

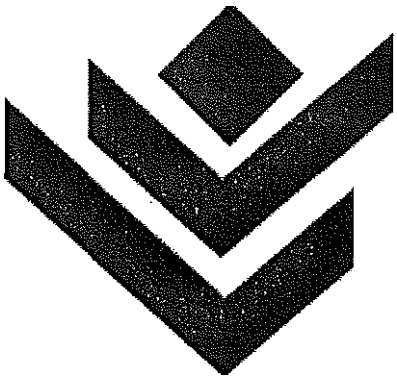
CITY OF BLOOMINGTON COUNCIL MEETING AUGUST 22, 2016

CONSENT AGENDA

RECOGNITION

REGULAR AGENDA

AGENDA



City Logo Design Rationale

The symbol for the City of Bloomington is multifaceted in its visual and conceptual approach. Visually the symbol and the City's identity represent a modern progressive style which is consistent with the City's government. The symbol is based on three different concepts which combine to represent the City in a contemporary and appropriate way.

First and foremost is the chevron. The City government is a respected agency dedicated to serving the public. In this way, the chevron represents service, rank and authority.

The symbol may also be seen as a three dimensional building. This represents growth and diversity in our community.

Finally, the flower or plant derived from the original name "Blooming Grove," represents a community that is friendly and safe. Progress and growth are also associated with plant life as well as regeneration and renewal.

The symbol's positive upward movement is representative of the City's commitment to excellence!

City of Bloomington – Strategic Plan

Vision 2025

Bloomington 2025 is a beautiful, family friendly city with a downtown – the heart of the community and great neighborhoods. The City has a diverse local economy and convenient connectivity. Residents enjoy quality education for a lifetime and choices for entertainment and recreation. Everyone takes pride in Bloomington.
Jewel of Midwest Cities.

Mission

The Mission of the City of Bloomington is to be financially responsible providing quality, basic municipal services at the best value. The city engages residents and partners with others for community benefit.

Core Beliefs

Enjoy **S**erving Others
Produce Results
Act with **I**ntegrity Take
Responsibility Be
Innovative Practice
Teamwork
Show the **SPIRIT!!**

Goals 2015

Financially Sound City Providing Quality Basic Services
Upgrade City Infrastructure and Facilities
Strong Neighborhoods
Grow the Local Economy
Great Place to Live – A Livable, Sustainable City
Prosperous Downtown Bloomington

12/11/2010

CITY OF BLOOMINGTON

2015 Strategic Plan Goals

Goal	**1.**	**Financially Sound City Providing Quality Basic Services**
Objective	a.	Budget with adequate resources to support defined services and level of services
	b.	Reserves consistent with city policies
	c.	Engaged residents that are well informed and involved in an open governance process
	d.	City services delivered in the most cost-effective, efficient manner
	e.	Partnering with others for the most cost-effective service delivery
Goal	**2.**	**Upgrade City Infrastructure and Facilities**
Objective	a.	Better quality roads and sidewalks
	b.	Quality water for the long term
	c.	Functional, well maintained sewer collection system
	d.	Well-designed, well maintained City facilities emphasizing productivity and customer service
	e.	Investing in the City's future through a realistic, funded capital improvement program
Goal	**3.**	**Grow the Local Economy**
Objective	a.	Retention and growth of current local businesses
	b.	Attraction of new targeted businesses that are the "right" fit for Bloomington
	c.	Revitalization of older commercial homes
	d.	Expanded retail businesses
	e.	Strong working relationship among the City, businesses, economic development organizations
Goal	**4.**	**Strong Neighborhoods**
Objective	a.	Residents feeling safe in their homes and neighborhoods
	b.	Upgraded quality of older housing stock
	c.	Preservation of property/home valuations
	d.	Improved neighborhood infrastructure
	e.	Strong partnership with residents and neighborhood associations
	f.	Residents increasingly sharing/taking responsibility for their homes and neighborhoods
Goal	**5.**	**Great Place – Livable, Sustainable City**
Objective	a.	Well-planned City with necessary services and infrastructure
	b.	City decisions consistent with plans and policies
	c.	Incorporation of "Green Sustainable" concepts into City's development and plans
	d.	Appropriate leisure and recreational opportunities responding to the needs of residents
	e.	More attractive city: commercial areas and neighborhoods
Goal	**6.**	**Prosperous Downtown Bloomington**
Objective	a.	More beautiful, clean Downtown area
	b.	Downtown Vision and Plan used to guide development, redevelopment and investments
	c.	Downtown becoming a community and regional destination
	d.	Healthy adjacent neighborhoods linked to Downtown
	e.	Preservation of historic buildings

Brief Summary of Five Council Priorities

Five Priorities

At the September retreat, Council informally selected its top five priorities, and since that time staff has seen that these five areas are the dominant focus of the Council's policy deliberations. The selected priorities are:

1. Economic Development
2. Infrastructure
3. Financial Planning
4. Reduced Emergency Response Times
5. Downtown Implementation Plan

The value in naming priorities is to establish policy direction, make that direction known to stakeholders and guide policy, budget and operational decisions. As we work to develop the City's FY17 budget, staff would find value in formalizing the five priorities for the next fiscal year.

Prior to formalization, we have prepared this brief summary to begin the dialogue about what each priority means, where it stands and what it will take to advance each going forward.

1. Economic Development
    A. Economic development was overwhelmingly recognized by the Council as **essential to the financial sustainability** of the community. It is our prime means to diversify our tax base and expand our revenue streams.
    B. City of Bloomington economic development is undertaken in parallel with **regional collaboration** and economic development initiatives of the EDC, B/N Advantage and others.
    C. The time is right to review our **economic development strategic plan and incentive policy**. Tools such as TIF are invaluable for the redevelopment of areas such as Colonial Plaza, and will be key to our success.
    D. Economic development cannot stand alone and depends on sound infrastructure and quality of life to successfully ensure a financially-sound future for our community.

2. Infrastructure
    A. The City is decades behind in funding much-needed **infrastructure maintenance**, estimated to total $400M or more. Reliable infrastructure with the capacity to handle growth is essential to economic development, quality of life and the City's financial long-term stability.
    B. Our City's recently completed **infrastructure Master Plans**, encompassing streets, sanitary sewers, storm water, facilities, sidewalks and more provide detailed inventory, condition rating and make it possible for us to assess and prioritize critical needs.
    C. The next essential step is to develop a **five year Capital Improvement Plan** to address the most urgent/timely needs, AND a funding strategy.
    D. Some projects included in the City's Master Plans are prime candidates for borrowing. Financing options are many, and Council will determine a preferred strategy, ranging from conservative to aggressive.

DRAFT

3. Financial Planning
    A. Since the Great Recession, we are all adapting to a new economy that requires us to have a **long-term, continuously evolving plan for financial sustainability**, including a plan for appropriate reserves. We must have a balanced budget to avoid the pitfalls and reputational damage that many other governments continue to experience.
    B. A deficit in the City's General Fund was averted in the near term through Budget Task Force recommendations and the Council's recent adoption of a 1% sales tax increase. However, the City's expenses, especially those tied to Police and Fire pensions and labor costs, will continue to increase over the years. The **potential for a General Fund structural deficit** will continue to threaten future budgets.
    C. It will take all of us, including our citizens, to develop solutions for achievement of financial sustainability. We must focus on refining our financial projections, re-forecasting when appropriate, identifying programs and services, establishing appropriate levels of service performance measures, and prioritization.
    D. A **Capital Improvement Plan and funding** is critical to the City's financial strategy now and going forward.

4. Reduced Emergency Response Times
    A. Despite the excellent efforts of our first responders, the Fire Master Plan identified that **service to the City's northeast portion is inadequate and response times are below our standards**. Long-term, the Master Plan recommends a new Fire Station facility to serve the northeast area of the City. In the short-term, we must identify creative and innovative methods to reduce EMS and fire suppression response times.
    B. Quality public safety services are essential to a community's Economic Development and, with so many financial resources devoted to public safety, **finding efficient solutions to public safety issues** contributes to the long-term financial health of the community.

5. Downtown Implementation Plan
    A. The Downtown Master Plan was adopted by the City Council in 2013 without an Implementation Plan. Increased interest in Downtown economic development, notably in the proposed addition of hotel and/or convention center space, indicates this is the time to **design the City's role** in success of the Downtown.
        a. It will take inside and outside **resources to vet potential Downtown projects**.
        b. We must determine the amount and type of **public engagement** that is appropriate for Downtown development proposals.
        c. Traditionally, municipalities play a role in Downtown **streetscape improvements** and meeting its **parking needs**.
    B. We can **build upon the qualities that make our Downtown special**, such as our ties to President Lincoln and Route 66, both expertly displayed in the new Visitors Center at the McLean County Museum of History. Smart economic development in Downtown will expand on existing assets and attractions like the Museum, the BCPA and the Coliseum.

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RESOLUTION NO. 2016 -29

A RESOLUTION ADOPTING A MISSION, VISION AND VALUES STATEMENT FOR THE CITY OF BLOOMINGTON

WHEREAS, the City of Bloomington ("City") is an Illinois home-rule municipality; and

WHEREAS, the City is known as the "Jewel of the Midwest;" and

WHEREAS, the City is a great place to live, work and play; and

WHEREAS, the City Council desires to adopt a statement expressing the Organizational Mission, Vision and Values of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE City Council of the City of Bloomington, McLean County, Illinois, as follows:

Section 1. The above stated recitals are incorporated herein by reference.

Section 2. The City Council of the City of Bloomington hereby formally adopt the following as the City's Organizational Mission, Vision and Values:

Mission: To lead, serve and uplift the City of Bloomington

Vision: A Jewel of Midwest Cities

Values: Service-centered, results-driven, inclusive.

Section 3. All resolutions in conflict with this Resolution, as well as any previous statements adopted on the mission, vision and values of the City are hereby repealed.

Section 4. This Resolution shall be in full force and effect immediately after its passage and approval.

APPROVED by the City Council of the City of Bloomington, McLean County, Bloomington, Illinois, July 25, 2016, by a vote of 7 to 2. (Nay: Alderman Kevin Lower) (Absent: Alderman David Sage)

CITY OF BLOOMINGTON

Tari Renner, Mayor

ATTEST

Cherry L. Lawson, City Clerk

CITY COUNCIL MEETING AGENDA
CITY COUNCIL CHAMBERS
109 E. OLIVE STREET, BLOOMINGTON, IL 61701
MONDAY, AUGUST 22, 2016 7:00 P.M.

1. Call to order

2. Pledge of Allegiance to the Flag

3. Remain Standing for a Moment of Silent Prayer

4. Roll Call

5. Recognition/Appointments

A. Presentation by McLean County Health Department, Community Health Needs Assessment Results (10 minutes.)

B. Presentation by Sally Heffernan, BN Advantage Steering Committee, (10 minutes)

C. Appointment of Alicia Whitworth to the Bloomington Board of Library Trustees

D. Appointment of Levi Sturgeon to the Board of Fire & Police Commissioners

E. Appointment of Michael Butts to the Board of Zoning Appeals.

6. Public Comment

7. "Consent Agenda"

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C. Consideration of approving Appointments to Various Boards and Commissions. *(Recommend that Alicia Whitworth be appointed to the Bloomington Board of Library Trustees, that Levi Sturgeon be appointed to the Board of Fire & Police Commissioners, and that Michael Butts be appointed to the Board of Zoning Appeals.)*

D. Consideration of ratifying a contract with the International Association of Machinists and Aerospace Workers, Lodge 1000. *(Recommend that the Contract be ratified, and authorize the bargaining unit team to execute the agreement.)*

E. Consideration of approving the renewal of the 2004 Variable Bond Repurchase Agreement. *(Recommend that the renewal agreement for the 2004 Bond Repurchase be approved and authorize the Mayor and City Clerk to execute all necessary documents.)*

F. Consideration of approving an Ordinance amending the City Code Provisions of Bulk Waste and Brush Collection in Relation to National Historic Landmarks within the City. *(Recommend that the Text Amendment to Chapter 21, Section 300.7 of Article III of the Bloomington City Code, be approved and the Ordinance passed and authorize the Mayor and City Clerk to execute the necessary documents.)*

G. Consideration of adoption of an ordinance for Case SP-04-16, a petition requesting approval of a Special Use Permit for Duplexes in the R-1C, High Density Single Family Residential District for the property located at 910 Summit Street. *(Recommend that an ordinance for Case SP-04-16, a petition requesting approval of a Special Use Permit for Duplexes in the R-1C, High Density Single Family Residential District for the property located at 910 Summit Street be approved, and that the Mayor and City Clerk be authorized to execute the necessary documents.)*

H. Consideration of adopting an Ordinance approving a Petition from Core III, LLC, for an expedited final plat for Airport Park 17th Addition Final Plat and approving a utility easement vacation, located East of Ekstam Drive and south of Cornelius Drive. *(Recommend that the Ordinance be passed approving the expedited final plat for*

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K. Consideration of approving an Ordinance Suspending Portions of Section 701 of Chapter 31 and Section 26(d) of Chapter 6 of the City Code for a Wedding Reception on September 11, 2016. *(Recommend that the Ordinance Suspending Portions of Section 701 of Chapter 31 and Section 26(d) of Chapter 6 of the City Code for a Wedding Reception on September 11, 2016 at Davis Lodge be approved, and that the Mayor and City Clerk be authorized to execute the necessary documents.)*

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B. Presentation of the Downtown – Southwest Redevelopment Project Area Tax Increment Financing Redevelopment Plan and consideration of approving an Ordinance to set a date for, and to approve a public notice of a public hearing for the Downtown – Southwest Redevelopment Project Area. *(Recommend that the Ordinance to set a date for, and to approve a public notice of a public hearing for the*

Downtown – Southwest Redevelopment Project Area be approved and authorize the Mayor and City Clerk to execute the necessary documents.) (Presentation by David Hales, City Manager and Austin Grammer, Economic Development Coordinator, 10 minutes, and Council discussion 10 minutes).

C. Consideration of approving a contract with KMA Design (RFQ# 2017-10) for Professional Services for Downtown Branding and Wayfinding. *(Recommend that Council approves the contract in the amount of $62,190 with KMA Design, and authorize the City Manager and City Clerk to execute the necessary documents.) (Presentation by Steve Rasmussen and Tricia Stiller and Russel Francois, Committee Co-Chairs, Signage Committee 10 minutes, Council discussion 15 minutes)*

D. Consideration of a Complete Streets Ordinance for the City of Bloomington. *(Recommend that the Ordinance Amending Chapter 38 of the City Code to enact provisions on complete streets be approved, and authorize and that the Mayor and City Clerk to execute the necessary documents.) (Presentation by Jim Karch, Director of Public Works 5minutes, Council discussion 15 minutes)*

E. Consideration of approving a Resolution to Reject the Assistance Request from Riverside Lodging Bloomington LLC / Bloomington Downtown Redevelopment Partners LLC based on the Recommendation of SB Friedman Development Advisors' Final Evaluation of Riverside's Proposal for a Downtown Hotel and Conference Center. *(Recommend that the Resolution rejecting the assistance request from Riverside Lodging Bloomington LLC / Bloomington Downtown Redevelopment Partners LLC be approved and authorize the Mayor and City Clerk to execute the necessary documents.) (Council discussion 15 minutes)*

F. Presentation of the unaudited Fiscal 2016 Year End. *(Presentation by David Hales, City Manager and Patti-Lynn Silva, Finance Director 10 minutes, Council discussion 10 minutes.)*

G. Consideration of adopting an Ordinance approving the Fiscal Year 2016 Budget Amendment and Ordinance. *(Recommend that the Ordinance Amendment is approved, and authorize the Mayor and City Clerk to execute the necessary documents.) (Presentation by David Hales, City Manager and Patti-Lynn Silva, Finance Director 10 minutes, Council discussion 10 minutes.)*

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C. Consideration of approving Appointments to Various Boards and Commissions. *(Recommend that Alicia Whitworth be appointed to the Bloomington Board of Library Trustees, that Levi Sturgeon be appointed to the Board of Fire & Police Commissioners, and that Michael Butts be appointed to the Board of Zoning Appeals.)*

D. Consideration of ratifying a contract with the International Association of Machinists and Aerospace Workers, Lodge 1000. *(Recommend that the Contract be ratified, and authorize the bargaining unit team to execute the agreement.)*

E. Consideration of approving the renewal of the 2004 Variable Bond Repurchase Agreement. *(Recommend that the renewal agreement for the 2004 Bond Repurchase be approved and authorize the Mayor and City Clerk to execute all necessary documents.)*

F. Consideration of approving an Ordinance amending the City Code Provisions of Bulk Waste and Brush Collection in Relation to National Historic Landmarks within the City. *(Recommend that the Text Amendment to Chapter 21, Section 300.7 of Article III of the Bloomington City Code, be approved and the Ordinance passed and authorize the Mayor and City Clerk to execute the necessary documents.)*

G. Consideration of adoption of an ordinance for Case SP-04-16, a petition requesting approval of a Special Use Permit for Duplexes in the R-1C, High Density Single Family Residential District for the property located at 910 Summit Street. *(Recommend that an ordinance for Case SP-04-16, a petition requesting approval of a Special Use Permit for Duplexes in the R-1C, High Density Single Family Residential District for the property located at 910 Summit Street be approved, and that the Mayor and City Clerk be authorized to execute the necessary documents.)*

H. Consideration of adopting an Ordinance approving a Petition from Core III, LLC, for an expedited final plat for Airport Park 17th Addition Final Plat and approving a utility easement vacation, located East of Ekstam Drive and south of Cornelius Drive. *(Recommend that the Ordinance be passed approving the expedited final plat for*

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Airport Park 17th Addition and vacating the associated utility easement and that the Mayor and City Clerk be authorized to sign the necessary documents.)

I. Consideration of approving a Lake Bloomington Lease Transfer Petition for Lot 7, Block 3 of Camp Iroquois, from Robert J Hitchen declaration of trust dated October 1, 1997 to Jeffery and Kimberly Schade. *(Recommend that the Lake Lease Transfer be approved, subject to the septic system conditions included in the Mclean County Health Department's July 27, 2016 letter, and contingent upon the transferee providing documentation of the sale of the house located on the property, and that the Mayor and City Clerk be authorized to execute the necessary documents.)*

J. Consideration of approving a Lake Bloomington Lease Transfer Petition for Lot 7, Block 3 of Camp Iroquois, from Cynthia J. Esch to Carol A. Scholl Living Trust. *(Recommend that the Lake Lease Transfer be approved, subject to the septic system conditions included in the Mclean County Health Department's August 2, 2016 letter, and contingent upon the transferee providing documentation of the sale of the house located on the property, and that the Mayor and City Clerk be authorized to execute the necessary documents.)*

K. Consideration of approving an Ordinance Suspending Portions of Section 701 of Chapter 31 and Section 26(d) of Chapter 6 of the City Code for a Wedding Reception on September 11, 2016. *(Recommend that the Ordinance Suspending Portions of Section 701 of Chapter 31 and Section 26(d) of Chapter 6 of the City Code for a Wedding Reception on September 11, 2016 at Davis Lodge be approved, and that the Mayor and City Clerk be authorized to execute the necessary documents.)*

8. "Regular Agenda"

A. Consideration of approving a professional services agreement with Houseal Lavigne & Associates (as per RFP 2017-06) for a comprehensive amendment of the City of Bloomington Zoning Ordinance (Chapter 44 of the Municipal Code). *(Recommend that Council approve a professional services agreement in the amount of $125,000.00 with Houseal Lavigne Lavigne & Associates to conduct a comprehensive amendment to the City of Bloomington Zoning Ordinance, and authorize the City Manager and City Clerk to execute the necessary documents.) (Presentation by Tom Dabareiner 5 minutes, Council discussion 10 minutes.)*

B. Presentation of the Downtown – Southwest Redevelopment Project Area Tax Increment Financing Redevelopment Plan and consideration of approving an Ordinance to set a date for, and to approve a public notice of a public hearing for the Downtown – Southwest Redevelopment Project Area. *(Recommend that the Ordinance to set a date for, and to approve a public notice of a public hearing for the*

Downtown – Southwest Redevelopment Project Area be approved and authorize the Mayor and City Clerk to execute the necessary documents.) (Presentation by David Hales, City Manager and Austin Grammer, Economic Development Coordinator, 10 minutes, and Council discussion 10 minutes).

C. Consideration of approving a contract with KMA Design (RFQ# 2017-10) for Professional Services for Downtown Branding and Wayfinding. *(Recommend that Council approves the contract in the amount of $62,190 with KMA Design, and authorize the City Manager and City Clerk to execute the necessary documents.) (Presentation by Steve Rasmussen and Tricia Stiller and Russel Francois, Committee Co-Chairs, Signage Committee 10 minutes, Council discussion 15 minutes)*

D. Consideration of a Complete Streets Ordinance for the City of Bloomington. *(Recommend that the Ordinance Amending Chapter 38 of the City Code to enact provisions on complete streets be approved, and authorize and that the Mayor and City Clerk to execute the necessary documents.) (Presentation by Jim Karch, Director of Public Works 5minutes, Council discussion 15 minutes)*

E. Consideration of approving a Resolution to Reject the Assistance Request from Riverside Lodging Bloomington LLC / Bloomington Downtown Redevelopment Partners LLC based on the Recommendation of SB Friedman Development Advisors' Final Evaluation of Riverside's Proposal for a Downtown Hotel and Conference Center. *(Recommend that the Resolution rejecting the assistance request from Riverside Lodging Bloomington LLC / Bloomington Downtown Redevelopment Partners LLC be approved and authorize the Mayor and City Clerk to execute the necessary documents.) (Council discussion 15 minutes)*

F. Presentation of the unaudited Fiscal 2016 Year End. *(Presentation by David Hales, City Manager and Patti-Lynn Silva, Finance Director 10 minutes, Council discussion 10 minutes.)*

G. Consideration of adopting an Ordinance approving the Fiscal Year 2016 Budget Amendment and Ordinance. *(Recommend that the Ordinance Amendment is approved, and authorize the Mayor and City Clerk to execute the necessary documents.) (Presentation by David Hales, City Manager and Patti-Lynn Silva, Finance Director 10 minutes, Council discussion 10 minutes.)*

9. City Manager's Discussion

10. Mayor's Discussion

11. City Aldermen's Discussion

12. Executive Session – *Cite Section*

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13. Adjournment

14. Notes

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Item 5

RECOGNITION / APPOINTMENTS

5. Recognition/Appointments

A. Presentation by McLean County Health Department, Community Health Needs Assessment Results (10 minutes.)

B. Presentation by Sally Heffernan, BN Advantage Steering Committee, (10 minutes)

C. Appointment of Alicia Whitworth to the Bloomington Board of Library Trustees

D. Appointment of Levi Sturgeon to the Board of Fire & Police Commissioners

E. Appointment of Michael Butts to the Board of Zoning Appeals.

2016 Collaborative Health Needs Assessment (CHNA)

Overview, Findings, & Priorities

CHNA Overview

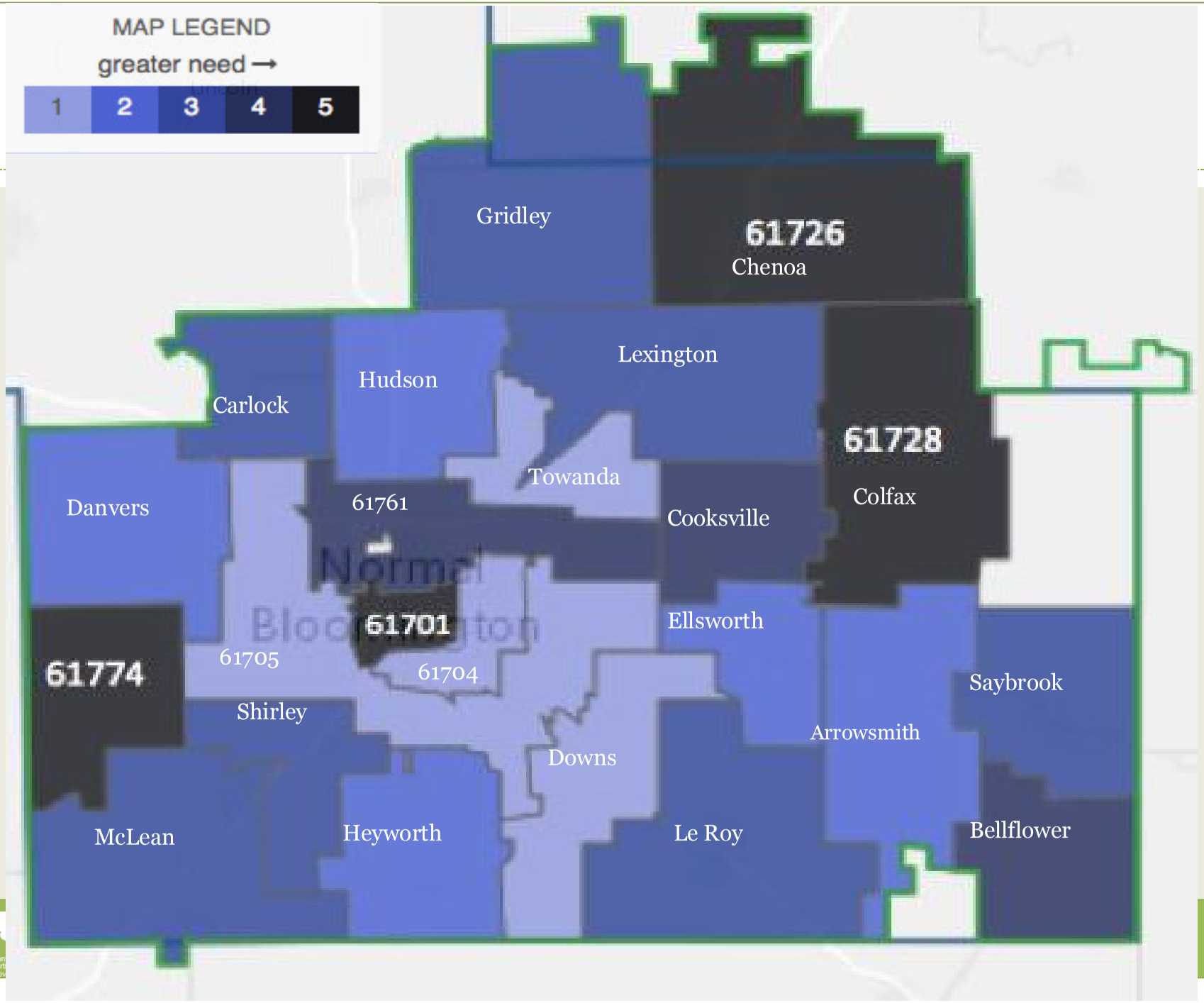
Steering Council Members

- Advocate BroMenn Medical Center
- McLean County Health Department
- OSF St. Joseph Medical Center
- United Way of McLean County

Data Collection

- Community survey
- Hospitals' Data
- Zip code & county level data
- 12+ other sources

- *Analysis found disparities based on geography*


MAP LEGEND
greater need →
1
2
3
4
5
Gridley
61726
Chenoa
Lexington
Hudson
Carlock
61728
Colfax
Towanda
Danvers
61761
Cooksville
Normal
61701
Ellsworth
61774
61705
61704
Saybrook
Shirley
Arrowsmith
Downs
McLean
Heyworth
Le Roy
Bellflower

CHNA Priorities

McLean County Community Health Council Priorities

1. **Behavioral Health**: mental health + substance abuse
2. **Access to appropriate care** for underserved populations and neighborhoods
3. **Obesity**

CHNA Findings

Behavioral Health

- 10% of CHNA respondents did not get needed **mental health counseling**
- Low-income individuals & renters report **more poor mental health days**
- Adult suicide, intentional self-inflicted injury **double for blacks**
- Emergency visits
  - County is in the **worst 50th-75th percentile** for age-adjusted rate for
    - Suicide & intentional self-inflicted injury
    - Pediatric mental health

CHNA Findings

Primary Care / Access – Emergency Dept Visits 61701

Topic	Local African Americans	61701
Emergency Room Visits		<2X
Heart Failure Hypertension	>4X	
Pediatric Asthma **Adult Asthma**	4X 6X	 2X
Alcohol Abuse	<3X	2X
Diabetes		<2X
Substance Abuse		2X

CHNA Findings

Wellness / Access to Healthy Food / Obesity

- **Grocery store density** increased 25% in McLean County since 2010, but 61701 remains a food desert
- Survey: 66% of respondents who did not eat fruits/vegetables said they were "**too difficult to buy**"
- There are **fewer Farmers Markets** per 1,000 and **more fast food** restaurants per 1,000 than other comparative U.S. counties
- Those with high school diploma only have higher rate of **obesity** (42%) than those with post-secondary degrees
- 122 miles of Bloomington **sidewalk** (25%) rated "fair" to "failed"

Invest Health

Robert Wood Johnson Foundation + Reinvestment Fund

GOAL: “Fundamentally change the way 50 mid-sized cities improve opportunities for their citizens to live healthy lives”

- **Focus on the Built Environment** and relationship to health disparities/outcomes

CHNA Priorities

McLean County Community Health Council Priorities

1. **Behavioral Health**: mental health + substance abuse
2. **Access to appropriate care** for underserved populations and neighborhoods
3. **Obesity**

Invest Health Proposal

Proposed Short-Term Goal

Support healthy behaviors

- Increase access to healthy foods in 61701
- Residents will
  - Be able to easily get to and from new or improved venues
  - Where healthy, affordable foods are readily available

Proposed Long-Term Goal(s)

Support access to healthcare

- Residents will
  - Be able to easily access primary and prevention
  - Use the ED less often
  - Have information and support
  - Have basic needs met
  - Feel safer

Discussion

QUESTIONS? | REACTIONS TO THE DATA?

THANK YOU!

WWW.INVESTHEALTH.ORG



To: Leadership Council
From: Indicators and Metrics Task Force
Date: April 7, 2016
Subject: Preliminary Budget Proposal

The Indicators and Metrics Task Force (hereafter "the Task Force") is pleased to present this budget proposal for the first year of operations. This memo outlines the process by which the Task Force developed its action plan for the coming year and lays out the estimated costs of implementing that plan.

The Task Force was given the responsibility of tracking key economic indicators for the Bloomington-Normal area. In order to begin carrying out that responsibility, the Task Force had to answer three key questions:

1. ***Who is the audience?*** That is, to whom will the Task Force present its findings or outcomes? Because this project is the first of its kind in the community, the Task Force agreed that the BN Advantage Leadership Council and other task forces should be the initial audience. These groups will have access to the data and information via the proposed dashboard. The longer-term vision is to make this information-rich dashboard available to the public and allow it to become an economic development tool in its own right.
2. ***Which metrics should we track?*** The BN Advantage report presented hundreds of recommended metrics to track. Given the complexities involved in collecting and analyzing all of these datasets, the Task Force prioritized and organized metrics based on their relevance to the outcomes of the BN Advantage strategy (see Attachment A: Metrics to be Tracked). <u>It is critical to emphasize that the list and organization of metrics is intended to be flexible and adapt to the changing needs and progress of other task forces.</u>
3. ***How should we present this information?*** It was necessary to explore the technological and data requirements of creating a dashboard to get a sense of the processes and fiscal outlays required to bring the dashboard to fruition. The Task Force had to use best estimates or predictions about some critical items, such as the number of user licenses to be purchased, that dictate the cost of the software.

Answering these questions—in some cases definitively, in other cases tentatively—shaped the budget proposal in Table 1. This budget proposal reflects the Task Force's preliminary understanding of the needs of the Leadership Council and other task forces; technology and data acquisition costs; and the personnel required for initial setup and ongoing maintenance.

Given that this is a technology-heavy project with many unknowns and assumptions, complications are inevitable. For example, other task forces may wish to track metrics not currently listed in Attachment A, which may require the purchase of additional datasets if they are not publicly available or easy to collect and integrate with the rest of the data. Likewise, personnel costs are an unknown quantity that will depend on the amount of manual work that needs to be done to maintain the system. This proposal includes some margin for error to

account for unforeseen issues, but overall it attempts to be conservative in terms of the amount of funding requested.

It is important to note that Task Force actually considered two distinct budget proposals, ultimately deciding unanimously on the one presented here. The other option was to invest heavily upfront (upwards of $100,000) in an IT contractor to set up a custom system that would automatically draw data from various databases, with little or no manual intervention or recurring annual expenses to keep the data current. A system of this sort is certainly a long-term goal. However, given the infancy of the project and the number of unknown factors, the Task Force was convinced that this option would be an overly risky investment today.

Table 1. Proposed budget, FY 2016-17

Item	*Estimated cost*	*Comments*
Personnel	$15,000/year	Estimates are based on (1) MCRPC hiring temporary help to organize and establish a baseline for local data and help set up the platform; and (2) MCRPC staff continuing to oversee the project internally.
Platform	$15,000/year	Assuming one "publisher" license and 12 cloud users; other incidental costs such as hosting, maintenance, updates, training, etc. are also factored in.
Data acquisition	$20,000/year	Most of the data will be coming from federal and state sources such as Bureau of Labor Statistics (BLS), Bureau of Economic Analysis (BEA) or US Census Bureau. While these are all public websites, the formats and timeframes of when the info is released vary significantly. There are 3rd-party data mining and analytics companies that package these disparate datasets into simpler databases. These third party vendors also offer other proprietary tools and datasets that other Task Forces can benefit from.
Total budget	**$50,000/year***	

* Please note that this is an annual budget.

Indicators and Metrics Task Force

Deanna Frautschi, Chair
Adam Garey, Country Financial
Aimee Ingalls, EDC
Bob Brady, Keystone homes
Daniel Keefe, State Farm Insurance
Frank Beck, ISU Stevenson Center
Jim Jones, ISU
Gregg Chadwick, Heartland Community College
Kevin Birlingmair, Heartland Bank and Trust
Mike Doherty, Illinois Farm Bureau
Tim Norman, STL
Vasu Pinnamaraju, MCRPC
Jamal Smith, MCRPC
Sally Heffernan, BN Advantage

Attachment A: Metrics to be Tracked

Businesses

Net business activity by sector (Track targeted industries in addition to all industries)

- All industries
- Advanced Business Services
  - Financial and Insurance Services
  - Shared Services and Back Office Centers
- Information and Communications Technologies (ICT)
- Transportation and Logistics

Net business activity by business age (with particular focus on small businesses and startups)

Number of businesses:

- Created
- Attracted
- Expanded
- Lost (completely or downsized)

Gross Metropolitan Product

Angel Investment (input)

Jobs

Number of jobs

- Created
- Attracted
- Expanded
- Lost (completely or downsized)

Employment by sector and by industry

- All industries in the region
- targeted industries
- Small businesses and start-ups

Number of jobs

- Full Time
- Part Time
- Contract
- Seasonal

Wages and salaries (by full time, Part times, contract and seasonal)

- Average
- % above living wage
- Average for new jobs and for lost jobs

Workforce

Population

- Total
- by age group

- by race, ethnicity and national origin

Educational Attainment
- HS, Some College, Bachelors, Higher
- Percent population with STEM degrees

Labor force
- Number
- Participation rate

Unemployment rate

Net migration

Students
- High School and College dropout rates
- Enrollment in colleges and universities (by degree)
- Retention Rate (number of college students taking jobs in the community)

Tax Revenue/Spending

Property tax revenue

Non-property tax revenue (sales tax, hotel/motel tax, fees etc)

Annual growth rate in sales

Property tax valuation

Per capita spending for elementary and post-secondary education

Cost of public transportation

Real Estate

Residential

New Construction permits by type of housing

Cost of new construction/sq. ft.
- Percent associated with code compliance.

Average sale price

Home Ownership rate

Ratio of housing to income (housing cost burden)

Average rental rate

Non-Residential

Number of Commercial permits

New developments
- Number
- Value

Site inventory
- Number and type of developed sites available
- Number of certified sites available (particularly for targeted industries)

Infill/ Redevelopment projects
- Number
- Value

Cost of commercial construction
- Average number of days to obtain permits;

- Average number of days to open a business;
- Average cost of opening a business
- Cost per sq. ft.

Quality of Place

Transportation

- Commute times
- Transit (service area, frequency, cost, and reliability)
- Freight (population served in 1 day trucking route)
- Air (Number of daily flights, # of markets served)

Income

- Median/Average HH and Family Income
- Per capita income

Health Care

- # and rankings of the area hospitals
-

Arts, culture, and entertainment

Education

- School rankings

Recreation

- Parks
    - Acres per 1000 people
    - % of people within 0.5 mi of parks
- Bike/Pedestrian networks (on/off street)

Crime rate

Energy costs

Cost of living

Population diversity

- Racial, ethnic
- Immigrant population

Voting rates

Infrastructure related (broadband capacity etc.)

Workforce Efforts – August 1- December 31, 2016

The efforts of Workforce Development are alive and well as the volunteer Task Force makes progress towards the goals outlined in the BN Advantage Economic Development and Marketing Strategy. In fact, there are multiple efforts currently underway which make this an exciting time for successful implementation of new opportunities advancing our region's focus on the development of a talent pipeline. The following bullets are items that have been identified for investigation or implementation between August 1, 2016 and December 31, 2016 and are listed in no particular order:

1. Soft Skill Curriculum Development: courtesy of ICSPS)
    a. The Illinois Center for Specialized Professional Support (ICSPS) at Illinois State University through the College of Education has been ask to assemble and coordinate an Illinois Soft/Essential Skill Taskforce with the charge to review national soft skill standards to create the Illinois Soft/Essential Skill Framework. They are utilizing an example from Noblesville Indiana as a template for this pilot project. The data has already been collected and the ICSPS will begin writing narrative and developing curriculum for the WD Task Force consideration immediately. It is their intent to have the project completed by the end of September 2016.

2. Soft Skill Curriculum Implementation: **BUDGET IMPACT $5,320**
    a. Once the curriculum has been created by ICSPS and approved by the WD Task Force, there will be a great deal of effort necessary to implement the curriculum in the appropriate places (IE -Primary, Secondary and Post-Secondary Education, Transitional workforce, etc.) *Budget considerations include a site visit to Noblesville, content layout & printing, community meetings for engagement, transportation costs.*

3. COMPACT Operations under the Chamber: **BUDGET – $4,185**
    a. An agreement is currently in legal review for consideration of the Community COMPACT board to fall under the operation of the McLean County Chamber of Commerce. By doing so, there's a great opportunity to eliminate duplicative meetings, services and resources to advance the mission COMPACT as it aligns to that of the BN Advantage. *Budget considerations include relevant insurances, operational expenses, legal review, printing, postage, staff support.*

4. Alignment of STEM under the management of the Chamber of Commerce **(COVERED BY EDC)**
    a. The Economic Development Council has been engaged over the last 18 months in an initiative that would enhance STEM learning into the K-12 system throughout McLean County. In an effort to align programs and services to achieve economies of scale, the two organizations are in discussion of how to make the transition. A flow chart has been attached to this document that shows the creation of a sub-committee under the WD Task Force that will address refinements to this segment of curriculum design. Kevin Reeves, currently on loan from State Farm to the EDC will end his official role in September 2016. He has agreed to stay on as the new Sub-Committee Curriculum

Chairman to maintain established programs and relationships in the implementation, especially as it relates to the implementation of the new Defined Learning Curriculum.

5. Hire a full-time Manager of Workforce Development **STARTING 10/1 - $18,500**
    a. In review of the number of initiatives necessary to advance the aforementioned initiatives in the WD arena, there's a tremendous need for a full-time employee. A position description is currently being written, but will include the STEM work, COMPACT management, BN Advantage Committee and Sub-Committee administration, implementation of the soft skills standard as well as a correlation to the following work:
        i. Research the relevance of the BN Advantage work to other similarly placed programs and services to learn and grow more expeditiously (e.g. Alignment USA effort (based out of Nashville) as well as the Alignment Rockford WD initiatives)
        ii. Attend relevant conferences and seminars relating to the BNA WD goals as related to the 9 overall plan goals and 5 identified industry clusters
        iii. Engage in the US Chamber of Commerce Education Foundation in talent pipeline development
        iv. Association of Chamber of Commerce Execs (ACCE) Education Attainment Division (which is a year-long program and requires travel) as well as the ACCE University Town committee Research, and assist with the potential implementation of the INSPIRE platform for Career Cruising

    Budget considerations include salary, insurance, benefits, mileage and some conference registration and travel.

6. ACCE Education Attainment participation and conference attendance **$4,000**

7. Facilities/Operating Logistics **$5,560**
    a. PC/Laptop/required equipment needs (namely start-up costs)
    b. Overhead (office space, equipment use, phone, payroll, mileage (3 months)

TOTAL 2016 WORKFORCE BUDGET NEEDS - $37,565

2017 Program of Work (as identified on July 1, 2016)

1. 1 FTE related expenses **$73,000**
2. Part-Time (INSPIRE) **- $23,000**
3. Overhead (office space, equipment use, phone, accounting, etc.) **$8,200**
4. Continued Implementation of the Soft Skills Curriculum **$8,200**
5. Continued operation of COMPACT **$7,550**
6. Addition of Community Projects as seen appropriate by the board **$30,000**
    i. INSPIRE Platform implementation
    ii. 20x65 Nationwide Initiative
    iii. Bi-Annual Meeting (s)
    iv. Relevant new community projects
7. Continued implementation of the Defined Learning Curriculum into school districts **(EDC)**
8. Participation in the ACCE/US Chamber Education Foundations **$8,000**
9. Conference attendance: **$4,000**
    a. College Changes Everything – Illinois Student Assistance Association
    b. Alignment USA Annual Conference
    c. ACCE Annual Conference (Education Attainment Division)

TOTAL 2017 WORKFORCE BUDGET NEEDS - $161,950

****For 2016/2017 STEM specific funding has been secured but may be necessary to include STEM related expenses in following year's BNA budget requests.*

Entrepreneurship – August 1- December 31, 2016

- Create a Culture – Build awareness of the importance of entrepreneurs to the local economy, celebration of the value that entrepreneurs bring, openness to entrepreneurs who often march to the beat of a different drummer, acceptance that failure is part of the entrepreneurial process and a willingness to encourage and support entrepreneurs when their first (or even second) venture doesn't pan out.

- Infrastructure/Quality of Life – Moving beyond the typical notion of infrastructure to include traditional and non-traditional leadership, educational institutions like community colleges and regional universities, cultural and recreational resources, quality schools (STEM), social organizations that are diverse and emphasize creativity.

- Entrepreneurial support elements – Specific programs and initiatives designed to provide a range of support to entrepreneurs of all types when and how they need it, including service providers like the Small Business Development Center, networking organizations and opportunities, financing programs, business incubation services, mentoring and coaching, and youth entrepreneurship education in and outside the schools.

- BN Business and Entrepreneurship Center – 2019/2020 - One stop shop for businesses and entrepreneurs to get the services they need: Includes incubation space.

The following are items that have been identified for investigation or implementation between August 1, 2016 and December 31, 2016

A. Define and build the local entrepreneurship ecosystem: **BUDGET IMPACT $0**

- Resource assessment and gap analysis (See ecosystem map)
- Visit key markets that have successful, well developed entrepreneurial ecosystem
- Develop relationships with other foundations and institutions: Kaufmann Foundation, University of Illinois, etc.
- Partner with the Illinois Innovation Network
- Build a brand for the region as an entrepreneurial hub and create an online presence.
- Plan and execute a business model for incubation space
- Build a business plan that encompasses the financial and operational model to strengthen and maintain an enhanced entrepreneurial ecosystem for the region

B. Build a robust Small Business Development Center: **BUDGET IMPACT $15,000**

- Hire a full time SBDC Director – SBA and DCEO each provide $80,000 for a total of $160,000 for the SBDC and they require a $60,000 local match. This match can include in-kind contributions.

Startup Businesses

- Guidance through business startup steps, including license/permit issues, choosing legal structure, name registration, startup financing, and sales/income tax responsibilities.
- Training on how to write a Business Plan, with an emphasis on bank expectations.
- Critique and suggestions on Business Plan content, financial projections and marketing plans.
- Analysis of feasibility of new business ideas.
- Provide low cost marketing ideas.
- Referrals to area professional services providers and lending institutions.

Existing Businesses

- Complete analysis of past financial performance and comparison to industry benchmarks.
- Diagnosis of cash flow problems and recommended solutions.
- Assistance with preparation of Business Plans and financial projections.
- Marketing ideas, eBusiness strategies, and general business advice.
- Facilitation of company strategic/growth planning process.
- Free consulting projects by teams of senior business leaders.

Financing

- Information on federal, state and local loan programs for new and existing businesses.
- Guidance through the bank financing process and contact information for local lenders.
- Advice on structuring company debt and equity.
- Referral to angel investment groups and venture capital firms.

Education

- Free "How To Start A Business" workshops every month.
- Half day and full day seminars on marketing, HR, finance, taxes, and regulatory compliance.

C. Develop a capital network – build the financial vehicles (including community based programs) that address seed, angel, venture, and growth equity opportunities as well as loans. **BUDGET IMPACT $0**

In today's market, our region has a need for a wider variety of financing. There's no single financing solution that will work for companies across the board. The purpose of the BN Capital Network is to encourage business growth-whether the client is one of the region's new small technology companies or one of our long-time top employers. Different companies need different types of financing, and with the BN Capital Network, the community is better equipped to match the needs of a growing business community with financing solutions that make sense.

The BN Capital Network will be a collection of programs geared to meet the financing needs of business ventures in McLean County.

- Explore and develop venture capital funds
- Expand and assist with the Bloomington/Normal Angel Investment Network
- Create/Join networks of Venture and Angel groups from around the country
- Access to debt financing
- Build relationships with traditional lenders
- Identify grant and loan resources including local, state, federal and philanthropic financing options in addition to the Small Business Administration, Illinois Finance Authority and other funding opportunities.
- Explore funding opportunities with the Community Development Corporation

TOTAL 2016 ENTREPREUNERSHIP BUDGET NEEDS - $15,000

2017 Program of Work (as identified on July 1, 2016)

1. SBDC Director and program of work - $60,000
2. Director of Entrepreneurship starting 7/1/17- $40,000
3. Overhead for Dir. Entr. (office space, equipment use, phone, accounting, etc.) $4,000
4. Programs, conferences, misc. - $10,000
5. Entrepreneurship Print materials - $10,000
6. Develop the capital network - $10,000

TOTAL 2017 ENTREPRENEURSHIP BUDGET NEEDS - $134,000

QUALITY OF LIFE/ QUALITY OF PLACE TASK FORCE

OUR CHARGE (Pg. 84)

Identify quality of life improvements and develop and execute collaborative strategies designed to build upon strengths and address gaps [to retain and attract businesses and jobs within the target sectors].

UNDERSTANDING TARGET SECTORS

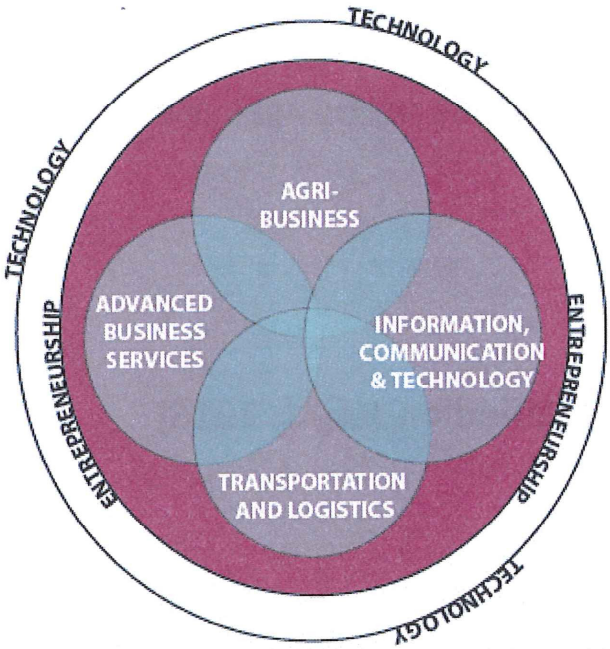


Figure 1: Illustration highlighting the interdependencies of BN Advantage target sectors.

BN Advantage Target Industries are

A. Information Communication and Technology (ICT) - Ed requirements: Bachelors or higher
B. Advanced Business Services (Financial and Insurance Services and Shared Services) - Ed requirements: Bachelors or higher
C. Agri-Business and Food Processing – HS diploma to Graduate Degree
D. Transportation and Logistics– HS diploma to Associates Degree
E. Entrepreneurship (which is not a standalone sector)

As illustrated in Figure 1, these are not mutually exclusive sectors. It is important to note that entrepreneurship is not a sector but an overarching community culture. A robust entrepreneurship culture is critical for growth in any of the given sectors and diversification of our economy. Likewise almost all 21st Century industry growth, regardless of sector is tied to technology and innovation.

Location preferences: Several business within these target sectors, particularly those of entrepreneurial in nature, thrive in dense mixed use urban environments that are walkable, bikable and are connected by transit. While others need connections to major transportation corridors like highways and rail lines. Majority of our development pattern over the last several decades caters to the later but not the former. If entrepreneurship is key to diversification of our economy, a built environment that helps breed and sustain that is crucial.

UNDERSTANDING THE ROLES AND INTERACTIONS AMONG TASK FORCES

Quality of life and quality of place covers vast ground and cuts across many aspects of the community. Many of these areas intersect with the areas of work being conducted by other task forces. To avoid duplication of efforts, it is important to understand the interactions among the task forces and delineate the roles to the maximum extent possible.

1. The quality of life in this community is really good. It is important for us to recognize and appropriately market that. However, the charge of this group is not that. This group is charged with identifying ways to improve it. Take it from good to exceptional. This group assumes that Marketing and Communications Task Force will be charged with promoting the current quality of life in the community.

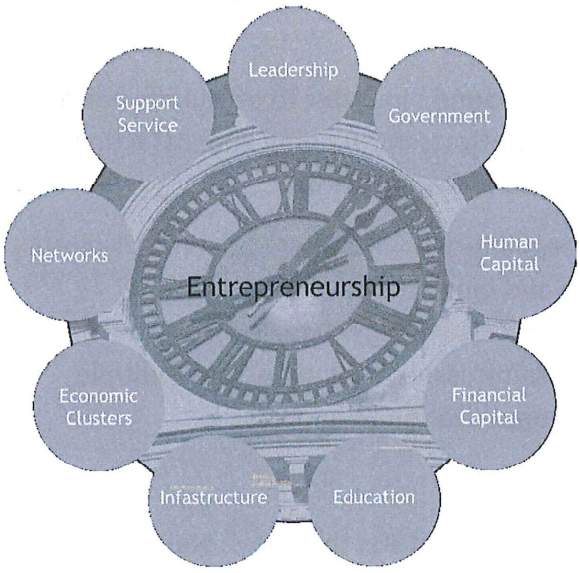


Figure 3: Entrepreneurship ecosystem as outlined in BN Advantage report

2. A thriving entrepreneurship culture is the key for the success of BN Advantage. Entrepreneurship Task Force is charged with convening, coordinating and collaborating an execution strategy to build the regions entrepreneurship ecosystem as outlined in Figure 2. Our Task Force also plays an important role in furthering that charge. As identified in Figure 3, American Planning Association identifies, innovative land use planning, urban placemaking, future oriented thinking and collaborative action as the four key pillars for startup communities. In examining our built environment to foster entrepreneurship, our task force will address issues such as infrastructure gaps and needs and changes in regulatory framework which may also be of interest to Entrepreneurship TF. These two TF's should consult with

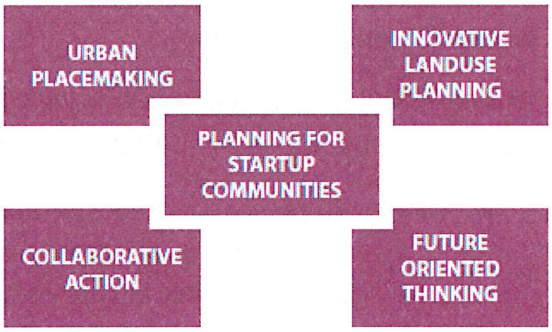


Figure 2: Planning for startup communities; Source: American Planning Association (APA)

each other to avoid duplication of efforts or in some instances conduct joint meetings to discuss matters that impact both groups (ex: Innovation Districts).

3. The Talent/ Workforce TF is charged with reviewing, inventorying, developing and coordinating collaborative talent and workforce development programs and initiatives on behalf of the region. This TF will be addressing issues related to public schools, which are very important to the health of the neighborhoods. On the other hand issues related to housing to accommodate our current and future talent will be addressed by the Quality of Life/Quality of Place TF. Depending on the topic being considered or issue being addressed, these two groups may have to consult or work with each other.
4. Indicators and Metrics Task Force is charged with measuring the progress of this project. Quality of Life/Quality of Place TF will provide the metrics meaningful to this group to Indicators and Metrics TF for tracking.

PRIORITIZATION

Quality of life/ Quality of place can cover a lot of ground. In order to efficiently address our charge and best compliment the community's efforts in retaining and attracting the target industries, our group will be focusing on the following areas

1. Positioning the community's built and regulatory environment to suit 21st century economy that fosters entrepreneurship and innovation.
2. Facilitate action on small but impactful projects (the low hanging fruit)
3. Facilitate collective action to address systemic issues that cut across multiple jurisdictions and are too big for any one organization to address.

STRUCTURE AND RESPONSIBILITIES

The TF will be divided into the following subgroups to address the above stated priorities

Group 1: Innovation Team

This team will be charged with Priority #1 – Positioning the community's built and regulatory environment to suit 21st century economy. Their duties include

- Conducting research on Best Practices across the nation. Focus on issues such as
    - Transportation innovation and connectivity
    - Civic and public sector innovation
    - Smart Cities and digital strategies
    - Public sphere and place making

- Coordinate visits to other communities for community leaders and policy makers to learn from.
- Research current policies and regulations to suggest revisions based on best practices

Group 2: Implementation Team

More often than not, there is one more plan recommending the same things over and over again. Chances are some of the actions just were never followed up for whatever reason. This group will be charged with identifying such projects and facilitating action on those. Their duties include

- Reviewing the existing plans to identify actionable steps; evaluate the feasibility and facilitate implementation
- Work with existing networks to facilitate implementation of the projects
- Recruit and manage volunteers to execute projects

Group 3: Bridging the Divide Team

Build bridges in the community to minimize/ eliminate differences that cause friction and misperceptions. This includes

- East Vs. West sides of town
- Different cultures and faiths
- Different demographic groups

MEASUREMENT OF SUCCESS

The quality of life and place task force will measure its success not only from quantitative information but also civic success and prosperity. We will work closely with the Indicators and Metrics Taskforce to develop an index that will be used to measure success. Ex: Happiness index – Increase happiness score by 5% each year.

Bloomington-Normal
ECONOMIC
DEVELOPMENT
COUNCIL

Top EDC Investors – Private Sector

Top 22 Investors = Total Investment $260,500

- State Farm Insurance
- COUNTRY Financial
- Advocate BroMenn Medical Center
- OSF St. Joseph Medical Center
- AFNI
- Heartland Bank & Trust
- Commerce Bank
- ISU
- Busey Bank
- Snyder Companies
- Corn Belt Electric
- Growmark
- Heartland Community College
- Ameren
- Nicor Gas
- Building & Trades – Laborers Local
- CEFCU
- Stark Excavating
- Calvert & Metzler Funeral Homes
- CORE Construction
- IWU
- McLean County Unit 5 Schools

70 Investors under $3,000 = approximately $50,250

14 Investors were one-time investors during the campaign = $32,900

- 2011 – 1 @ $3200 2012 – 8 @ $27,700 2013 – 1 @ $1,000 2014 – 1 @ $1,000

Total of 109 Cash Investors – Private Sector

Forging Ahead	2011	2012	2013	2014	2015	2016**
Collected	$151,950.00	$329,050.00	$315,600.00	$313,650.00	$313,627.00	$149,200.00

Public Sector Grand Total: $1,573,077.00

2016** anticipated income for year

Public Investment $300,000 x 5 years = $1,500,000

Total Public & Private for 5 years = $3,073,077.00

In-Kind Investor Donations = $96,600 anticipated each year

BN Advantage

A strategy to sustain the region's vitality and foster growth by building on McLean's County's reputation as an employment and lifestyle destination

BN Advantage is an Economic Development and Marketing Strategy created for McLean County with the assistance of a consultant and launched in late 2015. It was initiated and continues to be guided by a Steering Committee originally comprised of five, and now six, county-wide entities: Bloomington-Normal EDC, McLean County Chamber, Bloomington-Normal Area CVB, McLean County Regional Planning, Central Illinois Regional Airport and Connect Transit.

The Steering Committee and other community leaders cited the following goals for BN Advantage:

1. To diversify the local economy reducing the region's overdependence on the finance and insurance sector
2. To provide local employers with the talent needed to succeed in a highly competitive environment
3. To identify competitive advantages of McLean County for employment sectors with growth potential
4. To raise McLean County's visibility in Illinois, throughout the country, and internationally.

Worldwide Growth Enterprises (Iowana Morphesis, principal) was contracted to develop the strategic economic development plan. Funding for the project came from a State Metro Planning Fund grant received by McLean County Regional Planning Commission and private sector contributions.

The consulting team conducted interviews with more than 200 community residents and multiple focus groups representing McLean County business, government, health care, not-for-profit, and education sectors. In fall 2015, the consulting team delivered to the Steering Committee a voluminous set of reports including a detailed five-year marketing plan.

The BN Advantage plan is designed to be implemented with strong participation from the community including five volunteer task forces overseeing strategies to promote entrepreneurship, quality of life enhancements, talent and workforce development, communication and marketing initiatives, and metrics and indicators designed to gauge program success.

Steering Committee organizations provide coordination and staffing for the Task Forces. The planning process is guided by a Leadership Council comprised of 15 community leaders. An organizational chart, Leadership Council and Task Force membership and Task Force responsibilities are attached.

Steering Committee members will review task force progress and next steps for BN Advantage with members of the Bloomington City Council at the August 22nd meeting.

BN Advantage Task Forces

Talent and Workforce Task Force

Coordinated and staffed by McLean County Chamber of Commerce

Convene educators, training providers, and employers to collaboratively evaluate, select and adopt workforce development programs and initiatives.

Members:

Chairman Bob Miller
Barry Reilly
Jim Jawahar
Jonathan Green
Kacy Wickenhauser
Tom Frazier
Tony Coletta
Sally Heffernan
David Vaughn
Mark Daniel
Mark Jontry
Rob Widmer
Julie Dobski
Kevin Reeves
David Taylor
Charlie Moore
Ashley Petrinec
Nancy Smith

Marketing/Communications TF

Coordinated and staffed by Bloomington-Normal EDC & BN CVB

Create regional, national, and global marketing strategies to promote McLean County to site selectors, developers, entrepreneurs, job seekers and prospective residents

Members:

Chairman R.C. McBride
Brian Beam
Beth Whisman
Melissa Libert
Kim Well
Micahel Gorman
Gina Huch
Emily Rezo
Kyle Ham
Sally Heffernan

Indicators and Metrics

Coordinated and staffed by McLean County Regional Planning Commission

Generate and maintain a regional dashboard of socio-economic indicators to measure the success of the BN Advantage effort

Members:

Chair Deanna Frautschi
Frank Beck
Kevin Birlingmair
Gregg Chadwick
Austin Grammar
Mike Doherty
Adam Garey
Sally Heffernan
Vasudha Pinnamaraju
Jamal Smith

BN Advantage Task Forces, cont.

Entrepreneurship Task Force
Coordinated and staffed by Bloomington-Normal EDC
Build a strong entrepreneurial ecosystem and culture in McLean County

Members:
Mary Bennett Henrichs
Brian Davis
Mark DeKeersgieter
Frank Downes
Harlan Geiser
Brad Glenn
Jonathan Green
Jared Hall
Melissa Lockwood
Arnold Lovin
Jamie Mathey
Aaron McArdle
Kevin McCarthy
Terry Noel
Tim Norman
Michael Somers
Doan Winkel
Heather Young

Quality of Life/Place TF
Coordinated and staffed by MCRPC, CIRA & Connect
Promote the region's quality of life strengths, identify and fill gaps, and expand amenities to attract a talented workforce.

Members:
Chairman Carlo Robistelli
Carl Olson
Andrew Johnson
Sally Heffernan
Phani Aytam
Tricia Stiller
Joe Teague
Janet Hood
Jay Tummala
Coleen Moore
Hetal Dhirawani
Kelli Hill
Laura Furlong
Diana Hauman
Sonja Reece
Jack Schokey

Organizational Chart

Leadership Council

Sally Heffernan, Project Manager

Chair Paul Harmon, COUNTRY, retired
Steve Denault, COUNTRY Financial
Rob Widmer, Heartland Comm. College
Mark Gibson, State Farm
Ron Greene, AFNI
Larry Dietz, ISU
Vice-Chair Chris Koos, Town of Normal
Tari Renner, City of Bloomington

Julie Dobski, McDonalds/Little Jewels
Vicki Tilton, Fox and Hound
Colleen Kannaday, Advocate BroMenn
Andy Shirk, Beer Nuts
John McIntyre, McLean County Board
John Zeunik, McLean County, retired
John Penn, LIUNA/Midwest Laborers

Steering Committee

Kyle Ham, Bloomington-Normal EDC
Crystal Howard, BN Area CVB
Vasudha Pinnamaraju, MCRP

Charlie Moore, McLean County Chamber
Carl Olson, Central Illinois Regional Airport
Andrew Johnson, Connect Transit
Ex-officio members:
David Hales, Mark Peterson &
Bill Wasson

- Communications & Marketing Task Force
- Entrepreneurship Task Force
- Metrics & Indicators Task Force
- Workforce & Talent Development Task Force
- Quality of Life Quality of Place Task Force

BN Advantage Presentation by Sally Heffernan

Preliminary Budget Proposal that was presented to the BN Leadership Council and
The Economic Development Council Board of Directors
On April 7, 2016

CONSENT AGENDA ITEM: 7A

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of approving the Minutes of the August 8, 2016 Regular City Council Meeting.

RECOMMENDATION/MOTION: That the reading of the minutes August 8, 2016 Regular City Council Meeting, be dispensed with and the minutes approved as printed.

STRATEGIC PLAN LINK: Goal 1. Financially sound City providing quality basic services.

STRATEGIC PLAN SIGNIFICANCE: Objective 1d. City services delivered in the most cost-effective, efficient manner.

BACKGROUND: The minutes of the meetings provided have been reviewed and certified as correct and complete by the City Clerk.

In compliance with the Open Meetings Act, Council Proceedings must be approved within thirty (30) days after the meeting or at the Council's second subsequent regular meeting whichever is later.

In accordance with the Open Meetings Act, Council Proceedings are made available for public inspection and posted to the City's web site within ten (10) days after Council approval.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Not applicable.

FINANCIAL IMPACT: Not applicable

Respectfully submitted for Council consideration.

Prepared by: Cherry L. Lawson, C.M.C., City Clerk

Recommended by:

David A. Hales
City Manager

Attachments:

- August 8, 2016 Regular Session Meeting Minutes

Motion: That the reading of the minutes August 8, 2016 Regular City Council Meeting, be dispensed with and the minutes approved as printed.

SUMMARY MINUTES
PUBLISHED BY THE AUTHORITY OF THE CITY COUNCIL
OF BLOOMINGTON, ILLINOIS
MONDAY, AUGUST 8, 2016; 7:00 P.M.

1. Call to Order

The Council convened in Regular Session in the Council Chambers, City Hall Building, at 7:00 p.m., Monday, August 8, 2016. The Meeting was called to order by Mayor Renner.

2. Pledge of Allegiance to the Flag

The Meeting was opened by Pledging Allegiance to the Flag followed by a moment of silent prayer.

3. Remain Standing for a Moment of Silent Prayer

4. Roll Call

Mayor Renner directed the City Clerk to call the roll and the following members of Council answered present:

Aldermen: Kevin Lower, David Sage, Mboka Mwilambwe, Amelia Buragas, Joni Painter, Karen Schmidt, Scott Black, Diana Hauman, Jim Fruin and Mayor Tari Renner.

Staff Present: David Hales, City Manager; Steve Rasmussen, Assistant City Manager; George Boyle, Assistant Corporation Counsel; Cherry Lawson, City Clerk; Nicole Albertson, Human Resources Director; Brian Mohr, Fire Chief; Jim Karch, Public Service Director; Melissa Hon, Assistant to Assistant City Manager; Austin Grammer, Economic Development Coordinator; Bob Yehl, Water Director; and other City staff were present.

Staff Absent: Corporate Counsel, Jeffrey Jurgens

5. Recognition / Appointments

The following were presented:

A. American Red Cross Life Saving Award Presentation

6. Public Comment

Mayor Renner opened the meeting to receive Public Comment. The following individuals provided comments during the meeting.

Scott Stimely

Linda Gaston
James Gaston
Debra Melburg
Bruce Meeks
Alton Franklin
Jeff Giebelhausen
Judy Stearns
Surena Fish

7. Consent Agenda

The following was presented:

Mayor Renner asked Council whether there were any items to be removed from the Consent Agenda for further discussion.

Motion by Alderman Schmidt, seconded by Alderman Hauman, that the Consent Agenda be approved with the exception of Agenda Item No. 7D and 7F.

Mayor Renner directed the Clerk to call the roll which resulted in the following:

Ayes: Aldermen Lower, Sage, Mwilambwe, Buragas, Painter, Schmidt, Black, Hauman and Fruin.

Nays: None.

Motion carried.

The following was presented:

Item 7A. Consideration of approving the Minutes of the July 25, 2016 Regular City Council Meeting.

The following was presented:

Item 7B. Consideration of approving Bills, Payroll, Electronic Transfers and Procurement Cards in the amount of $4,558,786.15.

The following was presented:

Item 7C. Consideration of review and analysis of Bids and approval of a Contract with William Masters, Inc. in the amount of $96,347.60 for Market Street Garage Lighting Improvements (Bid #2017-11).

The following was presented:

Item 7D. Consideration of approving an Annual Regional Service Agreement and invoice for payment to McLean County Regional Planning Commission (MCRPC) for Regional Planning Services in the amount of $54,674.00 for the fiscal year July1, 2016 through June 30, 2017. ***This item was pulled from the Consent Agenda for Council discussion.***

The following was presented:

Item 7E. Consideration of approving the purchase of scheduled replacement of one (1) 2017 Ford Utility Interceptor for the Fire Department.

The following was presented:

Item 7F. Consideration of adopting an Ordinance approving a Petition from Core III, L.L.C., for an expedited final plat for resubdivision of lots 317-320 Tipton Trails 5th Addition Final Plat and approving a utility easement vacation, and rescinding ordinance number 2016-01, located west of Airport Road and north of General Electric Road, and adopting an ordinance. ***This item was pulled from the Consent Agenda for Council discussion.***

The following was presented:

Item 7G. Consideration of approving a Lake Bloomington Lease Transfer Petition for Lot 7, Block 3 of Camp Iroquois, be rescinded from Treehouse LLC. back to Robert J Hitchen declaration of trust dated October 1, 1997.

The following was presented:

Item 7H. Consideration of approving a petition for the Lake Bloomington Lease Transfer of Lot 1, Block 4 of Camp Kickapoo, from Trent S. Milliken Trust to C. Neil Finlen and Lynda Finlen.

The following was presented:

Item 7I. Consideration of approving the application of MCTH, Inc., d/b/a Lucky Sevens located at 1804 S. Hershey Rd., Unit 9, currently holding a TAS liquor license which allows the sale of all types of alcohol by the glass for consumption on the premises seven (7) days a week, requesting expansion to 1804 S. Hershey Rd., Unit 10.

The following was presented:

Item 7J. Consideration of approving an Ordinance Suspending Portions of Section 701 of Chapter 31 and Section 26(d) of Chapter 6 of the City Code for a Rehearsal Dinner on September 3, 2016 and Wedding Reception on September 4, 2016 at Davis Lodge

ORDINANCE NO. 2016 - 74

AN ORDINANCE SUSPENDING PORTIONS OF SECTION 701 OF CHAPTER 31 AND SECTION 26(d) OF CHAPTER 6 OF THE CITY CODE FOR A REHEARSAL ON SEPTEMBER 3, 2016 AND WEDDING RECEPTION ON SEPTEMBER 4, 2016 AT DAVIS LODGE

The following was presented:

Item 7K. Consideration of approving an Ordinance Suspending Portions of Section 701 of Chapter 31 and Section 26(d) of Chapter 6 of the City Code for a Wedding Reception at Miller Park Pavilion on November 12, 2016.

ORDINANCE NO. 2016 - 75

AN ORDINANCE SUSPENDING PORTIONS OF SECTION 701 OF CHAPTER 31 AND SECTION 26(d) OF CHAPTER 6 OF THE CITY CODE FOR A WEDDING RECEPTION AT MILLER PARK PAVILION ON NOVEMBER 12, 2016

The following was presented:

Item 7L. Consideration of approving an Ordinance Suspending Portions of Section 701 of Chapter 31 and Section 26(d) of Chapter 6 of the City Code for a Wedding Reception at Miller Park Pavilion on December 17, 2016.

ORDINANCE NO. 2016 - 76

AN ORDINANCE SUSPENDING PORTIONS OF SECTION 701 OF CHAPTER 31 AND SECTION 26(d) OF CHAPTER 6 OF THE CITY CODE FOR A WEDDING RECEPTION AT MILLER PARK PAVILION ON DECEMBER 17, 2016

The following was presented:

Item 7M. Consideration of an Ordinance Suspending Portions of Section 26(d) of Chapter 6 of the City Code to Allow Possession of Open Alcohol (beer and wine) on Public Property in a portion of Downtown Bloomington during the Front Street Music Festival on August 20, 2016.

ORDINANCE NO. 2016 -77

AN ORDINANCE SUSPENDING PORTIONS OF SECTION 26(d) OF CHAPTER 6 OF THE BLOOMINGTON CITY CODE TO ALLOW POSSESSION OF OPEN ALCOHOL ON PUBLIC PROPERTY IN A PORTION OF DOWNTOWN BLOOMINGTON DURING THE FRONT STREET MUSIC FESTIVAL.

The following was presented:

Item 7F. Consideration of adopting an Ordinance approving a Petition from Core III, L.L.C., for an expedited final plat for resubdivision of lots 317-320 Tipton Trails 5th Addition Final Plat and approving a utility easement vacation, and rescinding ordinance number 2016-01, located west of Airport Road and north of General Electric Road, and adopting an ordinance. ***This item was pulled from the Consent Agenda for Council discussion.***

Motion by Alderman Hauman, seconded by Alderman Painter, that the Ordinance be passed approving the expedited final plat for resubdivision of lots 317-320 Tipton Trails 5th Addition and vacating the associated utility easement, and rescinding ordinance number 2016-01, and that the Mayor and City Clerk be authorized to sign the necessary documents.

Mayor Renner directed the Clerk to call the roll which resulted in the following:

Ayes: Aldermen Lower, Sage, Mwilambwe, Painter, Schmidt, Black, Hauman and Fruin.

Nays: None.

Recused: Alderman Amelia Buragas
[7:29 PM Minutes:] Alderman Buragas left the dais.
[7:30 PM Minutes:] Alderman Buragas returned to the Meeting.

Motion carried.

The following was presented:

Item 7D. Consideration of approving an Annual Regional Service Agreement and invoice for payment to McLean County Regional Planning Commission (MCRPC) for Regional Planning Services in the amount of $54,674.00 for the fiscal year July1, 2016 through June 30, 2017. ***This item was pulled from the Consent Agenda for Council discussion.***

Alderman Lower stated that he had no questions, but rather just an objection to the local funding of the McLean County Regional Planning Commission (MCRPC). He felt many times the MCRPC compares the city's local needs and wants to what the recommendations from the Federal and State Government asks of Council and the MCRPC passes this right along. He stated that the City has many needs in the transportation sector at this point in time and right now the City is paving bike trails and building parts of bridges. The City is doing all kinds of projects for bicycling, and the major part of what the City is doing is not being used for transportation as a need but rather as a recreational activity. Alderman Lower feels few people use it as a need and the City has gotten by for many years without having dedicated bike lanes on every street in town. He stated due to above comments and feelings, he is objecting to the local funding and voting "no" on this topic.

Motion by Alderman Schmidt, seconded by Alderman Hauman that the Agreement with the McLean County Regional Planning Commission (MCRPC) for the Regional Planning Services Agreement in the amount of $54,674.00 be approved, and the Mayor and City Clerk be authorized to execute the necessary documents.

Mayor Renner directed the Clerk to call the roll which resulted in the following:

Ayes: Aldermen Sage, Mwilambwe, Buragas, Painter, Schmidt, Black, Hauman and Fruin.

Nays: Alderman Kevin Lower.

Motion carried.

Regular Agenda

The following was presented:

Item 8A. Consideration of an Ordinance and Intergovernmental Agreement amending the proposed Bloomington / Normal / Gibson City / McLean County / Ford County Enterprise Zone to support the Destihl Brewery development in the Town of Normal.

Mr. Grammer provided a brief overview on this items stating, on March 28, 2016, the City Council approved an Ordinance amending the 1984 – 2016 Enterprise Zone (EZ) to add the development site for the new Destihl brewery facility in the Town of Normal to the EZ. For more information regarding the Destihl brewery development, please refer to the March 28, 2016 City Council meeting packet at the following link: http://www.cityblm.org/index.aspx?page=17&recordid=4253

The 1984 – 2016 EZ expired on July 1, 2016. The Bloomington-Normal Economic Development Council (BNEDC) is leading a joint effort to re-apply to the State of Illinois for a new EZ that, if awarded / certified, could potentially take effect immediately upon the date of the award or on January 1, 2017. Since the boundaries of the proposed new EZ do not include the subject property, the BNEDC has requested that the involved government entities amend the subject property to the proposed new EZ now in order to allow the Destihl brewery development to continue to qualify for EZ benefits should the new EZ be awarded.

Staff is supportive of the BNEDC's and the Town's request to expand the proposed EZ as a means to promote economic development in the Bloomington-Normal-McLean County region as the request is consistent with the B-N Advantage Collaborative Economic Development Strategy which was endorsed by the City Council on October 26, 2015.

ORDINANCE NO. 2016-78

AN ORDINANCE AMENDING "AN ORDINANCE DESCRIBING AND DESIGNATING AN AREA AS AN ENTERPRISE ZONE" - DESTIHL BREWERY

Motion by Alderman Black, seconded by Alderman Painter, the Ordinance amending "An Ordinance Describing and Designating an Area as an Enterprise Zone" be approved and authorize the Mayor and City Clerk to execute the necessary documents.

Mayor Renner directed the Clerk to call the roll which resulted in the following:

Ayes: Aldermen Lower, Sage, Mwilambwe, Buragas, Painter, Schmidt, Hauman, Black and Fruin.

Nays: None.

Motion carried.

The following was presented:

Item 8B. Consideration of an approving an Ordinance Incorporating the Smoke Free Illinois Act and adding E-Cigarettes to the definition of smoking at City owned buildings.

Mr. Boyle, provided a brief overview of this item stating, effective January 1, 2008, the Smoke Free Illinois Act ("Act") went into effect prohibiting smoking in public buildings. This Act defines smoking as "the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted smoking equipment." However, smoking does not include "smoking that is associated with a native recognized religious ceremony, ritual, or activity by American Indians that is in accordance with the federal American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a."

E-cigarettes and similar alternative nicotine products are battery-operated and designed to deliver nicotine with flavorings and other chemicals to uses in vapor instead of smoke. These devices are not directly covered by the Smoke Free Illinois Act, however, legislation has been introduced to both define electronic cigarettes and prohibit them the same as other smoking devices. Under the legislation, an electronic cigarette would be defined, in part, as "any electronically actuated device which in operation causes the user to exhale any smoke, vapor, or other substance other than those produced by unenhanced human exhalation." The FDA is also starting to regulate electronic cigarettes.

On June 20, 2016, the City Council, at a Committee of the Whole, expressed a desire to consider an ordinance banning the use of e-cigarettes from City owned facilities. The City's previous ordinance provisions on smoking are outdated and essentially related only to public buildings and grocery stores. Accordingly, the proposed ordinance repeals the dated provisions on smoking, incorporates by reference the Smoke Free Illinois Act and adds the use of e-cigarettes

to the definition of smoking at City owned buildings. The fines have also been increased to coincide with the fines set forth in the Smoke Free Illinois Act.

ORDINANCE 2016 –79

AN ORDINANCE AMENDING THE CITY CODE TO ADOPT THE PROVISIONS OF THE SMOKE FREE ILLINOIS ACT AND TO IMPLEMENT ADDITIONAL REGULATIONS IN RELATION TO CITY OWNED PROPERTIES

Motion by Alderman Hauman, seconded by Alderman Schmidt, that the Ordinance be adopted approving an Ordinance Incorporating the Smoke Free Illinois Act and adding E-Cigarettes to the definition of smoking at City owned buildings and the Mayor and City Clerk be authorized to execute the necessary documents.

Mayor Renner directed the Clerk to call the roll which resulted in the following:

Ayes: Aldermen Lower, Sage, Mwilambwe, Buragas, Painter, Schmidt, Hauman, Black and Fruin.

Nays: None.

Motion carried.

The following was presented:

Item 8C. Consideration of approving an Ordinance approving a Petition from Foundry Square, LLC, for a Final Plat for Foundry Subdivision located South of Washington Street and west of McClun Street.

The final plat consists of one lot (2.002 acres) located South of Washington Street and west of McClun Street.

The subject final plat qualifies for the expedited final plat process as set forth in Chapter 24, Section 3.5.6.

The zoning in this area is M-1 restricted Manufacturing District. The subject property is being subdivided in preparation for the development that is to be known as The Foundry. Construction plans for the two building development have been received by the City.

ORDINANCE NO. 2016 -80

AN ORDINANCE APPROVING THE FINAL PLAT OF THE FOUNDRY SUBDIVISION

Motion by Alderman Schmidt, seconded by Alderman Mwilambwe, that Ordinance be adopted approving a Petition from Foundry Square, LLC, for a Final Plat for Foundry Subdivision located South of Washington Street and west of McClun Street and authorize the Mayor and City Clerk to execute the necessary documents.

Mayor Renner directed the Clerk to call the roll which resulted in the following:

Ayes: Aldermen Lower, Sage, Mwilambwe, Buragas, Schmidt, Hauman, and Fruin.

Nays: None.

Recused: Aldermen Scott Black and Joni Painter
[7:39 PM Minutes:] Aldermen Black and Painter left the dais.
[7:41 PM Minutes:] Aldermen Black and Painter returned to the Meeting.

Motion carried.

The following was presented:

Item 8D: Consideration of approving an Ordinance Removing the Liquor Commission from the List of Enumerated Boards and Commissions of the City of Bloomington, Clarifying the Roll of Liquor Commissioner and Providing for Appointment of a Deputy Liquor Commissioner.

The Liquor Control Act of 1934 ("Act"), 235 ILCS 5/4-2, provides that for each municipality, the City's Mayor shall be the local liquor control commissioner. The local liquor commissioner has the power to grant, suspend or revoke liquor licenses, and to investigate complaints of liquor license violations. In addition, Section 4-2 of the Act and local ordinance allow the Mayor to appoint other persons to assist him. The Bloomington ordinance currently provides, "the local Liquor Commissioner may appoint one or more persons to the Bloomington Liquor Commission to assist him and such person(s) shall have any and all of the authority the Commissioner has in the exercise of the powers and the performance of the duties provided for the local Liquor Control Commissioner."

Recently, there has been confusion regarding the authority of the local Liquor Commissioner and the Liquor Commission. The proposed ordinance clarifies that the Mayor, as the local Liquor Commissioner, and the City Council have primary authority in local liquor control matters. It further provides that the Mayor has the power to appoint a Deputy Commissioner to assist him in his duties and to serve as Commissioner in times of absence, temporary disability or illness. Several other Central Illinois communities, such as Champaign and Peoria, have Deputy Liquor Commissioners.

ORDINANCE 2016-

AN ORDINANCE REMOVING THE LIQUOR COMMISSION FROM THE LIST OF ENUMERATED BOARDS AND COMMISIONS OF THE CITY OF BLOOMINGTON,

CLARIFYING THE ROLL OF LIQUOR COMMISSIONER AND PROVIDING FOR APPOINTMENT OF A DEPUTY LIQUOR COMMISSIONER

Mayor Renner requested this item be removed from the agenda until such time that he has had an opportunity to make a presentation to Council to discuss this subject in greater detail.

City Manager's Discussion

City Manager David Hales reminded the Council and residents that this is a week where there are a number of celebratory events taking place. Tuesday August 9th, 2016 there is a ribbon cutting ceremony for Dick's Shopping Center which provides for a great opportunity to save during special store hours from 4:30 p.m. to 9:30 p.m. On Wednesday August 10th, 2016 there is a major new facility on the west side of Bloomington known as The Center for Integrated Wellness that is having a ribbon cutting and opening ceremony. The Center for Integrated Wellness has been under construction for some time and had an estimated $30 million dollar budget to complete that project.

Mayor Discussion

Mayor Renner echoed Mr. Hales comments stating the City no longer having a vacant strip mall where Dick's Sporting Goods and Five Below are now located. That a vacant strip mall is a magnet for gang activity and just do not look good for anyone when they come to a City to visit. He thanked City staff, Austin Grammer, Tom Dabareiner, the City Manager, and the City Council for having the vision to move forward with this project. This new strip mall is also able to now help District 87 and is an important economic tool for our community moving forward. Mayor Renner encouraged everyone in the community and council to come out and support the opening of this location.

City Alderman's Discussion

Alderman Fruin explained that the discussion of public comment tonight was appreciated and hopes it will be repeated in future meetings. In the public, that there is cogitation that some of the conversation between 7 and 7:30 at Council meetings is not productive. The discussion of public comment by Mayor Renner tonight helped the Council and public focus on the future and productivity of such comments.

Alderman Black stated that the "Brews at the Zoo" event was a success on Friday August 5, 2016. The event is a great example of private dollars coming in to help out the community. That it is great to see new organizations and groups coming to the zoo who have never been before and he hopes this continues.

Alderman Schmidt questioned whether an invitation needs to be extended to an Ameren Representative to come to a Council Meeting in the near future, as there are many questions by the community regarding Ameren and street lights being out. Council and Ameren should discuss Ameren's process of handling such matters as it is also being brought forward from the

community that Ameren is not being proactive when people are reporting the lights being out. Mr. Hales stated we can invite Ameren to a meeting, but noted the City is tracking statistics on calls received on street lights being out. The city then turns these calls over to Ameren, who then has the responsibility to repair or give us a credit on the charges the City pays each month every street light. Ameren can usually batch these repairs together and get them done within a certain time period, which can change when they get into more extensive projects like electrical line work. The City is trying to find statistics and gather data as to why there are more lights out in certain areas of the City and to build on statistics from the past. He would like to invite an Ameren Representative to give an update on their progress and what citizens can expect with such procedures.

Alderman Schmidt stated she has been receiving questions from people asking about our work strategy with street resurfacing. The community has an expectation, due to the imposed sales tax, that the City should be resurfacing half of our streets by this point in time. She asked whether there would be a future scheduled Work Sessions to allow the City to provide the community an update on its strategy. Mr. Hales stated funds from the sales tax for street resurfacing is well underway, and the City is two thirds the way into the $5 to $6 million dollar street resurfacing project. In the five (5) year CIP draft, in which there is included the Mayor's Proposed Street 2.0, to receive an additional $10 million dollars for the Council. This discussion will hopefully take place at the first meeting in September and next Monday August 15th, 2016, at the Committee of the Whole, there will be an initial discussion of capital financing and credit policy for this work strategy.

Alderman Schmidt inquired whether the S.B. Friedman's comments of the Council in the community would soon be presented. Mr. Hales stated Administration is drafting the draft agenda for the Committee of the Whole; that the bulk of the material covered, will center on downtown redevelopment and Friedman's Report.

Alderman Lower stated the Ameren issue that was already discussed and brought forth by Alderman Schmidt is a bigger problem than the City is acknowledging. A number of businesses are not well lit and there are a number of lights out in particular areas of the City that are holding business back due to safety concerns going into the fall hours when it gets darker sooner. Mayor Renner stated he has heard the very same concerns on this topic.

Alderman Lower also stated that he feels the City of Bloomington and their Council is one of the most open governmental units in McLean County and in Central IL, and he is very proud of this. He commented on the McLean County Fair and the upcoming weekend with the Deer and Turkey Expo, the City is creating more cultural diverse events which are a positive impact for the community.

Adjournment

Motion made by Alderman Black, seconded by Alderman Painter, to adjourn the meeting at 7:58 p.m.

Motion carried (viva voce).

CITY OF BLOOMINGTON **ATTEST**

Tari Renner, Mayor Cherry L. Lawson, City Clerk

CONSENT AGENDA ITEM: 7B

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of approving Bills, Payroll, Procurement Card Purchases, and Electronic Transfers in the amount of $5,469,688.06.

RECOMMENDATION/MOTION: That the bills, payroll, procurement card purchases and electronic transfers be allowed in the amount of $5,469,688.06, and orders drawn on the Treasurer for the various amounts as funds are available.

STRATEGIC PLAN LINK: Goal 1. Financially sound City providing quality basic services.

STRATEGIC PLAN SIGNIFICANCE: Objective 1d. City services delivered in the most cost-effective, efficient manner.

FINANCIAL IMPACT: Total disbursements to be approved $5,469,688.06 (Payroll total $2,426,866.15, Accounts Payable total $2,838,600.03, Procurement Card Purchases total $133,138.53, and Electronic Transfers total $71,083.35).

Respectfully submitted for Council consideration.

Prepared by: Frances Watts, Accounts Payable

Reviewed by: Jon C. Johnston, Procurement Manager

Recommended by:



David A. Hales, City Manager

Attachment:

- Bills, Payroll, Procurement Card Purchases, and Electronic Transfers on file in the Clerk's office. Also available at www.cityblm.org.
- Summary Sheet Bills, Payroll Report, Procurement Card Purchases, and Electronic Transfers

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Motion: That the bills, payroll, procurement card purchases, and electronic transfers be allowed in the amount of $5,469,688.06, and orders drawn on the Treasurer for the various amounts as funds are available.

CITY OF BLOOMINGTON FINANCE REPORT

Council of August 22, 2016

PAYROLL

Date	Gross Pay	Employer Contribution	Totals
8/4/2016	$ 1,380,802.77	$ 362,288.83	$ 1,743,091.60
8/5/2016	$ 264,462.59	$ 81,234.60	$ 345,697.19
8/12/2016	$ 257,066.98	$ 80,730.16	$ 337,797.14
8/12/2016	$ 260.31	$ 19.91	$ 280.22
Off Cycle Adjustments			$ -
		PAYROLL GRAND TOTAL	**$ 2,426,866.15**

ACCOUNTS PAYABLE

Date	Bank	Total
8/22/2016	AP General	$ 2,791,291.09
	AP BCPA	
8/22/2016	AP Comm Devel	$ 4,430.58
	AP IHDA	$ -
8/22/2016	AP Library	$ 39,527.58
	AP MFT	
8/9/2016 - 8/16/2016	Off Cycle Check Runs	$ 3,350.78
	AP GRAND TOTAL	**$ 2,838,600.03**

PCARD

7/2/2016 - 8/1/2016	$ 133,138.53
PCARD GRAND TOTAL	**$ 133,138.53**

WIRES

Date	Total
7/31/2016 - 8/22/2016	$ 71,083.35
WIRE GRAND TOTAL	**$ 71,083.35**

TOTAL **$ 5,469,688.06**

Respectfully,

Patti-Lynn Silva
Finance Director

CONSENT AGENDA ITEM NO. 7C

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of Approving Appointments to Various Boards and Commissions.

RECOMMENDATION/MOTION: That Alicia Whitworth be appointed to the Bloomington Board of Library Trustees, that Levi Sturgeon be appointed to the Board of Fire & Police Commissioners, and that Michael Butts be appointed to the Board of Zoning Appeals.

STRATEGIC PLAN LINK: Goal 4. Strong neighborhoods.

STRATEGIC PLAN SIGNIFICANCE: Objective 4e. Strong partnership with residents and neighborhood associations.

BACKGROUND: The Mayor of the City of Bloomington has nominated and I ask your concurrence in the appointment of:

Bloomington Board of Library Trustees. Alicia Whitworth of 7 Cygnet Crossing, Bloomington, Illinois 61704 to the Bloomington Board of Library Trustees. She will be completing the unfulfilled term previously held by Susan O'Rourke who resigned from the position 6-22-16 and whose term will expire 4-30-17. Application is on file in the Administration Office.

Board of Fire and Police Commissioners. Levi Sturgeon of 1008 Old Farm Road, Bloomington, Illinois 61704 to the Board of Fire & Police Commissioners. He will be completing the unfulfilled term previously held by Eric Penn who resigned 7-15-15 and whose term will expire 4-30-17. Application is on file in the Administration Office.

Board of Zoning Appeals. Michael Butts of 1114 Andover, Bloomington, Illinois 61704 to the Board of Zoning Appeals. He will be completing the unfulfilled term previously held by Mike Ireland who resigned from the Board and whose term will expire 4-30-18. Application is on file in the Administration Office.

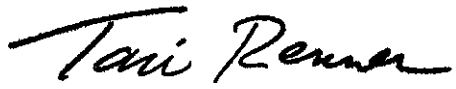
COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Mayor contacts all recommended appointments.

FINANCIAL IMPACT: None.

Respectfully submitted for Council consideration for approval.

Prepared by: M. Beth Oakley, Executive Assistant

Recommended by:



Tari Renner
Mayor

Attachments:

- Roster

Motion: That Alicia Whitworth be appointed to the Bloomington Board of Library Trustees, that Levi Sturgeon be appointed to the Board of Fire & Police Commissioners, and that Michael Butts be appointed to the Board of Zoning Appeals.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			
Alderman Buragas				Alderman Painter			
Alderman Fruin				Alderman Sage			
Alderman Hauman				Alderman Schmidt			
Alderman Lower							
				Mayor Renner			

Board of Fire & Police Commissioners

Mayor Appointed	Staff/Chair	First Name	Last Name	Expiration	Appointment Date	Year First Appt	Ward	Email	Street	City	Zip					Political Party	
x	RESIGNED	Eric	Penn	04/30/17	06/22/2015	2015		[redacted]	1016 McGregor	Bloomington	61701					Democrat	
x		Dianne	Hollister	04/30/17	04/28/2014	2014	4	happy726@gmail.com	2 Briarwood Ave	Bloomington	61701					Democrat	
x		Charles	Witte	04/30/17	04/14/2014	2008		cwitte@aol.com	33 Monarch Dr.	Bloomington	61704					Republican	
x		Keith	Rich	04/30/17	04/14/2014	2008	8	krich1945@gmail.com	32 Chiswick Cir	Bloomington	61704					Non-Partisan	
x		"Dean"	Messinger	04/30/17	04/14/2014	2011	9	deanmessinger@comcast.net	2107 Hackberry Rd	Bloomington	61704					Republican	
	Staff	Daniel	Esquivel														
	Staff	Salina	Grismore														
	Staff	Nicole	Albertson														
	Staff	Angela	Fyans-Jimenez														
	Staff	Brendan	Heffner														
	Staff	Brian	Mohr														

Details:
Term: 3 years
Term Limit per City Code: 3 terms/9 years
Members: 5 members
Number of members the Mayor appoints: 5
Type: Internal
City Code:
Required by State Statute: Yes
Intergovernmental Agreements:
Funding budgeted from COB for FY2014:
Meetings: 1st Monday of each month at 4:00pm - City Hall Conference Room

Other: Per State Statute, no more than two members can be from the same political party. If a member does not vote in a Primary, they are considered Independent.

Number of Vacancies: 2
Number of Expired Board Members (Blm Appointments only): 0
Number of Expired Board Members Eligible for Reappointment: 0

Appointment/Reappointment Notes: Levi Sturgeon - Democrat

Board of Zoning Appeals

Mayor Appointed	Staff/Chair	First Name	Last Name	Expiration	Re/Appointment Date	Year First Appt	Ward	Email	Street	City	Zip					
x	Resigned	Mike	Ireland	04/30/18	01/13/14	2003	1	mwireland@frontier.com	816 S. Mercer	Bloomington	61701					
x		Barbara	Meek	04/30/17	03/24/14	2010	9	Barbara.meek@bldd.com	1914 Hackberry Rd.	Bloomington	61704					
x		Jeff	Brown	04/30/19	06/13/16	2015	4	jbrown@attorney.jeffbrown.com	408 Leland	Bloomington	61701					
x	Chair	Richard	Briggs	04/30/17	05/13/13	2003	3	DDBriggs3SOC@msn.com	3 Sable Oaks Ct.	Bloomington	61704					
x		Robert	Kearney	04/30/17	05/13/13	2006	4	ND8894@yahoo.com	514 S. Moore	Bloomington	61701					
x		Tristan	Bullington	04/30/17	09/14/15	2015	1	tristan@allisonmosby-scott.com	1310 Beverly Lane	Bloomington	61701					
x		James	Simeone	04/30/17	05/13/13	2013	4	jsimeone@iwu.edu	1923 E Taylor	Bloomington	61701					
	Staff	Katie	Simpson					ksimpson@cityblm.org	115 E Washington	Bloomington	61701					
	Staff	Mary	Sellmeyer						110 E Olive St	Bloomington	61701					

Details:
Term: 4 years (3 years as of 5/1/2014)
Term Limit per City Code: 3 terms/9 years
Members: 7 members
Number of members the Mayor appoints: 7
Type: Internal
City Code:
Required by State Statute: No
Intergovernmental Agreements: None
Funding budgeted from COB for FY2014: None
Meetings: 3rd Wednesday of each month at 3:00pm in the Council Chambers

Number of Vacancies: 1
Number of Expired Board Members (Blm Appointments only): 0
Number of Expired Board Members Eligible for Reappointment: 0

Appointment/Reappointment Notes: Michael Butts

Library Board of Trustees

Mayor Appointed	Staff/Chair	First Name	Last Name	Expiration	Re/Appointment Date	Year First Appt	Ward	Email	Street	City	Zip					
x		Alex	Cardona	04/30/17	8/10/15	2015	8	alex.g.cardona@gmail.com	3217 Suffolk Way	Bloomington	61704					
x	resigned 6/22/16	Susan	O'Rourke	04/30/17	4/28/14	2014	9	emeraldcoaching@aol.com	2613 Kolby Ct	Bloomington	61704					
x		Van	Miller	04/30/19	4/25/16	2015	7	van.c.miller@gmail.com	5 Ridgewood Ter	Bloomington	61701					
x	President	Carol	Koos	04/30/18	4/13/15	2015	4	Carolkoos12@gmail.com	305 Woodland Ave	Bloomington	61701					
x		Michael	Raikes	04/30/18	4/13/15	2015	4	mike@ibew197.org	1520 N Clinton Blvd	Bloomington	61701					
x		Julian	Westerhout	04/30/19	3/28/16	2015	4	westerhout@gmail.com	816 E Monroe	Bloomington	61701					
x		Whitney	Thomas	04/30/17	4/14/14	2014	6	whitneythomas86@gmail.com	1404 W Elm St	Bloomington	61701					
		Robert	Porter	04/30/18	4/27/15	2015	4	rporter@cwlawoffice.com	702 S Moore St.	Bloomington	61701					
x		Alicia	Henry	04/30/19	4/25/16	2016	7	aliciahenry228@gmail.com	36 Boardwalk Circle	Bloomington	61701					
	Staff	Jeanne	Hamilton		Whitworth								557-8901			

Details:
Term: 3 years
Term Limit per City Code: 3 terms/9 years
Members: 9 members
Number of members the Mayor appoints: 9
Type: Internal
City Code: Chapter 25, Section 3, Section 7
Required by State Statute: Yes
Intergovernmental Agreements:
Funding budgeted from COB for FY2014:
Meetings: 3rd Tues of each month at 4:30 pm - Library Conference Room
Number of Vacancies: 1
Number of Expired Board Members (Blm Appointments only): 0
Number of Expired Board Members Eligible for Reappointment: 0

Appointment/Reappointment: Alicia Whitworth

CONSENT AGENDA ITEM NO. 7D

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of ratifying a contract with the International Association of Machinists and Aerospace Workers, Lodge 1000.

RECOMMENDATION/MOTION: That the Contract be ratified, and authorize the bargaining unit team to execute the agreement.

STRATEGIC PLAN LINK: Goal 1. Financially sound City providing quality basic services.

STRATEGIC PLAN SIGNIFICANCE: Objectives: 1d. City services delivered in the most cost-effective, efficient manner, and 1e. Partnering with others for the most cost-effective service delivery.

BACKGROUND: On February 18, 2016 the parties began negotiating the terms for a collective bargaining agreement to replace the Agreement that would expire on April 30, 2016. The expired contract can be located at www.cityblm.org under Human Resources in a folder titled Labor Contracts. A draft of the new Collective Bargaining Agreement has been provided to the Council. On June 28, 2016, the parties reached Tentative Agreement on the issues listed below. The Union ratified the Tentative Agreement on July 13, 2016.

Leave Time

- Reduce the number of sick leave hours a new employee hired after December 31, 2016 can accrue from 120 days to 60 days.
- Reduce the number of sick leave hours a new employee hired after December 31, 2016 can accrue for IMRF Creditable Service from 120 days to 60 days.
- Modifications to the Bereavement language.

Wages and Benefits

- May 1, 2016 wage increase of 2.25% with retroactivity.
- May 1, 2017 wage increase of 1.75%.
- Modification of Uniform language on purchasing uniforms for new employees. In addition, language was updated to the current practice and required safety shoes were defined.
- Modification of Out of Classification Pay from four (4) hours to two (2) hours.
- Switch to the new Health and Dental Insurance Plans as of January 1, 2017.
- Increase in life insurance from $25,000 to $50,000.

Miscellaneous Items

- Modification to the Grievance and Arbitration Procedure.

- Update of the drug testing language to reference agencies capable of being accredited by HHS/SAMHSA.
- Addition of Post Injury Drug and Alcohol Testing.
- Modification of the eligibility language for overtime.
- Requirements employees to report for a call in within 60 minutes.
- Update of language as it relates to seniority and reduction of forces.
- Modification of Inclement Weather language.
- Modification of the Removal of Adverse Material Language.
- Addition of a joint Safety Committee for Public Works and the Water Departments.

Term of Agreement

- 2 year Agreement

Other minor changes can be found in the draft Collective Bargaining Agreement.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: City Council and AFSCME Lodge 1000 employees.

FINANCIAL IMPACT:

The financial impact of the Tentative Agreements includes:

- Increase in wage tables by 2.25% effective May 1, 2016. Increase in wage tables by 1.75% effective May 1, 2017. Estimated cost of these wage increases during the term of the contract, excluding longevity increases, is approximately $146,000.
- Decrease in the cost of insurance that is estimated to save the City at $26,449.
- Increase in the cost of Out of Classification pay by approximately $450 annually.
- The reduction in the cap of available sick leave that can be submitted to IMRF for service credit will be reflected in the City's future IMRF rate.

Respectfully submitted for Council consideration.

Prepared by:	Angie Brown, Asst. Human Resources Manager
Reviewed by:	Nicole Albertson, Human Resources Director Robert D. Yehl, PE, Water Director
Financial & budgetary review by:	Laura Hughs, Accountant
Legal review by:	Angela Fyans-Jimenez, Deputy Corporation Counsel

Recommended by:



David A. Hales
City Manager

Attachments:

- Lodge 1000 Contract

Motion: That the Contract be ratified, and authorize the City Manager to execute the agreement.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			
Alderman Buragas				Alderman Painter			
Alderman Fruin				Alderman Sage			
Alderman Hauman				Alderman Schmidt			
Alderman Lower							
				Mayor Renner			

A G R E E M E N T

Between

CITY OF BLOOMINGTON

BLOOMINGTON, ILLINOIS

and

LODGE 1000 OF THE INTERNATIONAL

ASSOCIATION OF MACHINISTS AND AEROSPACE

WORKERS, AFL-CIO

May 1, 2016 - April 30, 2018

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A G R E E M E N T

This Agreement made and entered into this 1st day of May, 2016, by and between the City of Bloomington (hereinafter referred to as the City) and Lodge 1000 of the International Association of Machinists and Aerospace Workers, AFL-CIO (hereinafter referred to as the Union).

It is the intent and purpose of the parties that this Agreement will promote and improve the welfare of the City of Bloomington and its employees and that it will provide for harmonious relations between the City and its employees covered by this Agreement and the Union.

ARTICLE 1 RECOGNITION

Section 1.1. Representation and Bargaining Unit. The City recognizes the Union, its designated agents and representatives, its successors and/or assigns, as the sole and exclusive collective bargaining agent for all full-time employees covered by the classifications in the salary tables of this Agreement. Excluding supervisors, office clerical workers, probationary employees, seasonal employees, part-time employees, and all other employees of the City.

Section 1.2. Supervisor. The term "supervisor" means any individual having authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct

them, or to adjust their grievances, or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Section 1.3. Rights of Individuals. Nothing contained in this Article shall abridge the rights of individual employees under Illinois law.

Section 1.4. Non-Bargaining Unit Employees. Other than provided in Article 22 Managed Competition, employees excluded from the bargaining unit will not perform work which is normally performed by bargaining unit employees for the purpose of displacing any such employee under the terms of this Agreement.

Section 1.5. Restricted Duty. When, at any time during a period of paid sick or injury leave, the employee is released to perform restricted duty work by his physician or other competent recognized medical authority, the City may assign the employee to any restricted duty work available provided that:

(1) every effort shall be made to provide such tasks within the bargaining unit; and

(2) lacking bargaining unit restricted duty work, the City may assign the employee to work outside Lodge 1000 for a period not to exceed five hundred twenty (520) hours worked at the employee's current rate of pay; and

(3) seniority shall continue to accrue during the period of such restricted duty; and

(4) any employee required to return to work under restricted duty and is not allowed to complete the day for some physical reason shall be credited with actual performance hours and actual sick or job injury hours as the case may dictate; and

(5) bargaining unit employees on restricted duty shall not be eligible for overtime; and

(6) restricted duty shall not be assigned in a manner inconsistent with the Workers' Compensation Act.

At the end of the five hundred twenty (520) hours worked (65 days), the restricted duty status shall be reviewed and the assignment may be renewed for one additional period up to five hundred twenty (520) hours worked. At any time during the period of restricted duty, should the employee be fully recovered and capable of performing his or her regular duties, the period of restricted duty shall cease. Employee shifts may be required to be adjusted during the restricted duty assignment.

Employees who are taking prescribed or over-the-counter medication that experience adverse side effects which interfere with the employee's ability to perform his or her normal duties may be temporarily reassigned with pay to other more suitable duties.

ARTICLE 2 UNION SECURITY

Section 2.1. Dues Check-off. Upon receipt of a signed authorization in the form set forth herein, the City will deduct from the pay of the employees covered by this Agreement the monthly dues in the amount payable by him or her as certified by the Union to the City. Deductions shall be made from earnings payable in the first pay period of each month beginning with the first month immediately following the date of receipt of such authorization. Such deduction shall be remitted to the Secretary-Treasurer of Lodge 1000 within ten (10) days after the deduction has been made. Authorization cards shall be in the following manner:

AUTHORIZATION FOR PAYROLL DEDUCTION

TO: CITY OF BLOOMINGTON, ILLINOIS

I hereby assign to Local Lodge 1000 of the International Association of Machinists and Aerospace Workers, and authorize and direct the City of Bloomington to deduct from wages due me each month, commencing with the month of _____, 20___, my monthly dues for membership in said Lodge 1000 in such amount as may be established from time to time by said Lodge 1000 in accordance with the Constitution of the International Association of Machinists and Aerospace Workers and communicated to said City and all amounts as provided during any month by the collective bargaining agreement or amendments between the City and Lodge 1000 then in effect.

These deductions shall be made payable to and remitted to the Financial Secretary of said Lodge 1000.

This assignment and authorization shall be irrevocable for a period of one (1) year from the date of the first payroll deduction pursuant to this authorization or until the termination date of any applicable collective bargaining agreement, whichever occurs sooner, and shall automatically be renewed as an irrevocable assignment and authorization for successive yearly or applicable collective bargaining agreement periods thereafter, whichever is the lesser, unless I give written notice of revocation to the City of Bloomington and the Financial Secretary by certified mail of said Lodge 1000, between the 32nd and 30th day prior to the expiration of each yearly period or of each applicable collective bargaining agreement, whichever comes sooner.

_____

Employee Signature

Section 2.2. Fair Share. The Union will determine the fair share for each employee; the Union assures the City that its fair share procedures are in compliance with all applicable laws and constitutional requirements.

Section 2.3. Indemnification. The Union agrees to indemnify and hold the City harmless against any and all claims, suits, orders or judgments brought or issued against the City as a result of any action taken or not taken by the City under the provisions of this Article.

ARTICLE 3 REPRESENTATION

The City will recognize a Shop Committee comprised of four (4) members of Lodge 1000, International Association of Machinists and Aerospace Workers. The Union will have the right to use an alternate Committee member in the absence of one or more of the Shop Committee members. This Committee, as official representative of the members of Lodge 1000 that work for the City, will handle with the City representatives, all matters pertaining to labor relations. One such committeeman will be designated as Chairman by the Union**.** The Shop Committee Chair or their designee will represent the employee(s) during their disciplinary and investigatory meetings.

ARTICLE 4 GRIEVANCE PROCEDURE

Section 4.1. Definition and Procedure. A grievance is a dispute or difference of opinion raised by one (1) or more employee against the City, involving the meaning, interpretation or application of the express provisions of this Agreement. It is agreed that all grievances which may arise shall be handled in accordance with this procedure and that an earnest effort shall be made by both parties to settle promptly such grievances as may arise. The grievance procedure and arbitration provided herein shall constitute the sole and exclusive remedy to be utilized by the parties hereto for such determination, decision, adjustment, or settlement of any and all grievances as herein defined. All grievances shall be processed in the following manner:

STEP 1: Any employee who has a grievance shall submit it in writing to his or her Department Head, who is designated for this purpose by the City. The grievance shall be signed by both the employee and the Shop Committee Chair. The Department Head, or his or her representative, shall discuss the grievance within ten (10) business days with the Shop Committee Chair or their designee and the grievant(s) at a time mutually agreeable to the parties. The Department Head, or his or her representative, shall give the City's written answer to the Union within ten (10) business days following their meeting.

STEP 2: If the grievance is not settled in Step 1 and the Union desires to appeal, it shall be referred by the Union in writing to the Human Resources Director within ten (10) business days after the designated Department Head's answer in Step 1. A meeting between the Human Resources Director, and/ or his or her representative, and the Union Shop Committee, Business Agent and grievant(s) shall be held at a time mutually agreeable to the parties. The City will respond to such grievance in writing. The grievance response shall be signed by the Human Resources Director or his or her representative within ten (10) business days. The Union may elect to refer the grievance to arbitration as outlined in Section 4.2 Arbitration. ~~If the grievance is settled as a result of such meeting, the settlement shall be reduced to writing and signed by the Human Resources Director, or his or her representative, and the Union. If no settlement is reached, the Human Resources Director, or his or her representative, shall give the City's written answer to the Union within ten (10) business days following the meeting.~~

Section 4.2. Arbitration. If the grievance is not settled in accordance with the foregoing procedure, the Union may refer the grievance to arbitration within five (5) business days after receipt of the City's answer in Step 2. The parties shall attempt to agree upon an arbitrator within five (5) business days after receipt of notice of referral and in the event the parties are unable to agree upon an arbitrator within said five (5) day period, the parties shall immediately jointly request the Federal Mediation and Conciliation Service to submit a panel of five (5) arbitrators. Both the City and the Union shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike the first two (2) names; the other party shall then strike two (2) names. The remaining person shall be the arbitrator. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. The arbitrator shall be notified of his or her selection by a joint letter from the City and the Union requesting that he or she set a time and place, subject to the availability of the City and the Union representatives.

Section 4.3. Authority of the Arbitrator. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. He or she shall consider and decide only the specific issue submitted to him or her in writing by the City and the Union, and shall have no authority to make his or her decision on any other issue not so submitted to him or her. The arbitrator shall submit in writing his or her decision

within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The arbitrator's decision shall be based solely upon his or her interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator shall be final and binding upon both parties.

Section 4.4. Expenses of Arbitration. The fee and expenses of the arbitrator and the cost of a written transcript shall be divided equally between the City and the Union, provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 4.5. Time Limit for Filing. No grievance shall be entertained or processed unless it is submitted within ten (10) business days after the occurrence or knowledge of the event giving rise to the grievance. No grievance decision, including an arbitration award, will provide for retroactive compensation for more than a maximum of thirty (30) business days prior to the date such grievance was filed, but in no case earlier than the date of occurrence of the events causing the grievance.

If the City does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step, up to Step II. The time limit in each

Step may be extended by mutual written agreement of the City and Union representative involved in each Step.

Grievances may be withdrawn at any Step of the Grievance Procedure without prejudice. Following a written response from the City grievances not appealed within the designated time limit will be treated as withdrawn.

The term "business days" as used in this Article shall mean the days Monday through Friday.

Section 4.6. Investigation and Discussion of Grievance. All grievances, discussions and investigations shall take place in a manner which will not interfere with the operation of the City. An outside Union representative shall be permitted access for the purpose of investigating and discussing grievances upon prior notification to the Human Resources Director or his or her designated representative.

ARTICLE 5 DISCIPLINE AND DISCHARGE

Section 5.1. Discipline. Any employee who is discharged or given a disciplinary suspension shall be given in writing the reason for such discharge or disciplinary suspension, a copy of which shall be given to the Union immediately. In the event any disciplinary action or discharge is going to take place, the City will notify the employee one (1) hour in advance to allow him or her the opportunity to contact and have the appropriate Union representation present at that meeting. The City retains the right

to take immediate action in the event health or safety of the employee or other employees or the public is involved.

Section 5.2. Grievances Involving an Employee's Discharge or Disciplinary Suspension. Grievances involving an employee's discharge or disciplinary suspension shall commence at Step 2 of the Grievance Procedure.

Section 5.3. Remedial Authority of Arbitrator in Disciplinary Cases. Should it be found that an employee has been unjustly disciplined or discharged, he or she shall be reinstated with seniority rights unimpaired and paid for time lost, as determined by the arbitrator, less any outside earnings since the discipline or discharge.

Section 5.4. Alcohol and/or Illegal Drugs Policy. It is the policy of the City of Bloomington that the public has the reasonable right to expect persons employed by the City to be free from the effects of drugs and alcohol. The City, as the employer, has the right to expect its employees to report for work fit and able for duty. The purposes of this policy shall be achieved in such manner as to not violate any established rights of the employees.

Section 5.5. Prohibitions. Employees shall be prohibited from:

(a) consuming or possessing alcohol or illegal drugs at any time during the workday or anywhere on any City premises or job sites, including all City buildings, properties, vehicles and the employee's personal vehicle while engaged in City business;

(b) illegally selling, purchasing or delivering any drug during the workday or on the employer's premises;

(c) being under the influence of alcohol or illegal drugs or drugs or other substances of any kind that may impair an employee's ability to work;

(d) failing to report to their supervisor any known adverse side effects of medication or prescription drugs which they are taking.

Section 5.6. Drug and Alcohol Testing Permitted. Where the City has reasonable suspicion to believe that an employee is under the influence of alcohol or drugs during the course of the workday as specified in Section 5.5 Prohibitions, above, the City shall have the right to require the employee to submit to alcohol or drug testing as set forth in this Agreement. At least, two (2) non-bargaining unit supervisory personnel must certify their reasonable suspicions concerning the affected employee prior to any order to submit to the testing authorized herein. There shall be no random or unit-wide testing of employees, except random testing of an individual employee as authorized in Section 5.11 Discipline below and those outlined under DOT standards. The foregoing shall not limit the right of the City to conduct such tests as it may deem appropriate for persons seeking employment as employees prior to their date of hire.

Section 5.7. Order to Submit to Testing. At the time an employee is ordered to submit to testing authorized by this

Agreement, an employee and Shop Committee Chair will be notified of the objective facts and reasonable inferences drawn from those facts which have formed the basis of the order to test. The employee shall be permitted to consult with a representative of the Union at the time the order is given. No questioning of the employee concerning the use of drugs or alcohol shall be conducted without first affording the employee the right to Union representation. However, the consultation with the Union will not delay or impede the testing process. Refusal to submit to such testing may subject the employee to discipline, but the employee's taking of the test shall not be construed as a waiver of any objection or rights that he or she may have.

Section 5.8. Tests to be Conducted. In conducting the testing authorized by this Agreement, the City shall:

(a) use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act that has or is capable of being accredited by the ~~National Institute of Drug Abuse (NIDA)~~ HHS/SAMHSA;

(b) insure that the laboratory or facility selected conforms to all ~~(NIDA)~~ HHS/SAMHSA standards;

(c) establish a chain of custody procedure for both sample collection and testing that will insure the integrity of the identity of each sample and test result. No employee covered by this Agreement shall be permitted at any time to become a part of such chain custody;

(d) collect a sufficient sample of the same bodily fluid or material from an employee to allow for initial screening, a confirmatory test and a sufficient amount to be reserved for later testing if requested by the employee;

(e) collect samples in such a manner as to preserve the individual employee's right to privacy, insure a high degree of security for the sample and its freedom from adulteration. Employees shall not be witnessed by anyone while submitting a sample, except in circumstances where the laboratory or facility does not have a "clean room" for submitting samples or where there is reasonable belief that the employee has attempted to compromise the accuracy of the testing procedure;

(f) confirm any sample that tests positive in the initial screening for drugs by testing the second portion of the same sample by gas chromatography, plus mass spectrometry or an equivalent or better scientifically accurate accepted method that provides quantitative data about the detected drug or drug metabolites;

(g) provide the employee tested with an opportunity to have the additional sample tested by a clinical laboratory or hospital facility of the employee's own choosing, at the employee's own expense; provided the employee notifies the Human Resources Director within seventy-two (72) hours of receiving the results of the tests;

(h) require that the laboratory or hospital facility report to the City that a blood or urine sample is positive only if both the initial screening and confirmation test are positive for a particular drug. The parties agree that should any information concerning such testing or the results thereof be obtained by the City inconsistent with the understandings expressed herein (e.g. billings for testing that reveal the nature or number of tests administered), the City will not use such information in any manner or forum adverse to the employee's interests;

(i) require that with regard to alcohol testing, for the purpose of determining whether the employee is under the influence of alcohol, test results that show an alcohol concentration of the State of Illinois Motor Vehicle legal limit or more based upon the grams of alcohol per 100 milliliters of blood be considered positive.

(j) provide each employee tested with a copy of all information and reports received by the City in connection with the testing and the results;

(k) insure that no employee is the subject of any adverse employment action except emergency temporary reassignment with pay during the pendency of any testing procedure. Any such emergency reassignment shall be immediately discontinued in the event of a negative test result.

Section 5.9. Right to Contest. The employee shall have the right to file a grievance concerning any testing permitted by this

Agreement, contesting the basis for the order to submit to the test, the administration of the tests, the significance and accuracy of the tests, the consequences of the testing or results of any other alleged violation of this Agreement. Such grievances shall commence at Step 2 of the Grievance Procedure. It is agreed that the parties in no way intend or have in any manner restricted, diminished or otherwise impaired any legal rights that employees may have with regard to such testing. Employees retain any such rights as may exist and may pursue the same in their own discretion, with or without the assistance of the Union.

Section 5.10. Voluntary Requests for Assistance. The City shall take no adverse employment action against an employee who, prior to any notification of drug or alcohol testing, voluntarily seeks treatment, counseling or other support for an alcohol or drug related problem, other than the City may require reassignment of the employee with pay if he or she is then unfit for duty in his or her current assignment. The City shall make available through its Employee Assistance Program a means by which the employee may obtain referrals and treatment. All such requests shall be confidential and any information received by the City, through whatever means, shall not be used in any manner adverse to the employee's interests, except reassignment as described above.

Section 5.11. Discipline. In the first instance that an employee tests positive on both the initial and the confirmatory test for drugs

or is found to be under the influence of alcohol, and all employees who voluntarily seek assistance with drug and/or alcohol related problems, shall not be subject to any disciplinary or other adverse employment action by the City. The foregoing is conditioned upon:

(a) the employee agreeing to appropriate treatment as determined by the physician(s) involved;

(b) the employee discontinues his or her use of illegal drugs or abuse of alcohol;

(c) the employee completes the course of treatment prescribed, including an "after-care" group for a period of up to twelve (12) months;

(d) the employee agrees to submit to random testing during hours of work during the period of "after-care".

Employees who do not agree to the foregoing, or who test positive a second or subsequent time for the presence of illegal drugs or alcohol during the hours of work shall be subject to discipline, up to and including discharge.

The foregoing shall not be construed as an obligation on the part of the City to retain an employee on active status throughout the period of rehabilitation if it is appropriately determined that the employee's current use of alcohol or drugs prevents such individual from performing the duties of an employee or whose continuance on active status would constitute a direct threat to the

property or safety of others. Such employees shall be afforded the opportunity to use accumulated paid leave or take an unpaid leave of absence pending treatment. The foregoing shall not limit the City's right to discipline employees for misconduct provided such discipline shall not be increased or imposed due to alcohol or drug abuse.

Section 5.12. Post Accident Testing.

Post Equipment Accident Testing. As soon as practical following an accident involving a vehicle driven by or equipment operated by a bargaining unit employee, the employee shall be tested for alcohol and controlled substances in the manner set forth by this Article:

(1) If the accident involved the loss of human life; or

(2) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

(3) One or more motor vehicles incurred disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Post Injury Testing. An employee will be required to be tested for alcohol and controlled substances as soon as practical following an on the job accident or injury that has a recommendation of medical attention by a third party or receipt of medical care at a healthcare facility.

An accident covered by this section shall be deemed to satisfy the reasonable suspicion standard.

ARTICLE 6 NO STRIKE AND NO LOCKOUT

Section 6.1. No Strike. During the term of this Agreement, neither the Union nor any employees or agents will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, slowdown, concerted stoppage of work, picketing, or any other intentional interruption of the operations of the City. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the City.

Section 6.2. No Lockout. The City will not lock out any employees during the term of this Agreement as a result of a labor dispute with the Union.

ARTICLE 7 HOURS OF WORK

Section 7.1. Application of this Article. This Article shall not be construed as a guarantee of hours of work per day or per week.

Section 7.2. Regular Workweek. The regular workweek shall consist of forty (40) hours per week and such additional time as may from time to time be required in the judgment of the City to serve the citizens of the City. The regular workweek shall consist of five (5) consecutive eight (8) hour workdays. Eight (8) consecutive hours of work within a twenty-four (24) hour period shall constitute a regular workday. For purposes of this Section, a

twenty-four (24) hour period as applied to continuous operations shall commence at the beginning of the first shift as designated by the Department Head.

The hours of the regular workweek may be changed by mutual agreement between the employee and the Department Head. However, for crew work, all members of the work crew must agree to alternate work hours before the hours will be changed. Hours for employees (excluding Water Plant Operators and the late shift Water Meter Service employee) will be from 7:00 a.m. to 3:30 p.m. This does not diminish the City's rights to direct the workforce.

In addition, the Union and City agree that there will be a transition period when changing jobs through a successful bid. In that transition period the City will be allowed to adjust the employees shift. Every effort will be made for the employee to work a 40 hour week. However, it may result in the employee's inability to work 40 hours due to the fact they would be required to take a day off to avoid working more than five (5) consecutive days.

Section 7.3. Overtime Pay. Employees shall be paid one and one-half (1½) times their regular straight time hourly rate of pay for all hours worked in excess of eight (8) hours per day or forty (40) hours per week; or in excess of five (5) consecutive days.

Section 7.4. Distribution of Overtime Work. So far as practicable, without reducing efficiency of work performance,

opportunities to work overtime shall be distributed among employees in the same job classification, provided the employees are qualified to perform the specific overtime work required, starting with the most senior employee qualified to do the work in the job classification, and continue down the seniority list in whichever of the following groups is applicable:

(1) electricians
(2) water distribution crew
(3) meter readers
(4) meter room
(5) mechanics in town
(6) lake mechanic maintenance crew, including the operations assistant
(7) lake facilities
(8) water plant operators at Lake Bloomington
(9) pump station maintenance
(10) laboratory

Relief Operators at Lake Bloomington shall be eligible for overtime work in Groups 6 and 8; they may exercise seniority or lack of seniority in Group 8 and last group worked in. Relief Operators in town shall be eligible for overtime work in Groups 2, 3, 4 and 9; they can exercise seniority or lack of seniority in Group 9 and last group worked in.

Operators followed by the Laboratory Technician shall be eligible for overtime in Group 6 if sufficient mechanics and/or relief operators are not available, provided he/she is not scheduled to begin work within four (4) hours.

Operations Assistant shall be eligible for overtime in Group 6 and 10; they can exercise seniority or lack of seniority in Group 6 and last group worked in.

Distribution main breaks for Lake Bloomington area are the responsibility of Lake Parks employees. Any transmission breaks south of the water plant grounds and in town are the responsibility of Water Distribution Crew. If assistance is needed, the source will come from the Distribution Crew. For the purpose of any overtime at the Lake, seniority will be exhausted before asking downtown and the same process will apply for downtown to the Lake. For Distribution main breaks in town work will be performed by employees in Group 2. If additional employees are needed employees in Group 9 followed by Group 7 will be eligible for call-ins.

If there are not enough qualified employees who volunteer for the overtime work which, in the City's judgment is necessary, then the most junior employees in the job groups who are qualified to do such work shall be required to work overtime starting with the most junior of such employees. The following conditions apply:

1. Employees taking more than eight (8) hours of leave time will not be eligible for overtime from the beginning of a shift where he/she is scheduled for leave to the end of the shift on the last day that he/she is off on a scheduled leave.

2. Any employees on sick leave at the end of a work shift shall not be eligible for overtime for 16 hours after their shift ends.

3. One primary number will be called to schedule overtime.

None of the foregoing shall be construed so as to prohibit the City from scheduling and requiring an entire department and/or shift to work overtime. The City shall not be required to break in on work in progress or change an employee's shift.

If more than one person is called out from a work group for overtime the senior person will be responsible for the Crew and will receive Crewleader pay as long as one of the employees do not hold the Crewleader position.

Section 7.5. No Pyramiding. Compensation shall not be paid more than once for the same hours under any provisions of this Article or Agreement.

Section 7.6. Call-in Pay. An employee called back to work after having gone home shall receive a minimum of three (3) hours work or pay. An employee thus called back to work will receive one and one-half (1½) times his straight time hourly rate of pay for any hours worked outside his normal shift hours. Employees must report for such call in assignments within 60 minutes of accepting such assignment. The three (3) hour minimum provision of this section shall not apply where an employee is called back to work and he or she:

a) begins such call-back work less than three (3) hours prior to his or her normal shift hours; and
b) works continuously until the beginning of his or her normal shift hours.

Mandatory training and/or meetings, employees will be compensated for time required to be in attendance. Employees will be paid for a minimum of one (1) hour of overtime (if eligible) with no less than one week notice.

Section 7.7. Meal Breaks and Rest Periods. Employees shall receive one-half (½) hour as an unpaid meal break per shift. Employees shall receive two (2) fifteen (15) minute paid rest periods per shift, to be taken fifteen (15) minutes at a time at employees discretion any time during the first half of the employee's shift, and the second fifteen (15) minutes to be taken at anytime during the second half of the employee's shift. Work crews, subject to the approval of the Superintendent of Water Resources or the Superintendent of Water Purification, may combine the two (2) rest periods into a rest period one-half (½) hour long if all persons on the work crew agree to combining the rest periods. Water Plant Operators shall receive paid meal breaks one-half hour long and two (2) fifteen (15) minute rest periods, which may be taken at such time as circumstances permit, so long as the operators remain at the Water Treatment Plant at all times. Break times will start and end on or at the job site.

