

Bloomington Common Council Regular Session Packet Addendum #2

Wednesday, September 2, 2026, at 6:30 p.m.

Council Chambers, City Hall, 401 North Morton Street, Bloomington, IN
47404

The meeting may also be accessed [remotely via Zoom](#)¹.

1. Second Amended Agenda - September 2, 2026 Regular Session
2. Resolution 2026-17 – Approval of Agreement with the Community Justice and Mediation Center (CJAM) to Facilitate Deliberation Sessions on Public Safety

Bloomington City Council meetings can be watched on the following websites:

- [Community Access Television Services \(CATS\)](#)²
- [City's YouTube Channel](#)³

[Materials for this meeting](#)⁴ are available on Council's website.

¹<https://bloomington.zoom.us/j/84540578500?pwd=zVajVbCA7cAhVBZfjISqAAfL7rMyFO.1>

Meeting ID: 845 4057 8500

Passcode: 222260

² <https://catstv.net/>

³ <https://www.youtube.com/@citybloomington>

⁴ <https://bloomington.in.gov/council/meetings/2026>

Posted: September 2, 2026

City of Bloomington, Indiana Common Council

Amended Regular Session Agenda

Wednesday, September 2, 2026, at 6:30 p.m.
Council Chambers (Room 115), City Hall
401 N. Morton Street, Bloomington, IN 47404

The meeting may also be accessed [remotely via Zoom](#).¹

1. Roll Call

2. Agenda Summation

3. Minutes for Approval

4. Reports (a maximum of twenty minutes is set aside for each part of this section)

- A. Council members
- B. The Mayor, City Clerk, City Offices, and City Boards and Commissions
 - a. Mayor Kerry Thomson (via Zoom)
 - b. Bloomington City & Place Branding Report -
Communications Dir. Desiree DeMolina and CivicBrand
- C. Council Committees
 - a. Hiring Committee Recommendation for Council Attorney/Administrator
 - b. Public Safety Local Income Tax (PS-LIT) Committee Report -
CM Piedmont-Smith
- D. Public*

5. Appointments to Boards and Commissions & Hiring

- A. Memo from Clerk Bolden
- B. Consideration of Historic Preservation Commission Appointment Removal

6. Legislation for First Readings

- A. Appropriation Ordinance 2026-01 – Approval of Additional Appropriation for the Department of Public Works
Council Sponsor - N/A (B.M.C. 2.04.070 for Appropriation Ord.)
- B. Ordinance 2026-19 – Amending Title 2 to Align Job Titles with the Collective Bargaining Agreement with the Don Owens Memorial Lodge of the Fraternal Order of Police
Council Sponsor - CM Rollo

¹<https://bloomington.zoom.us/j/84540578500?pwd=zVajVbCA7cAhVBZfjISqAAfL7rMyF0.1> Meeting ID: 845 4057 8500 Passcode: 222260

- C. Ordinance 2026-20 – Amending Title 20 of the Bloomington Municipal Code to Improve Sustainability and Housing Affordability pursuant to Council Resolution 2026-05

Council Sponsor - CM Flaherty

7. Legislation for Second Readings and Resolutions

- A. Ordinance 2026-18 – Adopting Guidelines and Requiring Formal Written Commitments as a Condition of Eligibility for On-Premises Alcoholic Beverage Permits within Eligible Statutory Districts

Council Sponsor - CM Asare

- B. Resolution 2026-15 - Approval of Collective Bargaining Agreement with Don Owens Memorial Lodge 88, Fraternal Order of Police

Council Sponsor: CM Rollo

- C. Resolution 2026-16 - Approval of Collective Bargaining Agreement with Bloomington Metropolitan Firefighters, Local 586

Council Sponsor: CM Rollo

- D. Resolution 2026-17 - Approval of Agreement with Community Justice and Mediation Center (CJAM) to Facilitate Deliberation Sessions on Public Safety

Council Sponsor: CM Piedmont-Smith

8. Additional Public Comment* (a maximum of twenty-five minutes is set aside for this section)

9. Council Schedule

10. Adjournment

*Members of the public may speak on matters of community concern not listed on the agenda at one of the two public comment opportunities. Individuals may speak at one of these periods, but not both. Speakers are allowed up to three minutes.

