



CITY OF
BLOOMINGTON
SPECIAL SESSION
MEETING
MAY 8, 2017

AGENDA



**SPECIAL MEETING SESSION AGENDA
OF THE CITY COUNCIL
CITY HALL COUNCIL CHAMBERS
109 E. OLIVE STREET, BLOOMINGTON, IL 61701
MONDAY, MAY 8 2017; 5:15 P.M.**

1. Call to Order
2. Roll Call of Attendance
3. Public Comment
4. Consideration of approving the minutes of the Special City Council Meetings for April 24, 2017. (*Recommend that the reading of the minutes be dispensed and approved as printed.*) (*5 minutes*)
5. Closed Special Meeting
 - A. Review of Minutes – Section 2(c) (21) of 5 ILCS 120/2 (*5 minutes*)
 - B. Acquisition of Property – Section 2(c) (5) of 5 ILCS 120/2 (*30 minutes*)
 - C. Personnel – Section 2(c) (1) of 5 ILCS 120/2 (*30 minutes*)
6. Adjourn Closed Session and Return to Open Session
7. Presentation and discussion of proposal to create a Transportation Advisory Commission and draft ordinance. (*Recommendation for discussion only.*) (*Presentation by David Hales, City Manager and Alderman Amelia Buragas 5 minutes, Council discussion 25 minutes.*)
8. Adjourn (*approximately 6:55 PM*)



**SPECIAL SESSION MEETING
AGENDA ITEM NO. 4**

FOR COUNCIL: May 8, 2017

SUBJECT: Consideration of approval the minutes of the Special City Council Meetings for April 24, 2017.

RECOMMENDATION/MOTION: That the reading of the minutes be dispensed and 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 Special City Council Meeting Minutes have been reviewed and certified as correct and complete by the City Clerk.

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:

A handwritten signature in black ink, appearing to read "David A. Hales".

David A. Hales, City Manager

Attachments:

- April 24, 2017 Special Session Meeting Minutes

SPECIAL SESSION CITY COUNCIL MEETING

City Hall Conference Room
109 E. Olive Street, Bloomington, IL 61701
Monday, April 24, 2017; 5:15 PM

1. Call to Order

The Council convened in Special Session in the Council Chambers, City Hall Building at 5:00 p.m., Monday, April 24, 2017. The meeting was called to order by Mayor Renner.

2. Roll Call

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

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

Absent: Alderman Diana Hauman

Staff present: David Hales, City Manager; and Steve Rasmussen, Assistant City Manager; Jeffrey Jurgens, Corporation Counsel; Cherry Lawson, City Clerk; Nicole Albertson; Human Resource Director; Angie Brown, Assistant Human Resource Director; Brian Mohr, Fire Chief and Lisa Calloway of Sorling Northrup Counselors.

3. Public Comment

There were no comments offered.

4. Consideration of approving the minutes of the Special City Council Meetings for April 10, 2017.

Mayor Renner asked for a motion to approve the minutes.

Motion by Alderman Black second by Alderman Painter to approve the minutes as presented.

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

Nays: None

Motion carried.

5. Closed Special Session Meeting
 - A. Collective Bargaining 2(c) (2) of 5 ILCS 120/2

Mayor Renner requested a motion to go into Closed Session per Section 2(c) (2) of 5 ILCS120.

Motion by Alderman Lower second by Alderman Black to enter into Closed Session Meeting per Section 2(c) (5) of 5 ILCS120, and Section 2(c) (1) of 5 ILCS 120/2.

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

Nays: None

Motion carried.

6. Adjourn Closed Session and Return to Open Session

Mayor Renner asked for a motion to adjourn the Closed Session Meeting.

Motion by Alderman Schmidt seconded by Alderman Painter to adjourn the Closed Session Meeting.

Motion Carried (Viva Voce).

7. Discussion and possible direction regarding the John M. Scott Trust. (Review, discuss and provide a consensus on the operational structure of the John M. Scott Health Trust.) (Presentation by Don Davis and Dan Hughes of The Bronner Group 15 minutes and Council discussion 45minutes.)

Mr. Davis gave highlights of the report. The purpose of the report is to look at what has happened to the Trust since the Affordable Care Act became effective January 1st, 2014, and there have definitely been some changes on expenditures, in particular, and also a little bit of impact eligibility. In the big picture overall, there are no real issues and nothing that stuck out as a serious problem. Everybody is very dedicated and trying to do the best job possible.

We highlighted a few concerns; administrative costs were too high. There are two issues with that. One is there has been some changes with how things are being charged there. There was an early retirement, as well as other things that were charged. The other thing is that in doing more research, there is definitely a big movement in the industry to get away from trying to have these hard-core benchmarks on administrative costs. One concern is that there are grants being made in an effort to strengthen the grant-monitoring requirements. The current governing structure was the biggest issue in clarifying rolls and responsibilities. Everybody is trying to do the right thing, but there is definitely a lack of clarity, at times, as far as – say like the Advisory Council.

Are they purely advisory? When do they have oversight responsibilities? A couple of things to mention with the Affordable Care Act, one thing that makes this a very difficult report is no one knows exactly what is going on, so there can be changes and we do not know what those will be.

The Affordable Care Act it will move slowly, you will see the changes happening; it will get implemented at the state level. Another concern is changes in Medicaid by the State of Illinois. They can move quickly, and then that can impact participants in the programs and what are eligible costs and what are not eligible costs. There needs to be a process of being responsive whenever there is a change where if the State of Illinois suddenly says this is no longer and eligible expense and you have people with that need that no longer are being covered, how do you address it? Again, talking through it as a policy decision and thinking it through. We did an audit and one thing we looked at was eligibility for the people enrolled and again it was basically fine. Expenditure wise, one issue that came up was marketing budget and spending some money on a sponsorship. This gets into a number of issues of governance and the budget and what is the best approach.

Overall, internal controls were very good. Overall, definitely seeing big decreases in expenditures. It went down by about two-thirds over the course of two years. One of the complicating things for eligibility, people are not eligible if they have insurance but under Affordable Care Act, everybody should have insurance so it becomes a little Catch-22 there. With grants, again, looks fine. We do think that there should be improvement for the grant monitoring and reporting. There is a little issue of duplicate services. There are other entities that provide similar services. Administrative costs are currently a little bit on the high side, dropping, and definitely something to watch.

The other issue that gets hard here and it is complicated, there are also subsidies going in from the township office as far as use of a copy machine, use of office space, some of those type things. Another concern was the flow of funds. It is a complicated system because of the City actually being the trustee, but what we found was everything worked fine, the internal controls were fine, but it was just complicated. Organizationally, the biggest issue was just clarity of roles. We threw a couple of options and these were things that had been talked about. One was keeping things the same with the township administrator as the administrator of the trust. The one thing we would suggest there would be improving the case management system, improving grant monitoring and then just clarifying the roles better. Another option is going more grants only and providing grants to different entities. One thing that was suggested was parting with the foundation because they already have grant management systems in place. The third option was hiring and executive director. This was discussed again with a few people. The idea there is that they can run it independently. They could add more value as far as developing an expertise healthcare. This one I would downplay a little more. You increase your admin costs and you have the commission for that expertise.

