



Photograph by Rich Batka, Bloomington Fire Department

# CITY MANAGER'S MONTHLY REPORT



**nerdwallet**

Jewel of Midwest Cities



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## UPCOMING COMMUNITY EVENTS

- Illinois Chamber Orchestra: Britain’s Beauty, Second Presbyterian Church, December 14
- The Pantagraph’s Holiday Spectacular, December 15
- Bloomington Thunder Hockey, December 21
- An Olde English Christmas with Herman’s Hermits starring Peter Noone, BCPA, December 19
- The Nutcracker, BCPA, December, 21

## Upcoming Meetings

- Liquor Commission meeting, December 10, 4:00 p.m. – 6:00 p.m. City Hall
- Planning Commission meeting December 11, 4:00 p.m. – 6:00 p.m. City Hall
- Historic Preservation Meeting, December 19, 5:00 p.m. – 6:00 p.m. City Hall
- Citizens’ Beautification Committee Meeting, Canceled for the Holidays

The Bloomington City Council will meet December 16<sup>th</sup> and January 13<sup>th</sup> at 7:00 p.m. for regular Council Meetings due to the Holidays

The Mayor’s Open House is held every Friday before a Monday City Council Meeting from 4:00 pm to 5:30 pm at City Hall



# City of Bloomington Elected Officials

**Mayor  
Tari  
Renner**



**Ward 1  
Kevin  
Lower**



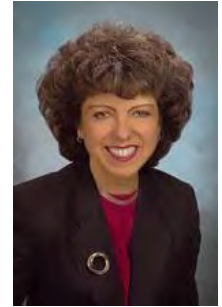
**Ward 2  
David  
Sage**



**Ward 3  
Mboka  
Mwilambwe**



**Ward 4  
Judith  
Stearns**



**Ward 5  
Jennifer  
McDade**



**Ward 6  
Karen  
Schmidt**



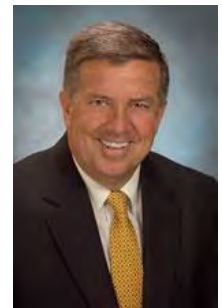
**Ward 7  
Scott  
Black**



**Ward 8  
Robert  
Fazzini**



**Ward 9  
Jim  
Fruin**



## City of Bloomington Administration

City Manager: David A. Hales

Deputy City Manager: Barbara J. Adkins

Assistant to the City Manager: Alexander McElroy

Executive Assistant: Katie Buydos

City Clerk: Tracey Covert

Director of Finance: Patti-Lynn Silva

Director of Human Resources: Emily Bell

Director of Information Services: Scott Sprouls

Director of Parks, Recreation & Cultural: John Kennedy

Director of Planning & Code Enforcement: Mark Huber

Director of Public Works: Jim Karch

Director of Water: Craig Cummings

Police Chief: Brendan Heffner

Fire Chief: Mike Kimmerling

Library Director: Georgia Bouda





# City Manager



David Hales

## Welcome From the City Manager

October 2013 Edition

**T**he City of Bloomington began the practice of producing the City Manager's Monthly Report in 2009 to provide performance information to the Mayor, City Council and the public on City services and programs. The City utilizes performance data to identify efficiencies and potential inefficiencies for the purpose of improving services, responsible budgeting and enhancing transparency in local government. In efforts to best guide City resources toward the betterment of the community, The Bloomington City Council adopted a strategic plan which identifies goals that focus on outcome-based objectives and potential actions for the projected course of five years. The City Manager's Monthly Report reflects the City's progress toward the accomplishment of these goals and current service levels. The performance data in this report is compiled internally by each department/division that comprise City Services. The information is then analyzed and organized for presentation by myself and the Assistant to the City Manager.

I am proud of the City's efforts toward becoming more performance driven and the direction in which our community is headed. City staff and I will continue to work diligently to increase efficiencies in City services and achieve the goals established by Council as we proudly serve the citizens of Bloomington.

I am pleased to present to you the October 2013 City Manager's Monthly Report. I hope that you continue to stay informed on City issues and progress. Please feel free to contact me with any questions, comments and/or suggestions regarding this report.

Sincerely,

David A. Hales  
Bloomington City Manager  
109 E. Olive Street  
Bloomington, IL 61701  
[Dhales@cityblm.org](mailto:Dhales@cityblm.org)



# Spotlight City: One of Top Ten Cities on the Rise

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## Nerd Wallet Finance Ranking

As the economy picks up, many people are looking around for booming cities with growing employment and thriving industry. What are the top growing cities in the U.S.?



Nerd Wallet Finance crunched the numbers to find the top cities on the rise. They used the following three factors to determine the growth of the city:

- Growth in working-age population: Nerd Wallet Finance looked at the growth in percentage of the city's working-age population (16 years old and over).
- Growth in income: Nerd Wallet Finance looked at the growth in median income for workers.
- Growth in airport passenger traffic: Nerd Wallet Finance approximated how popular the city is by tracking passenger movement in the city's airports. This gauges how many travelers, especially business travelers, are coming to the city to find industry and business opportunities.

Bloomington ranked #4 on the list of Top 10 Cities on the Rise

- Excerpt from Nerd Wallet: "Bloomington, in central Illinois, is seeing plenty of economic growth, with a rising employment rate of 3.3 percent as well as a rise of 8.9 percent in median income. Additionally, Bloomington has a reasonable cost of living, especially for local college students, and it is one of the best areas for renters. State Farm Insurance is headquartered in Bloomington and is the largest employer in the city. Illinois State University encourages students to be involved in the city with its American Democracy Project."

[Click Here](#) to view the article and see the other recipients

# Executive Summary

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## Police Department

- Criminal Intelligence and Analysis Unit (CIAU) is staffed by three employees. During the month of October, CIAU obtained new video editing software to support the new "Caught on Camera" section of the department's website. In October, the release of edited video surveillance footage in one case led to the immediate identification and arrest of an armed robbery suspect the same day the video was produced and disseminated. CIAU also utilized this new software to produce a Public Service Announcement regarding Halloween safety tips. This video was placed on the new BPD YouTube channel and was released through the department's Public Information Officer. Both local school districts disseminated the video link to their parents and school children resulting in a view count in excess of 1,200 views. CIAU staff provided a presentation at the state conference for the Illinois Association of Technology Professionals regarding innovation and pro-active uses of technology in law enforcement. **(Page 8)**
- The following activity was the Street Crimes Unit (SCU): 33 probable cause arrests, generated \$4,110 in tow fees, issued \$1,500 in ordinance violations and seized \$1,446. They seized 84.3 grams of cannabis, 1.1 grams of crack cocaine, and 4.61 grams of methamphetamine. **(Page 9)**
- The Department experienced 198 property crime reports, which is an increase compared to the 173 property crime reports last month. The breakdown is as follows: 39 burglaries, 142 thefts, 5 motor vehicle thefts and 1 incident of arson.

## Public Works Department

- In October, the reconfiguration of Washington Street got underway, and along with it the City made its first use of a pavement preservation substance called micro-surfacing. After weather delays, a crew from Microsurfacing Contractors LLC worked on a Sunday, Oct. 20, to spread the substance on Washington Street through Downtown. The Sunday scheduling turned out advantageous, as light traffic allowed the contractor to accomplish in one day what normally would take at least two. Pavement striping came next, and it neared completion at the Monthly Report deadline. Washington Street is undergoing a lane diet. Four lanes are being converted to two lanes, plus one bi-directional turn lane. This is expected to improve safety by reducing traffic weaving and by making traffic and parking lanes wider. **(Page 14)**
- The Engineering Division of Public Works will take a keen interest in both the new traffic flow and the performance of micro-surfacing. The division continues to examine traffic and pedestrian safety on Washington Street and whether micro-surfacing should be expanded as part of the Pavement Preservation Program. **(Page 15)**
- Micro-surfacing consists of a surface-applied polymer-modified asphalt and aggregate mixture that seals the pavement from air and water, extends the service life of the roadway and provides a skid-resistant wearing surface. The hope is that it will extend the life of streets, and its quick application makes it appear suited to arterial streets. The state uses it on Veterans Parkway. The Washington Street project cost \$100,000. **(Page 15)**

## Water Department

- The City experienced above average precipitation, about 5 inches of rain, during the month. The monthly average precipitation for October is about 3.2 inches. That average figure is somewhat misleading in that the area was well below normal until October 30 and 31 when

about 2.3 inches of rain pushed us over the average for the month. With this month's precipitation deficit for the majority of the month, the Evergreen Lake Reservoir, our source of supply during the month, dropped to about 3 feet below its spillway. The Lake Bloomington Reservoir is below its spillway level by about 4.1 feet as well, so we are at a combined deficit of about 7.1 feet. Staff cannot use the Mackinaw River pumping station until there is a combined deficit of 8.0 feet. Although the reservoirs are lower than usual, there is little concern for the overall reservoir volumes at this time of the year. **(Page 21)**

- Pumpage has been moderate during the month. The Department pumped an average of around 9.9 million gallons per day (MGD) in October with a peak day of 11.2 MGD on October 1, 2013. The October average for 2013 can be compared to the average daily pumpage during October 2012 of 10.0 MGD, 10.2 MGD in 2011, 11.6 MGD in 2010, 9.6 MGD in 2009 and 10.6 in 2008. Even with the drought, we are tracking, on average, below previous October's.
- During the month, there were 4 water main breaks/water main leaks. The calendar year 2013 total through October is 42 main breaks as compared to an average of 56 main breaks at this time over the last six years. **(Page 25)**
- For the month of October, staff received 4,465 JULIE locate requests. This brings the annual total to 36,951 requests. **(Page 29)**
- Staff installed another 423 Radio Frequency (RF) meters during the month of October. The Department's goal for the Fiscal Year (FY14) is the installation of 7,000 units. Staff installed 6,022 meters last fiscal year and 6,069 in FY 2012. With the 423 meters installed for the month, this puts the Department at 2,388 meter conversions installed this fiscal year or about 39.8% of the Department's goal for the year. **(Page 30)**

## **Parks, Recreation & Cultural Arts Department**

- The BCPA has welcomed 8,882 people to over 50 in-house functions. Year-to-date the BCPA has had an increase of 11% in attendance compared to last year. **(Page 34)**
- The month of October brings the golf courses into the shoulder season where rounds and revenues begin to decline as the weather and playable hours dictate. All three courses have experienced positive growth in both rounds and revenue. **(Page 35)**
- The most notable project the Horticulture staff is involved in is the design and installation of the new fountain in front of City Hall. This project has been a cooperation of Public Works and the Horticulture staff. This project has been completed except for the top wall caps that are on backorder and should be here in early November. The fountain will be comprised of five individual fountains that will spray water into an invisible pond that will hold the water until it is pumped through the fountain. There will be a combination of annual and perennial plants that will surround the fountain. Finally there will be an all new concrete walk surface that will be separated from the fountain by a six foot turf area. **(Page 37)**



## **Planning & Code Enforcement (PACE)**

- October generally saw a downward trend in permits issued compared to October of 2012. While the number of permits was down the construction valuation moved up 18% for the month with a total valuation of approximately \$8.5 million. Even with this month to month downward dip the years to date numbers continue to show improvement over the past year. (Page 46)

### Notable Construction Projects \$250,000 or Higher

Building/Project Description	Address	Value
525 Brock Drive	McDonalds Restroom and exterior alterations.	\$350,000
1 State Farm Plaza	State Farm Restroom Alterations	\$422,150
2200 E. Washington St.	OSF Generator Replacement and Infrastructure Upgrades	\$1,334,566
1403 N Veterans Parkway	Hy-Vee Remodeling of Existing Building for new Grocery Store	\$6,300,000
2101 Ireland Grove Road	State Farm Installation of New Chillers and Cooling Towers	\$2,000,000
2242 Westgate Drive	New Facility for McLean County Farm Bureau	\$1,220,000

### Economic Development

- International Council of Shopping Centers Deal Making Conference:** The City's Economic Development Coordinator attended the ICSC Chicago Deal Making Event in Chicago, October 1-3. Held annually this deal making event was a great opportunity to gather under one roof to exhibit, make deals and form successful business partnerships with property owners, developers, retailers, brokers, lenders, municipalities, property asset managers and product and service providers. Over 2,500 people were in attendance for this event and the City looks forward to the positive developments that are sure to follow. (Page 51)
- The [McLean County Chamber of Commerce](#) coordinated three (3) ribbon cuttings throughout the City of Bloomington in October. They included:



[Illinois House Building](#) - 207 West Jefferson Street



[Illinois National Bank](#) - 1603 Tullamore Avenue



[PNC Bank](#) – 406 North Hershey Road





## Police Chief



**Brendan Heffner**

## Police Department

October 2013 Edition

### **Crime Intelligence and Analysis Unit**

The Crime Intelligence and Analysis Unit (CIAU) is staffed by three employees. During the month of October, CIAU obtained new video editing software to support the new "Caught on Camera" section of the department's website. In October, the release of edited video surveillance footage in one case led to the immediate identification and arrest of an armed robbery suspect the same day the video was produced and disseminated. CIAU also utilized this new software to produce a Public Service Announcement regarding Halloween safety tips. This video was placed on the new BPD YouTube channel and was released through the department's Public Information Officer. Both local school districts disseminated the video link to their parents and school children resulting in a view count in excess of 1,200 views. CIAU staff provided a presentation at the state conference for the Illinois Association of Technology Professionals regarding innovation and pro-active uses of technology in law enforcement.

In October, CIAU staff also produced an executive report for city council pertaining to historical youth initiatives funded by the City of Bloomington. CIAU staff worked with the Cybercrimes unit to organize a monthly technology meeting that involves representatives from the Information Services department. The purpose of these ongoing monthly meetings is to discuss the current and future needs of all divisions and units of the police department in regards to existing data systems.

### **U.S. Marshal Task Force**

Detective Rena opened 18 cases during the month and closed 15. A suspect was arrested in Hartsburg and charged with robbing a bank in Bloomington. Three subjects were also arrested for manufacture/delivery of controlled substance. A suspect wanted on warrant for aggravated criminal sexual assault had moved to Arizona. Rena contacted members of the USMS in Arizona who were able to take him into custody following many hours of surveillance.

## Cyber Crimes

The Cyber Crimes unit is comprised of three detectives and has 31 open/active cases. Detective Bill Lynn successfully achieved a Certified Forensic Computer Examiner Certificate through the International Association of Computer Investigative Specialists. This certification is one step in achieving recognition as an expert in computer forensics.

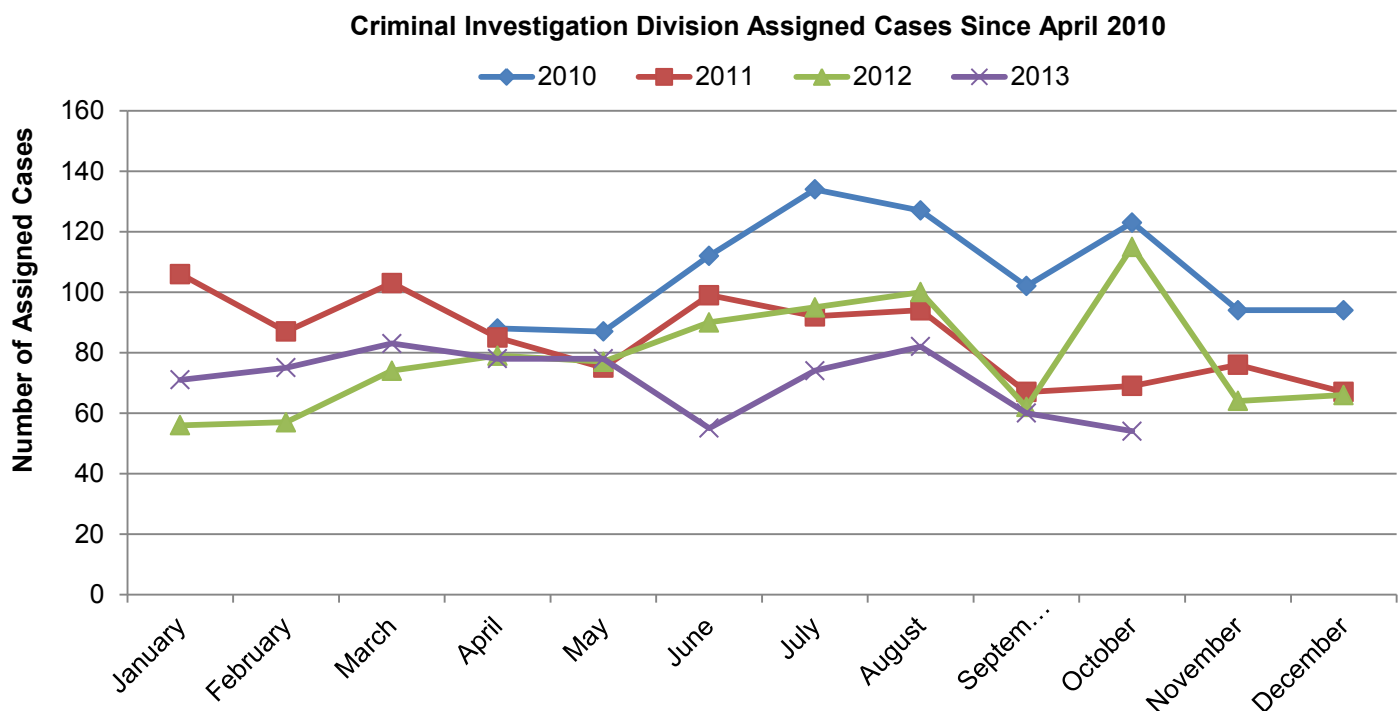
## Street Crimes Unit

The Street Crimes Unit (SCU) has six officers assigned with an average of 4.52 working per day. Six officers received 21 days of training during the month. SCU made nine warrant arrests, 33 probable cause arrests, generated \$4,110 in tow fees, issued \$1,500 in ordinance violations and seized \$1,446. They seized 84.3 grams of cannabis, 1.1 grams of crack cocaine, and 4.61 grams of methamphetamine.

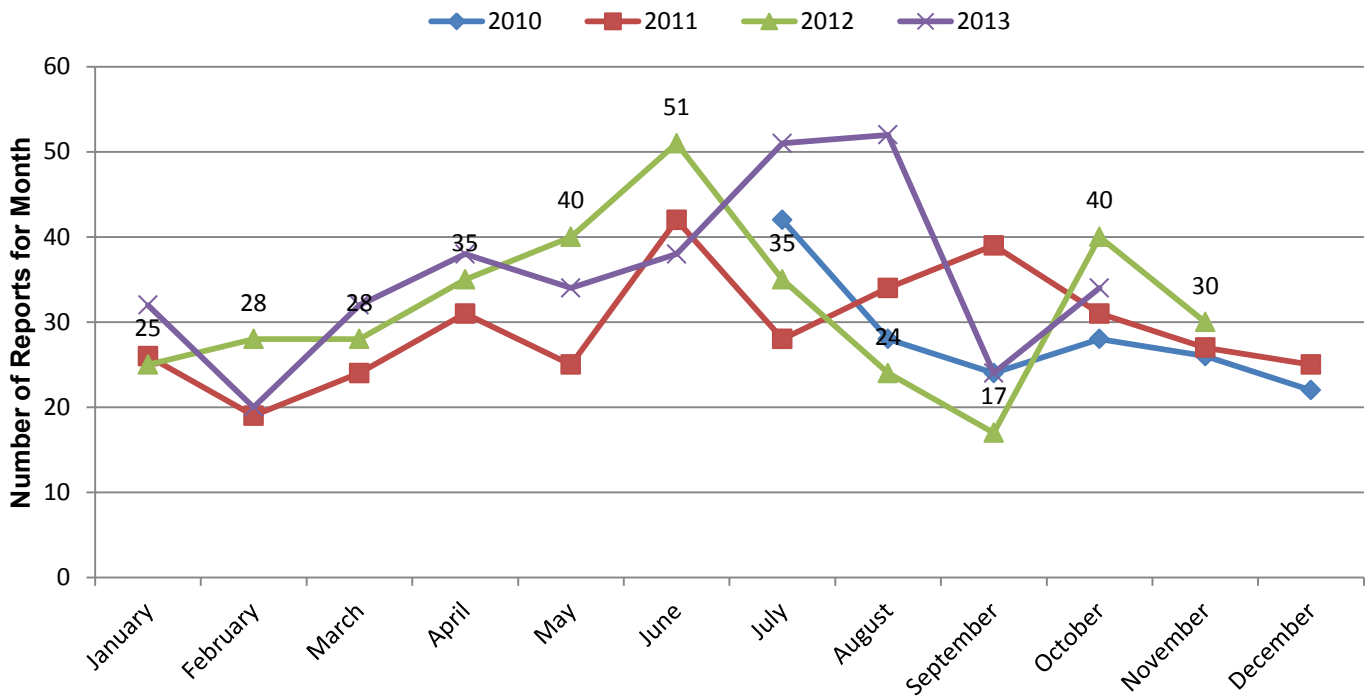
## Criminal Investigations Division

The Criminal Investigations Division (CID) assigned 54 new cases for investigation. The case load carried by CID had the following dispositions: 38 cases were cleared by arrest, four cases were cleared with juvenile arrest, and 114 were administratively closed, exceptionally cleared or were unfounded. 164 cases of domestic violence were reviewed.

