

2012 Action Plan

January 1, 2012 - December 31, 2012

Approved by City Council February 13, 2012

Quarter 1 & 2 - June 11, 2012 Update



Preface

The Bloomington City Council held their 2011 City Council Strategic Planning Work Sessions on October 14 & 15, 2011.

The City Goals are discussed and set each year by the Council:

2011

- Goal 1: Financially Sound City Providing Quality Basic Services
- Goal 2: Upgrade City Infrastructure and Facilities
- Goal 3: Grow the Local Economy
- Goal 4: Strong Neighborhoods
- Goal 5: Prosperous Downtown Bloomington
- Goal 6: Great Place to Live—Livable, Sustainable City

2012

- Goal 1: Financially Sound City Providing Quality Basic Services
- Goal 2: Upgrade City Infrastructure and Facilities
- Goal 3: Grow the Local Economy
- Goal 4: Strong Neighborhoods
- Goal 5: Prosperous Downtown Bloomington
- Goal 6: Great Place to Live—Livable, Sustainable City

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 **R**esponsibility

Be **I**nnovative

Practice **T**eamwork

Show the **SPIRIT!!**

Goal 1

Financially Sound City Providing
Quality Basic Services

What this means to you as a citizen

- Value for your tax dollars and fees
- City acting as a responsible steward of public resources
- City services delivered in a cost-effective manner
- City services responsive to citizens' needs
- Customer-friendly city services delivered by city employees committed to serving the public

Objectives

- Budget with adequate resources to support defined services and level of services
- Reserves consistent with city policies
- Engaged residents that are well informed and involved in an open governance process
- City services delivered in the most cost-effective, efficient manner
- Partnering with others for the most cost effective service delivery

Challenges and Opportunities

- Union contracts and City's financial obligations
- Upgrading City financial systems
- National recession and impact on City revenues
- Developing effective performance measurement system
- Ward mentality
- Potential for contract services and privatization
- Methods for informing and engaging residents and developers
- City's role and responsibilities
- Determining service priorities
- Residents' needs vs. wants
- Defining "basic" municipal services

Calendar Year 2012 Action Plan - Policy Action Items
Goal 1: Financially Sound City Providing Quality Basic Services

Description	Primary Assigned	Secondary Assigned	Project Not Started	Project In Progress	Project Completed	Multi-year Project	Q1 (Jan, Feb, Mar)	Q2 (Apr, May, June)	Q3 (July, Aug, Sept)	Q4 (Oct, Nov, Dec)
Solid Waste Program Analysis	Alex McElroy	Tim Ervin, Todd Greenburg, Emily Bell, Patti-Lynn Silva, Jim Karch, Barb Adkins		x		x		Completion of Inception report	First Interim Report	Second Interim Report
Annexation Ordinance	David Hales	Todd Greenburg, Stewart Diamond, David Hales, Mark Huber, Mark Woolard							Prepare Ordinance Amendment	Council to consider amendment
Labor Contracts: Provide policy guidance during negotiation phases and approve new union contracts (4 possible timelines)	Emily Bell	Angie Brown, Jim Baird, Lisa Callaway, David Hales		x		x	Council approved Lodge 1000	Council Approved Local Laborers 362		
Strategic Plan for Fire & EMS Services: Approve Funding for study to determine optimal locations for fire stations including a new station in NE Bloomington, Collaborate with Town of Normal	Mike Kimmerling	David Hales	x			x	Contracting with IL Fire Chiefs Assoc for analysis - Staffing, station location		Report to City Manager for review	
Fire Station Building Needs Assessment: Approve study to assess the current and future repair and renovation needs of all fire station buildings and facilities	Mike Kimmerling	Mark Huber, Bob Floyd	x			x	Hired Five Bugles to do a preliminary facilities needs assessment	Report from Five Bugles received for Staff review	Report from Five Bugles received for Staff review	
Impact Fees: Approve water development impact fees following approval of Water Master Plan	Patti-Lynn Silva	David Hales, Craig Cummings	x			x				
Fiscal Impact Analysis: Approve Fiscal Impact Analysis Policy	Patti-Lynn Silva	Mark Huber, Graduate Intern, Alex McElroy, David Hales, Mark Woolard, Stewart Diamond, Jim Karch, Todd Greenburg	x				Alex McElroy added to work on this project		Graduate Management Intern assistance	
Property Tax Levy for Calendar Year 2012: Approve	Patti-Lynn Silva	David Hales, Tim Ervin	x							Present the proposed Tax Levy for Council consideration in October, by December it has to be approved
Procurement/Purchasing Policy: Approve	Patti-Lynn Silva	Kim Nicholson, David Hales, All Directors		x					Staff Preparing the draft	Submit to Council for consideration

Calendar Year 2012 Action Plan - Policy Action Items
Goal 1: Financially Sound City Providing Quality Basic Services

