



**MOVING**   
BLOOMINGTON  
**Forward**  
creating our shared future



# Annual Budget 2024







General Fund Budget  
Adopted by the  
Bloomington City Council  
December 4, 2023

Other Funds Adopted  
October through  
December 2023





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Bloomington  
Minnesota**

For the Fiscal Year Beginning

**January 01, 2023**

*Christopher P. Morill*

Executive Director





March 1, 2024

Dear Reader,

This year, our budget book theme, *Moving Bloomington Forward*, brings a focus on the future. Much of what the City is doing to move Bloomington forward is in alignment with our community-based strategic plan, *Bloomington. Tomorrow. Together.*, which has a mission to cultivate an enduring and remarkable community where people want to be.

To cultivate an enduring and remarkable community, the City needs a solid financial foundation. Bloomington ranks with an elite few cities nationwide in holding three triple-A bond ratings. For the last 20 years, the City has maintained its Aaa status from Moody's, AAA from Standard & Poor's and AAA from Fitch Ratings, the highest bond ratings awarded by these agencies.

This document presents the City's approved 2024 budget, and includes budget summaries for all funds, working capital goals, debt and capital overviews and operating program details. Background information used to develop the budget and to describe its impact and corresponding levies are included in the introduction to provide a more complete understanding. To determine the current levy and to consider the City's long-term financial stability, 5-, 10- and 15-year budget models were used.

Find this document on our website along with more detailed financial information from the Annual Comprehensive Financial Report at [blm.mn/financialreports](http://blm.mn/financialreports). You can learn more about the City's strategic plan at [blm.mn/btt](http://blm.mn/btt).

Lori Economy-Scholler  
Chief Financial Officer





# TABLE OF CONTENTS

*Click each section heading to navigate to the page. Departments are also linked to their respective section under Departmental Information.*

<b>Introduction and Overview</b>	<b>13 – 38</b>
City Council	15
Executive Leadership Team	16
Organizational Chart	17
Community Profile	18
Strategic Goals and Strategies	19
Mission Statement and Vision	
Goals and Strategies	
City Manager’s Budget Message	23
Budget Overview	35
<b>Financial Structure, Policy and Process</b>	<b>39 – 118</b>
Fund Descriptions and Structure	41
Department Fund Relationship	48
Basis of Accounting and Basis of Budgeting	49
Budget Process	51
Budget Calendar	55
Financial Management Policies	59
Organizational Vision and Preamble	2-P 60
Audit	
External Auditor Independence Policy	4-P 62
Budget	
Budgetary and Financial Control Policy	5-P 63
Cash/Investment	
Forfeited Funds Policy	8-P 66
Investment Policy	9-P 67
Capital Improvement Program Policy	20-P 78
Debt Management	
Conduit Debt Policy	22-P 80
Debt Management Policy	26-P 84
Post-Issuance Compliance for Tax-Exempt Gov. Bonds	36-P 94
Economic Development	
Abatement District Policy	42-P 100
Tax Increment Policy	44-P 102

Fund Balance Year-End Classification Policy	48-P	106
Grant Administration Policy	51-P	109
Purchasing Policy	56-P	114
Revenue Policy	59-P	117
Financial Management Policies Adoption Index	60-P	118

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## **Financial Summaries** **119 – 134**

Budget Summary		121
Consolidated Fund Financial Schedules		122
Changes in Fund Balance		126
Revenue Source Descriptions		128
Long Range Financial Plans		131

---

## **Capital and Debt** **135 – 146**

Capital Projects		137
Debt Overview		143

---

## **Departmental Information** **147 – 332**

Staffing Levels		149
Position Summary Schedule		152
City Council	General Fund	154
Administration		156-173
Administration	General Fund	156
City Manager	General Fund	158
Office of Racial Equity, Inclusion, and Belonging		
General Fund		160
Human Resources	General Fund	163
City Clerk	General Fund	165
Cemetery	Special Revenue Fund	168
Accrued Benefit	Internal Service Fund	170
Employee Benefits	Internal Service Fund	172
Community Development		174-194
Community Development	General Fund	174
Administration	General Fund	176
Assessing	General Fund	179
Building and Inspection	General Fund	182
Environmental Health	General Fund	185

Planning	General Fund	187
Creative Placemaking	Special Revenue Fund	189
South Loop Rev. Dev.	Special Revenue Fund	193
Community Services		195-209
Community Services	General Fund	195
Administration	General Fund	197
Comm. Outreach & Engmnt	General Fund	199
Public Health	General Fund	202
Communications	Special Revenue Fund	205
Support Services	Internal Services Fund	208
Finance		210-222
Finance	General Fund	210
Administration and Budget	General Fund	213
Financial Operations	General Fund	216
Risk Management	General Fund	219
Self-Insurance	Internal Services Fund	221
Fire		223-235
Fire	General Fund	223
Fire Pension Fund	Special Revenue Fund	231
Public Safety Tech. and Equip.	Internal Services Fund	233
Information Technology		236-238
Information Technology	Internal Services Fund	236
Legal		239-241
Legal	General Fund	239
Parks and Recreation		242-267
Parks and Recreation	General Fund	242
Administration	General Fund	244
Recreation	General Fund	247
Park Maintenance	General Fund	250
Creekside Community Center	General Fund	253
Aquatics	Enterprise Fund	256
Center for the Arts	Enterprise Fund	258
Golf Courses	Enterprise Fund	261
Ice Garden	Enterprise Fund	264
Parks & Rec. Special Revenue	Special Revenue Fund	266

Police		268-293
Police	General Fund	268
Administration	General Fund	271
Operations	General Fund	274
Support Division	General Fund	278
Contractual Police	Enterprise Fund	281
Police Grants	Special Revenue Fund	283
DWI Forfeiture	Special Revenue Fund	285
Enhanced 911	Special Revenue Fund	287
Fed. DOJ Forfeiture	Special Revenue Fund	289
Fed. Treasury Drug Forfeiture	Special Revenue Fund	291
State Drug Forfeiture	Special Revenue Fund	291
Public Works		294-325
Public Works	General Fund	294
Administration	General Fund	296
Engineering	General Fund	300
Maintenance Admin.	General Fund	303
Street Maintenance	General Fund	305
Water Utility	Enterprise Fund	307
Wastewater Utility	Enterprise Fund	310
Storm Water Utility	Enterprise Fund	313
Solid Waste Utility	Enterprise Fund	316
Facilities Maintenance	Internal Service Fund	320
Fleet Maintenance	Internal Service Fund	323
Component Units		326-332
Housing and Redevelopment Authority		326
Port Authority		329



# Introduction and overview



# Annual Budget 2024





# City of Bloomington

## City Council

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### Mayor



Tim Busse

Term Expires Jan. 2028

### Council Members



Jenna Carter  
At Large

Term Expires Jan. 2028



Chao Moua  
At Large

Term Expires Jan. 2026



Dwayne Lowman  
District I

Term Expires Jan. 2026



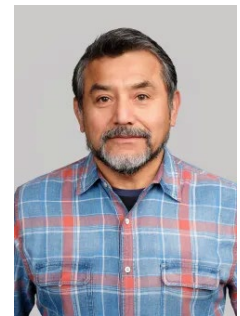
Shawn Nelson  
District II

Term Expires Jan. 2026



Lona Dallessandro  
District III

Term Expires Jan. 2028



Victor Rivas  
District IV

Term Expires Jan. 2028

## Housing and Redevelopment Authority

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### Chairperson

Victoria Hoogheem

### Commissioners

Jenna Carter  
Blake Doblinger  
Samiira Isse  
Chao Moua  
Jennifer Mueller  
Rod Wooten

## Port Authority

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<b>President</b>	Bob Erickson
<b>Commissioners</b>	Tim Busse Cynthia Hunt Tim Keller Rob Lunz Shawn Nelson Steve Peterson

## Executive Leadership Team

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<b>City Manager</b>	James D. Verbrugge Michael Sable	Assistant City Manager
<b>Department Heads</b>	Karla Henderson, Director Diann Kirby, Director Lori Economy-Scholler, CFO Ulysses Seal, Fire Chief Amy Cheney, CIO Melissa Manderschied, Legal Ann Kattreh, Director Booker T Hodges, Police Chief Karl Keel, Director Faith Jackson, Chief Equity Officer  Aarica Coleman, Administrator Holly Masek, Administrator	Community Development Community Services Finance Fire Information Technology City Attorney Parks and Recreation Police Public Works Office of Racial Equity, Inclusion, and Belonging Housing & Redev. Authority Port Authority

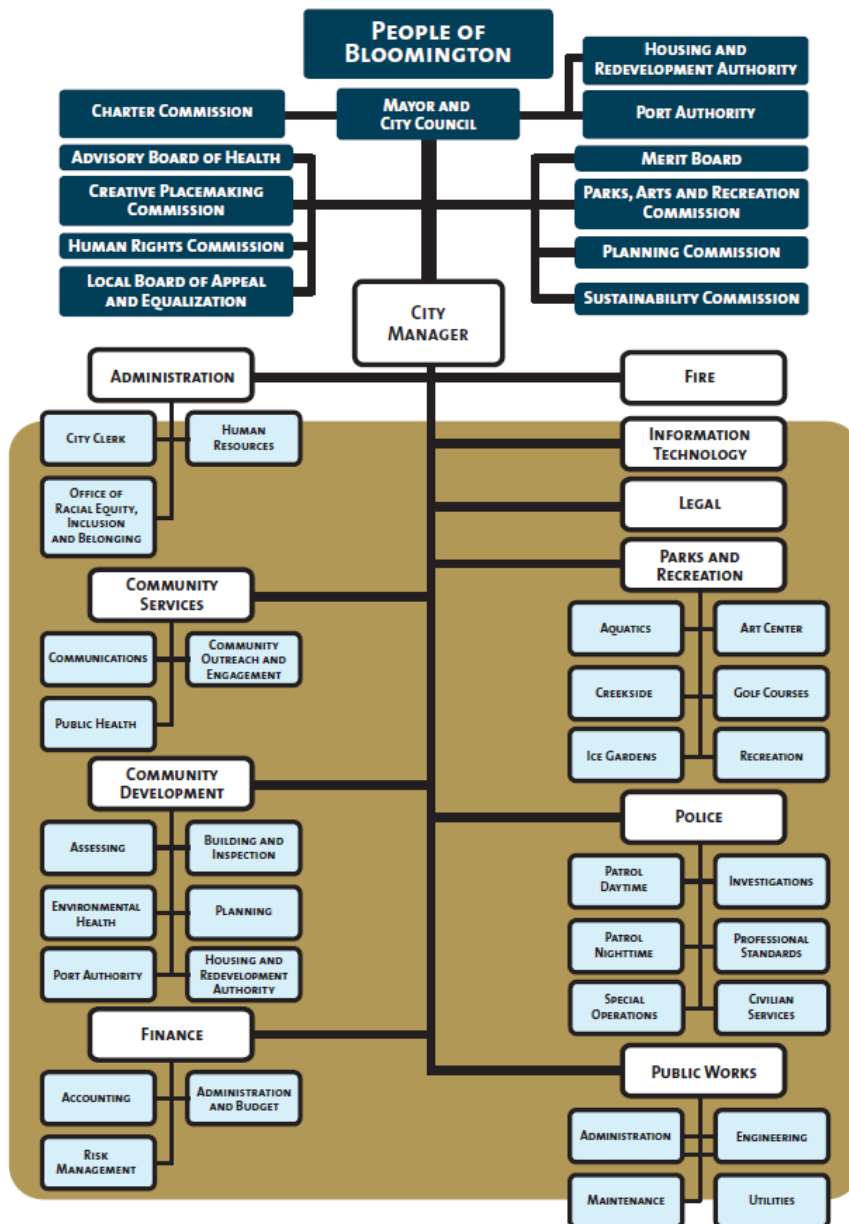


# Organization Structure and Chart

A home rule charter was adopted in November 1960. The City is a Council-Manager form of municipal government. The City Council, which includes an elected mayor and six other elected Councilmembers, exercises the legislative power of the City of Bloomington and determines all City policies. The Mayor and two members are elected at large, the rest are elected by district.

The City Council appoints a professional City manager, who is responsible to the Council for the administration of all City business. The Council also appoints people to advisory boards and commissions.

Activities are managed through ten departments, each with a department head appointed by and reporting to the City Manager. Within each department are divisions managed by division managers who report to the department heads. Cross-functional teams study, prioritize and implement projects throughout the year.



## Community Profile

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Bloomington, Minnesota is a dynamic urban center in the Twin Cities metro area and a vibrant community for both residents and businesses.



[This two minute video](#) describes just some of the wonderful features about Bloomington.

Bloomington, the fourth largest city in Minnesota, is a dynamic urban center with more than 90,000 residents and 3,500 businesses. Bloomington has a strong employment market, with two jobs for every city resident in the workforce. The city is one of the key drivers of the Minneapolis - St. Paul regional economy with industries including healthcare, hospitality, technology, and manufacturing. Home to Mall of America, Bloomington is also a major tourist destination for the upper Midwest.

The City has achieved 99 percent of its original development capacity. To provide visual and physical relief from continuous urban development, one-third of the city is designated for public parks and conservation. Bloomington is also home to award-winning schools and colleges. Significant redevelopment is occurring in Bloomington's South Loop District, an urban center at the crossroads of the metro area's transportation network.

# City of Bloomington Strategic Plan

## **Bloomington. Tomorrow. Together**

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In 2021, the City embarked on a new strategic planning effort, one that involved the community in planning Bloomington's future. The initiative *Bloomington. Tomorrow. Together.* engaged residents in helping the City Council design a new strategic plan. City staff worked in partnership with members of the community at every stage of the process, from community cafes and surveys to understand Bloomington's strengths and challenges; through creation of a mission statement and strategic objectives by a core planning team; to identifying strategies and measurements for success by action and measurement teams.

The difference between this and previous strategic planning processes was that the community was involved in nearly every step of the process. As a result, the community's voice is reflected in the final product. The *Bloomington. Tomorrow. Together.* strategic plan was adopted by the City Council on April 25, 2022. The plan will guide the City's work through 2027.

### **Our Mission**

Our mission is to cultivate an enduring and remarkable community where people want to be.

### **Our Core Values – We believe that...**

- The community thrives when its members share responsibility for its well-being.
- Transformation will come through collective courage and the willingness to take risks.
- When diversity is embraced, the community is strengthened.
- Everyone benefits when there is equitable access to opportunity.
- Safety and security are critical components of a resilient and healthy community.

### **Our Strategic Objectives – By 2030...**

1. Our community members will feel connected to their neighbors, welcomed, and valued by the community as a whole.
2. The City of Bloomington will achieve significant improvement in the indices measuring the community's environmental and individual health.
3. The City of Bloomington will achieve significant improvement in indices measuring equitable economic growth.

### **Our Strategies – What we will do**

1. Build trusting relationships that acknowledge diversity so that we are able to embody our core values, live our mission and achieve our strategic goals.
2. Do what is necessary so that all of the community can understand, support and actively contribute to the achievement of the mission and strategic objectives.
3. Identify and align efforts across organizations in the community to leverage, develop and maximize assets to achieve mutually beneficial outcomes.

## **Measurement Results**

- We will develop a measurement system and report by the end of 2022.
- The City will have a community-involved process for measuring the strategic plan

## **Strategy 1 Results**

- The City's internal culture is consistent with core values.
- The City uses a model to support neighborhood identity, placemaking, connection, history, and culture.
- The City utilizes a comprehensive plan for addressing issues of safety and security.
- City regulations have been revised to increase flexibility and support for community gathering places, including small businesses, community organizations and City spaces.
- City staff are skilled, empowered and expected to build and maintain authentic relationships with community members.
- Issues of injustice for historically marginalized communities are acknowledged and addressed in Bloomington.
- The City expanded its Creative Placemaking program across Bloomington.
- The City has a model for a centralized gathering space that is welcoming, unique, dynamic and celebrates Bloomington's diversity.

## **Strategy 2 Results**

- A network of diverse and trusted community partners has been established to share relevant information.
- We have identified what is missing in our approaches of communicating with our community.
- Barriers to participation are identified and removed.
- The community has a better understanding of how the strategic objectives will affect them and why they should care.
- Community members are increasingly motivated to actively contribute.
- Community members increasingly take advantage of opportunities to actively contribute.

## **Strategy 3 Results**

- We have established and piloted a community asset mapping model for cataloging key services, benefits and resources to identify strengths and gaps relating to Bloomington's strategic objectives.
- We have established partnerships with organizations to connect residents and businesses with relevant resources.
- The community asset map is used by the public and partners to access and align resources.

## **We will not:**

- Add any program, project, policy, or service that is not consistent with our core values and aligned to our mission.
- Allow past practices to interfere with the consideration of new ideas.

# Dashboard

In 2023, the City launched a [Strategic Plan Dashboard](#) that demonstrates progress across the three priority areas. We will continuously monitor and measure to see how we are progressing toward accomplishment of these objectives.

## Strategic Priorities



### A connected, welcoming community

1. More connected neighbors
2. More welcomed by city
3. More valued community



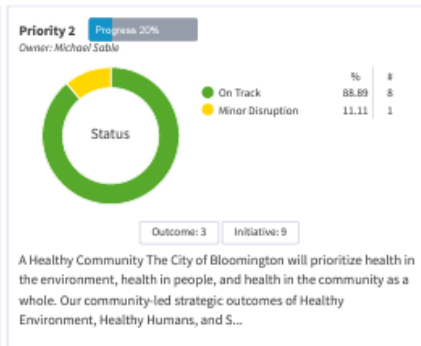
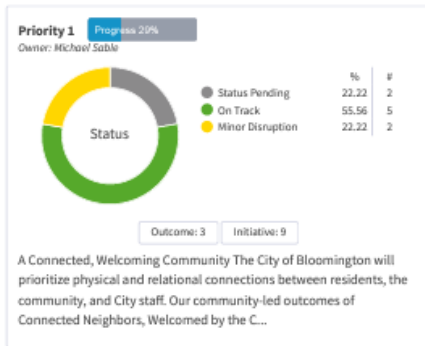
### A healthy community

1. Improved environment
2. Improved human health
3. Improved safety/security



### A community with equitable economic growth

1. More equitably distributed
2. Expanded business diversity
3. More equitable job growth



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# City Manager's Budget Message

## Moving Bloomington Forward

This year, our budget book theme, *Moving Bloomington Forward*, brings a focus on the future. Much of what the City is doing to move Bloomington forward is in alignment with our community-based strategic plan, *Bloomington. Tomorrow. Together.*, which has a mission to cultivate an enduring and remarkable community where people want to be.

To cultivate an enduring and remarkable community, the City needs a solid financial foundation. Bloomington ranks with an elite few cities nationwide in holding three triple-A bond ratings. The City maintains its Aaa status from Moody's, AAA from Standard & Poor's and AAA from Fitch Ratings, the highest bond ratings awarded by these agencies.

Bloomington has been very fortunate to have a broad base of revenues combined with a long history of sound financial management and good, stable governance. The City is not as dependent as other cities on property taxes, which represents about two-thirds of General Fund revenues.

In 2023, the City expanded public engagement in the budget planning process. Finance staff built up their [budget webpage](#) with videos, links to presentations and articles with extensive information on the budget planning process. Staff set up tables at popular summer events including music festivals, the police open house and farmers markets to learn what was important to residents when it came to City services with conversations and an interactive budget game.

The City's Annual Budget for fiscal year 2024 brings together the City Council priorities and financial planning with community needs and expectations. Doing this ensures that the City continues to meet the needs of residents while maintaining a stable and healthy budget.

Read more about what we are doing to move Bloomington forward in this section.

## Renewing community

Many new developments and property renovations were underway last year in Bloomington. The City's budget dedicates resources to implement plans for community renewal citywide. The following projects were under construction or completed construction in 2023:

- SICK Technology Campus – Phase I, the first phase in a 547,000 sq. ft. campus.
- Seagate Expansion, 80,000 sq. ft., two-story manufacturing addition.
- Carbon31, multifamily residential and grocery.
- Crowne Plaza conversion to multifamily housing (The Aire Apartments), part of the Crowne Plaza hotel is being converted into 185 apartments.
- Risor Senior Apartments, 146 units with 13 units affordable at 60% area median income (AMI).

- Noble Apartments, 149 units with 14 units affordable at 50% AMI.
- Hyatt House, a four-story, 151-room extended stay hotel.
- Topline Credit Union, 3,000 sq. ft. financial institution.
- Fire Station 4, 25,000 sq. ft. fire station, replacing the previous Fire Station 4.
- Walser Toyota, 122,000 sq. ft. auto dealership.
- Verizon Wireless, 17,000 sq. ft. addition to an industrial building.
- Ardor Apartments, 235 market rate units.
- Oxboro Heights Senior Apartments, 125 units all affordable between 30% and 70% AMI.
- Tommy's Car Wash, 5,300 sq. ft. new car wash.
- Luther Hyundai, 9,200 sq. ft. dealership expansion.
- Schneiderman's Furniture, office building conversion plus 4,000 sq. ft. addition.

## **Bloomington housing market**

The value of the median home rose from \$355,900 to \$361,800, a 1.7% increase between 2022 and 2023. Both commercial and industrial growth outpaced residential this past year, posting 3.5% and 20.7% increases respectively. The strong development cycle for multifamily properties from the last few years has started to wind down due to higher interest rates.

## **Bloomington's safety and economy score well in local survey**

Bloomington residents consider the city's safety and economy to be key assets according to the 2023 National Community Survey™.

Approximately 9 in 10 respondents said they felt very or somewhat safe in their neighborhoods and in Bloomington's commercial areas during the day, and from flood, fire or other natural disasters. Similarly, 8 in 10 respondents reported feeling safe from violent crime and property crime.

Bloomington's economy results were on par with or higher than benchmark comparisons to other communities nationwide. Ratings for Bloomington as a place to work, employment options and shopping opportunities eclipsed those in comparison communities nationally.

Respondents poured out praise for Bloomington's drinking water. This year's approval rating of 92% ranked Bloomington number one among hundreds of benchmark cities nationwide.

### **Other findings**

- 88% of respondents rated Bloomington as a place to live as excellent or good, similar to last year's score.
- Snow removal continued to get high marks with a satisfaction rating of 92%, ranking again in the top 15% of all jurisdictions polled nationwide.



- Street repair, ease of walking in the city and opportunities to participate in community matters were cited as areas for improvement.

This was the 12th consecutive year that the National Community Survey™ was conducted in Bloomington. The poll was performed by Polco/National Research Center.

A total of 709 residents completed the random sample poll conducted between April 27 and June 8, 2023. For more information and survey results, visit the City's website at [blm.mn/survey](https://blm.mn/survey).

## **Retaining excellent financial integrity**

Bloomington ranks with an elite few cities nationwide in holding three triple-A bond ratings. The City maintains its Aaa status from Moody's, AAA from Standard & Poor's and AAA from Fitch Ratings, the highest bond ratings awarded by these agencies. Bloomington is one of only 37 cities out of more than 19,500 municipal governments in the U.S. that have achieved three triple-A ratings. Bloomington is currently the only Minnesota city to hold all three highest ratings. According to the agencies, triple-A status reflects the City's conservative fiscal management, diverse economic base, central location, low unemployment rate that falls below state and national averages, and continued success in the Mall of America tax increment district. The City's excellent bond ratings signal to current and potential investors that our financial future is strong and ensure that interest costs will remain low. They also signal to businesses and individuals that Bloomington is a financially healthy community.

## **Factors influencing decisions – Strategic priorities**

Many community members and City staff worked together to create the *Bloomington. Tomorrow. Together.* strategic plan. Development of the community-driven plan started in 2021 with a core planning team, action teams and a measurement team. In 2022, City staff took what those groups created and built an actionable work plan around it that will guide their work over the next five years. The work plan has three priorities: a connected, welcoming community; a healthy community; and a community with equitable economic growth. The following projects fall within those priority areas and influenced budget decisions for 2024.

### **A connected, welcoming community**

#### Voters approve sales tax to fund all three Bloomington Forward projects

During the 2023 election, Bloomington voters approved a new half-percent sales tax to provide \$155 million for renovations to the Bloomington Ice Garden, a new community health and wellness center, and enhancing and protecting the Nine Mile Creek corridor, and Moir and Central Parks. We're now looking to the next phases of these projects and moving Bloomington forward.

The half-percent sales tax increase is scheduled to take effect on April 1, 2024. Here's an overview of the status of each of the three projects.

### *Bloomington Ice Garden*

The first project slated to break ground is the Bloomington Ice Garden renovation. Construction is tentatively scheduled to begin spring 2025. The facility will close mid-March of that year with the goal of reopening at the end of 2025, in time for the next hockey season. This project will use \$35 million of the \$155 million approved by voters.

### *Community health and wellness center*

The City will start community engagement on this project in 2024 to determine what programming and amenities a new center would include and what stakeholders value in a new facility. Staff hope to conclude much of that engagement and start the design planning process in 2025. This includes planning for what to do with the current Creekside Community Center services during construction. This project will use \$100 million of the \$155 million approved by voters.

We want to be sure the community has an active voice in this project. The end goal is for the new center to open by 2027.

### *Nine Mile Creek corridor*

Spanning 240 acres, the Nine Mile Creek corridor is a beautiful slice of nature, featuring trails and many outdoor amenities that residents enjoy. Bloomington residents consistently rank Moir Park as one of the city's top parks. They also consider natural resources a priority. The next step for the Nine Mile Creek corridor will be community engagement. Parks and Recreation leadership will begin this process early next year. This project will use \$20 million of the \$155 million approved by voters.

### Park System Master Plan projects move forward: Bryant and Tretbaugh parks

In summer 2022, staff consulted residents on potential amenities and design ideas for Bryant and Tretbaugh parks through several community sessions.

Tretbaugh Park was identified to be a bike skills park. The reimagined park will feature a paved all-wheel track and a gravel course for mountain bike skills development. There will also be a new shade structure and seating areas.

Bryant Park was identified to host the first fully inclusive playground in Bloomington along with a redesigned park shelter.

The new Bryant Park shelter will offer a warming house for ice skating during winter months, youth programs, facility rental and other recreational amenities like seating areas and restrooms with exterior access open during park hours.

The parks will be under construction in early summer 2024. During construction, there will be limited access to the parks and their amenities. The parks are tentatively scheduled to open in spring 2025.

Both park designs include clean water and natural resource improvements, such as wetland quality and surface water quality improvements resulting in more native prairie.

These parks were chosen using the City's approach to equity prioritization, which evaluates parks on neighborhood characteristics (e.g. income, poverty rates, race, crime), number of people using the public space and the condition of the existing facilities.

### Welcome to Bloomington encourages new residents to engage

Welcome to Bloomington is a new program that launched in January 2024 to greet new residents. The program provides monthly new resident meetings, neighborhood events, a resource fair and a cultural fair. It also includes a bucket list.

"We want to encourage people to check out their new community, so we developed a bucket list filled with fun things to do and places to visit," said Faith Jackson, the City's Chief Equity and Inclusion Officer.

Bucket list activities include attending a high school play in Bloomington, attending a Winter Fete event, touring Mall of America, visiting a local park or trail, attending the farmers market and more.

Residents who complete the whole bucket list can turn it in for a Bloomington T-shirt.

For more information about the bucket list and other Welcome to Bloomington activities, email [equity@bloomingtonmn.gov](mailto:equity@bloomingtonmn.gov) or visit [blm.mn/welcome](http://blm.mn/welcome).

### Creative placemaking expanding citywide

From murals, sculptures and performances, to events, temporary art pop ups and more, the City of Bloomington began its creative placemaking efforts in 2016. Creative placemaking is a process where art plays an intentional, integrated role in place-based community planning and development. It honors the existing assets, history and character of a place, with community engagement as a vital part of the process. Until 2023, Bloomington's creative placemaking efforts were focused in the South Loop. The efforts are now citywide, as requested by community members in the City's *Bloomington. Tomorrow. Together.* strategic plan.

### City honors fourth cohort of Pioneers and Changemakers

This year marks the City's fourth cohort of Bloomington pioneers and changemakers honorees. The series features Black leaders who have a connection to Bloomington. The City hosted an event to recognize the new pioneers and changemakers in February, Black History Month. The City's Bloomington Black Employee Network planned the event. The people featured in pioneers and changemakers series have worked to advance civil rights

and remove barriers to equity in the fields of education, faith, government, housing, law and more. In this annual series, the City honors pioneers who have done so much to chart the path to where we are today and changemakers who are paving the way for future generations.

### Council Minute continues

In 2020, Communications staff developed a new regular video series that gives viewers a quick inside look at City operations. Council Minute is a weekly series hosted by Mayor Tim Busse giving a wrap-up of that week's council business, important local events and any upcoming City Council discussions. Each week, Mayor Busse's Council Minute is posted on the City's social media accounts and on YouTube.

### Third Bloomington Pride celebration a success

More than 2,000 people visited Civic Plaza last summer to celebrate Pride with live entertainment, kids activities, food trucks and more.

The City has been vocal and active in its support of the LGBTQ+ community in Bloomington for years. The City Council has issued a Pride proclamation for the past seven years. The Pride flag is flown in June recognizing Pride.

In 2021, the City and community partners put on the first Pride festival with live entertainment, a story walk, arts and crafts, food trucks and more.

The City will participate in the fourth annual Bloomington Pride celebration in 2024.

## **A healthy community**

### BPD launches innovative mental health rapid response pilot program

Many 911 calls about people suffering a mental health crisis result in a visit from a police officer and often an emergency room visit, but an innovative pilot program being implemented by Bloomington Police Chief Booker T. Hodges will reduce those incidents by providing community members with immediate in-home therapy at no cost.

In 2022, BPD responded to 1,115 calls related to a mental health crisis, or suicide attempt or threat. In 2023, there were 1,158 such calls. In many cases, follow-up therapy sessions are not available for weeks after the initial contact with law enforcement and social workers. Without professional treatment and intervention, the potential for repeat incidents increases.

“Our core value here at the Bloomington Police Department is respect, and respect is demonstrated through our compassionate and honest service. I believe that it’s not very compassionate to allow someone who needs and wants help to go months without getting the help they need,” Chief Hodges said.

This first-in-Minnesota program includes two licensed marriage and family counselors who are embedded within the Bloomington Police Department. The two therapists will supervise four students who are completing their clinical practice requirements. Individuals receive services at no cost, with appointments available in-person at their home or another convenient location. The pilot program, which began in December 2023, will cost \$63,000 and be paid for with funds from the state's opioid settlements and state Public Safety Aid funds.

### Curbside Cleanup is more sustainable

In 2021, After months of digital community engagement, a survey and community listening sessions, the City Council approved a new plan for handling bulky waste items in a more sustainable way than the Curbside Cleanup program of the past. The purpose behind the new program and the added activities, listed below, is to reuse and recycle more, and landfill less. The new plan and activities began in 2022, including changes to the spring Curbside Cleanup with limited items accepted. 2023 was the first year that no Curbside Cleanup took place. Changes in the new program included:

- Curbside Cleanup events now take place every other year as opposed to every year.
- Small items that can fit in a small garbage cart are no longer accepted during the cleanup.
- There is an annual drop-off event for recyclable materials.
- There are swap events for exchanging items such as sporting goods or gardening tools.
- The City is also exploring options to have a regular pickup of reusable bulky items for customers with City garbage and recycling. Read more on this below.

### New monthly bulky item pickup for reuse and recycling rolls out citywide

The City is partnering with Better Futures Minnesota to collect certain bulky reusable and recyclable items at the curb to reduce the number of these items that end up going to a landfill.

Households with City garbage and recycling service can schedule a monthly pick up of reusable and recyclable items. The pickup weeks are identified with a blue outline on the 2024 garbage and recycling calendar. You can find the full 2024 garbage and recycling calendar on the City's website at [blm.mn/2024garbage](https://blm.mn/2024garbage).

### It's electric! City's fleet is getting more sustainable

The City has put their first all-electric truck into service. Engineering staff will be using this vehicle on street projects. All-electric vehicles are helping move to a more sustainable fleet of city vehicles. The City also has five hybrid vehicles in its fleet.

More to come: The City has six more Ford Lightning's on order, which are currently in production. Fleet Maintenance staff are hoping they arrive soon. When they do, Community Development and Engineering staff will put them to use.

The charging infrastructure is complete at Civic Plaza. Charging ports can be found in the west parking lot near the Police Department. The charging infrastructure at Public Works is waiting for a meter from Xcel Energy. When that arrives, that charger will be in service as well.

The change from internal combustion engines to battery electric vehicles is expected to save 1600 gallons of fuel each year.

Driving gasoline-powered vehicles is the second largest source of greenhouse gas emissions in Bloomington. Climate change brings problematic weather trends to Bloomington, such as extreme rain events, warmer winters and an increased likelihood of extreme summer heat. Purchasing hybrid vehicles instead of standard internal combustion vehicles supports Minnesota GreenStep Cities best practices and aligns with the City's 2017 commitment to achieving the goals of the Paris Agreement.

## **A community with equitable economic growth**

### Bloom in Bloomington internship program continues

Bloom in Bloomington is a youth workforce program offering summer intern experiences to young people, aged 16 to 24, who live or attend school in Bloomington. The first cohort of interns went through the program in summer 2023. We are currently taking applications for the second intern cohort.

The City designed Bloom in Bloomington internships to provide youth who face barriers to employment an opportunity to build skills, learn leadership and gain valuable work experience. Participants have an opportunity to explore career paths from a wide variety of local employers, including the City.

"Bloomington is an economic engine for the region, and we want to connect local youth with all the opportunities here," Community Development Director Karla Henderson said.

In the coming years, Minnesota employment statistics confirm a projected workforce shortage. Conversely, nonwhite populations are growing more quickly than the white population in the Twin Cities region, according to Chief Equity and Inclusion Officer Faith Jackson. To meet future workforce needs, Minnesota employers must attract and retain more workers of all races.

Learn more at [blm.mn/bloominbloomington](https://blm.mn/bloominbloomington).

### Housing and Redevelopment Authority launches Bloomington Affordable Homeownership Program

Last December, the Minnesota Housing Board of Directors granted the Bloomington Housing and Redevelopment Authority (HRA) \$3,199,500 to build 27 new single-family homes. This effort is part of the HRA's new Bloomington Affordable Homeownership program.

This is the first program of its kind for the HRA. Housing is a primary wealth-building tool. Through the Bloomington Affordable Homeownership program, the HRA hopes to lower the cost barrier for homebuyers and create and preserve affordable housing. The Bloomington Affordable Homeownership program also advances the City's Racial Equity Business Plan because it provides a strategy to eliminate racial disparities including inequitable access in housing.

### New program offers funds for business facade revitalization

Business owners in Bloomington looking to make exterior updates will be able to take advantage of a new program in 2024. The City of Bloomington's new facade improvement program may provide grants that cover up to 50% of total project costs for Bloomington businesses to improve their building facade, signage, sidewalks, patios, lighting, landscape, murals and more.

"This program makes an investment in our business community," Mayor Tim Busse said. "And, because improving neighborhood commercial areas drives increased business, it also serves as a reinvestment in Bloomington as a whole."

Grant funds must be matched one-to-one with private funds, and expenditures are reimbursable only after the business submits verified receipts.

Applications are reviewed and processed on a first-come, first-served basis until funds are exhausted. Preference will be given to businesses within targeted commercial nodes such as American and Portland, 98th and Nicollet, Old Cedar and Old Shakopee, Countryside Center, 90th and Penn, American and Nicollet, Central Lyndale and Amsden Ridge Center.

For more information, visit [blm.mn/site-facade](http://blm.mn/site-facade).

### Small Business Center coming soon at former Fire Station 3

In early November 2022, the City joined forces with 4RM+ULA to redesign the former Fire Station 3 at 2050 East 86th Street into a small business center. The center is expected to open by the end of 2024.

The pandemic and the distribution of CARES ACT funding revealed a gap in the City's relationships with small businesses, especially those owned by BIPOC, women, youth and artists.

The need for the small business center project was born out of the work of the City of Bloomington's Racial Equity Strategic Planning Committee and reconfirmed by the recent business survey conducted by Morris Leatherman Company, where 84% of the surveyors responded that the creation of a City-led business incubator was a good idea.

Community engagement efforts have been driven by the Small Business Center Advisory Committee as well as feedback received from the Racial Equity Strategic Planning Committee and an ongoing survey of local businesses.

For updates about the center or to provide input through a business survey, visit [blm.mn/small-business](https://blm.mn/small-business).

### HRA provides programs across the housing spectrum

The Bloomington Housing and Redevelopment Authority helps provide affordable housing opportunities for those who are not adequately served by the marketplace, coordinates the City's efforts to preserve existing neighborhoods and promotes development and redevelopment that enhance Bloomington.

The HRA performed an assessment of its work in 2022. As a result, it is focusing its direction on policies, programs and services along the housing continuum. Which, at its simplest, is the range of housing types available in a community — from emergency shelters on one end, all the way to homeownership on the other. In between, lies an assortment of housing options and types, each critically important for different people at different times.

Read about the services and programs the HRA provides to help renters, homeowners and potential homebuyers in Bloomington online at [blm.mn/hraresources](https://blm.mn/hraresources).

### Hatch Bloomington: Small businesses. Big impact.

Hatch Bloomington is a retail pitch competition hosted by the City of Bloomington and Minneapolis Regional Chamber that gives ambitious entrepreneurs the opportunity to win a \$100,000 financial assistance award, significant exposure, and a robust business network to tap into. Ideal pitches will include a brick-and-mortar storefront presence in Bloomington. The program will launch in spring 2024.

The City wants the growing small business community to reflect local market demands. As such, the competition will include community buy-in: residents will be able to vote during the final judging rounds.

### Hatch Bloomington's goals

- Support the existing, and growing, small business community in Bloomington.
- Position Bloomington as an attractive location for outside investment and economic activity.



- Build and maintain a pipeline of up-and-coming entrepreneurs who are Bloomington-focused.
- Strengthen partnerships between the City, Minneapolis Regional Chamber, and other drivers of economic growth throughout the Metro area.

## Key changes in the 2024 budget

### Engaging the community

This year, Finance staff and other City employees engaged community members more creatively than ever before. Staff went out and about and engaged with residents at 13 different community events, nearly twice as many as 2023. From farmers markets to concerts in the park, Finance staff brought an interactive game to learn more about what was important to residents when it came to the budget and City services. The Mayor and Council discussed the budget during eight different Council meetings. The National Community Survey™ also addressed budget topics. Based on that feedback, the community engagement and thoughtful Council discussions, the 2024 budget reflects the community's priorities.



### 2024 budget and property tax levy reflect community's priority of public safety

On December 4, the City Council approved the 2024 property tax levy of \$80,484,270—a 7.97% increase over 2023. The levy will fund 69% of the City's 2024 general fund budget.

Most property taxes support core public safety services including police and fire, and other essential core services such as public works. The amount of budget directed to strategic initiatives for sustainability, community outreach and engagement and racial equity accounts for only 2% of the overall General Fund budget.

In Minnesota, local governments set a total property tax dollar amount instead of a tax rate as is done in some other states. Following state law, this is prorated to each property based on its value. With this property tax levy, the City's share of 2024 total residential property

taxes is 33 cents out of every tax dollar paid. The remaining amount goes to the county, school district and other taxing districts.

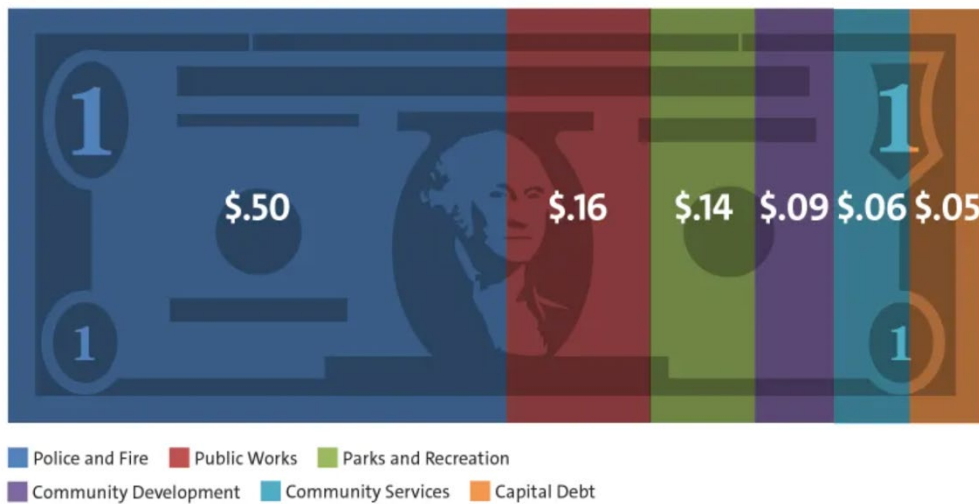
The monthly cost of tax-supported services for the owner of a \$361,800 median-valued home is \$118.60 for 2024, an increase from the 2023 monthly cost of \$111.09.

“These annual budget discussions are clearly the most important discussions we have as a City,” Mayor Tim Busse said. “I can say without hesitation that City staff and the City Council take very seriously the responsibility we have regarding taxing decisions and how taxpayer money is spent.”

### The 2024 City property tax dollar

Most property taxes support core services, including police, fire and public works. For every dollar of City taxes paid, 50 cents go toward police and fire, 16 cents go toward public works, 14 cents go to parks and recreation, 6 cents go to community services, and 5 cents of each property tax dollar pay outstanding debt service. Debt is issued to fund street and infrastructure work and construction projects.

#### DIVIDING UP THE 2024 CITY PROPERTY TAX DOLLAR



## Conclusion

As one of only 37 cities nationwide to achieve triple-A ratings from all three credit rating agencies, Bloomington is at the top of its class for financial strength and stability. The 2024 budget outlined in this book will continue the tradition of sound budget management at the City of Bloomington. That foundation of excellent management and quality service delivery is vital for the city to achieve its mission of an enduring and remarkable community where people want to be while *Moving Bloomington Forward*.

# 2024 Budget Overview

The budget is the blueprint for services and plans for fiscal year 2024. It communicates the allocation of resources and the plan to achieve the City's goals and objectives.

## Adopted 2024 Budget

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Budgeted revenues for all funds total \$211,567,556 and budgeted expenses for all funds total \$221,929,254. The \$10,561,328 difference will fund planned capital expenditures as well as bring balances in line with fund goals, as appropriate.

### General Fund

The General Fund budget is balanced, with both revenues and expenditures equaling \$100,098,114. The General Fund expenditure budget includes a contingency of 2.5% of proposed expenditures or \$2,441,417 that is available for emergencies or unanticipated expenses.

### Special Revenue Funds

Budgeted total revenues of all the Special Revenue Funds equal \$5,846,228. Budgeted expenditures are \$6,741,895 resulting in a decrease in working capital of \$895,667. Most of the decrease is in four funds: the Fire Pension fund, Communications fund, South Loop Revolving Development fund, and DWI Forfeiture fund.

### Enterprise Funds

The Enterprise Funds' budgets have total budgeted revenues of \$62,604,764 and expenses of \$65,751,824 resulting in a net decrease of \$3,147,060. Most of the budgeted decrease is caused by large capital projects in the Storm Water Utility fund.

### Internal Service Funds

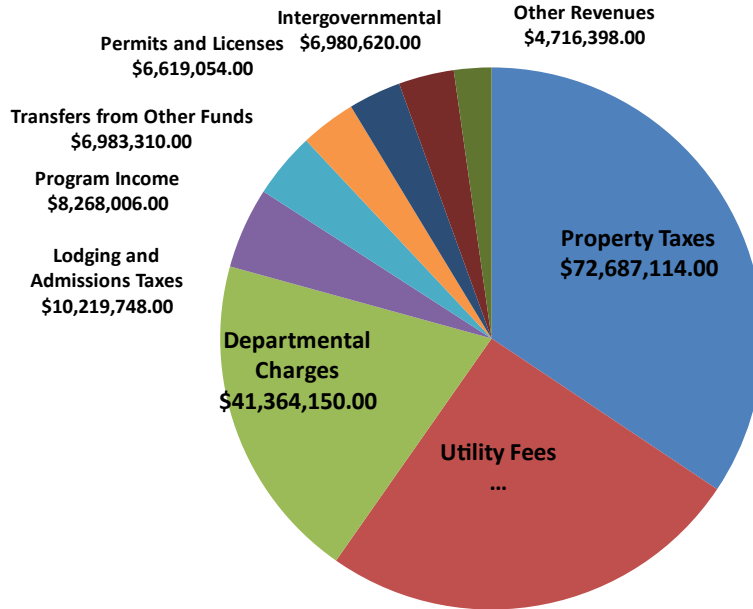
The \$6,318,968 decrease in the Internal Service Funds results from budgeted revenues of \$43,018,450, being less than the budgeted expenses of \$49,337,418. Some of the larger planned decreases are in the Facilities Fund, Employee Benefits Fund, Public Safety Technology, and Equipment Fund, and Fleet fund. All the Internal Service Fund budgets have 10-year budget models to manage internal fee increases and predict the working capital balance of each fund compared to working capital goals.

## Budgeted Revenues – All Funds

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Budgeted revenues for all funds total \$211,367,926.

### 2024 Budgeted Revenues - All Funds

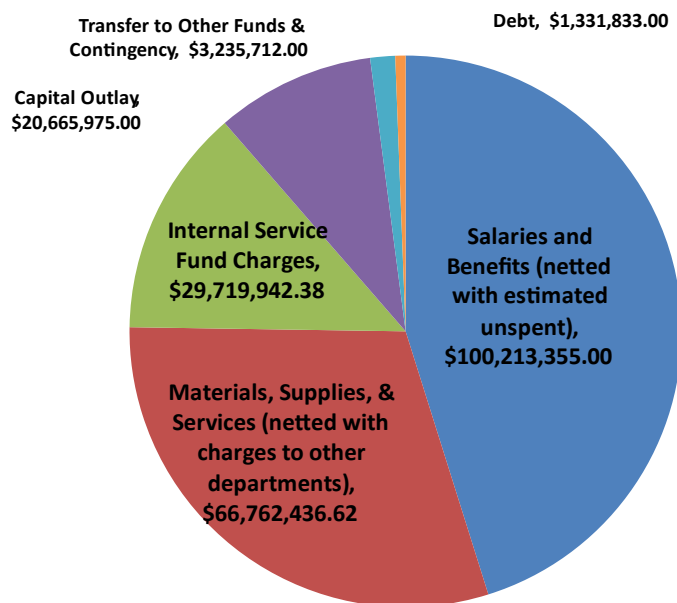


## Budgeted Expenses – All Funds

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Budgeted expenses for all funds total \$221,929,254.

### 2024 Budgeted Expenses - All Funds



## Property Tax Levy Components

The dollars levied for 2024 by tax levy category as compared to the 2023 tax levy are illustrated in the following table:

	2023 Tax Levy	2024 Tax Levy	Tax Levy \$ Change	Tax Levy % Change
<b>General Revenues:</b>				
General Fund	\$63,991,380	\$69,321,549	\$5,330,169	
Communications	\$400,000	\$400,000	\$0	
Forestry	\$185,000	\$185,000	\$0	
Fire Pension	\$1,000,000	\$1,050,000	\$50,000	
Aquatics	\$465,000	\$500,000	\$35,000	
Art Center	\$1,000,000	\$1,000,000	\$0	
Golf	\$161,343	\$105,565	(\$55,778)	
Ice Garden	\$125,000	\$125,000	\$0	
Tax Abatement	\$300,000	\$400,000	\$100,000	
<b>Total General Revenues</b>	<b>\$67,627,723</b>	<b>\$73,087,114</b>	<b>\$5,459,391</b>	<b>7.32%</b>
<b>Debt Service</b>	<b>\$6,918,155</b>	<b>\$7,397,156</b>	<b>\$479,001</b>	<b>0.64%</b>
<b>Total Tax Levy</b>	<b>\$74,545,878</b>	<b>\$80,484,270</b>	<b>\$5,938,392</b>	<b>7.97%</b>

## Property Tax Value Information

One of the most difficult concepts of the Minnesota Property Tax System is the proportionate share of the property tax levy. Some states set a mill rate which when applied to the home value creates a property tax similar to a sales tax. In Minnesota, taxing jurisdictions such as Cities, Counties, and School Districts set an annual total property tax levy (or total tax dollar amount) and each individual property's market value determines their proportionate amount that they will pay of the tax levy. Therefore, if residential property values increase more than commercial values, residential property values will take on more of the share of the tax levy in that year. Values increased 1.7% for the median value home from \$355,900 to \$361,800 for the 2024 tax levy and commercial properties increased by 3.5%

The Deputy Finance Officer and City Assessor published an explainer video in 2024, "[Understanding your property taxes and home valuations](#)" The four-minute video describes the relationship between property taxes and home valuations.

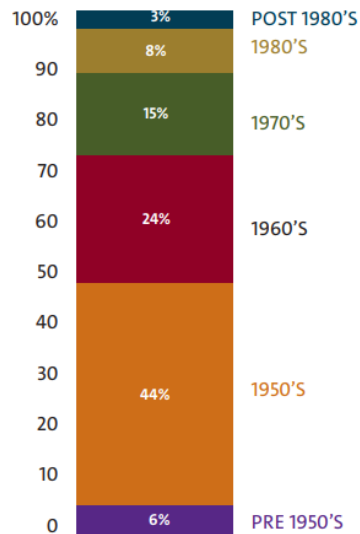


# Single Family Residential

Average and Median Value History				
Assessment Year	Average Value	% Chg	Median Value	% Chg
2023	396,700	1.8%	361,800	1.7%
2022	389,500	16.8%	355,900	15.9%
2021	333,600	6.5%	307,200	7.3%
2020	313,100	0.3%	286,400	0.9%
2019	312,200	9.1%	283,900	10.5%
2018	286,200	4.9%	256,900	4.3%
2017	272,800	7.2%	246,400	9.1%
2016	254,400	2.3%	225,900	2.8%
2015	248,700	6.3%	219,700	6.3%
2014	234,000	9.1%	206,700	9.9%
2007 (Previous peak)	280,700	0.9	247,900	1.3

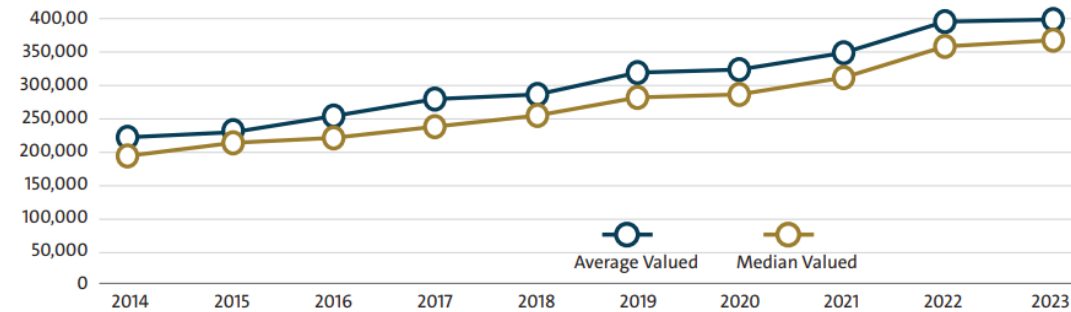
The Average and Median Value homes are 41.3% and 45.9% higher than the previous peak of 2007.

SINGLE FAMILY HOUSING STOCK BREAKDOWN

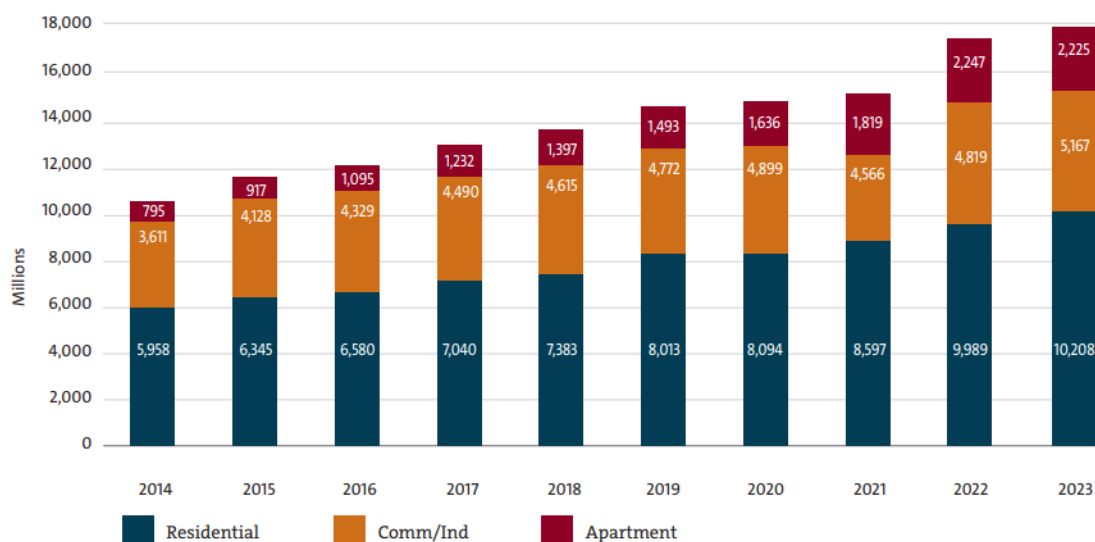


This chart shows that 74% of the City's housing stock was built prior to 1970 and 89% prior to 1990.

10 Year Average and Median Value History



10 Year Market Value History by Property Segments



Note: Residential includes Condos, Townhouses and Cooperatives above.



# Financial structure, policy and process

FINANCIAL STRUCTURE, POLICY AND PROCESS



# Annual Budget 2024





# Fund Descriptions and Structure

## Fund Accounting

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The accounts of the City are organized by funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that contain revenues, expenses, assets, liabilities, and fund balance. Resources are allocated to and accounted for in individual funds based upon the purposes for which they are expended.

In accordance with Generally Accepted Accounting Principles (GAAP), City funds are grouped as either Governmental or Proprietary. The City has four types of Governmental funds - the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Funds. Proprietary funds involve business-like interactions. The City has two types of Proprietary funds – Enterprise Funds and Internal Service Funds.

## Governmental Funds

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**General Fund** - The general fund is the basic operating fund of the City. It is used to account for all financial resources except for those required to be accounted for in other funds.

**Special Revenue Funds** - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes.

**Debt Service Funds** - Debt service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. (Debt Service funds are not included in the annual budget process. Bond sales are brought separately to the City Council for approval).

**Capital Funds** - Capital funds are used to account for financial resources to be used for the acquisition or construction of major capital projects that are not financed by the proprietary funds. (Capital funds are not included in the annual budget process. The Council separately approves the annual Capital Improvement Plan (CIP) document and capital construction projects are individually brought to the City Council for approval).

## Proprietary Funds

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**Enterprise Funds** - Enterprise funds are stand-alone business-type activities that provide goods or services to the public for fees that allow it to be substantially self-supporting. Enterprise funds are predominantly supported via fees, however tax support is neither prohibited nor unusual.

**Internal Service Funds** - Internal Service funds are used to account for activities that provides goods and services to other funds, departments, or component units on a cost

reimbursement basis. They “charge out” to each benefiting department and then use the funds received to pay for the item or service they provide. They allow departmental budgets to more accurately reflect the true cost of providing a particular public service. Internal Service Funds also allow for major expenses – such as employee benefits, vehicles, and computers to be managed over time, so that large purchases or significant cost increases are less likely to cause a spike in the budget for a particular year.

## Budgeted Fund Structure

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# Budgeted Fund Descriptions

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## **General Fund:**

1. The General Fund is the basic operating fund of the City. The main source of revenue for the General Fund is property tax. It contains the following department activities:
  - Administration
  - City Council
  - Legal
  - Finance
  - Police
  - Fire
  - Community Development
  - Community Services
  - Parks and Recreation
  - Public Works

## **Special Revenue Funds:**

### **2. Cemetery**

The Bloomington Cemetery was established in 1858. It offers burial options within the City with preferred pricing for those that meet eligibility requirements.

### **3. Communications**

Communications is a full-service shop that uses multiple communication vehicles devoted to educating and informing the community. This Division cablecasts and webcasts City Council and other meetings, produces news magazine shows and videos, maintains the City's websites and social media, operates public access television, and generates the monthly newsletter. The Communications Division is funded by franchise and PEG (Public-Education-Government) fees received from cable companies who provide cable service in the City.

### **4. Creative Placemaking**

Revenue is transferred from the South Loop Capital Improvement Fund and Port Authority to the Creative Placemaking Fund. Creative Placemaking works to build vibrant, distinctive, and sustainable communities through the arts. It engages artists and stakeholders in building social fabric and local economies while making physical, place-based improvements, leveraging the distinctive character and creative and cultural resources of each place.

### **5. DWI (Driving While Intoxicated) Forfeiture**

The DWI fund accumulates proceeds from the sale of vehicles seized in DWI arrests and forfeited in accordance with State law and through court order. Police costs for enforcement and a portion of Legal costs are accounted for in this fund.

**6. Enhanced 911**

The Enhanced 911 Special Revenue Fund receives funding from the 911 service fees charged to telephone customers. The funds are used for implementation, operation, maintenance, enhancement, and expansion of 911 service, including acquisition of necessary equipment.

**7. Federal DOJ (Department of Justice) Drug Forfeiture**

The Federal Department of Justice (DOJ) Drug Forfeiture Special Revenue Fund separately tracks equitable sharing drug forfeiture funds from the DOJ Equitable Sharing Program. Expenditures in this fund must comply with the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies* published by the U.S. Department of Justice and the U.S. Department of the Treasury. DOJ forfeitures are kept in a separate fund and bank account from other City funds in compliance with U.S. Department of Justice guidelines.

**8. Federal Treasury Drug Forfeiture DOT**

The Federal Department of Treasury (DOT) Drug Forfeiture Special Revenue separately tracks equitable sharing drug forfeiture funds from the DOT Equitable Sharing Program. Expenditures in this fund must comply with the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies* published by the U.S. Department of Justice and the U.S. Department of the Treasury. DOT forfeitures are kept in a separate fund and bank account from other City funds in compliance with U.S. Department of Treasury guidelines.

**9. Fire Pension**

The Fire Pension Fund accumulates revenue to pay annual Fire Pension obligations. The City of Bloomington has a Paid-On-Call Fire Department. After 20 years of service, Paid-On-Call firefighters are eligible to receive a pension from the Bloomington Fire Department Relief Association (BFDRA). Each year, an independent actuary calculates the fire pension liability due to the BFDRA two years in the future.

**10. Park Special Revenue**

The Park Special Revenue Fund receives “Lottery-in-lieu-of-sales tax” revenues from the State’s Environment and Natural Resources Fund along with “Legacy” revenues from the State’s Parks and Trails Fund. These revenues are restricted to use for operational and maintenance costs associated with the Hyland-Bush-Anderson lakes Regional Park Reserve. Other park grants are also accounted for in this fund as well as the Forestry activity that is funded with property taxes, special assessments, and grant revenues.

**11. Police Grants**

The Police Grant Special Revenue Fund contains grants that the Police Department pursues from both Federal and State sources as a means of enhancing enforcement efforts, community outreach and engagement, response to homeland security and/or terrorism, and on-going training in these areas.

## **12. South Loop Revolving Development Services**

The South Loop Revolving Development Services Special Revenue Fund is supported by a 65 percent building permit surcharge in the South Loop District. This purpose of this fund is to expedite development in the South Loop District.

## **13. State Drug Forfeiture**

This State Drug Forfeiture Special Revenue Fund accumulates proceeds from the sale of assets (proceeds or instrumentality of criminal enterprises) seized in drug related arrests under State laws. The funds must be used for law enforcement purposes.

## **Enterprise Funds:**

### **14. Aquatics**

The Aquatics Enterprise Fund includes the Bloomington Family Aquatic Center and Bush Lake Beach. The Bloomington Family Aquatic Center is an eight lane, 50-meter lap pool with a zero-depth entry. The facility also has two looping water slides and a concessions operation. Bush Lake Beach is a key component of the Hyland-Bush-Anderson Lakes Regional Park Reserve that provides outdoor recreation opportunities. The paid parking lot off of East Bush Lake Road provides access to a designated swimming area, indoor restrooms, fishing docks, a playground, volleyball court, picnic shelter, and access to several walking and hiking trails.

### **15. Center for the Arts**

This Enterprise Fund accounts for the revenues and expenses of the Bloomington Center for the Arts (BCA) which provides high quality arts and cultural experiences for residents, patrons, and participants. With venues such as the Schneider and Black Box Theaters, and painting and clay classrooms, the Center for the Arts is a magnet for people looking for enriching experiences in the arts.

### **16. Golf Courses**

The Golf Enterprise Fund includes the Dwan Golf Course which is an award-winning 18-hole regulation length golf course that is home to a wide variety of weekly leagues and groups. The other City-owned golf course, Hyland Greens, is managed by Three Rivers Park District. It is a smaller golf course and has a driving range.

### **17. Ice Garden**

The Ice Garden Fund accounts for the operations of the Bloomington Ice Garden or "BIG". BIG has three rinks (one of them Olympic sized) with a total seating capacity of 2,500 as well as dry land training facilities. The rinks are used primarily for youth and high school hockey and figure skating. The rinks also offer public skating as well as open hockey. Skating lessons are offered for both youth and adults by professionally trained instructors.

## **18. Contractual Police Services**

The Contractual Police Service Fund accounts for the expenses and related revenues for Police Contractual Overtime (COT). The Bloomington Police Department provides contractual services to businesses that are holding special events or functions that require police assistance beyond that which would normally be provided. The businesses receiving contractual police assistance are billed directly from the City for the cost of the police overtime plus related fringe benefits and overhead.

## **19. Solid Waste Utility**

The Solid Waste Utility Fund accounts for the City-wide garbage, recycling, organics, bulky items, and yard waste program; clean-ups after major storm events, and private property Environmental Health abatements.

## **20. Storm Water Utility**

The Storm Water Utility Fund provides for the operations, maintenance, and improvements to the storm sewer system through a storm utility fee charged to property owners. The fee is intended to recover costs associated with providing storm water utility service to residents and commercial establishments in a fair and equitable manner. The objective is to protect structures and the public from storm water damage caused by surface water runoff.

## **21. Wastewater Utility**

The Wastewater Utility Fund accounts for the City-owned wastewater collection system and the interceptor and treatment charges from the Metropolitan Council Environmental Services (MCES). The objective of the Wastewater Utility is to provide sanitary service capacity and sufficient maintenance to minimize system blockages and infiltration/inflow.

## **22. Water Utility**

The Water Utility Fund accounts for the revenues and costs related to the operation, maintenance, and renewal of the City-owned water system. The City strives to provide an uninterrupted supply of water, which meets or exceeds all federal and state quality standards, at a rate that ensures long-term sustainability of the water system.

## **Internal Service Funds**

### **23. Accrued Benefits**

The Accrued Benefits Fund pays and records the liabilities associated with employee accrued time off for vacation, personal leave, and compensatory time. The possibility of the City going out of existence and needing to fully fund this account to pay all the employee accrued time off at one time is remote however the goal of this fund is to have enough cash to fully fund the accrued liability.

#### **24. Employee Benefits**

The Employee Benefits Fund brings in a set, per-employee fee from each Department's operating budget and uses that revenue to fund the core benefits package provided to each full-time employee. This includes the employer-share of medical, dental, life, and disability insurance premiums, as well as tuition reimbursement and health club reimbursement benefits.

#### **25. Facilities Maintenance**

The Facilities Maintenance Fund is an Internal Service fund that pays for the costs related to capital repair and maintenance of City buildings, park structures, fire stations, and cemetery property. Revenues are from internal department charges.

#### **26. Fleet Maintenance**

The Fleet Maintenance Fund pays for the costs related to the operations, maintenance, repair, and replacement of City vehicles and equipment. Departments are charged for vehicles used by their department. Part of the internal fee is to pay for operations; the other part is allocated for the replacement of the equipment.

#### **27. Information Technology (IT)**

The Information Technology Fund contains the City's IT Department. The IT Department provides the City with computer hardware and software and coordinates the networking and communications of systems in accordance with the City's Information Technology Strategic plan.

#### **28. Public Safety Technology and Equipment**

The Public Safety Technology and Equipment Fund has the following Public Safety activities: Radios, Mobile Digital Computers (MDC's), Police Small Equipment, Fire Small Equipment, and Fire Large Equipment.

#### **29. Self-Insurance**

The Self-Insurance Fund pays all costs related to the administration of the City's self-insured workers' compensation program, including costs associated with hiring a Third-Party Administrator and reinsurance premiums assessed by the Workers Compensation Reinsurance Association as required by law. In addition, this fund pays the insurance premiums for the City's property/casualty insurance program, made up of municipal liability, auto, and property coverage obtained through the League of Minnesota Cities Insurance Trust (LMCIT), as well as all claim payments and expenses incurred by LMCIT on the City's behalf subject to each policy's deductible.

