

# City of Bloomington Internship Program



Providing experience and education  
to future community leaders

The City Internship is a unique partnership between local government and higher education. It achieves the city's mission of effective management and the universities' missions of engaged citizenship. The program leverages the best of both worlds to create a challenging and meaningful experience for students who are interested in government and democracy.



**ILLINOIS STATE  
UNIVERSITY**  
*Illinois' first public university*



Office of the City Manager  
City of Bloomington  
1/9/2012



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## Welcome from the City Manager



We are pleased to join efforts with Bloomington-Normal area universities to extend the privilege of internship experiences. Our internships will provide you with an opportunity to gain valuable work related experiences in the public sector by assisting the City with complex organizational projects. Your specifically assigned project has been identified and drafted by your respective Department Liaison and myself to enhance City services, programs and/or projects while providing you with an opportunity to learn more about local government. I encourage you to take full advantage of your time here with the City by asking questions, working collaboratively with City staff and your peers, and properly investing the amount of time and work it will take to see a successful completion to your project.

This will mark the first year the City is providing a structured internship program in partnership with Illinois Wesleyan University and Illinois State University. Our hope is that you lay the foundation for future interns and produce professional comprehensive projects that will propel the City's endeavor in providing quality municipal services to citizens.

Included in this packet, for your edification and benefit, is information regarding how the City is structured, how the City operates, details of the services the City provides, upcoming City projects, and contact information for your respective Department Liaison. Please take some time to look through this information and learn a little more about the City before commencing work on your assigned project.

We are excited to have you here and to have the opportunity capitalize on your unique and valuable skill sets. Our goal is for you to take as much from this experience as you possibly can and provide you with a competitive edge as you move forward with your respective careers. Please feel free to contact my office with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "David A. Hales". The signature is fluid and cursive, written on a white background.

David A. Hales  
Bloomington, Illinois  
City Manager

## **Organizational Information**

### **About the City of Bloomington**

The City of Bloomington is located in the heart of Central Illinois, approximately 125 miles southwest of Chicago, 155 miles northeast of St. Louis, and 64 miles northeast of Springfield, the State Capital. Bloomington is the County Seat of McLean County, the largest county in Illinois (approximately 762,240 acres). Bloomington is a twin City with the Town of Normal (pop. 52,497 2010 census). Interstates 39, 55 and 74 converge on Bloomington-Normal, as well as US Route 51 and State Route 9.

The twin cities are also serviced by two major railroad lines and Amtrak, as well as air transportation at the Central Illinois Regional Airport, one of the fastest growing airports in the country, which services commuter, corporate, and private aircraft.

Bloomington is located in one of the most productive agricultural areas in the nation, but the economy is diverse and well-balanced. In addition to the major manufacturers and industries there are two universities, two colleges, two hospitals, a convention center, a coliseum, a recreational ice center, one indoor mall, one outdoor mall, and many banks and Savings & Loan Associations located in Bloomington-Normal.

### **How the City Operates**

The City of Bloomington is organized and operates under a council/manager form of government. The legislative body is comprised on nine Alderman who are elected by their nine respective wards and a Mayor that is elected at-large. Collectively, the council serves in a leadership capacity, providing policy direction that is responsive to citizens' needs and wishes, approving the allocation of City resources and appointment of the City Manager.

The City Manager is hired to serve the Mayor, City Council and the community to bring to the local government the benefits of training and experience in administering local government projects and programs on behalf of the governing body. The manager prepares a budget for the Mayor and Council's consideration; recruits, hires, and supervises the government's staff; serves as the Mayor and Council's chief adviser; and carries out the Mayor and Council's policies. The Mayor, City Council and citizens rely on the manager to provide complete and objective information, pros and cons of alternatives, and long-term consequences.

### **City Services**

The City of Bloomington is a full service city providing Police, Fire & EMS, Public Works, Planning & Code Enforcement, Parks, Recreation & Cultural Arts, Library and Water services to all residents. The City is comprised of 11 unique departments which work collectively to accomplish the goals of the City Council and citizens. City Departments include: Office of the City Manager, Parks, Recreation & Cultural Arts, Planning and Code Enforcement (PACE), Information Services (IS), Clerk, Legal, Human Resources, Finance, Public Works, Fire, Police and Water.

