

# City of Bloomington City Manager's Monthly Report



Cornice molding on the BCPA building

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

## Inside This Issue

City Elected Officials and Administrative Staff	2
Welcome From the City Manager	3
Spotlight Community: Home Town Award	4
Executive Summary	5
Police Department	7
Fire Department	11
Public Works Department	14
Water Department	15
Parks, Recreation and Cultural Arts Department	18
Planning and Code Enforcement Department	22
Legal Department	24
Human Resources Department	28
City Clerk	30
Information Services Department	32
Library	35
Compliments to the City	37
Appendix	41

## Upcoming Community Events:

- *Daddy/Daughter Dance, Miller Park Pavilion, February 12*
- *Citizen Voice Meeting, BCPA February 20*
- *Mother/Son Fun Day, Lincoln Leisure Center, March 3*
- *General Primary Election, March 20*
- *Bunny's Pizza Dinner & Egg Hunt, Miller Park Pavilion, March 23*

## Spotlight Community: City Receives Governor's Home Town Award



Bloomington receives Governor's Home Town Award for Memorials and Monuments Project

See page 4 for details

## City of Bloomington Elected Officials

Mayor: Steve Stockton

Ward 1 Alderman: Bernard Anderson  
Ward 2 Alderman: David Sage  
Ward 3 Alderman: Mboka Mwilambwe  
Ward 4 Alderman: Judith Stearns  
Ward 5 Alderman: Jennifer McDade  
Ward 6 Alderman: Karen Schmidt  
Ward 7 Alderman: Steven Purcell  
Ward 8 Alderman: Robert Fazzini  
Ward 9 Alderman: Jim Fruin

## City of Bloomington Administration

City Manager: David A. Hales  
Deputy City Manager: Barb Adkins

City Clerk: Tracey Covert  
Corporate Counsel: Todd Greenburg  
Interim Director of Finance: Rich Hentschel  
Director of Human Resources: Emily Bell  
Director of Information Services: Scott Sprouls  
Director of Parks, Recreation and Cultural: John Kennedy  
Director of Planning & Code Enforcement: Mark Huber  
Director of Public Works: Jim Karch  
Director of Water: Craig Cummings  
Police Chief: Randall McKinley  
Fire Chief: Mike Kimmerling

Library Director: Georgia Bouda

## Welcome from the City Manager



The 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 Technical Assistant in the City Manager's Office.

I am proud of the City's efforts toward becoming more performance driven and the direction in which our City 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 December 2011 City Manager's Monthly Report. I hope that you continue to stay informed on City issues and progress.

Sincerely,

A handwritten signature in black ink that reads "David A. Hales". The signature is fluid and cursive, written in a professional style.

David A. Hales

Bloomington City Manager

The Bloomington  
City Council meets  
every 2<sup>nd</sup> and 4<sup>th</sup>  
Monday of each  
month at 7:00 p.m.  
for regular Council  
Meetings

Bloomington City Hall  
109 East Olive Street  
Bloomington, Illinois  
61701

## Spotlight Community: City Receives Governor's Home Town Award

Presented continuously since 1983, the Governor's Home Town Awards Program gives formal recognition to projects that have contributed to their community's quality of life. Awards are made based on population in six categories of projects:

- Beautification and Sustainability
- Parks and Recreation
- Memorials and Monuments
- History and Historic Preservation
- Services & Mentorship
- General

Bloomington was one of only 28 municipalities in Illinois to receive this recognition from Governor Pat Quinn. Bloomington was recognized for the Memorials and Monuments category for the Convergence of Purpose, the Lincoln-Fell-Davis statue located in Lincoln Park in front of the Bloomington Center for the Performing Arts. The statue displays Lincoln with his friends David Davis and Jesse Fell signifying their role and influence in Lincoln's life.



The "Convergence of Purpose" statue, created by local Bloomington artist Andrew Jumonville, depicts Lincoln and friends Jesse Fell and David Davis in one of 28 volunteer led projects to win the Governor's Home Town Award.

The monument is thanks to the Abraham Lincoln Bicentennial Commission of McLean County, a commission of active and dedicated individuals who sought to memorialize Lincoln's contributions to the State of Illinois and the nation as a whole. The commission was successful in raising over \$220,000 in donations for the funding of the project. Through a national search and a competitive process, the commission selected local Bloomington artist Andrew Jumonville to fabricate the structure. The commission's hard work and the artistry of Andrew Jumonville produced the now award winning monument which rests prominently and proudly in the City of Bloomington.

The City was presented with a plaque and street signs by the Department of Commerce and Economic Opportunity (facilitators of the award) which will be placed near the entrance of City Hall for visitors to see.



## Executive Summary

### Police Department

- The following activity was generated: \$1,550 in tow fees; \$1,450 in ordinance violations issued; 6 warrant arrests were made; 15 non-warrant arrests were made. Drugs seized included 20 grams of cannabis. Street Crimes Unit (SCU) was actively involved in 294 calls for service in December. The total number of calls for service handled by SCU for the year was 5,867. This number represents both self-initiated and dispatched calls for service.
- The Department experienced an increase in property crime reports with 143 in December compared to 130 in November. Violent crime numbers were slightly less than last month with 25 reported violent crimes in December compared to 27 in November. Of the 25 violent crimes reported, 17 were aggravated assault, 4 were robbery and 3 were forcible rape.

### Fire Department

- The Department is continuing with the pre-plan of commercial buildings. This information will help our members be safer when responding to a pre-planned structure. Information gathered at the visit will be available when arriving on scene to assist with deployment of manpower and equipment. Our officers are tasked with doing one preplan a month; it is expected to take several years to get through all of the structures.
- During December, the Department responded to 143 calls of which 9 were confirmed structure fires. These structure fire incidents resulted in a dollar loss estimated at \$302,300. Average response time from time of call to arrival for Fire Suppression emergency calls was within the 6 minute benchmark at 5:42 during December. EMS responses for November totaled 680. From these responses the Department provided aid to 881 patients. The three leading EMS response types during December were Sick Person, Traffic Accident and Breathing Problems. Average response time from time of call to arrival for EMS emergency calls was outside the 6 minute benchmark at 6:09 during December.

### Parks, Recreation & Cultural Arts

- The golf courses saw rounds played spike up from 12 rounds in 2010 to over 500 rounds in 2011. Gift card sales hit a five-year high during the Christmas buying season with sales reaching just over \$25,000 for the Christmas buying season. This total was an increase of 25% over last year. The BCPA ticket revenues are outpacing the last two fiscal years and continue to show promise for upcoming events.
- The first-ever Zoo Wild Lights event was held in December. The event had over 1,200 luminarias (candles in paper bags) displayed around the Zoo. Nearly 700 people paid to attend the event. Some of the activities were carousel rides, face-painting, Reindeer talks, and two different crafts. A very small concession stand was also available with profits going to

the Zoo's conservation fund. The event brought in over \$3,000 in revenue. Attendance in December for the Miller Park Zoo was significantly higher than last year. The Zoo experienced 2,656 visitors for December 2011 compared to 1,251 visitors in December of 2010. Miller Park Zoo revenue for December 2011 was \$6,633 compared to just \$1,928 in December 2010 thanks to the unusually warm weather we have been experiencing and the new special event, Zoo Wild Lights.

- A great deal of forestry work was started. 3 crews were working on preventative maintenance mostly with tree trimming projects. Public Works requested the trimming low hanging limbs to prepare for upcoming plowing. Staff also remained in Ewing Park II trimming Honeysuckle throughout the woods. Beginning in December, some Parks staff was dedicated to the Zoo to help complete many different projects for the Zoo's upcoming accreditation. Some of those projects include: interior painting of all Zoo buildings, repainting all the cages in the Katthoefel building, repairing doors, electrical work, the repair of exhibit ceilings and replacement of the wooden bridge in the Tropical Rain Forest exhibit.

### Planning & Code Enforcement

- The City is still in need of board members for the Planning Commission, Zoning Board of Appeals, and the Property Maintenance Review Board. Please direct citizens to the statement of interest form available on the City's web site.

#### Notable Plan Reviews Received

\*\*Review status still pending

<u>Building/Project Description</u>	<u>Address</u>	<u>Value</u>
Education Dept. Renovation	2200 E. Washington St.	<b>\$170,000</b>
Imaging Remodel	2200 E. Washington St.	<b>\$180,000</b>

- Construction activity in the City continues to be sluggish with all year-to-date indicators continuing a downward trend from 2010. While the numbers of permits continue to lag behind last years the value of permits and fees were substantially ahead of December of 2010. The following statistics reflect December, 2011 to December, 2010 and year to date.

<b>Month to Month</b>	<b>Year to Date</b>
New home starts – up 71%	Down 24%
Building permits – up 36%	Down 16%
All construction permits – up 7%	Down 12%
Fees collected – up 45%	Down 9%

### Information Services

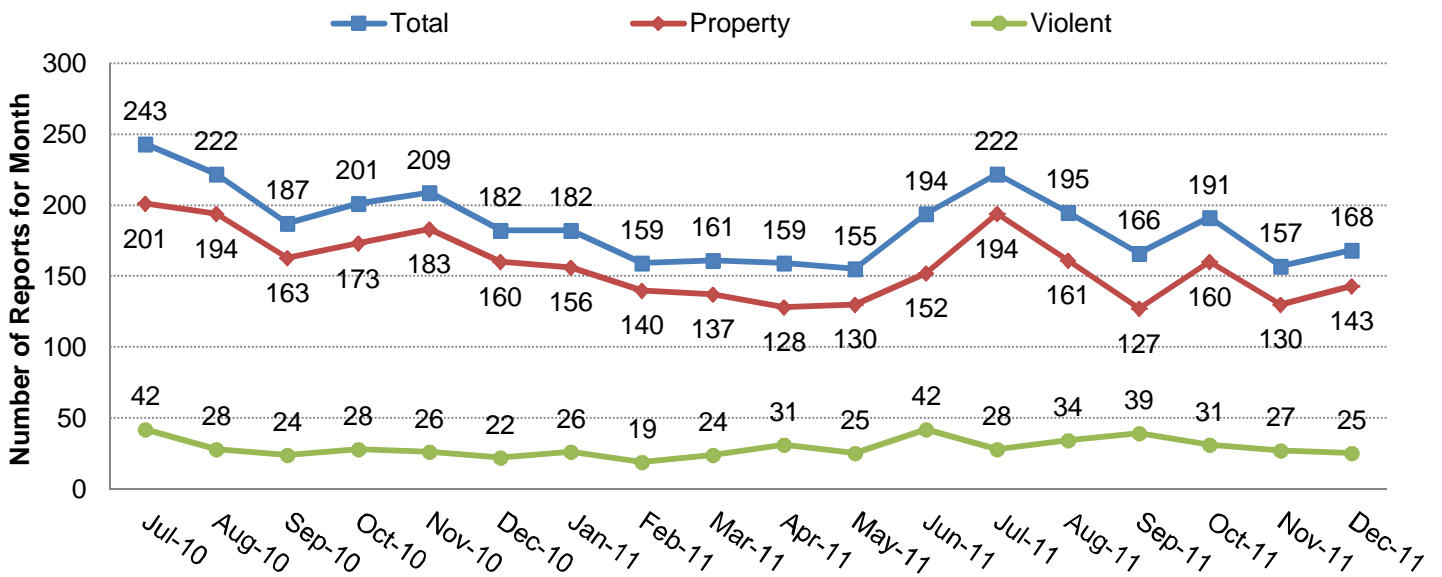
- The City staff project team and Vision Internet designers have completed two initial website designs. For each of the two designs, the team has initially created two versions with minor changes between the two. Staff will bring these initial designs to the Council communication group in early January. The next goal is to choose a design and finalize all options on that design. Vision Internet has given a timeline of three months to completion, beginning from the time the design is finalized.

# Police Department

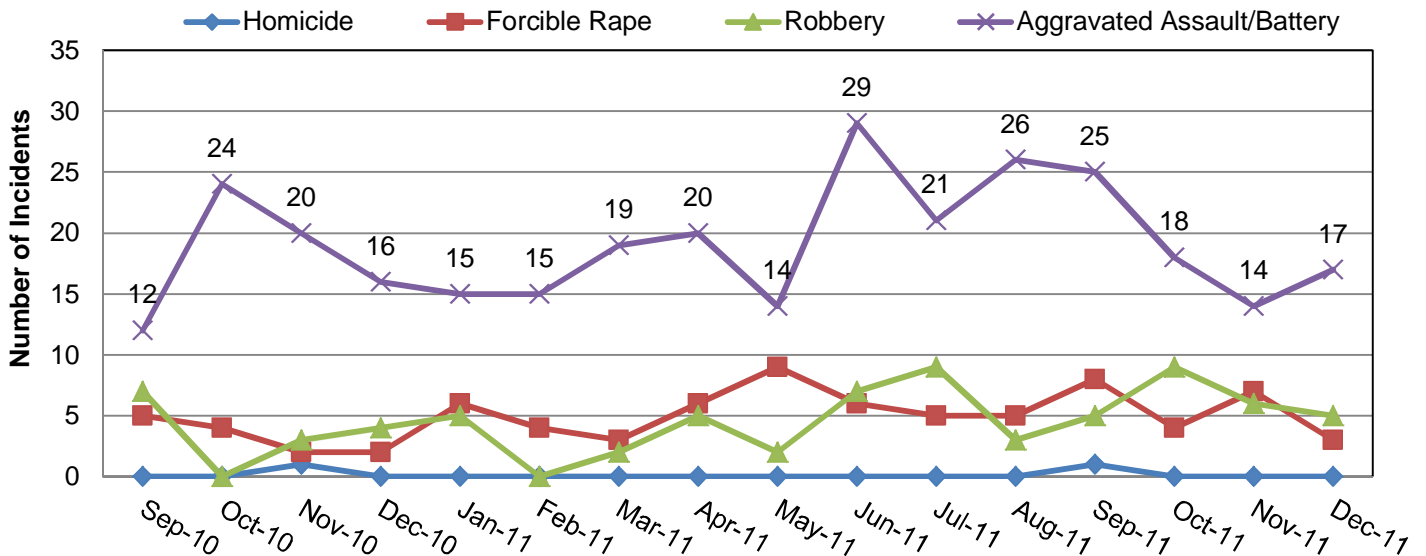
## Administration

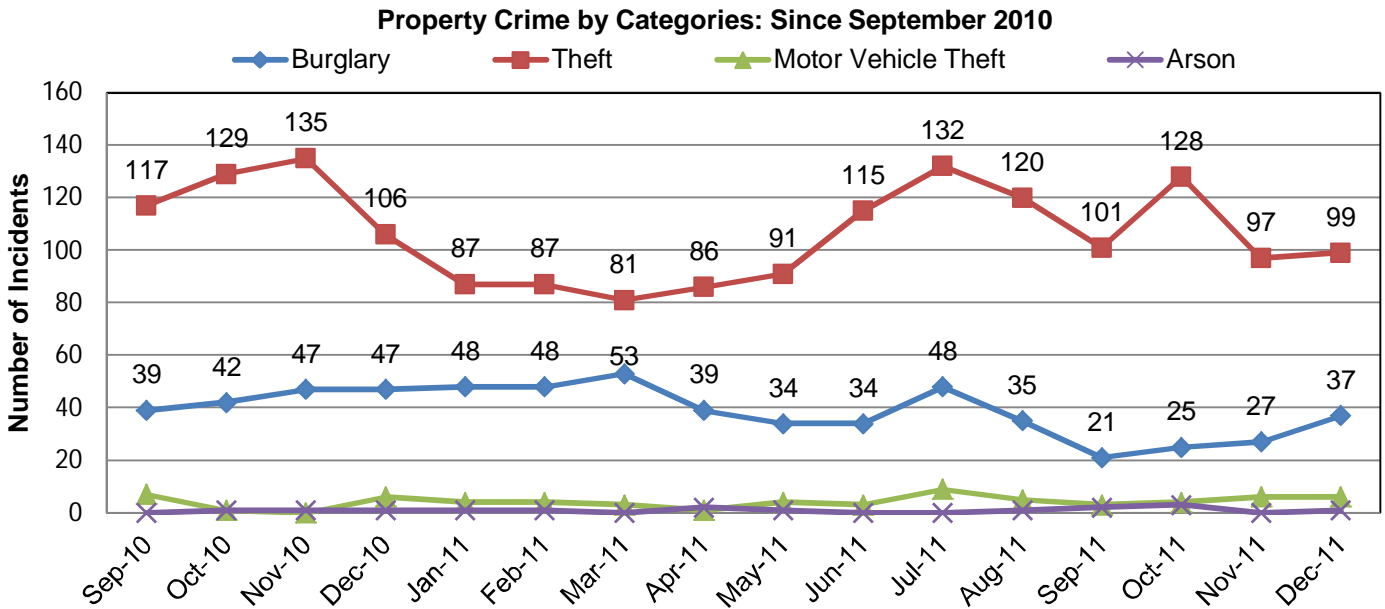
Public Affairs Officer White attended several Explorer Scout meetings and also the Explorers Jaycee Christmas parade. He attended several meetings on behalf of the Police Department. White fingerprinted agents for State Farm, did a presentation for Developmentally Disabled and did poverty simulations.