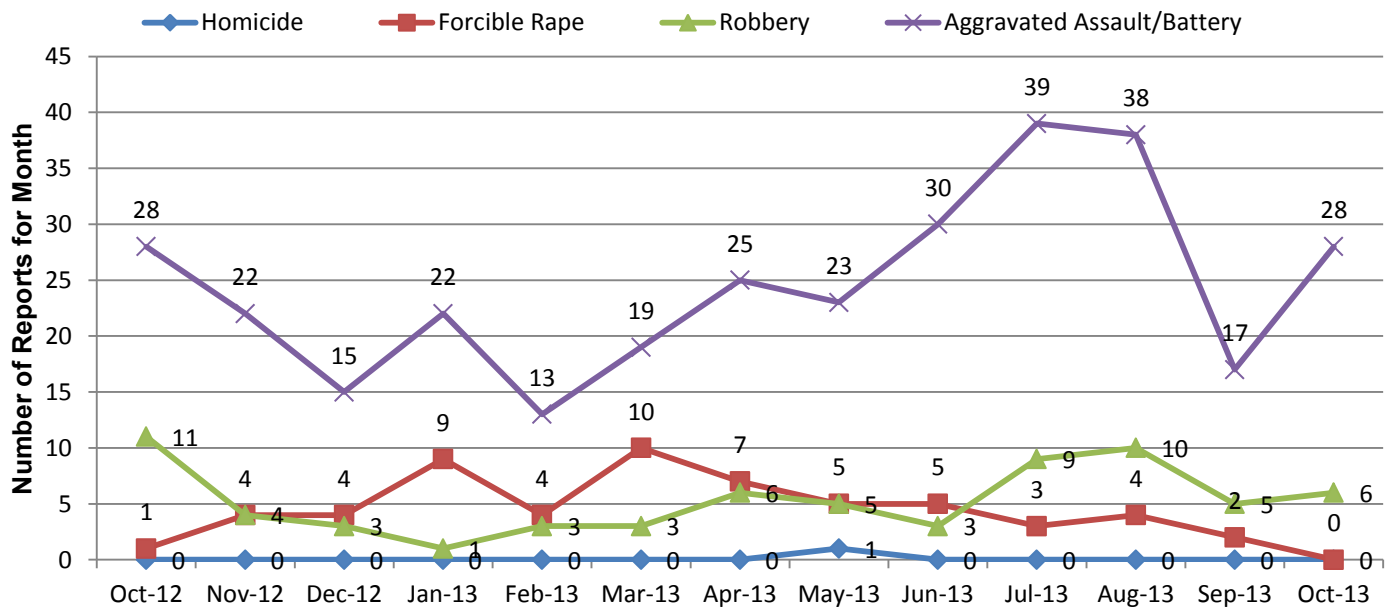
There are eight general detectives assigned to CID with an average of six working each day. On average each detective was assigned 11.625 cases. The two Domestic Violence detectives were assigned 117 cases. The two detectives assigned to sex crimes and sex crimes involving children are investigating 47 cases.



### Total Violent Crime Reports by Month Since July 2010



### 1 Year Violent Crime by Categories



### Communications

#### Ring Time Ranges (9-1-1 Incoming) – State mandate is 90% answered within 10 seconds

0 to 3 Seconds	4 to 6 Seconds	7 to 9 Seconds	10 to 12 seconds	% of total calls answered within 10 Seconds
82.60%	16.70%	0.50%	0.00%	99.80%

**Ring Time Ranges (911 Incoming) - State Mandate is 90% answered within 10 seconds.**

The Communications Center has 14 full time employees and four seasonal. \$2,500 in ordinance violations have been issued in calendar year 2013 to date. There were no major equipment issues this month.

A seasonal telecommunicator accepted an offer to transition to a full-time position, bringing staff to 15. The Communications manager and two telecommunicators attended the Illinois Public Safety Telecommunications Association annual conference. The manager also worked with McLean County and Town of Normal officials on Starcom rebanding efforts at the county level. Several improvements were made to interoperability resources.

<b><u>Incoming Phone Calls</u></b>	
Administrative (non-emergency)	7,202
911 Calls (wireline & wireless) total	2,072
911 Calls - Wireline	390
911 Calls - Wireless	1685
Total All Calls	<b>9,274</b>
<b><u>Dispatched Calls</u></b>	
Police	6,019
Fire and EMS	836
Total Dispatched Calls	<b>9,274</b>
<b><u>Daily Call Averages</u></b>	
Administrative (non-emergency)	232
911 Calls – Wireline and Wireless	67
All Calls per day average	299
Police Dispatches	194
Fire and EMS Dispatches	27
Average Dispatches per day	221

***First Shift 7 a.m. – 3 p.m.***

Bloomington Police Department has 121 sworn officers and is authorized 127. There are currently two officers in the FTO program. Two lateral officers have been offered conditional employment to start the beginning of December. The average number of officers working per day was 9. Day shift patrol conducted several Traffic Enforcement Details. Seventy-six incidents of sex offender related problems were handled by first shift. Five sex offenders were arrested. Three offenders were referred to the State's Attorney for revocation of their probations and/or parole. On Halloween a special sex offender compliance check was conducted. Two were found to be in violation.

***Second Shift 3 p.m. – 11 p.m.***

Second shift had 20 officers assigned at the beginning of October and added an additional officer at the end of the month. On average, 11.65 officers worked each day. Several officers were in core training for the new department issued firearm. The shift handled 2,464 calls for service. There were 104 traffic stops and 55 adult arrests during the month. Several notable calls for service included an armed robbery at the Freedom gas station. The suspect later turned himself in to detectives after hearing they were looking for him. Several arrests for drugs and disorderly subjects were made at the

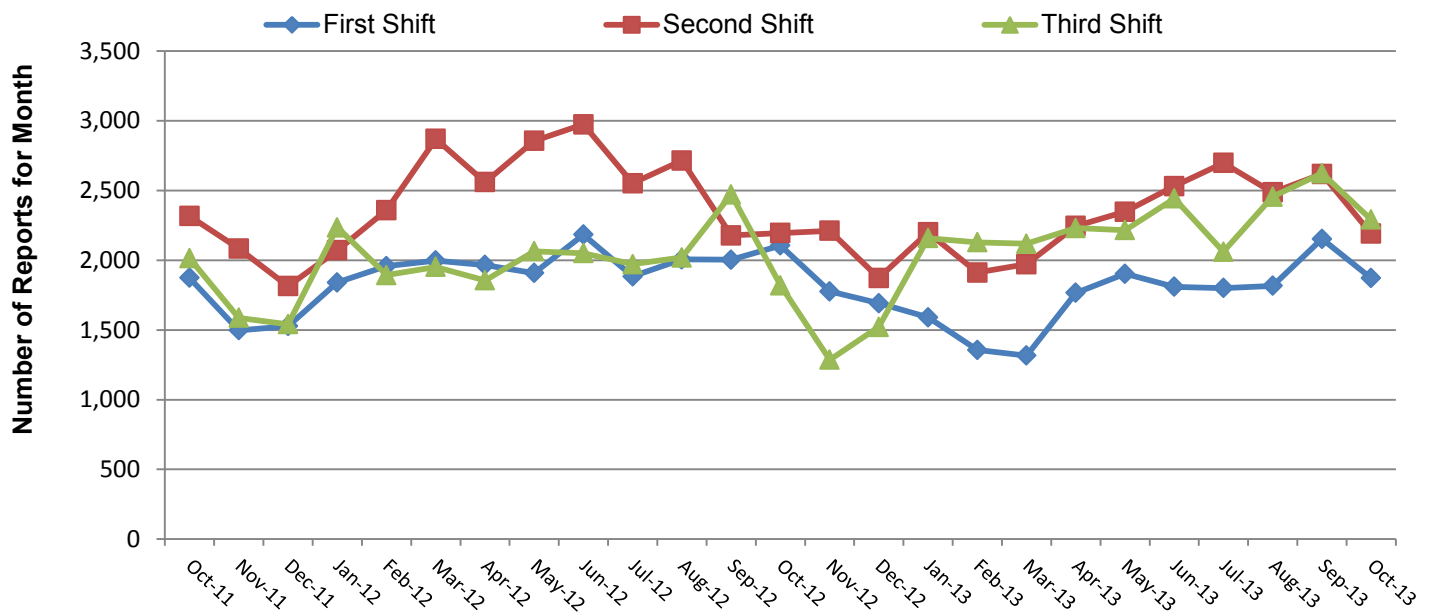
Bass Nectar concert. On October 23, we received calls about a person pointing a gun at passing cars. On October 30, a call was received concerning a person being shot.

**Third Shift 11 p.m. – 7 a.m.**

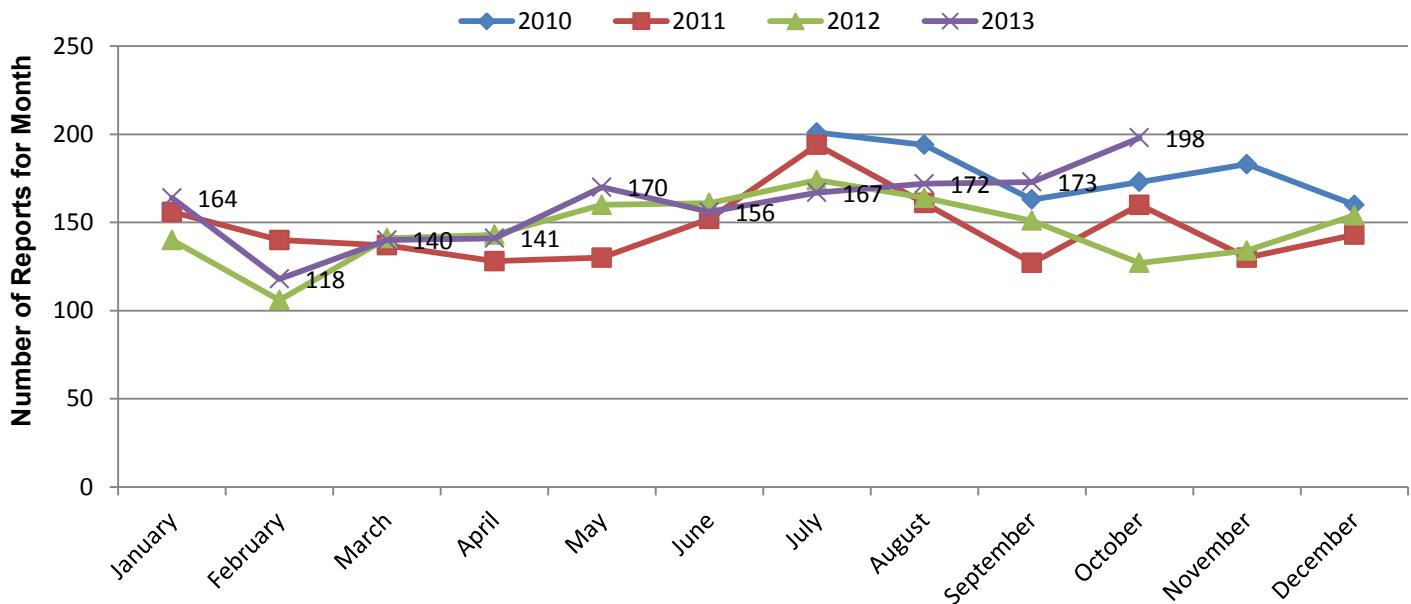
There are 17 officers assigned to third shift with an average of 9.35 officers working each night. Third shift made approximately 385 traffic stops and 14 additional arrests for DUI this month. Notable calls for service include an armed robbery at Hucks and a crash/stolen vehicle arrest on October 9. Also, on October 19, shots were fired at Red Roof Inn. Two subjects were taken into custody and the K-9 performed a track to locate the third suspect. The handgun was located during the tracking. Victim was located at the hospital.

Violation	Month Total	Year Total
Seat Belt/Child	2	33
Speeding	108	622
All Other Traffic	449	4,041
<b>Total</b>	<b>608</b>	<b>5,255</b>

**2 Year Police Department Calls for Service by Shift and Month**



**Total Property Crime Reports by Month Since July 2010**



## Administration

School Resource Officer (SRO) Arnold completed 27 reports, issues two ordinance violations for possession of cannabis, made one arrest for battery, conducted a lock down drill, recovered two stolen items, spoke to two parents, and transported two students. SRO Evans had the following calls for service: eight theft issues, two order of protection checks, twenty disorderly conduct issues, two child custody issues, 15 truancy issues, 16 fights, completed six crisis drills, made 60+ school visits, four child abuse issues, two domestic cases, three child sex offender checks, five lock down drills, and five evacuation drills. SRO Hirsch conducted evacuation drills with Bloomington Junior HS staff to Illinois Wesleyan University and Bloomington High School. He investigated six fights after school, conducted two accident investigations, issues one ordinance violation for battery, had an arrest for possession of cannabis, removed eight students from classrooms, assisted school administration with three locker searches, investigated eight incidents of theft with four items recovered, and assisted District 87 installed a new camera system. SRO Wagehoft attended Boys and Girls Club recognition/fund raising gathering, attended monthly Youth Impact meeting, hosted a K-9 demonstration for seventh graders, assisted with a fire drill, conducted a lock down debrief with Benjamin School staff, spoke to the 8<sup>th</sup> grade class about disturbing notes left in lockers, and assisted Fox Creek School with a verbal gun threat. He also assisted with the following school incidents: three fights, one theft, one battery, two truancy, one weapon, one suicidal student and one runaway student.

Public Information Officer Mayer attended STAC meeting, CDN meeting, Domestic Violence Forum, Recovery Court, Neighborhood Watch meeting, K-9 demonstration, Media Relations Training Class, FISA meeting, Teen Drivers Training, and Career Fair Expo. PI Mayer presented a synthetic drug presentation, produced several caught on camera releases, gave a Bank Robbery presentation, helped create a Halloween video on safety, and had interviews with WJBC and WGLT.



## Public Works Director



Jim Karch

## Public Works Department

October 2013 Edition

### Engineering Division



### ***Micro-surfacing hits the road***

In October, the reconfiguration of Washington Street got underway, and along with it the City made its first use of a pavement preservation substance called micro-surfacing.

After weather delays, a crew from Microsurfacing Contractors LLC worked on a Sunday, Oct. 20, to spread the substance on Washington Street through Downtown. The Sunday scheduling turned out advantageous, as light traffic allowed the contractor to accomplish in one day what normally would take at least two.

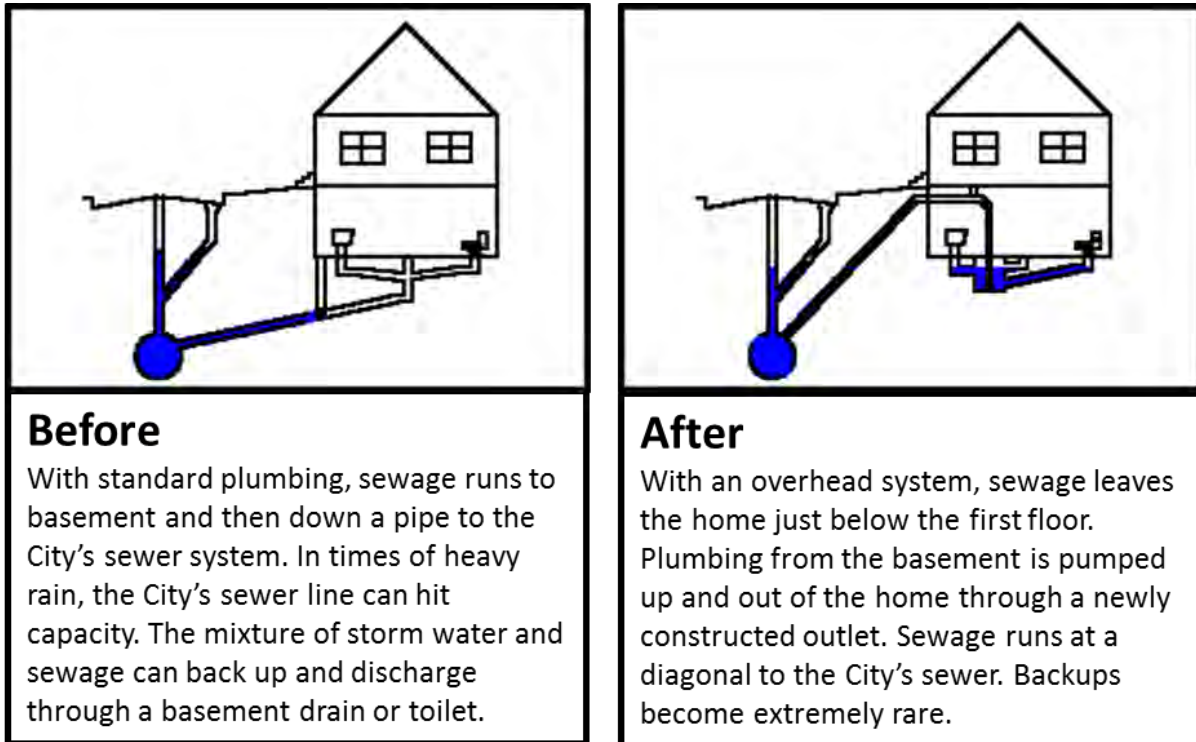
Pavement striping came next, and it neared completion at the Monthly Report deadline. Washington Street is undergoing a lane diet. Four lanes are being converted to two lanes, plus one bi-directional turn lane. This is expected to improve safety by reducing traffic weaving and by making traffic and parking lanes wider.

The Engineering Division of Public Works will take a keen interest in both the new traffic flow and the performance of micro-surfacing. The division continues to examine traffic and pedestrian safety on

Washington Street and whether micro-surfacing should be expanded as part of the Pavement Preservation Program.

Micro-surfacing consists of a surface-applied polymer-modified asphalt and aggregate mixture that seals the pavement from air and water, extends the service life of the roadway and provides a skid-resistant wearing surface. The hope is that it will extend the life of streets, and its quick application makes it appear suited to arterial streets. The state uses it on Veterans Parkway.

The Washington Street project cost \$100,000.



### **Planning and Code Enforcement (PACE), Public Works team up against basement flooding**

Public Works and PACE have teamed up to get word out on Overhead Sewer Grants, which are designed to rid basements of storm-related plumbing backups.

PACE, through Community Development, administers the grant. Public Works has data on people who have basement problems. The two collaborated on a directed mailing to 150 households inviting them and their neighbors to explore the grant program. Information also was generated and displayed prominently on the Public Works section of the City web site.