## City of Bloomington Mayor and Council Members Elected to Four Year Terms

Mayor Stephen Stockton (2009 – 2013)



Ward 1- Bernie Anderson (2009 – 2013)



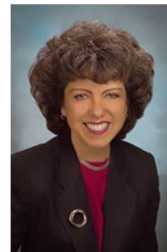
Ward 2- David Sage (2011 – 2015)



Ward 3- Mboka Mwilambwe (2011 – 2013)



Ward 4- Judy Stearns (2011 – 2015)



Ward 5- Jennifer McDade (2009 – 2013)



Ward 6- Karen Schmidt (2011 – 2015)



Ward 7- Steven Purcell (2009 – 2013)



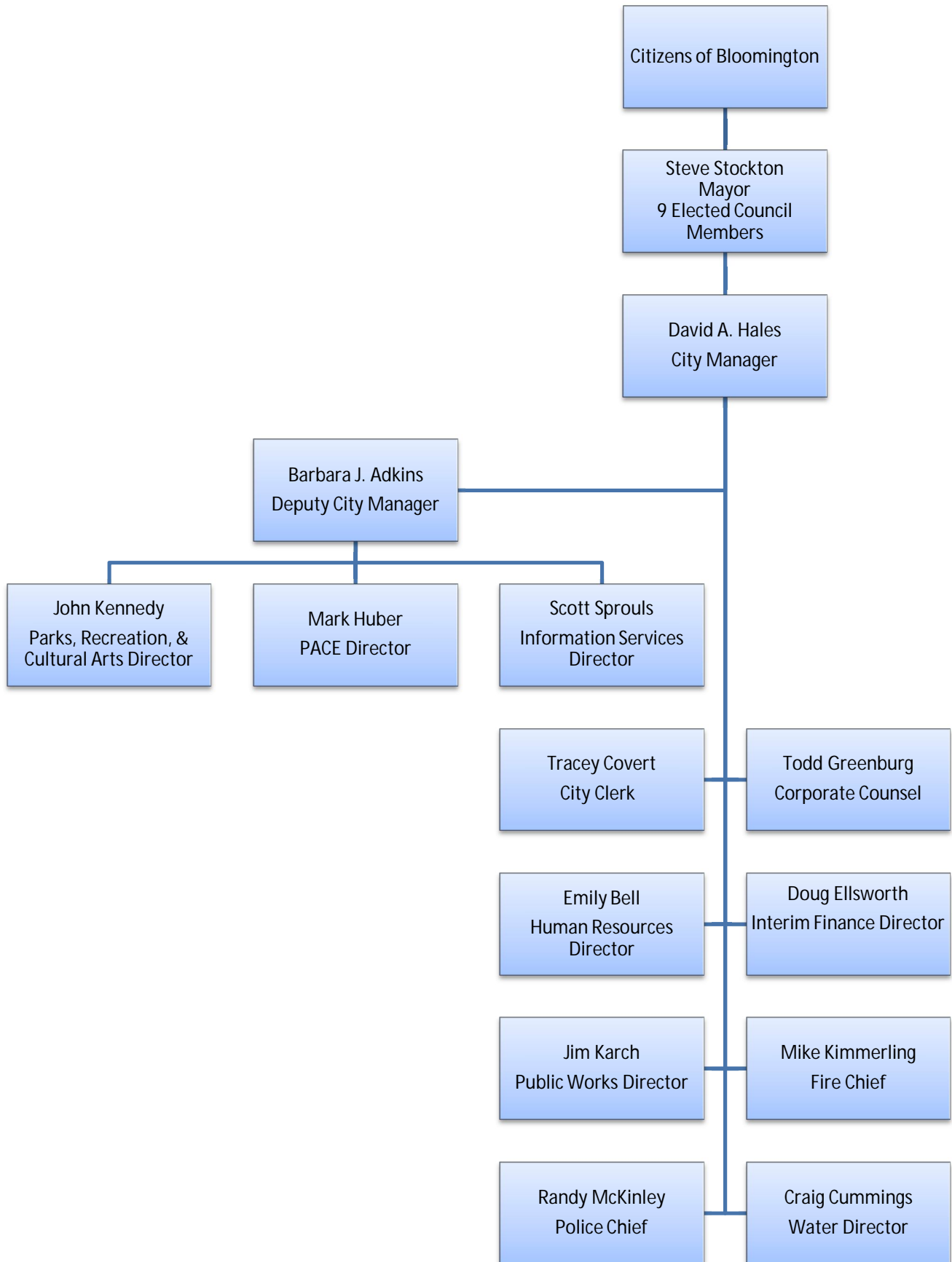
Ward 8- John Hanson (2011 – 2015)



