



Monday, December 21, 2020
5:30 PM
Civic Center Theater

CITY COUNCIL AGENDA

Pursuant to Phase 4 of Governor Pritzker's Executive Order, a maximum of 25 people will be allowed in the Civic Center Theater unless said number is otherwise directed by Order of the Governor. If the number is altered as a result of an Order of the Governor, the City of Decatur will follow and enforce that number. An in-person meeting of all members of the City Council of the City of Decatur as well as in-person meetings of all members of other Boards and Commissions of the City of Decatur is not practical or prudent because of the COVID-19 pandemic.

I. Call to Order

1. Roll Call
2. Pledge of Allegiance

II. Appearance of Citizens

Policy relative to Appearance of Citizens:

A 30-minute time period is provided for citizens to appear and express their views before the City Council. Each citizen speaking will be limited to one appearance of up to 3 minutes. No immediate response will be given by City Council or City staff members. Citizens are to give their documents (if any) to the Police Officer for distribution to the Council. When the Mayor determines that all persons wishing to speak in accordance with this policy have done so, members of the City Council and key staff may make comments.

III. Approval of Minutes

Approval of Minutes of December 7, 2020 City Council Meeting

IV. Unfinished Business

1. Ordinance Amending City Code Chapter 54.1-Video Gaming License

V. New Business

1. Treasurer's Financial Report (Discussion Only)
2. Discuss Options for Obtaining Additional Revenue for Public Safety Staffing/Pensions (Discussion Only)
3. Budget Reconciliation Ordinance Appropriating Additional Monies for the Purpose of Defraying the Expense for Certain Funds of the City of Decatur, Illinois for the Fiscal Year Ending December 31, 2020
4. Resolution Authorizing the City of Decatur to Provide an Interfund Cash Advance to Certain Funds to Affect a Positive Cash Position as of the Close of Business as of December 31, 2020

5. Resolution Authorizing the Final Agreement Between the City of Decatur, Illinois and Airport Plaza Joint Venture, LLC-Payment of Reimbursable Costs
6. Resolution Authorizing Execution of an Agreement for Management and Operation of City of Decatur Public Transit Services with MV Transportation, Inc.
7. Resolution Certifying the City of Decatur Public Transportation Agency Safety Plan
8. Resolution to Approve Preliminary Engineering Services Agreement and Appropriate Motor Fuel Tax Funds for the Garfield Avenue Bridge over 22nd Street, SN 058-6001 City Project 2020-22
9. Ordinance Annexing Territory Entirely Surrounded by the City Limits-4161 North Taylor Avenue
10. Ordinance Annexing Territory Entirely Surrounded by the City Limits-3290 Las Vegas Drive, 2255 Frontier Road, 3300 Las Vegas Drive, 3305 Desert Inn Road
11. Ordinance Annexing Territory Entirely Surrounded by the City Limits-2406 Thunderbird Drive (Lot East); 3205 Las Vegas Drive (Lot West); 3233, 3220, 3235 Tropicana Road; 2331 Frontier Road; 3305, 3303, 3333, 3332 Tropicana Road
12. Ordinance Annexing Territory Entirely Surrounded by the City Limits-3330 Ferris Drive
13. Ordinance Annexing Territory Entirely Surrounded by the City Limits-3312, 3310 North Westlawn Avenue; 3303 Fite Drive; 3296, 3311, 3255 North Westlawn Avenue
14. Consent Calendar: Items on the Consent Agenda/Calendar are matters requiring City Council approval or acceptance, but which are routine and recurring in nature, are not controversial, are matters of limited discretion, and about which little or no discussion is anticipated. However, staff's assessment of what should be included on the Consent Agenda/Calendar can be in error. For this reason, any Consent Agenda/Calendar item can be removed from the Consent Agenda/Calendar by any member of the governing body, for any reason, without the need for concurrence by any other governing body member. Items removed from the Consent Agenda/Calendar will be discussed and voted on separately from the remainder of the Consent Agenda/Calendar.
 - A. Receiving and Filing of Minutes of Boards and Commissions
 - B. Resolution Approving Appointment - Library Board of Trustees
 - C. Ordinance Annexing Territory 2323 West Ash Avenue
 - D. Ordinance Annexing Territory 3468 Burt Drive
 - E. Ordinance Annexing Territory 3707 West Catherine Street
 - F. Ordinance Annexing Territory 4169 Doneta Avenue
 - G. Ordinance Annexing Territory 3433 Ferris Drive
 - H. Ordinance Annexing Territory 3511 Greenview Drive
 - I. Ordinance Annexing Territory 3520 Greenview Drive
 - J. Ordinance Annexing Territory 2111 North Sunnyside Road
 - K. Ordinance Annexing Territory 2113 North Sunnyside Road
 - L. Ordinance Annexing Territory 3188 North Westlawn Avenue
 - M. Resolution Accepting the Bid of Dunn Company for the Purchase of Bituminous Pavement Materials

- N. Resolution Accepting the Bid of Beelman Logistics LLC for the Purchase of Crushed Stone Aggregate
- O. Resolution Accepting the Bid of Metal Culverts Inc for the Purchase of Corrugated Steel Pipe
- P. Resolution Accepting the Bid of VCNA Prairie LLC for the Purchase of Portland Cement Concrete
- Q. Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order Furnishing Water Treatment Chemicals - Alum, City Project - PUR2020-05
- R. Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order Furnishing Water Treatment Chemicals - Carbon, City Project - PUR2020-05
- S. Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order Furnishing Water Treatment Chemicals - Carbon Dioxide, City Project - PUR2020-05
- T. Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order Furnishing Water Treatment Chemicals - Chlorine, City Project - PUR2020-05
- U. Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order Furnishing Water Treatment Chemicals - Hydrofluorosilicic Acid, City Project - PUR2020-05
- V. Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order Furnishing Water Treatment Chemicals - Lime, City Project - PUR2020-05
- W. Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order Furnishing Water Treatment Chemicals - Sodium Chlorite - City Project - PUR2020-05
- X. Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order Furnishing Water Treatment Chemicals - Sodium Hexametaphosphate, City Project - PUR2020-05
- Y. Resolution Authorizing Community Development Block Grant-CV (CDBG-CV) Fund Expenditures and Amendment of the FY 2019-20 Annual Action Plan
- Z. Resolution Authorizing Residential Lease Agreement-City of Decatur, Illinois and Bryan L. Vought, 3530 E. Chestnut Ave., Decatur, Illinois

VI. Other Business

VII. Recess to Closed Executive Session

Recess to Closed Executive Session Under Open Meetings Act Section 2 (c) (2) Collective Negotiating Matters Between the Public Body and its Employees or their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

VIII. Adjournment

State Motor Fuel Tax Compliance Review
Monthly Reports, November 2020

SUBJECT: Approval of Minutes of December 7, 2020 City Council Meeting

ATTACHMENTS:

Description	Type
Minutes of City Council Meeting on December 7, 2020	Backup Material

CITY COUNCIL MINUTES
Monday, December 7, 2020

On Monday, December 7, 2020, the City Council of the City of Decatur, Illinois, met in a Regular Meeting at 5:30 p.m., in the Decatur Civic Center Theater, One Gary K. Anderson Plaza, Decatur, Illinois.

Mayor Julie Moore Wolfe presided, together with her being Council members Lisa Gregory, David Horn, Chuck Kuhle, Pat McDaniel and Bill Faber. Councilman Rodney Walker participated through electronic attendance pursuant to the Open Meetings Act, 5 ILCS 120/7(e)(2) and a determination made by Mayor Julie Moore Wolfe that an in-person meeting of all members of the City Council is not practical or prudent because of the COVID-19 pandemic. Mayor Moore Wolfe declared a quorum present.

City Manager Scot Wrighton attended the meeting as well.

Mayor Moore Wolfe led the Pledge of Allegiance.

Mayor Moore Wolfe called for Appearance of Citizens and the following citizens provided comments to the Council: Marc Girdler, Dan Caulkins, Kathryn Miller, Debbie Hill, Mark Allen and Cameron Williams.

With no other Appearance of Citizens, Mayor Moore Wolfe called for Approval of Minutes.

The minutes of the City Council meeting on November 16, 2020 were presented. Councilman McDaniel moved the minutes be approved as written, seconded by Councilwoman Gregory and on call of the roll, Council members Lisa Gregory, David Horn, Chuck Kuhle, Pat McDaniel, Rodney Walker, Bill Faber and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

The minutes of the City Council Study Session on November 23, 2020 were presented. Councilman McDaniel moved the minutes be approved as written, seconded by Councilwoman Gregory and on call of the roll, Council members Lisa Gregory, David Horn, Chuck Kuhle, Pat McDaniel, Rodney Walker, Bill Faber and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

With no Unfinished Business, Mayor Moore Wolfe called for New Business.

Mayor Moore Wolfe called for a public hearing in the matter of the 2021 Budget. Mayor Moore Wolfe opened the public hearing at 5:55 p.m. and declared the public meeting closed at 5:56 p.m.

2020-164 Ordinance Adopting the Fiscal Year 2021 Budget and Appropriating Monies for the Purpose of Defraying the Expenses of Departments and Funds of the City of Decatur,

Illinois for the Fiscal Year Beginning January 1, 2021 and Ending December 31, 2021, including all Outstanding Claims and Obligations, and Fixing a Time When the Same Shall Take Effect, was presented. Councilman McDaniel moved the Ordinance do pass, seconded by Councilwoman Gregory.

City Manager Wrighton gave an overview of the Ordinance and answered questions from Council regarding the 2021 budget.

Upon call of the roll, Council members Lisa Gregory, David Horn, Chuck Kuhle, Pat McDaniel, Rodney Walker, Bill Faber and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

2020-165 Ordinance Amending City Code Chapter 54.1, Video Gaming License, Section 4, Video Gaming License Fees, was presented. Councilman McDaniel moved the Ordinance do pass, seconded by Councilwoman Gregory.

City Manager Wrighton gave a brief overview of the Ordinance and answered questions from Council regarding licensing fees for video gaming terminals.

Upon call of the roll, Council members Lisa Gregory, David Horn, Chuck Kuhle, Pat McDaniel, Rodney Walker, Bill Faber and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

R2020-172 Resolution Authorizing Redevelopment Agreement - City of Decatur, Illinois and InnoVaFeed, was presented. Councilman McDaniel moved the Resolution do pass, seconded by Councilwoman Gregory.

City Manager Wrighton gave a brief overview of the Resolution and answered questions from Council.

Nicole Bateman, President of the Economic Development Corporation gave background information about the project.

Upon call of the roll, Council members Lisa Gregory, David Horn, Chuck Kuhle, Pat McDaniel, Rodney Walker, Bill Faber and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

R2020-173 Resolution Accepting the Bid and Authorizing the Execution of a Contract with Duke's Root Control, Inc. for Multi-Year Sanitary Sewer Herbicide Root Control Project, City Project 2020-31, was presented. Councilman McDaniel moved the Resolution do pass, seconded by Councilwoman Gregory.

Upon call of the roll, Council members Lisa Gregory, David Horn, Chuck Kuhle, Pat McDaniel, Rodney Walker, Bill Faber and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

R2020-174 Resolution Accepting the Bid and Authorizing the Execution of a Contract with Culy Contracting, LLC for 2020 Annual Manhole Rehabilitation Project, City Project 2020-14, was presented. Councilman McDaniel moved the Resolution do pass, seconded by Councilwoman Gregory.

City Manager Wrighton gave a brief overview of the Resolution.

Upon call of the roll, Council members Lisa Gregory, David Horn, Chuck Kuhle, Pat McDaniel, Rodney Walker, Bill Faber and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

R2020-175 Resolution Authorizing Acceptance of an Intergovernmental Grant Agreement between the State of Illinois Department of Commerce & Economic Opportunity and the City of Decatur, Illinois to Expand the City of Decatur Fiber Network, was presented. Councilman McDaniel moved the Resolution do pass, seconded by Councilwoman Gregory.

City Manager Wrighton gave a brief overview of the Resolution.

IT Director Jim Edwards spoke about growing the fiber network.

Upon call of the roll, Council members Lisa Gregory, David Horn, Chuck Kuhle, Pat McDaniel, Rodney Walker, Bill Faber and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

Resolution Authorizing Community Development Block Grant-COVID (CDBG-CV) Small Business Assistance Subrecipient Agreement FY2020 Community Investment Corporation of Decatur, Inc. (CICD) , was presented. Councilman McDaniel moved the Resolution do pass, seconded by Councilwoman Gregory.

City Manager Wrighton gave a brief overview of the Resolution.

Councilman Kuhle made a motion to table the Resolution until the December 14, 2020 Special City Council meeting over concerns in the agreement referencing businesses being ineligible for assistance who had been cited or fined within the last 12 months due to COVID Ordinance violations, seconded by Councilwoman Gregory.

Upon call of the roll, Council members Lisa Gregory, David Horn, Chuck Kuhle, Pat McDaniel, Rodney Walker, Bill Faber and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

R2020-176 Resolution Authorizing City of Decatur to Enter into a Purchase Agreement for Purchase of a Pierce Enforcer Aerial Ladder Fire Apparatus, was presented. Councilman McDaniel moved the Resolution do pass, seconded by Councilwoman Gregory.

City Manager Wrighton gave a brief overview of the Resolution and answered questions from Council regarding funding of the truck.

Fire Chief Jeff Abbott answered questions from Council regarding the Equipment Replacement Fund.

Upon call of the roll, Council members Lisa Gregory, David Horn, Chuck Kuhle, Pat McDaniel, Rodney Walker, Bill Faber and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

R2020-177 Resolution Authorizing City of Decatur to Enter into an Agreement for Debt Financing of Pierce Fire Apparatus, was presented. Councilman McDaniel moved the Resolution do pass, seconded by Councilwoman Gregory.

Upon call of the roll, Council members Lisa Gregory, David Horn, Chuck Kuhle, Pat McDaniel, Rodney Walker, Bill Faber and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

R2020-178 Resolution Authorizing Payment of the 2021 Central Illinois Regional Dispatch Center Invoice - User Fees for the Decatur Police Department and Decatur Fire Department, was presented. Councilman McDaniel moved the Resolution do pass, seconded by Councilwoman Gregory.

City Manager Wrighton gave a brief overview of the Resolution.

Police Chief Jim Getz explained CIRDC user fees calculations.

Upon call of the roll, Council members Lisa Gregory, David Horn, Chuck Kuhle, Pat McDaniel, Rodney Walker, Bill Faber and Mayor Moore Wolfe voted aye. Mayor Moore Wolfe declared the motion carried.

Mayor Moore Wolfe and Councilman Kuhle recused themselves from the following Employee Health Care Clinic item due to conflicts of interest.

Mayor Moore Wolfe turned the meeting over to Councilman McDaniel, serving as Mayor Pro Tem.

Mayor Moore Wolfe and Councilman Kuhle exited the Civic Center Theater at 7:03 p.m.

R2020-179 Resolution Authorizing the City Manager to Negotiate Terms and Execute an Agreement for Creation of a Healthcare Clinic to Service Participants in the City's Healthcare Benefit Plan with Paladina Health, LLC, DBA Activate Healthcare.

City Manager Wrighton gave a brief overview of the Resolution.

City of Decatur Wellness Team members Kara Flannery and Tim Wilderman spoke in support of the Employee Health Care Clinic.

Ms. Deb Geisler with Activate Healthcare provided a history of Activate Healthcare and answered questions from Council.

Upon call of the roll, Council members Lisa Gregory, David Horn, Pat McDaniel, Rodney Walker, and Bill Faber voted aye. Councilman McDaniel declared the motion carried.

Councilman McDaniel called for Other Business.

With no Other Business, Councilman McDaniel called to Recess to Closed Executive Session at 7:32 p.m. under Open Meetings Act Section (2)(c)(11) for the purpose of a discussion on Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent.

Councilwoman Gregory moved to Recess to Closed Executive Session; seconded by Councilman Horn and upon call of the roll, Council members Lisa Gregory, David Horn, Pat McDaniel, Rodney Walker, and Bill Faber voted aye. Councilman McDaniel declared the motion carried.

Council returned to the regular City Council meeting following Closed Executive Session at 7:59 p.m. Councilman McDaniel moved the regular meeting be adjourned; seconded by Councilwoman Gregory. All were in favor by voicing no objections.

Mayor Moore Wolfe declared the regular Council meeting adjourned at 7:59 p.m.

Legal Department

DATE:

MEMO:

TO: Mayor Julie Moorer Wolfe & Members of the Decatur City Council

FROM: Scot Wrighton, City Manager
Wendy Morthland, Corporation Counsel

SUBJECT: Ordinance Amending City Code Chapter 54.1-Video Gaming License.

SUMMARY RECOMMENDATION: Staff has provided four (4) alternatives for amending how the city charges for video gaming machine licenses. It is requested that the council select one, and amend the current ordinance accordingly.

BACKGROUND:

The city currently allows video gaming in 80 different establishments throughout the city. The number of licensed machines fluctuates, but is currently 446. The State of Illinois shut down video gaming terminals for three months in the middle of the pandemic. When gaming resumed, activity was very high. City-only video gaming revenues in July 2020 were \$177,321, a record high amount for any single month since video gaming was first authorized in 2012. The second highest month ever on record in Decatur was \$163,553, received in October 2020. November and December video gaming revenues have not yet been remitted to the city. So video gaming remains a lucrative business, despite the business shutdowns.

Because of the pandemic and the loss of in-person dining, many local liquor license holders may have come to rely more heavily on video gaming to sustain their businesses. The options prepared for the council allow allocating the city's annual fees differently, but it is not recommended that the aggregate fees (from all video gaming sources) be decreased.

The State of Illinois taxes video gaming at 30% of net terminal proceeds. One-sixth (1/6th) of the State's tax collection is remitted to the local government.

Because a large number of liquor license holders have already remitted their fees ahead of the initial January 1 deadline, if the local establishment portion of the fee is reduced for 2021 licenses, we will have to issue refunds--many of which will go to out-of-town payers. For this reason, if the City Council desires to reduce the local establishment's portion of the per machine fee in favor of charging more to the terminal operator, it is requested that such a change be made effective on January 1, 2022 (although this does not provide immediate relief).

PRIOR COUNCIL ACTION: This item was tabled from the City Council's December 7, 2020 meeting.

2020 meeting.

ATTACHMENTS:

Description	Type
City Council Memorandum	Cover Memo
Ordinance Amending City Code Chapter 54.1-Video Gaming License	Ordinance

**CITY COUNCIL MEMORANDUM
NO. 2020-**

December 17, 2020

TO: Honorable Mayor Moore Wolfe and City Council

FROM: Scot Wrighton, City Manager
Wendy Morthland, Corporation Counsel
Amy Waks, Assistant Corporation Counsel

SUBJECT: Amendment to Chapter 54.1 – Video Gaming License

RECOMMENDATION: Currently, the City requires video gaming establishments to obtain a license for each video gaming terminal on their premises, with a license fee of \$500.00 per terminal. Under State law, most establishments also are required to have a local liquor license which allows for consumption on the premises prior to the establishment being authorized to obtain video gaming, with the exceptions being truck stops, fraternal organizations, and veterans establishments for which no local liquor license is required.

On December 7, 2020, Council expressed a desire to require terminal operators to obtain a license for each video gaming terminal they place in an establishment with a fee and the possibility of amending the license fee for establishments. However, there was no consensus on December 7 as to the fee amounts.

Staff suggests the following amendments to Chapter 54.1 with one of the four options below in dealing with the fees would accomplish Council's stated request:

Alternative #1: Council may vote to not amend the ordinance and instead leave the ordinance as it is, with the license fees solely being the responsibility of the establishment.

Current Language

4. VIDEO GAMING LICENSE FEES. The fee for a Video Gaming License shall be Five Hundred Dollars (\$500.00) per video gaming terminal per year. Video Gaming Licenses shall be issued by the Finance Department and shall be for a twelve-month period commencing on the first day of January of each year, except for the year 2021 in which each license and the privileges there under shall commence on the first day of March, 2021. There shall be no pro-ration of any fee except for new licensees.

Alternative #2: Council may vote to amend the ordinance requiring the terminal operators obtain licenses for each terminal placed in an establishment at the current fee of \$500.00.

4. VIDEO GAMING LICENSE FEES.

(a). For establishments, the fee for a Video Gaming License shall be Five Hundred Fifty Dollars (\$500.00) per video gaming terminal per year. Video Gaming Licenses for establishments shall be issued by the Finance Department and shall be for a twelve-month period commencing on the first day of January of each year, except for the year 2021 in which each license and the privileges there under shall commence on the first day of March, 2021. There shall be no pro-ration of any fee except for new licensees.

(b). For terminal operators, the fee for a Video Gaming License shall be Five Hundred Dollars (\$500.00) per video gaming terminal per year. Video Gaming Licenses for terminal operators shall be issued by the Finance Department and shall be for a twelve-month period commencing on the first day of March of each year. There shall be no pro-ration of any fee except for new licensees.

Alternative #3: Council may vote to amend the ordinance lowering the license fee amount for the establishment and requiring the terminal operator to license the terminals at the same fee, thereby “splitting” the license fee.

4. VIDEO GAMING LICENSE FEES.

(a). For establishments, the fee for a Video Gaming License shall be [fee amount determined by Council] per video gaming terminal per year. Video Gaming Licenses for establishments shall be issued by the Finance Department and shall be for a twelve-month period commencing on the first day of January of each year, except for the year 2021 in which each license and the privileges there under shall commence on the first day of March, 2021. There shall be no pro-ration of any fee except for new licensees.

(b). For terminal operators, the fee for a Video Gaming License shall be [fee amount determined by Council] per video gaming terminal per year. Video Gaming Licenses for terminal operators shall be issued by the Finance Department and shall be for a twelve-month period commencing on the first day of March of each year. There shall be no pro-ration of any fee except for new licensees.

Alternative #4: Council may vote to amend the ordinance deleting the requirement that establishments be responsible for licensing the terminals and require terminal operators be solely responsible for the license fees for the terminals placed in the establishments.

4. VIDEO GAMING LICENSE FEES.

For terminal operators, the fee for a Video Gaming License shall be Five Hundred Dollars (\$500.00) per video gaming terminal per year. Video Gaming Licenses for terminal operators shall be issued by the Finance Department and shall be for a twelve-month period commencing on the first day of March of each year. There shall be no pro-ration of any fee except for new licensees.

POTENTIAL OBJECTIONS: There are no known or expected objections.

INPUT FROM OTHER SOURCES:

STAFF REFERENCE: Amy Waks, Assistant Corporation Counsel, at 424-2807.

BUDGET/TIME IMPLICATIONS: None

ORDINANCE NO. _____

ORDINANCE AMENDING CITY CODE

- CHAPTER 54.1 -

- VIDEO GAMING LICENSE -

BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That Chapter 54.1 of the City Code of the City of Decatur, Illinois, be, and the same is hereby modified and amended by amending Sections 1, 2, 3, 4, 6, 7, and 8, so that Sections 1, 2, 3, 4, 6, 7, and 8 as so modified and amended, shall provide as follows:

1. DEFINITIONS. Whenever used herein, unless context otherwise requires, the following words, terms or phrases shall have the meaning ascribed to them in this section: ...

(d). Terminal Operator shall mean an individual, partnership, corporation, or limited liability company that is licensed under the State of Illinois Video Gaming Act and that owns, services, and maintains video gaming terminals for placement in licensed establishments, licensed truck stop establishments, licensed fraternal establishments, or licensed veterans establishments.

2. LICENSE REQUIRED. No establishment shall have on its premises nor any terminal operator place any video gaming terminal without first obtaining a video gaming license and paying the appropriate fee.

3. LICENSE APPLICATION REQUIREMENTS. Application shall be made as required to the Finance Department and shall state the following:

- (a). The legal name of the applicant;
- (b). The business name of the applicant;
- (c). The address of the establishment where the video gaming terminals are to be located;
- (d). The business office address of the establishment if different from the address of the establishment or business office address of the terminal operator;
- (e). A phone number for the applicant;
- (f). An e-mail address for the applicant, if any;
- (g). The name and address of every person owning more than a five percent (5%) share of the applicant;
- (h). For establishments, the name, address, phone number and e-mail address (if any) of any terminal operator or distributor owning, servicing or maintaining a video gaming terminal;
- (i). A copy of the applicant's State of Illinois Video Gaming License;
- (j). A statement as to the number of video gaming terminals which the applicant will have on its premises or place on an establishment's premises;
- (k). A statement that the applicant is not in arrears in any tax, fee or bill due to the City of Decatur or State of Illinois;

(l). A statement that the applicant agrees to abide by all State and Federal laws and any local ordinance;

(m). A statement that no owner with more than a five percent (5%) interest or manager of the applicant has ever been convicted of a felony, a gambling offense, or a crime of moral turpitude. In the event that an establishment cannot provide such statement, the applicant may apply for a Certificate of Rehabilitation from the City Manager indicating that the individual who would disqualify the applicant from obtaining the Video Gaming License has been rehabilitated and is no longer a threat to violate the law. The City Manager may consider the nature of the offense, the length of time since the offense, the length of time since release from custody, and other factors to determine if the individual has rehabilitated himself such that he is no longer likely to commit another offense.

4. VIDEO GAMING LICENSE FEES.

(a). For establishments, the fee for a Video Gaming License shall be Five Hundred Fifty Dollars (\$500.00) per video gaming terminal per year. Video Gaming Licenses for establishments shall be issued by the Finance Department and shall be for a twelve-month period commencing on the first day of January of each year, except for the year 2021 in which each license and the privileges there under shall commence on the first day of March, 2021. There shall be no pro-ration of any fee except for new licensees.

(b). For terminal operators, the fee for a Video Gaming License shall be Five Hundred Dollars (\$500.00) per video gaming terminal per year. Video Gaming Licenses for terminal operators shall be issued by the Finance Department and shall be for a twelve-month period commencing on the first day of March of each year. There shall be no pro-ration of any fee except for new licensees.

...6. UNLAWFUL ACTIVITY. No establishment or terminal operator shall permit the use of a video gaming terminal in any manner not authorized by State law including, but not limited to, improper location of terminals, lack of required oversight, payouts in excess of those provided by law, side bets, underage use, and other illegal gambling activities.

7. EMPLOYER RESPONSIBILITY. Any action by an employee of an establishment or terminal operator in violation of the provisions of this Ordinance shall be considered a violation committed by the establishment or terminal operator.

8. LICENSE REVOCATION. Any Video Gaming License may be revoked, after notice and hearing by the City Manager, or his designee, for any of the following reasons;...

(b). Violation of any law occurring on the establishment's premises committed by the establishment or terminal operator or an employee of the establishment or terminal operator;...

...(d). Violation of any law occurring on the establishment's premises which the establishment or terminal operator did not take adequate means to prevent, or did not respond in an appropriate manner after it became aware of such violation;

Section 2. That the City Clerk be, and she is hereby, authorized and directed to cause the provisions hereof to be appropriately set out in the City Code and to cause the same to be published in pamphlet form according to law.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December, 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

CITY CLERK

PUBLISHED this _____ day of _____, 2020.

CITY CLERK

ADDITIONS AND DELETIONS

CHAPTER 54.1 **- VIDEO GAMING LICENSE -**

1. DEFINITIONS. Whenever used herein, unless context otherwise requires, the following words, terms or phrases shall have the meaning ascribed to them in this section:

(a). Video Gaming Terminal shall have the same meaning as ascribed in the State of Illinois Video Gaming Act, 230 ILCS 40/5 et.seq. and any successor statute.

(b). Establishment shall mean any business licensed by the State of Illinois to have or operate a video gaming device in the City of Decatur and shall include any “licensed establishment,” “licensed fraternal establishment,” “licensed veterans establishment,” and “licensed truck stop establishment” as those terms are defined in the State of Illinois Video Gaming Act, 230 ILCS 40/5 et.seq. and any successor statute.

(c). Distributor shall have the same meaning as ascribed in the State of Illinois Video Gaming Act, 230 ILCS 40/5 et.seq. and any successor statute.

(d). Terminal Operator shall mean an individual, partnership, corporation, or limited liability company that is licensed under the State of Illinois Video Gaming Act and that owns, services, and maintains video gaming terminals for placement in licensed establishments, licensed truck stop establishments, licensed fraternal establishments, or licensed veterans establishments ~~have the same meaning as ascribed in the State of Illinois Video Gaming Act, 230 ILCS 40/5 et.seq. and any successor statute.~~

2. LICENSE REQUIRED. No establishment shall have on its premises nor any terminal operator place any video gaming terminal without first obtaining a video gaming license and paying the appropriate fee.

3. LICENSE APPLICATION REQUIREMENTS. Application shall be made as required to the Finance Department and shall state the following:

- (a). The legal name of the applicant establishment;
- (b). The business name of the applicant establishment;
- (c). The address of the establishment where the video gaming terminals are to be located;
- (d). The business office address of the establishment if different from the address of the establishment or business office address of the terminal operator;
- (e). A phone number for the applicant establishment;
- (f). An e-mail address for the applicant establishment, if any;
- (g). The name and address of every person owning more than a five percent (5%) share of the applicant establishment;
- (h). For establishments, ~~t~~The name, address, phone number and e-mail address (if any) of any terminal operator or distributor owning, servicing or maintaining a video gaming terminal;
- (i). A copy of the applicant's establishment's State of Illinois Video Gaming License;
- (j). A statement as to the number of video gaming terminals which the applicant establishment will have on its premises or place on an establishment's premises;
- (k). A statement that the applicant establishment is not in arrears in any tax, fee or bill due to the City of Decatur or State of Illinois;
- (l). A statement that the applicant establishment agrees to abide by all State and Federal laws and any local ordinance;
- (m). A statement that no owner with more than a five percent (5%) interest or manager of the applicant establishment has ever been convicted of a felony, a gambling offense, or a crime of moral turpitude. In the event that an establishment cannot provide such statement, the applicant

~~establishment~~ may apply for a Certificate of Rehabilitation from the City Manager indicating that the individual who would disqualify the applicant establishment from obtaining the Video Gaming License has been rehabilitated and is no longer a threat to violate the law. The City Manager may consider the nature of the offense, the length of time since the offense, the length of time since release from custody, and other factors to determine if the individual has rehabilitated himself such that he is no longer likely to commit another offense.

4. VIDEO GAMING LICENSE FEES.

(a). For establishments, ~~t~~The fee for a Video Gaming License shall be Five Hundred Fifty Dollars (\$500.00) per video gaming terminal per year. Video Gaming Licenses for establishments shall be issued by the Finance Department and shall be for a twelve-month period commencing on the first day of January of each year, except for the year 2021 in which each license and the privileges there under shall commence on the first day of March, 2021. There shall be no pro-ration of any fee except for new licensees.

(b). For terminal operators, the fee for a Video Gaming License shall be Five Hundred Dollars (\$500.00) per video gaming terminal per year. Video Gaming Licenses for terminal operators shall be issued by the Finance Department and shall be for a twelve-month period commencing on the first day of March of each year. There shall be no pro-ration of any fee except for new licensees.

5. NUMBER OF VIDEO GAMING TERMINALS. No establishment shall have on its premises more video gaming terminals than are permitted by the Video Gaming License.

6. UNLAWFUL ACTIVITY. No establishment or terminal operator shall permit the use of a video gaming terminal in any manner not authorized by State law including, but not limited

to, improper location of terminals, lack of required oversight, payouts in excess of those provided by law, side bets, underage use, and other illegal gambling activities.

7. EMPLOYER RESPONSIBILITY. Any action by an employee of an establishment or terminal operator in violation of the provisions of this Ordinance shall be considered a violation committed by the establishment or terminal operator.

8. LICENSE REVOCATION. Any Video Gaming License may be revoked, after notice and hearing by the City Manager, or his designee, for any of the following reasons;

- (a). Failure to pay the Video Gaming License fee;
- (b). Violation of any law occurring on the establishment's premises committed by the establishment or terminal operator or an employee of the establishment or terminal operator;
- (c). Violation of any law or State regulation regarding video gaming or video gaming terminals;
- (d). Violation of any law occurring on the establishment's premises which the establishment or terminal operator did not take adequate means to prevent, or did not respond in an appropriate manner after it became aware of such violation;
- (e). Failure to pay any tax, fee, or bill due to the City of Decatur; or
- (f). Failure to provide current information regarding the ownership or location of the business.

The rules of evidence shall not apply at the hearing and hearsay will be permitted. At the hearing, the City Manager, or his designee, shall determine by a preponderance of the evidence whether a lawful reason exists to revoke the license. The City Manager, or his designee, after determining that a lawful reason exists to revoke the license, shall also determine whether that lawful reason merits the sanction of a revocation of the license.

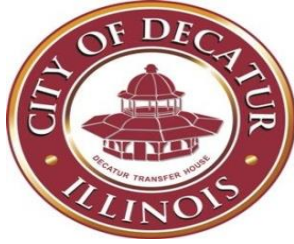
9. INSPECTIONS. The holder of a video gaming license is hereby required to make available for inspection by police officers of the City any part of the premises.

10. PENALTY. Any person, firm or corporation who shall violate any provision of this Chapter shall be fined not less than Two Hundred Fifty Dollars (\$250.00) nor shall more than Five Hundred Dollars (\$500.00) for each offense, and each day of a continuing violation be deemed a separate offense. The penalties or remedies provided herein shall be cumulative and resort to any one or more shall be no defense to prosecution of another.

SUBJECT: Treasurer's Financial Report (Discussion Only)

ATTACHMENTS:

Description	Type
Treasurers Financial Report	Backup Material



Fiscal Year 2020

Fiscal Period Ending November 2020

City of Decatur

Treasurer's Financial Report

Report Distribution:

***Mayor
City Council Members
City Manager
City Clerk
City Department Heads
Public Copy in Office of the City Clerk***

Prepared By:

Office of the City Treasurer

City of Decatur
Treasurer's Cash Report

Month of: November 2020

<i>Fund</i>	<i>Fund Name</i>	<i>Opening Cash & Investments</i>	<i>Receipts</i>	<i>Disbursements</i>	<i>Balance Sheet Accts Activity</i>	<i>Investment Transfers</i>	<i>Ending Cash Balance</i>	<i>Investments</i>	<i>Total Cash & Investments</i>	<i>Interfund Loans (Borrowing)</i>
10	General Fund GENERAL FUND	9,070,164.59	4,866,179.76	4,710,900.33	40,134.62		9,265,578.64		9,265,578.64	0.00
17	Special Revenue Funds HOME FUND	79,173.84	40,787.41	39,727.44	0.00		80,233.81		80,233.81	
18	CDBG FUND	(213,534.99)	58,339.17	60,218.87	0.00		(215,414.69)		(215,414.69)	
22	DUATS FUND	63,218.00	15.85	250.38	0.00		62,983.47		62,983.47	
25	STATE DRUG ENFORCEMENT	164,355.76	48,783.63	18,295.05	42,827.28		237,671.62		237,671.62	
26	DUI FINES AND FEES FUND	236,261.16	8,072.47	3,618.06	0.00		240,715.57		240,715.57	
27	POLICE LAB & PROGRAMS	189,820.34	148.92	0.00	0.00		189,969.26		189,969.26	
30	FEDERAL DRUG ENFORCEMENT	272,252.31	2,746.80	0.00	0.00		274,999.11		274,999.11	
34	BUILDING FUND	119,444.80	47,998.61	43,574.00	0.00		123,869.41		123,869.41	
35	LIBRARY FUND	1,901,255.10	111,537.29	295,433.78	0.00		1,717,358.61		1,717,358.61	
36	MUNICIPAL BAND FUND	96,501.28	2,452.01	213.00	0.00		98,740.29		98,740.29	
37	FOREIGN FIRE INSURANCE FUND	229,200.90	1,382.92	9,136.08	0.00		221,447.74		221,447.74	
42	LOCAL STREETS & ROADS	1,384,106.58	147,981.88	8,927.00	0.00		1,523,161.46		1,523,161.46	(54,878.64)
46	MOTOR FUEL TAX FUND	3,370,794.46	241,393.79	759,804.76	0.00		2,852,383.49		2,852,383.49	
58	LIBRARY CAPITAL	332,855.23	92.97	0.00	0.00		332,948.20		332,948.20	
59	LIBRARY TRUST FUNDS	173,694.32	0.00	3,383.69	0.00		170,310.63		170,310.63	
82	DCDF FUND	142,810.16	1,367.83	144.90	0.00		144,033.09		144,033.09	
84	COMMUNITY REVITALIZATION	1,604,931.71	458.56	57,330.85	0.00		1,548,059.42		1,548,059.42	
85	GRANT FUND	(516,475.88)	518,873.07	138,143.28	0.00		(135,746.09)		(135,746.09)	
	Total Special Revenue Funds	9,630,665.08	1,232,433.18	1,438,201.14	42,827.28	0.00	9,467,724.40	0.00	9,467,724.40	(54,878.64)
19	TIF & Redevelopment Funds OLDE TOWNE TIF FUND	823,318.59	43,010.78	0.00	0.00		866,329.37		866,329.37	
20	SE PLAZA TIF FUND	141,951.85	10,509.20	0.00	0.00		152,461.05		152,461.05	
21	WABASH CROSSING TIF	943,340.15	252.42	0.00	0.00		943,592.57		943,592.57	
23	EASTGATE TIF FUND	208,530.91	34,824.14	0.00	0.00		243,355.05		243,355.05	
24	SOUTHSIDE TIF FUND	102,627.99	26.94	0.00	0.00		102,654.93		102,654.93	
28	PINES SHOPPING CENTER TIF	94,226.76	3,370.64	0.00	0.00		97,597.40		97,597.40	
29	GRAND & OAKLAND TIF	157,218.99	(674.12)	0.00	0.00		156,544.87		156,544.87	
	Total TIF & Redevelpmnt Funds	2,471,215.24	91,320.00	0.00	0.00	0.00	2,562,535.24	0.00	2,562,535.24	0.00
40	Capital Funds PEG CAPITAL FUND	96,786.71	14,393.98	10,172.38	0.00		101,008.31		101,008.31	
44	2018 PROJECT FUND	5,793,059.29	6,284.95	4,621.31	0.00		3,017,658.75	2,777,064.18	5,794,722.93	
45	CAPITAL PROJECT FUND	65,728.19	21.09	5,000.00	0.00		60,749.28		60,749.28	(1,681,816.00)
61	EQUIPMENT REPLACEMENT	228,202.43	315,723.11	13,450.49	0.00		530,475.05		530,475.05	
	Total Capital Funds	6,183,776.62	336,423.13	33,244.18	0.00	0.00	3,709,891.39	2,777,064.18	6,486,955.57	(1,681,816.00)

City of Decatur
Treasurer's Cash Report

Month of: November 2020

<i>Fund</i>	<i>Fund Name</i>	<i>Opening Cash & Investments</i>	<i>Receipts</i>	<i>Disbursements</i>	<i>Balance Sheet Accts Activity</i>	<i>Investment Transfers</i>	<i>Ending Cash Balance</i>	<i>Investments</i>	<i>Total Cash & Investments</i>	<i>Interfund Loans (Borrowing)</i>
50	Debt Fund DEBT FUND	2,058,349.28	76,404.54	750.00	0.00		2,134,003.82		2,134,003.82	0.00
60	Internal Service Funds FLEET MAINTENANCE	422,377.06	223,456.82	188,425.15	0.00		457,408.73		457,408.73	
64	RISK MANAGEMENT	2,020,135.41	275,619.26	108,533.09	0.00		2,187,221.58		2,187,221.58	
65	INSURANCE FUND	3,150,805.27	790,750.07	886,153.10	0.00		3,055,402.24		3,055,402.24	
	Total Internal Service Funds	5,593,317.74	1,289,826.15	1,183,111.34	0.00	0.00	5,700,032.55	0.00	5,700,032.55	0.00
70	Enterprise Funds MASS TRANSIT -OPERATION	919,855.12	468,110.96	568,824.17	0.00		819,141.91		819,141.91	
77	FIBER OPTICS	101,481.32	908.96	4,195.80	0.00		98,194.48		98,194.48	
78	STORM WATER	2,953,393.25	145,563.34	181,903.92	0.00		2,917,052.67		2,917,052.67	
79	SEWER FUND	10,251,806.50	510,709.23	405,896.47	0.00		10,356,619.26		10,356,619.26	
80	WATER FUND	6,144,172.23	2,571,299.94	2,339,362.24	(35,544.46)		6,340,565.47		6,340,565.47	
81	WATER CAPITAL	3,031,455.86	754,342.55	605,421.98	0.00		3,180,376.43		3,180,376.43	1,736,694.64
86	WATER DEBT	12,500,000.00	0.00	0.00	0.00		12,500,000.00		12,500,000.00	
88	RECYCLING PROGRAM	135,490.74	55,928.75	58,297.90	0.00		133,121.59		133,121.59	
89	WATER BOND	217,329.47	0.00	0.00	0.00		217,329.47		217,329.47	
	Total Enterprise Funds	36,254,984.49	4,506,863.73	4,163,902.48	(35,544.46)	0.00	36,562,401.28	0.00	36,562,401.28	1,736,694.64
90	Trust & Agency Funds FIRE PENSION FUND CASH	2,494,314.61	250,487.98	744,412.52	0.00		2,000,390.07		2,000,390.07	
90	FIRE PENSION INVESTMENTS	72,203,526.16	171,160.50	30,236.16	0.00			72,344,450.50	72,344,450.50	
	TOTAL FIRE PENSION	74,697,840.77	421,648.48	774,648.68	0.00	0.00	2,000,390.07	72,344,450.50	74,344,840.57	
91	POLICE PENSION FUND CASH	1,665,248.26	248,567.94	821,752.07	0.00		1,092,064.13		1,092,064.13	
91	POLICE PENSION INVESTMENTS	99,153,586.53	594,001.38	17.40	0.00			99,747,570.51	99,747,570.51	
	TOTAL FIRE PENSION	100,818,834.79	842,569.32	821,769.47	0.00	0.00	1,092,064.13	99,747,570.51	100,839,634.64	
	Total Trust & Agency Funds	175,516,675.56	1,264,217.80	1,596,418.15	0.00	0.00	3,092,454.20	99,882,194.95	175,184,475.21	0.00
	Total City Funds	246,779,148.60	13,663,668.29	13,126,527.62	47,417.44	0.00	72,494,621.52	102,659,259.13	247,363,706.71	(0.00)
Memorandum Items										
	Pooled Cash Investments	0.00	0.00	0.00	0.00	0.00	0.00	10,672,569.66	10,672,569.66	
	City Funds ex Trust & Agency	71,262,473.04	12,399,450.49	11,530,109.47	47,417.44	0.00	69,402,167.32	13,449,633.84	72,179,231.50	(0.00)

City of Decatur
Monthly Fund Balance History

Period Ending: November 2020

<u>Fund</u>	<u>Year</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>
10 General	2018	5,066,069	6,185,096	6,779,372	6,627,214	6,617,971	7,183,136	7,087,728	7,699,920	8,289,094	6,711,578	6,015,050	5,195,823
	2019	6,482,379	7,562,036	7,322,260	7,212,146	7,656,151	7,851,747	7,452,516	8,031,145	8,500,532	7,629,111	8,267,828	8,339,798
	2020	8,296,671	9,275,978	9,688,689	7,932,274	7,953,057	7,793,619	8,152,494	9,790,220	10,145,372	9,070,165	9,265,579	
12 Econonic Develop	2018	289,208	296,382	317,833	191,284	181,475	201,914	222,225	208,341	236,589	130,686	143,267	102,887
	2019	108,548	79,069	39,032	34,670	29,388	(8,300)	7,473	476,484	(14,818)	(16,848)	(56,290)	-
17 HOME	2018	85,812	85,841	87,505	94,274	97,348	97,312	49,364	49,716	53,697	55,227	56,264	57,267
	2019	56,988	67,392	53,424	54,544	55,535	68,928	70,396	71,451	76,144	81,445	82,254	77,286
	2020	58,171	63,167	64,682	65,679	68,990	72,992	76,881	76,810	78,493	79,174	80,234	
18 CDBG	2018	3,435	5,393	(2,750)	5,552	14,421	(3,934)	(197,646)	6,138	6,138	6,529	6,540	6,164
	2019	5,824	5,824	(452)	7,446	4,629	238	(197,495)	(200,500)	(203,009)	8,604	8,789	6,256
	2020	6,590	9,041	9,296	9,519	5,258	1,655	(210,259)	(162,671)	(211,294)	(213,535)	(215,415)	
19 Olde Towne TIF	2018	12,398	12,398	12,399	12,645	89,284	(169,380)	307,092	307,171	273,937	655,040	655,507	1,691
	2019	(99,371)	(99,371)	(99,371)	(99,371)	(99,371)	(356,181)	526,910	527,364	998,764	983,459	984,157	78,883
	2020	78,936	78,987	79,675	79,678	79,680	(90,533)	212,774	467,568	483,928	823,319	866,329	
20 Southeast TIF	2018	36,536	45,837	52,761	62,218	71,582	80,944	268,906	275,378	284,739	435,012	444,210	453,345
	2019	29,054	38,381	9,069	18,117	27,124	14,005	143,278	651	163,887	172,925	988	10,854
	2020	19,444	17	8,703	17,284	124	8,717	130,851	144	10,770	141,952	152,461	
21 Wabash TIF	2018	155,441	155,445	155,453	155,647	155,735	102,781	375,308	375,405	375,487	521,134	521,526	307,126
	2019	448,978	449,339	449,686	450,406	451,035	400,981	476,653	477,064	547,716	548,268	548,658	826,410
	2020	826,965	827,504	828,651	828,679	828,707	829,845	896,454	869,354	935,827	943,340	943,593	
22 DUATS	2018	60,327	62,432	62,435	62,093	62,122	61,671	61,585	61,600	61,335	61,307	60,436	60,366
	2019	62,049	61,694	62,705	62,603	62,467	62,316	60,709	47,815	33,055	33,092	32,805	335
	2020	335	63,201	48,202	48,051	50,383	60,605	63,240	63,242	41,217	63,218	62,983	
23 East Gate TIF	2018	50,963	67,572	17,128	33,965	50,792	67,753	170,291	33,278	49,487	170	16,981	33,792
	2019	50,128	66,374	16,894	33,717	50,557	67,393	171,917	188,862	215,295	232,296	229,159	246,771
	2020	264,003	282,998	300,481	317,552	324,674	18,037	44,902	162,791	180,103	208,531	243,355	
24 Southside TIF	2018	50,503	50,504	50,506	50,556	50,581	50,604	68,488	68,506	68,521	70,635	70,695	70,740
	2019	70,805	60,473	60,520	60,617	60,702	60,749	89,225	89,302	89,420	89,509	89,572	89,773
	2020	89,833	89,892	90,035	90,038	90,041	59,000	59,005	100,602	100,702	102,628	102,655	
25 State Drug	2018	718,866	606,758	635,136	686,201	813,877	783,713	756,054	830,745	822,491	792,285	511,664	315,095
	2019	302,371	279,791	311,959	308,564	264,579	249,649	250,756	228,288	242,016	264,869	211,563	203,973
	2020	203,517	228,717	216,717	194,215	197,228	178,719	175,465	181,665	192,639	164,356	237,672	
26 DUI	2018	185,059	190,813	188,665	191,823	196,075	205,632	211,998	211,937	205,924	193,799	196,688	170,717
	2019	175,872	181,317	187,218	197,245	206,709	215,014	218,032	217,959	223,592	229,262	232,596	234,223
	2020	229,507	211,043	223,169	227,377	233,934	247,843	245,864	267,645	264,925	236,261	240,716	

City of Decatur
Monthly Fund Balance History

Period Ending: November 2020

<u>Fund</u>	<u>Year</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>
27 Police Lab	2018	62,737	59,399	59,426	51,749	61,263	60,503	57,586	56,294	56,209	56,865	220,823	219,501
	2019	219,812	219,935	220,305	208,768	209,028	209,567	209,737	209,628	210,090	209,279	209,528	209,519
	2020	209,760	210,051	210,466	210,454	192,461	192,160	191,527	191,851	191,972	189,820	189,969	
28 Pines TIF	2018	102,387	105,050	2,679	5,374	8,047	10,719	49,532	53,129	55,801	91,359	93,794	96,217
	2019	99,019	101,760	2,549	4,956	7,354	11,845	49,119	50,383	87,700	90,152	93,114	95,937
	2020	98,532	97	2,683	5,213	9,041	11,643	14,175	53,771	56,332	94,227	97,597	
29 Grand/Oakland TIF	2018	183,957	188,901	4,974	9,976	14,940	19,903	88,796	84,477	89,436	151,430	156,079	160,708
	2019	165,894	170,969	4,841	9,442	14,031	15,130	81,859	84,296	151,101	152,919	155,301	161,288
	2020	166,878	165	5,741	11,222	10,723	16,323	21,806	83,650	89,180	157,219	156,545	
30 Federal Drug	2018	-	-	-	-	-	-	-	-	-	-	121,547	118,042
	2019	136,918	134,226	129,334	122,041	122,151	134,762	131,991	131,004	134,012	132,419	132,513	132,149
	2020	132,237	129,723	129,771	129,775	129,780	266,617	266,626	261,140	272,252	272,252	274,999	
33 Police Capital	2018	418,025	503,686	500,766	486,103	426,298	430,960	368,222	454,016	451,915	376,008	372,030	360,318
	2019	358,614	296,882	311,917	217,270	217,981	236,445	446,573	431,700	429,373	392,971	390,254	-
34 Building	2018	160,525	175,997	188,383	205,249	211,212	222,791	254,281	244,770	236,593	257,619	180,349	114,165
	2019	158,797	151,686	156,799	171,427	189,116	204,665	195,113	207,472	221,600	65,421	(179,607)	891,406
	2020	930,823	713,327	733,419	447,419	459,843	169,755	133,534	142,422	111,987	119,445	123,869	
35 Library	2018	755,181	535,940	332,400	194,523	(67,191)	(293,324)	1,100,434	881,986	664,473	1,624,684	1,294,656	1,063,511
	2019	1,027,534	827,400	603,765	423,331	202,473	(17,809)	1,392,329	1,181,417	1,970,149	1,736,720	1,488,252	1,362,863
	2020	1,174,592	947,971	712,219	451,545	265,528	24,694	602,238	1,244,500	1,136,872	1,901,255	1,717,359	
36 Band	2018	29,008	28,751	29,408	30,090	19,938	6,952	20,998	450	(4,943)	13,895	29,239	29,911
	2019	33,927	34,341	35,111	33,900	32,142	13,225	24,684	7,485	21,084	18,657	29,761	35,464
	2020	34,835	35,340	36,232	37,077	35,922	36,815	54,072	62,555	60,792	96,501	98,740	
37 Foreign Fire Ins	2018	-	-	-	-	-	-	-	172,235	172,235	165,827	315,584	227,610
	2019	215,510	202,420	194,396	169,866	141,199	137,676	133,004	127,768	120,338	259,795	244,646	210,564
	2020	199,066	180,822	168,040	156,693	136,604	118,001	110,979	100,585	88,446	229,201	221,448	
40 PEG	2018	265,489	60,962	58,291	60,442	72,794	70,139	71,572	66,518	63,826	64,758	77,581	61,526
	2019	59,100	72,104	74,147	75,426	86,602	84,662	67,068	80,210	78,372	75,074	90,854	87,531
	2020	88,440	99,632	97,294	78,720	91,122	86,573	87,415	98,996	96,616	96,787	101,008	
42 Local Streets	2018	2,139,422	1,702,245	1,823,404	1,956,905	2,100,125	2,254,394	2,408,144	1,982,131	2,141,560	2,255,966	2,407,963	2,494,146
	2019	2,649,551	2,182,487	2,320,390	2,472,400	2,625,608	2,762,097	3,155,021	2,710,536	2,684,192	2,751,803	2,918,646	2,001,070
	2020	2,154,047	1,701,201	1,719,367	1,833,983	1,934,004	2,057,359	1,893,879	1,048,604	1,248,373	1,384,107	1,523,161	

City of Decatur
Monthly Fund Balance History

Period Ending: November 2020

<u>Fund</u>	<u>Year</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>
44 2018 Project	2018	-	-	-	-	-	-	8,673,497	8,493,686	8,485,808	8,437,538	8,395,357	8,379,081
	2019	8,302,118	8,157,047	8,156,028	8,005,691	8,030,861	7,840,396	7,620,196	7,378,090	7,422,472	6,747,802	6,747,710	6,343,397
	2020	6,153,751	6,151,614	5,945,199	5,923,605	5,788,011	5,795,171	5,796,651	5,806,685	5,791,259	5,793,059	5,794,723	
45 Capital	2018	21,986	21,987	21,988	22,008	22,018	22,028	22,037	2,004,115	2,004,553	805,372	783,877	784,310
	2019	800,390	918,593	529,457	230,139	230,585	222,079	255,217	295,835	853,957	871,870	867,488	655,457
	2020	650,896	604,380	100,107	95,110	90,113	85,612	80,626	75,629	70,718	65,728	60,749	
46 MFT	2018	1,881,296	1,977,681	2,067,250	2,120,578	2,248,622	2,343,409	2,418,098	2,537,798	2,623,091	1,669,522	1,306,990	1,388,590
	2019	1,535,917	1,605,343	1,691,937	1,790,003	1,880,347	2,059,890	2,118,186	1,884,455	2,036,387	2,134,759	1,807,708	1,727,301
	2020	1,997,793	1,611,088	1,912,952	1,031,878	2,051,705	2,151,198	2,740,584	3,526,414	3,474,512	3,370,794	2,852,383	
47 Major Moves	2018	98,691	107,418	107,424	97,524	92,569	20,509	27,501	41,561	31,409	(31,866)	26,043	444
	2019	(25,208)	(45,513)	(39,015)	81,591	102,841	(32,459)	(119,019)	84,279	22,074	-	-	-
49 Fire Capital	2018	165,148	(86,170)	10,616	23,441	(32,684)	829,379	821,636	678,688	872,919	888,399	804,081	613,687
	2019	643,711	562,070	599,369	381,629	382,265	396,141	407,070	420,279	389,061	262,720	264,695	-
50 Debt	2018	739,116	67,688	88,280	109,470	130,285	92,259	656,769	723,551	585,487	1,203,768	1,223,715	987,082
	2019	1,059,523	116,000	131,360	141,413	157,611	106,612	1,132,526	869,733	1,559,115	1,576,328	1,591,702	1,385,237
	2020	1,417,335	184,845	217,265	248,430	279,596	201,583	841,070	1,159,062	1,269,915	2,058,349	2,134,004	
58 Library Capital	2018	130,785	130,788	130,795	130,902	130,960	131,015	131,072	131,106	131,135	131,292	131,413	131,499
	2019	131,578	131,684	131,785	131,989	132,168	132,271	132,418	132,532	132,718	132,854	132,949	331,111
	2020	331,334	331,550	331,956	331,968	331,979	332,435	332,456	332,468	332,816	332,855	332,948	
59 Library Trust	2018	245,986	243,552	240,899	238,713	233,692	231,935	227,868	235,558	233,631	232,116	230,035	227,172
	2019	225,402	223,863	222,919	220,601	217,477	214,552	212,568	209,433	209,190	206,337	204,678	202,575
	2020	200,783	199,199	196,557	193,563	185,957	183,861	181,801	180,238	177,478	173,694	170,311	
60 Fleet Maintenance	2018	294,689	245,688	255,095	278,908	219,244	268,303	265,161	248,344	248,894	250,691	234,515	161,869
	2019	213,971	184,667	196,282	206,134	198,180	225,521	226,064	232,729	251,186	204,367	172,085	113,378
	2020	221,030	270,480	294,439	317,620	346,245	373,752	414,823	444,682	447,115	422,377	457,409	
61 Equip Replacement	2018	623,399	592,572	593,507	587,736	578,070	578,426	578,798	542,786	523,893	496,568	487,673	488,275
	2019	488,678	452,993	454,271	455,317	448,571	449,035	452,062	417,127	418,153	418,917	409,554	1,077,196
	2020	1,044,229	897,469	895,719	792,200	780,592	653,270	617,723	456,886	284,519	228,202	530,475	
64 Risk Management	2018	1,094,644	1,236,467	1,066,695	1,126,190	1,103,147	1,220,718	1,251,795	1,534,824	1,656,141	1,282,867	1,419,886	1,586,610
	2019	1,702,788	1,922,596	1,752,591	1,838,678	1,917,757	2,021,936	2,046,423	2,192,629	2,356,018	1,799,730	1,930,972	2,003,152
	2020	2,114,005	2,213,817	2,043,659	2,175,457	2,227,499	2,290,856	2,427,958	2,482,665	2,553,145	2,020,135	2,187,222	
65 Employee Benefit	2018	3,634,835	3,293,660	3,304,316	2,845,005	3,030,818	2,647,178	2,630,706	2,609,060	2,363,653	2,384,244	2,507,179	2,169,081
	2019	2,110,106	2,076,069	2,045,004	2,099,670	2,354,275	2,343,750	2,337,447	2,281,313	2,241,833	2,675,476	2,547,603	2,521,938
	2020	2,488,079	2,594,310	2,462,144	2,901,018	2,932,384	2,987,005	3,037,226	3,051,352	2,877,168	3,150,805	3,055,402	

City of Decatur
Monthly Fund Balance History

Period Ending: November 2020

<u>Fund</u>	<u>Year</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>
70 Mass Transit	2018	(2,407,080)	(540,480)	1,271,769	694,509	87,621	(404,467)	(899,938)	(1,386,603)	(2,178,237)	(2,881,425)	(2,172,445)	18,669
	2019	(891,591)	(1,350,190)	(593,324)	1,258,830	1,198,391	601,778	309,071	(166,204)	367,670	1,073,023	613,608	1,487,977
	2020	(434,009)	(51,268)	1,526,744	926,177	826,072	(194,443)	(911,444)	293,856	1,201,202	919,855	819,142	
77 Fiber Optics	2018	270,965	79,398	77,302	97,548	95,511	101,137	86,759	276,561	274,521	397,747	395,940	394,067
	2019	391,752	370,408	122,660	120,843	118,970	116,962	115,016	114,347	111,958	110,423	108,401	115,171
	2020	116,598	112,837	112,676	110,130	108,913	107,781	108,350	107,134	101,359	101,481	98,194	
78 Storm Water	2018	1,719,050	1,935,034	1,823,310	1,947,191	2,016,343	2,070,132	2,101,657	2,032,954	2,340,529	2,086,394	2,077,865	2,071,375
	2019	2,129,964	2,335,028	2,381,775	2,485,453	2,416,662	2,464,739	2,648,123	2,674,389	2,738,154	2,776,967	2,558,848	2,613,438
	2020	2,681,840	2,733,496	2,788,874	2,886,450	2,854,796	2,917,339	2,883,026	2,936,827	2,877,204	2,953,393	2,917,053	
79 Sewer	2018	7,002,359	6,205,798	6,410,916	6,060,006	6,319,968	6,665,835	6,761,813	7,025,537	7,073,859	6,733,449	6,889,611	7,153,254
	2019	7,292,114	7,200,684	7,270,972	7,335,872	7,624,827	7,882,365	8,069,981	8,403,829	8,147,549	8,304,295	8,479,203	8,684,892
	2020	9,435,199	9,854,338	10,430,379	9,901,401	8,997,995	9,972,040	10,149,063	10,331,199	10,290,821	10,251,807	10,356,619	
80 Water	2018	5,401,859	931,487	2,152,609	3,389,166	4,128,780	4,876,604	4,280,612	3,880,264	5,358,170	6,241,273	6,604,480	4,854,519
	2019	6,775,922	817,902	1,881,502	3,195,760	3,755,576	3,694,713	4,003,055	3,278,286	4,115,589	5,522,697	5,976,079	4,889,501
	2020	6,183,302	392,615	1,635,164	2,773,183	3,287,119	4,038,371	5,795,053	3,116,473	4,759,870	6,144,172	6,340,565	
81 Water Capital	2018	3,752,143	3,744,117	4,569,134	4,562,823	4,434,263	4,355,544	6,141,376	4,105,296	3,414,956	3,867,111	3,820,772	3,778,676
	2019	2,950,244	2,888,378	3,775,594	3,400,297	2,884,905	3,786,299	3,999,546	3,531,661	3,570,397	2,984,062	2,563,282	2,710,252
	2020	2,677,432	2,350,762	3,324,468	3,319,235	2,877,849	2,371,843	2,040,796	3,661,530	3,381,638	3,031,456	3,180,376	
82 DCDF	2018	124,031	123,584	124,001	125,526	123,321	124,711	124,245	127,001	126,585	127,555	129,656	129,545
	2019	131,969	129,281	131,594	132,607	135,137	131,653	132,146	134,771	134,914	136,313	137,692	138,586
	2020	141,107	138,450	139,565	140,837	142,110	138,158	139,057	140,376	141,542	142,810	144,033	
83 Neighborhood	2018	29,668	29,332	29,258	29,287	28,831	22,294	16,062	16,066	15,716	8,799	2,004	2,008
	2019	2,009	2,011	2,012	1,690	1,694	1,696	(4,214)	(6,993)	-	-	-	-
84 Community Revit	2018	1,086,423	1,086,448	1,086,506	1,087,140	1,087,652	1,088,139	1,388,764	1,389,124	1,389,527	1,391,262	1,386,479	1,350,709
	2019	1,329,124	1,206,328	1,145,623	1,243,899	1,221,748	1,147,888	1,149,280	1,150,470	1,126,741	1,120,591	999,942	715,742
	2020	638,819	593,916	608,959	1,740,524	1,731,620	1,732,620	1,728,016	1,696,405	1,696,863	1,604,932	1,548,059	
85 Grants	2020	-	-	-	-	-	-	-	-	(266,691)	(516,476)	(135,746)	
86 Water Debt	2018	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000
	2019	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000
	2020	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	
88 Recycling	2018	58,267	62,719	66,384	75,376	79,873	77,254	69,972	86,130	80,548	84,708	87,464	88,256
	2019	94,548	95,743	95,507	97,521	111,039	109,420	112,483	108,131	112,370	119,032	115,518	121,100
	2020	132,535	124,096	127,553	133,873	133,845	130,340	131,197	184,449	140,721	135,491	133,122	

City of Decatur
Monthly Fund Balance History

Period Ending: November 2020

<u>Fund</u>	<u>Year</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>
89 Water Bond	2018	5,770,182	5,762,786	5,748,832	5,743,281	5,221,852	3,761,066	21,286,561	15,253,075	15,244,431	13,939,120	12,728,383	11,715,538
	2019	8,911,826	4,165,180	4,166,193	3,625,516	3,627,788	3,522,960	3,526,224	3,529,263	3,532,278	3,532,466	3,534,974	370,906
	2020	371,155	371,397	371,535	371,548	371,560	371,574	371,587	347,158	217,329	217,329	217,329	
Total City Funds	2018	55,069,788	50,876,951	55,103,066	55,066,211	55,129,443	55,068,591	85,363,779	79,210,623	80,055,766	76,938,321	75,969,447	72,694,983
	2019	71,625,155	59,812,694	61,218,592	63,230,675	64,266,864	64,359,002	68,538,740	67,028,169	71,330,387	71,352,234	70,470,032	66,010,661
	2020	66,326,394	59,328,263	63,339,447	61,986,652	61,943,064	61,300,804	64,629,544	67,936,933	69,896,009	71,262,473	72,179,232	-
90 Fire Pension	2018	68,458,830	68,167,518	67,819,881	67,474,280	67,292,276	67,144,739	69,611,560	69,349,829	69,009,608	70,539,729	70,167,290	71,277,108
	2019	70,923,905	70,560,268	70,330,145	69,862,562	69,399,940	69,470,831	71,589,079	71,156,026	72,615,714	72,215,728	71,818,849	73,065,526
	2020	72,608,249	72,352,094	71,847,284	71,298,290	71,344,251	70,970,136	71,958,243	72,722,435	72,846,290	74,697,841	74,344,841	
91 Police Pension	2018	92,948,576	92,631,813	92,903,098	92,578,667	92,140,343	92,305,730	93,990,866	93,573,611	93,439,900	94,939,332	94,549,049	97,497,378
	2019	97,129,427	96,716,696	96,607,488	96,236,493	95,815,176	95,812,807	97,846,481	97,377,885	98,858,178	98,463,934	98,020,333	99,882,195
	2020	99,514,419	99,142,676	99,134,621	98,527,668	98,290,046	98,099,077	98,907,965	99,660,914	99,645,370	100,818,835	100,839,635	
Total All Funds	2018	216,477,194	211,676,282	215,826,045	215,119,157	214,562,063	214,519,060	248,966,206	242,134,063	242,505,274	242,417,382	240,685,787	241,469,469
	2019	239,678,487	227,089,657	228,156,224	229,329,730	229,481,980	229,642,640	237,974,300	235,562,080	242,804,279	242,031,895	240,309,214	238,958,382
	2020	238,449,062	230,823,033	234,321,351	231,812,610	231,577,361	230,370,017	235,495,752	240,320,281	242,387,669	246,779,149	247,363,707	-

City of Decatur
Treasurer's Investment Report

November, 2020

Water Bond
Account # 8051000933
Fund 89

Investment Instrument	Maturity Date	Interest Rate	Par Value Amount	Tax Cost Amount	Accrued Interest Purchased + Rec'd.	Total Invested	Interest Earned	Accrued Interest Receivable	Total Interest Received	YTD Interest Received 2019	YTD Interest Received 2020	Estimated Income
Total Investment(s)			(0.00)	(0.00)	0.00	(0.00)	292,902.39	0.00	292,902.39	26,180.49	0.00	0.00

Pooled Cash
Account # 8051000942
Multiple Funds - Pooled Cash

Investment Instrument	Maturity Date	Interest Rate	Par Value Amount	Tax Cost Amount	Accrued Interest Purchased + Rec'd.	Total Invested	Interest Earned	Accrued Interest Receivable	Total Interest Received	YTD Interest Received 2019	YTD Interest Received 2020	Estimated Income
US Treasury Bond	06/15/16	0.50000%	0.00	0.00	0.00	0.00	2,773.22	0.00	2,773.22	0.00	0.00	0.00 ok
US Treasury Bond	12/15/16	0.62500%	0.00	0.00	0.00	0.00	6,591.53	(0.00)	6,591.53	0.00	0.00	0.00 ok
US Treasury Bond	04/30/17	0.87500%	0.00	0.00	0.00	0.00	12,524.04	(0.00)	12,524.04	0.00	0.00	0.00 ok
US Treasury Bond	06/30/17	0.62500%	0.00	0.00	0.00	0.00	8,188.75	0.00	8,188.75	0.00	0.00	0.00 ok
US Treasury Bond	10/31/17	0.75000%	0.00	0.00	0.00	0.00	14,484.89	0.00	14,484.89	0.00	0.00	0.00 ok
US Treasury Bond	12/15/17	1.00000%	0.00	0.00	0.00	0.00	21,573.77	0.00	21,573.77	0.00	0.00	0.00 ok
US Treasury Bond	03/31/18	0.75000%	0.00	0.00	0.00	0.00	26,403.69	(0.00)	26,403.69	0.00	0.00	0.00 ok
US Treasury Bond	06/15/18	1.12500%	0.00	0.00	0.00	0.00	45,983.61	0.00	45,983.61	0.00	0.00	0.00 ok
US Treasury Bond	10/15/18	0.87500%	0.00	0.00	0.00	0.00	44,222.17	(0.00)	44,222.17	0.00	0.00	0.00 ok
US Treasury Bond	11/30/18	1.00000%	0.00	0.00	0.00	0.00	9,793.96	0.00	9,793.96	0.00	0.00	0.00 ok
US Treasury Bond	04/15/19	0.87500%	0.00	0.00	0.00	0.00	17,069.67	0.00	17,069.67	4,375.00	0.00	0.00 ok
US Treasury Bond	06/30/19	1.25000%	0.00	0.00	0.00	0.00	37,500.00	0.00	37,500.00	9,375.00	0.00	0.00 ok
US Treasury Bond	10/31/19	1.25000%	0.00	0.00	0.00	0.00	24,965.47	0.00	24,965.47	12,500.00	0.00	0.00 ok
US Treasury Bond	11/30/19	1.50000%	0.00	0.00	0.00	0.00	38,221.15	0.00	38,221.15	23,250.00	0.00	0.00 ok
US Treasury Bond	02/29/20	1.37500%	0.00	0.00	0.00	0.00	11,993.82	0.00	11,993.82	11,993.82	0.00	0.00 ok
US Treasury Bond	03/31/20	1.37500%	0.00	0.00	0.00	0.00	41,024.59	0.00	41,024.59	30,937.50	0.00	0.00 ok
US Treasury Bond	05/31/20	1.37500%	0.00	0.00	0.00	0.00	42,918.03	0.00	42,918.03	33,000.00	0.00	0.00 ok
US Cash Management Bill Zero	09/01/20	0.00000%	0.00	0.00	0.00	0.00	541.55	0.00	541.55	541.55	0.00	0.00 ok
US Treasury Bond	09/30/20	1.37500%	0.00	0.00	0.00	0.00	47,001.20	0.00	47,001.20	47,001.20	0.00	0.00 ok
US Treasury Bond	12/31/20	1.75000%	1,000,000.00	1,003,143.03	3,028.85	1,006,171.88	13,044.55	7,323.40	8,750.00	8,750.00	0.00	17,500.00 ok
US Treasury Bond	06/30/21	1.12500%	1,500,000.00	1,480,513.76	0.00	1,480,513.76	23,845.14	7,061.85	16,783.29	16,783.29	0.00	16,875.00 ok
US Treasury Bond	08/31/21	1.12500%	1,600,000.00	1,615,625.00	99.45	1,615,724.45	4,475.11	4,574.56	0.00	0.00	0.00	18,000.00 ok
US Treasury Bond	09/30/21	1.12500%	1,000,000.00	989,203.38	952.87	990,156.25	12,213.33	1,916.20	11,250.00	11,250.00	0.00	11,250.00 ok
US Treasury Bond	11/30/21	1.50000%	2,225,000.00	2,220,567.38	0.00	2,220,567.38	33,193.10	91.67	33,101.43	33,101.43	0.00	33,375.00 ok
US Treasury Bond	03/31/22	0.37500%	1,500,000.00	1,504,453.13	0.00	1,504,453.13	3,770.55	958.05	2,812.50	2,812.50	0.00	5,625.00 ok
US Treasury Bond	08/31/22	0.12500%	1,750,000.00	1,750,000.00	181.29	1,750,181.29	374.69	555.98	0.00	0.00	0.00	2,187.50 ok
Federated US Treasury Cash Reserves	Liquid		104,801.52	104,801.52	0.00	104,801.52	21,610.60	0.35	21,610.25	12,181.54	609.29	4.24 ok
Total Investment(s)			10,679,801.52	10,668,307.20	4,262.46	10,672,569.66	566,302.18	22,482.06	548,082.58	257,852.83	609.29	104,816.74

Fire Capital Bond
Account # 1001006774
Fund 44

Investment Instrument	Maturity Date	Interest Rate	Par Value Amount	Tax Cost Amount	Accrued Interest Purchased + Rec'd.	Total Invested	Interest Earned	Accrued Interest Receivable	Total Interest Received	YTD Interest Received 2019	YTD Interest Received 2020	Estimated Income
US Treasury Bond	10/31/18	0.75000%	0.00	0.00	0.00	0.00	917.12	0.00	917.12	0.00	0.00	0.00 ok
US Treasury Bond	11/30/18	1.00000%	0.00	0.00	0.00	0.00	1,639.34	0.00	1,639.34	0.00	0.00	0.00 ok
US Treasury Bond	12/31/18	1.37500%	0.00	0.00	0.00	0.00	4,231.49	0.00	4,231.49	0.00	0.00	0.00 ok
US Treasury Bond	02/28/19	1.12500%	0.00	0.00	0.00	0.00	4,883.66	0.00	4,883.66	4,218.75	0.00	0.00 ok
US Treasury Bond	03/31/19	0.99800%	0.00	0.00	0.00	0.00	3,013.39	0.00	3,013.39	3,013.39	0.00	0.00 ok
US Treasury Bond	05/31/19	1.12500%	0.00	0.00	0.00	0.00	9,313.52	0.00	9,313.52	5,625.00	0.00	0.00 ok
US Treasury Bond	08/31/19	1.00000%	0.00	0.00	0.00	0.00	10,788.04	0.00	10,788.04	10,000.00	0.00	0.00 ok
US Treasury Bond	09/30/19	1.37500%	0.00	0.00	0.00	0.00	5,722.87	0.00	5,722.87	5,722.87	0.00	0.00 ok
US Treasury Bond	10/31/19	1.25000%	0.00	0.00	0.00	0.00	5,095.11	0.00	5,095.11	5,095.11	0.00	0.00 ok
US Treasury Bond	11/30/19	1.00000%	0.00	0.00	0.00	0.00	13,278.69	0.00	13,278.69	10,000.00	0.00	0.00 ok
US Treasury Bond	02/29/20	1.37500%	0.00	0.00	0.00	0.00	21,708.56	0.00	21,708.56	20,625.00	0.00	0.00 ok
US Treasury Bond	03/31/20	1.37500%	0.00	0.00	0.00	0.00	7,851.78	0.00	7,851.78	976.78	6,875.00	0.00 ok
US Treasury Bond	04/30/20	1.12500%	0.00	0.00	0.00	0.00	5,625.00	0.00	5,625.00	5,625.00	0.00	0.00 ok
US Treasury Bond	05/31/20	1.37500%	0.00	0.00	0.00	0.00	25,133.20	0.00	25,133.20	20,625.00	0.00	0.00 ok
US Treasury Bond	08/31/20	1.37500%	0.00	0.00	0.00	0.00	21,437.67	0.00	21,437.67	20,625.00	0.00	0.00 ok
US Treasury Bond	09/30/20	1.37500%	0.00	0.00	0.00	0.00	11,345.63	0.00	11,345.63	11,345.63	0.00	0.00 ok
US Treasury Bill Zero	11/27/20	0.00000%	0.00	0.00	0.00	0.00	800.01	0.00	800.01	800.01	0.00	0.00 ok
US Treasury Bond	03/31/21	1.25000%	750,000.00	754,223.65	3,944.67	758,168.32	2,339.66	1,596.83	4,687.50	0.00	0.00	9,375.00 ok
US Treasury Bond	05/31/21	1.37500%	1,000,000.00	1,006,329.07	4,583.33	1,010,912.40	2,329.47	37.80	6,875.00	0.00	0.00	13,750.00 ok
US Treasury Bond	08/31/21	1.12500%	985,000.00	989,717.31	2,785.62	992,502.93	30.59	2,816.21	0.00	0.00	0.00	11,081.25 ok
Federated US Treasury Cash Reserves	Liquid		15,480.53	15,480.53	0.00	15,480.53	8,573.83	7.55	8,566.28	4,009.53	3,379.33	0.64 ok
Total Investment(s)			2,750,480.53	2,765,750.56	11,313.62	2,777,064.18	166,058.63	4,458.39	172,913.86	128,307.07	10,254.33	34,206.89

GRAND TOTALS:			13,430,282.05	13,434,057.76	15,576.08	13,449,633.84	1,025,263.20	26,940.45	1,013,898.83	412,340.39	10,863.62	139,023.63
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home

debt liquidated

gz approved

Debt Instrument	Debt Purpose	Year of Issue	Year of Re Issue	Year of Maturity	Fund	Source	Payment(s)		Debt (Orig/ Ref) Issue	Debt at 1/1/2020	New Draws in 2020	FY20 Principal Payments	FY20 Interest Payments	Debt at 12/31/2020	FY20 Total Debt Payments	
							1st	2nd								
											Input	Input				
Bond Debt																
Amort sch #																
11	2010A Bonds	LOC Payoff-Reynolds Bulding	2005/2008	2010	2020	50	Tax Levy +	6/15	12/15	8,715,000.00	520,000.00		520,000.00	24,700.00	-	544,700.00
12	2010B Bonds (BAB/RZEDB)	Water/Old Towne TIF Bonds	2010		2030	80/50/19	80/TL/19	6/15	12/15	28,270,000.00	19,320,000.00		1,405,000.00	1,147,248.76	17,915,000.00	2,552,248.76
13	2010C Bonds	Parking Garage Renovation	2010		2024	19/50	19/TL	6/15	12/15	2,800,000.00	1,215,000.00		225,000.00	48,600.00	990,000.00	273,600.00
17	2012 Bonds	Refunding of 2004A GO Bonds	2012		2025	50	Tax Levy	3/1	9/1	8,030,000.00	4,215,000.00		655,000.00	90,821.88	3,560,000.00	745,821.88
18	2013 Bonds	Refunding of 2004B GO Bonds	2013		2025	80	80	3/1	9/1	17,220,000.00	9,515,000.00		1,390,000.00	431,100.00	8,125,000.00	1,821,100.00
25	2014 Bonds	Lake Decatur Dredging	2014		2034	80	80	3/1	9/1	24,055,000.00	19,825,000.00		955,000.00	897,337.50	18,870,000.00	1,852,337.50
32	2015 Bonds	Lake Decatur Dredging	2015		2035	80	80	3/1	9/1	23,305,000.00	19,995,000.00		900,000.00	839,375.00	19,095,000.00	1,739,375.00
39	2016 Bonds	Lake Decatur Dredging	2016		2036	80	80	3/1	9/1	22,205,000.00	20,420,000.00		815,000.00	907,056.26	19,605,000.00	1,722,056.26
48	2017 Bonds	Refunding of 2008 GO Bonds	2017		2024	80	80	6/15	12/15	6,275,000.00	4,450,000.00		950,000.00	178,000.00	3,500,000.00	1,128,000.00
49	2018 Bonds	Lake Decatur Dredging, Fire Stations	2018		2038	80/50	80/TL	3/1	9/1	25,810,000.00	25,025,000.00		845,000.00	1,208,100.00	24,180,000.00	2,053,100.00
53	2019 Bonds	Refunding of 2010A GO Bonds	2019		2030	50	Tax Levy +	6/15	12/15	6,720,000.00	6,605,000.00		105,000.00	171,479.50	6,500,000.00	276,479.50
54	2019B Bonds	Library Projects / Police Radio refund	2019		2034	34/50	34/10	6/15	12/15	2,300,000.00	2,300,000.00		200,000.00	53,867.92	2,100,000.00	253,867.92
xxx																
xxx																
Total Bond Debt										175,705,000.00	133,405,000.00	-	8,965,000.00	5,997,686.82	124,440,000.00	14,962,686.82
Promissory Notes & Loans Payable																
15	IEPA Contruction Loan	Nitrate Facility (L171674)	2002		2022	80	80	6/1	12/1	7,172,169.35	1,048,245.12		457,202.69	27,155.03	591,042.43	484,357.72
16	IEPA Water Loan	Water Projects (L172552)	2011		2031	80	80	1/10	7/10	6,993,328.01	4,340,166.93		361,680.58	-	3,978,486.35	361,680.58
23	2013 Promissory Note	Johnson Controls Initiative	2013		2028	various	80/10/60/70	Qtry	Qtry	17,212,394.00	13,407,726.89		13,407,726.89	305,337.22	-	13,713,064.11
28	IEPA Contruction Loan	Lakeshore Drive Sewer (L174873)	2013		2034	79	79	4/16	10/16	7,589,672.70	5,962,285.68		346,286.25	113,409.31	5,615,999.43	459,695.56
30	Busey Bank	Fire Apparatus - Pumper (20835)	2015		2022	49	49	5/4		439,939.77	197,148.56		64,227.61	4,534.42	132,920.95	68,762.03
34	IEPA Contruction Loan	Union Street Sewer (L175280)	2015		2035	79	79	1/8	7/8	2,172,218.21	1,810,067.63		97,073.04	35,629.10	1,712,994.59	132,702.14
35	Soy Capital	Motorola Radio System	2015		2022	10/70	10/70	1/5		1,000,000.00	440,846.15		148,462.41	12,537.59	292,383.74	161,000.00
38	Busey Bank (drawdown)	Local Street Resurfacing (24040)	2016		2023	42	42	2/15	8/15	7,500,000.00	4,285,714.32		1,071,428.56	116,459.81	3,214,285.76	1,187,888.37
44	Busey Bank	Public Works Heavy Equipment (26530)	2017		2022	61	61	Qtry	Qtry	180,624.00	102,949.05		36,380.19	2,905.45	66,568.86	39,285.64
45	IEPA Contruction Loan	7th Ward Sewer (L175329)	2016		2038	79	79	3/17	9/17	8,540,318.96	8,000,705.89		369,718.68	138,401.88	7,630,987.21	508,120.56
46	IEPA Contruction Loan	Nelson Park Storm Sewer (L175315)	2017		2038	78	78	5/21	11/21	3,581,182.00	3,453,230.07		159,576.38	59,736.42	3,293,653.69	219,312.80
51	Busey Bank	Police Vehicles - Interceptor (6) (26535)	2019		2021	33	33	Qtry	Qtry	261,460.00	197,548.03		130,715.48	4,450.12	66,832.55	135,165.60
52	HUD Section 108	Wabash Crossing	2019		2022	18	18	2/1	8/1	810,000.00	615,000.00		200,000.00	15,717.20	415,000.00	215,717.20
55	IEPA Contruction Loan	McKinley Sewer (L175498)	2019		2040	79	79	5/1	11/1	5,911,143.31	-	-	-	-	-	-
56	2020 Promissory Note	Johnson Controls Initiative	2020		2028	various	80/10/60/70	2/15	8/15	13,417,000.00	-	13,417,000.00	371,000.00	21,802.62	13,046,000.00	392,802.62
xxx																
Total Notes & Loans Payable										82,781,450.31	43,861,634.32	13,417,000.00	17,221,478.76	858,076.17	40,057,155.56	18,079,554.93
Capital Leases																
40	De Lage Landen	VOIP Telephone System	2016		2021	10	10	1/22		351,560.24	144,752.57		70,438.38	7,964.88	74,314.19	78,403.26
41	PNC Equipment Finance	Fire Apparatus Pierce Pumper (202806)	2017		2023	49	49	3/1		428,380.00	292,333.90		70,492.87	7,048.17	221,841.03	77,541.04
47	PNC Equipment Finance	Public Works Dump Trucks (2) (211637)	2018		2024	61	61	3/2	9/2	331,508.00	241,139.56		45,062.20	7,743.02	196,077.36	52,805.22
xxx										-	-		-	-	-	-
xxx										-	-		-	-	-	-
xxx										-	-		-	-	-	-
xxx										-	-		-	-	-	-
xxx										-	-		-	-	-	-
Total Capital Leases										1,111,448.24	678,226.03	-	185,993.45	22,756.07	492,232.58	208,749.52
Total City Debt										259,597,898.55	177,944,860.35	13,417,000.00	26,372,472.21	6,878,519.06	164,989,388.14	33,250,991.27
											debt in period					

Note(s)

- 1
- 2
- 3

Bond Issuance	2018
Par Value of Bonds	16,210,000
Premium	1,561,921
Total Source of Funds	17,771,921
Total Use of Funds	17,771,921
Underwriter's Discount	113,470
Bond Insurance	51,964
Closing Costs	84,636
Bond Proceeds	17,521,851

Fund Description	Accounts for capital improvements that are financed by the proceeds from the issuance of bonds
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The Lake Decatur Dredging initiative is a \$90.4 investment spanning 6 years with completion envisioned in 2019. The project includes the dredging of lake basins 1, 2, 3 and 4.