During heavy storm periods, water enters some Bloomington basements through drains, toilets and other plumbing. This water is a combination of storm water and untreated wastewater that backs up from a combined sewer when the sewer nears capacity. Overhead Sewer Systems rectify the situation inside the home by rerouting plumbing. A pump and piping is installed in the basement to pump a home's wastewater to a new outlet located just below the first floor. (See diagram)



The grants apply to single-family homeowners and pay up to \$4,500 per home – often enough for 100 percent of the plumbing work. Public Works Director Jim Karch noticed that the grant money was being left unclaimed but knows some residents have sewer backups and could benefit.

Staff sorted 1,679 survey responses from a 2012 mailing done as part of sewer master planning. Staff then paired the responses to 150 respondents who in some way indicated they had experienced basement sewer backup at some time. Letters were mailed on Oct. 31.

### The Grove 5<sup>th</sup> Addition Pavement



<b>CITY OF BLOOMINGTON PROJECTS</b>	<b>STATUS</b>
Street & Alley Repair, 2013-14	In Construction (70% Complete)
General Resurfacing, 2013-14	In Construction (75% Complete)
Pavement Preservation, 2013-14	In Construction (75% Complete)
50/50 Sidewalks & Handicap Ramps 2013-14	In Construction (66% Complete)
2012 Maintenance Contracts (Street, Utility, Grading, Traffic Signals)	In Construction (99% Complete)
2013 Maintenance Contracts (Street, Utility, Grading, Traffic Signals)	In Construction (0% Complete)
2013 Washington St Micro-surfacing	In Construction (80% Complete)
2013 Sump Pump Drainage Program	In Construction (0% Complete)
Eagle Crest East Pump Station Improvements	In Design ( 10% Complete)
Locust Colton CSO Elimination, Phase 1	Punch List Items
Locust Colton CSO Elimination, Phase 2	In Design (50% Complete)
Hershey Road: Hamilton Road to 750' South	In Design (60% Complete)
Sanitary Sewer & Storm Water Master Plans	(97% Complete)
Highland Golf Course Storm Sewer	In Construction (0% Complete)
HoJo Pump Station	In Design (20% Complete)
Maizefield CSO Elimination Study	In Design (40% Complete)
Kensington Sewer Repair & Channel Lining	In Design (0% Complete)
Jackson Street Sewer	In Design (30% Complete)
Traffic Signals and Intersection Improvements @ Keaton & GE, Hershey & Clearwater, Hershey & Arrowhead	In Design (0% Complete)
Lutz Road Widening from Morris to Luther Oaks	Consultant Selection – RFQ
Fox Creek Road & Bridge Improvements	Consultant Selection – RFQ
Downtown Street Lighting Master Plan	Consultant Selection – RFQ
Lake Bloomington & Evergreen Lake Dam Breach Study	Consultant Selection – RFQ
Bicycle Master Plan	In Design (0% Complete)
General & Bond Resurfacing, 2014-15	In Design (25% Complete)

<b>PRIVATE DEVELOPMENT PROJECTS</b>	<b>STATUS</b>
Commercial Site Plans	20 Plan Sets Reviewed
Scharf PUD Sanitary Sewer	Punch List Items
Grove Subdivision, 4 <sup>th</sup> Addition	Punch List Items
Grove Subdivision, 5 <sup>th</sup> Addition	In Construction ( 60% Complete)
Empire Business Park, 5 <sup>th</sup> Addition	In Construction ( 0% Complete)
Wingover Apartments	In Construction ( 99% Complete)
Wingover Apartments East	In Construction ( 95% Complete)
Harvest Pointe – Phase II	Punch List Items
Links at Ireland Grove	Punch List Items
Loeseke Sanitary Sewer	Punch List Items
Fox Hollow Subdivision	Punch List Items
Fox Creek Village, 3 <sup>rd</sup> Addition	In Construction ( 95% Complete)
Fox Creek Village, 4 <sup>th</sup> Addition	In Review
Wittenberg Woods	Punch List Items

## Street & Alley Repair

This annual project involves minor repairs to City streets and provides for milling/resurfacing of City alleys.

## General Resurfacing

This annual project includes the milling and resurfacing of existing City streets.

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October 2013 Overweight Loads	34 issued Permits for \$2,787.50
October 2013 Dumpster/Traffic Control Customer Service Calls	Permits - \$100.00 (Waived \$50.00)
October 2013 Call Center	1182 – incoming calls handled
Erosion Control/Complaints Inspection Report	
New/Maintenance Erosion/Storm Water Management Inspections	143
Erosion/Storm Water Management Complaints	1
Inspection & Complaint Files Closed	27

## Streets and Sewers Division

The Streets & Sewers Data Base is under construction. Additional reporting should be available for the November or December City Manager's Monthly Report.



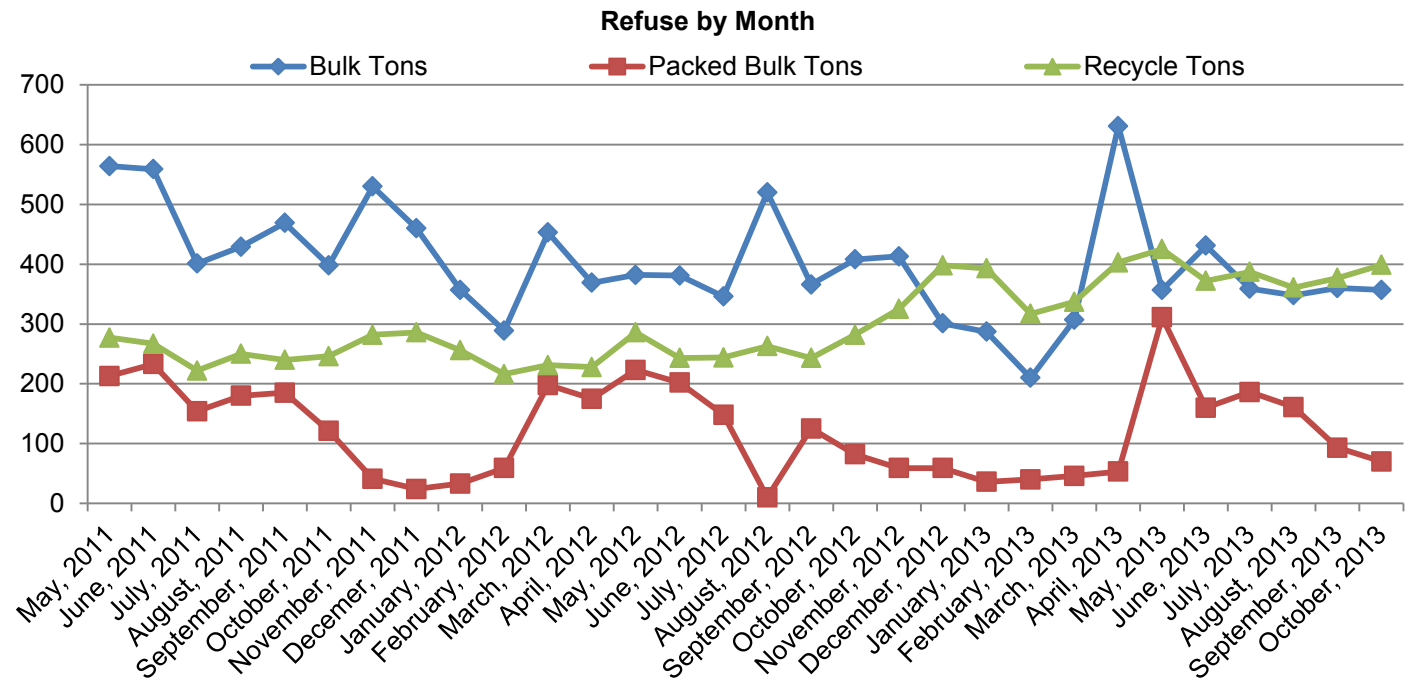
## Fleet Division

	October 2012	October 2013
Work Order Requests	340	396
Total Repair Orders Closed	310	358
Preventative Maintenance	30	38
Total No Lead Gallons	15,430	15,057
Total Cost	\$52,818	\$49,990
Avg Price per Gallon	\$3.42	\$3.32
Total Diesel Gallons	15,014	13,851
Total Cost	\$56,452	\$48,263
Avg Price per Gallon	\$3.76	\$3.40



This month Fleet put into service a new snow blower.

## Solid Waste Division



## Street Sweeping

The City of Bloomington provides its residents with street sweeping service as an effort to beautify and enhance the aesthetics of our 800 center line mile City street system. Our goal is to service citizens by maintaining a healthy, safe and clean environment for our community. Street Sweeping is also the Best Management Practices to protect our storm water drain system.

Working both day and night shifts, 1018 miles of streets were swept in October 2013.



Approximately 25,500 residences are serviced weekly and an average of 22.79 pounds of household garbage was picked up each week at these locations in October 2013.



Water Director



Craig Cummings

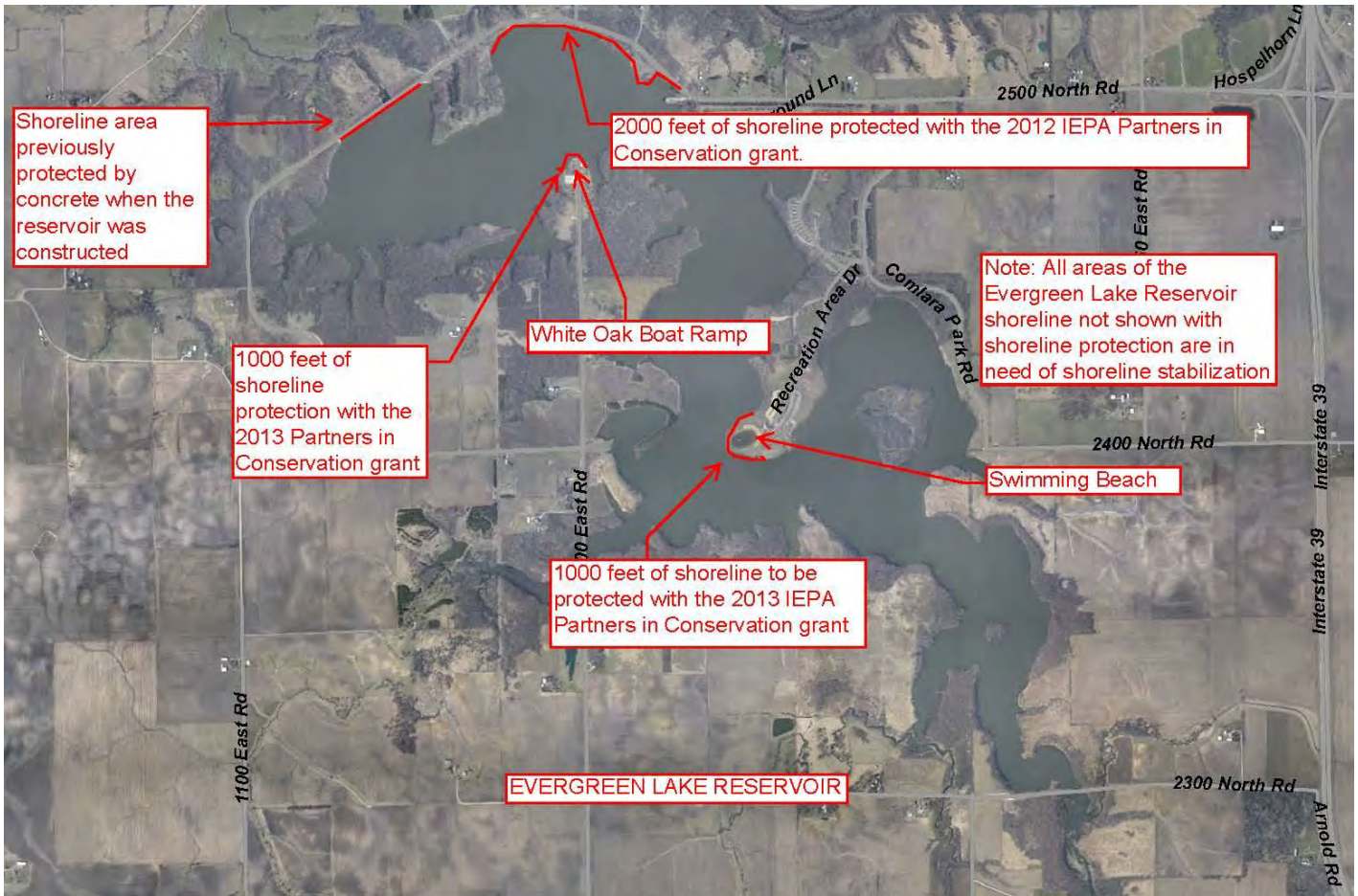
Water Department

October 2013 Edition

### Reservoir Conditions

The City experienced above average precipitation, about 5 inches of rain, during the month. The monthly average precipitation for October is about 3.2 inches. That average figure is somewhat misleading in that the area was well below normal until October 30 and 31 when about 2.3 inches of rain pushed us over the average for the month. With this month's precipitation deficit for the majority of the month, the Evergreen Lake Reservoir, our source of supply during the month, dropped to about 3 feet below its spillway. The Lake Bloomington Reservoir is below its spillway level by about 4.1 feet as well, so we are at a combined deficit of about 7.1 feet. Staff cannot use the Mackinaw River pumping station until there is a combined deficit of 8.0 feet. Although the reservoirs are lower than usual, there is little concern for the overall reservoir volumes at this time of the year.

The 2012 shoreline protection project at the Evergreen Lake Reservoir finished during June of this year. Staff made another grant application for a late 2013 project of about the same magnitude and was successful. This project is funded in part by an IEPA grant. The 2013 grant application is for an overall \$95,000 project with about \$45,000 coming from IEPA and \$50,000 coming from the City of Bloomington Water Improvement Fund. The project was completed in October. The project covered two areas at Evergreen Lake Reservoir, the White Oak boat ramp and the swimming area in the County Campground.



**Shoreline protection near the Comlara Park Swimming Area**

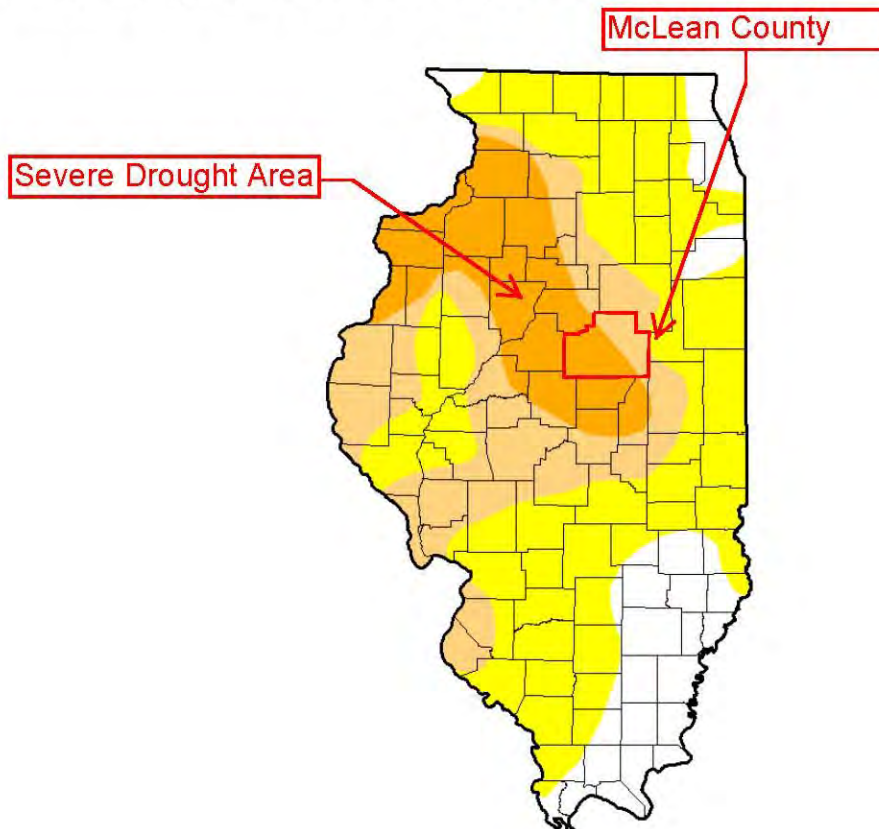


**Shoreline protection near the White Oak Boat Ramp  
(Note pronounced erosion and sloughing of area behind the rip rap)**

### **Short-Term Weather Concerns**

In October, most of McLean County continued with its severe drought rating as determined by the United States Drought Monitor report. The Drought Monitor report is compiled by the several Federal and State agencies as well as academic partners. The precipitation deficit has only been experienced in the last couple of months but that is enough to move the area into a worsening drought condition. Fortunately, this drought has occurred late in the season so the impact on our reservoirs has been minimal.





## U.S. DROUGHT MONITOR MAP OF ILLINOIS FOR OCTOBER 31, 2013

### Water Quality

The conditions remained favorable in October for certain taste and odor causing algal species to grow at very quick rates and cause an algal “bloom”. As the water temperature has been somewhat steady and the water has been unmixed from precipitation for several months, the threat of an algal bloom remains high. Towards the end of the month staff detected a slight taste and odor in the water. Staff will monitor this closely in case the City will need to switch reservoirs.

The time for the fall application of anhydrous ammonia is upon us. Anhydrous ammonia is the form of nitrogen used to fertilize farm ground destined for corn production. It is applied from the white pressurized tanks that are so common in the Midwest in the spring and fall. Nitrate levels stayed high in the reservoirs until late July.



**Anhydrous Ammonia Nurse Tank**

With high nitrate levels in the Lake Bloomington Reservoir in the spring of 2013, staff switched to the Evergreen Lake Reservoir on March 25 because its nitrate level is around 7 mg/l at that time but it rose throughout the spring to end at about 9.2 mg/l in late June. Staff was very concerned that the nitrate level would rise to the 10 mg/l standard. The nitrate levels were at low enough levels to switch back to the Lake Bloomington Reservoir in August. Staff stayed with the Lake Bloomington Reservoir until September when we wanted the Evergreen Lake Reservoir level down a bit for the shoreline

stabilization project that is much easier to complete with the water level down a few feet. When the shoreline stabilization project at the Evergreen Lake Reservoir was completed in October staff switched back to the Lake Bloomington Reservoir and will probably stay with that reservoir, water quality permitting, until spring 2014

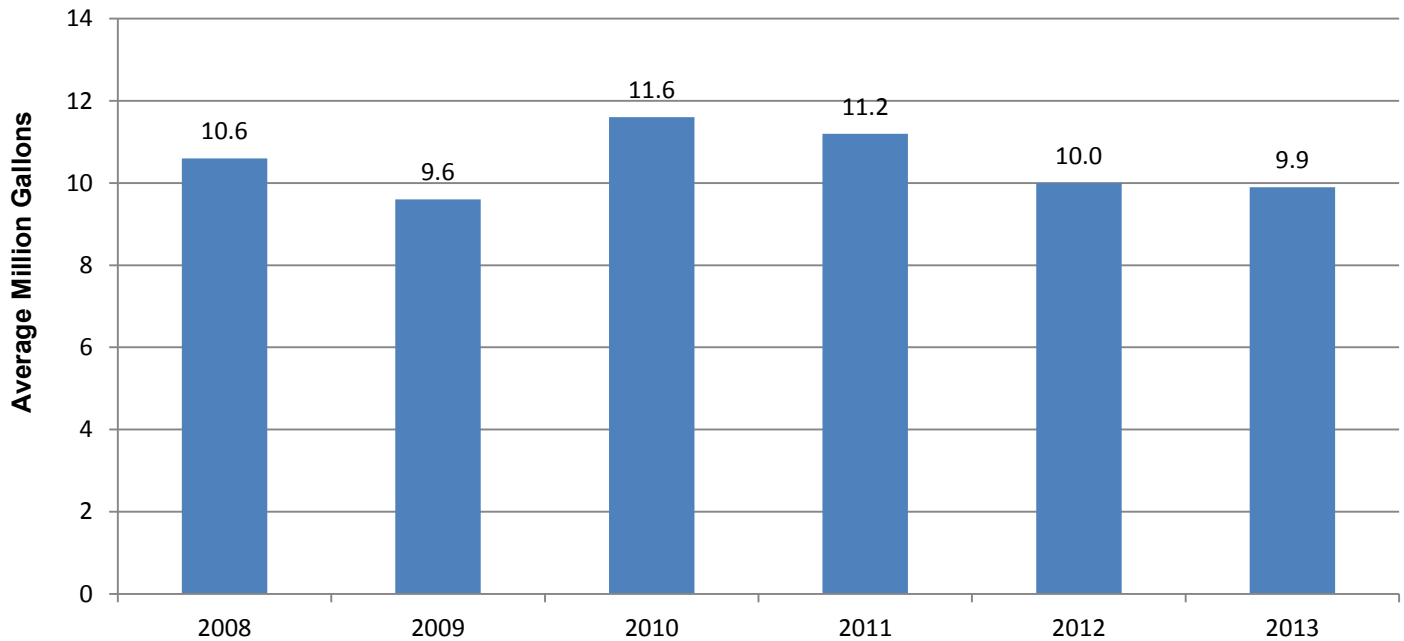
### Water Conservation/Groundwater Project

During the month, proposals for the Emergency Action Plane updates were received for both reservoirs.