#### **30. Support Services**

The Support Services Fund includes the City's Print Shop, Mailroom, and Information Desk functions. There is one part-time employee in the Print Shop, two part-time employees at the Information Desk, and two part-time employees in the Mailroom. These activities are supported by user fees to departments.

# Department / Fund Relationship

This matrix shows the relationship between departments and funds. For example, the Police Department has authorized appropriations in the General Fund, Police Contractual Services Enterprise Fund, the Public Safety Technology and Equipment Internal Service Fund and several Special Revenue Funds.

Fund	Department										
	Administration	City Council	Community Development	Community Services	Finance	Fire	Information Technology	Legal	Parks & Recreation	Police	Public Works
<b>General Fund</b>	X	X	X	X	X	X		X	X	X	X
<b>Enterprise Funds</b>											
Aquatics									X		
Center for the Arts									X		
Golf Courses									X		
Ice Garden									X		
Police Contractual Services										X	
Solid Waste Utility											X
Storm Water Utility											X
Wastewater Utility											X
Water Utility											X
<b>Internal Service Funds</b>											
Fleet Maintenance											X
Public Safety Tech. & Equip.						X				X	
Self Insurance					X						
Employee Benefits	X										
Accrued Benefits	X										
Support Services				X							
Information Technology							X				
Facilities Maintenance											X
<b>Special Revenue Funds</b>											
Cemetery	X										
Communications				X							
Creative Placemaking			X								
DWI Forfeiture								X		X	
Enhanced 911										X	
Federal Drug Forf. DOJ										X	
Federal Drug Forf. Treasury										X	
Fire Pension						X					
Park & Rec Special Revenue									X		
Police Grants										X	
South Loop Revolving Dev.			X								
State Drug Forfeiture										X	



# Basis of Accounting and Basis of Budgeting

## Basis of Accounting

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The City's basis of accounting is consistent with Generally Accepted Accounting Principles (GAAP). For the Governmental Funds such as the General Fund and Special Revenue Funds, a modified accrual basis of accounting is used which means that revenues considered to be both measurable and available for funding current appropriations are recognized when earned. "Measurable" means the amount of the transaction can be determined and "available" means that it is collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Major revenues that are susceptible to accrual include property taxes (excluding delinquent taxes received over 60 days after year-end), special assessments, intergovernmental revenues, charges for services, and interest on investments. Revenues that are not susceptible to accrual include fees and miscellaneous revenues that are only recorded as received because they are not measurable until collected. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for principal and interest on general long-term debt, which is recognized when due.

Also, in accordance with GAAP, Proprietary Funds such as the Enterprise Funds and Internal Service Funds use the full accrual basis of accounting. Revenues are recognized when earned, and expenses are recorded at the time liabilities are incurred. For example, unbilled utility service receivables are recorded at year-end in the Utility Enterprise Funds.

## Basis of Budgeting

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For the General Fund and Special Revenue Funds, the City uses the same modified accrual basis of budgeting as the basis of accounting.

For the Enterprise and Internal Service Funds, the City uses the full accrual basis of budgeting as the basis of accounting with the following exceptions to ensure that there are adequate liquid assets (cash on hand or assets that can be readily converted to cash) available for short-term and long-term expenses:

- **Capital Outlay** - The budgetary basis for Enterprise and Internal Funds includes expenses for capital outlay, which are not considered expenses in the full accrual basis of accounting. In full accrual basis accounting, capital is put on the balance sheet as an asset and then recognized as depreciation expense over the life of the asset.

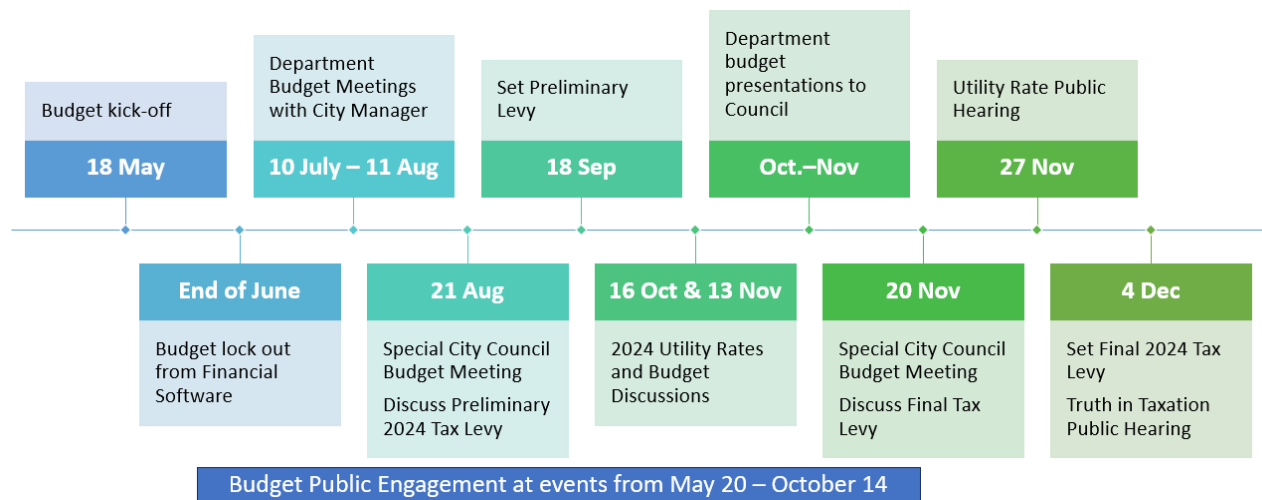
- **Depreciation and Amortization** - The budgetary basis for Enterprise and Internal Service Funds does not include depreciation or amortization which are considered expenses on the accrual basis of accounting, but not for budget since these items do not require a cash outlay.
- **Bond Proceeds and Debt Service Payments** – The Enterprise and Internal Service Fund budgets reflect bond proceeds as revenue when the actual cash is received from selling bonds and recognize the expense for principal debt service payments when the payments are made. For full accrual basis accounting, bond proceeds are not recorded as a revenue, but instead they are recorded as a long-term liability and debt service payments are not recorded as an expense, but as a reduction of the long-term liability.

## Funds with Budget Basis vs Accounting Basis Differences

	<b>Capital Outlay (Budgeted)</b>	<b>Depreciation Expense (Not Budgeted)</b>	<b>Bond Proceeds (Budgeted)</b>	<b>Debt Service Payments (Budgeted)</b>
<b>Enterprise Funds</b>				
Aquatics	X	X		
Center for the Arts	X	X		
Golf Courses	X	X		
Ice Garden	X	X	X	X
Solid Waste Utility	X	X		
Stormwater Utility	X	X	X	X
Wastewater Utility	X	X		
Water Utility	X	X	X	X
<b>Internal Service Funds</b>				
Facilities Maintenance	X	X		
Fleet Maintenance	X	X		
Information Technology	X	X		
Public Safety Tech. & Equip.	X	X		
Support Services	X	X		

# Budget Process

The City of Bloomington follows a calendar fiscal year. The 2024 budget was developed for 30 funds that include the General Fund, Special Revenue Funds, Enterprise Funds, and Internal Service Funds. Debt Service Funds and Capital Project Funds are not included in the annual budget process. Rather, bond sales for debt service are brought separately to the City Council for approval. Also, the City Council separately approves the annual Capital Improvement Plan (CIP) document which is a ten-year summary of potential capital projects. Capital projects are then individually brought to the City Council for approval.



## Recap of the Process to Create the 2024 Budget

### Reflection on Last Year’s Process – January and February 2023

The Deputy Finance Officer had individual meetings with City Councilmembers to discuss the past year’s budget process to determine what went well, what things need to be changed, and how to best engage the public. The consensus was to take the approach of going out into the community and meeting residents where they are at to obtain feedback about the City budget, priorities for services, and spending. In response, community outreach efforts were scheduled for 13 events across the city during varied times, days of the week, and event types.

### March 2023

The Deputy Finance Officer had a budget check in with the leadership team and presented the plan for the 2024 budget process and the public engagement plan to the City Council. Internal service fund charges and General Fund chargebacks were analyzed and defined. Events were selected to have budget tables and those dates were posted on the City’s budget web page.

<https://www.bloomingtonmn.gov/fin/city-budget>

### April 2023

The two Deputy Finance Officers ran detailed salary and benefit projections in the financial

software based on union contracts, non-union compensation plans, and information from Human Resources and these were also pre-loaded into the 2024 budget.

On April 3, 2023, there was a budget update and discussion at the City Council meeting.

### May 2023

The Deputy Finance Officer and City Manager held a “Budget Kick-Off” session for City staff on May 18, 2023 to review the budget calendar and deadlines as well as instructions and guidance for entering budget requests. The event was recorded, and the recording was posted on the Budget Page of the City’s internal website for future reference. Departments had from mid-May to early June to enter budget requests into the financial software. The Finance Manager, Assistant Finance Manager, and the Accountants were assigned to different Departments to assist the Deputy Finance Officer in analyzing budget requests.

On May 20, 2023, the Deputy Finance Officer kicked off outreach efforts for the 2024 budget, bringing back the popular budget game where residents use plastic coins to represent property taxes and decide how much to allocate to different City services. This game was featured at all 13 events this season. This Saturday featured two back-to-back events at the Civic Plaza Campus where staff hosted a budget table at the Public Works Open House in the morning and the Police Open House in the afternoon.

### June – July 2023

Department budget meetings occurred in June and July to analyze requests and identify challenges and opportunities and review performance measures. Those meetings included the Department Head, City Manager, and Assistant City Manager. Also present were Division Managers, Deputy Finance Officer, Chief Financial Officer, and the assigned Accountant from the Budget Team.

On June 12, 2023, the Deputy Finance Officer hosted a budget table at the Valle View Playfield Pavilion where there was a magic show.

On June 15, 2023, the Deputy Finance Officer hosted a budget table at the Normandale Lake Bandshell during Reggae Fest.

On July 8, 2023, the Deputy Finance Officer hosted a budget table at the Farmer’s Market.

On July 10, 2023, the Deputy Finance Officer hosted a budget table at Moir Park during the Todd n’ Tina performance.

On July 19, 2023, the Deputy Finance Officer hosted a budget table during the Midweek Music and Market at Civic Plaza.

On July 27, 2023, the Deputy Finance Officer hosted a budget table at the Normandale Lake Bandshell during Latin Night with Salsa Del Soul.

On July 30, 2023, the Deputy Finance Officer hosted a budget table at Bush Lake Beach during a performance of Bob & the Beachcombers.

### August 2023

The City Council hosted a special meeting to discuss preliminary tax levy and general fund budget on August 21, 2023.

On August 16, 2023, the Deputy Finance Officer hosted a budget table during the Midweek Music and Market at Civic Plaza.

On August 26, 2023, the Deputy Finance Officer hosted a budget table at the “On the One” Music festival.

### September 2023 - Preliminary Tax Levy 9.49%

The City Council approved a preliminary 2024 tax levy increase of 9.49% at the September 18 Council meeting. The main factors driving the increase were an investment in Police and Fire.

On September 16, 2023, the Deputy Finance Officer hosted a budget table at the Farmer’s Market.

### October 2023

The focus in October was department presentations and discussions with City Council. The October 9<sup>th</sup>, October 16<sup>th</sup> and October 30<sup>th</sup> City Council meetings saw presentations on Public Safety, Community Services, Utility Funds, Parks and Recreation, and Public Works.

On October 14, 2023 the Deputy Finance Officer hosted a budget table at the Fire Department Open House.

### November 2023

(Non-Property Tax) Special Revenue budgets were approved at the November 13, 2023 City Council meeting: 8 Special Revenue Funds (5 Police Funds, South Loop Development, Creative Placemaking, and Cemetery) and 1 Enterprise Fund (Police Contractual Overtime).

The November 13 meeting also included department presentations and discussions with City Council with presentations from IT, Legal, and Community Development.

The City Council hosted a special meeting to discuss the proposed 2024 tax levy and general fund budget on November 20, 2023

The November 27, 2023 Council meeting, featured a Utility Rates Hearing. The Deputy Finance Officer presented the 2024 utility rates and budgets at the Utility Rate Public Hearing and the City Council approved the four Utility Fund (Water, Wastewater, Stormwater, and Solid Waste) budgets. The Council also approved several Internal Service Fund budgets.

### December Final Budgets Approved – Truth in Taxation Hearing and Final Tax Levy 7.97%

The Truth in Taxation Public Hearing was held during the December 4, 2023 City Council meeting and the City Council approved a final 2024 property tax levy that was 7.97% more than the 2023 property tax levy. Other 2024 fund budgets approved included the remaining Internal Service Fund budgets, Communications, Fire Pension, Golf, Ice Garden, Aquatics, and the Center for the Arts. The 2024 Tax Levies and budgets for the HRA and Port Authority were also approved on December 4, 2023 and December 18, 2023, respectively.

# Community outreach calendar

1. *Saturday, May 20, 2023, Public Works Open House*
2. *Saturday, May 20, 2023, Police Open House*
3. *Monday, June 12, 2023, Brodini Magic Show*
4. *Thursday, June 15, 2023, Reggae Fest*
5. *Saturday, July 8, 2023, Farmer's Market*
6. *Monday, July 10, 2023, Todd 'n' Tina*
7. *Wednesday, July 19, 2023, Paul Holland Blues Band*
8. *Thursday, July 27, 2023, Latin Night with Salsa Del Soul*
9. *Sunday, July 30, 2023, Bob & the Beachcombers*
10. *Wednesday, August 16, 2023, World Jazz Collegium*
11. *Saturday, August 26, 2023, On the One Music Festival*
12. *Saturday, September 16, 2023, Farmer's Market*
13. *Saturday, October 14, 2023, Fire Open House*



Results from budget game participation over the 13 events hosted in May through October 2023.

## Alterations to the Original Budget

Per the Bloomington City Charter, the City Manager can approve transfers of sums within the major expense classifications in a Department or Division. All other budget alterations must be approved by City Council resolution.

# 2024 Budget Process Calendar

Month	Residents	City Staff	City Council
January		<p>Work on prior year Annual Budget Book Document – must publish 90 days after final City Council approval.</p> <p>Submit prior year Summary Budget report to the Minnesota Office of the State Auditor.</p>	
February		<p>Continue work on prior year Annual Budget Book Document.</p>	<p>Compile feedback from City Council members on last year’s budget process to present enhancements and new ideas for the upcoming budget process.</p>
March		<p>Create budget public engagement plan.</p> <p>Budget discussion with Executive Leadership Team (ELT).</p> <p>Analyze Internal Service Fund charges and General Fund chargebacks.</p>	
April	<p>Launch Let’s Talk Bloomington budget page on City’s websites for residents to submit on-line spending prioritization survey and comments.</p>	<p>Run next year’s salary and benefit projections.</p> <p>Upload preloaded expenses into financial software.</p> <p>Analyze Internal Service Fund charges and General Fund chargebacks.</p>	<p>April 3, 2023: Present and discuss budget process, public engagement plan, and Assessing information at City Council meeting.</p>

Month	Residents	City Staff	City Council
		<p>Publish budget engagement event dates on budget web page.</p>	
May	<p>Saturday, May 20, 2023:</p> <ul style="list-style-type: none"> <li>• Budget table at Public Works Open House 9:00-11:00</li> <li>• Budget table at Police Open House 11:00 – 1:00</li> </ul>	<p>Design and construct interactive budget game for resident engagement budget tables.</p> <p>Budget check-in with Executive Leadership team</p> <p>Thursday, May 18, 2023</p> <ul style="list-style-type: none"> <li>• Internal budget kick-off for City staff.</li> </ul>	
June	<p>Monday, June 12, 2023:</p> <ul style="list-style-type: none"> <li>• Budget table at Brodini Magic Show Valley View Playfield 10:00-12:00</li> </ul> <p>Thursday, June 15, 2023:</p> <ul style="list-style-type: none"> <li>• Budget table at Reggae Fest at Normandale Lake Bandshell 6:00 – 8:00</li> </ul>	<p>Departments enter budget requests in financial software.</p> <p>Budget team member works with their assigned departments to review and analyze budget requests.</p>	
July	<p>Saturday, July 8, 2023:</p> <ul style="list-style-type: none"> <li>• Budget table at Farmer’s Market 8:00-1:00</li> </ul> <p>Monday, July 10, 2023:</p> <ul style="list-style-type: none"> <li>• Todd ‘n’ Tina Kids Concert at Moir Park 10:00-12:00</li> </ul> <p>Wednesday, July 19, 2023:</p>	<p>Department budget meetings with City Manager, Assistant City Manager, CFO, and Budget Manager.</p>	



Month	Residents	City Staff	City Council
	<ul style="list-style-type: none"> <li>• Paul Holland Blues Band at Midweek Music and Market 5:00-7:00</li> </ul> <p>Thursday, July 27, 2023:</p> <ul style="list-style-type: none"> <li>• Latin Night with Salsa Del Soul at Normandale Lake Bandshell 6:00-8:00</li> </ul> <p>Sunday, July 30, 2023:</p> <ul style="list-style-type: none"> <li>• Bob &amp; the Beachcombers at Bush Lake Beach 4:00-6:00</li> </ul>		
August	<p>Wednesday, Aug 16, 2023:</p> <ul style="list-style-type: none"> <li>• World Jazz Collegium at the Midweek Music and Market 6:00-8:00</li> </ul> <p>Saturday, Aug 26, 2023:</p> <ul style="list-style-type: none"> <li>• On the One Musical Festival 6:00-8:00</li> </ul>		<p>August 21, 2023: Special City Council meeting to discuss preliminary tax levy and general fund budget</p>
September	<p>Saturday, Sept. 16, 2023:</p> <ul style="list-style-type: none"> <li>• Budget table at Farmer’s Market 8:00-1:00</li> </ul>		<p>September 18, 2023: Council approves 9.49% increase for preliminary tax levy at City Council meeting.</p>
October	<p>Saturday Oct. 14, 2023:</p> <ul style="list-style-type: none"> <li>• Budget table at Fire Department Open House 10:00 – 12:00</li> </ul>	<p>Create TNT (Truth-in-Taxation) flyer for Preliminary Tax Notices and submit to County</p>	<p>October 9, 2023: Fire Dept. and Police Dept. budget presentations at City Council meeting.</p> <p>October 16, 2023: Parks and Recreation and Utility Funds budget presentations at City Council meeting.</p>

Month	Residents	City Staff	City Council
			<p>October 30, 2023: Public Works budget presentation at City Council meeting.</p>
November	<p>November 27, 2023:</p> <ul style="list-style-type: none"> <li>2024 Utility rates public hearing at Council meeting.</li> </ul>	<p>Publish proposed 2024 Utility rates in local paper.</p>	<p>November 13, 2023: Legal, IT, and Community Development budget presentations at City Council meeting and continued discussion on 2024 utility rates.</p> <p>November 20, 2023: Special Council meeting to discuss final 2024 tax levy and General Fund budget.</p> <p>November 27, 2023:</p> <ul style="list-style-type: none"> <li>2024 Utility rates final approval and Department Budget Discussions at Council meeting</li> </ul>
December	<p>December 4, 2023:</p> <ul style="list-style-type: none"> <li>Truth-in-Taxation Public Hearing at City Council meeting</li> </ul>	<p>Certify final tax levy with County after approved by City Council.</p> <p>Begin work on Annual Budget Book Document – due 90 days from December 4, 2023.</p>	<p>December 4, 2023:</p> <ul style="list-style-type: none"> <li>Council approves 7.97% increase for final tax levy at Council meeting and final 2024 budgets.</li> </ul>

# FINANCIAL MANAGEMENT POLICIES

The complete listing of the City of Bloomington's Financial Management Policies is available on the City's Finance Department website – [blm.mn/fin](http://blm.mn/fin)

Organizational Mission and Preamble	2-P
Audit	
External Auditor Independence Policy	4-P
Budget	
Budgetary and Financial Control Policy	5-P
Cash/Investment	
Forfeited Funds Policy	8-P
Investment Policy	9-P
Capital Improvement Program Policy	20-P
Debt Management	
Conduit Debt Policy	22-P
Debt Management Policy	26-P
Post-Issuance Compliance Policy for Tax-Exempt Gov. Bonds	36-P
Economic Development	
Abatement District Policy	42-P
Tax Increment Policy	44-P
Fund Balance Year-End Classification Policy	48-P
Grant Administration Policy	51-P
Purchasing Policy	56-P
Revenue Policy	59-P
Financial Management Policies Adoption Index	60-P

# ORGANIZATIONAL VISION

Engaged and empowered professionals working courageously together to create a thriving Bloomington for all.

## BLOOMINGTON. TOMORROW. TOGETHER.

*COMMUNITY-BASED STRATEGIC PLAN MISSION (2022-2027)*

Our mission is to cultivate an enduring and remarkable community where people want to be.

### PREAMBLE

- A. **Purpose:** The City of Bloomington, including the Housing and Redevelopment Authority in and for the City of Bloomington (the “HRA”), and the Port Authority of the City of Bloomington (the “Port”) (collectively the “City”) have an important responsibility to its residents, businesses and visitors to plan adequate funding of services desired by the public, including the provision and maintenance of public facilities, prudent financial management and accurate accounting for public funds.
- B. **Objectives:** To achieve this purpose, the following objectives have been established to measure the City's fiscal performance:
1. Protect the City Council's policy-making ability by ensuring that important policy decisions are not controlled by financial problems or emergencies.
  2. Enhance the City Council's policy-making ability by providing accurate information on the full costs of current operations, maintenance, new proposals and capital requests.
  3. Assist sound management of the City government by providing accurate and timely information on the City's financial condition.
  4. Provide sound principles to guide the decisions of the City Council and City staff which have fiscal impacts.
  5. Establish operational principles which promote long-term cost effectiveness while providing services desired by the public with minimal financial risk.
  6. Employ revenue policies and forecasting tools to identify and prevent undue or unbalanced reliance on certain revenues, especially property taxes, to distribute the costs of municipal services fairly and to provide adequate funds to operate desired programs, as determined by the Council.
  7. Provide and improve essential public facilities and prevent deterioration of the City's infrastructure in order to assist in long-term cost-effective provision of City services.
  8. Protect and enhance the City's credit rating and prevent default on any municipal debt obligations.
  9. Ensure the proper use and protection of all City funds through a good system of financial and accounting controls.
  10. Maintain a risk management program that will work to minimize the impact of legal liabilities, natural disasters or other emergencies through the following activities:

- Loss Control – Increase awareness of potential loss exposures throughout City operations, enhance employee safety, and at a minimum comply with applicable OSHA regulations.
  - Loss Prevention – Reduce or mitigate expenses of a negative occurrence.
  - Loss Financing – Reduce or mitigate the costs associated of potential losses while providing a means to finance said losses.
  - Loss Analytics – Collect and analyze relevant data to make prudent loss prevention, loss control and loss financing decisions.
11. Record transactions in a manner which matches the corresponding fund's type basis of accounting. Governmental funds are accounted for using the modified accrual basis of accounting which has a measurement focus of using current financial resources. Proprietary funds and fiduciary funds are accounted for using the full accrual basis of accounting which has an economic resources measurement focus.
  12. Report year-end financial information in accordance with generally accepted accounting principles (GAAP) and in accordance with recommended best practices as promulgated by the Government Finance Officers Association (GFOA).

# External Auditor Independence Policy

In accordance with the Government Accountability Office, the authority on local government audits, in all matters relating to audit work, the external auditor shall be free both in fact and appearance from personal external and organizational impairments to independence.

- The city's external audit organization shall not be responsible for designing, developing and/or installing the City's accounting system or its operating system where this system generates information used in preparing financial statements of the City of Bloomington.
- External auditors shall not develop a performance measurement system or any other system relied upon in developing financial statements.
- City external auditors may prepare draft financial statements, schedules or perform other duties as long as they are based on management's direction and the work results in a recommendation to management.
- Decisions based on the external auditor's recommendations must be approved by City management.
- External auditors shall provide routine advise to the City of Bloomington and to management to assist them in activities such as establishing internal controls or implementing audit recommendations and can answer the technical questions and provide training, however, they may not direct or unduly influence management with those decisions.

Any non-audit work related to tax rulings, arbitrage, attestation, compilation, sales tax audits, counted value audits and financial report assistance proposed by the auditors, or for which the City wishes to hire them exceeding \$100,000 must be approved by the City Council prior to hiring them.

*(Revised 5/20/2002, 1/23/2012)*

# Budgetary and Financial Control Policy

- A. General budgetary and financial control is to be centralized in one department whose functions shall include, but not be limited to, the following:
- (1) Budget compilation
  - (2) Budget monitoring
  - (3) Central purchasing (see Purchasing Policy and P-Card Policy)
  - (4) Income and expenditure projections
  - (5) Capital improvement financing
  - (6) Risk management (see Risk Management Policy and Self-Insurance Reserve Policy)
  - (7) Screening of Conduit Debt applications (see Conduit Debt Policy)
  - (8) Cash and investment management
  - (9) Monitoring financial data for warning signals or trends
  - (10) Preparation of financial summary reports for key funds at least quarterly
  - (11) Maintain a detailed inventory listing of all material fixed assets so as to adequately ensure proper accounting of assets.
  - (12) "Project Financial Analysis" to be presented as part of any proposal to the Council in connection with any new or expanded operating or capital improvement programs and other projects. The objective of the financial analysis is to provide the best possible estimate of expenditures, revenues, and staffing impacts of a proposed project. The financial analysis should be factual, informative, and concise which should enable the Council to make intelligent and informed decisions.
  - (13) Payroll
  - (14) Accounts Receivable
  - (15) Receipts, Collections, and Customer Billing
  - (16) Accounts Payable
- B. The City will maintain a program for the investment of funds consistent with the City's Investment Policy.
- C. The City will strive to maintain an undesignated and unreserved General Fund Balance in the range of 35%-40% of the General Fund revenues and/or expenditure of a balanced budget for the following year. Currently, the General Fund, Fund Balance is at 35%. Annually, the goal is to increase the Fund Balance ratio by 1.00% until the Fund Balance reaches the 40% ceiling. If the City has more than the required annual Fund Balance level, after each incremental 1.00% increase, any excess may be used as the City Council designates.

- D. The City will also review, and update the schedule of fund balances, reserves, and working capital in all other operating funds of the City and determine adequacy of those money balances, using specified guidelines and criteria in conjunction with the budgets set annually.
- E. The City will monitor the performance of the Bloomington Fire Department Relief Association pension fund through its City representatives.
- F. Department Directors will be responsible for administration of their respective Department Budgets and are to submit requests for any required budget adjustments, such as supplemental appropriations, to the Budget Manager, Chief Financial Officer or the City Manager before the program incurs cost overruns for the annual budget period.
- G. Primary responsibility in the management of budgeted funds lies with the Department Directors. Such management includes, but is not limited to, reviewing expenditures before authorization, reviewing monthly financial reports to detect errors and assess progress, and staying within expenditure budget authorization. All costs incurred must be reasonable and necessary. Department Directors shall be responsible for contacting the Chief Financial Officer or Budget Manager should there be any questions regarding financial management or if the issue or concern is related to internal controls. The Chief Financial Officer and Budget Manager will monitor overall budget operating progress routinely throughout the year. The city manager must strictly enforce the provisions of the budget. The city manager cannot approve any order upon the city chief financial officer for any expenditure unless an appropriation has been made in the budget resolution, nor for any expenditure covered by the budget resolution unless there is a sufficient unexpended balance. No officer or employee of the city can place any order or make any purchase as defined in City Charter Sections 6.07 and 6.08 except for a purpose and up to the amount authorized in the budget resolution.
- H. The City will not use short-term borrowing, internal or external, to balance the operating budget for any fund.
- I. The City will not sell assets or use one-time accounting principle changes to balance the budget for any fund.
- J. The City will develop two-year budgets in even numbered years. In odd numbered years, the previously developed budget for the following year will be fine-tuned, as necessary. Each year the City will certify only the following year's budget and levy to Hennepin County.
- K. The City will provide ample time and opportunity for public input into its Budget setting deliberations each year.
- L. The City will establish and maintain the highest standard of accounting practices, in conformity with Generally Accepted Accounting Principles (GAAP) and with recommended best practices as promulgated by the Government Finance Officers Association (GFOA).
- M. The City will arrange for an annual audit of all funds and account types by independent certified public accountants qualified and licensed to issue such reports.
- N. The City will strive to obtain each year the annual GFOA Certificate of Achievement for Excellence in Financial Reporting.
- O. Regular monthly reports will present a summary of financial activity by major type of funds as compared to budget. Department Directors will review monthly reports comparing actual revenues and expenditures to the budgeted amounts. Any negative variance in any revenue or spending



category for their department as a whole projected to exceed \$100,000 by year-end will be reported in writing to the Chief Financial Officer and the City Manager.

- P. The City will strive to obtain each year the GFOA Distinguished Budget Award.
- Q. The City integrates performance measurement and productivity indicators to measure operational performance where practical. Performance data for individual departments are included on the budget document. Performance data should be directly related to the stated goals and objectives of the unit and focus on results and accomplishments rather than inputs. Performance measures should provide a meaningful way to assess the effectiveness and efficiency of each operational unit.
- R. The City will strive to obtain each year the GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting.
- S. The City will adopt a balanced General Fund budget where revenues offset expenditures without the use of reserves.

*(Revised 1/23/2012; 12/1/2014; 1/2/18)*

## Forfeited Funds Policy

- A. The City receives property and money through law enforcement seizures under Federal Law 21USCS Section 881(e) and Minnesota Statutes, Sections 609.531-609.5317. 169A.63.
- B. The City will use proceeds from these seizures as defined in State law and Department of Justice guidelines. Forfeited property and cash will be used:
  - (1) Only for law enforcement purposes, or;
  - (2) Only as a supplement to budgeted funds, or;
  - (3) Not as a source to supplant ordinary operating expenses.
- C. The City will establish procedures to ensure the safekeeping of forfeited property and funds until such time as they are used for approved purposes.
- D. The City will use forfeited funds for appropriate Police and City Attorney purposes. (This list is not exhaustive, but serves to describe many appropriate uses.)
  - 1. Vehicles
    - (a) Forfeited automobiles may be used to supplement the police fleet, but not to replace existing budgeted vehicles.
    - (b) Unused vehicles will be stored, sold according to City policy, and the proceeds used according to this policy.
  - 2. Other Property
    - (a) May be used in ongoing Police and City Attorney operations.
    - (b) Will be sold if no police use is imminent and cash proceeds used according to this policy.
  - 3. Cash
    - (a) A Forfeited Funds activity budget will be presented for approval to the City Council with the regular City budget each year.
    - (b) Unbudgeted proposed purchases will be presented as a budget adjustment to the City Council for approval.
  - 4. Examples of Appropriate Uses of Cash
    - (a) Vehicles may be rented which do not supplant vehicles normally provided through City funds. Such vehicles are in addition to the regular fleet.
    - (b) Equipment may be purchased providing it is not part of the regular budget.
    - (c) Overtime may be paid providing it is unanticipated in the rest of the Police and City Attorney budgets.
    - (d) Training costs in addition to those in the regular budget may be paid.
  - 5. Examples of Inappropriate Uses
    - (a) Purchasing any item(s) with forfeited funds, which were already approved in the regular budget.
    - (b) Paying regular salaries or benefits for Drug Forfeiture funds, but permitted for DWI Forfeiture fund as part of program operation.
    - (c) Purchasing anything for other City departments unless for a law enforcement purpose.
    - (d) Capital purchases previously approved for purchase with City funds.

*(Revised 1/23/2012)*

# Investment Policy

## I. Investment Policy Statement of Purpose

This policy has been developed to serve as a reference point for the management of City assets. It is the policy of the City to invest public funds in a manner which provides for the following in order of importance: Safety; Liquidity; and Yield (return on investment) that conforms to all federal, state and local regulations governing the investment of public funds. All investments purchased by the City are expected to be held until maturity. The City will invest in securities that match the City's operational, short-term and longer term core reserve needs. The City will have two types of portfolios for reporting purposes:

- Short-Term – No less than 85 percent of the total portfolio will be under 5 years to maturity
- Long-Term – No more than 15 percent of the portfolio will be greater than 5 years to maturity

In accordance with this policy, a separate written procedures manual has been developed for the appropriate balance of risk and return for each of the funds under the City's control. The City Manager will approve periodic changes to the procedures manual.

## II. Scope

This Investment Policy applies to all financial assets of the City. All cash and investments are pooled together to achieve economies of scale for each entity. These funds are accounted for in the Comprehensive Annual Financial Report and include all City, Port Authority and HRA funds:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Debt Service Funds
- Enterprise Funds
- Internal Service Funds
- Fiduciary Funds

## III. Prudence

Investments shall be made with judgment and care under circumstances existing at the time the investment is made. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The prudent person standard requires that a fiduciary exercise discretion and average intelligence in making investments that would be generally acceptable as sound. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse situations. Investment procedures developed for the Finance Department must be complied with by those with access to and management responsibilities for City investments.

#### IV. Objective

The primary objective of the City of Bloomington's investment activities shall be:

A. Safety - Safety of principal is of critical importance to the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

1. Credit Risk - the risk of loss due to failure of the security issuer or backer will be minimized by:

- Limiting investments to the types of securities listed in Section IX of this investment policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the City will do business in accordance with Section VIII.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized. Insurance or collateral may be required to ensure return of principal.

2. Interest Rate Risk – the risk that the market value of securities in the portfolio will fall due to changes in market interest rates will be minimized to:

- Provide for liquidity by reviewing cash flow requirements and make investments to meet the shorter cash flow needs, thereby avoiding the need to sell securities in the open market prior to maturity.
- Manage the average maturity of the short-term portfolio to be consistent with the risk profile of the City, not to exceed 3.5 years.
- Manage the average maturity of the long-term portfolio to be consistent with the risk profile of the City, not to exceed 7.5 years. An exception to this average maturity would be any Component Unit bonds purchased by the City with a longer duration.

B. Liquidity - The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements as reasonably anticipated. The portfolio will be structured so that the liquid component, a minimum of five percent of total investments, of the portfolio will be invested only in short-term securities maturing in less than thirty days. Additionally, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Furthermore, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same day liquidity for short-term funds.

C. Yield/Return on Investment - The City's investment portfolio shall be designed with the objective of attaining a market rate of return. The core of investments is limited to low-risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.

- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

**V. Delegation of Authority**

The investment program shall be operated in conformance with federal, state, and other legal requirements. Authority to manage the City’s investment program is derived from the following:

- Minnesota Statutes 118A, Municipal Funds
- Bloomington City Charter Section 7.11, Funds to be Kept

Management responsibility for the investment program is hereby delegated by the City Manager to the Chief Financial Officer (CFO), who shall establish written procedures for the operations of the Investment Program consistent with this Investment Policy. The CFO, with assistance from finance department staff, shall:

- Monitor performance of the investment portfolio;
- Ensure funds are invested in accordance with the policy;
- Analyze, recommend and implement policy and operational procedures that will enhance the City's investment program;
- Ensure that proper internal controls are developed to safeguard investment assets.

Procedures should include reference to: safekeeping [see Procedures 1.D], delivery versus payment (DVP) [see Procedures 4.B.1.e], and investment accounting. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the CFO. The CFO shall be responsible for all investment transactions and shall establish a system of controls to regulate the activities of subordinates.

**VI. Ethics and Conflicts of Interest**

The City Manager, CFO, Port Authority, HRA and Finance staff involved in the investment process shall refrain from conducting personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment staff shall annually disclose to the City Clerk any material financial interests as required by state statute on an annual Statement of Economic Interest form. Investment staff shall subordinate their personal investment transactions to those of the City, particularly with regard to the time of purchases and sales, and shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

**VII. Investment Committee**

An Investment Committee shall meet at least semi-annually or as needed to review the performance of investments and review the investment strategy. The Investment Committee shall be made up of the following individuals:

- Chief Financial Officer

- Finance Manager
- Assistant Finance Manager (optional)
- Cash Management Accountant
- Housing and Redevelopment Authority Representative
- Port Authority Representative

Notes of the Investment Committee meetings shall be maintained based on the City’s retention schedule and a copy forwarded to the City Manager after each meeting.

**VIII. Financial Service Providers**

The Investment Committee will maintain a list of financial institutions authorized to provide investment services. Public deposit shall be made in a qualified public depository as established by state laws. The purchase of all investments must be from qualified financial service providers via established bid procedures. The City does not consider information advice from brokers on bond proceeds.

Financial service providers who desire to become qualified bidders for investment transactions must supply the Investment Committee with the following upon request:

- Audited Financial Statements
- Completed Broker/Dealer Certificate
- Certification of Having Read City’s Investment Policy
- Depository Contracts
- Credit Report
- Proof of FINRA (Financial Industry Regulatory Authority) membership
- Proof of State Registration
- Evidence of Adequate Insurance Coverage

**IX. Authorized and Suitable Investments**

Based on the investment objectives as defined in section IV of this policy, the City will limit its investments to the following types of securities:

- A. **Money Market Funds** may be held with next day withdrawal capacity to provide for daily liquidity requirements. These money markets must be AA. They may only invest in securities with a final maturity no longer than 13 months and for which the Investment Committee has obtained and reviewed the fund prospectus.
- B. **Savings/demand deposits.** A financial institution that is qualified as a “depository” of public funds of government entities. The City may hold balances in qualified bank deposits. Funds may be held in savings accounts at approved depository banks. If balances are greater than the FDIC limit, collateral of 110 percent will be held for the excess balances. Non-interest bearing deposits will be held at a minimum. However, the interest bearing demand deposit programs that banks provide for next day access to funds will be utilized.

- C. **Banker's acceptances. Short term debt instruments issued by firms guaranteed by commercial banks.** Purchased on the secondary market, these should be rated with the highest short-term credit rating of any two Nationally Recognized Statistical Rating Organizations (NRSROs), at the time of purchase. If the banker's acceptance is rated by more than two NRSROs, it must have the highest rating from all the organizations. Maximum maturity will be 270 days.
- D. **Commercial paper.** Short term unsecured debt which has been issued by a United States corporation or their Canadian subsidiaries and is not a limited liability corporation (LLC) to fund their day to day operational needs. Maturities typically range from one day to 270 days. The City may only buy paper that meets the Minnesota Statute 118A with the exception that no Asset Backed or Structured Investment Vehicle (SIV) commercial paper is allowed. Only commercial paper with two of the three highest quality ratings of A1, P1, F1 and the underlying issuer of the commercial paper must have a long-term debt rating of AA to be utilized.
- E. **U.S. Treasury obligations** including bonds, notes, Treasury bills, or other securities which are direct obligations of the United States. Instruments sold and issued by the U.S. government carry the full faith guarantee of the U.S. government. These instruments provide the highest quality available to purchase and are highly liquid.
- F. **U.S. Agency Government Sponsored Enterprises (GSEs)** are instrumentalities, or organizations created by an act of Congress. GSE securities have the implied guarantee of the U.S. government and are privileged to certain access to capital and support of government programs. The issuers are generally considered to have the second highest credit quality in the fixed income markets and provide higher yields than U. S. treasury obligations. The ratings on all the agencies in which the City can invest are the highest available and include the following specific issuers:
1. FHLB: The Federal Home Loan Bank System (FHLB) was created by Congress in 1932 and acts as a source of funds for its nearly 8,000 member banks. FHLB does not purchase home mortgages to the same extent as Freddie Mac and Fannie Mae, but primarily lends money to homeowners through its member financial institutions. FHLB System members include commercial banks, thrifts, credit unions and insurance companies. Each member is a shareholder in one of the 12 regional Federal Home Loan Banks; each regional bank is an individual corporate entity, which must meet strict management and capitalization criteria befitting its GSE status. The FHLB System is regulated by the Federal Housing Finance Board (FHFB) and the Office of Finance (OF).
  2. FHLMC: The Federal Home Loan Mortgage Corporation encompasses Freddie Mac; it is housing GSE created by Congress in 1970 to provide liquidity and stability in the home mortgage market, thereby increasing the flow of funds available to mortgage borrowers. In order to accomplish this goal, Freddie Mac does not make individual mortgage loans to consumers. Rather, Freddie Mac purchases mortgages from lenders, thereby allowing them to lend the proceeds to more homebuyers. Freddie Mac is regulated by the

Secretary of Housing and Urban Development (HUD) and by the Office of Federal Housing Enterprise Oversight (OFHEO).

3. FFCB: The Federal Farm Credit Bureau is an agency of the Federal government set up to supply credit to various classes of institutions and individuals such as farmers and farm cooperatives.
  4. FNMA: The Federal National Mortgage Association chartered under the Federal National Mortgage Association Act in 1938 is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal.
  5. Other issuers: There are other GSE issuers; however, they issue fewer securities and are less active in the marketplace. Therefore, yields typically are slightly higher but they provide less liquidity. The City may purchase other GSE names but will limit the amount held in the portfolio.
- G. **Municipal Securities** are registered securities of state/county/local and other governmental agencies. Bonds of the state/county/local and other governmental agencies which have at the time of investment one of the three highest credit ratings of nationally recognized rating agency are allowable investments. They must have a taxing power rating of A, AA or AAA. The City will typically buy only AA or better to provide for quality investments in the portfolio. Any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service is allowed. Tax exempt or taxable bonds qualify as long as they meet the rating standards.
- H. **Repurchase agreements** consisting of collateral allowable in Minnesota Statute, Chapter 118A, and reverse repurchase agreements may be entered into with any of the following entities:
1. A financial institution qualified as a "depository" of public funds of the government entity;
  2. Any other financial institution which is a member of the Federal Reserve System and whose combined capital and surplus equals or exceeds \$10,000,000;
  3. A primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; or
  4. A securities broker-dealer licensed pursuant to Minnesota Statute, Chapter 80A, or an affiliate of it, regulated by the Securities and Exchange Commission and maintaining a combined capital and surplus of \$40,000,000 or more, exclusive of subordinated debt. Reverse agreements may only be entered into for a period of 90 days or less and only to meet short-term cash flow needs. In no event may reverse repurchase agreements be entered into for the purpose of generating cash for investments, except as stated in Minnesota Statute, Chapter 118A.



- I. **Guaranteed investment contracts.** Specific project monies may be invested in agreements or contracts for guaranteed investment contracts may be entered into if they are issued or guaranteed by United States commercial banks, domestic branches of foreign banks, United States insurance companies, or their Canadian subsidiaries, or the domestic affiliates of any of the foregoing. The credit quality of the issuer's or guarantor's short and long-term unsecured debt must be rated in one of the two highest categories by a nationally recognized rating agency. Should the issuer's or guarantor's credit quality be downgraded below "A", the government entity must have withdrawal rights.

Each type of security listed above in Sections E, F and G may have various structures such as non-callable, callable and variable rate debt.

- Non-Callable – A debt instrument issued for the purpose of raising capital by borrowing. They typically pay semi-annual coupons and have a stated final maturity.
- Callable – Debt in which the issuer has the right to redeem prior to its maturity date, under certain conditions.
- Variable – Debt in which the issuer has the right to reset the coupon rate based on specified market conditions and terms.

#### **X. Securities Lending Agreements**

Securities lending agreements, including custody agreements, may be entered into with a financial institution meeting the qualifications of Minnesota Statute 118A and further restricted within this investment policy. Securities lending transactions may be entered into with entities meeting the qualifications and the collateral for such transactions and shall be restricted to the securities described in Minnesota Statute 118A. Any future security lending contract would be subject to City Council approval.

#### **XI. Prohibited Investments and Transactions**

Prohibited investments include inverse floaters, range notes, interest only strips derived from a pool of mortgages (collateralized mortgage obligations), and any security that could result in zero interest accrual if held to maturity.

Specifically restricts:

- A. Obligations whose coupon payments are determined largely or entirely by an embedded range accumulation option. For example, range notes; these securities are used primarily to enhance interest rates when an investor is confident in a forecast.
- B. Obligations whose payment represents the principal stream cash flow from underlying mortgage backed securities collateral. For example, Collateralized Mortgage Obligations (CMO).
- C. Obligations that the interest rate and principal repayment adjusts opposite to the changes in the market. For example, inverse floaters.
- D. Obligations that under certain environments may pay no interest. For example, principal only securities.

- E. Obligations that have a maturity that will extend longer than five years under certain rate environments. These include mortgage-backed securities that are defined as high risk or in certificates of deposit secured by letters of credit issued by federal home loan banks.
- F. Obligations that are derivatives, financial instruments in which the value depends on, or is derived from, the value of one or more underlying assets, indexes, or asset values. And any other transaction that violates City policy or State law.

## **XII. Collateralizations**

Collateralization will be required on the following types of investments:

- Certificates of Deposit
- Demand Deposits
- Repurchase Agreements (for investments held beyond seven days)

In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value of principal and accrued interest. The underlying securities will be subject to periodic (monthly) market valuations to ensure there is no market exposure.

Collateral is limited to the following U. S. government securities:

### Treasury Issues

Treasury Bills

Treasury Notes

Treasury Bonds

### Agency Notes, Bonds, and Letters of Credit

Federal National Mortgage Association

Federal Home Loan Bank

Federal Farm Credit Bank

Federal Home Loan Mortgage Corporation

### Mortgage-Backed Securities

No mortgage-backed securities are allowed

For cash deposits on hand, clearly marked evidence of ownership (safekeeping receipt) must be supplied and retained. Collateralization shall be in the form of specific securities with an active secondary market for the City held by an independent third party. The only exceptions are Federal Depository Insurance Corporation (FDIC), Securities Investor Protection Corporation (SIPC) and pre-approved insurance coverage. The City may collateralize its repurchase agreements using longer- dated investments not to exceed 5 years to maturity.

## **XIII. Safekeeping and Custody**

Securities purchased shall be held in a segregated account for the City's benefit at a third party trustee as safekeeping agent. The investment dealer or bank in which the security is purchased shall issue a confirmation ticket to the City listing the specific instrument, issuer, coupon,

maturity, CUSIP number, purchase or sale price, transaction date, and other pertinent information. The financial service provider which executes the transaction on the City's behalf shall deliver all securities on a delivery versus payment method (DVP) to the designated third party. Delivery versus payment (DVP) is a way of controlling the risk to which securities market participants are exposed. Delivery of securities (i.e. the change in their ownership) is done simultaneously with payment. This means that neither the buyer nor the seller is exposed to the risk that the other will default.

Investments, contracts, and agreements may be held in safekeeping with:

- any Federal Reserve bank
- any bank authorized under the laws of the United States or any state to exercise corporate trust powers, including, but not limited to, the bank from which the investment is purchased

The City's ownership of all securities should be evidenced by written acknowledgments identifying the securities by:

- The names of issuers
- The maturity dates
- The interest rates
- Any serial numbers or other distinguishing marks

The City may not invest in securities that are uninsured. Securities will be held in the City's designated accounts under their street names.

**XIV. Investment Credit Rating Degradation**

Credit updates should be completed on all non-insured general obligations (GOs), bankers acceptances and commercial paper with a credit rating that has declined. Credit analysis is necessary to determine if a particular investment is eligible for the City to own as part of prudent portfolio management, as determined on any date that the security is held within the portfolio. If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the Investment Committee shall evaluate the downgrade on a case-by-case basis in order to determine if the security should be held or sold. The Investment Committee will apply the general objectives of safety, liquidity, and yield to make the decision.

**XV. Diversification**

The City will substantially reduce the risk of loss resulting from the over-concentration of assets in a specific maturity, issuer, institution, or class of securities.

Diversification strategies will be implemented with the following constraints:

<u>ISSUER TYPE</u>	<u>% of TOTAL PORTFOLIO</u>
Money Market Funds	50%
Savings/Demand deposits	20%

Bankers Acceptances	10%
Commercial Paper	20%
US Treasury Obligations	100%
GSE-Agency Securities	100%
Municipal Securities:	55%
Non Component Units	20%
With Component Units	35%
Repurchase Agreements	10%
Guaranteed Investment Contracts	By Project

Due to fluctuations in the value of the portfolio, maximum percentages for a particular issuer or investment type may be exceeded at a point in time subsequent to the purchase or maturity of a particular security. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made.

Given the smaller portfolio of the Housing and Redevelopment Authority and the Port Authority, the above restrictions will be waived on any portfolio with specific project needs.

**XVI. Maximum Maturities**

Fund Specific:

- A minimum of five percent of the portfolio will mature under 30 days.
- 85% of total funds will be invested to 5 years and less, and 15% of funds will be laddered out to a maximum of 10 years.
- Total weighted average maturity of total funds will not exceed 3.5 years for the 5 years and less portion.
- Maturities will be diversified to avoid undue concentration of assets in a specific sector.
- An exception to maximum maturity is in reserve funds (per bond indentures), which may be invested to a maturity date that coincides as nearly as practicable with the expected use of the funds.
- Another exception would be the City’s purchase of Component Unit bonds with a longer duration, (up to 20 years) with the approval of the City Council.

**XVII. Internal Control**

The CFO is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments. The internal controls are addressed in the procedures manual.

The City will engage an external auditor for an annual independent review to assure compliance with policies and procedures.

**XVIII. Performance Standards**

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs. The City will have at least 98% of its cash funds earning interest or on deposit to reduce bank fees. The investment portfolio will be structured to meet specific criteria addressing safety, liquidity and yield. The City's reporting system will provide information concerning cash position, investment performance, and percentage of the portfolio that is invested by security issuers and maturity structure.

**XIX. Market Yield/Benchmark**

The City's investment strategy is conservative. The Investment Committee, based on appropriate current indexes and yields reported by similar entities with similar restrictions on investments, will periodically review whether market yields are being achieved.

**XX. Responsibilities of External Investment Managers**

The City may enter into contracts with third-party investment advisory firms when their services are deemed to be beneficial to the City. The advisor must comply with this Investment Policy and may have authority to transact investments on behalf of the City. The advisor may only act on a non- discretionary basis if they are hired to provide transactional services on behalf of the City.

**XXI. Reporting**

The CFO is charged with the responsibility of preparing a periodic investment report. This includes a management summary that provides an analysis of the status of the current investment portfolio, the individual transactions executed over the last period, and a detailed listing of portfolio securities held at the end of the period. The report summarizes data on investments by type, maturity, and call date with associated book values, portfolio percentages, and market values. The report also includes a comparison of City yields to U.S. Treasury benchmarks and other information as requested by the Investment Committee.

**XXII. Investment Policy Adoption**

The City's Investment Policy shall be adopted by resolution by the City Council, Housing and Redevelopment Authority Board and the Port Authority Board. The Policy shall be reviewed on a bi- annual basis by the Investment Committee and any modifications made thereto must be approved by the City Council. The Investment Policy will be consolidated within the Financial Management Policy.

*(Revised 3/3/1997, 1/19/1999, 3/19/2007, 9/14/2009, 12/1/2014)*

# Capital Improvement Program Policy

## Policy Statement:

The Capital Improvement Plan (CIP) is a planning tool based on long-range physical planning and financial projections that forecast the City of Bloomington (City), the Bloomington Port Authority (Port), and Housing and Redevelopment Authority for the City of Bloomington (HRA) capital needs over a ten-year period as building blocks to help achieve the City's strategic vision and mission. The CIP includes a detailed description of every Capital Project over \$50,000 anticipated to be initiated during the ten-year period.

The CIP continues to evolve as project planning needs to respond to strategic community direction. Changes in economic conditions or other project related issues may alter timelines. Funding mechanisms change and projects become more or less feasible based on such funding changes. City management continuously looks for opportunities for efficiency which often change the projected needs for capital.

The CIP neither appropriates funds nor authorizes projects. The City Council must act to initiate each project over \$175,000. The City Manager may initiate projects for less than \$175,000. Projects will only be initiated when sources of funding are available as budgeted.

## Authority:

MINNESOTA STATUTES, SECTION 475.521

Subd 3 (a) A municipality may adopt a capital improvement plan. The plan must cover at least a five-year period beginning with the date of its adoption. The plan must set forth the estimated schedule, timing, and details of specific capital improvements by year, together with the estimated cost, the need for the improvement, and sources of revenue to pay for the improvement. In preparing the capital improvement plan, the governing body must consider for each project and for the overall plan:

- (1) the condition of the municipality's existing infrastructure, including the projected need for repair or replacement;
- (2) the likely demand for the improvement;
- (3) the estimated cost of the improvement;
- (4) the available public resources;
- (5) the level of overlapping debt in the municipality;
- (6) the relative benefits and costs of alternative uses of the funds;
- (7) operating costs of the proposed improvements; and
- (8) alternatives for providing services most efficiently through shared facilities with other municipalities or local government units.

(b) The capital improvement plan and annual amendments to it must be approved by the governing body after public hearing.

## Policy:

- A. The City will develop a multi-year plan for capital improvements and update it annually. The capital amounts that are in operating budgets (General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds) will be approved by the City Council during the annual budget process. Amounts for future capital improvements will be incorporated into each fund's long-term budget model consistent with the Capital Improvement Plan.
- B. The City will develop a realistic and predictable program of capital spending with the projected fiscal capability to finance such projects. The capital spending program shall factor in projected tax capacity, debt retirement and projected general tax levies, avoiding sharp changes in the tax levy or bonded indebtedness.
- C. The City will identify the estimated cost and potential funding sources for each capital project proposal before it is submitted to the Council for approval and in that process will determine the most effective financing method for the proposed project. All construction projects shall include at least a ten percent contingency prior to receiving bids and at least five percent upon acceptance of the bid.
- D. The City will make all capital improvements in accordance with the adopted capital improvement program, or as it is amended by the Council. Capital purchases shall follow the procurement policy for appropriate dollar levels of authorization.
- E. The City will coordinate development of the capital improvement budget with the development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
- F. The City will use inter-governmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and City priorities, and that have operating and maintenance costs that have been included in operating budget forecasts. Intergovernmental loans will be short-term (less than three years) and utilize funds that are not required for operations during the period of the loan.
- G. The City will maintain all its assets at a level adequate to protect the City's and its citizens' capital investment and to minimize future maintenance and replacement costs.
- H. Equipment and building replacement shall be accounted for in an internal service fund with annual charges to operating funds to reflect depreciation based on the useful life of assets. Funds accumulated in these funds shall be used to purchase replacement assets.

*(Revised 1/2/2018, 10/11/2021)*

# Conduit Debt Policy

## General

The City of Bloomington is granted the power to issue conduit revenue bonds and other conduit revenue obligations under Minnesota Statutes, Section 469.152-469.165, as amended, and Minnesota Statutes, Chapter 462C, as amended (the "Conduit Bonds Acts"). The Bloomington City Council, being aware that such financing may prevent the emergence of blighted land, excessive unemployment and the need for redevelopment financing from the State and Federal governments, has expressed its support for the use of such financing but has reserved the right to approve or reject projects on a case-by-case basis. The following criteria have, therefore, been developed as a guide for review of applications:

## Criteria

- a. The project is to be compatible with the overall development plans and objectives of the City and of the neighborhood in which the project is located.
- b. New businesses locating in Bloomington must show relatively substantial new employment and tax base being generated by the project.
- c. Locating in areas of the City that the City wishes to develop, redevelop, or which in any way complements any development plans or policy of the City, will constitute a prime purpose under these guidelines. It is also the City's intent to assist in business expansions or relocations within the City where it can be shown that such would have a substantial, favorable impact on employment or tax base, or both.
- d. It is the City's intent to assist new or existing businesses in the acquisition of existing facilities, where such acquisition will maintain the stability of the tax base, or of employment, or both, and provided that not less than 15% of the portion of the cost of acquiring the existing facility financed with the net proceeds of the conduit bonds is to be used for rehabilitation of the existing facility.
- e. The project must not put a burden on existing City services or utilities beyond that which can be reasonably and economically accommodated.
- f. The applicant (and/or the lessee in the case of property to be leased) must have a good financial standing, show a substantial net worth, or equity in the project, or both, and have an acceptable earnings history or pro forma. Projects are to show in the application for financing an owner equity or other collateral (such as a bank Letter of Credit, a Bankers Acceptance, Pledge of a Certificate of Deposit, insurance company guarantee, or similar security) which will be satisfactory to the end-lender or rating agency, all determined with reference to total project costs, and applicant is to file with the City, if requested, a final statement of total costs and project equity, certified to by an authorized officer or partner, or the individual applicant, said statement to be filed at time of requesting the Final Resolution.
- g. The credit rating and method of offering conduit\* bonds or notes of the City are important considerations. The City will not entertain applications for such financings unless (i) the debt is rated in the "A" category (or better) by a nationally recognized rating agency or (ii) the debt is sold in a private placement. Debt will be considered sold in a private placement (i) if no advertising or solicitation of the general public occurs, and (ii) if the bonds are initially sold to not more than ten purchasers (not including any underwriter or placement agent as a purchaser) and (iii) the City receives written certification from each initial purchaser (or each underwriter or placement agent based on its reasonable belief) that: (a) such



purchaser has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and the risks of the debt, and (b) such purchaser is not purchasing for more than one account or with a view to distributing the debt.

In addition, for a private placement either (a) all bonds or notes (except for one bond or note) must always remain in minimum denominations of not less than \$100,000, or (b) investment letters from not only each initial purchaser, but from any subsequent purchaser must be obtained which contains the above described certifications from the purchasers. Any offering material for a private placement must prominently state in effect that: "THE CITY OF BLOOMINGTON HAS NOT ASSUMED ANY RESPONSIBILITY TO REVIEW THIS OFFERING MATERIAL AND HAS NO RESPONSIBILITY FOR ITS ACCURACY OR COMPLETENESS. THE CITY HAS NO FINANCIAL OBLIGATION OF ANY NATURE WITH RESPECT TO THE OFFERED BONDS."

Finally, to qualify as a private placement the financing documents must require annual financial statements from the benefited private party (or the ultimate provider of credit) to be delivered to each investor (or a trustee).

\*The term "conduit" refers to any type of City revenue obligation the proceeds of which are loaned to a private party and for which the City has no financial obligation.

- h. Applications for acquisition of or replacement of machinery and equipment will be discouraged unless in conjunction with a totally new business in Bloomington, a physical plant expansion of an existing business, or where it is shown that the equipment acquisition is essential to the continued operation of the business in Bloomington. Also, it is the City's intent to assist where possible in the acquisition of pollution control equipment for any new or existing business being required to meet mandated standards.
- i. A further permitted use under these guidelines are projects, whether profit or nonprofit, engaged in providing health care services, including hospitals, nursing homes, and related medical facilities, but only when the following findings can be made:
  - (1) Number of new jobs and related payroll is relatively significant.
  - (2) The project would provide a facility or service, or expansion thereof considered desirable or necessary from a community services standpoint.
  - (3) The project application also meets requirements of paragraph a, e, f and g of these guidelines.

### **Procedures**

- a. The applicant shall make an application for financing on forms available from the Finance Department of the City of Bloomington. The completed application is to be returned to the Chief Financial Officer, accompanied by the processing fee, whereupon the application will be forwarded to the City Council with a Staff recommendation. Specific findings shall be made and recited regarding the criteria as well as satisfaction of public purposes of the Conduit Bonds Acts.
- b. The application cannot be considered by the City until tentative City Code findings and requirements have been made with respect to zoning, building plans, platting, streets and utility services.

- c. The applicant shall submit a timetable for completion of the project as part of the application and any apparent major deviation from that timetable will automatically cause the application to be brought back to the City Council for review. This timetable must relate to the State timetable for entitlement and pool allocations. The financing must be completed within the calendar year for which application is made.
- d. The applicant is to select qualified financial consultants and/or underwriters, as well as legal counsel, to prepare all necessary documents and materials. The City may rely on the opinion of such experts and the application shall be accompanied by a financial analysis (pro forma income statement, debt service coverage, mortgage terms, etc.) by the underwriter as to the economic feasibility of the project and the underwriter's ability to market the financing. Financial material submitted is to also include most recent fiscal year-end, audited, financial statements of the applicant and/or of any major lessee tenant, if readily available.
- e. Further, in the case of the tax exempt mortgage placements, the applicant will be required to furnish the City, before passage of the Final Resolution, a comfort letter (but not necessarily a letter of commitment) from the lending institution, to the effect that said lending institution has reviewed the economic feasibility of the project, including the financial responsibility of the guarantors and find that, in their professional judgment, it is an economically viable project.
- f. The applicant shall furnish along with the application, a description of the project, plat plan, rendering of proposed building, etc., and a brief description of the applicant company, all in such form as shall be required at the time of application. Such of this data as necessary may be furnished to members of the City Council for background information.
- g. If an allocation of bonding authority is required under Minnesota Statutes, Chapter 474A, as amended ("Chapter 47 4A", the applicant shall be required to pay any required application fee and provide any required application deposit as specified in Chapter 474A, without regard to whether the application fee or application deposit will be refunded.
- h. The applicant shall covenant in the applicable conduit bond documents to comply with all applicable requirements of the Internal Revenue Code of 1986, as amended (the "Code"), and the applicable Treasury Regulations, including, but not limited to: (i) the arbitrage and rebate requirements of Section 148 of the Code; and (ii) the qualified bonds provisions of Sections 141(e), 142, 143, 144, and 145 of the Code. The applicant shall be the party responsible for monitoring the conduit bonds for compliance with such requirements and to remediate nonqualified bonds in accordance with the requirements of the Code and applicable Treasury Regulations. The applicant shall be the party responsible for monitoring compliance with the requirements of Section 148 of the Code.
- i. The applicant shall covenant in the applicable conduit bond documents to reimburse the City for all costs paid or incurred by the City (including the fees of attorneys, financial advisors, accountants, and other advisors) as a result of the City's response to or compliance with an audit, inspection, or compliance check (random or otherwise), by the Internal Revenue Service, the Minnesota Department of Revenue, the Minnesota Office of the State Auditor, or any other governmental agency with respect to the conduit bonds or the project financed with the proceeds of the conduit bonds.

### Administrative

- a. The City Council reserves the right to deny any application for financing at any stage of the proceedings prior to adopting the final resolution authorizing issuance of the industrial development financing. The City Council may waive any provision of this Conduit Bonds Policy if the City Council determines that such waiver is in the best interests of the City.
- b. The City is to be reimbursed, and held harmless, for and from any out-of-pocket costs related to the actual or proposed issuance of conduit revenue bonds. In addition, a nonrefundable processing fee of \$5,000 must be submitted with the application. Upon closing, an administrative fee of 0.75% of par is due and payable to the City.

In the case of a refinancing, the administrative fee shall be calculated at 50% of the above schedule. The City will be reimbursed for any technical changes to a bond issue previously issued to be calculated at 25% of the above schedule.

Applications for Host Approval will include a nonrefundable administrative processing fee of \$5,000.

- c. All applications and supporting materials and documents shall remain the property of the City. Note that all such materials may be subject to disclosure and/or public review under applicable provisions of State law.
- d. The Finance Department shall, report all conduit debt issues in the Comprehensive Annual Financial Report in accordance with Generally Accepted Accounting Principles and shall report any material events with regard to all conduit debt issued by the City, and still outstanding, to the City Council.

*(Adopted by City Council - 4/10/78, Revised complete Policy and Criteria - 6/12/78, Sections 1c., 1g. and 1h. amended - 4/09/79, Sections 1b., 1c., 1f., 1g. and 2e. amended - 11/19/79, Section 1i. added - 10/15/80, Section 1f. and 1g. amended - 4/27/81, Section 1f. amended - 8/02/82, Section 1f. amended - 7/25/83, Section 1d. amended, 1j. added, 2d. amended, 2h. added and Section 4 added - 7/30/84, Section 1g., 2b., 2g. and 3d. amended - 4/13/92, Section 3b. - amended 3/15/93, Revised complete Policy 5/17/2010, Section 2h and 2i amended – September 12, 2011; Amended Administrative Section b – 11/18/2019; amended administrative section b – 11/08/2021, fee effective 01/01/2022)*

# Debt Management Policy

## I. Introduction

The City of Bloomington, the Housing and Redevelopment Authority in and for the City of Bloomington (the “HRA”), and the Port Authority of the City of Bloomington (the “Port”) (collectively the “City”) has significant capital improvement program (the “CIP”) requirements, both for the funding of new facilities, the renovation and replacement of existing assets, and other qualified capital purposes such as but not limited to land acquisition, construction, equipment, and other capital requirements as may arise from time to time.

This Debt Management Policy provides guidance for the issuance of bonds and other forms of indebtedness and contingent liabilities (the “Debt Policy”). Contingent liabilities are generally defined as the Bloomington Fire Department Relief Association required pension contributions, and Public Employee Retirement Association (“PERA”), Other Postemployment Benefits (“OPEB”), debt with pledged City levies or taxes where other revenues are the primary source of payment, and interfund loans.