On July 17, 2018, the City issued general obligation bonds with 20 year maturity raising the cash proceeds to defray the cost of Phase IV of the Lake Decatur Dredging Project.

Project Scope	
Temporary Easements	-
Road Improvements	-
Dredging	17,521,851
Other	-
Total Scope	17,521,851

Actual Bond Spend Activity in Fiscal year 2018	January	February	March	April	May	June	July	August	September	October	November	December	Total
Proceeds available to spend		-	-	-	-	-	17,521,851	17,521,851	15,253,075	15,244,431	13,939,120	12,728,383	
Revenues													
Interest Income							-	1,704	185	20,837	22,523	37,695	82,943
Expenditures													
Dredging - Great Lakes Dredge							-	2,270,480	-	1,315,112	1,218,447	1,041,863	5,845,901
Dredging - Chastain & Assoc							-	-	8,829	11,036	14,814	8,677	43,356
Total Expenditures	-	-	-	-	-	-	-	2,270,480	8,829	1,326,148	1,233,260	1,050,540	5,889,257
Ending cash available	-	-	-	-	-	-	17,521,851	15,253,075	15,244,431	13,939,120	12,728,383	11,715,538	
	-	-	-	-	-	-	-	-	-	-	-	-	-

Actual Bond Spend Activity in Fiscal year 2019	January	February	March	April	May	June	July	August	September	October	November	December	Total
Proceeds available to spend	11,715,538	8,911,826	4,165,180	4,166,193	3,625,516	3,627,788	3,522,960	3,526,224	3,529,263	3,532,278	3,532,466	3,534,974	
Revenues													
Interest Income	17,893	2,679	1,012	31,104	2,271	3,168	3,264	3,038	3,015	2,904	2,508	1,370	74,229
Expenditures													
Dredging - Great Lakes Dredge	2,811,807	4,749,324	-	549,649	-	105,948	-	-	-	2,716	-	3,165,438	11,384,881
Dredging - Chastain & Assoc	9,799	-	-	22,132	-	2,048	-	-	-	-	-	-	33,979
Total Expenditures	2,821,606	4,749,324	-	571,781	-	107,996	-	-	-	2,716	-	3,165,438	11,418,861
Ending cash available	8,911,826	4,165,180	4,166,193	3,625,516	3,627,788	3,522,960	3,526,224	3,529,263	3,532,278	3,532,466	3,534,974	370,906	
	-	-	-	-	-	-	-	-	-	-	-	-	-

Actual Bond Spend Activity in Fiscal year 2020	January	February	March	April	May	June	July	August	September	October	November	December	Total
Proceeds available to spend	370,906	371,155	371,397	371,535	371,548	371,560	371,574	371,587	347,158	217,329	217,329	217,329	
Revenues													
Interest Income	249	242	138	13	13	14	13	12	-	-	-	-	693
Expenditures													
Dredging - Great Lakes Dredge	-	-	-	-	-	-	-	24,441	129,828.9	-	-	-	154,270
Dredging - Chastain & Assoc	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-	24,441	129,829	-	-	-	154,270
Ending cash available	371,155	371,397	371,535	371,548	371,560	371,574	371,587	347,158	217,329	217,329	217,329	217,329	
	-	-	-	-	-	-	-	-	-	-	-	-	-

Bond Issuance	2018
Par Value of Bonds	8,000,000
Premium	806,021
Total Source of Funds	8,806,021
Total Use of Funds	8,806,021
Underwriter's Discount	56,000
Bond Insurance	26,104
Closing Costs	41,770
Bond Proceeds	8,682,147

Project Scope	
xxxx	-
xxxx	-
Fire Stations	8,682,147
Other	-
Total Scope	8,682,147

Fund Description Accounts for capital improvements that are financed by the proceeds from the issuance of bonds

The 2018 GO Bonds included proceeds to finance the construction of three (3) new fire stations, replacing station 3 Fairview Millikin, station 5 Brentwood, and station 7 Airport.

On July 17, 2018, the City issued general obligation bonds with 20 year maturity raising the cash proceeds to defray the cost of the construction of the three fire stations.

The 2018 GO Bond debt issue included Lake Decatur dredging initiative Phase IV (final phase), Fire Station Renovation note payoff with Busey Bank (stations 1, 2, 4 and 6), and Fire Station new construction reported on this schedule.

Actual Bond Spend Activity in Fiscal year 2018	January	February	March	April	May	June	July	August	September	October	November	December	Total
Proceeds available to spend		-	-	-	-	-	8,682,147	8,513,450	8,487,932	8,487,629	8,439,674	8,383,973	
Revenues													
Interest Income							-	-	-	-	-	30,183	30,183
Expenditures													
Fire Station 3							-	-	-	-	-	8,190	8,190
Fire Station 5							168,697	25,518	-	47,955	55,701	26,885	324,756
Fire Station 7							-	-	303	-	-	-	303
xxxx							-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	168,697	25,518	303	47,955	55,701	35,075	333,249
Ending cash available	-	-	-	-	-	-	8,513,450	8,487,932	8,487,629	8,439,674	8,383,973	8,379,081	

Fire 3 Spend	Fire 5 Spend	Fire 7 Spend	Total Spend
8,190	324,756	303	333,249

Actual Bond Spend Activity in Fiscal year 2019	January	February	March	April	May	June	July	August	September	October	November	December	Total
Proceeds available to spend	8,379,081	8,302,118	8,157,046	8,156,027	8,005,690	8,030,861	7,840,396	7,620,197	7,378,090	7,422,473	6,747,802	6,747,711	
Revenues													
Interest Income	594	24,394	858	7,975	25,171	1,645	3,855	1,342	44,383	9,094	956	33,797	154,064
Expenditures													
Fire Station 3	-	-	-	-	-	-	-	-	-	-	-	19,000	19,000
Fire Station 5	77,557	169,466	1,877	158,312	-	192,110	224,054	243,449	-	683,265	1,047	419,111	2,170,248
Fire Station 7	-	-	-	-	-	-	-	-	500	-	-	-	500
Total Expenditures	77,557	169,466	1,877	158,312	-	192,110	224,054	243,449	-	683,765	1,047	438,111	2,189,748
Ending cash available	8,302,118	8,157,046	8,156,027	8,005,690	8,030,861	7,840,396	7,620,197	7,378,090	7,422,473	6,747,802	6,747,711	6,343,397	

19,000	2,170,248	500	2,189,748
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Actual Bond Spend Activity in Fiscal year 2020	January	February	March	April	May	June	July	August	September	October	November	December	Total
Proceeds available to spend	6,343,397	6,153,751	6,151,614	5,945,199	5,923,605	5,788,011	5,795,171	5,796,651	5,806,685	5,791,259	5,793,059	5,794,723	
Revenues													
Interest Income	560	560	47,649	6,984	478	27,993	1,827	25,466	8,819	1,800	6,285	-	128,421
Expenditures													
Fire Station 3	-	-	176,418	24,121	-	20,832	347	14,829	13,381	-	4,621	-	254,550
Fire Station 5	190,206	2,697	77,646	4,357	136,072	-	-	102	10,209	-	-	-	421,289
Fire Station 7	-	-	-	100	-	-	-	500	655	-	-	-	1,255
Total Expenditures	190,206	2,697	254,064	28,578	136,072	20,832	347	15,431	24,245	-	4,621	-	677,095
Ending cash available	6,153,751	6,151,614	5,945,199	5,923,605	5,788,011	5,795,171	5,796,651	5,806,685	5,791,259	5,793,059	5,794,723	5,794,723	

254,550	421,289	1,255	677,095
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note 1 construction costs excludes \$600.00 earnest payment for property acquisition in 2017

note 2 construction costs per council approved design, project management and construction contracts

note 3 construction costs available for fire station 7

Construction cost

Reconciliation	Bond proceeds	8,682,147
	Interest income	312,668
	Total available for spend	8,994,815

3,319,733	3,063,158	2,611,924	8,994,815
note 2	note 1	note 3	
3,037,993	146,865	2,609,866	5,794,723

City of Decatur
City Treasurer's Financial Report
General Fund Summary

Period Ending: November 2020

Month of Fiscal Year	1 Jan	2 Feb	3 Mar	4 Apr	5 May	6 Jun	7 Jul	8 Aug	9 Sep	10 Oct	11 Nov	12 Dec	Actual YTD	Revised Budget
REVENUE														
Actual	4,920,493	5,260,695	4,824,686	4,594,601	4,629,994	4,073,500	7,643,925	8,006,307	4,827,337	8,401,470	4,866,180	-	62,049,188	
Budget Projection	5,032,962	5,281,198	5,019,878	4,786,040	6,398,266	4,726,544	10,077,791	4,921,338	8,163,198	5,292,903	4,813,456	-	64,513,574	70,500,000
Vs budget in month	(112,468)	(20,503)	(195,192)	(191,440)	(1,768,272)	(653,044)	(2,433,866)	3,084,969	(3,335,861)	3,108,566	52,724	-		
Vs budget to date	(112,468)	(132,971)	(328,164)	(519,603)	(2,287,875)	(2,940,918)	(5,374,784)	(2,289,815)	(5,625,677)	(2,517,110)	(2,464,386)	-	(2,464,386)	
EXPENSE														
Personnel Expense														
Actual	3,350,344	3,312,650	3,471,566	4,898,324	3,252,999	3,343,398	5,802,680	5,626,759	3,466,708	7,967,043	3,389,794	-	47,882,264	
Budget Projection	3,480,129	3,380,129	3,412,037	5,202,304	3,634,297	3,514,135	8,155,749	3,464,220	6,920,802	4,997,144	3,380,129	-	49,541,076	49,541,076
Vs budget in month	(129,786)	(67,480)	59,529	(303,979)	(381,299)	(170,737)	(2,353,069)	2,162,539	(3,454,094)	2,969,899	9,664	-		
Vs budget to date	(129,786)	(197,265)	(137,736)	(441,716)	(823,014)	(993,751)	(3,346,821)	(1,184,282)	(4,638,376)	(1,668,476)	(1,658,812)	-	(1,658,812)	
Operating Expense														
Actual	1,621,339	960,874	946,348	1,443,658	1,353,004	935,226	1,522,476	685,211	1,043,319	1,541,785	1,321,107	-	13,374,347	
Budget Projection	1,249,016	1,040,199	1,613,754	1,708,396	1,264,190	1,150,361	2,002,293	1,108,287	1,123,125	1,520,812	1,050,053	-	14,830,486	14,830,486
Vs budget in month	372,323	(79,325)	(667,406)	(264,738)	88,814	(215,134)	(479,818)	(423,076)	(79,806)	20,973	271,054	-		
Vs budget to date	372,323	292,998	(374,408)	(639,146)	(550,332)	(765,466)	(1,245,284)	(1,668,360)	(1,748,166)	(1,727,192)	(1,456,138)	-	(1,456,138)	
TOTAL EXPENSE														
Actual	4,971,683	4,273,523	4,417,914	6,341,982	4,606,003	4,278,624	7,325,155	6,311,970	4,510,027	9,508,828	4,710,900	-	61,256,611	
Budget Projection	4,729,145	4,420,328	5,025,792	6,910,700	4,898,487	4,664,496	10,158,042	4,572,507	8,043,927	6,517,956	4,430,182	-	64,371,562	70,300,000
Vs budget in month	242,538	(146,805)	(607,877)	(568,717)	(292,484)	(385,871)	(2,832,887)	1,739,463	(3,533,900)	2,990,873	280,718	-		
Vs budget to date	242,538	95,733	(512,144)	(1,080,862)	(1,373,346)	(1,759,218)	(4,592,105)	(2,852,642)	(6,386,542)	(3,395,669)	(3,114,951)	-	(3,114,951)	
Surplus / (Deficit)														
Actual	(51,189)	987,172	406,771	(1,747,382)	23,991	(205,124)	318,770	1,694,337	317,310	(1,107,359)	155,279	-	792,576	
Budget Projection	303,817	860,870	(5,914)	(2,124,659)	1,499,778	62,048	(80,251)	348,831	119,271	(1,225,052)	383,274	-	142,012	200,000
Vs budget in month	(355,006)	126,302	412,685	377,278	(1,475,787)	(267,172)	399,021	1,345,506	198,038	117,694	(227,994)	-		
Vs budget to date	(355,006)	(228,704)	183,981	561,259	(914,528)	(1,181,701)	(782,680)	562,827	760,865	878,559	650,564	-	650,564	
Beginning Cash Balance														
8,339,798	8,296,671	9,275,978	9,688,689	7,932,274	7,953,057	7,793,619	8,152,494	9,790,220	10,145,372	9,070,155	-			
Balance Sheet Adjustments														
8,063	(7,865)	5,940	(9,033)	(3,208)	45,686	40,105	(56,610)	37,842	32,141	40,135	-			
Ending Cash Balance														
8,296,671	9,275,978	9,688,689	7,932,274	7,953,057	7,793,619	8,152,494	9,790,220	10,145,372	9,070,155	9,265,569	-			

City of Decatur
City Treasurer's Financial Report
Revenue Tracking Schedule

Shaded revenues are not expected to receive revenue in given month.

Period Ending: November 2020

Div	Month of Fiscal Year	Fund	1 Jan	2 Feb	3 Mar	4 Apr	5 May	6 Jun	7 Jul	8 Aug	9 Sep	10 Oct	11 Nov	12 Dec	Actual YTD	Revised Budget	% of Budget
Memo Items																	
PROPERTY TAX TOTAL																	
var	REAL ESTATE TAX-CIVIL CITY	var	-	-	-	-	-	-	4,066,789	3,725,342	530,793	5,062,378	300,255		13,685,557	14,358,416	95%
var	REAL ESTATE TAX-TIF DISTRICTS	var	-	-	-	-	-	-	422,145	549,484	84,898	604,490	42,883		1,703,899	1,944,384	88%
OTHER TAXES TOTAL			-	-	-	-	-	-	4,488,934	4,274,826	615,691	5,666,868	343,138	-	15,389,457	16,302,800	94%
OTHER TAXES TOTAL																	
var	LOCAL SALES TAX	var	880,608	856,677	960,429	734,157	727,854	765,429	735,614	834,535	873,669	865,615	819,660		9,054,247	10,466,000	87%
var	STATE SALES TAX	var	984,354	955,006	1,112,877	850,408	849,934	909,787	858,962	945,270	972,693	974,990	940,548		10,354,830	11,561,000	90%
OTHER TAXES TOTAL			1,864,963	1,811,683	2,073,306	1,584,565	1,577,788	1,675,215	1,594,576	1,779,805	1,846,363	1,840,605	1,760,208	-	19,409,077	22,027,000	88%
GENERAL FUND																	
LOCAL TAXES																	
301302	CABLE TV TAX	10	16,892	229,481	-	16,827	230,292	-	16,588	226,172	-	15,603	230,799		982,654	971,000	101%
301203	FOOD & BEVERAGE TAX	10	284,618	257,752	244,619	222,250	217,302	269,971	290,434	290,429	266,208	262,691	269,041		2,875,316	3,427,500	84%
301204	HOTEL AND MOTEL TAX	10	47,544	60,919	64,916	47,822	36,989	42,366	51,435	61,174	58,199	58,122	49,065		578,550	991,000	58%
301106	MOBILE HOME PRIVELEGE TAX	10	-	-	-	-	-	-	-	-	-	-	-		-	15,000	0%
301103	PROPERTY TAX	10	-	-	-	-	-	-	2,608,559	2,389,546	340,467	3,247,161	192,592		8,778,325	9,000,000	98%
301202	TELEPHONE UTILITY TAX	10	118,281	149,194	123,430	108,714	109,646	111,749	111,967	110,398	113,817	115,280	111,618		1,284,095	1,555,000	83%
301209	UTILITY TAX - ELECTRIC & GAS	10	399,612	446,586	423,748	399,998	357,108	308,307	332,111	362,045	344,970	349,841	315,113		4,039,438	4,805,000	84%
Sub Total			866,947	1,143,931	856,713	795,611	951,338	732,393	3,411,094	3,439,763	1,123,661	4,048,698	1,168,228	-	18,538,378	20,764,500	89%
OTHER TAXES (REMITTED BY STATE)																	
301208	AUTO RENTAL TAX	10	3,598	3,113	3,292	3,127	2,577	2,697	1,360	1,794	2,603	3,495	3,694		31,352	43,000	73%
302121	CANNABIS TAX	10	-	-	5,348	7,108	3,587	2,778	3,715	4,236	5,740	3,755	4,253		40,522	25,000	162%
301205	LOCAL SALES TAX	10	862,508	839,293	942,329	716,057	718,064	747,329	717,514	805,739	855,569	851,695	793,569		8,849,666	10,249,000	86%
302121	AVIATION FUEL TAX	10	-	-	-	-	-	-	-	-	-	471	593		1,064	-	-
301207	LOCAL USE TAX	10	244,618	229,171	314,455	217,745	189,224	240,704	254,820	283,392	286,103	289,306	275,488		2,825,024	2,764,000	102%
302105	STATE INCOME TAX	10	696,621	717,710	533,688	783,855	767,466	475,376	754,878	1,032,080	584,790	846,827	572,208		7,765,499	8,396,000	92%
302104	STATE REPLACEMENT TAX	10	175,190	1,981	35,383	247,577	160,025	-	160,477	121,727	-	152,026	-		1,054,386	1,190,000	89%
301201	STATE SALES TAX	10	968,804	945,787	1,097,327	834,858	845,026	894,237	843,412	927,212	957,143	962,890	921,837		10,198,534	11,396,000	89%
301210	VIDEO GAMING TAX	10	135,374	133,358	135,318	145,178	88,724	39	-	-	177,321	157,243	159,596		1,132,151	1,720,000	66%
Sub Total			3,086,714	2,870,413	3,067,140	2,955,506	2,774,691	2,363,160	2,736,175	3,176,180	2,869,270	3,267,709	2,731,238	-	31,898,197	35,783,000	89%
OTHER GOVERNMENTAL SOURCES																	
301102	ROAD & BRIDGE TAX	10	-	-	-	-	-	-	114,000	107,132	14,583	144,108	6,775		386,600	410,000	94%
Sub Total			-	-	-	-	-	-	114,000	107,132	14,583	144,108	6,775	-	386,600	410,000	94%
CHARGE SERVICES (INTERNAL CITY)																	
303607	PAYMENT IN LIEU OF TAXES	10	146,101	146,101	146,101	146,101	146,101	146,101	146,101	146,101	146,101	146,101	146,101		1,607,108	1,753,209	92%
303608	RISK & EE BENEFIT SERVICES	10	14,468	14,468	14,468	14,468	14,468	14,468	14,468	14,468	14,468	14,468	14,468		159,148	173,616	92%
303621	ADMIN SERVICES	10	160,679	160,679	160,679	160,679	160,679	160,679	160,679	160,679	160,679	160,679	160,679		1,767,469	1,928,148	92%
303622	PUBLIC WORKS SERVICES	10	126,802	126,802	126,802	126,802	126,802	126,802	126,802	126,802	126,802	126,802	126,802		1,394,822	1,521,624	92%
303626	BLDG INSPECTION SERVICES	10	13,763	13,763	13,763	13,763	13,763	13,763	13,763	13,763	13,763	13,763	13,763		151,393	165,156	92%
303628	SEWER FUND-EPA	10	28,458	28,458	28,458	28,458	28,458	28,458	28,458	28,458	28,458	28,458	28,458		313,038	341,496	92%
306700	IT SERVICES	10	66,839	66,839	66,839	66,839	66,839	66,839	66,839	66,839	66,839	66,839	66,839		735,229	802,068	92%
306707	CDBG PERSONNEL/EXP REIMB	10	44,838	40,479	31,650	53,000	10,660	6,632	5,249	2,380	7,461	4,492	21,335		228,178	390,192	58%
306751	HOME PERSONNEL/EXP REIMB	10	6,438	2,169	2,942	1,291	2,338	4,898	4,321	3,059	2,031	2,953	5,580		38,019	104,041	37%
306753	DUATS PERSONNEL/EXP REIMB	10	-	114,869	-	-	-	-	44,862	-	-	19,108	-		178,839	207,359	86%
303601	MFT REIMB-MSC/TRAF SIGNAL	10	29,162	39,065	46,340	53,366	48,083	43,369	27,717	31,363	31,964	46,991	85,769		483,191	550,000	88%
303606	WATER STREET CUTS	10	39,655	20,515	20,111	18,509	16,036	5,530	16,414	11,162	6,458	7,094	14,069		175,553	311,000	56%
Sub Total			677,203	774,208	658,153	683,275	634,228	617,539	655,673	605,074	605,024	637,747	683,863	-	7,231,986	8,247,909	88%

City of Decatur
City Treasurer's Financial Report
Revenue Tracking Schedule

Shaded revenues are not expected to receive revenue in given month.

Period Ending: November 2020

Month of Fiscal Year		1	2	3	4	5	6	7	8	9	10	11	12	Actual	Revised	% of	
Div	Fund	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Budget	Budget	
3rd Party Revenue																	
303413	AMEREN FRANCHISE PAYMENTS	10	76,759	76,759	76,759	76,759	76,759	76,759	76,759	76,759	76,759	76,759		844,353	921,000	92%	
303510	ELECTRIC AGGREGATION ADMIN	10	11,304	14,811	13,514	13,097	11,500	10,917	15,812	22,770	19,203	19,640	11,482	164,051	185,000	89%	
	Sub Total		88,064	91,570	90,274	89,856	88,260	87,676	92,571	99,529	95,963	96,399	88,242	-	1,008,404	1,106,000	91%
Grants																	
302106	FEDERAL	10	17,655	-	-	-	-	-	-	-	-	-	-	17,655	110,933	16%	
302114	POLICE OT REIMBURSEMENTS	10	13,244	-	6,575	4,131	32,684	9,204	12,033	5,013	2,397	5,528	2,784	93,593	119,000	79%	
302107	STATE GRANTS OR OTHER	10	5,882	9,380	-	6,111	-	-	2,972	40,607	4,042	-	11,410	80,405	155,000	52%	
	Sub Total	10	36,782	9,380	6,575	10,242	32,684	9,204	15,005	45,619	6,439	5,528	14,194	-	191,654	384,933	50%
Fees for Services External																	
304300	ANIMAL REGISTRATION LATE FEES	10	815	620	590	235	15	15	260	425	1,475	845	885	6,180	7,000	88%	
304302	GARBAGE HAULERS	10	-	-	-	-	-	-	-	-	-	-	6,600	6,600	27,000	24%	
304303	CONTRACTOR LICENSES	10	7,125	1,275	150	1,025	300	200	600	2,100	2,400	1,700	1,650	18,525	25,000	74%	
304304	LIQUOR LICENSES	10	3,717	1,287	1,496	-	-	-	326,750	164,840	2,246	-	300	500,637	527,000	95%	
304305	RENTAL PROGRAM INCOME	10	-	-	-	-	-	-	-	-	-	-	-	-	25,000	0%	
304306	BOAT LICENSES	10	-	-	38	-	66	47,952	14,018	4,446	817	0	-	67,338	70,000	96%	
304307	OTHER LICENSES	10	20,015	12,328	5,490	4,005	5,825	1,756	2,617	351	726	1,205	50,002	104,320	137,000	76%	
304401	BUILDING PERMITS	10	27,997	8,619	24,645	21,774	29,705	31,040	34,764	24,409	22,228	105,556	28,612	359,349	514,000	70%	
304402	PIER PERMITS	10	-	-	-	30	-	37,675	2,719	746	-	65	-	41,234	39,500	104%	
303301	ON STREET PARKING	10	309	295	196	-	50	446	456	178	1,047	202	300	3,480	7,000	50%	
303302	PARKING LOT 1	10	2,215	1,432	1,132	-	-	1,263	1,148	718	1,766	620	1,474	11,769	22,000	53%	
303306	PARKING LOT 10	10	870	713	642	-	-	321	345	99	421	302	825	4,537	9,000	50%	
303308	GARAGE C	10	8,407	3,475	3,789	2,700	1,635	3,277	4,070	4,130	2,314	24,874	1,325	59,997	87,000	69%	
303310	RESIDENTIAL PARKING	10	300	240	300	120	120	240	120	-	540	60	360	2,400	2,000	120%	
303312	DOWNTOWN EMPL PARKING PERMIT	10	1,993	1,800	1,824	2,125	1,083	2,469	2,183	1,630	1,895	2,023	1,083	20,105	23,000	87%	
304490	ADMIN COURT FINES	10	5,430	2,792	3,900	1,175	710	4,530	8,797	7,457	6,777	7,173	883	49,624	138,000	36%	
305500	ADMINISTRATIVE COURT FEES	10	3,100	1,136	3,006	373	534	560	2,111	4,230	3,127	3,209	1,712	23,098	74,000	31%	
305501	COURT FINES	10	9,438	10,777	21,214	-	15,060	-	5,672	53,319	16,444	14,394	16,339	162,657	229,000	71%	
305502	BOOT FEE	10	105	-	-	-	-	105	70	35	70	70	-	455	7,000	7%	
305503	WEED CUTTING FEES	10	3,957	522	2,530	1,141	661	8,270	6,327	4,569	3,629	4,222	2,454	38,281	64,000	60%	
305505	ILLEGAL USE OF VEHICLE	10	27,770	29,250	21,750	500	128	250	1,250	2,125	235	150	150	83,558	347,000	24%	
305506	OVERTIME PARKING FEES	10	6,370	7,989	6,939	6,158	3,235	4,625	3,810	3,255	4,350	7,965	4,530	59,226	231,000	26%	
305507	VARIANCE AND ZONING	10	150	790	500	120	290	1,390	1,520	-	730	270	570	6,330	11,000	58%	
305513	OTHER FINES AND FEES	10	7,377	6,414	6,780	650	6,139	-	5,905	9,510	6,312	6,652	8,148	63,887	4,000	1597%	
305516	PET CITATIONS	10	6,129	4,815	5,453	2,987	1,249	5,579	3,488	3,804	2,248	3,060	2,269	41,081	73,000	56%	
305517	DUCK BLIND FEES	10	-	-	-	-	-	-	-	399	94	-	-	493	500	99%	
305520	TRASH & CLEAN UP FINES	10	2,504	4,299	5,076	1,465	1,602	1,114	5,712	3,952	3,704	2,028	2,303	33,759	37,000	91%	
305521	VACANT PROPERTY FEE	10	-	-	-	-	-	-	-	-	-	-	-	-	118,558	0%	
303415	PROFESSIONAL STANDARDS	10	787	93	-	-	-	-	-	1,462	576	316	165	3,398	5,500	62%	
308801	RENTAL OF CITY PROPERTY	10	100	100	100	100	100	100	100	100	100	100	100	1,100	1,200	92%	
308802	SALE OF CITY PROPERTY	10	-	-	-	(453)	11,900	92,701	-	2,100	65	7,750	1,400	115,463	130,500	88%	
308803	SALE OF OTHER PROPERTY	10	(154)	-	5,199	1,295	2,849	-	-	100	-	-	-	9,289	40,400	23%	
308807	DEMOLITION PAYMENTS	10	2,832	3,196	2,925	1,485	1,928	1,680	3,375	2,005	3,680	2,641	1,464	27,211	45,000	60%	
308810	DAMAGE TO CITY PROPERTY	10	-	-	-	-	-	-	-	-	-	-	-	-	2,500	0%	
308814	INVENTORY REIMBURSEMENTS	10	-	-	9	-	-	-	-	-	(1)	-	-	9	-	-	
308817	NOISE ORDINANCE FINES	10	-	-	-	-	-	-	-	-	-	-	-	-	1,000	0%	
308890	REIMBURSEMENT OF EXPENSE	10	-	8,013	100	263	2,811	2,192	23	3,418	5,334	-	-	22,153	5,000	443%	
308898	BANK RECONCILIATION ADJ	10	-	260	-	238	(199)	-	187	-	-	(315)	362	534	-	-	
308899	MISCELLANEOUS INCOME	10	4,749	3,567	3,596	920	3,890	1,027	1,078	6,244	1,919	958	1,433	29,381	40,000	73%	
310010	FIRE PROGRAMS	10	2,133	-	120	40	5,643	-	-	-	-	-	-	7,936	5,000	159%	
305512	FIRE & BURGLAR ALARMS	10	360	-	200	-	-	260	120	833	2,023	685	220	4,700	2,000	235%	
302403	FIRE TRAINING REIMBURSEMENT	10	-	-	-	8,784	19,270	300	200	800	1,200	600	850	32,004	-	-	
305514	POLICE RECORDS	10	1,400	465	1,534	495	410	1,165	807	461	1,221	641	964	9,561	12,000	80%	
302401	STATE ROUTE MAINTENANCE	10	861	31,504	-	-	31,504	-	-	-	-	-	31,504	95,371	127,000	75%	
303405	SCHOOL DISTRICT REIMB	10	-	217,114	-	-	-	-	-	218,843	-	-	-	435,957	431,000	101%	
	Sub Total		159,159	365,180	131,224	59,749	148,512	252,501	440,601	532,691	102,015	200,115	171,235	-	2,562,983	3,703,658	69%
Investment/Other Income																	
309900	BOND OR NOTE PROCEEDS	10	-	-	-	-	-	178,279	-	-	-	-	-	178,279	-	-	
307101	INTEREST INCOME	10	5,487	5,703	3,506	300	266	290	308	-	-	-	-	16,130	100,000	16%	
307141	INVESTMENT INCOME	10	138	310	11,101	61	15	10,736	255	10	10,382	1,165	2,404	36,577	-	-	
	Sub Total		5,625	6,013	14,606	361	281	11,026	178,805	318	10,382	1,165	2,404	-	230,986	100,000	231%
	General Fund Total		4,920,493	5,260,695	4,824,686	4,594,601	4,629,994	4,073,500	7,643,925	8,006,307	4,827,337	8,401,470	4,866,180	-	62,049,188	70,500,000	88%

City of Decatur
City Treasurer's Financial Report
Revenue Tracking Schedule

Shaded revenues are not expected to receive revenue in given month.

Period Ending: November 2020

Month of Fiscal Year		1	2	3	4	5	6	7	8	9	10	11	12	Actual	Revised	% of
Div	Fund	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Budget	Budget
Development Services																
various	HOME PROGRAM	17	21,883	7,350	4,466	2,289	5,651	8,901	9,265	66,693	48,275	38,208	40,787	253,768	1,037,884	24%
various	CDBG	18	124,443	116,654	112,534	128,541	50,768	97,740	86,009	174,131	21,034	53,735	58,339	1,023,927	2,169,815	47%
various	DUATS	22	0	271,432	70	2	2,560	10,278	78,535	2	47	70,693	16	433,635	349,120	124%
various	PEG PROJECTS	40	3,437	15,272	144	3,368	14,884	120	3,323	14,662	102	3,132	14,394	72,838	79,850	91%
various	MASS TRANSIT	70	2,776,556	1,738,892	3,078,658	971	30,198	29,266	153,745	1,301,550	1,514,422	479,687	468,111	11,572,056	13,965,181	83%
various	DCDF	82	3,153	2,581	1,412	1,358	1,358	1,273	1,458	1,373	1,368	1,368	1,368	18,073	18,000	100%
various	COMMUNITY REVITALIZATION	84	654	502	56,283	1,134,015	58	1,700	96	59	1,208	136	459	1,195,170	1,365,000	88%
various	RECYCLING	88	59,991	56,516	55,448	60,733	58,189	50,172	60,631	61,663	55,110	49,063	55,929	623,444	692,550	90%
Sub Total		2,990,119	2,209,197	3,309,015	1,331,277	163,667	199,449	393,061	1,620,133	1,641,569	696,021	639,403	-	15,192,910	19,677,400	77%
Redevelopment & TIF																
various	OLDE TOWNE TIF	19	53	51	688	3	3	45,000	303,307	254,794	16,360	355,712	43,011	1,018,982	984,960	103%
various	SE PLAZA TIF	20	8,590	6,990	8,687	8,580	6,479	8,593	122,134	61,959	11,875	131,182	10,509	385,579	379,106	102%
various	WABASH CROSSING TIF	21	555	539	1,148	28	28	1,138	66,609	13,156	66,473	7,513	252	157,439	551,409	29%
various	EASTGATE TIF	23	17,231	18,996	17,483	17,071	7,122	17,845	26,865	127,226	17,312	28,428	34,824	330,402	308,009	107%
various	SOUTHSIDE TIF	24	60	59	143	3	3	102	4	41,598	100	1,926	27	44,025	28,392	155%
various	PINES SHOPPING CENTER TIF	28	2,595	2,076	2,586	2,530	3,828	2,602	2,532	39,596	2,561	37,895	3,371	102,172	100,725	101%
various	GRAND & OAKLAND TIF	29	5,590	(41)	5,577	5,480	(498)	5,599	5,484	61,844	5,530	68,039	(674)	161,930	168,243	96%
Sub Total		34,675	28,670	36,311	33,696	16,963	80,879	526,935	600,172	120,210	630,696	91,320	-	2,200,527	2,520,844	87%
Public Safety																
various	STATE DRUG ENFORCEMENT	25	1,341	31,530	8,485	3	12,485	3	9,295	3,934	16,233	6,875	48,784	138,967	192,700	72%
various	DUI COURT FINES	26	3,253	6,263	13,263	4,884	148	14,881	3,359	19,945	5,761	6,042	8,072	85,871	120,300	71%
various	POLICE PROGRAMS/LAB	27	241	311	454	7	7	536	158	581	211	181	149	2,835	3,300	86%
various	FEDERAL DRUG ENFORCEMENT	30	89	85	48	4	4	137,136	9	9	11,112	-	2,747	151,244	85,200	178%
various	FOREIGN FIRE INSURANCE	37	525	141	78	76	6	6	5	122	4	143,679	1,383	146,024	137,000	107%
various	2018 PROJECT FUND	44	560	560	47,649	6,984	478	27,993	1,827	25,466	8,819	1,800	6,285	128,421	65,500	196%
Sub Total		6,008	38,891	69,977	11,958	13,128	180,554	14,652	50,056	42,140	158,578	67,420	-	653,363	604,000	108%
Debt Service																
various	DEBT SERVICE	50	32,097	31,861	32,420	31,165	31,166	32,226	639,488	588,398	111,328	788,434	76,405	2,394,988	2,830,600	85%
Public Works & Capital																
various	LOCAL STREETS & ROADS	42	154,047	145,714	147,892	127,259	102,888	124,432	138,542	172,400	145,308	136,151	147,982	1,542,614	1,956,528	79%
various	CAPITAL STREET PROJECTS	45	438	30,409	727	3	3	498	14	3	90	10	21	32,216	485,000	7%
various	MFT PROJECTS	46	623,961	237,957	576,098	244,134	1,081,936	474,579	1,020,198	1,557,340	279,484	244,264	241,394	6,581,346	10,123,755	65%
various	FLEET MAINTENANCE	60	237,762	243,916	234,619	222,059	212,689	214,710	793,831	228,131	223,355	225,507	223,457	3,060,036	3,681,851	83%
various	EQUIPMENT REPLACEMENT	61	824	633	1,970	59	26	1,508	57	19	1,009	113	315,723	321,941	550,100	59%
various	STORMWATER PROJECTS	78	128,580	114,785	123,900	169,453	140,020	124,140	127,773	126,508	118,543	156,610	145,563	1,475,874	1,710,552	86%
various	SEWER PROJECTS	79	1,041,347	1,005,327	2,133,598	1,346,814	471,953	2,158,896	523,518	507,487	1,058,635	516,617	510,709	11,274,903	11,273,155	100%
Sub Total		2,186,959	1,778,742	3,218,803	2,109,781	2,009,515	3,098,765	2,603,932	2,591,888	1,826,423	1,279,272	1,584,849	-	24,288,930	29,780,941	82%
Library																
various	LIBRARY OPERATIONS	35	103,194	52,789	66,795	121,979	102,854	50,047	929,162	943,202	159,790	1,131,390	111,537	3,772,740	3,992,487	94%
various	LIBRARY CAPITAL	58	222	216	407	11	11	456	22	11	348	39	93	1,837	250,150	1%
various	LIBRARY TRUST FUNDS	59	185	430	73	7	6	107	91	561	450	150	-	2,062	33,000	6%
Sub Total		103,602	53,435	67,276	121,997	102,872	50,609	929,275	943,775	160,589	1,131,579	111,630	-	3,776,638	4,275,637	88%

City of Decatur
City Treasurer's Financial Report
Revenue Tracking Schedule

Shaded revenues are not expected to receive revenue in given month.

Period Ending: November 2020

Month of Fiscal Year		1	2	3	4	5	6	7	8	9	10	11	12	Actual	Revised	% of
Div	Fund	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Budget	Budget
Other Miscellaneous																
various BUILDING FUND	34	48,528	48,453	48,769	47,937	47,932	48,638	58,017	37,844	48,360	47,967	47,999		530,443	1,077,160	49%
various BAND	36	1,080	1,080	1,105	1,058	1,058	1,106	21,505	18,139	3,541	39,273	2,452		91,397	96,581	95%
various RISK MANAGEMENT	64	274,137	276,412	280,724	275,074	275,076	277,955	275,153	275,087	277,411	275,272	275,619		3,037,921	3,351,600	91%
various EMPLOYEE BENEFIT	65	831,418	821,110	773,211	1,206,156	751,040	810,516	793,123	791,374	740,694	1,179,052	790,750		9,488,444	11,090,900	86%
various FIBER OPTICS	77	1,428	975	2,839	454	1,784	11,797	3,569	1,784	1,892	3,123	909		30,553	825,975	4%
various GRANTS	85	-	-	-	-	-	-	-	-	-	-	518,873		518,873	75,000	692%
Sub Total		1,156,592	1,148,029	1,106,647	1,530,679	1,076,890	1,150,012	1,151,367	1,124,228	1,071,898	1,544,686	1,636,602	-	13,697,630	16,517,216	83%
Water Utility & Capital																
various WATER	80	2,463,686	2,393,665	2,388,465	2,354,792	2,290,687	2,580,186	15,400,892	2,786,491	2,802,356	2,643,028	2,571,300		40,675,547	43,168,552	94%
various WATER CAPITAL	81	10,116	9,783	1,025,164	541	525	20,662	964	2,000,531	16,613	1,864	754,343		3,841,105	4,230,000	91%
various WATER BOND FUND	89	249	242	138	13	13	14	13	12	-	-	-		693	15,000	5%
Sub Total		2,474,050	2,403,689	3,413,767	2,355,345	2,291,225	2,600,862	15,401,870	4,787,034	2,818,969	2,644,892	3,325,642	-	44,517,346	47,413,552	94%
Fudiciary Trust & Agency																
various FIRE PENSION	90	265,335	461,185	191,133	218,406	788,424	362,540	1,730,256	1,545,682	867,445	2,613,262	421,648		9,465,317	10,574,230	90%
various POLICE PENSION	91	378,803	376,937	728,097	144,633	509,763	545,159	1,536,395	1,536,623	708,740	1,918,150	842,569		9,225,869	11,194,777	82%
Sub Total		644,138	838,122	919,230	363,040	1,298,187	907,699	3,266,651	3,082,305	1,576,184	4,531,412	1,264,218	-	18,691,186	21,769,007	86%
Grand Total Revenues		14,548,733	13,791,332	16,998,132	12,483,538	11,633,607	12,374,555	32,571,156	23,394,296	14,196,646	21,807,041	13,663,668	-	187,462,705	215,889,197	87%

City of Decatur, Macon County
Property Tax Levy
City and TIF Districts
Billed Tax Amounts

home

Net Assessed Value \$: 832,843,703 certified
City Tax Rate: 1.70346% certified

Assessed Value Year
Pay Year

2019
2020
PENDING

note	Tax Levy Item	Fund	Net Assessed	input	input	input	Billed
			Value	Tax	Tax Levy	Extension	
			certified	not certified	\$ Amount ordinance	\$ Amount certified	\$ Amount certified
	General Obligation Bond Debt	50	832,843,703	0.25479%	2,122,000.00	2,122,002.35	2,122,002.35
	General Purpose	10	832,843,703	0.00000%	-	0.01	0.01
	Fire Pension	10	832,843,703	0.61236%	5,100,000.00	5,100,001.41	5,100,001.41
	Police Pension	10	832,843,703	0.48029%	4,000,000.00	4,000,064.79	4,000,064.79
	City Library	35	832,843,703	0.34821%	2,900,000.00	2,900,044.89	2,900,044.89
	Municipal Band	36	832,843,703	0.00781%	65,000.00	65,045.09	65,045.09
	Public Transit	70					
	xxxxx	xx					
1	Total City		832,843,703	1.70346%	14,187,000.00	14,187,158.54	14,187,158.54
			ok	ok	ok	ok	ok
	TIF District (tax code district)		input	input	input	input	Billed
			AV Increment	Tax	AV Increment	Extension	
			Value	Rate	\$ Amount	\$ Amount	\$ Amount
			certified	certified		certified	certified
	ZTF3 Pines TIF (4062)	28	660,381	10.63375%	70,223.26	70,223.26	70,223.26
	ZTF4 SE Plaza TIF (9542)	20	3,216,301	9.59171%	308,498.26	308,498.49	308,498.49
	ZTF5 Olde Towne TIF (4555)	19	9,227,961	10.63375%	981,278.30	981,280.74	981,280.74
	ZTF6 Near North TIF (4455)	21	5,245,410	10.63375%	557,783.79	557,784.74	557,784.74
	ZTF8 Eastgate TIF (9543)	23	1,028,819	9.92702%	102,131.07	102,131.11	102,131.11
	ZTF0 Grand & Oakland (4062)	29	1,177,827	10.63375%	125,247.18	125,247.16	125,247.16
	ZTFA SS Redevelopment (xxxx)	24	410,036	10.61115%	43,509.54	43,509.56	43,509.56
2	Redevelopment TIF		20,966,735		2,188,671.40	2,188,675.06	2,188,675.06
			ok		ok	ok	ok
	Total Property Tax Levy				16,375,671.40	16,375,833.60	16,375,833.60

Note(s)

- 1 Data per City of Decatur 2019 Tax Levy - certification and extension dated May 06, 2020 certified May 06, 2020 received by City May 28, 2020
- 2 Data per Macon County - AV increment, Tax Rates, certification and extension dated May 06, 2020 received by City May 28, 2020

Prepared By:
Office of the City Treasurer

City of Decatur, Macon County
Property Tax Levy
City and TIF Districts
Tax Collections

home

Assessed Value Year
Pay Year

2019
2020
In Process

Tax Levy Item	Fund	99.0%		Expected Collection \$ Amount	input		input		input		input		Total Distribution	Account Receivable \$ Amount	Actual Collection Rate						
		Billed \$ Amount	Collection Rate		Distribution 1		Distribution 2		Distribution 3		Distribution 4					Distribution 5		Distribution 6		Distribution 7	
					7/14/2020	8/11/2020	9/11/2020	10/9/2020	11/10/2020	Distribution 5	Distribution 6	Distribution 7									
GO Bond Debt	50	2,122,002.35	99.0%	2,100,782.00	608,277.77	557,206.55	79,391.55	757,189.86	44,910.07				2,046,975.80	53,806.20	96.5%						
General Purpose	10	0.01	99.0%	-	0.04	-	0.02	-	-				0.06	-	600.0%						
Fire Pension	10	5,100,001.41	99.0%	5,049,001.00	1,461,929.82	1,339,186.65	190,809.71	1,819,824.70	107,935.63				4,919,686.51	129,314.49	96.5%						
Police Pension	10	4,000,064.79	99.0%	3,960,064.00	1,146,629.40	1,050,359.24	149,657.15	1,427,336.34	84,656.54				3,858,638.67	101,425.33	96.5%						
City Library	35	2,900,044.89	99.0%	2,871,044.00	831,306.17	761,509.88	108,501.18	1,034,817.40	61,375.98				2,797,510.61	73,533.39	96.5%						
Municipal Band	36	65,045.09	99.0%	64,395.00	18,645.50	17,079.83	2,433.87	23,210.19	1,376.43				62,745.82	1,649.18	96.5%						
Mass Transit													-	-							
													-	-							
Total City		14,187,158.54		14,045,286.00	4,066,788.70	3,725,342.15	530,793.48	5,062,378.49	300,254.65	-	-	-	13,685,557.47	359,728.59	96.5%						
													City Collection Rate:		96.5%						
ZTF3 Pines (4062)	28	70,223.26	100.0%	70,223.00	-	35,111.61	-	35,111.65	-				70,223.26	(0.26)	100.0%						
ZTF4 SE Plaza (9542)	20	308,498.49	100.0%	308,498.00	113,549.19	60,483.21	3,284.91	131,181.18	-				308,498.49	(0.49)	100.0%						
ZTF5 Olde Towne (4555)	19	981,280.74	98.0%	961,655.00	232,243.55	254,782.21	16,064.59	355,679.23	42,878.51				901,648.09	60,006.91	91.9%						
ZTF6 Near North (4455)	21	557,784.74	100.0%	557,785.00	66,552.97	13,125.64	65,548.39	7,409.74	4.62				152,641.36	405,143.64	27.4%						
ZTF8 Eastgate (9543)	23	102,131.11	100.0%	102,131.00	9,799.18	81,762.18	-	10,569.75	-				102,131.11	(0.11)	100.0%						
ZTF0 Grand/Oakland (xxxx)	29	125,247.16	100.0%	125,247.00	-	62,623.72	-	62,623.44	-				125,247.16	(0.16)	100.0%						
ZTFA Southside (xxxx)	24	43,509.56	100.0%	43,510.00	-	41,594.97	-	1,914.59	-				43,509.56	0.44	100.0%						
Redevelopment TIF		2,188,675.06		2,169,049.00	422,144.89	549,483.54	84,897.89	604,489.58	42,883.13	-	-	-	1,703,899.03	465,149.97	77.9%						
													City Collection Rate:		77.9%						
Total Property Tax Levy		16,375,833.60		16,214,335.00	4,488,933.59	4,274,825.69	615,691.37	5,666,868.07	343,137.78	-	-	-	15,389,456.50	824,878.56	94.0%						
													City Collection Rate:		94.0%						

- Note(s)
- 1 Payment received 07/14/2020 from Macon County Treasurer with check distribution / checks 17668, 17697, 17783, 17808, 17834, dated July 9, 2020
 - 2 Payment received 08/11/2020 from Macon County Treasurer with check distribution / checks 17886, 18015, 18035, 18013, 17994, 17915, 17924, 18036 dated August 10, 2020
 - 3 Payment received 09/11/2020 from Macon County Treasurer with check distribution / checks 18089, 18187, 18205, 18226 dated September 10, 2020
 - 4 Payment received 10/09/2020 from Macon County Treasurer with check distribution / checks 18285, 18314, 18323, 18393, 18413, 18415, 18438, 18439 dated October 7, 2020
 - 5 Payment received 11/10/2020 from Macon County Treasurer with check distribution / checks 18482, 18605, 18584 dated November 10, 2020
 - 6
 - 7

			input	input	input	input	input	input	input	Total Distribution
			Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6	Distribution 7	
			7/14/2020	8/11/2020	9/11/2020	10/9/2020	11/10/2020			
Footnote (Not a part of City Tax Levy)										
Decatur Road & Bridge Tax Distribution			10-0831-301102	114,000.47	107,132.48	14,583.45	144,108.34	6,775.34		386,600.08
			Total County Distribution to Civil City		4,180,789.17 ok	3,832,474.63 ok	545,376.93 ok	5,206,486.83 ok	307,029.99 ok	xx - xx - - 14,072,157.55
Footnote (Not a part of City Tax Levy)										
Decatur Mobile Home Privilege Tax Distribution			10-0231-301106	-	-	-	-	-	-	-
			Distribution to City including TIF & Mobile Home		4,602,934.06 ok	4,381,958.17 ok	630,274.82 ok	5,810,976.41 ok	349,913.12 ok	- - xx - - 15,776,056.58
GO Bond Debt			50-43500-301103	44,910.07	ZTF3 Pines TIF (4062)		28-43281-301103		-	
General Purpose			10-0231-301103	-	ZTF4 SE Plaza TIF (9542)		20-43200-301103		-	
Fire Pension			10-0231-301103	107,935.63	ZTF5 Olde Towne TIF (4555)		19-45190-301103		42,878.51	
Police Pension			10-0231-301103	84,656.54	ZTF6 Near North TIF (4455)		21-43210-301103		4.62	
City Library			35-59350-301103	61,375.98	ZTF8 Eastgate TIF (9543)		23-43230-301103		-	
Municipal Band			36-43360-301103	1,376.43	ZTF0 Grand & Oakland (xx)		29-43291-301103		-	
					ZTFA SS Redevelopment (xx)		24-43241-301103		-	

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Prepared By:
Office of the City Treasurer

City of Decatur
City Treasurer's Financial Report
Grant Tracking Schedule

Period Ending: November 2020

Grant ID	Div	Grant Name	State	Federal	In Budget	Status	Grant Amount
55	015 Executive	02-1439-17758 BICYCLE PLAN, STATEWIDE PLANNING & RESEARCH FUND		X	Y	PENDING	60,000
62	015 Executive	AJCY203066 IPHCA CENSUS GRANT (SUB RECIPIENT)	n/a	n/a	Y	ACTIVE	101,500
72	015 Executive	LOCAL CORONAVIRUS URGENT REMEDIATION EMERGENCY (CURES) SUPPORT PROG		X	N	ACTIVE	3,140,263
74	017 Information Technology	20-203215 FIBER OPTIC NETWORK EXPANSION	X		Y	ACTIVE	800,000
52	050 Planning & Sustainability	20-1009-12795 TRANSPORTATION PLANNING ACTIVITIES (DUATS)		X	Y	ACTIVE	279,297
53	050 Planning & Sustainability	20-1009-12795 TRANSPORTATION PLANNING ACTIVITIES (DUATS)	X		Y	ACTIVE	69,824
70	050 Planning & Sustainability	21-Pending TRANSPORTATION PLANNING ACTIVITIES (DUATS)		X	Y	PENDING	286,839
71	050 Planning & Sustainability	21-Pending TRANSPORTATION PLANNING ACTIVITIES (DUATS)	X		Y	PENDING	71,710
C2016	054 Neighborhood Outreach	B-16-MC-17-0008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)		X	Y	ACTIVE	1,268,061
C2017	054 Neighborhood Outreach	B-17-MC-17-0008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)		X	Y	ACTIVE	1,262,045
C2018	054 Neighborhood Outreach	B-18-MC-17-0008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)		X	Y	ACTIVE	1,378,744
C2019	054 Neighborhood Outreach	B-19-MC-17-0008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)		X	Y	ACTIVE	554,004
CCV19	054 Neighborhood Outreach	B-20-MW-17-0008 CDBG CARES ACT ALLOCATION		X	N	ACTIVE	834,287
H2016	054 Neighborhood Outreach	M-16-MC-17-0203 HOME INVESTMENT PARTNERSHIP		X	Y	ACTIVE	327,118
H2017	054 Neighborhood Outreach	M-17-MC-17-0203 HOME INVESTMENT PARTNERSHIP		X	Y	ACTIVE	330,899
H2018	054 Neighborhood Outreach	M-18-MC-17-0008 HOME INVESTMENT PARTNERSHIP		X	Y	ACTIVE	444,741
H2019	054 Neighborhood Outreach	M-19-MC-17-0203 HOME INVESTMENT PARTNERSHIP		X	Y	ACTIVE	260,556
68	054 Neighborhood Outreach	SINGLE FAMILY LOAN PROGRAM	X		N	ACTIVE	470,000
J2020	065 Police	2020-VD-BX-0262 JUSTICE ASSISTANCE GRANT		X	N	ACTIVE	29,430
49	065 Police	AP-20-0069 STEP		X	Y	ACTIVE	125,742
63	065 Police	HS-21-00087, 04-02 2020 STEP		X	Y	ACTIVE	105,678
44	065 Police	2018 BULLETPROOF VEST PARTNERSHIP (BVP)		X	Y	ACTIVE	28,400
54	065 Police	2019 BULLETPROOF VEST PARTNERSHIP (BVP)		X	Y	ACTIVE	15,099
66	065 Police	2020-VD-BX-0262 CORONAVIRUS (CARES) EMERGENCY SUPPLEMENTAL FUNDING		X	N	ACTIVE	99,423
59	070 Fire	EMW-2018-FO-05460 ASSISTANCE TO FIREFIGHTERS GRANT		X	Y	ACTIVE	80,932
69	070 Fire	EMW-2019-FG-04351 ASSISTANCE TO FIREFIGHTERS GRANT		X	Y	ACTIVE	271,091
09334	082 Public Works	R-97-007-17 ILLINOIS JOBS NOW; BRUSH COLLEGE RD EXPENSION R-O-W	X		Y	ACTIVE	2,006,014
09335	082 Public Works	IL COMPETITIVE FREIGHT PROGRAM-BRUSH COLLEGE/FAIRES PKWY GRADE SEP		X	N	ACTIVE	25,000,000
09336	082 Public Works	6WGY(165)-RAILROAD GRADE CROSSING PROTECTION FND GCPF BRUSH COLLEGE	X		N	ACTIVE	12,000,000
1406	082 Public Works	15-203002 IL DCEO (MIDWEST INLAND PORT TRANSPORTATION STUDY)	X		N	ON HOLD	250,000
1507	082 Public Works	IEPA L17-5329 WATER POLLUTION CONTROL-7TH WARD SEWER		X	Y	ACTIVE	9,203,831
1706	082 Public Works	CONTRIBUTED CAPITAL-MOUND ROAD/STEVENS CREEK WEST & MIDDLE BRIDGES		X	N	ACTIVE	2,000,000
1722	082 Public Works	IEPA L17-5498 WATER POLLUTION CONTROL-MCKINLEY SEWER		X	Y	ACTIVE	5,911,143
1805	082 Public Works	CONTRIBUTED CAPITAL-TAYLOR RD BRIDGE OVER WARD BRANCH		X	Y	ACTIVE	800,000
L2020	350 Library	FY2020 IL PUBLIC LIBRARY PER CAPITA GRANT	X		Y	PENDING	
61	350 Library	20-3031-PNG PROJECT NEXT GENERATION		X	Y	ACTIVE	14,900
F16-1	700 Mass Transit	IL-2016-027-00 FY1 OPERATING ASSISTANCE/CAPITAL		X	Y	ACTIVE	1,651,807
F17-2	700 Mass Transit	IL-2017-029-02 FY17 REPLACEMENT OF CARPETING & BUS STOP IMPROVEMENTS		X	Y	ACTIVE	153,802
F20	700 Mass Transit	IL-2020-004-00 OPERATING ASSISTANCE		X	Y	ACTIVE	1,800,000
FC191	700 Mass Transit	IL-2019-010-00 BUS PROCUREMENT GRANT		X	N	ACTIVE	4,662,000
FC20	700 Mass Transit	IL-2020-010-01 PENDING FY20 CAPITAL		X	Y	ACTIVE	296,100
64	700 Mass Transit	IL-2020-022-01-00 CARES ACT GRANT - CAPITAL		X	N	ACTIVE	1,500,000
65	700 Mass Transit	IL-2020-022-02-00 CARES ACT GRANT - OPERATING		X	N	ACTIVE	3,000,000
S20	700 Mass Transit	OP-20-47-IL #5063 FY-2020 DOWNSTATE OPERATING ASSISTANCE GRANT	X		Y	ACTIVE	12,162,700
S21	700 Mass Transit	OP-21-47-IL #pend FY-2021 DOWNSTATE OPERATING ASSISTANCE GRANT	X		Y	SUBMITTED	13,379,000
SC14	700 Mass Transit	CAP-14-1034-ILL #4464 CAPITAL GRANT	X		Y	ACTIVE	3,000,000
SC20	700 Mass Transit	CAP-20-xxxx-ILL #pend CAPITAL GRANT	X		Y	SUBMITTED	1,140,000
50	700 Mass Transit	TS-18-317, DECATUR COMPREHENSIVE OPERATIONS ANALYSIS		X	Y	ACTIVE	60,000
51	700 Mass Transit	TS-18-317, DECATUR COMPREHENSIVE OPERATIONS ANALYSIS	X		Y	ACTIVE	15,000
73	803 Public Works Water	SECTION 319(H)-NONPOINT POLLUTION CONTROL FINANCIAL ASSISTANCE		X	N	SUBMITTED	150,000

Bold print indicates information updated from previous month's report

Total
Active

112,851,980
97,514,431

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Div	Month of Fiscal Year	Fund	1 Jan	2 Feb	3 Mar	4 Apr	5 May	6 Jun	7 Jul	8 Aug	9 Sep	10 Oct	11 Nov	12 Dec	Actual YTD	Original Budget	Revised Budget	YTD % of Budget
General Government																		
010	LEGISLATIVE	10	8,357	2,507	2,636	3,495	2,502	2,426	2,336	2,868	2,336	3,932	2,666		36,061	63,000	63,000	57%
015	EXECUTIVE	10	56,242	51,188	51,240	80,159	47,220	56,248	52,844	54,431	49,427	73,471	53,808		626,276	697,661	697,661	90%
016	HUMAN RESOURCES	10	41,111	36,689	39,695	51,582	33,074	35,335	35,480	39,076	44,990	49,494	37,368		443,894	568,577	568,577	78%
017	INFORMATION TECHNOLOGIES	10	167,074	126,221	99,579	163,763	330,540	148,063	93,614	88,074	163,558	138,833	128,869		1,648,189	1,993,326	1,993,326	83%
018	CITY CLERK	10	1,027	415	347	699	212	160	1,683	558	619	178	640		6,540	11,130	11,130	59%
020	LEGAL	10	71,827	69,229	65,762	95,549	64,672	75,939	68,778	65,159	67,963	106,101	64,714		815,692	928,072	928,072	88%
035	FINANCE	10	104,434	97,229	93,995	186,711	106,691	97,417	91,101	120,226	116,047	133,310	93,330		1,240,491	1,547,756	1,547,756	80%
037	PURCHASING	10	20,080	17,429	17,431	26,183	17,228	19,726	17,093	17,203	17,473	40,592	15,344		225,783	280,114	280,114	81%
038	CIVIC CENTER	10	17,520	17,062	7,067	26,298	40,635	27,428	23,250	29,924	(60,836)	31,259	24,360		183,965	206,594	206,594	89%
039	CITY GENERAL ADMINISTRATIVE	10	138,500	35,365	170,489	5,000	67,500	50,000	67,500	5,000	311,966	67,500	20,000		938,820	1,700,254	1,700,254	55%
Sub Total			626,172	453,333	548,242	639,440	710,274	512,742	453,679	422,518	713,543	644,670	441,100	-	6,165,712	7,996,484	7,996,484	77%
Development Services																		
050	PLANNING & SUSTAINABILITY	10	42,232	38,553	37,208	61,786	43,515	36,598	38,692	36,423	37,796	75,846	50,891		499,539	651,371	651,371	77%
052	BUILDING INSPECTIONS	10	47,654	48,246	55,092	71,198	47,654	47,808	48,015	48,289	47,502	70,168	47,931		579,560	669,412	669,412	87%
053	NEIGHBORHOOD INSPECTIONS	10	52,335	54,314	41,590	113,807	112,152	136,770	108,438	123,148	132,501	132,830	60,744		1,068,629	965,179	965,179	111%
054	REVITALIZATION & HOUSING SERV	10	26,884	29,451	27,875	41,578	27,343	27,879	35,707	27,875	27,875	47,878	27,631		347,974	388,308	388,308	90%
055	ECONOMIC DEVELOPMENT	10	115,322	122,772	6,190	14,861	51,604	51,707	8,987	26,620	3,545	87,879	41,268		530,756	472,106	472,106	112%
Sub Total			284,427	293,337	167,955	303,231	282,267	300,762	239,839	262,355	249,219	414,602	228,465	-	3,026,458	3,146,376	3,146,376	96%
Public Safety																		
065	POLICE	10	2,009,203	1,651,990	1,947,814	2,594,832	1,687,403	1,735,779	3,194,088	2,569,308	1,688,271	4,125,393	2,009,018		25,213,099	28,240,407	28,240,407	89%
070	FIRE	10	1,202,818	1,115,596	1,103,564	1,845,712	1,169,725	1,036,441	2,746,182	2,394,383	1,242,359	3,416,711	1,249,421		18,522,911	20,752,278	20,752,278	89%
Sub Total			3,212,021	2,767,586	3,051,378	4,440,543	2,857,128	2,772,220	5,940,269	4,963,692	2,930,630	7,542,103	3,258,439	-	43,736,010	48,992,685	48,992,685	89%
Public Works																		
080	PUBLIC WORKS ADMIN	10	162,885	29,185	34,150	65,627	31,773	32,458	31,885	28,535	24,059	37,305	29,546		507,407	584,288	584,288	87%
082	ENGINEERING	10	86,214	84,400	85,777	124,670	85,789	97,066	80,360	81,585	79,627	109,617	76,701		991,806	1,389,888	1,389,888	71%
083	MUNICIPAL SERVICES	10	367,224	382,485	354,548	503,171	349,938	349,436	377,588	347,397	356,518	489,097	350,561		4,227,964	4,895,768	4,895,768	86%
084	STREETS	10	81,780	79,045	87,068	91,889	90,719	87,389	84,603	71,506	75,614	73,968	75,166		898,746	1,059,969	1,059,969	85%
086	TRAFFIC & PARKING	10	116,862	151,046	47,841	146,656	164,033	97,679	78,856	94,541	40,232	140,876	144,830		1,223,452	1,647,407	1,647,407	74%
088	URBAN FORESTRY	10	34,097	33,107	40,956	26,756	34,083	28,872	38,076	39,842	40,585	56,590	106,093		479,057	587,135	587,135	82%
Sub Total			849,063	759,267	650,340	958,768	756,334	692,900	691,368	663,406	616,635	907,453	782,897	-	8,328,432	10,164,455	10,164,455	82%
General Fund Expenditure Total			4,971,683	4,273,523	4,417,914	6,341,982	4,606,003	4,278,624	7,325,155	6,311,970	4,510,027	9,508,828	4,710,900	-	61,256,611	70,300,000	70,300,000	87%

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Div	Month of Fiscal Year	Fund	1	2	3	4	5	6	7	8	9	10	11	12	Actual YTD	Original Budget	Revised Budget	YTD % of Budget
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Development Services																		
170	HOME PROGRAM	17	6,447	2,300	2,952	1,292	2,340	4,898	4,502	3,076	3,898	5,413	5,766		42,885	364,628	364,628	12%
171	PROGRAM DELIVERY COSTS	17	34,551	53	-	-	-	-	875	63,688	42,693	32,114	33,961		207,935	673,256	673,256	31%
181	PROJECTS	18	33,614	29,178	21,584	37,961	4,350	1,223	1,223	118,014	52,025	1,223	32,923		333,318	1,094,600	1,094,600	30%
183	REHAB PROJECTS	18	67,417	67,192	68,077	66,300	46,788	98,385	87,731	6,915	16,853	54,014	10,911		590,582	605,624	605,624	98%
184	ADMINISTRATION	18	23,079	17,833	22,618	24,056	3,891	1,735	208,969	1,614	780	738	570		305,882	469,591	469,591	65%
185	CDBG-CV	18	-	-	-	-	-	-	-	-	-	-	15,815		15,815			
220	DUATS	22	-	208,566	15,070	152	228	55	75,899	-	22,072	48,692	250		370,986	349,120	349,120	106%
400	PEG PROJECTS	40	2,528	4,080	2,481	21,943	2,481	4,668	2,481	3,081	2,481	-	10,172		56,399	79,397	79,397	71%
701	MT-OPERATIONS	70	80,454	54,992	1,122,961	527,201	60,447	1,055,228	725,043	46,076	548,949	559,604	524,035		5,304,990	6,948,878	7,064,538	75%
702	MT-MAINTENANCE	70	69,246	20,813	110,979	46,936	38,023	15,116	23,322	11,003	18,255	23,272	20,852		397,816	450,136	450,136	88%
703	MT-TRANSPORTATION	70	93,441	65,219	242,815	26,326	18,097	18,823	39,061	33,195	25,396	32,587	22,862		617,823	706,294	706,294	87%
704	MT-INSURANCE	70	26,241	1,075	23,891	1,075	1,075	(39,386)	2,075	5,975	1,075	64,353	1,075		88,524	70,400	70,400	126%
705	MT-CAPITAL	70	4,429,161	1,214,053	-	-	12,661	-	81,245	-	13,401	81,219	-		5,831,739	6,104,000	6,104,000	96%
820	DCDF	82	632	5,238	297	-	85	5,224	559	54	206	100	145		12,541	155,000	155,000	8%
840	COMMUNITY REVITALIZATION	84	-	-	-	85	-	-	-	9,917	-	1,225	-		11,227	278,000	278,000	4%
841	COMM REVITALIZATION GRANT	84	77,578	45,405	41,240	2,450	8,963	700	4,700	21,753	750	90,842	57,331		351,711	2,164,000	2,164,000	16%
880	RECYCLING	88	48,517	64,954	51,991	54,414	58,217	53,677	59,674	8,609	98,639	54,293	58,298		611,283	657,067	657,067	93%
Sub Total			4,992,904	1,800,950	1,726,956	810,192	257,647	1,220,347	1,317,360	332,970	847,473	1,049,690	794,967	-	15,151,455	21,169,991	21,285,651	71%
Redevelopment & TIF																		
190	OLDE TOWNE TIF	19	-	-	-	-	-	215,213	-	-	-	16,322	-		231,535	984,960	984,960	24%
200	SE PLAZA TIF	20	-	26,418	-	-	23,638	-	-	192,666	1,250	-	-		243,972	379,106	379,106	64%
210	WABASH CROSSING TIF	21	-	-	-	-	-	-	-	40,257	-	-	-		40,257	1,116,000	1,116,000	4%
230	EASTGATE TIF	23	-	-	-	-	-	324,481	-	9,337	-	-	-		333,818	308,009	308,009	108%
241	SOUTHSIDE TIF	24	-	-	-	-	-	31,143	-	-	-	-	-		31,143	60,200	60,200	52%
281	PINES SHOPPING CENTER TIF	28	-	100,511	-	-	-	-	-	-	-	-	-		100,511	100,725	100,725	100%
291	GRAND & OAKLAND TIF	29	-	166,673	-	-	-	-	-	-	-	-	-		166,673	168,243	168,243	99%
Sub Total			-	293,602	-	-	23,638	570,837	-	242,259	1,250	16,322	-	-	1,147,908	3,117,243	3,117,243	37%
Public Safety																		
251	STATE DRUG ACTIVITIES	25	21,618	8,930	8,973	22,505	9,472	18,512	12,549	8,586	9,241	22,531	18,295		161,211	321,360	321,360	50%
260	DUI COURT FINES	26	7,969	24,727	1,136	676	(6,409)	972	5,338	(1,836)	8,481	34,706	3,618		79,379	151,000	151,000	53%
270	POLICE PROGRAMS/LAB	27	-	19	39	19	18,000	837	790	258	89	2,334	-		22,384	41,000	41,000	55%
302	FEDERAL DRUG ENFORCEMENT	30	-	-	-	-	-	299	-	5,495	-	-	-		5,794	150,000	150,000	4%
371	FOREIGN FIRE INSURANCE	37	12,023	18,386	12,860	11,423	20,094	18,609	7,026	10,516	12,143	2,924	9,136		135,141	137,000	137,000	99%
440	2018 PROJECT FUND	44	190,206	2,697	254,064	28,578	136,072	20,832	347	15,431	24,245	2,961	4,621		680,056	6,261,016	6,261,016	11%
Sub Total			231,816	54,758	277,073	63,201	177,229	60,060	26,050	38,450	54,200	65,456	35,671	-	1,083,964	7,061,376	7,061,376	15%
Debt Service																		
504	DS-2018 BOND-FIRE STATIONS	50	-	465,800	-	-	-	-	-	190,400	-	-	-		656,200	656,200	656,200	100%
505	DS-2018 BOND-FIRE RENOVATIONS	50	-	94,175	-	-	-	-	-	38,075	-	-	-		132,250	132,250	132,250	100%
506	DS-2019 BOND	50	-	-	-	-	-	85,740	-	-	475	-	-		86,215	276,480	276,480	31%
516	DS-2010A BOND	50	-	-	-	-	-	12,350	-	-	-	-	-		12,350	545,700	545,700	2%
518	DS-2010C BOND	50	-	-	-	-	-	12,150	-	-	-	-	750		12,900	137,800	137,800	9%
521	DS-2012 GO BOND	50	-	704,376	-	-	-	-	-	41,931	-	-	-		746,307	746,322	746,322	100%
Sub Total			-	1,264,351	-	-	-	110,240	-	270,406	475	-	750	-	1,646,222	2,494,752	2,494,752	66%