Ward 9- Jim Fruin (2009 – 2013)



## City of Bloomington Organization Chart



## City Budget Cycle

The City's Fiscal Year runs from May 1<sup>st</sup> to April 30<sup>th</sup>. The City's budget serves as a roadmap for the fiscal year's expenditures and reflects the goals and priorities of the City's elected officials. The budget is formulated with the aid, support and input of the Citizens of Bloomington, City staff and various Boards and Committees. The City's Budget process begins in December with Department budget requests and ends in April with the final budget adoption. Formulation of the budget is a critical and difficult decision making process that involves analyzing citizen input and data, projecting available revenue sources, identifying priorities, allocating resources and expenditures, reviewing City performance data, negotiating and deliberating department budgets and establishing the fees, charges and taxes necessary to provide adequate levels of services to the Citizens of Bloomington.

## Strategic Plan

The City's budget represents the execution of programs that will deliver the outcome based goals which have been identified as principles of the City's 2025 Vision, a component of the City's strategic plan. The Bloomington City Council adopted the strategic plan in January 2010. The strategic plan was amended in January 2011 and includes a revised Action Agenda for the calendar year 2011. The goals outlined in Vision 2025 include a beautiful city, family friendly, downtown as the heart of the community, great neighborhoods, diverse local economy, convenient connectivity, quality education for a lifetime, choices for entertainment and recreation, and pride. Staff and Council continually revisit the strategic plan, making updates and tracking progress on our goals throughout the budget year. The strategic plan guides City leader's decisions and policy when allocating the city tax dollars.

## Action Plan

On an annual basis, City Council and City staff develop an Action Plan which serves as a one year roadmap toward the accomplishment of the City's goals and priorities outlined in the Strategic Plan. The City's Action Agenda identifies specific projects that have been prioritized by the elected officials, which require a significant level of monetary investment and staff resources to accomplish. The 2012 Action Plan is as follows:

Number	Description
1	City Facilities Master Plan: Complete Needs Assessment Study, Prioritize a list of improvements, Approve Financing Plan, and Master Plan
2	Downtown Special Events: Adopt policy on events, public subsidy, cost recovery for City services
3	Downtown Streetscape Plan: Staff to prepare plan for completing streetscape improvements (i.e. decorative street lights Downtown, trees, sidewalk repair, etc.), Council to Approve Master Plan
4	Downtown Business Association (DBA): Staff to provide policy direction on future funding for DBA services to Council. Council to approve new DBA services agreement.
5	Strategic Water Supply Study - Phase II: Complete design, Council to approve funding, Council approve construction contract
6	Water Master Plan: Council approve consultant, Staff to complete study and prioritize projects, Council approve funding of plan, Council approve Master Plan (simple/basic plan)

