



CITY OF
BLOOMINGTON
COMMITTEE OF THE
WHOLE MEETING
NOVEMBER 20, 2017



City Logo Design Rationale

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

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

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

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

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

Brief Summary of Five Council Priorities

Five Priorities

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

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

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

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

1. Economic Development

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

2. Infrastructure

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

3. Financial Planning

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

4. Reduced Emergency Response Times

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

5. Downtown Implementation Plan

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



RESOLUTION NO. 2016 -29

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

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

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

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

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

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

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

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

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

Vision: A Jewel of Midwest Cities

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

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

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

APPROVED by the City Council of the City of Bloomington, McLean County, Bloomington, Illinois, July 25, 2016, by a vote of 7 to 1. (Nay: Alderman Kevin Lower) (Absent: Alderman David Sage)

CITY OF BLOOMINGTON

Tari Renner, Mayor

ATTEST

Cherry L. Lawson, City Clerk

AGENDA



**CITY COUNCIL COMMITTEE OF THE WHOLE
MEETING AGENDA**

**CITY HALL COUNCIL CHAMBERS
109 EAST OLIVE, BLOOMINGTON, IL 61701
MONDAY, NOVEMBER 20, 2017, 5:30 P.M.**

1. Call to Order
2. Roll Call of Attendance
3. Recognitions / Proclamation

Presentation of the Bloomington 101 Certificates to the following participants: Monica Adams, Holly Ambuehl, Tracie Anderson, Sarah Bauer, Bonnie Brown, Julia Cozad-Callighan, Andrew Crist, Tara Desmond, Julie Drake, Chuck Erickson, Steve Grady, Terri Helregel, Elizabeth Kooba, Mark Muehleck, Mark Murray, Katie Reeter, Wendy Secord, Julie Sibley, and Kellie Williams.

4. Public Comment
5. Consideration of approving the Committee of the Whole Meeting Minutes of October 16, 2017. (*Recommend that the reading of the minutes be dispensed with and approved as printed.*)
6. Presentation and discussion regarding the funding request from B-N Advantage for Bloomington. (*Presentation by Austin Grammer, Economic Development Coordinator; Charlie Moore, President & CEO of McLean County Chamber of Commerce; and Kyle Ham, CEO of B-N Economic Development Council 10 minutes, Council discussion 15 minutes.*)
7. Presentation and discussion regarding the funding request for 2017-2018 for the Small Business Development Center located on the Illinois Wesleyan University Campus. (*Presentation by Austin Grammer, Economic Development Coordinator; Charlie Moore, President & CEO of McLean County Chamber of Commerce; and Kyle Ham, CEO of B-N Economic Development Council 10 minutes, Council discussion 10 minutes.*)

Note: Although no formal action will be taken on any matters at this meeting beyond approval of the minutes, direction may be provided to city staff on agenda items.

8. Discussion to clarify processes for City elected officials to place items on a City Council agenda. (*Presentation by Alderman Dave Sage 10 minutes, Council discussion 20 minutes.*)
9. Executive Session Meeting
 - A. Personnel - Section 2 (c) (1) of 5 ILCS 120/2) (*approximately 10 minutes*)
10. Adjournment (*approx. 1.5 hours*)

Note: Although no formal action will be taken on any matters at this meeting beyond approval of the minutes, direction may be provided to city staff on agenda items.

RECOGNITIONS



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Monica Adams

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Holly Ambuehl

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Tracie Anderson

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Sarah Bauer

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Bonnie Brown

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Julia Cozad-Callighan

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Andrew Crist

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Tara Desmond

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Julie Drake

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Chuck Erickson

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Steve Grady

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Terri Helregel

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Elizabeth Kooba

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Mark Muehleck

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Mark Murray

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Katie Reeter

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Wendy Secord

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Julie Sibley

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Kellie Williams

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



**COMMITTEE OF THE WHOLE MEETING
AGENDA ITEM NO. 5**

FOR COUNCIL: November 20, 2017

SUBJECT: Consideration of approving Committee of the Whole Meeting Minutes from October 16, 2017.

RECOMMENDATION/MOTION: that the reading of the minutes be dispensed with and the minutes approved as printed.

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

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

BACKGROUND:

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

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

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Not applicable.

FINANCIAL IMPACT: Not applicable.

Respectfully submitted for Committee consideration.

Prepared by: Cherry L. Lawson, City Clerk

Recommended by:

A handwritten signature in black ink that reads "Steve Rasmussen". The signature is written in a cursive, flowing style.

Steve Rasmussen
Interim City Manager

Attachments:

- October 16, 2017 Committee of the Whole Meeting Minutes

**SUMMARY MEETING MINUTES
COMMITTEE OF THE WHOLE SESSION
PUBLISHED BY THE AUTHORITY OF THE CITY COUNCIL OF
BLOOMINGTON, ILLINOIS
MONDAY, OCTOBER 16, 2017; 5:30 P.M.**

1. Call to Order

The Council convened in Committee of the Whole Session in the Council Chambers, City Hall Building, at 5:30 p.m., Monday, October 16, 2017. Mayor Renner called the meeting to order and directed the City Clerk to call the roll.

2. Roll Call

Aldermen Present: Mboka Mwilambwe, Amelia Buragas, Joni Painter, Karen Schmidt, Scott Black, Diana Hauman, David Sage, Jamie Mathy, Kim Bray and Mayor Tari Renner.

Staff Present: David Hales, City Manager; Steve Rasmussen, Assistant City Manager; George Boyle, Assist. Corporation Counsel; Renee Gooderham, Chief Deputy Clerk; Brendan Heffner, Police Chief; Bob Yehl, Water Director, Scott Sprouls, Information Services Director; Tom Dabareiner, Community Development Director; and other City staff were present.

3. Public Comment

Mayor Renner opened the meeting to receive Public Comment.

Angela Scott

4. Consideration of approving the Committee of the Whole Meeting Minutes of September 18 and August 21, 2017.

Motion by Alderman Black, second by Alderman Bray that the minutes of the Committee of the Whole Meeting of September 18 and August 21, 2017 be dispensed approved with a correction to the minutes.

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

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

Nays: None.

Motion carried.

5. Presentation and discussion on the FY 2019 Budget and Long-term Financial Sustainability Planning. (*Presentation by David Hales, City Manager and Patti-Lynn Silva, Finance Director, and Melissa Hon, Assistant to the City Manager 15 minutes. City Council discussion, 45 minutes.*)

Mr. Hales stated that we plan to give a very high-level picture and message of what the projections are in the way of our structural imbalance in the City budget over the next 5 years but also what are some possible ways of how are we going to address a multi-year long-term financial planning process to deal with some very significant high-level changes not only in revenue but in the local, state and national economy.

Ms. Silva commented that there is a new Budget Manager, Scott Rathbun, who has been here for a couple of months. She then explained that the funding gap stems from stagnant revenue projections versus our growing costs. When do a five (5) year projection, we are very conservative; our revenues have not grown and we do not make any predictions in terms of growth. The General Fund deficit and that a \$1.5 million dollar facilities' maintenance line had been added which is the recommended average annual spend from the Faithful and Gould Report. These projections also include the Streets and Surfacing Program. What we do not have in here is added staff, any program enhancements, other capital needs, and we did hold our commodities and contractual lines down to a 1% increase per year, which is just an emergency-type thing that you can do and it represents about 25% of the budget.

Ms. Hon reported on the list of programs contained in the packet. She reminded the Council that Priority-Based Budgeting is about what to keep. In reviewing those programs, what do you feel best aligns with the priorities of the community and what should we keep and what should we continue to offer and then also a reduction in labor as we start to talk about the upcoming budget is also a reduction of either programs and/or service levels.

Alderman Schmidt asked about the high priorities on the Priority Budgeting Briefs and stated if there was a way that some of those could be handled by someone else not in the City.

Ms. Hon replied, currently what they have is just the initial phase and they are getting into starting to break it down and working with the Departments to look at what is a program.

Alderman Mathy asked about the preferred way to ask questions. Ms. Hon stated she could provide the information needed.

Alderman Mwilambwe asked how you define service level and decide what is excellent, what is fair or good and wanted to get insight into whom are the people involved. Ms. Hon replied, for this first round, it was completely done by the Department Directors and their staff. We asked them to rate it either excellent that they felt the program exceeded standards, good would be that

they are meeting standards, fair would be we are meeting some standards but there is some room improvement and obviously poor, we are not meeting the standards that we should be.

Alderman Black, we started this process a couple of years ago and it has taken on many different forms. Priority-Based Budgeting does a good job of showing the Council what our decisions impact and doing it in a methodical way which he appreciated.