Description	Primary Assigned	Secondary Assigned	Project Not Started	Project In Progress	Project Completed	Multi-year Project	Q1 (Jan, Feb, Mar)	Q2 (Apr, May, June)	Q3 (July, Aug, Sept)	Q4 (Oct, Nov, Dec)
Metro Zone Agreement: Review Metro Zone Audit, Review and consider potential changes in the Bloomington/Normal Metro Zone Agreement	Patti-Lynn Silva	David Hales, Todd Greenburg, Intern		x					Meet and share audit findings with Town of Normal	Council to approve agreement amendments
FY 2014 Budget	Patti-Lynn Silva	Tim Ervin, David Hales		x				Needs council direction and discussion - stymied	Staff to review and prepare for FY2014 - taxes, projections, begin using MUNIS module	begin using MUNIS module
Pensions: Analyzing Funding Methodologies	Patti-Lynn Silva	David Hales, Tim Ervin	x						Council adopt a funding policy for tax levy purposes	
Strategic Plan for 2012-2015: Review, Approve	Randy McKinley	David Hales, Staff	x				Police Staff researching	Final review stages with Police Staff	publish Plan and distribute	
Traffic Enforcement: Review Financial Impact on Discontinued Program and effects on public safety, Evaluate need, Give Direction	Randy McKinley		x				Police Admin increased patrol responsibility in traffic control	continued traffic enforcement by all divisions, neighborhood focus team has special enforcement responsibilities	continue to monitor and see how that is working without a traffic division	review for additional adjustments
ERP System - Implementation of Phases II and III: Approve FY 2013 Funding (Phase III and IV)	Scott Sprouls			x		x	Staff continued to prepare for go live in April	HR/Payroll went live in April	Continued Staff work towards go live of Permits, Inspections, Fixed Asset Inventor, Budget, Business License Modules	Upgrade MUNIS to version 9.3 and continued implementation tasks
Communications Technology Master Plan Phase III & IV - Council Chambers Presentation System and Televising/Webstreaming Council Meetings	Scott Sprouls	Barb Adkins		x		x	Staff worked with vendor to redesign City implementation with current technology	Staff presented new design to Administration and Mayor	Approval by Council for implementation and with approval begin implementation	complete implementation

Calendar Year 2012 Action Plan - Policy Action Items
Goal 1: Financially Sound City Providing Quality Basic Services

Description	Primary Assigned	Secondary Assigned	Project Not Started	Project In Progress	Project Completed	Multi-year Project	Q1 (Jan, Feb, Mar)	Q2 (Apr, May, June)	Q3 (July, Aug, Sept)	Q4 (Oct, Nov, Dec)
Communications Technology Master Plan: Approve Funding for Phase II - Website	Scott Sprouls	Craig McBeath		x			Staff continued working with vendor on website redesign	Staff continued working with vendor on website redesign	Go live of new main City website, go live of BCPA website	Go live of website applications (i.e. snow event updates, road closure updates)
Downtown Video Surveillance System: Approve purchase of system equipment, Staff to complete installation in key downtown areas as determined by BPD.	Scott Sprouls	Randy McKinley		x			Completed Vendor testing and purchased 4 cameras	Purchased video management system software	Council Approval and purchase of wireless network needed for video transport	Staff consult with BPD to consider other locations downtown
Performance Excellence/Managed Competition: Approve Managed Competition Process, Approve Managed Competition Policy Statement, Approve City services to be evaluated in 2012 - Starting with Solid Waste Study	Tim Ervin	Management Intern		x		x	Limited progress due to budget preparation		Meet with Unions, present to Council the goals, principles, and flow chart.	
Debt Policy: Approve	Tim Ervin				x		Council Adopted, project is now complete.			
FY 2013 Budget: Approve	Tim Ervin	David Hales, Alex McElroy			x	x		Council adopted.		
Policy to Address Fee Waiver Requests from Non-profit Organizations and other Governments: Approve Ordinance	Todd Greenburg			x				Legal Staff has collected information from other depts	Staff is drafting a policy or ordinance	Policy or Ordinance presented to Council for adoption
Recodification: Approval of Project Timeline and Funding, Needs Assessment Study by Staff	Todd Greenburg	David Hales	x							

Goal 2

Upgrade City Infrastructure and Facilities

What this means to you as a citizen

- Reliable utility services necessary for daily life
- Efficient traffic flow throughout the city
- Smooth rides on quality, well-maintained streets
- Customer-friendly, easily accessible city facilities and buildings
- City investing in the future of the community

Objectives

- Better quality roads and sidewalks
- Quality water for the long term
- Functional, well-maintained sewer collection system
- Well-designed, well-maintained City facilities emphasizing productivity and customer service
- Investing in the City's future through a realistic, funded capital improvement program

Challenges and Opportunities

- Aging city infrastructure and facilities
- Determining capital project priorities
- Needs vs. financial capacity of the City
- Federal and state regulations, unfunded mandates and reduced funding level
- Funding and capital needs and projects
- Older fleet with more maintenance
- Who pays for projects
- Defining the City's role and responsibilities
- Growth vs. older areas of the City
- Dealing with Union Pacific Railroad/Norfolk Southern
- Working with IDOT

Calendar Year 2012 Action Plan - Policy Action items
Goal 2: Upgrade City Infrastructure and Facilities