Mayor Renner stated, in any kind of grants-only system, you lose a sense of control, and the thing that would concern him would be that we have an elected official who is responsible, and if we do not like what is going on, we can control that or we can defeat that person in the next

election, and they can be held accountable that way. In terms of the grants only, with indirect accountability, how is that going to work?

Mr. Davis stated that at one point it worked for the City of Chicago, and he was one of the people managing the Community Development Block Grant Program. There was annual cycle where people would apply for grants, we would then review them, go through a process, they would have a work plan, we would do a contract with them. It was an annual process and then they were monitoring visits, as well. Generally, it works well. There are also concerns with monitoring. There are some that do a better job than others. There is a lot of time involved with going through the process and reviewing RFP's, the proposals, monitoring them, etc.

Alderman Schmidt follow-up with Mayor Renner asking for clarification on his comments.

Mayor Renner stated that you lose control of your service delivery and that anytime you contract out, that is usually your trade off. If we were to contract out, for example, trash collection. Today, if something does not happen, I can call Jim Karch and somebody can get out there and pick it up. If you have a company out of Chicago, you can say we are going to remember this in two years when your contract is up. You lose control of the efficiency of your services.

Mr. Davis stated it would have to be a severe situation to cancel that contract before the end of the year.

Alderman Sage requested clarification on duplication of services and wanted to know if you have a number of different agencies competing against a shrinking client base, does not the idea of grants suggest, in this particular case, the commission could be more targeted in filling specific gaps where those duplicated services do not provide coverage. Mayor Renner stated, that when you have a situation, in anything, where you are contracting to multiple different groups for a particular year or two years or whatever the contract might be, that is different from when you have an elected official who is immediately in line charge with the delivery of a particular service.

Alderman Lower stated, we are dealing with a very volatile situation in terms of who is being covered when and by what, for what, and we are needing to fill those gaps. Over the next corresponding year or two until all of that is worked out at the federal and state level, we need to have system in place that is more adept at that change and filling those gaps in a more immediate circumstance, and that is what we have right now in our Supervisor. Ms. Skillrud is capable of monitoring that and making even a week-to-week change if we need to. If we move to a grant system, it is not quite as quick to change.

Mr. Davis stated that you have a commission made up of experts in healthcare. We have a little bit more finger on the pulse of what is happening there and to make sure that you are leveraging that knowledge as fully as possible.

Alderman Fruin stated that the commission is made up of a number of local healthcare professionals from a number of disciplines that do have their pulse on healthcare and are adapting to healthcare on a daily or weekly basis. When you look at the people that are on that commission

and the disciplines they service and the dedication they have had in the community, option 2 seems like the best approach.

Alderman Buragas stated this has been challenging because it is an unusual entity that perhaps has no counterpart. On the other hand, we are fortunate to have it in our community because it has the potential and the capacity to provide our residents a great level of service and to fill in some of the areas where people are not getting the assistance they need. She stated she is reticent right now to make any changes because she would like to see a better line of communication, and we are not interacting enough with the commission.

Alderman Mwilambwe asked if we went to a grants-only model, how would this entity, 501(c)3, be selected. Do we have the capacity in Bloomington to have such an entity to be able to do the job or do we have more than one so that we know we have something to select from?

Mr. Davis stated that one issue would be who would run it. Township administrator certainly has the capacity to run it. The City has the capacity to run it. The commission could do it if there was a commitment of time. The fourth option would be contracting out to a foundation to handle it.

Mayor Renner asked how that would save administrative costs. We have elected officials, advisory board, and another group to come in to administer grants and then we would have to monitor all of this. Mr. Davis agreed that it would be complicated. If a grant program is done, do a larger dollar amount and just a couple so it is a very simple program, easier to manage, and you do not have that complexity.

Alderman Buragas stated that the City was named as trustees of this because there was some confidence we would exist when this provision of the will was triggered. The question is given these complexities, these are a mechanism from which we would remove ourself as trustees of this particular entity and let it go do its thing .

Mr. Hur stated that he tried to address that issue early on when the commission members were trying to think about how to do this because it is unique to have a municipality as a trustee. One of the thoughts was to create a corporate entity that would be owned by the trustee, in effect, that would be separate and apart with the corporate board, by-laws, just like any not-for-profit corporation or even for-profit corporation where all of these administrative problems are taken care of in your by-laws and your committees and your structure. That would remove the trustee from some of its direct responsibility and then there is annual reporting or semi-annual, whatever type of reporting to the City as a trustee on a more formal basis. The City could petition the court to resign as trustee and have a substitute trustee appointed or trustees, whether it is a committee of trustees, co-trustees, a bank trust department. It is difficult to fit charitable trusts like this into the City structure. A corporate structure would provide a very good alternative but it would still be owned and be an asset of the trust.

Mayor Renner asked if there is some evidence that one of the reasons why that the City was intrusted is not only are we going to be here, but there would be some accountabilities for elected officials.

Mr. Jurgens stated that we do not know the background behind the intent. The will just clearly says that they hereby direct the City of Bloomington through its officers, etc., and forever under the direction control of the City of Bloomington, so it just talks about the City of Bloomington.

Mr. Hur stated that his review of the docket entries, the petitions and everything going way back, it seems to indicate that at the time, everybody was convinced there was going to be a City of Bloomington hospital of some sort going way back. It is a multitude of factors, and certainly that is one of them.

Alderman Schmidt stated she wanted to challenge the idea that doing a grant-run program is really complicated since we have the Illinois Prairie Community Foundation. She stated that what she got out of the audit is an overriding concern about what the role of the commission and the commissioners are. Whatever we do, we need to figure out how we leverage the knowledge that is there in the commission to make sure they are really overseeing the expenditures of the trust dollars.

Alderman Sage stated that as the governing board or the trustee for this, it is incumbent on us to clearly spell that out.

Mr. Jurgens stated that if the Council could come with some consensus that we want to move at a high level in the direction of grants only or and we can come back with options as to what that might like look. Maybe that includes just a restructuring of the current system. Maybe it includes some other type of system or set up, we can come back with options on that. At a high level, you like the current structure and just want to see some fine tuning to that, we can then come back with some potential options on that.

Mayor Renner stated that if we are still in transition and we are not sure what is going to replace the Affordable Care Act, do we want to restructure this now, or wait until we know what is happening. As Alderman Sage stated, whether the commission is advisory or has some other additional role that should be independent regardless of what the Affordable Care Act policy changes are.

Alderman Fruin expressed concern over the Affordable Care Act, stating do we really think that is going to be resolved in six months, 12 months or 18 months? That is going to be a constant change. Whatever the solution is here, let those people we designate to be in charge figure that out as we go. We cannot wait for something to be resolved with the Affordable Care Act.

