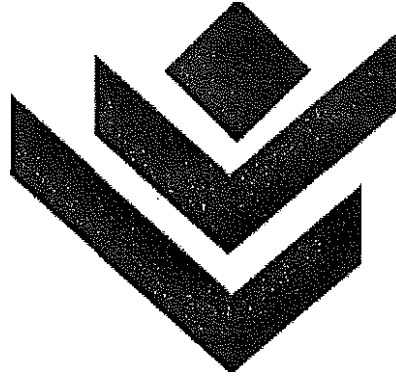




CITY OF  
BLOOMINGTON  
SPECIAL SESSION  
COUNCIL MEETING  
JUNE 18, 2018



## **City Logo Design Rationale**

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

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

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

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

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

## Brief Summary of Five Council Priorities

### Five Priorities

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

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

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

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

#### 1. Economic Development

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

#### 2. Infrastructure

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

3. Financial Planning

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

4. Reduced Emergency Response Times

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

5. Downtown Implementation Plan

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



**RESOLUTION NO. 2016 -29**

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

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

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

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

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

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

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

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

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

**Vision:** A Jewel of Midwest Cities

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

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

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

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

CITY OF BLOOMINGTON

Tari Renner, Mayor

ATTEST

Cherry L. Lawson, City Clerk

# AGENDA



**SPECIAL MEETING AGENDA  
OF THE CITY COUNCIL  
CITY HALL COUNCIL CHAMBERS  
109 EAST OLIVE STREET, BLOOMINGTON, IL 61701  
MONDAY, JUNE 18, 2018, 5:30 P.M.**

1. Call to Order
2. Roll Call of Attendance
3. Public Comment
4. Presentation of Certificates to the Spring 2018 Bloomington 101 Participants.
5. Presentation, discussion, and possible action on a Resolution outlining the City's Guidelines for the utilization of Tax Increment Financing and the City's utilization of Tax Increment Financing as an Economic Development Tool, as recommend by the City's Community Development Department - Office of Economic Development. *(Recommend the Resolution outlining the City's Guidelines for the utilization of Tax Increment Financing be approved, and the Mayor and City Clerk be authorized to execute the necessary documents.) (Presentation by Jeffrey Jurgens, Corporation Counsel 15 minutes, Council discussion 15 minutes.)*
6. Review of the Downtown East Washington Street Redevelopment Project Area Tax Increment Financing Redevelopment Plan, as requested by the Community Development Department. *(Presentation and discussion only.) (Presentation by Bob Mahrt, Community Development Director, 15 minutes, Council discussion 15 minutes).*
7. Discussion and direction on an Ordinance Amending the City Code to Clarify Provisions on Agenda Management. *(Discussion and direction only.) (Presentation by Jeffrey Jurgens, Corporation Counsel 15 minutes, Council discussion 15 minutes.)*
8. Adjournment

# RECOGNITIONS





Council Date: June 18, 2018

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

Recognition/Appointments

A. Presentation of Certificates to the Spring 2018 Bloomington 101 Participants.



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Laura Baue**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**R. Charles Baue**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Meryl Brown**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Justin Boyd**

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Chris Burkiewicz**

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Jerry Caldwell**

For participation in the Bloomington 101 program.

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Jeff Crabill**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner





**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Galen Crow**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Abby Davis**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



# CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Eden Davis**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Chris Hollingsworth**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Matt Lollar**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



# CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Noel Lucero**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Greg Meyer**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Justine Miller**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner





**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Gary Neumayer**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Matthew Ohlendorf**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Melanie Perschnick**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Patricia Sears**

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For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



# CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Brett Stevens**

---

For participation in the Bloomington 101 program.

---

Date

Mayor Tari Renner



# CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Eric Vanasdale**

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For participation in the Bloomington 101 program.

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Date

Mayor Tari Renner



**SPECIAL SESSION MEETING  
AGENDA ITEM NO. 5**

**FOR COUNCIL:** June 18, 2018

**SPONSORING DEPARTMENT:** Community Development

**SUBJECT:** Presentation, discussion, and possible action on a Resolution outlining the City's Guidelines for the utilization of Tax Increment Financing and the City's utilization of Tax Increment Financing as an Economic Development Tool, as recommend by the City's Community Development Department - Office of Economic Development.

**RECOMMENDATION/MOTION:** The Resolution outlining the City's Guidelines for the utilization of Tax Increment Financing be approved, and the Mayor and City Clerk be authorized to execute the necessary documents.

**STRATEGIC PLAN LINK:** Goal #3 – Grow the Local Economy.

**STRATEGIC PLAN SIGNIFICANCE:** Objective B – Attraction of new targeted businesses that are the “right” fit for Bloomington; Objective E – Strong working relationship among the City businesses, economic development organizations.

**BACKGROUND:** As part of the City Council's discussions regarding the proposed Downtown East Washington Street TIF District, several members of the City Council stated that Bloomington School District 87 (“District 87”) had voiced concerns about the City's use of the TIF economic development tool. In order to address the concerns raised by District 87, the City Council directed staff to develop a policy to clarify as to when it would be appropriate for the City Council to use the TIF tool and to also clarify the steps that the City Council would take when other taxing districts have the potential to be impacted by the City Council's use of the TIF tool.

At the May 29, 2018 City Council meeting, City staff presented its proposed policy via a draft resolution outlining the City's Guidelines for the Utilization of Tax Increment Financing. In addition to discussing the proposed resolution at that meeting, the City Council also solicited comment from the various Taxing Districts. District 87 was the only Taxing District to appear at that City Council meeting. District 87 Superintendent Barry Reilly raised concerns and called for various changes to the proposed resolution. The City Council tabled the matter until its meeting on June 18, 2018.

In the time since the meeting on May 29, 2018, City staff have made several revisions to the proposed resolution in an effort to provide further assurance that the City Council hears and acknowledges the concerns raised by District 87 regarding TIF. District 87 provided feedback on these changes, all of which has been accepted by City staff with only one outstanding issue: District 87 would like Section 3(d)(viii) of the proposed TIF policy resolution to be modified as follows:

- (d) With regard to the use of the TIF Act and/or the creation of any new redevelopment project areas, the City Council pledges to:

[Blue text recommended by City staff]

- (viii) **limit the term of redevelopment agreements and otherwise ensure that the amount of any incentive to a private developer be limited to the minimal amount necessary to fund the short-fall of the redevelopment project as demonstrated by the developer in order to proceed with the redevelopment project.**

[Red text proposed by District 87]

- (viii) **structure all redevelopment plans and/or project areas that implement the TIF Act to provide that the Taxing Districts benefit along with the private developers by limiting the redevelopment plan's duration or limiting the Taxing Districts' contribution to the redevelopment plan or otherwise compensating or reimbursing the Taxing Districts for the property tax revenue that the Taxing Districts have contributed to the redevelopment plan.**

The core difference between the above verbiage is whether the City Council can essentially provide an up-front guarantee and/or assurance that the Taxing Districts (District 87 included) will not be “all in” for the full duration of future TIFs. To accomplish this, District 87 proposes that the City Council take action to limit the term of future redevelopment agreements and/or reimburse the Taxing Districts for property tax revenues generated in a TIF District which the City Council could otherwise use to promote investment in a TIF District. The City's economic development team is concerned with enacting a policy that binds the City Council to limit the term of development agreements and make financial commitments to make reimbursements to the Taxing District from a new TIF District before the City Council knows the specific need for the use of the TIF tool or a proposed project in a TIF District. To do so, the economic development team believes, would equate to tying the City Council's hands in its potential future economic development dealings with private developers and put the City at a disadvantage compared to other communities in the State of Illinois which are successfully leveraging the TIF tool to attract private investment in the form of public-private partnerships.