Mr. Hales remind everyone that the city ordinances have placed primary responsibility to the City Manager to make sure that once each year the City Manager brings to you a balanced budget for your consideration. However, that is just looking at an annual budget. The problem that we are going to continue to talk about is this is an ongoing, multi-year issue that we are facing.

Mayor Renner commented that one of the things that would be helpful, for example, would be if we have kind of a macro little reform, like an early retirement incentive program and asked how that would disproportionately affect the different departments.

Mr. Hales commented on a conversation that he had had with another local official who asked him, once you come up with a plan, then you kind of set a target of how many you hope would take advantage. Are we prepared if employees do not take advantage?

Mayor Renner stated there is no pot of gold. There are going to be very difficult structural changes, very difficult things that we have to move forward and on many of those things, most of the major things, we have.

Alderman Buragas stated she had recently read a study which includes those items the public wants to cut in order to improve our government resources, and our government financials. When asked to identify an area to cut, there is no clear area to cut.

Alderman Schmidt stated about a month ago when we were talking about the budget, Mr. Hales suggested that Council might consider an ordinance looking at hiring so that we would not automatically just be filling any position at any level and assumed that Public Safety would be exempt from that. She felt this was a very good idea and wondered where we are in that.

Mr. Hales stated that was one of the options he offered. Staff could draft a policy and bring it back to formalize that. He stated he would be cautious about exempting Public Safety because when you see this increase, probably 60 or 70%, is probably tied to Public Safety. That does not mean that you just do not hire right away but even Public Safety would have to justify that increase.

Alderman Schmidt stated that she felt one benefit of doing that is that it forces all of us to really examine what we are doing, and it fits in with Melissa's work very nicely.

Alderman Hauman asked about a committee that had been talked about earlier with

Council and residents to think about looking at expenses that we could get input not just from Council and staff but from some city residents, as well and wanted to know if that was still a possibility.

Mayor Renner stated that was certainly a possibility. I think there was some suggestion of do we have another Budget Task Force. We are going to have conversations with citizens. The question is, what kind of structural arrangement, if I understand your question, would we put into place?

Alderman Hauman stated she would like to some citizens who are truly interested in the budget and keep bringing us suggestions.

Mayor Renner stated that another thing that we could continue to have within all Departments whether or not it be at the golf courses or here at City Hall or at other places is just even a general suggestion box.

Alderman Hauman stated employees often have ideas that we do not necessarily get to tap into because they are reluctant to bring them forward.

Alderman Black stated that he hears in the public people get upset about pension spiking and asked Mr. Hales if he could comment on pension spiking and the current status in the city of Bloomington?

Mr. Hales stated, he estimated the biggest impact on us on the area of the term accelerated payment, the great majority of people that that impacts have retired. We do still have some but it is not necessarily I do not think it is going to amount to the kind of cost like we have already got behind us because so many of them have retired.

Alderman Black stated to his recollection, new employees of the City do not have that option. That is something that has been dealt with and resolved and it is one of those things that we do not need to continue to hear. Mayor Renner stated that in 2012, we ended that for employees moving forward.

Alderman Sage stated his concern about any type of an ERI program is first what Mr. Hales had just mentioned was the cost, as he was against it back then because we were not able to cost justify it. Secondly, he is afraid that becomes just a technique to kind of kick the can down the road again. If we lose staff because of early retirement incentive effort, but we do not do the right thing about reducing the services and the programs that are in place, we are not doing anything.

Alderman Buragas commented that two people have now spoken out against tax increases. Is there any proposal right now that we increase taxes or is this just a general philosophy?

Alderman Schmidt commented on looking at a mix of revenue increases and program cuts, and is not ready to have a conversation about revenue increases until we have these serious conversations about looking at our programs.

Alderman Buragas clarified she was referring to revenue increases through capturing future growth and was not suggesting that we raise taxes and did not want any misunderstanding there.

Mayor Renner stated that over the last six years taxes have been raised every other year. Every year our costs have gone up, but it is only every other year that we have attempted to try to recapture some of these costs.

6. Discussion regarding the City Manager Recruitment Process. (*Presentation by David Hales, City Manager and Nicole Albertson, Human Resource Manager 10 minutes; and Council discussion 20 minutes.*)

Mr. Hales stated with any process like this and being part of recruitment processes in the past as a candidate but as well as internally when we have hired people, I think what you have tonight to look at is do you want to hire someone to assist you in that recruitment process and what you will find is where a lot of Councils do start is they issue an RFP, they get a number of proposals in, and then the Council interviews those, probably a short list, and it is during that time when you really develop kind of what you want to see in that process.

Ms. Albertson stated they wanted to share with you some thoughts on the external permanent recruitment process for the City Manager and explained the information given in the material. She spoke about the initial timeline and stated that November 10 would be a good deadline.

Alderman Schmidt asked about the selection committee that was referred to in the material.

Mayor Renner asked for clarification of not having the Council involved in the initial proposal of who to hire as a firm. Ms. Albertson stated that was correct.

Mayor Renner stated we would not necessarily have to be involved in that but still involved at every phase of the actual consideration - the actual candidates who we might decide to hire.

Ms. Albertson stated what we are highlighting for you this evening is getting us to the point that we have the executive search firm ready to roll and then they will coordinate - I will coordinate with them, but they will lead the recruitment process and you will be involved every step of the way.

Alderman Schmidt commented that looking at the RFP draft, it seems like maybe we would want to include in here that we are a City Manager form of government, making sure that we are recruiting firms that work with that form of government. I think I am not alone in having people ask why you have to hire a search firm to find a City Manager, but maybe you could help us highlight a couple of things where that puts us at an advantage.

Ms. Albertson, we want to make sure we giving different firms the opportunity to submit the RFPs. Secondly, we have several other high-level positions becoming vacant for which we will be recruiting, and this will help widen our pool and maybe get at a better quality than we could do with the resources we have in the house.

Mayor Renner asked if there was anyone on the staff who has ever had any extensive experience in hiring a City Manager. Ms. Albertson stated she had hired CEO's but not a specific position of a City Manager. They are the subject matter experts and I would invite them in to help with that recruitment.

Mayor Renner commented that if we were a small town of 2500 people or 3500 people, we might even hire from within or locally and we might even put an ad in the Pantagraph depending what it was that we wanted. But, we are at about a \$215 million per year operation, you do not find those people off the streets.

Alderman Hauman stated the town of Normal is also going through the same process and they are using HR-Gov and asked would there be an advantage to us using the same search firm because they know the community.

Ms. Albertson stated that we have discussed that. She stated she would be happy to ask Joellen and Heidi, who are on our list to reach out to, and ask if they think there is an advantage.

Alderman Mwilambwe stated he was very interested in us being able to at least see a very diverse pool of candidates not just from a visual standpoint, but all aspects and was curious. He stated he had read the proposal but was not quite sure at what point you screen the search firms for that, or once you select somebody, you select a search firm, then you talk them through what you are actually looking for?

Ms. Albertson stated she would say both. That is the next question and the next one I do, we can definitely include that as one of our criterion in the RFP and then when you are building that and once we selected the vendor, when we are building our profile and working for our initial phases of the recruitment, we want to say that that is a priority for us but we need to be able to define that for them, as well. When we get to that point, we want to be able to say, okay Council what does diversity mean for you.

7. Executive Session

A. Personnel - Section 2 (c) (1) of 5 ILCS 120/2)

8. Adjournment.

Motion by Alderman Black, seconded by Alderman Mwilambwe to adjourn the Committee of the Whole Session. Time: 8:15 p.m.

Motion carried. (Viva voce)

CITY OF BLOOMINGTON

ATTEST

Tari Renner, Mayor

Cherry L. Lawson, City Clerk



**COMMITTEE OF THE WHOLE
AGENDA ITEM NO. 6**

FOR COUNCIL: November 20, 2017

SUBJECT: BN Advantage Update and Funding Request

RECOMMENDATION: An update on BN Advantage will be provided and a funding request will be presented. Staff requests Council direction on same.

STRATEGIC PLAN LINK: 1. Financially Sound City Providing Quality Basic Services; 3. Grow the Local Economy

STRATEGIC PLAN SIGNIFICANCE: 1E. Partnering with others for the most cost-effective service delivery; 3A. Retention and growth of current local businesses; 3B. Attraction of new targeted businesses that are the “right” fit for Bloomington; 3D. Expanded retail businesses; 3E. Strong working relationship among the City, businesses, economic development organizations.

BACKGROUND: At the November 20, 2017 Committee of the Whole meeting, Charlie Moore, President & Chief Executive Officer of the McLean County Chamber of Commerce, will provide a presentation to the City Council on the recent efforts of BN Advantage and detail a funding request for BN Advantage in the years ahead.