ARTICLE 8 HOLIDAYS

Section 8.1. Number of Holidays. The following days are Holidays:

New Year's Day	Veteran's Day
M.L.King's Birthday	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Day before Christmas
Independence Day	Christmas Day
Labor Day	1/2 Day New Year's Eve

Section 8.2. Holidays on Weekends. The City Manager will determine the holiday schedule. For employees whose job involves an around-the-clock shift, the actual day of the holiday shall be observed. If a holiday or the day designated by the City as the holiday falls on an employee's first day off, then the first preceding work day shall be recognized as the holiday. If a holiday or the day designated by the City as the holiday falls on an employee's second day off, then the first following work day shall be recognized as the holiday. Employees with non-traditional schedules may request within 30 days from a designated holiday to adjust their holiday schedule. The change must be by mutual agreement of the employee and the Department Head.

Section 8.3. Holiday on Scheduled Workday. Employees who are required to work on their observed holiday shall be granted, at the employee's option, either a workday of leave or shall be paid for the time worked in accordance with the rules governing

overtime. Holiday time must be taken within ninety (90) calendar days of the holiday or the day designated by the City as a holiday. If time is not taken within the 90 calendar day period it will be paid to the employee.

Section 8.4. Eligibility for Holiday Pay. In order to receive pay for an observed holiday, an employee must have worked his or her regularly scheduled hours on the last scheduled workday prior to the holiday and on the first scheduled workday immediately after the holiday, unless said employee is on a paid leave or excused absence, as determined by the Department Head, on either or both of said days.

ARTICLE 9 VACATIONS

Section 9.1. Eligibility for Vacations. Employees who have been employed by the City for a period of at least one (1) year shall be entitled to a vacation as follows:

Years of Continuous Service	Length of Vacations
1 year but less than 2 years	1 week
2 years but less than 8 years	2 weeks
8 years but less than 15 years	3 weeks
15 years but less than 20 years	4 weeks
20 years or more	5 weeks

Section 9.2. Eligibility Requirements. In order to be eligible for vacation benefits, an employee must have worked at least a total of 1040 hours during the twelve (12) calendar month period

during his or her anniversary year. Employees who fail to qualify because they have not worked a total of 1040 hours during their anniversary year shall be paid vacation pay or allowed vacation time off on the basis of one-twelfth (1/12th) of their total vacation pay for each one hundred thirty (130) hours worked during their anniversary year.

Vacation credits shall accrue to those employees who are on leave paid by the City (such as sick leave or injury leave, but excluding disability leave).

Section 9.3. Vacation Pay. For each week of vacation, an employee shall be entitled to an allowance of forty (40) hours' pay at his or her straight-time hourly rate of pay.

Section 9.4. Vacation Scheduling. Vacations must be taken within the year in which they are due (within one (1) year of the employee's anniversary date of hire) unless an exception is granted by the Department Head in writing. Employees are required to fill out a written application stating their first and second choices for their vacation period and submit the application to the supervisor at least thirty (30) days prior to the beginning of the calendar year. Vacation periods shall be set by the supervisor with due regard to seniority and consistent with the requirements of efficient operation of the City. Employees choosing not to submit their vacation requests as stated above may make their requests at least one (1) full business day prior to the requested date. Such requests shall be granted on a first

come first served basis and shall not take precedence over those requests made above and shall only be granted based on the operating needs of the appropriate division.

Should working conditions warrant, the supervisor shall have the right to cancel an employee's vacation and request him or her to submit a new date for his or her vacation, provided the supervisor notifies the employee of his or her decision at least thirty-one (31) days in advance of the beginning of the previously approved vacation period. Requests for vacation period changes by employees shall not be considered by the supervisor unless the employee desiring such a change has submitted his or her request for such change to the supervisor at least two (2) weeks in advance of the beginning of his or her previously approved vacation period, with the exception that, with legitimate reason and the approval of the employee's immediate supervisor, an employee may be allowed to take up to five (5) vacation days upon twenty-four (24) hour's notice to his or her immediate supervisor.

Section 9.5. Separations and Reinstatements. Employees who give reasonable notice of their intention to voluntarily resign and employees who are dismissed for incompetence or inefficiency not involving personal misconduct are entitled to receive any vacation credit earned as of the date of resignation or dismissal. Any vacation credit earned by an employee who dies while still employed by the City shall be paid to the spouse or the estate of

said employee. Any employee who is reinstated following separation or termination of employment shall be considered as a new employee for vacation purposes.

Section 9.6. Vacation Carryover.

Employees shall be allowed to carry over one-half (1/2) of his or her earned vacation to the following year.

ARTICLE 10 SENIORITY

Section 10.1. Probationary Period. Each employee shall be considered a probationary employee for his or her first one hundred twenty (120) working days of continuous service after which his or her seniority shall date back to his or her last date of hire in the bargaining unit classifications identified in the salary tables of this Agreement. An employee's last continuous date of hire will be used to determine leave benefit accruals and longevity. There shall be no seniority among probationary employees and they may be laid off, discharged or otherwise terminated at the sole discretion of the City. Non-full-time employees hired after May 1, 2010 will use their full-time date of hire to determine longevity and leave accrual rates.

Section 10.2. Seniority Principle. In all cases of promotions and layoffs when working forces are being decreased and recalls when working forces are increased, where employees are substantially equal in ability, which includes physical fitness, length of service in the bargaining unit in continuous City

employment shall be the determining factor. Any determination made by the City on an employee's ability and physical fitness may be challenged by the employee and processed through the Grievance Procedure article of this Agreement.

Section 10.3. Consolidation or Elimination of Jobs. Non-probationary employees displaced by the elimination of jobs through job consolidation (combining the duties of two (2) or more jobs), the installation of new equipment or machinery, the curtailing or displacement of new equipment or machinery, the development of new facilities, adoption of an automated process, shall be assigned to an equal or lower-rated job classification in accordance with the seniority principle of this Article.

Section 10.4. Reduction in Forces. Layoffs and recalls will be implemented according to Section 10.2 Seniority Principle, above. Employees removed from the affected classifications pursuant to Section 10.2 Seniority Principle, shall exercise their ~~hire date~~ seniority, as defined in Section 10.1 Probationary Period and Section 10.2 Seniority Principle in any other classification in which they can perform work or can become qualified to perform work within ninety (90) working days if such ~~hire date~~ seniority is great enough to obtain a job. The employee so displaced shall be the least senior employee in the classification. Employees bumped from any classification in accordance with these provisions shall exercise their ~~hire date~~ seniority in the same manner in any classification in which they perform the work or can become

qualified to perform work within ninety (90) working days. In the case of probationary employees, they shall be the first employees displaced.

Section 10.5. Promotions and Job Vacancies. Whenever a job vacancy develops or is expected to develop, the job will be posted within five (5) business days whenever practical in a location designated by the City for a minimum of five (5) days exclusive of Saturdays, Sundays and Holidays for bid for the employees covered by this Agreement. Said vacancy shall be filled within one (1) month whenever practical. If more than one (1) employee bids for the vacancy, the City shall select the successful applicant in accordance with Section 10.2 Seniority Principle.

Employees with seniority may apply for posted job vacancies. Employees shall not be permitted to make more than one (1) successful bid in the exact position (job classification, days and hours) during any six (6) month period. Employees awarded a job posting will receive a qualification period of up to ninety (90) calendar days from the effective date of their transfer. During the qualification period, the employee must be able to demonstrate the basic requirements of the job with reasonable instruction. Employees who are so qualified cannot disqualify themselves once qualification occurs.

Any employee who accepts a promotion in accordance with the provisions of this Section and fails to demonstrate his or her ability to perform the work involved shall be transferred to the job

classification from which he or she was promoted, displacing the employee, if any, who replaced him or her without loss of seniority.

Nothing contained in this Section shall prevent the City from temporarily filling a posted vacancy until an employee is transferred in accordance with this Section.

Section 10.6. Non-application of Seniority Rights Within Classifications. Seniority does not give employees any preference for particular types of work within their job classification or to places of work, machines or equipment.

Section 10.7. Termination of Seniority. Seniority and the employment relationship shall be terminated when an employee:

(1) quits; or

(2) is discharged; or

(3) is absent for three (3) consecutive days without notifying his or her immediate supervisor; or

(4) is on layoff for six (6) months plus one (1) additional month for each year of service up to a maximum of five (5) years. Seniority shall accumulate during such absence; or

(5) is laid off and fails to report to work within three (3) days after having been recalled; however, in the event the employee appears before the expiration of three (3) days, the

City may grant an extension of time to report if the employee has a justifiable reason for delay; or

(6) does not report for work within forty-eight (48) hours after the termination of an authorized leave of absence. Service broken under this Section may be reestablished if the employee can show that extraordinary circumstances prevented his or her timely return; or

(7) any employee who is transferred or promoted to a position (whether or not supervisory) within the City, which is excluded from the bargaining unit, shall have the privilege of returning to his/her former position or its equivalent without loss of seniority, provided he/she so returns within the first fifteen (15) calendar days following such transfer or promotion.

Section 10.8. Seniority List. Once each six (6) months the City will furnish the Union with an up-to-date seniority list.

ARTICLE 11 WAGES AND ECONOMIC BENEFITS

Section 11.1. Wages. Effective May 1, 2016, the straight-time hourly wage rates for the employees covered by this Agreement

will be increased by 2.25% over the May 1, 2015 wage table. Said new rates are attached as Appendix B and C.

Effective May 1, 2017, the straight-time hourly wage rates for the employees covered by this Agreement will be increased by 1.75% over the May 1, 2016 wage table. Said new rates are attached as Appendix D and E.

Section 11.2. Cost-of-Living Protection. For the purpose of this Section, the Consumer Price Index (CPI) refers to the Revised Consumer Price Index for Urban Wage Earners & Clerical Workers--U.S. City Average--All items (1967 = 100), published by the Bureau of Labor Statistics, U.S. Department of Labor.

Section 11.3. Longevity Pay. In addition to the regular hourly rate, the following longevity plan will apply:

After 5 years of service - 5%
After 10 years of service - 7%
After 15 years of service - 9%
After 20 years of service - 11%
After 25 years of service - 13%
After 30 years of service - 15%

Section 11.4. Uniforms. ~~The City will purchase, furnish, and replace suitable seasonal permanent press work uniforms to include pants, shirts and/or t-shirts, jackets. Where work conditions, including weather, require gloves, including lined leather gloves, the City will purchase, furnish, and replace gloves on a wear-out basis. The City will, at the employee's election, furnish Car-Hart type coveralls on a wear-out basis, in lieu of~~

~~regular coveralls. It is understood that the cleaning, pressing, and laundry of said uniforms is the responsibility of the individual employee. Employees will wear uniforms at all times while on duty. Employees will not be allowed to shop on City time and will be reimbursed for the full amount with a current receipt.~~

~~New employees shall receive six (6) full sets of uniforms, which shall thereafter be replaced on a wear-out basis. Employee's should be clean and neat in appearance, wearing clothes and footwear suitable for their work and properly attired for their respective work environment. Some positions require long pants and ANSI (75#) certified boots. All attire shall be clean, with no holes, tears, etc. No slogans, profanity or gestures (or implied) advertisements of alcohol, tobacco or illegal substances will be allowed.~~

~~The parties agree to maintain the current practice on purchasing uniforms until April 30, 2015.~~ New employees shall receive six (6) full sets of work apparel which include pants, shirts and/or t-shirts and two (2) jackets or sweatshirts. The City will, at the employee's election, furnish two (2) Car-Hart type coveralls, in lieu of regular coveralls. All items thereafter will be replaced on a wear-out basis. New employees in lieu of being reimbursed may request to have their work apparel purchased by a supervisor. New employees are required to identify which items they would like purchased during non-working hours. Items shall be placed

on hold and later purchased by the Supervisor. New employees are limited to a single store for the purchase of all items.

Following the initial disbursement of work apparel, items will be replaced on a wear out basis. The employee shall provide to the Supervisor the item in question for reimbursement. Such item will not be returned to the employee. If approved, the employee will be reimbursed for the full amount with a current receipt.

It is understood that the cleaning, pressing, and laundry of said uniforms is the responsibility of the individual employee. Employees will not be allowed to shop on City time. Employee's should be clean and neat in appearance, wearing clothes and footwear suitable for their work and properly attired for their respective work environment. Some positions require long pants and safety certified boots as identified in Section 18.4 Safety Shoes. All attire shall be clean, with no holes, tears, etc. No slogans, profanity or gestures (or implied) advertisements of alcohol, tobacco or illegal substances will be allowed.

Where work conditions, including weather, require gloves, including lined leather gloves, the City will purchase, furnish, and replace gloves on a wear-out basis.

Section 11.5. Transportation for Meter Readers. Meter readers will be furnished transportation on their routes.

Section 11.6. Shift Differential. Any employees assigned to work the third or late afternoon shift shall receive thirty five cents ($.35) per hour in addition to their hourly rate as set forth above.

Employees assigned to work the first shift shall receive forty cents ($.40) per hour in addition to their hourly rate as set forth above.

Section 11.7. New Jobs. If a new job is created which would normally be occupied by a member of the bargaining unit during the life of this Agreement for which no wage rate exists, the parties shall meet for the purpose of discussing the wage rate which should be applicable to the new job.

Following the discussion, the City shall establish the rate of pay for the new job based upon a comparison of the duties, tasks, and responsibilities of the new job to the duties, tasks, and responsibilities of existing jobs occupied by members of the bargaining unit. Should the Union feel that the new rate is unreasonable based upon the comparative duties, tasks, and responsibilities, a grievance may be filed at the response Step 2 level. If the grievance is processed through arbitration, the decision of the arbitrator as to the new job rate shall be based upon a comparison of the duties, tasks, and responsibilities of the new job to those existing jobs occupied by members of the bargaining unit.

All existing classifications will remain in effect for the term of this Agreement. Wage rates for such classification shall be in accordance with Appendixes B-E.

Section 11.8. Flex Cash Participation. Nothing contained in this Agreement, particularly the wages provided for herein, is understood by the parties or is to be construed by anyone else to

preclude any employee covered by the Agreement, from voluntarily reducing his or her pay under the Agreement pursuant to a salary reduction agreement in order to participate in the City's Flex-Cash Plan.

Section 11.9. Out of Classification Pay. In the absence of the Lake Facilities Crewleader, Water Maintenance Crewleader, Water Meter Crewleader, Mechanic Crewleader and Chief Electrician for more than ~~four (4)~~ two (2) hours the next employee in that seniority line will be eligible for out of classification pay. Out of classification pay will be the difference between the employee's normal hourly rate and the rate of the classification they are working.

Should a supervisor direct an employee to perform work for more than ~~four (4)~~ two (2) hours in length in a position above their current rate of pay, they will be paid the difference between the employee's normal hourly rate and the rate of the classification they are working. Should the employee be directed to perform work of a lower rated position the employee shall not have their wages reduced.

Section 11.10. Paycheck Distribution.

For those employees who do not elect to have direct deposit, paychecks will be mailed on payday by the Finance Department.

ARTICLE 12 LEAVES OF ABSENCE

Section 12.1. Sick Leave.

Sick Leave Base and Accrual. Employees will be eligible for sick leave for their injury or illness or the injury or illness of a spouse or child. Employees will also be eligible to use up to 24 hours of sick leave per fiscal year for the injury or illness of their parent. Sick leave accrual shall run concurrently with the anniversary date of the employee and will be accrued at a rate of eight (8) hours each month up to a maximum of one hundred twenty (120) days or for those employees hired after December 31, 2016 sixty days (60) days.

Accelerated Accrual. Whenever an employee depletes all but eighty (80) hours of sick leave by reason of one serious health condition, defined as an illness, injury, impairment or physical or mental condition involving in-patient care or continuing treatment by a healthcare provider, the employee upon return to full duty shall accrue sick leave at the rate of two and one-half (2½) days per month until his or her sick leave returns to the level maintained before the serious health condition. Employees will be eligible for rapid accrual only one time beginning May 1, 2010 through their career with the City. Employees requesting rapid accrual will do so in writing upon their return to full duty. This language will be effective upon ratification of the contract.

Absence of More Than Three (3) Consecutive Days. For an absence of more than three (3) consecutive days, unless sick leave abuse is suspected, Human Resources will require the employee to submit a statement from a health care provider

stating that he or she has treated the employee for the illness or disability which kept the employee from duty and that the employee was unable to perform the duties of his or her employment within the whole period he or she was absent from duty. In the case of an illness or disability of an employee's spouse or child which causes an absence by the employee of more than three (3) consecutive days unless sick leave abuse is suspected, Human Resources will require a statement from a health care provider stating that he or she has treated the employee's spouse or child for the illness or disability which kept the employee from duty. Human Resources may investigate said absences as to whether the employee, spouse or child is sick and the employee is thus unable to perform the duties of his or her employment. If the report shows that the employee was so incapacitated and if the report is approved by both the employee's Department Head and the Human Resources Director, the employee shall be entitled to sick leave pay in accordance with the paragraph immediately above on the day or days when he or she would have otherwise been scheduled to work but for his or her sickness.

The Human Resources Director may require the employee to submit to an examination by a physician designated by the City at no cost to the employee. An employee taking sick leave shall notify his or her supervisor no later than (1) hour before his or her

scheduled starting time, informing the supervisor of his or her intent to take sick leave that day.

Sick leave abuse sometimes occurs. Sick leave abuse is a very serious offense which constitutes cause for disciplinary action. Employees who are suspected of abuse of sick leave may be required to provide verification for all sick leave absences. Some examples of sick leave abuse include:

1. a pattern of sick leave usage such as repeated use of sick leave in conjunction with regular days off, approved leave days or holidays.
2. a pattern of sick leave usage such as repeated use of sick leave on a particular day of the week.
3. a pattern of undocumented sick leave usage.
4. repeated use of sick leave benefits as they are earned.
5. using sick leave and engaging in activities during the employee's normal work hours which indicated ability to work.

Retirement Health Saving Plan Eligible employees shall convert sick leave to a Retirement Health Saving Plan. Employees hired before March 25, 2013 who retire or leave the employment of the City under honorable circumstances, who have seventy-five (75) years of combined service and age with a minimum of fifteen (15) years of continuous service (ex: 60 years old, 15 years of service or 50 years of age and 25 years of service) as a City employee shall convert accumulated unused sick leave up to a maximum of

1440 hours (960 hours of regular sick leave plus up to 480 hours of Supplemental Sick Leave) at their final hourly rate. The rate of conversion will be one hundred percent (100%) of any hours of accumulated unused sick leave. In order to be eligible for the 100% conversion, employees must contribute 100% of their eligible sick leave to the Retirement Health Saving Plan. An employee need not have a full Regular Sick Leave bank to have it paid out at 100%. Regardless of the amount of Regular Sick Leave hours in an employee's bank, the maximum amount of Supplemental Sick Leave payable to them will be 480 hours. Any remaining sick leave will be eligible to be used as Creditable Service for IMRF.

Sick Leave for Creditable Service. At the time of retirement, all unused sick leave accumulated pursuant to this Section shall constitute creditable service as provided in Section 7-139 of the Illinois Pension Code (Ill. Rev. Stat. ch. 108½, Sec. 139), unless the employee uses his or her option to receive such unused accumulated sick leave as a lump sum payment as set forth elsewhere in this Section.

Employees, hired on or prior to December 31, 2016, who have accumulated the maximum sick leave accrual of one hundred twenty (120) days may continue to accrue, for Illinois Municipal Retirement Fund creditable service purposes only, additional sick leave up to a maximum of two hundred forty (240) sick days. It is understood between the parties that such

additional accrual over one hundred twenty (120) days shall be used for IMRF creditable service purposes only, and may never be used for any form of paid sick leave. If an employee who has accrued unused sick leave in excess of one hundred twenty (120) days is required to use sick leave which reduces the one hundred twenty (120) day amount, the amount of sick leave available for IMRF purposes shall not be reduced but shall not begin accruing again until such point as the employee again accrues one hundred twenty (120) days of sick leave.

Employees, hired after December 31, 2016, who have accumulated the maximum sick leave accrual of sixty (60) days may continue to accrue, for Illinois Municipal Retirement Fund creditable service purposes only, additional sick leave up to a maximum of one hundred twenty (120) sick days. It is understood between the parties that such additional accrual over sixty (60) days shall be used for IMRF creditable service purposes only, and may never be used for any form of paid sick leave. If an employee who has accrued unused sick leave in excess of sixty (60) days is required to use sick leave which reduces the sixty (60) days amount, the amount of sick leave available for IMRF purposes shall not be reduced but shall not begin accruing again until such point as the employee again accrues the sixty (60) days of sick leave.

Sick Leave and FMLA To the extent that such employee or family members injury or illness qualifies as a serious health

condition under the Family and Medical Leave Act (FMLA), the employee will be required to use accrued sick or other available leave time, which shall run concurrently with available FMLA time.

Section 12.2. Injury Leave.

Injury Leave. All employees who are otherwise eligible for sick leave and are injured on the job shall be paid to the extent of forty-five (45) working days for each new and separate injury, in addition to the use of sick leave. After all injury leave is used, the employee may elect to use any sick leave, vacation or earned time due him or her at the time of injury. An employee's eligibility for payment of injury leave will be dependent upon a determination of the Illinois Industrial Commission, or by the applicable court if an appeal is taken from the Illinois Industrial Commission. An employee injured on the job shall be paid during his or her time of temporary total disability in addition to temporary total disability benefits under the Workers' Compensation Act, an amount which when added to his or her temporary total disability check equals the amount of his or her regular paycheck less federal and state withholding taxes. It is the intent of this paragraph that an injured employee be made whole and not suffer any loss in net pay as a result of the injury. Employees may be required to have a doctor’s note indicating they are unable to work.

Period Not Covered by Workmen's Compensation. Charges shall be made against sick or injury leave accrued for any waiting period not covered by Workers' Compensation.

Use of Sick Leave and Vacation. After the payment and use of forty-five (45) days, charges shall be made against sick leave accrued, if any, and the employee may elect to use his or her accumulated vacation after sick leave accrued is used. Employees who elect to use accrued benefits will receive six (6) hours job injury pay and two (2) hours charged to their accrued benefits for each eight (8) hours the employee remains on job injury leave.

Contested Injuries. Charges may be made against sick leave accrued, if any, in any case where the City is contesting that the injury occurred on the job. In the event that the Industrial Commission determines in favor of the employee, sick leave so charged shall be credited to the employee's sick leave accrued balance and all payments in excess of temporary total disability payments as provided above shall be allocated to injury leave. In the event eligibility for payment is denied by the Industrial Commission, the employee shall be eligible to utilize sick leave accrued, if any, retroactive to the date of his or her injury and for vacation leave.

Reports. All employees who are injured on the job must file an injury report with their Department Head the day of the accident.

The City may require the injured to be seen by a licensed physician and a release to work shall be obtained.

No Effect Upon Workers' Compensation Act. The provisions of this Section shall not conflict with an employee's rights under the Workers' Compensation Act.

Section 12.3. Military Leave. Military Leave shall be granted in accordance with applicable law.

Section 12.4. Civil Leave. Any full-time employee who is called for jury duty will be eligible for civil leave and shall be excused from work for the hours/days on which he or she serves. He or she shall receive, for each day of civil leave on which he or she otherwise would have worked, the difference between the normal daily rate of pay he or she would be entitled to during such period and the payment he or she receives for jury duty. The eligible employee will present proof of service and of the amount of pay received therefore.

Section 12.5. Bereavement Leave. Any eligible employee may be absent from work for a period of up to three (3) working days due to a death in the immediate family. ~~Department Heads, after consultation with the Human Resources Director, may grant additional time under unusual circumstances. In addition, Department Heads shall have the authority to grant bereavement leave in hourly increments for situations other than listed above.~~

In the administration of this section, immediate family is defined as: mother; father (which includes stepparents or legal

guardians); mother-in-law; father-in-law; husband; wife; sister; brother; sister-in-law; brother-in-law; child or stepchild; grandchild or step grandchild; or grandparents (on both sides). Department Heads shall have the authority to grant bereavement leave in hourly increments for situations other than listed above.

A non-probationary full-time employee shall be excused from work without loss of pay for such time as needed to serve as a pallbearer at the funeral of any retired or current Lodge 1000 member. This provision shall not apply to honorary pallbearers.

Section 12.6. Personal Convenience Leave. Each full-time employee will be granted 16 hours of Personal Convenience Leave each fiscal year (May 1 – April 30). Such Personal Convenience Leave may be taken in increments of one (1) hour or more at the convenience of the employee subject to the discretion of the Department Head. Personal Convenience Leave may not be accumulated from one fiscal year to another. Personal Convenience Leave will not be paid out at the time of separation for employees with less than one year service.

Section 12.7. Inclement Weather. ~~Employees who cannot report for work due to weather conditions shall be granted leave for such time as the weather conditions persist. Leave will be charged against any unexhausted vacation time or personal convenience days, according to the employee's choice; if vacation and personal convenience days have been exhausted, leave will be granted without pay. For purposes of this Section an employee~~

~~who reports for work at the Water Department office shall be considered as having reported for work without regard to the usual location of his or her work, even if there is no work for him or her at that location; or if he or she notifies the Water Department of his or her availability to so report. If, during the regular workday, the employee is directed to report for work and cannot report to his or her regular location or the Water Department office, he or she shall be considered on leave for the remainder of the day according to this Section. The City will provide all employees with a list of persons employees are authorized to call for the purpose of this Section.~~

Employees may contact the Water Director if they are unable to report for work to their primary work location due to severe snow or ice conditions and they are requesting reassignment to another work location. If the Water Director determines there is available work and equipment, the employee shall report to the Division Street or Water Plant Facility, as directed.

In the event, the Water Director determines work is not available or the employee is unable to report to either location due to severe weather the employee may be granted an unpaid excused absence for the day.

Section 12.8. Emergency Leave.

Employees may be eligible for up to eight (8) hours of Emergency Leave per fiscal year. Emergency Leave may be granted for a situation or occurrence of a serious nature, developing suddenly and unexpectedly and demanding immediate action. Such leave shall be at the Department Heads discretion and may be granted in fifteen (15) minute increments. Emergency Leave is not intended to be used in situations in which sick leave would be applied.

Section 12.9. FMLA and ADA. The City and the Union understand the responsibility of both parties to work within the requirements of FMLA and ADA, and both parties agree to work together to comply with both of the Acts. Effective January 1, 2015 qualifying FMLA events will run concurrent with leave time, as permitted by FMLA. Employees will be responsible for obtaining the necessary FMLA paperwork.

Section 12.10. Wellness Day. In the spirit of promoting wellness employees will be eligible for one day of paid time off that can be earned per fiscal year (from May 1 – April 30). An employee earning a day may use it at any time during the next fiscal year with approval of their Department Head. Wellness Days cannot be rolled over into future years. In order to earn a Wellness Day an employee must accomplish the standards outlined in the Employee Handbook.

Section 12.11. Union Leave of Absence. In the event an employee accepts a full-time position with the Union, he or she

may request an unpaid extended leave of absence from the City Manager. Such request shall not be unreasonably withheld. The City Manager may grant an unpaid leave of absence to an employee who has been in the bargaining unit for not less than one (1) year for such a period as he sees fit not to exceed five (5) years. Only one employee may request such extended Union Leave of Absence at a time. Upon return from an extended Union Leave of absence the employee returning will be placed in the least senior union employee's position for which the returning employee is qualified. Employees taking an extended Union Leave of Absence shall continue to accrue seniority, not longevity or City credits for leave time as described below.

In addition, employees can request an unpaid union leave of absence from the Department Head for a maximum of thirty (30) days per calendar year, consecutive or not, to attend official union business provided that the request is submitted at least two (2) weeks in advance, if at all possible. A determination will be made by the Department Head based on the staffing and operational needs of the department. A request for this leave shall not be unreasonably withheld. An employee who returns to work from a leave of absence shall return to his or her former job. Only two employees may request such unpaid leave of absence (max 30 days) at a time.

Employees on an unpaid union leave may not accrue sick leave, vacation leave or personal days for the duration of their

leave. Employees may opt to continue City health insurance coverage, including dependent coverage, by paying the total cost of such coverage for the duration of their leave. Continuation of other benefits will be governed in accordance with the terms of each benefit plan. Employee's anniversary date will be adjusted accordingly.

During the employee's approved leave of absence, their position may be filled by a limited term appointment, temporary promotion, or temporary reassignment of another bargaining unit employee.

ARTICLE 13 MANAGEMENT RIGHTS

It is recognized that the City has and will continue to retain the rights and responsibilities to direct the affairs of the City in all of its various aspects. Among the rights retained by the City are the City's right to direct the working forces; to plan, direct and control all the operations and services of the City; to determine the methods, means, organization and number of personnel by which such operations and services are to be conducted; to determine whether goods or services shall be made or purchased; to relieve employees due to lack of work or for other legitimate reasons; to make and enforce reasonable rules and regulations; to change or eliminate existing methods, equipment or facilities; provided, however, that the exercise of any of the

above rights shall not conflict with any of the expressed written provisions of this Agreement.

ARTICLE 14 GENERAL PROVISIONS

Section 14.1. No Discrimination. Neither the City nor the Union shall discriminate against any employee covered by this Agreement because of Union membership or non-membership, sex, race, age, color, religion, or national origin.

Section 14.2. Union Activity. The City and the Union agree not to interfere with the rights of employees to become or not become members of the Union and, further, that there shall be no discrimination or coercion against any employee because of Union membership or non-membership.

Section 14.3. Removal of Adverse Material. Any records of discipline may be used for a period of time not to exceed three (3) years from the issuance of discipline. After three (3) years the information shall remain in the employee's personnel file but shall become null and void. After this time employees can request to have records removed from their personnel file. Such records shall be produced as required for litigation and for responses to Freedom of Information Act requests.

ARTICLE 15 UNION BULLETIN BOARDS

The City will make available one bulletin board at each of the Water Department's installations to be used for the posting of notices of Union meetings, Union elections, and other official

Union activities provided, however, that no notices of a political or inflammatory nature shall be posted. All notices will be submitted to the Department Head for posting.

ARTICLE 16 GROUP INSURANCE PLAN

Health Insurance. The City will provide at least one health plan. If more than one plan is offered, the City will provide for an annual period during which employees may choose to switch between health plans. The City will contribute for all full-time employees as follows:

~~There will be no change to the 2006 health insurance premiums.~~

~~The City agrees to pay for plan year 2007 one hundred percent (100%) of the full health insurance premium for employee coverage and seventy-five (75%) of the full health insurance premium for Employee +1 and Family for group health insurance under the City of Bloomington Employee Health Care Plan for all benefited employees.~~

~~The City agrees to pay for plan year 2008 eighty five percent (85%) of the full health insurance premium for employee coverage and seventy-five (75%) of the full health insurance premium for Employee +1 and Family for group health insurance under the City of Bloomington Employee Health Care Plan for all benefited employees.~~

~~The City agrees to pay for plan year 2009 eighty percent (80%) of the full health insurance premium for employee coverage and seventy-five (75%) of the full health insurance premium for Employee +1 and Family for group health insurance under the City of Bloomington Employee Health Care Plan for all benefited employees.~~

The City agrees to pay ~~for plan year 2010 and additional years~~ seventy five percent (75%) of the full health insurance premium for employee coverage and seventy-five (75%) of the full health insurance premium for Employee +1 and Family for group health insurance under the City of Bloomington Employee Health Care Plan for all benefited employees.

(Example of Family Coverage: Full family coverage premium X 75% equals City share; full family coverage premium X 25% equals employees share.)

Dental Insurance. The City will offer a group dental insurance plan. The City agrees to pay fifty percent (50%) of the dental insurance premium for employee coverage and fifty percent (50%) of the dental premium for dependent coverage. In any year in which the total amount of dental benefits paid is more than one hundred fifty percent (150%) of the average amount paid out over the past five (5) years, the City shall have the right to negotiate the type of benefits available under the City of Bloomington Dental Insurance Plan.

Vision Insurance. The City will offer a group vision insurance plan. The City agrees to pay fifty percent (50%) of the vision insurance premium for employee coverage and fifty percent (50%) of the vision insurance premium for dependent coverage. In any year in which the total amount of vision benefits paid is more than one hundred fifty percent (150%) of the average amount paid out over the past five (5) years, the City shall have the right to negotiate the type of benefits available under the City of Bloomington Vision Insurance Plan.

Life Insurance. The City agrees to provide $50,000 in group term life insurance for full-time employees.

Changes to Insurance. In any year in which the total amount of medical/dental/vision benefits paid is more than one hundred fifty percent (150%) of the average amount paid out over the past five (5) years, the City shall have the right to negotiate the type of benefits available under the City of Bloomington Employee Health Care Plans.

The City and the Union may meet during the term of this Agreement to propose changes and amendments to the City's Group Health Insurance, Dental and Vision plan. No changes in the level of benefits shall be made except by mutual agreement of the parties.

ARTICLE 17 PENSION PLAN

Employee pensions shall be as regulated by the Illinois Municipal Retirement Fund.

ARTICLE 18 SAFETY

Section 18.1. Safety Apparel Furnished. When the City requires safety devices and special protective wearing apparel, it will be furnished without cost to the employees except as noted below.

Section 18.2 Safety Committee. The parties agree to have a joint safety committee which shall include at least two (2) members of the bargaining unit Water Department, one from the lake and one from in town, and one (1) member from the bargaining unit Public Works Department. The Union will provide in writing to the Department Heads the members appointed to the Department Lodge 1000 Safety Committee. This Committee shall make recommendations including but not limited to conditions which do not meet OSHA standards.

Section 18.3. Unsafe Equipment or Conditions. An employee may refuse to operate any unsafe vehicle or equipment or work in abnormally dangerous conditions; provided, that such employee shall immediately notify his or her supervisor of the nature of the unsafe condition of the vehicle or equipment or the nature of the abnormally dangerous condition.

Section 18.4. Safety Shoes. The City will pay $300 each May to employees on payroll for the purpose of purchasing safety

boots or walking shoes. ~~Positions requiring safety boots shall meet the American National Standards Institute Certified.~~ The Electricians and Chief Electricians shall have ASTM 2413-11 I/75 C/75 “EH” rated shoes. All other employees with exception of Meter Readers shall have ASTM 2413-11 I/75 C/75 rated shoes. Employees are not allowed to shop on City time

ARTICLE 19 CELLPHONES

The City, at its option, may provide cell phones to employees.

ARTICLE 20 LICENSES AND CERTIFICATIONS

Section 20.1. Bonus to Employees Obtaining CDL's. The City agrees to make a one-time payment of Thirty Dollars ($30.00) to employees covered by this Agreement if such employee obtains a Commercial Driver's License (CDL). A photocopy of the CDL will be delivered to the Human Resources Department as verification for payment. Employees who have received a Thirty Dollar ($30.00) CDL bonus under the 1990-1992 Agreement shall not be eligible for any additional Thirty Dollar ($30.00) bonus.

Section 20.2. Renewal of a CDL License. The City agrees at the time of renewal of a CDL license they will reimburse the employee the difference in cost of a CDL license and the cost of a regular driver’s license.

Section 20.3. Positions that require a CDL License.

The following positions covered under this Agreement are required to maintain a CDL license: Chief Electrician, City Electrician, Water Maintenance Crew Leader, Assistance Water Maintenance Crew Leader, Water Maintenance Worker, Pump Station Maintenance Relief, Lake Facilities Crew Leader and Equipment Operator I. This Section does not prevent the City from requiring a CDL License for existing or new positions in the future.

Section 20.4. Assignments Requiring Class "A" CDL. Any time the City requires pulling or moving a piece of City equipment which requires a Class "A" license for operation, the City shall limit the assignment of this task to persons having their Class "A" license using the seniority principle as set forth in Section ~~7.4~~ 10.2 Seniority Principle of this Agreement.

Section 20.5. Costs of Securing a Class "A" CDL. In the event that no existing employee covered by this Agreement secures a Class "A" CDL voluntarily, the City has the right to request that an employee obtain a Class "A" CDL. The City will make the request considering the seniority principle and the needs of the Department. The City agrees to pay one hundred percent (100%) of the costs of the Class "A" CDL secured in this circumstance.

Section 20.6. Use of Other City Employees for CDL Purposes. In the event that equipment needs to be moved or pulled that requires the Class "A" CDL to operate and, for whatever reason,

an operator is not available using an employee covered under this Agreement, the City may utilize any other City employee having such license. The assignment outside the bargaining unit is not grievable.

Section 20.7. Bonus for Actual Driving Time for CDL Equipment. The City agrees to pay the operator of equipment requiring the Class "A" CDL a bonus of Two Dollars ($2.00) over the base rate for such actual driving time as is required to complete the move, and further guarantees a minimum of one (1) hour~~'s~~ of bonus pay.

Section 20.8. Water & IMSA Certification Pay. The City will pay Water Department employees represented by this Agreement 10 cents per hour to an employee that has a Class “D” Water Certification License and an additional 10 cents per hour for an employee that has a Class ”A” Water Certification License. The City will pay Electricians represented by this Agreement 10 cents per hour for an IMSA level one certification and an additional 10 cents per hour for an IMSA level two certification.

Section 20.9. Colilert Certification. The City will pay Laboratory Technician, Water Plant Operators and Water Plant Operators/Relief 20 cents per hour upon receiving their Colilert Certification. This certification is a requirement of the above listed position. Employees must obtain such certifications within six (6) months of their date of transfer into the above listed positions or during their probationary period whichever is greater. Employees

who currently hold one of the above listed positions are not required to hold this certification unless they vacate the position.

ARTICLE 21 LABOR MANAGEMENT COMMITTEE

For the purpose of maintaining communications between labor and management in order to cooperatively discuss and solve problems of mutual concern, representatives of Lodge 1000 shall meet monthly with management of the Water and/or Public Works Department upon request from either party. Meetings shall be scheduled at a time, place and date mutually agreed upon. These meetings may be attended by a representative of the International Association of Machinists and Aerospace Workers, AFL-CIO.

ARTICLE 22 MANAGED COMPETITION

It is the general policy of the City to continue to utilize its employees to perform work they are qualified to perform. However, the parties recognize that in the interests of efficiency or economy, a managed competition process may be implemented. After evaluation through the managed competition process if the City chooses an option which results in a significant deviation from past practice and where the implementation of the process will result in the layoff of one or more bargaining unit employees, the City will notify the Union and offer the Union an opportunity to negotiate the decision to subcontract such work, provided:

(a) If the Union desires to negotiate, it shall provide the City with written notification no later than ten (10) business days following receipt of the City's notice. Failure to timely request negotiations will entitle the City to proceed with subcontracting.

(b) Such negotiations shall begin not less than ten (10) business days following the date the City receives the Union's demand to bargain under this Section, unless mutually agreed otherwise.

(c) Such negotiations conclude not later than sixty (60) calendar days after the City's original notice to the Union, absent mutual agreement otherwise. Absent conclusion of such negotiations in a timely manner, the City may proceed to implement such decision.

The impact or effects of such decision have been pre-bargained and the parties have agreed that any non-probationary employee who is laid off as a result of the City's decision to subcontract out work pursuant to this Article shall:

(a) Be paid for any earned but unused vacation and personal days. In the event that a laid off employee is recalled, he regains any accumulated sick time that existed prior to the layoff;
(b) Remain on the City's recall list for a minimum of two (2) years plus one (1) additional month for each year of service up to a maximum of five (5) years. Seniority shall accumulate during such absence.
(c) Be eligible to bid on posted City positions while on the recall list and provided the employee has the required knowledge, skill and ability be given preference over non-City applicants and current non-full time employees, provided such is not in violation of any City collective bargaining agreement.

Nothing herein is intended to erode the layoff provisions contained elsewhere in this Agreement.

ARTICLE 23 ENTIRE AGREEMENT

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement, or with respect to any subject or matter not specifically referred to, or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE 24 SAVINGS

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes of law, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

ARTICLE 25 TERM OF AGREEMENT

If during the term of this Agreement, any issues arise that require a change or adjustment in an Article(s) of this Agreement, the parties will sit down and negotiate to a mutually agreed settlement. The issue will then be taken back to the membership for ratification. Upon ratification it will become a part of the Agreement.

This Agreement shall become effective on May 1, 2016, and shall remain in full force and effect until April 30, 2018, and shall be automatically renewed from year to year thereafter unless written notice of desire to terminate or modify said Agreement is given by either party sixty (60) days prior to the expiration date set forth above or each yearly period thereafter, if applicable.

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of August , 2016.

LODGE 1000 OF THE INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS, AFL-CIO:

/s/_____

/s/_____

/s/_____

/s/_____

/s/_____

CITY OF BLOOMINGTON, ILLINOIS:

/s/_____

/s/_____

/s/_____

/s/_____

/s/_____

APPENDIX “A” Letter of Understanding – Job Description and Qualifications

The City of Bloomington and the International Association of Machinists and Aerospace Workers, District 9, agree to meet no later than 3 months from the signing of the Collective Bargaining Agreement to discuss job descriptions and qualifications for positions covered in this Agreement.

APPENDIX "B" Wage Table - May 1, 2016

Lodge 1000							
Wage Tables Effective 5/1/2016							
For Employees hired after July 17, 2014							
	Base	**5**	**10**	**15**	**20**	**25**	**30**
OPERATIONS ASST	$ 23.49	$ 24.66	$ 25.13	$ 25.60	$ 26.07	$ 26.54	$ 27.01
UTILITY WORKER	$ 24.55	$ 25.78	$ 26.27	$ 26.76	$ 27.25	$ 27.74	$ 28.23
WTR MTR READER	$ 25.25	$ 26.51	$ 27.01	$ 27.52	$ 28.02	$ 28.53	$ 29.03
EQUIPMENT OP I	$ 25.48	$ 26.75	$ 27.26	$ 27.77	$ 28.28	$ 28.79	$ 29.30
WTR MNT WRKR	$ 25.48	$ 26.75	$ 27.26	$ 27.77	$ 28.28	$ 28.79	$ 29.30
PUMP STAT MAINT	$ 26.49	$ 27.82	$ 28.35	$ 28.88	$ 29.41	$ 29.94	$ 30.47
WTR METER SERV	$ 26.49	$ 27.82	$ 28.35	$ 28.88	$ 29.41	$ 29.94	$ 30.47
LAKE FAC CRWLDR	$ 28.04	$ 29.44	$ 30.00	$ 30.56	$ 31.12	$ 31.68	$ 32.24
ASST MNT CRWLDR	$ 27.42	$ 28.79	$ 29.34	$ 29.89	$ 30.44	$ 30.99	$ 31.54
LAB TECH	$ 27.78	$ 29.17	$ 29.73	$ 30.28	$ 30.84	$ 31.39	$ 31.95
WTR PLANT OP	$ 27.78	$ 29.17	$ 29.73	$ 30.28	$ 30.84	$ 31.39	$ 31.95
MECHANIC	$ 28.61	$ 30.04	$ 30.61	$ 31.18	$ 31.76	$ 32.33	$ 32.90
WTR MNT CRWLDR	$ 28.94	$ 30.38	$ 30.96	$ 31.54	$ 32.12	$ 32.70	$ 33.28
WTR METR CRWLDR	$ 29.33	$ 30.79	$ 31.38	$ 31.96	$ 32.55	$ 33.14	$ 33.72
MECHANIC CRWLDR	$ 30.57	$ 32.10	$ 32.71	$ 33.32	$ 33.94	$ 34.55	$ 35.16
CTY ELECTRICIAN	$ 30.97	$ 32.52	$ 33.14	$ 33.76	$ 34.38	$ 35.00	$ 35.62
CHF ELECTRICIAN	$ 34.11	$ 35.82	$ 36.50	$ 37.18	$ 37.86	$ 38.54	$ 39.23
PMP STN CRLDR	$ 30.57	$ 32.10	$ 32.71	$ 33.32	$ 33.94	$ 34.55	$ 35.16
WTR PLANT OP/R	$ 27.78	$ 29.17	$ 29.73	$ 30.28	$ 30.84	$ 31.39	$ 31.95
PMP STAT MAIN/R	$ 26.49	$ 27.82	$ 28.35	$ 28.88	$ 29.41	$ 29.94	$ 30.47

APPENDIX "C" Wage Table - May 1, 2016

Lodge 1000								
Wage Tables Effective 5/1/2016								
For Employees hired prior to July 17, 2014								
	Base	**5**	**10**	**15**	**20**	**25**	**30**
OPERATIONS ASST	$ 25.20	$ 26.46	$ 26.97	$ 27.47	$ 27.98	$ 28.48	$ 28.99
UTILITY WORKER	$ 26.34	$ 27.66	$ 28.18	$ 28.71	$ 29.24	$ 29.76	$ 30.29
WTR MTR READER	$ 27.12	$ 28.47	$ 29.01	$ 29.56	$ 30.10	$ 30.64	$ 31.18
EQUIPMENT OP I	$ 27.35	$ 28.72	$ 29.27	$ 29.81	$ 30.36	$ 30.91	$ 31.45
WTR MNT WRKR	$ 27.35	$ 28.72	$ 29.27	$ 29.81	$ 30.36	$ 30.91	$ 31.45
PUMP STAT MAINT	$ 28.44	$ 29.86	$ 30.43	$ 30.99	$ 31.56	$ 32.13	$ 32.70
WTR METER SERV	$ 28.44	$ 29.86	$ 30.43	$ 30.99	$ 31.56	$ 32.13	$ 32.70
LAKE FAC CRWLDR	$ 30.10	$ 31.61	$ 32.21	$ 32.81	$ 33.41	$ 34.02	$ 34.62
ASST MNT CRWLDR	$ 29.44	$ 30.91	$ 31.50	$ 32.09	$ 32.68	$ 33.26	$ 33.85
LAB TECH	$ 29.84	$ 31.33	$ 31.93	$ 32.52	$ 33.12	$ 33.72	$ 34.31
WTR PLANT OP	$ 29.84	$ 31.33	$ 31.93	$ 32.52	$ 33.12	$ 33.72	$ 34.31
MECHANIC	$ 30.72	$ 32.25	$ 32.87	$ 33.48	$ 34.09	$ 34.71	$ 35.32
WTR MNT CRWLDR	$ 31.07	$ 32.63	$ 33.25	$ 33.87	$ 34.49	$ 35.11	$ 35.73
WTR METR CRWLDR	$ 31.49	$ 33.07	$ 33.70	$ 34.33	$ 34.96	$ 35.59	$ 36.22
MECHANIC CRWLDR	$ 32.83	$ 34.47	$ 35.13	$ 35.79	$ 36.44	$ 37.10	$ 37.76
CTY ELECTRICIAN	$ 33.26	$ 34.93	$ 35.59	$ 36.26	$ 36.92	$ 37.59	$ 38.25
CHF ELECTRICIAN	$ 36.63	$ 38.46	$ 39.19	$ 39.92	$ 40.65	$ 41.39	$ 42.12
PMP STN CRLDR	$ 32.83	$ 34.47	$ 35.13	$ 35.79	$ 36.44	$ 37.10	$ 37.76
WTR PLANT OP/R	$ 29.84	$ 31.33	$ 31.93	$ 32.52	$ 33.12	$ 33.72	$ 34.31
PMP STAT MAIN/R	$ 28.44	$ 29.86	$ 30.43	$ 30.99	$ 31.56	$ 32.13	$ 32.70

APPENDIX "D" Wage Table - May 1, 2017

Lodge 1000							
Wage Tables Effective 5/1/2017							
For Employees hired after to July 17, 2014							
	Base	**5**	**10**	**15**	**20**	**25**	**30**
OPERATIONS ASST	$ 23.90	$ 25.09	$ 25.57	$ 26.05	$ 26.53	$ 27.00	$ 27.48
UTILITY WORKER	$ 24.98	$ 26.23	$ 26.73	$ 27.23	$ 27.73	$ 28.23	$ 28.73
WTR MTR READER	$ 25.69	$ 26.97	$ 27.49	$ 28.00	$ 28.51	$ 29.03	$ 29.54
EQUIPMENT OP I	$ 25.93	$ 27.22	$ 27.74	$ 28.26	$ 28.78	$ 29.30	$ 29.82
WTR MNT WRKR	$ 25.93	$ 27.22	$ 27.74	$ 28.26	$ 28.78	$ 29.30	$ 29.82
PUMP STAT MAINT	$ 26.96	$ 28.30	$ 28.84	$ 29.38	$ 29.92	$ 30.46	$ 31.00
WTR METER SERV	$ 26.96	$ 28.30	$ 28.84	$ 29.38	$ 29.92	$ 30.46	$ 31.00
LAKE FAC CRWLDR	$ 28.53	$ 29.95	$ 30.52	$ 31.10	$ 31.67	$ 32.24	$ 32.81
ASST MNT CRWLDR	$ 27.90	$ 29.30	$ 29.86	$ 30.41	$ 30.97	$ 31.53	$ 32.09
LAB TECH	$ 28.27	$ 29.68	$ 30.25	$ 30.81	$ 31.38	$ 31.94	$ 32.51
WTR PLANT OP	$ 28.27	$ 29.68	$ 30.25	$ 30.81	$ 31.38	$ 31.94	$ 32.51
MECHANIC	$ 29.11	$ 30.57	$ 31.15	$ 31.73	$ 32.31	$ 32.89	$ 33.48
WTR MNT CRWLDR	$ 29.44	$ 30.92	$ 31.50	$ 32.09	$ 32.68	$ 33.27	$ 33.86
WTR METR CRWLDR	$ 29.84	$ 31.33	$ 31.93	$ 32.52	$ 33.12	$ 33.72	$ 34.31
MECHANIC CRWLDR	$ 31.11	$ 32.66	$ 33.29	$ 33.91	$ 34.53	$ 35.15	$ 35.77
CTY ELECTRICIAN	$ 31.51	$ 33.09	$ 33.72	$ 34.35	$ 34.98	$ 35.61	$ 36.24
CHF ELECTRICIAN	$ 34.71	$ 36.44	$ 37.14	$ 37.83	$ 38.53	$ 39.22	$ 39.91
PMP STN CRLDR	$ 31.11	$ 32.66	$ 33.29	$ 33.91	$ 34.53	$ 35.15	$ 35.77
WTR PLANT OP/R	$ 28.27	$ 29.68	$ 30.25	$ 30.81	$ 31.38	$ 31.94	$ 32.51
PMP STAT MAIN/R	$ 26.96	$ 28.30	$ 28.84	$ 29.38	$ 29.92	$ 30.46	$ 31.00

APPENDIX “E” Wage Table - May 1, 2017

Lodge 1000							
Wage Tables Effective 5/1/2017							
For Employees hired prior to July 17, 2014							
	Base	**5**	**10**	**15**	**20**	**25**	**30**
OPERATIONS ASST	$ 25.65	$ 26.93	$ 27.44	$ 27.95	$ 28.47	$ 28.98	$ 29.49
UTILITY WORKER	$ 26.80	$ 28.14	$ 28.68	$ 29.21	$ 29.75	$ 30.28	$ 30.82
WTR MTR READER	$ 27.59	$ 28.97	$ 29.52	$ 30.07	$ 30.63	$ 31.18	$ 31.73
EQUIPMENT OP I	$ 27.83	$ 29.22	$ 29.78	$ 30.34	$ 30.89	$ 31.45	$ 32.01
WTR MNT WRKR	$ 27.83	$ 29.22	$ 29.78	$ 30.34	$ 30.89	$ 31.45	$ 32.01
PUMP STAT MAINT	$ 28.93	$ 30.38	$ 30.96	$ 31.54	$ 32.12	$ 32.69	$ 33.27
WTR METER SERV	$ 28.93	$ 30.38	$ 30.96	$ 31.54	$ 32.12	$ 32.69	$ 33.27
LAKE FAC CRWLDR	$ 30.63	$ 32.16	$ 32.77	$ 33.39	$ 34.00	$ 34.61	$ 35.22
ASST MNT CRWLDR	$ 29.95	$ 31.45	$ 32.05	$ 32.65	$ 33.25	$ 33.85	$ 34.45
LAB TECH	$ 30.36	$ 31.88	$ 32.48	$ 33.09	$ 33.70	$ 34.31	$ 34.91
WTR PLANT OP	$ 30.36	$ 31.88	$ 32.48	$ 33.09	$ 33.70	$ 34.31	$ 34.91
MECHANIC	$ 31.25	$ 32.82	$ 33.44	$ 34.07	$ 34.69	$ 35.32	$ 35.94
WTR MNT CRWLDR	$ 31.62	$ 33.20	$ 33.83	$ 34.46	$ 35.10	$ 35.73	$ 36.36
WTR METR CRWLDR	$ 32.04	$ 33.65	$ 34.29	$ 34.93	$ 35.57	$ 36.21	$ 36.85
MECHANIC CRWLDR	$ 33.41	$ 35.08	$ 35.75	$ 36.41	$ 37.08	$ 37.75	$ 38.42
CTY ELECTRICIAN	$ 33.84	$ 35.54	$ 36.21	$ 36.89	$ 37.57	$ 38.24	$ 38.92
CHF ELECTRICIAN	$ 37.27	$ 39.13	$ 39.88	$ 40.62	$ 41.37	$ 42.11	$ 42.86
PMP STN CRLDR	$ 33.41	$ 35.08	$ 35.75	$ 36.41	$ 37.08	$ 37.75	$ 38.42
WTR PLANT OP/R	$ 30.36	$ 31.88	$ 32.48	$ 33.09	$ 33.70	$ 34.31	$ 34.91
PMP STAT MAIN/R	$ 28.93	$ 30.38	$ 30.96	$ 31.54	$ 32.12	$ 32.69	$ 33.27

CONSENT AGENDA ITEM NO. 7E

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of approving the renewal of the 2004 Variable Bond Repurchase Agreement.

RECOMMENDATION/MOTION: That the renewal agreement for the 2004 Bond Repurchase be approved and authorize the Mayor and City Clerk to execute all necessary documents.

STRATEGIC PLAN LINK: Goal 1: Financially Sound City Providing Quality Basic Services;

STRATEGIC PLAN SIGNIFICANCE: Objective 1.A – Budget with adequate resources to support defined services and level of services.

BACKGROUND: This stand by repurchase agreement with JP Morgan is a guarantee for the remarketing of any 2004 variable rate bonds that are redeemed. Variable rate bonds can be redeemed by an investor anytime and are re-sold or re-marketed to achieve a long term investment. JP Morgan buys back bonds that cannot be re-marketed which guarantees the investment. The City investment in the variable rate instrument has provided over $3.0 million in interest rate savings since issuance. Without a standby repurchase agreement in place, the City runs the risk of paying for redeemed bonds which could be up to the outstanding principal estimated at $8,170,875.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: JP Morgan Bank is paid 85 basis points on the outstanding principal balance estimated at $69,452 for 12 months beginning October 13, 2017. Fees are budgeted each year in the 2004 Multi-Project Bond Redemption-Other Purchased Services account (30620620-70690). The renewal is for one year at which time staff will consider the committing to a fixed rate instrument if interest rates continue to rise.

FUTURE OPERATIONAL COST ASSOCIATED WITH NEW FACILITY CONSTRUCTION: N/A

Respectfully submitted for Council consideration.

Prepared by: Patti-Lynn Silva, Finance Director

Legal review by: Kyle Harding, Chapman & Cutler Bond Counsel

Recommended by:



David A. Hales
City Manager

Attachments:

- 2004 Standby Bond Repurchase Agreement

Motion: That the renewal agreement for the 2004 Bond Repurchase be approved and authorize the Mayor and City Clerk to execute all necessary documents.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			
Alderman Buragas				Alderman Painter			
Alderman Fruin				Alderman Sage			
Alderman Hauman				Alderman Schmidt			
Alderman Lower							
				Mayor Renner			

J.P.Morgan

July 29, 2016

Patti-Lynn Silva
Finance Director
City of Bloomington
109 E. Olive Street
Bloomington, IL 61701

Dear Patti-Lynn

JPMorgan Chase Bank, N.A. (the "Bank") is pleased to confirm its commitment to extend the Irrevocable Bond Purchase Agreement (the "Purchase Agreement") dated as of October 1, 2004, as amended from time-to-time, to the City of Bloomington of McLean County, Illinois (the "City") on the terms and conditions set forth herein and in the Purchase Agreement.

Except as noted below, terms and conditions contained in the Purchase Agreement, amended from time-to-time, will remain the same.

1) The "Commitment" and "Expiration Date", as defined in Article I of the Purchase Agreement, shall be and are hereby amended as follows:

New Commitment	New Expiration Date
$8,170,875	10/13/2017

2) The Pricing Schedule attached to this letter shall replace the former Pricing Schedule as referenced in the definition "Applicable Fee Rate" as defined in the Purchase Agreement.

In order to induce the Bank to enter into this amendment, the Borrower confirms that: (a) each of its representation and warranties set forth in the original Purchase Agreement is true and correct as of the date hereof; b) since the April 30, 2015 Comprehensive Annual Financial Report of the Borrower, there has been no change in business, Property, prospects, condition (financial or otherwise) or results of operations of the Borrower which could have a Material Adverse Effect; and (c) no Event of Default or Unmatured Default has occurred and is continuing.

The Bank agrees to hold legal expenses related to this extension not to exceed $3,000, which will be paid by the City. Billing will be direct from legal counsel, Foley and Lardner. Please indicate your acceptance of the commitment herein in the space below and return a copy of this commitment letter

to the Bank. This commitment letter will expire at 5 p.m. on August 31, 2016, unless on or prior to such time the Bank shall have a copy of this commitment letter executed by the City. Upon the acceptance of this letter and evidence of proper authorization by the City, the Purchase Agreement will deem to be extended and amended pursuant to the terms and as provided by this commitment letter. A copy of this commitment letter shall be attached to the Purchase Agreement and made a part thereof effective on the date that the document is accepted and agreed to. From October 14, 2016 to the new expiration date of October 13, 2017, the pricing schedule will be based on pricing schedule provided in this agreement.

Sincerely,

JPMorgan Chase Bank, N.A.

By (Signature)_____

Name (Print): David Chan

Title Authorized Officer

ACCEPTED AND AGREED TO:

City of Bloomington of McLean County, Illinois

By (Signature):_____

Name (Print):_____

Title:_____

Date:_____

PRICING SCHEDULE

Applicable Fee Rate	Level 1 Status	Level 2 Status	Level 3 Status	Level 4 Status
Commitment Fee*	**0.75%**	**0.80%**	**0.85%**	**1.95%**

*From close to October 13, 2016, the commitment fee will remain at the Pricing Schedule set forth in the August 28, 2015 Commitment Letter which was 0.65% for Level 1 Status, 0.70% Level 2 Status, 0.75% Level 3 Status, and 1.85% for Level 4 Status. From October 14, 2016 to the New Expiration Date of October 13, 2017, the pricing schedule will be based on the above grid. For purposes of this Schedule, the following terms have the following meanings, subject to the final paragraph of this Schedule:

"Level 1 Status" exists at any date if, on such date, the Borrower's Moody's Rating is Aa3 or better, the Borrower's S&P Rating is AA- or better, and the Borrower's Fitch Rating is Aa- or better.

"Level 2 Status" exists at any date if, on such date, the Borrower's Moody's Rating is A1, the Borrower's S&P Rating is A+ and the Borrower's Fitch Rating is A+.

"Level 3 Status" exists at any date if, on such date, the Borrower's Moody's Rating is A2, the Borrower's S&P Rating is A and Fitch Rating is A.

"Level 4 Status" exists at any date if, on such date, any of the Borrower's Ratings fall below Moody's Rating A2, S&P Rating A and Fitch Rating A.

"Rating" means at any time, the rating issued by a rating agency and then in effect with respect to the Borrower's senior unsecured long-term debt securities without third-party credit enhancement.

"Status" means either Level 1 Status, Level 2 Status, Level 3 Status or Level 4 Status.

The Applicable Fee Rate shall be determined in accordance with the foregoing table based on the Borrower's Status as determined from its then-current Ratings. In the event of a split rating, the lowest rating shall apply. The credit rating in effect on any date for the purposes of this Schedule is that in effect at the close of business of such date. If at any time the Borrower has no Ratings, Level 4 Status shall exist.

CONSENT AGENDA ITEM NO. 7F

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of an Ordinance amending the City Code Provisions of Bulk Waste and Brush Collection in Relation to National Historic Landmarks within the City.

RECOMMENDATION/MOTION: That the Text Amendment to Chapter 21, Section 300.7 of Article III of the Bloomington City Code, be approved and the Ordinance passed, and authorize the Mayor and City Clerk to execute the necessary documents.

STRATEGIC PLAN LINK:

5. Great Place – Livable, Sustainable City
6. Prosperous Downtown Bloomington

STRATEGIC PLAN SIGNIFICANCE:

5e. More attractive city: commercial areas and neighborhoods
6e. Preservation of historic buildings

BACKGROUND: The City of Bloomington offers an important service through bulk waste and brush collection to its residential property owners. Based on the neighborhood, brush and bulk waste is collected every other week alongside the recycling pickup. As long as the bulk waste is collected in one load and not generated by a contractor, the resident or non-commercial property owner is not charged a fee. Additional loads beyond the first one cost $25 each and these charges are added to the next water bill.



Currently, the City does not offer this service to the David Davis Mansion, one of the oldest and most significant historical landmarks in Bloomington. Per current ordinance, the City collects from residential areas and provides limited services to Downtown. The language of the recommended change to City Code states:

> "Notwithstanding any of the provisions contained herein, the City shall collect landscape waste and bulk waste from locations within the City designated as a National Historic Landmark, without charge, in accordance with rules and procedures adopted by the Department of Public Works."

The David Davis Mansion was donated in 1960 to the State of Illinois. Today, it is operated as a state historic site by the Illinois Historic Preservation Agency. As it is located in the Davis-Jefferson Historic District, which is a heavily wooded area, bulk collection from the City of Bloomington Public Works Department would greatly benefit this National Historic Landmark and help to maintain its cleanliness. The City would also not collect any material generated by contractors which is the same as residential properties.

This is the only National Historic Landmark currently in the City of Bloomington. There are no other sites that staff is aware of that are pursuing this same status.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: David Davis Mansion, Alderman Buragas

FINANCIAL IMPACT: If approved by City Council, the City would absorb the labor, material and disposal costs of this service. There is no estimate as to how much landscape and bulk waste is generated from The David Davis Mansion but it is not anticipated to be a significant impact.

Respectfully submitted for Council consideration.

Prepared by:	Brent Baughan, Miscellaneous Technician, Public Works
Reviewed by:	Rob Henson, Superintendent of Solid Waste
Reviewed by:	Jim Karch, PE CFM, Director of Public Works
Reviewed by:	Steve Rasmussen, Assistant City Manager
Financial & budgetary review by:	Chris Tomerlin, Budget Analyst Carla A. Murillo, Budget Manager
Legal review by:	Jeffrey R. Jurgens, Corporation Counsel

Recommended by:

David A. Hales
City Manager

Attachments:

- Attachment 1 - ORDINANCE ON BULK WASTE & BRUSH COLLECTION TO NATIONAL HISTORIC LANDMARKS

Motion: That the Text Amendment to Chapter 21, Section 300.7 of Article III of the Bloomington City Code, be approved and the Ordinance passed, and authorize the Mayor and City Clerk to execute the necessary documents.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			

Alderman Buragas				Alderman Painter			
Alderman Fruin				Alderman Sage			
Alderman Hauman				Alderman Schmidt			
Alderman Lower							
				Mayor Renner			

ORDINANCE 2016 - ___

AN ORDINANCE AMENDING THE CITY CODE PROVISIONS ON BULK WASTE & BRUSH COLLECTION IN RELATION TO NATIONAL HISTORIC LANDMARKS WITHIN THE CITY

BE IT ORDAINED BY THE CITY COUNCIL
OF THE CITY OF BLOOMINGTON, ILLINOIS:

SECTION 1.That Chapter 21, Section 300.7 of Article III of the Bloomington City Code, 1960, as amended, shall be further amended as follows (unless otherwise noted, additions are indicated by underlines; deletions indicated by strikeouts):

Section 300.7: Bulk Waste Collection.

Bulk waste and building waste may be collected by the City under rules established by the Director of Public Works and approved by the City Manager, but only with respect to bulk waste or building waste generated or created by the occupant or owner of residential property, with proper permits, as needed. The City will not collect bulk waste or building waste generated or created by any contractor, subcontractor or other person for hire and/or bartering. The City will not collect any sod, concrete, bricks or shingles unless the resident who participates in the bulk waste collection program requests a pickup of such sod, concrete, bricks or shingles. After such a request is made, the City will pick up such sod, concrete, or shingles and will charge the resident for the actual cost of the pickup and disposal of such material for anything beyond thirty-five pounds of material. The determination by the City of the weight of the material shall be final. The City will charge the resident twenty-five ($25.00) dollars per loader bucket for anything collected over one loader bucket weekly. Notwithstanding any of the provisions contained herein, the City shall collect landscape waste and bulk waste from locations within the City designated as a National Historic Landmark, without charge, in accordance with rules and procedures adopted by the Department of Public Works.

SECTION 2. Except as provided herein, the Bloomington City Code, 1960, as amended shall remain in full force and effect.

SECTION 3. In the event that any section, clause, provision, or part of this Ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect.

SECTION 4. The City Clerk is hereby authorized to publish this ordinance in pamphlet form as provided by law.

SECTION 5. This ordinance is passed and approved pursuant to the home rule authority granted Article VII, Section 6 of the 1970 Illinois Constitution.

PASSED this 8th day of August, 2016
APPROVED this ____ day of August, 2016.

APPROVED:

_____
Tari Renner, Mayor

ATTEST:

_____
Cherry Lawson, City Clerk

CONSENT AGENDA ITEM NO. 7G

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of an ordinance approving a Special Use Permit allowing a duplex in the R-1C, High Density Single Family Residential District for the property located at 910 Summit Street.

RECOMMENDATION/MOTION: That an ordinance approving a Special Use Permit allowing a duplex in the R-1C, High Density Single Family Residential District for the property located at 910 Summit Street be approved, and that the Mayor and City Clerk be authorized to execute the necessary documents.

STRATEGIC PLAN LINK: The Special Use Permit is linked to **Goal 4. Strong Neighborhoods**

STRATEGIC PLAN SIGNIFICANCE: The Special Use Permit for a duplex in the R-1C District eliminates a nonconforming use in the R-1C District, encourages the homeowner to make improvements and upgrade the quality of older housing stock (objective b), and promotes resident responsibility for their home and neighborhood (objective f).

BACKGROUND:
The subject site is commonly known as 910 Summit Street and is located east of Miller Park. The site was converted to a duplex and has existed as a duplex for decades. For the past few years, the site was used as a single family residence and has not been registered as a duplex with the City's rental program. The petitioner is requesting a Special Use Permit for a duplex in the R-1C District to enable conformance with the City's Code and to be able to rent the property.

The subject property is currently zoned R-1C, High Density Single Family Residential. Duplexes are allowed in a R-1C district with a special use permit. Single family homes and duplexes are found in the neighborhood. The existing lot is 15,460 square feet. The property meets the requirements of Chapter 44.10-4 to allow a duplex with a special use permit.

ZONING BOARD OF APPEALS
This case was before the Zoning Board of Appeals for a public hearing and review on July 20, 2016. No citizens, outside of the applicant spoke in favor of the petition. One citizen spoke in opposition of the petition. The Board recommended approval by unanimous vote. This recommendation is consistent with staff's position.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Public notice was published in the Pantagraph in accordance with City Code. In accordance with the Zoning Code (Ordinance No. 2006-137) courtesy copies of the Public Notice were mailed to approximately 95 property owners within 500 feet of the subject property.

FINANCIAL IMPACT: The property has existed as a duplex for decades but has been used as a single family residence. The petitioner would like to restore the property to rental status. No

major impacts are expected from the Special Use permit, however this permit will allow the property to be rented.

Respectfully submitted for Council consideration.

Prepared by:	Katie Simpson, City Planner
Reviewed by:	Tom Dabareiner AICP, Community Development Director
Financial & Budgetary review by:	Chris Tomerlin, Budget Analyst Carla A. Murillo, Budget Manager
Legal review by:	George D. Boyle, Assistant Corporation Counsel

Recommended by:



David A. Hales
City Manager

- Ordinance for Special Use Permit with Exhibit A "Legal Description"
- Site Plan for 910 Summit
- Special Use Petition
- Aerial Map of Subject Property
- Mailing Sample
- Mailing List
- Zoning Board of Appeals Report for 7-20-16
- Zoning Board of Appeals DRAFT Minutes for 7-20-16

Motion: That an ordinance approving a Special Use Permit allowing a duplex in the R-1C, High Density Single Family Residential District for the property located at 910 Summit Street be approved, and that the Mayor and City Clerk be authorized to execute the necessary documents.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			
Alderman Buragas				Alderman Painter			
Alderman Fruin				Alderman Sage			
Alderman Hauman				Alderman Schmidt			
Alderman Lower							
				Mayor Renner			

ORDINANCE NO. 2016-_____

AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR A

DUPLEX in the R-1C DISTRICT

FOR PROPERTY LOCATED AT: 910 Summit Street

WHEREAS, there was heretofore filed with the City Clerk of the City of Bloomington, McLean County, Illinois, a petition requesting a Special Use Permit for a Duplex in the R-1C District for certain premises hereinafter described in Exhibit(s) A; and

WHEREAS, the Bloomington Board of Zoning Appeals, after proper notice was given, conducted a public hearing on said petition; and

WHEREAS, the Bloomington Board of Zoning Appeals, after said public hearing, made findings of fact that such Special Use Permit would comply with the standards and conditions for granting such special permitted use for said premises as required by Chapter 44, Section 44.10-3C of the Bloomington, City Code, 1960, as amended; and

WHEREAS, the City Council of the City of Bloomington has the power to pass this Ordinance and grant this Special Use Permit.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Bloomington, McLean County, Illinois:

1. That the Special Use Permit for a duplex on the premises hereinafter described in Exhibit(s) A attached shall be and the same is hereby approved.

2. This Ordinance shall take effect immediately upon passage and approval.

PASSED this 22nd day of August, 2016.

APPROVED this _____ day of August, 2016.

CITY OF BLOOMINGTON ATTEST

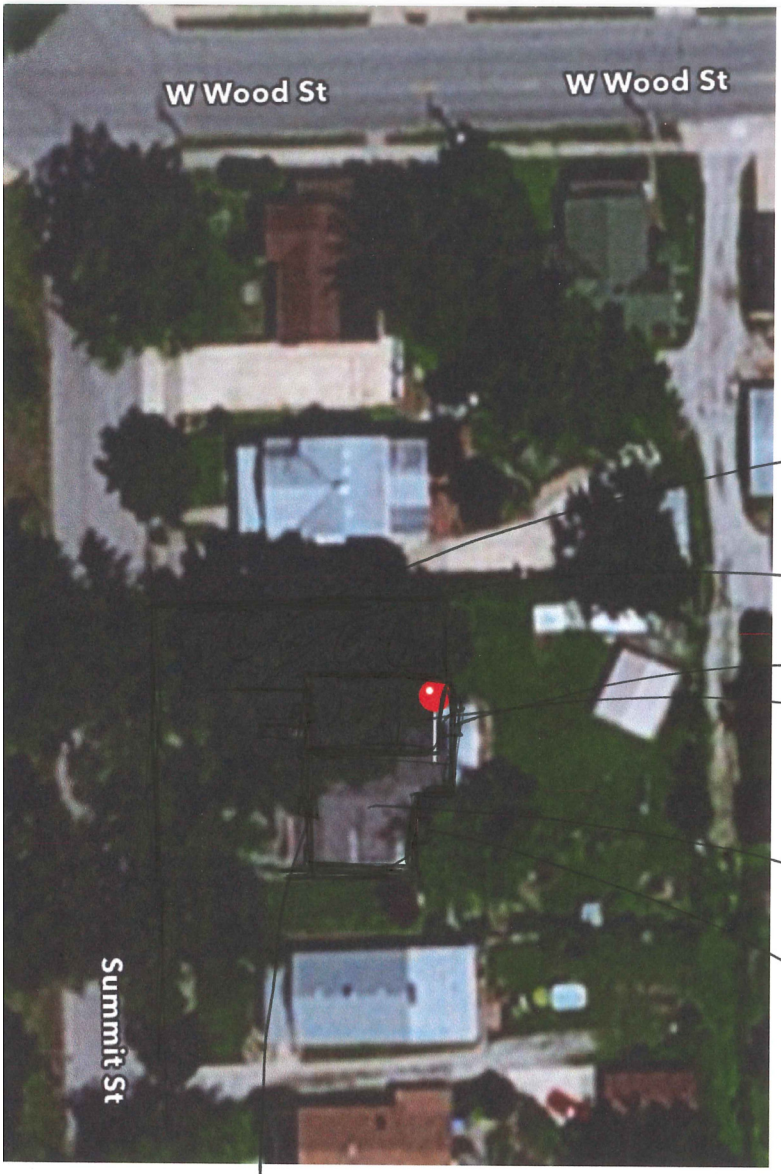
Tari Renner, Mayor Cherry L. Lawson, City Clerk

APPROVED AS TO FORM

Jeffrey R. Jurgens, Corporation Counsel

Exhibit A
"Legal Description for 910 Summit Street"

WTM-Miller Add S30'18 N ½ Lot 16 and all Lot 17



Parking for 4 cars is on north side of home

Front Door to #1

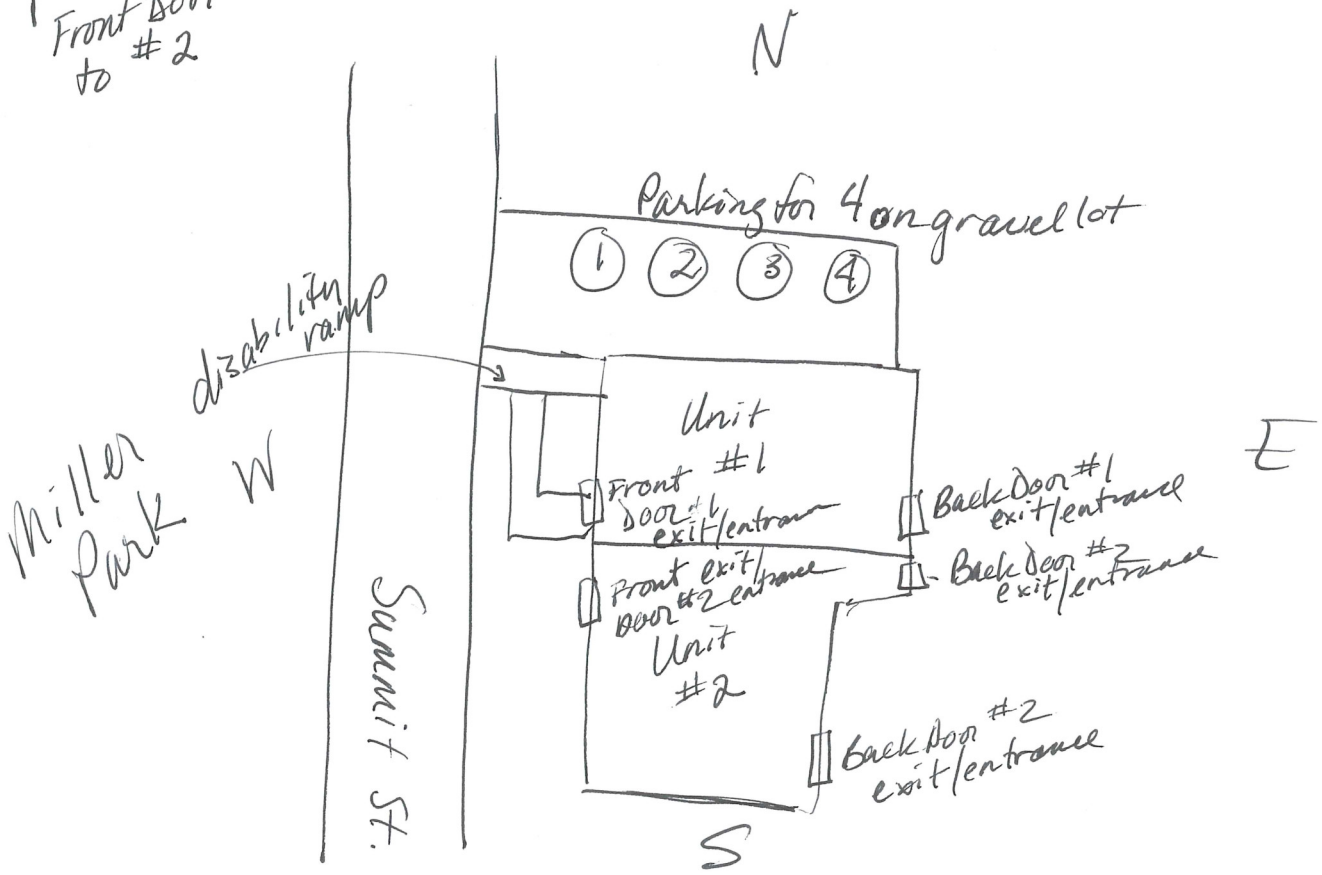
Back Door to #1

Unit 1

Unit 2

Back Door to #2

Front Door to #2



ROUTE SLIP-APPROVAL OF SPECIAL USE

Date Rec'd:_____
Council of:_____

PETITION FOR SPECIAL USE FOR PROPERTY LOCATED AT:
910 Summit, Bloomington Il 61701

PETITIONER:Cory Patterson 309-531-5345
Katherine Patterson
Purchasers of Property

ATTORNEY: Lyndel Armstrong
ATTY. PHONE: 309-661-0660

DOCUMENTS SUBMITTED:	**CHECK IF YES**
Petition	✓
Ordinance	✓
Legal Description	✓
Original Site Plan & 21 copies	✓
Filing Fee Pd. ($125.00)	✓
Recording Fee Pd. ($24.00)	✓
Documents on Disk	

**********Processing of Petition**********

Development/Staff Meeting (date)_____Brd of Zoning Appeals (date) 7-20
Date sent to Pantagraph_____ (15 day notice)
Publication Date _____
Publication Fee $_____billed date_____date pd._____

Date thirteen (13) copies of site plan & one (1) copy of documents sent to PACE_____

Date taken to County Recorder's Office_____

NOTES: Converting a Single Family Residence back to a Multifamily Duplex. Purchase of property has a contingency for this special use permit to take place before closing on property.

PETITION FOR A SPECIAL USE PERMIT FOR PROPERTY LOCATED AT:

910 Summit, Bloomington, IL 61701

State of Illinois)
)ss.
County of McLean)

TO: THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF BLOOMINGTON, MCLEAN COUNTY, ILLINOIS

Now come(s) Katherine Patterson and Cory Patterson

hereinafter referred to as your petitioner(s), respectfully representing and requesting as follows:

1. That your petitioner(s) is (are) the owner(s) of the freehold or lesser estate therein of the premises hereinafter legally described in Exhibit(s) A, which is (are) attached hereto and made a part hereof by this reference, or is (are) a mortgagee or vendee in possession, assignee of rents: receiver, executor (executrix); trustee, lease, or any other person, firm or corporation or the duly authorized agents of any of the above persons having proprietary interest in said premises;

2. That said premises presently has a zoning classification of RTC under the provisions of Chapter 44 of the Bloomington City Code, 1960;

3. That under the provisions of Chapter 44, Section 44.6-30 of said City Code duplexes, are allowed as a special use in a RTC zoning district;

4. That the establishment, maintenance, or operation of said special use on said premises will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;

5. That said special use on said premises will not be injurious to the use and enjoyment of other property in the immediate vicinity of said premises for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;

6. That the establishment of said special use on said premises will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the RTC zoning district;

7. That the exterior architectural treatment and functional plan of any proposed structure on said premises will not be so at variance with either the exterior architectural treatment and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood adjacent to said premises;

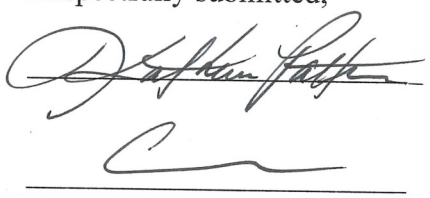
8. That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided to said premises for said special permitted use;

9. That adequate measures have been or will be taken to provide ingress and egress to and from said premises so designed as to minimize traffic congestion in the public streets; and

10. That said special permitted use on said premises shall, in all other respects, conform to the applicable regulations of the RZC zoning district in which it is located except as such regulations may, in each instance, be modified by the City Council of the City of Bloomington pursuant to the recommendations of the Bloomington Board of Zoning Appeals.

WHEREFORE, your petitioner(s) respectfully pray(s) that said special use for said premises be approved.

Respectfully submitted,



ORDINANCE NO. _____

AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR A Duplexes in R1C District 910 Summit, Bloomington, IL 61701

FOR PROPERTY LOCATED AT: 910 Summit

WHEREAS, there was heretofore filed with the City Clerk of the City of Bloomington, McLean County, Illinois, a petition requesting a Special Use Permit for a duplex in a R1C District for certain premises hereinafter described in Exhibit(s) A; and

WHEREAS, the Bloomington Board of Zoning Appeals, after proper notice was given, conducted a public hearing on said petition; and

WHEREAS, the Bloomington Board of Zoning Appeals, after said public hearing made findings of fact that such Special Use Permit would comply with the standards and conditions for granting such special permitted use for said premises as required by Chapter 44, Section 44.6-30 of the Bloomington, City Code, 1960; and

WHEREAS the City Council of the City of Bloomington has the power to pass this Ordinance and grant this special use permit.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Bloomington, McLean County, Illinois:

1. That the Special Use Permit for a duplex in a R1C district on the premises hereinafter described in Exhibit(s) A shall be and the same is hereby approved.

2. This Ordinance shall take effect immediately upon passage and approval.

PASSED this _____ day of _____, 20____.

APPROVED this _____ day of _____, 20____.

_____
Mayor

ATTEST:

_____
City Clerk



George - need a Google Bird's eye of 910 Summit

Aerial View_910 Summit Street



0 0.03 0.1 Miles

1: 1,785

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Notes

Property Outlined in Blue

Department of Community Development
115 E Washington St, Ste 201
Bloomington IL 61701

June 22, 2016

Dear Property Owner or Resident:

The City of Bloomington Zoning Board of Appeals will hold a public hearing on **Wednesday, July 20, 2016 at 4:00 p.m. in the City Council Chambers, City Hall, 109 E. Olive Street, Bloomington, Illinois** for a petition submitted by Cory and Katherine Patterson for the approval a Special Use Permit for property located at 910 Summit Street to allow for a duplex in the R-1C, Single Family Residential District. The petitioner or his/her Counsel/Agent must attend the meeting and the subject property is described as follows:

Legal Description:
WTM-Miller Add S30'18 N ½ 16 and all 17; PIN: 21-09-112-004

You are receiving this courtesy notification since you own property within a 500 foot radius of the land described above (refer to map on back). All interested persons may present their views upon matters pertaining to the requested variance during the public hearing.

In compliance with the Americans with Disabilities Act and other applicable federal and state laws, the hearing will be accessible to individuals with disabilities. Persons requiring auxiliary aids and services should contact the City Clerk at (309) 434-2240, preferably no later than five days before the hearing.

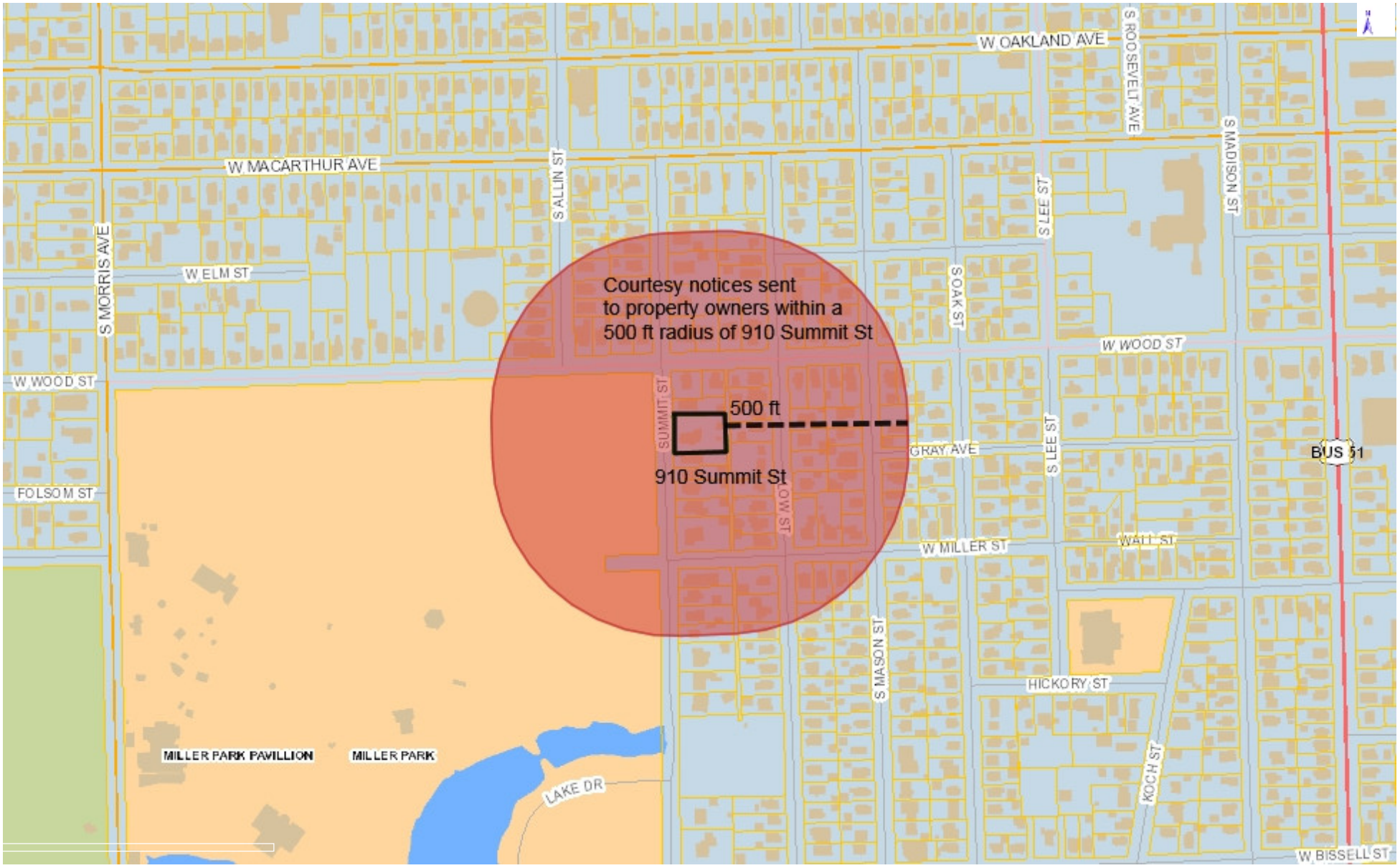
Please note that cases are sometimes continued or postponed for various reasons (i.e lack of quorum, additional time needed, etc.). The date and circumstance of the continued or postponed hearing will be announced at the regularly scheduled meeting. The hearing's agenda will be available at www.cityblm.org. If you desire more information regarding the proposed petition or have any questions you may call me at (309) 434-2226 or email me at ksimpson@cityblm.org.

Sincerely,

Katie Simpson
City Planner

Attachment
Location Map with 500 foot notification buffer for 910 Summit St.

Notice of a Public Hearing for a Special Use Permit to allow a duplex at 910 Summit Street



0 0.09 0.2 Miles

1: 5,957

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Printed: 6/22/2016 11:13:02 AM

Notes

Zoning Board of Appeals
Wednesday, July 20, 2016 at 4:00 pm
109 E Olive Street, Bloomington

PIN	LINE1	LINE2	LINE3
	% HAPPINESS SERIES LLC YUWADEE		
2108228064	JOHNSON	18570 E 2375 NORTH RD	TOWANDA IL 617767598
2109113021	ANDREW KUYKENDALL	45 BANDECON WAY	BLOOMINGTON IL 617048194
2109152002	ANDREW REICHERT	1004 SUMMIT ST	BLOOMINGTON IL 617016557
2109154003	ANTONIO J RAMIREZ	903 LOW ST	BLOOMINGTON IL 617016587
2109152019	BENJAMIN RYAN	1107 S LOW ST	BLOOMINGTON IL 61704
2109104015	BONNIE S TWYMAN	801 LOW ST	BLOOMINGTON IL 617016418
2109109007	BRANDON R ANDERSON	507 W WOOD ST	BLOOMINGTON IL 617016439
2108229008	BRENDA JONES	902 S ALLIN ST	BLOOMINGTON IL 617016410
2109104013	BRENDA TYNAN	707 S LOW	BLOOMINGTON IL 61701
2109103010	BRUCE E & CARYN CLARK	805 W WOOD ST	BLOOMINGTON IL 617016445
2109104008	CARL L NIERSTHEIMER	810 SUMMIT ST	BLOOMINGTON IL 617016436
2109112007	CAROLE CAVALLARO	916 SUMMIT ST	BLOOMINGTON IL 617016556
2109152003	CHAMPAIGN CAPITAL LLC	P O BOX 993	MAHOMET IL 61853
2109113012	CHRISTINA KARAFFA	905 S MASON	BLOOMINGTON IL 61701
2108276006	CITY OF BLOOMINGTON	109 E OLIVE ST	BLOOMINGTON IL 61701
2109113011	CLAYTON KAUFMAN-DICKSON	903 S Mason St	Bloomington IL 617016524
	CONNOR J & ANDREW & GRACE		
2109116003	THOMPSON	914 S MASON ST	BLOOMINGTON IL 617016568
2108229007	DAN COLLOFELLO	810 S ALLIN	BLOOMINGTON IL 61701
2109154004	DARREL A SALZMAN	1959 E 2150 NORTH RD	CONGERVILLE IL 617297503
2109112016	DERICK STEWART	1003 LOW ST	BLOOMINGTON IL 617016512
2109103007	DERRICK & KASANDRA YATES BIGLANE	809 SUMMIT ST	BLOOMINGTON IL 617016435
2109113016	DOMINIC M VOLPE	915 S MASON ST	BLOOMINGTON IL 617016524
2109108005	DONNA FINGERLE	420 E HOWARD ST	PONTIAC IL 617642035
2109113004	DOROTHY M MILLER	602 W WOOD ST	BLOOMINGTON IL 61701
2109114004	DUANE CAREY	906 S Mason St	Bloomington IL 617016525
2109154001	EDMUND SWEENEY II	610 W MILLER	BLOOMINGTON IL 61701
2109103012	EDWARD FISCHER	801 W WOOD ST	BLOOMINGTON IL 61701
2109112015	ELSIE; C/O DESIRE D KEHR	1508 S EAST ST	BLOOMINGTON IL 617016771
2109112001	ELSIE; DESIRE KEHR	1508 S EAST ST	BLOOMINGTON IL 617016771
2109103011	EUGENE R SALCH	1014 SUMMIT ST	BLOOMINGTON IL 617016557
2109103009	EUGENE R SALCH TRUSTEE	1014 SUMMIT ST	BLOOMINGTON IL 617016557
2109152001	GARY GOODWIN	1002 SUMMIT ST	BLOOMINGTON IL 617016557
2109116002	GILBERT BROCKWAY	24 INDEPENDENCE SQ	BLOOMINGTON IL 617044635
2109114001	GLADYS WILLIAMS	923 W WOOD ST	BLOOMINGTON IL 617016475

2109104010	GORDON R WILLIAMS	707 W WOOD	BLOOMINGTON IL 61701
2109112006	GREGORY S HINTON	914 SUMMIT ST	BLOOMINGTON IL 617016556
2109154005	HAROLD & DARYL DEAN MAXWELL	1004 S OAK ST	BLOOMINGTON IL 617016540
2108228057	HERMAN CHANDLER	14 MOONSTONE CT	BLOOMINGTON IL 617042328
2108228065	HERMAN CHANDLER	14 MOONSTONE CT	BLOOMINGTON IL 617042328
2109104016	JAMES H THOMAS	803 LOW ST	BLOOMINGTON IL 617016418
2109104012	JAMES HUDDLESTON	703 W WOOD ST	BLOOMINGTON IL 617016443
2109113013	JANETTE WILLIAMS	907 S MASON ST	BLOOMINGTON IL 617016524
2109103008	JENNIFER E MANGINA	811 SUMMIT	BLOOMINGTON IL 61701
2109108001	JILL MARIE CORBITT	802 S LOW	BLOOMINGTON IL 61701
2108228062	JOE SCHECK	905 S ALLIN ST	BLOOMINGTON IL 617016409
2109103005	JOHN & MELISSA OHARA	805 SUMMIT ST	BLOOMINGTON IL 617016435
2109112005	JON & MARY MOFFITT	912 SUMMIT ST	BLOOMINGTON IL 617016556
2109154002	JON G THOMS	606 W MILLER ST	BLOOMINGTON IL 617016536
2109112011	JOSE A RAMIREZ	903 LOW ST	BLOOMINGTON IL 617016587
2108228063	JOSEPH & ELIZABETH SCHECK	905 S ALLIN ST	BLOOMINGTON IL 617016409
2109112002	JOYCE GREEN	706 W WOOD ST	BLOOMINGTON IL 61701
2109152004	JUDITH STEARNS	306 E LOCUST ST APT 5	BLOOMINGTON IL 617018425
2109112003	JULIE A TURNER	906 SOUTH SUMMIT	BLOOMINGTON IL 61701
2109113020	JUNETTE ARNOLD	603 W MILLER ST	BLOOMINGTON IL 617016535
2109104007	KATHLEEN L KING	808 SUMMIT ST	BLOOMINGTON IL 617016436
2109108002	KELLY J KERFOOT	804 S LOW ST	BLOOMINGTON IL 61701
2109116001	KHYRSTIN LOREE	910 S MASON ST	BLOOMINGTON IL 617012823
2108229006	MARIO HART	808-8081/2 S ALLIN ST	BLOOMINGTON IL 617016408
2109112019	MARJORIE STONE	1009 S LOW ST	BLOOMINGTON IL 61701
2109108006	MARY FABICH	807 S MASON	BLOOMINGTON IL 61701
2109113008	MARY M AHLERS	910 LOW ST	BLOOMINGTON IL 617016511
2109112012	MATTHEW J WESTENDORF	905 S LOW	BLOOMINGTON IL 61701
2108229009	MICAH KUCHAN	904 S ALLIN ST	BLOOMINGTON IL 617016410
2108229010	MICHAEL & JILLIAN UNGER WILLE	807 W WOOD	BLOOMINGTON IL 61701
2109114005	MICHAEL & RACHEL COFER	908 S MASON ST	BLOOMINGTON IL 617016525
2109113007	MICHAEL DOUD	908 LOW ST	BLOOMINGTON IL 617016511
2108228061	MID CENTRAL COMMUNITY ACTION	1301 W WASHINGTON	BLOOMINGTON IL 61701
2109113005	NICOLE VESELAK	904 LOW ST	BLOOMINGTON IL 617016511
2109152018	P DOUGLAS WILSON	1105 SOUTH LOW ST	BLOOMINGTON IL 61701
2109113002	PATRICK BIDDLE	606 W WOOD ST	BLOOMINGTON IL 617016442
2109104017	PAUL EVANS	701 W WOOD ST	BLOOMINGTON IL 617016443

2109112008	PAUL M & KAY A SHIPMAN SWIECH	918 SUMMIT ST	BLOOMINGTON IL 617016556
2109108007	PHYLLIS WALLACE	809 S MASON ST	BLOOMINGTON IL 617016429
2109112004	RAYMOND STANDERT	910 SUMMIT ST	BLOOMINGTON IL 617016556
2109108004	ROBERT & MARILYN HUMPHREYS	605 W WOOD ST	BLOOMINGTON IL 61701
2109112020	ROBERT A FRINK	907 S LOW	BLOOMINGTON IL 61701
2109112017	ROBERT S & KATHLEEN A KRONES	1005 S LOW	BLOOMINGTON IL 61701
2109113019	ROBIN HOUCHIN	605 W MILLER ST	BLOOMINGTON IL 617016535
2109104011	ROBYN SMITH	705 W WOOD ST	BLOOMINGTON IL 617016443
2109103006	ROCCO BADENHORST	807 S SUMMIT ST	BLOOMINGTON IL 61701
2109105003	RODNEY HERRELL	707 W ELM ST	BLOOMINGTON IL 617016415
2109113003	RONALD J & LINDA STEWART	604 W WOOD ST	BLOOMINGTON IL 617016442
2109104014	ROZANNE C & RICKARDO A RAMIREZ	PO BOX 3334	BLOOMINGTON IL 617023334
2109112010	RUDY RAMIREZ	702 W WOOD ST	BLOOMINGTON IL 617016466
2109108003	SETH MATTHEW GORDEN	607 W Wood St	Bloomington IL 617016441
2109108008	STANLEY RAY FEEZOR	811 S MASON ST	BLOOMINGTON IL 617016429
2109104009	STEPHANIE D UZUETA	812 S SUMMIT	BLOOMINGTON IL 61701
2109113001	STEVEN R GENTES	2112 TROPICANA DR	SUWANEE GA 300242609
2109114002	STEVEN RUTHERFORD	506 W WOOD ST	BLOOMINGTON IL 617016440
2109113006	SUE M WILKINS	906 S LOW	BLOOMINGTON IL 61701
2109152017	TABITHA JOHNSON	1101 LOW ST	BLOOMINGTON IL 617016514
2109112018	THOMAS R & CAROL J MARSHALL	1007 LOW ST	BLOOMINGTON IL 617016512
2109116006	TIMOTHY C SAMUELSON	236 LOCUST ST	MINONK IL 617601512
2109112009	TIMOTHY D STONE	920 S SUMMIT	BLOOMINGTON IL 61701
2109113014	TROY BOWMAN	909 S MASON	BLOOMINGTON IL 61701

CITY OF BLOOMINGTON
REPORT FOR THE BOARD OF ZONING APPEALS
JULY 20 2016

SUBJECT:	TYPE:	SUBMITTED BY:
SP-04-16 910 Summit Street	Special use to allow a two-family dwelling in the R-1C District	Katie Simpson, City Planner

REQUEST
The petitioner is seeking a special use to allow a two-family dwelling in the R-1C, High-density single family zoning district. Two-family dwellings are allowed in this district with a special use.

NOTICE
The application has been filed in conformance with applicable procedural and public notice requirements.

GENERAL INFORMATION
Owner and Applicant: Cory and Katherine Patterson

LEGAL DESCRIPTION:
WTM-Miller Add S30'18 N ½ Lot 16 and all Lot 17; PIN: 21-09-112-004

PROPERTY INFORMATION

Existing Zoning:	R-1C, High Density Single-Family Residence District
Existing Land Use:	Residential
Property Size:	approximately 15,460 square feet
PIN:	21-09-112-004

Surrounding Zoning and Land Uses

Zoning	Land Uses
North: R-1C, Single-Family Residence District	North: Single family homes
South: R-1C, Single-Family Residence District	South: Single family homes
East: R-1C, Single-Family Residence District	East: Single and two family homes
West: S-2, Public land and Institutions	West: Miller Park

Analysis
Submittals
This report is based on the following documents, which are on file with the Community Development Department:

1. Application for a special use
2. Site Plan
3. Aerial photographs

4. Site visit

PROJECT DESCRIPTION
The subject site is commonly known as 910 Summit Street and is located west of Miller Park. The site exists within the R-1C High Density Single-Family Residential District. The district allows for densities of approximately 6.6 dwellings but requires a special use. Both duplexes and single family buildings are found elsewhere nearby. The existing lot is approximately 15, 460 square feet.

The property was converted to a two family residence and has existed as a duplex for decades. However, for the past few years the residence has not been registered with the City's rental program. The petitioner is a prospective buyer who would like to rent out the two duplexes. To conform to regulations of the R-1C District and be able to register the property with the City's rental program, the petitioner is requesting a special use permit to allow for a two-family dwelling use. The petitioner proposes no changes to the existing structure or lot. The property has on-site parking for four vehicles.

Action by the Board of Zoning Appeals.
For each special use application the Board of Zoning Appeals shall report to the Council its findings of fact and recommendations, including the stipulations of additional conditions and guarantees, when they are deemed necessary for the protection of the public interest or to meet the standards as specified herein. No special use application shall be recommended by the Board of Zoning Appeals for approval unless such Board shall find:

1. **that the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, comfort or general welfare;** the R-1C district contemplates single-family and two-family dwelling units, both of which currently exist in the neighborhood. The property previously has existed as a duplex for decades. The petitioner is seeking to establish a duplex as a special use in conformance with the R-1C District.

2. **that the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;** the property has existed as a two-family dwelling for several decades. No noticeable change or impact will be visible to the neighborhood.

3. **that the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the zoning district**; the surrounding neighborhood has both single-family and two-family structures. The property previously existed as a two-family dwelling.

4. **that adequate utilities, access roads, drainage and/or necessary facilities have been or will be provided;** utilities and drainage currently exist and will be in compliance with city code. The property has adequate parking for a duplex.

5. **that adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;** all ingress and egress is existing; no new access is proposed.

6. **that the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may be modified by the Council pursuant to the recommendations of the Board of Zoning Appeals. (Ordinance No. 2006-137)** The petitioner proposes no changes to the existing structure, which has existed for decades as a two-family house. The property meets the other requirements, particularly 44.10-4, of the City's Zoning Code.

STAFF RECOMMENDATION:
Staff finds that the petition has met the Zoning Ordinance's standards required to allow a special use. Staff recommends **approval** of the requested **special use** for a duplex at 910 Summit Street in Case SP-04-16.

Respectfully submitted,

Katie Simpson, City Planner

Attachments:

- Draft Ordinance
- Exhibit A-Legal Description
- Petition
- Site Plan
- Aerial Photos
- Zoning Map
- Neighborhood Notice Map and List of Addresses Notified

MINUTES
ZONING BOARD OF APPEALS
REGULAR MEETING
Wednesday, July 20, 2016, 4:00 P.M.
Council Chambers, City Hall
109 East Olive Street, Bloomington, Illinois

Members present: Chairman Briggs, Mr. Ireland, Mr. Bullington, Ms. Meek, Mr. Kearney.

Members absent: Mr. Brown, Mr. Simeone

Also present**:** Mr. Tom Dabareiner, Community Development Director
Mr. George Boyle, Assistant Corporation Counsel
Ms. Katie Simpson, City Planner

Mr. Dabareiner opened the meeting at 4:04 p.m. and called the roll. With five members in attendance, a quorum was present.

PUBLIC COMMENT: None

The Board reviewed the minutes from June 15, 2016. A motion to approve the minutes was made by Mr. Bullington; seconded by Ms. Meek, and was **approved** by a 5-0 vote as follows: Mr. Bullington—yes; Mr. Ireland—yes; Mr. Kearney—yes; Ms. Meek—yes; Chairman Briggs—yes.

Chairman Briggs explained the meeting procedures and City staff introduced themselves. Mr. Dabareiner stated all items were properly published.

REGULAR AGENDA:

SP-04-16 Consideration, review and approval of the petition submitted by Cory and Katherine Patterson for a Special Use Permit to allow a duplex in the R-1C, Single Family Residential District for the property located at 910 Summit Street.

Chairman Briggs introduced the case. Ms. Katherine Patterson, 2104 Hackberry Road, was sworn in. Ms. Patterson stated she is interested in purchasing this property if it can be used as a duplex, which is how the realtor had it listed. She stated the building used to be a duplex and is built to continue use as a duplex, but it lost its Special Use status because it had been used as a single family home. Chairman Briggs stated that the lack of use as a duplex for more than six months meant the property lost its Special Use status.

Ms. Paula Datkus, 906 S. Summit Street, was sworn in. As a neighbor to the property, Ms. Datkus indicated a preference that the house be owner-occupied. She stated that when the prior owners lived in the duplex the property was well-maintained and the tenants were good, but once the owners moved out problems began. Chairman Briggs noted that there is no requirement that the owner live in the duplex.

Mr. Ireland asked if the current owners used the building as a duplex. Ms. Datkus indicated that the current and prior owners used it as single family.

Ms. Simpson provided the City staff report. She stated that staff is recommending in favor of the Special Use. She presented photographs of the building and the area, and noted the zoning in the area. She added that the property provides enough parking to meet the code requirements. Ms. Simpson reviewed the Findings of Fact and concluded that staff believes they are met. She indicated that the Board's recommendation will go before City Council on August 22, 2016.

Chairman Briggs requested a roll call vote on Case SP-04-16, which was **approved** by a 5-0 vote as follows: Mr. Bullington—yes; Mr. Ireland—yes; Mr. Kearney—yes; Ms. Meek—yes; Chairman Briggs—yes.

Z-24-16 Consideration, review and approval of the petition submitted by Eric Corcoran for a variance to allow for fifty eight (58) parking spaces for a trampoline park at 1702 G.E. Road in lieu of the required one hundred (100) spaces (44.7-2H.1(a)(7)).

Chairman Briggs introduced the case. Eric Corcoran, 212 Pheasant Lane, Hudson, was sworn in and explained his request for a variance of 42 spaces from the required 100 spaces. Mr. Corcoran stated that they are under contract with Altitude Trampoline Park for a local franchise at 1702 G.E. Road. Mr. Corcoran stated that there are no parking requirements specifically for a trampoline park so the general recreational ratio was used to arrive at the 100 space requirement. He described several of the options he explored to accommodate all the parking required. He noted parking count information from Altitude which supports the 58 spaces proposed and provided the site plan showing the arrangement of the existing and future parking spaces which total the 58 to be provided.

Chairman Briggs requested a description of the business. Mr. Corcoran replied the floor will consist of trampolines and an open area available for children's parties. More than half of the space will be trampolines, including foam pits and trampoline basketball, he said. Mr. Kearney asked about the anticipated capacity of the room; Mr. Corcoran stated that a "ballpark" figure is about 100-125 people, noting that this is at the high end, but because these are mostly children participating so fewer parking spaces are needed. Mr. Corcoran stated that Lacey Glandon, the landlord for the property, is in support.

Ms. Simpson provided the staff report. She stated staff is in favor of the variance to allow 58 spaces instead of the required 100 parking spaces. Ms. Simpson explained the lack of specific parking ratios in the City's code for the proposed use, leaving only the 1 space per 200 square feet requirement for general recreation. She described the surrounding land uses and zoning, and presented photos of the neighboring uses. Ms. Simpson reviewed the standards for approval of a variance for this case, concluding that the standards are met.

Mr. Ireland asked to clarify the number of occupied units in the building and if there is sufficient parking for all three units. Lacey Glandon, 1407 Maplewood Drive, Normal, was sworn in. Ms. Glandon clarified that there two warehouse facilities are owned by two different entities and she is the manager. She indicated that she is receiving many requests for sports related uses in these

spaces. She stated they intend to add 50 spaces to the existing 8 spaces to account for the total of 58 spaces proposed. She noted that the other uses have their own parking spaces.

Chairman Briggs requested a roll call vote on Case Z-24-16, which was **approved** by a 5-0 vote as follows: Mr. Bullington—yes; Mr. Ireland—yes; Mr. Kearney—yes; Ms. Meek—yes; Chairman Briggs—yes.

OLD BUSINESS

NEW BUSINESS:
Mr. Kearney introduced a Resolution of Appreciation for Mr. Ireland, as follows: "On the occasion of Mike Ireland's last Board of Zoning Appeals meeting as a member, Board members extend their deep appreciation to their colleague for his long-term service and leadership. For many years, Mike Ireland served as Chairman of the Board with exemplary temperament and fairness, displaying respect for both members and the public. We thank our colleague for his years of service and professionalism, and we wish him well."

Mr. Kearney motion to approve the Resolution as read; seconded by Chairman Briggs which was **approved** by a 4-0 vote as follows: Mr. Bullington—yes; Mr. Ireland—present; Mr. Kearney—yes; Ms. Meek—yes; Chairman Briggs—yes.

Chairman Briggs presented Mr. Ireland with a plaque that recognized his decades of service.

Mr. Ireland expressed his appreciation to all and his gratefulness for the opportunity to serve, noting the value of helping the community. Chairman Briggs added his appreciation fopr Mr. Ireland.

There being no further discussion or business, the Chairman adjourned the meeting.

ADJOURNMENT: 5:47PM

Respectfully,

Tom Dabareiner AICP

CONSENT AGENDA ITEM NO.7H

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of adopting an Ordinance approving a Petition from Core III, LLC, for an expedited final plat for Airport Park 17th Addition Final Plat and approving a utility easement vacation, located East of Ekstam Drive and south of Cornelius Drive.

RECOMMENDATION/MOTION: That the Ordinance be passed approving the expedited final plat for Airport Park 17th Addition and vacating the associated utility easement and that the Mayor and City Clerk be authorized to sign the necessary documents.

STRATEGIC PLAN LINK: Goal 3 Grow the Local Economy

STRATEGIC PLAN SIGNIFICANCE: a. Retention and growth of current local businesses

BACKGROUND: This final plat consists of one lot located East of Ekstam Drive and south of Cornelius Drive. The zoning in this area is B-1 Highway Business District.

The proposed final plat incorporates Lot 153 from Airport Park Subdivision 13th Addition and also 54 feet to the south of Lot 153 to form a new lot 152. This is being done in preparation for an apartment building to be constructed.

The final plat complies with City engineering standards (Manual of Practice and Chapter 24 of the City Code) and City staff has no objections to the plan. However, an easement would run down the middle of the lot if the final plat is approved. This would hinder development of the lot. Therefore, the petitioner, Core III LLC, wishes to have the easement "vacated." The City does not use this easement, and Public Works has received letters from public utilities stating the same. The public utilities have no objection to vacation of the easement.

This property was the subject of a Special Use Permit approved by the Zoning Board of Appeals on July 15, 2015.

The City council approved the Special Use Permit on November 23, 2015.

This final plat qualifies for submission under the Expedited Final Plat submission process, Chapter 24, Section 3.5.6 of the Bloomington City Code.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Core III, LLC. Zoning Board of Appeals

FINANCIAL IMPACT: None. All survey and plat costs were paid by Core III, LLC

Respectfully submitted for Council consideration.

Prepared by: Anthony J. Meizelis P.E., Civil Engineer I

Reviewed by: Jim Karch, PE CFM, Director of Public Works

Financial & budgetary review by: Chris Tomerlin, Budget Analyst
Carla A. Murillo, Budget Manager

Legal review by: George D. Boyle, Assistant Corporation Counsel

Recommended by:



David A. Hales
City Manager

Attachments:

- Attachment 1 - Petition
- Attachment 2 - Ordinance for final plat and easement vacation
- Attachment 3 - Exhibit A: Legal Description
- Attachment 4 - School District Certificate
- Attachment 5 - County Clerk's Certificate
- Attachment 6 - Owner's Certificate
- Attachment 7 - Drainage Statement
- Attachment 8 - Final Plat Checklist
- Attachment 9 - Council Map and Final Plat
- Attachment 10 - Utility Easement Vacation Signoff Letters
- Attachment 11 - Tap On Memo

Motion: That the Ordinance be passed approving the expedited final plat for Airport Park 17th Addition and vacating the associated utility easement and that the Mayor and City Clerk be authorized to sign the necessary documents.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			
Alderman Buragas				Alderman Painter			
Alderman Fruin				Alderman Sage			
Alderman Hauman				Alderman Schmidt			
Alderman Lower							
				Mayor Renner			

PETITION FOR APPROVAL OF FINAL PLAT

State of Illinois)
)ss.
County of McLean)

TO: THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF BLOOMINGTON, MCLEAN COUNTY, ILLINOIS

Now comes Core III, L.L.C., hereinafter referred to as your petitioner, respectfully representing and requesting as follows:

1. That your petitioner is the owner of the freehold or lesser estate therein of the premises hereinafter legally described in Exhibit A which is attached hereto and made a part hereof by this reference.

2. That your petitioner seeks approval of the Final Plat for the subdivision of said premises to be known and described as Airport Park Subdivision Seventeenth Addition.

3. That your petitioner also seeks vacation of an existing utility easements as designated on the Easement Vacation Plat attached hereto as Exhibit B, and more particularly described as The South 5.00 feet of Lot 153 in Airport Park Subdivision 13th Addition in the City of Bloomington, according to the Plat thereof recorded September 20, 2007 as Document No. 2007-26060, in McLean County, Illinois, except the east 15 feet thereof and the west 15 feet thereof, in McLean County, Illinois.

WHEREFORE, your petitioner respectfully prays that said Final Plat for Airport Park Subdivision Seventeenth Addition and said vacation of certain utility easement as shown on the Easement Vacation Plat submitted herewith be approved with the exemptions or variations as requested herein.

Respectfully submitted,

Core III, L.L.C., Owner, by its Manager,
Hundman Management, L.L.C.,

BY: _____
Member

ORDINANCE NO. 2016 - _____

AN ORDINANCE APPROVING THE FINAL PLAT OF AIRPORT PARK SUBDIVISION SEVENTEENTH ADDITION AND VACATING EASEMENT

WHEREAS, there was heretofore filed with the City Clerk of the City of Bloomington, McLean County, Illinois, a Petition for approval of the Final Plat of Airport Park Subdivision Seventeenth Addition, legally described in Exhibit A, attached hereto and made a part hereof by this reference; and

WHEREAS, said Petition requests the following exemptions or variations from the provisions of the Bloomington City Code-1960, as amended: Vacation of utility easement as described in Plat; and

WHEREAS, said Petition is valid and sufficient and conforms to the requirements of the statutes in such cases made and provided and the Final Plat attached to said Petition was prepared in compliance with requirements of the Bloomington City Code except for said requested exemptions and/or variations; and

WHEREAS, said exemptions and/or variations are reasonable and in keeping with the intent of the Land Subdivision Code, Chapter 24 of the Bloomington City Code-l960, as amended.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLOOMINGTON, MCLEAN COUNTY, ILLINOIS:

1. That the Final Plat of the Airport Park Subdivision, Seventeenth Addition, dated August 8, 2016, is hereby approved.

2. That the strip of 5-foot (5') wide utility easement described in Note 2 of the document entitled Final Plat, dated August 8, 2016, is hereby vacated.

3. That this Ordinance shall be in full force and effective as of the time of its passage this 22nd of August, 2016.

PASSED THIS 22nd DAY OF AUGUST 2016.

APPROVED THIS __ DAY OF AUGUST 2016.

CITY OF BLOOMINGTON **ATTEST**

_____ _____

Tari Renner, Mayor Cherry L. Lawson, City Clerk

APPROVED AS TO FORM

_____

Jeffrey R. Jurgens, Corporate Counsel

LEGAL DESCRIPTION

Lot 153 in Airport Park Subdivision 13th Addition, according to the Plat thereof recorded September 20, 2007 as Document No. 2007-26060, City of Bloomington, McLean County, Illinois.

15-31-454-011

and

A part of the Southeast Quarter of Section 31, Township 24 North, Range 3 East of the Third Principal Meridian, City of Bloomington, McLean County, Illinois, more particularly described as follows: Beginning at the Southwest Corner of Lot 153 in Airport Park Thirteenth Addition according to the Plat recorded as Document No. 2007-26060 in the McLean County Recorder's Office. From said Point of Beginning, thence south 54.00 feet along the East Line of Ekstam Drive; thence East 200.00 feet along a line which forms an angle to the right of 90°-00'-00" with the last described course to the Southerly extension of the East Line of said Lot 153; thence North 54.00 feet along said southerly extension which forms an angle to the right of 90°-00'-00" with the last described course to the Southeast Corner of said Lot 153; thence West 200.00 feet along the South Line of said Lot 153 which forms an angle to the right of 90°-00'-00" with the last described course to the Point of Beginning.

Part of 15-31-454-012

SCHOOL DISTRICT CERTIFICATE

This is to certify that the property herein described in the Surveyor's Certificate, which will be known as Airport Park Subdivision Seventeenth Addition, to the best of my knowledge, is located within the boundaries of Community Unit School District #5 in McLean County, Illinois.

Dated this _____ day of August, 2016.

Core III, L.L.C., Owner, by its Manager,
Hundman Management, L.L.C.,

BY: _____
Member

STATE OF ILLINOIS)
) SS
COUNTY OF MCLEAN)

The undersigned, a Notary Public in and for the County and State aforesaid, do hereby certify that R. Michael Hundman, personally known to be the same person whose name is subscribed to the foregoing school district certificate, appeared before me this day, in person, and acknowledged the execution of this statement as his free and voluntary act.

Given under my hand and notarial seal this 2nd day of August, 2016.

_____
Notary Public

OFFICIAL SEAL
MORGAN SPANN
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:06/08/19

COUNTY CLERK'S CERTIFICATE

State of Illinois)
)ss.
County of McLean)

I, KATHY MICHAEL, County Clerk of McLean County, State of Illinois, do hereby certify that on the 1 day of August, 2016, there were no delinquent general or special assessments unpaid, special assessments or delinquent special assessments unpaid against the tract of land shown on the plat attached to this certificate and described in the certificate of the Surveyor attached hereto and to said Plat.

Kathy Michael
County Clerk, McLean County, Illinois

15-31-454-011
15-31-454-012

OWNER'S CERTIFICATE

State of Illinois)
)ss.
County of McLean)

KNOW ALL MEN BY THESE PRESENTS, That the undersigned, hereby certifies that it is the owner of all the premises embodied in the attached Plat of Airport Park Subdivision Seventeenth Addition, to the City of Bloomington, McLean County, Illinois, and that it has caused said Plat to be made and that it is a true and correct plat of Airport Park Subdivision Seventeenth Addition to the City of Bloomington, McLean County, Illinois as laid off in lots and streets by Brent Bazan, Registered Illinois Land Surveyor Number 3715; and we, the undersigned, hereby dedicate and set apart to the City of Bloomington for general utility purposes those areas shown for same on the Plat.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal this _____ day of August, 2016.

Core III, L.L.C., Owner, by its Manager,
Hundman Management, L.L.C.,

BY: _____
Member

STATE OF ILLINOIS)
) SS
COUNTY OF MCLEAN)

The undersigned, a Notary Public in and for the County and State aforesaid, do hereby certify that R. Michael Hundman, personally known to be the same person whose name is subscribed to the foregoing owner's certificate, appeared before me this day, in person, and acknowledged the execution of this statement as his free and voluntary act.

Given under my hand and notarial seal this 2nd day of August, 2016.

_____
Notary Public

OFFICIAL SEAL
MORGAN SPANN
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:06/08/19

DRAINAGE STATEMENT

I, Jeffrey M. Gastel, Registered Professional Engineer, and CIP LLC, being the owner of the premises heretofore platted by Brent A. Bazan, Illinois Professional Land Surveyor No. 3715, to be and become "Airport Park Subdivision Seventeenth Addition", in the City of Bloomington, McLean County, Illinois, do hereby state that to the best of their knowledge and belief, the drainage of surface waters will not be changed by the construction of said Subdivision or any part thereof; or that if such surface waters drainage will be changed, reasonable provision has been made for collection and diversion of such surface waters into public areas or drains which the Subdivider has a right to use and that such waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damage to the adjoining property because of the construction of the Subdivision.

I further state that no lots are within the Special Flood Hazard Area, as identified by the Federal Emergency Management Agency.



Jeffrey M. Gastel

Registered Professional Engineer No. 051694

OWNER:

BY: R Michael LLC

Airport Park 17th Addition Final Plat

Date Prepared: 11/23/2015

Shown on Final Plat:		Initial
	Easements shown for all public improvements	TJM
	City Engineer's Signature Block	TJM
	Clerk's Signature Block	TJM
	Areas or facilities to be dedicated to the public	N/A
	Railroad Right of Ways	N/A
	Subdivision Boundaries	TJM
	References to nearest street lines, Township, Sections lines, or monuments.	TJM
	Name of Subdivision	TJM
	Legal Description	TJM
	Existing Parcel Id Number (PIN)	TJM
	Surveyor's statement regarding any Special Flood Hazard Areas.	TJM
	Total Acreage	TJM
	Street Names	TJM
	Proposed Lot numbers (consecutively numbered)	TJM
	Front Yard Setbacks	TJM
The following shall be provided:		
	School District Certificate	TJM
	County Clerk's Certificate	TJM
	Owner's Certificate	TJM
	Drainage Statement	TJM
	Owner's Petition	TJM
	Ordinance	TJM
	Utility Company Signoffs	TJM
	Digital PDF Submittal provided to Public Works	TJM
	Digital CAD format submittal provided to Public Works	
	2 Mylar Copies	
	12 Paper Copies	
The following requirements shall be met:		
	Final plat retains the design characteristics of a valid Preliminary Plan that has not expired	TJM
	Retains the design characteristics of approved public improvement engineering plans and specifications.	TJM
	Final Plat is signed by IL licensed surveyor	TJM
	Plans for all public improvements approved by Public Works	N/A

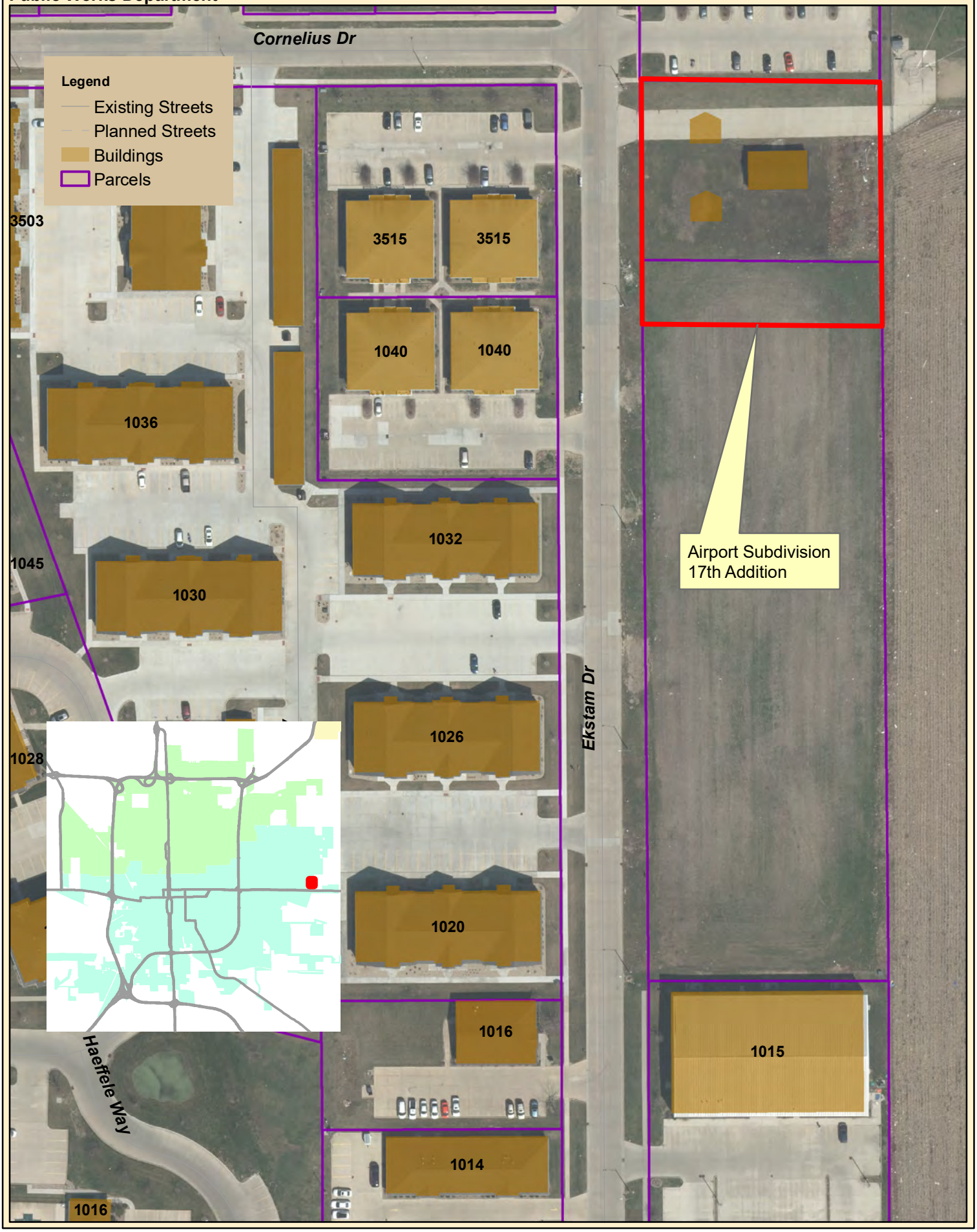
City of Bloomington Illinois

Public Works Department

Airport Subdivision 17th Addition

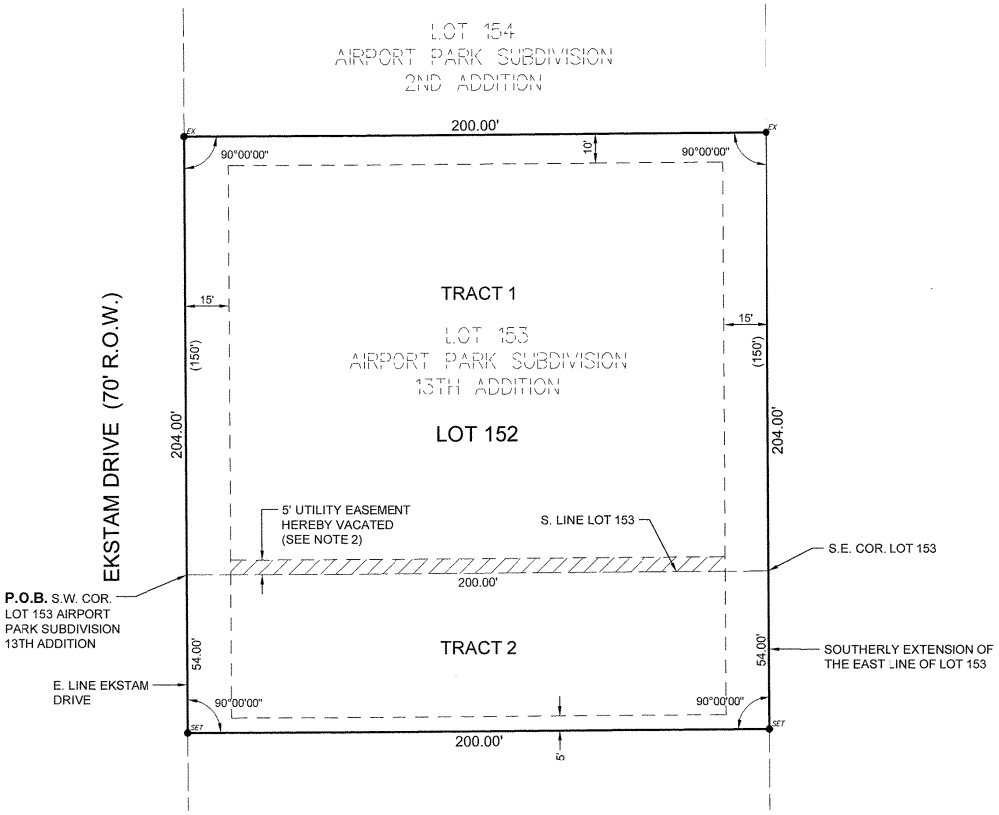
0 50 100 Feet

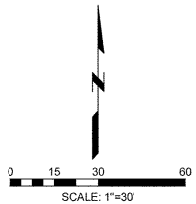
DATE 08/08/2016



AIRPORT PARK SUBDIVISION SEVENTEENTH ADDITION

PART OF S.E. 1/4 SECTION 31, TOWNSHIP 24 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN
CITY OF BLOOMINGTON, McLEAN COUNTY, ILLINOIS





LEGEND

EX	EXISTING MONUMENT
SET	SET MONUMENT
●	IRON ROD
— — — — —	UTILITY EASEMENT LINE
(150')	RECORD DIMENSION
▨	UTILITY EASEMENT HEREBY VACATED

CITY CLERK'S CERTIFICATE

STATE OF ILLINOIS)
) SS
COUNTY OF McLEAN)

I, _____, City Clerk of the City of Bloomington, Illinois, do hereby certify that the foregoing is a true and complete copy of an original "Airport Park Subdivision Seventeenth Addition", presented, passed and approved at a regular meeting of said City Council, held on the _____ Day of _____, 2016, by an affirmative vote of the majority of all members of said council, the vote having been taken by yeas and nays and entered on the record of the proceedings of said council.

