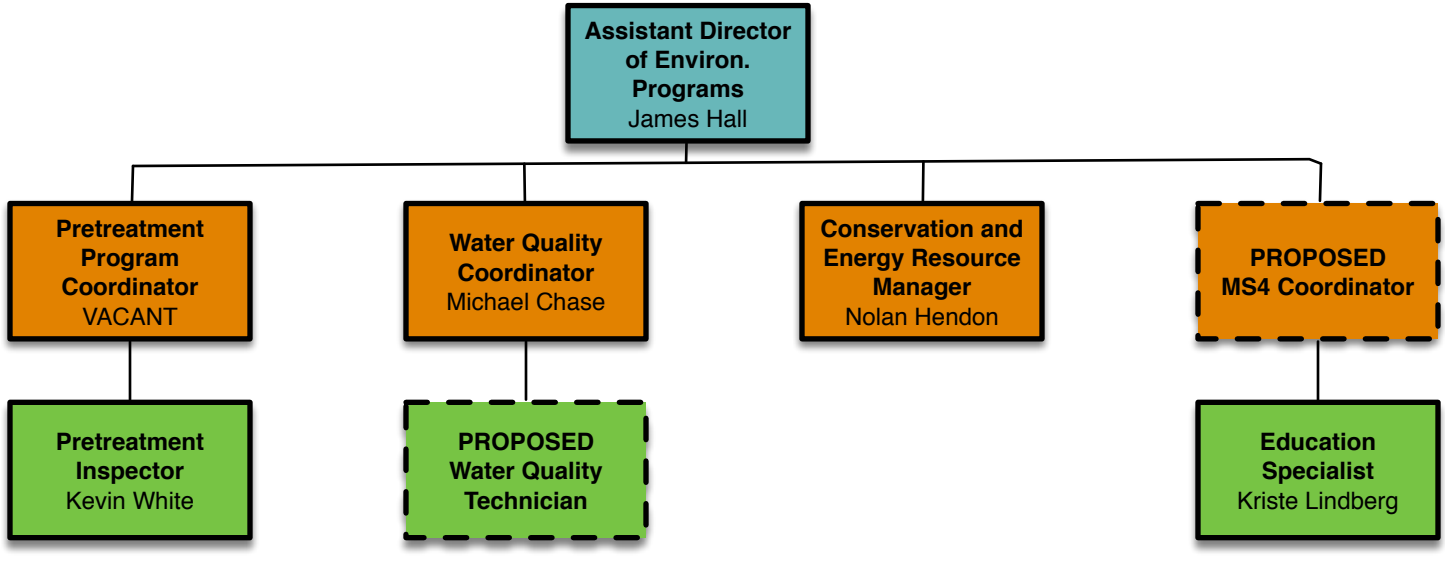
Revenues	2019 Proposed	2018 Approved	Percent Change
Property Tax Levy	$1,311,058	$1,267,948	3.40%
Financial Institution Tax	10,822	10,381	4.25%
License Excise Tax	58,753	51,730	13.58%
Local Option Income Tax	501,997	415,690	20.76%
Commercial Vehicle Excise Tax	4,021	3,901	3.08%
Passenger Fares	600,000	630,000	-4.76%
Advertising Sales	85,000	70,000	21.43%
State PMTF	2,521,684	2,516,035	0.22%
Federal	3,663,530	3,913,793	-6.39%
MPO Planning	34,000	365,000	-90.68%
Transfer from Operating Reserve	377,640	252,966	49.28%
Transfer from Reserves to Match grants	0	261,250	0.00%
IU Contract Revenue	1,111,732	1,102,714	0.82%
IU Reimbursements	110,000	178,300	-38.31%
Miscellaneous	95,000	67,000	41.79%
TOTAL REVENUE	**$10,485,237**	**$11,106,708**	-5.60%

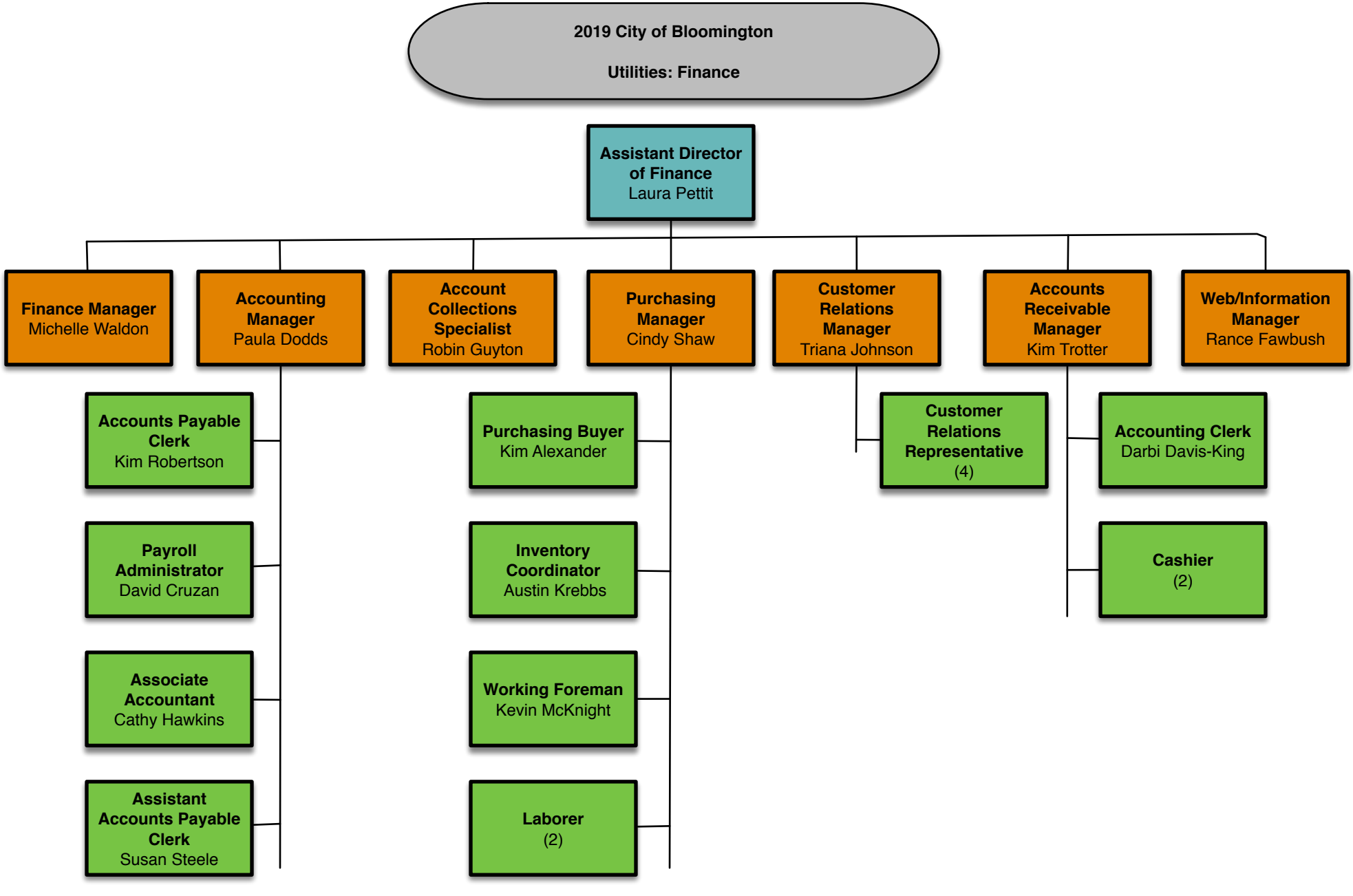

2019 City of Bloomington
Utilities: Administration
Utilities Service Board
Director
Vic Kelson
Public Affairs Specialist
Jon Callahan
Office Manager
Lynn Shapiro
Administrative Assistant
Holly McLauchlin
Administrative Project Coordinator
Nora Whaley

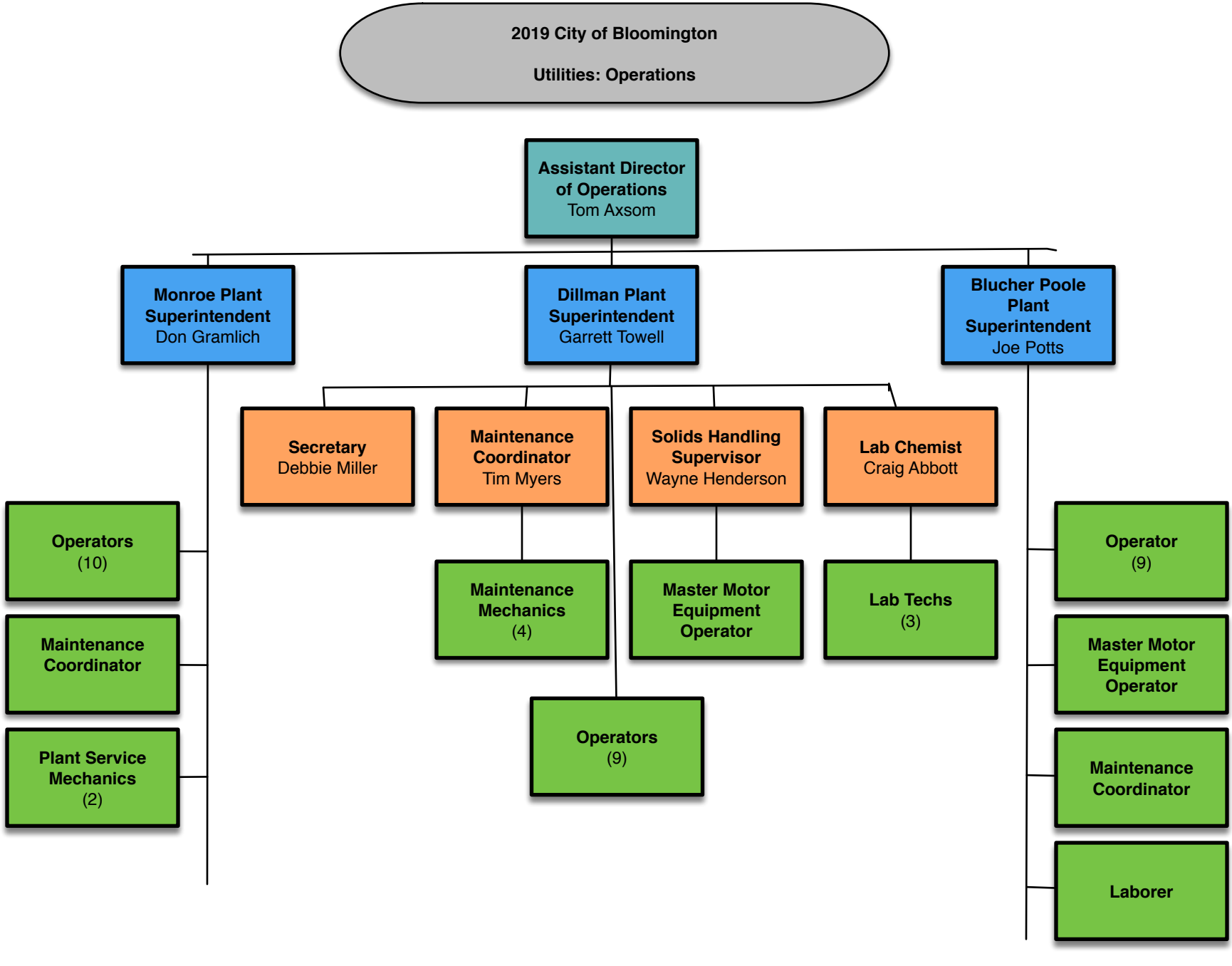

2019 City of Bloomington
Utilities: Engineering
Assistant Director for Engineering
Brad Schroeder
GIS Coordinator
Chuck Winkle
Engineer
Phil Peden
Capital Projects Manager
Mike Hicks
Engineer
Jane Fleig
Admin Projects Coordinator
Sheila McGlothlin
Environmental Program Coord
Rebekah Fiedler
Assistant GIS Coordinator
David Gray
Project Coordinator
(2)
Utilities Technician
(3)
Engineering Technician
Senior Project Coordinator
(2)
Inspector
(3)

2019 City of Bloomington

Utilities: Environmental Programs

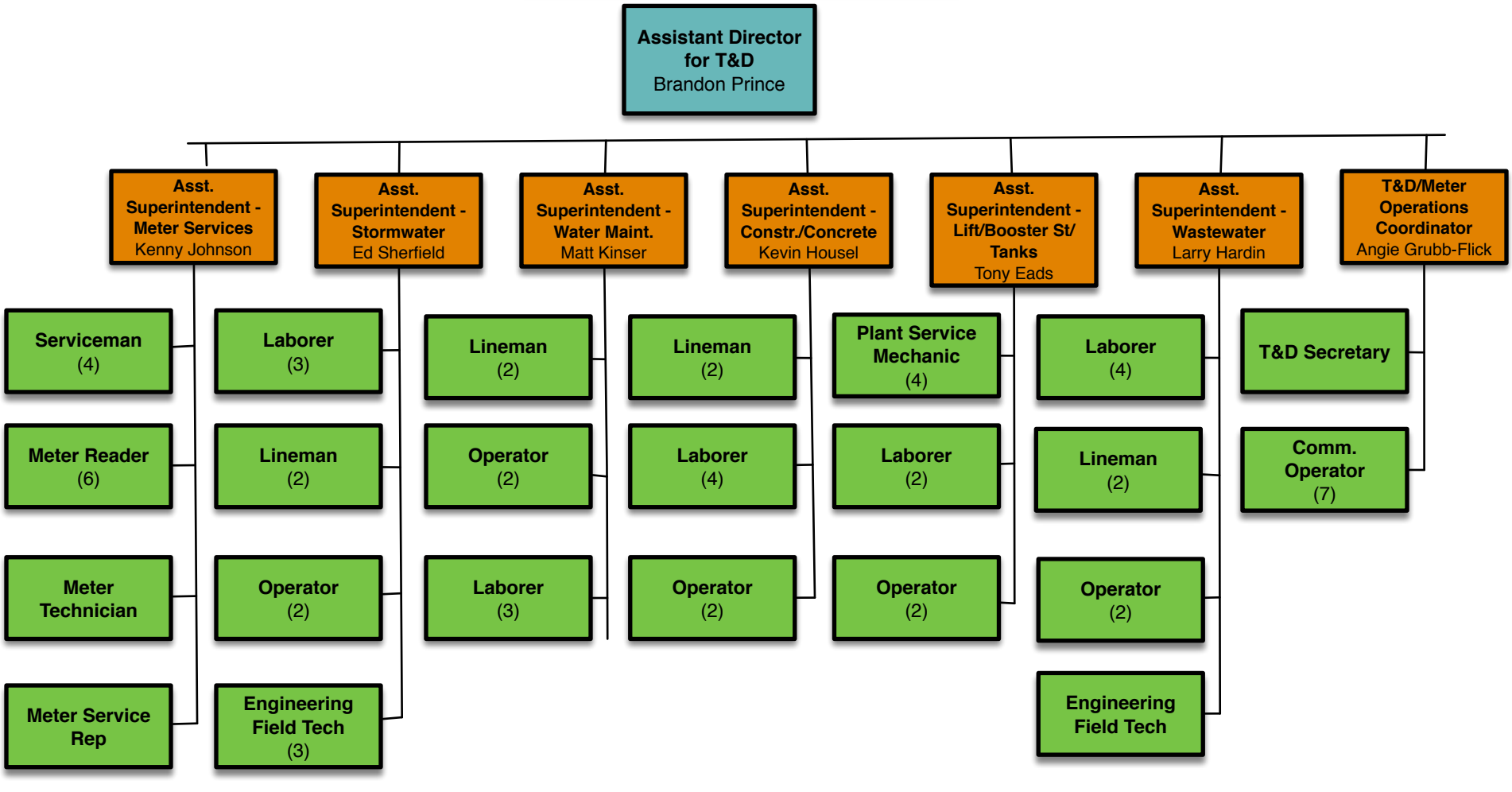



2019 City of Bloomington
Utilities: Finance
Assistant Director of Finance
Laura Pettit
Finance Manager
Michelle Waldon
Accounting Manager
Paula Dodds
Account Collections Specialist
Robin Guyton
Purchasing Manager
Cindy Shaw
Customer Relations Manager
Triana Johnson
Accounts Receivable Manager
Kim Trotter
Web/Information Manager
Rance Fawbush
Accounts Payable Clerk
Kim Robertson
Payroll Administrator
David Cruzan
Associate Accountant
Cathy Hawkins
Assistant Accounts Payable Clerk
Susan Steele
Purchasing Buyer
Kim Alexander
Inventory Coordinator
Austin Krebbs
Working Foreman
Kevin McKnight
Laborer
(2)
Customer Relations Representative
(4)
Accounting Clerk
Darbi Davis-King
Cashier
(2)


2019 City of Bloomington
Utilities: Operations
Assistant Director of Operations
Tom Axsom
Monroe Plant Superintendent
Don Gramlich
Dillman Plant Superintendent
Garrett Towell
Blucher Poole Plant Superintendent
Joe Potts
Secretary
Debbie Miller
Maintenance Coordinator
Tim Myers
Solids Handling Supervisor
Wayne Henderson
Lab Chemist
Craig Abbott
Operators
(10)
Maintenance Coordinator
Plant Service Mechanics
(2)
Maintenance Mechanics
(4)
Master Motor Equipment Operator
Lab Techs
(3)
Operators
(9)
Operator
(9)
Master Motor Equipment Operator
Maintenance Coordinator
Laborer

2019 City of Bloomington

Utilities: Transmission and Distribution



Memorandum

To: Members of the City of Bloomington Common Council

From: Vic Kelson, Director, City of Bloomington Utilities and Laura Pettit, Assistant Director of Finance, City of Bloomington Utilities

Date: September 26, 2018

This memo accompanies the proposed 2019 budget for the City of Bloomington Utilities.

Why We Exist

The City of Bloomington Utilities provides the community with the effective and efficient delivery of safe and reliable drinking water, collects wastewater for discharge, and protects the environment by safely treating wastewater and managing stormwater.

The City of Bloomington Utilities (CBU) was acquired by the City of Bloomington in 1939. It has a total staff of 174 full- and part-time positions, and an estimated annual budget of $44 million. CBU provides water to more than 25,000 connections from its surface water treatment plant at Monroe Reservoir. CBU has 7 booster pumping stations, 7 water storage tanks, over 420 miles of pipe, and 3,064 fire hydrants. Wastewater is treated at 2 treatment plants and conveyed through 321 miles of pipe and 46 lift stations, and accessed by 8,443 manholes. Since 1998, CBU has been the stormwater utility for Bloomington. The stormwater utility has 17 miles of ditches, 4 miles of box culverts, 1,035 manholes, and 5695 inlets.

Background and Major Initiatives

The City of Bloomington Utilities will be actively engaging in 5 large initiatives which will drive its goals in the 2019 budget year: increased capacity for wastewater treatment, drinking water quality improvements, advanced metering infrastructure, water main replacement, and improvements to the stormwater system.

Wastewater Treatment Capacity improvements: CBU is developing a plan for capacity expansion at the Dillman Road WWTP, with a goal of raising the rated capacity from 15 MGD to 20 MGD. In addition, CBU is working on a plan to add an equalization basin and a third primary clarifier to the Blucher Poole plant to better manage higher flows from the new IU Health facility

and eastside lift station. This also positions the Utility Department for growth in the I-69 Corridor north of the City. "**anticipated community growth"**

Water Quality: CBU is continually monitoring and exploring ways to reduce disinfection byproducts. The department is engaged in a project to improve the solids-handling facilities at the Monroe Plant to facilitate more frequent basin cleaning operations. In addition, CBU is evaluating the option of Chlorine Dioxide pre-oxidation to prevent algal growth in the plant and reduce DBP formation.

Advanced Metering Infrastructure: This large initiative will manage the upgrade of water meters to smart meters, giving customers real-time data about water usage. This will help CBU manage leak detection early on and will allow customers to more easily monitor their water consumption.

Sanitary Sewer: CBU will be making investments to expand the sanitary sewer system on the north side of Bloomington in order to accommodate the IU Health Complex. With this investment, CBU also will be investing in future growth in the area and substantially reducing sanitary sewer overflows at the last remaining chronic SSO site.

Stormwater Utility: CBU plans substantial capital investments to the stormwater system, including upgrading the last segment of the Jordan River culvert that flows under downtown Bloomington.

2019 Activity Description and Goals

The preceding major initiatives are more clearly defined in the following activities and goals for the City of Bloomington Utilities in budget year 2019. The succeeding section outlines the budgetary impact of these activities and goals.

Preparation of the 2019 budget involved:

- Employing a zero-based approach, with analysis of actual trends and conservative estimates, and aligning expenses split between multiple funds.
- Meetings with department heads and plant superintendents to review expenditures and discuss future needs.
- Coordination with CBU's Energy & Conservation Coordinator, who prepared estimates for utilities (electric, gas, water) based on in-depth analysis and discussions with the providers.
- Coordination with ITS, Fleet, and other departments which maintain certain assets.

The City of Bloomington Utilities is pleased to present its 2019 budget proposal for the Water, Sewer, and Stormwater funds. The Water fund request totals $19,183,855, an increase of 2.6% from 2018; the Sewer fund request totals $24,182,913, an increase of 3.0%; and the Stormwater fund request totals $1,547,630, an increase of 1.8%. The total budget request of all funds is $44,914,398, an overall increase of 2.8%, with expenses balanced to projected revenues.

Revenue	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
Water	$15,724,953	$18,695,272	$19,183,855	488,584	2.6%
Sewer	$21,848,009	$23,483,356	$24,182,913	699,557	3.0%
Stormwater	$1,428,749	$1,520,009	$1,547,630	27,621	1.8%
Total Funds	**$39,001,712**	**$43,698,637**	**$44,914,398**	**1,215,762**	**2.8%**

All Divisions - Personnel Safety and Training

Activity Description: Focus on personnel and worksite safety, reducing lost time injuries to a level of 1 per year. Track training programs/certifications/licenses and license requirements

Goals:

- Allocate 1% of the personnel budget for each Division as recommended by the Mayor's office. These dollars will be spent on training and materials/equipment upgrades related to safety. Check in quarterly to ensure this money is being spent in a proper ratio to time i.e. on April 1, 25% of this budget should be spent, July 1 50%, etc. Dedicate 1 hour per week to safety training and planning for all plant and T&D staff.
- Form Incident Review Committee to investigate each Accident Report with a 5-Why process within 5 working days of incident.
- Ensure each CBU work team has at least 1 person who is CPR-certified, completed by June 1 and verified each year thereafter on June 1.
- Assemble a safety and training library (books, written materials, presentations) with both physical and electronic resources so staff can check out topics of interest.
- Track training hours by individual employee to ensure staff are meeting certification requirements (i.e., Continuing Education Units [CEU hours]). This tracking will be compiled by the payroll administrator in the finance division.
- Enhance operator training in all divisions, with a goal of all employees in positions that require licenses being licensed within 1 year of starting their job.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2	130,075
200 - Supplies		31,850
300 - Other Services		116,748
Total		**278,673**

All Divisions - Energy and Conservation

Activity Description: Focus on water conservation and reducing non-revenue water, conserving energy usage throughout CBU facilities, developing green infrastructure, and public education.

Goals:

- Expand CBU's efforts for source water protection in the Lake Monroe watershed, working in conjunction with other community groups. Dedicate an intern to the data gathering and analysis efforts of the Water Fund Team (Friend of Lake Monroe, The Nature Conservancy, Indiana University, Indiana Department of Natural Resources, and U.S. Army Corps of Engineers).
- Reduce energy usage throughout CBU facilities by reducing total CBU electricity consumption by 2% relative to 2018 consumption.
- Budget $100,000 for the Water Conservation Program, as agreed with Indiana Utilities Regulatory Commission (IURC) during water rate case.
- Develop standardized K-12 water conservation curricula for CBU to implement in local school system, finalized by Q4 2019.
- Generate over 12% of electricity consumed by CBU on site by solar panels installed in 2018.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.0	119,386
200 - Supplies		3,000
300 - Other Services		137,500
Total		**259,886**

Finance - Long-Term Financial Planning

Activity Description: Engage in long-term financial planning for all utilities for smooth future rate adjustments.

Goals:

- Conduct a cost-of-service study for wastewater collection and treatment, and bring a rate proposal to Utilities Service Board (USB) and Council before the end of 2018.
    - The Capital Investment Plan (CIP) for wastewater requires over $50M in capital expenditures for capacity improvements in the next 5 years to meet requirements for capacity for the next 20+ years. Additionally, the Dillman Road Wastewater Treatment Plant (WWTP) is 36 years old and is nearing end of life in many of its major components. This investment will address aging infrastructure at the plant along with expanding capacity for future growth.
    - Include a 2% annual escalation rate in the proposal to smooth future rate adjustments reduce future rate "shocks."

- Conduct a rate study for stormwater services, and bring a rate proposal to USB and Council before the end of 2018.
    - The CIP for stormwater requires over $12M in capital expenditures over the next 2 years for major stormwater infrastructure, especially the Jordan River culvert. The replacement has an expected lifespan of over 10 years.
    - Include a 2% annual escalation rate in the proposal to reduce future rate "shocks."
- Conduct a cost-of-service study for the water utility.
    - Begin the study in 3Q 2019, with completion in early 2020 for the anticipated 2020 water rate case.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	3.5	350,633
200 - Supplies		1,000
300 - Other Services		87,000
Total		**438,633**

Finance - Billing and Customer Service

Activity Description: Focus on customer service. CBU is beginning the implementation of an advanced metering infrastructure that will allow us to detect leaks remotely, which will save money for our customers. It also will help customers with their own conservation efforts. We also are continuing to improve sanitation billing integration and our Customer Assistance program.

<u>Goals:</u>

- Implement the advanced metering initiative (AMI) via a lease-purchase arrangement, allowing CBU to achieve gains in efficiency, accuracy, and improved customer service.
    - Begin training program for accounting, customer service, billings and collections staff in 1Q 2019.
    - Implement data management module for data analytics in 2Q 2019.
    - Oversee installation of meters with 90% installed by end of 4Q 2019.
    - Conduct an organizational assessment for all of CBU, assigning positions in meter services that will be affected by the AMI to maintenance positions.
- Work with the Sanitation division of Public Works to best serve shared customers and streamline processes to save up to 10% of time spent preparing monthly bills.
- Continue Customer Assistance Program with an annual budget of $40,000.
    - In 2018, the program had 99 unique participants with a fraction of earmarked funds spent.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	10.5	834,132
200 - Supplies		104,184
300 - Other Services		166,755
Total		**1,102,984**

Water Utility - Treatment

Activity Description: Maintain and continue water quality improvements. In a community survey, 90% of respondents said high-quality drinking water was essential, but only 74% feel that the water quality is where it should be.

Goals:

- Continue efforts to optimize Monroe WTP operations, keeping the annual average of each category of disinfection byproduct at or below 60% of the regulatory limit.
- Complete a feasibility study for Chlorine Dioxide pre-oxidation, which may offer better control of algal growth and disinfection by-products by the end of 2018.
- Increase by 5% the budget for repair of treatment-related materials such as algae-control devices, and components for coagulation and disinfection process.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	14.0	1,078,596
200 - Supplies		1,129,487
300 - Other Services		974,752
Total		**3,182,835**

Water Utility - Water Distribution and Quality

Activity Description: Enhance system resiliency. CBU is replacing aging water mains, especially in areas where main breaks are common. We also are expanding our efforts to prevent water contamination by backflow incidents.

Goals:

- Complete construction of a bulk water station by the end of 2018.
- Eliminate the hydrant meter rental program, reducing the potential for backflow incidents.
- Continue the water-main replacement program to address system water loss, improve water quality and reduce disruptive main breaks.
    - Perform annual review in 1Q 2019 of project priorities and schedule.
    - Complete 2.5 miles of 420 miles of water main replacement in 2018
    - Complete 2.5 miles of 420 miles of water main replacement in 2019.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	23.0	1,417,639
200 - Supplies		473,594
300 - Other Services		226,836
Total		**2,118,069**

Sewer Utility - Treatment

Activity Description: Plan for future capacity needs at various CBU facilities.

Goals:

- Complete design phase to add 5 MGD to Dillman Road WWTP capacity by end of 2Q 2019.
- Complete design phase to add an equalization basin, primary clarifier, and other capacity improvements at Blucher Poole by end of 2Q 2019.
- Begin construction on capacity improvements at both plants in 4Q 2019.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	35.0	2,751,896
200 - Supplies		664,221
300 - Other Services		2,139,675
Total		**5,555,792**

Sewer Utility - Collection system

Activity Description: Eliminate chronic sanitary sewer overflows. Plan for future capacity needs.

Goals:

- Eliminate all chronic sanitary sewer overflows (SSOs) in CBU service area by 2020.
    - The completion of the South Central Interceptor in 2018 will eliminate SSOs on S. Walnut/Grimes.
- Construct lift station and force main to support the eastside IU Health facility, re-routing of the Tamarron lift station to the Blucher Poole basin, and increasing the size of the northern interceptor sewer.
    - Project will reduce storm flow to the College Mall Road interceptor and reduce the frequency of overflows to about 1 per year, with expected project completion in 3Q 2019.
- Reduce Inflow & Infiltration to the sewer system by continuing the strategic sewer lining program, thereby reducing operational costs at the plants and improving department's ability to manage wet weather.
    - Complete project to line 2.0-2.5 miles of sewer in 2019.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	31.0	1,917,277
200 - Supplies		458,668
300 - Other Services		237,351
Total		**2,613,297**

Stormwater Utility

Activity Description: Address long-term stormwater management needs.

Goals:

- Enhance and improve stormwater management and education programs by establishing a dedicated MS4 Coordinator position within the Environmental Division.
- Improve CBU's responsiveness to neighborhood stormwater efforts by budgeting for a neighborhood grant program.
    - Research programs in other communities and develop program procedures by June 2019.
    - Advertise to community by July 2019.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.0	177,731
200 - Supplies		2000
300 - Other Services		40,000
Total		**219,731**

2019 Budget Proposal Highlights

Budget Allocation Water Works	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100- Personnel Services	4,127,412	4,446,284	4,552,762	106,478	2.4%
200-Supplies	1,929,487	1,794,766	1,890,123	95,357	5.3%
300- Other Services	3,323,818	2,983,842	3,405,202	421,360	14.1
300- Other Services-Extensions & Replacements	2,878,990	4,019,301	3,714,915	-304,386	-7.6%
Water Sinking (P&I)*	5,307,551	5,451,079	5,620,853	169,774	3.1%
Total	**17,567,014**	**18,695,272**	**19,183,855**	**488,583**	**2.6%**

**Interest payments recorded as expenses; principal payments recorded as reduction in Long Term Liability; both budgeted here though.

<u>Significant changes in the Water Utility include:</u>
Revenue has an expected $488,584 increase.

With a 2017 rate increase fully in place for metered revenue, the revenue projections are conservative, averaging to a total projected 2.6% increase in revenue for the water utility. A modest growth factor in metered revenues from additional connections to the system is included, but offset by a continuing, though also modest, conservation trend by customers.

Expenses are balanced to projected revenues.

Note: One significant change to the 2019 budget that is not reflected in the categories below has been to the administrative division. In 2018, the addition of the Assistant Director of Environmental Programs position has led CBU to split the Environmental division budget out of the Administrative division budget. This division has separated out the Assistant Director, Pretreatment Coordinator, Water Quality Coordinator, Energy Resource Manager, Environmental Programs Coordinator, and Pretreatment Inspector positions (6.0 FTE altogether).

Category 1 - Personnel request is $4,552,761. This is an increase of $106,478.

There is no expectation of large-scale change to this category. Anticipated changes include a 2% increase for personnel for an annual increase. In 2018, the City of Bloomington had concluded a salary study and it is anticipated that there may be off-cycle salary adjustments in budget year 2019.

Category 2 - Supplies request is $1,890,123. This is an increase of $95,357.

A standard 2% increase is estimated for chemicals and most materials and supplies at the water plant, distribution system, and service center. Additionally, it is estimated an overall 5% increase for power (significantly in treatment and pumping), with some offsets from solar credits.

Significant changes include the following budget lines:

- **Line U62001-Materials & Supplies General:** increases in Transmission & Distribution, Purchasing/Supply, and Engineering expenses lines to fund increased maintenance and inspection activity costs. In Purchasing/Supply, especially, crew will embark on routine building painting, parking lot sealing, and carpet and tile replacement projects throughout service center and garage.
- **Line U62020-Materials and Supplies Lines:** decrease based on current and historical spending.
- **Line U62021-Materials and Supplies Services:** decrease based on current and historical spending and includes inventory items used in the Transportation and Distribution division.

- **Line U62022-Materials & Supplies Meters:** decrease in anticipation of comprehensive meter replacement program and elimination of hydrant meter rental program.
- **Line U62023-Meters and Supplies Hydrants**: decrease based on current and historical spending.
- **Line U62024-Materials and Supplies Structures:** decrease based on current and historical spending.
- **Line U62026-Materials and Supplies Pumps:** increase due to spending trends, along with anticipation to buy pumps and pumping supplies for backup.
- **Line U62032-Materials and Supplies Treatment:** increase for repair of treatment-related materials such as algae-control devices, and components for coagulation and disinfection process.
- **Line U62040-Materials and Supplies Statements:** increase due to costs of printing and postage for monthly statements.
- **U62043-Materials and Supplies Office Furniture:** increase due to anticipated costs including standing desks, ergonomic support chairs, and furniture refresh.
- **U62044-Materials and Supplies Office Supplies:** increase due to consumption.
- **U62124-Furniture and Fixtures Computers:** increase due to annual refresh (25% of computers annually) to get back on track.

Category 3 - Other Services & Charges request is $3,405,202. This is an increase of $421,360.
This significant increase is due to an anticipated organizational assessment, an anticipated water Cost of Service Study and Rate Case, an anticipated 10% increase for the interdepartmental agreement and in lieu of taxes rate (this is an estimate as no agreement has been made at the time of this budget), and a significant increase to the cost of liability insurance.

Significant changes include the following budget lines:

- **Line U61000-Purchased Water:** increase of 2% in purchased water, primarily consumed by the wastewater treatment plants, is anticipated.
- **Line U61733-Telephone- Other Charges:** increase of 4% is anticipated due to rising costs for Centrex services that are used at the plants and at the service center.
- **Line U62200-Training**: Increase training budget for professional departments in order to align more closely with 1.5% of salary target figure.
- **Line U63200-Contract Services Accounting:** increase anticipated for a 2019 Water Utility Cost of Service study and Rate Review that would take effect in Fiscal Year 2020.
- **Line U63600-Contracted Services - Other:** increase for an organizational assessment for all of the City of Bloomington Utilities.
- **Line U63701-Contract Services Interdepartmental:** increase 10% for the interdepartmental agreement.
- **Line U63702-Contract Services In Lieu of Taxes:** increase 10% based on trends of the past two years (increase was 7% in 2016 and 12% in 2017).
- **Line U65000-Transportation:** increase due to increased maintenance and fuel costs.

- **Line U65020-Transportation Lines:** increase includes expenses for the Transmission and Distribution vehicles maintenance, repair, and fuel.
- **Line U65022-Transportation Meter:** decrease includes maintenance, repairs, and fuel for the vehicles and equipment used by the meter services group. With the implementation of advanced metering infrastructure, meter reading will be done at the Service Center rather than manually or driving by the meter.
- **Line U65700-Liability Insurance:** increase expected per the City of Bloomington Risk Management group.
- **Line U67501-Miscellaneous Expense:** increase primarily in the Billing & Collections department, in which credit card processing fees are charged. These fees not only increase each year, but so does the volume of customers utilizing credit cards for payment. With the Sanitation billing integration, CBU also anticipates the added volume to process, though reimbursement for that portion will be reflected in the Interdepartmental Agreement.
- **Line U67547-Miscellaneous Expense Software:** increase to upgrade management personnel to Adobe Acrobat Pro.

Category 3 Other Services & Charges(Extensions & Replacements) request is $3,714,915. This is a decrease of $304,386. With the rate increase fully in effect, we are able to adequately fund a capital replacement program for the water utility - see attached project list.

Sewer Utility Funds Budget Request

Budget Allocation Sewer Works	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100- Personnel Services	7,063,036	7,742,637	7,743,767	1,130	0.4%
200- Supplies	1,267,980	1,355,618	1,317,353	-38,265	4.2%
300- Other Services	3,647,997	4,280,967	4,491,320	210,353	5.0%
300- Other Services Extensions & Replacements	3,421,258	4,976,119	5,274,744	298,625	6.0%
Wastewater Sinking (P&I)**	6,371,043	5,128,014	5,355,729	227,715	4.4%
Total	**21,771,315**	**23,483,356**	**24,182,913**	**699,577**	**3.0%**

**Interest payments recorded as expenses; principal payments recorded as reduction in Long Term Liability; both budgeted here though.

<u>Significant changes in the Sewer Utility include:</u>
Revenue has an expected $699,577 increase.

A modest growth factor in metered revenues from additional connections to the system is included, but offset by a continuing, though also modest, conservation trend by customers.

Additionally, a modest revenue amount is projected from the increase of non-recurring expenses.
Note: Significant changes in 2019 include the split of the Environmental division budget from the Administrative division budget. This division has separated out the Assistant Director, Pretreatment Coordinator, Water Quality Coordinator, Energy Resource Manager, Environmental Programs Coordinator, and Pretreatment Inspector positions (6.0 FTE altogether).

Category 1 - Personnel request is $7,743,767. This is an increase of $1,130.

There is no expectation of large-scale change to this category. Anticipated changes include a 2% increase for personnel for an annual increase. In 2018, the City of Bloomington had concluded a salary study and it is anticipated that there may be off-cycle salary adjustments in budget year 2019.

Category 2 - Supplies request is $1,317,353. This is an decrease of $38,265

A standard 2% increase is estimated for chemicals and most materials and supplies at the sewer plants, collection system, and service center. Significant changes include:

- **U62001-Materials and Supplies General:** decrease based on current and historical spending.
- **U62020-Materials and Supplies Lines:** decrease based on current and historical spending.
- **U62022-Materials & Supplies Meters:** decrease based on current and historical spending as well as implementation of the advanced metering infrastructure project.
- **U62024-Materials and Supplies Structures:** decrease based on current and historical spending.
- **U62026-Materials and Supplies Pumps:** increase due to spending trends along with anticipation of buying pumps and pumping supplies for backup.
- **U62032-Materials and Supplies Treatment:** decrease based on current and historical spending.
- **U62040-Materials and Supplies Statements:** increase due to increasing costs of printing and postage for monthly statements.
- **U62044-Materials & Supplies Office Supplies:** increase due to increased consumption.

Category 3 - Other Services & Charges request is $4,491,320. This is an increase of $210,353.