While the issuance of debt is an appropriate method of financing capital projects and major equipment acquisitions, such issuance shall be carefully monitored to preserve the City’s credit strength and to provide the necessary flexibility to fund future capital needs. In addition, the issuance of debt shall be closely aligned with the cash flow requirements of the projects being financed. The City provides funding for its capital program from a variety of resources, including debt which is payable from property tax levies, utility revenues, utility fees, sales taxes, or other such identified revenues. Debt may be double barreled (meaning the debt is secured by multiple revenue sources) with a primary repayment source and a tax levy as a backup.

This Debt Policy shall govern, except as otherwise covered by the City Charter and City Code, the issuance and management of all debt and lease financings funded in the capital markets. While adherence to the Debt Policy is required in applicable circumstances, the City recognizes that changes in the capital markets as well as unforeseen circumstances may from time to time produce situations that are not covered by the Debt Policy and may require modifications or exceptions to achieve City goals. As appropriate, the Chief Financial Officer shall seek City Manager or City Council, or both, direction and approval for such modifications or exceptions.

The City recognizes that one of the attributes of sound financial management is a comprehensive debt management policy. Adherence to a debt management policy signals to residents, credit rating agencies, and the capital markets that a government entity is well managed and will meet its financial obligations in a timely manner. It is an important tool in ensuring that the City maintains appropriate resources and funding capacity to meet both present and future capital needs as well as long term contingent liabilities. The development of a debt management policy is a recommended best practice by the Government Finance Officers Association.

## II. Purpose

The purpose of the City's Debt Policy is to ensure that all financings are completed in a manner such that the City:

- Achieves the lowest cost of capital;
- Preserves the City's high credit triple A ratings;
- Maximizes access to the capital debt markets;
- Preserves financial flexibility;
- Aligns debt repayment to the available cash flows;
- Manages interest rate risk exposure; and
- Limits exposure to third party credit and financial risk.

With respect to managing interest rate risk and the overall cost of capital, the City, in addition to the issuance of long-term fixed rate debt in favorable interest rate environments, may make use of several variable rate instruments and tools to manage its borrowing costs and access to the capital debt markets. While these types of structures and products provide opportunities to lower the cost of borrowing, they also introduce types of risks not found in the fixed rate market that require more intensive and ongoing oversight. To ensure that if the City uses these structures and products in the future prudently and effectively, this policy also provides a framework outlining purposes, procedures and limitations that addresses:

- The management of interest rate risk with respect to the City's debt portfolio;
- The use of variable interest rate debt;
- The use of third-party liquidity facilities; and
- The future use and management of derivative products.

This Debt Policy is for the benefit of the City and no provision of this Debt Policy shall give to any person other than the City any benefit, right, remedy or claim. The City may, at any time and without notice of any sort, amend or supplement the policy in such a manner as approved by the City Council and acknowledged by the Port Authority Board and HRA Board.

## III. Application

This Debt Policy shall apply to any debt issued by the City and its related entities, the HRA and the Port. Indebtedness shall include all long-term general obligation and revenue secured debt. The City's Finance Department will be responsible for ensuring adherence to the Debt Policy.

## IV. Considerations for Debt Issuance

### A. Authorization and Approval

The City is permitted to issue fixed rate obligations, variable rate obligations and to enter into interest rate swaps pursuant to a variety of state statutes. Such debt may be general obligations of the City or revenue debt secured by a specifically identified resources. All long-term debt issuance shall be

approved by the appropriate governing body City, Port, or HRA and in cases where debt is issued by the HRA or Port, the City must also approve the issuance.

The City typically issues debt obligations once or twice a year to fund various capital projects. Generally speaking, the proceeds of the debt obligations issued fund necessary capital projects that are completed over a short term (e.g., 12-24 months) and may reimburse current capital activities. As bond proceeds are depleted, new debt can be issued to provide funding for additional projects. This capital cash-flow borrowing approach is intended to help safeguard against over issuance and unnecessary interest costs. In addition, it encourages a rate of spend-down that is consistent with arbitrage temporary periods and the exceptions to rebate.

The City may also consider borrowing on a “project” basis, where debt is issued upfront to pay for a particular capital project with a multi-year spend-down. This approach may be implemented to lock-in known long-term interest rates, minimize cost of issuance, and facilitate repayment from a specific City entity (such as an enterprise).

#### B. Guidelines for Funding the Capital Improvement Program with Debt

Capital program and general obligation debt issuance should be managed so that the property tax levy remains relatively consistent from year to year, contingencies and unforeseen emergencies can be addressed. The overall calculated debt service levy should not exceed 15 percent (15%) of the total annual property tax levy of the City, unless debt issuance is necessary for significant City facilities (e.g. Fire Stations and Public Works Garage).

Bonding should not be used to fund (i) on-going operations, (ii) projects smaller than \$50,000, the threshold for projects to be included in the CIP document, and (iii) projects for which the life expectancy of the project does not exceed the average maturity of the bonds.

To maintain its AAA ratings, the City generally considers the following guidelines when deciding how much additional long-term City general obligation debt to issue in the ten-year CIP period:

##### Overall Debt Per Capita:

Total net general obligation debt net of utilities supported debt, tax increment supported debt, and any debt supported by other pledged revenues like special assessments shall not exceed seventy-five percent (75%) of the per capita debt limit for the current year. Per Capita Debt Limit is calculated using 3% of the estimated market value of all properties in the City divided by the population.

#### C. Credit Rating Objectives

As of 2022, the City has the highest possible long-term credit ratings for its general obligation bonds from three of the major rating agencies: Fitch Ratings (AAA), Moody’s Investors Service (Aaa), and Standard & Poor’s Ratings (AAA). The HRA and Port’s bonds could be similarly rated if the City’s General Obligation (“GO”) tax levy is pledged. Revenue Bonds are rated based on the strength of the revenues pledged for that bond issue. Annual appropriation bonds are usually one or two notches below the City’s GO rating to reflect that ability of the City to non-appropriate. Bank Loans typically do not require a rating but is dependent on the transaction and the lender.

These ratings enable the City to borrow at the lowest interest cost and are a reflection of the City's strong management, favorable economy, financial control practices, high liquidity and reasonable debt levels. The City's Chief Financial Officer shall determine the number and firms that will provide credit ratings on each issue of City debt. The Chief Financial Officer will regularly brief rating agency analysts on information relevant to their credit analysis, as well as proactively inform the agencies of material changes in financial condition and/or developing events that may influence outstanding or future ratings. The City shall strive to maintain its strong financial management practices and resultant high ratings.

## V. Debt Issuance and Management

### A. Types of Debt Permitted

To the extent authorized by state and federal law, the City may issue the types of debt outlined below.

i. Tax Status – The City should generally issue debt on a tax-exempt basis whenever permissible under federal tax law. However, the City should compare tax-exempt obligations versus taxable obligations to provide flexibility in financing various types of capital improvements.

ii. Fixed Rate Debt - The City may issue debt with a rate of interest that is fixed at the time of issuance in the following forms:

- General obligation bonds;
- Limited tax bonds;
- Revenue bonds; and
- Other forms as allowed by federal and state laws.

iii. Variable Rate Debt - The City may issue debt with a rate of interest that varies and that is set via a periodic remarketing of the securities by a remarketing agent or according to a pre-determined formula based on a spread to an interest rate index. This debt may be issued in the following forms:

- General obligation bonds;
- Limited tax bonds;
- Revenue bonds;
- Commercial paper;
- Floating rate notes; and
- Other forms as allowed by federal and state laws.

iv. Use and Allocation of Fixed and Variable Rate Debt - The City will make determinations and allocations among the different types and modes of debt based on cost/benefit and risk factors, including but not limited to the following:

- Interest cost and market conditions;
- Self-liquidity costs and capacity as discussed elsewhere in this Policy;
- Cost and availability of third-party liquidity;
- Exposure and/or concentration to third-party credit and financial risk;

- Integration of fixed rate and alternative modes of variable rate debt within the framework of this Policy; and
- Risk to taxpayers (debt funded 100% by ad valorem taxation should look to a stable repayment where revenue streams may benefit from variability).

See Section VI. **Variable Rate Debt Exposure and Liquidity** for standards relating to the use of variable rate debt, limitations on variable rate exposure and the use of liquidity facilities.

## B. Structuring Considerations

i. Term and Repayment - Principal payment schedules will not exceed the average economic life of the asset being financed, the limits of state and/or federal law, or related bond covenants. Principal and interest payments will be structured within the revenues available for debt service. With respect to refunding debt issued solely to achieve economic savings, the final maturity should not exceed the final maturity of the debt being refunded.

ii. Debt Service Payment Structure - In general, City debt should be structured to produce level annual debt service payments. Debt service for non-property tax supported debt should be structured to match the revenue stream used for repayment.

iii. Coupon Structure - City debt can be structured using original issue discount, par or original issue premium coupons or any combination thereof within any limitations in statute or the resolution authorizing a bond issue. The permitting couponing structure will be determined in consultation with the City's municipal advisor.

iv. Optional Redemption Provisions - All City debt issues will include an option for the City to redeem the outstanding principal after a specific date at a price at or above par. Exceptions will be shorter term obligations (typically less than 10 years) for which inclusion of an optional redemption feature may have an adverse impact on the interest rate or marketability of the debt. The optional redemption provisions will be determined in consultation with the City's municipal advisor and should consider, among other market factors, the following:

- Special requirements of the City due to program or business conditions; and
- The earliest date at which bonds may be redeemed at the lowest price which does not have a material adverse impact on the price or marketability of the bonds.

v. Serial and Term Bonds - City debt may be structured with serial or term bonds or any combination thereof. All terms bonds shall be subject to mandatory annual sinking fund redemptions.

vi. Credit Enhancement - Normally, due to the high ratings on City general obligation debt, credit enhancement in the form of third party guarantees ensuring timely payment of debt service will not be cost effective. Such credit enhancement may be beneficial on certain revenue secured obligations, variable rate debt, or other specially secured debt. If finance staff determines that credit enhancement may be financially beneficial, providers of such enhancement will typically be selected by competitive proposal.



### C. Method of Sale

Debt issues of the City may be sold by competitive, negotiated, or private placement sale methods unless otherwise limited by state law. The selected method of sale will be the option that is expected to result in the lowest cost and most favorable terms given the debt structure used, market conditions and prior experience.

The City will use the competitive sale method unless there are compelling reasons which indicate that a negotiated sales or private placement would have a more favorable result. Circumstances that might cause consideration of a negotiated sale or private placement include:

- A need for special premarketing efforts, such as for a new credit structure;
- A below investment grade or no credit rating;
- A complex security structure or other transaction features;
- Factors that are expected to result in a lack of competitive bids; or
- A proprietary or innovative financing concept brought to the City.

For example, market conventions for variable rate transactions, including bonding for the City's Affordable Housing Trust Fund, are such that a negotiated sale is typically pursued. The City has a separate policy specifically for conduit bonds.

### D. Refundings and Restructurings

The City and its municipal advisor will monitor its outstanding debt in relation to existing conditions in the capital markets. The City will consider refunding outstanding debt on either a current or advance (if the IRS provides for the ability to use advance refundings in the future) basis in order to (i) achieve debt service savings, (ii) restructure outstanding principal, and/or (iii) eliminate burdensome bond covenants. Due to federal tax law changes effective in January 2018, tax-exempt advance refundings are no longer permitted although taxable advance refundings and the use of other financial products that provide similar results of a tax-exempt advance refunding are still allowed.

Advance refundings undertaken to achieve debt service savings should demonstrate savings sufficient to meet, at a minimum, the state law requirement that net present value savings equal at least three percent (3%) of refunded interest. The manner in which debt service savings are realized (upfront or on an annual basis) should be determined based upon the financial needs of the City. In most instances upfront savings will be used to reduce property levy support (one time), while an annual savings structure will be used to reduce ongoing revenue or appropriation requirements.

Refundings involving a restructuring of principal will be considered if there is no expected adverse impact on credit ratings or credit perception of the issue, or if the City can achieve a more favorable matching of revenues or other pledged resources to debt service payments. When restructuring principal, the City will seek to minimize the amount of refunding debt to be issued, along with possible interest savings as mentioned above. Therefore, savings should be sufficient to offset potential reduced future refunding flexibility.

Refundings undertaken to accomplish a change of legal covenants or to make pledged revenues available for other purposes should be considered only after an evaluation of the economic effects to

the City as measured by the net present value of savings inclusive of cash contributions and/or debt service reserve fund earnings, if any. Such economic effects include:

- Limitations imposed by the Internal Revenue Code;
- Use of reserves;
- Future financing capacity;
- Future marketability of City debt; and
- Credit ratings which may be related to the specific circumstances of the refunding.

Debt service reserve funds that are released as a result of a refunding shall typically be used as a source of funds for that transaction, but in all cases shall not be used to pay operating expenses.

#### E. Debt Service Reserve Funds

Debt service reserve funds funded from proceeds of bonds or available cash may be created to provide an additional source of security for City revenue bonds. Since such reserve funds are subject to arbitrage rebate regulations, they should only be used when necessary to market a specific type of debt, achieve a desired credit rating or provide a source of liquidity for a debt issue. Such reserves will be pledged to the bondholders.

In certain cases, the City may establish an internal debt fund held by the City to provide a contingency reserve that is not pledged to bondholders. This is typically done in cases where a third party is providing part of the funds used for repayment and the bonds are tax-exempt.

#### F. Investment of Proceeds

Proceeds of debt issues will be invested in accordance with state law, the City's investment policy and any specific requirements contained in bond indentures or resolutions. Investments will be managed to maximize interest earned, subject to legal covenants, liquidity requirements and tax law limitations.

#### G. Rating Agency Coordination

The Chief Financial Officer will be responsible, on behalf of the City, the HRA, and the Port, for the communication of information to the rating agencies, keeping the rating agencies informed of significant developments throughout the year, and for the scheduling of rating agency calls or visits, or both.

#### H. Selection and Use of Professional Service Providers

The City will maintain ongoing agreements with certain professionals related to the issuance and management of its debt portfolio.

It will be the practice of the City to retain an independent, registered municipal advisor to provide services related to the structuring, rating, and issuance of all debt issues of the City. To ensure that there will be no conflict of interest, municipal advisors will not be permitted to underwrite debt issues of the City for which they provide municipal advisory services. Municipal advisors will be selected through a competitive process.

The Finance Department staff will work with the City Attorney's Office to select and retain bond counsel. Bond counsel's role is to render opinions on the validity, enforceability, and tax-exempt status of City

debt issues, prepare all necessary resolutions, agreements and other legal documents, advise on all relevant state law issues, advise on all federal tax matters, as well as debt issuance matters generally. Bond counsel will be selected through a competitive process.

The Chief Financial Officer shall periodically solicit for providers of other services necessary to carry out the debt issuance activities of the City, including but not limited to underwriters, remarketing agents, dealers, liquidity providers, paying agents (the City is the paying agent on outstanding debt), escrow agents, verification agents and trustees.

The criteria for selection of all professional service providers will consider factors such as experience and qualifications, depth of staff, availability and location, and costs. Periodic reviews of the fees, quality of service and performance of such firms shall be completed by staff.

Annually, the City Council, the HRA Board, and the Port Authority Board will designate the City's Municipal Advisor and Bond Counsel.

## VI. Variable Rate Debt Exposure and Liquidity

### A. Rationale for Use of Variable Rate Debt

Variable rate debt may be utilized as part of a strategy to achieve the following objectives:

- Reduce borrowing costs by creating an exposure to short-term interest rates as compared to historically higher long-term fixed interest rates, especially when long-term fixed rates are high;
- Mitigate the interest rate risk of the City's asset and liability profile by creating short-term interest rate debt exposure to balance short-term interest rate exposure of the City's investment portfolio;
- Maintain the integrity of the City's investment portfolio by utilizing short-term taxable debt to bridge the low points of the City's cash flow, if economically beneficial; and
- Diversify the City's debt portfolio by introducing debt instruments that have a historically different investor base and risk profile.

### B. Limitation on Variable Rate Exposure and Interest Rate Risk Management

The amount of the City's variable rate exposure shall be limited to no more than 10% of the total outstanding principal of all outstanding general obligation bonds. The variable rate exposure risk may not exceed 25% of the total outstanding principal of all outstanding non-general obligation bonds.

State statutes requires that debt service for all general obligation bonds payable from unlimited ad valorem property taxes be levied at 105% of the amount due in each year. In addition, certain sales taxes used to pay for statutorily authorized purposes may accumulate funds that can only be used for those limited purposes. The City shall budget conservatively for variable rate interest payments and may utilize the excess interest and/or other legally available funds to periodically prepay outstanding variable rate principal when beneficial.

### C. Liquidity Facilities for Variable Rate Debt

Third-Party Liquidity Facilities – The use of third-party liquidity providers should be carefully considered due to the additional risks associated with such products, including exposure to the providers and renewal risk. Where the use of third-party providers is useful or appropriate, the City will consider the following factors in selecting a provider:

- Type of liquidity facility – Different forms of liquidity should be evaluated in order to balance the protection offered against the costs associated with each. These forms may include, but are not limited to, standby bond purchase agreements, direct pay letters of credit and lines of credit.
- Provider credit ratings – The City shall generally seek out liquidity providers that have the highest short-term ratings.
- Agreements between the provider and the City – The City should seek providers willing to accept contractual provisions most favorable to the City, such as term, interest rate and repayment/reimbursement provisions, default and termination events, and pass-through costs from the provider.
- Provider trading values – The City shall seek information from its municipal advisor and other market participants, as appropriate, on anticipated trading levels and general market acceptance of bonds secured by various providers.
- Costs – All costs associated with a proposed liquidity facility, including commitment fees, standby fees, draw fees, legal fees and interest rates charged when a draw occurs will be considered.
- Term of the facility – The City shall generally select the provider offering the longest term of a facility when all other factors are equal.

## VII. General Provisions

### A. Arbitrage Rebate Compliance

The City will comply with all arbitrage rebate requirements as established by the Internal Revenue Service. This effort shall include tracking investment earnings on bond proceeds, calculating rebate payments in compliance with tax laws, and rebating positive arbitrage earnings, if any, to the federal government in a timely manner in order to preserve the tax-exempt status of the City's outstanding bonds. The City may use outside professionals, including its bond counsel and municipal advisor, to assist in preparing such reports, completing the necessary forms and making payments, if any.

### B. Primary and Continuing Market Disclosure

Official statements, offering memoranda, financial reports, and other financial disclosure materials, including continuing disclosure will be prepared and disseminated in a timely fashion and in accordance with relevant bond documents, regulatory requirements, and industry best practices. The City has adopted internal policies and procedures with respect to its disclosure activities.

### C. Post-Issuance Compliance

The City has adopted a Post Issuance Compliance Policy designed to assist in ensuring compliance with federal tax laws over the term of each series of tax-exempt bonds.

#### D. Dodd-Frank and Related Regulatory Compliance

The City shall implement this policy in compliance with the Dodd-Frank Wall Street Reform and Consumer Protection Act (the “Dodd-Frank Act”) and its related regulatory reforms. To this end, the City shall engage one or more registered municipal advisors to provide advice with respect to debt issuance activities. Such engagement will include the evaluation of proposals made to the City by third parties. The City will make a representation to the appropriate third party that its municipal advisor is serving as an Independent Registered Municipal Advisor (an “IRMA”) and that the City will independently evaluate and take into account the advice of its municipal advisor in the review of such proposals.

#### E. Policy Review and Revision

The City shall periodically review and update this policy at least every five years to ensure that the Debt Policy meets all statutory, regulatory, or other requirements, as well as the City’s fundamental objectives of prudent debt and interest rate risk management. The changes and updates made shall be approved by the City Council prior to taking effect as part of the policy.

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Effective Date: 11/28/22

Reviewed: 11-2022

Revised: 11-2022

*(05-2002, Revised 11-2022)*

Policy should be updated every 5 years.

# Post-Issuance Compliance Policy for Tax-Exempt Governmental Bonds

The City of Bloomington (the “City”) issues tax-exempt governmental bonds to finance capital improvements. As an issuer of tax-exempt governmental bonds, the City is required: (i) by the terms of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended (the “Code”), and the Treasury Regulations promulgated thereunder (the “Treasury Regulations”), to take certain actions subsequent to the issuance of such bonds to ensure the continuing tax-exempt status of such bonds; (ii) by the terms of Section 6001 of the Code and Section 1.6001-1(a) of the Treasury Regulations, to satisfy certain record retention requirements with respect to its tax-exempt governmental bonds; and (iii) by the terms of Securities and Exchange Commission Regulation, 17 C.F.R. Section 240.15c2-12, as in effect and interpreted from time to time (“Rule 15c2-12”), to satisfy certain continuing disclosure obligations with respect to its governmental bonds (whether tax-exempt or taxable). This Post-Issuance Compliance Procedure and Policy for Tax-Exempt Governmental Bonds (the “Policy”) has been approved and adopted by the City to ensure that the City complies with its post-issuance compliance obligations under applicable provisions of the Code and Treasury Regulations. Occasionally the Housing and Redevelopment Authority in and for the City of Bloomington, Minnesota (the “HRA”) and the Port Authority of the City of Bloomington, Minnesota (the “Port Authority”) issue governmental bonds to finance capital improvements. The term “City” as used in this Policy includes the HRA and the Port Authority with respect to their issuances of governmental bonds.

1. Effective Date and Term. The effective date of this Policy is the date of approval by the City Council of the City (September 12, 2011) and shall remain in effect until superseded or terminated by action of the City Council of the City. This Policy amends and restates the Post-Issuance Compliance Procedure and Policy for Tax-Exempt Governmental Bonds adopted by the City Council of the City on June 22, 2009.
2. Responsible Parties. The Chief Financial Officer of the City shall be the party primarily responsible for ensuring that the City successfully carries out its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations. The Chief Financial Officer will be assisted by the staff of the Finance Department of the City and by other City staff and officials when appropriate. The Chief Financial Officer of the City will also be assisted in carrying out post-issuance compliance requirements by the following organizations:
  - a. Bond Counsel (the law firm primarily responsible for providing bond counsel services for the City);
  - b. Municipal Advisor (the organization primarily responsible for providing municipal advisor services to the City);
  - c. Paying Agent (the person, organization, or City officer primarily responsible for providing paying agent services for the City); and
  - d. Rebate Analyst (the organization primarily responsible for providing rebate analyst services for the City).

The Chief Financial Officer shall be responsible for assigning post-issuance compliance responsibilities to members of the Finance Department, other staff of the City, Bond Counsel, Municipal Advisor, Paying Agent, and Rebate Analyst. The Chief Financial Officer shall utilize such

other professional service organizations as are necessary to ensure compliance with the post-issuance compliance requirements of the City. The Chief Financial Officer shall provide training and educational resources to City staff who are responsible for ensuring compliance with any portion of the post-issuance compliance requirements of this Policy.

3. Post-Issuance Compliance Actions. The Chief Financial Officer shall take the following post-issuance compliance actions or shall verify that the following post-issuance compliance actions have been taken on behalf of the City with respect to each issue of tax-exempt governmental bonds issued by the City:
  - a. The Chief Financial Officer shall prepare a transcript of principal documents (this action will be the primary responsibility of Bond Counsel).
  - b. The Chief Financial Officer shall file with the Internal Revenue Service (the "IRS"), within the time limit imposed by Section 149(e) of the Code and applicable Treasury Regulations, an Information Return for Tax-Exempt Governmental Obligations, Form 8038-G, or successor form ("Form 8038-G") (this action will be the primary responsibility of Bond Counsel).
  - c. The Chief Financial Officer shall prepare an "allocation memorandum" for each issue of tax-exempt governmental bonds in accordance with the provisions of Treasury Regulations, Section 1.148-6(d)(1), that accounts for the allocation of the proceeds of the tax-exempt bonds to expenditures not later than the earlier of:
    - (i) eighteen (18) months after the later of (A) the date the expenditure is paid, or (B) the date the project, if any, that is financed by the tax-exempt bond issue is placed in service; or
    - (ii) the date sixty (60) days after the earlier of (A) the fifth anniversary of the issue date of the tax-exempt bond issue, or (B) the date sixty (60) days after the retirement of the tax-exempt bond issue.

Preparation of the allocation memorandum will be the primary responsibility of the Chief Financial Officer (in consultation with the Municipal Advisor and Bond Counsel).

- d. The Chief Financial Officer, in consultation with Bond Counsel, shall identify proceeds of tax-exempt governmental bonds that must be yield-restricted and shall monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted. (e) In consultation with Bond Counsel, the Chief Financial Officer shall determine whether the City is subject to the rebate requirements of Section 148(f) of the Code with respect to each issue of tax-exempt governmental bonds. In consultation with Bond Counsel, the Chief Financial Officer shall determine, with respect to each issue of tax-exempt governmental bonds of the City, whether the City is eligible for any of the temporary periods for unrestricted investments and is eligible for any of the spending exceptions to the rebate requirements. The Chief Financial Officer shall contact the Rebate Analyst (and, if appropriate, Bond Counsel) prior to the fifth anniversary of the date of issuance of each issue of tax-exempt governmental bonds of the City and each fifth anniversary thereafter to arrange for calculations of the rebate requirements with respect to such tax-exempt governmental bonds. If a rebate

payment is required to be paid by the City, the Chief Financial Officer shall prepare or cause to be prepared the Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate, Form 8038-T, or successor form ("Form 8038-T"), and submit such Form 8038-T to the IRS with the required rebate payment. If the City is authorized to recover a rebate payment previously paid, the Chief Financial Officer shall prepare or cause to be prepared the Request for Recovery of Overpayments Under Arbitrage Rebate Provisions, Form 8038-R, or successor form ("Form 8038-R"), with respect to such rebate recovery, and submit such Form 8038-R to the IRS.

4. Procedures for Monitoring, Verification, and Inspections. The Chief Financial Officer shall institute such procedures as the Chief Financial Officer shall deem necessary and appropriate to monitor the use of the proceeds of tax-exempt governmental bonds issued by the City, to verify that certain post-issuance compliance actions have been taken by the City, and to provide for the inspection of the facilities financed with the proceeds of such bonds. At a minimum, the Chief Financial Officer shall establish the following procedures:
  - a. The Chief Financial Officer shall monitor the use of the proceeds of tax-exempt governmental bonds to: (i) ensure compliance with the expenditure and investment requirements under the temporary period provisions set forth in Treasury Regulations, Section 1.148-2(e); (ii) ensure compliance with the safe harbor restrictions on the acquisition of investments set forth in Treasury Regulations, Section 1.148-5(d); (iii) ensure that the investments of any yield-restricted funds do not exceed the yield to which such investments are restricted; and (iv) determine whether there has been compliance with the spend-down requirements under the spending exceptions to the rebate requirements set forth in Treasury Regulations, Section 1.148-7.
  - b. The Chief Financial Officer shall monitor the use of all bond-financed facilities in order to: (i) determine whether private business uses of bond-financed facilities have exceeded the de minimus limits set forth in Section 141(b) of the Code as a result of leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons; and (ii) determine whether private security or payments that exceed the de minimus limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such bond-financed facilities. The Chief Financial Officer shall provide training and educational resources to any City staff who have the primary responsibility for the operation, maintenance, or inspection of bond-financed facilities with regard to the limitations on the private business use of bond-financed facilities and as to the limitations on the private security or payments with respect to bond-financed facilities.
  - c. The Chief Financial Officer shall undertake the following with respect to each outstanding issue of tax-exempt governmental bonds of the City: (i) an annual review of the books and records maintained by the City with respect to such bonds; and (ii) an annual physical inspection of the facilities financed with the proceeds of such bonds, conducted by the Chief Financial Officer with the assistance with any City staff who have the primary responsibility for the operation, maintenance, or inspection of such bond-financed facilities.



5. Record Retention Requirements. The Chief Financial Officer shall collect and retain the following records with respect to each issue of tax-exempt governmental bonds of the City and with respect to the facilities financed with the proceeds of such bonds: (i) audited financial statements of the City; (ii) appraisals, demand surveys, or feasibility studies with respect to the facilities to be financed with the proceeds of such bonds; (iii) publications, brochures, and newspaper articles related to the bond financing; (iv) trustee or paying agent statements; (v) records of all investments and the gains (or losses) from such investments; (vi) paying agent or trustee statements regarding investments and investment earnings; (vii) reimbursement resolutions and expenditures reimbursed with the proceeds of such bonds; (viii) allocations of proceeds to expenditures (including costs of issuance) and the dates and amounts of such expenditures (including requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks with respect to such expenditures); (ix) contracts entered into for the construction, renovation, or purchase of bond-financed facilities; (x) an asset list or schedule of all bond-financed depreciable property and any depreciation schedules with respect to such assets or property; (xi) records of the purchases and sales of bond-financed assets; (xii) private business uses of bond-financed facilities that arise subsequent to the date of issue through leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons and copies of any such agreements or instruments; (xiii) arbitrage rebate reports and records of rebate and yield reduction payments; (xiv) resolutions or other actions taken by the governing body subsequent to the date of issue with respect to such bonds; (xv) formal elections authorized by the Code or Treasury Regulations that are taken with respect to such bonds; (xvi) relevant correspondence, including letters, faxes or emails, relating to such bonds; (xvii) documents related to guaranteed investment contracts or certificates of deposit, credit enhancement transactions, and financial derivatives entered into subsequent to the date of issue; (xviii) bidding of financial products for investment securities; (xix) copies of all Form 8038-Gs, Form 8038-Ts, and Form 8038-Rs filed with the IRS and any other forms or documents filed with the IRS; (xx) the transcript prepared with respect to such tax-exempt governmental bonds, including but not limited to (a) official statements, private placement documents, or other offering documents, (b) minutes and resolutions, orders, or ordinances or other similar authorization for the issuance of such bonds, and (c) certification of the issue price of such bonds; and (xxi) documents related to government grants associated with the construction, renovation, or purchase of bond-financed facilities.

The records collected by the Chief Financial Officer shall be stored in any format deemed appropriate by the Chief Financial Officer and shall be retained for a period equal to the life of the tax-exempt governmental bonds with respect to which the records are collected (which shall include the life of any bonds issued to refund any portion of such tax-exempt governmental bonds or to refund any refunding bonds) plus three (3) years. The Chief Financial Officer shall also collect and retain reports of any IRS examination of the City or any of its bond financings.

6. Remedies. In consultation with Bond Counsel, the Chief Financial Officer shall become acquainted with the remedial actions (including redemption or defeasance) under Treasury Regulations, Section 1.141-12, to be utilized in the event that private business use of bond-financed facilities exceeds the de minimis limits under Section 141(b)(1) of the Code. In consultation with Bond Counsel, the Chief Financial Officer shall become acquainted with the Tax Exempt Bonds Voluntary Closing Agreement

Program described in Internal Revenue Manual, Part 7.2, to be utilized as a means for an issuer to correct any post-issuance infractions of the Code and Treasury Regulations with respect to outstanding tax-exempt bonds.

7. Continuing Disclosure Obligations. In addition to its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations, the City has agreed to provide continuing disclosure, such as annual financial information and material event notices, pursuant to a continuing disclosure certificate or similar document (the “Continuing Disclosure Document”) prepared by Bond Counsel and made a part of the transcript with respect to each issue of bonds of the City that is subject to such continuing disclosure requirements. The Continuing Disclosure Documents are executed by the City to assist the underwriters of the City’s bonds in meeting their obligations under Rule 15c2-12. The continuing disclosure obligations of the City are governed by the Continuing Disclosure Documents and by the terms of Rule 15c2-12. The Chief Financial Officer is primarily responsible for undertaking such continuing disclosure obligations and to monitor compliance with such obligations.
8. Other Post-Issuance Actions. If, in consultation with Bond Counsel, Municipal Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Chief Financial Officer determines that any additional action not identified in this Policy must be taken by the Chief Financial Officer to ensure the continuing tax-exempt status of any issue of governmental bonds of the City or to ensure the continuing compliance by the City with applicable federal and state securities laws, the Chief Financial Officer shall take such action if the Chief Financial Officer has the authority to do so. If, after consultation with Bond Counsel, Municipal Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Chief Financial Officer and the City Manager determine that this Policy must be amended or supplemented to ensure the continuing tax-exempt status of any issue of governmental bonds of the City or to ensure continuing compliance with applicable federal and state securities laws, the City Manager shall recommend to the City Council that this Policy be so amended or supplemented.
9. Taxable Governmental Bonds. Most of the provisions of this Policy, other than the provisions of Section 7, are not applicable to governmental bonds the interest on which is includable in gross income for federal income tax purposes. On the other hand, if an issue of taxable governmental bonds is later refunded with the proceeds of an issue of tax-exempt governmental refunding bonds, then the uses of the proceeds of the taxable governmental bonds and the uses of the facilities financed with the proceeds of the taxable governmental bonds will be relevant to the tax-exempt status of the governmental refunding bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental bonds may be refunded, in whole or in part, with the proceeds of an issue of tax-exempt governmental bonds then, for purposes of this Policy, the Chief Financial Officer shall treat the issue of taxable governmental bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of this Policy with respect to such taxable governmental bonds. The Chief Financial Officer shall seek the advice of Bond Counsel as to whether there is any reasonable possibility of issuing tax-exempt governmental bonds to refund an issue of taxable governmental bonds.
10. Qualified 501(c)(3) Bonds. If the City issues bonds to finance a facility to be owned by the City but which may be used, in whole or in

substantial part, by a nongovernmental organization that is exempt from federal income taxation under Section 501(a) of the Code as a result of the application of Section 501(c)(3) of the Code (a “501(c)(3) Organization”), the City may elect to issue the bonds as “qualified 501(c)(3) bonds” the interest on which is exempt from federal income taxation under Sections 103 and 145 of the Code and applicable Treasury Regulations. Although such qualified 501(c)(3) bonds are not governmental bonds, at the election of the Chief Financial Officer, for purposes of this Policy, the Chief Financial Officer shall treat such issue of qualified 501(c)(3) bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of this Policy with respect to such qualified 501(c)(3) bonds to the extent deemed necessary or appropriate by the Finance Officer.

*(Policy Adopted by the City Council June 22, 2009. Revised and Restated September 12, 2011, with amendments to sections 1, 5-7, and 9-10. Revised January 27, 2020)*

# Abatement District Policy

The City of Bloomington is authorized by Minnesota Statutes Sections 469.1812 to 469.1815 (the “Abatement Act”) to grant an abatement of taxes imposed by the City of Bloomington on a parcel of property, or defer the payment of the taxes and abate the interest and penalty that would otherwise apply if:

- A. It expects the benefits to the City of Bloomington of the proposed abatement agreement to at least equal the costs to the City of Bloomington of the proposed agreement or intends the abatement to phase in a property tax increase; and
- B. It finds that doing so is in the public interest because it will:
  - 1. Increase or preserve tax base;
  - 2. Provide employment opportunities in the City of Bloomington;
  - 3. Provide or help acquire or construct public facilities;
  - 4. Help develop or renew blighted areas;
  - 5. Help provide access to services for residents of the City of Bloomington;
  - 6. Finance or provide public infrastructure; or
  - 7. Phase in a property tax increase on the parcel resulting from the increase of 50 percent or more in one year on the estimated market value of the parcel other than increase attributable to improvement of the parcel.
- C. The total amount of property taxes abated by the City of Bloomington in any one year may not exceed the greater of ten percent of the net tax capacity of the City for taxes payable in the year in which the abatement applies or \$200,000 if levy is less than \$2,000,000.
- D. Any new abatement district or new tax increment district shall not exceed the monetary limitations set forth in Section 4 of the City’s Tax Increment Policy.
- E. The City of Bloomington will consider all proposals eligible for abatement districts before adopting an abatement district for any project. The City may grant an abatement for a period no longer than fifteen years. The duration may increase to twenty years in the event either the school district or the county chooses to decline the abatement or if 90 days pass after the school district or the county receive the City’s abatement request and no response is provided.
- F. The Business Subsidy Law, M.S. Sections 116J.993 to 116J.995 as amended requires local government agencies to adopt criteria for awarding business subsidies grants of \$25,000 or more or loans of \$75,000 or more. Unless an exception to the Business Subsidy Law applies, tax abatement will be considered a business subsidy.
- G. The proceeds of bonds secured with abatements may be used to (1) pay for public improvements that benefit the property, (2) acquire and convey land or other property as provided in Section 469.1814, subd. 5 of the Abatement Act, (3) to reimburse the property owner for the cost of improvements made to the property, or (4) to pay the cost of issuance of the bonds.

- H. Data Practices Law. The City is a governmental body and is subject to the requirements of Minnesota Statutes Chapter 13 (the “Minnesota Government Data Practices Act”). Some of the data provided by the applicant to the City as part of the application for tax abatement may be required to be disclosed if requested pursuant to the Minnesota Government Data Practices Act.
- I. Amendments to Abatement Act. The references to the Abatement Act in this Abatement District Policy shall include any and all amendments to the Abatement Act that are made after this Policy is adopted.

*(Revised 5/20/2002, 11/19/2007, 01/27/2020)*

# Tax Increment Policy

*For the purpose of this Policy, the term “City” or “City of Bloomington” includes the City of Bloomington, the Housing and Redevelopment Authority in and for the City of Bloomington (HRA), and the Port Authority for the City of Bloomington (Port Authority).*

The City of Bloomington is granted the power to utilize Tax Increment Financing (TIF) pursuant to the Minnesota Tax Increment Financing Act, Minnesota State Statutes 469.174 through 469.1794. The fundamental purpose of TIF is to encourage desirable development or redevelopment that would otherwise not occur but for the assistance provided through TIF.

**Policy Purpose:** To establish the City of Bloomington’s position relating to the use of Tax Increment Financing for private development above and beyond the requirements and limitations set forth by State Law. This policy shall be used as a framework for the review and processing of TIF applications in an equitable and consistent manner.

**Objectives:** Tax increment financing uses the increased property taxes generated by new real estate development within a tax increment district to pay for certain eligible costs associated with the development. As a matter of adopted policy, the City will consider using TIF to assist private development projects that will achieve one or more of the following objectives:

- To create opportunities for affordable housing, with an array of housing choices that meet the needs of current residents, and attract new residents to the City.
- Projects that improve the quality of life in the City by providing a desirable good or service and address an unmet demand in the community.
- To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
- Projects that provide value in the forms of needed transportation and other utility infrastructure improvement that would be completed in conjunction with the project.
- To facilitate the development process and to achieve development on sites which would not otherwise be developed but for the use of TIF.
- To support neighborhood retail services, commercial nodes, and employment.
- To contribute to the implementation of other public policies, as adopted by the City from time to time, such as the promotion of quality urban or architectural design, energy conservation, sustainability, and decreasing capital and/or operating costs of local government.
- To remove blight and/or encourage redevelopment of commercial and industrial areas in the City that will result in high quality redevelopment and private reinvestment.
- To encourage additional private development in the area, directly or indirectly, through “spin off” development.
- To offset increased costs of redevelopment (such as, contaminated site clean-up) over and above the costs normally incurred in development.
- To promote development consistent with the City’s Comprehensive Plan.

General TIF Policies

1. The City Council is the coordinating governmental unit in the City of Bloomington for the review and fiscal control of all tax increment financing within the City.
2. Each proposed project must satisfy at least one of the objectives set forth above.
3. Tax increment financed projects, and all other capital projects, of the Port Authority and the HRA shall be included in the City's 5-Year Capital Improvement Program each year for prioritizing.
4. The City will not approve any new tax increment district if the resulting total projected captured increment tax capacity (net of the City's estimated contribution to the fiscal disparities pool) of all tax increment districts and abatement districts in the City (including the proposed district, but excluding TIF Project Numbers 1359 and 1369) exceeds 15.0 % of the total projected net tax capacity of all taxable property (including the proposed district) in the City (termed "Tax Capacity Used for Local Rate" by Hennepin County Taxpayer Services). Further, to allow for flexibility in the future this 15.0% shall be considered allocated between the City and the component governmental units within the ranges expressed below:

City	0.0% to 5.0%
Port Authority	0.0% to 5.0%
HRA	0.0% to 5.0%
Total	0.0% to 15.00%

*Any proposed alteration of this allocation can only be changed by a super majority (5/6 vote) of a committee comprised of the City's Chief Financial Officer, Port Authority Administrator, Housing & Redevelopment Administrator, City Manager, Community Development Director and the City Attorney.*

5. The City will not consider tax increment financing requests for retail, service, industrial, hotel or office development projects that lie outside City approved redevelopment, development, or economic development districts.
6. Types of tax increment financing:
  1. Tax increment financing will not, unless approved by a 5/7 vote of all members of the City Council, be guaranteed or backed by the full faith, credit, and taxing power of the City, but instead will be payable solely from the related tax increment revenue.
  2. General obligation backed, or tax levy supplemented, tax increment financing is to be used only in those cases where it is found, by a 5/7 vote of all members of the City Council, that:
    - i. Such G.O. backed financing will not, in the opinion of the Council, place an undue burden on:
      - Tax rates

- Relative debt load (as expressed in terms of per capita debt, or as a percentage of debt to Assessor's Market Value), and
  - ii. No other, better, financing alternative exists, and
  - iii. There is a very significant rate of return relative to the risk taken or if it is found that there are overriding socioeconomic considerations which are significant to the City overall, as determined by the City Council.
7. As required by State law, each tax increment financing (TIF) proposal will be reviewed with Hennepin County and the Bloomington School District (ISD #271), or any other affected school district, prior to implementation. Response from these agencies received within 30 days of notification, if any, shall be forwarded to the City Council prior to approval of the plan. The City will take into consideration any official county request to fund county road costs resulting from the tax increment plan. If funds for the project are not sufficient to cover such expenditures, the TIF plan would not proceed.
  8. The City reserves the right to approve or reject the use of TIF, the amount of TIF, and the total term, on a case by case basis, taking into consideration established policies, project criteria, and demand on services in relation to the potential benefits from the project.
  9. The applicant will pay for all legal and consultant costs associated with the preparation, processing, review and actual use of TIF. The applicant will submit to the City a deposit equal to the total estimated costs for legal and consultant fees. The City will draw upon these funds to pay all related expenses.
  10. The applicant will also pay to the City a separate non-refundable application fee to reimburse staff costs and cover all other City related costs associated with the processing of the TIF request.
  11. Projects utilizing TIF are responsible for paying their share of Fiscal Disparities contributions from the project.
  12. The City's consultant shall prepare the TIF plan and the applicant will provide to the City and its consultant all information necessary to conduct a financial analysis of the proposed project.
  13. The applicant will be required to comply with the City's Business Subsidy Policy.

#### Application Process

1. Applicant submits the completed application along with a non-refundable initial application fee. The applicant will work with City staff to assure all appropriate information is supplied.
2. City staff reviews the application and completes the Application Review Worksheet.
3. Results of the Application Review Worksheet are submitted to the appropriate governing authorities for preliminary approval of the proposal.



4. If preliminary approval is granted, the applicant shall submit a deposit for legal and consultant costs. Additional deposits from the applicant may be required to pay all fees and expenses incurred by the City.
5. The process of negotiating a contract for private development commences between the City, Port Authority, and/or the HRA.
6. The Tax Increment Financing Plan, along with all necessary notices, resolutions, and certificates are prepared by City staff and/or consultant(s) and sent to the county and the school board.
7. Public Hearing notices are published.
8. Public hearing(s) on the proposed project are held.
9. The City Council grants final approval or denial of the proposal.
10. If the HRA or Port Authority are involved, the applicable board of the HRA or Port Authority must also provide approval of the proposal.

#### Data Practices Law

The City is a governmental body and is subject to the requirements of Minn. Stat. Chapter 13 (the "Minnesota Government Data Practices Act"). Some of the data provided by the applicant to the City as part of the application for a Tax Increment Financing may be required to be disclosed if requested pursuant to the Minnesota Government Data Practices Act.

#### Amendments to Tax Increment Financing Act

The references to the Tax Increment Financing Act in this Tax Increment Policy shall include any and all amendments to the Tax Increment Financing Act that are made after this policy is adopted.

*(Revised 6/10/1991, 3/16/1992, 3/14/1996, 12/4/17, 1/27/2020)*

# Fund Balance Year-End Classification Policy (Per GASB 54)

**PURPOSE:** The Government Finance Officers Association's (GFOA's) guiding principle for classifying the various components of fund balance is to indicate the extent to which the government is bound to honor constraints on the specific purposes for which amounts in the fund can be spent.

Following governmental accounting standards, the City has three basic categories: governmental funds, proprietary funds, and fiduciary funds. This fund balance classification policy applies only to the governmental categories.

## GOVERNMENTAL FUNDS

In 2009, the Governmental Accounting Standards Board (GASB) issued a new standard, GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This new standard has altered the categories and terminology used to describe the components of fund balance in the governmental funds (but it does not apply to the proprietary or fiduciary funds). This standard is effective for Bloomington beginning December 2011.

The City's governmental funds include the following fund types:

- A. General Fund
- B. Special Revenue Funds
- C. Debt Service Funds
- D. Capital Projects Funds

**Definitions** (as they apply to Governmental Funds under GASB 54):

**Fund balance** – the difference between assets and liabilities reported in a governmental fund.

**Nonspendable fund balance** – amounts that are not in a spendable form (e.g., prepaid items and inventories of supplies). Resources that must be maintained intact pursuant to legal or contractual requirements are also considered nonspendable.

**Restricted fund balance** – amounts subject to externally enforceable legal restrictions (creditors, grantors, contributors, and by law through constitutional provisions or enabling regulations).

**Unrestricted fund balance** – the total of committed fund balance, assigned fund balance, and unassigned fund balance, as described below.

**Committed fund balance** – amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority (City Council). Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the constraint originally. The City Council must take action on these commitments before year end.

**Assigned fund balance** – amounts a government intends to use for a specific purpose; intent can be expressed by the government body or by an official or body to which the governing body delegates the authority.

**Unassigned fund balance** – amounts that are available for any purpose in the general fund. Only the general fund can report a positive amount of unassigned fund balance.

**A. General Fund**

The General Fund is established to account for all revenues and expenditures which are not required to be accounted for in other funds. Revenue sources include property taxes, license and permit fees, fines and forfeits, program revenues, intergovernmental revenues, investment interest earnings, and transfers. The General Fund’s resources finance a wide range of functions including the operations of general government, public safety, and public works.

The General Fund will have committed fund balances at year end for purchase order encumbrances and budget carryovers. The General Fund may have a portion of its fund balance classified as nonspendable if there are long term receivables, inventories, or prepaid items on the balance sheet.

The General Fund is the only fund that can have any unassigned fund balance. The working capital balance of the general fund will fall into the unassigned fund balance classification.

**B. Special Revenue Funds**

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. Governmental accounting standards require that substantial inflows of revenues into a special revenue fund be either restricted or committed in order for the fund to be considered a special revenue fund. The City has eight different special revenue funds as follows:

1. **Community Development Block Grant (CDBG)** – this normally has a zero fund balance at year end, and if there were to be a balance it would be considered restricted based upon grant requirements.
2. **Public Health** – these grant funds are considered restricted based on grant requirements.
3. **Public Safety** – these grant funds are mostly considered restricted based on grant requirements and state statutes regarding police pensions; one area of this fund would be considered committed by the City Council for future fire pension obligations.
4. **Communications** – this fund is both restricted and committed by franchise agreements. The Public Education in Government (PEG) revenues (4302) are restricted per the franchise agreement. The cable TV franchise fees (4301) are committed per City Council.
5. **South Loop Revolving Development District** - this fund balance is considered committed. The committed revenue source is permit surcharges.
6. **Energy Efficient Block Grant** – this fund is restricted based on grant requirements.
7. **Cemetery Trust** – this is considered restricted based on state statute.
8. **Park Grants** – these funds are considered restricted by state and Metropolitan Council grant agreements.

### **C. Debt Service Funds**

Debt service fund balances are considered restricted; they are resources that are being accumulated for payments of principal and interest maturing in current and future years. All of the City of Bloomington debt service funds are considered restricted.

### **D. Capital Project Funds**

Capital project fund balances are considered restricted or committed; they are resources that are being accumulated for current and future projects. Capital project funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. In Bloomington, capital project funds are split into three categories:

1. **Capital Projects** – this category has balances that are considered both restricted and committed. The Carlton TIF District and the South Loop Industrial Development District I are both restricted through enabling legislation. The Art Center capital project fund is restricted per bond covenants. The Park Development and Strategic Priorities funds are both committed by the City Council for future projects. The Escrow Trust fund will be considered assigned.
2. **Improvement Construction** - these funds are considered restricted either through bond covenants or enabling legislation.
3. **State Aid Construction** - these funds are considered restricted by Minnesota Department of Transportation agreements.

### **Order of Fund Balance Spend-down**

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed. When unrestricted resources are available for use, it is the City's policy to use resources in the following order: (1) committed, (2) assigned, and (3) unassigned.

### **Carryovers and Encumbrances**

For each year end, the City Council approves purchase order encumbrances and budget carryovers. Both the encumbrances and the budget carryovers will be considered committed fund balances upon approval by the City Council.

*(Adopted by City Council 12/19/2011)*

# Grant Administration Policy

## Introduction

The purpose of the Grant Administration Policy is to develop, implement, and maintain meaningful grant oversight and coordination for the City of Bloomington (the “City”), the Port Authority (the “Port”), and the Housing and Redevelopment Agency (the “HRA”) thereby increasing grant-related revenue, limiting exposure to grant-related legal liability, and improving the efficiency and impact of programs and services funded through grants. To simplify the reference to the City, Port, and HRA within this policy, hereafter they will be referred to collectively as the “The City,” unless specific emphasis is required.

The Grant Administration Policy is intended to provide a uniform method of applying for and managing grants. Procedures represent an implementation of policy and should evolve over time as new tools emerge, new processes are designed, and risks change due to environmental changes. Employees throughout the City take on the role of a Grant Program Administrator for a specific grant when they apply for a grant and use those funds. They are the main department or division contact for that specific grant.

The Office of Management and Budget’s (OMB) “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” require all recipients and sub-recipients of Federal funds to establish and maintain internal controls designed to reasonably ensure compliance with Federal laws, regulations, and program compliance requirements. Written policies and procedures are part of necessary internal controls and are required as a precondition to receiving grant funds. This policy is intended to be sufficiently comprehensive to adequately meet such requirements. However, in no case is this policy intended to supersede or limit Federal or State laws or regulations, or the provisions of individual grant agreements.

## Key Resources for Grant Management

**OMB Uniform Grant Guidance** – Guidance provided by the Federal government that is updated yearly. Such updates are reviewed by the City as they become available, and policies and procedures will be revised accordingly when necessary. An example of the May 2022 version can be found at: [www.whitehouse.gov/wp-content/uploads/2022/05/2022-Compliance-Supplement\\_PDF\\_Rev\\_05.11.22.pdf](https://www.whitehouse.gov/wp-content/uploads/2022/05/2022-Compliance-Supplement_PDF_Rev_05.11.22.pdf)

**The Code of Federal Regulations (CFR)** - The codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government. It is divided into fifty titles representing broad areas subject to Federal regulation. The **Electronic Code of Federal Regulations (eCFR)** is a continuously updated online version of the CFR and provides enhanced features that are not part of the published CFR: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

**City of Bloomington Employment Rules & Policies** – All City employees working on grants will comply with the rules in the City’s Employment Rules & Policies, such as the Employee Code of Ethics and Code of Conduct: <https://portal.bloomingtonmn.gov/hr/employmentrules/SitePages/Home.aspx>

**City of Bloomington Purchasing Guidelines** – All grant purchases will comply with the City of Bloomington’s Purchasing Guidelines:  
<https://portal.bloomingtonmn.gov/Finance/Budget/Documents/Forms/AllItems.aspx/Accounting/Purchasing/Documents/Forms/AllItems.aspx>

**City of Bloomington Grant Administration Procedure Manual** – All employees engaged in grant activities will reference the Grant Administration Procedures Manual for guidance on executing required grant policies. <https://portal.bloomingtonmn.gov/Finance/Budget/Documents/Forms/AllItems.aspx>

## Policy Statements

- **Hierarchy of Authority.** Following the guidance provided in the grant award documentation is the primary resource. In the event of conflicting guidance on the administration of Federal awards, the City has deemed Federal guidance to be most authoritative, followed by other State guidance and then local agency guidance.
- **Revisions.** The City is required to establish and document policies and procedures to ensure compliance with the provisions of Federal and State regulations and the provisions of grant agreements. Grant policy and procedures revisions will be reviewed and updated as necessary, but not less than once every five years.
- **Training.** City personnel will be provided necessary finance, procurement, and grant training. Procedures related to the policies within this document will be detailed in a separate Grant Administration Procedure Manual.
- **Compliance Failures.** Compliance failures, whether noted internally or through the external audit process, will be addressed immediately by reviewing the reason for the failure with responsible personnel and devising an improved process to encourage compliance in the future. If discipline is deemed appropriate, the discipline outlined in the City’s Employment Rules & Policies will be followed.
- **Contractual Requirements.** The City will comply with all contractual requirements detailed in its duly executed grant agreements with awarding agencies.
- **External Financial Audit.** The City will contract annually with an independent Certified Public Accountant firm for the purposes of conducting the City’s external financial audit. To the extent that the City has expended Federal awards more than the applicable Federal Single Audit limit (currently \$750,000), the City will have a Federal Single Audit performed in accordance with the Uniform Grant Guidance, Code of Federal Regulations, Title 2, Subtitle A, Chapter II, Part 200, Subpart F, Audits.
- **Retention Policy.** Accounting and financial records (including journal entries, timesheets, invoices, audit reports, and similar documents) shall be retained as required by contractual or regulatory requirements. The City has adopted a records retention schedule as its official guide

for records storage, filing, and destruction of accounting and financial records. If the grant specifically requires a longer records retention policy, that grant requirement supersedes the City's retention policy requirements.

- **Federal Suspension and Debarment List.** Department and division Grant Program Administrators will be responsible for verifying that any vendor paid with Federal grant dollars is not on the Federal suspension and debarment list.
- **Federal Capital Purchases.** Inventory of Federal capital purchases will be maintained by the Finance Department, and all items will be tracked annually.
- **Publicity Statements.** All department and division Grant Program Administrators will adhere to the funder's guidelines for publicity statements in coordination with the City's Communication Division. Proper acknowledgement will be given to the funder.
- **Minority and Women's Business Enterprises.** In accordance with the Code of Federal Regulations, all department and division Grant Program Administrators will take all necessary affirmative steps to ensure that minority businesses and women's business enterprises, and labor surplus area firms are used when possible.
- **Preference for materials purchased in the United States.** In accordance with the Code of Federal Regulations, as appropriate and to the greatest extent practicable under the Federal grant award, there should be a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

## Authorization to Apply for Grant Funds

The City Council will authorize grant application submissions, award acceptance, and required budget adjustments for the City. The Port Authority Commission will approve authorization for Port grant application submissions, award acceptance, and required budget adjustments. The HRA Board will approve authorization for HRA grant application submissions, award acceptance, and required budget adjustments. This is necessary to:

- Ensure grant funds are aligned with strategic priorities;
- Highlight any requirements for matching funds;
- Allow for Council, Commission, or Board consideration of the sustainability of the project or program after the grant period ends;
- Consider staff capacity to effectively manage the project or program; and
- Bring awareness to the City Council, Commission members, Board members, and public of grant applications.

Formula grants, recurring Federal funds, and State aids are not required to follow this pre-application authorization. However, when a department or division receives these funds, they will create and submit a resolution for the City Council, Port Authority Commission, or HRA Board to accept the award and approve any required budget adjustments. These types of funding include, but are not limited to, Housing Choice Voucher Program Section 8 funding, WIC (Woman, Infants, and Children) program funding, and CDBG (Community Development Block Grant) program funding.

## Award Notification, Review, and Acceptance

- Within five (5) calendar days of receipt of the grant award, the department or division's Grant Program Administrator must forward a copy of the award notification, the grant agreement or contract, and any memoranda of understanding to the City's Legal Department.
- The City's Legal Department shall conduct a legal review of all grant agreements to assess the terms and conditions of the agreements and ensure the City's interests and obligations are identified.
- If the legal review identifies any potential legal issues stemming from the terms and conditions of the agreement, the submitting department or division must contact the granting entity and seek to resolve the issue.
- If the legal review identifies no potential legal issues stemming from the terms and conditions of the agreement, the Legal department will forward the Grant Award agreement for signatures to the Mayor, City Manager, and City Attorney.

## Post-Award (Grant Execution and Reporting)

- No grant funds shall be disbursed until the award letter has been received from the awarding agency, and a fully executed agreement has been signed by the City/HRA/Port, as applicable, and the granting entity.
- Grant funds awarded to the City shall not be used to supplant an existing expense so that current funds can be diverted to another use unless such use of grant funds is explicitly identified as allowable in writing by the granting entity in the grant award.
- All revenue resulting from a grant-funded project or program shall adhere to the City's policies and procedures and be managed and maintained as established in the award letter, grant agreement, contract, special conditions, or other documents generated by the granting entity.
- All procurement activity associated with grant-funded projects or programs shall follow the procedures outlined in City's Purchasing Procedures Manual.
- All property acquired through grant funds shall be subject to the City's Purchasing Policy, Statewide procurement requirements, as well as any restrictions and/or requirements set forth within the terms of the grant, including any applicable Federal rules or regulations.
- Department and division Grant Program Administrators are ultimately responsible for adherence to the conditions outlined in the approved grant award/contract to ensure that allowable expenditures are incurred.
- Department and division Grant Program Administrators are responsible for monitoring all grant related activities and expenditures to ensure compliance with the grant.
- Department and division Grant Program Administrators are responsible for the oversight and monitoring of any sub-recipients or sub-awardees.



## Grant Closeout Policy

- Upon completion of the grant period of performance, the department or division Grant Program Administrator must prepare a memorandum to the Grant Coordinator Accountant identifying the name of the grant, the project number and description of the final disposition of the funds and required activities to be attached in the Grant Master module in the financial software.
- If the grant is at risk of not being fully expended within six months prior to the end of the grant cycle, the department or division Grant Program Administrator and the Grant Coordinator Accountant will develop a plan.
- Upon review of the closeout memorandum and addressing any discrepancies, the Grant Coordinator Accountant will confirm grant closeout and update the status in the Grant Master module of the financial software.

## Special Tests and Provisions

To ensure compliance with these requirements, the Grant Coordinator Accountant will be assigned the responsibility of identifying financial-related compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation. Program-related compliance requirements will be the responsibility of the department or division administering the grant.

Effective Date: 12/19/22

Reviewed: 12-2022

Revised: 12-2022

*(Originated 12-2022)*

Policy should be updated every 5 years.

# Purchasing Policy

## **Purpose**

To establish a consistent City-wide policy for the acquisition of goods, services, repairs, construction, joint power agreements, and in-kind agreements for all Departments, Boards, Commissions and Agencies of the City, except Boards or Agencies which are required to follow their own statutory or regulatory provisions (for example, Housing and Redevelopment Authority, Port Authority, etc.), in a manner that is in compliance with the Bloomington City Charter, Bloomington City Code, and applicable State and Federal laws governing municipal contracting and the expenditure of public funds.

To establish a consistent City-wide policy for contracts to protect the City from liability and ensure that contractors perform their duties properly. Well-drafted contracts are essential to protecting the City and enforcing its rights. The absence of a contract or an unenforceable contract could easily result in costly litigation and embarrassment for the City.

## **Policy**

To ensure that the goods and services required by the City are obtained using established procedures that comply with all legal requirements for public purpose expenditures while promoting fair and open competition to ensure public confidence in the procurement process, ensure fair and equitable treatment of vendors who transact business with the City, and provide safeguards for the maintenance of a procurement system of quality and integrity.

## **Responsibility**

The City Manager is the chief purchasing agent for the City. Responsibility for administering established Purchasing Policies and Procedures has been delegated to the Finance Department.

Central Purchasing Authority (“Purchasing”), as established by the Bloomington City Council, has responsibility for the following functions:

- a) Purchase of all materials, supplies, equipment, repairs and construction required by all Departments, Boards, Commissions, and Agencies of the City, except as hereinafter set forth, where funding has been approved during the annual budget process.
- b) Coordination of all plans and specifications for such materials, supplies, equipment, repairs and construction with input from the user department.
- c) Review and analysis of the purchasing activity of all City departments to obtain the best possible value from the combined volume purchasing of like commodities and services.
- d) Monitoring of procedures for the retaining of professional services by all Departments, Boards, Commissions, or Agencies.
- e) Coordination and oversight of the disposal of surplus, obsolete, or unused supplies, materials, or equipment.
- f) Training on purchasing procedures and regulations, monitoring compliance, and reporting any violations.
- g) Serving as a central contact for vendors and maintaining a central file of available vendors interested in doing business with the City.

An exception to utilizing Central Purchasing through the Finance Department is extended to the Engineering Division within the Public Works Department specifically limited to street and sewer construction/improvement projects that are subject to competitive bidding under Minnesota Statutes §429.

### **Procedures**

Specific procurement requirements are addressed in the Purchasing Procedures.

### **Professional Services**

Contracting for professional services, such as those provided by engineers, lawyers, architects, accountants, and other services requiring technical, scientific, or other professional training, when competitive bidding is not required, shall be the primary responsibility of the Departments, but with Purchasing oversight and compliance with established contract procedures.

### **Non-Monetary Contracts**

Contracts with no monetary requirements including joint powers and in-kind agreements must be approved and signed by the City Manager if the agreement is for duration of less than one year. Contracts with no monetary requirements that are of duration longer than one year must be approved by the City Council and signed by the Mayor.

### **Emergency Purchases**

Minnesota Statute §12.37 gives the City the ability to declare an emergency situation for a limited period of time. During such an emergency, the City is not required to use the typically mandated procedures for purchasing and contracts.

Emergency purchases require approval by the City Manager, Chief Financial Officer and, when necessary because of the dollar amount, formal City Council action. An emergency purchase is defined as one where an immediate response is required to protect the health, welfare or safety of the public or public property.

### **Conflicts of Interest**

Minnesota State Statutes §471.87 and §471.88 prohibit the purchase of goods and services wherever a conflict of interest may exist.

City of Bloomington Personnel Rules require employees to disclose to their immediate supervisor any personal financial interest in the selling or buying of goods or services for the City of Bloomington. No purchase orders, contracts or service agreements shall be given to an employee of the City or to a partnership or corporation of which an employee is a major stockholder or principal. No employee shall enter into the relationship with a vendor where the employee's actions are, or could reasonably be viewed as, not in the best interests of the City. If any employee becomes involved in a possible conflict situation, the employee shall disclose the nature of the possible conflict to his or her supervisor and to the City Manager. The City Manager shall promptly notify the individual in writing of an approval or disapproval of the activity. If disapproved, the employee shall remove himself or herself from the conflict situation.

**Gifts and Gratuities**

The City's Employment Rules prohibit employees from soliciting or accepting a gift or gratuity from any interested person who has a direct financial or economic interest in a decision that a City employee is authorized to make. Employees responsible for making purchasing decisions for the City may not accept, directly or indirectly, any gifts, favors, privileges, or employment from current or prospective City vendors.

**Compliance**

No agent or employee shall have the authority to bind the City to any contract or procurement except as provided by the City Charter (Section 7.07). Any procurement transaction made on behalf of the City which is not in compliance with established policies and procedures shall be deemed unauthorized. Any person making an unauthorized purchase may be liable for payment, restitution and/or further disciplinary action. Any obligation incurred by any City employee for any purpose not authorized in the budget or for any amount in excess of the amount authorized is considered a personal obligation of the person incurring the expenditure.

*(Revised 5/20/2002, 9/12/2011)*

# Revenue Policy

- A. The City will endeavor to maintain a diversified and stable revenue system to shelter it from annual fluctuations in any one revenue source.
- B. The City will conservatively estimate and budget for its annual revenues by an objective, analytical process. All existing and potential revenue sources will be re-examined annually.
- C. The total expenditures sum appropriated shall be less than the total estimated revenue by a safe margin. (See Section 7.06 of the City Charter.) It is the policy of the City that this "safe margin" be no less than 2.5% of the proposed budget and will be shown as "Contingency" in the budget.
- D. The City will maintain sound appraisal procedures to keep taxable property values current and a physical review of each parcel will be made at least every five years in accordance with Minnesota Statute 273.08.
- E. The City will seek a balanced tax base through support of a sound mix of residential, commercial, and industrial development.
- F. The City will establish all user charges and fees for General Fund program activities at a level related to the full cost of providing the services, or as adjusted for particular program goals. On-going, the City will review the full cost of activities supported by user fees to identify the impact of inflation and other cost increases and will review these fees along with the resulting net property tax costs with the City Council at budget time. Sensitivity to market rates will also be considered in setting fees.
- G. The City will set fees and user charges for each enterprise fund such as water, wastewater or revenue facilities at a level that fully supports the total direct and indirect cost of the activity, including depreciation of capital assets and debt service, to maintain a positive cash flow and provide adequate working capital. Replacement (or bonding for replacement) of enterprise infrastructure will be paid for from accumulated (or annual) earnings of the particular system.