7	Water Conservation Program: Staff to prepare a Water Conservation Master Plan. Council to approve the Master Plan including funding to implement said plan. Council to consider establishing a Water Conservation Committee.
8	Water Treatment Plant Expansion: Council approve funding to cover filter, electrical, and other improvements
9	Drought Management Plan Ordinance: Council to adopt recommended ordinance
10	Water Rate Study: Approve water rates needed to implement Water Master Plan
11	Impact Fees: Approve water development impact fees following approval of Water Master Plan
12	Fiscal Impact Analysis: Approve Fiscal Impact Analysis Policy. Approve Annexation Ordinance Amendment on use of Fiscal Impact Analysis.
13	Economic Development: Approve Local Economic Development Plan including priorities, incentives, retail strategy, underutilized land studies, etc.
14	911/Communications Center Study: Staff to provide study, Council to approve recommendations
15	Labor Contracts: Provide policy guidance during negotiation phases and approve new union contracts
16	Property Tax Levy for Calendar Year 2011: Approve
17	Procurement/Purchasing Policy: Approve
18	Metro Zone Agreement: Review Metro Zone Audit, Review and consider potential changes in the Bloomington/Normal Metro Zone Agreement
19	Library Strategic Plan: Approve Strategic Plan
20	Refuse Collection: Approve Automated Service Implementation Plan, Approve Managed Competition Process, Evaluate public subsidy, cost recovery and fees
21	Stormwater Master Plan: Approve Funding, Approve Needs Assessment Study, Adopt Master Plan
22	Sanitary Sewer Master Plan: Approve Funding, Approve Needs Assessment Study, Adopt Master Plan
23	Inflow & Infiltration Reduction Study: Direction, Approve Funding for I&I Elimination Projects
24	Hershey Road Extension: Approve Funding for Construction
25	Lafayette Street Reconstruction (Morrissey to Maple): Approve Funding for Construction
26	Bulk Waste Collection: Approve Managed Competition process, evaluate public subsidy, approve cost recovery and fees
27	Recycling Collection: Approve Managed Competition process, evaluate public subsidy, approve cost recovery and fees
28	Facilities Joint Use Intergovernmental Agreements with Schools (Unit 5, Dist. 87, Central Catholic HS): Staff evaluate, Council Approve Agreement Updates
29	Ice Sheet (2nd Sheet): Staff seek collaboration with Town of Normal, ISU/IWU/HCC, Hockey Organizations
30	Parks Master Plan: Staff prepare Prioritization Schedule for Capital Projects, Council approve funding (CIP)
31	Creativity Center: Council provide direction on City's Commitment to the Creativity Center, Staff evaluate Operating Costs and private fund raising options for renovation
32	BCPA: Approve \$500,000 Budget Deficit Elimination Plan

33	Eagle View South Park: Direction on \$400,000 OSLAD Grant - Retain or Return
34	Business Licensing and Registration Study: Staff to develop program, Council to adopt
35	Housing Rehabilitation & Infill Policy: Staff to Define, Council to give direction, Council to adopt new policy
36	Downtown Parking Garage Phase II (Market St. Garage): Approve Funding for Phase II Repairs
37	Bloomington Comprehensive Plan Update: Council Participation and Adoption of new plan
38	McLean County Integrated Sustainability Plan: Approve Grant Application, Staff Apply for Grant through HUD
39	Regional Fire Training Tower: Approve Funding Plan
40	Fire Station #6: Approve lease agreement with the Central Illinois Regional Airport (CIRA)
41	Fire Station #3: Review and consider possible purchase of Fire Station #3 land and building
42	Strategic Plan for Fire & EMS Services: Approve Funding for study to determine optimal locations for fire stations including a new station in NE Bloomington, Collaborate with Town of Normal
43	Fire Station Building Needs Assessment: Approve study to assess the current and future repair and renovation needs of all fire station buildings and facilities
44	Union Contract Renewals - Unit 21 Patrol Officers, Unit 21 Sgts & Lts, Telecommunications (TCMs): Direction on Negotiations, Approval of New Contracts
45	Strategic Plan for 2012-2015: Review, Approve
46	Police Firing Range: Study, Direction on Future Use or Disposition
47	Police Overtime Compensation: Direction
48	Traffic Enforcement: Review Financial Impact on Discontinued Program and effects on public safety, Evaluate need, Give Direction
49	ERP System - Implementation of Phases II and III: Approve FY 2013 Funding (Phase III and IV)
50	Communications Technology Master Plan: Approve Funding for Phase III & IV
51	Televising Council Meetings and Webstreaming: Approval of contract
52	Video Surveillance System: Approve purchase of system equipment, staff to complete installation in key downtown areas as determined by BPD.
53	Performance Excellence/Managed Competition: Approve Managed Competition Process, Approve Managed Competition Policy Statement, Approve City services to be evaluated in 2012.
54	Debt Policy: Approve
55	FY 2013 Budget: Approve
56	Policy to Address Fee Waiver Requests from Non-profit Organizations and other Governments: Approve Ordinance
57	Recodification: Approval of Project Timeline and Funding, Needs Assessment Study by Staff
58	Noise Ordinance: Adoption of Amended Ordinance
59	Housing Court: Direction whether or not to establish a Housing Court Ordinance