This category expects a significant increase due to an anticipated organizational assessment, an anticipated 10% increase for the interdepartmental agreement and in lieu of taxes rate estimated, as no agreement has been made at the time of this budget), and a significant increase to the cost of liability insurance. This account was offset by the reduction in the line

item for other services- accounting as the 2018 Cost of Services Study that is taking place in 2018 is not anticipated to impact the 2019 budget. Significant changes include:

- **U61132-Sludge Treatment Removal:** increase to reflect current expenditures.
- **U61125-Transportation Sludge Removal:** while transportation sludge removal budget is fully utilized in hauling, these two line items decrease as CBU treats less internally.
- **U61530-Purchased Power:** significant decrease due to solar credits for solar at the City of Bloomington Utilities Service Center.
- **U61531-Purchased Power Pumping:** increase does not include credits from the solar initiative; cost estimates from this line item were calculated from estimates from Duke Energy.
- **U61532-Purchased Power Treatment:** increase does not include credits from the solar initiative; cost estimates from this line item were calculated from estimates from Duke Energy.
- **U61733-Telephone Other Charges:** increase due to increased costs for Centrex phone services which services the Service Center and each of the plants.
- **U63200-Contract Services Accounting:** budgetary impacts from the 2018 Cost of Service Study and Rate Review are expected to be contained in the FY2018 budget.
- **U63300-Contract Services Other:** provide Engineering Department funds for contingency needs related to major projects, including tree removal, masonry, inspection, and other professional services. Additionally, this includes the wastewater portion of the organizational assessment activity to take place in 2019.
- **U63701-Contract Services Interdepartmental:** increase of 10% for the 2019 Interdepartmental agreement.
- **U63702-Contract Services In Lieu of Taxes:** increase of 10% for the 2019 In Lieu of Taxes.
- **U65000-Transportation:** calculated by the fleet department for the cost of maintaining vehicles and equipment and the cost of fuel.
- **U65020-Transportation Lines:** includes expenses for the Transmission and Distribution division of CBU for vehicles maintenance, repair, and fuel.
- **U65022-Transportation Meter:** this reduced budget line item was calculated by fleet and includes maintenance, repairs, and fuel for the vehicles and equipment used by the meter services group. With the implementation of advanced metering infrastructure, meter reading will be done at the Service Center rather than manually or driving by the meter.
- **U65700-Liability Insurance:** expected large increase in liability insurance per the City of Bloomington Risk Management group.
- **U67501-Miscellaneous Expense:** increase primarily in the Billing & Collections department, in which credit card processing fees are charged. These fees not only increase each year, but so does the volume of customers utilizing credit cards for payment. With the Sanitation billing integration, CBU also anticipates the added volume to process, though reimbursement for that portion will be reflected in the Interdepartmental Agreement.

- **U67547-Miscellaneous Expense Software:** earmarked for asset management system purchase.

Category 3 - Other Services & Charges Extensions & Replacements request is $5,274,744. This is an increase of $298,625.

A modest increase is expected due to the 2017 Sewer Bonds principal payment coming due in 2019 - see attached project list

Stormwater Utility Funds Budget Request

Budget Allocation	2017 Actual	2018 Adopted	2018 Requested	Change ($)	Change (%)
100- Personnel Services	574,744	654,177	710,926	56,749	8.7%
200- Supplies	132,567	175,820	175,280	-540	-0.3%
300- Other Services	36,702	91,750	86,209	-5,541	-6.0%
300- Other Services-Extensions & Replacements	286,657	598,262	575,215	-23,047	-3.9%
Total	**930,670**	**1,520,009**	**1,547,630**	**27,621**	**1.8%**

Significant changes to the Stormwater Utility include:

Revenue has an expected $27,621 increase.

A modest growth factor in metered revenues from new development is included.

Category 1 - Personnel request is $710,926. This is an increase of $56,749.
It is anticipated that there will be 4 new part-time temporary positions. One position which is currently at 0.80 FTE is being brought to full time.

Category 2 - Supplies request is $175,280. This is a decrease of $540.

Category 3 - Other Services & Charges request is $86,209. This is a decrease of $5,541.

This category has decreased mainly due to the one-time expense of a rate review in 2018 which is not reflected in the 2019 budget. Significant changes include:

- **U63300-Contract Services Other:** Includes the stormwater utility portion of the organizational assessment activity to take place in 2019.

Category 3 - Other Services & Charges (Extensions & Replacements) request is $575,215. This is a decrease of $23,047.

The capital budget is reduced in order to accommodate increased expenses in each other category (above) - See attached project list.

Conclusion

Thank you for your consideration of the 2019 City of Bloomington Utilities budgetary request. I would be happy to answer any questions or provide any additional detail.

CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-24-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 009 - Water							
Expenditures							
Personnel Services							
	U40800	Taxes - FICA	196,757	227,556	229,446	1,890	0.83%
	U60100	Salaries & Wages Employees	2,575,727	2,841,807	2,909,801	67,994	2.39%
	U60200	OT Salary & Wages	169,490	132,905	132,905	-	0.00%
	U60400	Employee Pensions & Benefits	1,185,439	1,244,015	1,280,609	36,594	2.94%
Total: Personnel Services			**4,127,412**	**4,446,284**	**4,552,762**	**106,478**	**2.39%**
Supplies - Supplies							
	U61000	Purchased Water	202,817	186,996	190,740	3,744	2.00%
	U61812	Chemicals Carbon	-	-	51,000	51,000	#DIV/0!
	U61814	Chemicals Miscellaneous	86,179	18,690	17,800	(890)	-4.76%
	U61815	Chemicals Alum	307,808	288,750	294,525	5,775	2.00%
	U61816	Chemicals Fluoride HFS	23,842	31,500	32,130	630	2.00%
	U61817	Chemicals Polymer	41,550	42,000	42,840	840	2.00%
	U61818	Chemicals Potassium Permangana	8,796	5,000	5,100	100	2.00%
	U61820	Chemicals Sodium Bisulfite	212	1,260	1,285	25	1.98%
	U61822	Chemicals Aqua Ammonia	40,541	26,250	26,775	525	2.00%
	U61823	Chemicals Sodium Hypochlorite	144,444	138,600	141,372	2,772	2.00%
	U61824	Chemicals Sodium Hydroxide	154,811	152,250	155,295	3,045	2.00%
	U62001	Materials & Supplies General	193,748	121,710	151,486	29,776	24.46%
	U62020	Materials & Supplies Lines	126,834	168,000	150,000	(18,000)	-10.71%
	U62021	Materials & Supplies Services	146,435	177,000	190,000	13,000	7.34%
	U62022	Materials & Supplies Meters	28,851	55,000	50,000	(5,000)	-9.09%
	U62023	Materials & Supplies Hydrants	26,189	52,500	50,000	(2,500)	-4.76%
	U62024	Materials & Supplies Structures	23,416	31,500	26,000	(5,500)	-17.46%
	U62025	Materials & Supplies Equipment	2,465	200	200	-	0.00%
	U62026	Materials & Supplies Pumps	41,039	24,150	25,358	1,208	5.00%
	U62032	Materials & Supplies Treatment	169,969	82,400	87,000	4,600	5.58%
	U62040	Materials & Supplies Statements	62,348	65,690	67,642	1,952	2.97%
	U62042	Materials & Supplies Computer	984	-	-	-	#DIV/0!
	U62043	Materials & Supplies Office Furniture	238	250	1,750	1,500	600.00%
	U62044	Materials & Supplies Office Supplies	23,997	26,540	27,707	1,167	4.40%
	U62046	Materials & Supplies Maintenance	251	2,625	2,500	(125)	-4.76%
	U62142	Furniture & Fixtures Computer	20,155	23,825	28,968	5,143	21.59%
	U62143	Furniture & Fixtures Other Furniture	2,377	2,875	3,150	275	9.57%
	U62146	Furniture & Fixtures Maintenance	34,352	41,675	41,800	125	0.30%
	U62147	Material & Supplies - Personal Protective Equipment	9,575	12,365	12,450	85	0.69%
	U62148	Material & Supplies - Worksite Safety Equipment	5,563	15,165	15,250	85	0.56%
Total: Supplies			**1,929,787**	**1,794,766**	**1,890,123**	**95,357**	**5.31%**
Other Services and Charges						-	
	U26000	Interfund Transfer OUT	5,287,872	-	-	-	#DIV/0!
	U40900	Taxes State Income	184,739	195,000	195,000	-	0.00%
	U42705	Interest Expense Capital Lease	7,607	4,249	2,095	(2,154)	-50.69%
	U42709	Interest Expense Bond Issue 03	47,427	47,427	47,427	-	0.00%
	U42720	Extensions & Replacements	-	4,019,301	3,714,915	(304,386)	-7.57%
	U42801	Utility Amortization Expense	3,040	3,040	3,040	-	0.00%
	U61530	Purchased Power	377,077	374,397	386,260	11,863	3.17%
	U61531	Purchased Power Pumping	661,952	630,000	667,800	37,800	6.00%
	U61532	Purchased Power Treatment	214,273	203,200	215,400	12,200	6.00%
	U61700	Utilities General	3,039	3,640	3,746	106	2.91%
	U61720	Natural Gas	11,239	21,700	21,847	147	0.68%
	U61730	Telephone - Land Line & Long Distance	26	1,000	500	(500)	-50.00%
	U61732	Cell Phone Charges	8,695	9,770	10,617	847	8.67%
	U61733	Telephone - Other Charges	41,986	37,000	38,350	1,350	3.65%
	U61734	Pager Expenses	443	385	470	85	22.08%

CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-24-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
	U62200	Training	17,707	32,810	36,480	3,670	11.19%
	U63100	Contract Services Engineering	5,745	10,000	8,200	(1,800)	-18.00%
	U63200	Contract Services Accounting	78,953	3,500	86,100	82,600	2360.00%
	U63202	Assistance Program	10,812	16,000	53,500	37,500	234.38%
	U63300	Contract Services Legal	22,997	10,000	10,000	-	0.00%
	U63532	Contract Services Testing	70,602	92,400	88,900	(3,500)	-3.79%
	U63600	Contracted Services - Other	21,446	27,500	66,600	39,100	142.18%
	U63701	Contract Services Interdepartmental	663,658	400,000	440,000	40,000	10.00%
	U63702	Contract Services In Lieu of Taxes	446,598	324,000	356,400	32,400	10.00%
	U64005	Bond Issuance Cost 05	17,446	17,446	17,446	-	0.00%
	U64011	Bond Issuance Cost 2011	-	21,900	21,900	-	0.00%
	U65000	Transportation	43,821	52,308	70,039	17,731	33.90%
	U65020	Transportation Lines	90,685	105,000	124,256	19,256	18.34%
	U65022	Transportation Meter	14,294	25,000	13,655	(11,345)	-45.38%
	U65024	Transportation Structures	5,052	2,000	2,000	-	0.00%
	U65700	Liability Insurance	74,972	110,000	195,000	85,000	77.27%
	U65900	Insurance Other Deductibles	5,892	12,000	12,000	-	0.00%
	U66000	Advertising	2,714	5,075	2,150	(2,925)	-57.64%
	U66900	Cash Over Short	30	-	-	-	#DIV/0!
	U67000	Bad Debt	-	11,000	11,000	-	0.00%
	U67501	Miscellaneous Expense	106,251	101,255	120,476	19,221	18.98%
	U67510	Miscellaneous Expense - Membership Dues/License	4,040	6,500	6,860	360	5.54%
	U67536	Miscellaneous Expense Shipping	8,972	9,590	9,730	140	1.46%
	U67545	Miscellaneous Expense Tanks	6,581	11,000	10,500	(500)	-4.55%
	U67547	Miscellaneous Expense Software	18,475	46,750	49,458	2,708	5.79%
	U67550	Inventory Cycle Count Adj	44,213	-	-	-	#DIV/0!
Total: Other Services and Charges			**8,631,370**	**7,003,143**	**7,120,117**	**116,974**	**1.67%**
Capital Outlays							
	U40300	Depreciation	2,878,990	-	-	-	N/A
Total: Capital Outlays			**2,878,990**	**-**	**-**	**-**	**#DIV/0!**
Expenditures Grand Total:			**$ 17,567,559**	**$ 13,244,193**	**$ 13,563,002**	**$ 318,809**	**2.41%**

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CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-24-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 010 - Wastewater							
Expenditures							
Personnel Services							
	U40800	Taxes - FICA	337,255	396,155	390,565	(5,590)	-1.41%
	U60100	Salaries & Wages Employees	4,429,261	4,895,496	4,898,495	2,999	0.06%
	U60200	OT Salary & Wages	248,570	282,097	282,097	-	0.00%
	U60400	Employee Pensions & Benefits	2,047,950	2,168,890	2,172,610	3,720	0.17%
Total: Personnel Services			**7,063,036**	**7,742,638**	**7,743,767**	**1,129**	**0.01%**
Supplies - Supplies							
	U61804	Chemicals Chlorine	-	50	50	-	0.00%
	U61809	Chemicals Lime	529	-	-	-	#DIV/0!
	U61814	Chemicals Miscellaneous	20,942	16,275	17,105	830	5.10%
	U61817	Chemicals Polymer	53,520	41,580	42,405	825	1.98%
	U61820	Chemicals Sodium Bisulfite	21,225	18,900	19,278	378	2.00%
	U61823	Chemicals Sodium Hypochlorite	42,990	30,450	31,059	609	2.00%
	U61830	Chemicals - Sodium Aluminate	101,253	115,500	115,500	-	0.00%
	U62001	Materials & Supplies General	243,592	248,875	239,518	(9,357)	-3.76%
	U62020	Materials & Supplies Lines	60,042	94,500	90,000	(4,500)	-4.76%
	U62022	Materials & Supplies Meters	36,926	82,500	80,000	(2,500)	-3.03%
	U62024	Materials & Supplies Structures	73,758	117,500	85,000	(32,500)	-27.66%
	U62025	Materials & Supplies Equipment	1,573	300	300	-	0.00%
	U62026	Materials & Supplies Pumps	66,072	60,900	63,740	2,840	4.66%
	U62032	Materials & Supplies Treatment	301,665	230,850	219,000	(11,850)	-5.13%
	U62040	Materials & Supplies Statements	93,522	95,220	98,076	2,856	3.00%
	U62042	Materials & Supplies Computer	14	-	2,862	2,862	#DIV/0!
	U62043	Materials & Supplies Office Furniture	358	-	700	700	#DIV/0!
	U62044	Materials & Supplies Office Supplies	43,658	33,170	44,403	11,233	33.86%
	U62045	Materials & Supplies Tanks	719	22,050	21,000	(1,050)	-4.76%
	U62046	Materials & Supplies Maintenance	-	3,500	3,500	-	0.00%
	U62142	Furniture & Fixtures Computer	28,641	42,848	43,610	762	1.78%
	U62143	Furniture & Fixtures Other Furniture	2,855	3,190	2,960	(230)	-7.21%
	U62146	Furniture & Fixtures Maintenance	49,170	60,610	60,537	(73)	-0.12%
	U62147	Material & Supplies - Personal Protective Equipment	20,302	15,950	15,900	(50)	-0.31%
	U62148	Material & Supplies - Worksite Safety Equipment	4,679	20,900	20,850	(50)	-0.24%
Total: Supplies			**1,268,004**	**1,355,618**	**1,317,353**	**(38,265)**	**-2.82%**
Other Services and Charges							
	U42705	Interest Expense Capital Lease	19,302	11,352	6,575	(4,777)	-42.08%
	U42709	Interest Expense Bond Issue 03	70,681	71,000	71,000	-	0.00%
	U42720	Extensions & Replacements	-	4,976,119	5,274,744	298,625	6.00%
	U61125	Transportation Sludge Removal	274,254	346,108	370,701	24,593	7.11%
	U61132	Sludge Treatment Removal	8,163	9,000	13,000	4,000	44.44%
	U61146	Sludge Removal Maintenance	-	650	650	-	0.00%
	U61530	Purchased Power	20,468	23,625	3,600	(20,025)	-84.76%
	U61531	Purchased Power Pumping	180,477	195,048	242,068	47,020	24.11%
	U61532	Purchased Power Treatment	939,025	1,020,240	1,063,590	43,350	4.25%
	U61700	Utilities General	120,329	111,260	109,632	(1,628)	-1.46%
	U61720	Natural Gas	39,461	66,370	61,655	(4,715)	-7.10%
	U61730	Telephone - Land Line & Long Distance	59	1,500	600	(900)	-60.00%
	U61732	Cell Phone Charges	14,315	16,690	17,401	711	4.26%
	U61733	Telephone - Other Charges	63,761	56,900	60,175	3,275	5.76%
	U61734	Pager Expenses	512	565	610	45	7.96%
	U62200	Training	17,466	73,415	71,968	(1,447)	-1.97%
	U63100	Contract Services Engineering	1,867	10,000	10,500	500	5.00%
	U63200	Contract Services Accounting	8,028	110,000	9,000	(101,000)	-91.82%
	U63202	Assistance Program	16,477	24,000	24,000	-	0.00%
	U63300	Contract Services Legal	-	10,000	7,500	(2,500)	-25.00%

CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-24-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
	U63532	Contract Services Testing	63,701	91,000	81,750	(9,250)	-10.16%
	U63600	Contracted Services - Other	32,170	43,500	93,875	50,375	115.80%
	U63701	Contract Services Interdepartmental	719,551	600,000	660,000	60,000	10.00%
	U63702	Contract Services In Lieu of Taxes	356,709	400,000	440,000	40,000	10.00%
	U64005	Bond Issuance Cost 05	30,866	30,865	30,865	-	0.00%
	U65000	Transportation	130,574	182,792	231,361	48,569	26.57%
	U65020	Transportation Lines	177,415	319,592	223,936	(95,656)	-29.93%
	U65022	Transportation Meter	21,440	44,500	20,482	(24,018)	-53.97%
	U65024	Transportation Structures	2,549	19,100	19,600	500	2.62%
	U65700	Liability Insurance	84,007	120,000	240,000	120,000	100.00%
	U65900	Insurance Other Deductibles	8,838	12,000	12,000	-	0.00%
	U66000	Advertising	6,288	2,900	2,725	(175)	-6.03%
	U66900	Cash Over Short	44	-	-	-	#DIV/0!
	U67000	Bad Debt	-	11,000	11,000	-	0.00%
	U67501	Miscellaneous Expense	164,230	156,270	185,585	29,315	18.76%
	U67510	Miscellaneous Expense - Membership Dues/License	16,805	5,300	6,100	800	15.09%
	U67536	Miscellaneous Expense Shipping	10,614	15,725	15,154	(571)	-3.63%
	U67547	Miscellaneous Expense Software	27,552	68,700	72,662	3,962	5.77%
Total: Other Services and Charges			**3,647,997**	**9,257,086**	**9,766,064**	**508,978**	**5.50%**
Capital Outlays							
	U40300	Depreciation	3,421,258	-	-	-	#DIV/0!
Total: Capital Outlays			**3,421,258**	**-**	**-**	**-**	**#DIV/0!**
Expenditures Grand Total:			**$ 15,400,296**	**$ 18,355,342**	**$ 18,827,184**	**$ 471,842**	**2.57%**

CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-24-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 011 - Stormwater							
Expenditures							
Personnel Services							
	U40800	Taxes - FICA	26,095	34,798	35,672	874	2.51%
	U60100	Salaries & Wages Employees	355,278	439,869	451,296	11,426	2.60%
	U60200	OT Salary & Wages	12,824	15,000	15,000	-	0.00%
	U60400	Employee Pensions & Benefits	180,548	164,510	208,958	44,448	27.02%
Total: Personnel Services			**574,744**	**654,177**	**710,926**	**56,749**	**8.67%**
Supplies - Supplies							
	U62001	Materials & Supplies General	10,846	46,000	48,000	2,000	4.35%
	U62024	Materials & Supplies Structures	21,163	120,000	115,000	(5,000)	-4.17%
	U62044	Materials & Supplies Office Supplies	143	420	400	(20)	-4.76%
	U62142	Furniture & Fixtures Computer	-	2,200	4,680	2,480	112.73%
	U62143	Furniture & Fixtures Other Furniture	-	200	200	-	0.00%
	U62147	Material & Supplies - Personal Protective Equipment	185	3,500	3,500	-	0.00%
	U62148	Material & Supplies - Worksite Safety Equipment	231	3,500	3,500	-	0.00%
Total: Supplies			**32,567**	**175,820**	**175,280**	**(540)**	**-0.31%**
Other Services and Charges							
	U42705	Interest Expense Capital Lease	1,856	2,650	859	(1,791)	-67.58%
	U42720	Extensions & Replacements	-	598,262	575,215	(23,047)	-3.85%
	U62200	Training	551	8,300	8,300	-	0.00%
	U63200	Contract Services Accounting	4,327	40,000	5,000	(35,000)	-87.50%
	U63202	Assistance Program	955	-	30,000	30,000	#DIV/0!
	U63600	Contracted Services - Other	-	-	10,000	10,000	#DIV/0!
	U65000	Transportation	881	7,000	2,500	(4,500)	-64.29%
	U65700	Liability Insurance	28,002	27,000	28,000	1,000	3.70%
	U66000	Advertising	75	3,500	750	(2,750)	-78.57%
	U67000	Bad Debt	-	2,500	-	(2,500)	-100.00%
	U67501	Miscellaneous Expense	15	500	500	-	0.00%
	U67510	Miscellaneous Expense - Membership Dues/License	40	100	100	-	0.00%
	U67536	Miscellaneous Expense Shipping	-	200	200	-	0.00%
Total: Other Services and Charges			**36,702**	**690,012**	**661,424**	**(28,588)**	**-4.14%**
Capital Outlays							
	U40300	Depreciation	286,657	-	-	-	N/A
Total: Capital Outlays			**286,657**	**-**	**-**	**-**	**#DIV/0!**
Expenditures Grand Total:			**$ 930,671**	**$ 1,520,009**	**$ 1,547,630**	**$ 27,621**	**1.82%**

CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-24-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 029 - Water Sinking							
Expenditures							
Other Services and Charges							
	U42600	Bond Fees	1,950	1,500	-	(1,500)	-100.00%
	U42706	Interest Expense State Revolving	455,373	2,405,905	2,404,508	(1,397)	-0.06%
	U42709	Interest Expense Bond Issue 03	75,938	567,638	568,563	925	0.16%
	U42711	Interest Expense Bond Issue 2011	1,260,053	1,961,625	1,969,950	8,325	0.42%
	U42715	Interest Expense 2015 Refunding	144,845	382,739	379,838	(2,901)	-0.76%
	U42717	Interest Expense Bond Issue 2017	-	131,672	297,994	166,322	126.32%
Total: Other Services and Charges			**1,938,158**	**5,451,079**	**5,620,853**	**169,774**	**3.11%**
Expenditures Grand Total:			**$ 1,938,158**	**$ 5,451,079**	**$ 5,620,853**	**$ 169,774**	**3.11%**

CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-24-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 020 - Wastewater Sinking							
Expenditures							
Other Services and Charges							
	U42600	Bond Fees	3,200	3,000	-	(3,000)	-100.00%
	U42706	Interest Expense State Revolving	329,980	1,157,246	1,156,581	(665)	-0.06%
	U42710	Interest Expense Bond Issue 06	1,658	-	-	-	#DIV/0!
	U42712	Interest Expense Bond Issue 2012	344,195	849,261	856,286	7,025	0.83%
	U42713	Interest Expense Bond Issue 2013	251,559	2,321,156	2,318,331	(2,825)	-0.12%
	U42715	Interest Expense 2015 Refunding	218,078	569,351	570,031	680	0.12%
	U42717	Interest Expense Bond Issue 2017	-	228,000	454,500	226,500	99.34%
Total: Other Services and Charges			**1,148,670**	**5,128,014**	**5,355,729**	**227,715**	**4.44%**
Expenditures Grand Total:			**$ 1,148,670**	**$ 5,128,014**	**$ 5,355,729**	**$ 227,715**	**4.44%**

WATER TREATMENT	
PROJECT	**2019**
Monroe WTP Lagoon: All Other Work and Improvements	$ 50,000
Monroe WTP Residuals Management, Evaluation, and Improvements: Engineering	$ 85,000
Monroe WTP Residuals Management, Evaluation, and Improvements: Construction	$ 2,200,000
Dillman Road WWTP Laboratory Facility Renovations: Architect	$ 45,000
Monore WTP Conversion to Chlorine Dioxide- On-Site Generation: Engineering	$ 450,000
Monroe WTP Low Service Outdoor Switchgear Enclosure Coating Replacement: Professional Services	$ 12,000
Monroe WTP Low Service Outdoor Switchgear Enclosure Coating Replacement: Construction	$ 90,000
Total Expenditure	**$ 2,932,000**

DISTRIBUTION - PUMPING FACILITIES	
Gentry Booster Improvements: Construction	$ 35,000
West Booster Rehabilitation: Professional Services	$ 100,000
Total Expenditure	**$ 135,000**

DISTRIBUTION - STORAGE TANKS	
PROJECT	**2019**
Storage Tank Inspections: Professional Services	$ 10,500
Tank Mixing System Installation: Equipment and Installation	$ 50,000
East Tank Coating Replacement and Improvements: Engineering	$ 50,000
East Tank Coating Replacement and Improvements: Construction	$ 550,000
Total Expenditure	**$ 660,500**

DISTRIBUTION - TRANSMISSION	
PROJECT	**2019**
Fullerton Pike Water Line Phase I	
Fullerton Pike Water Line Phase II	$ 800,000
Showers Rd. 12" Water Line (Oversizing Cost)	$ 125,000
Showers Rd. 12" Water Line (Phase II by CBU)	$ 135,000
Water Main Replacement Program: Professional Services and Construction	$ 1,800,000
Fire Hydrant Maintenance (All Hydrants Annually)	$ 118,000
System Capacity Testing (25% of System Annually)	$ 38,000
Valve Testing Includes Locating, Exercising, and Documenting	$ 50,000
AMI ($7,500,000 total project cost, 40% Water, Extensions & Replacements)	$ 750,000
Total Expenditure - Extensions and Replacements Fund	**$ 466,000**

DISTRIBUTION - SCADA	
PROJECT	**2019**
SCADA System Improvements; Analytical Instrumentation Installation and Configuratio	$ 75,000
Total Expenditure	**$ 75,000**

OTHER	
PROJECT	**2019**
Grify WTP Deconstruction: Construction	$ 200,000
Annual Budget for Vehicle and Equipment Replacement	$ 365,000
Lighting, HVAC, and Solar System Engergy Savings Projects: $1,000,000 Project Cost, 10 YR Contract, Annual Payment Amount	$ 125,000
Total Expenditure	**$ 365,000**

TOTALS	
	2019
WATER TREATMENT	**$ 2,932,000**
DISTRIBUTION - PUMPING FACILITIES	**$ 135,000**
DISTRIBUTION - STORAGE TANKS	**$ 660,500**
DISTRIBUTION - TRANSMISSION	$ 466,000
DISTRIBUTION - SCADA	$ 75,000
OTHER	$ 365,000
Total Expenditure	**$ 4,633,500**

DILLMAN ROAD WWTP	
PROJECT	**2019**
Clairifier Algea Control: Construction	$ 200,000
Plant Capacity Expansion to 20 mgd - Minimum Effort	
2 Digester Tanks - Membrane with PD	$ 779,158
3A Aeration Tanks - with RAS/WAS/Scum Pumps	$ 881,400
3B Multi-stage Blowers	$ 271,471
4 Standalone Disc Filter Addition	$ 624,031
5 Modest Improvements to Chemical Disinfection	$ 52,884
6 Waste Activated Sludge Thickening - Gravity Belt	$ 564,096
8 Phase 1 Electrical Improvements	$ 694,543
Turbo Blowers adder	$ 172,754
Existing SCADA Improvements	$ 141,024
Laboratory Facility Renovations (60% WW funded amount shown)	
Labatory Facility Renovations (60% WW funded): Architect	$ 50,000
Total Expenditure	**$ 4,431,362**

BLUCHER POOLE WWTP	
PROJECT	**2019**
Blucher Poole WWTP EQ Basin and Associated Improvements: Engineering/Construction	$ 1,900,000
Total Expenditure	**$ 1,900,000**

COLLECTION SYSTEM	
PROJECT	**2019**
South Central Inteceptor Sewer: Construction $7,000,000	$ 900,000
I&I Reduction Program Development: Engineering	$ 100,000
Gravity Sewer Lining and Manhole Rehabilitation: Engineering/construction	$ 430,000
IU Health Regional Lift Station and Force Mains: Engineering	$ 30,000
IU Health Regional Lift Station and Foce Mains: Construction (FM and lift station)	$ 620,000
Southeast Inteceptor Improvements: Engineering	$ 200,000
IU Health North Interceptor Improvements (IUH bid alternates 1 and 2): Construction	$ 300,000
Total Expenditure	**$ 2,580,000**

OTHER	
PROJECT	**2019**
AMI ($7,500,000 total project cost, 60% WW): Construction	$ 1,125,000
Annual Budget for Vehicle and Equipment Replacement	$ 365,000
Total Expenditure	**$ 1,490,000**

EXPENDITURE SUMMARY BY LOCATION	
	2019
Dillman Road WWTP	$ 4,431,362
Blucher Poole WWTP	$ 1,900,000
Collection System	$ 2,580,000
Other (AMI)	$ 1,490,000
Total Wastewater	**$ 10,401,362**

CULVERT (TUNNEL) REPLACEMENTS	
PROJECT (Funding Source)	**2019**
Jordan River Culvert Replacement (2nd St to 4th St) (Revenue Bond): Right of Way Acquisiton	$ 30,000
Jordan River Culvert Replacement (2nd St to 4th St) (Revenue Bond):Construction (Contracted)	$ 2,500,000
Total Expenditure for Culvert (Tunnel) Replacements	**$ 2,530,000**

DRAINAGE IMPROVEMENTS	
PROJECT - Funding Source for all is (Extensions & Replacements)	**2019**
BMP Semi-Annual Maintenance	$ 15,000
W. 2nd St. - S. College Av. to S. Rogers St.	$ 50,000
S. Madison St.- W. Patterson Dr. to W. Allen St.	$ 20,000
E. Maplecrest Dr.	$ 10,000
Sunny Slopes	$ 25,000
S. Morton St.- W. Patterson Dr. to W. Allen St.	$ 40,000
E. Thornton Dr.- S. OliveSt. to S. Huntington Dr	$ 30,000
Total Expenditures	**$ 190,000**

OTHER	
PROJECT (Funding Source)	**2019**
Annual Budget for Vehicle Equipment and Replacement	$ 50,000
Total Expenditures	**$ 50,000**

Total Expenditures	**$ 2,770,000**

City of Bloomington
2019 Budget

Wednesday August 22, 2018

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

Memorandum

To: Members of the City of Bloomington Common Council

From: Amber Skoby, Executive Director, Bloomington Housing Authority

Date: August 8, 2018

This memo accompanies the proposed Fiscal Year End 09/30/2019 budget for the Bloomington Housing Authority.

Why We Exist

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

The BHA receives approximately $1.7 million in federal subsidy to operate 312 units of low-income public housing. Over $8.4 million in housing assistance payment funds is received from the U.S Department of Housing and Urban Development (HUD) and paid directly to local property owners as part of the HCV program. BHA administers over 1300 housing choice vouchers. For funding of supportive services, the BHA receives over $153,000 to fund service coordinator positions and special programs.

What is the impact of this federal funding on our local community? So far in fiscal year 2018, the BHA:

- ✓ Maintained 98% occupancy in the public housing program
- ✓ Maintained 101% utilization in the HCV program
- ✓ Over 140 clients participate in a supportive service program directly administered by our agency
- ✓ Renovated 4 three bedroom units in Crestmont

- ✓ Competed major foundational repairs in Rev. Butler
- ✓ Roofing replacement at Walnut Woods
- ✓ Earned High Performer Status as designated by HUD

Background

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

This upcoming fiscal year 2019 will bring some changes to the BHA. The ever-changing federal funding landscape combined with increasing local housing needs motivated the BHA staff and Board of Commissioner to develop a strategic plan that guides our future. In July, the Commissioners approved a new strategic plan spanning 2018 to 2030 that will guide the BHA to pursue three primary goals:

- advance housing access and choice,
- improve individual housing success and community outcomes, and
- lead with excellence, resilience and innovation.

To achieve the above goals and related strategies (further described in the strategic plan), the BHA will begin implementing the following fundamental shifts in the way we work:

- Launch of Summit Hill Community Development Corporation under BHA auspices to be controlled by the BHA Board of Commissioners.
- Plan for and implement the Rental Assistance Demonstration Program (RAD) conversion process to infuse much-needed capital improvement funding into three public housing communities, maintain long-term affordability, protect resident rights and increase BHA sustainability.
- Apply for HUD's Moving-to-Work (MTW) agency status to improve resident outcomes and increase operational efficiency.

One positive impact at the federal funding level is the results of the 2018 omnibus spending package that gave a 10% increase to HUD programs, which resulted in increased funding for our public housing subsidy. This funding will carry into the BHA's FY2019.

2019 Budget Goals and Overview

Broad budget goals for FY2019 include:

1. Promote and provide access to training opportunities to better prepare both staff and Commissioners for RAD conversion and new entrepreneurial opportunities. Budget reflects an increase in staff training to prepare for RAD conversion and

increase in Project-Based Voucher compliance. Commissioner training budget also increased.

2. Ensure funding for hiring RAD experts and co-developer partners. Budget for increase in consulting fees for RAD planning and conversion. Consultants for environmental assessments, real estate appraisals, site/unit physical conditions assessments and attorney fees will need to be paid this upcoming fiscal year.
3. Be prepared to apply for Moving-to-Work application in spring or summer of 2019. Budget for consultant fees for assistance in preparing Moving-to-Work application.
4. Ensure adequate reserves and financial resources are available to cover any unexpected delays in funding or emergencies. Budget reflects conservative spending for public housing and Cost Center to build reserves needed to pay off debt prior to RAD conversion, fund consulting fees and float any unexpected operational costs in first year of RAD conversion.
5. Continue housing unit renovations as economically feasible. Budget includes capital improvement funding to complete renovations at 1033 and 1037 N Summit Street (former Crestmont Boys and Girls Club) to add two 4-bedroom units. One of the units will be ADA accessible and the other unit ADA adaptable. Proposed cost for this renovation is $210,800.
6. Replace aging and unreliable equipment. Funding for purchase of new vehicle for HCV Inspector included in budget.
7. Increase security measures in public housing communities. BHA will pursue security upgrades such as lighting and cameras pending receipt of Safety and Security grant funding from HUD.

Below is a budget overview for each major program area.

Low Income Public Housing – The BHA owns and manages 312 units of Public Housing in three communities: Crestmont, Reverend Butler and Walnut Woods. Funding for the Public Housing program primarily comes from tenant rents collected, non-dwelling rental income and operating subsidy received from the HUD. The anticipated income from operating subsidy is expected to remain steady from FY2018 at $1,221,151. HUD increased the operating fund proration level to 94% proration thanks to the increased funding from the omnibus bill. Total rents collected is estimated at $859,000. Expenses for Public Housing, including administrative costs, maintenance costs, insurance, tenant services, and utilities are budgeted at $2,153,939.

Housing Choice Voucher (HCV or Section 8) – The BHA administers 1,284 housing choice vouchers, 80 Veterans Affairs Supportive Housing vouchers and 12 Single Room Occupancy vouchers. The HCV program is primarily funded by HUD via Housing Assistance Payments (HAP) and administrative fees. HAP is the housing subsidy paid to the landlord directly by the BHA on behalf of the participating family. Administrative fees cover the costs of administering the HCV program, including staff salaries and office expenses. For FY19, we expect to receive approximately $8,460,000 in HAP income and $637,000 in administrative fees. This is similar to FY2018 funding levels. Considering the critical need of rental assistance in our community and that

administrative fee proration is at approximately 77%, the HCV program is expected to breakeven or operate at a slight administrative loss.

Capital Fund – The Capital Fund program funds development, financing and modernization of public housing and for management improvements. For 2018, $759,924 was received in Capital Funds, an increase of almost 53% from the previous year! This funding is used to pay back a Capital Fund Finance Bond, for the salary of the Capital Assets Manager and for continuing to renovate Public Housing units into 2019. Remaining funding can be used to fund RAD conversion expenses. The 2018 Capital Fund allocation was unusually high, so I am uncertain what BHA can expect to receive in 2019.

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

Resident Opportunity and Self-Sufficiency (ROSS) – Grant funding for the Public Housing ROSS program remains consistent at $59,000, which funds one full-time coordinator position, administrative expenses and training costs. The BHA ROSS program has around 60 participants.

Central Office Cost Center – The Cost Center acts as a business unit within the BHA that earns income from fees charged to the Public Housing, HCV and Capital Fund programs such as a book keeping fees, asset management fees, property management fees, and program management fees. The Cost Center is expected to earn approximately $649,881 in management fees for FY2019.

Conclusion

Thank you for the opportunity to report on the BHA's programs and FY2019 budget. The BHA stands committed to providing safe, decent and affordable housing opportunities. We look forward to implementing our new strategic plan and providing updates to City Council in the coming years.