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The City is committed to providing equal access to information. If you encounter difficulties accessing material in this packet, please contact the Bloomington Common

² <https://catstv.net/>

³ <https://www.youtube.com/@citybloomington>

⁴ <https://bloomington.in.gov/council/meetings/2026>

Council Office at council@bloomington.in.gov or 812-349-3409 and provide your name, contact information, and a link to or description of the document or web page with which you are having problems.

**COMMON COUNCIL
OF THE CITY OF BLOOMINGTON, INDIANA**

**RESOLUTION 2026-17
APPROVING AGREEMENT WITH THE COMMUNITY JUSTICE AND MEDIATION CENTER
(CJAM) TO FACILITATE DELIBERATION SESSIONS ON PUBLIC SAFETY**

Preamble

WHEREAS, the Common Council is scheduled to hold deliberation sessions on September 9 and October 21, 2026, which will be community conversations on public safety in Bloomington;

WHEREAS, the Common Council desires to partner with the Community Justice and Mediation Center (CJAM) to best plan, engaged in, and facilitate the community conversations during those sessions;

WHEREAS, CJAM is willing to provide the services for an amount not to exceed \$2,270.00; and

WHEREAS, the parties have prepared an agreement for CJAM's services, which is attached and incorporated into this Resolution as "Attachment A".

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

Section 1. Approval of Amended Agreement.

The Common Council hereby approves and ratifies the Agreement for Services between the City of Bloomington Common Council and Community Justice & Mediation Center attached and incorporated into this Resolution as "Attachment A."

Section 2. Approval of Funding Maximum.

The Common Council approves funds for the services described herein in an amount which shall not exceed \$2,270.00.

Section 3. Severability.

If any section, sentence, or provision of this Ordinance, or the application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 4. Effective Date.

This Resolution shall be effective upon passage.

PASSED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this day of September, 2026.

Isak Asare, President
Bloomington Common Council

ATTEST:

NICOLE BOLDEN, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana,
upon
This day of , 2026.

NICOLE BOLDEN, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this day of , 2026.

KERRY THOMSON, Mayor
City of Bloomington

Synopsis

Resolution 2026-17 approves an agreement between the Common Council and the Community Justice and Mediation Center (CJAM) to plan, facilitate, and report on community conversations on public safety which are to be held as part of the Common Council's Deliberation Sessions on September 9 and October 21.

Attachment A

Agreement for Services between the City of Bloomington Common Council and Community Justice & Mediation Center.

Service Agreement

This agreement for services ("Agreement") is entered into by and between the Common Council of the City of Bloomington, Indiana, (the "City"), and the Community Justice & Mediation Center ("Contractor" or "CJAM") (collectively the "Parties").

1. **Scope of Services.** Contractor shall provide the services for the City as outlined in **Exhibit "A"** (the "Services" or "Scope of Services"). Time is of the essence and Contractor shall diligently complete all Services in a timely manner consistent with the Standard of Care identified below.
2. **Effective Date, Term and Termination.**
 - a. **Effective Date.** The effective date for this contract is the date last entered in the signature blocks below.
 - b. **Term.** This Agreement shall commence on the effective date and expire on the December 31, 2026.
 - c. **Termination.** In the event of a party's failure to perform in accordance with the terms of this Agreement, the other party shall have the right to terminate the Agreement upon written notice. The nonperforming party shall have fourteen (14) calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party. Additionally, the City may terminate or suspend performance of this Agreement at the City's prerogative at any time upon written notice to Contractor. Contractor shall terminate or suspend performance of the Services on a schedule acceptable to the City and the City shall pay the Contractor for all the Services performed up to the date that written notice is received, plus reasonable termination or suspension expenses. Upon restart, an equitable adjustment shall be made to Contractor's compensation and the schedule of services. Upon termination or suspension of this Agreement, all finished or unfinished reports, drawings, collections of data and other documents generated by Contractor in connection with this Agreement shall become the property of the City, as set forth below.
3. **Compensation.** Upon completion of all Services, the City shall pay Contractor for all fees and expenses for all Services herein provided in an amount not to exceed Two thousand two hundred seventy dollars (\$2,270.00) Dollars. Contractor shall submit an invoice to the City upon the completion of all Services. The invoice shall be sent to: Larry Allen, City of Bloomington Common Council, 401 N. Morton St. Bloomington, IN 47404. Invoices may be sent via first class mail postage prepaid or via email. Payment will be remitted to Contractor within forty-five (45) days of receipt of invoice. Additional services and/or any changes in the Services not set forth in **Exhibit "A"**, shall be