Instead, City staff continues to believe an appropriate approach is to enact the type of measures contained in the City's version of the proposed resolution, which not only improves communication and coordination on TIF related issues with the Taxing Districts, but also ensures TIF is used as an economic development tool of last resort. Although the resolution stops short of including an “absolute” that the City will always be able to give special accommodation to the Taxing Districts, it does set up a system where these types of issues are discussed and considered in multiple forums, prior to the City Council's establishment of any new TIF District or consideration of a new development agreement.



As an additional measure proposed after the last meeting to help ensure proper communication and coordination on TIF issues, City staff added a provision to the proposed resolution wherein the City would provide the Taxing Districts with at least 48 hours' notice before the City Council takes final action on any TIF related item. District 87 requested this notice period be increased to be at least three (3) business days. City staff believes it can accommodate this request and has modified the proposed resolution accordingly.

The Guidelines for the utilization of Tax Increment Financing are intended to supplement the City's existing Economic Development Guideline. The general guidelines included within the draft Resolution include: 1) consideration of available alternatives to the use of TIF; 2) improved communication between the City and the Taxing Districts; and 3) appropriate evaluation and implementation of TIF Districts and Development Agreements.

The various Taxing Districts which could be impacted by the City Council's use of the TIF tool, including Bloomington School District 87, have all been provided a copy of the updated draft resolution and were invited to come to the June 18<sup>th</sup> City Council meeting and provide their input.

**COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED:** The draft resolution has been shared with all taxing districts within the City of Bloomington. Taxing District representatives were also invited to speak during discussion of this agenda item.

**FINANCIAL IMPACT:** None at this time.

**COMMUNITY DEVELOPMENT IMPACT:** TIF Districts are a recommended tool in the "Economic Development Incentives Toolkit" detailed on page 97 of the City's Comprehensive Plan 2035. The proposed TIF Guidelines are generally aligned with the following goals and objectives of the Comprehensive Plan 2035:

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

ED-4.2 Prioritize infill and redevelopment to spur growth and reinvestment in the City.

ED-4.3 Facilitate and enhance pedestrian-friendly neighborhood centers to support mixed use developments

ED-4.4 Evaluate commercial land use needs in the context of changing economic trends

ED-4.5 Identify and reduce barriers for local growth and economic development

**Goal D-1 Continue to build a healthy Downtown that offers a range of employment, retail, housing, cultural and entertainment opportunities for all.**

D-1.1 Strengthen business recruitment and retention activities

D-1.2 Pursue catalyst projects that can serve as additional Downtown anchors

D-1.4 Develop a wide variety of Downtown housing options

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

Respectfully submitted for Council consideration.

Prepared by: Austin Grammer, Economic Development Coordinator  
Bob Mahrt, Community Development Director

Reviewed by: Bob Coombs, Building Official

Financial & budgetary review by: Scott Rathbun, Interim Finance Director

Community Development review by: Bob Mahrt, Community Development Director

Legal review by: Jeffrey R. Jurgens, Corporation Counsel

Recommended by:

A handwritten signature in black ink, appearing to read "Steve Rasmussen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Steve Rasmussen  
Interim City Manager

**Attachments:**

- ECON DEV 1B – Resolution
- ECON DEV 1C – Economic Development Guideline

## **Economic Development Incentive Guideline**

**PURPOSE:** The purpose of this policy is to assist in attracting and retaining high quality development that is compatible with the long-range goals expressed in the Strategic Plan and land uses outlined in the Comprehensive Land Use Plan. Furthermore, it serves to stimulate development within certain priority areas as outlined in the Target Area Map, wherein enhanced incentive tools and levels may be deemed necessary. It is important to note that a guideline is intended to provide a recommended practice that allows some discretion or leeway in its interpretation, implementation or use, depending on the circumstances surrounding the particular project being evaluated.

**GENERAL POLICY:** The City of Bloomington may, at the City's discretion, provide financial or in-kind assistance to new or existing development through the use of incremental and other revenues accrued by the City. The Economic Development Council of the Bloomington-Normal Area will assist developers in seeking financing and incentives available through alternate, non-municipal, programs.

**GOALS:** The City of Bloomington will reference the following goals and objectives when evaluating opportunities for financial assistance.

### **1. Strategic Use of Incentives:**

**Economic incentives considered by the City must provide a distinct financial return to the City.**

Objectives:

- a. Developer will be required to provide either an affidavit to support their “but for” claim or proof of a competing incentive offer from a location outside of McLean County.
- b. Careful consideration will be given in order to evaluate the financial situation of the developer and attest to the legitimacy, or lack thereof, of said affidavit.
- c. If a financial return is not identified, other types of incentives can be considered so long as the direct result of the incentive is the encouragement of development and the City's goals and objectives are met.
- d. Economic incentives considered by the City of Bloomington will additionally factor in the economic impact an incentive to a specific applicant has to revitalize a particular area of the City beyond just the applicant's property.

### **2. Incentive Application Process:**

**Economic incentives considered by the City must be initiated by the formal application process.**

Objectives:

- a. Requests for economic development assistance must be in the form of a completed Application.
- b. Applications must be accompanied by detailed financial information that demonstrates the anticipated revenue that the project is expected to generate and also includes a ‘sources and uses statement’.
- c. Information of a detailed financial nature will be regarded as proprietary and will remain confidential.

**3. Incentive Sources and Uses:**

**Economic incentives considered by the City should be derived from new incremental revenue sources unless the ‘but for’ theory is proven and the City will benefit from a distinct financial return.**

Objectives:

- a. For projects that are requesting sales or property tax rebate incentives, only those City revenues which are directly accrued on an annual basis by the proposed project, will be considered for use to assist in the development or redevelopment activities and costs.
- b. Incremental revenues are those which annually result from the proposed project in excess of current City revenues being generated from the project site or area.
- c. Projects that involve relocation of an existing activity from one location to another within the boundaries of Bloomington-Normal should be accompanied by a testimonial whereby the affected business’ operations would not continue ‘but for’ the alternate location.
- d. The redevelopment of an existing activity shall have the incremental revenue generation amount based upon the amount in excess of the revenue previously accruing to the City at the existing location.

**4. Incentive Guidelines:**

**Economic incentives considered by the City of Bloomington must be of an appropriate amount and extend over an appropriate amount of time as related to the proposed project.**

Objectives:

- a. Normally, not more than 20% of the total project cost will be supported by incentive revenues.
- b. Total project cost is the cost of development of the project including all land, site, and public infrastructure, and building and site amenity costs necessary to constitute an operating commercial or industrial project.
- c. Financial assistance will not normally exceed 50% of the incremental City revenue to be generated by retail commercial uses and will be limited to a 5 year period.
- d. In those instances when City funds are provided at the beginning of the project, assistance will not normally exceed 10% of the total project cost and funds will be subject to reimbursement within three (3) years of the date of completion.
- e. For those projects where a competing offer is provided, the proposed incentive will be evaluated against the criteria found herein.

**5. Incentive Limitations:**

**Economic incentives considered by the City of Bloomington will be provided on a project basis.**

Objectives:

- a. For multi-phase projects, or those having multiple buildings, assistance will be provided based on the overall development program and channeled through a single development agreement with the prime developer.
- b. No separate financial incentives or assistance to owners or developers of parcels that are sub-components of the primary project will be provided.

**6. Incentive Terms and Agreements:**

**Economic incentives considered by the City of Bloomington will be subject to a development agreement inclusive of performance based measurements and appropriate claw back provisions.**

Objectives:

- a. All project assistance from the City will be provided based on a negotiated development project agreement between the City and the developer and is subject to performance based measurements as adopted by the City Council.
- b. The agreement will contain a cost recovery process whereas in the event that the assisted project fails prior to the completion of the period covered by the incentive, claw back measurements will ensue to ensure recovery of assistance.

**7. State and Federal Regulations:**

**Economic incentives considered by the City of Bloomington will be subject to conformity with applicable State and Federal provisions.**

Objectives:

- a. All projects for which City financial assistance is requested (except those within the TIF District) will be required to conform to all local, state and federal regulations and shall meet all of the stipulations and requirements therein.
- b. Projects proposed within a TIF Districts shall be subject to the provisions of the Illinois Tax Increment Allocation Redevelopment Act (TIF Act, 65 ILCS 5/11-74, 4-1), as amended.