Witness my hand and seal of said city of Bloomington, this_____ day of _____, 2016.

_____
City Clerk

CITY ENGINEER'S CERTIFICATE

STATE OF ILLINOIS)
) SS
COUNTY OF McLEAN)

I, _____, City Engineer for the City of Bloomington, hereby certify that the land improvements described in the annexed plat and the plans and specification therefor meet the minimum requirements for said City of Bloomington outlined in Chapter 24 of the Bloomington City code.

Dated at Bloomington, Illinois, this _____ day of _____, 2016.

_____
City Engineer
Bloomington, Illinois

SURVEYOR'S DECLARATION

The following described property has been surveyed and platted under my direction:

Tract 1:

Lot 153 in Airport Park Subdivision 13th Addition in the City of Bloomington, according to the Plat thereof recorded September 20, 2007 as Document No. 2007-26060, in McLean County, Illinois.

Tract 2:

A part of the Southeast Quarter of Section 31, Township 24 North, Range 3 East of the Third Principal Meridian, City of Bloomington, McLean County, Illinois, more particularly described as follows: Beginning at the Southwest Corner of Lot 153 in Airport Park Thirteenth Addition according to the Plat recorded as Document No. 2007-26060 in the McLean County Recorder's Office. From said Point of Beginning, thence scuth 54.00 feet along the East Line of Ekstam Drive; thence east 200.00 feet along a line which forms an angle to the right of 90°-00'-00" with the last described course to the Scutherly extension of the East Line of said Lot 153; thence north 54.00 feet along said southerly extension which forms an angle to the right of 90°-00'-00" with the last described course to the Southeast Corner of said Lot 153; thence west 200.00 feet along the South Line of said Lot 153 which forms an angle to the right of 90°-00'-00" with the last described course to the Point of Beginning.

Said property contains 0.937 acre, more or less.

This property has been subdivided into 1 lot, numbered 152 and the easements as shown. Said Subdivision is to be known as "Airport Park Subdivision Seventeenth Addition." in the City of Bloomington, McLean County, Illinois.

This Subdivision lies within Zone X (Areas Determined to be Outside the 0.2% Annual Chance Floodplain) according to the Federal Emergency Management Agency's Flood Insurance Rate Map for McLean County, Illinois, Map No. 17113C0510E, revised July 16, 2008.

Witness my hand and seal this 8th day of August, 2016.

FARNSWORTH GROUP, INC.
2709 McGRAW DRIVE
BLOOMINGTON, IL 61704

By: _____
Brent A. Bazan
Professional Land Surveyor No. 3715

BRENT A. BAZAN
3715
PROFESSIONAL
LAND SURVEYOR
STATE OF
ILLINOIS
BLOOMINGTON, ILLINOIS

DATE: 8-8-16
EXP. DATE: 11-30-2016
DESIGN FIRM REGISTRATION
NO. 184-001856

Notes:

1. This property is part of Parcel Identification Numbers (PIN) 15-31-454-011 and 15-31-454-012.
2. The 5 foot utility easement located along the South Line of Lot 152 according to the final plat of Airport Park Subdivision 13th Addition, Document No. 2007-26060 is hereby vacated by this plat.

S.E. 1/4 SEC. 31, T.24N., R.3E. 3P.M.

Farnsworth GROUP
2709 McGRAW DRIVE
BLOOMINGTON, ILLINOIS 61704
(309) 663-8435 / info@f-w.com
www.f-w.com
Engineers | Architects | Surveyors | Scientists

ISSUE:

#	Date:	Description:
1	08/06/16	ADDED UTILITY EASEMENT TO BE VACATED

PROJECT:

AIRPORT PARK SUBDIVISION
SEVENTEENTH ADDITION

BLOOMINGTON, ILLINOIS

Date:	07-29-16
Design/Drawn:	DJM
Reviewed:	-
Book No.: -	Field: -
Project No.:	0160413.00

SHEET TITLE:

FINAL PLAT

SHEET NUMBER:

1

File No.: 18-2154

| dmuntz | J:\2016\0160413.00 - Ekstam Dr Apts 2016\Survey\07_Drawings\0160413.00 - Airport Park Seventeenth Addition Final Plat.dwg | 8/8/2016 6:46 AM |

Gastel, Jeff

From: Gautier, Frank <Frank_Gautier@comcast.com>
Sent: Monday, August 08, 2016 10:41 AM
To: Connor, Greg
Cc: Schulter, Bob; Vonbrethorst, James; Stoll, Robert (Contractor)
Subject: RE: Easement Vacation Request Ekstam Apartments 2016 Bloomington
Attachments: Airport Park Subdivision 13th Addition.pdf; Airport Park Subdivision 17th Addition.pdf

Gregory T. Connor, Project Coordinator
Farnsworth Group, Inc

Gregory:

Comcast has reviewed the proposed vacation of an existing five-foot easement along the south property line of Lot 153, a part of Airport Park Subdivision 13th Addition, City of Bloomington, McLean County, Illinois. Comcast has no existing infrastructure within the subject Lot 153.

Comcast Cable Communication, Inc. and/or its affiliates have no objection to the vacation and abrogation of the subject five-foot wide easement found along the south property line of Lot 153.

FRANK GAUTIER
SR. RIGHT-OF-WAY ENGINEER
COMCAST CABLE
688 INDUSTRIAL DRIVE
ELMHURST, IL 60126
(630) 600-6348 (direct/land)

From: Connor, Greg [mailto:gconnor@F-W.com]
Sent: Monday, August 01, 2016 7:25 AM
To: 'Matt McKinney'; Hall, Janet (Contr); 'Jason Cotner (jcotner@cornbeltenergy.com)'; Vonbrethorst, James; Thompson, Dean W
Cc: 'Marty Behrens (mbehrens@ameren.com)'; Gastel, Jeff; Wall, Zach
Subject: Easement Vacation Request Ekstam Apartments 2016

Good morning all,

Please find attached the Vacation Plat for a proposed project on the east side of Ekstam Drive in the 13th Addition to Airport Park. We are in need of vacating the 5' easement on the south side of lot 153 in the first attachment. The second attachment is the actual Vacation Plat for this existing easement. Please respond if you have any utilities in the easement or if you don't have anything in this existing easement and do not object to this vacation.

Please let me know if you have any questions or comments.

All the best,

Gregory T. Connor | **Project Coordinator**
Farnsworth Group, Inc.
2709 McGraw Drive| Bloomington, IL 61704
p 309.663.8435, ext. 352 | **f** 309.663.1571 | **c** 309.530.5244
www.f-w.com | www.greennavigation.com

Ameren ILLINOIS

Bloomington Operations Center

Greg Conner
Farnsworth Group
2709 McGraw Drive
Bloomington, IL 61704

Mr. Conner:

Ameren has reviewed the proposed vacation of the easement on the South side of Lot 153 in the 13th Addition of Airport Park subdivision I Bloomington, IL.

Ameren does not have any facilities in this easement and has no objections to the vacation as proposed.

Cornbelt Energy provides electric service to this area.

If you have any questions, please let me know.

Sincerely,

Marty Behrens, P.E.
Supervising Engineer-Division III
Ameren Illinois

From: Terri Fowler <tfowler@cornbeltenergy.com>
Sent: Tuesday, August 02, 2016 3:47 PM
To: Connor, Greg
Subject: Easement vacation request Ekstam Apartments 2016

August 2, 2016

Greg:

Corn Belt Energy has no objections to the above vacation request. Let me know if you have any questions.

Terri Fowler
Field Engineer

1 Energy Way
Bloomington, IL 61705-6356
1.800.879.0339 x 237
1.309.662-5380 x 237
1.309.664.9237
Fax: 309.662.9670
tfowler@cornbeltenergy.com

CORN BELT ENERGY
Your Touchstone Energy® Cooperative

Count on Corn Belt!
Your Local Energy Resource

Frontier North Inc.
109 E. Market Street
Bloomington, IL 61701

August 1, 2016

Farnsworth Group, Inc.
Attn: Greg Connor
2709 McGraw Drive
Bloomington, IL 61704

RE: **Easement Vacation**
Airport Park Subdivision 13th Addition Lot 153/17th Addition Lot 152
McLean County, IL

Dear Mr. Connor,

Frontier North Inc. has no objections to vacating the 5' utility easement located along the south property line of Lot 153 of Airport Park Subdivision, also named 17th Addition Lot 152. Located in Tier 24N, Range 3E in the SE1/4 of Section 31, McLean County. Telephone facilities are in place in subdivision addition and this 5' south easement is not utilized and currently vacant of telephone facilities.

If you have any further questions or concern, please contact Janet Hall, at (309) 557-1370.

Sincerely,

Janet Hall
OSP Engineer
Network Engineering

cc: Terry Thomas – Bloomington, IL

www.cityblm.org

Public Works Department
ENGINEERING DIVISION
115 E. Washington St., PO BOX 3157
Bloomington, IL 61702-3157
Phone: 309-434-2225
Fax: 309-434-2201

August 10, 2016

Greg Connor
Farnsworth Group, Inc.
2709 McGraw Drive
Bloomington, IL 61701

Subject: Airport Park 17th Addition Final Plat
Utility Easement Vacation Signoff

Dear Mr. Connor:

City of Bloomington Public Works and Water departments have reviewed the proposed vacation of the easement on the south side of Lot 153 in Airport Park Subdivision 13th Addition in Bloomington Illinois.

The City of Bloomington does not have any facilities in this easement and has no objections to the vacation as proposed.

Should you have any questions, please contact us.

Sincerely,

Anthony Meizelis

Anthony J. Meizelis, P.E.
Civil Engineer I

cc: Jim Karch, Director of Public Works
Kevin Kothe, City Engineer
Bob Yehl, Director of Water
Brett Lueschen, Superintendent of Water Distribution
File

CITY OF Bloomington ILLINOIS
www.cityblm.org

Public Works Department
ENGINEERING DIVISION
115 E. Washington St., PO BOX 3157
Bloomington, IL 61702-3157
Phone: 309-434-2225
Fax: 309-434-2201

M E M O R A N D U M

August 8 2016
TO: Cherry Lawson, City Clerk
FROM: Anthony Meizelis, Public Works
RE: Airport Park Subdivision, 17th Addition
Performance Guarantees and Tap-On Fees

The following are the Performance Guarantee and Tap On fees required from the developer before releasing for recording: **Airport Park Subdivision, 17th Addition** approved by City Council on August 22, 2016.

A. Performance Guarantee:

110% of incomplete public improvement construction costs as of 8/8/16:	$ 0
10% of all completed public improvement construction costs:	$ 0
Total (Amount of the bond):	***$*** 0

B. Tap-On Fees:

There are tap-on fees due from **Airport Park Subdivision, 17th Addition** per the annexation agreement:

		Code	***Principal***	***Interest‡***	***Total***
1	G.E. Valley Sewer	51101100-57320	$0.00	$0.00	$0.00
2	G.E. Valley Sewer Extn	51101100-57320	$74.40	$43.27	$117.67
3	Deneen Sewer	51101100-57320	$231.38	$83.53	$314.91
4	Rt 9 Watermain	50100120-57320	$0.00	$0.00	$0.00
5	Fee in lieu of Park Land*	24104100-57320	$9,266.40	$0.00	$0.00
	Total		$9,572.18	$126.80	**$9,698.98**

Subdivision Area: 0.937 acres; Frontage along RT 9 : 0'
Tract 1 area: 0.689 acres; Tract 2 area: 0.248 acres – Fees for Tract 1 paid with 13th Add.

1) G.E.Valley Sewer: $281/ac +interest‡ from 12/76; No fee after 4/28/2008
2) G.E.Valley Sewer Extn.: $300/ac +interest‡ from 10/95; (applies to Tract 2 only)
3) Deneen Sewer: $933/ac +interest‡ from 7/01 after 7/2002; (applies to Tract 2 only)
4) Rte. 9 W.M.: $15/ft. frontage on Rte. 9 + interest‡ from 6/01;
5) *Developer to pay park land dedication fee for R-2 @(7acs/1000 P.E.. 2.32 P.E. per D.U) $28,000.00 per acre; and for the R-3B property based on a fair market value of $33,000.00 per acre for the actual as-built density. R-2 Lots in this plat = 0, # of R3B Lots in Sub=0(**total DU=12**). Per the Annexation agreement, a parkland fee is due because a residential use is proposed.

‡ Interest calculated based on the lower of 6% simple interest and CPI calculated on the principal using the BLS inflation calculator at (http://www.bls.gov/data/inflation_calculator.htm)

www.cityblm.org

Public Works Department
ENGINEERING DIVISION
115 E. Washington St., PO BOX 3157
Bloomington, IL 61702-3157
Phone: 309-434-2225
Fax: 309-434-2201

cc: Jim Karch, Director of Public Works; Kevin Kothe, City Engineer; Patti-lynn Silva, Finance Department; Jeff Jurgens, Interim Corporation Counsel; file

CONSENT AGENDA ITEM NO. 7I

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of approving a Lake Bloomington Lease Transfer Petition for Lot 7, Block 3 of Camp Iroquois, from Robert J Hitchen declaration of trust dated October 1, 1997 to Jeffery and Kimberly Schade.

RECOMMENDATION/MOTION: That the Lake Lease Transfer be approved, subject to the septic system conditions included in the Mclean County Health Department's July 27, 2016 letter, and contingent upon the transferee providing documentation of the sale of the house located on the property, and that the Mayor and City Clerk be authorized to execute the necessary documents.

STRATEGIC PLAN LINK: Goal 1. Financially sound City providing quality basic services.

STRATEGIC PLAN SIGNIFICANCE: Objective 1a. Budget with adequate resources to support defined services and level of services.

BACKGROUND: The sewage disposal system inspection was completed in July 2016. The septic system appears to be functioning normally. The septic tank does not need to be pumped and should be checked regularly. The sand filter is undersized since the system was originally sized for three (3) bedroom and it is now converted to a four (4) bedroom.

The age of the sewage disposal system is twelve (12) years. The McLean County Health Department estimates sewage disposal systems have an average life span of approximately twenty to twenty-five (20-25) years. However, this can be affected greatly by usage patterns of the premises (seasonal versus full time occupancy) and system maintenance. Though useful life of a sewage disposal system can extend past the average life span noted by the McLean County Health Department, Staff cannot accurately estimate the useful life remaining in the existing system.

If the system were to fail, the resident would be responsible for costs associated with repair of the system and there is a possibility, based on the size of the leased lot, the resident would not have any viable repair / replacement options. Currently a City owned sanitary sewage collection system does not exist at Lake Bloomington and therefore the City is not in a position to assist the resident in the event of sewage disposal system failure.

Staff recommends approval of the lease transfer subject to the septic conditions included in the McLean County Health Department's July 27, 2016 letter.

The lake lease transfer, following approval by Council, will be contingent upon buyer providing proper documentation of the closing on the sale of the house located on this property prior to execution of the lease transfer.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Not applicable.

FINANCIAL IMPACT: This petition will have a neutral financial impact in that the current lease uses the current formula, ($0.40 per $100 of Equalized Assessed Value), for determining the Lake Lease Fee. With this transfer, the lake lease formula will generate about $821.91 per year in lease income. This lake lease income will be posted to Lake Maintenance-Lake Lease account (50100140 – 57590).

On December 21, 2015 the City Council approved a modification to the lease language and therefore the lease packet. These changes went into effect January 1, 2016. This lease transfer was submitted to the City for consideration after January 1, 2016, and therefore the lease transfer is subject to the modifications approved by City Council on December 21, 2015.

Respectfully submitted for Council consideration.

Prepared by:	Connie Fralick, Office Manager
Reviewed by:	Robert D. Yehl, PE, Water Director Steve Rasmussen, Assistant City Manager
Financial & budgetary review by:	Chris Tomerlin, Budget Analyst Carla A. Murillo, Budget Manager
Legal review by:	George D. Boyle, Assistant Corporation Counsel

Recommended by:

David A. Hales
City Manager

Attachments:

- Lake Lease Transfer Petition dated 08.02.2016
- Septic Report dated 07.25.2016
- McLean County Health Dept. Report dated 07.27.2016
- Location Map
- Aerial Map

Motion: That the Lake Lease Transfer be approved, subject to the septic system conditions included in the Mclean County Health Department's July 27, 2016 letter, and contingent upon the transferee providing documentation of the sale of the house located on the property, and that the Mayor and City Clerk be authorized to execute the necessary documents.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			
Alderman Buragas				Alderman Painter			
Alderman Fruin				Alderman Sage			
Alderman Hauman				Alderman Schmidt			
Alderman Lower							
				Mayor Renner			

MEMO

TO: Connie Fralick, Water Dept.

FROM: Andrew Coffey, Support Staff IV

DATE: August 2, 2016

SUBJECT: Lake Bloomington Lease Transfer

A Petition and Lake Lease Transfer request has been submitted for Lot 7 in Block 3 in Camp Iroquois, from Robert J. Hitchen Declaration of Trust Dated October 1, 1997 to Jeffery and Kimberly Schade. Attached please find the Lake Lease Transfer documents.

EAV for this property is $205,478.00. The Lake Lease is currently at a rate of 40 cent per $100 EAV. The lake lease rate will remain at .40 per EAV, $821.91. The PIN number is 08-07-151-028.

Please prepare a Council memorandum for the August 22, 2016 meeting. The deadline for this meeting is **Tuesday, August 9 at 12:00 pm**.

If you have any questions or require additional information, please contact the Clerk's Office.

Thank you for your prompt attention to this matter.

cc: Legal Dept.

LAKE BLOOMINGTON LEASE TRANSFER PETITION

That the purchase price and rentals having been paid to the City of Bloomington for:
Lot 7 Block 3 of Camp IROQUOIS
I respectfully petition the City Council of the City of Bloomington, Illinois to approve the transfer of the Lease on the above property:
From: Robert J Hitchen Declaration of Trust Dated Oct 1997 (Sellers Name)
To: JEFFERY & Kimberly SCHADE (Buyers Name)

Robert Hitchen, Trustee
(Signatures of Seller)

****

To the Honorable Mayor and City Council of the City of Bloomington, Illinois:
Now comes JEFFERY & Kimberly SCHADE (Buyer) and respectfully shows that He/She/They became the purchaser of all right, title and interest of Robert J Hitchen - Declaration of Trust Dated Oct 1997 (Seller) In and to the Lease made on the (Date) 9/29/16 upon the above property, all located in McLean County, Illinois, together with all the improvements, buildings and appurtenances thereon situated and thereunto belonging, and that the said (Seller) ~~JEFFERY~~ Robert J Hitchen - TRUST has executed deed of transfer of their interest in said premises and an assignment of the Leases therefore your petitioner.

Petitioner further shows that in and by the terms of said Leases it was provided that the Lessee shall not sell, assign or transfer said premises without the written consent of the Lessor.

Petitioner therefore prays that the written consent to said transfer may be forthwith provided by the said Lessor, the City of Bloomington, Illinois and your petitioner has submitted herewith a form of said written consent.

Respectfully submitted,

Kimberly A Schade
(Signature of Buyer(s))

****

WRITTEN CONSENT TO TRANSFER INTEREST IN LEASES UPON LOT 7
BLOCK 3 CAMP IROQUOIS, OF LAKE BLOOMINGTON.

Now comes the City of Bloomington and gives this, its written consent to the assignment on all right, title and interest of (seller) Robert J Hitchen Dec Trust in and to the premises known as Lot 7 Block 3 in Camp Iroquois, McLean County, Illinois and to the leases thereon executed by the City of Bloomington, Illinois.

Said consent to said assignment and transfer however, is with the express understanding that the said Lessor retains all right in said leases provided, and particularly its right to the payment of any unpaid rental thereon with all legal remedies incidental thereto.

Executed this _____ day of _____, _____.

_____
Tari Renner, Mayor

LAKE BLOOMINGTON LEASE

THIS LEASE is entered into on the _____ day of _____, _____ between the City of Bloomington, a municipal corporation, of McLean County, Illinois, hereinafter called CITY and JEFFERY Schade

Kimberly Schade

(if more than one Lessee, cross out 2 of the following that do not apply) (as joint tenants) (as tenants in common) (as tenants by the entirety) of , _____, County of McLean, State of Illinois, hereinafter called "Lessee,"

WITNESSETH

In consideration of the mutual covenants hereinafter contained, the parties agree as follows:

1. PREMISES. The City leases to Lessee the following described real estate owned by the City in the vicinity of Lake Bloomington, Illinois as follows:

   Lot 7 in Block 3 in Camp Iroquois according to the private unrecorded plat of the ground belonging to the City located around Lake Bloomington in Hudson and Money Creek Townships in McLean County, Illinois.

2. TERM OF LEASE. The term of this Lease shall be for a term commencing (**cross out the one that does not apply**) (on the date of this Lease) (on January 1 following the date of this Lease) and terminating on December 31, 2131, unless sooner terminated as provided in this Lease.

3. RENT.

(SELECT THE RENT TO BE PAID BY CROSSING OUT 2 OF THE 3 RENT OPTIONS.)

A. Lessee shall pay as rent yearly, in advance, on or before the first day of January of each year, the amount designated hereafter:

   1) If this Lease is executed prior to January 1, 1998, rent shall be charged at the rate of 15¢ ($.15) per $100 of equalized assessed value (hereafter EAV) for said property, including land and improvements, as determined by the Supervisor of Assessments of McLean County, Illinois. Said rate will remain in effect upon assignment of this Lease to (a) Lessee's spouse or to a corporation, trust or other entity created by Lessee or Lessee's spouse if Lessee or Lessee's spouse occupies the property immediately after said assignment, or (b) a Lessee who paid fair market value for the property (i.e., a purchaser) prior to January 1, 1998 for the assignment of the prior Lease.

   2) If this Lease is executed by a Lessee who, after December 31, 1997, paid fair market value for an assignment of a Lease on which the rent was 15¢ ($.15) per $100

EAV, the rent shall be charged at the rate of 40¢ ($.40) per $100 EAV. This rate will remain in effect throughout the remainder of the term of this Lease regardless of subsequent assignments thereafter.

3) If the Lessee is not ~~eligible for the 15¢~~ ($.15) or 40¢ ($.40) per $100 EAV rental rate, the rent shall be charged ~~at the rate of~~ _____¢ ($._____) per $100 EAV.

SELECT THE RENT TO BE PAID BY CORSSING OUT 2 OF THE 3 RENT OPTIONS.

B. In the event the system of real estate taxation is changed from its present basis of assessment at no more than one-third of market value, the assessed value as then determined by the Supervisor of Assessments of McLean County will be adjusted so that it will reflect no more than one-third of the market value of the premises. If assessed value is no longer used as the basis of taxation, then the annual changes in the Consumer Price Index, or successor index, for all items for the Chicago region, published by the United States Department of Labor will be the basis for determining changes in the property value for purpose of calculating the annual rent with the following condition. Either City or Lessee may review the value of the property as adjusted by the Consumer Price Index every five years to compare it to the actual fair market value of the property. If the property value determined by the formula set forth in this lease is five percent (5%) or more greater or less than the actual fair market value of the property, the rent for that year shall be recalculated using one third of the actual fair market value and rent adjustments for all subsequent years shall be based on the actual fair market value as adjusted for changes in the Consumer Price Index. If the Consumer Price Index or its successor index is no longer published by the. United States Department of Labor or is no longer used, an appropriate economic indicator will be used to determine the annual change in rent, if any.

4. REAL ESTATE TAXES. Lessee shall pay all real estate taxes levied during the term of this Lease against said premises and improvements thereon by the State of Illinois or any subdivision thereof.

5. IMPROVEMENTS. Lessee shall be permitted to make improvements upon the premises that are in compliance with the laws of the State of Illinois and the ordinances of the City and the County of McLean. The ordinances of the City shall be in full force and effect and in the same manner as if the above-described premises were located within the boundaries of the City of Bloomington. Prior to commencement of construction of any improvements, Lessee shall be required to petition and receive approval from all governmental bodies having jurisdiction over said premises.

6. SEPTIC SYSTEM. Lessee agrees to comply with all sanitary laws and regulations of any governmental body having jurisdiction over the leased premises. Lessee agrees at all times to use Lessee's property in such manner and dispose of the sewage generated from said property so as not to contaminate the waters of Lake Bloomington. When a public sanitary sewer is made available to serve the leased premises, the City shall have a right to require Lessee to connect to the sewer within a reasonable time after notice is given.

7. WATER. Lessee shall be permitted to purchase water from the City through water mains provided by the City, and Lessee will pay the rates in effect from time to time for water sold to Lake Bloomington customers. Lessee agrees not to pump water directly from Lake Bloomington except for the purpose of watering and maintaining lawns and other landscape materials on the leased premises, and such pumping shall cease at any time there are and for as long as there are restrictions in effect for the City of Bloomington that restrict the watering of lawns.

8. GARBAGE. City will provide weekly garbage service at a fee to be set by the. City from time to time, which shall be in addition to the annual rent paid by Lessee. However, so long as no residence is located on the leased premises, no fee for garbage collection will be paid by Lessee.

9. ASSIGNMENT. Lessee shall not have the right to sell, assign, or transfer this Lease or to rent, sublet or to allow other persons to occupy the premises without the written consent of the City. However, the City shall not withhold its consent to a sale, assignment or transfer of this Lease if Lessee is not in default as defined in paragraph 13 and the sale, assignment or transfer is made in accordance with all applicable City ordinances and such rules and regulations as adopted by the City from time to time pursuant to paragraph 10. City will promptly issue a new Lease to the new Lessee containing the same terms as this lease. Thereupon, this Lease will automatically terminate and the parties will be freed of any obligations thereunder. Lessee shall have the right to mortgage Lessee's interest in said premises, but Lessee shall not have the right to mortgage the interest of City in the premises.

10. RULES & REGULATIONS. Lessee and those occupying the leased premises are subject to such reasonable rules and regulations as may be adopted by Lessor from time to time after notice of hearing on such proposed rules and regulations is given to Lessee.

11. USE OF AND ACCESS TO LAKE. Lessee and those persons lawfully occupying the leased premises shall have the right to use Lake Bloomington for boating, swimming, fishing, and other recreational uses, but shall be subject to the reasonable rules and regulations of Lessor, which rules and regulations will apply equally to Lessees of Lake Bloomington property and the public generally. City grants to Lessee an easement for access to Lake Bloomington over property owned by the City lying between the shoreline of Lake Bloomington and the boundary of the leased premises.

12. TREE CUTTING. No trees on the leased premises shall be removed without the permission of the City except that Lessee can trim trees for safety, plant health, or aesthetic reasons, and Lessee may remove dead trees from the leased premises.

13. DEFAULT. If Lessee defaults in the payment of rent or defaults in the performance of any of the covenants or conditions hereof, City may give to Lessee notice of such default and, if Lessee does not cure any rent default within thirty (30) days, or other default within sixty (60) days after the giving of such notice or, if such other default is of such nature that it cannot be completely cured within such sixty (60) days, if Lessee does not commence such curing within such sixty (60) days and thereafter proceed with reasonable diligence and in good faith to cure such default, then Lessor may terminate this Lease on not less than thirty (30) days notice to Lessee and, on the date specified in said notice, the term of this Lease shall terminate and Lessee shall then quit and surrender the premises to City. If this Lease shall have been so terminated by City, City may, at any time thereafter, resume possession of the premises by any lawful means and remove Lessee or other occupants and their effects. Remedies of City hereunder are in addition to any other remedy allowed by law.

14. TERMINATION BY LESSEE. Lessee shall have the right to terminate this Lease upon sixty (60) days written notice to the City of Bloomington and, in that event, Lessee may remove any improvements from the property and shall restore the ground to the condition it was in when first leased to the City. Any improvements remaining on the property after the Lease terminates shall be deemed abandoned by the Lessee and shall become the property of the City.

15. EMINENT DOMAIN. If the leased premises or any part thereof is taken or damaged by eminent domain or the threat thereof, the just compensation received in payment shall be divided between

City and Lessee as follows:

That portion of the award for the taking and/or damaging the City's remainder interest in the land following the expiration of this Lease shall be paid to City. That portion of the award for the taking or damaging the leasehold interest of Lessee in the leased premises or the improvements located thereon shall be paid to Lessee.

16. PRIOR LEASE TERMINATED. If there is in effect upon the execution of this Lease a prior Lease between the City and Lessee covering the same premises as this Lease, then said Lease is terminated as of the commencement of the term on this Lease as set forth in Paragraph 2.

17. NOTICE. Any notice by either party to the other shall be in writing and shall be deemed to be duly given if delivered personally or mailed postpaid by regular mail, except that a notice given under Paragraph 12 must be delivered personally or mailed by registered or certified mail in a postpaid envelope, addressed as follows:

City

City of Bloomington
City Hall
109 E. Olive Street
Bloomington, IL 61701

Lessee Name and Mailing Address

Jeff & Kimberly Schade
24695 Iroquois Ln
Hudson, IL
61748

Lessee Billing Address

Jeff and Kimberly Schad
2 Litta Court
Bloomington, IL
61704

18. BINDING EFFECT. This agreement shall be binding upon the heirs, personal representatives, successors, and assigns of each of the parties hereto.

IN WITNESS WHEREOF, the Lessor has caused this instrument to be executed by its Mayor and City Clerk, and the Lessee has executed this agreement as of the day and year above written.

-Lessor-

CITY OF BLOOMINGTON

By: _____
Tari Renner, Mayor

Attest:

_____
Cherry Lawson, City Clerk

-Lessee-

Kimberly A Schade

_____

For Office Use Only

Log #: _____

Date Received: _____

EVALUATION REPORT FOR A MCLEAN COUNTY PRIVATE SEWAGE DISPOSAL SYSTEM

This form is to be used for all inspections or evaluations of existing septic systems in McLean County. It is essential that the inspection be as complete as possible to determine the condition of the entire system. This includes interviewing the person who resides at or uses the building the septic system serves. Please complete all sections of the form that apply to the septic system you are evaluating. The tank must be uncovered with the baffles, liquid and sludge depths checked. At a minimum, the field must be probed to determine if there is water standing in the trenches. Upon probing, if it is determined there is water standing in the trenches, the Health Department highly recommends a minimum of two locations in the trenches be exposed to determine the condition of the rock and pipe. Any sign the system is failing or has not functioned properly, must be thoroughly documented on this report. Place all comments in the comment section on the last page.

This evaluation is NOT FINAL until the McLean County Health Department has reviewed the information in this evaluation and issued a letter regarding the information to the parties listed in the evaluation.

1. Current Owner Information:

Name: *Bob & Marge Hitchen*

Address: *43 Yukon Circle*

Bloomington, IL 61705

Phone #: Day - - Home - -

2. Requestor Informtion:

Name: *Nancy Brady*

Address: *2203 Eastland Dr. Suite 1*

Bloomington, IL 61704

Phone #: Day - - Home - -

3. Property Information:

Parcel Number (Tax ID): ( ) *08-07-151-028* Date Evaluation Performed: *07-23-16*

Address of property evaluated: *24695 Iroquois Hudson* Sub. & Lot: *Lake Blm #114*

Permit available from Health Dept.: Yes ☒ No ☐ Permit #: *04-12023*

4. Interview Information:

Person interviewed: *Nancy Brady*

Age of home (years): *12*

Date last occupied: *4 months ago*

Has tank ever been pumped: Yes ☒ No ☐

Original owner: Yes ☒ No ☐

Intended for seasonal use: Yes ☐ No ☒

Number of occupants: *2*

If yes, how often: *Dec. 2015*

5. Interior Evaluation:

Number of bedrooms: *4*

Garbage disposal: Yes ☐ No ☒

Toilet tanks and other fixtures have evidence of leakage or overflow: Yes ☐ No ☒

Water softener discharges to: *n/a*

Clothes washer discharges to: *septic*

Dishwasher discharges to: *septic*

Hot tub discharges to: *n/a*

Basement plumbing fixtures:

a. *all*

b.

c.

d.

Discharge locations:

a. *septic*

b.

c.

d.

Basement floor drains discharge to: *n/a*

Garage floor drains discharge to: *n/a*

Sump pit/pump discharges to: *n/a*

Downspouts discharge to: *ground surface*

6. **Exterior Evaluation Points:**

A. **SEPTIC TANK(s) -- This Section N/A** ☐

All tanks must not be pumped before the inspection, but should be pumped after the inspection, if needed.

Tank One: N/A ☐	**Yes**	**No**	**Tank Two: N/A** ☒	**Yes**	**No**
Depth of soil to top of tank: *6* inches			Depth of soil to top of tank: inches		
Tank has access within 12" of ground surface	☒	☐	Tank has access within 12" of ground surface	☐	☐
Size: *1500* gallons Type:			Size: gallons Type:		
Meets current code:	☒	☐	Meets current code:	☐	☐
Tank lids in good condition:	☒	☐	Tank lids in good condition:	☐	☐
Inlet baffle in good condition:	☒	☐	Inlet baffle in good condition:	☐	☐
Evidence of solids on inlet baffle:	☐	☒	Evidence of solids on inlet baffle:	☐	☐
Outlet baffle in good condition:	☒	☐	Outlet baffle in good condition:	☐	☐
Evidence of solids on outlet baffle:	☐	☒	Evidence of solids on outlet baffle:	☐	☐
Water standing in outlet:	☐	☒	Water standing in outlet:	☐	☐
Water level below outlet:	☐	☒	Water level below outlet:	☐	☐
Tank needs to be pumped:	☐	☒	Tank needs to be pumped:	☐	☐
Outlet device/filter on tank:	☐	☒	Outlet device/filter on tank:	☐	☐
Type:			Type:		
Back flow into tank from system after pumping: Yes ☐ No ☐ N/A ☐			Back flow into tank from system after pumping: Yes ☐ No ☐ N/A ☐		

B. **SEEPAGE FIELD -- This Section N/A** ☒

Depth to top of field: inches to inches

Square feet of field: square feet

	Yes	**No**
Meets current code sizing requirements:	☐	☐
Seepage standing on ground surface:	☐	☐
Lush vegetation or saturated soil on or near seepage field area:	☐	☐
Evidence that water has ponded over seepage field or the soil is saturated:	☐	☐
Solids or "carry over" material present in the rock or bedding material:	☐	☐

Depth of water in trench : inches

C. **SERIAL DISTRIBUTION/STEP-DOWN -- This Section N/A** ☒

	Yes	**No**
Are the serial distribution relief or "step-down" pipes in compliance with Section 905.60 (d) of the code?	☐	☐

D. **SEEPAGE BED -- This Section N/A** ☒

Depth to top of bed: inches to inches

Square feet of bed: square feet

	Yes	**No**
Meets current code sizing requirements:	☐	☐
Seepage standing on ground surface:	☐	☐
Lush vegetation or saturated soil on or near seepage bed area:	☐	☐
Evidence water has ponded over seepage bed or is soil saturated:	☐	☐
Solids or "carry over" material present in the rock or bedding material:	☐	☐

Depth of water in bed : inches

E. SAND FILTER -- This Section N/A ☐

Minimum soil cover depth to top of sand filter: 30 inches

Square feet of sand filter: 615 square feet

	Yes	No
Is water standing in the distribution pipes or in the rock that surrounds the pipe:	☐	☒
Meets current code sizing requirements:	☐	☒
Seepage standing on ground surface over filter:	☐	☒
Lush vegetation on or near sand filter:	☐	☒
Evidence if water has ponded over sand filter:	☐	☒
Sand filter vented as required:	☒	☐
Vent in good repair:	☒	☐
Chlorinator with screw on cap present:	☒	☐
Chlorinator tube with corrosion resistant handle present:	☒	☐
Evidence of chlorination:	☒	☐
Evidence of restricted flow in chlorinator:	☐	☒
Sample port with screw on cap present:	☒	☐

Where does the contact tank discharge to: *(Be specific, examples would be: farm tile, ground surface on or off property, IDPH common collector, IEPA common collector, etc.)*: rock trench

F. PUMP OR LIFT STATION -- This Section N/A ☒

	Yes	No
Pump chamber an approved design:	☐	☐
Chamber volume 1.5 times the daily flow:	☐	☐
Is there a dual pump:	☐	☐
Alarm present:	☐	☐
Alarm location: _____		
Alarm properly working with audio and visual functions:	☐	☐

G. AEROBIC UNIT -- This Section N/A ☒

Manufacturer: _____ Model number: _____

Size of unit: _____ gallons

	Yes	No
Pump running at time of inspection:	☐	☐
Current maintenance contract in place:	☐	☐
Who is maintenance contract with: _____		
Alarm present:	☐	☐
Alarm location: _____		
Alarm properly working with audio and visual functions:	☐	☐

Unit discharges to: Seepage field ☐ Seepage bed ☐ Sand filter ☐ Other: _____

If other, what method of chlorination is used: _____

Chlorinator with screw on cap present:	☐	☐
Chlorinator tube with corrosion resistant handle present:	☐	☐
Evidence of chlorination:	☐	☐

Where does the contact tank discharge to: *(Be specific, examples would be: farm tile, ground surface on or off property, IDPH common collector, IEPA common collector, etc.)*: _____

Include all distances as described below.

NOTE: Be sure to attach drawing to this report.

The following distances must be verified to ensure all the information is correct and available in the future.		
***Well or cistern to: N/A ☐**	***Geothermal unit to: N/A ☐**	***Building to:**
Septic tank: ____ feet	Septic tank: ____ feet	Septic tank: ____ feet
Seepage system: ____ feet	Seepage system: ____ feet	Seepage system: ____ feet
Sand filter: ____ feet	Sand filter: ____ feet	Sand filter: ____ feet
Effluent tile: ____ feet	Effluent tile: ____ feet	Effluent tile: ____ feet
Effluent discharge: ____ feet	Effluent discharge: ____ feet	Effluent discharge: ____ feet
Geothermal unit: ____ feet	Aerobic unit: ____ feet	Geothermal unit: ____ feet
Aerobic unit: ____ feet		Aerobic unit: ____ feet
***Water line to:**	***Body of water to: N/A ☐**	
Septic tank: ____ feet	Septic tank: ____ feet	
Seepage system: ____ feet	Seepage system: ____ feet	
Sand fitler: ____ feet	Sand filter: ____ feet	
Effluent tile: ____ Feet	Effluent tile: ____ feet	
Effluent discharge: ____ feet	Effluent discharge: ____ feet	
Aerobic unit: ____ feet	Aerobic unit: ____ feet	

Comments:

This section is to include any maintenance (pumping) repairs or problems in the history of the septic system. Write any observations and/or conclusions made by probing or excavating the seepage field or sand filter. A serial distribution system must include the condition of each level of field or trench.
The septic tank does not need to be pumped at this time but it should be checked regularly and pumped as needed in the future. The sand filter is undersized for a four bedroom house. This septic system appears to be functioning normally at this time. The house is vacant so the septic system may evaluate differently under normal water usage.

This is the condition I found the septic system on this day. This evaluation is not and should not be considered a guarantee nor does it imply warranty of how the sewage disposal system may function at any time in the future.

Rob Williamson
Inspector's Name (print)

Signature

07-25-16
Date

Williamson Excavating, LLC
14964 Halsey Road
Heyworth, IL 61745

Invoice

Date	Invoice #
7/26/2016	6240

Bill To
Nancy Brady (Remax) 2203 Eastland Drive Ste I Bloomington IL 61704

P.O. No.	Due Date	Job Name
	7/26/2016	

Quantity	Description	Rate	Amount
1	Septic System Evaluation 24695 Iroquois Hudson, IL parcel 08-07-151-028	220.00	220.00
		Total	$220.00

Phone #
(309) 275-3003

McLean County
Health Department
Partners in Prevention

McLean County Health Department
200 West Front Street, Room 304
Bloomington, IL 61701

July 27, 2016

Mr. & Mrs. Bob Hitchen
43 Yukon Circle
Bloomington, IL 61705

Re: Septic Permit #04-12023
Parcel #08-07-151-028
Lot 114, Lk. Blm. – Iroquois Subdivision

Dear Mr. & Mrs. Hitchen:

On July 26, 2016, this department received a septic system evaluation report from Mr. Rob Williamson, a McLean County licensed private sewage system installer, regarding the above-referenced property. The septic system evaluation was performed on July 23, 2016 and the following deficiency was noted:

- The sand filter is a minimum of 185 square feet too small. This may remain as is until the septic system is repaired or replaced.

Mr. Williamson indicated the garbage disposal has been removed since the last evaluation in December of 2015. The removal of the garbage disposal makes the septic tank adequately sized for the house. The addition of a garbage disposal in the future will result in the septic tank being undersized by 500 gallons and may contribute to a premature failure of the existing system.

The house has been vacant for four months. The system may perform differently once the house is occupied again.

As the current owner of a surface discharging septic system (sand filter, aerobic treatment unit, etc.), this office is informing you of state wide changes in regulations regarding the operation and ownership of such discharging septic systems. They include the following:

1. As of February 10, 2014, any proposed new or replacement surface discharging system must have coverage under a National Pollutant Discharge Elimination System (NPDES) permit prior to installation. For more information, please visit our website at www.health.mcleancountyil.gov.

2. Routine sampling of the effluent discharged from the system and the reporting of the laboratory results to a regulatory agency or agencies.

3. The cost of effluent sampling and any additional treatment components needed to keep the system compliant with permit requirements will be the responsibility of the owner of the system.

4. IDPH now requires additional operation and maintenance for on-site wastewater treatment systems repaired or installed after January 1, 2014.

5. Future regulations that are implemented by the Illinois Environmental Protection Agency (IEPA) and/or the Illinois Department of Public Health (IDPH) for systems constructed prior to February 10, 2014.

Chlorine tablets made for use in the chlorinator are available through the following companies:

Bradford Supply
2000 South Bunn Street
Bloomington, IL 61704
Phone: (309) 828-8313

Tolan's Excavating
2903 Gill Street
Bloomington, IL 61704
Phone: (309) 663-0191

Shoemaker Farm Drainage
202 W. Pine Street
LeRoy, IL 61752
Phone: (309) 962-3108

Zeschke Septic Cleaning
2408 Greyhound Road
Bloomington, IL 61704
Phone: (309) 808-2776

In summary, the septic system was installed in 2004 and is now approximately 12 years old. This office considers the average life expectancy of a septic system to be 20 to 25 years.

For information on routine operation and maintenance of your septic system, please visit our website at www.health.mcleancountyil.gov.

If you have any questions, please contact Mr. Scott Cook with this department at (309) 888-5482.

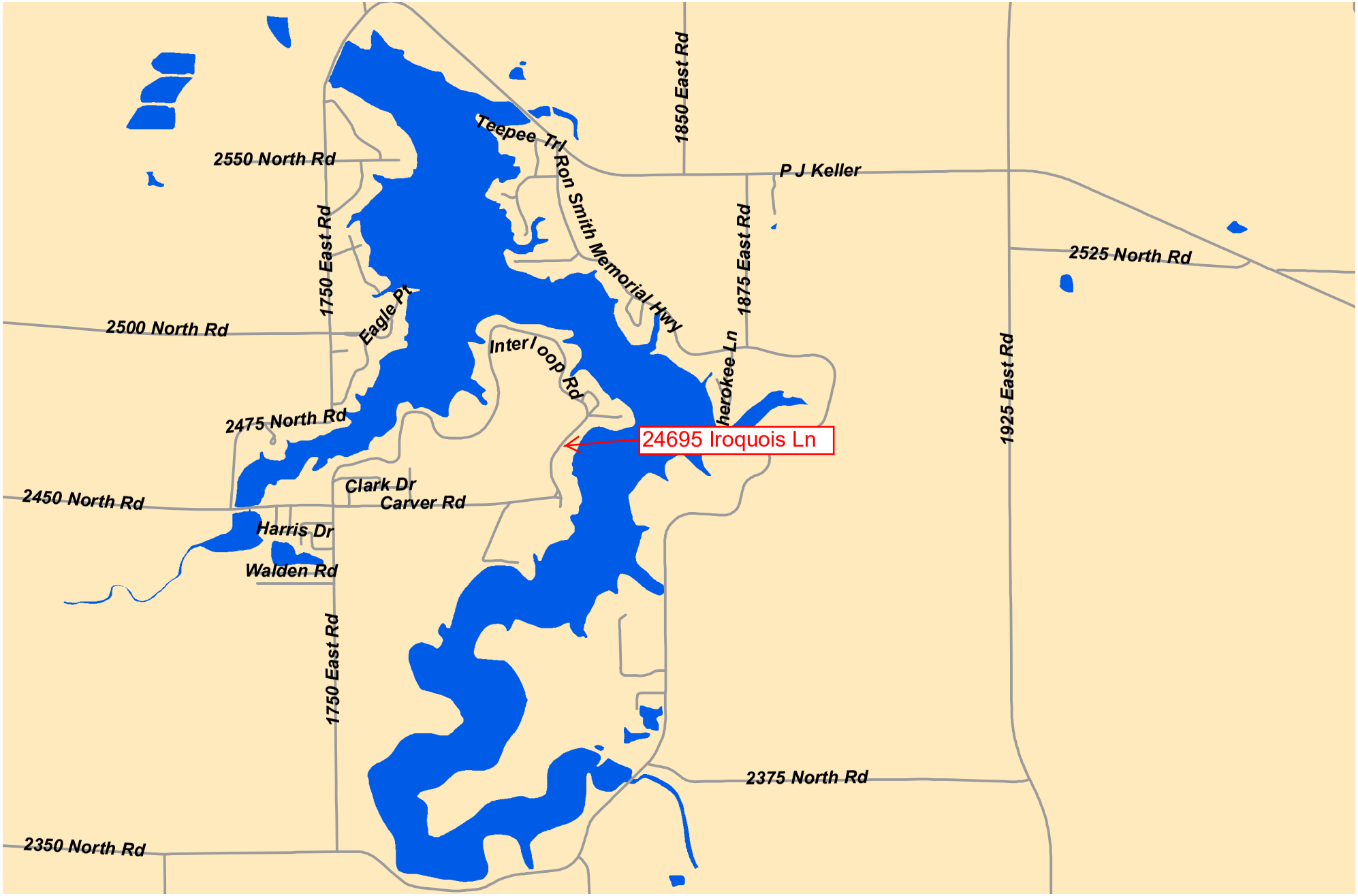
Respectfully,

Thomas J. Anderson
Director of Environmental Health

cc: Mr. Rob Williamson, Williamson Excavating, LLC
Mr. Rick Twait, City of Bloomington
Ms. Nancy Brady

TJA:du

TA-0601-16-146


Teepee Trl
1850 East Rd
2550 North Rd
P J Keller
Ron Smith Memorial Hwy
1750 East Rd
1875 East Rd
2525 North Rd
Eagle Pt
2500 North Rd
Inter l oop Rd
herokee Ln
1925 East Rd
2475 North Rd
24695 Iroquois Ln
Clark Dr
2450 North Rd
Carver Rd
Harris Dr
Walden Rd
1750 East Rd
2375 North Rd
2350 North Rd


24715
Iroquois Ln
24695
24687
24695 Iroquois Ln.
Lot: 7
Block: 3
Camp: Iroquois

CONSENT AGENDA ITEM NO. 7J

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of approving a Lake Bloomington Lease Transfer Petition for Lot 7, Block 3 of Camp Iroquois, from Cynthia J. Esch to The Carol A. Scholl Living Trust.

RECOMMENDATION/MOTION: That the Lake Lease Transfer be approved, subject to the septic system conditions included in the Mclean County Health Department's August 5, 2016 letter, and contingent upon the transferee providing documentation of the sale of the house located on the property, and that the Mayor and City Clerk be authorized to execute the necessary documents.

STRATEGIC PLAN LINK: Goal 1. Financially sound City providing quality basic services.

STRATEGIC PLAN SIGNIFICANCE: Objective 1a. Budget with adequate resources to support defined services and level of services.

BACKGROUND: The sewage disposal system inspection was completed in August 2016. The septic system appears to be functioning normally. The septic tank does not need to be pumped and should be checked regularly. The alarm for the pump system is located in the crawl space, and the lift station does not have enough volume for 1.5 times the daily flow and does not have a dual pump.

The age of the sewage disposal system is twenty eight (28) years. The McLean County Health Department estimates sewage disposal systems have an average life span of approximately twenty to twenty-five (20-25) years. However, this can be affected greatly by usage patterns of the premises (seasonal versus full time occupancy) and system maintenance. Though useful life of a sewage disposal system can extend past the average life span noted by the McLean County Health Department, staff cannot accurately estimate the useful life remaining in the existing system.

If the system were to fail, the resident would be responsible for costs associated with repair of the system and there is a possibility, based on the size of the leased lot, the resident would not have any viable repair / replacement options. Currently a City owned sanitary sewage collection system does not exist at Lake Bloomington and therefore the City is not in a position to assist the resident in the event of sewage disposal system failure.

Staff recommends approval of the lease transfer subject to the septic conditions included in the McLean County Health Department's August 5, 2016 letter.

The lake lease transfer, following approval by Council, will be contingent upon the buyer providing proper documentation of the closing on this property sale prior to execution of the lease transfer.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Not applicable.

FINANCIAL IMPACT: This petition will have a neutral financial impact in that the current lease uses the current formula, ($0.40 per $100 of Equalized Assessed Value), for determining the Lake Lease Fee. With this transfer, the lake lease formula will generate about $821.91 per year in lease income. This lake lease income will be posted to Lake Maintenance-Lake Lease account (50100140 – 57590).

On December 21, 2015 the City Council approved a modification to the lease language and therefore the lease packet. These changes went into effect January 1, 2016. This lease transfer was submitted to the City for consideration after January 1, 2016, and therefore the lease transfer is subject to the modifications approved by City Council on December 21, 2015.

Respectfully submitted for Council consideration.

Prepared by:	Connie Fralick, Office Manager
Reviewed by:	Robert D. Yehl, PE, Water Director Steve Rasmussen, Assistant City Manager
Financial & budgetary review by:	Chris Tomerlin, Budget Analyst Carla A. Murillo, Budget Manager
Legal review by:	George D. Boyle, Assistant Corporation Counsel

Recommended by:



David A. Hales
City Manager

Attachments:

- Lake Lease Transfer Petition dated 08.08.2016
- Septic Report dated 08.02.2016
- McLean County Health Dept. Report dated 08.05.2016
- Location Map

Motion: That the Lake Lease Transfer be approved, subject to the septic system conditions included in the Mclean County Health Department's August 5, 2016 letter, and contingent upon the transferee providing documentation of the sale of the house located on the property, and that the Mayor and City Clerk be authorized to execute the necessary documents.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			
Alderman Buragas				Alderman Painter			
Alderman Fruin				Alderman Sage			
Alderman Hauman				Alderman Schmidt			
Alderman Lower							
				Mayor Renner			

MEMO

TO: Connie Fralick, Water Dept.

FROM: Andrew Coffey, Support Staff IV

DATE: August 8, 2016

SUBJECT: Lake Bloomington Lease Transfer

A Petition and Lake Lease Transfer request has been submitted for Lot 13 in Block 3 in Camp Kickapoo, from Cynthia J Esch* to Carol A Scholl Living Trust. Attached please find the Lake Lease Transfer documents.

EAV for this property is $147,709.00. The Lake Lease is currently at a rate of 40 cent per $100 EAV. The lake lease rate will remain at .40 per EAV, $590.84. The PIN number is 08-06-353-012.

Please prepare a Council memorandum for the August 22, 2016 meeting. The deadline for this meeting is **Tuesday, August 9 at 12:00 pm**.

*Please note, the petition lists another seller name of John S Esch but that name is not listed on the current lease.

If you have any questions or require additional information, please contact the Clerk's Office.

Thank you for your prompt attention to this matter.

cc: Legal Dept.

LAKE BLOOMINGTON LEASE TRANSFER PETITION

That the purchase price and rentals having been paid to the City of Bloomington for:
Lot 13 Block 3 of Camp Kickapoo
I respectfully petition the City Council of the City of Bloomington, Illinois to approve the transfer of the Lease on the above property:
From: John S. Esch Cynthia J. Esch (Sellers Name)
To: CAROL A Scholl Living Trust (Buyers Name)

X John S Esch Cynthia J Esch
(Signatures of Seller)

****

To the Honorable Mayor and City Council of the City of Bloomington, Illinois:
Now comes _____ (Buyer) and respectfully shows that He/She/They became the purchaser of all right, title and interest of John S. and Cynthia J Esch (Seller) In and to the Lease made on the (Date)_____ upon the above property, all located in McLean County, Illinois, together with all the improvements, buildings and appurtenances thereon situated and thereunto belonging, and that the said (Seller) Cynthia Esch has executed deed of transfer of their interest in said premises and an assignment of the Leases therefore your petitioner.

Petitioner further shows that in and by the terms of said Leases it was provided that the Lessee shall not sell, assign or transfer said premises without the written consent of the Lessor.

Petitioner therefore prays that the written consent to said transfer may be forthwith provided by the said Lessor, the City of Bloomington, Illinois and your petitioner has submitted herewith a form of said written consent.

Respectfully submitted,
Carol A. Scholl Living Trust
Carol A. Scholl, Trustee
(Signature of Buyer(s))

****

WRITTEN CONSENT TO TRANSFER INTEREST IN LEASES UPON LOT 13 BLOCK 3 CAMP Kickapoo, OF LAKE BLOOMINGTON.

Now comes the City of Bloomington and gives this, its written consent to the assignment on all right, title and interest of (seller) John + Cynthia Esch in and to the premises known as Lot 13 Block 3 in Camp Kickapoo, McLean County, Illinois and to the leases thereon executed by the City of Bloomington, Illinois.

Said consent to said assignment and transfer however, is with the express understanding that the said Lessor retains all right in said leases provided, and particularly its right to the payment of any unpaid rental thereon with all legal remedies incidental thereto.

Executed this _____ day of _____, _____.

_____
Tari Renner, Mayor

LAKE BLOOMINGTON LEASE

THIS LEASE is entered into on the _____ day of _____, _____ between the City of Bloomington, a municipal corporation, of McLean County, Illinois, hereinafter called CITY and Carol A Scholl Living TRUST

(if more than one Lessee, cross out 2 of the following that do not apply) (as joint tenants) (as ~~tenants~~ in common) (as tenants by the entirety) of , Peoria, County of ~~McLean~~, State of Illinois, hereinafter called "Lessee," Peoria

WITNESSETH

In consideration of the mutual covenants hereinafter contained, the parties agree as follows:

1. PREMISES. The City leases to Lessee the following described real estate owned by the City in the vicinity of Lake Bloomington, Illinois as follows:

   Lot 13 in Block 3 in Camp Kickapoo according to the private unrecorded plat of the ground belonging to the City located around Lake Bloomington in Hudson and Money Creek Townships in McLean County, Illinois. PIN 08-06-353-012

2. TERM OF LEASE. The term of this Lease shall be for a term commencing **(cross out the one that does not apply)** (on the date of this Lease) (on January 1 following the date of this Lease) and terminating on December 31, 2131, unless sooner terminated as provided in this Lease.

3. RENT.

   LESSEE'S NOTICE: This lease form, including the rental rate, is currently under review by the City of Bloomington City Council (see City Code: Chapter 23, Section 58). Once City staff has completed the updates to the lease form, it will be provided to you and will thereafter be subject to City Council approval. Note for leases with an end date, prior to this transfer, of January 1, 2032 or earlier, the updated lease form is likely to include a change in the rental rate of this transfer and therefore, the rate change will also be applied to this lease effective January 1, 2032 to December 31, 2131.

(SELECT THE RENT TO BE PAID BY CROSSING OUT 2 OF THE 3 RENT OPTIONS.)

A. Lessee shall pay as rent yearly, in advance, on or before the first day of January of each year, the amount designated hereafter:

   1) ~~If this Lease is executed prior to January 1, 1998,~~ rent shall be charged at the rate of 15¢ ($.15) per $100 of equalized assessed value (hereafter EAV) for said property, including land and improvements, as determined by the Supervisor of Assessments of

McLean County, Illinois. Said rate will remain in effect upon assignment of this Lease to (a) Lessee's spouse or to a corporation, trust or other entity created by Lessee or Lessee's spouse if Lessee or Lessee's spouse occupies the property immediately after said assignment, or (b) a Lessee who paid fair market value for the property (i.e., a purchaser) prior to January 1, 1998 for the assignment of the prior Lease.

2) If this Lease is executed by a Lessee who, after December 31, 1997, paid fair market value for an assignment of a Lease on which the rent was 15¢ ($.15) per $100 EAV, the rent shall be charged at the rate of 40¢ ($.40) per $100 EAV. This rate will remain in effect throughout the remainder of the term of this Lease regardless of subsequent assignments thereafter.

3) If the Lessee is not eligible for the 15¢ ($.15) or 40¢ ($.40) per $100 EAV rental rate, the rent shall be charged at the rate of _____¢ ($_____) per $100 EAV.

(SELECT THE RENT TO BE PAID BY CROSSING OUT 2 OF THE 3 RENT OPTIONS.)

B. In the event the system of real estate taxation is changed from its present basis of assessment at no more than one-third of market value, the assessed value as then determined by the Supervisor of Assessments of McLean County will be adjusted so that it will reflect no more than one-third of the market value of the premises. If assessed value is no longer used as the basis of taxation, then the annual changes in the Consumer Price Index, or successor index, for all items for the Chicago region, published by the United States Department of Labor will be the basis for determining changes in the property value for purpose of calculating the annual rent with the following condition. Either City or Lessee may review the value of the property as adjusted by the Consumer Price Index every five years to compare it to the actual fair market value of the property. If the property value determined by the formula set forth in this lease is five percent (5%) or more greater or less than the actual fair market value of the property, the rent for that year shall be recalculated using one third of the actual fair market value and rent adjustments for all subsequent years shall be based on the actual fair market value as adjusted for changes in the Consumer Price Index. If the Consumer Price Index or its successor index is no longer published by the. United States Department of Labor or is no longer used, an appropriate economic indicator will be used to determine the annual change in rent, if any.

4. REAL ESTATE TAXES. Lessee shall pay all real estate taxes levied during the term of this Lease against said premises and improvements thereon by the State of Illinois or any subdivision thereof.

5. IMPROVEMENTS. Lessee shall be permitted to make improvements upon the premises that are in compliance with the laws of the State of Illinois and the ordinances of the City and the County of McLean. The ordinances of the City shall be in full force and effect and in the same manner as if the above-described premises were located within the boundaries of the City of Bloomington. Prior to commencement of construction of any improvements, Lessee shall be required to petition and receive approval from all governmental bodies having jurisdiction over said premises.

6. SEPTIC SYSTEM. Lessee agrees to comply with all sanitary laws and regulations of any governmental body having jurisdiction over the leased premises. Lessee agrees at all times to use Lessee's property in such manner and dispose of the sewage generated from said property so as not to contaminate the waters of Lake Bloomington. When a public sanitary sewer is made available to serve the leased premises, the City shall have a right to require Lessee to connect to the sewer within a reasonable time after notice is given.

7. WATER. Lessee shall be permitted to purchase water from the City through water mains provided by the City, and Lessee will pay the rates in effect from time to time for water sold to Lake Bloomington customers. Lessee agrees not to pump water directly from Lake Bloomington except for the purpose of watering and maintaining lawns and other landscape materials on the leased premises, and such pumping shall cease at any time there are and for as long as there are restrictions in effect for the City of Bloomington that restrict the watering of lawns.

8. GARBAGE. City will provide weekly garbage service at a fee to be set by the. City from time to time, which shall be in addition to the annual rent paid by Lessee. However, so long as no residence is located on the leased premises, no fee for garbage collection will be paid by Lessee.

9. ASSIGNMENT. Lessee shall not have the right to sell, assign, or transfer this Lease or to rent, sublet or to allow other persons to occupy the premises without the written consent of the City. However, the City shall not withhold its consent to a sale, assignment or transfer of this Lease if Lessee is not in default as defined in paragraph 13 and the sale, assignment or transfer is made in accordance with all applicable City ordinances and such rules and regulations as adopted by the City from time to time pursuant to paragraph 10. City will promptly issue a new Lease to the new Lessee containing the same terms as this lease. Thereupon, this Lease will automatically terminate and the parties will be freed of any obligations thereunder. Lessee shall have the right to mortgage Lessee's interest in said premises, but Lessee shall not have the right to mortgage the interest of City in the premises.

10. RULES & REGULATIONS. Lessee and those occupying the leased premises are subject to such reasonable rules and regulations as may be adopted by Lessor from time to time after notice of hearing on such proposed rules and regulations is given to Lessee.

11. USE OF AND ACCESS TO LAKE. Lessee and those persons lawfully occupying the leased premises shall have the right to use Lake Bloomington for boating, swimming, fishing, and other recreational uses, but shall be subject to the reasonable rules and regulations of Lessor, which rules and regulations will apply equally to Lessees of Lake Bloomington property and the public generally. City grants to Lessee an easement for access to Lake Bloomington over property owned by the City lying between the shoreline of Lake Bloomington and the boundary of the leased premises.

12. TREE CUTTING. No trees on the leased premises shall be removed without the permission of the City except that Lessee can trim trees for safety, plant health, or aesthetic reasons, and Lessee may remove dead trees from the leased premises.

13. DEFAULT. If Lessee defaults in the payment of rent or defaults in the performance of any of the covenants or conditions hereof, City may give to Lessee notice of such default and, if Lessee does not cure any rent default within thirty (30) days, or other default within sixty (60) days after the giving of such notice or, if such other default is of such nature that it cannot be completely cured within such sixty (60) days, if Lessee does not commence such curing within such sixty (60) days and thereafter proceed with reasonable diligence and in good faith to cure such default, then Lessor may terminate this Lease on not less than thirty (30) days notice to Lessee and, on the date specified in said notice, the term of this Lease shall terminate and Lessee shall then quit and surrender the premises to City. If this Lease shall have been so terminated by City, City may, at any time thereafter, resume possession of the premises by any lawful means and remove Lessee or other occupants and their effects. Remedies of City hereunder are in addition to any other remedy allowed by law.

14. TERMINATION BY LESSEE. Lessee shall have the right to terminate this Lease upon sixty (60) days written notice to the City of Bloomington and, in that event, Lessee may remove any improvements from the property and shall restore the ground to the condition it was in when first leased to the City. Any improvements remaining on the property after the Lease terminates shall be deemed abandoned by the Lessee and shall become the property of the City.

15. EMINENT DOMAIN. If the leased premises or any part thereof is taken or damaged by eminent domain or the threat thereof, the just compensation received in payment shall be divided between City and Lessee as follows:

That portion of the award for the taking and/or damaging the City's remainder interest in the land following the expiration of this Lease shall be paid to City. That portion of the award for the taking or damaging the leasehold interest of Lessee in the leased premises or the improvements located thereon shall be paid to Lessee.

16. PRIOR LEASE TERMINATED. If there is in effect upon the execution of this Lease a prior Lease between the City and Lessee covering the same premises as this Lease, then said Lease is terminated as of the commencement of the term on this Lease as set forth in Paragraph 2.

17. NOTICE. Any notice by either party to the other shall be in writing and shall be deemed to be duly given if delivered personally or mailed postpaid by regular mail, except that a notice given under Paragraph 12 must be delivered personally or mailed by registered or certified mail in a postpaid envelope, addressed as follows:

City

City of Bloomington
City Hall
109 E. Olive Street
Bloomington, IL 61701

Lessee Name and Mailing Address

Carol A. Scholl Living Trust
Carol A Scholl Trustee
12608 N. Fillyside Dr
Dunlap IL 61525

Lessee Billing Address

Carol A. Scholl
12608 N. Fillyside Dr
Dunlap IL 61525

18. BINDING EFFECT. This agreement shall be binding upon the heirs, personal representatives, successors, and assigns of each of the parties hereto.

IN WITNESS WHEREOF, the Lessor has caused this instrument to be executed by its Mayor and City Clerk, and the Lessee has executed this agreement as of the day and year above written.

-Lessor-

CITY OF BLOOMINGTON

By: _____
Tari Renner, Mayor

Attest:

_____
Cherry Lawson, City Clerk

-Lessee-

Carol A. Scholl Living Trust

Carol A. Scholl, Trustee

_____

For Office Use Only

Log #: _____

Date Received: _____

EVALUATION REPORT FOR A MCLEAN COUNTY PRIVATE SEWAGE DISPOSAL SYSTEM

This form is to be used for all inspections or evaluations of existing septic systems in McLean County. It is essential that the inspection be as complete as possible to determine the condition of the entire system. This includes interviewing the person who resides at or uses the building the septic system serves. Please complete all sections of the form that apply to the septic system you are evaluating. The tank must be uncovered with the baffles, liquid and sludge depths checked. At a minimum, the field must be probed to determine if there is water standing in the trenches. Upon probing, if it is determined there is water standing in the trenches, the Health Department highly recommends a minimum of two locations in the trenches be exposed to determine the condition of the rock and pipe. Any sign the system is failing or has not functioned properly, must be thoroughly documented on this report. Place all comments in the comment section on the last page.

This evaluation is NOT FINAL until the McLean County Health Department has reviewed the information in this evaluation and issued a letter regarding the information to the parties listed in the evaluation.

1. Current Owner Information:

Name: *John & Cindy Esch*

Address: *54 Wild Ginger Lane*

Landrum, SC 29356

Phone #: Day _____ Home _____

2. Requestor Informtion:

Name: *Carol School*

Address: *12608 N. Filly Side*

Dunlap, IL 61525

Phone #: Day _____ Home _____

3. Property Information:

Parcel Number (Tax ID): ( ) *08-06-353-012* Date Evaluation Performed: *08-01-16*

Address of property evaluated: *25422 Arrowhead Hudson* Sub. & Lot: *Lake Blm #13*

Permit available from Health Dept.: Yes ☒ No ☐ Permit #: *88-7113*

4. Interview Information:

Person interviewed: *Nnacy Brady*

Age of home (years): *+25*

Date last occupied: *vacant*

Has tank ever been pumped: Yes ☐ No ☐

Original owner: Yes ☐ No ☒

Intended for seasonal use: Yes ☒ No ☐

Number of occupants: _____

If yes, how often: _____

5. Interior Evaluation:

Number of bedrooms: *2*

Garbage disposal: Yes ☒ No ☐

Toilet tanks and other fixtures have evidence of leakage or overflow: Yes ☐ No ☒

Water softener discharges to: *n/a*

Clothes washer discharges to: *septic*

Dishwasher discharges to: *septic*

Hot tub discharges to: *n/a*

Basement plumbing fixtures:

a. *n/a*

b. _____

c. _____

d. _____

Discharge locations:

a. _____

b. _____

c. _____

d. _____

Basement floor drains discharge to: *n/a*

Garage floor drains discharge to: *n/a*

Sump pit/pump discharges to: *n/a*

Downspouts discharge to: *tile*

6. Exterior Evaluation Points:

A. SEPTIC TANK(s) -- This Section N/A ☐

All tanks must not be pumped before the inspection, but should be pumped after the inspection, if needed.

Tank One: N/A ☐	Yes	No
Depth of soil to top of tank: *24* inches		
Tank has access within 12" of ground surface	☒	☐
Size: *1250* gallons Type:		
Meets current code:	☒	☐
Tank lids in good condition:	☒	☐
Inlet baffle in good condition:	☒	☐
Evidence of solids on inlet baffle:	☐	☒
Outlet baffle in good condition:	☒	☐
Evidence of solids on outlet baffle:	☐	☒
Water standing in outlet:	☐	☒
Water level below outlet:	☐	☒
Tank needs to be pumped:	☐	☒
Outlet device/filter on tank:	☐	☒
Type:		
Back flow into tank from system after pumping: Yes ☐ No ☐ N/A ☐		

Tank Two: N/A ☐	Yes	No
Depth of soil to top of tank: inches		
Tank has access within 12" of ground surface	☐	☐
Size: gallons Type:		
Meets current code:	☐	☐
Tank lids in good condition:	☐	☐
Inlet baffle in good condition:	☐	☐
Evidence of solids on inlet baffle:	☐	☐
Outlet baffle in good condition:	☐	☐
Evidence of solids on outlet baffle:	☐	☐
Water standing in outlet:	☐	☐
Water level below outlet:	☐	☐
Tank needs to be pumped:	☐	☐
Outlet device/filter on tank:	☐	☐
Type:		
Back flow into tank from system after pumping: Yes ☐ No ☐ N/A ☐		

B. SEEPAGE FIELD -- This Section N/A ☐

Depth to top of field: *12* inches to *24* inches

Square feet of field: *474* square feet

	Yes	No
Meets current code sizing requirements:	☒	☐
Seepage standing on ground surface:	☐	☒
Lush vegetation or saturated soil on or near seepage field area:	☐	☒
Evidence that water has ponded over seepage field or the soil is saturated:	☐	☒
Solids or "carry over" material present in the rock or bedding material:	☐	☒

Depth of water in trench : *0* inches

C. SERIAL DISTRIBUTION/STEP-DOWN -- This Section N/A ☒

	Yes	No
Are the serial distribution relief or "step-down" pipes in compliance with Section 905.60 (d) of the code?	☐	☐

D. SEEPAGE BED -- This Section N/A ☒

Depth to top of bed: inches to inches

Square feet of bed: square feet

	Yes	No
Meets current code sizing requirements:	☐	☐
Seepage standing on ground surface:	☐	☐
Lush vegetation or saturated soil on or near seepage bed area:	☐	☐
Evidence water has ponded over seepage bed or is soil saturated:	☐	☐
Solids or "carry over" material present in the rock or bedding material:	☐	☐

Depth of water in bed : inches

E. SAND FILTER -- This Section N/A ☒

Minimum soil cover depth to top of sand filter: inches

Square feet of sand filter: square feet

	Yes	No
Is water standing in the distribution pipes or in the rock that surrounds the pipe:	☐	☐
Meets current code sizing requirements:	☐	☐
Seepage standing on ground surface over filter:	☐	☐
Lush vegetation on or near sand filter:	☐	☐
Evidence if water has ponded over sand filter:	☐	☐
Sand filter vented as required:	☐	☐
Vent in good repair:	☐	☐
Chlorinator with screw on cap present:	☐	☐
Chlorinator tube with corrosion resistant handle present:	☐	☐
Evidence of chlorination:	☐	☐
Evidence of restricted flow in chlorinator:	☐	☐
Sample port with screw on cap present:	☐	☐

Where does the contact tank discharge to: *(Be specific, examples would be: farm tile, ground surface on or off property, IDPH common collector, IEPA common collector, etc.)*: _____

F. PUMP OR LIFT STATION -- This Section N/A ☐

	Yes	No
Pump chamber an approved design:	☒	☐
Chamber volume 1.5 times the daily flow:	☐	☒
Is there a dual pump:	☐	☒
Alarm present:	☒	☐
Alarm location: *crawl space*		
Alarm properly working with audio and visual functions:	☒	☐

G. AEROBIC UNIT -- This Section N/A ☒

Manufacturer: _____ Model number: _____

Size of unit: gallons

	Yes	No
Pump running at time of inspection:	☐	☐
Current maintenance contract in place:	☐	☐
Who is maintenance contract with: _____		
Alarm present:	☐	☐
Alarm location: _____		
Alarm properly working with audio and visual functions:	☐	☐

Unit discharges to: Seepage field ☐ Seepage bed ☐ Sand filter ☐ Other: _____

If other, what method of chlorination is used: _____

Chlorinator with screw on cap present:	☐	☐
Chlorinator tube with corrosion resistant handle present:	☐	☐
Evidence of chlorination:	☐	☐

Where does the contact tank discharge to: *(Be specific, examples would be: farm tile, ground surface on or off property, IDPH common collector, IEPA common collector, etc.)*: _____

E. SAND FILTER -- This Section N/A ☒

Minimum soil cover depth to top of sand filter: _____ inches

Square feet of sand filter: _____ square feet

	Yes	No
Is water standing in the distribution pipes or in the rock that surrounds the pipe:	☐	☐
Meets current code sizing requirements:	☐	☐
Seepage standing on ground surface over filter:	☐	☐
Lush vegetation on or near sand filter:	☐	☐
Evidence if water has ponded over sand filter:	☐	☐
Sand filter vented as required:	☐	☐
Vent in good repair:	☐	☐
Chlorinator with screw on cap present:	☐	☐
Chlorinator tube with corrosion resistant handle present:	☐	☐
Evidence of chlorination:	☐	☐
Evidence of restricted flow in chlorinator:	☐	☐
Sample port with screw on cap present:	☐	☐

Where does the contact tank discharge to: *(Be specific, examples would be: farm tile, ground surface on or off property, IDPH common collector, IEPA common collector, etc.)*: _____

F. PUMP OR LIFT STATION -- This Section N/A ☐

	Yes	No
Pump chamber an approved design:	☒	☐
Chamber volume 1.5 times the daily flow:	☐	☒
Is there a dual pump:	☐	☒
Alarm present:	☒	☐
Alarm location: *crawl space*		
Alarm properly working with audio and visual functions:	☒	☐

G. AEROBIC UNIT -- This Section N/A ☒

Manufacturer: _____ Model number: _____

Size of unit: _____ gallons

	Yes	No
Pump running at time of inspection:	☐	☐
Current maintenance contract in place:	☐	☐
Who is maintenance contract with: _____		
Alarm present:	☐	☐
Alarm location: _____		
Alarm properly working with audio and visual functions:	☐	☐

Unit discharges to: Seepage field ☐ Seepage bed ☐ Sand filter ☐ Other: _____

If other, what method of chlorination is used: _____

Chlorinator with screw on cap present:	☐	☐
Chlorinator tube with corrosion resistant handle present:	☐	☐
Evidence of chlorination:	☐	☐

Where does the contact tank discharge to: *(Be specific, examples would be: farm tile, ground surface on or off property, IDPH common collector, IEPA common collector, etc.)*: _____

Comments:

This section is to include any maintenance (pumping) repairs or problems in the history of the septic system. Write any observations and/or conclusions made by probing or excavating the seepage field or sand filter. A serial distribution system must include the condition of each level of field or trench.
The septic tank does not need to be pumped at this time but it should be checked regularly and pumped as needed in the future. This septic system appears to be functioning normally at this time. The house is vacant so the septic system may evaluate differently under normal water usage. The average life of a septic system in McLean County is about 25 years. This septic system is 28 years old.

This is the condition I found the septic system on this day. This evaluation is not and should not be considered a guarantee nor does it imply warranty of how the sewage disposal system may function at any time in the future.

Rob Williamson
Inspector's Name (print)

Signature

08-02-16
Date

McLean County
Health Department
Partners in Prevention

McLean County Health Department
200 West Front Street, Room 304
Bloomington, IL 61701

August 5, 2016

Mr. & Mrs. John Esch
54 Wild Ginger Lane
Landrum, SC 29356

Re: Septic Permit #88-7113
Parcel #08-06-353-012
Lot 155, Lake Bloomington - Kickapoo Subdivision

Dear Mr. & Mrs. Esch:

On August 2, 2016, this department received a septic system evaluation report from Mr. Rob Williamson, a McLean County licensed private sewage system installer, regarding the above-referenced property. The septic system evaluation was performed on August 1, 2016 and the following deficiencies were noted:

- The alarm for the pump system is located in the crawl space. This may remain as is until the septic system is repaired or replaced.

- The lift station does not have enough volume for 1.5 times the daily flow and does not have a dual pump.

In summary, the septic system was installed in 1988 and is now approximately 28 years old. This office considers the average life expectancy of a septic system to be 20 to 25 years. The property has been vacant and has been used seasonally. The property may evaluate differently under normal use conditions.

For information on routine operation and maintenance of your septic system, please visit our website at www.health.mcleancountyil.gov.

If you have any questions, please contact Mr. Scott Cook with this department at (309) 888-5482.

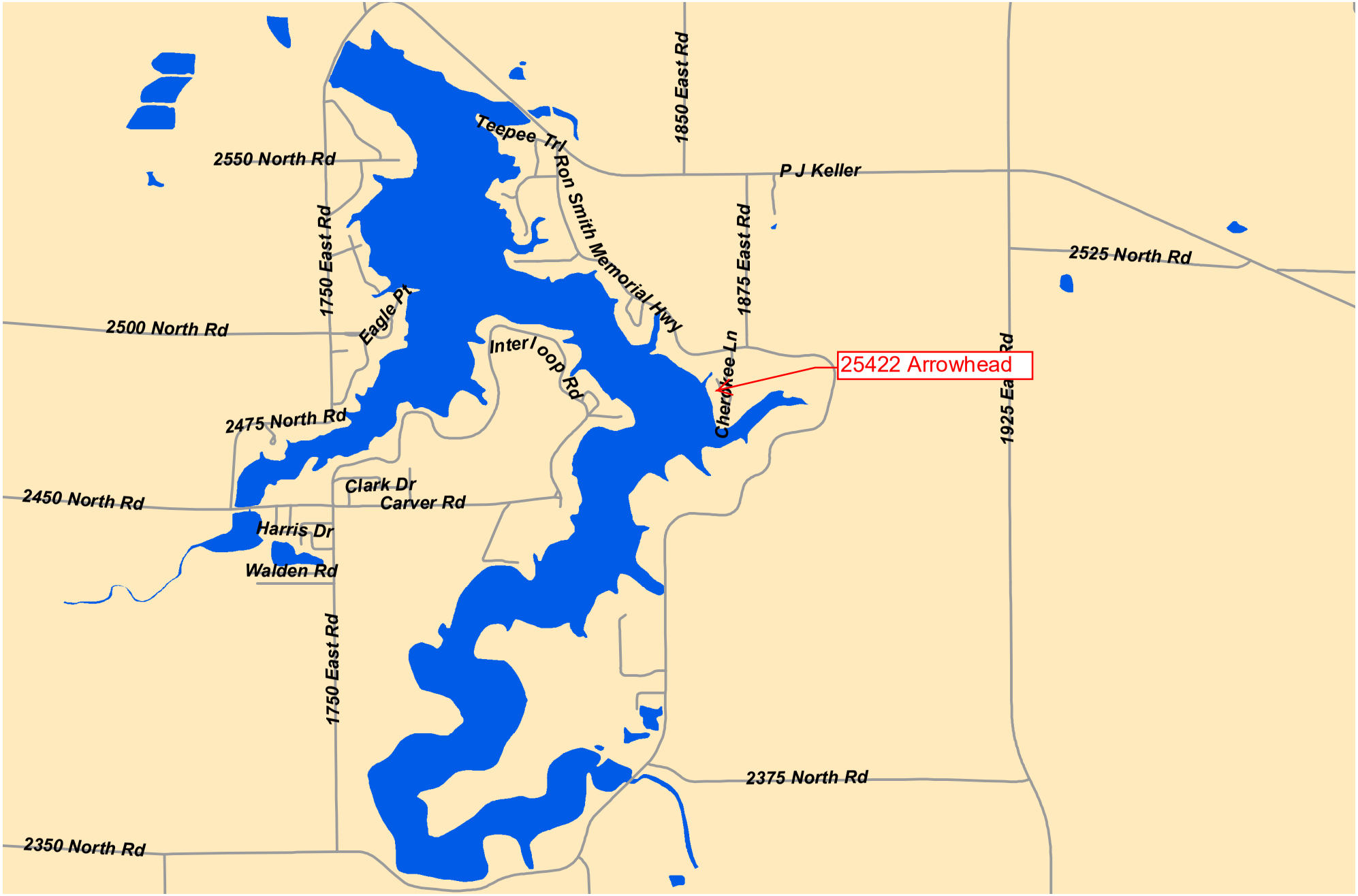
Respectfully,

Thomas J. Anderson
Director of Environmental Health

cc: Mr. Rob Williamson
Mr. Rick Twait, City of Bloomington
Ms. Carol School

TJA:AC:hm

AC-0601-16-153


25422 Arrowhead
2550 North Rd
2500 North Rd
2475 North Rd
2450 North Rd
2375 North Rd
2350 North Rd
2525 North Rd
P J Keller
1750 East Rd
1850 East Rd
1875 East Rd
1925 East Rd
Teepee Trl
Ron Smith Memorial Hwy
Eagle Pt
Inter Loop Rd
Cherokee Ln
Clark Dr
Carver Rd
Harris Dr
Walden Rd

CONSENT AGENDA ITEM: 7K

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of approving an Ordinance Suspending Portions of Section 701 of Chapter 31 and Section 26(d) of Chapter 6 of the City Code for a Wedding Reception on September 11, 2016.

RECOMMENDATION/MOTION: That the Ordinance Suspending Portions of Section 701 of Chapter 31 and Section 26(d) of Chapter 6 of the City Code for a Wedding Reception on September 11, 2016 at Davis Lodge be approved, and that the Mayor and City Clerk be authorized to execute the necessary documents.

STRATEGIC PLAN LINK: Goal 5. Great place – livable, sustainable City.

STRATEGIC PLAN SIGNIFICANCE: Objective 5.d. Appropriate leisure and recreational opportunities responding to the needs of residents.

BACKGROUND: On August 9, 2016, Liquor Commission Member James Jordan called a hearing to order to hear the request of Ryan Tauscher & Katherine O'Shea to allow moderate consumption of alcohol at their September 11, 2016 wedding reception to be held at Davis Lodge.

Present were: Jim Jordan and Sue Feldkamp, Commissioners; George Boyle, Asst. Corporation Counsel; Asst. Police Chief Clay Wheeler; and Cherry Lawson, City Clerk.

Katherine O'Shea addressed the Commission. She stated that Destihl Brewery would cater the reception. Beer and champagne only would be served.

Motion by Commissioner Feldkamp, seconded by Commissioner Jordan to recommend at the August 22, 2016 City Council meeting approval of the request from Ryan Tauscher & Katherine O'Shea to allow moderate consumption of alcohol at their September 11, 2016 wedding reception to be held at Davis Lodge.

Commissioner Jordan directed the Clerk to call the roll which resulted in the following:

Ayes: Commissioners Jordan and Feldkam.

Nays: None.

Motion carried.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: The Agenda for the August 9, 2016 Meeting of the Liquor Commission was placed on the City's web site. There also is a list serve feature for the Liquor Commission.

FINANCIAL IMPACT: None.

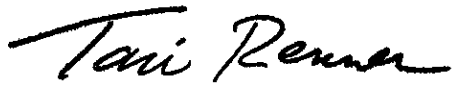
Respectfully submitted for Council consideration.

Prepared by: Renee Gooderham, Chief Deputy Clerk

Reviewed by: Robert D. Yehl, PE, Water Director
Cherry L. Lawson, City Clerk

Reviewed by: George D. Boyle, Assistant Corporation Counsel

Recommended by:



Tari Renner
Mayor

Attachments:

- Ordinance
- Letter of Request

ORDINANCE NO. 2016 -

AN ORDINANCE SUSPENDING PORTIONS OF SECTION 701 OF CHAPTER 31 AND SECTION 26(d) OF CHAPTER 6 OF THE CITY CODE FOR A WEDDING RECEPTION ON SEPTEMBER 11, 2016 AT DAVIS LODGE

WHEREAS, Ryan Tauscher and Katherine O'Shea are planning to hold their wedding reception on September 11, 2016 from 3:00 p.m. to 11:00 p.m at Davis Lodge; and

WHEREAS, Ryan Tauscher and Katherine O'Shea have requested permission from the City to serve beer and wine during this event; and

WHEREAS, in order to legally possess alcohol in a City Park, Sections 701(a), (b) and (c) of Chapter 31 of the Bloomington City Code, which prohibits the drinking, selling and possessing of alcoholic beverages within the City parks and Section 26(d) of Chapter 6 of the Bloomington City Code, which prohibits possession of open alcohol on public property must be suspended;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLOOMINGTON, ILLINOIS;

Section 1: That Sections 701(a), (b) and (c) of Chapter 31 and Section 26(d) of Chapter 6 of the Bloomington City Code, 1960, as amended, are suspended as those ordinances pertain to the Davis Lodge, for the wedding reception on September 11, 2016 from 3:00 pm to 11:00 pm at Davis Lodge.

Section 2: Except for the date, location and times set forth in Section 1 of this Ordinance, Sections 701(a), (b) and (c) of Chapter 31 and Section 26(d) of Chapter 6 of the Bloomington City Code, 1960, shall remain in full force and effect. Nothing in this Ordinance shall be interpreted as repealing said Sections 701(a), (b) and (c) of Chapter 31 and Section 26(d) of Chapter 6 of the Bloomington City Code.

Section 3: This Ordinance shall be effective on the date of its passage and approval.

Section 4: This Ordinance is adopted pursuant to the home rule authority granted the City of Bloomington by Article VII, Section 6 of the 1970 Illinois Constitution.

PASSED this 22nd of August, 2016.

APPROVED this ___day of August, 2016.

CITY OF BLOOMINGTON **ATTEST**

Tari Renner, Mayor

Cherry L. Lawson, C.M.C, City Clerk

APPROVED AS TO FORM

Jeffrey R. Jurgens, Corporation Counsel

From: Andrew Coffey/Cityblm
To: Katherine Oshea <katherine.a.oshea@gmail.com>

Date: Monday, August 01, 2016 09:56AM
Subject: Re: Liqueur licence for Davis Lodge

Hello,

I spoke with Ryan who confirmed it is the Davis Lodge at Lake Bloomington. I had it confused with the David Davis Mansion in Bloomington. He also said the reception will end by 11pm.

This will be on the August 9 Liquor Commission agenda. Someone must attend to speak. It is held at 4pm at City Hall 109 E Olive St.

Thanks,

Andrew Coffey
Support Staff IV
City Clerk's Office
(309) 434-2240

CityBLM.org - Facebook - Twitter - YouTube

-----Katherine Oshea <katherine.a.oshea@gmail.com> wrote: -----

> To: acoffey@cityblm.org
> From: Katherine Oshea <katherine.a.oshea@gmail.com>
> Date: 07/29/2016 08:28PM
> Subject: Liqueur licence for Davis Lodge
>
> Brides Name: Katherine O'Shea 309-242-5470
> Grooms Name: Ryan Tauscher 309-231-7398
>
> Location: The David Davis Lodge in Bloomington
> Date: September 11th, 2016 at 3pm.
> Number of guests: 135
> Caterer: Destihl
>
> Let me know if there is any other information you need. Thanks!
>
> -Katie

Websense: Click here to report this email as spam.

REGULAR AGENDA IEM NO. 8A

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of approving a professional services agreement with Houseal Lavigne & Associates (as per RFP 2017-06) for a comprehensive amendment of the City of Bloomington Zoning Ordinance (Chapter 44 of the Municipal Code).

RECOMMENDATION/MOTION: That Council approve a professional services agreement in the amount of $125,000.00 with Houseal Lavigne Lavigne & Associates to conduct a comprehensive amendment to the City of Bloomington Zoning Ordinance, and authorize the City Manager and City Clerk to execute the necessary documents.

STRATEGIC PLAN LINK: Goal 1 Financially Sound City Providing Quality Basic Services; Goal 2 Upgrade the City Infrastructure and Facilities; Goal 3 Grow the Local Economy; Goal 4 Strong Neighborhoods; Goal 5 Prosperous Downtown Bloomington; Goal 6 Great Place—Livable Sustainable City.

STRATEGIC PLAN SIGNIFICANCE: Objective 1d City services delivered in the most cost-effective, efficient manner; Objective 2a Better quality roads and sidewalks; Objectives 3a-e (all) relating to Goal 3; Objectives 4a-f (all) relating to Goal 4; Objectives 5a-e (all) relating to Goal 5; Objectives 6a-e (all) relating to Goal 6.

BACKGROUND: A zoning ordinance is the primary regulatory tool for implementing the vast majority of priorities included in a comprehensive plan. The City of Bloomington adopted its award-wining Comprehensive Plan almost one year ago. The existing Zoning Ordinance can be found in Chapter 44 of the City of Bloomington Municipal Code and should be updated to reflect the goals and objectives found in the new comprehensive plan. The existing ordinance also is out of date and does not take into consideration current development trends, best practices, legal decisions, and land uses. It also contains numerous conflicting or unclear provisions. Inconsistencies with the Comprehensive Plan and within the Zoning Ordinance itself will, at the very least, lead to confusion and, at worst, result in lawsuits. A complete update of Chapter 44 of the Municipal Code is therefore advised.

Two months ago, three firms submitted proposals in response to the City's Request for Proposal (RFP 2017-06) for a full review and update of the Zoning Ordinance. A team of staff reviewed the proposals and conducted interviews with members of two firms. The City team consisted of Tom Dabareiner, Community Development Director, Katie Simpson, City Planner, and George Boyle, City Attorney. The cost and timeframe breakdown is below:

Firm	Cost	Preparation Time
Camiros (Chicago) / No legal firm included	$135,660	16 months
Houseal Lavigne (Chicago) / Holland & Knight (Chicago)	$125,000	8 months
Teska (Evanston) / Ancel Glink (Chicago)	$120,000	15 months

City staff interviewed the two firms with proposal amounts within the $125,000 budgeted amounts: Houseal Lavigne & Associates and Teska Associates. Another factor was that both of these firms teamed with highly capable law firms with land use specialties. Given the very legal nature of any zoning ordinance, the consultant's ability to draw on their legal experts helps assure the City will obtain a stronger final product. Both legal firms—Ancel Clink and Holland & Knight—were deemed capable.

During the interviews, Houseal Lavigne included their proposed project manager for the City's Zoning Ordinance update; Teska did not, providing only the firm's principal. Houseal Lavigne's project manager was knowledgeable and Staff considered this an advantage for Houseal Lavigne, who also prepared a scope that met the City's desired aggressive timetable for preparation of a draft ordinance. Also, while both firms are skilled in preparing modern zoning ordinances, Houseal Lavigne focuses on preparing highly usable ordinances with explanatory graphics. Finally, Tom Dabareiner has worked with Houseal Lavigne previously on other award-winning projects and believes they would provide a good fit with City staff and the community. The City has worked previously and successfully with Holland & Knight, as well. For all of these reasons, the City's review team unanimously recommends the Houseal Lavigne/Holland & Knight team to prepare the updated Zoning Ordinance.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: The RFP was published on the City's website and mailed to about a dozen firms known to be capable of performing zoning ordinance work in Illinois. The McLean County Regional Planning Commission indicated no ability to perform the work requested. There are no Bloomington-based firms able to do the work and none applied or inquired. The closest local firm mailed the RFP is located in Champaign but they chose not to provide a proposal. Three firms submitted proposals, all from the Chicago area. Two firms were interviewed.

FINANCIAL IMPACT: The funds for the proposed professional services agreement are included in the FY 2017 Budget under Planning-Other Purchased Services account (10015420-70690). Stakeholders can locate this in the FY 2017 Budget Book titled "Budget Overview & General Fund" on page 319.

Respectfully submitted for Council consideration.

Prepared by: Tom Dabareiner AICP, Community Development Director

Financial & budgetary review by: Chris Tomerlin, Budget Analyst

Carla A. Murillo, Budget Manager

Legal review by: Jeffrey R. Jurgens, Corporation Counsel

Recommended by:



David A. Hales
City Manager

Attachments:

- Houseal Lavigne & Associates Proposal

Motion: That Council approve a professional services agreement in the amount of $125,000.00 with Houseal Lavigne Lavigne & Associates to conduct a comprehensive amendment to the City of Bloomington Zoning Ordinance, and authorize the City Manager and City Clerk to execute the necessary documents.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			
Alderman Buragas				Alderman Painter			
Alderman Fruin				Alderman Sage			
Alderman Hauman				Alderman Schmidt			
Alderman Lower							
				Mayor Renner			

City of Bloomington

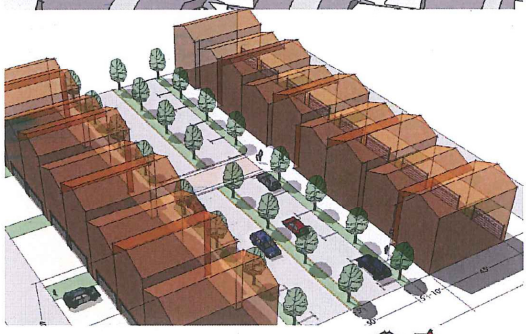
RFP# 2017-06

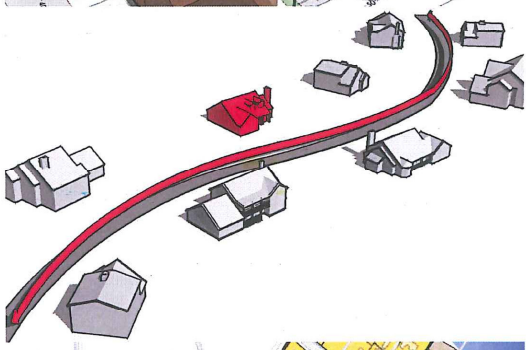
Comprehensive Amendment to the Zoning Ordinance

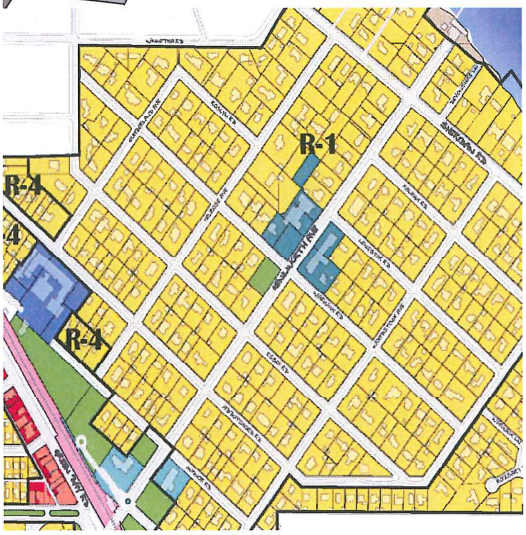
Proposal

May 17, 2016









HOUSEAL LAVIGNE ASSOCIATES

Holland & Knight

HOUSEAL LAVIGNE ASSOCIATES

PLANNING DESIGN DEVELOPMENT

May 16, 2016

Office of the City Clerk
City of Bloomington
109 East Olive Street
Bloomington, IL 61701

Dear Mr. Dabareiner,

We are pleased to submit this proposal to the City of Bloomington for the Zoning Ordinance Update assignment. We are excited at the opportunity to work with Bloomington on this important project. Our Team has extensive experience in the central Illinois region and are familiar with many of the issues facing the Bloomington community. It is important that the Zoning Ordinance reflect, support, and help implement the goals, objectives, and aspirations identified in Bring It On Bloomington!, the City's new award-winning Comprehensive Plan. Our familiarity with the community and unique approach to zoning will allow us to effectively and efficiently undertake the assignment in a manner that leverages our past experience and unique local opportunities.

This Proposal reflects the requirements of the City's RFP and focuses specifically on our anticipated scope of services, our team's and staff qualifications and experience, and provides our proposed professional fee. We have tailored these elements to build upon our extensive experience in zoning ordinance updates.

Houseal Lavigne Associates has extensive experience in drafting development regulations for communities throughout Illinois and the Midwest. Our unique approach integrates the local vision, realistic expectations of the development community, innovative techniques in planning and design, legal integrity that minimizes municipal risk, and a clear and navigable document that is user-friendly and clearly articulates the intended outcomes of development. A key component of our approach to development regulations and ordinances will include a careful examination of City processes for planned unit developments, special uses, variations, and much more, in order to provide proper guidance, encourage creativity and quality, ensure character and compatibility, and insist of clarity, fairness, and ease of use. We are joined on this assignment by **Holland & Knight**, a law firm with zoning expertise and direct experience in the City of Bloomington. Together, we will provide a locally-specific, legally sound ordinance that aims to achieve the recommendations of the Comprehensive Plan and address regulatory related issues that area facing the City.

Our team is uniquely positioned to provide Bloomington with a Zoning Ordinance that puts the community at the forefront of innovative, high quality, and sustainable development. Our staff has drafted traditional, form-based, and hybrid codes throughout the Unites States and our firm is recognized nationally for our expertise in working with communities to translate comprehensive plans into new zoning and development regulations. Members of our team have presented zoning-related works to local, state and national audiences, and have been published for articles relating to transforming plans through zoning, locally-contextual regulations, design guidelines, and the effective integration of graphics in zoning ordinances.

We look forward to the opportunity to discuss our qualifications and approach with you in more detail. If you have any questions regarding our team or approach, please do not hesitate to contact me.

Sincerely,
Houseal Lavigne Associates

John Houseal, AICP
Principal

HOUSEAL LAVIGNE ASSOCIATES, LLC.

CHICAGO, IL
134 North LaSalle Street, Suite 1100
Chicago, IL 60602
(312) 372-1008

www.hlplanning.com
info@hlplanning.com

SECTION 1
PROJECT TEAM

SECTION 1
PROJECT TEAM

Project Team

Our Project Team for the City of Bloomington assignment is made up of a team of professionals with specialized expertise in all areas of zoning and subdivision ordinances, development regulations, design guidelines, comprehensive planning, community outreach, sustainability and green best practices, green infrastructure, zoning law, and more. Our Team is led by Houseal Lavigne Associates, who is joined by, Holland & Knight.

HOUSEAL LAVIGNE ASSOCIATES

Houseal Lavigne Associates (HLA) is a nationally recognized award-winning firm, highly regarded for its integrated and creative approach to community planning, zoning, graphics and visualization, and outreach and engagement. HLA will serve as the lead agency for the Bloomington assignment and brings to the team extensive national, regional, and local experience and expertise. HLA has prepared zoning ordinances for communities across the county, including communities in Illinois, Michigan, Iowa, Oklahoma, and Georgia.

Holland & Knight

Holland & Knight provides representation in litigation, business, real estate and governmental law. Their Chicago office is home to one of the largest land use and local government practices in Illinois, representing landowners, developers and dozens of suburban municipalities. Holland & Knight will provide legal oversight for the zoning ordinance update, to ensure compliance with state and federal laws and regulations.

Houseal Lavigne Associates

Firm Profile

Houseal Lavigne Associates is an award winning consulting firm specializing in all areas of community planning, urban design, and economic development, with expertise in comprehensive planning, corridor planning, downtown planning, neighborhood planning, zoning and development regualtions, market analysis, project implementation and financing, and citizen engagement. We strive for a true collaboration of disciplines and talents, infusing all of our projects with creativity, realism, and insight.

Houseal Lavigne Associates provides a fresh approach to zoning, urban planning, a strong foundation in contemporary development practices, an insightful understanding of market and economic analysis, and an effective ability to conduct engaging community outreach. Our firm is able to meet the unique challenges of any planning assignment and is able to develop creative solutions that ensure compatibility between both the existing and the new, and the built and natural environments.

Houseal Lavigne Associates provides services ranging from detailed economic analysis to long-term community visioning; from smaller site planning and design projects to larger regional studies; from creating exciting new transit-oriented development plans to revitalizing historic downtowns; and from shaping broad community strategies to creating context sensitive zoning regulations.

Houseal Lavigne Associates consists of a team dedicated professionals experienced in community planning, zoning, and economic development. Collectively, senior staff has worked with more than two hundred communities in several states and brings over one hundred fifty years of professional planning experience to work for both public and private sector clients.

Houseal Lavigne Associates is founded on a set of core principles that, when combined with our professional experience and expertise, creates a consulting firm that stands above the rest. Since the firm's founding in 2004, Houseal Lavigne Associates has established itself as one of the Nation's premier consulting firms.

Firm History

Houseal Lavigne Associates was founded in 2004 by John Houseal and Devin Lavigne. John and Devin first began working together in 2001 at the planning firm Trkla, Pettigrew, Allen & Payne (TPAP) where John served as a firm Principal and Devin as a Senior Associate. In 2003 TPAP was acquired by URS Corporation where John was promoted to Midwest Director of Urban Planning and Devin to Planning Manager of the Chicago office. In November 2004, they left URS to establish Houseal Lavigne Associates. Despite a sluggish national economy, Houseal Lavigne Associates has flourished, growing from the two founders working in a small room to a staff of 15 in a Downtown Chicago office –a testament to the firm's quality work, staff, dedication and leadership.

HOUSEAL LAVIGNE ASSOCIATES

SERVICES

- Zoning/Regulatory Controls
- Design Guidelines
- Comprehensive Planning
- Downtown Planning
- Transit Oriented Development
- Corridor Planning
- Neighborhood & Subarea Planning
- Land Planning and Site Design
- Park & Recreation & Trail Master Planning
- Market & Demographic Analysis
- Fiscal/Economic Impact Analysis
- Development Services
- Retainer Services

Founding Principles

Houseal Lavigne Associates began with a set of founding principles that still guide every project we undertake. By continually honoring these principles, we have reliably and repeatedly produced plans that don't just meet our clients' needs but are points of pride in their communities. Our principles result in plans that are recognized as some of the best in the industry. Our founding principles are:

Better Community Outreach. Fostering a strong sense of "community stewardship" requires using an inclusive approach to citizen participation as a foundation for our planning projects.

Commitment to Creativity. Vision and creativity are among the most important components of good planning and design, so we provide fresh, responsive, and intriguing ideas for local consideration.

Graphic Communication. All plans and documents should utilize a highly illustrative and graphic approach to better communicate planning and development concepts in a user friendly, easy to understand, and attractive manner.

Technology Integration. The integration of appropriate technologies should be used to improve the planning process and product - increasing communication and involvement with the public, gathering and assessing vital information, and producing more effective documents and recommendations.

Client Satisfaction. Meeting the needs of our clients is a top priority. We strive to achieve this by developing and maintaining strong professional relationships, being responsive to clients' concerns and aspirations, and always aiming to exceed expectations.



RECENT AWARDS

2015

MI APA - Daniel Burnham Award (Best Plan) - Imagine Flint Master Plan

Michigan Chapter of Congress for the New Urbanism - Mackinac Prize - Imagine Flint Master Plan

2014

American Planning Association
National Planning Excellence Award
for an Emerging Planning & Design Firm

MI APA - Planning Excellence Award for Public Outreach - Imagine Flint Master Plan

IA APA - Daniel Burnham Award (Best Plan)
Coralville Community Plan

2013

Kane County Plan of the Year Award
City of St. Charles Comprehensive Plan

2012

IL APA - Daniel Burnham Award (Best Plan)
Village of Downers Grove Comprehensive Plan

ACEC Illinois - Merit Award - Studies & Research
IL 47 Corridor Plan

Chaddick Institute - Development Regulation Award
Oak Brook Commercial Areas Master Plan

2011

IL APA - Gold Award - Implementation
Village of Bartlett Town Center

2010

MO APA - Daniel Burnham Award (Best Plan)
City of Jackson, MO Comprehensive Plan

IL APA - Daniel Burnham Award (Best Plan)
McHenry County 2030 Comprehensive Plan

IL APA - Gold Award – Strategic Plan
Village of River Forest Corridors Plan

IL APA - Gold Award – Best Practice
Planning Mapper

Holland & Knight

Client Sectors

Construction

Education

Energy

Financial Services

Government Entities

Healthcare & Life Sciences

Hospitality

Insurance

Legal Profession

Real Estate

Retail & Consumer Products

Technology, Telecommunications & Media

Transportation

Holland & Knight

Holland & Knight is a global law firm with more than 1,200 lawyers and other professionals in 27 offices throughout the world. Among the nation's largest law firms, Holland & Knight provides representation in litigation, business, real estate and governmental law. Interdisciplinary practice groups and industry-based teams provide clients with access to attorneys throughout the firm, regardless of location.

Service Without Boundaries

To address your needs as effectively and efficiently as possible, we work collaboratively, drawing upon our depth and breadth of legal experience and industry knowledge. Our "one firm" structure positions us to support the most complex matters at all levels, with comprehensive and value-added service.

The firm is organized into four practice sections – Litigation, Government, Business and Real Estate. Through integrated practice groups and industry-based teams, we can provide efficient and responsive legal representation anywhere in the world. We serve you based on your needs, not merely location. Our interdisciplinary approach assures that you have access to the lawyers with the most appropriate experience.

Seamless Integration

Responsiveness is the cornerstone of our client-focused culture. Our approach is open and direct. Integration – of our experience, industry knowledge and geographical presence – is a key part of our success. This approach ensures that you have access to the most capable, qualified legal skills and also makes us highly attuned to your needs. Technology ties it all together, providing seamless connectivity between our attorneys and you. Our advanced communications network securely links you to our offices and further integrates your team of lawyers. Documents created across the firm are stored in shared databases allowing teams in multiple locations to quickly retrieve information.

Broad Perspectives

We believe it is essential to offer our clients the broad range of perspectives that a diverse team brings, thus encouraging innovative thinking and unique solutions to your business needs. Our diversity provides you with the benefits of an experienced pool of professionals reflective of the national and international marketplace and communities in which they do business. We believe that cultural diversity is not only intrinsically important, but is imperative to serving our clients successfully in a global economy. The firm is composed of a diverse group of talented lawyers and professionals with significant experience. This diversity of experience, culture and education advances Holland & Knight's strategy of delivering the highest quality legal services possible.

Key Personnel

This section includes a summary of our core senior staff who will be available for this assignment. In addition to these experts in planning and zoning, our team can call upon additional staff to address specific technical issues that arise and maximize the efficiency of project resources. The table below describes specific roles among selected staff, and subsequent pages include their resumes.

Project Responsibilities

Staff Member	Responsibilities
John Houseal	Project Director, zoning lead, outreach
Douglas Hammel	Project Manager, zoning analysis, text, and outreach support
Devin Lavigne	Graphic communication, illustrations and visualizations
Nikolas Davis	Zoning research and best practices
Jaemi Jackson	Project Support
Steven Elrod	Legal Review
Barbara Adams	Legal Review

HOUSEAL LAVIGNE ASSOCIATES

John A. Houseal, AICP

Principal

John is a Principal and Co-founder of Houseal Lavigne Associates and has established himself as one of the region's top urban planning professionals. John's reputation and expertise within the profession as a leader in urban planning, contemporary development practices, and community outreach has garnered him wide recognition and numerous planning awards. John has been a featured speaker at national, regional, state, and local events and conferences for issues related to urban planning, zoning, transportation, context sensitive design, and the environment. John is recognized as one of the top community facilitators, consensus builders, and citizen participation experts in the region.

John maintains professional memberships with Lambda Alpha International, American Planning Association, the American Institute of Certified Planners, the National Trust for Historic Preservation, and Urban Land Institute. John received a Bachelor of Science in environmental sciences from University of Michigan and a Master of Environmental Planning for environmental and urban planning from Arizona State University. John is also an AICP certification instructor and has been responsible for preparing planners for professional certification since 2005.

Prior to co-founding Houseal Lavigne Associates, John was a Principal and the Director of Urban Planning for URS Corporation, a global multi-disciplinary engineering firm based in San Francisco, California. Working from the Michigan Avenue office in Downtown Chicago, John oversaw and directed the firm's urban planning and community development projects, often coordinating on assignments throughout the country. Prior to being the Director of Urban Planning for URS Corporation, John was a Principal with Trkla, Pettigrew, Allen and Payne (TPAP), a prominent planning and economic development firm in Chicago. While a Principal at TPAP, John directed a wide range of urban planning and community development assignments throughout the Midwest.

From revitalization plans for Chicago's south side neighborhoods to regional highway corridor studies, John has directed, managed, and assisted with a wide range of planning assignments. John has directed a number planning and development related assignments in several states, including comprehensive plans, corridor plans, downtown plans, neighborhood plans, master development/site plans, and more. John has also directed the zoning updates and amendments, as well as the creation of entirely new zoning ordinances, sign ordinances, planned unit development ordinances, overlay districts, and design and development guidelines.

Several unique and very significant assignments have been directed by John and provided significant momentum in his career, including the IDOT SWS Tools for Balanced Growth Study, which was the State of Illinois' first balance growth initiative; the Cap the Ike Study, which was a study examining the creation of "new land" by capping the Eisenhower Expressway for approximately 1.5 miles; and an FAA funded study to examine land use compatibility and the O'Hare Modernization Project (OMP). As project director, John's leadership skills and planning and design expertise were pivotal to the success of these, and many other assignments.

John has received several professional planning awards and distinctions, including an ILAPA Gold Award for Planning; an ILAPA Silver Award for Plan Implementation; an ILAPA Award for Planning Education; ILAPA Awards for Strategic Planning; the DePaul University Chaddick Institute Development Award; the Greater OBCC Commercial Revitalization Award, and induction into Lambda Alpha International, an international honorary fraternity for professional excellence in the field of land economics.

Education

Bachelor of Environmental Sciences
University of Michigan

Master of Environmental Planning
Arizona State University

Memberships

American Planning Association

American Institute of Certified Planners

National Trust for Historic Preservation

Lambda Alpha International

Awards

"Education in Planning"
Zoning Seminar for Real Estate Professionals, APA IL Chapter, 1998

"Plan" Gold Award
Carpentersville Comprehensive Plan
APA IL Chapter, 2007

"Implementation of a Plan" Silver Award
Palos Park Strategic Plan
APA IL Chapter, 2007

Algonquin Downtown Revitalization Plan
DePaul University's Chaddick Institute for Metropolitan Development, 2008

Strategic Plan Award
Ogden Avenue Enhancement Initiative
APA IL Chapter, 2009

Commercial Revitalization Award
Oak Brook Commercial Revitalization Plan
Greater OBCC 2009

Strategic Plan Award
River Forest Corridors Plan
APA IL Chapter, 2010

Daniel Burnham Award
Downers Grove Comprehensive Plan
APA IL Chapter 2012

Certification Instructor

AICP Certification Instructor
2005 to present APA Illinois Chapter
2008 Missouri and Kansas Chapters
2012 & 2103 National APA Conference

John A. Houseal, AICP

Highlighted Experience

Comprehensive Plans

50+ Comprehensive Plans including:

- Benton Harbor, MI
- Brookfield
- Brownsburg, IN
- Byron
- Carpentersville
- Council Bluffs, IA
- Countryside
- Davis Junction
- Downers Grove
- Edinburgh, IN
- Evergreen Park
- Fairview Heights
- Flint, MI
- Forest Park
- Geneva
- Glen Ellyn
- Hammond, IN
- Harwood Heights
- Homer Glen
- Jackson, MO
- Kenilworth
- Lynwood
- Lansing
- Marion, IA
- Mattoon
- Maywood
- Melrose Park
- Montgomery
- Morton Grove
- Mundelein
- Niles
- Oakbrook Terrace
- Oak Park
- Palos Heights
- Palos Park
- Prairie Grove
- River Forest
- St. Charles
- Sugar Grove
- Tipton, IN
- Tipton County, IN
- Westmont
- Whiting, IN

Corridor Planning

50+ Corridor Plans including:

- Bellwood - Mannheim Road Corridor; 25th Avenue Corridor Plan
- Brookfield - Ogden Ave. Corridor Plan; 47th Street Corridor Plan; 31st Street Corridor Plan
- Carpentersville - IL Route 31 Corridor Plan; IL Route 25 Corridor Plan; Randall Road Corridor Plan
- Countryside - LaGrange Road Corridor Plan; Joliet Road Corridor Plan; Road Corridor Plan
- Davis Junction - IL Route 172 Corridor Plan
- Hinsdale - Odgen Avenue Corridor Plan
- IL 47 Corridor Study
- Kenilworth - Green Bay Road Corridor Plan
- Lockport - I-355 Corridor Master Plan
- Melrose Park - Lake Street Corridor Plan; Broadway Avenue Corridor Plan; North Avenue Corridor Plan
- Melrose Park Broadway Avenue Corridor Plan
- Montgomery - Montgomery Road Corridor Plan; Blackberry Creek Corridor Plan
- Naperville - Ogden Avenue Enhancement Study
- Oak Brook - 22nd Street Corridor Plan
- Palos Heights - Harlem Avenue Corridor Plan
- River Forest Corridors Plan- Madison Street Corridor Plan; North Avenue Corridor Plan; Lake Street Corridor Plan; Harlem Avenue Corridor Plan
- Traverse City, MI- Eight Street Corridor Plan; East Front Street Corridor Plan West Front Street Corridor Plan Garfield Avenue Corridor Plan 14th Street Corridor Plan

Downtown Planning

25 Downtown Plans including:

- Algonquin Downtown Plan
- Downers Grove Downtown Subarea
- Forest Park Madison Street Corridor
- Geneva Downtown Master Plan
- Huntly Downtown Master Plan
- McHenry Downtown Plan
- Melrose Park Historic Broadway Avenue District Plan
- Morton Downtown Master Plan
- Round Lake Downtown Plan
- Winfield Downtown/TOD Plan

Zoning & Design Guidelines

30 Zoning & Design Guidelines Assignments, including:

- Benton Harbor, MI
- Brookifield
- Carpentersville
- Chicago
- Dunwoody, GA
- Fairview Heights
- Geneva
- Harwood Heights
- Hinsdale
- Kenilworth
- Marion, IA
- McHenry
- Melrose Park
- Montgomery
- Muskogee, OK
- Murray, KY
- Northbrook
- Oak Brook
- Oakbrook Terrace
- Pace TOD Guidelines Manual
- Palos Park
- Palos Heights
- Prairie Grove
- River Forest
- Winnetka
- Wilmette

Special Area Planning

30 Special Area Plans, including:

- Bellwood TOD master Development Plan
- Bellwood St. Charles Road Corridor/TOD Plan
- Countryside Dansher Industrial Park Subarea Plan
- Glenview The Glen Parcel 24 Master Plan
- Island Lake Commercial Areas Master Plan
- Marengo TOD & Western Corridor Planning Area
- Melrose Park Rose trail Neighborhood Master Plan
- Montgomery Preserve Subarea Master Plan
- Naperville Martin Mitchell Campus Master Plan
- Oak Brook Commercial Areas Master Plan
- Oakbrook Terrace Unit 5 Area Master Plan
- Palos Park Commercial Areas Master Plan
- Prairie Grove River Front Vision
- Rolling Meadows Golf Road Corridor Mobility Plan
- South Chicago Heights Station Area Plan
- Skokie Dempster Station Area Plan

Retainer Services

- Brookfield
- Davis Junction
- Harwood Heights
- Kenilworth
- Lockport
- Melrose Park
- Montgomery
- Oakbrook Terrace
- Palos Park
- Prairie Grove
- River Forest
- Round Lake
- Winnetka

HOUSEAL LAVIGNE ASSOCIATES

Devin J. Lavigne, AICP, LEED AP

Principal

Houseal Lavigne Associates
November 2004 - Present

Education
Bachelor of Science
School of Urban and Regional Planning
Ryerson Polytechnic University

Memberships
American Planning Association

American Institute of Certified Planners

National Trust for Historic Preservation

Congress for the New Urbanism

Urban Land Institute

Awards
Daniel Burnham Award
Downers Grove Comprehensive Plan
American Planning Association
Illinois Chapter, 2012

Daniel Burnham Award
McHenry County 2030 Comprehensive Plan
American Planning Association
Illinois Chapter, 2010

"Best Practice" Gold Award
Planning Mapper
American Planning Association
Illinois Chapter, 2010

SketchUp Design Award Google.com

"Plan" Gold Award
Carpentersville Comprehensive Plan
American Planning Association
Illinois Chapter, 2007

"Project, Tool, or Program" Gold Award
Planningprep.com
American Planning Association
Illinois Chapter, 2007

Illinois Tomorrow Award
Outstanding Balanced Growth
Naperville Park District Open Space &
Recreation Master Plan

Lecturing/Instruction
UP 426 Urban Design Studio
University of Illinois at Urbana Champaign
2012 to present

AICP Certification Instructor
2005 to present APA Illinois Chapter
2008 APA Missouri & Kansas Chapters
www.planningprep.com - site co-creator

Devin is a Principal and Cofounder of Houseal Lavigne Associates with special expertise in urban design, land-use planning, site planning, land planning, land-use regulation, graphic illustration and development visualization, geographic information systems, and web development. Devin received his Bachelor of Science from the School of Urban and Regional Planning at Ryerson Polytechnic University in Toronto Ontario.

Devin is regarded as one of the profession's top designers and graphic specialists. Devin has presented at both national and state planning conferences about the importance in graphics and instructed on how best to communicate plans and planning concepts as well as the importance of development visualization. Devin has garnered national attention and has helped distinguish the firm's body work. At the American Planning Association's 2010 National Conference his presentation Better Graphics, Better Plans was regarded as "best in show" and at 2008 National Conference, Devin's SketchUp! portfolio was presented by Google to show planners how the software can be used by the profession.

In 2005 Houseal Lavigne Associated completed a project for NAVTEQ (Chicago Landmarks & Districts Study), the world's largest employer of map making professionals. Houseal Lavigne Associates was hired to identify key corridors and community areas for more detailed mapping in portable GPS devices. NAVTEQ used the final product to secure additional capital for research and development, and has applied mapping styles presented by Houseal Lavigne Associates into mapping programs to better present data.

Prior to co-founding Houseal Lavigne Associates, Devin was the Senior Planning Manager for URS Corporation, a global multi-disciplined engineering firm based in San Francisco, California. Working from the Michigan Avenue office in Downtown Chicago, Devin managed, directed and provided technical assistance to numerous studies. Devin joined URS through their acquisition of Trkla, Pettigrew, Allen and Payne (TPAP) a prominent planning and economic development firm in the City of Chicago.

Devin has managed, directed, authored and contributed to more than 100 planning studies, including a number of downtown plans, corridor plans, subarea plans, park master plans, and comprehensive plans throughout the country.

In addition to his responsibilities at Houseal Lavigne Associates, Devin is an adjunct lecturer at the School of Urban and Regional Planning at the University of Illinois in Champaign-Urbana. In 2011 Devin was asked by the school to revive the program's urban design studio, UP 426. The program introduces both graduate and undergraduate students to urban design and includes instruction on urban design analysis and planning graphics.

Devin maintains professional memberships with the American Planning Association, the American Institute of Certified Planners, the Congress for New Urbanism, the National Trust for Historic Preservation, Urban Land Institute and the National Association of Photoshop Professionals.

Devin J. Lavigne, AICP, LEED AP

Project Experience

Comprehensive Plans
40 Comprehensive Plans Including:

- Brookfield
- Brownsburg, IN
- Carpentersville
- Countryside
- Council Bluffs, IA
- Downers Grove
- Flint, MI
- Itasca
- Kenilworth
- Machesney Park
- Marion, IA
- McHenry County
- Melrose Park
- Muskogee, OK
- Niles
- Oakbrook Terrace
- Palos Park
- Prairie Grove
- River Forest
- Sugar Grove
- St. Charles

Downtown Planning
20 Downtown Plans including:

- Downers Grove, Downtown Subarea Plan
- Downers Grove Pattern Book
- St. Charles Downtown Subarea Plan
- Geneva, Downtown Plan
- Huntley, Downtown Plan
- McHenry, Downtown Plan
- Murray, KY, Downtown Plan
- Morton, Downtown Plan
- Round Lake, Round Lake Downtown Plan
- Winfield, Downtown Marketing & Capacity Study

Design and Development Guidelines
15 Guidelines including:

- Downers Grove
- Prairie Grove
- St. Charles
- Kenilworth
- McHenry
- Huntley
- IL Route 47
- Brookfield
- Round Lake
- Westmont
- Hinsdale
- Travers City, MI

Corridor Planning
50 Corridor Plans including:

- Brookfield, Ogden Avenue Corridor Plan
- Carpentersville, IL Route 31 Corridor Plan
- Countryside, LaGrange Road Corridor Plan
- Downers Grove, Ogden Avenue Corridor Plan
- Hinsdale, Ogden Avenue Corridor Plan
- Illinois Route 47 Corridor Plan
- Kenilworth, Green Bay Road Corridor Plan
- Melrose Park, Broadway Avenue Corridor Plan
- Montgomery, Orchard Road/ Blackberry Creek Corridor Plan
- Naperville, Ogden Avenue Enhancement Study
- Oak Brook, 22nd Street Corridor Plan
- River Forest, Corridors Plan
- St. Charles, Main Street & Randall Road
- Westmont, Ogden Avenue Corridor Plan
- Traverse City Corridors Master Plan

Visualization & Illustration
25 assignments including:

- Firestone Retail Development
- Westfield, Old Orchard Signage
- Naperville Park District, Naperville Riverwalk 3D Illustration
- Peoria River Trail Development Visualization
- Forest Park Shopping Plaza Redevelopment Sketch
- Center, Chicago Grove Shopping Center Redevelopment Sketch
- Plaza, Maywood River Pointe Plaza Rendering
- HOA, Las Vegas, NV, Taos Estates Entry Monument Render
- Machesney Park, Machesney Mall Redevelopment Concept
- Kenilworth, Green Bay Road Redevelopment Site Illustration
- Bellwood, TOD Development Visualization
- Hanover Park/Irving Park Road Development Concepts

Zoning & Regulatory
10 Studies including:

- Chicago, Broadway Avenue Zoning & Market Study
- City of Countryside Landscaping Ordinance
- City of Hammond, IN Landscaping Ordinance
- Westfield Old Orchard Signage Plan
- Westifield Hawthorn Woods Signage Study
- Green Bay Road Shadow Study
- Oakbrook Terrace Zoning Revisions

Parks & Recreation
10 Parks and Recreation assignments including:

- Geneva, Open Space & Recreation Master Plan
- Naperville Park District, Parks, Open Space & Recreation Master Plan
- Homer Glen, Open Space & Recreation Master Plan
- Naperville Park District, Naperville Trails Master Plan
- Robbins Green, Community Plan
- Machesney Park, Open Space Plan

Special Area Planning (TOD, Neighborhoods, Special District)
8 Special Area Plans including:

- Chicago, Stockyards Market & Land Use Analysis
- Countryside, Dansher Industrial Park Subarea Plan
- Oak Brook, Oak Brook Commercial Areas Master Plan
- South Chicago Heights, Station Area Plan
- Marengo, Transit Oriented Development Plan
- Naperville, Martin Mitchell Campus Master Plan
- Oakbrook Terrace, Unit 5 Area Master Plan
- Winfield, Downtown Winfield Marketing & Capacity Study
- Dunwoody, Village Master Plan
- Dunwoody, Georgetown/North Shallowford Road Master Plan

Special Projects

- NAVTEQ Chicago Landmarks & Districts Study
- IDOT Tools for Balanced Growth

Strategic Planning
3 Strategic Plans, including:

- Oak Brook
- Palos Park
- Warrenville

HOUSEAL LAVIGNE ASSOCIATES

Douglas Hammel, AICP

Principal Associate

Doug joined Houseal Lavigne Associates in 2011 and brings more than thirteen years of professional planning experience to the firm. He builds upon his masters degree in City Planning and specialization in Urban Design to provide comprehensive services resulting in effective recommendations and implementation. Prior to joining Houseal Lavigne Associates, Doug worked for consulting firms specializing in land use, urban design, and economic development planning, and an international transportation consulting firm managing projects involving multi-modal transportation, land use, design, and growth management.