Description	Primary Assigned	Secondary Assigned	Project Not Started	Project In Progress	Project Completed	Multi-year Project	Q1 (Jan, Feb, Mar)	Q2 (Apr, May, June)	Q3 (July, Aug, Sept)	Q4 (Oct, Nov, Dec)
City Facilities Master Plan: Complete Needs Assessment Study, Prioritize a list of improvements, Approve Financing Plan, and Master Plan	Barb Adkins	Mark Huber, Bob Floyd		x				Prepare RFP, choose vendor	Council to approve contract to do the study	Begin study
Strategic Water Supply Study - Phase II: Complete design, Council to approve funding, Council approve construction contract	Craig Cummings	David Hales, Patti-Lynn Silva		x		x		Purchasing Staff reviewing RFP to be sent out	Advertise, receive, and review proposals	Award contract and begin study
Water Master Plan: Council approve consultant, Staff to complete study and prioritize projects, Council approve funding of plan, Council approve Master Plan (simple/basic plan)	Craig Cummings	David Hales		x			Staff researching and preparing documents for RFP process	Staff researching and preparing documents for RFP process	Staff researching and preparing documents for RFP process	Advertise for RFPs
Water Conservation Program: Staff to prepare a Water Conservation Master Plan. Council to approve the Master Plan including funding to implement said plan. Council to consider establishing a Water Conservation Committee.	Craig Cummings	Mark Huber		x				Purchasing Staff reviewing RFP to be sent out	Advertise, receive, and review proposals	Award contract and begin study
Water Treatment Plant Expansion: Council approve funding to cover filter, electrical, and other improvements	Craig Cummings			x				Funding approved by adoption of FY2013 Budget and Administration Staff reviewing for approval of design	Design presented to Council for approval	Continue design work
Drought Management Plan Ordinance: Council to adopt recommended ordinance	Craig Cummings	Mark Huber		x				Water Staff drafting ordinance to submit to Legal Staff to review	Draft ordinance to be presented to Council for approval in July	
Water Rate Study: Approve water rates needed to implement Water Master Plan	Craig Cummings	Patti-Lynn Silva	x			x		Staff conducting research	Staff conducting research	Advertise for RFPs by end of December

Calendar Year 2012 Action Plan - Policy Action items
Goal 2: Upgrade City Infrastructure and Facilities

Description	Primary Assigned	Secondary Assigned	Project Not Started	Project In Progress	Project Completed	Multi-year Project	Q1 (Jan, Feb, Mar)	Q2 (Apr, May, June)	Q3 (July, Aug, Sept)	Q4 (Oct, Nov, Dec)
911/Communications Center Study: Staff to provide study, Council to approve recommendations	David Hales	Randy McKinley, Mike Kimmerling, Darren Wolf	x				Staff working on preliminary draft	City Manager and Staff reviewing preliminary draft	Present report to Blm Council, Town of Normal, and McLean County	
Stormwater Master Plan: Approve Funding, Approve Needs Assessment Study, Adopt Master Plan	Jim Karch	Patti-Lynn Silva, Greg Kallevig		x		x	Data analysis.	Drainage survey compilation and system modeling	Small drainage area analysis and floodway evaluations	Report preparation
Sanitary Sewer Master Plan: Approve Funding, Approve Needs Assessment Study, Adopt Master Plan	Jim Karch	Patti-Lynn Silva, Greg Kallevig		x		x	Data analysis.	System modeling	Problem area investigations	Report preparation
Inflow & Infiltration Reduction Study: Direction, Approve Funding for I&I Elimination Projects	Jim Karch	Greg Kallevig, Kevin Kothe, Alex McElroy		x			FOTH was hired to prepare the sewer and storm drain master plan. One component of the Master Plan is the I&I	Flow monitoring and data acquisition has occurred.	Smoke testing and field investigations	Report preparation
Hershey Road Extension: Approve Funding for Construction	Jim Karch	Tim Ervin, Alex McElroy, Ryan Otto		x		x	Timeline for Hanson Design Work completion	Plan preparation	ICC petition preparation and submittal	Pending ICC Hearing
Lafayette Street Reconstruction (Morrissey to Maple): Approve Funding for Construction	Jim Karch	Tim Ervin, Kevin Kothe		x		x	Completing the right of way and easement acquisition.	Final plan completion and IDOT approval. Bids to be opened 6/11/12	Under construction	Under construction
Fire Facilities Master Plan	Mike Kimmerling	Mark Huber, Bob Floyd					Contracted with Five Bugles to do a Preliminary Assessment (low cost)	Preliminary Assessment is due for completion	Prepare next steps study (full comprehensive study)	

Calendar Year 2012 Action Plan - Policy Action items
Goal 2: Upgrade City Infrastructure and Facilities

Description	Primary Assigned	Secondary Assigned	Project Not Started	Project In Progress	Project Completed	Multi-year Project	Q1 (Jan, Feb, Mar)	Q2 (Apr, May, June)	Q3 (July, Aug, Sept)	Q4 (Oct, Nov, Dec)
Regional Fire Training Tower: Approve Funding Plan	Mike Kimmerling	David Hales		x			Materials have been purchased and delivered on site	Contracting for services to erect the tower, contracted for engineering services		tower complete, contract for construction
Fire Station #6: Approve lease agreement with the Central Illinois Regional Airport (CIRA)	Mike Kimmerling	David Hales		x				Meetings between David, Mike, and Carl Olson. Received a copy of the appraisal from CIRA.	Staff work with Airport to draft an agreement to bring to Council	Bring Lease Agreement to Council
Fire Station #3: Review and consider possible purchase of Fire Station #3 land and building	Mike Kimmerling	David Hales		x				Meetings between David, Mike, and Carl Olson. Receive a copy of the appraisal from CIRA. Evaluate the station: buy, buy and renovate, or replace with new station in the NE quadrant of the City.		
Police Firing Range: Study, Direction on Future Use or Disposition	Randy McKinley	David Hales, Alex McElroy	x				Intern study	Study completed and present to Staff for review	Chief and CM meet to discuss next steps	