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		Month of Fiscal Year												Actual YTD	Original Budget	Revised Budget	YTD % of Budget	
Div	Fund	1 Jan	2 Feb	3 Mar	4 Apr	5 May	6 Jun	7 Jul	8 Aug	9 Sep	10 Oct	11 Nov	12 Dec					
Public Works & Capital																		
420	LOCAL MFT INITIATIVE PROJECTS	42	1,070	417	129,727	12,643	2,867	1,077	302,021	427,973	417	417	8,927	887,555	1,655,004	1,655,004	54%	
421	LOCAL STREET CAP PROJECTS	42	-	598,143	-	-	-	-	589,703	-	-	-	-	1,187,846	1,191,429	1,191,429	100%	
451	CAPITAL STREET PROJECTS	45	5,000	76,924	505,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	626,924	1,042,250	1,042,250	60%	
460	MFT PROJECTS	46	353,470	624,662	274,234	1,125,208	62,109	375,086	430,812	771,510	331,387	347,981	759,805	5,456,263	10,699,966	10,699,966	51%	
601	FLEET OPERATIONS	60	107,611	138,262	117,126	137,194	132,152	117,791	679,871	134,724	117,322	162,577	124,167	1,968,798	1,697,302	2,266,573	87%	
602	FLEET INVENTORY	60	22,499	56,204	93,534	61,684	51,911	69,413	72,888	63,549	103,600	87,667	64,258	747,206	1,225,600	1,225,600	61%	
611	POLICE CAPITAL	61	33,791	3,677	2,601	34,816	1,813	13,826	35,605	124,632	173,376	56,430	3,629	484,196	684,639	684,639	71%	
612	FIRE CAPITAL	61	-	77,541	1,118	68,762	-	115,004	-	-	-	-	-	262,425	186,303	186,303	141%	
613	PUBLIC WORKS CAPITAL	61	-	66,174	-	-	9,821	-	36,224	-	-	-	9,821	122,041	268,711	268,711	45%	
780	STORM WATER PROJECTS	78	60,178	63,130	68,521	71,877	62,019	61,597	162,186	72,706	178,166	80,420	72,248	953,047	2,157,100	2,157,100	44%	
782	STORM DEBT SERVICE-2017 IEPA	78	-	-	-	-	109,656	-	-	-	-	-	109,656	219,313	206,332	206,332	106%	
790	SEWER PROJECTS	79	224,688	586,188	1,303,497	1,645,945	1,375,359	1,118,500	346,495	325,352	844,953	325,784	405,896	8,502,657	13,529,122	13,529,122	63%	
792	SEWER DEBT SERVICE-2013 IEPA	79	-	-	-	229,848	-	-	-	-	-	229,848	-	459,696	459,695	459,695	100%	
793	SEWER DEBT SERVICE-2015 IEPA	79	66,351	-	-	-	-	66,351	-	-	-	-	-	132,702	132,702	132,702	100%	
794	SEWER DEBT SERVICE-2015 IEPA	79	-	-	254,060	-	-	-	-	-	254,060	-	-	508,121	508,121	508,121	100%	
Sub Total			874,658	2,291,322	2,749,419	3,392,976	1,812,707	1,943,646	2,034,877	2,551,372	2,008,281	1,296,125	1,563,408	-	22,518,791	35,644,276	36,213,547	62%
Library																		
351	LIBRARY OPERATIONS	35	291,465	279,410	302,547	382,654	288,871	290,881	351,617	300,940	267,418	367,007	295,434	3,418,244	3,985,458	3,985,458	86%	
582	LIBRARY CAPITAL PROJECTS	58	-	-	-	-	-	-	-	-	-	-	-	-	250,000	250,000	0%	
591	DPL-CANTONI TRUST	59	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
592	DPL-MEYER TRUST	59	1,977	2,015	2,000	3,000	7,613	2,028	2,000	2,000	3,014	3,795	2,733	32,175	47,000	47,000	68%	
594	DPL-DONATIONS	59	-	-	715	-	-	175	151	124	197	138	651	2,151	30,000	30,000	7%	
Sub Total			293,441	281,425	305,262	385,654	296,484	293,085	353,768	303,064	270,629	370,941	298,817	-	3,452,570	4,312,458	4,312,458	80%
Other Miscellaneous																		
340	BUILDING FUND	34	9,112	265,948	28,677	333,937	35,509	338,726	94,237	28,956	78,794	40,509	43,574	1,297,979	1,080,010	1,080,010	120%	
360	BAND	36	1,709	576	213	213	2,213	213	4,248	9,656	5,304	3,564	213	28,121	96,581	96,581	29%	
641	RISK MANAGEMENT	64	25,201	16,186	21,836	17,231	37,079	93,389	43,062	101,242	15,657	76,215	28,720	475,818	429,493	429,493	111%	
642	WORKER'S COMPENSATION	64	176,355	141,928	288,754	116,521	185,955	58,013	82,971	119,139	189,380	219,599	74,608	1,653,222	2,004,250	2,004,250	82%	
643	LIABILITY PROPERTY & CASUALTY	64	(38,271)	18,486	140,293	9,524	-	63,196	12,018	-	1,892	512,469	5,206	724,812	732,000	732,000	99%	
651	MEDICAL INSURANCE	65	865,276	714,879	905,377	767,281	719,674	755,895	742,903	777,248	914,877	905,415	886,153	8,954,979	11,812,424	11,812,424	76%	
653	UNEMPLOYMENT INSURANCE	65	-	-	-	-	-	-	-	-	-	-	-	-	18,000	18,000	0%	
770	FIBER OPTICS	77	-	4,736	3,000	3,000	3,000	12,929	3,000	3,000	7,667	3,000	4,196	47,529	866,000	866,000	5%	
850	GRANTS	85	-	-	-	-	-	-	-	-	-	-	-	-	75,000	75,000	0%	
856	GRANTS-COVID 19	85	-	-	-	-	-	-	-	-	266,691	249,785	138,143	654,619	-	-	-	
Sub Total			1,039,381	1,162,739	1,388,150	1,247,707	983,429	1,322,362	982,439	1,039,241	1,480,264	2,010,555	1,180,812	-	13,837,079	17,113,758	17,113,758	81%
Water Utility & Capital																		
801	WATER PRODUCTION	80	272,592	465,548	361,537	406,196	472,996	434,315	363,921	399,401	460,251	414,269	555,261	4,606,286	5,428,244	5,428,244	85%	
802	WATER LAKE SERVICES	80	85,819	100,407	62,128	64,954	63,308	75,128	90,844	115,918	71,651	94,464	87,700	912,321	1,457,389	1,457,389	63%	
803	WATER ADMINISTRATION	80	331,747	332,369	346,397	340,563	330,310	336,778	347,131	2,331,814	329,148	340,302	1,095,665	6,462,223	6,803,233	6,803,233	95%	
804	WATER SERVICES	80	269,253	269,094	292,676	320,117	272,513	242,040	239,515	256,292	241,273	292,953	271,794	2,967,520	3,583,346	3,583,346	83%	
805	UTILITY CUSTOMER SERVICE	80	69,262	87,037	101,834	103,794	68,746	90,390	85,159	84,283	83,609	121,532	86,763	982,409	994,379	994,379	99%	
808	WATER DEBT SERV-GO BONDS	80	-	6,539,409	450	-	475	459,561	-	1,860,484	475	415	-	8,861,270	11,176,272	11,176,272	79%	
809	WATER DEBT-NITRATE FACILITY	80	-	-	-	-	242,179	-	-	-	-	-	242,179	484,358	484,538	484,538	100%	
80B	WATER DEBT-MAIN&FRANK TANK	80	180,840	-	-	-	-	180,840	-	-	-	-	-	361,681	361,681	361,681	100%	
80C	WATER DEBT-ENERGY PROJECT	80	-	331,436	-	-	331,436	-	12,553,249	367,531	-	-	-	13,583,653	1,335,101	13,864,351	98%	
811	WATER NON LAKE CAPITAL	81	13,371	336,453	51,458	5,775	421,948	503,135	332,012	337,202	222,318	305,173	527,896	3,056,741	5,790,186	5,790,186	53%	
812	WATER LAKE CAPITAL	81	29,565	-	-	-	19,963	23,533	-	42,594	19,308	46,873	77,526	259,362	1,140,000	1,140,000	23%	
890	WATER BONDS	89	-	-	-	-	-	-	-	24,441	129,829	-	-	154,270	3,303,547	3,303,547	5%	
Sub Total			1,252,449	8,461,754	1,216,481	1,241,398	2,223,874	2,345,721	14,011,830	5,819,959	1,557,862	1,615,981	2,944,784	-	42,692,093	41,857,916	54,387,166	78%
Fudiciary Trust & Agency																		
900	FIRE PENSION	90	722,612	717,339	695,944	767,400.69	742,462	736,655	742,149	781,490	744,489	760,812	774,649	8,186,002	9,292,580	9,292,580	88%	
910	POLICE PENSION	91	746,579	748,680	736,152	751,585.31	747,386	736,128	727,507	783,674	724,283	744,685	821,769	8,268,429	9,522,476	9,522,476	87%	
Sub Total			1,469,191	1,466,020	1,432,096	1,518,986	1,489,848	1,472,783	1,469,656	1,565,164	1,468,772	1,505,497	1,596,418	-	16,454,431	18,815,056	18,815,056	87%
Grand Total Expenditures			15,125,524	21,350,444	13,513,349	15,002,097	11,870,860	13,617,704	27,521,134	18,474,857	12,199,233	17,439,394	13,126,528	-	179,241,124	221,886,826	235,101,007	76%

City of Decatur
Water Utility Financial Report
Operating Fund Statement of Revenue and Expense

US\$ (whole)	Current Month Actual	Current Month Budget	O(U) Budget	Prior Year Actual	O(U) Prior Year
Revenue					
Water Sales	2,521,924	2,274,287	247,637	2,267,038	254,886
UCB Billing Reimb	41,505	45,457	(3,952)	40,181	1,324
Tapping Fees	2,665	612	2,053	560	2,105
Lake Permits/Lic (50%)	-	132	(132)	-	-
Interest Income	1,331	14,702	(13,371)	4,014	(2,683)
Other Income	3,875	-	3,875	50,932	(47,057)
Total Revenue	2,571,300	2,335,190	236,110	2,362,725	208,575
Cost of Service					
Water Production	555,261	548,468	6,793	521,242	34,019
Water Services	271,794	313,014	(41,220)	302,476	(30,682)
Total Cost of Service	827,055	861,482	(34,427)	823,718	3,337
% of Revenue	32.2%	36.9%		34.9%	
Water Gross Margin	1,744,245	1,473,708	270,537	1,539,007	205,238
% of Revenue	67.8%	63.1%		65.1%	
Operating Expense					
Lake Management	87,700	158,729	(71,029)	94,562	(6,862)
Water Administration	345,665	325,597	20,068	326,334	19,331
Customer Service	86,763	67,127	19,636	71,403	15,360
Total Operating Expense	520,128	551,453	(31,325)	492,299	27,829
% of Revenue	20.2%	23.6%		20.8%	
Margin Before Debt Service	1,224,117	922,255	301,862	1,046,708	177,409
% of Revenue	47.6%	39.5%		44.3%	
Debt Service					
GO Bond Debt	-	-	-	-	-
IEPA - Nitrate Facility	242,179	242,359	(180)	242,179	-
IEPA - Water Tower	-	-	-	-	-
JCI - Auto Water Meter	-	340,792	(340,792)	331,436	(331,436)
Total Debt Service	242,179	583,151	(340,972)	573,615	(331,436)
% of Revenue	9.4%	25.0%		24.3%	
Operating Income	981,938	339,104	642,834	473,093	508,845
% of Revenue	38.2%	14.5%		20.0%	
Transfer to Capital					
CapEx Funding	750,000	-	750,000	-	750,000
Income after Capital Transfer	231,938	339,104	(107,166)	473,093	(241,155)
% of Revenue	9.0%	14.5%		20.0%	

Balance Sheet Items (Operating Fund)					
Cash	6,340,565			5,976,079	
Interfund AR	-			-	
Investments	-			-	
Total Cash & Investments	6,340,565			5,976,079	
Accounts Receivable	2,570,499			2,603,040	

Prepared By: Office of the City Treasurer

Month of: November 2020

Current YTD Actual	Current YTD Budget	O(U) Budget	Prior YTD Actual	O(U) Prior Year
27,203,072	27,045,450	157,622	26,959,246	243,826
493,037	492,643	394	435,045	57,992
27,086	15,839	11,247	14,483	12,603
109,066	109,975	(910)	-	109,066
19,947	152,996	(133,049)	41,775	(21,828)
12,823,301	12,695,557	127,744	277,108	12,546,193
40,675,509	40,512,460	163,049	27,727,657	12,947,852
4,606,287	4,761,926	(155,639)	4,472,460	133,827
2,967,520	3,301,763	(334,243)	3,059,553	(92,033)
7,573,807	8,063,689	(489,882)	7,532,013	41,794
18.6%	19.9%		27.2%	
33,101,702	32,448,771	652,931	20,195,644	12,906,058
81.4%	80.1%		72.8%	
912,321	1,358,926	(446,605)	908,914	3,407
3,712,224	3,727,753	(15,529)	3,735,243	(23,019)
982,409	903,535	78,874	962,807	19,602
5,606,954	5,990,214	(383,260)	5,606,964	(10)
13.8%	14.8%		20.2%	
27,494,748	26,458,557	1,036,191	14,588,680	12,906,068
67.6%	65.3%		52.6%	
8,861,269	8,859,080	2,189	9,189,372	(328,103)
484,358	484,538	(180)	484,358	-
361,680	361,681	(1)	361,681	(1)
13,583,652	13,888,350	(304,698)	1,299,081	12,284,571
23,290,959	23,593,649	(302,690)	11,334,492	11,956,467
57.3%	58.2%		40.9%	
4,203,789	2,864,908	1,338,881	3,254,188	949,601
10.3%	7.1%		11.7%	
2,750,000	2,750,000	-	2,750,000	-
1,453,789	114,908	1,338,881	504,188	949,601
3.6%	0.3%		1.8%	

City of Decatur
Water Utility Financial Report
Capital Fund Statement of Revenue and Expense

Month of: November 2020

	Current Month Actual	Current YTD Actual	Current YTD Budget	O(U) Budget	Full Year Budget
Revenue					
CapEx Funding	750,000	2,750,000	2,750,000	-	2,750,000
ADM Cost Share	-	1,000,000	1,000,000	-	1,000,000
Other	4,343	91,106	458,070	(366,964)	480,000
Total Revenue	754,343	3,841,106	4,208,070	(366,964)	4,230,000

Comments

CapEx funding from Water Operating Fund
Actual ADM cost share

CapEx Project Spending					
Operating CapEx	37,106	218,119	480,000	(261,881)	480,000
Professional Services	359	56,860	120,000	(63,140)	120,000
Capital Equipment	-	23,665	830,000	(806,335)	830,000
Water Distribution	-	-	35,000	(35,000)	35,000
Water Main Replacement	483,787	2,662,200	3,400,096	(737,896)	3,550,000
Water System Improv	-	85,319	250,000	(164,681)	250,000
SWTP CapEx	6,644	10,577	525,186	(514,609)	525,186
Lake Operating	-	179,526	950,000	(770,474)	950,000
EPA Non Source	-	-	25,000	(25,000)	25,000
Sediment Control	-	-	35,000	(35,000)	35,000
Additional Water Supply	77,526	79,836	130,000	(50,164)	130,000
xxxx	-	-	-	-	-
xxxx	-	-	-	-	-
xxxx	-	-	-	-	-
Total CapEx Spending	605,422	3,316,102	6,780,282	(3,464,180)	6,930,186

Surplus (Deficit)	148,921	525,004	(2,572,212)		(2,700,186)
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Capital Fund Cash Position				
Cash at January 1, 2019	3,778,676			
Current Cash Position	3,180,376	Cash Position Target at December 31, 2020		10,066
Interfund AR	1,736,695			

Prepared By: Office of the City Treasurer

City of Decatur
Water Utility Financial Report
Key Metrics

home

November 2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	YTD Comparison
Current Year														
Water Bill Count														
Original Bills														
Residential	27,465	24,550	27,457	26,983	25,987	27,313	28,264	24,899	24,665	25,923	26,809		290,315	
Industrial	32	32	32	32	32	32	32	32	32	32	32		352	
Commercial	2,740	2,544	2,703	2,741	2,571	2,751	2,759	2,502	2,470	2,634	2,697		29,112	
Total	30,237	27,126	30,192	29,756	28,590	30,096	31,055	27,433	27,167	28,589	29,538	-	319,779	99.6%
Delinquent Bills														
Residential	8,038	6,813	2,918	-	-	-	7,657	7,391	7,553	1,517	-		41,887	
Industrial	-	-	-	-	-	-	-	2	4	-	-		6	
Commercial	369	254	84	-	-	-	354	350	398	47	-		1,856	
Total	8,407	7,067	3,002	-	-	-	8,011	7,743	7,955	1,564	-	-	43,749	51.5%
Total Bill Count	38,644	34,193	33,194	29,756	28,590	30,096	39,066	35,176	35,122	30,153	29,538	-	363,528	89.6%
Cubit Feet Consumption Billed														
Residential	11,707,150	10,372,676	11,006,905	11,570,632	11,344,622	13,462,541	14,570,749	12,823,011	13,069,451	12,843,082	12,095,439		134,866,258	101.1%
Industrial	40,279,029	41,245,674	39,936,974	40,084,847	39,100,450	40,520,032	41,592,307	42,378,285	44,305,970	43,390,309	42,794,122		455,627,999	97.1%
Commercial	9,711,877	9,498,783	9,776,629	9,805,724	9,165,715	10,312,031	12,827,785	13,640,066	12,987,433	13,002,574	11,171,948		121,900,565	97.0%
Total	61,698,056	61,117,133	60,720,508	61,461,203	59,610,787	64,294,604	68,990,841	68,841,362	70,362,854	69,235,965	66,061,509	-	712,394,822	97.8%
Water Shut Offs	458	350	293	-	-	-	424	1,113	822	44	-		3,504	94.7%
Customer Service Telephone Calls	5,497	4,608	4,192	4,230	3,928	4,323	5,181	5,970	5,417	4,787	3,419		51,552	93.9%
Water Billed \$														
Residential	\$ 703,504	\$ 624,756	\$ 667,568	\$ 694,615	\$ 683,053	\$ 805,721	\$ 860,970	\$ 756,041	\$ 765,436	\$ 765,544	\$ 732,763		\$ 8,059,970	102.9%
Industrial	\$ 1,071,513	\$ 1,094,639	\$ 1,039,106	\$ 1,041,534	\$ 1,021,588	\$ 1,079,706	\$ 1,103,612	\$ 1,123,935	\$ 1,168,039	\$ 1,144,632	\$ 1,132,684		\$ 12,020,989	100.2%
Commercial	\$ 498,734	\$ 476,749	\$ 495,919	\$ 496,529	\$ 470,317	\$ 531,365	\$ 616,283	\$ 628,235	\$ 601,586	\$ 618,346	\$ 559,163		\$ 5,993,225	100.7%
Total	\$ 2,273,751	\$ 2,196,143	\$ 2,202,592	\$ 2,232,677	\$ 2,174,959	\$ 2,416,791	\$ 2,580,866	\$ 2,508,212	\$ 2,535,060	\$ 2,528,523	\$ 2,424,610	\$ -	\$ 26,074,184	101.1%
Penalty \$	\$ 12,927	\$ 10,837	\$ 4,533	\$ -	\$ -	\$ -	\$ 16,113	\$ 14,390	\$ 32,482	\$ 2,740	\$ -		\$ 94,024	56.6%
Total Billed	\$ 2,286,678	\$ 2,206,981	\$ 2,207,125	\$ 2,232,677	\$ 2,174,959	\$ 2,416,791	\$ 2,596,979	\$ 2,522,601	\$ 2,567,543	\$ 2,531,263	\$ 2,424,610	\$ -	\$ 26,168,208	100.8%
Water Gallonage														
Gallons (000)	311,890	302,030	341,650	311,760	316,670	335,640	332,560	360,390	330,440	356,560	337,549		3,637,139	110.9%
\$ Billed	\$ 94,815	\$ 91,817	\$ 103,862	\$ 94,775	\$ 96,268	\$ 102,035	\$ 101,098	\$ 109,559	\$ 100,454	\$ 108,394	\$ 102,777		\$ 1,105,853	110.9%
Water Billed vs Cash Receipts														
Billed \$	\$ 2,381,493	\$ 2,298,798	\$ 2,310,987	\$ 2,327,452	\$ 2,271,227	\$ 2,518,826	\$ 2,698,078	\$ 2,632,160	\$ 2,667,996	\$ 2,639,657	\$ 2,527,387	\$ -	\$ 27,274,061	110.4%
Cash Revenue \$	\$ 2,414,571	\$ 2,333,114	\$ 2,314,542	\$ 2,269,760	\$ 2,215,974	\$ 2,439,581	\$ 2,655,815	\$ 2,733,552	\$ 2,745,872	\$ 2,558,367	\$ 2,521,924	\$ -	\$ 27,203,072	110.2%
% Cash to Billed	101.4%	101.5%	100.2%	97.5%	97.6%	96.9%	98.4%	103.9%	102.9%	96.9%	99.8%	-	99.7%	
Prior Year														
Water Bill Count														
Original Bills														
Residential	27,735	25,525	26,305	27,644	28,607	23,764	28,621	27,007	24,637	27,701	24,026	28,618	320,190	
Industrial	32	32	32	32	32	32	32	32	32	32	32	32	384	
Commercial	2,765	2,541	2,649	2,689	2,831	2,443	2,783	2,697	2,496	2,787	2,381	2,873	31,935	
Total	30,532	28,098	28,986	30,365	31,470	26,239	31,436	29,736	27,165	30,520	26,439	31,523	352,509	
Delinquent Bills														
Residential	7,993	6,901	6,706	6,950	8,032	6,910	7,749	8,147	7,136	8,437	6,086	8,592	89,639	
Industrial	-	-	-	-	-	-	-	25	2	-	-	-	27	
Commercial	376	375	287	305	350	377	333	324	345	390	356	366	4,184	
Total	8,369	7,276	6,993	7,255	8,382	7,287	8,082	8,496	7,483	8,827	6,442	8,958	93,850	
Total Bill Count	38,901	35,374	35,979	37,620	39,852	33,526	39,518	38,232	34,648	39,347	32,881	40,481	446,359	
Cubit Feet Consumption Billed														
Residential	12,041,691	11,407,635	10,584,868	11,506,204	12,111,824	11,249,039	14,021,911	14,869,628	12,152,490	12,930,056	10,566,313	12,114,225	145,555,884	
Industrial	41,841,009	41,375,005	37,010,223	43,526,726	42,700,648	44,404,008	45,261,989	45,128,038	45,878,359	43,707,149	38,624,948	40,522,893	509,980,995	
Commercial	9,753,438	9,597,629	9,383,432	10,020,604	10,261,031	10,785,982	12,932,760	14,513,563	14,131,344	13,628,215	10,645,390	10,358,306	136,011,694	
Total	63,636,138	62,380,269	56,978,523	65,053,534	65,073,503	66,439,029	72,216,660	74,511,229	72,162,193	70,265,420	59,836,651	62,995,424	791,548,573	
Water Shut Offs	339	340	300	341	317	286	370	361	344	385	318	365	4,066	
Customer Service Tphone Calls	4,819	4,615	4,383	4,780	5,124	4,787	5,481	5,443	5,231	5,376	4,846	5,576	60,461	
Water Billed \$														
Residential	\$ 707,015	\$ 664,990	\$ 628,859	\$ 681,520	\$ 717,380	\$ 665,840	\$ 818,685	\$ 850,040	\$ 709,288	\$ 759,172	\$ 632,034	\$ 727,674	\$ 8,562,497	
Industrial	\$ 1,052,018	\$ 1,037,122	\$ 944,448	\$ 1,115,622	\$ 1,136,982	\$ 1,154,858	\$ 1,183,611	\$ 1,168,646	\$ 1,120,429	\$ 1,013,463	\$ 1,053,726	\$ 1,053,726	\$ 13,054,792	
Commercial	\$ 485,581	\$ 467,965	\$ 463,160	\$ 491,233	\$ 509,097	\$ 516,558	\$ 602,414	\$ 652,443	\$ 630,888	\$ 624,932	\$ 508,457	\$ 527,206	\$ 6,479,934	
Total	\$ 2,244,614	\$ 2,170,077	\$ 2,036,467	\$ 2,288,375	\$ 2,300,344	\$ 2,319,380	\$ 2,575,957	\$ 2,686,094	\$ 2,508,822	\$ 2,504,533	\$ 2,153,954	\$ 2,308,606	\$ 28,097,223	
Penalty \$	\$ 12,791	\$ 11,939	\$ 10,836	\$ 10,622	\$ 12,709	\$ 11,456	\$ 13,507	\$ 40,523	\$ 13,902	\$ 16,313	\$ 11,404	\$ 15,200	\$ 181,202	
Total Billed	\$ 2,257,405	\$ 2,182,016	\$ 2,047,303	\$ 2,298,997	\$ 2,313,053	\$ 2,330,836	\$ 2,589,464	\$ 2,726,617	\$ 2,522,724	\$ 2,520,846	\$ 2,165,358	\$ 2,323,806	\$ 28,278,425	
Water Gallonage														
Gallons (000)	265,330	260,890	288,360	265,660	273,250	297,130	347,210	326,990	340,010	321,630	293,080	303,380	3,582,920	
\$ Billed	\$ 80,660	\$ 79,311	\$ 87,661	\$ 80,761	\$ 83,068	\$ 90,328	\$ 105,552	\$ 99,405	\$ 103,363	\$ 97,776	\$ 89,096	\$ 92,228	\$ 1,089,208	
Water Billed vs Cash Receipts														
Billed \$	\$ 2,338,065	\$ 2,261,327	\$ 2,134,964	\$ 2,379,758	\$ 2,396,121	\$ 2,421,164	\$ 2,695,016	\$ 2,826,022	\$ 2,626,087	\$ 2,618,622	\$ 2,254,454	\$ 2,416,034	\$ 29,367,633	
Cash Revenue \$	\$ 2,351,452	\$ 2,242,273	\$ 2,222,173	\$ 2,394,054	\$ 2,355,840	\$ 2,366,561	\$ 2,664,736	\$ 2,726,050	\$ 2,696,817	\$ 2,672,361	\$ 2,267,038	\$ 2,436,758	\$ 29,396,115	
% Cash to Billed	100.6%	99.2%	104.1%	100.6%	98.3%	97.7%	98.9%	96.5%	102.7%	102.1%	100.6%	100.9%	100.1%	

City of Decatur
Treasurer's Financial Report
Headcount Staffing Level

Period Ending: November 2020

	2020 Budget	Current Year Staffing Levels												Prior Yr End
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Full Time Staffing														
Executive	6	6	6	6	6	6	6	6	6	6	6	6		4
Finance	22	21	21	21	21	21	21	21	21	21	21	21		20
Human Resources	4	4	4	4	4	4	4	4	4	4	4	4		4
Information Technology	10	10	10	10	10	10	10	10	10	10	10	10		10
Corporation Counsel	7	7	7	7	7	7	7	7	7	7	7	7		7
Economic & Community Dev	20	19	18	19	19	19	19	19	19	20	20	20		20
Public Safety	267	268	268	265	260	257	256	255	254	262	260	261		258
Public Works	113	111	111	110	111	111	110	109	109	107	106	105		110
Total Full Time	449	446	445	442	438	435	433	431	430	437	434	434	0	433
Part Time Staffing														
Executive														0
Legislative	7	7	7	7	7	7	7	7	7	7	7	7		7
Finance														0
Human Resources														0
Information Technology														0
Corporation Counsel														0
Planning & Building Services														0
Neighborhood Services														0
Public Safety	2	2	2	2	2	2	2	2	2	2	2	2		2
Public Works														1
Fleet Maintenance												1		0
PW Water Management						4	5	5	5	3	1			0
Total Temporary	9	9	9	9	9	13	14	14	14	12	10	10	0	10
Total City Staff Headcount	458	455	454	451	447	448	447	445	444	449	444	444	0	443

Note: Above report includes all City Staff, Full Time and Temporary W-2 EE's

Supplementary Statistics - Full Time Staffing

General Fund Only	388	386	385	382	378	375	373	371	370	378	375	375		375
Staffing Increase		13	1	1	2	0	1	0	0	9	1	2		28
Staffing Decrease		2	2	4	6	3	3	2	1	0	4	2		28
Turnover Rate - Year to Date		0.5%	1.0%	2.1%	3.7%	4.5%	5.4%	5.9%	6.2%	6.1%	7.2%	7.7%		7.5%
All Other Funds	61	60	60	60	60	60	60	60	60	59	59	59		58
Staffing Increase		2	0	0	0	0	0	0	0	0	0	1		2
Staffing Decrease		0	0	0	0	0	0	0	0	1	0	1		2
Turnover Rate - Year to Date		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.7%	1.7%	3.4%		3.4%

City of Decatur
Treasurer's Financial Report
Headcount Staffing Level

Period Ending: November 2020

	2020 Budget	Current Year Staffing Levels												Prior Yr End
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Full Time Staff														
Executive														
Executive	3	3	3	3	3	3	3	3	3	3	3	3		3
City Clerk	1	1	1	1	1	1	1	1	1	1	1	1		1
Mass Transit	2	2	2	2	2	2	2	2	2	2	2	2		0
Total	6	6	6	6	6	6	6	6	6	6	6	6	0	4
Financial Management														
Finance	13	12	12	12	12	12	12	12	12	12	12	12		11
Purchasing	2	2	2	2	2	2	2	2	2	2	2	2		2
Water Customer Service	7	7	7	7	7	7	7	7	7	7	7	7		7
Total	22	21	21	21	21	21	21	21	21	21	21	21	0	20
Human Resources	4	4	4	4	4	4	4	4	4	4	4	4		4
Information Technology	10	10	10	10	10	10	10	10	10	10	10	10		10
Corporation Legal Counsel	7	7	7	7	7	7	7	7	7	7	7	7		7
Economic & Community Devel														
Planning & Sustainability	6	5	5	5	5	5	5	5	5	6	6	6		5
Building Inspections	6	6	6	6	6	6	6	6	6	6	6	6		6
Neighborhood Inspection	5	5	4	5	5	5	5	5	5	5	5	5		5
Revitalization & Housing Serv	3	3	3	3	3	3	3	3	3	3	3	3		3
Mass Transit	0													1
Total	20	19	18	19	19	19	19	19	19	20	20	20	0	20
Public Safety														
Fire	109	109	109	109	104	101	101	100	100	106	106	105		109
Police	158	159	159	156	156	156	155	155	154	156	154	156		149
Total	267	268	268	265	260	257	256	255	254	262	260	261	0	258
Public Works														
PW Administration	2	2	2	2	2	2	2	2	2	2	2	2		2
PW Engineering	12	11	11	11	11	11	10	10	10	9	9	9		11
PW Municipal Services	47	47	47	46	47	47	47	46	46	46	45	44		47
Fleet Maintenance	8	8	8	8	8	8	8	8	8	8	8	8		8
Water Production (Admin)	2	2	2	2	2	2	2	2	2	2	2	2		2
Water Production (Lake)	4	4	4	4	4	4	4	4	4	4	4	4		4
Water Production	15	14	14	14	14	14	14	14	14	14	14	14		13
Water Services	23	23	23	23	23	23	23	23	23	22	22	22		23
Total	113	111	111	110	111	111	110	109	109	107	106	105	0	110
Total City Staffing	449	446	445	442	438	435	433	431	430	437	434	434	0	433

Note: Above report includes all Full Time W-2 EE's

City of Decatur
Treasurer's Financial Report
Headcount Staffing Level

Period Ending: November 2020

2020 Budget	Current Year Staffing Levels												Prior Yr End
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Part Time / Temporary Staff													
Executive													
City Clerk													
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Legislative	7	7	7	7	7	7	7	7	7	7	7	7	7
Financial Management													
Finance													
Purchasing													
Risk Management													
Water Customer Service													
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Information Technology													0
Human Resources													0
Corporation Legal Counsel													0
Economic & Community Devel													
Planning & Sustainability													
Building Inspections													
Neighborhood Inspection													
Revitalization & Housing Serv													
Mass Transit													
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Safety													
Fire													
Police	2	2	2	2	2	2	2	2	2	2	2	2	2
Total	2	2	2	2	2	2	2	2	2	2	2	0	2
Public Works													
Administration													
Engineering													1
Municipal Services													
Fleet Maintenance											1		
Water Administration													
Water Production													
Water Services						4	5	5	5	3	1		
Total	0	0	0	0	0	4	5	5	5	3	1	1	0
Total City Staffing	9	9	9	9	9	13	14	14	14	12	10	10	0

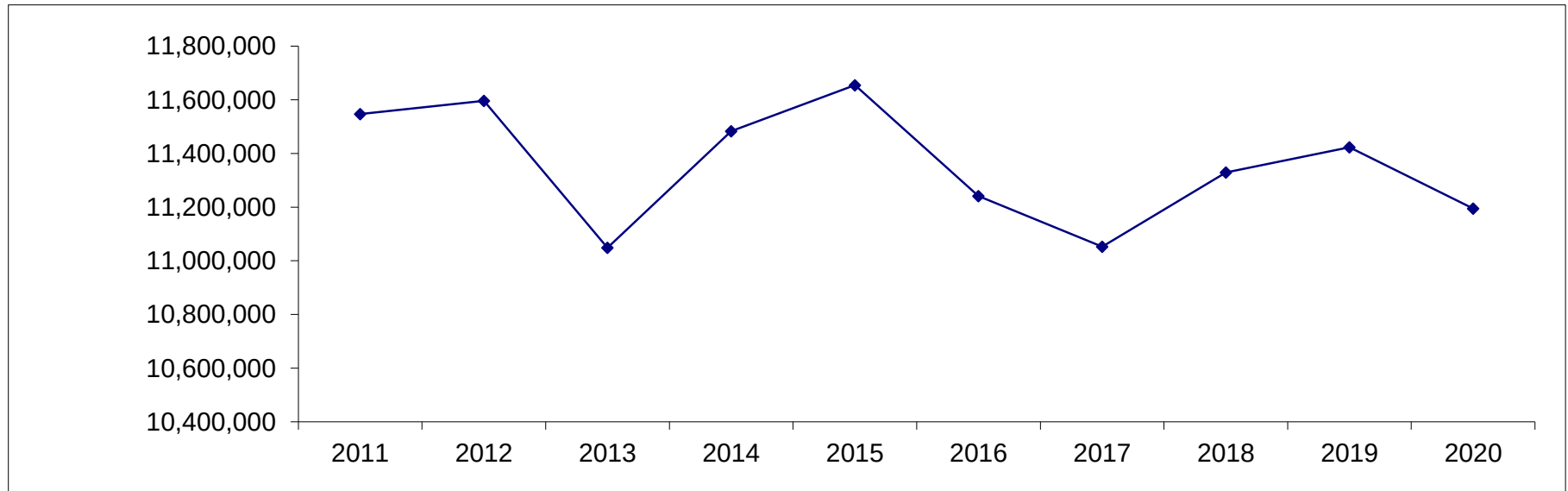
Note: Above report includes all Temporary W-2 EE's

Projected Revenues

STATE SALES TAX

MONTH	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
JANUARY	916,053	939,211	918,325	938,684	963,009	946,811	902,833	882,653	984,872	984,354 A
FEBRUARY	1,104,610	935,641	880,247	914,587	941,678	904,631	899,838	917,921	935,303	955,006 A
MARCH	1,140,844	1,158,700	1,076,758	1,106,071	1,120,789	1,119,498	1,107,270	1,088,364	1,093,971	1,112,877 A
APRIL	844,138	871,624	856,724	825,291	857,417	824,458	789,769	840,607	801,923	850,408 A
MAY	851,665	986,897	884,323	868,465	877,404	867,538	837,972	819,180	845,440	849,934 A
JUNE	941,869	1,021,804	954,864	974,156	978,888	940,736	957,693	978,292	975,295	909,787 A
JULY	966,695	918,786	922,915	935,127	944,686	887,325	906,452	942,693	968,093	858,962 A
AUGUST	942,384	991,930	796,714	1,028,409	992,900	943,818	935,012	1,010,708	1,011,477	945,270 A
SEPTEMBER	976,252	951,845	948,422	979,712	1,006,626	994,684	953,644	978,357	930,277	972,693 A
OCTOBER	942,225	911,934	925,873	981,740	991,641	933,239	891,372	943,494	979,187	974,990 A
NOVEMBER	955,438	1,001,513	964,174	961,614	1,003,087	962,595	934,414	991,142	967,297	940,548 A
DECEMBER	965,215	906,055	919,141	969,684	976,633	916,175	935,863	935,419	930,430	839,668 P

TOTALS	11,547,387	11,595,938	11,048,482	11,483,540	11,654,760	11,241,506	11,052,132	11,328,832	11,423,564	11,194,498
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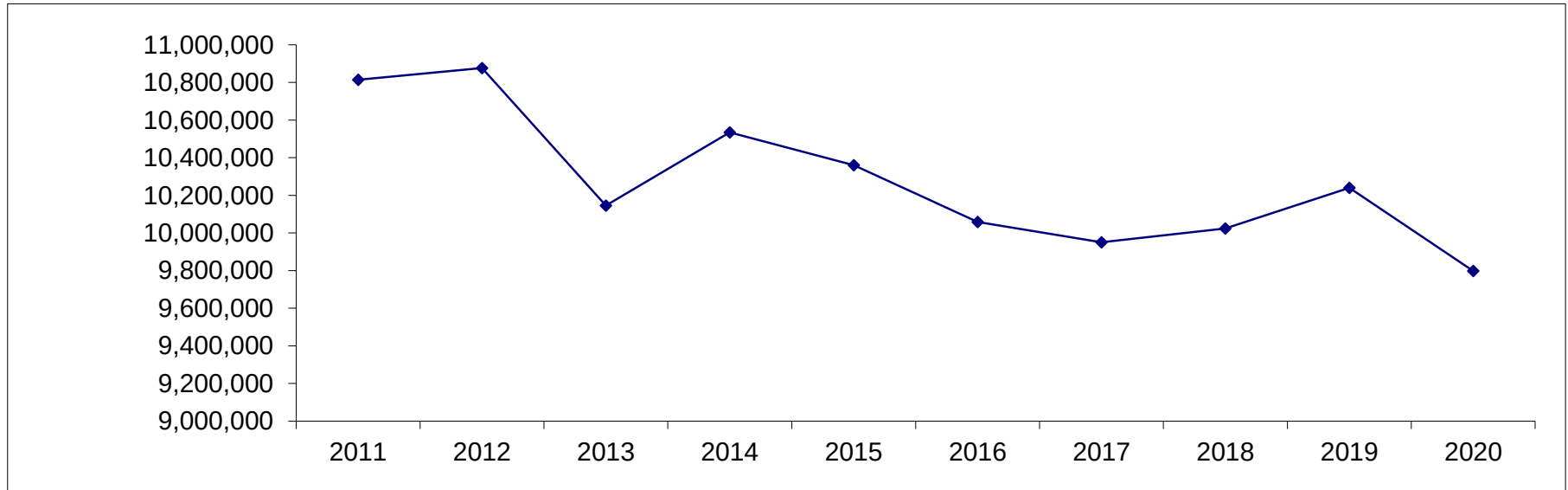


Funds split in General, Southeast TIF, Eastgate TIF, Pines TIF and Grand/Oakland TIF funds

Projected Revenues

LOCAL SALES TAX

MONTH	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
JANUARY	841,530	914,456	861,196	887,481	889,089	848,993	818,066	807,770	892,334	880,608 A
FEBRUARY	880,959	911,162	880,506	862,759	863,243	833,995	838,995	837,288	864,722	856,677 A
MARCH	1,105,939	1,088,443	1,012,286	1,022,997	1,000,115	1,036,321	995,383	959,353	963,236	960,429 A
APRIL	767,991	758,516	773,089	739,227	739,805	703,472	702,734	712,309	698,869	734,157 A
MAY	761,238	929,937	775,938	779,506	764,685	744,767	729,878	716,975	739,341	727,854 A
JUNE	863,436	942,726	853,033	865,335	832,374	840,488	855,602	852,317	858,115	765,429 A
JULY	925,802	864,230	846,702	864,489	833,551	791,839	814,658	807,532	860,421	735,614 A
AUGUST	959,067	927,747	619,512	957,423	906,467	867,107	877,154	909,719	920,833	834,535 A
SEPTEMBER	950,587	899,635	901,318	916,077	911,765	904,129	852,928	890,655	873,345	873,669 A
OCTOBER	898,365	838,868	860,182	882,079	875,986	822,711	779,788	836,215	868,200	865,615 A
NOVEMBER	916,686	902,358	897,029	884,609	882,605	854,078	835,747	866,834	875,836	819,660 A
DECEMBER	942,430	898,532	864,499	872,277	860,119	810,233	849,336	827,137	824,656	743,831 P
TOTALS	10,814,030	10,876,609	10,145,292	10,534,258	10,359,805	10,058,133	9,950,270	10,024,104	10,239,908	9,798,078



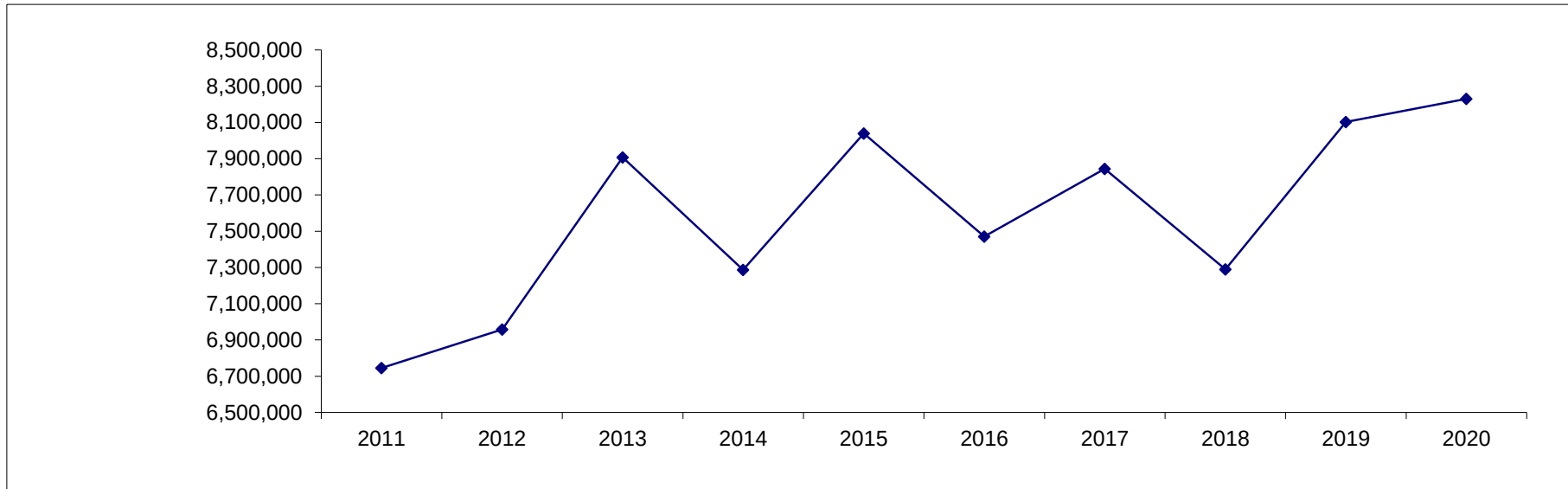
Funds split in General, Southeast TIF, Eastgate TIF, Pines TIF and Grand & Oakland TIF funds.

State imposed 2% administrative fee for SFY18 began with September 2017 distribution; decreased to 1.5% for SFY19 and continued at 1.5% for SFY20.

Projected Revenues

STATE INCOME TAX

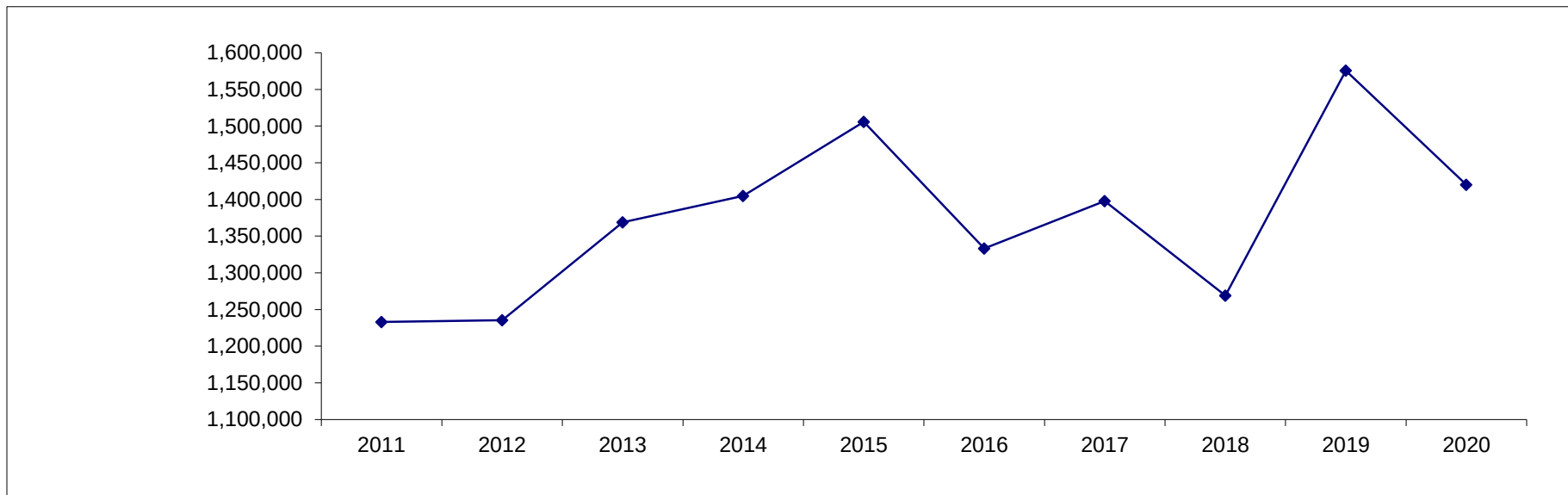
MONTH	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
JANUARY	805,061	761,050	632,905	850,845	852,700	912,628	851,716	578,461	631,574	696,621 A
FEBRUARY	1,038,247	0	478,227	0	0	0	0	837,319	759,834	717,710 A
MARCH	493,074	619,124	394,663	699,395	620,094	751,474	1,411,585	420,941	457,518	533,688 A
APRIL	562,140	394,295	1,333,938	742,236	925,184	822,346	0	646,373	734,870	783,855 A
MAY	0	1,187,505	404,944	423,934	403,609	476,082	396,235	1,044,019	1,528,635	767,466 A
JUNE	694,679	424,269	703,157	741,339	824,784	1,774,951	764,129	482,298	477,387	475,376 A
JULY	942,538	658,753	1,298,806	1,150,541	1,364,531	0	1,547,903	652,113	713,920	754,878 A
AUGUST	761,549	956,491	441,258	428,542	566,667	496,310	698,009	478,694	511,760	1,032,080 A
SEPTEMBER	454,403	502,880	675,812	709,251	1,263,519	1,120,799	727,037	467,186	452,932	584,790 A
OCTOBER	0	645,769	419,882	818,347	0	0	599,068	726,093	808,115	846,827 A
NOVEMBER	588,653	405,227	409,627	0	441,918	450,551	450,852	522,953	527,420	572,208 A
DECEMBER	404,975	401,952	714,661	721,926	776,691	665,793	396,923	433,456	498,389	464,807 P
	10 ct-5 mo delay	13 ct-4 mo delay	13 ct-3 mo delay	13 ct-2 mo delay	12 ct-2 mo delay	12 ct-2 mo delay	12 ct-2 mo delay	14 ct-no delay		
TOTALS	6,745,318	6,957,316	7,907,881	7,286,357	8,039,696	7,470,934	7,843,458	7,289,905	8,102,353	8,230,306



State's 10% reduction for SFY18 began with August 2017 distribution; reduction of 5% for SFY19; retained 5% reduction for SFY20.

PERSONAL PROPERTY REPLACEMENT TAX

MONTH	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
JANUARY	134,079	180,082	185,383	233,315	202,878	195,051	217,463	143,616	153,006	226,930 A
FEBRUARY	7,154	1,565	1,605	2,024	717	0	0	0	0	1,981 A
MARCH	78,877	61,281	62,898	80,778	70,137	83,788	147,880	132,622	67,368	45,669 A
APRIL	262,367	276,320	303,821	309,261	364,335	271,921	352,780	260,085	301,619	318,601 A
MAY	188,640	187,031	265,561	227,806	293,618	219,695	227,189	269,213	365,884	205,432 A
JUNE	3,923	5,417	937	0	2,501	12,343	0	0	3,173	0 A
JULY	176,542	238,582	260,211	229,514	238,695	239,680	239,384	206,222	217,352	207,654 A
AUGUST	43,808	28,828	29,295	24,688	32,169	27,902	10,712	20,842	26,075	156,589 A
SEPTEMBER	381	3,931	0	6,877	2,356	4,554	0	0	0	0 A
OCTOBER	292,298	181,562	188,719	227,489	239,950	218,004	160,071	190,221	376,967	196,222 A
NOVEMBER	2,542	1,579	0	0	0	1,876	0	0	1,332	0 A
DECEMBER	42,441	69,220	70,395	63,058	58,604	58,514	42,179	46,033	62,824	60,972 P
TOTALS	1,233,053	1,235,400	1,368,825	1,404,809	1,505,959	1,333,328	1,397,658	1,268,855	1,575,600	1,420,049

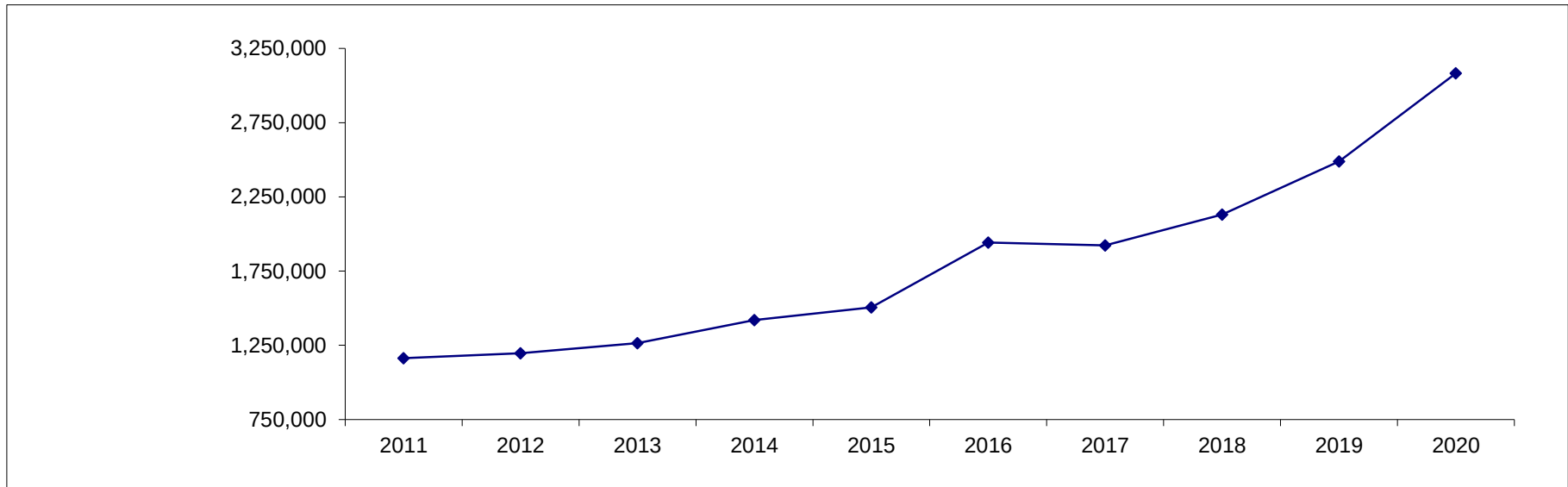


Funds split in General and Library funds

Projected Revenues

LOCAL USE TAX

MONTH	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
JANUARY	118,641	89,854	98,119	115,740	136,569	295,435	159,854	166,257	205,607	244,618 A
FEBRUARY	92,228	90,475	103,364	108,961	129,837	146,086	155,199	192,590	227,498	229,171 A
MARCH	145,191	138,269	147,635	171,437	196,801	208,903	241,170	243,593	275,101	314,455 A
APRIL	88,796	88,358	102,769	90,904	69,628	128,350	139,319	145,000	159,583	217,745 A
MAY	95,460	98,119	76,976	89,241	135,902	130,832	131,114	149,116	183,842	189,224 A
JUNE	98,268	103,364	96,618	117,824	143,287	153,738	170,503	180,080	208,996	240,704 A
JULY	91,809	91,336	106,037	108,621	140,649	149,743	146,418	157,169	197,817	254,820 A
AUGUST	89,450	102,769	93,637	115,406	133,971	145,710	147,521	171,381	198,672	283,392 A
SEPTEMBER	98,836	86,379	124,363	128,816	0	164,340	156,033	183,541	201,970	286,103 A
OCTOBER	79,105	106,791	106,986	109,843	0	130,791	149,381	178,049	207,636	289,306 A
NOVEMBER	94,213	98,487	99,965	118,956	0	142,584	158,864	169,331	198,926	275,488 A
DECEMBER	71,453	102,979	107,849	144,341	419,237	146,571	167,420	194,248	222,795	257,366 P
TOTALS	1,163,451	1,197,181	1,264,318	1,420,091	1,505,880	1,943,083	1,922,796	2,130,355	2,488,443	3,082,390



2015 Delays in Distribution of State Use Tax due to State budget.

Projected Revenues

STATE INCOME TAX

MONTH	2018 Actual	2019 Actual	2020
JANUARY	578,461.18	631,574.05	696,620.69
FEBRUARY	837,319.00	759,834.38	717,709.93
MARCH	420,940.73	457,517.76	533,688.38
APRIL	646,372.81	734,869.77	783,854.82
MAY	1,044,018.62	1,528,634.61	767,465.56
JUNE	482,298.07	477,386.66	475,376.11
JULY	652,113.37	713,919.69	754,877.57
AUGUST	478,693.62	511,759.62	1,032,080.09
SEPTEMBER	476,185.57	452,932.41	584,790.36
OCTOBER	726,092.64	808,114.84	846,827.44
NOVEMBER	522,953.38	527,419.79	572,208.31
DECEMBER	433,455.92	498,388.97	464,807.00

TOTALS

7,874,917.89

8,102,352.55

8,230,306.26

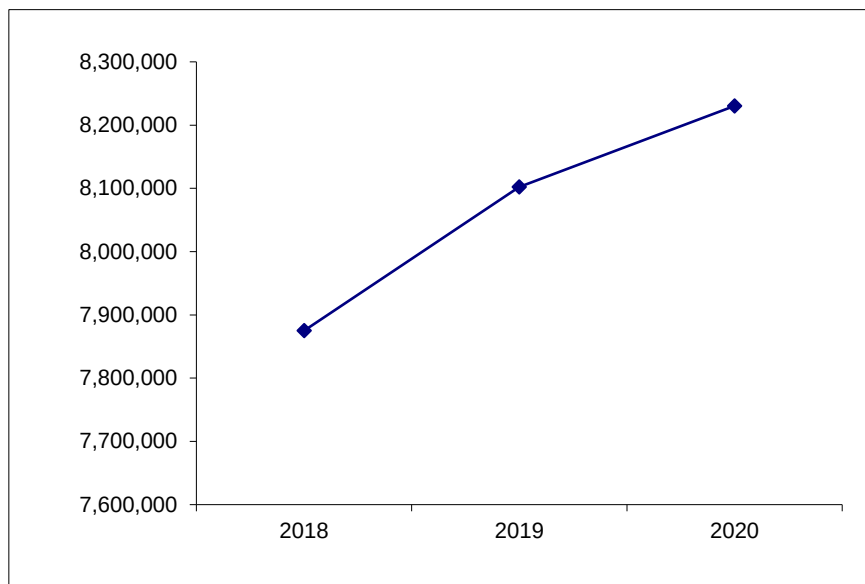
*Listed by month reported -
receipts delayed by State
until September 2017*

Current Budget

8,396,000.00

Projected Amt Over (Under)

-165,693.74

**TELEPHONE COMMUNICATIONS TAX**

MONTH	2018 Actual	2019 Actual	2020
JANUARY	141,050.48	131,097.92	118,280.74
FEBRUARY	141,599.21	126,545.99	149,193.90
MARCH	142,413.54	132,658.65	123,430.43
APRIL	138,930.51	122,033.21	108,714.26
MAY	137,565.64	196,226.34	109,646.14
JUNE	140,820.63	124,244.24	111,749.44
JULY	133,121.01	119,318.01	111,966.70
AUGUST	134,839.16	130,876.05	110,397.66
SEPTEMBER	135,127.35	118,590.23	113,817.06
OCTOBER	136,261.81	118,666.69	115,280.29
NOVEMBER	130,339.54	122,438.19	111,618.32
DECEMBER	122,968.75	113,079.57	96,069.55

TOTALS

1,635,037.63

1,555,775.09

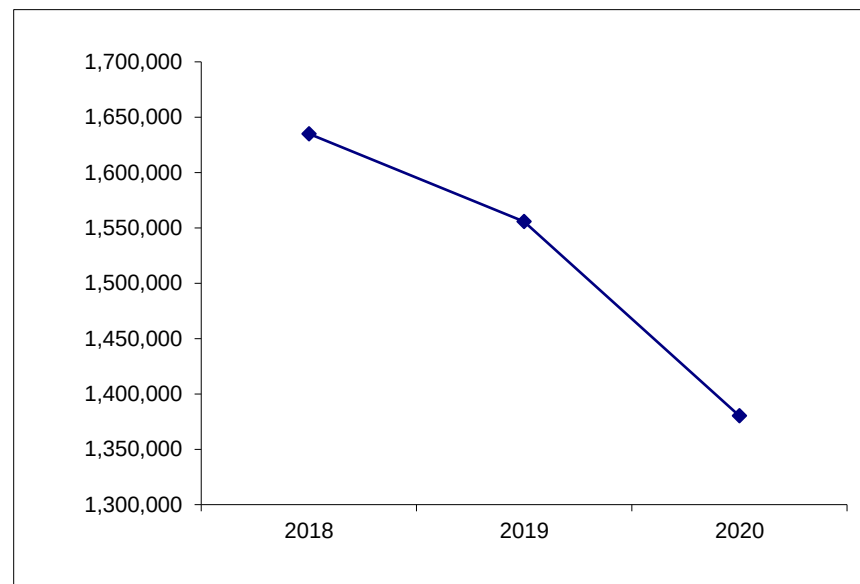
1,380,164.49

Current Budget

1,555,000.00

Projected Amt Over (Under)

-174,835.51

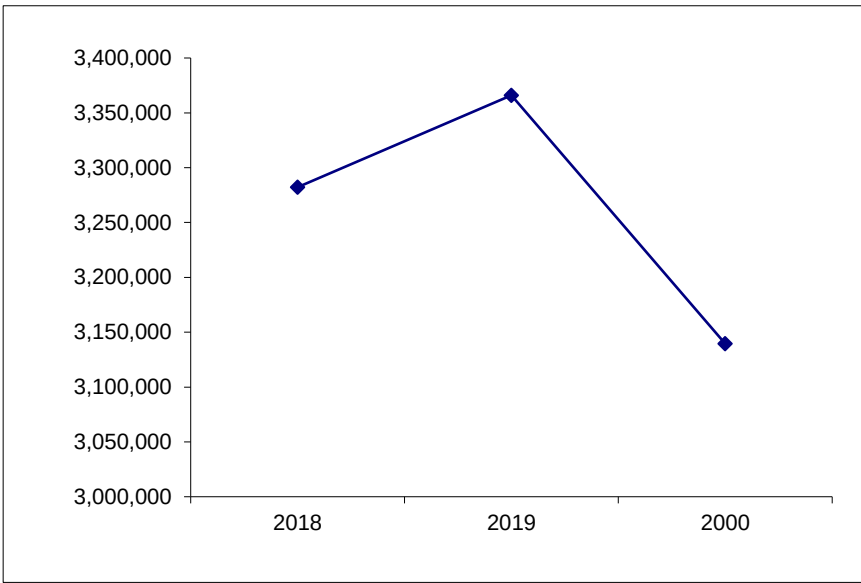


Projected Revenues

FOOD & BEVERAGE TAX

MONTH	2018 Actual	2019 Actual	2000
JANUARY	286,060.40	294,706.90	284,618.41
FEBRUARY	240,877.75	240,384.13	258,899.56
MARCH	238,794.28	252,281.45	244,618.91
APRIL	293,459.52	288,754.51	222,249.87
MAY	267,164.91	284,579.72	219,521.55
JUNE	289,225.82	298,383.41	270,571.86
JULY	280,926.34	295,849.03	290,434.41
AUGUST	279,641.19	276,904.83	294,209.81
SEPTEMBER	291,559.59	299,251.55	266,208.12
OCTOBER	263,629.18	280,242.30	262,691.19
NOVEMBER	280,238.16	278,898.03	272,129.94
DECEMBER	270,560.22	275,734.66	253,298.00

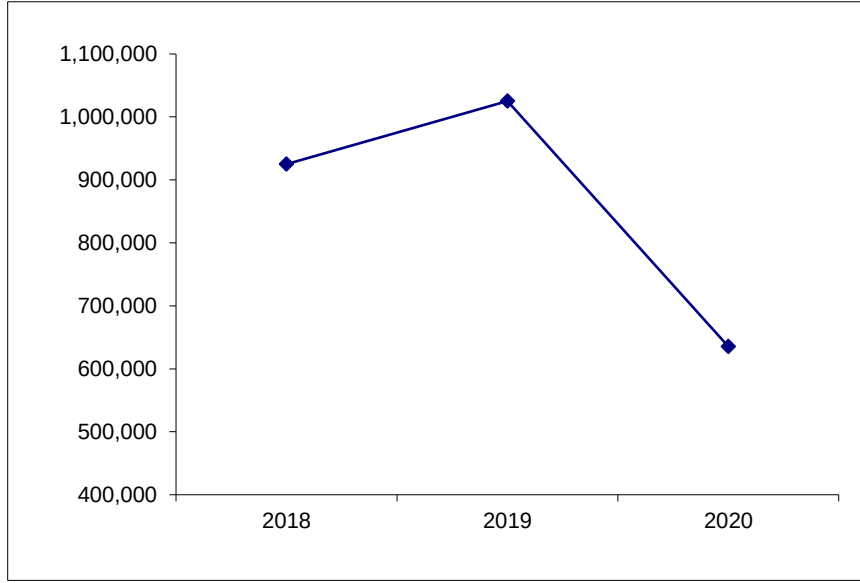
TOTALS	3,282,137.36	3,365,970.52	3,139,451.63
		Current Budget	3,435,500.00
		Projected Amt Over (Under)	-296,048.37



HOTEL & MOTEL TAX

MONTH	2018 Actual	2019 Actual	2020
JANUARY	43,682.49	64,313.97	47,544.23
FEBRUARY	52,237.60	61,319.56	60,918.66
MARCH	58,641.79	63,485.43	64,915.60
APRIL	73,099.04	74,250.77	47,821.92
MAY	85,446.49	83,140.95	36,988.83
JUNE	87,171.79	79,405.50	42,365.81
JULY	90,273.57	96,564.51	51,434.96
AUGUST	89,609.64	90,070.41	61,173.82
SEPTEMBER	97,965.63	146,062.89	58,199.26
OCTOBER	82,857.49	101,000.09	58,122.08
NOVEMBER	90,311.56	86,882.70	49,064.56
DECEMBER	73,736.68	78,697.75	57,055.00

TOTALS	925,033.77	1,025,194.53	635,604.73
		Current Budget	991,000.00
		Projected Amt Over (Under)	-355,395.27

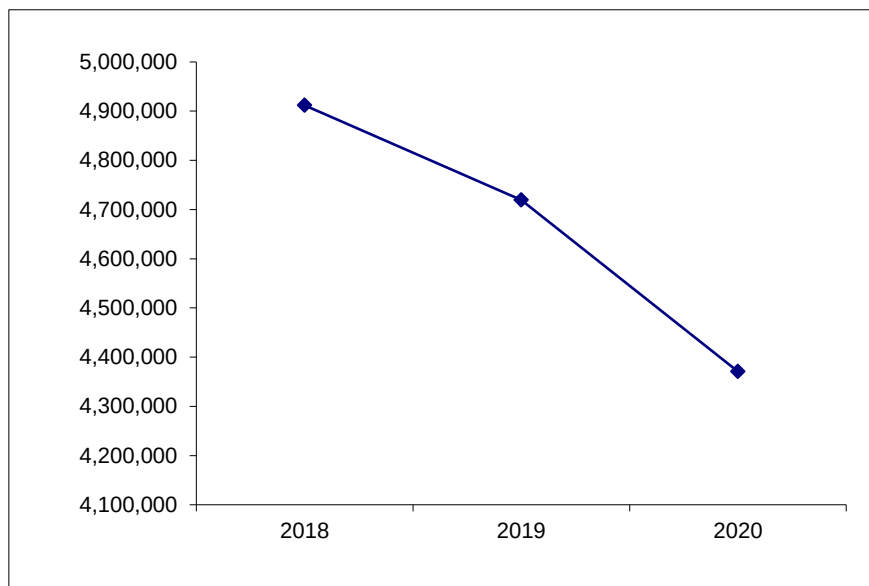


Projected Revenues

UTILITY TAX-ELECTRIC & GAS

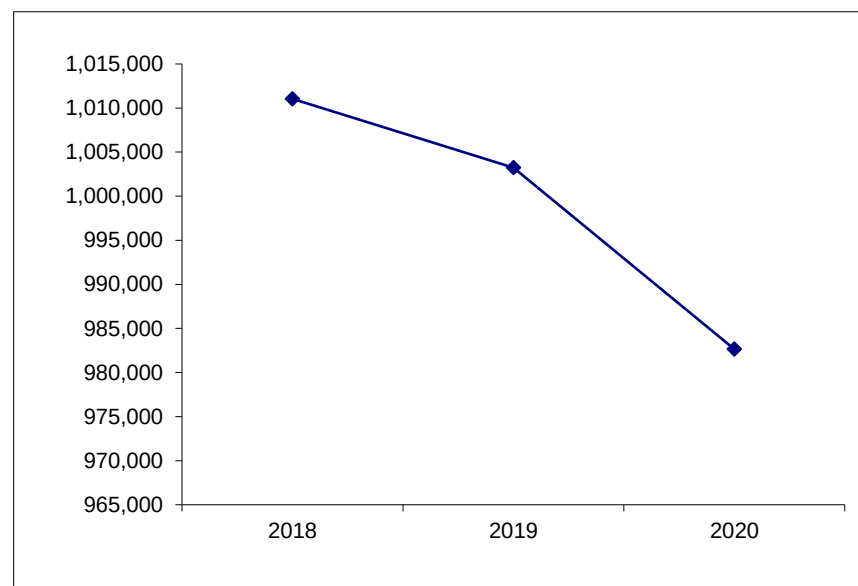
MONTH	2018 Actual	2019 Actual	2020
JANUARY	448,826.92	438,576.84	399,612.04
FEBRUARY	526,653.98	460,352.65	446,585.67
MARCH	480,198.77	474,658.04	423,748.02
APRIL	439,274.73	428,432.85	399,998.31
MAY	447,828.03	382,951.79	357,108.12
JUNE	374,471.63	337,615.83	308,307.22
JULY	375,577.99	395,280.45	332,110.55
AUGUST	389,378.27	352,256.43	362,044.68
SEPTEMBER	361,434.20	369,474.99	344,969.50
OCTOBER	365,581.97	378,627.06	349,840.80
NOVEMBER	338,504.71	343,270.07	315,112.97
DECEMBER	364,095.86	357,874.87	331,500.00

TOTALS	4,911,827.06	4,719,371.87	4,370,937.88
		Current Budget	4,805,000.00
		Projected Amt Over (Under)	-434,062.12

**CABLE TV TAX**

MONTH	2018 Actual	2019 Actual	2020
JANUARY	0.00	23,697.48	16,892.00
FEBRUARY	255,933.94	230,959.41	229,480.67
MARCH	0.00	-3,949.58	0.00
APRIL	21,185.00	20,506.15	16,827.10
MAY	231,760.00	232,638.55	230,292.40
JUNE	0.00	0.00	0.00
JULY	20,461.45	19,025.90	16,588.40
AUGUST	232,277.05	231,423.76	226,172.09
SEPTEMBER	0.00	0.00	0.00
OCTOBER	19,657.00	0.00	15,602.80
NOVEMBER	229,769.92	248,930.35	230,798.56
DECEMBER	0.00	0.00	0.00

TOTALS	1,011,044.36	1,003,232.02	982,654.02
		Current Budget	971,000.00
	Projected Amt Over (Under)		11,654.02

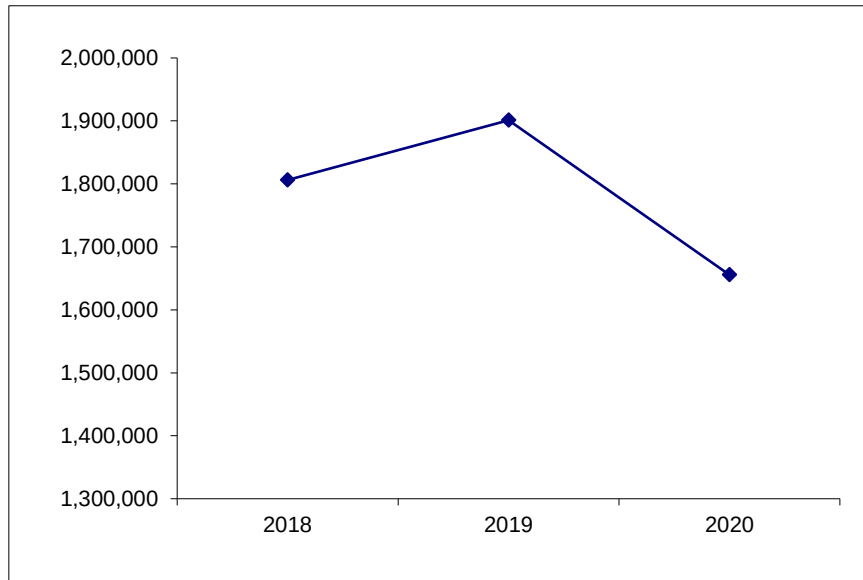


Projected Revenues

42 - LOCAL MOTOR FUEL TAX

MONTH	2018 Actual	2019 Actual	2020
JANUARY	149,553.75	159,147.06	153,946.96 A
FEBRUARY	137,640.35	152,188.41	145,620.25 A
MARCH	136,597.89	138,319.82	147,749.28 A
APRIL	150,285.42	151,298.12	127,255.87 A
MAY	148,104.17	157,917.70	102,883.50 A
JUNE	154,254.29	168,607.04	124,240.36 A
JULY	153,748.88	168,748.40	138,531.42 A
AUGUST	153,476.52	159,400.50	172,394.64 A
SEPTEMBER	159,427.41	172,356.13	145,245.60 A
OCTOBER	146,477.86	154,095.48	136,143.78 A
NOVEMBER	162,946.06	167,371.05	147,912.57 A
DECEMBER	153,884.42	151,637.75	113,728.31 P

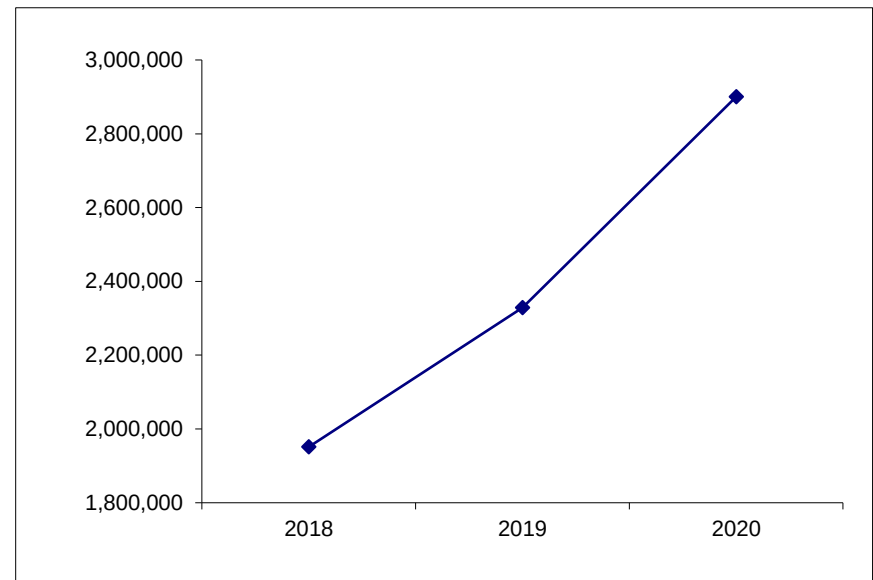
TOTALS	1,806,397.02	1,901,087.46	1,655,652.54
		Current Budget	1,956,488.00
		Projected Amt Over (Under)	-300,835.46



46 - STATE MOTOR FUEL TAX

MONTH	2018 Actual	2019 Actual	2020
JANUARY	168,202.81	165,334.41	334,151.36 A
FEBRUARY	172,208.28	165,152.12	236,781.25 A
MARCH	149,193.94	150,206.84	234,236.04 A
APRIL	147,896.35	143,644.07	242,487.39 A
MAY	174,263.56	168,492.75	225,767.98 A
JUNE	160,430.31	154,413.09	178,758.55 A
JULY	147,026.88	140,768.08	183,917.34 A
AUGUST	172,563.52	175,952.19	225,064.40 A
SEPTEMBER	166,400.46	253,135.80	262,628.63 A
OCTOBER	139,001.37	274,957.42	243,947.53 A
NOVEMBER	182,371.66	252,289.78	240,708.10 A
DECEMBER	171,702.76	284,087.42	291,640.45 P

TOTALS	1,951,261.90	2,328,433.97	2,900,089.02
		Current Budget	3,187,120.00
		Projected Amt Over (Under)	-287,030.98



Projected Revenues

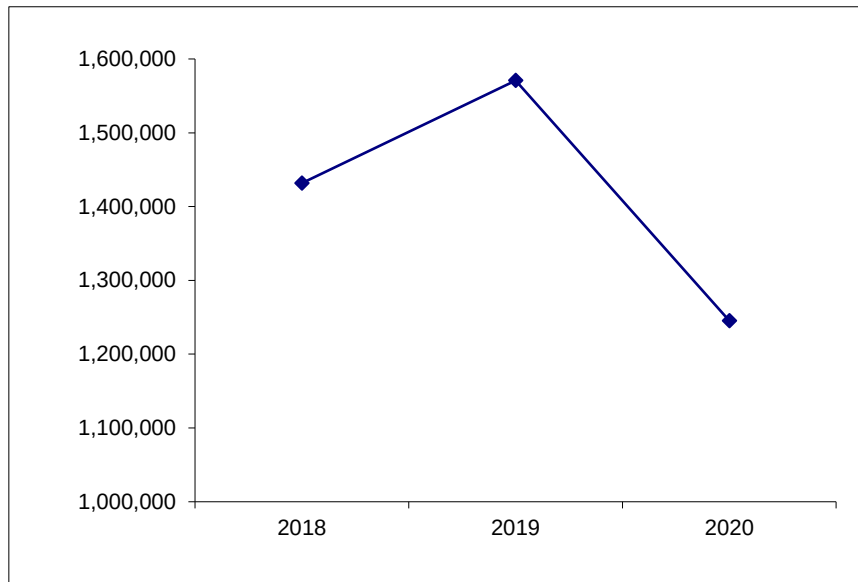
VIDEO GAMING TAX

MONTH	2018 Actual	2019 Actual	2020
JANUARY	110,674.81	121,069.82	135,374.20 A
FEBRUARY	112,057.54	129,642.72	133,358.14 A
MARCH	106,182.77	116,228.18	135,317.97 A
APRIL	123,418.04	130,548.27	145,178.46 A
MAY	146,340.22	157,988.48	88,723.61 A
JUNE	123,295.17	135,512.70	39.42 A
JULY	120,942.14	135,376.29	0.00 A
AUGUST	116,396.36	122,730.26	0.00 A
SEPTEMBER	117,722.43	127,226.43	177,320.55 A
OCTOBER	121,370.11	129,578.06	157,242.88 A
NOVEMBER	113,870.50	127,002.06	159,595.88 A
DECEMBER	119,417.04	137,851.82	113,213.00 P

TOTALS **1,431,687.13** **1,570,755.09** **1,245,364.11**

Current Budget **1,720,000.00**

Projected Amt Over (Under) **-474,635.89**



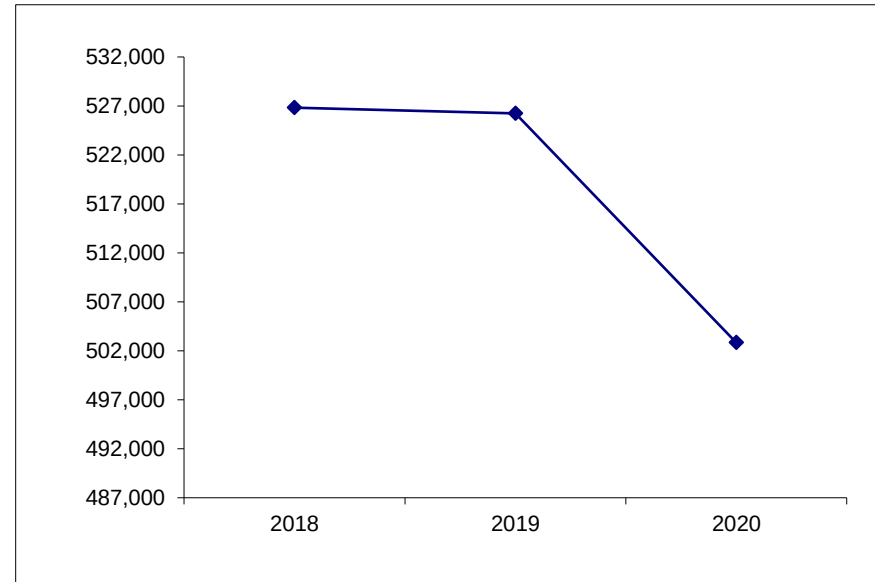
LIQUOR LICENSES

MONTH	2018 Actual	2019 Actual	2020
JANUARY	3,557.82	0.00	3,717.17 A
FEBRUARY	-1,242.18	200.00	1,287.22 A
MARCH	2,135.75	2,879.01	1,496.45 A
APRIL	19,600.00	14,200.00	0.00 A
MAY	248,925.00	291,950.00	0.00 A
JUNE	237,660.00	201,025.00	0.00 A
JULY	4,811.46	5,000.00	326,750.00 A
AUGUST	2,470.86	2,856.29	164,840.00 A
SEPTEMBER	200.00	5,931.68	2,245.73 A
OCTOBER	7,129.20	2,200.00	2,200.00 A
NOVEMBER	200.00	0.00	300.00 A
DECEMBER	1,374.90	0.00	0.00 P

TOTALS **526,822.81** **526,241.98** **502,836.57**

Current Budget **527,000.00**

Projected Amt Over (Under) **-24,163.43**

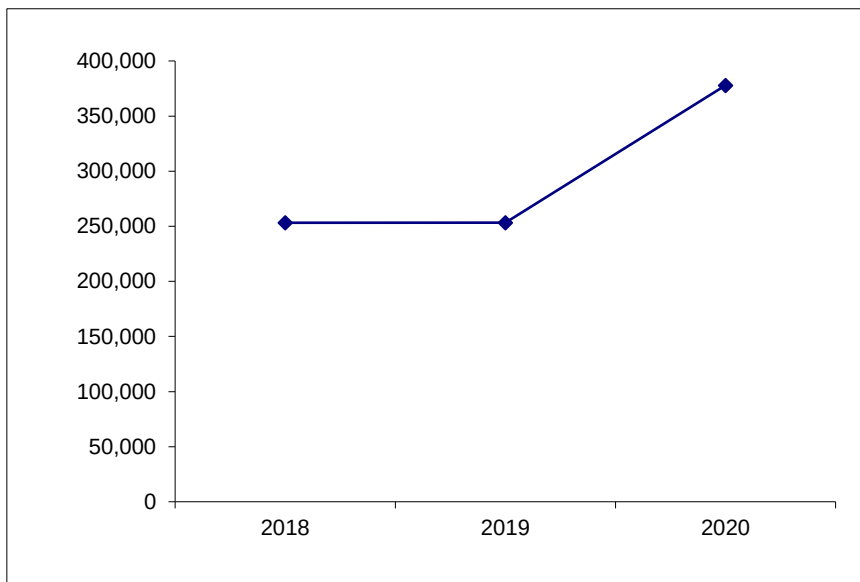


Projected Revenues

BUILDING PERMITS

MONTH	2018 Actual	2019 Actual	2020
JANUARY	14,620.20	5,682.20	27,996.70
FEBRUARY	18,038.60	20,701.00	8,618.73
MARCH	7,954.30	18,438.40	24,645.16
APRIL	23,408.65	23,076.00	21,773.91
MAY	9,785.80	19,706.30	29,704.52
JUNE	14,818.50	26,387.40	31,040.26
JULY	34,945.00	33,233.00	34,764.06
AUGUST	48,329.20	28,323.90	24,409.00
SEPTEMBER	24,195.00	32,655.20	22,228.26
OCTOBER	16,196.10	16,181.35	105,556.04
NOVEMBER	30,409.97	16,721.70	28,612.30
DECEMBER	10,605.60	12,178.40	18,536.00