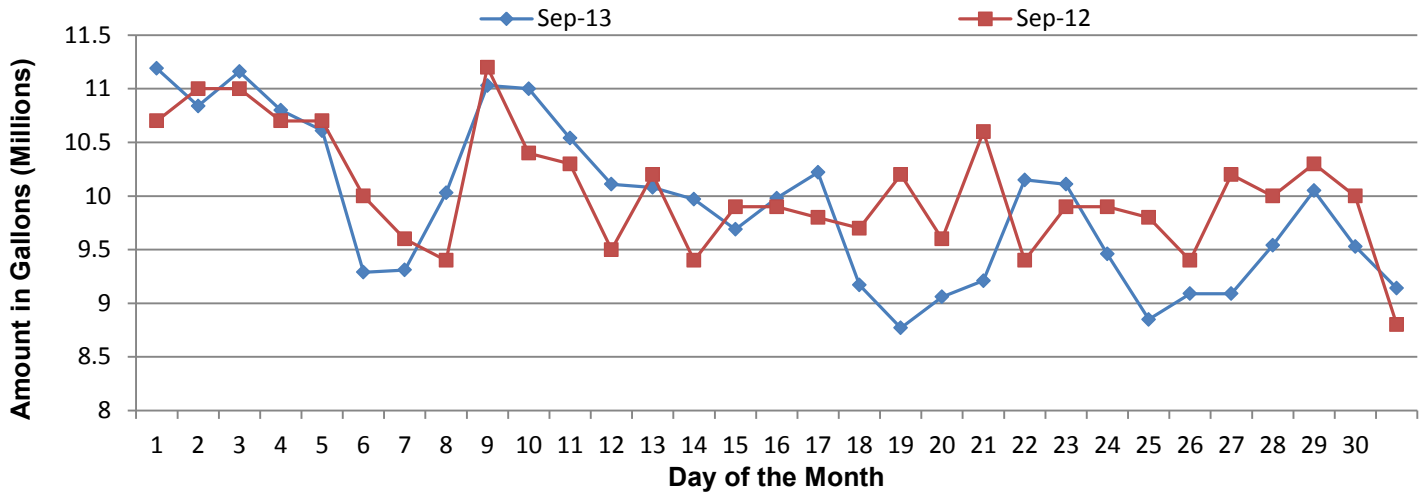
### Pumpage

Pumpage has been moderate during the month. The Department pumped an average of around 9.9 million gallons per day (MGD) in October with a peak day of 11.2 MGD on October 1, 2013. The October average for 2013 can be compared to the average daily pumpage during October 2012 of 10.0 MGD, 10.2 MGD in 2011, 11.6 MGD in 2010, 9.6 MGD in 2009 and 10.6 in 2008. Even with the drought, we are tracking, on average, below previous October's.

**Avg. Million Gallons Pumped: October**



**Water Delivered to Customers (in Millions of Gallons): October 2012 vs October 2013**



**MGD water delivered to customers (by day) – Oct. of 2012 vs. 2013**  
**MGD = Million Gallons per Day**

As is typically the case, the top ten water users for the Water Department in October include at least seven customers outside the City of Bloomington. Those customers in October 2013 include Mitsubishi Motors, the Village of Hudson, Bloomington Township Public Water District (BTPWD) West Division, Advocate BroMenn, Bridgestone Firestone, a new top ten entry, the Meadows of Bloomington on Rte. 51 south of the City and Bloomington Township Public Water District (BTPWD) Crestwicke Division and. Also, only as a summertime/fall occurrence, the City of Bloomington had one location ( Highland Park Golf Course) come in at number five.

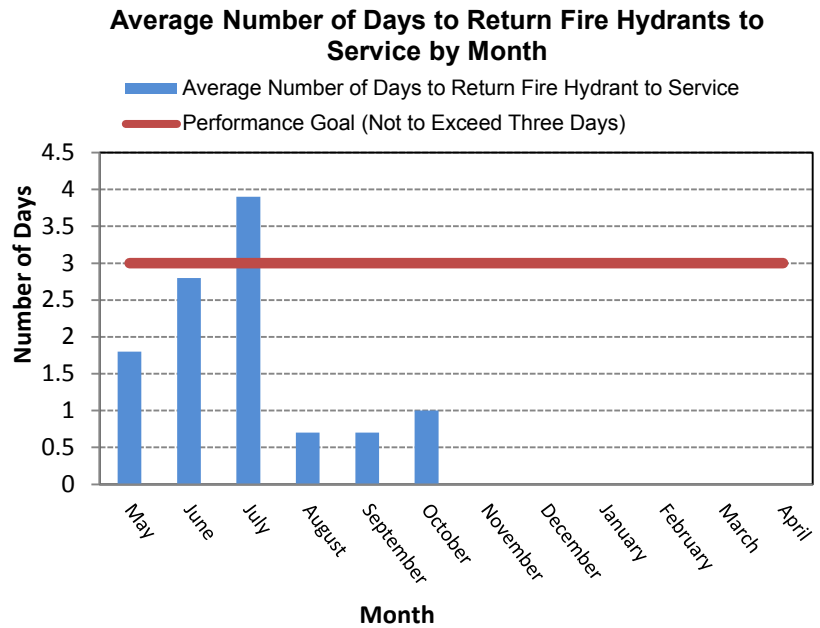
**Infrastructure**

In October staff had another highly productive fire hydrant service work month. Staff worked on 28 fire hydrants with problems. These maintenance problems are not severe enough to have taken the hydrants out of service, but the hydrants are not in prime operational shape. Staff replaced/installed 5 hydrants during the month. This brings the fiscal year total to 360 hydrants serviced and 60 hydrants that have been replaced/newly installed. As of the end of October the City has no hydrants out of service as a result of our annual hydrant testing.

	FY14	FY13	FY12	FY11	FY10	FY09
<b>Hydrants Overall</b>	4264	4255	4228	4213	4000	3900
<b>Out of Service Hydrants</b>	0	0	0	0	13	100+
<b>Hydrants Serviced</b>	360	353	330	261	185	381
<b>Hydrants Replaced</b>	60	79	79	72	59	75
<b>% Hydrants in Service</b>	100	100	100	100	99.7	97.4

With the number of fire hydrants repaired so far this fiscal year, staff is close to the most active repair year since the Department started its fire hydrant program. By the time foul weather sets in, staff will probably be at the most active year ever.

5 fire hydrants were replaced/installed in October. This brings the total number of fire hydrants that have been replaced/newly installed this fiscal year to 60. Of these 60 fire hydrants, 50 were replacement hydrants that have been funded through our Operations and Maintenance account. With the hydrants funded by the O & M account, the Department has spent approximately \$175,000 on their installation at approximately \$3,500 per hydrant. The budget line item for hydrants is \$100,000 in the FY14 budget. The overage in this account will come from other accounts that are under budget.



During October, the joint Water Department/Fire Department fire hydrant operational testing program continued. There was one fire hydrant that was called out service. The average time it took to return this fire hydrant back to service was 1.0 days. The FY 2014 performance measure is a not-to exceed 3.0 days (lowered from 5.0 days in previous years) as measured as an annual average. The annual average is now at 2.7 days for hydrants to have them returned to service.

There were 133 hydrants tested during the month or 3.1% of our total number of hydrants. The CY 2013 program is at about 4,200 total hydrants tested or 99% overall complete at this time. Staff has about 100 hydrants yet to be tested.

Most of the fire hydrants at Lake Bloomington and along Pipeline Road were tested during the month.

The fire hydrant testing is showing signs that our past years maintenance and repair efforts are paying dividends. The 2011 overall percentage of hydrants tested that had a routine problem was 13.6%. This number dropped to 13.0% in 2012 and stands at about 7.8% for this year. Likewise the percentage of hydrants that had a high priority problem (which resulted in the hydrant being called out of service) was 1.5% in 2011, 1.2% in 2012 and thus far, 0.6% in 2013, obviously a nice trend.

The Water Department has a program to upgrade fire hydrants with steamer (otherwise known as pumper) connections with quick connect fittings known as Storz fittings. The steamer connections on fire hydrants across the country have different thread patterns. In fact, the City of Bloomington's steamer thread pattern is different from our immediate neighbor, the Town of Normal. So, in order for the Town of Normal or any other department to use a Bloomington steamer connection, an adaptor would need to be used. By using the Storz fitting, this enables the City of Bloomington Fire Department, as well as other departments in mutual aid situations, to quickly and universally use the city's steamer fire hydrants. In October, the Water Department installed 5 Storz fittings on fire hydrants. Currently, approximately 471 steamer hydrants or about 16.2% of our steamer hydrant inventory have the Storz fitting

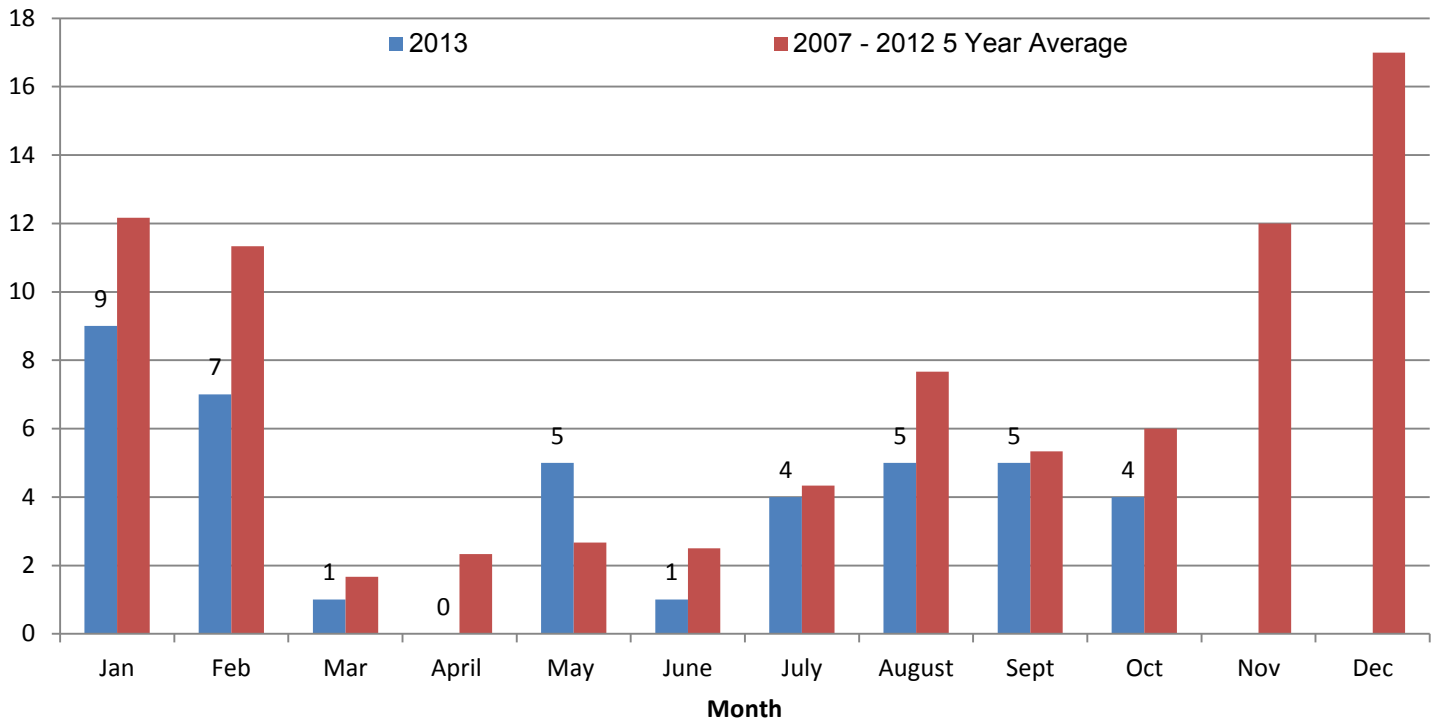
Staff made eight valve repairs during the month of October.

During the month, there were 4 water main breaks/water main leaks. The calendar year 2013 total through October is 42 main breaks as compared to an average of 56 main breaks at this time over

the last six years. The September average has been 5 main breaks so this month's total is below the average over the last six year's.

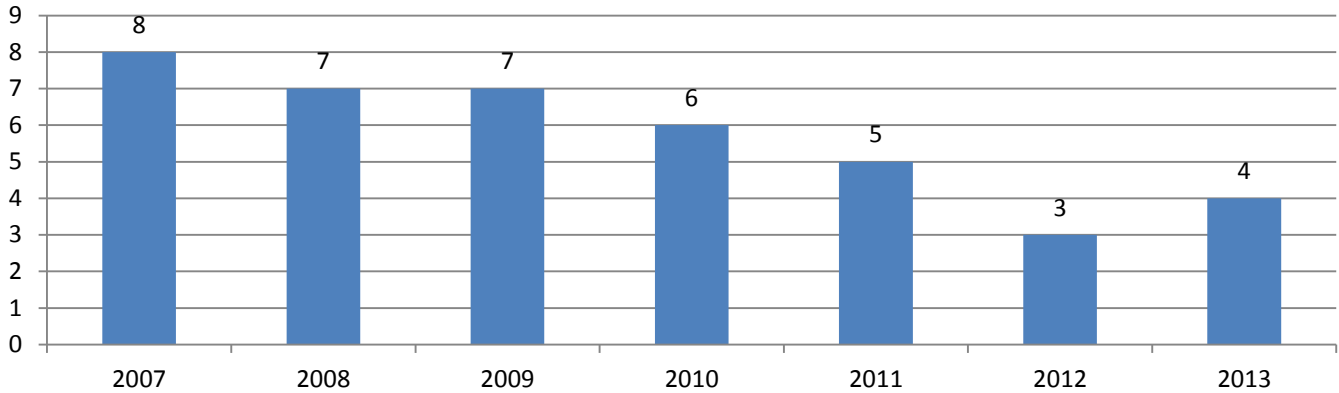
	CY 2013	CY 2012	CY 2011	CY 2010	CY 2009	CY 2008	CY 2007	AVG FOR MONTH '07-'12
Jan	9	12	17	10	13	13	8	12
Feb	7	9	16	9	12	9	13	14
March	1	5	2	1	0	2	0	2
April	0	3	2	5	1	1	2	3
May	5	0	7	2	2	3	2	3
June	1	4	4	4	0	2	1	3
July	4	12	4	2	4	2	2	5
Aug	5	7	6	11	9	4	9	9
Sept	6	4	7	1	14	4	2	6
Oct	4	3	5	6	7	7	8	7
Nov		14	8	7	15	15	13	12
Dec		13	7	21	25	13	23	18
<b>CY thru October</b>	<b>42</b>	<b>56</b>	<b>63</b>	<b>45</b>	<b>55</b>	<b>40</b>	<b>39</b>	<b>50</b>
<b>CY TOT</b>	<b>42</b>	<b>86</b>	<b>85</b>	<b>79</b>	<b>102</b>	<b>75</b>	<b>83</b>	<b>85</b>

Water Main Breaks by Month



**Water Main Breaks Per Month**

**October 2007-2013**



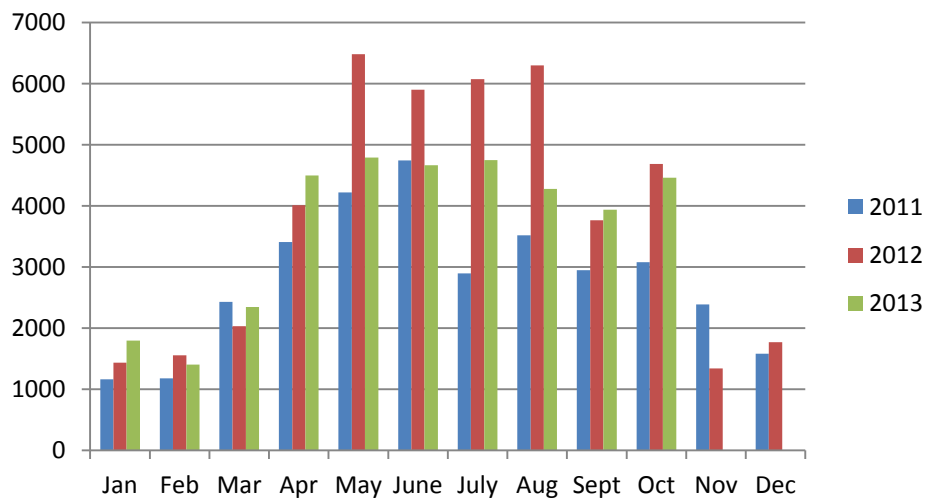
During October, staff replaced/repaired eleven water service lines/curb stops. Several of these were very old lead (the metal) service lines. Any time that staff can remove lead from our water system, it is a good thing since there is a drinking water standard for lead.

Our leak detection program continues to identify leaks in the distribution system. During the month, both inside leaks (meaning they are on the customer's side of the curb stop and thus the customer's responsibility) and leaks that are the City's responsibility (from the water main to the curb stop) were identified.

It has been a busy month for Joint Utility Location Information for Excavators (JULIE) work. There are several fiber optic installation companies still working throughout the City. The Water Department provides all the JULIE locates for the City which includes water lines, storm sewers, sanitary sewers, the power supplies for some City-owned street lights, City owned or maintained traffic signals and City fiber optic lines. For the month of October, staff received 4,465 JULIE locate requests. This brings the annual total to 36,951 requests.