Goal 3

Grow the Local Economy

What this means to you as a citizen

- Opportunities to work near home – more personal time
- More diverse local economy better insulated from economic trends
- More diverse tax base – less burden on residential tax payers
- Convenient services and shopping within the city
- Protection of property values

Objectives

- Retention and growth of current local businesses
- Attraction of new targeted businesses that are “right” for Bloomington
- Revitalization of older commercial areas
- Expanded retail businesses
- Strong working relationship among the city, businesses, economic development organizations

Challenges and Opportunities

- Diversifying the local economy
- Working with and partnering for economic development
- Illinois laws that impact on business attraction
- Incubating and attracting new businesses in a competitive global economy
- Marketing the area
- Commercial building property owners – no incentive to upgrade buildings
- National economy and current recession
- Business access to capital
- Aging commercial buildings needing reuse or demolition
- Lack of appropriate workforce
- Competition from other communities

Calendar Year 2012 Action Plan - Policy Action Items
Goal 3: Grow the Local Economy

Description	Primary Assigned	Secondary Assigned	Project Not Started	Project In Progress	Project Completed	Multi-year Project	Q1 (Jan, Feb, Mar)	Q2 (Apr, May, June)	Q3 (July, Aug, Sept)	Q4 (Oct, Nov, Dec)
Business Licensing and Registration Study: Staff to develop program, Council to adopt	Alex McElroy	Patti-Lynn Silva, Mark Huber, Legal, Tracey Covert, Justine Robinson		x			Draft proposal presented to City Manager for review	City Manager reviewing draft	City Manager and Staff discussions	Begin preparing final report to be presented to Council in early 2013
Economic Development: Approve Local Economic Development Plan including priorities, incentives, retail strategy, underutilized land studies, etc.	Justine Robinson	David Hales, Alex McElroy, Kathy Field Orr, Patti-Lynn Silva		x		x	Justine working on draft plan	Justine has presented the draft plan to City Manager	Council will be provided a draft Economic Development Plan (high level document)	

Goal 4

Strong Neighborhoods

What this means to you as a citizen

- Protection of property values
- Choices for quality homes
- Opportunities to buy a home in a great neighborhood
- Quality neighborhood infrastructure
- Neighbors working together, helping each other, partnering with the City
- Personal safety and security

Objectives

- Residents feeling safe in their homes and neighborhoods
- Upgraded quality of older housing stock
- Preservation of property/home valuations
- Improved neighborhood infrastructure
- Strong partnership with residents and neighborhood associations
- Residents increasingly sharing/taking responsibility for their homes and neighborhoods

Challenges and Opportunities

- Defining the city's role and responsibilities
- Irresponsible property owners and tenants
- Funding for neighborhood infrastructure
- Working with residents and neighborhood associations
- Traffic impacts on neighborhoods
- Changing perception of different neighborhoods
- Assessing neighborhood impact surrounding environment
- Noise or other nuisances in neighborhoods
- Older neighborhoods vs. new: priority

Calendar Year 2012 Action Plan - Policy Action Items
Goal 4: Strong Neighborhoods

Description	Primary Assigned	Secondary Assigned	Project Not Started	Project In Progress	Project Completed	Multi-year Project	Q1 (Jan, Feb, Mar)	Q2 (Apr, May, June)	Q3 (July, Aug, Sept)	Q4 (Oct, Nov, Dec)
Housing Rehabilitation & Infill Policy: Staff to Define, Council to give direction, Council to adopt new policy	Mark Huber	David Hales		x		x		Needs council direction and discussion - stymied		
Noise Ordinance: Adoption of Amended Ordinance	Rosalee Dodson	Randy McKinley, Todd Greenburg, Mark Huber		x			Steward Diamond provided a draft ordinance for Staff review and additional research	Staff researching and drafting amendments	Present Ordinance Amendments to Council	
Housing Court: Direction whether or not to establish a Housing Court Ordinance	Todd Greenburg	Mark Huber		x			Intern's report	Staff is reviewing	Bring recommendations to Council	

Goal 5

Prosperous Downtown Bloomington

What this means to you as a citizen

- Traditional Downtown – the heart of the Bloomington Community
- Choices for dining and entertainment opportunities
- Reasons to go Downtown
- Preservation of the City's history and heritage
- Downtown – a regional destination for entertainment, financial center, seat of government

Objectives

- More beautiful, clean Downtown area
- Downtown Vision and Plan used to guide development, redevelopment and investments
- Downtown becoming a community and regional destination
- Healthy adjacent neighborhoods linked to Downtown
- Preservation of historic buildings

Challenges and Opportunities

- Future direction of Downtown
- Diversity of stakeholders
- Upgrading City facilities in Downtown
- Defining City's role in Downtown
- Residents thinking of Downtown as a destination
- Aging building and infrastructure in Downtown
- Main Street and couplet
- Attracting a hotel and restaurants