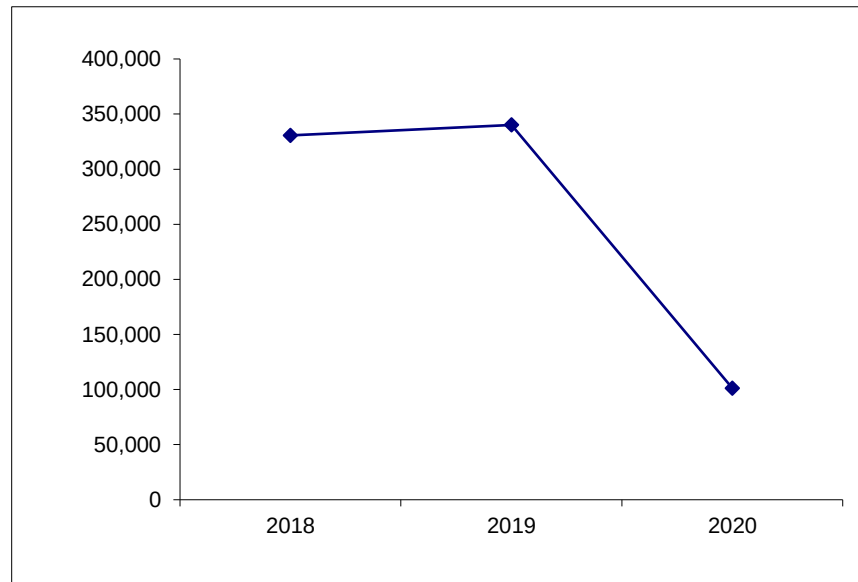
TOTALS	253,306.92	253,284.85	377,884.94
		Current Budget	514,000.00
		Projected Amt Over (Under)	-136,115.06



ILLEGAL USE OF VEHICLE

MONTH	2018 Actual	2019 Actual	2020
JANUARY	25,185.00	27,000.00	27,770.00
FEBRUARY	22,135.00	22,575.00	29,250.00
MARCH	29,625.00	38,610.00	21,750.00
APRIL	21,770.00	28,085.00	500.00
MAY	30,500.00	30,830.00	128.00
JUNE	23,700.00	29,000.00	250.00
JULY	29,500.02	24,500.00	1,250.00
AUGUST	33,750.00	26,300.00	2,125.00
SEPTEMBER	26,765.00	23,900.00	235.00
OCTOBER	30,000.00	44,320.00	150.00
NOVEMBER	28,910.00	21,750.00	150.00
DECEMBER	28,775.00	23,250.00	17,790.00

TOTALS	330,615.02	340,120.00	101,348.00
		Current Budget	347,000.00
		Projected Amt Over (Under)	-245,652.00

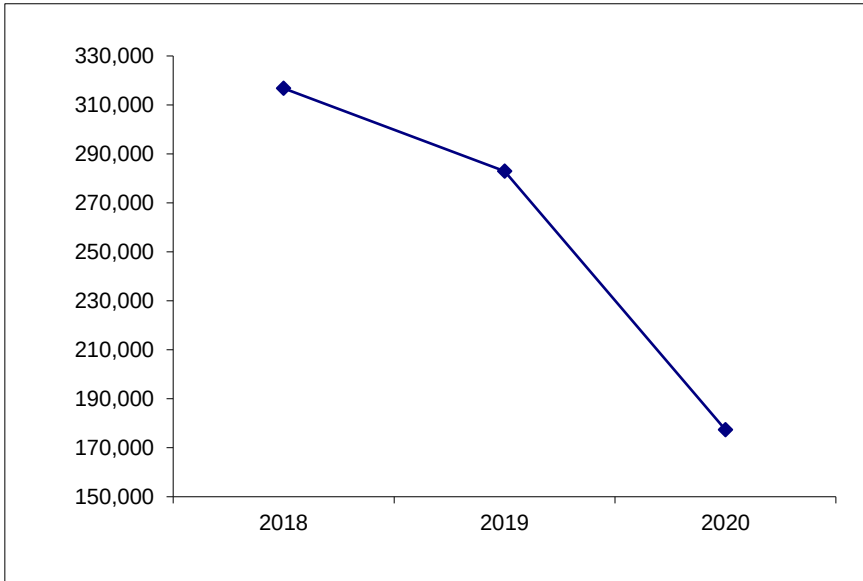


Projected Revenues

PARKING

MONTH	2018 Actual	2019 Actual	2020
JANUARY	25,619.67	22,100.52	20,568.04
FEBRUARY	23,129.88	36,218.34	15,945.38
MARCH	26,877.78	24,445.60	14,822.24
APRIL	23,927.45	22,961.08	11,102.50
MAY	25,863.39	21,383.85	6,122.50
JUNE	26,511.27	19,655.23	4,625.00
JULY	24,812.73	17,112.90	12,201.94
AUGUST	43,872.98	15,433.81	10,044.69
SEPTEMBER	28,082.95	49,619.31	12,403.00
OCTOBER	23,231.48	19,012.76	36,116.17
NOVEMBER	22,420.50	14,374.26	9,896.28
DECEMBER	22,432.56	20,629.94	23,512.96

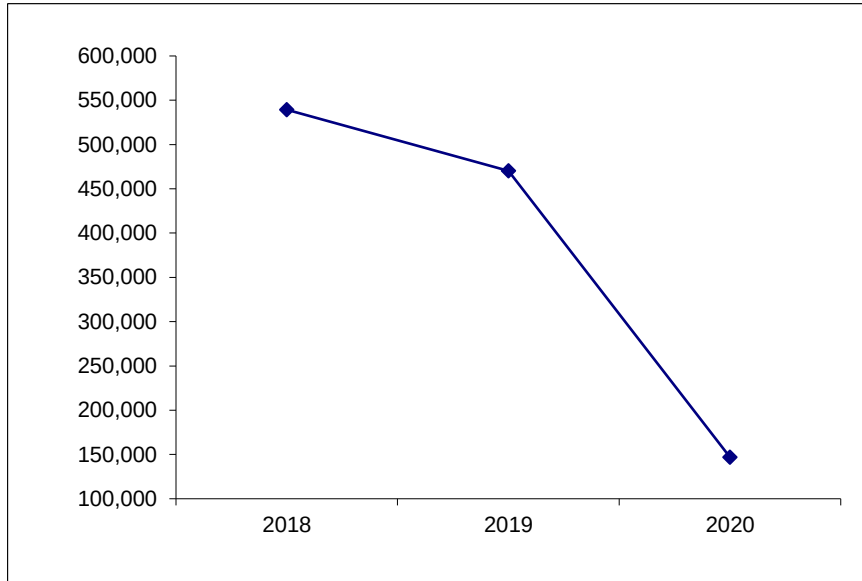
TOTALS	316,782.64	282,947.60	177,360.70
		Current Budget	388,000.00
		Projected Amt Over (Under)	-210,639.30



70-MASS TRANSIT - CHARGES FOR SERVICES

MONTH	2018 Actual	2019 Actual	2020
JANUARY	45,559.71	45,046.44	46,954.06
FEBRUARY	43,625.01	32,929.29	41,038.71
MARCH	48,998.55	46,096.19	41,105.53
APRIL	42,816.48	38,771.73	937.11
MAY	47,228.27	44,000.59	6,856.80
JUNE	46,871.57	46,396.46	7,580.90
JULY	49,084.46	35,804.71	2,480.00
AUGUST	42,846.16	42,181.48	0.00
SEPTEMBER	36,585.25	30,246.82	0.00
OCTOBER	46,566.68	40,495.88	0.00
NOVEMBER	47,131.72	38,620.64	0.00
DECEMBER	41,983.35	29,802.22	0.00

TOTALS	539,297.21	470,392.45	146,953.11
		Current Budget	538,081.00
		Projected Amt Over (Under)	-391,127.89



Projected Revenues

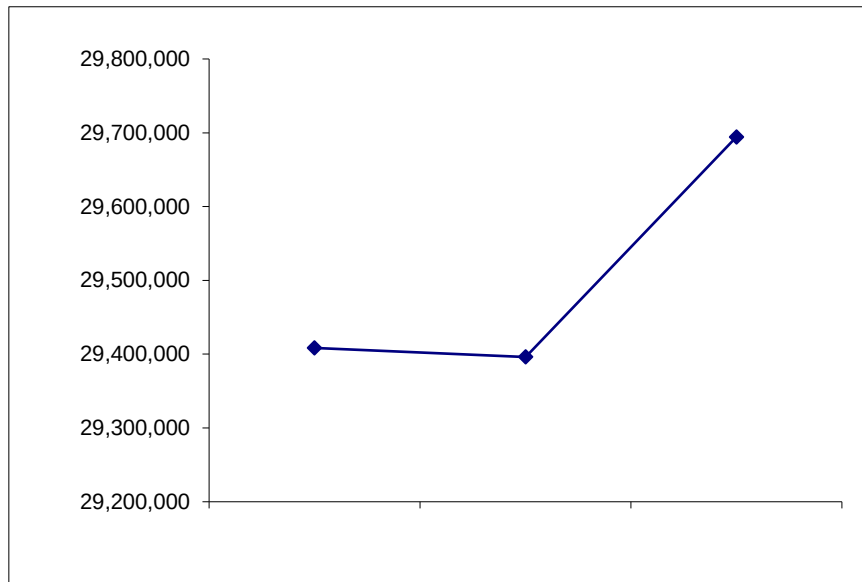
80-WATER SALES

MONTH	2018 Actual	2019 Actual	2020
JANUARY	2,293,291.51	2,351,451.94	2,414,570.62 A
FEBRUARY	2,442,137.29	2,242,273.32	2,333,114.00 A
MARCH	2,261,077.95	2,222,173.29	2,314,542.38 A
APRIL	2,266,796.70	2,394,053.83	2,269,759.63 A
MAY	2,369,942.81	2,355,839.83	2,215,973.62 A
JUNE	2,419,949.18	2,366,560.96	2,439,581.14 A
JULY	2,728,893.44	2,664,736.42	2,655,814.73 A
AUGUST	2,713,394.06	2,726,050.06	2,733,552.28 A
SEPTEMBER	2,537,524.98	2,696,817.45	2,745,872.37 A
OCTOBER	2,694,323.29	2,672,361.18	2,558,367.02 A
NOVEMBER	2,309,920.81	2,267,038.41	2,521,924.28 A
DECEMBER	2,371,261.26	2,436,757.98	2,491,306.09 P

TOTALS **29,408,513.28** **29,396,114.67** **29,694,378.16**

Current Budget **29,490,000.00**

Projected Amt Over (Under) **204,378.16**



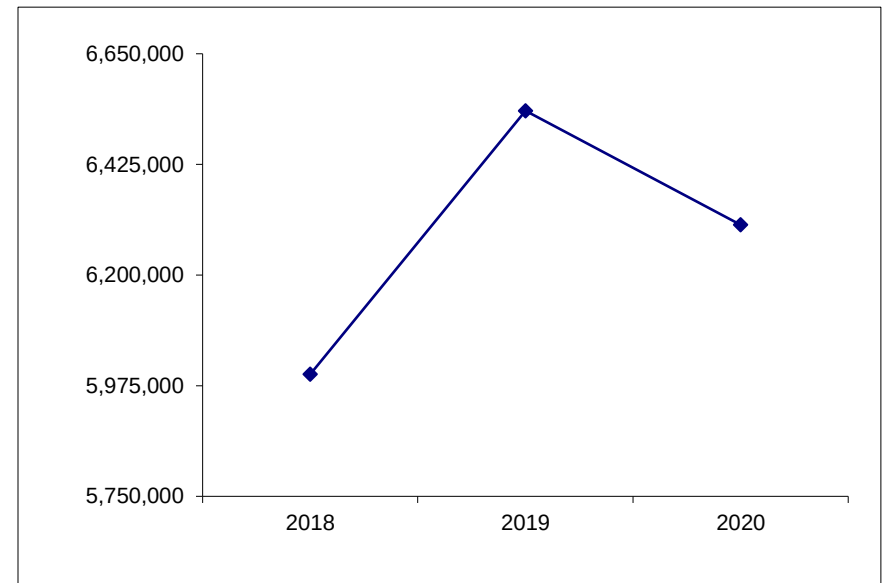
79-SEWER USER FEE

MONTH	2018 Actual	2019 Actual	2020
JANUARY	415,444.15	536,929.35	573,125.57 A
FEBRUARY	442,619.44	528,670.89	574,513.49 A
MARCH	478,868.69	514,248.22	533,409.85 A
APRIL	466,503.07	484,357.08	472,128.20 A
MAY	470,323.66	522,758.72	471,609.74 A
JUNE	473,070.74	480,711.53	490,221.66 A
JULY	573,124.51	586,273.31	522,869.71 A
AUGUST	605,402.59	589,053.26	507,123.53 A
SEPTEMBER	523,184.44	587,880.58	537,690.08 A
OCTOBER	551,480.24	605,410.18	515,349.22 A
NOVEMBER	491,779.35	529,941.64	508,003.07 A
DECEMBER	506,416.61	567,824.26	595,973.11 P

TOTALS **5,998,217.49** **6,534,059.02** **6,302,017.23**

Current Budget **6,877,155.00**

Projected Amt Over (Under) **-575,137.77**

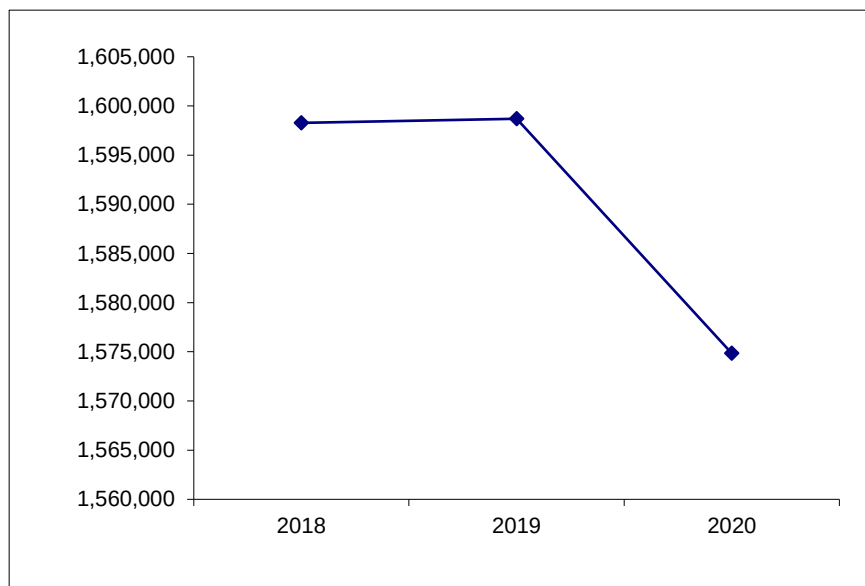


Projected Revenues

78-STORM WATER FEE

MONTH	2018 Actual	2019 Actual	2020
JANUARY	130,857.73	128,336.24	126,803.53
FEBRUARY	115,722.81	115,551.12	113,021.16
MARCH	119,204.08	121,497.63	119,500.44
APRIL	178,640.07	180,885.60	169,355.78
MAY	143,262.25	146,945.78	139,923.62
JUNE	116,699.68	110,937.68	120,337.32
JULY	125,217.69	128,040.18	127,587.18
AUGUST	126,195.38	120,877.20	126,407.05
SEPTEMBER	104,206.95	111,254.53	115,573.97
OCTOBER	186,458.32	173,107.53	156,276.82
NOVEMBER	134,557.14	133,818.93	144,756.32
DECEMBER	117,265.90	127,443.79	115,303.24

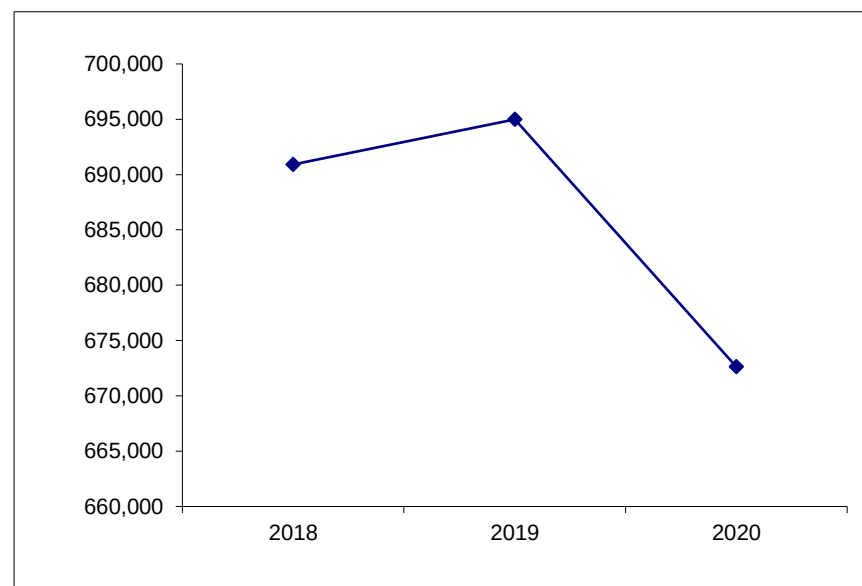
TOTALS	1,598,288.00	1,598,696.21	1,574,846.43
		Current Budget	1,595,552.00
		Projected Amt Over (Under)	-20,705.57



88-RECYCLING FEES

MONTH	2018 Actual	2019 Actual	2020
JANUARY	63,834.61	64,222.17	59,906.09
FEBRUARY	53,318.46	54,592.12	56,431.94
MARCH	59,585.33	57,077.42	55,254.80
APRIL	58,097.70	58,071.44	60,728.51
MAY	61,352.11	62,593.43	58,184.61
JUNE	55,252.91	51,718.30	49,999.17
JULY	57,379.32	61,473.86	60,622.20
AUGUST	64,706.87	56,684.01	61,657.60
SEPTEMBER	47,989.41	57,404.79	54,969.40
OCTOBER	61,664.86	59,210.00	49,046.86
NOVEMBER	56,683.15	52,679.15	55,891.42
DECEMBER	51,046.09	59,259.39	49,932.66

TOTALS	690,910.82	694,986.08	672,625.26
		Current Budget	691,800.00
	Projected Amt Over (Under)		-19,174.74



City Clerk

DATE: 12/17/2020

MEMO:

TO: Mayor Julie Moore Wolfe
City Council Members

FROM: Scot Wrighton, City Manager

SUBJECT: Discuss Options for Obtaining Additional Revenue for Public Safety
Staffing/Pensions (Discussion Only)

ATTACHMENTS:

Description	Type
Memo	Cover Memo

December 17, 2020

TO: Mayor Julie Moore Wolfe & Members of the Decatur City Council

FROM: Scot Wrighton, City Manager
Wendy Morthland, Corporation Counsel

RE: Citizen Input Regarding Ways to Fund Public Safety Staffing & Pension Costs

During study sessions to develop the 2021 city budget, council members discussed whether citizens would support one or more tax referenda to create a dedicated revenue source to support increased funding for public safety staffing and public safety pension costs. Four members of the City Council communicated to the Mayor that they were willing to at least discuss a special referenda question, although this does not necessarily mean a majority of the council has decided to place this policy question on the April ballot.

The 2021 budget has been prepared and approved without inclusion of new special taxation to support more public safety staffing, or to change the way public safety pensions are funded. However, Through the collective bargaining process the city continues to pursue staffing and compensation changes that would partially mitigate the unsustainability of the current system of funding police and fire pensions. But other than property taxes and interfund PILOTs, public safety pensions do not have a dedicated supporting revenue source. The city's portion of public safety pension costs increased by more than \$1 million in 2021 over 2020. A similar increase is expected in 2022 to cover higher Tier 2 obligations and other costs. The City Council elected to put a small percentage of this increase into the 2021 property tax levy, but absorbed most of the increase into the General Fund—a strategy that is not sustainable in the future either.

The City Council does not need referendum approval in order to increase property taxes to pay for the rising costs of public safety pensions or the costs associated with increasing public safety staffing. There is a statutory cap on a police protection levy (discussed below), but Decatur does not currently deploy a police protection levy. Creating a police protection levy does not require a referendum. There is no statutory cap on the amount the city can place on the annual tax levy to defray pension costs (i.e., up to the amount of the annual obligation). The legal issues involved in placing a referendum question on the April 2021 ballot are discussed below (the next ballot opportunity after April will be the March 2022 Primary Election). If the City Council wishes, there are no legal barriers to increasing taxes to pay for greater public safety staffing or increasing public safety pension obligations. The problem the City Council faces is that they have simultaneously sought to keep a lid on property taxes recently because in the aggregate (combined with the 10 other local governments in Decatur that levy property taxes) property taxes are too high, and because council has determined that increasing property taxes in the midst of a pandemic is not good public policy.

In General

Resolutions or ordinances of the City Council may be adopted that initiate the submission of a public question. In order to be placed on the April 6, 2021 ballot, the resolution must be adopted by the City Council not less than 79 days before the election, meaning the council must adopt a resolution by January 17, 2021. Since this day falls on a weekend, the last day would be Friday, January 15, 2021.

Illinois law allows only 3 public question propositions to appear on the ballot at once. If more than 3 are timely initiated, the first 3 validly initiated (by filing of a petition or adoption of a Resolution or Ordinance of the Council) shall be those printed on the ballot.

Petitions initiating referendum, other than those adopted by Council, must be filed not less than 92 days prior to the regular election. If 3 of these are properly and timely initiated, they would have priority and would appear on the ballot.

The local election official must certify the public question not less than 68 days before the election. The certification must include the form of the public question to be placed on the ballot, the date on which the Resolution or Ordinance was adopted and a certified copy of the Resolution or Ordinance.

Tax Authority-Police & Fire

Illinois statutes provide that the corporate authorities of any city containing less than 500,000 inhabitants may levy, annually, a tax not to exceed .075% of the value, as equalized or assessed, of all taxable property to provide revenue for the purpose of fire protection and/or police protection and that this tax is in addition to, and in excess of all, taxes authorized by law to be levied and collected and shall be in addition to, and in excess of, the amount authorized to be levied for general purposes.

Therefore, the City Council, as the corporate authorities of the municipality, may levy a tax annually in an amount not to exceed .075% for police protection and/or for fire protection, over and above the current tax levy, without the need for a referendum. If this action was taken, it would simply increase the aggregate property tax bill.

Binding v. Advisory Referendum

The statutes authorizing the imposition of a tax for police and fire protection provide that the corporate authorities may levy, annually, such a tax in an amount not to exceed .075% of the value, as equalized or assessed, of all taxable property. There is no statutory authority for the initial imposition of a tax being a matter of a binding referendum. The decision and determination to impose the initial tax imposition is the responsibility and duty only for the corporate authorities to make. The statute does not anticipate the need to make binding, via

referendum, what the corporate authorities may already do without a referendum. There is no provision for a binding referendum to alter that responsibility and duty of the council. Therefore, any referendum regarding the initial tax amount of .075% would be advisory.

Local questions of public policy shall be advisory public questions and no legal effects shall result from the adoption or rejection of such proposition.

If Council wishes to place an advisory referendum on the ballot for the April consolidated election, the questions could be one or more of the following:

“Should the City of Decatur levy a fire protection tax not to exceed .075% of all taxable property for the purpose of fire protection?” OR

“Should the City of Decatur levy a police protection tax not to exceed .075% of all taxable property for the purpose of police protection?”

Alternative Strategies

Since the City Council already has the authority to increase taxes to pay for public safety staffing and pension increases, it appears that discussion about a referendum is really about obtaining the mood or feelings of the electorate as it concerns their willingness to pay more in taxes to facilitate an enlargement of public safety staffing and/or reduce the load on the General Fund for paying the rising costs of public safety pensions. There are other mechanisms for gauging public opinion on this topic other than a non-binding advisory referendum. Since 2019 the city has deployed surveys about COVID and the effectiveness of the Police Department. Both of these surveys have enjoyed reasonably high levels of participation. With advance public information on a topic many people likely feel passionate about (taxation, pensions and public safety), it is reasonable to expect a participation rate exceeding the historic voter participation rate of a traditional April municipal election.

Final Comments

If the City Council, in its judgment, believes that taxpayers will support a public safety tax increase if it is properly explained in advance, then they have the authority to implement this course of action without recourse to a referendum. If the City Council, in its judgment, believes that the taxpayers will not support a public safety tax increase, but nevertheless want the view of the voters “on the record,” there are other ways to obtain this feedback. But the defeat of a public safety tax referendum will make no difference to the decision-making process of a labor arbitrator adjudicating financial disputes between the city and its public safety unions concerning their compensation and pensions. Furthermore, if a referendum is defeated, it could tie the hands of the City Council if, in the future, they felt they had no choice but to increase taxes to adequately provide for essential city services.

Financial Management

DATE: 12/9/2020

MEMO: Letter to the Decatur City Council

TO: Honorable Mayor Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Gregg Zientara, City Treasurer & Director of Finance

ATTACHMENTS:

Description	Type
Letter to council	Cover Memo
Ordinance	Cover Memo

LETTER to the DECATUR CITY COUNCIL
Finance Department

DATE: December 16, 2020

TO: Honorable Mayor Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Gregg D. Zientara, City Treasurer & Director of Finance

SUBJECT: Budget Reconciliation Ordinance Appropriating Additional Monies for the Purpose of Defraying the Expenses for Certain Funds of the City of Decatur, Illinois for the Fiscal Year Ending December 31, 2020

SUMMARY RECOMMENDATION:

City Administration recommends City Council approval of the attached Ordinance.

BACKGROUND:

City Council adopted the Fiscal Year 2020 Budget and Appropriation Ordinance 2019-252 on December 16, 2019 for the purpose of defraying the expenses of certain departments and funds of the City of Decatur for the fiscal year beginning January 1, 2020 and ending December 31, 2020.

It is now necessary to reconcile the budget and appropriate additional funds for operational expenditures for the City to effect provision of services to its citizens which were not anticipated at the time the City Council adopted Ordinance 2019-252.

- Olde Towne TIF Fund #19. Appropriate \$72,000 to defray the cost of debt service expense normally serviced by the Olde Towne TIF, but not budgeted in the Olde Towne TIF due to originally budgeted expectation of the Olde Towne TIF's inability to service this debt in 2020.
- DUATS Fund #22. Appropriate \$50,000 to defray the cost of grant expenses related to various logistics study matters not envisioned in the original budget appropriation, funded by DUATS grant revenue received from the State of Illinois.
- Eastgate TIF Fund #23. Appropriate \$26,000 to defray the cost of additional monies due to the Eastgate developer for reimbursements in accordance with the development agreement, not originally envisioned in the 2020 budget.
- Building Fund #34. Appropriate \$300,000 to defray the cost of facility mechanical improvement cost not envisioned and included in the 2020 budget.
- Foreign Fire Insurance Fund #37. Appropriate \$75,000 to defray the cost of expenses in support of fire operations payable from the Foreign Fire Insurance Fund and not envisioned in the original appropriation, funded by Foreign Fire tax revenue received by the City.

- Grant Fund #85. Appropriate \$3,100,000 to defray the cost of expenses not envisioned in the original budget and appropriation for pandemic related COVID-19 expenditures secured by federal and state grant funding.
- Recycling Fund #88. Appropriate \$30,000 to defray the cost of expenses not envisioned in the original budget and appropriation.

POTENTIAL OBJECTION:

There are no known objections to this resolution request.

INPUT FROM OTHER SOURCES:

No input from other sources.

STAFF REFERENCES:

Scot Wrighton, City Manager
Gregg D. Zientara, City Treasurer & Director of Finance

BUDGET/TIME IMPLICATIONS:

Approval of this ordinance will allow the City to secure appropriation spending authority for the full fiscal year expenditures for the funds identified in this ordinance.

ORDINANCE NO. 2020 –

**BUDGET RECONCILIATION ORDINANCE APPROPRIATING
ADDITIONAL MONIES FOR THE PURPOSE OF DEFRAYING THE
EXPENSES FOR CERTAIN FUNDS OF THE CITY OF DECATUR,
ILLINOIS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2020**

WHEREAS, on December 16, 2019, City Council adopted the Fiscal Year 2020 Budget and Appropriation Ordinance 2019-252 for the purpose of defraying the expenses of several departments and funds of the City of Decatur for the fiscal year beginning January 1, 2020 and ending December 31, 2020.

WHEREAS, it is now necessary to appropriate additional funds for operational expenditures for the City to effect provision of services to its citizens which were not anticipated at the time the City Council adopted Ordinance 2019-252.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF DECATUR, ILLINOIS, AS FOLLOWS:

SECTION 1. The following amounts are hereby appropriated in fiscal year ending December 31, 2020 and set apart within the following designated funds for expenditures as follows:

Fund	\$ Amount
Olde Towne TIF Fund (#19)	72,000
DUATS Fund (#22)	50,000
Eastgate TIF Fund (#23)	26,000
Building Fund (#34)	300,000
Foreign Fire Insurance Fund (#37)	75,000
Grant Fund (#85)	3,100,000
Recycling Fund (#88)	30,000
Total	3,653,000

SECTION 2. This Ordinance shall be in full-force and effect after its passage by the Council and approval by the Mayor.

PRESENTED and ADOPTED this 21st day of December 2020.

Julie Moore Wolfe, Mayor

ATTEST:

Kimberly Althoff, City Clerk

Financial Management

DATE: 12/9/2020

MEMO: Letter to the Decatur City Council

TO: Honorable Mayor Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Gregg Zientara, City Treasurer & Director of Finance

ATTACHMENTS:

Description	Type
Letter to council	Cover Memo
Resolution	Cover Memo

LETTER to the DECATUR CITY COUNCIL
Finance Department

DATE: December 16, 2020

TO: Honorable Mayor Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Gregg D. Zientara, City Treasurer & Director of Finance

SUBJECT: Resolution Authorizing the City of Decatur to Provide an Interfund Cash Advance to Certain Funds to Affect a Positive Cash Position as of the Close of Business as of December 31, 2020

SUMMARY RECOMMENDATION:

City Administration recommends City Council approval of the attached Council Resolution.

BACKGROUND:

Funds of the City must have monies in an amount to affect a positive cash position as of the end of the fiscal year, in accordance with ordinance and state statute.

Certain city funds may be in a position due to unforeseen circumstances to not have a positive cash position as of December 31, 2020.

Therefore, it is necessary for the City of Decatur to provide an interfund cash advance to these certain funds, to affect a positive cash position as of December 31, 2020.

CDBG Fund – Interfund cash advance in an amount of \$500,000 may be necessary in the event that Federal approval and subsequent receipt of the CDBG funding is not received before December 31, 2020.

Public Mass Transit Fund – Interfund cash advance in an amount of \$500,000 may be necessary in the event that State IDOT operating grant funding is not received before December 31, 2020.

Grant Fund – Interfund cash advance is an amount of \$500,000 may be necessary in the event that State CURES grant funding is not received before December 31, 2020.

City Treasurer will affect interfund cash advances in such amount as is necessary to secure positive cash positions.

Interfund cash advance(s) will be repaid in full in 2021 at such time that the Fund(s) have sufficient monies to repay the interfund cash advance.

POTENTIAL OBJECTION:

There are no known objections to this resolution request.

INPUT FROM OTHER SOURCES:

No input from other sources.

STAFF REFERENCES:

Scot Wrighton, City Manager
Gregg D. Zientara, City Treasurer & Director of Finance

BUDGET/TIME IMPLICATIONS:

None.

RESOLUTION NO. R2020 –

**RESOLUTION AUTHORIZING THE CITY OF DECATUR TO PROVIDE AN
INTERFUND CASH ADVANCE TO CERTAIN FUNDS TO AFFECT A
POSITIVE CASH POSITION AS OF THE CLOSE OF BUSINESS AS OF
DECEMBER 31, 2020**

WHEREAS, Funds of the City must have monies in an amount to affect a positive cash position at the close of business as of December 31, 2020 for the purpose of defraying incurred expenditures during the fiscal period; and,

WHEREAS, certain city funds may be in a position due to unforeseen circumstances to not have a positive cash position as of December 31, 2020, it is necessary for the City of Decatur to provide an interfund cash advance to these certain funds.

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:**

Section 1. That an Interfund Cash Advance in the amount of \$500,000 to affect a positive cash position at the close of business as of December 31, 2020 to the CDBG Fund of the City of Decatur, Illinois, be, and the same is hereby, received, placed on file, and approved.

Section 2. That an Interfund Cash Advance in the amount of \$500,000 to affect a positive cash position at the close of business as of December 31, 2020 to the Public Mass Transit Fund of the City of Decatur, Illinois, be, and the same is hereby, received, placed on file, and approved.

Section 3. That an Interfund Cash Advance in the amount of \$500,000 to affect a positive cash position at the close of business as of December 31, 2020 to the Grant Fund of the City of Decatur, Illinois, be, and the same is hereby, received, placed on file, and approved.

Section 4. That the City Treasurer is hereby, authorized and directed to affect said interfund cash advances, as necessary, to affect a positive cash position as of December 31, 2020, to the CDBG Fund, the Public Mass Transit Fund, and the Grant Fund, on behalf of the City of Decatur, Illinois.

Section 3. That the City Treasurer is hereby authorized and directed to repay in full the Interfund Cash Advance amounts transferred herein to the aforementioned City of Decatur Funds at such time that the Funds have sufficient monies to repay the interfund cash advance to the City of Decatur.

PRESENTED and ADOPTED this 21st day of December 2020

Julie Moore Wolfe, Mayor

ATTEST:

Kimberly Althoff, City Clerk

SUBJECT: Resolution Authorizing the Final Agreement Between the City of Decatur, Illinois and Airport Plaza Joint Venture, LLC-Payment of Reimbursable Costs

ATTACHMENTS:

Description	Type
Memo Southeast Tif	Cover Memo
Resolution	Resolution Letter
Agreement	Backup Material

MEMORANDUM 2020-12

DATE: December 21, 2020
TO: Honorable Mayor Julie Moore Wolfe and City Council
FROM: Scot Wrighton, City Manger
Jon Kindseth, Deputy City Manger

SUBJECT: Resolution Authorizing the Final Agreement Between the City of Decatur, Illinois and Airport Plaza Joint Venture, LLC - Payment of Reimbursable Costs

SUMMARY RECOMMENDATION:

Staff recommends City Council authorize this final settlement agreement with Airport Plaza Joint Venture to resolve disputed costs and close out the SE TIF district

BACKGROUND:

The City of Decatur has 7 TIFs, with the oldest one being the Southeast Plaza TIF which expires this year after 23 years. SE TIF was began in 1997 and this final agreement seeks to clarify the costs to the district staff prepares the close out of it. This TIF includes commercial development on the south end of Decatur along Mt. Zion Road including the movie theater, Hawthorne Suites, and a new residential subdivision behind the theater. This TIF development agreement is complex and been amended more than five times and reimbursed the developer approximately \$8M.

This final agreement seeks to clarify the remaining anticipated reimbursable costs anticipated to be paid out of the SE TIF. The legal language of actual final agreement is still being negotiated by the attorneys from both sides and this will be sent out as an addendum tomorrow (Dec. 18th). The City will realize an additional \$120-150K annually after this agreement is closed out next year from sales tax and property taxes. The new increase in EAVs that were created in this redevelopment area will be realized by all taxing bodies in 2021, paid in 2022.

INPUT FROM OTHER SOURCES: City staff and Legal Counsel negotiated this settlement.

STAFF REFERENCE: City Manager, Scot Wrighton or Jon Kindseth can address any questions related to this agreement.

RESOLUTION NO. R2020-_____

RESOLUTION AUTHORIZING THE FINAL
AGREEMENT BETWEEN THE CITY OF DECATUR, ILLINOIS AND AIRPORT
PLAZA JOINT VENTURE, LLC-PAYMENT OF REIMBURSABLE COSTS

WHEREAS, the City has adopted a program for the redevelopment of a redevelopment area known as the City of Decatur/Southeast Plaza TIF Tax Increment Redevelopment Area (the "Redevelopment Area") in the City, pursuant to 65 ILCS 5/11-74.4-1, et seq of the Illinois Revised Statutes, the "Tax Increment Allocation Redevelopment Act" (hereinafter referred to as the "Act");

WHEREAS, the City has, pursuant to the provisions of the Act, adopted a plan known as the City of Decatur/Southeast Plaza Tax Increment Redevelopment Plan and Project (hereinafter referred to as the "Redevelopment Plan") pertaining to the redevelopment of the Redevelopment Area;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the Final Agreement presented to the Council, as Exhibit A attached hereto and hereby incorporated by reference, between the City of Decatur and Airport Plaza Joint Venture, LLC. For payment of Reimbursable Costs is hereby received, placed on file, and approved.

Section 2. That the City Manager of the City of Decatur, Illinois is hereby authorized to sign and implement said agreement on behalf of the City of Decatur.

PRESENTED and ADOPTED this 21st day of December 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

CITY CLERK

**FINAL AGREEMENT
FOR PAYMENT OF REIMBURSABLE COSTS**

by and between

THE CITY OF DECATUR

and

AIRPORT PLAZA JOINT VENTURE, LLC.

THIS FINAL AGREEMENT FOR THE PAYMENT OF COSTS (the "Final Agreement") is entered into as of the 22nd day of December, 2020 by and between the City of Decatur, Illinois, a municipal corporation, (hereinafter referred to as the "City") and Airport Plaza Joint Venture, LLC, an Illinois Limited Liability Company (hereinafter referred to as the "Developer").

RECITALS

WHEREAS, the City has adopted a program for the redevelopment of a redevelopment area known as the City of Decatur/Southeast Plaza TIF Tax Increment Redevelopment Area (the "Redevelopment Area") in the City, pursuant to 65 ILCS 5/11-74.4-1, et seq of the Illinois Revised Statutes, the "Tax Increment Allocation Redevelopment Act" (hereinafter referred to as the "Act");

WHEREAS, the City has, pursuant to the provisions of the Act, adopted a plan known as the City of Decatur/Southeast Plaza Tax Increment Redevelopment Plan and Project (hereinafter referred to as the "Redevelopment Plan") pertaining to the redevelopment of the Redevelopment Area;

WHEREAS, the parties have previously entered into a Redevelopment Agreement, originally approved by City Ordinance on March 31, 1997 as Ordinance No. 97-19. and as amended by Ordinances No. 97-36, No. 2000-108, and No. 2014-30 and a Memorandum of Agreement dated October 28, 2019 for the purpose of assisting the Developer by reimbursing the Developer for certain costs incurred in redeveloping the Redevelopment Area (collectively known as the "Redevelopment Agreement" or the "RDA"); and

WHEREAS, the parties have had disagreements about what items are eligible for reimbursement by the City to the Developer and what funds would be available to fund said reimbursements and this Final Agreement is intended to resolve all such disagreements.

NOW THEREFORE, in consideration of the promises and mutual covenants and obligations of the parties contained herein, and other good and valuable consideration, the receipt and sufficiency whereof are hereby acknowledged, the parties hereto, intending to be legally bound, hereby covenant and agree as follows:

I. GOALS AND OBJECTIVES. The purpose of this Final Agreement is to memorialize the understanding and agreement of the parties as to the eligibility and reimbursement to Developer of certain project costs incurred, or to be incurred, by Developer in the Decatur Southeast Plaza Tax Increment Financing District, hereinafter (the "TIF District").

II. TERM. The term of this Final Agreement shall be effective until the expiration of the Redevelopment Area, or upon Developer receiving all reimbursements entitled to under this Final Agreement, whichever occurs first.

III. THE TIF DISTRICT. The Redevelopment Area and Tax Increment Financing for Southeast Plaza shall expire December 31, 2021 after receipt of the final real property tax increment for year 2020 in 2021.

IV. THE REIMBURSABLE COSTS:

1. City and Developer agree that the City shall pay to the Developer, subject to the availability of funds pursuant to Section V below, only for the following costs and expenses actually incurred by the Developer for work or services in the Redevelopment Area up to and including December 31, 2020:
 - a. 30% of verified 2020 Interest Costs the amount of which submitted to date are \$2,248.73. 30% of said costs are \$674.62. Remaining reimbursable Interest Costs ~~anticipated~~ are \$4243.07 ~~estimated at \$3,000.00~~ (30% of \$ 14,143.58 ~~10,000.00~~).
 - b. The cost of three (3) excavations for residential basements totaling \$27,775.00 submitted by Developer to the City in 2019.
 - c. The cost of \$1,113.27 for the Annual Letter of Credit issued by Busey Bank previously submitted by Developer to the City.
 - d. d. Payments to the Mt. Zion School District pursuant to the existing agreement between Developer and the School District for the following tax years:
 - i. Year 2018 - \$28,688.78.
 - ii. Year 2019 – \$32,000.00 (Estimated).
 - iii. Year 2020 – \$35,000.00 (Estimated- payable in 2021, the increase projected is due to new home construction assessment).
 - e. The City accepts Brinkoetter & Associates Marketing Agreement, per the Marketing Agreement that is in place for monthly marketing services:

\$36,000.00 (\$18,000.00 for each of April and July).

\$36,000.00. This is the estimated sum remaining for year 2020.
 - f. Mann Professional Engineering costs of \$650.00 related to professional services, lot sales, and flood plain work.
 - g. Architectural Expressions for architecture fees of \$1,683.00 related to lot development.
 - h. Legal Professional Fees of Jacob & Klein, Ltd for services related to Southeast

Plaza Tax Increment Financing as follows:

- i. \$38,487.84 for year 2019.
 - ii. Not to exceed \$40,000.00 for services in year 2020.
 - i. Installation of Public Sidewalks/Public Infrastructure performed by Isaacson Concrete & GRS Contractors in the sum of \$56,883.00.
 - j. Site Clearing performed by Walker's and GRS General Contractors on the Eastern Border of the Redevelopment Area in a sum not to exceed \$25,000.00.
 - k. Professional Service Fees provided by NGP Services for the year 2020 in a sum not to exceed \$8,000.00.
 - l. The costs related to Landscaping to residential lots that had a building permit as of 09/01/2020, with the total not to exceed \$30,000.00.
2. The City and the Developer agree that the City has no obligation to reimburse the Developer pursuant to the RDA or this Final Agreement for costs incurred by the Developer other than that which is set forth in this Article IV. The City has no obligation to pay for any costs set forth in this Article IV which exceed the funds available pursuant to Article V below. The City shall have no obligation to reimburse the Developer for any costs or expenses incurred in the calendar year 2021 or beyond.

V. RECEIPT OF REIMBURSEMENT. The Developer and the City agree that reimbursements set forth in Section IV above will not exceed the sum total of the following amounts received by the City less the expenses not to exceed the sum of \$6,250.00 incurred by the City in administering the Southeast Plaza Redevelopment Plan, the Redevelopment Area and the Tax Increment Financing related thereto and that the City shall have no obligation to pay any of the costs set forth in Paragraph IV above which exceed the net amounts received:

1. The real estate tax increment generated pursuant to the Act for the year 2019 but not received by City until 2020.
2. The real estate tax increment generated pursuant to the Act for the year 2020 but not received by City until 2021.
3. The Municipal Sales Tax collected by the State of Illinois generated by businesses located within the Southeast Plaza Redevelopment Area through the 3rd Quarter of 2020.

VI. WAIVER OF CLAIM.

1. Except as otherwise provided in this Final Agreement, each party waives and releases any and all claims arising from the RDA whether past, present or future. This Final Agreement, except as otherwise provided herein, shall terminate and bar each party's rights under the RDA, whether past, present or future.

2. This Agreement constitutes a compromise, settlement, and release of disputed claims and is being entered into solely to avoid the burden, inconvenience, and expense of contesting those claims. Neither Party to this Agreement admits any liability to the other Party with respect to any such claim or any other matter. Each Party expressly denies liability as to every claim, which may be asserted by the other Party. Therefore, this Agreement is not to be and shall never be construed or deemed an admission or concession by any of the Parties hereto of liability or culpability at any time for any purpose concerning any claim being compromised, settled, and released, or any other matter.
3. The Parties agree to act in good faith and to cooperate fully with each other in carrying out the intent of this Final Agreement, and for that purpose agree to execute all additional documents as may prove reasonably necessary to accomplish that intent.
4. : “There has been and will be no assignment nor other transfer of any claim released here, or any part thereof, and the Developer agrees to hold harmless the City from any claim, obligation, or other liability arising from the successful assertion by any third party of a right with regard to any payment made to Developer which is released by this Agreement including attorney’s fees and costs incurred by the City.”

VII. WARRANTIES AND REPRESENTATIONS. The foregoing warranties and representations shall survive the execution and delivery of this Agreement.

VII. INCORPORATION OF RECITALS. The Parties hereby incorporate the Recitals set forth above as an integral part of this Agreement and acknowledge the truth and accuracy of those Recitals.

IX. FINAL AGREEMENT. This Final Agreement is the entire, final, and complete agreement of the Parties relating to the subject of this Final Agreement and supersedes and replaces all prior or existing written and oral agreements between the Parties or their representatives relating thereto. No amendment or modification of this Agreement shall be effective unless in a writing executed by all Parties whose interests are affected by the modification.

X. CONFLICT. To the extent that this Final Agreement conflicts with any provision of the Agreement, the terms of this Final Agreement shall apply.

XI. AMENDMENT. This Final Agreement may be modified or amended only if the amendment is made in writing and signed by both Parties.

XII. BINDING / SEVERABILITY. This Final Agreement shall be binding upon any successors and/or assigns of the Parties. If any provision of this Final Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable to the extent possible. If a court finds that any provision of this Final Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so

limited.

VIII. WAIVER OF CONTRACTUAL RIGHTS. The failure of either party to enforce any provision of this Final Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Final Agreement.

XIII. REPRESENTATIONS OF THE DEVELOPER. The Developer represents and warrants and agrees as the basis for the undertakings on its part herein contained that:

1. **Non-Conflict or Breach.** Neither the execution and delivery of this Final Agreement, nor the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Final Agreement, conflicts with or results in a breach of any of the terms, conditions or provisions of any restriction, agreement or instrument to which the Developer is now a party or by which the Developer is bound.
2. **Conformance with Requirements.** The development and construction of the Project does in all respects conform to and comply with all covenants, conditions, restrictions, zoning ordinances, environmental regulations and land use regulations affecting the Redevelopment Area.
3. **Certifications of Payments.** The payments received or to be received by the Developer from the City pursuant to the Agreement or this Final Agreement have been solely utilized to (i) pay the identified contractor, vendor or party in the payment requests to the City submitted by the Developer or (ii) to reimburse the Developer for the exact amount actually paid by the Developer to such contractor, vendor or party.

XIV. CITY'S AUTHORITY. The City represents and warrants that it is authorized to enter into and perform under this Agreement pursuant to the Act, its Home Rule powers and such other grants of authority pursuant to the Illinois Compiled Statutes. City further represents and warrants that the person(s) executing this Agreement on its behalf have full authority from the appropriate corporate authorities to do so, and such signatures shall be binding upon the City in all ways. This representation and warranty is of the essence of this contract and a breach thereof shall be deemed an act of default.

XV. DEVELOPER'S AUTHORITY. Developer represents and warrants that it is authorized to enter into and perform under this Agreement. Developer further represents and warrants that the person(s) executing this Agreement on its behalf have full authority from the appropriate corporate authorities to do so, and such signatures shall be binding upon Developer in all ways. This representation and warranty is of the essence of this agreement and a breach thereof shall be deemed an act of default.

XVI. GOVERNING LAW. This Final Agreement shall be governed by and construed in accordance with the laws of Illinois. Any litigation arising out of a dispute concerning this Final Agreement shall be litigated in Macon County, Illinois. The Parties agree to venue in that jurisdiction for all such disputes concerning this Final Agreement.

XVII. SIGNATORIES. The signatories to this Final Agreement warrant full authority to bind their respective entity.

_____	_____, 2020
Roy Mosser / Manager	Date
Airport Plaza Joint Venture, LLC	

_____	_____, 2020
Scot Wrighton / City Manager	Date
City of Decatur, Illinois	

City Clerk

DATE: 12/17/2020

MEMO:

TO: Mayor Julie Moore Wolfe & City Council

FROM: Deputy City Manager, Jon Kindseth

SUBJECT: Resolution Authorizing Execution of an Agreement for Management and Operation of City of Decatur Public Transit Services with MV Transportation, Inc

ATTACHMENTS:

Description	Type
Memo City Council	Cover Memo
Resolution	Resolution Letter
Transit Proposed Agreement	Exhibit
MV Proposal	Backup Material
Transit RFP Scoring	Backup Material
Benefits Summary	Backup Material

OFFICE OF CITY MANAGER, TRANSIT DIVISION

December 21, 2020

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Jon Kindseth, Deputy City Manager
John Williams, Mass Transit Administrator

SUBJECT: Resolution Authorizing Execution of an Agreement for Management and Operation of City of Decatur Public Transit Services with MV Transportation

RECOMMENDATION: Staff recommends that this item be approved as presented.

BACKGROUND: The Decatur Public Transit System is run as an enterprise fund within the larger City budget. The Transit Operations provides about 1.2 million rides on its fleet annually within Decatur and the surrounding area. The Transit Operations are broken up into two different service types, fixed route and on demand paratransit service. Our fixed route service operates six (6) days a week on fifteen (15) bus routes. Our paratransit services also operate six (6) days a week, with no service on Sunday for either. Transit also operates the trolley that provides unique limited service in the urban core.

The Decatur Public Transit System (DPTS) is going through a multiyear reorganization, restructuring, and evolution. In the past this service was operated by direct city employees, and over the years it has been incrementally modified to where it is today. The City provides oversight and contract management of a turn-key city owned transit system. The Contractor provides all the management, drivers, and labor staff to operate, maintain and improve our fixed route and paratransit services. This contract strikes the current right balance between city run portions and contracted portions of a complex transit system. For example, the city purchases the fuel and tires because of the tax benefits not provided to a for profit contractor, and specialized transit software on the buses is provided by contractor. Although the City has only two full time employees dedicated to transit and all other roles are filled by this recommend agreement with MV, there are a dozen or so employees which support the IT, financial, and management roles of keeping transit accountable on a daily basis.

The City of Decatur went through a formal RFP process and three large national transit firms responded. Realistically any of the three, First Transit, MV Transportation, or RATP Dev., could provide the operational needs for the DPTS needs. The City put together an evaluation committee to review the proposals and provide a recommendation. Pricing was only one factor in this evaluation, along with experience, compliance, and other technical factors. All of the respondents were within a 3% price differential, therefore the biggest factors considered by the committee were those centered around

technology and the firm with the ability to modernize our transit system for the 21st century. As can be seen in the Committee's evaluation scores, MV scored the second highest amongst the three respondents. First Transit ultimately decided to withdraw their proposal just before contract negotiations. We are under the understanding that they did not want to take the risk associated with assuming the collective bargaining agreement.

With this withdrawal, staff began contract discussions with MV to improve terms for the City and ensure that it was clear that were needed a restart with this new agreement. Although MV will potentially be the same contractor next year, we have much better-defined expectations and contractual obligations that will change the way transit operates compared to the past and present. We have required MV to replace the entire management team in order to completely start over and set new expectations and standards, with the new contract starting in January. We have included terms to allow the City to enforce liquidated damages and to terminate the agreement should the contractor not live up to the expectations that the City has. We are confident that the new General Manager that we have provided to MV will be the right fit to improve the DPTS for the employees and the riders. The drivers and employees working in DPTS need an advocate for them, and the new GM, Ms. Perry will be that for them.

As can be seen in the attached abbreviated proposal from MV, they have tremendous transit experience nationwide, and a long history here in Decatur to which we will build on over the next 5 ½ years of this agreement. We believe that MV is the best company to help the City with route optimization, real time bus applications for riders, and replacing our previous fare system. MV has strong transit technological focus which is absolutely necessary for data collection and transit operational improvements. The City will need to play a stronger role in contract oversight moving forward to ensure that we are getting everything we are specifying in this agreement.

POTENTIAL OBJECTIONS: Staff is not aware of objections, though there are more than 70 DPTS employees impacted by this recommendation.

INPUT FROM OTHER SOURCES: In addition to city staff, we engaged a national transit consultant, the ATU (employee union), and retired DPTS employee.

STAFF REFERENCE: Should the City Council have any questions, they may contact Jon Kindseth at 450-2323 or jkindseth@decaturil.gov; John Williams at 424-3552 or jwilliams@decaturil.gov

BUDGET/TIME IMPLICATIONS: This new agreement would begin on January 1, 2021. The approximate annual expense for this turn key contract is \$6.5M and has been included in the approved 2021 City budget. There is an annual 2% increase expected over the next four years after the initial year as can be seen in included cost proposal.

Attachments: Abbreviated RFP response with condensed pricing sheet
Evaluation committee scoring summary sheet
Proposed Agreement

Analysis of outsourced vs insourced transit solution

RESOLUTION NO. R_____

**RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT FOR
MANAGEMENT AND OPERATION OF CITY OF DECATUR PUBLIC
TRANSIT SERVICES WITH MV TRANSPORTATION, INC**

WHEREAS, the CITY OF DECATUR, ILLINOIS, an Illinois municipal corporation and body politic ("City") is a unit of local government pursuant to Article VII, Section 6 of the Illinois Constitution of 1970; and,

WHEREAS, the City desires a turn-key management and operation solution for mass transit operations; and,

WHEREAS, the City finds that this agreement MV Transportation, INC., provides for this goal, as well as provides flexibility of service options for the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Decatur as follows:

Section 1. The agreement for management and operation of Decatur Public Transit Services with MV Transportation, Inc. as attached, and the same is hereby, received, placed on file, and approved.

Section 2. That the Mayor and City Clerk, or their designee be, and they are hereby, authorized and directed to execute the Management and Operation Agreement between the City of Decatur, Illinois and MV Transportation, Inc.

PRESENTED AND ADOPTED this 21st day of December 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

CITY CLERK

**AGREEMENT FOR MANAGEMENT AND OPERATION
OF CITY OF DECATUR, ILLINOIS PUBLIC TRANSIT SERVICES**

THIS AGREEMENT made and entered into this ____ day of, _____ 2020 by and between the CITY OF DECATUR, a municipal corporation, hereinafter referred to as "CITY," and MV Public Transportation, Inc., a California corporation, hereinafter referred to as "CONTRACTOR", for management and operation of the City of Decatur Public Transit Systems' (DPTS) fixed-route, and paratransit systems,

WITNESSETH:

WHEREAS, CITY and CONTRACTOR desire to contract for the performance by CONTRACTOR of the transit system work and services described in the Request for Proposals for Management and Operation of City of Decatur Public Transit System (DPTS) RFP No. 2020-01 ("RFP"), and

WHEREAS, CONTRACTOR has responded to CITY'S Request for Proposals ("RFP") with its proposal, including related attachments, accepted by the CITY, to perform the services in the manner and form set forth in the RFP, and CONTRACTOR'S PROPOSAL and the CITY has accepted CONTRACTOR'S PROPOSAL, and

WHEREAS, CITY desires to have the services performed, and CONTRACTOR agrees to perform the services, in accordance with CITY'S RFP and the CONTRACTOR'S PROPOSAL, and

WHEREAS, The services to be performed under this Agreement shall be as described in CITY'S RFP and all included attachments, and CONTRACTOR'S PROPOSAL, hereinafter referred to as "Transit Services."

NOW, THEREFORE, in consideration of the premises and of the services to be performed by CONTRACTOR, and of the compensation to be paid therefore by CITY, it is **HEREBY MUTUALLY AGREED** as follows:

A. Order of Precedence: This Agreement incorporates, by reference, the below documents in their entirety. In addition, in the event of inconsistency or ambiguity in the Agreement, the following order of precedence shall apply:

- a. This Agreement and
- b. CITY DPTS' RFP No 2020-01, including Exhibits and Addendum
- c. CONTRACTOR'S COST PROPOSAL (attached hereto and incorporated by reference.)
- d. CONTRACTOR'S written RFP submittals

B. Term of Agreement: The Agreement shall be for a period of five and a half (5 ½) years with the option to extend annually thereafter by written mutual consent, not to exceed two (2) additional one (1) year periods. Contract Year 1 will begin January 1, 2021 through June 30, 2022. Contract Year 2 will be July 1, 2022 through June 30, 2023. Contract Year 3 will be July 1, 2023 through June 30, 2024. Contract Year 4 will be July 1, 2024 through June 30, 2025. Contract Year

5 will be July 1, 2025 through June 30, 2026 unless extended by written mutual consent.

Upon completion of the original term of this agreement, the parties may extend the term of this agreement, upon mutual written agreement, up to a maximum of two (2) years. The parties shall agree to such extensions at least thirty (30) days prior to the termination date of this Agreement, including any new economic terms.

C. CONTRACTOR'S Responsibilities: CONTRACTOR agrees that for the term of this Agreement it will be responsible for the following in the operation of CITY transit services:

1) Key Personnel/Management: During the term of this Agreement, CONTRACTOR shall provide sufficient executive and administrative personnel specializing in transportation services as shall be necessary and required to perform its duties and obligations under the terms hereof. The CONTRACTOR shall provide general and specific management of day-to-day operations for the CITY (DPTS) fixed-route and paratransit services. The CONTRACTOR shall oversee the operation of the services using a full-time, on-site transit general manager. The CONTRACTOR shall provide appropriate management coverage at all times. There shall be no periods when managers are all assigned to non-DPTS work (e.g., for corporate level meetings, responding to other non-DPTS problems, etc.).

2) Day-to-Day Operation: CONTRACTOR management and/or supervisory personnel shall be available to provide adequate supervision of the day-to-day operation of transit services, including dispatching, field supervision, and complaint management Monday through Saturday during designated hours of operation.

3) Americans with Disabilities Act (ADA) Compliance: CONTRACTOR shall be responsible for administration of the Americans with Disabilities Act (ADA) Program and all required training as it relates to services provided under this Agreement. Such responsibilities shall include the eligibility certification and application process, including distribution of applications; receiving completed eligibility applications; reviewing completed applications; rendering an initial determination of eligibility, and referring the applicant to another source such as a physician or transit or City official for further review if applicable.

4) Operating Facilities: CONTRACTOR shall locate its administration/operations and dispatching office at the City of Decatur Public Transit Administration building at 555 E. Wood Street, and the Senator Severns Transit Center at 353 E. William Street (CITY DPTS facilities), unless otherwise approved by City of Decatur. Both facilities shall be maintained by the CONTRACTOR and shall be maintained to project a professional appearance at all times. CONTRACTOR shall be solely responsible for physical damage to CITY DPTS facilities proximately caused by the negligence of CONTRACTOR or its employees or agents. Contractor will not be responsible for any environmental liabilities, including any releases of hazardous substances, existing at the CITY DPTS facilities prior to CONTRACTOR's use of the facilities, or caused by any other party other than CONTRACTOR.

5) Personnel: CONTRACTOR shall employ and supervise all personnel, including drivers, dispatchers, managers, customer service representatives and other personnel needed to operate and maintain the service provided by CONTRACTOR under this Agreement. Qualified

supervisory personnel shall be available during all hours of operation.

No employee or designee of the CONTRACTOR shall continue to be so employed on any work under these specifications that is found to continue to demonstrate Conduct Unbecoming of Personnel. CONTRACTOR shall be responsible for hiring and discharging personnel employed by the CONTRACTOR to perform its obligations hereunder. However, CITY shall have the right to request CONTRACTOR to remove from service any employee who, in CITY'S sole discretion, has been found to violate CONTRACTOR'S Code of Conduct more than once in a 6-month period; provided that CITY shall make such request in writing, state the reasons therefore, and include any supporting documentation, and provided further that such request does not violate applicable local, state or federal laws, rules or regulations.

6) Conduct Unbecoming of Personnel: The CONTRACTOR is required to develop a Code of Conduct and train all of its employees regarding its requirements on an annual basis which shall include EEO and ethics. In addition, all of CONTRACTOR's employees and agents including subcontracted employees and agents shall avoid conduct unbecoming an employee, as defined below. CITY may, at its sole discretion, request the removal or requalification of any contracted employee or agent from service or performance of work on this Contract or CITY property found to have committed violations as outlined below, and/or for engaging in conduct unbecoming an employee as defined below.

Removal or disciplinary actions by CONTRACTOR in response to the request, shall be at no cost to the CITY.

Examples of conduct unbecoming an employee include, but are not limited to:

- a) Use of language that is obscene, risqué or religiously, ethnically or sexually demeaning, or making light of physical or mental disability, regardless of whether it is directed at a customer.
- b) Belligerent or malicious behavior.
- c) Willful refusal or failure to assist customers.
- d) Violation of applicable safety rules that causes injury to a person, damage to property, or release of a hazardous substance.
- e) Littering in rolling stock or station areas.
- f) Smoking, reading, listening to radio or other audio devices or watching or listening to TV while operating an DPTS vehicle or equipment.
- g) Conduct demeaning to CITY, DPTS or the CONTRACTOR, including demeaning oral or written remarks made to the public and/or Customers.
- h) Conduct that constitutes oppression, fraud, malice, negligence or recklessness, as defined herein.
- i) Any violation of CITY DPTS' or CONTRACTOR'S Personal Electronic Device policies, including devices such as Google and Apple watches that create the potential for distraction while driving.

Reasons for which the CITY may request that an employee or subcontractor be removed include, but are not limited to:

- Failure to meet or maintain minimum standards established for the employee's or subcontractor's assigned duties.
- Failure to pass a drug or alcohol screen conducted in accordance with FTA drug and alcohol testing requirements.
- Actions or performance which is illegal, unsafe or not in keeping with reasonable expectations for the employee's or subcontractor's assigned position or duties.

- Poor customer service as demonstrated by three or more validated complaints within a twelve-month rolling period.

7) Customer Service: CONTRACTOR's staff shall provide information and be sufficiently familiar with CITY DPTS services to answer questions. Sufficient staff shall be trained in all types of fare media sales to ensure expedited customer service. A minimum of one person must be available in the office to provide information during all hours of regular transit operation. If bus service is modified by CITY DPTS to begin earlier or to end later than currently scheduled, then the time period when customer service is available shall be expanded to correspond with current operating service hours.

8) Pass Sales: During the time periods that CONTRACTOR's customer service counter at DPTS is open, CONTRACTOR shall be required to sell transit passes, tickets and other fare media as directed by the City. CONTRACTOR shall prepare and provide City with a report of sales and deposits monthly, no later than the 10th working day of each month. CONTRACTOR shall deposit revenues collected Monday through Friday as directed by CITY. CONTRACTOR shall reimburse CITY for funds lost or for the value of fare media lost by CONTRACTOR. CITY, at its sole discretion, may conduct audits of CONTRACTOR'S books and records at any time. CONTRACTOR shall prepare daily, and end-of-day, reconciliation of transactions and deposits. CONTRACTOR shall submit copies of all deposit records, sales logs, summary of total sales and documentation that sales reconcile with month-end inventory of all fare media. All fare accounting and cash handling procedures proposed by CONTRACTOR shall be subject to CITY approval before implementation.

9) Customer Complaints: CONTRACTOR shall respond to and address customer complaints, within a timely manner.

10) Telephones: CITY will provide an operational telephone system. CONTRACTOR shall provide dispatch and/or reservationist personnel necessary to effectively respond to incoming calls at a quality and level consistent with customer demand, and in strict accordance with the operating days and hours set forth in the current bus schedule or any revisions thereto. Scheduled and unscheduled absences should also be considered to ensure adequate staffing levels even when employees are on leave or call in sick.

11) Uniforms: CONTRACTOR shall ensure that all employees are professional in their dress and appearance. Employees shall be in uniform acceptable to CITY.

12) Training Program: Appropriate, effective and ongoing training for CONTRACTOR employees and subcontractors is of critical importance. The CONTRACTOR must develop a detailed Training Program that complies with the requirements set forth herein. This plan must be approved by CITY prior to start-up and must be updated (subject to CITY approval) on an annual basis.

The CONTRACTOR, in accordance with DPTS policies and procedures and APTA standards, best practices and Federal and State regulations and standards, shall develop and implement an ongoing comprehensive training and certification plan (Training Plan) for employees who are providing Services including, but not limited to, all craft and management employees.

Training shall include those elements required for the performance of duties in addition to specific areas of training for DPTS operations, including disabled passengers and passengers needing assistance and system safety and security training for new hires. Training courses shall include provisions for refresher training.

- a) The Training Plan shall include a requirement that all training is provided by qualified individuals to provide such training and documented in a manner that is available for CITY DPTS inspection at any time (this includes in-service training). Training should encompass management, frontline and non-frontline employees, refresher training, new hire training, and system safety training. Customer Service training is to include dealing with difficult passengers, and ADA training. Information developed for each course should include a course description, category of personnel required to attend, objectives, curriculum, frequency of training, proficiency required to obtain certification or qualification, and methods for addressing failures or retraining.
- b) All employees shall be trained to the extent necessary to be fully qualified and competent to perform their duties. Those who are identified as being deficient in knowledge or skills shall be required to promptly attend and pass courses of instruction specific to their craft or service area.
- c) The CONTRACTOR shall require that all employees who perform safety-related inspections and tests of equipment are trained, tested and certified in accordance with regulatory requirements and current APTA standards and guidelines.
- d) The CONTRACTOR shall also provide CITY DPTS with a quarterly training report.
- e) The CONTRACTOR is responsible for formulating and coordinating all training activities.

13) Driver Safety Program: CONTRACTOR shall implement a continuing driver safety program that shall include defensive-driving course work, specialized assistance to elderly and disabled passengers and daily vehicle maintenance checks. Driver Safety Program shall be included as part of the Training Plan.

14) Driver Sensitivity Training Program: CONTRACTOR shall implement a continuing driver sensitivity training program focusing on the importance of passenger relations and to ensure drivers respond appropriately to all customers, especially elderly and disabled passengers.

15) ADA Training (Initial and Refresher): The CONTRACTOR shall provide initial and annual refresher ADA training to all personnel providing service to the public. All service providers shall be included whether they perform such service on a regular, intermittent, or infrequent basis. At a minimum, such training shall include:

Initial Training: Four (4) full hours of classroom ADA sensitivity training. This training shall include:

- a) Lecture on the ADA law with hands-on employee participation

- b) Instructional media (e.g. slides, video, etc.) as may be successfully integrated into the instructional process.
- c) Three (3) full hours of classroom ADA operational training. This training shall include a discussion of various disabilities that present transportation issues, scenarios regarding service to passengers with disabilities, and the practical remediation of access problems presented in those scenarios, and equipment and other resources available to make public transit a viable transportation alternative to passengers with disabilities. Included within this training shall be a discussion of:
 - a. Operator responsibilities.
 - b. Equipment and devices currently in use.
 - c. Proper use and securement of such equipment and devices.
 - d. Other matters as the CONTRACTOR deems appropriate. Field time on the bus with instructors to evaluate operator expertise in boarding, securement, and de-boarding of mobility-aid devices and the operator's familiarity with other equipment and devices then in use. Several types of mobility-aid devices shall be used to conduct the hands-on training.
- d) For use in hands-on training and hands-on evaluation, the CONTRACTOR shall provide a manual wheelchair.

Annual Refresher Training: ADA sensitivity training each year. This training shall include:

- a) A review of ADA complaints filed by passengers with disabilities during the preceding year by category.
- b) A review of passengers with disabilities requiring special service needs.
- c) ADA operational training, including a discussion of scenarios regarding service to passengers with disabilities and the practical remediation of access problems presented in those scenarios, and equipment and other resources available to make public transit a viable transportation alternative for passengers with disabilities.
- d) Updates on changes to ADA law and related mandates as appropriate.
- e) Included within this training shall be a discussion of:
 - a. Operator responsibilities.
 - b. Boarding and securement equipment and devices currently in use.
 - c. Proper use of such equipment and devices.
 - d. Other matters as the CONTRACTOR deems appropriate.
- f) A minimum of one (1) hands-on check to evaluate operator expertise in boarding, securement, and de-boarding of mobility-aid devices and the operators' familiarity with other equipment and devices then in use. Several types of mobility-aid devices shall be used to conduct the hands-on training.

For use in hands-on training and hands on evaluation, the CONTRACTOR shall provide a manual wheelchair.

Additional Training: In addition to the above-noted training requirements, Operators will be required to have additional extensive training outlining to include but not limited to; Personal Care Assistance and Companions, Transfers, Fare, Mobility Devices, Service Animals, Reasonable Modification, Prohibited Activities, and ADA Emergency Communication.

16) Daily Logs: Drivers shall maintain appropriate documentation to show number of passengers and mileage for fixed route and paratransit. Dispatcher shall maintain appropriate

documentation to show point of origin/destination, time of call for immediate service requests, time of pickup/drop off for each completed trip, no-shows and cancellations, subscription service requests, customer service forms and trip refusal log for Paratransit services. Trip/farebox reconciliation documentation shall be maintained for both fixed and paratransit. Driver information i.e. service hours, bid hours shall be submitted to the City monthly in the format of a Daily Service Log, which will be submitted with the payment invoice for the previous month's service. This invoice and the Daily Service Logs shall be submitted to the City no later than the tenth working day of the month. CONTRACTOR shall maintain records for the duration of the Agreement. CONTRACTOR shall ensure that vehicle service hours shall be directly traceable by operator trip sheets that will be provided to the CITY upon request.

17) Compliance with Federal, State and Local Requirements: CONTRACTOR shall comply with all applicable Federal, State, and Local requirements, including but not limited to drug and alcohol testing and reporting requirements and ADA mandates. CONTRACTOR shall make available to the CITY a copy of its Drug and Alcohol Testing Policies and Procedures. Certifications made by the CONTRACTOR as part of their RFP response are incorporated into this Agreement and in effect for the duration of the Agreement.

In as much as the services herein described are to be purchased with Federal assistance authorized by the Department of Transportation and Federal Transit Administration (FTA) laws and regulations codified at 49 USC §§ 5301 et seq.; or Title 23, United States Code (Highways); or the Transportation Equity Act for the 21st Century, Pub. L. 105-178, June 9, 1998, 23 USC § 101 note, as amended by the TEA-21 Restoration Act, Pub. L., 105-206, July 22, 1998, 23 USC § 101 note, (TEA-21), Moving Ahead for Progress in the 21st Century Act (MAP 21), Pub. L. 112-141, July 6, 2012, and other further amendments thereto, Fixing America's Surface Transportation (FAST) Act, Public Law No: 114-94, as may be amended, or other Federal enabling laws administered by FTA and guidance thereto, including without limitation FTA Circular 4220.1F and amendments thereto, the CONTRACTOR will be required to comply with all terms and conditions prescribed for third party contracts in a grant contract between the United States Department of Transportation and CITY DPTS, and to flow all applicable federal provisions down to Subcontractors at every tier.

Specific guidelines shall be those prescribed by "Federal Transit Administration Master Agreement" 49 C.F.R., Part 18, Federal Transit Administration (FTA) Circular 4220.1F, "Third-party Contracting Requirements" and OMB Circular A-1 02 "Uniform Requirements for Grants and Cooperative Agreements with State and Local Governments".

18) Holidays: No transit services shall be provided on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day or any other holiday authorized by the City.

19) Charter Service: CONTRACTOR shall not operate charter service using CITY vehicles without prior written consent from CITY. If charter service is allowed, then it shall be provided in accordance with FTA regulations.

20) Ticket Distribution: CONTRACTOR shall distribute tickets to appropriate outlets and sell tickets, as agreed upon by CITY. CONTRACTOR shall collect, record, and return all tickets and

money received as fares. Ticket data shall be provided monthly.

21) Fare Collection: CONTRACTOR shall perform fare reconciliation and accounting daily, and all fare revenue shall be taken to a banking institution or CITY'S Finance Department daily, or as directed by the CITY. Fare revenue shall include cash fares, tickets and pass sales, and any other revenue collected by CONTRACTOR. Daily fare revenue deposits shall be accompanied by appropriate reconciliation documentation satisfactory to the CITY. CONTRACTOR shall collect data for specific analysis as may be requested by the CITY.

CONTRACTOR may be held accountable for any variance or discrepancies between the farebox revenues reported and the bank deposited revenue. Deposits greater than amounts reported will be deemed correct. However, deposits less than amounts reported will be considered a shortage for which CONTRACTOR may be held accountable. Shortages shall be deducted from CONTRACTOR's monthly invoice.

22) Internal Financial Controls: CONTRACTOR shall maintain sound internal controls over all tickets and monies collected through ticket sales and farebox collections in cooperation with and subject to periodic audits by the CITY'S Finance Department.

23) Invoicing and Billing: CONTRACTOR shall submit detailed monthly invoices and/or billings to the CITY or service pursuant to the Agreement. CONTRACTOR shall invoice CITY monthly for all charges due to CONTRACTOR pursuant to this Agreement and no later than the 10th of the month after the service for the prior month has been provided. All monthly and hourly rates billed to the system will be included in the CITY'S invoice. CONTRACTOR's monthly invoices shall be submitted with a Monthly Report with sufficient operating detail to allow the CITY to verify all charges.

24) Marketing and Public Relations: CONTRACTOR shall provide technical assistance, assist in marketing and promotional activities, distribute promotional materials in vehicles by drivers, and perform liaison services as requested by the CITY. Advertising or posting of any written materials on the interior and exterior of Revenue and Non-Revenue Vehicles by CONTRACTOR is prohibited.

CONTRACTOR shall cooperate in the CITY'S marketing and advertising (such as through the installation and removal of all interior rider alerts, newsletters, bus scheduling information, and bus on display at events as schedule allows) at no additional expense to the CITY. CONTRACTOR may not use CITY name or logo without CITY'S prior written consent.

CITY will provide all printed bus media. CONTRACTOR shall be responsible for ensuring proper care, protection, handling, and maintenance of CITY'S Bus Media, and other printed schedule materials, and for ensuring that there is an adequate supply of media onboard each Revenue Vehicle and at the Transit Center location. CONTRACTOR shall provide CITY with at least two (2) months advanced notice of dwindling supplies, based on typical usage, to allow CITY sufficient time to order replacement materials.

Communications with the Media. All communications with the media shall be the sole responsibility of CITY. CONTRACTOR and its employees shall not engage the media as a spokesperson for the CITY. In addition, CONTRACTOR and its employees shall not speak on

behalf of CITY in any online forum or social media site, at official public meeting, or to members of the press. CONTRACTOR shall limit its public engagement with customers to answering questions on board CITY Revenue Vehicles, at bus stops, at the Transit Center, or as part of the official customer comment system.

Endorsement Policy. CONTRACTOR may not use CITY'S name, logo, or images in vendor promotional materials, written or oral endorsements, customer profiles, online information, or sales collateral unless specifically authorized in writing by CITY. This provision does not prohibit CONTRACTOR from using CITY as a reference in responding to a request for proposals or other procurement solicitation, if CONTRACTOR coordinates all requests for references with CITY.

25) Insurance: CONTRACTOR, at its own expense, shall maintain required and appropriate insurance coverage at all times during the terms of this agreement, as detailed in the Insurance and Indemnification sections of the RFP, including documentation of coverage to CITY, and shall provide the CITY with certificates certifying that CONTRACTOR has liability, comprehensive, and collision insurance for each vehicle as required by the CITY. Such insurance shall name CITY as an additional insured. CONTRACTOR shall provide documentation prior to commencement of the work under this agreement and of any changes to insurance coverage including changes resulting from additions or removals of vehicles to the CITY'S transit fleet. With CITY'S approval, CONTRACTOR may satisfy this requirement by providing proof of self-insurance.

Such insurance shall protect the CONTRACTOR from claims which may arise out of or result from the CONTRACTOR's operations under this Agreement and for which the CONTRACTOR may be legally liable, whether such operations be by the CONTRACTOR or by a subcontractor or by anyone employed directly or indirectly by any of them, or by anyone for whose acts any of them may be liable.

Approval by the CITY: Approval of the insurance by the CITY shall not relieve or decrease the liability of the CONTRACTOR hereunder. It is to be understood that CITY does not in any way represent that the insurance of the limits of insurance specified herein are sufficient or adequate to protect the CONTRACTOR's interests or liabilities.

CITY reserves the right to request a copy of all policies and endorsements prescribed herein.

a. **Commercial General Liability (CGL) Insurance** in the amount of \$5,000,000 combined single limit each occurrence for bodily injury and/or property damage and with a \$15,000,000 annual aggregate.

b. **Business Automobile Liability (BAL) Insurance** in the amount of \$15,000,000 combined single limit each accident for bodily injury and/or property damage. Said policy shall apply to all owned, leased, hired and non-owned vehicles used in connection with the work. CONTRACTOR shall also be responsible for maintaining Auto Physical Damage coverage on the vehicle on an actual cash basis for any damage caused to the vehicles that is attributable to negligence of the CONTRACTOR or that occurs while the vehicle is being operated. With CITY'S approval,

Contractor may satisfy this requirement by providing adequate proof of self-insurance.

c. **Statutory Workers' Compensation Coverage** in compliance with all applicable state workers' compensation laws to cover all employees furnishing labor under the terms of this agreement and under the control of the CONTRACTOR. Employers' Liability coverage in the amount of \$1,000,000 per accident/\$1,000,000 per employee for disease will also be included.

General Requirements: The CONTRACTOR shall not commence work herein until it has obtained the required insurance and has received written approval of such insurance by the CITY. ***CONTRACTOR shall furnish evidence of such insurance in the form of a certificate (Accord or similar form).***

CITY will accept any combination of primary CGL along with Excess or Umbrella policies, as well as primary BAL along with Excess or Umbrella policies to meet the minimum coverage requirements contained herein.

The certificate shall provide the following:

- The policy shall be written on an occurrence basis. If any insurance specified above it written on an "Claims Made" (rather than an "occurrence" basis), then, in addition, to the coverage requirements stated herein, CONTRACTOR shall:
 - a) Ensure that the Retroactive Date is shown on the policy, and such date shall be before the date of the CONTRACTOR or any work beginning under the agreement.
 - b) Maintain and provide evidence of similar insurance for at least three (3) years following project completion, including the requirement of adding all additional insureds; and
 - c) If insurance is cancelled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the agreement effective date, CONTRACTOR shall purchase "extended reporting" coverage for a minimum of three (3) years after completion of the work.
- Name the CITY as an additional insured for CGL and BAL.
- Contain a waiver of subrogation in favor of the CITY.
- Specify that the CGL and BAL insurance is non-contributory as respects any insurance or self-insurance programs maintained by the CITY.
- Contain a specific reference to the subject contract.