Doug's diverse technical background provides clients with a comprehensive toolbox for addressing planning challenges from beginning to end, including public engagement and visioning, concept development and testing, and policy and implementation. His professional experience in land use, economic development, transportation, design, regulation, and strategic implementation is the foundation for action-oriented plans and policies. He has also managed projects of various sizes and complexities, from city-wide land use and growth management plans to site-specific development plans for private clients.

In all his work, Doug is able to balance "big picture" issues that affect city or region with detailed challenges related to a specific site or neighborhood. By calling upon his diverse expertise, he assists communities in developing plans that enhance local quality of life, including access to goods and services, a healthy environment, and unique local identity.

Education

Bachelor of Professional Studies in Architecture, University at Buffalo

Masters of City Planning, Georgia Institute of Technology

Memberships

American Planning Association

American Institute of Certified Planners

Publications

Empowering the Local Planner through Effective Design Guidelines

March 2011, Zoning Practice (APA)

Presentations

Creating Transit-Supportive Communities

GreenTown 2013

What is it Planners do again?

APA 2013 National Conference

Empowering the Local Planner through Effective Design Guidelines

November 2010 APA CMS Monthly Program

Madison Street Corridor Revitalization

March 2008 Tuesdays at APA

Council Bluffs, IA Design Guidelines

2007 Upper Midwest APA Conference

Chicago's Information and Physical Coordination Study: Transit Transfers from the Customer's Perspective

2003 Transportation Research Board National Meeting

Project Experience

Comprehensive Plans

- Almon, GA
- Buffalo, NY
- Berkeley, IL
- Council Bluffs, IA
- Crest Hill, IL
- Decatur, IL
- Flint, MI
- Fort Dodge, IA
- Gardner, KS
- Grundy County, IL
- Itasca, IL
- Lansing, IL
- Lincolnwood, IL
- Macon County, IL
- Mattoon, IL
- Morgan City, LA
- North Aurora, IL
- Oak Park, IL
- Palatine, IL
- Pleasant Hill, IA
- Richton Park, IL
- South Beloit, IL
- St. Charles, IL
- Sunset Hills, MO
- University City, MO
- Valparaiso, IN
- Westmont, IL
- Winnebago County, IL

Neighborhood Plans

- Atlanta, GA
- Chicago, IL - Englewood, Pilsen, South Chicago
- Hopkinsville, KY
- Savannah, GA
- Terre Haute, IN
- Tulsa, OK

Downtown/TOD Plans

- Buffalo Grove, IL
- Fort Dodge, IA
- Geneva, IL
- Grand Forks, ND
- Hopkinsville, KY
- Naperville, IL
- Prairie View, IL
- West Bloomfield, MI

Corridor Plans

- Chicago, IL - Madison Street, Chicago Avenue, Uptown-Broadway Avenue, Auburn Gresham-79th Street
- Des Plaines, IL
- Des Plaines River Corridor, IL
- Kenilworth, IL
- Niles, IL
- Park Ridge, IL
- Rolling Meadows, IL

Transportation & Transit

- Chicago, IL
- Dayton, OH
- East St. Louis, IL
- South Suburban Chicago, IL
- Winnebago County, IL

Private Development

- Atlanta, GA
- Chicago, IL
- Cottage Grove, MN
- Covington, GA
- Marrietta, GA
- Newton County, GA
- Schiller Park, IL

Zoning & Design Guidelines

- Chicago, IL
- Council Bluffs, IA
- Dunwoody, GA
- Fairview Heights, IL
- Flint, MI
- Fort Dodge, IA
- Galveston, TX
- Hinsdale, IL
- McAllen, TX
- Morgan City, LA
- Mundelein, IL
- Naperville, IL
- Oak Park, IL
- Pace Suburban Bus, IL
- Palos Heights, IL
- Richton Park, IL
- Riverside, IL
- Slidell, LA
- Westmont, IL

HOUSEAL LAVIGNE ASSOCIATES

Nikolas Davis, ASLA

Principal Associate

Nik joined Houseal Lavigne Associates in 2012 and brings more than eight years of professional experience in urban design, zoning, design guidelines, landscape design, site plan development, land use planning, and sustainable practices to the firm. Prior to joining Houseal Lavigne, Nik worked for a consulting firm specializing in zoning, planning, urban design, and landscape architecture.

Nik has extensive experience in landscape and planting design which includes conducting site visits and creating inventory and analysis maps, developing project bases, drafting general development and preliminary plans, producing hand and computer rendered sketches and plans, and submitting construction documents, specifications, plant list schedules, and cost estimates for review and installation.

Nik has a diverse background in urban planning and design with experience in the preparation of research and inventory materials, site analysis maps, framework plans, preparation of conceptual development plans for a full range of residential, commercial, mixed-use, office and industrial park developments, and commercial corridors.

Nik has worked on many zoning related projects and has assisted clients with drafting zoning policy, managing growth and development, and illustrating regulation changes to the built environment while using a range of sustainable techniques and "best practices."

Nik has extensive technical expertise in Adobe CS design programs, AutoCAD, ArcMap GIS SketchUp, and website development software. His experience also includes the coordination of database and map information used for regional planning and TIF district establishment.

Education

Bachelor of Science in Landscape Architecture, Purdue University

Memberships

American Society of Landscape Architects

ASLA Positions

Currently the Public Awareness Chair, working with ILASLA + ASLA

Past ILASLA External Communications Officer

Presentations

New Tools for Zoning and Development Visualization
National APA Conference April, 2013

Putting Zoning on the Map
APA-CMS January, 2012

Integrating Sustainability Into Development Regulations
October 2011, APA-IL State Conference

Awards

Winnebago County 2030 Land Resource Management Plan
Sustainability-based County-Wide Land Resource Management Plan, Honor Award for Environmental Stewardship, Illinois American Society of Landscape Architects, 2009

Project Experience

Comprehensive Plans

- Buffalo, NY
- Lynwood
- Westmont
- Winnebago County

Corridor

- Chicago - Madison St.
- Des Plaines
- Fort Dodge, IA
- Island Lake
- New Lenox
- Park Ridge
- Portage, IN
- Traverse City, MI

Downtown/TOD Plans

- Buffalo Grove
- Chicago - Auburn Gresham-79th Street
- Rolling Meadows

Streetscape Plans/Designs

- Bourbonnais
- Chicago - 87th & Stony, Lake Street, Uptown-Broadway Avenue
- Richton Park
- Glen Ellyn

Design Guidelines & Standards

- Chicago - Archer & Halsted
- Council Bluffs, IA
- Fort Dodge, IA
- Mundelein
- Pace Suburban Bus

Zoning/Form-Based Codes

- Baltimore, MD
- Buffalo, NY
- Cleveland Heights, OH
- Council Bluffs, IA
- Duluth, MN
- Dunwoody, GA
- Hinsdale
- La Grange Park
- Mundelein
- Muskogee, OK
- New Orleans, LA
- Park Ridge
- Riverside
- Wilmette
- Winnebago County

Design Development & Land Planning

- Bensenville
- Manteno
- New Lenox Commons
- Olympia Fields
- Oswego - Prairie Market
- Yorkville

Conceptual Design

- Chicago
- Crystal Lake
- Deerfield
- Grayslake
- Lincolnwood
- Mokena

Planting Design

- Chicago - Shetland, Metraflex, Dima Properties
- Glenview
- Oswego

HOUSEAL LAVIGNE ASSOCIATES

Jaemi Jackson, LEED AP

Associate

Jaemi joined Houseal Lavigne Associates in 2013 after receiving her master's degree in Urban and Regional Planning from the University of California, Los Angeles (UCLA). While at UCLA, Jaemi specialized in urban design, development, and active transportation planning.

Since joining HLA, Jaemi has provided support across a range of the firm's project portfolio including comprehensive and subarea plans. She is able to utilize her design and research skills to provide comprehensive solutions to the many challenges facing urban environments of today. Some of Jaemi's past projects include developing an award-winning comprehensive plan for a college town in Iowa and creating a rails-to-trails visualization for a low-income community in southern California. She has also published award-winning research on urban agriculture in Los Angeles.

Before becoming a planner, Jaemi worked in the architecture, planning, and engineering industries as a marketing coordinator and graphic designer. While earning her masters degree, she worked as a research and policy analyst in a range of public, private, and non-profit settings. Jaemi's diverse background gives her a unique approach to planning problems.

Education

Masters of Urban and Regional Planning, University of California, Los Angeles

Bachelor of Science in Cognitive Science, University of California, San Diego

Memberships

American Planning Association

Women in Planning + Development Board of Directors

Awards

2014 APA California Academic Award

2014 APA Los Angeles Academic Award

2013 APA National Conference Student Competition Runner-up

2012 Leon Hoffman Award for Excellence in Planning and Urban Design

Publications

Cultivate L.A.: An Assessment of Urban Agriculture in Los Angeles County, June 2013.

"Going Up? Masonry Contributes to Good Design, Safety and a Smaller Waistline," Masonry Edge, Volume 6, Number 2, 2011.

Project Experience

Comprehensive Plans

- Coralville, IA
- Council Bluffs, IA
- Crest Hill, IL
- Crothersville, IN
- Culver, IN
- Elgin, IL
- Flint, MI
- Fort Dodge, IA
- Frederick, CO
- Gardner, KS
- Grundy County, IL
- Hawthorn Woods, IL
- Jackson, TN
- Lansing, IL
- Maywood, IL
- Montgomery, IL
- Oak Park, IL
- Plainfield, IN
- Pleasant Hill, IA
- Richton Park, IL
- St. Cloud, MN
- Windsor, CO

Riverfront Plans

- Webster County, IA

Zoning Ordinances

- Roscoe, IL

Holland & Knight

Steven M. Elrod

Partner

Steven M. Elrod represents private and public sector clients on land use, zoning and real estate matters. He is the chairman of Holland & Knight's National Land Use and Government Team and is the executive partner of the firm's Chicago office. He also served on Holland & Knight's national directors committee for two consecutive terms.

Mr. Elrod is the corporation counsel for the City of Highland Park, Il., and the village attorney for the Villages of Northbrook, Glencoe, Lincolnwood and Carpentersville, Il. He is also actively involved in the general representation of the firm's more than two dozen Chicago area local government clients.

Mr. Elrod represents owners and developers in a variety of real estate and transactional projects. He handles large tract property acquisition and retail leasing, and is regularly engaged to secure zoning relief, entitlements, incentives and approvals from state and local governments. His practice focuses on:

- public-private partnerships
- planned developments
- tax incentive and abatement agreements, including tax increment financing (TIF) and special service area (SSA) financing
- annexation, subdivision and development agreements
- affordable housing and reasonable accommodation for persons with disabilities

Mr. Elrod has extensive experience in the litigation of land use issues, including eminent domain; regulatory taking and inverse condemnation; RLUIPA; the First Amendment and the Second Amendment. He successfully argued a religious land use case before the United States Court of Appeals for the Seventh Circuit.

In May 2015, Mr. Elrod was re-elected to the office of Treasurer of the 20,000 member Chicago Bar Association, and currently serves on the board of the Chicago Bar Foundation. He is the immediate past chairman of the board of directors of the Constitutional Rights Foundation Chicago, a nonprofit organization dedicated to providing law-related and civic education to elementary and high school students.

Mr. Elrod is an adjunct professor at Northwestern University School of Law, where he teaches Local Government and Land Use Law. In 2013, he received the Outstanding Adjunct Professor Award from Northwestern University.

Education

Northwestern University School of Law, J.D.

Tulane University, B.A., magna cum laude

Memberships

Urban Land Institute, Public/Private Partnership Council, Vice Chairman

Chicago Bar Association, Treasurer, Board of Managers and Past Chairman, Local Government Committee

Chicago Bar Foundation, Board of Directors

Constitutional Rights Foundation Chicago, Board of Directors

Lambda Alpha International Honorary Land Economics Society

The Economic Club of Chicago

Publications

Elected Official Immunity in Making Local Zoning Decisions, The Urban Lawyer, June 1, 2010

Zoning Glossary - Land Use Law, Illinois Institute for Continuing Legal Education, 2010

The Law of Eminent Domain, Illinois Institute for Continuing Legal Education, 2007

Vested Rights: Debate Fodder, Illinois Real Estate Journal, 2006

Developer Rights in Illinois – the 'Vested Right' Doctrine, Holland & Knight Newsletter, October 12, 2005

Bar Admissions

Illinois

Court Admissions

U.S. Court of Appeals for the Seventh Circuit

Holland & Knight

Barbara A. Adams

Senior Counsel

Barbara A. Adams focuses her practice on representing local governments and governmental agencies. Ms. Adams has extensive experience in areas that include administrative law, construction law, contracts, intergovernmental cooperation, real estate acquisition and taxation, zoning and land use, water law, pension law, personnel and employment, telecommunications, cable television, environmental law, public finance and bonds, and code and ordinance interpretation. She conducts litigation in state and federal courts, appearing before administrative tribunals and representing private parties in matters dealing with units of government.

Ms. Adams is a frequent author and lecturer on matters affecting local government law, including cable television, telecommunications law, construction law, contracting and finance, water law, and zoning of and leasing for wireless facilities. She serves as general counsel to the Northwest Water Commission, the DuPage Water Commission, the Village of Kenilworth and the Kenilworth Park District, and has served as village attorney for Hinsdale. Ms. Adams also regularly serves a variety of the firm's clients, including Northbrook, Highland Park, Lake Bluff, Lake Forest and Glencoe. In addition, she provides counsel to various municipalities on zoning, intergovernmental agreements, cable television, telecommunications, pension boards, boards of fire and police commissioners, personnel and other legal issues.

Ms. Adams prepared a model purchase of service agreement and an accompanying article for the Transportation Research Board that was nationally published and circulated to public transit agencies. She is a frequent lecturer on legal issues at various programs and events, including those of the International Municipal Lawyers' Association, Illinois Municipal League, Illinois Government Finance Officers' Association, Illinois Association of Public Procurement Officials, Illinois Association of Municipal Management Assistants, Lorman Education Services and the West Central Municipal Conference. Topics of recent lectures encompass public bidding and contracting, the law of easements, the evolving law of electronic records and communications, cable TV and telecommunications matters and the Open Meetings Act.

Education

Northwestern University School of Law, J.D.

nox College, B.A., cum laude

Memberships

International Municipal Lawyers' Association, Board of Directors; former Regional Vice President; former Illinois State Chair; Land Development, Planning and Zoning Section, Chair; Program Planning and Vision 2020 Committees, Member

Illinois Municipal League Home Rule Attorneys' Committee, Chair, 1998, 1999

Chicago Bar Association Local Government Committee, Chair, 1993,1994

Illinois Municipal League, Home Rule Attorneys Committee and League Subcommittee on the Telecommunications Infrastructure Maintenance Fee Law, former Chair

Northwest Municipal Conference Attorneys' Committee, former Chair

American Bar Association, Public Utility, Communications and Transportation Law Section

Chicago Bar Association, Legislative Committee

National Association of Telecommunications Officers and Advisors, National and Illinois Chapters

Bar Admissions

Illinois

Court Admissions

All State Courts in Illinois

U.S. Court of Appeals for the Seventh Circuit

U.S. District Court for the Northern District of Illinois

SECTION 2
PROJECT EXPERIENCE

SECTION 2
PROJECT EXPERIENCE

The Senior Staff of Houseal Lavigne Associates has in-depth expertise and experience assisting municipalities with updating zoning ordinances, including amendments; complete re-writes of entire code sections; developing entirely new ordinances; creating planned-unit development ordinances and overlay districts; landscape ordinances; sign ordinances; Zoning Board of Appeals support and training; administrative and procedural components; and more. This section highlights our team's relevant zoning experience.

Zoning & Development Review

In addition to the projects highlighted below, Houseal Lavigne Associates has provided zoning and development review and ZBA and Plan Commission support on an on-going basis for several communities, including River Forest, Oakbrook Terrace, Palos Park, Palos Heights, Kenilworth, Harwood Heights, Sugar Grove, and many more.

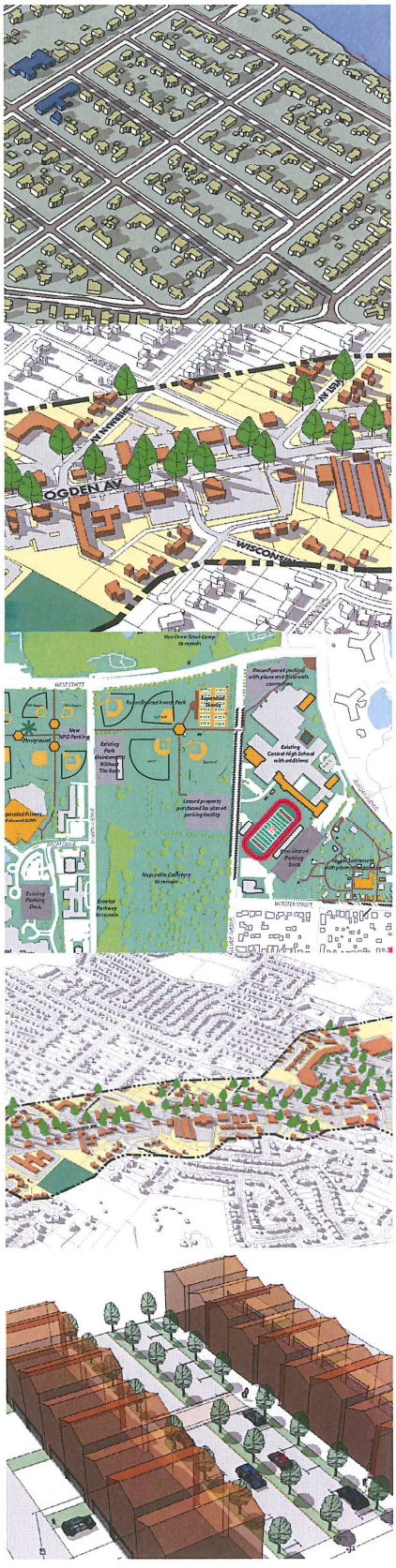
Expert Analysis & Testimony

In addition, John Houseal has served as a zoning expert regarding zoning related matters for several municipalities, including Gurnee, LaGrange, Countryside, Oakbrook Terrace, Chicago, and more.

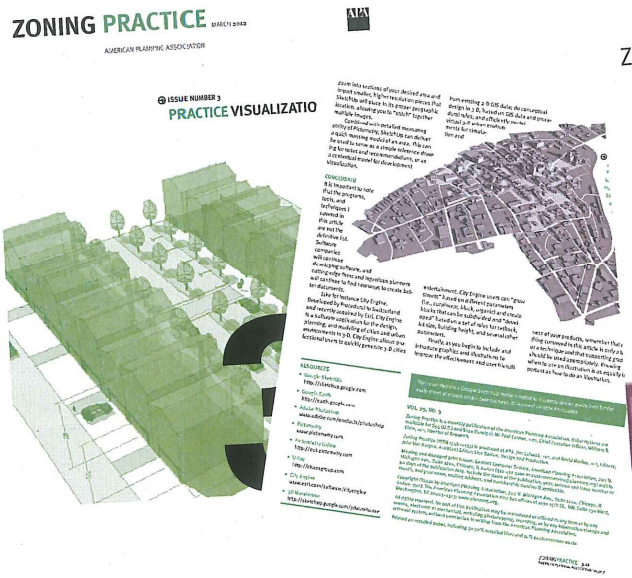
Traditional and Form-based Codes

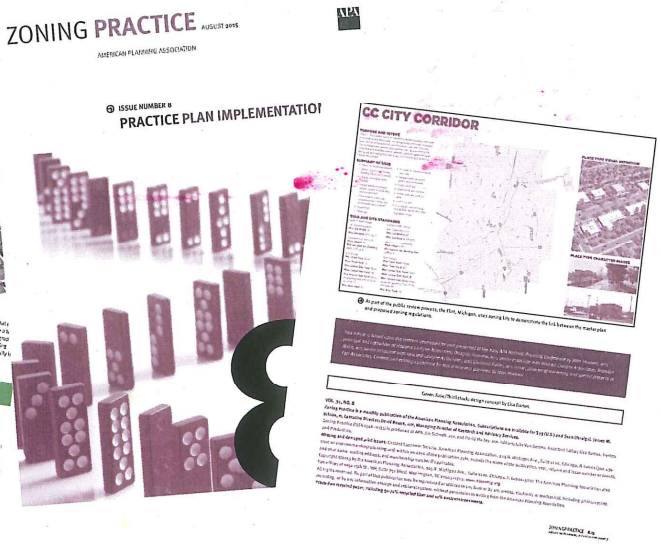
Houseal Lavigne staff has extensive experience in assisting communities throughout the country in developing traditional or form-based development regulations. Our balanced approach of local character assessment, standards development and testing, stakeholder outreach, and analysis of appropriate procedures and review commissions takes into account the complete process of drafting and implementing regulations that are most locally appropriate.

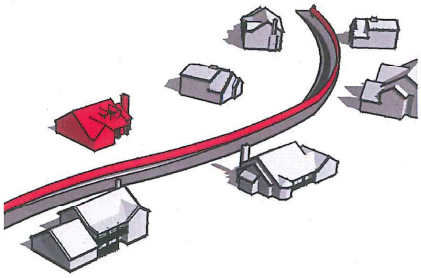
- Baltimore, MD
- Benton Harbor, MI
- Buffalo, NY
- Chicago, IL
- Cleveland Heights, OH*
- Duluth, MN
- Dunwoody, GA
- Fairview Heights, IL
- Flint, MI
- Fort Dodge, IA
- Harwood Heights, IL
- Hinsdale, IL
- Kenilworth, IL
- La Grange Park, IL
- Marion, IA
- Melrose Park, IL
- Mundelein, IL
- Muskogee, OK
- New Orleans, LA
- Northbrook, IL
- Northfield, IL
- Oak Brook Terrace, IL
- Oak Brook, IL
- Palos Heights, IL
- Palos Park, IL
- Park Ridge, IL
- River Forest, IL
- Riverside, IL
- Wilmette, IL
- *Winnebago County, IL



In addition to our team's technical experience, we have authored technical articles featured in the American Planning Association's Zoning Practice publication. Topic of articles drafted by HLA staff include the integration of clear and user-friendly graphics in zoning ordinances, and the development of locally contextual and appropriate design guidelines and form-based codes.







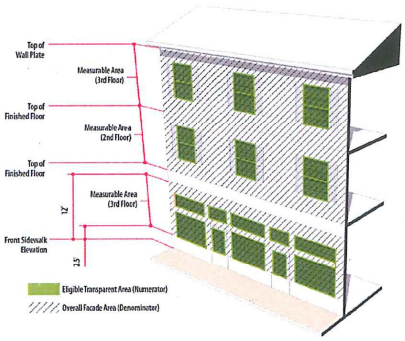
Recent Projects

This section highlights some of our recent zoning experience and communicates the broad range of experience and expertise our staff will bring to the Bloomington project.

Dunwoody, GA

Dunwoody Village Regulations and Graphics

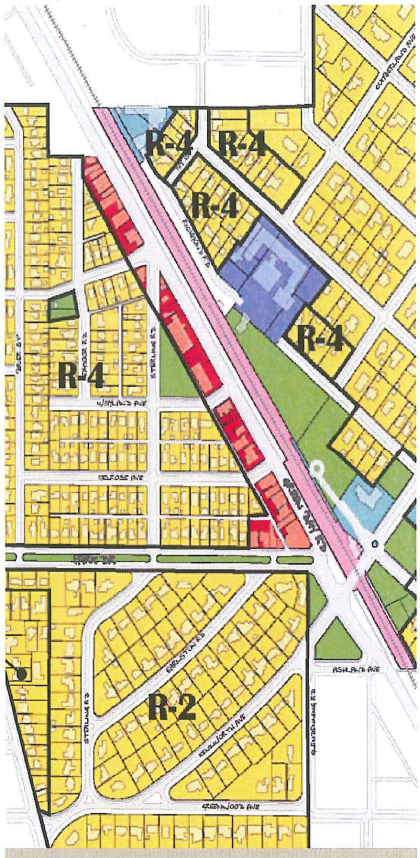
Houseal Lavigne Associates was hired as part of a professional consultant team to assist the City of Dunwoody with an update to its zoning ordinance. Dunwoody is located approximately 13 miles north of Downtown Atlanta, and is a thriving community with quality neighborhoods, high-end office development, and regional access via I-285. Dunwoody Village is the heart of the community, and includes retail, office, and residential development. Based on our previous experience on the Dunwoody Village Master Plan, Houseal Lavigne Associates was charged with drafting form-based development regulations for the Dunwoody Village area, and creating zoning graphics for the entirety of the new code. The form-based regulations aimed to preserve the southern colonial architecture style prevalent in Dunwoody Village, support multi-modal mobility and the City's investment in the Dunwoody Village Parkway complete street, and minimize the visual impacts of parking lots through site planning and landscaping standards. The graphics created for the code include plans, elevations and 3D visualizations of architectural elements, site design and building location standards, landscaping materials and buffers, and waterway protection areas.



Benton Harbor, MI

Master Plan & Zoning Ordinance

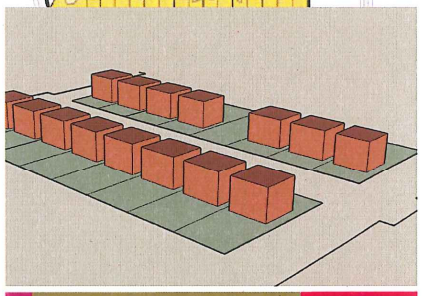
Following the adoption of the community's Master Plan, the City of Benton Harbor adopted a new Zoning Ordinance. Both the Master Plan and Zoning Ordinance were prepared by **Houseal Lavigne Associates**. The new ordinance replaces the City's previous code, which was adopted in the 1960s, and is designed to aid in the efficient implementation of Master Plan recommendations. The zoning ordinance focuses on encouraging investment in commercial and industrial areas, protecting important natural features such as Lake Michigan shoreline areas and riparian areas along the St. Joseph and Paw Paw Rivers, revitalization of the historic Downtown area, and stabilization of Benton Harbor's residential neighborhoods. A new planned unit development ordinance was created as part of the ordinance to better facilitate creative development and context sensitive site solutions that had flexibility from strict application of zoning standards.



Kenilworth, IL

Zoning Ordinance Update

As part of developing a Green Bay Road Corridor Plan for the Village of Kenilworth, an affluent residential community on Chicago's North Shore, **Houseal Lavigne Associates** created a set of detailed Design & Development Guidelines for the small and struggling commercial district. These Guidelines are intended to be used by Village staff when first sitting down with a developer to discuss an idea or concept, and by the Plan Commission and Village Board when evaluating and considering a more specific development proposal. The Guidelines address architectural style; building height; bulk and orientation; building materials; roofs and rooflines; doors, windows and ornamentation; pedestrian realm; parking and service areas; lighting and landscaping; and business signage and awnings. These Guidelines were designed to assist in preserving the unique architectural legacy of the Village while simultaneously allowing for select infill redevelopment. Although there exists some architecturally significant commercial structures along the corridor, many of the existing buildings and sites are underutilized, in poor condition, and are prime candidates for redevelopment.



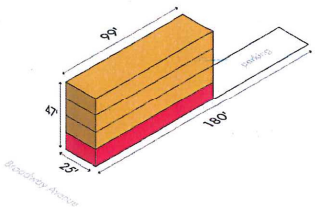
Carpentersville, IL

Zoning Ordinance Update, Planned Unit Development Ordinance

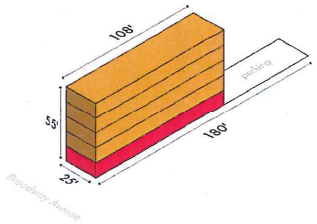
Houseal Lavigne Associates prepared Carpentersville's first ever Planned Unit Development Ordinance (PUD), Design and Development Guidelines, and a completely updated Zoning Ordinance. As a follow-up to preparing the Village's Comprehensive Plan, Houseal Lavigne Associates authored a new PUD Ordinance and detailed Design and Development Guidelines. The PUD Ordinance governs all large scale, complex, or strategically located development. The guidelines are standards of review that must be met for all such developments. We also directed a complete overhaul of the Village's residential districts, including single family detached, single-family attached, and multi-family residential districts. The residential sections now also contain very specific development and design standards that carry the full weight of standard zoning regulation. After the PUD Ordinance, Design and Development Guidelines, and New Residential Districts regulations were adopted, the Village has engaged our firm to undertake a complete re-write of the commercial, industrial, and institutional district sections of the zoning ordinance.

	B3-3				
	Bldg Sq Ft	Com Sq Ft	# of DU	DU Sq Ft	Impacts of Downzo
0	7,500	1,500	3	2,000	Dwelling unit sizes limiting the total nu
0	15,000	2,500	8	1,563	more dwelling unit
0	30,000	5,000	16	1,563	be nearly 13% (34
8	9,375	1,875	4	1,875	Dwelling unit sizes
3	18,750	3,125	10	1,563	buildings will overc
3	37,500	6,250	20	1,563	buildings in B3-2. in B3-2 buildings.
3	11,250	2,250	5	1,800	Dwelling units in th
0	22,500	3,750	12	1,563	B3-3 District. There B3-2 compared to
0	45,000	7,500	25	1,500	space in B3-2 build
6	13,500	2,700	6	1,800	On average, dwell
0	27,000	4,500	15	1,500	dwelling units in B3
0	54,000	9,000	30	1,500	2 than in B3-3. The B3-2 buildings, still
8	18,750	3,750	8	1,875	Dwelling units in th
3	37,500	6,250	20	1,563	B3-3 as the lot dep will still have an av
3	75,000	12,500	35	1,563	there will be 13% (enough space for c

B3-2
Ground Floor **Retail** with **Residential** above

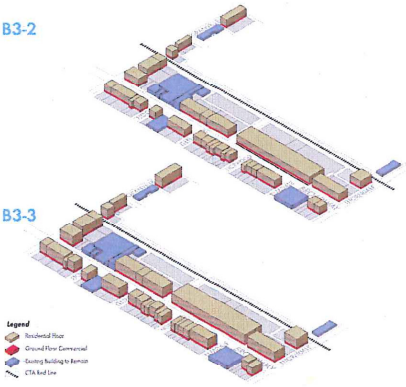


B3-3
Ground Floor **Retail** with **Residential** above



B3-2

B3-3



Harwood Heights, IL

New Zoning Ordinance

Houseal Lavigne Associates was contracted to complete a Land Use and Airport Compatibility Plan for the Village of Harwood Heights. In the 40 years since adoption of the previous Comprehensive Plane, use of nearby O'Hare Airport has grown substantially and the surrounding land uses have changed dramatically. In addition, the previous Comprehensive Plan does not integrate noise contours with its land use planning, and is in most respects disconnected from the Airport. The goals of the recently adopted Land Use Plan and Airport Compatibility Plan is to mitigate future land use conflicts, remediate existing conflicts and leverage opportunities for economic growth, ensuring future prosperity and a high quality of life for Village residents. As a critical component of the planning process, Houseal Lavigne Associates also created an entirely new zoning ordinance to ensure that desired land use and development was being promoted in a strategic manner. As a largely built out community with well-established neighborhoods and commercial areas, updated standards regarding issues such as parking, landscaping, and accessory structures, were needed to preserve the existing character while modernizing outmoded development standards. Houseal Lavigne Associates now provides the Village of Harwood Heights with retainer services and is in the process of assisting the Village with amending its zoning map to reflect the recommendations of the Land Use Plan and updated zoning ordinance.

Marion, IA

New Zoning Ordinance

After completing the City's Comprehensive Plan, **Houseal Lavigne Associates** was retained to develop an entirely new zoning ordinance to reflect the recommendations of the plan. The update to the Marion, Iowa Comprehensive Plan came approximately ten years after the last adopted plan and had the goal of defining growth boundaries and planning for a projected increase in population. Houseal Lavigne Associates led a process that included extensive citizen involvement, visioning, development of a growth strategy, brownfield site redevelopment recommendations, and detailed subarea plans for the City's distinct neighborhoods. The Plan prioritized "place-making" to ensure Historic Uptown and the City's neighborhoods were attractive and inviting, creating an enhanced quality of life and community character for all areas. The key issues addressed in the update to the City's zoning ordinance included a new sign ordinance that enhances the appearance of the commercial areas, residential areas guidelines to improve the quality of housing with both new and established neighborhoods, and landscaping regulations that promote the greening of new development and public rights-of-way. A new overlay district for the Uptown area and related 7th Street corridor was also incorporated into zoning regulations regarding signage, landscaping, height and bulk standards, and setback regulations.

River Forest, IL

Zoning Ordinance Update

Houseal Lavigne Associates has worked over the past few years on several zoning related assignments within the Village of River Forest. Most recently, we have assisted the Village with major amendments to the Single-Family Residential Districts. The purpose of the study was to establish residential zoning standards that: (1) Provide for more creativity and flexibility in the design of homes; (2) Encourage the rehabilitation and expansion of existing homes rather than the demolition and replacement of existing homes; and (3) Encourage new construction and additions that are respectful of and more in character with the established River Forest neighborhoods. Working with an Ad Hoc Committee comprised of six area architects, two Plan Commission members, and two Zoning Board of Appeals members, we developed new zoning standards addressing floor area ratio, height, setbacks, garage location and articulation, "canyon effect", basements, and more. Over the years we have also assisted with amendments to other sections of the code for commercial uses and standards of general applicability.

Village of Hinsdale, Illinois

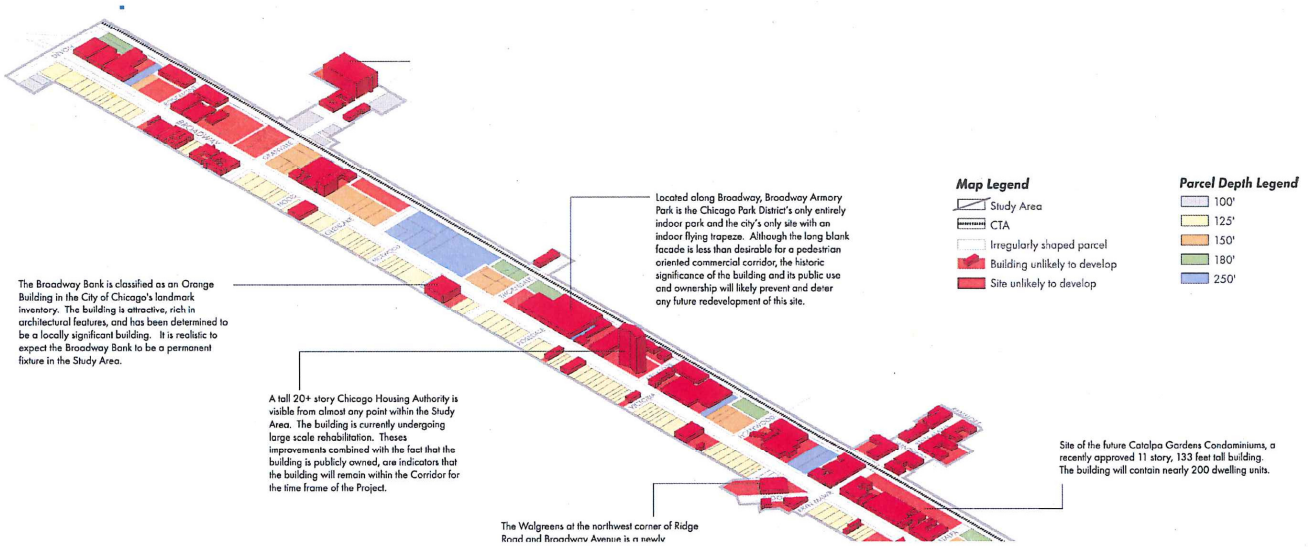
Ogden Avenue Corridor Plan

As the Village's prominent gateway and economic engine, the Ogden Avenue Corridor was not reflective of the character and quality of the Hinsdale community. Further, the Corridor was suffering from "dated" development insufficient to accommodate contemporary tenant requirements. The Ogden Avenue Corridor Plan, prepared by **Houseal Lavigne Associates,** created two distinct overlay districts as a foundation for the development of form-based zoning; established design and development guidelines to ensure the appropriate character and quality of new development; and identified strategies to improve the safety, mobility, and appearance of the Corridor. Development visualization and 3D modeling was used to assess the potential built form of new development and targeted gateway improvements were identified and located to "announce" arrival into the Hinsdale community.

Chicago, IL

Broadway Avenue Zoning & Market Analysis

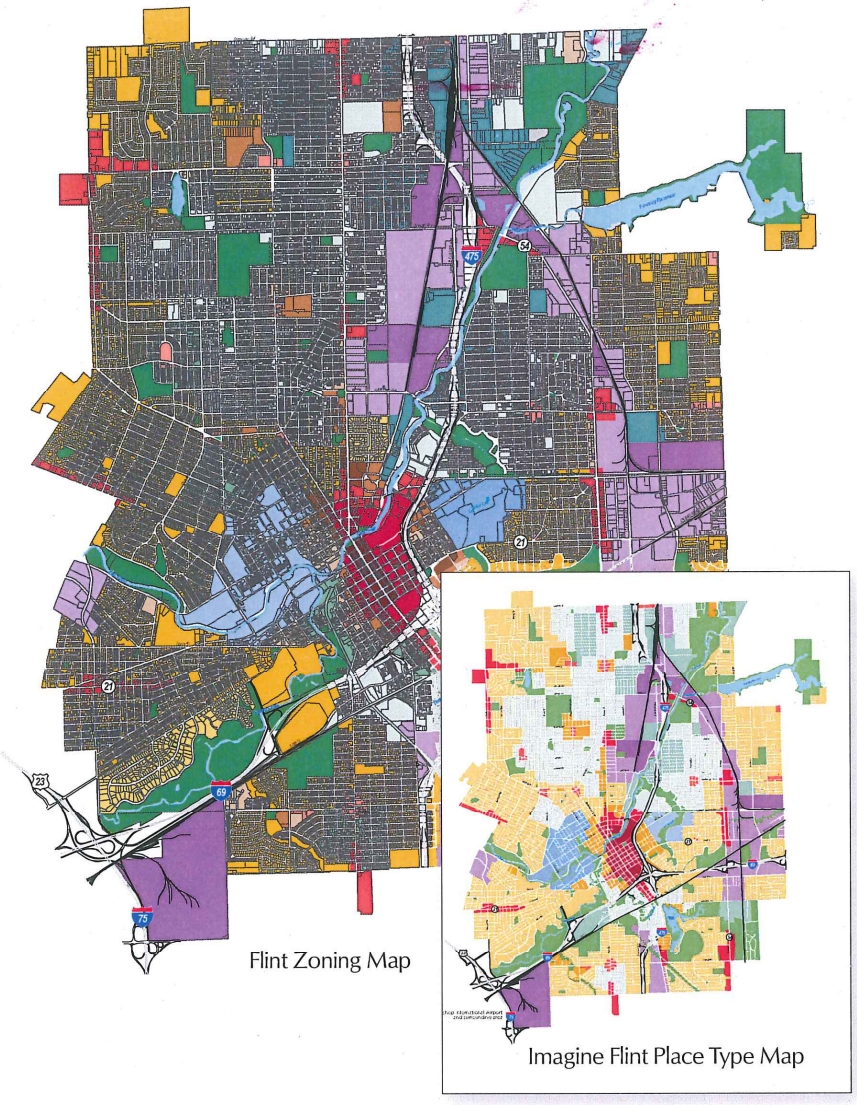
The City of Chicago's new zoning reform resulted in a neighborhood split over the most appropriate zoning of Broadway Avenue, between Foster Avenue and Devon Avenue. **Houseal Lavigne Associates**, working with Loyola University and the City of Chicago, undertook a comprehensive analysis of the impacts of downzoning the corridor from B3-3 to B3-2 and provided a visual model of how the corridor would look under each zoning district. The final report provided the downzoning impacts on retail space, residential dwelling units, parking, and the corridor's overall visual appearance.



City of Flint, Michigan
Flint Zoning Code

Flint, MI is a community in transition. Once an industrial leader in the auto industry, the City now has vast tracts of brownfields, disinvested and vacant neighborhoods, and empty commercial districts. It also has a thriving traditional downtown, nationally recognized cultural campus, and historic residential, commercial, industrial, and institutional architecture. Building upon the Imagine Flint Master Plan, the City is in the process of developing a new zoning code that will support the transformation and preservation of the community.

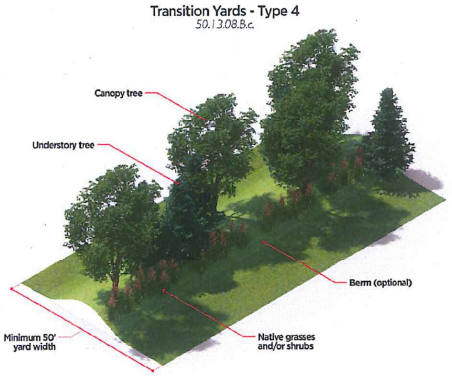
Houseal Lavigne Associates was retained to develop both the Flint Master Plan and new zoning code. The code integrates a variety of zoning approaches depending on priorities in different portions of the community. Historic areas utilize form-based regulations to preserve their character. Neighborhood regulations will allow for local food production, native plantings and ecosystems, and centralized stormwater management. Large brownfields, under the new Green Innovation zoning district, will be the testing ground for commercial energy production, materials recycling, and other emerging sustainable practices.

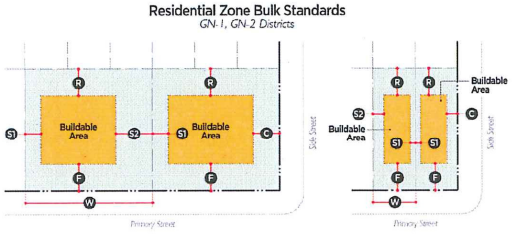


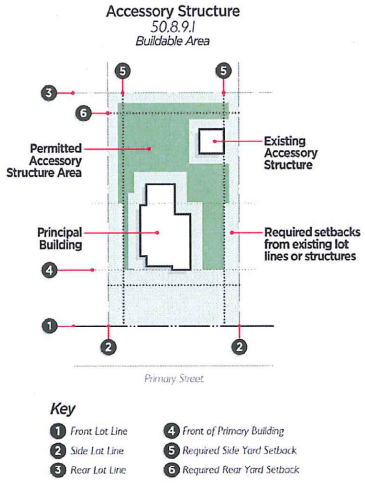
Flint Zoning Map

Imagine Flint Place Type Map









Statewide Representation

Holland & Knight's Illinois Land Use and Government Team represents numerous entities statewide, including the following:

Municipalities

- Arlington Heights
- Bartlett
- Carpentersville
- Crystal Lake
- Des Plaines
- Downers Grove
- Galesburg
- Glencoe
- Gurnee
- Highland Park
- Kenilworth
- La Grange
- Lake Bluff
- Lemont
- Lincolnwood
- Morton Grove
- Mundelein
- Northbrook
- Palos Park
- Park Ridge
- Skokie
- Wilmette
- Winnetka

State of Illinois

- Illinois Board of Higher Education
- Illinois Commerce Commission
- Illinois Department of Central Management Services
- Illinois Department of Revenue
- Illinois Department of Transportation
- Illinois Division of Insurance
- Illinois Emergency Management Agency
- Illinois Finance Authority
- Illinois Historic Preservation Agency
- Illinois State Board of Education
- Illinois State Police
- Illinois State Toll Highway Authority

Counties and Other Local Agencies

- Chicago Metropolitan Agency for Planning
- Illinois Medical District
- Kenilworth Park District
- Lake County
- Lake County Forest Preserve District
- Lake County Public Building Commission
- Northbrook Rural Fire Protection District
- McHenry County Public Building Commission
- Park District of Oak Park
- St. Clair County Public Building Commission

SECTION 3
APPROACH

SECTION 3
APPROACH

This section includes a description of our approach to the Bloomington Zoning Ordinance Update and a general scope of work that will be undertaken to complete the assignment. Over the past decade, Houseal Lavigne Associates has become a nationally-recognized expert in zoning, having directed zoning ordinance updates throughout the Chicago region, Midwest, and across the country. Our staff has authored several issues of the American Planning Association's Zoning Practice publication, and has given several presentations to municipal and consultant professionals through local, state, and national conferences and webinars. This experience has helped shape a unique approach that will maximize the likelihood that the Comprehensive Plan's vision for Bloomington becomes a reality. This approach is reflective of the following principles.

Alignment with Bring It On Bloomington!

Bring It On Bloomington! establishes a vision for the community to be attained over the next two decades. As the City's official Comprehensive Plan, this document is the official policy guide that should serve as the basis for zoning entitlements and amendments. The Plan recognizes the distinct character of individual neighborhoods, which sets the stage for residential district standards. It describes objectives related to economic development, which can be achieved through commercial standards and well-crafted administrative procedures. The Plan articulates policies related to the preservation of natural areas in emerging development areas, which can be addressed through general environmental protection standards applicable to all zoning districts. It describes the importance of Historic Route 66, which is an important focus of develop regulations in order to preserve a unique local asset. The Comprehensive Plan process provided the opportunity for the community to discuss and endorse these concepts, and the new zoning ordinance should as directly as possible translate these concepts into a sound regulatory framework.

Preserving priority places

Several parts of Bloomington are rich in character and history, and the community has expressed an interest – through either formal municipal policy or previous actions – in preserving these places. For example, a form-based code has been explored for Downtown Bloomington, but has not been implemented due to a lack of understanding or comfort of its benefits. At the same time, some recent development in the edges of Downtown are "suburban" in character, which begins to erode the historic identity that the community is hoping to preserve. The City's S-4 Historic Preservation Overlay, enables property owners to access funding for property upkeep. However, few property owners have sought this designation. The new zoning ordinance must provide the tools necessary to support historic preservation through effective regulation. This includes determining the right zoning approach in different parts of Bloomington and preparing informational materials and presentations that demonstrate the benefits and intended outcome of a given approach. Our team has used this approach in past experience in order to build support for new regulations and streamline the adoption process.

A modern zoning code for Bloomington

One key objective is this assignment is to create a "modern" code for the City of Bloomington. To do so, we will help the City answer several important questions: How will users interact with the code? What emerging trends in development must we consider? What aspects of the current code are no longer applicable? The new code must be as user-friendly as possible. This will include creating a logical structure and organization, integrating graphics wherever necessary, and considering how the code is viewed on-line by potential investors throughout the United States. It will also include modernized definitions, use standards, and tables that clearly articulate the intent of a regulation or development concept. In terms of emerging trends in development, the code should address sustainable practices such as local solar or wind energy production, urban agriculture, stormwater management, and plant resiliency and diversity. It should also address the impacts of "craft" industries and uses, especially those that take place in or adjacent to residential districts. As regulations are added to address these issues, others can that are obsolete can be removed. For example, "telegraph message centers" is included in the current table of permitted uses by district. Our process will include a comprehensive audit of the current code to remove references to obsolete uses or development characteristics.

What is the right zoning approach for Bloomington?

The RFP describes the need to assess the current GAP neighborhood regulations, review Traditional Neighborhoods section of the ordinance, and consider the appropriateness of a form-based approach for the Downtown area. Our team has a wealth of experience in helping communities answer these questions. Ultimately, the answers comes down to two fundamental questions; 1) what is the intent of development in these portions of the community, and 2) what zoning approach is best suited to achieve the intended outcome? Too often, communities have a preconceived idea about what zoning approach is best, which often leads to a mismatch during code implementation. We will ask important questions to help local stakeholders identify the specific intended outcomes and determine the best course of action from a zoning perspective. This could include a form-based approach, but will likely include a combination of traditional, form-based, performance-based, or other zoning approaches.

Addressing areas in transition

Bloomington is experiencing transition in many areas. In some older neighborhoods, large, historic single-family homes are being converted into apartments. This imposes new impacts on the neighborhood in terms of parking, trash storage, satellite dishes, and more. It also often coincides with a lower level of maintenance and property management by landlords who may not recognize the value of the area. The west side has specific needs in terms of access to healthy food and groceries. The new zoning ordinance should be a tool to remove as many barriers as appropriate to support the development of critical neighborhood uses. Near the downtown, there are several blocks that could be more intensely developed in order to support downtown commerce and revitalize neighborhoods. Creative uses like live-work units, artist studios and galleries, and "craft" commerce can increase the level of vitality and investment in these areas.

Competitive standards and procedures

Often, communities will adopt a plan with a clear vision, only to "pull the reins back" on the zoning ordinance needed to achieve their objectives. A common rationale for this is that stakeholders often feel that such regulations will drive development elsewhere. We are sensitive to this and understand that economic and community development is a competitive venture. However, our experience also shows that a properly drafted zoning ordinance can remove unnecessary barriers to investment, offsetting the requirements related to design. In this way, the zoning ordinance offers an opportunity to make good development easy. Our team will focus on the overall usability and "friendliness" of the ordinance, from its clarity to the efficiency of review and approval procedures. This will maximize the likelihood of continued investment that leads to desirable development.

Graphic approach

Houseal Lavigne Associates is recognized as the national leader throughout the planning and zoning community for our graphic approach to engagement and document design. During the process, this approach helps us illustrate issues or potential approaches, which is a key component to educating the community about zoning. Zoning ordinances we've developed for other communities include engaging and clear graphics that demonstrate the intended outcome of development and minimize the likelihood of inconsistent interpretation.

Scope of Work

Below is a general Scope of Work for completing the Bloomington Zoning Ordinance Update. The Scope of Work contains several steps, including staff meetings, public workshops, "best practices" research and applicability assessment, Planning Commission workshops and meetings, public hearings, and more. The primary object is to provide Bloomington with a contemporary, up-to-date, responsive, and easy to use zoning and subdivision regulations that are consistent with and support the recommendations, goals, objectives, and policies established in the Comprehensive Plan. If selected, we will work with City staff to modify the scope of work to accommodate specific local issues or considerations.

Task 1: Project Initiation and Outreach

Task 1 represents the kick-off of the project and is designed to provide City staff and the consultant team with opportunities to set project expectations and protocols, convey issues and concerns with the existing code, and engage those who administer and are impacted by the code. Sub-tasks relate to initial data procurement, overall project planning, initiating comprehensive public outreach, and more. Sub-tasks include:

- 1a: Project Initiation – Staff Meeting & Review of Preliminarily Issues
- 1b: Planning Commission Workshop
- 1c: Residential Areas Zoning Workshop
- 1d: Commercial and Industrial Areas Zoning Workshop

Task 2: Technical Analysis & Best Practices

Task 2 includes a full assessment of the current code, as well as the development of a conceptual approach to ensure that the new code addresses local issues and meets statutory requirements. This task will provide the foundation for a new zoning code that builds upon the viable portions of the current code, the community's new vision as established in the Comprehensive Plan, and best practices from throughout the United States that can be appropriately translated to Bloomington. Sub-tasks include:

- 2a: Assessment of Existing Subdivision and Zoning Ordinances
- 2b: "Best Practices" Research and Assessment
- 2c: Conformity Analysis for Existing Development and Current Code
- 2d: Form-based Code Applicability Analysis
- 2e: City Staff Working Session
- 2f: Zoning Diagnostic Report and Conceptual Framework
- 2g: Planning Commission Workshop
- 3g: City Council Update of Conceptual Approach

Task 3: Draft District Standards and Concepts

Task 3 includes the development of draft zoning language for various districts. During this task, we anticipate regular contact with City staff to review incremental recommendations and technical language. The Planning Commission will be engaged at key points to provide input regarding general district regulations, then other regulations that complement the functionality and character of various districts. This task will include the creation of preliminary graphics necessary to illustrate district standards, and result in the development of a refined district structure and preliminary zoning map reflecting the intent of the Comprehensive Plan recommendation related to future land use, operational characteristics, and built form. Sub-tasks include:

- 3a: Draft Residential District Standards
- 3b: Draft Commercial and Industrial District Standards
- 3c: Draft Downtown District Standards
- 3d. Proposed Zoning Districts Map
- 3e: Staff Review Meeting
- 3f: Planning Commission Workshop

Task 4: General Development Standards

Task 4 includes the drafting of sections of the code not specifically related to district regulations, such as general site development standards, specific use regulations, parking capacity, design and location standards, and landscaping standards. Each subtask below will include the creation of relevant graphics to illustrate regulatory concepts or standards. Sub-tasks include:

- 4a: Draft Standards of General Applicability and Specific Use Standards
- 4b: Draft Parking Standards
- 4c: Draft Landscaping Standards
- 4d: Staff Review Meeting
- 4e: Planning Commission Meeting
- 4f: City Council Update of Regulatory Concepts

Task 5: Administrative Standards

Task 5 includes the drafting of sections of the code related to administrative processes and support materials. Often overlooked in zoning updates, this sections will seek to maximize the efficiency of zoning review so that quality development is permitted to occur more easily in Bloomington, include a comprehensive review and update to non-conformity and planned unit development regulations. This task also includes the drafting of definitions that will support regulatory concepts and minimize the likelihood of inconsistent interpretation of regulations. Additionally, any relevant graphics will be created to illustrate procedural steps or concepts that could otherwise be subject to interpretation. Sub-tasks include:

- 5a: Draft Administrative Bodies and Procedures
- 5b: Draft Planned Unit Development Standards
- 5c: Draft Non-conformity Standards
- 5d: Draft Definitions
- 5e: Staff Review Meeting
- 5f: Planning Commission Meeting

Task 6: Draft and Final Zoning Ordinance

Task 6 includes the delivery of the Draft Zoning Ordinance, review and revisions to the draft ordinance, and presentation and adoption of the final ordinance. It also includes the creation of any additional graphics necessary based on staff and Planning Commission review of the draft ordinance. Sub-tasks include:

- 6a: Draft Zoning Ordinance
- 6b: Staff Review and Meeting
- 6c: Planning Commission Workshop
- 6d: Revised Zoning Ordinance & Final Legal Review
- 6e: Public Hearing
- 6f: City Council Presentation and Adoption

SECTION 4
PRICE FORM

PROPOSAL FORM

RFP #2017-06

Consulting Services
for the Comprehensive Amendment to the Zoning Ordinance

The proposer agrees to contract with the City of Bloomington to provide all necessary services, labor, supervision, documents and any other means to do all the work and furnish all the materials specified in the proposal in the manner and time therein as set forth by the proposer and that the proposer will take in full payment the amount set forth hereon. The cost of all labor, material and equipment necessary for the completion of the proposed work, even though not shown or specified, shall be included in the total price for the various items shown herein.

We further agree to complete all of the above work in a complete, neat, and workmanlike manner. The proposer certifies by signature below that it has not been barred from contracting with a unit of State or Local government in the State of Illinois as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.

Not to Exceed Cost $ $125,000

Houseal Lavigne Associates
Name of Company

Authorized Signature

188 W. Randolph, Suite 200	Chicago	IL	60601
Address	City	State	Zip

(312) 372-1008
Telephone Number

(312) 827-9593
Fax Number

jhouseal@hlplanning.com
Email Address

5/13/16
Date

SECTION 5
PROPOSAL PACKET

REFERENCES:

Five (5) references are **required** with your proposal. The references shall be from three different sources where you have provided the minimum specifications as required in this proposal. Offeror may use the City of Bloomington as one reference if the Offeror has provided this equipment or service to the City since January 1, 2010

(1.) Company Name: City of Flint

Company address: 1101 S. Saginaw Street

City: Flint State: MI Zip: 48502

Company Contact Name or Department: Kevin Schronce

Company Contact Telephone: (810) 766-7346 Fax:

Company Contact e-mail address: kschronce@cityofflint.com

(2.) Company Name: Village of Richton Park

Company address: 4455 Sauk Trail

City: Richton Park State: IL Zip: 60471

Company Contact Name or Department: Regan Stockstell

Company Contact Telephone: (708) 481-5086 Fax: (708) 481-9315

Company Contact e-mail address: sbaker@richtonpark.org

(3.) Company Name: Village of Northfield

Company address: 361 Happ Road

City: Northfield State: IL Zip: 60093

Company Contact Name or Department: Steve Gutierrez

Company Contact Telephone: (847) 446-9200 X 3550 Fax: (847) 446-4670

Company Contact e-mail address: sgutierrez@northfieldil.org

(4.) Company Name: Village of Oak Brook

Company address: 1200 Oak Brook Road

City: Oak Brook State: IL Zip: 60523

Company Contact Name or Department: Robert Kallien

Company Contact Telephone: (630) 368-5104 Fax: (630) 368-5045

Company Contact e-mail address: rkallien@oak-brook.org

(5.) Company Name: City of Marion

Company address: 1225 6th Avenue Suite 210

City: Marion State: IA Zip: 52302

Company Contact Name or Department: Thomas Treharne

Company Contact Telephone: (319) 743-6320 Fax:

Company Contact e-mail address: ttreharne@cityofmarion.org

CONTRACTOR COMPLIANCE WITH PUBLIC ACT 85-1295:

The offeror certifies by signing this statement that this Proposal is made without prior understanding, agreement or accord with any other person submitting a Proposal for the same product or service and that this Proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Furthermore, the firm certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages. The offeror also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

John Houseal 5/13/2016 _____

Print Name & Date Authorized Signature

Houseal Lavigne Associates

Company Name

INSURANCE:

Offerors providing a service or installing equipment on or about City property shall provide to the City Clerk evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on City property. The offeror guarantees to save the City, its agents or employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the offeror is not the patentee, assignee, or licensee.

Furthermore, the offeror hereby agrees to save and hold harmless and indemnify the City from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the Offeror, its employees, agents or sub-offerors. This agreement extends to all claims, of any nature, whether made by the Offeror's employees or third parties.

John Houseal 5/13/2016 _____

Print Name & Date Authorized Signature

Houseal Lavigne Associates

Company Name

LOCAL PREFERENCE PURCHASING POLICY CERTIFICATION

The City of Bloomington has adopted a local preference purchasing policy. Under the terms of the policy local contractors and vendors may be granted a pre-determined preference in competitive bidding situations. Bids from qualified local bidders may receive the following adjustment to the submitted bid:

1. 5% up to a maximum of $2,500 on bids of $10,000 up to $50,000;
2. 4% up to a maximum of $10,000 on bids of up to $250,000;
3. 3% up to a maximum of $30,000 on bids of up to $1,000,000; and
4. $50,000 on bids of over $1,000,000.

For purposes of comparison and consideration in awarding contracts the preferential discount will be applied to the low bid of all qualified local bidders when determining the lowest responsible bid. The City Council reserves the right to waive or amend the local preference purchasing policy in connection with any bid, when it deems it in the best interest of the citizens of Bloomington.

A Local Bidder is defined as any business that meets all of the following criteria:

1. The business has established and maintained a physical presence within the County of McLean, via the ownership or lease of a building or a portion of a building for a period of not less than 12 consecutive months; and
2. The business employs a minimum of two full time employees at the McLean County location and those employees spend the majority of their work day and work week at the McLean County location; and
3. The business is legally authorized to conduct business within the State of Illinois and the County of McLean.

The undersigned hereby certifies to the City of Bloomington that it is a Local Bidder as defined above and qualifies for the Local Bidder Preference pursuant to the City of Bloomington Local Preference Purchasing Policy.

_____ _____

Print Name & Date Authorized Signature

_____

Company Name

Does not apply to Houseal Lavigne Associates

GIFT BAN ACT:

I certify that Houseal Lavigne Associates (print company name), its officers, employees and agents, have not made any gifts to officers or employees of the City of Bloomington in violation of Illinois Compiled Statutes, 5 ILCS 430/Article 10, State Officers and Employees Ethics Act (commonly known as the "Gift Ban Act"). The Act is available online at: http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=000504300HArt%2E+10&ActID=2529&ChapterID=2&SeqStart=1700000&SeqEnd=2200000 under.

I further certify that as an Offeror, I have not violated the Bloomington City Code Chapter 2, Administration; Article I, Section 8: Officers and Employees Generally: Section 8a Prohibition on the Solicitation and Acceptance of Gifts; and 8b State Officials and Employees Ethics Act. This section of the Bloomington City Code is available online at http://www.cityblm.org/code.asp?show=section&id=3450.

John Houseal 5/13/2016
Print Name & Date

Authorized Signature

EQUAL OPPORTUNITY GUIDELINES:

The City requires all contractors and offerors doing business with the City not to discriminate against anyone on the basis of race, age, color, religion, gender, sexual orientation, ancestry, national origin, and non job-related disabilities. This program was approved by the City Council on May 27, 1974. In accordance with this program the City shall require that the offeror or contractor be familiar and comply in every respect with the provisions of this program. Information regarding the program may be obtained by contacting the Human Relations Department 309/434-2218.

ACORD® CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/16/2016

PRODUCER
ROBERT A SORENSEN, CLU, AGENT
300 S COUNTY FARM RD UNIT D
WHEATON, IL 60187

THIS CERTIFICATE IS ISSUED AS MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
HOUSEAL LAVIGNE ASSOCIATES, LLC
188 W RANDOLPH ST SUITE 200
CHICAGO, IL 60601-2901

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: State Farm Fire and Casualty Company 25143	25143
INSURER B: State Farm Mutual Auto Insurance Company 25178	25178
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY	93-C3-P591-8	09/01/2015	09/01/2016	EACH OCCURRENCE	$ 3,000,000
		X COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
		CLAIMS MADE OCCUR				MED EXP (Any one person)	$ 5,000
		X VALUABLE PAPERS				PERSONAL & ADV INJURY	$ 3,000,000
		10,000				GENERAL AGGREGATE	$ 6,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	$ 6,000,000
		POLICY PRO-JECT LOC					
B	X	AUTOMOBILE LIABILITY	464 3243-C23-13	03/23/2016	09/23/2016	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
		ANY AUTO	599 2031-F01-13	12/01/2015	06/01/2016		
		X ALL OWNED AUTOS	464 3244-C23-13N	03/23/2016	09/23/2016	BODILY INJURY (Per person)	$
		SCHEDULED AUTOS					
	X	X HIRED AUTOS				BODILY INJURY (Per accident)	$
	X	X NON-OWNED AUTOS					
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY – EA ACCIDENT	$
		ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
A	X	EXCESS/UMBRELLA LIABILITY	93-BT-V535-8	09/01/2015	09/01/2016	EACH OCCURRENCE	$ 2,000,000
		X OCCUR CLAIMS MADE				AGGREGATE	$ 2,000,000
							$
		DEDUCTIBLE					$
		RETENTION $					$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	93-EG-B588-8	09/01/2015	09/01/2016	X WC STATU-TORY LIMITS OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$ 1,000,000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	$ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
ABONMARCHE CONSULTANTS AS ADDITIONAL INSURED ON A PRIMARY/NONCONTRIBUTORY BASIS.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _ _ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
"R Macanta Cantu LSAY"

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CITY OF BLOOMINGTON
COMMUNITY RELATIONS DIVISION

City of Bloomington
Community Relations Division
109 E. Olive Street
Bloomington, IL 61701

(309) 434-2215 **(309) 434-2831 (Fax)**

Failure to properly complete this form prior to the execution of a contract with the City of Bloomington, or within 7 days after a request for submission of this report, will result in it being returned unprocessed thereby resulting in a delay or denial of eligibility to bid or do business with the City of Bloomington.

Section I. Identification

1. Company Name and Address:

   Name: Houseal Lavigne Associates

   D/b/a: _____

   Address: 188 W. Randolph, Suite 200

   City/State/Zip: Chicago, IL 60601

   Telephone Number(s) Area Code: (312) 372-1008

Check one of the following:

Corporation	Partnership	Individual Proprietorship	Limited Liability Corp.

2. Name and Address of the Company's Principal Office (answer only if not the same as above).

   Name: _____

   Address: _____

   City/State/Zip: _____

3. Major activity of your company (product or service):
   Planning Services

Section II. Policies and Practices

Description of EEO Policies and Practices

A. Is it the Company's policy to recruit, hire, train, upgrade, and discipline persons without regard to race, sex, color, religion, national origin, age, mental and/or physical disability, and sexual orientation?

YES X NO _____

B. Has someone been assigned to develop procedures, which will assure that the EO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the charged with this responsibility.
Name: Devin Lavigne
Title: Principal
Telephone: (312) 372-1008 ext. 102

C. Has the Company developed a written Equal Opportunity Plan? **Note: A copy of the Equal Opportunity Plan must be submitted with this form in order to be considered eligible to do business with the /city of Bloomington.** If you would need technical assistance in developing your plan, please contact the Community Relations Office at: (309) 434-2215.

YES X NO _____

D. Has the Company developed a written policy statement prohibiting Sexual Harassment? Please attach a copy of the policy statement.

YES X NO _____

E. Have all recruitment sources been notified that the Company will consider all qualified applicants without regard to race, color, age, sex, national origin, religion, mental and/or physical disability, or sexual orientation?

YES X NO _____

F. If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, age, sex, national origin, religion, mental and/or physical disability, or sexual orientation?

YES X NO _____

G. Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontractors or purchase orders?

YES X NO _____

H. Is the Company a state certified minority/female owned business? If yes, please attach a copy of the state certification.

YES _____ NO X

I. Does the Company have collective bargaining agreements with labor organizations?

YES _____ NO X

J. Has the labor organization been notified of the Company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts by the City of Bloomington?

YES _____ NO X

Section III. Employment Information

A. Please complete the company workforce analysis form on the bottom of this page. Use the number of employees as of the most recent payroll period. Be sure to complete all applicable columns.

B. Job Classifications (See descriptions attached)

C. Identify the geographical area(s) from which the company may reasonably recruit employees (use city, county, SMSA, or distance in miles from your company location.

Chicago-Naperville-Elgin, IL-IN-WI Metropolitan Statistical Area

D. If minorities and women are currently under-utilized in your workforce, please attach a copy of an explanation for your plan to recruit and hire minorities and women.

Section IV. Certification

The Company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief. The Company also agrees that it will comply and abide by the City of Bloomington's Contract Compliance Ordinance and the City of Bloomington Human Relations Ordinance.

	John Houseal, Principal	(312) 372-1008 ext. 101	5/13/16
Signature:	**Print Name & Title**	**Telephone Number**	**Date**

CITY OF BLOOMINGTON
COMMUNITY RELATIONS DIVISION

CONTRACT COMPLIANCE
WORKFORCE ANALYSIS

Job Categories	**Overall Totals**		**White**(Not Of Hispanic origin)		**Black of African American** (Not of Hispanic Origin)		**Hispanic of Latino**		**Asian of Pacific Islander**		**American Indian or Alaskan Native**	
	M	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Officials & Managers	3		3									
Professionals	7	3	6	1				1	1	1		
Technicians												
Office & Clerical		1		1								
Craft Workers (skilled)												
Operatives (semi-skilled)												
Laborers (unskilled)												
Service Workers												
TOTAL	10	4										

M= Male, Column B is sum of rows D, F, H, J, and L

F= Female, Column C is sum of Rows E, G, I, K, and M

Date of above: May 13, 2016

Name of person that compiled the above data: Danielle Ross

HOUSEAL LAVIGNE ASSOCIATES, LLC

AFFIRMATIVE ACTION PROGRAM FOR EQUAL EMPLOYMENT OPPORTUNITY

(Adopted at the firm's establishment, November 3, 2004)

Houseal Lavigne Associates, LLC is an equal opportunity employer and actively maintains an Affirmative Action Program to implement this policy. It is the policy of the firm to provide equal employment opportunity to all persons without regard to race, color, sex, religion, age, physical handicap, or national origin, or ancestry. A specific plan to improve the representation of all aspects of society within the technical, consulting and management staffs to be implemented, enforced, and revised when necessary. This document outlines our practices and defines procedures for continued expansion of the philosophy of the firm a personnel system of opportunity based on merit for all present and potential employees.

As evidence that the matter of equal employment opportunities is recognized to be of the highest priority, the president of the firm has designated two members of the Board of Directors to comprise the Equal Opportunity Committee to assure Affirmative Action for Equal Employment Opportunities for Houseal Lavigne Associates, LLC Members of this committee are John A. Houseal and Devin J. Lavigne. Devin J. Lavigne has been designated as the firm's Equal Employment Opportunities Officer.

Present Procedures and Practices

Houseal Lavigne Associates, LLC enforces the following procedures in compliance with equal opportunity laws. Ongoing programs include, but are not limited to:

1. Contacts will be maintained with agencies specializing in the referral of minority group individuals for employment.

2. Special emphasis is placed on recruiting minority group individuals and women in high level positions within the firm, including the job categories of Managers, Professionals, and Technicians.

3. Significant attention is to be given to employment of highly-qualified, highly-skilled minority persons and women for the support staff in order to increase their representation, through promotion, to supervisory/management level positions.

4. Standard practice of the firm will be to open post job listings for staff openings.

5. Initial consideration will be giving to filling all positions created by attrition or expansion through upgrading and/or promoting any qualified minority or female employee. If no appropriate candidates are available from this source, every attempt is made to fill the opening from qualified minority and female job applicants.

6. Each recruitment advertisement in newspapers and professional journals will include the phrase "An Equal Opportunity Employer--Female/Male." Recruitment advertisements will be placed only in newspapers with circulation to minority group leadership.

7. Firms which provide occasional temporary staff will be notified in writing and in person of the desire to have minority group individuals assigned.

8. Employees are able to take time off without loss of employment to respond to family responsibilities related to child care or maternity. Maternity leaves of absence are treated as other health-related leaves. In respect to employment, women will be permitted to continue working during final stages of pregnancy. There are no restrictions against the hiring of pregnant women.

9. HOUSEAL LAVIGNE ASSOCIATES regularly purchases supplies from minority-group owned firms. In addition, when subcontracting professional consulting assignments, minority-owned firms or consulting firms with strong equal opportunity records will be retained.

Recruitment Problems and Actions for Improvements

The Affirmative Action for Equal Employment Opportunity Program of Houseal Lavigne Associates, LLC represents progress within professional fields that have been traditionally devoid of equality of opportunity. It is the policy of HOUSEAL LAVIGNE ASSOCIATES to encourage and to support programs within independent professional organizations, educational institutions, and public agencies which correct the present lack of minority-group professionals.

The firm recognizes the importance of communicating its affirmative action program to current staff members. Accordingly, the EEO Officer will convene meetings annually, or more often if requested, with all women and minority-group employees to discuss equal employment opportunities issues.

All managers and supervisors will be counseled regularly on the firm's AAEEL policy and its impact on their roles and responsibilities. At the time of salary reviews for managers and supervisors, an important element in the review process is an evaluation of his or her impact on the success of our EEO program.

The following grievance procedures and sanctions appear on all HOUSEAL LAVIGNE ASSOCIATES office bulletin boards:

Grievance Procedures Relating to Equal Employment Opportunities

Any staff member who feels that an action is occurring that is contrary to stated affirmative action policies is encouraged to bring the matter to the attention of the EEO Officer as promptly as possible.

No punitive action whatsoever will be taken against staff members because of their pursuing this procedure.

If, in the opinion of the informing individual, proper response is not forthcoming within a reasonable period of time, the issue should be directed, in writing, to the President of the firm.

Sanctions for Violation of the Affirmative Action Policy

It is the policy of the firm to assure that all staff members be treated with dignity, respect, and courtesy as well as with equal opportunities for job performance, training, and advancement, regardless of race, color, religion, age, sex or national origin.

If in the opinion of those officially responsible for implementation of the policy, the spirit of affirmative action has been violated, the person or persons involved will be contacted by the EEO Officer. Counseling will take place. If, after counseling and any additional measures implemented, the individual continues to violate the spirit of affirmative action, it will be considered grounds for termination.

Responsibility for matters rests with the EEO Officer, the EEO Committee of the Board of Directors, and the President of the firm.

HOUSEAL LAVIGNE ASSOCIATES, LLC

POLICY REGARDING SEXUAL HARASSMENT IN EMPLOYMENT

I. STATEMENT OF COMPANY POLICY

This company is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal. Sexual harassment could also subject this company and, in some cases, an individual to substantial civil penalties.

The company's policy on sexual harassment is part of its overall affirmative action efforts pursuant to state and federal laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability and gender. Specifically, sexual harassment is prohibited by the Civil Rights Act of 1964, as amended in 1991, and the Illinois Human Rights Act.

Each employee of this company bears the responsibility to refrain from sexual harassment in the workplace. No employee--male or female--should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of sexual harassment must be investigated in a prompt and effective manner.

All employees of this company, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this Policy and to abide by the requirements it establishes.

II. DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

> Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when
>
> (A) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
>
> (B) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
>
> (C) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the Civil Rights Act of 1964, as amended in 1991.

One example of sexual harassment is where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

* Verbal: sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside their presence, of a sexual nature.

* Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking," or "kissing" noises.

* Visual: posters, signs, pin-ups or slogans of a sexual nature.

* Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or "reasonable man," depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as "honey," "darling," and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."

"That's an attractive dress. It really looks good on you."

"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment depending on the perceptions and values of the person to whom it is directed. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

III. RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Each individual employee has the responsibility to refrain from sexual harassment in the workplace.

An individual employee who sexually harasses a fellow worker is, of course, liable for his or her individual conduct.

The harassing employee will be subject to disciplinary action up to and including discharge in accord with the company's disciplinary policy and the terms of any applicable collective bargaining agreement.

The company has designated Devin J Lavigne, Principal, to coordinate the company's sexual harassment policy compliance. Mr. Lavigne can be reached at ex-

tension 12. He is available to consult with employees regarding their obligations under this policy.

IV. RESPONSIBILITY OF SUPERVISORY EMPLOYEES

Each supervisor is responsible for maintaining the workplace free from sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct.

The courts have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a customer, contractor, sales representative, or repair person).

Liability is based either on an organization's responsibility to maintain a certain level of order and discipline, or on the supervisor acting as an agent of the organization. As such, supervisors must act quickly and responsibly not only to minimize their own liability but also that of the company.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint with seriousness, take prompt action to investigate it, report it, and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior that constitutes sexual harassment but does not want to make a formal complaint.

In addition, supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.

Supervisors in need of information regarding their obligations under this policy or procedures to follow upon receipt of a complaint of sexual harassment should contact Devin J. Lavigne.

V. PROCEDURES FOR FILING A COMPLAINT OF SEXUAL HARASSMENT

A. INTERNAL

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor, EEO Officer, and to the offending employee. It is not necessary for the sexual harassment to be directed at the person making the complaint.

Each incident of sexual harassment should be documented or recorded. A note should be made of the date, time, place, what was said or done, and by whom. The documentation may be augmented by written records such as letters, notes, memos, and telephone messages.

No one making a complaint of sexual harassment will be retaliated against even if a complaint made in good faith is not substantiated. Any witness to an incident of sexual harassment is also protected from retaliation.

The process for making a complaint about sexual harassment falls into several stages.

1. DIRECT COMMUNICATION. If there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

2. CONTACT SUPERVISORY PERSONNEL. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or the EEO Officer. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision of the EEO Officer.

3. FORMAL WRITTEN COMPLAINT. An employee may also report incidents of sexual harassment directly to the EEO Officer. The EEO Officer will counsel the reporting employee and be available to assist with filing a formal complaint. The Company will fully investigate the complaint, and will advise the complainant and the alleged harasser of the results of the investigation.

B. EXTERNAL

The Company hopes that any incident of sexual harassment can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 180 days of the incident of sexual harassment. A charge with EEOC must be filed within 300 days of the incident.

The Illinois Department of Human Rights may be contacted as follows:

CHICAGO	312-814-6200
CHICAGO TDD	312-263-1579
SPRINGFIELD	217-785-5100
SPRINGFIELD TDD	217-785-5125

The United States Equal Employment Opportunity Commission can be contacted as follows:

CHICAGO	312-353-2713
	800-669-3362
TDD	800-800-3302

An employee who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC may file a retaliation charge with either of these agencies. The charges must be filed within 180 (IDHR) or 300 (EEOC) days of the retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

VI. FALSE AND FRIVOLOUS COMPLAINTS.

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which can not be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

CITY OF Bloomington ILLINOIS

ADDENDUM NUMBER 1: May 6, 2016

RFP #2017-06

Consulting Services for the Comprehensive Amendment to the Zoning Ordinance

1. **Has a budget been identified for this project? Or at least a range?**
   Yes, see below.

2. **The RFP indicates that staff has already generated a preliminary list of topics and issues pertaining to the current zoning ordinance that will be included in the updated ordinance. Will you be sharing that with the consultants now to assist them to understand the scope of the project as they prepare their proposal?**
   Our list is largely technical and identifies certain conflicts, inconsistencies and clarifications needed. They are not policy oriented changes. It is a minor part of the scope which we will share at the point of contract.

3. **Do you envision that part of consultant's work will include coordination with the City Attorney?**
   Of course, but given the nature of the zoning ordinance, the consultant's ability to tap and recommend latest best practices from a legal perspective would be welcome.

4. **Is it anticipated that the Mitsubishi plant will be used for another industrial use? Or do you expect that the site will be rezoned for other uses?**
   Mitsubishi is not in the City of Bloomington, although a significant number of our residents and businesses are impacted by the closure.

5. **The RFP states that the ordinance should maintain the existing character of the residential neighborhoods and mentions the Traditional Neighborhoods section of the zoning ordinance. Are those regulations working well? Or do you expect that there will be substantial revisions to that section, in addition to the review of the FBC for the Gridley-Allen-Pickett neighborhood?**
   I would grade our regulations for the GAP neighborhood as a "C-" because the GAP form based code is misunderstood by everyone. Making amendments to the GAP FBC are also too complex at the moment. Traditional Neighborhood earns and "I" for incomplete as that element of or current ordinance goes unimplemented.

6. **What does the City anticipate the budget will be for this assignment?**
   It is not the City's practice to provide proposed project budgets.

7. **Is it possible that the seven month time-line could be extended several months in order to accommodate the public meeting schedule, the meetings with staff and the multiple tasks in the RFP?**
Our preference for time of completion remains as stated in the specifications. The City would entertain variances in the proposed schedule but there is no guarantee that any such variances will be accepted by the City.

Houseal Lavigne Associates
Firm

Authorized Signature

May 13, 2016
Date

PLEASE NOTE: Failure to return the signed addendum with your sealed RFP will result in disqualification from this RFP.

Misty Shafer
Procurement Specialist 05/06/2016

CITY OF BLOOMINGTON
CONTRACT WITH

FOR
ZONING ORDINANCE COMPREHENSIVE REVIEW

THIS AGREEMENT, dated this ____ day of August, 2016, is between the City of Bloomington (hereinafter "CITY") and (hereinafter "CONTRACTOR").

NOW THEREFORE, the parties agree as follows:

Section 1. **Recitals.** The recitals set forth above are incorporated into this Section 1 as if specifically stated herein.

Section 2. **Incorporation of Bid/RFP/RFQ & Proposal Terms.** This work was subject to the following procurement initiative by the CITY:
RFP 2017-06 (hereinafter "Request")

Accordingly, the provisions of the Request and the proposal submitted by CONTRACTOR (hereinafter collectively referred to as "Procurement Documents" and attached as Exhibit A), shall be incorporated into this Contract and made a part thereof and shall be considered additional contractual requirements that must be met by CONTRACTOR. In the event of a direct conflict between the provisions of this contract and the incorporated documents, the provisions of this contract shall apply.

Section 3. **Description of Services.** CONTRACTOR shall provide the services/work identified in the Procurement Documents, and specifically as follows: To conduct a comprehensive review and rewrite of the City of Bloomington's Zoning Code and other services as set forth in the RFP 2017-06 and the Response to the RFP.

Section 4. **Payment.** For the work performed by CONTRACTOR under this Contract, the CITY shall pay CONTRACTOR one of the following:

☐ A flat fee of $_____ as set forth in the Procurement Documents.

☑ Fees as set forth in the Procurement Documents.

Section 5. **Default and Termination**. Either party shall be in default if it fails to perform all or any part of this Contract. If either party is in default, the other party may terminate this Contract upon giving written notice of such termination to the party in default. Such notice shall be in writing and provided thirty (30) days prior to termination. The non-defaulting party shall be entitled to all remedies, whether in law or equity, upon the default or a violation of this Contract. In addition, the prevailing party shall be entitled to reimbursement of attorney's fees and court costs.

Section 6. **Representations of Vendor.** CONTRACTOR hereby represents it is legally able to perform the work that is subject to this Contract.

Section 7. **Assignment.** Neither party may assign this Contract, or the proceeds thereof, without written consent of the other party.

Section 8. **Compliance with Laws.** CONTRACTOR agrees that any and all work by CONTRACTOR shall at all times comply with all laws, ordinances, statutes and governmental rules, regulations and codes.

Section 9. **Compliance with FOIA Requirements**. CONTRACTOR further explicitly agrees to furnish all records related to this Contract and any documentation related to CITY required under an Illinois Freedom of Information Act (ILCS 140/1 et. seq.) ("FOIA") request within five (5) business days after CITY issues notice of such request to CONTRACTOR. CONTRACTOR agrees to not apply any costs or charge any fees to the CITY regarding the procurement of records required pursuant to a FOIA request. CONTRACTOR shall be responsible for any damages/penalties assessed to CITY for CONTRACTOR'S failure to furnish all documentation in CONTRACTOR'S possession responsive and related to a request within five (5) days after CITY issues a notice of a request.

Section 10. **Governing Law.** This Agreement shall be governed by and interpreted pursuant to the laws of the State of Illinois.

Section 11. **Joint Drafting.** The parties expressly agree that this agreement was jointly drafted, and that both had opportunity to negotiate its terms and to obtain the assistance of counsel in reviewing it terms prior to execution. Therefore, this agreement shall be construed neither against nor in favor of either party, but shall construed in a neutral manner.

Section 12. **Attorney Fees**. In the event that any action is filed in relation to this agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorneys' fees.

Section 13. **Paragraph Headings**. The titles to the paragraphs of this agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this agreement.

Section 14. **Counterparts.** This agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

CITY OF BLOOMINGTON

By: _____
Its City Manager

ATTEST:

By: _____
City Clerk

HOUSEAL LAVIGNE & ASSOCIATES

By: _____
Its_____

By: _____
Its_____

REGULAR AGENDA ITEM NO. 8B

FOR COUNCIL: August 22, 2016

SUBJECT: Presentation of the Downtown-Southwest Redevelopment Project Area Tax Increment Financing Redevelopment Plan, and consideration of an Ordinance to set a date for, and to approve a public notice of a public hearing for the Downtown-Southwest Redevelopment Project Area.

RECOMMENDATION/MOTION: That the Ordinance to set a date for, and to approve a public notice of a public hearing for the Downtown-Southwest Redevelopment Project Area be approved and authorize the Mayor and City Clerk to execute the necessary documents.

STRATEGIC PLAN LINK: Goal 3: Grow the Local Economy; Goal 4: Strong Neighborhoods; Goal 5: Great Place – Livable, Sustainable City.

STRATEGIC PLAN SIGNIFICANCE: Objective 3a. Retention and growth of current local businesses; 3b. Attraction of new targeted businesses that are the "right" fit for Bloomington; 3c. Revitalization of older commercial homes; 3d. Expanded retail businesses; 3e. Strong working relationship among the City, businesses, economic development organizations. Objective 4c. Preservation of property/home valuations; 4d. Improved neighborhood infrastructure; Objective 5b. City decisions consistent with plans and policies; 5c. Incorporation of "Green Sustainable" concepts into City's development and plans; 5e. More attractive city: commercial areas and neighborhoods.

BACKGROUND & OVERVIEW: Tax Increment Finance (TIF) consultant Peckham Guyton Albers & Viets (PGAV) has completed the Feasibility Study and Redevelopment Plan for the proposed Downtown-Southwest TIF District which was authorized by the City Council in Ordinance #2016-43 on May 9, 2016. At the August 22, 2016 City Council meeting, Economic Development Coordinator Austin Grammer will present the Feasibility Study and Redevelopment Plan to the Council and be available to answer questions.

The TIF Act calls for the City to hold a public hearing so that all interested persons or affected taxing districts may provide verbal or written feedback in support or objection with respect to any issues regarding the approval of the proposed Redevelopment Plan, designation of the Project Area, and adoption of tax increment allocation financing. The TIF Act requires the public hearing to be scheduled at least 45 days after the adoption of an ordinance setting a date and time for the public hearing. Scheduling the public hearing for the night of the regular City Council meeting on October 10, 2016 is recommended by staff and PGAV.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: In compliance with the TIF Act, staff will mail a notice of the proposed public hearing to all of the affected taxing districts and to the Illinois Department of Commerce and Economic Opportunity. The taxing

districts specified in the TIF Act will also be provided with a copy of the Redevelopment Plan and will be invited to serve as members of the Joint Review Board which will meet in early September 2016.

A copy of the Redevelopment Plan was placed on file in the City Clerk's Office on August 10, 2016. A notice of the availability to review the Redevelopment Plan in the Clerk's Office will be mailed to all parties registered on the Interested Parties Registry and to all residential addresses within 750 feet of the boundaries of the proposed TIF District.

Staff has also created a webpage on the City's website where the Feasibility Study and Redevelopment Plan and other information related to the proposed Downtown-Southwest Redevelopment Project Area can be viewed by the public: www.cityblm.org/TIF

FINANCIAL IMPACT: None at this time.

Respectfully submitted for Council consideration.

Prepared by:	Austin Grammer, Economic Development Coordinator
Reviewed by:	Tom Dabareiner AICP, Community Development Director
Financial & budgetary review by:	Chris Tomerlin, Budget Analyst Carla A. Murillo, Budget Manager
Legal review by:	Kathy Field Orr, Special Counsel

Recommended by:



David A. Hales
City Manager

Attachments:

- Ordinance to set a date for, and to approve a public notice of a public hearing for the Downtown-Southwest Redevelopment Project Area
- Tax Increment Financing Redevelopment Plan: Downtown-Southwest Redevelopment Project Area (*On file in the Clerk's Office for inspection)*

Motion: That the Ordinance to set a date for, and to approve a public notice of a public hearing for the Downtown-Southwest Redevelopment Project Area be approved and authorize the Mayor and City Clerk to execute the necessary documents.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			
Alderman Buragas				Alderman Painter			
Alderman Fruin				Alderman Sage			
Alderman Hauman				Alderman Schmidt			
Alderman Lower							
				Mayor Renner			

Ordinance No. _____

AN ORDINANCE OF THE CITY OF BLOOMINGTON, MCLEAN COUNTY, ILLINOIS, TO SET A DATE FOR, AND TO APPROVE A PUBLIC NOTICE OF A PUBLIC HEARING FOR THE DOWNTOWN-SOUTHWEST REDEVELOPMENT PROJECT AREA

WHEREAS, the City of Bloomington, McLean County, Illinois (the "*City*"), is a home rule municipal corporation and political subdivision of the State of Illinois and as such is reviewing the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1, *et seq*. (the "*Act*") for the purpose of proposing the designation of the Downtown-Southwest Redevelopment Project Area; and

WHEREAS, pursuant to the Act, the City is required to adopt an ordinance fixing the time and place for a public hearing on the proposed Downtown-Southwest Redevelopment Project Area; and

WHEREAS, the City desires to adopt this Ordinance in order to comply with the requirements of the Act.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Bloomington, McLean County, Illinois, as follows:

Section 1. The above recitals are incorporated herein and made a part hereof.

Section 2. It is necessary and in the best interests of the City that a public hearing be held prior to the consideration of the adoption by the Mayor and City Council of the City (the "*Corporate Authorities*") of an ordinance or ordinances approving the Tax Increment Financing Redevelopment Plan (the "*Plan*") for the Downtown-Southwest Redevelopment Project Area, designating the Downtown-Southwest Redevelopment Project Area (the "*Project Area*"), and adopting tax increment allocation financing, and accordingly, it is necessary that a date for such public hearing be established and notice thereof be given, all in accordance with the provisions of the Act.

Section 3. It is hereby determined that a public hearing (the "*Hearing*") on the proposed Downtown-Southwest Redevelopment Plan for the proposed Project Area, as legally described in *Exhibit A*, attached hereto and made a part of this Ordinance, shall be held on the 10th day of October, 2016, at 7:00 p.m., at Bloomington City Hall, 109 East Olive Street, Bloomington, Illinois.

Section 4. Within a reasonable time after the adoption of this Ordinance, the Redevelopment Plan along with the name of the contact person at the City shall be sent to the affected taxing districts by certified mail.

Section 5. Notice of the Hearing is hereby authorized to be given by publication and mailing, said notice by publication to be given at least twice, the first publication to be not more than thirty (30) nor less than ten (10) days prior to the Hearing in the *Pantagraph*, being a newspaper of general circulation within the taxing districts in the Project Area, and notice by mailing to be given by depositing such notice in the United States mail by certified mail addressed to the person or persons in whose name the general taxes for the last preceding year were paid on each lot, block, tract, or parcel of land lying within the Project Area. In the event taxes for the last preceding year were not paid, notice shall also be sent to the persons last listed on the tax rolls within the preceding three (3) years as owner(s) of such property.

Section 6. Notice of the Hearing is hereby directed to be in substantially the following form:

NOTICE OF PUBLIC HEARING

CITY OF BLOOMINGTON, MCLEAN COUNTY, ILLINOIS, PROPOSED APPROVAL OF THE DOWNTOWN-SOUTHWEST REDEVELOPMENT PROJECT AREA

Notice is hereby given that on the 10th day of October, 2016 at 7:00 p.m., at the Bloomington City Hall, 109 East Olive Street, Bloomington, Illinois, a public hearing (the "*Hearing*") will be held to consider the approval of the proposed Downtown-Southwest Redevelopment Plan (the "*Plan*"), the designation of the

Downtown-Southwest Redevelopment Project Area (the "*Project Area*") and the adoption of tax increment financing therefore. The Project Area consists of the territory legally described on *Exhibit A* and generally described as follows:

The proposed Downtown-Southwest Redevelopment Project Area consists of approximately 6.4 acres and is generally bounded by W. Washington Street on the North; N. Center Street on the East; W. Front Street on the South and N. Lee Street on the West.

The Plan objectives are to reduce or eliminate blighting factors or detrimental factors which may lead to blight; to enhance the real estate and sales tax base of the City and other affected taxing districts by encouraging private investment in commercial, industrial, and recreational development within the Project Area, and to preserve and enhance the value of properties therein, all in accordance with the provisions of the "Tax Increment Allocation Redevelopment Act," effective January 10, 1977, as from time to time amended (the "*Act*"). The City may issue obligations to finance project costs in accordance with the Plan, which obligations may also be secured by the special tax allocation fund and other available funds, if any, as now or hereafter permitted by law, and which also may be secured by the full faith and credit of the municipality.

At the Hearing, approval of the Plan, designation of the Project Area, and the adoption of tax increment allocation financing for the Project Area will be considered. The Plan is on file and available for public inspection at the office of the City Clerk at the Bloomington City Hall, 109 East Olive Street, Bloomington, Illinois.

Pursuant to the proposed Plan, the City proposes to facilitate the redevelopment of the Project Area by incurring or reimbursing eligible redevelopment project costs, which may include, but shall not be limited to, studies, surveys, professional fees, property assembly costs, construction of public improvements and facilities, building and fixture rehabilitation, reconstruction, renovation and repair, financing costs, relocation costs and interest costs, all as authorized under the Act. The Plan proposes to provide assistance by paying or reimbursing costs related to site assembly, analysis, professional services and administrative activities, public improvements and facilities, including new streets, water, sewer, street lighting, and landscaping improvements, the execution of one or more redevelopment agreements, and the payment of financing and interest costs.

Tax increment financing is a public financing tool that does not raise property taxes but is used to assist economic development projects by capturing the increase in the property tax revenue stream created by the increase of the assessed value of the development or development area and investing those funds in improvements associated with the project.

At the Hearing, all interested persons or affected taxing districts may file written letters of support or objection with the City Clerk and may be heard orally with respect to any issues regarding the approval of the proposed Plan, designation of the Project Area, and adoption of tax increment allocation financing therefore.

The Hearing may be adjourned by the Mayor and City Council of the City without further notice other than a motion to be entered upon the minutes of the Hearing fixing the time and place of the subsequent hearing.

For additional information about the proposed Plan and to file comments or suggestions prior to the hearing contact Austin Grammer, Economic Development Coordinator, City of Bloomington, 109 East Olive Street, Bloomington Illinois 61702 309-434-2611.

By Order of the Mayor and City Council of the City of Bloomington this 22nd day of August, 2016.

_____
City Clerk

Section 7. The above notice is hereby directed to be given by mail, not less than forty-five (45) days prior to the date set for the Hearing, to all taxing districts of which taxable property is included in the proposed Project Area and to the Illinois Department of Commerce and Economic Opportunity ("*DCEO*"). Notice shall include an invitation to each taxing district and DCEO to submit written comments to the City, in care of the City Clerk of the Bloomington City Hall, 109 East Olive Street, Bloomington, Illinois 61702, concerning the subject matter of the Hearing prior to the date of the Hearing.

Section 8. It is hereby ordered that a Joint Review Board (the "*Board*") shall be convened on the 8th of September, at 10:30 a.m., at the Bloomington City Hall, 109 East Olive Street, Bloomington, Illinois which is not sooner than fourteen (14) days nor later than twenty-eight (28) days following the notice to be given to all taxing districts, as provided in Section 7 above, to review the public record, planning documents and the proposed ordinances approving the Redevelopment Plan, designating the Project Area and adopting the Act as applicable to the Project Area. The Joint Review Board shall consist of a representative selected by the City, the community college district, the local school districts, the township, and the county that has authority to directly levy taxes on the property in the proposed Project Area, and a public

member to be selected by a majority of other Board members, and shall act in accordance with the applicable provisions of the Act.

Section 9. The document entitled *Tax Increment Financing Redevelopment Plan Downtown-Southwest Redevelopment Project Area* has been available for inspection and review at the office of the City Clerk at City Hall, 109 East Olive Street, Bloomington, Illinois, during regular office hours, commencing the 10th day of August, 2016, which is more than 10 days prior to the adoption of this Ordinance.

Section 10. Notice of the establishment of an interested parties' registry which entitles all registrants to receive information on activities related to the proposed designation of a redevelopment project area and the preparation of a redevelopment plan and project is hereby authorized.

Section 11. If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other provisions of this Ordinance.

Section 12. All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 13. This Ordinance shall be in full force and effect immediately upon its passage.

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Passed this 22nd day of August, 2016, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

Approved this 22nd day of August, 2016.

_____
Mayor

Attest:

_____
City Clerk

Exhibit A

Legal Description

Downtown-Southwest Redevelopment Project Area

A part of the SW¼ of Section 4, Township 23 North, Range 2 East of the Third Principal Meridian, City of Bloomington, McLean County, Illinois, more particularly described as follows: Beginning at the point of intersection of the north right of way line of West Washington Street and the east right of way line of North Center Street, being the southwest corner of Lot 40 in the Original Town of Bloomington; thence South on the east right of way line of said North Center Street and the southerly extension thereof to the south right of way line of West Front Street; thence West on the south right of way line of said West Front Street to the point of intersection with the southerly extension of the west line of Parcel 3 as described in a Trustee's Deed recorded as Document No. 2015-15491 in the McLean County Recorder of Deeds Office; thence North on said southerly extension, the west line of said Parcel 3 and the northerly extension thereof to the north right of way line of said West Washington Street; thence East on said north right of way line to the Point of Beginning.

Tax Increment Financing Redevelopment Plan

Downtown-Southwest Redevelopment Project Area

Prepared for

City of Bloomington, Illinois

Prepared by

PGAV PLANNERS

August 8, 2016

CITY OF BLOOMINGTON, ILLINOIS

MAYOR

Tari Renner

CITY COUNCIL

Kevin Lower, Ward 1
David Sage, Ward 2
Mboka Mwilambwe, Ward 3
Amelia Buragas, Ward 4
Joni Painter, Ward 5
Karen Schmidt, Ward 6
Scott Black, Ward 7
Diana Hauman, Ward 8
Jim Fruin, Ward 9

CITY CLERK

Cherry Lawson

CITY MANAGER

David Hales

COMMUNITY DEVELOPMENT DIRECTOR

Tom Dabareiner

ECONOMIC DEVELOPMENT COORDINATOR

Austin Grammer

SPECIAL TIF COUNSEL

Kathleen Field Orr

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APPENDIX

Attachment A – Ordinance No. 2016-43
Attachment B – Boundary Description
Attachment C – Existing Conditions Photos
Attachment D – Parcel Identification Numbers, Property Owners & 2015 EAV

SECTION I

INTRODUCTION

On May 9, 2016, the Bloomington City Council passed **Ordinance No. 2016-43** providing for a feasibility study and report with respect to the designation of a certain area of the City as a tax increment finance ("TIF") redevelopment project area pursuant to the Illinois Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4-1 *et seq.*, the "TIF Act"). A copy of this Ordinance is contained in this report as **Attachment A** in the **Appendix**).

The area being considered for designation as a "redevelopment project area" under the TIF Act includes two and one-half city blocks bounded by W. Washington Street on the north, N. Center Street on the East, W. Front Street on the south and N. Lee Street on the West. The proposed redevelopment project area is referred to herein as the Downtown-Southwest Redevelopment Project Area (the "Area"). The Area includes the properties proposed for redevelopment into mixed use development that would include residential and commercial uses. Preservation of existing buildings as part of a redevelopment strategy will be considered by the City if such is determined to be desired from an historic preservation standpoint and would be physically and economically viable. It is anticipated that a parking structure will need to be integrated into the redevelopment scheme to ensure the market viability of the project(s). The boundaries of the Area are as shown on **Exhibit A - Redevelopment Project Area Boundary**. Refer also to the **Boundary Description** contained in the **Appendix** as **Attachment B**.

The Area contains approximately 6.4 acres, including street and alley rights-of-way (2.6 acres net of rights-of-way). There are a total of 13 parcels of real property, all of which have improvements thereon (e.g., buildings, parking areas, etc.). A building located on one of the parcels has been divided into 49 different Parcel Identification Numbers ("PINs") as it was previously converted into a condominium development. It is treated as one parcel since all of the said PINs are under the same ownership. Much of the built environment in the Area, including improvements in public right-of-way, suffers from advanced age, physical deterioration and obsolescence.

The City may consider the use of tax increment financing, as well as other economic development resources as available, to facilitate private investment within the Area. It is the intent of the City to induce the investment of significant private capital in the Area, which will serve to renovate and/or redevelop obsolete buildings within the Area and ultimately enhance the tax base of the community. Furthermore, in accordance with Section 11-74.4-3(n)(5) of the TIF Act, a housing impact study need not be performed since the City has expressly stated in this Plan that it is not reasonably expected that the proposed redevelopment plan will result in the displacement of ten (10) or more inhabited housing units. Certification of this claim is provided in Section IV of this report.

The TIF Act sets forth the requirements and procedures for establishing a Redevelopment Project Area and a Redevelopment Plan. The following sections of this report present the findings of eligibility and the Redevelopment Plan and Project for the Area, as well as other findings, evidence, and documentation required by the TIF Act.

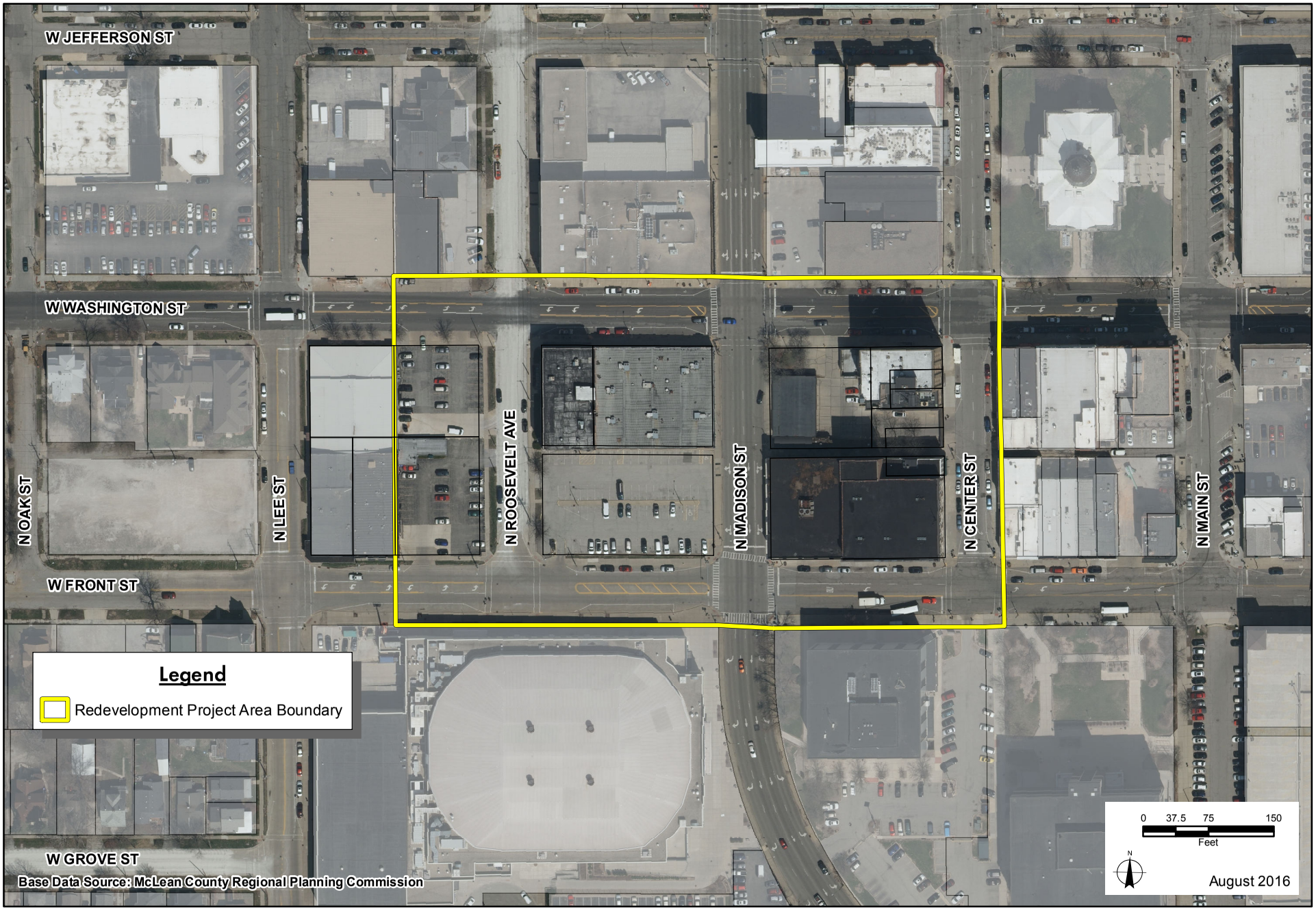


Exhibit A - Redevelopment Project Area Boundary

Downtown-Southwest Redevelopment Project Area

PGAV PLANNERS

City of Bloomington Illinois

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SECTION II

STATUTORY BASIS FOR TAX INCREMENT FINANCING AND SUMMARY OF FINDINGS

A. Introduction

The TIF Act defines the term **Redevelopment Project** to be any public and/or private development project in furtherance of the objectives of a Redevelopment Plan. The term **Redevelopment Project Area** means an area designated by the municipality, which is not less in the aggregate than 1-1/2 acres and in respect to which the municipality has made a finding that there exist conditions that cause the area to be classified as an industrial park conservation area, a blighted area or a conservation area, or a combination of both blighted areas and conservation areas. **Redevelopment Plan** means the comprehensive program of the municipality for development or redevelopment intended by the payment of redevelopment project costs to reduce or eliminate those conditions, the existence of which qualified the Redevelopment Project Area as a "blighted area" or "conservation area" or combination thereof or "industrial park conservation area," and thereby enhancing the tax bases of the taxing districts which extend into the Redevelopment Project Area.

The concept behind the tax increment law is straightforward and allows a municipality to carry out redevelopment activities on a local basis. Redevelopment that occurs in a designated Redevelopment Project Area results in an increase in the equalized assessed valuation (EAV) of the property and, thus, generates increased real property tax revenues. This increase or "increment" can be used to finance "redevelopment project costs" such as land acquisition, site clearance, building rehabilitation, interest subsidy, construction of public infrastructure, and other redevelopment project costs as permitted by the TIF Act.

The Illinois General Assembly made various findings in adopting the TIF Act; among them were:

1. That there exists in many municipalities within the State blighted, conservation and industrial park conservation areas; and

2. That the eradication of blighted areas and the treatment and improvement of conservation areas by redevelopment projects are essential to the public interest and welfare.

These findings were made on the premise that the presence of blight, or conditions that lead to blight, is detrimental to the safety, health, welfare and morals of the public.

To ensure that the exercise of these powers is proper and in the public interest, the TIF Act specifies certain requirements that must be met before a municipality can proceed with implementing a

Redevelopment Plan. One of these requirements is that the municipality must demonstrate that a Redevelopment Project Area qualifies under the provisions of the TIF Act. With the definitions set forth in the TIF Act, a Redevelopment Project Area may qualify either as a blighted area, a conservation area, or a combination of both blighted area and conservation area, or an industrial park conservation area.

B. Summary of Findings

The following findings and evidentiary documentation are made with respect to the proposed Redevelopment Project Area:

1. The Area as a whole meets the statutory requirements as a ***combination blighted area and conservation area***. Furthermore, the factors necessary to make these findings exist to a meaningful extent and are distributed throughout the Area.

2. The Area exceeds the statutory minimum size of 1-1/2 acres.

3. The Area contains contiguous parcels of real property.

4. If this Plan is adopted and implemented by the City, it is reasonable to say that all properties included in the Area would benefit substantially from being included in the Area.

5. The Redevelopment Project Area, as a whole, has not been subject to growth and development through investment by private enterprise and would not reasonably be anticipated to occur without public assistance. Further evidence of this is presented in Section V and throughout this document.

SECTION III

BASIS FOR ELIGIBILITY OF THE AREA AND FINDINGS

A. Introduction

A Redevelopment Project Area, according to the TIF Act, is that area designated by a municipality in which the finding is made that there exist conditions that cause the area to be classified as a blighted area, conservation area, or combination thereof, or an industrial park conservation area. The criteria and the individual factors defining each of these categories of eligibility are defined in the TIF Act.

This Section documents the statutory requirements for eligibility and how the subject area meets the eligibility criteria.

B. Statutory Qualifications

The TIF Act defines the factors that must be present in order for an area to qualify as a Redevelopment Project Area. The statutory definitions of the qualifying factors relating to a blighted area and a conservation area are as follows:

1. Eligibility of a Blighted Area

The TIF Act states that a "…"**blighted area**" means any improved or vacant area within the boundaries of a redevelopment project area located within the territorial limits of the municipality where:" [1]

a. "**If improved**, industrial, commercial, and residential buildings or improvements are detrimental to the public safety, health, or welfare because of a combination of five (5) or more of the following factors, each of which is (i) present, with that presence documented to a meaningful extent, so that a municipality may reasonably find that the factor is clearly present within the intent of the Act, and (ii) reasonably distributed throughout the improved part of the Redevelopment Project Area:"

(1) "Dilapidation. An advanced state of disrepair or neglect of necessary repairs to the primary structural components of buildings, or improvements in such a combination that a documented building condition analysis determines that major repair is required or the defects are so serious and so extensive that the buildings must be removed."

[1] Emphasis added with bold or underlined text.

(2) "Obsolescence. The condition or process of falling into disuse. Structures have become ill-suited for the original use.

(3) "Deterioration. With respect to buildings, defects including, but not limited to, major defects in the secondary building components such as doors, windows, porches, gutters, and downspouts, and fascia. With respect to surface improvements, that the condition of roadways, alleys, curbs, gutters, sidewalks, off-street parking, and surface storage areas evidence deterioration, including, but not limited to, surface cracking, crumbling, potholes, depressions, loose paving material, and weeds protruding through paved surfaces."

(4) "Presence of structures below minimum code standards. All structures that do not meet the standards of zoning, subdivision, building, fire, and other governmental codes applicable to property, but not including housing and property maintenance codes."

(5) "Illegal use of individual structures. The use of structures in violation of applicable federal, State, or local laws, exclusive of those applicable to the presence of structures below minimum code standards."

(6) "Excessive vacancies. The presence of buildings that are unoccupied or under-utilized and that represent an adverse influence on the area because of the frequency, extent, or duration of the vacancies."

(7) "Lack of ventilation, light, or sanitary facilities. The absence of adequate ventilation for light or air circulation in spaces or rooms without windows, or that require the removal of dust, odor, gas, smoke, or other noxious airborne materials. Inadequate natural light and ventilation means the absence of skylights or windows for interior spaces or rooms and improper window sizes and amounts by room area to window area ratios. Inadequate sanitary facilities refers to the absence or inadequacy of garbage storage and enclosure, bathroom facilities, hot water and kitchens, and structural inadequacies preventing ingress and egress to and from all rooms and units within a building."

(8) "Inadequate utilities. Underground and overhead utilities such as storm sewers and storm drainage, sanitary sewers, water lines, and gas, telephone, and electrical services that are shown to be inadequate. Inadequate utilities are those that are: (i) of insufficient capacity to serve the uses in the redevelopment project area, (ii) deteriorated, antiquated, obsolete, or in disrepair, or (iii) lacking within the redevelopment project area."

(9) "Excessive land coverage and overcrowding of structures and community facilities. The over-intensive use of property and the crowding of buildings and accessory facilities onto a site. Examples of problem conditions warranting the designation of an area as one exhibiting excessive land coverage are: (i) the presence of buildings either improperly situated on parcels or located on parcels of inadequate size and shape in relation to present-day standards of development for health and safety, and (ii) the presence of multiple buildings on a single parcel. For there to be a finding of excessive land coverage, these parcels must exhibit one or more of the following conditions: insufficient provision for light and air within or around buildings, increased threat of spread of fire due to the close proximity of buildings, lack of adequate or proper access to a public right-of-way, lack of reasonably required off-street parking, or inadequate provision for loading and service."

(10) "Deleterious land use or layout. The existence of incompatible land-use relationships, buildings occupied by inappropriate mixed-uses, or uses considered to be noxious, offensive, or unsuitable for the surrounding area."

(11) "Environmental clean-up. The proposed redevelopment project area has incurred Illinois Environmental Protection Agency or United States Environmental Protection Agency remediation costs for, or a study conducted by an independent consultant recognized as having expertise in environmental remediation has determined a need for, the clean-up of hazardous waste, hazardous substances, or underground storage tanks required by State or federal law, provided that the remediation costs constitute a material impediment to the development or redevelopment of the redevelopment project area."

(12) "Lack of community planning. The proposed redevelopment project area was developed prior to or without the benefit or guidance of a community plan. This means that the development occurred prior to the adoption by the municipality of a comprehensive or other community plan, or that the plan was not followed at the time of the area's development. This factor must be documented by evidence of adverse or incompatible land-use relationships, inadequate street layout, improper subdivision, parcels of inadequate shape and size to meet contemporary development standards, or other evidence demonstrating an absence of effective community planning."

(13) "The total equalized assessed value of the proposed redevelopment project area has declined for three (3) of the last five (5) calendar years prior to the year in which the redevelopment project area is designated, or is increasing at an annual rate that is less than the balance of the municipality for three (3) of the last five (5) calendar

years for which information is available, or is increasing at an annual rate that is less than the Consumer Price Index for All Urban Consumers published by the United States Department of Labor or successor agency for three (3) of the last five (5) calendar years prior to the year in which the redevelopment project area is designated."

2. Eligibility of a Conservation Area

The TIF Act further states that a "… "conservation area" means any improved area within the boundaries of a redevelopment project area located within the territorial limits of the municipality in which **50% or more of the structures in the area have an age of 35 years or more**. Such an area is not yet a blighted area, but because of a combination of three (3) or more of the [13 factors applicable to the improved area] is detrimental to the public safety, health, morals or welfare, and such an area may become a blighted area." *[Bracketed text replaces "following factors" from the TIF Act.]*

C. Investigation and Analysis of Blighting Factors

In determining whether or not the Area meets the eligibility requirements of the TIF Act, research and field surveys were conducted by way of:

- Contacts with City of Bloomington officials who are knowledgeable of Area conditions and history.
- On-site field examination of conditions within the Area by experienced staff of PGAV in conjunction with a City building inspector.
- Use of definitions contained in the TIF Act.
- Adherence to basic findings of need as established by the Illinois General Assembly in establishing tax increment financing, which became effective January 10, 1977.
- Examination of McLean County real property tax assessment records.

To ensure that the exercise of these powers is proper and in the public interest, the TIF Act specifies certain requirements that must be met before a municipality can proceed with implementing a redevelopment project. One of these is that the municipality must demonstrate that the Area qualifies. An analysis of the physical conditions and presence of blighting factors relating to the Area was commissioned by the City. The result and documentation of this effort are summarized below.

D. Analysis of Conditions in the Area and Findings

PGAV staff conducted a parcel by parcel survey to document existing conditions in the Area on June 15 and 16, 2016. This field work was supplemented with discussions with City staff and analysis of property assessment data from McLean County. One of the outcomes of the field work was an inventory of existing land uses in the Area, which are illustrated on **Exhibit B - Existing Land Use**. **Exhibit C – Summary of Blighting and Conservation Area Factors** provides a quantitative breakdown of the various factors. **Exhibit D – Existing Conditions** provides a graphic depiction of certain blighting and conservation area factors that were determined to exist within the Area. A blighting factor that relates to property valuation trends is presented later in this Section.

1. Summary of Findings on Age of Structures: Age is a prerequisite factor in determining if all or a portion of a redevelopment project area qualifies as a "conservation area". As is clearly set forth in the TIF Act, 50% or more of the structures in the redevelopment project area must have an age of 35 years or greater in order to meet this criteria. All but one of the buildings were determined to be over 35 years old (the 1993 addition to the northwest side of the Commerce Bank building being the one building not over 35 years old). Building ages were obtained from the City of Bloomington Township Assessor's website.[2] The one building in Sub-Area A (401 W. Front Street) did not have a building age in the Assessor's data. It was determined to be at least 35 years old via City staff examination of historic aerial photos upon which it was determined to be present on a 1964 aerial photograph. The current owner of said building believes it was built in 1961.

2. Summary of Findings on Deterioration: Deteriorating conditions were recorded on 11 of the 13 (85%) parcels within the Area. The field survey of building conditions in the Area found structures with major defects in the secondary structural components, including windows, doors, gutters, downspouts, masonry, other fascia materials, interior finishes, interior walls and ceilings, etc. A considerable amount of the deterioration found in the interior of buildings was caused by water damage. These deteriorated buildings are predominant in Sub Areas B and C of the Area. All of the surface parking lots in Sub Areas A and B have deteriorated pavements. Deteriorated streets, sidewalks and/or curb and gutters were present in all three Sub Areas. **Attachment C** in the **Appendix** provides photographic evidence of the conditions found on these properties and within the public rights-of-way.

3. Summary of Findings on Obsolescence: Six of the nine buildings (67%) clearly suffer from obsolescence. When taken in context of building square feet, over 136,000 square feet of

[2] http://www.wevaluebloomington.org/

building space (85%) is contained in these obsolete buildings (Front N Center, Commerce Bank and the former Elks Lodge).

All of this space had become ill-suited for the original uses and subsequent reuses with respect to the Front N Center and former Elks Lodge building, with the latter having been originally built as an automobile dealership. The Commerce Bank group of buildings is no longer suitable as a bank headquarters and sits mostly vacant. The excessive vacancies associated with the all of these buildings is clear evidence of disuse and thus, obsolescence. Recent appraisal reports for these properties by a MAI certified appraiser hired by the City opines on the issue of obsolescence as well:

1. Front N Center Property Appraisal Report: "In our opinion, the subject building has severe functional obsolescence owing to the lack of functioning mechanical systems, lack of a functioning elevator, apparent severe deterioration of the roof and physical structure, and apparent contamination associated with asbestos containing flooring. Another functional issue is column spacing, which detracts from renovation potential" (Finch, 16). [3]

2. Commerce Bank Property Appraisal Report: "In our opinion, there is Functional Obsolescence associated with the lack of exterior and interior ADA accessibility throughout the subject building. The small floor plates and relatively low wall [ceiling] heights for the upper floors limit the physical feasibility of converting the office areas to other uses. The lack of functional elevators, lack of HVAC equipment for most of the building, lack of sprinklers, and lack of accessible restrooms substantially diminish the functionality of the subject office building. The client has provided information provided by the owner in 2013 regarding potential costs for addressing most of these elements of functional obsolescence. The owner's cost estimated in 2013 was $1,655,816 to upgrade elevators, upgrade plumbing throughout the building, improve ADA accessibility, renovate the ground floor office area, address asbestos risk and install HVAC systems throughout the building. Radical changes and consolidations/mergers within the banking industry have rendered this type of early 1900s local bank headquarters building obsolete and very difficult to market. The drive through teller building and associated facilities and equipment will be functionally obsolete following the anticipated near term departure of the existing bank tenant. It is not reasonably anticipated that another bank user would occupy the ground floor space and drive through facilities" (Finch, 17 & 18). [4]

[3] Finch, Brian A., MAI, and Paul R. Finch. Appraisal Report: Front N Center Building. Appraisal date May 25, 2016; report date June 27, 2016. Print. Prepared for City of Bloomington. Used with permission of Brian A. Finch.
[4] Finch, Brian A., MAI, and Paul R. Finch. Appraisal Report: Commerce Bank Building. Appraisal date May 25, 2016; report date July 1, 2016. Print. Prepared for City of Bloomington. Used with permission of Brian A. Finch.

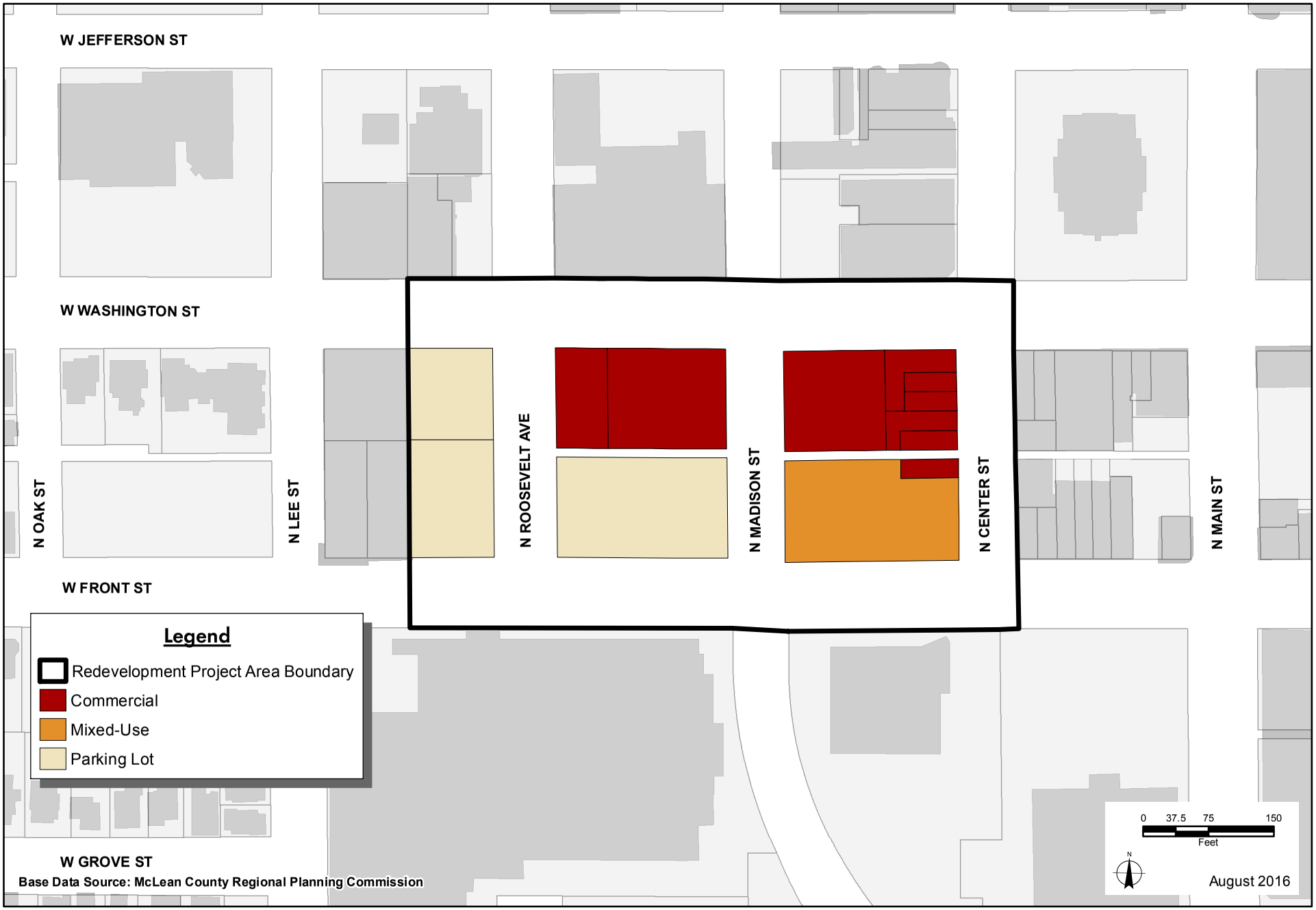


Exhibit B - Existing Land Use

Downtown-Southwest Redevelopment Project Area

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City of Bloomington Illinois

Exhibit C

SUMMARY OF BLIGHTING AND CONSERVATION AREA FACTORS

Downtown-Southwest Redevelopment Project Area
City of Bloomington, Illinois

	Total	%
No. of improved parcels	13	100%
No. of vacant parcels	0	0%
Total parcels	13	100%
No. of buildings	9	100%
No. of buildings 35 years or older	8	**89%**
No. housing units	18	
No. housing units occupied	0	
Sub-Area Count	3	100%
IMPROVED LAND FACTORS:		
No. of parcels with building and/or site improvements that are deteriorated	11	**85%**
Deteriorated street and/or sidewalk pavement (by Sub-Area)	3	**100%**
No. of dilapidated buildings	0	0%
No. of obsolete buildings	6	**67%**
No. of structures below minimum code	6	**67%**
No. of buildings lacking ventilation, light or sanitation facilities	2	22%
No. of building with illegal uses	nd [1]	
Approximate total building square footage	160,174	
Approximate vacant building square footage	135,731	**85%**
No. of parcels with excessive land coverage or overcrowding of structures	13	**100%**
Inadequate utilities (by Sub-Area)	3	**100%**
Deleterious land use or layout (by Sub-Area)	0	0%
Lack of community planning	0	0%
Declining and/or Sub-par EAV Growth	**YES**	

[1] Not determined.