In the fall of 2015, the Bloomington City Council, Normal Town Council, and McLean County Board each adopted resolutions endorsing the BN Advantage Economic Development Strategy (City Resolution No. 2015-39 – October, 26 2015). Copies of the three resolutions are attached to this memo.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Six county-wide organizations have partnered to create the BN Advantage economic development strategy: Bloomington-Normal Economic Development Council, McLean County Regional Planning Commission, McLean County Chamber of Commerce, Bloomington-Normal Convention and Visitors Bureau, Bloomington-Normal Airport Authority, and Connect Transit. Volunteers representing 35 public organizations, businesses, and institutions are currently collaborating on multiple task forces to implement BN Advantage.

FINANCIAL IMPACT: In the City’s adopted FY 2017 budget (the City’s previous fiscal year), \$390,000 was budgeted for BN Advantage. The FY 2017 funds were not formally committed and were returned to the City’s General Fund Balance at the end of FY 2017. For FY 2018 (the City’s current fiscal year), \$390,000 was again budgeted for BN Advantage. None of the FY 2018 funds have been committed to date. Funding targeted for BN Advantage for both FY17 and FY18 was budgeted under the City’s Economic Development budget. Staff is currently in the process of

formulating the City's proposed FY19 budget. Stakeholders can locate the FY 2018 amount in the Budget Book titled "Adopted General Fund Budget" on page 408.

COMMITTEE OF THE WHOLE DISCUSSION:

- Staff seeks direction from the City Council with respect to allocating the funds already budgeted for BN Advantage in FY 2018 as well as direction for budgeting funds for BN Advantage in FY 2019 and in future years.

COMMUNITY DEVELOPMENT IMPACT: The Economic Development chapter of the City's Comprehensive Plan 2035 (Adopted August 24, 2015) includes many of the goals and objectives outlined in the BN Advantage strategic plan report (both planning documents were drafted in 2015). Some of the key goals and objectives related to promoting economic development on a regional basis as is proposed under BN Advantage include:

ED-1. Ensure a broad range of employment opportunities for all residents.

ED-1.1 Focus on retention and expansion of existing businesses.

ED-1.1a Continue to support the growth and expansion of community's core economic sectors (financial services, information technology and healthcare).

ED-1.1b Maintain communication with major employers and stakeholders to identify and mitigate risks (where practical) to ensure local economic stability.

ED-1.2 Leverage community assets in attracting business.

ED-1.2a Continue to be an active partner in the regional economic development initiatives and diversify the local economy.

ED-1.2b Create a one-stop shop economic development web portal for Bloomington-Normal and McLean County, a unified external voice for Bloomington-Normal metro area's strengths and economic development efforts. Include database of available resources for businesses and residents currently in the area.

ED-1.2c Proactively market the relatively low lease rates, construction costs (particularly when compared to the Chicagoland Area) and other factors that demonstrate the competitive costs in the Bloomington metro area.

ED-1.2d Market the area's quality of life factors, such as good education, safety, range of housing options, reasonable cost of living, recreational and cultural opportunities, that attract a highly skilled labor force for potential businesses.

ED-1.2e Leverage the region's digital infrastructure and other assets to attract businesses in Information and Communication Technology (ICT's) industry.

ED-1.2f Leverage Bloomington-Normal's multimodal access via rail, air and interstate to attract transportation, logistics, warehousing and distribution centers.

ED-1.2g Work with the Central Illinois Regional Airport (CIRA) to attract businesses that can benefit from air transportation and surface transportation.

ED-2. Foster a culture of entrepreneurship.

ED-2.1 Promote access to resources, funding and information.

ED-3. Build and maintain a skilled and employable workforce to meet the needs of the current and targeted businesses.

ED-3.1 Workforce availability and retention.

ED-3.1a Monitor key indicators of healthy workforce such as unemployment, labor force and participation rates. Continue to report to the community every quarter.

ED-3.1b Identify the workforce and talent needs and gaps of current and targeted businesses and industries.

ED-3.1c Work collaboratively with the area higher education institutions to match the educational and training programs to fill any identified gaps.

ED-3.1d Expand the entrepreneurial and job options for new college graduates to retain them in the community.

ED-3.1e Position Bloomington and the metro area as welcoming and conducive to Baby Boomers who want to start a new businesses.

ED-4. Enhance the image of Bloomington as a business friendly community.

ED-4.1 Plan for a diversity of ready-to-build sites to meet the demand.

ED-4.1a Identify the site/building needs for targeted industries/ businesses.

ED-4.1b Create a regional “site certification” program to market shovel ready sites with appropriate zoning and access to utilities.

ED-4.1c Create a certified site selection database for the entire County.

FUTURE OPERATIONAL COST ASSOCIATED WITH NEW FACILITY CONSTRUCTION: *Not Applicable.*

Respectfully submitted for Council consideration.

Prepared by: Austin Grammer, Economic Development Coordinator

Reviewed by: Steve Rasmussen, Interim Community Development Director

Financial & budgetary review by: Chris Tomerlin, Budget Analyst
Scott Rathbun, Sr. Budget Manager

Community Development review by: Katie Simpson, City Planner

Legal review by: Jeffrey R. Jurgens, Corporation Counsel

Recommended by:



Steve Rasmussen
Interim City Manager

Attachments:

- ECON DEV 2B - Bloomington City Council Resolution Endorsing BN Advantage (October 26, 2015)
- Normal Town Council Resolution Endorsing BN Advantage (October 20, 2015)
- McLean County Board Resolution Endorsing BN Advantage (November 2, 2015)
- November 2017 BN Advantage Presentation

RESOLUTION NO. 2015 – 39

**A RESOLUTION OF THE CITY COUNCIL OF CITY OF BLOOMINGTON, ILLINOIS
ENDORING A COLLABORATIVE ECONOMIC DEVELOPMENT STRATEGY
FOR THE BLOOMINGTON-NORMAL-MCLEAN COUNTY REGION**

WHEREAS the City Council of the City of Bloomington, Illinois believes that a collaborative public/private economic development strategy for the Bloomington-Normal-McLean County region can provide significant benefits to the region in the form of economic growth, job growth, creation and retention of businesses; and,

WHEREAS the Bloomington Normal Economic Development Council, The McLean County Chamber of Commerce, the McLean County Regional Planning Commission, the Bloomington Normal Area Convention & Visitors Bureau and the Bloomington-Normal Airport Authority (CIRA) have joined together to craft an economic development strategy for the Bloomington Normal-McLean County Region known as “BN Advantage”.

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

SECTION ONE: That the Mayor and City Council hereby applaud the collaborative public/private efforts engaged in by the Bloomington Normal Economic Development Council, The McLean County Chamber of Commerce, the McLean County Regional Planning Commission, the Bloomington-Normal Area Convention & Visitors Bureau and the Bloomington-Normal Airport Authority to create the “BN Advantage”; and,

SECTION TWO: That the Mayor and City Council additionally extend thanks to the more than 200 community members who have participated in interviews and surveys as a part of the collaborative “BN Advantage” process and encourage their continued participation; and,

SECTION THREE: That the Mayor and City Council are dedicated to the concept of expanding collaboration and cooperation in economic development efforts; and,

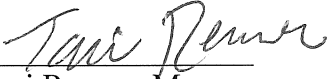
SECTION FOUR: That the Mayor and City Council are committed to engagement and participation with its public/private partners in continued collaborative efforts in economic development.

SECTION FIVE: The Mayor and City Council herewith direct the City Clerk provide a certified copy of this Resolution to the Mayor of each municipality in McLean County, the McLean County Regional Planning Commission, the McLean County Chamber of Commerce, the Bloomington-Normal/McLean County Economic Development Council, the Bloomington Normal Convention & Visitors Bureau, and the Bloomington-Normal Airport Authority.

ADOPTED this 26th day of October 2015

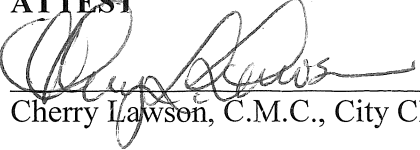
APPROVED this 29th day of October 2015.

CITY OF BLOOMINGTON



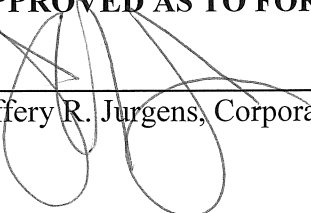
Tari Renner, Mayor

ATTEST



Cherry Lawson, C.M.C., City Clerk

APPROVED AS TO FORM:



Jeffery R. Jurgens, Corporation Counsel

A RESOLUTION OF THE McLEAN COUNTY BOARD ENDORSING A COLLABORATIVE ECONOMIC DEVELOPMENT EFFORT FOR THE BLOOMINGTON-NORMAL-McLEAN COUNTY REGION

Whereas the McLean County Board believes that a collaborative public/private economic development strategy for the Bloomington-Normal-McLean County region can provide significant benefits to the region in the form of economic growth, job growth, creation and retention of businesses; and,

Whereas the Bloomington Normal Economic Development Council, The McLean County Chamber of Commerce, the McLean County Regional Planning Commission, the Bloomington-Normal Area Convention & Visitors Bureau and the Bloomington-Normal Airport Authority (CIRA) have joined together to craft an economic development strategy for the Bloomington-Normal-McLean County Region known as "BN Advantage".