**Property and Violent Uniform Crime Reports by Month Since July 2010**



**Violent Crime by Categories: Since September 2010**

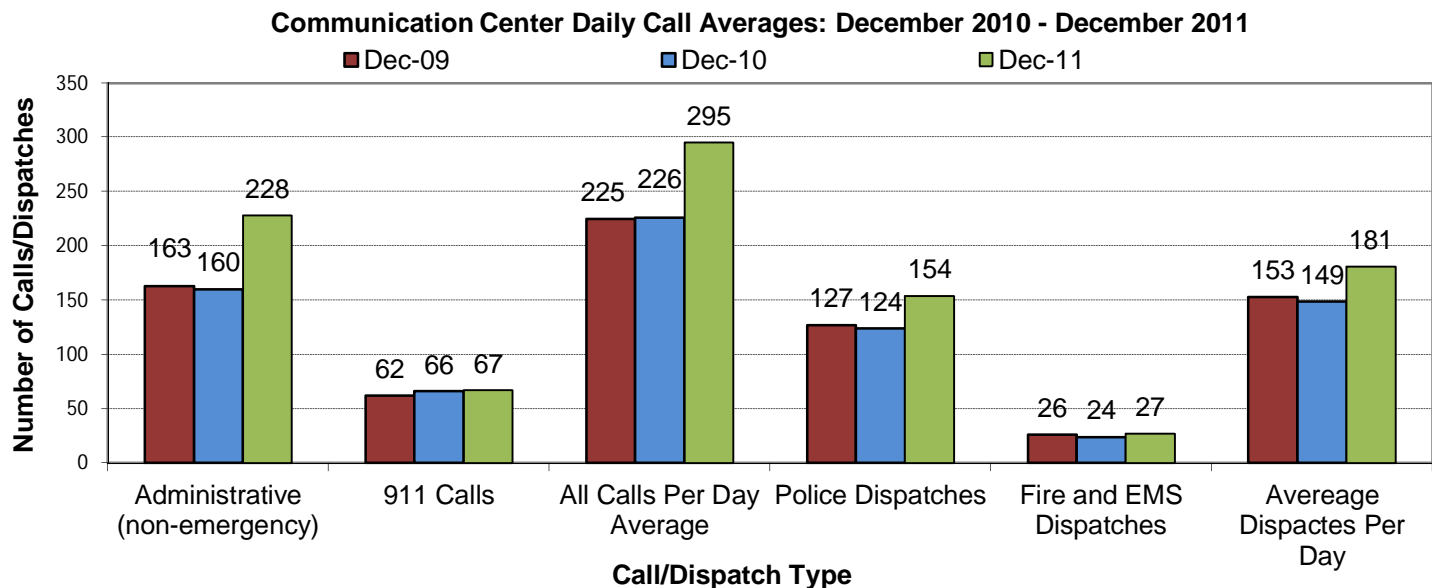




## Communications

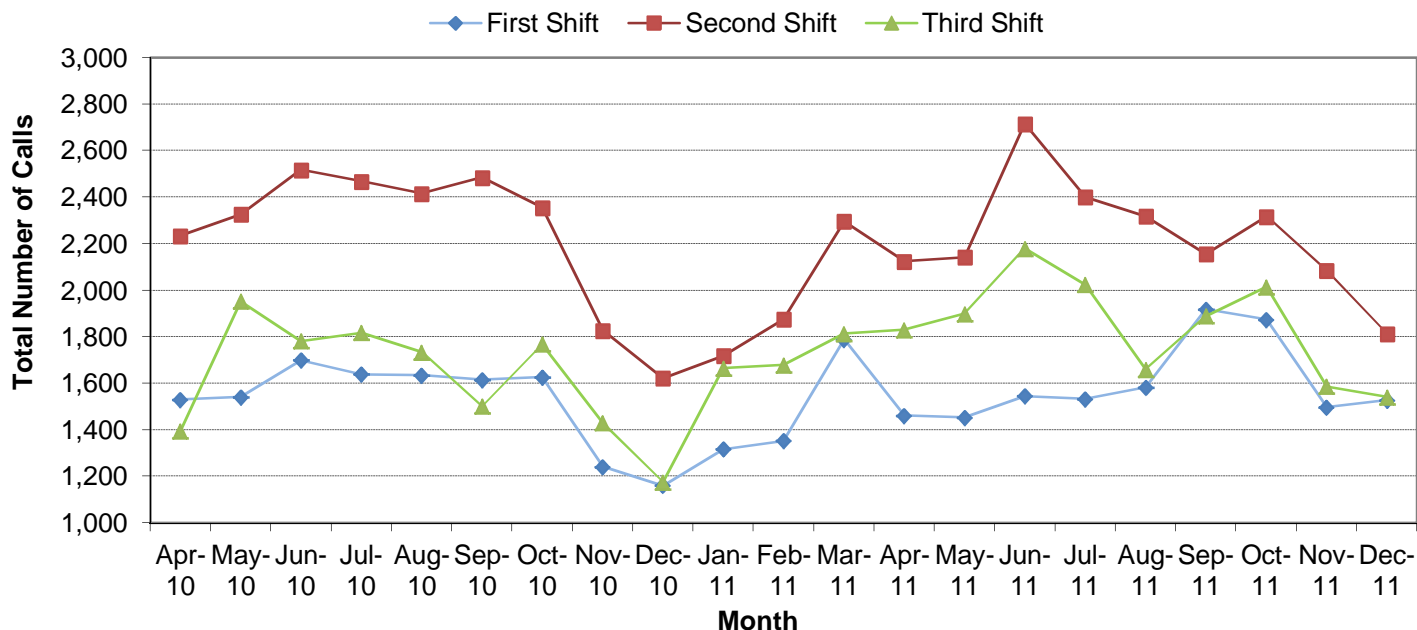
Ring Time Ranges (9-1-1 Incoming) – State mandate is 90% answered within 10 seconds				
0 to 3 Seconds	4 to 6 Seconds	7 to 9 Seconds	10 to 12 seconds	% of total calls answered within 10 Seconds
79.20%	18.60%	1.80%	0.30%	<b>99.60%</b>

The Communications Center has issued \$18,200 in ordinance violations for false alarms this year to date. No major equipment issues this month. Prerequisite work for Computer Aided Dispatch update was completed. The update is planned for January 3<sup>rd</sup>. Telecommunicators in training have completed phones and fire dispatch training and completed Emergency Medical dispatch Certification.





### Police Department Calls for Service by Shift and Month Since April 2010



#### **First Shift (7 A.M. – 3 P.M.)**

During December, first shift spent substantial amounts of time in various school zones running radar, enforcing traffic and covering for absent crossing guards. Officer Albert arrested or requested warrants for five sex offenders. He has eleven open investigations. Officer Keil spent most of his time on taxi license renewal.

#### **Second Shift (3 P.M. – 11 P.M.)**

Training continued to be a significant activity on second shift. Four new hires rotated FTOs (field training officer) through second shift. Officer Ashbeck will begin as a solo officer January 1, having completed his field training.

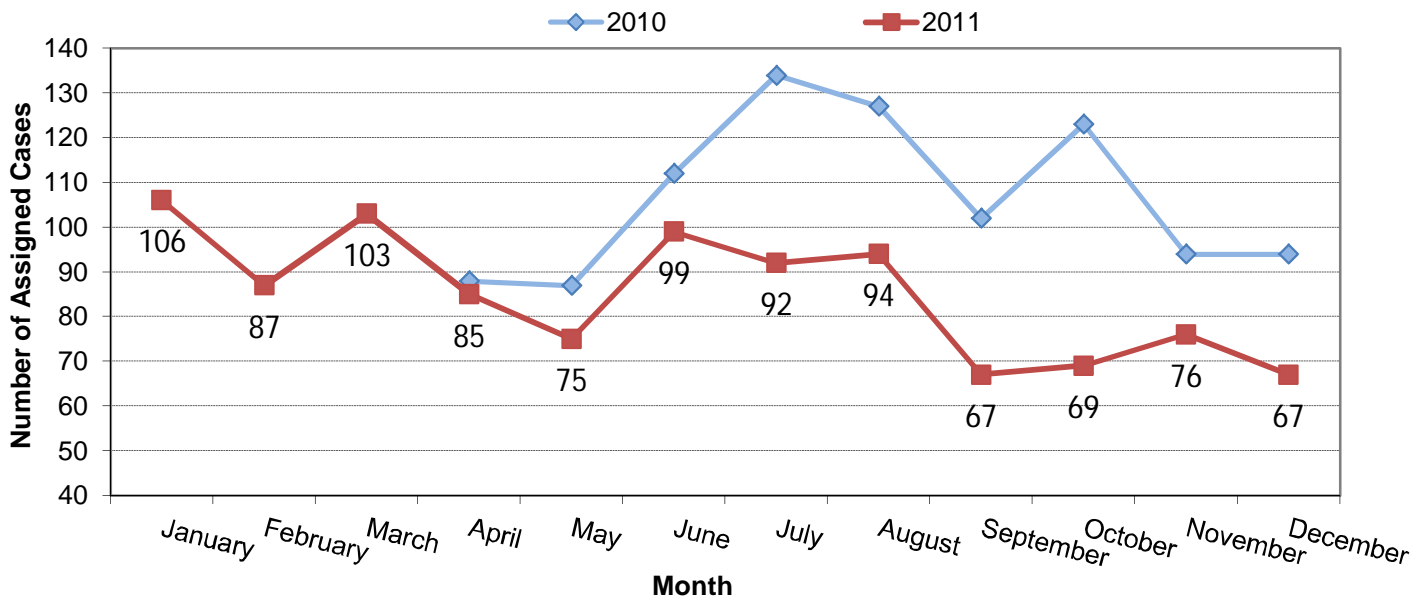
#### **Third Shift (11 P.M. – 7 A.M.)**

A traffic stop resulted in two arrests and a cash seizure of \$1,900. On December 11, there was a stabbing on Center Street. Several burglaries on December 13<sup>th</sup> kept the shift busy. A major theft at Barker Motors resulted in three cars on blocks with all tires stolen. On the 30<sup>th</sup>, an armed robbery took place at Casey's on Gill street. Normal Police Department stopped a vehicle later in the evening with the suspects, a gun and other evidence. They were transported to Bloomington Police Department.

#### **Criminal Investigation Division (CID)**

CID assigned 67 cases for investigation; 6% were cleared by arrest, 21% were administratively closed, exceptionally cleared or were unfounded; 66% are pending. Ninety-five incidents of domestic violence were reviewed in December which is a slight decrease from November.

### Criminal Investigation Division Assigned Cases Since April 2010



### Crime Intelligence and Analysis Unit (CIAU)

CIAU staff assisted the patrol division by researching issues related to the problem of chronic revoked and suspended drivers. Staff also presented training to local bank security professionals related to local crime trends and the use of the departmental crime mapping system. CIAU provided major case support to detectives working a stabbing investigation as well as identifying two properties qualifying for the department's Nuisance Abatement program. CIAU further assisted the department's drug interdiction program by facilitating access to several new nationwide data sharing initiatives to be used by interdiction officers.

### Cyber Crimes

The Cyber Crimes unit handled one child pornography case, and conducted five cell phone examinations.

### STREET CRIMES UNIT (SCU)

The following activity was generated: \$1,550 in tow fees; \$1,450 in ordinance violations issued; 6 warrant arrests were made; 15 non-warrant arrests were made. Drugs seized included 20 grams of cannabis. SCU was actively involved in 294 calls for service in December. The total number of calls for service handled by SCU for the year was 5,867. This number represents both self-initiated and dispatched calls for service.

### Vice

The following activity was generated: 13 cases opened; 8 cases closed; 3 search warrants executed; \$601 seized; one vehicle seized pending forfeiture proceedings. Drugs purchased/seized included: 3.2 grams of crack cocaine seized; 13.8 grams of crack cocaine purchased; 228.2 grams of cannabis seized; 7.5 grams of cannabis purchased; 1.0 grams of Meth seized; 1.0 grams of Meth purchased.

**\*\*Police Department Appendix Continues on Page 41.**

## Fire Department

### Fire Suppression

#### Top 5 Fire Response Types for December 2011

Rank	Response Type
1.)	600: Good intent call, Other
2.)	700: False alarm or false call, Other
3.)	745: Alarm system activation, no fire - unintentional
4.)	733: Smoke detector activation due to malfunction
5.)	554: Assist invalid

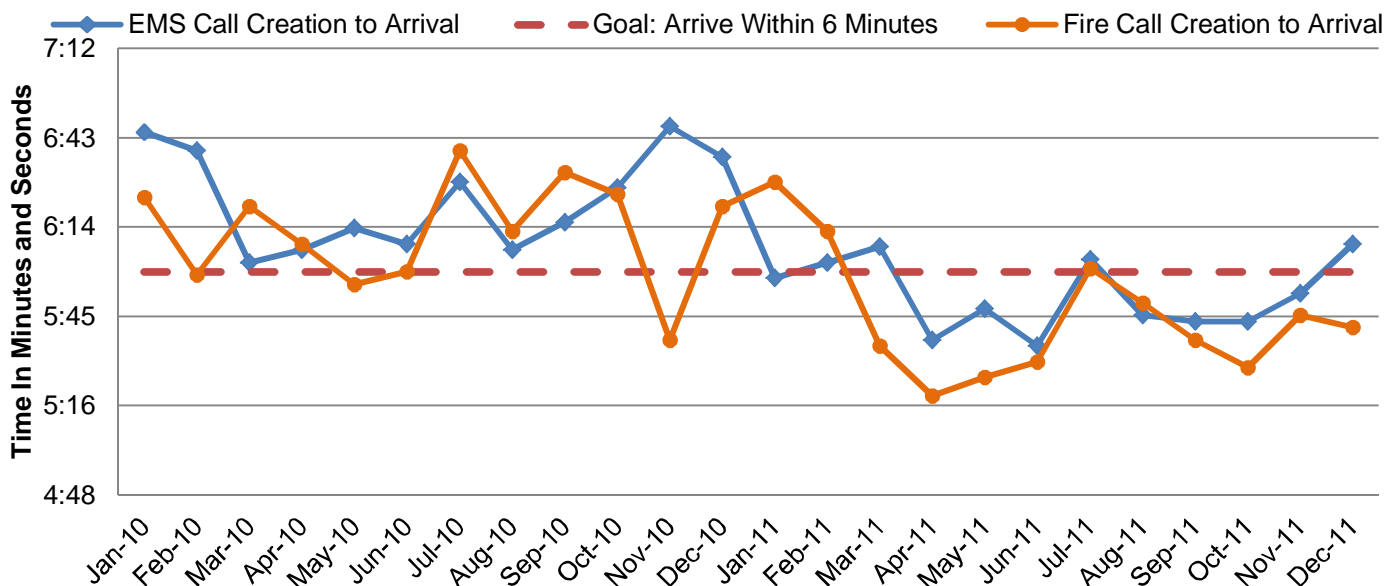
#### Fire Response Data: December 2011

Fire Response Type	Previous 12 Month Average	December of 2011
Fire Responses	152	143
Structural Fires	9	9
Estimated Dollar Losses (Property & Contents)	\$352,114	\$302,300

During December, the Department responded to 143 calls of which 9 were confirmed structure fires. These structure fire incidents resulted in a dollar loss estimated at \$302,300.

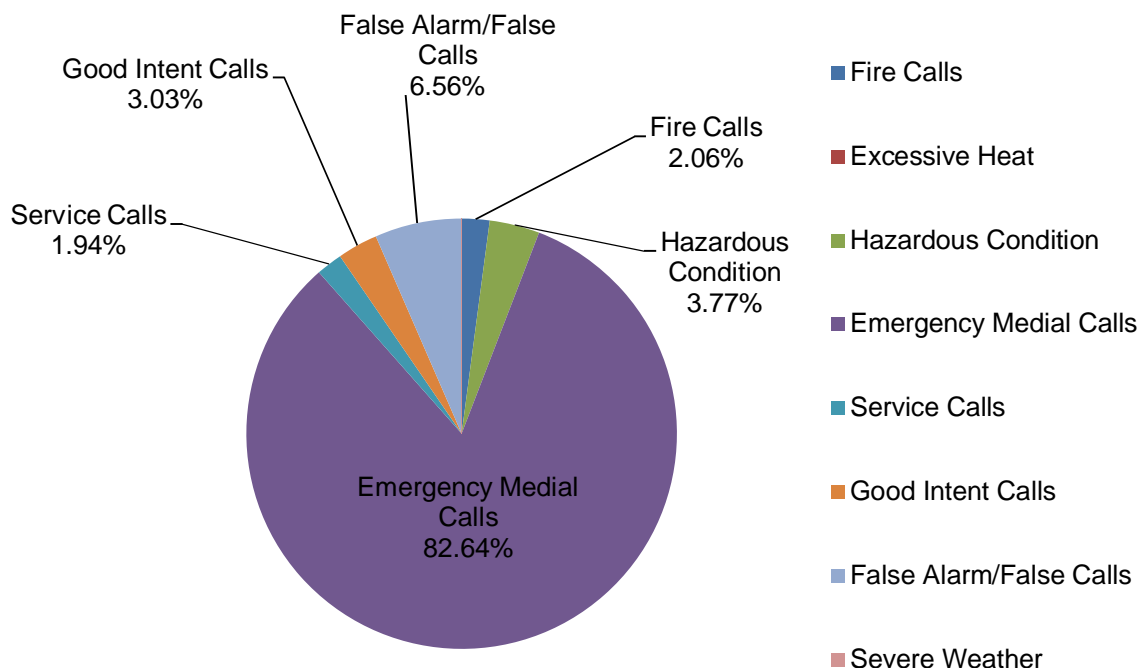
Average response time from time of call to arrival for Fire Suppression emergency calls was within the 6 minute benchmark at 5:42 during December.

#### EMS and Fire Calls Response Time Analysis



## Operations Report

### Fire Department Operations Breakdown for November 2011



December was a very busy month for the fire Department. We had 5 structure fires during the month that did substantial damage to the buildings. Also adding to the estimated fire loss of \$302,300 was a vehicle fire that occurred Christmas day and totaled a \$15,000 vehicle. We have been fortunate that our firefighters only sustained several minor injuries at these fires. The weather has also been cooperating with us since we have had not extremely cold weather to date.

In addition to the fire response the Department still responded to 680 medical calls. It has been difficult at times keeping up with the calls and mutual aid from Normal Fire Department and Bloomington Township Fire Protection District had to be used 4 times, 3 times on 12/3/11. Another issue the Department is dealing with constantly is the mechanical condition of our ambulances. On most days, at least two of our frontline ambulances are out of service for mechanical reasons from replacing the engine to replacing tires and general maintenance. Fortunately our back up ambulances have been holding up well. The new ambulances cannot come soon enough.