**8. Incentives for Future Development:**

**Economic incentives considered by the City of Bloomington will not be considered on a retroactive basis.**

Objectives:

- a. No assistance will be provided to any project for expenditures incurred prior to the adoption of the ordinances required to implement the project.

**DUE CONSIDERATION:** In addition to the policies set forth above, the following provisions should be noted by any applicant/developer seeking economic development financial assistance from the City of Bloomington:

- a. The adoption of these policies by the City Council in the form of a resolution should not be construed to mean that the provision of financial incentives is inherently approved for any applicant and/or project that may be able to comply with the policies as set forth herein. Each project will be approached as an entity to be independently evaluated.
- b. The City reserves the right to amend, modify, or withdraw these policies; revise any requirement of these policies; require additional statements, sworn affidavits or other information from any applicant/developer, to negotiate or hold discussions with any applicant/developer/and or project which does not completely conform to the policies as set forth above, to waive any nonconformity with these policies, to eliminate these policies in

whole or in part, if the City deems it is in its best interest to do so, and to waive any timetables established by ordinance, resolution or motion.

- c. Submission of an application for economic development assistance that complies with the spirit and intent of these policies does not commit the City to approval of the development/redevelopment project associated with said application.
- d. The City may exercise the foregoing rights at any time without notice and without liability to any applicant, developer and/or project or any other party for its expenses incurred in the preparation of an application for economic development assistance. The preparation of any such application and related costs associated with responding to the City in its review of such application shall be the sole responsibility of the applicant/developer.

**CITY PROPOSED RESOLUTION**  
**6/18/18**

Resolution No. \_\_\_\_\_

**A RESOLUTION AFFIRMING THE CITY OF BLOOMINGTON'S ECONOMIC DEVELOPMENT INCENTIVE GUIDELINE AND OUTLINING THE CITY'S GUIDELINES FOR THE UTILIZATION OF TAX INCREMENT FINANCING**

**WHEREAS**, the Mayor and City Council (collectively, the "*City Council*") of the City of Bloomington (hereinafter the "*City*") frequently engages in economic development activities to promote the growth of the tax base of the City and to protect the health, safety, morals and welfare of the community by eradicating blighting factors and conditions which inhibit the development and redevelopment of real property in the City thereby encouraging private investment to enhance the shared tax base of the City and the other taxing districts which have the power to tax real property within the corporate boundaries of the City (the "*Taxing Districts*"); and

**WHEREAS**, on October 22, 2012, the City Council adopted Resolution 2012-34 approving an Economic Development Incentive Guideline to guide the City Council in forging public-private partnerships and negotiating development and redevelopment agreements between the City and private developers; and

**WHEREAS**, the City's Economic Development Incentive Guideline, in summation, provides that incentives offered to private developers by the City will: (1) be strictly limited to the funds required to enable a project to be economically viable; (2) be formulated with consideration of the project's ability to provide an amenity, service, or product not otherwise available in the City; (3) take into consideration the number of jobs created or retained in the City; (4) take into consideration the revenues newly generated or maintained by the project payable to both the City and the Taxing Districts; and (5) consider the extent and cost of services required by the project provided by the City and the Taxing Districts; and

**WHEREAS**, the State of Illinois has enabled the City Council with a variety of tools to promote economic development and private investment within the City including, but not limited to, Enterprise Zone, Sales Tax Rebates, Business Districts, Special Services Areas, Property Tax Abatement, and Tax Increment Financing; and

**WHEREAS**, when Tax Increment Financing (hereinafter "*TIF*") is utilized by the City Council, it is the intent of the City Council to follow the guidelines, as outlined in this Resolution, which have been designed to maximize the benefits of TIF for the City and the Taxing Districts and to ensure communication and coordination between the City and the Taxing Districts; and

**WHEREAS**, the City Council desires to make a public record of its reaffirmation to adhere to its previously adopted Economic Development Incentive Guideline and to further outline the City Council's intentions for its future use of the TIF Act, all in support of the City Council's desire to collaborate with the elected and appointed leaders of the Taxing Districts as hereinafter set forth; and

**WHEREAS**, the Bloomington School District No. 87, McLean County Unit District No. 5 and Heartland Community College District 540 (hereinafter referred to as the "*Public Schools*")

each have territory within the City of Bloomington and are each considered herein as part of the Taxing Districts; and

**WHEREAS**, while all of the Taxing Districts play an important role in providing various services to the community, the City Council specifically recognizes the vital importance of public education and is committed to limiting the financial impact that private development projects have on Public Schools; and

**WHEREAS**, the Taxing Districts derive a significant amount of its revenue from property taxes and the City Council recognizes the ability to raise revenue is often limited and the ability to realize increased EAV is impacted during the life of a TIF unless certain accommodations are made and considered by the City; and

**WHEREAS**, state law requires compensation to the Taxing Districts impacted by TIF in certain circumstances.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Bloomington, McLean County, Illinois, as follows:

*Section 1.* The foregoing Preambles are hereby incorporated into this Resolution as if fully set forth in this Section 1.

*Section 2.* The City Council hereby re-affirms the Economic Development Incentive Guideline, set forth in Resolution 2012-34, which shall continue to guide the City Council when considering requests for economic development incentives. This resolution shall supplement said Economic Development Incentive Guideline.

*Section 3.* The City Council hereby adopts the following guidelines that shall guide the City Council's future use and implementation of the TIF Act:

(a) The City Manager shall thoroughly consider the available alternatives to TIF and review the benefits of the alternatives to TIF with the private developers and the Taxing Districts;

(b) The City Manager shall file a written report with the City Council listing the alternatives to TIF and detailing the communications held with the private developers and the Taxing Districts regarding the alternatives to TIF and the use thereof.

(c) The City Manager shall provide an opportunity for the appointed leaders of the Taxing Districts to review, prior to adoption by the City Council, the City Council's purpose and basis for the creation of any new redevelopment project area and/or consideration of a new development or redevelopment agreement that utilizes the TIF Act. The City Manager shall also maintain communication between the City and the Taxing Districts in regards to the City's implementation of the redevelopment plans for each of the City's designated redevelopment project areas.



(d) With regard to the use of the TIF Act and/or the creation of any new redevelopment project areas, the City Council pledges to:

- (i) compensate each Taxing District for any demands made upon it as a result of an approved development or redevelopment project as required by the TIF Act;
- (ii) limit the term of the designation of a redevelopment project area to the time required to achieve the completion of the redevelopment plan and payment of the City’s obligations to any project; and,
- (iii) take care to ensure that only those parcels of real estate which would not likely be developed or redeveloped without the benefit of the TIF Act are included within the boundary of a redevelopment project area; and
- (iv) ensure that all newly created incremental property tax revenue not needed for the implementation of a redevelopment plan be declared surplus for distribution to the Taxing Districts; and
- (v) review each redevelopment project annually and report to the Taxing Districts in writing as to the availability of surplus funds and the intended use of surplus funds; and
- (vi) maintain a standard practice to only TIF property that has a declining EAV or zero property value assessment; and
- (vii) notify each Taxing District at least three (3) business days in advance before the City Council takes final action on any TIF related item to ensure the Taxing District is provided with an opportunity to inform the City Council of its opinion on the action; and
- (viii) limit the term of redevelopment agreements and otherwise ensure that the amount of any incentive to a private developer be limited to the minimal amount necessary to fund the short-fall of the redevelopment project as demonstrated by the developer in order to proceed with the redevelopment project.

*Section 4.* That this Resolution shall be in full force and effect from and after its passage and approval as provided by law.

*Section 5.* That the City Clerk shall mail a printed copy of this Resolution to the home address of each elected or appointed official member of the governing boards of each of the Taxing Districts.