Now, Therefore, Be It Resolved, that the McLean County Board, hereby applauds the collaborative public/private efforts engaged in by the Bloomington Normal Economic Development Council, The McLean County Chamber of Commerce, the McLean County Regional Planning Commission, the Bloomington-Normal Area Convention & Visitors Bureau and the Bloomington-Normal Airport Authority to create the "BN Advantage"; and,

Further, Be It Resolved, that the McLean County Board, additionally extends thanks to the more than 200 community members who have participated in interviews and surveys as a part of the collaborative "BN Advantage" process and encourages their continued participation; and,

Further, Be It Resolved, that the McLean County Board is dedicated to the concept of expanding collaboration and cooperation in economic development efforts; and,

Further, Be It Resolved, that the McLean County Board is committed to engagement and participation with its public/private partners in continued collaborative efforts in economic development.

The McLean County Board herewith directs that a certified copy of this Resolution be provided to the Mayor of each municipality in McLean County, the McLean County Regional Planning Commission, the McLean County Chamber of Commerce, the Bloomington-Normal/McLean County Economic Development Council, the Bloomington-Normal Convention & Visitors Bureau, and the Bloomington-Normal Airport Authority.

ADOPTED by the McLean County Board this 20th day of October, 2015.

ATTEST:

APPROVED:





Kathy Michael, Clerk of the County Board

Matt Sorensen, Chairman

McLean County, Illinois

McLean County Board

RESOLUTION NO. 5182

RESOLUTION ENDORSING A COLLABORATIVE ECONOMIC DEVELOPMENT EFFORT FOR THE BLOOMINGTON-NORMAL-MCLEAN COUNTY REGION

WHEREAS, the Board of Trustees of the Town of Normal believes that a collaborative public/private economic development strategy for the Bloomington-Normal-McLean County region can provide significant benefits to the region in the form of economic growth, job growth, and the creation and retention of businesses; and

WHEREAS, the Bloomington Normal Economic Development Council, the McLean County Chamber of Commerce, the McLean County Regional Planning Commission, the Bloomington-Normal Area Convention & Visitors Bureau, and the Bloomington-Normal Airport Authority (CIRA) have joined together to craft an economic-development strategy for the Bloomington-Normal-McLean County Region known as "BN Advantage".

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES FOR THE TOWN OF NORMAL, ILLINOIS:

SECTION ONE: That the President and Board of Trustees hereby applaud the collaborative public/private efforts engaged in by the Bloomington Normal Economic Development Council, the McLean County Chamber of Commerce, the McLean County Regional Planning Commission, the Bloomington-Normal Area Convention & Visitors Bureau, and the Bloomington-Normal Airport Authority to create the BN Advantage.

SECTION TWO: That the President and Board of Trustees hereby extend thanks to the more than 200 community members who have participated in interviews and surveys as part of the collaborative BN Advantage process and encourage their continued participation.

SECTION THREE: That the President and Board of Trustees are dedicated to the concept of expanding collaboration and cooperation in economic-development efforts.

SECTION FOUR: That the President and Board of Trustees are committed to engagement and participation with its public/private partners in continued collaborative efforts in economic development.

SECTION FIVE: That the President and Board of Trustees herewith direct the Town Clerk to provide a certified copy of this resolution to the Mayor of each municipality in McLean County, the McLean County Regional Planning Commission, the McLean County Chamber of Commerce, the Bloomington-Normal/McLean County Economic Development Council, the Bloomington Normal Convention & Visitors Bureau, and the Bloomington-Normal Airport Authority.


Adopted this 2nd day of November, 2015.

APPROVED:



President of the Board of Trustees of the Town of
Normal, Illinois

ATTEST:



Town Clerk

(Seal)



**COMMITTEE OF THE WHOLE
AGENDA ITEM NO. 7**

FOR COUNCIL: November 20, 2017

SUBJECT: Small Business Development Center (SBDC) at Illinois Wesleyan University

RECOMMENDATION: That the City partner with Illinois Wesleyan University, the Town of Normal, and the Bloomington-Normal Economic Development Council to fund the SBDC at IWU. Staff requests Council direction on same.

STRATEGIC PLAN LINK: 1. Financially Sound City Providing Quality Basic Services; 3. Grow the Local Economy

STRATEGIC PLAN SIGNIFICANCE: 1E. Partnering with others for the most cost-effective service delivery; 3A. Retention and growth of current local businesses; 3B. Attraction of new targeted businesses that are the “right” fit for Bloomington; 3D. Expanded retail businesses; 3E. Strong working relationship among the City, businesses, economic development organizations.

BACKGROUND: At the November 20, 2017 Committee of the Whole meeting, Kyle Ham, Chief Executive Officer of the Bloomington-Normal Economic Development Council (BNEDC), will provide a presentation to the City Council on the success of the new Small Business Development Center (SBDC) at Illinois Wesleyan University (IWU) and detail a funding request for the SBDC in the years ahead.

The primary funding for the IWU SBDC is an annual grant from the State of Illinois Department of Economic Opportunity (DCEO) which passes federal funding from the US Small Business Administration (SBA) on to local host organizations if local matching funding is secured. The new SBDC started operations on the IWU campus in March 2017 with the financial backing of IWU, the BNEDC, DCEO, and the SBA.

Prior to the establishment of the new SBDC at IWU, a SBDC was operated by Illinois State University (ISU) from 1985 to 1992, then again from 2005 to 2016. The ISU SBDC was housed in the former offices of the Bloomington-Normal Chamber of Commerce in downtown Bloomington from 1985 to 1991. The ISU SBDC relocated to the ISU campus for a short time but was forced to close in early 1992 due to State of Illinois budget cutbacks. ISU reestablished a SBDC in State Farm Hall on the ISU campus in 2005, but was forced to close that SBDC in June of 2016 due to the then State of Illinois budget impasse. A detailed timeline of the local SBDCs is attached to this memo.

The BNEDC and IWU are committed to hosting, staffing, and funding the SBDC on the IWU campus for the foreseeable future, however, the BNEDC and IWU both desire a funding

commitment from the City of Bloomington and Town of Normal to aid in supporting the operations of the SBDC. While the SBDC offers learning opportunities for IWU students, the primary beneficiary of the SBDC is the local economy through increased entrepreneurial investment and small business success. It is therefore logical that the City, Town, and the private sector investors of the BNEDC support IWU's efforts to operate a SBDC on the IWU campus. Over the past month, staff from the City, Town, IWU, and BNEDC have collaborated on a proposed joint funding agreement to financially support the new SBDC for calendar years 2017, 2018, and 2019 (the proposed draft agreement is attached for City Council review).

City staff recommends that that the City financially support the IWU SBDC. The City's Economic Development Strategic Plan (Adopted October 22, 2012 - Resolution 2012-33) emphasizes the importance of supporting regional economic development efforts, including a SBDC, with a goal of assisting in the start-up / development of new small businesses in the community. The counseling and support services offered by the two staff members and IWU student volunteers at the IWU SBDC to local entrepreneurs and small businesses increase the capacity of the City's Office of Economic Development (presently staffed by one full-time employee and one intern) without an increase in City staff and associated costs.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Town of Normal, Bloomington-Normal Economic Development Council, Illinois Wesleyan University.

FINANCIAL IMPACT: The BNEDC and IWU are requesting that the City and the Town jointly support the SBDC by providing \$19,418.00 in funding for 2017, \$52,136.00 for 2018, and \$52,136.00 for 2019. Exhibit A of the proposed agreement details the funding sources for the SBDC for 2017, 2018, and 2019, including the City's proposed financial commitment.

City staff have proposed to Town staff an equal (50% / 50%) division of the municipal funding request, however Town staff are proposing a 60% / 40% split with the City providing the greater portion of funding. City staff view the potential collaboration with the Town for support of the SBDC as an equal opportunity economic development joint endeavor in that the SBDC is open to assisting residents of all of McLean County. The City and Town both provide an equal level of funding for the BNEDC (\$100,000 on an annual basis) and that economic development organization is also open to serving existing and attracting new businesses throughout McLean County on an equal basis.