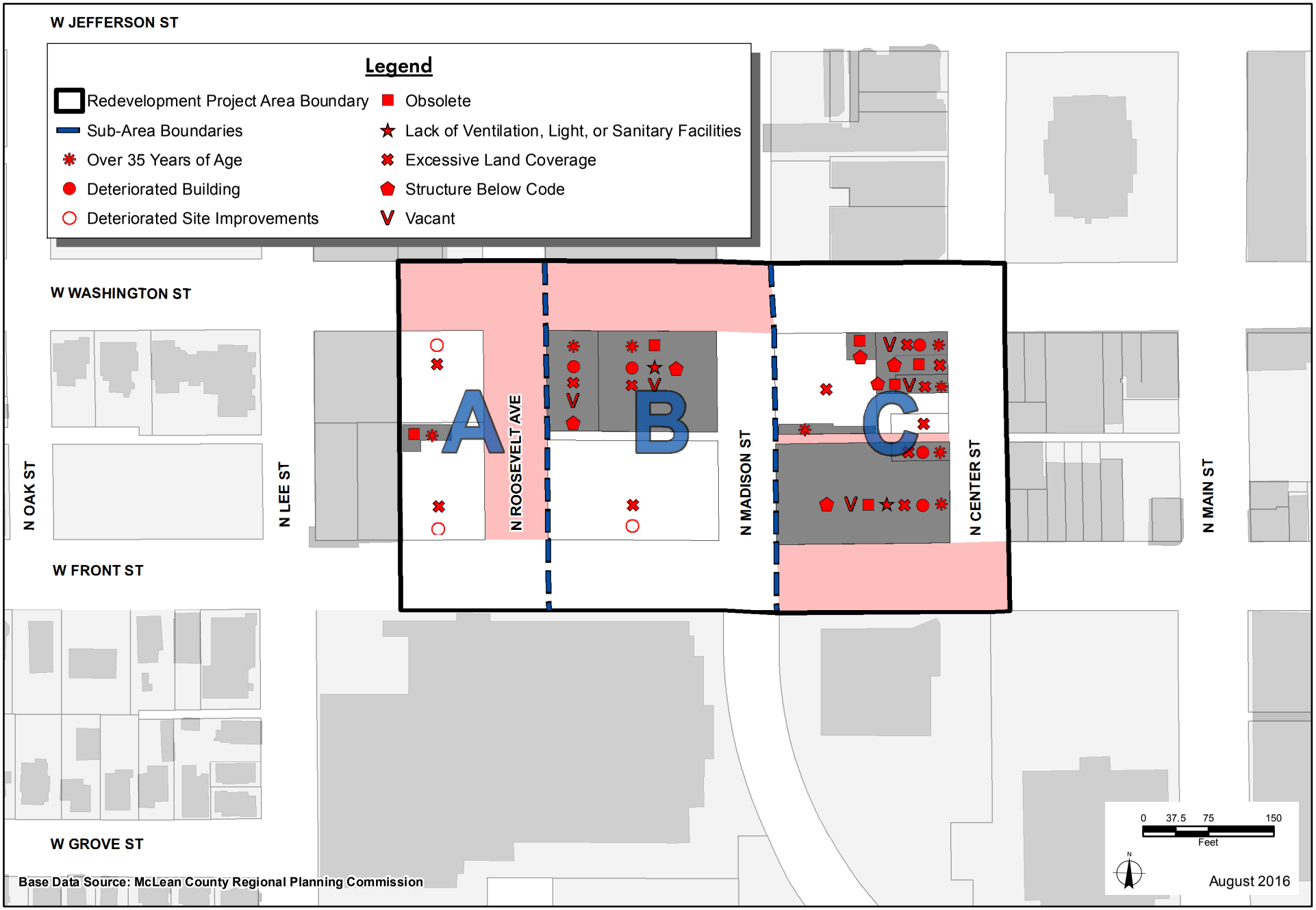


Exhibit D - Existing Conditions

Downtown-Southwest Redevelopment Project Area

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3. Former Elks Lodge Appraisal Report: " In our opinion, there is Functional Obsolescence attributable to the lack of windows and the cost to demolish all interior walls, fixtures, HVAC systems, repair the roof as needed, and address any mold or rust that may remain upon the structure following demolition" (Finch 16). [5]

Obsolete buildings, particularly from square footage standpoint, are predominant in Sub Areas B and C.

4. Summary of Findings Regarding Structures Below Minimum Code Standards:

The City's Building Official accompanied PGAV staff during the field survey on June 15th and conducted a brief inspection of all but the DUI Countermeasures building. Various code deficiencies were found in six of the nine (67%) buildings in the Area. Code deficiencies included electrical, plumbing, building items and lack of or non-functioning fire suppression sprinklers. In addition, ADA accessibility was determined to be lacking in the Front-N-Center building and the Commerce Bank buildings. ADA accessibility may be lacking in the other buildings in the Area, but was not confirmed.

Structures below minimum code standards are predominant in Sub Areas B and C.

5. Summary of Findings Regarding Excessive Vacancies: Of the approximate 160,000 square feet of building space within the Area, approximately 135,700 square feet (85%) are vacant. This is an excessive level of vacant building space. Five of the eight buildings in the Area have excessive vacancies as follows:

- Front N Center building 100% vacant
- Commerce Bank building:
  - Main (original) building 76% vacant
  - 3 story south addition 80% vacant
- Former Elks Lodge building 100% vacant
- Golden Rule building 47% vacant

Excessive vacancies are predominant in Sub Areas B and C.

6. Summary of Findings Regarding Excessive Land Coverage: All of the properties have excessive land coverage. Excessive land coverage is characterized by a large percentage of

[5] Finch, Brian A., MAI, and Paul R. Finch. Appraisal Report: Former Elks Lodge. Appraisal date May 25, 2016; report date July 11, 2016. Print. Prepared for City of Bloomington. Used with permission of Brian A. Finch.

building and paving coverage on each parcel. Little or no landscaping is provided, and there is an obvious lack of adequate off-street parking and loading areas. Excessive land coverage is clearly present within all three Sub Areas.

7. Summary of Inadequate Utilities: The City's Department of Public Works has determined that there are deficiencies in the combined sewers that serve the Area. They are some of the oldest sewers in the City dating back to the late 19th Century. The City has been systematically repairing and lining these sewers on a prioritized basis, including the repair and lining of the 24-inch combined sewer that runs south-north through the Area under N. Madison Street in June/July of this year. However, the existing 12-inch/18-inch combined sewers running west-east under W. Washington Street and 12-inch combined sewer running under W. Front Street have not been repaired and lined.

   In addition to the inadequate combined sewer system, the existing 4-inch water main under W. Front Street is substandard by todays water utility standards. Depending the actual redevelopment scheme and phasing, it may or may not be practical to tap into the existing 12-inch or 16-inch water main under W. Washington Street or the 10-inch water main under N. Madison Street. Absent these connection options, certain redevelopment projects may be able to tap into the 6-inch main under N. Center Street. If these options are not available, then the 4-inch main under W. Front Street will need to be upsized. Therefore, it would be prudent to plan for the replacement of the 4-inch main with a larger water main (size to be determined). These existing utilities within the Area are displayed on **Exhibit E**, **Existing Combined Sewers and Water Mains**.

   Of the seven fire hydrants in the Area, five are very old and should be required to be replaced when redevelopment projects take place. Such aged hydrants are regularly replaced by the City instead of being repaired when they break or leak.

8. Summary of Findings Regarding Declining or Lagging Rate of Growth of Total Equalized Assessed Valuation: This factor is applicable to vacant areas, as well as improved areas. The total equalized assessed valuation (EAV) for the Area has declined for three (3) out of the last five (5) years; has not kept pace with the balance of the City for five (5) out of the last five (5) years; and has not kept pace with the Consumer Price Index (CPI) for five (5) of the last five (5) calendar years. A comparison of EAV for the Area and the CPI is shown in **Exhibit F, Comparison of EAV Growth Rates (2010-2015)**.

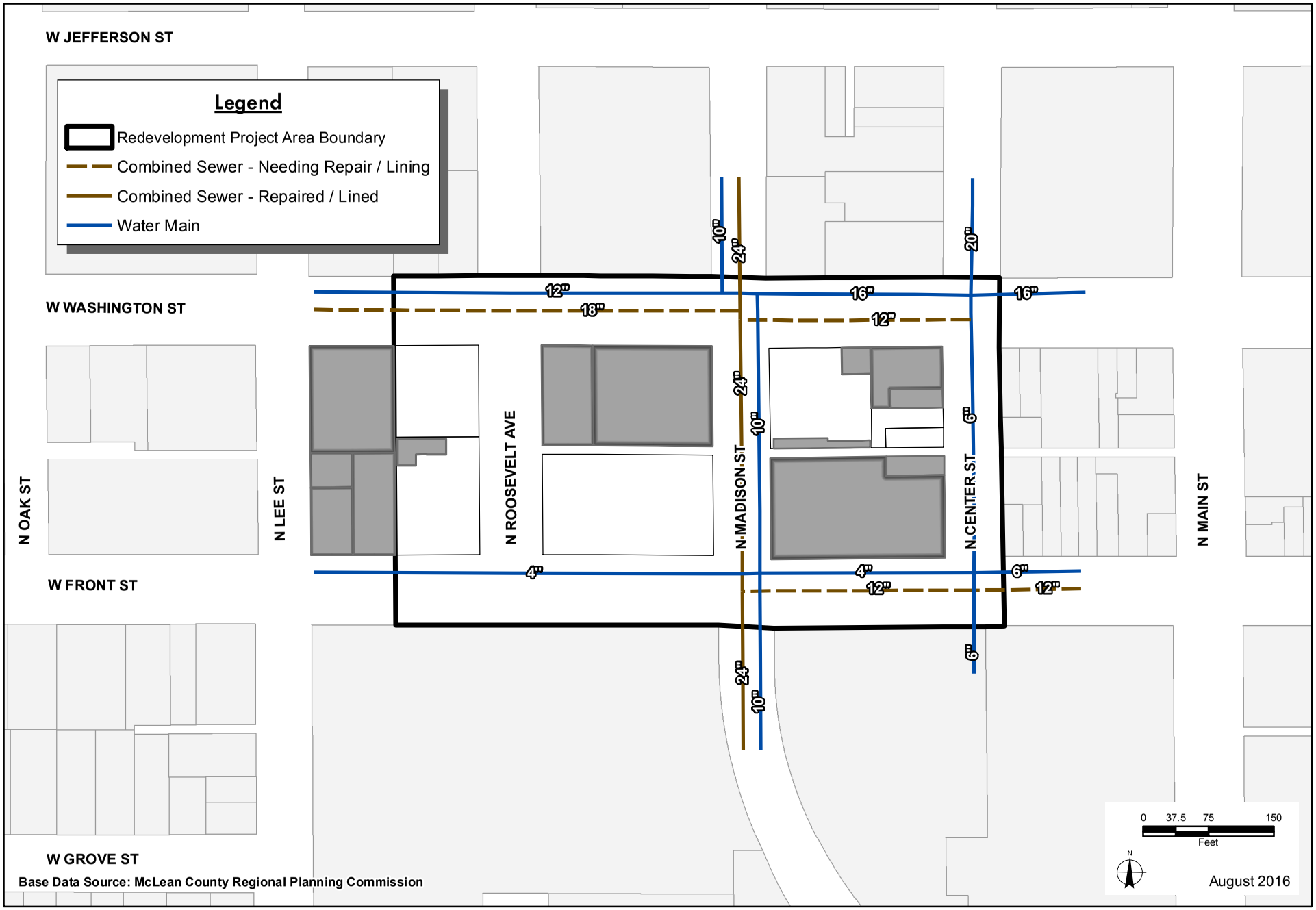


Exhibit E - Existing Combined Sewers and Water Mains

Downtown-Southwest Redevelopment Project Area

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To confirm that the Area's total EAV trends were distributed throughout the Area, the valuation trend was computed for each taxable parcel. **Exhibit G, Annual EAV Change by Parcel (2010-2015)**, illustrates the trend in value for each taxable parcel of real estate in the Area. This map shows that all of the taxable parcels declined at least four (4) out of the last five (5) years. Clearly, this factor is distributed throughout the Area.

Exhibit F
Comparison of EAV Growth Rates (2010-2015)
Downtown-Southwest Redevelopment Project Area
City of Bloomington, Illinois

Tax Year	EAV of Redevelopment Project Area	Balance of City [1]	Area Growth Rate Less Than Balance of City?	CPI [2]	Area Growth Rate Less Than CPI?
2010	$ 1,318,957	$ 1,797,845,602		218.056	
2011	$ 965,380	$ 1,799,168,902		224.939	
Annual Percent Change	-26.8%	0.1%	YES	3.2%	YES
2012	$ 943,918	$ 1,760,761,448		229.594	
Annual Percent Change	-2.2%	-2.1%	YES	2.1%	YES
2013	$ 756,824	$ 1,760,814,979		232.957	
Annual Percent Change	-19.8%	0.0%	YES	1.5%	YES
2014	$ 756,824	$ 1,794,718,629		236.736	
Annual Percent Change	0.0%	1.9%	YES	1.6%	YES
2015	$ 756,824	$ 1,810,861,534		237.017	
Annual Percent Change	0.0%	0.9%	YES	0.1%	YES

[1] Total City EAV minus EAV of Redevelopment Project Area.
[2] Consumer Price Index for All Urban Consumers. Source: U.S. Bureau of Labor Statistics

While the EAV trend analysis indicates an unhealthy trend in the tax base, the nominal property values are particularly low as well. Using the 2015 assessed values for all of the taxable properties within the Area, the aggregate fair market (appraised) value taxable real estate computes to be $2.27 million or an average of $14.27 per square foot of building space. By way of comparison, the State Farm building at 112 E. Washington has a fair market value of $49.73 per square foot (built in 1929). When isolating this analysis to the buildings containing the most blighting factors (Front N Center, Commerce Bank and the former Elks Lodge), the fair market value tumbles to $8.62 per square foot of building space. This group of buildings, which constitute 86% of the building space in the Area, generates only $20,217 in real property taxes for the Bloomington CUSD 87 (2015 tax year). That's $0.15 per square foot of building space in annual property tax revenue for the School District. The aforementioned State Farm building generates $0.85 per square foot of building space in annual property tax

revenue for the School District, or 5.7 times that generated by the Front N Center, Commerce Bank and former Elks Lodge properties combined.

E. Summary of Eligibility Factors for the Area

This study finds that the Area contains conditions that qualify it as a ***blighted area and a conservation area***. There are at least five blighting factors clearly present and reasonably distributed among the properties within Sub Areas B and C, as documented in Subsection D above and the photographs contained in Attachment C in the Appendix. Also, by virtue of all of the buildings in the Area being older than 35 years old, along with at least three blighting factors being present throughout the Area, it qualifies as a *conservation area*. The following summarizes the existence of the predominant blighting factors existing within the Area:

- ***Age*** – All but one of the nine buildings located in the Area are greater than 35 years old, which exceeds the statutory threshold of 50% (prerequisite for a "conservation area").

- ***Deterioration*** – Deteriorated buildings and/or site improvements are predominant in all three Sub Areas (11 of the 13 parcels within the entire Area).

- ***Obsolescence*** – Six of the nine buildings in the Area are obsolete constituting approximately 136,000 square feet or 85% of the total building space in the Area. Obsolescence is predominant in Sub Areas B and C.

- ***Excessive vacancies*** – 85% of the approximate 160,000 square feet of building space in the Area is vacant. This factor is predominant in Sub Areas B and C.

- ***Structures below minimum code standards*** – six of the nine buildings within the Area were determined by the City's Building Official to have code deficiencies.

- ***Excessive land coverage*** – All of the improved parcels in the Area have excessive land coverage. This factor is predominant in all three Sub Areas.

- ***Inadequate Utilities*** – The 12-inch and 18-inch combined sewers under W. Washington Street are over 100 years old and need to be repaired and lined. The 4-inch water main under W. Front Street is of inadequate size and should to be replaced with a larger diameter main to be determined based on needs of the redevelopment project(s).



Exhibit G - Annual EAV Change by Parcel (2010-2015)

Downtown-Southwest Redevelopment Project Area

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City of Bloomington Illinois

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- ***Sub-par EAV trends*** – The Area's EAV has declined for three (3) out of the last (5) years; has not kept pace with the balance of the City for five (5) out of the last five (5) years; and has failed to keep pace with inflation for five (5) out of the last five (5) years.

This study finds that the Redevelopment Project Area contains conditions that qualifies the entire Area as a "conservation area" and a portion of it as a "blighted area", as these terms are defined in the TIF Act, and that these parcels will likely continue to exhibit blighted conditions or such conditions may lead to further blight without a program of intervention to induce private and public investment in the Area. The portions of Area meeting the blighted area definition includes the north half of Sub Area B and the entirety Sub Area C. These are the Sub Areas that include the Front N Center building, the former Elks Lodge and the Commerce Bank properties, with the latter being five parcels taken as a whole. These parcels make up approximately 53% of the total area of parcels located within the Area (net of street rights-of-way)

The qualifying conditions that exist are detrimental to the Area, as a whole, and the long-term interests of the taxing districts. The various projects contemplated in this tax increment program will serve to reduce or eliminate these deficiencies and ultimately lead to a stronger tax base for all overlapping taxing districts.

Therefore, it is concluded that public intervention is necessary because of the conditions documented herein and the lack of private investment in the Area. The City Council should review this analysis and, if satisfied with the findings contained herein, proceed with the adoption of these findings in conjunction with the adoption of the Redevelopment Plan and establishment of the Redevelopment Project Area.

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SECTION IV

REDEVELOPMENT PLAN

A. Introduction

This section presents the Redevelopment Plan and Project for the Downtown-Southwest Redevelopment Project Area. Pursuant to the Tax Increment Allocation Redevelopment Act, when the finding is made that an area qualifies as a conservation, blighted, combination of conservation and blighted areas, or industrial park conservation area, a Redevelopment Plan must be prepared. A **Redevelopment Plan** is defined in the TIF Act as "the comprehensive program of the municipality for development or redevelopment intended by the payment of redevelopment project costs to reduce or eliminate those conditions the existence of which qualified the Redevelopment Project Area as a 'blighted area' or 'conservation area' or combination thereof or 'industrial park conservation area', and thereby to enhance the tax bases of the taxing districts which extend into the Redevelopment Project Area".

B. General Land Uses to Apply

The proposed general land uses to apply to the Area include mixed-use development involving commercial and residential uses. The potential uses include:

- Residential
- Commercial (office, restaurant, retail)
- Hotel
- Public facilities (including transit and/or parking facilities)

C. Objectives

The objectives of the Redevelopment Plan are to:

1. Reduce or eliminate those conditions that qualify the Area as eligible for tax increment financing by carrying out the Redevelopment Plan.

2. Prevent the recurrence of blighting conditions.

3. Enhance the real estate tax base for the City and all overlapping taxing districts through the implementation and completion of the activities identified herein.

4. Encourage and assist private investment in the redevelopment of the Area through the provision of financial assistance as permitted by the TIF Act.

5. Provide for safe and efficient traffic circulation within the Area.

6. Complete all public and private actions required in this Redevelopment Plan in an expeditious manner.

D. Program Policies to Accomplish Objectives

The City determined that it is appropriate to provide limited financial incentives for private investment within the Area. It was determined, through redevelopment strategies previously utilized by the City and communications between prospective land buyers/developers and the City, that tax increment financing constitutes a key component of leveraging private investment within the Area. The City will incorporate appropriate provisions in any redevelopment agreement between the City and private investors to assure that redevelopment projects achieve the objectives stated herein and accomplish the various redevelopment projects described below.

E. Redevelopment Projects

To achieve the Plan objectives and the overall project proposed in the Plan, a number of public and private activities will need to be undertaken, including a combination of private developments and public investment in infrastructure improvements. Improvements and activities necessary to implement the Plan may include the following:

1. Private Redevelopment Activities:

a. *Building repairs, renovation and retrofitting existing buildings*. Improvements to existing contributing historic buildings is encouraged, including improvements to contributing historic buildings, if such improvements can be accomplished in a way that are physically and economically viable. These improvements may include the renovating/retrofitting of the now mostly vacant Commerce Bank building and further renovation and repairs to the Golden Rule building.

b. *Demolition of existing buildings*. Demolition of existing buildings, particularly obsolete buildings, is anticipated to advance private mixed-use redevelopment projects.

c. *Construction of private buildings*. Construction of new buildings is anticipated as part of private redevelopment projects.

2. Public Redevelopment Activities:

Public improvements and support activities will be used to induce and complement private investment in the Area. These may include, but are not limited to, the following activities:

a. *Land assembly and site preparation*. In order to facilitate redevelopment, it may be necessary for TIF to help finance land acquisition or to assist in site preparation, including building demolition, environmental remediation, and other steps to prepare sites for development.

b. *Public works improvements*: Improvements to streets and sidewalks, upsizing of water mains and replacement of old fire hydrants, repair and lining of sewers, installation of streetscape amenities such as landscaping, way finding signage, and other public space enhancements.

c. *Additional public parking*. Construction of a parking structure(s) to meet future parking demand in the Project Area.

d. *Marketing of properties and promoting development opportunities*. The City will help to promote the opportunities available for investment in the Area.

e. *Other programs of financial assistance as may be provided by the City*. The TIF Act defines eligible redevelopment project costs that are summarized in Section F below**.** The City's involvement with redevelopment activities may include all those authorized by the TIF Act, as needed.

3. Land Assembly, Displacement Certificate, and Relocation Assistance:

To achieve the objectives of the Plan, land assembly by the City and eventual conveyance to private entities may be necessary to attract private development interest. Therefore, property located within the Area may be acquired by the City or private parties, as necessary, to implement a specific public or private redevelopment project. Such property assembly may include the displacement of inhabited housing units located in the Area (see below).

Displacement Certificate:

There are no inhabited residential units located within the Area as of the date of fieldwork (June 15, 2016). Pursuant to Sections 11-74.4-3 (n) (5) and 11-74.4-4.1 (b) of the TIF Act, by adoption of this Redevelopment Plan by the City, the City hereby certifies that this Redevelopment Plan will not result in the displacement of more than nine (9) inhabited residential units.

F. Estimated Redevelopment Project Costs

The estimated costs associated with the eligible public redevelopment activities are presented in **Exhibit H**, on the following page, entitled **Estimated Redevelopment Project Costs**. This estimate includes reasonable or necessary costs incurred, or estimated to be incurred, in the implementation of this Redevelopment Plan. These estimated costs are subject to refinement as specific plans and designs are finalized and experience is gained in implementing this Redevelopment Plan and do not include public financing costs or interest payments that may be incurred in conjunction with redevelopment projects.

In addition to the proposed TIF funding, the City may seek the assistance of various State of Illinois Departments (Department of Transportation, Department of Commerce and Economic Opportunity, etc.), or appropriate agencies of the Federal Government to assist in funding site preparation, infrastructure, or other required projects or improvements. To the extent additional funds can be secured from the State of Illinois, or any Federal program or other public or private sources, the City may use such funding sources in furtherance of the Redevelopment Plan and Project.

G. Description of Redevelopment Project Costs

Costs that may be incurred by the City in implementing the Redevelopment Plan may include project costs and expenses as itemized in Exhibit G, subject to the definition of "redevelopment project costs" as contained in the TIF Act, and any other costs that are eligible under said definition included in the "Contingency" line item. Itemized below is the statutory listing of "redevelopment project costs" currently permitted by the TIF Act **[bold typeface added for emphasis]**. Note that some of the following narrative has been paraphrased (see full definitions in the TIF Act).

1. **Costs of studies, surveys, development of plans and specifications, wetland mitigation plans, implementation and administration of the Redevelopment Plan**, including but not limited to staff and professional service costs for architectural, engineering, legal, environmental, financial, planning or other services, subject to certain limitations:

    a. There are limitations on contracts for certain professional services with respect to term, services, etc.

    b. Annual administrative costs shall not include general overhead or administrative costs of the municipality that would still have been incurred by the municipality if the municipality had not designated a Redevelopment Project Area or approved a Redevelopment Plan.

c. Marketing costs are allowable if related to marketing sites within the Redevelopment Project Area to prospective businesses, developers and investors.

Exhibit G

ESTIMATED REDEVELOPMENT PROJECT COSTS
Downtown-Southwest Redevelopment Project Area
City of Bloomington, Illinois

Description	Estimated Cost
A. Public Works or Improvements *(Construction of public parking structure and other public improvements)*	$7,500,000
B. Property Assembly *(Acquisition of property, building demolition and site preparation)*	$2,600,000
C. Building Rehabilitation/Retrofit	$4,100,000
D. Relocation costs	$500,000
E. Taxing District Capital Costs	$100,000
F. Job Training	$100,000
G. Interest Costs Incurred by Developers *(30% of interest costs)*	$2,500,000
H. Planning, Legal & Professional Services	$500,000
I. General Administration	$200,000
J. Financing Costs	7,300,000
K. Contingency	$2,500,000
Total Estimated Costs	**$27,900,000**

Notes:

1. All costs shown are in 2016 dollars.
2. Adjustments maybe made among line items within the budget to reflect program implementation experience.
3. Private redevelopment costs and investment are in addition to the above.
4. The total estimated redevelopment project costs shall not be increased bymore than 5% after adjustment for inflation from the date of the Plan adoption, per subsection 11-74.4.5 (c) of the Act.

2. **Property assembly costs**, including but not limited to **acquisition of land** and other property, real or personal or interest therein, **demolition of buildings**, **site preparation**, site improvements that serve as an engineered barrier addressing ground level or below ground level environmental contamination, including but not limited to parking lots and other concrete or asphalt barriers, and the clearing and grading of land.

3. **Costs of rehabilitation**, reconstruction or repair or remodeling of **existing public or private buildings, fixtures and leasehold improvements**; and the cost of replacing an

existing public building if, pursuant to the implementation of a redevelopment project, the existing public building is to be demolished to use the site for private investment or devoted to a different use requiring private investment; including any direct or indirect costs relating to Green Globes or LEED certified construction elements or construction elements with an equivalent certification.

4. **Costs of the construction of public works or improvements**, including any direct or indirect costs relating to Green Globes or LEED certified construction elements or construction elements with an equivalent certification, except that on and after November 1, 1999, redevelopment project costs shall not include the cost of constructing a new municipal public building principally used to provide offices, storage space, or conference facilities or vehicle storage, maintenance, or repair for administrative, public safety, or public works personnel and that is not intended to replace an existing public building as provided under paragraph (3) of subsection (q) of Section 11- 74.4- 3 of the TIF Act unless either:

   a. the construction of the new municipal building implements a redevelopment project that was included in a Redevelopment Plan that was adopted by the municipality prior to November 1, 1999; or

   b. the municipality makes a reasonable determination in the Redevelopment Plan, supported by information that provides the basis for that determination, that the new municipal building is required to meet an increase in the need for public safety purposes anticipated to result from the implementation of the Redevelopment Plan.

5. **Cost of job training and retraining projects**, including the cost of "welfare to work" programs implemented by businesses located within the Redevelopment Project Area.

6. **Financing costs**, including but not limited to, all necessary and incidental expenses **related to the issuance of obligations** (see definition of "obligations" in the TIF Act), and which may include payment of interest on any obligations issued thereunder including interest accruing during the estimated period of construction of any redevelopment project for which such obligations are issued and for not exceeding thirty-six (36) months thereafter, and including reasonable reserves related thereto.

7. To the extent the municipality by written agreement accepts and approves the same, all or a portion of a **taxing district's capital costs** resulting from the redevelopment project necessarily incurred or to be incurred within a taxing district in furtherance of the objectives of the Redevelopment Plan and project.

8. **Relocation costs** to the extent that a municipality determines that relocation costs shall be paid or it is required to make payment of relocation costs by Federal or State law or in order to satisfy Subsection 11-74.4-3 (n) (7) of the TIF Act (re: federal Uniform Relocation Assistance and Real Property Acquisition Policies Act requirements).

9. **Payments in lieu of taxes** (not common; see definition in TIF Act).

10. **Costs of job training**, retraining, advanced vocational education or career education, including but not limited to courses in occupational, semi-technical or technical fields leading directly to employment, **incurred by one or more taxing districts**, provided that such costs:

    a. are related to the establishment and maintenance of additional job training, advanced vocational education or career education or career education programs for persons employed or to be employed by employers located in a Redevelopment Project Area; and

    b. when incurred by a taxing district(s) other than the municipality, are set forth in a written agreement between the municipality and the taxing district or taxing districts, which agreement describes the programs to be undertaken, including but not limited to the number of employees to be trained, a description of the training and services to be provided, the number and types of positions available or to be available, itemized costs of the program and sources of funds to pay for the same, and the terms of the agreement. Such costs include, specifically, the payment by community college districts of costs pursuant to Sections 3-37, 3-38, 3-40 and 3-40.1 of the Public Community College Act, and by school districts of costs pursuant to Sections 10-22.20a and 10-23.3a of the School Code.

11. **Interest costs incurred by a redeveloper** related to the construction, renovation or rehabilitation of a redevelopment project provided that:

    a. such costs are to be paid directly from the special tax allocation fund established pursuant to this TIF Act;

    b. such payments in any one year may not exceed 30% of the annual interest costs incurred by the redeveloper with regard to the redevelopment project during that year;

    c. if there are not sufficient funds available in the special tax allocation fund to make the payment pursuant to this paragraph, then the amounts so due shall accrue and be payable when sufficient funds are available in the special tax allocation fund;

    d. the total of such interest payments paid pursuant to the TIF Act may not exceed 30% of the total (i) cost paid or incurred by the redeveloper for the redevelopment project, plus

(ii) redevelopment project costs, excluding any property assembly costs and any relocation costs incurred by a municipality pursuant to the TIF Act;

12. Unless explicitly stated in the TIF Act, the cost of **construction of new privately owned buildings shall not be an eligible redevelopment project cost**.

13. **None of the redevelopment project costs enumerated above shall be eligible redevelopment project costs if those costs would provide direct financial support to a retail entity initiating operations in the Redevelopment Project Area, while terminating operations at another Illinois location within 10 miles of the Redevelopment Project Area but outside the boundaries of the Redevelopment Project Area municipality**. For purposes of this paragraph, termination means closing of a retail operation that is directly related to the opening of the same operation or like retail entity owned or operated by more than 50% of the original ownership in a Redevelopment Project Area; but it does not mean closing an operation for reasons beyond the control of the retail entity, as documented by the retail entity, subject to a reasonable finding by the municipality that the current location contained inadequate space, had become economically obsolete, or was no longer a viable location for the retailer or serviceman.

14. No cost shall be a redevelopment project cost in a redevelopment project area if used to demolish, remove, or substantially modify a historic resource, after August 26, 2008 (the effective date of Public Act 95-934), unless no prudent and feasible alternative exists. "Historic resource" for the purpose of this item (14) means

    a. place or structure that is included or eligible for inclusion on the National Register of Historic Places or

    b. contributing structure in a district on the National Register of Historic Places.

    This item (14) does not apply to a place or structure for which demolition, removal, or modification is subject to review by the preservation agency of a Certified Local Government designated as such by the National Park Service of the United States Department of the Interior.

SECTION V
OTHER FINDINGS AND REQUIREMENTS

A. Conformance with Comprehensive Plan

Development projects proposed to be undertaken in implementing this Redevelopment Plan conform to the City of Bloomington's "Comprehensive Plan 2035", adopted August 24, 2015. The Future Land Use Plan, as shown on Figure II-3 of this Comprehensive Plan designates the entire Area as "Mixed – Use". In addition, this TIF Plan is consistent with several of the stated objectives contained in the Downtown section of the Comprehensive Plan, including:

- D-1.1g – Prioritize mixed use development/redevelopment projects for the Downtown area.
- D-1.1h – Continue to develop, promote and provide incentives for property owners or developers to reinvest in Downtown.
- D-1.4a – Encourage inclusion of residential units in mixed use development.

B. Area, on the Whole, not Subject to Growth and Development

There has been very limited investment that would constitute as growth and development within the Area (e.g., recent renovation work on the DUI Countermeasures building that totaled $55,700 since 2009 based on the City's building permit records). The lack of Area-wide investment in growth and development is indicative, in part, by the fact that the tax base of the Area has fallen since 2010 by approximately $562,000 or minus 42.6% (see **Exhibit I**, **EAV Trends (2010-2015)**). For the Area as a whole, this trend is a bit deceptive. The six parcels of real estate comprising the Commerce Bank operations accounted for approximately 95% of this decline. Nonetheless, if these parcels were excluded from the trend analysis, the EAV for the Area has still declined by over 4% or an annualized decline of near 1.0%. Furthermore, the excessive building vacancies within the Area, as quantified in Section III of this Plan, reflects a lack of growth and investment. The evidence presented herein clearly shows that the Area, as a whole, lacks private investment. Significant private investment will be needed to achieve a level of revitalization that eliminates the blighting factors that are present and substantially elevate property values.

C. Would Not be Developed "but for" Tax Increment Financing

The City has found that the Area would not reasonably be developed without the use of tax increment revenues. The City further commits that such incremental revenues will be utilized for the development and revitalization of the Area as provided in the TIF Act. Underscoring the economic need for municipal financial assistance in the form of tax increment financing is the certainty that there will not be commitments for private development and revitalization without the City's

commitment to provide such municipal financial assistance. Even with public financial assistance, redevelopment projects will be a challenge. Furthermore, the eligibility factors documented in this Plan contribute to the "but for" argument. These conditions discourage private investment and will likely worsen as buildings continue to age further and building vacancies remain. The need for public financial assistance, including TIF, has been borne out several times over the past two years where the City has entertained redevelopment proposals from a broker/developer facilitator from East Peoria. Multiple redevelopment options have been presented to the City, all of which included requests for public financial assistance to make the projects financially feasible. The City also retained S.B. Friedman & Company of Chicago to evaluate one of the more recent proposals to develop a hotel and conference center within the Area. Their analysis of the proposal confirmed that a substantial financial feasibility gap does exist, albeit lower than what the developer was asking for in terms of public assistance.

Exhibit I
EAV Trends (2010-2015)
Downtown Southwest Redevelopment Project Area
City of Bloomington, Illinois

	2010	2015	Change	Percent	Annual Percent Rate
Redevelopment Project Area[1]	$ 1,318,957	$ 756,824	$ (562,133)	-42.62%	-10.51%
RPA (less Commerce Bank parcels)[2]	$ 632,047	$ 606,440	$ (25,607)	-4.05%	-0.82%
Balance of City[3]	$1,797,845,602	$1,810,861,534	$ 13,015,932	0.72%	0.14%
CPI - All Urban Consumers[4]	218.06	237.02	18.96	8.70%	1.68%

[1]Equalized Assessed Valuation (EAV) of the Redevelopment Project Area ("RPA").

[2]Value of Redevelopment Project Area less values associated with the 6 Commerce Bank parcels.

[3]City wide EAV minus the EAV of the Redevelopment Project Area.

[4]Consumer Price Index for All Urban Consumers. Source: U.S. Bureau of Labor Statistics.

D. Assessment of Financial Impact

The City finds that the Plan and Redevelopment Projects proposed by this Plan will not place significant additional demands on facilities or services for any local taxing body. Currently, police and fire services and facilities appear to be adequate for the foreseeable future. In addition, the City and Joint Review Board will monitor the progress of the TIF program and its future impacts on all local taxing districts. In the event significant adverse impacts are identified that increase demands for facilities or services in the future, the City will consider utilizing tax increment proceeds or other appropriate actions, to the extent possible, to assist in addressing the needs.

E. Estimated Date for Completion of the Redevelopment Projects

The estimated date for completion of the Redevelopment Project or retirement of obligations issued shall not be later than December 31st of the year in which the payment to the City Treasurer, as provided in subsection (b) of Section 11-74.4-8 of the TIF Act, is to be made with respect to ad valorem taxes levied in the 23rd calendar year after the year in which the ordinance approving the Area is adopted.

F. Most Recent Equalized Assessed Valuation

The most recent total EAV for the Area has been determined by the City to be $756,824, based on McLean County's 2015 tax year (payable 2016) property assessment data. A table with **Parcel Identification Numbers and 2015 EAV** is located in the **Appendix** as **Attachment E**. This is accompanied by a map showing the location of the parcels within the Redevelopment Project Area. After adoption of the TIF Plan, establishing the boundaries of the Redevelopment Project Area and adopting tax increment financing for said Area by the City Council, the City will make a request to the County Clerk of McLean County to certify the base EAV for each parcel of real estate located within the Area.

G. Redevelopment Valuation

Contingent on the adoption of this Plan and commitment by the City to the redevelopment program described herein, the City anticipates that the private redevelopment investment in the Area will increase the EAV of the Area by $6 to $8 million (2016 dollars) upon completion of the redevelopment projects.

H. Source of Funds

The primary source of funds to pay for redevelopment project costs associated with implementing this Plan shall be funds collected pursuant to tax increment financing to be adopted by the City. Under such financing, tax increment revenue resulting from an increase in the EAV of property in the Area shall be allocated to a special fund each year (the "Special Tax Allocation Fund"). The assets of the Special Tax Allocation Fund shall be used to pay redevelopment project costs and retire any obligations incurred to finance redevelopment project costs.

In order to expedite implementation of this Redevelopment Plan and construction of the public improvements, the City, pursuant to the authority granted to it under the TIF Act, may issue bonds or other obligations to pay for the eligible redevelopment project costs. These obligations may be secured by future revenues to be collected and allocated to the Special Tax Allocation Fund.

If available, revenues from other economic development funding sources, public or private, may be utilized. These may include State and Federal programs, local retail sales tax, applicable revenues

from any adjoining tax increment financing areas, and land disposition proceeds from the sale of land in the Area, as well as other revenues. The final decision concerning redistribution of yearly tax increment revenues may be made as part of a bond ordinance.

I. Nature and Term of Obligations

Without excluding other methods of City or private financing, the principal source of funding will be those deposits made into the Special Tax Allocation Fund of monies received from the taxes on the increased EAV (above the initial EAV) of real property in the Area. These monies may be used to reimburse private or public entities for the redevelopment project costs incurred or to amortize obligations issued pursuant to the TIF Act for a term not to exceed 20 years bearing an annual interest rate as permitted by law. Revenues received in excess of 100% of funds necessary for the payment of principal and interest on the bonds and not needed for any other redevelopment project costs or early bond retirements shall be declared as surplus and become available for distribution to the taxing districts to the extent that this distribution of surplus does not impair the financial viability of the any projects. One or more bond issues may be sold at any time in order to implement this Redevelopment Plan.

J. Fair Employment Practices and Affirmative Action

The City will insure that all private and public redevelopment activities are constructed in accordance with fair employment practices and affirmative action by any and all recipients of TIF assistance.

K. Reviewing and Amending the TIF Plan

This Redevelopment Plan may be amended in accordance with the provisions of the TIF Act. Also, the City shall adhere to all reporting requirements and other statutory provisions.

APPENDIX

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ATTACHMENT A

Bloomington City Council Ordinance No. 2016-43
Downtown-Southwest Redevelopment Project Area

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Ordinance No. 2016 - 43

AN ORDINANCE OF THE CITY OF BLOOMINGTON, MCLEAN COUNTY, ILLINOIS PROVIDING FOR A FEASIBILITY STUDY AND PLAN WITH RESPECT TO THE DESIGNATION OF A CERTAIN AREA AS A TAX INCREMENT FINANCING REDEVELOPMENT PROJECT AREA
(Downtown – Southwest)

WHEREAS, the City of Bloomington, McLean County, Illinois (the "*City*"), is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the Illinois Municipal Code, as from time to time supplemented and amended; and,

WHEREAS, pursuant to the Tax Increment Allocation Redevelopment Act of the State of Illinois, 65 ILCS 5/11-74.4-1 et seq., as from time to time amended (the "*TIF Act*"), the Mayor and City Council of the City (the "*Corporate Authorities*") are empowered to undertake the development or redevelopment of a designated area within the municipal boundaries of the City in which existing conditions permit such area to be classified as a "blighted area" and / or "conservation area" as defined in Section 11.74.4-3(a) of the TIF Act; and,

WHEREAS, the legislative purpose of the TIF Act is to encourage development through the use of incremental tax revenues derived from an increase in assessed values in the eligible areas by assisting with development or redevelopment project costs, thereby eliminating adverse and detrimental conditions that erode the tax base both within an eligible area and adjacent to such area; and,

WHEREAS, on March 14, 2016, pursuant to Resolution No. 2016-09, the Corporate Authorities authorized a feasibility study of certain properties within the corporate boundaries of the City in order to determine the eligibility of said properties as a "redevelopment project area" pursuant to the provisions of the TIF Act which properties are generally within a three city block

area bounded by Washington Street to the north, N. Center Street to the east, Front Street to the south and N. Lee Street to the west (the "Area") as shown on the map attached hereto and made a part hereof by reference as Exhibit A; and,

WHEREAS, the Corporate Authorities have determined that Peckham Guyton Albers & Viets possess the necessary skills and experience to determine if the Area qualifies as a "redevelopment project area" under the TIF Act and to prepare a redevelopment plan and desires to authorize Peckham Guyton Albers & Viets to undertake a feasibility study and to prepare such reports as required with respect to the eligibility of the Area as a tax increment financing redevelopment project area.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Bloomington, McLean County, Illinois, as follows:

Section 1. The foregoing recitals are incorporated and made a part of this Ordinance as if fully set forth in this Section.

Section 2. The City Manager is directed to authorize Peckham Guyton Albers & Viets to undertake a feasibility study to determine the eligibility of the Area as a "redevelopment project area" under the TIF Act; and, to prepare a report with respect to the eligibility of the Area under the Act; and, to prepare a plan for development and redevelopment incorporating all of the matters required by the TIF Act. The City Manager are further authorized to execute and deliver any and all documents as deemed necessary to accomplish said tasks.

Section 3. The purpose of the report and plan is to allow the City to consider adoption of the TIF Act in order to enhance its tax base as well as the tax base for any other taxing district that has jurisdiction, provide new job opportunities for its residents, attract sound and stable commercial growth, and improve the general welfare and prosperity of the community. Pursuant

to the TIF Act, once the City adopts tax increment financing, all real estate tax revenue attributable to any increase in the assessment of property included in the redevelopment project area is distributed to the City for reinvestment in the respective Area for certain purposes permitted by the TIF Act.

Section 4. The City hereby agrees to reimburse itself for the costs incurred in connection with all studies and reports for the Area in the event the TIF Act is adopted by the City and incremental real estate taxes are available for payment of such costs pursuant to the TIF Act.

Section 5. The Corporate Authorities may consider paying for certain redevelopment project costs, as defined by the TIF Act, from incremental real estate taxes in the Special Tax Allocation Fund, as defined by the TIF Act, established for the Area through the issuance of bonds, in the event the TIF Act is adopted. Such redevelopment project costs may include costs of studies, surveys, plans, architectural and engineering services, acquisition of land, rehabilitation of existing buildings, construction of public works, bond issuance costs, and such other items as permitted by the TIF Act.

Section 6. The City Clerk shall cause copies of this Ordinance to be mailed by certified mail or delivered by messenger to all taxing districts that would be affected by such designation in accordance with the provisions of Section 11-74.4-4.1 of the TIF Act, and that the municipal officer who can be contacted for any and all questions, comments, suggestions, or requests for information be directed to:

Austin Grammer,
Economic Development Coordinator
City of Bloomington
115 East Washington Street, Suite 201
Bloomington, IL 61702-3157
Office: 309-434-2226

Section 7. This Ordinance shall be in full force and effect from and after its passage and approval.

ADOPTED this 9th day of May 2016, pursuant to a roll call vote as follows:

AYES: 8 (Aldermen Mwilambwe, Sage, Schmidt, Painter, Buragas, Black, Hauman, Fruin)

NAYS: 1 (Alderman Lower)

ABSENT: 0

APPROVED by me this 9th day of May, 2016.

CITY OF BLOOMINGTON

Tari Renner, Mayor

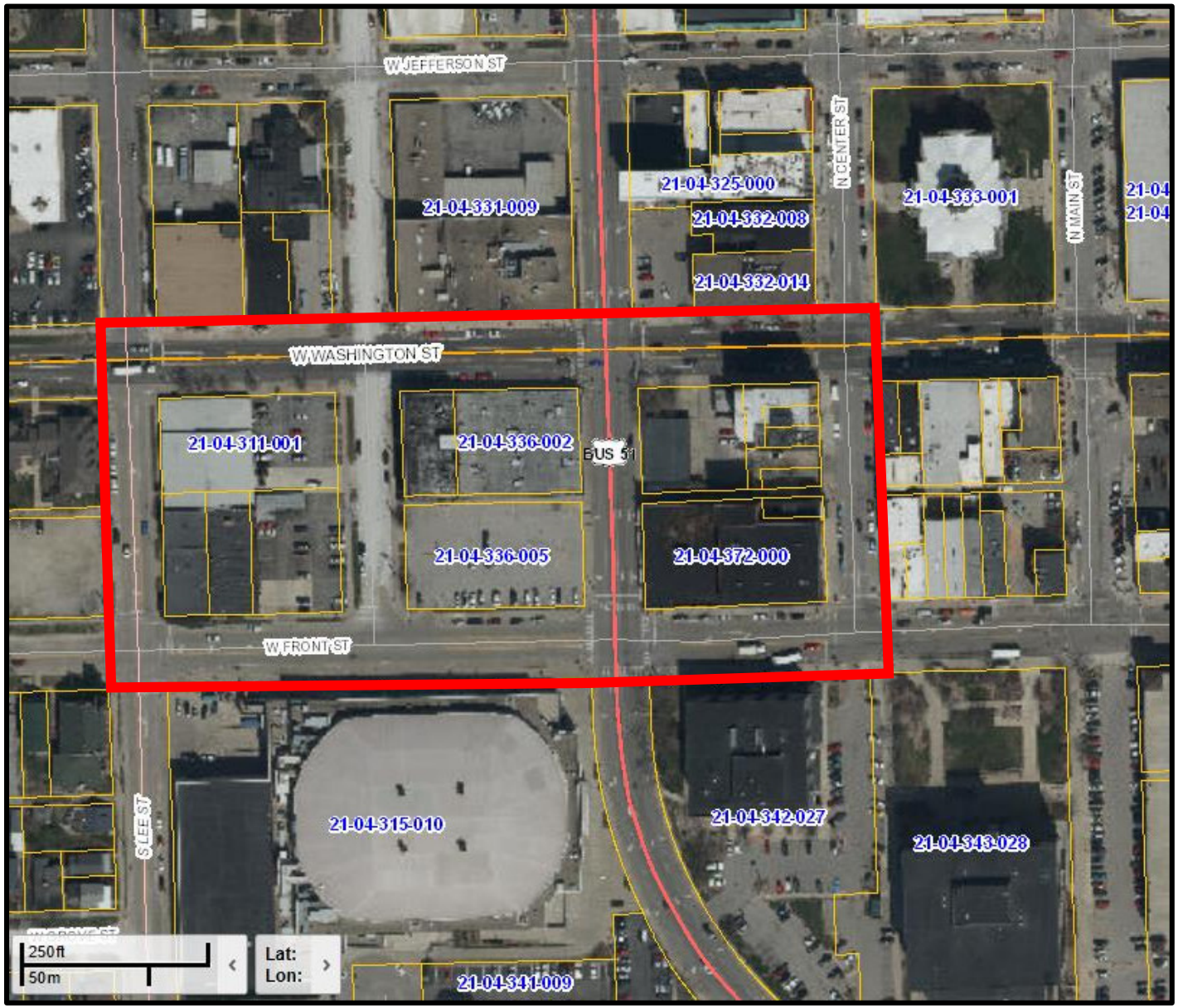
ATTEST

Cherry L. Lawson, City Clerk

EXHIBIT A

Map of proposed Downtown – Southwest TIF Study Area

Exhibit A: Downtown – Southwest TIF Study Area



ATTACHMENT B

Boundary Description
Downtown-Southwest Redevelopment Project Area

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Legal Description
Downtown-Southwest Redevelopment Project Area

A part of the SW¼ of Section 4, Township 23 North, Range 2 East of the Third Principal Meridian, City of Bloomington, McLean County, Illinois, more particularly described as follows: Beginning at the point of intersection of the north right of way line of West Washington Street and the east right of way line of North Center Street, being the southwest corner of Lot 40 in the Original Town of Bloomington; thence South on the east right of way line of said North Center Street and the southerly extension thereof to the south right of way line of West Front Street; thence West on the south right of way line of said West Front Street to the point of intersection with the southerly extension of the west line of Parcel 3 as described in a Trustee's Deed recorded as Document No. 2015-15491 in the McLean County Recorder of Deeds Office; thence North on said southerly extension, the west line of said Parcel 3 and the northerly extension thereof to the north right of way line of said West Washington Street; thence East on said north right of way line to the Point of Beginning.

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ATTACHMENT C

Existing Conditions Photos

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On June 15th, 2016 PGAV PLANNERS staff conducted a field review of the properties and improvements located inside the Downtown-Southwest Redevelopment Project Area (the "Area"). The following pages contain a series of photographs taken during this site visit, which PGAV PLANNERS believes to be representative of the conditions of the Area.

102 North Center Street (Front N Center Building)

The following pages contain pictures of interior and exterior conditions found at 102 North Center Street.



The Front N Center Building is in the heart of downtown Bloomington and is completely vacant.



The elevators in the Front N Center Building have been removed from service.



The ceiling on the ground floor of the Front N Center Building is deteriorated. (1st Floor)



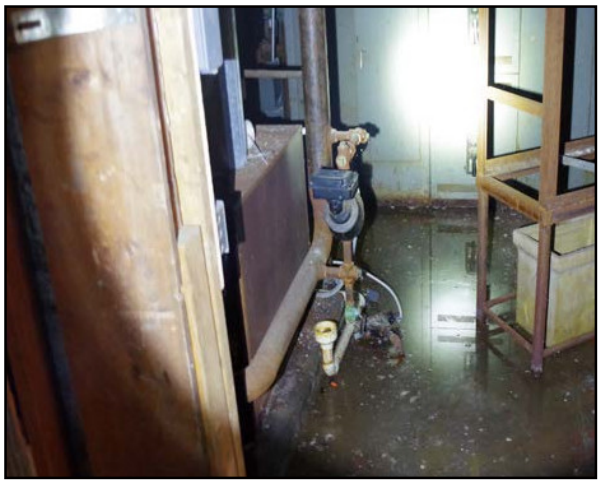
Floor tiles have became dislodged inside of the Front N Center Building. The flooring is suspect for containing asbestos. (1st Floor)

102 North Center Street (Front N Center Building) (cont'd)



Left & Right: Water damage to the interior of the Front N Center Building has led to the plaster ceiling collapsing. (Lower Level)



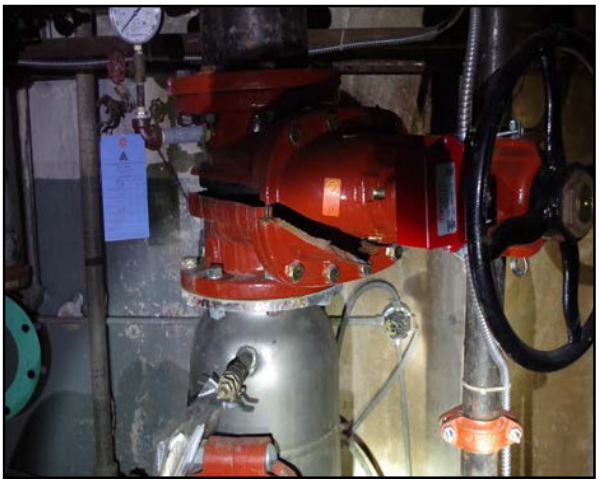


Left: Standing water in the room containing the main electrical service. (Lower Level)



Left: Broken glass on the floor of the Front N Center Building. (Lower Level)

Right: The water main supply in the Front N Center Building is severely damaged and inoperable. (Lower Level)

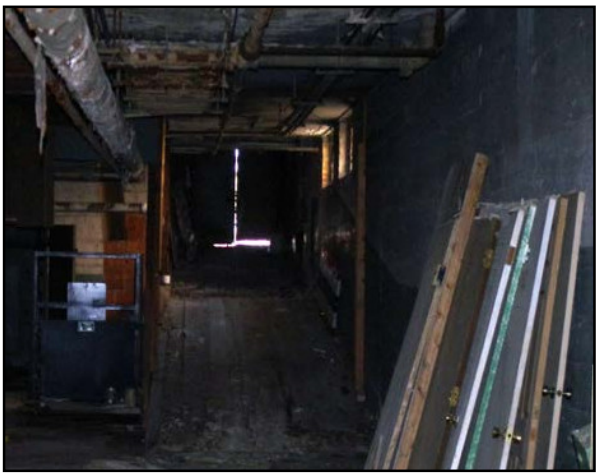


102 North Center Street (Front N Center Building) (cont'd)



Left: Standing water in the lower level of the Front N Center building.

Right: Rear loading doors accessing the lower level of Front N Center do not seal the building from the weather or rodents.



Right: Water damaged floor tiles that have become loose. (2nd Floor)



Left & Right: The wood floor in the Front N Center building is buckling. (1st Floor)





102 North Center Street (Front N Center Building) (cont'd)



Left: The wood floor on the second story of the Front N Center Building is buckling.

Right: Warped and water damaged tiles on the second story of the Front N Center Building. Note: underlying wood floor is buckling.





Left: The plaster ceiling on the second floor of the Front N Center Building has almost completely collapsed.

Right: Water damage to the upper floor apartments on the Front N Center Building.





Left: Water damage to the upper floor apartments on the Front N Center Building.

Right: Standing water on the roof of the Front N Center Building.



102 North Center Street (Front N Center Building) (cont'd)



Left: Water damage to the upper floor apartments on the Front N Center Building.



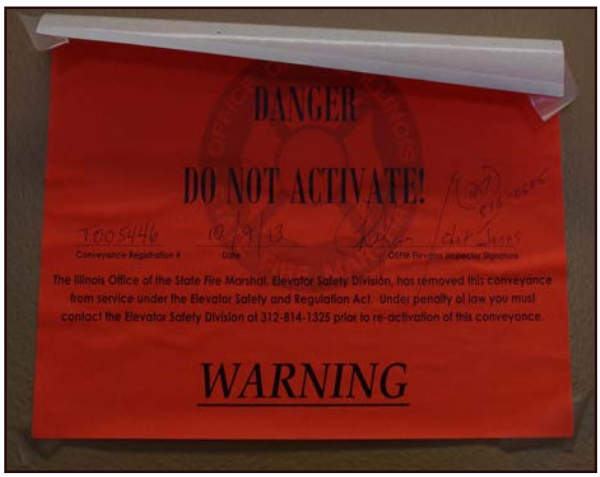
Right: The bricks and mortar on the upper level of the Front N Center Building are deteriorated.



Right: Rusted and inoperable HVAC equipment on the roof of the Front N Center Building.

120 North Center Street (Commerce Bank Building)

The following pages contain pictures of interior and exterior conditions found at 120 North Center Street.



Left: The elevators in the Commerce Bank Building have been removed from service.



Right: Water penetrating the basement ceiling of the Commerce Bank Building has resulted in the formation of mineral stalactites.

120 North Center Street (Commerce Bank Building) (cont'd)



Left: The Commerce Bank Building located at 120 North Center Street is mostly vacant.

Right: The corrugated metal roof enclosing the HVAC system is rusted.



Right: Discolorations to the floor of the Commerce Bank Building due to a leaking radiant heater.





Left & Right: The basement ceiling in the Commerce Bank Building has substantial water damage. Note: the crumbling concrete is exposing the steel reinforcing.



120 North Center Street (Commerce Bank Building) (cont'd)



Left: The elevator controller in the Commerce Bank Building isn't covered, presenting a risk of shock if power is turned on.

Right: The finish on the exterior of the bricks is peeling off, spalling the face of the bricks with it. (Commerce Bank Building)



110 North Madison Street (Former Elks Lodge)

The following pages contain pictures of interior and exterior conditions found at 110 North Madison Street.



Left: The former Elks Lodge at 110 North Madison is completely vacant.

Right: Mold on the floor and wall of the former Elks Lodge.





Left: Mold on the ceiling of the former Elks Lodge.

Right: Ceiling tiles in the former Elks Lodge are collapsing due to water damage.



110 North Madison Street (Former Elks Lodge) (cont'd)





Above: Mold and evidence of water damage on the interior of the former Elks Lodge Building.

Below: Water on the floor of the former Elks lodge due to roof leaks.



Below: Water damage around the roof access of the former Elks Lodge.



Below: The interior wood floor of the former Elks lodge is buckling.





Left: The front door on the former Elks Lodge is rusted exposing exterior elements and allowing access for rodents.

Right: The exterior coating and bricks on the former Elks Lodge are deteriorated.



316 West Washington Street (Golden Rule Building)

This page contains pictures of interior and exterior conditions found at 316 West Washington Street.



Left: Standing water in the basement of the Golden Rule Building.

Right: Water damage to the ceiling in the attic of the Golden Rule Building.





Left: Water damage to the interior of the Golden Rule Building.

Right: The chimney on the Golden Rule Building is deteriorated and in need of tuckpointing.



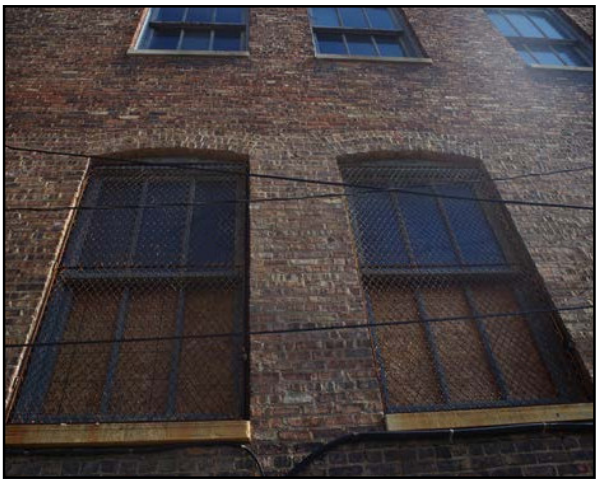
110 North Center Street (DUI Countermeasures, Inc Office Building)

This page contains pictures of the exterior conditions found at 110 N. Center Street.



Left: Moss growing on the side of 110 N. Center next to a missing downspout.

Right: Boarded up windows on 110 N. Center.



Parking Lot and Right-of-Way Conditions

This page contains pictures of parking lots and right-of-ways found throughout the area.



Above: The parking lot at 301 W. Front has deteriorated pavement.

Below: The sidewalk along Front St., between Madison and Center, is deteriorated.



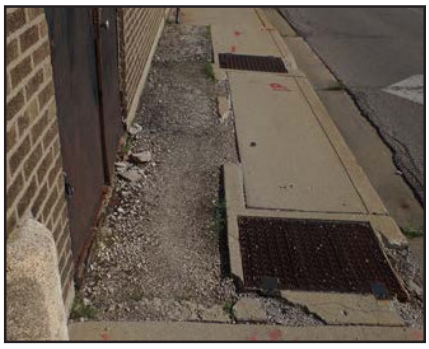
Above: The parking lot in the rear of 402 W. Washington is deteriorated.

Below: The sidewalk and curbing along N. Roosevelt are deteriorated.

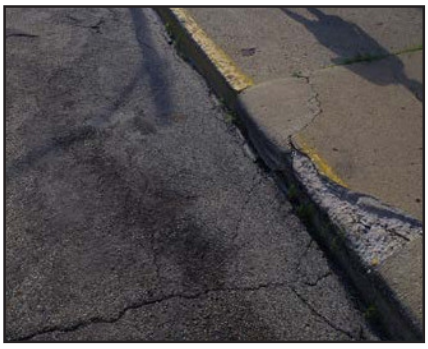


Above: The paving in the parking lots covers the entire parcel, not meeting landscaping requirements.

Below: Deteriorated pavement and curbing along N. Center Street.









Left: A deteriorated alley between N. Center St and N. Madison St.

Right: The edge of the pavement along N. Roosevelt is deteriorated.



ATTACHMENT D

Parcel Identification Numbers,

Property Owner & 2015 EAV

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Property Identification Number (PIN) List & 2015 EAV

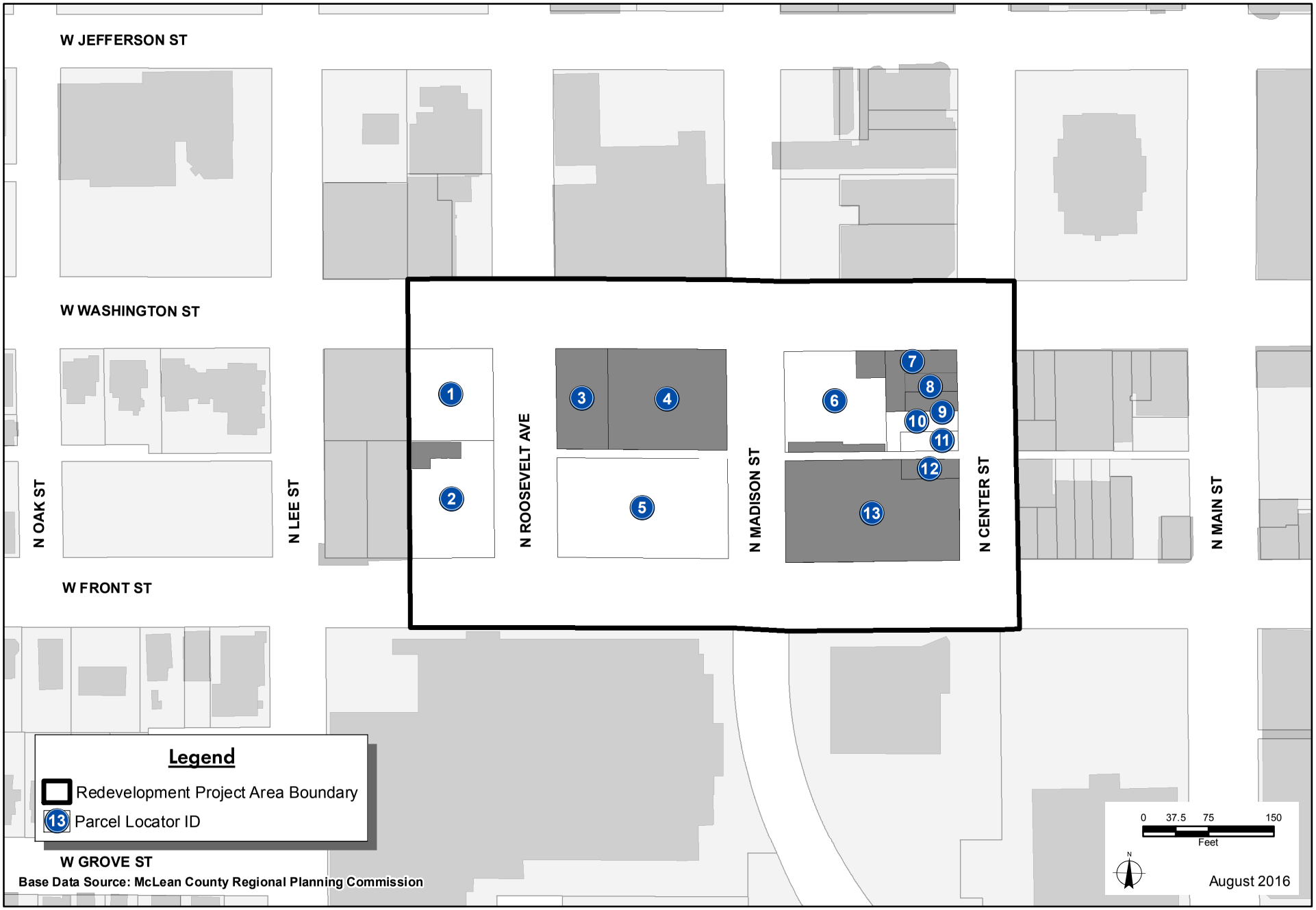
Downtown - Southwest Redevelopment Project Area

City of Bloomington, Illinois

Map Locator No.	Parcel ID No. (PIN)	Property Owner	2015 EAV
1	21-04-311-001*	JRH REVOCABLE LIVING TRUST	$ 20,717
2	21-04-311-004	JRH REVOCABLE LIVING TRUST	$ 46,490
3	21-04-336-001	SUSAN TEMPLE	$ 279,817
4	21-04-336-002	CONSOLIDATED PROPERTIES (Huff)	$ 80,016
5	21-04-336-005	CITY OF BLOOMINGTON	$ -
6	21-04-337-001	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 28,717
7	21-04-337-002	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 74,000
8	21-04-337-003	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 3,667
9	21-04-337-004	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 36,666
10	21-04-337-005	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 3,667
11	21-04-337-006	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 3,667
12	21-04-337-007	GARY MORRIS	$ 17,877
13	21-04-372-001	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 4,608
13	21-04-372-002	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 1,540
13	21-04-372-003	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 1,812
13	21-04-372-004	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 6,154
13	21-04-372-005	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 2,089
13	21-04-372-006	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 1,718
13	21-04-372-007	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 1,718
13	21-04-372-008	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 1,331
13	21-04-372-009	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 1,641
13	21-04-372-010	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 2,031
13	21-04-372-011	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 2,703
13	21-04-372-012	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 2,703
13	21-04-372-013	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 2,389
13	21-04-372-014	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 771
13	21-04-372-015	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 5,228
13	21-04-372-016	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 1,826
13	21-04-372-017	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 1,086
13	21-04-372-018	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 1,699
13	21-04-372-019	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 2,766
13	21-04-372-020	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 2,766
13	21-04-372-021	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 2,526
13	21-04-372-022	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$ 7,513

13	21-04-372-023	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	16,508
13	21-04-372-024	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	4,707
13	21-04-372-025	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	1,294
13	21-04-372-026	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	3,728
13	21-04-372-027	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	2,797
13	21-04-372-028	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	2,600
13	21-04-372-029	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	2,619
13	21-04-372-030	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	3,007
13	21-04-372-031	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	4,385
13	21-04-372-032	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	4,310
13	21-04-372-033	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	2,887
13	21-04-372-034	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	2,082
13	21-04-372-035	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	3,246
13	21-04-372-036	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	3,523
13	21-04-372-037	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	4,752
13	21-04-372-038	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	4,560
13	21-04-372-039	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	819
13	21-04-372-040	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	2,367
13	21-04-372-041	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	4,236
13	21-04-372-042	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	4,271
13	21-04-372-043	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	4,022
13	21-04-372-044	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	2,575
13	21-04-372-045	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	4,256
13	21-04-372-046	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	3,292
13	21-04-372-047	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	4,600
13	21-04-372-048	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	4,493
13	21-04-372-049	CONSOLIDATED PROPERTIES LLC 120 (Huff)	$	969
		TOTAL		**$756,824**

* Only eastern half of parcel located in Project Area. Value reflects apportionment of land at 50% of total.



Parcel Locator

Downtown-Southwest Redevelopment Project Area

PGAV PLANNERS

City of Bloomington Illinois

REGULAR AGENDA ITEM NO. 8C

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of approving a contract with KMA Design (RFQ# 2017-10) for Professional Services for Downtown Branding and Wayfinding.

RECOMMENDATION/MOTION: That Council approves the contract in the amount of $62,190 with KMA Design, and authorize the City Manager and City Clerk to execute the necessary documents.

STRATEGIC PLAN LINK: Goal 6. Prosperous Downtown Bloomington

STRATEGIC PLAN SIGNIFICANCE: Objective 6c. Downtown becoming a community and regional destination.

BACKGROUND: RFQ#2017-10 Downtown Branding and Wayfinding Project was released on May 26, 2017. Nine firms responded by the due date of 5 PM on June 23, 2016. Following a thorough review and ranking of the submissions, the Downtown Signage Committee selected three firms for an on-site presentation and interview. These three firms were:

Carol Naughton & Associates, Inc. from Chicago, Illinois
KMA Design from Pittsburgh, Pennsylvania
Merje Environments & Experiences from West Chester, Pennsylvania

Following the interviews the Committee unanimously picked KMA Design as the best fit for the City to move forward with the Downtown Branding and Way project. KMA Design then submitted a detailed schedule of work and fees along with a timeline to complete the project. The work as proposed by KMA Design would not exceed $51,825, however the Committee recommends including a 20% contingency which would make the contract total amount $62,190. The contingency would only be used for any work items that are not foreseen at this time, but critical for successful delivery of this project.

The final report with recommendations and proposed construction budget will be provided to the City before March 30, 2017.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Downtown Signage Committee. The RFQ was advertised in the Pantagraph and posted on the City's website.

FINANCIAL IMPACT: The funds are included in the FY 2017 Budget under the Capital Improvement-Other Professional & Technical Services account (40100100-70220). The cost of this work ($62,190) is under budget for this project ($75,000 budgeted). Stakeholders can locate this in the FY 2017 Budget Book titled "Other Funds & Capital Improvement Program" on pages 83, 87, 273, 299 and 312.

Respectfully submitted for Council consideration.

Prepared by: Kevin Kothe, PE, City Engineer

Reviewed by: Jim Karch, PE CFM, Director of Public Works

Financial & budgetary review by: Chris Tomerlin, Budget Analyst
Carla A. Murillo, Budget Manager

Legal review by: Jeffrey R. Jurgens, Corporation Counsel

Recommended by:

David A. Hales
City Manager

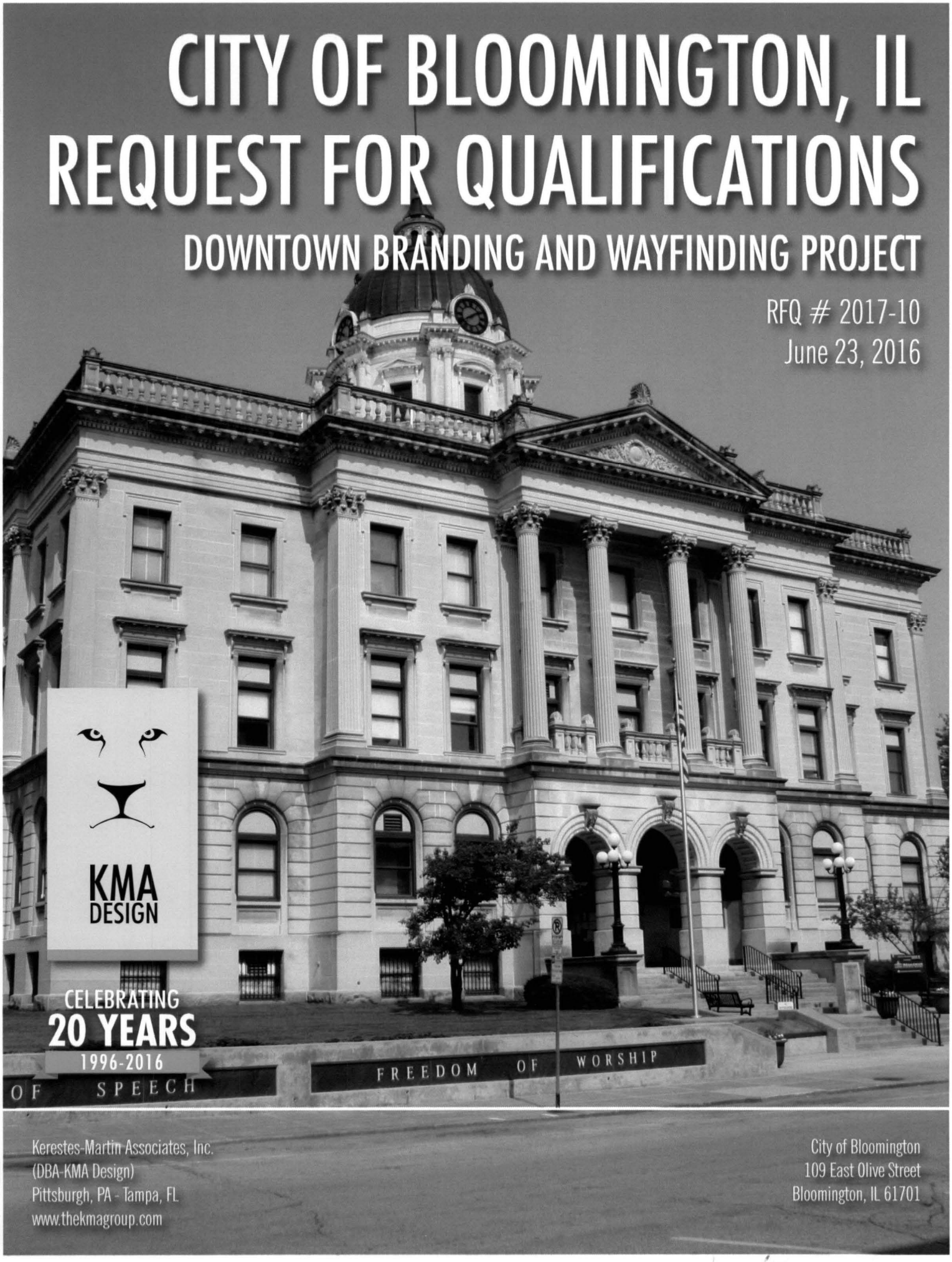
Attachments:

- Attachment 1 – KMA Design submittal for RFQ#2017-10 with contract, scope, fees, schedule and insurance for Professional Services for Downtown Branding and Wayfinding.

Motion: That Council approves the contract in the amount of $62,190 with KMA Design, and authorize the City Manager and City Clerk to execute the necessary documents.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			
Alderman Buragas				Alderman Painter			
Alderman Fruin				Alderman Sage			
Alderman Hauman				Alderman Schmidt			
Alderman Lower							
				Mayor Renner			


CITY OF BLOOMINGTON, IL
REQUEST FOR QUALIFICATIONS
DOWNTOWN BRANDING AND WAYFINDING PROJECT
RFQ # 2017-10
June 23, 2016
KMA
DESIGN
CELEBRATING
20 YEARS
1996-2016
OF SPEECH
FREEDOM OF WORSHIP
Kerestes-Martin Associates, Inc.
(DBA-KMA Design)
Pittsburgh, PA - Tampa, FL
www.thekmagroup.com
City of Bloomington
109 East Olive Street
Bloomington, IL 61701

KMA DESIGN

June 23, 2016

City Clerk
City of Bloomington
City Hall
109 East Olive Street
Bloomington, IL 61701

CELEBRATING 20 YEARS 1996-2016

To Whom It May Concern:

Kerestes-Martin Associates, Inc., (dba KMA Design) is pleased to submit this proposal for the branding and wayfinding signage for the City of Bloomington. The requirements of the RFQ match the capabilities of the firm assuring a comprehensive approach to execute this project through fruition. KMA Design has the experience, expertise, personnel and proven methodology to deliver a quality project for the city that will exceed expectations. Specializing in the unique specialty of experiential graphic design (signage design and planning) KMA excels in all aspects required to develop a comprehensive branding and sign program that will expand and grow with the community for years to come.

Founded in 1996, KMA is an award-winning, women-owned business based in Pittsburgh and Tampa. The firm has work in 29 states, Paris, France and Rome, Italy. The firm also has an extensive portfolio of work in the mid-west and the northeastern United States.

KMA Design is proud of its ability to work with multi-faceted client committees synthesizing various focuses and interests. Client groups require concensus from historical societies, arts and cultural committees, planning, business development organizations, council, administrative departments, public works, Department of Transportation and local citizenry. KMA is experienced with listening to all associated parties developing designs that reflect the needs of the community, pleasing all involved.

An attractive and effective sign program has far reaching results, such as promoting civic pride and enhancing the built and natural environment. It is the synthesis of form and function that results in a signage system that will be cost-effective, flexible and provide prudent life cycle cost to the community. Through a well-planned sign program, KMA Design offers the City of Bloomington an opportunity to add value, civic pride and visual appeal while attracting visitors from surrounding communities. Effective wayfinding solutions, precise planning and accurate knowledge of materials allows KMA Design to reduce safety concerns, highlight destinations and plan for future message modifications.

KMA Design has been involved in the branding of several communities, hospitals, and universities, and understands the uniqueness of each entity. To create a mark that is indicative of a community, it is imperative that the design team gather input from the cultural committees, businesses, public, and administrative staff as a first step in the creation of the City of Bloomington "brand". KMA is experienced in synthesizing the brand image with the look of the custom signage and wayfinding program. Common elements like colors, fonts, and graphic details should unify signs with the brand establishing the community's new look from the moment one enters the city proper. Similarly, web sites, brochures, and other media materials should consistently use the mark and its nuances tying all graphic elements together consistently.

The professionals assigned to this project have the tenure and experience to work with the city and its stakeholders in coordinating a cohesive program. As illustrated in the organizational chart in the staffing section of this proposal, KMA's philosophy is two-fold in the execution of work and division of staff responsibilities.

The firm's Principal in Charge, Barbara Martin, oversees all aspects of work, with a particular concentration on the design. She will coordinate with the Design Director, Mike Martin, and his team conveying the needs of the city and help bring ideas to reality. Additionally, she will work in tandem with her business partner and company President, David Kosick, who is responsible for the execution of the project planning and management. Jeremy Detwiler, Sr. Project Manager, will oversee the support management team and interface with the principals and the Design Director. The senior staff at KMA, have an average of 20 years experience in the branding, design and implementation of sign programs. There are a total of fourteen employees in the Pittsburgh office who are available to work on this project assisting in individual tasks that suit their specific areas of expertise.

SEGD

KMA DESIGN

CELEBRATING 20 YEARS 1996-2016

Other design firms adopt the philosophy that the designers can do it all: design, program, manage and perform administrative tasks from start to finish. Contrary to this usual practice in the profession, KMA Design strives to better serve its customers by segregating roles and responsibilities by strength and capabilities. A designer is not best suited to manage and program a project, just as a project manager is not expected to be a good designer. KMA stresses the "team" approach highlighting individual strengths and talents and does not cookie cutter anyone into a position that does not best serve their abilities. This provides an extra layer of customer service that assures consistency throughout the course of the project.

This project would be done out of the Pittsburgh office to better serve City of Bloomington due to proximity. The address is 104 Broadway Street, Carnegie, PA 15106, main phone 412-429-4071. Contact person is Barbara Martin who can be reached at the main phone number or via email at bjm@thekmagroup.com.

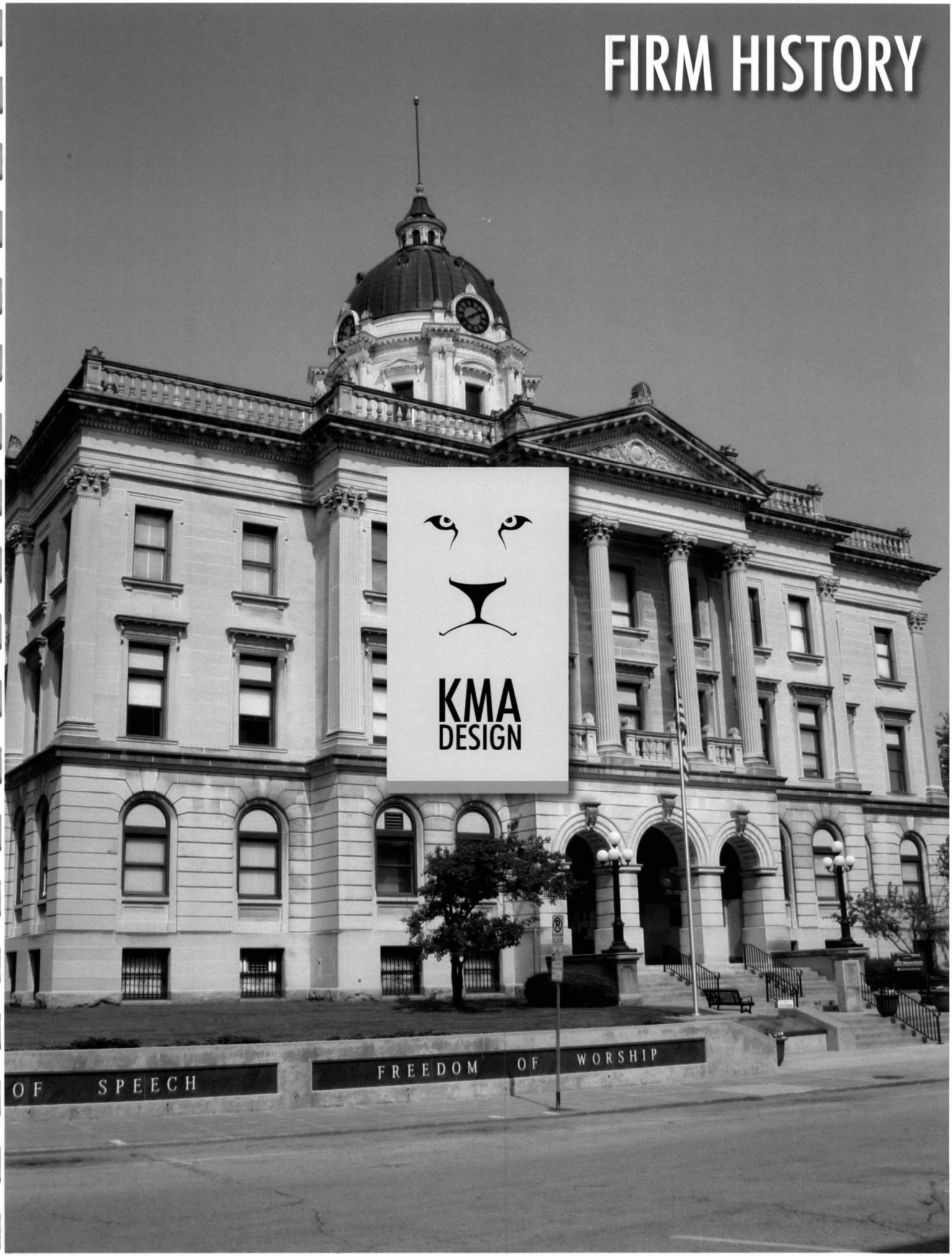
KMA Design invites the City of Bloomington to also visit their website at wwwthekmagroup.com for more extensive view of the company's profile.

Thank you in advance for your consideration of KMA Design.

Regards,

Barbara J. Martin
Chief Executive Officer

SEGD


FIRM HISTORY
KMA
DESIGN
OF SPEECH
FREEDOM OF WORSHIP

KMA Design was founded in 1996 by Barbara J. Martin, the firm's Chief Executive Officer and Board Chair. She is the majority shareholder (51%) for the company. Ms. Martin is the recipient of the Diamond Award for being one of the top 25 CEOs in the Pittsburgh Region, The Women in Business Award given out to only 20 women per year for company performance in the Pittsburgh region and is a Distinguished Alum of her alma mater, Seton Hill University.

In 2000, Martin added a partner, David W. Kosick, President and minority shareholder (49%), to help control the burgeoning growth the firm was experiencing. Mr. Kosick comes from a marketing and advertising background with experience in the health care sector prior to joining KMA Design. Kosick oversees the Human Resources and Accounting departments in addition to the Project Management and Planning staff.

As the firm is celebrating its twentieth anniversary this year, it can boast of steady growth through the first sixteen years and the meteoric revenue increase during the last three-year period from 2013-2015. During this timeframe the company more than doubled its annual revenue and opened another office in Tampa due to its increased volume of work in Florida and the southeast. The revenue increase recently afforded KMA Design with the 2016 "Fastest Growing Businesses in the Pittsburgh Region" award. KMA owns the buildings in which both offices are located.

The firm specializes in the development of signage, wayfinding and branding for a variety of project types. These include, cities, universities, theme parks, casinos, hospitals, sporting complexes, transportation hubs and donor recognition. Complete planning and design services through construction documents and construction administration are offered by the firm to assure its clients continuity and accountability from start to finish.

The firm's philosophy and business strategy revolves around its client base. KMA Design strives for a positive client experience and a positive client reference. This is illustrated in the fact that over 85% of its clients utilize KMA Design for on-going or repeat work. The firm has a rich history of high profile clients including Walt Disney World, Johns Hopkins University, NHL's Tampa Bay Lightning and Pittsburgh Penguins, MLB's Pittsburgh Pirates, Universal Studios, Hard Rock Café and Casino, Mount Saini Medical Center, St. Johns University and the College of DuPage.

KMA works with its clients and does not force their design ideas, but rather synthesizes design concepts from listening to the specific nuances that are required to provide a unified design solution that meets the desires of all involved. Taking ego out of the process, KMA has worked with thousands of clients over its twenty year tender and can assure the City of Bloomington that it too, will be treated as a part of the team, where designers, planners and city staff will work together as a common unit striving for the best solutions and results. It is this strategy that allows KMA Design to boast of its flawless history of maintaining excellent references.

KMA delivers its projects on time and on budget. Working to develop phasing strategies with its clients in instances where funding is not available in one fiscal year and has to be obtained over multiple years, KMA has developed precise phasing plans identifying cost implications allowing projects to be implemented over time.

The firm focuses on what they do best and that is branding and architectural signage design and does not offer multiple specialties or services. This allows for the entire staff to be qualified in this specific area of expertise, eliminating the watered down effect of trying to be good at too many things. Instead, KMA strives to be excellent in the finite world of branding, signage and wayfinding design, which is evident through its long history, quality design and many satisfied clients.



KMA DESIGN

FIRM PROFILE

KMA Design is an environmental graphic design firm based in Pittsburgh, Pennsylvania. Working primarily with architectural firms, building owners, and construtions companies, the firm has honed a quality reputation in the unique specialty of architectural signage design, programming, and wayfinding.

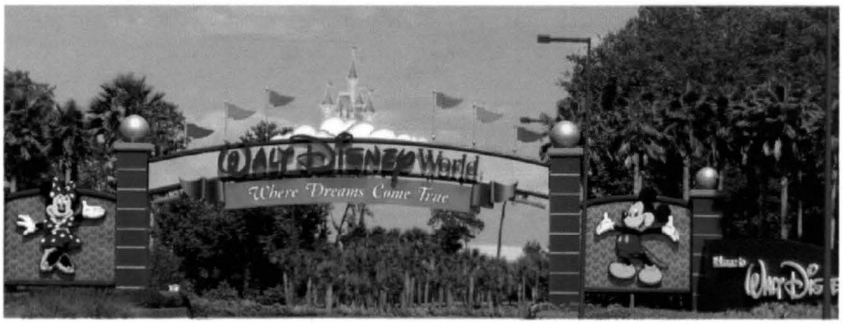
KMA has developed an extensive national resume of projects in several marketing segments, including: sporting venues, entertainment and recreational environs, governmental facilities, healthcare institutions, educational campuses, and donor recognition.

The firm's mission statement emphasizes,
"...improving visual settings while satisfying functional requirements through effective graphic communications, quality design, and ADA compliance, all in harmony with the built environment." The combination of KMA's resources and talents "breathes life into cold structures." KMA Design is a registered Women's Business Enterprise (WBE).

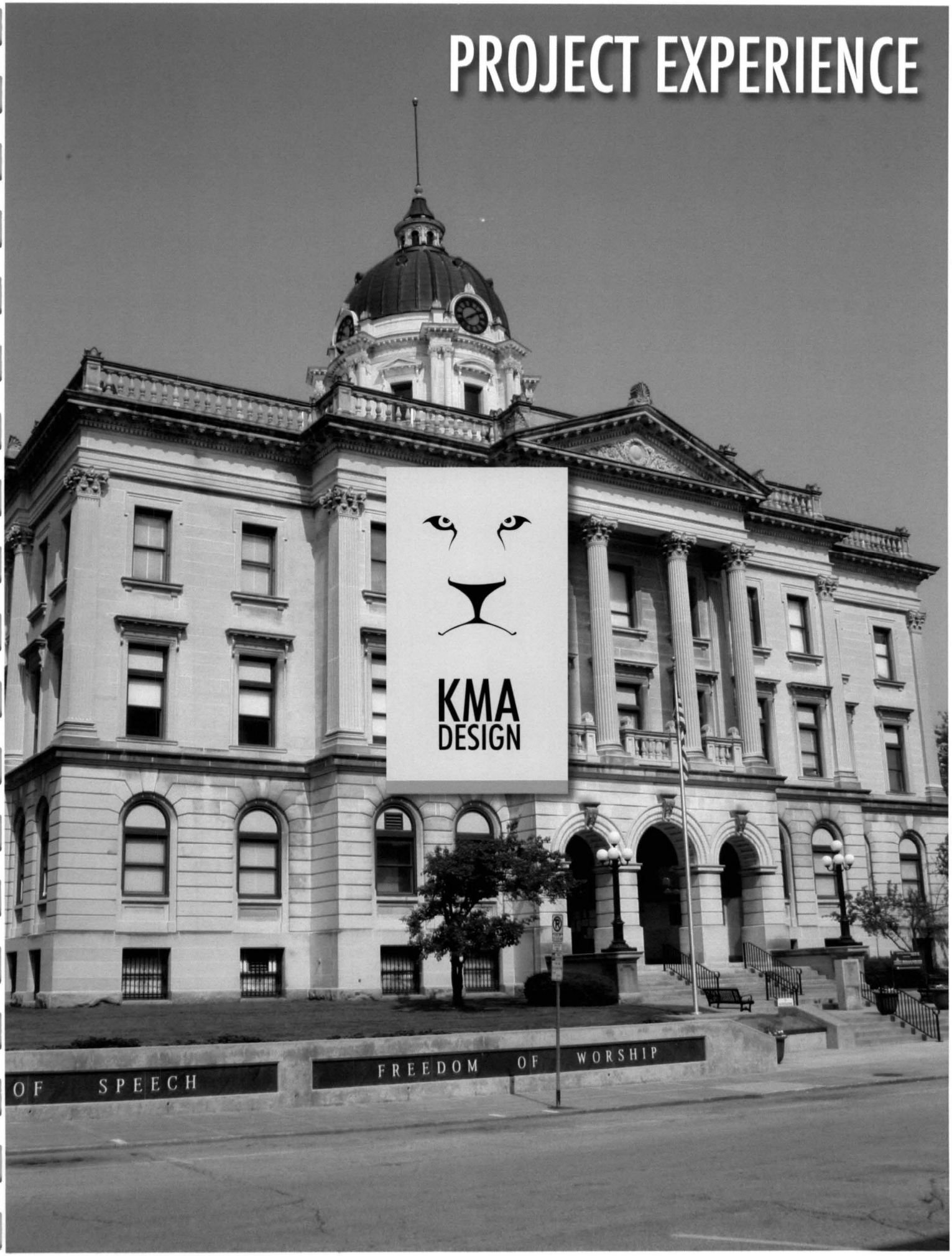
For, more information, please contact Barbara Martin or David Kosick.

KMA DESIGN
104 Broadway St.
Carnegie, PA 15106
(tel) 412 429 4071
(fax) 412 429 4074
http://www.thekmagroup.com








PROJECT EXPERIENCE
KMA
DESIGN
OF SPEECH
FREEDOM OF WORSHIP

KMA DESIGN

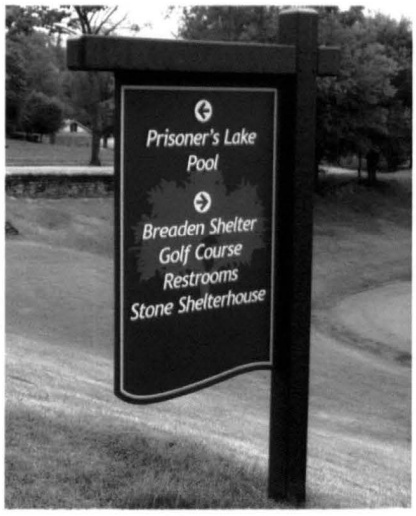
CITY WAYFINDING

SIGNAGE

KMA Design is one of the nation's premier wayfinding providers. The firm is capable of providing professional consulting services in creating a master plan to direct the movement of multimodal transportation. In all circumstances, the client's interest is always considered and the most efficient, economical, and regulation abiding principles are utilized.

Without a functioning wayfinding system, the vitality of a township, municipality, or jurisdiction is operating at an insufficient capacity. That is why KMA prides themselves on developing systematic structures, combining signage location and design, to maximize the potential of the environment. To further separate KMA into an elite group that specializes in wayfinding, the company always integrates existing architecture and landscapes into their concepts. Whether directing vehicular traffic or pedestrians with interior or exterior signage, KMA is sure to deliver a service that will generate proper function and form that is created to endure.









KMA DESIGN

CITY WAYFINDING

IDENTITY

In addition to designing wayfinding programs for municipalities, some of which are on the historic downtown register, the stakeholders also contracted KMA to update their branding standards to establish cohesion between the brand mark and signage program.

Throughout the design process, KMA worked with the stakeholders to ensure the community's identity was properly conveyed within a well thought out and graphically pleasing design, which could work on signage, traditional print media and web site applications.

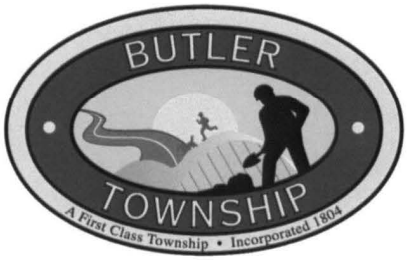
Whether paying homage to historical / traditional values, or looking for a more progressive approach, targeting a millennial focus, the team at KMA Design can bring a vision to a reality.











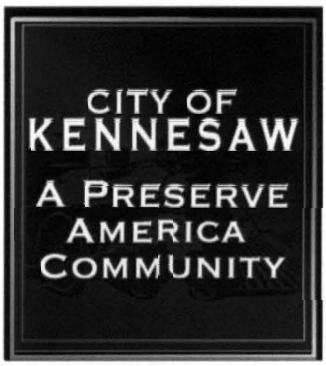






INC. 1894

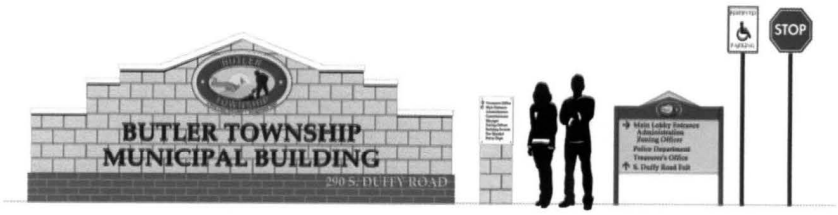


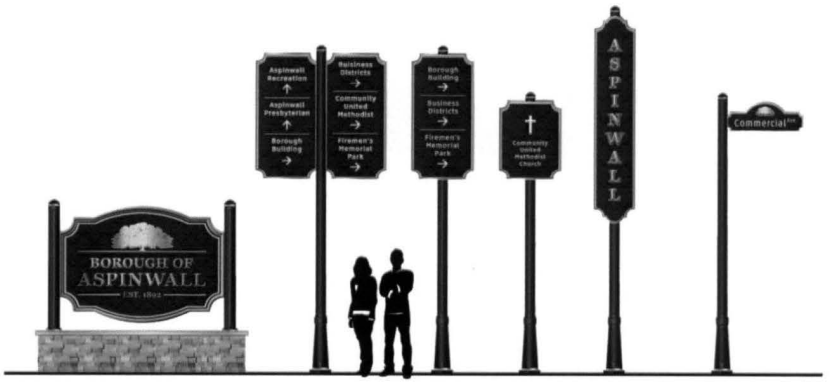


KMA DESIGN

CITY WAYFINDING

IDENTITY









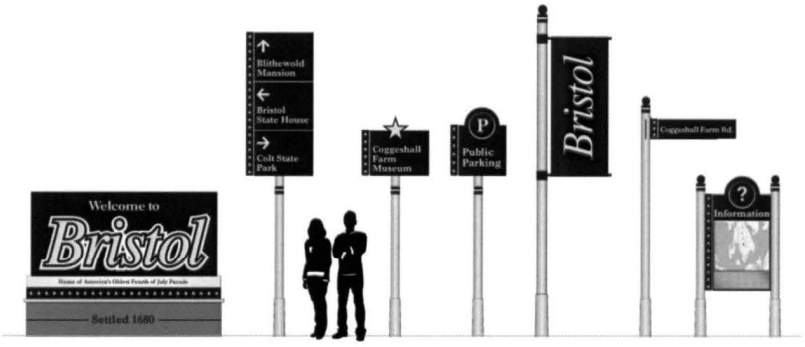
KMA DESIGN

CITY WAYFINDING

IDENTITY







KMA DESIGN

BOROUGH OF CARNEGIE

CARNEGIE, PA

In an effort to revitalize the business district of Carnegie, the Borough and the Carnegie Community Development Corporation adopted a new wayfinding system to identify entrances, businesses, parking and local attractions. KMA Design created a design theme that honored the Borough's namesake, philanthropist and steel magnate, Andrew Carnegie, using the Carnegie clan, Scottish-tartan plaid in the sign details. Overhead signage was planned to alleviate traffic congestion by differentiating the business route, Main Street and business by-pass.







KMA DESIGN

TOWN OF BRISTOL

BRISTOL, RI

The Town of Bristol envisioned welcoming visitors with a positive experience by showcasing local assets and attractions such as the East Bay Bike Path, cultural sites, the downtown historic district and waterfront. KMA Design created a wayfinding system that enhances the community's sense of place by reducing sign clutter and aiding multi-modal navigation by highlighting direct routes to desired locations with a unified design theme. The Town elected a patriotic design concept celebrating Bristol as being the oldest Town in the United States to hold Independence Day parade and festivities. KMA also integrated new gateways, parking lot identification, directories and town banners into the new wayfinding system to reduce frustration for those unfamiliar with the Town and to enhance the historic and celebratory nature of the community.







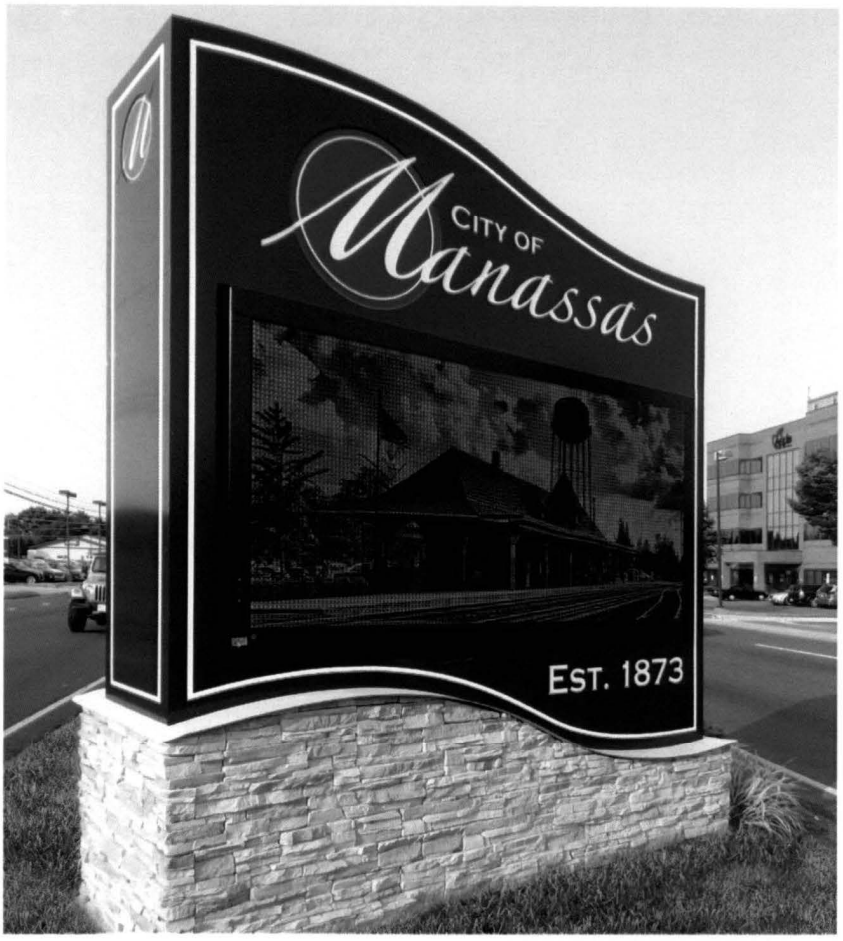
KMA DESIGN

CITY OF MANASSAS

MANASSAS, VA

The historic civil war city of Manassas, Virginia, with a population of over 35,000, was in need of a comprehensive wayfinding system to attract and better serve both visitor and residential needs. KMA Design was hired to create a signage program that would alleviate confusion while highlighting the many attractions and amenities the City has to offer.

KMA's design team worked to develop an effective wayfinding program by creating a signage family that maintains consistent characteristics and recognition factors from sign type to sign type. Colors, fonts and shapes were all established to work with the City's history while complementing its existing cityscape, landscaping and diverse architecture styles. Types of signage that were designed included gateway, vehicular and pedestrian directionals, parking identification, destination identification and kiosks.









KMA DESIGN

CITY OF KENNESAW

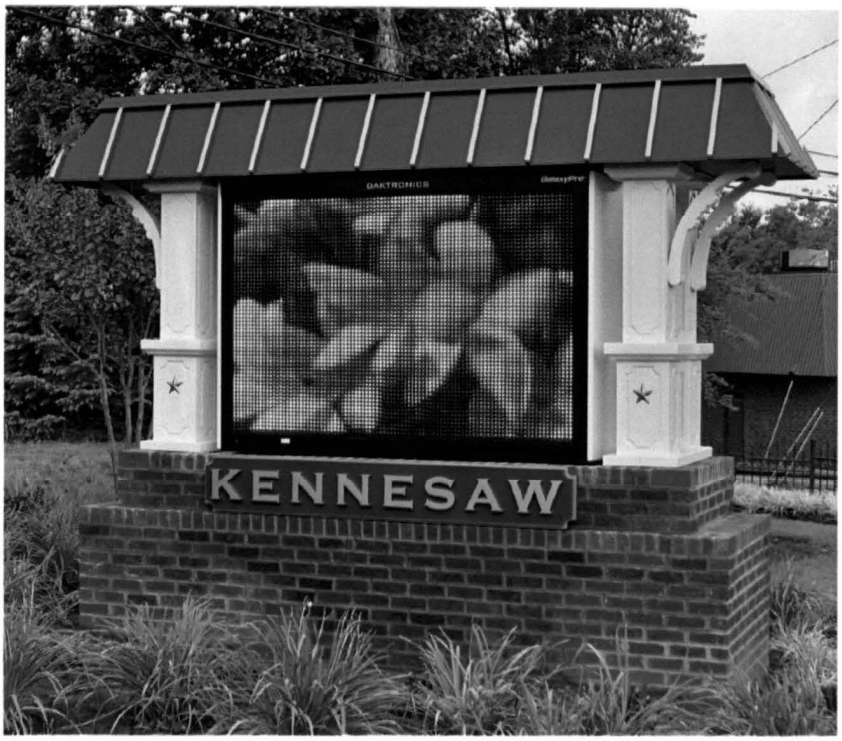
KENNESAW, GA

Just outside of Atlanta sits the City of Kennesaw, GA, home of the "General", an infamous Civil War steam engine stolen by the Yankees in an attempt to cut off all communication to the South. Telegraph lines were cut along the way during the heist only to be foiled by the owner of the train, John Fulton, who hunted down the robbers and single-handedly halted what could have been a military disaster for the Confederate States.

Kennesaw sought to celebrate the history of the city, once known as Big Shanty, by engaging in a city-wide wayfinding and signage program. The signage is intended to pull visitors off the highways and from other Civil War historic sites, such as the Kennesaw Mountain Battle Field and the heart of downtown where the Southern Museum of Civil War & Locomotive History and historic train depot are located.

The signage has a Southern appeal with the use of color and details found on the historic locomotive. Gold pin-striping, red and black hues highlight the sign construction, while the type is in white to contrast with the background. In addition to the destination signs and directional signs, large gateway signs with full-color LED video message boards were also developed.









KMA DESIGN

CITY OF LAKE WORTH

LAKE WORTH, FL

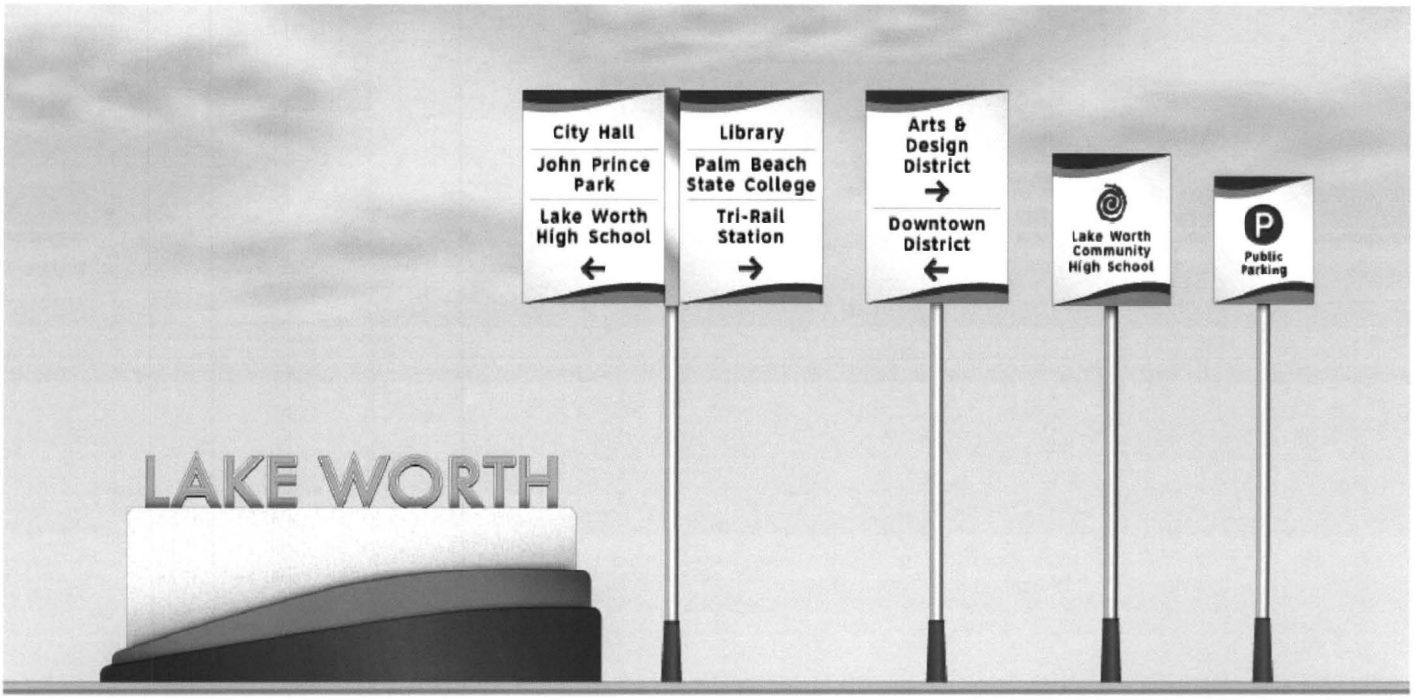
The City of Lake Worth, Florida, conveniently nestled between I-95 and the Atlantic coast adjacent to Palm Beach, required a revitalization of the community's exterior signage. KMA devised a comprehensive wayfinding program to help attract and direct visitors and residents to numerous landmarks, district neighborhoods, historic buildings and major destinations.

The City believes in "The Art of Florida Living," and KMA made sure to incorporate designs that would best compliment the tropical environment into the new signage. The use of bright colors with flowing typography adds a whimsical element that helps accentuate the costal atmosphere and local architecture.

The City is comprised of a historic cottage district, a large art deco architectural region, and an artistsin- resident community.

The images reflect three independent design concepts presented during the design development phase of the project. Option 1 was selected.





KMA DESIGN

BOROUGH OF BRIDGEVILLE

BRIDGEVILLE, PA

Surrounded by several well-branded and established communities, the Borough of Bridgeville was looking to strengthen their community presence and establish a sense of place with a new master wayfinding plan and exterior signage system. The Borough, rich in historical elements and traditional architecture, desired to incorporate the past with the present providing its citizens with a sense of unity to their town. Working with the mayor, council, residents, business owners, and stakeholders, KMA Design was able to help establish signage design and brand recognition for the Borough of Bridgeville that met the needs of the community.

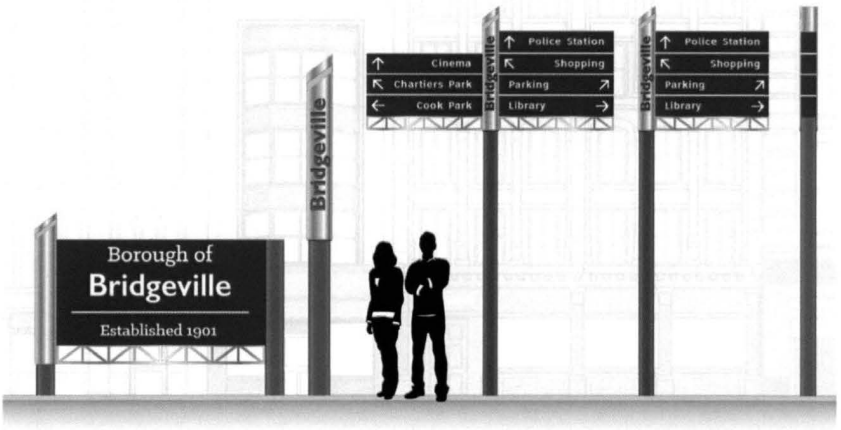
Thee sign package includes gateway signage, directionals, street and parking identification, destination identification, and a new banner system all sporting a unified design standard to help incorporate different aspects of the community. A sleek, contemporary design was paired with brick bases to help unite historical architecture to its progressive new signage system.

Images represent three independent concepts presented during the initial design development phase. Option one was ultimately selected as the preferred scheme.

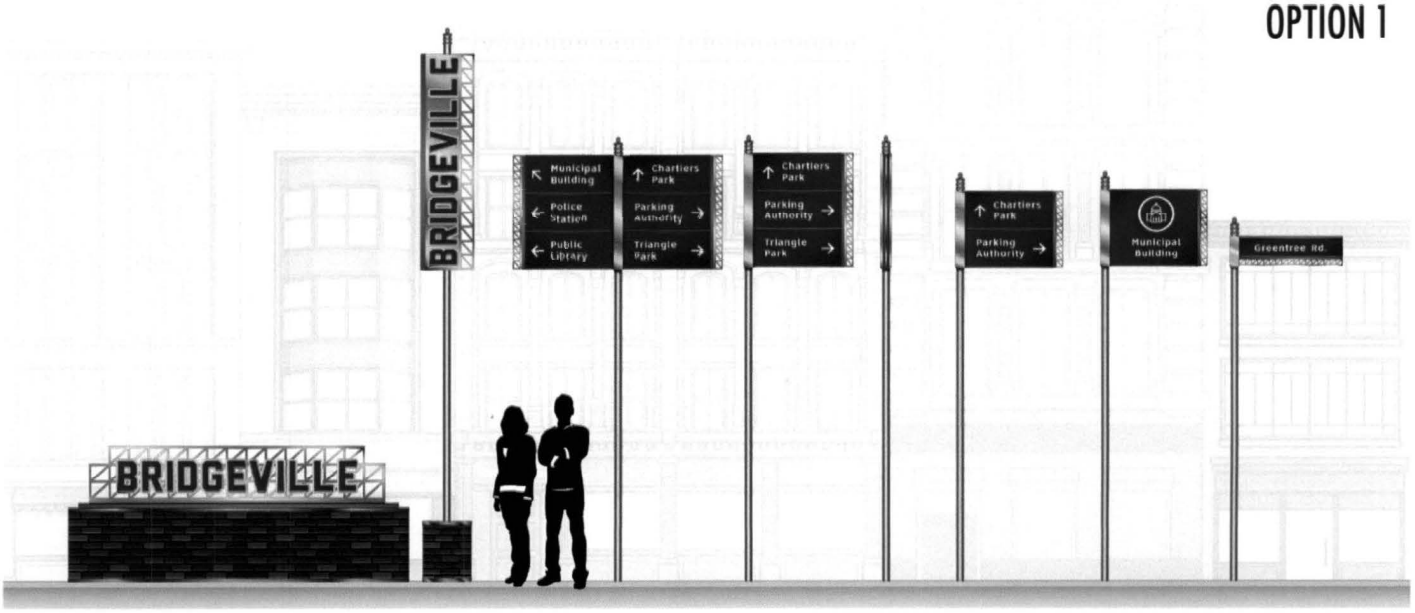
OPTION 2



OPTION 3



OPTION 1



KMA DESIGN

BOROUGH OF ASPINWALL

ASPINWALL, PA

Incorporated in 1892, the historic Borough of Aspinwall desired a new exterior wayfinding system to assist with pedestrian and vehicular navigation. KMA was contracted to design a wayfinding master plan that would best reflect, direct, and serve the residents and visitors of the community.

KMA Design also devised a new logo for the Borough of Aspinwall that is incorporated into the new signage designs. A large sycamore tree is paired with a black and gold motif that anchors a damask-patterned background. The firm used notable attributes of the area, which includes an abundance of sycamores, to best represent the Borough. Sign types included in the design package consist of gateways, directionals, parking and street identification, and point of interest markers.







KMA DESIGN

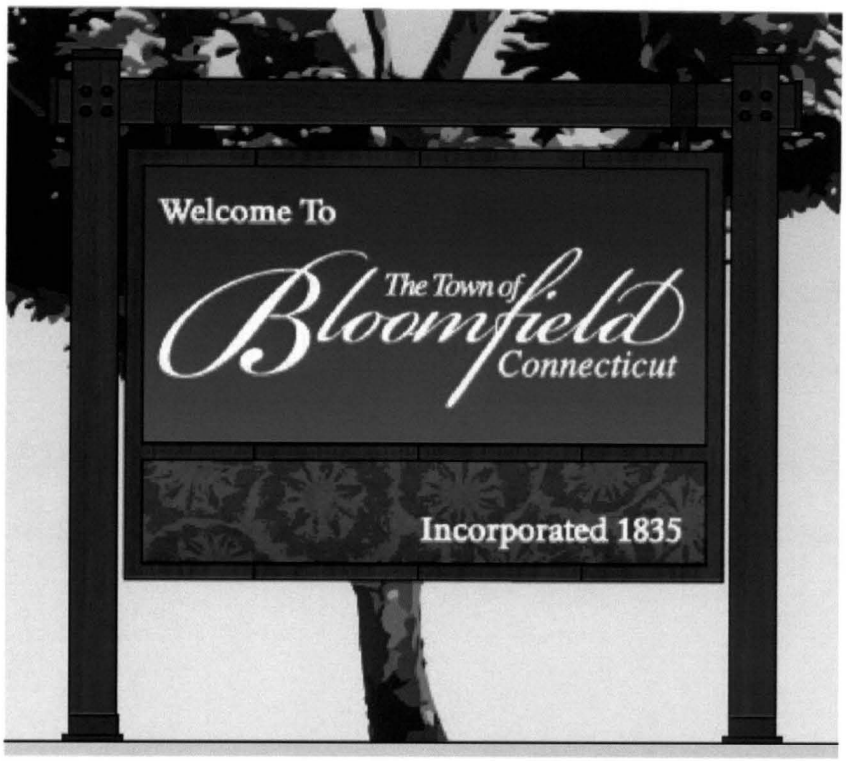
TOWN OF BLOOMFIELD

BLOOMFIELD, CT

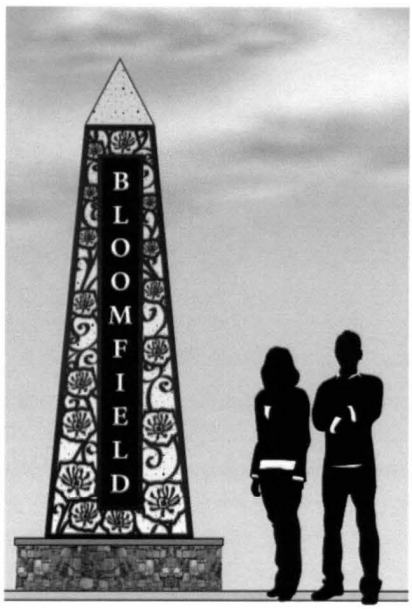
The Town of Bloomfield, has a population of 20,000 residents and is located in the central part of the Connecticut in Hartford County. Incorporated in 1835, the town historically is known for the Brown Drum Factory, where both revolutionary and civil war battle drums were made for many years. The town is more densely populated on the south and eastern fringes while the north and west sections have a more rural appeal of meadows, woods and farms.

KMA Design was hired from a national search of signage companies to develop a comprehensive wayfinding program highlighting gateways and destinations into the town as well as providing directions throughout the community. The sign system highlights the area's theme of "bloom" using a tone on tone watermark of flowers used as a decorative border on structures. Certain branding elements were also used to unify the look of the signs to the other graphic standards found in the town's print media and web applications; including fonts and colors.

Suggested materials included resin beams for maintenance and longevity, aluminum panels and vinyl messaging for flexibility if destinations are changed in the future.









KMA DESIGN

DEVOU PARK

COVINGTON, KY

Located in beautiful Covington, Kentucky, Devou Park is known as the recreational jewel of premier public parks in the state whose focal point is a 18-hole golf course, Prisoner's Lake, a fishing lake, and the Bandshell, which hosts a summer concert series presented by the Kentucky Symphony Orchestra.

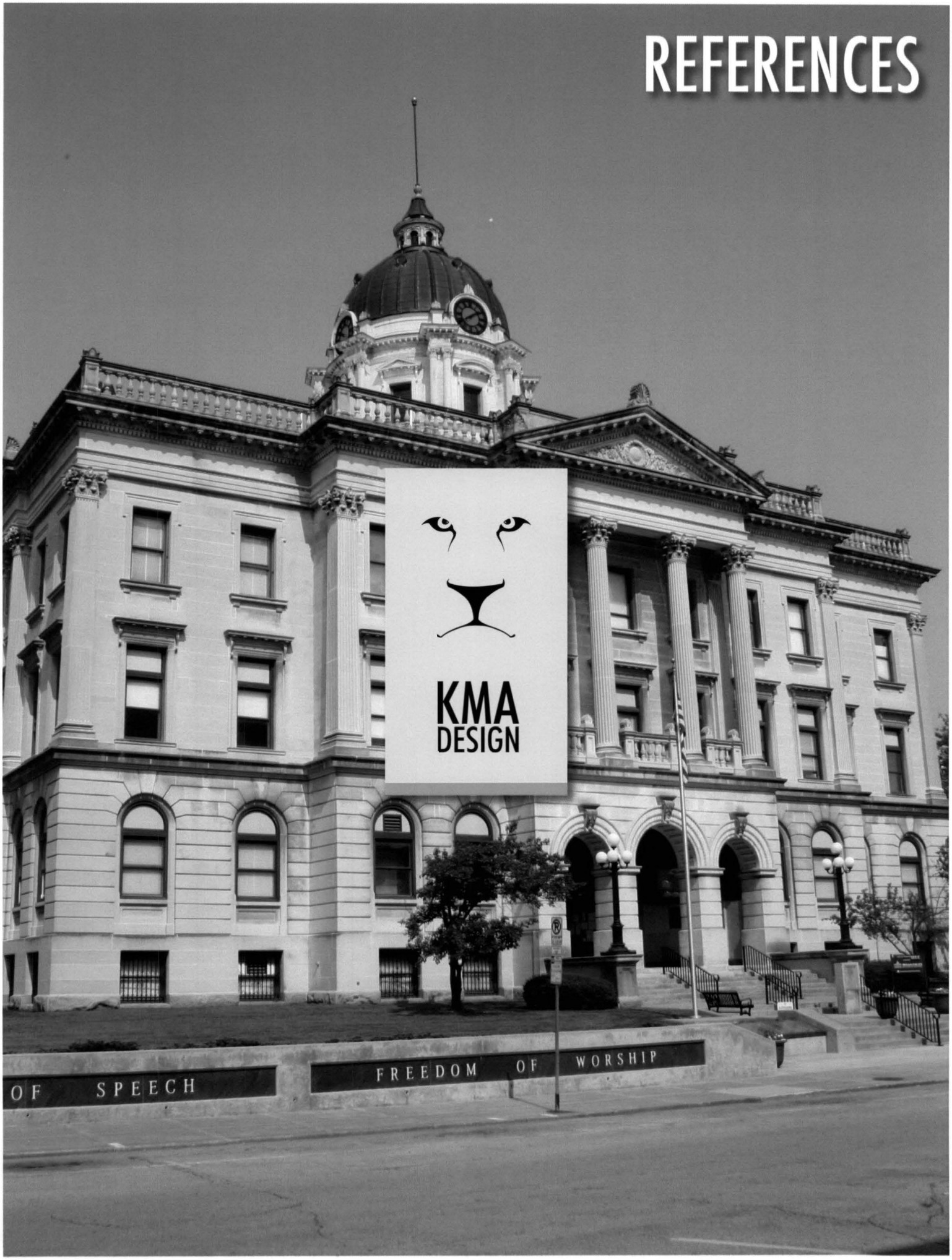
Over a century ago, Devou Park was created dating back to 1910 when Charles Devou donated 500 acres of property to the City of Covington for recreational purposes seeing upgrades in every decade.

KMA was responsible for the signage standards, which were established to limit sign use and restrict sign placement in order to protect and enhance the desirability of the community. Additionally, KMA developed the look of the entrance directional signage, destination and pedestrian path signage for all of Devou Park.








REFERENCES
KMA
DESIGN
OF SPEECH
FREEDOM OF WORSHIP

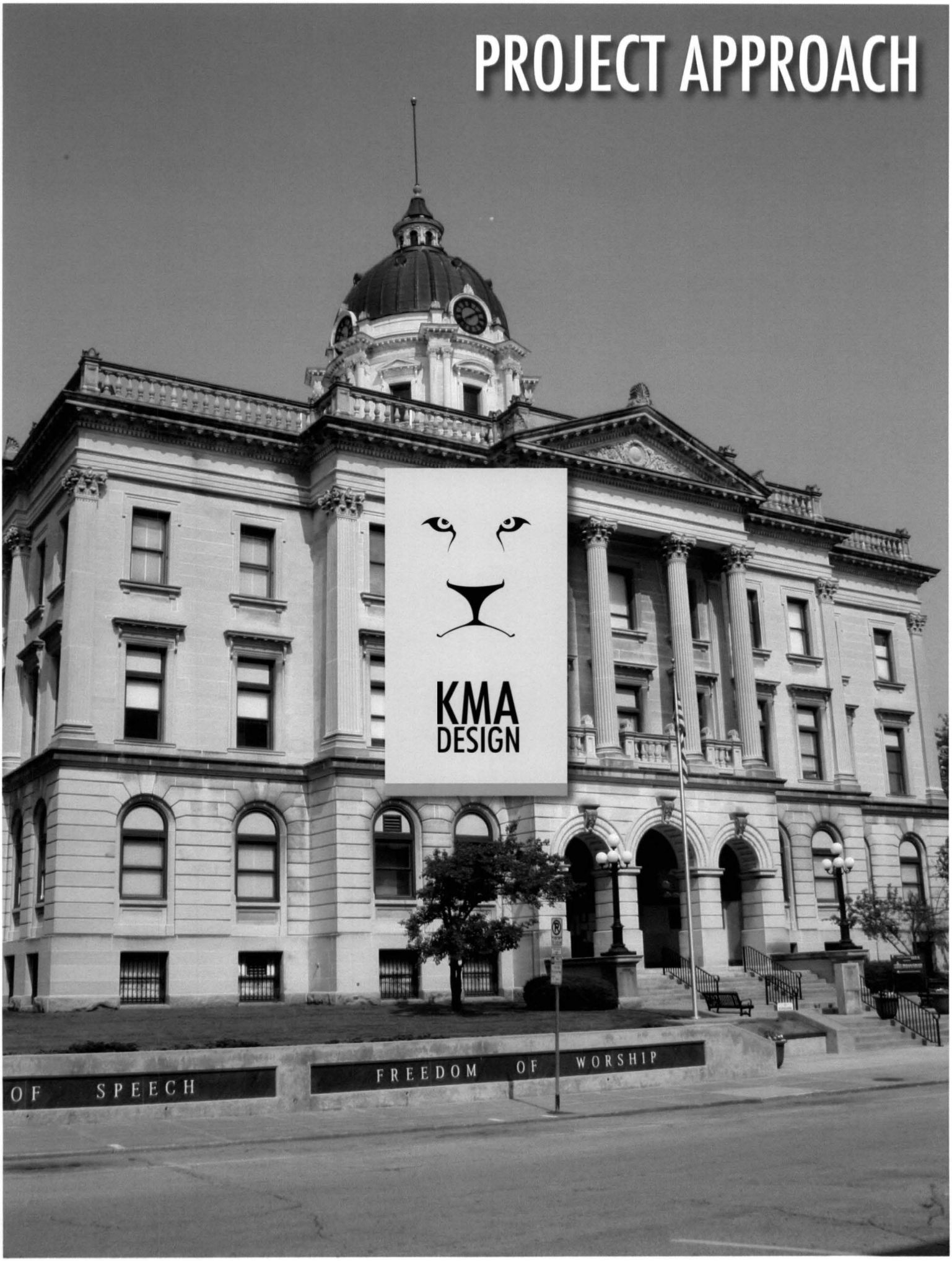
Ms. Diane Williamson – *Director of Community Development*
Town of Bristol
10 Court Street
Bristol, RI 02809
dianew@bristolri.us
401-253-7000

David Melesko – *Director of Leisure Services*
Town of Bloomfield
800 Bloomfield Ave.
Bloomfield, CT 06002
dmelesko@bloomfieldct.org
860-769-3567

Lisa Fierce – *Development Director*
City of New Port Richey
5919 Main Street
New Port Richey, FL 34652
FierceL@CityofNewPortRichey.org
727-853-1016

Chris Debros – *Project Manager*
Lake Worth
7 North Dixie Highway
Lake Worth, FL 33460
cdabros@LakeWorth.org
561-493-2550

Jack Kobistek – *Mayor*
Borough of Carnegie
One Veteran's Way
Carnegie, PA 15105
kobistek@juno.com
412-276-1414


PROJECT APPROACH
KMA
DESIGN
OF SPEECH
FREEDOM OF WORSHIP

KMA's rich history of successful project management has resulted in all projects being completed both on time and on budget. Custom design and functionality will be combined to create sign systems that will expand with time, while maintaining a unique graphic palette that supports the image, architecture, and local vernacular of the City of Bloomington.