Ms. Skillrud stated that what she has looked at as the Township Supervisor and the Administrator of the Trust is to go back to the basic, which is the declaration of trust. Everything that she does and that the Township office does is to meet the needs that are unmet needs.

Recognizing those unmet needs is the issue that she sees when you go to grants only. The grants only is fabulous for meeting the needs that already exists.

Ms. Grant, Supervisor of Community Health Services at the Health Department, stated that she deals with the people we are talking about on a daily basis. We know that healthcare is changing and has been changing for a very long time. John Scott has changed with the changing needs and that is why it is important to have the healthcare specialists that we have on the commission. We know who needs services, and their needs are being met. When we talk about an all grants, we intend to give the money to the people who are serving those same people, and they can do it much more effectively than one person walking into an office. Major changes have happened. The Affordable Care Act is going to change and who knows when and how. With an all-grants management plan there is a potential to nearly double the money that we are currently giving to the entities that are serving the folks Judge Scott intended to serve.

Alderman Black stated that the grants made him a little uncomfortable because of the accountability that goes along with it but would be open to exploring grants so long as a process is specified.

Alderman Painter stated her opinion is that the commission are experts at what they are doing and so is the Bronner Group. On a real high level, she does not think that elected officials should be meddling in administrative things like this, and should never become a political football.

Alderman Fruin stated that he would go with Option 2.

Alderman Schmidt stated Option 2.

Alderman Buragas stated that she did not think anything should be done without first clarification of roles and greater definition there.

Alderman Mwilambwe stated that when this conversation was started, he remembered there were some differences of opinion in how the John M. Scott Trust should be operated, but there were also some issues about administrative costs. Those, at least, were stated firmly prior to this meeting, but tonight from what he has heard is that, yes, there were some initial concerns about administrative costs but those are not as strong as they were initially. We have also heard about the Affordable Care Act and how things are moving or not moving and all of these make him a little uneasy about making a decision tonight. He would be interested in exploring, clarification of the roles, and enhancing the oversight ability of the commission because we should not overlook their expertise. He believes we could find a solution that meets the needs of everyone involved, particularly the populations that we are trying to solve.

Alderman Sage stated that he was in favor of the recommendation.

Alderman Lower stated he had not changed his mind and thinks that we should stay the course for now. Having Township involved right now until we have a little bit more definition in

terms of where the federal government and the state government are going to lie in terms of coverage – who is covered, on what terms, etc. – we need to stay the course.

Alderman Sage asked how the City move forward with the clear line of sight of the role and responsibility of the Scott Commission as oversight versus advisory.

Mayor Renner stated we could do one of a couple of things. We could come up with a couple of hybrid models where there might be some strengthened oversight. His understanding in looking at it and in talking to other legal counsel was that their role was purely advisory. We could continue to discuss this and figure out what are some of the other possibilities.

Alderman Sage stated that he would encourage and calendar some type of a followup on this so that it does not fall through the cracks.

Mayor Renner stated that we have two new Council members a week from today and a Council member who is not there, so what we need to do is begin the second phase. We do not know what the opinions of these three individuals are. If we do not have a clear consensus, then this has to be an ongoing discussion.

8. Adjournment

Motion by Alderman Hauman seconded by Alderman Schmidt to adjourn. Time: 6:50 PM.

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

Nays: None

Motion carried.

CITY OF BLOOMINGTON

ATTEST

Tari Renner, Mayor

Cherry L. Lawson, City Clerk



SPECIAL SESSION AGENDA ITEM NO. 7

FOR COUNCIL: May 8, 2017

SUBJECT: Presentation and discussion of proposal to create a Transportation Advisory Commission and draft ordinance.

RECOMMENDATION/MOTION: Discussion Only.

STRATEGIC PLAN LINK: Goal 1. Financially Sound City Providing Quality Basic Services; Goal 4. Strong Neighborhoods.

STRATEGIC PLAN SIGNIFICANCE: Objective 1c. Engaged residents that are well informed and involved in an open governance process; Objective 4e. Strong partnership with residents and neighborhood associations; Objective 4f. Residents increasingly sharing/taking responsibility for their homes and neighborhoods

BACKGROUND: In January 2017, Alderman Amelia Buragas submitted a request for consideration and resolution to increase transparency and citizen participation in street planning and design by dissolving the informal and internal Staff Traffic Advisory Committee and forming a Traffic Advisory Commission. Alderman Buragas considers this approach to be consistent with the City of Bloomington's practice with regard to zoning, planning, historic preservation, liquor licenses, etc. This request form was supported by Alderman Scott Black, Alderman Karen Schmidt, and Alderman Jim Fruin.

The City of Bloomington is committed to adopting policies, practices and procedures that increase transparency and encourage citizen involvement. The purpose of the Transportation Advisory Commission (TAC) will be to assist, inform and serve in an advisory capacity to the administrative and elected officials of the City on matters pertaining to the transportation of people and materials within the City. The duties and responsibilities of TAC will be related to the overall transportation management within the boundaries and ways of the City of Bloomington.

Furthermore, creation of the Transportation Advisory Commission that will be subject to the OMA, will provide increased transparency and citizen involvement by establishing an annual meeting schedule, opening all meetings to the public, and allowing for public comment.

It has been the City's practice to use citizen boards, committees and commissions as a tool to increase transparency and encourage greater citizen participation. Additionally, transportation advisory commissions are a method utilized by some municipalities to increase transparency and community involvement in transportation planning activities. Therefore, the City Manager is recommending the creation of the Transportation Advisory Commission.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Not applicable

FINANCIAL IMPACT: Not applicable

COMMUNITY DEVELOPMENT IMPACT: The City’s Comprehensive Plan 2035 highlights the strong public interest in transportation throughout the plan’s development. It emphasizes the real diversity of users, and the balancing of vehicular and freight movement with pedestrian and bicyclist needs. This was reconfirmed when the City Council established a Complete Streets policy, several months after adopting the Comprehensive Plan. Complete Streets is not simply roads, bike lanes and sidewalks—it stems from the neighborhood preservation and placemaking efforts defined in the Comprehensive Plan. The related Goals and Objectives sections follow:

Link to Comprehensive Plan/Downtown Plan Goals: Throughout the transportation goals and objectives in the Plan, the large number and diversity of Partner Agencies is recognized. Depending on the specific topic, these Partner Agencies include governmental bodies, for-profit entities and not-for-profit interests—an item specifically recognized in *TAQ-1.1c Continue and document cooperation and coordination on transportation infrastructure management among governments, nonprofits, and businesses across the region.*

FUTURE OPERATIONAL COST ASSOCIATED WITH NEW FACILITY CONSTRUCTION: *(If applicable)*

Respectfully submitted for Council consideration.