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

Attachment: BHA Fiscal Year 2019 Budget

PHA Name: Bloomington Housing Authority
1007 N. Summit Street Bloomington, IN 47404
Fiscal Year: Ending 9/30/2019
HA Code: IN022

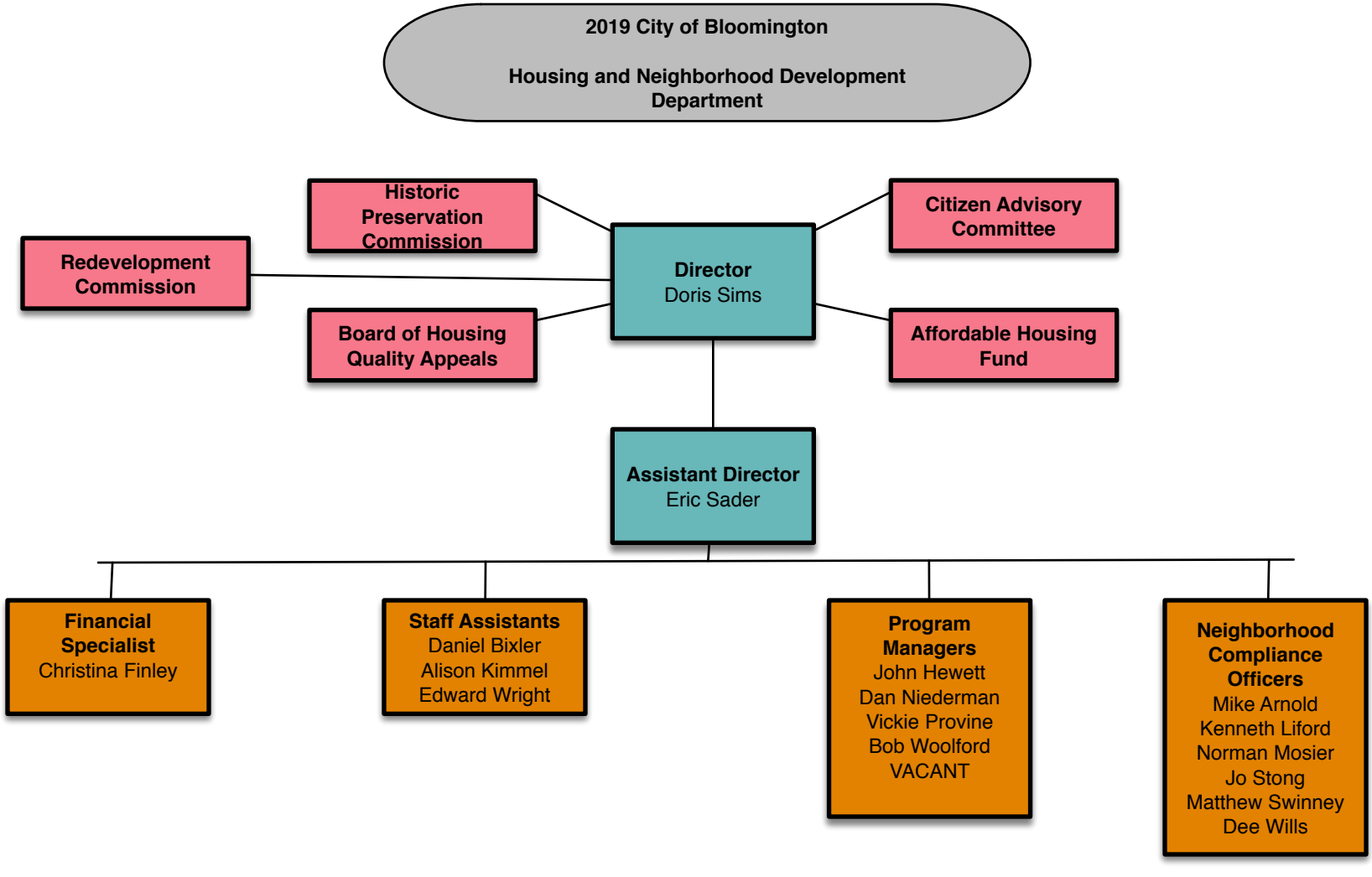
			PH	PH	COCC	Voucher			
			Amp 1	Amp 2		VASH	Total FY19	Total FY18	Total FY17
	Units:		196	116		1364			
REAC	*HUD*								
Operating Revenue:									
Rental Revenue									
		Gross Potential Rents	520,150	305,000	-	-			
		Vacancy Loss	(26,008)	(9,150)	-	-			
70300	3420	Net Dwelling Rental	504,546	298,900	-	-			
70400	3442	Excess Utilities	35,000	21,000	-	-			
70400	3423	Nondwelling Rental	22,500	2,400	-	-			
70500	**Total**	**Rental Income**	562,046	322,300	-	-	884,346	884,346	797,330
Non-Rental Revenue									
70600	3691	Operating Subsidy	775,414	445,737	-	-			
70600	3411	FSS Grant	-	-	-	94,004			
70600	3410.010	HUD Admin. Fees	-	-	-	637,392			
70800	3691.001	ROSS Grant	51,178	-	-	-			
70400	3440	Other Tenant Charges	60,000	23,000	-	-			
	3441/3480	Non-Tenant Other income	800	100	-	1,000			
71100	3430	Interest on General Funds Invest.	200	100	300	200			
71400	3450.010	Fraud Recovery-Admin	-	-	-	60,000			
	3442	Other Income-Insurance /dividends	2,500	1,500	-	-			
	3800	Management Fees (PH)	-	-	223,395	-			
	3800.010	Asset Management Fees	-	-	30,240	-			
	3800.020	Management Fees (HCV)	-	-	196,416	-			
	3800.030	Bookkeeping Fees	-	-	150,300	-			
70600	3800.080	Management Fees (CFP)	-	-	49,530	-			
	3801.000	SCIHO Fees	-	-	5,000	-			
71600	6120	Gain/Loss Sale of Capital Assets	-	-	-	-			
72000	3610	Investment Income - Restricted	-	-	-	-			
	Total	**Non-Rental Revenue**	890,092	470,437	655,181	792,596	2,808,306	2,809,102	2,924,493
							-		
	Total	**Operating Income**	**1,452,138**	**792,737**	**655,181**	**792,596**	**3,692,652**	**3,693,448**	**3,721,823**

			PH Amp 1	PH Amp 2	COCC	Voucher VASH	Total FY19	Total FY18	Total FY17
Units:			196	116		1364			
Operating Expenditures:									
Administration									
9110	4110	Administrative Salaries	128,600	69,501	296,224	235,581			
91200	4171	Audit Fees	4,363	2,649	5,298	3,272			
91400	4190.005	Advertising & Marketing	250	100	100	100			
91500	4182	Employee Benefits	43,948	25,883	93,175	91,671			
91600	4190.006	Office Expenses	9,500	3,250	8,850	12,200			
91700	4130	Legal Expense	3,500	200	2,500	3,000			
91800	4150	Travel	4,000	2,000	2,000	1,000			
91600	4140	Staff Training	10,000	2,500	35,000	10,000			
91900	4170	Accounting Fees	-	-	6,200	-			
91600	4180	Office Rent	-	5,800	8,800	5,400			
91900	4190	Other Sundry	2,500	1,500	12,000	11,275			
91900	4120	New Development Costs	75,000	25,000	50,000	-			
	4190.002	Other Admin Service Contracts	8,509	9,070	57,425	20,182			
91300	4120.010	Management Fees	139,802	83,593	-	196,416			
91310	4120.030	Bookkeeping Fees	17,190	10,350	-	122,760			
92000	4120.020	Asset Mgmt. Fee Expense	23,280	6,960	-	-			
	4191.000	Telephone	6,000	5,000	7,000	7,000			
	4190.004	Court Costs	6,500	4,200	-	-			
	4160.001	Membership Dues	1,596	966	1,262	1,797			
91000	**Total**	**Administrative Expense**	484,539	258,522	585,835	721,655	2,050,551	1,901,697	1,843,769
Tenant Services									
92100	4110.001	ROSS Salaries/Benefits	48,631	-	-	-			
	4140.001	ROSS Training	2,000	-	-	-			
	4190.001	ROSS Admin	10,000	-	-	-			
	4111	FSS Salaries/Benefits	-	-	-	99,289			
92400	4220	Recreation,Pub. Other Services-BHA	1,696	1,032	20,000	-			
92400	4220.001	Recreation,Pub. Other Services-RC	2,544	1,548	-	-			
92500		**Total Tenant Services**	64,871	2,580	20,000	99,289	186,740	186,740	174,478

		PH	PH	COCC	Voucher			
		Amp 1	Amp 2		VASH	**Total FY19**	**Total FY18**	**Total FY17**
Units:		196	116		1364			
Utilities								
93100 4310	Water	32,000	22,000	-	-			
93200 4320	Electricity	92,000	77,000	-	-			
93300 4330	Gas	53,000	41,000	-	-			
93600 4350	Sewer	49,000	30,000	-	-			
94300 4340	Auto Fuel	1,000	700	-	1,200			
93000 Total	**Utilities Expense**	227,000	170,700	-	1,200	398,900	398,900	404,300
Maintenance and Operations								
94100 4410	Labor	115,031	87,531	-	-			
94500 4433	Employee Benefit	34,020	36,744	-	-			
94200 4420	Materials	60,000	25,000	-	-			
94200 4420.001	Ranges and Refrigerators/Water Heater	19,000	5,000	-	-			
94200 4420.002	Vehicle Repairs	5,000	1,500	-	-			
94300 4430	Other Misc. Contracts	38,000	5,000	-	-			
94300 4430.001	Painting Contract	35,000	20,000	-	-			
94300 4430.002	Lawn/Mowing Contracts	15,000	14,500	-	-			
94300 4430.004	Extermination Contract	22,000	11,000	-	-			
94300 4430.005	Garbage and Trash Removal	13,500	10,500	-	-			
94300 4430.006	Camera Repair	5,500	500	-	-			
94300 4430.007	Heating/Cooling	3,500	2,000	-	-			
94300 4430.008	Electrical Contracts	2,500	5,500	-	-			
94300 4430.009	Plumbing	9,000	6,500	-	-			
94300 4430.010	Gas Line Service Contract	5,000	800	-	-			
94300 4430.011	Landscaping/Grounds	5,000	5,000	-	-			
95200 4430.012	Protective Services	19,000	1,000	-	-			
94300 4430.013	Cintas Contract Costs	5,000	800	-	-			
94300 4430.014	Cleaning Contract- Office	11,000	-					
94000	**Total Maintenance**	422,051	238,875	-	-	660,926	866,426	754,020

			PH Amp 1	PH Amp 2	COCC	Voucher VASH	Total FY19	Total FY18	Total FY17
		Units:	196	116		1364			
Insurance Expense									
96110	4510.010	Property Insurance	51,720	29,713	-	-			
96120	4510.020	General Commercial Liability	4,644	2,809	4,892	3,022			
	4510.030	Fidelity Bond	668	406	812	501			
96130	4510.040	Workers Compensation	4,580	2,781	5,562	3,435			
	4510.050	Directors & Officers	616	374	748	462			
96140	4510.000	Auto Insurance	780	500	-	750			
96100		**Total Insurance Expense**	63,008	36,583	12,014	8,170	119,775	119,775	123,834
Other General Expense									
97100	4610	Extraordinary Maintenance	-	-	-	-			
96300	4520	Payments in Lieu of Taxes	-	-	-	-			
96400	4570	Collection Losses	67,000	18,000	-	20,000			
96000	**Total**	**Other General Expense**	67,000	18,000	-	20,000	105,000	105,000	94,620
Debt Payments from Cash Flow									
96710	4511.010	Interest Expense- EPC	8,300	12,300	-	-			
	2120.401	Debt Payments to Principal (EPC)	32,640	46,970	-	-			
96700	**Total**	**Total Debt Payments from Cash Flow**	40,940	59,270	-	-	100,210	100,210	79,610
90000	**Total**	**Total Operating Expenditures**	**1,369,409**	**784,530**	**617,848**	**850,314**	**3,622,101**	**3,678,748**	**3,566,433**
Cash Flow from Operations			**82,729**	**8,207**	**37,333**	**(57,718)**	**70,551**	**14,700**	**155,390**

		PH	PH	COCC	Voucher			
		Amp 1	Amp 2		VASH	Total FY19	Total FY18	Total FY17
Units:		196	116		1364			
Non Operating Revenue								
3691.002	CFFP Loan Payments from CFP Grant	43,551	134,208	-	-			
3691.005	CDBG Revenue	146,000	-	-	-			
Total	**Non Operating Revenue**	189,551	134,208	-	-	323,760	323,760	
Non Operating Expenditures								
97200 4620	Casualty Losses	-	-	-	-			
96210 4595	Compensated Absences	21,000	13,000	32,000	25,000			
4196	CDBG Expense	130,000	-	-	-			
4511	Interest Expense- CFFP	15,461	47,644	-	-			
2120.001	Debt Payments to Principal- CFFP	28,090	86,564	-	-			
Total	**Non Operating Expenditures**	194,551	147,208	32,000	25,000	398,759	398,759	
Restricted Cash (HCV)								
Revenue								
70600 3410.000	HAP Revenue for Budgeted Year (ABA)	-	-	-	8,460,516			
3450	Fraud Recovery (HUD)	-	-	-	60,000			
3480.01	FSS Forfeitures	-	-	-	20,000			
Total	**Revenue**	-	-	-	8,540,516	8,540,516	8,540,516	8,000,000
Expenses								
4715.010	HAP Occupied Units	-	-	-	8,120,436			
4715.040	HAP Utility- Voucher	-	-	-	196,908			
4715.060	HAP Port Out Payments	-	-	-	151,768			
4715.080	VASH HAP	-	-	-	352,568			
4719.000	FSS Contributions	-	-	-	112,638			
Total	**Expense**	-	-	-	8,934,318	8,934,318	8,934,318	8,000,000
Restricted Net Income		-	-	-	(393,802)			


2019 City of Bloomington
Housing and Neighborhood Development Department
Historic Preservation Commission
Redevelopment Commission
Board of Housing Quality Appeals
Director
Doris Sims
Citizen Advisory Committee
Affordable Housing Fund
Assistant Director
Eric Sader
Financial Specialist
Christina Finley
Staff Assistants
Daniel Bixler
Alison Kimmel
Edward Wright
Program Managers
John Hewett
Dan Niederman
Vickie Provine
Bob Woolford
VACANT
Neighborhood Compliance Officers
Mike Arnold
Kenneth Liford
Norman Mosier
Jo Stong
Matthew Swinney
Dee Wills

Housing & Neighborhood Development (HAND)

2019 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council

From: Doris Sims, HAND Director

Date: August 16, 2018

This memo accompanies the proposed 2019 budget for the Housing and Neighborhood Development Department (HAND).

Why We Exist

The Housing and Neighborhood Development Department's mission is, "To enhance the quality of life for Bloomington residents by developing programs, services, and partnerships with public and private organizations to preserve community character, promote safe and affordable housing and protect neighborhood vitality."

The department accomplishes its mission by implementing programs and activities and providing funding for a variety of housing, social service and physical improvement projects and services. Ultimately, the department implements and/or provides funding for more than 37 activities and programs.

Background

The Housing and Neighborhood Development Department (HAND) has a staff of 17 employees and oversees the activities of 4 boards and commissions. HAND is responsible for administering the Community Development Block Grant (CDBG) and HOME federal grant programs from the Department of Housing and Urban Development (HUD) for the City of Bloomington. For fiscal year 2018 (June 1, 2018-May 31, 2019), the department will receive $836,999 in CDBG funds, an increase of $67,925 from the previous year, and $584,637 in HOME funding, an increase of $149,501 from the previous year. The activities receiving funding are divided into 3 distinct categories: physical improvements (65% of the grant funding), social service (15%), and administration (20%). The department also received a grant from HUD for $25,675 to administer a comprehensive housing counseling program which include pre-purchase, default/delinquency and reverse mortgage counseling as well as conducting classes on pre-homeownership and being a renter.

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

HAND accomplishes its enforcement programs through its general fund allocation. Title 16 of the Bloomington Municipal Code, or the Residential Rental Unit and Lodging Establishment Inspection Program, exists to protect rental occupants and the property they occupy. The department currently has over 23,346 rental dwelling units within its rental database, an increase of 1,346 new units since last year's budget process. Title 6 of the Bloomington Municipal Code addresses health and sanitation issues including the overgrowth of grass and weeds, excessive trash and sidewalk snow removal.

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

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

2019 Activity Descriptions and Goals:

Affordable Housing -- General

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

Goals:

- Implement the affordable housing strategy for the city.
- Work with Habitat for Humanity, South Central Indiana Housing Opportunities and other developers to construct affordable housing units.
- Assist with the identification and creation of 100 units of affordable housing through new housing developments opportunities to create long-term affordability.
- Conduct onsite monitoring of half the city's dedicated workforce/affordable units by end of the 3rd quarter of 2019.

- Monitor city's loan portfolio and provide annual report to the Mayor and City Council on status of housing development fund by June 2019.
- Recruit and collaborate with at least one developer to submit a Low Income Housing Tax Credit project to submit for funding consideration by July 2019.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.60	42,318
200 - Supplies		1,468
300 - Other Services		589,441
400 - Capital Outlays		0
Total		**633,226**

Funding: General, Other

Neighborhood & Citizen Involvement-General

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

Goals:

- Provide 30 Bloomington residents the opportunity to learn about local government through the Citizens Academy class by the end of 2019.
    - Monitor class success by receiving an overall rating of 4.5 out of 5 from class participants.
- Provide technical assistance to 2 neighborhoods to start a new neighborhood association or be able to apply for and implement HAND grant opportunities.
- Complete 3 neighborhood clean-ups per year.
    - Rid each neighborhood of at least 10 tons of trash.
- Conduct 3 rounds of funding for neighborhood associations to apply for neighborhood improvement funds, which are Small and Simple Grants of $500 or less or major capital improvements not to exceed $10,000.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.70	119,901
200 - Supplies		944
300 - Other Services		129,086
400 - Capital Outlays		0
Total		**249,930**

Funding: General, Other

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

Goals:
- Conduct 1,100 cycle inspections of new or expiring permitted units or properties by the end of 2019.
- Complete automation of rental inspection process to allow the exclusive use of Ipads for conducting rental inspections and preparing the rental report by Q3 2019.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	6.25	440,812
200 - Supplies		10,308
300 - Other Services		58,089
400 - Capital Outlays		0
Total		**509,209**

Funding: General, Other

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

Goals:
- Host 1 education/information seminar or workshop for interested parties.
- Locate and coordinate incentives for adaptive reuse of 1 historic property using the BUEA Façade Grant Program.
- Track number of phone calls received for technical assistance from historic property owners
- Provide 1 board retreat annually for board members as required for Certified Local Government (CLG) status through the National Park Service.
- Provide public education on the updated State Historic Architectural and Archaeological Research Database (SHAARD) of local historic structures after formal adoption.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.80	126,954
200 - Supplies		204
300 - Other Services		24,046
400 - Capital Outlays		0
Total		**151,204**

Funding: General, Other

Neighborhood Compliance (Title 6) - General
Activity Description: Investigate and resolve citizen complaints through the Citizen Action Order System while proactively working within neighborhoods to prevent complaints.

Goals:
- Respond and take action to address complaints in uReport within 7 days of receipt.
- Accomplish a 90% "resolved" action of the estimated 850 valid complaints in uReport yearly.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	4.05	285,646
200 - Supplies		52
300 - Other Services		3,228
400 - Capital Outlays		0
Total		**288,927**

Funding: General, Other
Community Development Block Grant (CDBG) Program – Social Service Funding
Activity Description: Provide funding assistance to social service agencies that provide food, shelter, health and self-sufficiency. Note: fiscal year for the CDBG program is June 1, 2018 – May 31, 2019.

Goals:
- Provide $125,547 in CDBG funds to 5 social service agencies and monitor for compliance with all federal regulations by May 2019.
- Provide financial oversight of 23 agencies receiving Jack Hopkins grants in the amount of $312,874 for expenditures of funds within 12 months of signed funding agreement
    - Close-out 90% of the funding agreements before the end of the fiscal year.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.00	70,530
200 - Supplies		0
300 - Other Services		0
400 - Capital Outlays		0
Total		**70,530**

Funding: General, Other

CDBG – Physical Improvement Funding

Activity Description: Provide funding for a variety of physical improvement projects including: funds to nonprofit organizations to rehab, upgrade and modernize their facilities; grants and loans for residential and public housing rehabilitation, home modification for the disabled, and emergency home repair; and assistance to city departments constructing public infrastructure improvements to streets, sanitary sewers and storm drainage facilities and playground equipment in targeted neighborhoods. Note: funds are allocated by the Citizen Advisory Committee through the CDBG grant allocation process; fiscal year for the CDBG program is June 1, 2018 – May 31, 2019.

Goals:

- Provide $50,000 in funding to Centerstone to rehabilitate one of its transitional housing facilities that serves approximately 25 people annually.
- Assist Boys and Girls Club with $37,000 to provide sound-proofing for its Crestmont Club that serves approximately 300 persons annually.
- Provide $11,926 to Life Designs to rehabilitate 1 group home resident facility that benefits 10 people.
- Complete 12 emergency home repairs.
- Complete 7 home modifications for accessibility.
- Complete 1 housing rehab.
- Provide funds to renovate 5 public housing authority units.
- Review and update current program regulations to conform to HUD policy changes.
- Provide $126,564 to the Planning and Transportation Department to assist in constructing an accessible sidewalk along the Adams/3rd/5th Street corridor to allow for safe pedestrian traffic serving census tracts 601 and 401 comprised of 3500 households with 70% being low/moderate income.
- Assist the Utilities Department with $170,563 in funding for installation of sanitary sewers for 40 households on Ralston and Milton Streets in the Broadview Neighborhood.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.20	84,636
200 - Supplies		0
300 - Other Services		0
400 - Capital Outlays		0
Total		**84,636**

Funding: General, Other

Housing Counseling

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

Goals:

- Provide Housing Counseling Services to 30 clients by the end of October 2019.
- Graduate 50 individuals from Homebuyers classes by the end of 2019.
- Receive an average survey score of 8 out of 10 from participants of the Homebuyers Class.
- Provide financial counseling and rental down payment assistance to 20 households by the end of 2019.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.25	17,632
200 - Supplies		0
300 - Other Services		0
400 - Capital Outlays		0
Total		**17,632**

Funding: General, Other

HOME Program Activities

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

Goals:

- Provide developer subsidy of up to $50,000 per unit to develop 2 affordable owner-occupied units and 6 affordable rental units under the HOME Federal Housing Program.

- Provide $50,000 in tenant-based rental assistance to the Bloomington Housing Authority to assist 4 households on their Section 8 waiting list with housing.
- Assist 1 household with down payment assistance to buy a home.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.15	81,109
200 - Supplies		0
300 - Other Services		0
400 - Capital Outlays		0
Total		**81,109**

Funding: General, Other

2019 Budget Request Highlights:

The HAND Department's budget request is $2,086,405. This is an decrease of $561,770.

Category 1 – Personnel request is $1,269,540. This is an increase of $32,496. As you are aware, the City is requesting a 2% salary increase for non-union staff.

Category 2 – Supplies request is $12,976. This is an decrease of $1,851.

Significant changes include the following budget lines:
- **Line 224 - Oil & Gas:** Decreases by $1,151.
- **Line 242 - Other Supplies:** A $550 increase in marketing supplies is more than offset by a $1,250 decrease in other supplies (e.g. iPads, protective covers, tools & equipment), resulting in a net decrease of $700.

Category 3 – Other Services and Charges request is $803,889. This is an decrease of $592,415.

Significant changes include the following budget lines:
- **Line 399 - Other Services and Charges:** Decreases $600,000 due to a reduction in estimated affordable housing revenue stream and grants.

Category 4 – Capital Outlays request is $0.

Housing and Neighborhood Development 2019 Budget Summary

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	1,140,444	1,237,044	1,269,540	32,496	3%
200 - Supplies	23,200	14,827	12,976	(1,851)	-12%
300 - Other Services	1,579,964	1,396,304	803,889	(592,415)	-42%
400 - Capital Outlays	-	-	-	-	0%
Total	**2,743,608**	**2,648,175**	**2,086,405**	**(561,770)**	**-21%**

Conclusion

The HAND Department's overall budget request is a decrease of $561,770 from 2018 to 2019. Thank you for your consideration of HAND's budget request for 2019! We are available to answer any questions.

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 15 - HAND							
Personnel Services							
	51110	Salaries and Wages - Regular	597,160	657,373	611,739	(45,633)	-6.94%
	51120	Salaries and Wages - Temporary	5,309	38,834	38,834	-	0.00%
	51210	FICA	43,791	53,259	49,769	(3,490)	-6.55%
	51220	PERF	84,797	93,347	86,868	(6,478)	-6.94%
	51230	Health and Life Insurance	242,658	242,658	242,658	-	0.00%
Total: Personnel Services			**973,714**	**1,085,470**	**1,029,868**	**(55,602)**	**-5.12%**
Supplies							
	52110	Office Supplies	3,363	2,650	2,650	-	0.00%
	52240	Fuel and Oil	3,641	6,982	5,831	(1,151)	-16.49%
	52410	Books	189	495	495	-	0.00%
	52420	Other Supplies	10,980	4,700	4,000	(700)	-14.89%
Total: Supplies			**18,173**	**14,827**	**12,976**	**(1,851)**	**-12.48%**
Other Services and Charges							
	53160	Instruction	1,225	3,150	4,650	1,500	47.62%
	53170	Mgt. Fee, Consultants, and Workshops	1,957	1,600	1,600	-	0.00%
	53210	Telephone	-	1,500	3,000	1,500	100.00%
	53220	Postage	1,550	630	530	(100)	-15.87%
	53230	Travel	6,078	5,850	5,850	-	0.00%
	53310	Printing	3,448	5,300	5,300	-	0.00%
	53320	Advertising	1,863	4,255	3,200	(1,055)	-24.79%
	53410	Liability / Casualty Premiums	1,528	-	-	-	N/A
	53620	Motor Repairs	8,442	15,401	15,401	-	0.00%
	53830	Bank Charges	458	2,000	1,100	(900)	-45.00%
	539010	Inter-Fund Transfers	-	-	290,000	290,000	N/A
	53910	Dues and Subscriptions	1,140	2,368	1,508	(860)	-36.32%
	53960	Grants	334,536	351,750	69,750	(282,000)	-80.17%
	53990	Other Services and Charges	476	2,500	2,000	(500)	-20.00%
Total: Other Services and Charges			**362,701**	**396,304**	**403,889**	**7,585**	**1.91%**
Expenditures Grand Total			**$ 1,354,589**	**$ 1,496,601**	**$ 1,446,733**	**$ (49,868)**	**-3.33%**

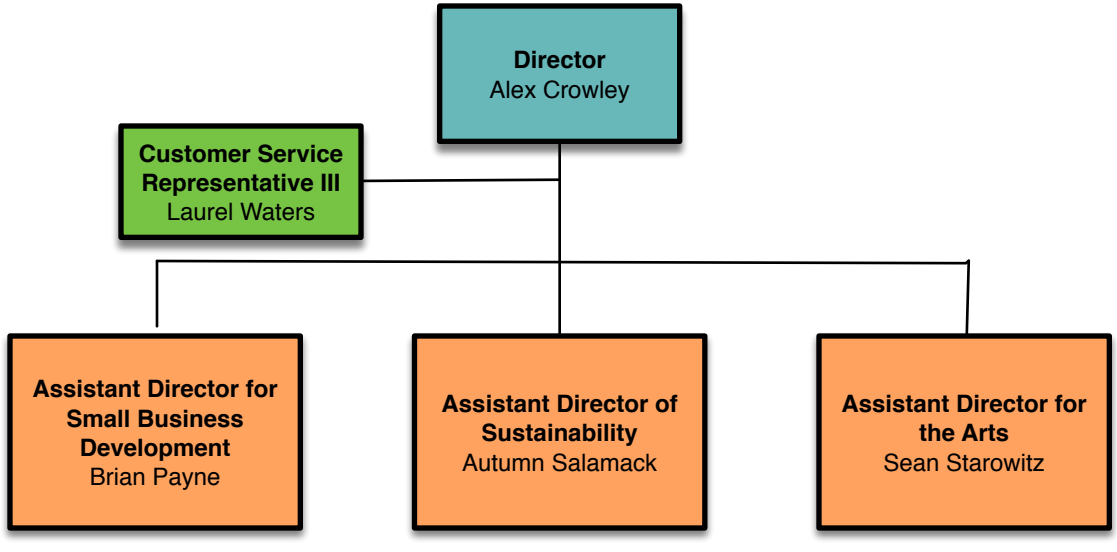
CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 905 - Housing Trust (Ord17-03)(S9506)							
Expenditures							
Department: 15 - HAND							
Other Services and Charges							
	53990	Other Services and Charges	0	1,000,000	400,000	(600,000)	-60.00%
Total: Other Services and Charges			**0**	**1,000,000**	**400,000**	**(600,000)**	**-60.00%**
Expenditures Grand Total:			**$ -**	**$ 1,000,000**	**$ 400,000**	**$ (600,000)**	**-60.00%**

2019 City of Bloomington

Department of Economic & Sustainable Development



Economic & Sustainable Development

2019 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council

From: Alex Crowley, Director

Date: September 19, 2018

This memo accompanies the proposed 2019 budget for the Department of Economic & Sustainable Development.

Why We Exist

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

Background

In 2017-2018, the 5-person department underwent significant personnel changes to more effectively address its broad portfolio of projects. These included the additions of Brian Payne and Autumn Salamack as new Assistant Directors of Small Business Development and for Sustainability, respectively, to fill vacancies created by the departures of their predecessors. Together with Sean Starowitz, Assistant Director for the Arts, and the department's contractual, administrative and intern/volunteer resources, ESD is well positioned to advance its mission.

The department has balanced multiple roles with a relatively small staff. Our focus has been to serve as lead department for a number of the Administration's strategic priorities, to develop and test new/innovative City programs for wider implementation, to work collaboratively with internal departments, community organizations and the private sector to advance Bloomington's economic strength, sustainability programs, and cultural vibrancy, and to staff five boards and commissions.

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

- Development of the Trades District and The Mill (formerly known as Dimension Mill) projects, including pre-activation efforts for The Mill.
- Development and implementation of incentive packages for affordable housing units across the community, with a focus on maximizing the leverage of local incentives.
- Innovative and widely recognized public art installations, including murals, temporal art projects, and the activation of new festivals/events to broaden the community's cultural diversity.
- Leadership of community-wide renewable energy projects, including advancing the Solarize residential program and the City's 5MW solar project.
- Development of the City's first Sustainability Action Plan.
- Implementation of the City's bike share program -- a unique and unprecedented IU/City partnership.
- Management of the City's various business licensing programs, including Food Truck licensing, etc.
- Development support of formal "CDFI Friendly City" concept designed to attract external capital support for affordable housing, community facilities, and small business expansion.
- Implementation of arts/cultural programs in support of the City's Bicentennial.

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

2019 Activity Descriptions and Goals

Arts & Cultural Development

Activity Description: Increase engagement with arts and culture stakeholders in Bloomington, including the creative business community, to cross-promote and stimulate the local cultural ecosystem. Develop, implement and assist new festivals, events and public art opportunities. Increase national visibility of Bloomington as an arts and culture incubator.

Goals:

- Expand scope and effectiveness of the Bloomington Entertainment and Arts District (BEAD)
    - Adopt and begin implementation of the *2019-2021 BEAD Strategic Plan* by end of Q1. Consider and complement the Comprehensive Plan, Unified Development Ordinance (UDO) update, Transportation Plan, and City capital projects.
    - Update and publicize BEAD brand/logo by end of Q3, considering new sponsorship opportunities and co-branding/marketing opportunities with Visit Bloomington.
    - Create *BEAD Annual Report* and implement *BEAD Summit* by end of Q4
    - Create *Arts and Economic Impact update study* by end of Q4.
    - Grow BEAD advisory engagement with other sectors (i.e. business, service industry) by 25%.
- Assess and create a *Strategic Maintenance Plan For Public Art* with the departments of Public Works and Parks & Recreation by end of Q3.
- Create *Arts Space Needs Assessment* by end of Q4 in consideration of the Comprehensive Plan and Urban Land Institute (ULI) report. Include both workforce housing and venue concerns, and assess competitive venues between Indianapolis, Nashville and Columbus.

- Provide salary study for nonprofits/arts groups by Q4 in conjunction with BEAD annual report.
- Launch *Arts Capital Investment Program* for future public arts projects with CDFI by Q2.
- Work with newer community organizations to build capacity for festival and cultural event growth, reducing City staff involvement by 25%.
- Implement event permitting process by increasing organizer capacity and awareness of protocol, process and public safety.
- Secure a grant in partnership with a Bloomington- or Indiana-based cultural organization to receive National Endowment for the Arts (NEA) funds or create *local residency program* in partnership with a small business by Q4.
- Increase request for qualification (RFQ) submissions from nationally-recognized artists by 25%.
- Update the Bloomington Arts Commission (BAC) grants program by Q2.
- Staff and support BAC for an estimated 10 hours per month.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.31	115,916
200 - Supplies		1,014
300 - Other Services		86,799
400 - Capital Outlays		0
Total		**203,729**

Funding: General

Sustainable Development

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

Goals:

- Implement the 2018 Sustainability Action Plan, partnering with City departments and external organizations.
    - Partner with City departments and community organizations to include the Sustainability Action Plan in planning for the 2020 budget.
    - Develop annual Sustainability Report for community distribution.
    - Join ICLEI - Local Governments for Sustainability for access to ClearPath software to conduct greenhouse gas (GHG) emissions inventories for City operations and the community, and begin data collection for analysis and reporting on a timeline as directed in the final SAP (due in September 2018).
    - Register with and begin data collection for LEED for Cities certification (with a goal to apply for certification by the end of 2020).
- Develop a sustainability education and outreach campaign.
    - Implement at least 1 community event/symposium to increase awareness about sustainability topics.

    - Design and distribute a quarterly sustainability newsletter for the Bloomington community.
    - Expand and facilitate a City employee “sustainability team” meeting monthly to address environmental, economic and equity topics for internal City operations.
- Promote at least 1 waste reduction effort in the community.
    - Partner with the Department of Public Works to conduct a waste characterization study of sample households in Bloomington, with an associated residential education campaign for improved recycling.
    - Expand composting opportunities to at least 2 additional City facilities after considering the success of the City Hall pilot program.
    - Partner with the Department of Public Works to evaluate the potential to offer curbside composting for local residents.
    - Partner with IU to implement the 2019 Hoosier to Hoosier community sale and recruit at least 5% more volunteers than in 2018.
- Partner with SIREN to evaluate potential for a 2019 Solarize Bloomington program. If applicable, implement Round 4 of Solarize Bloomington with at least 2 public information sessions and installation of at least 10 solar PV systems.
- Develop work plan for 2019 Monroe County Energy Challenge (MCEC) and implement plan in partnership with all MCEC participants.
- Develop and implement work plan for a Value Chain Coordinator or other food/ agriculture stimulator program to increase access to local food, pending outcome of USDA grant application (results due October 2018).
- Facilitate at least 1 community meeting/event quarterly regarding food access, economic partnerships and education.
- Contract and manage consultant to conduct a climate change vulnerability assessment for the City of Bloomington.
- Partner with IU and car share providers to double the utilization rate of car share vehicles in Bloomington, compared to a 2017 baseline.
- Partner with Public Works, Parks & Recreation and other City departments to identify 2019 buildings relevant to the Green Building Program Ordinance, and outline steps and timelines needed to update the ordinance.
    - Identify City buildings for potential LEED EB:O&M certification in 2019 and 2020, per the guidelines of the Green Building Program Ordinance.
- Partner with Bloomington Commission on Sustainability (BCOS) to develop criteria, outreach materials and recognition pathways for Bloomington businesses that take steps to conserve energy/water, reduce waste, support multi-modal transportation, and support the community (i.e. through employee volunteer programs, charitable giving, etc.).
- Staff and support BCOS for an estimated 10 hours per month.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.96	85,005
200 - Supplies		743
300 - Other Services		128,548
400 - Capital Outlays		0
Total		**214,297**

Funding: General

Business Relations and Development
Activity Description: Engage with business community to improve City/business interactions and provide assistance and advocacy. Facilitate incentives toward job creation, private capital investment and sustainable growth. Cultivate increased access to investment capital. Streamline business licenses programs.

Goals:
- Implement formal relationship management tool to document and exceed current pace of 500+ documented business/organization interactions per year
- Stimulate, support and/or sponsor innovation-driven events and workshops.
    - Develop, support, and implement at least 5 new workshops for small- and medium-sized businesses to take place at The Mill .
- Collaborate with BEDC, Chamber of Commerce, Ivy Tech/Small Business Development Center (SBDC), SCORE, and private industry to stimulate small- and mid-sized business retention and expansion.
    - Implement at least 2 recommendations from Bloomington's formal business retention and expansion program (BR&E) modeled on best-in-class programs
    - Measure and improve Bloomington's perceived 'business-friendliness' among key stakeholders by 10% in City Survey or similar audit
    - Increase the "Excellent" rating of Bloomington as a "place to work" as compared to the most recent City Survey
    - Increase the "Excellent" rating of Bloomington's "overall economic health" as compared to the most recent City Survey
    - Increase the "Excellent" rating of Bloomington's "employment opportunities" as compared to the most recent City Survey
    - Implement networking initiatives to connect at least 15 new residents to a job opportunity
- Facilitate creation of an opportunity fund in Bloomington and attract at least 1 new capital investment through the opportunity fund in 1 of Bloomington's opportunity zones
- Facilitate at least 1 program at The Mill to promote commercialization of IU and Crane intellectual property
- Streamline the business licensing process to increase transparency and access for applicants, and reduce paper application submissions by 50%
    - Create at least 1 new business license to accommodate new innovative industry sectors

- Staff and support boards and commissions
    - Provide 10 hours per month of staff support to Economic Development Commission (EDC); attend monthly meetings.
    - Provide 30 hours per month of staff support to Bloomington Urban Enterprise Association (BUEA); attend monthly meetings.
        - Provide staff support to Bloomington Industrial Development Advisory Commission (BIDAC); attend quarterly meetings as required.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.96	85,005
200 - Supplies		743
300 - Other Services		71,718
400 - Capital Outlays		0
Total		**157,466**

Funding: General

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

Goals
- Collaborate with Chamber, BEDC and community stakeholders to finalize 5-year *Economic Development Plan* for Bloomington and surrounding region.
- Support development of at least 2 new sites to facilitate predetermined development goals via private investment, working in partnership with Department of Planning & Transportation.
- Stimulate development of acquired and other key properties in vicinity of Switchyard Park, including collaborating with departments of Housing and Neighborhood Development (HAND) and Planning & Transportation to initiate development of Night Moves site and any other sites purchased in Q3-4 2018.
- Leverage incentives and other tools to stimulate 200 additional units (or equivalent) of affordable and/or workforce housing in collaboration with HAND.
- Support development of the Showers Admin Building; work with purchaser to gain planning, historic preservation and incentive approvals to develop building as needed.
- Complete any unfinished Trades District infrastructure construction rolling over to 2019.
- Market and activate Trades District
    - Facilitate sale of at least 1 lot to private development
    - Facilitate financial support package (master lease or other) to stimulate development of a spec office building by private developer
    - Finalize plans for and launch parking structure development servicing Trades District
- Implement Community Development Financial Institution (CDFI).

    - Support implementation of small business CDFI effort expansion
    - Support CDFI “harbor master” access to at least 10 qualified deals for promotion to external CDFIs.
- Optimize available Opportunity Zone regulation
    - Develop a formal strategy document to fully leverage Opportunity Zones as regulations become available
    - Support at least 1 Opportunity Zone investment, assuming regulations are promulgated.
- Implement Wage Growth Task Force recommendations.
    - Increase capacity of high-quality childcare and Pre-K seats by 100 spots for low-income children
    - Implement branding strategies to be developed in Q3-4 2018 and development measurement guidelines for improvement of Bloomington brand identity
    - Expand initial implementation of Rainforest process to cover entire City staff in collaboration with Human Resources (HR).
- Improve ESD web communications for incentives and development processes
    - Develop city website summary of available incentives
    - Develop city website communications regarding end-to-end processes for development/investments
- Support existing IU Hospital site and Convention Center planning processes as required by administration.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.81	160,074
200 - Supplies		1,400
300 - Other Services		212,481
400 - Capital Outlays		0
Total		**373,955**

Funding: General

<u>2019 Budget Request Highlights:</u>

ESD’s general fund budget request is $949,446. This is an increase of $108,095.

Category 1 - Personnel request is $445,999. This is an increase of $12,823.

The Category 1 increase is the combination of the citywide 2% annual salary increase and small impacts to several individuals related to the 2018 Salary Study recommendations.

Category 2 - Supplies request is $3,900. This is no change from the previous year.

Category 3 - Other Services request is $489,797. This is an increase of $95,272.

Significant changes include the following budget lines:

- **Line 317-Mgt. Fee, Consultants, Workshops**: Increase of $79,000, which includes $50,000 increase for the 2019 portion of a Climate Change Vulnerability Assessment; $25,000 increase for Sustainability events in collaboration with IU, one time $11,000 increase in BEAD-related rebranding activity, including graphic design, workshops and artist housing assessment; offset by miscellaneous account clean up.
- **Line 332-Advertising**: Increase of $4,250, which includes an additional $3,000 to support Hoosier2Hoosier and Solarize as well $1,250 one time for the BEAD rebranding.
- **Line 391-Dues and Subscriptions**: Increase of $3,825, which primarily includes $5,200 in membership fees to ICLEI and Greater Indiana Green Cities and one time STAR (Sustainability Tools for Assessing & Rating) Communities certification fee.
- **Line 394-Temporary Contractual Employees**: Increase of $20,000 for USDA Value Chain Coordinator Grant match (if grant received in October), decrease of $12,500 for contract position unused/eliminated from 2018.
- **Lines 396 and 397-Grants and Mayor's Promotion of Business**: Net decrease between combined lines of $7,100, which includes $20,000 increase to Bloomington Arts Commission annual grants budget; offset by net decreases of $27,100 tied to removal of Bicentennial and Dimension Mill pre-programming costs and other miscellaneous programs.
- **Line 399-Other Services & Charges**: Increase of $7,500, which includes $8,000 for expanding City's composting pilot to new facilities, with other account clean up adjustments.