authorized in writing by the City or its designated project coordinator prior to such work being performed or expenses incurred. The City shall not make payment for any unauthorized work or expenses. No additional work shall be performed until and unless additional funding is approved and a fully executed written amendment to this Agreement reached by both parties herein.

4. **Accessibility Compliance.** Contractor will ensure all digital services or deliverables under this contract meet at least the following standards for accessibility: Web Content Accessibility Guidelines (WCAG) Version 2.2, currently available at <https://www.w3.org/WAI/standards-guidelines/wcag/> . If digital services or deliverables are not accessible pursuant to these standards, Department may seek remediation services to render the services or deliverables accessible. Contractor shall be responsible for the costs of remediation, which the Department or City may charge Contractor for directly, or deduct from payment owed to Contractor under this Agreement.
5. **Standard of Care.** Contractor shall be responsible for completion of the Services in a manner sufficient to meet the professional standards consistent with that of the industry. The City shall be the sole judge of the adequacy of Contractor's work in meeting such standards. However, the City shall not unreasonably withhold its approval as to the adequacy of such performance. Upon notice to Contractor and by mutual agreement between the parties, Contractor will, without additional compensation, correct or replace any and all Services not meeting the Standard of Care.
6. **Responsibilities of the City.** The City shall provide all necessary information regarding requirements for the Services. The City shall furnish such information as expeditiously as is necessary for the orderly progress of the work, and Contractor shall be entitled to rely upon the accuracy and completeness of such information. The City's Project Manager shall act on the City's behalf with respect to this Agreement.
7. **Appropriation of Funds.** If funds for the continued fulfillment of this Agreement by the City are at any time not forthcoming or are insufficient, through failure of any entity, including the City itself, to appropriate funds or otherwise, then the City shall have the right to terminate this Agreement without penalty.
8. **Schedule.** Contractor shall perform the Services according to the schedule set forth in **Exhibit "A"**. The time limits established by this schedule shall not be exceeded, except for reasonable cause as mutually agreed by the parties.
9. **Ownership of Documents and Intellectual Property.** All documents, drawings and specifications, including digital format files, prepared by Contractor and furnished to the City as part of the Services shall become the property of the Department.

Contractor shall retain its ownership rights in its design, drawing details, specifications, databases, computer software and other proprietary property. Intellectual property developed, utilized or modified in the performance of the Services shall remain the property of Contractor.

10. Independent Contractor Status. Contractor is an independent contractor and shall not be construed to be, nor represent itself to be, an employee of the City. Contractor is solely responsible for the payment and reporting of its employee and employer taxes, including social security, unemployment, and any other federal, state, or local taxes required to be withheld from employees or payable on behalf of employees. In the event Contractor has not made an election under IC 22-3-6-1(b)(4)-(5), the City requires a stamped certificate of exemption as described in IC 6-3-7-5. Contractor agrees to provide such certificate, as applicable, as soon as is practicable after the agreement is executed and to comply with all applicable requirements in IC 22-3-6 et seq.