In the event the insurance should be materially changed or cancelled, the CONTRACTOR shall provide the CITY at least thirty (30) days' notice prior to the effective date of the change or cancellation.

An insurance company having less than an A-VII rating by the A.M. Best Company will not be considered acceptable. All certificates are subject to acceptance by the CITY. The CONTRACTOR shall be allowed to self-insure for some coverages.

26) Equipment and Vehicle Maintenance and Management: The CITY shall provide sufficient

vehicles, radios, fuel and fareboxes required for the provision of the services as identified in the Scope of Work identified in this Agreement and the associated RFP. The Contractor shall service CITY'S vehicles.

Vehicles shall be parked in a location(s) to be provided by the CITY or as designated by the CITY. CONTRACTOR shall provide maintenance of vehicles and radios by ensuring repairs are completed in a timely manner. Specifically, CONTRACTOR shall be responsible for the following:

- a. CONTRACTOR employees will flag regular preventative maintenance intervals. CONTRACTOR will optimize the scheduling of vehicles for preventive maintenance and other repairs so as not to impede the effective delivery of service. CONTRACTOR shall provide CITY access to its maintenance records upon request.
- b. CONTRACTOR shall clean vehicles daily including all interior litter and debris, or more frequently as needed. Exterior of all vehicles shall be washed a minimum of once weekly, but at such frequency as may be required to maintain a clean, inviting appearance. CONTRACTOR will do a detail or more thorough exterior and interior cleaning on each transit vehicle monthly, and CONTRACTOR will maintain a log showing the monthly detail cleaning for each vehicle and submit with monthly reports. CITY will inspect buses to evaluate bus cleaning performance.
- c. Inspections -- Each Revenue Vehicle and Non-Revenue Vehicle must receive a daily pre-trip inspection by the bus operator scheduled to operate the inspected vehicle prior to being placed in service. Mid-day relief bus operators shall perform an abbreviated inspection. CONTRACTOR shall supply daily pre-trip inspection sheets for Revenue vehicles to document the condition of the vehicle. A record of all such inspections shall be kept by CONTRACTOR and a record will be provided to the City.
- d. CONTRACTOR shall be responsible for licensing Revenue Vehicles with the Illinois Secretary of State.
- e. CONTRACTOR is responsible for ensuring that all Revenue and Non- Revenue Vehicles are equipped with a license plate, and that registration and proof of insurance are on board each vehicle.
- f. CONTRACTOR shall maintain the radio base station in good working condition and communicate with CITY to advise staff of maintenance requirement for radios on CITY-owned transit vehicles.
- g. CONTRACTOR shall provide a computer aided dispatch system to develop, deploy and support passenger information and data solutions for Fixed and Paratransit service. Additionally, the CONTRACTOR shall provide all other stated technology solutions provided for in the proposal, including but not limited to, Trapeze, Mobileye, and Syncromatics at no additional cost to the CITY.

27) Safety, Accident, Incident and Complaint Procedures: CONTRACTOR shall develop, implement, and maintain formal procedures, subject to CITY review and approval, to respond to accidents, incidents, service interruptions, and complaints. A written copy of the procedures will be provided to the CITY within 60 days of initiation of this Agreement. Such occurrences to be addressed include, but are not necessarily limited to, vehicle accidents, passenger injuries, passenger disturbances, in- service vehicle failures, lift failures of buses in service, fixed-route buses operating more than ten (10) minutes behind schedule, and Paratransit vans operating

more than thirty (30) minutes behind schedule. CONTRACTOR shall maintain a formal log of all complaints received and track resolution.

All traffic accidents involving transit system vehicles, irrespective of injury, shall be reported to the CITY'S Police Department, as appropriate. CONTRACTOR will advise such agency of the accident and request a police unit to investigate the accident. CITY transit staff shall be notified in writing by CONTRACTOR of all accidents and incidents resulting in loss or damage to CITY property within three (3) working days. In cases involving personal injury, CONTRACTOR shall notify CITY transit staff immediately upon receipt by CONTRACTOR of such information. CONTRACTOR shall document total number of accidents on the Monthly Report to the CITY.

CONTRACTOR shall be responsible for the safety of its personnel and for any worker's compensation claims that might result from performance of emergency service.

CONTRACTOR shall not be responsible for damage to CITY-owned Vehicles that result directly from any incident outside of the control of CONTRACTOR while it is performing emergency services as authorized or directed by CITY.

CONTRACTOR shall be responsible for providing the following reports to CITY relating to system safety and security:

(a) Monthly. -- (A) Security and Emergency Incident Report/Trend Analysis; (B) safety meeting agenda, including corrective actions taken because of items identified through the safety committee; (C) Vandalism/Incident Tracking Report; (D) employee training sessions, and (E) NTD Safety and Security Reporting Module Forms. In addition, CONTRACTOR shall make the minutes of safety meetings available to CITY upon request.

(b) Annually. -- (A) Year End Trend Analysis; and (B) other reports as required by the CITY or by Federal, state, or local agencies.

28) Conferring and Coordinating: CONTRACTOR shall meet, confer, and coordinate on operations such as Agreement management, complaints, ADA complaints, on-time performance monitoring, bus maintenance, marketing, and route planning with City on a weekly basis.

29) Other Duties: CONTRACTOR shall perform all other work as may be necessary to comply with the requirements of this Agreement and the CITY'S funding sources.

30) Dispatching Software: CONTRACTOR shall utilize dispatching software with enhanced functions. CONTRACTOR shall provide tablets or comparable hardware equipment (including replacements) and mounts that are fully utilized and functional during the contract period. CONTRACTOR shall install all equipment and make fully operational the scheduling dispatch software inclusive of enhancements within sixty (60) days of initiation of this Agreement. CONTRACTOR shall be responsible for compatibility of the scheduling dispatch software with expansion of the fleet.

31) On-Board Video Surveillance Cameras: CONTRACTOR shall be responsible for the operation and maintenance of on-board video surveillance camera equipment on CITY transit vehicles. CONTRACTOR shall be responsible for transmitting the video surveillance data to be stored on CITY-owned server. CITY shall provide any required notice to riders and placards shall be placed on vehicles with notice of recording.

32) Records and Reports: The CONTRACTOR must be familiar with National Transit Database and reporting requirements, and other such requirements, as may be required by the CITY and as indicated in Exhibit B. Breakdowns, road calls, missed trips (explaining the cause), and detailed records of all passenger complaints, comments and suggestions received shall be reported to the CITY.

The CITY shall have the right to assess and audit any and all records associated with the service(s) provided under this Agreement. In addition, authorized regulatory agencies may be authorized to review the CONTRACTOR's service records in accordance with applicable law.

CONTRACTOR shall maintain, at a minimum, the operations records referenced in the RFP as Exhibit B: City of Decatur Reporting Requirements of the RFP, including the following in two separate reports, a report for Fixed route and a report for Paratransit:

- a) Daily ridership by vehicle
- b) Daily ridership by wheelchair-bound passengers
- c) Daily mileage by vehicle
- d) Daily vehicle service hours by vehicle
- e) Trip log from each vehicle operator
- f) Dispatch records showing times for:
 - 1. Receipt of service requests
 - 2. Pickup point/drop-off point
 - 3. Pickup assignment made
 - 4. Actual pickup
 - 5. Variance between requested times and actual pickup times
 - 6. Actual delivery of passenger
- g) On-time performance
- h) Trip denials
- i) ADA eligibility certifications, trip requests/denials, complaints log

CITY reserves the right to establish a standardized format with which CONTRACTOR must comply.

CONTRACTOR shall prepare and maintain the following records and documents, and shall submit the following reports to the CITY:

- A. Monthly Summaries. CONTRACTOR shall prepare monthly summaries of the various required reports in accordance with established reporting schedules. These summaries shall include but are not limited to: mileage, hours, ridership, route-by- route operating data, fare data, accident report, incident report, in-service trouble calls, wheelchair use report, bicycle rack use report, special ridership categories as required, inventory of transfers, Ride Guides, route maps, day passes, telephone system data, bus cleaning, and other requested reports. DPTS reports shall distinguish all data points by CITY. This report will present the data by vehicle, service area and total system basis and will include a statement of existing or potential problems and suggested solutions. CONTRACTOR will record and report trip data for CITY. CONTRACTOR will maintain dispatcher's trip sheets and daily logs for review by CITY. Monthly summary reports shall be submitted to CITY no later than ten (10) Days after the end of each month.

- B. Passenger Complaint and Compliment Reports. CONTRACTOR shall document operational problems, passenger complaints, passenger compliments (whether received directly or through CITY general comments. The report must describe any action taken regarding these problems or complaints. Documentation shall be in place on the day following identification of the operational problem or receipt of such passenger complaint. CONTRACTOR shall address all passenger complaints in accordance with the established complaint categories and procedures (Title VI, ADA, or General). CONTRACTOR shall maintain all records of passenger complaints, and shall promptly provide CITY copies of all complaints and documentation in CONTRACTOR'S custody, possession, or control regarding complaints.
- C. Incident and Accident Reports. CONTRACTOR shall, in accordance with the RFP, immediately notify the CITY'S Police Department, then the CITY'S DPTS Transit Administrator (or other appropriate City management staff if the Transit Administrator cannot be contacted) in the event of any traffic accident involving personal injury or substantial property damage or any other significant non-routine incident or event occurring in the operation of services.
- D. National Transit Database (NTD). CONTRACTOR shall provide the data items to the City as required by the FTA by September 1 each year for CITY to complete the NTD Systems Reporting Module. CONTRACTOR shall submit to CITY applicable corresponding forms as described in the NTD Systems Reporting Manual. CONTRACTOR shall report to CITY by September 1 of each year the number of full time equivalent employees working in the service addressed by this agreement.
- E. Financial Reporting Requirements CONTRACTOR shall establish and maintain full and complete books of account for services provided hereunder which are separate from its other operations. Such books of account and accounting procedures shall be established using the accrual basis of accounting and shall be subject to approval, inspection, and audit by authorized employees and agents of CITY.
- F. Equal Employment Opportunity (EEO) Affirmative Action Report. CONTRACTOR shall maintain and implement an Equal Employment Opportunity/Affirmative Action Program and policy in accordance with FTA guidelines. CONTRACTOR shall, not later than 30 days after the end of each CITY fiscal year, prepare an EEO report which consists of the following:
- a. Workforce Analysis for each job category;
 - b. Job Group Analysis for each job category;
 - c. Hiring Analysis for each job category;
 - d. Promotional Analysis for each job category;
 - e. Termination Analysis for each job category;
 - f. Utilization Analysis that shows the ethnic and gender breakdown for each job category as well as indicates the short term and long-term goals for achieving under-utilized minority groups; and
 - g. Availability Analysis that compares the current workforce against the available workforce.
- G. Surveys. City may, in its discretion, obtain additional documentation of service using passenger surveys. These surveys may be administered by authorized representatives of the CITY or its designee. CONTRACTOR shall ensure the cooperation of all personnel with any operational procedures relating to such surveys, including the

distribution of survey questionnaires or other actions necessary to obtain service related information.

- H. Meetings. CITY's Transit Administration or designee, and other appropriate CITY management staff and CONTRACTOR's Operations/General Manager and appropriate Key Personnel shall meet at least once a month to review the overall performance of CONTRACTOR and the administration of this Agreement. In addition, CONTRACTOR shall participate in all audits and reviews by paratransit and fixed route operations.

33) Records and Reports: The CONTRACTOR must be familiar with National Transit Database and reporting requirements, and other such requirements, as may be required by the CITY and as indicated in Exhibit B. Breakdowns, road calls, missed trips (explaining the cause), and detailed records of all passenger complaints, comments and suggestions received shall be reported to the CITY.

34) Liquidated Damages: The CONTRACTOR's failure to perform the contractually obligated services shall result in the assessment of liquidated damages as detailed in **Exhibit C, City of Decatur Performance Standards**. Liquidated Damages is a specific sum of money stipulated by the contracting parties as the amount to be recovered for each day of delay or each standard of performance not met in delivery of the product or completion of the contracted services. A formal letter from the CITY will document the date(s) of non-compliance or non-performance of the CONTRACTOR, and will detail to the CONTRACTOR the reason for the liquidated damages.

If CONTRACTOR agrees to substantial schedule or route readjustments requested by CITY, CONTRACTOR shall be afforded a period of thirty (30) days following implementation of such changes, during which time no liquidated damages shall be assessed for failure to abide by adjusted schedule or route readjustments, to allow CONTRACTOR to make operational adjustments to meet CITY requirements.

Liquidated damages shall be deducted automatically by the CITY from their respective invoices for the period(s) in which they occurred. The decision of the CITY is final with respect to any assessment of liquidated damages. The parties acknowledge that calculation of actual damages is impossible given the variety of factors influencing such calculation, including the impact on public safety caused by a failure to provide transit services, the impact on third parties, the disruption of commerce within the CITY and other factors. Accordingly, the parties have agreed to the liquidated damages contemplated herein as a reasonable facsimile of the actual damages, and not as a penalty. The CONTRACTOR expressly agrees that it has reviewed these liquidated damages and agrees that they are valid, enforceable and appropriate.

35) Indemnification. CONTRACTOR shall indemnify, defend, protect, and hold harmless the CITY, and its officers, directors, stockholders, representatives, subsidiaries, employees, and agents ("CITY indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the CONTRACTOR's performance of its obligations under this agreement or out of the operations conducted by CONTRACTOR, including the CITY's active or passive negligence, except for such loss or damage arising from the sole negligence or

willful misconduct of the CITY. In the event the CITY indemnitees are a party to any action, lawsuit, or other adversarial proceeding arising from CONTRACTOR's performance of this agreement, the CONTRACTOR shall provide a defense to the CITY indemnitees, or at the CITY's option, reimburse the CITY indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims. Repair of physical damage that occurs to the buses shall be the sole responsibility of the CONTRACTOR or CONTRACTOR's insurer. CONTRACTOR'S obligations under this paragraph shall survive termination of this contract.

36) Duty to Abide by Law: CONTRACTOR agrees to abide by all applicable federal, state, and local laws, including codes, licenses, agreements, tariffs, bonding, and insurance requirements. CITY shall not be responsible for claims for additional payment for changes required to comply with any such requirements.

37) Exhibits and Attachments: The CONTRACTOR shall conform to the requirements set forth in the Exhibits and Attachments include in RFP #2020-01. And, as a condition of this agreement, the CONTRACTOR must abide by requirements set forth in the Exhibits and Attachments.

D. CITY'S Responsibilities: The CITY, as the owner of the service, shall establish overall management and operational policy for the service. The CITY will periodically consult with CONTRACTOR on operational issues affecting service.

1) Fuel: CITY shall provide fuel.

2) Routing and Scheduling: CITY shall provide routing and scheduling directives for fixed-route service. CONTRACTOR shall provide routing and scheduling for paratransit.

CONTRACTOR is expected to assist CITY in planning service changes including providing a driver to test proposed routing. This assistance is not separately billable and is not considered revenue hours, special bus services or additional services. CONTRACTOR may suggest alternatives to any service changes proposed by CITY, and may also propose service changes or operating efficiencies it believes are appropriate for more efficient or improved services under this Agreement.

3) Bus Stops and Bus Shelters: CITY shall provide bus stops, bus shelters, and related amenities.

4) Maintenance: CITY will replace CITY-owned vehicles, including parts and labor. CITY will provide RTA Fleet Management software, and the accounting software to purchase parts.

5) Tickets/Passes and Schedules: CITY shall coordinate with CONTRACTOR to develop tickets, passes and Fixed and Paratransit schedules/brochures for distribution by CONTRACTOR. CITY provides the accounting software to process ticket sales.

6) Advertising and Marketing: CITY shall coordinate with CONTRACTOR to develop, promote, and distribute advertising and promotional transit materials. CITY shall provide marketing, public relations, and advertising services. CITY'S decisions on all matters relating to advertising shall be final.

7) Payment: CITY shall ensure payment of proper charges within thirty (30) days after CONTRACTOR submission of an accurate monthly invoice and/or billing.

8) Maximum Obligation: CITY agrees to pay CONTRACTOR for its services as described the submitted "Cost Proposal Form- Page 1" dated 10/2/2020. The price to be paid by CITY to CONTRACTOR for fixed-route service, supplemental service, and paratransit shall not exceed the amounts as outlined in this proposal unless agreed to in writing by both parties. Effective July 1 of each contract year beyond FY2021, rates shall be adjusted to the multiyear pricing included on this "Cost Proposal Form."

Additional vehicle service hours may be operated upon the written request of the CITY and compensation for such additional service shall be as established therein. CITY shall pay CONTRACTOR for such additional service at the appropriate fixed hourly rate as established in this Agreement. Reduced vehicle service hours may be scheduled upon the written request of the CITY, and such reductions shall reduce the maximum obligation of the CITY referenced above. In such case, the fixed hourly rates and fixed monthly fees provided in the "Cost Proposal Form, will not be changed. The fixed hourly rate, however, may be renegotiated in the event vehicle service hours agreed upon in Section 5a. are increased or reduced cumulatively by more than fifteen percent (15%).

All payments from CITY to CONTRACTOR for future services are contingent on and subject to the availability of Illinois Department of Transportation (IDOT) DOAP funding, Federal Transit Administration (FTA) funds, and any other related transit funds to continue the services herein described. CITY cannot obligate funds beyond the current fiscal year. It is the intent of the CITY to pay CONTRACTOR for all services operated. CITY shall notify CONTRACTOR if such funds will become unavailable or insufficient for the provision of service, such that CONTRACTOR does not operate service for which CITY cannot pay. Notwithstanding any other provision of this Agreement, no CITY General Fund monies shall be encumbered or otherwise obligated. CITY may terminate this Agreement if IDOT, FTA, or any other transit-related funds are not available or insufficient.

- a. Vehicle Service Hours for fixed-route service shall be defined as the total number of hours operated while in revenue service commencing when the bus stops at the first designated stop and ends at the last designated stop, excluding deadhead time to and from the yard, designated lunch breaks, and fueling time. "Vehicle Service Hours" for paratransit shall be defined as the total number of hours and fraction thereof operated in quarter hour increments while in revenue service from the first passenger "pick-up" to the time of the last passenger "drop-off" per vehicle per driver, specifically excluding any driver preparation time; paid or unpaid driver break periods; lunch periods; deadhead time either to or from the yard; driver exchange periods; fueling time, road calls or any such period that the driver and vehicle are not specifically engaged in the "pick-up", transport, or "drop-off" of revenue passengers. Such exclusions shall not include travel time between passenger "pick-ups/drop-offs." "First Passenger Pick-Up" shall be defined as the driver's actual arrival time or the "scheduled" pick-up time.

9) Grant Applications. The CITY shall prepare and submit grant applications to support the transit system.

10) Facilities: The CITY shall provide the following operating and maintenance facilities to be utilized by the Contractor during the term of this agreement:

<i>Base Operations</i>	<i>Facility Address</i>
Administrative and Maintenance	555 E Wood St Decatur, Illinois 62523
Bus Transfer Center & Operation and Paratransit Offices	353 E Williams St Decatur, Illinois 62523
Bus Storage	100 Industrial Court Decatur, Illinois 62523

- a. The CITY and the CONTRACTOR will be responsible for maintenance and upkeep of the facility, excluding any capital upgrades, which shall be the sole responsibility of the CITY. CITY will provide parts for the facility to extent such parts cost \$500 or greater; parts for the facility costing less than \$500 will be provided by the CONTRACTOR. With CITY's prior approval, CONTRACTOR shall perform facilities maintenance or engage third-party maintenance services and bill such services as a pass through.
- b. CITY will indemnify, defend and hold harmless CONTRACTOR from any environmental condition, including any condition arising from the release of hazardous material, at any of CITY's facilities existing prior to CONTRACTOR's occupancy of such facilities, and CONTRACTOR will not be responsible for any condition caused by any party other than CONTRACTOR.
- c. CITY will provide premises liability insurance for all existing facilities.
- d. CITY will provide access to existing office equipment and services, including telephone service, radios, computers and internet.

11) Vehicles and Equipment: CITY will provide all revenue and existing non-revenue vehicles and related equipment to CONTRACTOR. CITY will provide tools and equipment for maintenance of the revenue and non-revenue fleet. CITY will provide all parts and tires for all fixed route and paratransit vehicles, except those needed as a result of an accident or damage by the CONTRACTOR. CITY will supply all fuel, lubricants and oils for revenue and non-revenue vehicles.

12) Title to Property: All real estate, buildings, buses, motor vehicles and materials and supplies furnished by CITY shall remain the sole property of the CITY.

E. Termination: The occurrence of any one or more of the following events shall constitute cause for the CITY to declare the CONTRACTOR in default of its obligations under this Agreement:

CONTRACTOR fails to perform, to CITY'S reasonable satisfaction, any material requirement of this Agreement, or is violation of a material provision of this Agreement;

CITY determines that satisfactory performance of this Agreement is substantially endangered or that objective evidence exists that default is likely to occur;

CONTRACTOR becomes subject to any bankruptcy or insolvency proceeding; terminates or suspends its business; CITY reasonably believes CONTRACTOR has

become insolvent or unable to pay its obligations as they accrue consistent with applicable law.

CONTRACTOR has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders when performing within the scope of this Agreement;

CONTRACTOR has engaged in intentional conduct that has or may expose the CITY to liability, as determined in the CITY'S sole discretion;

If there is an event of default caused by the CONTRACTOR, the CITY shall provide written notice to the CONTRACTOR requesting that the breach or non-compliance be remedied within a reasonable period of time specified in the CITY'S written notice. If the breach or non-compliance is not remedied by the date set forth in the written notice, the CITY may either: a) immediately terminate this Agreement without additional notice; or b) enforce the terms and conditions of this Agreement and seek all available legal and/or equitable remedies. CONTRACTOR shall be entitled to compensation, upon submission of invoices and sufficient proof, for services provided under this Agreement up to and including the date of termination.

CONTRACTOR shall, upon receipt of notice of termination: cease work under this Agreement; and take all necessary or appropriate steps to limit disbursements and minimize costs; furnish a written report within thirty (30) days of the date of the notice of termination, describing the status of all work under the Agreement, and accounting for all CITY funds and property in the possession or control of CONTRACTOR; immediately cease using and return to CITY any personal property or materials provided by CITY to CONTRACTOR; comply with CITY instructions for the timely transfer of services to another provider; cooperate in good faith with the CITY, its employees, agents, and contractors during the transition period between notice of termination and substitution of a replacement contractor; and promptly return to CITY any payments made by CITY to CONTRACTOR for services that were not rendered by CONTRACTOR.

Additionally, CITY may terminate this Agreement for any reason, upon not fewer than 180 days prior written notice to CONTRACTOR.

The occurrence of any one or more of the following events shall constitute cause for the CONTRACTOR to declare the CITY in default of its obligations under this Agreement:

CITY fails to perform, to CONTRACTOR'S reasonable satisfaction, any material requirement of this Agreement, or is violation of a material provision of this Agreement;

CITY fails to make timely payments for services rendered, as required herein.

If there is an event of default caused by the CITY, the CONTRACTOR shall provide written notice to the CITY requesting that the breach or non-compliance be remedied within a reasonable period of time specified in the CONTRACTOR'S written notice. If the breach or non-compliance is not remedied by the date set forth in the written notice, the CONTRACTOR may terminate this Agreement upon 180 days' notice to CITY.

F. Notice: All notices required herein shall be deemed to be made when deposited with the United States Postal Service, postage prepaid, and addressed as follows:

TO CONTRACTOR:

MV Transportation, Inc.

Attn: Matt Veach

2711 N. Haskell Ave., Suite 1500

Dallas, TX 75204

TO CITY:

Decatur Public Transit System

Attn: Mass Transit Administrator

555 E. Wood Street

Decatur, IL 62523

With a copy to: contractsreview@mvtransit.com

Or to such other address as may from time to time be designated in a notice sent to the other party for that purpose.

G. Assignment: This Agreement shall not be assigned, transferred, hypothecated or pledged by either party without the prior written consent of the other party, not to be unreasonably withheld. However, this Agreement shall be binding upon the successors or assigns or the respective parties.

H. Entire Contract: This Agreement, including the documents referenced in the first numbered paragraph hereof, constitutes the entire agreement between the parties concerning the subject matter of this Agreement. Modifications and waivers must be in writing and signed by authorized representatives of the parties hereto. Any provision of this Agreement officially declared void, unenforceable, or against public policy, shall be ignored, and the remaining provisions of this Agreement shall be interpreted, as far as possible, to give effect to the parties' intent. All provisions that by their nature would be expected to survive, shall survive termination of this Agreement.

I. Counterparts: This agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Faxed and emailed copies of manually executed signature pages to the agreement will be fully binding and enforceable without the need for delivery of the original manually executed signature page.

J. Force Majeure: CONTRACTOR shall not be liable to CITY for any failure, delay, or interruption of service, or for any failure or delay in the performance of any obligation under this Agreement due to acts of God (including severe weather), governmental restrictions, enemy action, pandemic, civil commotion, unavoidable casualty, unavailability of fuel or parts, or other similar acts beyond the reasonable control of CONTRACTOR.

K. No Personal Liability: No officer, director, or employee of the CITY or of the CONTRACTOR shall be personally liable for the fulfillment of the conditions of this Agreement.

L. No Joint Venture: Nothing in this Agreement shall be construed as creating or constituting the relationship of a partnership or joint venture between the parties hereto. Each party shall be

deemed to be an independent contractor contracting for services and acting toward the mutual benefits expected to be derived therefrom. No party, unless otherwise specifically provided for herein, has the authority to enter into any contract or create an obligation or liability on behalf of, in the name of, or binding on another party to this Agreement.

M. Venue and Jurisdiction: This Agreement shall will be governed and enforced under the laws of the State of Illinois. The sole jurisdiction and venue for dispute resolution involving any litigation arising out of this Agreement shall be the Circuit Court of Macon County, Illinois.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed, sealed and attested to by their respective corporate officers, effective as of the date first written above.

CITY:

City of Decatur, Illinois

By: _____
Julie Moore-Wolfe, Mayor

ATTEST:
BY: _____
Kim Althoff, City Clerk

CONTRACTOR:

By: _____
Its: _____

ATTEST:
By: _____

Transit Management Services

CITY OF DECATUR, DECATUR PUBLIC TRANSIT SYSTEM



Submitted To: **Submitted By:**

City of Decatur, Decatur Public Transit System
Michelle Alexander, Grants and Procurement Manager
Decatur Purchasing Division
1 Gary K. Anderson Plaza, Ground Floor
Decatur, IL 62523
p: (217) 424-2814
malexander@decaturil.gov

MV Transportation, Inc.
2711 N Haskell Ave
Suite 1500, LB-2
Dallas, TX 75204
p: (972) 391-4600
www.mvtransit.com

MV Transportation, Inc. is a federal contractor or subcontractor which complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60; 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 and/or 60-300; and 29 CFR Part 471, Appendix A. MV is an Equal Employment Opportunity/Affirmative Action Employer.

Confidentiality Statement

As a privately-held company, many aspects of MV's business are considered confidential. The proposal contained herein offers details regarding our proposed operating plan for the City of Decatur. It includes operating procedures, management candidates, and innovative approaches that our Board of Directors considers Confidential and/or Trade Secrets.

For ease of the City's review, MV:

- Indicates those sections of our proposal narrative considered either confidential or a trade secret using footnotes;*
- Includes confidential attachments in this proposal response; these are marked "confidential" in the margins of each document;*
- Considers its pricing information confidential and indicated so in the margin of each price page and was provided in a separate sealed envelope; and,*
- Enclosed a single copy of its Audited Financial Statements separately in a sealed envelope along with the original proposal.*



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Items for Discussion

MV's Employee Handbook

Safety Manual
System Safety Program Plan
Hazardous Communication Plan
Emergency Action Plan
System Security and Emergency Preparedness Plan
Continuity of Operations Plan
ASP- Safety Management System Plan



Executive Summary

MV's Approach and Project Understanding

Today the Decatur Public Transit System (DPTS) operates 15 routes, a downtown trolley, and Operation Uplift, an ADA paratransit service. For residents and visitors relying upon public transportation in Macon County, DPTS provides riders with a reliable option for trips to and from work, school, doctor's appointments, and community events. Operating throughout the City of Decatur, DPTS's primary service is fixed-route local bus service and complementary ADA service. Additionally, replica trolleys support the downtown movement.



Our History with the City of Decatur

As a partner to the City, MV brings local and regional experience with these important services, and our work is a testament to our investment in the City. Providing management over the contract for five years and a year ago partnering with the City to realize a turnkey operation, MV was pleased to play a significant role in the development of the new operating model with a shared goal of gaining a more efficient and streamlined service for the City.

During an unprecedented year of change, MV and the City saw a three-week transition into the turnkey service. The transition included the deployment of an incredible new fleet supplied by the City, the global pandemic that served to strengthen our partnership as we continue to ensure the safety of our passengers and employees together, and gaining a better understanding of labor needs as we work to come to labor harmony and a new collective bargaining agreement.

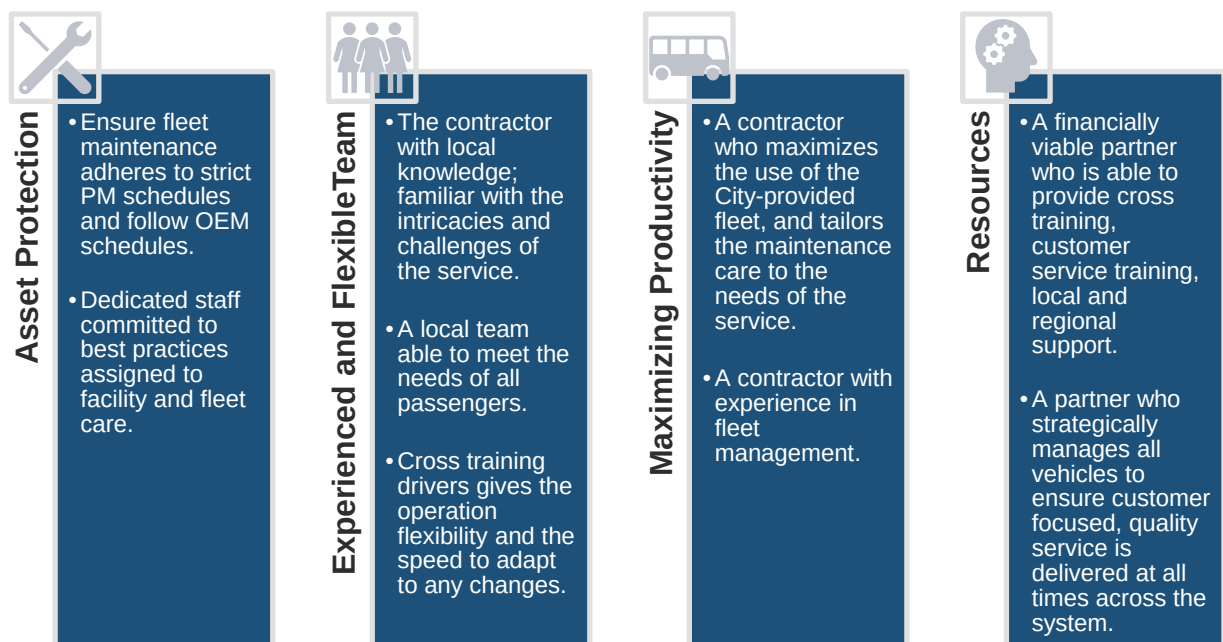


The accomplishments of the local MV team, led by John Ramonez, general manager, and the progress made over the past year, demonstrates we are committed to assisting the City in the next term. Looking to the future, MV is committed to an ongoing partnership with the City, and as we look forward, MV is prepared to work to meet the City's needs as public transportation changes.

We provide a highly qualified management team and have a comprehensive understanding of the service and the needs of the community. MV consistently provides dedicated service, unmatched safety and customer service programs, and a comprehensive maintenance approach that protects the City's fleet and facility. MV strives to promote a positive culture for all employees and will continue to uphold all City policies, provide timely and accurate reporting, and ensure safe and efficient service.

Focusing on DPTS's Needs to Maintain and Grow Service

In summary, the City needs a contractor that will:



MV's Plan for Decatur's Future

While our history in Decatur is important, our future is critical. Our team is ready for the next phase in our operations. We know that we must rethink, innovate, and optimize our operations to achieve peak efficiency.

MV has operated successfully for the last 45 years through many different periods of economic uncertainty. We are a viable business despite the difficulties upon us with the current pandemic. We enjoy a diverse customer base across North America.

The local knowledge from the tenured team, our demonstrated experience in delivering service for the City of Decatur, and our success in our work to migrate from a management contract to a full turnkey operation give MV an advantage few can exceed.

Unmatched Governance Plan and Communication Model

Continuing our path to deliver extraordinary support to the local team and DPTS staff, we have enhanced our corporate support to this operation and a rigorous communication schedule. Though the COVID-19 pandemic upended many businesses, MV continues its dedication to supporting the Decatur team. Communication continued during the pandemic via email, phone calls, and Microsoft TEAMS.

Lisa Kelliher, senior vice president of operations, will continue to oversee MV's contract with the City. As detailed in the timeline to the right, she has been on-site to support the service transition and will continue to be available and visit.

To support John and his team as they continue to support the reimagined service, MV's regional team will be available both in-person and on the phone.

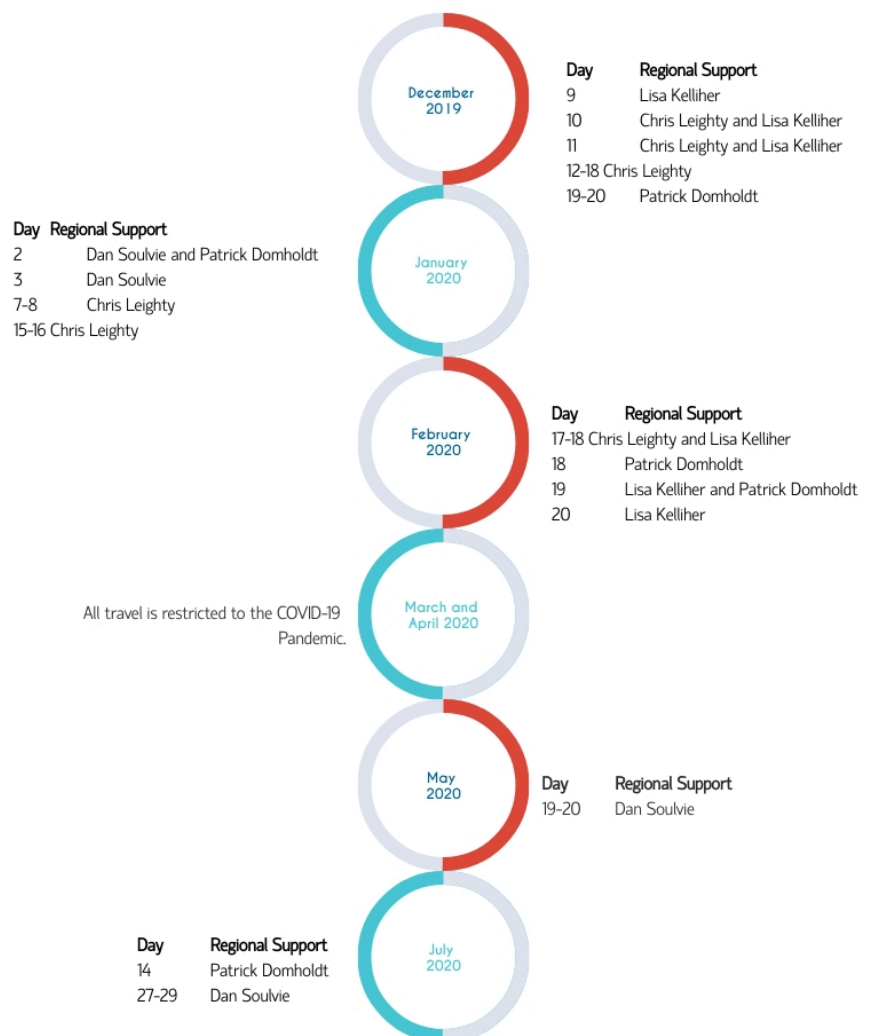
Director of Maintenance

Dan Soulvie will be on-site quarterly and as needed to provide oversight of fleet maintenance, including audits, equipment purchasing, and compliance with all regulations.

Director of Labor Relations Patrick

Domholdt will continue to work with the local union and the leadership team to guide this endeavor.

In the new term, **Director of Safety Chris Leighty** plans to work with the local team to implement best practices in the service's safety aspects. Though MV updated many aspects of the service in the previous transition, Chris will solidify all safety policies and security plans.



MV is dedicated to improving transparency and communication in the new term. The regional and local management team will attend quarterly meetings, while the local team will participate in weekly meetings. Additionally, John or a designee will attend board meetings to communicate successes and to facilitate continuous improvement and innovation in the service.

Technologies to Enhance Mobility and Safety

Lytix Innovation Award Winner

MV's Vice President of Safety Operations Stephanie Weber accepted the inaugural Lytx Innovation Award in February 2020. Providing mobility for 110 million passengers a year, we are on a transformational path using data to optimize performance and deliver best-in-class safety and customer service. For the past two years, we have taken a more proactive approach to finding and mitigating risk.



Safety Drives our Operation

Professional, quality transportation is marked by passenger-focused service and transparent communication. In 2019, MV's Vice President of Safety, Stephanie Weber, introduced Destination Zero to MV's safety meetings. MV, led by this initiative, is on a quest to Destination Zero. Zero risks, zero accidents, zero injuries.

Safety is our core operating value and is at the center of everything we do.

MV is proud of our strong safety program in Decatur. In the first year as a turnkey operation, General Manager John Ramonez implemented MV's best practices around safety, incident and accident procedures, and refresher training. His work brought a reduction of preventable accidents year-to-date, and he looks forward to continued improvement through the next term.

MV has cultivated a culture of safety through several methods. MV's proposal

includes the following benefits to bring continued support to this plan:

- **Comprehensive Operator Training:** All new operators receive up to 108.33 hours of MV's training; existing operators retained in their current positions are provided refresher training.
- **Customer Service Training Program:** All operators and staff receive transit-specific customer service training. MV's proprietary Platinum Connection Customer Service

training program focuses on the importance of positive passenger and coworker relations and enforces professional passenger interactions.

- **Drug and Alcohol Testing:** Our national FTA and DOT compliant “Zero Tolerance” drug and alcohol program requires pre-employment, random, post-accident, and reasonable suspicion testing.

- **DriveCam Video Surveillance System:** This on-vehicle camera system allows MV to monitor operator performance for better service delivery and safety. MV works with DriveCam’s managed services team, which allows the local management team to remain focused on successful service delivery.



- **Mobileye:** Mobileye Collision Avoidance System alerts operators to imminent collisions, including other vehicles, pedestrians, and other obstacles. This system enhances the capabilities of the DriveCam system already in use for these services. MV will install Mobileye during the transition as the emergence of the COVID-19 pandemic interfered with the original plan to install the system on the fleet this year.



We Bring Best Practices from Trapeze Experts

Under MV’s unique partnership with Trapeze Software, LLC, the company hosts Trapeze for the City. Under this hosting agreement, MV supplies its customers with a scalable solution that meets their services' changing needs and ongoing maintenance, system upgrades, and access to product experts.

We have operated Trapeze products for more than 20 years. In addition to our local management team's leadership, our operation will have the support of Trapeze experts, notably **Senior Vice President Marsha Moore**, throughout the contract. Along with MV’s top paratransit experts, Marsha authored our guide to best practices in Trapeze operations. Her work is the basis for our approach to innovative paratransit. MV’s emphasis on collaboration will drive innovation, best practices, and continuous improvement. MV will continue to host the implemented Pass and Mon modules of Trapeze.

We Bring Outstanding Leadership

Under General Manager John Ramonez, the management team will continue to improve efficiency, support our employees, and build morale. As we moved through the transition to a turnkey operation, we identified the need to solidify our team with proven and experienced leaders from MV locations. These leaders understand our culture and focus on employees and customers and will complement our existing top performers. MV is



pleased to present our leadership team, who will continue to manage these services through the new term.

General Manager John Ramonez has nearly three decades of transit management experience. Joining the Decatur team to lead the contract from management to turnkey, John has the knowledge and experience to continue to lead the team in the new term successfully.

Operations Manager Brian Hiatt is a new addition to the Decatur leadership team. With more than 20 years of management experience and most recently as a general manager, he has the operational background to support his team. He will work closely with John to ensure that all key performance levels are meeting or exceeding expectations.

Safety and Training Manager Crystal Powers brings her knowledge and experience as a safety and training manager in nearby Peoria, Illinois, to the City of Decatur. In the new term, she will work with the team to provide a safe and courteous service that begins in safety and training.

Finance and Accounting Manager Corrinne Jordan began her financial analysis and budgeting career as an accounting intern for a local Decatur Community Health Improvement Center in 2012. She has since developed her finance skills to include financial analysis, quantitative risk analysis, and payroll accounting. Corrinne joined the Decatur team in 2015 and supports John by overseeing all financial forecasting, budgeting, accounting, and employee payroll.

A Legacy In Safety and Training

Though Kathy Vighi has chosen not to become the safety and training manager in the new term, her new position as a lead road supervisor will allow her to continue her work with the team. She has worked for the Decatur services for more than three decades. She began her tenure with the City's services as a vehicle operator in 1987. She focuses on ensuring our team is supported through training and complies with our organization's safety policies and programs.

safety policies and programs.

Maintenance Manager Robert (Chris) Bergscheider is a long-standing Decatur resident and has nearly three decades of vehicle and equipment maintenance experience. Since 2014, he has overseen the maintenance of the City's fleet. He is proactive in self-development and understands the value of investing in his team through ongoing training and mentorship. Chris is committed to ensuring the City's fleet is safe, clean, and reliable each day of service.

As the current fixed-route and paratransit services provider, the City will benefit from a team with in-depth area service knowledge, coordinated maintenance and operations, cross-functional training, and asset protection. The continued coordination, increased

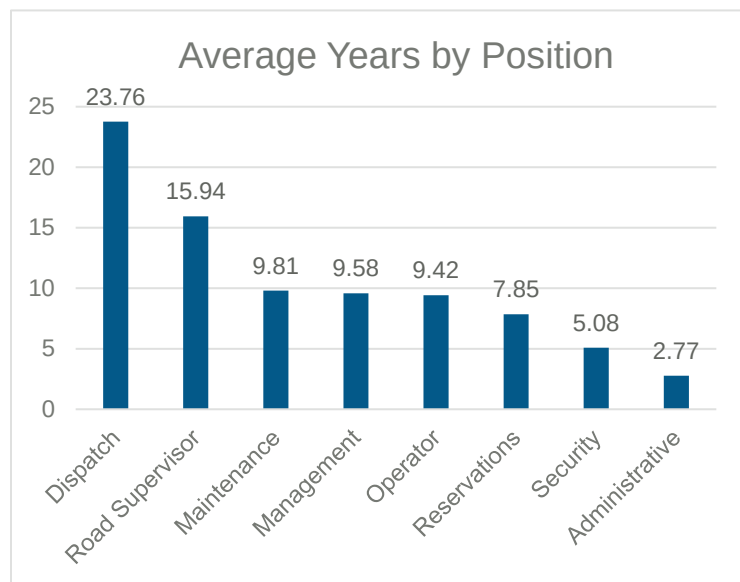
communication, and resources give the City the freedom to focus on the residents, while MV works to increase cost and operational efficiencies.

Strengthening Our Labor Approach by Building on Existing Success

Though the relationship between MV and Amalgamated Transit Union Local 859 hasn't always been tranquil, we are proud of our work with the union to build a relationship that supports the needs of the members, DPTS, and the ridership. We are currently working to ratify a new collective bargaining agreement and believe our approach to the negotiations was critical in this milestone's success.

Additionally, turnover continues to remain low for most positions for this service. Over the past six years, MV has benefitted from low turnover through legacy knowledge of the passengers and service environment.

Keeping employees engaged and committed to the service requires several strategies. Our goal in the new term is to continue our work on building a stronger team through team building activities (when the threat of the pandemic allows) and through individual growth, including:



Guided Improvement

MV continues to have success with DriveCam and Mobileye coaching. We understand that part of retaining good operators is finding the root cause, exploring ideas and approaches, and identifying goals to encourage continued learning.

Professional Training

Quality customer service training allows the Company to achieve higher customer retention, the adoption of new passengers, reduced employee turnover, and improved efficiency.

Best Practices

When a customer contracts with us, they gain access to their division team and the collective insights of all MV. Our many divisions benefit from leveraging the best practices from one another. MV currently has an extensive library of best practices shared with all divisions.

Fleet and Facility Care

Fleet and facility care are a top priority for our team. We will spare no detail in maintaining the City's assets. Our maintenance program and our experienced maintenance team ensure the fleet and facility are protected and maintained. Maintenance technicians are supported with continued education and certifications. MV's technicians and this robust maintenance plan will support the City's assets.

Moving Forward with MV

As the City evaluates proposals and contractors for the next contract term, MV's positive record of service and partnership with the City should be considered. MV is committed to continuing a dynamic, agile, and consultative partnership with DPTS.

MV continues every day to meet its mission to provide safe, reliable, and affordable transportation to its customers. The Company fulfills this mission by using the expertise gained as the largest passenger transportation contractor based in the United States, to discover operational efficiencies for the benefit of its customers, including the City. MV looks forward to continuing this partnership and continuing to look for new ways to meet the changing needs of the City in the new term.



Summary of Experience

a. MV's Client List

MV has provided a client list for the past three years of its transit management and turnkey operations as an attachment to this section. MV has included references of our work most similar to that described in this RFP below in *section 1.c. References*.

b. Experience of Proposers

MV is proud of our history. With more than 45 years of demonstrated experience delivering paratransit services to our most vulnerable passengers, we bring that dedication to safety and caring to all the services we deliver today.

Company History

MV Transportation was founded in San Francisco by Feysan and Alex Lodde in 1975. Our founders' mission was simple: to provide freedom of mobility to those individuals who did not have access to transit, due to their disability or age. Not only were paratransit services non-existent, but many apartment buildings did not have elevators – facts that illustrate the criticality of the Loddes' work. To serve her passengers, Feysan would carry passengers up and down flights of stairs.

This history still defines who we are as a company: compassionate, forward-thinking, and staunchly committed to delivering critical services to our communities.

Today, MV operates in more than 150 locations within 25 states in the U.S., and two provinces in Canada. We work with public entities like cities, counties, transit agencies, school districts, universities, and private companies. While our customers' portfolio is diverse, our job remains focused on the efficient and safe mobility of people.

From fixed route to paratransit, on demand, shuttle, and black car, our team plays a significant role in mobility today. U.S. owned and privately held, MV offers



Feysan and Alex Lodde
Founders and owners



Decatur Public Transit System a progressive partnership with the experience to accomplish your goals – with inventive approaches and utmost flexibility.

Experience

MV operates more than 200 contracts across North America, providing passenger transportation services, including commuter service, fixed route, flex route, and demand response transportation. We offer turnkey services within our operations, including fleet and facility maintenance, transit management technologies, labor management, and service model design.

Our business approach is simple – we unite industry best practices with state-of-the-art operating concepts to deliver unique solutions to our customers.

- **Paratransit and Demand Service:** MV provides more demand response service than any other company; this work is the foundation of our business, and we have remained the market leader. Our experience ranges from small, local general-public dial-a-rides to extremely complex, high volume, metropolitan ADA services. From Los Angeles to New York City, our paratransit footprint is unsurpassed.
- **Fixed Route, Commuter, and Shuttle:** Fixed route, commuter services, employee shuttles all comprise our fixed-route experience. MV is the provider of choice of large, high profile agencies and private customers alike. We work with our clients to deliver passenger facing technologies, best practices in transit management, and solutions in high volume passenger systems.
- **Fleet Maintenance:** The company's maintenance program is developed based on industry best practices and in conjunction with MV's skilled maintenance professionals. The company's fleet maintenance services continue to protect and extend the life of its transit fleets. Operating in areas of severe and unpredictable weather events (including Las Vegas, Anchorage, Denver, and Orlando) and within challenging operating environments (New York City's Five Boroughs, the Washington, D.C. metropolitan area, and the Dallas–Fort Worth Metroplex), MV has unparalleled maintenance capabilities.
- **Technology Management and Design:** A leader in transit technology, our team offers service optimization through technology-driven analytics. We offer expert guidance and best practices in call center systems, planning tools, reporting solutions, AVL/GPS technologies, and on-board devices.



MV Company Statistics

Number of Employees:	17,806
Number of Vehicles:	12,005
2019 Revenue (Audited):	\$1.4B
Number of Contracts:	228
Number of Locations:	155
U.S. States and Washington, D.C.	25
Canadian Provinces	2
Years' Operating Passenger Transportation Services	45

b.i. Licenses

As the current provider, MV has all required local, state, and federal licenses to fully operate the Transit Management Services for DPTS.

b.ii. Financial Resources and Stability

MV is a privately held firm, and as such, its financial statements are confidential and proprietary trade secret information.

Accordingly, MV's confidential audited financial statements for 2018-2019 are enclosed separately in a sealed envelope with the original proposal. Our financial position is solid, and the company has the financial resources and wherewithal to meet its financial obligations. For more information regarding MV's financial viability, please contact Chief Financial Officer Marie Graul at (972) 391-4685.

c. References

In all our contracts, MV is DOT certified and complies with all local, state, and federal regulations to ensure an optimal transit experience. Below, we have provided detailed references that are similar in size and scope to the DPTS services.



Fairfield and Suisun Transit, City of Fairfield (Fairfield, CA)

Technical Accomplishments



One of MV's oldest contracts, the Company began operating Fairfield and Suisun Transit (FAST) in 1988, marking the first major fixed-route contract operated by MV. MV provides dispatch, transportation, and operations management for Fairfield and Suisun Transit (FAST), while the client maintains its 74-vehicle fleet.

FAST comprises the following service modes:

- Local fixed route service, which operates within the Cities of Fairfield and Suisun;
- Express Inter-City routes, which connect passengers in Fairfield and Suisun to the Cities of Vallejo, Vacaville, and Benicia and the El Cerrito Del Norte, Pleasant Hill, and Walnut Creek BART stations; and
- DART ADA paratransit service, which serves the Cities of Fairfield and Suisun, and key locations in Vacaville, is available to qualified persons with disabilities who cannot use the fixed-route services.

Key Management Personnel

- General Manager
- Operations Manager
- Safety and Training Manager

Degree of Participation

All key personnel and staff are 100 percent dedicated to this service.

MV uses Trapeze FX for fixed route run cutting and the NextBus system to monitor vehicle location and on-time performance. MV uses the Trapeze system for dispatching, scheduling, and reservations for the DART service and communicates with operators in service through Mentor Ranger mobile data terminals. MV uses its proprietary Smart Alert Messenger tool for dispatching all service modes.

Please contact Diane Feinstein, Transportation Manager, at (707) 434-3808 and defeinstein@fairfield.ca.gov as a reference for this contract.



Fixed Route Services, Mid Mon Valley Transit Authority (Charleroi, PA)

Technical Accomplishments

In 2013, MV began operation of the fixed route and maintenance services for the Mid Mon Valley Transit Authority (MMVTA). Based in the borough of Charleroi in the Mid Monongahela River Valley, the MMVTA serves 21 different municipalities with direct commuter service to the City of Pittsburgh.

MV operates and maintains a fleet of 31 vehicles, including diesel and CNG buses. MV uses the Syncromatics software to monitor vehicle location.

Please contact Ashley Seman, Executive Director, at (724) 489-0880 and aseman@mmvta.com as a reference for this contract.

Key Management Personnel

- General Manager
- Operations Manager
- Safety and Training Manager
- Maintenance Manager

Degree of Participation

All key personnel and staff are 100 percent dedicated to this service.



Putnam Area Rapid Transit (PART), Putnam County (Putnam County, NY)

Technical Accomplishments

Since 2014, MV has operated transportation services for Putnam County. MV operates the following components of the Putnam Area Rapid Transit system:

- Fixed route service, which operates on five routes throughout Eastern Putnam County;
- PART Paratransit, a complementary ADA paratransit service available to eligible riders with disabilities;



- The Cold Spring Trolley, which operates within the Village of Cold Spring on weekends between Memorial Day and Christmas, with flagged stops anywhere along the route; and
- School bus service.

MV operates and maintains 56 vehicles for all services and maintains vehicles on behalf of the County's Department of Aging.

Please contact Vincent Tamagna, Transportation Manager, at (845) 878-3480 and Vincent.tamagna@putnamcountyny.gov as a reference for this contract.

Key Management Personnel

- General Manager
- Safety and Training Manager
- Maintenance Manager

Degree of Participation

All key personnel and staff are 100 percent dedicated to this service.

percent dedicated to this service.

RTS ADA Paratransit Service, City of Gainesville Regional Transit System (Gainesville, FL)

Technical Accomplishments

MV began operating complementary ADA paratransit service for the City of Gainesville in conjunction with the Regional Transit System (RTS) in 2002. This door-to-door service operates within City limits and serves eligible persons with disabilities who cannot use fixed route transit. This operation is managed as part of MV's role as Community Transit Coordinator for Alachua County.

MV operates and maintains a fleet of 47 vehicles for the City. We use the Trapeze PASS system for trip reservations, scheduling, and billing, for which we are responsible. Dispatchers communicate with operators in service via mobile data terminals.

Please contact Mildred Crawford, RTS ADA Coordinator, at (352) 334-2450 and crawfordma@cityofgainesville.org as a reference for this contract.

Key Management Personnel

- General Manager
- Operations Manager
- Safety and Training Manager

Degree of Participation

All key personnel and staff are 100 percent dedicated to this service.

percent dedicated to this service.

d. Corporate Support

MV makes a significant investment in the corporate support provided to each of its operations. Over 200 employees in centralized corporate departments (operations, maintenance, information technology, safety, risk management, insurance, human resources, payroll, accounting, and legal) provide support services to MV's local teams. This approach reduces costs and improves flexibility to support local operations, based on the location's specific needs.

Regional Vice President of Operations Lisa Kelliher leads MV's support team for the Decatur Public Transit System. She is the City's executive-level contact and is on-site quarterly to assist and guide the local team.

Lisa oversees a regional team comprising cross-functional experts who monitor their area of operations and periodically visit the local managers to support service quality and stability.



Corporate and Regional Organization and Support

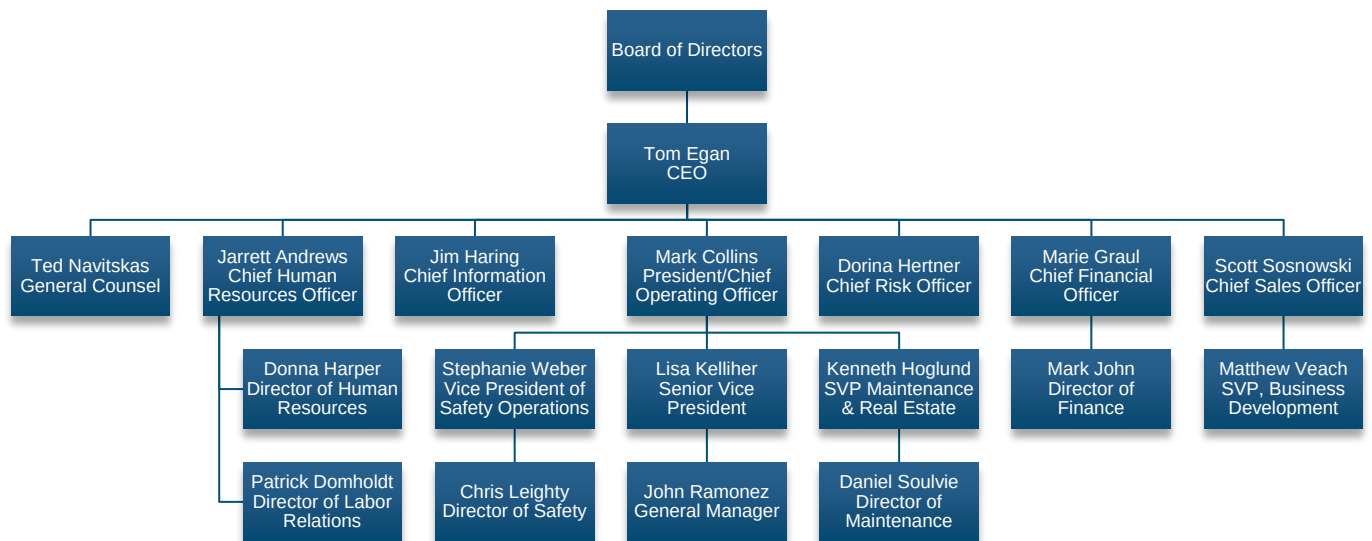
MV Transportation, Inc. is a C corporation that was incorporated in the State of California in 1978. The firm is headquartered in Dallas, Texas, where MV's executive team is based and all company human resources, public relations, legal, and IT departments. We also maintain support offices in Elk Horn, Iowa, and Northern California.

Today, MV operates in 25 states, and through its subsidiaries, internationally. Within North America, the company has established operational regions, each with assigned support teams that comprise directors of safety, maintenance, finance, labor relations, and human resources.

DPTS will have the ongoing support of industry experts who are empowered and authorized to make decisions on behalf of the organization. Leading MV's regional team is Senior Vice President Lisa Kelliher, who reports directly to Chief Operating Officer Mark Collins.

The chart below illustrates the company's reporting lines and executive structure for this project:





Our regional directors perform internal audits to confirm we are meeting all performance standards directed by the City and MV. A description of our qualified regional team is below, highlighting their areas of support.

Regional Team Member	Industry Tenure	Area of Support
Lisa Kelliher, Senior Vice President of Operations Midwest	26 years	Overall executive-level support, compliance with City policy and procedures, and employee mentorship
Chris Leighty, Director of Safety	30 years	Safety and training oversight, compliance with all state, local, and federal safety regulations
Dan Soulvie, Director of Maintenance	21years	Fleet and maintenance oversight, audits, equipment purchase, and compliance with all state, local, federal laws and regulations
Mark John, Director of Finance	11 years	Reporting, accounting, general ledger, budget adherence, and financial reviews
Patrick Domholdt, Director of Labor	11 years	Labor relations, negotiations of labor agreements, and compliance with labor codes and regulations
Donna Harper, Director of Human Resources	26 years	Human resources management and compliance with state and federal laws

Lisa Kelliher, Senior Vice President for Midwest Operations



Lisa Kelliher is MV's Senior Vice President for Midwest Operations and oversees customer service, revenue and profitability growth, and our employees' development. Lisa provides regional oversight and support to John Ramonez and the local DPTS team.

Lisa has a 26-year track record of success in client relationship management, growth, and profitability at multiple U.S. and global companies. Before joining MV, Lisa served as Vice President of Service Delivery for Modis, a \$1B division of Adecco, providing IT managed services, application development, project management, global service desk, and call center services.

Chris C. Leighty, Director of Safety



Mr. Chris C. Leighty brings nearly three decades of safety experience to MV's safety team. His focus on passenger safety and regulatory compliance ensure the success of MV's operations in his region.

Chris is adept at identifying opportunities for improvement in safety performance by applying best practices and training. As a former vehicle operator, road supervisor, and dispatcher, he understands safety at every level of the operation.

Before joining MV, Chris served as senior director of safety and training for Ride Right LLC. He guided local managers and teams in safety and training. He also performed audits in safety, security, drug and alcohol, and ADA compliance.

Prior to that, Chris served as a transportation manager for the Interurban Transit Partnership (The Rapid) in Grand Rapids, MI. He began his career in transportation as a vehicle operator with the Rapid. Throughout his 21-year tenure with this agency, he served in several supervisory roles.

Chris holds several safety certifications from the USDOT and Transit Safety Institute. He is one of 10 people teaching System Security and Supervisor Certification courses for the USDOT.



Daniel (Dan) Soulvie, Director of Maintenance



For almost four decades, Dan Soulvie managed maintenance operations. He works with MV's local maintenance managers and their teams to confirm each vehicle is in superior condition and within the standards set by MV and its clients.

As director of maintenance, Dan frequently visits MV's maintenance locations to perform audits, conduct training, meet with clients, and confirm that all fleet and equipment assets are maintained appropriately and safely. If additional maintenance resources are needed, Dan works with Kenneth Hoglund, MV's senior vice president of fleet and facilities, to provide the needed support.

Before this regional position, Daniel served as the director of maintenance for the Fairfax Connector. He oversaw the maintenance, facilities, ITS, and quality assurance departments with 150 full-time employees.

As the northern region equipment manager for the Arizona Department of Transportation, from 2015 to 2018, he provided oversight of fleet maintenance and repair for all ADOT equipment repair facilities in Northern Arizona, approximately 3,200 units.

From 2012 to 2015, he was the director of fleet operations at SCR Medical Transportation in Chicago, Illinois. His responsibilities stretched from fleet maintenance and repair to facility maintenance and customer relationship building, including writing RFPs and creating PM programs. Before this work, Dan spent five years with the Chicago Transit Authority as a bus maintenance manager.

Patrick Domholdt, Director of Labor Relations



Mr. Patrick Domholdt oversees all of MV's labor relations in several MV regions across the United States. He is responsible for all labor management, including negotiations, grievances, arbitrations, and the National Labor Relations Board matters.

Patrick joined MV in 2016 and has provided labor relations within the transportation industry since 2009.

Patrick previously worked for FirstGroup America, Inc. as labor counsel and in-house counsel for the Teamsters Local 631. Patrick brings an impeccable record of proactive labor relations and has previously supported this area in startups for both MV and his prior employer, FirstGroup America.

Patrick has worked extensively with both Teamsters and ATU leadership in all aspects of labor relations since arriving in 2016. As MV's labor director, he has successfully negotiated five collective bargaining agreements and settled numerous grievances with these unions. Patrick will be on-site as needed to continue to foster labor harmony with the Teamsters Union Local 853.

Patrick holds a Doctor of Law from Cleveland-Marshall College of Law with a concentration in Labor and Employment Law and a Bachelor of Science in Aviation Technology from Purdue University.

Mark John, Director of Finance

Mr. Mark John is responsible for financial reporting, billing, accounts payable, accounts receivable, and all other accounting functions for the MV's central region's operations. Mark ensures that MV's local operations maintain their financial records according to best practices and MV's high accuracy and transparency standards.

Mark has served as director of finance since 2014 and joined MV in 2013 as a financial analyst. Before joining MV, Mark held a financial analyst position for West Corporation based in Omaha, NE. He was responsible for its weekly performance reporting, data mining, labor analysis, gross margin reporting, and budgeting.

Mark holds a Bachelor of Science in Business Administration in Finance from the University of Nebraska, Lincoln, and a Master of Business Administration in Finance and Accounting from Bellevue University.

Donna Harper, Human Resources Manager



Ms. Donna Harper is MV's regional human resource manager for this project. Bringing 26 years of transportation-related experience to her role, she supports her assigned region's contracts in human resources and labor relations.

Donna serves as an advisor to the regional leadership team, providing and implementing company labor strategies to include interpretation of and compliance with CBAs, applicable labor laws, regulations, and investigative and disciplinary procedures.

She ensures compliance with company policies. Donna supports local teams on a wide range of employment issues, including performance management, coaching and counseling, training and development, and promoting positive employee relations.



Donna has completed an HR Management Certification program from the University of Phoenix and has a SPHR (Senior Professional in Human Resources) certification through Regis University.

Scott Sosnowski, Chief Sales Officer



Mr. Scott Sosnowski joined MV in May 2018 and is the company's chief sales officer. He is responsible for ensuring MV's sustainable revenue growth with oversight of sales strategy, planning, and execution for all the company's business segments. Scott's team includes business development, proposal creation, and regional sales focused on aligning the organization's objectives with our customers' needs.

Previously, he held the role of president of NTT DATA's Commercial Services. Scott has more than 20 years of sales and operational experience. As the chief sales officer, Scott oversees the sales strategy and regional business development activities. Scott led strategic sales at Dell, where he was responsible for the sales, solutions, and contracting of large-scale outsourcing transactions across all business lines, market segments, and regions and infrastructure outsourcing solution sales for North America and EMEA.

Scott holds a bachelor's degree in electrical engineering from the University of Detroit Mercy. He is a forward-thinking operational expert and is available to meet with the City as needed.

Matthew F. Veach, Senior Vice President of Business Development



Mr. Matthew (Matt) Veach has more than two decades of transportation management experience. As senior vice president of business development, he leads business development activities for MV's central region. He creates effective sales strategies for the company's technical and pricing responses to requests for proposals, including recruiting qualified staff, performing research and financial analysis, and identifying and addressing client needs.

Matt joined MV in 2010 as vice president of business development and was promoted to his current position in 2014.

Before his work with MV, Mr. Veach held leadership positions for Durham School Services from 2005 to 2010, performing various job functions from corporate and

regional strategizing to vice president of customer care and had developed programs and procedures that are still in place today. Previously, he was director of operations for several companies, including McLane Foodservice and Maines Paper and Foodservice where he streamlined delivery and distribution protocols and managed, trained, and organized employees.

Matt brings an extensive background in developing strategies, budgeting, financial analysis, employee performance, and customer relationship management to MV. He holds a degree in Business Operations & Information Systems from Northern Illinois University.

e. Cost Saving Experience

MV understands the interest in cost-effective experience and the difference between the greatest value and low bid. We are proud of our history with DPTS. We will continue to deliver high-quality, high-value service delivered by highly competent and qualified personnel at a realistic and affordable cost.

MV's Mission Statement

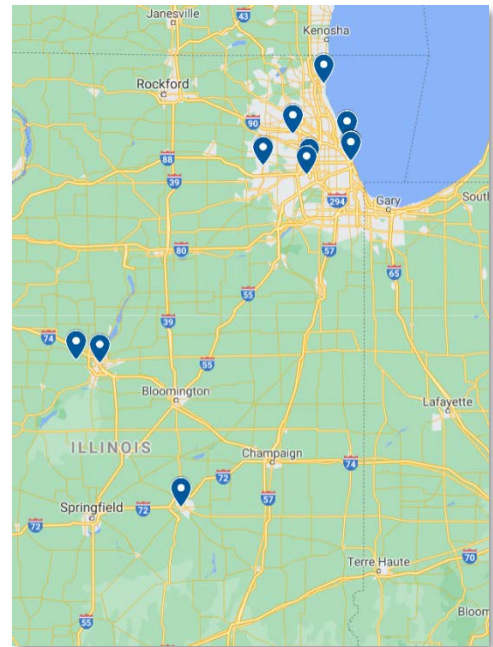
To offer the safest, most cost-efficient, and effective passenger transportation services and solutions by continually providing quality customer service, consistently outperforming our competitors, producing earnings, and treating our employees as our most important asset.



MV's Founder, Ms. Feysan Lodde, 1975, San Francisco

The benefits of continuing to build a relationship with MV includes a partnership with a company with proven safety programs, a reliable preventive maintenance program, and extensive new and ongoing training for all employees – ensuring a safe and cost-effective operation. DPTS benefits from the company's nearby locations throughout Illinois, offered, as needed, to support the success of these services. Of significance, MV offers DPTS the following value-enhancing initiatives:

- Unrestricted Operations Support:** The fixed route and paratransit services will continue to benefit from MV's extended support from our nearby operations teams in the areas of prequalified and trained backup drivers, tenured dispatchers, skilled technicians, vehicle service workers, and direct operator support from our road supervisory team. This established team's familiarity with the DPTS service dynamics, expectations, and commitment to providing excellent quality service to the passengers will ensure performance, contract alignment, service reliability, and stability.



- Qualified Maintenance Personnel:** Vehicle servicing will be well-managed by our maintenance manager and the support team of tenured technicians who have a thorough knowledge and experience maintaining your fleet.
- Corporate Support:** DPTS has the support of MV's corporate staff members, who remain available to assist with industry best practices, including financial budgeting, FTA-approved drug and alcohol testing, legal policies and procedures, employment laws, and requirements such as NTD reporting throughout the contract term.
- National Accounts Program:** As your financial stewards, we continue to research the most cost-effective value for each operations component in fulfilling your transit system's management. Through the years, we've formed national account relationships with reliable vendors and suppliers. This investment provides the best value for the City of Decatur and supports local businesses.

Case Study in Efficiency Improvement

In 2013, the Orange County Transportation Authority (OCTA) partnered with MV Transportation and Yellow Cab to introduce a significant taxi service component to their paratransit business.

OCTA paratransit provides approximately 6,000 trips per weekday. This system operates 248 dedicated paratransit vehicles and outsources 25 percent of its

trips to taxis. This agency achieved a \$4.9M reduction in costs using the following outsourcing methodology:

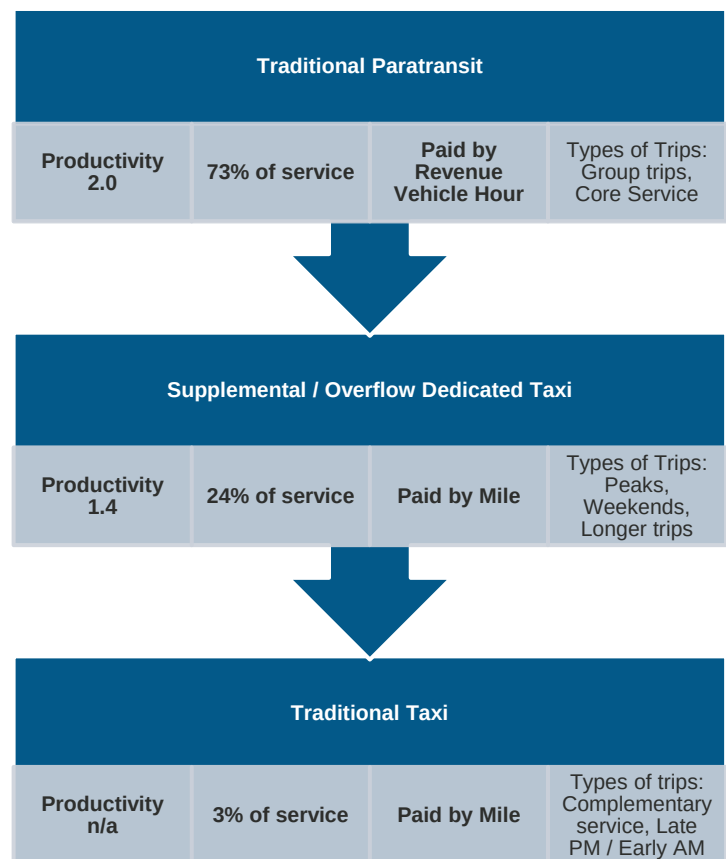
- We outsource all nighttime (before 6 a.m. and after 6 p.m.) and weekend trips to taxi
- We outsource overflow trips during core business hours to taxi (approximately 10-15 percent)
- Outsourced trips account for approximately 25 percent of the total weekly trips
- The taxi provider serves the entire OCTA service area

We assess all trips during the scheduling process, and we send the right trips to the right provider based on the trip mix for that day. Trips are continually reoptimized on the day of service and moved to the appropriate provider as cancels come in, and the trip mix changes.

This system fully integrates and automates Trapeze, where:

- Dedicated and non-dedicated taxi has real-time integration of service
- Dedicated taxi service connects directly to Trapeze via tablets/MDTs
- Non-dedicated is fully integrated to Trapeze through an API with Yellow Cab's taxi software, Mobile Knowledge

All communication is real-time both the night before *and* on the day of service. Passengers have access to a single online portal (PASS WEB), where they can see their trip's status regardless of the provider.



Statement of Qualifications

a. Demonstration of Experience

MV's experience is the foundation of our company. Nationwide, we operate more than 11,000 transit vehicles in more than 200 passenger transportation contracts from coast to coast. We are proud to be the only transportation management firm to achieve a high volume of growth without the aid of acquisitions and merger.

On August 5, 1975, MV's story began. MV established itself as a leader in paratransit services, gaining 15 years of experience before the Americans with Disabilities Act (ADA) passed in 1990. Over the years, the breadth of our expertise expanded to include fixed route, campus, corporate, airport shuttle, and student transportation. Today, MV is the largest privately-owned passenger transportation contracting services firm in North America.

For the past year, MV has helped the City realize a turnkey paratransit and fixed-route operation. MV's dedicated to continuing the work we started with DPTS to innovate, improve, and deliver friendly, professional, and safe service to these services' patrons.

As described throughout this proposal, MV has a well-thought-out plan to deliver qualified personnel, a dynamic leadership team, an award-winning safety program, a professional training program, and a meticulous maintenance program to support the health and safety of the fleet.

Additionally, MV submits several operations and safety plans to the City, in the appendix of this proposal, demonstrating our understanding and knowledge surrounding operational safety and best practices.



b. Innovative Management Techniques

Over the past three years, MV's owners made the strategic decision to initiate transformational leadership changes within the organization. As a result, our organization has altered its operational approach to realize greater flexibility, support, and capacity throughout the enterprise.

With a technology-focused executive team in place, MV is positioned to drive innovation within its operations faster and with greater precision. We have introduced machine learning into our operations to yield predictive models to which we shape our services.

Alliance for Innovation in Mobility

MV also initiated the Alliance for Innovation in Mobility (AIM) Partner Network, a first of its kind partnership program. Under the AIM Partner Network, MV will bring credible, vetted transportation partners to DPTS in the areas of technology systems, operations and maintenance, safety and security, and employee experience. MV formally invites member companies to participate, based on their innovative technology and corporate compatibility. Together, we will establish mutually beneficial commitments to add value to our relationship.

Voice of the Customer Program

To further strengthen our relationship with DPTS, MV has established the Voice of the Customer (VOC) program tailored to receive feedback from the local team and DPTS. Once we receive the feedback, the regional leadership team and the executive team formulate a focused action plan that captures client expectations, concerns, and perceptions. This collaborative process ensures that MV's local teams have the tools they need to meet their clients' expectations.

Transformation and Change Department

From an organizational aspect, MV has transformed its approach to operations with several key initiatives. First, we created a transformation and change department dedicated to managing all MV services that are undergoing a startup, model change, technology changes, or other system transformations. This team's support to our field operations eliminates the administrative management of operational change and frees up our transportation experts to focus on transformation on the ground.