Keep in mind a single JULIE request can be submitted for numerous blocks at a time. The request might be for all buried utilities on a given street from sidewalk to sidewalk. A complicated locate request on a busy street such as streets with numerous intersections and streetlights, traffic signals and multiple water mains and sewers could take as much as two weeks for a locator to complete

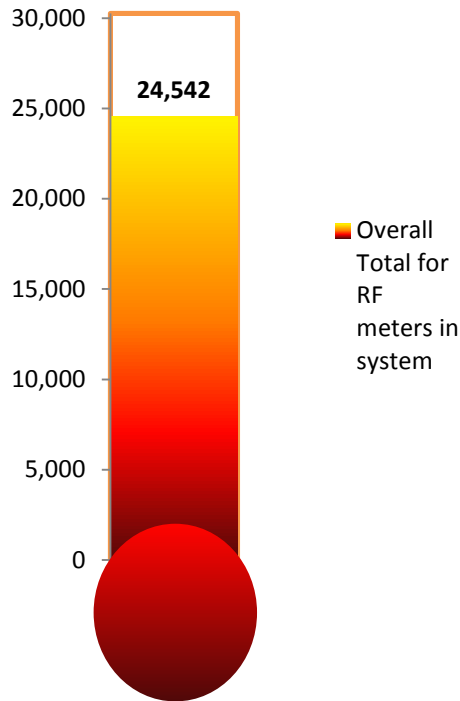
**Monthly JULIE locate requests 2011 - 2013**



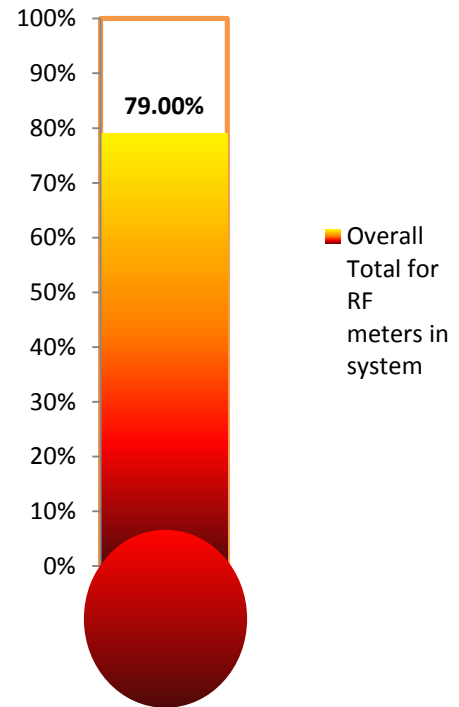
## Metering

Staff installed another 423 Radio Frequency (RF) meters during the month of October. The Department's goal for the Fiscal Year (FY14) is the installation of 7,000 units. Staff installed 6,022 meters last fiscal year and 6,069 in FY 2012. With the 423 meters installed for the month, this puts the Department at 2,388 meter conversions installed this fiscal year or about 39.8% of our goal for the year. When totally completed, the meter change-out program will eliminate the need for Meter Readers. Since this is a multi-year project, the Meter Reader positions have been eliminated as more RF units are installed. Currently, the Department is down to one Meter Reader (from 3 in 2009).

Overall Total for RF meters in system



Overall % Total for RF meters in system



The breakdown of the overall meter inventory in the system is about 1,030 meters that are commercial/industrial and about 29,400 that are residential.

Staff changed out two Unitized Measuring Elements (UME's) on large meters during the month. The UME is the part of the meter that has the moving parts that are subject to wear and is critical to keep in good repair. The UME change-outs are part of our large meter testing and maintenance program.

Staff changed five meter from a turbine meter to a compound meter during October. Turbine meters are an excellent choice for installations where there will be a high volume of flow on a consistent basis. If the flow volumes will vary quite a bit such as an apartment complex where numerous residents will use water at the same time (such as the start of a work day) and then smaller amounts will be used at other times (such as throughout the day), then a compound meter is a much better choice because the meter can register both the very low flows and the higher flows as well. The Water Department made a decision over 10 years ago to remove all the compound meters from the

system. Since that time until now, staff has been installing compound meters in locations that conform to industry standards for that type of meter installation. Although compound meters are more expensive than turbine meters, in the long run, they pay for themselves by accurately measuring the actual water used by a customer.

Staff installed a six inch meter in a vault at the Sanitary District. The Bloomington and Normal Water Reclamation District (“BNWRD”) had been using a Fire Line Detection meter which only indicates that flow has occurred on the line and measure a fraction of the flow through the line on a one inch meter. This was an absolute incorrect application for the meter. Now a proper meter has been installed and should be properly measuring BNWRD’s water usage.

**Financial**

With the severe drought in the summer of 2012 which really boosted water sales and the fact that the Department had a few self-funded capital projects that we were unable to complete, the Water Department recognized retained earnings of approximately \$5.8 M at the end of FY2013 as indicated by the 2013 Comprehensive Annual Financial Report (CAFR).

In 2013 the Department will continue to track our delinquent customers closely and will use the last resort of a shut-off if the customer does not respond to requests for payment of the past due amount or by entering into a payment plan.

**Shut-Offs by Billing Cycle and Date**

<b>Billing Cycle</b>	<b>10/30</b>	<b>10/22</b>	<b>10/16</b>	<b>10/8</b>	<b>10/1</b>	<b>9/24</b>	<b>9/18</b>	<b>9/10</b>
<b>1</b>	63				58			
<b>2</b>				54				57
<b>3</b>			36				27	
<b>4</b>		31				28		

**Water Treatment Plant Major Projects**

The filter media (large gravel, pea gravel, support sand, filter sand and granular activated carbon (GAC)) in filter #15 was removed in November when our GAC is changed out. The underdrain system (the collection system at the bottom of the filter that collects the water that has been trickling through the layers of sand and gravel) in this filter has failed and needs to be replaced as soon as possible.

**Personnel**

The Department has hired two new seasonal Lake Courtesy Patrol workers. We are happy to welcome Joe Darter and Jerry Martoglio



The Department interviewed for the position of Evening Meter Service Worker and have made a selection. The candidate will hopefully be starting in November after all the necessary pre-employment checks.

## Communications

The Department provided some information on the continuing drought to local media outlets during the month.

## Miscellaneous

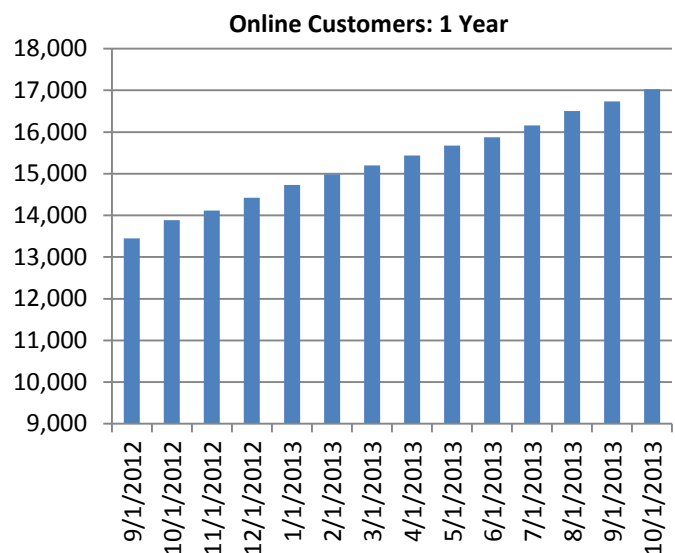
The Mayor, City Manager and the Water Director met with Bev Potts of the Illinois Plumbing, Heating and Cooling Contractors Association concerning the City's history in providing water service line taps, maintenance and installation. There is a misconception by some contractors that the City has just started doing this work when it has been providing water service line maintenance and installation since the Water Department has been in existence.

The EverBloom chapter of the Friends of Reservoirs Program met again in August. Friends of Reservoirs is a charitable foundation dedicated to the restoration, enhancement and protection of fish habitat in reservoir systems nationwide. The meeting was well-attended and has continued fund raising for worthy reservoir projects at the Evergreen Lake or the Lake Bloomington reservoirs. About 150 people have already joined the group. Through this group, 2 grants totaling about \$25,000 have applied for and been awarded through their national organization. One grant is for the control of an invasive weed species and another is the construction of fish nesting habitat when the City completes some shoreline protection work at the Lake Bloomington reservoir in 2014.

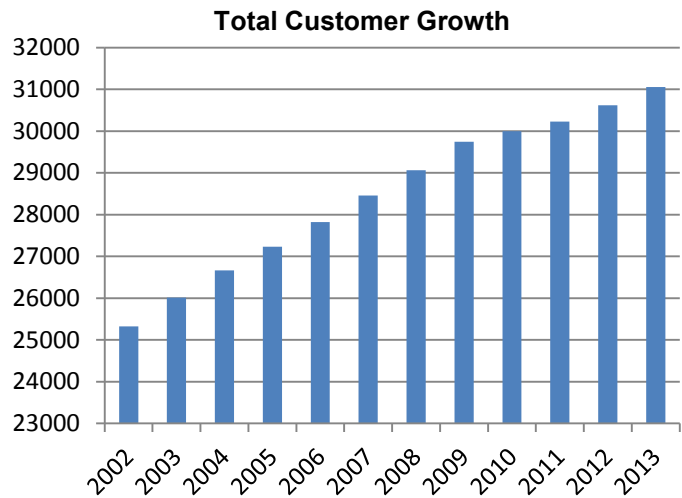
The new bulk water dispensing station was installed and tested at the Division Street office earlier this year. This new hardware will tie directly into the MUNIS software so water sales and meter readings for the water sold will be tracked at the time of the sale. The new system is much less time intensive on the part of the City. In October this unit sold a little over \$700 worth of water. This brings the annual sales to about \$8,700

The Department's on-line bill payment option continues to attract new enrollees. As of the end of October we have 17,024 customers signed up for this service. The City added 286 customers for the month. Staff will continue to track the number of participants monthly and express the number of customers with this service as a number and % of total customers. 17,024 customers are about 54.8% of our customer base.

In a related metric for the number of customers accessing their accounts online, 2,130 customers have signed up for the recurring payment option whereby their bill is paid each month without any action on the part of the customer. That is an increase of 34 customers as compared to September. The 2,130 customers make up about 6.9% of the customer base.



The overall customer growth has continued during CY 2013 although it has slowed tremendously as compared to years in the recent past. For the month of October 2013, 50 customers have been added to the system bringing the current total to 31,053. The year started with 30,790 customers. This is a calendar year gain of 263 customers. This calculates to an extrapolated calendar year customer growth of 525 customers or a percentage gain of about 1.8%.



### Cost Savings Measures

The Department is continuing to see an increase in the number of customers that are electing to go paperless with their City Services bills. The Department added 83 customers for the month. Currently the Department have 4,289 customers that no longer receive a paper bill. This equates to 13.8% of our customer base! Each bill has a hard cost of about \$0.53 for the processing and mailing so we are currently saving over \$27,000 per year and that number continues to climb.

The Department has PDC Laboratory, a contract laboratory for many higher level tests that the Department cannot perform in our laboratory, pick up samples, saving us shipping fees. Approximate savings ~\$35 per month

Staff negotiated a 25% discount with Underwriters Laboratories for taste & odor (T&O) samples. This saves about \$400 per month.

The Department started ordering Hach brand laboratory supplies for chlorine and fluoride testing through a scheduled shipment plan. This saves about \$100 per month.

By requesting competitive laboratory quotes for the Unregulated Contaminant Monitoring Rule Phase II (UCMR2) testing, the Department is saving about \$400 per month. There are very few laboratories in the country that are certified for this testing.

The Water Department integrated the entire JULIE locating system into its workload without adding any personnel. Previously the Department just located the buried water infrastructure. This service performed by the Department now includes locating the infrastructure related to water, sewer, storm water, sump pump lines, traffic signals, street lights and fiber optic lines. This involves responding in one fashion or another to over 16,000 locating requests each year. This was done without adding any Staff but has made getting other work done more challenging. It has reduced the costs to locate for other City Departments that had previously located their own infrastructure, so that when an after-hours JULIE request was responded to, representatives from three different departments would mobilize for the same location.



# PR&CA Director



## John Kennedy

### Parks, Recreation & Cultural Arts Department

October 2013 Edition

### BCPA



**ABOVE: Patrons at Disney's Beauty &**

What takes a day to set up, five hundred pounds of carbon dioxide for fog, three buses, five semi-trucks, fifty-two additional staff, four flymen to move drops, over one thousand additional man hours, a beauty pre-show, another day to reset and a magical performance (of course)? The BCPA's presentation of *Disney's Beauty and the Beast!* This nationally touring Broadway family show which was one of the best performances ever presented on the BCPA stage and definitely not to be missed!

In October 2013, the BCPA welcomed 8,882 people to over fifty in-house functions. Year-to-date the BCPA has had an increase of 11% in attendance compared to last year. Functions held included receptions, improvisation classes, piano lessons, BCPA shows, pre-shows, Holiday Spectacular rehearsals and more. Our October rentals showcased a Hindu Festival, Illinois Wesleyan Civic Orchestra, Illinois Symphony Orchestra and USA Ballet's *Sleeping Beauty*. The BCPA-presented performances included the

Second City, *Disney's Beauty and the Beast*, Iris DeMent and Gaelic Storm with local group Prairie Thistle Pipes and Drums.

Another awe-inspiring Student Spotlight season began with *Alexander and the Terrible, Horrible, No Good, Very Bad Day*. 773 students, educators and chaperones attended this Spotlight show on October 22. Spotlight shows enhance school curriculum for educators who are unable to offer the classic theater experience in a school setting. Students from Bloomington, Normal, Mackinaw, Washington and Lincoln, Illinois were in attendance.



**ABOVE: Iris DeMent**

A special thanks to our October show sponsors Karen Schmidt and John Elterich, the Ronda Glenn Law Offices, Illinois State University Homecoming Committee and Fox and Hounds Hair Studio and Day Spa, who programmed our Fall Beauty pre-show for *Disney's Beauty and the Beast*.



**ABOVE: Prairie Thistle Pipes and Drums at the Gaelic Storm show**

## Golf Division



**ABOVE: IHSA State Finals**

The month of October brings the golf courses into the shoulder season where rounds and revenues begin to decline as the weather and playable hours dictate. All three courses have experienced positive growth in both rounds and revenue. Before giving too much credit to staff, October 2012 was historically bad weather-wise with golf playable hours down -30%. We were fortunate to experience a more moderate weather month this year with golf playable hours up 24% to last year. While rounds played were unable to get that +24% back, staff were thankful to see a +31% increase in total revenues over last year. This large increase in total revenues can be attributed to a +48% increase in pro shop revenue and +34% increase in food and beverage sales.



**ABOVE: Mission Impossible**

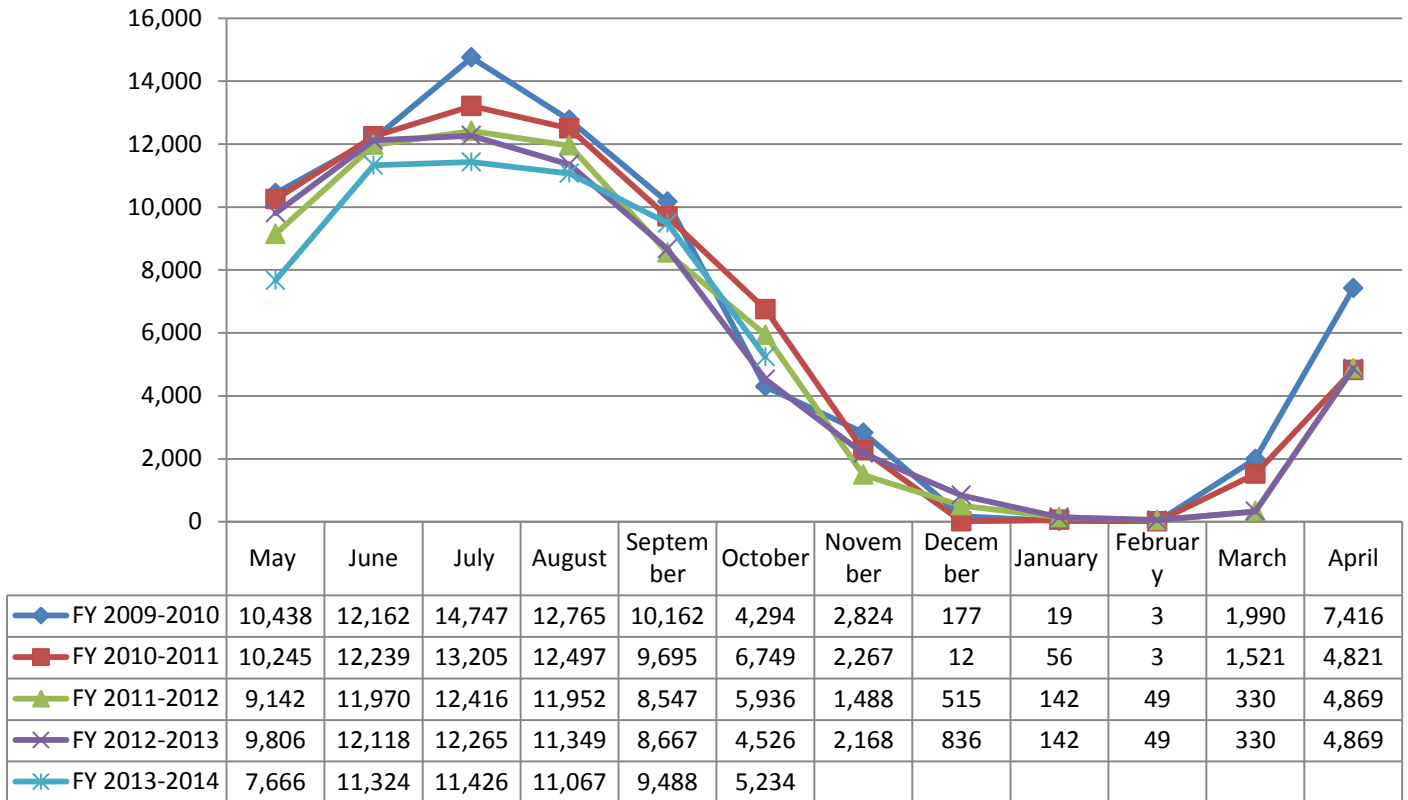
The courses continue to be proud to serve as the host courses for the IHSA State Finals at Prairie Vista and The Den. This tournament brings thousands of people into the community from all around the state, who see the quality of our courses and community as well. A local team, El Paso-Gridley High School, took first place in the 1A class at Prairie Vista. Congratulations to their team and coach! In addition the State Finals, the courses also hosted two fun fall events. The Den hosted the 6<sup>th</sup> Annual Mission

Impossible tournament which had full field of 100 players. This event continues to bring players from areas as far as Chicago to experience The Den in this unique format. Prairie Vista hosted the 9<sup>th</sup> Annual Vista Maze tournament which had a smaller than usual field of 44 players due to daytime

highs that day in the low 40's. These tournaments serve as a great way to finish out the year hosting some fun events for those from the community and beyond.

As we move into November, staff will be looking forward to the annual merchandise blow-out sale and participating in the Clare House Food Drive. On the course itself, staff will do as much fairway aerification as the weather and equipment will allow and begin to work on getting aging equipment prepared for the 2014 season.

**Total Golf Rounds Played by Fiscal Year**



## Horticulture

The Park Maintenance Horticulture staff is comprised of three full-time Horticulturists, three full-time Laborers and one Light Operator. They are assisted by eight seasonal people that work ten months a year and seven seasonal people that work from May until August. The City's mowing and maintenance program is divided into five different sections. There are three different sections of Parks that is managed by the Horticulture staff. The fourth section is considered a walk-behind route which includes City Hall, downtown Bloomington, fire stations and any smaller piece of property that we maintain. These areas are supervised by one of the Horticulturalists. The final area is right-of-way mowing. This area consists of 142 different locations throughout the City of Bloomington. These right-of-way areas include detention ponds, parkways and ditches. These areas are maintained and supervised by two full-time and one part-time employee.

Park staff ground maintenance in October increased by 198 hours. This is typical of this time of year. Staff must blow out all irrigation during October to avoid any pipe breaks due to freezing. Staff begins

the trimming back of all perennials and the removal of all the annuals. All plant beds are trimmed, cleaned and raked to get ready for the next season. One other area that staff devotes a lot of time is to leaf removal. Park Maintenance works in conjunction with Public Works for some leaf removal. Park staff will blow and rake all the leaves to the curb and Public Works is kind enough to bring their leaf vacuums over and remove the leaves. Park Maintenance does have one crew that has a smaller leaf vacuum on a box truck. This crew is dedicated to leaf removal along fence lines, gutter pans and hard-to-get areas.

The most notable project the Horticulture staff is involved in is the design and installation of the new fountain in front of City Hall. This project has been a cooperation of Public Works and the Horticulture staff. This project has been completed except for the top wall caps that are on backorder and should be here in early November. The fountain will be comprised of five individual fountains that will spray water into an invisible pond that will hold the water until it is pumped through the fountain. There will be a combination of annual and perennial plants that will surround the fountain. Finally there will be an all new concrete walk surface that will be separated from the fountain by a six foot turf area.