A chart comparing the two proposed funding levels is attached. If a 60% / 40% split is adopted as proposed by the Town, the City will provide \$24,738 more to the SBDC over the three year agreement term than the Town. If the 50% / 50% split is adopted as proposed by City staff, the Town would need to provide an additional \$12,369 in funding over three years compared to the Town's proposed 40% funding commitment (resulting in a savings of \$12,369 for the City). City staff is seeking direction from the City Council on the level of funding the City Council is willing to support.

If there is Council support for funding the SBDC, staff proposes the funding be sourced from the City's Economic Development budget. For FY 2018, this budget holds \$390,000 in funds that have been targeted for the BN Advantage initiative but not yet committed. Discussions between

City staff and Town staff on joint funding for BN Advantage have contemplated including funding for the IWU SBDC as part of the City and Town joint BN Advantage funding commitment. As neither the City or Town have made a formal joint financial commitment to BN Advantage to date, and the need for funding for the SBDC is time sensitive, City staff recommends that a portion of the City's budgeted funds for BN Advantage be pledged to directly support the SBDC for 2017, 2018, and 2019. Stakeholders can locate the FY 2018 amount in the Budget Book titled "Adopted General Fund Budget" on page 408.

COMMITTEE OF THE WHOLE DISCUSSION:

- If the City Council so directs, the proposed funding agreement can be placed on the agenda for the November 27th City Council meeting. The Normal Town Council could consider the agreement at one of its meetings in December, with the BNEDC Board of Directors also taking action on the agreement at its December meeting.
- City staff seeks direction from the City Council on the level of funding the Council is willing to support for the SBDC in partnership with the Town: 50% / 50% or 60% / 40% or another ratio.

COMMUNITY DEVELOPMENT IMPACT: The Economic Development chapter of the City's Comprehensive Plan 2035 (Adopted August 24, 2015) details the following goals and objectives related to promoting entrepreneurship and assisting small businesses in the City:

ED-1. Ensure a broad range of employment opportunities for all residents.

ED-1.1 Focus on retention and expansion of existing businesses.

ED-1.1e Provide technical assistance and support to existing businesses in the community.

ED-2. Foster a culture of entrepreneurship.

ED-2.1 Promote access to resources, funding and information.

ED-2.1a Create and maintain a database of available entrepreneurship resources for Bloomington-Normal and McLean County.

ED-2.1e Host conferences and workshops to share state and national level expertise on entrepreneurship with area residents.

ED-2.1j Facilitate funding for entrepreneurial efforts in the community.

ED-2.2 Establish partnerships.

ED-2.2a Establish partnerships with area higher education institutions such as ISU, IWU, Lincoln College and Heartland College to increase educational offerings and assistance in entrepreneurial education.

ED-2.2b Establish partnerships with state and national level entrepreneurial networks to market and promote Bloomington-Normal entrepreneurial activities.

ED-3.1e Position Bloomington and the metro area as welcoming and conducive to Baby Boomers who want to start a new businesses.

FUTURE OPERATIONAL COST ASSOCIATED WITH NEW FACILITY CONSTRUCTION: *Not Applicable.*

Respectfully submitted for Council consideration.

Prepared by: Austin Grammer, Economic Development Coordinator

Reviewed by: Steve Rasmussen, Interim Community Development Director

Financial & budgetary review by: Chris Tomerlin, Budget Analyst
Scott Rathbun, Sr. Budget Manager

Community Development review by: Katie Simpson, City Planner

Legal review by: Jeffrey R. Jurgens, Corporation Counsel

Recommended by:



Steve Rasmussen
Interim City Manager

Attachments:

- ECON DEV 1B - IWU SBDC 2017 Marketing Flyer
- ECON DEV 1C - Historical Timeline of SBDCs in McLean County
- ECON DEV 1D - Potential City / Town Funding Ratios Analysis Chart
- ECON DEV 1E - Draft Funding Agreement for the SBDC at IWU

Join us for our monthly seminars and other events!

Each month we host a **How to Start a Business in Illinois** seminar to give aspiring entrepreneurs a snapshot of what it takes to start a business.

We cover topics including:

- Business Feasibility and Planning
- Marketing Plans
- Finding and Applying for Financing
- How to Register Your Business

Other workshop topics include intellectual property, exporting, accounting, digital marketing, cybersecurity, and leadership.



Follow us on Facebook @IWUSBDC to find more details about when the next seminar is happening!

Illinois Small Business Development Center of McLean County at Illinois Wesleyan University

State Farm Hall
1402 Park Street
Bloomington, IL 61701

(309) 556-3171
sbdc@iwu.edu



Our SBDC is funded in part through a cooperative agreement with the Illinois Department of Commerce and Economic Opportunity and the U.S. Small Business Administration.



Illinois Department of Commerce & Economic Opportunity



ILLINOIS WESLEYAN
UNIVERSITY



Empowering small business owners and entrepreneurs to achieve their dreams!



Illinois Small Business Development Center
of McLean County
at Illinois Wesleyan University



What We Do

The Illinois Small Business Development Center of McLean County at Illinois Wesleyan University is part of America's Small Business Development Center Network, boasting more than 900 centers nationwide. Our mission is to provide entrepreneurs and small business owners with professional advice and free or low-cost resources they need to succeed.

Wherever you are on the journey, we are ready to help you determine your next step. Whether that means understanding the process for how to start your business, working to grow your current business, or transitioning ownership or management of your business—you can trust us to be a part of your team.

Here we strive to understand your business's specific needs, challenges, and opportunities by building a relationship with the business owner through mutual trust with your goals at the forefront.

Advising Services Offered

- Business Feasibility Assessment
- Business Plan Development
- Financial Packaging and Lending
- Trademarks, Copyrights, and Patents
- Marketing Plan Development
- Social Media and Website Marketing
- Market and Customer Research
- Manufacturing Assistance
- International Trade/Export Assistance
- Government Contracting Support in the 8(a) Business Development Program
- Many more!

How It Works

Are you interested in working with an advisor from our SBDC? Visit ilsbdc.ecenterdirect.com/signup or give us a call to sign up and schedule an appointment with one of our advisors.

Our team will follow-up with you to set up an appointment, where we will spend some time getting to know more about you, your business, and your goals. And as always, our services are completely free to our clients!



Resources and Events

In addition to our in-person advising services, we also offer an extensive number of resources and information on our website.

Visit www.iwu.edu/sbdc to find other webpages, articles, and guides categorized by topics like Financing, Marketing Plans, and Trademarks and Patents.

And follow us on Facebook at [@IWUSBDC](https://www.facebook.com/IWUSBDC) to learn more about recent community success stories, upcoming events, and more!

Our Advisors

Our advisors are knowledgeable, trustworthy, and ready to help your business take the next step toward achieving your dreams!

All of our meetings are confidential, meaning that anything you share with an advisor is held strictly between you and the advisor.

Contact Us

Illinois Wesleyan University
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1402 Park Street
Bloomington, IL 61701

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sbdc@iwu.edu

Visit us online: www.iwu.edu/sbdc
Follow us on Facebook: [@IWUSBDC](https://www.facebook.com/IWUSBDC)

Timeline of Small Business Development Centers in McLean County
Sourced from the archives of the Pantagraph Newspaper
Compiled by the City of Bloomington Office of Economic Development
November 20, 2017

April 19, 1978: Millikin University in Decatur establishes a small business development center to help businessmen in DeWitt, Logan, Piatt, and Macon counties. The center is to be an expansion of Millikin's Small Business Institute which was formed in 1975.

July 11, 1979: Illinois State Board of Higher Education (IBHE) allocates \$30,000 in funding for a "Small Business Development Center Network" which Illinois State University (ISU) will participate in.

July 13, 1983: ISU College of Business and the Association of Commerce & Industry of McLean County contemplate a joint application to the Illinois Department of Commerce & Community Affairs (DCCA) to request a satellite office of the Illinois Small Business Development Center be located somewhere in Bloomington-Normal. The office would be funded through a \$150,000 federal Small Business Administration (SBA) grant to DCCA.

October 26, 1984: An Illinois SBDC for Central Illinois will have offices at ISU, Bradley University, and Illinois Central College. The universities will share \$69,000 from the SBA through 1985. Sue Kroll, ISU College of Business Department of Management and Marketing, is to be Assistant Director / Project Director of the ISU SBDC. Kroll is the author of the 1982 and 1983 "Small Business Guide for McLean County," a publication distributed free to those seeking basic requirements on how to start a small business locally.

March 13, 1985: ISU SBDC established in the offices of the McLean County Chamber of Commerce Building, 210 S. East St., Bloomington. ISU SBDC is noted as the first off-campus SBDC in the State of Illinois.