11. Indemnification. Contractor shall indemnify and hold harmless the City, its officers, members, employees and agents from any and all claims, actions, causes of action, demands, damages, losses, liabilities, judgments and liens arising out any intentional, reckless or negligent act or omission of the Contractor and/or any of its officers, agents, officials, employees, or subcontractors, or any defect in materials or workmanship of any supply, materials, mechanism or other product or service which it or any of its officers, agents, officials, employees, or subcontractors has supplied to City or has used in connection with this Agreement, or arising out of or related to any cybercrime, including, but not limited to, unauthorized access, data breaches, malware, ransomware, phishing attacks, fraudulent payment requests, or other malicious activities perpetrated by or attributable to Contractor, its officers, agents, officials, employees or subcontractors, regardless of whether the cybercrime was committed with or without Contractor's knowledge or consent. Such indemnity shall include attorney's fees and all costs and other expenses arising therefrom or incurred in connection therewith and shall not be limited by reason of the enumeration of any insurance coverage required herein.

If Contractor is a design professional, architect, landscape architect, surveyor, engineer, geologist, or geotechnical / environmental consultant contracting to provide professional services, then Contractor shall not have the duty to defend against a professional liability claim or indemnify against liability other than liability for damages and losses arising out of third-party claims to the extent the damages and losses are caused by Contractor's willful misconduct or negligence.

12. Intentionally omitted.

13. Conflict of Interest. Contractor declares that it has no present interest, nor shall it acquire any interest, direct or indirect, which would conflict with the performance of Services under this Agreement. Contractor agrees that no person having any such interest shall be employed in the performance of this Agreement.

- 14. Waiver.** No failure of either party to enforce a term of this Agreement against the other shall be construed as a waiver of that term, nor shall it in any way affect the party's right to enforce that term. No waiver by any party of any term of this Agreement shall be considered to be a waiver of any other term or breach thereof.
- 15. Severability.** The invalidity, illegality or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of the Agreement shall be construed and enforced as if it did not contain the particular provision to be held void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.
- 16. Assignment.** Neither the City nor the Contractor may assign any rights or duties under this Agreement without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement.
- 17. Headings.** The headings in this Agreement are for reference only and shall not affect the interpretation of this Agreement.
- 18. Third Party Rights.** Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Parties.
- 19. Governing Law and Venue: Waiver of Jury Trial.** This Agreement shall be governed by the laws of the State of Indiana. Venue of any disputes arising under this Agreement shall be in the Monroe Circuit Court, Monroe County, Indiana. Each party acknowledges and agrees that any controversy that may arise under this agreement is likely to involve complicated and difficult issues and, therefore, each such party irrevocably and unconditionally waives any right it may have to a trial by jury in respect of any legal action arising out of or relating to this Agreement.
- 20. Non-Discrimination.** Contractor shall comply with City of Bloomington Ordinance 2.23.100 and all other federal, state and local laws and regulations governing non-discrimination, including but not limited to employment. Contractor understands that the City of Bloomington prohibits its employees from engaging in harassment or discrimination of any kind, including harassing or discriminating against independent contractors doing work for the City. If Contractor believes that a City employee engaged in such conduct towards Contractor and/or any of its employees, Contractor or its employees may file a complaint with the City Department head in charge of the Contractor's work, and/or with the human resources department. The City takes all complaints of harassment and discrimination seriously and will take appropriate disciplinary action if it finds that any City employee engaged in such prohibited conduct. Any breach of this section is a material breach and will be

cause for termination of this Agreement.

- 21. Compliance with Laws.** In performing the Services under this Agreement, Contractor shall comply with any and all applicable federal, state and local statutes, ordinances, plans and regulations, including any and all regulations for protection of the environment. Where such statutes, ordinances, plans or regulations of any public authority having any jurisdiction over the project are in conflict, Contractor shall proceed using its best judgment only after attempting to resolve any such conflict between such governmental agencies, and shall notify the City in a timely manner of the conflict, attempts of resolution, and planned course of action.
- 23. E-Verify.** Contractor is enrolled in and verifies the work eligibility status of all newly-hired employees through the E-Verify program. Contractor signed the e-verify affidavit which is attached as **Exhibit "B"**. Contractor shall maintain on file all subcontractors' e-verify certifications throughout the term of this Agreement.
- 24. Non-Collusion.** By signing this Agreement, Contractor swears and affirms under penalties for perjury that it has not, nor has any other member, representative, or agent of Contractor, entered into any combination, collusion, or agreement with any person relative to the price to be offered by any person nor prevented any person from making an offer nor induced anyone to refrain from making an offer and that this offer is made without reference to any other offer.
- 25. Notices.** Any notice required by this Agreement shall be made in writing to the individuals/addresses specified below:

To City:

City of Bloomington
Attn: Larry Allen
401 N. Morton St. Bloomington, IN 47404

To Contractor:

CJAM
Attn: Wyatt Lawson
cjam@cjamcenter.org
205 S Walnut St., Bloomington, IN 47404

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of the City and Contractor.

- 26. Integration and Modification.** This Agreement consists of the following parts, each of which is as fully a part of this Agreement as if set out herein:
- a. This Agreement
 - b. All Exhibits.
 - c. All Written Amendments and other documents amending, modifying, or supplementing the Contract Documents which may be delivered or issued after the Effective Date of the Agreement and are not attached hereto.

In resolving conflicts, errors, discrepancies and disputes concerning the Scope of Work to be performed by Contractor, and other rights and obligations of City and Contractor, the document expressing the greater quantity, quality or imposing the greater obligation upon Contractor and affording the greater right or remedy to City shall govern; otherwise the documents shall be given precedence in the order enumerated above. This Agreement may be modified only by a written amendment signed by both parties hereto.

27. **Intent and Authority to Bind**. This Agreement has been duly authorized, executed and delivered by the Parties and is the legal, valid and binding obligation of the Parties, their successors and assigns, enforceable in accordance with its terms and conditions. The undersigned signatories for each Party represent that the undersigned signatories have been and are duly authorized to execute this Agreement for and on behalf of their respective Party.

Signatures are on the Signature Page, found at the end of the contract, following the Exhibits.

Exhibit “A” Scope Of Work

[Attached]



COMMUNITY JUSTICE & MEDIATION CENTER

205 S. Walnut St, Suite 16, Bloomington, IN 47404

(812) 336-8677 | cjam@cjamcenter.org | cjamcenter.org

Scope of Work

Community Engagement Facilitation Project

Defining Public Safety in Bloomington

Prepared For: Bloomington Common Council

Prepared By: Community Justice & Mediation Center (CJAM)

Date: August 18, 2026

Version: Draft 2.0

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1. Project Overview

Background

As part of its strategic planning and budget discussions, the Bloomington Common Council identified **Public Safety** as a priority area for future planning and investment. While public safety is recognized as a key community priority in existing planning documents, the term itself encompasses a wide range of experiences, perspectives, and expectations. Recognizing that meaningful public safety initiatives should be informed by the experiences and priorities of Bloomington residents, the Common Council seeks to engage the community in a structured public dialogue about what public safety means to them and what opportunities exist to strengthen it.

The Community Justice & Mediation Center (CJAM) has been engaged to design and facilitate a community engagement process that creates meaningful opportunities for residents to share their perspectives in a respectful, inclusive, and well-organized environment. CJAM's role is to provide a neutral facilitation process that encourages dialogue, documents community input, and organizes the information gathered in a way that supports future discussions by the Bloomington Common Council.

Purpose of the Engagement

The purpose of this engagement process is to provide Bloomington residents with an opportunity to explore and discuss the concept of public safety, identify community priorities, and consider opportunities for improvement that are within the city government's Bloomington Common Council's capacity to influence. We envision these sessions to be the starting point for the development of a public safety plan for our community.

This engagement is intended to inform future discussions by the Bloomington Common Council and within the Mayor's administration. It is not intended to produce policy recommendations, advocate for particular positions, or build consensus around specific solutions. Rather, the process is designed to gather, organize, and synthesize community perspectives in a way that supports thoughtful and informed discussions decisions by the Bloomington Common Council.