**Finalized Fountain Project in front of City Hall**

The newest project the Horticulture staff is involved in is the replacement of the bamboo retaining wall that surrounds portions of Miller Park playground. The bamboo has become very brittle and has broken into pieces over time. The Horticulture staff is removing the bamboo and replacing it with a stackable wall stone that will be glued into place. The wall stone is identical to the stone that was

used for the existing plant beds. This will be completed in November and will last for many years to come.

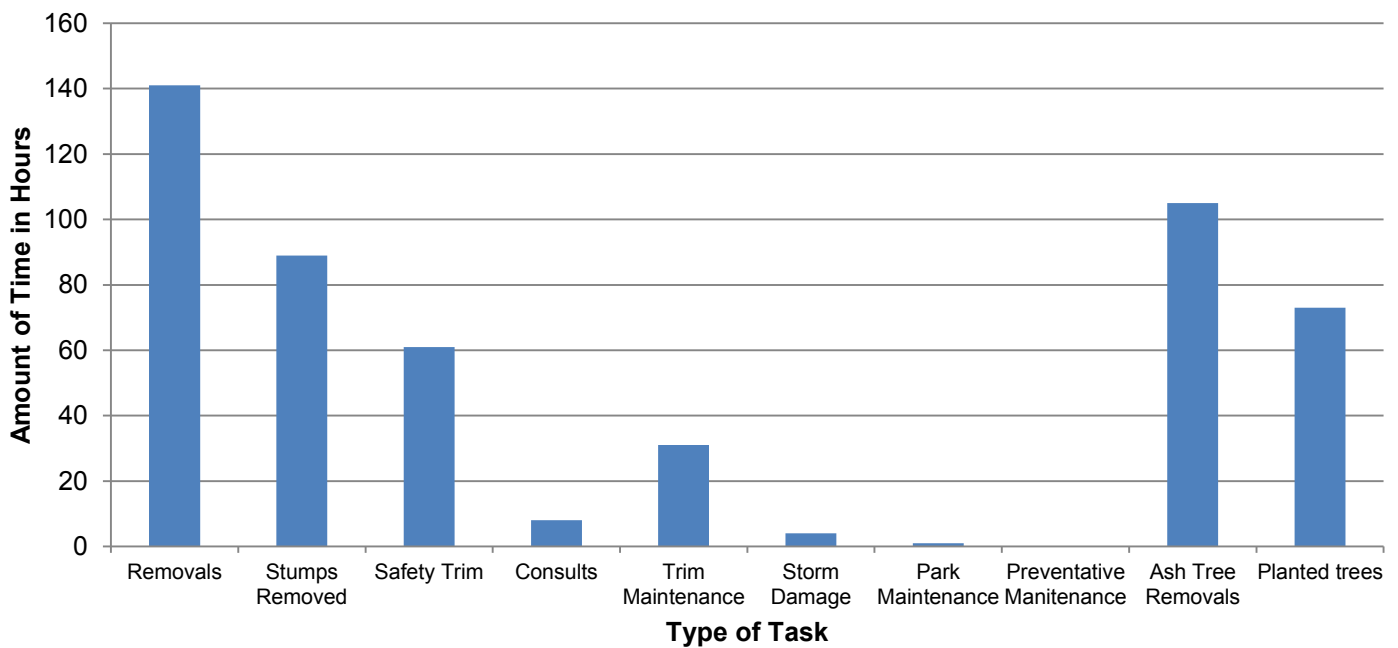
## Forestry

The Forestry staff consists of three full-time Foresters and six seasonal staff that work ten months a year. The staff is broken up into three different crews, one Forester and two seasonal staff. One crew concentrates on doing preventative maintenance. Preventative maintenance is considered to be the removal of all dead wood and low hanging branches of all Parkway trees. The section staff is in currently is Section B-4, which is south of Oakland Avenue and west of Route 150. This is staff's largest preventative maintenance area. The second and third crews work on citizen generated work orders and removals.

During the month of October the Forestry division removed 105 Ash trees. A little less than half (47) of these removals were removed from Prairie Vista Golf Course. This now brings the total for the calendar year to 501.

October is typically the month that the City of Bloomington Foresters begin tree planting. Due to the weather conditions in October the nurseries were not able to dig and ship trees as early as expected. The Park Maintenance division did not receive the ball and burlap trees until October 16<sup>th</sup> and the bare roots did not arrive until October 23<sup>rd</sup>. Staff has just begun to plant trees and planted 73 street trees in October. Park staff transplanted twelve spaded trees from the department's nursery. These trees are typically 4-5" in diameter and make an immediate visual impact. Once completed planting, Park staff will have planted 309 trees in the fall tree planting season.

**Forestry Division Trees Worked on by Job Task: October 2013**



## Utility

The Utility staff consists of four full-time Utility people and three part-time employees who work ten months. Each Utility member has a specific area of repair or maintenance they concentrate on. One Utility member's main area of focus is the two swimming pools, three water spray areas and all the public water fountains. This staff member is responsible for the preventative maintenance, operations and chemical balancing. The second Utility staff member is responsible for the maintenance and operation of all the HVAC systems in the parks, Zoo, golf courses, Coliseum and Pepsi Ice. The third member of the Utility team is responsible for any park projects and repair. This individual helps with playgrounds, shelters, bathrooms and anything else that might need to be fixed. The division is currently one Utility member short and is in the process of finding a qualified candidate. This individual's primary jobs will be park and light inspections. The final two seasonal workers jobs are painting. These jobs could include shelters, buildings, bathrooms and parking lots.

The Utility staff started the installation of the two new playgrounds at Eagle View Park. One playground is intended for 2-5 year olds and the other is intended for the 5-12 year olds. These playgrounds have numerous different play apparatuses and will be completed in the middle of November.

The Utility division has been continuing to work on getting all the HVAC units ready for the fall. All the Units are inspected, tested and filters changed in anticipation of the winter months. This is a long, slow process that must be done each fall. In conjunction with the fall startup there were numerous repair items completed at the Coliseum such as rebuilding the heat pump for RTU #1 and replacing the inducer motor on RTU # 9. Also, staff repaired the chiller motor at the BCPA, replaced the controller motor on RTU's 1 and 4 at the Zoo.

Other Utility projects include:

- Monthly light inspection and repair at all parks and facilities
- Monthly HVAC inspection and repairs at parks and facilities
- Monthly HVAC inspections and repairs at the Coliseum and the BCPA
- Monthly park inspections and repair at all City parks
- Shut down and winterized the spray parks at Miller, Tipton and McGraw
- Blew out all irrigation and back flows
- Installed new flag pole lights at McGraw Park

## Recreation

For the second year in a row we had less than ideal weather for the Fall Festival. Last year it was 46 degrees. This year there was an 80% chance of rain forecast. It stayed dry for more of the festival, but the weather forecast kept the attendance low. A concert was rescheduled from summer for after the festival, but five minutes into the concert it poured! Staff will be evaluating whether to continue the festival in its current format because it is an expensive event and very weather dependent. The Great Pumpkin Hunt was a family special event held for the third year. They participated in a hunt for pumpkins which were then redeemed for prizes. The weather was a perfect fall day for this event.



Fall programs were in “full swing” in October. Some of the programs held by age group were:

**Parent/Tot** – Sporty Parent & Child, Tiny Melodies and Parent/Tot Gymnastics

**Preschool** – Super Tot Gymnastics, Sporty Munchkins and Creative Dance

**Youth** – Dance, Sweet Science 2, Holiday Decorators, Afterschool Volleyball and Tennis

**Adults** – CoRec Volleyball, Tennis, Zumba Fitness and Open Gym Volleyball

**55+** – Zumba Gold, Morton Arboretum Trip, Burgoo Festival and Bingo & Brunch.



The Afterschool Volleyball program had 166 individuals register. This was down by thirty compared to 2012. Numbers go up and down each year for no apparent reason. The program is offered at all eleven elementary schools in Bloomington. The programs at Fox Creek and Irving schools were canceled due to insufficient registration. The program ended in November



Number of programs offered, number of participants and revenue were all up compared to October 2012. The popular preschool and parent/child programs almost doubled. All offerings were covered by fees. The only programs held in October that did not cover all costs by fees were the Afterschool Volleyball program and the free Fall Festival family event.

## Pepsi Ice



Pepsi Ice hit a new challenge with the structural issues in the parking deck. Michael, the Ice Manager, has been scheduling staff to be outside and proactive with customers as they arrive to help them find alternative parking. He has talked with the owner of a private lot on Olive Street as well as Hermes Service and Sales about Pepsi Ice customers being able to use their lots. It is a challenge for parents with little kids as well as their hockey bags and other things that they lug to practice. People do seem appreciate the staff making them aware of the situation. Over time this will raise payroll due to the addition of a staff member outside.

Pepsi Ice continued to be very busy, especially with hockey leagues. Many weekends ISU's team and the Junior Thunder were playing in addition to all the youth leagues. There are some early mornings for staff and some very late evenings. Open Skate has been down so it is hoped as the weather gets cooler the sessions will pick up. The lack of parking could affect the numbers.

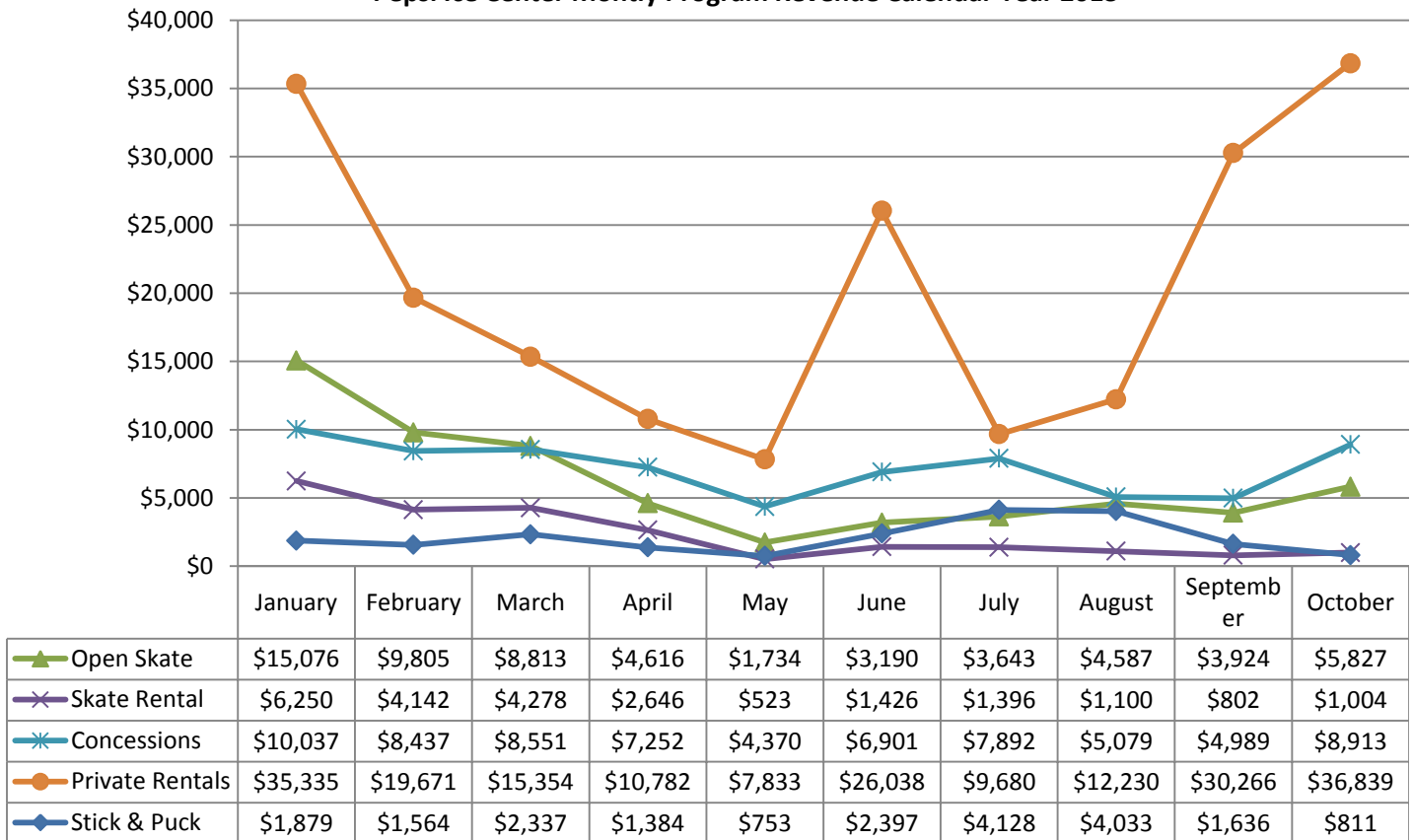
Spread the Red on October 5 and Freaky Friday on October 25 were the two themed open skate sessions.

October 2013 had the highest revenue of any October since the facility has been open. Hockey revenue was down. Part of this decrease was due to players at the squirt level developing onto the Travel program. Adult Hockey numbers have continued the trend of growth over the last two months.

Last year the 2012-2013 budget midpoint revenue was the highest revenue that the facility had at the midpoint since it opened. That figure was surpassed this year. The six month figure for this fiscal year is \$437,365. It was \$430,713 for FY13, \$409,086 for FY12, \$416,193 for FY11 and \$366,972 for FY10.

Fall 2 session classes started for Learn to Skate and Learn to Play. The numbers were up for Learn to Skate and down for Learn to Play Hockey. Many of the Learn to Play participants stop taking classes and start playing on hockey teams.

**Pepsi Ice Center Monthly Program Revenue Calendar Year 2013**



## Special Opportunities Available In Recreation (S.O.A.R.)

### Special Olympics

The S.O.A.R. Unified Volleyball Teams participated in the Illinois Special Olympics Fall Games on October 25 and 26 in Rockford. One team placed second in their division and the other team placed fourth. Sixty individuals registered for the S.O.A.R. basketball program participated in a skills assessment on October 29. They were divided into four teams, which will start practice the first week

in November. Special Olympics snowshoe practice also started in October. They will be doing dry-land training until the snow arrives!

### **Special Events**

Special events in October included the Haunted Trail and a Halloween Dance. Less special events were in held in October 2013 as compared to 2012. This was due to lots of prep time needed for the 40<sup>th</sup> Anniversary Banquet scheduled for November 1.

### **Weekly Programs**

Fall weekly programs that started in September continued into October, plus some new programs started in November. The Holiday Performers started practice to prepare for their December show. A new program called Seat to S.O.A.R. was started. The goal is for all of them to participate in the Thanksgiving Day Turkey Trot by running or walking.



### **Staff Hours**

Staff hours for October 2013 were a total of 3,324 compared to 3,780 in 2012. This is not an equal comparison because there were five Mondays in October 2012 compared to only four in 2013. Payroll is entered on Mondays. Totals for the first six months of each year (which also includes Aquatics along with Ice, S.O.A.R., and recreation) are 41,429 in 2012 and 39,204 in 2013. We did have a cool summer so there were lower numbers for Aquatics.

### **Volunteer Hours**

S.O.A.R. volunteer hours are up for October because several recreational volleyball teams attended S.O.A.R. Unified Volleyball practices to play practice games against them. It was a great community interaction and has fostered interest in future programming on the part of these volunteers. They will be a resource for future partners and coaches for S.O.A.R.

<b>Program</b>	<b># Volunteers</b>	<b># Volunteer Hours</b>
Afterschool Volleyball	4	57
Adult Center	32	64
Hockey	64	566
Ice Skating		
SOAR	128	652

### **Zoo**

#### **Admission Revenue**

October 2013: \$14,826.15

October 2012: \$13,357.75

Revenue from the gate admission was 10.7% up for the current fiscal year compared to last year's revenue. Last year, the revenue raised from admissions broke the all-time record for the Zoo in a fiscal year. Admission prices were raised on May 1, 2012.

### **Attendance**

October 2013: 5,539

October 2012: 4,656

Attendance was 11.8% up for the current fiscal year compared to last year's attendance. Good weather has helped with being up on the year.

### **Education**

October 2013: \$22,722.50

October 2012: \$4,205.50

Revenue from Education Program Fees and Rentals were up 4.6% for the fiscal year compared to last year. The discrepancy between the two years is merely a timing issue when Junior Zookeeper money was received.

### **Concessions, Carousel and Animal Food Sales**

October 2013: \$1,834.95

October 2012: \$898.31

Revenue from Concessions, Carousel and Animal Food Sales is 30.8% up for the current fiscal year compared to last year's numbers. A Hurricane Simulator was added for a guest amenity. It is a cost share with a vendor and has been more popular than expected.

### **Animal Collection**

- Acquisitions: Animals added to collection by transaction or birth/hatch
  - 3 male Peruvian Thick-Knees
- Dispositions: Animals removed from collection by transaction or death
  - 3 male Seba's Short-tailed Bat
  - 1 Red-eyed Tree Frog
  - 1 Raccoon Butterfly Fish
  - 1 male Budgerigar
  - 1 African Giant Millipede
  - 2 male Brown Nosed Coati
  - 1 Yellow-and-Blue Dart Frog
  - 1 male Grey Short-Tailed Opossum
  - 2 female Black-billed Whistling Duck
- 69 male Seba's Short-tailed Bats cleared quarantine and were moved to the Katthoefer Animal Building. The Zoo has not exhibited a bat species since 2002. The all-male colony of bats are fruit eaters. This species is a Species Survival Plan (SSP).



- All necessary animals were brought inside for the winter.
- Cotton-Top Tamarins were moved from the Katthoefer Animal Building to the Tropical Rainforest to make room for the bats.

### **Staff**

- Worked on animal transactions (nine pending)
- Hosted Zoo Spooktacular (pictured below). This event remains very popular and saw over 1,100 guests on that day.



## Notes

- The Miller Park Zoo was mentioned in the October 2013 National Geographic magazine in an article title —Building the Ark.” The article was written by Elizabeth Kolbert with pictures from Joel Sartore. Joel has been to the Miller Park Zoo twice to photograph the residents. The article is written about how zoos are saving species from extinction. The Miller Park Zoo is mentioned along with much larger zoos such as San Diego Zoo, Bronx Zoo and Omaha’s Henry Doorly Zoo.



**PACE Director**



**Mark Huber**

**Planning and Code Enforcement Department**

**October 2013 Edition**

**Building and Safety Division**

October generally saw a downward trend in permits issued compared to October of 2012. While the number of permits was down the construction valuation moved up 18% for the month with a total valuation of approximately \$8.5 million. Even with this month to month downward dip the years to date numbers continue to show improvement over the past year.



**Hindu Temple – Tulimore Drive**

<b>October 2013 Compared to October 2012</b>	<b>Year to Date</b>
New home starts – down 11 permits (- 61%)	Up 13 permits (10%)
Building permits – down 73 permits (-23%)	Up 139 permits (6%)
All construction permits – down 211 permits (-9%)	Up 138 permits (2%)
Fees collected – \$105,320 (-29%)	\$1,028,372 down 17%
Construction Value – \$8,490,919 (18%)	\$95,822,412 up 16%

Note: Permit fees do not necessarily correlate with construction value since not all permits are based on value.

## Notable Construction Projects \$250,000 or Higher

Building/Project Description	Address	Value
525 Brock Drive	McDonalds Restroom and exterior alterations.	\$350,000
1 State Farm Plaza	State Farm Restroom Alterations	\$422,150
2200 E. Washington St.	OSF Generator Replacement and Infrastructure Upgrades	\$1,334,566
1403 N Veterans Parkway	Hy-Vee Remodeling of Existing Building for new Grocery Store	\$6,300,000
2101 Ireland Grove Road	State Farm Installation of New Chillers and Cooling Towers	\$2,000,000
2242 Westgate Drive	New Facility for McLean County Farm Bureau	\$1,220,000

### Code Enforcement Division

The Code Enforcement division contains our complaint resolution, rental inspection, fire inspection and Community Development Block Grant (CDBG) activities. The following information is a brief representation of the staff's activities for the month of October.