The Department is also continuing with the pre-plan of commercial buildings. This information will help our members be safer when responding to a pre-planned structure. Information gathered at the visit will be available when arriving on scene to assist with deployment of manpower and equipment. Our officers are tasked with doing one preplan a month; it is expected to take several years to get through all of the structures.

### Training Summary

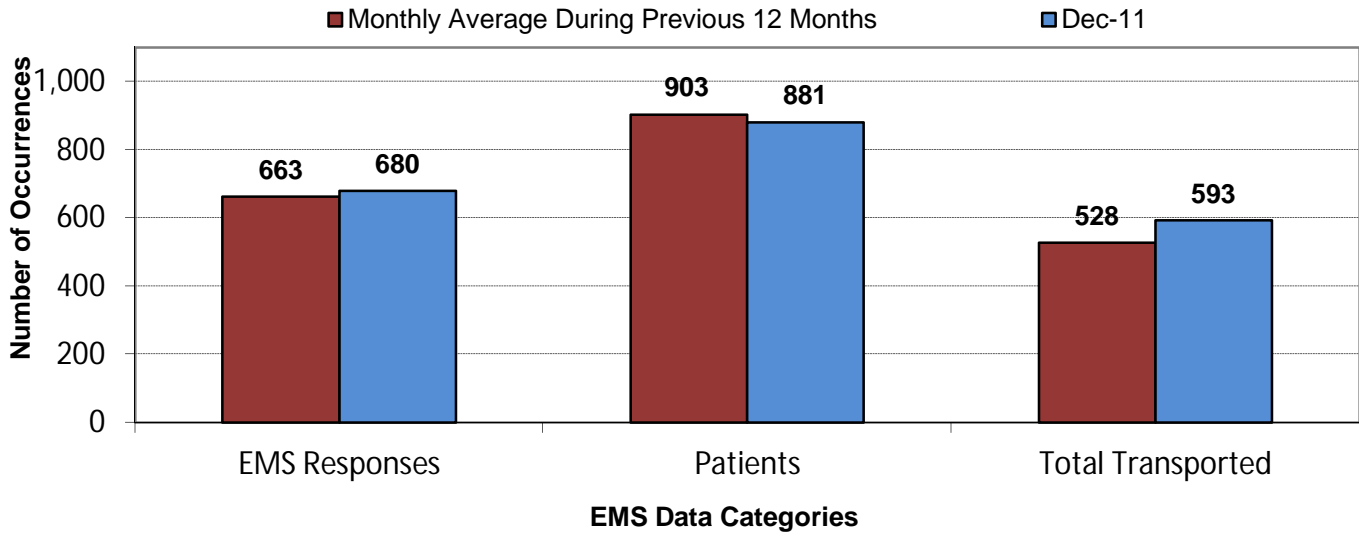
For the month of December, 2011 the fire department held 225 training classes which totaled, 894.65 class hours. The class topics have been grouped into six categories. They are Administrative, ARFF, Driver, EMS, Fire, and Hazmat.

## Emergency Medical Services (EMS)

### Activity Summary

EMS responses for December totaled 680. The three leading EMS response types during December were Sick Person, Traffic Accident and Breathing Problems. Average response time from time of call to arrival for EMS emergency calls was outside the 6 minute benchmark at 6:09 during December.

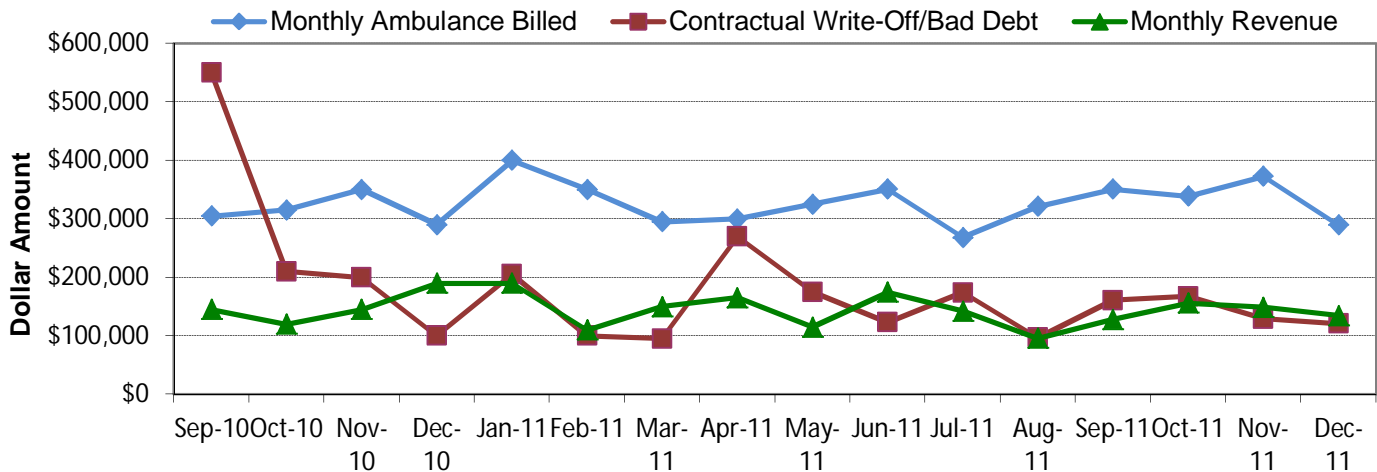
**EMS Responses: December 2011 and Previous 12 Month Average**



### Billing Revenue Summary

Ambulance billing contains three areas; Revenue, Charges, and Contractual-Write offs. Revenue is the actual amount received by the City for the month. Charges are the total amount billed for the month. Contractual-Write offs consist of the portion of the charges not received as a result of either Federal or State carriers (Medicare and Medicaid) not allowing for EMS services, or write offs for financial hardship, bad debt accounts not collected (these are passed to a third party debt collection agency), bankruptcies, etc. The December total for revenue was \$134,811. The total December billing charges were \$289,361. The Contractual-Write offs total for November was \$129,084. Bad Debt transferred to third party collections was \$121,068.

**Fire Department EMS Billing: Since August 2010**



**\*\*Fire Department Appendix Continues on Page 42.**

**Jim Karch**, Director of Public Works

## Public Works Department

**The Public Works Department did not submit data for the month of December.**

The Monthly Manager's Report requires a significant level of staff resources. Performance data of the services provided by the City is collected internally by each City department and reported to City Management. In efforts to relay this information to citizens in a timely and consistent manner, some departmental information will be included in later reports.

# Water Department

## Reservoir Conditions

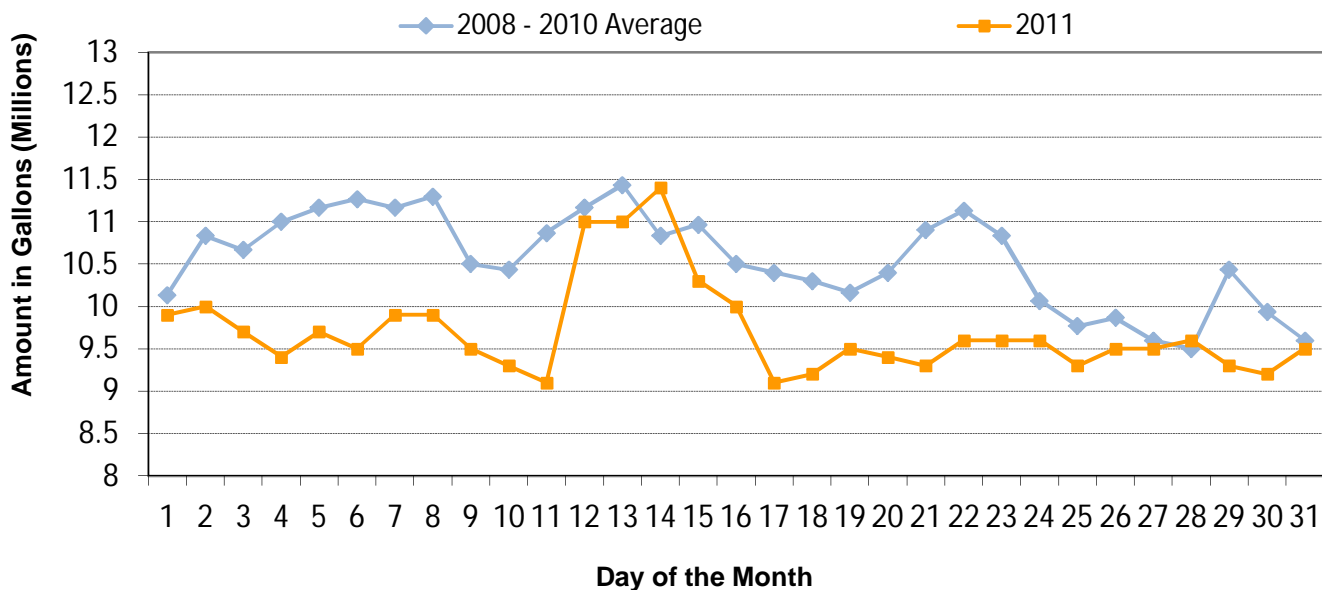
With the month having about normal precipitation and one day receiving about 2.5 inches of rain, the Lake Bloomington and Evergreen Lake reservoirs both gained in volume. The Department is pumping from the Lake Bloomington reservoir and it is about two and a half feet below the spillway. The Evergreen Lake reservoir is about six inches below its spillway and if the weather stays above freezing, with the additional runoff flowing into the reservoir, it may reach a completely full status sometime in January. From a water supply standpoint at this time of year, our position is about normal. In a regional view on water supplies, the City of Decatur continues with mandatory water restrictions.

This is the time of year that the nitrate content of the raw water supply in the reservoirs generally remains low because we are normally experiencing frozen streams coming into the reservoir. However, this year is different in that it has been a mild winter and the precipitation has uncharacteristically been in the form of rain and there has not been much precipitation overall. As of the end of the month, the nitrate levels were around 1.0 mg/l (10 mg/l being the Maximum Contaminant Level regulated by the EPA) from the Evergreen Lake and Lake Bloomington Reservoirs. This is a very good indicator that it will take a significant storm event to possibly elevate the nitrate levels to those of concern.

## Pumpage

We pumped an average of around 9.7 million gallons per day (MGD) in December with a peak day of 11.7 MGD on December 14, 2011. The December average for 2011 can be compared to the average daily pumpage during December 2010 of 9.8 MGD, 9.6 MGD in 2009 and 11.0 MGD in 2008.

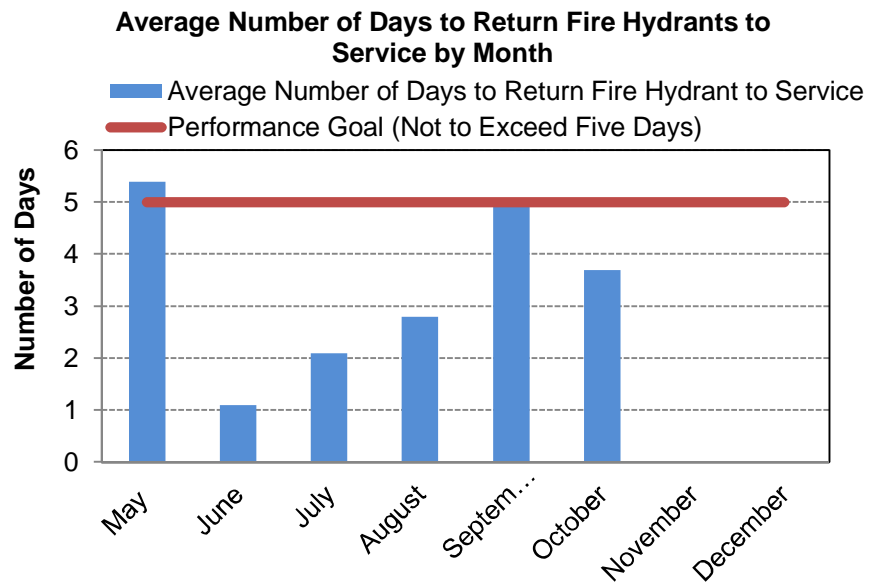
**Water Delivered to Customers (In Millions of Gallons):  
December 2011 and December 2008 - 2010 Three Year Average**



## Infrastructure

The Morris Avenue/Veterans Parkway reconstruction project was started in March of this year with some electric and gas utility relocations. The Water Department had budgeted \$750,000 total for this project. The portion that the Water Department must fund is about \$603,000. During the month, Stark Excavating installed the water main on South Morris Avenue from Greenwood Avenue south to Lake Fork Road. This part of the project involved about 1,000 feet of pipe and three replacement fire hydrants. The next portion of the project, from Veterans Parkway north to Goose Creek Road, was started at the end of December and should be installed by mid-January, if the weather holds. This will involve the installation of about 1,500 feet of 12 inch water main. (Relates to: Strategic Plan Goal #2 – Upgrade City Infrastructure and Facilities, Objective #5- Investing in the City’s future through a realistic, funded capital improvement program.)

In December we have continued working on fire hydrants with problems. For the month, we serviced 40 hydrants. We also replaced 9 hydrants during the month. This brings the fiscal year total to 278 hydrants serviced and 68 hydrants that have been replaced. With two thirds of the fiscal year completed, we are on track to replace the highest number of hydrants for a fiscal year and perhaps the second highest number of hydrants serviced since starting the hydrant program in 2007. As of the end of December, we have no hydrants out of service as a result of our annual hydrant testing that we are working to repair/replace. (Relates to: Strategic Plan Goal #2 – Upgrade City Infrastructure and Facilities, Objective #5- Investing in the City’s future through a realistic, funded capital improvement program.)



Of the 68 hydrants replaced this fiscal year, 59 were replacement hydrants have been funded through our Operations and Maintenance account. With the hydrants funded by the O & M account, we have spent approximately \$207,000 on their installation at approximately \$3,500 per hydrant. The budget line item for hydrants is \$75,000 in the FY12 budget. We have made adjustments in other accounts to cover the hydrant account.

There were three hydrants brought into service in December as part of the South Morris Avenue and Tanner Street water main projects. All three hydrants were replacement hydrants. All were paid for as part of the respective capital projects.

During December, no fire hydrants were called out service by the Fire Department. The overall fiscal year average for the time it takes to return a fire hydrant back to service after it has been called out of service stands at 3.7 days. Our performance measure for FY 2012 is a return-to-service time of not-to-exceed 5.0 days as measured as an annual average.



## **Water Treatment Plant (Major Projects)**

The installation of the direct injection carbon dioxide equipment is underway. This project involves the installation of a new access hatch for our sludge blow down pumps as well the installation of the carbon dioxide equipment. The access hatch is nearly complete and the carbon dioxide equipment has been delivered. This project is approximately 60% constructed, although with the delivery and payment for the equipment, we have expended about 70% of the funding for the project. This is a \$500,000 capital project.

The replacement of the lime dust collection system is complete. The initial cleaning of the lime room was completed in mid-October and the installation of the major equipment and the overhead door to allow for the more efficient movement of equipment are complete. The temporary lime feed system (built in-house) has been deactivated. This project is approximately 99% complete at this time. This is a \$250,000 capital project. The system was started in December. We have a few items that we need to complete such as the installation of an air dryer for the compressed air cleaning system and we have a few welds that need to be repaired. We will need to design and install a new stair system to be able to safely service this new system.

The Granular Activated Carbon (GAC) replacement project is complete. Three filters in the old plant have had the GAC regenerated and reinstalled during the month. This is a \$150,000 operations and maintenance project.

The removal of a by-product of our lime softening process, lime sludge, was completed during the month. Lime sludge is one form of lime that is used to increase the pH of soil. We have a contract with a firm to remove the lime sludge in a thick solution form and spread it on farm ground in the area. This is done each year but depending on the timing of the harvest, the fall weather and the number of acres available for lime sludge application, the amount removed each year can vary quite a bit. The last two years have not been successful removal years and we have been “banking” the lime sludge in our storage lagoons. These are very full at this time so a successful application year is important this year. This project will probably top \$100,000 in costs this year, which is budgeted. Lime sludge removal is an annual operations and maintenance cost.

## **Personnel**

Denny Sherrill has transferred to the position of Mechanic at the Water Treatment Plant. He will not make the transfer until after the first of the year.

***\*\*Water Department Appendix Continues on Page 43.***

## Parks, Recreation and Cultural Arts Department

Milder weather throughout December proved to be beneficial to operations at Miller Park Zoo and the golf courses. The Zoo set a record for highest admission revenue received in the month of December on record. The Zoo also hosted its first Zoo Wild Lights event on December 17<sup>th</sup>. Approximately 670 attendees were able to tour a specially decorated zoo during evening hours.



*Luminaries light up the walkway at Miller Park Zoo's Wild Lights event.*

The golf courses saw rounds played spike up from 12 rounds in 2010 to over 500 rounds in 2011. Gift card sales hit a five-year high during the Christmas buying season.

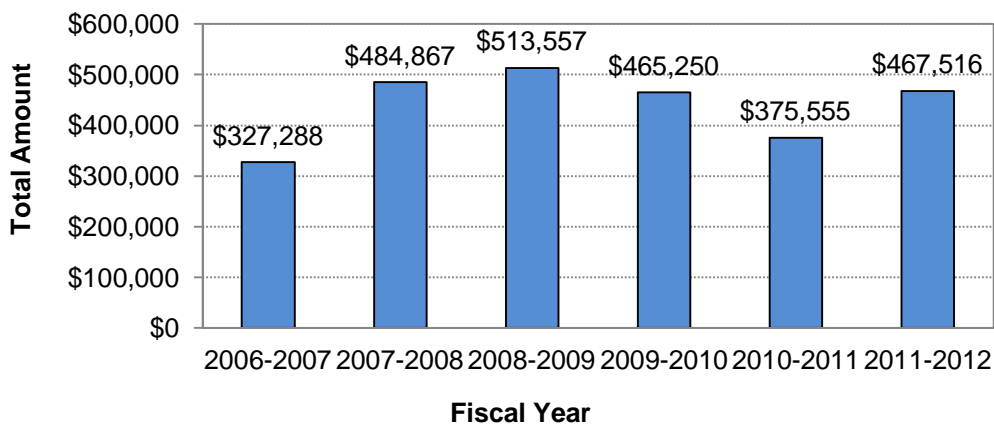
The BCPA ticket revenues are outpacing the last two fiscal years and continue to show promise for upcoming events.