Economic & Sustainable Development 2019 Budget Request

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	416,444	433,176	445,999	12,823	3%
200 - Supplies	14,218	13,650	13,650	0	0%
300 - Other Services	162,960	394,525	489,797	95,272	24%
400 - Capital Outlays	-	-	-	-	0%
Total	**593,623**	**841,351**	**949,446**	**108,095**	**13%**

Conclusion

The 2019 budget request from the Department of Economic & Sustainable Development reflects increases that support the administration's focus on stimulating wage growth and economic vitality for all members of the community, on the need to prepare for climate change, and on expanding the cultural vibrancy of the city.

The Department is able to accomplish its wide-ranging goals and effectively deliver projects by leveraging its limited personnel and funding with significant and important partnerships in the community.

Thank you for your consideration of ESD's 2019 budget request! We are available to answer any questions.

CITY OF BLOOMINGTON

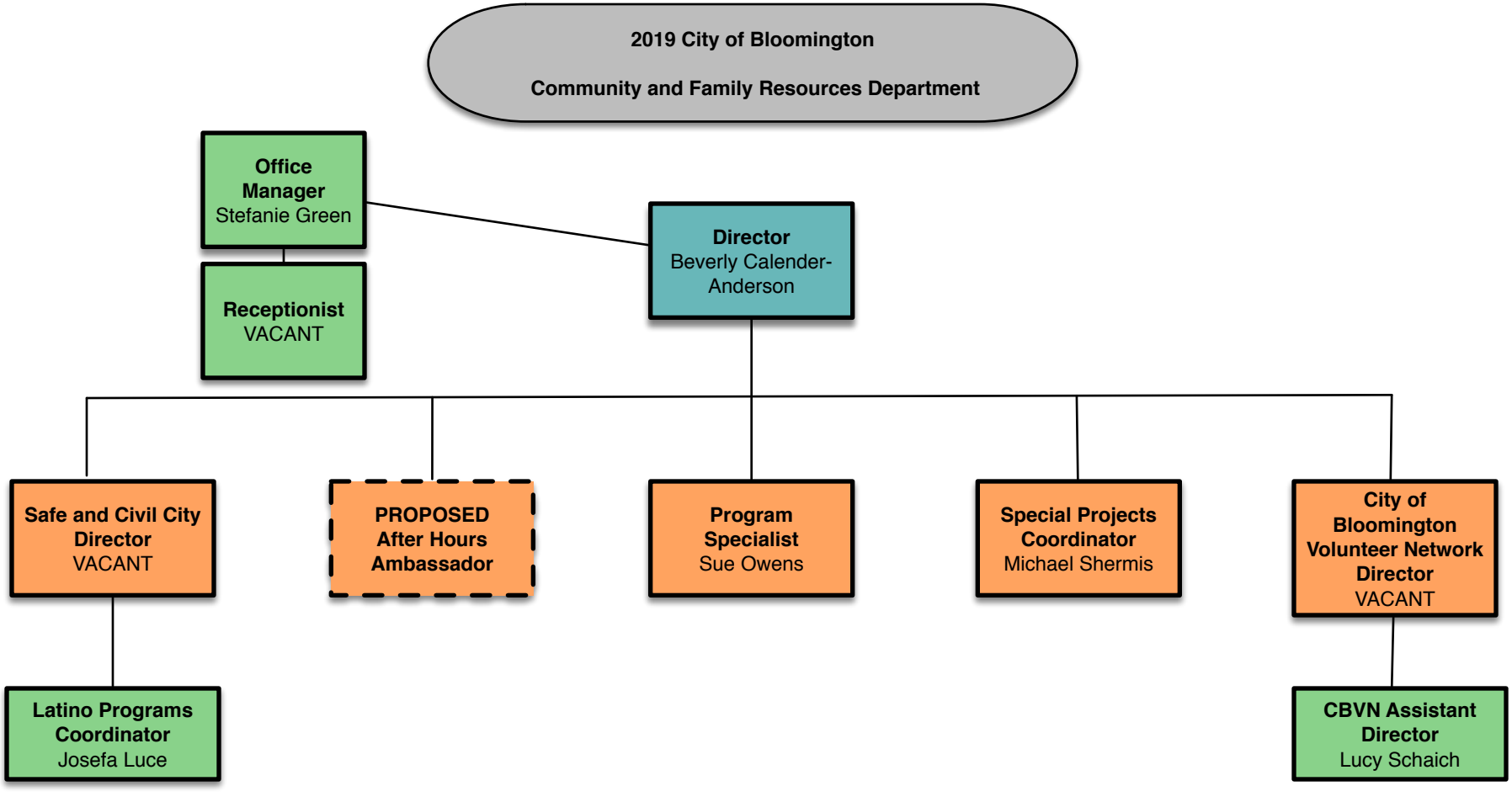
Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 04 - Economic & Sustainable Dev							
Personnel Services							
	51110	Salaries and Wages - Regular	282,769	293,392	303,916	10,524	3.59%
	51120	Salaries and Wages - Temporary	1,440	4,001	4,001	-	0.00%
	51210	FICA	20,712	22,751	23,556	805	3.54%
	51220	PERF	40,154	41,662	43,157	1,495	3.59%
	51230	Health and Life Insurance	71,370	71,370	71,370	-	0.00%
Total: Personnel Services			**416,444**	**433,176**	**445,999**	**12,823**	**2.96%**
Supplies							
	52110	Office Supplies	224	400	400	-	0.00%
	52420	Other Supplies	536	3,500	3,500	-	0.00%
Total: Supplies			**760**	**3,900**	**3,900**	**-**	**0.00%**
Other Services and Charges							
	53160	Instruction	578	5,300	5,195	(105)	-1.98%
	53170	Mgt. Fee, Consultants, and Workshops	30,853	16,500	95,500	79,000	478.79%
	53220	Postage	81	200	200	-	0.00%
	53230	Travel	878	3,000	3,000	-	0.00%
	53310	Printing	480	4,250	5,000	750	17.65%
	53320	Advertising	2,147	6,000	10,250	4,250	70.83%
	53830	Bank Charges	4	248	-	(248)	-100.00%
	53910	Dues and Subscriptions	8,328	12,287	16,112	3,825	31.13%
	53940	Temporary Contractual Employee	4,378	21,740	29,240	7,500	34.50%
	53960	Grants	19,214	20,000	220,500	200,500	1002.50%
	53970	Mayor's Promotion of Business	94,192	225,000	17,400	(207,600)	-92.27%
	53990	Other Services and Charges	1,827	80,000	87,400	7,400	9.25%
Total: Other Services and Charges			**162,960**	**394,525**	**489,797**	**95,272**	**24.15%**
Expenditures Grand Total:			**$ 580,165**	**$ 831,601**	**$ 939,696**	**$ 108,095**	**13.00%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 251 - Bloomington Invest Incent(S9503)							
Expenditures							
Department: 11 - Mayor's Office							
Program: 110000 - Main							
Other Services and Charges							
	539010	Inter-Fund Transfers	13,458	9,750	9,750	-	0.00%
Total: Other Services and Charges			**13,458**	**9,750**	**9,750**	**-**	**0.00%**
Expenditures Grand Total:			**$ 13,458**	**$ 9,750**	**$ 9,750**	**$ -**	**0.00%**


2019 City of Bloomington
Community and Family Resources Department
Office Manager
Stefanie Green
Receptionist
VACANT
Director
Beverly Calender-Anderson
Safe and Civil City Director
VACANT
PROPOSED After Hours Ambassador
Program Specialist
Sue Owens
Special Projects Coordinator
Michael Shermis
City of Bloomington Volunteer Network Director
VACANT
Latino Programs Coordinator
Josefa Luce
CBVN Assistant Director
Lucy Schaich

Community and Family Resources

2019 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council

From: Beverly Calender-Anderson

Date: September 18, 2018

This memo accompanies the proposed 2019 budget for the Community and Family Resources Department.

Why We Exist

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

Background

CFRD operates with 9 full-time and 1 part-time staff, and seeks to engage, empower and educate the Bloomington community through a number of programs and initiatives.

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

In 2016 the Safety, Civility and Justice Initiative was introduced to address downtown safety and civility issues. Since that time CFRD staff has worked extensively with business owners, agencies addressing the issues of homelessness, mental health and substance misuse disorder, law enforcement, IU student groups and residents to educate and engage community members as recommendations were being considered by the Safety, Civility and Justice Task Force and subsequently implemented. CFRD staff continues to serve as a resource to the

Safety, Civility and Justice Community Coordinating Council as it monitors the implementation of the 8 initial and 23 final recommendations submitted by the SCJ Task Force. To date, 22 of the 31 recommendations have been implemented or are in process. An SCJ recommendation that the department proposes implementing in 2019 is the addition of an After-Hours Ambassador. This full-time position would serve as a bridge between nightlife establishments and venues, City departments, law enforcement and residents. The After-Hours Ambassador will provide hospitality to residents and visitors while offering resource referral to persons who find themselves in need. CFRD continues to take the lead on additional issues related to safety, civility and justice as they have arisen in the community, such as substance use disorder or other public health concerns.

2019 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:

- Respond to the current opioid epidemic by developing and promoting a campaign of community engagement with opportunities that directly support organizations serving families and children impacted by the opioid crisis, resulting in an increase of volunteers, contributors and supporters for the organizations.
    - The campaign will include monthly articles increasing awareness of the material and volunteer needs and a system that simplifies the public's ability to respond.
- Encourage and support targeted skill-based and pro-bono volunteering by individuals, businesses and corporations by creating an outreach strategy that includes online, in-person, and print services.
    - Engage 10 local businesses through presentations and other activities and increase by 10% the percentage of volunteers who do so through their place of business.
- Recognize and celebrate community engagement through the Be More Awards in March.
    - Increase nominations to 50 individuals and/or groups vying for the 10 awards presented during the ceremony.
    - Set a target attendance for Be More Awards to 250, with at least 70% feeling more informed, aware or knowledgeable after attending the event as evidenced by completed program evaluations.
- Coordinate, promote and host a minimum of 2 all-ages, family-friendly engagement opportunities.
    - Includes Volunteer on the Spot at the Community Volunteer Fair during Farmers' Market and Family Volunteer Day in November.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	3.07	230,484
200 - Supplies		2,167
300 - Other Services		13,040
400 - Capital Outlays		0
Total		**245,691**

Funding: General

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

Goals:

- Convene and collaborate with Community Coordinating Council quarterly to provide oversight to the Safety, Civility and Justice (SCJ) Task Force recommendation implementation, and provide quarterly updates to the community as the initiative progresses.
- Pilot the After-Hours Ambassador Program to be the liaison between the administration and nightlife proprietors in the downtown area and beyond.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.23	166,877
200 - Supplies		1,569
300 - Other Services		3,645
400 - Capital Outlays		0
Total		**172,092**

Funding: General

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

Goals:

- Work with Human Resources Director to implement diversity/inclusion training module to be required for all 700 City staff.
    - Schedule times for current staff to be trained first and subsequently provide quarterly trainings for new staff.
    - Department Heads will be provided the Intercultural Development Inventory as their training module.

- Coordinate a 4-5 week Youth Citizens' Academy to take place in the summer of 2019, with the target audience to be 60 middle school-aged students living in or attending school in Monroe County. This interactive and project-based program will increase youth knowledge of local government and government resources.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.61	120,468
200 - Supplies		1,133
300 - Other Services		6,820
400 - Capital Outlays		0
Total		**128,421**

Funding: General

Health Outreach

Activity Description: Promote a healthy lifestyle for residents through access to quality health care and health promotion programs, as well as physical fitness and recreational opportunities.

Goals:

- Coordinate six blood drives in collaboration with the American Red Cross at City Hall and an on-site drive at a local business, with a total goal: 100 pints
- Increase community knowledge of opioids and substance use disorder, helping to reduce stigma and provide resources for treatment options.
- Promote health awareness to underserved Hispanic and Latino residents by providing health education in a culturally appropriate setting for early detection, screening, resources and patient navigation for follow-up care. Impact to be measured with pre and post testing as well as follow-up care.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.00	0
200 - Supplies		0
300 - Other Services		5,736
400 - Capital Outlays		0
Total		**5,736**

Funding: General

Commissions

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

Goals:

- Work with liaisons for all City Boards and Commissions to determine racial, ethnic, and gender makeup of Boards and Commissions and support recruitment efforts to help assure equitable representation based on race, age, gender, gender identity, ability,

Commission on Aging

- Coordinate 4 community events that successfully address the Commission objectives of education, recognition, celebration, and contribution in relation to creative aging. Increase event participation by 20% through targeted marketing, social media and outreach efforts.
- Educate the public on the Lifetime Community concept through promotional materials and a minimum of 3 workshops or public events.

Commission on the Status of Black Males

- Collaborate with IU School of Nursing to survey 100 African-American men within the Bloomington community to create a data set regarding healthcare access.
- As part of the national Million Father March initiative, increase to 30 the number of men welcoming students on first day of class.
- Develop Outstanding Black Woman Leader of Tomorrow Award to be presented in February along with the Outstanding Black Male Leader of Tomorrow Award.

Commission on the Status of Children and Youth

- Recognize 4 area children and youth with SWAGGER (Student Who Act Generously, Grow and Earn Respect) awards.
- Work with Monroe County Opioid Commission to produce educational materials on warning signs of drug use, treatment and prevention with the target audience of middle and high school youth and their parents.
- Coordinate Youth Participatory Budgeting process. Youth will develop a process for collecting ideas from other youth and developing project proposals. Proposals will be vetted and voted on.Winning proposal will be implemented by the City.

Commission on Hispanic and Latino Affairs

- Recognize Hispanic and Latino students moving from middle to high school, high school to college, and graduating from college at October awards ceremony.
- Recognize organizations that have provided outstanding support to the Hispanic/Latino community.

Dr. Martin Luther King Jr. Birthday Celebration Commission

- Secure sponsorship funding in the amount of $7,000 to cover expenses of the MLK Birthday Celebration and one major volunteer effort.
- Plan and coordinate MLK Birthday Celebration activities including Day of Service, Community Celebration and Legacy Award while meeting or exceeding 2018 participation numbers of 480..

Commission on the Status of Women

- Coordinate 2018 Women's History Month Lunch and Women of the Year Awards while increasing event revenue by 10% through sponsorships, reserved seating, donations and social media advertising.
- Coordinate 2018 Women's Leadership Development event while increasing event participation and diversity by 20% by soliciting more diverse panelists and audience.
- Increase collaboration between the Bloomington Commission on the Status of Women and the Monroe County Women's Commission from 1 event to 3.

Council for Community Accessibility

- Survey new and existing public facilities for ADA compliance with a goal of awarding decals to 30 new businesses.
- Celebrate the 29th anniversary of the Americans with Disabilities Act in July 2019.

Monroe County Domestic Violence Coalition

- Provide administrative support to the Domestic Violence Coalition and produce updates to domestic violence statistics document twice a year.
- Coordinate spring Domestic Violence Conference with a target audience of attorneys, social workers and other service providers.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	3.09	231,898
200 - Supplies		2,181
300 - Other Services		13,229
400 - Capital Outlays		0
Total		**247,308**

Funding: General

<u>2019 Budget Request Highlights:</u>

The Community and Family Resources Department's general fund budget request is $799,247. This is an increase of $10,671.

Category 1 – Personnel request is $749,727, an increase of $4,886. As you are aware, the city is requesting a 2% salary increase for non-union staff.

Category 2 – Supplies request is $7,050, an increase of $200.

Category 3 – Other Services & Charges request is $42,470, an increase of $5,585.

Significant changes include the following budget lines:

- **Line 316 – Instruction:** Increases by $1,000, representing registration related to the National Latino Conference and a public safety conference
- **Line 323 – Travel:** Increases by $1,000, which represents travel for conferences outlined in Line 316.
- **Line 394 - Temporary Contractual Employees:** increases by $1,500, representing two summer interns for the department.

Category 4 – Capital Outlays request is $0.

Community and Family Resources Department 2019 Budget Summary

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	720,841	744,841	749,727	4,886	1%
200 - Supplies	4,629	6,850	7,050	200	3%
300 - Other Services	27,260	36,885	42,470	5,585	15%
400 - Capital Outlays	-	-	-	-	0%
Total	**752,730**	**788,576**	**799,247**	**10,671**	**1%**

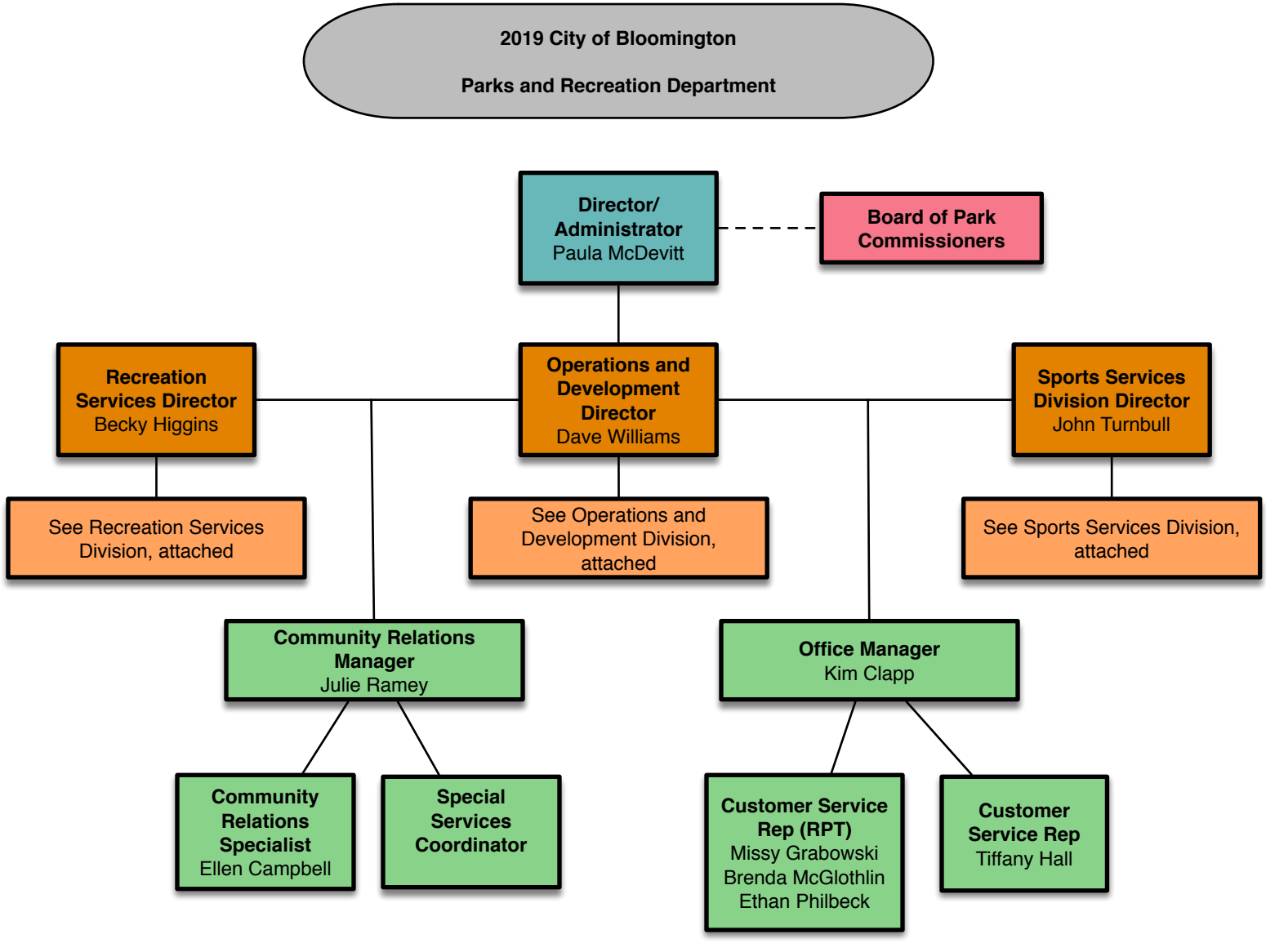
Conclusion

Thank you for your consideration of the Community and Family Resources Department 2019 budget request. We feel strongly that this budget will provide staff with adequate resources to provide continued service to the community through ongoing programs, projects and initiatives, while allowing for expansion in some areas to meet community needs in the upcoming year. I would be happy to answer any questions.

CITY OF BLOOMINGTON

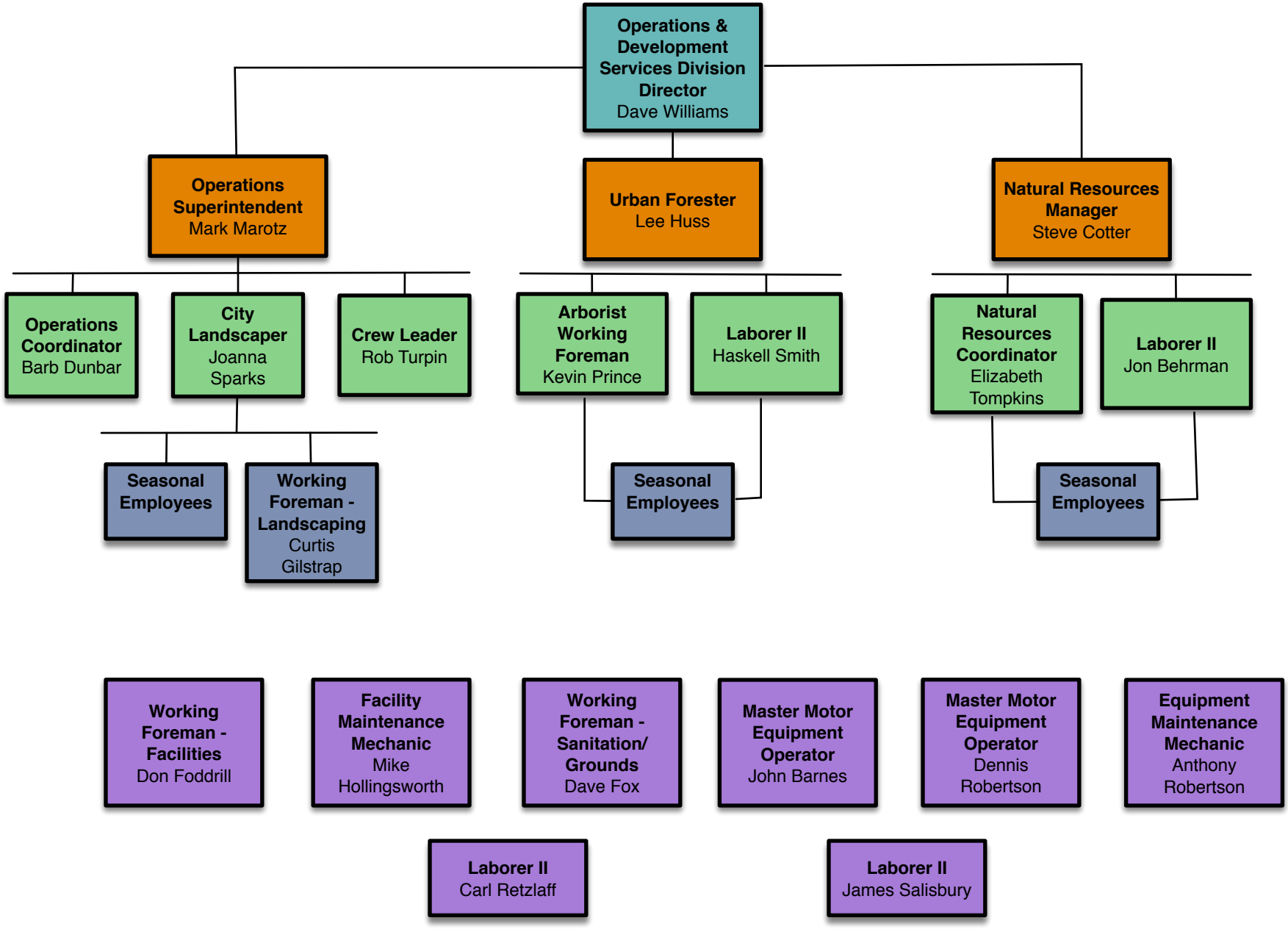
Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 09 - CFRD							
Personnel Services							
	51110	Salaries and Wages - Regular	479,237	497,012	501,022	4,010	0.81%
	51120	Salaries and Wages - Temporary	9,665	10,001	10,001	-	0.00%
	51210	FICA	35,421	38,786	39,093	307	0.79%
	51220	PERF	68,052	70,576	71,145	570	0.81%
	51230	Health and Life Insurance	128,466	128,466	128,466	-	0.00%
Total: Personnel Services			**720,841**	**744,841**	**749,727**	**4,886**	**0.66%**
Supplies - Supplies							
	52110	Office Supplies	1,683	3,850	3,850	-	0.00%
	52420	Other Supplies	2,946	3,000	3,200	200	6.67%
Total: Supplies			**4,629**	**6,850**	**7,050**	**200**	**2.92%**
Other Services and Charges							
	53160	Instruction	2,218	3,000	4,000	1,000	33.33%
	53170	Mgt. Fee, Consultants, and Workshops	2,800	5,000	5,000	-	0.00%
	53210	Telephone	-	200	1,400	1,200	600.00%
	53230	Travel	257	2,000	3,000	1,000	50.00%
	53310	Printing	-	2,000	2,800	800	40.00%
	53640	Hardware and Software Maintenance	7,346	8,030	8,030	-	0.00%
	53910	Dues and Subscriptions	1,701	3,005	3,090	85	2.83%
	53940	Temporary Contractual Employee	1,375	1,500	3,000	1,500	100.00%
	53960	Grants	10,492	9,500	9,500	-	0.00%
	53990	Other Services and Charges	1,070	2,650	2,650	-	0.00%
Total: Other Services and Charges			**27,260**	**36,885**	**42,470**	**5,585**	**15.14%**
Expenditures Grand Total:			**$ 752,730**	**$ 788,576**	**$ 799,247**	**$ 10,671**	**1.35%**


2019 City of Bloomington
Parks and Recreation Department
Director/ Administrator Paula McDevitt
Board of Park Commissioners
Recreation Services Director Becky Higgins
Operations and Development Director Dave Williams
Sports Services Division Director John Turnbull
See Recreation Services Division, attached
See Operations and Development Division, attached
See Sports Services Division, attached
Community Relations Manager Julie Ramey
Office Manager Kim Clapp
Community Relations Specialist Ellen Campbell
Special Services Coordinator
Customer Service Rep (RPT) Missy Grabowski Brenda McGlothlin Ethan Philbeck
Customer Service Rep Tiffany Hall

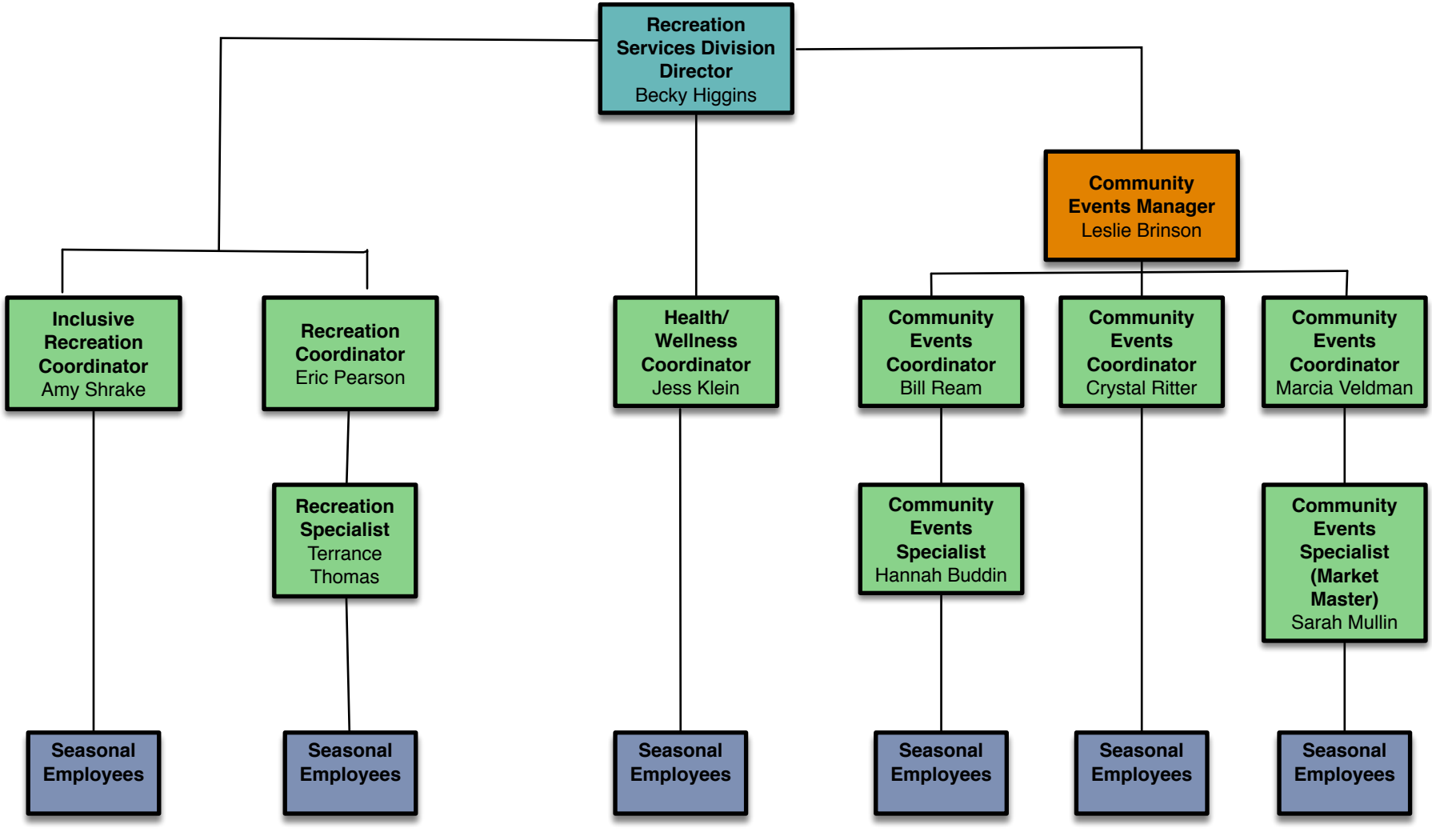
2019 City of Bloomington

Parks and Recreation Department:
Operations & Development Division



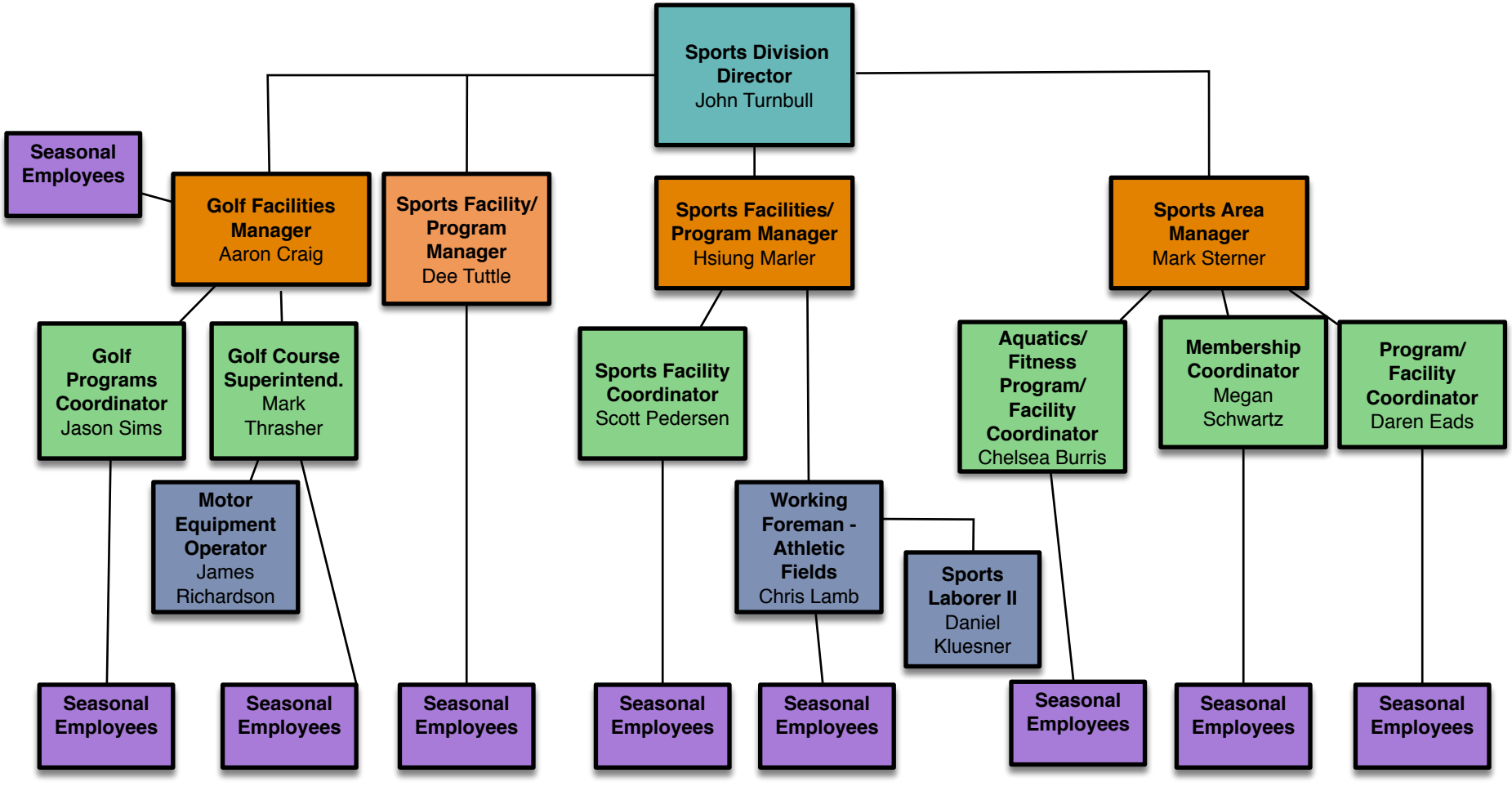
2019 City of Bloomington

Parks and Recreation Department:
Recreation Services Division



2019 City of Bloomington

Parks and Recreation Department:
Sports Division



Parks and Recreation | **2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Paula McDevitt, Director

Date: September 21, 2018

This memo accompanies the proposed 2019 budget for the Parks and Recreation Department.

Why We Exist

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

Background

The Parks and Recreation Department manages 2,342 acres of property including 32 parks and over 30.6 miles of trails. The community enjoys more than 300 sports and recreation programs annually and has access to 27 playgrounds. Between participants counted through program registrations and attendance counts at events, the department saw over 619,450 participations in 2017. This does not include the thousands of users year round in parks or on trails. Currently the department manages $6.9 million in park bond projects at 24 sites and supervises the $34 million build-out of Switchyard Park. The department is staffed by 53 full-time staff, comprised of 16 union and 37 non-union employees. In 2017, 411 seasonal staff were employed in positions throughout the department.

National Accomplishments:

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

The department has once again been selected as 1 of 4 finalists for the National Recreation and Park Association National Gold Medal Award, after winning the award in 2007 and being a finalist for 6 consecutive years. The Gold Medal Award honors communities throughout the country that demonstrate excellence in long-range planning, resource management and

innovative approaches to delivering superb park and recreation services with fiscally sound business practices. The winner will be announced at the September national conference in Indianapolis.

Community Impact:
A key finding in the 2017 Bloomington Community Survey was that Bloomington residents enjoy a high quality of life, with 82% of those responding to the survey ranking the overall quality of life as excellent or good. The Parks and Recreation Department plays a key role in providing resources, programs and services that impact the overall quality of life in the Bloomington area.

The Parks and Recreation 5-year Master Plan (2016-2020) started with a comprehensive community survey. The survey results identify key issues to be addressed in the Master Plan including identifying critical data to be used in developing solutions to the community's needs. The annual budget goals reflect the department's work toward addressing key issues identified in the survey, including placing a high value on the maintenance of current trails and construction of new trails; maintenance of existing parks and facilities; more programs and services that allow for socialization and entertainment; and high value of parks, trails, programs and services for a positive impact on personal health and wellness.

National trends in recreation programming also are considered in the department's long-range planning and budget development. Participants are categorized into core versus casual participation, with core participants those more committed and less likely to switch to other activities. Casual participants continue to be more common among today's generation as a result of several factors including time restraints, financial barriers and the introduction of new activities. The department's programming and sports goals reflect investments in programming and projects to capture participation of both the core and causal user. Capital, General Obligation Park Bond and Bicentennial projects are investments in providing community access to trails, parks, and facilities equipped to facilitate programs and community events. These investments also provide several million dollars in economic impact in the community and enhance the quality of life in Bloomington.

Bloomington's Bicentennial year has provided many opportunities to celebrate the past and invest in the future for generations of Bloomington residents. The Bicentennial Tree sale resulted in 200 tulip trees sold to residents to plant on their private property. A $2,100 grant from the Archer Foundation will fund tulip trees at every MCCSC school, and several community groups raised funds to plant new trees in various parks and downtown locations. A new event, the Bicentennial Street Fair, brought together city departments and community organizations all along Kirkwood Avenue to the thrill of over 4,500 participants for a community-wide Bicentennial celebration. Bicentennial plans for new trails and connecting existing trails north, east, south and west will activate the community and invest in the health of all who use the trail system.

Switchyard Park:
The transformation of the former rail yard property into Switchyard Park has begun. Years of planning, designing and a successful bid process have transformed into early buildout signs of the future park for generations to come. This is the largest park project in the almost 100-year

history of the department, and the park has been designed to have something for everyone, encouraging park users to “visit and stay awhile.” The LEED Silver-certified pavilion, outdoor stage and event lawns will be programmed for new events and festivals as well as expand on successful existing events. There will be plenty of spaces to enjoy both active and passive outdoor recreation, and children especially will enjoy the new playground features and an interactive splash pad with plenty of seating for parents and grandparents. The natural areas of the park will be filled with native plants with over 600 new trees, 1000 tree seedlings and daylighted streams. The park will be bordered by the B-Line Trail as well as a new trail on the east side of the property. The park design, planned programming, maintenance and community use are all key components to creating and maintaining park safety. Switchyard Park is on “track” to open in November 2019 with the vision of memory-making experiences to last a lifetime.