#### Complaint/Violation Types Total Reported

Electrical	1
General Fire Violation	2
Garbage/Rubbish/Debris	8
Grass and Weeds	8
Infestation	5
No Permits	5
No Utilities	2
Nonconforming uses	2
Other	1
Property Maintenance	51
Sign	1
Trees/Vegetation	2
Vehicles	3
Vacant/Abandoned Property	5
<b>Department Totals</b>	<b>96</b>



**Deteriorated and Unsafe Porch**

Other activities completed by the Code Enforcement Division included:

- Two rehabilitation loans were completed. One provided a handicapped ramp while the second provide drainage control.
- One house was demolished and a second lot was cleared of debris and overgrown vegetation. Both sites were donated to Habitat for Humanity for construction of affordable housing.
- Two code enforcement grants for removal of dead trees were granted. The properties were single family owner occupied and income eligible.
- One Illinois Housing Development Agency (IDHA) Single Family Owner Occupied Residential (SFOOR) complete rehabilitation project was completed.



**Modifications to the Rental Inspection Program** The City Council approved significant changes to the rental inspection program in October. These changes will allow for better efficiency and placing a greater level of responsibility of the cost program on the properties that are not well maintained.

## **Planning Division**

The planning division includes development activities in the city as well as managing the following boards and commissions: The Planning Commission, Historic Preservation Commission, and Zoning board of Appeals. These board activities include case preparation, findings of fact, conducting public hearings and preparation of minutes and council back-up reports. The following case summaries provide a synopsis of these activities for the month of October.

### ***Historic Preservation Activity***

#### **BHP-9-13, 115 E. Monroe Street**

BHP-16-13 Review of application submitted by Christie Lau, requesting a Eugene D. Funk, Jr. Historic Preservation Grant for gutter and tile roof restoration. The grant was not to exceed \$2500. The property subject to the request is the Kirkpatrick House, Craftsman style, 1914, Arthur L. Pillsbury, Architect. The property is located at 912 N. Prairie Street, in the Franklin Square National Register Historic District. *The grant was approved by the Commission by a vote of 7-0.*

BHP-17-13 Review of an application submitted by Victoria Varney requesting Harriet Fuller Rust Facade Grant for work consisting of new awnings for the Snyder Building. The building was constructed in 1990 and is considered noncontributing. The structure is located at 205 N Main Street, in the Downtown Bloomington National Register District. The grant requested was for up to \$6,560.00. *The grant was approved by a vote of 4-3.*

BHP-18-13 Review of application submitted by David C. Wochner, requesting a Certificate of Appropriateness for a new concrete driveway serving the Isaac Funk House, a Georgian Revival constructed in 1869-1871, and located at 815 N. Prairie Street, in the Franklin Square National Register Historic District. *The commission approved the certificate of appropriateness by a vote of 7-0.*

BHP-19-13. Review of an application submitted by Phi MuAlpha Sintonia Fraternity, requesting a Certificate of Appropriateness for a new concrete driveway serving the Dr. Mammen House, a Queen Anne style built 1897-1898, Arthur L. Pillsbury, Architect. The property is located at 303 E. Chestnut Street in the Franklin Square National Register Historic District. *The commission approved this certificate of appropriateness by a vote of 7-0.*

BHP-20-13 Review of an application submitted by Kimberly Jackson requesting a Certificate of Appropriateness for siding work for the William Meyers House. This property is a Queen Anne Style, c. 1895, located at 406 E. Walnut Street in the Franklin Square National Register Historic District. *The commission approved this certificate of appropriateness by a vote of 7-0.*

BHP-21-13 Review of an application submitted by Kimberly Jackson requesting a Eugene D. Funk, Jr. Historic Preservation Grant for siding work for the William Meyers House. The grant request is not to exceed \$1,737.00. The property is a Queen Anne Style, c. 1895, located at 406 E. Walnut Street in the Franklin Square National Register Historic District. *The commission approved this grant request 7-0 subject to final costs of the restoration.*

### ***Planning Commission Activity***

A **Certificate of Appreciation** was presented to Julie Morton for her work and dedication to the Planning Commission. Ms. Morton served the City of Bloomington eight years as a member of the Commission.

**Presentation on Ecology Action Center:** Mr. Michael Brown, Executive Director of the Ecology Action Center presented a brief history of the center's origins beginning in 1971. Today, the center is a non-profit organization which provides recycling services as well as solid waste education outreach to the community. Mr. Brown provided various measurements for the community solid waste. Further information on the services provided to the community was referenced through the Ecology Action Center web site [ecologyactioncenter.org]. The web site offers Free-Cycle which connects community member needs with community member donators thus resulting in fewer items that are disposed into the land fill. Mr. Brown stated that another area of focus is the water run-off pollution. He offered many examples of education involvement within the community. Mr. Brown also invited the community to visit the offices of the Ecology Action Center located at 202 W. College Avenue in Normal.

**Presentation on the McLean County Greenways Advisory Committee:** Mr. Rick Nolan, Community Planner, from the McLean County Regional Planning Commission, began with a history of the development of the greenway plan which was adopted in 1997 by the City of Bloomington. The present day plan was adopted in 2009. The purpose of this plan is to serve as a companion document to the local and regional comprehensive plans. The Commission is reaching out to local organizations, governments and individuals with common goals. The web site [McPlan.org] is a tremendous tool and has electronic copies of area's comprehensive and other plans. Mr. Nolan invited the Commission to the November 8, 2013, local Greenway workshop.

## **Zoning Board Activity**

### **Z-15-13                    811 S. Mason Street**

A Public hearing on the petition submitted by Perfect Choice, to allow construction of a room addition with the following variances.

1. Reduce the required 10' separation between the principal structure and the accessory structure to 3 feet;
2. And increase the 30 percent maximum allowed square footage of accessory structures in the rear yard.

The property located in a Zoned R-1C, Single-Family Residential District. (Ward 6).

*The requested variations were granted by the zoning board by a vote of 6-0.*

### **Z-16-13                    806 Eldorado Road**

A public hearing on the petition submitted by Dillip Patel for a variance from the Zoning Ordinance to reduce the required minimum number of parking spaces. The variance would allow for a new banquet facility. The property is zoned B-1, Highway Business District. (Ward 8).

*The petition was held over until the November 20, 2013 meeting by a vote of 6-0.*

A public hearing on the petition submitted by Lori and Jim Morris to allow construction of a residential accessory structure and to allow the following variances:

1. To allow a second story for an accessory structure.
2. To increase the 14' maximum allowed height to 26 feet
3. To increase the 1,000 square foot maximum allowed square footage.

The property is zoned R-1A, Single-Family Residential District. (Ward 4)

*These variances were approved by the zoning board by a vote of 6-0.*

### **Facilities Management**

Work on the \$414,393 Market Street Parking Facility is complete. The City's consultant believes the completion of this work will extend the life of the parking garage another 10-15 years.

Plans for the new roof on City Hall have been reviewed by staff. We anticipate final document completion and bidding process started by October/November time frame.

The final facility assessment report has been completed and was outlined to the City Council on October 28, 2013. This document will be invaluable in forecasting the budgetary needs for maintaining the City's facilities in the future.

A substantial portion of the Pepsi Ice Center parking garage was shut down due to the discovery of a major structural issue. A structural engineer was hired to evaluate the extent and likely causes of the problem. The investigation continues.

### **Items of Note**

Many of the PACE staff met with Sikich for continued work on the department's structure and succession planning initiatives.

Administration and PACE staff met with representatives of the Bloomington-Normal Board of Realtors for building relationships and discussion of mutual interests.



# ED Coordinator



Justine Robinson

October 2013 Edition

## Economic Development

### Meetings Held: 29

- Expansion: 0
- New: 4
- Retention: 4
- Closing: 0
- Developer: 1
- Networking: 10
- Education/Training: 5
- Council/Commission/Committee: 2
- EDC of Bloomington-Normal: 2
- Media: 1

**International Council of Shopping Centers Deal Making Conference:** The City's Economic Development Coordinator attended the ICSC Chicago Deal Making Event in Chicago, October 1-3. Held annually this deal making event was a great opportunity to gather under one roof to exhibit, make deals and form successful business partnerships with property owners, developers, retailers, brokers, lenders, municipalities, property asset managers and product and service providers. Over 2,500 people were in attendance for this event and the City looks forward to the positive developments that are sure to follow.



**International Economic Development Council Annual Conference:** The IEDC Annual Conference is the largest gathering of economic developers in the world and is a forum where thought leadership and partnering takes place. The City's Economic Development Coordinator attended the event October 7-11 and participated in various presentations covering topics such as *Incentives that Make Sense: More Effective Approaches* and *Innovative Public/Private Partnerships to Support Entrepreneurship*, as well as a *Site Consultants Forum*.



INTERNATIONAL  
ECONOMIC DEVELOPMENT  
COUNCIL

*The Power of Knowledge and Leadership*

**Illinois Department of Commerce and Economic Opportunity Forum:** On October 25th, the City's Economic Development Coordinator attended a forum hosted by the Director of the Illinois Department for Commerce and Economic Opportunity. The purpose of this session was to discuss thoughts on what future policies should be as they pertain to the State's Economic Development Plan over the next 5



years. Those in attendance ranged from Economic Development professionals, to City Managers, Mayors and individuals from the private sector. A draft of the 5 year plan will be released via the DCEO Facebook page later this year.

The [McLean County Chamber of Commerce](#) coordinated three (3) ribbon cuttings throughout the City of Bloomington in October. They included:



[Illinois House Building](#) - 207 West Jefferson Street



[Illinois National Bank](#) - 1603 Tullamore Avenue



[PNC Bank](#) – 406 North Hershey Road



## Human Resources Director



**Emily Bell**

### Human Resources

October 2013 Edition

Human Resources serves every department of the City and interacts with every employee from start to completion and throughout their careers, as well as prospective employees. The Human Resources staff of seven (7) fulltime and two (2) temporary have six primary focus areas: Employee Recruitment and Hiring; Employee and Labor Relations; Compensation and Benefits; Training and Development, Employee Wellness and Community Relations.

#### Human Resources Job Tasks

- Processing FOIAs, subpoenas and requests for information.
- Coordination of Fire Entry Level Hiring List.
- Coordination of Police Entry Level Candidates for January hiring.
- Management meetings and negotiations with Telecommunicators. A tentative agreement was reached between the parties on October 25, 2013.
- Began negotiations with Local 362 Inspectors and Local 362 Parking Enforcement. Prepared ground rules, accepted Union's initial proposal and prepared City Proposal.
- Review of the City brief on Fire Interest Arbitration.
- Local 362 Support Staff employees were paid their bonus on September 19, 2013. Retroactive pay was calculated and paid on October 3, 2013.
- Local 699 – Library employees were paid their bonus on September 19, 2013. Retroactive pay was calculated and paid on September 25, 2013.
- Local 699- Public Works/Parks employees were paid their bonus on September 27, 2013. Retroactive pay was calculated and paid on October 11, 2013.
- Local 49 - Fire Shoe Allowance adjustment was paid to Local 49 members per the agreement.
- A Management Meeting was held with Local 699 supervisors to review the new Local 699 contract. Contracts were distributed.
- A Management Meeting was held with Local 49 supervisors to review the new Local 49 contract. Contracts were distributed.
- Preparations for the 2014 Martin Luther King, Jr. event.
- Coordinated meeting with Local 699 and the City Manager.
- Meetings were held with Local 699 to Bargain the Impact of the use of GPS in vehicles and the installation of cameras in the Public Works Department.
- Monthly Labor/Management with Local 699 Public Works/Parks and Rec.
- Coordinated contract and the short term staffing for Beauty and the Beast performance with

the International Alliance of Theatrical Stage Employees (IATSE). Coordinated drug testing at multiple cities. Completed required paperwork and processed payroll.

- Hosted three onsite flu vaccine clinics for employees and dependents. Thus far, 268 individuals attended a flu clinic or requested a voucher for a vaccine, which is more than previous years.
- Conducted 2 CPR/AED and First Aid classes.
- Completed two ergonomic assessments.
- HR Staff attended three (3) days of on-site training for Munis.
- Staff attended IPELRA training in Galena, IL.
- Socks for the troops event was held in October. Three tubs of socks were collected from City staff.

	<b>Contract Expiration Date</b>	<b>Number of full-time employees budgeted for FY 14</b>	<b>Current Status</b>
<b>Non-Sworn Bargaining Units</b>			
<b>Local 362 Support Staff</b>	4/30/2013	30	Pending Negotiations
<b>TCM Group</b>	4/30/2014	16	Currently Negotiating
<b>Lodge 1000</b>	4/30/2014	38	Settled
<b>Local 699 Library</b>	4/30/2014	30	Settled
<b>Local 699 PW/Pks</b>	4/30/2014	108	Settled
<b>Local 362 Parking</b>	4/30/2013	4	Currently Negotiating
<b>Local 362 Inspectors</b>	4/30/2013	15	Currently Negotiating
<b>Sworn Bargaining Units</b>			
<b>Fire Local 49</b>	4/30/2015	103	Settled/Arbitration 6/17/12 on SLBB
<b>Unit 21 (Police)</b>	4/30/2014	103	Settled
<b>Sgts and Lts</b>	4/30/2014	21	Settled
<b>Classified</b>			
<b>Classified (Executive)</b>		13	n/a
<b>Classified</b>		121	n/a

<b>Current Vacancies</b>	<b>Position Status</b>
Police Chief	Brendan Heffner 10-7-13
Telecommunicator	In process
Telecommunicator	In process
Utility Worker – Parks	In process
Support Staff IV- CSO- Police	In process
Water Meter Service	In process
Legal Secretary	In process
Performing Arts Manager	In process
Accountant	In process
Support Staff IV – Public Works	In process
Property, Records and CSO Manager	In process
Support Staff IV – City Clerk	In process





## Department Director



Scott Sprouls

## Information Services Department

October 2013 Edition

### **Enterprise Resource Planning (ERP) Project - Munis**

#### Phase 3 Fixed Assets (FA)

- Attended SET & setup training
- Completed setup tables
- Creating first data conversion pass
- Created first data conversion pass

#### Phase 3 Customer Master Change Management Committee

- Team formed – Finance, IS, PACE, Engineering, City Clerk and Water
- First team meeting held with participants from IS, Finance, PACE, Engineering, City Clerk and Water
- Charter adopted

#### Phase 3 Business Licenses (BL)

- Finance trained on month end processing
- Conducted Rental Registration & Inspections training
- Implemented Rental Registration & Inspections

#### Phase 3 Permitting, Code Enforcement and Inspections (PI)

- Created 7 mail merge templates for letters & notifications
- Providing support to PACE and Engineering
- Subscribed to Records Office Electronic File of Real Estate Transactions in order to update Property Owner information

#### Phase 2 Human Resources & Payroll (HR PR)

- Scheduled 1 day of Human Resources & Payroll training
- Scheduled 2 days of Salary & Benefit budget projection refresher training
- Completed identified custom reporting

- Attended 1 day of Human Resources & Payroll training
- Attended 2 days of Salary & Benefit budget projection refresher training

### Phase 1 Finance

- Scheduled 2 ½ days of budget preparation training including Salary & Benefit Projection training
- Coordinating Procurement training
- Reviewed Springbrook Aging & Cash Receipts reports for GL interface.
- Proceeding with implementing Springbrook GL Shell for proper GL interface.
- Attended 2 ½ days of budget preparation training including Salary & Benefit projection training
- Coordinating Procurement training

### **Council Chambers Electronic Voting System**

The electronic voting system has been implemented in Council Chambers. The system allows Council members to place their votes by pressing a button on a keypad in front of them on the dais. The mayor opens and closes the voting by pressing a button on the touchpad in front of him. He is able to see the votes as they are entered so he knows when to close the voting. Once all the votes are entered, he is able to present the voting results on displays located within Council Chambers by pressing another button on the touchpad. The voting results are also integrated into the video stream so they are displayed during the live web stream and recorded for the video archive.

### **Social Media Enterprise Management**

Administration, Human Resources, Legal and Information Services staff members are working to create and adopt the City's social media acceptable use policy. As part of the City's overall plan for social media use, it is imperative to manage and track access and use of social media sites. Information Services staff has been researching solutions to assist in managing this access and to allow the creation of workflows for social media posts. These workflows will allow posts to be proof read and authorized (before being posted) where it is required. The systems also allow auditing and reporting of the staff activity on the various social sites.

Staff believes this management system will be ready for use early in 2014.

### **CIRBN Chief Technology Officer Interviews**

Information Services staff, as part of the CIRBN technical committee participated in interviews for the CIRBN (Central Illinois Regional Broadband) CTO position. The technical committee interview six (6) candidates and presented the CIRBN board with a recommendation for hire, including alternatives if an agreement couldn't be reached with the primary recommendation.

### **CIRBN Request for Proposal for Outsourced Technical Services**

Information Services staff, as part of the CIRBN technical committee, is participating in the creation and release of the RFP to obtain technical support services for the ongoing operation of the CIRBN network. These services include help desk, fiber cable maintenance and repair, network operation center monitoring of the CIRBN network to ensure performance, network hardware maintenance and repair, and the creation of a customer portal to allow users of the network to see the performance of

their systems. The technical committee plans to bring a recommendation to the CIRBN board in December 2013.



## Finance Director



**Patti-Lynn Silva**

## Finance Department

October 2013 Edition

The Finance Department provides a wide range of comprehensive support services which include: accounting, financial administration and reporting, budgeting, audit, treasury management, payroll, billing, accounts receivable, accounts payable, debt management, procurement, local tax collection, audit, and compliance. The Finance Department is comprised of eleven full time employees and one seasonal employee.

### October Highlights:

The Finance Department is currently working with Human Resources to fill a Staff Accountant Position. Finance is well into the FY2015 operating and capital budget process holding a kick-off meeting with all Departments, expanding the use of the Munis Budget Module; and filling the vacant Budget Manager position.

### October Accomplishments:

- 2013 annual financial statement audits for the City and the U.S. Cellular Coliseum are complete both noting a —clean or unqualified” opinion.
- The Comprehensive Annual Financial Reports (CAFRs) for the City and the U.S. Cellular Coliseum are published and available online.
- The Finance Department received the 2013 Distinguished Budget Presentation Award from the Government Finance Officers Association.
- Conducted three major bond transactions:
  - Refinancing of the 2003 General Obligation Bonds
  - Refinancing of the Public Building Commission Revenue Bonds; where the City’s lease payments secure the bonds.
  - Issuance of a —NewMoney” bond for \$10,000,000 for Street Resurfacing
  - Combined refinancing saved approximately \$500,000 over the life of the bonds.
- Reaffirmation of the City’s credit rating of AA+ and Aa2 with Moody’s and Fitch credit rating agencies.
- TIF reports filed with State and Unclaimed Property Report filed with State

- Processed additional retro payouts through payroll; completed 3<sup>rd</sup> quarter payroll reports

### **Directors Corner**

The month of October was a very busy month for the Finance Department. Finance hosted weekly budget training sessions for each City Department each Thursday throughout October. Finance Department trained the Water Department to set up and utilize the Munis Cashiering Module at the Division Street location. The Department also completed the Fixed Asset Conversion File moving ahead the implementation of the Munis Fixed Asset Module.