### Bloomington Center for the Performing Arts

#### 2011-2012 Season

The BCPA's 2011-2012 continues to sell well. Sales at the end of December were at \$467,516 for 18,614 tickets sold. You'll see below the sales numbers reflect very favorably to previous season sales.

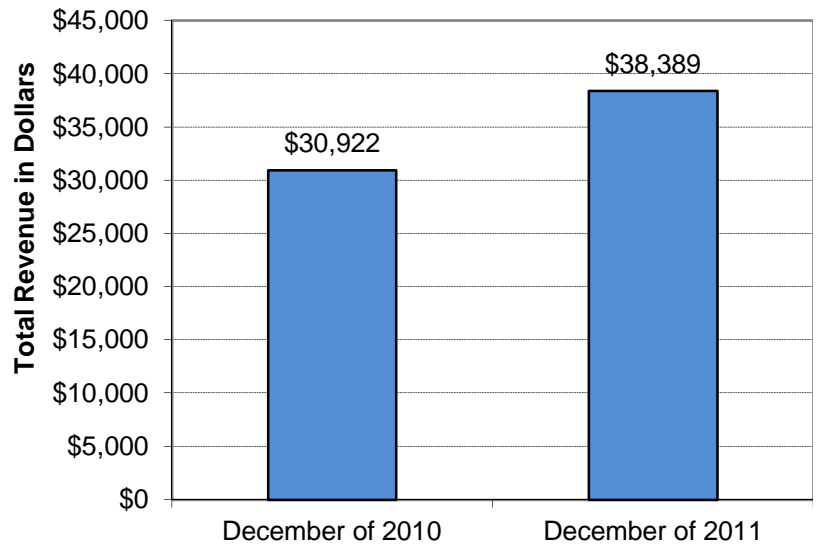
**BCPA End of December Sales by Fiscal Year**



## Golf Division

The month of December usually provides us the opportunity to open the sledding hill at Highland Park and enjoy the beauty of the golf courses covered in the winter time snow. This December was not your typical December; at least in terms of the weather. Instead of tube rentals for the sledding hill, we were still happily hosting golfers on the courses. Due to the warmer weather and lack of snow, we were able to host 515 rounds of golf compared to 12 rounds last year. Many of the golfers were thrilled with the opportunity to play golf all the way through the end of the year. In addition to the boost in rounds, we set a five year high in gift card sales with sales reaching just over \$25,000 for the Christmas buying season. This total was an increase of 25% over last year.

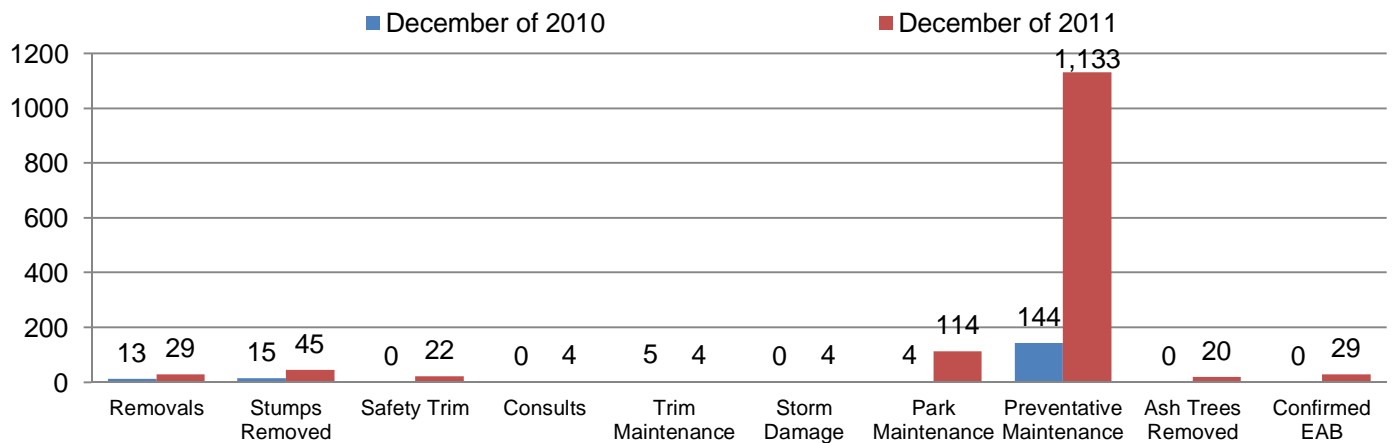
Revenue for Rounds Played: December 2010 and 2011



Many staff members were able to take some much needed vacation time this month after the long season. After the holidays, we will begin turning our attention towards the 2012 golfing season. Machines will be repaired and prepared for another season in the maintenance area. Marketing plans, programs and ideas for new business will be discussed in the clubhouse area.

## Park Maintenance Division

Forestry Division Trees Worked On by Job Task: December 2010 and 2011



A great deal of forestry work was started. 3 crews were working on preventative maintenance mostly with tree trimming projects. Public Works requested the trimming low hanging limbs to prepare for upcoming plowing. Staff also remained in Ewing Park II trimming Honeysuckle throughout the woods. Beginning in December, some Parks staff was dedicated to the Zoo to help complete many different projects for the Zoo's upcoming accreditation. Some of those projects include: interior painting of all

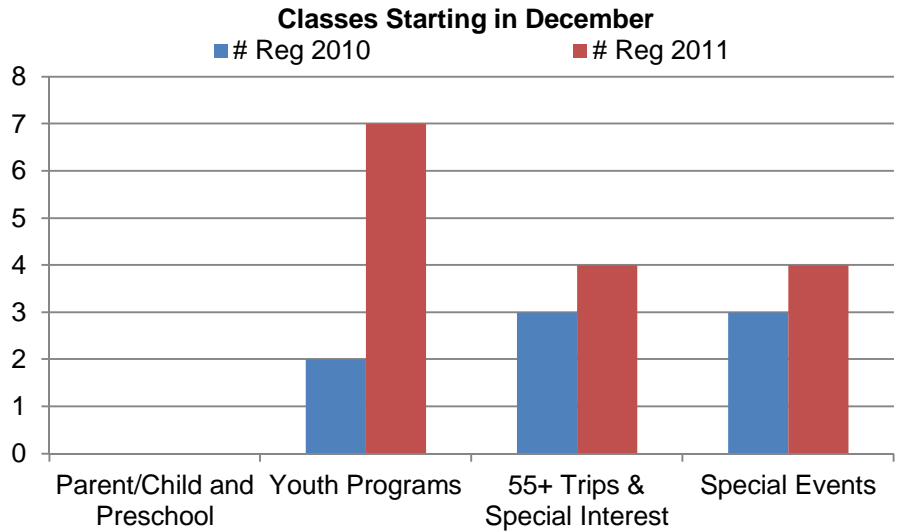
Zoo buildings, repainting all the cages in the Katthoefer building, repairing doors, electrical work, the repair of exhibit ceilings and replacement of the wooden bridge in the Tropical Rain Forest exhibit.

## Recreation Division

### Recreation

The December is one of the slower months of the year for Recreation programs as few programs are held the last two weeks of the year.

Three different winter break programs were conducted the last week of December. Most of the programs conducted were those that started in November including dance and gymnastics. There were some new sessions of art that were held in December, as well as a Holiday Traditions program.

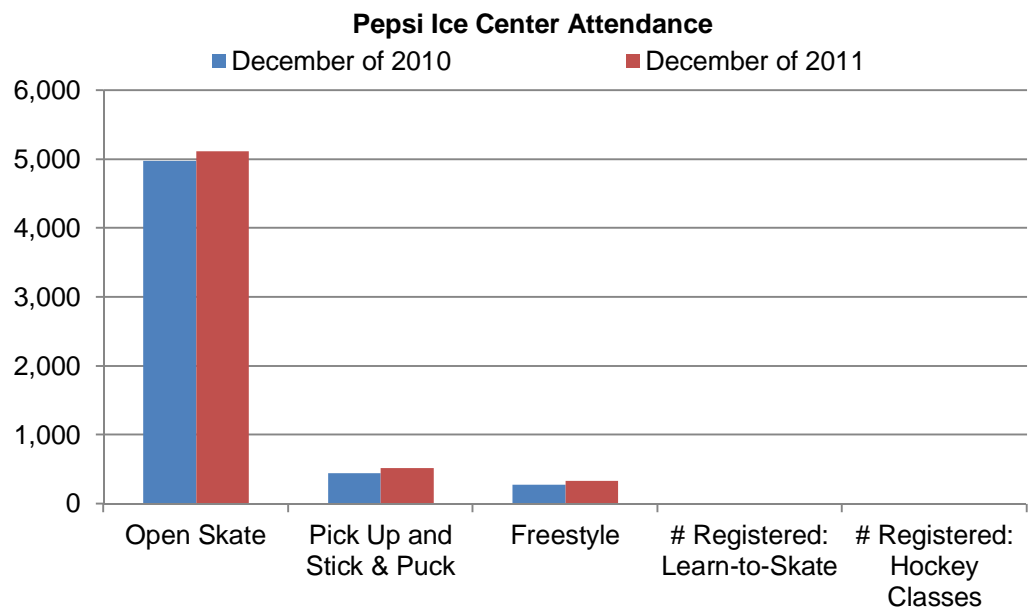


Four special events were conducted in December: The free Christmas Concert plus Letters to Santa, Santa's Spaghetti Dinner, and the Candy Cane Hunt.

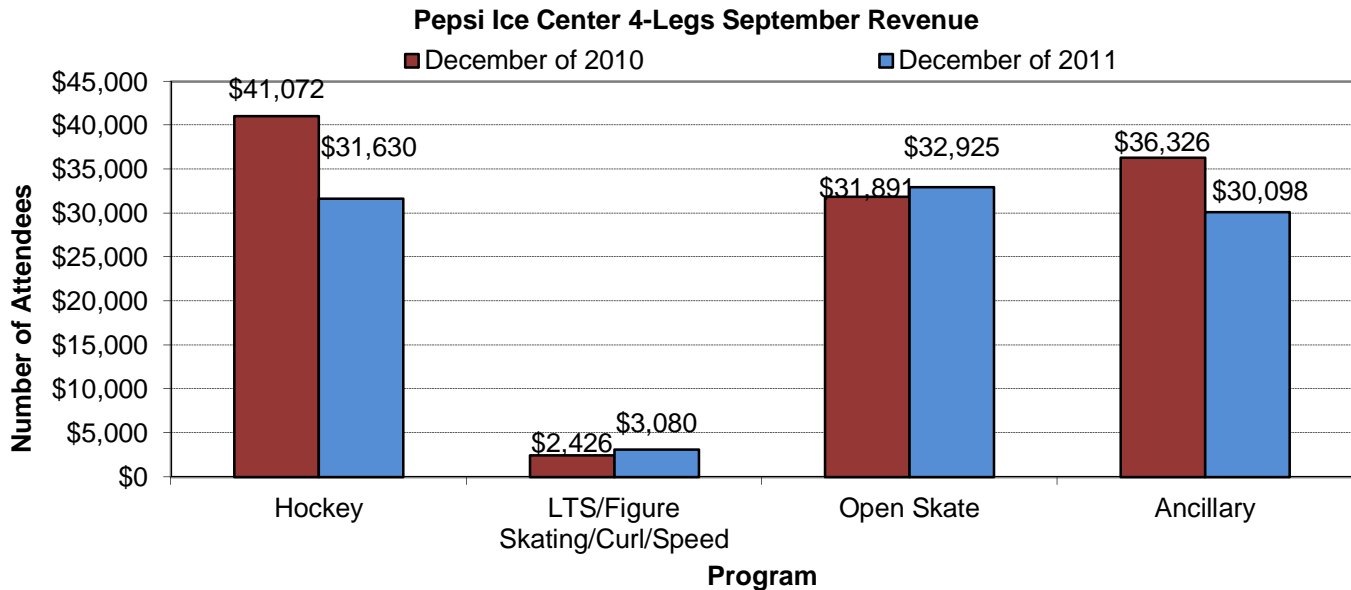
It's a slower month as we prepare for the Winter/Spring registration which starts the first week of January. Winter/Spring program guides were received from the printer and then mailed out right before Christmas.

### Pepsi Ice Center

Open skate numbers, stick & puck, pick up, and freestyle all increased slightly over the numbers for 2010. The Learn-to-Skate and Learn-to-Play-Hockey classes that started at the end of October and beginning of November continued into December. No new classes were started in December due to the holidays. There were additional open skate sessions compared to the rest of the year and the same were added in 2010.



Adult Hockey numbers for winter/spring will be up 2 teams as compared to last year, but the majority of the income for this year is being received November through the beginning of January instead of being spread over just December and January. There was \$6000 collected for the Adult League in November and there was \$10,000 collected the first week of January which will be reflected in next month's report.



The ancillary revenue includes private rentals. The private rental revenue was down \$4000 from 2010. Approximately half of this difference is due to renting 10 fewer hours in the Coliseum in December 2011 as compared to 2010. They had less ice available due to more events on their side. The other difference is that Illinois State University did not rent any ice in December this year due to their schedule.

Ancillary revenue also includes sponsorships, accessories, skate sharpening, and gift cards. Gift cards were down compared to 2010.

### Special Opportunities Available in Recreation

#### **Special Olympics**

All five S.O.A.R. basketball teams participated in the State Farm Holiday Classic. They each played two full court games during the day and then three of the teams had the opportunity to play a short exhibition game during the championship games for Class A boys and girls and Class AA boys and girls.

#### **Special Events**

Five special events were held in December: Christmas Concert & Dinner, Christmas Shop 'Till You Drop, Holiday Dinner & Dance, Brunch with Santa at the Zoo, and Ho Ho Ho Bingo.

S.O.A.R. attendance and service units were increased over 2010 due to having one more basketball team than in 2010 and due to the addition of three all day Holiday Break programs and a Christmas Caroler program. Parents had requested break programs similar to what is done for non-special needs programs.

#### **Weekly Programs**

The Holiday Performers program presented their show on Dec. 14.

**\*\*Parks, Recreation and Cultural Arts Department Appendix Continues on Page 47.**

## Planning & Code Enforcement Department

### Building Safety Division

Construction activity in the City continues to be sluggish with all year-to-date indicators continuing a downward trend from 2010. While the numbers of permits continue to lag behind last years the value of permits and fees were substantially ahead of December of 2010. The following statistics reflect December, 2011 to December, 2010 and year to date.

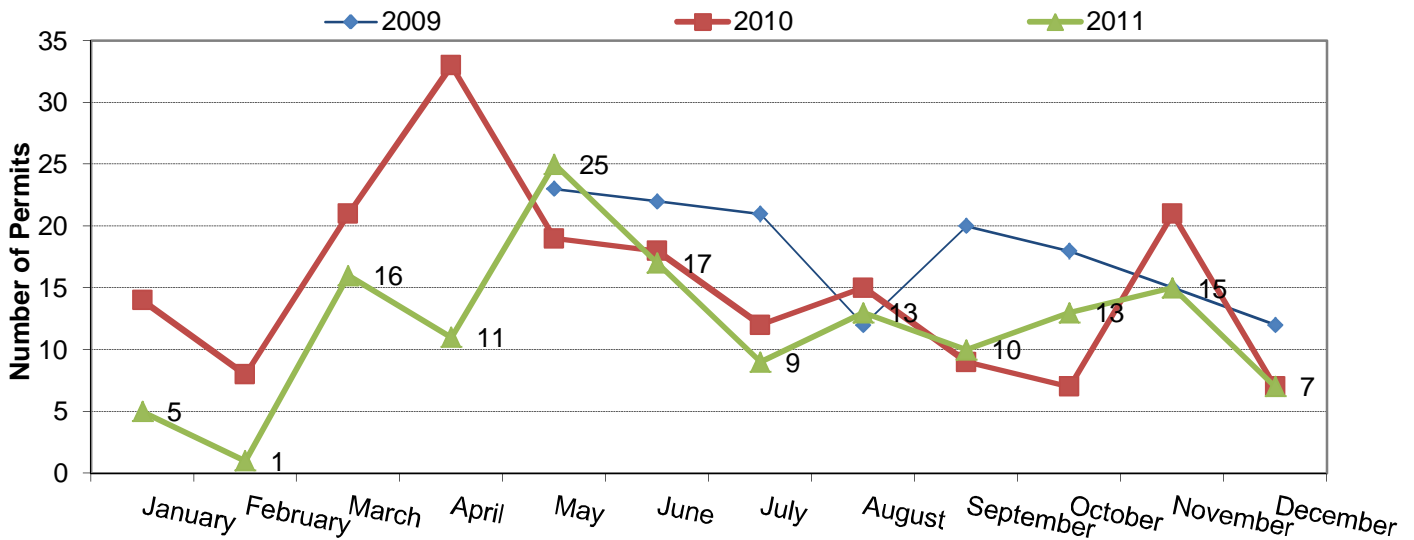
<b>Month to Month</b>	<b>Year to date</b>
• New home starts – up 71%	Down 21%
• Building permits – up 36%	Down 16%
• All construction permits – up 7%	Down 12%
• Fees collected – up 45%	Down 9%

#### Building Permits Issued For the month of December 2011

	Dec 2010	Dec 2011	Y-T-D 2010	Y-T-D 2011 (1)
# of Construction(2) Permits	349	374	5,765	5,099
(Inc.) Building (3) Permits	91	124	2,785	2,338
New Homes Built	7	12	184	146
Duplexes Built (4)	0	0	0	0
Multi Family Built	0	0	1	7
<b>Construction Valuation</b>	<b>\$3,604,098</b>	<b>\$5,096,167</b>	<b>\$77,003,216</b>	<b>\$66,607,599</b>
<b>Permit Fees Collected</b>	<b>\$57,682.42</b>	<b>\$83,869.62</b>	<b>\$1,161,319.19</b>	<b>\$1,054,213.37</b>

- (1) Total of permits issued for Calendar Year to Date.
- (2) Includes all permits issued.
- (3) Only Building Permits (Residential & Commercial).
- (4) Dwelling Units.