Prepared by: Melissa Hon, Assistant to the City Manager
Reviewed by: David Hales, City Manager
Finance review by: Carla A. Murillo, Budget Manager
CD review by: Tom Dabareiner AICP, Community Development Director
Legal review by: Jeffrey R. Jurgens, Corporation Counsel
Recommended by:



David A. Hales
City Manager

Attachments:

- Draft Ordinance Amending Chapters 2 and 29 of the City Code to Create a Transportation Advisory Commission
- Alderman Buragas’s Agenda Request Form and Resolution

- Committee of the Whole Meeting Minutes, Monday, January 17, 2017
- Examples of Municipal Advisory Groups
- Public Works Letter to Mayor and Council

ORDINANCE NO. 2017 –

**AN ORDINANCE AMENDING CHAPTERS 2 AND 29 OF THE CITY CODE TO
CREATE A TRANSPORTATION ADVISORY COMMISSION**

WHEREAS, the City of Bloomington has more than 300 miles of streets within the City and City streets represent one of the City of Bloomington’s largest investments of taxpayer dollars; and

WHEREAS, the City of Bloomington has adopted a Complete Streets Ordinance supporting policy changes to street design and traffic safety and calming measures; and

WHEREAS, the City of Bloomington is committed to adopting policies, practices and procedures that increase transparency and citizen involvement; and

WHEREAS, the City of Bloomington uses citizen boards, committees and commissions as a tool to increase transparency and to encourage greater citizen participation; and

WHEREAS, the City Council desires to revamp the review and recommendation process to enhance citizen engagement and public review through a newly formed Transportation Advisory Commission and cease using the Staff Traffic Advisory Committee; and

WHEREAS, transportation advisory commissions are a tool used by some municipalities to increase transparency and community involvement in transportation planning activities.

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 by this reference as if specifically stated in full.

SECTION 2. Article III of Chapter 2 shall be amended by adding “Transportation Advisory Commission” in Section 30 to the list of enumerated City Boards and Commissions.

SECTION 3. A new Article XXVII shall be added to Chapter 29 of the City Code establishing a Transportation Advisory Commission as set forth in Exhibit A.

SECTION 4. Except as provided herein, the Bloomington City Code, 1960, as amended shall remain in full force and effect.

SECTION 5. 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 6. The City Clerk is hereby authorized to publish this ordinance in pamphlet form as provided by law.

SECTION 7. This ordinance shall be effective immediately after the date of its publication as required by law.

SECTION 8. This ordinance is passed and approved pursuant to the home rule authority granted Article VII, Section 6 of the 1970 Illinois Constitution.

PASSED this ___ day of _____, 2017.

APPROVED this ___ day of _____, 2017.

APPROVED:

Tari Renner
Mayor

ATTEST:

Cherry Lawson
City Clerk

EXHIBIT A

Chapter 29

Article XXVII

Transportation Advisory Commission

Section 300. PURPOSE AND CREATION

There is hereby established a Transportation Advisory Commission to assist, inform and advise the administrative and elected officials of the City on matters pertaining to the transportation of people and materials within the City. The primary areas of focus of the Transportation Advisory Commission shall consist of policy level matters on the following: (1) streets and highways, including all streets, alleyways, roadways, on street parking, recreational drives, bridges and grade separations located within the City; (2) pedestrian ways, including sidewalks, grade separations, shopping areas, and recreational pathways within the City; (3) bikeways, including on- and off-street routes for transportation and recreational uses within the City; (4) multi-use trails, including off-street trails for non-motorized uses within the City; and (5) materials and handling, including truck routes, truck terminals and materials loading trucks and other facilities. In conducting its reviews, the Commission shall also consider the historic nature and value of the area being served.

Section 301. MEMBERSHIP AND MEETINGS

1. The Commission shall consist of seven (7) members, appointed by the Mayor with the advice and consent of City Council. The appointments to the Commission should represent as broadly as possible geographic and/or social elements within the City, each with a demonstrated interest, knowledge, or experience in traffic management or transportation, including that three members must have a specific demonstrated interest, background or experience in one of the following:
 - a. regional public transportation, such as transit or bus service;
 - b. accessibility and ADA compliance; and
 - c. bicycle transportation.
2. The Commission shall establish an annual meeting schedule, which shall include at least one meeting per month to be held at a regular time and place. All meetings shall be open to the public and must comply with the Illinois Open Meetings Act. All meetings shall provide opportunity for public comment pursuant to local ordinances. Meeting minutes shall be prepared and maintained in accordance with local and state law.

3. A chairman and vice chairman of the Commission shall be selected to preside over meetings in accordance with the procedure set forth for the City's boards and commissions.
4. Items shall be placed on the Commission agenda by the chairperson of the Commission, appropriate City staff including, but not limited to, the Traffic Engineer, Public Works Director, City Engineer, the City Manager, or the Mayor. City Council members may also request items be referred to the Commission by utilizing the agenda request process, which shall include formal approval of referral by the City Council.

Section 302. PRELIMINARY TRANSPORTATION REVIEWS

All transportation matters concerning the placement, removal or change of traffic signs, traffic signals, parking zones, bicycle routes, sidewalks or related traffic matter shall first go to the Transportation Advisory Commission for consideration and review. All such reviews and recommendations shall be non-binding and made in consideration with applicable law and safety standards and consideration of the recommendation of the Traffic Engineer. After consideration by the Transportation Advisory Commission, the transportation matter shall be forwarded to the City Council for final consideration, evaluation, and approval.

Section 304. POWERS AND DUTIES

In addition to the reviews set forth in Section 303, the Transportation Advisory Commission shall also have the general authority to:

1. Make recommendations to improve transportation conditions on policy level matters, including but not limited to: (1) the implementation plan of complete streets policies and practices; (2) parking management; (3) traffic circulation; (4) vehicle speed; (5) traffic calming practices; (6) crosswalk identification; (7) intersection configuration; (8) streetscape design; (9) directional signage; and (10) the Manual of Practice for the Design of Public Improvements;
2. Review and make recommendations on the following plans: (1) Complete Streets Implementation Plan; (2) Transportation Improvement Plan; (3) Street Widening; (4) Brick Streets; (5) Downtown Master Plan; (6) Bicycle Master Plan; (7) Streets Master Plan; and (8) Sidewalk Master Plan;
3. Receive complaints having to do with transportation matters;
4. Conduct public hearings on proposed policies and plans when considered necessary by the Commission, the City Council, or as required by City, State, or Federal law or regulation, except where a hearing on the same subject is planned or required to be conducted by another body and where the Board finds that said hearing will be an unnecessary duplication; and

5. To review, suggest and coordinate policies, programs, outreach and strategies for pedestrian and bicycle facilities, including, but not limited to, bicycle routes, multi-use trails, bicycle parking, the sidewalk network, and safe routes to school.

