

NON-COMPREHENSIVE INVENTORY OF PROGRAMS

The following list of programs is not meant to be comprehensive and does not reflect the full scope of services currently provided and supported by the City. The provided list of programs is also not comparable amongst departments as a clear definition of what constitutes a program has not been adopted. City staff is still in the preliminary stages of developing a programmatic budgeting system which will take much more time and a significant amount of resources to accomplish. This list is subject to change.

PROGRAMS BY DEPARTMENT

Fire

| Fund | Type | Program Description |
|------|--------------------|--|
| GF | EMS | Emergency Medical Services and Transportation: Basic, intermediate, and advanced life support, Personnel performing these duties also respond on fires and other emergencies as part of the overall emergency response system |
| GF | Fire | Fire Suppression and Rescue Operations: Fires, Hazardous Conditions, Service Calls, Alarms, etc., Personnel performing these duties also respond to EMS calls as part of the emergency response system. |
| GF | Investigation | Fire Cause and Origin Investigations: Illinois State Statute requires the investigation of all fires within the City. Personnel performing this function are also assigned to a regular response position. |
| GF | HAZMAT | Hazardous Materials Response: The Department is the regional response team for Hazardous Materials and received State funding for training and equipping the team. |
| GF | Public Information | Fire and Safety Public Education: Fire safety and community education is considered to be the most cost effective way to mitigate fires in a community. Specialized programs target specific audiences such as pre-school, elementary, and high school ages as well as adults; The Department provides public safety information and training on such topics as fire extinguisher training, bullying, bike safety, Halloween and holiday safety, school programs and group presentations through the Public Education Officer |
| GF | ARFF | Aircraft Rescue and Firefighting (ARFF) services for Central Illinois Regional Airport (CIRA): Department provides ARFF qualified Engineer for response to CIRA 24/7, as well as maintenance of equipment and facilities by agreement to keep the airport operating under Federal Aviation Administration (FAA) part 139 compliance; These responses involve aircraft emergency situations, fuels spills, inflight medical events and other responses requested by airport authorities, including responses to fire and EMS related incidents throughout airport property. The equipment, facility to operate out of, and a yearly training stipend are provided to the City for providing these services. |

Police

| Fund | Type | Program Description |
|------|---------------------------------------|---|
| GF | Police Administration | Oversee, manage numerous disciplines within the agency |
| GF | Records/Evidence | Manages all aspects with regards to records and evidence |
| GF | Patrol | Calls for service, patrol, crime detection/prevention, initial response |
| GF | Criminal Investigation Division (CID) | Investigations and all related facets of such |
| GF | Street Crimes Division | Directed Crime Suppression, special assignments, Investigation support |
| GF | Vice | Narcotics Investigations and other covert investigations, supplementary support for CID |

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| GF | Public Information | Media Spokesperson, face of police department, Public Interaction, Social Media |
| GF | Training Division | Oversight of departmental training and equipment needs |
| GF | Crime Intelligence Analysis Unit | Provides support to all other Division in the department from broad to finite |
| GF | SWAT | SWAT, High risk police activities |
| GF | Crisis Negotiations Unit | Negotiations with hostage/barricaded subject situations |
| GF | School Resource Officers | Provided School presence, crime deterrence, emergency planning at schools |
| GF | Communications | Provides for Public access to emergency/non emergency City services to include all public safety |

Public Works

| Fund | Type | Program Description |
|------|--------------|---|
| GF | Fleet | The Fleet Program Includes Fleet Acquisition, Make Ready, and Body Repair; Equipment Maintenance Repair and Related Parts Service Support; Fuel Storage, delivery, Site Permitting, Maintenance and Repair. |
| SW | Solid Waste | Solid Waste Program Includes Contained Residential Trash and Recycle Collection Institutional Collection and Special Services; Bulk Trash Collection; Drop-off Facility Collection; Downtown Public Trash Collection; Education and Enforcement; Customer Call Center; Container Delivery and Repair; Street Sweeping; Alley Maintenance (filling potholes with rock); Roadway Median Cleanup; and Abatement Assistance for Community Development. |
| Swr | Sewer | Sewer Program Includes Cave-Ins; Inlets; Manholes; 30/60/90; Storm Sewer Maintenance; Sewer Maintenance; Sewer Services; Grease; Rats; Root Control; and Manhole Inspection |
| GF | Streets | Streets Program Includes Potholes; Street Panels; Mill & Fill; Alley Maintenance; Contractor Ditch Repair; Brick Street Maintenance and Repair; Erosion Control Problems; Sidewalk Replacement; Sidewalk ADA Complaint; Curb Replacement; and Parkway Restoration |
| GF | Snow | Snow Program Includes Snow Removal; Salt; and Mailbox Repair and/or Replacement |
| GF | Engineering | Engineering Program Includes Construction inspection on projects involving City Infrastructure; Maintain GIS; Design Infrastructure Projects; Coordinate Infrastructure Projects; Coordinate Infrastructure Design with Outside Consultants; Review, Maintain and Enforce City Codes and Standards; Help Members of the General Public with Infrastructure Related Concerns; Provide Informational/Technical Advice to City Council, other Departments, and Citizens; Perform traffic related Investigations; and Propose Budgets for CIF, SDF, SWMF. |
| GF | Electricians | The Electrician Program Includes Programming and Maintenance of Traffic Signals; Programming and Maintenance of all Traffic Signal Video Detection Cameras and Related Control Equipment; Maintenance of Traffic Control Equipment at the 911 Building; Trouble Shoot and Repair Detector Loop Systems; Annual Traffic Signal Maintenance; Maintain City Owned Ornamental and all Street Lighting in Subdivisions Served by Corn Belt Electric Co-op; Maintain all Civil Defense Sirens; Maintenance and Repair of all City Owned Sewage Lift Stations; Repair and Maintenance of Pumps and Related |