### New Home Permits: May 2009 - December 2011



### Notable Plan Reviews Received

\*\*Review status still pending

Building/Project Description	Address	Value
Education Dept. Renovation	2200 E. Washington St.	<b>\$170,000</b>
Imaging Remodel	2200 E. Washington St.	<b>\$180,000</b>

### Items/Activities of Note:

- Work continues on the Main Street Transportation Improvement Feasibility Study. Funded by the Illinois Department of Transportation (IDOT), this study is looking into building on previous planning efforts to improve safety and revitalize businesses on Main Street. It also will serve as a basis for a possible Phase I study of the roadway.
- The City is still in need of board members for the Planning Commission, Zoning Board of Appeals, and the Property Maintenance Review Board. Please direct citizens to the statement of interest form available on the City's web site.
- Negotiations for a new contract with Laborers 362, Inspectors continues.
- Information related to the proposed changes to the rental inspection program was placed on the City's web site for several weeks, soliciting responses and comments. Additionally, notices were mailed to building owners and managers informing them of the opportunity. Of the nearly 1100 notices we received response from 19 individuals. The responses did not provide any clear direction or unified problem with the proposals. The Property Maintenance Review Board will take up this issue again on January 26<sup>th</sup>.
- Work has begun on the updated comprehensive plan for the City. This is anticipated to be an 18-24 month process.

**\*\*Planning & Code Enforcement Department Appendix Continues on Page 51.**

## Legal Department

### **Collections**

#### ***Small Claims***

- 21 cases were set on December 15, 2011
- 10 cases for use tax were paid prior to the court date – Total collected \$2,013.34
- 1 case had default judgments entered – Total due \$226.65
- 1 case judgment entered – Total collected \$119.02
- 8 cases were filed for use tax collection – court date 1-12-12

#### ***Collection letters sent***

- 56 letters sent for use tax – total collected \$4,389.25 – FYTD \$29,910.46
- 5 letters sent for collection of the sex offender registration fee
- 2 letters sent for NSF –Total collected \$50.00

#### ***Nuisance Parking***

- 5 letters sent
- 3 Tow Notices have been given to the process server
- 1 Vehicle Towed
- Monthly Parking Ticket Payment Agreements – total collected \$1,450.00

#### ***Liquor Fines***

- Liquor fines collected from a licensed establishment: \$1,000.00

#### ***Freedom of Information Act Requests***

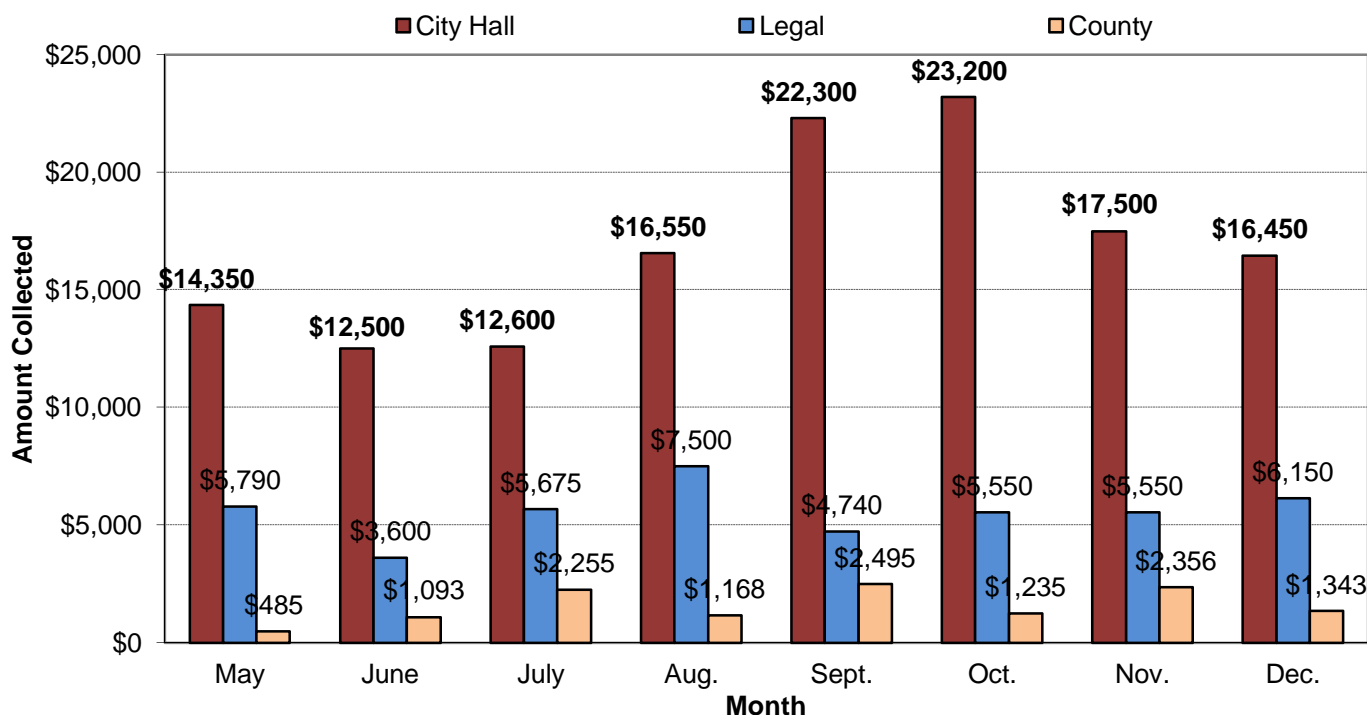
- FOIA: 56 FOIA requests were processed through the Legal Department
- Total time spent 33 hours

#### ***Ordinance Violation Activity***

- Fines received at City Hall before filing: \$16,450.00/\$135,450.00 Fiscal Year to Date (FYTD)
- Fines paid at City Hall after filing: \$6,150.00/\$51,875.00 FYTD
- Post judgment fines received: \$1,342.58/\$ \$12,430.26 FYTD
- Total: \$23,942.58/\$199,755.26 FYTD



### Ordinance Violation Collections FYTD 2011-2012



- Ordinance Violations Paid at City Hall – 137
- Ordinance Violation Cases filed: 83
- Summons prepared: 59
- Total cases scheduled for court: 301
- Trials scheduled: 22
- Post Judgment cases scheduled: 13

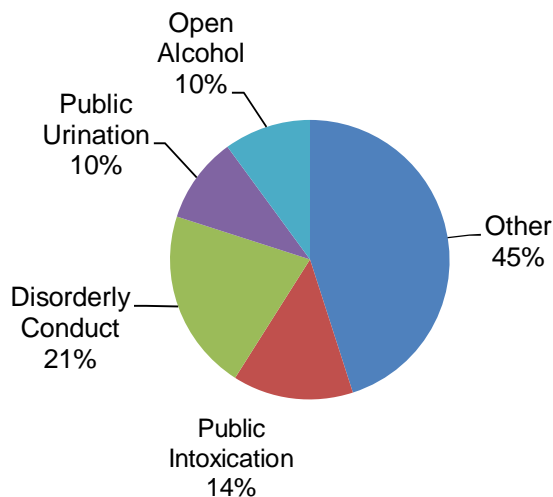
### Unregistered/Inoperable Vehicle Compliance

- Vehicle Compliance Tickets sent this month: 7

### Ordinances Drafted

- Drafted Staff Memo and Ordinance revising boundaries of Enterprise Zone
- Drafted resolution for electricity aggregation referendum
- Drafted ordinances adopting and amending the International Property Maintenance and Building Codes (2009)
- Drafted ordinance amending various provisions of Chapter 2 of the Code concerning Rules of Procedure for the City Council

Violations Filed in Court During December 2011 by Percentage of Overall Cases



## ***Contracts/Agreements***

- Reviewed Personal Service Contracts for BCPA

## ***Personnel/Human Resources***

- Meetings with Human Resources and outside counsel regarding Collective Bargaining

## ***Litigation***

- Negotiated settlements with property owners regarding property maintenance cases
- Drafted Order providing for permanent injunction for clean up of illegal junk yard and fines
- Represented City in opposing Motion to Suppress Evidence
- Numerous Conversations and e-mails with Opposing Counsel in Devyn Corporation Downtown TIF lawsuit
- Prepared Settlement Request memo to City Council in Workers Compensation Cases
- Corresponded with opposing counsel regarding discovery documents in downtown TIF litigation (Devyn Case)
- Tendered list of acceptable arbitrators to American Arbitration Association in Rowe Construction dispute (Mitsubishi Motorway)
- Drafted letter to opposing counsel regarding attorney's fees in ULP case
- Sent letters to witnesses in police arbitration case
- Filed and prosecuted Repair-Demolition cases

## ***Monthly Meeting Participation***

- Attended City Council meetings and work sessions
- Participated in nuisance abatement discussions
- Attended Board of Fire and Police Commissioners meeting
- Attended Special Use and Land Development Committee meetings
- Attended PACE/Police/Legal meeting
- Attended Department Head Staff Meetings
- Revised City Council Rules of Procedure Draft
- Prepared Council Memo for Enterprise Zone Amendment
- Attended meetings regarding revision of Council Rules of Procedure

## ***Research***

- Researched law on temporary detentions
- Researched on parliamentary procedure issue
- Researched 4<sup>th</sup> Amendment Search and Seizure issues

## **Miscellaneous/Other**

- Numerous responses to City Departments on Miscellaneous Legal Questions
- The Legal Department received 439 inbound calls that exceeded 14 hours of time. Calls typically involve but are not limited to citizen's questions, concerns, complaints, payments over the phone, as well as answering legal questions from other City Departments.
- Researched mailing addresses for liquor hearing notices.
- Negotiated with prospective purchasers of distressed properties
- Attended Small Claims hearing
- Continued to move forward demolition permits and activities for old Howard Johnsons site
- Researched addresses for notices to be sent prior to hearing on new liquor license applications
- Drafted Repair/Demolition Orders
- Drafted Memo on Council Procedures in Administrative Appeals
- Prepared memo regarding Illinois Attorney General Opinion in Champaign FOIA case
- Reviewed and revised draft of revision to Bloomington- Normal Public Transportation System rules of procedure
- Telephone conversation with local attorney regarding policy in landlord-tenant disputes
- Answered question regarding City rebate in Development Agreement (Interchange City West)
- Drafted Order requiring removal of dangerous tree
- Met with PACE staff to discuss draft Board Ordinance
- Drafted two responses to Illinois Attorney General regarding previously denied FOIAs

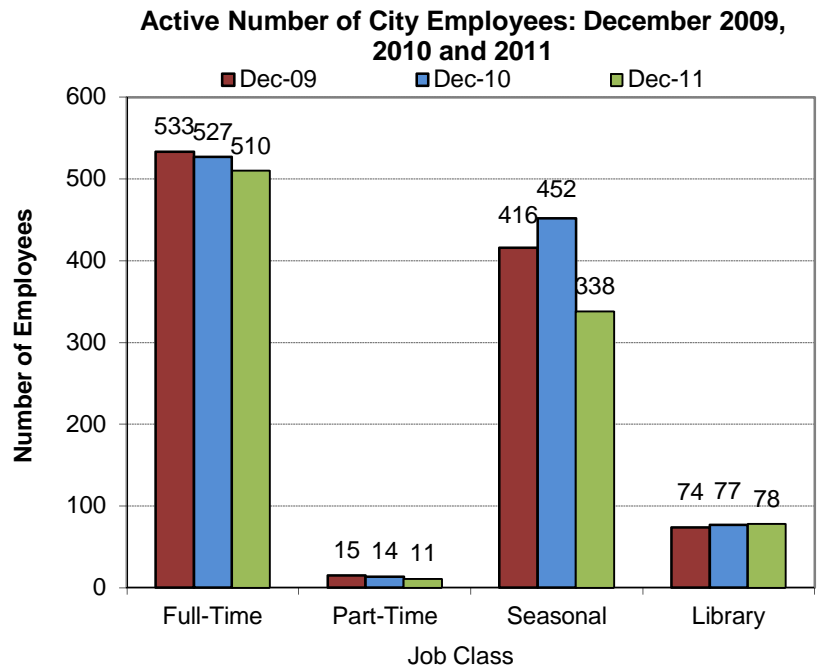
## Human Resources Department

### Items/Activities of Note:

- Continued implementation of the Tyler/Munis software and Empower Time and Attendance systems.
- Active negotiations with Lodge 1000 (Water). Local 362 Support Staff, Local 362 Parking Attendants, Local 362 Inspectors, Unit 21 and Telecommunicators.
- Completed and sent non-discrimination testing information to flexible spending administrator.
- Finalized communication strategy for open enrollment and the electronic and hard copy documents for this.

Prepared and sent out materials, responded to questions concerning enrollment and held two on-site meetings for retirees.

- Revised reporting for flexible spending programs required by administrator owing to the conversion of their system. Transmitted enrollment files for 2012 and test files for 2012 contributions.
- Preparation for Martin Luther King event
- Blood borne Pathogens training for Library.
- Active for Life challenge continues with 56 participants and 9 City teams
- Last Diabetes Management Workshop by a registered dietician and diabetes education specialist
- Prepared and submitted Equal Employment Opportunity (EEO)-4 report



**City of Bloomington Bargaining Unit Employees' Contract Status**

<b>City Employees</b>	<b>Expiration Date</b>	<b>Current Status</b>
Support Staff Local 362	4/30/09	Negotiating
Parking Attendants Local 362	4/30/09	Negotiating
Fire Local 49	4/30/12	Current
Water Lodge 1000	4/30/10	Negotiating
Inspectors Local 362	4/30/11	Negotiating
Police Unit 21	4/30/11	Negotiating
Sergeants & Lieutenants	4/30/11	Requested to bargain
Public Works & Parks 699 AFSCME	4/30/12	Current
Telecommunicators (TCMs)	N/A	Tentative Agreement

**City of Bloomington December Vacant Full Time Position**

<b>Current Positions</b>	<b>Position Status</b>
Property and Records Technician	In process
Economic Development Coordinator	In process
Laborer Parks & Recreation	In process
Public Works Administrative Assistant	Katie Stamp
Water Plant Operator/Relief	Tracey Guenther
Laborer-Refuse	Joe Martin
Zoo Curator	John Reding
Director of Finance	In process
Administrative Assistant-IS	In process
Truck Driver-Recycle	In process
Limited Term Laborer-Custodian	In process
Support Staff IV-Public Works	In process

# City Clerk

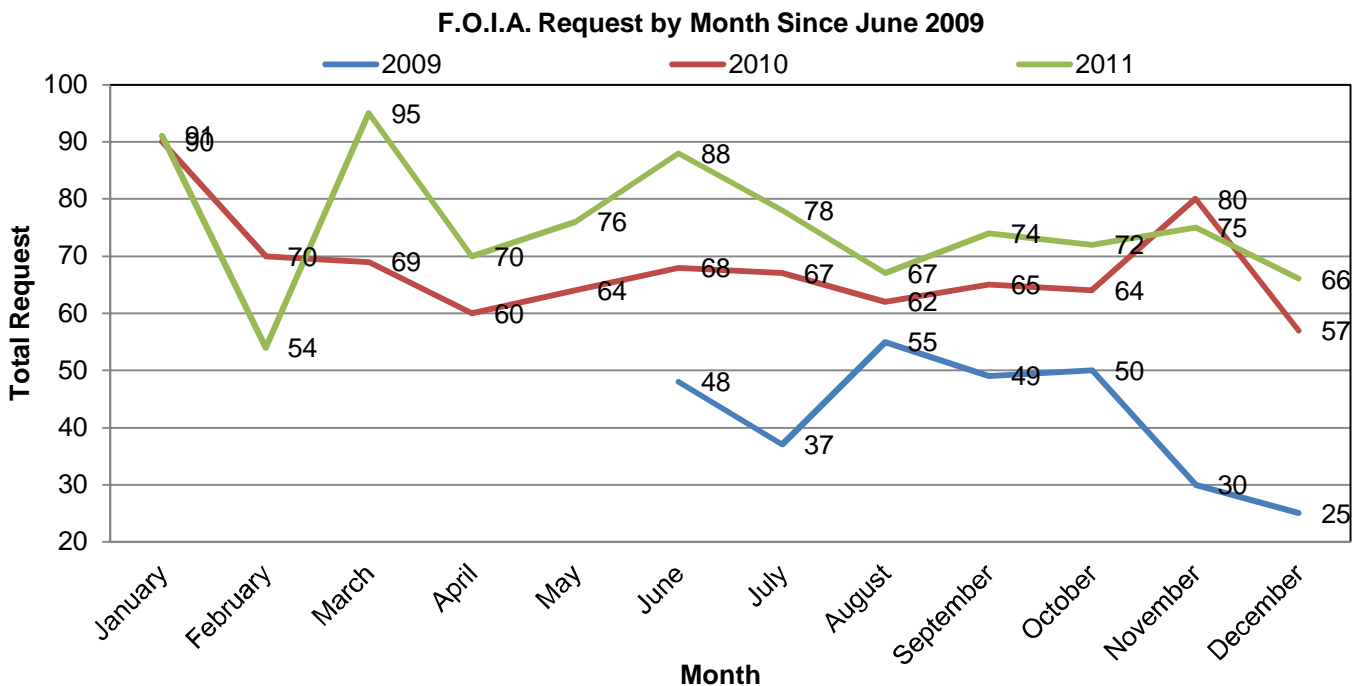
## City Council Proceedings Completed and Approved by Council

November 28, 2011

### Other Minutes Completed

- Executive Session –1
- Liquor Commission – December 13, 2011

FOIA Staff Time			
Month	Number of Requests	Average Time per Request (min)	Total Time (hours)
January 2011	91	41	62.75
February 2011	55	39	35.30
March 2011	95	39	62.40
April 2011	70	43	49.70
May 2011	76	53	67.55
June 2011	88	58	84.75
July 2011	78	70	91.50
August 2011	67	55	61.75
September 2011	74	38	46.25
October 2011	72	48	57.00
November 2011	75	49	61.75
December 2011	66	57	63.20
<b>Overall</b>	<b>764</b>	<b>50</b>	<b>638.15</b>



**Liquor License Fees (1/1/11 through 12/31/2011)**

Liquor License Group	Number of Vendors	Number of Licenses	Total Received (\$)	Penalties/Fees (\$)	Invoiced (\$)
Catering	17	17	\$820	\$0	\$820
Clubs	8	26	\$14,080	\$0	\$14,080
Convenience Store	27	46	\$31,989	\$29	\$31,960
Package Sales	27	44	\$35,066	\$198	\$34,885
Restaurant	92	202	135,267	\$359	\$151,145
Tavern	38	122	\$66,491	\$309	\$66,607
<b>Total</b>	<b>209</b>	<b>457</b>	<b>\$283,714</b>	<b>\$896</b>	<b>\$299,497</b>

**Amusement and Miscellaneous Licenses with Fees (1/1/11 through 12/31/2011)**

Month	Number of Vendors	Number of Licenses	Total Received (\$)
Amusement	80	112	\$32,898
Miscellaneous	114	177	\$27,546
<b>Total</b>	<b>194</b>	<b>289</b>	<b>\$60,445</b>

**Approved January 1, 2011 – December 31, 2011**

	2007	2008	2009	2010	2011	Total
Proceedings	1			4	22	27
Work Sessions				1	7	8
Executive Sessions			6	1	6	13
Retreats						
Citizen Voice Meeting				1	2	3
Joint Council/Liquor Commission Meeting					1	1
Special Meeting					4	4
<b>Combined Total</b>	<b>1</b>		<b>6</b>	<b>7</b>	<b>42</b>	<b>56</b>

**Other Items of Note**

- Major focus of this office is compliance with Local Records Acts, the Open Meetings Act, and Freedom of Information.
- Bids Opened Completed - 0
- Contracts Approved/Filed - 10
- Outgoing Mail processed in City Hall – 5502
- Issued 187 Liquor & 245 Amusement & Miscellaneous licenses.
- General Revenue collected \$186,480.02.
- Issued 148 Contractor licenses.