2019 Activity Descriptions and Goals:

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

Goals:
- Distribute 30 customer service surveys quarterly, with a completion rate of at least 18%.
    - At least 80% of all returned surveys should rate satisfaction with customer service as very positive or somewhat positive.
- Attend Vermont Systems RecTrac Training 3.1 to learn use of reporting, data collection and marketing tools.
- Provide 60 hours of customer-service staff training.
- Complete 2018 CAPRA Accreditation documentation in preparation for 2020 reaccreditation using PowerDMS software.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	5.32	500,864
200 - Supplies		9,350
300 - Other Services		244,206
400 - Capital Outlays		0
Total		**754,420**

Funding: General

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

Goals:

- Increase Bloomington Walking Club attendance from a weekly average of 8 to 15 participants through increased marketing and community partnerships.
- Increase annual Kids Triathlon participants from 18 to 35 participants by targeting marketing efforts through RecTrac and community partners such as IU Health and MCCSC.
- Evaluate the physical and behavioral activities used in the Get On Board Active Living (GOAL) program by reviewing existing curriculum with GOAL Program Manager and updating the current handbook for upcoming cohorts.
- Enhance the Veteran's Day 5K run/walk/ruck and market the event specifically to military members and their families with a goal of 100 participants. Showcase at least 5 local community resources for veterans and expand event to include live music and food options.
- Increase wellness activities by developing 3 nutrition programs, 1 each for youth, teens, and adults.
- Create a financial wellness program for adults by partnering with the City's Human Resources Department and a financial advisor in the community.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.17	82,069
200 - Supplies		800
300 - Other Services		0
400 - Capital Outlays		0
Total		**82,869**

Funding: General

Community Relations

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

Goals:

- Increase Facebook followers by 25% to 8,000 followers by end of 2019. As of July 2018 there are 6,472 followers on Department's Facebook account.
- Create online program guide mailing add/removal form by January 31.
- Add 5 program guide distribution sites by June 1.
- Generate $1,000 in ad sale revenue per program guide season.
- Conduct facility user and non-user surveys via website and social media in June and December.
- Utilize RecTrac to identify potential areas of growth and focus on marketing those programs during the summer and fall/winter seasons.
- Generate a total of $5,000 in annual advertising revenue for the TLRC, both pools, and Frank Southern Ice Arena. As of June 30, 2018 there is $12,400 in revenue.
- Collaborate with Bloomington Parks Foundation for Switchyard Park naming and sponsorship opportunities.

- Fully fund advertising budget for Facebook, Google ads, radio, website, and newspaper advertising at $90,000 annually.
- Generate 20% new rental, membership and program registration business at revenue-generating facilities through usable, functional, and effective websites.(The TLRC will gain at least 94 new members, across all registration categories, within 12 months; Golf Services goal is to increase customer satisfaction with the ease of reserving tee times and registering for golf camps. At least 60% of customer service survey respondents will report a very good or excellent experience with the course website and online registration; participation in midday (noon-2:30 p.m.) general admission ice skating sessions will grow by 10%, or by four participants per session.
- Recognize volunteers who make significant contributions with the monthly Bravo Award.
- Fund annual CERVIS volunteer management software subscription at $1,800 annually.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	3.00	213,538
200 - Supplies		7,050
300 - Other Services		239,470
400 - Capital Outlays		0
Total		**460,058**

Funding: General

Aquatics

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

Goals:

- Increase pool attendance at Mills Pool to 7,200 participants, after 7,144 participants in 2017 and 6,965 in 2016.
- Increase pool attendance at Bryan Park Pool to 43,000 participants, after 42,095 participants in 2017 and 36,200 in 2016.
- Facilitate 32 private pool rentals during the season, an increase from 30 private rentals in 2017 and 28 private rentals in 2016.
- Increase Learn to Swim lessons by 3% (321 participants) after 312 participants in 2017.

Bryan Pool

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	4.83	146,887
200 - Supplies		14,800
300 - Other Services		45,150
400 - Capital Outlays		0
Total		**206,837**

Funding: General

Mills Pool

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.34	77,600
200 - Supplies		8,450
300 - Other Services		19,425
400 - Capital Outlays		0
Total		**105,475**

Funding: General

Frank Southern Center

Activity Description: Provide recreational and organized ice skating to ice enthusiasts from Bloomington and surrounding communities from October through mid-March.

Goals:

- Increase ice time rental to outside groups to 540 hours, after 536 hours in 2017.
- Achieve 10,650 participants in public skating sessions, an increase over 10,637 participants in 2017.
- Increase Skating School participants to 580, after 559 in 2017.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	4.24	187,546
200 - Supplies		20,558
300 - Other Services		151,759
400 - Capital Outlays		0
Total		**359,863**

Funding: General

Golf Services

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

Goals:
- Sell 23,000 18-hole rounds of golf, an increase over 22,033 in 2017 and 21,231 in 2016.
- Sell 300 season passes, an increase over 280 in 2017.
- Secure lease agreement for 75 new carts.
- Increase cart rentals to 14,200, an increase over 14,000 in 2017.
- Purchase fairway mower for new Zoysia turf maintenance

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	9.31	447,382
200 - Supplies		59,803
300 - Other Services		449,384
400 - Capital Outlays		54,000
Total		**1,010,569**

Funding: General

Natural Resources

Activity Description: Enhances and protects natural areas managed by the department including Griffy Lake Nature Preserve, Wapehani Mountain Bike Park and Leonard Springs Nature Park, while providing appropriate outdoor recreational and educational opportunities in these areas for all ages in the community.

Goals:
- Facilitate environmental education programming for all MCCSC 4th and 6th grade students as well as for 500 local children during the summer.
- Provide boat rental opportunities for 5,000 boaters at Griffy Lake from April through October.
- Conduct monthly water sampling at Griffy Lake to provide data for the Indiana Clean Lakes program.
- Modify boat launch area at Griffy Lake to improve user access.
- Construct boardwalk from the boathouse to the North Shore Trail at Griffy Lake Nature Preserve.
- Implement prescribed burning program at Griffy Lake Nature Preserve.
- Update Griffy Lake Master Plan.
- Facilitate ongoing deer management program at Griffy Lake Nature Preserve.
- Begin repairing erosion on the north shore of Griffy Lake.
- Design and construct Griffy Lake Nature Preserve accessible fishing pier

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	6.82	300,396
200 - Supplies		21,470
300 - Other Services		74,297
400 - Capital Outlays		0
Total		**396,163**

Funding: General

Allison Jukebox Community Center/Youth Services

Activity Description: Facilitate Kid City summer camp program as well as variety of classes and programs. Operate multi-purpose community center year-round and facilitate center rentals.

Goals:

- Enhance rental appeal by replacing flooring in 4 rooms (tile room, carpet room, offices, and first aid closet).
- Increase building rentals from an average of 15 to 20 paid hours per month.
- Increase participation averages from 67 to 80 kids for camp and from 39 to 45 for break days by working with ITS and Office Manager to utilize online registration

Alison Jukebox

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.77	54,515
200 - Supplies		817
300 - Other Services		3,715
400 - Capital Outlays		0
Total		**59,047**

Funding: General

Kid City Camps

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.12	3,967
200 - Supplies		330
300 - Other Services		1,544
400 - Capital Outlays		0
Total		**5,841**

Funding: General

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

Goals:
- Manage active memberships to over 1,200 members, an increase from 1,140 active memberships in 2017 and 2018.
- Rent artificial turf for 960 hours, an increase over 945 hours in 2017.
- Host 20 facility rentals/events (basketball tournaments, gymnastics meets, etc), an increase from an average of 17 for past 3 years.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	3.70	287,224
200 - Supplies		353
300 - Other Services		399
400 - Capital Outlays		0
Total		**287,976**

Funding: General

Community Events
Activity Description: Provide wide array of events to meet the diverse needs of the community by increasing the quality of life in Bloomington, providing unique activities for families and creating a sense of community.

Goals:
- Meet Park Board-established 95% cost recovery goal for Farmers' Market and all associated activities.
- Register a minimum of 60 organizations/individuals to participate in the Market's Info Alley and reserve 8 spaces for the season providing consistent revenue for the Market.
- Host 1 garden open house at Willie Streeter Garden in early May, attracting a minimum of 3 new garden plot renters.
- Hold mini-classes during open hours at Willie Streeter in order to improve retention of gardeners by 5% from previous year.
- Increase Performing Arts Series sponsorship goal by 12.5% or $1,500 to cover costs of upgrading the sound system.
- Create, develop and implement a minimum of 1 new community event, based on national trends for the fall of 2019.
- Increase pop up programs by 2 (50%) and use them to complement other park service areas and/or market upcoming events such as the dog park and sports programs.
- Continue the Street Fair (established in 2018 for the Bicentennial) and enhance involvement of community groups in the Street Fair to include arts, diversity and exposure for downtown businesses while promoting a family focused environment to attract 5000 participants

- Develop a minimum of 1 new external community partner and minimum of 1 new internal partner to coordinate and support an existing event or a new event in 2019.
- Collaborate with Department's Community Relations Coordinator to develop tracking system for sponsorships to include the invoicing and depositing of funds in a coordinated effort.
- Develop permitting systems and pricing for the pavilion and stage at Switchyard Park, with permitting forms approved and available by fall of 2019.
- Evaluate all community events for opportunities to add or remove activities, partners, food options and community involvement. Review will allow staff to keep long-standing events relevant and popular.
- Assemble 3-5 person review committee to evaluate and update the current guidelines and jury system for 3 arts events: Performing Arts Series, A Fair of the Arts, and the Holiday Market.

General

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	4.57	307,535
200 - Supplies		3,047
300 - Other Services		24,933
400 - Capital Outlays		0
Total		**335,515**

Funding: General

Gardens

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.75	59,012
200 - Supplies		1,407
300 - Other Services		3,659
400 - Capital Outlays		0
Total		**64,078**

Funding: General

Farmers' Market

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.10	8,052
200 - Supplies		0
300 - Other Services		0
400 - Capital Outlays		0
Total		**8,052**

Funding: General

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

Goals:
- Host 250 teams for invitational or special event competition, maintaining the same average number of teams per year for past two years.
- Maintain team league participation at 150.
- Host four "sandlot" or pick-up types of play at Twin Lakes Sports Park.
- Repair pillars on Twin Lakes Sports Complex observation deck

Softball

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	3.32	148,568
200 - Supplies		29,809
300 - Other Services		45,467
400 - Capital Outlays		12,000
Total		**235,844**

Funding: General

Tennis

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.08	7,112
200 - Supplies		0
300 - Other Services		0
400 - Capital Outlays		0
Total		**7,112**

Funding: General

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

Goals:
- Facilitate 1250 hours of ballfield rentals at Winslow, an increase from 1200 hours in 2107.
- Recruit 1 new user group (soccer, kickball, or other multi-use group) that is a non-traditional ballfield user.
- Host 4 outside rental tournaments at Winslow Sports Complex with 25 teams or more, an increase from 0 in 2017.

Winslow Sports Complex

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.48	135,567
200 - Supplies		21,231
300 - Other Services		24,825
400 - Capital Outlays		0
Total		**181,623**

Funding: General

Olcott Park

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.65	27,836
200 - Supplies		3,951
300 - Other Services		11,650
400 - Capital Outlays		0
Total		**43,437**

Funding: General

Benjamin Banneker Community Center
Activity Description: Inspire youth to maximize their full potential in a safe and positive environment. Provide opportunities for the Bloomington community to connect year-round through various programs and activities.

Goals:
- Increase Jump Start Sports participants from 135 to 235 through increased marketing and word of mouth.
- Increase age range of participants from 2-7 years old to 2-10 years old to increase participation from 80 to 125 participants per event.

- Maintain level of summer camp participants at 80 per day for Banneker Camp and 20 per day in Teen Summer Camp.
- Utilize new mini-bus to pick up participants at area middle/high schools and increase transportation radius from 1.5 to 3.5 miles from Banneker.
- Transition teen drop-in program to Banneker Leadership Institute to include academic tutoring, mentoring, and life skill development.
- Increase participation from 15 to 25 teens.
- Increase support through grants, sponsors and community partners through new marketing opportunities (i.e. closed circuit TVs) to meet the cost recovery goal of 20%.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	6.55	249,737
200 - Supplies		14,936
300 - Other Services		55,867
400 - Capital Outlays		0
Total		**320,540**

Funding: General

Inclusive Recreation

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

Goals:

- Increase the number of individuals with disabilities served from 16 to 18-20 totaling a minimum of 100 participations.
- Contact minimum of 3 community agencies, community members or other local groups relating to disability interests to promote Inclusion Services in 2019.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.83	81,893
200 - Supplies		300
300 - Other Services		368
400 - Capital Outlays		0
Total		**82,561**

Funding: General

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

Goals:
- Provide contractor support through communication, planning, scheduling and storage during construction of new Switchyard Park.
- Clean and organize Operations center yard.
- Organize Switchyard Park Operations maintenance building for storage of advance purchase items for Switchyard Park.
- Complete 3 yearly inventory audits on high dollar items to maintain inventory accuracy and cut back on unnecessary spending.
- Clean and organize Goat Farm barn.
- Replace split rail fencing sections throughout park system.
- Replace fencing at Operations Center.
- Install security system at Operation Center and Switchyard Park maintenance building.
- Replace drinking fountains at Jackson Creek, Rail Trail, and Ferguson Dog Park.
- Conduct quarterly park inspections to maintain park standards.
- Install new bridge at Crestmont Park.
- Perform quarterly inspections of grounds equipment to insure a regular preventive maintenance plan is carried out.
- Install new carpet at Buskirk Chumley Theater

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	21.87	1,135,740
200 - Supplies		220,730
300 - Other Services		342,846
400 - Capital Outlays		218,200
Total		**1,917,516**

Funding: General

Switchyard Park
Activity Description: Plan and construct this largest park development project in the history of the department. The 58 acres of park land will include open green spaces, event lawns, splash pad, playground, dog park, walking/biking trails, community garden, skatepark, fitness equipment area, pickleball courts, bocce ball courts, basketball court, Bloomington Police Department substation, performance stage, group shelter and 11,000 sq. ft. pavilion.

Goals:
- Plan for and coordinate park ribbon cutting in fall 2019.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.40	32,952
200 - Supplies		0
300 - Other Services		14,500
400 - Capital Outlays		0
Total		**47,452**

Funding: General

Landscaping

Activity Description: Provide year-round high-quality landscape planting and maintenance services for over 200,000 square feet of publicly owned property, including parks, in an ongoing effort to contribute to the appearance and beautification of the city. Remove invasive species along trails, in parks and natural areas and manage native plant installations.

Goals:

- Remove invasive plant species and replace with natives at all locations throughout the City (facilities, medians, trails, parks and natural areas).
- Minimize the use of pesticides, as per the IPM plan.
- Minimize the usage of annuals by 25% each year in order to focus on planting more perennials and shrubs.
- Continue developing the COB Pollinator/Wildlife Corridor working group with members of the Environmental Commission and Natural Resources Staff.
- Develop and begin implementation of Vegetation Management Program for the B-Line, B-Link, Bloomington Rail, Clear Creek, Jackson Creek, and Polly Grimshaw Trails.
- Maintain certification of 2 RFT staff members as Certified Chemical Applicators (Categories 3A and 6).
- Ensure successful prairie establishment at the Goat Farm by managing invasive species with herbicide and mechanical removal.
- Increase native plant diversity and visual appeal at Miller-Showers Park by installing large blocks of same species for color appeal, expanding the overall area of the native plant community and managing invasive species..
- Expand Upper Cascades Asian Bush Honeysuckle removal project by 3 acres.
- Ensure successful wetland plant community establishment at Wapehani Mountain Bike Park by managing invasive plant species.
- Provide volunteer opportunities for 300 community members to maintain natural spaces.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	9.52	363,139
200 - Supplies		46,060
300 - Other Services		66,116
400 - Capital Outlays		0
Total		**475,315**

Funding: General

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

Goals:
- Rehab 50 headstones at both cemeteries.
- Remove invasive plant species (Asian Bush Honeysuckle, Ailanthus, Autumn Olive, Callery pear, and Purple Wintercreeper) within and on the perimeter of both cemeteries and the Rose Hill Office property.
- Expand native rose installations at Rose Hill Cemetery.
- Maintain certification of 1 RFT staff member as a Certified Chemical Applicator Registered Technician.
- Work with volunteers to plant native trees and shrubs in both cemeteries.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.98	140,882
200 - Supplies		14,325
300 - Other Services		29,710
400 - Capital Outlays		0
Total		**184,917**

Funding: General

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

Goals:
- Maintain Tree City USA status.

- Complete street tree inventory and begin selective Park tree inventory.
- Contract approximately 1000 public street trees for pruning (total is 500 as of June 2018).
- Complete changes in the Tree Ordinance to reflect 2 additional members of the Bloomington Tree Commission
- Update the 5-year Urban Forestry Master Plan.
- Continue year 6 of ash tree Emerald Ash Borer protection. Ash trees are treated on three year cycles. Year six is the second round of treatment (trees treated in 2016) to prevent EAB damage for 30 public trees with a total diameter of 500 inches.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	4.79	264,678
200 - Supplies		91,463
300 - Other Services		213,566
400 - Capital Outlays		0
Total		**569,707**

Funding: General

Park Bond Projects 2018 – 2020
Activity Description: Manage $6.9 million in park projects.

Goals:
- Improve Cascades Golf Course Clubhouse in spring 2019.
- Convert Zoysia fairway on Quarry golf course in spring 2019.
- Rehab Griffy Lake Nature Preserve restroom.
- Improve Peoples Park in spring 2019.
- Improve Bryan Park Pool and Mills Pool through spring 2019.

2019 Budget Request Highlights:

The Parks and Recreation Department's general fund budget request is $8,122,750. This is an increase of $381,717.

Category 1 – Personnel request is $5,184,654. This is an increase of $235,185. As you are aware, the city is requesting a 2% salary increase for non-union staff. One non union position and one laborer position have been submitted for upgrade consideration. Significant changes include the following budget lines:

Significant changes include the following budget lines:
- **Line 111 – Salaries and Wages – Regular:** Increases by $63,032 reflective of 2% salary increase for non-union staff and two positions reclassifications.
- **Line 112 – Salaries and Wages – Temporary:** Increases by $123,018. Seasonal wages increased for positions with employees working 40 hours per week for nine months. These

position are in the Recreation, Sports, Operations, Natural Resources, Cemeteries, Landscaping and Urban Forestry areas. The department's seasonal workforce wages are outlined in a classification system that is evaluated every few years by representatives from all four department divisions. A significant hourly pay increase occurred in the 2018 budget; ranges were increased from a low of $7.85-$11.88 in 2017 to $9.73-$14.74 in 2018. Recruiting, hiring and retaining seasonal staff has been successful with the hourly wage increase implemented in 2018.

Category 2 – **Supplies** request is $591,040. This is a decrease of $11,535.

Significant changes include the following budget lines:

- **Line 222 – Agricultural Supplies:** Adult Sports softball decrease of $3380 for infield materials; grass seed; stone and fill for projects
- **Line 231- Building Materials and Supplies:** Reduction of $1640 at Bryan Park Pool; $4,600 at Frank Southern Center; $1300 in Golf Services; $1220 in Youth Services Allison Jukebox Building

Category 3 – Other Services request is $2,062,856. This is an increase of $139,867.

Significant changes include the following budget lines:

- **Line 311** – **Engineering/Architectural**: $5000 increase in Community Relations for website hosting, set-up and maintenance for revenue-generating facilities.
- **Line 331 – Printing:** Increases by $23,500 - $15,760 increase in Community Relations for colored Switchyard Park marketing materials, new trails maps and Parks branded folders. Golf Services increase of $1,250 for golf score cards. Natural Resources increase of $6715 to print new trail maps for Griffy Lake Nature Preserve.
- **LLine 332 – Advertising:** Increases by $18,420 for Community Relations Switchyard Park advertising in Bloom Magazine, Visit Bloomington Visitors Guide, Indiana Travel Guide, Limestone Post online magazine, social media advertising and Campus Visitors Guide.
- **Line 351 - Electric:** Increases by $10,000 for Switchyard Park 4th quarter operations
- **Line 353 - Water and Sewer:** Increases by $3000 for Switchyard Park 4th quarter operations
- **Line 354 - Natural Gas:** Increase $1500 for Switchyard Park 4th quarter operations
- **Line 363 - Machinery/Equipment Repairs:** Increases by $14,450 to include:Golf Services increase of $2400 fo repairs for golf course maintenance equipment; $15,000 in Urban Forestry for contractual refurbishing to 15-year-old Bandit SP250 chipper.
- **Line 365 - Other Repairs:** Increases by $11,448 to include: $1,600 for repairs to Frank Southern Center locker room and lobby area benches and $10,000 for light pole contractual maintenance on the B-Line Trail, RCA Park, Olcott Park, Miller-Showers Park, Butler Park and Seminary Park.
- **Line 399 – Other Services/Charges:** $2800 in Community Relations for video production and editing and Switchyard Park event planner event; $29,800 to Natural Resources to update Griffy Lake Management Plan and prescribed burning; $6,200 vehicle wrap on new passenger mini bus; $5000 to Cemeteries for contractual invasive plant removal at White Oak Cemetery; $8913 to Urban Forestry for contractual tree pruning.

Category 4 – Capital request is $284,200. This is an increase of $18,200.

Significant changes include the following budget lines:

- **Line 451 – Other Capital Outlays:** $18,200 to replace carpet at the Buskirk Chumley Theater.

Parks and Recreation 2019 Budget Summary

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	4,550,584	4,949,469	5,264,690	315,221	6%
200 - Supplies	468,103	602,575	591,040	(11,535)	-2%
300 - Other Services	1,638,552	1,922,989	2,062,856	139,867	7%
400 - Capital Outlays	157,000	266,000	284,200	18,200	7%
Total	**6,814,238**	**7,741,033**	**8,202,786**	**461,753**	**6%**

Conclusion

The 2019 Parks and Recreation budget request addresses the goals of the department, the Board of Park Commissioners, City administration, the City Council and our residents and parks and recreation system users to respond to our mission: "*To provide essential services, facilities and products necessary for the positive development and well-being of the community through the provision of parks, greenways, trails and recreational facilities while working in cooperation with other service providers in the community in order to maximize all available resources.*" Together, we make Bloomington a better place to live, work and play. Thank you for your consideration of the Parks and Recreation department budget request! I would be happy to answer any questions.

CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-24-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 200 - Parks and Recreation Gen (S1301)							
Expenditures							
Department: 18 - Parks & Recreation							
Personnel Services							
	51110	Salaries and Wages - Regular	2,291,708	2,390,969	2,450,541	59,572	2.49%
	51120	Salaries and Wages - Temporary	945,783	1,200,558	1,416,470	215,912	17.98%
	51130	Salaries and Wages- Overtime	5,517	-	-	-	#DIV/0!
	51210	FICA	238,434	274,754	295,832	21,078	7.67%
	51230	Health and Life Insurance	743,679	743,671	347,982	(395,689)	-53.21%
	51220	PERF	325,463	339,518	743,678	404,160	119.04%
	51310	Other Personal Services	-	-	10,188	10,188	#DIV/0!
Total: Personnel Services			**4,550,584**	**4,949,469**	**5,264,690**	**315,221**	**6.37%**
Supplies							
	52110	Office Supplies	7,320	6,000	6,000	-	0.00%
	52210	Institutional Supplies	32,342	41,676	45,179	3,503	8.41%
	52220	Agricultural Supplies	147,785	150,255	116,361	(33,894)	-22.56%
	52230	Garage and Motor Supplies	16,723	15,900	18,100	2,200	13.84%
	52240	Fuel and Oil	56,530	99,949	87,731	(12,218)	-12.22%
	52310	Building Materials and Supplies	25,039	58,523	53,238	(5,285)	-9.03%
	52320	Motor Vehicle Repair	7,878	3,703	4,589	886	23.93%
	52340	Other Repairs and Maintenance	51,152	78,631	79,990	1,359	1.73%
	52410	Books	337	350	350	-	0.00%
	52420	Other Supplies	113,743	137,483	168,122	30,639	22.29%
	52430	Uniforms and Tools	9,255	10,105	11,380	1,275	12.62%
Total: Supplies			**468,103**	**602,575**	**591,040**	**(11,535)**	**-1.91%**
Other Services and Charges							
	53110	Engineering and Architectural	14,638	15,000	17,000	2,000	13.33%
	53130	Medical	2,038	7,229	5,300	(1,929)	-26.68%
	53140	Exterminator Services	1,437	2,275	1,430	(845)	-37.14%
	53150	Communications Contract	779	390	504	114	29.23%
	53160	Instruction	12,715	11,218	11,770	552	4.92%
	53170	Mgt. Fee, Consultants, and Workshops	723	121,240	76,340	(44,900)	-37.03%
	53210	Telephone	31,832	35,613	36,748	1,135	3.19%
	53220	Postage	45,261	49,200	40,840	(8,360)	-16.99%
	53230	Travel	3,811	8,275	7,900	(375)	-4.53%
	53240	Freight / Other	-	1,000	1,000	-	0.00%
	53310	Printing	49,050	81,850	105,350	23,500	28.71%
	53320	Advertising	60,466	62,450	80,870	18,420	29.50%
	53410	Liability / Casualty Premiums	67,479	67,479	67,479	-	0.00%
	53420	Worker's Comp & Risk	53,031	53,031	53,031	-	0.00%
	53510	Electrical Services	174,320	193,150	137,985	(55,165)	-28.56%
	53530	Water and Sewer	190,408	196,041	190,030	(6,011)	-3.07%
	53540	Natural Gas	36,127	46,651	48,950	2,299	4.93%
	53610	Building Repairs	15,354	34,135	30,126	(4,009)	-11.74%
	53620	Motor Repairs	125,893	110,632	110,631	(1)	0.00%
	53630	Machinery and Equipment Repairs	39,637	37,330	51,780	14,450	38.71%
	53650	Other Repairs	18,675	25,852	37,300	11,448	44.28%
	53730	Machinery and Equipment Rental	12,838	10,261	10,134	(127)	-1.24%
	53740	Hydrant Rental	-	500	650	150	30.00%
	53750	Rentals - Other	356	400	400	-	0.00%
	53830	Bank Charges	32,860	35,260	36,850	1,590	4.51%
	53840	Lease Payments	1,500	1	64,000	63,999	6399900%
	539010	Inter-Fund Transfers	325,604	330,931	336,311	5,380	1.63%
	53910	Dues and Subscriptions	19,406	31,754	40,657	8,903	28.04%
	53920	Laundry and Other Sanitation Services	16,495	21,405	19,825	(1,580)	-7.38%
	53940	Temporary Contractual Employee	1,475	1,848	5,750	3,902	211.15%
	53950	Landfill	21,608	33,890	31,880	(2,010)	-5.93%

CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-24-18

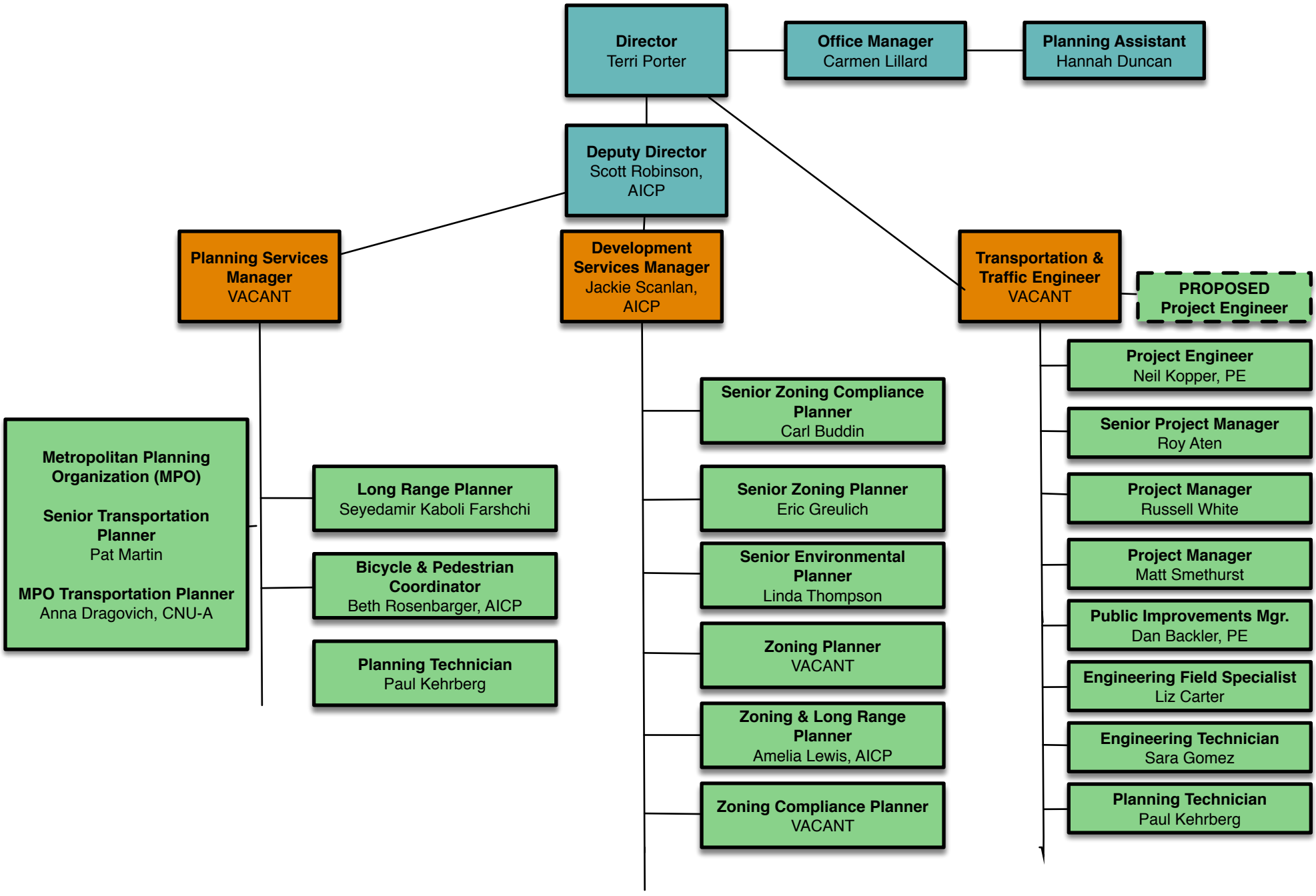
	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
	53990	Other Services and Charges	262,736	296,698	404,035	107,337	36.18%
Total: Other Services and Charges			**1,638,552**	**1,922,989**	**2,062,856**	**139,867**	**7.27%**
Capital Outlays							
	54310	Improvements Other Than Building	-	-	200,000	200,000	#DIV/0!
	54420	Purchase of Equipment	23,995	77,000	54,000	(23,000)	-29.87%
	54440	Motor Equipment	133,005	189,000	-	(189,000)	-100.00%
	54510	Other Capital Outlays	-	-	30,200	30,200	#DIV/0!
Total: Capital Outlays			**157,000**	**266,000**	**284,200**	**18,200**	**6.84%**
Expenditures Grand Total:			**$ 6,814,238**	**$ 7,741,033**	**$ 8,202,786**	**$ 461,753**	**5.97%**

City of Bloomington
2019 Budget

Thursday August 23, 2018

2019 City of Bloomington

Planning and Transportation Department



Planning & Transportation

2019 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council

From: Terri Porter, Director, Planning & Transportation

Date: August 23, 2018

This memo accompanies the proposed 2019 budget for Planning & Transportation.

Why We Exist

The Department of Planning & Transportation helps to protect the health, safety and general welfare of the residents, visitors, and businesses within the city of Bloomington by guiding the form and function of the built environment and land uses with the natural environment in order to sustain Bloomington's high quality of life. The Department is also responsible for the preparation, update, and implementation of the Comprehensive Plan; the administration and maintenance of local zoning, development, and traffic regulation codes; the planning, design, and implementation of local multi-modal infrastructure projects; and the review and issuing of permits. In short, the Department is responsible for the development and implementation of plans that ensure that growth and mobility of our community is consistent with Bloomington's vision towards the future.

Background

With a staff of 24, the Planning and Transportation Department is composed of four divisions: Planning Services, Development Services, Traffic and Transportation Engineering and the Metropolitan Planning Organization (MPO). Each division is further described later in this memo. In 2018, Planning and Transportation ushered in the adoption of the 2018 Comprehensive Plan, a vision document that sets the tone and direction of future growth in the City, providing guidance for the built environment. This crucial document had not been updated since 2002. Accompanying the newly adopted Comprehensive Plan are 3 important initiatives.

First is the long-awaited update to the Unified Development Ordinance (UDO) within Title 20 of the Bloomington Municipal Code. The purpose of the UDO update is to codify land use policies and incorporate the long-term vision provided by the Comprehensive Plan. The UDO update will further ensure the preservation of Bloomington's quality of life while encouraging and directing

growth responsive to community needs, resulting in economic prosperity, social equality and environmental sustainability.

The second is the update to the 2002 Master Thoroughfare Plan, which is expected to be adopted as part of the Comprehensive Plan by the end of 2018 and is a requirement of Indiana state statute. The Transportation Plan considers all modes of transportation, rather than developing separate plans for automobile and bicycle/pedestrian connections. The Department will work well into 2019 enlisting public input to prioritize future connectivity and safety. Additionally in 2018, the Department oversaw the completion of a Downtown Area Parking Study. Work will continue through 2019 with the Parking Commission, the Common Council, and the public to implement the study's recommendations in order to improve the parking experience in the city.

The third initiative is ongoing planning activities related to IU Health Hospital locations. In 2019, Planning and Transportation anticipates significant involvement in the planning for the reuse of the current IU Health Hospital location and the medical zoning district. The Department also is heavily involved with the planning for new connections at the IU Health Regional Academic Health Center location.

Planning & Transportation used the 2017 City survey to prioritize a range of activities for 2019 detailed in the next section. Three key findings from the survey have a direct relationship to the Department. First, 82% of respondents rated their quality of life as excellent or good. Second, around 80% are pleased with some mobility options while conversely traffic, parking and mobility are aspects least liked about Bloomington; this lends support for transportation improvements. Third, about 70% positively rate how well City government welcomes public involvement.

Over the last 24 months, the department has experienced an unprecedented level of activity, including the adoption of the 2018 Comprehensive Plan, implementing multiple transportation projects, initiating an update to the Unified Development Ordinance, and developing and adopting a new Transportation plan (Transform 2040) through our Metropolitan Planning Organization (MPO). Additionally, the Department has been very active reviewing development petitions, particularly those that support affordable housing, incorporate best practice green build initiatives, and are designed to complement the surrounding area.

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.

2019 Activity Descriptions and Goals:

In addition to the 2017 Community Survey, the 2018 Comprehensive Plan provides additional guidance for the City to prioritize activities. The Plan lists a wide range of programs (approximately 205) to consider as well as performance metrics to measure implementation over the time horizon of the Plan. The following 2019 goals are a reflection of and response to both the Survey and Plan.

Planning Services
Activity Description: Lead implementation of the 2018 Comprehensive Plan with the primary focus on programs detailed within the Plan. Coordinate and/or conduct studies and plans to help further general planning and transportation policies. Manages social media accounts for the department and lead department community engagement activities. Provide ongoing support and present reports/recommendations to the Bicycle and Pedestrian Safety Commission, Traffic Commission, Parking Commission, and the Metropolitan Planning Organization.

Goals:
- Establish baseline data needs and analysis methods for the many performance metrics detailed in the 2018 Comprehensive Plan.
- Provide quarterly traffic count and annual crash data via the City's data portal.
- Hold a minimum of 2 special events to encourage and increase bike ridership in the city.
- Develop a template and timeline for reporting Comprehensive Plan evaluation on performance metrics.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.23	182,874
200 - Supplies		103
300 - Other Services		10,933
400 - Capital Outlays		0
Total		**193,910**

Funding: General

Master Thoroughfare/Transportation Plan
Activity Description: Develop and adopt, as an addendum to the 2018 Comprehensive Plan, a new Master Thoroughfare/Transportation Plan guided by the goals and policies established in the Comprehensive Plan. This multimodal plan also will replace the 2008 Bicycle and Pedestrian Transportation & Greenways System Plan. This activity is important to highlight as a priority for 2019 because it has carried over from 2018; expected adoption is by the end of 2018 and implementation of the plan will be the focus for 2019.

Goals:
- Develop implementation strategy for newly-adopted Master Thoroughfare/Transportation Plan that encompasses and supports all modes of transportation and provides direction for the City's future design and investments in transportation infrastructure.
- Identify transportation needs and priorities and implement through multi-year capital improvement plan.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.24	19,905
200 - Supplies		0
300 - Other Services		2,733
400 - Capital Outlays		0
Total		**22,638**

Funding: General

Development Services and Permits
Activity Description: Review all development petitions and permits for compliance with the UDO. 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 and present reports/recommendations to the Plan Commission, Board of Zoning Appeals, Plat Committee, Hearing Officer, Land Use Committee, and Common Council. Conduct reviews on UDO update modules to increase understanding by the community as related to changes. Utilize the services of a design review firm on proposed high-profile developments, particularly in the Downtown, to assist in the development review process. Development Services and Permits has issued 430 permits so far in 2018.

Goals:
- Review development petitions for compliance with the Comprehensive Plan and the Unified Development Ordinance.
    - In 2017, 85 petitions were processed (site plans, Planned Unit Development, variances, subdivisions and conditional uses).
- Review permits for UDO compliance, issue permits in a timely fashion, and inspect applicable permits (e.g. new construction) for UDO compliance.
    - In 2017, 1,010 permits were reviewed and issued (residential new construction and remodel, commercial new construction and remodel, and temporary use, sign, grading, zoning verification letters).
- Evaluate development review process to identify ways to educate and/or clarify types of information that is needed, respective deadlines, and other requirements necessary for an efficient process.
- Generate annual development activity map illustrating the spatial distribution of development petitions by type for each calendar year.
- Evaluate Environmental Commission memos to the Plan Commission to help identify the issues identified and outcomes decided at the Plan Commission.
- Respond to and investigate all applicable uReport complaints for code violations through zoning enforcement efforts.
- Provide analysis of new UDO, 6-8 months after adoption, to identify what works well and any new issues.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	5.65	464,053
200 - Supplies		103
300 - Other Services		21,865
400 - Capital Outlays		0
Total		**486,021**

Funding: General

Unified Development Ordinance Update (UDO)
Activity Description: Complete update to the UDO consistent with goals and policies established in the 2018 Comprehensive Plan. This activity, carried over from 2018, will enforce the vision and direction of the Comp Plan and result in the updated land use zoning map.

Goals:
- Prepare adoption draft of the UDO for public review by end of January 2019.
- Prepare Plan Commission for consideration of adoption of the fully updated UDO by end of April 2019.
- Prepare City Council and Administration for consideration of adoption of the fully updated UDO by end of May 2019.
- Within two months of Common Council UDO adoption, adopt City land use zoning district map of existing district boundaries using the new respective district names.
- Begin public outreach to consider re-zoning options and possible changes to the City land use zoning map.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.60	49,314
200 - Supplies		0
300 - Other Services		2,733
400 - Capital Outlays		0
Total		**52,047**

Funding: General

Affordable/Workforce Housing
Activity Description: Collaborate with HAND, ESD, Common Council and the Administration to increase the number of affordable/workforce housing units in the City. Work with multifamily housing developers to assist City in addressing its affordable housing challenge. This program

budget only reflects general FTE/staff time and does not reflect the significant commitment to address the wide-spectrum of needs associated with affordable housing.