A transfer of equity from an enterprise fund to the General Fund should only be done on a one-time exception basis, for example, to fund an unusual, extraordinary expense. Equity transfers must be approved in advance by the City Council. Recreation type enterprise funds shall be considered on a combined basis for purposes of this policy and evaluation of financial performance. In no event shall such equity transfers be made in consecutive years.

## FINANCIAL MANAGEMENT POLICIES ADOPTION

The Financial Management Policies shall be adopted by resolution by the City Council. The policies shall be reviewed by the Finance and Accounting staff on an ongoing basis and any modifications made thereto must be approved by the City Council.

Adopted by City Council August 31, 1987; Adopted by Bloomington Housing and Redevelopment Authority and Bloomington Port Authority November 10, 2009.

Policy	Origination Date	Last Reviewed	Last Revised
Abatement District Policy	5/20/2002	9/1/2021	1/27/2020
Budgetary and Financial Control Policy	1/23/2012		1/2/2018
Business Subsidy Policy	11/19/2007	9/1/2021	11/18/2019
Capital Improvement Program Policy		9/1/2021	10/11/2021
Conduit Debt Policy	4/10/1978	9/1/2021	11/8/2021
Credit Card Service Fee Policy	11/14/2022	11/14/2022	11/14/2022
Debt Management Policy	5/20/2002	11/28/2022	11/28/2022
External Auditor Independence Policy	5/20/2002		1/23/2012
Forfeited Funds Policy			1/23/2012
Fund Balance Year-End Classification Policy			12/19/2011
Grant Administration Policy	12/19/2022	12/19/2022	12/19/2022
Investment Policy	3/3/1997		12/1/2014
Mileage Reimbursement Policy		11/14/2022	1/1/2023
Post-Issuance Compliance Policy for Tax-Exempt Govt. Bonds	6/22/2009	9/1/2021	1/27/2020
Public Purpose Expenditure Policy		12/18/2023	12/18/2023
Purchasing Policy	5/20/2002		9/12/2011
Revenue Policy	8/31/1987		1/23/2006
Risk Management Policy			1/19/2006
Self-Insurance Reserve Policy	1/23/2012		1/23/2012
Tax Increment Policy	6/10/1991	9/1/2021	1/27/2020
Travel Policy	11/1/1980	3/1/2023	4/3/2023
Uniform Grant Guidance Policy	2/22/2021	2/22/2021	2/22/2021
Utility Collection Policy	10/21/2013		10/21/2013



# Financial summaries



# Annual Budget 2024

FINANCIAL SUMMARIES





## Summary of Budgeted Funds (General, Special Revenue, Enterprise, Internal Service)

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Property Taxes	\$ 61,514,512	\$ 67,327,723	\$ 72,687,114
Property Taxes for Debt Service	\$ 202,047	\$ 200,835	\$ 199,630
Delinquent Taxes & Abatements	\$ (726,522)	\$ (2,454,638)	\$ (901,180)
Utility Fees	\$ 48,058,315	\$ 48,957,032	\$ 53,529,526
Departmental Charges	\$ 42,468,575	\$ 39,522,230	\$ 41,364,150
Lodging and Admissions Taxes	\$ 9,602,191	\$ 10,170,461	\$ 10,219,748
Bond Proceeds	\$ 52,507	\$ 52,507	\$ -
Program Income	\$ 7,597,284	\$ 9,183,830	\$ 8,268,006
Permits and Licenses	\$ 8,612,723	\$ 7,152,561	\$ 6,619,054
Transfers from Other Funds	\$ 14,088,791	\$ 9,310,791	\$ 6,983,310
Intergovernmental	\$ 9,002,745	\$ 14,686,694	\$ 6,980,620
Other Revenues	\$ 3,226,799	\$ 3,969,311	\$ 2,678,463
Franchise & PEG Fees	\$ 1,235,181	\$ 1,232,420	\$ 1,273,000
Interest Income	\$ (5,240,401)	\$ 6,414,330	\$ 904,626
Fines & Forfeitures	\$ 389,888	\$ 584,986	\$ 420,000
Special Assessments	\$ 541,546	\$ 751,367	\$ 341,489
<b>Total Revenues</b>	<b>\$ 200,626,181</b>	<b>\$ 217,062,440</b>	<b>\$ 211,567,556</b>
<b>Expenses</b>			
Salaries and Benefits	\$ 95,090,170	\$ 93,966,069	\$ 101,718,454
Materials, Supplies, & Services	\$ 63,964,495	\$ 70,039,100	\$ 77,934,399
Capital Outlay	\$ 20,009,250	\$ 15,077,708	\$ 20,665,975
Debt	\$ 1,324,232	\$ 1,317,328	\$ 1,331,833
Transfers to Other Funds & Contingency	\$ 7,923,440	\$ 2,505,768	\$ 3,235,712
Internal Service Fund Charges	\$ 27,719,576	\$ 29,685,219	\$ 29,719,942
General Fund Chargebacks	\$ (10,169,151)	\$ (10,283,377)	\$ (11,171,962)
Budgeted Estimated Unspent			\$ (1,505,099)
<b>Total Expenses</b>	<b>\$ 205,862,012</b>	<b>\$ 202,307,815</b>	<b>\$ 221,929,254</b>

<b>Property Tax Recap</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<u>Property Tax Amounts in Capital and Debt Service Funds</u>			
Strategic Priorities Capital Fund	\$ 600,000	\$ -	\$ -
Tax Abatement Capital Fund	\$ 300,000	\$ 300,000	\$ 400,000
Debt Service Funds	\$ 5,680,168	\$ 6,717,320	\$ 7,197,526
	<b>\$ 6,580,168</b>	<b>\$ 7,017,320</b>	<b>\$ 7,597,526</b>
<u>Property Tax Amounts in Budgeted Funds</u>	<b>\$ 61,716,559</b>	<b>\$ 67,528,558</b>	<b>\$ 72,886,744</b>
<b>Total Property Tax</b>	<b>\$ 68,296,727</b>	<b>\$ 74,545,878</b>	<b>\$ 80,484,270</b>

# Total General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Property Taxes	\$ 57,471,203	\$ 63,160,085	\$ 69,321,549
Delinquent Taxes & Abatements	32,893	(1,623,343)	(901,180)
Special Assessments	55,783	45,958	
Lodging and Admissions Tax	9,602,191	10,170,461	10,219,748
Permits and Licenses	8,082,181	6,675,071	6,219,054
Intergovernmental	6,173,202	11,801,208	5,489,054
Program Income	1,834,079	2,086,171	2,173,972
Fines	317,773	443,149	350,000
Interest Income	(1,954,809)	2,059,538	150,000
Other Revenues	1,577,180	1,683,842	1,148,148
Transfers from Other Funds	9,412,953	5,345,631	5,927,769
<b>Total Revenues</b>	<b>92,604,630</b>	<b>101,847,771</b>	<b>100,098,114</b>
<b>Expenses</b>			
Salaries and Benefits	63,447,221	69,399,550	75,064,235
Materials, Supplies, & Services	29,479,390	33,835,260	35,073,023
Capital Outlay	836,483	895,496	196,500
Transfer to Other Funds & Contingency	6,599,500	1,617,500	2,441,417
Charged to Other Funds	(10,090,187)	(10,246,102)	(11,171,962)
Budgeted Estimated Unspent			(1,505,099)
<b>Total Expenses</b>	<b>90,272,407</b>	<b>95,501,704</b>	<b>100,098,114</b>
<b>Working Capital</b>			
Net Change	2,332,223	6,346,067	-
Working Capital at Beginning of Year	42,565,866	44,898,089	51,244,156
<b>Working Capital at End of Year</b>	<b>\$ 44,898,089</b>	<b>\$ 51,244,156</b>	<b>\$ 51,244,156</b>
<b>Working Capital Goal</b>	<b>\$ 43,733,029</b>	<b>\$ 49,350,334</b>	<b>\$ 49,350,334</b>

# Special Revenue Funds

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Fire Pension	\$ 2,146,883	\$ 2,065,282	\$ 1,930,452
Communications	1,814,547	1,937,173	1,976,641
Creative Placemaking	401,162	667,520	630,000
South Loop Revolving Development	223,596	177,718	245,855
Cemetery	176,423	228,005	213,415
Parks and Recreation	129,765	106,200	553,200
Enhanced 911	224,816	290,445	225,165
DWI Forfeiture	33,750	47,474	51,000
State Drug Forfeiture	7,812	40,326	5,500
Federal Dept. of Justice Drug Forfeiture	25,683	78,106	15,000
Federal Treasury Drug Forfeiture	2,062	7,060	-
Police Grants	598,679	568,101	-
<b>Total Revenues</b>	<b>\$ 5,785,178</b>	<b>\$ 6,213,410</b>	<b>\$ 5,846,228</b>
<b>Expenditures</b>			
Fire Pension	\$ 1,061,152	\$ 813,512	\$ 2,163,247
Communications	1,917,843	1,992,490	2,132,223
Creative Placemaking	258,923	456,327	630,000
South Loop Revolving Development	38,785	180,185	429,000
Cemetery	244,310	227,912	210,656
Parks and Recreation	139,876	90,688	615,975
Enhanced 911	168,733	162,655	321,932
DWI Forfeiture	29,341	33,023	178,742
State Drug Forfeiture	93,364	107,155	30,000
Federal Dept. of Justice Drug Forfeiture	247,306	61,279	30,000
Federal Treasury Drug Forfeiture	68,395	2,106	120
Police Grants	598,679	568,100	-
<b>Total Expenditures</b>	<b>\$ 4,866,707</b>	<b>\$ 4,695,432</b>	<b>\$ 6,741,895</b>

# Enterprise Funds Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Water Utility Fund	\$ 20,456,542	\$ 21,169,040	\$ 21,765,222
Wastewater Utility Fund	13,762,812	14,706,113	14,925,365
Solid Waste Utility Fund	9,953,053	10,161,335	10,226,591
Storm Water Utility Fund	6,883,005	8,210,705	8,213,819
Golf Courses Fund	1,970,522	2,342,120	1,999,249
Ice Garden Fund	1,976,326	2,408,481	2,234,630
Aquatics Fund	863,609	960,365	829,800
Center for the Arts Fund	1,182,600	1,544,508	1,232,088
Contractual Police Services Fund	1,141,590	1,787,139	1,178,000
<b>Total Revenues</b>	<b>\$ 58,190,059</b>	<b>\$ 63,289,806</b>	<b>\$ 62,604,764</b>
<b>Expenses</b>			
Water Utility Fund	\$ 17,400,880	\$ 17,491,645	\$ 21,967,782
Wastewater Utility Fund	12,234,400	12,701,741	15,173,367
Solid Waste Utility Fund	10,254,999	9,581,898	10,982,889
Storm Water Utility Fund	9,951,751	6,716,683	9,587,718
Golf Courses Fund	1,741,171	1,997,389	1,973,394
Ice Garden Fund	1,986,326	2,340,297	2,285,630
Aquatics Fund	781,790	1,059,822	959,457
Center for the Arts Fund	1,722,611	1,455,922	1,643,587
Contractual Police Services Fund	1,141,589	1,786,231	1,178,000
<b>Total Expenses</b>	<b>\$ 57,215,517</b>	<b>\$ 55,131,628</b>	<b>\$ 65,751,824</b>

## Internal Service Funds Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Facilities Fund	\$ 6,903,420	\$ 9,427,118	\$ 7,003,244
Employee Benefits Fund	11,311,710	12,709,500	12,523,706
Fleet Maintenance Fund	7,457,619	8,770,833	8,540,259
Information Technology Fund	6,227,833	6,898,677	7,949,926
Benefit Accrual Fund	1,648,133	2,938,873	2,349,392
Self Insurance Fund	2,571,587	2,739,448	2,401,988
Public Safety Technology & Equipment Fund	1,311,968	2,686,595	1,736,817
Support Services Fund	487,973	511,913	513,118
<b>Total Revenues</b>	<b>\$ 37,920,243</b>	<b>\$ 46,682,957</b>	<b>\$ 43,018,450</b>
<b>Expenses</b>			
Facilities Fund	\$ 11,080,583	\$ 8,371,918	\$ 8,630,757
Employee Benefits Fund	10,876,191	12,274,066	13,496,061
Fleet Maintenance Fund	7,201,575	10,676,356	9,231,681
Information Technology Fund	6,387,976	7,210,102	8,511,325
Benefit Accrual Fund	2,778,210	3,129,914	2,868,000
Self Insurance Fund	3,314,834	4,090,012	2,685,567
Public Safety Technology & Equipment Fund	1,636,060	751,733	3,387,206
Support Services Fund	478,281	474,948	526,821
<b>Total Expenses</b>	<b>\$ 43,753,710</b>	<b>\$ 46,979,049</b>	<b>\$ 49,337,418</b>

# Fund Balances - Governmental Funds

Fund balance is defined as the difference between a fund’s assets and liabilities. Adequate fund balance enhances the City’s financial position and bond ratings. It also provides cash for operations prior to receipt of tax revenues. Cities in Minnesota receive their largest sources of revenue, property tax, only twice each year. Fund balances are used for day-to-day cash flow for the following six months of operations until the next property tax distribution. Fund balances are required to be categorized as one of five different components on the Annual Comprehensive Finance Report:

## Fund Balance Restricted Components:

Non-spendable: Dollars that cannot be spent because they are not in a spendable form, or they are legally or contractually required to remain intact.

Restricted: Dollars on which there are constraints placed regarding their use. External constraints include those imposed by creditors, grantors, or laws of other governments. Other constraints might be those imposed by law.

## Fund Balance Unrestricted Components:

Unrestricted-Committed: Dollars that must be kept for specific purposes as determined by formal action of the decision-making authority.

Unrestricted-Assigned: Dollars that the City intends to use for a specific purpose but they are not committed.

Unrestricted-Unassigned: Dollars that do not fall into any of the other classifications.

Governmental Funds	Estimated Ending 2023 Fund Balance	2024 Budgeted Revenues	2024 Budgeted Expenses	2024 Budgeted Net Change	Projected Ending 2024 Fund Balance	% Change
<b>General Fund</b>	\$ 51,161,169	\$ 100,098,114	\$ (100,098,114)	\$ -	\$ 51,161,169	0.00%
<b>Fire Pension</b>	6,723,809	1,930,452	(2,163,247)	(232,795)	6,491,014	-3.46%
<b>Communications</b>	222,102	1,976,641	(2,132,223)	(155,582)	66,520	-70.05%
<b>Creative Placemaking</b>	951,439	630,000	(630,000)	-	951,439	0.00%
<b>South Loop Revolving Development</b>	587,405	245,855	(429,000)	(183,145)	404,260	-31.18%
<b>Cemetery</b>	382,954	213,415	(210,656)	2,759	385,713	0.72%
<b>Parks and Recreation</b>	85,681	553,200	(615,975)	(62,775)	22,906	-73.27%
<b>Enhanced 911</b>	220,971	225,165	(321,932)	(96,767)	124,204	-43.79%
<b>DWI Forfeiture</b>	484,327	51,000	(178,742)	(127,742)	356,585	-26.38%
<b>State Drug Forfeiture</b>	36,931	5,500	(30,000)	(24,500)	12,431	-66.34%
<b>Federal Dept. of Justice Drug Forfeiture</b>	90,798	15,000	(30,000)	(15,000)	75,798	-16.52%
<b>Federal Treasury Drug Forfeiture</b>	7,282	-	(120)	(120)	7,162	-1.65%
<b>Police Grants</b>	1	-	-	-	1	0.00%
	<b>\$ 60,954,869</b>	<b>\$ 105,944,342</b>	<b>\$ (106,840,009)</b>	<b>\$ (895,667)</b>	<b>\$ 60,059,202</b>	<b>-1.47%</b>

% Changes greater than 10% highlighted are explained below

<b>Communications Fund</b> – Communications has a plan to spend down working capital in 2024. They have professional service fees and legal fees budgeted for their cable franchise fee and PEG fee contract renewal.
<b>South Loop Revolving Development</b> – 2024 budget includes professional services expense for a South Loop Development Plan update.
<b>Parks and Recreation Special Revenue Fund</b> – Planned spend down of previously accumulated “Lottery-in-Lieu-of-Taxes” revenue received from the State’s Environment and Natural Resources Fund. These revenues are restricted to use for operational and maintenance costs associated with the Hyland-Bush-Anderson lakes Regional Park Reserve. Also, a new Forestry activity has been added to this fund with designated funds from the property tax levy for the removal and replacement of diseased trees.

**Enhanced 911** – The State increased the monthly aid for Enhanced 911 midway through 2021 and it will continue to be at higher levels in 2024. Which will allow for an upgrade to dispatch software in 2024.

**DWI Forfeiture** – Planned spending of previously accumulated DWI Forfeiture fund on allowable Police and Legal Prosecution expenses.

**State Drug Forfeiture** – Planned spending of previously accumulated State Forfeiture funds on allowable Police expenses.

**Federal Drug Forfeiture** – Planned spending of previously accumulated Federal Drug Forfeiture funds on allowable Police expenses.

## Working Capital

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Working Capital balance is defined as the difference between a fund’s current assets and current liabilities. It is a measure of operational liquidity to meet short-term financial obligations as well as saving for future long-term purchases. It also ensures that there are liquid funds available for unexpected or emergency events.

All budgeted funds’ Working Capital balances are analyzed during the budget process to ensure that the requested budget will keep the Working Capital balance near the goal required for the fund - not only in the budget year, but also projected into the future in long-range budget models. The General Fund Financial Summary located earlier in this Financial Summaries section includes the beginning, ending, and net change in Working Capital at the bottom of the summary. All the Special Revenue, Enterprise, and Internal Service Funds also include beginning, ending, and the net change in Working Capital in their Financial Summaries.

# 2024 Budgeted Revenue Sources

## Budgeted Revenues

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The largest budgeted revenue sources are Property Taxes, Utility Fees, Lodging and Admission Taxes, Program Income, Intergovernmental revenues such as grants and State aids, and Permits and Licenses. These revenues comprise 97.1% of the City's overall revenue budget.

Revenue Source	2024 Budget	% of Overall Budgeted Revenue
Property Taxes	\$72,866,744	44.64%
Utility Fees	53,529,526	32.80%
Lodging and Admission Taxes	10,219,748	6.26%
Program Income	8,268,006	5.07%
Intergovernmental	6,980,620	4.28%
Permits and Licenses	6,619,054	4.06%
Other Revenues	4,716,398	2.89%
<b>Total Revenues</b>	<b>\$163,220,096</b>	<b>100.00%</b>

*(Not including Internal Service Fund revenue of \$41,364,150 or transfers from other funds of \$6,983,310)*

**Property Taxes** – 95% of the budgeted \$72,866,744 in property taxes are expended in the General Fund to support taxpayer services such as Police, Fire, Public Works, Parks and Recreation, Community Services, and Community Development. The remaining 5% of budgeted property taxes support the Bloomington Family Aquatic Center, Bush Lake Beach, Ice Garden, Dwan Golf Course, the Bloomington Center for the Arts, the Fire Pension Fund, the Communications Fund, and removal and replacement of diseased trees in the Parks & Recreation Special Revenue Fund. Additional property taxes of \$7.6 million were levied for Capital Project Funds and Debt Service Funds that are separate from the City's annual operating budget.

The City Council sets a preliminary tax levy that is due to the County by the end of September. The preliminary tax levy for 2024 was a 9.49% increase from the 2023 tax levy. The City Council then approves a final tax levy in December after a property tax public hearing that is required by State statute. The final tax levy for 2024 was a 7.97% increase from the 2023 tax levy. The City receives the distribution of property taxes from the County twice a year, in January and July.




**Utility Fees** – The City has utility services for water, sewer, stormwater mitigation, and garbage and recycling. Rates are determined by calculating the amount of funding needed to cover operations and future capital costs.

The City Council approved the following 2024 rate changes after a public hearing on November 27, 2023:

**Recap of Proposed 2024 Utility Rate Increases**

Utility	Proposed 2024 Rate Increase
Water	7.50%
Wastewater	4.00%
Stormwater	7.00%
Garbage <i>weighted avg. of small, medium, &amp; large carts</i>	4.66%
Recycling	3.00%
Bulky Item Management	3.00%
Organics	3.00%



Water Utility

Recent local weather patterns and conservation efforts have influenced overall water use, current water fund reserves, and annual budgeting estimates. The City Council approved a water utility rate increase of 7.5% for 2024 after a public hearing on November 27, 2023. The increase was necessary to cover annual operational and maintenance costs, while building capital reserves for asset renewal.

Wastewater Utility

A large portion of annual operational expenses for the wastewater utility are for the treatment charges from the Metropolitan Council Environmental Services (MCES). A 4% rate increase for 2024 was approved after a public hearing on November 27, 2023. The current rates and working capital balance were adequate to cover annual operational and maintenance costs, while building capital reserves for asset renewal.

Stormwater Utility

A stormwater utility fee is charged to property owners to recover costs associated with providing storm water utility service to protect structures and the public from storm water damage caused by surface water runoff. Construction projects strive to improve and renew existing infrastructure as well as build resiliency within the existing storm sewer system. A combination of funds on hand, bond proceeds, and future rate increases are proposed to fund these projects. A 7.0% rate increase for 2024 was approved by the City Council on November 27, 2023. This increase will allow the storm utility to continue funding maintenance construction and activity and maintain compliance with State and Federal regulations.

### Solid Waste Utility (Garbage, Recycling, and Organics)

In October 2016, Bloomington began managing garbage and recycling for approximately 22,000 households that previously had individual contracts with residential haulers. The haulers formed a consortium that handles collection and customer service for these households. In March 2022, the new service of Organics Recycling began. Like regular recycling, an organics rate is paid by all residents with City garbage service, but residents must sign up for a cart to participate. In 2023, the bulky item management program changed to an every other year curbside cleanup with an annual community drop off event offered in alternate years.

**Program Income** – Program income is received from fee-supported services such as green fees, pool admissions, sport team fees, and public health fees. Fees are reviewed annually and increased to match the cost of service when necessary. The annual fee schedule is approved by the City Council. Revenues are projected on historical averages with considerations of rate increases and changes to program offerings.

**Permits and License Fees** – Permits and license fees of \$6,619,054 account for 4.06% of total budgeted revenues. The City Clerk's Office issues licenses as required by the City Code. Licenses for business, liquor, gambling, pets, taxicabs, and rental housing are all examples of licenses issued by the City. The Building and Inspection Division in Community Development issues permits for building, roofing, siding, decks, electrical, mechanical, plumbing, fire prevention, and special events. Permit revenues have been trending higher than budget in recent years.

**Lodging and Admission Taxes** – A 7% lodging tax is collected from hotel and motel lodging accommodations and related services. 3% of the lodging tax supports the General Fund. 2% supports the South Loop Capital Fund and 2% supports the Bloomington Visitors and Convention Bureau. A 3% admissions tax is collected on entertainment events in the City that includes ticket sales to theaters, amusement parks, and cover charges to night clubs, bars, and restaurants. The full 3% admission tax supports the General Fund. During the pandemic, this revenue source declined dramatically. However, 2023 admission tax levels surpassed 2019 pre-pandemic levels and lodging tax revenues have also increased considerably and are projected to be almost back to 2019 levels for 2024.

**Intergovernmental** – A major source of intergovernmental revenue in the General Fund is from State aid for the Police pension expenses of \$1.1 million. There is also over \$813,000 received from the State for the Paid-On-Call Volunteer Firefighter's pension that is budgeted in the Fire Pension Special Revenue Fund. Most of the intergovernmental revenue in the budget is for the Public Health Division. There is a total of \$4 million budgeted in the General Fund for the Public Health division for intergovernmental revenue for the many grants that fund a large portion of their operations.

# Long-Range Financial Plans

The City utilizes long-range financial budget models to detect any future structural funding problems as early as possible. Long-range financial models ensure there is sufficient working capital to support current services and future capital needs. If trends show that working capital is decreasing below required goals, decisions can be made now to find additional revenues, identify reductions in operating expenses, modify future capital investments, and/or reduce or eliminate programs or services. Long-range models are also used to provide financial context for significant policy decisions that would impact future tax levies.

## **Key Assumptions in General Fund Long-Range Model**

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### **Lodging and Admission Taxes**

In 2020 and 2021, the biggest impact on the budget was the significant decline modeled for lodging and admission taxes due to the negative impact on the hospitality and entertainment industry caused by the COVID-19 pandemic. 2021 lodging taxes were budgeted at \$4.4 million less than the 2020 budget and 2021 admission taxes were budgeted at almost \$1 million less than the 2020 budget. Fortunately, 2021 and 2022 actual lodging and admission taxes were higher than budgeted. A continued moderate increase of these revenues was experienced in 2023. In the long-range model, the lodging and admission taxes are not expected to reach pre-pandemic levels until 2025 based on industry analysis and trends but are anticipated to come back faster than originally forecasted.

### **Property Taxes**

Property Taxes are the primary source to fund several activities in the City including Public Safety, Public Works, Parks and Recreation, Public Health, and Community Development. An annual property tax levy increase is modeled in future years to cover reasonable downturn scenarios and inflation. This increase will likely be reduced as future budgets are refined through appropriation reductions or revenue increases.

### **Permits and Business Licenses**

Permits and business license revenue has been conservatively estimated. 2022 was a record year with revenue of \$8,082,181, but 2023 was \$6,675,071 and the 2024 budget is forecasted at \$6,219,054. Building permits can fluctuate significantly depending on the new commercial development as well as reinvestments made by property owners to upgrade existing properties and invest in significant new projects and the strength of the building market.

## **Program Income**

Program income is generated by various programs throughout the City. Program income and the corresponding expenditures declined significantly in 2020 due to most of the Parks and Recreation programs being cancelled because of the pandemic. They have come back slowly over the past three years, with modest increases budgeted for 2024.

## **Appropriations**

Appropriation needs are developed by Department Heads and Division Managers after pre-loaded expenses such as salaries, benefits, and internal charges are loaded in budgets. On average, salaries and benefits make up approximately 75% of General Fund expenses. Overall, appropriations in long-term models are projected to increase annually at an average rate of 3% a year.

## **Salaries**

Salaries are projected to increase by an estimated cost of living plus incentives for performance and step increases. 2024 salary budgets included an average increase of 3.5%. Later years of budget forecasts include wage increases of 2.5-3.5% for modeling purposes only. Part-time hourly rates for temporary seasonal positions in Parks and Recreation and Public Works increased significantly in recent years to compete with the current labor market.

## **Health Insurance**

The City finalized a 7.3% rate increase in health insurance premiums for the third year of a three-year agreement with the Minnesota Health Consortium (MHC)/Medica that included caps on future rate increases, access to fitness, wellness, and other well-being programs, and cash incentives for employee wellness programs. The increase was less than forecasted and below the negotiated rate cap of 9.5%. Forecasts use an average of 8% annual increases in long-term models.

## **Contingency**

A contingency of at least 2.5% of the current year's budgeted expenditures, is included in the General Fund model. An estimated unspent amount is included to offset the budget by an amount historically under spent in the General Fund. This is typically due to savings incurred when full-time positions are vacant.

## **Structural Balance**

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The General Fund long-term model reflects conservative estimates of revenue and estimates of expenditures based on trends, industry forecasts, and future service level plans. Each year in the long-range budget model shows a balanced budget. Each year the model is updated to include changes in inflation, community growth, program choices, and levels of service. The subsequent modeling provides a financial context to understand funding requirements to maintain quality services. The out-years will be tempered with possible levy limits, program choices, and levels of service.

Budget gaps identified in future years are closed at least a year before budget adoption using cost reduction and/or revenue enhancement methods.

This General Fund model is part of a larger model the City developed to deal with downturns. There are a number of alternatives for increasing revenues and decreasing expenditures that the City will continue to consider. The City has demonstrated successfully how to apply these to work through downturns and to phase out usage in the upturn to restore fund balances where appropriate. One of the main principles used is conservative budget management is to keep expenditure increases in line with inflation.

## General Fund Long-Range Model Years 2024-2028

	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Property Tax Levy	69,321,549	\$74,137,532	\$80,196,282	\$83,929,253	\$87,467,914
Less Delinquent Taxes & Abatements	(901,180)	(963,788)	(1,029,172)	(1,077,078)	(1,122,491)
Admissions Tax	1,862,288	1,692,989	1,709,919	1,727,018	1,744,288
Lodging Tax	8,357,460	8,612,928	8,699,057	8,786,048	8,873,908
Business Licenses	2,016,100	2,036,261	2,056,624	2,077,190	2,097,962
Permits	4,202,954	4,287,013	4,372,753	4,460,208	4,549,413
Fines	350,000	350,000	350,000	350,000	350,000
Program Income	2,173,972	2,195,712	2,217,669	2,239,846	2,262,244
Intergovernmental Revenue	5,327,127	5,380,398	5,434,202	5,488,544	5,543,430
Interest	150,000	150,000	150,000	150,000	150,000
Transfers from Franchise Fees PMP Sealcoating	1,434,203	1,477,229	1,521,546	1,567,192	1,614,208
Transfers from Franchise Fees for Trails	170,000	170,000	170,000	170,000	170,000
Transfers from South Loop to Police	2,157,917	2,222,655	2,289,334	2,358,014	2,428,755
Transfers from Police COT for Admin	38,754	15,000	15,000	15,000	15,000
Transfers from Strategic Priorities - Tax Stabilization	938,073	1,100,000			
Transfers from American Rescue Plan funds	491,895				
Transfers Other	696,927				
Miscellaneous Revenue	1,148,148	1,159,629	1,171,226	1,182,938	1,194,767
<b>REVENUES</b>	<b>100,098,114</b>	<b>104,023,558</b>	<b>109,324,440</b>	<b>113,424,173</b>	<b>117,339,398</b>
City Council	571,920	589,078	606,750	624,952	643,701
Administration	3,836,666	3,951,766	4,070,319	4,192,429	4,318,201
Legal	2,758,425	2,841,178	2,926,413	3,014,205	3,104,632
Finance	1,671,481	1,721,625	1,773,274	1,826,472	1,881,267
Police	33,576,947	35,484,255	37,475,783	38,600,057	39,758,058
Fire	9,950,571	10,249,088	11,756,561	12,909,258	13,796,535
Community Development	10,829,579	11,154,466	11,489,100	11,833,773	12,188,787
Community Services	8,899,289	9,166,268	9,441,256	9,724,493	10,016,228
Parks and Recreation	12,143,460	12,507,764	12,882,997	13,269,487	13,667,571
Public Works	14,923,458	15,371,162	15,832,297	16,307,265	16,796,483
Estimated Unexpended (2% of Salaries & Benefits)	(1,505,099)	(1,550,252)	(1,596,760)	(1,644,662)	(1,694,002)
<b>Total Expenditures</b>	<b>97,656,697</b>	<b>101,486,398</b>	<b>106,657,990</b>	<b>110,657,730</b>	<b>114,477,461</b>
Contingency (2.5% of Total Expenditures)	2,441,417	2,537,160	2,666,450	2,766,443	2,861,937
<b>Expenditures with Contingency</b>	<b>100,098,114</b>	<b>104,023,558</b>	<b>109,324,440</b>	<b>113,424,173</b>	<b>117,339,398</b>

Note: Years 2025-2028 are estimated. Property tax increases modeled above will likely be reduced as future budgets are refined through revenue increases and/or reductions of expenses.

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# Capital and debt



# Annual Budget 2024

CAPITAL AND DEBT





# Capital Projects

The Capital Improvement Plan (CIP) is a planning tool based on long-range physical planning and financial projections that forecast the City, the Bloomington Port Authority (Port), and Housing and Redevelopment Authority for the City of Bloomington (HRA) capital needs over a ten-year period as building blocks to help achieve the City's strategic vision and mission. The CIP includes a detailed description of every Capital Project anticipated to be initiated during the ten-year period.

The [2024-2033 Capital Improvement Plan \(CIP\)](#) was adopted by the City Council after a Public Hearing on December 18, 2023. The preliminary draft was presented at the October 30, 2023 City Council Meeting and brought to the Planning Commission in November 2023. The CIP document is approved annually but projects are tracked and updated on a quarterly basis. To view the most recent updates, visit our dedicated CIP page at [blm.mn/CIP](http://blm.mn/CIP).

The Capital Budget development process starts with Departments preparing requests for needed projects using the CIP database. Projects can come from the Alternative Transportation Plan, the Park Master Plan, the South Loop Master Plan, the Pavement Management Program, the fifteen-year modeling done for water, sewer and storm water utilities and the facility fund. A Facilities Committee reviews and prioritizes these types of structural needs. Once completed, an analysis of funding requirements and any necessary related prioritization is done by the Executive Management Team.

The cost estimates for each request include capital and operating budget costs that would result from the new or expanded capital facilities improvements and infrastructure. The cost estimates are presented in the CIP document, as is the impact on bonded debt and related debt service and the tax cost impact for various property types. According to the City's CIP Policy, operating costs must be projected and included in operating budget forecasts.

The CIP is reviewed by the Planning Commission for compliance with the Comprehensive Plan. The Mayor and Council then use the compiled information, along with results of public discussion, to decide which projects are to proceed and how they will be funded. The CIP is approved as a plan guide and does not represent approval of any project. Individual projects are not given final approval until they are brought back to the City Council for reaffirmation.

Capital projects have expenditures of at least \$50,000 and a useful life of at least four years. Capital project fund expenditures are incorporated into the budget process based on Council appropriation. Individual project budgets are then approved by the Council on a project-by-project basis.

## Capital Improvement Plan Goals

The CIP continues to evolve as project planning needs to respond to strategic community direction. Changes in economic conditions or other project-related issues may alter timelines. Funding mechanisms change and projects become more or less feasible based on such funding changes. City management continuously looks for opportunities for efficiency which often changes the projected needs for capital. The CIP is updated annually to ensure consistency and the reflection of changing strategic needs, cost fluctuations, and financial resources. The CIP document incorporating the recommended changes is then submitted to the City Council for consideration, modification, and adoption.

The goals of the document are as follows:

- Maintain a systematic approach to planning and initiating capital projects affording the opportunity to plan the location, timing, and financing of the needed public improvements.
- Development of a realistic program of capital spending with the projected fiscal capability to finance such projects, avoiding sharp changes in the tax levy or bonded indebtedness.
- Enable the City, Port and HRA to evaluate the needs of the entire City on a strategically oriented framework.
- Coordinate the capital needs with the adopted Comprehensive Plan.
- Maintain awareness with the public and private investors of the scope of the City's capital improvements.
- Enhance opportunities for participation in federal and/or state grant and aid programs.

## Highlights of 2024 Capital Projects:

### City Facilities

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#### **Small Business Center (SBDC) \$3,639,900**

City owned, city-led Small Business Center (SBC) to provide resources to existing businesses and aspiring entrepreneurs. This space will act as an incubation space, offering affordable office and meeting space, and a welcoming and inviting multicultural environment so people of all races and backgrounds will be welcomed and honored in this space. Staff propose offering physical space for entrepreneurs, as well as training, resources and networking with other business owners while making this a creative placemaking project and a resource for local artists and the community. Staff will partner with organizations for programming and services. The location of the SBDC will be the previous Fire Station 3 location, 2050 E. 86th Street.

#### **PV Solar Install Public Works Roof \$1,400,000** Install Solar Photovoltaic (PV) on Public Works Roof

## **Park Development**

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### **Bryant Park Renovation** **\$9,300,000**

Bryant Park renovation includes a new park shelter building, fully inclusive playground, walking loops, natural resource improvements, stormwater management and other site amenities as further identified through a community driven park planning process in 2022.

### **Tretbaugh Park Renovation** **\$1,300,000**

Tretbaugh Park renovation will include a new bike skills park, shade structure, new parking lot, natural resource restoration and stormwater management. This renovation replaces winter skating at this site which was discontinued in 2020 and provides a new facility in Bloomington parks. A community driven planning process in 2022 will inform the final design and park amenities.

## **Sewer, Water, and Storm Water**

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### **SOLO Watermain West** **\$2,300,000**

Enlarge existing watermain on 82nd from approximately 12th Ave to Old Cedar.

### **Well Rehabilitation** **\$1,350,000**

Scheduled rehabilitation of ground water wells that supply the Water Treatment Plant. Funding comes from water supply and treatment.

## **South Loop**

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A development district that includes Bloomington Central Station and the Mall of America. Funding for projects is provided from business tax revenues dedicated to area improvements. No projects over \$1 million planned for 2024.

## **Surface Transportation**

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### **Lower Lyndale Avenue Reconstruction** **\$2,400,000**

MnDOT reconstructed the I-35W Minnesota river bridge and 106th Street bridge in a project from 2018-2021 which included a new bike/pedestrian facility across the Minnesota River. The city will be reconstructing Lyndale Avenue from W 106th Street to the south terminus, including bike/ped lanes and connections to the DNR State Trail and MnDOT Trails. The I-35W Bridge Contractor (Ames Const) will be contributing to the project due to the damage caused to Lyndale Ave by the I-35W project (shown as Other Sources) The City was awarded State Park Road Account (SPRA) funding in 2020. City staff is working with USFWL staff on reconstruction of the parking lot area to coincide with this project. The cost of parking lot reconstruction is included (shown as USFWL - Federal Funds) and the design/construction costs are in 2024 dollars.

## **Pavement Management Program**

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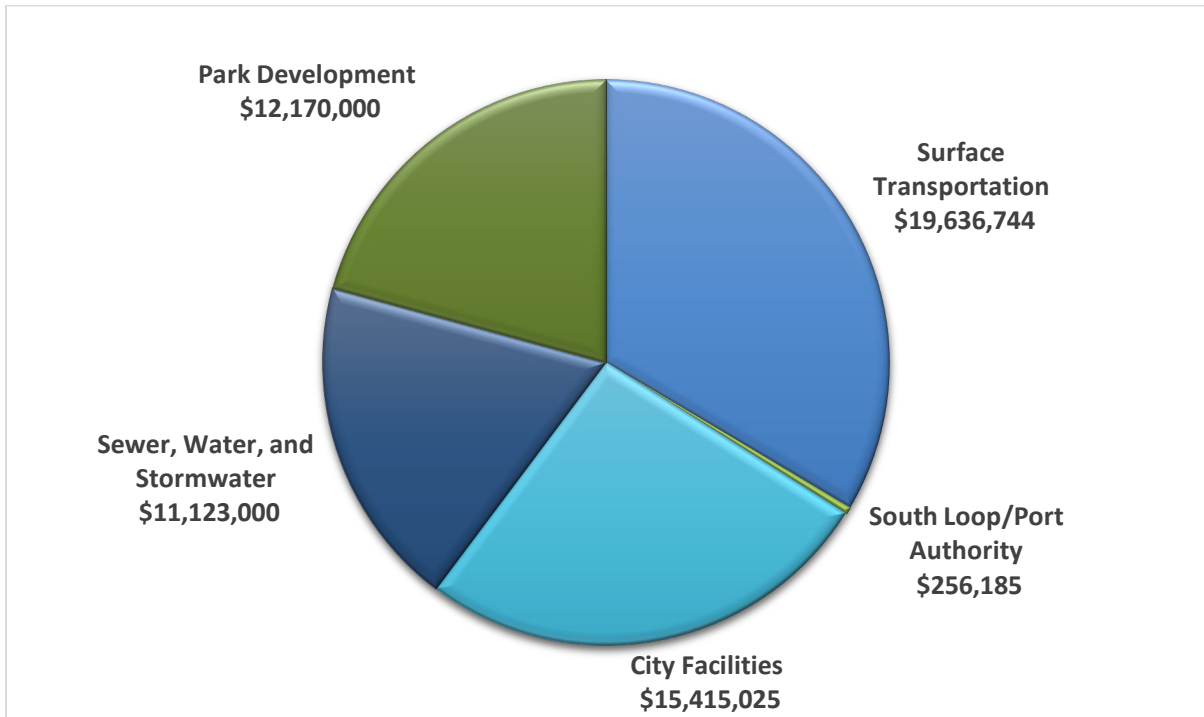
<b>PMP-Street Reconstruction</b>	<b>\$8,521,000</b>
<b>Overlay of City Streets</b>	<b>\$4,230,000</b>
<b>PMP ROW Trail Program</b>	<b>\$1,046,000</b>
<b>Sewer Main Asset Renewal/Replacement</b>	<b>\$1,300,000</b>
<b>Storm Main Asset Renewal/Replacement</b>	<b>\$2,400,000</b>
<b>Watermain Asset Renewal/Replacement</b>	<b><u>\$1,000,000</u></b>
<b>Total estimated costs for 2024</b>	<b>\$18,497,000</b>

Within the Surface Transportation Area, the [Pavement Management Program](#) (PMP) is the predominate activity that provides a system for ongoing maintenance of approximately 340 centerline miles and 40 miles of asphalt trails within the City of Bloomington. Evaluating the asphalt pavement infrastructure within the City, the current average Pavement Condition Index (PCI) for roads is 78 and trails is 69.5. As part of the street PCI, roads are broken into three categories “adequate” PCI over 66, “marginal” PCI between 36-65 and “problem” PCI 35 or under. The goals of the PMP program are to have the number of “adequate” streets at 70% or greater and keep the “problem” street at 10% or less. This ensures that the City preserves the infrastructure investment and provides an expected level of service to the community. This requires an investment that ranges from \$14,400,000 to \$18,750,000 annually and includes state aid funds in addition to general funds and franchise fees.

A funding and implementation plan for repair and maintenance of Bloomington roadways was adopted in 1992. Needs are identified, then funding is provided through state aids, assessments, and franchise fees. This program not only strategically plans for repair and replacement, but also maximizes efficiency in the process by identifying the optimum time to replace or repair roads and streets. The original plan spanned three specific areas: reconstruction, overlay and seal coating. In 2015 the City Council approved adding trails to the program and sidewalks in 2021.

Operating costs are not significantly impacted because on average the same number of miles are reconstructed and overlaid every year on a long-term schedule keeping costs for street maintenance stable and predictable.

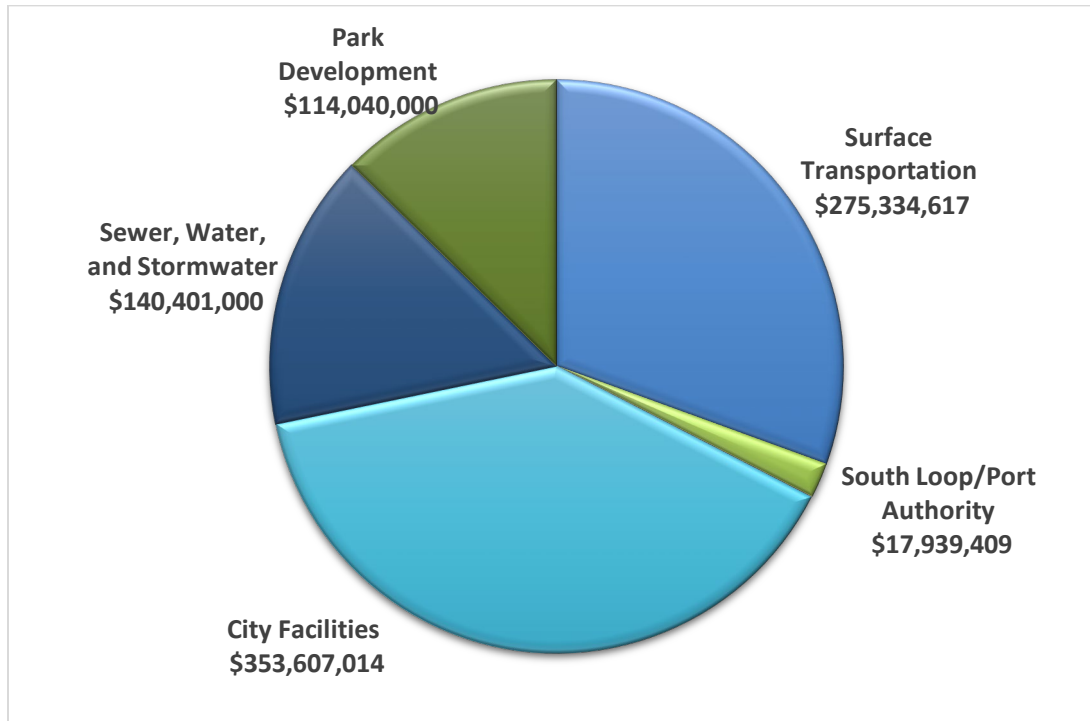
## Estimated Expenses by Category for 2024 Capital Projects



## Estimated Funding Sources for 2024 Capital Projects

Funding Source	2024 Projects
City Funds	\$ 21,569,181
Grants	\$ 8,511,320
Other/Misc.	\$ 4,080,897
Charter Bonds	\$ 9,918,400
CIP Bonds	\$ 1,400,000
PIR Bonds & Assessments	\$ 8,121,156
Sales Tax Revenue Bonds	\$ 5,000,000
<b>Total</b>	<b>\$ 58,600,954</b>

## Estimated Expenses in the ten-year range, 2024-2033



## Estimated Funding Sources in the ten-year range, 2024-2033

Funding Source	10 Year Plan
City Funds	\$ 234,821,777
Grants	\$ 32,880,020
Other/Misc.	\$ 208,221,472
Charter Bonds	\$ 81,178,400
CIP Bonds	\$ 86,042,174
PIR Bonds & Assessments	\$ 103,178,197
Sales Tax Revenue Bonds	\$ 155,000,000
<b>Total</b>	<b>\$ 901,322,040</b>

# Debt Overview

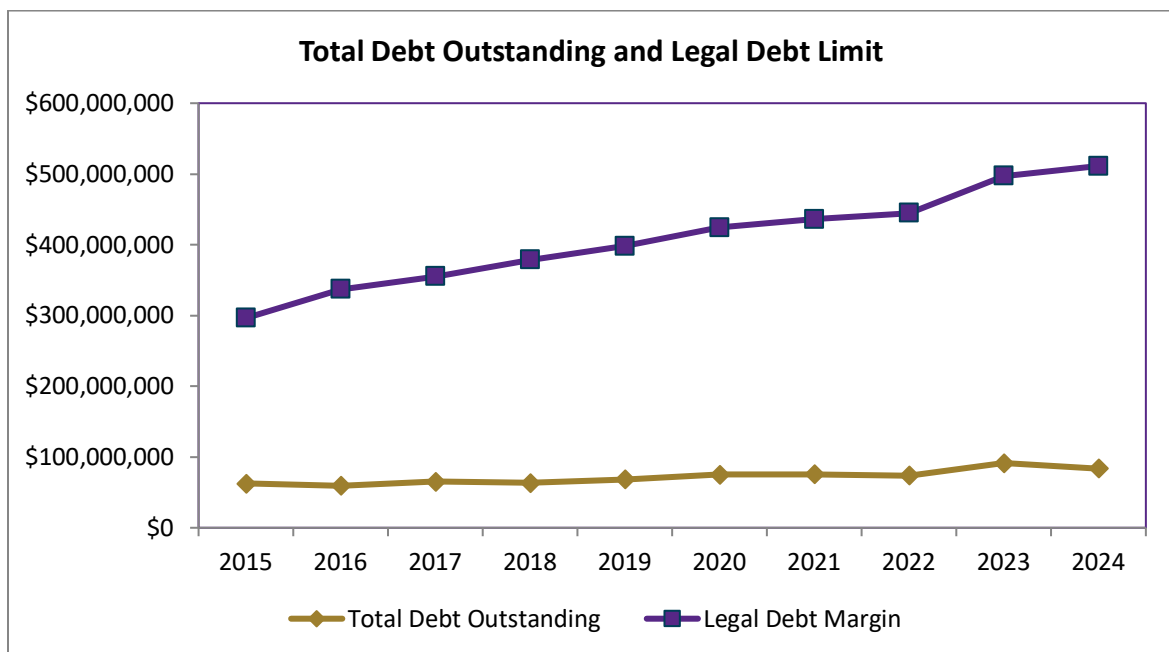
Ongoing positive performance in financial operations and savings from conservative spending assist in reducing the level of annual debt issuance. This results in debt service cost savings and, ultimately, lower debt service levies.

The City issues debt only when projects have a longer life than the term of the borrowing and to reimburse funding for large improvement projects. For more details on the City’s debt policy, see the Policies section.

## Debt Margin

Minnesota State law limits the amount of General Obligation (GO) debt for any municipality to 3 percent of market value. This limitation provides reasonable assurance of the municipality’s ability to pay its obligations. Bloomington’s estimated taxable market value for taxes payable year 2024 is \$17,599,679,200. The graph below shows ten years of legal debt limit and total debt outstanding. The space between the debt limit and outstanding debt shows that the City is conservative in the amount of debt issued compared to the statutory limit.

	<b><u>2024</u></b>
General Obligation Debt Limit	\$ 527,990,376
Bloomington’s Debt Subject to the limit	<u>16,720,000</u>
Debt Margin	<u>\$ 511,270,376</u>



## **Debt Issuance and Refinancing**

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The City of Bloomington has been very conservative in its debt issuance practices and holds Moody's Aaa, Standard & Poor's AAA and Fitch Rating Agency's AAA G.O. debt ratings, one of 37 municipal governments of 19,500 nationwide to achieve the "Triple Triple A."

### **General Obligation Debt Issuances During 2023**

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The City did not issue any new debt in 2023.

### **Anticipated Debt Issues**

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The City plans to issue up to \$11 million of G.O Charter Bonds in the spring of 2024 these "Social Bonds" that will be used for the inclusive improvement in community parks. It is anticipated in the fall to issue Permanent Improvement Revolving Fund debt up to \$5 million to replenish funds expended for the Pavement Management Program. Additionally, the City will be issuing \$35 million of Revenue Sales Tax Taxable Bonds to be used for the Bloomington Ice Garden improvements.

The City's total outstanding tax and assessment supported debt on December 31, 2023, was \$73,505,000 for a per capita amount of \$805 (population 91,330). The per capita limit on the City's debt is \$5,781.

The total debt principal and interest due in 2024 is \$10,978,049 of which \$1,616,550 is borne by the property tax levy. About 48 percent of the currently issued debt will be paid off in five years and over 79 percent in ten years. The ability to retire at least half of a city's debt in ten years is considered a strength.

As outlined in the Capital Improvement Plan, there are many community needs that the City of Bloomington must meet. The future debt capacity will allow the City to issue debt to provide for our community's upkeep and renewal without substantially increasing property taxes for debt service. The manageable level of debt service payments allows the City to target funding to current capital needs.

## **General Obligation**

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### **General Obligation Revenue**

2017B Water Utility Bonds (2018-2027)

2018D Storm Water Utility Bonds "Green Bonds" (2020-2034)

2019A Bloomington Ice Garden Charter Bonds (2021-2030)



### **General Obligation**

2011 Permanent Improvement Revolving, Forty-Five Series (2013-2031)  
2012 Permanent Improvement Revolving, Forty-Six Series (2014-2023)  
2012A Permanent Improvement Revolving Refunding. Bonds refunded the 2004 Permanent Improvement Revolving, Thirty-Nine Series (2015-2025)  
2013 Permanent Improvement Revolving, Forty-Seven Series (2015-2024)  
2013A Permanent Improvement Revolving Refunding. Bonds refunded the 2009 Permanent Improvement Revolving, Forty-Three Series (2015-2030)  
2014 Permanent Improvement Revolving, Forty-Eight Series (2016-2025)  
2015 Permanent Improvement Revolving, Forty-Nine Series (2017-2036)  
2016 Permanent Improvement Revolving, Fifty Series (2018-2037)  
2016C Permanent Improvement Revolving Refunding. Bonds refunded the 2007 Series Forty-One and 2008 Series Forty-Two (2019-2029)  
2017 Permanent Improvement Revolving, Fifty-One Series (2019-2028)  
2017A Charter Bonds (2018-2027)  
2018 Permanent Improvement Revolving, Fifty-Two Series (2020-2029)  
2018A Charter Bonds (2020-2029)  
2019 Permanent Improvement Revolving, Fifty-Three Series (2021-2030)  
2019B Charter Bonds (2021-2030)  
2020 Permanent Improvement Revolving, Fifty-Four Series (2022-2031)  
2021 Permanent Improvement Revolving, Fifty-Five Series (2023-2032)  
2021A Charter Bonds (2023-2032)  
2022 Permanent Improvement Revolving, Fifty-Six Series (2024-2034)  
2022A Capital Improvement Plan Bonds (2024-2043)  
Permanent Improvement Revolving Bonds will be retired from special assessments and general property tax levies.

### **General Obligation Tax Increment**

2020B Tax Increment Refunding (2023-2032)

### **Taxable General Obligation**

2018B Housing Improvement Bonds (2020-2034)  
2019C Taxable Tax Increment Revenue (2022-2036)

## **Total Outstanding City Debt**

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Not all debt is paid out of property tax receipts. Less than half of the City's debt is paid from the property tax levy. The rest is paid through assessments to properties which benefit from a project, through operating fees from people who seek service from an enterprise activity of the City (water utility fees or ice-skating admission, for example) and tax increment financing.

## Existing Debt Payments

Year	Total		Proprietary Bonds		Tax & Assessment Supported Debt	
	Principal	Interest	Principal	Interest	Principal	Interest
2024	8,179,431	2,798,618	910,000	391,832	7,269,431	2,406,786
2025	8,862,340	2,469,926	960,000	348,632	7,902,340	2,121,294
2026	8,080,903	2,142,059	990,000	306,707	7,090,903	1,835,352
2027	7,888,705	1,841,225	1,035,000	264,189	6,853,705	1,577,035
2028	7,317,855	1,561,875	935,000	221,113	6,382,855	1,340,763
2029	6,867,232	1,307,073	970,000	185,573	5,897,232	1,121,500
2030	6,056,842	1,082,967	995,000	156,046	5,061,842	926,921
2031	5,161,692	892,423	835,000	124,100	4,326,692	768,323
2032	4,586,786	725,160	865,000	90,100	3,721,786	635,060
2033	3,777,130	566,771	895,000	54,900	2,882,130	511,871
2034	3,227,734	435,234	925,000	18,500	2,302,734	416,734
2035	1,463,600	360,975			1,463,600	360,975
2036	7,114,750	252,603			7,114,750	252,603
2037	735,000	152,769			735,000	152,769
2038	695,000	131,319			695,000	131,319
2039	715,000	109,722			715,000	109,722
2040	740,000	86,988			740,000	86,988
2041	760,000	63,550			760,000	63,550
2042	785,000	38,919			785,000	38,919
2043	805,000	13,081			805,000	13,081
	<b>\$83,820,000</b>	<b>\$17,033,256</b>	<b>\$10,315,000</b>	<b>\$2,161,692</b>	<b>\$73,505,000</b>	<b>\$14,871,564</b>



# Departmental information



# Annual Budget 2024

DEPARTMENTAL INFORMATION



# Staffing Levels

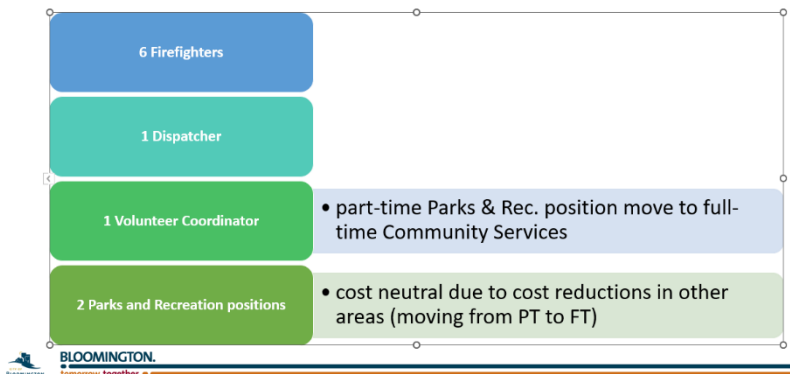
The 2024 budget has a total increase of 18 full-time authorized employee positions compared to the 2023 budget. The 2023 budget had 619 full-time authorized positions and the 2024 budget has 637 full-time authorized positions.

During 2023, seven new full-time positions were added. Four positions (Police Administrative Assistant, Legal Support Specialist, Building Inspection Aide, and Public Health Community Supervisor) were previously part-time positions that were reclassified to full-time. The other three positions were added in Police and the HRA (Housing and Redevelopment Authority). The two new Police positions were School Resource Officer positions that were added with increased funding from Bloomington School District with a new contract that went into effect in 2023. The HRA added an Assistant HRA Administrator Position.

One full-time position was eliminated from the 2024 budget. A full-time City Clerk Licensing Specialist position was eliminated and replaced with two part-time positions to offer additional service hours for passport in order to meet the demand and provide better service to the public as well as bring in additional passport revenue.

In the 2024 budget, twelve new full-time positions were added. One Public Safety Telecommunicator (Dispatcher), six Firefighters, one Facilities Maintenance Service Technician, one IT Network Administrator, and then two part-time Recreation Supervisors and one part-time Volunteer Coordinator were reclassified to full-time positions.

## 2024 Full-Time Staffing Requests (General Fund)



## 2024 Full-Time Staffing Requests (Internal Service Funds)



<b>New Full-Time Positions added during 2023:</b>	
Police Administrative Assistant changed from part-time to full-time	1
Legal Office Support Specialist changed from part-time to full-time	1
Building Inspection Aide changed from part-time to full-time	1
School Liaison Police Officers funded by money from School District	2
Public Health Community Health Supervisor replaced two part-time nurses	1
Assistant HRA Administrator	1
	7
<b>Full-Time Positions eliminated from 2024 Budget:</b>	
City Clerk Licensing Specialist moved from one full-time to two part-time	-1
	-1
<b>New Full-Time Positions added in 2024 Budget:</b>	
Public Safety Telecommunicator (Dispatcher)	1
Firefighters	6
Facilities Maintenance Service Technician	1
IT Network Administrator	1
Recreation Supervisors changed from part-time to full-time	2
Volunteer Coordinator changed from part-time to full-time	1
	12
<b>Total Change in Full-Time Staffing Levels from 2023 to 2024</b>	<b>18</b>

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## Position Summary Schedule Authorized Full-Time Positions

Dept.	Division	2022 Authorized Full-Time	2023 Authorized Full-Time	2024 Authorized Full-Time
<b>ADMINISTRATION</b>				
	CITY CLERK - GENERAL FUND	8	8	7
	CITY MANAGER - GENERAL FUND	3	3	3
	HUMAN RESOURCES - GENERAL FUND	6	7	7
	OFFICE OF RACIAL EQUITY INCLUSION & BELONGING - GF	1	2	2
<b>ADMINISTRATION Total</b>		<b>18</b>	<b>20</b>	<b>19</b>
<b>CITY COUNCIL</b>				
	CITY COUNCIL - GENERAL FUND	1	1	1
<b>CITY COUNCIL Total</b>		<b>1</b>	<b>1</b>	<b>1</b>
<b>COMMUNITY DEVELOPMENT</b>				
	ADMIN - GENERAL FUND	3	3	3
	ASSESSING - GENERAL FUND	12	12	12
	BUILDING & INSPECTIONS - GENERAL FUND	22	22	23
	CREATIVE PLACEMAKING - SPECIAL REVENUE FUND	1	1	1
	ENVIRONMENTAL HEALTH - GENERAL FUND	17	17	17
	PLANNING - GENERAL FUND	10	10	10
<b>COMMUNITY DEVELOPMENT Total</b>		<b>65</b>	<b>65</b>	<b>66</b>
<b>COMMUNITY SERVICES</b>				
	ADMIN - GENERAL FUND	2	2	2
	COMMUNICATIONS - SPECIAL REVENUE FUND	8	8	8
	COMMUNITY OUTREACH & ENGAGEMENT - GEN FUND	5	5	6
	PUBLIC HEALTH - GENERAL FUND	26	28	29
<b>COMMUNITY SERVICES Total</b>		<b>41</b>	<b>43</b>	<b>45</b>
<b>FINANCE</b>				
	ADMIN & BUDGET - GENERAL FUND	4	4	4
	FINANCIAL OPERATIONS - GENERAL FUND	22	22	22
	RISK MANAGEMENT - GENERAL FUND	1	1	1
<b>FINANCE Total</b>		<b>27</b>	<b>27</b>	<b>27</b>
<b>FIRE</b>				
	FIRE DEPARTMENT - GENERAL FUND	13	38	44
<b>FIRE Total</b>		<b>13</b>	<b>38</b>	<b>44</b>
<b>INFORMATION TECHNOLOGY</b>				
	INFORMATION TECHNOLOGY - INTERNAL SERVICES FUND	17	19	20
<b>INFORMATION TECHNOLOGY Total</b>		<b>17</b>	<b>19</b>	<b>20</b>



## Position Summary Schedule Authorized Full-Time Positions

Dept.	Division	2022 Authorized Full-Time	2023 Authorized Full-Time	2024 Authorized Full-Time
	LEGAL			
	LEGAL - GENERAL FUND	13	16	17
	<b>LEGAL Total</b>	<b>13</b>	<b>16</b>	<b>17</b>
	PARKS & RECREATION			
	ADMIN - GENERAL FUND	6	6	6
	CENTER FOR THE ARTS - ENTERPRISE FUND	1	1	1
	CREEKSIDE COMMUNITY CENTER - GENERAL FUND	3	3	3
	GOLF COURSES - ENTERPRISE FUND	5	5	5
	ICE GARDEN - ENTERPRISE FUND	5	5	5
	PARK MAINTENANCE - GENERAL FUND	28	29	29
	RECREATION - GENERAL FUND	5	5	7
	<b>PARKS &amp; RECREATION Total</b>	<b>53</b>	<b>54</b>	<b>56</b>
	POLICE			
	ADMIN - GENERAL FUND	4	4	5
	POLICE OPERATIONS - GENERAL FUND	120	124	126
	POLICE SUPPORT - GENERAL FUND	32	33	34
	PUBLIC SAFETY TECH & EQUIP - INTERNAL SERV. FUND	1	1	1
	<b>POLICE Total</b>	<b>157</b>	<b>162</b>	<b>166</b>
	PUBLIC WORKS			
	ADMIN - GENERAL FUND	5	6	6
	ENGINEERING - GENERAL FUND	29	27	27
	FACILITIES - INTERNAL SERV FUND	13	14	15
	FLEET & EQUIPMENT - INTERNAL SERV FUND	12	12	12
	MAINTENANCE ADMIN - GENERAL FUND	7	7	7
	SOLID WASTE UTILITY - ENTERPRISE FUND	1	2	2
	STORM WATER UTILITY - ENTERPRISE FUND	11	11	11
	STREET MAINTENANCE - GENERAL FUND	25	25	25
	WASTE WATER UTILITY - ENTERPRISE FUND	13	13	13
	WATER UTILITY - ENTERPRISE FUND	39	40	40
	<b>PUBLIC WORKS Total</b>	<b>155</b>	<b>157</b>	<b>158</b>
	COMPONENT UNITS			
	HOUSING & REDEVELOPMENT AUTHORITY	11	8	9
	PORT AUTHORITY	3	9	9
	<b>COMPONENT UNITS Total</b>	<b>14</b>	<b>17</b>	<b>18</b>
	<b>Grand Total</b>	<b>574</b>	<b>619</b>	<b>637</b>

# City Council

City Council activities are accounted for within the General Fund. The City is governed by an elected, part-time Council consisting of a Mayor and six Councilmembers. Two of the Councilmembers are elected at-large and four are elected from their separate districts. All legislative power is vested in this City Council which appoints a full-time City Manager as well as appoints residents to boards and commissions. There is one full-time City employee, an Administrative Assistant allocated to the City Council budget who is the Administrative Assistant to the Mayor and serves as the City Council Secretary.

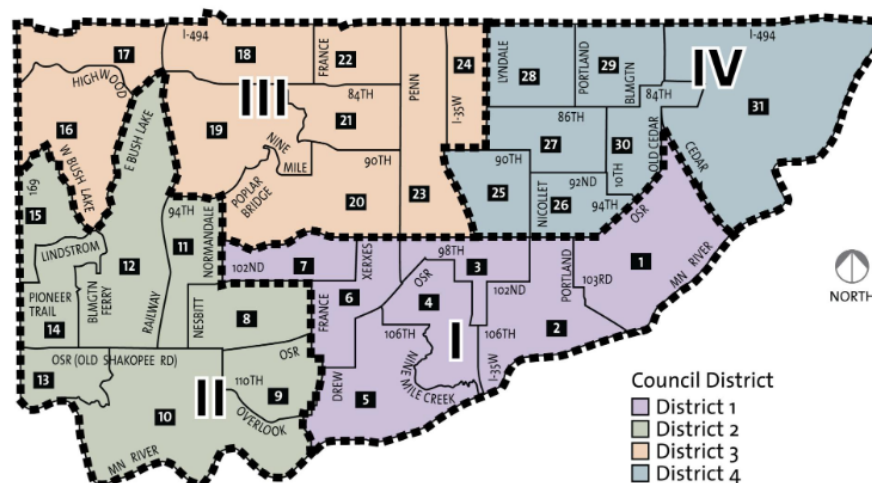
Authorized Full-Time Position	2024 BUDGET
ADMINISTRATIVE ASSISTANT	1
<b>Grand Total</b>	<b>1</b>

## 2024 Goals and Objectives

- Continue to enhance the City’s Public Safety response capabilities.
- Continue to implement the *Bloomington. Tomorrow. Together.* strategic plan.
- Develop and guide investment in the City, including the adoption of plans and funding strategies to enhance the quality of life in the community.
- Continue to provide policy direction and organizational governance on issues of importance to the community including Environmental Sustainability, Public Health, and Racial Equity and Inclusion.