Section 305. ASSISTANCE AND COOPERATION FROM CITY OFFICERS

1. In the conduct of the work of the Transportation Advisory Commission, it is anticipated that certain City employees will be required to advise and otherwise support the activities of the Commission in carrying out the obligations as provided herein. To that end, the City Manager shall designate staff to provide technical support and recommendations to the Commission. In addition, the City's Traffic Engineer shall serve as the staff liaison to the Commission and be responsible for OMA compliance.
2. The Traffic Engineer and other City staff, as designated by the City Manager, shall be entitled to attend and participate in all Commission meetings. In addition, the Traffic Engineer and designated City staff shall provide recommendations to the Commission on the matters before it and shall be entitled to make recommendations separate and apart from the Commission to the City Manager and City Council on final action items.
3. The Traffic Engineer and City staff designated by the City Manager shall assist and cooperate with the Transportation Advisory Commission and, upon request of the Commission, shall furnish information and advice on subject matters as the Commission may reasonably require in order to fulfill its functions as set forth herein. The City shall provide clerical services to the Commission where possible.

**CITY OF BLOOMINGTON
COUNCIL MEMBER REQUEST FOR CONSIDERATION**

I. TO BE COMPLETED BY ALDERMAN

1. Name of alderman making the proposal: Amelia Buragas (Ward 4)

2. Topic summary (attach additional information and documentation to this form:

Please see attached proposed resolution. The purpose of the resolution is to increase transparency and citizen participation in street planning and design by dissolving the Staff Traffic Advisory Committee and forming a Traffic Advisory Commission. This approach is consistent with many other municipalities across the country as well as with the City of Bloomington's practice with regard to zoning, planning, historic preservation, liquor licenses, etc.

3. Alderman's priority level: LOW MEDIUM HIGH

II. TO BE COMPLETED BY STAFF

1. Aldermen supporting consideration of this topic (3 additional minimum):

Scott Black, Karen Schmidt, Jim Fruin

2. City Manager review (staff & financial resources required to implement; impact on City priorities, etc.):

3. Recommendation for further action on w/ Complete Streets at the following meeting type:

Committee of the Whole

Council Consent Agenda

Council Regular Agenda

Work Session

City Board or Commission

City Staff Review & Comment

Proposed agenda items shall be submitted to the City Manager's Office using the Agenda Item Request Form at least 15 days in advance of the next regularly scheduled Council session if quick action is desired. Due to the substantial number of requested items and City projects, it may not be possible for requested items to appear on the next agenda.

RESOLUTION NO. 2016 –

**A RESOLUTION SUPPORTING THE DISSOLUTION OF THE STAFF TRAFFIC
ADVISORY COMMITTEE AND THE FORMATION OF A TRAFFIC ADVISORY
COMMISSION**

WHEREAS, the City of Bloomington has more than 300 miles of streets within the city and city streets represent one of the City of Bloomington's largest investments of taxpayer dollars; and

WHEREAS, the City of Bloomington has adopted a Complete Streets Ordinance supporting policy changes to street design and traffic safety and calming measures; and

WHEREAS, the City of Bloomington is committed to adopting practices and procedures that increase transparency and citizen involvement; and

WHEREAS, the City of Bloomington uses citizen boards and commissions as a tool to increase transparency and to encourage greater citizen participation; and

WHEREAS, the current Staff Traffic Advisory Committee does not allow for citizen involvement or participation and meets without public oversight;

WHEREAS, traffic advisory commissions are a common tool used by municipalities to increase transparency and community involvement in traffic planning activities;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLOOMINGTON, ILLINOIS:

That the Staff Traffic Advisory Committee be dissolved; and

That a Traffic Advisory Commission be formed to consist of no fewer than five individuals appointed to serve by the Mayor, consistent with all existing ordinances regulating city boards and commissions, and who will be tasked with providing recommendations concerning traffic-related actions including, but not limited to, implementation of complete streets practices, parking management, traffic circulation, vehicle speed, traffic calming practices, crosswalk identification, intersection configuration, streetscape design, and directional signage.

ADOPTED THIS ____ day of May, 2016.

APPROVED THIS _____ day of May, 2016.

APPROVED:

Mayor Tari Renner

scrutinize individual events versus benchmarks such as number of events in a defined time frame. Mr. Sullivan stated diversity was also key.

8. Presentation on creating a Traffic Advisory Committee

(Presentation by David Hales, City Manager; 5 minutes, and Council Discussion 15 minutes)

David Hales, City Manager, noted that the most common citizen complaints on previous Traffic Advisory Commissions (TAC) was lack of opportunity for staff to engage the public and process transparency. Mr. Hales stated moving forward that transparency and more citizen engagement were key for transportation changes. Collaboration between said TAC and the Council was imperative.

Alderman Buragas believed more transparency and involvement was needed. The name Staff Traffic Advisory Committee was misleading because staff was not the sole participants. Mr. Karch, director of Public Works, noted that Mclean County Regional Planning, District 87, Unit 5, Connect Transit were involved. Other departments were included as needed.

Alderman Buragas stated that community stakeholders should continue to be part of the process. Most residents' complaints involved not being able to communicate with the decision makers resulting in lack of understanding. She believed if conversations were not being held publicly it meant Council was not involved. Decisions on transportation issues should involve Council. Formalizing committee structure was suggested.

Alderman Lower stated that TAC and suggested transportation changes were not community driven. Focus should be place on repairing streets.

Alderman Black stated support for more citizen involvement and collaboration.

Alderman Schmidt questioned if TAC was more open would it include citizens. Alderman Buragas responded yes, it would include one (1) or two (2) citizens.

Alderman Sage stated a phased-in approach may be appropriate to including citizens due to the technical expertise required in the subject matter. Mayor Renner clarified an open meeting with public comment should be considered. Mr. Hales suggested an ad hoc committees on specific policies as an option. Alderman Mwilambwe stated care should be taken not to overburden staff.

9. Presentation on allocating resources to advertise, attract, and employ a Traffic Engineer for the Public Works Department

(Presentation by David Hales, City Manager; 5 minutes, and Council Discussion 10 minutes)



Examples of Municipal Advisory Groups

Prepared by:

Michael Hill
Public Works Administration
City of Bloomington, Illinois

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TERMS

Permanent Staff-led Advisory Groups: Continuous advisory panels consisting of only staff or a majority of staff that make recommendations to a city council (i.e. Traffic Advisory Committee)

Permanent Citizen-led Advisory Groups: Continuous advisory panels consisting of only citizens or a majority of citizens that make recommendations to a city council (i.e. Historical Preservation Commission)

Temporary Staff-led Advisory Groups: Advisory panels consisting of only staff or a majority of staff that make recommendations to a city council on a single issue and then dissolve

Temporary Citizen-led Advisory Groups: Advisory panels consisting of only citizens or a majority of citizens that make recommendations to a city council on a single issue and then dissolve (i.e. Bulk Waste Ad Hoc Committee or Budget Task Force)

PERMANENT STAFF-LED ADVISORY GROUPS

City of Bloomington, Illinois Traffic Advisory Committee (Formerly Staff TAC)

It is the City's current practice to submit, review and make recommendations regarding traffic requests and/or proposals through the Traffic Advisory Committee (TAC). TAC meets once a month and considers approximately one to three items per meeting. A representative of the Police Department's administration usually chairs the meeting. Others on the committee represent the Bloomington Police Department, Bloomington Public Works Department, Bloomington Fire Department, Unit 5, District 87, Connect Transit, the McLean County Regional Planning Commission, the Illinois Department of Transportation, and other key community entities that may be needed due to the nature of the request and the expertise required.