*Passed* by the Mayor and City Council of the City of Bloomington, Illinois, this 18<sup>th</sup> day of June 2018.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
Tari Renner, Mayor

*Attest:*

\_\_\_\_\_  
Cherry Lawson, City Clerk



**SPECIAL SESSION MEETING  
AGENDA ITEM NO. 6**

FOR COUNCIL: June 18, 2018

**SPONSORING DEPARTMENT:** Community Development – Office of Economic Development

**SUBJECT:** Review of the Downtown East Washington Street Redevelopment Project Area Tax Increment Financing Redevelopment Plan, as requested by the Community Development Department.

**RECOMMENDATION/MOTION:** Presentation and discussion only.

**STRATEGIC PLAN LINK:** Goal 3: Grow the Local Economy; Goal 4: Strong Neighborhoods; Goal 5: Great Place – Livable, Sustainable City; Goal 6: Prosperous Downtown Bloomington.

**STRATEGIC PLAN SIGNIFICANCE:** Objective 3a. Retention and growth of current local businesses; 3b. Attraction of new targeted businesses that are the “right” fit for Bloomington; 3c. Revitalization of older commercial homes; 3d. Expanded retail businesses; 3e. Strong working relationship among the City, businesses, economic development organizations. Objective 4c. Preservation of property/home valuations; 4d. Improved neighborhood infrastructure; Objective 5b. City decisions consistent with plans and policies; 5c. Incorporation of “Green Sustainable” concepts into City’s development and plans; 5e. More attractive city: commercial areas and neighborhoods. Objective 6a. More beautiful, clean Downtown area; 6b. Downtown Vision and Plan used to guide development, redevelopment and investments; 6c. Downtown becoming a community and regional destination; 6d. Healthy adjacent neighborhoods linked to Downtown; 6e. Preservation of historic buildings.

**BACKGROUND:** During the May 29, 2018 City Council meeting, the Council directed staff to provide a review of the Eligibility Study and Redevelopment Plan for the proposed Downtown East Washington Street TIF District. Staff have arranged for Mike Weber, Director, PGAV (the City’s TIF Consultant) to provide a review for the City Council of PGAV’s findings related to the eligibility of the Area for TIF and the appropriateness of the City’s indented use of TIF to support the redevelopment of this Area.

On June 12, 2017, by adoption of Ordinance #2017-48, the City Council directed Tax Increment Finance (TIF) consultant Peckham Guyton Albers & Viets (PGAV) to complete a Feasibility Study and Redevelopment Plan for the proposed Downtown East Washington Street TIF District. PGAV determined that the study area meets the eligibility requirements for a TIF District as a “Blighted Area.” The Feasibility Study and Redevelopment Plan was presented to the City Council on February 12, 2018. The Redevelopment Plan can be viewed at [www.cityblm.org/TIF](http://www.cityblm.org/TIF)

Per the Tax Increment Allocation Redevelopment Act, Illinois Compiled Statutes, Chapter 65, Section 5/11-74.4-1 et.seq. (“the TIF Act”), as amended, the following required procedural steps have been completed:

- Per Ordinance (#2018-08), a meeting of the Joint Review Board (JRB) was convened on March 9, 2018 to consider the Redevelopment Plan. The JRB recommended that the Redevelopment Plan be considered by the City Council and that the City Council should proceed with establishing the proposed TIF District.
- Per Ordinance (#2018-08), a public hearing in front of the City Council, to consider the Redevelopment Plan, was convened and closed on April 9, 2018.
- The required waiting period to approve the TIF District (no less than 14 days and no longer than 90 days after the Public Hearing) has been observed.

At this point, all necessary statutory requirements of the TIF Act have been fulfilled. Staff plans to place the necessary ordinances on the City Council agenda for the June 25, 2018 Council meeting so that the City Council can take action to approve the Redevelopment Plan and designate the area for tax increment redevelopment financing. It should be understood that without action by the City Council prior to July 6, 2018, an additional public hearing process would need to be initiated per the requirements of the TIF Act.

**COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED:** In compliance with the TIF Act, staff has sent the required notifications related to the proposed TIF District to all of the affected taxing bodies, the Illinois Department of Commerce and Economic Opportunity, residents within 750 feet of boundary of the TIF District, and to property owners inside the boundaries of the TIF District. The City also facilitated a meeting of the Joint Review Board on March 9, 2018 and held a Public Hearing on April 9, 2018.

A copy of the Redevelopment Plan was placed on file in the City Clerk’s Office on February 1, 2018. Staff also created a webpage on the City’s website ([www.cityblm.org/TIF](http://www.cityblm.org/TIF)) where the Redevelopment Plan and other information related to the proposed Downtown East Washington Street Redevelopment Project Area can be viewed by the public.

**FINANCIAL IMPACT:** The City’s costs related to the establishment of the TIF District are TIF-eligible costs for reimbursement per the TIF Act.

**COMMUNITY DEVELOPMENT IMPACT:** TIF Districts are a recommended tool in the “Economic Development Incentives Toolkit” detailed on page 97 of the City’s Comprehensive Plan 2035. The proposed Downtown East Washington Street TIF District is aligned with the following goals and objectives of the Comprehensive Plan 2035:

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

ED-4.2 Prioritize infill and redevelopment to spur growth and reinvestment in the City.

ED-4.3 Facilitate and enhance pedestrian-friendly neighborhood centers to support mixed use developments

ED-4.4 Evaluate commercial land use needs in the context of changing economic trends

ED-4.5 Identify and reduce barriers for local growth and economic development

**Goal D-1 Continue to build a healthy Downtown that offers a range of employment, retail, housing, cultural and entertainment opportunities for all.**

D-1.1 Strengthen business recruitment and retention activities

D-1.2 Pursue catalyst projects that can serve as additional Downtown anchors

D-1.4 Develop a wide variety of Downtown housing options

**Goal D-2 Market and promote the unique brand and image of Downtown Bloomington.**

D-2.1 Identify and designate gateways to Downtown [East Washington Street]

**Goal D-6 Reinforce the connections between Downtown and adjacent neighborhoods.**

D-6.1 Encourage development on sites that will link Downtown with surrounding neighborhoods

D-6.3 Pursue public-private development opportunities with major employers seeking employee housing near offices

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

Respectfully submitted for Council consideration.

Prepared by: Austin Grammer, Economic Development Coordinator

Reviewed by: Bob Mahrt, Community Development Director

Financial & budgetary review by: Chris Tomerlin, Budget Analyst  
Scott Rathbun, Interim Finance Director