Goals:

- Include wide range of housing options and possible incentives with the UDO update adoption process.
- Seek to significantly increase the City's Affordable Housing Fund through voluntary contributions.
- Collaborate with HAND and ESD to generate semi-annual reports on the numbers, locations, sizes and amount of investment for new affordable units.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.24	19,905
200 - Supplies		0
300 - Other Services		0
400 - Capital Outlays		0
Total		**19,905**

Funding: General

Transportation and Engineering Services and Permits

Activity Description: Oversee planning, design, construction, and operation of infrastructure projects in the public right of way. Issue permits to work within the public right of way and coordinate with Public Works on related transportation and maintenance needs. Coordinate necessary updates to the Bloomington Municipal Code for Title 12 and Title 15, ensuring that all work is consistent with applicable engineering principles, safety standards and accessibility requirements.

Goals:

- Review and ensure compliance for all right of way excavation and outdoor seating permits issued.
    - 343 permits were reviewed and issued in 2017 and 228 permits, as of August 2018 have been processed.
    - An average of 40 outdoor seating permits are reviewed and issued each year.
    - As of August 2018, there are 14 grading permits
- Award bids and sign contracts that total more than $1.7 million for various capital improvement projects programend in the 2019 budget, as detailed in the Budget Highlights section below. All projects will use a competitive process for capital improvements requiring either design, right of way, and/or construction needs in 2019.
    - Approximately $2.4M in capital improvements were implemented in 2017.

- Track progress of all award bids/contracts programmed in 2019 to ensure the capital improvements requiring either design, right of way, and/or construction needs remain on schedule.
- Complete the right of way acquisition for the 17th Street reconstruction project and begin construction.
- Track and evaluate project management based on anticipated timelines and budgets with actual timelines and costs.
- Collaborate with the City Council Sidewalk Committee and implement the Committee's direction in relation to sidewalk project design, right-of-way acquisition, and construction.
- Prioritize project requests and develop a long-term capital improvement plan.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	9.03	741,201
200 - Supplies		20,322
300 - Other Services		490,331
400 - Capital Outlays		1,730,000
Total		**2,981,854**

Funding: General

Metropolitan Planning Organization (MPO)

Activity Description: Manage approximately $18M annually in federal transportation funding for eligible transportation improvement projects by Bloomington Transit, the City of Bloomington, Monroe County, Indiana University, and the Town of Ellettsville. Provide staff support to 3 MPO committees: Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee. Amend as needed 3 core documents providing policy guidance: Metropolitan Transportation Plan (MTP), requiring a 25-year planning time horizon; Transportation Improvement Program (TIP), detailing 4 years of transportation projects; and Unified Planning Work Program (UPWP), detailing 2 years of planning activities. Develop policies, collect data, provide annual reports and conduct transportation studies.

Goals:

- Update the 2009 Complete Streets Policy and adopt a new 2019 policy.
- Attain at least 80% completion rate, detailed in the annual fiscal year completion report, which details the progress for planning activities identified within the UPWP.
- Develop and adopt the next four-year Transportation Improvement Program (FY 2020-2023).
- Initiate an update and adoption process for the 2018 Metropolitan Transportation Plan (Transform 2040).
- Collect and analyze traffic and crash data for the 2013-2017 Crash Report.

- Review, revise, and adopt an MPO-specific Environmental Justice Policy pursuant to Title VI of the Civil Rights Act of 1964.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.91	156,750
200 - Supplies		0
300 - Other Services		7,106
400 - Capital Outlays		0
Total		**163,856**

Funding: General

ADMINISTRATION

Community Engagement/Boards and Commissions
Activity Description: This is a new category that Planning and Transportation began tracking this year and will continue into the future. We 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 19 city boards and commissions. In alphabetical order they include: Bicycle and Pedestrian Safety Commission, Board of Public Works, Board of Zoning Appeals, Common Council, Community Development Block Grant Citizen Advisory Committee, Development Review Committee, Downtown Bloomington Inc., Environmental Commission, Hearing Officer, Historic Preservation Commission, Land Use Committee, MPO Citizens Advisory Committee, MPO Policy Committee, MPO Technical Advisory Committee, Parking Commission, Plan Commission, Plat Committee, Traffic Commission, and Utilities Service Board.

These boards or commissions collectively have held more than 100 meetings so far in 2018, with at least one or more P & T staff members in attendance. Our role includes providing research and meeting preparation materials, taking minutes, make recommendations and guide decision the making processes.

Goals:
- Provide timely meeting packets and support material to all 19 boards and commissions, as needed.
- Provide clear and easy to understand presentations and staff reports to all 19 boards and commissions, as needed.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	4.45	365,600
200 - Supplies		0
300 - Other Services		0
400 - Capital Outlays		0
Total		**365,600**

Funding: General

ArcGIS Software Implementation (Geographic Information System)
Activity Description: Implement new GIS system with ongoing staff education of ArcGIS. Develop standard operating procedures for dataset management, analysis, and map production. Track and measure metrics expressed in new Comprehensive Plan. Produce data reports and monitor implementation progress of the Comprehensive Plan, including spatial analysis on housing types, code violations, development activity and history, and access to food and medical services.

Goals:
- Provide maps and analysis within staff reports and other department documents weekly as needed.
- Participate in ongoing GIS training to maximize use of this essential tool.
- Work in tandem with ITS to establish standard procedures for spatial analysis and data management.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.00	164,164
200 - Supplies		0
300 - Other Services		10,933
400 - Capital Outlays		0
Total		**175,097**

Funding: General

2019 Budget Request Highlights:

The Planning and Transportation Department's total General Fund budget request is $2,789,926. This is an increase of $36,825. The Department's total request for all funds is $4,460,926, an increase of $1,119,825.

Category 1 – Personnel request is $2,163,765. This is an increase of $118,469.

Significant changes include increases associated with the creation of 1 full-time Project Engineer position and includes a 2% salary increase for all non-union employees.

Category 2 - Supplies request is $20,527. This is an increase of $2,772.

Category 3 – Other Services and Charges request is $299,634. This is a decrease of $90,416 due to fewer anticipated needs for consultant services in 2019. The requested amount includes $70,000 to begin digitizing maps, site plans, CIP engineering designs and other documents dating back many years which cannot be destroyed.

Category 4 – Capital Outlays request is $306,000. This is an increase of $6,000 to account for annual inflation costs.

General Fund 131000, Environmental request is $1,300, which represents no change.

General Fund 132000, MPO (Metropolitan Planning Organization) request is $23,210 (other services and charges) and represents an increase of $20,510.

Significant changes include the following budget lines:

- **Category 2, Line 420 (Other Supplies)** request of $2,400 for annual software licenses was removed from this line and is now included in the Category 3, Line 990.
- **Category 3, Line 990 (Other Services and Charges)** request is $20,760, an increase of $20,760. In addition to the $2,400 for annual software licenses, the MPO is seeking new services for Crash Data Management software which includes a one-time data management conversion fee of approximately $16,360 plus an annual license fee of $2,000.

Other Planning & Transportation Budget Categories

Fund 454–Alternative Transportation the total overall request is $390,000, an increase of $115,000.

Significant changes include the following budget lines:

- **Category 3, Line 311 (Engineering and Architectural)** request is $77,000, an increase of $2,000 for cost of inflation.
- **Category 4, Line 431 (Improvements Other Than Building)** request is $313,000, an increase of $113,000 towards annual maintenance. These funds are used to support Alternative Transportation projects.

Fund 601 – CUM CAP P&T the total overall request is $1,281,000. This is an increase of $968,000.

Significant changes include the following budget lines:

- **Category 3, Line 311 (Engineering and Architectural)** request is $170,000 for Crosswalk Improvement $100,000 and Kirkwood Maintenance Design $70,000.

- **Category 4, Line 411 (Land Purchase)** request is $50,000 for Transportation Project Right-of-Way.
- **Category 4 Line 431 (Improvements Other Than Building)** request is $1,061,000 for Adams Street and Kirkwood Intersection $650,000; Multi-use Path Project (local match for MPO) $270,000; School Zone Enhancement $90,000; and Traffic Calming $51,000.

Planning & Transportation 2019 Budget Summary

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	1,817,395	2,045,297	2,163,765	118,469	6%
200 - Supplies	16,789	17,755	20,527	2,772	16%
300 - Other Services	229,667	678,050	546,634	(131,416)	-19%
400 - Capital Outlays	585,252	600,000	1,730,000	1,130,000	188%
Total	**2,649,103**	**3,341,102**	**4,460,926**	**1,119,825**	**34%**

Conclusion

The Planning & Transportation Department continues to carry out essential projects and services for the City of Bloomington in a responsible and efficient manner. Thank you for your consideration of our 2019 department budget request.

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 13 - Planning							
Personnel Services							
	51110	Salaries and Wages - Regular	1,208,774	1,377,725	1,463,236	85,510	6.21%
	51120	Salaries and Wages - Temporary	7,666	9,000	9,000	-	0.00%
	51210	FICA	87,617	106,084	112,626	6,542	6.17%
	51220	PERF	170,761	195,637	207,780	12,143	6.21%
	51230	Health and Life Insurance	342,576	356,850	371,124	14,274	4.00%
Total: Personnel Services			**1,817,395**	**2,045,297**	**2,163,765**	**118,469**	**5.79%**
Supplies							
	52110	Office Supplies	1,185	2,225	3,225	1,000	44.94%
	52240	Fuel and Oil	1,680	3,800	3,832	32	0.84%
	52410	Books	1,848	1,050	1,450	400	38.10%
	52420	Other Supplies	12,077	10,680	11,520	840	7.87%
	52430	Uniforms and Tools	-	-	500	500	N/A
Total: Supplies			**16,789**	**17,755**	**20,527**	**2,772**	**15.61%**
Other Services and Charges							
	53160	Instruction	4,527	8,550	10,330	1,780	20.82%
	53170	Mgt. Fee, Consultants, and Workshops	56,262	-	-	-	N/A
	53210	Telephone	3,004	5,181	5,181	-	0.00%
	53220	Postage	-	50	50	-	0.00%
	53230	Travel	3,562	7,530	9,700	2,170	28.82%
	53240	Freight / Other	78	150	150	-	0.00%
	53310	Printing	4,980	3,500	2,500	(1,000)	-28.57%
	53320	Advertising	1,426	2,400	1,100	(1,300)	-54.17%
	53620	Motor Repairs	19,089	13,138	13,138	-	0.00%
	53830	Bank Charges	2,096	1,200	1,500	300	25.00%
	53910	Dues and Subscriptions	8,072	9,451	10,125	674	7.13%
	53940	Temporary Contractual Employee	2,750	2,800	2,800	-	0.00%
	53960	Grants	15,718	1,500	2,400	900	60.00%
	53990	Other Services and Charges	40,215	334,600	240,660	(93,940)	-28.08%
Total: Other Services and Charges			**161,779**	**390,050**	**299,634**	**(90,416)**	**-23.18%**
Capital Outlays							
	54310	Improvements Other Than Building	41,723	300,000	306,000	6,000	2.00%
Total: Capital Outlays			**41,723**	**300,000**	**306,000**	**6,000**	**2.00%**
Expenditures Grand Total:			**$ 2,037,686**	**$ 2,753,102**	**$ 2,789,926**	**$ 36,825**	**1.34%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 601 - Cum Cap Development(S2391)							
Expenditures							
Department: 13 - Planning							
Other Services and Charges							
	53110	Engineering and Architectural	57,653	213,000	170,000	(43,000)	-20.19%
Total: Other Services and Charges			**57,653**	**213,000**	**170,000**	**(43,000)**	**-20.19%**
Capital Outlays							
	54110	Land Purchase	333,732	50,000	50,000	-	0%
	54310	Improvements Other Than Building	64,509	50,000	1,061,000	1,011,000	2022%
Total: Capital Outlays			**398,241**	**100,000**	**1,111,000**	**1,011,000**	**1011.00%**
Expenditures Grand Total:			**$ 455,894**	**$ 313,000**	**$ 1,281,000**	**$ 968,000**	309.27%

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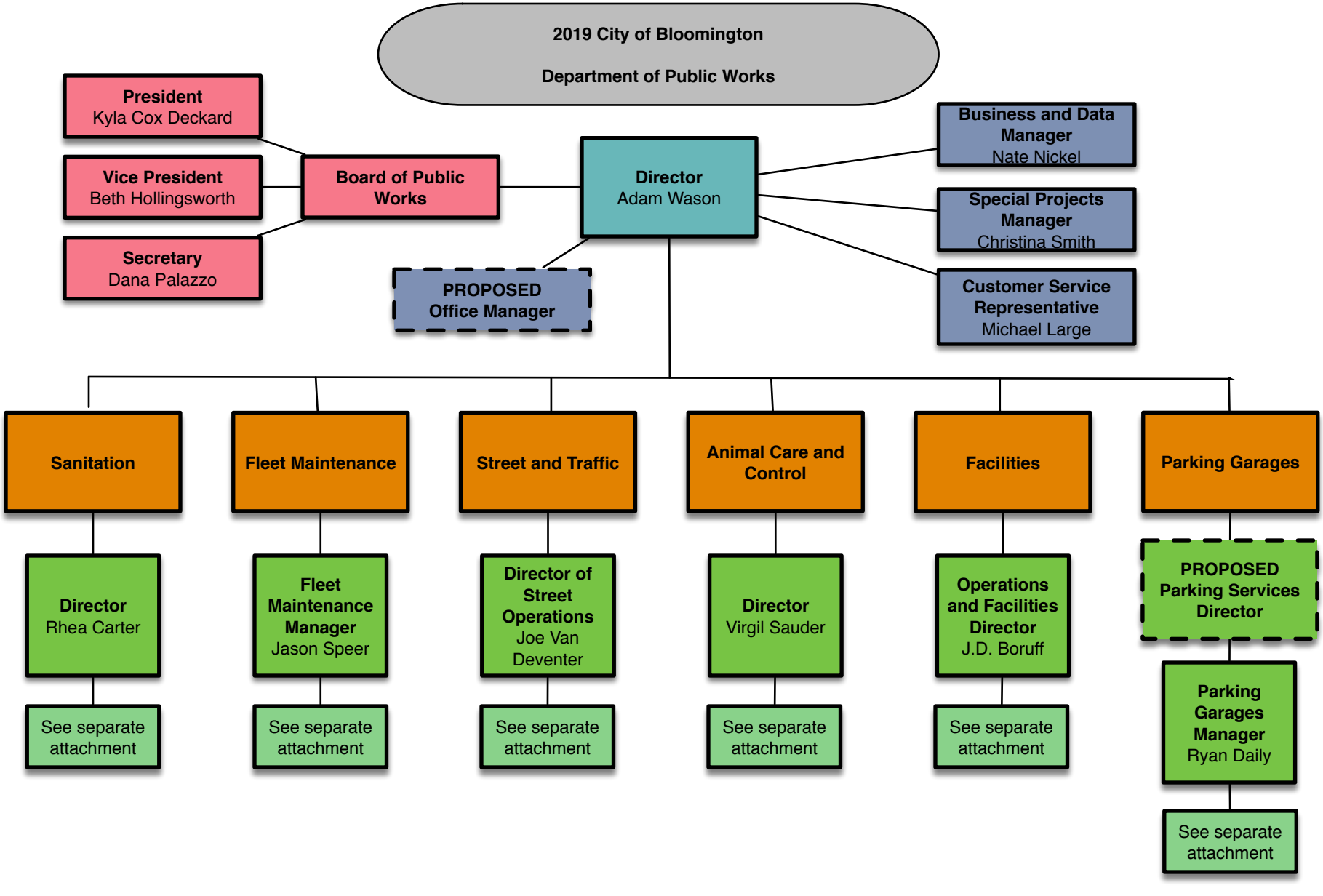
CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	+/- $	+/- %
Fund: 454 - Alternative Transport(S6301)							
Expenditures							
Department: 13 - Planning							
Other Services and Charges							
	53110	Engineering and Architectural	10,234	75,000	77,000	2,000	2.67%
Total: Other Services and Charges			**10,234**	**75,000**	**77,000**	**2,000**	**2.67%**
Capital Outlays - Capital Outlays							
	54310	Improvements Other Than Building	145,288	200,000	313,000	113,000	56.50%
Total: Capital Outlays			**145,288**	**200,000**	**313,000**	**113,000**	**56.50%**
Expenditures Grand Total:			**$ 155,522**	**$ 275,000**	**$ 390,000**	**$ 115,000**	**41.82%**


2019 City of Bloomington
Department of Public Works
President
Kyla Cox Deckard
Vice President
Beth Hollingsworth
Secretary
Dana Palazzo
Board of Public Works
Director
Adam Wason
PROPOSED
Office Manager
Business and Data Manager
Nate Nickel
Special Projects Manager
Christina Smith
Customer Service Representative
Michael Large
Sanitation
Fleet Maintenance
Street and Traffic
Animal Care and Control
Facilities
Parking Garages
Director
Rhea Carter
Fleet Maintenance Manager
Jason Speer
Director of Street Operations
Joe Van Deventer
Director
Virgil Sauder
Operations and Facilities Director
J.D. Boruff
PROPOSED
Parking Services Director
Parking Garages Manager
Ryan Daily
See separate attachment
See separate attachment
See separate attachment
See separate attachment
See separate attachment
See separate attachment

	Public Works Administration	**2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Adam Wason, Public Works Director

Date: September 21, 2018

This memo accompanies the proposed 2019 budget for the Department of Public Works -- Administration.

Why We Exist

The Department of Public Works Administration directs both the daily and strategic operations of 6 separate divisions that provide essential infrastructure, services and operations to both visitors and the residents of Bloomington. These divisions include Animal Care & Control, Facilities Maintenance, Fleet, Parking Facilities, Sanitation and Street. DPW Administration is also tasked with providing staffing resources and logistics support to the Board of Public Works. DPW Administration seeks to perform services and operations in a prompt, courteous, safe, efficient, and cost-effective manner.

Background

The Department of Public Works Administration has 4 full-time employees. It provides administrative support for six divisions: Animal Care & Control, Facilities Maintenance, Fleet, Parking Facilities, Sanitation and Street. It also provides staff and logistics support for the Board of Public Works, which is the chief administrative body of the City and has control of the day to day operation of the Department of Public Works. The Department of Public Works Administration looks forward to undertaking several major initiatives in 2019. These include enhancing the current asset management software system to provide a more robust analytic and inventory control capability (as well as adding a mapping component); facilitating a general pavement maintenance project for E. Kirkwood Avenue (between Walnut Street and Indiana Avenue) to address aging infrastructure and accessible ramp and crosswalk deficiencies on this prominent downtown street; assisting with the Sidewalk Improvement Participation Program, which will allow City residents in eligible geographic districts to apply for City assistance with sidewalk repairs adjacent to their property; performing a comprehensive downtown alley cleaning, milling and repaving improvement project; achieving full operational capability with the

Note: Public Works Board Member FTEs removed, impacting budget allocations.

AMCS Elemos sanitation software system; and further staff attendance at national and state professional development opportunities.

2019 Activity Descriptions and Goals:

Administration
Activity Description: Develop and establish department policies and practices. Coordinate and supervise departmental policies and practices. Manage and supervise the administrative office, Board of Public Works and 6 divisions: Animal Care and Control, Facilities, Fleet Maintenance, Parking Garages, Sanitation and Street.

Goals:
- Re-launch and implement a sidewalk rehabilitation cost-participation program for qualifying income-based residents.
- Complete a general pavement maintenance project on E. Kirkwood Avenue (between Walnut Street and Indiana Avenue) to address aging infrastructure and accessible ramp and crosswalk deficiencies on this prominent downtown street.
- Perform a comprehensive downtown alley cleaning and improvement project.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.19	170,091
200 - Supplies		71,658
300 - Other Services		166,715
400 - Capital Outlays		0
Total		**408,463**

Funding: General, Other

Board of Public Works
Activity Description: The Board of Public Works is the chief administrative body of the City and has control over the day-to-day operations of the Department of Public Works. The Board also has the authority to approve claims. The Board of Public Works holds 26 work sessions and meeting sessions annually, all of which are open to the public.

Goals:
- Facilitate 26 Board of Public Works meetings in a professional manner, making them inviting to the public.
- Maximize City website transparency for the Board of Public Works' activities.

Note: Public Works Board Member FTEs removed, impacting budget allocations.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.81	63,076
200 - Supplies		35,829
300 - Other Services		55,572
400 - Capital Outlays		0
Total		**154,476**

Funding: General, Other

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

Goals:
- Obtain a mapping capability by adding the ESRI Geographic Information System (GIS) to the Department's current Lucity asset management portfolio.
- Fully integrate the Transmap condition assessment reconnaissance results into the Lucity asset management system.
- Collect and analyze sanitation data fields associated with the sanitation modernization program, especially in regards to a potential future "pay-as-you-throw" program.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.25	11,221
200 - Supplies		0
300 - Other Services		55,572
400 - Capital Outlays		0
Total		**66,793**

Funding: General, Other

Constituent Services
Activity Description: Provide the highest levels of constituent services to the community for areas of responsibility within the Public Works Department.

Goals:
- Maximize training and professional development opportunities for Public Works staff by attending at least 1 national municipal government conference and a Lucity education conference.
- Respond to 90% of uReport cases within 3 business days (sometimes complex issues may need additional time to resolve).

Note: Public Works Board Member FTEs removed, impacting budget allocations.

- Resolve all street light uReport cases within 2 business days.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.97	153,082
200 - Supplies		35,829
300 - Other Services		833,573
400 - Capital Outlays		337,500
Total		**1,359,984**

Funding: General, Other

2019 Budget Request Highlights:

The Public Works Administration Department's total general fund budget request is $1,996,212. This is an increase of $557,994.

Category 1 – Personnel request is $403,967. This is an increase of $157,864.

- Increase is due to the creation of a new Office Manager position.

Category 2 – Supplies request is $143,315. This is a decrease of $2,647.

Significant changes include the following budget line:
- **Line 240 – Fuel and Oil:** Decrease of $2,647 due to contractual amount, per Fleet Division.

Category 3 – Other Services & Charges request is $1,111,430. This is an increase of $402,777.

Significant changes include the following budget lines:
- **Line 317 - Mgt. Fee. Consultants/Workshops:** Increase of $6,000 due to consultant fees for data collection and maintenance relating to Sanitation Radio Frequency Identification information, as well as higher Lucity asset management software conference registration fees.
- **Line 341 - Liability/Casualty Premiums:** Increase of $78,362 due to higher insurance costs.
- **Line 394 - Temporary Contractual Employee:** Increase of $1,400 to hire an additional Indiana University School of Public Environmental Affairs Graduate Student Fellow to assist with Public Works Administration activities and analysis.
- **Line 399 - Other Services/Charges:** Increase of $315,000 to pursue an ESRI GIS mapping implementation for the Lucity asset management software and respond to liability payouts for claims against the Public Works Department that do not meet the insurance deductible threshold. Additionally allows for land surveys, title work, appraisals and other minor miscellaneous projects. Also included is the City of Bloomington's portion of the 2019 election costs, which the Monroe County Clerk estimates as being $280,000.

Category 4 – Capital Outlays request is $337,500. This is no change from 2018.

Note: Public Works Board Member FTEs removed, impacting budget allocations.

Public Works Administration 2019 Budget Request

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	227,079	246,103	403,967	157,864	64%
200 - Supplies	118,214	145,962	143,315	(2,647)	-2%
300 - Other Services	681,842	708,653	1,111,430	402,777	57%
400 - Capital Outlays	251,108	337,500	337,500	-	0%
Total	**1,278,242**	**1,438,218**	**1,996,212**	**557,994**	**39%**

Conclusion

The Department of Public Works Administration strives to direct and support essential operations of the 6 divisions, plus the Board of Public Works, in a prompt, courteous, safe, efficient, and cost-effective manner.

Thank you for your consideration of the Department of Public Works Administration's 2019 budget request. We are available to answer any questions you may have.

Note: Public Works Board Member FTEs removed, impacting budget allocations.

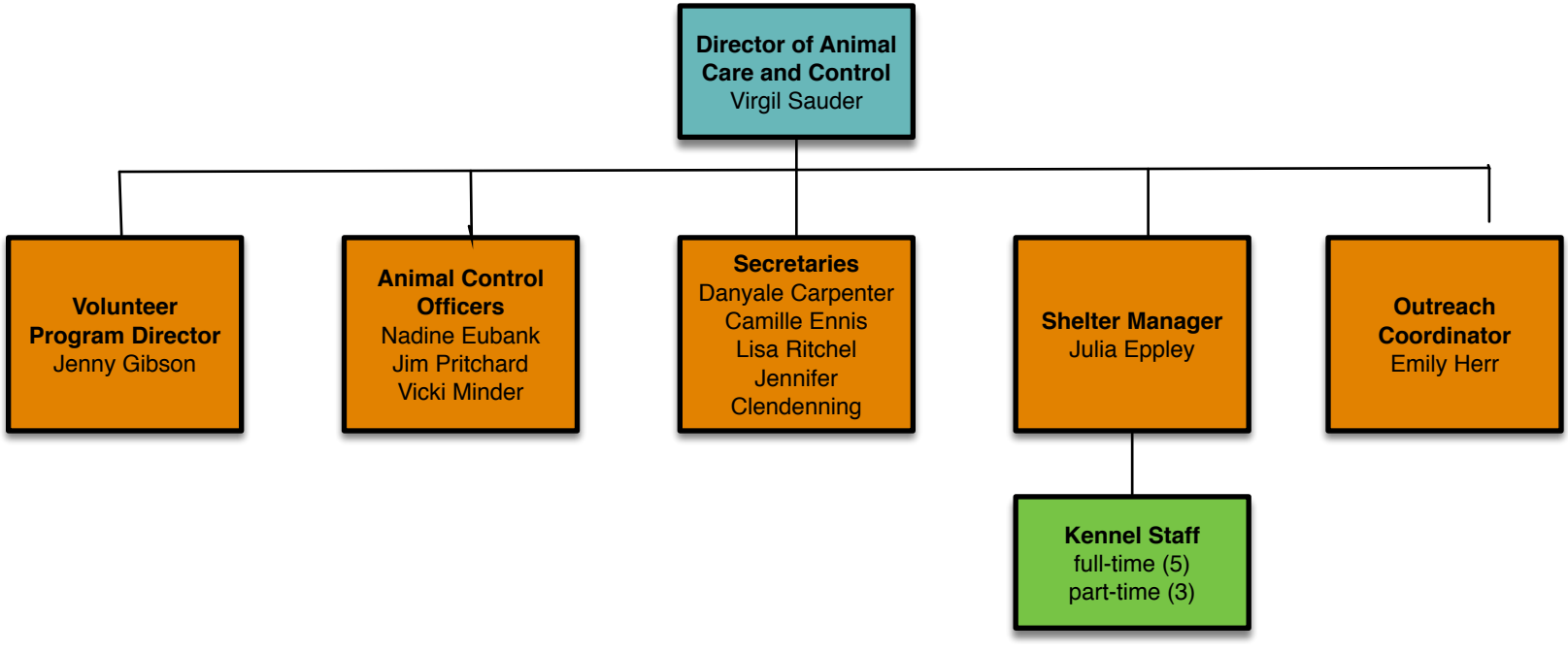
CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	+/- $	+/- %
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 02 - Public Works							
Personnel Services							
	51110	Salaries and Wages - Regular	153,189	160,477	266,204	105,726	65.88%
	51120	Salaries and Wages - Temporary	3,135	12,000	12,480	480	4.00%
	51210	FICA	11,356	13,194	21,319	8,125	61.58%
	51220	PERF	20,858	21,892	36,905	15,013	68.58%
	51230	Health and Life Insurance	38,540	38,540	67,060	28,520	74.00%
Total: Personnel Services			**227,079**	**246,103**	**403,967**	**157,864**	**64.15%**
Supplies							
	52110	Office Supplies	1,554	2,500	2,500	-	0.00%
	52240	Fuel and Oil	1,180	5,975	3,328	(2,647)	-44.30%
	52330	Street , Alley, and Sewer Material	112,735	132,887	132,887	-	0.00%
	52420	Other Supplies	2,746	4,600	4,600	-	0.00%
Total: Supplies			**118,214**	**145,962**	**143,315**	**(2,647)**	**-1.81%**
Other Services and Charges							
	53160	Instruction	-	5,000	5,500	500	10.00%
	53170	Mgt. Fee, Consultants, and Workshops	19,058	26,500	32,500	6,000	22.64%
	53210	Telephone	3,174	3,940	3,940	-	0.00%
	53230	Travel	1,136	3,235	4,000	765	23.65%
	53310	Printing	4,331	-	-	-	N/A
	53320	Advertising	400	1,500	1,800	300	20.00%
	53410	Liability / Casualty Premiums	221,542	223,948	302,310	78,362	34.99%
	53420	Worker's Comp & Risk	342,274	342,274	342,274	-	0.00%
	53620	Motor Repairs	3,870	8,006	8,006	-	0.00%
	53630	Machinery and Equipment Repairs	-	500	500	-	0.00%
	53650	Other Repairs	1,955	10,000	10,000	-	0.00%
	53710	Land Rental	1,500	1,550	2,000	450	29.03%
	53830	Bank Charges	8,881	36,000	36,000	-	0.00%
	53910	Dues and Subscriptions	1,653	3,100	3,100	-	0.00%
	53940	Temporary Contractual Employee	1,375	3,100	4,500	1,400	45.16%
	53990	Other Services and Charges	70,693	40,000	355,000	315,000	787.50%
Total: Other Services and Charges			**681,842**	**708,653**	**1,111,430**	**402,777**	**56.84%**
Capital Outlays							
	54510	Other Capital Outlays	48,608	135,000	135,000	-	0.00%
	549010	Inter-Fund Transfers	202,500	202,500	202,500	-	0.00%
Total: Capital Outlays			**251,108**	**337,500**	**337,500**	**-**	**0.00%**
Expenditures Grand Total:			**$ 1,278,242**	**$ 1,438,218**	**$ 1,996,212**	**$ 557,994**	**38.80%**

2019 City of Bloomington

Department of Public Works:
Animal Care and Control



	Animal Care and Control	**2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Virgil Sauder, Director of Animal Care and Control

Adam Wason, Director of Public Works

Date: September 20, 2018

This memo accompanies the proposed 2019 budget for the Animal Care and Control Division of the Department of Public Works.

Why We Exist

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

Background

Animal Care and Control consists of 19 permanent staff members and 2-4 seasonal/temporary employees. In 2017 the animal shelter provided shelter for 3,749 animals, of which 2,297 of were adopted into new homes and 562 were reunited with their owners. The 3 animal control officers responded to 2,125 service calls last year.

Animal Care and Control is looking forward to undertaking several major initiatives in 2019. The shelter building recently underwent a major construction and renovation effort to replace aging and inefficient infrastructure, with a ribbon-cutting for the project in June of this year. Focus areas in 2019 include utilizing the new and renovated animal shelter facility to better the experience for both animal needs and public interaction; exploring new and refined policies and procedures to improve day-to-day operations; furthering educational and best management practices through expanded staff training opportunities; increased utilization of volunteer resource management for shelter activities; and using donation funds that have been earmarked for a variety of animal health, education and enrichment initiatives.

2019 Activity Descriptions and Goals:

Animal Shelter Operations
Activity Description: Act as base for both City of Bloomington and Monroe County animal control services. Provide shelter and enrichment activities for stray and unwanted animals, as well as education activities and pet adoption services to the public. Monroe County supports some of these operational costs through an annual inter-local agreement that covers stray animals that are brought to the shelter by Monroe County Sheriff's Animal Management officers.

Goals:
- Maintain or further reduce euthanasia rates: 2017 rate was 8%; first half of 2018 was 6%.
- Maintain or further increase live release rates: 2017 rate of 87%; first half of 2018 rate was 76%.
- Have 30% of stray and owner surrenders taken into the shelter through a scheduled surrender process by the end of 2019. Currently the shelter operates at 100% unscheduled drop-ins for intake of animals, both from owner surrenders and strays. This new process will allow the ability to gather needed information on the animals and increase positive outcomes.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	10.20	688,759
200 - Supplies		104,935
300 - Other Services		210,150
400 - Capital Outlays		52,000
Total		**1,055,844**

Funding: General

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

Goals:
- Maintain or further increase volunteer involvement in the shelter. There were a total of 10,820 volunteer hours in 2017 with 4,379 hours in first half of 2018. This is not the increase in volunteer hours hoped for in the last year and a half, perhaps in part due to difficulties presented in the recent shelter construction process.
- Maintain or further decrease the amount of volunteer turnover. This data has not been monitored in the past, but will be moving forward.
- Create a volunteer-to-volunteer training program to assist in training of new volunteers. Effectiveness of the program will look at changes in the amount of time necessary to train

new volunteers, volunteer turnover, and change in volunteer hours from previous years. Raw data from previous years is being collected in the second half of 2018.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.84	124,247
200 - Supplies		13,991
300 - Other Services		10,508
400 - Capital Outlays		0
Total		**148,746**

Funding: General

Humane Education/Public Relations

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

Goals:

- Maintain or further decrease the percentage of adoption returns by expanding current behavioral counseling and adoption follow-up services with a pilot post-adoption behavior/ training advice drop-in program at the shelter. A total of 5.8% of adoptions were returned in 2017 and 6% in first half of 2018.
- Implement educational campaign to promote Canine Good Citizen/responsible dog ownership. Evaluate effectiveness based on decrease in subsequent years' bite incidents and animal control service calls dealing with poor animal behavior.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.03	136,968
200 - Supplies		6,996
300 - Other Services		15,761
400 - Capital Outlays		78,000
Total		**237,725**

Funding: General

Animal Control/Field Operations

Activity Description: Enforce ordinances in Title 7 of the Bloomington Municipal Code. Provide 24-hour emergency rescue for pets and respond to animal service calls and complaints.

Educate the public about animal care requirements pursuant to ordinances and enforce them when necessary.

Goals:

- Provide regular continuing education in best practices for the 3 Animal Control Officers. Minimum 1-2 trainings per year on education items such as: chemical immobilization, case development, de-escalation techniques, etc.
- Monitor allegations of cruelty, abuse, or neglect, as well as general service calls, with the end goal of addressing issues and lowering these types of calls through increased education and/or enforcement. Animal Care & Control receives an average of 2,600 service calls a year, with around 80 calls being for neglect and abuse allegations.

Budget Allocation	**Staffing (FTE)**	**2019 Budget $**
100 - Personnel Services	4.00	270,095
200 - Supplies		13,991
300 - Other Services		26,269
400 - Capital Outlays		0
Total		**310,355**

Funding: General

2019 Budget Request Highlights:

The Animal Care and Control Division's general fund budget request is $1,567,669. This is an increase of $59,607.

Category 1 – Personnel Services request is $1,220,068. This is an increase of $51,599.

Significant changes include:

- Additional funds are requested to provide another seasonal front desk position to assist with an increase in shelter activities during the summer months. Higher numbers of surrenders, adoptions, and phone traffic make it difficult to provide a quality level of service to the public during these months.
- Additional overtime funds requested are based on a 5-year trend of actual expenses.

Category 2 – Supplies request is $139,913. This is a decrease of $1,737.

Significant changes include the following budget lines:

- **Line 234 – Other Repairs and Maintenance:** decrease of $2,500 due to new equipment purchased in last year that is covered under warranties.

Category 3 – Other Services & Charges request is $207,688. This is an increase of $9,745.

Significant changes include the following budget lines:

- **Line 323 – Travel:** increase of $1,500 to allow for more flexible training opportunities.
- **Line 351 – Electrical Services:** increase of $6,000 due to additional square footage added to the shelter. Current year has a potential budget shortfall.
- **Line 354 – Natural Gas:** increase of $4,000 due to increased square footage of shelter to heat.
- **Line 399 – Other Services and Charges:** decrease of $1,260 due to move of volunteer software to line 364.

Expense (Donations Over $5,000)

Funding for the expenses below are pulled only from large donations (over $5,000) to Animal Care and Control. Starting in 2016, Animal Care and Control has received several substantial donations totaling $185,000 (total amount as of August 2018). In order to properly track the use of these funds, a separate budget program line was created. In 2018 a total of $24,000 of these funds will be used for 2 paid internships, as well as continuing education opportunities for shelter staff. The 2019 budget cycle is the first one that specifically highlights this donation program.

Category 3 – Other Services & Charges request is $55,000.

Significant changes include the following budget lines:

- **Line 313 – Medical:** request is $48,000 for expensive medical treatments that often block animals from being adopted into new homes, including heartworm treatment, broken limb repair, torn ligament repair, and major dental surgery.
- **Line 399 – Other Services and Charges:** request is $7,000 for behavioral training and evaluations for behaviors witnessed in the shelter that often impede animals from being adopted into new homes.

Category 4 – Capital Outlays request is $130,000.

Significant changes include the following budget lines:

- **Line 440 – Motor Equipment:** request is $120,000 to purchase and furbish a vehicle for adoption events in the community. The vehicle will allow for easier transport of cats and small mammals for adoption at events; currently staff is limited to primarily transporting dogs. The vehicle also will give the Department an added tool as a disaster response vehicle.
- **Line 451 – Other Capital Outlays:** request is for $10,000 to subdivide large dog yard into several smaller yards to allow for increased space for simultaneous dog enrichment activities.

Animal Care and Control 2019 Budget Request

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	1,164,906	1,168,469	1,220,068	51,599	4%
200 - Supplies	102,933	141,650	139,913	(1,737)	-1%
300 - Other Services	171,763	197,943	262,688	64,745	33%
400 - Capital Outlays	-	-	130,000	130,000	0%
Total	**1,439,602**	**1,508,062**	**1,752,669**	**244,607**	**16%**

Revenue

Projected increase of $35,035. The increase is largely due to the figure for the City-County Inter-local agreement to house County animals. This figure is based on 2017 expenditures. A larger intake of animals from County sources occurred in 2017.

Conclusion

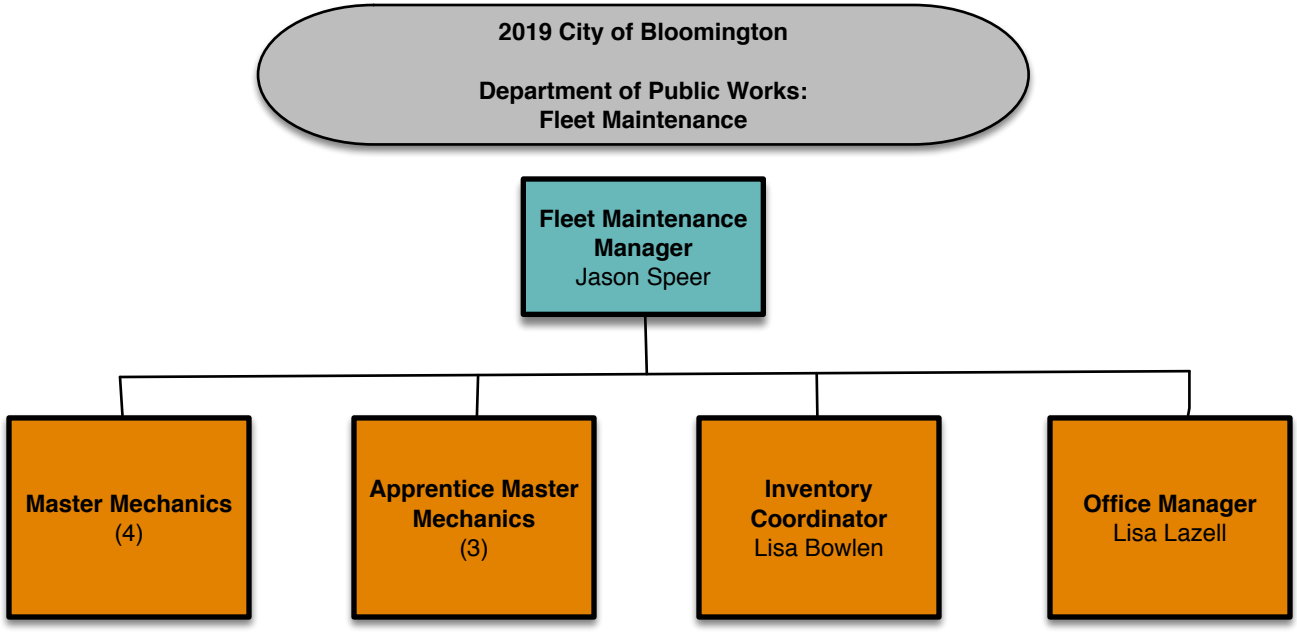
The Animal Care and Control Department will continue to provide the best care possible to the animals in the shelter as well as improve service to the residents of this community.