May 11, 1987: Sue Kroll, ISU SBDC Assistant Director, states that the ISU SBDC has worked with more than 600 individuals or business owners and assisted in the efforts of the establishment of 60 new businesses and 110 new jobs for Central Illinois in 1986. The center also hosted 18 workshops on a variety of topics to more than 500 prospective or existing small-business owners/managers.

October 4, 1990: ISU SBDC, in its seventh year of operation, received a \$30,000 grant from the Illinois Department of Commerce and Community Affairs for the center's fiscal 1991 operations.

July 15, 1991: Sue Kroll resigns from the ISU SBDC citing budget uncertainty. Kroll had been with the ISU SBDC for 6.5 years. Approximately \$30,000 of the ISU SBDC's \$40,000 annual budget is federal funds that flow through the State of Illinois, with the balance of funding provided by ISU. The funding level had been unchanged since 1987.

September 21 1991: The new McLean County Chamber of Commerce President John Giegerich (President of Nestle-Beich Inc.) states that the Chamber needs to decide within the next three months if it should renovate or expand its office building at 210 S East Street or relocate to a different site. The building currently houses the Chamber of Commerce, the Convention and Visitors Bureau, and the ISU SBDC. The Chamber's 773 member-businesses pay dues that account for most the Chamber's \$270,000 annual budget.

October 4, 1991: ISU SBDC relocates to the ISU campus at 205-A South Main Street to share space with the ISU Technology Center and ISU Business & Corporate Services. Nancy Verban is listed as Acting Project Manager of the ISU SBDC. Most of the funding for the SBDC is federal funds that flow through Illinois' DCCA (with the rest coming from ISU). The State of Illinois had cut DCCA funding of Illinois' 13 Technology Centers in 1991, meaning the Tech Center and Business & Corporate Services were now entirely funded by ISU.

November 24, 1991: ISU SBDC Project Director Nancy Verban states that the center has assisted a consistent number of entrepreneurs over the last four years.

January 30, 1992: ISU SBDC (205A South Main Street in Normal) will close due to mid-year State of Illinois budget cuts. IL DCCA decided to reallocate ISU's SBDC funding to a consortium managed by Richland Community College (Decatur) which includes Heartland Community College (Normal) and Danville Community College (Danville). The previous year's funding for the ISU SBDC was \$30,000. According to IL DCCA Program Director Jerry Abner, in its seven years of operation, the ISU SBDC "has had a considerable impact on the area's economy by assisting in the startup of over 1,000 new businesses and the creation of more than 1,200 new jobs. The center provided business consulting to over 2,400 individuals, conducted over 70 business development related workshops, coordinated numerous small-business loan packages, and assembled and distributed hundreds of information packets.

February 1, 1992: ISU to continue to offer some the services of the former SBDC. ISU will offer services to existing small and medium-size businesses rather than assisting entrepreneurs / first time business. ISU's "Small Business Institute" will continue to operate.

July 16, 1992: State of Illinois budget cuts force 1/3 of Department of Commerce and Community Affairs (DCCA) staff to be laid off and multiple international offices to be closed. 201 staff were given pink slips and 49 existing vacancies will not be filled leaving 417 employees to staff the state's economic development agency, most of whom administer federally funded programs. Funding for the state's 42 Small Business Development Centers was cut from \$743,000 to \$275,000. Half of DCCA's tourism staff was laid off.

August 17, 1992: ISU "Small Business Institute" tries to fill the gap left by the now-closed SBDC. The institute uses senior and graduate Business Management students to assist local small businesses in all aspects of their operations.

August 27, 1993: Peoples Bank of Bloomington establishes the bank's "Small Business Development Counseling Center." The local chapter of SCORE was no longer in operation. The ISU SBDC had closed as well as had the SBDC at Richland Community College. The center will be located at the Peoples Bank main branch in downtown Bloomington. A fee would be charged for counseling sessions.

August 5, 1994: A new chapter of SCORE is established by ISU professor Mike Winchell, Director of the Small Business Institute at ISU, to fill the gap in services left by the 1992 closure of the ISU SBDC. Financial support for the new SCORE chapter is to be provided by First State Bank of Bloomington, Heartland Bank and Trust, Fairbury Federal of Bloomington, First America Bank/Champion, Bank of Illinois, and Bank One. Plans are for the SCORE office to be open several hours a day, at least three days a week.

August 15, 1994: Reception held in Springfield celebrating the 10th anniversary of the Illinois Small Business Development Center Network.

March 9, 1995: A new group called the "Alliance of Small Business Owners" is formed by Jack Hart, the developer and director of the Commerce Bank (formerly Peoples Bank) Small Business Development Counseling Center. The new group will help small-business owners and entrepreneurs deal with daily problems.

July 31, 2004: Help wanted ad indicates that the University of Illinois Extension is operating or has plans to open a Small Business Development Center in both Champaign and Decatur.

November 7, 2004: Classified advertisement indicates that ISU is seeking a Director for Small Business Development Center with a start date of January 1, 2005.

November 11, 2004: ISU College of Business Dean Dixie Mills states that a SBDC will open on the ISU campus in early 2005. The Center will be housed in the new College of Business building. The center will conform with SBA guidelines like similar centers in Peoria, Decatur, and Champaign. The center is planned as a \$170,000-a-year operation counting material contributions. Two paid graduate students will assist a full-time center director. The State of Illinois is to provide \$75,000. ISU and private sector donors are pooling funding for the rest. Supporters include: ISU, Illinois DCEO, State Farm, BNEDC, McLean County Chamber of Commerce, The Pantagraph, Commerce Bank, NICOR, Verizon, Corn Belt Energy, First State Bank of Bloomington, Bank of Illinois, National City Bank, Heartland Bank.

March 10, 2005: ISU SBDC reopens. Located in the new College of Business building on ISU campus. Elizabeth Binning, who previously worked at Bradley University, is listed as Director of the center.

March 21, 2006: ISU SBDC celebrates one year anniversary. Success of SBDC client "Kelly's Bakery & Cafe" at 113 N Center Street featured.

April 13, 2006: ISU SBDC to offer a seminar for small businesses about how to do business on the "World Wide Web."

May 5, 2016: ISU SBDC assists baby boomers who are disenchanted with corporate work and also those laid off from Mitsubishi start new businesses.

March 7, 2007: ISU SBDC advises startup business "Unity Cosmetology College" based in Pontiac.

May 11, 2007: ISU SBDC and BNEDC launch "Circles of Seven" mentoring program to provide small business owners advice on a range of topics including marketing products to interviewing job applicants. The program is part of a BNEDC job-growth initiative aimed at growing businesses within the community rather than trying to lure large employers from other communities.

September 19, 2007: ISU SBDC advises Ryan Fiala, a 2006 ISU graduate, with his establishment of a "D.P. Dough" franchise in UpTown Normal.

September 30, 2010: McLean County Business Incubator, a joint effort of the BNEDC and ISU backed by \$845,000 in federal funding, to open in January 2011. Larry Maschhoff, a former banker, is to lead the incubator. According to the National Business Incubator Association, 80% of new businesses that use an incubator program are successful after five years, instead of the usual 20%.

June 22, 2011: Bloomington Public Library receives \$4,000 worth of computer equipment and software to help businesses and entrepreneurs create jobs. The grant was provided by the Illinois Secretary of State (the State Librarian) using funds sourced from the SBA. BPL and other libraries who received similar grants were chosen on the basis of proximity to a SBDC, the local unemployment rate and poverty level, and other factors.

August 19, 2011: Elizabeth Binning, ISU SBDC Director, expects to see 200 clients for the year, twice her goal for 2011. Many clients are considering business startups, including some who lost their jobs in the 2008 economic downturn, now that the economy is improving.

September 15, 2012: ISU SBDC advises Brandon Trueblood with the establishment of his business "There It Grows" at 1531 Fort Jesse Rd in Normal. Elizabeth Binning, ISU SBDC Director, assisted Trueblood with developing his business plan and financial forecasting for the new store.

November 14, 2014: Elizabeth Binning, ISU SBDC Director, reports that 65% of those who have received assistance from the ISU SBDC in 2014 have been in business for one year or more. The other 35% of clients have been in business less than one year or are planning to start a new business.

June 8, 2016: ISU SBDC to close June 30, 2016 due to State of Illinois budget impasse. ISU was informed it would not receive funds from the State of Illinois until the state has a budget even though the

funds the state provides ISU for the center are from the US SBA. The center has served an average of 150 clients per year. During its 11 years of operation, it served more than 750 small businesses and almost 2,000 people attended various workshops and seminars. The center helped to create 187 new businesses and 889 new jobs while retaining 1,623 existing jobs and increasing sales for clients by more than \$35 million.