Due to changes made in February 2017, the committee and decision-making process now includes public participation. City staff is supportive of increasing transparency and citizen engagement with regards to the Traffic Advisory Committee.

City of Park Ridge, Illinois Staff Traffic Advisory Committee

The STAC meets once a week, or as needed, to review citywide traffic safety issues. Members of STAC include the Chief of Police, Patrol Commander, Support Services Commander, the City Engineer, and the Traffic and Community Service Coordinators. Together they discuss traffic problems in the City and how to resolve them.

Likewise, since the police department enforces the laws but does not actually control where stop signs are placed or what the speed limits are, it is important to communicate with the City Engineer about issues such as stop sign placement and setting speed limits.

City of Des Plaines, Illinois Staff Traffic Advisory Committee

The STAC reviews transportation related requests from Aldermen and the public. The Committee consists of staff representatives from the Public Works & Engineering, Community & Economic Development, Police, and Fire Departments. In addition, the Legal and Finance Departments are involved in particular items as necessary.

The Committee meets weekly as necessary. An average of 100 requests are received and reviewed by the Committee each year, with the most common requests falling into the following three categories: parking issues, speeding concerns, and intersection safety concerns. All requests are investigated and recommendations made with reference to local, regional and national standards and best practices.

The general process for making a request for review by the STAC is as follows:

- The request is forwarded to the attention of the Public Works & Engineering Department via Citizen Action Request forms on the website, email, letter, or phone call. It is important that each request includes as much background information as possible and a contact to allow proper investigation of the matter. For example, if there is a concern at a traffic signal, cite the time-of-day, day-of-week, and precise nature of the issue (e.g. EB-WB left turn signal too short).

- Staff determines whether the request falls under City jurisdiction or needs to be forwarded to IDOT, Cook County Highway, Maine Township, etc. For example most of the arterials and nearly all of the traffic signals in the City are under the jurisdiction of IDOT.
- The Request is logged in the STAC internal database. The internal database allows for the tracking of all requests, contacts, recommendations and follow-up actions.
- Staff provides a preliminary response to the requester to let them know we are looking at issue with projected date for follow-up contact.
- Staff investigates the request which may include
 - Field observations
 - Crash reports
 - Speed study
 - Reference to Federal/State/Local guidance and best practices
- The item is presented at a STAC meeting for review and recommendation. Note that in the past, formal meeting notes were issued and disseminated from each meeting. However, due to staffing reductions over past years, it is no longer feasible to produce these detailed notes.
- Staff provides follow-up communication with the requester and Alderman.
- If action is required, notices are typically distributed to adjacent stakeholders and a week is given for comment in advance of implementation. Items that require regulatory change are often implemented by temporary police order to test the situation and to avoid delay, and then if the implemented change proves favorable, an ordinance is presented to the City Council to make the change permanent.

PERMANENT CITIZEN-LED ADVISORY GROUPS

City of Boulder, Colorado Transportation Advisory Board

The City of Boulder Transportation Advisory Board consists of five members appointed by the city council for five-year terms.

The responsibilities of the board are:

- To advise the city manager, the planning board and the city council concerning any transportation matter, except as set forth in Subsection (c) of this section.
- To review all city transportation environmental assessments and capital improvements.
- To review, monitor and propose changes to the Transportation Master Plan for the Boulder Valley, including, without limitation, policies for automobiles, pedestrians, bicycles, transit, parking and greenways.
- To work with individual citizens, neighborhood groups and transportation staff to develop and recommend criteria by which to guide neighborhood traffic mitigation projects.
- To advise the city council and the planning board concerning alternative transportation programs and to track the modal shift goal of the transportation master plan.
- To review and provide recommendations to the city manager concerning policy issues on operating programs, including, without limitation, traffic engineering, parking and alternative transportation.

The board shall not involve itself in any review under the land use regulation, title 9, "Land Use Code," B.R.C. 1981, unless its opinion is requested by the city council. Prior to making any recommendation, the board shall hold a public hearing. The board is not authorized to issue subpoenas.

City of Decatur, Illinois Traffic and Parking Commission

The Traffic and Parking Commission consisting of nine members of which five such members are citizen members to serve without compensation and the remaining members are employees or officers of the City, one from the Public Works Department, one from the Fire Department, one from the Police Department, and one from the Planning and Building Services Department.

The five citizen members serve for a term of three years, and are appointed by the Mayor with the approval of the City Council. The other four members, being representatives of the departments and divisions of the City aforesaid, are designated by the City Manager by appointment in writing communicated to said Commission, which appointment designates the respective representative and an alternate for each such representative. Each citizen member of the Commission has one vote and each City representative has one vote, cast either by the representative or alternate, in conducting the business of said Commission.

The Commission selects a Chairman from the citizen members to preside, and a Vice-Chairman to act in the absence of the Chairman. The Public Works Director, or designee, is the Secretary of the Commission.

The Commission holds regular meetings at such time and place as it may determine. Special meetings as may be desirable or necessary are called by the Chairman.

The Commission may adopt such rules and by-laws for the conduct of its business as it may deem necessary or desirable.

The Commission:

- Investigates ways and means to coordinate traffic activities, including on and off-street parking, to encourage educational activities in traffic matters in the schools, and shall recommend to the City Council, in writing, ways and means of improving such conditions and the administration and enforcement of traffic regulations and parking conditions;
- Such recommendations include any matters such as traffic control devices, safety zones, turning movements, prohibition of parking, through streets, one-way streets, or any other matter concerning parking or traffic which in its opinion would improve such conditions in the City.

The Traffic and Parking Commission shall assist the City Plan Commission in developing traffic and parking plans. Such Commission shall also assist in the education of the public and the obtaining of the public support for measures adopted to improve traffic and parking conditions.

City of Naperville, Illinois Transportation Advisory Board

Purpose and Creation

The Transportation Advisory Board was established to assist, inform and advise the administrative and elected officials of the City on all matters pertaining to the transportation of people and materials within the City, between the City and adjoining municipalities, and throughout the northeastern Illinois region.

Membership

The Board consists of eleven (11) members, appointed by the Mayor with the approval of City Council, pursuant to Section 2-1-2 of this Title, unless otherwise noted. Said membership shall include the following:

- At least four (4) of said members shall have professional expertise in the various facets of the duties of the Board, by virtue of their training and/or employment. Said areas of expertise shall include, but are not necessarily limited to: engineering, the law, transportation operations, marketing, financing, environmental management and safety.
- At least two (2) of said members shall have demonstrated interest in pedestrian or bicycle issues through professional expertise or participation in various civic organizations, clubs or committees/boards/commissions that have a pedestrian or bicycle focus.
- At least four (4) of said members shall represent as broadly as possible geographic and/or social elements within the area served by the Naperville Plan Commission. Said representation shall include, but not necessarily be limited to students, retired persons, the handicapped, homemakers, the business community, newly developed areas, and low and moderate income persons.