Thank you for your consideration of the Animal Care and Control Division's 2019 budget request! We are available to answer any questions you may have.

CITY OF BLOOMINGTON

Budget Worksheet Report Revised 9-21-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	+/- $	+/- %
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 01 - Animal Shelter							
Personnel Services							
	51110	Salaries and Wages - Regular	685,882	688,588	717,085	28,497	4.14%
	51120	Salaries and Wages - Temporary	12,805	15,542	18,590	3,049	19.62%
	51130	Salaries and Wages- Overtime	39,758	34,048	40,064	6,016	17.67%
	51210	FICA	52,214	56,471	59,344	2,873	5.09%
	51220	PERF	103,041	102,615	107,517	4,902	4.78%
	51230	Health and Life Insurance	271,206	271,206	271,206	-	0.00%
	51310	Other Personal Services	-	-	6,265	6,265	NA
Total: Personnel Services			**1,164,906**	**1,168,469**	**1,220,071**	**51,602**	**4.42%**
Supplies							
	52110	Office Supplies	995	2,000	2,000	-	0.00%
	52210	Institutional Supplies	87,438	105,000	105,000	-	0.00%
	52240	Fuel and Oil	7,237	10,200	10,963	763	7.48%
	52310	Building Materials and Supplies	789	2,000	2,000	-	0.00%
	52340	Other Repairs and Maintenance	2,574	11,300	8,800	(2,500)	-22.12%
	52410	Books	108	300	300	-	0.00%
	52420	Other Supplies	1,467	7,850	7,850	-	0.00%
	52430	Uniforms and Tools	2,325	3,000	3,000	-	0.00%
Total: Supplies			**102,933**	**141,650**	**139,913**	**(1,737)**	**-1.23%**
Other Services and Charges							
	53130	Medical	84,972	82,145	130,145	48,000	58.43%
	53140	Exterminator Services	85	1,500	1,500	-	0.00%
	53160	Instruction	1,110	3,270	3,270	-	0.00%
	53210	Telephone	1,447	2,400	2,400	-	0.00%
	53220	Postage	755	1,033	1,033	-	0.00%
	53230	Travel	585	1,000	2,500	1,500	150.00%
	53310	Printing	747	2,000	2,000	-	0.00%
	53320	Advertising	1,351	4,000	4,000	-	0.00%
	53510	Electrical Services	14,153	14,000	20,000	6,000	42.86%
	53530	Water and Sewer	5,663	7,000	7,000	-	0.00%
	53540	Natural Gas	14,432	18,000	22,000	4,000	22.22%
	53610	Building Repairs	19,557	22,000	22,000	-	0.00%
	53620	Motor Repairs	7,574	11,655	11,655	-	0.00%
	53630	Machinery and Equipment Repairs	-	1,000	1,000	-	0.00%
	53640	Hardware and Software Maintenance	2,215	2,775	2,280	(495)	-17.84%
	53650	Other Repairs	5,452	10,000	10,000	-	0.00%
	53830	Bank Charges	3,187	3,000	3,000	-	0.00%
	53910	Dues and Subscriptions	175	400	400	-	0.00%
	53960	Grants	3,900	3,900	3,900	-	0.00%
	53990	Other Services and Charges	4,401	6,865	12,605	5,740	83.61%
Total: Other Services and Charges			**171,763**	**197,943**	**262,688**	**64,745**	**32.71%**
Capital Outlays							
	54440	Motor Equipment	-	-	120,000	120,000	N/A
	54510	Other Capital Outlays	-	-	10,000	10,000	N/A
Total: Capital Outlays			**-**	**-**	**130,000**	**130,000**	
Expenditures Grand Total:			**$ 1,439,602**	**$ 1,508,062**	**$ 1,752,672**	**$ 244,610**	**16.22%**


2019 City of Bloomington
Department of Public Works:
Fleet Maintenance
Fleet Maintenance Manager
Jason Speer
Master Mechanics
(4)
Apprentice Master Mechanics
(3)
Inventory Coordinator
Lisa Bowlen
Office Manager
Lisa Lazell

	Fleet Maintenance	**2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Jason Speer, Fleet Maintenance Manager

Adam Wason, Director of Public Works

Date: September 21, 2018

This memo accompanies the proposed 2019 budget for the Fleet Maintenance Division of the Department of Public Works.

Why We Exist

Fleet Maintenance is a division of the Department of Public Works. It is 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. These services ensure that City departments have the vehicles and equipment necessary to provide services to the residents of Bloomington.

Background

The Fleet Division's staff consists of 10 full-time employees responsible for the maintenance and repair of the City's 481 vehicles and 163 pieces of equipment. Fleet staff look forward to several major initiatives in 2019, such as performing upgrades to shop tools and equipment, as well as replacing the current Fleet software with a new, more modern system.

2019 Activity Descriptions and Goals:

Preventative Maintenance

Activity Description: Perform periodic preventative maintenance checks on the City's vehicles and pieces of equipment to prolong the life of the vehicle or equipment and to prevent major repair expenses. Preventative maintenance includes oil changes and a complete vehicle inspection, including lights, belts, hoses, brakes, suspension components, tires, charging system and more.

Goals:

- Provide preventative maintenance services for the City's 481 vehicles and 163 pieces of equipment. Annually track compliance of adhering to best management practices for preventative maintenance based on vehicle or equipment type.
- A major component of trying to achieve a higher rate of preventative maintenance compliance will come through the implementation of a new Fleet Management Software system that is part of this budget request. By updating the software system, new functionalities will exist in how to communicate with employees assigned specific vehicles or pieces of equipment.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	4.02	277,876
200 - Supplies		435,423
300 - Other Services		24,138
400 - Capital Outlays		0
Total		**737,436**

Funding: Other

Routine Maintenance

Activity Description: Provide routine in-shop maintenance for City vehicles and equipment to keep the fleet operating safely.

Goals:

- Provide routine in-shop maintenance for the City's 481 vehicles and 163 pieces of equipment to keep the fleet operating safely. With new software capabilities, staff will be able to better measure overall downtime of all vehicles in the fleet.
- Provide high-quality maintenance services in a timely fashion. Staff has improved turnaround time for completing work orders, with first priority slated to emergency service vehicles. Staff is hopeful that software capabilities will be able to track turnaround times for categories of routine maintenance services.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	3.14	216,972
200 - Supplies		348,338
300 - Other Services		24,138
400 - Capital Outlays		21,500
Total		**610,948**

Funding: Other

Emergency Maintenance
Activity Description: Administer emergency in-shop and on-site repairs of City vehicles and equipment. Mechanics are on call every weekend and holiday, and are called in during snow events to keep snow removal equipment operational.

Goals:
- Provide 24-hour emergency service to enable City departments to use their vehicles and equipment uninterrupted, maintaining current service levels (mechanics were called out 192 times in 2017 and 125 through the first half of 2018). Staff anticipates a decrease in the number of emergency call-outs due to recent capital investment purchases of new vehicles and equipment and by increasing preventative maintenance services and compliance.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.98	137,035
200 - Supplies		174,169
300 - Other Services		120,690
400 - Capital Outlays		21,500
Total		**453,393**

Funding: Other

Fuel Service
Activity Description: Provide below-retail cost fueling to City departments at 2 fueling station locations. The City has an annual contract with 4 approved fuel vendors; when fuel is needed, staff send via email a request for a quote of a tanker load of the fuel type required. The vendor has 2 hours to respond with the fuel quote. The lowest, most responsive and responsible bidder is awarded the quote and fuel is delivered by noon the following day.

Goals:
- Encourage a 5% decrease in fuel consumption for normal City operations; however, the weather plays a large role in fuel consumption and is unpredictable. Staff will further measure any annual increases in fuel consumption based on winter weather events for better tracking.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.66	45,678
200 - Supplies		435,423
300 - Other Services		48,276
400 - Capital Outlays		0
Total		**529,377**

Funding: Other

Parts Inventory
Activity Description: Manage and maintain an accurate parts inventory.

Goals:
- Maintain an accurate parts inventory and shop for the best prices and delivery options. A component of some of the software systems researched as part of this budget request includes the ability for parts inventory management that will provide better tracking and analysis.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.39	26,646
200 - Supplies		174,169
300 - Other Services		12,069
400 - Capital Outlays		0
Total		**212,884**

Funding: Other

Shop Inventory
Activity Description: Maintain shop inventory of equipment and tools so that the mechanics can perform diagnostic and repair work on a wide variety of vehicles and equipment.

Goals:
- Research options and pricing of tools or equipment that will be needed for future needs.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.61	41,872
200 - Supplies		174,169
300 - Other Services		0
400 - Capital Outlays		107,500
Total		**323,541**

Funding: Other

Vehicle Points and Purchases
Activity Description: Update Vehicle Points Analysis and prepare specifications for vehicle and equipment purchases.

Goals:
- Update Vehicle Points Analysis annually so the department can identify vehicles and equipment that are in need of replacement. With a software upgrade, this process will

involve much less personnel time in compiling the information compared to current practices.
- Coordinate with both the Controller's Office and City of Bloomington Utilities on all vehicle purchases.
- Work with departments on addressing the approximately 20 most underutilized vehicles (as identified in the Vehicle Points Analysis) and consider re-assigning those vehicles to maximize their usage.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.22	15,226
200 - Supplies		0
300 - Other Services		12,069
400 - Capital Outlays		64,500
Total		**91,795**

Funding: Other

2019 Budget Request Highlights

The Fleet Division's general fund budget request is $2,959,373. This is an increase of $319,724.

Category 1 – Personnel request is $761,304. This is an increase of $13,440.

Category 2 – Supplies request is $1,741,690. This is an increase of $140,013.

Significant changes include the following budget lines:
- **Line 223 – Garage and Motor Supplies:** Increase of $31,500. Due to the increased cost in tires and tires supplies, staff has had to make some transfers to cover expenses in 2017 and anticipates needing to do the same in the current year's budget. This increase reflects current spending for tire and tire supplies.
- **Line 224 – Fuel:** Increase of $44,590. Fuel prices have risen in 2018 and the U.S. Department of Energy is forecasting a rise in costs for 2019. Using their projections, the cost for a gallon of unleaded fuel is $3.25; a gallon of diesel is $3.50, and a gallon of off-road diesel $3.50. The five year average of unleaded gallons consumed is 148,936; diesel gallons consumed is 116,945, and off-road diesel gallons consumed 818. Please note that the fuel market is unpredictable and any number of factors can drastically change the price of fuel.
- **Line 232 – Motor Vehicle Repair:** Increase of $50,000 due to an increased cost of parts. Additionally, the division may send more labor-intensive jobs to outside vendors for repair in the future, which will increase the cost associated with parts.
- **Line 242 – Other Supplies:** Increase of $12,573 for updating shop tools such as jacks, jack stands, impact drivers and sockets. This also includes an increase in costs for various shop supplies, like gloves, safety glasses, hearing protection, nuts and bolts, fuses, etc. Additionally, with new vehicle brands being purchased, there is a need to add additional

repair manuals and software to complete necessary repairs.

Category 3 – Other Services & Charges request is $241,379. This is an increase of $16,271.

Significant changes include the following budget lines:

- **Line 316 – Instruction:** Increase of $12,800 for staff training on fleet tracking software, fuel tracking software and vehicle and equipment repairs.
- **Line 323 – Travel:** Increase of $8,500 for out-of-state travel for technician training as well as travel for fleet and fuel tracking software training.
- **Line 362 – Motor Repairs:** Decrease of $2,840 due to five year average of expenses.

Category 4 – Capital Outlays request is $215,000. This is an increase of $150,000.

Significant changes include the following budget lines:

- **Line 420 – Purchase of Equipment:** Decrease of $50,000 due to tire equipment, alignment machine and air conditioning machine being deferred to purchase until the 2020 budget.
- **Line 431 – Improvements other than Building:** Increase of $200,000 to purchase a new fleet tracking software to replace the existing RTA tracking software.

Fleet Maintenance 2019 Budget Request

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	715,088	747,864	761,304	13,440	2%
200 - Supplies	1,172,907	1,601,677	1,741,690	140,013	9%
300 - Other Services	138,279	225,108	241,379	16,271	7%
400 - Capital Outlays	184,698	65,000	215,000	150,000	231%
Total	**2,210,972**	**2,639,649**	**2,959,373**	**319,724**	**12%**

Conclusion

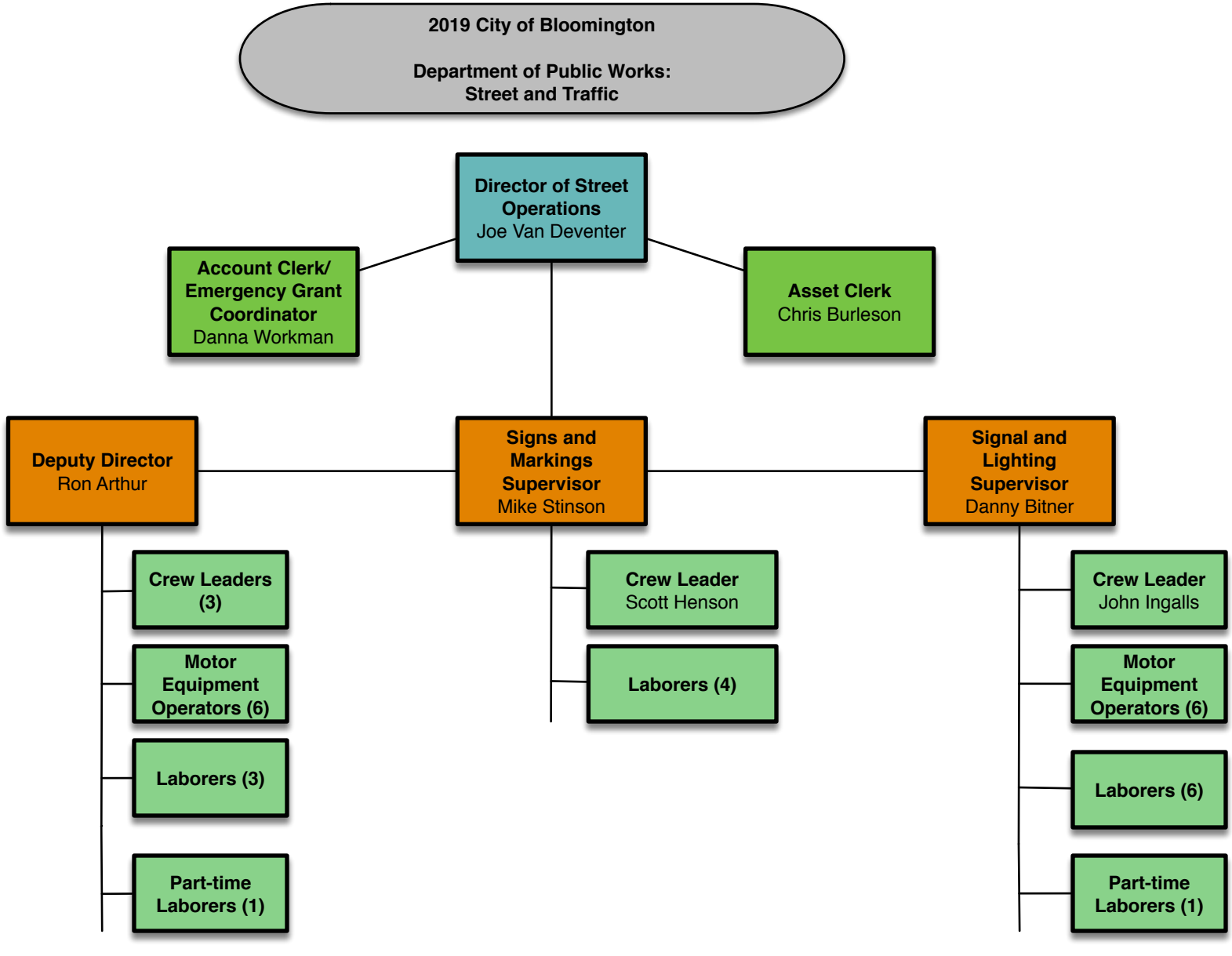
As a division of the Department of Public Works, Fleet Maintenance staff strives to maintain and service the City's fleet of vehicles and equipment so that City departments can provide the best services to the residents of Bloomington.

Thank you for your consideration of the Fleet Division's 2019 budget request. We are available to answer any questions you may have.

CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-21-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 802 - Fleet Maintenance(S9500)							
Expenditures							
Department: 17 - Fleet Maintenance							
Personnel Services							
	51110	Salaries and Wages - Regular	447,357	449,529	456,831	7,302	1.62%
	51120	Salaries and Wages - Temporary	13,106	25,002	25,002	-	0.00%
	51130	Salaries and Wages- Overtime	12,695	24,997	25,002	5	0.02%
	51210	FICA	33,863	38,214	38,773	559	1.46%
	51220	PERF	65,327	67,383	68,421	1,038	1.54%
	51230	Health and Life Insurance	142,740	142,740	142,740	-	0.00%
	51310	Other Personal Services	-	-	4,537	4,537	N/A
Total: Personnel Services			**715,088**	**747,864**	**761,305**	**13,441**	**1.80%**
Supplies							
	52110	Office Supplies	508	500	750	250	50.00%
	52210	Institutional Supplies	214	500	600	100	20.00%
	52230	Garage and Motor Supplies	86,252	123,000	154,500	31,500	25.61%
	52240	Fuel and Oil	619,412	922,000	966,590	44,590	4.84%
	52310	Building Materials and Supplies	293	4,750	4,750	-	0.00%
	52320	Motor Vehicle Repair	428,126	500,000	550,000	50,000	10.00%
	52420	Other Supplies	30,969	43,927	56,500	12,573	28.62%
	52430	Uniforms and Tools	7,135	7,000	8,000	1,000	14.29%
Total: Supplies			**1,172,907**	**1,601,677**	**1,741,690**	**140,013**	**8.74%**
Other Services and Charges							
	53130	Medical	1,204	715	715	-	0.00%
	53140	Exterminator Services	360	600	600	-	0.00%
	53150	Communications Contract	-	-	-	-	N/A
	53160	Instruction	1,152	2,600	15,400	12,800	492.31%
	53210	Telephone	464	360	600	240	66.67%
	53220	Postage	-	45	45	-	0.00%
	53230	Travel	790	1,500	10,000	8,500	566.67%
	53240	Freight / Other	20	1,000	1,000	-	0.00%
	53250	Pagers	168	180	-	(180)	-100.00%
	53410	Liability / Casualty Premiums	5,716	7,555	4,521	(3,034)	-40.16%
	53420	Worker's Comp & Risk	16,583	16,583	16,583	-	0.00%
	53510	Electrical Services	8,896	10,000	10,000	-	0.00%
	53530	Water and Sewer	1,253	1,500	1,500	-	0.00%
	53540	Natural Gas	3,348	6,000	6,000	-	0.00%
	53610	Building Repairs	12,325	17,900	17,900	-	0.00%
	53620	Motor Repairs	66,792	120,340	117,500	(2,840)	-2.36%
	53640	Hardware and Software Maintenance	4,940	4,450	4,450	-	0.00%
	53650	Other Repairs	7,874	20,500	20,500	-	0.00%
	53920	Laundry and Other Sanitation Services	4,551	4,430	5,215	785	17.72%
	53990	Other Services and Charges	1,842	8,850	8,850	-	0.00%
Total: Other Services and Charges			**138,279**	**225,108**	**241,379**	**16,271**	**7.23%**
Capital Outlays - Capital Outlays							
	54310	Improvements Other Than Building	-	-	200,000	200,000	N/A
	54420	Purchase of Equipment	18,970	65,000	15,000	(50,000)	-76.92%
	54440	Motor Equipment	165,728	-	-	-	N/A
	54450	Equipment	-	-	-	-	N/A
Total: Capital Outlays			**184,698**	**65,000**	**215,000**	**150,000**	**230.77%**
Expenditures Grand Totals:			**$ 2,210,972**	**$ 2,639,649**	**$ 2,959,374**	**$ 319,725**	**12.11%**


2019 City of Bloomington
Department of Public Works:
Street and Traffic
Director of Street Operations
Joe Van Deventer
Account Clerk/ Emergency Grant Coordinator
Danna Workman
Asset Clerk
Chris Burleson
Deputy Director
Ron Arthur
Signs and Markings Supervisor
Mike Stinson
Signal and Lighting Supervisor
Danny Bitner
Crew Leaders (3)
Motor Equipment Operators (6)
Laborers (3)
Part-time Laborers (1)
Crew Leader
Scott Henson
Laborers (4)
Crew Leader
John Ingalls
Motor Equipment Operators (6)
Laborers (6)
Part-time Laborers (1)

	Street	**2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Joe Van Deventer, Director of Street Operations

Adam Wason, Director of Public Works

Date: September 21, 2018

This memo accompanies the proposed 2019 budget for the Street Department is a division of the Department of Public Works and includes the Local Road and Street (LRS), Motor Vehicle Highway (MVH), Alternative Transport (ALT TRN) and Cumulative Capital Development (CCD) funds.

Why We Exist

The Street Department is committed to providing roadways that are safe and free of hazards.

Background

The Street Department provides maintenance and repair for the City of Bloomington's 234 lane miles of streets. It has 38 regular full-time employees and 2-4 seasonal employees. The Street Department's specific function includes street paving and resurfacing; maintenance repairs to the City's alley network; construction and installation of sidewalks, curbs and accessible ramps; repair and maintenance of lane markings, street signs and traffic control devices; snow removal operations; street sweeping and leaf collection. In addition, the division works with the City's Urban Forester to provide care and maintenance of trees in the public right of way in order to reduce accidents.

One major new program that will be implemented in 2019 is the Sidewalk Improvement Participation Program that will allow City residents in eligible geographic districts to apply for City assistance with sidewalk repairs adjacent to their property. The eligible geographic districts will be based on census tract and demographic data that is used to determine eligible areas for Community Development Block Grant funding in order to assist City residents who would otherwise be unable to make these improvements.

2019 Activity Descriptions and Goals:

Paving/Patching
Activity Description: Provide maintenance and repair of the City's 234 lane miles of streets.

Goals:
- Patch all reported potholes within 24 hours.
- Using an overall Pavement Condition Index (PCI) numerical, which is used to indicate the general condition of pavement segments to prioritize treatment for repairs, a current breakdown of City pavement conditions is as follows:
  31 Lane Miles - PCI Rating 86 - 100 (Preventative Maintenance - crack sealing)
  114 Lane Miles - PCI Rating 56 - 85 (Surface Treatment - thin overlays)
  89 Lane Miles - PCI Rating 0 - 55 (Mill & Overlay)
- Maintain aggressive crack sealing efforts with 10-15 lane miles per year in order to be proactive with pavement maintenance.
- Continue to mill streets to prevent drainage issues and retain curb heights by milling 60-70% of streets that are resurfaced each year.
- Implement a pavement maintenance project for E. Kirkwood Avenue (between Walnut Street and Indiana Avenue). The Overall Condition Index rating for the pavement in this section is currently 66, which means it is at the end of its operational lifespan. More than 20 sidewalk ramps do not meet current Americans with Disability Act accessibility standards and are no longer compliant, plus many brick crosswalks are also failing.
- Provide street paving updates to the public via an interactive online map on the City's website, to be updated monthly.
- Fully integrate the Transmap pavement condition assessment reconnaissance results into the Lucity asset management system, providing an updated look into current pavement conditions, detailed by specific street segments.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	10.80	792,577
200 - Supplies		161,443
300 - Other Services		591,186
400 - Capital Outlays		704,000
Total		**2,249,205**

Funding: Other

Snow Removal
Activity Description: Provide snow and ice removal to ensure safe transportation for the community and safe access by emergency vehicles during inclement weather.

Goals:

- Insure streets are safe and treated both before and during winter storm events.
- Remain responsive and proactive during snow and ice conditions through pretreatment and removal efforts during winter weather events.
- As a new feature, increase safety by utilizing trucks that are outfitted with liquid tanks for a cost-effective and efficient salt brine pretreatment for the City's streets.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	7.48	548,707
200 - Supplies		161,443
300 - Other Services		118,237
400 - Capital Outlays		352,000
Total		**1,180,387**

Funding: Other

Leafing

Activity Description: Provide annual curbside removal of leaves (season runs between April and December). Keep the leaves picked up from curbs and gutters, which assists with proper drainage flow in City streets.

Goals:

- Complete the leafing service in a 7-week period.
- Provide leafing collection schedule updates to the public via an interactive map located on the City's website.
- Promote composting as the most environmentally friendly way to dispose of leaves.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	6.54	480,119
200 - Supplies		161,443
300 - Other Services		118,237
400 - Capital Outlays		176,000
Total		**935,799**

Funding: Other

Sidewalk Maintenance

Activity Description: Using an Overall Condition Index rating for sidewalks, prioritize resource allocation to those sidewalk segments in most need of repair. Build new sidewalks and construct

Americans with Disabilities Act (ADA)-compliant ramps before resurfacing streets, in accordance with ADA requirements.

Goals:

- Repair 20% of the “worst 100” list (approximately 1,500 lineal feet).
- Repair sidewalk maintenance of minor trip hazards and replacement of short sections of sidewalk due to City tree damage.
- Install ADA ramps on intersections on the paving list.
  2017 - 87 ADA Ramps installed
  2018 - To date 31 ADA Ramps installed

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	4.00	293,406
200 - Supplies		161,443
300 - Other Services		236,474
400 - Capital Outlays		0
Total		**691,323**

Funding: Other

Traffic Signals

Activity Description: Control the assignment of vehicular or pedestrian right-of-way at locations where potentially hazardous conflicts exist, through traffic signal use.

Goals:

- Finish Light Emitting Diode (LED) traffic signal replacement, for final 32 out of 84 signals.
- Complete overhead and cabinet inspection of all signals (annual inspection of signal equipment is a federal and state transportation requirement).

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.77	129,556
200 - Supplies		80,721
300 - Other Services		236,474
400 - Capital Outlays		176,000
Total		**622,752**

Funding: Other

Manage Urban Forest
Activity Description: Provide care and maintenance of the approximately 14,000 trees located in the public right-of-way. Safeguard against accidents and help keep Bloomington's trees looking their best.

Goals:
- Safely remove all hazardous trees tagged by the Urban Forester for removal.
  2017 - Removed 197 hazardous trees
  2018 - To Date removed 155 hazardous trees
- Prune overhead areas as needed, those generated either via public requests or when overhead tree areas impede City vehicle operations and need to be addressed. (Urban Forester/Parks Department does most pruning of street trees)
  2017 - Pruned 33 trees
  2018 - To date pruned 20 trees

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	3.69	270,543
200 - Supplies		80,721
300 - Other Services		118,237
400 - Capital Outlays		0
Total		**469,502**

Funding: Other

Traffic Signs
Activity Description: Control the assignment of vehicular or pedestrian right-of-way at locations where potentially hazardous conflicts exist, through the placement of traffic signs.

Goals:
- Utilizing field reconnaissance data that was collected as part of the Transmap project, replace traffic signs that do not meet the night time reflectivity test, as defined by the U.S. Department of Transportation's Manual of Uniform Traffic Control Devices (Asset verification and location information for all of the City's 14,926 traffic signs is now available).
- Maintain and update signage per the Manual of Uniform Traffic Control Devices.
- Update inadequate signs that do not meet minimum Manual of Uniform Traffic Control Devices retro-reflectivity requirements (signs reflecting light at night to increase visibility).

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.08	152,419
200 - Supplies		80,721
300 - Other Services		236,474
400 - Capital Outlays		0
Total		**469,614**

Funding: Other

Pavement Markings

Activity Description: Control the assignment of vehicular or pedestrian right of way at locations where potentially hazardous conflicts exist, through proper lane markings.

Goals:

- Focus on core downtown area pavement markings (stop bars, crosswalks, etc.) which total approximately 97,700 linear feet.
- Refresh all long line markings and bike lanes (over 740,000 linear feet, or approximately 140 miles, of double yellow and white lines).

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.25	91,451
200 - Supplies		161,443
300 - Other Services		118,237
400 - Capital Outlays		176,000
Total		**547,131**

Funding: Other

Street Sweeping

Activity Description: Provide removal of silt, trash, and debris for all City streets through regular sweeping.

Goals:

- Sweep the entire City at least 2 times a year and downtown 6 times a year.
- Provide street sweeping schedule updates to the public via an interactive map located on the City's website.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	1.09	80,020
200 - Supplies		161,443
300 - Other Services		118,237
400 - Capital Outlays		176,000
Total		**535,700**

Funding: Other

Alley Repairs
Activity Description: Responsible for maintenance of the City's alley network.

Goals:
- Perform a comprehensive cleaning and improvement project for downtown alleys (approximately 9.44 lane miles).
- Patch alleys when necessary and resurface high traffic alleys, as needed (total of 15 alley maintenance repairs to date).

Alley Repairs

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.42	30,484
200 - Supplies		161,443
300 - Other Services		118,237
400 - Capital Outlays		0
Total		**310,164**

Downtown Cleanup

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.73	53,347
200 - Supplies		80,721
300 - Other Services		118,237
400 - Capital Outlays		0
Total		**252,305**

Funding: Other

Street Lights/Traffic Signals
Activity Description: Develop and establish cost-effective and efficient street lighting and traffic signal policies and practices. Coordinate and supervise the installation and/or removal of street

lighting systems. Manage and supervise the Local Roads and Street Fund that is solely designated for all of the equipment, energy usage and maintenance costs for street lights, traffic control, pedestrian and school crossing signals.

Goals:

- Reduce the overall costs of new street light installations by 40% over a 10-year period by paying the up-front equipment costs.
- Replace damaged lighting and traffic signal equipment by allocating 10% of the overall budget through development of an onsite inventory.
- Reduce energy consumption of City-owned and leased street lights by 40% the 1st year after converting from High Pressure Sodium Vapor to LED fixtures.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.10	7,621
200 - Supplies		80,721
300 - Other Services		118,237
400 - Capital Outlays		0
Total		**206,580**

Funding: Other

Line Locates

Activity Description: Provide locates of buried fiber optic/Bloomington Digital Underground traffic signal wiring and street light wiring.

Goals:

- Insure all line locates involving signals are accurately completed within 2 working days.
  2017 - 9,121 Line Locates requested
  2018 - 6,368 To Date Line Locates requested

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.36	26,673
200 - Supplies		80,721
300 - Other Services		118,237
400 - Capital Outlays		0
Total		**225,632**

Funding: Other

2019 Budget Request Highlights:

The Street Division's Motor Vehicle Highway (MVH 451) fund budget request is $6,028,790. This is an increase of $1,660,995.

Category 1 – Personnel request is $2,956,920. This is an increase of $47,758.

Category 2 – Supplies request is $457,966. This is an increase of $68,020.

Significant changes include the following budget lines:

- **Line 224 – Fuel and Oil:** Increase of $29,020 for fuel prices based on a 5-year usage average.
- **Line 233 – Street, Alley and Sewer Materials:** Increase of $39,000 for purchase of asphalt material.

Category 3 – **Other Services & Charges** request is $1,328,904. This is an increase of $260,217.

Significant changes include the following budget lines:

- **Line 341 – Liability/Casualty Premiums:** Decrease of $8,148 due to lower insurance costs.
- **Line 362 – Motor Repairs:** Increase of $208,000 from Fleet charges.
- **Line 390 – Inter-Fund Transfers:** Increase of $5,365 from the Controller's Department.
- **Line 399 – Other Services & Charges:** Increase of $55,000 for contracting funds to continue work on sidewalks as well as for insurance deductibles due to accidents or repairs.

Category 4 – Purchase of Equipment request is $1,285,000. This is an increase of $1,285,000.

Significant changes include the following budget lines:

- **Line 431 – Improvements Other Than Building:** Increase of $150,000 to begin a comprehensive downtown alley cleaning, milling and repaving improvement project. First efforts will begin on the north side of the Courthouse Square and continue to other areas most in need of improvements.
- **Line 442 – Purchase of Equipment:** Increase of $1,135,000 to purchase a bush hog with 22-foot boom, 2 leafers, 2 1-ton pickup trucks, 4 single-axle dump trucks and a paint striping machine.

The Street Department's Local Roads and Streets (LRS 450) fund budget request is $990,214. This is an increase of $381,868.

Significant highlights include:

Category 3 – Other Services & Charges

- **Line 352 – Street Lights/Traffic Signals:** Increase of $31,868 due to projected replacement costs for traffic signal Light Emitting Diode bulbs.

Category 4 – Capital Outlays

- **Line 431 – Improvements Other Than Building:** Increase of $350,000 for general pavement maintenance, crosswalk improvements and ADA ramp installations projects on E. Kirkwood Avenue (between Walnut Street and Indiana Avenue). It is understood that discussions will take place regarding the future of Kirkwood; however, these improvements are necessary in the interim.

The Cumulative Capital funds (CCD & CCI) budget request is $1,677,089. This is a decrease of $363,374.

Significant highlights include:

Category 2 – Supplies

- **Line 233 – Street, Alley and Sewer Materials:** Increase of $10,000 for an increase in asphalt patching materials. This line also includes $100,000 for the Sidewalk Improvement Participation Program with the new funds available from the increase to CCD.

Street 2019 Budget Request

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	2,703,848	2,909,162	2,956,920	47,758	2%
200 - Supplies	976,770	1,536,409	1,614,429	78,020	5%
300 - Other Services	2,289,323	2,447,033	2,364,744	(82,289)	-3%
400 - Capital Outlays	410,292	125,000	1,760,000	1,635,000	1308%
Total	**6,380,233**	**7,017,604**	**8,696,093**	**1,678,489**	**24%**

Conclusion

As a division of the Department of Public Works, the Street Division's goal is to enhance and ensure public safety and improve the City of Bloomington's infrastructure, while providing uncompromising customer service, forward-thinking initiatives and a commitment to excellence.

Thank you for your consideration of the Street Division's 2019 budget request. We are available to answer any questions you may have.