## City Council districts



# City Council - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Other Revenues	\$ -	\$ -	\$ -
<b>Total Revenues</b>	-	-	-
<b>Expenditures</b>			
Salaries and Benefits	327,326	316,666	340,865
Materials, Supplies, & Services	377,961	418,262	425,865
<b>Total Expenditures</b>	<b>705,287</b>	<b>734,928</b>	<b>766,730</b>
Less Expenses Charged to Other Funds	(197,265)	(189,136)	(194,810)
<b>Net Total Expenditures</b>	<b>\$ 508,022</b>	<b>\$ 545,792</b>	<b>\$ 571,920</b>

# Administration

The Administration Department includes the City Manager’s Office, Human Resources Division, the City Clerk’s Office and the Office of Racial Equity, Inclusion, and Belonging. Each division within the department serves both internal and external customers.

Dept.	Division	2022 Authorized Full-Time	2023 Authorized Full-Time	2024 Authorized Full-Time
ADMINISTRATION				
	CITY CLERK - GENERAL FUND	8	8	7
	CITY MANAGER - GENERAL FUND	3	3	3
	HUMAN RESOURCES - GENERAL FUND	6	7	7
	OFFICE OF RACIAL EQUITY INCLUSION & BELONGING - GF	1	2	2
<b>ADMINISTRATION Total</b>		<b>18</b>	<b>20</b>	<b>19</b>
<b>Grand Total</b>		<b>18</b>	<b>20</b>	<b>19</b>



Left to right: Chief **Booker Hodges**, Mayor **Tim Busse**, Chief Equity and Inclusion Officer **Faith Jackson** (a 2023 Pioneer and Changemaker), Minnesota Attorney General Keith Ellison and City Manager **Jamie Verbrugge** at the 2023 Pioneers and Changemakers celebration.

# Administration - General Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 110,083	\$ 172,249	\$ 140,100
Intergovernmental	-	-	80,000
Transfers from Other Funds	200,000	-	-
<b>Total Revenues</b>	<b>310,083</b>	<b>172,249</b>	<b>220,100</b>
<b>Expenditures</b>			
Salaries and Benefits	2,802,326	3,000,801	3,448,093
Materials, Supplies, & Services	1,065,543	1,207,074	1,173,768
Transfer to Other Funds	-	-	-
<b>Total Expenditures</b>	<b>3,867,869</b>	<b>4,207,875</b>	<b>4,621,861</b>
Less Expenses Charged to Other Funds	(667,947)	(782,891)	(785,195)
<b>Net Total Expenditures</b>	<b>\$ 3,199,922</b>	<b>\$ 3,424,984</b>	<b>\$ 3,836,666</b>

# Administration - City Manager's Office

The City Manager's Office is accounted for within the General Fund. The City Manager leads and manages the daily operations of the City and its various departments in accordance with the policy directives, strategic priorities, and resource allocations of the City Council. This includes community outreach, financial management, and personnel administration, as well as short and long-range planning for City operations, facilities, and amenities.

Authorized Full-Time Position	2024 BUDGET
CITY MANAGER	1
ASSISTANT CITY MANAGER	1
EXECUTIVE ASSISTANT	1
<b>Grand Total</b>	<b>3</b>

## 2024 Goals and Objectives

- Work with the City Council to implement the *Bloomington. Tomorrow. Together.* strategic plan.
- Implement the Gallup Strengths Finder model for improving employee engagement and staff development.
- Develop a Community Indicators Dashboard and public-facing outreach to enhance community transparency of City's work.
- Initiate a structured organizational Performance Measurement system and project management framework for city-led projects.

### Priorities:



# Administration City Manager - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Other Revenues	\$ -	\$ -	\$ -
Transfers from Other Funds	200,000	-	-
<b>Total Revenues</b>	<b>200,000</b>	-	-
<b>Expenditures</b>			
Salaries and Benefits	\$ 570,389	\$ 639,340	\$ 649,037
Materials, Supplies, & Services	330,543	475,529	284,249
Transfer to Other Funds	-	-	-
<b>Total Expenditures</b>	<b>900,932</b>	<b>1,114,869</b>	<b>933,286</b>
Less Expenses Charged to Other Funds	(210,607)	(201,932)	(207,990)
<b>Net Total Expenditures</b>	<b>\$ 690,325</b>	<b>\$ 912,937</b>	<b>\$ 725,296</b>

# Administration - Office of Racial Equity, Inclusion, and Belonging

The Office of Equity, Inclusion, and Belonging is a newly formed office in June 2022 that falls under the City of Bloomington’s Administration Department. The Office of Racial Equity, Inclusion, and Belonging’s mission is to create, lead, manage, and support systems change throughout the organization to ensure equity, inclusion, and belonging is emphasized. The Office serves both internal and external customers.

The Office of Racial Equity, Inclusion, and Belonging is accounted for within the General Fund. The Chief Equity & Inclusion Officer sets the vision for the City’s equity work, support departments with implementation specific equity goals and strategies, provide professional learning opportunities to City staff, apply an equity framework to City policies, practices, procedures, and decisions, create equity tools and policies that provide guidance for staff and council, monitor progress and hold City accountable for advancing equity, and work with community partners to promote equity and inclusion within the City of Bloomington and throughout the region, producing measurable improvements and disparity reductions.

Authorized Full-Time Position	2024 BUDGET
CHIEF EQUITY & INCLUSION OFFICER	1
EQUITY & INCLUSION PROGRAM SPECIALIST	1
<b>Grand Total</b>	<b>2</b>



*Juneteenth 2023*



*Bloom in Bloomington Interns*

## 2023 Accomplishments

- **Inclusive Culture** – Facilitated culture agility training with twenty-two participants and 11 staff receiving a certification.
- **Workforce Diversity** - Launched and facilitated the inaugural Bloom in Bloomington workforce development program. Placed 11 young people in career building jobs.
- **Equitable Programs and Services** - Drafted Language Access Plan and Adopted Language Access Premium
- **Authentic Community Engagement** - Staff founded and collaborated with Minnesota municipal and state agencies to form the Minnesota Language Access Network. Partnered with community and peer cities to celebrate Welcome Week and host inaugural Juneteenth event.



## 2024 Goals and Objectives

- Develop and launch city-wide equity training framework.
- Support employees and human resources in developing an inclusive and equitable work culture.
- Support city leaders and elected officials in providing equitable service delivery in a manner that disrupts racial disparities and inequities.
- Facilitate opportunities for cross cultural and multigenerational community connections including but not limited to launching and sustaining the Welcome to Bloomington Program.

Workforce Diversity	Inclusive Culture	Equitable Programs and Services	Authentic Community Engagement
<ul style="list-style-type: none"> <li>• % of BIPOC applicants in the pool of candidates</li> <li>• % of BIPOC FT City Employees</li> <li>• % of BIPOC PT City Employees</li> <li>• % of BIPOC new hires</li> <li>• % of BIPOC resignations</li> <li>• % of BIPOC interns</li> <li>• # of BIPOC employees in leadership positions</li> <li>• - # of new or revised job descriptions that incorporate racial equity as a desired competency</li> </ul>	<ul style="list-style-type: none"> <li>• % of FT and PT employees attending racial equity- training</li> <li>• % of supervisors &amp; managers who complete inclusive workforce training</li> <li>• # of complaints of racial discrimination in the workforce.</li> <li>• Employee inclusive culture survey results.</li> <li>• Employee engagement survey results disaggregated by race.</li> </ul>	<ul style="list-style-type: none"> <li>• # of staff trained to use racial equity toolkit.</li> <li>• # of improvements made to design or implementation of services/programs based upon racial equity toolkit results.</li> <li>• # of Departments / Divisions tracking service data disaggregated by race.</li> </ul>	<ul style="list-style-type: none"> <li>• % of BIPOC residents serving on Boards and Commissions.</li> <li>• # of Departments who design and implement community engagement plans utilizing the community engagement toolkit.</li> </ul>

# Office of Racial Equity, Inclusion, & Belonging

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Other Revenues	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	-	-	-
<b>Expenditures</b>			
Salaries and Benefits	\$ 221,085	\$ 293,748	\$ 304,083
Materials, Supplies, & Services	91,130	85,011	136,055
Transfer to Other Funds	-	-	-
<b>Total Expenditures</b>	<b>312,215</b>	<b>378,759</b>	<b>440,138</b>
Less Expenses Charged to Other Funds		(134,622)	(138,660)
<b>Net Total Expenditures</b>	<b>\$ 312,215</b>	<b>\$ 244,137</b>	<b>\$ 301,478</b>

# Administration - Human Resources

The Human Resources Division is also part of the General Fund. This division coordinates staff recruitment and hiring, designs and services employee benefit programs and conducts employee relations activities for all City employees. The HR Division also develops and implements classification and compensation systems, as well as employment rules and policies, that are consistent with the City’s mission, vision, and values.

Authorized Full-Time Position	2024 BUDGET
HUMAN RESOURCES MANAGER	1
HUMAN RESOURCES BUSINESS PARTNER	3
BENEFITS & WELLNESS COORDINATOR	1
HR ANALYST	1
HR TECHNICIAN	1
<b>Grand Total</b>	<b>7</b>

## 2024 Goals and Objectives

- Develop a reporting dashboard to collect demographic data of applicants and new hires
- Develop and implement a Bloomington Leadership Academy based to strengthen the skills of leaders in the organization.
- Support development of the new “Bloom in Bloomington” program that expands internship opportunities for Bloomington youth.
- Develop and/or participate in five (5) career fairs in 2023 to encourage and promote Bloomington jobs and to diversify the workforce.
- Reduce time to hire for all staff and streamline recruiting and hiring process.
- Successfully negotiate labor agreements with the collective bargaining units and ensure Bloomington’s pay and benefits plans are consistent with market averages/benchmarks.
- Implement an online performance management system.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Core service	Percentage of all supervisors to receive 12 hours of training annually			85%	85%
	Decrease the time for recruitment and new hires in the organization*	74 days	74 days	<75 days	Less than 60 days
	Participate in 5 career fairs (new goal)			5	5
Connected, welcoming community	Increase percentage of BIPOC staff by 2.0% per year	15.5%	16.4%	18.9%	21%

*\*In 2021 the City hired a total of 86 PT/FT staff. In 2022, that number was 157, an 82% increase.*

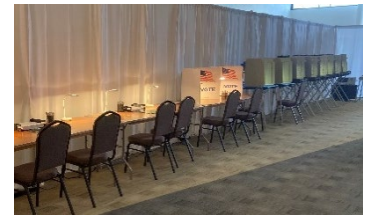
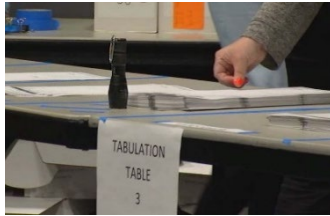
# Administration Human Resources - Gen. Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Other Revenues	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>			
Salaries and Benefits	\$ 789,340	\$ 919,811	\$ 1,033,112
Materials, Supplies, & Services	304,249	308,573	349,661
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>1,093,589</b>	<b>1,228,384</b>	<b>1,382,773</b>
Less Expenses Charged to Other Funds	(319,323)	(286,205)	(294,791)
<b>Net Total Expenditures</b>	<b>\$ 774,266</b>	<b>\$ 942,179</b>	<b>\$ 1,087,982</b>

# Administration – City Clerk

The activities of the City Clerk’s office which are in the General Fund include elections, business licensing, passports, data governance for all City records, and general data requests. Federal, state, and county elections are held in even-numbered years and city and school district elections are held in odd-numbered years. The City Clerk division also maintains records and provides sales for the Bloomington City Cemetery, which is accounted for in the Cemetery Special Revenue Fund.



Authorized Full-Time Position	2024 BUDGET
CITY CLERK	1
DEPUTY CITY CLERK - ELECTIONS/LICENSING/PASSPORTS	1
DEPUTY CITY CLERK - DATA AND RECORDS MANAGEMENT	1
LICENSE EXAMINER	1
ELECTIONS SPECIALIST	1
DATA AND RECORDS SPECIALIST	1
LICENSING SPECIALIST	1
<b>Grand Total</b>	<b>7</b>

## 2023 Accomplishments

- Successfully managed the 2023 city and school board elections, including additional ranked choice voting education efforts. Experienced the highest city election turnout in 20 years.
- Transferred paper cemetery vital records to digital format.
- Created and distributed citywide records management training.
- Reorganized positions and passport operations to provide better customer services.

## 2024 Goals and Objectives

- Administer Presidential Nomination Primary, State Primary and General Elections.
- Lead Citywide effort to develop cannabis regulations.
- Restructure passport appointment schedule to enhance services and revenue.
- Pursue ordinance amendments to streamline business licensing activities.
- Continue to meet statutory obligations for timely and accurate responses to data requests.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Connected, welcoming community</b>	General Election Voter Turnout	26%	73%	36%	90%
	Number of registered voters	59,152	57,944	57,633	58,000
	Data requests completed	450	465	478	490
	RCV voter education activities	87	n/a	90	n/a
<b>Healthy Community - Safety and Environment</b>	<b>Licenses/permits issued</b>				
	Business	1,639	1,809	1,850	1,850
	Rental	1,741	1,954	1,984	1,990
	Event	140	230	221	230
	Fire	2,000	2,000	2,000	2,000
	Contractor	423	529	499	500
	Solicitor	86	90	95	90
	Animal	453	374	3	350
	<b>Total</b>	<b>6,482</b>	<b>6,986</b>	<b>6,930</b>	<b>7,010</b>
<b>Core service</b>	Cemetery interments	55	56	53	55
	Ground lot and columbarium niche purchases	66	48	59	50
<b>Core service</b>	Passport applications processed	2,161	2,135	1,536	2,300

# Administration City Clerk - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 110,083	\$ 172,249	\$ 140,100
Intergovernmental	-	-	80,000
Transfers from Other Funds			
<b>Total Revenues</b>	<b>110,083</b>	<b>172,249</b>	<b>220,100</b>
<b>Expenditures</b>			
Salaries and Benefits	1,221,512	1,147,902	1,461,861
Materials, Supplies, & Services	339,621	337,961	403,803
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>1,561,133</b>	<b>1,485,863</b>	<b>1,865,664</b>
Less Expenses Charged to Other Funds	(138,017)	(160,132)	(143,754)
<b>Net Total Expenditures</b>	<b>\$ 1,423,116</b>	<b>\$ 1,325,731</b>	<b>\$ 1,721,910</b>

# Cemetery

First established in 1858, the Bloomington Cemetery consists of approximately 10 acres just west of the intersection of Lyndale Ave and 104<sup>th</sup> Street. The oldest portion of the cemetery is listed on the National Register of Historic Places.

Both in-ground burial lots and columbarium niches are available, with preferred pricing for Bloomington residents. The City Clerk’s office provides record keeping for the cemetery and assists families with purchases and scheduling for services. Staff from the Parks Maintenance section of the Public Works Department maintain the cemetery grounds.

## 2024 Goals and Objectives

- Continue to provide compassionate and timely service to individuals and families and excellent caretaking of the cemetery grounds.
- Implement digital map for enhanced public access to cemetery records.
- Market burial options to the general public and relevant businesses.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Core service	Cemetery internments	55	56	53	55
Core service	Ground lot and columbarium niche purchases	66	48	59	50





# Cemetery - Special Revenue Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 190,965	\$ 208,180	\$ 208,015
Interest Income	(14,542)	19,825	5,400
Transfers from Other Funds			
<b>Total Revenues</b>	<b>176,423</b>	<b>228,005</b>	<b>213,415</b>
<b>Expenses</b>			
Materials, Supplies, & Services	222,789	227,912	210,656
Capital Outlay	21,521	-	-
Transfer to Other Funds			
<b>Total Expenses</b>	<b>244,310</b>	<b>227,912</b>	<b>210,656</b>
<b>Working Capital</b>			
Net Change	(67,887)	93	2,759
Working Capital at Beginning of Year	450,748	382,861	382,954
<b>Working Capital at End of Year</b>	<b>\$ 382,861</b>	<b>\$ 382,954</b>	<b>\$ 385,713</b>

# Accrued Benefits

The Accrued Benefits Fund is the Internal Service Fund that pays and records the liabilities associated with employee accrued time off - vacation, personal leave, and compensatory time. The possibility of the City going out of existence and needing to fully fund this account to pay all the employee accrued time off at one time is remote. However, the goal of this fund is to have enough cash to fully fund the accrued liability. It is currently funded at 72% of the total accrued liability with a long-term plan of being 100% funded in 2033.

Revenues for this fund come from charges to City departments that pay full-time and permanent part-time salaries. Charges are calculated at 3.5% of salaries.

Expenses for this fund come from:

- The year-end conversion of any accumulated personal leave hours over 1,000 hours to either a post-retirement health care savings account (employee self-funded health care) or cash payout.
- Payout of unused vacation, personal leave, and compensatory time to employees leaving service (retirements, terminations, or leaving for new opportunities).
- Year-end accrual to cover liabilities for employees with balances of vacation, personal leave, or compensatory time.

## 2024 Goals and Objectives

- 100% funded for total liability of accrued time by 2033.
- Continue providing City employees with fair leave policies to retain and attract excellent employees.



## Accrued Benefits - Internal Service Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Departmental Charges	\$ 2,124,396	\$ 2,277,936	\$ 2,195,492
Interest Income	(476,263)	660,937	153,900
<b>Total Revenues</b>	<b>1,648,133</b>	<b>2,938,873</b>	<b>2,349,392</b>
<b>Expenses</b>			
Salaries and Benefits	2,778,210	3,129,914	2,868,000
<b>Total Expenses</b>	<b>2,778,210</b>	<b>3,129,914</b>	<b>2,868,000</b>
<b>Working Capital</b>			
Net Change	(1,130,077)	(191,041)	(518,608)
Working Capital at Beginning of Year	(4,135,916)	(5,265,993)	(5,457,034)
<b>Working Capital at End of Year</b>	<b>\$ (5,265,993)</b>	<b>\$ (5,457,034)</b>	<b>\$ (5,975,642)</b>

# Employee Benefits

The Employee Benefits Fund is an Internal Service Fund that brings in a set, per-employee fee from each department’s operating budget and uses that revenue to fund the core benefits package provided to each full-time employee. This includes the employer-share of medical, dental, life, and disability insurance premiums, as well as tuition reimbursement and health club reimbursement benefits. The 2024 employee benefits charge to each department is \$17,860 per full-time employee which is a 2% increase from 2023.

## 2024 Goals and Objectives

- Stabilize insurance expenses in departmental budgets to avoid large budget spikes due to increases in benefit costs, especially in health insurance.
- Expand wellness programs and opportunities for employees coordinated by the Wellness Committee with the wellness funds provided by the SWWC (Southwest West Central Service Cooperative).

## 2023 Accomplishments

- Worked with insurance broker, NFP, to finalize a 7.3% rate increase in health insurance premiums for 2024 for the third year of a three-year agreement with the Minnesota Health Consortium (MHC)/Medica that includes access to fitness, and wellness programs. The increase was less than the 2024 rate cap of 9.5%
- A new ACO (Accountable Care Organization) health insurance plan was offered for 2024 as a less expensive option for both employees and the City. 163 employees enrolled in this less expensive plan.
- The Wellness Committee organized several activities to promote employee wellness using funds from the SWWC wellness funds including a “Wellness Passport” program that included incentives for employees to record completed wellness activities in the categories of purpose, social, financial, physical, and community.



City of Bloomington Wellness Passport

## Employee Benefits - Internal Service Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Departmental Charges	\$ 10,775,354	\$ 11,541,168	\$ 11,806,706
Intergovernmental	-	-	-
Interest Income	(196,448)	242,215	15,000
Other Revenues	732,804	926,117	702,000
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>11,311,710</b>	<b>12,709,500</b>	<b>12,523,706</b>
<b>Expenses</b>			
Salaries and Benefits	176,357	422,362	240,800
Materials, Supplies, & Services	10,699,834	11,851,704	12,720,261
Capital Outlay			
Transfer to Other Funds	-	-	535,000
<b>Total Expenses</b>	<b>10,876,191</b>	<b>12,274,066</b>	<b>13,496,061</b>
<b>Working Capital</b>			
Net Change	435,519	435,434	(972,355)
Working Capital at Beginning of Year	3,693,948	4,129,467	4,564,901
<b>Working Capital at End of Year</b>	<b>\$ 4,129,467</b>	<b>\$ 4,564,901</b>	<b>\$ 3,592,546</b>

# Community Development

The Community Development Department supports the long-term vitality of the community. Working together, we're creating a "Community of Choice."

To accomplish this, we will:

- Promote and pursue development and redevelopment of underutilized properties.
- Collaborate with external stakeholders including the Minneapolis Regional Chamber of Commerce, Greater MSP, Hennepin County and DEED to promote small business ownership and the success of entrepreneurs in Bloomington.
- Collaborate on development review activities, maintaining a welcoming environment for all businesses, property owners and residents alike.
- Ensure continued public health and safety through education.
- Educate customers, exercise discretion and fairness, encourage voluntary compliance.
- Create a stronger web presence to provide greater access to City documents.
- Promote the professional development of our staff.

Improve the quality of life for individuals and families by expanding homeownership and affordable housing opportunities.

Dept.	Division	2022 Authorized Full-Time	2023 Authorized Full-Time	2024 Authorized Full-Time
<b>COMMUNITY DEVELOPMENT</b>				
	ADMIN - GENERAL FUND	3	3	3
	ASSESSING - GENERAL FUND	12	12	12
	BUILDING & INSPECTIONS - GENERAL FUND	22	22	23
	CREATIVE PLACEMAKING - SPECIAL REVENUE FUND	1	1	1
	ENVIRONMENTAL HEALTH - GENERAL FUND	17	17	17
	PLANNING - GENERAL FUND	10	10	10
	<b>COMMUNITY DEVELOPMENT Total</b>	<b>65</b>	<b>65</b>	<b>66</b>
	<b>Grand Total</b>	<b>65</b>	<b>65</b>	<b>66</b>



# Community Development - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 9,583	\$ 4,751	\$ 6,532
Permits and Licenses	257,340	279,720	362,000
Intergovernmental	68,151	260,801	14,000
Other Revenues	215,116	218,114	190,000
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>550,190</b>	<b>763,386</b>	<b>572,532</b>
<b>Expenditures</b>			
Salaries and Benefits	8,368,134	8,763,158	9,239,223
Materials, Supplies, & Services	1,566,778	1,835,464	1,633,539
Transfer to Other Funds	44,000	110,000	-
<b>Total Expenditures</b>	<b>9,978,912</b>	<b>10,708,622</b>	<b>10,872,762</b>
Less Expenses Charged to Other Funds	(43,690)	(40,148)	(43,182)
<b>Net Total Expenditures</b>	<b>\$ 9,935,222</b>	<b>\$ 10,668,474</b>	<b>\$ 10,829,580</b>

# Community Development - Administration

The Community Development Administration division coordinates the development and implementation of the department’s strategic priorities and objectives. These activities are located within the General Fund.

Authorized Full-Time Position	2024 BUDGET
DIRECTOR OF COMMUNITY DEVELOPMENT	1
SPECIAL PROJECTS & INITIATIVES MANAGER	1
COMM DEV PROJECT FACILITATOR	1
<b>Grand Total</b>	<b>3</b>

## 2024 Goals and Objectives

- Co-host the 2024 inaugural Hatch Bloomington event for entrepreneurs to promote their business and compete to win \$100,000 from the Minneapolis Regional Chamber.
- Manage the second year of the Bloom in Bloomington internship program to integrate high school and young adult interns into the city’s workforce.
- Break ground on the Small Business Center to open late 2024.
- Continue seeking projects and initiatives to align with the City’s strategic priorities.
- Collaborative approach: engage with partner agencies, community organizations, businesses, residents, and other cities in the region to create opportunities for growth.
- Support the professional development of our department.
- Continue to pursue funding in support of the Small Business Center.





## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Core service</b>	Support professional development of managers and supervisors by conducting quarterly team building opportunities	N/A	4	4	4
<b>Equitable economic growth</b>	Work to shape ordinances and policies that direct the growth of the City	N/A	2	3	3
<b>Equitable economic growth</b>	Develop programs that will achieve significant improvement in indices measuring equitable economic growth	N/A	3	3	3

# Community Dev. Admin. Division - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Intergovernmental	\$ 53,291	\$ 245,957	\$ -
Other Revenues	64,139	62,699	30,000
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>117,430</b>	<b>308,656</b>	<b>30,000</b>
<b>Expenditures</b>			
Salaries and Benefits	477,114	507,016	496,649
Materials, Supplies, & Services	294,381	516,912	275,400
Transfer to Other Funds	44,000	110,000	-
<b>Total Expenditures</b>	<b>\$ 815,495</b>	<b>\$ 1,133,928</b>	<b>\$ 772,049</b>
Less Expenses Charged to Other Funds			
<b>Net Total Expenditures</b>	<b>815,495</b>	<b>1,133,928</b>	<b>772,049</b>

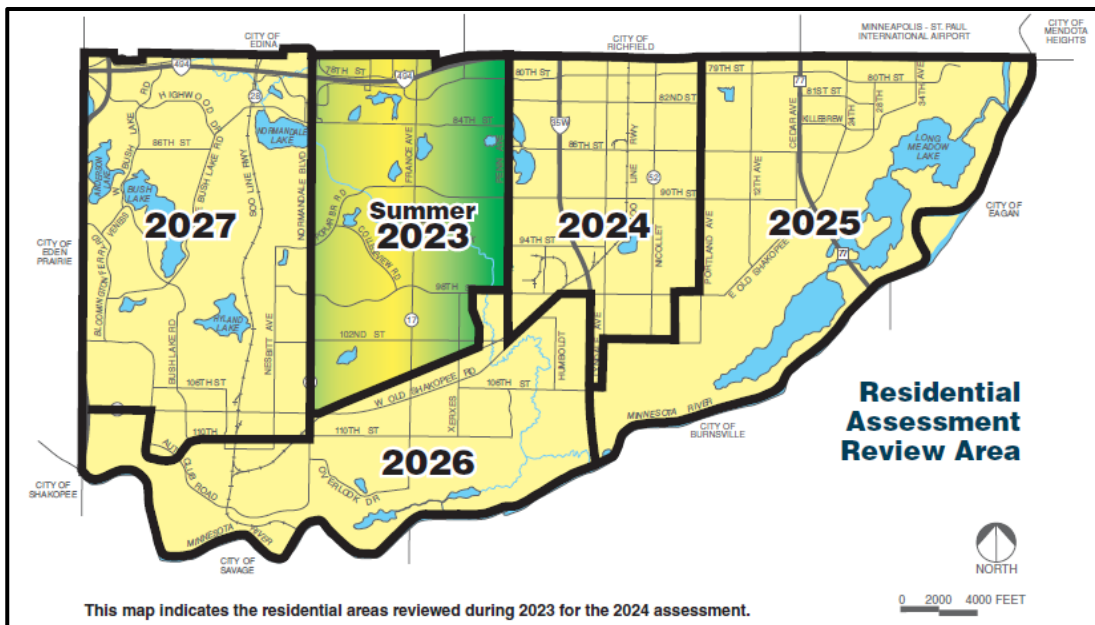
# Community Development – Assessing

Assessing activities are also part of the General Fund. The City Assessor’s office determines the annual valuation and classification for properties located within Bloomington’s geographic boundaries for the purposes of property taxation. All properties must be valued annually and reviewed once every five years. A Board of Review made up of independent real estate experts holds an annual hearing to rule on valuation disputes brought by owners. Assessing staff also manages appeals on commercial/industrial and apartment properties in Minnesota Tax Court. The Assessor’s Office advises the Bloomington Port Authority and Bloomington Housing Redevelopment Authority on all development projects requesting Tax Increment Financing. Assessing staff also participate in administering Special Assessments and Park Dedication calculations.

Authorized Full-Time Position	2024 BUDGET
CITY ASSESSOR	1
COMMERCIAL APPRAISAL SUPERVISOR	1
RESIDENTIAL APPRAISAL SUPERVISOR	1
COMMERCIAL PROPERTY APPRAISER	4
RESIDENTIAL PROPERTY APPRAISER	3
SENIOR ANALYST	1
ASSESSMENT ASSISTANT	1
<b>Grand Total</b>	<b>12</b>

## 2024 Goals and Objectives

- Complete field review and revaluation of required 20% of residential and commercial-industrial parcels annually per State Statute in the City’s Welcome Bag Initiative.
- Track improvements and changes to properties completed during the year.
- Ensure statistical measurements of accuracy and equalization for both residential and commercial assessments remain within the targets set by the Department of Revenue. We principally want the Median Ratio (Sales Ratio) to be 95% or more in the ratio between the Assessor’s estimated market value and the trended sale price. State guidelines say that these ratios should be 90% to 105%.



## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Core service</b>	MN 273.01 All real property subject to taxation shall be listed and at least one-fifth of the parcels listed shall be appraised each year with reference to their value on January 2 preceding the assessment so that each parcel shall be reappraised at maximum intervals of five years.	Reviewed 6,103 out of approx.. 30,100 parcels or 20.3%	Reviewed 6,470 out of approx.. 31,000 parcels or 20.8%	Reviewed 6,831 out of approx.. 31,000 parcels or 22.0%	To review 6,200 out of approx.. 31,000 parcels or 20%
	Ensure statistical measurements of accuracy and equalization across all property assessments as set by the Department of Revenue. The Median Ratio (Sales Ratio) between a property sale and the Assessor's estimated market value should be between 90% to 105%.	Median Ratios for: Residential 95.4%, Apartments 95.8% Commercial 95.4% and Industrial 99.1%	Median Ratios for: Residential 95.7%, Apartments 98.7% Commercial 95.4% and Industrial 96.7%	Median Ratios for: Residential 95.6%, Apartments 95.2% Commercial 95.2% and Industrial 95.3%	Median Ratio for each property segment between 95.0% and 100%
<b>Connected, welcoming community</b>	Publish Annual Property Assessment Report, implemented online property database	Published Annual Assessment Report and Online Property Data Live on Web	Published Annual Assessment Report and Online Property Data Live on Web	Published Annual Assessment Report and Online Property Data Live on Web	Publish Annual Assessment Report

# Comm. Dev. Assessing Division - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 540	\$ 390	\$ 500
Other Revenues	177	-	-
Transfers from Other Funds			
<b>Total Revenues</b>	<b>717</b>	<b>390</b>	<b>500</b>
<b>Expenditures</b>			
Salaries and Benefits	1,555,949	1,613,370	1,739,004
Materials, Supplies, & Services	281,959	295,459	297,757
Transfer to Other Funds	-	-	-
<b>Total Expenditures</b>	<b>1,837,908</b>	<b>1,908,829</b>	<b>2,036,761</b>
Less Expenses Charged to Other Funds	(43,690)	(40,148)	(43,182)
<b>Net Total Expenditures</b>	<b>\$ 1,794,218</b>	<b>\$ 1,868,681</b>	<b>\$ 1,993,579</b>

# Community Development – Building & Inspections

The Building and Inspection Division is responsible for evaluating construction plans and conducting inspections to ensure compliance with state codes. Additionally, the division offers advisory support to homeowners during the permitting and inspection phases. The division is also responsible for overseeing the time-of-sale (TOS) inspection program designed to uphold safety standards in owner-occupied housing within the city. The division operates under the General Fund.

Authorized Full-Time Position	2024 BUDGET
BUILDING & INSPECTIONS MANAGER	1
BUILDING & INSPECTIONS SUPERVISOR	1
GENERAL INSPECTOR	4
BUILDING INSPECTOR	3
ELECTRICAL INSPECTOR	2
PLUMBING INSPECTOR	1
B&I PROGRAM COORDINATOR	2
OFFICE COORDINATOR	1
BUILDING INSPECTION AIDE	2
PLANS EXAMINER	1
OFFICE SUPPORT SPECIALIST	5
<b>Grand Total</b>	<b>23</b>

## 2024 Goals and Objectives

- Issue residential remodeling, plumbing, electrical and mechanical permits on the same day the application is taken in.
- Complete 99% of all time of sale (TOS) inspections by City inspectors versus private inspectors with the newly implemented program.
- Complete 98% of all inspections within 48 hours of request.
- Complete 90% of all Plan review within 10 working days (electronic plan review).
- Implement an additional customer satisfaction survey to be delivered to customers to gauge staff service and provide community outreach by December 31<sup>st</sup>.
- Continue to have 100% of all field inspections completed on CityView Mobile.
- Update the City Code to align with division policies and procedures.
- Provide virtual inspection options for minor non-life safety permits.
- Provide translated handouts to better serve our residents and customers.
- Maintain and foster our partnership with HRA to support their Home Improvement Loan Program. We will ensure that education on permits is accessible and permitted work under these loan programs are trackable.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Core service	Perform inspections within 48 hours of time requested	100%	100%	100%	100%
Core service	Perform 95% of Time of Sale inspections by City of Bloomington building inspectors	90%	81%	90%	95%
Connected, welcoming community	Be active participants in the City and Community Developments Racial Equity Action Team	3 Staff Members on CD REAT	3 Staff Members on CD REAT	3 Staff Members on CD REAT	2 Staff Members on CD REAT
Connected, welcoming community	Make racial equity and inclusion a priority in our division via What's up CD newsletter contributions and in staff meetings.	100%	100%	100%	100%
Healthy community	Implementation of the Time of Sale Energy Disclosure	Adopted ordinance 09/2021-effective April 1 <sup>st</sup> 2022	Went Live April 1st	100%	100%
Connected, welcoming community	Create survey for residents, post permit/post inspections to fill out on experience	Collaborated with COED and HRA to develop survey	Went Live March 1st	35%	50%
Connected, welcoming community	Create an expanded survey for applicants, post permit/post inspections to gauge contractor and homeowner feedback and experience	—	—	Go Live October 1st	Rebrand Go Live December 31 <sup>st</sup>

# Comm. Dev. Building & Inspect. Div. - Gen. Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Permits and Licenses	\$ 257,340	\$ 279,720	\$ 362,000
Transfers from Other Funds			
<b>Total Revenues</b>	<b>257,340</b>	<b>279,720</b>	<b>362,000</b>
<b>Expenditures</b>			
Salaries and Benefits	2,752,471	2,860,942	3,068,512
Materials, Supplies, & Services	491,251	485,183	472,590
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>\$ 3,243,722</b>	<b>\$ 3,346,125</b>	<b>\$ 3,541,102</b>
Less Expenses Charged to Other Funds			
<b>Net Total Expenditures</b>	<b>3,243,722</b>	<b>3,346,125</b>	<b>3,541,102</b>



# Community Dev. – Environmental Health

Environmental Health handles inspection and enforcement activities in three program areas all located within the General Fund:

1. Minnesota Departments of Health and Agriculture delegate licensing and inspection of **food and lodging establishments, public pools, manufactured home parks and wells** in Bloomington. Plus, contracted inspections in Richfield and provide education and outreach to protect the public’s health.
2. **Residential and commercial property** complaints and systematic inspections to maintain properties’ appearance and value for those living and working in Bloomington.
3. **Rental property** inspection and enforcement to provide safe and well-maintained rental housing.

Authorized Full-Time Position	2024 BUDGET
ENVIRONMENTAL HEALTH MANAGER	1
ENVIRONMENTAL HEALTH SUPERVISOR	2
ENVIRONMENTAL HEALTH PROGRAM COORDINATOR	3
ENVIRONMENTAL HEALTH SPECIALIST	9
OFFICE SUPPORT SPECIALIST	2
<b>Grand Total</b>	<b>17</b>

## 2024 Goals and Objectives

- Inspect high- and medium-risk food establishments twice per year and low-risk at least once plus all needed follow-up inspections.
- Inspect public pools twice per year and hotels once per year including 10 percent of rooms.
- Inspect all licensed multiple-family rental bldgs. (including 10 percent of units) once/year.
- Inspect all licensed rental single-family homes, condos, townhomes, and duplex units once/year.
- Inspect at least 75% of all well permits.
- Investigate all complaints of food or waterborne illness within 24 hours of receiving the complaint.
- Investigate all residential and commercial nuisance and rental complaints within two days.
- Systematically inspect from the street all residential properties at least once per year.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Healthy community (Environment)</b>	Percent of all open food, lodging and public pool facilities inspected.	100%	100%	100%	100%
	Number of residential, rental, and commercial complaints investigated.	3,398 (100%)	3,865 (100%)	3,757 (100%)	3,500 (100%)
	Percent of all licensed rental single-family homes, condos, townhomes, and duplex units inspected. *Limited by pandemic.	*83%	93%	97%	100%
<b>Healthy community (Environment)</b>	Percent of residential properties inspected from the street for maintenance and nuisance city code violations.	100%	100%	100%	100%

# Comm. Dev. Enviro. Health Division - Gen. Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Permits and Licenses			
Intergovernmental	\$ 14,860	\$ 14,844	\$ 14,000
Other Revenues	150,800	155,415	160,000
Transfers from Other Funds			
<b>Total Revenues</b>	<b>165,660</b>	<b>170,259</b>	<b>174,000</b>
<b>Expenditures</b>			
Salaries and Benefits	2,387,354	2,439,384	2,546,850
Materials, Supplies, & Services	321,697	342,376	370,338
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>\$ 2,709,051</b>	<b>\$ 2,781,760</b>	<b>\$ 2,917,188</b>
Less Expenses Charged to Other Funds			
<b>Net Total Expenditures</b>	<b>2,709,051</b>	<b>2,781,760</b>	<b>2,917,188</b>

# Community Development - Planning

The Planning Division defines and implements future directions for the City through plan preparation and zoning controls. The Division also reviews and prepares recommendations on applications for development, rezoning, use permits and variances, and conducts special studies for the City. These activities are located within the General Fund.

Authorized Full-Time Position	2024 BUDGET
PLANNING MANAGER	1
SENIOR PLANNER	2
PLANNER	5
OFFICE SUPPORT SPECIALIST	1
PLANNING TECHNICIAN	1
<b>Grand Total</b>	<b>10</b>

## 2024 Goals and Objectives

- Promote renewal and guide growth to maximize benefits for Bloomington and Bloomington property owners.
- Review development proposals to ensure Comprehensive Plan and Code compliance.
- Update the Zoning Ordinance as described in the Planning Commission’s 2024 Work Plan.
- Negotiate and administer City wireless and fiber leases.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Core service	Counter Visits (downward trend indicates ability to submit applications and access information online)	336 <i>(COVID Impacted)</i>	477 <i>(No COVID Closures)</i>	451	425
	Percent of site plan revisions processed administratively (higher number reflects streamlined approval processes)	65.9%	76.7%	65.9%	75.0%
Connected, welcoming community	Planning Division Website Visits (note major change in Google Analytics visit tracking methodology starting in 2023)	8,836	16,690	11,263	12,000
	Planning Commission E-Subscribers	1,823	2,028	2,178	2,300

# Community Dev. Planning Div. - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 9,043	\$ 4,361	\$ 6,032
Transfers from Other Funds			
<b>Total Revenues</b>	<b>9,043</b>	<b>4,361</b>	<b>6,032</b>
<b>Expenditures</b>			
Salaries and Benefits	1,195,246	1,342,446	1,388,208
Materials, Supplies, & Services	177,490	195,534	217,454
Transfer to Other Funds	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,372,736</b>	<b>\$ 1,537,980</b>	<b>\$ 1,605,662</b>
Less Expenses Charged to Other Funds			
<b>Net Total Expenditures</b>	<b>1,372,736</b>	<b>1,537,980</b>	<b>1,605,662</b>

# Creative Placemaking

The Creative Placemaking Fund is a Special Revenue Fund with revenue transferred from the South Loop Capital Improvement Fund that can be used for projects within the South Loop District. There is also a transfer each year from the Port Authority’s Development fund that can be used for city-wide projects or events that are outside of the South Loop District. Creative Placemaking is an evolving field that works to build vibrant, distinctive, and sustainable communities through the arts. It engages artists and stakeholders in building social fabric and local economies while making physical, place-based improvements, leveraging the distinctive character and creative and cultural resources of each place.

Authorized Full-Time Position	2024 BUDGET
DIRECTOR OF CREATIVE PLACEMAKING	1
CREATIVE PLACEMAKING SPECIALIST	1
<b>Grand Total</b>	<b>2</b>

*\*the Creative Placemaking Specialist position is funded 100% through the Port Authority, however it is also shown here to demonstrate staffing support.*

## 2024 Goals and Objectives

- Engage artists, designers, and performers in building social fabric and making place-based improvements throughout the year.
- Engage the community to enhance pride of place and community, building on local assets and local character to strengthen the social and civic fabric.
- Facilitate the Creative Placemaking Commission to maintain the momentum to sustain Creative Placemaking well into the future in the South Loop and expand throughout Bloomington.
- South Loop District:
  - Install seven Artbox designs on utility boxes in the spring. Paint one Xcel Energy transformer.
  - Develop call for art and select artists for Creative Sparks program by September.
  - Regular maintenance of artwork. Install 10 artwork plaques by July.
  - Develop project scope development for Old Cedar Avenue Bridge art installation.
  - Community Garden: open garden, maintenance of garden and native plants. Install artful shade structure, benches, picnic table, and garden sign in the spring. Organize an opening celebration on June 29th and potential exhibit of banners at Minnesota Valley National Wildlife Refuge Visitor Center.
  - Bloomington Central Station Park Music Series (June 23, July 14, and August 4, 4:00-6:30 PM)
  - On the One Music Festival at Bloomington Central Station Park, to take place in the summer.
  - Latino Conservation Week Festival in July or September.
  - Develop call for artist process for potential mural on the façade of the Hyatt.
  - Research and develop project scope for a temporary installation in the vacant lot in front of SICK.
  - Small Business Center, develop plan for exterior art by the end of the year.
- Citywide projects and events:
  - Develop a Creative Placemaking Master Plan informed through engagement. Present final plan in December.
  - Pond House art project – partner with Parks and Recreation develop scope and artist selection process with Dakota Advisory committee.
  - Old Shakopee & Old Cedar Avenue: install one Artbox in the summer.

- Hometown Poetry: stamp remaining 4 poems, repeat stamps if there is an opportunity.
- Continued efforts to build artist capacity and provide resources.
- Continue to learn, research, and share indigenous history of Bloomington.

### 2023 Projects Completed

- Hosted the “Making it Public” public art workshop in January to build local artist capacity.
- Ongoing participation in the development of the Small Business Center programming and marketing committees. Supported engagement efforts including an Open House in August.
- Participated as an organizational partner of Wakpa Triennial Art Festival from July through September, coordinated and promoted the following affiliated events in Bloomington during this timeframe:
  - Latino Conservation Week event on Saturday, July 22. Partnered with Minnesota Valley National Wildlife Refuge. Indigenous Roots provided art installations, arts activities, and performances.
  - “Here Now: Instructions for Listening,” pop-up activity at Old Cedar Avenue Bridge on July 23, led by artists Tara Perron and Sandy Spieler.
  - Bloomington Indigenous History Presentation from Peter DeCarlo and Dr. Kate Beane at Civic Plaza on August 22.
- South Loop Community Garden: finalized site construction and garden plots, installed cyanotype art banners by Sheila Novak and Erin Genia in October.
- Creative Sparks: Installed *The Beacon of Unity* sculpture by Shirin Ghoraishi and Safa Sarvestani at Bloomington Central Station Park in October.
- Continued promotion of South Loop Public Art Audio Tour in the Otocast App.
- Artwork maintenance for Artbox cluster by Erik Sletten, and landscaping for *Confluence of Science and Nature* mural by Erik Pearson and *The Goldfinch* by Donald Lipski.
- City-wide projects and activity outside South Loop District, (funded from other sources):
  - Hometown Poetry program: installed 4 poetry signs in Bloomington parks, stamped 10 poems into sidewalks. GIS map of locations created.
  - Sponsored first Bloomington Juneteenth event, participated in meetings, supported marketing and event coordination.
  - Old Shakopee & Old Cedar Avenue: installed façade improvement projects at local businesses, including signage, patio heaters, wall repainting, window decal display, custom bench, and landscaping.
  - Supported the development of Public Health’s COVID-19 Artwork RFQ, facilitated artist selection process and panel meeting.
  - Worked with City’s Planning department on the mural ordinance, and the creation of the Murals Policies and Procedures document.
  - Hired new Creative Placemaking Specialist.
  - Developed and promoted a city-wide Creative Placemaking Master Plan Request for Proposals (RFP).

### Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Equitable economic growth	Creative Placemaking - Percentage of BIPOC Artists/Artist Teams commissioned for public art projects reflects Bloomington BIPOC population (About 30%).	67%	48%	84%	40%

<b>Connected, welcoming community</b>	Creative Placemaking - Art Tour App – total location views to date.	2,777	5,083	6,518	7,500
<b>Connected, welcoming community</b>	Creative Placemaking – Old Cedar Avenue Bridge AR Tour total views to date.	29,326	38,290	42,885	46,000



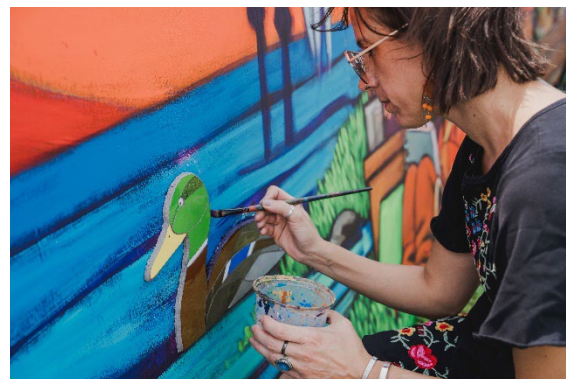
Hometown Poetry sign.



Old Shakopee & Old Cedar placemaking – custom bench.



South Loop Community Garden, cyanotype banners by Sheila Novak and Erin Genia.



Latino Conservation Week Festival. Photo credit: Drew Arrieta.

# Creative Placemaking - Special Revenue Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Interest Income	\$ (28,838)	\$ 37,324	\$ -
Other Revenues	-	200,200	200,000
Transfers from Other Funds	430,000	429,996	430,000
<b>Total Revenues</b>	<b>401,162</b>	<b>667,520</b>	<b>630,000</b>
<b>Expenses</b>			
Salaries and Benefits	109,768	125,359	123,186
Materials, Supplies, & Services	98,530	135,966	349,464
Capital Outlay	50,625	195,002	157,350
Transfer to Other Funds	-	-	-
<b>Total Expenses</b>	<b>258,923</b>	<b>456,327</b>	<b>630,000</b>
<b>Working Capital</b>			
Net Change	142,239	211,193	-
Working Capital at Beginning of Year	598,007	740,246	951,439
<b>Working Capital at End of Year</b>	<b>\$ 740,246</b>	<b>\$ 951,439</b>	<b>\$ 951,439</b>



# South Loop Revolving Development Services Fund

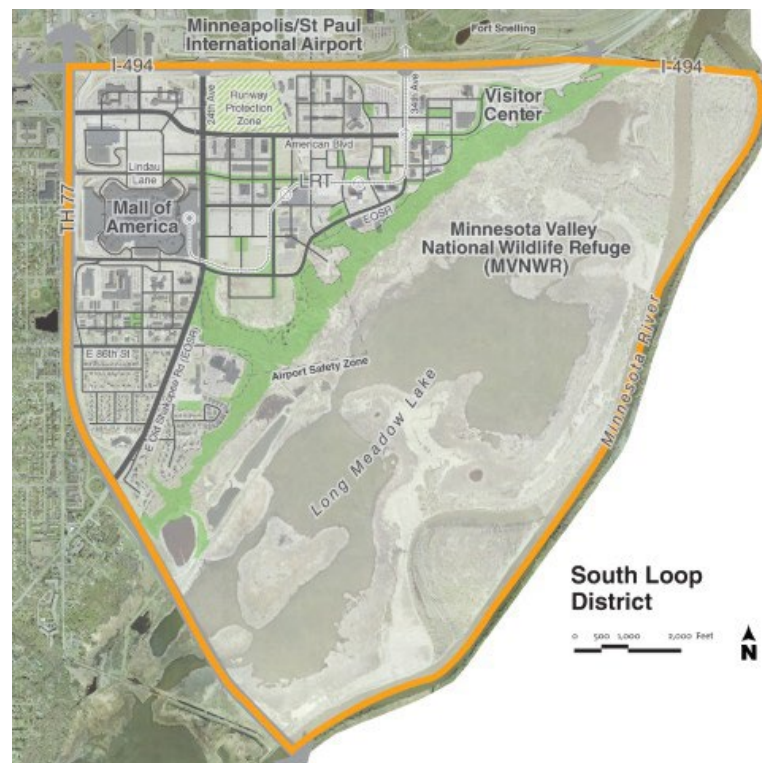
The South Loop Revolving Development Services Special Revenue Fund is supported by a 65 percent building permit surcharge in the South Loop District. The purpose of this fund is to expedite development in the South Loop District, mainly by removing the often time-intensive studies needed to entitle a site.

## 2024 Goals and Objectives

- To conduct planning studies such as for traffic and transportation, pedestrians, water and sanitary sewer utility services, parking, signage, natural resources and storm water management in the South Loop District.
- To plan for capital improvement projects to support South Loop District Plan goals.
- To plan and develop programs to conserve and protect resources such as energy, surface and subsurface water, and existing infrastructure.

## Performance Measures

- Continued development of software that controls digital message signs and other intelligent traffic assets in the District.
- Continued work on Blue Line enhancements that include improvements to signal equipment and infrastructure along the Blue Line to improve running time for LRT and reduce delay for cars at intersections along the tracks.



*Aerial view of South Loop*

# South Loop Revolving Dev. - Special Rev. Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Intergovernmental	\$ -	\$ -	\$ -
Program Income	246,910	147,905	243,750
Interest Income	(23,314)	29,813	2,105
Transfers from Other Funds			
<b>Total Revenues</b>	<b>223,596</b>	<b>177,718</b>	<b>245,855</b>
<b>Expenses</b>			
Salaries and Benefits	3,787	7,171	34,000
Materials, Supplies, & Services	34,998	173,014	395,000
Transfer to Other Funds			
<b>Total Expenses</b>	<b>38,785</b>	<b>180,185</b>	<b>429,000</b>
<b>Working Capital</b>			
Net Change	184,811	(2,467)	(183,145)
Working Capital at Beginning of Year	405,061	589,872	587,405
<b>Working Capital at End of Year</b>	<b>\$ 589,872</b>	<b>\$ 587,405</b>	<b>\$ 404,260</b>

# Community Services

The mission of the Community Services Department is informing, engaging and striving to enhance people’s lives in the community. This is accomplished by providing programs and services that enrich the lives of all who live and work in Bloomington.

The department oversees the Public Health, Community Outreach and Engagement and Communications divisions.

The Public Health and Community Outreach and Engagement divisions are located in the General Fund. The activities of the Communications Division are supported through a Special Revenue fund. The Communications Division also supervises Support Services, which includes the Information Desk, Print Shop, and Mailroom. All three are accounted for in an Internal Services Fund.

Dept.	Division	2022 Authorized Full-Time	2023 Authorized Full-Time	2024 Authorized Full-Time
<b>COMMUNITY SERVICES</b>				
	ADMIN - GENERAL FUND	2	2	2
	COMMUNICATIONS - SPECIAL REVENUE FUND	8	8	8
	COMMUNITY OUTREACH & ENGAGEMENT - GEN FUND	5	5	6
	PUBLIC HEALTH - GENERAL FUND	26	28	29
<b>COMMUNITY SERVICES Total</b>		<b>41</b>	<b>43</b>	<b>45</b>
<b>Grand Total</b>		<b>41</b>	<b>43</b>	<b>45</b>



# Community Services - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 915,333	\$ 1,087,626	\$ 1,048,033
Intergovernmental	4,462,038	4,793,065	4,027,127
Other Revenues	13,669	1,485	2,000
Transfers from Other Funds	70,400	84,032	91,895
<b>Total Revenues</b>	<b>5,461,440</b>	<b>5,966,208</b>	<b>5,169,055</b>
<b>Expenditures</b>			
Salaries and Benefits	4,929,698	5,207,178	5,753,031
Materials, Supplies, & Services	2,953,129	3,595,459	3,146,258
Transfer to Other Funds	-	2,500	-
<b>Total Expenditures</b>	<b>7,882,827</b>	<b>8,805,137</b>	<b>8,899,289</b>
Less Expenses Charged to Other Funds	-	-	-
<b>Net Total Expenditures</b>	<b>\$ 7,882,827</b>	<b>\$ 8,805,137</b>	<b>\$ 8,899,289</b>

# Community Services – Administration

Community Services Administration provides managerial support to its divisions. This activity is accounted for within the General Fund.

Authorized Full-Time Position	2024 BUDGET
DIRECTOR OF COMMUNITY SERVICES	1
ADMINISTRATIVE ASSISTANT	1
<b>Grand Total</b>	<b>2</b>

## 2024 Goals and Objectives

- By February 2024, complete development and start deployment of the communications and engagement work plans and for the three local sales tax projects in the Moving Bloomington Forward initiative.
- By March 2024, train City staff on the ripple effects mapping tool in order to enhance the City’s capacity for evaluating programs, activities and services that are difficult to measure, particularly those involving community participation.
- By April 15, 2024, collaborate with the HRA and the Legal Department to complete a City Council resolution affirming housing as a human right and obtain final adoption by Council during Fair Housing Month in April 2024.
- By April 30, 2024, complete a strategic plan focused on promoting public participation for the Community Outreach and Engagement Division and begin implementation.
- By May 2024, hire a new Community Outreach and Volunteer Coordinator to help fulfill the *Bloomington. Tomorrow. Together.* strategic plan’s goal of creating a connected and welcoming community (*see below*).
- By December 2024, fully deploy a strategic public relations and marketing plan for the City.

### Have you volunteered your time to some group/activity in the last 12 months?

2023 National Community Survey™



# Comm. Services Admin. Division - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Intergovernmental	\$ 12,736	\$ 12,786	\$ 12,500
Transfers from Other Funds			
<b>Total Revenues</b>	<b>12,736</b>	<b>12,786</b>	<b>12,500</b>
<b>Expenditures</b>			
Salaries and Benefits	\$ 303,062	\$ 318,405	\$ 334,716
Materials, Supplies, & Services	70,697	86,158	81,805
Transfer to Other Funds	-	2,500	-
<b>Total Expenditures</b>	<b>373,759</b>	<b>407,063</b>	<b>416,521</b>
Less Expenses Charged to Other Funds	-	-	-
<b>Net Total Expenditures</b>	<b>\$ 373,759</b>	<b>\$ 407,063</b>	<b>\$ 416,521</b>

# Community Services – Community Outreach and Engagement

The Community Outreach and Engagement Division (COED) mission is “involving community, influencing greatness.” The division uses innovative and authentic approaches to facilitate, engage and connect internal and external stakeholders. Staff serve as advocates and change agents to ensure the community is considered, accounted for, and heard in the development and delivery of City programs and services.

Authorized Full-Time Position	2024 BUDGET
COMMUNITY OUTREACH & ENGAGEMENT MANAGER	1
COMMUNITY OUTREACH COORDINATOR	4
VOLUNTEER COORDINATOR	1
<b>Grand Total</b>	<b>6</b>

## 2024 Goals and Objectives

- **COED Strategic Plan:** By May 2024, COED will complete its 3–5-year strategic plan and begin implementation. The plan will implement strategies to grow community trust, partnerships, and participation in City decisions.
- **Neighborhood Identity Model and Community Asset Mapping:** By October 2024 COED will begin partnering with the community to understand and document community assets and start creating a model to advance neighborhood satisfaction, pride, and wellbeing.
- **Community Outreach and Volunteer Coordinator:** By June 2024, a new full-time Community Outreach and Volunteer Coordinator will be hired by the City and managed by COED in the spring to be the City’s central point of contact for volunteering. The City’s new volunteer platform, Volunteer Local, will be fully operational by this time.
- **Moving Bloomington Forward:** COED will partner with Communications to create and support a Communications and Engagement Plan for the future Community Health and Wellness Center and the Nine Mile Creek projects. By February 2024, initial plans will be presented to Council, and they will evolve as the projects progress.
- **Let’s Talk Bloomington:** By December 2024, COED will add five “Hubs” to its Let’s Talk capabilities. Hubs will provide easier and enhanced navigation to projects for the community and more direct control of projects by staff, improving the customer experience.



## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Connected, welcoming community</b>	Percent of residents who rate opportunities to participate in community matters as excellent or good in the National Community Survey™	67%	62%	57%	60%
	Number of subscribers/projects on the City's digital engagement platform (Let's Talk Bloomington)	715/30	979/36	1,109/44	1,250
<b>Connected, welcoming community</b>	Percent of City board and commission applicants that identify as Black, Indigenous or People of Color (BIPOC)	20%	24%	34%	40%
	Percent of BIPOC applicants selected to serve on City boards and commissions	44%	21%	39%	45%
	Percent of residents who rate the openness and acceptance of the community toward people of diverse backgrounds as excellent or good in the National Community Survey™	68%	67%	68%	70%



# Comm. Svcs. Outreach & Engage. Div. - Gen. Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Intergovernmental	\$ 143	\$ 584	\$ -
Other Revenues	11,910	329	-
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>12,053</b>	<b>913</b>	<b>-</b>
<b>Expenditures</b>			
Salaries and Benefits	686,324	679,856	902,670
Materials, Supplies, & Services	266,584	303,573	374,804
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>\$ 952,908</b>	<b>\$ 983,429</b>	<b>\$ 1,277,474</b>
Less Expenses Charged to Other Funds			
<b>Net Total Expenditures</b>	<b>\$ 952,908</b>	<b>\$ 983,429</b>	<b>\$ 1,277,474</b>

# Community Services – Public Health

Mission – To engage the community in promoting, protecting, and improving the health of all.

Vision – A healthy community empowered by our locally based support and services.

The Bloomington Public Health Division (Public Health) provides health services across the cities of Bloomington, Edina, and Richfield. This relationship has been in place for 47 years, since 1977. Public Health provides direct services to individuals and families and promotes data-driven policy and systems change informed by its client-based work.

Public Health is responsible for “administration and implementation of programs and services to address the areas of public health responsibility” as defined in the Local Public Health Act (Chapter 145A of Minnesota Statutes). The funding to fulfill these responsibilities comes from state and federal dollars as well as property tax dollars, fees, and insurance reimbursement. As a nationally accredited health department, Public Health fulfills its statutory requirements through three program areas:

**Community Health Services:** Includes the Women, Infants and Children (WIC) Supplemental Nutrition Program, immunizations, follow-up investigations on infectious disease cases, home visits for eligible families, population-based support for older adults, and follow-up on vulnerable adult referrals.

**Population Health and Planning:** Includes health in all policies, emergency preparedness, planning, Statewide Health Improvement Partnership (SHIP), community health assessments/community health improvement plans, and accreditation.

**Operations:** Includes insurance reimbursement, data support and office administration.

A management team supporting the Division is comprised of leaders from these three areas, the public health administrator, and representatives from communications, finance, and contracts. An Advisory Board of Health studies issues affecting the health of residents and makes recommendations to City Council as they perform their duties as a Community Health Board.



Authorized Full-Time Position	2024 BUDGET
PUBLIC HEALTH ADMINISTRATOR	1
ASSISTANT PUBLIC HEALTH ADMINISTRATOR	1
PUBLIC HEALTH PROGRAM MANAGER	1
PUBLIC HEALTH NURSE SUPERVISOR	1
COMMUNITY HEALTH SUPERVISOR	1
OPERATIONS MANAGER	1
WIC SUPERVISOR	1
COMMUNITY HEALTH SUPERVISOR	1
ACCOUNTANT	1
PUBLIC HEALTH NURSE	7
PUBLIC HEALTH SPECIALIST	5
CONTRACTS COORDINATOR	1
COMMUNICATIONS SPECIALIST	1
PH BILLING SPECIALIST	1
PH DATA TECHNICIAN	1
COMMUNITY HEALTH WORKER	2
DISEASE PREVENTION & CONTROL SUPERVISOR	1
OFFICE ASSISTANT	1
<b>Grand Total</b>	<b>29</b>

### 2024 Goals and Objectives

- By December 2024, pilot a dashboard for tracking mental health and housing referrals from program staff.
- By December 2024, complete the first year of implementation of the strategic plan.
- By December 2024, successfully hire and onboard nine new full-time staff to the division.

### Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Healthy community (Human)	Percent of birth parents who are screened for maternal depression on a quarterly basis as part of prenatal home visits	82%	92%	85%	90%
	Percent of authorized WIC caseload met by the City's WIC program on a quarterly basis	95%	100%	100%	95%

# Comm. Services Public Health Div. - Gen. Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 915,333	\$ 1,087,626	\$ 1,048,033
Intergovernmental	4,449,159	4,779,695	4,014,627
Other Revenues	1,759	1,156	2,000
Transfers from Other Funds	70,400	84,032	91,895
<b>Total Revenues</b>	<b>5,436,651</b>	<b>5,952,509</b>	<b>5,156,555</b>
<b>Expenditures</b>			
Salaries and Benefits	3,940,312	4,208,917	4,515,645
Materials, Supplies, & Services	2,615,848	3,205,728	2,689,649
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>\$ 6,556,160</b>	<b>\$ 7,414,645</b>	<b>\$ 7,205,294</b>
Less Expenses Charged to Other Funds	-	-	-
<b>Net Total Expenditures</b>	<b>\$ 6,556,160</b>	<b>\$ 7,414,645</b>	<b>\$ 7,205,294</b>

# Communications

The Communications Fund is a Special Revenue Fund. This Division of Community Services is a full-service communications shop that uses multiple communications vehicles devoted to educating and informing the community. The Division cablecasts and webcasts City Council and other meetings, produces news magazine shows and videos, maintains the City’s websites, social media, operates public access television and generates the monthly *Briefing*. The Communications Division also oversees the City’s cable television franchises. The Communications Division fund is supported by cable franchise fees.

Authorized Full-Time Position	2024 BUDGET
COMMUNICATIONS ADMINISTRATOR	1
COMMUNICATIONS SUPERVISOR	1
PRODUCTION SUPERVISOR	1
COMMUNICATIONS SPECIALIST	1
GRAPHICS PRODUCTION SPECIALIST	1
DIGITAL COMMUNICATIONS COORDINATOR	1
VIDEO PRODUCTION SPECIALIST	2
<b>Grand Total</b>	<b>8</b>

## 2024 Goals and Objectives

- By February 2024, implement specific strategies of the City’s digital communications strategic plan that provide direction for current and future social media, website, and email to enhance effectiveness, improve engagement and align with the *Bloomington. Tomorrow. Together.* strategic plan. Work includes focusing on posts that engage, sharing more partner organization posts and expanding ways to engage on platforms such as LinkedIn and Instagram.
- By February 2024, begin implementing the communications and engagement plans for Moving Bloomington Forward projects that include Bloomington Ice Garden, Nine Mile Creek and the community health and wellness center.
- By April 2024, increase focus on improved public relations and media outreach by identifying and building relationships with key reporters, pitching stories that highlight Bloomington strengths, identifying opportunities for regional media attention and purchasing a new media tracking software.
- By September 2024, restructure the presentation of news on the City’s external website to present each issue of the Briefing as a coherent set of articles and improve the search experience for news and media releases.
- By September 2024, implement a podcast studio in BCAT to support user needs and the City’s strategic priority of creating a connected, welcoming community.
- By December 2024, enact at least 75% of the objectives identified in the public relations, communications and marketing plan adopted in 2023, in support of the City’s mission to improve public relations and to cultivate an enduring and remarkable community where people want to be.

- By December 2024, identify and improve systemic code used for BloomingtonMN.gov's content management system that could flag elements with accessibility issues to improve the website's accessibility score to 90 points or above, as measured by Siteimprove's accessibility scorecard.

### Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Connected, welcoming community	Percent of residents who rate the City's public information services as excellent or good in the National Community Survey	80%	71%	76%	80%
Connected, welcoming community	Percent of residents who rate Bloomington's overall image or reputation as excellent or good in the National Community Survey	75%	74%	75%	79%
Connected, welcoming community	Average accessibility score for the City's website as measured by Siteimprove's accessibility scorecard (goal: 90)	75%	81%	87%	90%



# Communications - Special Revenue Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Property Taxes	\$ 295,000	\$ 400,000	\$ 400,000
Franchise & PEG Fees	1,235,181	1,232,420	1,273,000
Program Income	77,725	87,056	80,600
Interest Income	(5,131)	3,581	2,500
Transfers from Other Funds	211,772	214,116	220,541
<b>Total Revenues</b>	<b>1,814,547</b>	<b>1,937,173</b>	<b>1,976,641</b>
<b>Expenses</b>			
Salaries and Benefits	1,126,301	1,175,202	1,260,638
Materials, Supplies, & Services	750,631	732,245	813,585
Capital Outlay	40,911	79,543	58,000
Transfer to Other Funds	-	5,500	-
<b>Total Expenses</b>	<b>1,917,843</b>	<b>1,992,490</b>	<b>2,132,223</b>
<b>Working Capital</b>			
Net Change	(103,296)	(55,317)	(155,582)
Working Capital at Beginning of Year	380,715	277,419	222,102
<b>Working Capital at End of Year</b>	<b>\$ 277,419</b>	<b>\$ 222,102</b>	<b>\$ 66,520</b>

# Support Services

The Support Services Fund is an Internal Services Fund supervised by the Communications Division in the Community Services Department. Support services includes the City's print shop, mailroom and information desk functions. The print shop is staffed by one part-time employee, while the mailroom and information desk are each staffed by two part-time employees. Support services activities are supported by user fees to departments.

## 2024 Goals and Objectives

- By April 2024, complete print shop's transition to online printing service portal to provide a simpler ordering process for City employees and external customers.
- By December 2024, reach out to City employees via Insider at least four times throughout the year to increase awareness of print shop services and availability to encourage continuing and increased use of the print shop.
- By December 2024, implement changes in mailroom operations to comply with changing USPS requirements and mail preparation changes.

## 2023 highlights

- The print shop began using a single color/black-and-white printer in February, replacing two printers (one color, one black and white) that were the end of their leases. Downsizing will save about \$14,000 each year each year going forward.
- The information desk received 70 – 150 calls per day and greeted the 300 people who visit Civic Plaza on a typical weekday, providing a consistently high standard of customer service. In June, the City hired and trained a new information desk assistant.
  - The mailroom processed \$70,000 in metered mail and over 1,000 incoming and outgoing packages in 2023, while welcoming two new mail coordinators in 2023, a 100% turnover in staffing. The new employees took over operations seamlessly and have received consistently positive feedback from the City staff they serve.





# Support Services - Internal Service Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Departmental Charges	\$ 494,900	\$ 485,804	\$ 504,718
Interest Income	(10,396)	13,817	2,000
Other Revenues	3,469	4,292	6,400
Transfers from Other Funds	-	8,000	-
<b>Total Revenues</b>	<b>487,973</b>	<b>511,913</b>	<b>513,118</b>
<b>Expenses</b>			
Salaries and Benefits	177,681	182,094	205,143
Materials, Supplies, & Services	300,600	292,854	321,678
Capital Outlay	-	-	-
<b>Total Expenses</b>	<b>478,281</b>	<b>474,948</b>	<b>526,821</b>
<b>Working Capital</b>			
Net Change	9,692	36,965	(13,703)
Working Capital at Beginning of Year	249,644	259,336	296,301
<b>Working Capital at End of Year</b>	<b>\$ 259,336</b>	<b>\$ 296,301</b>	<b>\$ 282,598</b>

# Finance

The activities of Finance are located within the General Fund. The Finance Department provides financial services for the City as well as the City’s two component units - the Port Authority and the Housing and Redevelopment Authority. Financial services include accounting, audit, budget, cash management, investing, grant coordination, general billing, utility billing, accounts payable, purchasing, payroll, and risk management. The Finance department provides monthly financial reports to the City Council and Executive Leadership Team and is responsible for submitting required reports to the Office of the State Auditor and Hennepin County throughout the year as well as annual financial reports to the Government Finance Officers Association. Through conservative financial management and long-term planning, the City of Bloomington maintains the highest possible bond ratings possible “Triple AAA” bond ratings from Standard & Poor’s, Moody’s, and the Fitch Rating Agency.

Dept.	Division	2022 Authorized Full-Time	2023 Authorized Full-Time	2024 Authorized Full-Time
<b>FINANCE</b>				
	ADMIN & BUDGET - GENERAL FUND	4	4	4
	FINANCIAL OPERATIONS - GENERAL FUND	22	22	22
	RISK MANAGEMENT - GENERAL FUND	1	1	1
<b>FINANCE Total</b>		<b>27</b>	<b>27</b>	<b>27</b>
<b>Grand Total</b>		<b>27</b>	<b>27</b>	<b>27</b>

## Finance Department Vision

“We are a team of dedicated professionals whose diverse strengths are used to create the positive, responsible, and accountable environment necessary to accomplish an accurate and transparent accounting of public funds and provide exceptional customer service for our internal and external customers.”

The following [reports are published annually](#) by the Finance Department:

- Annual Comprehensive Financial Report  
*Certificate of Achievement for Excellence in Financial Reporting received for 52 years.*
- Popular Annual Financial Report  
*Award for Outstanding Achievement in Popular Annual Financial Reporting received for 24 years.*
- Annual Budget Document  
*Distinguished Budget Presentation Award received for 28 years.*
- Ten Year Capital Improvement Plan



## Performance Measures

<b>Strategic Priority</b>	<b>Performance Measure</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Goal</b>
<b>Healthy community (Environment)</b>	Percentage of contractor construction payments processed by EFT as opposed to check.	0%	0%	3%	5%
<b>Core service</b>	Percentage of outstanding Accounts Receivable invoices that are more than 18 months past due.	12%	11%	10%	8%
<b>Healthy community (Environment)</b>	Percentage increase in on-line utility payment transactions	20%	16%	9%	19%
<b>Healthy community (Environment)</b>	Percentage increase in Utility customers that receive bills on-line (paperless)	23%	37%	32%	18%
<b>Equitable economic growth</b>	Percentage of Vendors that are awarded thru the competitive process who are classified as small, minority-owned, or women-owned	1%	0%	0%	3%
<b>Connected, welcoming community</b>	Number of Public Engagement and Outreach Budget Events	4	7	13	8

# Finance - General Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ -	\$ -	\$ -
Other Revenues	331,051	332,383	197,500
Transfers from Other Funds	39,035	-	-
<b>Total Revenues</b>	<b>370,086</b>	<b>382,383</b>	<b>197,500</b>
<b>Expenditures</b>			
Salaries and Benefits	2,945,779	2,958,411	3,214,113
Materials, Supplies, & Services	622,458	664,116	728,879
<b>Total Expenditures</b>	<b>3,568,237</b>	<b>3,622,527</b>	<b>3,942,992</b>
Less Expenses Charged to Other Funds	(2,095,500)	(2,047,666)	(2,271,511)
<b>Net Total Expenditures</b>	<b>\$ 1,472,737</b>	<b>\$ 1,574,861</b>	<b>\$ 1,671,481</b>

# Finance – Administration and Budget

The Administration and Budget division provides financial management and advice to the City Council, City Manager, and Departments with a focus in capital financing, budget coordination, debt management, and grant compliance. Administration coordinates the City’s capital improvement plan, annual budget document, and numerous reports required by the State and County throughout the year. The City’s annual budget process includes more than 30 individual funds.

In 2023, City staff engaged with the public about the budget at 13 different community events with 916 resident interactions to learn more about what was important to residents when it came to the budget and city services. Rather than holding events specifically to obtain budget feedback, staff went out into the community at events such as the Police Open House, Public Works Open House, concerts at the Normandale bandshell, and the Farmer’s Market to engage residents and obtain feedback on the budget. The City’s budget web page has been enhanced with additional content and provides easy access to all budget information including videos, presentations, documents, and links to recorded budget discussions at City Council meetings.

Authorized Full-Time Position	2024 BUDGET
CHIEF FINANCIAL OFFICER	1
DEPUTY FINANCE OFFICER	1
SPECIAL PROJECTS COORDINATOR	1
GRANT COORDINATOR ACCOUNTANT	1
<b>Grand Total</b>	<b>4</b>

## Budget Public Engagement



- 13 events completed with 916 resident interactions
- Let’s Talk Bloomington 271 survey responses

## **2024 Goals and Objectives**

- Provide excellent financial services to internal and external customers.
- Prepare accurate and transparent financial reports based on industry best practices.
- Take all appropriated budgets to City Council for approval by year end.
- Earn the Distinguished Budget Award from the Government Finance Officers Association.
- Publish the Annual Budget Document by March 2, 2024 (90 days after the Final Budget and Tax Levy approved by the City Council)
- Publish the Popular Comprehensive Annual Financial Report (PAFR) by June 30.
- Determine 2025 Budget approach that includes a communication plan for educating the public on property tax valuation and a community engagement plan.
- Compile and present Ten-Year Capital Improvement Plan (CIP) for Council approval.

## **2023 Accomplishments**

- Maintained highest bond rating possible from three rating agencies:
  - Moody's – Aaa, since 1998
  - Standard and Poor's – AAA, since 2000
  - Fitch Rating Agency - AAA, since 2004
- Received the GFOA Distinguished Budget Award for the 28th consecutive year and streamlined the process for creating the document using functionality from the City's ERP software.
- Received the GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting for the 24th year.
- Published the 10-Year Capital Improvement Plan (2024-2033) and published in coordination with approval of the 2023 Operating Budget.
- Coordinated, analyzed, and presented 2024 budgets to the City Council for all appropriated funds – the Final Budget and Tax Levy was approved by the City Council December 4, 2023.

# Finance Admin. and Budget Div. - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Intergovernmental	\$ -	\$ 50,000	\$ -
Other Revenues	146,980	135,241	-
Transfers from Other Funds			
<b>Total Revenues</b>	<b>146,980</b>	<b>185,241</b>	<b>-</b>
<b>Expenditures</b>			
Salaries and Benefits	545,585	651,210	698,854
Materials, Supplies, & Services	111,139	178,365	140,978
<b>Total Expenditures</b>	<b>656,724</b>	<b>829,575</b>	<b>839,832</b>
Less Expenses Charged to Other Funds	(284,800)	(285,020)	(293,570)
<b>Net Total Expenditures</b>	<b>\$ 371,924</b>	<b>\$ 544,555</b>	<b>\$ 546,262</b>

# Finance – Financial Operations

The Accounting Division manages and records the day-to-day accounting of the City’s transactions, including audit, payroll, accounts receivable, centralized purchasing, investments, accounts payable, utility billing, cash receipts, and general accounting. The division prepares an analysis of the monthly financial statements for executive leadership and City Council. They prepare the Annual Comprehensive Financial Report which has received the annual GFOA award since 1970. The audit function monitors the City tax on lodging, admissions, and liquor sales.

Authorized Full-Time Position	2024 BUDGET
DEPUTY FINANCE OFFICER	1
FINANCE MANAGER	1
PURCHASING MANAGER	1
UTILITY BILLING MANAGER	1
ACCOUNTANT	3
AUDITOR	1
PAYROLL COORDINATOR	1
UTILITY BILLING SPECIALIST	3
ACCOUNTING ASSISTANT	3
OFFICE SUPPORT SPECIALIST	2
PURCHASING SPECIALIST	1
OFFICE ASSISTANT	4
<b>Grand Total</b>	<b>22</b>

## 2024 Goals and Objectives

- Work with the Office of Racial Equity, Inclusion, and Belonging to create a Target Market Program for vendors.
- Upgrade Utility Billing software, including security profiles and service order workflow.
- Complete implementation of online payment portal for liquor, lodging, and admission taxes.
- Provide quality accounting and related financial services to all City departments.
- Publish the Annual Comprehensive Financial Report (ACFR) by June 30.
- Report accurate and transparent monthly financial statements in an easily understood format to both internal and external users by the following month end.
- Invest public funds in such a manner that all daily cash flow needs are met.
- Produce vendor checks every week, submit purchase orders to vendors within two days of receiving requisitions from departments, maintain accurate records, monitor grants and capital assets for compliance with internal and external policies, process payroll bi-weekly and provide financial system assistance to users.
- Train city staff on mileage, travel, and public purpose policies.
- A successful audit of year-end financial information.



- Continue Certificate of Deposit investing in community banks to promote lending to residents and businesses and earn market interest rates while being fully collateralized.

### **2023 Accomplishments**

- Successfully upgraded Munis ERP software.
- Utility Billing staff worked with the Communications Division to create educational videos on organics, online payments, “wish-cycling”, and meter readings.
- Updated the City ordinance for tree assessment levy plans to allow residents more flexibility with payments.
- Launched internal grant information website for employees.
- Educated City staff on grant compliance at recorded grant training session.
- Published a Grant SOP (Standard Operations Plan) manual for City staff.
- Transitioned from an all-paper P-Card system to a paperless system for submitting receipts and obtaining approvals.

# Finance Operations Division - General Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ -	\$ -	\$ -
Other Revenues	184,071	197,142	197,500
Transfers from Other Funds	39,035	-	
<b>Total Revenues</b>	<b>223,106</b>	<b>197,142</b>	<b>197,500</b>
<b>Expenditures</b>			
Salaries and Benefits	2,288,835	2,190,949	2,389,413
Materials, Supplies, & Services	483,462	456,791	553,413
<b>Total Expenditures</b>	<b>2,772,297</b>	<b>2,647,740</b>	<b>2,942,826</b>
Less Expenses Charged to Other Funds	(1,670,308)	(1,613,674)	(1,817,607)
<b>Net Total Expenditures</b>	<b>\$ 1,101,989</b>	<b>\$ 1,034,066</b>	<b>\$ 1,125,219</b>

# Finance – Risk and Litigation Management

Risk Management provides risk management support to all operating divisions of the City.

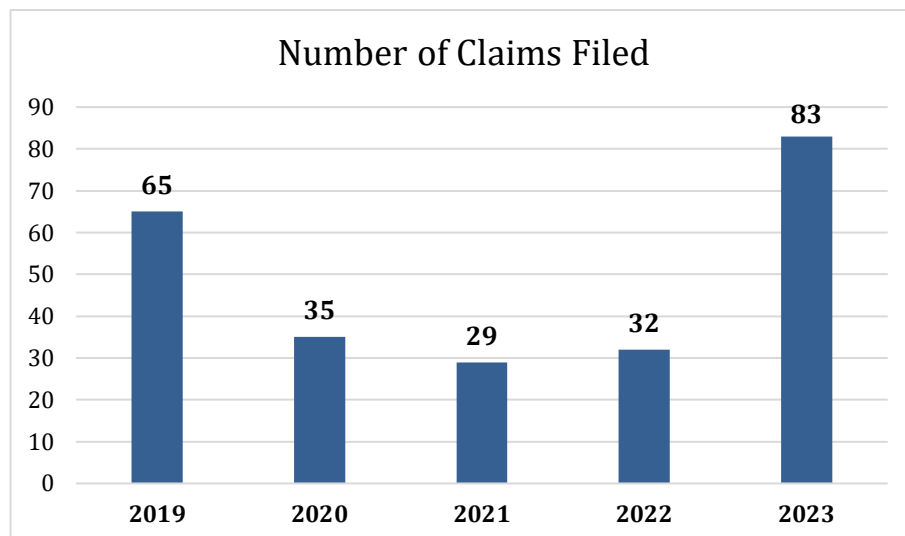
Authorized Full-Time Position	2024 BUDGET
RISK AND LITIGATION MANAGER	1

## 2024 Goals and Objectives

- Complete required insurance renewals and provide necessary reports to City Council.
- Continue working with the City-wide Safety Committee to implement required safety training and improve overall employee safety, including co-sponsoring another Employee Safety Open House and other City-wide trainings to include AED use and CPR
- Implement Risk Management retention schedule changes when approved by the State of Minnesota.
- Provide an insurance training/refresher course for City employee who work with certificates of insurance.
- Completed training on the City’s Safe at Home policy.

## 2023 Accomplishments

- Marketed the City’s insurance renewal to multiple insurance companies, including the League of Minnesota Cities Insurance Trust (LMCIT). Renewed insurance policies for 2023-2024 with LMCIT.
- Updated Risk Management retention schedules for submission to the State of Minnesota.
- Completed the rewrite of the City’s Infectious Agents and Blood Borne Pathogens policy with the City-wide Safety Committee.
- City-wide Safety Committee in conjunction with the City’s Wellness Committee sponsored an Employee Safety Open House.
- Provided insurance requirement/contracts training for employees.
- Completed drafting of the Safe at Home City-wide policy.



# Finance Risk Mgmt. Division - General Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Other Revenues	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	-	-	-
<b>Expenditures</b>			
Salaries and Benefits	\$ 111,359	\$ 116,252	\$ 125,846
Materials, Supplies, & Services	27,857	28,960	34,488
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>139,216</b>	<b>145,212</b>	<b>160,334</b>
Less Expenses Charged to Other Funds	(140,392)	(148,972)	(160,334)
<b>Net Total Expenditures</b>	<b>\$ (1,176)</b>	<b>\$ (3,760)</b>	<b>\$ -</b>

# Self-Insurance

The Self-Insurance Fund is an Internal Service Fund that pays all costs related to the administration of the City’s self-insured workers’ compensation program, including costs associated with hiring a Third-Party Administrator (TPA) and reinsurance premiums assessed by the Workers Compensation Reinsurance Association (WCRA), as required by law. In addition, this fund pays the insurance premiums for the City’s property/casualty insurance program, made up of municipal liability, auto, and property coverage obtained through the League of Minnesota Cities Insurance Trust (LMCIT), as well as all claims, payments, and expenses incurred by LMCIT on the City’s behalf subject to each policy’s deductible.

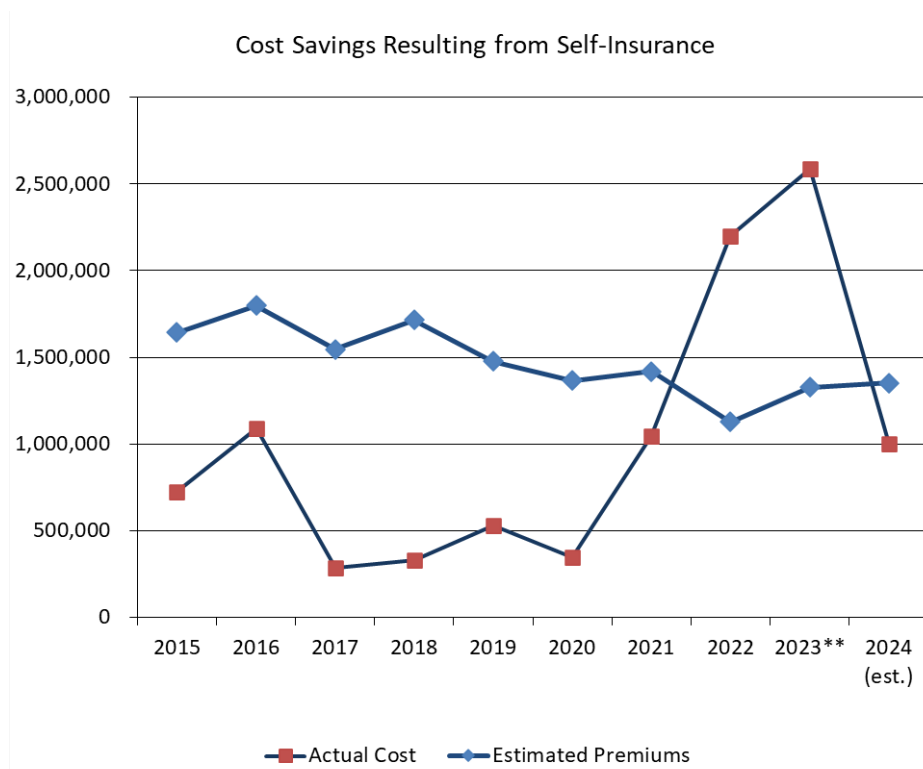
## 2024 Goals and Objectives

- Protect the City’s assets and minimize costs of insurance.
- Continue work with the City’s insurance broker and TPA to evaluate coverage and investigate possible premium savings.
- Complete an actuarial audit of claims reserves.

## 2023 Accomplishments

Received a dividend from the League of Minnesota Cities Insurance Trust of \$28,478.

The below chart shows worker’s compensation costs of self-insured plan compared to estimated insurance premium costs. The estimated cumulative savings from 1986 to 2023 is \$26.1m.



\*\*the significant increase in costs for 2022 and 2023 results from PTSD claims paid.

## Self Insurance - Internal Service Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Departmental Charges	\$ 2,228,734	\$ 2,347,885	\$ 2,361,988
Interest Income	(282,537)	391,563	40,000
Other Revenues	625,390	-	-
<b>Total Revenues</b>	<b>2,571,587</b>	<b>2,739,448</b>	<b>2,401,988</b>
<b>Expenses</b>			
Materials, Supplies, & Services	3,314,834	4,090,012	2,685,567
Transfer to Other Funds	-	-	-
<b>Total Expenses</b>	<b>3,314,834</b>	<b>4,090,012</b>	<b>2,685,567</b>
<b>Working Capital</b>			
Net Change	(743,247)	(1,350,564)	(283,579)
Working Capital at Beginning of Year	4,583,626	3,840,379	2,489,815
<b>Working Capital at End of Year</b>	<b>\$ 3,840,379</b>	<b>\$ 2,489,815</b>	<b>\$ 2,206,236</b>

# Fire Department

The operational activities of the Fire Department are located within the General Fund. Purchases of equipment are accounted for in the Public Safety Technology and Equipment Internal Service Fund. The Fire Department has 36 full-time authorized positions and 95 paid-on-call firefighters. The department operates out of six fire stations and uses the latest in firefighting equipment including engines, ladders, and other specialty units. Fire Prevention is an integral part of providing fire safety through code enforcement and education. Firefighters install battery operated smoke detectors or replace batteries in detectors for homeowner occupied homes that need them upon request.

The Fire Department responded to 7962 calls for service in 2023. These ranged from water rescues and vehicle extrications to structural fires, medical emergencies, and hazardous materials emergencies. The response time measurement goal for an effective response force of at least 3 personnel within 7 minutes and 30 seconds of the 911 call was achieved 63% of the time in 2023. Four of the six fire stations operate duty crews with efforts to staff 3 of the stations 24 hours a day. All firefighters are required to meet training standards annually.



## Operations and Training

Fire Operations encompasses emergency response, dispatching, building and equipment maintenance and repair. Fire department operations also includes equipment research and development of new methods and technology to improve emergency response and performance. Fire department training includes all aspects of training and exercising the fire suppression forces to include maintaining certifications, maintaining and improving existing response skills, and training and implementing new tactics and procedures as they are identified and validated.

A Staffing for Adequate Emergency Response (SAFER) grant was applied for and awarded for the addition of 18 full time firefighters to start to address staffing and response issues. These firefighters started April 3, 2023. An additional 3 firefighter positions were budgeted and added July 10, 2023. Six firefighters are being added in 2024 to continue the transition from a primarily paid on call department to a combination full-time part time department.

## Fire Prevention

Fire prevention staff inspects all new construction and renovation of commercial, industrial, and multi-family residential structures to ensure fire code compliance. Fire inspectors inspect all properties, except single-family dwellings, to verify continued compliance with the fire code. Fire prevention staff collects annual data on storage and use of hazardous material within the city and verifies annual maintenance of all fire alarm and fire sprinkler systems. Fire inspectors investigate all fires in Bloomington to determine cause and origin and work with the Police Department to investigate arson cases. The division promotes fire prevention education and training and oversees the school fire education programs and Fire Department open house. The Fire Marshal participates in the City's multi-department Development Review Committee.

## Emergency Management

Fire, Police, and Public Health staff work together to provide a multi-layered emergency management capability for the City. Fire, Police, and Public Health Command Staff have emergency management and incident management training.

The Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP) are both plans that have had extensive review by all City Departments and are updated and revised annually. The City's emergency early warning capability is also a multi-department effort with Fire, Police, Public Works, and Information Technology all working to implement the Everbridge notification system to alert residents and visitors to hazard information.

<b>Authorized Full-Time Position</b>	<b>2024 BUDGET</b>
FIRE CHIEF	1
ASSISTANT FIRE CHIEF/OPERATIONS & TRAINING	1
ASSISTANT FIRE CHIEF/FIRE MARSHAL	1
DEPUTY FIRE CHIEF / ENGINEERING & OPERATIONS	1
BATTALION CHIEF	3
FIRE CAPTAIN	6
FIREFIGHTER/FIRE INSPECTOR 2	2
FIREFIGHTER/FIRE INSPECTOR 1	3
FIREFIGHTER	24
OFFICE SUPPORT SPECIALIST	2
<b>Grand Total</b>	<b>44</b>



## **2024 Goals and Objectives**

### **Fire Department:**

- The Department's mission is the preservation and protection of life, property, and the environment, against injury and damage from emergencies and disasters.
- Provide fire prevention services and fire education to residents, businesses, and visitors.
- The current goal is to respond initially with a minimum of three personnel and arrive to calls within 7 minutes 30 seconds of the 911 call 90% of the time. This will continue to require additional resources for several years.
- The goal for structure fire response is to arrive at a low hazard working structure fire with a minimum of 15 firefighters 9 minutes after dispatch or 11 minutes 30 seconds after the receipt of the 911 call, 90% of the time.

### **Operations and Training:**

- Respond to emergency calls for service in 7 minutes 30 seconds or less from time of the 911 call with a minimum of three personnel 90% of the time.
- Respond an initial effective response force of 15 firefighters within 11 minutes 30 seconds to structure fires where fire attack hose lines are deployed 90% of the time.
- Provide quality training to firefighters to meet or exceed Federal and State training requirements.
- Continue to work with dispatch to achieve call processing time to meet or exceed NFPA standard from receipt of 911 call to dispatch of resources.
- Continue to maintain equipment for emergency response to prolong life and effectiveness.

### **Fire Prevention:**

- Issue the majority of the fire sprinkler and fire alarm permits within five business days.
- Inspect a majority of designated high-risk occupancies each year.
- Inspect 45% of existing commercial, industrial, and multi-family residential properties.
- Resolve the majority of known fire code violations within 30 days.
- Investigate complaints within one business day.
- Respond to a majority of fire scenes within 24 hours of a report by the Police Department or Fire Operations.
- Minimize the number of incendiary and suspicious fires through education and effective investigations.
- Continue to conduct home safety survey inspections in owner-occupied single-family homes with an emphasis on residents over age 55.
- Conduct fire education programs for business and resident groups upon request:
  - Assist and monitor fire education and fire drills at all schools.
  - Assist and monitor the Fire Department open house.
- Facilitate and coordinate fire department truck visits, smoke detector installations, car seat installation, station tours and other programs.

### **Emergency Management:**

- Review and revise the City's Emergency Operations Plan annually.
- Review and revise the City's Continuity of Operations Plan annually.
- Maintain the operational readiness capabilities of the City's Emergency Operations Center.
- Conduct inter-departmental training for EOC operations.
- Increase awareness and participation of the public in the City's Everbridge notification system.
- Maintain and continue to update the emergency early warning siren system.
- Maintain alternative redundant or resilient communications capability for use during disasters impacting the City's normal communications channels.

**Performance Measures**

<b>Strategic Priority</b>	<b>Performance Measure</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Goal</b>
<b>Healthy Community (Safety)</b>	Percent of calls responded to within 7 minutes and 30 seconds (goal of 90%)	61%	63%	63%	65%
	# of lives lost in structure fires	1	0	0	0 est
	# of civilian injuries due to fires	1	2	2	2 est.
	% of time that at least 15 firefighters arrive at structure fires in 9 minutes or less (goal of 90%)	25%	25%	25%	25% est.
	Total inspections completed (annual, follow up inspections, building final, fire alarm testing, rough-in, tanks)	528 <i>(Existing Building Data Only)</i>	1283	1274	1200 est.
	Inspect 25% of existing commercial, industrial and multi-family residential properties each year.	321 (24%)	482	426	400 est.
	# of smoke alarms installed/batteries replaced	10	12	20	15 est.
	# of inventories of hazardous materials stored and used in commercial properties	100	90	282	100 est.
	Conduct fire cause and origin investigations. # conducted	53	77	85	65 est.

<b>Healthy Community (Safety)</b>	Minimize the number of incendiary and suspicious fires through education and effective investigations. # of education events			Planned	----
	Home Safety Survey Inspections – Owner-occupied single-family homes	COVID	NA	6	6 est.
	Car Seats installation and safety checks performed by car seat technicians	45	42	41	40 est.
	# of firefighter injuries (first report)	22	8	23	
	# of workdays lost due to injury (lost/restricted)	252/143		210/128	
	# of personnel who attend outside training/education	18		10	20 est.
	# hours firefighter training delivered	11,276	11,000	10,000	10,000 est.
	Assist and monitor fire education and fire drills at all schools. # drills	COVID	NA	13	13 est.
	Expand fire education program to include persons over age 55.	COVID	In development	Ongoing	Ongoing
	Deliver life safety information to the public. # of deliveries	COVID	38	44	40 est.
	# of school programs delivered each year	COVID	NA	13	12 est.
	Events where risk reduction/fire safety literature is delivered each year	COVID	38	44	40 est.

## Fire Department

- From receipt of the 911 call to arrival time 90% of the time is 12 minutes for first arriving unit with 3 personnel. This is considerably longer than our goal of 7 minutes 30 seconds for the first arriving unit with 3 personnel.

## Operations and Training

- Responded to 7962 calls for service.
- Emergency response time from receipt of the 911 call to arrival with a crew of 3 is 7 minutes and 30 seconds 63% of the time. (goal is 90% of the time with four).
- Responded with 15 or more firefighters within 11 minutes 30 seconds 25% of the time to all structure fires where fire attack hose lines were deployed (goal is 90%).
- Provided 11,276 hours of training for current firefighters to meet Federal and State requirements.
- Provided 1432 hours of live fire training attempting to meet Federal and State requirements.
- Coordinated with auto-aid and mutual aid partners to maintain capability for large incident response.
- Represented the Fire Department in ongoing operations of the Tri-Tech/Central Square Computer Aided Dispatch (CAD) system.
- 24 new full-time firefighters were added to the Department in 2023.
- Add 6 new firefighters to the Department in 2024.

## Fire Prevention

- Performed inspections (annual, building final, fire alarm testing, rough-in, tanks)
- Completed Home Safety Survey Inspections in owner-occupied single-family homes.
- Conducted safety presentations at K-12 schools, businesses, senior living facilities and other venues.

## Emergency Management

- Performed monthly checks on the City's 22 emergency warning sirens.
- Assisted maintaining the Everbridge emergency notification system for residents to sign up for alerts.
- Assisted maintaining and updated senior staff alert notifications as part of the Everbridge implementation.
- Maintained and exercised communications capabilities for use during disasters.

## 2023 Fire Department Incident Response Time

The Call to Arrival time 90% Performance with an effective response force of 3.

	Goal Time 90% of the time	% Of Time Goal Met	Actual 90% Time of Goal
Alarm Processing	1:30	75%	2:20
Response	6:00	60%	10:00
Call to Arrival	7:30	65%	11:30

### City of Bloomington EMS Response

This data provided by Allina includes a breakdown of all calls responded to by Allina Health EMS within the City of Bloomington during the calendar year 2023. Calls for service are categorized into emergency and non-emergency.

- **2023 Total Priority Responses (911)** **12,888**
  - Total Emergency Responses (Red Lights / Siren) 9,449
  - Total Non-Emergent (Routine Response) 2,753
  
- **2023 Average Response Time for all Emergent calls - Average - 90<sup>th</sup> Percentile**  
Emergent Responses = 9,677      Emergent Response Time      8:41      13:38
  
- **2023 Average Response Time for all Routine Calls - Average - 90<sup>th</sup> Percentile**  
Non-Emergent Resp. = 2,753      Non-Emergent Resp. Time      12:21      21:06
  
- **Mutual Aid Volume**  
Non-Allina resources used to complete a call are considered mutual aid volume. In the case where both a mutual aid and Allina unit were both assigned, the volume will be reflected in **both** the mutual aid and Allina volumes. The **Total Count** will reflect the unique number of incidents, regardless of whether multiple types of resources were assigned.
  - Allina EMS      12,202
  - Mutual Aid      718
  - Total Count      12,888**

# Fire - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Intergovernmental	\$ 36,900	\$ 1,863,390	\$ -
Other Revenues	578	7,818	-
Transfers from Other Funds	392,978	421,800	400,000
<b>Total Revenues</b>	<b>430,456</b>	<b>2,293,008</b>	<b>400,000</b>
<b>Expenditures</b>			
Salaries and Benefits	3,807,025	6,225,325	6,104,530
Materials, Supplies, & Services	2,675,969	3,685,496	3,732,541
Capital Outlay	27,875	155,148	113,500
Transfer to Other Funds	-	405,000	-
<b>Total Expenditures</b>	<b>\$ 6,510,869</b>	<b>\$ 10,470,969</b>	<b>\$ 9,950,571</b>
Less Expenses Charged to Other Funds			
<b>Net Total Expenditures</b>	<b>6,510,869</b>	<b>10,470,969</b>	<b>9,950,571</b>

# Fire Pension Fund

The Fire Pension Fund is a Special Revenue Fund for accumulating revenue to pay annual Fire Pension obligations. The City of Bloomington has a Paid-On-Call Fire Department. After 20 years of service and are 50 years old Paid-On-Call firefighters are eligible to receive a pension from the Bloomington Fire Department Relief Association (BFDRA).

Each year, an independent actuary calculates the fire pension liability due to the BFDRA two years in the future based upon their financial activities. The annual fire pension obligation is impacted by market volatility of the investment returns, the police officer's salary rates, and firefighter demographics. If the annual accrued liability funding ratio is under 120% funded, State statute requires that the City send an annual contribution in addition to State Fire Aid money.

For 2023 pay 2024, the City's required contribution was \$2,163,247, which was sent to BFDRA as required under state statutes. At the end of 2023 the BFDRA accrued liabilities were funded at 116% a gain of 7% percentage points from the 2022 year-end funding level at 109%.

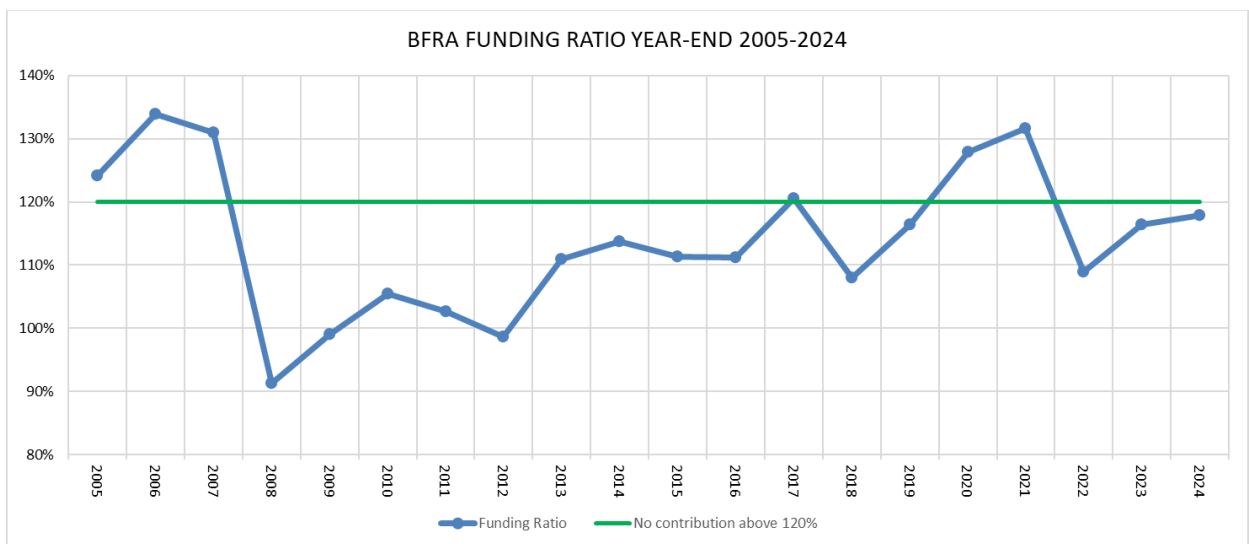
Fire Pension revenue is received from the following sources: State aid, property tax levy, and transfers from the General Fund and/or Strategic Priorities.

## 2024 Goals and Objectives

- Build a reserve within the Fire Pension fund to provide current and future pension obligation contributions without causing property tax levy volatility.

## Performance Measures

- Working Capital balance of the Fire Pension fund was above the Working Capital Goal of \$2,500,000.



# Fire Pension - Special Revenue Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Property Taxes	\$ 1,050,000	\$ 1,000,000	\$ 1,050,000
Intergovernmental	719,546	804,969	813,019
Interest Income	(214,930)	260,313	67,433
Transfers from Other Funds	592,267	-	-
<b>Total Revenues</b>	<b>2,146,883</b>	<b>2,065,282</b>	<b>1,930,452</b>
<b>Expenses</b>			
Salaries and Benefits	719,546	804,969	2,163,247
Materials, Supplies, & Services	-	8,543	-
Transfer to Other Funds	341,606	-	-
<b>Total Expenses</b>	<b>1,061,152</b>	<b>813,512</b>	<b>2,163,247</b>
<b>Working Capital</b>			
Net Change	1,085,731	1,251,770	(232,795)
Working Capital at Beginning of Year	4,386,308	5,472,039	6,723,809
<b>Working Capital at End of Year</b>	<b>\$ 5,472,039</b>	<b>\$ 6,723,809</b>	<b>\$ 6,491,014</b>



# Public Safety - Technology and Equip.

The Public Safety Technology and Equipment Fund is an Internal Service Fund that has the following six activities:

- Radios
- Mobile Digital Computers (MDC's)
- Body Worn Cameras
- Police Small Equipment
- Fire Small Equipment
- Fire Large Equipment

## **Radios (Police and Fire):**

Portable and dash mounted radio operations are scheduled for replacement every 8-10 years. The Police Department and Fire Department use the majority of the City's radios. However, Public Works and Public Health also use radios in their operations. Charges for operations are internally charged to all four of these departments, but charges for replacement are only charged to Police, Fire, and Public Works and build up working capital balance for future equipment purchase. Public Health purchases their own replacement radios.

## **MDC's (Police and Fire):**

Mobile Digital Computers are in Public Safety vehicles to communicate with dispatch and access Public Safety databases. They are scheduled to be replaced every 4 years. Charges for operations and replacement are charged to Police and Fire and build up working capital balance for future equipment purchases.

## **Body Worn Cameras (Police):**

Body worn cameras is a new activity in this fund. The initial purchase, implementation, and training of body worn cameras had multiple funding sources including grant and forfeiture funds. Charges for on-going data storage fees are funded from a transfer from Police forfeiture funds and from a transfer of funds from the IT department.

## **Police Small Equipment:**

The Police small equipment activity purchases equipment such as tasers, tactical vests, guns, and other equipment on a replacement schedule of 5-15 years depending on the item. Consistent replacement charges to Police in the General Fund are the revenue for this activity and build up working capital balance for future equipment purchases.

## **Fire Small Equipment:**

The Fire small equipment activity purchases equipment such as fire hoses, gear, and rescue equipment on a varying replacement schedule. Charges to Fire in the General Fund are the revenue for this activity and build up working capital balance for future purchases.

## **Fire Large Equipment:**

The Fire large equipment activity purchases large equipment such as large ladder trucks. Revenues come from the Fire Department activity in the General Fund.

Authorized Full-Time Position	2024 BUDGET
RADIO COMMUNICATIONS TECHNICIAN	1
<b>Grand Total</b>	<b>1</b>

*Along with the full-time position listed above, an additional part-time Radio Communications Tech. position was added in 2023 to address the need for additional staff capacity for managing Public Safety technology and equipment.*

## 2024 Goals and Objectives

- Maintain a reliable and efficient communications system for Public Safety.
- Maintain adequate, consistent internal charges to fund future purchases of Public Safety equipment without causing large variances in the General Fund.
- Implementation of planned Fire Department MDC upgrades.
- Inventory of 40 Police Department MDC's is current with next purchases scheduled in 2024 for approximately \$235,040.
- Inventory of 81 Fire Department portable radios is current with next purchases scheduled in 2024 for approximately \$480,000.
- Inventory of 38 Public Works portable radios is current with next purchases scheduled in 2025 for approximately \$141,741.
- Inventory of 24 Fire Department MDC's is current with the next purchases scheduled for 2025 for approximately \$128,000.
- Inventory of 175 Police Department portable radios is current with next purchases scheduled in 2026 for approximately \$1,173,000.
- Inventory of 48 Fire Department mobile radios is current with next purchases scheduled in 2028 for approximately \$253,000.
- Inventory of 82 Police Department mobile radios is current with next purchases scheduled in 2028 for approximately \$513,000.

## Public Safety Tech & Equip - Internal Service Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Departmental Charges	\$ 1,178,389	\$ 2,067,958	\$ 1,707,817
Intergovernmental	26,835	-	-
Interest Income	(103,534)	130,354	29,000
Other Revenues	60,278	28,287	-
Transfers from Other Funds	150,000	459,996	-
<b>Total Revenues</b>	<b>1,311,968</b>	<b>2,686,595</b>	<b>1,736,817</b>
<b>Expenses</b>			
Salaries and Benefits	104,925	112,670	169,867
Materials, Supplies, & Services	722,189	385,282	1,514,339
Capital Outlay	808,946	253,781	1,703,000
Transfer to Other Funds	-	-	-
<b>Total Expenses</b>	<b>1,636,060</b>	<b>751,733</b>	<b>3,387,206</b>
<b>Working Capital</b>			
Net Change	(324,092)	1,934,862	(1,650,389)
Working Capital at Beginning of Year	3,146,127	2,822,035	4,756,897
<b>Working Capital at End of Year</b>	<b>\$ 2,822,035</b>	<b>\$ 4,756,897</b>	<b>\$ 3,106,508</b>

# Information Technology

The Information Technology (IT) Fund is an Internal Services Fund that contains the City’s IT Department. The IT Department provides the City with computer hardware and software and coordinates the networking and communications of systems in accordance with the City’s Information Technology Strategic plan. The Geographical Information Systems (GIS) team is part of the IT organizational structure. The purpose of the GIS team is to carry out the initiatives in the GIS strategic plan and to meet the geospatial data needs for city departments.

A cross functional Information Technology Steering Committee (ITSC) meets monthly to ensure that technology governance is coordinated and efficient, leading to decreased costs and complexity at the City. The ITSC addresses cross-organizational items having significant short and long-term informational technology impact for the City’s employees and community.

The IT Department’s resources include the total hours available for services to City operating departments, as well as funding for hardware, software, and training.

Authorized Full-Time Position	2024 BUDGET
CHIEF INFORMATION OFFICER	1
INFORMATION TECH SUPERVISOR	3
IT SYSTEMS ENGINEER	1
NETWORK ENGINEER	1
DATABASE ADMINISTRATOR	1
IT SYSTEMS ADMINISTRATOR II	2
APPLICATIONS ADMINISTRATOR II	1
GIS COORDINATOR	1
BUSINESS ANALYST	1
NETWORK ADMINISTRATOR	1
IT SYSTEMS ADMINISTRATOR I	2
APPLICATIONS ADMINISTRATOR I	2
DESKTOP ADMINISTRATOR	1
DESKTOP SUPPORT SPECIALIST	1
GIS SPECIALIST I	1
<b>Grand Total</b>	<b>20</b>

## 2024 Goals and Objectives

- Provide technology expertise, equipment, software, and services to meet Council’s Goals by:
  - Implementing items identified in the 2022-2026.
  - Securing the City’s technology systems.
  - Supporting Council’s strategic objectives by collaborating with city departments to implement essential technology.
- Build out the city’s fiber optics infrastructure.
- Implement initiatives defined in the Geographic Information Systems (GIS) strategic plan to enhance functions & activities City-wide.
- Review existing policies and procedures. Identify and implement necessary changes.
- Provide exceptional services to positively impact city operations.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Core service	Total Completed Tickets	3637	3665	3937	4200
	Ticket Time of Completion - time to resolve 80% of the tickets	5 Hours	4 Hours	4 Hours	4 Hours
	% Employees Completed Security Training	88%	N/A	84%	90%
	Security Maturity Model Scores	0.75	0.8	1	1.25
	GIS Maturity Model Scores	2.6	3.2	3.5	3.7
	Project Management Maturity Model Scores (PMI Scale)	Level 2	Level 2	Level 3	Level 3
	Budgeted Maintenance Costs to Actual	98%	102%	95%	100%

### IT Supports and Secures the City's Information and Infrastructure

- More than 4.5 million e-mails were processed in 2023.
- 30% of e-mail messages rejected as spam and nearly 71,000 messages containing viruses were stopped from entering the City's network.

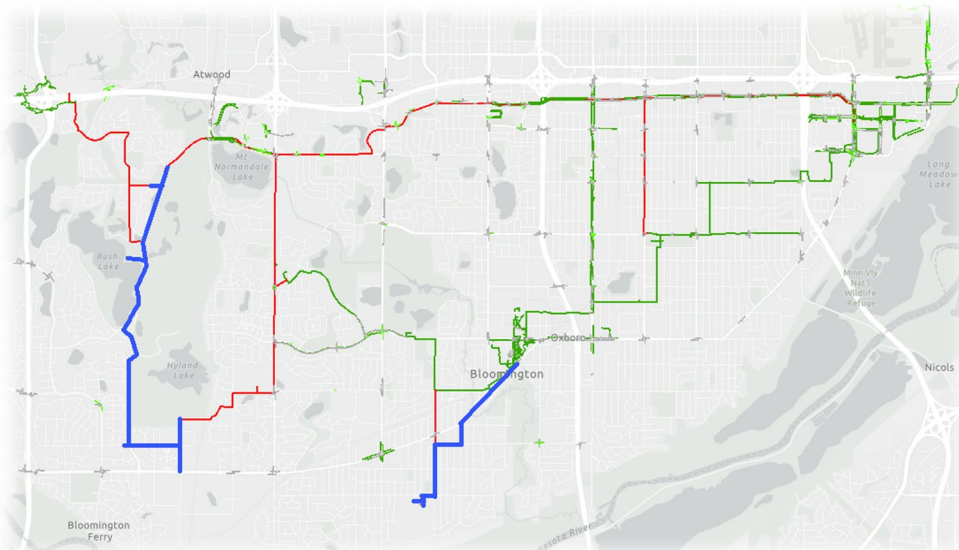
### 2022-2026 IT Strategic Plan

The city has an IT Strategic to ensure a focused and collaborative approach to technology through 2026. The plan includes initiatives centered on four key themes:

- Collaboration and Communication
- Data Management
- Obsolescence
- Process

### Fiber Optics

The City owns more than 35 miles of fiber, connecting 13 city facilities. Plans to expand the fiber network in 2024 include connecting Dwan Golf Course, Western Maintenance Facility, and Fire Stations 2, 5 and 6. The associated projects will be funded through the American Rescue Plan. These projects will save the city approximately \$15,000 per year in recurring phone line costs.



City fiber map. Blue routes are planned for 2024. Red and green routes are completed.

# Information Technology - Internal Service Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Departmental Charges	\$ 6,204,624	\$ 6,795,234	\$ 7,540,926
Intergovernmental			
Interest Income	(69,615)	105,580	4,000
Other Revenues	33,546	(2,137)	-
Transfers from Other Funds	59,278	-	405,000
<b>Total Revenues</b>	<b>6,227,833</b>	<b>6,898,677</b>	<b>7,949,926</b>
<b>Expenses</b>			
Salaries and Benefits	2,557,837	2,727,501	2,953,370
Materials, Supplies, & Services	3,529,603	4,246,166	4,657,414
Capital Outlay	38,764	22,319	680,000
Transfer to Other Funds	261,772	214,116	220,541
<b>Total Expenses</b>	<b>6,387,976</b>	<b>7,210,102</b>	<b>8,511,325</b>
<b>Working Capital</b>			
Net Change	(160,143)	(311,425)	(561,399)
Working Capital at Beginning of Year	2,657,791	2,497,648	2,186,223
<b>Working Capital at End of Year</b>	<b>\$ 2,497,648</b>	<b>\$ 2,186,223</b>	<b>\$ 1,624,824</b>

# Legal

The Legal Department is within the General Fund. The City Attorney's Office provides legal counsel to the City Council, Advisory Boards and Commissions, the City Manager, and other City departments, and prosecutes non-felony criminal offenses occurring within the City.



Authorized Full-Time Position	2024 BUDGET
CITY ATTORNEY	1
DEPUTY CITY ATTORNEY - CIVIL	1
DEPUTY CITY ATTORNEY - PROSECUTION	1
COMPLIANCE MANAGER	1
ASSISTANT CITY ATTORNEY-CIVIL	2
ASSISTANT CITY ATTORNEY-PROSECUTION	4
CRIME VICTIM LIAISON	1
PARALEGAL	2
COMPLIANCE PARALEGAL	1
ADMINISTRATIVE ASSISTANT	1
OFFICE SUPPORT SPECIALIST	2
<b>Grand Total</b>	<b>17</b>

## 2024 Goals and Objectives

- Create and maintain a highly collaborative, aligned, focused, positive, and professional work environment that promotes employee growth and satisfaction while providing convenient, accessible, and expert legal services to City Departments, staff, elected and appointed officials, and other government entities;
- Promote justice, access to justice for victims of crimes, and enhance public safety through locally accountable, fair, and effective criminal prosecution and community outreach;
- Deliver timely, high quality, accessible, and cost-effective legal counsel to City Departments;
- Minimize the City's exposure to claims and lawsuits through staff safety and other training, regular review and revision of policies and procedures, and proactive case management;
- Deploy and promote the use of technology to improve and enhance access to justice; fair and effective criminal prosecution; and timely review, exchange, and execution of documents;
- Draft, negotiate, and review agreements, policies, and programs that address the City's interests and protect its assets.
- Advise and support City Departments' efforts to bring about high-quality, innovative, and collaborative development;
- Advise and support City Departments' efforts to shape the ordinances, policies, and plans that direct the City's growth, development, and renewal;
- Advise and support City Departments' efforts to develop, review, and revise their policies to promote staff development; increase compliance with city objectives; and enhance the overall public experience;
- Advise and support City Departments' efforts to protect the quality and safety of City residents, neighborhoods, licensed establishments, and other businesses through outreach, screening, education, communication, and enforcement actions;
- Educate to ensure community-wide compliance with programs, rules, and laws;

- Advise and support efforts to train and educate City Departments to improve and streamline requests, responses, and access to public records; and
- Provide administrative hearings to provide efficient participative solutions.

**Performance Measures**

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Healthy community (Safety) &amp; Connected, welcoming community</b>	Serving victims by meaningfully involving them in the criminal process through written notification of prosecution	749	654	882	900
<b>Healthy community (Environment)</b>	Use technology to efficiently and sustainably execute documents	1,132	1,319	1,422	1500
<b>Equitable economic growth</b>	Advise and support City Departments’ efforts to shape the ordinances, policies, and plans that direct the City’s growth, development, and renewal	430	479	406	400
<b>Healthy community (Safety) &amp; Connected, welcoming community</b>	Promote justice, access to justice for victims of crimes, and enhance public safety through locally accountable, fair, and effective criminal prosecution by opening and prosecuting criminal cases	3554	3930	5016	5025
<b>Connected, welcoming community</b>	Provide public with legal notice of upcoming city actions	130	144	103	100
<b>Core service</b>	Draft, negotiate, and review agreements and related documents that address the City’s interests and protect its assets	826	931	853	850
<b>Core service</b>	Advise and support City Departments’ efforts to develop, review, and revise their policies to promote staff development; increase compliance with city objectives; and enhance the overall public experience	156	197	350	300

*\*Since deployment in March 2020: DocuSign reports the City has saved 7,926 pounds of wood (23 trees), 23,339 gallons of water, 18,605 pounds of carbon and 1,288 pounds of waste (21 trash cans).*





# Legal - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 12,570	\$ 10,377	\$ -
Intergovernmental	90,038	401,231	161,927
Transfers from Other Funds	125,000	-	-
<b>Total Revenues</b>	<b>227,608</b>	<b>411,608</b>	<b>161,927</b>
<b>Expenditures</b>			
Salaries and Benefits	2,112,671	2,306,696	2,520,276
Materials, Supplies, & Services	331,410	501,659	655,857
Transfer to Other Funds	-	-	-
<b>Total Expenditures</b>	<b>2,444,081</b>	<b>2,808,355</b>	<b>3,176,133</b>
Less Expenses Charged to Other Funds	(399,703)	(401,988)	(417,708)
<b>Net Total Expenditures</b>	<b>\$ 2,044,378</b>	<b>\$ 2,406,367</b>	<b>\$ 2,758,425</b>

# Parks and Recreation

The Parks and Recreation Department has activities within the General Fund, Enterprise Funds, and a Special Revenue Fund. Administration, Recreation, and the Creekside Community Center activities are located within the General Fund. The Golf Courses, Ice Garden, Aquatics, and Center for the Arts are all in separate Enterprise Funds. Park grant revenue is in a Special Revenue Fund. Parks and Recreation oversees 97 parks and recreational facilities for users to enjoy. The department provides recreational opportunities through programs and facilities offering a wide variety of opportunities for people of all ages and abilities.

Dept.	Division	2022 Authorized Full-Time	2023 Authorized Full-Time	2024 Authorized Full-Time
<b>PARKS &amp; RECREATION</b>				
	ADMIN - GENERAL FUND	6	6	6
	CENTER FOR THE ARTS - ENTERPRISE FUND	1	1	1
	CREEKSIDE COMMUNITY CENTER - GENERAL FUND	3	3	3
	GOLF COURSES - ENTERPRISE FUND	5	5	5
	ICE GARDEN - ENTERPRISE FUND	5	5	5
	PARK MAINTENANCE - GENERAL FUND	28	29	29
	RECREATION - GENERAL FUND	5	5	7
<b>PARKS &amp; RECREATION Total</b>		<b>53</b>	<b>54</b>	<b>56</b>
<b>Grand Total</b>		<b>53</b>	<b>54</b>	<b>56</b>



# Parks and Recreation - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 541,943	\$ 558,359	\$ 606,430
Intergovernmental	650	-	-
Other Revenues	817,693	582,770	678,648
Transfers from Other Funds	2,050,000	-	-
<b>Total Revenues</b>	<b>3,410,286</b>	<b>1,141,129</b>	<b>1,285,078</b>
<b>Expenditures</b>			
Salaries and Benefits	5,244,989	5,812,937	6,794,610
Materials, Supplies, & Services	5,410,810	5,379,650	5,731,433
Capital Outlay	154,528	395,696	-
Transfer to Other Funds	-	-	-
<b>Total Expenditures</b>	<b>10,810,327</b>	<b>11,588,283</b>	<b>12,526,043</b>
Less Expenses Charged to Other Funds	(360,620)	(371,439)	(382,583)
<b>Net Total Expenditures</b>	<b>\$ 10,449,707</b>	<b>\$ 11,216,844</b>	<b>\$ 12,143,460</b>

# Parks and Recreation – Administration

Administration provides leadership, planning, budgeting, and training to support all its divisions.

Authorized Full-Time Position	2024 BUDGET
DIRECTOR OF PARKS & RECREATION	1
DEPUTY DIRECTOR OF PARKS & RECREATION	1
ASSISTANT DIRECTOR OF PARKS & PARK PROJECTS	1
FACILITY & PROJECT SUPERVISOR	1
COMMUNICATIONS SPECIALIST	1
ADMINISTRATIVE ASSISTANT	1
<b>Grand Total</b>	<b>6</b>



## 2024 Goals and Objectives

- Convene Bloomington Forward Project Teams to manage Bloomington Ice Garden, a Community Health and Wellness Center on the Creekside campus, and the Nine Mile Creek Corridor Renewal project scopes and timelines.
- Collaborate with central communications and Community Outreach and Engagement Division (COED) to create and deliver individual communication and engagement plans for all three Bloomington Forward projects including timelines, staffing, engagement and communication goals, and key strategies.
- Transition the Bloomington Forward website to a project information and tracking site.
- Higher consultants and begin community engagement for the design of the Nine Mile Creek Corridor Renewal Project
- Complete plans for the Bryant Park Renovation Project and Tretbaugh Bike Skills Park and begin construction.
- Develop a park shelter building design standard concept.
- Complete construction of Normandale Lake Restroom and Maintenance building

- Implement Placer.ai for Parks & Recreation and facilitate city-wide roll-out of the platform.
- Implement Volunteer Local for city-wide roll-out and volunteer management and tracking.
- Create a commemorative naming or renaming of public spaces policy.

### Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Connected, welcoming community</b>	Nine Mile Creek Corridor Renewal Project Design	n/m	n/m	n/m	50% Complete
<b>Connected, welcoming community</b>	Completion of design for Bryant and Tretbaugh Park Renovation	n/m	10%	50% complete	100% complete
<b>Connected, welcoming community</b>	Resident support of Bloomington Sales Tax for all new facilities is received	n/m	No Tax Bill; No Referendum	100% complete	n/a
<b>Healthy Community (Environment)</b>	Complete a City-Wide Forestry Plan				100% Complete
<b>Connected, welcoming community</b>	Inventory of park assets, condition, combined with natural resources and programing data that is integrated with existing software programs	n/m	50% complete	90% complete	100% Complete
<b>Healthy community (Environment)</b>	Natural resources funding is programed according to the Plan to restore natural areas to achieve a healthy, diverse, and balanced park system	n/m	70% complete	100% complete	n/a

*n/m = not measured*

# Parks and Rec. Admin. Div. - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 6,575	\$ 4,193	\$ 2,560
Other Revenues	740,831	504,421	592,710
Transfers from Other Funds			
<b>Total Revenues</b>	<b>747,406</b>	<b>508,614</b>	<b>595,270</b>
<b>Expenditures</b>			
Salaries and Benefits	891,270	969,645	1,055,271
Materials, Supplies, & Services	654,662	402,513	549,285
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>1,545,932</b>	<b>1,372,158</b>	<b>1,604,556</b>
Less Expenses Charged to Other Funds	(75,523)	(77,789)	(80,123)
<b>Net Total Expenditures</b>	<b>\$ 1,470,409</b>	<b>\$ 1,294,369</b>	<b>\$ 1,524,433</b>

# Parks and Recreation –Recreation

Parks and Recreation focuses on preserving, managing, and programming the City’s vast parks system of 3,700 acres for the enjoyment of people of all ages and abilities. The division provides a wide range of activities for all ages, from highly competitive individual and team sports to youth summer programming to community wide special events to self-directed leisure activities.

Authorized Full-Time Position	2024 BUDGET
RECREATION MANAGER	1
RECREATION SUPERVISOR	5
OFFICE SUPPORT SPECIALIST	1
<b>Grand Total</b>	<b>7</b>

## 2024 Goals and Objectives

- Improve seasonal hiring process including the utilization of online learning management system and NeoGov onboarding software.
- Implement new lottery linked account feature for youth program registration.
- Finalize agreement with the School District regarding Galaxy program and other joint initiatives.
- Introduce new youth paddleboarding and archery programs.
- Implement monthly adaptive recreation programming, including adaptive crafts and board game sessions.
- Create regularly scheduled free naturalist programming in various City parks.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Connected, welcoming community</b>	Participants in youth summer programs such as Camp Kota, Summer Adventure Playgrounds, The View and Mini View	229*	331***	443	450
	Participants in adaptive recreation programs including adaptive softball and adaptive dances	25	55	243	275
	Attendance at Arts in the Parks events	19,000	21,000	17,000**	20,000
	Percent of community survey respondents that rated the overall quality of parks and recreation opportunities as excellent or good	89%	86%	86%	90%
	Percent of community survey respondents that rated the overall quality of recreation programs or classes as excellent or good	86%	78%	78%	80%
	Reg. fee revenue for adult sport leagues	\$ 179,853	\$ 185,274	\$192,070	\$180,000

\*The View, Mini View and Camp Kota were cancelled in 2021 due to staffing shortages

\*\*Excessive heat cancelled or detoured attendance

\*\*\* Limited staffing impacted ability to run programs at full capacity





# Parks and Rec. Recreation Div. - Gen. Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 443,865	\$ 456,677	\$ 507,950
Other Revenues	72,371	76,294	85,413
Transfers from Other Funds			
<b>Total Revenues</b>	<b>516,236</b>	<b>532,971</b>	<b>593,363</b>
<b>Expenditures</b>			
Salaries and Benefits	771,354	972,853	1,405,542
Materials, Supplies, & Services	711,020	773,516	856,682
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>\$ 1,482,374</b>	<b>\$ 1,746,369</b>	<b>\$ 2,262,224</b>
Less Expenses Charged to Other Funds			
<b>Net Total Expenditures</b>	<b>\$ 1,482,374</b>	<b>\$ 1,746,369</b>	<b>\$ 2,262,224</b>

# Parks and Recreation - Park Maintenance

In 2022 the budget for Parks Maintenance changed from a single Internal Service fund to ten General Fund budgets. These funds pay for the costs associated with the maintenance of City parkland, park buildings and natural resources restoration and management. The budget for 2023 was approved as part of the Public Works budget. In January of 2023 Park Maintenance merged with Park and Recreation and as part of the transition the 2024 budget is included with the Park and Recreation budgets.

Authorized Full-Time Position	2024 BUDGET
ASSISTANT DIRECTOR OF PARKS & NATURAL RESOURCES	1
PARK MAINTENANCE SUPERVISOR	2
PARKKEEPER	24
NATURAL RESOURCES SPECIALIST	1
CITY FORESTER	1
<b>Grand Total</b>	<b>29</b>

## 2024 Goals and Objectives

- To support strategic priorities through efficient and sustainable maintenance practices of Parks, Natural Resources and Urban Forestry:
  - Implement action steps from Park System Master Plan
  - Implement Park Maintenance and Operations Plan aligning resources with established standards.
  - Complete Park inventory data analysis and GIS development project that will help us understand, protect our Park system, and plan the future.
  - Undertake an Urban Forest Master Plan that includes canopy analysis and ROW Inventory.
- Participate in the capital improvement process to prioritize and cost out improvements to Park facilities to prepare the Capital Improvement Plan.
- Explore improved maintenance options that are environmentally sustainable and financially responsible by:
  - Continue efforts to minimize the impact of EAB by planting 300 trees from our gravel bed nursery.
  - Converting more turf parkland into more self - sustaining native prairie plant communities.
  - Seek grants and implement projects from the MN River Valley and Natural Resource Prioritization and Management Plan.
- Complete the Geographic Information System project to provide a park asset inventory and condition rating, operationalize Equity Prioritization Model, and inform program delivery.
- Develop systems and processes for updating GIS data on work products and projects and train Park Maintenance staff to utilize these systems consistently and completely.
- Complete a Park Maintenance Operations Plan

- Complete the organizational restructuring of Park Maintenance division to include a Park Maintenance Crew Lead position that will report to Park Maintenance Supervisors.

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal*
Core Service	Customer satisfaction levels measured through resident surveys	N/A	N/A	N/A	TBD
	Park Maintenance Standards are met 90% frequency	N/A	N/A	N/A	TBD
	Inspect inventoried park amenities and update as needed.	N/A	N/A	N/A	TBD

*\*Will begin tracking measures in 2024 and then determine goals going forward.*



# Parks and Rec. Park Maint. Div. - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Intergovernmental	\$ 650	\$ -	\$ -
Other Revenues	3,750	1,608	-
Transfers from Other Funds	2,050,000	-	-
<b>Total Revenues</b>	<b>2,054,400</b>	<b>1,608</b>	<b>-</b>
<b>Expenditures</b>			
Salaries and Benefits	3,135,948	3,350,587	3,786,341
Materials, Supplies, & Services	3,542,014	3,698,144	3,798,184
Capital Outlay	154,528	395,696	-
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>6,832,490</b>	<b>7,444,427</b>	<b>7,584,525</b>
Less Expenses Charged to Other Funds	(285,097)	(293,650)	(302,460)
<b>Net Total Expenditures</b>	<b>\$ 6,547,393</b>	<b>\$ 7,150,777</b>	<b>\$ 7,282,065</b>

# Parks and Recreation – Creekside Community Center

The Creekside Community Center is home to active adult programming, various community partner organizations and activities, as well as open to community rentals. It is a facility in which the community can gather to connect with their friends and neighbors while participating in a variety of programs.