The city should implement a signage system with a consistent design to improve branding efforts and provide better direction to local attractions in the downtown corridor. Infrequent visitors and even residents should be clear as to what the best approach is along the area's major transportation corridors to reach bicycle routes, destination parking, or pedestrian pathways leading to desired destinations. Depending upon where one enters City of Bloomington, a plan will be developed that will simplify the flow of traffic taking into consideration multiple modes of transportation while identifying districts, key destinations, and parking through existing travel routes.

It is the perimeter around City of Bloomington where first impressions and experiences begin. The initial contact that the signage system has with travelers should create a welcoming sense of arrival and begin the process of associating the gateway sign types with other sequential directional signs. When entering City of Bloomington there are several opportunities for welcome/entrance signs available to identify that one has entered the downtown. The current signage found is minimal at best. There is no draw to downtown from the surrounding areas including Normal, which sits in close proximity and boasts a large younger population. A consistent signage system with a brand that celebrates the area, whether its rich history or a new progressive environment, all serve as an enticement to beckon outsiders to question what the city can offer in entertainment and cultural events.

When one travels from Normal to the City of Bloomington along business route US 51, there is one small DOT type sign in green that serves as a means of welcome into the community. This undersized sign highlighting only the population of 76,600 in no way serves to pique ones curiosity or act as an invitation to explore (photo #1). Farther south (photo #2) one will find another small directional sign also in green that reads (left arrow), Illinois Wesleyan University. This is the only attempt at wayfinding along this route and due to its scale and size, it is surely missed or ignored.

Once in the downtown area, (photo #3) the city has one overhead sign directing left to Center Street Business District. This sign is in green and mounted to the mast arm holding the traffic light.

It is the lack of wayfinding and city identification signs that leaves this city devoid of identification, branding and a sense of arrival. In addition to US Route 51 coming from Normal (photo D), there are other gateways into the city that should be highlighted. (See illustration 1) The south end of Route 51 (photo A) leads into the city off of interstate 74, which is a major interchange. West entrances off of route 150 (photo E) and West





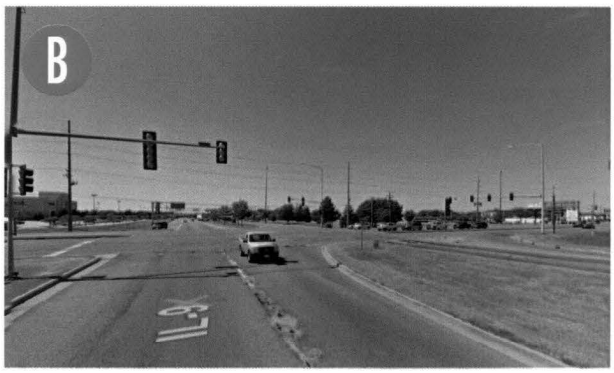


Washington Street (photo F) pull traffic into the business district as well. From the east, along Route 9, (photo B) is another major intersection where city identification and wayfinding are required, where Route 9 and Route 55 meet also leads to the business district. If the entry points into a community are not identified, and pathfinder signs don't exist to downtown areas, signing only the downtown business corridor may be futile as those who are not familiar with the area will not know how to traverse to the central business area from any of the points of ingress into the city.



ILLUSTRATION 1





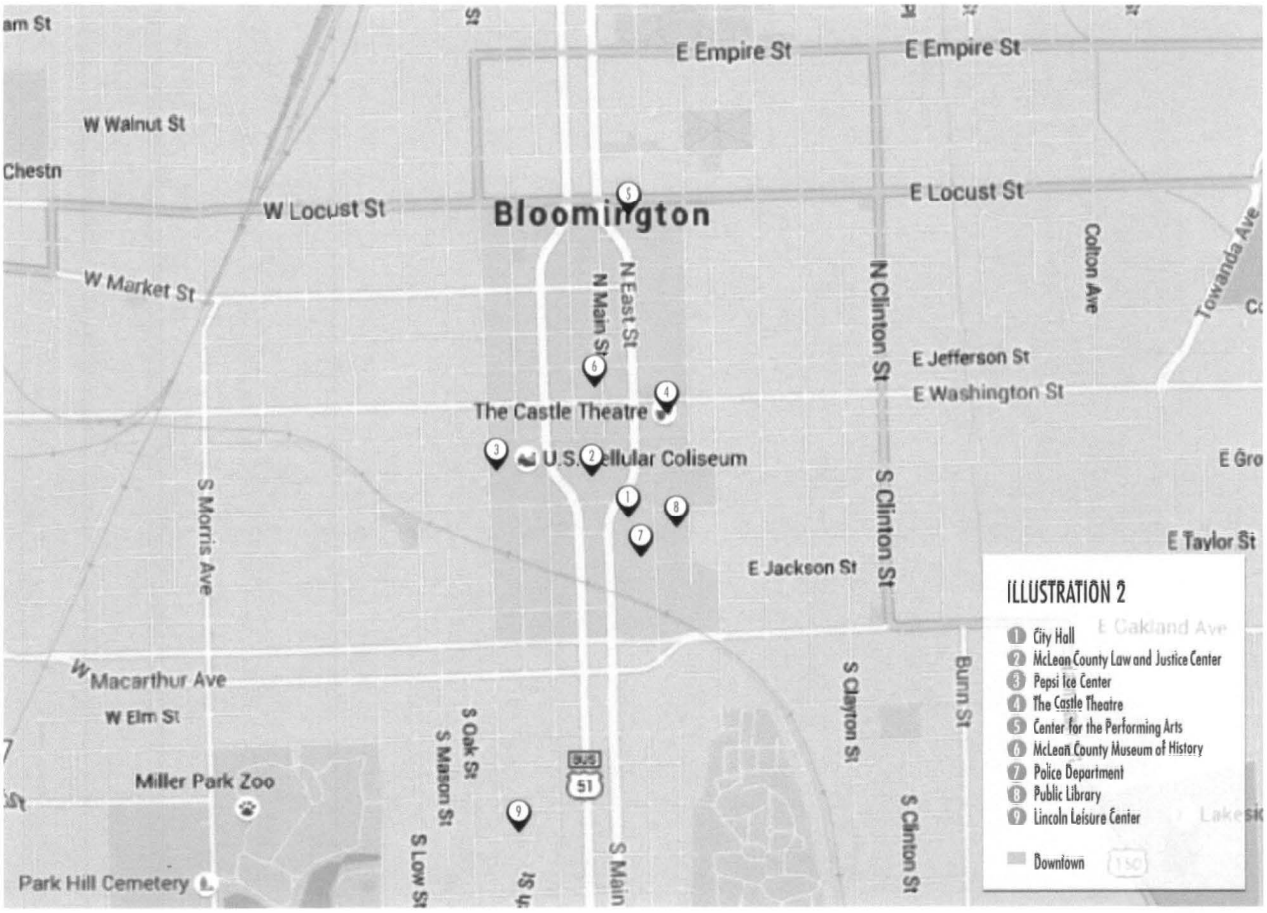

C


D


E


F

Moving deeper into the heart of City of Bloomington, decision nodes will be identified in the development of message hierarchies to identify points of interest. Consistent sign types should be used for all destinations that are highlighted in the directional signs. City Hall & Police Department, McLean County Law and Justice Center, Pepsi Ice Center, The Castle Theatre, Center for the Performing Arts, McLean County Museum of History, Public Library, Lincoln Leisure Center and the Business District and other key destinations would be identified. Photos 1-8 illustrate a lack of continuity and identification when it comes to highlighting major destinations. (See illustration 2)








3
U.S.Cellular


4
CASTLE
LUCERO
PAPA ROACH
THUR
FRI


5


6


7
POLICE


8


9

Major intersections where an influx in traffic converges are prime for hosting directional queues, styled to reinforce the City of Bloomington image. This cohesion is essential to strengthen the association in linking directional signage to destinations and amenities. Additionally, safety is a primary concern. Having signage that conforms with IDOT regulations to most efficiently and safely direct travelers is imperative. KMA will explore options and best practices for sight lines, cap height, font, and color.

Parking in City of Bloomington should be given ample attention as part of the program's sign family to maintain consistency and turn travelers into pedestrians. Map kiosks are another opportunity to tie the theme together, highlight destinations, promote economic activity, and evoke civic pride. While these descriptions are merely a small fraction of a full analysis, KMA Design maintains the disposition that understanding the project site and client's requests are the only way to protect the city's best interests. The firm will conduct a comprehensive study of multimodal transportation patterns and existing conditions with recommended solutions as part of the project and provide the first deliverable in the form of an analysis and recommendations document.

A full photographic inventory with location plans of existing signage will correspond with research and information gleaned from meetings with city's personnel and surveys from the general public. The entire project will revolve around an emphasis on public concurrence. All planning and design aspects of the analysis document will be approved by the city in a variety of formats. These include public presentations, signage committee meetings and council presentations. KMA Design's extensive experience working with municipalities throughout the United States and in various industries has allowed the firm to become highly accustomed to the nuances involved with public consensus and stakeholder coordination.

With the Borough of Bridgeville, PA, worked with City Council and made presentations via public forum. The Borough of Sewickley, PA, had a special interest group in the Women's Garden Club, who was a vital source for giving and receiving feedback. The City of Durango, CO and KMA worked together to develop a response form to solicit and account for all of the business owners in the entertainment district. The City of Lake Worth, FL involved a heavy emphasis on the arts community and cultural groups along with County Commissioners for the relay of information. The Borough of Carnegie, PA delegated the Mayor as the liaison between KMA and the Community Downtown Development Commission in working with the public. The Town of Bristol, RI elected to have the Historic Society as the primary steering group in the selection process. Ultimately, multiple committees, stakeholders, interest groups, target audiences, steering committees, councils, agencies, and the public forum presentations have given KMA substantial exposure to how best to coordinate public input.



The City of Bloomington will be treated as unique in all aspects of this project. KMA Design will approach engaging the community and gaining consensus as a role player with a supportive function. Several

recommendations will be made. More than one tool will be utilized, and the process will be ongoing. KMA will personally interview residents and visitors; bicyclists, pedestrians and motorists; business owners, community members, and city personnel. KMA will issue surveys that will be used to analyze data and assign weight to multiple variables. Relevant documents and reports will be referenced. Presentations will be given. Most importantly, what is best for City of Bloomington is what will be done for this project. Although KMA has substantial experience with similar processes, it will be through the detailed analysis procedure that KMA will fully plan and execute this master plan.

City Resources Expected:

KMA will require the following resources from the city to execute the work on this project.

- Electronic site plan with set backs
- Location of parking lots
- Master plans or upcoming construction projects that could effect sign locations
- Location points of interest
- Sign code
- Schedule of meetings KMA is to attend

Personnel:

A point person should be in charge of the committee who will oversee the wayfinding and branding project. They would coordinate meetings on behalf of KMA with various groups and individuals and be in charge of final decisions administratively for the project.

At different intervals, KMA will need to meet with the marketing director, public works, parks and recreation director, city planners and city administrator/manager, business and cultural committees to interview and gather information. This could be either a combined meeting or staggered one at a time for approximately a half hour per person.

A smaller committee is suggested throughout the length of the project for continuity and to serve as a voice for the city. KMA Design suggests that this group consist of no more than six individuals, who would be available for meetings when KMA is on site.

Project Management

Regardless of how great a design solution is for a client, it is only as good as the management of the project. KMA Design realizes that having a dedicated staff to shepherd the project through all tasks and deadlines is necessary to the ultimate success of a project. Several different tracking methods, software and communication methods are utilized to assure project accuracy. The project management team at KMA is comprised of



staff with backgrounds in business management, engineering, accounting and the arts. These diverse backgrounds dovetail to a cohesive team with a proven track record to see projects through fruition.

Scheduling
As an ongoing part of project management, schedule compliance and tracking will occur during each phase of the project at continual intervals. Schedules will be updated and modified if necessary. KMA Design uses the software, *Smartsheet*, to accurately track tasks and deadlines for each project.

Documentation
Project documentation is a major consideration for each task. Project memorandum will be sent post each meeting, conference call or video transmission meeting to verify that all parties are in agreement on decisions made and what outstanding items are to be accomplished and by whom. *Webex* conferencing is utilized to reduce travel expenses when possible or for immediate face-to-face communication with clients, fabricators or other project related personnel.

Production Tools
KMA subscribes to internal software *Producteev*, which allows for all tasks, deadlines and assignees to coordinate deliverables between departments. As a means of time tracking, *Toggl* online tools are used to track individuals performing work, tasks executed and length of time spent. Daily, weekly, monthly reports can be generated verifying internal accuracy and timing for everyone working on a specific project.

Administrative Tools
Administratively, *QuickBooks Online* is used to assure accuracy in billing percentages, expenses and fees. Expense tracking is done online using *Expensify*, which produces accurate documentation for mileage and all individual expenditures with images of all receipts incorporated into the report.

Phased Approach

A detailed outline of the proposed approach follows. Proposed are three phases to correctly accomplish the tasks and project goals outlined in the solicitation. The tasks associated with Phase I – Brand Identity and Phase II – Wayfinding Plan / Analysis/Design Development highlight KMA Design's approach to a project of this scope. Each task is suggested to reach the ultimate goal for the project. Items outlined in the RFQ are included along with individual tasks that the team deems necessary to the success of the project.

Phase I: Develop a Brand Identity and Tag Line



- Review previous brand images, web site, printed materials
- Establish color palette

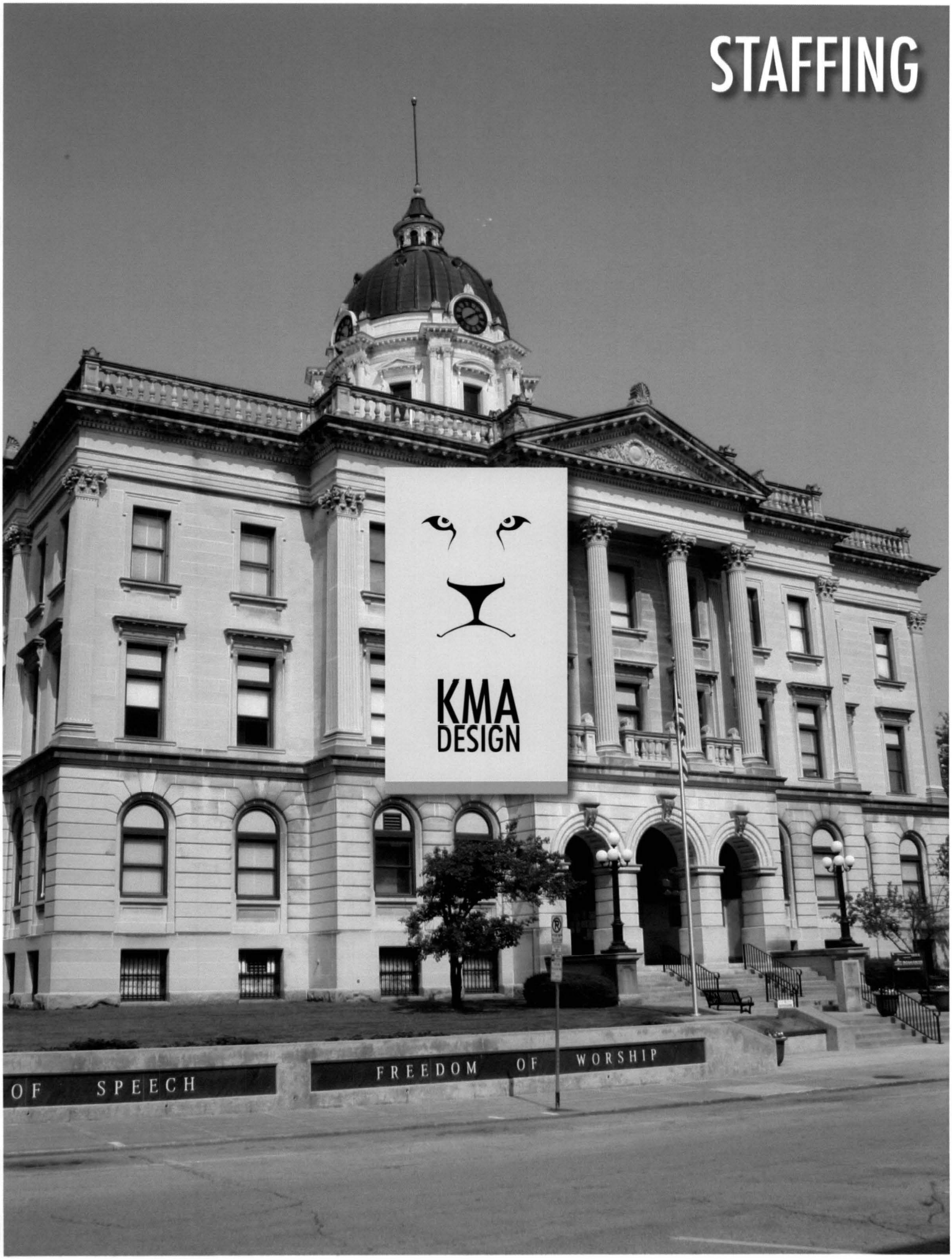
- Font options
- Create three design options
- Evaluate use of brand in all applications
  - Business Cards
  - Letterheads
  - Printed materials
  - Web-based
  - Signage
- Interview citizens and administrative staff on "what the City of Bloomington represents"
- Present tag line options
- Refine tag line options
- Formalize brand image and tag line usage

Phase II: Wayfinding Plan/Conceptual Design for the City of Bloomington

- Review history of the community
- Kick-off meeting to define wayfinding system goals, budget and schedule (Site Visit #1)
- Complete photographic inventory of existing signage
- Document existing conditions of signage, including, but not limited to city, state, county directional signage, city limits signage, destinations etc., for all modes of transportation
- Distribute surveys to city staff, community members, other stakeholders, local government officials and business owners to assess general geographic and environmental conditions, community values, vehicular traffic movements, foot traffic patterns, public parking circulation patterns, bicycle routes, architectural and streetscape styles, and the location of key landmarks, attractions and amenities
- Assess feedback from surveys
- Recommend existing signage that should be removed, replaced, relocated and/or consolidated
- Review existing infrastructure studies and other relevant documents as part of recommendations
- Review and organize guidelines from local ordinances, zoning codes, sign regulations and relevant reference materials as related to City, County and State requirements, including IDOT
- Identify routes that will be affected by changes to future construction and circulation plans
- Define nomenclature, terminology and hierarchy to describe districts, destinations, and directional wording
- Create preliminary location plan and message schedule as part of potential recommendations. Recommendations are not to be considered final but to act as an illustration of what sign types could be used to identify key attractions in relief of shortcomings identified by the analysis.

- Prepare project area analysis document
- Present project area analysis to City of Bloomington (Site Visit #2)
- City of Bloomington approval to proceed
- Assess architectural elements, materials and themes to develop design aesthetics for the signage
- Review City of Bloomington seal / branding standards
- Further prepare preliminary location plans with proper GIS coordinates for proposed signage locations. Site checks will occur to note any problems with conditions of sign locations
- Further prepare preliminary message schedule
- Create list of sign types
- Based on the sign type list and recommendations for the design criteria, create up to three (3) design concepts including gateway signage, vehicular directionals, pedestrian pathfinders, district banners, kiosks, and destination markers for agreed upon amenities
- Prepare design package
- Present design package to the City of Bloomington (Site Visit #3)
- City of Bloomington approval of single design concept
- Modify and develop the chosen design scheme for all sign types
- Begin coordination with local regulatory agencies and IDOT
- Prepare full-scale mock-ups, samples and prototypes for scale, visibility and materials
- Update location plans and message schedules accordingly
- City of Bloomington approval.



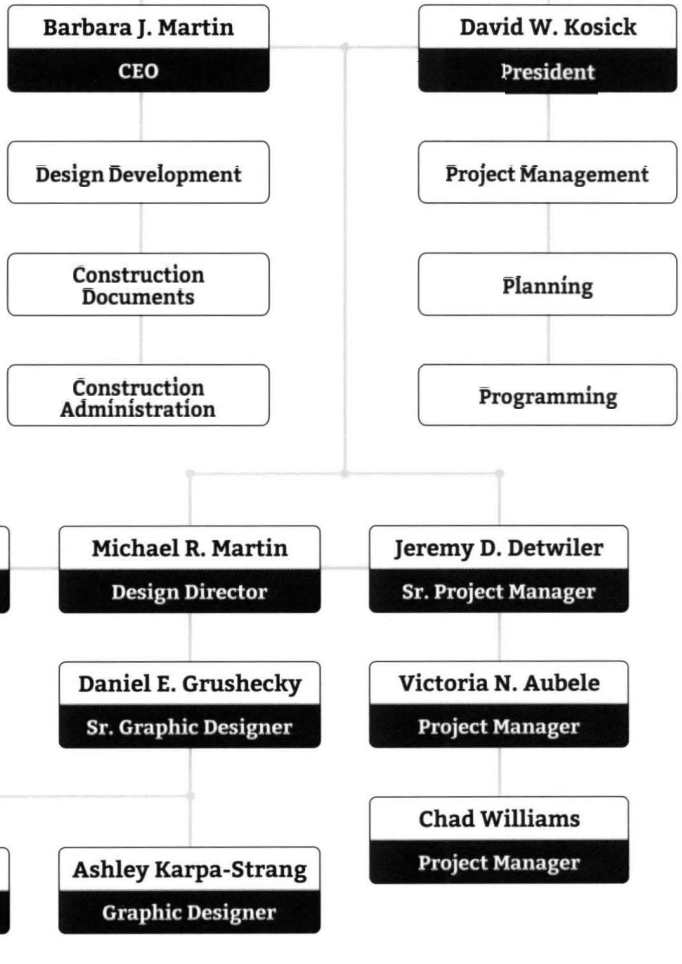

STAFFING
KMA
DESIGN
OF SPEECH
FREEDOM OF WORSHIP

The contact person for this project will be Barbara J. Martin, CEO. She can be reached by email at bjm@thekmagroup.com or via mail at 104 Broadway Street, Carnegie, PA 15106. The office phone is 412-429-4071 and her cell phone is 724-263-9804. The company does not have a fax number.

The project manager for this project will be Jeremy Detwiler, Sr., Project Manager and David W. Kosick, Principal. The team assigned to this project is noted in the organizational chart and highlighted in the resumes for each person. All of the staff assigned to this project will be located in the Pittsburgh office.









412.429.4071
BJM@THEKMAGROUP.COM

BARBARA J. MARTIN, SEGD

PRINCIPAL-IN-CHARGE

Chief Executive Officer and founder of KMA Design, Barbara J. Martin is the Principal-in-Charge overseeing all design and master planning on the project.

With over 30 years of experience, she has developed a national reputation as an expert in creating architecturally and aesthetically cohesive signage and wayfinding systems. Her resume of projects includes work in educational institutions, sporting complexes, health care facilities, transportation and airport environs, entertainment complexes, governmental entities and largescale general assembly spaces.

Martin is primarily responsible for design and master planning for signage programs averaging in size from 300,000 to over 7,000,000 building square feet, and has managed individual projects with signage budgets exceeding a million dollars. She has planned exterior signage programs for complex campuses and settings areas as large as 48 square miles.

Her particular area of expertise is "wayfinding," the art of synthesizing key elements in functional and aesthetic design aiding in the cognitive mapping of unfamiliar territory.

As a faculty member for the American Hospital Association and the American Society of Hospital Engineers, Martin lectured on both wayfinding and developing signage master plans for health care facilities at several national health care conventions and conferences. She has also served as a guest panelist for educational programs regarding the Americans with Disabilities Act.

Martin is a former member of the Board of Directors for both the Orlando Chapter of the AIA and for the Southpointe CEO Association.

EDUCATION

Bachelor of Arts
Seton Hill University, 1980
2010 Recipient of "Distinguished Alumni Award"

ACCOMPLISHMENTS

2013 BusinessWomen First Award
2013 Diamond Award
2009 US Commerce Association Best of Canonsburg
2010 US Commerce Association Best of Canonsburg
2011 US Commerce Association Best of Canonsburg
2012 US Commerce Association Best of Canonsburg
2013 US Commerce Association Best of Carnegie
2014 US Commerce Association Best of Carnegie

AFFILIATIONS

Board Member of the Consortium for Public Education
Society for Environmental Graphic Design
Member of Seton Hill University:
Advisory Board for Entrepreneurial Studies
Former Director of the Orlando Chapter of the AIA
Former Director of the Southpointe CEO Association

PUBLICATIONS

Newspaper Articles:

Carnegie Wants to be More Visitor Friendly, Pittsburgh Tribune Review / Business, January 2014
Signage Not Just An After Thought, Pittsburgh Tribune Review / Business, July 2005
Her Signs are Pointing the Way, Pittsburgh Post Gazette, July 2003
Pointing the Way with Sign Design, Orlando Sentinel, March 1991
Environmental Graphics, The Charrette, January 1990

Magazine Articles:

Arena Wayfinding Signage, Sign & Digital Graphics, May 2105
Rebrand Commencement, Sign Builder Illustrated Magazine, September 2014
A Designer's View of Health-Care Signage, Signs of the Times, February 2014
A Full Fleet Makeover, Sign Builder Illustrated Magazine, November 2013
Minding the Myths, Healthcare Design, July 2013
I Want You to Show Me the Way, Signs of the Times Magazine, July 2011
Women In Spotlight, Pittsburgh Magazine, September 2009
WBE/MBE Company Spotlight: KMA Design, Breaking Ground, Sept/Oct 2007
When It Comes to Signage, Strike a Balance Between Image, Function, Healthcare Building Ideas, Aug/Sept 2007
Wayfinding 101: Signage Planning for a College Campus, Sign Builder Illustrated, February 2006
Case Study: Mount Nittany Medical Center,

KMA DESIGN

BARBARA J. MARTIN, SEGD

PRINCIPAL-IN-CHARGE

PUBLICATIONS

Health Facilities Management, August 2005
The Wayfinding Process, Signs of the Times, June 2005
Risk Diary: Her Signs Point the Way, Forward Fall/Winter 2003
Egleston Hospital, Identity Fall 1993
Signage: Key Wayfinding Element, Health Facilities Management, November 1993
Sign-On: Greeneway Expressway Logo, Identity Fall 1991
Donor Recognition: Celebration and Marketing, Identity, Fall 1990
A Lot of Signs, Identity Jan-Feb. 1984

Books Features:
Sign Design Gallery 2 by Design Inc.
City Signs, Innovation Urban Graphics by Gail Deibler Finke
The Third Annual National Conference on Health Facility Planning, Design and Construction, ASHE/AHA

PROJECT EXPERIENCE

Healthcare
Accessibility Development Associates, Pittsburgh, PA
Alle-Kiski Medical Center, Natrona Heights, PA
Arnold Palmer Hospital, Orlando, FL
Beeghly Medical Park, Boardman, OH
Castle Rock Adventist Medical Center, Castle Rock, CO
Celebration Health, Celebration, FL
Cookeville Regional Medical Center, Cookeville, TN
Egleston Children's Hospital, Atlanta, GA
Excela Health, Norwin, PA
Flagler Hospital, St. Augustine, FL
Florida Hospital, Orlando, FL
Florida Hospital- Altamonte, Altamonte Springs, FL
Florida Hospital- North Pinellas, Tarpon Springs, FL
Florida Hospital- Tampa, Tampa, FL
Florida Hospital- Waterman, Tavares, FL
Florida Hospital- Wauchula, Wauchula, FL
Helen Ellis Memorial Hospital, Tarpon Springs, FL
Heritage Valley Health System, Beaver, PA
John's Hopkins Bayview Medical Center, Baltimore, MD
Johns Hopkins School of Medicine, Baltimore, MD
LaGrange Memorial Hospital, LaGrange, IL
Lakeland Regional Medical Center, Lakeland, FL
Latrobe Area Hospital, Latrobe, PA
Loyalhanna Care Center, Latrobe, PA
Memorial Medical Center, Johnstown, PA
Memorial Mission Medical Center, Asheville, NC
Minneapolis Children's Medical Center, Minneapolis, MN
Mount Nittany Medical Center, State College, PA
Northside Medical Center, Youngstown, OH
Northwestern Medical Center, Chicago, IL
Orlando Regional Healthcare System, Orlando, FL
Pittsburgh Mercy Health System, Pittsburgh, PA
Pocono Medical Center, East Stroudsburg, PA
Preferred Primary Care Physicians, Pittsburgh, PA
Prince William Health System, Manassas, VA
Richland Memorial Hospital, Columbia, SC
Ruby Memorial Hospital, Morgantown, WV
Saxon Hospital, Orlando, FL
Sewickley Valley Hospital, Sewickley, PA
Stamford Hospital, Stamford, CT
Stony Brook Medical Center, Stony Brook, NY
The Medical Center, Beaver, PA
Trumbull Memorial Hospital, Warren, OH
University of Chicago Hospitals & Clinics, Chicago, IL
University of Florida Shands Clinic, Gainesville, FL
University Medical Center of El Paso, El Paso, TX
UPMC/Arnold Palmer Pavilion, Greensburg, PA
ValleyCare Health System of Ohio, Trumbull, OH
Walt Disney Memorial Medical Cancer Institute, Orlando, FL
WVU Healthcare, Morgantown, WV
Wheeling Hospital, Wheeling, WV
William Penn Care Center, Jeannette, PA

Educational
California University of Pennsylvania, California, PA
Carlow University, Pittsburgh, PA
Carlynton School District, Carnegie, PA
College of DuPage, Glen Ellyn, IL
Community College of Allegheny County, Pittsburgh, PA
Concord's Community College- NHTI, Concord, NH
Education Management Corporation, Pittsburgh, PA
Fairfield University, Fairfield, CT
Indiana University of Pennsylvania, Indiana, PA
Johns Hopkins University, Baltimore, MD
Mercyhurst University, Erie, PA
Penn State University, Altoona, PA
Point Park University, Pittsburgh, PA
Radford University, Radford, VA
Robert Morris University, Moon Township, PA
St. John's University, Queens, NY
Seminole Community College, Sanford, FL
Seton Hill University, Greensburg, PA
SUNY's The College at Old Westbury, Old Westbury, NY
SUNY's Farmingdale State College, Farmingdale, NY
SUNY's Stony Brook University, Stony Brook, NY
University of Florida, Gainesville, FL
University of Central Florida, Orlando, FL
University of Memphis, Memphis, TN
University of Pittsburgh, Pittsburgh, PA
Waynesburg University, Waynesburg, PA
Western Connecticut State University, Danbury, CT
West Virginia University, Morgantown, WV

BARBARA J. MARTIN, SEGD

PRINCIPAL-IN-CHARGE

Government
ALCOSAN, Pittsburgh, PA
Borough of Aspinwall, PA
Borough of Bridgeville, PA
Borough of Carnegie, PA
Borough of Sewickley, PA
Butler Township, Butler, PA
City of Celebration, FL
City of Colorado Springs, CO
City of Covington, KY
City of Dunwoody, GA
City of Durango, CO
City of Lake Worth, FL
City of Manassas, VA
City of New Port Richey, FL
City of Pittsburgh, PA
City of Shawnee, OK
City of Troy, MI
City of Viera, FL
Dane County Courthouse, Madison, WI
David L. Lawrence Convention Center, Pittsburgh, PA
Federal Prison System, Marianna, FL
Glynn County Courthouse, Brunswick, GA
National Park Service, Harpers Ferry, WV
-Everglade National Park, FL
-Kennesaw Mountain National Battlefield Park, GA
Orange County Convention Center, Orlando, FL
Orange County Courthouse, Orlando, FL
Osceola County, Osceola, FL
Palm Beach County Courthouse, West Palm Beach, FL
Phoenix Prison, Montgomery County, PA
Port Authority of Allegheny County, Pittsburgh, PA
Regional Transportation District, Denver, CO
Seminole County, Sanford, FL
Steel Industry Heritage Corporation, Pittsburgh, PA
-Allegheny County
-Beaver County
-Butler County
-Fayette County
-Greene County
-Washington County
-Westmoreland County
Town of Bristol, RI
Town of Colchester, Colchester, VT

Donor Recognition
Alle-Kiski Medical Center, Natrona Heights, PA
Carlow University, Pittsburgh, PA
Celebration Health, Celebration, FL
Cookeville Regional Medical Center, Cookeville, TN
Education Management Corporation, Pittsburgh, PA
Florida Hospital, Orlando, FL
Johns Hopkins University, Baltimore, MD
Latrobe Area Hospital, Latrobe, PA
Mary, Queen of the Universe Shrine, Orlando, FL
Mount Nittany Medical Center, State College, PA
St. Anne Home, Greensburg, PA
Seminole Community College, Sanford, FL
Seton Hill University, Greensburg, PA
Stamford Hospital, Stamford, CT
Oglebay Institute, Wheeling, WV
Orlando Regional Medical Center, Orlando, FL
Point Park University, Pittsburgh, PA
Richland Memorial Hospital, Columbia, SC
University of Pittsburgh, Pittsburgh, PA
ValleyCare Health System of Ohio, Trumbull, OH
YWCA, Pittsburgh, PA

Transportation
Colorado Springs Airport, Colorado Springs, CO
Port Authority of Allegheny County, Pittsburgh, PA
-First Avenue Station
-North Shore Station
Quonset Business Park, North Kingstown, RI
Regional Transportation District, Denver, CO
-Arapahoe Station
-Belleview Station
-Colorado Station
-County Line Station
-Dayton Station
-Dry Creek Station
-I-25 Broadway Station
-Lincoln Station
-Louisiana Station
-Nine Mile Station
-Orchard Station
-Southmoor Station
-Union Station
-University Station
-Yale Station
Southwest Florida International Airport, Fort Myers, FL
Steel Industry Heritage Corporation, Pittsburgh, PA
-Allegheny County
-Beaver County
-Butler County
-Fayette County
-Greene County
-Washington County
-Westmoreland County

Entertainment/Recreation
Audubon Society Trails, Orlando, FL
Brevard Zoo, Melbourne, FL
Cherokee Nation Entertainment

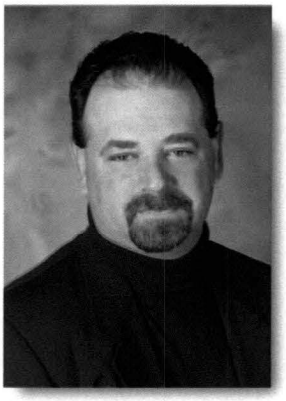
-Fort Gibson Casino, Fort Gibson, OK
-Hard Rock Hotel & Casino, Tulsa, OK
-Ramona Casino, Ramona, OK
David L. Lawrence Convention Center, Pittsburgh, PA
Devou Park, Covington, KY
Gateway Clipper Fleet, Pittsburgh, PA
Heart of Oklahoma Exposition Center, Shawnee, OK
Leech Tishman, Pittsburgh, PA
Mohegan Sun Casino, Wilkes-Barre, PA
Morgantown Events Center , Morgantown, WV
Neighbors in the Strip, Pittsburgh, PA
Orange County Convention Center, Orlando, FL
PNC, Pittsburgh, PA
Rat Pack Lounge, Morgantown, WV
Universal Studios, Orlando, FL
Walt Disney World Gateways, Orlando, FL

Commercial
Andrews Industrial Control, Carnegie, PA
Bassi, Vreeland & Associates, P.C. Charleroi, PA
Dick Corporation, Homestead, PA
Esmark, Inc., Sewickley, PA
Gateway Center Parking Garage, Pittsburgh, PA
GlaxoSmithKline, Moon Township, PA
Grand Floridian Hotel, Orlando, FL
Guttman Oil Company, Belle Vernon, PA
Oglebay Institute, Wheeling, WV
Quonset Business Park, North Kingstown, RI
Radisson Hotel, Morgantown, WV
Salem 22 Plaza, Delmont, PA
Ventana Hills, Mount Lebanon, PA
Waterfront Place, Morgantown, WV
Yanni & Company, Pittsburgh, PA
YWCA, Pittsburgh, PA

Sporting Complexes
Heart of Oklahoma Exposition Center & Rodeo Arena, Shawnee, OK
The Iceoplex, Canonsburg, PA
Katherine Mabis McKenna Recreational Center, Greensburg, PA
Kovalchick Convention and Athletic Complex, Indiana, PA
MLB's PNC Park, Pittsburgh, PA
Mohegan Sun Casino, Stroudsburg, PA
Monongalia County Ballpark, Morgantown, WV
NHL's Consol Energy Center, Pittsburgh, PA
NHL's St. Pete Times Forum, Tampa, FL
North Hills Amateur Hockey Association, Pittsburgh, PA
Petersen Events Center at the University of Pittsburgh, Pittsburgh, PA
Valley Sports Complex, New Kensington, PA
Petersen Sports Complex at the University of Pittsburgh, Pittsburgh, PA
Quaker Valley Recreation Association, Sewickley, PA
Legacy Fields at Bouchard Family Park

Sporting Team Graphic Design
Great Lakes Hockey League, MI, PA, TN, OH
Pittsburgh Viper Stars, New Kensington, PA
North Hills Amateur Hockey Association
The Enforcers, Canonsburg, PA
Orlando Youth Hockey League, Orlando, FL

Website Design
Andrews Industrial Control, Carnegie, PA
Century Sports, McMurray, PA
David Davis Communications, Finleyville, PA
Great Lakes Hockey League, MI, PA, TN, OH
Headache Wellness Center, Bethel Park, PA
Jay's Sports Bar & Iceoplex, Canonsburg, PA
North Hills Amateur Hockey Association, Pittsburgh, PA
Pool & Spa Outlet, McMurray, PA



412.429.4071
DWK@THEKMAGROUP.COM

DAVID W. KOSICK

PRESIDENT

President and co-owner of KMA Design, Kosick is responsible for overseeing the KMA project management staff; as well as, the day-to-day operations of the firm.

With nearly 30 years experience in the sign master planning, intellectual property, advertising and marketing areas of the industry, he has developed a quality reputation as a communications specialist, providing expert knowledge in complex direction and information through the use of language, all conveyed in a understandable manner. His background in communications, with an emphasis in rhetoric, provides an intimate knowledge of language to signage programs, assuring consistency and clarity through the use of the written word.

With experience in all aspects of wayfinding, Kosick is a master at breaking down complex nuances of space and direction, and conveying in a simple, yet refined manner. Working in tandem with a team of graphic designers, Kosick brings the use of language into a functional and understandable format for each wayfinding program developed.

Kosick has programmed numerous facilities, stadia, cities, and complexes across the nation, with a focus on wayfinding for the occasional or infrequent visitor. His work precisely plans where and when it is necessary to provide directional cues for appropriate pedestrian and vehicular circulation in and around buildings.

Kosick also offers expertise in the area of corporate identity for a wide variety of clients. These services include corporate branding, brochure development, collateral packages, public relations and crisis management.

He is actively involved in the Pittsburgh amateur sporting community and has served as a board member or executive director of several not-for-profit organizations.

EDUCATION

Bachelor of Arts
University of Pittsburgh, 1985

AFFILIATIONS

Public Relations Society of America
North American Prospects Hockey League
North Hills Amateur Hockey Association
USA Hockey
Greater Pittsburgh Convention and Visitor's Bureau
Sports Task Force

FEATURES

Magazine Articles:
Code Blue, Regarding Us, April 1994
Psychiatric Evaluation, Regarding Us, April 1996
Cancer Treatment Center: Leading the Way Regarding Us, Nov. 1996

Feature Articles:
Dave Kosick: Brandishing the Branding Iron,
Hospital News, April 2000

Newspaper Articles:
Signage Not Just An After thought,
Pittsburgh Tribune-Review/Business, July 2005
Who's the Boss- Working for Your Kids,
Pittsburgh Post-Gazette, March 2007

PROJECT EXPERIENCE

Healthcare
Beeghly Medical Park, Boardman, OH
Castle Rock Adventist Medical Center, Castle Rock, CO
Cookeville Regional Medical Center, Cookeville, TN
Excela Health, Latrobe, PA
Florida Hospital- Tampa, Tampa, FL
Florida Hospital- Waterman, Tavares, FL
Heritage Valley Health System, Beaver, PA
Johns Hopkins University's Bayview Medical Center, Baltimore, MD
Lakeland Regional Medical Center, Lakeland, FL
Latrobe Area Hospital, Latrobe, PA
Loyalhanna Care Center, Latrobe, PA
Memorial Medical Center, Johnstown, PA
Mount Nittany Medical Center, State College, PA
Northside Medical Center, Youngstown, OH
Pittsburgh Mercy Health System, Pittsburgh, PA
Pocono Medical Center, East Stroudsburg, PA
Preferred Primary Care Physicians, Pittsburgh, PA
Prince William Health System, Manassas, VA
Ruby Memorial Hospital, Morgantown, WV
Sewickley Valley Hospital, Sewickley, PA
The Medical Center, Beaver, PA
Trumbull Memorial Hospital, Warren, OH
University Medical Center of El Paso, El Paso, TX
UPMC/Arnold Palmer Pavilion, Greensburg, PA
ValleyCare Health System of Ohio, Trumbull, OH
WVU Healthcare, Morgantown, WV
Wheeling Hospital, Wheeling, WV
William Penn Care Center, Jeannette, PA

Entertainment/Recreation
Cherokee Nation Entertainment
-Fort Gibson Casino, Fort Gibson, OK
-Hard Rock Hotel & Casino, Tulsa, OK
-Ramona Casino, Ramona, OK
Everglades National Park, Everglades, FL
Gateway Clipper Fleet, Pittsburgh, PA
Heart of Oklahoma Exposition Center, Shawnee, OK
Katherine Mabis McKenna Recreational Center, Greensburg, PA
Kennesaw Mountain National Battlefield Park, GA
Mohegan Sun Casino, Wilkes-Barre, PA
Legacy Fields at Bouchard Park, Sewickley, PA
Rat Pack Lounge, Morgantown, WV

Government
ALCOSAN, Pittsburgh, PA
Borough of Aspinwall, PA
Borough of Carnegie, PA
Butler Township, Butler, PA
City of Colorado Springs, CO
City of Covington, KY
City of Dunwoody, GA
City of Durango, CO
City of Manassas, VA
City of Pittsburgh, PA
City of Shawnee, OK
City of Troy, MI
Dane County Courthouse, Madison, WI
National Park Service, Harpers Ferry, WV
-Everglades National Park, FL
-Kennesaw Mountain National Battlefield Park, GA
Phoenix Prison, Montgomery County, PA
Port Authority of Allegheny County, Pittsburgh, PA
Regional Transportation District, Denver, CO
Seminole County, Sanford, FL
Steel Industry Heritage Corporation, Pittsburgh, PA
-Allegheny County
-Beaver County
-Butler County
-Fayette County
-Greene County
-Washington County
-Westmoreland County
Town of Bristol, RI

Educational
Carlynton School District, Carnegie, PA
College of DuPage, Glen Ellyn, IL
Fairfield University, Fairfield, CT
Indiana University of Pennsylvania, Indiana, PA
Johns Hopkins University, Baltimore, MD
Mercyhurst University, Erie, PA
Penn State University, Altoona, PA
Point Park University, Pittsburgh, PA
Radford University, Radford, VA
Robert Morris University, Moon Township, PA
St. John's University, Queens, NY
Seminole Community College, Sanford, FL
Seton Hill University, Greensburg, PA
SUNY's The College at Old Westbury, Old Westbury, NY
SUNY's Farmingdale State College, Farmingdale, NY
SUNY's Stony Brook University, Stony Brook, NY
University of Pittsburgh, Pittsburgh, PA
University of Memphis, Memphis, TN
Waynesburg University, Waynesburg, PA
Western Connecticut State University, Danbury, CT
West Virginia University, Morgantown, WV

Donor Recognition
Cookeville Regional Medical Center, Cookeville, TN
Forum Health System, Youngstown, OH
Latrobe Area Hospital, Latrobe, PA
Mount Nittany Medical Center, State College, PA
St. Anne Home, Greensburg, PA
Seminole Community College, Sanford, FL
Seton Hill University, Greensburg, PA
Point Park University, Pittsburgh, PA
University of Pittsburgh, Pittsburgh, PA
YWCA, Pittsburgh, PA

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North Hills Amateur Hockey Association
Pittsburgh Viper Stars, New Kensington, PA

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NHL's Consol Energy Center, Pittsburgh, PA
MLB's PNC Park, Pittsburgh, PA
Valley Sports Complex, New Kensington, PA

Commercial
Andrews Industrial Control, Carnegie, PA
Dick Corporation, Homestead, PA
Esmark, Inc., Sewickley, PA
Gateway Center Parking Garage, Pittsburgh, PA
GlaxoSmithKline, Moon Township, PA

Guttman Oil Company, Belle Vernon, PA
Leech Tishman, Pittsburgh, PA
Neighbors in the Strip, Pittsburgh, PA
PNC, Pittsburgh, PA
Quonset Business Park, North Kingstown, RI
Radisson Hotel, Morgantown, WV
Salem 22 Plaza, Delmont, PA
Waterfront Place, Morgantown, WV
YWCA, Pittsburgh, PA

Transportation
Colorado Springs Airport, Colorado Springs, CO
Port Authority of Allegheny County, Pittsburgh, PA
- -First Avenue Station
- -North Shore Station

Quonset Business Park, North Kingstown, RI
Regional Transportation District, Denver, CO
- -Arapahoe Station
- -Belleview Station
- -Colorado Station
- -County Line Station
- -Dayton Station
- -Dry Creek Station
- -I-25 Broadway Station
- -Lincoln Station
- -Louisiana Station
- -Nine Mile Station
- -Orchard Station
- -Southmoor Station
- -Union Station
- -University Station
- -Yale Station

Southwest Florida International Airport, Fort Myers, FL
Steel Industry Heritage Corporation
- -Allegheny County
- -Beaver County
- -Butler County
- -Fayette County
- -Greene County
- -Washington County
- -Westmoreland County

Website Design
Andrews Industrial Control, Carnegie, PA
Century Sports, McMurray, PA
David Davis Communications, Finleyville, PA
Great Lakes Hockey League, Pittsburgh, PA
Headache Wellness Center, Bethel Park, PA
Jay's Sports Bar & Iceoplex, Canonsbrug, PA
North Hills Amateur Hockey Association, Pittsburgh, PA
Pool & Spa Outlet, McMurray, PA

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JDD@THEKMAGROUP.COM

JEREMY D. DETWILER

SENIOR PROJECT MANAGER

Jeremy Detwiler serves as a Senior Project Manager for KMA Design. His primary tasks include daily management of all projects, which encompasses client and fabricator communication, meetings, design reviews and quality control visits.

His background ensures that each project achieves the level of correspondence, coordination and organization needed to achieve successful project completion. As a managerial staff member, Detwiler will distribute project tasks and responsibilities to the team to assure that budgets, schedules and goals for each project are met. Detwiler reports to the firm's Chief Executive Officer and President to monitor each project's progression. He also works exclusively with the graphic design staff to ensure client satisfaction and adherence to deadlines.

As a veteran, his highly decorated military background, serving as a sergeant in the US Army, brings a particular level of detail, discipline and dedication to his work ethic. Detwiler also oversees project profitability and monthly goals for the firm maintaining internal success while monitoring financials for the firm.

EDUCATION

The Art Institute of Pittsburgh, PA
Bachelors of Science, Industrial Design and Technology- Product Design
University of Pittsburgh, Engineering Major

TECHNOLOGY

Applications
Adobe Photoshop CS5
Adobe Dreamweaver CS5
Auto CADD
Bluebeam Revu
CorelDraw12
Crystal Reports
Falcon View
FileMaker
Form-Z
Microsoft Office Suite
QuickTime

AWARDS & CLEARANCES

Bronze Star Medal
Army Commendation Medal
Army Achievement Medal (2 OLC)
Army Good Conduct Medal
National Defense Service Medal
Iraq Campaign Medal
Global War on Terrorism Medal
Korean Defense Service Medal
Armed Forces Reserve Medal (M Device)
NCO Professional Development Ribbon
Army Service Ribbon
Overseas Service Ribbon
SWAC (Secure Worker Access Consortium)
Federal Top Secret SCI (Awarded June 2007)

PROJECT EXPERIENCE

Abarta Oil & Gas, Pittsburgh, PA
Allegheny Health Network (Account), PA
Chatham University, Pittsburgh, PA
City of Lakeland, Lakeland, FL
Dallas Cowboys Stadium, Dallas, TX
Erie Insurance Arena, Erie, PA
First Niagara Bank (Account), NY, PA
First National Bank (Account), PA
Fifth Third Bank (Account), NY, PA
Heinz Field, Pittsburgh, PA
Holy Cross Hospital, Silver Spring, MD
Indiana University of Pennsylvania, Indiana, PA
Innovation Oakland, Pittsburgh, PA
Lincoln Financial Field, Philadelphia, PA
Lucas Oil Stadium, Indianapolis, IN
Mt Lebanon High School, Mount Lebanon, PA
Mt Nittany Medical Center, State College, PA
National Institute of Allergy and Infectious Diseases, Bethesda, MD
Northwest Bank (Account), OH, PA
Oakland Catholic High School, Pittsburgh, PA
PNC Bank (Account), MI, NC, NY, PA
Princeton University, Princeton, NJ
Robert Morris University, Moon Township, PA
Social Security Administration, Frederick, MD
Stamford Hospital, Stamford, CT
University of Pittsburgh, Pittsburgh, PA
US Courthouse, Buffalo, NY
Utah Valley University, Orem, UT
West Virginia University, Morgantown, WV
World Trade Center Transportation Hub, New York City, NY

412.429.4071
MRM@THEKMAGROUP.COM

MICHAEL R. MARTIN

DESIGN DIRECTOR

Martin serves as the Design Director for KMA Design. He has been a member of the design team since 2004. His responsibilities include the graphic development of design concepts and ideas, for both environmental graphic design (signage), and traditional graphic design (websites, logos, print and collateral material) Martin is an expert in managing large scale brand programs and the roll out of re-branding initiatives and adds great value to the KMA team and projects.

From the development of an original idea to construction documents for approved signage, the translation of a client's desired look for graphic material, Martin serves as a link between KMA and clients/fabricators with bringing an abstract concept to reality.

Understanding that each environment is different, Martin believes that each project has its own strengths, values, and surroundings and that each should be taken into account while designing. This allows the final signage design and brand identity to become part of the environment, accenting what is important while being aesthetically pleasing and cohesive architecturally.

He also understands the importance of typography in graphic design. The use of the right letterforms and spacing increase visibility and legibility, allowing the design to easily communicate the information necessary.

Martin blends a modern graphic design sensibility with the more classic rules of fine art and architecture, creating programs that appeal to both conservative and ultra-modern tastes alike.

EDUCATION

Art Institute of Pittsburgh
Villanova University

AFFILIATIONS

Pittsburgh Technical Institute Curriculum Advisory Board
Society for Environmental Graphic Design
International Sign Association

PUBLICATIONS

Arena Wayfinding Signage, Sign & Digital Graphics, May 2105
A Full Fleet Makeover, Sign Builder Illustrated Magazine, November 2013

PROJECT EXPERIENCE

Healthcare
Alle-Kiski Medical Center, Natrona Heights, PA
Beeghly Medical Park, Boardman, OH
Castle Rock Adventist Medical Center, Castle Rock, CO
Cookeville Regional Medical Center, Cookeville, TN
Excela Health, Norwin, PA
Florida Hospital- North Pinellas, Tarpon Springs, FL
Florida Hospital- Tampa, Tampa, FL
Florida Hospital- Waterman, Tavares, FL
Florida Hospital- Wauchula, Wauchula, FL
Heritage Valley Health System, Beaver, PA
John's Hopkins Bayview Medical Center, Baltimore, MD
Johns Hopkins School of Medicine, Baltimore, MD
Lakeland Regional Medical Center, Lakeland, FL
Loyalhanna Care Center, Latrobe, PA
Mount Nittany Medical Center, State College, PA
Northside Medical Center, Youngstown, OH
Orlando Regional Healthcare System, Orlando, FL
Pocono Medical Center, East Stroudsburg, PA
Preferred Primary Care Physicians, Pittsburgh, PA
Prince William Health System, Manassas, VA
Ruby Memorial Hospital, Morgantown, WV
Sewickley Valley Hospital, Sewickley, PA
Stamford Hospital, Stamford, CT
Stony Brook Medical Center, Stony Brook, NY
Trumbull Memorial Hospital, Warren, OH
University Medical Center of El Paso, El Paso, TX
WVU Healthcare, Morgantown, WV
Wheeling Hospital, Wheeling, WV
William Penn Care Center, Jeannette, PA

Educational
California University of Pennsylvania, California, PA
Carlynton School District, Carnegie, PA
College of DuPage, Glen Ellyn, IL
Concord's Community College- NHTI, Concord, NH
Education Management Corporation, Pittsburgh, PA
Fairfield University, Fairfield, CT
Indiana University of Pennsylvania, Indiana, PA
Johns Hopkins University, Baltimore, MD
Mercyhurst University, Erie, PA
Penn State University, Altoona, PA
Point Park University, Pittsburgh, PA
Radford University, Radford, VA
Robert Morris University, Moon Township, PA
St. John's University, Queens, NY
Seminole Community College, Sanford, FL
Seton Hill University, Greensburg, PA
SUNY's The College at Old Westbury, Old Westbury, NY

SUNY's Farmingdale State College, Farmingdale, NY
SUNY's Stony Brook University, Stony Brook, NY
University of Memphis, Memphis, TN
University of Pittsburgh, Pittsburgh, PA
Waynesburg University, Waynesburg, PA
Western Connecticut State University, Danbury, CT
West Virginia University, Morgantown, WV

Government
ALCOSAN, Pittsburgh, PA
Borough of Aspinwall, PA
Borough of Bridgeville, PA
Borough of Carnegie, PA
Borough of Sewickley, PA
City of Colorado Springs, CO
City of Covington, KY
City of Dunwoody, GA
City of Durango, CO
City of Lake Worth, FL
City of Manassas, VA
City of New Port Richey, FL
City of Pittsburgh, PA
City of Shawnee, OK
City of Troy, MI
Dane County Courthouse, Madison, WI
David L. Lawrence Convention Center, Pittsburgh, PA
National Park Service, Harpers Ferry, WV
-Kennesaw Mountain National Battlefield Park, GA
Phoenix Prison, Montgomery County, PA
Port Authority of Allegheny County, Pittsburgh, PA
Regional Transportation District, Denver, CO
Seminole County, Sanford, FL
Steel Industry Heritage Corporation, Pittsburgh, PA
-Allegheny County
-Beaver County
-Butler County
-Fayette County
-Greene County
-Washington County
-Westmoreland County
Town of Bristol, RI
Town of Colchester, Colchester, VT

Donor Recognition
Alle-Kiski Medical Center, Natrona Heights, PA
Carlow University, Pittsburgh, PA
Cookeville Regional Medical Center, Cookeville, TN
Education Management Corporation, Pittsburgh, PA
Johns Hopkins University, Baltimore, MD
Latrobe Area Hospital, Latrobe, PA
Mount Nittany Medical Center, State College, PA
Seminole Community College, Sanford, FL
Seton Hill University, Greensburg, PA
Stamford Hospital, Stamford, CT
Point Park University, Pittsburgh, PA
University of Pittsburgh, Pittsburgh, PA

Transportation
Colorado Springs Airport, Colorado Springs, CO
Port Authority of Allegheny County, Pittsburgh, PA
-First Avenue Station
-North Shore Station
Quonset Business Park, North Kingstown, RI
Regional Transportation District, Denver, CO
-Arapahoe Station
-Belleview Station
-Colorado Station
-County Line Station
-Dayton Station
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-I-25 Broadway Station
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-Orchard Station
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Southwest Florida International Airport, Fort Myers, FL
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-Butler County
-Fayette County
-Greene County
-Washington County
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Entertainment/Recreation
Cherokee Nation Entertainment
-Fort Gibson Casino, Fort Gibson, OK
-Hard Rock Hotel & Casino, Tulsa, OK
-Ramona Casino, Ramona, OK
David L. Lawrence Convention Center, Pittsburgh, PA
Devou Park, Covington, KY
Gateway Clipper Fleet, Pittsburgh, PA
Heart of Oklahoma Exposition Center, Shawnee, OK
Leech Tishman, Pittsburgh, PA
Mohegan Sun Casino, Wilkes-Barre, PA
Neighbors in the Strip, Pittsburgh, PA
Rat Pack Lounge, Morgantown, WV

Commercial
Andrews Industrial Control, Carnegie, PA
Bassi, Vreeland & Associates, P.C. Charleroi, PA
Esmark, Inc., Sewickley, PA
Gateway Center Parking Garage, Pittsburgh, PA
Guttman Oil Company, Belle Vernon, PA
Quonset Business Park, North Kingstown, RI
Radisson Hotel, Morgantown, WV
Salem 22 Plaza, Delmont, PA
Waterfront Place, Morgantown, WV

Sporting Complexes
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Pittsburgh Viper Stars, New Kensington, PA
North Hills Amateur Hockey Association
The Enforcers, Canonsburg, PA

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FAS@THEKMAGROUP.COM

FRANK A. SPENEY

SENIOR GRAPHIC DESIGNER / FABRICATION SPECIALIST

As a Senior Graphic Designer, Speney's primary responsibility is to serve as a liaison between KMA and clients/fabricators from project inception to conclusion.

With a background in fabrication, Speney provides an extra level of client comfort and project thoroughness to each step of the process. From procuring pricing from fabricators to executing punch lists, his primary responsibility is to represent the interests of the client in each and every step of a project.

Speney is well-versed in codes affecting signage, including the 2010 ADA, MUTCD, National Fire Code and state/municipal codes particular to various projects.

Other responsibilities include: inventorying existing signage, development of historical documentation, assisting with the development of message schedules and sign placement for appropriate pedestrian and vehicular circulation and maintaining direct communications with other designers, clients and fabricators.

Speney has served as graphic designer on projects of all sizes. Working in tandem with the various specialties of the KMA team, he ensures each project unsurpassed representation. In addition, Frank oversees all construction details created by the KMA staff quality controlling them for viability in the built environment.

EDUCATION

Pittsburgh Technical Institute

PROJECT EXPERIENCE

Healthcare
Accessibility Development Associates, Pittsburgh, PA
Allegheny Health Network, Pittsburgh, PA
Alle-Kiski Medical Center, Natrona Heights, PA
Castle Rock Adventist Medical Center, Castle Rock, CO
Cookeville Regional Medical Center, Cookeville, TN
Excela Health, Norwin, PA
Florida Hospital- Tampa, Tampa, FL
Florida Hospital- Waterman, Tavares, FL
Heritage Valley Health System, Beaver, PA
Highmark, Pittsburgh, PA
John's Hopkins Bayview Medical Center, Baltimore, MD
Lakeland Regional Medical Center, Lakeland, FL
Latrobe Area Hospital, Latrobe, PA
Loyalhanna Care Center, Latrobe, PA
Mount Nittany Medical Center, State College, PA
Pittsburgh Mercy Health System, Pittsburgh, PA
Ruby Memorial Hospital, Morgantown, WV
Sewickley Valley Hospital, Sewickley, PA
Stony Brook Medical Center, Stony Brook, NY
Trumbull Memorial Hospital, Warren, OH
University Medical Center of El Paso, El Paso, TX
WVU Healthcare, Morgantown, WV
Wheeling Hospital, Wheeling, WV
William Penn Care Center, Jeannette, PA

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Carlow University, Pittsburgh, PA
Carlynton School District, Carnegie, PA
College of DuPage, Glen Ellyn, IL
Community College of Allegheny County, Pittsburgh, PA
Concord's Community College- NHTI, Concord, NH
Fairfield University, Fairfield, CT
Indiana University of Pennsylvania, Indiana, PA
Johns Hopkins University, Baltimore, MD
Mercyhurst University, Erie, PA
Point Park University, Pittsburgh, PA
Radford University, Radford, VA
Robert Morris University, Moon Township, PA
St. John's University, Queens, NY
Seminole Community College, Sanford, FL
Seton Hill University, Greensburg, PA
SUNY's Farmingdale State College, Farmingdale, NY
SUNY's Stony Brook University, Stony Brook, NY
University of Memphis, Memphis, TN
University of Pittsburgh, Pittsburgh, PA
Waynesburg University, Waynesburg, PA
West Virginia University, Morgantown, WV

Government
Borough of Aspinwall, PA
Borough of Carnegie, PA
Borough of Sewickley, PA
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City of Durango, CO
City of Manassas, VA
City of Shawnee, OK
City of Troy, MI
David L. Lawrence Convention Center, Pittsburgh, PA
National Park Service, Harpers Ferry, WV
Phoenix Prison, Montgomery County, PA
Port Authority of Allegheny County, Pittsburgh, PA
Town of Bristol, RI
Town of Colchester, Colchester, VT

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Cookeville Regional Medical Center, Cookeville, TN
Johns Hopkins University, Baltimore, MD

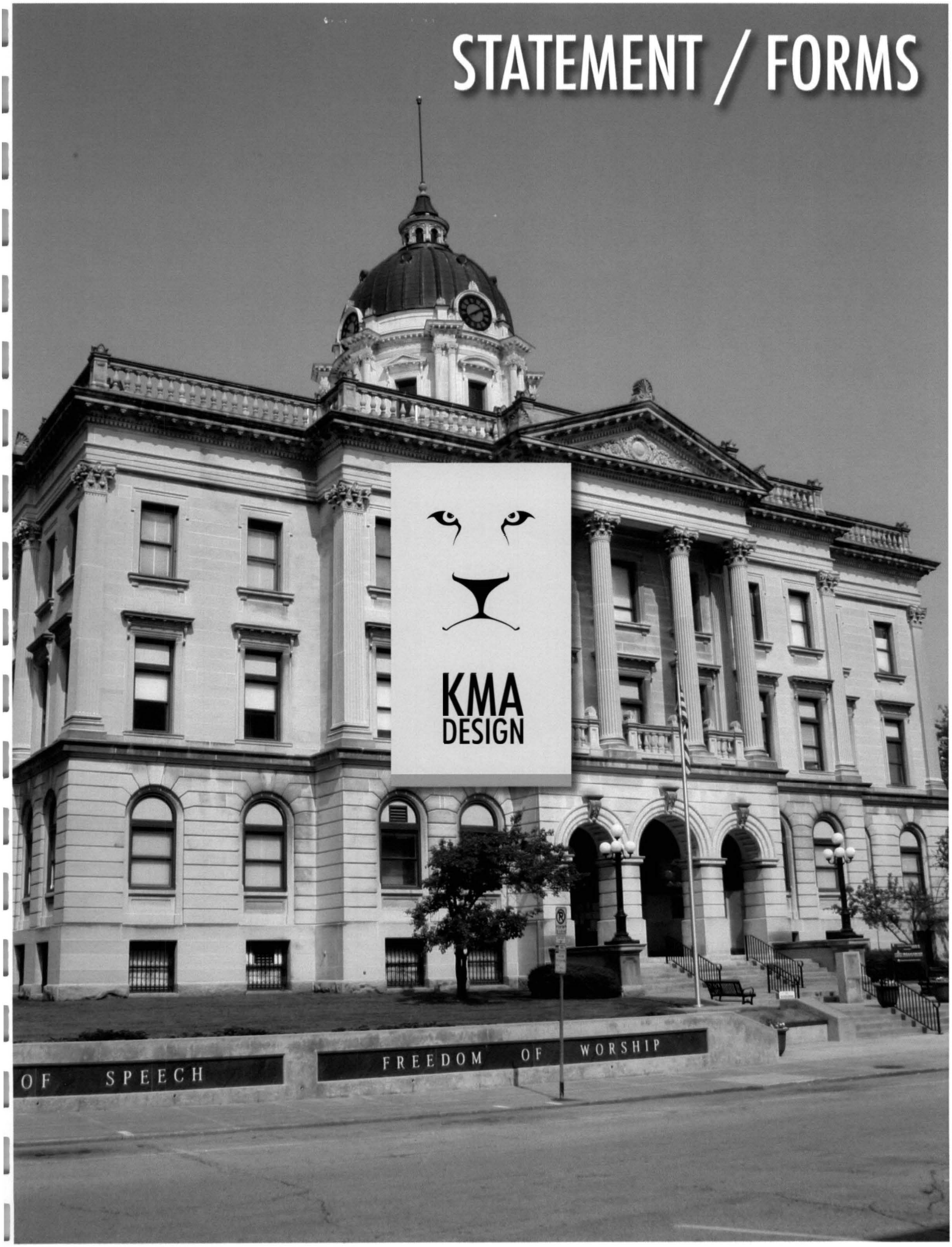
Latrobe Area Hospital, Latrobe, PA
Mount Nittany Medical Center, State College, PA
Seminole Community College, Sanford, FL
Seton Hill University, Greensburg, PA
Point Park University, Pittsburgh, PA
University of Pittsburgh, Pittsburgh, PA
YWCA, Pittsburgh, PA

Transportation
Colorado Springs Airport, Colorado Springs, CO
Port Authority of Allegheny County, Pittsburgh, PA
- First Avenue Station
- North Shore Station
Connellsville Airport, PA

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Cherokee Nation Entertainment
- Fort Gibson Casino, Fort Gibson, OK
- Hard Rock Hotel & Casino, Tulsa, OK
- Ramona Casino, Ramona, OK
David L. Lawrence Convention Center, Pittsburgh, PA
Gateway Clipper Fleet, Pittsburgh, PA
General Industries, Charleroi, PA
Ground Force, Pittsburgh, PA
Guess ? Inc., New York City, NY
Heart of Oklahoma Exposition Center, Shawnee, OK Leech Tishman, Pittsburgh, PA
Hollister Co., Paramus, NJ
Mohegan Sun Casino, Wilkes-Barre, PA
Morgantown Events Center , Morgantown, WV
PNC, Pittsburgh, PA

Commercial
Bassi, Vreeland & Associates, P.C. Charleroi, PA
Esmark, Inc., Sewickley, PA
Gateway Center Parking Garage, Pittsburgh, PA
Kohler, Kohler, WI
Ventana Hills, Mount Lebanon, PA
Waterfront Place, Morgantown, WV
Yanni & Company, Pittsburgh, PA
YWCA, Pittsburgh, PA

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The Iceoplex, Canonsburg, PA
Kovalchick Convention and Athletic Complex, Indiana, PA
MLB's PNC Park, Pittsburgh, PA
Mohegan Sun Casino, Stroudsburg, PA
NHL's Consol Energy Center, Pittsburgh, PA
Petersen Events Center at the University of Pittsburgh, Pittsburgh, PA
Petersen Sports Complex at the University of Pittsburgh, Pittsburgh, PA
Pittsburgh Steelers' Heinz Field, Pittsburgh, PA


STATEMENT / FORMS
KMA
DESIGN
OF SPEECH
FREEDOM OF WORSHIP

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

RFQ # 2017-10

Downtown Branding and Wayfinding Project

Mailing Address:	Office of the City Clerk City of Bloomington 109 East Olive Street Bloomington, IL 61701
Contact Person(s):	Kevin Kothe, P.E. Project Engineer 309-434-2435 kkothe@cityblm.org Jon C. Johnston Procurement Manager 309-434-2333 jcjohnston@cityblm.org
Statements Due:	**Thursday, June 23rd, 2016 at 11:00 a.m. Central Time**

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REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)
CITY OF BLOOMINGTON, ILLINOIS

Statement of Qualifications (RFQ) will be received at the office of the City Clerk, City Hall, 109 East Olive Street, Bloomington, Illinois 61701, until **Thursday, June 23rd, 2016 at 11:00 a.m. Central Time** for the following:

RFQ # 2017-10

Downtown Branding and Wayfinding Project

RFQ documents are to be obtained from the City of Bloomington Procurement Services by sending an email to procurement@cityblm.org. Respondents must provide their complete name, company name, street address, telephone number, fax number and their email address. RFQ documents may also be obtained at the office of the City Clerk, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Central time. Only vendors recorded with the City, as a bona fide plan holder, are eligible for the contract award.

You may not respond with a faxed or electronic submission. All statements must be submitted in a sealed envelope, with original signatures.

One (1) original and nine (9) copies of the complete statement are to be submitted.

The City of Bloomington reserves the right to reject any and all statements and to waive technicalities. The award will be based on the criteria for selection contained within this document.

The City of Bloomington requires all contractors and offerors doing business with the City not to discriminate on the basis of race, age, color, religion, gender, ancestry, national origin, marital status, mental or physical disability unrelated to ability, familial status or sexual orientation.

Jon C. Johnston, Procurement Manager

Published **May 26th, 2016** Bloomington, Illinois

TERMS AND CONDITIONS FOR OFFERORS

Background: The City of Bloomington, incorporated in 1856, is a home rule unit of government under the 1970 Illinois Constitution. The City of Bloomington is located in the heart of Central Illinois, approximately 125 miles southwest of Chicago, 155 miles northeast of St. Louis, and 64 miles northeast of Springfield, the State Capital. The City of Bloomington is the County Seat of McLean County, the largest county in Illinois (approximately 762,240 acres). The results of the 2010 Census shows the City now has a population of 76,610 citizens. The economic strength of the City of Bloomington metropolitan area is well diversified with no single dominating industry.

Statement Identification: Offerors are required to use the enclosed label on the outside of the statement envelope, placed in the lower left corner. If no label is available, please legibly write the statement name and due date in the lower left corner. Do **not** submit statements by fax or electronically. Statements submitted by fax or electronically cannot be accepted or considered for award. Sealed statements are required.

Definitions:
1."City" shall mean the City of Bloomington, Illinois.
2. "Requests for Qualifications" Statements (RFQ) is a method of procurement permitting discussions with responsive, responsible offerors and revisions to statements prior to award of contract. Statements will be opened and evaluated in private. Award will be based on the criteria set forth herein.

Questions regarding bid/statement procedures shall be directed to Jon C. Johnston, Procurement Manager, during regular working hours (M-F 8am-5pm), telephone 309-434-2333.

Questions regarding the technical nature or performance expectations of the equipment, material, or service in the Statement shall be submitted in writing to:

Kevin Kothe P.E., Project Engineer, kkothe@cityblm.org
AND
Misty Shafer, Procurement Specialist, mshafer@cityblm.org
or fax (309) 434-2874

Questions will be answered in the form of written addenda and provided to all Offerors, as per State of Illinois statutes.

If you have obtained this statement from the City of Bloomington web site or from a source other than directly from the Procurement Manager or City Clerk, you are not on record as a plan holder. The Procurement Manager takes no responsibility to provide addenda to parties not listed by the City as plan holders. It is the Offeror's responsibility to check with our office prior to submitting your statement to ensure that you have a complete, up-to-date package. The original document maintained and on file in the City Clerk's office shall be considered the official "copy". **Addenda copies shall be attached to your statement as proof of receipt.**

The City of Bloomington reserves the right to reject any and all statements and to waive technicalities, and to accept that statement which is to be considered in the best interest of the City. Any such decision shall be considered final.

Statements shall be opened in private so as to avoid disclosure of contents to competing offerors. The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable statement. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of statements. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one statement to any other offeror.

The City of Bloomington reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ. The City may require the RFQ and the offeror's statement be incorporated in full or in part as Contract Documents. This implies that the RFQ and all responses, supplemental information, and other submissions provided by the offeror during discussions or negotiations may be held by the City as contractually binding on the successful offeror.

When the Evaluation Committee determines an offeror's statement to be unacceptable, such offeror shall not be afforded an additional opportunity to supplement its statement.

The City of Bloomington will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

NON DISCRIMINATION: The City of Bloomington requires all contractors and offerors doing business with the City not to discriminate against anyone on the basis of race, age, color, religion, gender, ancestry, national origin, marital status, mental or physical disability unrelated to ability, familial status or sexual orientation. Offerors shall comply with the Illinois Human Rights Act, 775 ILCS 5.101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44 Part 750 (Appendix A) 775 ILCS 5/1-102 and constituting of a written EEO policy and workforce profile that demonstrates its EEO practices. Furthermore, the offeror shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The offeror must have a written sexual harassment policy, which meets Illinois Complied State Statutes, 775 ILCS 15/3.

SECURITY: The offeror represents and warrants to the City of Bloomington that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The offeror further represents and warrants to the City of Bloomington that the offeror and its principals, shareholders, members, partners or affiliates, as applicable, are not directly or indirectly engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The offeror hereby agrees to defend, indemnify, and hold harmless the City of Bloomington and all City of Bloomington elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages,

losses, risks, liabilities, and expenses including reasonable attorney's fees and costs arising from or related to any breach of the foregoing representation and warranties.

EX PARTE COMMUNICATION: Please note that to insure the proper and fair evaluation of a statement or bid, the City of Bloomington prohibits exparte communication (i.e., unsolicited) initiated by the Offeror to a City Official (i.e. City Aldermen, Mayor, etc.) or Employee evaluating or considering the statement/bid prior to the time a selection has been made. Communication includes but is not limited to fax, phone calls, email and personal visit. Communication between Offeror and the City will be directed in writing to the Purchasing Agent or designated contact person only. The Purchasing Agent will obtain the information or clarification needed. Exparte communication may be grounds for disqualifying the offending Offeror from consideration or award of the statement and repeat offenders may be disqualified from future projects.

NO STATEMENT: Offerors who are not able to submit a statement for this service, but wish to receive statement tabulation or to be assured of remaining on the City's statement list for similar services should clearly indicate on the envelope the designation "**NO STATEMENT"**. Envelopes so marked will not be considered as a formal statement, but the contents will be responded to in the appropriate manner by City of Bloomington staff. The City will issue a purchase order to the successful Offeror.

DELIVERY: F.O.B. Bloomington, IL FREIGHT PREPAID.

STATEMENT EVALUATION: Products/Services will be purchased from the Offeror providing the best statement per product/service or total package, whichever is in the best interest of the City. The quality of the products/services, conformity with the specifications, suitability to the requirements, delivery terms including length of time for delivery, qualifications and references will be taken into consideration in making an award.

CRITERIA FOR MAKING SELECTION: The following criteria and point system shall be used by the Evaluation team to determine the firm or individual(s) most qualified and best suited to perform the work:

1. Qualifications and experience for the specific scope of services as set for the herein.
2. Compliance with requirements of this RFQ.
3. Past Performance and References provided.
4. Capacity of firm, in terms of number of employees available, to meet the stated schedule for both project completions.
5. Unique resources that the firm will bring to the project and any special experience the firm may have with innovative planning and design of branding and wayfinding.
6. Length of Time to complete

INVESTIGATION: Offeror's must acquaint themselves with the policies of the City, and may do so by contacting the Purchasing Agent. All questions as to the meaning of the scope of work must be resolved prior to the statement submission deadline. It is the Offeror's responsibility to check with City Clerk prior to submitting their statement to ensure that they have received all Addenda that may be issued.

PROOF OF LICENSE, PERMIT, CERITIFICATIONS, ETC.: Offeror's must provide proof

of conformance with any applicable Federal/State/Local permits, licenses, certifications, etc., or the ability to obtain any applicable Federal/State/Local permits, licenses, certifications, etc., within a reasonable time after the statement award and prior to the performance of the work. It is the offeror's responsibility to inquire about requirements of performing the job with the requesting department contact person.

STATEMENT FORM: This entire package shall be returned complete and intact with all information requested and all questions answered. The amount of the statement shall be stated on the form(s) provided. Variations from the specification/scope of work shall be noted on a separate sheet of paper. If more space is required to furnish a description of the service offered or delivery/start terms, the offeror may attach a letter hereto, which will be made a part of the statement.

SPECIFICATION: The Specification may, in some areas, be unique to a particular brand of product or type of service. If this situation exists, equal consideration will be given to all Offeror's whose items, in the opinion of the City, meets or exceeds performance in these areas.

STATEMENT OPENING: TELEPHONE/FAX/VERBAL OFFERS WILL NOT BE ACCEPTED. Statements are opened and evaluated in private. They are not publicly opened and read at the time and date set. It is the responsibility of the offeror to see that the statement is in the Office of the City Clerk, by the specified time and date. The date of the postmark will not be considered. Statements received after the time and date set will be returned unopened to the Offeror. This includes Statements not received as a result of mail delays. In the event that City Hall is closed for business at the time scheduled for the statement submission, sealed statements will be accepted on the next business day of the City, up to the originally scheduled time.

DEFAULT BY OFFEROR: In the event of default by offeror, the City reserves the right to procure the services from other sources, and hold the offeror liable for any excess costs occasioned thereby. Additionally, a contract shall not be assignable by the Offeror in whole or in part without the written consent of the City of Bloomington.

CANCELLATION: Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The City will provide a written notice of unsatisfactory performance and the contractor or vendor will be allowed adequate time, typically thirty (30) days, to take corrective action and accomplish satisfactory control. If at the end of the stated time to correct, the City may deem that the contractor or vendor's performance is still unsatisfactory, the contract is subject to cancellation. The exercise of its right of cancellation shall not limit the City's right to seek any other remedies allowed by law.

WITHDRAWAL OF STATEMENT: An offeror may withdraw a statement prior to the deadline for statement submittal by submitting a request for its withdrawal. Statements received after the time for opening statements or received at any place other than the place specified will not be considered. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of statements, or to cancel awards or contracts based on bid mistakes, will be submitted in writing and will be supported by a written determination made by the Purchasing Agent. The request shall then be forwarded to the City's legal staff for final recommendation.

REJECTION OF STATEMENTS, WAIVERS AND IRREGULARITY: The City of Bloomington reserves the right to reject any or all statements, to waive irregularities, and to accept that statement which is considered in the best interest of the City. Any such decision shall be final.

PROTESTS:
Any actual or prospective offeror who is aggrieved in connection with this statement or award may protest to the City Council during the public Council meeting only. The protest will be submitted in writing to the Office of the City Clerk immediately after such aggrieved person knows or should have known of the facts giving rise and the City Clerk will place same on the Council agenda if not resolved prior to that time.

INDEMNIFICATION: Consultant shall indemnify, defend with counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorney's fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of City's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Should City in its sole discretion find Consultant's legal counsel unacceptable, then Consultant shall reimburse the City its costs of defense, including without limitation reasonable attorney's fees, expert fees and all other costs and fees of litigation. The Consultant shall promptly pay any final judgment rendered against the City (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of Illinois and will survive termination of this Agreement.

CONTRACTOR COMPLIANCE WITH PUBLIC ACT 85-1295:
The offeror certifies by signing this statement that this Statement is made without prior understanding, agreement or accord with any other person submitting a Statement for the same product or service and that this Statement is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Furthermore, the firm certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages. The offeror also understands that failure to sign this statement may make the statement non-responsive and unqualified for award.

BARBARA J. MARTIN 6-21-16 _____
Print Name & Date Authorized Signature

KLEESTES-MARTIN ASSOCIATES, INC. (dba KMA DESIGN)
Company Name

INSURANCE:
Offerors providing a service or installing equipment on or about City property shall provide to the City Clerk evidence of Comprehensive, Liability, and Workman's Compensation

insurance prior to commencement of work on City property. The offeror guarantees to save the City, its agents or employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the offeror is not the patentee, assignee, or licensee.

Furthermore, the offeror hereby agrees to save and hold harmless and indemnify the City from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the Offeror, its employees, agents or sub-offerors. This agreement extends to all claims, of any nature, whether made by the Offeror's employees or third parties.

BARBARA J. MARTIN 6-21-16 _____
Print Name & Date Authorized Signature

VOLKERS-MARTIN ASSOCIATES, INC. (d/b/a VMA DESIGN)
Company Name

GIFT BAN ACT:
I certify that VOLKERS-MARTIN ASSOCIATES (print company name), its officers, employees and agents, have not made any gifts to officers or employees of the City of Bloomington in violation of Illinois Compiled Statutes, 5 ILCS 430/Article 10, State Officers and Employees Ethics Act (commonly known as the "Gift Ban Act"). The Act is available online at:
http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=000504300HArt%2E+10&ActID=2529&ChapterID=2&SeqStart=1700000&SeqEnd=2200000 under.

I further certify that as an Offeror, I have not violated the Bloomington City Code Chapter 2, Administration; Article I, Section 8: Officers and Employees Generally: Section 8a Prohibition on the Solicitation and Acceptance of Gifts; and 8b State Officials and Employees Ethics Act. This section of the Bloomington City Code is available online at http://www.cityblm.org/code.asp?show=section&id=3450.

BARBARA J. MARTIN _____
Print Name & Date Authorized Signature

EQUAL OPPORTUNITY GUIDELINES:
The City requires all contractors and offerors doing business with the City not to discriminate against anyone on the basis of race, age, color, religion, gender, sexual orientation, ancestry, national origin, and non job-related disabilities. This program was approved by the City Council on May 27, 1974. In accordance with this program the City shall require that the offeror or contractor be familiar and comply in every respect with the provisions of this program. Information regarding the program may be obtained by contacting the Human Relations Department 309/434-2218.

REFERENCES:
At least three (3) references are **required** with your statement. The references shall be from the last five (5) different sources where you have provided the minimum specifications as required in this statement. Offeror may use the City of Bloomington as one reference if the Offeror has provided this equipment or service to the City since January 1, 2010.

(1.) Company Name:
TOWN OF BRISTOL

Company address:
10 COURT ST

City: BRISTOL State: RI Zip: 02809

Company Contact Name or Department:
DIANE WILLIAMSON - DIRECTOR of COMMUNITY DEVELOPMENT

Company Contact Telephone: 401-253-7000 Fax:

Company Contact e-mail address: dianew@bristolri.us

(2.) Company Name:
TOWN OF BLOOMFIELD

Company address:
800 BLOOMFIELD AVE

City: BLOOMFIELD State: CT Zip: 06002

Company Contact Name or Department:
DAVID MELESKO

Company Contact Telephone: 860-769-3567 Fax:

Company Contact e-mail address: dmelesko@bloomfieldct.org

(3.) Company Name:
City of NEW PORT RICHEY

Company address:
5919 MAIN STREET

City: NEW PORT RICHEY State: FL Zip: 34652

Company Contact Name or Department:
USA FIERCE

Company Contact Telephone: 727 853 1016 Fax: _____

Company Contact e-mail address: Fierce@CityofNewportRichey.org

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(4.) Company Name:
CITY OF LAKE WORTH

Company address:
7 NORTH DIXIE HIGHWAY

City: LAKE WORTH State: FL Zip: 33460

Company Contact Name or Department:
CHRIS DEBROS

Company Contact Telephone: 561-493-2550 Fax: _____

Company Contact e-mail address: cdabros@lakeworth.org

BOROUGH OF CARNEGIE

(5.) Company Name:

Company address:
ONE VETERAN'S WAY

City: CARNEGIE State: PA Zip: 15106

Company Contact Name or Department:
JACK KOBISTEK, MAYOR

Company Contact Telephone: 412 276 1414 Fax: _____

Company Contact e-mail address: kobistek@juno.com

STATEMENT SUBMISSION: PLEASE SUBMIT (1) ORIGINAL AND NINE (9) COPIES OF THE ENTIRE STATEMENT PACKET

CITY OF BLOOMINGTON, IL
GENERAL INSURANCE REQUIREMENTS FOR VENDORS/CONTRACTORS/BIDS

Prior to the commencement of work governed by any contract between the **CITY** and the vendor/contractor, the contractor shall provide the **CITY** satisfactory evidence of insurance coverage. A Certificate of Insurance AND any contract stating the **CITY**, its employees and officials as additional named insureds will be required and will also denote the description of the job. **The vendor's/contractor's insurance shall be primary and non-contributory.**

All insurance coverage should be placed with a solid carrier who has no less than an A- VIII Best's Rating. The Contractor's program shall hold the **CITY**, its employees and officials harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom).

All coverage, as follows shall be maintained through the life of the contract and include, as a minimum:

General Liability - $1,000,000 Bodily Injury and Property Damage (Combined Single Limit) with $1,000,000 GL annual aggregate and will include:

Medical payments - $5,000
Premises Operations
Products and Completed Operations
Blanket Contractual Liability
Personal Injury Liability
Expanded Definition of Property Damage

Workers' Compensation and Employer's Liability –

$500,000 Bodily Injury by Accident
$500,000 Bodily Injury by Disease, policy limits
$500,000 Bodily Injury by Disease, each employee

Automobile Liability - $1,000,000 Bodily Injury and Property Damage (CSL) (Owned, Non-owned and Hired vehicles should be included) and include $10,000 medical pay per passenger.

Umbrella Liability Coverage - $1,000,000 each occurrence, $1,000,000 aggregate. (These limits will be excess over all underlying coverage documents and would be the minimum required). **Increased limits may be required on "larger contracts" and would be at the discretion, and approval of the, CITY'S legal counsel.**

All Liability (General Liability/Auto) insurance certificates should include a "blanket additional insured" endorsement, must specify that should described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non-compliance with the provisions of this Equal Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), or the City of Bloomington's Contract Compliance Program, the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, including the City of Bloomington, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute, ordinance or regulation. During the performance of this contract, the contractor agrees as follows:

(1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such under-utilization.

(2) That, if it hires additional employees in order to perform this contractor any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations or those of the Human Relations Commission) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

(3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, familial status, or an unfavorable discharge from military service.

(4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and Human Relations Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

(5) That it will submit reports as required by the Department's Rules and Regulations and Human Relations Commission, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations and those of the City of Bloomington's Contract Compliance Program.

(6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations and those of the City of Bloomington's Contract Compliance Program.

(7) That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency, the Department and the Human Relations Commission in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission or Human Relation Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations including the City of Bloomington.

CITY OF BLOOMINGTON

Community Relations
109 E. Olive St.
Bloomington, IL 61701-3157
(309) 434-2215 (TTY) 829-5115

To Whom It May Concern:

The City of Bloomington's Equal Opportunity in Purchasing Ordinance and the Bloomington Human Relations Ordinance requires that any company doing business with the City in the excess of $25,000 during one year, must submit an Equal Opportunity Report Form or an Equal Opportunity Plan.

It is my understanding that your company will be or are presently a contractor/vendor for the City of Bloomington. In order for this office to approve your company to continue to conduct business with the City of Bloomington, all of the enclosed forms must be submitted to the Community Relations Division within 14 days after receipt of the requested information. If you are bidding for the opportunity to work for the City of Bloomington, the Contract Compliance Report Form enclosed in the bid packet must be completed, signed and returned in the bid packet.

Please complete the enclosed information in its entirety and return it to the Community Relations Office or with your bid packet. If your company has an approved Equal Opportunity Plan, you may submit it instead of completing the enclosed Contract Compliance Form. You must also include a breakdown of your present workforce by race and gender.

If the information requested is not submitted, your company may not be approved to do business with the City of Bloomington and could subsequently not be placed on the "Approved Contractor/Vendor List."

If you should have any questions regarding either of the forms, please feel free to contact me at (309) 434-2215.

Sincerely,

Ernestine Jackson
Equal Opportunity Associate

City of Bloomington
Community Relations Division
109 E. Olive Street
Bloomington, IL 61701
(309) 434-2215 **(309) 434-2831 (Fax)**

Failure to properly complete this form prior to the execution of a contract with the City of Bloomington, or within 7 days after a request for submission of this report, will result in it being returned unprocessed thereby resulting in a delay or denial of eligibility to bid or do business with the City of Bloomington.

Section I. Identification

1. Company Name and Address:

Name: KERESTES-MARTIN ASSOCIATES, INC. (dba KMA DESIGN)

D/b/a: KMA DESIGN

Address: 104 BROADWAY ST.

City/State/Zip: CARNEGIE, PA 15106

Telephone Number(s) Area Code: 412 429 4071

Check one of the following:

Corporation ✓	Partnership	Individual Proprietorship	Limited Liability Corp.

2. Name and Address of the Company's Principal Office (answer only if not the same as above).

Name: _____

Address: _____

City/State/Zip: _____

3. Major activity of your company (product or service):
SIGN DESIGN, WAYFINDING, BRANDING

Section II. Policies and Practices

Description of EEO Policies and Practices

A. Is it the Company's policy to recruit, hire, train, upgrade, and discipline persons without regard to race, sex, color, religion, national origin, age, mental and/or physical disability, and sexual orientation?

YES ✓ NO _____

B. Has someone been assigned to develop procedures, which will assure that the EO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the charged with this responsibility.
Name: DAVID KOSICK
Title: PRESIDENT
Telephone: 412 429 4011

C. Has the Company developed a written Equal Opportunity Plan? **Note: A copy of the Equal Opportunity Plan must be submitted with this form in order to be considered eligible to do business with the /city of Bloomington.** If you would need technical assistance in developing your plan, please contact the Community Relations Office at: (309) 434-2215.

YES ✓ NO _____

D. Has the Company developed a written policy statement prohibiting Sexual Harassment? Please attach a copy of the policy statement.

YES ✓ NO _____

E. Have all recruitment sources been notified that the Company will consider all qualified applicants without regard to race, color, age, sex, national origin, religion, mental and/or physical disability, or sexual orientation?

YES ✓ NO _____

F. If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, age, sex, national origin, religion, mental and/or physical disability, or sexual orientation?

YES _____ NO _____ DO NOT ADVERTISE

G. Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontractors or purchase orders?

YES _____ NO _____ N/A WORK SELF-PERFORMED

H. Is the Company a state certified minority/female owned business? If yes, please attach a copy of the state certification.

YES _____ NO ✓

I. Does the Company have collective bargaining agreements with labor organizations?

YES _____ NO ✓

J. Has the labor organization been notified of the Company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts by the City of Bloomington?

YES _____ NO _____ N/A

Section III. Employment Information

A. Please complete the company workforce analysis form on the bottom of this page. Use the number of employees as of the most recent payroll period. Be sure to complete all applicable columns.

B. Job Classifications (See descriptions attached)

C. Identify the geographical area(s) from which the company may reasonably recruit employees (use city, county, SMSA, or distance in miles from your company location.

D. If minorities and women are currently under-utilized in your workforce, please attach a copy of an explanation for your plan to recruit and hire minorities and women.

Section IV. Certification

The Company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief. The Company also agrees that it will comply and abide by the City of Bloomington's Contract Compliance Ordinance and the City of Bloomington Human Relations Ordinance.

Signature:	Barbara J. Martin, CEO	4124294071	6.21.16
	Print Name & Title	**Telephone Number**	**Date**

CITY OF BLOOMINGTON

COMMUNITY RELATIONS DIVISION

CONTRACT COMPLIANCE
WORKFORCE ANALYSIS

Job Categories	Overall Totals		White(Not Of Hispanic origin)		Black of African American (Not of Hispanic Origin)		Hispanic of Latino		Asian of Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Officials & Managers	2		1	1								
Professionals	10		8	2								
Technicians	2		1	1								
Office & Clerical	1							1				
Craft Workers (skilled)												
Operatives (semi-skilled)												
Laborers (unskilled)												
Service Workers												
TOTAL	15		10	4				1				

M= Male, Column B is sum of rows D, F, H, J, and L

F= Female, Column C is sum of Rows E, G, I, K, and M

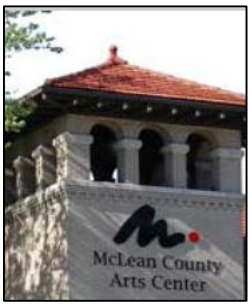
Date of above: 6-21-16

Name of person that compiled the above data: BARBARA J. MARTIN









Downtown Branding and Wayfinding Project

Introduction

The City of Bloomington, Illinois ("City"), is soliciting one (1) proposal in two (2) separate phases, one each for the development of a Branding/Logo System and development of a Wayfinding System. Both systems are associated with the Downtown Bloomington Central Business District (CBD). See Exhibit 1 for a general map of the Project area.

The City intends to select an individual, group, firm or organization ("Designer") that would be responsible for the design of a Logo and Branding System, in addition to developing a Wayfinding Plan, for Downtown Bloomington and other relevant entryways and institutions as appropriate.

The Designer will provide all necessary planning, design and layout services for both the Branding and Wayfinding components of the project.

Bloomington and Downtown

Downtown Bloomington is on the National Register of Historic Places. It features a variety of uses that include government, not-for-profit, commercial and residential. It is the seat of McLean County and Bloomington City governments. Attractions include a multi-use arena and public indoor skating rink; a history museum headquartered at the former courthouse, which contains a Route 66 visitor center; a small concert venue in a former movie theater; a performing arts center in a publicly owned historic building; an art center run by a non-profit; numerous art galleries; and a variety of dining and shopping options. There are various nightspots that draw both the area's long-term residents and college students. Bloomington-Normal is home to Illinois Wesleyan University, located just north of downtown; Illinois State University, which is about a mile and a half away; and Heartland Community College, located about four miles from Downtown.

Upper floors of Downtown buildings commonly contain residential spaces. Downtown Bloomington is home to the State Farm Insurance Cos. original headquarters, and State Farm maintains a major building here. A rare art deco Catholic Church is located just north of Downtown and a number of Protestant churches operate in and near Downtown.

In summary, Downtown Bloomington is a center for government, entertainment, shopping and living.

Creative reuse

A few Downtown buildings date to the mid-19th Century, when Abraham Lincoln practiced here as a circuit-riding lawyer. Many other structures date to the early 1900's, built during recovery from the Great Fire of 1900. These 1900's examples include architectural landmarks, the most prominent of which is the Old McLean County Courthouse, now home to the McLean County Museum of History and a Route 66 Visitors Center.

There have been numerous redevelopments over decades, prompted by fires, and desire of businesses to consolidate property and build offices. However, starting in the 1980s the momentum of Downtown rejuvenation has centered on renovations and creative reuse. For example, a plan to raze and redevelop the block south of the history museum was rejected by City leaders, who instead pursued a flurry of renovation and reuse on the block during the 1990s. A recent proposal to build a new hotel southwest of the old courthouse, after razing a bank and a now-vacant former department store, met with opposition. That plan has been replaced by a proposal to creatively reuse the existing structures.

Implications for branding and logo

The success of the preservation movement may make history-based branding an obvious choice. However, it is not an automatic choice. Bloomington styles itself as a progressive, growing, forward-moving city, and its leaders often speak of a desire to make the city more attractive to Millennials. Branding ought to speak to the older generations, many of whom no longer often venture to Downtown, but also to younger generations. These younger residents include college students and young professionals, whose decisions to come – or stay – in the community partially resides in the community's ability to meet their need for recreation and entertainment. Downtown struggles to attract population from the east side. This includes people with strong wages but without long-term ties to the City.

Bloomington leaders also have a desire for thematic linkage to another portion of the community: The Town of Normal.

Wayfinding signage, logo design and branding might be preferred if it evokes a linkage to Normal and its Uptown district. The Town of Normal has aggressively partnered with the private sector and not-for-profits to reinvent its Downtown, and it rebranded it Uptown Normal along the way. A children's museum, a renovated movie theater, two hotels, and a multimodal center, which also houses Normal City Hall, are among anchors for Uptown. Normal's Uptown was compact and had little in the way of distinguished architecture. This lent itself to razing and redevelopment of entire blocks without community opposition. The outcome is a vibrant Uptown that speaks to freshness and newness. Downtown Bloomington has its own distinctions and vastly different model of creative reuse. However, Bloomington also needs to evoke a sense of freshness in its core district and a sense of connectedness with its neighbor Normal. The two business districts are separated by a mere two miles, and that linkage would be made stronger under a plan headed by the Illinois Department of Transportation to improve multimodal linkage, through bike lanes and improved sidewalk, along the cities' shared Main Street Corridor.

Branding and Wayfinding Expectation

The Project Area encompasses all of Downtown Bloomington, including appropriate entryways into the City of Bloomington, and other institutions where appropriate.

In this RFP, we are looking to break the design into two separate phases: Logo/Branding System (Phase I), and Wayfinding Plan (Phase II). Design Development (Phase III) will be considered at a later date.

Phase I – Logo/Branding System

The City of Bloomington is seeking to develop a logo/brand association for the Downtown and the logo/branding is expected to be an integral part of the Phase II Wayfinding Plan. As a part of this first phase, a slogan for the Downtown will be considered. This slogan should be recognizable and reflective of the Downtown, with or without attaching the logo. This new logo/brand/slogan association should reflect the strength, viability and uniqueness of Downtown Bloomington. Please include examples of past projects where the logo/ brand/slogan are incorporated into various elements, including street signs, buildings, and advertisements (i.e. print, audio, visual).

Phase II – Wayfinding Plan/Conceptual Design

In addition to signing appropriate entryways in the City of Bloomington, care must be taken to incorporate the appropriate community institutions and agencies when considering the design of the wayfinding system. Flexibility for future change, duplication, and growth must be inherent in the design and construction of the wayfinding system. Because of the proximity of Downtown Bloomington to other areas, such as ISU, Heartland Community College and Illinois Wesleyan University, the involvement of other agencies/institutions may be appropriate.

In addition, the City may consider changing the current street signage (i.e. street markers) in order to coordinate and conform to the new logo/ branding and wayfinding systems. The work will include plans laying out the different types of signs that may be needed and their locations.

Phase III – Design Development and Construction Documentation

This phase currently is not being considered as part of this Request.

Design Guidelines

Designs, when constructed, will highlight Downtown Bloomington's uniqueness. Signage design also may incorporate certain sign removal to alleviate signage clutter. However, the outcomes must be in conformance with all applicable codes and guidelines.

Information Materials Available

Many plans currently exist for the Downtown CBA. Of these plans, designers should consult and review the Downtown Bloomington Strategy, see link, which was prepared by the Downtown Bloomington Association. The designer is not bound to follow this particular plan, but reviewing it will help the designer gain a clear conceptual picture of what the Downtown is, has been, and what the future possibilities of the area might be. Please refer to www.cityblm.org/index.aspx?page=531 for more information on the Downtown Bloomington Strategy; this website has many useful links, including the following:

- General City of Bloomington Information
- Downtown Plan Map
- Retail Plan
- Downtown Parking Study
- Downtown Market Study
- Downtown Demographic Information
- Downtown Hotel Feasibility Presentation
- City of Bloomington Municipal Code
- Multimodal Transportation Center Siting and Feasibility Study

Additional websites that may be appropriate:

- Downtown Bloomington Association - http://downtownbloomington.org/
- Connect Transit (community bus system) - www.connect-transit.com
- Bloomington-Normal Economic Development Council - www.bnbiz.org
- Bloomington-Normal Area Convention and Visitors Bureau - http://www.visitbn.org/
- Chamber of Commerce - http://www.mcleancochamber.org/home
- McLean County Regional Planning Commission - www.mcplan.org
- Illinois State University- www.ilstu.edu
- Illinois Wesleyan University - www.iwu.edu
- Heartland Community College - www.heartland.edu

If unable to access the above information, please contact Kevin Kothe whose contact information is listed below.

Project Approach

A. Initial Activity/Design Development Phase
   - Review project needs, goals, and requirements
   - Conceptualize design and approach

B. Indicate steps that need to be taken in order to complete design phases
   i. Phase I – Logo/Branding System
   ii. Phase II – Wayfinding Plan
      - Identify and schedule relevant project milestones

The City and the selected candidate will further define the scope of services to best fit the needs of accomplishing the project.

Submission Requirements

Company Description (separate descriptions for each team member group may be included as necessary)

Provide a brief history of your firm/team addressing:

- Historical background and growth
- Current organization and ownership
- Current scope of services provided
- Business philosophy and strategy

Project Experience

- Describe your firm's/team's experience in similar design projects.

References

- Provide five (5) references for the project experience described above.

Project Approach

- Describe your approach to providing design services. Specifically address the areas of project team leadership, communication, cost control, schedule control, and quality standards.

Staffing

- Name of a single contact person for all correspondence and notifications. Include name, position, address, phone number, fax number and e-mail address.

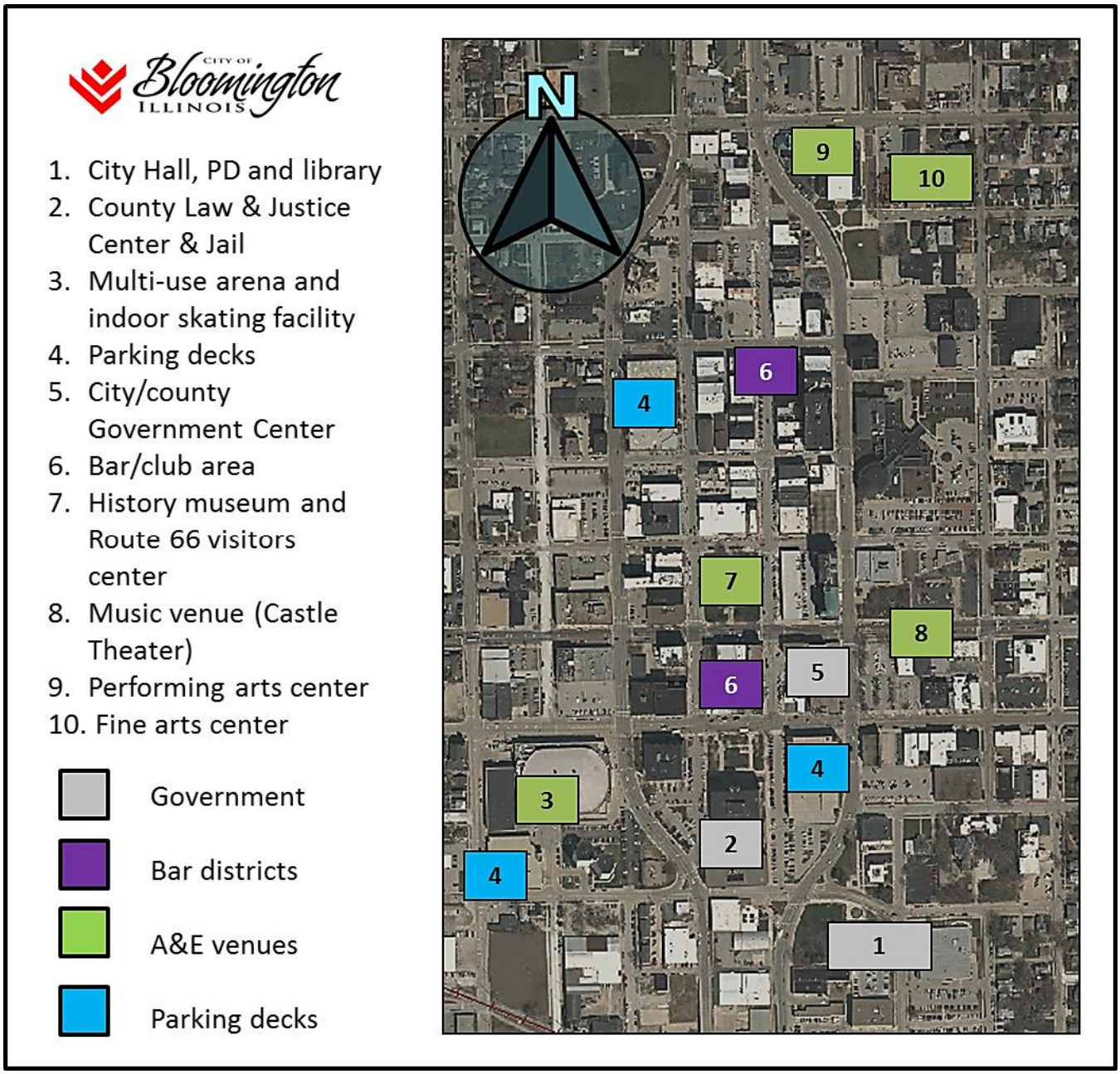
- Facility and capability data, including related experiences and resumes of key personnel. Include name, position, phone number and e-mail address.

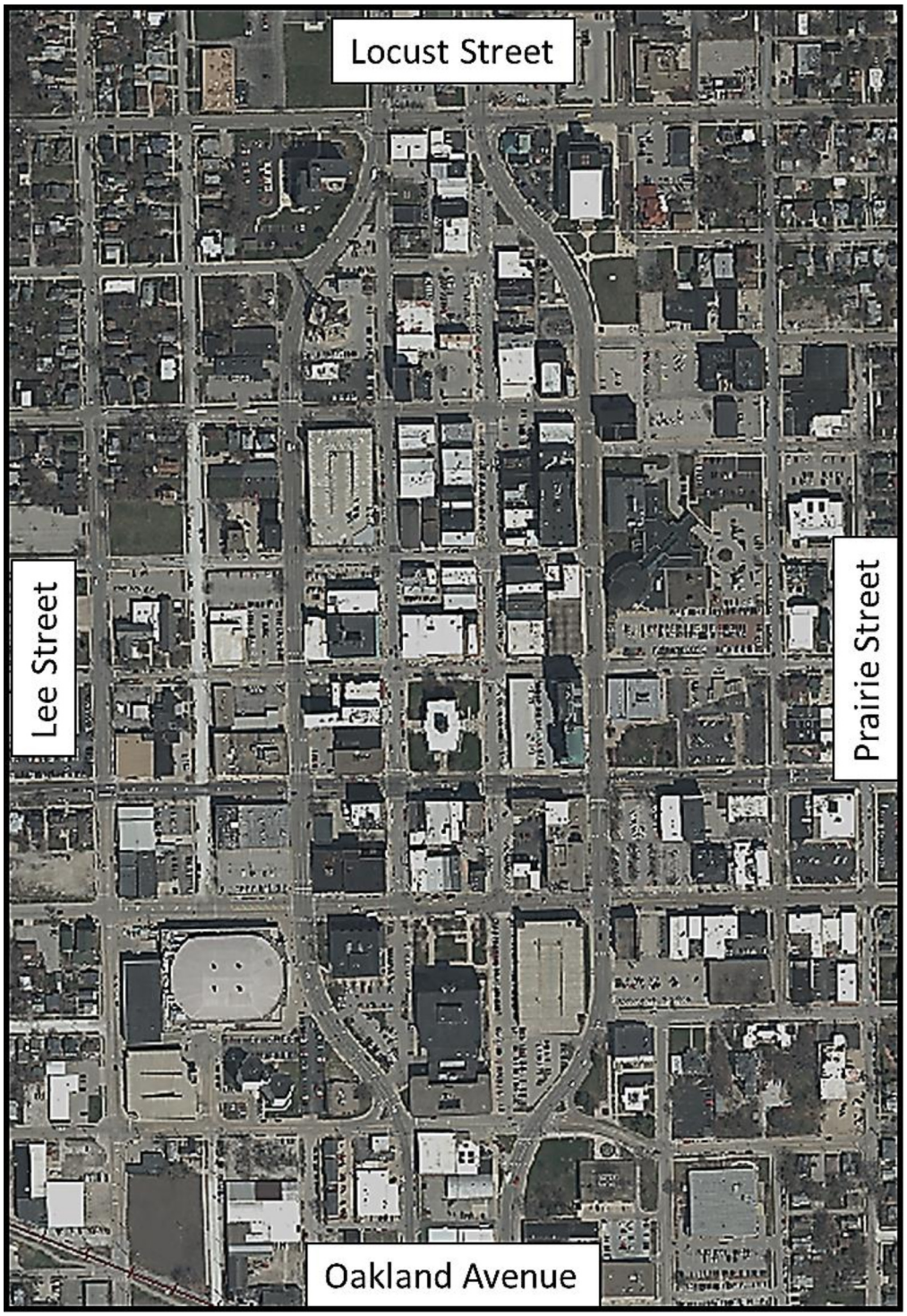
Proposals will be organized following these Submission Requirements, and must include at least the requested information. The City reserves the right to request additional information during the RFQ review period.

Special Conditions

- After the proposal submission deadline, the City's Downtown Signage Committee will decide on three (3) to five (5) finalists for the design of the project. These finalists will be interviewed by members of the Committee and possibly others.
- Any response to this RFQ will remain in effect for ninety (90) days after the date of submission.
- The respondent shall not collude in any manner or engage in any practices with any other respondent(s) that may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the City to reject the respondent's submittal. This prohibition is not intended to preclude joint ventures or subcontracts.
- All responses submitted must be the original work product of the respondent. The copying, paraphrasing or other use of substantial portions of the work product of another respondent is not permitted. Failure to adhere to this instruction will cause the City to reject the response.
- The selected Designer must agree to comply with all applicable federal, state and local laws.
- The City of Bloomington reserves the right to reject any and all proposals.

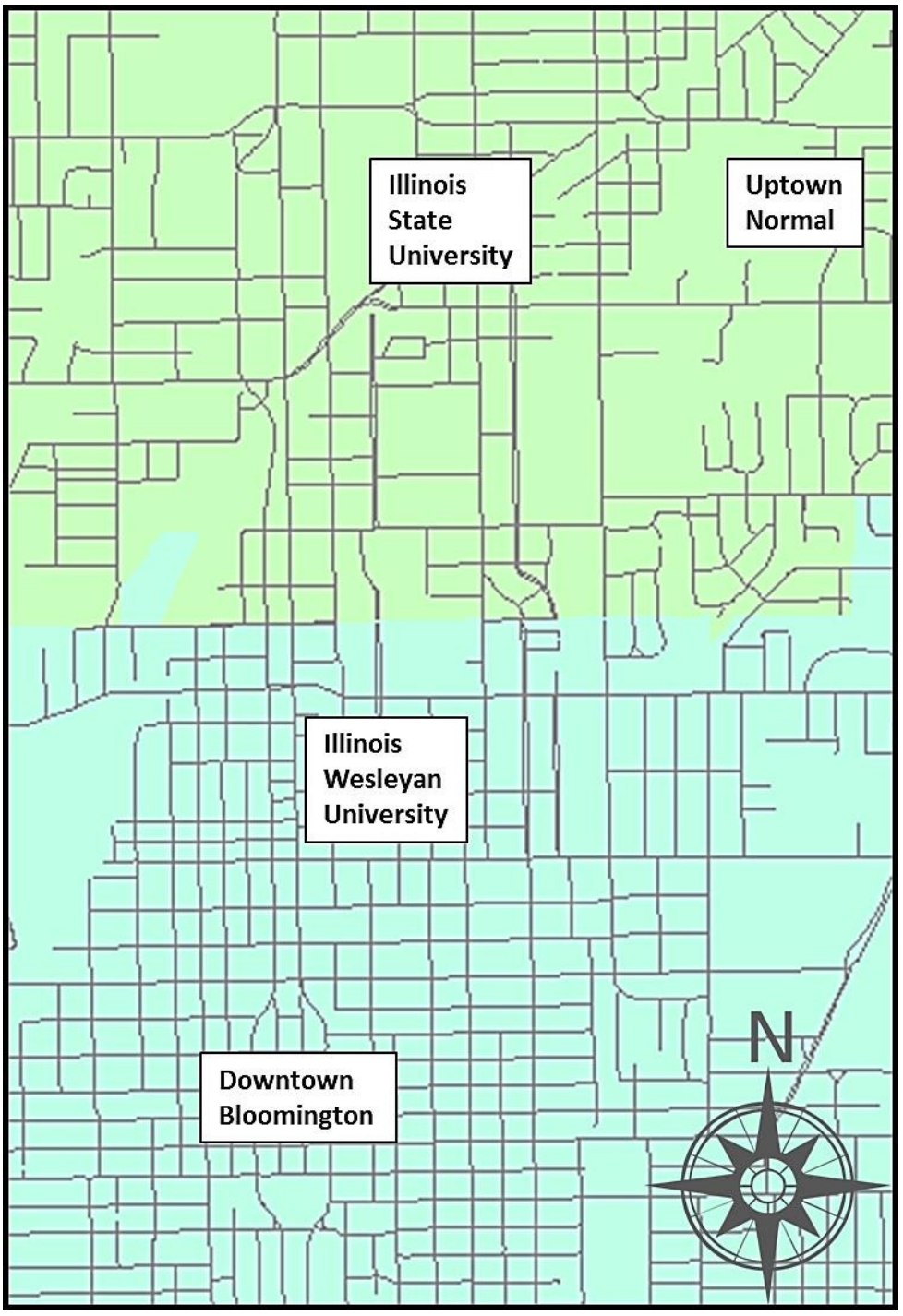
Exhibit 1: Downtown maps





Geographical descriptions of Downtown Bloomington vary. The Downtown Bloomington Association defines it as the area bordered on the west by Lee Street, on the south by Oakland Avenue, on the east by Prairie Street, and on the north by Locust Street.

Exhibit 2: Bloomington-Normal core



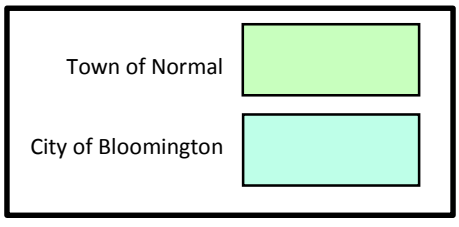
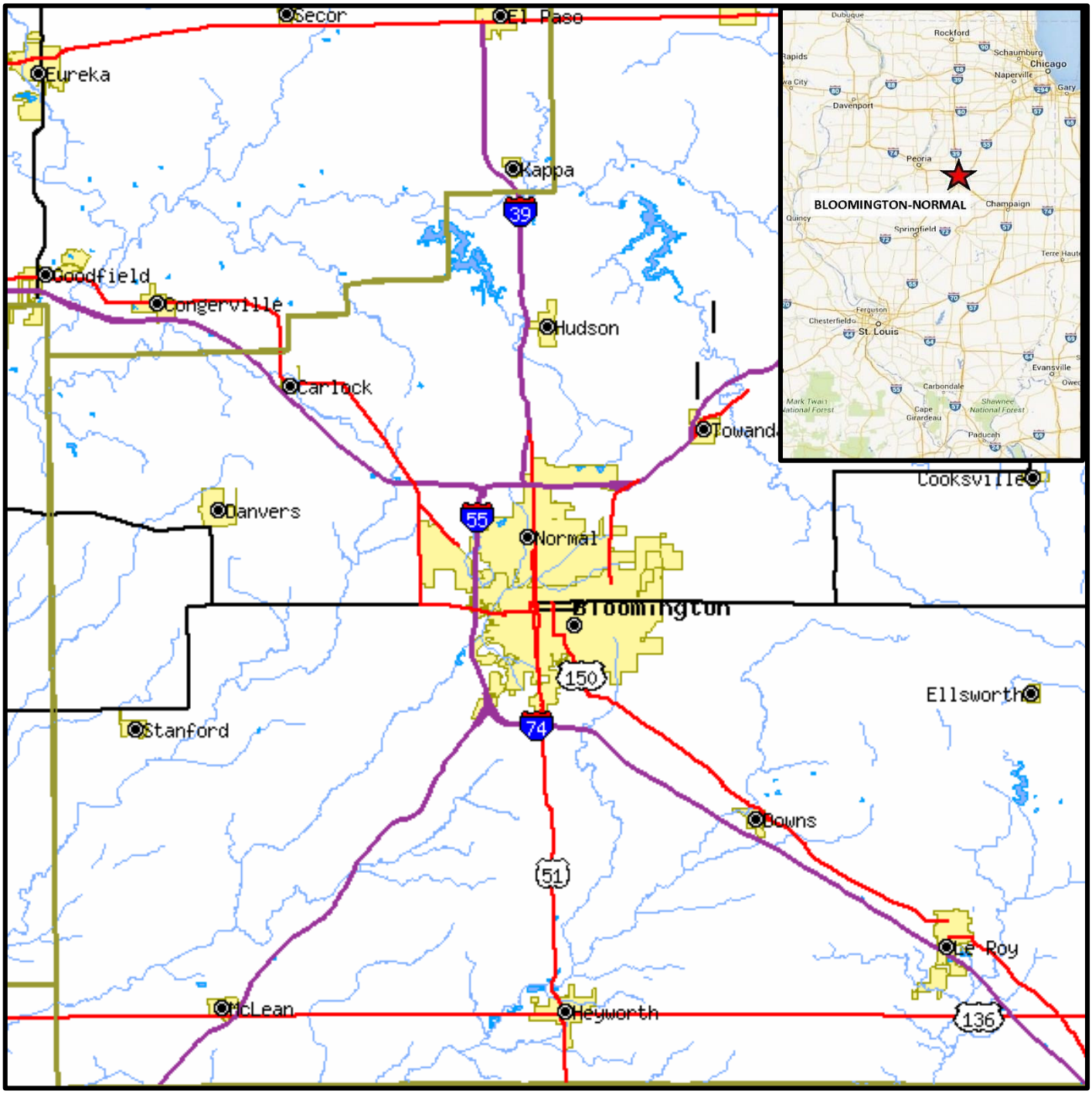


Exhibit 3: The community in relation to Illinois



Email Address Date

STATEMENT FORM

RFQ # 2017-10

Downtown Branding and Wayfinding Project

The proposer agrees to contract with the City of Bloomington to provide all necessary services, labor, documents and any other means to do all the work and furnish all the materials specified in the proposal in the manner and time therein as set forth by the proposer and that the proposer will take in full payment the amount set forth hereon. The cost of all labor, material and equipment necessary for the completion of the proposed work, even though not shown or specified, shall be included in the total price for the various items shown herein.

The offeror certifies by signature below that it has not been barred from contracting with a unit of State or Local government in the State of Illinois as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.

Offeror further agrees to complete all of the above work in a complete, neat, and workmanlike manner.

Project Timeline: SIX MONTHS FROM CONTRACT

ICENESTES-MARTIN ASSOCIATES, INC.	
Name of Company	Authorized Signature
104 BROADWAY ST CARNEGIE PA 15106	
Address City State Zip	
412 429 4071	
Telephone Number	Fax Number
bjm@thekmagroup.com	6-21-16
Email Address	Date

STATEMENT CHECKLIST:

1. Return the ***entire*** packet – not just your response

2. Sign and Attach all addenda if any were issued

3. Sign and date all required forms

4. Include a copy of your certificate of insurance for your business and any other required certificates, permits, etc.

5. Seal the envelope and attach the label or print in the lower left corner of the outer envelope the RFQ name and date due.

6. Your (1) original and (9) required copies.

7. Statement of Qualifications.

Tentative Statement Schedule:

1. The following projected timetable should be used as a working guide for planning purposes. The City reserves the right to adjust this timetable as required during the course of this statement process.

Action	Due Date	Due Time
RFQ Released	**May 26th, 2016**	**N/A**
Questions Due to City	**June 6th, 2016**	**2:00 p.m. Central Time**
Proposed Answers from City	**June 10th, 2016**	**5:00 p.m. Central Time**
Statement Due	**June 23rd, 2016**	**11:00 a.m. Central Time**
Interview Notifications	**June 28th, 2016**	**N/A**
Interviews	**July 11th & 12th, 2016**	**N/A**
Anticipated Award Date	**July 25th, 2016**	**N/A**

2. Questions will be answered in the form of written addenda and provided to all Offeror's, as per State of Illinois statutes. Submit questions regarding the statement in writing to **Kevin Kothe P.E., Project Engineer, kkothe@cityblm.org** and **Misty Shafer, Procurement Specialist, mshafer@cityblm.org** no later than 2:00 p.m. Central Time, **Monday, June 6th, 2016.**

CITY OF BLOOMINGTON
CONTRACT WITH
KMA Design
FOR
RFQ #2017-10 Branding & Wayfinding

THIS AGREEMENT, dated this ____ day of August, 2016, is between the City of Bloomington (hereinafter "CITY") and KMA Design (hereinafter "CONTRACTOR").

NOW THEREFORE, the parties agree as follows:

Section 1. **Recitals.** The recitals set forth above are incorporated into this Section 1 as if specifically stated herein.

Section 2. **Incorporation of Bid/RFP/RFQ & Proposal Terms.** This work was subject to the following procurement initiative by the CITY:
RFQ #2017-10 Branding & Wayfinding (hereinafter "Request")

Accordingly, the provisions of the Request and the proposal submitted by CONTRACTOR (hereinafter collectively referred to as "Procurement Documents" and attached as Exhibit A), shall be incorporated into this Contract and made a part thereof and shall be considered additional contractual requirements that must be met by CONTRACTOR. In the event of a direct conflict between the provisions of this contract and the incorporated documents, the provisions of this contract shall apply.

Section 3. **Description of Services.** CONTRACTOR shall provide the services/work identified in the Procurement Documents, and specifically as follows: See attached schedule of work and fees.

Section 4. **Payment.** For the work performed by CONTRACTOR under this Contract, the CITY shall pay CONTRACTOR one of the following:

☐ A flat fee of $_____ as set forth in the Procurement Documents.

☑ Fees as set forth in the Procurement Documents.

Section 5. **Default and Termination**. Either party shall be in default if it fails to perform all or any part of this Contract. If either party is in default, the other party may terminate this Contract upon giving written notice of such termination to the party in default. Such notice shall be in writing and provided thirty (30) days prior to termination. The non-defaulting party shall be entitled to all remedies, whether in law or equity, upon the default or a violation of this Contract. In addition, the prevailing party shall be entitled to reimbursement of attorney's fees and court costs.

Section 6. **Representations of Vendor.** CONTRACTOR hereby represents it is legally able to perform the work that is subject to this Contract.

Section 7. **Assignment.** Neither party may assign this Contract, or the proceeds thereof, without written consent of the other party.

Section 8. **Compliance with Laws.** CONTRACTOR agrees that any and all work by CONTRACTOR shall at all times comply with all laws, ordinances, statutes and governmental rules, regulations and codes.

Section 9. **Compliance with FOIA Requirements**. CONTRACTOR further explicitly agrees to furnish all records related to this Contract and any documentation related to CITY required under an Illinois Freedom of Information Act (ILCS 140/1 et. seq.) ("FOIA") request within five (5) business days after CITY issues notice of such request to CONTRACTOR. CONTRACTOR agrees to not apply any costs or charge any fees to the CITY regarding the procurement of records required pursuant to a FOIA request. CONTRACTOR shall be responsible for any damages/penalties assessed to CITY for CONTRACTOR'S failure to furnish all documentation in CONTRACTOR'S possession responsive and related to a request within five (5) days after CITY issues a notice of a request.

Section 10. **Governing Law.** This Agreement shall be governed by and interpreted pursuant to the laws of the State of Illinois.