SBDC Potential City / Town Funding Ratios Analysis Chart

50% / 50%

	CITY (50%)	TOWN (50%)	TOTAL	DIFF
2017	\$9,709.00	\$9,709.00	\$19,418.00	\$0.00
2018	\$26,068.00	\$26,068.00	\$52,136.00	\$0.00
2019	\$26,068.00	\$26,068.00	\$52,136.00	\$0.00
TOTAL	\$61,845.00	\$61,845.00	\$123,690.00	\$0.00

60 % / 40%

	CITY (60%)	TOWN (40%)	TOTAL	DIFF
2017	\$11,650.80	\$7,767.20	\$19,418.00	\$3,883.60
2018	\$31,281.60	\$20,854.40	\$52,136.00	\$10,427.20
2019	\$31,281.60	\$20,854.40	\$52,136.00	\$10,427.20
TOTAL	\$74,214.00	\$49,476.00	\$123,690.00	\$24,738.00

Difference between 50%/50% Split vs. 60%/40% Split

	CITY	TOWN
TOTAL DIFF:	-\$12,369.00	\$12,369.00
3 YR AVG	-\$4,123.00	\$4,123.00

**SMALL BUSINESS DEVELOPMENT CENTER FUNDING AGREEMENT
BETWEEN THE CITY OF BLOOMINGTON, TOWN OF NORMAL,
BLOOMINGTON-NORMAL ECONOMIC DEVELOPMENT COUNCIL,
AND ILLINOIS WESLEYAN UNIVERSITY**

This agreement is dated November ____, 2017 and is between the CITY OF BLOOMINGTON (“City”), TOWN OF NORMAL (“Town”), BLOOMINGTON-NORMAL ECONOMIC DEVELOPMENT COUNCIL (“BNEDC”), and ILLINOIS WESLEYAN UNIVERSITY (“IWU”).

WHEREAS, the City of Bloomington is a unit of local government as defined in Article VII, Section 1 of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Town of Normal is a unit of local government as defined in Article VII, Section 1 of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Bloomington-Normal Economic Development Council is an 501(C)(6) Illinois non-profit organization; and

WHEREAS, Illinois Wesleyan University is a private institution of higher education operating in the City of Bloomington; and

WHEREAS, by a joint effort of the City, Town, BNEDC, and IWU, IWU houses and operates the Illinois Small Business Development Center at Illinois Wesleyan University (the “Center”) designed to provide assistance to small businesses and aspiring entrepreneurs in McLean County; and

WHEREAS, the Center commenced operations on the IWU campus in March of 2017 and has already assisted approximately 100 clients; and

WHEREAS, the Center collaborates with the economic development staff of both the City and the Town, as well as the BNEDC, McLean County Chamber of Commerce, and the Central Illinois Chapter of SCORE, all with the shared goal of growing the local economy of McLean County Illinois by supporting existing small businesses and aspiring entrepreneurs; and

WHEREAS, in addition to offering one-on-one counseling sessions and other personalized businesses counseling and consulting services, the Center coordinates and hosts seminars on how to start a small business in Illinois and also offers seminars on franchising, intellectual property, social media, cyber security, financial statements and budgets; and

WHEREAS, the Center plays a critical role in promoting economic development within the City, Town, and McLean County through its business retention and expansion efforts; and

WHEREAS, in order to leverage federal and state funds, the City, Town, BNEDC, and IWU desire to financially fund the Center for the years of 2017, 2018, and 2019; and

WHEREAS, IWU has already provided staffing and staff support services for the Center as well as office space and other in-kind support required for the Center to function on the IWU campus for the calendar year 2017, and IWU seeks to continue to financially support the Center throughout the remaining term of this agreement, but cannot do so without the financial support of the City, Town, and BNEDC; and

WHEREAS, the City, Town, BNEDC, and IWU all find it to be in the best interests of each parties' constituencies to enter into this agreement to provide a stable source of funding necessary for the continued operation of the Center as outlined herein.

NOW THEREFORE, the City of Bloomington, Town of Normal, Bloomington-Normal Economic Development Council, and Illinois Wesleyan University hereby mutually agree as follows:

1. **Recitals.** The foregoing recitals are hereby incorporated and adopted as if fully set forth herein.
2. **Financial Contributions.** The City, Town, BNEDC, and IWU, shall jointly contribute the financial support detailed in Exhibit A to fund the operations of the Center in calendar year 2017, 2018, and 2019 as outlined below:
 - a. The financial support provided to IWU by the City, Town, and BNEDC for 2017 shall be paid to IWU within thirty (30) days of approval and execution of this agreement by all parties.
 - b. The financial support provided to IWU by the City, Town, and BNEDC for 2018 and 2019 shall be paid quarterly, in four (4) equal installments per year, eight (8) installments total, according to the schedule detailed in Exhibit A.
 - c. The financial support provided to the Center by IWU as detailed in Exhibit A may be made in either a direct or in an in-direct manner (i.e. contribution of office space, equipment, support services, etc.) and may also include funds received from the United States Small Business Administration ("SBA") or State of Illinois Department of Commerce and Economic Opportunity ("DCEO") so long as IWU provides a detailed accounting of its financial support and sources of funds to the City, Town, and BNEDC on a quarterly basis.
 - d. IWU may spend the funds provided by the City, Town, and BNEDC in whatever manner is deemed necessary by IWU, in its sole discretion, to achieve the stated purposes and deliverables identified in this agreement.

3. Hosting and Operation of the Center. In consideration of receiving the financial support from the City, Town, and BNEDC as set forth in Paragraph 2, IWU agrees to host and operate the Center on the IWU campus (or at a location mutually agreed to by all of the parties to this agreement) per the requirements set forth by the SBA as detailed in the Small Business Act and per the requirements set forth by DCEO for a Small Business Development Center. The Center shall provide the customary services of a Small Business Development Center per SBA and DCEO guidelines. If, at any time during the term of this agreement, the Center were to lose accreditation from the SBA or DCEO, the financial support set forth in Paragraph 2 shall be suspended until such a time as when accreditation is regained. At any time upon request by the parties to this agreement, IWU shall provide evidence of its cooperative agreement or charter in good standing with the SBA and / or DECO to operate a Small Business Development Center.

4. Hold Harmless. IWU shall defend, indemnify and hold harmless the City, Town, and BNEDC, the officials, agents and employees of the City, Town, and BNEDC from and against any and all claims, damages, losses (including attorney's fees), actions, suits or proceedings of any kind that might arise as the result of, or incidental to, this Agreement, except for claims, damages, and losses caused by the gross negligence of either the City, Town, or BNEDC.

5. Change in Law. If there is any change in law or ruling by a court of competent jurisdiction that prevents the City, Town, or BNEDC from making the contributions set forth in Paragraph 2 above, the City, Town, and BNEDC shall have no obligation to make such contribution and this agreement shall be terminated with no further rights or obligations extending to the parties.

6. Reporting and Oversight. During the term of the Agreement, on a quarterly basis, IWU shall provide to the City, Town, and BNEDC a written report that details the use of the financial support provided to IWU under this agreement as well as details regarding the activities undertaken by the Center to support small businesses and aspiring entrepreneurs in McLean County. An oversight board (the "Board") shall be formed and meet on a quarterly basis to review the operations and activities of the Center. Should a majority of the members of the Board determine that the Center is not adequately supporting small businesses and aspiring entrepreneurs in McLean County, in the sole discretion of the Board, the Board shall give written notice to the parties to this agreement that the Board recommends that this agreement be terminated or amended to cure the inadequacy of the Center. The Board shall be comprised of the following individuals:

- A. The City Manager of the City (or his or her designee, so long as the designee is an employee of City).
- B. The City Manager of the Town (or his or her designee, so long as the designee is an employee of Town).
- C. The Chief Executive Officer of the EDC (or his or her designee, so long as the designee is an employee of EDC or a member of its Board of Trustees).
- D. IWU Provost (or his or her designee)
- E. The Director of the Center.

7. **Notices.** All notices herein shall be in writing and shall be deemed to be effective as of the date of actual delivery if by personal delivery or as of the third day from and including the day of posting if mailed by certified or registered mail return receipt requested with postage prepaid. Notices shall be delivered as follows or to any replacement parties as may from time to time be identified by written notice:

To the City:

City of Bloomington
Attention: City Manager
Attention: Corporation Counsel
109 E. Olive Street
Bloomington, IL 61701

To the Town:

Town of Normal
Attention: Town Manager
Attention: Corporation Counsel
11 Uptown Circle
Normal, IL 61761

To the BNEDC:

BN Economic Development Council
Attention: Chief Executive Officer
200 W. College Avenue
Suite 402
Normal, IL 61761

To IWU:

Illinois Wesleyan University
Attention: University President
Attention: Corporation Counsel
1312 Park Street
Bloomington, IL 61701

8. **General Terms & Conditions.** The following general terms and conditions shall apply to this agreement:

- A. **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.
- B. **Governing Law.** This Agreement shall be governed by, and enforced in accordance with, the internal laws, but not the conflicts of laws rules, of the State of Illinois.
- C. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.
- D. **Interpretation.** This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction

that a document is to be construed against the drafting party shall not be applicable to this Agreement.