## Information Services Department

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

#### *Financials*

- Entered and Approved Purchasing Requisitions in MUNIS
- First Purchase Order emailed to Vendor
- Entered Miscellaneous Receipts into MUNIS
- Entered Open General Bills into MUNIS
- Entered General Billing Invoices into MUNIS
- First Contract Entered into MUNIS
- Attended Month End Close & 1099 Training
- Bank Accepted AP EFT File Format
- FY 2010 & 2011 General Ledger Actuals and Budget Conversion Files Submitted to & Returned from Tyler
- AP 1099 File Submitted to Tyler for Conversion
- Munis-related help desk calls dropped significantly from November to December

#### *HR/Payroll*

- Completed Linking All Employees, to their Deductions, and Job
- Completed Validation of all Employee, Job, Deduction and Pay Information
- Generated Test Export file that will be used to Update Empower Time Keeping Software.
- Completed First Parallel Tests on all Payrolls. Corrections were made and payrolls were rerun
- Revised Payroll Check Printed Format was accepted by the Bank

#### *Time Keeping and Scheduling*

- Reviewed System Configuration Data
- Reviewed Shift Filling Requirements with Fire, Police and Public Works
- Shift Filling Requirements sent to Empower Development
- Attended Core Team WFM (Empower Workforce Management) Training
- Attended Core Team WFM User Acceptance Testing Training
- Attempted first MUNIS Employee Data File Import. Determined further modifications were needed. Staff will redevelop and rerun
- Defined Employee Group 1 (first employee group to go live with time keeping) Testing Criteria
- Trained Selected Supervisors for Group 1 on WFM

#### *Fixed Asset Inventory (Phase 3)*

- Assigned Information Services Co-Project Managers and Departmental Functional Leads
- Assigned Superusers from BCPA, Fleet, Facilities, I.S., Parks and Water
- Kickoff was held remotely



## **City Internet Site Redesign**

The City staff project team and Vision Internet designers have completed two initial website designs. For each of the two designs, the team has initially created two versions with minor changes between the two. Staff will bring these initial designs to the Council communication group in early January. The next goal is to choose a design and finalize all options on that design. Vision Internet has given a timeline of three months to completion, beginning from the time the design is finalized.

## **Downtown Surveillance Cameras**

Downtown cameras are still up and functional. Unfortunately, there wasn't much movement on the camera project in December. Vendor, staff and holiday schedules didn't allow for much progress in the testing process. Staff hopes to test another video management system software, and potentially another wireless network system, before bringing a recommendation before Council.

## **Improved Access to Firehouse Software for Fire Stations 3 and 4**

Firehouse Software is the system the Fire department uses to manage their run report data, track maintenance on department equipment, track personnel training and certifications, and much more. Computer workstations at Stations 3 and 4 began to experience severe performance problems during late November and early December. Information Services staff determined the performance issues were due to a combination of a larger amount of data being transmitted and the relatively slow wide area network (WAN) connection speed to those two stations.

Multiple solutions were tested to resolve the issue. The solution that provided the best performance, at the lowest cost, was to use the virtual server technology Council has approved for use in the City's data center. In effect, the solution allows the Firehouse application to actually be run from a virtual server located within the data center in City Hall. The user at the fire station is seeing only a visual representation of what is actually being processed back at the server, so very little data is sent across the slower WAN connection.

This solution did not require any additional licensing or hardware costs and used existing software and technology already in place. Users at Stations 3 and 4 are now satisfied with their performance. Speed measurements within Firehouse are reporting increases of over 1000% in some areas.

## ***Service Requests for December 2011***

Information Services staff has logged the following number/types of service requests during the month of December.

<b>Problem Type</b>	<b>Total Hours</b>	<b>Total calls</b>	<b>Closed</b>	<b>Open</b>	<b>Pending</b>
Consulting		0			
Development	7	6	4		2
E-Mail	17	65	63	2	
Hardware	76	64	60	2	2
Meeting	10	4	4		
Network	10	37	34	2	1
Other	20	44	37	7	
Reports	1	1	1		
Software	64	120	111	4	5
Supply	2	6	6		
Telephone	7	18	16	2	
Training		0			
Web	3	6	6		
<b>Total</b>	<b>217</b>	<b>371</b>	<b>342</b>	<b>19</b>	<b>10</b>

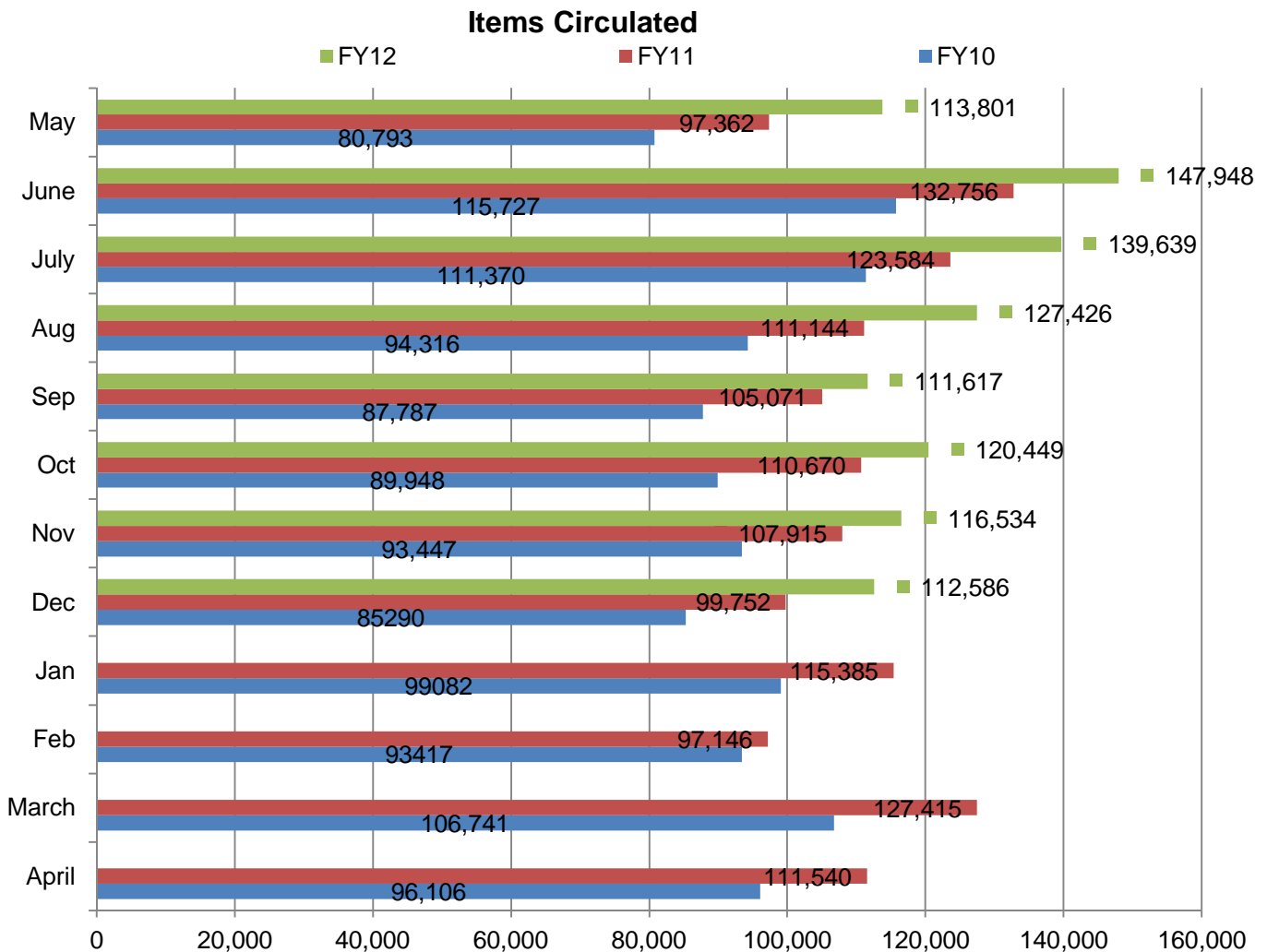
<b>List Name</b>	<b>Member Count</b>	<b>Change</b>
BCPA General	14038	+13
Bloomington Golf	6656	+
Parks & Rec General	1473	+
Miller Park Zoo Tigers Tongue	2425	+43
BCPA Educators	909	+
Miller Park Zoo	518	+
Pepsi Ice Center	378	+
City Council	205	+
BCPA Patrons	136	+
Landlord Property Management	178	+3
Planning & Zoning	175	+
Parks Youth News	152	+
Parks Adult News	152	+
Parks Preschool News	119	+
Human Relations Commission	115	+
Engineering Bids	123	-1
Liquor Commission	119	+
BCPA Targeted Mailing	1740	+
Parks Teen News	80	+
SOAR	76	+
Public Service Notices	35	+
Engineering Updates	26	+
		+
<b>Total</b>	<b>29,828</b>	<b>+58</b>

# Library

The Bloomington Public Library is governed by the nine member Library Board of Trustees and operates as a semi-autonomous governing entity. The trustees are appointed by the Mayor and approved by the City Council for staggered three year terms. (75 IL5/4-1) The Library Board recommends and the City Council approves the tax levy requested to support the budget approved by the Library Board. (75 IL 5/3-5) The powers and duties of the board are to make and approve the policies that govern the operation of the library, to have control of the expenditure of all monies collected for the Library, to appoint and fix the compensation of a qualified librarian who in turn hires other employees as necessary and other responsibilities as outlined in 75 IL 5/4-7.

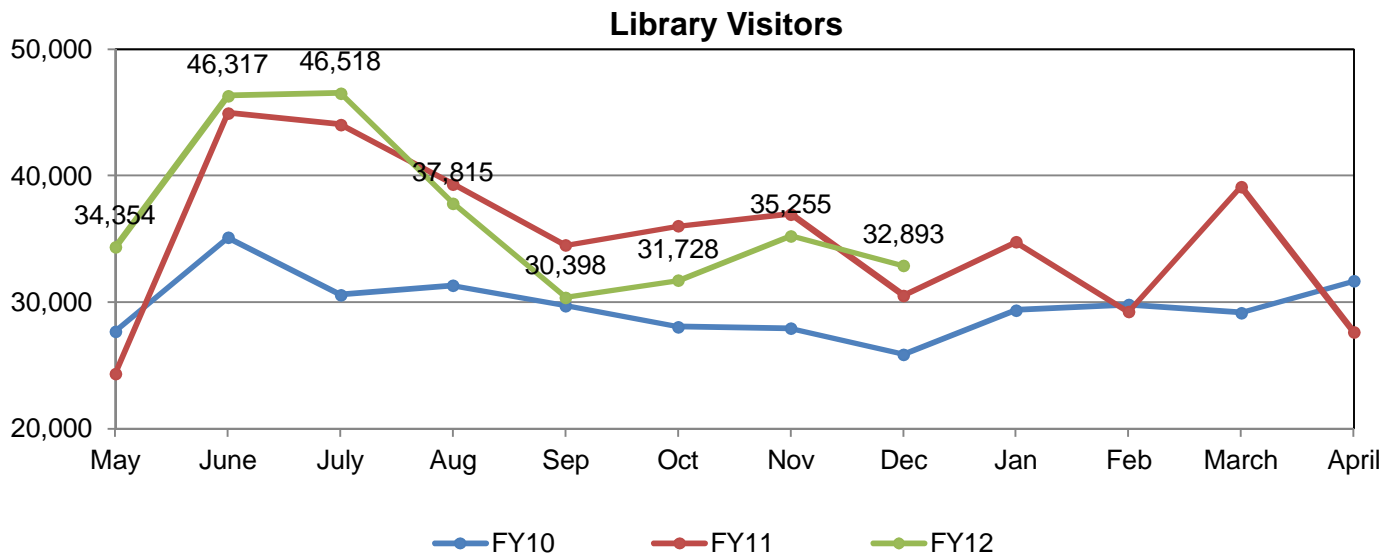
## Circulated Items

Users borrowed 112,586 items from the Library in December 2011, a 12% increase over December 2010. The Library has consistently lent over 100,000 items per month throughout 2011, setting another record.



## Visitors

There were 32,893 visitors to the Library in December compared to 30,535 last December.



Staff answered 4807 questions from customers this month.

#### Children’s programs and attendance during the month of December:

- Nutcracker ballet – 90 attended
- Toddler story times – 3 sessions – 106 attended
- Preschool story times – 2 sessions – 56 attended
- Wiggle Giggle evening story time – 34 attended
- 2<sup>nd</sup> Monday Story Club – 13 attended
- Visit to Head Start classes – 30 attended
- Visit to Little Jewels – 100 attended
- Head Start Fun Club field trip – 100 attended

#### Teen Programs and Attendance:

- Teen Advisory Board – 1 session – 6 attended
- Holiday Cakepop craft – 1 session – 5 attended
- Teen Movie Matinee – 1 session – 12 attended
- Anime Now – 2 sessions – 22 attended
- The Teen Librarian conducted book talks at 3 of the junior highs this month.

#### Adult Programs and Attendance:

- Fiction & Mystery Book Discussions combined – 1 session – 12 attended
- Non-Fiction – 1 session – 11 attended
- Grandma Grandpa and Me film—1 session—11 attended
- Nearly New Movies: 3 sessions— 32 attended
- Silent Movie Wednesdays – 1 session – 8 attended
- Open Lab computer assistance – 4 sessions – 11 attended
- Sweet Baking program & book discussion – 1 session – 57 attended (partnered with History Museum on this program)
- Ereader Drop In Day – 1 session, 7.5 hours long – 120 attended

### **BLOOMINGTON CENTER FOR THE PERFORMING ARTS**

#### **Regarding the Holiday Spectacular ...**

Your staff was wonderful and worked so hard. It was a pleasure being at the BPCA again. Have a Merry Christmas! – Marcia Basolo

Hi David/Joel

We have had a little change in Wally's show appearances.

Because he is such a show-stopper, we have decided his talents could be better used outside of the building near the front steps, greeting his many adoring fans and hopefully attracting new show-goers.

Of course we will clean up after Wally, should the need arise

HUGE, HUGE, HUGE thank you to Jim and Rodney for all their Wally help last night. Words cannot express how kind and patient and professional and patient, (did I mention patient) these guys were.

What a wonderful venue and an even more wonderful staff.

Thanks again,  
Jonell

#### **Regarding The Manhattan Transfer ...**

Hi Stacey & Rodney,

Just wanted to send a quick note to say THANK YOU for all of your hard work putting up our show last weekend... It was an especially hectic situation without Cheryl, and you were all very helpful in making it an easy and enjoyable day.

Hope to work with you all again soon!

Warm Regards,  
Laurie

Laurie Green  
The Manhattan Transfer

To: publicworks@cityblm.org  
From: Laura Avery <[REDACTED]>  
Date: 01/02/2012 07:17AM  
Subject: Compliments to our garbage men

Please forward this to the correct area so that garbage truck crew and their boss is able to review this --

I wanted to take the time to say thank you to our garbage collection crew. We are at [REDACTED]. They are always friendly when we wave to them on the way to the bus stop and I try to yell out a thank you when I see them. But especially today they went above and beyond and out of their way to be helpful and nice. They truly show pride in their work and great effort in their task.

These are hard working employees that I am glad to have service my neighborhood.