Calendar Year 2012 Action Plan - Policy Action Items
Goal 5: Prosperous Downtown

Description	Primary Assigned	Secondary Assigned	Project Not Started	Project In Progress	Project Completed	Multi-year Project	Q1 (Jan, Feb, Mar)	Q2 (Apr, May, June)	Q3 (July, Aug, Sept)	Q4 (Oct, Nov, Dec)
Downtown Special Events: Adopt policy on events, public subsidy, cost recovery for City services	Barb Adkins	DBA; Downtown Special Interest Group; Downtown residents/business and Organizers of Special Events		x				Staff working on study	Finalize and present study to Council	
Downtown Streetscape Master Plan: Staff to prepare plan for completing streetscape improvements (i.e. decorative street lights Downtown, trees, sidewalk repair, etc.), Council to Approve Master Plan	Barb Adkins	Engineering		x			FY2013 budget has funds for 600 block of N. Main		Prepare Master Plan	Prepare Master Plan
Downtown Business Association (DBA): Staff to provide policy direction on future funding for DBA services to Council. Council to approve new DBA services agreement.	Barb Adkins	David Hales		x				Council to consider Service Agreement		
Downtown Parking Garage Phase II (Market St. Garage): Approve Funding for Phase II Repairs	Mark Huber	Bob Floyd		x			Funds were approved in FY2013 budget			

Goal 6

Great Place To Live - A Livable,
Sustainable City

What this means to you as a citizen

- Predictable future development consistent with plans
- Growth paying for growth
- City having the capacity to cost effectively serve new developments and residents
- Making Bloomington your hometown for a lifetime
- City acting as an environmental steward
- Resources and staffing to implement programs

Objectives

- Well-planned City with necessary services and infrastructure
- City decisions consistent with plans and policies
- Incorporation of “Green Sustainable” concepts into City’s developments and plans
- Appropriate leisure and recreational opportunities responding to the needs of residents
- More attractive city: commercial areas and neighborhoods

Challenges and Opportunities

- Sprawl development with high costs of City service delivery
- Long term financial obligations for the City
- City’s roles and responsibilities for parks, leisure opportunities
- Determining direction on future growth
- Who pays for growth
- Plans and policies vs. City decisions and actions
- Defining “livable” and “sustainable”
- Community benefits vs. individual interests

Calendar Year 2012 Action Plan - Policy Action Items
Goal 6: Great Place to Live - A Livable, Sustainable City

Description	Primary Assigned	Secondary Assigned	Project Not Started	Project In Progress	Project Completed	Multi-year Project	Q1 (Jan, Feb, Mar)	Q2 (Apr, May, June)	Q3 (July, Aug, Sept)	Q4 (Oct, Nov, Dec)
Library Strategic Plan - Library Expansion: Approve Strategic Plan	Georgia Bouda			x		x	RFP for Strategic Plan completed	Consultant for Strategic Plan selected and contract signed	Strategic Plan to be completed by the end of September	Plan presented to City Council and community
Facilities Joint Use Intergovernmental Agreements with Schools (Unit 5, Dist. 87, Central Catholic HS): Staff evaluate, Council Approve Agreement Updates	John Kennedy	PRCA Division Leaders, Management Intern	x			x	Meeting with Staff to begin researching current practices and future needs	Still researching	Meet with COB legal to begin draft of IGA	IGA for Council Approval
Ice Sheet (2nd Sheet): Staff seek collaboration with Town of Normal, ISU/IWU/HCC, Hockey Organizations	John Kennedy	Barb Wells, Richard Beck, Management intern	x				Intern report	Finalized report	Present Staff recommendations to Council	
Parks Master Plan: Staff prepare Prioritization Schedule for Capital Projects, Council approve funding	John Kennedy	David Hales, Tim Ervin	x				Begun compiling list of projects	Prioritizing projects	Present plan to City Manager	Present plan to Council
Creativity Center: Council provide direction on City's Commitment to the Creativity Center, Staff evaluate Operating Costs and private fund raising options for renovation	John Kennedy	Joel Aalberts		x			Met with area arts organization to determine possible fund raising	Mayor's initiative with meetings with President of HCC, IWU, ISU - get wording from Mayor. Discussed in Joint Work Session	Staff waiting for direction from Work Session/ Council	Staff waiting for direction from Work Session/ Council
BCPA: Approve \$500,000 Budget Deficit Elimination Plan	John Kennedy	Joel Aalberts		x			Council Adopted FY2013 balanced budget with a one-time infusion of increase of Home Rule Sales Tax of \$450,000	Joint Meeting between Cultural Dist and Council.	Staff waiting for direction from Work Session/ Council	Staff waiting for direction from Work Session/ Council

Calendar Year 2012 Action Plan - Policy Action Items
 Goal 6: Great Place to Live - A Livable, Sustainable City

Description	Primary Assigned	Secondary Assigned	Project Not Started	Project In Progress	Project Completed	Multi-year Project	Q1 (Jan, Feb, Mar)	Q2 (Apr, May, June)	Q3 (July, Aug, Sept)	Q4 (Oct, Nov, Dec)
Eagle View South Park: Direction on \$400,000 OSLAD Grant - Retain or Return	John Kennedy	David Hales	x				Council approved FY2013 budget that included \$80,000 for park design and specifications	RFQ Advertising, Staff reviewing qualifications	Council to consider an award for the design contract. John Kennedy to request a grant extension - hoping for 2 year extension, but would be happy with 1 year.	Finalize plans with consultant
Bloomington Comprehensive Plan Update: Council Participation and Adoption of new plan	Mark Huber	Mark Woolard, Directors		x		x				
McLean County Integrated Sustainability Plan: Approve Grant Application, Staff Apply for Grant through HUD	Mark Huber	Mark Woolard, Jim Karch		x						