Powers and Duties

The Transportation Advisory Board serves in an advisory capacity to the City Council regarding the following:

- To prepare, review, and recommend comprehensive plans based upon adopted goals and strategies for each mode of transportation, with a high degree of coordination with other modes. Said plans and strategies shall be consistent with previously adopted or proposed land use plans as well as other social or economic goals as directed by the City Council.
- To coordinate with other local, regional, state and national agencies and private transportation organizations (e.g., BNSF Railway, Chicago Metropolitan Agency for Planning, Illinois Department of Transportation, Naperville Park District, Regional Transportation Authority) in the adoption of goals and strategies or in reviewing or proposing specific projects or programs.
- To review, suggest and coordinate programs for mass transportation, including, but not limited to, expanding or reducing services, special programs, routing, fee structures and marketing proposals and strategies.
- To review, suggest and coordinate policies, programs, and marketing proposals and strategies for pedestrian and bicycle facilities, including, but not limited to, bicycle routes, multi-use trails, bicycle parking, the sidewalk network, and school walk routes.
- To conduct public hearings on proposed policies and plans when considered necessary by the Board, the City Council, or as required by City, State, or Federal law or regulation, except where a hearing on the same subject is planned or required to be conducted by another body and where the Board finds that said hearing will be an unnecessary duplication.
- To supervise and encourage a program of dissemination of information regarding transportation programs, problems, policies or goals, to the citizens of the Naperville community.

City Council Referrals

All transportation matters coming directly to the City Council concerning the placement, removal or change of traffic signs, traffic signals, parking zones, bicycle routes, sidewalks or related transportation matter may be referred by the City Council to the Transportation Advisory Board for consideration.

- All referrals to the Transportation Advisory Board shall specify the date and source of the proposal, whether from staff or private citizen(s).
- After consideration by the Transportation Advisory Board, the transportation matter shall be forwarded to the City Council for final consideration, evaluation, and determination.

Assistance and Cooperation from City Officers

All departments of the City under the direction of the City Manager, and other officers and agencies of the City shall assist and cooperate with the Board and, upon request of the Board, shall furnish information, advice, and access to facilities respecting subject matters as the Board may reasonably require in order to fulfill its functions as set forth herein. The City shall provide clerical services to the Board where possible.

In the conduct of the work of the Board, it is anticipated that certain City employees will be required to advise and otherwise support the activities of the Board in carrying out the obligations as provided herein. For this reason, the head or a designated representative of each of the following City departments or offices shall attend and be entitled to participate in the discussions of the Board: the transportation, engineering and development business group and Police Department. Whenever possible the City Manager or a representative of his office shall also attend and participate.

Expenses for the operation and conduct of the affairs of the Board shall be paid from the transportation, engineering and development business group budget or where appropriate, because of a special program, from a separate City fund where monies are budgeted for said purpose.

City of Peoria, Illinois Transportation Commission

Purpose and Creation

The transportation commission of the city was created for the purpose of studying and surveying matters pertaining to transportation in the City of Peoria, and to make recommendations and proposals to the city council and the city administration. Transportation shall include pedestrians, bicycles, vehicles and mass transit systems, as well as the movement of freight, and shall promote Complete Streets concepts within the city. The commission shall also assist and advise concerning transportation items contained in the annual Community Investment Plan (CIP) and other matters relating to safe and efficient transportation.

Membership

The transportation commission shall consist of 11 voting members, appointed by the mayor and approved by the city council. The terms of the commissioners shall be three years in accordance with the terms set forth in section 2-162 of the Code. Said membership shall include the following:

- At least four of said members shall have professional expertise in the various facets of the duties of the commission, by virtue of their training and/or employment. Said areas of expertise shall include, but are not necessarily limited to: engineering, the law, transportation operations, mass transit, marketing, financing, environmental management and safety.
- At least two of said members shall have demonstrated interest in pedestrian or bicycle issues through professional expertise or participation in various civic organizations, clubs or committees/boards/commissions that have a pedestrian or bicycle focus.
- At least four of said members shall represent broad social and geographical components of the City of Peoria. Said representation may include, but not necessarily be limited to students, retired persons, disabled, homemakers and the business community.

Voting members of the traffic commission shall be residents of the City of Peoria and at least one of said members shall represent each council district by residential address.

Meetings

The transportation commission shall meet at least once each month and at the call of the chairman of the commission or upon the written request of at least six members of the commission delivered to the chairman.

Chairman, Secretary, and Other Officers

The chairman of the transportation commission shall be elected by the members for a term of one year, annually. A vice-chairman and such other officers as the commission may deem necessary may be elected for terms running concurrently with that of the chairman. The secretary of the commission shall be the traffic engineer of the city and shall maintain all records of the transportation commission.

Rules of Order and Procedure

The transportation commission shall adopt such rules of order and procedure as it deems advisable and necessary. No rule of the transportation commission concerning its order of business or procedure shall be effective until a copy thereof is placed on file with the city clerk.

Absent any rules to the contrary, Robert's Rules of Order, as revised from time to time, shall control the conduct and order of the meetings of the transportation commission and its members.

Powers and Duties

The Transportation Commission serves in an advisory capacity to the city council and city staff regarding the following:

- To prepare, review, and recommend comprehensive plans based upon adopted goals and strategies, as directed by the city council.
- To coordinate with other local, regional, state and national agencies and private transportation organizations, such as Peoria Pekin Urbanized Area Transportation Study (PPUATS), Illinois Department of Transportation (IDOT), Peoria Park District, and Peoria County in the adoption of goals and strategies in the city and surrounding area, and in reviewing or proposing specific projects or programs.
- To review, suggest and coordinate policies, programs, and marketing proposals and strategies for pedestrian and bicycle facilities, including, but not limited to: bicycle routes, multi-use trails, bicycle parking, the sidewalk network, and school walk routes.
- To conduct public hearings on proposed policies and plans when considered necessary by the commission, the city council, or as required by city, state, or federal law or regulation, except where a hearing on the same subject is planned or required to be conducted by another body and where the commission finds that said hearing will be an unnecessary duplication.
- To encourage a program to disseminate information regarding transportation programs, problems, policies or goals to the citizens of Peoria.

City Council Referrals

All transportation matters coming directly to the city council may be referred by the city council to the transportation commission for consideration.

All referrals to the transportation commission shall specify the date and source of the transportation matter, whether from staff or private citizens.

After consideration by the transportation commission, the transportation matter shall be forwarded to the city council for final consideration, evaluation, and determination and/or adoption.