God's blessings and peace in the new year - Laura & Dale Avery

---

To: Robert Henson/Cityblm@Cityblm, George Kutz/Cityblm@Cityblm  
From: Pam Bertrand/Cityblm  
Date: 01/06/2012 11:44AM  
Subject: COMPLIMENT

Lady on Goldenrod wanted to thank the garbage crew who took the time to let her toddler watch them. And they also brought her cans up to the house. She thought that was very sweet and says thank you.

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

To: Sharon Walker <swalker@cityblm.org>  
From: Karen Schmidt <[REDACTED]>  
Date: 01/11/2012 10:06PM  
Cc: Mark Huber <mhuber@cityblm.org>, Candace Beer <cbeer@cityblm.org>, John Langlois <jlanglois@cityblm.org>  
Subject: Kudos to Candace & John

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Dear Sharon,

I want to let you know how much we appreciate the work that Candace & John have done with our tenant [REDACTED]. [REDACTED] is not just our tenant but our neighbor, across the street from where we live. He is a great neighbor, but a challenge as a tenant because he is a hoarder. During the course of our rental inspection, we were surprised to find his door padlocked. Both Candace and John worked with him and with PATH, and we have seen some real progress. Mike is a very proud man, and I really appreciate how this was handled in a kind and professional way.

[REDACTED] friend [REDACTED] has taken away a lot of his collections, and he has been okay with the plumber coming in to deal with some issues in his sink and toilet. You all have helped him keep his dignity while addressing some long-standing problems. I know you do this all over the city and I appreciate and admire what you do and how you do it. It cannot be easy. So, a big thank you!

Karen

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To: <publicworks@cityblm.org>  
From: <Patti.Penn@[REDACTED]>  
Date: 01/13/2012 08:28AM  
Subject: Snow Removal

Thanks for the great job that everyone did removing snow this last few days....it was great!

**Patti Penn**

**Host/Promotions Coordinator**

WJBC AM 1230 / FM 93.7 / WJBC.com

**Public Service Coordinator**

WJBC / WBWN / WBNQ

Radio Bloomington

236 Greenwood Ave.

Bloomington, IL 61704

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To: <jkarch@cityblm.org>  
From: <Molly.Nichols@[REDACTED]>  
Date: 01/13/2012 04:58PM  
Subject: Good job with the roads!

Jim: I am sure that you are exhausted, maybe even sleeping, by this time but I wanted to let you know that I saw your guys out plowing my neighborhood early – just after midnight – then again this morning before I came in and they did a great job☺

*Molly Nichols, R.M.M., C.D.M.C.*  
Senior Account Executive



## Appendix

### Police Department cont...

#### **Administration**

School Resource Officer (SRO) Arnold issued three ordinance violations (1 possession of cannabis and 2 battery), made seven arrests (battery and disorderly conduct), made two visits to Stevenson Elementary and completed six reports (battery, disorderly conduct, and theft). SRO Evans had service calls on the following issues: theft, order of protection, suspicious vehicle, disorderly conduct, child custody, truancy, fighting, pedestrian and vehicle traffic, child abuse, domestic cases, and school zone traffic. He conducted six crisis drills and meetings. SRO Hirsch spoke with 18 parents concerning fighting, truancy, poor behavior, and bullying. He also assisted school administration with student issues regarding theft, inappropriate touching and sexual comments, fighting, classroom behavior. Hirsch broke up several fights, assisted school administration with three home visits for truancy; spoke to sixty 8<sup>th</sup> graders for career day regarding law enforcement, assisted with two locker searches. SRO Wagehoft made a video with students regarding copyright laws, put together a drug presentation for health class, helped deliver food baskets to needy EJHS families, reviewed bus videos per administration request. Wagehoft also assisted school administration with the following incidents: truancy, parking ticket, parent contacts, theft, bullying, fights, disorderly conduct, gang graffiti, suspicious vehicle, illegal immigration, and medical issue.

#### **Communications cont...**

##### **Incoming Phone Calls**

Administrative (non-emergency)	7077
911 Calls (wireline & wireless) total	2085
911 Calls - Wireline	497
911 Calls - Wireless	1588
<b>Total All Calls</b>	<b>9162</b>

##### **Dispatched Calls**

Police	4470
Fire and EMS	822
<b>Total Dispatched Calls</b>	<b>5592</b>

##### **Daily Call Averages**

Administrative (non-emergency)	228
911 Calls – Wireline and Wireless	67
All Calls per day average	295
Police Dispatches	154
Fire and EMS Dispatches	27
<b>Average Dispatches per day</b>	<b>181</b>

## **US Marshals Service**

The US Marshals opened 29 cases and closed 18 cases, made one hands on felony arrests, three arrests by other USMS districts where a lead was sent to that district by our local task force; one self-surrender arrest once the fugitive learned the task force was looking for them; one detainer lodged against a subject after task force officers learned the subject was already in custody.

Task force officers assisted the Social Security Administration on locating and arresting a subject wanted on a federal arrest warrant. They also made an arrest on a subject who was on federal parole. Located at the arrest sight was ammunition and a switchblade. Officers arrested a subject wanted for aggravated criminal sexual abuse. The victim was five years old and the suspect was 18 years old.

## **Fire Department cont...**

### ***Training Report***

For the month of December, 2011 the fire department held 225 training classes which totaled 1,894.65 class hours. The class topics have been grouped into six categories. They are administrative, ARFF, Driver, EMS, Fire, and Hazmat. The chart below represents the proportion of classes held in these six categories for the month of December.

Major training subjects during this month included:

#### **Driver/Operator**

- Apparatus Familiarization
- Ongoing Truck 4 Driver Training

#### **Fire/Rescue**

- Self-Contained Breathing Apparatus Evaluations
- Ice and Water Rescue
- Safety
- Firefighter Survival

#### **Hazardous Materials**

- Advanced Radiation
- Recognition and Identification

#### **EMS**

- CPR Re-certification
- Pediatric Education for Pre-hospital Providers
- Case Reviews

#### **ARFF**

- Airport Emergency Communication Systems
- Airport/Aircraft Familiarization

The 225 training classes included 1,076 participants resulting in a total of 1,894.65 hours of training during December. This chart represents the total man hours of training in the six categories.

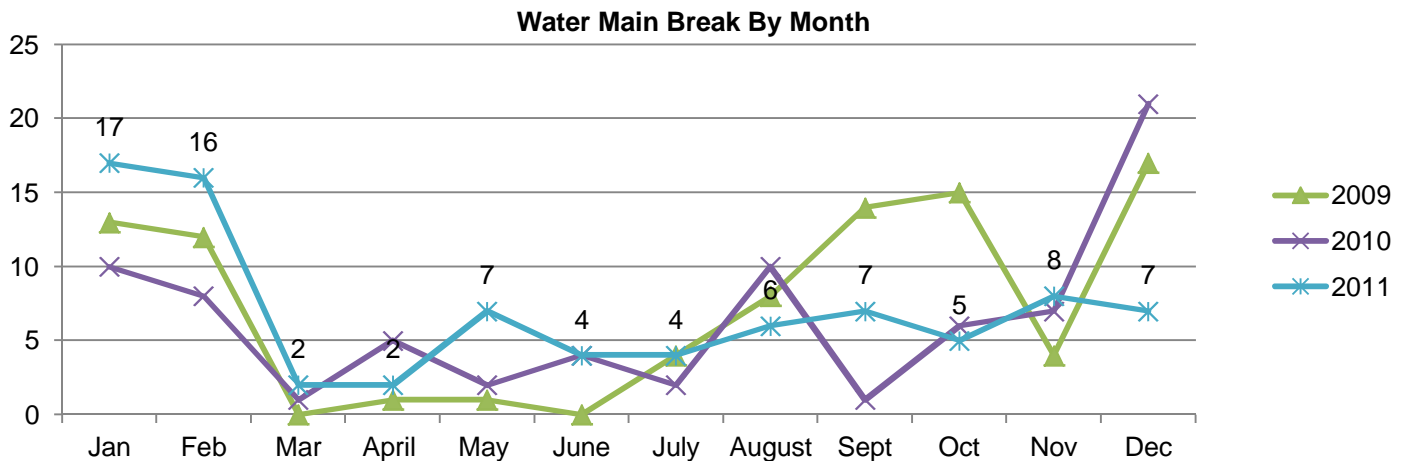
**Water Department cont...**

**Infrastructure cont...**

During December, the 2012 Water/Fire Department collaborative hydrant testing program completed testing on about 35 hydrants. There are a few hydrants yet to be flow tested, but for all intents and purposes, the total of hydrants tested this year is 100% of the total # of fire hydrants. (Relates to: Strategic Plan Goal #1 - Financially Sound City Providing Quality Basic Services, Objective #5- Partnering with others for the most cost effective service delivery.)

The Water Department continues to work with Southgate Estates on a solution to their low pressure/volume concerns. Southgate Estates is a mobile home community of approximately 365 mobile home pads which is on South Route 51 just south of Hamilton Road and east of Main Street (S Route 51). Staff flowed several fire hydrants under different conditions to simulate possible solutions.

During the month, staff repaired seven water main breaks; six were on six inch water mains and one was on an eight inch mains. For the calendar year, the majority of the City's water main breaks were on water mains less than eight inches in diameter. About 80% of the breaks for the year were on water mains of less than eight inches in diameter. These water mains are generally older mains and they do not handle flexing from freeze and thaw conditions or cold water temperatures as well as the standard eight inch water mains we install today. After the high break totals in January and February of 2011, the year was a below average year for water main breaks.



The Water Department made ten valve repairs during the month of December. Staff replaced/repared twenty water service lines/curb stops. Most of these were very old lead (the metal) service lines. Any time that we can remove lead from our water system, it is a good thing.

Staff installed another 614 Radio Frequency (RF) meters during the month. The Department's goal for this Fiscal Year (FY12) is 6,000 units. Currently, staff has installed 4,375 meters this fiscal year and this puts us about 73% toward the Department's goal. When completed, the meter change-out program will reduce the need for Meter Readers. Since this is a multi-year project, those positions (currently the Department has two Meter Readers) will be reduced through attrition. (Relates to:

Strategic Plan Goal #1 – Financially Sound City Providing Quality Basic Services, Objective #4- City services delivered in the most cost effective, efficient manner.)

Radio Frequency (RF) Meter Installations						
	FY 2012 Installs	Total for FY 2012 Installs	Total for RF Meters in System	Total # of Meters in System	RF as % of Total Meters	FY 2011 Installs
May	595	595	10,658	30,063	35.5	346
June	516	1,111	11,174	30,092	37.1	579
July	309	1,420	11,483	30,111	38.1	662
Aug	683	2,103	12,166	30,144	40.4	627
Sept	727	2,830	12,893	30,155	42.8	475
Oct	617	3,447	13,510	30,190	44.8	493
Nov	314	3,761	13,824	30,217	45.8	335
Dec	614	4,375	14,438	30,231	47.8	83
Jan						51
Feb						60
Mar						191
Apr						265
<b>Total</b>	<b>4,375</b>	<b>4,375</b>	<b>14,438</b>	<b>30,231</b>	<b>47.7</b>	<b>4,167</b>

**Financial**

The monthly tracking of the financial condition of the Water Department as compared to the FY 2010/11 budget is as follows: (Relates to: Strategic Plan Goal #1 – Financially Sound City Providing Quality Basic Services, Objective #1- Budget with adequate resources to support defined services and level of service.)

	Budgeted revenue	Actual revenue	Difference - budget versus actual revenue	Budgeted expenses	Actual expenses	Difference -budget versus actual expenses
May	\$1,259,570	\$1,107,116	(\$152,455)	\$1,496,847	\$737,006	\$759,841
Jun	\$1,407,824	\$1,230,207	(\$177,617)	\$1,496,847	\$855,854	\$640,993
July	\$1,710,182	\$1,463,884	(\$246,298)	\$1,496,847	\$1,157,883	\$338,964
Aug	\$1,402,814	\$1,864,639	\$461,824	\$1,496,847	\$1,156,513	\$340,333
Sep	\$1,402,054	\$1,460,492	\$58,438	\$1,496,847	\$3,552,364	(\$2,055,517)
Oct	\$1,402,054	Not yet available	Not yet available	\$1,496,847	Not yet available	Not yet available
Nov	\$1,249,760	Not yet available	Not yet available	\$1,496,847	Not yet available	Not yet available
Dec	\$1,249,760	Not yet available	Not yet available	\$1,496,847	Not yet available	Not yet available
Jan						
Feb						
Mar						
Apr						
<b>FY</b>	<b>\$8,584,499</b>			<b>\$8,981,084</b>		

The Department’s overall position is that we are positive in actual net income by \$953,429 at the end of October. The more recent data is not yet available.

The shut-offs for 2011 showed about a 20% decline from 2010 and follows a steady trend of a declining number of shut-offs since 2006, the first year staff started tracking this information. Staff has been working very hard to ensure our customers are aware of City Services bill due dates, the Department has modified our payment agreement procedures and are firm but fair when it comes to shut-offs and this seems to continue to pay dividends. A reduction of several hundred shut-offs saves over 160 man-hours in labor costs.

Staff continues 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							
Billing cycle	12/14	12/7	12/1	11/29	11/14	11/8	11/2
1			43				65
2		61				48	
3	50				30		
4	Skipped			19			

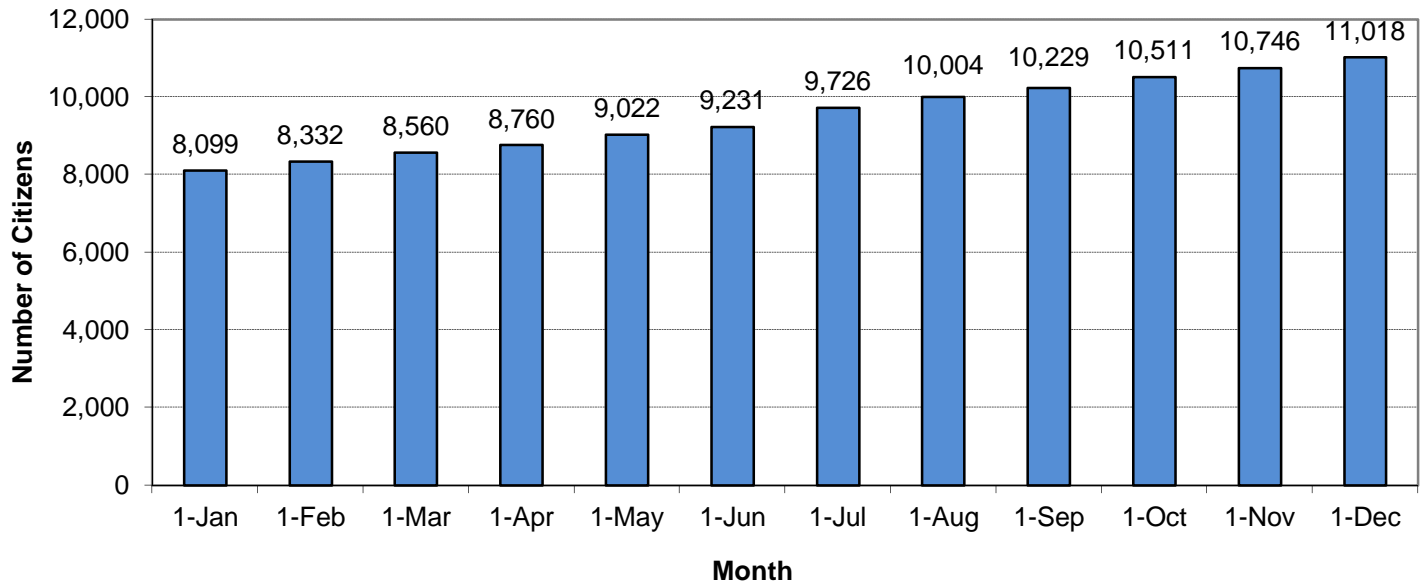
### **Miscellaneous**

The Department changed out one Unitized Measuring Elements (UME's) on a large meter in the system. 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.

The City's on-line bill payment option continues to attract new enrollees. As of the end of December, we have 11,018 customers signed up for this service. The City added 272 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. 11,018 customers are about 36.5% of the City's customer base. (Relates to: Strategic Plan Goal #1 – Financially Sound City Providing Quality Basic Services, Objective #4- City services delivered in the most cost effective, efficient manner).

In a related metric for the number of customers accessing their accounts on-line, we now have 1,235 customers who have signed up for the recurring payment option whereby their bill is paid each month without any action on their part. That is an increase of 97 customers as compared to last month.

### Number of Citizens Signed Up for On-Line Water Bill Payment



The City continues to see overall customer growth continue in CY 2012 although it has slowed tremendously as compared to years in the recent past. For the month of December 2011, the City had a small gain of 14 customers bringing us to 30,231 customers. This is a calendar year gain of 242 customers or a 0.8% growth rate.

### Cost Saving Measures

PDC Laboratory, our contract laboratory for many higher level tests that staff cannot perform in the 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. Staff 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.

Staff changed the amount of time between filter backwashes from 48 to 72 hours. Although it is difficult to quantify this in terms of dollars saved, it will clearly save some costs because the number of backwashes throughout the year (each one requiring a large pump to be used) will be reduced. This is being done with no negative effect on water quality.

The Water Department integrated the entire JULIE locating system into its workload without adding any personnel. Previously it 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. This is now handled by one temporary employee. This amounts to a monthly savings of at least \$1,000 per month.

Rick Twait, Water Purification Superintendent, negotiated a new three year contract for the off-site reactivation of our Granular Activated Carbon (GAC). This will lead to considerable savings over the next three years. Looking at the revised contract and using our experience with the annual change-out of GAC, we should save about \$5,300 month or over \$60,000 per year.