Community Development review by: Bob Mahrt, Community Development Director

Legal review by: Kathleen Field Orr, Special Counsel to the City

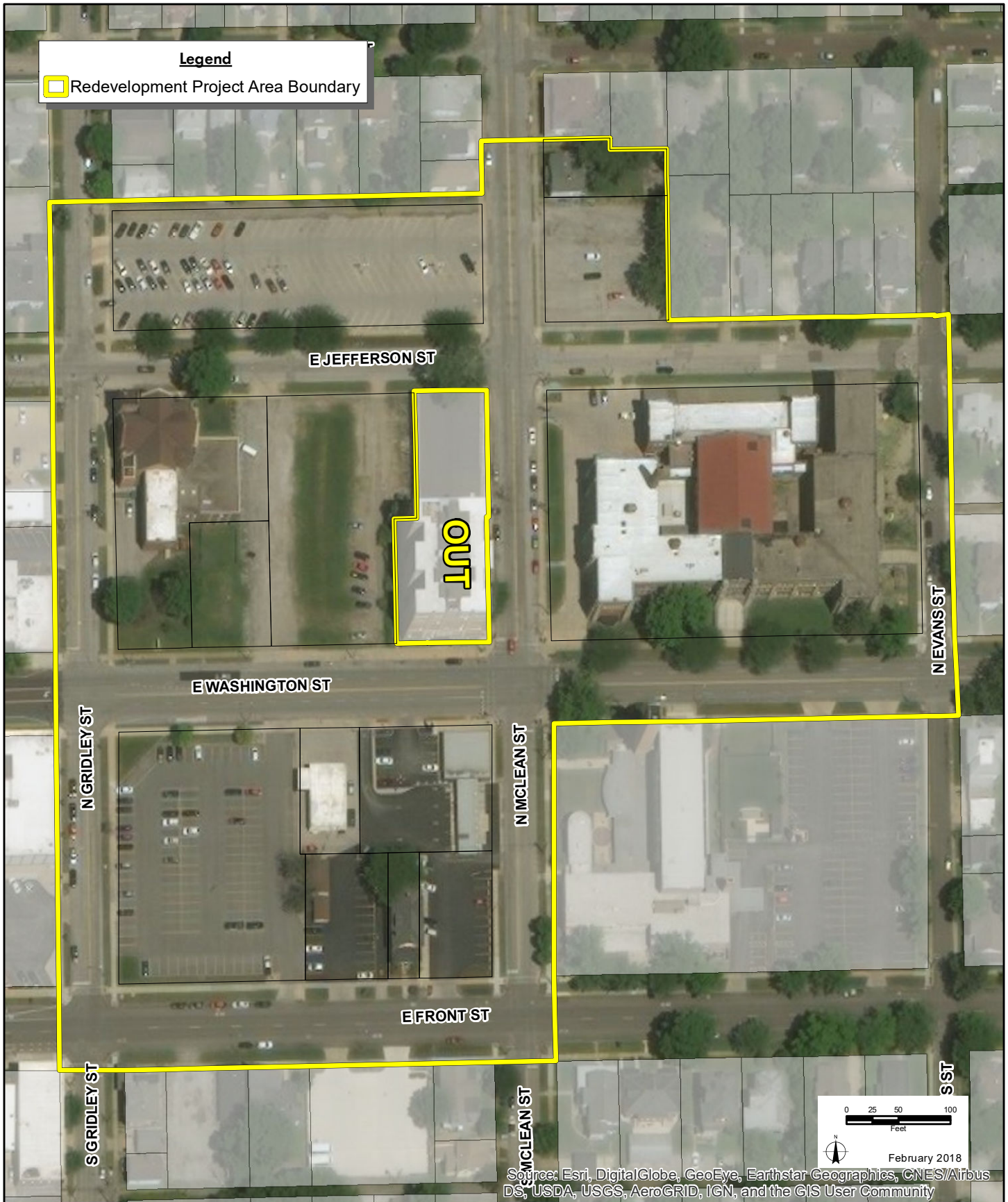
Recommended by:



Steve Rasmussen  
Interim City Manager

**Attachments:**

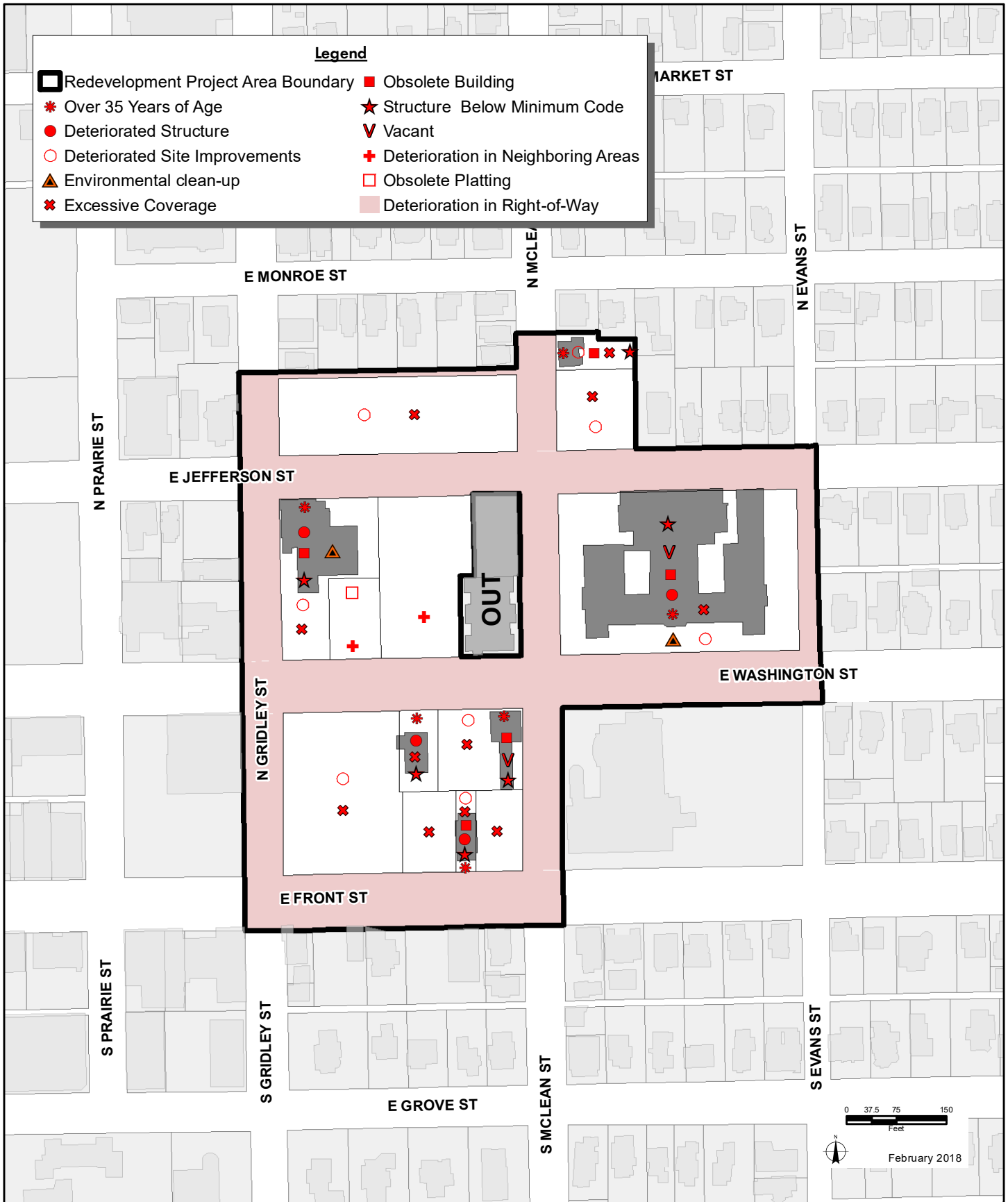
- Econ Dev 2B - TIF Area Map
- Econ Dev 2C - TIF Area Existing Conditions Map from the Downtown East Washington Street Redevelopment Plan (2 maps)



**Exhibit A-2 - Redevelopment Project Area Boundary**

Downtown East Washington Street Redevelopment Project Area





**Exhibit D - Existing Conditions Map**

Downtown East Washington Street Redevelopment Project Area



**SPECIAL SESSION MEETING  
AGENDA ITEM NO. 7**

FOR COUNCIL: June 18, 2018

**SPONSORING DEPARTMENTS:** City Council / Administration / Legal Department

**SUBJECT:** Discussion and direction on an Ordinance Amending the City Code to Clarify Provisions on Agenda Management.

**RECOMMENDATION/MOTION:** For discussion and direction only.

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

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

**BACKGROUND:** On October 23, 2017, the City Council began a discussion regarding Agenda Management and whether updates to the City's agenda making process are necessary. Since that time City staff has been working on various concepts designed to improve the City's agenda management and create an orderly process to handle Council requests and to adequately preview upcoming agenda items.

Although there are no specific provisions in the Illinois Municipal Code or the Open Meetings Act that address who is responsible for setting meeting agendas, the Illinois Municipal Code does state the City Council shall "determine its own rules of proceeding." See 65 ILCS 5/3.1-40-15. While there are many policy implications for the City Council to consider when addressing how the agenda is set and any related agenda management issues, it is ultimately up to the City Council to determine how the agendas are set for its meetings.