Optimizing Fixed Routes

MV also created a centralized planning team that focuses solely on optimizing fixed route system rostering and run cuts. Led by IT Transit Planning Manager Elizabeth Stayner, this team uses industry-leading tools such as Optibus and Swiftly to identify:



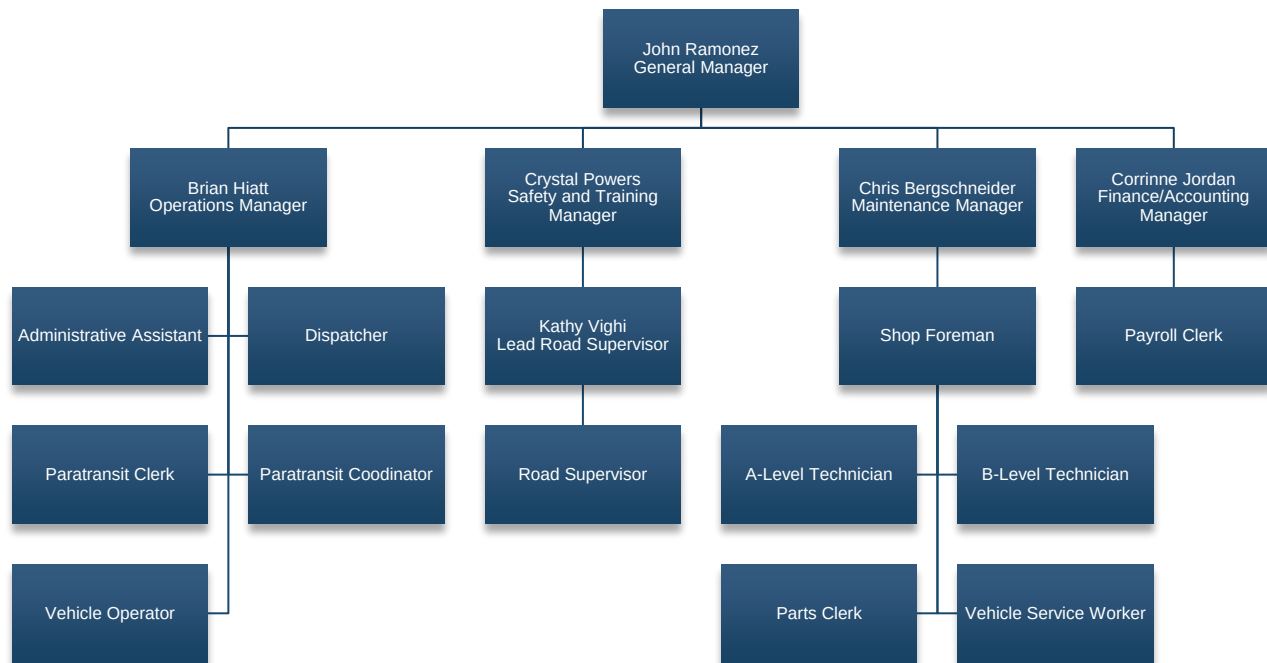
- Opportunities to decrease deadhead offered when multiple yards are available
- Historical passenger loads and vehicle types available
- Historical on-time performance challenges
- Seasonal effects on route speed
- Maximization of full-time shifts/minimization of part-time or split shifts
- Potential to interline routes based on schedules and fleet needs
- Impact (and optimization) of in-field reliefs
- Meal and rest periods (mandated by law or by the CBA)
- Need for in-field protection service

Data Science and Analytics

Finally, MV is growing and investing in our Data Science and Analytics department, including hiring our first VP of Data Science. This team will focus on a roadmap of analytics across our entire company, including safety, maintenance, and core operations. Comprising developers, analysts, and data scientists, this team will lead MV's national deployment of predictive technologies.

c. Organizational Chart

MV's local organizational chart depicts the reporting lines for the local key personnel. All key personnel are located in or around Decatur, Illinois.



c.i. Staffing Count

Position	FT/PT
General Manager	1 FT
Operations Manager	1 FT
Safety and Training Manager	1 FT
Finance/Accounting Manager	1 FT
Maintenance Manager	1 FT
Administrative Assistant (front desk)	1 FT
Dispatcher	2 FT
Payroll Clerk	1 FT
Paratransit clerk	2 FT
Lead Road Supervisor	1 FT
Road Supervisor	3 FT
Vehicle Operators	45 FT/5 PT
A-Level Technician	3 FT
B-Level Technician	3 FT
Parts Clerk	1 FT
Vehicle Service Worker	4 FT
Paratransit Coordinator	1 FT

c.ii. Operator Wages

MV's Fixed Route Wage Scale

Seniority	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Training Rate	\$18.32	\$18.87	\$19.25	\$19.73	\$20.22	\$20.73	\$21.25	\$16.92	\$17.24	\$17.56
Start	\$18.60	\$19.15	\$19.54	\$20.02	\$20.53	\$21.04	\$21.56	\$17.92	\$18.24	\$18.56
6 Months	\$18.60	\$19.15	\$19.54	\$20.02	\$20.53	\$21.04	\$21.56	\$17.92	\$18.24	\$18.56
1 Year	\$20.14	\$20.64	\$21.11	\$21.64	\$22.18	\$22.73	\$23.30	\$18.17	\$18.49	\$18.81
2 Years	\$22.66	\$23.22	\$23.75	\$24.34	\$24.95	\$25.57	\$26.21	\$18.42	\$18.74	\$19.06
3 Years	\$24.86	\$25.60	\$26.11	\$26.77	\$27.44	\$28.12	\$28.83	\$18.67	\$18.99	\$19.31
4 Years	\$24.86	\$25.60	\$26.11	\$26.77	\$27.44	\$28.12	\$28.83	\$18.92	\$19.24	\$19.56
5 Years	\$24.86	\$25.60	\$26.11	\$26.77	\$27.44	\$28.12	\$28.83	\$19.17	\$19.49	\$19.81
6 Years	\$24.86	\$25.60	\$26.11	\$26.77	\$27.44	\$28.12	\$28.83	\$19.42	\$19.74	\$20.06
7 Years	\$24.86	\$25.60	\$26.11	\$26.77	\$27.44	\$28.12	\$28.83	\$19.67	\$19.99	\$20.31
8 Years	\$24.86	\$25.60	\$26.11	\$26.77	\$27.44	\$28.12	\$28.83	\$19.92	\$20.24	\$20.56
9 Years	\$24.86	\$25.60	\$26.11	\$26.77	\$27.44	\$28.12	\$28.83	\$20.17	\$20.49	\$20.81
10 Years	\$24.86	\$25.60	\$26.11	\$26.77	\$27.44	\$28.12	\$28.83	\$20.42	\$20.74	\$21.06
11 Years	\$24.86	\$25.60	\$26.11	\$26.77	\$27.44	\$28.12	\$28.83	\$20.42	\$20.74	\$21.06
12 Years	\$24.86	\$25.60	\$26.11	\$26.77	\$27.44	\$28.12	\$28.83	\$20.42	\$20.74	\$21.06
13 Years	\$24.86	\$25.60	\$26.11	\$26.77	\$27.44	\$28.12	\$28.83	\$20.42	\$20.74	\$21.06
14 Years	\$24.86	\$25.60	\$26.11	\$26.77	\$27.44	\$28.12	\$28.83	\$20.42	\$20.74	\$21.06
15 Years	\$24.86	\$25.60	\$26.11	\$26.77	\$27.44	\$28.12	\$28.83	\$20.42	\$20.74	\$21.06
Average	\$23.42	\$24.53	\$24.84	\$25.06	\$25.54	\$26.19	\$26.64	\$19.76	\$20.11	\$20.46

MV's Paratransit Wage Scale

Seniority	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Training Rate	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$16.00	\$16.00	\$16.00
Start	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$17.00	\$17.00	\$17.00
6 Months	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$17.00	\$17.00	\$17.00
1 Year	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$17.25	\$17.25	\$17.25

Seniority	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
2 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$17.50	\$17.50	\$17.50
3 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$17.75	\$17.75	\$17.75
4 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$18.00	\$18.00	\$18.00
5 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$18.25	\$18.25	\$18.25
6 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$18.50	\$18.50	\$18.50
7 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$18.75	\$18.75	\$18.75
8 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$19.00	\$19.00	\$19.00
9 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$19.25	\$19.25	\$19.25
10 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$19.50	\$19.50	\$19.50
11 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$19.50	\$19.50	\$19.50
12 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$19.50	\$19.50	\$19.50
13 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$19.50	\$19.50	\$19.50
14 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$19.50	\$19.50	\$19.50
15 Years	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	\$18.56	\$19.50	\$19.50	\$19.50
Average	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.15	\$18.56	\$18.84	\$18.88	\$18.90

c.iii. Job Descriptions

Vehicle Operator

<i>Department</i>	Operations
<i>Reports to</i>	Operations Manager; Dispatchers while on route
<i>Number Proposed</i>	45 FT/5 PT
<i>Responsible for</i>	Safe, reliable, and customer-focused transportation
<i>Accountable for</i>	Safety
<i>Consulted about</i>	Schedule adherence, vehicle performance, weather, and traffic
<i>Informed of</i>	Real-time challenges on the road

Vehicle operators are the critical interface to passengers and must appropriately represent DPTS. MV operators have a safety-first attitude, a professional demeanor, and excellent customer service skills.

The vehicle operator's primary responsibility is to transport customers while adhering to safety regulations, traffic laws, operating policy, and scheduled time points. Vehicle operators respectfully and professionally respond to customer inquiries, providing system information as needed. They are trained in the system

routes and provide information regarding major stops, transfer points, and schedule information. Upon consent, operators respectfully assist passengers as they board the vehicle and aid those who agree to secure their mobility device. All operators are trained in ADA regulation, passenger empathy, and proper mobility device securement.

All MV operators are properly trained in onboard technology and must demonstrate proficiency in all dispatch communication procedures. Vehicle operators coordinate with dispatch regarding schedule adherence, vehicle malfunctions, accidents, and other disturbances.

General Manager (John Ramonez)

<i>Department</i>	Operations
<i>Reports to</i>	Regional Vice President
<i>Number Proposed</i>	1 FT
<i>Responsible for</i>	Project and personnel management, service success, customer relations
<i>Accountable for</i>	Contract compliance and service performance
<i>Consulted about</i>	Recommendations for service changes, new contract scope items
<i>Informed of</i>	Changes to service, schedules, and policies

The general manager is accountable for the overall success of the service. They serve as the daily operational liaison between MV and DPTS, and they work in partnership with the local team to realize the mission and vision of the service.

As general manager, they are responsible for the safe and high-quality operation of the transit system. This responsibility encompasses all efforts defined within the scope of work, including safety, training, vehicle maintenance, personnel oversight, operating performance, data collection, reporting, community relations, budgeting, accounting and finance, local purchasing, adherence to policy and procedure, contract administration, and more.

The general manager meets with City staff often to review service quality, performance metrics, and discuss trends. They collaborate with City staff and MV's leadership on new and innovative service delivery approaches, always seeking to improve upon the existing services. As needed, the general manager works with team leaders to put action plans to improve service quality.

Operations Manager (Brian Hiatt)

<i>Department</i>	Operations
<i>Reports to</i>	General Manager
<i>Number Proposed</i>	1 FT

<i>Responsible for</i>	Safety, On-time Performance, dispatch, reservations, scheduling, Proactive Communications, Employee Relations, Human Resources, and Customer Interface
<i>Accountable for</i>	Service performance
<i>Consulted about</i>	Recommendations for service changes, new contract scope items
<i>Informed of</i>	Changes to service, schedules, and policies

The operations manager is responsible for daily service quality and serves as a liaison to passengers, clients, and community members. This position controls the service's daily operation, in compliance with DPTS and MV policy and procedures, under the leadership of the general manager.

This position is key to effectively managing customer relations and ensures service meets the DPTS passengers' expectations. To this end, the operations manager makes certain all employees understand their roles and responsibilities, perform their jobs, and are highly motivated.

The operations manager oversees live day operations, including the management of reservations, dispatch, road supervision, and operators. They coordinate closely with the maintenance manager to ensure equipment availability and response to any fleet issues.

The operations manager monitors and evaluates operational activities such as system on-time performance, customer complaints, road calls/service disruptions, and other operation-related functions.

Safety and Training Manager (Crystal Powers)

<i>Department</i>	Safety
<i>Reports to</i>	General Manager
<i>Number Proposed</i>	1 FT
<i>Responsible for</i>	Operator training, safety policy enforcement, safety meetings, accident investigation, safety reporting
<i>Accountable for</i>	Location operational safety record, confirmation of fully trained workforce
<i>Consulted about</i>	Operator discipline, safety initiatives
<i>Informed of</i>	Changes to regulations and policies, individuals, and areas requiring retraining based on DriveCam events, complaints, and performance

The safety and training manager is responsible for building a safety culture throughout our operation. They are responsible for the management and oversight of all safety training programs and activities.

This individual is responsible for establishing the schedule and curriculum for ongoing training activities, including initial operator training, safety meetings,

operator coaching and retraining, and MV's safety incentive program. They maintain all training documentation for employees as required.

This position also holds oversight of the DriveCam program and administers MV's FTA-compliant Zero Tolerance Drug and Alcohol program. They lead all accident and incident investigations and are trained and certified accordingly.

The safety and training manager is the location safety officer and the emergency coordinator for MV's operation; they are the company's liaison to local authorities that support safety and emergency preparedness. They lead all emergency training and guarantee that MV's team is ready to respond to the community's needs in the event of an emergency.

Finance/Accounting Manager (Corrinne Jordan)

<i>Department</i>	Finance
<i>Reports to</i>	General Manager
<i>Number Proposed</i>	1 FT
<i>Responsible for</i>	Accounting and reporting
<i>Accountable for</i>	Data accuracy, budgeting
<i>Consulted about</i>	Changes in data systems
<i>Informed of</i>	Changes in reporting needs

The accounting manager is responsible for all budgeting and finance activities, including approval and oversight of equipment procurement. This position manages our operation's financial health by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; and preparing special reports. They oversee all finance functions, including general accounting, accounts payable, accounts receivable, and payroll. Additionally, they oversee all fare collection and reconciliation procedures.

Maintenance Manager (Chris Bergschneider)

<i>Department</i>	Maintenance
<i>Reports to</i>	General Manager
<i>Number Proposed</i>	1 FT
<i>Responsible for</i>	Ensuring the safe and effective operation of DPTS vehicles to protect and maximize the useful life of the fleet
<i>Accountable for</i>	Maintaining vehicles, facility, fleet cleaning and overseeing the process of maintenance record keeping
<i>Consulted about</i>	Compliance with all OEM, DPTS, and MV standards of safety, operation, and appearance
<i>Informed of</i>	Changes to daily pull out vehicle needs

The maintenance manager's primary duty is to ensure the safe and effective operation of the DPTS fleet in compliance with all OEM, City, and MV standards.

This position coordinates and oversees all scheduled and unscheduled maintenance inspections and repairs. They work closely with dispatch to maximize fleet availability, especially during service demand peaks.

This position monitors all fleet, equipment, and facility maintenance activities – those performed both in-house and those contracted with outside vendors. They coordinate with equipment manufacturers regarding warranty issues and specialized training needs.

The maintenance manager will be proficient in the Trapeze EAM system; they monitor work orders and parts inventory in this system, ensuring that we complete all scheduled work on time. They hold responsibility for all technicians and service workers, and they are accountable for the performance of the maintenance team. This position provides ongoing training to the technicians' team, including MV's ASE training, and they coordinate additional training with outside vendors and suppliers as needed.

Administrative Assistant (Front Desk)

<i>Department</i>	Administration
<i>Reports to</i>	General Manager
<i>Number Proposed</i>	1 FT
<i>Responsible for</i>	Employee records, payroll, and administrative functions
<i>Accountable for</i>	Accurate accounting and record-keeping
<i>Consulted about</i>	Employee records
<i>Informed of</i>	New hires and terminations, employee benefits, and changes in employee status

The administrative assistant processes incoming mail, performs data entry tasks, creates reports, and performs administrative tasks as needed upon request. The administrative assistant also staffs the front desk, greets customers, provides route information to customers, sells bus passes, and supports recruiting functions. The administrative assistant additionally supports the location's finance functions, providing administrative support in payroll processing.

Dispatcher

<i>Department</i>	Operations
<i>Reports to</i>	Operations Manager
<i>Number Proposed</i>	2 FT
<i>Responsible for</i>	Managing all operator duties, service reliability, on-time performance, response to on-road incidents.
<i>Accountable for</i>	Assessing fitness for duty, unplanned changes that affect performance, such as route detours, trains and heavy traffic
<i>Consulted about</i>	Operator absences, changes to routes start and end times

<i>Informed of</i>	Vehicle exchanges, maintenance pull, and submission of defects noted on DVI form, service reliability, on-time performance, response to on-road incidents.
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The dispatcher directs all on-road operations that occur from daily pullout to return-to-yard. They coordinate with vehicle operators while in service to monitor operations status, mitigate delays, and resolve service disruptions.

The dispatcher manages operator check in and check out, including report times, vehicle assignments, distribution of bulletins, and on-time pullouts. They are fully trained in reasonable suspicion and is responsible for assessing operators in fitness for duty. As needed, the dispatcher coordinates extraboard operators if an operator does not report on time. They also work with the maintenance team to coordinate vehicle exchanges, maintenance pulls, and submission of vehicle inspection/defect forms.

The dispatcher monitors routes for schedule adherence. They monitor service delivery via radio and real-time GPS, working closely with operators and road supervisors to efficiently respond to service needs, including accidents and onboard emergencies.

Paratransit Clerk

<i>Department</i>	Operations
<i>Reports to</i>	Operations Manager
<i>Number Proposed</i>	1 FT
<i>Responsible for</i>	Intake and initial scheduling of trip requests
<i>Accountable for</i>	Superior customer service, efficient call times
<i>Consulted about</i>	Call volumes, technology issues
<i>Informed of</i>	Changes to service and eligibility requirements

The paratransit clerk answers the phone and interacts with passengers booking trips. This position manages trip request intake using Trapeze Pass and scheduling those trips at the call time. They use preset Trapeze Pass templates to aid in this process.

Paratransit clerks provide superior customer service and are professional, patient, and responsive always. The proficient use of Trapeze Pass minimizes call time and hold duration.

The paratransit clerk accesses trip requests for both demand and subscription service. When necessary, they negotiate trip times as permitted by the ADA and City policy. They document denials as required.

Paratransit Coordinator

<i>Department</i>	Operations
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<i>Reports to</i>	Operations Manager
<i>Number Proposed</i>	1 FT
<i>Responsible for</i>	Scheduling for optimal on-time performance and productivity
<i>Accountable for</i>	Optimizing routes efficiently
<i>Consulted about</i>	Route times, subscription trips
<i>Informed of</i>	Daily changes to routes

The paratransit coordinator creates, refines, and optimizes routes in a way that maximizes on-time performance and productivity. They perform this task to meet customer expectations. They are proficient in the use of the Trapeze Pass software and its best use practices. They create initial routes in Trapeze Pass and adjust them for improved performance.

This position works with the dispatch and reservations teams to obtain feedback on system performance. This position also evaluates Trapeze Pass templates and makes recommendations to improve productivity and on-time performance.

Lead Road Supervisor (Kathy Vighi)

<i>Department</i>	Operations
<i>Reports to</i>	Operations Manager
<i>Number Proposed</i>	1 FT
<i>Responsible for</i>	Operator evaluation, operator mentorship, on-road accident/incident response, site evaluations, and coordination with staff at major trip generators
<i>Accountable for</i>	Completion of on-road evaluation and incident response/reporting
<i>Consulted about</i>	Trends in operator performance and required coaching
<i>Informed of</i>	Changes in road incidents response procedures

The lead road supervisor is the first line of contact in reporting issues that may require discussion of discipline, coaching and counseling, and attendance issues. They serve as a go-to resource for the road supervisor team, to whom they provide mentorship and support.

This position is responsible for conducting field evaluations, including assessing vehicle condition, operator professionalism, operator performance, and service policy adherence.

The lead road supervisor assists in emergency management and control, and they perform accident investigations. They are responsible for maintaining all accident documentation and ensuring that those records are clear, articulate, and available to appropriate staff.

As a lead road supervisor, this position has the responsibilities of a road supervisor and the above requirements.

Road Supervisor

<i>Department</i>	Operations
<i>Reports to</i>	Operations Manager
<i>Number Proposed</i>	3 FT
<i>Responsible for</i>	Operator evaluation, operator mentorship, on-road accident/incident response, site evaluations, and coordination with staff at major trip generators
<i>Accountable for</i>	Completion of on-road evaluation and incident response/reporting
<i>Consulted about</i>	Trends in operator performance and required coaching
<i>Informed of</i>	Changes in road incidents response procedures

The road supervisor monitors all vehicles' safe and efficient operations in the field and ensures high-quality service. They perform operator evaluations to confirm that all operators are safely operating service and exhibiting outstanding customer care. As needed, they provide system information to passengers.

Dispatchers send the road supervisor to the scene of any breakdowns, incidents, accidents, or other disruptions to support the issue's expedient resolution. They perform incident investigations and incident preventability determination.

Based on their observations in the field, the road supervisor makes recommendations for coaching or retraining based on individual events or system trends. They respectfully enforce the DPTS policies and procedures for operators as well as passengers.

This critical position is strategically located throughout the service area to minimize response time.

A-Level Technician

<i>Department</i>	Maintenance
<i>Reports to</i>	Maintenance Manager
<i>Number Proposed</i>	3 FT
<i>Responsible for</i>	Performing the most difficult repair tasks
<i>Accountable for</i>	Diagnosis, inspection, and repair completion
<i>Consulted about</i>	Repairs completed by and supervision of subordinates
<i>Informed of</i>	Daily repair needs and assignments

The A-level technician is the highest-level line technician. Under general supervision, the A-level technician performs the most difficult repair tasks and supervises subordinates. This person performs all needed repairs and adjusts vehicle systems. The A-level technician must teach, diagnose, inspect, and change or repair defective components and sub-components. The technicians will complete ASE certifications each year to keep updated with new technologies and techniques.

B-Level Technician

<i>Department</i>	Maintenance
<i>Reports to</i>	Maintenance Manager
<i>Number Proposed</i>	3 FT
<i>Responsible for</i>	Performing preventive maintenance and minor repairs
<i>Accountable for</i>	Completing work orders and preventive maintenance forms for all repairs
<i>Consulted about</i>	General maintenance repair needs
<i>Informed of</i>	Daily changes in proactive and reactive repairs

The B-level technician performs a variety of preventive maintenance and minor repairs. This position performs general maintenance, troubleshooting, and diagnosis and repairs to a broad range of vehicle systems, including engine and emissions, drive train, brakes, climate control, electrical and specialty electrical systems, electronic systems, accessibility equipment, transmission, and steering and suspension. The B-level technician completes work orders and preventive maintenance forms. The technicians will complete ASE certifications each year to keep updated with new technologies and techniques.

Parts Clerk

<i>Department</i>	Maintenance
<i>Reports to</i>	Maintenance Manager
<i>Number Proposed</i>	1 FT
<i>Responsible for</i>	Maintenance work order entry, reports generation, management of parts requisitions and inventory
<i>Accountable for</i>	Timely data entry, proper management of inventory to ensure vehicles are not down due to a lack of parts
<i>Consulted about</i>	Parts purchasing
<i>Informed of</i>	Special orders and ongoing parts demand, changes in the Trapeze EAM system

The parts and maintenance clerk is responsible for the proper management of the shop inventory. They are responsible for the receipt, verification, labeling, storage, and documentation of all parts and supplies, executing shop administrative tasks, and organizing daily functions. This position's duties include receiving shipments from vendors, checking packing slips/invoices for accuracy, and validating quantities received.

They hold clerical responsibility related to shop documentation and organization. They use the Trapeze EAM system to enter work order information, confirm that records are complete, thorough, and up to date. They help maintain shop labor statistics, manage shop payroll, produce reports, and confirm all information reported.

Vehicle Service Worker

<i>Department</i>	Maintenance
<i>Reports to</i>	Maintenance Manager
<i>Number Proposed</i>	4 FT
<i>Responsible for</i>	Fleet cleaning and fueling
<i>Accountable for</i>	Fleet appearance
<i>Consulted about</i>	The condition of the fleet
<i>Informed of</i>	Changes to cleaning schedule and activities

The vehicle service worker makes certain the DPTS fleet is cleaned and fueled to the RFP specifications. This position works both day and night shift in assembly-line fashion, preparing the fleet for the next day. The vehicle service workers also provide cleaning for the transit center and administrative and garage facilities and common area maintenance.

The vehicle service worker completes minor graffiti removal maintains and seat upholstery repair. They perform preliminary vehicle inspections; checks various fluids, including the oil, water, and fuel levels; and inspect the hoses, belts, batteries, and similar equipment.

c.iv. Technologies for Operation

Trapeze PASS

MV plans to continue using and host Trapeze PASS, an advanced paratransit scheduling and dispatch system. Using a single database solution, Trapeze is efficient, secure, and designed to meet your service's specific needs.

In addition to its powerful scheduling algorithm, intuitive user design, and real-time communications, PASS offers extensive built-in reporting that augments the system analyses required for future planning, delivery, and service delivery measurement.

The reservations component provides users with a full complement of tools to ease the reservations process. Insightful passenger lookup screens, common trip

Benefits of Trapeze PASS

- Proven routing algorithm that maximizes efficiencies while maintaining KPIs
- Allow users to configure multiple service types (ADA, same day programs, pilot programs)
- Modular design that adapts to specific agency needs
- Configurable parameters that support operations in your unique operating environment

environment

destinations, and other passenger details support optimal call times and maximize user productivity. Integrated with GIS mapping, Trapeze offers precision in trip distances – geocoded pick up and drop off locations promote superior accuracy in scheduling and monitoring route performance.

The dispatch component allows users to monitor trip performance, update routes by adding new requests, moving trips from late performing routes, and manage no shows and late cancelations. When deployed with on-vehicle GPS enabled devices (using the Trapeze MON add-on), dispatchers can monitor each route in real-time. Any updates (such as trip performs) are immediately reflected in the trip console; conversely, the connected onboard device reflects changes to routes (such as cancelations).

Among the many benefits of PASS, the most compelling is the users' ability to tune the system to the operating environment's precise needs. The system's parameters provide ample opportunity for refining efficiency; it gives administrators control to adjust extensive parameters for times relating to passenger loading and speed, based on days of the week, specific traffic patterns within the service area, pick up and drop off locations, and more.

Mobileye 6 Series

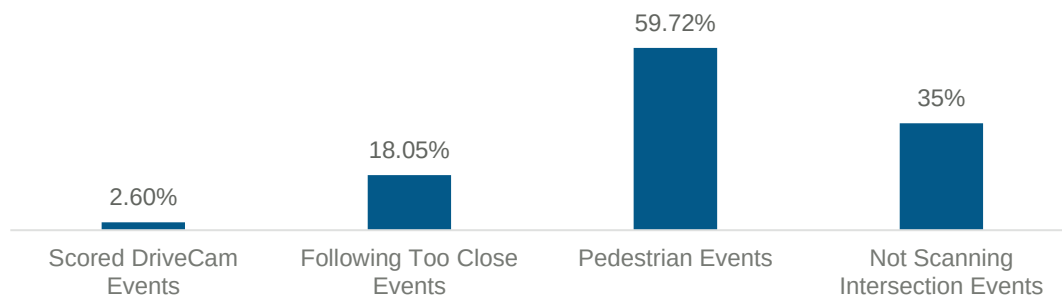
MV is pleased to propose the Mobileye 6 Series system, a collision avoidance technology, for each of the DPTS vehicles. Mobileye, an Intel company, brings more than two decades of experience in vehicle sensor safety technology. Their units employ a camera, EyeQ® processor, and speaker to provide audible alerts, mounted on the windshield, behind the rearview mirror. We mount the EyeWatch™ display in the bottom corner of the windshield to give operators visual alerts.



The single lensed camera senses shapes and textures to detect pedestrians, vehicles, lane markings, traffic lights, and more. Mobileye's Advanced Driver Assistance Systems (ADAS) alerts operators of high risk and dangerous situations such as unsafe following distance, unsignalled lane changes, imminent collisions with pedestrians or vehicles ahead, and more.

Our company is a longtime user of this technology. We initially piloted it in 2014, along with our existing deployment of DriveCam. We found that when we paired the two technologies, we realized a reduction in DriveCam events, correlated to the alerts provided by Mobileye to our operators:

Reductions in DriveCam Incidents



Moreover, when used together, the event that triggers a Mobileye alert most often triggers the DriveCam clip as well – offering a comprehensive and documented approach to mitigating risky driving behaviors. The Mobileye 6 Series system offers the following safety features:

Safety Data	Mobileye Feature	Alert
<i>In 2015, the NTSB found that forward collision avoidance systems could prevent over 80% of rear-end crashes. – Washington Post¹</i>	Forward Collision Warning (FCW): Mobileye sends an audio and visual alert to the operator when an imminent collision is detected.	Alert occurs 2.7 seconds before the anticipated collision, calculated by the Time to Collision, accounting for the distance from the vehicle and relative traveling speed.
	Headway Monitoring & Warning (HMW) / Following Distance: Mobileye sends an audio and visual alert to the operator when their following distance is too close.	Alert occurs when the headway distance (measured in time, based on speed) is 2.5 seconds or less.
<i>The top reported [driver-related] factors include... Improper lane usage, 7.1%. and improper or erratic lane changes, 1.3 % – NSC Improper driving reported in fatal crashes, 2018²</i>	Lane Departure Warning: Mobileye sends an audio and visual alert when there is a lane deviation without signaling	The sensor data detecting the lane markings triggers the alert.
<i>Pedestrians and cyclists represent 26 % of all deaths, while those using motorized</i>	Pedestrian & Cyclist Collision Warning (PCW): Mobileye sends an audio and visual alert to the	Alert occurs when the time to collision drops below 2 seconds. The

¹ <https://www.washingtonpost.com/news/dr-gridlock/wp/2015/06/08/there-are-about-1-7-million-rear-end-collisions-on-u-s-roads-each-year-heres-how-to-stop-them/>

² <https://injuryfacts.nsc.org/motor-vehicle/motor-vehicle-safety-issues/improper-driving-and-road-rage/>

Safety Data	Mobileye Feature	Alert
<i>two- and three-wheelers comprise another 28%. – 2018 WHO Global Status Report on Road Safety 3</i>	operator when an imminent collision with a pedestrian or cyclist is detected. Note, this feature works during daylight hours only.	Time to Collision accounting the distance from the vehicle and relative traveling speed.
<i>Speeding was a factor in 26% of all traffic fatalities in 20184 – NSC Motor Vehicle Safety Issues</i>	Speed Limit Indicator (SLI): The unit's speed limit indicator scans and detects speed limit signs	When a driver exceeds the speed limit, a visual indicator on the unit alerts them

Hololens2 Maintenance Technology

At several locations, our maintenance teams began exploring HoloLens technology to assist our teams in training and diagnostics in 2019. We have successfully launched this maintenance technology in Austin, Texas, for Capital Metro and the Los Angeles Department of Transportation.

In partnership with AvanaDe, MV is creating a virtual maintenance experience. The Hololens, a mixed-reality headset, will integrate techniques used in video game design, movie production, and software development to create an extended reality environment.

The remote assist and built-in guides help technicians follow best practices throughout the vehicle maintenance life.

In this extended reality environment, our technicians can work collaboratively with our directors of maintenance to troubleshoot, diagnose, and repair the fleet. MV looks forward to sharing this technology with the City.



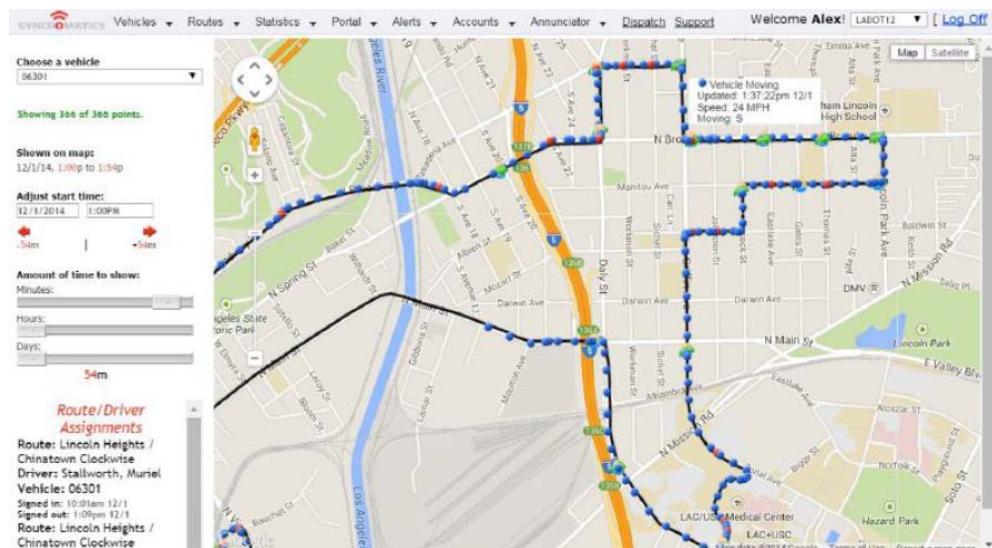
³ https://www.who.int/violence_injury_prevention/road_safety_status/2018/GSRRS2018_Summary_EN.pdf

⁴ <https://injuryfacts.nsc.org/motor-vehicle/motor-vehicle-safety-issues/speeding/>

Syncromatics for Fixed Route Efficiency

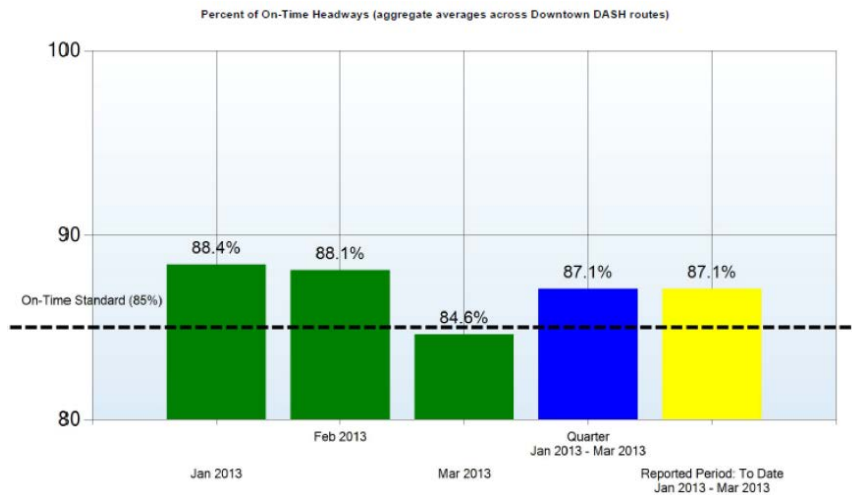
Price Option. Upon award of the contract, MV will work with DPTS to finalize a timeline under which we install this technology. We typically manage a vehicle's installation of all onboard technology in one session, once the vehicle is in our possession.

MV has reviewed the City's service needs and has identified the Syncromatics dispatch software for the fixed-route service. This system enables dispatchers to view vehicle locations in real-time, which allows them to monitor on-time performance, route adherence, run status, and other data. This further supports the MV's dispatchers and management team's real-time decision-making when service is running late, or an operator deviates from the route.



Syncromatics also offers reports, which provide a historical review of service performance. A broad range of data can be grouped by the operator and by route, and users can drill down to obtain detailed data and graphs. The data captured by Syncromatics' reporting drives practical employee coaching and retraining activities.

Driver Performance Report						
Hermilio Rosas						
4/1/2013 - 4/30/2013						
Route	On Time	On Time Avg	Deviation	Late	Early	Trips
TOTAL / AVG	94.2%	82%	12.2%	8.4%	1.4%	66
Route 11	100%	91.7 %	8.3 %	0%	0%	3
Route 12	88.7%	74.3 %	14.4 %	11.3%	0.1%	40
Route 16	89.9%	82.1 %	7.9 %	6.2%	3.9%	11
Route 22	98.2%	80 %	18.3 %	1.8%	0%	12



Syncromatics' mobile website uses GPS data to allow passengers to track the location of their vehicle. When accessed on a mobile phone, the site tracks the user's location and generates arrival times for the nearest stops.

d. Approach for Operating Service

Customer Service

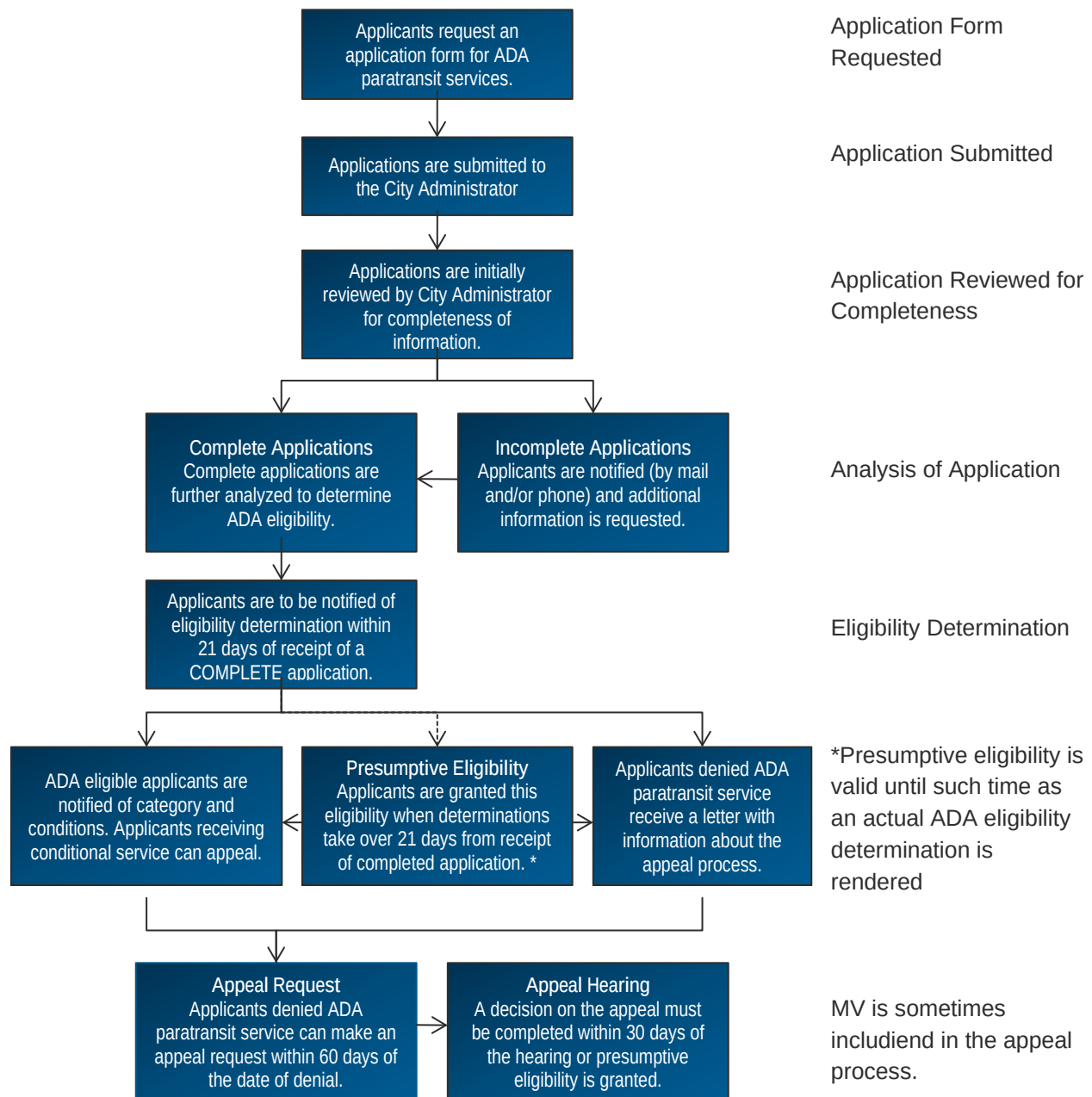
Paratransit clerks staff telephones and are available for reservations, and information calls from 8 a.m. to 5 p.m. Monday through Friday and 8 a.m. to 3 p.m. on Saturday. MV establishes a voice mail system to record any reservations requests outside of these business hours and on specified holidays. Trip reservations are accepted up to one day in advance, but no more than 14 days in advance, as required.

Paratransit clerks answer calls in the order they are received, and with the same standard greeting: "Thank you for calling Decatur Public Transit, how may I assist you today?" All dispatchers attend Platinum Customer Service Training, where they learn professional and respectful communication skills and techniques.

Paratransit Eligibility, Reservations, and Scheduling

Eligibility

MV will complete the eligibility of the ridership for this project under the current process as confirmed by the City



Trip Reservations

When a customer is interested in making a trip reservation, the paratransit clerk asks them for their name, looks up their profile in Trapeze, and confirms their eligibility to use the service.

The paratransit clerk creates a new trip in Trapeze, recording the pickup and/or drop-off locations. Common departure/arrival destinations can be saved in the customer profile screen of Trapeze. If the trip is to or from a new destination, the paratransit clerk records the location information in Trapeze, reading it back to the caller to confirm accuracy.

If the trip request can be accommodated, trip details, including pick-up times, are confirmed with the passenger. The paratransit clerk inquiries about any special assistance needed and includes this information in the comment section of the manifest so that the operator may assist within the program policies.

Once all trip details are recorded, the paratransit clerk submits the trip request. Then Trapeze presents the paratransit clerk with the best available options to schedule the trip. If the trip cannot be scheduled at the exact time requested, the paratransit clerk attempts to negotiate a trip within one hour of the originally requested time.

If the trip cannot be successfully negotiated, the dispatcher documents the trip as a denial pursuant to ADA regulations and offers the passenger the opportunity to be placed on a standby list.

At the end of each call, the customer is thanked for their business.

Subscription Trips

Subscription trips are provided pursuant to ADA regulation and Decatur Public Transit System service policy regarding the maximum allowable percentage of

Recognition of a Job Well Done

Recently, vehicle operator Antonis Anderson received the coveted Katherine McClary Award for excellence.



subscription trips. Dispatch staff reviews subscription service monthly to confirm it does not exceed service requirements. MV can provide DPTS with a list of subscription service pick-ups and drop-offs, their schedule, and productivity.

Planning for Productivity and On-Time Performance

Paratransit clerks schedule trips on specific routes based on time and location of trips. The Trapeze Software examines potential routes for the next day and recently scheduled trips, and then presents the paratransit clerk with several options from which to choose. This is done while the customer is making a trip reservation.

In the new term, General Manager John Ramonez and Safety and Training Manager Crystal Powers will dedicate time to retraining the team to make the best use of the Trapeze software.

By establishing templates in Trapeze, system productivity and on-time performance are managed from the start of the trip reservation process. Templates include scheduled subscription trips and account for vehicle capacity for the fleet mix. For example, long trips are assigned to a sedan while shorter, more productive routes are assigned to the larger vehicles.

With solid templates in place, it is critical to appropriately negotiate demand trips to fit well with the subscription trips that are already scheduled. To provide a superior reservations process, MV employs the following:

- **Scripting:** It is essential to hire dispatchers and paratransit coordinators with a strong customer service background. It is equally important to give them tools to help them work with passengers to find solutions that help both the customer and the organization. Therefore, MV developed scripts a paratransit coordinator can use when negotiating trip times.
- **Reservations management reporting:** A series of reports developed by MV tracks each paratransit coordinator and paratransit clerk by the number of trips booked, appropriate negotiation percentages, and other critical items, to monitor performance and achieve the desired results.
- **Reservations training:** MV trains its reservations teams in best practices for Trapeze use, and how to leverage MV reports, monitors, and procedures to achieve success. This training arms MV's team with the tools needed to optimize service.



Trip Changes and Cancellations

When a customer requests a same-day trip change or cancellation, the paratransit clerk looks up the trip information in Trapeze and initiates the change. If the change is the same day request, the paratransit clerk initiates the change and notifies the dispatcher and the vehicle operator.

To accommodate last-minute trip changes, cancellations, and requests while appropriately protecting system productivity, MV uses a “cancellation matrix. The matrix is a per day per hour analysis of historical trip cancellation trends. Paratransit clerks use this matrix to determine the right number of trips to overbook, based on the probability of cancellation volume.

During the service day, the excessive time between trips, or slack time, created by same-day cancellations is displayed on MV’s slack monitor. By continually monitoring slack time, MV’s dispatchers can identify where and when to place unscheduled trips to improve system productivity.

Scheduling Procedures

Once reservations are closed for the day, the paratransit coordinator reviews the next days’ routes for efficiency and begins the batching process in Trapeze.

During the trip batching process, Trapeze examines all trips and adjusts routes based on trip times and location. This process maximizes productivity while ensuring on-time performance is maintained.

With this process completed, the paratransit coordinator reviews all routes to ensure schedules are attainable yet productive.

When the routes are finalized, the paratransit coordinator confirms and assigns vehicles and operators to each route and determines their appropriate start-times (based on geography and time of day). Once all routes are assigned, operator assignments are exported from Trapeze. The paratransit coordinator then prints the next day’s manifests and the Operator Sign-On Log, giving the next day’s manifest to the operator at the end of their shift. This process expedites the check-in process the next day.

Day of Service

Operator Check In

When the operator reports to the facility, they check in at dispatch or with a road supervisor depending on the time of day. The operations manager or on-duty



supervisor is present, along with MV's dispatch team. The dispatcher marks the operator as present and hands the operator their vehicle assignment. They provide any written notices regarding service adjustments, changes, or announcements, and perform a "fit for duty" review of the operator. The "fit for duty" review includes a uniform check, reasonable suspicion evaluation, and a review of each operator's license.

Standby Operators, Protection Vehicles, and Backup Service

MV's supervision, safety, and maintenance programs minimize the number of delays, preventable incidents, and roadcalls experienced in the system; however, MV's team is prepared for these unfortunate events when they occur.

Extraboard Operators: Extraboard operators are available as a backup when operators do not arrive to work on time and as scheduled due to illness. Once aware of a driver's deficiency, the dispatcher places a call to an extraboard operator alerting them of the available shift. When the extraboard operator arrives at the location, they receive route paddles to assist them throughout the service day. Extraboard operators also fill in for operators on vacation.

Standby Operators: Standby operators are posted at the facility and are available to relieve service in the event of an operator illness, roadcall, or any incident that results in a vehicle being placed out of service. These operators are posted during the morning and afternoon hours to handle peak periods.

When a standby service is required, the standby operator responds directly to the scene of the incident, and when necessary, meets the in-service vehicle to transfer passengers efficiently. The standby operator continues the remainder of the route until shift end or otherwise directed by dispatch.

Backup Vehicles: Backup vehicles are parked at the garage. These vehicles are available for use in a service disruption, such as a vehicle incident or roadcall.

Daily Vehicle Inspections

The operator proceeds to the yard and locates their vehicle. When the operator arrives at the vehicle, they initiate the daily vehicle inspection (DVI or pre-trip) using pre-trip inspection forms. All areas of the vehicle are inspected, and all results are documented.

During peak pullout periods, at least one supervisor is in the yard to oversee the DVI process. This person monitors operators as they perform these inspections,



responds to any question's operators may have, and ensures a timely and coordinated pullout.

If the operator detects an issue with the vehicle that presents a safety hazard and will prevent the vehicle from leaving the yard and entering service, the operator notifies dispatch, who contacts the on-duty technician. The technician determines if the issue can be quickly rectified (for example, a bulb replacement). The vehicle is pulled from service; for example, the brakes are not operating correctly.

If the vehicle must be pulled from service, the technician communicates the change with the dispatcher, who assigns a pre-tripped backup vehicle to the operator. The technician places the vehicle out of service and lists it on the out of service monitor, which will be mounted on the dispatch wall and performs all required Lock-Out Tag-Out procedures.

If the technician can repair it quickly and easily, they do so, and the operator notifies dispatch as they depart the yard and proceed to the first stop.

If the operator does not detect a safety-related defect that would prevent the vehicle from entering service, the operator notifies dispatch as they depart the yard and proceed to the first stop.

Fixed Route Service Delivery

A dispatcher is on duty during all hours of service to respond to issues and monitor service.

Upon arrival at the first stop, the operator will change the vehicle head sign from "Out of Service" to the proper route number and name. If the operator is early, they do not leave the stop until the first scheduled departure time.

The operator proceeds to the next stop at the scheduled departure time. MV's dispatch team continually monitors service delivery to resolve any issues quickly.

Paratransit Service Delivery

Throughout the service day, the MDT unit guides the operator along the route, notifying them of the next scheduled stop. As the operator performs trips using the arrive/depart buttons on the MDT unit, the information is transmitted to, and the route is updated in Trapeze.

Dispatchers continually track vehicle status and monitor service delivery throughout the service day in Trapeze.

If the passenger does not appear, the operator alerts dispatch who contacts the customer via phone. If the passenger does not arrive within five minutes after the



scheduled pick-up time has passed, the dispatcher authorizes a no-show, documents the event, and instructs the operator to move to the next stop.

Mobility Device Securement

Providing safe transportation to persons in mobility devices is essential to the success of the DPTS Service. These passengers generally require a higher level of time and attention from the operator. This proper attention is critical to ensure the mobility device is properly secured to ensure the customer enjoys a safe ride. Wheelchair securement procedures are as follows.



The vehicle must be parked at least 18 inches from the curb, with the vehicle in park and the parking brake engaged. The operator opens the door and prepares the mobility device securement area. The operator deploys the lift under specific lift procedures.

Operators help the passenger boarding the lift; all passengers on the lift are asked to face away from the vehicle. The operator ensures the brake on the mobility device is engaged and secures the lift safety strap. After confirming the passenger has secured their brakes and is ready, the operator communicates to the passenger that lift operation will begin. Maintaining their hand on the mobility device, the operator raises the lift to the lift platform's top. Once the lift is in place, the operator maneuvers the passenger into the vehicle and position the chair in preparation for securement. Once the passenger is in place in the securement area, the operator requests permission to begin securement procedures.

With passenger consent, the operator secures the mobility device at strength securement points; the operator never attaches securement straps to spokes or other loose components. The operator checks the straps are secure and then requests permission to place the shoulder belt and lap restraint over the passenger. Upon consent, these personal restraints are secured. Then the operator notifies the passenger that they are ready to depart.

As part of MV's Driver Evaluation program, Road Supervisors perform spot checks of mobility device securement to ensure procedures are correctly followed.



Road Supervision

Road supervisors are responsible for disseminating critical information, such as service changes and system announcements to the operator team. They serve as the go-to resource in the field for MV's operator team.

They perform incident investigations, administer drug and alcohol testing procedures, respond to roadcalls, and resolve passenger disputes as needed. Based on their findings for these various activities, the operations managers administer progressive discipline pursuant to the collective bargaining agreement.



Road supervisors perform operator evaluations to ensure each operator is safely and correctly performing their job. Road observations are performed discreetly and unannounced without disruption to service, and include the following review types:

- **Observed Ride Checks:** Observed ride checks are on-board evaluations of an operator's customer service and safety skills. Areas evaluated include safe vehicle operation and professional passenger interaction. During this check, the operator's credentials are checked to ensure proper certifications are up to date and in the operators' possession.
- **Unobserved Service Checks:** Unobserved service checks are random inspections that assess operators' driving and safety skills from the road. Road Supervisors perform these checks by following the operator in their service vehicle. Operators typically are unaware that these evaluations are being performed.
- **Mobility Device Securement Spot Checks:** These random inspections are on-vehicle reviews of an operators' ability to safely and correctly secure a mobility device. The supervisor meets the operator where a passenger using a mobility device is being picked up, boards the vehicle, and closely observes how the mobility device is secured.
- **Pullout Inspections:** Pullout inspections are unannounced and occur daily. A supervisor stationed in the yard confirms the operator is in proper uniform,

has the appropriate credentials on their person, and is prepared for service that day. The supervisor then checks the vehicle to confirm that it is clean and ready for service.

End of Operator Shift

When the operator has completed their shift, they notify dispatch and head to the yard. The operator performs a walkthrough of the vehicle at the end of their shift. They collect any items left on board and disposes of any trash. Then the operator performs a post-trip inspection.

e. Training and Safety Plan

As a current operator of these services, MV has a clear and comprehensive understanding of MAP 21, Title 49 CFR Parts 300-399 and 600-699, and all OSHA requirements. MV is well-versed in all state and federal requirements and will continue to follow these laws.

e.i. MV's Professional Training Program

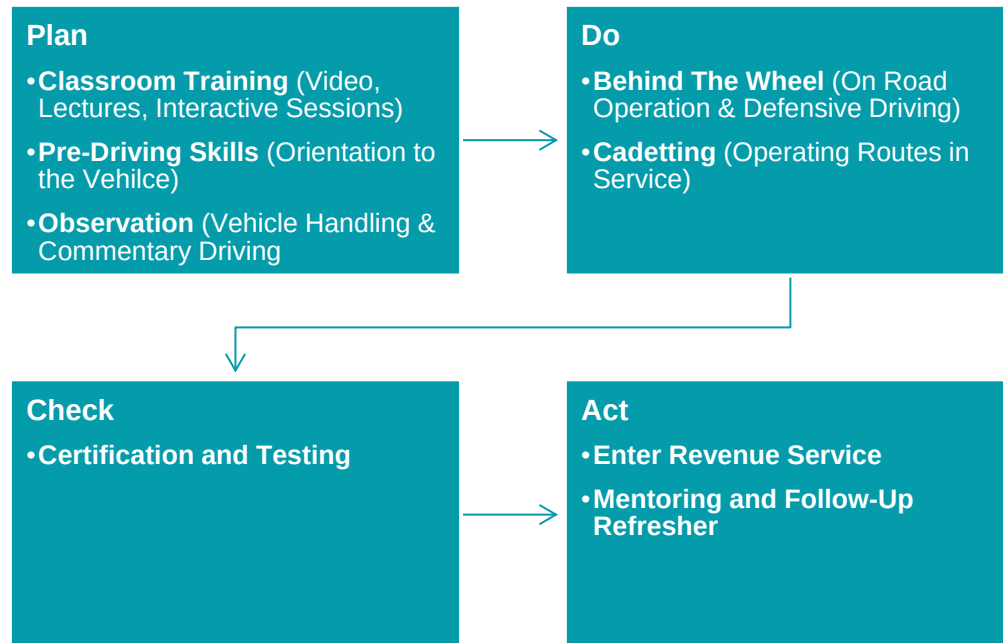
1. *Vehicle Operator Training and Development*

MV has provided a complete vehicle operator training binder in the submission box for this procurement. Additionally, in the appendix of this proposal, MV submits an Employee Handbook (MV's "Driver's Manual") along with several other plans. Please find the inspection, care, and maintenance policy and procedures in section h. Maintenance Program. Incident and accident procedures are detailed in the next section, e.ii.5 Accident and Incident Investigation Procedures and Reporting Procedures. MV's procedures around reporting, including sample reports, can be found in section i Reporting.

Our training program design centers on fostering safe driving behaviors and accident preventability. This program employs a six-part training methodology and follows a Plan Do Check Act (PCDA) cycle.



The Path to Successful Training



Key Areas of Training Focus

Defensive Driving

All accidents have a cause, which can always be traced back to one or more people – most commonly, the operator of one of the vehicles involved in the collision. Following the National Safety Council definition of preventability, if an operator's action or inaction contributed to the collision, it is preventable.

As such, MV built our training program on the Triple L-C defensive driving principles, which focuses on The Four Driving Principles to Safety™:

<i>Principle</i>	<i>When employed, Operators</i>
Look Ahead	Maintain the maximum amount of room around their vehicle and increase eye-lead time to be able to respond appropriately to upcoming hazards
Look Around	Improve their visibility and leverage thorough scanning techniques
Leave Room	Gain the extra time and information needed to make critical decisions while driving
Communicate	Effectively interact with others on the road to prevent collisions.

These principles are reinforced throughout MV's training program and provide trainees with everything they need to know to avoid collisions. Ultimately, the course helps operators see, think, and act their way through any driving situation.

All trainees must demonstrate competence in the following defensive driving and performance skills:

- Pre-trip Inspection
- Seat Adjustment
- Mirror Adjustment
- Use of Accelerator
- Use of Signals and Horns
- Use of Brakes and Anticipated Stops
- Following Distance
- Straight Forward Driving
- Straight Backing
- Right Turns
- Left Turns
- Crossing Intersections
- Crossing Railroad Tracks
- Narrow Bridges/ Underpasses/ Restricted Heights
- Service Stops
- Entering Traffic/Merging
- Overtaking and Passing
- Lane Changing
- Pedestrian/Bicyclist Awareness
- Adverse or Inclement Weather
- Decreased Visibility
- Post-Trip Inspection
- Commentary Driving
- ADA Announcements
- Lift Operations
- Mobility Device Securement

Customer Service

All operators and location staff must attend four hours of our Platinum Connection Customer Service (PCCS) training. We designed this training to reinforce our team's ability to connect with passengers with both professionalism and empathy.

In addition to positive customer service techniques, this program provides trainees with effective de-escalation strategies when dealing with difficult riders, further promoting a safe and secure service.

The program uses the acronym ACE to enhance the three critical components of acing the customer experience:



<u>A</u> ttitude	<u>C</u> hoice	<u>E</u> mpathy
Self-awareness, awareness of customer expectation	Communication – verbal and non-verbal, conflict management	Putting yourself in someone else’s shoes

The PCCS training provides trainees with tools to responsibly make passenger-centric, solution-oriented choices. A dynamic trainer leads the course and uses video clips and group participation to facilitate discussions. Participants practice their customer service skills throughout the training.

Throughout the operator’s career, they receive refresher training in customer service techniques during safety meetings.

Passenger Experience and Disability Training

Empathy and professionalism serve as building blocks in our training program. Classroom training includes education in ADA requirements, passenger sensitivity, and passenger handling. Together with our customer service training, we work to ensure our employees deliver compassion, empathy, and professionalism to each passenger.

Our training begins with education in the various disabilities that our passengers may have – and the types of mobility devices they may use. Training also includes interactive sessions with trainees to foster an experiential understanding navigating the system with a disability. For example, we ask trainees to board the vehicle using a mobility device to understand the experience firsthand. We also invite representatives from the community, local advocacy groups, and care facilities to speak to our trainees during the classroom sessions. Here, trainees can ask questions and learn more about the various experiences of our passengers.

We train all operators in the safe and careful boarding and securement of people using various mobility aids. Not only does this give trainees a realistic understanding of the time and attention required, but it also provides ample time for our trainers to evaluate trainees’ proficiency. At the end of operator training, we certify all operators in proper mobility device loading, and we conduct recertification annually.

Training Program Format

Classroom Training

MV’s classroom training uses adult learning techniques to engage trainees throughout the training process. The program begins with classroom training that

comprises short videos, workbook materials, and our trainers' dynamic facilitation of interactive discussion. The content of this training includes but is not limited to:

- Service orientation and policies
- Company rules and guidelines
- Federal, state, and local laws
- Vehicle operation
- Defensive driving
- Customer service
- Wellness
- Hazardous communication
- Bloodborne pathogens
- Security
- Map reading
- On-road procedures

Pre-Driving Skills

Pre-driving skills training is classroom training on the bus. We purposely separate pre-driving skills training from behind the wheel training because it considers a higher ratio of trainees to trainers than behind-the-wheel training. There is no actual driving involved in this training. During the pre-driving skills portion of training, trainees sit in the operator's seat, familiarize themselves with the bus controls and onboard technology, adjust mirrors, and understand the vehicle size and spacing.

Observation Training

Similar to the way we conduct pre-driving skills training, observation training considers a higher trainee to trainer ratio because trainees are not driving during this training session. Observation training consists of trainees observing a certified trainer maneuver the vehicle and offers trainees the opportunity to understand the passenger experience. While the trainer operates the vehicle, they employ commentary driving throughout, where the trainer explains what they are doing and seeing as they drive.

Behind-the-Wheel Training

When a trainee completes classroom training, pre-driving skills, and observation training, they then enter behind-the-wheel training. We conduct behind-the-wheel training using a two to one trainee to trainer ratio to ensure a reliable hands-on training approach. This training begins on a close course, and when trainees demonstrate proficiency to advance, they move to operate the vehicle on the road. As operators move through the training, they enforce their safe-driving skills to achieve mastery of the 26 specific defensive driving and performance skills required before graduation.



Cadet Training

Upon completion of behind-the-wheel training, trainees enter cadet training or in-service training. Cadet training comprises the trainee operating the vehicle in service, under the supervision of a certified line trainer. During this training, trainees have full command of the vehicle as they operate routes. Cadet training starts on low volume routes and ramps up to higher volume routes as the trainee advances. The line trainer monitors the trainee for safety, driving behaviors, use of onboard technology, and passenger interaction, and they provide feedback throughout the process. MV recognizes that not every operator is one hundred percent ready to enter revenue service after the base training program; MV offers up to 40 hours of remedial training. During the cadetting period, we identify any areas of needed retraining and administer based on this need.

Certification and Testing

All operators, including incumbent operators, must pass a final written exam (80 percent) and a road check before releasing them into service. If they do not pass, they are required to attend additional training. To confirm our training program's effectiveness, we check each new operator's performance at 45, 60, and 90 days post-training.

In addition to operator testing, all operators and road supervisors must become certified in mobility device securement annually. The certification process includes mastery of technical skills and an appropriate demeanor – using care and compassion when working with passengers with disabilities.

Training Hours

MV requires all new hires to attend operator training. New operators hired into the system are required to attend the full training program, listed below. Incumbent operators hired into the system are required to attend an abbreviated refresher training, listed below.

Fixed Route Operator Training

Component	Fixed Route Operator
Classroom	20.33
Pre-Driving Skills	4.50
Observation	36.00
Behind the Wheel	31.50
Cadetting	16.00
Total	108.33
<i>Required Certifications</i>	<i>Mobility Device Securement</i>

Paratransit Operator Training

Component	Paratransit Operator
Classroom	20.33
Pre-Driving Skills	4.50
Observation	25.50
Behind the Wheel	21.00
Cadetting	16.00
Total	87.33
<i>Required Certifications</i>	<i>Mobility Device Securement</i>

Advanced Learning Opportunities for Operators

LLLC Certification

MV offers operators the opportunity to become an LLLC Defensive Driving™ Instructor Certified. This program provides a three-tier certification process (silver, gold, platinum) that certifies trainers for two years.

- Silver-level trainees must complete MV's new operator development course, the Trainer Certification Process, and the Advanced Behind-the-wheel Instructor Course.
- Gold-level trainees must complete the two-day certification process, comprising class-based and in-vehicle training.
- Platinum status trainees must be gold-level and complete a two-day certification in Avatar Master Instructor.

Behind-the-Wheel Certification

MV offers its operators the opportunity to increase their earnings through our behind-the-wheel training program. Those operators who complete this training and become certified as a behind-the-wheel trainer earn a premium while performing the trainer's duties.

To qualify to become a behind-the-wheel trainer, candidates must submit the following for candidacy assessment:

- Work History Review Form (preventable accidents, worker compensation claims, attendance, discipline warnings, performance reviews)
- Supervisor Performance Evaluation (conscientiousness, safety-oriented, tolerant of stress, excels in teamwork)
- Completion of a structured interview with the safety and training manager or operations manager

MV certifies BTW trainers after trainees attend eight hours of training comprising:

- A group session discussing instructor roles and responsibilities
- Self-directed courses and behind-the-wheel training manual
- A three-part certification exam
- A behind-the-wheel ride-along evaluation

Incumbent (Veteran) Operator Training Program

This training is an abridged version (10 hours) of MV's operator training program. The transition team will schedule classes during weekends and nights to accommodate work schedules; during the day, vehicle operators newly hired into the system will attend MV's full operator training program.

Phase	Hours
Screening Road Test	1
Classroom	8.5
Welcome To MV	0.7
Drug and Alcohol	1
Handbook	1
DriveCam	0.5
LLLC Defensive Driving	
• Basics of Safety	0.75
• LLLC	0.5
• Following Distance	0.5
• Intersections	0.35
• Lane Changing, Passing, Merging	0.5
• Pedestrians	0.35
• Backing Basics	0.35
Accident and Reporting Procedures	0.5
ADA Sensitivity	0.5
Wheelchair Securement	1
BTW/Final Road Test	1.5
Total Est. Hours	10

2. Paratransit Clerk, Paratransit Coordinator, and Dispatch Training

We build our training programs for paratransit clerks, dispatchers, and paratransit coordinators on a foundation sensitivity and customer care. This team makes an essential contribution to the rider experience, and they must know the service, demonstrate excellent customer service, understand ADA requirements, and be proficient in Trapeze software. To this end, MV provides this team with 36 hours

of training to all reservations, dispatch, and scheduling staff. For incumbents, training is abbreviated to six to eight hours.

Basic Training (Paratransit Clerk, Paratransit Coordinator, and Dispatch)

Topic	Description
Working for MV	A review of MV's employee policies, including an overview of the employee handbook, sexual harassment, and federal regulations.
Drug and Alcohol Policies and Procedures	This training describes prohibited substances and their detrimental effects and gives an overview of government policies regarding substance abuse. It discusses DOT drug and alcohol testing occasions, testing procedures, and presents MV's Zero Tolerance Substance Abuse Policy.
Operator Supervision	Trainees learn about reasonable suspicion and administering FTA drug and alcohol regulations. Trainees receive instruction in provider interaction, radio/MDT procedures, human resources functions, and labor relations.
Service Overview	Training begins with an introduction to MV and the DPTS Services, followed by an overview of paratransit service and ADA regulations. This training includes discussing employee expectations, DPTS Riders' Guide, service hours, important phone numbers, and topics specific to assisting persons with disabilities.
Know Your Contract	Review MV's contract with DPTS, including KPI indicators, rules, and requirements. This training addresses the various expectations of the service and compliance requirements.
Customer Service Training	Customer service training is facilitator-led and focuses on MV's customer service vision and how MV employees connect with customers. The program teaches employees how to make customer-centric, solution-focused choices with a focus on personal responsibility. This interactive program will use video examples of customer service situations to guide participant discussion. The learning is then locked in with engaging facilitator-led activities to enable participants to practice their customer service skills.
Accident and Emergency Procedures	This session familiarizes employees with transit safety, accident/incident procedures, security and incident procedures, and DPTS and DOT emergency action planning. This training also prepares staff for specific events, such as onboard passenger illness, natural disasters, vehicle breakdowns, severe weather, violent passengers, and other service issues.
Sensitivity Training/ADA	MV's ADA Sensitivity Training Program is tailored to each contract and emphasizes courtesy, understanding, and the responsibility to serve all passengers, regardless of background or disability. Practice and role-playing sessions are held with trainees to foster an experiential understanding of the challenges of navigating the



Topic	Description
	system as a visually impaired passenger or as one who uses a mobility device. We augment video and classroom training with the involvement of representatives from the community, local advocacy groups, and care facilities

3. *Maintenance Training*

Candidates hired to MV's shop are required to have the maintenance experience necessary to perform their duties. Once hired, the maintenance manager provides a company orientation and on-the-job training in MV and DPTS policies, procedures, and requirements.

Technician Training

Training for technicians spans a 40-hour workweek, including the general maintenance training described above, basic technician training, and vendor training courses. Technicians are additionally encouraged to participate in ASE certification training.

Training Modules

Technicians are required to complete the following modules:

- **Orientation:** Technicians will complete the orientation of the shop, equipment, tools, software, and company policies and procedures.
- **Basic Training:** Upon completion of initial orientation, MV also provides basic training in the following areas:
 - > Basic repair skills/preventive maintenance
 - > Basic electrical training
 - > Air systems and brakes
 - > Alternative fuel safety and inspection
 - > Vehicle electrical systems and multiplex
 - > Suspension and steering
 - > Engine service, tune-up, and troubleshooting

- > Transmission diagnostics and service
- > Bus air conditioning and heating
- **Safety Training:** Safety training includes personal protective equipment, lock out/tag out procedures, basic shop safety, the emergency action plan, hazardous communication, and vehicle lift equipment training.
- **Environmental Compliance:** This module covers stormwater pollution prevention, waste oil fluids storage and disposal, waste oil fluids storage and disposal, hazardous materials management plan, facility floor drain maintenance, above-ground storage tanks, underground storage tanks, and body repair environmental compliance.
- **Facility Maintenance:** This module covers facility cleaning, shop equipment maintenance, facility audits, and creating an enviable workplace.

Ford Motor Company Training

In support of providing the most qualified and skilled technicians to its clients, MV offers exclusive access to all Ford Factory training through the Service Technician Specialty Training (STST) program.



This program encompasses dozens of courses across ten specialties (electrical, engine performance, engine repair, diesel engine performance, diesel engine repair, steering and suspension, manual transmission and drive train, automatic transmission, climate control, and brakes.) This training ensures comprehensive and progressive training based on experience, skill, and previous education/training. New model training provides an overview of required maintenance, diagnostics, and systems in new vehicles – in time for the arrival of new vehicles.

This training ensures comprehensive and progressive training based on experience, skill, and previous education/training. It addresses vehicle systems evaluations, repair practices and procedures. Under this partnership with Ford, unlimited online and classroom training is available.

Factory and Manufacturer Training

MV coordinates with its parts and equipment vendors for periodic and ongoing technician training. The company provides OEM factory training from Ford, General Motors, Cummins, and Detroit Diesel. We work directly with

manufacturers, including Gillig, El Dorado, Orion Ford, Chevrolet, Delco, Ricon, Braun, Carrier, Goodyear, Supreme, and Bluebird, for training.

ASE Certification Program

MV supports its technicians in attaining ASE certification and pays for all practice tests and materials and all testing fees. MV encourages its team to strive for ASE Master Certification and offers a \$1000 bonus for employees who obtain and maintain an ASE Master Technician certification status, with an additional \$500 for each master certification earned thereafter. This bonus is payable six months into the first calendar year of attaining certification.

Parts Personnel Training

Parts personnel must complete the orientation, safety training, environmental compliance, and facility maintenance training modules described under technician training modules.

Parts personnel are also required to complete a thorough orientation of all areas of the service vehicle to ensure their familiarity with power trains, electrical systems, HVAC, steering, suspension, and assists in practical parts ordering. They are trained in parts sourcing, inventory control, and warranty recovery. This training spans 22 hours.

4. Manager Training Program

Understanding that success must start at the top, MV invests in manager development. The company encourages these individuals to continue developing their leadership skills to provide better guidance to their teams and increase their confidence to enact positive change at their location.

MV's GM Essentials and Leading a Division management training programs are designed to promote competencies essential to succeeding in the general manager role. These include:

- Organizing and planning
- Strategic problem solving
- Decision making
- Communications
- Relationship building
- Financial analysis
- Initiative and action orientation
- Client relations
- Adaptability
- Accountability/results orientation
- Developing and engaging people

GM Essentials

MV's GM Essentials training program for managers establishes clear and realistic expectations for the general manager's career. Available to any MV manager, the structured, weeklong training is instructor-led, with an introduction from senior executives.

New general managers receive an overview of the first few months on the job and are provided the tools to succeed in their leadership role. Individuals are also introduced to the compliance aspect of the general manager position and contract management, finance, safety, maintenance, procurement and bid model development, wage and hour requirements, labor relations, and recruiting.

Trainees receive numerous materials and tools for reference throughout their career with MV.

Leading a Division

In 2018, MV launched a general manager development program, Leading a Division. This program's design prepares our new general managers, operations managers, and assistant general managers to lead their operating divisions. Our clients' immediate benefit is a pool of highly trained and prepared internal manager candidates to fill roles that become vacant.

Leading a Division is a structured training program tailored to each candidate's existing knowledge and proficiencies. Coursework spans six key components – safety, human resources, operations, maintenance, finance, and client. Training topics include recruiting, drug and alcohol, labor and wages, business development, contracts, and other relevant topics.



John Ramonez completed Leading a Division training in 2019.

The program is administered at the local level by the candidate's general manager. Each candidate will follow an individual development plan, guided by their general manager or regional vice president.

Candidates also participate in regional conference calls with a senior operations leader and a representative from human resources to report progress.

Ongoing Training

We have partnered with SkillSoft, a premier e-learning firm, to provide MV University online classes for continued learning. Through this partnership, our leaders have easy access to continued development in MV's values and leadership competencies. Courses include:

- Supervisor/Manager Sexual harassment awareness
- Code of Conduct
- MV Safety Leadership
- Workplace Diversity Awareness

5. Ongoing/Refresher Training

Vehicle Operators

In addition to refresher training provided during MV's monthly safety meetings, MV requires mandatory retraining at the following points of an operators' employment:

Type of Retraining	When it is provided	Length of Training	Description of Training
Return to Work (after 30 days or more of inactive status)	Required when an operator returns from "inactive" status (30 days or more).	8 hours	This training consists of a 6-hour classroom review and a 2-hour behind the wheel road check. These focus on safety standards, defensive driving skills, and vehicle familiarity.
Post-Accident / for cause	Required when an operator has a "preventable" rating for an accident/ incident. This training is completed within ten days following the formal accident rating.	Varies based on the operator's ability to perform the appropriate tasks to standard.	Post-accident retraining is focused on correcting driving deficiencies and standards that contributed to the accident. The operator must demonstrate the ability to perform all of the required tasks to standard before being allowed back to driving duties.

Type of Retraining	When it is provided	Length of Training	Description of Training
Seasonal Refreshers	These refreshers are conducted during specific periods of the year, typically in the fall.	Varies based on location and topics.	The training will include topics/material appropriate for the region, inclement weather, environmental, and traffic conditions.
Biannually	At a minimum of every two years	8 hours	This training consists of a 6-hour classroom review and a 2-hour behind the wheel road check. These focus on safety standards, defensive driving skills, and vehicle familiarity.

Staff/Dispatch/Radio Personnel

In addition to the 12 hours per year for monthly safety meetings, monthly departmental meetings discuss relevant topics, including customer service, efficient reporting, best uses of provided technology. This provides an additional 12 hours of retraining per year.

Supervisory Personnel

In addition to the 12 hours per year for monthly safety meetings, operations team meetings discuss topics including refreshers on reasonable suspicion, accident response, customer service, etc. This provides an additional eight hours of retraining per year.

Maintenance Personnel

In addition to the 12 hours per year for monthly safety meetings, all maintenance personnel receive 40 hours of retraining annually. This comprises safety meetings regarding pertinent safety matters such as OSHA, hazardous materials cleanup, PPE, and regular retraining from vendor experts on brakes, electrical, air systems, etc.

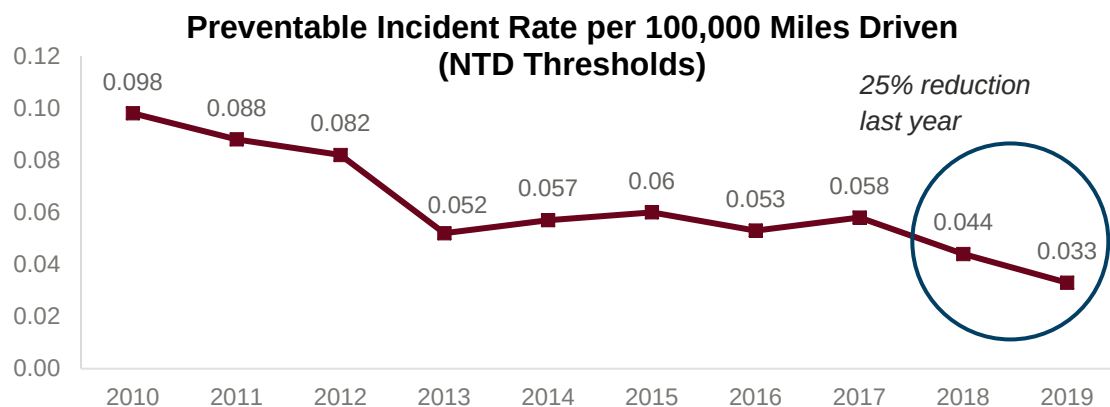


e.ii. MV's Safety Program

Our Safety and Security Program

MV's safety and security program unites data-driven insights with an established safety culture. With the end goal of eliminating all at-risk behaviors, accidents, and injuries, we use predictive analytics to drive safety messaging, retraining, safety events, and employee recognition programs. Working within a strict framework, we cascade safety principles across our enterprise on a rigorous schedule.

We leverage our membership with the National Safety Council, training from the National Transit Institute and the USDOT Transportation Safety Institute, to unite best practices with custom-developed programs and deliver a comprehensive national safety program.



Award-Winning Approach

In February 2020, MV received the honor of winning the first-ever **Lytix Innovation Award**. Lytx is a leading behavioral-based safety technology that we use to help optimize safety performance and minimize risk. This award spans across all industries and the 4,000 companies worldwide that use the Lytx technology to improve their safety efforts, both internally and externally, across their operations.

Lytix recognized MV for our progressive approach to leveraging video capture and advanced data analytics to drive continuous and significant improvements in safety, improve our operators' performance, and ensure the safety of our passengers.

Overall, our transformational approach to safety innovation has reduced average collision severity by 25 percent since implementing this safety management approach.

Under our strategic partnership program, the Alliance for Innovation and Mobility, MV strategically aligns with companies like Lytx to share insights and best practices while codeveloping meaningful innovations that improve the passenger experience.

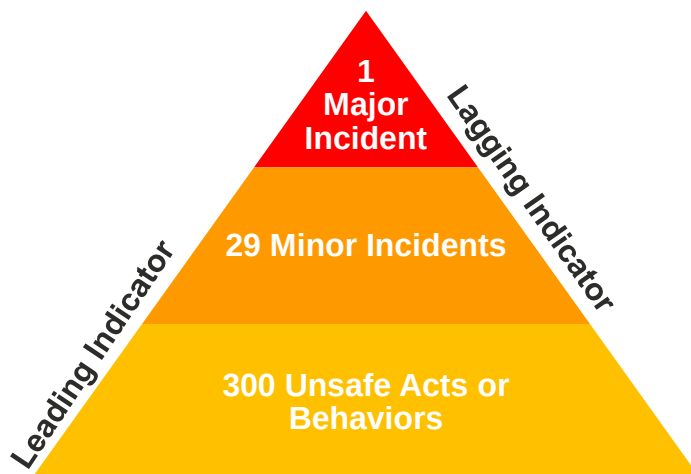
Analytics Drive Our Program

Heinrich's law – a behavioral-based safety model – serves as the foundation of our approach. Our goal is to correct unsafe acts and behaviors before they lead to minor and major incidents. We focus our efforts on these leading indicators by employing safety technologies that output objective data regarding safety performance.

Our analytics platform consumes data from technologies like DriveCam and Mobileye and unites it with machine learning tools to inform our safety activities throughout the service year.

For example, in 2018, we found October to be the riskiest month of the year. The year's riskiest day was

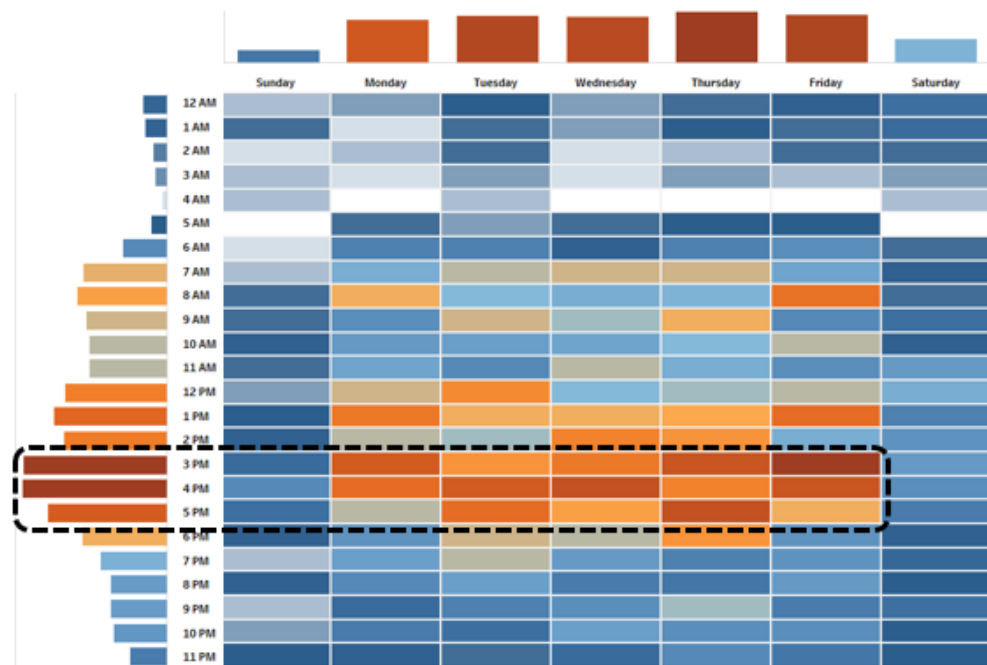
October 18, and the top two riskiest holidays were Halloween and Veterans Day, respectively. Based on these findings, we designed our 2019 Safety schedule to focus heavily on core safety principles leading to and throughout October. We hosted safety blitzes, stand downs, and crafted messaging to address risk factors, including inclement weather, high pedestrian traffic, and the school year's impact on changes in traffic.



As a result of this data-driven focus, we were able to reduce our behavioral driving risk by 21 percent in October 2019.

From the individual operator's standpoint, we use our analytics program to pinpoint what behaviors are most prevalent and cross-reference this data with

operator tenure. This information drives retraining efforts, coaching activities, and road check processes – both nationally and at the local level.