Policy Action Items

Sorted by Primary Assigned

Calendar Year 2012 Action Plan - Policy Action Items
All Policy Action Items - Sorted by Primary Assigned

Goal	Description	Primary Assigned	Secondary Assigned	Q1 (Jan, Feb, Mar)	Q2 (Apr, May, June)	Q3 (July, Aug, Sept)	Q4 (Oct, Nov, Dec)
1	Solid Waste Program Analysis	Alex McElroy	Tim Ervin, Todd Greenburg, Emily Bell, Patti-Lynn Silva, Jim Karch, Barb Adkins		Completion of Inception report	First Interim Report	Second Interim Report
3	Business Licensing and Registration Study: Staff to develop program, Council to adopt	Alex McElroy	Patti-Lynn Silva, Mark Huber, Legal, Tracey Covert, Justine Robinson	Draft proposal presented to City Manager for review	City Manager reviewing draft	City Manager and Staff discussions	Begin preparing final report to be presented to Council in early 2013
2	City Facilities Master Plan: Complete Needs Assessment Study, Prioritize a list of improvements, Approve Financing Plan, and Master Plan	Barb Adkins	Mark, Bob Floyd		Prepare RFP, choose vendor	Council to approve contract to do the study	Begin study
5	Downtown Special Events: Adopt policy on events, public subsidy, cost recovery for City services	Barb Adkins	DBA; Downtown Special Interest Group; Downtown residents/business and Organizers of Special Events		Staff working on study	Finalize and present study to Council	
5	Downtown Streetscape Master Plan: Staff to prepare plan for completing streetscape improvements (i.e. decorative street lights Downtown, trees, sidewalk repair, etc.), Council to Approve Master Plan	Barb Adkins	Engineering	FY2013 budget has funds for 600 block of N. Main		Prepare Master Plan	Prepare Master Plan
5	Downtown Business Association (DBA): Staff to provide policy direction on future funding for DBA services to Council. Council to approve new DBA services agreement.	Barb Adkins	David Hales		Council to consider Service Agreement		
2	Strategic Water Supply Study - Phase II: Complete design, Council to approve funding, Council approve construction contract	Craig Cummings	David Hales, Patti-Lynn Silva		Purchasing Staff reviewing RFP to be sent out	Advertise, receive, and review proposals	Award contract and begin study
2	Water Master Plan: Council approve consultant, Staff to complete study and prioritize projects, Council approve funding of plan, Council approve Master Plan (simple/basic plan)	Craig Cummings	David Hales	Staff researching and preparing documents for RFP process	Staff researching and preparing documents for RFP process	Staff researching and preparing documents for RFP process	Advertise for RFPs
2	Water Conservation Program: Staff to prepare a Water Conservation Master Plan. Council to approve the Master Plan including funding to implement said plan. Council to consider establishing a Water Conservation Committee.	Craig Cummings	Mark Huber		Purchasing Staff reviewing RFP to be sent out	Advertise, receive, and review proposals	Award contract and begin study
2	Water Treatment Plant Expansion: Council approve funding to cover filter, electrical, and other improvements	Craig Cummings			Funding approved by adoption of FY2013 Budget and Administration Staff reviewing for approval of design	Design presented to Council for approval	Continue design work
2	Drought Management Plan Ordinance: Council to adopt recommended ordinance	Craig Cummings	Mark Huber		Water Staff drafting ordinance to submit to Legal Staff to review	Draft ordinance to be presented to Council for approval in July	
2	Water Rate Study: Approve water rates needed to implement Water Master Plan	Craig Cummings	Patti-Lynn Silva		Staff conducting research	Staff conducting research	Advertise for RFPs by end of December

Calendar Year 2012 Action Plan - Policy Action Items
All Policy Action Items - Sorted by Primary Assigned

1	Annexation Ordinance	David Hales	Todd Greenburg, Stewart Diamond, David Hales, Mark Huber, Mark Woolard			Prepare Ordinance Amendment	Council to consider amendment
2	911/Communications Center Study: Staff to provide study, Council to approve recommendations	David Hales	Randy McKinley, Mike Kimmerling, Darren Wolf	Staff working on preliminary draft	City Manager and Staff reviewing preliminary draft	Present report to Blm Council, Town of Normal, and McLean County	
1	Labor Contracts: Provide policy guidance during negotiation phases and approve new union contracts (4 possible timelines)	Emily Bell	Angie Brown, Jim Baird, Lisa Callaway, David Hales	Council approved Lodge 1000	Council Approved Local Laborers 362		
6	Library Strategic Plan - Library Expansion: Approve Strategic Plan	Georgia Bouda		RFP for Strategic Plan completed	Consultant for Strategic Plan selected and contract signed	Strategic Plan to be completed by the end of September	Plan presented to City Council and community
2	Stormwater Master Plan: Approve Funding, Approve Needs Assessment Study, Adopt Master Plan	Jim Karch	Patti-Lynn Silva, Greg Kallevig	Data analysis.	Drainage survey compilation and system modeling	Small drainage area analysis and floodway evaluations	Report preparation
2	Sanitary Sewer Master Plan: Approve Funding, Approve Needs Assessment Study, Adopt Master Plan	Jim Karch	Patti-Lynn Silva, Greg Kallevig	Data analysis.	System modeling	Problem area investigations	Report preparation
2	Inflow & Infiltration Reduction Study: Direction, Approve Funding for I&I Elimination Projects	Jim Karch	Greg Kallevig, Kevin Kothe, Alex McElroy	FOTH was hired to prepare the sewer and storm drain master plan. One component of the Master Plan is the I&I	Flow monitoring and data acquisition has occurred.	Smoke testing and field investigations	Report preparation
2	Hershey Road Extension: Approve Funding for Construction	Jim Karch	Tim Ervin, Alex McElroy, Ryan Otto	Timeline for Hanson Design Work completion	Plan preparation	ICC petition preparation and submittal	Pending ICC Hearing
2	Lafayette Street Reconstruction (Morrissey to Maple): Approve Funding for Construction	Jim Karch	Tim Ervin, Kevin Kothe	Completing the right of way and easement acquisition.	Final plan completion and IDOT approval. Bids to be opened 6/11/12	Under construction	Under construction