Scope of Engagement

CJAM will design and facilitate a two-session community engagement process supported by project planning, facilitation materials, documentation, and summary

reporting. Between the two public engagement sessions, CJAM will analyze participant feedback, identify emerging themes, and collaborate with a designated Council Working Group to refine the objectives and design of the second session based on what is learned during the first.

The project also includes support for public outreach through the creation of promotional materials and outreach recommendations, as well as the preparation of summary documents that capture the themes and priorities identified throughout the engagement process.

Project Objectives

The objectives of this project are to:

- Design a transparent and inclusive public engagement process that encourages meaningful community participation.
- Provide neutral facilitation that creates space for respectful dialogue and broad participation.
- Provide the Bloomington Common Council with a deeper understanding of how the community members present define public safety and identify areas they believe require attention.
- Organize community input into clear themes and priorities that can inform future Common Council discussions.
- Deliver clear documentation of the engagement process and the community perspectives shared throughout the project.
- Recruit a broad variety of participants to participate in the two sessions, with particular effort to include communities that are historically excluded.

2. Facilitation Approach

The Community Justice & Mediation Center (CJAM) approaches facilitation as a structured process that encourages meaningful participation, fosters respectful dialogue, and creates opportunities for community members to share their perspectives. Our role is to design and guide an inclusive engagement process, not to advocate for particular viewpoints or outcomes. The following principles will guide the design and facilitation of this project.

Neutral Facilitation

CJAM facilitators serve as impartial process leaders. Facilitators guide discussion, ask clarifying questions, encourage balanced participation, and help participants remain focused on the purpose of the conversation. Facilitators do not advocate for

particular positions, express opinions on discussion topics, or influence the direction of the conversation beyond maintaining an effective process. Documentation produced through this engagement will objectively summarize participant perspectives, recurring themes, and discussion outcomes without evaluating ideas or recommending specific courses of action to the best of our ability.

Inclusive Participation

The engagement process will be designed to encourage broad participation and ensure participants have multiple opportunities to contribute. Small-group discussions, guided questions, facilitated report-outs, and individual reflection opportunities will be used to create an environment where participants with different backgrounds and communication styles can comfortably participate.

Respectful Dialogue

Productive conversations depend on participants feeling heard and respected. Facilitators will establish shared discussion agreements that encourage active listening, curiosity, and respectful engagement with differing perspectives. The objective is not to eliminate disagreement but to create a space where differing viewpoints can be explored constructively.

Adaptive Design

Rather than treating each engagement session as a standalone event, CJAM will use information gathered during the first community conversation to inform the design of the second session. Themes, questions, and areas requiring additional discussion will be reviewed with the Council Working Group to ensure the second engagement builds upon what participants shared during the first.

3. Facilitation Process

The community engagement process is designed as a collaborative and adaptive series of activities that build upon one another. While the overall structure of the project has been established, the design of the second community engagement session will be informed by the themes and questions that emerge during the first session. This approach allows the engagement process to remain responsive to community input while maintaining clear project objectives.

Project Planning

CJAM will meet with designated members of the Council Working Group to clarify project goals, review existing planning documents, establish expectations for the engagement process, and finalize logistical details. During this stage, CJAM will develop the facilitation plan, participant materials, facilitation guides, and supporting resources necessary for the first community engagement session.

Community Engagement Session One

The first community engagement session will focus on understanding how Bloomington residents define public safety and identifying the experiences, concerns, and priorities that shape those perspectives. The session will include a brief project overview and information session, facilitated small-group discussions using guided questions, report-outs from each discussion group, and an opportunity for participants to provide individual feedback through an exit survey.

Reflection & Session Design

Following the first engagement session, CJAM will review facilitator notes, participant feedback, and discussion themes. CJAM will then meet with the Council Working Group to review key findings and collaboratively refine the facilitation design and guiding questions for the second community engagement session.