Analytics output showing risk by the time of day and day of week

Destination Zero

While Heinrich's law serves as the foundation of our safety program, our ongoing Destination Zero Safety Campaign serves as our program's forward vision. This campaign focuses our team on eliminating all at-risk behaviors, accidents, injuries, and fatalities. We designed the Destination Zero campaign to align fully with our customers' Vision Zero initiatives, and it comprises the below roadmap items.

Destination Zero Campaigns

- Safety messages
- Safety blitzes
- Competitions
- Rewards programs

Lean-Focused approach to Safety Management

- Streamline Effectiveness,
- Continuous improvement
- Checklists and easy to follow guidelines

Standardization and Process Discipline

- Process-driven best practices
- Rule book recertifications
- Management cadence

Strengthen Critical Safety Activities

- Examine and refine critical safety activities for effectiveness and impact
- Intense focus on fundamental techniques

Fundamentals & Behavior Modification

- Back to Basics campaign
- Coaching Office Hours
- Data-driven behavioral insights

Influencing Next Generation Safety Innovation

- Continually examine new safety technologies
- Pilot and deploy innovative safety tools through AIM program

Safety Resource Center

MV has developed proven best practices that we have built throughout our 45 years of providing transportation services. Moreover, with more than 200 transportation operations, we offer a knowledge bank of practices, procedures, and approaches, both internally and externally.

With our company's transition to Microsoft Teams and OneDrive, we have created a centrally accessible repository that aggregates resources for our local team to develop tactical plans specific to their unique operating environment, yet consistent with company procedure. Our safety resource center makes safety plan templates, industry publications, data analytics, training materials, campaign ideas, and best practices available to our local leadership teams nationally.

Motivational Programs and Events

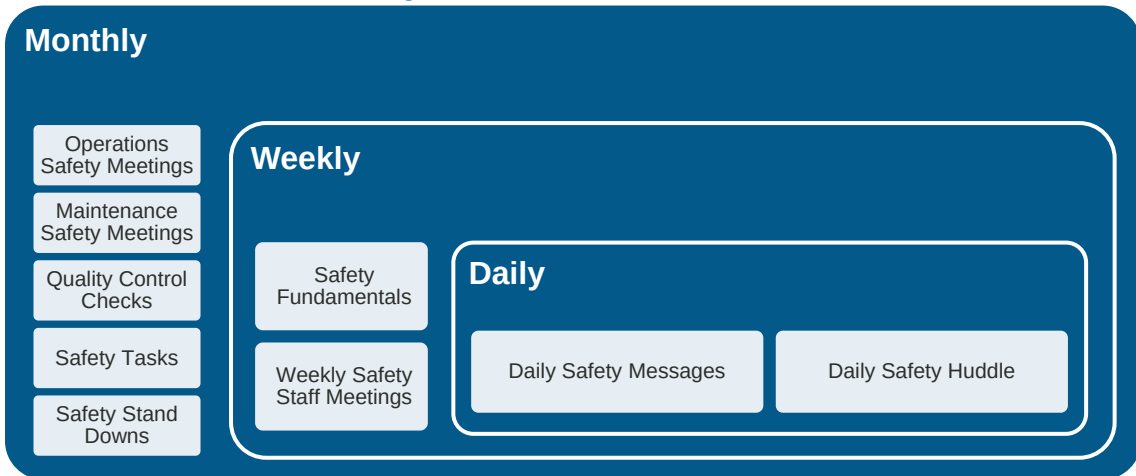
Safe operations build positive employee morale and promote a desirable workplace. Knowing this, we tie morale programs to safety by creating fun, safety-focused teambuilding activities throughout the calendar year. Blitzes, raffles, and other employee events bring our team together while promoting safety operating behaviors. This approach creates an environment where safety is the foundation of our culture, celebration, and reward.

Our Transit Management Services will offer the following incentive benefits to eligible operators. Additionally, General Manager John Ramonez will have the autonomy to develop contests and other events within their operation.

- **\$200 Safety Bonus:** Operators exhibiting safe driving behavior (no preventable incidents) and a strong attendance record receives a \$200 annual bonus on the anniversary of their hire date.
- **The Katherine McClary Operator Award:** This award recognizes our finest vehicle operators across the country. Qualifying operators must exhibit safe and professional driving behavior, a positive work attitude, excellent customer relationship skills, and a strong attendance record. We recognize recipients quarterly, annually, regionally, and nationally.
- **Safety Blitzes and Other Safety Events:** Our local DPTS management team will host safety blitzes or other employee events to promote safety messages.



Schedule of Safety



Monthly Events

Mandatory Operations Safety Meetings

All operations personnel, including supervisors and managers, will be required to attend monthly safety meetings. We will schedule multiple meetings each month, during non-peak hours and the evening to strive for 100 percent participation of all operations personnel. Crystal Powers, our safety and training manager, will lead these meetings and administer training in refresher topics and injury prevention techniques. We will work with local community groups, advocacy centers, and passengers to host training sessions throughout the year. Our corporate safety team sets the schedule of all safety meeting topics and sends each location supporting materials each month to ensure a productive and successful safety meeting. We have designed this calendar around seasonal trends and included ADA refreshers every six months.

Month	Operations Safety Meeting Topics	Month	Operations Safety Meeting Topics
January	Left Turns & Pedestrians Winter Driving	July	Customer Service & ADA Sensitivity Announcements
February	Right Turns & Pedestrians ADA Sensitivity & Wheelchair Securement	August	Following Distance
March	Intersections & Pedestrians	September	Pedestrians & Cyclists
April	Distracted Driving & Distracted Pedestrians	October	Distracted Driving & Distracted Pedestrians
May	Fixed Objects & Reference Points	November	Adverse Weather
June	Mobility Device Securement	December	Defensive Driving & Pedestrians

Mandatory Maintenance Safety Meetings

Each month, our maintenance manager, Chris Bergscheider, will host monthly safety meetings specifically for our maintenance team. Smaller in size than the operations safety meetings, we will strive to identify a time that works for all maintenance employees – thereby striving for 100 percent attendance across our maintenance team. Like their operations counterparts, maintenance safety meetings are one hour in duration and serve as a forum for refresher training in key maintenance safety areas. Injury prevention is addressed during these meetings as well. With our corporate maintenance team, our safety team determines the schedule of topics for the year. Supporting materials are distributed to the maintenance manager each month.

<i>Month</i>	<i>Maintenance Safety Meeting Topics</i>	<i>Month</i>	<i>Maintenance Safety Meeting Topics</i>
January	Slips, Trips, & Falls	July	Lock Out Tag Out
February	Machine Guarding	August	PPE (Personal Protective Equipment)
March	HazCom	September	IIPP (Injury & Illness Prevention Program)
April	Electrical	October	Fire Safety / Fire Extinguisher Training
May	Heat Stress	November	Emergency Action Plan / Fire Drill / Security Awareness
June	Bloodborne Pathogens	December	Housekeeping

Quality Control Checks

Both road supervisors and behind-the-wheel trainers are required to complete annual certification programs in their respective fields successfully. Further, our safety and training manager, Crystal Powers, will perform yearly reviews to emphasize essential job functions. In addition to these activities, Crystal Powers will hold monthly quality control checks as part of the monthly meetings with these critical team members. During these meetings, Safety Training Manager Crystal Powers will review core transportation safety areas, including safety standards, performance updates, and preventive actions. Our teams discuss operators identified as having risky behaviors. Additionally, our team reviews retraining schedules, trainee performance, and other areas of safety concerns.

Injury Prevention

MV's injury prevention program reflects our ongoing commitment to workplace safety. We leverage our membership with the National Safety Council to provide the most up-to-date awareness material on safe work methods and proper body technicians. Each safety meeting held at our location will include a discussion

and live demonstration or video that illustrates proper workplace safety techniques.

Month	Injury Prevention Topics	Month	Injury Prevention Topics
January	Slips, Trips, & Falls	July	HazCom / LOTO
February	Strains & Sprains Back Safety	August	Ergonomics
March	Fatigue Management / Wellness	September	Injury and Illness Prevention Drug & Alcohol Program Refresher
April	Emergency Vehicle Evacuation / Security Awareness	October	Fire Safety / Fire Extinguisher Training
May	Heat Stress	November	Emergency Action Plan, Fire Drill, Security Awareness
June	Bloodborne Pathogens	December	Customer Service & De-escalation Strategies

Monthly Safety Task

Every month, every MV location completes mandatory monthly safety tasks that confirm our compliance with regulatory and internal policies. Every month requires a facility inspection and additional duties to support a safe and healthy operating environment. We leverage our membership with the National Safety Council and OSHA resources to support monthly safety tasks. MV's 2020 calendar of events is below.

Month	Safety Task	Month	Safety Task
January	Facility Inspection Complete OSHA Log 2019	July	Facility Inspection Wheelchair Recertification's Due
February	Facility Inspection Post-2019 OSHA 300A Summary on 2/1	August	Facility Inspection OSHA Log Review Back to School Month (NSC.org)
March	Facility Inspection OSHA Log Review Q1 Self-Audit	September	Facility Inspection Review & Update Facility Emergency Action Plan (Safety Policy #21) Q3 Self-Audit
April	Facility Inspection Remove OSHA 300A Summary on 4/30 National Distracted Driving Awareness Month	October	Facility Inspection
May	Facility Inspection	November	Facility Inspection
June	Facility Inspection National Safety Month Q2 Self-Audit	December	Facility Inspection OSHA Log Review Q4 Self-Audit

Safety Stand Downs

Every other month, we will hold a safety stand down – a day-long safety themed event that promotes safety principles. During stand downs, our management team hosts in-yard events. These encourage all employees to stand down from their current activities to discuss and participate in activities that support vital safety concepts and techniques. We have provided our 2020 stand down calendar in the table below.

Month	Monthly Safety Task	Month	Monthly Safety Task
February	February 14 "I Love Safety"	August	August 13 "Pedestrian & Bicyclist Safety"
April	April 23 "Defensive Driving"	October	October 29 "Destination Zero Is My Ghoul"
June	June 18 "The Best Customer Experience"	December	December 12 "Holiday / Winter Safety"

Weekly Events

Safety Fundamentals

We developed our Fundamental of the Week program as a corporate-led initiative to promote skill development and further heighten awareness continuously. The program covers fundamental techniques that line up with the monthly fleet safety or injury prevention topic. This program has led to a continuous improvement culture and continually brings safe operations back to the basics. Safety fundamentals are distributed via email, contain statistical information regarding the associated hazard, and methods to mitigate the risk. We craft safety messages around the weekly fundamental to strengthen the learning impact.

Weekly Safety Staff Meetings

Each MV location holds a weekly safety staff meeting to maintain our team's clear orientation on safety and safe transportation work behaviors. When needed, we issue weekly agendas before the meeting, designed to address pressing issues and reinforce messaging for the week.



Daily Events

Daily Safety Huddle

Daily safety huddles occur as part of our toolbox meeting series and focus on maintenance safety. Huddles are brief meetings that provide a forum to address essential maintenance safety items, including PPE, machine guarding, housekeeping, lock-out-tag-out procedures, and other critical components of a well-managed, safe workplace.

Safety Messages

Safety messages reinforce our weekly safety fundamentals, and we post them throughout the facility. In the new term, dispatch either reads these messages on the radio to our operators or sends safety messages to MDTs, to remind everyone of the importance of safety each day.

Daily Safety Message Example	
 Path To Perfect Safety Challenge Beliefs Change Behaviors Check Continuously	<i>As a part of the MV team, it's not just our responsibility to improve productivity and motivation; it's also our responsibility to maintain a safe work environment.</i>

1. Employee Safety Plan

Our System Safety Program Plan (SSPP) was established to provide a superior level of safety and minimize any risk. MV's SSPP is maintained by the standards of the American Public Transportation Association (APTA) and the Federal Transit Administration (FTA). MV provided our Safety Manual and an SSPP in the appendix.

2. *Hazardous Materials and Waste Management Plan*

HazMat Handling and Training

MV's safety and training manager must maintain a list of hazardous chemicals known to be present in each work area. This list will be reviewed and updated regularly, and kept in the work area, on a log sheet.

MV's safety and training manager works with the director of safety to develop and implement a specific plan for this location. This effort will include:

- • Developing a written hazard communication program. The written program shall describe how the labeling and other forms of warning, safety data sheets, and employee information and training requirements, as outlined in 29 CFR 1910.1200 (f), (g), (h), will be met;
- Develop a hazard communication training program;
- Ensure SDS is available as required and made available for medical personnel when treating exposed employees;
- Conduct random safety reviews and take immediate corrective action for any deficiencies found;
- Maintain a list of hazardous chemicals using the identity that is referenced on the SDS;
- Provide information, as requested, concerning the health effects and exposure symptoms listed on the SDS;
- Ensure containers are appropriately labeled, tagged, or marked;
- Make this plan available to employees or their designated representative; and
- Review the hazard communication program, at least annually, and make the necessary changes.

HazMat training includes the following topics:

- An overview of the requirements contained in the Hazardous Communication Standard, 29 CFR 1910.1200;
- Methods and observation techniques used to detect the presence or release of hazardous chemicals;

- The physical health hazards of chemicals in the work area and their locations;
- How to lessen or prevent exposure to these hazardous chemicals through the usage of controls, work practices, and personal protective equipment (PPE);
- How to use the information provided on the SDS;
- How to read and understand labels;
- Contingency plans for medical and accident response;
- The proper use, maintenance, and storage of required PPE; and,
- Procedures implemented to provide employee information about chemical hazards for non-routine or special tasks.



Waste Management

MV complies with all local, state, and Federal regulations regarding waste maintenance. MV follows industry best practices regarding the handling, storage, and disposal of maintenance end products. MV's policy and procedures for these processes will conform to all guiding environmental regulations. MV's waste management programs are as follows:

- **Antifreeze:** Antifreeze will be stored correctly in separate containers. MV will employ a properly certified company to remove used antifreeze.
- **Parts Washing:** MV uses a water-based parts wash with parts cleaners. This solution is environmentally safe and biodegradable.
- **Cleaning Solutions:** MV uses bio-degradable cleaning solutions from ZEP Manufacturing Company, www.zep.com.
- **Stormwater:** MV complies with all local, state, and Federal regulations regarding stormwater. MV will have a proper stormwater plan on file, and all processes will be designed to keep all pollution out of the stormwater drains.

MV will use a floor-scrubbing machine to pick up any spills, and water will be recycled through the water clarifier.

- **Wastewater:** All wastewater is poured through the clarifier to filter and treat it before it is released into the sewer system.
- **Used Oil:** A certified, insured recycling vendor will remove all used oil. This vendor must have proper certification on file.
- **Used Filters:** MV uses filter crushers to condense filters before they are disposed. All procedures regarding this process will comply with local regulations.
- **Spills:** MV will ensure proper containment systems and containers are readily accessible throughout the facility. Mobile spill kits and proper containment are readily available to provide a quick response to any spills in the field. MV will immediately take care of all spills, and all containment materials will be appropriately handled and stored for future removal.
- **Sludge:** A properly certified recycling company will haul and dispose of sludge.
- **Freon:** All MV's maintenance personnel will be either 608 or 609 certified in the proper use of AC recycling machines.

MV provided our Hazardous Communication Plan in the appendix.

3. ***Emergency Management and Evacuation Plan for Facilities***

Please see our Emergency Action Plan and System Security and Emergency Preparedness Plan (SSEPP) as an attachment in the appendix.

4. ***Emergency Management and Evacuation Plan for Vehicles***

Please see our Emergency Action Plan and System Security and Emergency Preparedness Plan (SSEPP) as an attachment in the appendix.



5. *Accident and Incident Investigation Procedures and Reporting Procedures*

MV is proud of our accident and incident rates as a company, but we must be vigilant to improve. As a course of this business, these types of activities are inevitable. Training our team to respond quickly and professionally when these types of events occur are of top priority.

All locations are required to have the following information readily accessible:

- Operator's family and emergency notification
- Local police department and local sheriff department
- Highway patrol/state police
- Local fire department and local ambulance service
- Tow truck, heavy equipment, and construction companies
- MV Risk Management staff and MV Safety staff
- General managers' home and cell phone numbers
- Local and MV emergency contact numbers

MV's reporting decals must be posted on the dashboard and the operator-side sun visor of all vehicles. The decals read, "Should you be involved in an accident or should any other incident occur, immediately contact Dispatch who shall immediately communicate with you and the 24-Hour Claim Line, (866) 688-7475."

Each vehicle must be equipped with three bi-directional emergency reflective triangles (not flares), a fire extinguisher having an Underwriters' Laboratories rating of 5B:C or more, and Incident Reporting Packets. The safety and training manager has a digital camera with a removable SD disk to capture photos at the scene.

If involved in a vehicular incident, the operator will notify the dispatcher, who will send a supervisor to the scene, and contact emergency personnel (when necessary). The operator must exercise on-scene emergency control until she or he is properly relieved by a supervisor.

With the assistance of the on-scene supervisor, the operator will use the onboard accident kit to take photographs of the scene, obtain the contact information of all witnesses (using Courtesy Information Cards) and complete an incident report.

The operator is required to provide identification and cooperate with the police. Upon return to the office, the accident report is submitted to dispatch or the general manager. The safety and training manager also requests the police report number for our records.

As soon as is practical following an accident, drug and alcohol tests are administered to any employee whose performance could have contributed to the accident, such as dispatcher or technicians.

If reasonable suspicion is suspected, all reasonable suspicion testing guidelines are followed. Test results are obtained and reported to the general manager (or vice versa). The operator remains suspended from driving until the general manager, and the safety and training manager reinstates their driving privileges.

6. **Comprehensive Training Plan**

MV has provided a comprehensive training plan for all vehicle operators, dispatchers, paratransit clerks, paratransit coordinators, maintenance personnel, and managers in section. e.i. Training.

7. **Personal Electronic Device (PED) procedures**

During our orientation period, every employee receives an employee handbook highlighting MV's rules and regulations. Please see the excerpt below describing our personal electronic device rule.

"The use of cell phones for personal calls during your working hours is discouraged and should be limited to break or meal periods. Where a client contract prohibits drivers from carrying personal cell phones, the use of personal cell phones is prohibited. Any use of a personal cell phone or other non-company-issued electronic devices, hands-free or not, during the operation of a company vehicle is prohibited."

8. **Operational Rule Book**

Please see MV's Continuity of Operations Plan (COOP) and Employee Handbook as attachments in the appendix.

9. **Efficiency Testing Plan**

Efficiency testing is interwoven into MV's operating procedures. Our best practices include efficiency in all aspects of the service, including maintenance, service delivery, safety, and training. MV has included our Safety Management System Plan (SMS) in the appendix of this proposal. It highlights MV's best



practices around reducing hazards and risks, making the service and the employees more efficient and safer.

10. *Internal Safety Audit Procedure*

MV uses the following company-wide facility maintenance programs at its locations:

- **Annual Facility Audits** – Each location is subject to an annual, comprehensive audit by MV’s maintenance team members. Members of the operations team may also support this inspection. Standard inspection forms and photographs are used to document the condition of all major components at each facility. Components include foundations, substructures, superstructures, exterior closures, roofing, doors, walls, floors, conveyors, plumbing, electrical, and safety systems. These audits are used to prepare condition profiles to plan and program all maintenance repair and rehabilitation projects into annual budget plans.
- **Fire Safety Inspections** – Each location receives an unannounced fire inspection. We base these inspections on compliance with all local fire and life safety codes. We document the inspection and follow-up on any areas of identified weakness. These inspections happen at least once a year.
- **Insurance Inspections** – Each division is subjected to a scheduled inspection by MV Transportation’s insurance provider regularly. Insurance inspectors conduct the inspections and provide written reports, documenting their findings and recommendations. This process confirms compliance with local, contractual, and company specifications regarding proper maintenance of the insurance required for the division’s operation, equipment, and facility.

In addition to the above inspections, various MV staff members conduct daily walk-throughs at each operating facility with a focus on safety. The goal of these inspections is to provide our employees, customers, and passengers with a safe, reliable, high-quality service at every MV location.

11. *Security Action Plan*

MV has created a set of comprehensive security goals, objectives, and strategies to maximize the security of MV’s passengers, employees, and property. Our system security and emergency preparedness plan (SSEPP) is a blueprint for all security procedures. MV provided our SSEPP as an attachment in the appendix.

f. MV's Hiring Plan

Recruitment

For any open positions, MV uses industry publications and several online resources. This approach maximizes the company's exposure to talent within the industry and like industries. MV has a strategic partnership with CareerBuilder.com, with which the company's postings are



automatically linked to over 50 diversity postings. As part of MV's commitment to veteran employment, the company also uses America's Job Exchange. This tool expands MV's outreach to include agencies as well as JOFDAV.com; DisabledPerson.com; and 4,000 community-based organizations sites. Locally, the company participates in local job fairs and includes those focusing on returning veterans and/or spouses of veterans.

Once MV has garnered a strong applicant pool through aggressive recruiting, the process of finding team members who can provide safe, friendly, and timely service to your customers begins. A prospective employee must possess the ability to work well with the public and to respond to inquiries positively and professionally.

Application, Qualifications, and Hiring Process

Completing Application

MV posts all career opportunities – from vehicle operators to management staff – on the company's website at careers.mvtransit.com, powered by CareerBuilder, LLC.

An applicant begins the employment process by completing an online application. After the application is completed, it is reviewed by the local hiring lead (for this contract, this will be the general manager) to determine if qualifications are met. If the applicant meets the minimum requirements, the qualifications process will begin.



Qualifying Applicant

The hiring lead will contact the applicant and request that they review and sign the required release documents.

Required release documents include:

- Application for Employment
- MV's Background Check Disclosure and Authorization release
- FTA DOT Disclosure and Authorization
- I-9 Express Online I-9 verification

Once signed, the applicant's background checks are ordered.

All employees must pass a mandatory pre-employment drug test. Additionally, applicants may be required to pass either a DOT or Non-DOT physical examination, depending on the position. MV's qualifications department will contact the hiring lead within 72 hours once the applicant is qualified for hire (or qualified pending additional information).

MV Transportation, Inc. has an Equal Opportunity Employment (EEO) policy in place and will not discriminate against any employee or applicant for employment because of age, race, religion, color, sex, disability, national origin, or other characteristic protected by the law.

Motor Vehicle and Criminal Background Reports

An applicant's motor vehicle report (MVR) will be assessed to determine if any of the following items are present:

- Serious traffic offenses in the last three (3) years
- More than three (3) moving violations in the last three (3) years
- Pattern on the motor vehicle report (MVR)

All criminal convictions and motor vehicle reports are reviewed and assessed based on the Equal Employment Opportunity Commission (EEOC) guidelines, along with the following eligibility factors:

- The frequency, severity, and nature of the conviction
- The age of the applicant at the time of the conviction
- The elapsed time from the date of the conviction to the present



- The relationship between the nature of the offense and the type of employment
- Evidence of rehabilitation, successful employment history, and any aggravating, mitigating, or extenuating circumstances

Adverse Checks

If the background check reveals adverse information, MV's qualifications team will initiate an individual assessment. The applicant will receive a pre-adverse letter, along with a copy of their background reports. The applicant is allowed to contest their background reports within ten business days.

If the applicant provides appropriate documentation clearing the issues cited, the hiring lead is notified that the applicant is qualified. If the applicant is unable to clear the report within ten business days, then the qualifications department issues a disqualified notification to the hiring lead, who will, in turn, notify the applicant.

Considerations

An adverse result is reviewed and assessed for an applicant who has the following:

- A misdemeanor or felony
- More than three moving violations in three years on their driving record

Medical Examination Reports

The company requires all applicants for safety-sensitive positions to undergo medical examinations. The hiring lead will schedule an online appointment with eScreen, Inc., and notifies the applicant.



All exams and test results are reviewed by a medical review officer (MRO) to assure compliance with DOT requirements. This review is based on the medical standards set forth by FMCSA (49 CFR 391.41) and medical guidelines.

MV requires applicants to undergo this examination to establish the applicant's fitness to perform the job they have applied, without endangering themselves or others' health and safety. All exams are performed by a physician or licensed medical facility designated or approved by the company.

A current employee may be required to have a medical examination under the following conditions: Exposure to toxic or unhealthful conditions, a request for an

accommodation due to a disability, or inability to perform essential job functions due to a medical condition.

Physical Examinations

An applicant in a safety-sensitive position must also undergo a pre-employment physical examination performed at MV's expense by a physician of the company's choice. Other exams may include a DOT physical or other physical testing.

Drug and Alcohol Testing

MV shall require every covered employee who performs a safety-sensitive function as described in the FTA regulations Part 655 and the FMCSA regulations Part 382 (382 is only applicable to those contracts not subject to FTA regulations) to submit to a pre-employment, post-accident, random, and reasonable suspicion drug and alcohol test as described in this policy. MV shall not permit any employee who refuses to submit to such tests to perform or continue to perform any safety-sensitive functions. Alternatively, they may contact the Employee Relations Hotline.

Safety Everyday

Making our safety messages a little sweeter, Virginia Reed, a vehicle operator is ready for the day.



Turnover Reduction

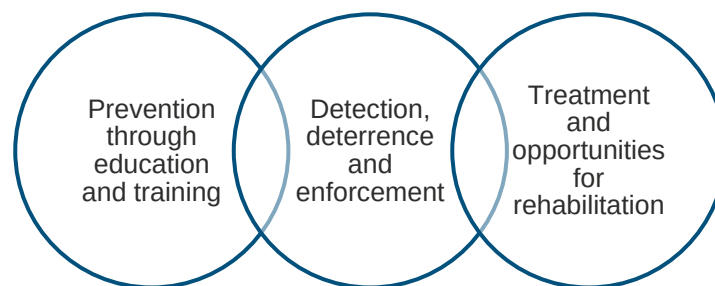
MV employs several strategies to reduce turnover, including:

- **Competitive wage scaling:** MV determines competitive wage scales by researching nearby job competition to understand what financial packages best meet the local employment market's needs.
- **Continued education:** Ongoing training improves job attractiveness, keeps employees motivated and engaged, and demonstrates MV's willingness to invest in its employees. MV provides on-the-job training, offers several ongoing training opportunities via web-based packages, hosts companywide training classes, and encourages employees to obtain new certifications.

- **Opportunities for promotion:** MV is committed to promoting from within and will maximize those opportunities as much as possible.
- **Employee recognition programs:** Employees that demonstrate proficiency in their jobs, and those that set the standard for exemplary performance are rewarded in employee recognition programs.

f.i. Drug and Alcohol Testing Program

MV has a Zero Tolerance Drug and Alcohol Policy and Substance Abuse Program that complies with FTA and DOT standards of compliance. This



program integrates three critical components in the implementation of this program:

The Policy

Drug and Alcohol Policy comprises the following four activities:

- Take appropriate action to assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner;
- Foster and maintain a drug and alcohol – free environment for all employees and patrons;
- Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances;
- Encourage employees to voluntarily seek professional assistance whenever personal problems, including alcohol or drug use, may adversely affect their ability to perform their assigned duties.

The Program

Every MV employee is subject to four drug and alcohol screening types, pursuant to their employment category (safety-sensitive versus not safety-sensitive). Please note that under MV's Zero Tolerance Drug and Alcohol Testing Program,

a positive screen or refusal to be tested under these conditions results in employment termination.

Pre-Employment	• All job candidates considered for hiring are required to successfully complete and pass a pre-employment drug screen prior to receiving an offer of employment. Failure to submit to testing, or a positive screen, results in the denial of employment.
Random	• All safety sensitive employees are automatically entered into the company pool for random testing pursuant to FTA regulations.
Post-Accident	• We conduct DOT post-accident drug and alcohol testing immediately following an on road incident meeting FTA/DOT criteria. Any employee involved in the incident or accident is subject to testing. If the accident does not meet the FTA/FMCSA testing criteria, MV reserves the right to test any safety sensitive employee regardless of the severity of the incident.
Reasonable Suspicion	• Employees are subject to reasonable suspicion testing if significant and observable changes in their performance, appearance, behavior, speech, etc. provide reasonable suspicion of the influence of alcohol/ drugs. All frontline personnel are observed by supervisory personnel who are certified as having completed the DOT Supervisor's Class in Reasonable Suspicion Training in Drug and Alcohol.

Testing Types

Leadership

Cristina Pereira, the senior director of human resources and labor relations, manages our Zero Tolerance Drug and Alcohol Testing Program. She works closely with MV's local operations and representatives of the FTA and DOT to confirm that our policy and program is up to date and compliant with all regulatory requirements. Cristina and her team process all test results and communicate the outcomes to our local management team.

Partnerships

We work with Alere™ Toxicology for all laboratory services and Dr. Stephen Kracht, M.D., D.O., who serves as the Medical Review Officer conducting MRO services for our company. All random screens are managed using the MYeScreen technology, which provides a computer-generated selection process program that randomly selects employees for testing without bias or discrimination. Assignments are available on the first of each month to begin performing testing immediately.

Locally we use local occupational health clinics to perform the urine and breath alcohol collections for testing. For substance abuse professional services, we partner with American Substance Abuse Professionals (ASAP) for referrals.

Training

Once hired, all MV employees receive FTA-compliant training that outlines MV's Zero Tolerance program. Drug and alcohol testing procedures are addressed as part of initial employee training and annual refresher training. As required by the FTA, initial training includes at minimum 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

All supervisors and personnel authorized to make reasonable suspicion determinations receive additional training on drug and alcohol use indicators. This includes training in the following areas

- REACT Reasonable Suspicion Decision Training Manual
- MV's 10 Steps to Successful Reasonable Suspicion Testing Checklist
- MV's Reasonable Suspicion Determination Form
- MV's Reasonable Suspicion Testing Interview Procedures Quick Tutorial

Program Updates

We recognize the importance of remaining compliant and up to date with all regulatory program changes. Effective January 1, 2018, MV has updated its drug and alcohol program to align with the US DOT revisions to 49 CFR Part 40, Procedures for Transportation Workplace Drug & Alcohol Testing to reflect the following changes:

- Opiates are reclassified as opioids and now include hydrocodone, hydromorphone, oxycodone, oxymorphone codeine, morphine, 6-acetylmorphine (heroin), and their brand names.
- Testing analytes have been revised.
- A positive screen for amphetamines/methamphetamines or THC (marijuana metabolite); the MRO will have the authority to conduct further testing.
- The MRO must now provide employees with up to five days after reporting the verified negative result to have the prescribing physician contact the MRO

to determine if the medications can be changed to one that does not make the employee medically unqualified or that does not pose a significant safety risk before reporting the “safety concern” to MV.

Audits

MV has completed each FTA audit to which we have been subjected successfully.

f.ii. Employment Practices

EEO/Affirmative Action Plan

Equal Employment Opportunity (EEO) programs and Affirmative Action Plans (AAP) are prepared on an individual location basis. Within 60 days of contract award, MV prepares an EEO Program pursuant to FTA regulations and a written AAP compliant with Executive Order 11246.

MV has an Equal Opportunity Employment (EEO) policy to not discriminate against any employee or applicant for employment because of age, race, religion, color, sex, disability, national origin, or any other characteristic protected by law. MV will take affirmative actions to ensure that applicants are employed and treated fairly during their employment, regardless of age, race, religion, color, sex, disability, national origin, or any other characteristic protected by law. Such actions include, but are not limited to, the following: employment, upgrading, demotions or transfer; recruitment or recruitment advertising, layoff or termination; the rate of pay or other forms of compensation; and selection for training, including apprenticeship.

Commitment to Equal Opportunity Practices

It is the policy of MV Transportation that employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced by an applicant's or employee's race, color, religion, sex, national origin, age, sexual orientation, or any other characteristic protected by law. It is also MV's policy to provide an environment free of unlawful harassment of any kind, including sexual, age-related, or ethnic. This policy statement governs all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment.

Equitable Labor Management Practices

MV holds a record of equitable labor management practices. It has been a long-standing custom to implement equitable management practices such as progressive discipline, open-door policies, employee development, and empowerment. Location steering committees empower front-line employees to affect change within their specific locations. Further, the specific focus of the company's Bridges Committee is the oversight and protection of the company's mission, vision, and values across the organization as a whole. MV's lack of conflict in the area of labor-management demonstrates its ability to preserve positive relationships with our employees, whether covered by a collective bargaining agreement or not. In the end, MV remains committed to mutual respect, individual development, and continual recognition of its employee base.

Discrimination and Harassment Prohibition Policies

All Company employees have a right to work in an environment free from all forms of discrimination and conduct, which can be considered harassing, coercive, or disruptive. Consistent with the company's respect for each employee's rights and dignity, harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law, will not be tolerated. This includes harassment by an MV employee, contractor, agent, or third party with whom MV employees interact during their employment.

Any employee who believes that they have been the subject of any form of harassment or observed any harassment is trained and encouraged to bring the matter to their supervisor, executive, or human resources.

g. Maintenance Program

This section serves as MV's maintenance plan for Transit Management Services. If DPTS awards a contract to MV, we will base our FTA-compliant annual maintenance plan on this narrative. We will continuously develop this document and review it annually for compliance with new rules, regulations, and laws.

Throughout the term, our maintenance manager, Chris Bergscheider, will oversee MV's all fleet and facilities maintenance, repair, and cleaning activities. He will schedule all fleet maintenance, both scheduled and unscheduled, and confirm the quality of work performed in the shop. Chris Bergscheider will have

the ongoing support of our regional director of maintenance, Daniel Soulvie, who will be on-site quarterly to review our shop activities and perform periodic audits.

g.i. Purpose

This narrative outlines the maintenance program for MV, contracted by DPTS, to provide the Transit Management Service. We consider all information, standards, and guidance provided herein to be MV's responsibility.

This plan's purpose is to develop a consistent, ongoing system of maintenance procedures and guidelines. Our employees will reference this plan and other policy documents to achieve the highest quality maintenance program while minimizing service interruptions and road calls. In doing so, MV will provide safe, clean, and dependable equipment.



Policies, Goals, and Objectives

A primary focus on the vehicle maintenance plan is its use in evaluating and monitoring MV's fleet operations. This program sets forth the performance areas and measurements that serve as the contract compliance standards. These standards meet the terms of both MV's and DPTS policies, goals, and objectives, industry standards, and accepted maintenance procedures – including training activities.

The maintenance plan will be a blueprint for our maintenance operations; the information included herein outlines our maintenance team's responsibilities. This plan is not a policy manual; however, it will work in conjunction with MV's maintenance policy manual and related maintenance and safety programs.

Objectives for this Contract

Based on MV's experience operating this service, DPTS's RFP, and MV's best practices, the company developed the following preliminary goals and objectives for its Transit Management maintenance department. Please note that these goals and objectives are subject to change based on DPTS's and MV's recommendations.

Objective #1 – Meet or exceed industry standards for maintenance performance indicators.

- We will report road calls to DPTS monthly. We measure road call performance as a total miles-driven ratio, where the standard is no less than one road call per 10,000 miles for fixed route or 25,000 miles for paratransit.
- We will maintain an adequate number of vehicles in-service. We will measure this as a ratio of in-service vehicles per technician, where there are no more than six in-service buses per technician.
- We will maintain an adequate level of vehicle service personnel. We will measure this as a ratio of in-service vehicles per vehicle service worker, where there are no more than ten in-service buses per vehicle service worker.
- We will maintain an adequate spare ratio based on anticipated total fleet requirements. We define *total fleet* as peak requirements, plus incidental needs such as scheduled maintenance, marketing, training and safety, accident repair, major overhaul, and spares to facilitate planned rebuild projects. We measure the spare ratio as a percentage of spares to the anticipated total fleet requirements, where the number of spares is no less than 10 percent of the total fleet.
- We will track engine and transmission wear on the transit buses through oil sampling; we measure this during every oil change.

Objective #2 – Continue Appropriate Inventory Control and Management Activities

- We will maintain an adequate parts inventory. We measure parts inventory as a per-vehicle dollar amount, where the amount will not exceed \$500 per paratransit vehicle and \$1000 per transit bus.
- We will establish and maintain minimum and maximum inventory levels and purchase parts to adhere to this standard. We will use the Trapeze Enterprise Asset Management (TEAM) system to set and manage these thresholds when purchasing parts.
- We will conduct a physical count of inventory at least twice per year. We will measure our performance in this area based on the recorded book value of parts, ensuring that the book value is within ± 3 percent.

Objective #3 – Setup and Maintain Preventive Maintenance

We ensure that we perform all inspections on-time under the appropriate preventive maintenance schedule. We measure on-time performance as a



percent of preventive maintenance inspections exceeding ± 10 percent of the required interval. In total, MV strives to achieve a preventive maintenance on-time performance rate of 100 percent.

g.ii. General Maintenance Guidelines

Daily and Periodic Maintenance

Fueling, Cleaning, and Repair

We strive to fuel, clean and perform minor repairs during off-peak or evening hours to prepare the maximum number of vehicles for daily pull-out. Examples of these activities are:

- Fuel vehicle
- Change/empty cash vaults
- Check engine coolant level
- Check engine oil level
- Check transmission fluid level
- Record all fluids additions
- Clean interior and inspect for graffiti, cut seats, glazing, lights, fire extinguisher, mirrors, and body for damage or defects
- During servicing, make observations of air pressure, transmission, brake operation, and lights
- Record hubometer/odometer readings
- Report all observed defects for correction
- Clean exterior as scheduled
- Inspect buses scheduled for safety/brake checks, drain air tanks of condensation as scheduled
- Repair any defects reported by service personnel or operators, or those that failed in service (i.e., road calls)



- Record all repairs in T-EAM
- Park cleaned and repaired buses that are ready for service and those scheduled for repair in their respective, designated areas

Unscheduled Repairs

During the day and as needed, MV will perform unscheduled maintenance. These include the circumstances described below:

- When a vehicle fails in-service, MV will return the vehicle to the maintenance shop for diagnosis and repair (or mobile technicians will repair it in the field).
- When an operator reports a defect during a pre- or post-trip inspection, technicians check these defects before the next afternoon pull-out.
- When a lift/ramp failure occurs, we will repair any accessible equipment failures promptly. We will maintain available lift-equipped vehicles to ensure we can meet all service levels adequately. No vehicle will enter service without a working lift/ramp.

Intermediate Maintenance

Technicians must perform lubrication and inspections to ensure that the vehicle is in operating condition without failure or wear-out of components. Examples of actions are as follows:

- MV will clean the interior, exterior, engine, and chassis after each inspection.
- Technicians review all previous defect reports to determine areas requiring special attention (including body damage).
- Technicians inspect all major systems (such as the engine, A/C, windows, transmission, doors, chassis, seating, and wheelchair lifts).
- During preventive maintenance inspections, technicians perform all lubrication and change of various fluids based upon mileage.

Predictive Maintenance

Predictive maintenance is scheduled and minimizes road failures due to known unit failure. When possible, we will plan the replacement or rebuilding of a vehicle component based on a periodic schedule. The benefits of this approach include:

- A decrease in unscheduled maintenance;



- Minimized downtime and lower costs due to planned parts and material procurement;
- Lessened need to inspect and test worn-out components; and
- The reduced overall cost of overhauls.

g.iii. Inspections and Scheduled Maintenance

Daily Maintenance and Vehicle Inspections

Pre- and post-trip inspections are vital to minimizing service interruptions. The pre-trip inspection is the last line of defense before entering service. It comprises a 10-minutes of testing key operating systems to ensure the vehicle is in safe, working order. The post-trip inspection is a shorter inspection designed to check key systems' performance after a day of service.

Pre-trip

Each day, operators perform daily vehicle inspections before entering service. This inspection confirms the following:

- The condition of tires, wheels, rims, and lug nuts are safe*
- Battery terminals are in good condition
- Absence of any under-vehicle leaks*
- All glass and mirrors are in good condition and without chips or cracks*
- All lights are operational (headlights*, clearance lights, and reflectors*, turn signals, backup lights, and alarm, emergency flashers*)
- The air conditioner, heating, and defroster/defogger is operational
- The vehicle is clean, cushions and seatbelts are secure*
- Windshield wipers, washer, radio, horn, and passenger door are all operational*
- The registration and insurance are valid, and registration is visible



- Brake pedal* and parking brake are operational (airbrakes operate within the minimum and maximum pressure thresholds)
- The steering wheel is secure, and the gearshift is tight*
- On-board safety kit is stocked and complete (first aid, reflectors, fire extinguishers*, accident packet*, and body fluid kit*)
- Lift or ramp is operating in both electronic and manual modes, and it is free from leakage*
- Lift interlock is operating properly*

Note items marked with asterisks () are re-inspected during walk-around mid-trip inspections, during shift changes, when appropriate.*

Post-trip

Upon return to the yard, the operator performs a post-trip inspection, which requires re-inspection to confirm the following:

- Condition of tires, wheels, rims, and lug nuts
- Absence of any under-vehicle leaks
- All glass and mirrors are in good condition and without chips or cracks
- All lights are operational (headlights, clearance lights, and reflectors, turn signals, backup lights, and alarm, emergency flashers)
- Air conditioner and heating, and defroster/defogger is operational
- The vehicle is clean, cushions and seatbelts are secure
- Windshield wipers, washer, radio, horn, and passenger door are all operational
- Brakes pedal is operational
- The steering wheel is secure, and the gearshift is tight
- The fire extinguisher remains fully charged
- Accident packet and body fluid kit are present and accessible



- Lift or ramp is operating in both electronic and manual modes, and it is free from leakage
- Lift interlock is operating properly

Defect Repair

If the operator detects a safety hazard that prevents the vehicle from entering service, they note the hazard as part of the pre-trip inspection and alerts dispatch, a supervisor, or an on-duty technician. Upon notification, the technician will determine if they can rectify the issue quickly or pull the vehicle from service after performing an initial assessment.

If the technician must place the vehicle out of service, they will initiate the lock-out tag-out process, and the dispatcher will assign a standby vehicle to the operator.

g.iv. Preventive Maintenance Program

MV's preventive maintenance program supports our goal of scheduling more than 80 percent of all maintenance activities. By remaining proactive in our approach to vehicle care, we minimize reactive repair and service disruptions.

Technicians perform preventive inspections and repair within 500 miles for paratransit vehicles and 600 miles for the transit buses (or as contractually required). Maintenance Manager Chris Bergscheider will schedule service during off-peak hours, which maximizes fleet availability during times of highest service demand.

We have included sample PM schedules below for illustrative purposes; however, we will develop the transition's final schedules for the DPTS fleet.

Vehicle Preventive Maintenance Cycle (Transit Bus Fleet)

Inspection	Interval	Description
A	6,000 (safety)	▪ Vehicle interior and exterior inspections (lights, safety equipment, etc.) ▪ Air brake testing ▪ Door and lift operation/cycling ▪ Road test (engine, transmission, brake, steering) ▪ Undercarriage (shocks, brake lines, filters, air lines, driveshaft, etc.) ▪ Engine compartment (fluid and leak inspection) ▪ Clean/check battery and cables ▪ Oil and filter change ▪ Fire suppression system inspection

Inspection	Interval	Description
B	18,000	All A level tasks plus: ▪ HVAC (Freon level, filter change, function test)
C	36,000	All A and B level tasks plus: ▪ Fire suppression inspections ▪ Inspection of fire wires and blow out lines (per OEM)
D	72,000	All A, B, and C level tasks plus: ▪ Air dryer rebuild ▪ Differential fluid change ▪ HVAC (leaks, filters, temperature checks, function inspections, brushes, and fan motor condition) ▪ Transmission fluid services (using TES 295-approved synthetic fluid.
DPF	Annual	▪ Annual Cleaning and Opacity Testing

Preventive Maintenance Cycle (Paratransit)

Inspection	Interval	Description
A	5,000 (safety)	▪ Vehicle interior and exterior (lights, safety equipment, etc.) ▪ Brake testing ▪ Door and/or lift/ramp operation/cycling ▪ Road test (engine, transmission, brake, steering) ▪ Undercarriage (shocks, brake lines, filters, air lines, driveshaft, etc.) ▪ Engine compartment (fluid and leak inspection) ▪ Clean/check battery and cables ▪ Steam clean/pressure-wash engine ▪ Mobility device lift inspection and service ▪ Climate control systems inspection ▪ Lubrication, oil, and filter change (unless vehicle manufacturer recommends a different interval)
B	15,000	All A level tasks plus: ▪ Air filter change ▪ Fuel filter change (if applicable)
C	30,000	All A and B level tasks plus: ▪ HVAC (leaks, filters, temperature checks, function inspections)
D	60,000	All A, B, and C level tasks plus: ▪ Engine and transmission fluid

Documentation

The technician performing the inspection and repairs has a hard copy of the vehicle file with them. The technician documents all activities on a PM checklist and enters the results in T-EAM. During this process, they repair any minor defects issued in the vehicle's work order.

Systems Maintenance

MV maintains all mechanical, electrical, fluid, air, and hydraulic systems to confirm safe and working conditions.

Clean Air Standards

Our team will perform annual emission/opacity inspections as required to meet all applicable clean air standards. We possess all associated permits and licenses and pay all required fees on time.

Heating and Cooling Systems

Technicians regulate passenger compartments to maintain consistently comfortable temperatures under all climate conditions. During each preventive maintenance inspection, our technicians inspect the heating, ventilation, and air conditioning (HVAC) systems to ensure they are functioning and free of leaks. The technician also inspects the condition of all brushes and fan motors and changes the filters.

We maintain and operate all air conditioning systems, especially during the off-season. Operating these systems weekly at ten-minute intervals confirms that the refrigerant compressor is appropriately lubricated and prevents leakage in the compressor shaft seal. This process also ensures early detection of any refrigerant loss. Our team will conduct seasonal HVAC inspections.

The table below represents MV's air conditioning preventive maintenance cycle.

Monthly 6,000 Miles	Quarterly 18,000 Miles	Yearly Pre- Season	Check the condition of or service the following:
REFRIGERATION/HEATING			
•	•	•	Check refrigerant charge (ball floating in top receiver tank sight glass).
•	•	•	Visually inspect the condition of refrigerant hoses and tubing.
•	•	•	Visually inspect for leaks of refrigerant and oil.
•	•	•	Check dry eye in the bottom receiver tank sight glass and/or liquid line sight glass for moisture content.
	•	•	Install service gauge manifold set and check system operating pressures, temperatures, and suction line conditions.
		•	Check evaporator pressure regulator (EPR) valve operation.
		•	Replace liquid line dehydrator. NOTE: The dehydrator should be changed anytime someone opens the system.
		•	*Check hot water control valve operation (when equipped).

Monthly 6,000 Miles	Quarterly 18,000 Miles	Yearly Pre- Season	Check the condition of or service the following:
COMPRESSOR/CLUTCH			
•	•	•	Visually inspect clutch armature for wear and overheating caused by slippage
•	•	•	Visually inspect compressor drive belts for excessive wear, tension, and alignment (refer to bus manufacturer and/or belt supplier for proper tension).
•	•	•	Check compressor oil level and color (1/4 – 1/2 way up on the sight glass after 15 minutes operation—X426/X430 compressor).
	•	•	Check clutch air gap.045±.005 in. (1.143 ± 0.127 mm) and surface flatness—X426/X430 compressor.
•	•	•	Check compressor oil level and color (1/2-7/8 way up on the sight glass after 15 minutes operation—4GB compressor).
		•	Steam clean compressor and clutch
		•	Check clutch coil resistance and voltage.
		•	Lubricate clutch bearing
		•	Check high-pressure and low-pressure cutout.
		•	Check compressor oil for acidity.
		•	Check compressor efficiency.
		•	Check compressor oil pump pressure.
ELECTRICAL			
		•	Check the thermostat cycle sequence on all modes (e.g., cool/reheat, vent/heat).
		•	Check 125-ampere battery-less alternator excitation voltage and voltage output and inspect brushes and bearings (when equipped).
		•	Visually inspect alternator drive belts for excessive wear, tension, and alignment.
		•	Clean alternator, check for signs of corrosion, and check wire connections.
Semi-annually			Check evaporator/heater blower motor speed, voltage, and amperes (all motors).
Semi-annually			Inspect evaporator/heater blower motor brushes, commutator, bearings (brush type motors).
Semi-annually			Check condenser fan motor speed, voltage, and amperes (all motors).
Semi-annually			Inspect condenser fan motor brushes, commutator, bearings (brush type motors).
		•	Clean the control panel area and return the air sensor with compressed air. NOTE: The control panel area and the return air sensor may need cleaning more frequently.
		•	Check boost pump (OEM supplied) motor operation and inspect brushes (when equipped).
		•	Inspect all wires and terminals for damage or corrosion. NOTE: If corrosion is present, clean terminals with electrical contact cleaner.

Monthly 6,000 Miles	Quarterly 18,000 Miles	Yearly Pre- Season	Check the condition of or service the following:
		•	*Check condenser pressure switch/condenser motor high- and low-speed operation (when equipped).
		•	*Check freeze thermostat (when equipped).
STRUCTURAL			
•	•		Inspect condenser coil for cleanliness.
•	•		Inspect evaporator coil for cleanliness.
•	•	•	Visually inspect the unit for loose, damaged, or broken parts.
•	•	•	Clean or replace the return air filter (more frequently if necessary).
		•	Clean condenser and evaporator drains. Make sure the evaporator drain-hose check valves (kazoos) are in place and good condition.
Semi-annually			Lubricate evaporator fan shaft bearings
		•	Visually inspect engine coolant hose and hose clamp condition on the heater coil system.
		•	Clean the condenser and evaporator coils.
		•	Check engine coolant for antifreeze protection down to -30 F (-34 C) to prevent heater coil freeze up.
		•	Tighten all compressor, unit, and fan motor mounting bolts and brackets (more frequently if necessary).
		•	*Check condenser air seals and air deflector (when equipped).
		•	Check evaporator blower-shaft coupling adjustment and alignment (when equipped).
<i>*If applicable. **Twice monthly during air conditioning season.</i>			

Oil Analysis

Oil analyses detect abnormalities before major issues arise. Our technician will pull an oil sample during the transit bus preventive maintenance inspection and send it to Titan Labs for testing. Titan posts the results of all analyses online within 24-hours of receipt. These reports are available electronically, and we include all reports in our vehicle files.



Mobility Lifts and Ramps

We perform frequent inspections of mobility device lifts and ramps, at the following intervals:

- **Daily Inspections:** During the daily vehicle inspection, each operator must cycle the vehicle lift or ramp to confirm proper operation. If the equipment does not cycle or cycles improperly during the inspection, the operator must

notify a supervisor who coordinates the repair and, when necessary, the delivery of a replacement vehicle.

- **Preventive Maintenance Inspections:** Mobility device lifts and ramps are inspected and cycled at each preventive maintenance inspection cycle. During this inspection, the technician replaces any worn components, cleans the gears, and adjusts alignment as necessary.
- **Annual Inspections:** We perform annual inspections of mobility device lifts and ramps. At a minimum, these inspections include checking for drifting, leaking cylinders, and ensuring all safety sensors are working. Technicians receive online and on-site vendor training for these types of inspections.

No vehicle is permitted to enter service without a safe, functioning lift or ramp. If a lift or ramp fails while on the route, we immediately remove and replace the vehicle.

On-Board Security Systems

MV works with equipment manufacturers and their authorized repair shops for the ongoing maintenance of onboard security systems. MV currently uses the DriveCam system for this service; the company has maintained an excellent relationship with Lytx, with whom we work to repair and replace any malfunctioning units. MV stocks spare units to ensure working units on the DPTS fleet.

Onboard Technology Maintenance

MV employs technicians who are adequately trained to inspect, diagnose, and repair or replace the various electronic onboard systems, including but not limited to destination signs, passenger counters, AVL/GPS, and vehicle telematics systems. The original equipment manufacturers of these devices provide recommendations relating to inspection cycles, which we follow to ensure proper operation. MV will stock all necessary parts and materials to ensure timely repairs.

Maintenance of Fixed Asset Equipment

Our local team will maintain all fixed assets in the maintenance area according to factory specifications and conditions as required. We will schedule each piece of equipment with a manufacturer's recommended maintenance interval for routine maintenance, with the corresponding service requirements.



g.v. Management Systems and OEM Recommendations

Maintenance Information Systems

MV will also use the Trapeze Equipment Asset Management (Trapeze EAM, or T-EAM) fleet maintenance software to track maintenance activities, work-orders, and parts inventory. Fleet managers designed this system, and it offers a solid toolset and user-friendly web-based interface. Key features of this system include:

<i>Feature</i>	<i>Function</i>
Asset Management	Cradle-to-grave equipment management
Work Order Management	Shop work order management
Materials Management	Comprehensive parts inventory and purchasing functionality
Service Requests / Defects	Portal used to report problems with assets and equipment
Experience	Role-based user interfaces for Supervisor, Technician, and Storekeeper functions

This system offers users the ability to create unlimited preventive maintenance schedules, assign schedules to assets, and tie work orders to parts inventory. It includes more than 200 standard reports and integrates with reporting platforms to cohesive operational reporting. The warranty and claims tracking functions allow our maintenance team to maximize recovery quickly and clearly.

MV uses T-EAM as our company maintenance enterprise system to manage our maintenance activities, track technician productivity, and control costs in more than 115 locations.

Purchasing and Inventory Control

MV has national accounts with several vehicle manufacturers and parts dealers. We leverage our national purchasing power to obtain volume discount price structures that deliver the most efficient pricing to MV and its customers.

Our shops follow all original equipment manufacturers' (OEM) specifications and use only OEM parts or equivalent – a practice that prevents safety hazards while promoting best practices. OEM practices minimize the frequency of unscheduled maintenance, thereby improving service quality, reducing costs, and maximizing fleet availability.

MV tracks all parts inventories in T-EAM. We establish minimum and maximum inventory thresholds in the system, and we run inventory reports to alert our team of parts needs.

We secure all vehicle and equipment parts in an area that is locked when not attended. Managers perform both random spot checks and planned inventories to account for all parts and investigate any discrepancies.

Use of Manufacturer Maintenance Manuals and Recommendations

We use manufacturer maintenance manuals, and our team carefully evaluates OEM recommendations when developing specific maintenance inspection intervals and practices.

We adhere to OEM manuals when developing best-in-class maintenance practices for troubleshooting, removal, overhaul, repair, and replacement components. We append these manuals as needed to include updates and service bulletins; all manuals are available in our shop.

Our team will engage local vendors and equipment manufacturers who will provide equipment-specific training. Additionally, we subscribe to manufacturers' dealer support websites and use technical service bulletins available on a specific chassis or application.

Warranty Repair

MV is authorized by Ford Motor Company and Gillig to perform in-house warranty work. MV will submit warranty-covered in-house repairs for reimbursement, saving vehicle downtime.

Our team will administer warranties, including documenting, filing, and processing claims. Chris Bergscheider, proposed maintenance manager, will manage all warranty recovery and ensure that repairs occur expediently.

We work with local dealerships for warranties associated with chassis work requiring OEM components. Additionally, our company is a certified dealer for both Braun and Ricon; therefore, we can perform all warranty repairs and access all technical data and updates. Our dealer status accelerates repairs and ensures that lifts are in safe working condition.

The company performs warranty repairs to the vehicle body, doors, electrical, seating, flooring, etc. using the prescribed warranty procedure. Maintenance Manager Chris Bergscheider will submit claims for reimbursement upon completion of the repair. MV tracks all warranty repairs in T-EAM.

g.vi. Overhauls and Repairs

Major Repairs

The local Cummins performs all major mechanical repairs, including rebuilt engines or in-chassis overhauls. When possible, we prefer to purchase rebuilt engines. Similarly, we either purchase rebuilt transmissions or work with local vendors to rebuild existing transmissions. Our maintenance team will handle all transmission removal, replacement, and installation.

It is always best to replace an engine or transmission with a new or rebuilt unit for which a warranty is available.

Body Repair

The cosmetic condition of the fleet directly affects passenger perception of the service. Clean, well-maintained vehicles with clean and undamaged upholstery and are free of graffiti reinforce the riders' confidence in using the service. Moreover, expeditious body repair eliminates hazards, assures passenger comfort, and reinforces the operators' pride in the service fleet. Our team will not release vehicles into service if they have excessive body damage or damage that presents a safety hazard.

During the preventive maintenance inspection or the next scheduled detailing (whichever comes first), MV's technicians will perform all minor body repair, such as buffing out scratches, minor paint touch-ups, etc. We work with Decatur Body Works for major body repair work.

Road Calls

When a road call occurs, the operator will pull over to a safe location and contact dispatch. Using a troubleshooting guide, the dispatcher will first attempt to help the operator correct the issue. If they cannot resolve the situation, the dispatcher will contact an on-duty technician, then patch them through to the operator to assess the issue's severity.



- If the operator can resolve the issue themselves, the technician will remain on the radio and coach the operator as needed until they resolve the situation.
- If the operator requires a replacement vehicle, the technician may deliver the vehicle themselves or work with dispatch to send a standby operator to transfer the passengers and resume the route.
- If the technician must report to the field to resolve the issue and deliver the vehicle back to the yard, the technician will drive the shop truck to the vehicle's location and repair it at the site of the road call.
- If a tow service is required, the technician will work with the dispatcher to coordinate this process.

The dispatcher will log each road call, and the assigned technician will complete a vehicle breakdown form and include it in the vehicle file. MV tracks all road calls in T-EAM and calculates miles between road failures to identify trends.

Maintenance Safety

The MV's maintenance program's foundation is an unwavering commitment to creating and maintaining a safe operating and work environment.

All maintenance employees have access to MV's maintenance shop safety handbook. This handbook addresses safety rules for all equipment and machinery and tools, outlines requirements relative to personal protective equipment (PPE), fire and fluid safety, electrical safety, evacuation, HAZCOM, OSHA, accident management, and reporting.

All MV shops must follow established standards regarding housekeeping, first aid/emergency equipment, PPE availability, signage/posters, and Safety Data Sheets (SDS) availability. Director of Maintenance Daniel Soulvie performs facility audits annually to verify that all maintenance activities conform to MV's safety policies.

Lockout/Tagout

MV's Control of Hazardous Energy program establishes the minimum requirements for the Lockout/Tagout (LOTO) of energy-isolating devices to prevent an unexpected release of hazardous energy during equipment servicing and maintenance, or modification activity. This program ensures that the affected system or equipment is isolated from all potentially hazardous energy and is

locked/tagged out before authorized employees perform any maintenance activities.

We require employees to strictly follow these procedures when necessary to work on any equipment that may release any form of hazardous energy. This program is to be used in conjunction with and is not a substitute for other industry-accepted safety procedures (such as the use of safety tapes, signs, guards, and barriers).

This program is fundamental to preventing stored energy causing serious injury, fatality, or major damage, averting hazardous materials into a worksite, and eliminating hazardous work conditions.

Out of Service Report

The Out of Service (OOS) report is an important component of MV's maintenance safety program. We use the data in T-EAM to generate an out-of-service report that lists all vehicles out of service by number, date placed out of service, the reason for the outage, the status of the repair, and the anticipated in-service date. Our dispatch team refers to this report when assigning vehicles to routes.

Regulatory Compliance

More than 95 percent of MV's contracts are with transit systems funded by federal dollars and require that MV comply with regulatory standards set forth by agencies such as the FTA, DOT, EPA, OSHA, NTSB, among many other state and local authorities. MV is subject to audits, inspections, records reviews, and reporting as part of its operations.

Maintenance Quality Assurance

MV's management team will oversee its maintenance department's service quality and will randomly inspect the vehicles after technician s make repairs. These reviews assess the overall condition of equipment available for revenue service.

We must present the results of the QA evaluations in simple, straightforward, quantitative terms. This information can then be analyzed to determine trends, compliance with minimum quality levels, and the need to revise or institute maintenance procedures or job procedures.

We perform maintenance and safety inspections at various times throughout the year at appropriate intervals. These include the following activities:



- **The Monthly Facility Audit (Monthly):** General Manager John Ramonez and his designated staff must conduct facility audits each month to ensure compliance with MV standards.
- **The Annual Maintenance Audit (Yearly):** Director of Maintenance Daniel Soulvie will be responsible for scheduling and completing annual audits, using MV's maintenance audit form, with General Manager John Ramonez and Maintenance Manager Chris Bergscheider present. Together this team will review the audit and develop any needed action plans to correct deficiencies.
- **Safety Management Inspections (Annual):** These inspections assure location compliance with regulatory and company policy requirements and assess the facility's overall safety. At a minimum, Director of Safety Chris Leighty conducts these inspections annually.
- **Maintenance Safety Inspection (Annual):** These inspections assure maintenance-specific compliance with regulatory and company policy requirements and assess the maintenance program's overall safety. At a minimum, Director of Maintenance Daniel Soulvie performs these inspections annually. MV also welcomes DPTS facility inspections.

g.vii. Cleaning Plan

Vehicle Cleanliness

All vehicles must always be kept clean and free of refuse and debris. The following lists are rules regarding daily bus cleanliness:

- No food or drinks is allowed on the vehicle unless approved by clients. This includes drivers.
- Drivers inspect their vehicles daily to ensure there is no graffiti on the vehicle's interior components. They note this on their DVI report and attempt to clean and remove all graffiti placed on the vehicle for that day.
- Vehicles are swept daily at the end of each shift
- Any graffiti and/or vandalism is repaired upon discovery

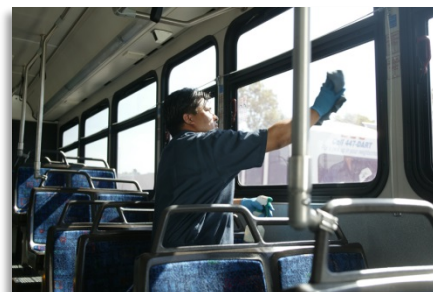
Exterior Cleaning

Vehicles are washed as needed, at least once per week, to ensure a clean, professional-looking vehicle.

- All exterior body panels are cleaned with detergent and a vehicle washing brush or run through a wash rack. This removes all road dirt, soot, tar, and oil residue.
- All tires and wheels are cleaned using the appropriate brushes. This removes road dirt and brake dust and marks from the tires' white lettering (if applicable).
- All mud flaps are cleaned.
- Wheel wells are cleaned.
- Windows and mirrors are cleaned, and water spots are removed.
- All lighting lenses are cleaned, thoroughly rinsed, and dried.

Interior Cleaning

The interior of the vehicle must be clean and professional looking. The interior is cleaned as needed, at least once per week. During the pandemic, to keep our employees and passengers as safe as possible, MV is wiping down all touchpoints with disinfectant multiple times a day.



- The vehicle is vacuumed in areas that a vacuum can be used.
- Floors are swept and mopped. Light-colored areas, such as the white standee lines and white edges of the steps, are cleaned with a stiff-bristled brush to remove grime from the rubber grooves.
- Modesty panels are cleaned with a disinfectant detergent to remove dust, footprints, and dirt accumulation.
- Vinyl passenger seats are cleaned with mild soap and water.
- Clean the stanchions, grab rails, and handrails with soap and water. Remove all accumulated dirt, dust, grime, and oils.

- With a wet rag, wipe down the ceiling and walls, drying immediately with a dry towel. This removes the accumulation of dust that adheres to the ceiling and walls.
- Clean the instrument panel.
- Clean the steering wheel with the use of detergent and water. This removes the accumulation of oils and dirt.
- Instrument panel glass is cleaned with the use of an appropriate glass cleaner.
- Graffiti, any oily prints and dust accumulation are removed from the windows by cleaning the window with an appropriate glass cleaner.

Record Keeping

It is critical that all vehicle cleaning be documented on a vehicle wash log and kept in the maintenance files.

h. Reporting

MV has supplied sample reports, as required, following this section.

Operational reporting provides service statistics necessary to gauge service quality, ensure contractual compliance, acquire transit funding, and for completion of all National Transit Database (NTD) reporting.

MV meets FTA/NTD reporting requirements and provides these reports to clients who receive Federal funding and submit them. MV uses the accepted FTA sampling methodology and has systems to collect and report this information pursuant to the National Transit Database Reporting Manual guidelines.

A large portion of the service data is collected and reported using Trapeze. In contrast, others are collected using MV's Lawson Accounting and HR ERP and other third-party data collection systems.

As required, MV will track the following items for the fixed route and paratransit service to ensure it is meeting the standards outlined by DPTS and the Company:

- Daily ridership by vehicle
- Daily ridership by wheelchair-bound passengers
- Daily mileage

- Daily vehicle service hours
- Trip logs
- Dispatch records
- On-time performance
- Trip denials
- ADA eligibility certifications, trip requests, and complaint logs

It is also essential to update the team on its performance; MV continuously updates and shares performance results during location safety meetings.

MV uses the Infor Financial systems and Human Capital Management system in its corporate office and operating locations. The Lawson Financial Suite includes General Ledger, Accounts Receivable, and Accounts Payable. The Infor Human Capital Management system encompasses benefits, payroll administration, HR administration, leave of absence management, built-in business process framework, and native business analytics tools and reports. Infor software is a fully integrated and is web-enabled.

MV believes in proper data backup and off-site storage of data backups in a fire or other catastrophic event. MV's IT team will set up the local computer network to ensure proper connectivity, security levels, password protection, and local technical support. MV will work with the DPTS IT staff in whatever manner necessary.

NTD Reporting

MV supplies NTD data to its clients and assists in the compilation of these reports. While the Federal Transit Administration (FTA) prohibits private contractors from directly reporting data to the NTD Database on behalf of FTA-funded transit agencies, MV's local operations teams assist in collecting and summarizing the all required data.

MV follows the trip sampling methodology and forms, pursuant to the NTD Reporting Manual guidelines, including FTA Circular 2710-1A. Compliance with FTA uniform accounting standards and NTD reporting systems is a key element of MV's U.S. federally funded operations.

MV will fully cooperate with DPTS to collect and report all FTA ridership, operating, safety, and financial information. The information collected and summarized for the DPTS's NTD reports will be maintained as required.

The accounting manager will be responsible for meeting the sampling, collection, verification, and reporting requirements for the DPTS's NTD reporting. This individual will be supported by the MV corporate staff described in *Section. d. Corporate Support* and will avail herself to the DPTS's guidance, as well as FTA seminars on NTD reporting and other support available from the FTA website.

The safety training manager will conduct sample trip data collection, with support from the operations managers and service supervisors. This information is compiled for the following NTD modules: basic, financial, and service. MV's vehicle operators will only occasionally be required to conduct sample data collection and then only on the routes with the lowest ridership.

Dispatchers will distribute and collect any required vehicle operator surveys; vehicle operators will complete and submit any required operator surveys. The maintenance manager will supply data for the Asset Module (fleet and facility data). Finally, the operations manager will assist the general manager in collecting the required operational and ridership data.

i. Transition Plan

MV is the current operator of these services; therefore, no transition of service will be necessary should MV be selected for the next contract term. Retaining MV as the DPTS contractor eliminates the need for a costly startup or the learning curve required by a new contractor and assures these important services' continuity.



Cost Proposal Form – Page 1

PROPOSER: MV Transportation, Inc.

Projected Vehicle Revenue Hr.	Year One	Year Two	Year Three	Year Four	Year Five
Variable Cost Fixed Revenue Hr.	102,866 ±15%	68,577 ±15%	68,577 ±15%	68,577 ±15%	68,577 ±15%
Variable Cost Para Revenue Hr.	20,040, ±15%	13,360, ±15%	13,360, ±15%	13,360, ±15%	13,360, ±15%
Supplemental Service Revenue Hr.	2,190	1,460	1,460	1,460	1,460
Total Proposal Cost	Year One	Year Two	Year Three	Year Four	Year Five
Variable Cost Fixed Revenue Hr.	\$ 52.28	\$ 54.15	\$ 55.18	\$ 56.19	\$ 57.52
Variable Cost Para Revenue Hr.	\$ 35.56	\$ 36.83	\$ 37.53	\$ 38.22	\$ 39.12
Supplemental Service Revenue Hr.	\$ 35.56	\$ 36.83	\$ 37.53	\$ 38.22	\$ 39.12
Monthly Fixed Cost	\$ 196,720	\$ 201,885	\$ 206,023	\$ 210,394	\$ 215,000
Total Cost	\$ 9,709,699	\$ 6,682,066	\$ 6,812,297	\$ 6,944,196	\$ 7,104,456
Pro Forma Escalation %		-31%	2%	2%	2%

On behalf of the entity I am authorized to represent, I understand and certify the proposed rates and potential rate deductions as set forth above.

By: Dorothea DePrisco

Title: Assistant Corporate Secretary

Date: 10/2/2020

FIXED ROUTE AND PARATRANSIT VENDOR SCORECARD TEMPLATE

CRITERIA CHECKLIST

1. Experience of Proposers	Maximum Points	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Background Work Experience	10	0	0	0	
Financial Health	10	0	0	0	
Federal and State Regulation Understanding	5	0	0	0	
Previous FTA Triennial, Drug & Alcohol Audits	5	0	0	0	
Total Score	30	0	0	0	

2. Training and Safety Plan	Maximum Points	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Current Training Programs	10	0	0	0	
Familiarity with FTA requirements; MAP21, OSHA	10	0	0	0	
Security Action Plan	10	0	0	0	
Civil Rights Compliance	10	0	0	0	
Average Score	40	0	0	0	

3. Technical Approach	Maximum Points	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
General Approach to Improve Service	10	0	0	0	
Service Performance Standards	10	0	0	0	
Familiarity with Unions	5	0	0	0	
Hiring and Retention Practices	5	0	0	0	
Maintenance Plan Description	5	0	0	0	
Key Management Functions	5	0	0	0	
Approach to Scheduling and Dispatching	5	0	0	0	
Innovative Management Techniques	5	0	0	0	
Average Score	50	0	0	0	

4. Other	Maximum Points	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Transition Plan	10	0	0	0	
Corporate Support	10	0	0	0	
Average Score	20	0	0	0	

5. Price Proposal	Maximum Points	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Proposed Price	60	0	0	0	
Average Score	60	0	0	0	

CRITERIA SCORES	Maximum Points	VENDOR 1 TOTAL SCORE	VENDOR 2 TOTAL SCORE	VENDOR 3 TOTAL SCORE
1. Experience of Proposers	30	0	0	0
2. Training and Safety Plan	40	0	0	0
3. Technical Approach	50	0	0	0
4. Other	20	0	0	0
5. Price Proposal	60	0	0	0
Total Score	200	0	0	0

COMMENTS FROM EVALUATION
COMMITTEE

FINAL SCORE SUMMARY
RFP# TRANSIT 2020-01

Evaluation Member	MV	FIRST TRANSIT	RATPDEV
1	153	160	139
2	152	160	139
3	173	183	157
4	124	146	116
5	188	185	158
6	187	184	168
TOTAL	976.5	1018	876.5

Average Score	162.75	169.67	146.08
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1st	First Transit	1018
2nd	MV	976.5
3rd	RATP DEV	876.5

Transit Outsourcing Questions

December 16, 2020

A question has been raised regarding the benefits of outsourcing transit service in Decatur. Contracted bus service in small and medium urban areas became common in the 1960s and 70s as private bus companies were no longer able to remain profitable. Many cities acquired the assets and operating rights of the private bus companies through federal grants and then contracted with the former owner to operate service with public subsidies.

Federal and state operating subsidies became common in the 1980s and the local tax burden for bus service operations was generally reduced. One of the requirements that evolved from the Federal Transit Administration was that contracted services should be competitively bid. The result was the evolution of several private, for-profit, transit operators that contracted with cities and counties to provide bus service. Federal, state, and local funding mixes varied from state to state. Illinois has had a generous 65% funding scheme for more than 20 years. FTA grants and farebox revenue often make up the remaining 35%. Some cities in Illinois provide local subsidies to provide additional service.

The benefits of contracting service are not crystal clear. The comments that follow are broad generalizations and actual experience often varies significantly from system to system. The comments that follow are NOT based on observations in Decatur.

Usually, the skills of the local transit manager, whether a contract employee or city/county employee affect the efficiency and effectiveness of the bus service. Oversight by the local city administration will also affect the performance of the transit system. In Decatur, it can be expected that city administration will be actively involved in the new contract for several months. This involvement will likely have a positive effect on service delivery.

A partial list of traditional arguments for contracting bus service include:

- **Cost Effectiveness.** The private sector will generally control wages and benefits in a more effective manner than a local government operation. The Collective Bargaining Agreement is the responsibility of the management company.
- **Financial Risk.** Private operators assume greater risk in operations. Low wages may increase overtime with a negative financial effect. The decision on wage levels and expenses is usually the contractor's responsibility. Savings in operations can result in greater profitability for the parent company.
- **Labor Processes.** The private sector does not have a transparent process for discipline and termination of employees. Civil service protections are common in municipal government, but not in the private sector. State law often separates private sector and public sector labor practices.
- **Labor Cost Comparability.** A municipal operation often uses comparative wages to other similar positions within the city such as a Public Works truck driver. A private operator will look at the overall labor market within a metropolitan area to find employees with similar skills and they may use a wage comparison from other industries with lower labor cost.
- **Expertise.** The parent company has a central office staff that is usually more current on technology and labor trends. Where technology can reduce cost, the private sector will usually purchase the technology. Similarly, evolving trends in

Transit Outsourcing Questions

December 16, 2020

- the transit industry, such as microtransit or electric buses, are well known and understood before the public sector usually understands the cost of technology.
- **Purchasing Flexibility.** Private contractors often have supply networks that can supply bus parts at a lower cost than municipal purchasing. Purchasing procedures are different than municipal purchasing procedures.
 - **Performance.** In general, management companies have oversight procedures to ascertain system performance and cost control.
 - **Corporate Assistance.** All contractors have a corporate office that can assist the local transit manager with various operating and management problems that occur. Typically, there are mentors and advisors with extensive pragmatic transit experience that provide a variety of resources and advice for local managers. A corporate peer network is also common to assist in problem solving.

There are a variety of reasons for municipal control of transit service. Most systems contract maintenance and operations. Some systems such as Kankakee use a hybrid system with maintenance employees as public employees and operations employees as contracted employees. Some systems contract only the general manager and one or two assistants.

For those systems that are completely municipally operated, there are some advantages:

- **Responsiveness.** Service performance or service problems can be addressed immediately without the need to work through a corporate administration.
- **Oversight.** A contracted operation requires extensive oversight to ensure that the contractor is performing according to the contract. With a municipal operation, performance is the responsibility of the local transit manager who usually reports to a city department head or directly to the City Manager.
- **Management Focus.** A municipal transit manager is responsive to the needs of the city and not responsible to corporate profitability pressures. Often municipal transit managers have more control over training, employee retention, and employee interactions. Training is typically more extensive in municipal operations.
- **Accountability.** Some contracted services have a maintenance reporting structure through the corporate structure that can bypass the local manager which may lead to unproductive conflict. A municipal manager is responsible for all aspects of the operation.
- **Local Funding Retention.** Assuming expenses are similar between private and public sector operations, the amount of money that goes to corporate overhead and profits could be spent locally. This could include more extensive training for the local management team for professional development and it could also include more service. Additional service could be improved frequencies on existing routes, expanded evening and weekend service, or new routes.

Actual performance varies widely. Some contracted services do not realize the potential advantages of the private sector listed above and are poorly operated. Some are very successful and are responsive to local needs. Some municipally operated systems are very successful, and others are very poorly operated. In general, contracted service can be cost

Transit Outsourcing Questions

December 16, 2020

effective, efficient, and have high performance characteristics; but, there are municipal systems that are as effective and efficient as contracted systems.

In Decatur, a more extensive examination of the factors mentioned above will assist in future decision making after the expiration of the new contract with MV. There are likely other local factors not listed that would affect decisions regarding contracted versus directly operated services.

Recent research on contracting bus service is available from the London School of Economic U.S. Centre available at: <https://blogs.lse.ac.uk/usappblog/2019/09/19/why-do-transit-agencies-contract-out-services-it-may-be-down-to-how-managers-view-outsourcing/>

City Clerk

DATE: 12/17/2020

MEMO:

TO: Mayor Moore Wolfe and City Council

FROM: Jon Kindseth, Deputy City Manager

SUBJECT: Resolution Certifying the City of Decatur Public Transportation Agency Safety Plan

ATTACHMENTS:

Description	Type
Memo Safety Plan	Cover Memo
Resolution Safety Plan	Resolution Letter
Safety Plan DPTS Final 121620	Backup Material

OFFICE OF CITY MANAGER, TRANSIT DIVISION

December 21, 2020

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Jon Kindseth, Deputy City Manager
John Williams, Mass Transit Administrator

SUBJECT: Resolution Authorizing Execution of Public Transportation Agency Safety Plan for the City of Decatur.

RECOMMENDATION: Staff recommends that this item be approved as presented.

BACKGROUND: The Federal Transit Administration now requires federally funded transit agency to have an adopted safety plan approved by the Governing Board, which in Decatur is the City Council. The City and the Decatur Public Transit System has always had a safety plan, we need to have this formal adoption. Attached you will find the current safety plan that is in effect and recommended by staff. This Public Transportation Agency Safety Plan addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan. This plan will continually be evolving and updated (minimally annually) as warranted moving forward, with significant changes likely coming back to City Council for approval.

The City provides oversight and contract management and meets a minimum of once a month with contractor to review their Safety Management Systems, compliance and contractual obligations. We have identified safety performance targets in this plan, utilizing historic safety data to develop targets. This plan and targets will be shared with the Illinois Department of Transportation and Decatur Area Transportation Study (DUATS) MPO as required by FTA regulations. The City's Account Executive in this plan is our City Transit Administrator, John Williams

POTENTIAL OBJECTIONS: Staff is not aware of objections.

INPUT FROM OTHER SOURCES: None

STAFF REFERENCE: Should the City Council have any questions, they may contact Jon Kindseth at 450-2323 or jkindseth@decaturil.gov; John Williams at 424-3552 or jwilliams@decaturil.gov

BUDGET/TIME IMPLICATIONS: No tangible financial impact.

RESOLUTION NO. R_____

**RESOLUTION CERTIFYING THE CITY OF DECATUR
PUBLIC TRANSPORTATION AGENCY SAFETY PLAN**

WHEREAS, the provision of public transportation service is essential to residents in Decatur and elsewhere; and

WHEREAS, on July 19, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

WHEREAS, the plan must be certified by the governing board over transit and include safety performance targets. The plan must be updated and certified by the transit agency annually.