A few samples of how other communities codify this process are attached. These sample code provisions indicate that in Joliet the City Manager sets the agenda, in Peoria items are submitted to the City Clerk who sets the agenda and in Champaign, there is a "Council Bill" process where subject to the rules, "items of business may be placed on a regular meeting agenda by any Council Member or the City Manager."

To address agenda management concerns, City staff drafted an ordinance wherein the Committee of the Whole is utilized as a tool to allow the City's elected officials and the City Manager to work more collaboratively on future agendas. Specifically, a portion of each Committee of the Whole would be used to preview upcoming "non-routine" agenda items, as well as to get direction on any Council initiatives.

(i) *City Manager Agenda Preview*



To help keep the Council up-to-date and involved in upcoming agenda items, the proposed ordinance requires the City Manager to provide a brief report at each Committee of the Whole on upcoming “non-routine” agenda items, such as: (1) the expenditure of money over \$250,000; (2) development agreements; (3) amending the City Code; and/or (4) the implementation or modification of policies.

The City Manager’s report will be designed as a tool to alert Council members to upcoming items, as well as to provide a roadmap for when various issues and agenda matters may come before the Council. During this report, the Council can provide feedback and give further guidance to the City Manager on how to potentially shape future agendas.

(ii) *Agenda Initiatives*

The second portion of the staff proposal is to create a tool that individual Aldermen or the Mayor can utilize to bring forward their own personal proposals, known as “Agenda Initiatives.” This would eliminate the “Aldermanic Request” process the City currently utilizes and instead would provide that any individual alderman or the Mayor, could get an “Initiative” on the Committee of the Whole agenda by filling out a simple form (see attached sample form). Little to no City staff time would go into the Agenda Initiative until after it is discussed at the Committee of the Whole and there is a majority of Aldermen that vote to move it forward.

Agenda Initiatives include, for example: (1) the expenditure of money not within the City budget; (2) modifications to the City Code; (3) formation/modification of City policies; (4) the introduction of an ordinance or resolution; (5) the formation/modification of committees; and/or (6) the appropriation of City staff time from an existing operational activity or need. At each Committee of the Whole, a portion of the meeting will be dedicated the consideration of any Council Initiatives that have been filed.

**COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED:** N/A

**FINANCIAL IMPACT:** N/A

**COMMUNITY DEVELOPMENT IMPACT:** N/A

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

Respectfully submitted for Council consideration.

Prepared by: Jeffrey R. Jurgens, Corporation Counsel

Recommended by:



Steve Rasmussen  
Interim City Manager

**Attachments:**

- An Ordinance Amending the City Code Regarding How Council Meeting Agendas are Set and Determined
- Agenda Initiative Form
- Sample Ordinance Provisions

**ORDINANCE NO. 2018 - \_\_\_\_**

**AN ORDINANCE AMENDING THE CITY CODE REGARDING HOW COUNCIL MEETING AGENDAS ARE SET AND DETERMINED**

**WHEREAS**, the City of Bloomington, McLean County, Illinois (hereinafter “City”) is an Illinois home-rule municipality; and

**WHEREAS**, the Illinois Municipal Code, 65 ILCS 5/3.1040-15, provides the city council shall “determine its own rules of proceeding”; and

**WHEREAS**, the City Council previously adopted procedures regarding the creation of agendas and has decided it is necessary to update those procedures and implement a new agenda management process as set forth within this Ordinance.

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

**Section 1.** The above recitals are incorporated into this Section 1 as if fully stated herein.

**Section 2.** That Chapter 2, Sections 15 and 18.2 shall be amended as follows:

**Section 15: Meetings – Regular and Adjourned.**

Beginning January 2012, regular meetings of the City Council of the City of Bloomington shall be held on the second and fourth Monday of each month at the hour of 7:00 p.m. in the Council Chambers of the City Hall in the City of Bloomington, Illinois, or at such other place in said City as the Council shall designate; provided, however, that should any such regular meeting fall upon any holiday recognized by and under the laws of the United States or the State of Illinois, then said regular meeting so falling on said holiday shall be held on the day following such regular meeting date at the same hour and at the place aforesaid.

An adjourned meeting may be held for the purpose of completing the unfinished business of a regular meeting at such time as may be determined by the Council.

On the third Monday of each month at 5:30 p.m., the City Council shall meet as a Committee of the Whole. The agenda for such meeting shall be prepared by the City Manager in consultation with the Mayor. A portion of the meeting shall be dedicated to previewing upcoming non-routine agenda items, including a standing item for the consideration of Agenda Initiatives as set forth in Section 18.2(a)(ii). A time for public comment shall be conducted in the manner set forth in Section 85 of this Chapter. No final action, beyond action on setting future agenda items and/or Agenda Initiatives, may be taken at a meeting of a Committee of the Whole unless it has been called as a Special Meeting as required by Section 16 of this Chapter. To

the extent appropriate, the Rules set forth in Section 18 of this Chapter shall govern the proceedings of meetings of a Committee of the Whole. For purposes of this section, a non-routine agenda item shall include: (1) the expenditure of money over \$250,000; (2) development agreements; (3) amending the City Code; and/or (4) the implementation or modification of policies. The failure to preview a non-routine agenda item at a Committee of the Whole shall not prohibit its consideration and/or action at a future meeting.

## **Section 18.2: Agenda Items and Voting.**

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

(i) Regular Meeting agendas. For each regular meeting of the City Council, the City Manager shall be responsible for placing items on the agenda he or she believes to be in the best interests of the City. Initiatives of the City Council may also be placed on the agenda after following the process set forth in Section 18.2(ii) below. While the Mayor reserves the right to direct the placement of items on a regular meeting agenda, the Mayor shall utilize the agenda initiative process outlined in Section 18.2(a)(ii) in relation to any non-routine City matters or proposals.

(ii) Agenda Initiatives. A agenda initiative is a proposal of the Mayor or an alderman that involves, for example: (1) the expenditure of money not within the City budget; (2) modifications to the City Code; (3) formation/modification of City policies; (4) the introduction of an ordinance or resolution; (5) the formation/modification of committees; and/or (6) appropriating City staff time from an existing operational activity or need. All agenda initiatives shall be on a form completed by either the Mayor or individual alderman supporting the initiative. The form shall be derived by the City Manager and must specify the nature of the request, the estimated cost and/or staff time (if known), and what, if any, existing projects or programs are proposed to be reduced in lieu of the new project. A portion of each Committee of the Whole shall be dedicated to the agenda initiatives of the aldermen and/or Mayor, if any. The Agenda Initiative Form, once completed and timely submitted, will be included in the meeting packet. At the Committee of the Whole, a majority of the aldermen present can vote to: (1) have the initiative placed on a future City Council agenda for further consideration or

action; (2) have staff evaluate and prepare an analysis on the proposed initiative and bring it back for further Council discussion; or (3) deny the initiative being placed on a future agenda and/or having City staff evaluate and analyze the proposed initiative.

(b) Voting.

(1) No vote may be taken on a matter that has not been included on the agenda that was provided prior to the meeting in accordance with the Open Meetings Act. However, the proposed motion, for a matter that has been properly included on the agenda, may be modified and voted upon to the extent that it only extends into subject matter that would be reasonably related to the announced agenda item.

(2) No vote on an agenda item shall be taken without a quorum of a majority of Council members present.

(3) Subject to limitations in these rules, the Chairperson may call for a voice vote or a roll call vote. The City Clerk, or designee thereof, shall conduct each roll call vote in a specific order that will rotate from meeting to meeting.

(4) No Council member may vote by agency, proxy, or if not in attendance, except that Council members may participate, be in attendance, and vote by electronic means as authorized by law.

(5) The Chairperson may vote as allowed under Illinois statutes.

**Section 3.** In the event a court of competent jurisdiction finds this ordinance or any provision hereof to be invalid or unenforceable as applied, such finding shall not affect the validity of the remaining provisions of this ordinance and the application thereof to the greatest extent permitted by law.