Assistance and Cooperation from City Officials

All departments of the city under the direction of the city manager, and other officers and agencies of the city shall assist and cooperate with the commission and, upon request of the commission, shall furnish information, advice, and access to facilities respecting subject matters as the commission may reasonably require in order to fulfill its functions as set forth herein. The city shall provide clerical services to the commission where possible.

In the conduct of the work of the commission, it is anticipated that certain city employees will be required to advise and otherwise support the activities of the commission in carrying out the obligations as provided herein.

Expenses for the operation and conduct of the affairs of the commission shall be paid from a separate transportation commission line item in the city budget or where appropriate from specific budgeted projects.

Code Review and Revision

The transportation commission shall review sections 28-61 through 28-80 of the City Code periodically and make such recommendations as to its revision to the city council.

City of Urbana, Illinois Traffic Commission

Explanation of Interpretation

Section 23-23 of the Urbana City Code authorized the creation of a Traffic Commission “to coordinate traffic activities, to supervise the preparation and publication of traffic reports, to receive complaints having to do with traffic matters, and to recommend to the legislative body of this City and to the City Traffic Engineer, the Chief of Police and other City officials ways and means for improving traffic conditions and the administration and enforcement of traffic regulation.” To this end, the Urbana Traffic Commission adopts the following bylaws and rules of procedure.

Responsibilities of the Urbana Traffic Commission

The purposes, objectives, and responsibilities of the Urbana Traffic Commission shall be to:

- Coordinate traffic activities;
- Supervise the preparation and publication of traffic reports;
- Receive complaints having to do with traffic matters; and
- Make recommendations to improve traffic conditions by administering and enforcing traffic regulations.

Members of the Urbana Traffic Commission

The Urbana Traffic Commission shall consist of the City Traffic Engineer and the Chief of Police or their designated representatives and an alderperson appointed by the Mayor.

The City Traffic Engineer shall designate a member of the Public Works Department staff to serve as Recording Secretary for all meetings conducted by the Urbana Traffic Commission.

Chairperson

If the office of the Chairperson becomes vacant or if the Chairperson becomes unable to perform the duties of Chairperson, the Urbana Traffic Commission shall elect a successor from its membership who shall serve the unexpired term of the predecessor or until an appointment to fill the position of Chairperson is made by the Mayor.

Except as otherwise provided herein, the Chairperson shall have the duties and powers to:

- Preside over all deliberations and meetings of the Urbana Traffic Commission;
- Vote on all questions before the Urbana Traffic Commission;
- Call special meetings of the Urbana Traffic Commission in accordance with these bylaws;
- Sign all documents memorializing Urbana Traffic Commission action promptly after their approval by the Urbana Traffic Commission. The power to sign reports and other documents of the Urbana Traffic Commission may be delegated to the Recording Secretary.

All decisions of the Chairperson concerning the functions and duties of the Urbana Traffic Commission Chairperson made during the interim period between Urbana Traffic Commission meetings shall be subject to ratification by the remaining members of the Urbana Traffic Commission with such ratification requiring unanimous approval of such decisions.

Recording Secretary

The Recording Secretary shall:

- Maintain an accurate, permanent and complete record of all proceedings conducted during Urbana Traffic Commission meetings and of all actions taken by the Urbana Traffic Commission;
- Prepare the minutes of all Urbana Traffic Commission meetings;

- Give all notices of regular and special Urbana Traffic Commission meetings as required by the Open Meetings Act;
- Inform the members of the Urbana Traffic Commission of correspondence and other communications relating to Urbana Traffic Commission business;
- Conduct correspondence on behalf of the Urbana Traffic Commission as directed by the Chairperson or the members of the Urbana Traffic Commission;
- Attend all meetings and hearings of the Urbana Traffic Commission or send a designee to do the same;
- Compile all required records and maintain the necessary files, indexes, maps and plans as directed by the Urbana Traffic Commission or its Chairperson.

The Recording Secretary shall perform such other duties for the Urbana Traffic Commission as may reasonably be directed to perform.

City Attorney

The City Attorney or his/her designee may attend meetings of the Urbana Traffic Commission.

Regular Meetings

Regular meetings of the Urbana Traffic Commission shall be held in the second floor conference room at the Urbana Public Works Department, 706 South Glover Avenue, Urbana, Illinois, or at such other place as may be determined by the Commission. Meetings shall commence at 4:00 p.m. on the second Tuesday of the month, except in those instances where a public holiday falls on that day. At regular meetings, the Urbana Traffic Commission may consider all matters properly noticed before it.

Special Meetings

The Chairperson of the Urbana Traffic Commission may, or upon the request of a majority of the members of the Commission shall, call a special meeting of the Urbana Traffic Commission. Unless otherwise specified in the notice of special meeting, all special meetings shall be held at the regular meeting place of the Urbana Traffic Commission (Urbana Public Works Department, 706 South Glover Avenue, Urbana, IL). Only items specifically listed on the agenda may be discussed at a special meeting. Notice of special meetings shall be posted at least forty-eight (48) hours in advance thereof. In case of an emergency, a special meeting may be held upon such notice as is appropriate in the circumstances; provided, however, that reasonable effort is made to notify all members of the Urbana Traffic Commission.



Public Works Department
115 E. Washington St., PO BOX 3157
Bloomington, IL 61702-3157
Phone: 309-434-2225
Fax : 309-434-2201

May 8, 2016

Mayor Tari Renner and City Council:

This memo provides further information on Bloomington's current Traffic Advisory Committee (TAC), which is an internal and informal working group. TAC is a staff-led advisory group, not formally created or established by the City Council that submits, reviews and makes recommendations regarding traffic requests and/or proposals. TAC meets once a month and considers approximately one to three items per meeting. A representative of the Police Department's administration usually chairs the meeting. Others on the committee represent the Bloomington Police Department, Bloomington Public Works Department, Bloomington Fire Department, Unit 5, District 87, Connect Transit, the McLean County Regional Planning Commission, the Illinois Department of Transportation, and other key community entities that may be needed due to the nature of the request and the expertise required.

Following direction from Council, TAC made efforts to increase transparency and citizen engagement. In February 2017, TAC started allowing people with agenda items to address the committee. The name of the group was also changed, from Staff Traffic Advisory Committee (STAC) to Traffic Advisory Committee (TAC). With the recent changes, the committee and decision-making process now includes public participation. The dialogue with citizens allows TAC members to gain a better understanding of the reasons and concerns surrounding a request. It also helps citizens gain a better understanding of decisions made by TAC.

If you have any questions or concerns, please don't hesitate to contact me.

Most Sincerely,

Jim Karch, P.E. CFM
Director of Public Works
Public Works Department
City of Bloomington
P.O. Box 3157
115 East Washington Street
Bloomington, Illinois 61702-3157
(309)434-2225, Fax (309)434-2201
jkarch@cityblm.org

"Providing good stewardship of the public infrastructure and equipment safely through competitive services and excellent customer relations."