Section 11. **Joint Drafting.** The parties expressly agree that this agreement was jointly drafted, and that both had opportunity to negotiate its terms and to obtain the assistance of counsel in reviewing it terms prior to execution. Therefore, this agreement shall be construed neither against nor in favor of either party, but shall construed in a neutral manner.

Section 12. **Attorney Fees**. In the event that any action is filed in relation to this agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorneys' fees.

Section 13. **Paragraph Headings**. The titles to the paragraphs of this agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this agreement.

Section 14. **Counterparts.** This agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

CITY OF BLOOMINGTON

By: _____
Its City Manager

ATTEST:

By: _____
City Clerk

KMA Design

By: _____
Its_____

By: _____
Its_____

City of Bloomington

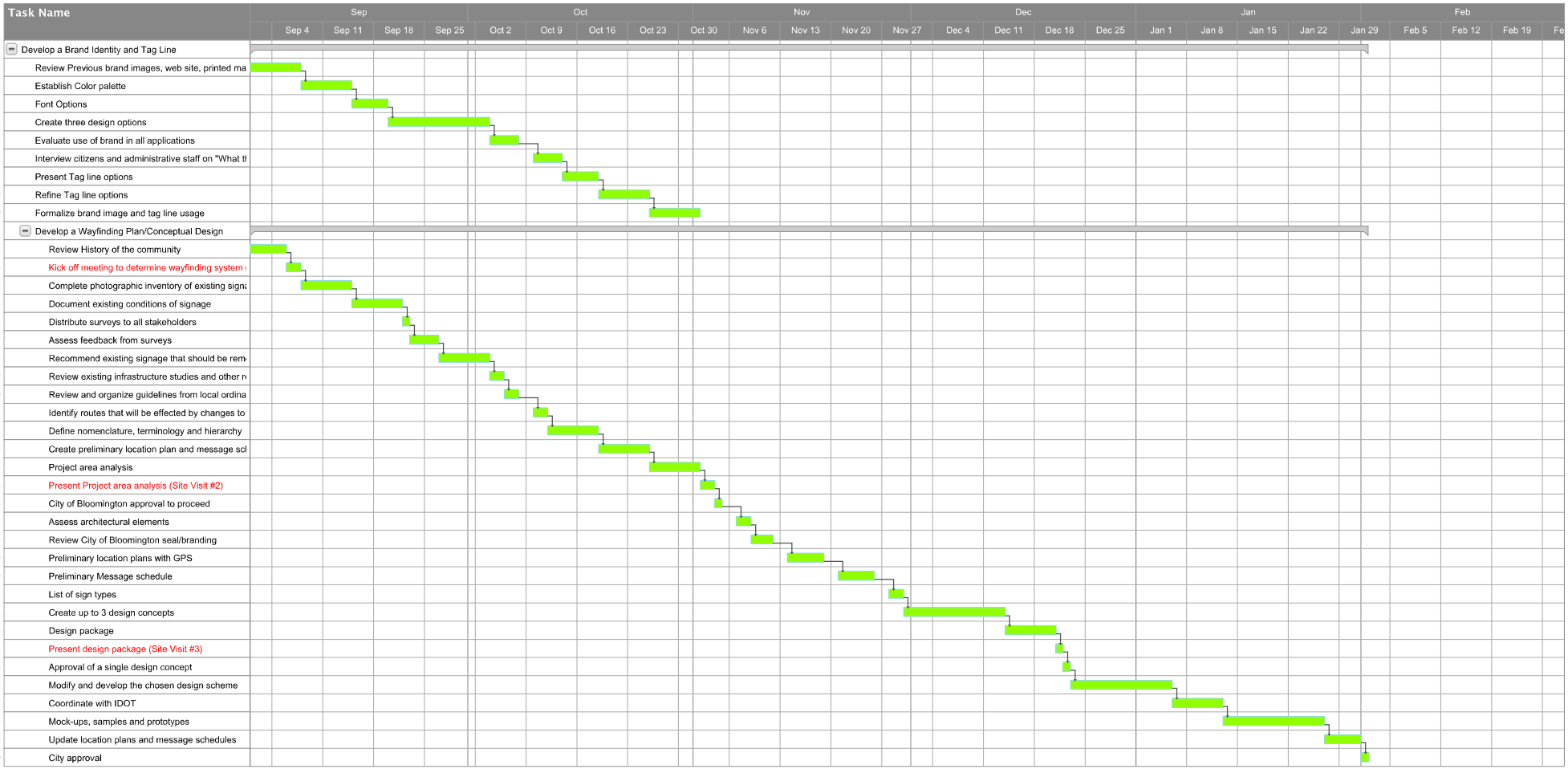
I. Develop a Brand Identity and Tag Line

Item	Description	$150.00 PIC	$120.00 PD	$110.00 SPM	$85.00 PC	$85.00 SGD	$75.00 GD	Subtotal Hours	Subtotal Costs
1	Review previous brand images, web site, printed materials	1		4	4			9	$ 930.00
2	Establish color palette		3	3	3			9	$ 945.00
3	Font options		3	3	3	2	5	16	$ 1,490.00
4	Create three design options	1	3	3	4	4	10	25	$ 2,270.00
5	Evaluate use of brand in all applications	1		2	2			5	$ 540.00
6	Interview citizens and administrative staff on "What the City of Bloomington represents?"		5	5	5			15	$ 1,575.00
7	Present tag line options	1	1	1	1			4	$ 465.00
8	Refine tag line options		1	1	1			3	$ 315.00
9	Formalize brand image and tag line useage	1	1	1	1			4	$ 465.00
	Totals:	5	17	23	24	6	15	90	$ 8,995.00

II. Develop a Wayfinding Plan/Conceptual Design for the City of Bloomington

Item	Description	$150.00 PIC	$120.00 PD	$110.00 SPM	$85.00 PC	$85.00 SGD	$75.00 GD	Subtotal Hours	Subtotal Costs
1	Review History of the community	2			2	2	2	8	$ 790.00
2	Kick off meeting to define wayfinding system goals, budget and schedule (Site Visit #1)	4			4	4	4	16	$ 1,580.00
3	Complete photographic inventory of existing signage		4	4	4		4	16	$ 1,560.00
4	Document existing conditions of signage		4	4	4		4	16	$ 1,560.00
5	Distribute surveys to all stakeholders	0.25	0.25	0.5	1			2	$ 207.50
6	Assess feedback from surveys	1	1	1	16	2		21	$ 1,910.00
7	Recommend existing signage that should be removed, replaced, relocated and/or consolidated	0.25		2	4	4		10.25	$ 937.50
8	Review existing infrastructure studies and other relevant documents		3		3		3	9	$ 840.00
9	Review and organize guidelines from local ordinaces, zoning codes, etc.	1	1	2	8	3		15	$ 1,425.00
10	Identify routes that will be effected by changes to future construction and circulation plans				4			4	$ 340.00
11	Define nomenclature, terminology and hierarchy to describe districts, destinations, and directional wording	1		2	4	4	8	19	$ 1,650.00
12	Create preliminary location plan and message schedule as part of recommendations		1	1	4	1	8	15	$ 1,255.00
13	Prepare project area analysis document		1	1	2		4	8	$ 700.00
14	Present project area analysis to City of Bloomington (Site Visit #2)	2	2	2	2	2		10	$ 1,100.00
15	City of Bloomington approval to procdeed				1			1	$ 85.00
16	Assess architectural elements, materials and themes to develop design aesthetics for the signage	1		1	4	4	4	14	$ 1,240.00
17	Review City of Bloomington seal/branding standards	1		4	4	4	6	19	$ 1,720.00
18	Further prepare preliminary location plans with proper GPS coordinates for proposed signage locations. Site checks will occur to note any problems with conditions of sign locations.		1	2	8	1	8	20	$ 1,705.00
19	Further prepare preliminary message schedule			2	8	2	2	14	$ 1,220.00
20	Create list of sign types	1	1	2	1	2		7	$ 745.00
21	Create up to three (3) design concepts	2	2	2	4	8	24	42	$ 3,580.00
22	Prepare design package	0.25	1	4	4	4	8	21.25	$ 1,877.50
23	Present design package to the City of Bloomington (Site Visit #3)	2	2	2	2	2		10	$ 1,100.00
24	City of Bloomington approval of a single design concept	1	1	1	1			4	$ 465.00
25	Modify and develop the chosen design scheme for all sign types	1		2	4	2	4	13	$ 1,180.00
26	Begin coordination with local regulatory agencies and IDOT	0.25	0.25	2	4	1	4	11.5	$ 1,012.50
27	Prepare full-scale mock-ups, samples and prototypes for scale, visiblity and materials	1		2	4	4	8		$ 1,650.00
28	Update locaton plans and message schedules accordingly	1			4	1	4	10	$ 875.00
29	City of Bloomington approval	2		2	2			6	$ 690.00
	Totals:	25	25.5	47.5	117	57	109	362	$ 35,000.00
	Totals for Phases I&II:	30	42.5	70.5	141	63	124	452	$ 43,995.00
								Expenses:	$ 7,830.00
								Not To Exceed Total:	$ 51,825.00

City of Bloomington



CITY OF Bloomington ILLINOIS

ADDENDUM NUMBER 1: June 10th, 2016

RFQ # 2017-10

Downtown Branding and Wayfinding Project

1. **Can companies from Outside USA can apply for this? (from India or Canada)**
   All firms will be considered that can provide appropriate professional services in response to this RFQ and are appropriately licensed to do business in Illinois.

2. **Will companies need to come over there for meetings?**
   Yes.

3. **Can we perform the tasks (related to RFP) outside USA? (from India or Canada)**
   There is no location requirement for specific tasks other than meetings to be held in Bloomington, Illinois

4. **Can we submit the proposals via email?**
   You may not respond with a faxed or electronic submission. All statements must be submitted in a sealed envelope, with original signatures.

5. **Design firms that specialize in branding and wayfinding generally have quite different skill sets. We specialize in wayfinding only. Can we submit our qualifications for the wayfinding plan/conceptual design phase only?**
   Firms may partner with other firms as needed to provide a complete set of deliverables to the City. One firm will need to be the prime.

6. **What is the budget for this project?**
   It is not the City's practice to provide proposed project budgets.

7. **What should the final deliverable for the wayfinding plan include (high-level wayfinding recommendations, initial sign design concepts, sign location plan, sign message schedule, cost estimate, etc.)?**
   The deliverables are generally outlined in the RFQ. More project specific scope details and deliverables will be defined during contract negotiations with the selected firm.

8. **What motivated the Branding and Wayfinding project?**
   At the April 13, 2015 City Council Meeting a resolution was approved establishing the Downtown Signage Committee with the intent of improving signage throughout Downtown Bloomington to promote attractions and aid in directing visitors. More information from City Council meetings at be found at online at http://www.cityblm.org/index.aspx?page=242&parent=7717.

9. **Who will be on the Downtown Signage Committee? Alternatively, is the City looking for recommendations for committee makeup?**
The Committee has been meeting two times per month for over a year and is comprised of citizens representing a good cross section of stakeholders.

10. **What level of public engagement is expected for both project phases? Is the City looking for recommendations to conduct public engagement?**
Since the Downtown Signage Committee is comprised of citizens representing a good cross section of stakeholders, most of the interaction will be with the Committee and City staff. Firms should plan on some public meetings to present information and collect feedback.

11. **We recognize that a current logo identifier exists for the City. Is this something that will need to be factored in to the new Downtown identifier?**
Yes it should be considered.

12. **Will the City be publishing all RFQ questions and answers to the plan holders?**
Yes all questions submitted by the deadline are included in this addendum.

(dba KMA DESIGN)
KERSEES-MARTIN ASSOCIATES, NC
Firm

Authorized Signature

6-21-16
Date

PLEASE NOTE: Failure to return the signed addendum with your sealed bid will result in disqualification from this bid.

Misty Shafer
Procurement Specialist 06/10/2016

PROUDFIT INS AGENCY, INC./PHS
301 WOODS PARK DRIVE
CLINTON NY 13323

KERESTES-MARTIN ASSOCIATES, INC
104 BROADWAY ST
CARNEGIE PA 15106

ACORD

CERTIFICATE OF LIABILITY INSURANCE

TRM R022

DATE (MM/DD/YYYY) 6/21/2016

THIS CERTIFICATEIS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER	CONTACT NAME:	
PROUDFIT INS AGENCY, INC./PHS 520454 P:(866) 467-8730 F:(888) 443-6112 301 WOODS PARK DRIVE CLINTON NY 13323	PHONE (A/C, No, Ext): (866) 467-8730	FAX (A/C, No): (888) 443-6112
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC#
	INSURER A: Hartford Casualty Ins Co	29424
INSURED	INSURER B: Hartford Accident & Indemnity Co	22357
	INSURER C:	
KERESTES-MARTIN ASSOCIATES, INC 104 BROADWAY ST CARNEGIE PA 15106	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR X General Liab GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC OTHER:			40 SBA PB3578	10/17/2015	10/17/2016	EACH OCCURRENCE	$2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$2,000,000
							GENERAL AGGREGATE	$4,000,000
							PRODUCTS - COMP/OP AGG	$4,000,000
								$
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY [X] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			40 UEC GZ5376	08/14/2015	08/14/2016	COMBINED SINGLE LIMIT (Ea accident)	$300,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A						PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE- EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

The City Of Bloomington
109 E OLIVE ST
BLOOMINGTON, IL 61701

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mac Maillon

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PROUDFIT INS AGENCY, INC./PHS
301 WOODS PARK DRIVE
CLINTON NY 13323

The City Of Bloomington
109 E OLIVE ST
BLOOMINGTON IL 61701

ACORD

CERTIFICATE OF LIABILITY INSURANCE

TRM R022

DATE (MM/DD/YYYY) 6/21/2016

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520454 P:(866) 467-8730 F:(888) 443-6112
301 WOODS PARK DRIVE
CLINTON NY 13323

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INSURER E:	
INSURER F:	

INSURED

KERESTES-MARTIN ASSOCIATES, INC
104 BROADWAY ST
CARNEGIE PA 15106

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY [X] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			40 UEC GZ5376	08/14/2015	08/14/2016	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$300,000 $ $ $
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE- EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

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AUTHORIZED REPRESENTATIVE

Marc Maillon

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Wayfinding and Branding

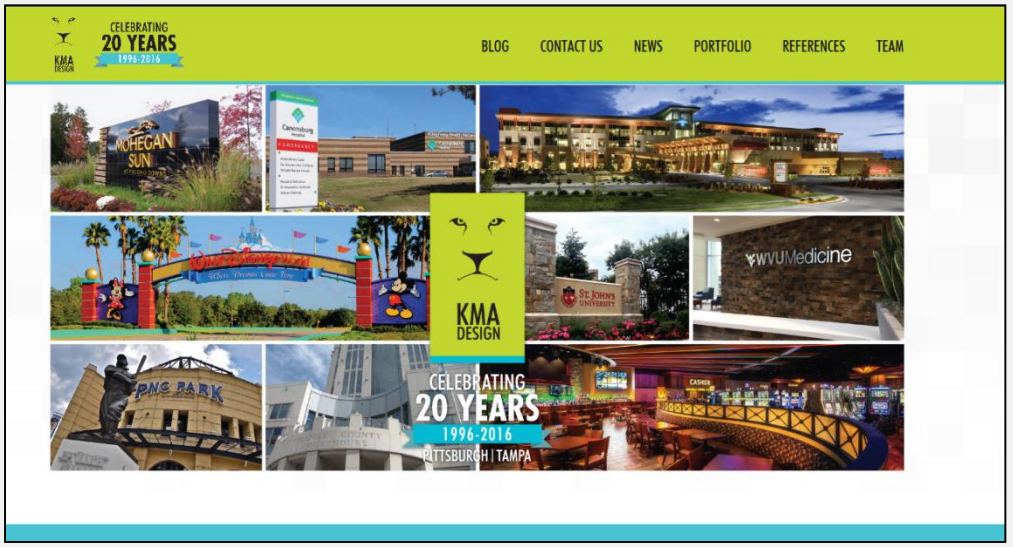
Proposal to enter into contract with KMA Design

Steve Rasmussen
Assistant City Manager

Tricia Stiller
Co-chair, Downtown Signage Committee

Russel Francois
Co-chair, Downtown Signage Committee

Available for questions by phone:
Barbara Martin
Chief Executive Officer, KMA Design



Note: Images in this presentation are from KMA Design

Wayfinding

Identifies key locations; helps people find them.

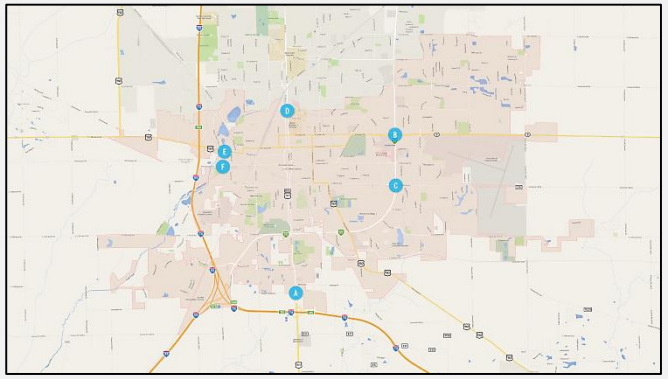
Branding

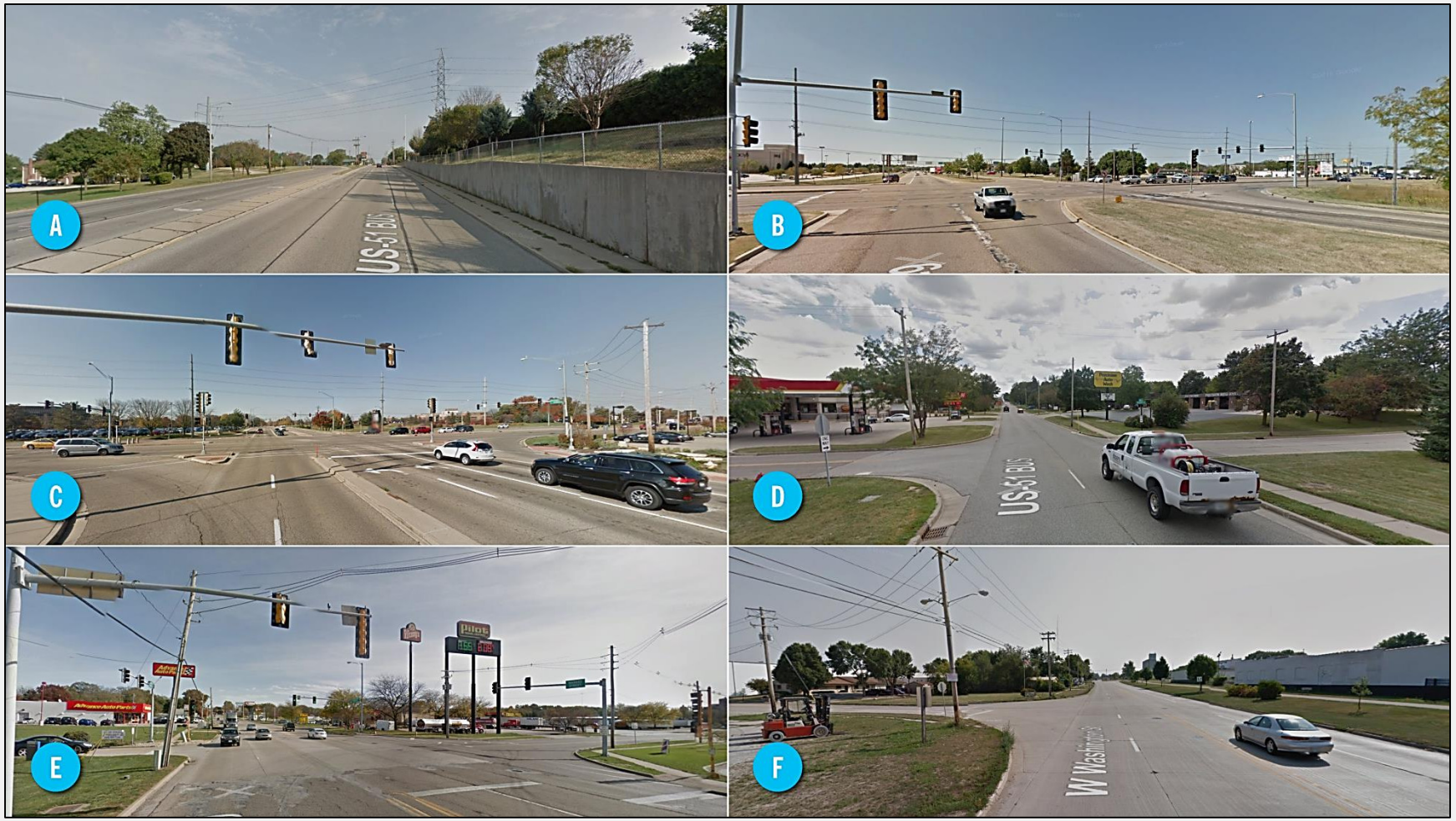
Articulates an identity for Bloomington and its Downtown.



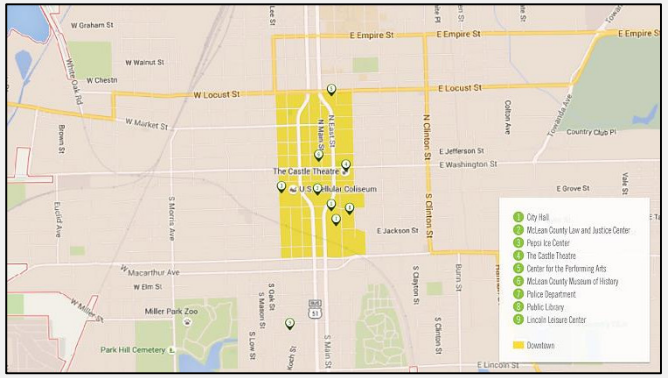
Need:

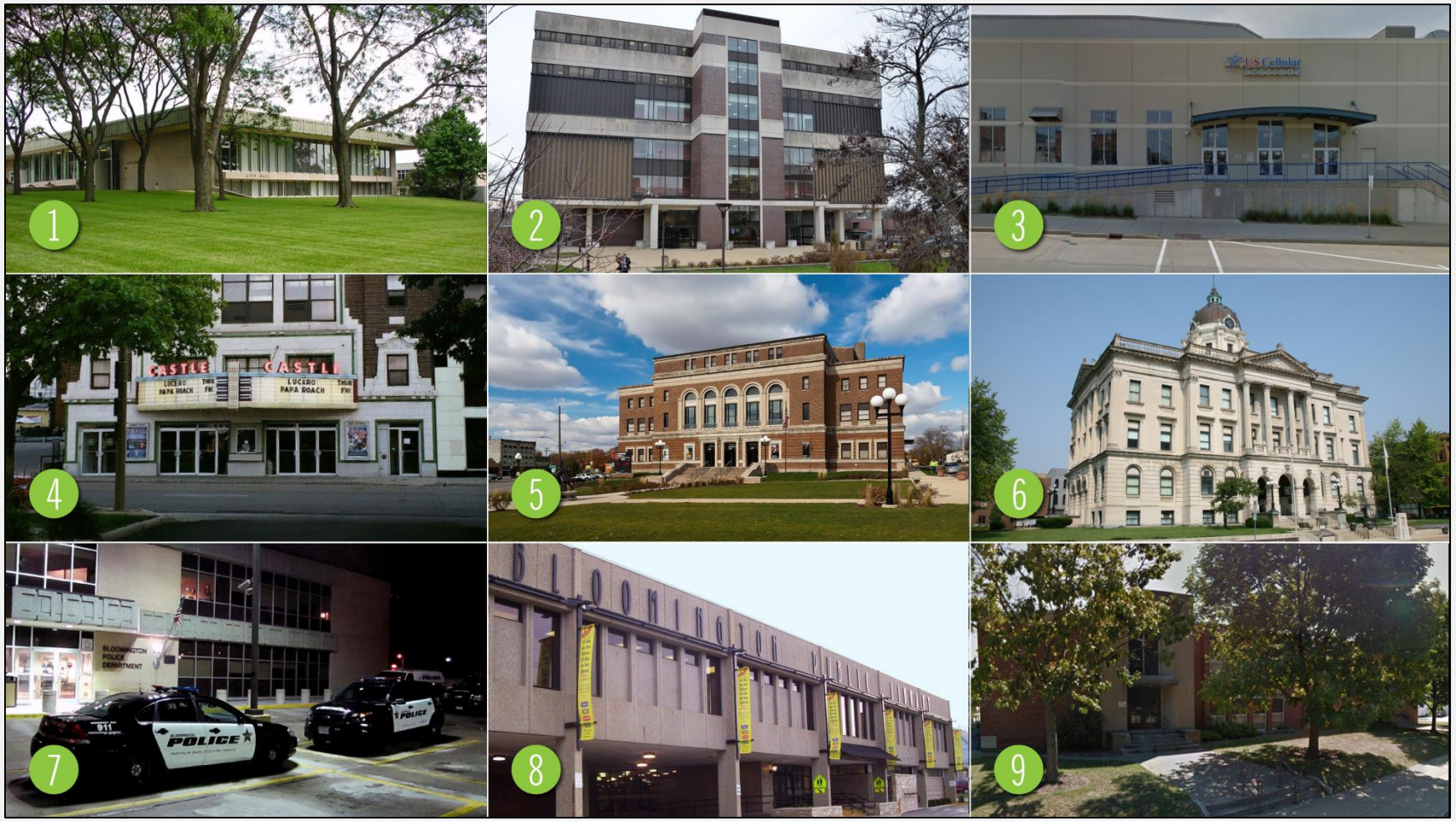
Promote specialness of Bloomington and help people find destinations…



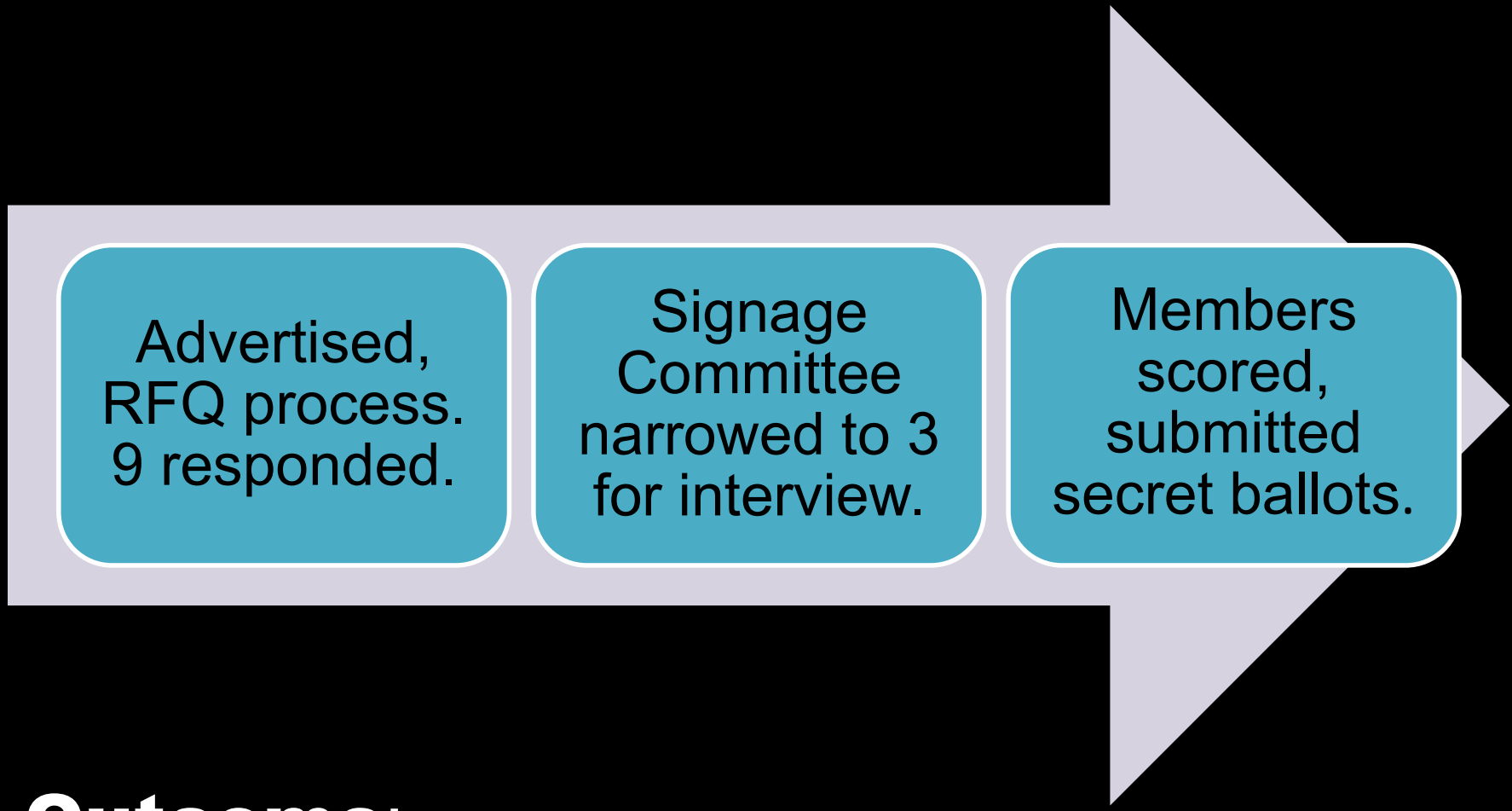


…especially in the heart of the community.





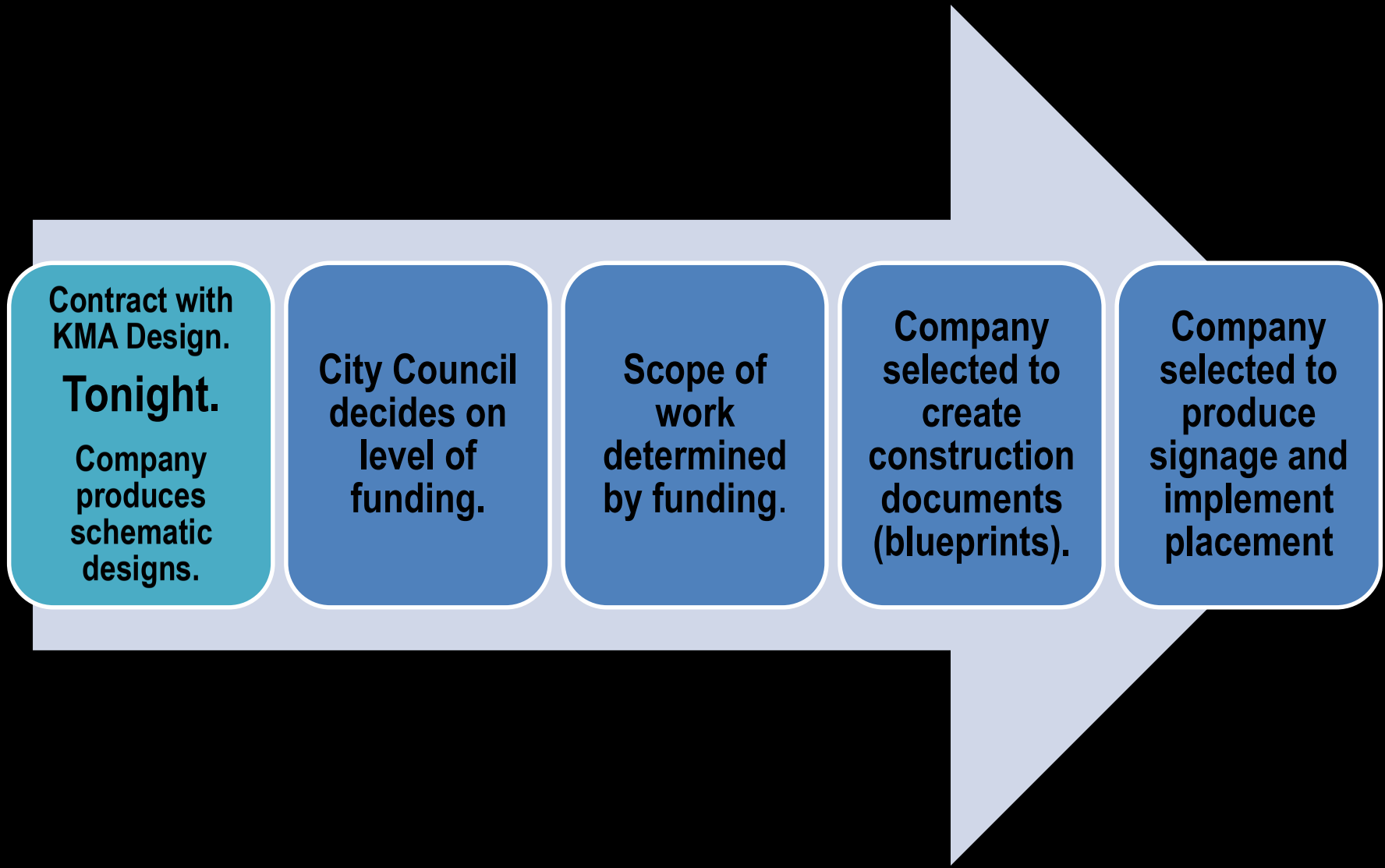
Task 1: Find a great company



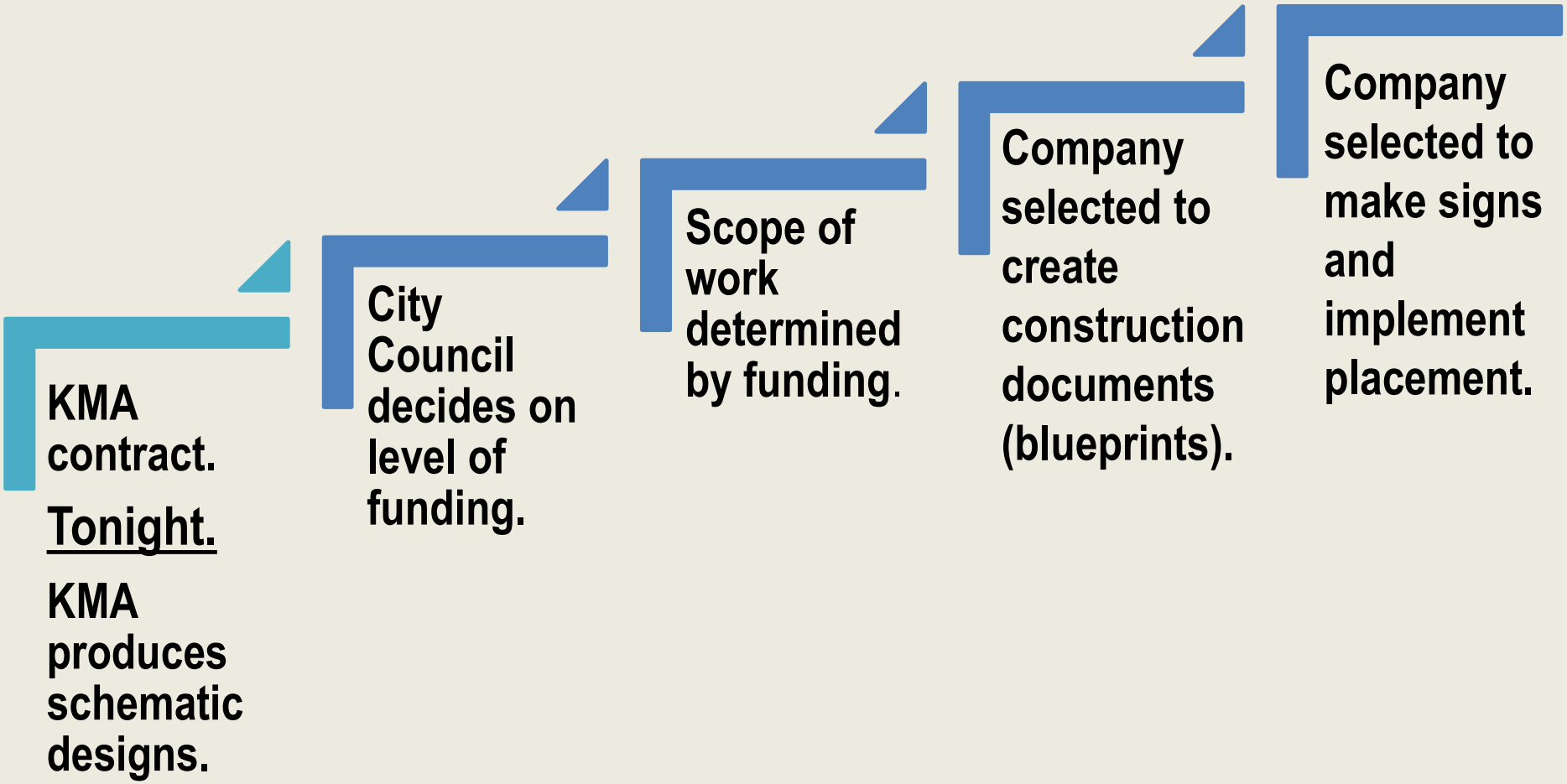
Outcome:

KMA Design, Pittsburgh, PA, was the unanimous top selection.

The process going forward



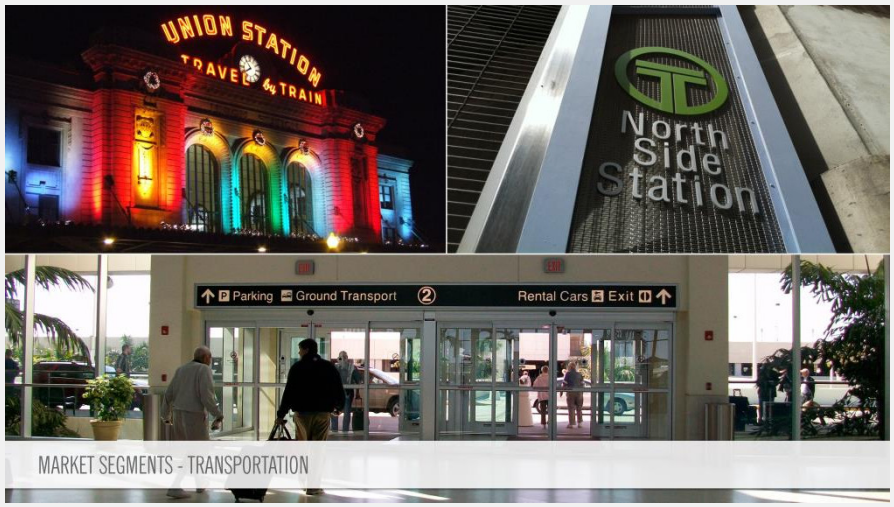
The process going forward



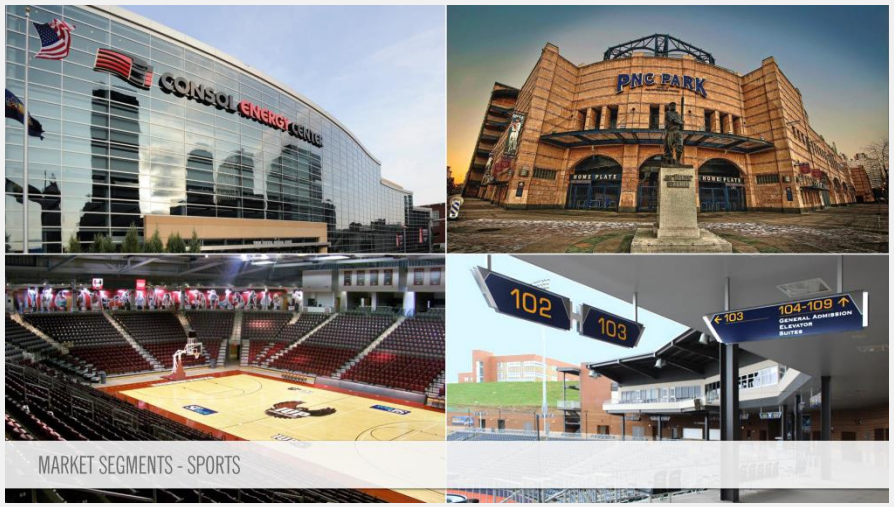
An outstanding portfolio



Integrated design for diverse market segments



MARKET SEGMENTS - TRANSPORTATION



MARKET SEGMENTS - SPORTS



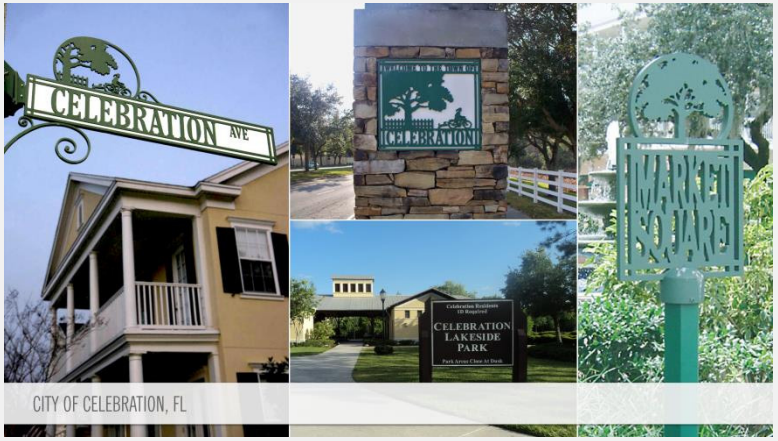
MARKET SEGMENTS - GOVERNMENT



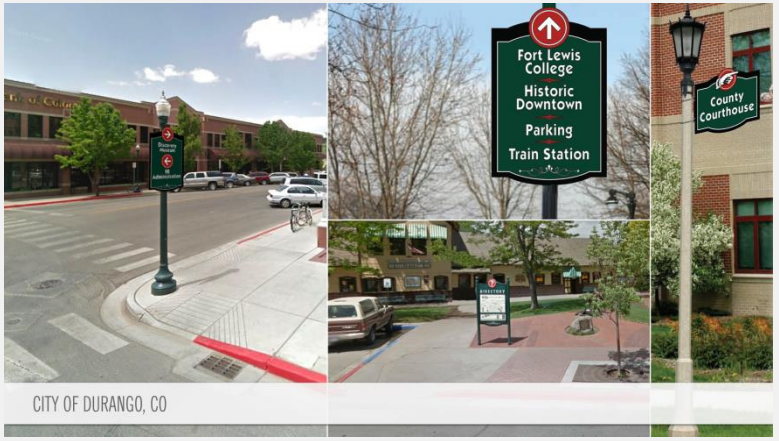
MARKET SEGMENTS - COMMERCIAL

Work with communities of varying size

(including Bloomington's size and smaller)



CITY OF CELEBRATION, FL



CITY OF DURANGO, CO

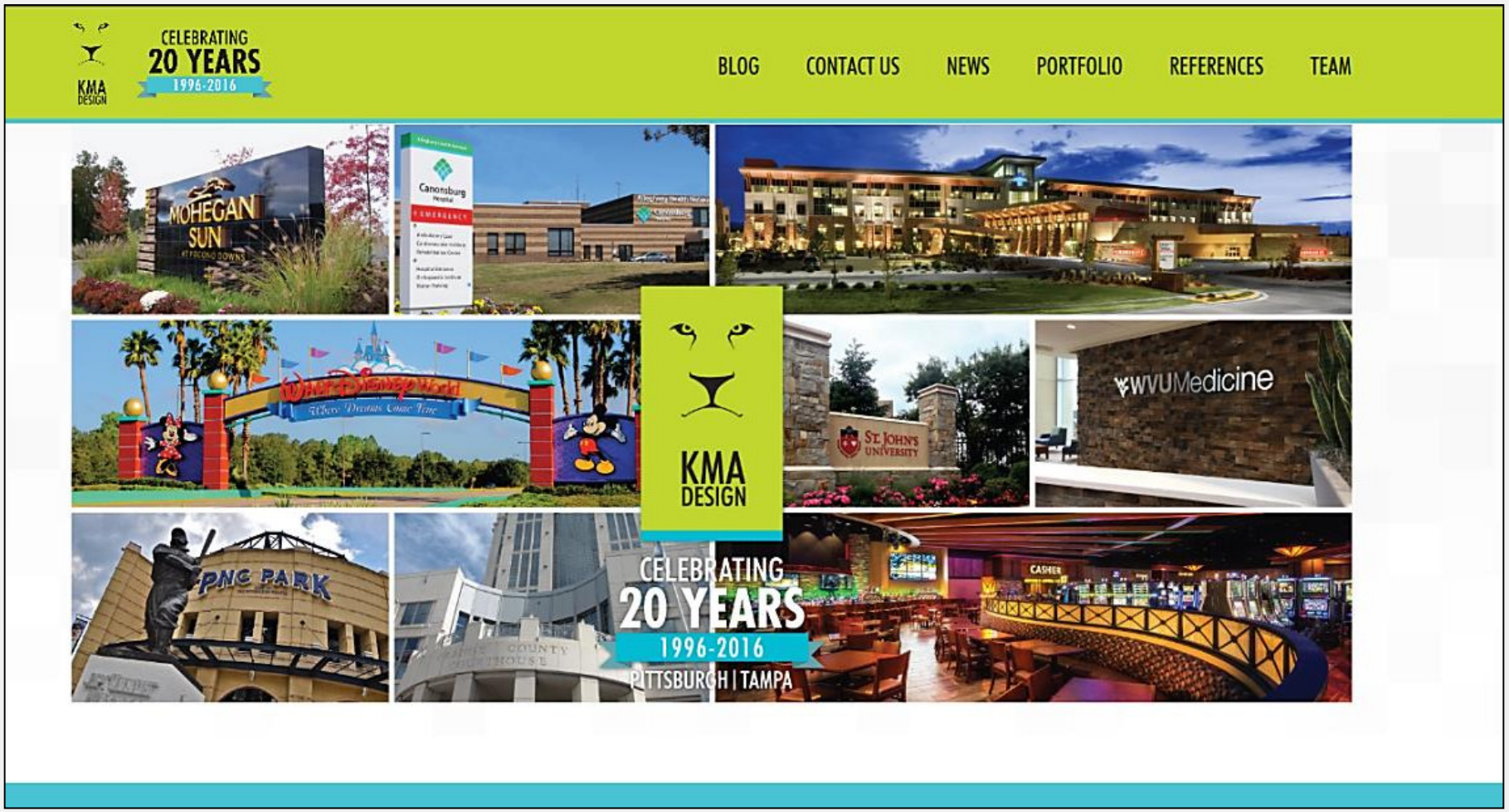


CITY OF VIERA, FL



CITY OF SHAWNEE, OK

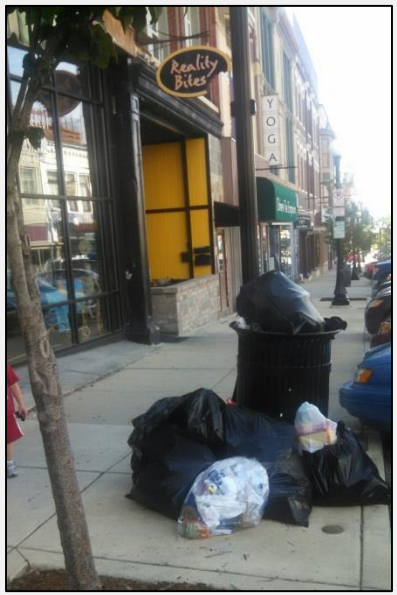
Questions/Comments




In other news:
Small and big ideas
for Downtown Bloomington
Steve Rasmussen
Assistant City Manager

2 small things **(with big significance)**

1. Garbage pickup improved



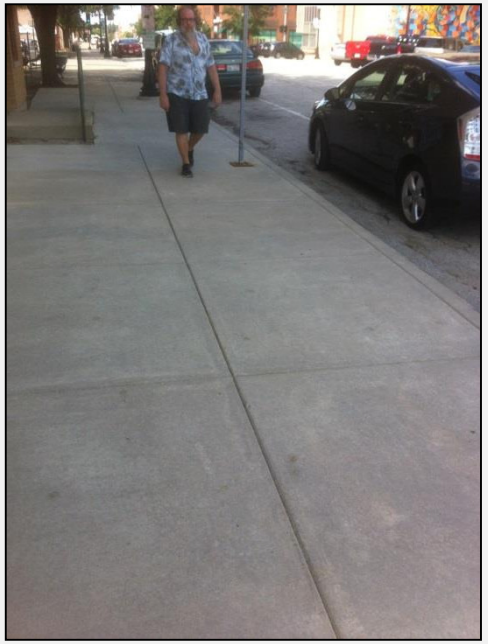
- Bins available to residents.
- Saturday and Sunday pickup added.



2. Sidewalks powerwashed



- Pilot project in a portion of Downtown.
- Note results – before and after.



3 big ideas

Noted in implementation strategy in Comprehensive Plan



Reassess parking
An RFQ for a study is in draft form now.



Bike/walk access
Find a way to connect the Constitution Trail with the heart of Downtown.



Revitalization
Facilitate improvements in the warehouse district southwest of Downtown.

Potential projects – need direction from the Council in selecting priority.

REGULAR AGENDA ITEM NO. 8D

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of a Complete Streets Ordinance for the City of Bloomington.

RECOMMENDATION/MOTION: That the Ordinance Amending Chapter 38 of the City Code to enact provisions on complete streets be approved, and authorize and that the Mayor and City Clerk to execute the necessary documents.

STRATEGIC PLAN LINK:

Goal 2. Upgrade City Infrastructure and Facilities
Goal 4. Strong Neighborhoods
Goal 5. Great Place – Livable, Sustainable City

STRATEGIC PLAN SIGNIFICANCE:

Objective 2.a. Better quality roads and sidewalks
Objective 4.d. Improved neighborhood infrastructure
Objective 5.c. Incorporation of "Green Sustainable" concepts into City's development and plans

BACKGROUND: In essence, complete streets are avenues, boulevards, roads and drives with room for every traveler to safely arrive at their desired destination. While these streets allow for adequate automobile usage, they also provide people across a range of abilities, ages, incomes, and ethnicities a choice to walk, cycle, and use public transit, in addition to driving an automobile. Complete Streets policies and laws require that streets be reviewed for potential multimodal uses at the time of new construction or at the time of reconstruction. Illinois law now includes a Complete Streets policy, and Illinois municipalities are adopting such policies as well.

In Bloomington, Complete Streets have been discussed at various times in recent years and are recommended in the Comprehensive Plan, which was approved by the Council in 2015 after prolonged study and public input.

Complete Streets policies and ordinances have been implemented by municipalities to best accommodate pedestrians, bicyclists, transit, and cars, with the goal of creating a multimodal transportation network. Complete streets are accessible to people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities. Provisions for these types of streets are an important part of a number of federal policies that determine regional and local transportation funding decisions. Some of these federal regulations include, but are not limited to, the Americans with Disabilities Act of 1990 (ADA), the Transportation Equity Act for the 21st Century of 1998 (TEA-21) and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users of 2005 (SAFETEA-LU). A core motivation for these pieces of legislation is the enhancement of accommodations for people with disabilities, pedestrians, and bicyclists on public roadways.

In addition to federal policy, states have also adopted Complete Streets policies. The Illinois General Assembly adopted a Complete Streets policy in 2007 in the form of Illinois Public Act 095-0665 -- 'Illinois Complete Streets Law' (see attached). It was the first state to adopt such a law. This particular law articulates that "bicycle and pedestrian ways shall be given full consideration in the planning and development of transportation facilities, including the incorporation of such ways into State plans and programs." In addition to Illinois, 30 other states, 88 regional governments and more than 700 units of local government around the country currently have complete streets policies, according the most recently released data from the National Complete Streets Coalition.[1]

Comparable communities in the State have adopted similar complete street ordinances and procedures. In all, 26 cities within Illinois had passed complete streets policies by early summer 2016, according to the National Complete Streets Coalition. For instance, the City of Champaign has implemented a number of Complete Streets projects, including road improvements to First Street, Fourth Street, and Market Street, and the City of Carbondale approved a Complete Streets ordinance in 2015 (Resolution No. 2015-R-12).

Normal adopted its Complete Streets ordinance on July 28; its provisions are similar to and compatible with the ordinance proposed to the Bloomington Council. Both ordinances will use Complete Streets standards to evaluate new and existing streets. The current ordinance proposal is different than what was presented during the June 20 Committee of the Whole meeting in which staff suggested the City Council approved master plans would be used to evaluate new and existing streets. The current ordinance proposed is a positive step toward multi-modal mobility but will increase the staff or contracted resources needed annually for the resurfacing program. Traffic engineering services are already contracted out with no in-house staff dedicated to traffic engineering and complete streets assessments.

Changes in new construction guidelines: During the June 20 Committee of the Whole meeting, Public Works Director Karch presented proposals for changes in the Manual of Practice regarding construction of trails and sidewalks in new subdivisions to comply with a complete streets ordinance. These changes will be brought to the Planning Commission for citizen input this fall and brought back for City Council approval.

Exemptions to the Completes Streets policy must be documented in writing, submitted to the Director of Public Works and approved by the City Manager. In the event that consensus cannot be reached between the City Manager and the Director of Public Works, the City Council may make the final determination for an exemption.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: The City has worked with various community groups and leaders regarding this matter including, but not limited to, Alderwoman Buragas, the Town of Normal, and the Bloomington-Normal Association of Realtors. Bloomington Public Works has also been in discussion with the Illinois Department of Transportation and multiple other communities during meetings of the Illinois Municipal League Public Works Committee.

[1] Data source: http://www.smartgrowthamerica.org/complete-streets/changing-policy/complete-streets-atlas

FINANCIAL IMPACT: The amount of additional cost in both infrastructure and staff resources is unknown at this time. It will be dependent upon the amount of resurfacing and new street construction in future budget years.

Respectfully submitted for Council consideration.

Prepared by:	Austin Aldag, Miscellaneous Technician, Public Works Stephen Arney, Engineering Technician I, Public Works
Reviewed by:	Jim Karch, P.E., CFM, Director of Public Works
Financial & budgetary review by:	Chris Tomerlin, Budget Analyst
Legal review by:	Jeffrey R. Jurgens, Corporation Counsel

Recommended by:



David A. Hales
City Manager

Attachments:

- American Planning Association (APA) Quick Notes on Complete Streets
- APA Zoning Practice Complete Streets handout
- APA Complete Streets: Best Policy and Implementation Practices handout
- Illinois Complete Streets Law
- PowerPoint Presentation from June 20
- Proposed Complete Streets Ordinance

Motion: That the Ordinance Amending Chapter 38 of the City Code to enact provisions on complete streets be approved, and authorize and that the Mayor and City Clerk to execute the necessary documents.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			
Alderman Buragas				Alderman Painter			
Alderman Fruin				Alderman Sage			
Alderman Hauman				Alderman Schmidt			
Alderman Lower							

				Mayor Renner			

Complete Streets

In the last decade transportation planners and urban designers have made a significant shift in their approach to the design and intended function of streets. Conventional transportation planning was concerned primarily with the safe and efficient movement of cars. Today many transportation planners are working with land-use experts and urban designers to create what have been termed "complete streets."

WHAT ARE COMPLETE STREETS?

A complete street is a safe, accessible, and convenient street for all users regardless of transportation mode, age, or physical ability. Complete streets adequately provide for bicyclists, pedestrians, transit riders, and motorists. Complete streets promote healthy communities and reductions in traffic congestion by offering viable alternatives to driving.

Democratizing the Streets. Because streets and roads are the largest component of public space in every city, they should benefit the entire community. Improved design, a redefinition of function, and physical reorganization are the ways to achieve these benefits. Jurisdictions that adopt complete streets policies aim to create a comprehensive and integrated local and regional transportation network for all travel modes—driving, walking, and cycling.

Policy Considerations. Creating complete streets may mean changing the policies and practices of transportation agencies. Advocates argue that it will take new training, new procedures, and design manual changes to accommodate bicycling, walking, and transit to an equal degree with motor vehicles.

Different Approaches. The principle behind complete streets policy is that multimodal corridors should become the default design mode for streets—and a formal exception process must be followed when they are not. Many existing policies are based on the U.S. Department of Transportation's design guidance for Accommodating Bicycle and Pedestrian Travel: A Recommended Approach, which names only three exceptions where roads can lack facilities for all users: (1) excessive cost, (2) absence of need, and (3) roads where bicyclists and pedestrians are prohibited. More comprehensive policies include accommodation for people with disabilities and for transit vehicles and users.

PAS QuickNotes

PAS QuickNotes No. 5

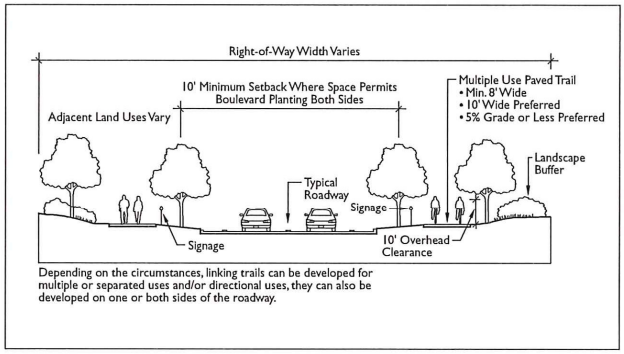
APA American Planning Association

COMPLETE STREETS DESIGN CONSIDERATIONS

Skinny Streets. Skinny, or narrow, streets complement complete streets policies. Narrower traffic lanes result in slower travel speeds that translate into safer, more accessible, and more pleasant thoroughfares for all users. A physical narrowing of the actual street may be unnecessary because on-street parking can also visually narrow the thoroughfare for drivers.

Street Connectivity. Street connectivity—meaning the directness and length of the street blocks and the density of connections within a street system— influences the accessibility of destinations in a community and holds important implications for modal choice. Complete streets in areas with higher levels of street connectivity will produce greater overall accessibility for all travelers, regardless of the mode they choose.

Context-Sensitive Streets. All streets are not alike. Streets in industrial areas have a much different character than streets in residential, commercial, and mixed use districts. Traffic engineers and urban designers are beginning to combine the functional classification of streets with their adjacent land uses to yield a more comprehensive array of street types. This approach takes into account land uses adjacent to the street and recommends five basic classes of street design: commercial streets,



Linking trails emphasize safe travel for pedestrians to and from parks and around the community.

From Planning and Urban Design Standards.
© 2006 by John Wiley & Sons, Inc.

(Continued on back.)

mixed use streets, main streets, residential streets, and industrial streets. Streets in each class can be designed as complete streets.

Complete Streetscape Design Elements. Undertaking major construction projects to achieve complete streets is not always necessary. In fact, small projects can have a large impact. Examples include raised medians, pedestrian refuge islands within medians, bicycle lanes, bus pullouts, transit shelters, and street furniture.



www.pedbikeimages.org / ITE Pedestrian Bicycle Council

Multimodal streets like this one improve access and safety for drivers, pedestrians and cyclists.

COMPLETE STREETS ARE FOR EVERYONE

Pedestrian Safety. Communities with complete streets policies protect travelers from cars. Walkways should provide secure footing, pedestrian pathways should be clearly indicated, and signaling must consider the rights of all users of the road. Designing the street with pedestrians in mind—sidewalks, raised medians, better bus stop placement, traffic-calming measures—all improve pedestrian safety. One study found that designing for pedestrian travel by installing raised medians and redesigning intersections and sidewalks reduced pedestrian risk by 28 percent.

Public Health. Public health officials are calling for Americans to increase their physical activity. Officials argue that increased walking and bicycling will help to combat the current obesity epidemic. A 2002 report issued by the National Conference of State Legislators noted that the most effective policy for encouraging bicycling and walking is complete streets.

Vulnerable Populations. Truly complete streets go beyond accommodating bicycling and walking to consider children, the elderly, and people with a disability. More often than not, the elderly and people with disabilities rely on the pedestrian and transit infrastructure for access and mobility. Complete streets policies make it possible for vulnerable populations to better use transportation systems by equipping streets with the necessary infrastructure, including curb ramps, textured and varied pavement, audible crossing signals, countdown signals, and high-visibility crosswalks.



www.pedbikeimages.org / ITE Pedestrian Bicycle Council

Multimodal streets like this one improve access and safety for drivers, pedestrians and cyclists.

DEVELOPING WITH COMPLETE STREETS

Economic Development. Streets create marketable value for abutting private property by providing access. Complete streets can increase the economic viability of a city district by improving access for more people, thus increasing the potential number of customers to businesses.

Transit-Oriented Development. Complete streets policies go hand in hand with transit-oriented development (TOD). Traffic-calming measures, streetscape improvements, and transit have successfully been combined to revitalize entire commercial districts. Both residential and commercial projects near transit typically appreciate in value more rapidly than other projects. In a TOD land uses and infrastructure are arranged to encourage and to facilitate the use of transit while accommodating a range of travel modes and purposes. Transition points where travelers transfer easily from one mode of transportation to another are key features of both complete streets and TODs.

Challenges. One challenge to complete streets implementation is a lack of right-of-way in cramped thoroughfares. Another is the misconception that complete streets cost more to build than "normal" streets when, in fact, complete streets most often cost no more and many times can cost less. Current methodologies for studying traffic pose another problem. Many contemporary traffic studies fail to consider how the presence of transit and decreases in automobile use associated with mixed use neighborhoods may lower trip generation rates. Communities should reevaluate traffic studies based on antiquated trip generation models. *Patrick C. Smith*

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PRACTICE COMPLETE STREETS



Completing the Streets

By Carol Gould, AICP, and Mike Morehouse

The responsibility for establishing a congruent interface between private land development and the public right-of-way is often hidden within a regulatory "twilight zone."

This lack of clarity presents one of the greatest challenges to planners and policy makers striving to balance access with mobility and create a prosperous and livable community. This conundrum is especially vexing as many places are now looking for ways to reprioritize how transportation serves communities, switching from conventional mobility goals to those emphasizing safety, modal balance, healthy choices, environmental sustainability, character of place, and economic growth to name a few. The paradigms of the past must evolve in order to facilitate the needs of today's towns and cities.

The term "complete streets" encompasses street design practices collectively aimed at the safety, mobility, and accessibility needs of users of all ages and abilities. With contemporary zoning practice focused increasingly on community character, land-use regulations need to address the concept of complete streets at the same time that they address how transportation serves as an element of that elusive "sense of place" often sought by municipalities. In the United States, municipal and state agencies typically build the public streets, and private developers build to the street line, inclusive of structures, access drives, and other frontage elements. Nonetheless, many private developers also construct what become new public streets as part of subdivisions, or new neighborhoods (such as new urbanist enclaves). So who is responsible for the design of what is or ultimately will be public rights-of-way? And who is responsible for the transition area between the public travel ways and private land both for new and upgraded infrastructure, where sidewalks, bicycle routes, and transit stops are meant to meet the pavement? The answer isn't always clear.

To complicate matters, state and regional departments of transportation, local public works and engineering offices, and planning and zoning commissions traditionally have all had different mandates for the design and function of public ways. Their decision making is commonly done in isolation from one another and, as a result, can be counterproductive. With the exception of buffer requirements, conventional zoning has historically had little to say about what happens in the legal gray zone between private property and the public right-of-way. In recent years, zoning requirements for access management and parking have been evolving as an increasing number of communities seek to address the need to control how travel on private property links to travel on the public way. Other contemporary zoning techniques, such as traditional neighborhood development (TND) and transit-oriented development (TOD) districts, emphasize the form of development and routinely include language requiring contributions to the public realm, including sidewalks and streets. Yet these techniques often fail to discuss transportation infrastructure in the context of a larger community mobility network.

If we, as planners, agree that how streets look, feel, and function impacts a person's experience and impression of a place, then land-use regulations are an important tool to help manage the design and functionality of public streets, not only in terms of traffic, but in terms of balancing all modes of travel for improved connectivity and accessibility. According to the National Complete Streets Coalition, hundreds of communities nationwide have adopted complete streets policies and programs. The question becomes how best to mesh those local programs with private site design, where development meets the road.

This article looks at what it means to complete the streets and provides some examples of how communities are doing this. It then explores how zoning can be used as a means to help communities facilitate the complete streets process. It concludes with some thoughts about zoning and implementation of an effective complete streets approach to roadways.

PROBLEMS WITH THE STREET DESIGN STATUS QUO

Conventional traffic engineering for streets emphasizes capacity and safety for car and truck travel. Leading engineering organizations such as the American Association of State Highway and Transportation Officials (AASHTO) and the Institute of Transportation Engineers (ITE) publish guidance on the design and operation of public streets. Level of Service (LOS), a long-standing performance measure in the traffic engineering community, is often cited in these publications. LOS corresponds to a letter grade, A through F (with A being the best and F the worst), for the amount of delay a vehicle experiences on a road or intersection. It is a basic measure of congestion that only considers car and truck traffic. Conventional LOS determinations are based on subjective criteria; namely, what level of frustration (delay) is the average driver willing to tolerate? The problem with LOS is that it is biased against walking and bicycling and promotes sprawl by increasingly pointing to the need to add car capacity to roads to "improve" conditions. Relying on LOS to plan and design the street network limits opportunities to complete our streets. This is because car capacity is often provided at the expense of sidewalks and dedicated bicycle and transit infrastructure. Car capacity is quickly consumed, peak period congestion returns, and the demand for more capacity increases.

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About the Authors

Carol Gould, AICP, is a senior project manager at Fitzgerald & Halliday Inc. Her 18 years of experience at FHI has been in the area of community planning with a focus on livable communities, transportation/land-use connections, public involvement, parking, and access management.

Mike Morehouse is a licensed professional engineer who leads FHI's Mobility Service line, which focuses on multimodal transportation planning and engineering. In his work, Morehouse offers a comprehensive perspective of transportation engineering that values the relationship between vehicular mobility and placemaking.

Additionally, streets are organized into a functional classification system, which is required for municipalities to be eligible for federal funding for road projects. In the federal-aid classification system, arterials, collectors, and local roads are defined to describe the purpose, or function, of these roads in terms of mobility and access. Often, roadway design standards are tied to functional classification and many design manuals tend to favor optimizing the public right-of-way for automobile mobility. Since functional classification does not take context, non-auto modes, and a number of other factors into consideration, the incorporation of design elements for bicycles, pedestrians, and transit take a back seat to creating space for cars.

Even as many communities look to better integrate land use with the transportation system as part of defining what community character and mobility means for them, transportation funding is still predominantly awarded to projects for physical upgrades to the safety and capacity of roadways as measured in LOS terms. So, even though more and more communities want public ways that are easily accessible, well connected by a variety of modes, and welcoming to pedestrians, bicyclists, and transit users and to create neighborhoods that are places for people more so than cars, federal and state monies that have been the mainstay for funding public infrastructure have not been readily available to help communities meet those goals. Zoning, the primary means communities have to integrate private land use into the fabric of the community, is a significant opportunity to create public-private partnerships and make more holistically designed streets possible.

THE COMPLETE STREETS CONCEPT

In the most basic sense, complete streets are streets for everyone. They are streets that are designed for people first and foremost. This includes people driving in cars, walking on sidewalks and crossing the

Dan Burden, Walkable and Livable Communities Institute, Inc.



Motorists, pedestrians, bicyclists, and transit riders share complete streets in Santa Barbara, California.

street, riding on buses, pedaling bicycles, rolling in wheelchairs, and so on. These people consist of children, men, and women of all ages and abilities carrying out daily activities of all types. A complete street is one that accommodates each of these unique users safely and comfortably. There is no one-size-fits-all approach to developing the ideal complete street, as every place has its own specific context and unique set of needs; however, all complete streets share the common goal of creating a safe environment for all users of the road, regardless of age, ability, or mode of travel.

COMPLETE STREETS: POLICY TO DESIGN

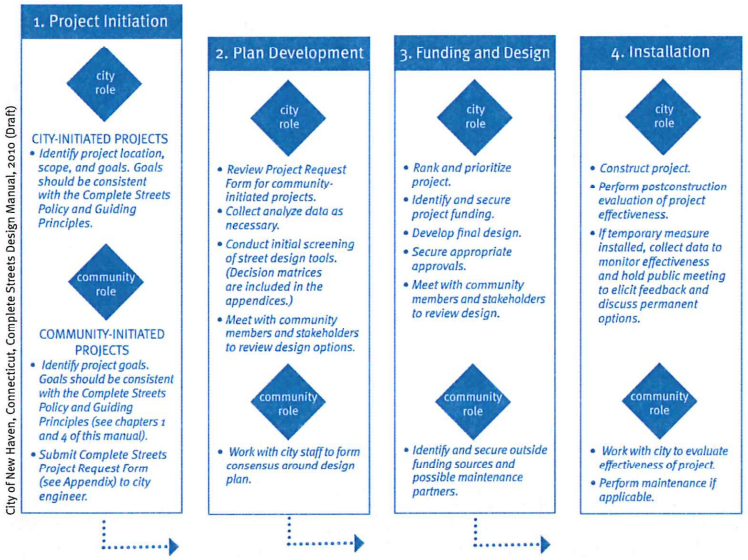
The first step to achieving complete streets in a community is to develop a policy. Complete streets (CS) policies establish a set of principles emphasizing safe access for all users that guide the planning and development of the public right-of-way. A typical CS policy should

- establish a vision for the community;
- address all modes and users;
- consider context;
- set standards of performance;
- create flexible design standards;
- detail how CS is integrated into projects; and
- set up a process for measurement.

CS policies can range from brief statements to lengthy reports, but they all should, at a minimum, prompt a change in how municipalities approach the planning and design of their streets. This can include revising their design manuals, developing design guidelines based on best practices, using performance metrics that address all modes, training staff to think about context during planning and design, and establishing a process for public input. The National Complete Streets Coalition is a good resource for a list of communities with complete streets policies.

In New Haven, Connecticut, a CS policy was developed as a result of two tragic pedestrian fatalities that claimed the lives of a Yale medical student and an 11-year old girl. These incidents occurred within two months of each other, and a coalition of residents, civic leaders, city officials, community organizations, and Yale University representatives formed to coordinate community activity and accelerate the pace of change with regard to improved traffic safety. In 2008, the New Haven Board of Aldermen unanimously passed an order creating a nine member Complete Streets Steering Committee to guide the development of a CS policy document and a design manual. The order also included the creation of a public process, an educational campaign, and increased traffic enforcement in the city.

The New Haven policy was guided by the following mission: "To develop and promote a safe, context-sensitive transportation network that serves all users and integrates the planning and design of complete streets that foster a livable, sustainable and economically vibrant community." One might ask how policy leads to practice. In the case of New Haven, a city ordinance mandated the application of the policy, through adherence to principles of the Complete Streets Design Manual, to any new or improvement project affecting the public streets and sidewalks (including resurfacing, restoring, and rehabilitation projects).



Steps in the complete street design process.

Once a municipality has a clear policy on complete streets, and an approved process for delivering these projects, it then has an opportunity to engage the private development community on the value of site design that supports and enhances the improvements to the public ROW. Creating a strong set of design guidelines can be an effective mechanism for engaging a developer early in the project development cycle to establish a set of expectations for how the project will interface with the public realm.

WHO IS RESPONSIBLE FOR COMPLETING THE STREETS?

Under the status quo, state, regional, and local governments are fundamentally responsible for public ways. Street construction and maintenance are considered part of the suite of services a municipality provides for its residents. Nonetheless, state enabling acts for zoning generally authorize local governments to require streets, sidewalks, and bicycle facilities along with other essential services to occupants within or internal to a proposed development. As many as 26 states also authorize local governments to employ exactions or impact fees to pay for traffic impacts to existing, abutting public roadways. In addition, many states authorize zoning commissions to accept a fee in lieu of parking, which monies can be used to enhance transit services. At a minimum, through zoning, property owners can be held responsible for safe ingress and egress to a site. This has been interpreted to include improvements to abutting streets with requirements for traffic impact mitigation in the form of turning lanes, signals, and medians, but only when the development is expected to generate significant traffic.

Zoning requirements can also include street elements, such as lighting, stretches of sidewalk, and crosswalks at the property line to serve public-safety objectives for pedestrians and bicyclists. At the same time, in the absence of measurable adverse effects to traffic on the adjacent roadway system, there are limited options for requiring a developer

to improve the public way for broader goals of mobility, connectivity, and accessibility. The exception to this is for comprehensive master planned developments where the developer proposes a system of streets internal to the development as part of the site concept as a whole and will ultimately be dedicating those to the community as public streets. These types of developments commonly take the form of a planned unit development (PUD), TND, TOD, or occur within a form-based regulating plan area. In these cases, zoning language regulates street design within the confines of the development area and may require that design facilitate connections to transportation networks off-site. The challenge with such design provisions is to effectively achieve synergies between the internal circulation elements within that defined area and a system of complete streets on the connected streets elements in zoning or subdivision regulations should be cross-referenced with a broader transportation policy. Where a community adopts not only a CS policy but a well-detailed design-guidance manual, then that can serve as a basis for comparable design language in the regulations.

In New Haven, along with the adoption of the city's CS complete streets policy and design manual into the code of ordinances, the zoning regulations were updated to include more comprehensive requirements for bicycle and pedestrian access internal to a development. Similarly, Charlotte, North Carolina, adopted an Urban Street Design Guidelines Policy Summary in 2007. The city subsequently added a subdivision ordinance amendment requiring all new streets in proposed subdivisions to meet those urban street design guidelines and adopted approach has its place. While requiring features such as sidewalks and bicycle parking guarantees inclusion on a site plan, the drawback is that requirements tend to be rigid and need qualification. Conversely, street elements phrased as guidelines can leave their application open to interpretation, and it may be more challenging for a planning or zoning commission to get what they deem best for a site. In both cases, carefully drawn graphics depicting the desired design are extremely beneficial to making the regulations' intent clear.

Complete streets, by their very nature, are context sensitive. For example, it is not uncommon for an urban site within a TOD district to be essentially landlocked, with limited connectivity to existing public streets and where design flexibility for the interface with that street is desirable. Flexibility in design, written as guidelines as opposed to requirements, gives the zoning commission and developer room to negotiate the most effective means to ensure access by many modes in the specific context of the site.



Norwalk Connectivity Plan—FHI, 2012

Visualizing a complete street for downtown Norwalk, Connecticut.

and surrounding public roadway system. Private development does have an impact, not only on traffic volumes on public streets but on access to the full range of modes by which people travel. If zoning is intended to manage private development in pursuit of implementing community-wide goals, including those for complete streets, then those elements should be part of any regulations package.

INCORPORATING CS PROVISIONS INTO DEVELOPMENT REGULATIONS

Just as a community's comprehensive plan establishes a legal standing for zoning, provisions for completing the streets are most sound when associated with a documented community-wide complete streets policy encompassing all public ways. Any language requiring complete zoning language to require connectivity as part of its six distinct TOD overlay zones. The TOD regulations have the following guiding statement of intent: "Transit oriented development uses shall be integrated with the surrounding community, easily accessible, and have a good internal circulation system for a variety of travel modes." This statement of intent is followed by specific standards addressing the location and design of sidewalks, streetscapes, bicycle parking, urban open spaces, access/entrances, and consistency with station-area plans as well as other site features (§9.1201–1213).

It is worth noting that communities can take two overall approaches to incorporating CS principles into development regulations: as guidelines and as requirements. Each

CRAFTING REGULATORY AMENDMENTS FOR COMPLETE STREETS: TWO METHODS

There are many communities that have adopted zoning and subdivision provisions requiring individual CS elements such as sidewalks and bicycle parking as part of design for new developments. Many have also taken a fresh look at their parking regulations as a means to consider better accommodations for pedestrians and bicyclists. Consequently, communities commonly have incorporated language regarding mobility

and access either within the section on parking and loading, as an aspect of parking facility design, or in a subsection focused on design for internal circulation and streetscape character within a special district, such as a TOD zone. Few communities, however, have expressly tied those requirements to a community-wide CS policy or to connectivity goals for the transportation system as a whole. The Charlotte ordinances provide one example linking a municipal CS policy with subdivision site design as well as special district design. For a comprehensive approach to incorporating CS directives into zoning, two complementary methods should be considered: (1) CS-supportive provisions in special district regulations and (2) CS-supportive provisions in citywide design standards. Both should be linked to a communitywide CS policy.

For specialized zones, including TOD, TND, PUDs and form-based districts, design guidance in the regulations is intended to create a specific type of place with a defined character, where travel by auto is intended to be balanced with other transportation modes. The table above provides a sampling of special zone types and how street design requirements have been used to promote complete streets.

Alternately, communities may elect to create a stand-alone section on CS design within an article or chapter of design standards or so-called "supplemental regulations." Although few communities have done this, the compendium *21st Century Land Development Code* offers a comprehensive model zoning subsection (Section 5.23) on street design standards and transportation (bicycle parking standards are included in a separate section on parking).

As noted with the examples above, some municipalities go beyond roadway classification to categorize streets into broader "typologies" that account for nonmotorized road users (pedestrians, bicyclists, and transit) as well as land-use context and environmental factors. These typologies can be part of a separate design manual (as was done for Austin) or codified in the zoning regulations (as was done in Sarasota County). In either case, the typologies lay the foundation for considering which CS design elements are desirable in each context. New York City's *Street Design Manual* includes the following common street typologies:

- General Streets are the most prevalent street design and can be tailored to serve both local and through street contexts. This design frequently emphasizes motor vehicle access and movement, but the street may also include dedicated facilities for other users, such as pedestrians and bicyclists.
- Boulevards are wide streets with multiple roadways and medians and an emphasis on greening and design quality. The medians sometimes include pedestrian and bicycle paths.
- Slow Streets are local streets that make extensive use of traffic calming measures to discourage vehicular through traffic, reduce vehicle speeds, green and beautify the streetscape, and create a comfortable environment for bicycling and walking.
- Pedestrian Streets usually involve the full-time restriction of vehicle access to a street, though delivery access may be allowed in off-hours. Bicyclists can either be allowed to ride through or be required to dismount and walk.
- A Transit Street exists for exclusive or near-exclusive surface transit (bus) use, or where transit operations are given priority.

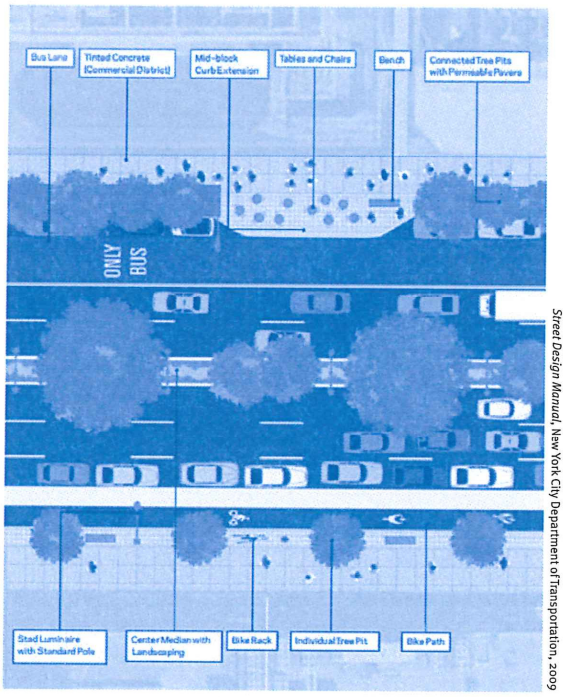
Even the best conceived CS designs are hampered if land development doesn't do its part. The *Model Design Manual for Living Streets*, published in 2011 by Los Angeles County, includes the following land-development design principles to facilitate the successful application of complete streets:

- The distribution of land uses should be designed to allow everyday destinations (e.g., schools, parks, and retail shops) to be located within a comfortable walking distance of most residences.
- All buildings should contribute to the character of the streetscape, face the street with attractive entrances that welcome pedestrians, and have windows that overlook the street to create a sense of security.
- The setback between buildings and the sidewalk should be designed to enhance the pedestrian experience, whether setbacks are attractive landscaped yards that provide privacy for building occupants or shop fronts at the sidewalk that display merchandise to passing pedestrians. In no cases should cars, parked or moving, be placed between the sidewalk and the buildings.
- Off-street parking and service access and their driveways should be designed to disrupt the pedestrian experience as little as possible.
- The mix and intensity of land uses should be designed to support and be supported by efficient transit systems whenever possible.

JURISDICTION	DISTRICT TYPE	STREET DESIGN PROVISIONS OVERVIEW
Seattle	Pedestrian overlay	Section 23.34.086 of Seattle's Land Use Code provides for a 'P' designation as an overlay to a number of commercial zones with the intent to "preserve or encourage an intensely retail and pedestrian-oriented shopping district where non-auto modes of transportation to and within the district are strongly favored." Design criteria include the use of building setback areas for sidewalks, lighting, and other pedestrian safety features.
Austin, Texas	TND	Chapter 25-3 of Austin's Land Development includes standards for TND. The regulations refer to the Traditional Neighborhood District Criteria Manual for guidance on innovative street design. This manual includes six street types with associated sketches of preferred design as well as separate specifications for pedestrian paths.
Aurora, Colorado	TOD	Section 146-728 of Aurora's zoning code addresses TOD District development standards, including those for pedestrian-friendly streets. It refers to the urban street standards in Section 126-36-5 of the city's code, which specifies street design standards, including layout, according to street typology.
Sarasota County, Florida	Form-based code	Sarasota County's Village, Hamlet and Settlement Area regulations include 14 acceptable street typologies, with three-dimensional sketches of acceptable street cross-sections and specified widths for sidewalks, planting strips, parking, and travel lanes (§11.2.8).

INCENTIVES FOR COMPLETING THE STREETS

Any discussion of zoning must include not only how to require developers to provide desired site design and function, but how to encourage them to do so. In an ideal world, the most successful developments are, from a community-form perspective, always those where a



Street Design Manual, New York City Department of Transportation, 2009

The graphic-rich New York City *Street Design Manual* shows potential appropriate complete streets elements by street typology.

mutually beneficial site design is achieved as a public-private partnership between the developer and the zoning authority. There are several ways a developer can be encouraged to contribute to completing the streets including

- expedited permitting processes;
- easing of other requirements—such as parking reductions if elements to complete adjacent streets are constructed;
- tax abatement for construction of improvements; and
- public-private partnerships for maintaining CS elements once constructed.

Finally, as with any addition to a set of zoning regulations, new language for completing the streets must be correlated, reconciled, and cross-referenced to other design requirements. For example, parking provisions that allow for shared parking within walking distance of a use should be cross-referenced with design guidelines for sidewalks to note that sidewalks should be located and designed with connectivity in mind to facilitate use of off-site spaces.

CONCLUDING THOUGHTS

Beyond ensuring that developers provide CS elements within a site, zoning authorities can also both require and encourage sites to be designed to integrate well with a network of public complete streets. While there are limited examples out there today of communities that have done this through their development regulations, it is a worthwhile objective that, hopefully, will be pursued more in the future. The goal is not only connectivity and multimodal access both within and among developments, but to create lasting partnerships between the private development community and local governments for providing complete public streets.

As with all zoning provisions, the impacts of CS standards will be most apparent in the long term. That is, the pace of private development is uneven and as such, only contributes to the evolution of community character, including the street network, over the course of many years. Furthermore, zoning regulations are just one of a range of tools that communities can use to achieve their mobility goals. Yet, as a community evolves, over time the contributions of private land development to the overall public realm, including complete streets, do add up incrementally and can become a substantive factor in enhancing mobility and access. The ultimate challenge is to take a truly context-sensitive look at each place where complete streets would be applied, identify the role that public agencies and private developers can and should play, and then craft CS policies accompanied by a practical program, including targeted zoning provisions, to see them implemented.

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DO YOUR DEVELOPMENT REGULATIONS PROMOTE COMPLETE STREETS?

2

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Complete Streets:
Best Policy and Implementation Practices



Barbara McCann and Suzanne Rynne, Editors

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COMPLETE STREETS:

BEST POLICY AND IMPLEMENTATION PRACTICES

Barbara McCann and Suzanne Rynne, AICP, Editors

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CHAPTER 5

Making the Transition: Planning for Change and Addressing Problems



It should be clear that complete streets policies can and should lead to changes in transportation planning, design, and construction processes. But how do communities make the transition from traditional, automobile-based transportation planning to a more inclusive and multimodal process? What are the biggest issues they must resolve? And how do they measure the success of their new way of doing business?

SAFETY AND COMFORT FOR ALL STREET USERS: NEW HAVEN, CONNECTICUT

In the city of New Haven, Connecticut, a variety of local factors mobilized members of the community to encourage the adoption of a complete streets policy in the fall of 2008. These factors included (1) a very high proportion of workers commuting on foot or by bike, carpool, or public transit; (2) two high-profile pedestrian fatalities; (3) data indicating a disproportionate rate of pediatric injury; and (4) the elevation of local streets as public places that define quality of life and the overall image of the city. Activists in the area made it a priority to rally public support for a comprehensive policy to make the streets of New Haven safer and more comfortable for all users.

Activists, city officials, and aldermen worked together to draft and adopt a set of goals and develop an implementation program. The resulting policy explicitly outlines comprehensive steps to make sure that complete streets implementation will be a community effort. A steering committee has been tasked with developing a design manual, ensuring that engineers—key players in implementation—are not left out of the process. Further, the committee must develop a process to involve the general public in the planning and design of complete streets in their neighborhoods.

Although the city does not have the public funds available to support projects solely dedicated to completing the streets, a tremendous amount of private investment is available to the city despite the challenging economic times. Thus, the city has been using funds from private investors to develop its bikeway system and enhance bicycle and pedestrian access to transit hubs.



Ethan Hutchings, City of New Haven

Figure 5.1. *Concerns for pedestrian safety have helped fuel New Haven's complete streets movement.*

Bureaucratic procedures have stood in the way of complete streets implementation in New Haven; however, the policy addresses this issue. According to Mike Piscitelli, AICP, city transportation director, "This policy was more about how to organize ourselves for the longer term. How do we create a lasting system?" City officials have found that the policy has created a more comprehensive and systematic approach as it coordinates the efforts of staff, who previously had worked in unrelated silos, to promote similar goals. The policy focuses on changing the way the administration does business so as to provide a sustainable, reliable transportation system for all roadway users well into the future.

Finally, the policy emphasizes the importance of public education campaigns to promote complete streets principles. One campaign that stands out is the award-winning "Street Smarts," in which drivers take a pledge to be cognizant and respectful of other roadway users. In New Haven, citizens can receive training to become a "Smart Driver"; all city and school bus drivers go through this program. The city has emphasized the relation of the Street Smarts campaign to the complete streets legislation.

According to Piscitelli, "Instead of focusing solely on regulations, we are addressing human behavior as the central focus of the safety campaign and then complementing education with physical improvements." This is one unique and, according to Piscitelli, successful aspect of the systematic change taking place in New Haven.

The New Haven Street Smarts program website can be found at www.cityofnewhaven.com/streetsmarts/index.asp. Read about the New Haven Safe Streets Coalition's local advocacy at www.newhavensafestreets.org.

This chapter addresses these issues. It explores implementation planning, training, performance measures, and exception procedures. It also examines how some jurisdictions have shifted their transportation priorities and what that has meant for their relationships with other agencies that control roads in their community.

IMPLEMENTATION PLANNING

It is too easy to adopt a strongly worded complete streets resolution or even a law—and then let it sit, unimplemented. Many communities have taken years to move their policies from paper into practice, with fits and starts along the way. For example, Oregon's 1971 bike bill was ignored by many local governments until a 1992 lawsuit led to a court decision confirming that the law must be applied to all road projects. (See sidebar, p. 28.)

In Massachusetts, the 1996 bicycle and pedestrian accommodation law calls for "reasonable provisions" for bicyclists and pedestrians, but the Massachusetts Highway Department struggled to understand what that meant substantively, and transportation modes other than automobiles remained an afterthought. A full complete streets implementation process was not born in the state until the state highway design manual was rewritten in 2006.

One way to get things moving is to create an implementation plan—or to charge a committee with doing so. An implementation plan can identify documents and processes that need to be changed, assign responsibility for who will be making such changes, and name specific documents or processes that should be created as part of complete streets implementation. This was the case in New Haven, Connecticut. In order to back

up its complete streets policy with action, the city established a steering committee to focus on policy development, establish a complete streets design manual, encourage community involvement, spearhead an educational campaign, and work with city police officers to ensure that traffic enforcement is in alignment with the policy goals.

Seattle and Chicago have focused on a systematic review of all documents that need to be updated to implement the policy. Seattle also established an internal complete streets steering committee to help clarify and define the daily operational practices that the Department of Transportation would take to implement the policy.

The California DOT, Caltrans, adopted a limited policy in 2001 and expanded it in 2008 to include transit and apply to seniors and people with disabilities. Following the update, Caltrans decided to create an implementation plan, overseen by a high-level steering committee, that engaged all 12 of the department's districts and created specific next steps. Among other items, the plan called for a review of all relevant transportation documents and for reports on specific topics such as work-zone issues and how to incorporate changes into repaving and maintenance projects.

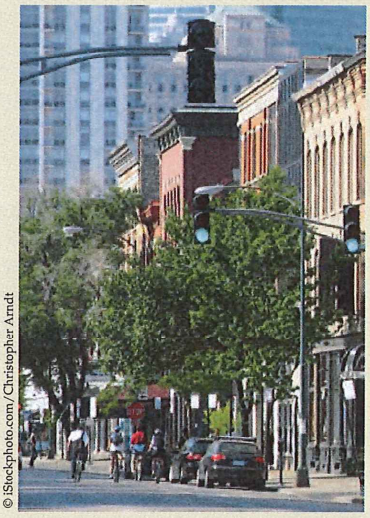
Such formal implementation plans are the exception rather than the rule. The places that have moved beyond the initial policy statement have usually done so by creating a more detailed transportation plan, design manual, or design standards, often while working to apply complete streets principles to specific projects. Other places have been content to take a more ad hoc approach, learning from the experience of pilot projects, with the intent to codify new standards and procedures later.

CHANGING EVERYDAY TRANSPORTATION PLANNING PROCESSES

Traditionally, engineers and planners in transportation agencies and public works departments have made their day-to-day decisions on the basis of the demands for roadway capacity expansion and repair. One of the biggest challenges for complete streets advocates is changing business as usual. New planning processes can help guide planners and engineers through new procedures and ways of thinking.

One of the most systematic changes to date has occurred in Charlotte, North Carolina. Prior

COMPLETE STREETS TRAINING AND IMPLEMENTATION IN CHICAGO



© iStockphoto.com/Christopher Arndt

Figure 5.2. *Cars share the streets with bicyclists in downtown Chicago.*

The City of Chicago adopted a complete streets policy in October 2006. The policy states, "The safety and convenience of all users of the transportation system including pedestrians, bicyclists, transit users, freight, and motor vehicle drivers shall be accommodated and balanced in all types of transportation and development projects and through all phases of a project so that even the most vulnerable—children, elderly, and persons with disabilities—can operate safely within the public right of way."

In order to help staff understand and implement the policy, the Chicago Department of Transportation worked with the Chicago Metropolitan Agency for Planning to sponsor a series of training sessions for city planners, engineers, and project managers. Several hundred people participated in four two-day workshops. The workshops resulted in a greater awareness of complete streets issues and helped to increase understanding of potential design considerations.

While the city has taken steps over the last few years to implement the policy, it is now comprehensively assessing the status of complete streets implementation and how it can be improved. According to Kiersten Grove, pedestrian program coordinator, the project "aims to identify opportunities and challenges in existing city policies and practices and to create a series of recommendations to address these." Grove anticipates that in addition to the recommendations, a project checklist will be developed to assess the degree to which complete streets are realized in project development.

The city hopes to operationalize complete streets in all phases of a project including planning, design, construction, and maintenance. The implementation project is engaging a diverse set of stakeholders—including multiple city departments, state agencies, and representatives from the local advocacy community—in order to include a broad range of disciplines in creating solutions and building awareness.

Information about Chicago's complete streets policy and its broader Safe Streets for Chicago initiative is available at www.cityofchicago.org/webportal/COCWebPortal/COC_EDITORIAL/SafeStreetsforChicago_programsheets.pdf.

PLANNING AND DESIGNING FOR COMPLETE STREETS: CHARLOTTE, NORTH CAROLINA

After decades of rapid growth, Charlotte, North Carolina, was becoming dependent on thoroughfares and cul-de-sacs; the city had no bicycling routes and an incomplete sidewalk network. In the early 2000s, however, planners and engineers at the Charlotte Department of Transportation (CDOT) began to create a street network designed and operated for people, whether in cars or buses, on bikes, or on foot. Today, armed with new guidelines and a new approach to street design, Charlotte is completing its streets.

The 2006 Transportation Action Plan (TAP), the city's first comprehensive transportation plan, has played a major role in achieving Charlotte's goal to integrate land-use and transportation choices. The TAP describes policies, projects, and programs that support continued growth while making the best use of existing infrastructure and transportation resources and preserving a high quality of life. Among its goals is the promotion of a "balanced, multi-modal transportation system that serves the mobility needs of all segments of the population, accommodates all travel modes, and promotes community economic development needs." It also aims for context-based street design, expanded public transportation service, improved safety for all users, and improved connectivity of the transportation network.



City of Charlotte

Figure 5.3. *New urban street-design guidelines are improving local streetscapes in Charlotte.*

Many of these goals are being implemented through Charlotte's Urban Street Design Guidelines (USDG), adopted in October 2007. To create the USDG, developers, interest groups, city staff, and residents were interviewed to ensure their concerns were addressed. While consultants were hired for some tasks, staff remained at the forefront, ensuring true ownership of the results.

The USDG focuses on providing the best possible streets to accommodate growth, create transportation choices, and maintain Charlotte's livability. Transportation choices are created both through providing more connections across the network and by building complete streets that make other modes viable. By providing a better street network, Charlotte hopes to increase its overall transportation capacity and improve air quality, while supporting the land-use decisions needed for Charlotte's future growth, including more compact development. Streets identified as favorites by residents in surveys tend to be found in older neighborhoods, are closer to the city's core, and feature street-tree canopies and pedestrian amenities. The city aims to build more streets that have these characteristics.

To meet these goals, a new street classification system was developed as an overlay to standard federal classifications. Staff believed that the best way to balance modal needs was to develop a process for designing streets wherein the varying interests and needs of all users—and various land uses—were considered and the design trade-offs were examined. Five new street types emerged, falling along a continuum ranging from most pedestrian friendly to most auto oriented. There is an explicit understanding that all street types along this range will be designed with all potential users in mind. Once a street or portion of a street is classified, both street design and future land-use decisions will reflect that classification.

The emerging street network is also context based. Preferred and maximum block lengths based on land use are specified for new public or private development projects, encouraging a dense, well-connected network of streets. "Intentionally and inherently, street design is tied to intensity and density of development," says Norm Steinman, planning and design division manager. "We made it very clear that where there will be more density, we expect more streets and more blocks."

Typical cross sections for each street type were developed to encourage planners and engineers to think about each project and fully consider its context and use—both now and in the future. There is no one-size-fits-all approach; Charlotte deliberately chose not to include dimensions on many cross sections, which would be too prescriptive. The exception is for local streets, where a stricter approach is preferred. Even there, however, several options are provided to ensure a good match between each street and the adjacent land uses. For nonprescriptive (thoroughfare) street types, the cross-section design is intended to be the final step of a more comprehensive sequence of fact-finding and decision making.

As part of the USDG, CDOT created new methodologies for determining multimodal levels-of-service (LOS). The new methods look similar to automotive LOS, allowing a comparison for evaluating trade-offs and helping to convince engineers that complete streets design can be based on analysis. LOS measures for pedestrians and cyclists are applied in conjunction with traditional vehicular LOS. The new measures identify and evaluate roadway features that influence the safety and comfort of pedestrians and bicyclists, such as crossing distance, crosswalks, bike lanes, corner radii, and traffic-signal timing and placement.

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CDOT added to this innovation by using a two-hour peak congestion analysis, rather than the traditional one-hour look. When using the standard 60-minute interval, engineers might be more likely to add additional turn lanes at intersections. "This is logical for 30 or 45 minutes," says Transportation Planner Tracy Newsome, "but what about the rest of the day?" Pedestrians would face longer crossing distances all day to accommodate a potentially brief period of vehicular congestion. The duration of congestion is crucial in determining the need for roadway changes.

All of this does not mean that CDOT is unconcerned about congestion and travel delays. On road diet projects, for example, CDOT undertakes careful analyses to ensure that vehicular flow has not been worsened. A range of measures are used, including crashes, speeds, and volumes at peak periods, both before and after the conversion.

The extra analysis now used throughout CDOT is credited by Newsome and Steinman as a key reason the USDG works and is supported by staff. "We're not eliminating analysis but instead doing more of it," says Steinman. The results, once thought counterintuitive, are proven through logic and methodology. As a result, engineers are more likely to be on board.

At first, some design engineers wondered how the new analytical processes would work, says Newsome, because they did not seem like traditional traffic analyses. However, after working through the new method and using a six-step process, former skeptics have become advocates for the changes. They appreciate the additional technical analysis, which is blended with meaningful public participation to identify logical options and to create better streets.

Engineers were not the only ones with doubts—the public had to see the process work as well. CDOT has been incremental in its approach, applying the new designs on their own projects. This has created real-world examples of how the process and street designs look and function. CDOT uses these projects to demonstrate how all the elements work together. This makes communicating the many benefits of complete streets to the community far easier.

Charlotte is now working to integrate the USDG into zoning and subdivision codes, which would require developers to follow the guidelines. Because private developers construct the vast majority of new streets in the city, the updated codes will assure an integrated, connected system of complete streets necessary for mobility and growth. Over the past few years, CDOT has been informally applying the USDG process when reviewing conditional rezoning applications. During these reviews, CDOT has asked for conditions or modifications that reflect their street design goals, like planting strips and bike lanes. Several recent large-scale developments have agreed to follow the USDG, including the planned redevelopment of the 90-acre site of the old Charlotte Coliseum. Eight recent area plans have applied USDG guidance as well.

Charlotte, unlike many jurisdictions in North Carolina, is responsible for maintaining most of its local roads and many of its thoroughfares. However, the North Carolina Department of Transportation controls several major thoroughfares and the city's extraterritorial jurisdiction (ETJ), unincorporated areas within Charlotte's growth boundary. All roads in the ETJ are constructed to the standards of NCDOT, which are quite different from, and sometimes contradictory to, the USDG used within the city. According to Steinman and Newsome, this has sometimes been an issue. Many of their negotiations have been over lane width; where Charlotte would allow, 11- or 10-foot lanes, NCDOT requires 12-foot lanes. Other elements—turn lanes, curb radii, bike lanes, on-street parking—have also been contentious. However, a complete streets policy adopted by the NCDOT in mid-2009, which drew on the experience in Charlotte, is expected to help the two agencies align their visions.

Charlotte's TAP also addresses the costs of maintaining a good quality of life and mobility. Some costs have increased, as CDOT is installing more sidewalks, planting strips, and bike lanes; sometimes this can mean increased costs in acquiring right-of-way. However, after going through the six-step process, the city has concluded that the costs in widening the right-of-way for sidewalks and bike lanes will pay off in future mobility. With some intersection projects, CDOT saves by not adding as many lanes as they would have under a different process.

Other changes to the streets to make them more functional for all users have little to do with construction and cost very little. For example, Charlotte has changed its operations approach, especially in prioritization and style of crossings. They have added countdown pedestrian signals, increased the visibility crosswalk markings, and reduced most traffic signal cycles to no more than two minutes to minimize the time pedestrians spend waiting to cross.

Overall, Charlotte is on a steady path to implementing its policy. As of the end of 2009, the city had completed 16 projects to create complete streets, and 18 more are in the works. Eleven intersections have been modified, with 10 more projects planned. Fifteen projects have added new sidewalks, and 40 more are planned. The city now has more than 50 miles of bikes lanes, up from almost zero 10 years ago.

In some ways, Charlotte's guiding vision is not really new. As Steinman puts it, "We're going back to what has worked in the past, and trying to create the type of community that has sustained itself for decades." The six-step process is simply a good planning process that is well defined, and "new" street designs reflect those built in the early 20th century that have stood the test of time. "We're only innovative in that we are forcing ourselves to think," says Newsome. "Is the additional left-turn lane really needed to relieve congestion that exists for just 45 minutes at the expense of pedestrians and bicyclists using that street all day?" Armed with strong policies, good design standards, and a context-sensitive outlook, CDOT planners and engineers fully own their vision and take pride in their work, allowing them to create better streets not just for motorists but for pedestrians, bicyclists, and others working and living in Charlotte.

Charlotte's Urban Street Design Guidelines, along with policy summary and implementation process documents, can be accessed at www.charmeck.org/Departments/Transportation/Urban+Street+Design+Guidelines.htm.

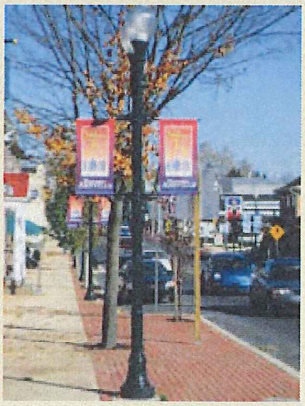
MOVING TOWARD COMPLETE STREETS: PENNSYLVANIA DEPARTMENT OF TRANSPORTATION

PennDOT is working to change its traditional automobile-oriented approach. It has emphasized context-sensitive solutions since 2001, and the agency's compliance with federal ADA requirements has been key in revising design guidelines for accommodating pedestrian access. The 2008 Smart Transportation Guide, developed in partnership with the New Jersey DOT, has further enabled PennDOT to consider the needs of all users and integrate all modes of transportation. Finally, the state's secretary of transportation, Allen Biehler, has been a leader in thinking about a complete transportation system encompassing multiple roads, rather than just focusing on highways.

One of the most helpful tools PennDOT uses to take a proactive approach to complete streets is its Bicycle and Pedestrian Checklist. The checklist is used throughout PennDOT's project planning and programming, scoping, and final design processes, and it ensures that bike and pedestrian accommodations are considered from the very beginning of a project. According to Danielle Spila, director of PennDOT's Policy Office, the checklist is just one of various complete streets–type policies in place throughout PennDOT under the umbrella of its Smart Transportation policy.



PennDOT



Figures 5.4–5.5. *(Above) Annville Township's Main Street before and (below) after traffic-calming streetscape improvements, leveraged with PennDOT assistance*

In 2007, PennDOT policy was revised to mandate that highway and bridge projects must evaluate access and mobility needs of pedestrians and bicyclists. As a result, the checklist, which had been in existence for several years, was officially made part of PennDOT's project development process. In the initial planning and programming phase of that process, the checklist is used to ensure consistency with existing bicycle and pedestrian planning documents; evaluate current and future usage by bicyclists and pedestrians; consider safety needs; and take into account community development and land-use patterns as well as the availability of transit. In the second phase, scoping, the checklist provides design specifications to determine what pedestrian and bicycle features will be necessary based on Phase 1 findings and guides field-checking to note any site constraints. In the final design phase, the checklist provides a "cookbook-style" matrix of various bicycle and pedestrian design elements to assist in creating project plans.

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decision making had focused on meeting automobile level-of-service standards, but the development of the new Urban Street Design Guidelines has led to a transportation planning process that is flexible, inclusive, well-documented, and clear. The Charlotte Department of Transportation's six-step process focuses on project context and has fostered creative solutions to transportation questions.

1. Define the existing and future land use and urban design context.
2. Define the existing and future transportation context.
3. Identify deficiencies.
4. Describe future objectives.
5. Recommend street classification and test initial cross-section.
6. Describe trade-offs and select cross-section.

The process ensures that planners understand the project and the area that surrounds it, and is applied to all plans, programs, and projects that could affect existing streets or result in new streets. This includes area plans, streetscape plans, neighborhood improvement plans, development proposal reviews, and preparation of capital improvement plans. Area planning, in particular, benefits from the process, as it provides the framework necessary for integration of land use and transportation on a larger scale.

Other places are using checklists as a way to ensure early consideration of the needs of all users. PennDOT uses a bicycle and pedestrian checklist throughout its project planning and programming, scoping, and final design processes to ensure that bicycle and pedestrian accommodations are considered from the very beginning of a project. On a regional scale, the Metropolitan Transportation Commission (MTC), the San Francisco Bay Area's MPO, adopted a routine

accommodation checklist in 2008 for those projects applying for funding through the American Recovery and Reinvestment Act (see MTC sidebar, p. 53).

FROM THE PENNDOT BICYCLE AND PEDESTRIAN CHECKLIST

1. Consistency with Bicycle/Pedestrian Planning Documents
   - Is the transportation facility included in or related to bicycle and pedestrian facilities identified in a master plan?
     - MPO/LDD bike/ped plan
     - Local planning documents
     - BicyclePA Routes
     - Statewide Bicycle and Pedestrian Master Plan
2. Existing and Future Usage
   - Do bicycle/pedestrian groups regularly use the transportation facility?
     - Bike clubs
     - Bicycle commuters
     - Hiking, walking, or running clubs
     - Skateboarding or rollerblading groups
     - Bicycle touring groups
     - General tourism/sightseeing
   - Does the existing transportation facility provide the only convenient transportation connection/linkage between land uses in the local area or region?
3. Safety
   - Would the transportation facility (and all users) benefit from widened or improved shoulders or improved markings (shoulders, crosswalks)?
4. Community and Land Use
   - Are sidewalks needed in the area?
     - Presence of worn paths along the facility
     - Adjacent land uses generate pedestrian traffic
     - Possible linkages/continuity with other pedestrian facilities
   - Is the transportation facility in close proximity to hospitals, elderly care facilities, or the residences or businesses of persons with disabilities?
5. Transit
   - Is the transportation facility on a transit route?
6. Traffic Calming
   - Is the community considering traffic calming as a possible solution to speeding and cut-through traffic?

Since 2004, the Virginia Department of Transportation has been working to counter its traditional transportation mind-set with a routine accommodation policy. In 2006, VDOT added a new section to its scoping forms for new construction and maintenance activities to ensure that multimodal accommodation is considered for each project. To supplement the forms, VDOT also created a simple decision tree that helps determine whether or not a project is exempted for any of the reasons outlined in the policy statement. These have been important tools for working to change the status quo. (See Figure 5.6, p. 52)

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The checklist is important because it acts as a data-gathering piece, pulling together all of the necessary information early in the planning process so that proper funding can be applied to ensure the inclusion of bicycle and pedestrian facilities. According to Ben DeVore, a civil engineer and PennDOT bike/ped coordinator, mandatory use of the checklist has had a positive impact on provision of accommodation. Most accommodation needs are now identified early in the process, and design solutions can be engineered in from the start. The checklist also enables PennDOT to include local communities and transportation users; relationships are established through having one-on-one conversations with these stakeholders to determine their needs. However, DeVore's experience has shown him that the effectiveness of the checklist to a large extent depends on who uses it. Project managers are officially responsible for completing checklists, but DeVore completes the checklists for all projects in his district to ensure that adequate attention is paid to this step.

Other challenges to successful implementation remain. Patrick Roberts, a former PennDOT planner who now works as principal transportation planner for the City of Pittsburgh, asserts that local planners must work with PennDOT to ensure that accommodation needs are met on projects in their communities. While PennDOT's jurisdiction in urban areas is minor—Roberts estimates that PennDOT is involved with about 5 percent of the roads within Pittsburgh—the roads it does work on are vital for connectivity throughout the city.

Cost is always an issue, according to DeVore. ADA accommodation is absolutely required, so sometimes a project must be scaled back to incorporate all the required improvements. When multimodal needs are considered very early in the process, the costs are incorporated into PennDOT's project budget from the beginning and are not as much of an obstacle. If bike/ped improvements are added to an active project, however, the local municipality may be asked to come up with the additional funds, and that can be a problem.

Sidewalks can be another sticking point. In Pennsylvania, responsibility for sidewalk maintenance has been delegated to municipalities, so while PennDOT will build sidewalks if they are incorporated into the project design early in the process, the municipality must still sign a maintenance agreement. Local politics can play a role as well. In more rural areas where the car is king, politicians don't see a need for complete streets and are often against reducing lane capacity to accommodate other modes of transportation.

Through its Smart Transportation policy, the driving force of which is consideration of all modes, PennDOT is moving toward a complete streets perspective. The bicycle and pedestrian checklist is an important tool to make sure that accommodation issues are considered very early in the process, so that these facilities can be planned and designed into a project from the start.

For more information on PennDOT's Smart Transportation initiative, see www.smart-transportation.com. The Smart Transportation Guidebook can be downloaded at www.smart-transportation.com/guidebook.html. The Bicycle and Pedestrian Checklist, Appendix J in PennDOT's Design Manual 1A, can be found at ftp.dot.state.pa.us/public/Bureaus/design/PUB10A/Appendix/Append-J.pdf.

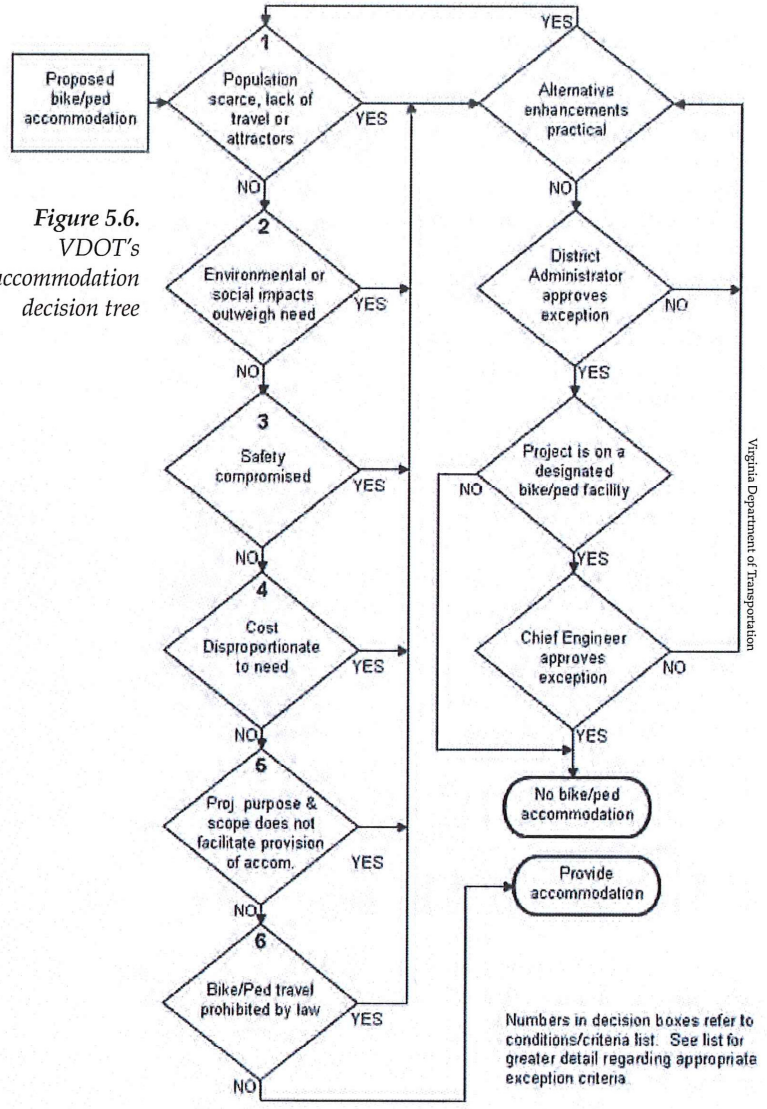


Figure 5.6. *VDOT's accommodation decision tree*

Another common innovation is the use of planning teams and early project meetings. In Roanoke, Virginia; Columbus, Ohio; and Seattle, project development starts with broad team meetings that bring all relevant departments together to coordinate everything from utilities to transit stops along a corridor.

TRAINING

A common complaint is that transportation planners and engineers have not received the technical training needed to effectively serve all transportation system users. Many learned very little in their formal education about planning and designing facilities for bicyclists, pedestrians, or transit and were taught even less about how to balance the needs of different modes. Some places with complete streets policies have conducted extensive design training on pedestrian and bicyclist facilities or ADA requirement compliance. This training is sometimes provided through traditional continuing-education forums or at state conferences, and such courses are widely available. But some planners and engineers involved in complete streets are cautious about the value of an

emphasis on technical training. They believe this may create the impression that the design of such facilities requires specialized knowledge when this should be part of routine planning and design.

Some communities have instead emphasized procedural training. This approach focuses on the meaning of a complete streets policy and the avenues to its implementation. The intent of any procedural training program is to ensure that agency staff charged with implementation of the policy are aware of the new procedures that apply to their field of work. In Columbus, Ohio, the Mobility Division conducted a training session for zoning staff to help them consider the complete streets policy in site plan review. In addition, the implementation team has offered training to public utilities to help them understand the city's expectations when they dig up roads. The division has also held training sessions for contractors, consultants, and developers to ensure that the private development community understands complete streets provisions within the land-use regulations.

Both Charlotte and the Commonwealth of Massachusetts upended their former project development processes when they moved to a complete streets approach. In Charlotte, when the Urban Street Design Guidelines (USDG) document was first adopted, staff participated in extensive discussion, review, and training sessions on applying the new six-step planning process. Eventually, the USDG methodologies will be incorporated into all land development review processes. As Charlotte moves ahead with updating its land development standards to further integrate the complete streets approach, more trainings and reviews are planned.

SUPPORTING COMPLETE STREETS AT THE REGIONAL LEVEL: METROPOLITAN TRANSPORTATION COMMISSION, CALIFORNIA

During the summer of 2006, the Metropolitan Transportation Commission (MTC), the metropolitan planning organization for the San Francisco Bay Area, adopted Resolution 3765. This document requires local jurisdictions to consider the needs of bicyclists, pedestrians, and transit riders when applying for federal or regional transportation funds, which MTC controls, for any new road project or road renovation project. The policy supports the agency's commitment to bicycle and pedestrian safety and travel, and provides a routine accommodation implementation policy for the region.

Following the adoption of Resolution 3765, MTC adopted a routine accommodation checklist in 2008 to help ensure that local jurisdictions were indeed considering complete streets principles. Though not required to include routine accommodation as part of every project, each jurisdiction applying for project funding through MTC is required to fill out the checklist for every project.



Dan Burden, the Livable and Walkable Communities Institute, Inc.

Figure 5.7. *MTC's new project checklist will encourage pedestrian and bicycle accommodation throughout the San Francisco region, including along the Embarcadero.*

The checklist asks whether bicycle and pedestrian infrastructure is included as part of the proposed project. If such provisions are not part of the project, the checklist asks for information regarding the nearest bicycle and pedestrian infrastructure that provides all users with right-of-way access. Local jurisdictions are required to complete these checklists and make them available to the public through county congestion management agency websites. They are also required to furnish their county's bicycle and pedestrian advocacy committee with copies of these checklists.

The checklist requirement is designed to encourage multimodal considerations by requiring transparency. Project sponsors may have to deal with complaints by advocates if bicycle and pedestrian provisions are not included in the project design, so inclusion of bicycle, pedestrian, and transit infrastructure in new projects is one way to help prevent potential political uproar.

In promoting complete streets principles throughout the region, MTC purposefully chose the checklist approach to help avoid conflict with county-level governments. According to Sean Co, a transportation planner with MTC, many of the region's counties typically see requirements imposed by MTC as barriers standing in the way of funding. From the county government perspective, a checklist that is just one more piece of the funding application process is preferable to a mandate that requires the inclusion of bicycle and pedestrian infrastructure in order to receive funds. This makes the resolution more politically palatable.

The routine accommodation checklist was first used for projects applying for funding through the American Recovery and Reinvestment Act. Since the implementation of the requirement, all applicants have filled out the checklist, with few complaints. This suggests that local jurisdictions are taking complete streets principles seriously, though not all of them are adopting local policies of their own.

Links to the checklists provided by the counties' congestion management agencies can be found at www.mtc.ca.gov/planning/bicyclespedestrians/routine_accommodations.htm. A copy of the checklist as it appears to those applying for funding can be found at: www.mtc.ca.gov/planning/bicyclespedestrians/Routine_Accommodation_checklist.pdf.

CREATING NEW COMPLETE STREET STANDARDS AND INDICATORS: REDMOND, WASHINGTON

In September 2007, Redmond became the third community in the Puget Sound region to adopt a complete streets ordinance. The city had taken note of its neighbors' actions, and when approached by local advocates in the Cascade Bicycle Club and Transportation Choices Coalition, it saw adoption of an ordinance as a natural progression. The ordinance codified the steps Redmond had already taken in its comprehensive plan and transportation master plan (TMP) to create a balanced, multimodal transportation network.



www.pedbikeimages.org / Dan Burden

Figure 5.8. *A supportive pedestrian environment in Redmond*

This traditional suburban-style community has undergone a number of incremental changes in its outlook and approach to planning and design. "It's another piece of the puzzle that reaffirms our commitment to moving in a different direction than Redmond was in the last 30 years," says Principal Planner Joel Pfundt. The idea of complete streets, especially its potential application in placemaking, helped build support among constituents and elected officials. While city staff felt they were already moving in this direction, the process of passing the ordinance was helpful. The city council affirmed their belief in creating streets that work for all users, which granted them ownership of the concept.

The city has a unique approach to Washington State's Growth Management Act (GMA), which requires concurrency between development and transportation. Under the GMA, local governments set a level-of-service (LOS) standard; any proposed development that causes the transportation system to drop below this threshold must be denied until transportation improvements are made to accommodate that development. Communities, including Redmond, have typically used vehicle-based LOS standards to monitor concurrency at the intersection or corridor level. This can lead to an emphasis on building wider streets to maximize vehicular throughput and causing projects to become auto-dependent even when this is inconsistent with GMA and local comprehensive plan policy.

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Massachusetts has also taken a learn-by-doing approach. When the new Project Development and Design Guide was adopted in 2006, training was offered to MassHighway (now part of MassDOT) staff as well as superintendents, town staff, and consultants working in the state. Since then, training opportunities have not been widespread; instead, staff are expected to become familiar with the guide's principles through implementation. Advocates and agency staff are supportive of more training, especially to help move away from the one-size-fits-all engineering that dominated in the past. Helping staff understand the range of acceptable approaches and partake in a more iterative approach has been a challenge, according to some.

PERFORMANCE MEASUREMENT

Performance measurement is an important tool in the implementation of complete streets policies, yet it remains a challenging area. Performance measures provide a quantitative (and sometimes qualitative) indicator of actual or potential performance of a specific street, a section of the street network, or of the street system as a whole. Communities must consider both how to use performance measures and how to measure performance.

Using Performance Measures

Performance measures may be used in several different ways to facilitate the implementation of complete streets policies (Table 5.1, p. 56).

First, performance measures can be used for needs assessment: to identify problems in the system and to assess their relative severity. In this case, performance measures are applied systemwide (e.g., to all arterial streets), usually as part of the planning process. In Roanoke, planners have developed a scoring system for major streets that takes into account safety, connectivity, and design, as well as the presence of street trees, stormwater and drainage issues, and the availability of sufficient right-of-way to accommodate all modes.

A related approach is to classify all streets in the system as to their appropriateness for complete streets treatments, in effect evaluating them for their potential performance as complete streets. Decatur, Georgia, modified the traditional street typology to account for the relationship of the street to land use, so that each new street type caters to different levels of need for various travelers, by foot, bike, or car.

Redmond, Washington, laid out a comprehensive monitoring system in its transportation master plan. The Mobility Report Card measures over 15 indicators for multimodal transportation each year; results are posted on the Internet. The report cards show the baseline value, the current year's observed value, and the target (objective) value for each indicator. This allows the city to spot trends and track progress toward goals (see sidebar).

Second, performance measures can be used to rank projects for funding in the programming process, as described in chapter 4. The methods used here may be similar to those used for needs assessment.

Third, performance measures can be used in impact assessments. In this application, the probable impact of a proposed development project on the performance of the street system is projected, and the result is used as the basis for impact fees or other exactions, such as requirements to provide bicycle and pedestrian facilities. For example, in Sacramento, traditional level-of-service (LOS) standards for the impact of development on vehicle traffic have been relaxed to accommodate development that may improve conditions for other modes. In Redmond, where the state requires concurrency for developments, the city is developing a new plan-based system that will let them measure impact on a network basis rather than through corridor LOS measures.

Fourth, performance measures can be used to evaluate the effects of a policy or project on the performance of the system and to assess whether it achieved its goal. These before-and-after studies are important for building a base of evidence for the effectiveness of the complete streets approach and can be instrumental in justifying further investments in complete streets projects. Although it has been common to measure changes in vehicle traffic before and after implementation of traffic-calming programs, impacts on other modes are rarely measured. When operating under a complete streets framework, jurisdictions can measure traffic volume of all modes, note any modal shifts, and track the number of crashes and injuries incurred by all roadway users. (See Table 5.1, p. 56.)

Measuring Performance

These uses of performance measures are standard, but for complete streets some of the metrics being used are new. In all four applications, it is standard practice to use vehicular LOS, which focuses on the automobile alone. In using performance measures to implement complete streets policies, communities are expanding the range of measures used to account for multiple modes and to achieve a broader range of objectives.

In developing appropriate methods of performance measurement, communities must consider three interrelated concepts. First, performance can be measured as inputs, outputs, or outcomes. Inputs are the initial actions taken by the community to achieve the desired goal. For complete streets, inputs could include adoption of complete streets policies or dollars spent on complete streets projects. Outputs are the direct result of these actions and could include the number of projects completed, the extent of the bicycle or pedestrian network, or the characteristics of that network. For example, Seattle has set goals with respect to numbers of sidewalks, crosswalks, and street trees. Charlotte measures crossing distances, bike lanes, and corner radii. Outcomes, in contrast, reflect the impacts on the users of the system, and include counts of users, mode shares, and crashes, as well as subjective assessments such as perceived safety and user satisfaction. Most before-and-after studies focus on outcomes; however, because outcomes tend to be harder to measure, they are less often used in needs assessments and other applications.

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Redmond is replacing its vehicle-based intersection LOS standard with plan-based concurrency, which allows for a transportation system that can accommodate the network of complete streets envisioned by the community. In this way, the implementation of the transportation plan will explicitly support achievement of the comprehensive plan's visions and policies.

The plan-based approach is also intended to be simple and predictable. The city used its transportation model to calculate "mobility units," or person-miles of travel, provided by existing streets and public transportation service to offer a quantifiable moving capacity. Each development proposal is analyzed to estimate the number of mobility units it will generate. This is compared to the available mobility units within the city's Six-Year Transportation Improvement Program/Capital Improvement Program. The city's land-use growth target and 2022 transportation facility plan (TFP) set the total allowed amount of person-miles traveled. As long as the land-use growth target and the development of the transportation system remain proportionate, the LOS standard, and therefore the concurrency requirement, is met.

In the TMP, Redmond created a mobility report card measuring a variety of indicators: concurrency; completion of the 2022 TFP; a.m. mode share; school bus ridership; public transportation travel time and service frequency; average weekday boardings on public transportation; service hour targets for local public transportation; p.m. peak-hour VMT; changes in traffic volume across key screenlines; average traffic growth by transportation management district; roadway volume-to-capacity ratios along selected screenlines; percentage of pedestrian environment designed to "supportive" standards; completion of the bicycle network; number of vehicle, pedestrian, and bicyclist collisions; and status of the Three-Year Priority Action Plan. This information supplements the concurrency management system and is used to evaluate the performance of each mode.

Annual mobility report cards are available to download from http://redmond.gov/connectingredmond/policiesplans/tmpprojectdocs.asp.

TABLE 5.1. PERFORMANCE MEASURE ROLES AND EXAMPLES

	Description	Examples
Needs Assessment	Systemwide assessment of multimodal conditions and identification of problem spots in planning process	Roanoke: Scoring system for major streets that takes into account safety, connectivity, and design, plus right-of-way availability, street trees, stormwater and drainage issues Louisville: Bike-friendly index calculated for collectors and arterials, for use in bicycle master plan Decatur: Modified typology of street types to take into account relationship to land use Redmond: Annual mobility report card
Project Prioritization	Comparison of proposed projects with respect to severity of problem and potential impacts	Seattle: Prioritization of projects that have the most impact on network completion.
Impact Assessment	Forecast of potential impacts of proposed project, often as basis for impact fees or exactions	Sacramento: Relaxation of traditional vehicle LOS standard from C to D or E near transit in assessing development impacts Charlotte: New LOS for bicyclists and pedestrians at intersections Redmond: new plan-based concurrency system
Project Evaluation	Measurement of multimodal conditions before and after implementation of project	Seattle: Before and after evaluations of mode shift, volumes, crashes Charlotte: Before and after evaluations of volumes, speeds, crashes New York: Sustainable Streets goals and measures

Second, to be effective, performance measures must be closely tied to planning goals: each must measure a relevant aspect of system performance. If the goal is to increase walking and bicycling or to improve safety for these modes, then performance measures should measure these outcomes. In developing performance measures, communities should thus take the goals of their complete streets policy as their starting points. Note that inputs and outputs tend to be less directly related to goals than are outcomes.