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6	Facilities Joint Use Intergovernmental Agreements with Schools (Unit 5, Dist. 87, Central Catholic HS): Staff evaluate, Council Approve Agreement Updates	John Kennedy	PRCA Division Leaders, Management Intern	Meeting with Staff to begin researching current practices and future needs	Still researching	Meet with COB legal to begin draft of IGA	IGA for Council Approval
6	Ice Sheet (2nd Sheet): Staff seek collaboration with Town of Normal, ISU/IWU/HCC, Hockey Organizations	John Kennedy	Barb Wells, Richard Beck, Management intern	Intern report	Finalized report	Present Staff recommendations to Council	
6	Parks Master Plan: Staff prepare Prioritization Schedule for Capital Projects, Council approve funding	John Kennedy	David Hales, Tim Ervin	Begun compiling list of projects	Prioritizing projects	Present plan to City Manager	Present plan to Council
6	Creativity Center: Council provide direction on City's Commitment to the Creativity Center, Staff evaluate Operating Costs and private fund raising options for renovation	John Kennedy	Joel Aalberts	Met with area arts organization to determine possible fund raising	Mayor's initiative with meetings with President of HCC, IWU, ISU - get wording from Mayor. Discussed in Joint Work Session	Staff waiting for direction from Work Session/ Council	Staff waiting for direction from Work Session/ Council
6	BCPA: Approve \$500,000 Budget Deficit Elimination Plan	John Kennedy	Joel Aalberts	Council Adopted FY2013 balanced budget with a one-time infusion of increase of Home Rule Sales Tax of \$450,000	Joint Meeting between Cultural Dist and Council.	Staff waiting for direction from Work Session/ Council	Staff waiting for direction from Work Session/ Council
6	Eagle View South Park: Direction on \$400,000 OSLAD Grant - Retain or Return	John Kennedy	David Hales	Council approved FY2013 budget that included \$80,000 for park design and specifications	RFQ Advertising, Staff reviewing qualifications	Council to consider an award for the design contract. John Kennedy to request a grant extension - hoping for 2 year extension, but would be happy with 1 year.	Finalize plans with consultant
3	Economic Development: Approve Local Economic Development Plan including priorities, incentives, retail strategy, underutilized land studies, etc.	Justine Robinson	David Hales, Alex McElroy, Kathy Field Orr, Patti-Lynn Silva	Justine working on draft plan	Justine has presented the draft plan to City Manager	Council will be provided a draft Economic Development Plan (high level document)	

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4	Housing Rehabilitation & Infill Policy: Staff to Define, Council to give direction, Council to adopt new policy	Mark Huber	David Hales		Needs council direction and discussion - stymied		
5	Downtown Parking Garage Phase II (Market St. Garage): Approve Funding for Phase II Repairs	Mark Huber	Bob Floyd	Funds were approved in FY2013 budget			
6	Bloomington Comprehensive Plan Update: Council Participation and Adoption of new plan	Mark Huber	Mark Woolard, Directors				
6	McLean County Integrated Sustainability Plan: Approve Grant Application, Staff Apply for Grant through HUD	Mark Huber	Mark Woolard, Jim Karch				
1	Strategic Plan for Fire & EMS Services: Approve Funding for study to determine optimal locations for fire stations including a new station in NE Bloomington, Collaborate with Town of Normal	Mike Kimmerling	David Hales	Contracting with IL Fire Chiefs Assoc for analysis - Staffing, station location		Report to City Manager for review	
1	Fire Station Building Needs Assessment: Approve study to assess the current and future repair and renovation needs of all fire station buildings and facilities	Mike Kimmerling	Mark Huber, Bob Floyd	Hired Five Bugles to do a preliminary facilities needs assessment	Report from Five Bugles received for Staff review	Report from Five Bugles received for Staff review	
2	Fire Facilities Master Plan	Mike Kimmerling	Mark Huber, Bob Floyd	Contracted with Five Bugles to do a Preliminary Assessment (low cost)	Preliminary Assessment is due for completion	Prepare next steps study (full comprehensive study)	
2	Regional Fire Training Tower: Approve Funding Plan	Mike Kimmerling	David Hales	Materials have been purchased and delivered on site	Contracting for services to erect the tower, contracted for engineering services		tower complete, contract for construction
2	Fire Station #6: Approve lease agreement with the Central Illinois Regional Airport (CIRA)	Mike Kimmerling	David Hales		Meetings between David, Mike, and Carl Olson. Received a copy of the appraisal from CIRA.	Staff work with Airport to draft an agreement to bring to Council	Bring Lease Agreement to Council
2	Fire Station #3: Review and consider possible purchase of Fire Station #3 land and building	Mike Kimmerling	David Hales		Meetings between David, Mike, and Carl Olson. Receive a copy of the appraisal from CIRA. Evaluate the station: buy, buy and renovate, or replace with new station in the NE quadrant of the City.		