Community Engagement Session Two

The second community engagement session will build upon the themes identified during the first session. While the exact facilitation design will be informed by the initial engagement, the session will continue to utilize facilitated small-group discussions, report-outs, and participant feedback to explore community priorities and opportunities that are within the Bloomington Common Council's capacity to influence.

Documentation & Project Closeout

Following completion of the engagement process, CJAM will prepare and submit the agreed-upon project documentation, including summaries of each engagement session, a thematic analysis of community input, and a final summary report.

4. Services & Deliverables

A. Facilitation Design

Activities

Design the overall engagement process, prepare facilitation plans, agendas, facilitation guides, participant materials, presentation slides, and revise the second session based on participant feedback.

Deliverables

- Project facilitation plan
- Facilitation guides for each engagement session
- Participant materials and Information Packet
- Presentation slides
- Exit survey
- Revised facilitation plan for Session Two, as needed

B. Community Engagement Facilitation

Activities

CJAM will provide trained facilitators and notetakers to support each community engagement session. The project is designed to include up to **nine facilitators and nine notetakers** for each session, depending on participant registration and room configuration.

Bloomington Common Council members will serve as **Table Partners** throughout the small-group discussions. Table Partners will actively participate by listening to participants, asking clarifying questions, and engaging in dialogue as representatives of the Common Council. While Table Partners may share their perspectives when appropriate, the primary focus of each discussion will remain centered on the experiences, ideas, and priorities shared by community participants. CJAM facilitators will remain responsible for managing the facilitation process, ensuring balanced participation, and maintaining the overall flow of discussion.

Deliverables

- Facilitation of two community engagement sessions
- Up to nine facilitators and nine notetakers for each session

- Facilitation materials utilized during each engagement session

C. Documentation & Reporting

Activities

Review facilitator notes, participant feedback, and discussion materials to identify recurring themes and organize community input.

Deliverables

- Summary following each engagement session
- Thematic analysis of participant input
- Final summary report

D. Outreach Support

Activities

Support outreach efforts by developing communications materials and providing recommendations for participant recruitment strategies. Responsibility for recruitment, registration, and participant communications remains with the Bloomington Common Council.

Deliverables

- Outreach flyer
- Outreach recommendations
- Suggested community partners for recruitment

E. Project Coordination

Activities

Coordinate with the Council Working Group throughout planning, implementation, and project closeout.

Deliverables

- Initial planning meeting
- Reflection meeting following Session One
- Ongoing project coordination

5. Roles & Responsibilities

Successful implementation of this project depends on close collaboration between CJAM and the Bloomington Common Council. The responsibilities below establish shared expectations throughout the planning, facilitation, and reporting phases of the engagement process.

CJAM Responsibilities	Bloomington Common Council Responsibilities
Design and facilitate the engagement process	Designate a primary project contact and Council Working Group
Develop facilitation plans and materials	Recruit participants and manage registration
Provide facilitators and notetakers	Secure meeting space and technology
Facilitate two engagement sessions	Lead outreach using CJAM-provided materials
Prepare summaries and final report	Provide relevant planning documents
Coordinate planning meetings	Participate in planning meetings and review materials
Develop outreach flyer and recommendations	Provide Table Partners for each discussion group
Maintain neutrality throughout facilitation and documentation	Review project documentation and provide timely feedback

6. Project Timeline

Project Milestone	Estimated Timeline
Project Kickoff Meeting	August 2026
Development of Facilitation Plan & Engagement Materials	August–September 2026
Begin Outreach	August, 19, 2026
Community Engagement Session One	September 9, 2026
Reflection Meeting with Council Working Group	September 14-25
Development of Session Two Facilitation Plan	September 26-9, 2026
Community Engagement Session Two	October 21, 2026
Final Documentation & Summary Report	November 30, 2026

Note: The project timeline may be adjusted by mutual agreement to accommodate scheduling needs or ensure sufficient planning time between engagement sessions.