There are two important corollaries to this concept: (1) If performance measures do not match goals, they will bring confusion to planning and programming processes. Decisions based on those performance measures are likely to lead the community in unrelated directions. (2) Goals should have performance measures. Goals without performance measures are likely to get less attention in the planning process because it is harder to document problems and evaluate solutions.

New York City has developed an extensive process for matching goals and measures. The Sustainable Streets strategic plan sets a number of goals for the transportation department. Each is accompanied by a number of benchmarks for measuring success—including improved safety and mobility, good maintenance of infrastructure, well-developed placemaking policies, and the incorporation of sustainability objectives into projects, among others—that are to be measured annually. As the agency works through the plan, it will update and add new goals on a continual basis. The department expects to

hold staff retreats every year or two, where employees will discuss what has been achieved and what new goals they should set.

One challenge is measuring a complete streets network's outcomes related to long-term community goals that reach far beyond the immediate transportation realm, such as goals to increase the physical activity of residents or decrease the emission of greenhouse gases. In the first instance, the public health community has been exploring ways to measure the effectiveness of transportation investments in altering behavior, mainly through the development of health impact assessment tools.

Third, all four uses of performance measures may require the establishment of standards by which performance can be judged. These standards should, of course, be tied to the goals of the community and can be viewed as the quantification of those goals. However, standards may be constrained by practical limitations. For example, while it might be the goal of the community to eliminate all crashes, physical and financial constraints may make this standard unachievable. Still, standards can be used to judge the severity of an existing problem (how far below the standard an existing situation is) or the effectiveness of a proposed or implemented solution (whether or not the solution achieves the standard). Redmond's mobility report card is a good example of the use of standards, or targets, to evaluate progress toward goals.

Level of Service

The traditional performance measure for street design is level of service as calculated based on the current version of the Highway Capacity Manual (HCM) published by the Transportation Research Board. This measure, in all its forms, is a function of the ratio of the number of cars on a road to the road's carrying capacity, and it is expressed by assumed delay for each vehicle. Historically, it has been used to calculate how much road capacity is needed to serve a given volume of vehicles, and it is directly tied to the goal of reducing congestion and delay; in most common use, LOS A represents free-flowing automobile traffic, and E or F represent complete congestion. Although it has the advantage of being highly standardized and widely used, traditional vehicular LOS is not a relevant measure for the complete street goal of providing a safe and convenient environment for all users.

Efforts to develop bicycle and pedestrian LOS measures go back at least to the early 1990s, following passage of the federal Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991. A forthcoming revised version of the Highway Capacity Manual should include methods for measuring the quality of travel for bicyclists and pedestrians, including comfort and sense of safety. (A preliminary description of this methodology is in TRB NCHRP 2008.)

In the meantime, communities have been developing their own methods for measuring bicycle, pedestrian, and transit LOS. For example, Louisville developed a metric that factors in speed limits and traffic volumes to create a rating that captures bike friendliness. Seattle is developing a new LOS approach, while Decatur is using the preliminary new HCM approach.

Although there are many benefits to standardization of measures across communities, appropriate measures may also vary, depending on a community's goals. In general, bicycle, pedestrian, and transit LOS measures tend to be more complex than vehicle LOS; they attempt to measure the quality of the travel experience rather than just throughput. Some communities are not pursuing new LOS measures, instead choosing more qualitative measures of success.

In practice, communities have been using these new measures in addition to the traditional vehicle LOS measure, not in place of it. They have both expanded their measures of vehicle standards (e.g., to include crashes), and they have added measures of LOS for other modes. In Massachusetts, vehicle LOS is one of many "measures of effectiveness," and designers are directed to calculate and provide a "reasonable LOS for all users." The state's new Project Development and Design Guide offers tools to do so, including guidance on balancing LOS measures for different users at intersections, where automobiles and nonmotorized users so often come into conflict.

It may be important to continue to measure traditional vehicle LOS in order to provide a balanced assessment across all modes and to alleviate potential concerns about negative impacts on vehicles. Modifying rather than rejecting the traditional performance-measurement approach seems to have smoothed the way for many complete streets projects. For example, the added analysis now used by the Charlotte DOT is credited by lead planners as a key reason their complete streets policy works and is supported by staff. "We're not changing our analysis but instead doing more of it," says Norm Steinman, planning and design division manager. Staff engineers in particular appreciate the use of logic and analysis to justify complete streets design.

SETTING UP AN EXCEPTIONS PROCESS

Creating a clear exceptions process has been a central issue in many jurisdictions transitioning to the complete streets approach. During the policy adoption process, exceptions are often hotly debated and can make or break political support for the policy.

Once a complete streets policy is in place, a clear and fair exception process can enhance credibility, ease fears of both opponents and proponents of change, and provide a guide for planners. Redmond's ordinance is short and to the point, outlining three exceptions to its policy: where accommodating all users would be contrary to public safety; where there is no identified long-term need; and where the public works director allows a documented exception in specific situations. The exceptions process forces staff to be systematic and to consider all options.

In Massachusetts, eliminating discrepancies in the existing exceptions process was a top priority for the new project guide. Now, any exceptions to the guide's standards are handled each month by a review committee of senior-level engineers from across the state, according to a standard, documented procedure. (See sidebar, p. 83.)

As noted, the Virginia DOT has created a new project scoping form, decision tree, and guidance document to assist in determining exceptions to its policy. In Seattle, a checklist process is used, but the approval of an exception is not the end of the story. If complete streets improvements were identified in the process but were unable to be included in the final scope, one of the city's transportation divisions is required to include that need in its list of projects, regardless of funding. In this way, user needs are not lost or written off.

Cost Exceptions

The worry that complete streets policies will break the bank is very common and has spurred many communities to provide for cost exceptions. While worries about cost are sometimes overstated (see Chapter 6), many places have accepted the FHWA's 2000 guidance defining "excessively disproportionate" as costs above 20 percent of total project costs. But the guidance also uses this phrase from the Oregon law: "if the cost of establishing such paths and trails would be excessively disproportionate to the need or probable use." In Oregon, accordingly, a project in a high-use area for bicycling and walking has no ceiling.

BRIDGING THE GAP: SEATTLE

Seattle has been swift and methodical in its implementation of complete streets. With the adoption of its nine-year "Bridging the Gap" transportation funding levy, Seattle pledged not only to reduce its backlog of transportation maintenance, make seismic upgrades to bridges, and increase public transportation speed and reliability but also to allocate funds to creating complete streets. Six months later, the city council adopted an ordinance so that all transportation projects, not just those funded through Bridging the Gap, would improve travel for all users. Barbara Gray, transportation system design and planning manager in the Policy and Planning Division at the Seattle Department of Transportation (SDOT), credits both policies for providing SDOT with "a consistent and formal approach to improving the right-of-way for all users."

Gray indicated that SDOT had been moving toward a more integrated approach to delivering complete streets under the leadership of Director Grace Crunican, but the ordinance provided the legislative authority to ensure that decisions about project design did not happen unless the needs of all modes were considered. The first big step to break down silos within the transportation department had been to allow the SDOT bicycle and pedestrian program team to review repaving and channelization projects for opportunities to improve rights-of-way for bicycle and pedestrians. Upon adoption of the ordinance, this process expanded significantly.

Today, SDOT policy requires all capital major-maintenance projects (such as repaving) to have a thorough complete streets review, and staff are directed to look for ways to make each project consistent with the complete streets ordinance. An internal complete streets steering committee was formed to help clarify and define the daily operational practices that SDOT would take to implement complete streets. This group also provides design oversight to the team of project managers and planners responsible for project design. A citizen oversight committee meets quarterly to review project completion and ensure consistency with the goals of the Bridging the Gap levy, including the complete streets mandate.

An energized SDOT soon began to roll out projects. Seattle has added sidewalks, crosswalks, and curb extensions; installed shared-lane pavement markings (sharrows); painted green bike lanes; established bioswales; planted trees; improved signage; and added new curb extensions at bus stops (bus bulbs). Bicycle parking has replaced auto parking in some parallel parking spaces (bike corrals). Many streets have been rechannelized (i.e., road diets have been implemented), converting four-lane streets into three-lane streets (two travel lanes and a center turn lane) with bike lanes. These projects have given pedestrians a leg up as well, as the city is more inclined to install unsignalized crosswalks across three lanes but not four.

On Rainier Avenue South, bus bulbs help buses save time by allowing them to pick up passengers without moving in and out of the parking lane. Buses also have priority signals so green lights stay green longer and red lights switch faster when buses approach. On Second Avenue and Fourth Avenue downtown, new street designs include bus bulbs, green bike lanes at potential vehicle/bicycle conflict points, advanced stop bars, sharrows, and bus-priority signals. A pilot project along Aurora Avenue (Highway 99) will include closing one of the entry points from a residential street that feeds onto Aurora, creating a "street end plaza" and expanded waiting area at this heavily used bus stop location. If successful, this project is very likely to be replicated in another location where sidewalks are narrow and bus ridership is high. This new plaza will convert car space to pedestrian space in order to give more room for bus shelters and waiting passengers without significant impacts on local businesses or residents.

Part of SDOT's success lies in infusing complete streets principles into all guiding documents—the transportation strategic plan, the transit plan, and the pedestrian and bicycle master plans, among others—as defined in the ordinance. Such integration helps expand complete streets policies into daily operations, making it standard for all staff. It will also eventually influence the capital improvement program (CIP) planning process, when all CIP projects (with the exception of very small projects or those that are considered to be routine maintenance) will be subject to the internal complete streets checklist.

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Seattle Department of Transportation

Figures 5.9–5.10. *Before-and-after shots of pedestrian improvements on Sixth Avenue in Seattle*

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Seattle's CIP involves a wide range of projects, from bridge repair and construction to trail extensions and roadway repaving. Although the CIP is a six-year plan, SDOT has a nine-year paving plan. This look ahead at paving projects has been instrumental in complete streets implementation, and SDOT has leveraged these projects to implement complete streets in every case since 2007, when the Bridging the Gap levy was passed. As the city updates its planning documents with the complete streets outlook and looks at new data, priority projects will emerge and be slated for implementation, either through the CIP or through one of SDOT's annual funding programs. The 2009 update to Seattle's pedestrian master plan used a variety of GIS indicators, such as income, pedestrian generators, and density, to locate priority areas for pedestrian improvement. From this, planners look for what's missing in the system, prioritizing projects that will have the most impact and help create a complete network for pedestrians, especially those who are most dependent on walking and transit.

Three to four years out, those priority projects found through the planning process will be put through a complete streets checklist. This allows SDOT time to work with different divisions to link needed improvements and to secure funding. After this, the project goes to design. At the design reviews conducted 30, 60, and 90 percent of the way through the process, all involved city stakeholders will ensure that the designs follow the input communicated through the checklist. When complete, the checklist is signed by each key member of the SDOT project team, then by the SDOT director. If complete streets improvements are identified in the process but not included in the final scope, one of SDOT's divisions is required to include that need in its list of projects, to ensure that user needs are not lost simply because current funding is not available.

In 2005, Seattle made major revisions to its Right-of-Way Improvements Manual, a design standards manual that is used primarily by private developers. While the document has routine accommodation language, SDOT felt it did not fully express the complete streets policies set forth in 2007 and 2008. Seattle depends on private developers' work for smaller sections of corridors and encourages all projects in the right-of-way to be consistent with complete streets policies. The ordinance officially applies only to SDOT-funded projects, so private developers are not required to comply. However, many see the benefit of improving pedestrian, bicycle, and public transportation quality and have made commitments to such improvements as key pieces of their projects—another demonstration that complete streets can also be good for business.

The Right-of-Way Improvements Manual and related roadway design standards are scheduled to be updated in 2010 through 2011 and will contain a stronger focus and message about complete streets. Until that time, SDOT will continue to use state-of-the-practice designs and encourage others to do the same. "Our new designs just create new internal standards," says Strategic Advisor Darby Watson. "Our design has not changed a whole lot; it's more our willingness to look at streets in a new way." Innovative designs for road diets, longer street tree pits, bike boulevards, pervious sidewalks, bio-swales, and green bike lanes have been integrated into internal design standards so they become regular practice. If a pilot program shows results, it is added to the list as well. "The more we can add to the standards, the fewer prolonged debates often resulting from 'new' or 'nonstandard' design details are needed. The constant debate about the details can really slow a project down," says Gray, so standardizing innovative approaches improves efficiency and makes a difference on the ground quickly.

Seattle has been measuring its success as well. The Bridging the Gap initiative sets clear goals for SDOT, such as building 117 blocks of new sidewalks, restriping 5,000 crosswalks, planting 8,000 new street trees, and developing a pedestrian master plan. SDOT has also begun to examine how best to use LOS indicators for different modes; a new LOS measure for Seattle is being considered for the near future, Gray says. On a case-by-case basis, SDOT conducts before-and-after evaluations to measure mode shift, volumes, and crash data. For every road diet project, an "after" study is done one year after installation. In the broader sense, though, Gray feels that it will be harder to measure performance as time goes on because complete streets will be "just standard practice." Seattle is investigating a way to overcome that barrier but has yet to find the answer.

Seattle has not been blocked by the costs in developing complete streets. While some complete streets work is funded by the Bridging the Gap tax levy, many are funded through traditional means. Here, making good plans steeped in complete streets principles helps tremendously. "With good planning and information shared across departments several years out, we can leverage the dollars much more effectively," notes Gray. "Planning in advance makes complete streets much easier to accomplish." Projects can also be done incrementally to help manage costs and expectations.

Seattle employs a number of low-cost methods to improve its transportation system. When repaving a street, staff will consider a new configuration in the existing right-of-way that creates space for bicyclists or improves traffic flow for automobiles. They may flag the location as needing further study later on, when more funding can be attached. Painting and signing stop bars greatly improves the pedestrian environment and can be done for the low cost of paint when repaving or intersection redesign work is occurring. When moving signal detectors, SDOT will install bike loop detectors so cyclists can activate the signal without needing to wait for a vehicle. Installing bike corrals is another low-cost technique that signals bicyclists are welcome in the area.

Many times, it is best for SDOT to do all the improvements at once, benefiting from the economies of scale and lessening inconveniences on travelers by closing portions of the street only once. Furthermore, priorities among the divisions can be aligned so that all modes can benefit from a project. If a road is due for sidewalk improvements and will already be rechannelized after a repaving, SDOT will try to pair up the projects. On bridge projects, where adding a nonmotorized trail is far too costly, SDOT takes a "do no harm" approach. So long as the design does not preclude inclusion of that trail in the future, SDOT can plan to do it when funding can be secured.

Gray strongly believes complete streets policies have been valuable "from elected officials on down, at every level of the city" and in engaging with the public. "It's just our system now." Each project brings debate, but SDOT has good support and policies to reinforce its efforts. For Seattle, it is not about convincing people; it is about getting the systems in place to ensure complete streets is standard operating procedure. The policies have caused them to consider each project as a part of the whole city. "I'm hopeful that the work we are doing lays the groundwork for other cities—that would be an incredible measure of success," concludes Gray.

Seattle's complete streets ordinance (ordinance no. 122386) can be accessed at http://clerk.ci.seattle.wa.us/~public/CBOR1.htm. Read more about the Bridging the Gap initiative at www.seattle.gov/Transportation/BridgingtheGap.htm.

Other communities have also rejected specific ceilings. Seattle initially capped complete streets elements when they added 20 percent or more to total project cost, but city planners later decided that every project should be evaluated individually. If the costs add 21 percent but the benefits outweigh the costs, the project is just as valid as one where the complete streets elements add 19 percent to the cost.

When creating guidance for the TransNet tax extension, San Diego's regional agency, the San Diego Association of Governments (SANDAG), decided not to set a percentage threshold over which costs would be deemed excessive, instead allowing policy makers to make these decisions on a case-by-case basis. If an agency decides that costs would be excessively disproportionate to the need or probable use, the agency must provide documentation and justification for its decision, go through a public hearing, and have the exemption approved by SANDAG.

Some communities are placing less emphasis on an exceptions process aimed at individual streets and more emphasis on creating a variety of street cross-sections, new street typologies, or network plans that clarify what facilities will be placed in what contexts. Smaller communities, such as Boulder, Colorado, and Decatur, Georgia, are thus able to identify future improvements across the entire street network, if not on every street.

THE BALANCING ACT: MEETING THE NEEDS OF VARIOUS USERS

To successfully balance user needs, planners must first change the way in which automobile traffic congestion is viewed. But the dominance of the automobile paradigm is not easy to displace. Patrick Roberts, a former PennDOT planner who now works as principal transportation planner for the City of Pittsburgh, laments the lack of state or national policies mandating equity for the needs of all transportation modes. AASHTO and other standards are still focused on planning for cars, and ensuring capacity for automobiles puts pedestrian and bicycle facilities at a disadvantage when funding or right-of-way is limited. He would like to see policies that allow for a reduction in automobile capacity in order to provide accommodation for other modes.

Such a change is an especially tall order for state DOTs, with their primary missions of supporting long-distance travel. But at the municipal level, some of the most successful policies have directly addressed the way that complete streets affect automobile traffic. Santa Barbara, California, and Seattle have embraced complete streets as a way to increase the capacity of the transportation network, but communication and education are essential for acceptance. For example, Seattle has launched a public awareness campaign and "Commuter Toolkit" with information about the city's efforts to be more walkable, bikeable, and transit-friendly, tips on reducing automobile dependence, and a poster illustrating the space 200 people take up if they are in cars, on light rail, on a bus, or riding bicycles.

Once the rights of other modes to share the streets are recognized, the balancing act has just begun. Many projects need creative solutions so improvements for one mode do not overly burden others. The recently completed project on Stone Way North in Seattle is a poster child for this kind of balance. Stone Way is a low-traffic freight corridor with strong pedestrian and bicycle usage: the perfect candidate for a road diet. "In the design phase, there was a lot of fear," says Darby Watson, the strategic advisor in SDOT's policy and planning division. Local bicyclists wanted bike lanes on both sides of the roadway, but freight users worried about reduced access to light industrial areas. SDOT brokered a compromise, installing bike lanes along the street's uphill side, where cyclists would be moving more slowly, and shared lane pavement markings, or "sharrows," along the other, where the grade would allow them to move close to the

SIDEWALKS

It is very common across the United States for sidewalk construction and maintenance to be considered a separate responsibility from road building. In many cases, adjacent landowners are responsible for construction, maintenance, and snow removal. The practice stems from English common law and has proved a significant barrier to complete streets implementation in some places. At the local level, aside from residents who want to maintain a "rural feel," other residents are resistant to sidewalks because they do not want to have to repair them or shovel snow off them.

The New Jersey DOT and the Alan M. Voorhees Center issued a report on sidewalk construction and maintenance in New Jersey (VTC and Carmalt 2006), which includes a national assessment and overview. It states, "As a result of the complicated and multi-layered responsibility for sidewalk siting, construction and maintenance, varied municipal ordinances, and varied perceptions among decision makers about the need for sidewalks, the current sidewalk network in New Jersey is fragmentary and incomplete. This network has less utility than a complete network because potential pedestrians may forgo walking trips if they cannot rely on the presence of a safe facility all the way to their destinations." The report recommends that laws should be changed so jurisdictions responsible for the road should also be responsible for the sidewalk.

Some communities with complete streets policies, such as Colorado Springs, Colorado, are addressing this issue by taking back responsibility for sidewalk construction and maintenance. Several communities have launched sidewalk retrofit programs, including Charlotte, in which the city installs new sidewalks based on where they are most needed, as well as residents' requests (see www.charmeck.org/Departments/Transportation/About+Us/Sidewalk+Program+FAQ.htm).

speed of traffic. The sharrows allow bicyclists to blend with traffic, easing the freight users' concerns. The route has seen an increase in bicycle traffic with no lessening of freight use, and Watson notes that the project actually improved accessibility for freight users. Here, being creative and listening to all parties was essential for successful implementation.

While bicyclists and pedestrians tend to get the most attention, a true complete streets policy is more inclusive. ADA requirements have pushed a few policies toward implementation. The origins of the complete streets movement in Sacramento can be traced back to a 2002 court decision requiring ADA-compliant sidewalks and curb ramps along all public streets. (See sidebar, p. 41.) In Pennsylvania, PennDOT compliance with federal ADA requirements has been key in revising agency design guidelines for accommodating pedestrian access.

The needs of older Americans have driven policy adoption in some places, most notably in Hawaii. But a recent AARP study found that a majority of policies do not adequately address the needs of older adults. In response, AARP issued the report *Planning Complete Streets for an Aging America*, which includes three design principles that make streets safer for older drivers, pedestrians, bicyclists, or transit users: (1) reduce vehicle speeds for safety and improved reaction time; (2) make the physical layout easy to navigate; and (3) simplify the visual environment to make it easier to interpret visual cues.

Transit is also an important component of complete streets. Pedestrians and bicyclists need access to transit vehicles, and finding ways to speed transit vehicles can improve transit performance and attract ridership. In Boulder, accommodating and encouraging public transportation use has been a major tool in achieving transportation master plan goals. The city's Community Transit Network features bus routes with well-designed and conveniently sited stops on several major corridors.

Oftentimes, simply bringing transit agencies to the table is an important first step for complete streets implementation. "Transit agencies don't know what to ask for, and engineers don't know what to design for," says Ron Kilcoyne, general manager of the Greater Bridgeport Transit Authority in Connecticut and a longtime proponent of transit agency involvement in street planning. In Roanoke and Seattle, the transit agency is involved in street design review from the very first meetings. Louisville's transit agency participated actively in the rewrite of the city's street manual. The transit agency in Colorado Springs is part of the city government and works closely with the planning and engineering departments to ensure that project designs support transit. Once transit agencies are part of the process, they can advocate for better bus-stop placement, space in the streetscape for shelters, and consistent provision of crossings.

Another important complete streets constituency is lower-income residents who rely more heavily on transit, bicycling, and walking for transportation yet often don't have the time or resources to fight for better facilities on a project-by-project basis. According to Mike Piscitelli, transportation director for New Haven, Connecticut, the city's complete streets policy has "been a way to create an identity around something that's been around the city for a while as an important priority. Creating a system for it has allowed us to move beyond the advocacy groups in higher-income neighborhoods. We spend a lot of time on the social justice side of it."

RELATIONSHIPS WITH OTHER JURISDICTIONS

A survey of planners and engineers conducted by the Institute of Transportation Engineers found that the most commonly cited barriers to multimodal planning are the conflicts that arise between jurisdictions: between local governments and state DOTs, between MPOs and local governments, and between MPOs and states. Most jurisdictions do not control all of the roads

within their boundaries; roads can be built and maintained by states, counties, cities, townships, or private developers. Conflicting goals and design standards can result in an abrupt character change along a roadway or a stalled project that never gets off the ground at all. These issues were reported widely during our case study interviews. (See the Decatur case study, p. 25, and the Charlotte case study, p. 48.)

For example, Louisville Metro's complete streets policies have helped the municipality communicate its complete streets vision to Kentucky's DOT, which controls many roadways in the rural part of the metro area. And while the policy in Rochester, Minnesota, is quite new, it has already been used in negotiations with the state. When the Minnesota DOT recently sent the city its plans to refurbish a highway through the city, the city council noted the new complete streets policy and requested that inclusion of bike lanes be considered.

On the other side of the equation, state DOTs with complete streets policies report challenges in working with local communities and developers that do not necessarily share their vision. In Massachusetts, land-use and subsequent transportation decisions are entirely within the jurisdiction of municipalities, which are exempted from following the state's Project Development and Design Guide. According to Rosalie Anders, a member of the state's bicycle and pedestrian advisory board, "there needs to be a lot of education on the local level." A former planner at PennDOT struck the same note on the need for local planners to educate the public and build support. PennDOT focuses on designing projects and maintaining facilities, not planning, so the agency is heavily reliant on the efforts of local planners and municipal staff as well as existing bicycle or pedestrian plans that document facility needs.

Smaller communities lament their inability to provide a more complete network beyond their borders. The relationship with its MPO—and meeting funding criteria—has been a challenge for Boulder, Colorado, as detailed in Chapter 6. University Place, Washington, controls all the roads within its borders, which has allowed this community to make dramatic on-the-ground changes. However, no adjacent jurisdictions have extended any of the town's bike lanes—though a new countywide complete streets policy may change that. In contrast, the Sacramento region enjoys an interlocking web of jurisdictions with complete streets policies. Policies are in existence at the state, MPO, county, and city levels.

CONCLUSION

The transition from traditional automobile-centered transportation planning to complete streets is almost always a long one. Staff must learn not only new design techniques but new procedures and new ways of thinking through problems. A clear commitment to a complete streets approach, with the support of the community's leadership, is the best compass to guide planners and engineers through the transition.

AN ACT concerning roads.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 5. The Illinois Highway Code is amended by adding Section 4-220 as follows:

(605 ILCS 5/4-220 new)

Sec. 4-220. Bicycle and pedestrian ways.

(a) Bicycle and pedestrian ways shall be given full consideration in the planning and development of transportation facilities, including the incorporation of such ways into State plans and programs.

(b) In or within one mile of an urban area, bicycle and pedestrian ways shall be established in conjunction with the construction, reconstruction, or other change of any State transportation facility except:

(1) in pavement resurfacing projects that do not widen the existing traveled way or do not provide stabilized shoulders; or

(2) where approved by the Secretary of Transportation based upon documented safety issues, excessive cost or absence of need.

(c) Bicycle and pedestrian ways may be included in pavement resurfacing projects when local support is evident or bicycling

and walking accommodations can be added within the overall scope of the original roadwork.

(d) The Department shall establish design and construction standards for bicycle and pedestrian ways. Beginning July 1, 2007, this Section shall apply to planning and training purposes only. Beginning July 1, 2008, this Section shall apply to construction projects.

Section 99. Effective date. This Act takes effect July 1, 2007.

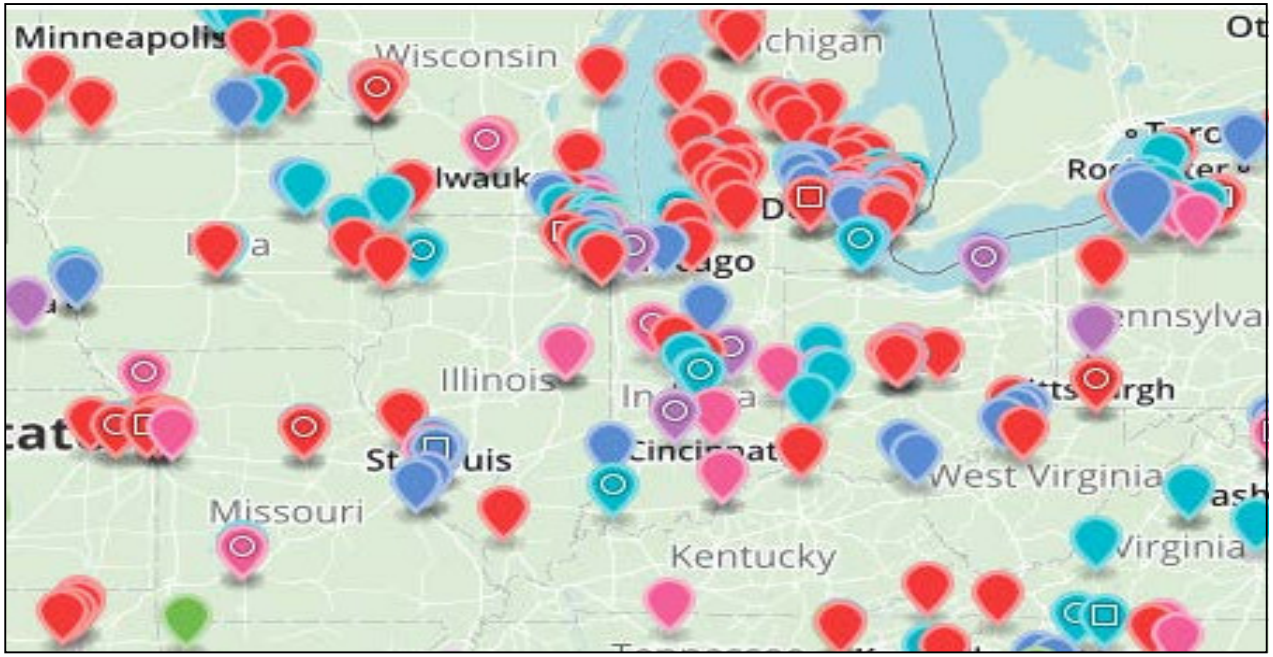
Complete Streets Policy



Jim Karch, P.E., CFM
Director of Public Works
June 20, 2016

What Makes Streets Complete?

- Place emphasis on multimodal usage of both public streets and sidewalks in the planning process
- Comply with Federal and State regulations
- Proliferation of Complete Street Policies nationwide:
  - 31 States / 700 units of local government (26 within Illinois)



Source: http://www.smartgrowthamerica.org/complete-streets/changing-policy/complete-streets-atlas

Specifics of Ordinance Proposals:

- Complete Streets implementation is opportunistic in nature.
- As streets are resurfaced or reconstructed, existing master plans that stress multi-modal transportation are used.
- In new neighborhoods, bike paths during planning phases. Sidewalks are constructed at the same time as the streets instead of sidewalks being built as individual lots are developed.
- A yearly evaluation of progress towards a comprehensive complete streets network would occur.

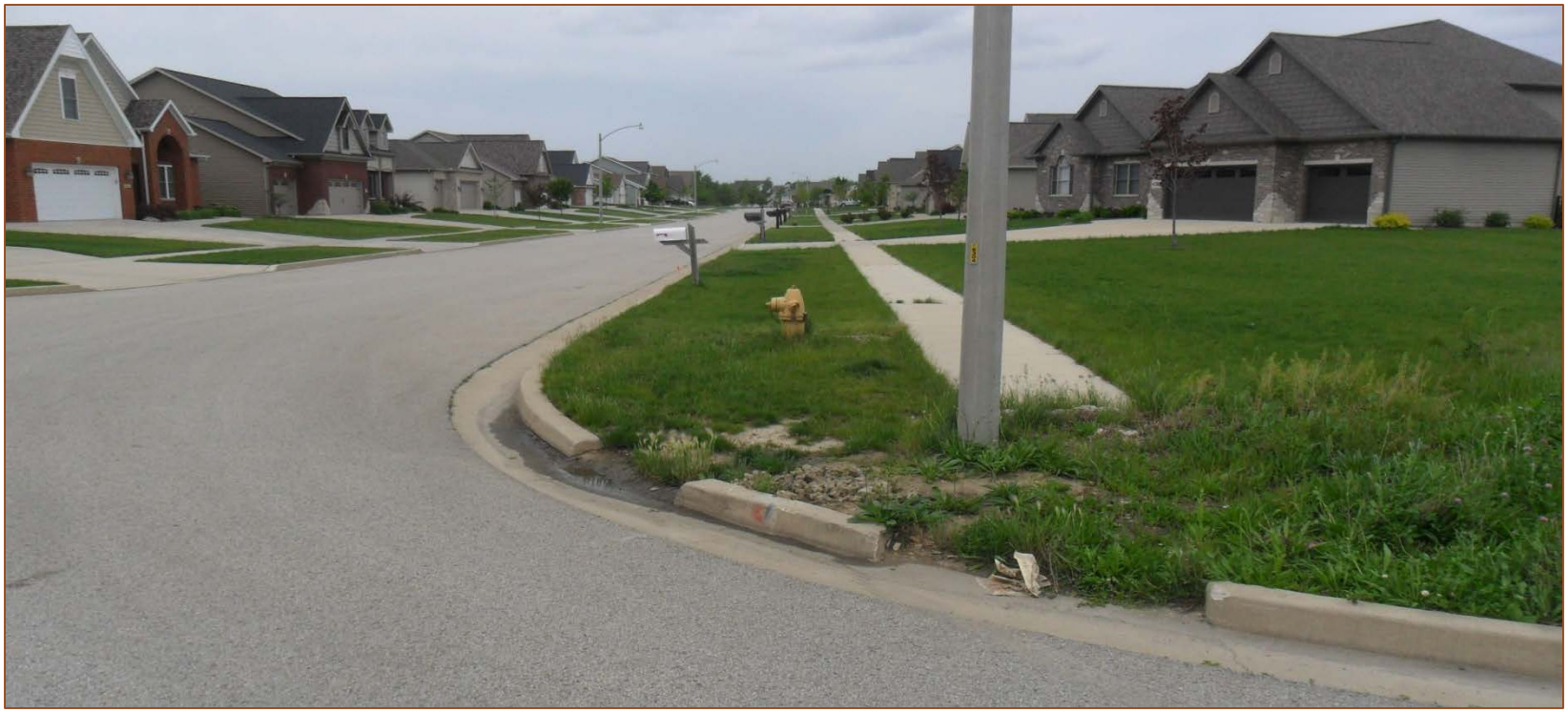
Implementation of Complete Streets

- Consider both the Bike and Sidewalk Master Plans
- Update Manual of Practice and other construction-related codes
- Cooperation with the Town of Normal moving forward



New Developments and Sidewalks

- New developments are an important consideration in implementing a comprehensive Citywide Complete Streets Policy.



Where the sidewalks end…

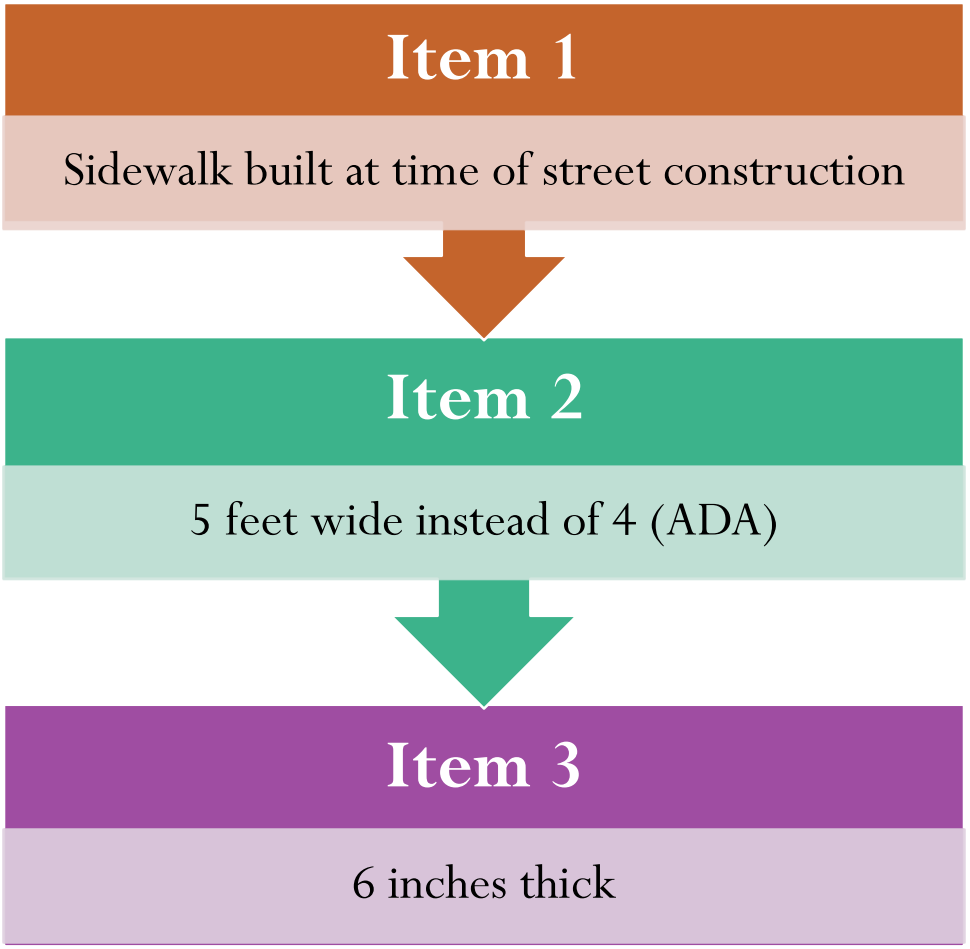
- Low neighborhood-wide connectivity
- Narrow sidewalks
- Timeliness of completion of sidewalks







Manual of Practice Changes





Questions or Comments?

ORDINANCE NO. 2016 - _____

AN ORDINANCE OF THE CITY OF BLOOMINGTON ADDING ARTICLE XII TO CHAPTER 38 OF THE BLOOMINGTON CITY CODE, MAKING COMPLETE STREET PRACTICES A ROUTINE CONSIDERATION FOR TRANSPORTATION PROJECTS AS AN OPPORTUNITY TO IMPROVE PUBLIC STREETS FOR PEDESTRIANS, BICYCLISTS, AND TRANSIT USERS REGARDLESS OF AGE OR ABILITY.

WHEREAS, the term "Complete Streets" describes a comprehensive, integrated transportation network with infrastructure designed for safe and convenient travel for all users, including pedestrians, bicyclists, motor vehicle drivers, public transportation users and people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities; and

WHEREAS, pedestrians and bicyclists are injured each year on roads in the United States with children and older adults at greatest risk, and the occurrence and severity of pedestrian and bicyclist injuries could be decreased by implementing Complete Streets practices; and

WHEREAS, hundreds of jurisdictions in the United States have adopted Complete Streets policies, including the State of Illinois; and

WHEREAS, the State of Illinois has amended the Illinois Highway Code to adopt Complete Streets practices and the Illinois Department of Transportation encourages local communities to create Complete Street policies that are suited to local conditions; and

WHEREAS, the City of Bloomington has placed a priority on implementing policies that recognize the importance of addressing the transportation needs of pedestrians, bicyclists, and public transportation riders, through adoption of the Bicycle Master Plan, Sidewalk Master Plan, and the 2015 Bloomington Comprehensive Plan, which calls for adoption of a Complete Streets policy; and

WHEREAS, the adoption of Complete Streets practices is also an economic development tool identified in Chapter 6 of the 2015 Bloomington Comprehensive Plan which improves access to local resources, including the City's Downtown Business District, reinforces connections between business districts and adjacent neighborhoods and enhances the quality of life for local residents; and

WHEREAS, the City of Bloomington has implemented Complete Streets practices in the past including Americans with Disability Accessible (ADA) sidewalks on all new and resurfaced City streets, an extensive multi-use trail system and most recently on street bike lanes; and

WHEREAS, the City of Bloomington continually works to improve the safety of city streets, enhance the quality of life of residents, encourage active living, and reduce traffic

congestion and fossil fuel use by providing safe, convenient, and comfortable routes for walking, bicycling, and public transportation.

NOW THEREFORE, the City of Bloomington City Council does ordain as follows:

Chapter 38 is amended to include new Article XII that reads as follows:

CHAPTER 38: STREETS, SIDEWALKS, AND OTHER PUBLIC WAYS

ARTICLE XII: COMPLETE STREETS

Section 180. Complete Streets

180.1 Definition: Vehicular, public transportation, bicycle, and pedestrian modes are integral to the transportation system, and the City of Bloomington views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers and to increase quality of life within the City of Bloomington.

180.2 Implementation. To best balance the needs of all users and provide increased flexibility in design the City will use design guidelines in accordance with the most up to date, relevant standards and best practices available on all new or existing transportation routes.

Design standard references may include but are not limited to;

a. The Manual of Practice for the Design of Public Improvements in the City of Bloomington, Illinois
b. Illinois Department of Transportation (IDOT) Bureau of Local Roads and Streets (BLR) Manual
c. Illinois Department of Transportation (IDOT) Bureau of Design and Environment (BDE) Manual
d. The Manual on Uniform Traffic Control Devices
e. The Illinois Supplement to the Manual on Uniform Traffic Control Devices
f. "Guide for the Planning, Design and Operation of Pedestrian Facilities," American Association of State Highway and Transportation Officials.
g. "Urban Bikeway Design Guide," National Association of City Transportation Officials.
h. "A Policy on Geometric Design of Highways and Streets," American Association of State Highway and Transportation Officials.
i. "Designing Walkable Urban Thoroughfares: A Context Sensitive Approach: An ITE Recommended Practice," Institute of Transportation Engineers.

j. "Guide for the Development of Bicycle Facilities," American Association of State Highway and Transportation Officials.
k. "Public Rights-of-Way Accessibility Guidelines," United States Access Board.
l. "Complete Streets: Best Policy and Implementation Practices," American Planning Association.
m. Pedestrian Safety Guide and Countermeasures Selection System (FHWA-PEDSAFE)
n. Complete Streets Complete Networks: A Manual for the Design of Active Transportation (Active Transportation Alliance)
o. Other relevant federal, state, or local guidance, as appropriate.

180.3 The City of Bloomington will provide assistance to and coordinate with local, regional, state, and federal agencies in developing and implementing complementary Complete Streets policies and to ensure that all roadways and intersections within or directly adjacent to the City of Bloomington meet the local community standards adopted in accordance with this ordinance.

Section 181. Applicability

181.1 All public transportation projects under the City of Bloomington's jurisdiction will be designed to improve safety, access, and mobility for users of all ages and abilities, including pedestrians, bicyclists, public transportation vehicles and their passengers, motorists, transporters of commercial goods, persons with disabilities, older adults, and children. Review for consistency with and the potential incorporation of elements to advance the Complete Streets goals will be evaluated and, if warranted, applied to new construction as well as reconstruction of roadway improvement projects and into all phases of roadway projects including, but not limited to, scoping, programming, planning, design, construction, maintenance, and operations.

181.2 Streets classifications that warrant a Complete Street evaluation include all collectors and arterials. Non-classified streets because of their lower traffic volumes and lower speeds are considered complete streets when they comply with the minimum standards as required in the Manual of Practice for the Design of Public Improvements in the City of Bloomington, Illinois.

181.3 Exemption. The implementation of Complete Streets practices may not be required if the City of Bloomington determines that one or more of the following conditions exists: 1) the project occurs on a roadway where specified users are prohibited by law; 2) the project involves ordinary maintenance activities such as cleaning, sealing, spot repairs, patching, and surface treatments; 3) the cost of accommodations for a particular mode is excessively disproportionate to the need for accommodation and potential benefit of accommodation; and/or 4) there is clear and quantifiable evidence of a lack of need or lack of increased safety benefits. The City of Bloomington may consult local, regional,

state, and federal plans and leaders, as appropriate, in assessing exemptions. Exemptions to the Completes Streets policy must be documented in writing, submitted to the Director of Public Works and approved by the City Manager. In the event that consensus cannot be reached between the City Manager and the Director of Public Works, the City Council may make the final determination for an exemption.

Section 182. Accountability.

182.1 In order to evaluate the City of Bloomington's progress toward implementation of a comprehensive Complete Streets policy, the City will prepare an annual report detailing its progress in this regard, which shall contain the following information:

- Total miles of on-street bicycle routes and lanes;
- Total miles of off-street paths and trails;
- Linear feet of pedestrian accommodation;
- Number of ADA compliant curb ramps;
- Annual crash data and comparisons to benchmarks;
- Exemptions to the Complete Street Policy granted and reason for exemption;
- Other relevant data.

Section 183. Severability.

183.1 If any section, subsection, paragraph, sentence, or clause of this ordinance or its application to any person or circumstance is held to be invalid by any court of competent jurisdiction or administrative agency, the invalidity of that provision or application shall not affect, impair, or invalidate any remaining section, subsection, paragraph, sentence, or clause of this ordinance or its application.

Section 184. Private Development

184.1 Review for Complete Streets consistency will be added to the existing private development review process. This includes application of the Complete Streets elements of each development at the City staff and administrative level. The Complete Streets project checklist shall be used to assist with and document the Complete Streets review. Complete Street improvements shall be required at the cost of the developer. Exemptions must be documented in writing and approved by the City Manager.

Section 185. Effective Date

182.1 This ordinance shall take effect September 1, 2016.

YEAS: _____

NEAS: _____
Absent: _____

Passed this _____ day of _____, 2016

APPROVED:

_____
Mayor

Attest:

_____
City Clerk

REGULAR AGENDA ITEM NO. 8E

SUBJECT: Consideration of approving a Resolution to Reject the Assistance Request from Riverside Lodging Bloomington LLC / Bloomington Downtown Redevelopment Partners LLC based on the Recommendation of SB Friedman Development Advisors' Final Evaluation of Riverside's Proposal for a Downtown Hotel and Conference Center.

RECOMMENDATION/MOTION: That the Resolution rejecting the assistance request from Riverside Lodging Bloomington LLC / Bloomington Downtown Redevelopment Partners LLC be approved and authorize the Mayor and City Clerk to execute the necessary documents.

STRATEGIC PLAN LINK: Goal 3: Grow the Local Economy; Goal 5: Great Place – Livable, Sustainable City; Goal 6: Prosperous Downtown Bloomington.

STRATEGIC PLAN SIGNIFICANCE: Objective 3a. Retention and growth of current local businesses; 3b: Attraction of new targeted businesses that are the "right" fit for Bloomington; 3d: Expanded retail businesses; 3e: Strong working relationship among the City, businesses & economic development organizations. Objective 5e: More attractive city: commercial areas and neighborhoods. Objective 6a: More beautiful, clean Downtown area; 6b: Downtown Vision and Plan used to guide development, redevelopment and investments; 6c: Downtown becoming a community and regional destination; 6e: Preservation of historic buildings.

BACKGROUND & OVERVIEW: At the August 22, 2016 Committee of the Whole Meeting, the City Council directed staff to draft a resolution rejecting the assistance request from Riverside Lodging Bloomington LLC / Bloomington Downtown Redevelopment Partners LLC for a downtown hotel and conference center proposed for the Front N Center / Commerce Bank block and Elks Lodge / Major Butler Parking Lot block. At that Committee of the Whole meeting, Stephen Friedman, an economic development consultant retained by the City, and Kathleen Field Orr, the City's Special Counsel for Economic Development, both recommended that the City Council formally reject the request for municipal assistance made by Riverside / BDRP. Stephen Friedman also provided additional recommendations including:

- Proceeding with the establishment of the proposed Downtown-Southwest TIF District.
- Identify and pursue priorities for downtown development and redevelopment.
- Review and refine the City's economic development application process.

The attached resolution embodies Stephen Friedman's recommendations and incorporates additional feedback that the City Council provided at the August 22nd Committee of the Whole meeting.

Respectfully submitted for Council consideration.

Prepared by: Austin Grammer, Economic Development Coordinator

Reviewed by: Tom Dabareiner AICP, Community Development Director

Legal Review by: Jeffrey R. Jurgens, Corporation Counsel

Recommended by:



David A. Hales
City Manager

Attachments:

- SB Friedman Development Advisors Memo – Proposed Hotel & Conference Center: Resolution 2016-09 Submittal Summary and Recommendation
- Kathleen Field Orr Memo – Review of Purchase and Sale Agreements by and among Front N Center, Consolidated Properties, LLC and Bloomington Downtown Redevelopment Partners, LLC
- Resolution Rejecting the Assistance Request from Riverside Lodging Bloomington LLC / Bloomington Downtown Redevelopment Partners LLC

SB Friedman
Development Advisors

S. B. Friedman & Company | 221 North LaSalle Street, Suite 820 | Chicago, IL 60601 | T (312) 424-4250 | F (312) 424-4262

MEMORANDUM

To: David Hales, City of Bloomington

From: Steve Friedman, Ranadip Bose
SB Friedman Development Advisors

Date: August 11, 2016

Subject: Proposed Hotel & Conference Center: Resolution 2016-09 Submittal Summary and Recommendation

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Riverside Lodging Bloomington LLC (entity yet to be formed, the "Developer" or "Development Team") submitted a formal development proposal ("Submittal") to the City of Bloomington on May 18, 2016 in response to Resolution 2016-09, commonly referred to as the Inducement Resolution. The proposed project includes the redevelopment of the former Elks Lodge, Commerce Bank and Front 'N Center buildings, and the City-owned parking lot ("Butler lot") into a 129-key hotel and conference center and restaurant cluster. As part of the Submittal, Riverside Lodging Bloomington LLC has requested $13 million in up-front City financial assistance and the contribution of the approximately half-acre City-owned Butler lot at the northwest corner of Front and Madison Streets.

Subsequent to initial review of the Submittal, *SB Friedman Development Advisors* ("*SB Friedman*") sent follow-up emails and conducted phone discussions, seeking to obtain information missing from the Submittal. The Developer thereafter submitted additional information regarding their purchase agreement and financing broker. On June 22, 2016, *SB Friedman*, City representatives and the Development Team participated in a conference call to discuss the Submittal and the newly provided materials. Following this call, one of the members of the development group issued a memorandum seemingly on behalf of the team in response to the concerns expressed on the conference call. Additional conference calls were also conducted with the Development Team on July 13, 2016 and July 18, 2016 to discuss the deficiencies and clarify the roles and responsibilities of individual members of the team.

This memorandum summarizes the Developer's Submittal and provides the following:

1. A review of the completeness of the Developer's Submittal against City Resolution 2016-19.
2. Identification of critical deficiencies of the Submittal as submitted by the Developer.
3. *SB Friedman* recommendation and suggested next steps for the City.

OWNERSHIP STRUCTURE OF DEVELOPMENT TEAM

Riverside Lodging Bloomington LLC is a yet to be formed Development Team that, according to the Submittal, will be comprised of a core group of firms/companies including Commonwealth Hotel

Management ("Commonwealth"), Aspect Architecture & Development ("Aspect"), CNNA Architects ("CNNA"), Farnsworth Group, Greystone Realty Group ("Greystone"), and the Giebelhausen Group. The proposed division of labor among individual entities of the Development Team outlined in the Submittal is as follows:

- Greystone and the Giebelhausen Group will handle local coordination between the Development Team and the City of Bloomington, and secure municipal entitlements.
- Commonwealth will secure the initial debt financing and manage the capital stack.
- Aspect and CNNA will manage the design and engineering of the site while a hotel general contractor coordinates the construction process.
- Commonwealth Hotel Management will provide the ongoing management and additional coordination of the hotel flag requirements during the development process.
- The Farnsworth Group will coordinate the local architectural work as well as coordinate with the historical consultants.

In recent calls with members of the Development Team on July 13 and July 18, it was further clarified that Commonwealth's role in the project was the management of the proposed hotel and it would have a minority interest in the partnership/LLC. The principal of Aspect Architecture & Development would have a 50% ownership interest in the project (and it was not specified whether this would be as an individual, a controlled entity, or other arrangement).

COMPLETENESS OF DEVELOPMENT SUBMITTAL

We reviewed Riverside Lodging Bloomington's Submittal against City Resolution 2016-19 to assess its completeness. Tables 1 and 2 below show the extent of items submitted.

Table 1: Completeness of Development Submittal

Items Requested	Received/ Reviewable	Partial/ Insufficient to Review	Missing	Comments
1. Evidence of site control	X			Submitted after initial submission. Reviewed by legal counsel in attached memo and summarized below.
2. Letters of commitment from an appropriately experienced and acceptable hotel developer	X			Received management agreement between Riverside and Commonwealth Hotels. Developer experience and resumes have also been submitted.
3. Financing commitments from acceptable lenders, tax credit buyers and cash equity investors		X		Letter from financial broker (New South Capital Inc.) received but limited information available on lender capacity. Entity is a broker, not a lender. No information on historic tax credit buyers provided ($4.8 million expected). No equity breakdown provided ($13 million in expected TIF assistance as equity. If loan is 65% of project costs, then balance of project cost after TIF and HTC is $1,028,201). Proposed structure requires up-front City funding (p. 42).
4. Lease or commitments from appropriate other tenants			X	None received; no updated program indicating retail square feet or number of spaces.
5. Franchising agreement from acceptable hotel brand		X		A management agreement between Riverside Lodging Bloomington LLC and Commonwealth was

				provided. Received a letter of interest from Hilton Garden Inn that is subject to an application, review, etc. (p. 26) - not a commitment or letter of intent.
6. Detailed plans and specifications	X			Received revised floor plans, site plan and project rendering (p. 28-32) but at the same level of detail as provided previously.
7. Construction and development costs prepared in sufficient detail by a general contractor or professional cost estimator		X		No information included that suggests costs were prepared by professional cost estimator or a general contractor (p. 42), or are based on any more detailed due-diligence or design.
8. Revised, final financial projections of net operating income, tax generation and other factors		X		Received operating income projections (p. 44). No public revenue/tax generation information or revised program provided to indicate sales tax revenue assumptions.

In addition to items listed in the Resolution, *SB Friedman* requested the following information:

Table 2: Completeness of Additional Requested Information

Items Requested	Received/ Reviewable	Partial/ Insufficient to Review	Missing	Comments
Performance bond documentation		X		Received example performance bond document from one of the Developer's previous projects in another city. No letter of interest or intent from a bonding company was provided that would indicate ability of this entity to obtain the bond.
How assistance structure protects the City from potential risk		X		Received a request for up-front funding ($13 million) from City-backed bond; addressed risk (p. 8) but did not state why up-front bonding is required by the Developer.
Detailed background and designated roles of development partners	X			Received information on the development partners (p. 56-72). Specific references and project contact information were not included.

DEFICIENCIES OF DEVELOPMENT SUBMITTAL

Based on our assessment of the Developer's Submittal and the items requested in the Inducement Resolution, we have identified the following key deficiencies:

- **Evidence of Site Control.** Preliminary review by the City's Special Counsel raises several issues regarding the terms of the Purchase and Sale Agreement provided. The Developer was made aware of the concerns via conference call and the Developer indicated that they would be able to address the issues raised. Following the call, the Developer sent a memo to the City Manager describing the status of some of the issues and indicating an expectation that they could be resolved. A revised Purchase and Sale Agreement was submitted on July 8, 2016 with no substantive changes. Attached is the summary memorandum by Special Counsel Orr that restates the issues associated with the Purchase and Sale Agreement. Given the above, the original issues raised by the City's Special Counsel remain a concern.

- **Development Partnership and Roles.** While the Submittal did include information on the parties comprising the LLC, it was not evident that Aspect or its principal or a controlled entity would hold a 50% ownership stake in the project until this information was revealed in a subsequent phone call. The ownership and development experience, and financial capacity, of this partner is not detailed in the Submittal nor was this partner present in any of the meetings or conversations with *SB Friedman* throughout the public review process.

- **Financing Commitment.** There is a lack of evidence of preliminary financing commitment or willingness to finance from a source with demonstrated capacity to do so. Based on our experience and recent discussions with professionals in the financing industry, we believe that at this stage of the project, the Development Team should be able to identify a financial institution (bank, other lender such as an insurance company, REIT, or others) that is willing to be a financing partner and provide a preliminary financial commitment letter. Commitment letters would specify market-typical terms for construction and permanent loan, and the conditions on which the loan closing would be contingent. While the Development Team has provided a letter from an independent broker, the lack of commitment from an established lender is a critical deficiency of the Submittal. In the conference call, the hotelier indicated the ability to provide such a letter, but the subsequent memo to the City Manager did not include further evidence of financing commitments and in subsequent conversations the representatives of Commonwealth reiterated their role was a hotel manager and no further offer was made to provide financing. One of the lead developers indicated during a phone call that the principal of Aspect Architecture & Development would be the guarantor of financing, but no back up information was provided to demonstrate that the principal of Aspect (or his firm) has the capacity or has indicated the willingness or desire to serve as one.

- **Sources of Equity.** The level of Developer equity committed to the project is very low at approximately 2% of the total project development cost of $52.7 million. Additionally, there is no indication of the source of funds for historic tax credit equity. No evidence is provided that the Developer has established a relationship with a tax credit investor who would support this transaction.

- **Commitment from Hotel Brand.** While Hilton Garden Inn is referenced as the hotel flag, only a "Letter of Interest" was provided. The Letter of Interest from Hilton is only an expression of interest, not a preliminary or full commitment. An application would need to be filed and reviewed by Hilton to obtain a commitment to the franchisee.

- **Budget and Costs.** There is no documentation of costs from a third-party estimator or contractor to confirm the estimated budget. Of particular concern are site acquisition and preparation costs, which appear to be significantly inflated. Appraisals performed by an MAI-certified appraiser engaged by City staff indicate that the three privately held properties (Elk's Lodge, Commerce Bank and Front 'N Center) being redeveloped as part of the proposed project are valued at $914,000. Additionally, in the appraiser's opinion, the cost of demolition and environmental remediation (due to confirmed and likely presence of contaminants) for the Commerce Bank and Front 'N Center buildings are likely to exceed the value of land, resulting in a nominal or negative value for the properties as they stand today. This reduces the net valuation of the private owned properties to $254,000 (assuming costs of demolition and remediation are equal to cost of land for the Commerce Bank and Front 'N Center buildings).

Value of Privately Owned Properties Being Acquired for the Proposed Project

Address	Property Description	Land Size	Value Type	Value per Square Foot	Total Value
110 N Madison St.	Former Elks Lodge	15,870	As is, Fee Simple	$16.00 (Building)	$254,000
120 N Center St.	Commerce Bank Building	22,770	As if Vacant (Demolished)	$15.00 (Land)	$340,000
102 N Center St.	Front 'N Center Building	21,315	As if Vacant (Demolished)	$15.00 (Land)	$320,000
				Total Value of Private Development Sites	**$914,000**
				Less Potential Costs for Demolition and Environmental Remediation [1]	($660,000)
				Net Value of Private Development Sites	**$254,000**

[1] Note: Appraiser indicated that cost of environmental remediation and demolition is likely to exceed the value of the Commerce Bank and Front 'N Center buildings. *SB Friedman* assumed a cost equal to the property values to estimate a net value of the private development sites.

Value of Publicly Owned Property (Developer is requesting contribution of the property for the Project)

Address	Property Description	Land Size	Value Type	Value per Square Foot	Total Value
301 W Front Street	City's Major Butler Parking	22,770	As is, Fee Simple	$15.00 (Land)	$340,000

However, the development pro forma submitted by the Developer shows a value of $5 million associated with land acquisition – nearly 20 times the net appraised value of the privately owned properties. This also implies that over one-third of the requested $13 million in financial assistance from the City relates to potential overpayment for property acquisition. While overpayment for land does occur to implement successful urban infill redevelopment projects, this disparity in appraised value and acquisition cost is too high.

REQUIREMENT OF UP-FRONT CITY FUNDING

The development Submittal by Riverside Lodging Bloomington LLC includes a request of $13 million in up-front City financial assistance and the contribution of the approximately half-acre City-owned parking lot at the northwest corner of Front and Madison Streets (valued at approximately $340,000). While the Submittal references up-front City bonds to be paid by Tax Increment Financing (TIF) revenues and hotel and sales taxes generated by the project (using a Business District financing mechanism), it does not specifically outline the proposed timing and structure of the assistance. In follow-up conversations and written communications, the Developer has maintained that the finalization of items requested in the Inducement Resolution (such as financing commitments from lenders and tax credit investors, and an executed franchise agreement) could only be completed after the City provided an assurance on the extent and structure of public financing assistance. However, the Developer recognizes that the final execution of a City funding commitment would be subject to execution and completion of items requested in the Inducement Resolution. The Developer has given no indication of the amount of time required subsequent to such a City commitment to otherwise perfect the transaction.

The Developer has indicated that the project cannot move forward nor can they obtain preliminary indications of willingness to finance the project until the City expresses a commitment to support the project. This is suggested to be the "heart of the issue" for the Developer. We believe that it would be appropriate and possible for the Developer to form a team that includes financial institutions willing to express a conditional and preliminary commitment, thus reducing the City's exposure to potential risk.

SB FRIEDMAN RECOMMENDATION AND NEXT STEPS

Moving forward, we recommend that the City:

1. REJECT THE ASSISTANCE REQUEST FROM RIVERSIDE LODGING BLOOMINGTON LLC

Due to the above deficiencies in the development Submittal, including issues related to sources of financing and site control, and the significantly inflated acquisition price of the privately owned properties that make up the site, we recommend that the City reject the assistance requested by Riverside Lodging Bloomington LLC. We believe the City should continue to explore other development options to help catalyze redevelopment and revitalization of downtown Bloomington.

2. PROCEED EXPEDITIOUSLY TO ESTABLISH A TIF DISTRICT AND PROMOTE DOWNTOWN DEVELOPMENT

A. Move forward with the establishment of the proposed Downtown-Southwest TIF District in order to facilitate future development.

B. Continue to foster an open and encouraging atmosphere to promote the development of downtown.

3. IDENTIFY AND PURSUE DOWNTOWN PRIORITIES

A. Identify priorities to further the revitalization of the downtown, as well as to further the mission and goals of the Downtown Plan and 2035 Comprehensive Plan.

- As part of this process, the City Manager and staff should coordinate the preparation, with strong stakeholder involvement, of a Downtown Priorities Plan.

B. After the priorities are identified, a Downtown Action Plan can be prepared by the City Manager and staff to help the City Council achieve the goals identified in the Downtown Priorities Plan.

- The City Manager and staff should submit regular progress reports for City Council review. The City Council should have continued and frequent discussions regarding the priorities and the progress associated with achieving the goals.

4. REVIEW APPLICATION PROCESS

Review and potentially refine the application process for requests for municipal assistance to encourage development proposals.

This process should include specifications for a formal written submittal that permits the City to vet the capacity of applicants to carry out the project early in the process, and establish the feasibility of the proposal if assisted.

The application process should be as efficient as possible, while still securing the necessary information to vet proposals in order to minimize financial risk and protect the taxpayers of the City.

Although the City will need to maintain a degree of flexibility regarding proposals, core information regarding the proposed developers, project financing, and the capacity and overall experience of the development team should always be required as a base foundation for discussions on any proposal.

5. ADHERE TO CITY STANDARDS AND PROCESSES

Upon establishment of clear vetting criteria for projects seeking municipal assistance, we recommend that the City require and ensure that the established process is followed.

If an application does not meet the standard criteria created by the City and/or the City cannot verify the development team has the necessary experience, capacity or potential for financing a project, the applicant should be notified by the City Manager or City Manager's designee, and staff resources associated with the proposal should be limited.

LAW OFFICE
KATHLEEN FIELD ORR & ASSOCIATES
53 West Jackson Blvd., Suite 964
Chicago, Illinois 60604
312.382.2113
312.382.2127 facsimile

KATHLEEN FIELD ORR
kfo@kfoassoc.com

M E M O R A N D U M

To: David Hales, City Manager for the City of Bloomington, Illinois
cc: Jeff Jurgens; Steve Friedman, Austin Grammer

From: Kathleen Field Orr, Special Counsel

Date: August 1, 2016

Subject: Purchase and Sale Agreement dated April 1, 2016, by and among Front N Center, Consolidated Properties, LLC and Bloomington Downtown Redevelopment Partners, LLC (the "*Original Sales Contract*"), as superseded by a Purchase and Sale Agreement dated June 30, 2016, among the same parties ("*Current Sales Contract*")

I reviewed the referenced Original Sales Contract as well as the Current Sales Contract and have found that the terms of the latter still obligate the Purchaser to acquire property for an unknown purchase price, an unknown date for possession and property control, and unknown conditions of title. It is incomprehensible how a development pro forma can be developed based upon the numerous unresolved issues within the terms of this document. I direct your attention to the following:

1. In Article 2, Section 2.1 of the Current Sales Contract, the Purchaser agrees to pay $4,000,000 for 110 North Madison, 120 North Center Street and 102 North Center Street (collectively, the "*Property*"), but that price remains subject to adjustments which include (see Article 8):

   (a) Purchaser to pay all recording fees, escrow fees, taxes on the Deed and any other closing cost "<u>including but not limited to</u>" survey, title commitment and Title Insurance;
   (b) Purchase price to be increased for all costs and expenses incurred by the Seller as required by the City of Bloomington; and,
   (c) Purchase price to be increased by any additional expenses incurred by the Seller after July 8, 2015, in excess of $200,000 but may be decreased if the

expenses of the Seller are less than $200,000; however, the Current Sales Contract retains the language: "including but not limited to" legal fees, penalties, registration fees, building repairs, etc., at the rate of one hundred fifty percent (150%) of the costs incurred.

2. In Article 3, the Purchaser under the Current Sales Contract agrees to accept title to the property subject to the following:

   (a) Existing easements and restrictions to title, if any;
   (b) Any facts shown by a survey, without limitation;
   (c) The rights of tenants which are not listed nor is there information regarding the area of the property to which a tenant has a right, the lease term and the terms and conditions (including rents) of any such lease;
   (d) A Restrictive Covenant which prohibits the Purchaser from developing the property as residential units, condominiums or apartments for three (3) years from closing of the purchase; and,
   (e) Commerce Bank's Lease in the Commerce Bank Building with no term of the lease or the conditions of the lease.

   Article 3 of the Current Sales Contract deletes "the Seller's Retained Parking Rights" but Article 7 retains the requirement that as a condition of closing the Purchaser must provide an "Agreement as to Commerce parking rights", the terms of which remain unclear.

   The foregoing extensive list of potential restrictions and interests in the property by third parties, as restated in the Current Sales Contract, in the worst case, could prohibit any redevelopment, or in the best case, eliminates the Purchaser's ability to determine when the Purchaser will have control of that portion of the property which is under lease to the Commerce Bank.

3. Pursuant to Article 4 of the Current Sales Contract, the Purchaser has an extended "Due Diligence Period" to August 30, 2016, in order to give the Purchaser time to obtain municipal approvals "needed [to] satisfy itself with regards to the use of the Property for the Purchaser's intended use …". It must be noted (as stated above) that pursuant to the terms of the Current Sales Contract, the Purchaser may have restrictions on title and existing tenants and leases which prohibit any development for an extended period of time.

   Section 4.7 has not been revised and still provides that unless the Seller receives written notice of the Purchaser's intent to terminate the Sales Contract prior to the expiration of the Due Diligence Period, the Purchaser acknowledges that the Purchaser waives any and all objections to the existing conditions of the property "including, without limit" title conditions, subsurface conditions, solid and hazardous waste, and hazardous substances

on, under, related to or associated with the property. The Purchaser further agrees to assume the risk of all adverse physical or environmental conditions. While the terms of Section 4.7 remain most onerous, given the adjustments to the purchase price set forth in Article 8, the Purchaser would be wise to take the property "as is" because Section 8.3 would require the Purchaser to reimburse the Seller for any and all repairs at the rate of one hundred fifty percent (150%) of the cost.

4. The Current Sales Contract has been revised to provide that the Purchaser, at closing is to receive a "special warranty deed" (no longer a quit claim deed as in the Original Sales Contract) which is not a Warranty Deed as generally required by a purchaser when acquiring property. By definition, a special warranty deed is a deed which warrants title only against defects arising during the Grantor's ownership. Such conveyance is without any warranty of any condition of title to the Property prior to the acquisition by the Grantor.

5. Most onerous are the provisions of Article 9.2 which has not been revised and which Article provides that the Purchaser indemnifies the Seller for all claims arising due to hazardous or solid wastes, hazardous substance including but not limited to petroleum, petroleum products, petroleum wastes, asbestos, polychlorinated biphenyl wastes, or any other substance at the Property. This indemnification is stated to include any claim based upon the Seller's negligence which may have been disclosed to the Purchaser prior to the end of the Due Diligence. This indemnification is to survive the conveyance of the Property without an end date.

Resolution No. 2016-___

A RESOLUTION REJECTING A REQUEST FOR MUNICIPAL FINANCIAL ASSISTANCE FOR A PROPOSED REDEVELOPMENT PROJECT FROM RIVERSIDE LODGING BLOOMINGTON LLC / BLOOMINGTON DOWNTOWN REDEVELOPMENT PARTNERS, LLC AND AUTHORIZING NEXT STEPS

WHEREAS, the City of Bloomington, McLean County, Illinois (the "*City*") is a duly organized and validly existing home rule municipality pursuant to Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970, and as such, may exercise any power and perform any function pertaining to its government and affairs; and,

WHEREAS, the Mayor and City Council of the City (the "*Corporate Authorities*") have determined that one of their primary goals as a local unit of government is to promote the health, safety and welfare of its citizens by encouraging private investment in industry and business in order to enhance the City's tax base, ameliorate blight and provide job opportunities for its residents; and,

WHEREAS, Riverside Lodging Bloomington LLC / Bloomington Downtown Redevelopment Partners, LLC (the "*Developer*") proposed the redevelopment of the Commerce Bank and Front N Center buildings (the "*Subject Property*") into a 129 room hotel, conference center and restaurant cluster (the "*Proposed Project*") within the City's "Downtown District," which Proposed Project could enhance the vitality of the central business district of the City given its strategic location adjacent to the historic downtown square; and,

WHEREAS, on March 14, 2016, the City Council approved Resolution No. 2016-09, a *Resolution in Support of a Proposed Redevelopment Project From Bloomington Downtown Redevelopment Partners, LLC*, which directed the Developer to submit certain documents (the

"*Developer's Submittal*") detailing the Developer's capacity to carry out the Proposed Project and to establish the need for municipal financial assistance; and,

WHEREAS, City staff, in consultation with SB Freidman Development Advisors, an economic development consultant retained by the City, and Kathleen Field Orr & Associates, the City's Special Counsel for Economic Development, conducted a thorough review of the Developer's Submittal and recommended the City Council not pursue the proposal further; and,

WHEREAS, the City Council concurred with the recommendation by SB Freidman and City staff and desires to adopt this Resolution to formalize that it will not pursue the proposal submitted by the Developer and to give further direction to the City Manager.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Bloomington, McLean County, Illinois, as follows:

Section 1. The recitals set forth above are incorporated herein as if fully set forth in this Section 1.

Section 2. The City Council hereby sets forth its determination not to accept and/or further pursue the proposal submitted by Riverside Lodging Bloomington LLC / Bloomington Downtown Redevelopment Partners, LLC.

Section 3. The City Council hereby directs the City Manager to procced with the establishment of the proposed Downtown-Southwest TIF District in order to facilitate future development on the Subject Property.

Section 4. The City Council hereby directs the City Manager to identify priorities to further the revitalization of the downtown, as well as to further the mission and goals of the *Downtown Bloomington Strategy* and the *City of Bloomington Comprehensive Plan 2035*:

(a) As part of this process, the City Manager and staff shall coordinate the preparation, with strong stakeholder involvement, of a "Downtown Priorities Plan."

(b) After the priorities are identified, a "Downtown Action Plan" shall be prepared by the City Manager and staff to help the City Council achieve the goals identified in the Downtown Priorities Plan.

(c) The City Manager and staff shall submit regular progress reports for City Council review and the City Council shall have continued and frequent discussions regarding the priorities and the progress associated with achieving the goals identified in the Downtown Priorities Plan.

Section 5. The City Council hereby directs the City Manager to review and refine the application process for requests for municipal assistance to encourage private development proposals city-wide.

Section 6. The City Council hereby directs the City Manager establish a clear vetting criteria for projects seeking municipal assistance and clearly define the roles and responsibilities for the Mayor and Council in the vetting process in order to foster a constructive environment for the City Manager and City staff to cultivate public-private partnerships which have the majority support of the City Council and which projects can promote the health, safety and welfare of City's citizens by encouraging private investment in industry and business in order to enhance the City's tax base, ameliorate blight and provide job opportunities for the City's residents.

Section 7. That this Resolution shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the Mayor and City Council of the City of Bloomington, Illinois, this ____ day of _____, 2016.

AYES:_____

NAYS:_____

ABSENT:_____

APPROVED:

_____
Mayor

Attest:

_____
City Clerk

REGULAR AGENDA ITEM NO. 8F

FOR COUNCIL: August 22, 2016

SUBJECT: Presentation of the unaudited Fiscal 2016 Year End.

RECOMMENDATION/MOTION: Presentation and discussion of the unaudited FY16 budget versus actual results for the City.

STRATEGIC PLAN LINK: Goal – Financially Sound City providing quality basic services;

STRATEGIC PLAN SIGNIFICANCE: Objective 1.A – Budget with adequate resources to support defined services and level of services

BACKGROUND: Finance always presents a review of the ending fiscal year comparing budget to the actual results and what impact the results have on the City.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED:

FINANCIAL IMPACT: None at this time. For presentation purposes only.

Respectfully submitted for Council consideration.

Prepared by: Carla A. Murillo, Budget Manager

Financial & budgetary review by: Patti-Lynn Silva, Finance Director

Legal review by: Jeffrey R. Jurgens, Corporation Counsel

Recommended by:

David A. Hales
City Manager

Attachments:

- FY 2016 Fiscal Year End Presentation

Motion: Presentation and discussion of the unaudited FY16 budget versus actual results for the City.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			
Alderman Buragas				Alderman Painter			
Alderman Fruin				Alderman Sage			
Alderman Hauman				Alderman Schmidt			
Alderman Lower							
				Mayor Renner			

FY 2016 Year End

An overview of budget versus actuals (unaudited).



August 22, 2016
Patti-Lynn Silva, Finance Director

Agenda

- Year End Overview
- General Fund
- Water Fund
- Sewer Fund
- Storm Water Fund
- Solid Waste Fund
- Discussion

Fund Overview

Fund	Revenues	Expenditures	Favorable (Unfavorable)	
General Fund	$96,664,543	$92,450,043	$4,214,500	(1)
Water	$15,805,992	$15,774,736	$31,256	
Sewer	$5,384,922	$5,639,132	($254,211)	(2)
Storm Water	$2,873,072	$2,848,232	$24,841	
Solid Waste	$7,478,878	$7,397,796	$81,082	
State Motor Fuel Tax	$2,102,156	$1,741,704	$360,451	(4)
Capital Improvement Fund	$3,656,658	$2,651,586	$1,005,072	(5)
Employee & Retired Insurance	$12,369,689	$10,923,682	$1,446,007	(6)
Capital Lease	$3,580,010	$4,621,395	($1,041,385)	(3)
General Bond & Interest	$6,685,959	$9,029,850	($2,343,891)	(2)
Coliseum Fund	$5,724,175	$4,961,438	$762,737	(7)
All other Funds	$15,410,666	$14,719,066	$691,601	(8)
TOTALS	$177,736,720	$172,758,660	$4,978,060	

(1) Further explanation on following slide.

(2) Balance covered by planned use of fund savings.

(3) Capital lease fund is reimbursed when lease is issued.

(4) Reserved for future street projects.

(5) Timing differences as projects can be multi-year.

(6) More positive year for claim activity.

(7) Coliseum reflects budget transfer for tranistion.

(8) Majority of this is from year end transfers to Golf & CDBG.

FY16 Actuals are unaudited and proposed budget transfers are included above.

General Fund Highlights

Revenues	Budget	Actual	Favorable/(Unfavorable)
State Sales Tax	$ 13,399,257	$ 13,698,690	$ 299,432
Home Rule Sales Tax	$ 13,448,126	$ 15,021,245	$ 1,573,119
Other Taxes	$ 29,659,499	$ 30,807,876	$ 1,148,377
Charges for Services/Department Fees	$ 12,901,097	$ 12,265,408	$ (635,689)
Income Tax	$ 7,584,390	$ 8,164,515	$ 580,125
Utility Tax	$ 7,063,163	$ 6,838,200	$ (224,963)
Food & Beverage Tax	$ 4,328,539	$ 4,462,657	$ 134,118
Other Revenue	$ 7,982,174	$ 5,405,953	$ (2,576,222)
Total Revenue	**$ 96,366,246**	**$ 96,664,543**	**$ 298,297**
Expenditures			
Salary, Benefits & Overtime	$ 48,223,186	$ 45,972,732	$ 2,250,455
Comm - fuel/oil, rock salt, utilities	$ 8,500,574	$ 6,486,740	$ 2,013,835
Professional services , Engineering , Vehicle Repair	$ 12,425,758	$ 11,543,226	$ 882,532
Bad Debt - Ambulance	$ 3,711,198	$ 3,021,496	$ 689,702
All other expenditures	$ 23,505,528	$ 25,425,850	$ (1,920,322)
Total Expenditures	**$ 96,366,245**	**$ 92,450,043**	**$ 3,916,202**
		Total Savings:	**$ 4,214,499**

*More detailed explanations can be seen in the appendix.



General Fund Balance Projection

General Fund	Budget	Actual
Revenue*	$ 94,553,780	$ 96,664,543
Expenditures	$ 94,553,780	$ 92,450,044
Net Surplus/(Deficit)	**$ -**	**$ 4,214,499**
Beginning Fund Balance as of 5/1/15		$ 12,074,719
FY 2016 Activity		**$ 4,214,499**
Ending Fund Balance 4/30/16	17.62%	$ 16,289,218

*2016 in budgeted revenue included $793,382 in use of fund savings.

FY16 Revenues & Expenditures are unaudited.



Water Fund Balance Projection

Water fund	Budget	Actual
Revenue	$ 22,964,954	$ 15,805,992
Expenditures	$ 22,964,954	$ 15,774,736
Net Surplus/(Deficit)	**$ 0**	**$ 31,256**
Beginning Fund Balance as of 5/1/15		$ 25,127,846
FY 2016 Activity		**$ 31,256**
Ending Fund Balance as of 4/30/16**	159.49%	$ 25,159,102

*2016 in budgeted revenue included $6,321,704 in use of fund savings.

**Please refer to the CIP 5 Year Plan.

FY16 Revenues & Expenditures are unaudited.



Sewer Fund Balance Projection

Sewer Fund		Budget*		Actual
Revenue	$	6,023,805	$	5,384,922
Expenditures	$	6,023,805	$	5,639,132
Net Surplus/(Deficit)	**$**	**0**	**$**	**(254,211)**
Beginning Fund Balance as of 5/1/15			$	2,898,896
FY 2016 Activity			$	(254,211)
Ending Fund Balance as of 4/30/16		46.90%	$	2,644,685

*2016 in budgeted revenue included $589,191 in use of fund savings.

FY16 Revenues & Expenditures are unaudited.



Storm Water Fund Balance Projection

Storm Water	Budget	Actual
Revenue	$ 3,025,038	$ 2,873,072
Expenditures	$ 2,790,996	$ 2,848,232
Net Surplus/(Deficit)	**$ 234,042**	**$ 24,841**
Beginning Fund Balance as of 5/1/15		$ 842,995
FY 2016 Activity		**$ 24,841**
Ending Fund Balance as of 4/30/16	30.47%	$ 867,836

FY16 Revenues & Expenditures are unaudited.



Solid Waste Fund Balance Projection

Solid Waste	Budget	Actual
Revenue	$ 6,017,180	$5,982,965 *
Transfer In	$ 1,495,913	$1,495,913
Total Revenue:	$ 7,513,093	$ 7,478,878
Expenditures	$ 8,454,129	$ 7,397,796
Net Surplus/(Deficit)	**$ (941,035)**	**$ 81,082**

Beginning Fund Balance as of 5-1-15		$ 286,851
FY 2016 Activity		**$ 81,082**
Ending Fund Balance as of 4-30-16	4.97%	$ 367,933

* Annual recurring revenues are not sufficient to cover annual expenses.

FY16 Revenues & Expenditures are unaudited.

Solid Waste Savings

- $359.3K - Fulltime salaries
- $12.4K – Seasonal salaries
- $59.7K - Overtime
- $190.0K - Benefits

$621K

- $285.6K – Tipping fees → $285K
- $118.6K – Lease principal & interest
- $59.1K – Fuel
- $26.3K – Toters

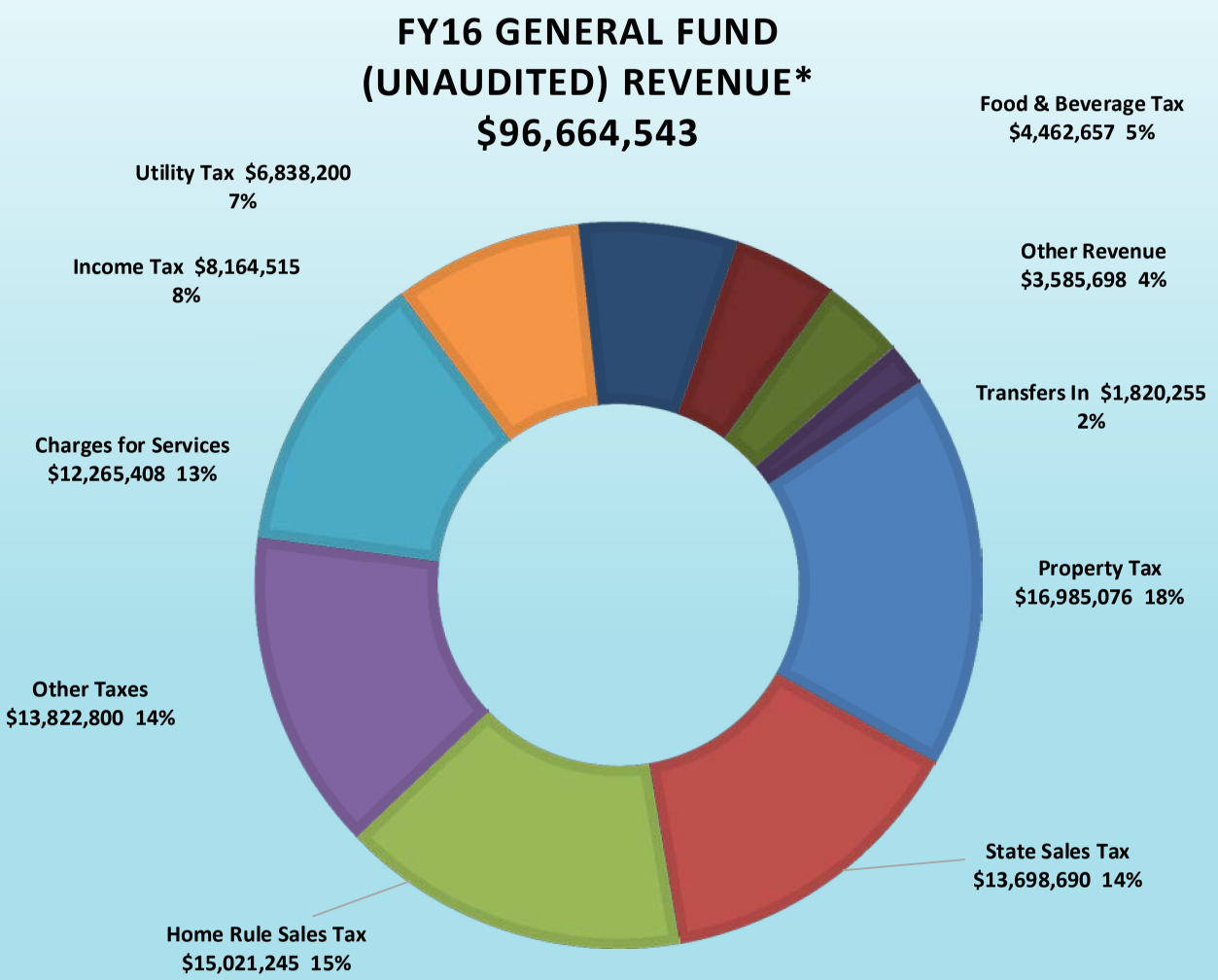


Questions

Appendix

Please note that the following slides do not reflect the proposed year end budget transfer.

General Fund Revenue



*Small differences are due to rounding of numbers.

General Fund Revenue Results*

- State Sales tax was down slightly from budget but was approximately 1.7% higher than FY15.
- Income Tax received was $0.58M more than budget.
- Utility Taxes are about $0.23M lower than budget which correlates to what the City is seeing in less expenses with water, electricity and gas. Consumption has been down with the milder weather.

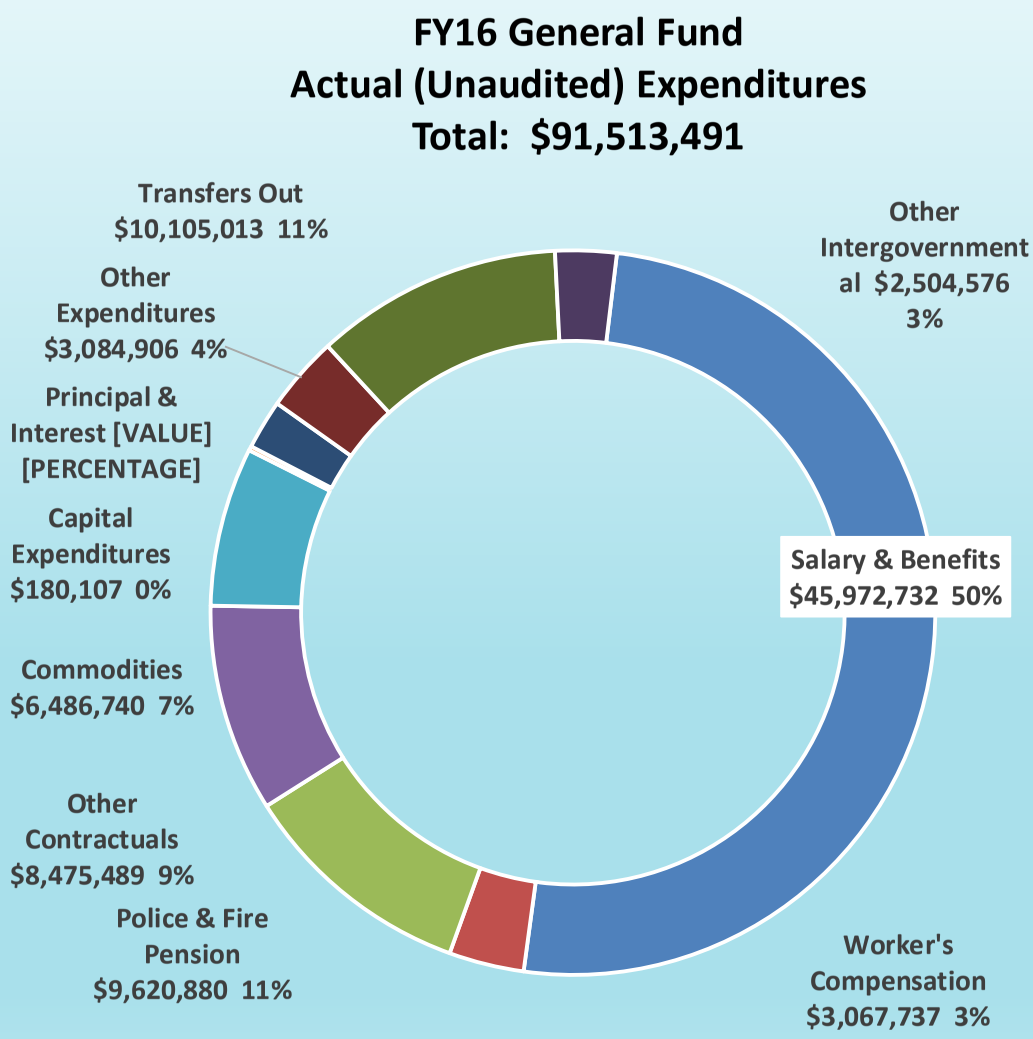
*FY16 revenues are unaudited.

General Fund Revenue Results*

- Video Gaming is not a major revenue but has increased by over 14% since last fiscal year. In FY16, it is $0.22M over budget.
- Amusement Tax has been trending positively and will end the fiscal year $0.46M above budget.
- Ambulance fees are down $0.49M. Bad debt lowered this revenue by $0.67M.

*FY16 revenues are unaudited.

General Fund Expenditures



Expenditure Results*

- **Salaries & Benefits - $2.25M under budget**
  - $1.17M (Fulltime & Seasonals) – There were numerous fulltime and seasonal vacancies that were not filled part or all of the year throughout the City. The hiring process is not immediate especially with more specialized positions and contract policies such as Fire & Police.
  - $0.83M (Overtime) – Fire & Police had the largest savings due primarily to less injuries and a conscious effort to reduce overtime. Due to the mild winter, Snow & Ice also had major savings.





*FY16 expenditures are unaudited.

General Fund Expenditure Results*

- **Salaries & Benefits - $2.25M under budget**
  - $0.40M (Benefits) were also under budget but they do not always vary the same amount as salaries because employees can change their insurance mix during open enrollment in January.
  - There was some offset to the savings from employee payouts to retirees.

*FY16 expenditures are unaudited.

Expenditure Results*



- **Commodities - $2.01M under budget**
  - $0.95M (Fuel & Oil) – Accounts for 47% of the commodities savings.
  - $0.45M (Supplies) – Departments were very prudent and cautious with their purchases partly due to State budget concerns. There were also some savings realized from street materials such as traffic line painting and signage.
  - $0.25M (Rock Salt) – Less rock salt was needed during the mild winter.
  - $0.28M (Utilities) – Due to the mild winter and favorable electrical aggregate rates, savings were seen.



*FY16 expenditures are unaudited.

General Fund Facts

- General Fund – City's main operating fund which houses most City operations.
- 80% of General fund operations are funded through state and local taxation.
- 20% is funded by various licenses, permits, fines, and fees.
- Many General Fund revenues are considered elastic and are sensitive to changes in the economy.
- The General Fund also supports other funds that have deficit balances at fiscal year end.

General Fund Expenditure Results*

- **Contractuals - $0.88M under budget**
  - $0.30M (Other Prof. & Tech Svcs./Other Purchased Svcs.) – Some contractual positions were not used the full year and some projects were put on hold.
  - $0.21M (Repair/Main – Licensed Veh./Other) – The City is replacing some of the older vehicles and equipment through the capital lease reducing repairs needed.
  - $0.20M (Professional Development) – Staff is very lean making it difficult at times to attend training.

*FY16 expenditures are unaudited.

General Fund Expenditure Results*

- **Contractuals - $0.95M under budget**
  - $0.12M (Printing) – There were savings from printing fewer budget books and consolidating information with the Water bill inserts.
  - $0.05M (Other Medical Services) – Less need for some of the Human Resources medical services such as physicals, drug testing, etc. This is a line item that can fluctuate based on need.



*FY16 expenditures are unaudited.

General Fund Expenditure Results*



- **Other Expenditures - $0.63M under budget**
  - $0.52M (Bad Debt-Ambulance Charges) – this accounts for 83% of the other expenditure savings. This may be the result of more people having insurance.
  - $0.10M (Investigation & Other Misc. Expenses) – These are both accounts that are usually variable and depend upon need.
  - $0.03 (Community Relations) – Some intended savings as a result of concern over the State budget. Also, each year we alternate the MLK expenses with the Town of Normal.

*FY16 expenditures are unaudited.

REGULAR AGENDA ITEM NO. 8G

FOR COUNCIL: August 22, 2016

SUBJECT: Consideration of adopting an Ordinance approving the Fiscal Year 2016 Budget Amendment.

RECOMMENDATION/MOTION: That the Ordinance Amendment is approved, and authorize the Mayor and City Clerk to execute the necessary documents.

STRATEGIC PLAN LINK: Goal 1. Financially Sound City Providing Quality Basic Services

STRATEGIC PLAN SIGNIFICANCE: Objective 1a. Budget with adequate resources to support defined services and level of services

BACKGROUND: Based on the FY 2016 unaudited actuals, it is recommended that the following transfers are approved to reimburse deficit budgetary fund balances and reclass budget transfer for healthcare.

Fund	Amount	Description
General Fund	($936,552)	Utilization of General Fund Balance
Community Development	$18,460	Deficit balance.
Golf Operations	$367,748	Expenses at year end and supplemental transfer for 15% fund balance
U.S. Cellular Coliseum	$550,344	Daktronics lease payments, operational shortages and initial setup expenses.

Fund	Amount	Description
Employee Healthcare Fund	($64,278)	Reclass budget transfer.
Employee Retiree fund	$64,278	Reclass budget transfer.

During the year, funds with deficit balances are monitored to see if deficits will self-correct. City staff has projected balances in all funds as of the end of the City's 2016 fiscal year, and are proposing the above transfers.

Budgetary fund balance as depicted in each fund does not remove the impact of long term accrual entries i.e. capitalized assets and certain long-term liabilities and receivables in order to provide a balance that is available to meet short-term obligations.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Not Applicable

FINANCIAL IMPACT: The General Fund budgetary fund balance will be reduced by $936,552 leaving fund balance at the end of FY 2016 of approximately 17.62% of one year's General Fund expenditures.

See Exhibit 1 for detailed account numbers and descriptions and Exhibit 2 for the Fund Balance Summary.

Respectfully submitted for Council consideration.

Prepared by: Carla A. Murillo, Budget Manager

Reviewed by: Patti-Lynn Silva, Finance Director

Legal review by: Jeffrey R. Jurgens, Corporation Counsel

Recommended by:



David A. Hales
City Manager

Attachments:

- Ordinance
- Exhibit 1 – Account Transfers
- Exhibit 2 - FY 2016 Fund Balance

Motion: That the Ordinance Amendment is approved, and authorize the Mayor and City Clerk to execute the necessary documents.

Motion: _____ Seconded by: _____

	Aye	Nay	Other		Aye	Nay	Other
Alderman Black				Alderman Mwilambwe			
Alderman Buragas				Alderman Sage			
Alderman Fruin				Alderman Schmidt			
Alderman Lower				Alderman Hauman			
Alderman Painter							
				Mayor Renner			

ORDINANCE NO. 2016 –

AN ORDINANCE AMENDING THE BUDGET ORDINANCE FOR THE FISCAL YEAR ENDING APRIL 30, 2016

WHEREAS, on April 13, 2015 by Ordinance Number 2015 -18 , the City of Bloomington passed a Budget and Appropriation Ordinance for the Fiscal Year Ending April 30, 2016, which Ordinance was approved by Mayor Tari Renner on April 14, 2015; and

WHEREASE, a budget amendment is needed as detailed below;

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLOOMINGTON, ILLINOIS:

Section One: Ordinance Number 2015 - 18 (the Budget and Appropriation Ordinance for the Fiscal Year Ending April 30, 2016) is further hereby amended by inserting the following line items and amounts presented in Exhibit #1 in the appropriate place in said Ordinances.

Section Two: Except as provided for herein, Ordinance Number 2015 -18 shall remain in full force and effect, provided, that any budgeted or appropriated amounts which are changed by reason of the amendments made in Section One of this Ordinance shall be amended in Ordinance Number 2015 – 18.

Section Three: This Ordinance shall be in full force and effect upon its passage and approval.

PASSED the 22th day of August, 2016.

APPROVED the ___th day of August, 2016.

CITY OF BLOOMINGTON ATTEST

_____ _____

Tari Renner, Mayor Cherry L. Lawson, City Clerk

APPROVED AS TO FORM

_____

Jeffrey R. Jurgens, Corporation Counsel

FY 2016 Year End Budget Amendment

Exhibit 1

Account #	Fund	Account Description		Amount	Comments
10019180-89871	General	To US Cellular Coliseum	$	550,344.00	Daktronics lease payments, operational shortages and initial setup expenses.
10019180-89224	General	To CDBG	$	18,460.00	Deficit balance.
10019180-89565	General	To Golf Fund - Prairie Vista Golf Course	$	68,951.40	To eliminate negative balance and increase fund balance to 15%
10019180-89566	General	To Golf Fund - Highland Golf Course	$	205,386.88	To eliminate negative balance and increase fund balance to 15%
10019180-89564	General	To Golf Fund - Fox Creek at the Den	$	93,409.72	To eliminate negative balance and increase fund balance to 15%
		TOTAL TRANSFER OUT FROM GENERAL FUND:	**$**	**936,552.00**	
57107110-85100	US Cellular Coliseum	From General Fund	$	550,344.00	
22402410-85100	CDBG	From General Fund	$	18,460.00	
56406410-85100	To Golf Fund - Prairie Vista Golf Course	From General Fund	$	68,951.40	
56406400-85100	To Golf Fund - Highland Golf Course	From General Fund	$	205,386.88	
56406420-85100	To Golf Fund - Fox Creek at the Den	From General Fund	$	93,409.72	
		TOTAL TRANSFER IN FROM GENERAL FUND:	**$**	**936,552.00**	
60200290-89628	Employee Healthcare Fund	To Employee Retiree Healthcare Fund	$	64,278.00	Reclass budget transfer.
		TOTAL TRANSFER OUT FROM EMPLOYEE HEALTH CARE FUND:	**$**	**64,278.00**	
60280290-85602	Employee Retiree Healthcare Fund	Employee Healthcare Fund	$	64,278.00	
		TOTAL TRANSFER IN FROM EMPLOYEE HEALTH CARE FUND:	**$**	**64,278.00**	
		Net Transaction:	**$**	**-**	

Note: These are estimated ending fiscal year deficits.

City of Bloomington - Fiscal Year 2016
Fund Summary Report-UNADJUSTED
as of April 30, 2016 - Exhibit 2

NOTE: ALL NEGATIVE FUND BALANCES ARE REFLECTED IN RED AND ARE BRACKETED

Fund Type	Fund Number		Audited Budgetary Fund Balance 5/01/15 [1]	YTD Unadjusted Revenue	YTD Unadjusted Expenses [2]	YTD Encumbrances [3]	Unaudited Budgetary Fund Balance 04/30/2016
General Fund	1001	**Total General Fund:**	**$ 12,074,719**	**$ 96,664,543**	**$ 91,534,470**	**$ 915,574**	**$ 16,289,218**
	2030	Motor Fuel Tax	$ 7,236,513	$ 2,102,156	$ 801,745	$ 939,959	$ 7,596,964
	2070	Board of Elections	$ 642,362	$ 868,421	$ 839,930	$ -	$ 670,853
	2090	Drug Enforcement	$ 459,206	$ 192,050	$ 54,920	$ 61,112	$ 535,224
	2240	Community Development	$ (1,145)	$ 1,116,115	$ 1,111,050	$ 3,920	$ (0)
	2250	IHDA Grant Funds	$ (584)	$ 7,795	$ 7,173	$ -	$ 38
	2310	Library Fund	$ 3,726,969	$ 5,309,267	$ 5,002,979	$ 66,264	$ 3,966,992
	2320	Library Fixed Assets	$ 618,748	$ 205,046	$ 11,495	$ -	$ 812,299
	2410	Park Dedication	$ 917,589	$ 13,746	$ 3,000	$ 3,000	$ 925,335
	2510	Empire St Corridor TIF[4]	$ -	$ -	$ 52,906	$ -	$ (52,906)
		Total Special Revenue Funds:	**$ 13,599,658**	**$ 9,814,595**	**$ 7,885,200**	**$ 1,074,255**	**$ 14,454,798**
Debt Service	3010	General Bond & Interest	$ 6,197,469	$ 4,788,682	$ 6,273,152	$ -	$ 4,712,998
	3060	2004 Coliseum Bond Redemption	$ 2,215,160	$ 976,389	$ 1,873,418	$ -	$ 1,318,131
	3062	2004 Multi-Project Bond Redemption	$ 1,659,170	$ 920,888	$ 883,280	$ -	$ 1,696,779
		Total Debt Service Funds:	**$ 10,071,799**	**$ 6,685,959**	**$ 9,029,850**	**$ -**	**$ 7,727,908**
Capital Projects	4010	Capital Improvement	$ 2,127,172	$ 3,656,658	$ 2,278,044	$ 373,542	$ 3,132,244
	4011	Capital Lease[4]	$ (2,680,175)	$ 3,580,010	$ 3,549,964	$ 1,072,932	$ (3,723,061)
		Total Capital Project Funds:	**$ (553,003)**	**$ 7,236,668**	**$ 5,828,009**	**$ 1,446,473**	**$ (590,817)**
Enterprise	5010	Water Maintenance & Operation	**$ 25,127,846**	**$ 15,899,366**	**$ 14,543,831**	**$ 1,568,868**	**$ 24,914,513**
	5110	Sewer Maintenance & Operation	**$ 2,898,896**	**$ 5,400,989**	**$ 3,114,285**	**$ 2,527,110**	**$ 2,658,490**
	5310	Storm Water Management	**$ 842,995**	**$ 3,057,680**	**$ 2,847,882**	**$ 2,069**	**$ 1,050,723**
	5440	Solid Waste	**$ 286,851**	**$ 7,648,972**	**$ 7,383,284**	**$ 14,512**	**$ 538,027**
	5560	Abraham Lincoln Parking Facility	**$ 121,040**	**$ 375,014**	**$ 413,093**	**$ -**	**$ 82,960**
	5640	Golf Operations[6]	**$ (46,051)**	**$ 2,806,690**	**$ 2,400,556**	**$ -**	**$ 360,083**
	5710	US Cellular Coliseum Fund[6]	**$ (236,681)**	**$ 5,724,175**	**$ 4,936,438**	**$ 25,000**	**$ 526,055**
		Total Enterprise Funds:	**$ 28,994,897**	**$ 40,912,885**	**$ 35,639,370**	**$ 4,137,559**	**$ 30,130,852**
Internal Service	6015	Casualty Insurance Fund	$ 2,549,916	$ 3,854,256	$ 4,126,603	$ -	$ 2,277,568
	6020	Employee Insurance & Benefits	$ 1,976,354	$ 10,097,273	$ 9,140,537	$ 19,407	$ 2,913,682
	6028	Employee Retiree Group Healthcare[5]	$ (572,957)	$ 2,272,417	$ 1,757,011	$ 6,727	$ (64,278)
		Total Internal Service Funds:	**$ 3,953,312**	**$ 16,223,945**	**$ 15,024,151**	**$ 26,134**	**$ 5,126,972**
Permanent	7210	JM Scott Health Care	**$ 5,645,101**	**$ 100,125**	**$ 217,615**	**$ -**	**$ 5,527,612**
		Grand Totals:	**$ 73,786,484**	**$ 177,638,720**	**$ 165,158,664**	**$ 7,599,996**	**$ 78,666,543**

[1] - Represents the Audited budgetary fund balances which includes reserves for carryforward encumbrances.

[2] - Includes current year budgeted expenditures.

[3] - Includes current year encumbrances or obligated funds.

[4] - These are reimbursable accounts that will have revenue in future years that offset negative balances.

PRESENTATION CORRECTION

CITY OF Bloomington ILLINOIS

CITY COUNCIL MEETING AGENDA
CITY HALL COUNCIL CHAMBERS
109 E. OLIVE STREET, BLOOMINGTON, IL 61701
MONDAY AUGUST 22, 2016, 7:00 P.M.

Agenda Item 8F Presentation Correction.

Presentation of the unaudited Fiscal 2016 Year End. *(Presentation by David Hales, City Manager and Patti-Lynn Silva, Finance Director 10 minutes, Council discussion 10 minutes.)*

FY 2016 Year End

An overview of budget versus actuals (unaudited).



August 22, 2016
Patti-Lynn Silva, Finance Director

Agenda

- Year End Overview
- General Fund
- Water Fund
- Sewer Fund
- Storm Water Fund
- Solid Waste Fund
- Discussion

Fund Overview

Fund	Revenues	Expenditures	Favorable (Unfavorable)	
General Fund	$96,664,543	$92,450,043	$4,214,500	(1)
Water	$15,805,992	$15,774,736	$31,256	
Sewer	$5,384,922	$5,639,132	($254,211)	(2)
Storm Water	$2,873,072	$2,848,232	$24,841	
Solid Waste	$7,478,878	$7,397,796	$81,082	
State Motor Fuel Tax	$2,102,156	$1,741,704	$360,451	(4)
Capital Improvement Fund	$3,656,658	$2,651,586	$1,005,072	(5)
Employee & Retired Insurance	$12,369,689	$10,923,682	$1,446,007	(6)
Capital Lease	$3,580,010	$4,621,395	($1,041,385)	(3)
General Bond & Interest	$6,685,959	$9,029,850	($2,343,891)	(2)
Coliseum Fund	$5,724,175	$4,961,438	$762,737	(7)
All other Funds	$15,410,666	$14,719,066	$691,601	(8)
TOTALS	$177,736,720	$172,758,660	$4,978,060	

(1) Further explanation on following slide.

(2) Balance covered by planned use of fund savings.

(3) Capital lease fund is reimbursed when lease is issued.

(4) Reserved for future street projects.

(5) Timing differences as projects can be multi-year.

(6) More positive year for claim activity.

(7) Coliseum reflects budget transfer for transition.

(8) Majority of this is from year end transfers to Golf & CDBG.

FY16 Actuals are unaudited and proposed budget transfers are included above.

General Fund Highlights

Revenues	Budget	Actual	Favorable/(Unfavorable)
State Sales Tax	$ 13,399,257	$ 13,698,690	$ 299,432
Home Rule Sales Tax	$ 13,448,126	$ 15,021,245	$ 1,573,119
Other Taxes	$ 29,659,499	$ 30,807,876	$ 1,148,377
Charges for Services/Department Fees	$ 12,901,097	$ 12,265,408	$ (635,689)
Income Tax	$ 7,584,390	$ 8,164,515	$ 580,125
Utility Tax	$ 7,063,163	$ 6,838,200	$ (224,963)
Food & Beverage Tax	$ 4,328,539	$ 4,462,657	$ 134,118
Other Revenue	$ 7,982,174	$ 5,405,953	$ (2,576,222)
Total Revenue	**$ 96,366,246**	**$ 96,664,543**	**$ 298,297**
Expenditures			
Salary, Benefits & Overtime	$ 48,223,186	$ 45,972,732	$ 2,250,455
Comm - fuel/oil, rock salt, utilities	$ 8,500,574	$ 6,486,740	$ 2,013,835
Professional services , Engineering , Vehicle Repair	$ 12,425,758	$ 11,543,226	$ 882,532
Bad Debt - Ambulance	$ 3,711,198	$ 3,021,496	$ 689,702
All other expenditures	$ 23,505,528	$ 25,425,850	$ (1,920,322)
Total Expenditures	**$ 96,366,245**	**$ 92,450,043**	**$ 3,916,202**
		Total Savings:	**$ 4,214,499**

*More detailed explanations can be seen in the appendix.



General Fund Balance Projection

General Fund	Budget	Actual
Revenue*	$ 94,553,780	$ 96,664,543
Expenditures	$ 94,553,780	$ 92,450,044
Net Surplus/(Deficit)	**$ -**	**$ 4,214,499**
Beginning Fund Balance as of 5/1/15		$ 12,074,719
FY 2016 Activity		**$ 4,214,499**
Ending Fund Balance 4/30/16	17.62%	$ 16,289,218

*2016 in budgeted revenue included $793,382 in use of fund savings.

FY16 Revenues & Expenditures are unaudited.



Water Fund Balance Projection

Water fund	Budget	Actual
Revenue	$ 22,964,954	$ 15,805,992
Expenditures	$ 22,964,954	$ 15,774,736
Net Surplus/(Deficit)	**$ 0**	**$ 31,256**
Beginning Fund Balance as of 5/1/15		$ 25,127,846
FY 2016 Activity		**$ 31,256**
Ending Fund Balance as of 4/30/16**	159.49%	$ 25,159,102

*2016 in budgeted revenue included $6,321,704 in use of fund savings.

**Please refer to the CIP 5 Year Plan.

FY16 Revenues & Expenditures are unaudited.



Sewer Fund Balance Projection

Sewer Fund		Budget*		Actual
Revenue	$	6,023,805	$	5,384,922
Expenditures	$	6,023,805	$	5,639,132
Net Surplus/(Deficit)	**$**	**0**	**$**	**(254,211)**
Beginning Fund Balance as of 5/1/15			$	2,898,896
FY 2016 Activity			$	(254,211)
Ending Fund Balance as of 4/30/16		46.90%	$	2,644,685

*2016 in budgeted revenue included $589,191 in use of fund savings.

FY16 Revenues & Expenditures are unaudited.



Storm Water Fund Balance Projection

Storm Water	Budget	Actual
Revenue	$ 3,025,038	$ 2,873,072
Expenditures	$ 2,790,996	$ 2,848,232
Net Surplus/(Deficit)	**$ 234,042**	**$ 24,841**
Beginning Fund Balance as of 5/1/15		$ 842,995
FY 2016 Activity		**$ 24,841**
Ending Fund Balance as of 4/30/16	30.47%	$ 867,836

FY16 Revenues & Expenditures are unaudited.



Solid Waste Fund Balance Projection

Solid Waste	Budget	Actual
Revenue	$ 6,017,180	$5,982,965 *
Transfer In	$ 1,495,913	$1,495,913
Total Revenue:	$ 7,513,093	$ 7,478,878
Expenditures	$ 8,454,129	$ 7,397,796
Net Surplus/(Deficit)	**$ (941,035)**	**$ 81,082**

Beginning Fund Balance as of 5-1-15		$ 286,851
FY 2016 Activity		**$ 81,082**
Ending Fund Balance as of 4-30-16	4.97%	$ 367,933

* Annual recurring revenues are not sufficient to cover annual expenses.

FY16 Revenues & Expenditures are unaudited.

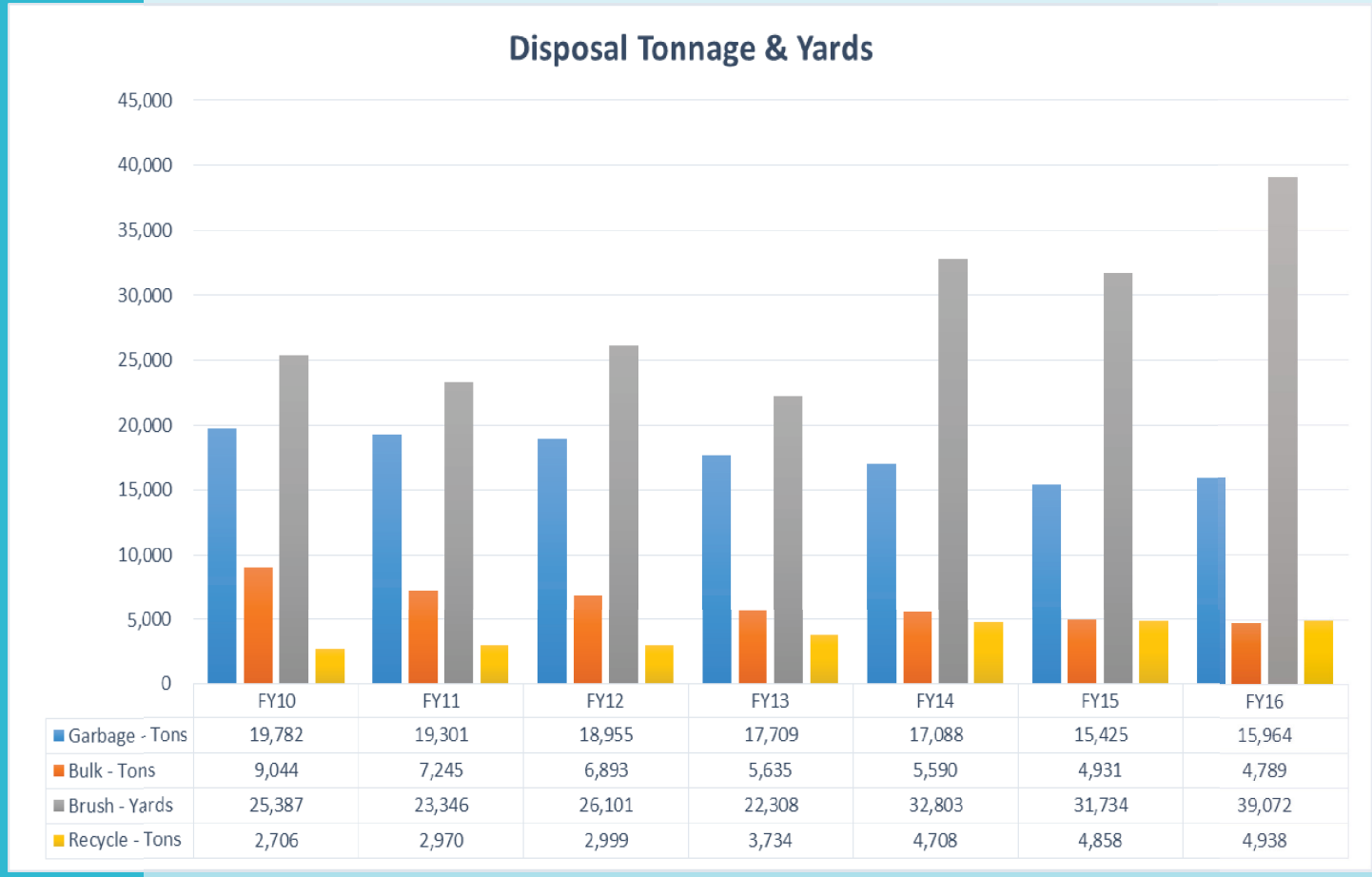
Solid Waste Savings

- $359.3K - Fulltime salaries
- $12.4K – Seasonal salaries
- $59.7K - Overtime
- $190.0K - Benefits

$621K

- $285.6K – Tipping fees → $285K
- $118.6K – Lease principal & interest
- $59.1K – Fuel
- $26.3K – Toters

Solid Waste Tonnage



	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Garbage - Tons	19,782	19,301	18,955	17,709	17,088	15,425	15,964
Bulk - Tons	9,044	7,245	6,893	5,635	5,590	4,931	4,789
Brush - Yards	25,387	23,346	26,101	22,308	32,803	31,734	39,072
Recycle - Tons	2,706	2,970	2,999	3,734	4,708	4,858	4,938

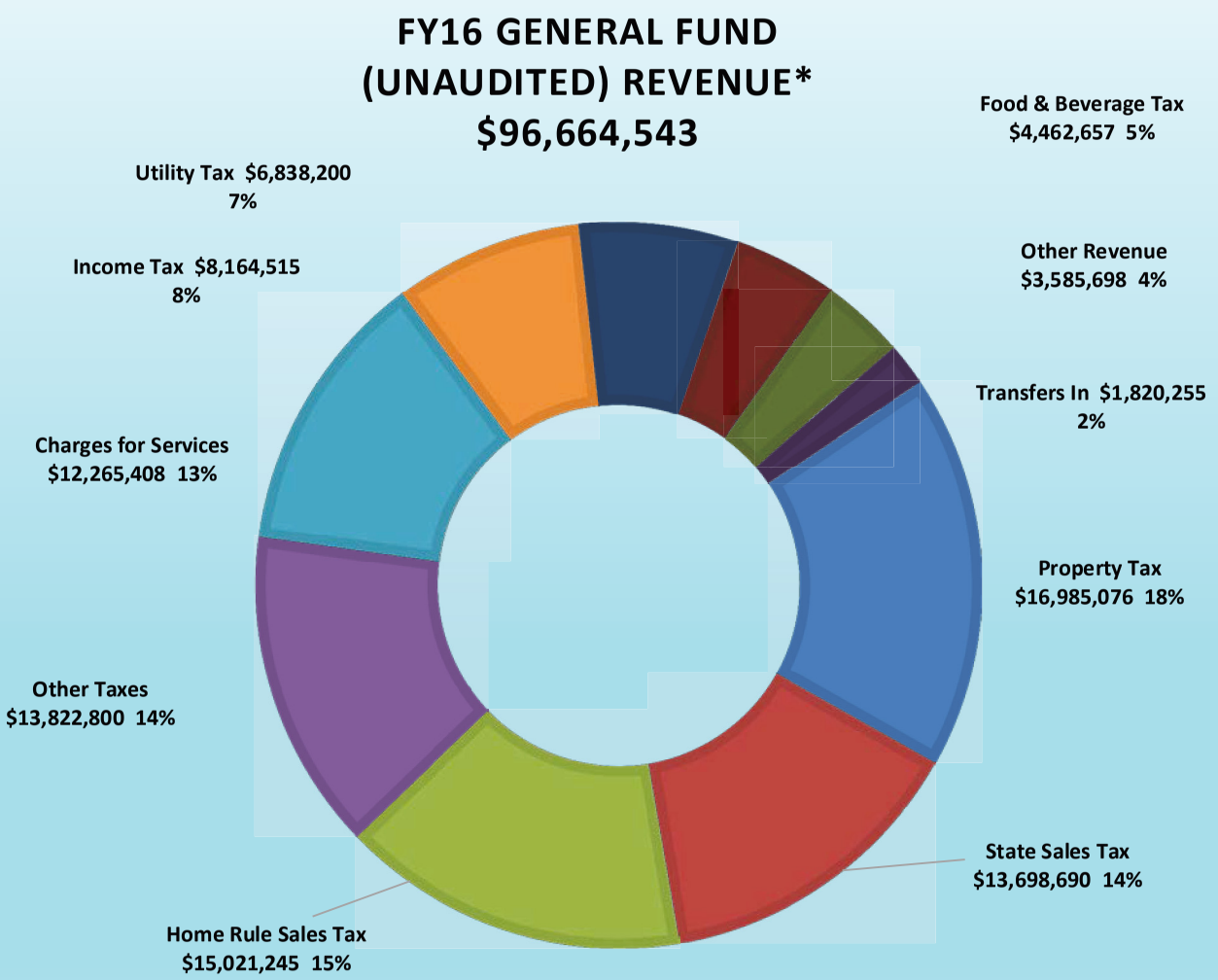


Questions

Appendix

Please note that the following slides do not reflect the proposed year end budget transfer.

General Fund Revenue



*Small differences are due to rounding of numbers.

General Fund Revenue Results*

- State Sales tax was down slightly from budget but was approximately 1.7% higher than FY15.
- Income Tax received was $0.58M more than budget.
- Utility Taxes are about $0.23M lower than budget which correlates to what the City is seeing in less expenses with water, electricity and gas. Consumption has been down with the milder weather.

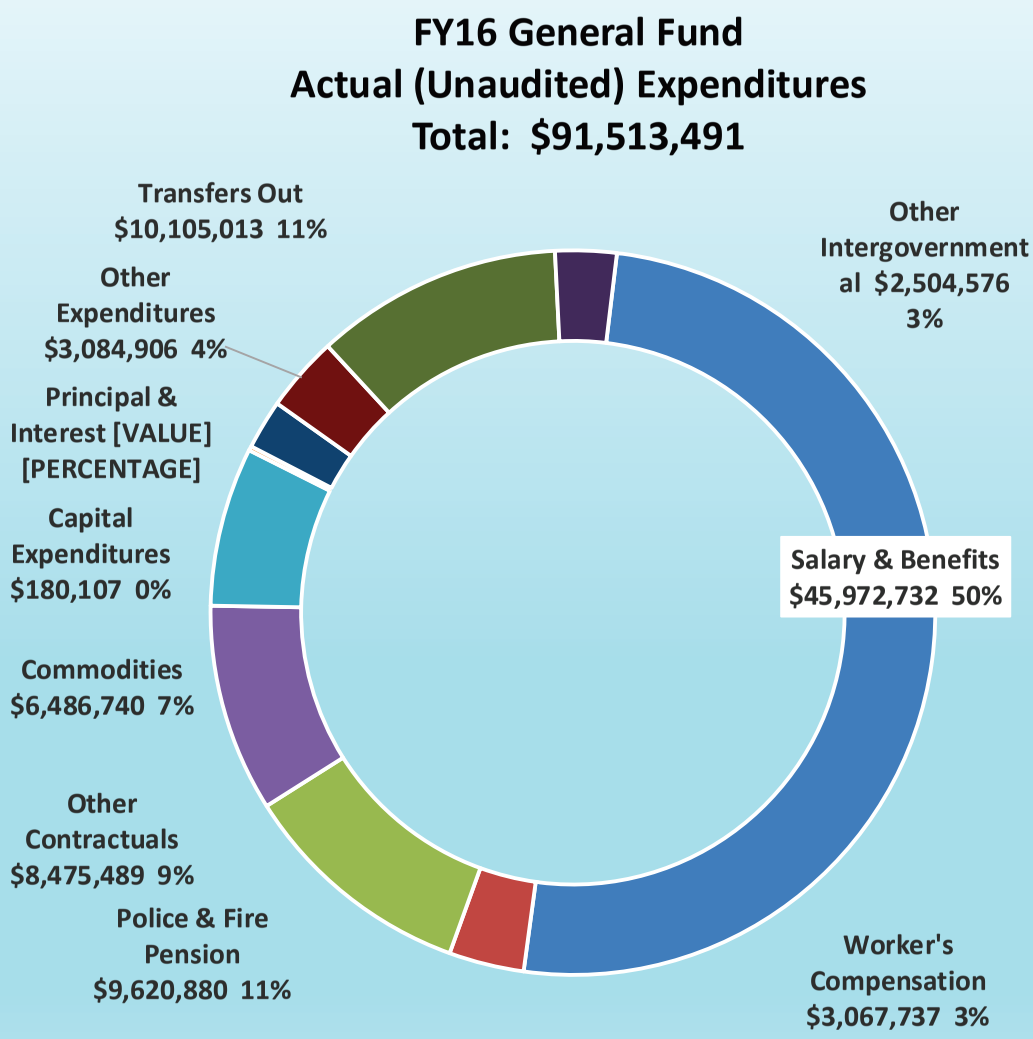
*FY16 revenues are unaudited.

General Fund Revenue Results*

- Video Gaming is not a major revenue but has increased by over 14% since last fiscal year. In FY16, it is $0.22M over budget.
- Amusement Tax has been trending positively and will end the fiscal year $0.46M above budget.
- Ambulance fees are down $0.49M. Bad debt lowered this revenue by $0.67M.

*FY16 revenues are unaudited.

General Fund Expenditures



Expenditure Results*

- **Salaries & Benefits - $2.25M under budget**
  - $1.17M (Fulltime & Seasonals) – There were numerous fulltime and seasonal vacancies that were not filled part or all of the year throughout the City. The hiring process is not immediate especially with more specialized positions and contract policies such as Fire & Police.
  - $0.83M (Overtime) – Fire & Police had the largest savings due primarily to less injuries and a conscious effort to reduce overtime. Due to the mild winter, Snow & Ice also had major savings.





*FY16 expenditures are unaudited.

General Fund Expenditure Results*

- **Salaries & Benefits - $2.25M under budget**
  - $0.40M (Benefits) were also under budget but they do not always vary the same amount as salaries because employees can change their insurance mix during open enrollment in January.
  - There was some offset to the savings from employee payouts to retirees.

*FY16 expenditures are unaudited.

Expenditure Results*



- **Commodities - $2.01M under budget**
  - $0.95M (Fuel & Oil) – Accounts for 47% of the commodities savings.
  - $0.45M (Supplies) – Departments were very prudent and cautious with their purchases partly due to State budget concerns. There were also some savings realized from street materials such as traffic line painting and signage.
  - $0.25M (Rock Salt) – Less rock salt was needed during the mild winter.
  - $0.28M (Utilities) – Due to the mild winter and favorable electrical aggregate rates, savings were seen.



*FY16 expenditures are unaudited.

General Fund Facts

- General Fund – City's main operating fund which houses most City operations.
- 80% of General fund operations are funded through state and local taxation.
- 20% is funded by various licenses, permits, fines, and fees.
- Many General Fund revenues are considered elastic and are sensitive to changes in the economy.
- The General Fund also supports other funds that have deficit balances at fiscal year end.

General Fund Expenditure Results*

- **Contractuals - $0.88M under budget**
  - $0.30M (Other Prof. & Tech Svcs./Other Purchased Svcs.) – Some contractual positions were not used the full year and some projects were put on hold.
  - $0.21M (Repair/Main – Licensed Veh./Other) – The City is replacing some of the older vehicles and equipment through the capital lease reducing repairs needed.
  - $0.20M (Professional Development) – Staff is very lean making it difficult at times to attend training.

*FY16 expenditures are unaudited.

General Fund Expenditure Results*

- **Contractuals - $0.95M under budget**
  - $0.12M (Printing) – There were savings from printing fewer budget books and consolidating information with the Water bill inserts.
  - $0.05M (Other Medical Services) – Less need for some of the Human Resources medical services such as physicals, drug testing, etc. This is a line item that can fluctuate based on need.



*FY16 expenditures are unaudited.

General Fund Expenditure Results*



- **Other Expenditures - $0.63M under budget**
  - $0.52M (Bad Debt-Ambulance Charges) – this accounts for 83% of the other expenditure savings. This may be the result of more people having insurance.
  - $0.10M (Investigation & Other Misc. Expenses) – These are both accounts that are usually variable and depend upon need.
  - $0.03 (Community Relations) – Some intended savings as a result of concern over the State budget. Also, each year we alternate the MLK expenses with the Town of Normal.

*FY16 expenditures are unaudited.