## City Department Liaison Contacts

Office of the City Manager:

Alex McElroy, Technical Assistant

Email: [amcelroy@cityblm.org](mailto:amcelroy@cityblm.org)

Phone: 309-434-2262

Public Works:

Jim Karch, Public Works Director

Email: [jkarch@cityblm.org](mailto:jkarch@cityblm.org)

Phone: 309-434-2385

Planning and Code Enforcement (PACE):

Mark Huber, Planning and Code Enforcement Director

Email: [mhuber@cityblm.org](mailto:mhuber@cityblm.org)

Phone: 309-434-2446

Police:

Randall McKinley, Chief of Police

Email: [rmckinley@cityblm.org](mailto:rmckinley@cityblm.org)

Phone: 309-434-2350

Legal:

Todd Greenburg, Corporate Council

Email: [tgreenburg@cityblm.org](mailto:tgreenburg@cityblm.org)

Phone: 309-434-2315

Parks, Recreation & Cultural Arts:

Barb Wells, Superintendent of Recreation

Email: [bwells@cityblm.org](mailto:bwells@cityblm.org)

Phone: 309-434-2401

Parks, Recreation & Cultural Arts:

Richard Beck, Pepsi Ice Center Manager

Email: [rbeck@cityblm.org](mailto:rbeck@cityblm.org)

Phone: 309-434-2876

Water:

Craig Cummings, Water Director

Email: [ccummings@cityblm.org](mailto:ccummings@cityblm.org)

Phone: 309-434-2641

## Timeline for spring 2012 City Internship

Date		Facilitator	Topic/Description
9-Jan	<b>Orientation &amp; City Council meeting</b>	<b>Office of the City Manager</b>	<b>Orientation and Meet and greet with Department Liaisons</b>
16-Jan	Martin Luther King Jr., Day Teach-In at IWU: Local and Global Perspectives on Food Justice 1-4pm at IWU Hansen Center		
23-Jan	City Council meeting		
30-Jan	Cohort meeting	Tari Renner	Local Government & Policy Making
6-Feb	Cohort meeting		
13-Feb	City Council meeting		
20-Feb	Cohort meeting	Jim Simeone	Organizational Cultures and Community Settings
21-Feb	<b>City Meeting to Discuss Status of Projects</b>	<b>Office of the City Manager</b>	<b>Meeting with City Administration and Department Liaison to discuss the project progress and solicit feedback</b>
27-Feb	City Council meeting		
5-Mar	Cohort meeting		
12-Mar	City Council meeting (ISU & IWU on Spring Break)		
19-Mar	Cohort meeting		
26-Mar	City Council meeting		
2-Apr	Cohort meeting		
3-Apr	<b>City Intern Project Recap</b>	<b>Office of the City Manager</b>	<b>Meeting with City Administration and Department Liaison to solicit feedback on the Internship Program experience</b>
9-Apr	City Council meeting		
16-Apr	Cohort meeting/Final presentations		
23-Apr	City Council meeting		

## City Internship Spring 2012 Assigned Projects

### Single Stream Recycling

Department: Public Works

Department Liaison:

City Intern: Elly Rankin, ekranki@ilstu.edu

Project: Create a document with an overview and baseline data on the current single stream recycling program. Produce marketing documents for the new curbside automated Single Stream Recycling program (launch May 2012). Design and implement an aggressive citizen engagement process.

### Developer Review

Department: Planning and Code Enforcement

Department Liaison:

City Intern: Yelei Kong, ykong@iwu.edu

Project: Review the current procedure for issuing requests from developers and ultimately selecting one to complete the target project(s). Conduct a case analysis on each of 10-15 contracts between the city and developers to analyze whether the desired agreement/actual outcome produced a benefit for the city. Make recommendations on the procedure and standards for working with developers.

### Firing Range

Department: Police

Department Liaison:

City Intern: TJ Luby, tluby@iwu.edu

Project: Assess the current use of the city-owned firing range. Analyze cost-effectiveness of this facility. Review national best practices in firing range technology and facilities. Make recommendations to department leadership and city council on current and future use of the range as well as potential partnerships.