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| | | Electrical Equipment; Programming and Maintenance of Water Department SCADA (supervisory Control and Data Acquisition) system; Respond to all Electrical Equipment Failures at all Water Installations; and Maintenance and Restocking of Shop Areas. |
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Community Development

| Fund | Type | Program Description |
|------|-------------|---|
| GF | Grant | Affordable Housing Construction and Maintenance Grants Program |
| GF | Building | Rental Unit Property Maintenance Program, Commercial Property Maintenance Code Compliance, Building Safety and Code Compliance Program, Backflow Prevention Program |
| GF | Code Enf | Non-Commercial Property Maintenance Code Compliance, Mobile Home Park Maintenance Program |
| GF | Zoning | Sign Code Administration |
| GF | Planning | Comprehensive Plan Preparation Support, Zoning Ordinance and Comprehensive Plan Implementation, Historic Preservation Ordinance Administration, Contractor Registration Program |
| GF | Admin | Freedom of Information Act Compliance, Parking Pass Program |
| GF | Maintenance | City Facilities Maintenance |

Parks, Recreation, & Cultural Arts (PR&CA)

| Fund | Type | Program Description |
|------|----------------|--|
| GF | Administration | Grant administration, Facility rental (pavilions, Miller Park, Field Rentals, etc.), Comprehensive long range planning for parks, trails and recreational facilities including assessments |
| GF | Recreation | Aquatics (2 pools), Pepsi Ice Center, Adult Sports, Yuoth Sports, Senior Sports, School age day camps, classes and school's out days, Health and Wellness, Lincoln Leisure Center, SOAR, Miller Park mini golf and boating concession, Concerts and special events, Field use by community wide sports organizations |
| GF | Golf | Lessons, Rounds, Tournaments and course maintenance of: The Den at Fox Creek, Prairie Vista Golf Course, Highland Golf Course |
| GF | Zoo | Exhibits and animal care, Education, Special Events |
| GF | Parks | Turf Management, Conservation and storm water management, City-wide beautification (including right-of-ways and medians and downtown flower pots), Historical reservation, Forestry, Park and facility maintenance, Trail maintenance, City-wide support services (Coliseum, city side departmental needs) |
| GF | BCPA | BCPA (contractual Performances, Community Uses/Facility Rentals, In-House Productions, Fund raising/Creativity Center) |

Water

| Fund | Type | Program Description |
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| Water | Monitoring | Lake watershed monitoring and analysis, Lake Management, Water quality monitoring (IEPA Tier III monitoring, Routine monitoring and profiles) |

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| Water | Maintenance | Shoreline erosion control (Mackinaw Ariver Drinking Watersheds Project, Constructed wetlands at T3 and on City property by Money Creek, Adaptive Nutrient Management Program, Re-saturation of riparian buffer) |
| Water | Supply | Implement Interim Water Supply Plan, Well inventory to evaluate the effects of the development of supplemental water supplies on private wells, Continue involvement with the Mohamet Aquifer Consortium and the Regional Water Supply Planning Committee, Conservation Water Rates, Business Model Resiliency, Water Conservation Program) |
| Water | Operation | Conversion to AMR meter reading, Leak detection program, Valve turning program, Hydrant testing and maintenance program, Meter change out program (Based upon Consumption/Age), Water main replacement program, Lead removal program |

Finance

| Fund | Type | Program Description |
|------|---------|----------------------------------|
| GF | Finance | Financial Accounting & Reporting |
| GF | Finance | Budgeting |
| GF | Finance | Treasury/Cash Management |
| GF | Finance | Payroll |
| GF | Finance | Procurement |
| GF | Finance | Debt Management |
| GF | Finance | Internal Audit/Controls |

Clerk

| Fund | Type | Program Description |
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| GF | Clerk | City Council/Open Meetings Act |
| GF | Clerk | License Services |
| GF | Clerk | Mail Services |
| GF | Clerk | Records Management |
| GF | Clerk | Freedom of Information Act |