## **Parks, Recreation and Cultural Arts Department cont...**

### ***BCPA Main Stage and Spotlight Events***

*Manhattan Transfer Christmas* - Jazz vocalists The Manhattan Transfer returned to the BCPA on Friday, December 2. The group, who last performed at the venue on April 16, 2009, returned with their Christmas program to the delight of 786 patrons. Manhattan Transfer member Cheryl Bentyne was unable to perform in the concert as she was brought in for an emergency surgery only a few days before the show. She was replaced by Margaret Dorn, a terrific vocalist who only had a short time to learn the group's material. She performed with a music stand in front of her, but the crowd loved her and truly appreciated the effort she gave in order to let the show go on. The singers stayed on after to attend an ArtsPartners reception, signing autographs and posing for photos with the BCPA donors.

*Ramona Quimby* - Six hundred seventy K-12 students and their teachers attended two performances of *Ramona Quimby*, programmed as part of the BCPA's Student Spotlight Series.

*Celtic Thunder* - One of the true performance phenomenons of the era, Celtic Thunder made its BCPA debut on Thursday, February 15. The show, which features five male vocalists brought their Christmas program to our stage to the delight of 953 patrons. The show had the highest ticket price (\$75 for all 1176 seats) of any previously scheduled BCPA event, but attracted fans from all across the Midwest. One particular story of interest was a mother and daughter who had driven in from Indianapolis for the show. The tickets were the girl's 16<sup>th</sup> birthday present ... and she had final exams at school the next day. The BCPA also coordinated a reception with WILL-TV in Champaign, who earned the right to have a reception with a few stars from the show for airing Celtic Thunder's televised concert during the station's fund drive – publicity that also bolstered sales for our performance.

*Christmas with the Glenn Miller Orchestra* - Like The Manhattan Transfer, the Glenn Miller Orchestra also made a return visit to the BCPA with a Christmas program this December. Last performing on October 20, 2007, their December 17 show featured two distinctive halves. In the first half the band played the Glenn Miller Orchestra's signature hit songs, including "Pennsylvania 6-5000," "String of Pearls," and "In the Mood." The second half was composed entirely of Christmas arrangements. Adding to the success of the engagement, which welcomed 880 patrons, was a homecoming by the Orchestra's new lead trumpet player, Nick Schroeder, a 2001 graduate of Normal Community West. Nick was greeted by many family and friends, who later enjoyed some fellowship with him and the band at a reception Nick's parents hosted for him in the BCPA Ballroom. The Glenn Miller concert was sponsored by Jerry and Carole Ringer.

### **Other December Events and Activities**

*The Pantagraph's "Holiday Spectacular"* - The annual *Holiday Spectacular* made its fourth annual appearance at the BCPA with three performances December 9-11. This is a significant annual event for the BCPA staff, as our crew is deeply involved working with the show's producers to bring all of the elements of the production together. Much work was done this year to assist bringing Wally the

Camel, a live animal who had been used previously in these performances, up to the stage. Unfortunately, Wally was not very happy to participate in being brought into the theater. After making many messes backstage (all praise for the BCPA crew for managing, and cleaning up, the situation with grace), it was decided he would be an “outside” attraction only at the performances.

*Bike Racks* - At the beginning of December the BCPA was informed it was granted a gift of a bike rack by the Friends of the Constitution Trail. Mike Kerber from the Friends group met with BCPA and Parks maintenance staff to discuss the delivery and placement of the racks, which will be installed at the earliest possible opportunity.

***Golf Division cont...***

The maintenance crews did an excellent job of completing what work could be done. The Den staff was able to aerate all but four fairways. Highland Park staff did a great job mulching and removing leaves from the playing areas. Prairie Vista was able to get some much needed tree work done, as well as some bunker work accomplished.

As mentioned earlier in the report, our annual merchandise blow-out sale, which was held November 18th - 20th, saw sales down from last year. Much of the drop in sales can be attributed to having less merchandise in stock than last year. Much of our remaining merchandise carries over into next year’s product line, so there is no need to mark it down to clearance prices at this point. As we move into the month of December, we will continue to promote the sale of the remaining merchandise, as well as the sale of gift cards.

As is typical this time of year, The Den at Fox Creek closed its doors for the season on Sunday, November 20th. The course staff will continue to get work done on the course as the weather allows. The course is scheduled to re-open no later than April 1st of next year, hopefully sooner if the weather allows.

The majority of our seasonal staff is laid off during this month. A few key seasonal employees are retained through the remainder of the year to aid with maintenance equipment repair and help staff the clubhouses through the busy holiday buying season.

***December Cost Saving Measures***

- Sent seasonal staff home on inclement weather days to save payroll expenses.
- Significantly lowered the temperature settings in The Den clubhouse to save on utility expenses.

<b>Combined</b>	<b>December '10</b>	<b>December '11</b>	<b>Last Fiscal Year</b>	<b>Current Fiscal Year</b>
Rounds Played	10	515	66909	61966
Total Revenue	\$30,922	\$38,389	\$2,226,206	\$2,170,731
Rev Per Round	\$2,577	\$75.00	\$33.27	\$35.03



Combined	December 2010	December 2011
Shotguns Start Outings Held	0	0
Outing/Tournament Rounds	0	0
Average Green Speeds - Highland	N/A	N/A
Average Green Speeds - Prairie Vista	N/A	N/A
Average Green Speeds - The Den	N/A	N/A
Seasonal Man Hours	793.00	757.50

***Parks Maintenance Division cont...***

Some of the other projects completed in December were:

- Replaced storage gates at Miller Park snack bar.
- Hung ice break signs at all City of Bloomington ponds.
- Modified the handicap steps at O’Neil pool to meet ADA requirements.
- Completed the installation of a new roof and soffit at Miller Park beach house.
- Installed new metal roof on the Katthoefer building in the zoo.
- Reflashed sky lights on the Katthoefer building.
- Completed the 4<sup>th</sup> of 6 Park Inspections for 2011-12.
- Replaced 100 damaged roof shingles on Miller Park Pavilion.
- Replaced wooden fence around the portable toilet at O’Neil Skate Park which had been damaged by vandals.
- Completed 8<sup>th</sup> of 12 required light inspections. Replaced at these locations. Miller – 10 lamps, 6 ballasts, 14 fuses, 8 fuse holders. O’Neil- 3 lamps. McGraw – 7 lamps. Tipton shelter photo eye.
- Completed 8<sup>th</sup> of 12 required HVAC maintenance checks at the Coliseum.
- Completed 3<sup>rd</sup> of 4 required HVAC maintenance check at all City of Bloomington park buildings.
- Fixed a dishwasher, dry cooler, and installed a new outlet at the BCPA.

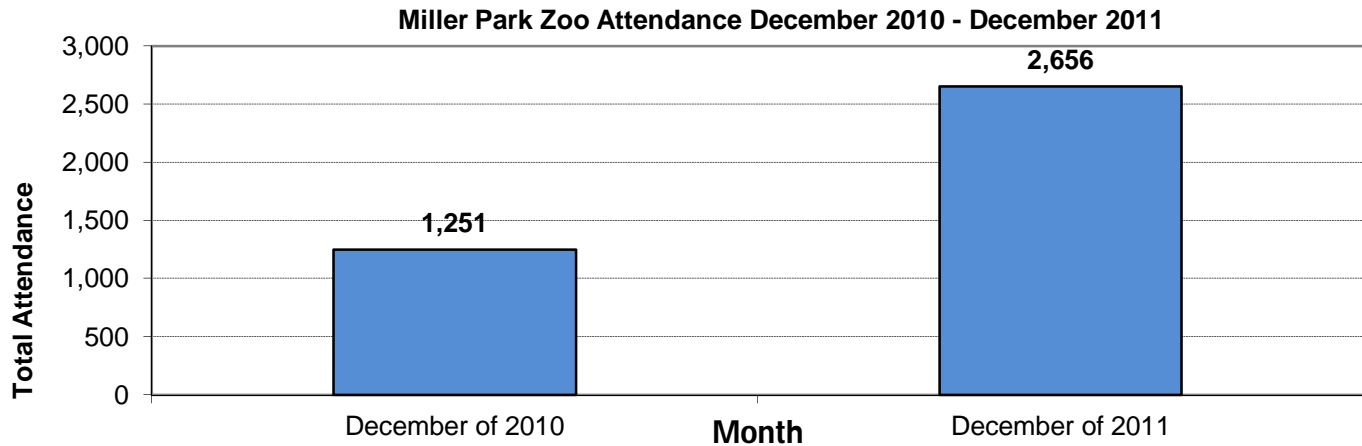
**S.O.A.R.**

Hours for staff in December 2011 increased by about 450 compared to hours for staff in December 2010. This includes all of the Recreation Division (S.O.A.R., Pepsi Ice, Recreation, and Aquatics). Some of the areas with increases:

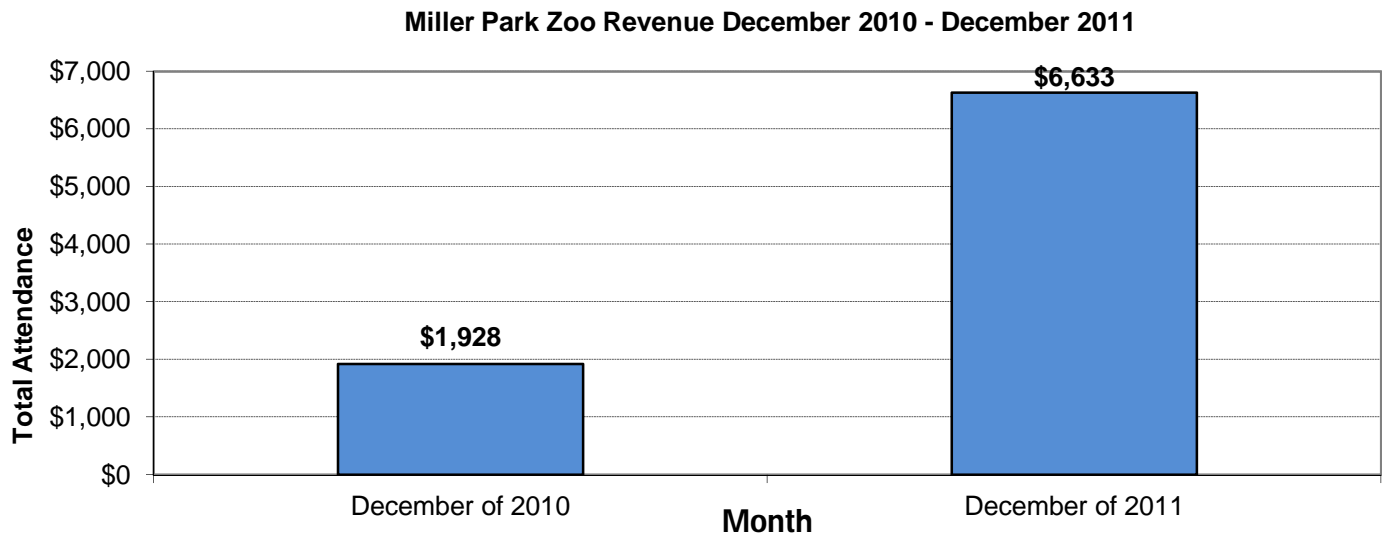
Pepsi Ice had 139 more hours for building staff. This was due to training hours for new skate guards and new Zamboni drivers. Staff hours increased while manager Richard Beck was gone since he wasn’t there to run the Zamboni or help at the front counter, and 2 added Saturdays in the Coliseum as compared to 2010.

Youth programming had an increase due to Winter Break Programs being held. They were canceled in 2010 due to low interest.

## Miller Park Zoo



Attendance is 1.6% up for the current fiscal year compared to last year's attendance. Attendance was more in December in 2011 than in 2010 due to the unusually warm weather and a new special event, Zoo Wild Lights.



Revenue from the gate admission is 3.3% up for the current fiscal year compared to last year's revenue. \*This month's admission revenue was the highest for a December in Miller Park Zoo's history.

## Animal Collection

- Acquisitions—animals added to collection by transaction or birth/hatch
  - 1 Desert Hairy Scorpion
  - 1 male Thai bamboo rat snake
  - 1 female Western Hognose Snake
  - 1 Mexican Red-Kneed Tarantula
  - 2 male Scarlet Ibis
  - 1 male Blue-Grey Tanager

- Dispositions—animals removed from collection by transaction or death
  - 1 male Goffin Cockatoo
  - 1 female Red Wolf
  - 3 Budgie
  - 2 female San Clemente Island Goat
- 14 New Guinea Walking Sticks cleared quarantine and were moved to an exhibit in Zoo Lab.
- 9 White-Spotted Assassin Bugs cleared quarantine and were moved to an exhibit in Zoo Lab.
- 2 female Northern Tree Shrews cleared quarantine and moved to Katthoefer Animal Building basement. These two females are genetically valuable to the breeding program. They will be paired when a male becomes available.
- 7 Golfoducean Poison Dart Frogs cleared quarantine and were moved to an exhibit in Zoo Lab.
- 5 Blue Poison Dart Frogs cleared quarantine and were moved to an exhibit in the Tropical Rain Forest.
- 1 female Peruvian Thick-Knee cleared quarantine and was moved to free-flight in the Tropical Rain Forest.
- 1 male, 1 female Green-checked Amazon Parrots were moved from Zoo Lab to Tropical Rain Forest. This exhibit was moved to make way for a renovation project in Zoo Lab that is to be constructed in January.

### **Staff**

- Worked on animal transactions (14 pending)
- The first-ever Zoo Wild Lights event was held in December. The event had over 1,200 luminarias (candles in paper bags) displayed around the Zoo. Nearly 700 people paid to attend the event. Some of the activities were carousel rides, face-painting, Reindeer talks, and two different crafts. A very small concession stand was also available with profits going to the Zoo's conservation fund. The event brought in over \$3,000 in revenue.
- Devoted staff time to two other special events (Breakfast with Santa and Reindeer; Can Reindeer Fly?)

### **Notes**

- Hosted meeting for Miller Park Neighbors
- Received a cash donation from Bloomington-Normal Junior Women's Club. This donation will go towards the purchase and repairs for scales to properly weigh animals. Understanding weight gain and loss helps Zoo staff better understand the health of the animal collection.

## **Planning & Code Enforcement Department cont...**

### **Code Enforcement Division**

The following table summarizes the activity of the Code Enforcement and Community Development staff for the month of December, 2011.

	<b>Dec 2010</b>	<b>Dec 2011</b>	<b>2010 YTD</b>	<b>2011 YTD</b>
Residential Loan Activity (CDBG)				
Initial Rehab Inspections	0	<b>3</b>	70	<b>53</b>
Work Write-ups Completed	0	<b>2</b>	62	<b>29</b>
Loans Approved	0	<b>2</b>	32	<b>27</b>
Progress Inspections	10	<b>20</b>	325	<b>152</b>
Water Services	0	<b>0</b>	0	<b>16</b>
Code Enforcement Division				
Complaints Received	43	<b>32</b>	1173	<b>982</b>
Inspections Completed	123	<b>35</b>	1081	<b>1247</b>
Garbage, Weed, Junk, Insp.	49	<b>12</b>	570	<b>532</b>
Graffiti Complaint Inspections	9	<b>0</b>	52	<b>18</b>
Housing Complaint Insp.	27	<b>6</b>	308	<b>225</b>
Tickets Issued	0	<b>0</b>	80	<b>35</b>
Vacant Buildings (NPO)	0	<b>0</b>	0	<b>26</b>

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

No meeting in November

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

<b><u>Case Number</u></b>	<b><u>Petitioner and Address</u></b>	<b><u>Request</u></b>	<b><u>Action</u></b>
<b><u>BHP 18- 11</u></b>	<b>Brad Williams</b>	Requesting a Certificate of Appropriateness for repair to an overhang and built in gutter on a porch, removal of the back yard sidewalks and the removal/repair of the front stone walk for the Augustus Elbe House, Queen Anne style, c. 1888, located at 702 E. Grove Street, in the East Grove Street Historic District.	<b>Approved Unanimously</b>

## Zoning Board Activity

<u>Case Number</u>	<u>Petitioner and Address</u>	<u>Request</u>	<u>Action</u>
Z-16-11	Jeffrey C. Bales	Request to allow the construction of a garage as an accessory building and for a variance to increase the maximum allowed height for the property located at 1112 S. Hinshaw Street. Zoned R-1C, Single-Family Residential District. (Ward 2)	<b>Denied by a vote of 2-2</b>
Z-18-11	Robert J. Vericella and R.J.V. Properties LLC	To allow construction of multiple-family dwellings and for six variances as follows: <ul style="list-style-type: none"> <li>a. Reduce the transitional side yard setback.</li> <li>b. Reduce the transitional rear yard setback.</li> <li>c. Eliminate the landscape setback.</li> <li>d. Reduce the perimeter landscape setback.</li> <li>e. Reduce the front transitional yard setback along East Street.</li> <li>f. Reduce the front transitional yard setback along Walnut Street.</li> </ul> All for the property located at 202-204 E. Walnut Street. Zoned C-1, Office District. (Ward 7).	<b>All Variances Approved 4 - 0</b>
Z-19-11	Robert J. Vericella and R.J.V. Properties LLC	To allow construction of rooming houses and for eight variances as follows: <ul style="list-style-type: none"> <li>a. Reduce the transitional side yard setback.</li> <li>b. Reduce the north landscape setback</li> <li>c. Reduce the west landscape setback.</li> <li>d. Reduce the south landscape setback.</li> <li>e. Reduce the side yard setback.</li> <li>f. Reduce the front transitional yard setback along East Street.</li> <li>g. Reduce the front yard setback along Walnut Street.</li> <li>h. Reduce the required number of parking spaces.</li> </ul> All for the property located at 108-110 E. Walnut Street. Zoned C-1, Office District. (Ward 7).	<b>All Variances Approved 4 - 0</b>

## Construction Board of Review

The Construction Board of Appeals heard additional testimony related to the fire sprinkler requirements for new one and two family homes. After hearing all relevant testimony, the Board recommended that the PACE Staff work with the Realtors and Home Builders to create a “mandatory offer” to be used during the calendar year 2012 with the full requirements of the sprinklers be enacted on January 1, 2013.