- E. Amendments and Modifications.** No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with all applicable statutory procedures.
- F. No Third Party Beneficiaries.** No claim as a third party beneficiary under this Agreement by any person shall be made, or be valid, against the City, Town, BNEDC, or IWU.
- G. Strict Performance.** The failure of any party to this Agreement to insist on strict performance of any covenant or condition of this Agreement, or to exercise any right herein contained, shall not be construed as a waiver of such covenant, condition or right.
- H. Remedies.** If, within 30 days after delivery of a default notice, the defaulting party fails to cure the default in accordance with the demand for performance set forth in the notice, the demanding party, without further notice, may resort to any and all remedies available at law or in equity, including specific performance.

9. Term of Agreement. This agreement shall be in full force and effect beginning on the date set forth above and ending December 31, 2019. This agreement may be extended an additional year at the same contribution levels by amendment and approval of all parties prior to December 31, 2019.

IN WITNESS WHEREOF, the parties hereto have caused their respective duly authorized representatives and officers to execute this Agreement.

CITY OF BLOOMINGTON

TOWN OF NORMAL

By: _____
Tari Renner, Mayor

By: _____
Chris Koos, Mayor

ATTEST:

ATTEST:

By: _____
Cherry Lawson, City Clerk

By: _____
Angie Huonker, Town Clerk

**BLOOMINGTON-NORMAL
ECONOMIC DEVELOPMENT COUNCIL**

ILLINOIS WESLEYAN UNIVERSITY

By: _____
Mary Bennett Henrichs, Chairperson

By: _____
Eric Jensen, President

ATTEST:

ATTEST:

By: _____
Greg Cook, Secretary

By: _____, Secretary

**SMALL BUSINESS DEVELOPMENT CENTER FUNDING AGREEMENT
BETWEEN THE CITY OF BLOOMINGTON, TOWN OF NORMAL,
BLOOMINGTON-NORMAL ECONOMIC DEVELOPMENT COUNCIL,
AND ILLINOIS WESLEYAN UNIVERSITY**

EXHIBIT A

DRAFT

**50% / 50%
CITY / TOWN**

FINANCIAL SUPPORT DETAIL

	CITY	TOWN	BNEDC	IWU	SBA / DCEO	TOTAL
2017	\$9,709.00	\$9,709.00	\$30,000.00	\$58,237.00	\$80,000.00	\$187,655.00
2018	\$26,068.00	\$26,068.00	\$40,000.00	\$77,461.00	\$80,000.00	\$249,597.00
2019	\$26,068.00	\$26,068.00	\$40,000.00	\$79,722.00	\$80,000.00	\$251,858.00
TOTAL	\$61,845.00	\$61,845.00	\$110,000.00	\$215,420.00	\$240,000.00	\$689,110.00

PAYMENT SCHEDULE

2017 Payment:	Within thirty (30) days of approval and execution of this agreement by all parties
2018 Payment 1:	On or before January 31, 2018
2018 Payment 2:	On or before April 30, 2018
2018 Payment 3:	On or before July 31, 2018
2018 Payment 4:	On or before October 31, 2018
2019 Payment 1:	On or before January 31, 2019
2019 Payment 2:	On or before April 30, 2019
2019 Payment 3:	On or before July 31, 2019
2019 Payment 4:	On or before October 31, 2019

**SMALL BUSINESS DEVELOPMENT CENTER FUNDING AGREEMENT
 BETWEEN THE CITY OF BLOOMINGTON, TOWN OF NORMAL,
 BLOOMINGTON-NORMAL ECONOMIC DEVELOPMENT COUNCIL,
 AND ILLINOIS WESLEYAN UNIVERSITY**

EXHIBIT A

DRAFT

**60% / 40%
 CITY / TOWN**

FINANCIAL SUPPORT DETAIL

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2019	\$31,281.60	\$20,854.40	\$40,000.00	\$79,722.00	\$80,000.00	\$251,858.00
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- 2018 Payment 4:** On or before October 31, 2018
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- 2019 Payment 2:** On or before April 30, 2019
- 2019 Payment 3:** On or before July 31, 2019
- 2019 Payment 4:** On or before October 31, 2019



**COMMITTEE OF THE WHOLE
AGENDA ITEM NO. 8**

FOR COUNCIL: November 20, 2017

SUBJECT: Agenda Management

RECOMMENDATION/MOTION: Discussion Only

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

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

BACKGROUND:

Alderman David Sage submitted an Agenda Request Form on October 16, 2017, as follows:

Clarify process and bring consistency for elected officials placing items on a City Council agenda. This is intended to update our City Code so all members of the Council, both the Aldermen and Mayor would be required to have an Agenda Request Form signed by a majority of the elected Aldermen, which is currently five Aldermen.

The City Code currently outlines the process for setting the agenda as follows:

Items can be placed on a meeting agenda by: (i) the Mayor; (ii) the intended Chairperson of the meeting, in the absence of the Mayor; (iii) the City Manager or designee thereof; or (iv) by a majority of the City Council before the formulation of the agenda. For each regular agenda item, the City Manager (or his designee) in consultation with the Mayor (or the Chairperson of the meeting, in the absence of the Mayor), shall designate a time for the presentation of the agenda item and a time for the Council discussion. Once the time allotted for on the agenda item has expired, the item shall either be tabled to a date certain or called upon for a vote unless the Council, by a majority vote, votes to extend, for a specified amount of time, the time for discussion and consideration of the time at the meeting. *See* Chapter, 2, Section 18.2.

For the Committee of the Whole, the City Code provides agenda shall be “prepared by the City Manager in consultation with the Mayor.” *See* Chapter, 2, Section 15. Although there are no specific provisions in the Illinois Municipal Code or the Open Meetings Act that address who is responsible for setting meeting agendas, the Illinois Municipal Code does state the city council shall “determine its own rules of proceeding.” *See* 65 ILCS 5/3.1-40-15.

It is the Legal Department's understanding that the proposed changes on agenda management would not apply to or effect special meetings that may be called in accordance with the law by officials. Section 3.1-40-25 of the Municipal Code also provides that the "mayor or any 3 aldermen may call special meetings of the City Council." As to the City Code, the provision on special meetings provides:

Special meetings of the Council may be called by the Mayor, the Mayor pro tem in the absence of the Mayor, three members of the Council in the absence of the Mayor and the Mayor pro tem, or by any five members of the Council. The call for any such special meeting shall be in writing, signed by the Mayor, the Mayor pro tem or the required number of the members of the Council, and shall state the object and purpose of such meeting and the time for holding the same. It shall be filed with the City Clerk at least forty-eight hours before the time set therein for said meeting.

It is also the Legal Department's understanding this would not apply to appointments that the Mayor is authorized by law to make.

As part of the discussion, Mayor Renner believes the Council should consider the need for the mayor, who is the only official elected at-large and represents the entire City, to be able to directly place items on the agenda. In a ward-based system, Mayor Renner believes it is especially important for the Mayor to play a role in setting the agenda, as an elected executive, and ensuring all citizens throughout the City are fairly represented.

The Mayor may bring examples of how other communities approach agenda management and the aldermen are also encouraged to bring forth examples and ideas for the discussion.

While there are many policy implications for the City Council to consider when addressing how the agenda is set and any related agenda management issues, it is ultimately up to the City Council to determine how the agendas are set for its meetings.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: N/A

COMMUNITY DEVELOPMENT IMPACT: N/A

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

Respectfully submitted for Council consideration.

Prepared by: Jeffrey R. Jurgens, Corporation Counsel

Agenda Request Form David Sage, City Alderman

Submission

Attachments:

- Agenda Request Form



Agenda Request Form

To Be Completed By Alderman:

Alderman Making Request: David Sage Date: 10/16/17

Topic Summary (attach additional info/documentation to this form if necessary):

Clarify process and bring consistency for elected officials placing items on a City Council agenda. This is intended to update our City Code so all members of the Council, both the Aldermen and Mayor would be required to have an Agenda Request Form signed by a majority of the elected Aldermen, which is currently five Aldermen.

Alderman's Priority Level: Low Medium High

Aldermen Supporting Topic Consideration (three additional minimum):

Mwilambwe, Painter, Schmidt, Hauman, Bray

To Be Completed By City Manager/Staff:

City Manager Review (resources required to implement, impact on City priorities, etc.):

[Empty blue box for City Manager Review]

Recommendation for Further Action:

[Empty blue box for Recommendation for Further Action]