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1	Impact Fees: Approve water development impact fees following approval of Water Master Plan	Patti-Lynn Silva	David Hales, Craig Cummings				
1	Fiscal Impact Analysis: Approve Fiscal Impact Analysis Policy	Patti-Lynn Silva	Mark Huber, Graduate Intern, Alex McElroy, David Hales, Mark Woolard, Stewart Diamond, Jim Karch, Todd Greenburg	Alex McElroy added to work on this project		Graduate Management Intern assistance	
1	Property Tax Levy for Calendar Year 2012: Approve	Patti-Lynn Silva	David Hales, Tim Ervin				Present the proposed Tax Levy for Council consideration in October, by December it has to be approved
1	Procurement/Purchasing Policy: Approve	Patti-Lynn Silva	Kim Nicholson, David Hales, All Directors			Staff Preparing the draft	Submit to Council for consideration
1	Metro Zone Agreement: Review Metro Zone Audit, Review and consider potential changes in the Bloomington/Normal Metro Zone Agreement	Patti-Lynn Silva	David Hales, Todd Greenburg, Intern			Meet and share audit findings with Town of Normal	Council to approve agreement amendments
1	FY 2014 Budget	Patti-Lynn Silva	Tim Ervin, David Hales		Needs council direction and discussion - stymied	Staff to review and prepare for FY2014 - taxes, projections, begin using MUNIS module	begin using MUNIS module
1	Pensions: Analyzing Funding Methodologies	Patti-Lynn Silva	David Hales, Tim Ervin			Council adopt a funding policy for tax levy purposes	
1	Strategic Plan for 2012-2015: Review, Approve	Randy McKinley	David Hales, Staff	Police Staff researching	Final review stages with Police Staff	publish Plan and distribute	
1	Traffic Enforcement: Review Financial Impact on Discontinued Program and effects on public safety, Evaluate need, Give Direction	Randy McKinley		Police Admin increased patrol responsibility in traffic control	continued traffic enforcement by all divisions, neighborhood focus team has special enforcement responsibilities	continue to monitor and see how that is working without a traffic division	review for additional adjustments
2	Police Firing Range: Study, Direction on Future Use or Disposition	Randy McKinley	David Hales, Alex McElroy	Intern study	Study completed and present to Staff for review	Chief and CM meet to discuss next steps	
4	Noise Ordinance: Adoption of Amended Ordinance	Rosalee Dodson	Randy McKinley, Todd Greenburg, Mark Huber	Steward Diamond provided a draft ordinance for Staff review and additional research	Staff researching and drafting amendments	Present Ordinance Amendments to Council	

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1	ERP System - Implementation of Phases II and III: Approve FY 2013 Funding (Phase III and IV)	Scott Sprouls		Staff continued to prepare for go live in April	HR/Payroll went live in April	Continued Staff work towards go live of Permits, Inspections, Fixed Asset Inventor, Budget, Business License Modules	Upgrade MUNIS to version 9.3 and continued implementation tasks
1	Communications Technology Master Plan Phase III & IV - Council Chambers Presentation System and Televising/Webstreaming Council Meetings	Scott Sprouls	Barb Adkins	Staff worked with vendor to redesign City implementation with current technology	Staff presented new design to Administration and Mayor	Approval by Council for implementation and with approval begin implementation	complete implementation
1	Communications Technology Master Plan: Approve Funding for Phase II - Website	Scott Sprouls	Craig McBeath	Staff continued working with vendor on website redesign	Staff continued working with vendor on website redesign	Go live of new main City website, go live of BCPA website	Go live of website applications (i.e. snow event updates, road closure updates)
1	Downtown Video Surveillance System: Approve purchase of system equipment, Staff to complete installation in key downtown areas as determined by BPD.	Scott Sprouls	Randy McKinley	Completed Vendor testing and purchased 4 cameras	Purchased video management system software	Council Approval and purchase of wireless network needed for video transport	Staff consult with BPD to consider other locations downtown
1	Performance Excellence/Managed Competition: Approve Managed Competition Process, Approve Managed Competition Policy Statement, Approve City services to be evaluated in 2012 - Starting with Solid Waste Study	Tim Ervin	Management Intern	Limited progress due to budget preparation		Meet with Unions, present to Council the goals, principles, and flow chart.	
1	Debt Policy: Approve	Tim Ervin		Council Adopted, project is now complete.			
1	FY 2013 Budget: Approve	Tim Ervin	David Hales, Alex McElroy		Council adopted.		
1	Policy to Address Fee Waiver Requests from Non-profit Organizations and other Governments: Approve Ordinance	Todd Greenburg			Legal Staff has collected information from other departs	Staff is drafting a policy or ordinance	Policy or Ordinance presented to Council for adoption
1	Recodification: Approval of Project Timeline and Funding, Needs Assessment Study by Staff	Todd Greenburg	David Hales				
4	Housing Court: Direction whether or not to establish a Housing Court Ordinance	Todd Greenburg	Mark Huber	Intern's report	Staff is reviewing	Bring recommendations to Council	