7. Out of Scope

Unless otherwise agreed to in writing, the following activities are not included as the responsibilities of CJAM within this scope of work:

- Recruitment, registration, or direct communication with participants.
- Reservation or management of meeting facilities or technology.
- Media relations or public communications beyond the outreach support described in this scope.
- Policy analysis or recommendations.
- Advocacy for particular positions, proposals, or outcomes.
- Decision-making on behalf of the Bloomington Common Council.
- Additional community engagement sessions beyond those described in this scope.
- Facilitation of meetings outside the agreed-upon project activities.
- Production of reports beyond those identified in this scope of work.

8. Project Completion

The project will be considered complete upon:

- Completion of the two community engagement sessions.
- Delivery of all agreed-upon documentation and deliverables.
- Completion of the final project coordination meeting, if requested by the Bloomington Common Council.

Additional services requested following project completion may be addressed through a mutually agreed-upon amendment or separate scope of work.

9. Project Assumptions

This scope of work is based on the following assumptions:

- The Bloomington Common Council is engaging in this process in good faith with the intention of meaningfully considering the information gathered through community engagement as part of its ongoing planning and decision-making processes.
- The Bloomington Common Council will communicate the purpose, scope, and intended use of the engagement process clearly and transparently to participants.
- The engagement process is intended to inform future discussions and planning. Participation does not guarantee the adoption of specific policies, recommendations, or actions.
- Participants will be invited to engage respectfully, recognizing that community members may have differing experiences and perspectives related to public safety. The facilitation process is designed to create opportunities for dialogue rather than debate or consensus-building.
- The design of the second community engagement session will be informed by the themes and questions that emerge during the first session and may be modified by mutual agreement while remaining consistent with the overall project objectives.
- Participant attendance may influence the number of discussion groups, facilitators, and room configuration utilized during each engagement session.
- Any substantial changes to the agreed-upon scope, timeline, or deliverables may require a mutually agreed-upon amendment to this scope of work.

10. Project Budget & Payment Terms

The total compensation for the services described in this Scope of Work will be **\$2,270.00**, as outlined below.

Service	Project Hours	Rate	Project Amount
Meeting Facilitation for Two Community Engagement Sessions	6 hours	\$125/hour	\$750.00
Session Design, Planning, and Documentation	19 hours	\$80/hour	\$1,520.00
Total Contract Amount	25 paid hours		\$2,270.00

Payment Terms

Payment terms will be established in coordination with the Bloomington Common Council and incorporated into the final agreement. Unless otherwise agreed upon, CJAM will invoice the Bloomington Common Council according to the payment schedule established in the final contract.

Exhibit “B” Affidavit Regarding E-Verify

Affidavit Regarding E-Verify If Contractor Has Employees

The undersigned, being duly sworn, hereby affirms and says that:

1. The Contractor has contracted with or is seeking to contract with the City of Bloomington to provide services.
2. The undersigned hereby states that, to the best of his/her knowledge and belief, the Contractor does not knowingly employ an “unauthorized alien,” as defined at 8 United States Code 1324a(h)(3).
3. The undersigned hereby states that, to the best of his/her knowledge and belief, the Contractor is enrolled in and participates in the E-verify program.

I affirm under the penalties of perjury that the foregoing facts and information are true and correct to the best of my knowledge and belief.

Signatures are on the Signature Page, found at the end of the contract, following the Exhibits.

Signature Page

The Parties have executed this signature page reflecting their agreement with and intent to be bound by the terms and conditions listed in their "Agreement for Services between the City of Bloomington Common Council and Community Justice & Mediation Center" and any exhibit to said Agreement.

Signatures

In witness whereof, the parties hereto have caused this Agreement to be executed as of the Effective Date.

City of Bloomington Common Council

Signature:

Full Name: Isak Asare

Date Signed:

Title: Council President

Contractor

The undersigned is duly authorized to execute this Agreement and the attached affidavits for and on behalf of, and to bind, the Contractor.

I affirm under the penalties of perjury that the foregoing facts and information, found within the Contract and all associated exhibits, are true and correct to the best of my knowledge and belief.

Signature:

Full Name: Wyatt Lawson

Date Signed:

Title: Executive Director

Company: Community Justice & Mediation Center