**Section 4.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**Section 5.** This Ordinance shall be in full force and effect immediately after its passage and approval.

ADOPTED this 18<sup>th</sup> day of June 2018

APPROVED this \_\_\_ day of June 2018

**APPROVED:**

**ATTEST:**

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Tari Renner, Mayor

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Cherry Lawson, City Clerk



**MAYOR & ALDERMANIC  
AGENDA INITIATIVE PROPOSAL FORM**

SPONSOR: \_\_\_\_\_

PROPOSED INITIATIVE:

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ESTIMATED CITY STAFF TIME TO RESEARCH & PREPARE FULL COUNCIL MEMO ON PROPOSED INITIATIVE INCLUDING BACKGROUND AND ANY NECESSARY RESEARCH:

- Nominal (less than 5 hours)
- Moderate (5 to 10 hours)
- Significant (more than 10 hours)

ESTIMATED COST OF PROPOSED INITIATIVE: \_\_\_\_\_

WILL THE PROPOSED INITIATIVE REQUIRE A BUDGET AMENDMENT:

- Yes
- No

WHAT CITY PROGRAMS OR STAFF ACTIVITIES ARE PROPOSED TO BE CUT OR REDUCED IN LIEU OF THE PROPOSED INITIATIVE, IF ANY:

---

---

DATE SUBMITTED: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

## Sec. 2-58. - Presentation of agenda items, revisions, additions and deletions.

- (a) In order to facilitate the orderly conduct of business, an agenda shall be prepared for each regular or special meeting. An "agenda" shall consist of an agenda summary sheet listing items to be considered at a meeting, those materials prepared or distributed under the direction of the City Manager that will be considered by the Council at a meeting, those items postponed to a meeting on a particular date, and those items taken off the table or reconsidered by the Council.
- (b) Subject to these rules, items of business may be placed on a regular meeting agenda by any Council Member or the City Manager.
- (c) When a Council Member wishes to place an item on the regular meeting agenda, the Council Bill or other information shall be presented to the City Manager's office no later than 9:00 a.m. on the Monday of the week prior to the Council meeting so that the information may be included as part of the regular agenda which will be distributed to the members on or before Friday afternoon preceding the meeting.
- (d) No item shall be placed on the regular meeting agenda which, in the opinion of the City Attorney, is substantially similar to an item or concerns subject matter which is the same as an item that was previously defeated by the Council for a period of six (6) months after the item was defeated unless:
  - (1) The rules are suspended as provided for herein; or
  - (2) A matter is moved to be reconsidered in accordance with the rules.
- (e) Prior to the commencement of any regular meeting, Council Bills or other agenda items contained on an agenda may be revised with the unanimous consent of all members of the City Council present, provided that the Clerk shall correct the original agenda item prior to the call of the revised Council Bill.
- (f) The addition or deletion from the published agenda for any regular or special meeting or study sessions which require Council voting or polling shall only be in order when made by a motion to suspend the rules. The agenda shall be considered published when posted on the Worldwide Web.
- (g)
  - (1) When a public hearing or Council Bill has been postponed to a particular date, it shall be in order for the item to be called on the postponed date.
  - (2) If an item which was continued to a particular date is not called on that date, it shall be considered continued until the next regular or special meeting until the matter is called.

- (3) No final action as "final action" is defined under the Open Meetings Act, shall be taken on an agenda item unless the item is published as, and if, required by law.

(C.B. No. 2006-272, § 1, 11-7-06; C.B. No. 2017-187, § 5, 9-19-17)

Sec. 2-59. - Order of business.

At any regular or special meeting, the Council shall proceed to transact the business before it in the following order:

- (1) Call to order;
- (2) Invocation;
- (3) Pledge of allegiance;
- (4) Roll call;
- (5) Special Recognition;
- (6) Approval of minutes;
- (7) Correspondence;
- (8) Public hearings;
- (9) Action on Council Bills;
- (10) Audience participation;
- (11) Council and City Manager comments;
- (12) Vouchers;
- (13) Payroll; and
- (14) Adjournment.

Provided that the City Manager may provide for adjournment into Study Session or Closed Session if reasonably convenient for the Council.

(C.B. No. 2006-272, § 1, 11-7-06; C.B. No. 2017-187, § 6, 9-19-17)

Sec. 2-61. - Introduction of Council Bills; debate.

- (a)



All Council Bills shall be introduced at the meetings by the Clerk. The Presiding Officer shall call upon the Clerk to perform this duty. After the bill has been introduced, moved and seconded, the Presiding Officer shall call for debate of the issue.

- (b) Subject to section 2-62, the Presiding Officer shall give members of the audience an opportunity to speak upon all Council Bills prior to Council debate.
- (c) The Presiding Officer shall allow each Council Member to speak with regard to each Council Bill. No Council Member shall speak more than five (5) minutes on any one question, except by unanimous consent. A Council Member shall not speak more than once on each topic until every other member who so desires shall have had the opportunity to speak.
- (d) While a Council Member is speaking, no member shall hold any private discussion or pass between the speaker and the Chair.

(C.B. No. 2006-272, § 1, 11-7-06)

## Sec. 2-75. - Study sessions.

- (a) A pre-Council meeting study session may be held in the Council Chambers prior to each regular meeting beginning at 7:00 p.m. for the purpose of Council review of the regular meeting agenda or other such matters as the Council Members present shall unanimously determine.
- (b) Regular study sessions of the Council shall be held on the second and fourth Tuesdays of each month beginning at 7:00 p.m. in the Council Chambers except on the dates provided for in Section 2-51. The Council or City Manager may schedule a study session following a regular meeting if circumstances warrant. If possible, all major items of legislation shall be discussed in a study session prior to their being included as agenda items for a regular Council meeting. Because the study session is an important part of the overall decision making process, it is essential that all such sessions proceed in an orderly and efficient manner.

(C.B. No. 2006-272, § 1, 11-7-06; C.B. No. 2017-187, § 8, 9-19-17)

## Sec. 2-75.1. - Study session agenda.

- (a) Consistent with subsection (b) of this section, when a Council Member wishes to introduce a topic for discussion at a regular study session, all pertinent information shall be presented to the City Manager's Office no later than 9:00 a.m. on the Monday of the week preceding the study session so that the information may be included as part of the regular agenda which will be distributed to the Council on or before Friday afternoon preceding the study session.
- (b) Matters may be placed on the agenda for study sessions by the City Manager or by the affirmative vote of five (5) Council Members. The City Manager shall, at the request of any Council Member, circulate a written agenda topic request sheet wherein members of the Council shall indicate interest in discussing the topic and scheduling date suggested by a Council Member for discussion. The City Manager shall cause a copy of the topic request sheet to be provided to the City Clerk and to each Council Member and the results to be included in the first study session minutes after the sheet has completed circulation.

(C.B. No. 2006-272, § 1, 11-7-06; C.B. No. 2017-187, § 9, 9-19-17)

## Sec. 2-75.2 - Study session order of business; participation.

- (a) The City Manager shall have the responsibility for introducing each item to be discussed.
- (b) After the City Manager or relevant staff, as directed by the City Manager, has introduced a topic, the Presiding Officer shall, subject to sections 2-62 and 2-63, permit members of the public an opportunity to speak on the topic. After such public input, the Presiding Officer shall permit the City Manager or relevant staff as directed by the City Manager to speak again regarding the topic. Each Council Member shall be given the opportunity to discuss the topic.
- (c) Unless public participation of a general nature has been scheduled as part of a regular or special meeting occurring on the same day, at the conclusion of all scheduled regular items on the study session agenda, and subject to section 2-62 (b) and (c) and 2-63, public participation on any subject relevant to the affairs of the City shall be permitted as a regular part of the study session agenda.
- (d) At the conclusion of discussion of all regular study session agenda items, there shall be an opportunity to discuss any informational, miscellaneous items from members of the Council or the City Manager.