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	+/- $	+/- %
Fund: 451 - Motor Vehicle Highway(S0708)							
Expenditures							
Department: 20 - Street							
Personnel Services							
	51110	Salaries and Wages - Regular	1,658,920	1,759,210	1,781,305	22,095	1.26%
	51120	Salaries and Wages - Temporary	63,644	48,268	48,268	-	0.00%
	51130	Salaries and Wages- Overtime	39,135	113,549	113,549	(0)	0.00%
	51210	FICA	125,786	146,959	148,650	1,691	1.15%
	51220	PERF	241,121	265,934	269,072	3,138	1.18%
	51230	Health and Life Insurance	575,242	575,242	575,270	28	0.00%
	51310	Other Personal Services	-	-	20,807	20,807	
Total: Personnel Services			**2,703,848**	**2,909,162**	**2,956,921**	**47,759**	**1.64%**
Supplies							
	52110	Office Supplies	681	600	600	-	0.00%
	52210	Institutional Supplies	7,943	5,750	5,750	-	0.00%
	52240	Fuel and Oil	101,405	129,000	158,020	29,020	22.50%
	52310	Building Materials and Supplies	52	5,000	5,000	-	0.00%
	52330	Street , Alley, and Sewer Material	294,229	132,696	171,696	39,000	29.39%
	52340	Other Repairs and Maintenance	46,069	80,000	80,000	-	0.00%
	52420	Other Supplies	39,362	34,900	34,900	-	0.00%
	52430	Uniforms and Tools	103	2,000	2,000	-	0.00%
Total: Supplies			**489,845**	**389,946**	**457,966**	**68,020**	**17.44%**
Other Services and Charges							
	53130	Medical	973	900	900	-	0.00%
	53140	Exterminator Services	630	1,000	1,000	-	0.00%
	53160	Instruction	1,500	4,295	4,295	-	0.00%
	53210	Telephone	2,198	4,000	4,000	-	0.00%
	53220	Postage	2,639	4,000	4,000	-	0.00%
	53230	Travel	1,257	2,400	2,400	-	0.00%
	53250	Pagers	1,041	1,200	1,200	-	0.00%
	53310	Printing	3,058	4,000	4,000	-	0.00%
	53320	Advertising	-	1,500	1,500	-	0.00%
	53410	Liability / Casualty Premiums	58,253	56,626	48,478	(8,148)	-14.39%
	53420	Worker's Comp & Risk	50,121	50,121	50,121	-	0.00%
	53510	Electrical Services	5,862	6,500	6,500	-	0.00%
	53530	Water and Sewer	2,101	2,500	2,500	-	0.00%
	53540	Natural Gas	4,452	6,000	6,000	-	0.00%
	53610	Building Repairs	1,494	6,000	6,000	-	0.00%
	53620	Motor Repairs	548,104	535,740	743,740	208,000	38.82%
	53630	Machinery and Equipment Repairs	7,323	13,200	13,200	-	0.00%
	53650	Other Repairs	-	32,500	32,500	-	0.00%
	53730	Machinery and Equipment Rental	315	10,000	10,000	-	0.00%
	53830	Bank Charges	-	25	25	-	0.00%
	539010	Inter-Fund Transfers	126,366	128,321	133,686	5,365	4.18%
	53910	Dues and Subscriptions	970	2,420	2,420	-	0.00%
	53920	Laundry and Other Sanitation Services	2,670	2,820	2,820	-	0.00%
	53950	Landfill	32,088	42,424	42,424	-	0.00%
	53990	Other Services and Charges	100,739	150,195	205,195	55,000	36.62%
Total: Other Services and Charges			**954,155**	**1,068,687**	**1,328,904**	**260,217**	**24.35%**
Capital Outlays							
	54310	Improvements Other Than Building	-	-	150,000	150,000	N/A
	54420	Purchase of Equipment	-	-	1,075,000	1,075,000	N/A
	54440	Motor Equipment	8,500	-	-	-	N/A
	54450	Equipment	332,746	-	60,000	60,000	N/A
Total: Capital Outlays			**341,246**	**-**	**1,285,000**	**1,285,000**	
Expenditures Grand Total:			**$ 4,489,095**	**$ 4,367,795**	**$ 6,028,791**	**$ 1,660,996**	**38.03%**

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	+/- $	+/- %
Fund: 450 - Local Road and Street(S0706)							
Expenditures							
Department: 20 - Street							
Other Services and Charges							
	53520	Street Lights / Traffic Signals	516,421	608,346	640,214	31,868	5.24%
Total: Other Services and Charges			**516,421**	**608,346**	**640,214**	**31,868**	**5.24%**
Capital Outlays							
	54310	Improvements Other Than Building	-	-	350,000	350,000	N/A
Total: Capital Outlays			**-**	**-**	**350,000**	**350,000**	
Expenditures Grand Total:			**$ 516,421**	**$ 608,346**	**$ 990,214**	**$ 381,868**	**62.77%**

CITY OF BLOOMINGTON

Budget Worksheet Report

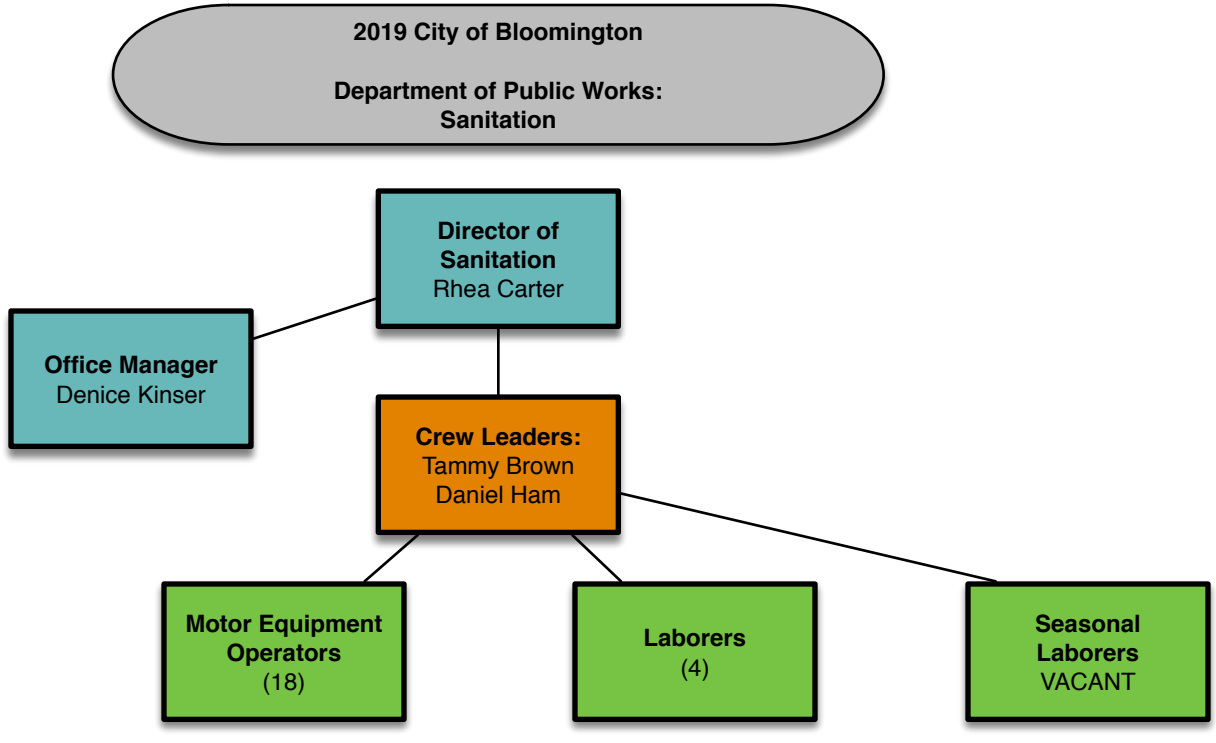
	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	$ +/-	% +/-
Fund: 601 - Cum Cap Development(S2391)							
Expenditures							
Department: 02 - Public Works							
Supplies - Supplies							
	52330	Street , Alley, and Sewer Material	362,370	1,078,463	1,088,463	10,000	0.93%
Total: Supplies			**362,370**	**1,078,463**	**1,088,463**	**10,000**	**0.93%**
Other Services and Charges							
	539010	Inter-Fund Transfers	500,000	500,000	300,000	(200,000)	-40.00%
	53990	Other Services and Charges	128,747	80,000	-	(80,000)	-100.00%
Total: Other Services and Charges			**628,747**	**580,000**	**300,000**	**(280,000)**	**-48.28%**
Capital Outlays							
	54510	Other Capital Outlays	69,046	125,000	125,000	-	0.00%
Total: Capital Outlays			**69,046**	**125,000**	**125,000**	**-**	**0.00%**
Expenditures Grand Total:			**$ 1,060,163**	**$ 1,783,463**	**$ 1,513,463**	**$ (270,000)**	**-15.14%**

Rev 8-22-18

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	+/- $	+/- %
Fund: 600 - Cum Cap Improvement (CIG)(S2379)							
Expenditures							
Department: 02 - Public Works							
Supplies							
	52330	Street , Alley, and Sewer Material	124,555	68,000	68,000	-	0.00%
Total: Supplies			**124,555**	**68,000**	**68,000**	**-**	**0.00%**
Other Services and Charges							
	539010	Inter-Fund Transfers	190,000	190,000	95,626	(94,374)	-49.67%
Total: Other Services and Charges			**190,000**	**190,000**	**95,626**	**(94,374)**	**-49.67%**
Expenditures Grand Total:			**$ 314,555**	**$ 258,000**	**$ 163,626**	**$ (94,374)**	**-36.58%**


2019 City of Bloomington
Department of Public Works:
Sanitation
Director of Sanitation
Rhea Carter
Office Manager
Denice Kinser
Crew Leaders:
Tammy Brown
Daniel Ham
Motor Equipment Operators
(18)
Laborers
(4)
Seasonal Laborers
VACANT

	Sanitation	**2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Rhea Carter, Sanitation Director

Adam Wason, Director of Public Works

Date: August 16, 2018

This memo accompanies the proposed 2019 budget for the Sanitation Division of the Department of Public Works.

Why We Exist

Sanitation provides weekly collection and disposal of household solid waste and large items, such as furniture, from residences located inside the corporate City limits, as well as weekly recycling services. Sanitation also provides trash collection for City Hall, downtown containers, City parks, various City facilities and numerous special events in the community. Through a variety of services such as appliance pickup, curbside recycling, and bi-weekly yard waste collections, the Sanitation Department does its part to keep Bloomington clean.

Background

The Sanitation Department has 24 full-time employees, and 19 fleet vehicles. In October 2017, the Sanitation Division modernized the way services are delivered to residents in Bloomington. Moving forward, Sanitation will continue to refine and look for increased efficiency in the new modernized sanitation program. The Sanitation Division is excited to take on several new initiatives for 2019, including selling new yard waste containers to the public using surplus containers from the recent Sanitation Modernization project; partnering with the Assistant Director of Sustainability on conducting a public education campaign on the importance of "clean recycling"; and updating the downtown trash containers to make them easier to maintain, convenient to use and more attractive to the public.

2019 Activity Descriptions and Goals:

Solid Waste Collection
Activity Description: Provide weekly collection and disposal of household trash from residents of single family homes within the City (1-4 household structures).

Goals:
- Research alternatives and best practices for food waste from industry leaders and other municipalities.
- Use the new Radio Frequency Identification (RFID) data collected to analyze ongoing solid waste and recycling participation rates and study possible pay-as-you throw options. Once the system fully operational, staff will be identify a number of data sets on participation rates.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	9.78	659,915
200 - Supplies		56,204
300 - Other Services		933,771
400 - Capital Outlays		0
Total		**1,649,891**

Funding: General, Other

Recycling Collection
Activity Description: Provide weekly curbside collection of recyclable materials from single family homes within the City.

Goals:
- Maintain at least a 40% or higher recycling diversion rate to exceed the EPA's recorded national diversion rate (currently set at 35%).
- Work with the Department of Economic and Sustainable Development to increase recycle participation by 10% (approximately 350 tons annually) by educating Bloomington's residents.
- Accomplish cleaner recycling of materials by educating residents, to reduce resultant diversion to waste stream.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	11.08	747,634
200 - Supplies		56,204
300 - Other Services		933,771
400 - Capital Outlays		0
Total		**1,737,609**

Funding: General, Other

Yard Waste Collection

Activity Description: Provide bi-weekly curbside collection of yard waste from single family homes within the City between April and December, as well as Christmas tree collection in January.

Goals:

- Provide yard waste service between April-December with an expected 85 tons or more of collected materials.
- Provide Christmas tree curbside collection for the community with expected collection around 18 tons.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.52	170,039
200 - Supplies		21,077
300 - Other Services		350,164
400 - Capital Outlays		0
Total		**541,280**

Funding: General, Other

Downtown Clean-Up

Activity Description: Remove trash and litter from downtown containers, City Hall, City facilities and City parks.

Goals:

- Maintain a sanitary and aesthetic environment in public spaces by collecting trash daily (362 days a year) from the 71 downtown trash cans, litter from streets and sidewalks, and City parks.
- Provide collection of refuse and litter from all 4 municipal parking lots.

- Provide recycling containers along with refuse containers for community special events and festivals (typically an average of 6 per year).
- Replace all 16 current Big Belly trash/recycling containers located downtown due to their age and significant disrepair. Staff has identified a preferred new metal container type that matches those on the Indiana University campus, offering a more convenient waste and recycling receptacle for the public and improving the downtown look and appeal.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	2.22	149,797
200 - Supplies		7,026
300 - Other Services		116,721
400 - Capital Outlays		0
Total		**273,544**

Funding: General, Other

<u>2019 Budget Request Highlights:</u>

The Sanitation Division's general fund budget request is $4,202,324. This is an increase of $127,062.

Category 1 – Personnel request is $1,727,385. This is an increase of $42,736.

Category 2 – Supplies request is $140,511. This is a decrease of $708.

Category 3 – Other Services & Charges request is $2,334,428. This is an increase of $85,034.

Significant changes include the following budget lines:
- **Line 341 - Liability/Casualty Premiums:** Decrease of $4,342 due to lower insurance costs expected in 2019.
- **Line 395 - Landfill:** Increase of $89,856 due to higher landfill charges expected in 2019.

Category 4 – Capital Outlays request is $0.

Sanitation 2019 Budget Request

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	1,574,318	1,684,649	1,727,385	42,736	3%
200 - Supplies	76,779	141,219	140,511	(708)	-1%
300 - Other Services	1,942,682	2,249,394	2,334,428	85,034	4%
400 - Capital Outlays	-	-	-	-	0%
Total	**3,593,779**	**4,075,262**	**4,202,324**	**127,062**	**3%**

Conclusion

As a division of the Department of Public Works, Sanitation will continue to provide curbside collection of trash, recycling, and yard waste to all single family residences that are within the City limits, plus continue to provide trash removal from parks, downtown containers, City Hall, a number of City facilities, and numerous special events in the community.

Thank you for your consideration of the Sanitation Division's 2019 Budget request. We are available to answer any questions you may have.

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	+/- $	+/- %
Fund: 730 - Solid Waste (S6401)							
Expenditures							
Department: 16 - Sanitation							
Personnel Services							
	51110	Salaries and Wages - Regular	935,373	1,017,041	1,016,727	(314)	-0.03%
	51120	Salaries and Wages - Temporary	25,652	30,001	30,000	(1)	0.00%
	51130	Salaries and Wages- Overtime	57,387	48,747	70,011	21,264	43.62%
	51210	FICA	72,380	83,828	85,430	1,602	1.91%
	51220	PERF	140,950	148,182	154,318	6,136	4.14%
	51230	Health and Life Insurance	342,576	356,850	356,850	-	0.00%
	51310	Other Personal Services	-	-	14,050	14,050	
Total: Personnel Services			**1,574,318**	**1,684,649**	**1,727,386**	**42,737**	**2.54%**
Supplies							
	52110	Office Supplies	289	400	400	-	0.00%
	52210	Institutional Supplies	-	540	540	-	0.00%
	52230	Garage and Motor Supplies	343	250	350	100	40.00%
	52240	Fuel and Oil	69,103	105,619	104,811	(808)	-0.77%
	52310	Building Materials and Supplies	110	5,500	5,500	-	0.00%
	52420	Other Supplies	1,620	21,850	21,850	-	0.00%
	52430	Uniforms and Tools	5,314	7,060	7,060	-	0.00%
Total: Supplies			**76,779**	**141,219**	**140,511**	**(708)**	**-0.50%**
Other Services and Charges							
	53130	Medical	1,200	1,000	1,000	-	0.00%
	53140	Exterminator Services	495	1,500	1,500	-	0.00%
	53150	Communications Contract	-	17,000	17,000	-	0.00%
	53160	Instruction	250	350	350	-	0.00%
	53210	Telephone	1,672	1,080	600	(480)	-44.44%
	53220	Postage	3,301	3,100	3,100	-	0.00%
	53230	Travel	-	200	200	-	0.00%
	53240	Freight / Other	543	3,000	3,000	-	0.00%
	53310	Printing	34,476	17,000	17,000	-	0.00%
	53410	Liability / Casualty Premiums	21,312	27,348	23,006	(4,342)	-15.88%
	53420	Worker's Comp & Risk	49,651	49,651	49,651	-	0.00%
	53510	Electrical Services	4,891	5,000	5,000	-	0.00%
	53530	Water and Sewer	1,096	1,500	1,500	-	0.00%
	53540	Natural Gas	1,027	2,500	2,500	-	0.00%
	53610	Building Repairs	1,005	7,000	7,000	-	0.00%
	53620	Motor Repairs	172,551	260,170	260,170	-	0.00%
	53640	Hardware and Software Maintenance	-	10,000	10,000	-	0.00%
	53650	Other Repairs	-	10,500	10,500	-	0.00%
	53830	Bank Charges	1	-	-	-	N/A
	53910	Dues and Subscriptions	-	150	150	-	0.00%
	53920	Laundry and Other Sanitation Services	2,009	4,950	4,950	-	0.00%
	53950	Landfill	234,323	316,116	405,972	89,856	28.43%
	53990	Other Services and Charges	10,435	19,250	19,250	-	0.00%
Total: Other Services and Charges			**540,237**	**758,365**	**843,399**	**85,034**	**11.21%**
Expenditures Grand Total:			**$ 2,191,334**	**$ 2,584,233**	**$ 2,711,296**	**$ 127,063**	**4.92%**

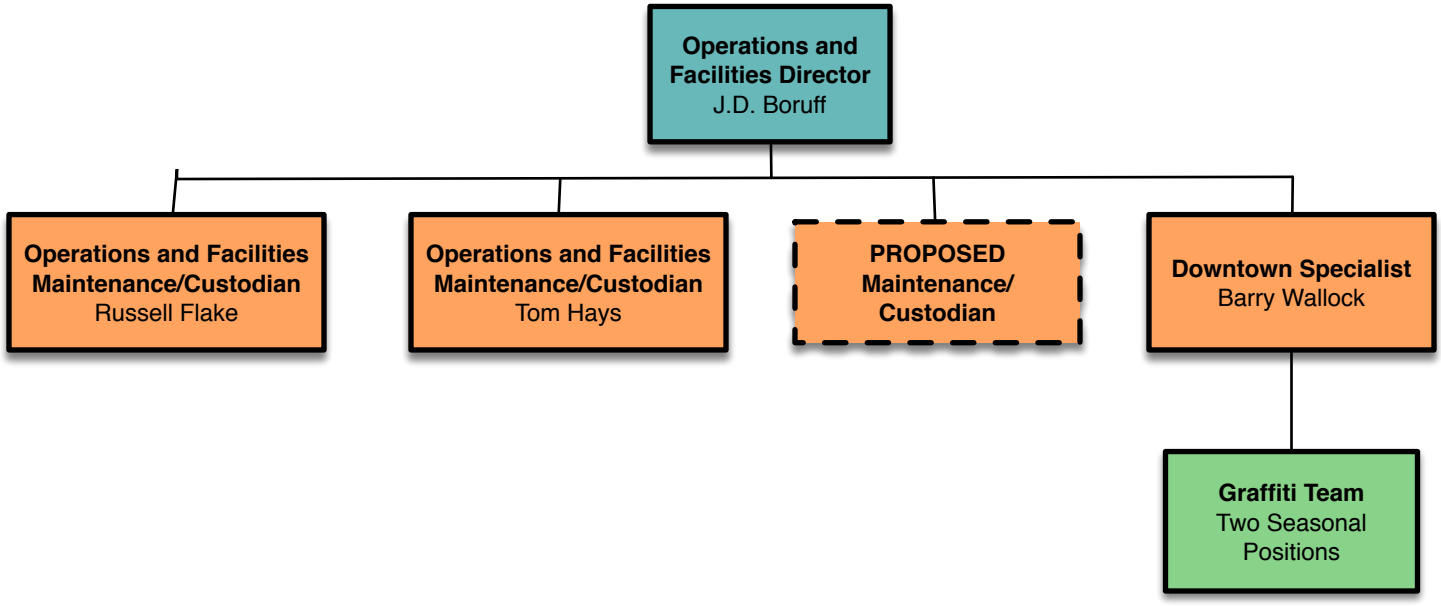
CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	+/- $	+/- %
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 16 - Sanitation							
Other Services and Charges							
	539010	Inter-Fund Transfers	1,402,445	1,491,029	1,491,029	-	0.00%
Total: Other Services and Charges			**1,402,445**	**1,491,029**	**1,491,029**	**-**	**0.00%**
Expenditures Grand Total:			**$ 1,402,445**	**$ 1,491,029**	**$ 1,491,029**	**$ -**	**0.00%**

2019 City of Bloomington

Department of Public Works:
Facilities Management



	Facilities Maintenance	**2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Adam Wason, Director of Public Works

J.D. Boruff, Director of Facilities Maintenance

Date: September 21, 2018

This memo accompanies the proposed 2019 budget for the Facilities Maintenance Division of the Department of Public Works.

Why We Exist

Facilities Maintenance is a division of the Department of Public Works. Its mission is to sustain the quality and functionality of the City of Bloomington's buildings and structures. This is achieved by identifying and implementing potential improvements that both reduce costs and increase efficiency, as well as by detecting problems early so that various corrective actions may be properly planned and budgeted.

Background

The Facilities Maintenance has 3 full-time employees and one part time employee. It is responsible for maintaining 16 buildings, 3 parking garages and 3 surface parking lots, as well as upkeep and maintenance of facilities owned by the Redevelopment Commission. These buildings range in age from modern to 108 years old, and facility uses such as fire stations to the new animal shelter. Total square footage of the building space maintained is approximately 660,000 square feet.

Facilities is undertaking several major initiatives in 2019. A building condition index is being created in 2018 that inventories structures, mechanical systems, roofs, and overall site infrastructure. In 2019 this index will allow for a detailed assessment of facility maintenance needs and a comprehensive 5 and 10-year plan for major facility maintenance projects.

Another major focus in 2019 will be improving the condition of the fire stations. Due to age and use, these buildings, in which firefighters live 24/7, will need building envelope and mechanical repairs, as well as general cosmetic upgrades.

Upgrades to HVAC systems throughout Public Works facilities are critical, as the age of much of the equipment is beginning to cause major problems. The HVAC system most in need of upgrades is at City Hall; it is beginning to have critical failures in the major components of the system (such as the cooling tower failure that recently occurred) and will need to be addressed soon to prevent large-scale issues.

2019 Activity Descriptions and Goals:

Facilities Maintenance Operations

Activity Description: Responsible for day-to-day operations, including maintaining a clean, safe and attractive workplace. This is accomplished by providing maintenance repairs, custodial services, sustaining operations and addressing 24-hour emergencies.

Goals:

- Implement Fire Station improvements, per individual station.
- Utilize Overall Condition Index ratings for other facility maintenance metrics.
- Develop a capital plan and initial budget estimate based on Overall Condition Index ratings.
- Monitor and keep log/project books on all projects to monitor progress.
- Review maintenance logs and report on findings.
- Track reports on all Work Track and uReport assignments.
    - So far in 2018, there have been 10 uReport tickets assigned to Facilities for graffiti. In 3 of the cases the graffiti was on City property and removed. In 7 of the 10 cases, the graffiti was not on City property and the uReports were closed. In 2017 Facilities was still removing graffiti from private property. There were 33 uReport tickets for graffiti in 2017. All 33 were resolved and closed.
    - Also at this point in 2018, there have been 358 maintenance requests, out of which 283 have been resolved. The balance of the requests are either pending, or have been closed, because they were outside the range of services or there was no issue to begin with. In 2017 there were 602 maintenance requests, of which 548 were resolved.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	4.06	273,959
200 - Supplies		48,105
300 - Other Services		725,178
400 - Capital Outlays		100,000
Total		**1,147,242**

Funding: General

Graffiti Removal

Activity Description: Remove graffiti from City of Bloomington facilities, including 19 City of Bloomington buildings (totaling over 660,000 square feet) and 3 City of Bloomington

Redevelopment Commission-owned buildings (totaling over 27,000 square feet) within the Certified Technology Park.

Goals:

- Supply annual reports (or others as required) to track graffiti removal actions on City of Bloomington properties. In 2017 Facilities resolved 33 graffiti cases on City and private property. 5 cases of graffiti being on City property, the remaining 28 on private property. Staff no longers remove graffiti from private property. This has led to a substantial decrease in the amount of graffiti removed by us. So far in 2018, out of total of 10 uReport tickets for graffiti there have only been 3 cases of graffiti on City property. Staff expect the amount of resources needed in this area to remain low for the foreseeable future.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	0.10	7,025
200 - Supplies		982
300 - Other Services		0
400 - Capital Outlays		0
Total		**8,006**

Funding: General

2019 Budget Request Highlights:

The Facilities Maintenance Division's total general fund budget request is $1,155,249. This is an increase of $53,688.

Category 1 – Personnel request is $280,984. This is an increase of $35,161.

- Increase is due to the creation of a new Maintenance/Custodian position.

Category 2 – Supplies request is $49,087. This is a decrease of $9,313.

Significant changes include the following budget lines:

- **Line 221 – Institutional Supplies:** Decrease of $8,000 due to these expenses being transferred to the contractor under the proposed contract for cleaning services.

Category 3 – Other Services & Charges request is $725,178. This is an increase of $27,840.

Significant changes include the following budget lines:

- **Line 351 – Electrical Services:** Decrease of $5,000 to reflect anticipated savings from solar panel installation. In the 2020 budget request, this line may be reduced more once there is a full year of data to analyze.
- **Line 353 – Water and Sewer:** Increase of $1,500. There have been problems with leaks in both the irrigation and exterior water lines in 2017 and 2018, which caused a deficit to occur

in this line during past years. This additional request should cover any future costs that are accrued before the leaks can be identified and repaired.

- **Line 361 – Building Repairs:** Increase of $32,840 is due to increased repair costs for the aging HVAC system. In 2018, there may actually be a shortfall in this budget line.
- **Line 363 – Machinery and Equipment Repairs:** Decrease of $2,000 based on 2017 and 2018 expenditures. If current spending levels hold true in 2019, this request should be reduced even further in the 2020 budget request.

Category 4 – Capital Outlays request is $100,000, which is the same as 2018.

Facilities Maintenance 2019 Budget Request

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	230,418	245,823	280,984	35,161	14%
200 - Supplies	27,151	58,400	49,087	(9,313)	-16%
300 - Other Services	436,287	697,338	725,178	27,840	4%
400 - Capital Outlays	71,802	100,000	100,000	-	0%
Total	**765,658**	**1,101,561**	**1,155,249**	**53,688**	**5%**

Conclusion

As a division of the Department of Public Works, Facilities Maintenance will continue to provide quality service, maintenance, and repairs for the City of Bloomington's buildings and structures.

Thank you for your consideration of the Facilities Maintenance Division's 2019 budget request. We are available to answer any questions you may have.

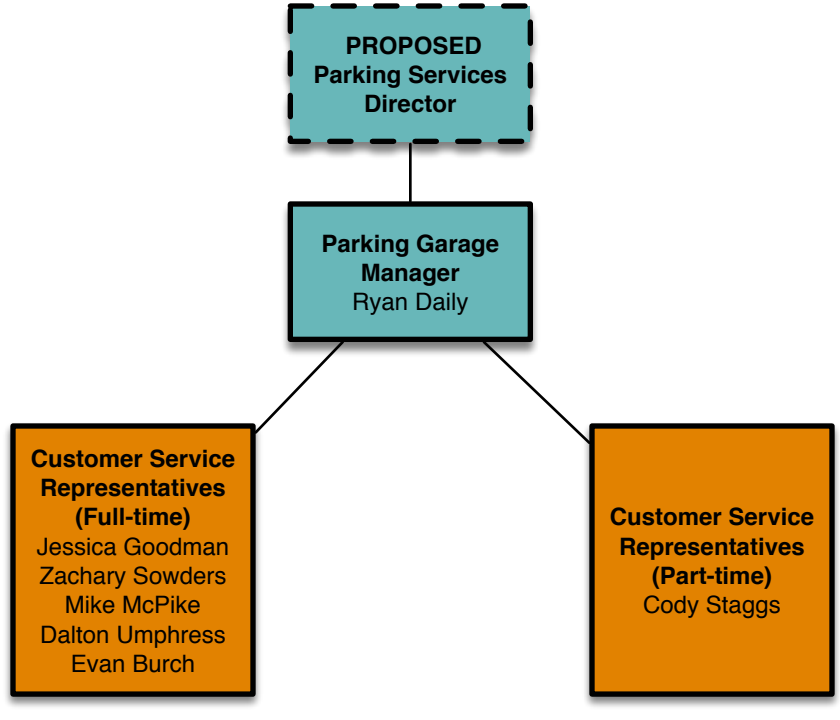
CITY OF BLOOMINGTON

Budget Worksheet Report - Revised 9-21-18

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	+/- $	+/- %
Fund: 101 - General Fund (S0101)							
Expenditures							
Department: 19 - Facilities Maintenance							
Personnel Services							
	51110	Salaries and Wages - Regular	120,982	124,797	165,430	40,633	32.56%
	51120	Salaries and Wages - Temporary	41,869	48,000	20,280	(27,720)	-57.75%
	51130	Salaries and Wages- Overtime	1,448	5,252	5,252	-	0.00%
	51210	FICA	12,196	13,622	14,609	987	7.24%
	51220	PERF	18,237	18,467	24,237	5,770	31.24%
	51230	Health and Life Insurance	35,685	35,685	49,960	14,275	40.00%
	51310	Other Personal Services	-	-	1,217	1,217	N/A
Total: Personnel Services			**230,418**	**245,823**	**280,984**	**35,161**	**14.30%**
Supplies							
	52210	Institutional Supplies	10,038	11,000	3,000	(8,000)	-72.73%
	52240	Fuel and Oil	1,509	4,500	3,587	(913)	-20.29%
	52310	Building Materials and Supplies	11,535	31,000	31,000	-	0.00%
	52340	Other Repairs and Maintenance	258	4,500	4,000	(500)	-11.11%
	52420	Other Supplies	959	2,500	3,000	500	20.00%
	52430	Uniforms and Tools	2,851	4,900	4,500	(400)	-8.16%
Total: Supplies			**27,151**	**58,400**	**49,087**	**(9,313)**	**-15.95%**
Other Services and Charges							
	53130	Medical	60	-	-	-	N/A
	53140	Exterminator Services	590	1,500	1,500	-	0.00%
	53210	Telephone	2,194	3,240	3,240	-	0.00%
	53510	Electrical Services	104,702	100,000	95,000	(5,000)	-5.00%
	53530	Water and Sewer	17,788	10,000	11,500	1,500	15.00%
	53610	Building Repairs	223,168	217,160	250,000	32,840	15.12%
	53620	Motor Repairs	6,042	3,438	3,438	-	0.00%
	53630	Machinery and Equipment Repairs	3,671	12,000	10,000	(2,000)	-16.67%
	53650	Other Repairs	63,882	325,000	325,000	-	0.00%
	53730	Machinery and Equipment Rental	-	1,000	1,500	500	50.00%
	53990	Other Services and Charges	14,190	24,000	24,000	-	0.00%
Total: Other Services and Charges			**436,287**	**697,338**	**725,178**	**27,840**	**3.99%**
Capital Outlays							
	54510	Other Capital Outlays	71,802	100,000	100,000	-	0.00%
Total: Capital Outlays			**71,802**	**100,000**	**100,000**	**-**	**0.00%**
Expenditures Grand Totals:			**$ 765,658**	**$ 1,101,561**	**$ 1,155,249**	**$ 53,688**	**4.87%**

2019 City of Bloomington

Department of Public Works:
Parking Services



	Parking Facilities	**2019 Budget Proposal**

Memorandum

To: Members of the City of Bloomington Common Council

From: Ryan Daily, Parking Garage Manager

Adam Wason, Director of Public Works

Date: September 21, 2018

This memo accompanies the proposed 2019 budget for the Parking Facilities Division of the Department of Public Works.

Why We Exist

Parking Facilities is a division of the Department of Public Works. Operating with 3 structured parking garage facilities, it provides monthly and transient parking services to an average of 2,400 monthly and transient parkers per month.

Background

Parking Facilities has 6 full-time employees and 1 part-time employee. The Parking Facilities staff is looking forward to undertaking several major initiatives in 2019 including staffing and facilities improvement recommendations recommended by the Desman Parking Consultants during their recent study. Recommendations include the addition of a Parking Services Director position to begin the consolidation of parking policy and operations in a yet to be determined configuration. Project-specific items include new wayfinding signage at the Walnut and Morton Street garages to better direct customers throughout the facility; elevator cab upgrades at both the Morton and Walnut Street garages; additional beautification projects inside the garages (both lighting and painting); and the continuation of preventive maintenance measures by installing deck membranes and coatings on the Walnut and Morton Street garage surfaces to assure the longevity of the facilities.

Infrastructure Update

Based upon the CE Solutions Structural Survey for the 4th Street Garage, $1,100,000 in garage infrastructure repairs are required for a 3-5 year extended lifespan of the facility. Additional investments will also be required to extend the life of the facility beyond a 5-year span. Due to the age of the facility, overall demand of parking in the area, proximity to the future convention center, and total cost of long term repairs the City is planning on demolishing the 4th Street

Garage and constructing a new facility in its place. Specifics of this plan are currently being considered and regular updates will be provided to the Council, stakeholders and the public as the discussion progresses.

2019 Activity Descriptions and Goals:

Parking Facilities (Revenues)
Activity Description: Provide structured parking services for visitors and local businesses. There are 3 structured garages in the City's inventory, with a total of 1,233 parking spaces.

Goals:
- Operate garages at 85% occupancy during peak business hours (generally between 10:00 a.m. and 2:00 p.m. on weekdays).
- Continually track both customer complaints and compliments of parking facilities in order to provide excellent customer service for visitors and monthly parkers.

Parking Facilities (Expenses/Supplies/Purchase of Equipment)
Activity Description: Maintain and improve the City's 3 structured parking facilities for visitors and local businesses.

Goals:
- Improve the aesthetics of the Walnut and Morton Street garages with $10,000 of artwork, murals, and lighting.
- Re-sign the Walnut and Morton Street garages with updated wayfinding signage.
- Improve the interiors of the Morton and Walnut Street garage elevators by investing $75,000 for complete cab upgrades to improve the quality and visual appeal of the elevators.
- Complete repair of the Walnut Street garage northeast stair tower, including glass enclosures.
- Implement Phase 3 ($125,000) of the deck membrane project at the Morton and Walnut Street garages.
- Keep all garage structures and equipment open and operating appropriately at least 97% of the scheduled time.

Budget Allocation	Staffing (FTE)	2019 Budget $
100 - Personnel Services	6.50	402,912
200 - Supplies		96,989
300 - Other Services		1,622,978
400 - Capital Outlays		0
Total		**2,122,879**

Funding: Other

2019 Budget Request Highlights:
The Parking Facilities Division's general fund budget request is $2,122,879. This is a decrease of $436,625.

Significant changes include:

Category 1 – Personnel request is $402,912. This is an increase of $13,411.

- Increase of 2% pay increase for employees.

Category 2 – Supplies request is $96,989. This is a decrease of $10,811.

Significant changes include the following budget lines:
- **Line 211 - Office Supplies:** Increase of $1,000 for general office supplies including standard office needs such as printing paper, pens, markers, printer ink, etc. This increase anticipates administrative and hourly changes of operation of the facilities in 2019.
- **Line 231 - Building Material & Supplies:** Decrease of $10,000 for beautification projects for the garages. Includes cost for painting stairwells and ice melt to assure that sidewalks, rooftops and walkways remain clear.
- **Line 234 - Other Repairs:** Increase of $2,000. This covers wayfinding signage at the Morton Street Garage, miscellaneous repairs and maintenance not covered by maintenance agreements for equipment repair, uncovered insurance claims to cover the insurance deductible in the event of parking equipment damage, and property damage repair to cover the insurance deductible in the event of damage to the facility for an uninsured motorist.
- **Line 242 - Other Supplies:** Decrease of $4,400 due to control cards being part of the new equipment package and removal of pay station ribbon and pay station receipt paper.

Category 3 – Other Services and Charges request is $1,622,978. This is an increase of $60,775.

Significant changes include the following budget lines:
- **Line 361 - Building Repairs:** Increase of $70,000 for elevator service expenses, upgrades and contract; facilities upgrades, including door and window repair/replacement; window cleaning and plumbing repairs.
- **Line 364 - Hardware and Software Maintenance:** Decrease of $26,00 in the parking equipment service contract due to the installation of new parking equipment.
- **Line 365 - Other Repairs:** Decrease of $25,000. Staff has budgeted $300,000 to repair and encase the Walnut Street garage stairwell southeast tower. This is a preventative maintenance expense to assure concrete degradation does not occur.

  Staff had anticipated this project to be done in three phases, starting from the top level, working down each year beginning in 2017. However, this money was spent on the 4th Street Garage Skywalk Renovation project budgeted at $45,000. Due to the increased scope of work, the entire project cost $89,000. Money was shifted from the Stairwell project to the renovation of this area.

In 2018, staff budgeted for this project to begin again, however, due to concrete and steel degradation on the 2nd and 3rd floors, staff had to make immediate repairs to this level. This cost $13,000. The remaining funds are earmarked to repair the 1st and 2nd level of the Morton Street Garage Stairwells, as they have suffered from weathering and degradation. Staff is estimating this cost to be $20,000. Storefront windows also will be installed on this level to protect the stairwells from weathering.

Category 4 – Capital Outlays request is $0.

Parking Facilities 2019 Budget Summary

Budget Allocation	2017 Actual	2018 Budget	2019 Budget	Change ($)	Change (%)
100 - Personnel Services	377,989	389,501	402,912	13,411	3%
200 - Supplies	76,461	107,800	96,989	(10,811)	-10%
300 - Other Services	1,094,755	1,562,203	1,622,978	60,775	4%
400 - Capital Outlays	60,781	500,000	-	(500,000)	-100%
Total	**1,609,985**	**2,559,504**	**2,122,879**	**(436,625)**	**-17%**

Revenue

All revenue projections are based upon current parking trends. Revenues do not represent any changes or increases in monthly/transient parking as recommended by the Desman Parking Study or the potential demolition of the 4th Street Parking Garage.

Overall, staff are projecting no increase in revenues vs. the 2018 approved budget. Staff expect current parking trends to remain stable in 2019 in comparison with the actual revenue collected to date.

- **Line 43160 - Monthly**: Staff expect parking revenues to remain stable as parking has peaked in all the garages and no additional monthly parking spaces may be sold to parkers.
- **Line 43130 - Transient**: Staff expect transient revenues to remain stable as parking has peaked in all garages.

A breakdown of projected revenues for each location is as follows:

Morton Garage

Monthly = $284,244
Transient = $72,749
Hilton Garden Inn Parkers = $88,440 (also Line 43150)

Walnut Garage
Monthly = $173,224
Transient = $60,200

4th Street Garage
Monthly = $188,764
Transient = $13,035

- **Line 49010 - TIF:** TIF transfer to facilities for 2017 = $669,936

Monthly Total = $746,022
Transient Total = $161,400
Total revenues pre-TIF = $907,422
Grand Total Revenues = $1,577,358

Conclusion
As a division of the Department of Public Works, Parking Facilities will continue to provide both monthly and transient parking services, as well as operate the City's 3 parking garage structures, while assisting in discussions regarding the future of the 4th Street Parking Garage.

Thank you for your consideration of the Parking Facilities Division's 2019 budget request. We are available to answer any questions you may have.

CITY OF BLOOMINGTON

Budget Worksheet Report

	Account Number	Account Description	2017 Actual Amount	2018 Adopted Budget	2019 Council	+/- $	+/- %
Fund: 452 - Parking Facilities(S9502)							
Expenditures							
Department: 26 - Parking							
Personnel Services							
	51110	Salaries and Wages - Regular	229,731	239,509	250,520	11,012	4.60%
	51130	Salaries and Wages- Overtime	455	-	-	-	N/A
	51210	FICA	16,683	18,322	19,165	842	4.60%
	51220	PERF	31,202	31,752	33,309	1,557	4.90%
	51230	Health and Life Insurance	99,918	99,918	99,918	-	0.00%
Total: Personnel Services			**377,989**	**389,501**	**402,912**	**13,411**	**3.44%**
Supplies							
	52110	Office Supplies	1,016	2,000	3,000	1,000	50.00%
	52210	Institutional Supplies	2,033	5,000	5,000	-	0.00%
	52240	Fuel and Oil	-	550	1,139	589	107.09%
	52310	Building Materials and Supplies	37,188	32,500	22,500	(10,000)	-30.77%
	52340	Other Repairs and Maintenance	17,607	43,000	45,000	2,000	4.65%
	52420	Other Supplies	12,873	22,000	17,600	(4,400)	-20.00%
	52430	Uniforms and Tools	5,745	2,750	2,750	-	0.00%
Total: Supplies			**76,461**	**107,800**	**96,989**	**(10,811)**	**-10.03%**
Other Services and Charges							
	53150	Communications Contract	268	5,000	5,000	-	0.00%
	53210	Telephone	6,196	3,780	3,780	-	0.00%
	53220	Postage	-	500	500	-	0.00%
	53310	Printing	276	500	500	-	0.00%
	53410	Liability / Casualty Premiums	8,103	8,103	8,103	-	0.00%
	53420	Worker's Comp & Risk	17,304	15,937	15,937	-	0.00%
	53510	Electrical Services	59,989	60,000	60,000	-	0.00%
	53530	Water and Sewer	778	1,000	1,000	-	0.00%
	53610	Building Repairs	81,544	133,450	203,450	70,000	52.45%
	53620	Motor Repairs	-	1,865	1,865	-	0.00%
	53630	Machinery and Equipment Repairs	745	8,300	8,300	-	0.00%
	53640	Hardware and Software Maintenance	-	53,600	27,600	(26,000)	-48.51%
	53650	Other Repairs	163,018	490,000	465,000	(25,000)	-5.10%
	53830	Bank Charges	25,793	37,920	37,920	-	0.00%
	53840	Lease Payments	661,986	669,936	669,936	-	0.00%
	539010	Inter-Fund Transfers	59,410	60,312	102,087	41,775	69.26%
	53940	Temporary Contractual Employee	9,345	12,000	12,000	-	0.00%
Total: Other Services and Charges			**1,094,755**	**1,562,203**	**1,622,978**	**60,775**	**3.89%**
Capital Outlays - Capital Outlays							
	54420	Purchase of Equipment	60,781	500,000	-	(500,000)	-100.00%
Total: Capital Outlays			**60,781**	**500,000**	**-**	**(500,000)**	**-100.00%**
Expenditures Grand Total:			**$ 1,609,985**	**$ 2,559,504**	**$ 2,122,879**	**$ (436,625)**	**-17.06%**