# Library Director

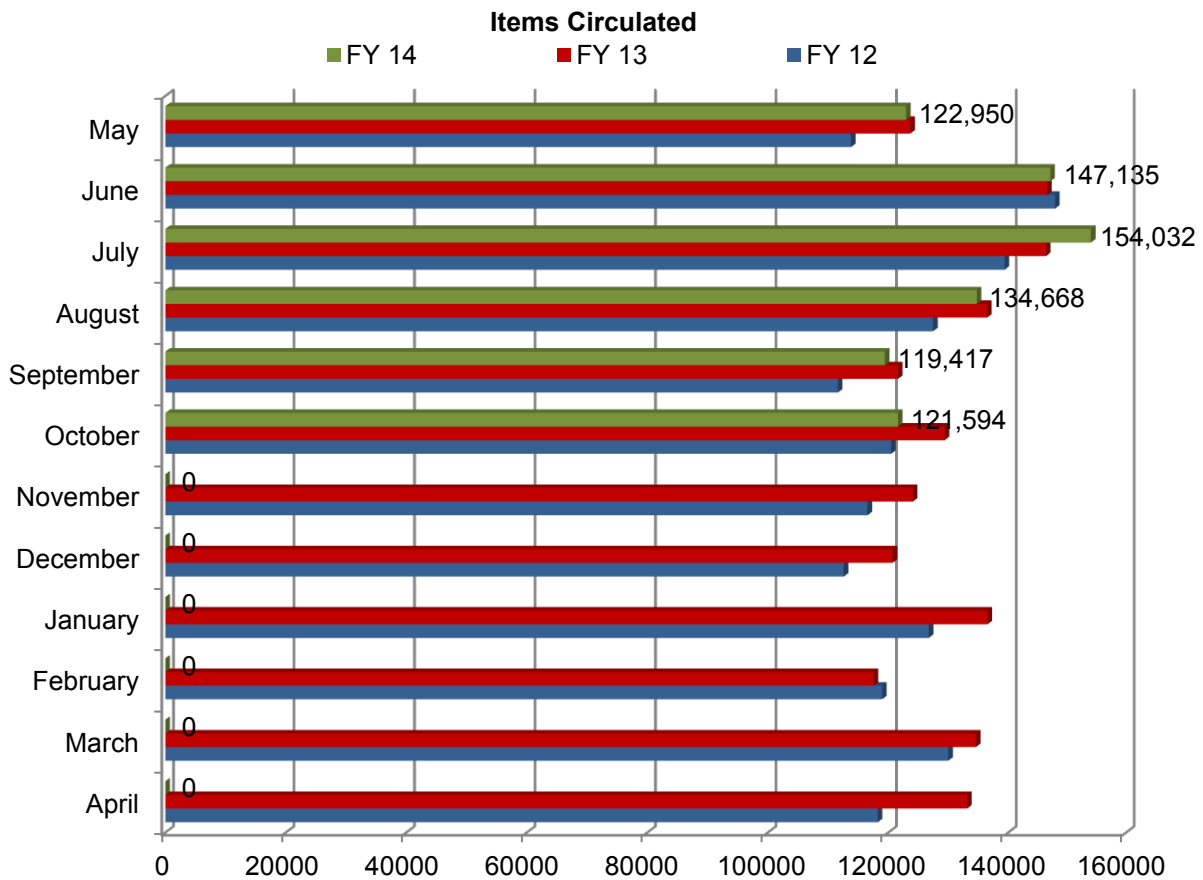


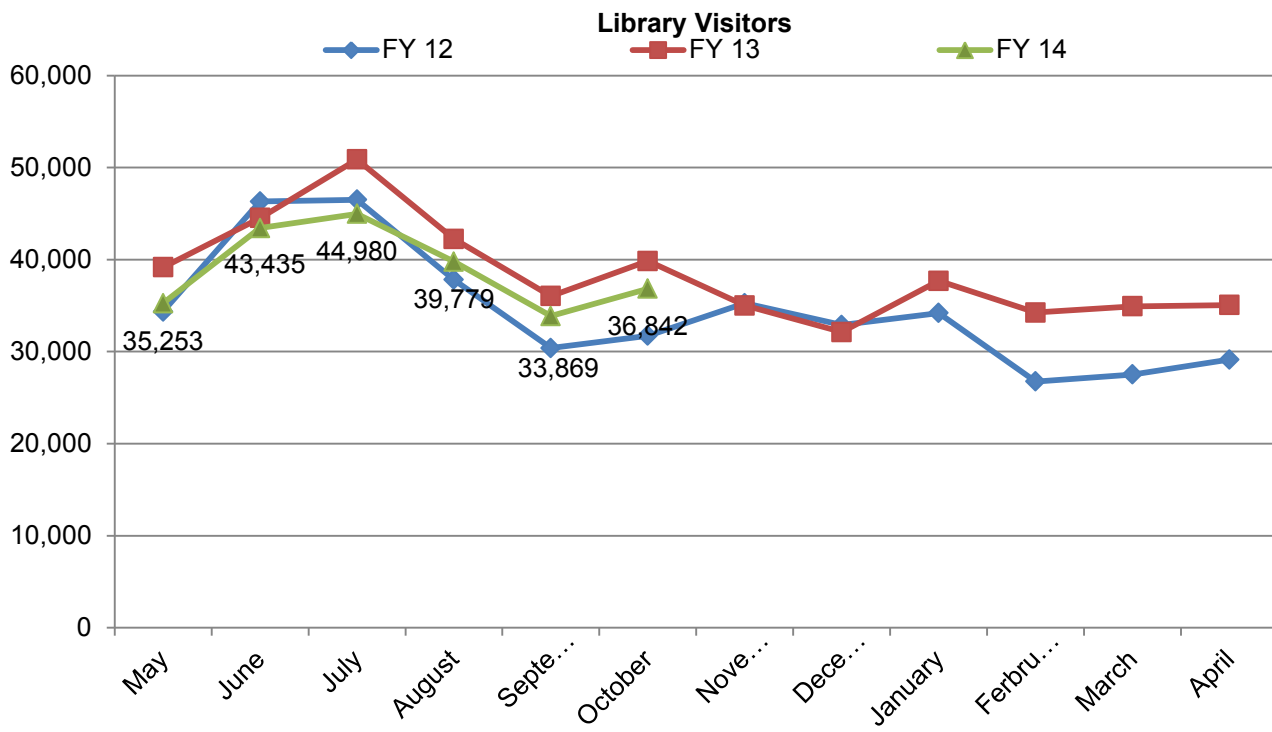
Georgia Bouda

October 2013 Edition

## Library

In October 2013, the Library lent 121,594 items compared to 129,337 items lent in October 2012. There were 36,842 visitors to the Library and Bookmobile in October 2013, a decrease from the 39,848 visitors in October 2012. You can see the statistics falling into a pattern-- which is normal.





Staff answered 3249 questions from customers this month.



**Programs and Attendance in the month of October:**

**Children Programs and Attendance**

- Snakes Alive! – 2 sessions – 304 attended
- Spooky Trails storytelling – 75 attended
- Halloween Parade – 175 attended
- Star Wars Reads Day – 100 attended

- Lapsit story times – 10 sessions – 159 attended
- Toddler story times – 6 sessions – 186 attended
- Preschool story times – 7 sessions – 159 attended
- Wiggle Giggle evening story time – 13 attended
- 2nd Saturday story time – 20 attended
- 2nd Monday Story Club – 15 attended
- Tales for Tails – 5 sessions – 103 attended
- Washington School tour and video – 42 attended
- Wesley Bright Beginnings visit – 18 attended
- Head Start Fun Club visit -186 attended
- Visited Holy Trinity for Grandparents' Day – 200 attended
- Visited Little Jewels Day Care – 107 attended
- Visited Katie's Kids – 60 attended
- Community Halloween Fair – 100 attended
- Blog posts were published on Star Wars Reads Day, Tales for Tails, and Snakes Alive
- Due to large crowds, a second session was added for toddler story times.

### **Teen Programs and Attendance**

- Teen Advisory Board – 1 session – 0 attended
- Anime Now – 2 sessions – 21 attended
- Anime Marathon – 1 session – 5 attended
- Game Fest – 1 session – 0 attended
- Teen Read Week – 1 week – 6 completed book reviews
- School visits for teens—the Teen Librarian went to the listed schools and promoted books to teens:
  - Normal West Comm. High School: two visits with 100, then 75 teens
  - Chiddix Junior High: 126
  - Parkside Junior High: 160

### **Adult Programs and Attendance**

- Fiction – 1 session – 11 attended
- Mystery Book Club – 1 session – 10 attended
- Non-Fiction Book Club– 1 session – 7 attended
- Books on Tap – 1 session – 7 attended
- Movie Discussion – 1 session – 1 attended
- Wednesday Night Movies – 5 sessions – 56 attended
- Muslim Journey's grant movie & book discussion – 1 session – 3 attended
- America's Music grant movie discussion – 1 session -- 20 attended
- Financial Planning—Improve your Credit Score – 1 session – 7 attended
- Author presentation of B/N Circus Book– 1 session – 15 attended
- Star Wars Reads Day – 1 session – 75 attended
- A Tale for Two Cities, *Playing with the Enemy* by Gary Moore:
  - Bill Kemp program on B/N baseball history – 1 session – 15 attended
  - Staff-led book discussion – 1 session – 8 attended
- Jim Kirk Twin Cities Tale Spinners WWII program – 1 session – 16 attended



## Compliments to the City

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To: "David Hales" <dhailes@cityblm.org>, "'Jim Karch'" <jkarch@cityblm.org>  
From: "Robert Fazzini" <robert.fazzini@gmail.com>  
Date: 11/24/2013 12:11PM  
Cc: <citycouncil@cityblm.org>,  
Subject: Compliments about city workers

Today as I was going door to door visiting with people, Steve and Sandy Adams wanted me to pass along a compliment regarding our city workers who were cleaning up brush and tree limbs on a Sunday. They indicated that it was not just that our folks were working on Sunday, but they appreciated the work done during regular business days in keeping the streets clean.

***Robert B. Fazzini***

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To: Robert Henson/Cityblm@Cityblm, George Kutz/Cityblm@Cityblm, Dani Wolf/Cityblm@Cityblm  
From: Jeanette Jepsen/Cityblm  
Date: 11/15/2013 03:32PM  
Subject: Resident thanks Bulk Waste Crew today!!!!

Good Afternoon,

Margie Jordan of 111 Ruth Rd would like to thank the bulk waste crew that picked up at her residence today! She very much appreciated the effort and service that was provided this afternoon. She feels that they went out of their way to help her and she couldn't be happier. A big "THANK YOU!" goes out to you all.

Good Job!!!!

***Jen Jepsen***  
***City of Bloomington***  
***Public Works***  
***(309) 434-2225***

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From: "Fred Breuer"

To "Jim Karch" <jkarch@cityblm.org>

Cc "David Sage" <ward2@cityblm.org>

Date: Fri, Nov 8, 2013 12:53 PM

Subject: Lutz Road

Hello Jim,

I wish to express my appreciation for the recent steps the City of Bloomington has taken with interim improvements to Lutz Road until a "permanent" solution can be reached. The signage and lighting additions, as well as the approval of \$60,000 in the FY 2014 City budget for an engineering study of Lutz Road are notable. Though some work has been done recently on Lutz Road shoulder maintenance, I look forward to wider, hard-surfaced shoulders for a temporary two-lane road solution, as discussed with City officials last spring in a meeting here at Luther Oaks. And, though I was disappointed with the rejection of my "One-Way Greenwood Ave/Lutz Road" proposal to the City earlier this year, I appreciated your consideration of it and the fact that you listen to citizens' concerns.

As you weigh City street budget demands in coming fiscal years, I encourage you to continue due consideration to the sorely needed "real" two-lane Lutz Road for safe access to and from Luther Oaks by its residents, staff, visitors, and – significantly – by the higher-than-normal emergency vehicle traffic associated with a large continuing care retirement community.

Yours truly,  
Fred Breuer

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I just spoke with a woman who wanted it known that "it has been great seeing all the crews out cleaning up leaves and limbs".

Thanks,

**Katie Stamp**  
Administrative Assistant  
City of Bloomington  
Public Works Department  
(309)434-2225

To: Jim Karch/Cityblm@Cityblm  
From: Bobby Kerns/Cityblm  
Date: 11/07/2013 09:34AM  
Cc: David Hales/Cityblm@Cityblm, Tari Renner/Cityblm@Cityblm, Barb Adkins/Cityblm@Cityblm  
Subject: Resident Compliment

Jim,

Robert Rexroat, a resident at 610 Northway Lane, called this morning because he wanted to make sure that the City Manager and Mayor both knew that the Public Works crew that responded to a sewage back-up at his home yesterday conducted themselves very professionally and took the time to explain the issue to him and showed him where the problem was at. He appreciated the time they spent with him and wanted to make sure this information got to the proper personnel.

*Thank You,*

*Bobby Kerns, Administrative Specialist*

*City of Bloomington Administration Office  
109 E. Olive St, Bloomington, IL 61701*

*Phone: 309-434-2210, Fax: 309-434-2802*

*Email: [bkerns@cityblm.org](mailto:bkerns@cityblm.org)*

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To: Colleen Winterland <[cwinterland@cityblm.org](mailto:cwinterland@cityblm.org)>  
From: Enya Hastings  
Date: 11/10/2013 09:14PM  
Subject: Re: Re: Street Sign for Eisenhower Dr.

Hi Colleen. I just wanted to let you know the street signs are VERY nice, visible and look great! I appreciate you and the staff for taking care of this for us. I/we truly appreciate this so much.

So from all of us, thank you!

Enya Hastings

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To: Jim Karch <jkarch@cityblm.org>, David Hales <dhailes@cityblm.org>  
From: Karen Schmidt <karen61701@gmail.com>  
Date: 11/21/2013 12:49PM  
Cc: city council <citycouncil@cityblm.org>  
Subject: Kudos to city street crews

Dear Jim,

I came home at lunch and picked up a voice message from Bill Mullins, 611 N. Lee. He was calling to compliment the "great work done by the city street crews" following last Sunday's storms. He said there were piles of wood, tree limbs, and brush and they "did an absolutely fantastic job of cleaning up! I wanted to be sure they got credit."

(quoting from as much as I was able to write down)

I was happy to receive this call and even happier to pass it along to our great workers.

Karen

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To: Robert Henson/Cityblm@Cityblm, Dani Wolf/Cityblm@Cityblm, George Kutz/Cityblm@Cityblm  
From: Pam Bertrand/Cityblm  
Date: 12/05/2013 09:41AM  
Subject: Thank you to R35 crew. Lady from 326 Hillside Ct said they did a great job and worked fast and hard to get the job done.

Pam Bertrand  
City of Bloomington  
Public Works Department  
Bloomington IL 61701  
309-434-2643 or 309-434-2225

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To: Barb Adkins <badkins@cityblm.org>, "jkarch@cityblm.org" <jkarch@cityblm.org>  
From: JL Smith  
Date: 11/25/2013 01:04PM  
Subject: garling heights trees

My 5 year old son who is home sick today is watching the city remove the trees and having a good time. Thank you!

Mahalo! (That's Hawaiian for Thanks!)

Jeffrey L. Smith  
jeffreylsmith@yahoo.com  
309-270-2119

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## GENERAL PARKS

"John and Alderman Fruin,

I would like to share some pictures from our block party that took place at Gaelic Park today. Our block party consisted of a Halloween costume parade and a potluck for Gaelic West neighbors. We were so fortunate to use the park for this gathering. We had a great turnout and the kids really enjoyed the space to run and play in.

Thank you both for being instrumental, along with John Hanson, in making Gaelic Park happen. The park allows us to come together making it a wonderful neighborhood to live in.

Thank you again,

Amy Gammelgard  
1211 Longford Lane"

## BCPA

From Patron Post-Show Survey from the Gaelic Storm performance (10/4):

It was fantastic.

I like the recently introduced beverage cups. It's nice to finally bring drinks into the theatre.

I took two friends to the Gaelic Storm performance. They were visiting from Missouri and were quite impressed with the show and your BCPA facility.

I was shocked how fast the beverage line moved and it is so nice to be able to bring the drink into the auditorium with the special cup/lid.

- Everyone was very helpful & kind. Handicap parking was right outside the door so it was easy to get my son in & out
- Love the building great acoustics! Friendly and helpful staff
- Love the venue. Wish we had a bit more time to try some of the other shows. Prices are fair and there really are no bad seats in the entire house.
- Keep up the great work! We love to attend events there!
- The BCPA is a great venue for concerts
- Everything we've ever attended at the BCPA is topnotch. I recommend it to everyone :)
- I really appreciate the help I was given by an usher. I think his name was Dev. Thank you!

- I would like to thank the ticket office staff for their excellent service in working out my wheelchair seating arrangements so close to the stage!
- Keep up the great work. Really enjoy coming over from Peoria to your facility.
- Everyone has always been very helpful and pleasant. Quiet interesting seeing adults using sippy cups!
- The BCPA is truly a gem in the city. The events that are booked are overall excellent and take into account different audiences of different ages. Keep up the good work!
- Really love attending shows at the BCPA-great facility!! I recommend the BCPA to everyone!
- Love the BCPA!

From Patron Post-Show Survey from the Second City performance (10/5):

- I particularly appreciated the ease with purchasing tickets online. A reminder email was sent the day before the event, including a parking map! WOW. That was wonderful.
- Great experience
- This is a terrific community resource. You book great acts, and the experience is always wonderful. Keep up the great work!
- I was very impressed with our entire experience at BCPA, and look forward to attending events in the future.

From Patron Post-Show Survey from the *Beauty and the Beast* performance (10/16):

- We bought the tickets online the night before the show and still were able to see the show very well. It's a great venue.
- IT WAS GREAT
- We had a great time, it was my almost 3 year old's first time, she loved it - the booster seats made it so nice for her to see.
- Very friendly ushers. Great show.
- Was a great time for me, my wife & our 3 1/2 year old daughter!
- This was a wonderful production, just as good as any I have seen in London, New York and Chicago. If not better as it is five minutes from my home! The cost was reasonable considering the big production that it was, beats paying \$150.00 for Book of Mormon which I did this summer.
- I was a little surprised that the show was not sold out. I don't think people realize the quality of the shows that are offered at the BCPA. Thank you for bringing these shows here to us!!
- Loved the production! I love that there really isn't a bad seat in the house.

## RECREATION

Regarding Joe Olson and his hockey program:

"I just wanted to drop a quick note and let you know my 9 year old came home with a smile ear to ear last night after his first practice on the squirts. We are so blessed to have this program in town and I thank you for making it such a rewarding experience for these kids. My son plays baseball, football and hockey but by far this is his favorite. Joe has been a fantastic leader since he was three! Thanks to you both and the Parks and Recreation for having a fantastic program! Have a great season guys!"

-Leann Seal

"I'd like to commend Joe Olson, the hockey program coordinator at the Pepsi Ice Center. Time after time, Joe has impressed me and other members of Bloomington's hockey community with his dedication to customer service. He frequently goes above and beyond the call of duty to make sure everyone gets a top-notch parks and rec experience, and keeps a very complicated ice schedule running smoothly. He's also very responsive; he once set an "out of office" auto-response on his email for a Friday night into Saturday. He can also be found standing outside the parking deck directing traffic on nights when concerts complicate parking for our players. In short, we're lucky to have Joe, and so is the City of Bloomington."

Thanks,

Ryan Denham

## ZOO

"I have never seen such beautiful animals and birds in my life. Thank you."

-Beverly from 61820 (zipcode)

"Miller Park Zoo Staff,

Recently we brought two of our grandkids to the zoo. What a delightful experience it was. The two trainers who worked with the new seals were excellent. It's unbelievable what the seals have learned thanks to those trainers. Seeing the otters perform was amazing. Once again the fellow (sorry no names here) who directed that show was great. Feeding the bird seed to the parakeets was a real hit. A wonderful addition to our day there and a very nice gal in charge! The gal that cleaned the hoot owl's cage spent a great deal of time explaining the habits of the owl to us. Everything was so clean and well kept! We really enjoyed being there. We have lived in B/N and have brought our kids and grandkids to the zoo many times. I also used to bring preschoolers there several years ago. It's a great place. I've just never taken time to tell you so. I think you've made some wonderful additional attractions!"

-Nancy Wolter from Normal