Information Services

| Fund | Type | Program Description |
|------|--|---|
| GF | Shared Common Technology Infrastructure | Servers, Storage Arrays, Storage Network, Virtual Servers and Desktops, Wired and Wireless Networks |
| GF | City-Wide Enterprise Applications | HR, Payroll, Financial, Billing, Public Safety, Parks, Public Works, Community Development, GIS, Web Services, Parking, etc. |
| GF | Information Security | Enterprise Backup, Data Redundancy, Security Oversight, Review of Security Policies and Procedures |
| GF | Strategic Technology Planning and Management | Communicate the use of IT Standard Principles and Best Practices to align IT technology plan and technical documentation to City Strategic Plan |
| GF | Unified Communications | LAN/WAN network design and implementation, Internet connectivity and security, Structured Cabling Systems, Telephony, Mobile Devices, Email |

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| GF | Service Desk | Single point of contact for IT service requests |
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Human Resources

| Fund | Type | Program Description |
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| GF | Recruitment and Selection | For all positions throughout the City to provide a qualified, dedicated and competent workforce. |
| GF | Labor Relations | Costing and planning for and negotiation of collective bargaining agreements (CBAs), grievance resolution, advising management and employees concerning the terms of the CBAs. |
| GF | Employee Relations | Employee recognition and reward, advising management and employees concerning City personnel policies outside CBAs, investigation of employee incidents, recommending discipline as appropriate. |
| GF | Benefit Management and Administration | Evaluating, recommending and revising employee benefit programs and providers. Ensure quality, cost effective and customer service. Developing, implementing and monitoring policies, procedures and legal requirements for providing benefits, obtaining payments and maintaining proper enrollment records. Ensuring timely payments to vendors. Reporting for legal and other purposes. |
| GF | Training and Development | Provide training on a variety of issues to City employees to ensure a more efficient and effective workforce, educate management on legal issues; prepare employees for career advancement. |
| GF | Payroll Entry/HRIS System Maintenance | Update/ input records to reflect pay, benefit, position changes, new hires and terminations. Works with IS and Finance to update, implement and maintain the City's Human Resource/Payroll information system. |
| GF | Position Classification and Compensation | Develop/revise job descriptions, determine proper legal and pay classification. Reviews the City's pay structure for internal equity and external comparability. Recommends adjustments as needed for the City to attract and retain qualified and competent employees. |
| GF | Personnel Policy Development, Review and Communication | Personnel policies provide a uniform and consistent framework for behavior in the workplace and guide the organization in complying with a myriad of laws and regulations pertaining to employment related issues. Policies must be reviewed, updated and communicated to fit the needs of the organization and as laws and regulations are added or change. |
| GF | Personnel Record Maintenance | Maintaining and managing employment records in compliance with state and federal laws and for organizational requirements. |
| GF | Community Relations | Per City ordinance Chapter 22.2, Human Relations, works with the Bloomington Human Relations Commission advising, assisting and acting as a liaison to City Administration. Investigates discrimination complaints. Fosters community tolerance and respect through education and public awareness programs. |
| GF | Employee Health Programs | Required for legal compliance; to ensure the health of the City's workforce in direct relation to work performed and for risk management. Arranges for and monitors the results of pre-employment and on the job physical and drug testing programs. Makes recommendations based on results in compliance with the law, City policy and CBAs. |
| GF | Worker's Compensation | In coordination with the City's work comp carrier manages return to work program, payments, and applicable leave policies. |
| GF | Employee | Development, implementation and administration of programs designed to keep |

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| | Wellness | employees and their families healthy. Programs and activities are designed to reduce health insurance and worker's compensation costs, decrease absenteeism and increase employee productivity. |
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Library

| Fund | Type | Program Description |
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| Library | Adult and Teen Services | Adult Services provides materials, programs, and other services for teens and adults. Nine different book clubs are offered for adults. Project Next Generation is a grant supported program that uses technology with teens. A Digital Media Lab is available to the public for special projects. Computers and laptops are available for the public. Assistance with e-book readers and computer related projects is available. |
| Library | Children's Services | Children's Services provides materials, programs, and other services for the families of the community. Summer Reading, the Library's largest program, encourages children, teens, and adults to read over the summer months to keep up their literacy skills. Story times, puppet shows, and other types of programs are provided on an ongoing basis. Dia de los Ninos and A Celebration of India both celebrate books, reading, and diversity in our community with day long activities. |
| Library | Circulation and Outreach Services | Circulation handles all of the transactions involved in lending of the library's materials and returning them to the shelves. Outreach provides bookmobile services to all areas of the City and the Golden Prairie Library District as well as home delivery to homebound residents and deposit collections to daycare centers and senior facilities. |
| Library | Collection Development and Technical Services | Collection development includes all of the selectors from both Adult and Children's Services and is responsible for the selection and maintenance of all materials purchased for the Bloomington Public Library. This service pertains to all materials in all formats – audio books, e-books, cds, dvds, databases, and print books. Technical Services provides acquisition and receiving, cataloging, and processing for all library materials. |