(C.B. No. 2006-272, § 1, 11-7-06; C.B. No. 2011-213, § 1, 11-15-11; C.B. 2013-155, § 1, 9-17-13)

**Editor's note**— Council Bill No. 2011-213, § 1, adopted Nov. 15, 2011, renamed § 2-75.2, from "Study session [order of business]" to "Study session order of business; participation".

#### Sec. 2-75.3. - Study session time limits.

Study sessions shall not continue past two (2) hours of their starting time unless the majority of those Council Members present choose to continue.

(C.B. No. 2006-272, § 1, 11-7-06)

#### Sec. 2-75.4. - Study session—Council direction.

- (a) During the course of a study session, the City Council may provide direction to the City staff concerning an item which is properly before the Council at the study session in the form of a poll of the Council.
- (b)

After consideration of the City Manager's recommendations, if any, and Council discussion, the Mayor shall formulate the wording of the poll unless a Council Member moves wording of a poll, which is supported by the affirmative vote of five (5) Council Members. Either process shall be in order any time during the discussion of the subject matter following public input.

- (c) A poll of the Council taken during a study session shall constitute the interim direction to staff by the Council, but shall not constitute final action on the matter before the Council. The Mayor or a Council Member shall not be required to maintain the same position in subsequent polls at study sessions or votes at regular Council meetings if the matter is subsequently brought before the Council at a regular meeting. No poll shall bind the City or create any rights in other persons.
- (d) The City Manager or other City staff shall take actions to implement the interim City Council direction which is the subject of a poll under this section if there are at least five (5) affirmative votes in favor of the polled question.
- (e) If one or more Council Members are absent for a study session poll and there are less than five (5) affirmative votes on any poll proposed on a study session matter, the Mayor shall repoll the question at the next regular meeting or study session when the absent member or members are present and other members voting on the poll are also present. Other than the restatement of the question polled, no debate of the question shall be in order at the time of the repoll.

(C.B. No. 2006-272, § 1, 11-7-06)

## Sec. 2-23. - Meetings of the mayor and city council.

- (a) *General.* The mayor and city council shall meet at the Joliet Municipal Building or in another accessible facility reasonably convenient to the public. All meetings shall conform to the requirements of the Open Meetings Act (5 ILCS 120/1 et seq.), as amended. The city manager and the city clerk, or their respective designees, shall attend every meeting of the mayor and city council along with such other persons as the mayor and city council or the city manager may deem appropriate. The city manager shall prepare and publish an agenda for each meeting of the mayor and city council giving reasonable notice to the public of the items that may be considered and acted upon at the meeting. The mayor and city council shall determine the form of the agenda and the manner in which it conducts business.
- (b) *Meeting schedule.* The mayor and city council shall hold regular meetings at 6:30 p.m. on the first and third Tuesday of each month in order to conduct public hearings and to consider and take final action on items that appear on the regular meeting agenda and to engage in such other lawful business that the mayor and city council deem to be in the public interest. The mayor and city council shall also hold regular meetings at 5:30 p.m. on every Monday that immediately precedes the regular Tuesday meetings held pursuant to this section in order to consider and discuss those items that appear on the regular meeting agenda for the Tuesday meeting and to consider other matters it deems appropriate. The foregoing notwithstanding, the mayor and city council may take final action in compliance with the Open Meetings Act at either the Monday or Tuesday meetings.
- (c) *Holidays.* Whenever an official holiday shall fall on the day of any regular meeting of the mayor and city council, no regular meeting shall be held on the holiday, and the regular meeting falling on that holiday shall be held on the day following the holiday. Whenever a regular Monday meeting is postponed until a Tuesday on which a regular meeting is to be held pursuant to subsection (b) of this section, the regular Tuesday meeting shall be a combined meeting. Any meeting rescheduled pursuant to this subsection shall be done so by operation of this section and without requiring official action by the mayor and city council. Any regular meeting rescheduled pursuant to this section shall be held at their customary meeting times as set forth in this article unless otherwise indicated in the meeting notice issued by the city clerk.
- (d)

*Special meetings.* Special meetings may be called from time to time by the mayor or by at least three (3) members of the city council by giving written notice of not less than forty-eight (48) hours to all members of the mayor and city council. In addition, notice of the special meeting shall be given in accordance with Section 2.02 of the Open Meetings Act (5 ILCS 120/2 et seq.), as amended. If all members of the mayor and city council are present at any special meeting that is to be reconvened within twenty-four (24) hours, no notice of the reconvened meeting shall be required to be given to the members of the mayor and city council. In the case of any special meeting in the event of a bona fide emergency, as that term is used in the Illinois Open Meetings Act, the pre-meeting notice requirement of forty-eight (48) hours shall be inapplicable; however, the mayor or the three (3) members of the city council calling the emergency special meeting, or the city clerk if requested by the caller(s), shall notify all members of the mayor and city council prior to convening the emergency special meeting.

- (e) *Cancellation of meetings.* A regular meeting of the city council may be cancelled by the giving of written notice by the mayor to all members of the city council not less than seventy-two (72) hours in advance of the meeting. In addition, a regular meeting may be cancelled by majority vote of the mayor and city council taken in open session. In all cases, notice of meeting cancellation shall be given in accordance with Section 2.02 of the Open Meetings Act (5 ILCS 120/2 et seq.), as amended.
- (f) *Attendance at meetings.* Persons holding the office of mayor or city councilperson are expected to attend all regular meetings of the mayor and city council and to take part in legislative deliberations and to cast votes they deem to be in the best interests of the City of Joliet and in keeping with their fiduciary obligations to the people.
- (g) After being absent for five (5) regular or combined Tuesday city council meetings within any fifty-two-week period, a city council member shall not be compensated for any subsequently missed regular or combined Tuesday city council meetings within said fifty-two-week period.

(Ord. No. 17355, § 2, 4-6-15; Ord. No. 17585, § 2, 3-7-17)

Sec. 2-31. - Submission of matters for council consideration.

All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the council shall, not later than 12:00 p.m. on Wednesday preceding each council meeting, be delivered to the city clerk, either electronically or by other methods, whereupon the city clerk shall immediately arrange an agenda of such matters according to the order of business and furnish each member of the council, the mayor, the city manager and the corporation counsel with a copy of the same prior to the council meeting and as far in advance of the meeting as time for preparation will permit.

(Code 1957, § 2-19; Ord. No. 17171, § 1, 12-9-14)

Sec. 2-32. - Filing of resolutions, etc.

All reports and resolutions shall be filed with the city clerk and entered on the minutes.

(Code 1957, § 2-21)

Sec. 2-76. - Procedure for passage of ordinances.

No ordinance introduced to the city council shall be required to be read in full but shall be read by title only.

(Code 1957, § 2-15)

Sec. 2-77. - Preparation of ordinances, etc.

The corporation counsel shall cause to be prepared all ordinances, resolutions and other instruments pertaining to council business, pursuant to the direction of the council, or which he is requested to prepare by the city manager, by any department head with the approval of the city manager, or which he shall prepare on his own initiative.

(Code 1957, § 2-16)

Sec. 2-78. - Approval or disapproval of ordinances, etc., before final action by council.

No ordinance, resolution or instrument pertaining to council business shall be finally acted upon by the council until it has been examined and approved or disapproved with reason for such disapproval by the corporation counsel and the city manager, who shall indicate their

approval or disapproval within 72 hours after an ordinance, resolution or instrument is presented to them; provided, however, that the necessity of such approval may be waived by the affirmative vote of two-thirds of all members of the council, including the mayor.

(Code 1957, § 2-17)

Sec. 2-79. - Sponsorship of ordinances, etc.

Ordinances, resolutions and other matters or subjects requiring action by the council must be introduced and sponsored by a member of the council, except that the city manager or corporation counsel may present ordinances, resolutions and other matters or subjects to the council, and any councilmember may assume sponsorship thereof by moving that such ordinances, resolutions, matters or subjects be adopted; otherwise, they shall not be considered.

(Code 1957, § 2-18)