### Housing Court

Department: Legal

Department Liaison:

City Intern: Celeste Borjas, cborjas@iwu.edu

Project: Evaluate national standards and best practices for the implementation of a Housing Court. Conduct research on the effectiveness of Housing Courts in other communities. Make recommendations on the feasibility of establishing a local Housing Court.

### Ice

Department: Parks & Recreation

Department Liaison:

City Intern: Dave Warren, dwarren@iwu.edu

Project: Assess the current use of the ice sheet at the Pepsi Ice Arena. Analyze cost-effectiveness of this facility. Determine the level of community demand that would necessitate a second sheet of ice and whether that would also be fiscally responsible. Develop a list of potential partners for a second ice sheet.

### Bloomington Comprehensive Plan

Department:

Department Liaison:

City Intern: Kelsey Van Gieson, kelseyvangieson@gmail.com

Project: Review the existing comprehensive plan for the City of Bloomington. Work with the City Manager to determine one target area. Update the plan including current data, interviews with citizens and stakeholders, and any relevant trends. Devise a template for updating other portions of the plan so that future City Interns create documents that are consistent and effective.

**Water**

Department: Water

Department Liaison:

City Intern: Dori Ginsberg, deginsb@ilstu.edu

Project: Review city's current water use and all policies and procedures concerning water. Determine water usage by customer class. Assist team in analyzing data for upcoming rate study. Evaluate water use and conservation goals in comparison to other municipalities.

**Unassigned:**

Solid Waste Service Benchmarking

Department: Public Works

Department Liaison:

Project: Evaluate all components of the current plan using available city data and interviews with stakeholders. Compare the current plan to other municipalities. Work with the Public Works team to begin the managed competition process.

## Core Elements

The City Internship includes three components:

### 1. Foundational learning experience

*This includes course meetings, readings, and discussion of the research and theory relevant to city government, policy, democracy and leadership. Interns will keep reflective journals, be invited to participate in other city functions, and be assigned a mentor for the course of the program.*

### 2. An individual project

*Each intern will complete a major project in partnership with a city staff member. This project must be a substantial contribution to the city and the scope of the project will be defined in a written agreement. Students will write an academic paper related to the individual project. The paper will address the theoretical framework for the project and important policy implications. The paper will demonstrate the students' understanding of the academic significance of the project*

### 3. A group project

*Interns will work together across campuses and city departments to meet a challenge determined by city staff and the City Internship Advisory Board (CIAB).*

## Program Goals

### City Interns will:

- Demonstrate an understanding of the operations of city government and the relationship between city government and local public and private institutions
- Address a project of importance to the municipality in a cost-effective way, producing a quality product
- Develop themselves as young leaders in our community and serve as role models for civic engagement among community youth
- Apply theoretical models of democracy and citizenship
- Gain experience in a public organization to inform their future career path

## City Internship Advisory Board (CIAB)

The City Internship program is managed by an advisory board comprised of faculty from ISU and IWU as well as representatives from the City of Bloomington. The IWU Action Research Center and ISU American Democracy Project: Civic Engagement and Responsibility Minor (ADP/CERM) will provide oversight to their respective City Interns and act as the liaison for the program with the city. ARC and ADP/CERM will convene the CIAB and report on the progress of the City Internship program.

Current members of the CIAB include Karen Schmidt, IWU & City of Bloomington City Council; Jennifer McDade, ISU & City of Bloomington City Council; James Simeone, IWU; Tari Renner, IWU; Deborah Halperin, IWU; Steve Hunt, ISU; and Lance Lippert, ISU.

## Internship Qualifications

Up to six interns will be selected as City Interns. Selected in the fall and serving in the spring, City Interns from both universities will work in a cohort. Interns will be required to work a minimum of 120 hours for the semester. Interns interested in receiving academic credit must secure approval from their advisor. This internship is unpaid.

In order to be successful as a City Intern, students should possess:

- Knowledge of current events and policy issues at the national, state and local levels
- Critical thinking skills,
- Experience in managing large projects independently and in teams,
- Excellent writing ability
- Minimum GPA of 3.2