Authorized Full-Time Position	2024 BUDGET
CREEKSIDE COMMUNITY CENTER MANAGER	1
OFFICE SUPPORT SPECIALIST	1
MAINTENANCE WORKER	1
<b>Grand Total</b>	<b>3</b>



## 2024 Goals and Objectives

- Develop and implement new adult programming.
- Add Creekside facility rentals to website to increase rental revenue and improve rental process.
- Implement new volunteer software for Creekside volunteers to improve tracking volunteer hours and impact.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual*	2022 Actual	2023 Actual	2024 Goal
<b>Core Service</b>	Operating revenue as a % of operating expenses	3.4%	10.5%	10%	9.1%
	Program registration fee revenue for active adult programming	\$5,196	\$16,873	\$16,292	\$16,000
	Number of unique Park and Recreation older adult Creekside program participants**	1155	1243	1552	1700
	Number of on-going active adult programs	35	35	37	37
	Number of special events	9	20	23	24

\* Based on 6 months of programming after facility closure of 15 months

\*\* Does not include partner program and facility rental participants. Each person is only counted once per year.

# Parks and Rec. Creekside Division - Gen. Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 91,503	\$ 97,489	\$ 95,920
Other Revenues	741	447	525
Transfers from Other Funds			
<b>Total Revenues</b>	<b>92,244</b>	<b>97,936</b>	<b>96,445</b>
<b>Expenditures</b>			
Salaries and Benefits	446,417	519,852	547,456
Materials, Supplies, & Services	503,114	505,477	527,282
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>949,531</b>	<b>1,025,329</b>	<b>1,074,738</b>
Less Expenses Charged to Other Funds	-	-	-
<b>Net Total Expenditures</b>	<b>\$ 949,531</b>	<b>\$ 1,025,329</b>	<b>\$ 1,074,738</b>

# Parks and Recreation – Aquatics

The Aquatics Enterprise Fund includes the Bloomington Family Aquatic Center, Bush Lake Beach and the Cedarcrest Splash Pad.

## Bloomington Family Aquatic Center

The Bloomington Family Aquatic Center is an eight lane, 50-meter lap pool with a zero-depth entry. The zero-depth entry includes three tot-slides and water play features. The diving well has a one-meter diving board, a climbing wall, and a drop slide. The facility also has two looping water slides and a concessions operation.

## Bush Lake Beach

Bush Lake Beach is a key component of the Hyland-Bush-Anderson Lakes Regional Park Reserve that provides exceptional outdoor recreation opportunities. The paid parking lot off East Bush Lake Road provides access to a designated swimming area, indoor restrooms, fishing docks, a playground, volleyball court, picnic shelter, and access to several walking and hiking trails.

## 2024 Goals and Objectives

- Install new pool filters
- Install new speaker system
- Repair pool shell

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Connected, welcoming community</b>	Percent of available park shelter rental dates sold	77%	47%**	79%	80%
	Percent of survey respondents that were overall satisfied or highly satisfied with the Bloomington Family Aquatic Center	89%	91%	85%	93%

*\*\*Impacted by Park Maintenance Staffing Shortage*





# Aquatics - Enterprise Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Property Taxes	\$ 515,000	\$ 465,000	\$ 500,000
Program Income	361,313	386,560	304,800
Other Revenue	31	15	-
Intergovernmental	20,990	67,137	20,000
Interest Income	(33,725)	41,653	5,000
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>863,609</b>	<b>960,365</b>	<b>829,800</b>
<b>Expenses</b>			
Salaries and Benefits	359,801	468,046	437,171
Materials, Supplies, & Services	399,683	426,825	422,286
Capital Outlay	22,306	164,951	100,000
Transfer to Other Funds			
<b>Total Expenses</b>	<b>781,790</b>	<b>1,059,822</b>	<b>959,457</b>
<b>Working Capital</b>			
Net Change	81,819	(99,457)	(129,657)
Working Capital at Beginning of Year	789,246	871,065	771,608
<b>Working Capital at End of Year</b>	<b>\$ 871,065</b>	<b>\$ 771,608</b>	<b>\$ 641,951</b>

# Parks and Recreation – Center for the Arts

This Enterprise Fund accounts for the revenues and expenses of the Bloomington Center for the Arts (BCA) which provides high quality arts and cultural experiences for residents, patrons, and participants. With diverse facilities such as the Schneider and Black Box Theaters, art galleries, rehearsal spaces, and education classrooms, the Center for the Arts is a magnet for people looking for enriching experiences in the arts.

Authorized Full-Time Position	2024 BUDGET
ARTS CENTER MANAGER	1

## 2024 Goals and Objectives

- Replace Schneider Theater stage and trap doors.
- Update Schneider Theater wall paint, trim, and fabrics to align with new seats.
- Complete acoustic treatment of Schneider Theater HVAC system to dampen noise.
- Replace Schneider Theater Orchestral Shell and purchase new performance furniture.
- Continue to engage new arts partnerships with racially diverse artists and arts organizations including arts partners that are BIPOC, LGBTQ+, and women owned.
- Conduct quarterly meetings with Resident Arts Organizations to highlight benefits of the partnership, strengthen relationships, improve communication, and discuss mutual concerns.
- Re-establish Education Programming in BCA classrooms in coordination with Resident Arts Organizations.
- Continue to build a diverse Black Box Performance Series.
- Expand BCA Staffing to accommodate increased usage and interest.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Connected, welcoming community</b>	Make BCA facilities more useable and competitive (# paid rentals)	55	77	274	275
<b>Connected, welcoming community</b>	Maximize rentals in Black Box multi-use space.	25	6	115	120
<b>Connected, welcoming community</b>	Total fees waived or discounted for in-kind use by resident groups, city dept, and city partners.*	\$69,466	\$944,295	\$1,499,698	\$1,000,000
<b>Connected, welcoming community</b>	Number of performances by Resident Arts Groups.	40	83	92	104

<b>Connected, welcoming community</b>	Number of performances by BCA Performance Series.	1	8	14	20
<b>Core service</b>	Overall percentage of seats sold. (Goal of 75% of house sold)	50%	44%	72%	75%
	Operating revenue as a percentage of operating expenses. (XX% cost recovery)	96%	96%	96%	96%
<b>Connected, welcoming community</b>	Address inequities and access to program (# of free or reduced ticket nights)	2	3	4	10
	Increase partnerships with women-owned, LGBTQ+ and BIPOC artists, groups/orgs, or those that serve these populations.	2	4	4	6

*\*NOTE: For a pre-COVID reference, in 2019 the in-kind use by city dept., city partners, and resident arts groups was \$654,642.*

**BLOOMINGTON CENTER FOR THE ARTS**  
 RESIDENT ARTS ORGANIZATIONS

**BLOOMINGTON SYMPHONY ORCHESTRA**  
 Continental Ballet Company

**NOTEABLE SINGERS**  
**ARTISTRY**  
 THEATER AND VISUAL ARTS

**Bloomington Chorale**

ALL PERFORMANCES PRESENTED AT THE BLOOMINGTON CENTER FOR THE ARTS ON THE CORNER OF 98TH STREET AND WEST OLD SHAKOPEE ROAD. FREE PARKING.

**BLOOMINGTON CENTER FOR THE ARTS**  
 SPRING/SUMMER PERFORMANCE SERIES

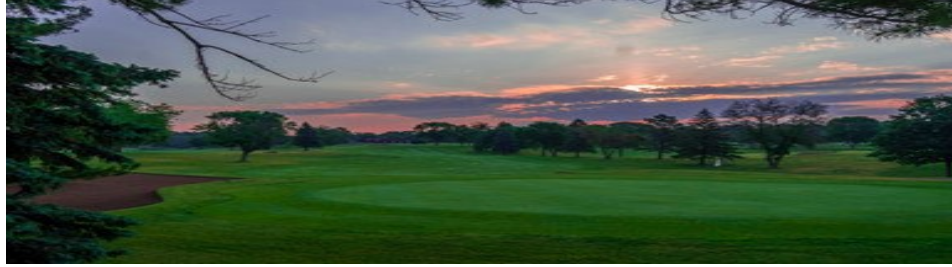
# Center for the Arts - Enterprise Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Property Taxes	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Program Income	32,727	54,172	95,600
Other Revenue	45,105	180,008	129,000
Interest Income	(45,232)	60,328	7,488
Transfers from Other Funds	150,000	250,000	-
<b>Total Revenues</b>	<b>1,182,600</b>	<b>1,544,508</b>	<b>1,232,088</b>
<b>Expenses</b>			
Salaries and Benefits	226,154	239,171	312,441
Materials, Supplies, & Services	912,058	1,073,077	916,146
Capital Outlay	584,399	143,674	415,000
Transfer to Other Funds			
<b>Total Expenses</b>	<b>1,722,611</b>	<b>1,455,922</b>	<b>1,643,587</b>
<b>Working Capital</b>			
Net Change	(540,011)	88,586	(411,499)
Working Capital at Beginning of Year	1,821,999	1,281,988	1,370,574
<b>Working Capital at End of Year</b>	<b>\$ 1,281,988</b>	<b>\$ 1,370,574</b>	<b>\$ 959,075</b>

# Parks and Recreation – Golf Courses

The Golf Enterprise Fund includes two golf courses operated by the City of Bloomington: Dwan and Hyland Greens via an operating agreement with the Three Rivers Park District.



## Dwan Golf Course

Dwan Golf Course is an award-winning 18-hole regulation length golf course that is home to a wide variety of weekly leagues and groups. Dwan offers three tee options for men playing to a Par of 68 and three tee options for women playing to a Par of 70. Dwan also offers a shorter fourth tee option for juniors, seniors, and novice players.

Dwan continued its post covid trend of increased rounds and revenue in 2023 by recording its highest total rounds played since 2005. Dwan’s rounds were up 5% and revenue was up 16% over 2022. In 2023 Dwan recorded its highest gross revenue in its 53- year history with 73% increased revenue compared with 2019 (pre-pandemic revenue). Revenue growth is driven primarily by the 41% increase in rounds played since 2019. Increased rounds have contributed to revenue growth in all areas including food & beverage sales, golf cart rentals, and merchandise sales. Dwan has experienced significant gains in attracting a younger demographic of players under the age of 40 and increased female participation at every age level. Dwan remains one of the most played stand-alone 18-hole golf courses in Minnesota and would rank near the top nationally for rounds played per available day. Dwan has recorded six straight years of positive revenue growth between 2017 and 2023.

## Hyland Green Golf Course

Hyland Greens Golf Course was operated by the Three Rivers Park District in 2023 under a 3-year operating agreement with the City of Bloomington signed in 2021 The City of Bloomington’s Park and Recreation Department and the Three Rivers Park District co-promoted lesson series for youth, beginners, and adults in 2023.

Authorized Full-Time Position	2024 BUDGET
GOLF COURSE MANAGER	1
ASSISTANT GOLF COURSE MANAGER	1
GOLF COURSE MAINTENANCE SUPERINTENDENT	1
ASSISTANT GOLF COURSE MAINTENANCE SUPERINTENDENT	1
MAINTENANCE WORKER	1
<b>Grand Total</b>	<b>5</b>

## 2024 Goals and Objectives

- Dwan developed a multi-year plan in 2023 to systematically improve the playability of a select number of bunkers annually. Eight bunkers were improved in 2023 and a goal of eight or more are earmarked to be improved in 2024.
- Purchase a hybrid electric fairway mower to replace a 2009 gas engine mower for better efficiency and environmental sustainability.
- Dwan drafted a 3-year Ash tree removal plan in 2023 and removed 42 dead or diseased trees. 2024 will be the second year of the three- year plan with the goal of removing approximately 35 Ash trees.
- In collaboration with forestry and natural resources staff Dwan will create a multi-year tree replacement plan and corresponding budget to replant a select number of diversified types of trees at Dwan (tree replacement plan for ash tree removals).
- Develop a multi-year golf course assessment plan to improve and repair aging physical assets on the golf course. This plan will include tree replacement through user groups, and memorial donations.
- Advance the process of clubhouse replacement and golf course upgrade which is in the 2026 CIP. The goal is to identify the next steps for advancing the initiative including community engagement, pre-design work, and developing RFP's.
- Establish a long-term operating agreement with the Three Rivers Park District for Hyland Greens Golf Course.
- Develop a multi-year golf course asset improvement plan to repair ageing physical assets on the golf course.
- Develop an equipment assessment and replacement plan to determine what equipment acquisitions are needed as a part of the Dwan renovation CIP.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Core service	Maintain Total number of rounds	50,501	49,089	51,357	46,000
	Total gross golf course revenue	1,824,543	1,843,549	2,144,867	1,892,684
	Operating revenue as percent of operating expense.	113	108	N/A	N/A



# Golf Courses - Enterprise Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Property Taxes	\$ 161,343	\$ 161,343	\$ 105,565
Program Income	1,842,705	2,144,937	1,892,684
Other Revenue	847	(70)	-
Interest Income	(34,373)	35,910	1,000
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>1,970,522</b>	<b>2,342,120</b>	<b>1,999,249</b>
<b>Expenses</b>			
Salaries and Benefits	1,011,666	1,142,764	1,137,045
Materials, Supplies, & Services	670,773	727,155	708,349
Capital Outlay	58,732	127,470	128,000
Transfer to Other Funds			
<b>Total Expenses</b>	<b>1,741,171</b>	<b>1,997,389</b>	<b>1,973,394</b>
<b>Working Capital</b>			
Net Change	229,351	344,731	25,855
Working Capital at Beginning of Year	499,612	728,964	1,073,695
<b>Working Capital at End of Year</b>	<b>\$ 728,964</b>	<b>\$ 1,073,695</b>	<b>\$ 1,099,550</b>

# Parks and Recreation – Ice Garden

The Ice Garden Enterprise Fund is the fund that accounts for the operations of the Bloomington Ice Garden or “BIG.” BIG has three rinks with a total seating capacity of 2,500 as well as dry land training facilities. The rinks are used primarily for youth and high school hockey and figure skating. BIG also hosts 20-25 special events annually including hockey tournaments and figure skating competitions. BIG also offers public skating, open hockey, Pro’s Ice, meeting room rentals, variety of family friendly programs, and operates the concession stand. Skating lessons are offered for both youth and adults by professionally trained instructors.

Authorized Full-Time Position	2024 BUDGET
ICE GARDEN MANAGER	1
ASSISTANT ICE GARDEN MANAGER	1
ICE GARDEN MAINTENANCE SUPERINTENDENT	1
MAINTENANCE WORKER	2
<b>Grand Total</b>	<b>5</b>



## 2024 Goals and Objectives

- Work with Architect and Construction Manager to complete design for BIG modernization.
- Bid out work and present contracts to Council for award for the BIG modernization Project.
- Break ground on project in the fall of 2024.
- Explore naming rights options for modernized facility.

## Performance Measures

Strategic Priority	Performance Measure	2021* Actual	2022 Actual	2023 Actual	2024 Goal
Core service	Operating Revenue as a percent of Operating Expense	94%	96%	97%	95%
	Hours of Ice Utilized	9,147	10,182	10,848	10,700
	Total Operating Revenue	\$1,305,127	\$1,705,436	\$2,084,103	\$1,909,000

\*Arena was impacted for a portion of the year due to COVID-19



# Ice Garden - Enterprise Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Property Taxes for Debt Service	202,047	200,835	199,630
Property Taxes for Operations	77,551	125,000	125,000
Program Income	1,660,213	2,056,625	1,893,500
Other Revenue	43,223	16,689	15,500
Intergovernmental	2,000	-	-
Interest Income	(8,708)	9,332	1,000
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>1,976,326</b>	<b>2,408,481</b>	<b>2,234,630</b>
<b>Expenses</b>			
Salaries and Benefits	823,613	944,676	1,028,054
Materials, Supplies, & Services	957,235	976,849	1,058,250
Capital Outlay	17,569	231,846	11,000
Debt Service	187,909	186,926	188,326
Transfer to Other Funds	-	-	-
<b>Total Expenses</b>	<b>1,986,326</b>	<b>2,340,297</b>	<b>2,285,630</b>
<b>Working Capital</b>			
Net Change	(10,000)	68,184	(51,000)
Working Capital at Beginning of Year	317,281	307,281	375,465
<b>Working Capital at End of Year</b>	<b>\$ 307,281</b>	<b>\$ 375,465</b>	<b>\$ 324,465</b>

# Parks and Recreation Special Revenue

The Park Grants Special Revenue Fund receives “Lottery-in-lieu-of-sales tax” revenues from the State’s Environment and Natural Resources Fund along with “Legacy” revenues from the State’s Parks and Trails Fund. These revenues are restricted to use for operational and maintenance costs associated with the Hyland-Bush-Anderson lakes Regional Park Reserve.

Examples of operational and maintenance expenditures funded by these revenues include:

- Normandale Lake Band Shell repairs
- Prairie restorations
- Picnic shelter repairs
- Trail and parking lot maintenance
- Bush Lake facility improvements



## 2024 Goals and Objectives

- Maintain the safety and viability of regional parks in the City.
- Utilize funds to address operational and maintenance needs in the park reserve as shown by the park asset inventory.
- Work with the other Metropolitan Regional Parks agencies to lobby the Legislature for continued Lottery-in-Lieu-Of operations and maintenance funding.
- Natural resource restorations – Undertake improvement projects within the Park Reserve.
- Focus fund expenditure on equipment and services that support the active usage of the park reserve.

## Performance Measures

- Replace fishing peers on Bush Lake
- Perform repairs on picnic shelters at Normandale Lake
- Provide lifeguard staffing for Camp Kota



# Parks & Recreation - Special Revenue Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Property Taxes	\$ -	\$ -	\$ 185,000
Special Assessments	-	-	8,000
Program Income	-	1,500	280,000
Intergovernmental	139,876	90,446	60,000
Interest Income	(10,111)	14,254	200
Other Revenues	-	-	20,000
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>129,765</b>	<b>106,200</b>	<b>553,200</b>
<b>Expenses</b>			
Salaries and Benefits	35,681	39,156	40,605
Materials, Supplies, & Services	104,195	51,532	575,370
Transfer to Other Funds	-	-	-
<b>Total Expenses</b>	<b>139,876</b>	<b>90,688</b>	<b>615,975</b>
<b>Working Capital</b>			
Net Change	(10,111)	15,512	(62,775)
Working Capital at Beginning of Year	80,280	70,169	85,681
<b>Working Capital at End of Year</b>	<b>\$ 70,169</b>	<b>\$ 85,681</b>	<b>\$ 22,906</b>

# Police Department

A primary amount of the Police Department activities are within the General Fund and there are also police activities within other funds. There are six Special Revenue Funds for tracking forfeitures, grants, and other revenues that are restricted or committed to expenditures for specific purposes within the Police Department. There is a separate Enterprise Fund for Contractual Services for Police Officer overtime that is billed to outside vendors, as well as the Public Safety Technology and Equipment Fund which is an Internal Service Fund for purchases and operations of radios, mobile digital computers, body worn cameras, and other Police Department equipment as well as Fire Department equipment.



In 2023, the authorized sworn strength of the Bloomington Police Department (BPD) increased from 124 to 128, meeting full sworn strength capacity as of December 31, 2023. The BPD employs 182 staff members, of which 166 are permanent full-time positions. 133 are sworn police officers. The authorized strength increased to 129 in January 2024. The allocation of the remaining police officers includes one (1) dedicated to serving on a Violent Crime Task Force with the Bureau of Criminal Apprehension (BCA) with the three (3) remaining police officers funded through public safety dollars.



Dept.	Division	2022 Authorized Full-Time	2023 Authorized Full-Time	2024 Authorized Full-Time
POLICE				
	ADMIN - GENERAL FUND	4	4	5
	POLICE OPERATIONS - GENERAL FUND	120	124	126
	POLICE SUPPORT - GENERAL FUND	32	33	34
	PUBLIC SAFETY TECH & EQUIP - INTERNAL SERV. FUND	1	1	1
	<b>POLICE Total</b>	<b>157</b>	<b>162</b>	<b>166</b>
	<b>Grand Total</b>	<b>157</b>	<b>162</b>	<b>166</b>

The Police Department provides safety within our community, prevents crime through an easily recognizable presence, engagement with our community, enforces state and local laws fairly, respectfully, and aggressively, offers social services, access to therapist, and provides crime prevention programs. The Patrol Division provides 24-hour-a-day service to the community by responding to crimes, traffic accidents, medical emergencies, fires, public safety hazards, domestic disputes, providing proactive policing, and meeting other community needs. More than 165,741 emergency and non-emergency phone calls are logged into the dispatch center annually. Of these, 51,939 are emergency (911) calls coming into the dispatch center, but not all these calls result in a request for police services.

Other Police Department units include the South Loop Unit, Traffic Investigations Unit, Crime Services Unit, K-9 Unit, and Emergency Management, Police Reserves and Animal Control. In addition, the Police Department also has an Emergency Services Group (ESG). The ESG is comprised of, the Emergency Response Unit (ERU), the Bomb Squad, the Crisis Negotiators Unit, the Tactical Support Unit, and the Mobile Field Force (MFF) Unit. The specialty units use already authorized staff as needed. The Police Department oversees the Police Special Revenue, Contractual Police and Public Radio funds which are proprietary funds. The South Loop Unit is paid for through liquor and lodging taxes dedicated to South Loop Unit expenses.

## Police - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 238,826	\$ 248,860	\$ 367,877
Intergovernmental	1,406,322	4,327,071	1,206,000
Other Revenues	7,380	69,264	-
Transfers from Other Funds	915,000	2,100,668	2,196,671
<b>Total Revenues</b>	<b>2,567,527</b>	<b>6,745,864</b>	<b>3,770,548</b>
<b>Expenditures</b>			
Salaries and Benefits	23,091,754	24,530,755	25,874,078
Materials, Supplies, & Services	6,321,142	7,455,181	8,050,184
Capital Outlay	87,525	232,019	-
Transfer to Other Funds	15,500	-	-
<b>Total Expenditures</b>	<b>29,515,921</b>	<b>32,217,955</b>	<b>33,924,262</b>
Less Expenses Charged to Other Funds	(327,377)	(337,199)	(347,315)
<b>Net Total Expenditures</b>	<b>\$ 29,188,544</b>	<b>\$ 31,880,756</b>	<b>\$ 33,576,947</b>

# Police – Administration

Police Administration provides overall management and administrative support to the Police Department and comprehensive emergency management support for the City. Resource allocations and decisions within the Police Department are largely guided by our Mission, Vision, and Core Values.

**BLOOMINGTON POLICE**

**MISSION**  
To always be respectful while keeping our community safe.

**VISION**  
To be the most respected police department.

**CORE VALUE**  
Respect.  
Demonstrated through our compassionate and honest service.

Authorized Full-Time Position	2024 BUDGET
CHIEF OF POLICE	1
DEPUTY CHIEF OF POLICE	2
ADMINISTRATIVE ASSISTANT	2
<b>Grand Total</b>	<b>5</b>

## 2024 Goals and Objectives

- Full implementation of the Center for Values-Based Initiatives Model which includes the new Mission, Vision, and Core Value statement. This is a systemic project that will affect hiring, training, promotions, and day to day operations of the police department.
- Seek grant opportunities to assist with traffic safety issues such as seat belt use, speeding and impaired driving by increasing enforcement efforts; enhance public safety by engaging and educating the community to deter crime and reduce crashes.

- Continue to further develop the Department Wellness program by creating a department wide mentoring program and looking at other ways to improve the physical health of all department employees. Continue to seek funding for increased staffing of police officers to continue to provide the excellence in police services that our community expects.
- First phase implementation of the Civilian Jailer Program. Phase one (1) includes two (2) civilian jailers to take over the responsibility of maintaining the security of the BPD Jail facility by ensuring the safety of arrested individuals, staff, and visitors. This new program will provide us the ability to reassign those sworn personnel, normally assigned to oversee the Jail, onto the street, thus increasing the number of officers to respond to emergency calls for service. We plan to grow this program in 2025.
- Increase our staffing by two (2) supervisors. Due to the imbalance of span of control, we will be looking to add another non-sworn supervisor to the Public Safety Communications Center as well as to our sworn Sergeant rank.
- Enhance our community engagement by increasing our use of social media. We plan to increase our investment in additional media formats to improve our communication and interactions with the public.

### Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Connected, welcoming community</b>	Increase the diversity of police officers with the Pathways to Policing program and a new Cadet program	2	4	4	4

- Continued to monitor goals and measurable objectives for the Police Department, these objectives include directing patrols based on statistics and information showing problems areas; conducting high visibility traffic enforcement in known crash areas; and using technology to deter crime and apprehend criminals in areas of increased criminal activity.
- Continued to monitor goals and measurable objectives in response to citizens in crisis and with mental health concerns. Specifically, study the frequency and demand of follow-ups conducted by our two (2) embedded social workers and newly implemented therapist program and use that analysis to make improvements to the programs.



# Police Admin. Division - General Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Other Revenues	\$ 2,003	\$ 2,313	\$ -
Transfers from Other Funds	125,000	77,496	79,500
<b>Total Revenues</b>	<b>127,003</b>	<b>79,809</b>	<b>79,500</b>
<b>Expenditures</b>			
Salaries and Benefits	951,015	1,029,544	1,102,388
Materials, Supplies, & Services	317,031	379,256	291,080
Capital Outlay			
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>1,268,046</b>	<b>1,408,800</b>	<b>1,393,468</b>
Less Expenses Charged to Other Funds	(3,093)	(3,186)	(3,282)
<b>Net Total Expenditures</b>	<b>\$ 1,264,953</b>	<b>\$ 1,405,614</b>	<b>\$ 1,390,186</b>

# Police - Operations

Police Operations provides twenty-four hour, seven-day a week response to requests for officer assistance, including crimes, traffic accidents, medical emergencies, and neighborhood problems.



The Investigative Bureau provides follow-up investigation to all reported crimes and proactively investigates narcotics, human trafficking, liquor and tobacco violations. The Special Operations Bureau provides support for high-risk operations with highly trained and specially equipped tactical, hostage negotiation and bomb squad units. The Police Department has six (6) patrol K-9's, one (1) Special Investigations Unit K-9, and in 2024 will be adding one (1) emotional support K9. The Police Department has a unique program where there are several officers trained as Crime Scene Technicians as part of the overall Patrol response resources.

Authorized Full-Time Position	2024 BUDGET
COMMANDER	5
SERGEANT	18
POLICE OFFICER	103
<b>Grand Total</b>	<b>126</b>

## 2024 Goals and Objectives

- Build upon the previously completed patrol staffing study to incorporate the needs of the remaining Bureaus within the Police Department.
- Continue to partner with Public Health to address the dramatic increase in opioid related overdose deaths that occurred in 2023.
- Continue to partner with the Bloomington Fire Department on our combined response to medical calls for service in a manner that best serves the needs of the residents and guests of the city.
- Work with neighborhoods and businesses to identify and solve problems such as repeat calls for service, catalytic converter thefts, and other related criminal activity.
- Focus efforts to recover stolen vehicles using both stationary and mobile Automatic License Plate Reader technology (ALPR) in 2024.
- Continuing Community Engagement Events at each of our elementary schools, Safe Summer Night events, Holiday Helpers in Blue, Santa Cop, Cops and Kids coaching and other activities that will provide a positive contact between patrol officers and our youth.
- Maintain a vigorous Field Training Program that emphasizes strong training ethics for the officers hired in 2024.
- Field Training of five “Pathways to Policing” officers to prepare them for patrol duty.

- Continue to work towards zero deaths (TZD) and decrease the number of traffic crashes resulting in injury through aggressive traffic and impaired driving enforcement, with the continuation of a grant funded traffic enforcement details.
- Replacing the initial uniforms for our Honor Guard Unit issued in approximately 2006.
- Educate local businesses on the updated laws to prevent the distribution of alcohol, tobacco, and THC products to underage persons.
- Continue to educate hotel/hospitality groups on narcotics and human trafficking to prevent these activities at local hotels.
- Continue to expand on the use of our UAV program to better serve the community, and to enhance the safety of our officers. Ensure the Police Department budget will support the cost of replacement and new equipment.
- Continue to inform parents, teachers, and social workers how to identify youth drug trends.
- Continue to provide evening and weekend investigative staff to the public with scheduled Investigative Bureau personnel beyond traditional business hours and on Saturdays.
- Continue to investigate increasing the number of environmentally friendly vehicles to our fleet.
- Creation of in-house therapist program that would provide immediate follow-up “gap” visits to individuals in need.

### Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Healthy community (Safety)	Clearance rate of crimes reported	54%	52%	56%	57%
Healthy community (Environment)	Number of hybrid police vehicles	1	1	0	1

- Used technology to recover 144 stolen vehicles in 2023, resulting in 102 arrests. Many of these arrests were made possible using Automatic License Plate Readers (ALPR) that are mounted on squads or at fixed locations at the Mall of America.
- Provided auto theft prevention education throughout several different types of communication.
- Currently 18,468 homes, 449 watch groups, 719 Block Captains in the Neighborhood Watch group.
- Received 165,741 calls to the dispatch center in 2023; 51,939 of these were 911 calls and 480 were text-to-911 calls.
- Responded to 68,920 requests for Police services in 2023.
- Continue to utilize our canine team to detect hazards and apprehend criminals.

- Canine unit deployed on 348 incidents, ranging from apprehensions, locating people or items, to community engagement demonstrations. The unit also formally trained approximately 1,317 hours.
- Forfeiture funds were used in 2023 to purchase safety equipment, helmets, and tac vests.
- In 2023 we had 51 total reported instances of UAV deployments or training events. 29 of those incidents involved emergency searches or other searches in support of police calls for service.
- Worked 456 traffic enforcement details that resulted from citizen complaints and traffic crash data.
- Deployed speed trailers to over 77 different locations throughout the City based upon citizen complaints. We now have 4 speed trailers to keep up with that demand.
- The Traffic Investigation Unit conducted 474 traffic related investigations. 293 of those cases were Hit and Run Investigations.
- Continue to work towards zero deaths (TZD) and decrease the number of traffic crashes resulting in injury through aggressive traffic and impaired driving enforcement. Conducted 31 impaired driving details as well as an additional 84 details which included speeding, distracted driving, school bus stop arm violations and other traffic related offenses.
- The Bomb Unit responded to 23 total incidents in 2023, including assists to the FBI, United States Secret Service, and the Bloomington Emergency Response Unit. In addition, the Bomb Unit trained over 120 hours and participated in several community engagement events.
- The Emergency Response Unit (ERU) had 24 total activations in 2023, including 19 search warrants, 4 emergency response incidents and 1 armored vehicle rescue request for assistance. In addition, the ERU trained over 240 hours and participated in several community engagement events.

### 5-year Crime Statistics

Category	2019	2020	2021	2022	2023	5-year average
Homicide	4	6	1	3	2	3
Rape	53	71	40	81	90	67
Robbery	61	70	74	54	47	61
Aggravated Assault	86	158	147	171	162	145
Burglary	180	235	247	163	169	191
Theft	2620	2435	2580	2918	3056	2722
Vehicle Theft	166	277	307	291	253	259
Arson	17	13	16	9	7	12

# Police Operations Division - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 180,651	\$ 199,389	\$ 327,877
Intergovernmental	1,228,601	4,205,214	1,116,000
Other Revenues	2,104	60,840	-
Transfers from Other Funds	550,000	2,023,172	2,117,171
<b>Total Revenues</b>	<b>1,961,356</b>	<b>6,488,615</b>	<b>3,561,048</b>
<b>Expenditures</b>			
Salaries and Benefits	17,656,976	18,466,644	19,623,370
Materials, Supplies, & Services	4,198,754	5,004,911	5,527,647
Capital Outlay	-	49,768	-
Transfer to Other Funds	15,500	-	-
<b>Total Expenditures</b>	<b>21,871,230</b>	<b>23,521,323</b>	<b>25,151,017</b>
Less Expenses Charged to Other Funds	-	-	-
<b>Net Total Expenditures</b>	<b>\$ 21,871,230</b>	<b>\$ 23,521,323</b>	<b>\$ 25,151,017</b>

# Police – Support

The Police Support division consists of the professional standards unit, the police records unit, dispatch operations, property and evidence control, crime prevention, and animal control functions. These activities support the operational units of the Police Department.

Authorized Full-Time Position	2024 BUDGET
SUPPORT SERVICES BUREAU MANAGER	1
POLICE ACCOUNTANT	1
CRIME ANALYST	1
DISPATCH SUPERVISOR	1
DISPATCH TRAINING & QUALITY ASSURANCE COORD.	1
CRIME PREVENTION COORDINATOR	1
POLICE DATA COORDINATOR	1
POLICE RECORDS SUPERVISOR	1
PUBLIC SAFETY TELECOMMUNICATOR	14
ANIMAL CONTROL COORDINATOR	1
POLICE RECORDS SPECIALIST	8
PROPERTY CONTROL SPECIALIST	2
INFORMATION ASSISTANT	1
<b>Grand Total</b>	<b>34</b>

## 2024 Goals and Objectives

- Encourage predictive policing and directed patrols by providing daily information to department personnel and advising of high priority areas.
- Continue to support Business Watch initiatives to help local businesses improve the safety of customers and employees and work to reduce crime.
- Continue to support Neighborhood Watch and National Night Out to communicate with residents and improve their safety and quality of life. In 2023 we visited 326 National Night Out gatherings and connected with an estimated 8,000 residents.
- Continue to expand community engagement efforts, Coffee with a Cop, Safe Summer Nights, Kids to Cops and others and add new types of engagement opportunities.
- Implement online Citizen Reporting to 911 capability to enhance accessibility and efficiency. This allows citizens to report non-emergency calls for service via web portal from their home computer or mobile device.
- Continue to increase the number of officers receiving the 40-hour Crisis Intervention (C.I.T.)/De-escalation training.
- Joint training(s) with the owner agencies of the South Metro Public Safety Training Facility (SMPSTF).

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Connected, welcoming community</b>	Average time to process, track and fulfill public data requests	0.89 days <i>2970 requests</i>	1.44 days <i>4,046 requests</i>	4.9 days <i>4350 requests</i>	4 days

- Entered 13,638 police reports into the record management system (RMS).
- Continued using Patrol Online training for all officers to more efficiently provide mandated training while creating opportunity for additional training as desired.
- Met state-mandated training objectives for all personnel:
  - 48 continuing law enforcement credits every three years.
  - Other mandated training, such as Use of Force, Pursuit Driving and Community Policing
- Continued to hold regular Multi-Cultural Advisory Board meetings to discuss current issues and sought feedback from the Multi-Cultural Advisory Board regarding new and updated police policies.
- Implemented Online Citizen Reporting to expand accessibility and engagement. This allows the public to file a police report from home or their cell phone for the following crimes: abandoned bicycles, internet or phone scams, lost or missing property, theft, theft from a vehicle, property damage, vandalism to a vehicle.
- Increased transparency by adding a Data Dashboard to the website with weekly updates.
- Property and Evidence room received 11,272 property items that were held as evidence. This room currently holds over 75,000 pieces of evidence and an average of nearly 40 items are received each day.
- Continued to expand the Coffee with a Cop program, organized Back to School and Holiday Shoppers in Blue program and continued holding monthly events at various locations around the city.
- We continue to have a very strong effective presence on social media via Twitter and Facebook. The PD consistently gets effective engagement with the community that builds upon the mission of the police department and creates a connection on the issues that concern the citizens we serve.



# Police Support Division - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 58,175	\$ 49,471	\$ 40,000
Intergovernmental	177,721	121,857	90,000
Other Revenues	3,273	6,111	-
Transfers from Other Funds	240,000	-	-
<b>Total Revenues</b>	<b>479,169</b>	<b>177,439</b>	<b>130,000</b>
<b>Expenditures</b>			
Salaries and Benefits	4,483,763	5,034,567	5,148,320
Materials, Supplies, & Services	1,805,357	2,071,014	2,231,457
Capital Outlay	87,525	182,251	-
Transfer to Other Funds	-	-	-
<b>Total Expenditures</b>	<b>6,376,645</b>	<b>7,287,832</b>	<b>7,379,777</b>
Less Expenses Charged to Other Funds	(324,284)	(334,013)	(344,033)
<b>Net Total Expenditures</b>	<b>\$ 6,052,361</b>	<b>\$ 6,953,819</b>	<b>\$ 7,035,744</b>



# Police Contractual Overtime

The Police Contractual Overtime Fund is an Enterprise Fund that accounts for the expenses and related revenues for Police Contractual Overtime (COT). The Bloomington Police Department provides contractual services to businesses that are holding special events or functions that require police assistance beyond that which would normally be provided. The businesses receiving contractual police assistance are billed directly from the City for the cost of the police overtime plus related fringe benefits and overhead. This fund allows for better comparability of basic police services with other communities since the expenses are separate from the General Fund.

## 2024 Goals and Objectives

- Meet requests for levels of police service without burdening the taxpayer. Users of extra police service pay the actual costs and related expenses such as the Mall of America paying for high visibility deterrent foot patrol details.
- Provide reimbursable police services to enhance public safety during special events and increased visibility during traditional peak retail shopping seasons.

## 2023 Statistics

- 1,819 events were scheduled for Contractual Police Services as compared to 1,109 events in 2022.
- The total number of scheduled events included 3,802 (up from 2,121) officer positions and 52 supervisor positions.
- The business with the largest number of COT events in 2023 was Walmart with 363 events. Walmart contracted for 2 officers each day for the entire year.
- More COT coverage in 2023 was due to the addition of Nordstrom, as well as multiple Metro Transit shifts per day from May to December. These led to a significant increase in the total number of scheduled events.



# Contractual Police Services - Enterprise Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 1,141,590	\$ 1,787,139	\$ 1,178,000
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>1,141,590</b>	<b>1,787,139</b>	<b>1,178,000</b>
<b>Expenses</b>			
Salaries and Benefits	1,005,713	1,681,516	1,123,000
Materials, Supplies, & Services	15,314	41,059	16,246
Transfer to Other Funds	120,562	63,656	38,754
<b>Total Expenses</b>	<b>1,141,589</b>	<b>1,786,231</b>	<b>1,178,000</b>
<b>Working Capital</b>			
Net Change	1	908	-
Working Capital at Beginning of Year	(908)	(907)	1
<b>Working Capital at End of Year</b>	<b>\$ (907)</b>	<b>\$ 1</b>	<b>\$ 1</b>

# Police Grants

The Police Grant Special Revenue Fund contains grants that the Police Department pursues from both Federal and State sources as a means of enhancing enforcement efforts, community outreach and engagement, response to homeland security and/or terrorism, and on-going training in the above areas. The majority of the budgets for both grant and donation revenues and expenditures are brought separately to the City Council at the time that the grant is awarded, or donation is received. All expenditures in this fund are reimbursed through a grant or spent from a donation. Police donations and related expenditures toward activities such as National Night Out and the Canine Unit are also recorded in this fund.

Grants included in this fund are:

- Bomb Squad
- Community Block–Justice Assistance Grants
- Auto Theft Prevention
- Toward Zero Death
- High Intensity Drug Trafficking Areas
- National Highway Traffic Safety Administration
- Urban Areas Security Initiative (UASI) (this is a pass-through grant from Hennepin County)
- Pathways to Policing

## 2024 Goals and Objectives

- Improve quality of life in our community through an aggressive approach to reducing and preventing crime through partnerships and community engagement/education efforts.

## Performance Measures

- Conducted a proactive strategy to reduce auto theft through public education and enforcement initiatives.
- Deployed crime suppression cameras to areas that showed an increase in crime.
- Bloomington Officers worked 115 Toward Zero Death (TZD) details in 2023. Details included 31 DWI, and 84 additional details speed and other traffic related offenses.
- Secured \$35,000 in Federal High Intensity Drug Trafficking Area (HIDTA) grant funding used specifically to combat drug trafficking in Bloomington.

# Police Grants - Special Revenue Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Intergovernmental	\$ 558,941	\$ 536,346	\$ -
Donations	23,438	30,956	-
Other Revenues	800	799	-
Transfers from Other Funds	15,500	-	-
<b>Total Revenues</b>	<b>598,679</b>	<b>568,101</b>	<b>-</b>
<b>Expenses</b>			
Salaries and Benefits	164,606	236,002	-
Materials, Supplies, & Services	49,614	170,183	-
Capital Outlay	384,459	161,915	-
Transfer to Other Funds	-	-	-
<b>Total Expenses</b>	<b>598,679</b>	<b>568,100</b>	<b>-</b>
<b>Working Capital</b>			
Net Change	-	1	-
Working Capital at Beginning of Year	-	-	1
<b>Working Capital at End of Year</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1</b>

# DWI Forfeiture Fund

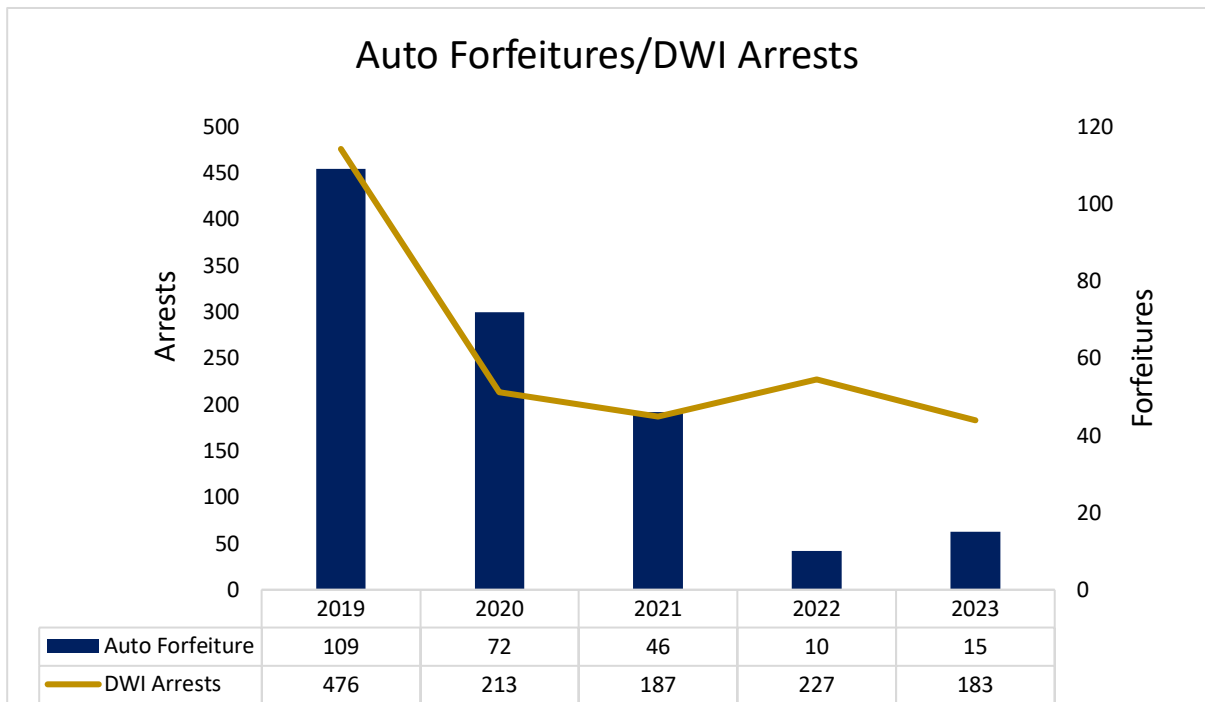
This DWI fund accumulates proceeds from the sale of vehicles seized in DWI arrests and forfeited in accordance with State law and through court order. Police costs for enforcement and a portion of Legal costs are accounted for in this fund.

## 2024 Goals and Objectives

- Reduce internal costs associated with DWI enforcement to provide additional resources for DWI enforcement.
- Continue efforts to seize vehicles uniformly and fairly under the DWI forfeiture law.
- Internally account for expenses associated with DWI forfeitures to assure proper allocation of expenses.
- To remove access to vehicles for repeat DWI offenders according to due process.

## Performance Measures

Processed 15 DWI forfeited vehicles from 183 DWI arrests in 2023.



# DWI Forfeiture - Special Revenue Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Intergovernmental			
Forfeitures	\$ 51,883	\$ 23,181	\$ 50,000
Interest Income	(18,133)	24,293	1,000
Transfers from Other Funds			
<b>Total Revenues</b>	<b>33,750</b>	<b>47,474</b>	<b>51,000</b>
<b>Expenses</b>			
Salaries and Benefits	347	2,628	122,709
Materials, Supplies, & Services	28,994	23,540	56,033
Capital Outlay	-	6,855	-
Transfer to Other Funds	-	-	-
<b>Total Expenses</b>	<b>29,341</b>	<b>33,023</b>	<b>178,742</b>
<b>Working Capital</b>			
Net Change	4,409	14,451	(127,742)
Working Capital at Beginning of Year	465,467	469,876	484,327
<b>Working Capital at End of Year</b>	<b>\$ 469,876</b>	<b>\$ 484,327</b>	<b>\$ 356,585</b>

# Enhanced 911

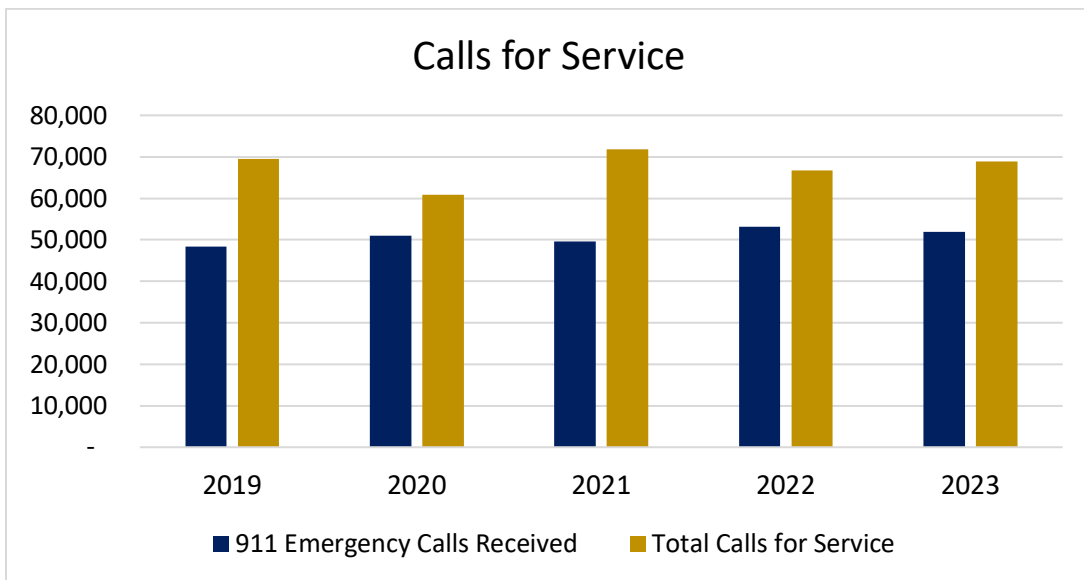
The Enhanced 911 Special Revenue Fund receives funding from the 911 service fees charged to telephone customers. The funds are used for implementation, operation, maintenance, enhancement, and expansion of 911 service, including acquisition of necessary equipment.

## 2024 Goals and Objectives

- Continue to maintain and improve communications center staffing, training, and equipment.
- Continue to implement recommendations from service assessment in the areas of hiring, retention, quality assurance and data driven decision-making.
- Fully develop a quality assurance program which will help us better serve the community.
- Implement online Citizen Reporting to 911 capability to enhance accessibility and efficiency. This allows citizens to report non-emergency calls for service via web portal from their home computer or mobile device.

## Performance Measures

- Developed a comprehensive and structured training program to improve performance and retention.
- Introduced new options for employee health and wellness.
- Hired and trained several new dispatchers to address the staffing issue in dispatch.



*Note: Calls for service include any request for police action which originates outside the Police Department, from 911, non-emergency lines and walk-ins. This includes calls for service to the Mall of America.*

*911 calls include any call for police action, information or "pocket dials" from cell phones that come through the 911 system.*

# Enhanced 911 - Special Revenue Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Intergovernmental	\$ 227,878	\$ 288,340	\$ 225,065
Interest Income	(3,062)	2,105	100
Transfers from Other Funds			
<b>Total Revenues</b>	<b>224,816</b>	<b>290,445</b>	<b>225,165</b>
<b>Expenses</b>			
Materials, Supplies, & Services	118,733	107,659	133,932
Capital Outlay	-	-	188,000
Transfer to Other Funds	50,000	54,996	-
<b>Total Expenses</b>	<b>168,733</b>	<b>162,655</b>	<b>321,932</b>
<b>Working Capital</b>			
Net Change	56,083	127,790	(96,767)
Working Capital at Beginning of Year	37,098	93,181	220,971
<b>Working Capital at End of Year</b>	<b>\$ 93,181</b>	<b>\$ 220,971</b>	<b>\$ 124,204</b>



# Federal Department of Justice Drug Forfeiture

The Federal Department of Justice (DOJ) Drug Forfeiture Special Revenue Fund separately tracks equitable sharing drug forfeiture funds from the DOJ Equitable Sharing Program. Expenditures in this fund must comply with the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies* published by the U.S. Department of Justice and the U.S. Department of the Treasury. DOJ forfeitures are kept in a separate fund and bank account from other City funds in compliance with U.S. Department of Justice guidelines.

## 2024 Goals and Objectives

- Use DOJ drug-forfeited equitable sharing funds to cover law enforcement expenses allowed by the DOJ equitable sharing program.
- Continue to conduct specialized training for narcotics related law enforcement activities such as hotel/motel and motor vehicle interdiction.

## Performance Measures

- Officers assigned to the Drug Enforcement Agency investigated several cases that resulted in seizing considerable sums of assets involved in drug trafficking. From those assets, the City of Bloomington received approximately \$85,165 for involvement.
- Removed illicit drugs worth approximately \$1,753,786.75 from the community.

## DRUG FORFEITURE ACTIVITY

	<u>2021</u>		<u>2022</u>		<u>2023</u>	
	<u># of Grams</u>	<u>Est. Street Value</u>	<u># of Grams</u>	<u>Est. Street Value</u>	<u># of Grams</u>	<u>Est. Street Value</u>
Marijuana	47,580	\$ 713,693	18,597	\$ 929,875	340,276	\$ 8,514,652
Methamphetamine	10,777	1,077,697	6,923	533,806	6,137	386,623
Fentanyl	455	90,910	13,171	1,857,148	2,039	230,444
Cocaine	1,016	116,866	553	56,909	485	51,410
Heroin	707	141,266	168	23,366	239	29,636
<b>TOTAL</b>	60,535	\$2,140,432	39,412	\$3,421,103	349,176	\$9,212,765

## Federal DOJ Drug Forfeiture - Special Rev. Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Forfeitures	\$ 7,020	\$ 78,106	\$ 15,000
Other Revenues	18,663	-	-
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>25,683</b>	<b>78,106</b>	<b>15,000</b>
<b>Expenses</b>			
Materials, Supplies, & Services	215,328	36,688	15,000
Capital Outlay	31,978	24,591	15,000
Transfer to Other Funds	-	-	-
<b>Total Expenses</b>	<b>247,306</b>	<b>61,279</b>	<b>30,000</b>
<b>Working Capital</b>			
Net Change	(221,623)	16,827	(15,000)
Working Capital at Beginning of Year	295,594	73,971	90,798
<b>Working Capital at End of Year</b>	<b>\$ 73,971</b>	<b>\$ 90,798</b>	<b>\$ 75,798</b>

# Federal Treasury Drug Forfeiture

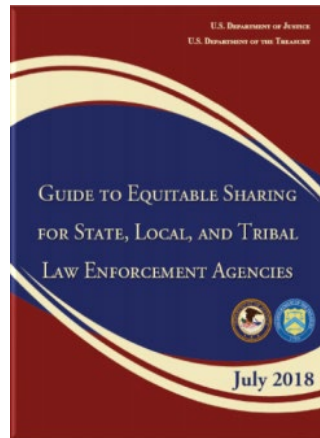
The Federal Department of Treasury (DOT) Drug Forfeiture Special Revenue separately tracks equitable sharing drug forfeiture funds from the DOT Equitable Sharing Program. Expenditures in this fund must comply with the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies* published by the U.S. Department of Justice and the U.S. Department of the Treasury. DOT forfeitures are kept in a separate fund and bank account from other City funds in compliance with U.S. Department of Treasury guidelines.

## 2024 Goals and Objectives

- Use DOT drug-forfeited equitable sharing funds to cover law enforcement expenses allowed by the DOT equitable sharing program.

## Performance Measures

- In 2023 we received \$7,060.46 in forfeitures from the Department of Treasury drug forfeiture fund.



# State Drug Forfeiture

This State Drug Forfeiture Special Revenue Fund accumulates proceeds from the sale of assets (proceeds or instrumentality of criminal enterprises) seized in drug related arrests under State laws. The funds must be used for law enforcement purposes.

## 2024 Goals and Objectives

- Use drug-forfeited assets to cover law enforcement expenses that are not funded by the taxpayers.

## Performance Measures

- Laws have changed regarding how forfeitures are reviewed and processed. As a result, the funds collected are less than in previous years. In 2023, BPD received \$33,489.84 from State drug forfeiture cases.

# Fed. Treasury Drug Forfeiture - Special Rev. Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Forfeitures	\$ 2,062	\$ 7,060	\$ -
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>2,062</b>	<b>7,060</b>	<b>-</b>
<b>Expenses</b>			
Materials, Supplies, & Services	68,395	2,106	120
Transfer to Other Funds			
<b>Total Expenses</b>	<b>68,395</b>	<b>2,106</b>	<b>120</b>
<b>Working Capital</b>			
Net Change	(66,333)	4,954	(120)
Working Capital at Beginning of Year	68,661	2,328	7,282
<b>Working Capital at End of Year</b>	<b>\$ 2,328</b>	<b>\$ 7,282</b>	<b>\$ 7,162</b>

# State Drug Forfeiture - Special Revenue Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Forfeitures	\$ 11,149	\$ 33,490	\$ 5,000
Interest Income	(3,337)	6,836	500
Transfers from Other Funds			
<b>Total Revenues</b>	<b>7,812</b>	<b>40,326</b>	<b>5,500</b>
<b>Expenses</b>			
Materials, Supplies, & Services	43,364	107,155	30,000
Transfer to Other Funds	50,000	-	-
<b>Total Expenses</b>	<b>93,364</b>	<b>107,155</b>	<b>30,000</b>
<b>Working Capital</b>			
Net Change	(85,552)	(66,829)	(24,500)
Working Capital at Beginning of Year	189,312	103,760	36,931
<b>Working Capital at End of Year</b>	<b>\$ 103,760</b>	<b>\$ 36,931</b>	<b>\$ 12,431</b>

# Public Works

The Public Works Department is responsible for well-maintained streets and infrastructure in the City of Bloomington. It is responsible for infrastructure, an efficient transportation network, maintenance to parks and buildings, and provides utility services to residents and businesses. Along with activities in the General Fund, Public Works has four Utility Enterprise Funds (Water, Wastewater, Storm Water, and Solid Waste) as well as two Internal Service Funds – the Facilities and Park Maintenance Fund and the Fleet Equipment Fund.

Dept.	Division	2022 Authorized Full-Time	2023 Authorized Full-Time	2024 Authorized Full-Time
<b>PUBLIC WORKS</b>				
	ADMIN - GENERAL FUND	5	6	6
	ENGINEERING - GENERAL FUND	29	27	27
	FACILITIES - INTERNAL SERV FUND	13	14	15
	FLEET & EQUIPMENT - INTERNAL SERV FUND	12	12	12
	MAINTENANCE ADMIN - GENERAL FUND	7	7	7
	SOLID WASTE UTILITY - ENTERPRISE FUND	1	2	2
	STORM WATER UTILITY - ENTERPRISE FUND	11	11	11
	STREET MAINTENANCE - GENERAL FUND	25	25	25
	WASTE WATER UTILITY - ENTERPRISE FUND	13	13	13
	WATER UTILITY - ENTERPRISE FUND	39	40	40
<b>PUBLIC WORKS Total</b>		<b>155</b>	<b>157</b>	<b>158</b>
<b>Grand Total</b>		<b>155</b>	<b>157</b>	<b>158</b>



## Public Works - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 5,741	\$ 3,950	\$ 5,000
Permits and Licenses	22,349	25,324	34,000
Intergovernmental	109,102	105,649	-
Other Revenues	76,503	80,004	50,000
Transfers from Other Funds	1,070,000	1,587,430	1,604,203
<b>Total Revenues</b>	<b>1,283,695</b>	<b>1,802,357</b>	<b>1,693,203</b>
<b>Expenditures</b>			
Salaries and Benefits	8,057,174	8,196,356	8,928,222
Materials, Supplies, & Services	7,700,925	8,499,068	9,291,311
Capital Outlay	566,555	112,634	83,000
Transfer to Other Funds	240,000	-	-
<b>Total Expenditures</b>	<b>16,564,654</b>	<b>16,808,058</b>	<b>18,302,533</b>
Less Expenses Charged to Other Funds	(3,784,478)	(3,416,525)	(3,379,075)
<b>Net Total Expenditures</b>	<b>\$ 12,780,176</b>	<b>\$ 13,391,533</b>	<b>\$ 14,923,458</b>

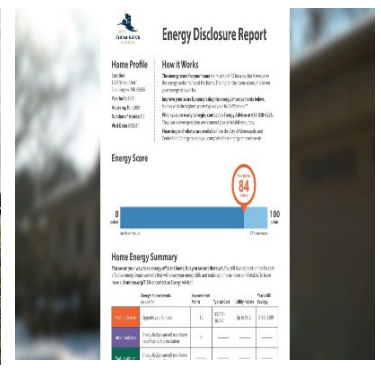
# Public Works - Administration

The administration division provides support to all its divisions. This includes supervision, planning, accounting, safety training, the garbage and recycling program and liaison for sustainability efforts.

Authorized Full-Time Position	2024 BUDGET
DIRECTOR OF PUBLIC WORKS	1
DEPUTY DIRECTOR OF PUBLIC WORKS	1
PUBLIC WORKS ACCOUNTANT	1
SUSTAINABILITY COORDINATOR	1
SUSTAINABILITY SPECIALIST	1
OFFICE COORDINATOR	1
<b>Grand Total</b>	<b>6</b>

## 2024 Goals and Objectives

- Work with the Sustainability Commission, City Council, and staff to develop and administer an annual work plan for sustainability initiatives.
- Work with staff across the City to maintain GreenSteps Cities Level 5 designation.
- Work with the City Council and Sustainability Commission to continue Time of Sale Energy Disclosure and Large Business Energy Benchmarking.
- Coordinate organizational development efforts including monthly meetings of the Public Works Leadership Team, quarterly supervisor training, racial equity initiative activities, and continued High Performance Organization training.
- Maintain and support a comprehensive safety program for the department including monthly meetings of the Public Works Safety Health Committee.





**Performance Measures**

<b>Strategic Priority</b>	<b>Performance Measure</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Goals</b>
<b>Healthy Community (Environment)</b>	Develop and administer an annual work plan for sustainability initiatives	2021 Work Plan developed and completed	2022 Work Plan developed and completed	2023 Work Plan developed and completed	Develop a 2024 Work Plan for the Sustainability Commission
	Earn GreenStep Cities designation	Achieved Level 5 designation	Maintained Level 5 designation	Maintained Level 5 designation	Maintain Level 5 designation
	Implement Time of Sale Energy Disclosure Program	Ordinance Adopted	Implementation of ordinance underway. Approx. 2,500 households have completed the TOS Inspection with efficiency metrics.	1,084 households tracked efficiency metrics at time of sale through inspection with efficiency metrics.	Approximately 1200 households will track efficiency metric through Time of Sale program.
	Implement Large Business Energy Benchmarking	Ordinance Adopted	Implemented ordinance. 63% of businesses over 100,000 sq. ft. (88) in compliance.	181 businesses are now covered under the Large Business Benchmarking program. 71.8% are in full compliance. 4.4% are pending a resubmit of information.	Expand implementation to businesses over 75,000 sq. ft. (Approx. 180 businesses) with 75% compliance in reporting.
<b>Core service</b>	Coordinate org. dev. efforts including monthly meetings of the PW Leadership Team, quarterly supervisor trainings, racial equity initiative activities, and continued HPO training.	Coordinated 12 monthly meetings of the PW Leadership Team; 4 quarterly Supervisor Trainings; 12 Racial Equity Action Team Meetings	Coordinated 12 monthly meetings of the PW Leadership Team, 4 quarterly supervisor trainings; and 6 Racial Equity Action Team Meetings.	Coordinated 12 monthly meetings of the PW Leadership Team; 2 quarterly Supervisor Trainings; 8 Racial Equity Action Team Meetings	Coordinate 12 monthly meetings of the PW Leadership Team; 4 quarterly Supervisor Trainings; 8 Racial Equity Action Team Meetings

<b>Core service</b>	Maintain and support a comprehensive safety program for the department including monthly meetings of the Public Works Safety Health Committee.	Coordinated 12 monthly meetings of the PW Safety Health Committee; conduct 4 Safety Campaigns	Coordinated 12 monthly meetings of the PW Safety Health Committee; conduct 4 Safety Campaigns	Coordinated 12 monthly meetings of the PW Safety Health Committee; conducted 4 Safety Campaigns	Coordinate 12 monthly meetings of the PW Safety Health Committee; conduct 4 Safety Campaigns
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- Sustainability initiatives resulted in increased energy metric collection through the Time of Sale and Large Business Benchmarking programs. Other Sustainability initiatives also included promotion of the Energy Assistance, Energy Squad, Wind Source programs and volunteer activities such as garlic mustard pull, seed collection, and buckthorn bust events.
- Sustainability initiatives also resulted in the maintenance of GreenSteps Cities Level 5 designation.
- The Public Works Leadership Team met monthly and coordinated semi-annual training for all Public Works Supervisors.
- The Public Works Health and Safety Committee led the efforts to update 3 major safety programs and completed 4 successful safety campaigns.

# Public Works Admin. Division - General Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ -	\$ 2,400	\$ -
Permits and Licenses	4,580	5,713	4,000
Intergovernmental	31,323	23,429	-
Transfers from Other Funds			
<b>Total Revenues</b>	<b>35,903</b>	<b>31,542</b>	<b>4,000</b>
<b>Expenditures</b>			
Salaries and Benefits	785,431	917,769	988,537
Materials, Supplies, & Services	211,478	252,532	338,729
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>996,909</b>	<b>1,170,301</b>	<b>1,327,266</b>
Less Expenses Charged to Other Funds	(479,635)	(494,024)	(508,845)
<b>Net Total Expenditures</b>	<b>\$ 517,274</b>	<b>\$ 676,277</b>	<b>\$ 818,421</b>

# Public Works – Engineering

The Engineering Division provides design and construction inspection for the City’s streets, bridges, water supply, sanitary and storm sewer drainage systems, sidewalks/bikeways, trails, water resource projects and traffic signal systems. It manages more than 15,000 signs, 144 traffic signal systems (including those of the county and others that City doesn’t own), the construction of approximately 12-13 miles of reconstructed or overlaid streets per year and other local and regional projects.

Authorized Full-Time Position	2024 BUDGET
CITY ENGINEER	1
SENIOR CIVIL ENGINEER	1
TRAFFIC & TRANSPORT ENGINEER	1
ASSISTANT TRAFFIC ENGINEER	1
CIVIL ENGINEER	3
PROFESSIONAL LAND SURVEYOR	1
DEVELOPMENT COORDINATOR	1
SENIOR ENGINEERING TECHNICIAN	5
ENGINEERING TECHNICIAN	12
OFFICE SUPPORT SPECIALIST	1
<b>Grand Total</b>	<b>27</b>

## 2024 Goals and Objectives

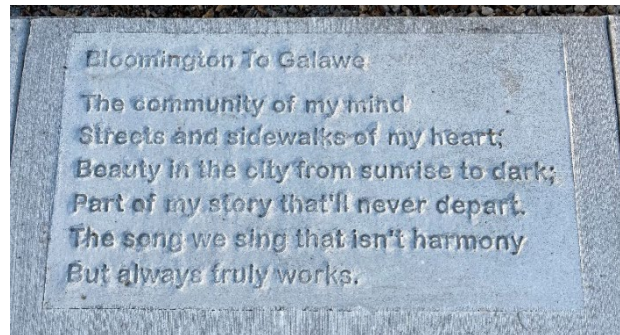
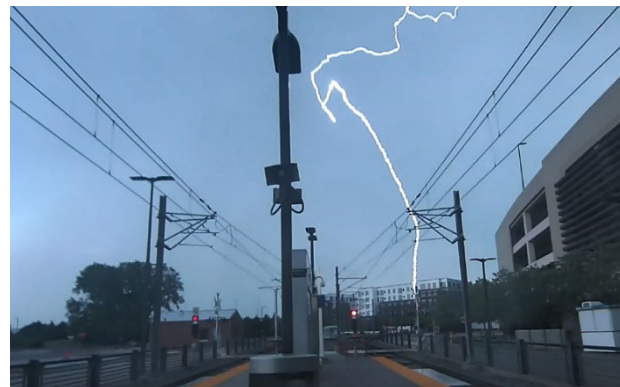
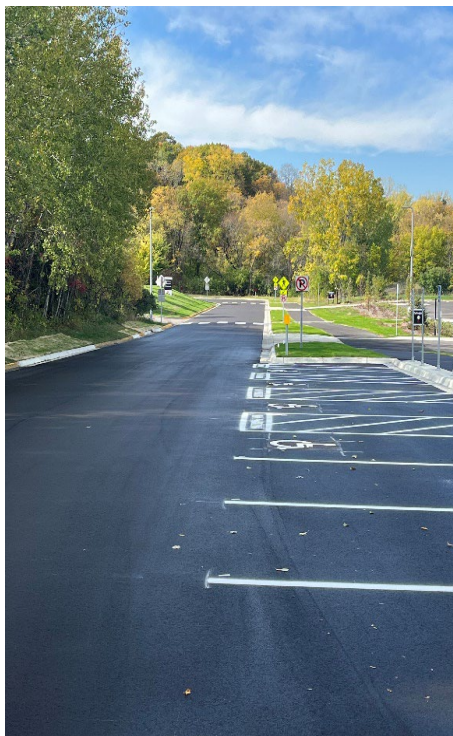
- Renew the City’s transportation and utility infrastructure throughout 2024 in a cost-effective manner to accommodate forecasted growth and to keep costs affordable.
- Continue to pursue infrastructure improvements that support the Complete Streets Policy of the City by constructing appropriate facilities throughout 2024.
- Continue to engage the public by use of Let’s Talk Bloomington and other methods like the Briefing.
- Continue to address ADA needs in the community by updating the ADA Transition Plan along with the installation and upgrading of existing right-of-way facilities with construction plans throughout 2024.



## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Core service	Average street pavement condition rating on the Pavement Condition Index (PCI)	79.7	77.8	78.2	78
Connected, welcoming community	Number of ADA Accessible Pedestrian Ramps Replaced	119	211	93	100
Connected, welcoming community	Number of Public Meetings/Attendees	18/663	17/248	33/603	Varies based on project

- Under the Pavement Management Program (PMP) reconstructed 4.22 miles of pavement (at \$1.1 million per mile) and overlaid 5.29 miles of pavement (at \$500,000 per mile).
- Installed 9 accessible pedestrian ramps, upgraded 93 accessible pedestrian ramps.
- Installed 667 linear feet of sidewalk, replaced 4,810 linear feet of existing sidewalk. Installed 1,214 linear feet of trail, replaced 0 linear feet of existing trail.
- Bike/Ped Enhancements: Safe Routes to School improvement at Olson Elementary and Middle School including reconstruction of sidewalk on south side of 102<sup>nd</sup> Street from Nord Avenue to School Driveway and a new crosswalk internal to the school property.
- Held neighborhood project meetings including a series of proactive PMP meetings, participated at Park & Recreation engagement meetings plus many pop-up meetings for various studies. Staff continues to utilize Let's Talk Bloomington with six new pages created.



# Public Works Engineering Division - Gen. Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Program Income	\$ 5,741	\$ 1,550	\$ 5,000
Permits and Licenses	17,769	19,611	30,000
Intergovernmental	67,780	82,220	-
Other Revenues	350	32,237	-
Transfers from Other Funds	200,000	25,000	-
<b>Total Revenues</b>	<b>291,640</b>	<b>160,618</b>	<b>35,000</b>
<b>Expenditures</b>			
Salaries and Benefits	3,436,689	3,408,093	3,730,407
Materials, Supplies, & Services	895,446	1,170,218	1,057,060
Capital Outlay	36,589	4,791	54,000
Transfer to Other Funds	240,000	-	-
<b>Total Expenditures</b>	<b>4,608,724</b>	<b>4,583,102</b>	<b>4,841,467</b>
Less Expenses Charged to Other Funds	(2,804,333)	(2,457,334)	(2,454,861)
<b>Net Total Expenditures</b>	<b>\$ 1,804,391</b>	<b>\$ 2,125,768</b>	<b>\$ 2,386,606</b>

# Public Works – Maintenance Admin.

Maintenance administration plans, schedules, and coordinates maintenance programs and activities with other City departments and manages 4,301 streetlights (959 City owned).

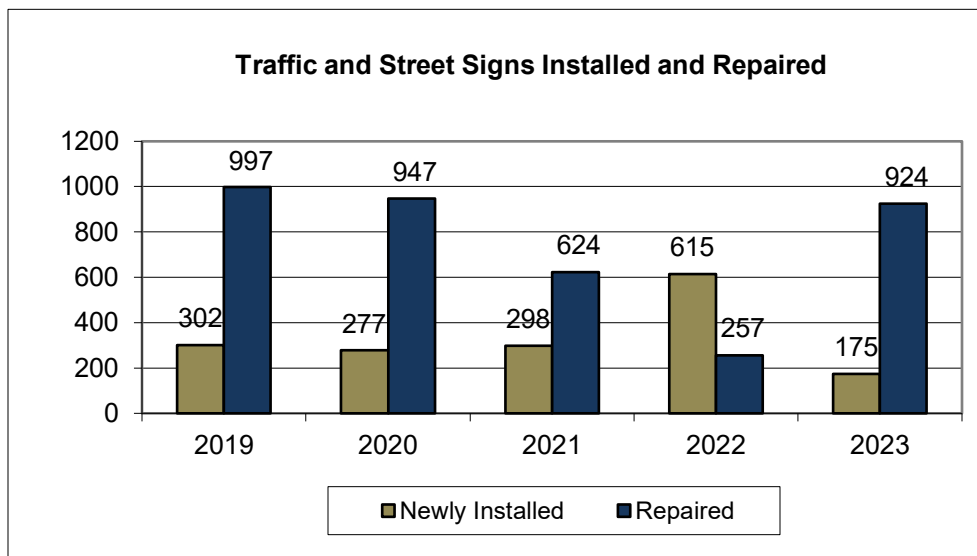
Authorized Full-Time Position	2024 BUDGET
MAINTENANCE SUPERINTENDENT	1
SIGNAL/INSTRUMENTATION TECH	3
TRAFFIC TECHNICIAN I	1
OFFICE SUPPORT SPECIALIST	2
<b>Grand Total</b>	<b>7</b>

## 2024 Goals and Objectives

- Repaint all traffic markings on City roadways on an annual basis.
- Replace traffic signage on City roadways to conform to retro reflectivity standards.
- Provide maintenance on traffic signal systems for the safety of the public by performing.
- Yearly preventative maintenance and responding to trouble calls.
- Provide streetlight services for the safety of the public by maintaining and responding to outages within three days.

## 2023 Performance Measures

- Repaired 924 traffic and street signs
- Installed 175 new traffic and street signs



# Public Works Maint. Admin. Div. - Gen. Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Other Revenues	\$ 76,153	\$ 47,464	\$ 50,000
Transfers from Other Funds			
<b>Total Revenues</b>	<b>76,153</b>	<b>47,464</b>	<b>50,000</b>
<b>Expenditures</b>			
Salaries and Benefits	1,022,142	1,070,102	1,062,848
Materials, Supplies, & Services	1,697,965	1,671,825	1,781,576
Capital Outlay	29,966	22,305	29,000
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>\$ 2,750,073</b>	<b>\$ 2,764,232</b>	<b>\$ 2,873,424</b>
Less Expenses Charged to Other Funds			
<b>Net Total Expenditures</b>	<b>2,750,073</b>	<b>2,764,232</b>	<b>2,873,424</b>



# Public Works – Street Maintenance

Street Maintenance provides street sweeping, snow plowing and street repair. This includes the Pavement Management Program which attempts to maximize the life of streets by replacing and repairing pavement at the most beneficial time.

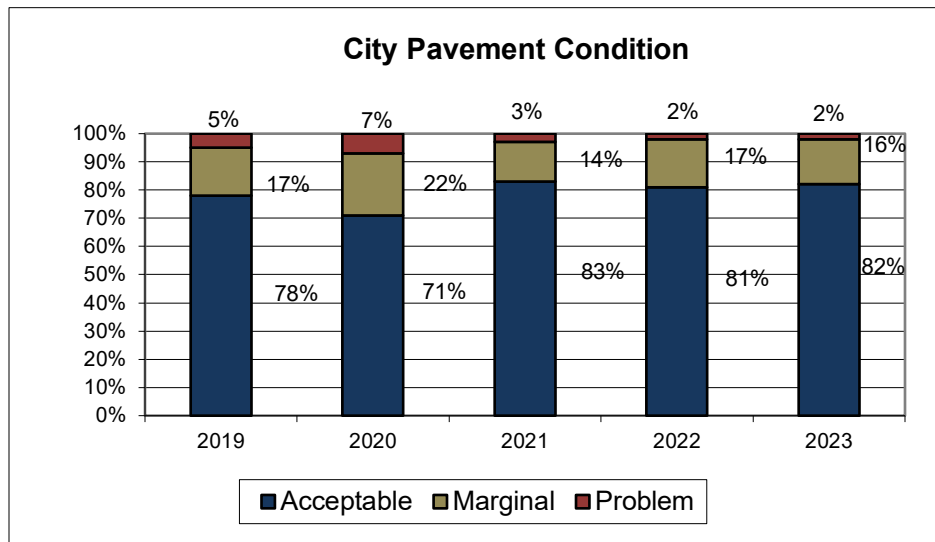
Authorized Full-Time Position	2024 BUDGET
ASSISTANT MAINTENANCE SUPT	1
STREET MAINTENANCE SUPERVISOR	2
EQUIPMENT OPERATOR	22
<b>Grand Total</b>	<b>25</b>

## 2024 Goals and Objectives

- Maintain roadways such that at least 90 percent are rated above problem condition status, per the City’s Pavement Management Program condition rating system.

## 2023 Results of Performance Measures

- For 2023, 98 percent of roadways are above problem condition.



# Public Works Street Maint. Div. - Gen. Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Intergovernmental	\$ 10,000	\$ -	\$ -
Other Revenues	-	303	-
Transfers from Other Funds	870,000	1,562,430	1,604,203
<b>Total Revenues</b>	<b>880,000</b>	<b>1,562,733</b>	<b>1,604,203</b>
<b>Expenditures</b>			
Salaries and Benefits	2,812,912	2,800,392	3,146,430
Materials, Supplies, & Services	4,896,036	5,404,493	6,113,946
Capital Outlay	500,000	85,538	-
Transfer to Other Funds			
<b>Total Expenditures</b>	<b>8,208,948</b>	<b>8,290,423</b>	<b>9,260,376</b>
Less Expenses Charged to Other Funds	(500,510)	(465,167)	(415,369)
<b>Net Total Expenditures</b>	<b>\$ 7,708,438</b>	<b>\$ 7,825,256</b>	<b>\$ 8,845,007</b>

# Public Works – Water Utility

The Water Utility Fund is an Enterprise Fund that accounts for the revenues and costs related to the operation, maintenance, and renewal of the City-owned water system. The City strives to provide an uninterrupted supply of water, which meets or exceeds all federal and state quality standards, at a rate that ensures long-term sustainability of the water system. Revenues and expenditure activities within the fund include the following: administration, customer service, supply and treatment, and distribution and storage.

Authorized Full-Time Position	2024 BUDGET
UTILITIES SUPERINTENDENT	1
ASSISTANT UTILITIES SUPT	1
CIVIL ENGINEER	2
CUSTOMER SERVICE SUPERVISOR	1
INFRASTRUCTURE SYSTEMS ANALYST	1
UTILITIES SUPERVISOR	2
WATER QUALITY SUPERVISOR	1
UTILITY CONTROLS & INSTRUMENTATION TECH	1
LABORATORY ANALYST	2
UTILITY SERVICE SPECIALIST	3
SENIOR UTILITY OPERATOR	6
UTILITY OPERATOR	16
OFFICE SUPPORT SPECIALIST	3
<b>Grand Total</b>	<b>40</b>

## 2024 Goals and Objectives

- Provide an uninterrupted supply of softened potable water which meets or exceeds all state and federal standards at a rate that is affordable.
- Provide sustainable renewal of water system infrastructure, maximizing asset life and minimizing risk while maintaining established levels of service.
- Provide timely, state-certified analytical laboratory water testing services to the public and neighboring communities.

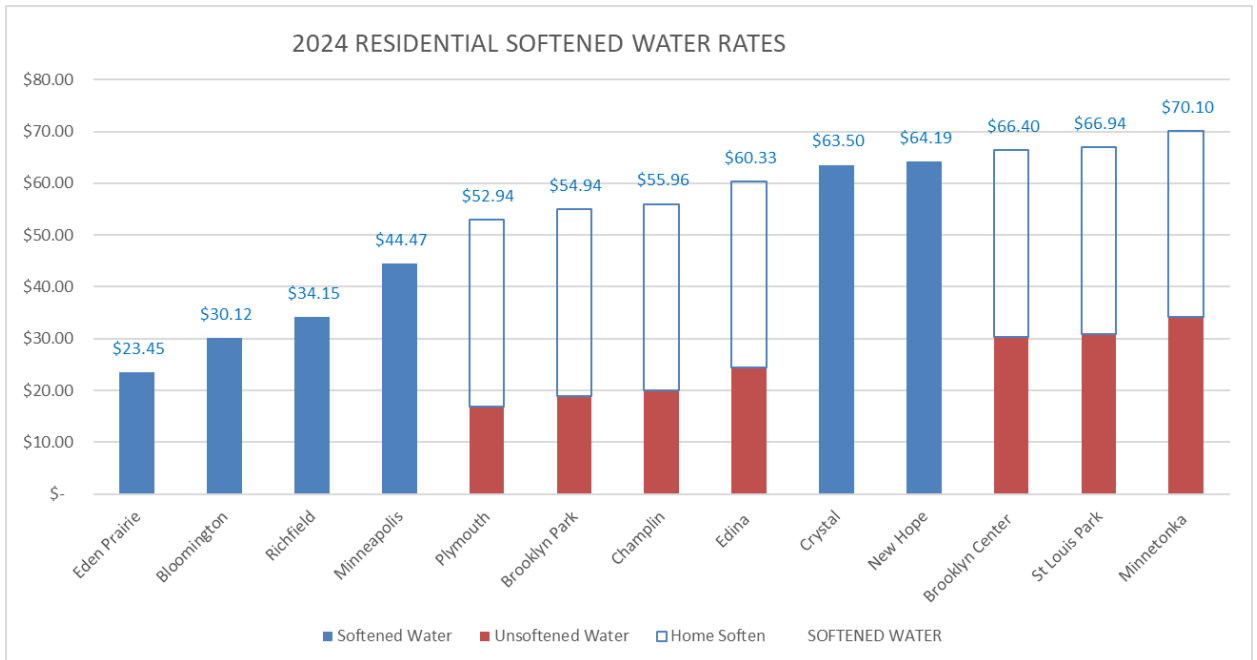
## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Healthy community (Safety)	Fire Hydrants Inspected ensuring operation and availability	100%	100%	100%	100%
Healthy community (Environment)	Operating cost per 1 million gallons of water produced	\$1,283	\$1,702	\$1,700	\$1,790
	Water quality analyses performed	21,087	20,569	19,730	21,000
Healthy community (Environment)	Watermain break repairs	19	34	20	20

- Performed 9,609 hydrant inspections ensuring proper operation and emergency availability.
- Repaired 20 watermain breaks.
- Produced 2.4 billion gallons of water and delivered a total of 3.7 billion gallons of high-quality softened water to customers meeting all federal and state regulations.
- Performed 19,730 laboratory tests to ensure water quality standards.

### Water Rate Comparisons

Bloomington’s costs to provide softened water to customers continues to be one of the lowest in the area. The comparison below is calculated based on usage of 6,000 gallons per month. Bloomington continues to provide high quality, award-winning, softened water at a relatively low cost.



## Water Utility - Enterprise Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Utility Fees	\$ 18,211,425	\$ 19,931,040	\$ 21,230,222
Other Revenue	735,288	871,552	485,000
Intergovernmental	2,500	-	-
Interest Income	(344,751)	366,448	50,000
Transfers from Other Funds	1,852,080	-	-
<b>Total Revenues</b>	<b>20,456,542</b>	<b>21,169,040</b>	<b>21,765,222</b>
<b>Expenses</b>			
Salaries and Benefits	4,180,987	4,342,345	4,721,540
Materials, Supplies, & Services	10,647,605	11,245,539	12,936,173
Capital Outlay	2,442,194	1,574,213	4,179,000
Debt Service	130,094	129,548	131,069
Transfer to Other Funds	-	200,000	-
<b>Total Expenses</b>	<b>17,400,880</b>	<b>17,491,645</b>	<b>21,967,782</b>
<b>Working Capital</b>			
Net Change	3,055,662	3,677,395	(202,560)
Working Capital at Beginning of Year	10,275,755	13,331,417	17,008,812
<b>Working Capital at End of Year</b>	<b>\$ 13,331,417</b>	<b>\$ 17,008,812</b>	<b>\$ 16,806,252</b>

# Public Works – Wastewater Utility

The Wastewater Utility Fund is an Enterprise Fund that accounts for the City-owned wastewater collection system and the sewer interceptor and treatment charges from the Metropolitan Council Environmental Services (MCES). The objective of the Wastewater Utility is to provide sanitary service capacity and sufficient maintenance to minimize system blockages and infiltration/inflow. The sanitary sewer infrastructure spans 359 miles of pipes, with 28 lift stations, thousands of manholes and serves over 25,000 customers.

Authorized Full-Time Position	2024 BUDGET
UTILITIES SUPERVISOR	1
MAINTENANCE WORKER	1
SENIOR UTILITY OPERATOR	5
UTILITY OPERATOR	5
MAINTENANCE WORKER	1
<b>Grand Total</b>	<b>13</b>

## 2024 Goals and Objectives

Provide needed sanitary sewer conveyance while minimizing system blockages and infiltration/inflow.

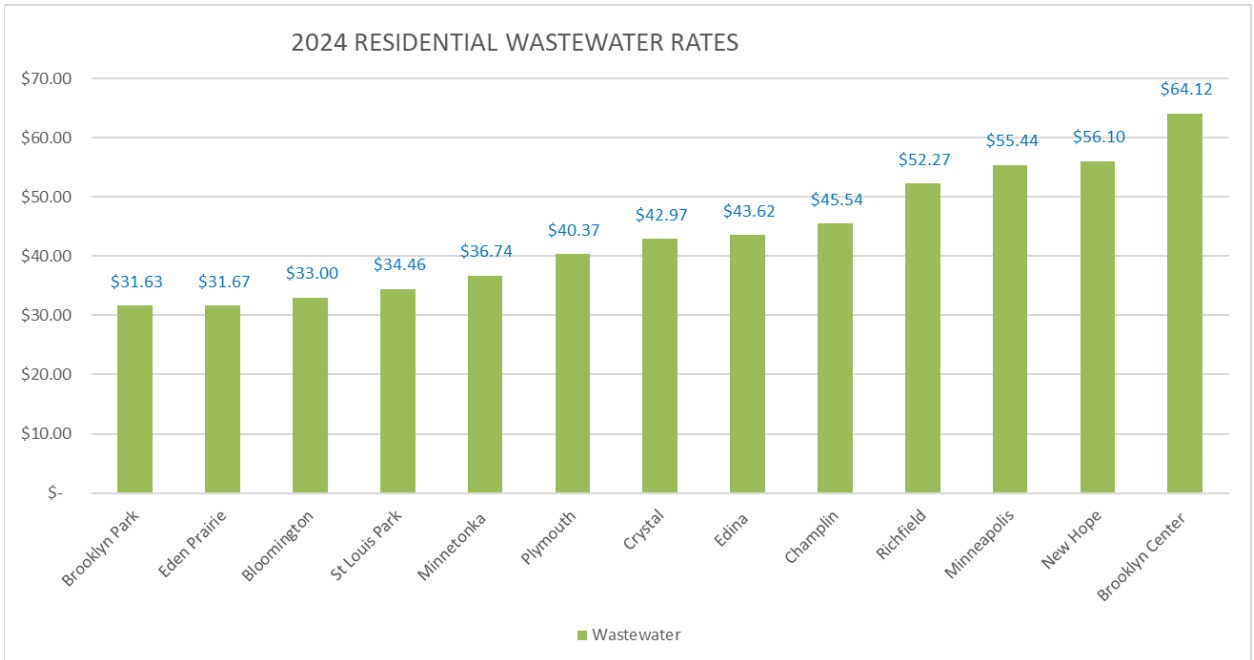
Provide sustainable renewal of wastewater system infrastructure, maximizing asset life and minimizing risk while maintaining established levels of service.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Healthy community (Environment)	Sanitary Sewer Inspection (miles)	32	29	29.7	30
Healthy community (Environment)	Sanitary Sewer Cleaning (miles)	207	212	184.7	220
Healthy community (Environment)	Number of public sewer system blockages per 10,000 connections	4.8	6.8	8.0	4.8

## 2024 Accomplishments

- Inspected over 29 miles of sanitary sewer main.
- Cleaned over 184 miles of sanitary sewer main.
- Responded to 20 mainline system blockages.



# Wastewater Utility - Enterprise Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Utility Fees	\$ 13,566,854	\$ 13,824,300	\$ 14,474,365
Other Revenue	495,057	418,896	352,000
Intergovernmental	50,000	27,567	-
Interest Income	(349,099)	435,350	99,000
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>13,762,812</b>	<b>14,706,113</b>	<b>14,925,365</b>
<b>Expenses</b>			
Salaries and Benefits	1,866,848	1,892,844	2,217,567
Materials, Supplies, & Services	9,535,394	10,157,653	11,505,800
Capital Outlay	832,158	301,244	1,450,000
Transfer to Other Funds	-	350,000	-
<b>Total Expenses</b>	<b>12,234,400</b>	<b>12,701,741</b>	<b>15,173,367</b>
<b>Working Capital</b>			
Net Change	1,528,412	2,004,372	(248,002)
Working Capital at Beginning of Year	11,163,514	12,691,926	14,696,298
<b>Working Capital at End of Year</b>	<b>\$ 12,691,926</b>	<b>\$ 14,696,298</b>	<b>\$ 14,448,296</b>



# Public Works - Storm Water Utility

The Storm Water Utility Fund is Enterprise Fund that provides for the operations, maintenance, and improvements to the City-owned storm sewer system through a storm utility fee charged to property owners. Objectives of the storm water utility include protecting structures and the public from storm water damage caused by surface water runoff, providing wetland protection, and compliance with the Minnesota Pollution Control Agency’s municipal storm water permitting program. The fee is intended to recover costs associated with meeting permit requirements and providing storm water utility service to residents and commercial establishments in a fair and equitable manner. The storm sewer infrastructure spans nearly 300 miles of mainline pipes and catch basin leads, with 5 lift stations, over 300 ponds, and thousands of maintenance holes and catch basins.

Authorized Full-Time Position	2024 BUDGET
WATER RESOURCES MANAGER	1
CIVIL ENGINEER	1
STREET MAINTENANCE SUPERVISOR	1
SENIOR ENGINEERING TECHNICIAN	2
WATER RESOURCES SPECIALIST	1
EQUIPMENT OPERATOR	5
<b>Grand Total</b>	<b>11</b>

## 2024 Goals and Objectives

- Respond and consult with city property and business owners as needed to provide guidance on drainage, erosion control, and pond aesthetics within 48 hours.
- Engage with the community, the Penn Lake Community Group, and the Nine Mile Creek Watershed District to develop a Pathway outlining 5-years of management and activities for Penn Lake.
- Continue to engage with the public using Let’s Talk Bloomington, videos, printed materials, website, and social media outlets to provide surface water quality information and promote storm water best management practices.
- Provide sustainable renewal of water system infrastructure, maximizing asset life and minimizing risk while maintaining or improving levels of service.

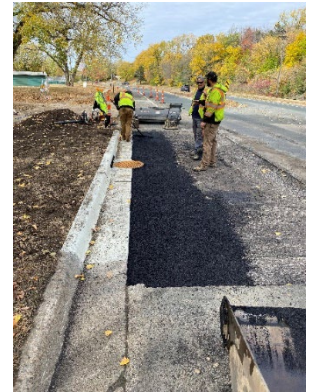


## Performance Measures

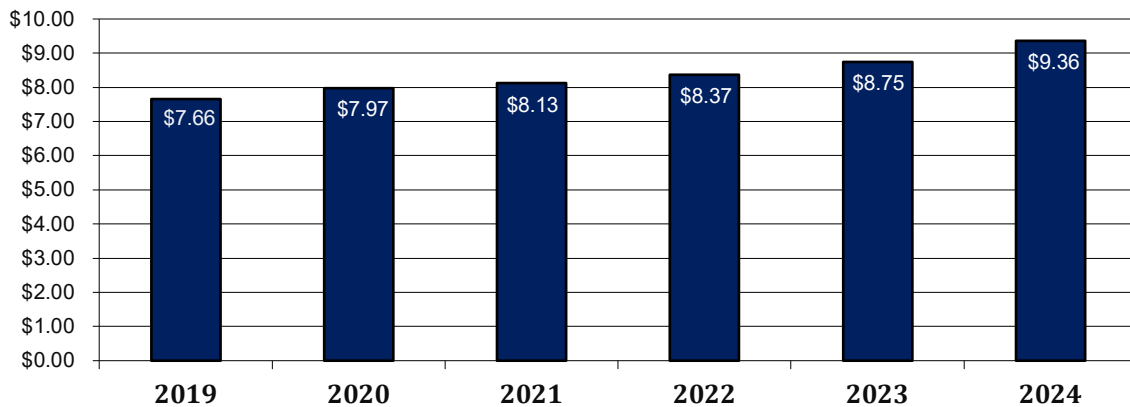
Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Healthy community (Environment)	Storm sewer junctions (Catch basins and Maintenance holes) inspected ensuring operation and identifying maintenance needs	550	494	612	500
Healthy community (Environment)	Inspection, maintenance, and cleaning of structural storm water best management practices	327	171*	123	250
Healthy community (Environment) & Connected, welcoming community	New Adopt-a-Drain participants from the city	39	32	52	30
Healthy community (Environment)	Surface water bodies sampled for water quality parameters	33	36	29	30
Healthy community (Environment)	Miles of storm sewer mainline pipe inspected	8.2	8.7	10.5	8

\*Vector truck breakdown prevented fall BMP inspection, maintenance, and cleaning

- Completed construction of the 2023-901 Storm Sewer Maintenance Project and 2022-902 Pond and Storm Sewer Maintenance Project.
- Continued cooperation with Nine Mile Creek Watershed District on management strategies for Normandale Lake, including Carp removal in 2023.
- Completed development of the Penn Lake Management Framework to meet Total Maximum Daily Load requirements.
- Bloomington Adopt-a-Drain program: 52 new users adopted 71 new drains in 2023; 776 total drains adopted by 454 participants across the city who reported 4,475lbs. of debris removed during 2023 (Adopt-a-Drain data provided by Hamline University).



## Storm Water Utility Cost per Month for Single-Family Home



# Storm Water Utility - Enterprise Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Utility Fees	\$ 7,146,132	\$ 7,483,931	\$ 8,013,330
Other Revenue	45,348	130,679	108,489
Intergovernmental	12,000	25,000	-
Interest Income	(372,982)	518,588	92,000
Bond Proceeds	52,507	52,507	-
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>6,883,005</b>	<b>8,210,705</b>	<b>8,213,819</b>
<b>Expenses</b>			
Salaries and Benefits	1,601,436	1,753,141	1,765,229
Materials, Supplies, & Services	1,762,229	1,721,343	1,987,051
Capital Outlay	5,581,857	2,241,345	4,823,000
Debt Service	1,006,229	1,000,854	1,012,438
Transfer to Other Funds	-	-	-
<b>Total Expenses</b>	<b>9,951,751</b>	<b>6,716,683</b>	<b>9,587,718</b>
<b>Working Capital</b>			
Net Change	(3,068,746)	1,494,022	(1,373,899)
Working Capital at Beginning of Year	14,960,454	11,891,708	13,385,729
<b>Working Capital at End of Year</b>	<b>\$ 11,891,708</b>	<b>\$ 13,385,729</b>	<b>\$ 12,011,830</b>

# Public Works – Solid Waste Utility

The Solid Waste Utility Fund is an Enterprise Fund that accounts for the operations and improvements to the citywide residential solid waste collection program. The residential solid waste program meets the City’s strategic objective of improving the indices measuring the community’s environmental and individual health by 2030. The City contracts for curbside collection of garbage (weekly), recycling (every-other-week), organics recycling (weekly), yard waste (weekly during yard waste season) and bulky items (see new program details below) collection for single-family residential properties, which includes duplex housing and certain townhomes that have opted into the program. The fund also accounts for clean-ups after major storm events, and private property Environmental Health abatements.

Authorized Full-Time Position	2024 BUDGET
SOLID WASTE PROGRAM COORDINATOR	1
SOLID WASTE SUSTAINABILITY SPECIALIST	1
<b>Grand Total</b>	<b>2</b>

## 2024 Goals and Objectives

- Administer the residential solid waste collection program and continue to ensure residents receive excellent customer service.
- Provide robust outreach and education to residents regarding the City’s solid waste program services.
- Continue to divert more waste from incineration and landfilling through recycling and composting and encouraging waste reduction and reuse.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
Healthy community (Environment)	Number of households with City-contracted solid waste services signed up for organics recycling	N/A	25.87%	28.16%	35%
Healthy community (Environment)	Tons residential source separated organics diverted from garbage	N/A	1,160 tons	1,418 tons	1,500 tons
Healthy community (Environment)	Tons of residential recycling (single-sort recycling and bulky items) diverted from garbage	N/A	4,923 tons	4,751.65 tons	5,000 tons
Healthy community (Environment)	Tons of residential items collected for reuse diverted from garbage	N/A	1.34 tons	10.07 tons	15 tons

### Bulky Item Management – Reuse and Recycling Programs

- Received the Sustainable City Award from the League of MN Cities as well as the Innovation in Sustainability Award from the Minneapolis Chamber of Commerce for changes to the Bulky Item Management Program to make the program more sustainable.
- Held second annual citywide recycling drop-off event with 1,141 vehicles attending. In total, over 63 tons of material was collected for recycling, including paper for shredding, mattress, electronics, bikes (reuse and recycling), tires, scrap metal and large appliances.
- Held community swap event for baby gear; 1,300 pounds of items were swapped.
- Held community compost giveaway; 580 vehicles attended, and 1,500 bags of compost were distributed.
- Rolled out regular collection of bulky items for reuse and recycling citywide in June 2023. In 2023, the program resulted in collection of 10.07 tons of bulky items collected for reuse and 43.6 tons of bulky items collected for recycling.

### Education and Outreach

- Sponsored and participated in the Hennepin County Stop Food-Waste Challenge and Hennepin County Plastic-Free Challenge.
- Provided waste diversion education at 19 community-based events.
- Mailed a Residential Solid Waste Services Guide to all households in the City’s garbage and recycling program.
- Mailed a Recycling Guide to all multi-family dwellings in Bloomington.
- Mailed a Bulky Item Management Program Guide to all households in the City’s garbage and recycling program.

### Organics Recycling

- Signed up an additional 35 households to use the organics recycling drop-offs, bringing total registered users to 2,080 households.
- Signed up an additional 529 households to participate in the curbside organics recycling program, bringing total participants to 6,110 households.
- Distributed supplies to residents to assist with overcoming barriers to use the new curbside organics recycling program. Distributed:
  - 2,587 boxes of 3-gallon certified compostable bags picked up by residents at distribution partner’s hardware store, Frattalone’s Hardware & Garden in Normandale Village.
  - Welcome Packets are provided to all households who sign up for curbside organics recycling. Packets include a starter kit of compostable bags, resource magnet and home setup tip guide.

## **Monthly Solid Waste and Recycling Rates**

<b>Service</b>	<b>2023</b>	<b>2024</b>
City Garbage and Recycling, including taxes and fees for a resident with a medium garbage cart	\$23.74	\$24.77
City Organics Recycling	\$5.50	\$5.67
Curbside Cleanup Fee	\$3.71	\$3.82



*Hosted a Baby Gear Swap at Moir Park in August 2023*



*Rolled out the monthly collection of bulky items for reuse and recycling citywide in 2023*



*Received the League of MN Cities Sustainable City 2023 Award for sustainable changes to our Bulky Item Management Program*

# Solid Waste Utility - Enterprise Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Property Taxes	\$ 185,000	\$ 185,000	\$ -
Utility Fees	9,133,904	9,417,761	9,811,609
Other Revenue	318,229	201,267	40,500
Intergovernmental	336,407	328,483	373,482
Interest Income	(20,487)	28,824	1,000
Transfers from Other Funds	-	-	-
<b>Total Revenues</b>	<b>9,953,053</b>	<b>10,161,335</b>	<b>10,226,591</b>
<b>Expenses</b>			
Salaries and Benefits	212,887	375,658	267,335
Materials, Supplies, & Services	10,042,112	9,206,240	10,715,554
Transfer to Other Funds	-	-	-
<b>Total Expenses</b>	<b>10,254,999</b>	<b>9,581,898</b>	<b>10,982,889</b>
<b>Working Capital</b>			
Net Change	(301,946)	579,437	(756,298)
Working Capital at Beginning of Year	1,803,430	1,501,484	2,080,921
<b>Working Capital at End of Year</b>	<b>\$ 1,501,484</b>	<b>\$ 2,080,921</b>	<b>\$ 1,324,623</b>

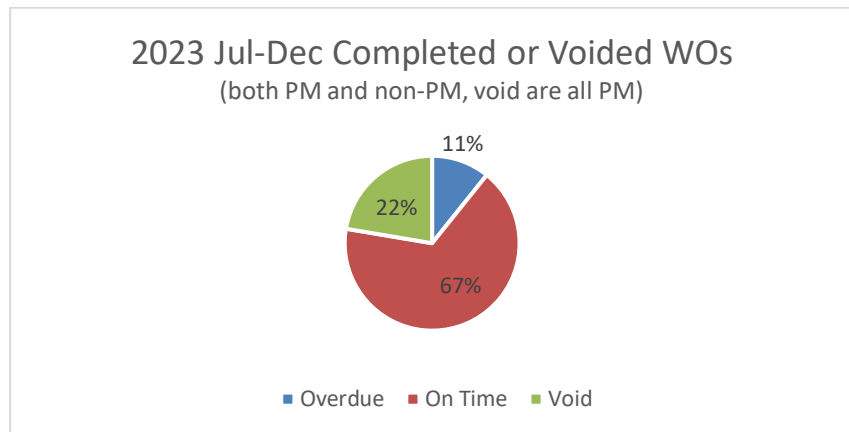
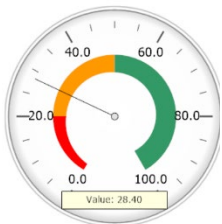
# Facilities Maintenance

The Facilities Fund is an Internal Service fund that pays for the costs related to capital repair and maintenance of the main City buildings, fire stations and cemetery property. Revenues are from internal department charges.

Authorized Full-Time Position	2024 BUDGET
ASSISTANT MAINTENANCE SUPERINTENDENT	1
FACILITIES MANAGER	1
FACILITIES MAINTENANCE SUPERVISOR	1
SERVICE TECHNICIAN	10
CIVIC PLAZA MAINTENANCE WORKER	1
MAINTENANCE WORKER	1
<b>Grand Total</b>	<b>15</b>

## 2024 Goals and Objectives

- To support a connected, welcoming community through efficient and sustainable operation and planned maintenance of the City’s buildings by:
  - Improve utilization and automation of work order management system.
  - Implement asset tracking for building improvements.
  - Update preventative maintenance work order organization and delivery.
- Guide capital improvement process to prioritize and cost out improvements to City facilities. Prepare the Capital Improvement Plan to go to the City Council in March.
  - Deliver capital improvements on time and on budget.
  - Assist other areas of the City in the delivery of their capital improvement projects.
- Explore improved maintenance options that are environmentally sustainable and
  - use a sustainability lens when planning maintenance projects.
  - advocate for sustainable equipment replacement and repairs.
- Improve Key Performance Indicators for Work Orders such as % of closed work orders that were preventative maintenance in one month.





## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Connected, Welcoming Community</b>	Work orders are entered and completed on time per their service level	n/a	n/a	78% of all WOs were on-time. Goal was 80%	Non-PM 80% On Time
<b>Health Community (Environment)</b>	Preventative Maintenance work orders are completed and on time	n/a	n/a	n/a	PM 65% On-Time
<b>Health Community (Human)</b>	Adjust building systems and procedures to maintain healthy buildings	n/a	n/a	Fire Station #4	In depth evaluation of one building per year
<b>Health Community (Environment)</b>	Review generator efficiency	n/a	n/a	Civic Plaza Generator in need of replacement	1 per year
<b>Connected, Welcoming Community</b>	Complete CIP projects	n/a	n/a	80%	80%
<b>Core service</b>	Onboard new Service Technicians		Fac. Mgr. Onboarded	Civic Plaza Facilities Attendant Onboarded	1 new position



*Fire Station #4 was awarded Project of the Year for Publicly Funded Construction Projects through the Minnesota Construction Association.*

## Facilities - Internal Service Fund Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Departmental Charges	\$ 6,489,697	\$ 6,486,527	\$ 6,853,244
Intergovernmental	1,200	1,200	-
Interest Income	(385,743)	580,727	150,000
Other Revenues	23,365	364,300	-
Bond Proceeds	-	-	-
Transfers from Other Funds	774,901	1,994,364	-
<b>Total Revenues</b>	<b>6,903,420</b>	<b>9,427,118</b>	<b>7,003,244</b>
<b>Expenses</b>			
Salaries and Benefits	1,245,207	1,504,292	1,918,690
Materials, Supplies, & Services	3,096,130	3,363,532	3,659,942
Capital Outlay	6,239,246	3,504,094	3,052,125
Debt Service			
Transfer to Other Funds	500,000	-	-
<b>Total Expenses</b>	<b>11,080,583</b>	<b>8,371,918</b>	<b>8,630,757</b>
<b>Working Capital</b>			
Net Change	(4,177,163)	1,055,200	(1,627,513)
Working Capital at Beginning of Year	14,828,828	10,651,665	11,706,865
<b>Working Capital at End of Year</b>	<b>\$ 10,651,665</b>	<b>\$ 11,706,865</b>	<b>\$ 10,079,352</b>

# Fleet Maintenance

The Fleet Maintenance Fund is an Internal Service Fund that pays for the costs related to the operations, maintenance, repair, and replacement of City vehicles and equipment. Departments are charged for vehicles used by their department. Part of the internal fee is to pay for operations; the other part is allocated for the replacement of the equipment. Any new equipment or additions to the Fleet are funded by the requesting department.

Authorized Full-Time Position	2024 BUDGET
FLEET MANAGER	1
FLEET MAINTENANCE SUPERVISOR	1
FLEET TECHNICIAN	9
OFFICE SUPPORT SPECIALIST	1
<b>Grand Total</b>	<b>12</b>

## 2024 Goals and Objectives

- Identify areas where we can downsize the Fleet.
- Identify areas where Fleet vehicles can be shared by different Departments.
- Complete design on new Repair Facility.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Department specific</b>	Turnaround Time - % of repairs completed in < 24hrs <i>Industry standard is 70%</i>	70%	69%	66%	70%
	Percentage of work orders that are proactive, not reactive	58%	51%	42%	60%
<b>Health Community (Environment)</b>	Number of diesel units on last tier emissions	31	31	52	56

## 2023 Accomplishments

- Expanded telematics to include all Maintenance and Utility vehicles.
- Received 7 electric Ford F-150 Lightning pickup trucks.
- The Fleet Department designed casters onto the sidewalk snow blower equipment to provide a stable running height, so the equipment maintains a constant clearance and eliminates catching on surfaces. This design was turned into Minnesota LTAP for their build a Better Mouse Trap Competition and was awarded 2<sup>nd</sup> place which was a great honor for their hard work and dedication for improving the way we do business.

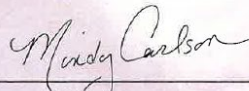
# 2023 Minnesota Build a Better Mousetrap Competition

## Second Place Award

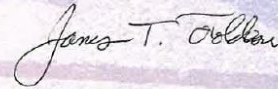
Presented to

*City of Bloomington*

for the following project:  
*Sidewalk Snow Blower Castors*

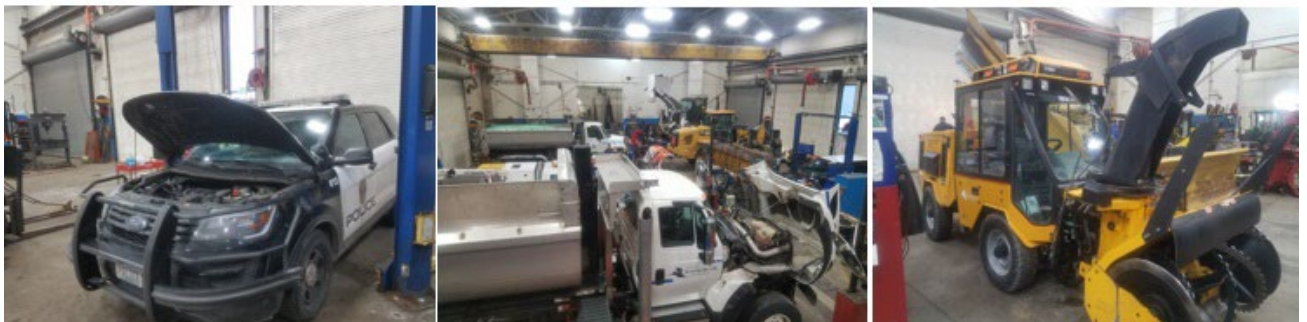


**Mindy Carlson**  
Program Director, Minnesota LTAP



**James Foldesi**  
Chair, Minnesota LRRB

- “By the numbers”
  - 595 Vehicles serviced and maintained.
  - 2,355,941 million miles traveled 2023.
  - Fuel Used:
    - 106,600 gallons of Diesel fuel used.
    - 191,732 gallons of Unleaded gas used.
  - 120 different classes of vehicles
  - 3,086 services and repairs performed.
  - \$1,020,472.43 parts needed for service, repairs, and stockroom.



# Fleet Maintenance - Internal Service Fund

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Departmental Charges	\$ 7,089,213	\$ 7,486,108	\$ 8,365,259
Intergovernmental	-	-	-
Interest Income	(230,300)	334,823	25,000
Other Revenues	158,666	341,213	150,000
Transfers from Other Funds	440,040	608,689	-
<b>Total Revenues</b>	<b>7,457,619</b>	<b>8,770,833</b>	<b>8,540,259</b>
<b>Expenses</b>			
Salaries and Benefits	1,399,917	1,378,178	1,544,582
Materials, Supplies, & Services	3,784,555	4,148,808	4,177,099
Capital Outlay	2,017,103	5,149,370	3,510,000
Transfer to Other Funds	-	-	-
<b>Total Expenses</b>	<b>7,201,575</b>	<b>10,676,356</b>	<b>9,231,681</b>
<b>Working Capital</b>			
Net Change	256,044	(1,905,523)	(691,422)
Working Capital at Beginning of Year	5,495,550	5,751,594	3,846,071
<b>Working Capital at End of Year</b>	<b>\$ 5,751,594</b>	<b>\$ 3,846,071</b>	<b>\$ 3,154,649</b>

# Housing and Redevelopment Authority

The Housing and Redevelopment Authority in and for the City of Bloomington (HRA) mission is to help provide affordable housing opportunities for those who are not adequately served by the marketplace, coordinate the City's efforts to preserve existing neighborhoods and promote development and redevelopment that enhances Bloomington. The HRA accomplishes its mission through various policies, programs and services, along the housing continuum, to help those unstably housed, renters, homeowners, and homebuyers in Bloomington. Funding comes from federal, state, regional and local sources. The HRA is governed by a seven-member board appointed by the Mayor, with approval of the City Council.

<b>Authorized Full-Time Position</b>	<b>2024 BUDGET</b>
HRA ADMINISTRATOR	1
ASSISTANT HRA ADMINISTRATOR	1
PROGRAM SPECIALIST II	6
OFFICE COORDINATOR	1
<b>Grand Total</b>	<b>9</b>

## 2024 Goals and Objectives

- Implement and expand programs and initiatives related to housing stabilization in coordination with Hennepin County.
- Acquire real property for affordable homeownership redevelopment opportunities.
- Implement Bloomington Affordable Homeownership program.
- Support residential energy efficient policy and programs through coordination and implementation.
- Support mixed income housing redevelopment with a focus on at or below 30% - 50% AMI unit creation.
- Expand unified housing improvement programs, services, and resources prioritizing underserved populations.
- Support and encourage creation of missing middle type housing.
- Support implementation and administration of the Opportunity Housing Ordinance.
- Maintain highest possible utilization of rental assistance programs and offerings.
- Implement technological updates and software for program delivery.
- Expand education offerings related to renting, homeownership, and finances.
- Strengthen authentic engagement and service delivery in and with underserved and culturally specific communities.

## Performance Measures

Strategic Priority	Performance Measure	2021 Actual	2022 Actual	2023 Actual	2024 Goal
<b>Connected, welcoming community</b>	Maintain highest possible utilization of Housing Choice Voucher Programs and offerings	550 vouchers	559 <sup>1</sup> vouchers	684 vouchers <sup>1</sup>	800 vouchers
<b>Equitable economic growth</b>	Affordable Housing - Affordable housing as compared to the City Comp Plan Goal	133 units	89 units <sup>2</sup>	295 units <sup>2</sup>	250 units <sup>3</sup>
<b>Connected, welcoming community</b>	Strengthen service delivery, access, and engagement with culturally specific communities	15%	25% <sup>3</sup>	60% <sup>4</sup>	75%
<b>Equitable economic growth</b>	Implement and expand home ownership opportunities and partnerships – including down payment assistance programming and affordable homeownership development	10%	25% <sup>4</sup>	50% <sup>5</sup>	65%
<b>Connected, welcoming community</b>	Collect and analyze data for programs and services – including stakeholder surveys	15%	25% <sup>5</sup>	40% <sup>6</sup>	50%

1. Maintained HCV program at 530 vouchers, including increased portability, and added 6 vouchers, 8 emergency vouchers, 10 FYI vouchers and 5 HUD VASH

2. 60% AMI total number of affordable units created

3. Offered journey to homeownership course; launched customer experience survey with over 60% positive responses; increased language translation services. Coordination with BPS OEE for program advertisement

4. DPA program and partnership with NeighborWorks Home Partners; Partnership with PPL for homebuyer education; Additional funding for Homes Within Reach to rehab a third affordable ownership home

5. Increased participation in survey with feedback. More positive engagement reported and programmatic updates to better serve stakeholders based on feedback and recommendations through a lens of equity.

<sup>1</sup> 542 Bloomington vouchers and 142 administered vouchers

<sup>2</sup> In 2023 - 50 affordable units opened; 89 affordable units under construction; and 156 affordable units approved for development.

<sup>3</sup> In 2024 goal of 250 affordable units to be opened, under construction or additionally approved for development

<sup>4</sup> Service delivery has increased by 60% over 2022 – including community engagement, program and services diversification, education offerings and increase in delivery to underserved populations

<sup>5</sup> Increased use of down payment assistance program, completion of three homes in partnership with Homes Within Reach, HRA purchase of 7 parcels for redevelopment, and approval of almost \$3.2M grant from MN Housing for 27 affordable homeownership units to be created

<sup>6</sup> Data collection and analysis increased by 40% over 2022 with more feedback provided in person or through notes of kindness as well as All Things Housing annual report and State of Homelessness report

# Component Unit - Housing & Redev. Authority

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Property Taxes	\$ 2,718,683	\$ 2,776,344	\$ 1,665,356
Delinquent Taxes & Abatements	(32,225)	(101,523)	-
Intergovernmental	6,227,040	7,774,177	6,743,843
Interest Income	734,343	1,370,405	20,000
Other Revenues	1,246,761	3,021,463	1,122,408
Bond Proceeds	5,551,460	-	-
Transfers from Other Funds	523,000	4,035,102	500,000
<b>Total Revenues</b>	<b>16,969,062</b>	<b>18,875,968</b>	<b>10,051,607</b>
<b>Expenses</b>			
Salaries and Benefits	1,244,633	1,112,155	1,480,061
Materials, Supplies, & Services	6,989,549	10,864,270	7,262,003
Internal Service Fund Charges	260,440	260,828	276,170
Capital Outlay	-	540,525	33,373
Debt	5,764,574	273,029	-
Transfer to Other Funds	643,190	3,213,778	500,000
<b>Total Expenses</b>	<b>14,902,386</b>	<b>16,264,585</b>	<b>9,551,607</b>
<b>Working Capital</b>			
Net Change	2,066,676	2,611,383	500,000
Working Capital at Beginning of Year	12,014,593	14,081,269	16,692,652
<b>Working Capital at End of Year</b>	<b>\$ 14,081,269</b>	<b>\$ 16,692,652</b>	<b>\$ 17,192,652</b>



# Port Authority

The Port Authority is a component unit of the City of Bloomington, created to provide a coordinated, cost-effective approach for redevelopment within defined development districts established throughout the City, utilizing tax increment and/or revenue bonds as needed. In 2024, the Port Authority will be coordinating development and redevelopment citywide, while also implementing resources and programs to assist small and large businesses. Additionally, the Port Authority continues to integrate Creative Placemaking working as an important component of the City’s economic development. Port Authority commissioners are appointed by the Mayor and confirmed by the City Council. The Port has limited taxing powers (including a levy not used to date) but has extensive authority to issue bonds or notes for public improvements and redevelopment, which are subject to approval by the City Council prior to issuance. The City guarantees some Port Authority debt and contracts staff for administration of the Port Authority.

Authorized Full-Time Position	2024 BUDGET
PORT AUTHORITY ADMINISTRATOR	1
ASSISTANT PORT AUTHORITY ADMINISTRATOR	2
ECONOMIC DEVELOPMENT ANALYST	3
BUSINESS DEVELOPMENT SPECIALIST	1
OFFICE SUPPORT SPECIALIST	1
CREATIVE PLACEMAKING SPECIALIST	1
<b>Grand Total</b>	<b>9</b>

## 2024 Key Projects:

5-Year Economic Development Action Plan, support of the Creative Placemaking Citywide Plan, Mall of America (MOA) expansion, development of former Ramada/Thunderbird site, development of former Interstate Diesel and Alpha V parcels to new phases of SICK USA, various multi-family apartment projects, further development at Bloomington Central Station, launch of business façade program, , and small business development center, grant assistance and regional collaboration for initiatives such as the Minnesota CHIPS Coalition and Medtech 3.0.

## 2024 Goals and Objectives

- To facilitate equitable development and redevelopment, especially where it can be served by transit, encourage short trip lengths, promote biking and walking, and reduce vehicle miles traveled.
- Oversee debt in a conservative manner to assure repayment and adequate resources.
- Make community investments that in turn encourage private investments consistent with the City’s sustainability objectives.

- Manage the implementation, administration, and monitoring of the Opportunity Housing Ordinance.
- Assist developers, as well as large and small businesses, in finding appropriate sites and resources to develop in Bloomington. Proactively developing relationships with BIPOC developers and developers not yet in Bloomington
- Build relationships with regional economic development organizations as well as organizations affiliated with BIPOC or underrepresented groups.
- Proactively visit and assist businesses in our community, both small and large.
- Connect business owners to resources and technical assistance through partner organizations.

**Performance Measures**

<b>Strategic Priority</b>	<b>Performance Measure</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Goal</b>
<b>Equitable economic growth</b>	Affordable Housing - Affordable housing units (affordable at 60% AMI or less) approved for development pursuant to the City Comp Plan Goal	161	89	137	75
<b>Equitable Economic Growth</b>	Number of businesses and hours of consulting provided by Elevate Hennepin technical assistance partnership	23 business contacts, 147 hours	43 business contacts, 329 hours	71 business contacts, 1,048 hours	80 business contacts, 500 hours
<b>Equitable economic growth</b>	Creative Placemaking - Percentage of BIPOC artists/artist teams hired for public art projects reflects Bloomington BIPOC population (about 30%)	67%	48%	84%	40%
<b>Connected, welcoming community</b>	Total number of projects and events to date.	45	55	75	90
<b>Connected, welcoming community</b>	Number of programs, projects, and events outside of South Loop.	0	2	3	4



*Latino Conservation Week Festival, photo credit: Drew Arrieta.*



*South Loop Community Garden, cyanotype banners, by Sheila Novak and Erin Genia.*



# Component Unit - Port Authority

## Financial Summary

	2022 Actual	2023 Projected	2024 Budget
<b>Revenues</b>			
Property Taxes	\$ -	\$ -	\$ 1,500,000
Intergovernmental Income	250,000	-	-
Other Revenues	630,000	2,102,800	850,000
Transfers from Other Funds			
<b>Total Revenues</b>	<b>880,000</b>	<b>2,102,800</b>	<b>2,350,000</b>
<b>Expenses</b>			
Salaries and Benefits	340,413	873,760	1,137,366
Materials, Supplies, & Services	402,183	667,559	1,009,560
Internal Service Fund Charges	80,257	89,690	188,706
Transfer to Other Funds	-	-	19,000
<b>Total Expenses</b>	<b>822,853</b>	<b>1,631,009</b>	<b>2,354,632</b>
<b>Working Capital</b>			
Net Change	57,147	471,791	(4,632)
Working Capital at Beginning of Year	16,019	73,166	544,957
<b>Working Capital at End of Year</b>	<b>\$ 73,166</b>	<b>\$ 544,957</b>	<b>\$ 540,325</b>



# Glossary



# Annual Budget 2024





# Glossary

**Accrual Basis** – The basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received, regardless that the receipt of cash or the payment of cash may take place in another accounting period.

**Adopted Budget** – The financial plan of revenues and expenditures for a fiscal year as adopted by the City Council.

**Appropriation** – A specific amount of money authorized by the City Council, generally during adoption of the annual budget, used to make expenditures for specific purposes.

**Assessed Valuation** – A value established by the City Property Appraiser for all real or personal property for use as a basis for levying property taxes.

**Audit** – An official inspection of an individual's or organization's accounts, typically by an independent body.

**Balanced Budget** – When expenditures are exactly offset by an equal amount of revenue.

**BIPOC (Black, Indigenous, and people of color)** - a term specific to the United States, intended to center the experiences of Black and Indigenous groups and demonstrate solidarity between communities of color. It acknowledges that people of color face varying types of discrimination and prejudice. Additionally, it emphasizes that systemic racism continues to oppress, invalidate, and deeply affect the lives of Black and Indigenous people in ways other people of color may not necessarily experience. Lastly and significantly, Black and Indigenous individuals and communities still bear the impact of slavery and genocide.

BIPOC aims to bring to center stage the specific violence, cultural erasure, and discrimination experienced by Black and Indigenous people. It reinforces the fact that not all people of color have the same experience, particularly when it comes to legislation and systemic oppression.

**Bond** – A written promise to pay a sum of money on a specific date at a specified interest rate as detailed in a bond resolution.

**Budget** – Line item revenue estimates and appropriations adopted by City Council for the following year.

**Budget Adjustment** – A revision to the adopted budget occurring during the affected fiscal year as approved by the City Council by an amendment or a transfer.

**Budget Calendar** – The schedule of key dates involved in the process of adopting and executing an adopted budget.

**Capital Outlay** – Purchases of fixed assets that have a value of \$10,000 or more, and a useful life of more than four years.

**Carryover** – Re-appropriation of budget authority for an expenditure to the following year to allow completion of a project. Carryovers require City Council approval.

**Certified Levy** – Total tax levy of a jurisdiction which is certified to the County Auditor.

**Capital Improvement Plan (CIP)** – A planning tool based on long-range physical planning and financial projections that forecast the City, the Bloomington Port Authority (Port), and Housing and Redevelopment Authority for the City of Bloomington (HRA) capital needs over a ten-year period as building blocks to help achieve the City's strategic vision and mission. The CIP includes a detailed description of every Capital Project anticipated to be initiated during the ten-year period. Find more at [blm.mn/cip](http://blm.mn/cip)

**City Council** – The elected body of members making up the legislative arm of local government in Bloomington.

**Contingency (or Undesignated Appropriations)** – Budget for expenditures which cannot be placed in departmental budgets, primarily due to uncertainty about the level or timing of expenditures when the budget is adopted. The contingency fund also serves as a hedge against shortfalls in revenue.

**COVID** – “COVID-19” or “Coronavirus Disease 2019” is the disease caused by the coronavirus SARS-CoV-2. Symptoms of COVID-19 include cough, fever, and shortness of breath. It is extremely contagious and caused a worldwide pandemic that began in March 2020. While the disease only causes mild to moderate illness in some people, in others it has caused life-threatening pneumonia and death.

**Deficit** – The excess of expenditures over revenues.

**Department** – Basic organizational unit of City government responsible for carrying out related functions. Larger departments are subdivided in to divisions.

**Department of Justice (DOJ)** – Federal executive department of the United States government responsible for the enforcement of the law and administration of justice.

**Depreciation** - A reduction in the value of an asset with the passage of time, due in particular to wear and tear.

**Division** – Basic organizational unit of City government that is functionally unique in its service delivery. Larger departments are subdivided in to divisions.

**Driving While Intoxicated (DWI)** – Driving, operating, or being in physical control of a motor vehicle while: under the influence of alcohol or drugs; knowingly under the influence of a hazardous substance that affects the body and substantially impairs driving abilities;



having a blood alcohol concentration of .08% or greater; or having any amount of a Schedule I or II drug, except marijuana, in the body.

**Electronic Benefit Transfer (EBT)** - An electronic system that allows a Supplemental Nutrition Assistance Program (SNAP) participant to pay for food using SNAP benefits.

**Encumbrance** – An account used to record the estimated amount of purchase orders or contracts chargeable to an appropriation. The account is credited when goods or services are received and the actual expenditure of the appropriation is known and recorded.

**Enterprise Fund** – A fund in which the services provided are financed and operating similarly to those of a private business enterprise, i.e., through user fees.

**Estimated Market Value** - Represents the selling price of a property if it were on the market. Estimated market value is converted to tax capacity before property taxes are levied.

**Expenditure (Expense)** – Decreases in financial resources other than through interfund transfers.

**Fiscal Disparities** – The program created by the Metropolitan Fiscal Disparities Act which shares growth in the commercial-industrial tax base in the seven-county metropolitan area. Forty percent of the value of new commercial-industrial development since 1971 is pooled and redistributed among 300 taxing districts to address uneven business development throughout the region.

**Five-Year Model** – A planning tool used to assess the opportunities and challenges of future budget years based on scenarios of the current budget year.

**Full-Time Equivalent (FTE)** – Equivalent of one employee working fulltime, or 2,080 hours per year. An FTE can be filled by any number of employees whose combined hours total 2,080 per year.

**Fund** – An independent fiscal and accounting entity which is segregated for the purpose of performing specific activities or achieving certain objectives.

**Fund Balance** – Difference between fund assets and fund liabilities (the equity) in governmental funds. Fund balances will be classified as reserved or unreserved.

Reserved Fund Balance - Legally segregated for a specific use. They are not available for discretionary appropriation.

Unreserved Fund Balance - The portion of fund balance that is not reserved. Represents resources that can be used for any purpose of the fund they are reported in.

Designated Funds - Establish tentative plans for, or restrictions on, the future use of financial resources.

Undesignated Fund Balance - The funds remaining after reduction for reserved and designated balances.

In addition, many of the special funds have restricted use, depending on the legal restrictions governing the levy of the funds they contain. Examples are the Debt Service Fund and the Capital Projects Fund.

**General Fund** – The governmental accounting fund supported by ad valorem (property) taxes, licenses and permits, service charges and other general revenues to provide city-wide operating services.

**Geographic Information Services (GIS)** – A computer system for capturing, storing, checking, and displaying data related to positions on Earth’s surface.

**Government Financial Officers’ Association (GFOA)** – The professional association of state and local finance officers in the United States who are dedicated to the sound management of government financial resources. The association sets program standards for the GFOA’s Certificate of Achievement for Excellence in Financial Reporting.

**Governmental Accounting Standards Board (GASB)** – It is the highest source of accounting and financial reporting guidance for state and local governments.

**Governmental Fund** – A grouping used in accounting for tax-supported activities completed by the government.

**Indirectly Funded Amount** – The portion of appropriations not funded by program revenues such as fees and grants. This portion is funded from shared revenues such as property tax, intergovernmental revenues or a City-wide fee not directly attributable to any one program.

**Levy** – To impose taxes, special assessments, or service charges or the amount of those taxes, assessments or charges.

**Local Performance Aid** – A state program for cities and counties that is intended to provide an incentive for local governments to develop and maintain performance measurement systems.

**Let’s Talk Bloomington** - The City of Bloomington's interactive website for community conversations.

**League of Minnesota Cities Insurance Trust (LMCIT)** - A self-insured membership cooperative formed by Minnesota cities.

**Light Rail Transit (LRT)** – Passenger transportation on rails with a current terminus at the Mall of America.

**Major Account Series** – Three classifications of expenditures made by the City include:

Salaries, wages and benefits - Costs relating to employees or temporary help, including fringe benefits.

Materials, supplies and services - Costs relating to articles of a non-durable nature such as office supplies, professional and technical services, utilities and maintenance, operations and City support services.

Capital Outlay - Costs of durable goods such as furniture and equipment.

**Major Program** – The eight departments in the City of Bloomington government: Legal, Human Resources, Finance, Police, Fire, Community Development, Community Services and Public Works and one Technical Services Group.

**Major Fund** – A fund whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds.

**Mall of America (MOA)** – Nation’s largest retail and entertainment complex located in Bloomington.

**Metropolitan Council Environmental Services (MCES)** - The joint waste treatment facility for the metro area.

**Modified Accrual Basis** – Under the modified accrual basis of accounting, revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.

**National Community Survey™** - A benchmarking survey that provides a comprehensive picture of resident perspectives on community livability, performed by the National Research Center of Boulder, Colorado.

**Net Assets** – The equity associated with general government less liabilities.

**Operating Budget** – Financial plan for the fiscal year which authorizes proposed personnel complements, expenditures and the revenues to finance them.

**Pavement Management Program (PMP)** – This is an 80-year street overlay and construction plan that provides for the systematic maintenance and replacement of streets based on schedules that indicate the most cost-effective timeframe. The Council has adopted the first 20 years of the plan.

**Program** – Within each Department are several divisions or programs in the City, each charged with carrying out a specific function.

**Proprietary Fund** – A business-like fund of a state or local government. For example, enterprise fund and internal service fund.

**Proposed Budget** – Budget as submitted by the City Manager to the City Council.

**Public, Educational, and Governmental Fees (PEG)** –Public, Educational, and Governmental Access programming is supported by the PEG fee that is assessed to each cable subscriber. Funds can only be used to finance the production of PEG Access programming.

**Racial Equity Action Team (REAT)** - Staff-driven teams that advance racial equity work from the unique perspectives of individual departments and divisions.

**Ranked Choice Voting (RCV)** - An electoral system in which voters rank candidates by preference on their ballots.

**Request for Proposals (RFP)** – A request for proposal is a document that solicits proposal, often made through a bidding process, by an agency or company interested in procurement of a commodity, service, or valuable asset, to potential suppliers to submit business proposals.

**Retained Earnings** – The profits that a company has earned to date, less any dividends or other distributions to investors.

**Special Revenue Fund** – An account established by a government to collect money that must be used for a specific project. These funds provide an extra level of accountability and transparency to taxpayers that their tax dollars will go toward an intended purpose.

**Strategic Priorities** – Refers to the funds available for allocation to one-time or capital projects not funded through the budget process. These funds can be allocated from a direct levy or from any surplus that may result at the end of the budget year.

**Tax Capacity** – City tax base for the purpose of levying property taxes. Properties are multiplied by a Statutory rate which converts into the tax base (see also Tax Classification Rate).

**Tax Capacity Rate** –Tax rate applied to tax capacity in order to generate property tax revenue. The rate is obtained by dividing the property tax levy by the available tax capacity.

**Tax Classification Rate** – Rates at which estimated market values are converted into the property tax base. The classification rates are assigned to properties depending on their type (residential, commercial, farm, etc.) In some cases there are two tiers of classification rates with the rate increasing as the estimated market value increases.

**Tax Increment Financing (TIF)** – Financing tool originally intended to combat severe blight in areas which would not be redeveloped “but for” the availability of government subsidies derived from locally generated property tax revenues.

**Third Party Administrator (TPA)** – Claims processor for certain employee benefits.

**Truth-In-Taxation (TNT)** – Procedures adopted by the 1989 Minnesota Legislature intended to improve accountability in the adoption of the budget and property tax levy of local governments. These procedures are revised annually.

**Workers' Compensation Reinsurance Association (WCRA)** – Insurance coverage that protects the City from catastrophic workers' compensation losses.

**WIC** - The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age 5 who are found to be at nutritional risk.

**Working Capital** – Current assets minus current liabilities. This measure is used as a gauge in determining appropriate fund balances.

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