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

Section 1. That the Mayor and City Council certify this safety plan, and they authorize and direct staff to execute The Public Transportation Agency Safety Plan on behalf of the City of Decatur, Illinois.

PRESENTED AND ADOPTED this 21st day of December, 2020

Julie Moore Wolfe, Mayor

ATTEST:

CITY CLERK

Public Transportation Agency Safety Plan



City of Decatur Public Transit

December 2020

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Section 1. Transit Agency Information

General Information

Decatur Public Transit System

Accountable Executive: John Williams

555 E. Wood Street

SMS Executive:

Decatur, IL 62523

Chief Safety Officer:

Phone: 217.424.2959

Modes of Service: Fixed Route Bus, Demand Response,

FTA Funding Sources: FTA Section 5307,

Modes of Service Directly Provided: None

The City of Decatur does not provide transit services on behalf of another transit agency or entity. The City contracts management and operations service for fixed route, and demand response services with one contractor. The service operates primarily within the City limits

Contracted services are provided by MV Transportation. The City provides the facility and capital assets to the contractor to use in provision and support of services.

Contracted Service Information:

The Decatur Public Transit System (DPTS) under contract with MV Transportation operates and maintains 15 bus routes and a downtown trolley route on a pulse system with buses departing the downtown Transit Center at 15 and 45 minutes past each hour. Hours of operation are Monday through Friday from 5:30 A.M. to 7:15 P.M. and on Saturday from 6:15 A.M. to 7:15 P.M. No service is provided on Sunday or on major holidays, which include: Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

Complimentary paratransit service, Operation Uplift, is also provided by MV and operates a similar schedule to the fixed route. MV is responsible for eligibility, scheduling and dispatching and maintenance of the paratransit fleet.

The Agency Safety Plan addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.

Section 2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Illinois Department of Transportation in cooperation with the City of Decatur		
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature	
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval	
	Relevant Documentation (title and location)		
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification	
	Relevant Documentation (title and location)		
Version Number and Updates <i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
Annual Review and Update of the Public Transportation Agency Safety Plan <i>Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.</i>			
The City of Decatur provides no direct transit services. All operations services for public transit are contracted. The City provides oversight and contract management and meets a minimum of once a month with contractor to review their Safety Management Systems, compliance and contractual obligations. The City's Public Transportation Agency Safety Plan also referred to as Agency Safety Plan, will be jointly reviewed and updated by the City's Accountable Executive, and contractor Chief Safety Officers in July of each year. The			

Accountable Executive will review and approve any changes, sign the revised Agency Safety Plan, and forward to the Decatur City Council for final review and approval.

Along with annual updates, The City may update the plan if the City:

- Determines its approach to mitigating safety deficiencies is ineffective;
- Makes significant changes to service delivery;
- Introduces new processes or procedures that may impact safety;
- Changes or re-prioritizes resources available to support Safety Management Systems and the Public Transportation Agency Safety Plan;
- Changes are made to facilities, equipment or rolling stock with a potential to safety;
- A change in contractors; and/or
- Significant changes to the City's organizational structure

Section 3. Safety Performance Targets

Safety Performance Targets Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

The following targets were developed based on the transit safety data collected by Decatur Transit and anticipated service level changes.

Mode of Service	Fatalities (Total)	Fatalities (Rate) per 100k VRM	Injuries (Total)	Injuries (Rate) per 100k VRM	Safety Events (Total)	Safety Events (Rate) per 100k VRM	System Reliability
Fixed Route (MB)	0	0	8	0.88	2	0.219	3,510
Demand Response/ Paratransit (DR)	0	0	2	2.46	0	0.00	13,567

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

Once targets are developed as part of the Plan update in July of each year, the City of Decatur will share and discuss those targets and amendments with the Decatur Area Transportation Study (DUATS) MPO and submit to IDOT at requested time.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Illinois Department of Transportation	
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Decatur Area Transportation Study (DUATS) MPO	

Section 4. Safety Management Policy

Safety Management Policy Statement

The City of Decatur strives to provide safe, reliable, comfortable, and innovative transportation options to every member of the community. The Public Transportation Agency Safety Plan (PTASP) has been developed to integrate safety into all Decatur Public Transit System (DPTS) operations. By using the procedures contained in the PTASP, DPTS can continue to improve the safety and security of the its transit contracting services.

This PTASP describes the policies, procedures, and requirements to be followed by DPTS management, to ensure a safe environment for contracted transit employees, riders, and the general public. The goal of this program is to eliminate the human and fiscal cost of avoidable personal injury and vehicle accidents.

DPTS and the service contractor have a responsibility under the PTASP. The Accountable Executive will provide the continuing support necessary to achieve the PTASP objectives. A key to the success of this effort is for contracted employees to be aware that they are accountable for safely performing the requirements of their contract. The success of the program also depends on all contracted employees actively identifying potential hazards and making a commitment to the safety of others.

DPTS and its contractor must be aware that decisions and actions often affect the safety of those in other operations. By following the processes described in the PTASP, DPTS will continue to monitor performance and the safety of the system while creating a culture of safety.

DPTS's commitment is to:

- **Support** the management of safety through the provision of appropriate resources that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- **Integrate** the management of safety among the primary responsibilities of all DPTS staff, contract managers and employees;

- **Clearly define** for all contractor staff, managers, and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of DPTS's safety management system;
- **Establish and operate** hazard identification and analysis, and safety risk evaluation activities--including an employee safety reporting program as a fundamental source for safety concerns and hazard identification--to eliminate or mitigate the safety risks of the consequences of hazards resulting from DPTS contracted operations or activities to a point which is consistent with an acceptable level of safety performance;
- **Ensure** that DPTS and contractor will take no action against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- **Comply** with, and wherever possible exceed, legislative and regulatory requirements and standards;
- **Ensure** that sufficient skilled and trained human resources are available to implement safety management processes;
- **Ensure** that contract staff provides adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- **Establish and measure** safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** safety performance through contract management processes that ensure that appropriate safety management action is taken and is effective; and
- **Ensure** externally supplied systems and services to support operations are delivered, meeting established safety performance standards.

DPTS's Goals for Safety are established as follows:

- In collaboration with the contracted service provider, design, construct, test, and operate a transportation system that achieves an optimum level of safety performance of other transit systems of a similar size in the United States.
- Identify and evaluate, then eliminate or control hazards to contracted employees, customers, and the public.
- Ensure Contractor meet or exceed all government and industry occupational health and safety standards and practices.

The objectives of the PTASP are the means to achieving its goals. They also provide a method of evaluating the effectiveness of DPTS's safety efforts. The PTASP objectives for DPTS and contractor are:

- Integrate safety management and hazard control practices within each contracted service provider.
- Assign responsibilities for developing, updating, complying with, and enforcing safety policies, procedures, and requirements.
- Verify compliance with the contractor's safety policies, procedures, and requirements through performance evaluations, accident/incident trends, and contract oversight.
- Investigate all accidents/incidents, including identifying and documenting the causes for the purpose of implementing corrective action to prevent a recurrence.
- Increase investigation and systematic documentation of near misses.
- Identify, analyze and resolve safety hazards in a timely manner.
- Minimize system modifications during the operational phase by establishing and utilizing safety controls at system design and procurement phases.
- Ensure that system modifications do not create new hazards.
- Train employees and supervisors on the safety components of their job functions.

DPTS takes these commitments seriously as the lives of City riders, employees, contracted employees and the general public depend on the City's ability to oversee contractor's culture of safety.

Accountable Executive

Date

Safety Management Policy Communication

DPTS realizes the importance of ensuring its employees and riders are aware of DPTS's safety management policies and procedures to effectively manage the system's day to day operations. DPTS meets weekly with contractor to review performance and safety.

Contracted Employees: DPTS is constantly evaluating existing contractor policies and procedures to verify their effectiveness. To do this, DPTS seeks input from all staff, including other DPTS departments, to determine if change is necessary based on trends, data analysis, operational changes or new assets. Several methods are used to communicate policy and/or procedure changes, including:

- ◆ Formal notice to contractor
- ◆ Informal communication to contractor
- ◆ Contract amendments
- ◆ Contract itself

In addition to DPTS safety notices and communication with the contractor, MV Transportation provides, through their regional and National offices additional safety instruction, safety notices and processes to improve risk management. This National company collects safety data from all its contracts and monitors performance and safety events to identify trends or contracts where safety is below MV Transportation standards. DPTS ensures through oversight, the contractor is following their company-wide Agency Safety Plan (ASP) which has been provided to DPTS.

Depending on the importance of the policy or Standard Operating Procedure (SOP) change, an acknowledgement signature is required of each employee verifying their understanding of the change.

The contract with MV Transportation began recently and took effect January 1, 2020. The City has a collective bargaining agreement with Amalgamated Transit Union set to expire in the Spring of 2020.

Riders: If a rider policy is changed or added, DPTS and contractor notifies riders through the following methods:

- ◆ Notice posted on vehicle and facilities including effective date and who to contact for more information
- ◆ Changes to digital rider guidance including schedules and ride guides as appropriate
- ◆ Public Meetings
- ◆ Social Media and Website Service Notices
- ◆ Any services impacted by policies changes will include outreach as required by Federal Guidance.

Authorities, Accountabilities, and Responsibilities

As mentioned in the Safety Policy Statement, the ultimate authority for the success of this PTASP falls to the Accountable Executive (AE), DPTS department managers, contract managers, as well as employees fulfilling their commitment to safety on a day-to-day basis support the AE.

Accountable Executive (AE): The AE will determine, based on feedback from DPTS staff and contractor, the level of Safety Management System (SMS) principals to maintain to ensure a safe work environment, rider experience and community safety. DPTS's AE is committed to providing contracts that will enable contract management to provide the tools and training needed to be successful and safe providing service for DPTS.

The AE, John Williams, and his staff will provide contract oversight and monitoring to include accountability for all aspects of safety. The AE is responsible for developing the RFP process for contracted service and will include language relative to the responsibility of the contractor to manage and operate service using SMS principals. Though contractors are not required under 49 CFR Part 673 to develop their own PTASP, they are required to follow SMS methods of managing risk to include compliant Employee Safety Reporting Program. MV Transportation has developed a Transit Agency Safety Plan for all its employees to follow and the City ensures the Plan is being followed.

SMS Executive (SME): The Safety Management Systems Executive will serve as an intermediary between the contractor's Chief Safety Officer and the Accountable Executive associated with a contract with Decatur Public Transit. The position requires oversight and interaction with contract operations, maintenance, human resources, training and safety to ensure the Agency Safety Plan is being followed and a culture of safety is present among all contract employees.

Chief Safety Officer (CSO): The DPTS CSO, works with the contracted service and is responsible for ensuring safety elements in the following areas are properly managed with the intent of creating a culture of safety. The CSO will participate in training relative to their role in implementing SMS per requirements in 49 CFR Part 673.

- Employee Safety Reporting Program
- Safety Performance Targets and Measures
- Safety Risk Management
 - Safety Hazard Identification
 - Safety Risk Assessment
 - Safety Risk Mitigation
- Safety Assurance
 - Safety Performance Monitoring and Measurement
- Safety Promotion
 - Competencies and Training
 - Safety Communication
 - Accountable Executive
 - Customer Service and Compliance Manager
 - Contractor General Manager
 - Contractor Operations Manager

- Contractor Facility and Vehicle Maintenance Manager
 - Contractor Quality Assurance Manager
 - Contractor Paratransit Operations Manager
 - Contractor Information Technology Manager
- Maintains Safety Management Systems documentation
- Direct hazard identification and safety risk assessments
- Monitor safety risk mitigation activities
- Provide monthly safety performance reports to the AE
- Facilitate and document Safety Committee meetings
- Develop and implement Safety Management Systems training
- Conduct safety analysis to identify trends
- Initiate root cause analysis through investigation of safety events

The following key contractor staff positions will support the City's Agency Safety Plan and implement SMS principles in their respective roles within the organization.

Contractor Facility and Vehicle Maintenance Manager

- Total maintenance (labor and parts) cost per system
- A monthly report regarding road calls including major breakdowns
- A monthly report regarding the cost of in-house repairs (both labor and parts) per mode of transit service
- A monthly report of facility inspections and repair completed
- Participates in root cause occurrence investigations

Contractor Operations Manager

- Ensures the trainers of operators and maintenance personnel conduct and document evaluations for operators and maintenance personnel
- Reviews quarterly data provide by the Chief Safety Officer and trainers, and use that information to modify existing training or create new training
- Participates in root cause occurrence investigations
- Communicates with Chief Safety Officer on Safety Management System elements like Hazard Identification, Hazard Assessment, Hazard Mitigation and Follow-up of mitigation strategies.

Contractor Information Technology Manager

- Ensures that Decatur Transit data is protected from cyber-crime and viruses
- Maintains software with required updates
- Communicates with technology vendors if problems occur
- Assists personnel with technology issues or questions
- Oversees social media platforms and the transit system's web site

Contractor Quality Assurance Manager

- Works with all departments to ensure local, State and Federal regulations are being followed
- Reviews inspections and evaluations conducted by outside agencies
- Ensures data collection and reporting methods are consistent with the City's contract

Contractor Paratransit Manager

- Ensures paratransit operators are meeting the City's training standards for working with persons with cognitive and physical disabilities
- Oversight of service following Americans With Disabilities (ADA) Act requirements under Federal Transit Administration's 49 CFR part 27, 37 and 38
- Conduct outreach when necessary to care givers or human service agencies to provide appropriate transportation services for individuals having difficulty using the paratransit transportation services
- Identify areas of training needing modifications based on incident trends, new regulations or feedback from employees

Contractor General Manager *(SMS Executive)*

- Provide oversight and management of all City of Decatur contracted services
- Communicate with the AE on a regular basis to update on services provided
- Work with management staff to address identified safety risks or hazards
- Oversee safety mitigation strategies
- Ensure a high level of system safety in all departments
- Conduct weekly management meetings to discuss safety and performance of contracted services

Contractor Training Manager

- Identify training programs needing modifications based on trends, regulation changes or Best Practices found through communications with local, State and Federal subject matter experts
- Ensure employees are performing to the training standards
- Ensure all trained employees are trained to proficiency
- Track, document and maintain all safety information
- Ensure all employees are current on training certifications, refresher training programs and new policy training
- Coordinate with Operations and Maintenance Departments on training needs
- Initiate, maintain and modify Safety Management System principles as needed to ensure the Agency Safety Plan (ASP) is being followed by all contracted employees
- Participate in monthly safety committee meetings and convene the committee if a safety event occurs and immediate mitigation strategies are necessary

Customer Service Manager

- Work closely with Customer Service Representatives to identify safety and customer service issues needing immediate action

- Review safety data entering through Customer Service feedback opportunities like social media, direct contact, phone comments and surveys
- Design surveys to identify the passenger's experience
- Ensure all aspects of the contracted services are following the clearly defined contract with the City
- Provide monthly reports to the City on customer service data

Employee Safety Reporting Program

As part of the contracting process beginning in July of 2020, the City will require each contracted service provider to include an Employee Safety Reporting Program (ESRP) as part of their responsible bid package. The ESRP will include the importance of safety and hazard reporting, elements covering retaliation assurances for reporting safety risks and penalties for false reporting.

The City, in addition to its internal Employee Safety Reporting Program, will require all contractors to develop an Employee Safety Reporting Program that applies to staff associated with Decatur Public Transit Service. The City as part of its oversight, will require reporting data on a monthly basis as part of the required performance and safety data reports.

All hazards reported through the Employee Safety Reporting Program go straight to the Chief Safety Officer for review, assessment, investigation, mitigation and follow-up. If the hazard directly impacts the working relationship between two or more employees, the Chief Safety Officer will ensure no retaliation or hostile work environment will take place. The City and its contractors will ensure that no action will be taken against any employee who discloses a safety concern through the respective Employee Safety Reporting Program unless the employee engaged in the following:

- Willful participation in illegal activity, such as assault or theft;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

The contractor's Employee Safety Reporting Program encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:

- Report conditions directly to the dispatcher, who will add them to the daily Operations Log.
- Report conditions anonymously via locked comment box in the driver area.
- Report conditions directly to any supervisor, manager, or director.

Examples of information typically reported include:

- Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles);

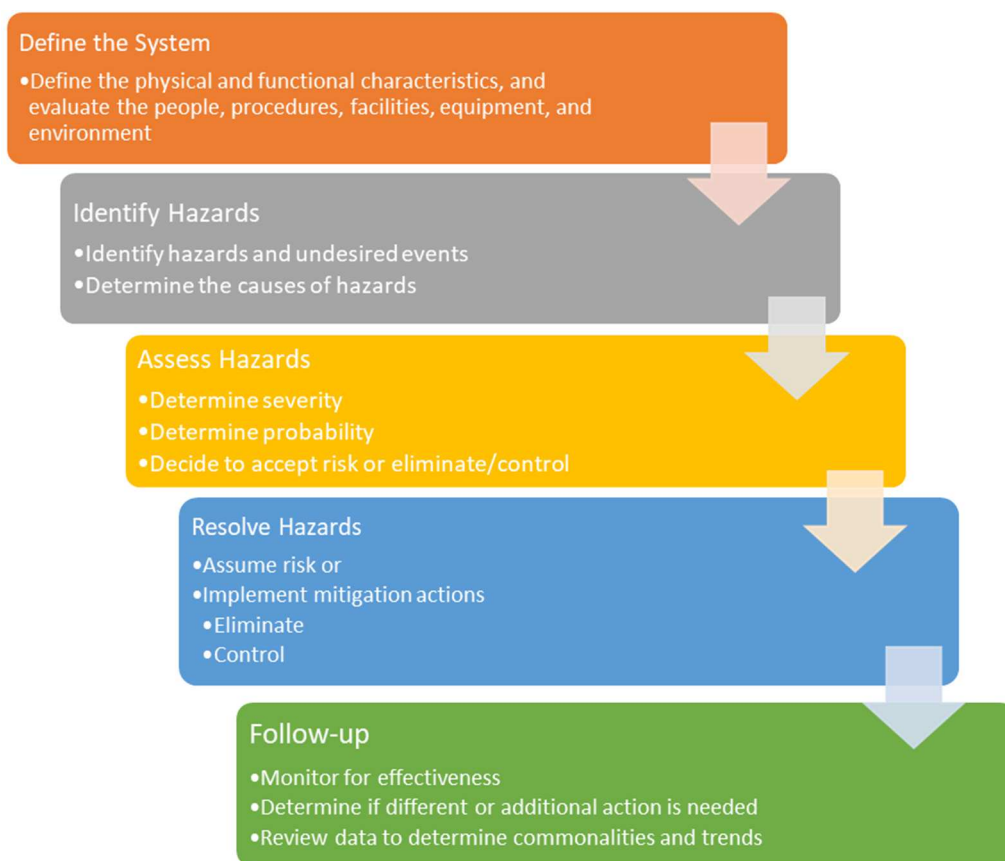
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);
- Events that senior managers might not otherwise know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

The current contractor, MV Transportation, includes an ESRP that applies to staff associated with the DPTS contract including all operations and support personnel. DPTS as part of its oversight, will require reporting data on a monthly basis as part of the required performance and safety data reports.

City of Decatur Responsibility

The City takes every hazard report seriously and in close coordination with contractors, investigates each one to determine if it's an isolated case, or emerging trend requiring evaluation of policies and procedures or service modifications. Contractor employees reporting hazards will not face disciplinary action unless that employee contributed to the hazard. The City wants to encourage all employees to report any hazard or threat they observe and help make the system as safe as possible for its employees, riders, and the general public. Employees may report the hazard to their immediate supervisor or go directly to the CSO to submit and discuss their report.

The following process chart illustrates the steps taken as part of the hazard identification process through the ESRP.



Safety Performance Targets and Measures

The City collects monthly data from contractors to include safety and performance data. This data is used annually to develop safety performance targets included in this plan. The City uses current and historic safety data to develop targets while also monitoring monthly data to identify trends requiring mitigation actions.

Section 5: Safety Risk Management

DPTS collects monthly data from contractor to include safety and performance data. This data is used annually to develop safety performance targets included in this plan. DPTS uses current and historic safety data to develop targets while also monitoring monthly data to identify trends requiring mitigation actions.

Contractors operating transit services for the City have risk management policies, procedures and processes in place to identify, assess and mitigate hazards. Any hazard identified is properly documented and provided to the City if needed as part of the monthly data collection process. Documents related to risk management and monitoring are included in periodic site reviews. The City ensures all safety events are properly identified, assessed, investigated and mitigated. Each contractor has a process of conducting a root cause analysis and the results are conveyed to the City with information on each event. As part of the periodic inspections performed by the AE, safety event documentation is reviewed for SMS process of risk management.

The following are the methods and processes the contractors will use to identify hazards and consequences to hazards. Inspections are conducted and are an important source of information about hazards. Results from these inspections also help identify areas where mitigations designed and adopted to manage safety risks are not being carried out as required.

Inspections include personnel, vehicles, facilities and data that identify potential safety concerns or potential safety events. Inspections focus on the following:

- Compliance with rules and regulations, which may identify:
 - Non-compliance with safety rules
 - Challenges in complying with safety rules, and
 - Emerging practices
- Operations personnel fitness-for-duty checks, which may identify:
 - Impairment
 - Fatigue
 - Attentiveness
 - Absence of corrective lenses
 - Apparent injuries, and
 - Uniform or equipment issues

- Radio or digital communication checks, which may identify defective equipment, low or no signal zones, or employee procedures not being followed
- CDL and operator citation checks, which may identify driver non-compliance with driving regulations and requirements
- Pre/Post-trip inspection, which may identify vehicles being used without proper inspections to identify safety defects
- Vehicle inspection, which may identify a series of defects in components and part with the potential to impact the safety performance of the vehicle
- Facility inspection, which may identify conditions with the potential to impact the safety of employees, passengers or the public

Inspections conducted include:

- Facility Inspections — Routine facility inspections will be conducted monthly by the Contractor's Facility and Vehicle Maintenance Manager to identify hazardous conditions of the facilities and hazardous behaviors of the employees. The inspections will be documented in writing and reported to the Chief Safety Officer.
- Bus Stop Inspections — Bus stops, and transfer points, will be inspected at least monthly to identify unsafe conditions and Americans with Disabilities Act (ADA) compliance issues. The inspection will be documented in writing and shared in a summary report to the Contractor Facility and Vehicle Maintenance Manager and Chief Safety Officer. Operators will be responsible for notifying dispatch if they notice a hazard at any stop.
- Pre-Trip and Post-Trip Inspections — Pre-Operation vehicle inspections are conducted before each vehicle enters revenue service. The Pre-Trip inspection requires the operator to conduct a systematic inspection of the interior, exterior and mechanical operations of the vehicle. Maintenance staff is available if a safety, mechanical or cleaning defect is found. The maintenance staff will determine if repairs can be made without disrupting service or if a replacement vehicle will be provided. Post trip inspections are required and are meant to document any issues experienced with the vehicle during revenue service. All Pre and Post Inspections are reviewed by the maintenance department daily.
- Routine Preventive Maintenance Vehicle Inspections — Preventive maintenance inspections are conducted based on mileage and manufacture recommended intervals. The inspections follow manufacturer's guidelines and provide an opportunity to identify mechanical degradation, replace parts, identify safety hazards, and ensure the vehicle is ready for revenue service. Any hazards identified are reported on inspection documents and deficiencies are corrected or the vehicle is placed out of service using lock out/tag out procedures until corrections can be made.

Other hazard identification methods include:

- Results of the annual Transit Asset Management Condition Assessments — Facilities, rolling stock and equipment are inspected annually as part of the update to The City's Transit Asset Management (TAM) Plan as required by the Federal Transit Administration's 49 CFR Part 625. The Contractor's Facility and Vehicle Maintenance Manager will conduct the assessments to

ensure the contractor's fleet is in a State of Good Repair (SGR) and per the Federal Transit Administration regulation and the City's Transit Asset Management Plan. Results from these assessments will be provided to the Accountable Executive.

- Employee Observations — Through the City's Employee Safety Reporting Program, Safety Committee meetings, training programs and open-door policies, the contractor will document, assess and mitigate safety risks identified by employees.
- Federal Transit Administration (FTA) Notices and Announcements — The contractor's Safety and Training Manager will monitor updates, best practices and training opportunities through the Federal Transit Administration's Office of Safety and Security web notification process. The notification process provides information on safety trends across the country and provides remedies to trending safety hazards.
- Transit Industry Peer Information — The contractor will maintain information sharing with local, State and National transportation peers to share ideas and solutions to safety issues affecting transit systems. This includes participation in the Illinois Transportation Association, interaction with Illinois Department of Transportation, and Illinois transit systems. On a National level, the contractor and the City employees will monitor information relative to transit safety through American Public Transit Association (APTA), Community Transportation Association of America (CTAA), National Transit Institute (NTI), Transportation Safety Institute (TSI) and National Transportation Safety Board (NTSB).
- Customer Feedback — The contractor's Customer Service Manager will share information on safety and performance complaints and document these complaints for mitigation and analysis.
- Near Miss Reports — Employees will be encouraged to report near miss incidents utilizing the Employee Safety Reporting Program, Hazard Reporting Form or Incident Report. These incidents will be investigated and analyzed for trends or isolated occurrences. Subject matter experts may be called upon to assist in mitigating a hazard based on the near miss.
- Workers Compensation Claims — The City and its contractor will monitor Workers Compensation Claims to identify trends, conduct root cause analysis and develop mitigation strategies to create a safer working environment for contract employees.
- Safety Event Data — The City's contractor will document and summarize safety events monthly as part of the contract with the City, but also to conduct analysis on trending safety data which may be indicators of safety risk.

Contractors will provide a safety committee to review all safety events, perform root cause analysis, review mitigation strategies and make safety recommendations to the Chief Safety Officer and Accountable Executive. In addition, contractors will schedule and conduct monthly safety meetings to communicate current safety concerns, provide feedback on existing mitigation actions taken as a result of safety event or concern and share safety and training information. The contractors have safety policies and procedures in place in cases of incidents or accidents, and a reporting process with designated forms to follow if there is a safety event or hazard identified.

The contractor's dispatch has a reporting process in place to document safety and security events, passenger complaints, fare disputes and any other situation outside of normal operating activities. The

dispatch daily reports are meant to document these events and provide the ability for internal and external follow-up. Follow-up includes outcomes, employee response, and supervisor action.

Using Safety Management System principles, the Dispatch Report is used to identify a risk or hazard and then sent to Chief Safety Officer for review, assessment, investigation and follow-up. Once an internal investigation is completed by the contractor the report is sent to the Accountable Executive for further assessment.

Safety Hazard Assessment

As part of the accident investigation, incident investigation or hazard identification process, an assessment will be conducted to determine the level of potential threat or hazard requiring immediate, delayed or monitoring response. Each event assessment will include a determination of the likelihood of the being repeated. If there is a potential for repeated safety events or hazards, the City and its contractors will review areas of the system to modify to reduce risk.

In some cases, it may be as simple as a training modification, but in other cases it may extend to policies, procedures, processes or personnel. The following tables indicate how the agency can assign values and measure risk to ascertain the severity and probability of operational hazards.

Table 1 – Risk Assessment Matrix

Risk Assessment Matrix				
Likelihood/ Severity	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	HIGH	HIGH	HIGH	MEDIUM
Probable (B)	HIGH	HIGH	MEDIUM	MEDIUM
Occasional (C)	HIGH	MEDIUM	MEDIUM	LOW
Remote (D)	MEDIUM	MEDIUM	LOW	LOW
Improbable (E)	LOW	LOW	LOW	LOW

Table 2 – Safety Risk Index

Safety Risk Index	Criteria by Index
HIGH	<u>Unacceptable – Action Required:</u> Safety risk must be mitigated or eliminated.
MEDIUM	<u>Undesirable – Management Decision:</u> Executive management must decide whether to accept safety risk with monitoring or require additional action.
LOW	<u>Acceptable with Review:</u> Safety risk is acceptable pending management review.

Safety Risk Mitigation

The City currently mitigates risk as it happens in coordination with its contractors. Actions taken might include route changes due to construction or ensuring that there is a spare bus in case of breakdown or safety event. These actions are taken as a result of identifying potential risk to employees or passengers and preparing for the likelihood of an accident/incident resulting in service disruption.

The Contractors in coordination with the AE are responsible for conducting route analysis and reviews for determining safety and performance. All route or service reviews must be documented properly to include safety elements. Information collected from route and demand response manifest reviews are provided to the Safety Committee for evaluation during monthly safety meetings. Contract managers also review the documents for safety and performance information.

Safety Management System principles dictate that transit employees must document when mitigation actions are taken. Documentation is essential to understanding whether actions taken were appropriate to the level of risk or if additional actions are necessary. By documenting hazards, hazard assessments/investigations and mitigation actions, The City is collecting information to analyze trends and effective responses. It is also required as part of the safety performance target development mentioned in Section 3.

Section 6: Assurance

Monitoring Compliance Activities

The City has monitoring practices in place for Federal and State compliance, including 49 CFR Part 673. A process for determining effectiveness of the Agency Safety Plan includes the collection of data for analysis to determine trends. Various software programs are used to monitor safety in Maintenance, Operations, Customer Service, Training and Human Resources areas.

The Chief Safety Officer for each contract is responsible for reviewing all safety events, mitigation strategy, reviewing events and recommending any necessary disciplinary action. They work closely with all departments and communicates well. The Chief Safety Officer is not only responsible for internal reporting to the contractor headquarters, but also for external reporting to the City's Accountable Executive.

The contractors Operations Department is responsible for monitoring and modifying routes, primarily for performance reviews. Safety elements added to the existing service performance review allows safety data to be collected with route proposals or modifications.

Customer service representatives monitor incoming customer feedback and if safety issues are presented, the customer service representative forward the documented customer feedback to the appropriate department for further investigation.

Monitoring Service

The City collects performance and safety data from both its contractors as required per each contract. The data includes safety performance targets as required by the Federal Transit Administration's National Transit Database and Illinois Department of Transportation. The Accountable Executive evaluates this information to identify trends in performance and safety. If anomalies are noted in the data, contact with the contractor will be made by AE to identify the cause of the variance.

The City collects performance and safety data from both contractors as required per each contract. The data includes safety performance targets as required by the Federal Transit Administration's National Transit Database and Illinois Department of Transportation. The AE evaluates this information to identify trends in performance and safety. If anomalies are noted in the data, contact with the contractor will be made to identify the cause of the variance.

The monthly data collected include:

- ◆ Passenger Counts by Route by Day
- ◆ Total Revenue Hours
- ◆ Accident Log (Preventable/Non-Preventable) (AFR)
- ◆ Employee Injuries (IFR)
- ◆ Complaints (Valid/Invalid)
- ◆ Road Calls (Vehicle Breakdowns that Require Maintenance to Scene and/or Towing)
- ◆ Monthly National Transit Database (NTD) Report to include the following:
 - Fatalities
 - Injuries
 - Safety Events
 - System Reliability
- ◆ Vehicle Inspection Report (Maintenance and Daily Vehicle Inspection Reports)
- ◆ Facility/Equipment Inspection

The City uses an Excel program to track these data points and conduct analysis to identify trends.

Additionally, the City's AE or designated staff will visit contractor facilities and vehicles periodically to conduct reviews of assets, records, and processes to ensure adherence to contractual obligations and Federal compliance.

Investigation of Activities

The AE and associated staff will establish and carry out a schedule of regular safety inspection tours of all contractor facilities. The main purpose of these safety inspections will be to bring to light any unsafe conditions or acts that might exist and to effectuate corrective action before an accident occurs. Regular dialogue will take place between the AE and contractor management of both organizations. The AE or his designee will make a written report of their findings.

The contractor will conduct daily, monthly and annual reviews of employees, assets, policies, procedures, training and processes to ensure they are meeting the intent of Safety Management System principles and City required safety policies and performance. These safety reviews include but are not limited to the following.

- Vehicle Pre/Post trip inspections;
- Facility reviews including shelters, transfer points, bus stop signs, maintenance facility; administrative facility, storage and parking area;
- Preventive maintenance program;
- Employee evaluations – video review, ride along assessment, follow-along assessment;
- Policy and procedure reviews;
- Fire Marshall and/or OSHA review;
- Assessment of technology;
- Review and monitoring social media compliments and complaints;
- Threat and vulnerability assessments;
- Route evaluations for safety and performance — new and existing; and
- Training program effectiveness.

The City has established safety performance goals within its contracts and will maintain accurate performance and accident records. These goals and records will be reviewed regularly and appropriate action taken as a measure of managerial and supervisory proficiency. The AE will be responsible for reviewing all accident and investigation reports as they occur within 24 hours of the incident. All accidents will be investigated thoroughly regardless of severity through root cause analysis conducted by contractors and the AE. Information derived from investigation and analysis may lead to changes in policy, procedures or processes to mitigate or reduce future occurrences.

Section 7: Safety Promotion

Safety Training

Training programs for the contractor relate to safety, policies, procedures, Federal, State and local regulatory compliance and performance monitoring related to efficiency, productivity, and safety. The contractor also provides thorough new hire training and remedial/refreshers training. Additionally, contract employees receive training from outside organizations like local first responders as well as Federal, State and local training programs.

As part of the annual training curriculum, and as required by contract, the City will require the contractor to be flexible to include additional or replacement training based on current safety trends requiring new or revised training as part of the safety mitigation strategy. As mentioned in Section 6, trends in safety data through safety performance measurement will allow the City and its contractors to identify if there is an upward trend in a particular safety category and respond with appropriate training to prevent incidents from occurring.

Training files are included in periodic site reviews by the AE or his designee to ensure training programs are kept current and are relative to current events or trends in safety. All contracted employees must meet the contractual training requirements and achieve proficiency before operating in revenue service without supervision.

Additional evaluations above and beyond normal frequency will be conducted on new employees or employees required to take remedial training to ensure they are performing to the training standard. If not, additional training or counseling may be conducted or termination if all methods have been exhausted.

Safety Communication

The City's contractors display information relating to safety warnings in various locations for easy employee visibility, including breakrooms, dispatch areas and in garages. Any changes made to policies, procedures or processes is distributed to all employees impacted by the change. In turn, training programs, employee handbooks and all relevant documents, including policies or procedures, are updated to reflect the change. If the change is considerable, the City may require training of contracted employees prior to release of the change to ensure employees understand the change.

The City's contractors will notify their employees of policy, procedure or process changes through various methods including but not limited to the following:

- Memorandum;
- Bulletin board posting;
- Training; and
- Electronic notification process, such as emails.

Weekly or monthly contractor meetings and Safety Committee meetings are also used to convey hazard or safety issues that have been identified with mitigation actions being taken. Minutes of the meeting are taken, and contractor management staff attend. The meetings are meant to discuss safety event response, mitigation analysis, trend analysis, training and safety performance measures.

Section 8: Additional Information

This PTASP was developed from information in contractor documents, policies and procedures and manuals. Those documents are listed below:

- Contractor Employee Handbooks
- Contracts
- Vehicle Maintenance Plans
- Facility Maintenance Plans
- County Safety and Security Plan
- Hazard and Security Plan
- Safety Security and Emergency Preparedness Plan (SSEPP)

Section 9: Definitions of Terms Used in the Safety Plan

SMTD incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- **Accident** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
- **Equivalent Authority** means an entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.
- **Event** means any Accident, Incident, or Occurrence.

- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Incident** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
- **Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.
- **Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
- **Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
- **Public Transportation Agency Safety Plan (or Agency Safety Plan)** means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.
- **Safety Assurance** means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
- **Safety Management System** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
- **Safety performance target** means a performance target related to safety management activities.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

- **Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second or third-degree burns, or any burns affecting more than 5 percent of the body surface.
- **Transit agency** means an operator of a public transportation system.
- **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

Section 10: Commonly Used Acronyms

Acronym	Word or Phrase
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
CFR	Code of Federal Regulations
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
IDOT	Illinois Department of Transportation
MPO	Metropolitan Planning Organization
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SMS	Safety Management System
U.S.C.	United States Code
VRM	Vehicle Revenue Miles

Appendix

Appendix will include Incident Report or other MV method of reporting/identifying hazards or hazardous behavior

Public Works

DATE: 12/10/2020

MEMO: 2020-171

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matthew C. Newell, P.E., Public Works Director

SUBJECT:
Resolution to Approve Preliminary Engineering Services Agreement and Appropriate Motor Fuel Tax Funds for the Garfield Avenue Bridge over 22nd Street, SN 058-6001 City Project 2020-22.

SUMMARY RECOMMENDATION:

It is recommended that the City Council approve the attached Resolutions authorizing the Mayor to sign and the City Clerk to attest a Resolution approving a preliminary engineering services agreement with AECOM Technical Services, Inc. and appropriating \$29,972.30 in State Motor Fuel Tax (MFT) funds to perform bridge inspection services for the Garfield Avenue Bridge over 22nd Street.

BACKGROUND:

City staff conducts routine bridge inspections of 28 bridges throughout the City. Bridge inspections are completed within guidelines set by the Illinois Department of Transportation (IDOT) and the Federal Highway Administration (FHWA). The routine inspections can lead to findings that require a more detailed review, structural analysis, and/or repair. While most inspections are done by City staff, sometimes a third party engineering firm is needed to perform inspections that require certain expertise or equipment. The bridges listed in the memorandum to Council in 2016 have structural concerns that benefit from being reviewed by a structural engineer from time to time.

The Garfield Bridge over 22nd Street is a pin and hanger bridge which requires an ultra-sonic inspection of the pins every 4 years since they cannot be visually seen. AECOM is the only local firm that can provide these specialized services. They have good experience with this bridge and City staff has approached them to provide the ultra-sonic inspection and the regular inspection of the structure and prepare an updated design report.

Engineering Services Agreement: Garfield Avenue over 22nd Street Bridge Inspection

The design services are to provide a bridge condition report that will be used for the City to move forward with issuing a request for proposals to provide the design for the future rehabilitation of the structure. An in-depth inspection of the entire structure, including the special ultra-sonic test of the pin and link assemblies, will be performed. NBIS inspection

documents will be filled out for submittal to the Illinois Department of Transportation.

The proposed total fee is \$29,972.30, which will be paid with State Motor Fuel Tax funds.

PRIOR COUNCIL ACTION:

June 20, 2016 – The City Council was given a memorandum detailing the condition and status of the City’s bridges that fall within the jurisdiction of the National Bridge Inspection Standards (NBIS). This memorandum identified bridges that were known to City staff as having structural concerns. The following bridges were identified:

Mound Road / Spring Creek (East) Bridge (Reconstructed in 2017)
Mound Road / Spring Creek (West) Bridge (Reconstructed in 2019)
Mound Road / Spring Creek (Middle) Bridge (Reconstructed in 2019)
Center Street / Stevens Creek Bridge (Currently being designed for replacement in 2021)
Meadowlark Bridge (Currently being designed for replacement in 2021)
Taylor Road Bridge (Reconstructed in 2020)
Grove Road Bridge
Garfield Avenue Bridge / Illinois Central Railroad Yard
Garfield Avenue / 22nd Street Bridge
Country Club / Lake Decatur Bridge

FY 2021 Capital Improvement Plan – The FY 2021 Capital Improvement Plan included budget to complete the inspection.

POTENTIAL OBJECTIONS: There are no known objections.

INPUT FROM OTHER SOURCES:

AECOM, Illinois Department of Transportation

LEGAL REVIEW: The agreement is a standard IDOT form and was provided to the Corporation Counsel for review on December 9, 2020.

STAFF REFERENCE: Matt Newell, Public Works Director will attend the City Council meeting to answer any questions of the Council on this item.

BUDGET/TIME IMPLICATIONS:

Budget Impact: The proposed engineering services agreement with AECOM is for \$29,972.30. Funding for this project is allocated in the State Motor Fuel Tax Fund.

Staffing Impact: Staff time is allocated to manage and review the specified bridge inspections.

Schedule: The bridge inspection and condition report will be completed in January.

ATTACHMENTS:**Description****Type**

Resolution to Approve Preliminary
Engineering Services Agreement and
Appropriate MFT Garfield Bridge

Resolution Letter

RESOLUTION _____

**RESOLUTION TO APPROVE PRELIMINARY ENGINEERING SERVICES
AGREEMENT AND APPROPRIATE MOTOR FUEL TAX FUNDS FOR THE
GARFIELD AVENUE BRIDGE OVER 22nd STREET,
SN 058-6001
CITY PROJECT 2020-22**

**NOW THEREFORE, BE IT RESOVED BY THE CITY COUNCIL OF THE CITY
OF DECATUR, ILLINOIS:**

Section 1. That the Preliminary Engineering Services Agreement for Motor Fuel Taxes for inspection services for the Garfield Avenue Bridge over 22nd Street, presented to the Council herewith as Exhibit 1 and made part hereof, between the City of Decatur and AECOM Technical Services, Inc. be and the same hereby received, placed on file and approved.

Section 2. That the Mayor and City Clerk be, and are hereby, authorized and directed to execute said Preliminary Engineering Services Agreement for Motor Fuel Tax Funds between the City of Decatur and the State of Illinois, acting through the Illinois Department of Transportation.

Section 3. That there is hereby appropriated the sum of \$29,972.30 of State Motor Fuel Tax Funds for the purpose of paying the City's portion of engineering costs for the Garfield Avenue Bridge over 22nd Street, under the applicable provisions of the Illinois Highway Code.

Section 4. That only those sidewalks, streets, highways, bridges and operations listed and described as part of the Garfield Avenue Bridge over 22nd Street, are eligible for State Motor Fuel Tax funds.

Section 5. That the Clerk shall, as soon as practicable after the close of the period as given above, submit to the Department of Transportation on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

Section 6. That the Clerk shall immediate execute four original BLR 09110 forms, attached hereto as Exhibit 2 and made part hereof, and transmit with two certified copies of this resolution to the district office of the Department of Transportation, at Effingham, Illinois.

PRESENTED and ADOPTED this 21st day of December, 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM L. ALTHOFF, CITY CLERK

Section
20-00022-00-BR

LOCAL AGENCY

Section Description

Termini

Agreement Provisions

See attached Scope of Work, Exhibit A

- Note: Four copies to be submitted to the Regional Engineer

- i. ☐ Assist the LA in the tabulation and interpretation of the contractors' proposals
 - j. ☐ Prepare the necessary environmental documents in accordance with the procedures adopted by the DEPARTMENT's Bureau of Local Roads & Streets.
 - k. ☒ Perform inspection and prepare the Inspection Reports & Bridge Condition Report required by the City of Decatur.
- (2) That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to the AGREEMENT, will be in accordance with current standard specifications and policies of the DEPARTMENT. It is being understood that all such reports, plats, plans and drafts shall, before being finally accepted, be subject to approval by the LA and the DEPARTMENT.
- (3) To attend conferences at any reasonable time when requested to do so by representatives of the LA or the Department.
- (4) In the event plans or surveys are found to be in error during construction of the SECTION and revisions of the plans or survey corrections are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the Contractor.
- (5) That basic survey notes and sketches, charts, computations and other data prepared or obtained by the Engineer pursuant to this AGREEMENT will be made available, upon request, to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.
- (6) That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.

The LA Agrees,

1. To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1a, 1g, 1i, 2, 3, 5 and 6 in accordance with paragraph 2 below. ~~one of the following methods indicated by a check mark:~~
- a. ☐ A sum of money equal to _____ percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.
 - b. ☐ A sum of money equal to the percent of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:

Schedule for Percentages Based on Awarded Contract Cost

Awarded Cost	Percentage Fees	(see note)
Under \$50,000	_____	%
	_____	%
	_____	%
	_____	%
	_____	%

Note: Not necessarily a percentage. Could use per diem, cost-plus or lump sum.

2. To pay for services stipulated in paragraphs 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k of the ENGINEER AGREES at actual cost of performing such work plus 177.8 percent to cover profit, overhead and readiness to serve - "actual cost" being defined as material cost plus payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under the paragraph 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k. If the ENGINEER sublets all or part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge.

Total cost will not exceed \$29,972.30 without written approval from the LA. See Attachment 1 notes.

"Cost to Engineer" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.

3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed in accordance with the following schedule:
 - a. Upon completion of detailed plans, special provisions, proposals and estimate of cost - being the work required by paragraphs 1a through 1k under THE ENGINEER AGREES - to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee due under this AGREEMENT based on the approved estimate of cost.
 - b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee due under the AGREEMENT based on the awarded contract cost, less any amounts paid under "a" above.

By Mutual agreement, partial payments, not to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.

4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a, through 1k and prior to the completion of such services, the LA shall reimburse the ENGINEER for his actual costs plus 177.8 percent incurred up to the time he is notified in writing of such abandonment -"actual cost" being defined as in paragraph 2 of THE LA AGREES.
5. That, should the LA require changes in any of the detailed plans, specifications or estimates except for those required pursuant to paragraph 4 of THE ENGINEER AGREES, after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus 177.8 percent to cover profit, overhead and readiness to serve -"actual cost" being defined as in paragraph 2 of THE LA AGREES. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.

It is Mutually Agreed,

1. That any difference between the ENGINEER and the LA concerning their interpretation of the provisions of this Agreement shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all surveys, permits, agreements, preliminary bridge design & hydraulic report, drawings, specifications, partial and completed estimates and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 4 of THE LA AGREES.
3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA and their approval by the DEPARTMENT, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under this AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA and the DEPARTMENT.
4. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For Breach or violation of this warranty the LA shall have the right to annul this contract without liability.

IN WITNESS WHEREOF, the parties have caused the AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized officers.

Executed by the LA:

ATTEST: City of Decatur of the
(Municipality/Township/County)
State of Illinois, acting by and through its
City Council
By _____
City Clerk
(Seal) By _____
Title Mayor

Executed by the ENGINEER:

AECOM Technical Services, Inc.
345 E. Ash Ave., Suite B
Decatur, IL 62526
ATTEST: By _____
Matthew J. Pope
Deputy Project Manager
By _____
John Schwalbach
Vice President

Approved

Date

Department of Transportation

Regional Engineer

**Detailed Scope of Services – City of Decatur
2021 Bridge Inspection – Structure Number 058-6001**

Perform bridge inspection to be conducted by an engineer with a minimum of Team Leader certification and conforming to the requirements of the National Bridge Inspection Standards (NBIS) and the requirements of the Illinois Department of Transportation. Inspection services will include providing equipment and qualified staff to perform the following inspections:

January 2021

- *Garfield Avenue Bridge over 22nd Street (IL 121): 058-6001, In-depth (hands-on) Routine Inspection*
- *Garfield Avenue Bridge over 22nd Street (IL 121): 058-6001, Pin & Link Special Inspection*

The work will include the preparation of the necessary bridge inspection reports conforming to IDOT requirements. A report will be prepared as an update to the Bridge Condition Report (BCR) prepared by AECOM in 2017, detailing recommended repairs. The report shall be of sufficient scope to serve as a basis for future design projects.

Bridge Condition Reports

The updated Bridge Condition Reports provide a format for the City to develop and document a proposed scope of work for the structure. The reports are submitted to the Bureau of Bridges & Structures (BB&S) for review and approval.

Bridge Inspection Process

The inspections will be completed in accordance with the procedures and terminology outlined in: the Bridge Inspectors Reference Manual (BIRM), Federal Highway Administration (FHWA latest edition); the Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges (FHWA latest edition); the Illinois Department of Transportation (IDOT) Structural Information and Procedures Manual; Section 3.3 of the IDOT Structural Services Manual; Section II of the IDOT Manual for Bridge Condition Report Procedures & Practices; and other applicable and approved procedures and methods as noted in the applicable FHWA and IDOT memoranda.

Bridge inspection activity and report filing will be coordinated with the City of Decatur and the Illinois Department of Transportation.

Preparation for In-Depth and Special Inspections

Prior to performing the in-depth and special inspections, the following tasks will be performed:

Exhibit A

1. Review the Routine Inspection and Special Inspection Forms BBS-BIR & BBS-SI-1 which will be downloaded from the Illinois Department of Transportation web site.
2. Obtain the Master Structure Report (S-107) for the structures to be inspected from the Illinois Department of Transportation web site.
3. Review existing drawings of the structures to be inspected. Note any previous rehabilitation work.
4. Prepare sketch plans of the top and bottom of the deck, abutments, piers and other structural elements as necessary to allow proper documentation of the location and description of significant distress features.
5. Prepare a list of equipment needed to complete the inspection. Consider how each element of the bridge to be inspected will be accessed to determine how special equipment and traffic control will be utilized. Traffic control needs will be coordinated with the City of Decatur; City will provide all traffic control, with the exception of a crash truck behind to be provided by a traffic control Contractor.

In-Depth Bridge Inspections

In-depth bridge inspections will be performed in accordance with Section 3 of the IDOT Structural Services Manual and Section II of the IDOT Manual for Bridge Condition Report Procedures & Practices. Work will include the following activities:

1. Coordinate the delivery of special Ultrasonic Testing (UT) equipment.
2. Coordinate with City of Decatur on set-up of traffic control, as needed.
3. Inspect the bottom of the deck.
4. Inspect the top of the deck along with the parapet/railing.
5. Inspect transverse and longitudinal deck joints.
6. Inspect beams and girders.
7. Inspect bearings.
8. Inspect abutments.
9. Inspect piers.
10. Inspect other items as appropriate:
 - a. presence and extent of erosion at the site
 - b. presence, types and condition of utilities on or near the structure
 - c. condition of the slope protection system

Document Inspection Results

Proper documentation of the inspection results is critical to producing a good Bridge Condition Report and to determine the appropriate scope of work. Documentation will include the following:

Exhibit A

1. Adequate high quality color photographs will be taken of the structure to convey the current condition and to corroborate the recommended scope of work in the BCR. Photos of distressed areas, areas of concern and areas depicting the general overall condition of the structure will be taken during the inspection.
2. Detailed top and bottom of deck survey plans will be developed based on the inspection sketches. These surveys are critical to estimating the condition of the deck and determining whether or not it is economical to repair.
3. Detailed substructure survey plans will be prepared based on the inspection sketches. These surveys are critical in estimating the condition of the substructure and whether or not it is economical to reuse.
4. If significant section loss is detected on main load carrying elements, the thickness and length/area of the section loss will be measured along with the distance from a known point to the location of the section loss. Photos will also be taken of the damaged area.
5. If significant concrete cracks are detected in structural members, the length of the crack will be measured along with the width of the crack at identified points. The distance from a known point to the location of the crack will also be measured and photos will be taken of the area.
6. If it is suspected that substructure units have rotated or moved significantly since construction, measurements will be taken to document plumbness of the walls and the degree of rotation or movement of the bearings at the unit. The location of the area will be measured relative to a known point and photos will be taken of the area.

Bridge Analysis and Scope of Work Selection

This process determines the appropriate scope of work for a structure within the framework of the project being considered. It considers information about the bridge and surrounding area such as the results of the inspection (current condition), geometric requirements, load capacity, construction feasibility, economics and exterior constraints when making this decision. Scope of work definitions may be any of the following:

1. Bridge Replacement: Replacement of the entire bridge.
2. Bridge Reconstruction: At a minimum a complete replacement of the superstructure and may include work on the substructure and foundation.
3. Bridge Rehabilitation: Repair or replacement work on one or more of the major and/or minor components of a bridge (i.e., deck replacement, super/substructure widening, bridge rail retrofit/replacement, transverse or longitudinal joint work, beam repairs and substructure repairs).

Exhibit A

4. Bridge Deck Repair: The existing bridge deck is structurally adequate, but deck repairs are required and an overlay may be necessary to improve the rideability and maintain the integrity of the deck. Additional repairs to the superstructure and/or substructure may be included with this work. This is considered a special type of “bridge rehabilitation”.
5. Bridge to Remain in Place. The bridge is structurally sound, has adequate load capacity and meets the minimum width/clearance/geometric criteria to remain in place without work.

The bridge analysis process requires evaluation of the various aspects and components of the bridge to determine if they are suitable for reuse or repair. Once the analysis is complete, the results will be reviewed in whole and the appropriate scope of work will be selected.

The evaluations required for a typical bridge during the analysis process generally include:

1. Geometric Capacity
2. Deck
3. Superstructure (other than deck)
4. Substructure
5. Miscellaneous Checks
6. Stage Construction Feasibility
7. Economics

The scope of work and fee estimate does not include a detailed structural analysis or the coring of the superstructures. If it is determined that these tasks need to be performed, AECOM will coordinate with the City of Decatur.

Once the evaluations of the various geometric, physical and structural aspects of the structure are finished, an economic evaluation will be completed. The economic evaluation will estimate the initial construction cost for the various scope of work alternatives being considered for the project. The estimates will reflect the findings of the other evaluations completed regarding need for repair, rehabilitation and reconstruction of any structure elements being considered for reuse. To be considered for reuse an element must be in good or economically repairable condition with adequate structural capacity. The element must also have sufficient remaining service life after the project is complete to last as long as the other major elements of the structure without requiring an unreasonable amount of maintenance. Aesthetic appearance may also be considered when warranted.

In some instances an economic analysis regarding reuse of existing structure components may not be necessary. Examples of these cases are structures whose physical condition is obviously beyond economical repair, a major roadway geometry change causing the structure to be relocated or unacceptable structural capacity factors. In these instances the reason for not completing an economic analysis will be well documented in the Bridge Condition Report.

Exhibit A

Cost estimates will be prepared based on initial construction cost to complete the work using itemized costs. The itemized cost estimates will generally include all significant pay items necessary to complete the proposed work to include the following:

- Structure pay items to include structure repairs
- Staging & Traffic Control related to the structure
- Profile revisions necessary for structure related issues such as clearances

The scope of work selection is the final step in the bridge analysis process. It requires a review of the critical factors surrounding the structure and project. These factors can be separated into the following categories:

1. Structure Condition and Load Capacity
2. Geometric Acceptability
3. Economic Evaluation
4. Exterior Constraints

Pin & Link Special Inspection – Garfield Avenue Bridge over 22nd Street

This work will include the following:

1. Perform an arms-length inspection, utilizing visual and ultrasonic testing equipment in sufficient detail to allow completion of the required IDOT Special Inspection and Preliminary Bridge Inspection Forms (BBS-SI-1 - Special Inspection & BBS 2760 - Preliminary Pin and Link Inspection Journal).
2. The scope of this work follows the basic pass-fail criteria for pin inspection utilizing ultrasonic testing as described in Sections 3.5 & 3.6 of the IDOT Structural Services Manual, but does not cover the Supplemental Pin Inspection procedures as described in Sections 3.6.1.4.2 and 3.6.1.5 of the same manual.
3. Coordinate the inspection activity and report filing with the City of Decatur and the Illinois Department of Transportation.

Special Equipment / Traffic Control Requirement for Bridge Inspections

The following is a summary of anticipated needs.

Garfield Avenue Bridge over 22nd Street (IL 121) (SN 058-6001): AECOM intends to rent a single man-lift in order to inspect the bottom of the structure. Lanes on 22nd Street will need to be closed during the inspection and prior to delivery of the man-lift. Having two adjacent lanes closed would provide a safer working area for the man-lift, but previously that was not able to be provided – instead, one lane at a time in each direction was closed, and once the inspection

Exhibit A

was completed within the two lanes that were closed, the closed lanes were shifted so that the remaining 2 lanes could be inspected. The City of Decatur will provide traffic control, and AECOM will coordinate traffic control needs on 22nd Street with the City of Decatur.

Traffic control will be required to inspect the top of the deck. Shutting down one lane in each direction will allow a safe inspection of the top of the deck. Once the inspection is completed within the two lanes that are closed, the closed lanes will need to be shifted so that the remaining lanes can be inspected. A truck with a light/arrow-board can also be used to protect the workers that are inspecting the deck. The City of Decatur will provide traffic control and AECOM will coordinate the traffic control schedule on Garfield Avenue with the City.

SN 058-6001 will be inspected in January 2021. IDOT forms will be submitted within 10 working days after the inspection is completed.

Exhibit A

City of Decatur - 2021 Bridge Inspections
Garfield Ave over 22nd Street, SN 058-6001
Summary - Engineering Manhour & Fee Estimate



City of Decatur Bridge Inspections 2021 - Garfield Ave over 22nd Street, SN 058-6001							
Task No.	Description	Manhours	Labor Costs*	Direct Costs	Cost of Subs	Total Cost	% of Total
100	Bridge Inspection	107.0	\$12,156.64	\$0.00	\$0.00	\$12,156.64	40.56%
200	Bridge Condition Report Update	80.0	\$9,190.74	\$0.00	\$0.00	\$9,190.74	30.66%
300	Project Management	30.0	\$4,937.62	\$0.00	\$0.00	\$4,937.62	16.47%
400	Other Direct Costs	0.0	\$0.00	\$3,687.31	\$0.00	\$3,687.31	12.30%
Totals		217.0	\$26,284.99	\$3,687.31	\$0.00	\$29,972.30	100.00%

* With 2.778 multiplier

Notes:

- (1) Bridge Inspection of SN 058-6001 will be completed in January 2021.
- (2) IDOT Inspection Forms will be submitted within 10 working days after the inspection is completed.
- (3) City of Decatur will provide all traffic control required for the topside deck inspection (on Garfield Ave). For the underside superstructure inspection (on 22nd Street), City will provide traffic control, including arrow boards where required per IDOT Highway Standard 701421, but crash truck behind manlift will be provided by a traffic control Contractor.
- (4) Refer to Detailed Scope of Work for more information.

City of Decatur
2021 Bridge Inspections
Engineering Manhour and Fee Estimate
Garfield Ave. Bridge over 22nd Street, SN 058-6001

Exhibit A



Task	Project Manager	Bridge Insp. 1	Bridge Insp. 2	Project Accountant	Admin	QA/QC	MH Totals	Avg Rate	Raw Labor	Factored Labor
Bridge Inspection (Task 100)										
Obtain/Review Forms & Bridge Plans		2.0	4.0				6.0	\$40.48	\$242.88	\$674.72
Prepare Sketch Plans for Inspection		2.0	10.0				12.0	\$41.00	\$492.00	\$1,366.78
Pre-Inspection & Ultrasonic Testing Coordination		9.0	12.0				21.0	\$40.18	\$843.84	\$2,344.19
Travel from Louisville to Decatur		5.0					5.0	\$38.40	\$192.00	\$533.38
Perform Routine Bridge Inspection		12.0	12.0				24.0	\$39.96	\$959.04	\$2,664.21
Perform Special Inspection (Pin & Link Assemblies)		4.0	4.0				8.0	\$39.96	\$319.68	\$888.07
Prepare Inspection Documentation		6.0	12.0				18.0	\$40.48	\$728.64	\$2,024.16
QA/QC Review of Inspection Report Deliverables						3.0	3.0	\$63.00	\$189.00	\$525.04
Prepare Inspection Report Submittals to City and IDOT		2.0	8.0				10.0	\$40.90	\$408.96	\$1,136.09
Total This Task	0.0	42.0	62.0	0.0	0.0	3.0	107.0	\$40.90	\$4,376.04	\$12,156.64
Bridge Condition Report Update (Task 200)										
Add Defects to CAD Sketches		2.0	6.0				8.0	\$40.74	\$325.92	\$905.41
QA/QC Review of BCR Deliverables						2.0	2.0	\$63.00	\$126.00	\$350.03
Analysis/Cost Estimates/Scope of Work (update)		4.0	16.0				20.0	\$40.90	\$817.92	\$2,272.18
Prepare Updated Bridge Condition Report		10.0	30.0				40.0	\$40.74	\$1,629.60	\$4,527.03
Prepare BCR Submittals to City and IDOT		2.0	8.0				10.0	\$40.90	\$408.96	\$1,136.09
Total This Task	0.0	18.0	60.0	0.0	0.0	2.0	80.0	\$41.36	\$3,308.40	\$9,190.74
Project Management (Task 300)										
Project Start-Up	4.0						4.0	\$74.97	\$299.88	\$833.07
Prepare Safe Work Plan	2.0				8.0		10.0	\$35.79	\$357.94	\$994.36
Project Coordination & Management	8.0						8.0	\$74.97	\$599.76	\$1,666.13
Prepare/Process Invoices	4.0			1.0			5.0	\$66.98	\$334.88	\$930.30
Project Close-Out	2.0			1.0			3.0	\$61.65	\$184.94	\$513.76
Total This Task	20.0	0.0	0.0	2.0	8.0	0.0	30.0	\$59.25	\$1,777.40	\$4,937.62
Totals	20.0	60.0	122.0	2.0	8.0	5.0	217.0	\$43.60	\$9,461.84	\$26,284.99
Rate	\$74.97	\$38.40	\$41.52	\$35.00	\$26.00	\$63.00				
Raw Labor Cost	\$1,499.40	\$2,304.00	\$5,065.44	\$70.00	\$208.00	\$315.00			\$9,461.84	\$26,284.99
	Project Manager	Bridge Insp. 1	Bridge Insp. 2	Project Accountant	Admin	QA/QC	MH Totals	Avg Rate	Raw Labor	Factored Labor

City of Decatur
 2021 Bridge Inspections
 Engineering Manhour and Fee Estimate
 Garfield Ave. Bridge over 22nd Street, SN 058-6001

Exhibit A



Labor Multiplier = 2.74

Cost Escalation:

(1) Estimated Total Raw Labor = \$9,461.84
 (2) Estimated Raw Labor in 2020 = \$5,033.86 53.20%
 (3) Estimated Raw Labor in 2021 = \$4,427.98 46.80%
 (4) Assume 3% pay increase in 2021
 (5) Escalation Factor = (53.20%) (1.0) + (46.80%) (1.03) = 1.0140

Overall Labor Multiplier = 2.74 x 1.0140 = 2.778

Other Direct Costs (Task 400)

Project	Item	Quantity	Unit	Rate	Total
Garfield Ave. Bridge over 22nd Street SN 058-6001	Hotel	3	night(s)	\$120.00	\$360.00
	Mileage - Louisville to Decatur	290.0	miles	\$0.58	\$168.20
	Travel Meals - Per Diem	3	day(s)	\$28.00	\$84.00
	Mileage to/from site	25.0	miles	\$0.58	\$14.50
	Man-lift - Delivery	1	man-lifts	\$111.31	\$111.31
	Man-lift - Daily rate	1	day(s)	\$418.00	\$418.00
	Man-lift Pickup	1	man-lifts	\$111.31	\$111.31
	Ultrasonic testing equipment rental	1	unit	\$760.00	\$760.00
	TMA Crash Truck with driver	1	day(s)	\$1,600.00	\$1,600.00
	Postage	2	packages	\$30.00	\$60.00
	Totals				\$3,687.31



CITY OF DECATUR ILLINOIS

#1 GARY K. ANDERSON PLAZA, DECATUR, ILLINOIS 62523-1196

Notice to Proceed

TO:	
City Project Name:	
City Project Number:	
City Project Phase:	

You are hereby notified that the work for the above listed City Project and Phase may commence on _____.

The City Representative for this Phase of work is _____.

After that date, you are to start performing the work as outlined in the Scope of Services and Project Timeline included in the executed contract. Please schedule and chair a project startup meeting at your earliest convenience.

CITY OF DECATUR, IL

BY: _____

(City Engineer)

Dated this _____ day of _____, 20____.

ACCEPTANCE OF NOTICE

Receipt of the above Notice to Proceed is hereby acknowledged.

BY: _____

(Signature)

(Title)

Dated this _____ day of _____, 20____.



City of Decatur, Illinois
#1 Gary K. Anderson Plaza
Decatur, IL 62523-1196

Change Order

Date: _____
Request No. _____ ☐ Final
Consulting
Engineer: _____
Address: _____

I recommend that an ☐ addition of \$ _____ be made to the above contract.
☐ deduction

I recommend that an extension of _____ days be made to the above contract completion date.
The revised completion date is now _____

Amount of original contract \$ _____
Amount of previous change orders \$ _____
Amount of current change order \$ _____
Amount of adjusted/final contract \$ _____

☐ addition
Total net ☐ deduction to date \$ _____ which is _____ % of Contract Price

State fully the nature and reason for the change order _____

When the net increase or decrease in the cost of the contract is \$10,000 or more or the time of completion is increased or decreased by 30 days or more, one of the following statements shall be checked.

The undersigned determine that the change is germane to the original contract as signed, because:

☐	Provision for this work is included in the original contract.
☐	Work of this type was included in the original contract, and the additional efforts of this work are within the intent of the contract.
☐	The change represents an adjustment required by the contract, based on unpredictable developments in the work.
☐	The change in design is necessary to fulfill the original intent of the Contract.
☐	Other: (Explain)

Recommended _____
Public Works Director Date

Approved _____
Mayor Date
Attested _____
City Clerk Date



Resolution for Improvement Under the Illinois Highway Code



Resolution Number	Resolution Type	Section Number
	Original	20-00022-00-BR

BE IT RESOLVED, by the Council of the City
Governing Body Type Local Public Agency Type
 of Decatur, Illinois that the following described street(s)/road(s)/structure be improved under
Name of Local Public Agency
 the Illinois Highway Code. Work shall be done by Contract
Contract or Day Labor

For Roadway/Street improvements:

	Name of Street(s)/Road(s)	Length (miles)	Route	From	To
+					

For Structures:

	Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed
+	Garfield Ave	058-6001	7369	1.54 M E of US 51	IL 121 (FAP 320)

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

The project consists of review of existing plans & inspection reports, NBIS hands-on bridge inspection of 3-Span bridge on Garfield Avenue over 22nd Street, and preparing IDOT Inspection Forms and update to 2016 Bridge Condition Report

2. That there is hereby appropriated the sum of Twenty Nine thousand, nine hundred and twenty seven and 30/100 -----

Dollars (\$29,927.30) for the improvement of
 said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Kim Althoff City Clerk in and for said City
Name of Clerk Local Public Agency Type Local Public Agency Type
 of Decatur, Illinois in the State aforesaid, and keeper of the records and files thereof, as provided by
Name of Local Public Agency
 statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by
Council of Decatur, at a meeting held on December 21, 2020
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 21st day of December, 2020
Day Month, Year

(SEAL)

Clerk Signature

--

Approved

Regional Engineer
 Department of Transportation

Date

--	--

SUBJECT:

Ordinance Annexing Territory Entirely Surrounded by the City Limits-4161 North Taylor Avenue

ATTACHMENTS:

Description	Type
City Council Memorandum	Cover Memo
Ordinance Annexing Territory Entirely Surrounded by the City Limits-4161 North Taylor Avenue	Ordinance

**CITY COUNCIL MEMORANDUM
NO. 2020-**

December 15, 2020

TO: Honorable Mayor Moore Wolfe and City Council

FROM: Scot Wrighton, City Manager
Wendy Morthland, Corporation Counsel

SUBJECT: ANNEXATIONS-COMPLETELY SURROUNDED 60 ACRES OR LESS

RECOMMENDATION: On the Agenda are five separate ordinances annexing twenty-three total properties that are completely surrounded by City of Decatur boundaries and are sixty (60) acres or less. State statutes provide that property that is completely surrounded and sixty (60) acres or less in size may be annexed by the municipality that surrounds it.

On November 16, 2020, City Council passed Resolutions indicating the City's intent to annex these twenty-three properties at the December 21, 2020, Council Meeting and authorizing publication of notices in a local newspaper. These notices indicating the City's intent to annex the subject properties was published for all twenty-three properties on November 26, 2020. Statutory notices were also provided to the taxpayers of record, the owners, the appropriate Township, Fire Protection District, Public Library District, and County officials.

The annexation of these parcels is consistent with the policy previously articulated by the City Council: annex all surrounded parcels and those that are contiguous with a water service agreement in order to increase the census count and eliminate service islands.

Staff recommends approval of the Ordinances.

POTENTIAL OBJECTIONS: There are no known or expected objections, filed at the time of this report.

STAFF REFERENCE: Scot Wrighton, City Manager, at 424-2801.
Wendy Morthland, Corporation Counsel, at 424-2807.

BUDGET/TIME IMPLICATIONS: None.

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
ENTIRELY SURROUNDED BY THE CITY LIMITS
-4161 NORTH TAYLOR AVENUE-**

WHEREAS, certain unincorporated territory described as follows:

Lot Two (2) of Weikel's Rolling Acres, as per plat recorded in Book 300 pg. 355 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 4161 North Taylor Avenue, PIN 07-07-28-328-005; and,

is wholly bounded and surrounded by the boundaries of the City of Decatur; and,

WHEREAS, such territory is less than sixty (60) acres in area; and,

WHEREAS, the Council finds that such territory should be annexed to the City of Decatur, Illinois; and,

WHEREAS, notice of the contemplated annexation of said territory has been given as provided by law as set forth in Exhibit A.

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

Section 1. That the annexation of said territory described territory described as follows:

Lot Two (2) of Weikel's Rolling Acres, as per plat recorded in Book 300 pg. 355 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 4161 North Taylor Avenue, PIN 07-07-28-328-005; and,

along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be and the same is hereby, approved.

Section 2. That said territory herein described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the same is hereby, annexed to and incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto and marked Exhibit B and hereby made a part hereof.

Section 4. That the City Clerk cause certified copies of this Ordinance to be respectively filed with the Postmaster of Decatur, Illinois and the Macon County Clerk and recorded by the Recorder's Office of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December, 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

AFFIDAVIT OF MAILING NOTICE OF INTENT
TO ANNEX SURROUNDED TERRITORY TO THE CITY OF DECATUR

STATE OF ILLINOIS)
)
COUNTY OF MACON)

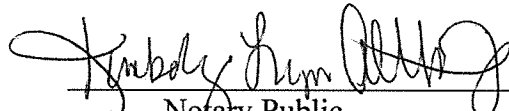
Kelly Geisler states that she gave notice to the taxpayers of record of the pending action to be taken on an Ordinance annexing certain surrounded territory, in compliance with the provisions of Section 5/7-1-13 of the Municipal Code of the State of Illinois, as amended (65 ILCS 5/7-1-13), by sending a notice by certified mail, postage paid, to the names and addresses set forth below. All notices were mailed on the 18th day of November, 2020, by this Affiant, at Decatur, Illinois, being more than fifteen (15) days prior to the time stated in said Notice as the time at which the City Council of the City of Decatur, Illinois would take action on the proposed Ordinance Annexing Surrounded Territory.

Mary Kay Ennis & Morris Ennis, 4161 N. Taylor Ave., Decatur, IL 62526



Kelly Geisler

Subscribed and sworn to before me this 18th day of November, 2020.



Notary Public



AFFIDAVIT OF MAILING NOTICE OF INTENT
TO ANNEX SURROUNDED TERRITORY TO THE CITY OF DECATUR
-4161 NORTH TAYLOR AVENUE-

STATE OF ILLINOIS)
)
COUNTY OF MACON)

Kelly Geisler states that she gave notice of the pending action to be taken on an Ordinance annexing certain surrounded territory lying within Hickory Point Township, the Hickory Point Fire Protection District, the Barclay Public Library District and to the Corporate Authorities of the County of Macon, Illinois, in compliance with the provisions of Section 5/7-1-1 et. seq. of the Municipal Code of the State of Illinois, as amended (65 ILCS 5/7-1-1 et. seq.), by sending a notice by certified mail, postage paid, to each of the Board of Hickory Point Township Trustees, the Hickory Point Township Supervisor, the Hickory Point Township Clerk and the Hickory Point Township Commissioner of Highways, the Trustees of the Hickory Point Fire Protection District, the Trustees of the Barclay Pubic Library District and the Board Members of the Macon County, Illinois Board, as set forth below. All notices were mailed on the 19th day of November, 2020, by this Affiant, at Decatur, Illinois, being more than ten (10) days prior to the time stated in said Notice as the time at which the City Council of the City of Decatur, Illinois would take action on the proposed Ordinance Annexing Surrounded Territory.

HICKORY POINT TOWNSHIP:

Eugene A. Garver, Trustee, 1225 W. Ash Ave., Decatur, IL 62526
William R. Booker, Trustee, 4681 N. Taylor Ave., Decatur, IL 62526
Brian T. Hickey, Trustee, 4160 McClain Dr., Decatur, IL 62526
Brandon E. Janvrin, Trustee, 429 S. Washington St., Forsyth, IL 62535
Kevin L. Bird, Road Commissioner, 3110 N. Westlawn Ave., Decatur, IL 62526
John F. Piraino, Supervisor, 520 W. Buckingham Dr., Decatur, IL 62526
Steven L. Hamilton, Clerk, 445 Southampton Dr., Decatur, IL 62526
James V. Dubbelde, Assessor, 4091 N. Sunderland Dr., Decatur, IL 62526
Hughes, Tenney & Postlewait LLC, Attorney Carl Tenney, 240 S. Main St., Suite 200, Decatur, IL 62523

HICKORY POINT FIRE PROTECTION DISTRICT:

Tim McQuality, 181 E. Cox St., Forsyth, IL 62535
Jim Hoback, 225 Shadow Ridge Ct., Forsyth, IL 62535
William Voorhees, 693 Jacobs Way, Forsyth, IL 62535
Christopher Siudyla, Attorney at Law, 132 S. Water St., Suite 610, Decatur, IL 62523

BARCLAY PUBLIC LIBRARY DISTRICT:

Rita Ham, 4540 Needle Rd., Decatur, IL 62526
Laura Philips, 5 Michelle Dr., Warrensburg, IL 62573
Kay Mason, 610 E. Fourth St., Latham, IL 62543
Susan Edie, 222 E. North St., Warrensburg, IL 62573
Jean Munson, 2140 W. Hickory Point Rd., Decatur, IL 62526
Maria Dent, 190 Hickory Point Ct., Forsyth, IL 62535

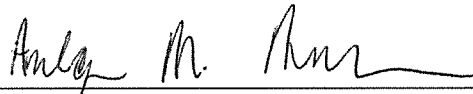
Jenny DiMauro, 30 Hickory Point Ct., Forsyth, IL 62535
Michelle Sawicki, Director, 220 S. Main St., Warrensburg, IL 62573
Ed Flynn, Attorney at Law, 101 S. State St., Ste. 240, Decatur, IL 62523

MACON COUNTY BOARD:

Kevin R. Greenfield, 3205 S. Point Pleasant Rd., Decatur, IL 62521
Debra Kraft, 9817 Nevada Rd., Blue Mound, IL 62513
Kevin Bird, 3110 N. Westlawn Ave., Decatur, IL 62526
Matthew E. Brown, 3635 Pleasant View Ct., Decatur, IL 62526
Helena Buckner, 916 E. Cantrell St., Decatur, IL 62521
Patricia K. Cox, 4311 Andrews St. Rd., Macon IL 62544
Patricia Dawson, 3459 Plover Dr., Decatur, IL 62526
David M. Drobisch, 66 Green Oak Dr., Decatur, IL 62526
James A. Gresham, 240 Southmoreland Pl., Decatur, IL 62521
Phillip J. Hogan, 4230 85th St., Dalton City, IL 61925
Lloyd R. Holman, 2015 Evandale Dr., Decatur, IL 62526
John D. Jackson, 3475 Hopewell Rd., Dalton City, IL 61925
Rachel Joy, 520 N. Virginia Ave., Decatur, IL 62522
Linda Little, 1413 W. Sunset Ave., Decatur, IL 62522
Gregory A. Mattingley, 2271 Kenwood Ct., Decatur, IL 62526
Grant Noland, 2502 Midiron Dr., Decatur, IL 62521
William Oliver, 535 Cantrell Hts., Decatur, IL 62521
Marcy A. Rood, 39 N. Country Club Rd., Decatur, IL 62521
Bryan E. Smith, 3569 Redlich Dr., Decatur, IL 62521
Verzell Taylor, 1245 N. Pine St., Decatur, IL 62522
Laura Zimmerman, 403 N. Oakcrest Ave., Decatur, IL 62522
Michael B. Baggett, Assistant State's Attorney, State's Attorney's Office, 253 E. Wood St.,
Decatur, IL 62523


Kelly Geisler

Subscribed and sworn to before me this 19th day of November, 2020.



Notary Public



*** Proof of Publication ***

THE HERALD & REVIEW
601 E William St
Decatur, IL 62523-1142
Ph: 800-453-2527

STATE OF ILLINOIS
COUNTY OF MACON } SS:
CITY OF DECATUR

CITY OF DECATUR-Geisler
Kelly Geisler
1 GARY K ANDERSON PZ
DECATUR IL 62523

ORDER NUMBER 95212

LEE ENTERPRISES, INC hereby certifies that it is now and has been for more than one year continuously, d/b/a Herald & Review, a daily secular newspaper of general circulation in said County, published in the City, County and State aforesaid, and further certifies that said newspaper has been continuously published at regular intervals of more than once each week with more than a minimum of fifty issues per year for more than one year prior to the first publication of the notice, and further certifies that the Herald & Review is a newspaper as defined by the Statutes of the State of Illinois in such cases made and provided, and further hereby certifies that a notice of which the annexed notice is a true copy, has been regularly published in said paper.

95212
NOTICE OF INTENT TO ANNEX

PLEASE TAKE NOTICE that pursuant to the Illinois Municipal Code, 65 ILCS 5/7-1-13, notice is hereby given that the annexation of the surrounded territory described below is contemplated by the City Council of the City of Decatur, Illinois, and that they propose to consider and take action on an ordinance annexing such surrounded territory at a regular meeting of the Decatur City Council on December 21, 2020, at 5:30 p.m. in the Civic Center Theater, #1 Gary K. Anderson Plaza, Decatur, Illinois.

The territory under consideration consists of 1 tract of property totaling approximately 0.46 acres and being more commonly known as 4161 North Taylor Avenue (PIN 07-07-28-328-005), is wholly surrounded by the city of Decatur corporate limits and is legally described as follows:

Lot Two (2) of Weikel's Rolling Acres, as per plat recorded in Book 300 pg. 355 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 4161 North Taylor Avenue, PIN 07-07-28-328-005.

DATED this 16th day of November, 2020.

Kim Althoff
CITY CLERK
CITY OF DECATUR, ILLINOIS

Section: Legals

Category: 0991 Legal Inside

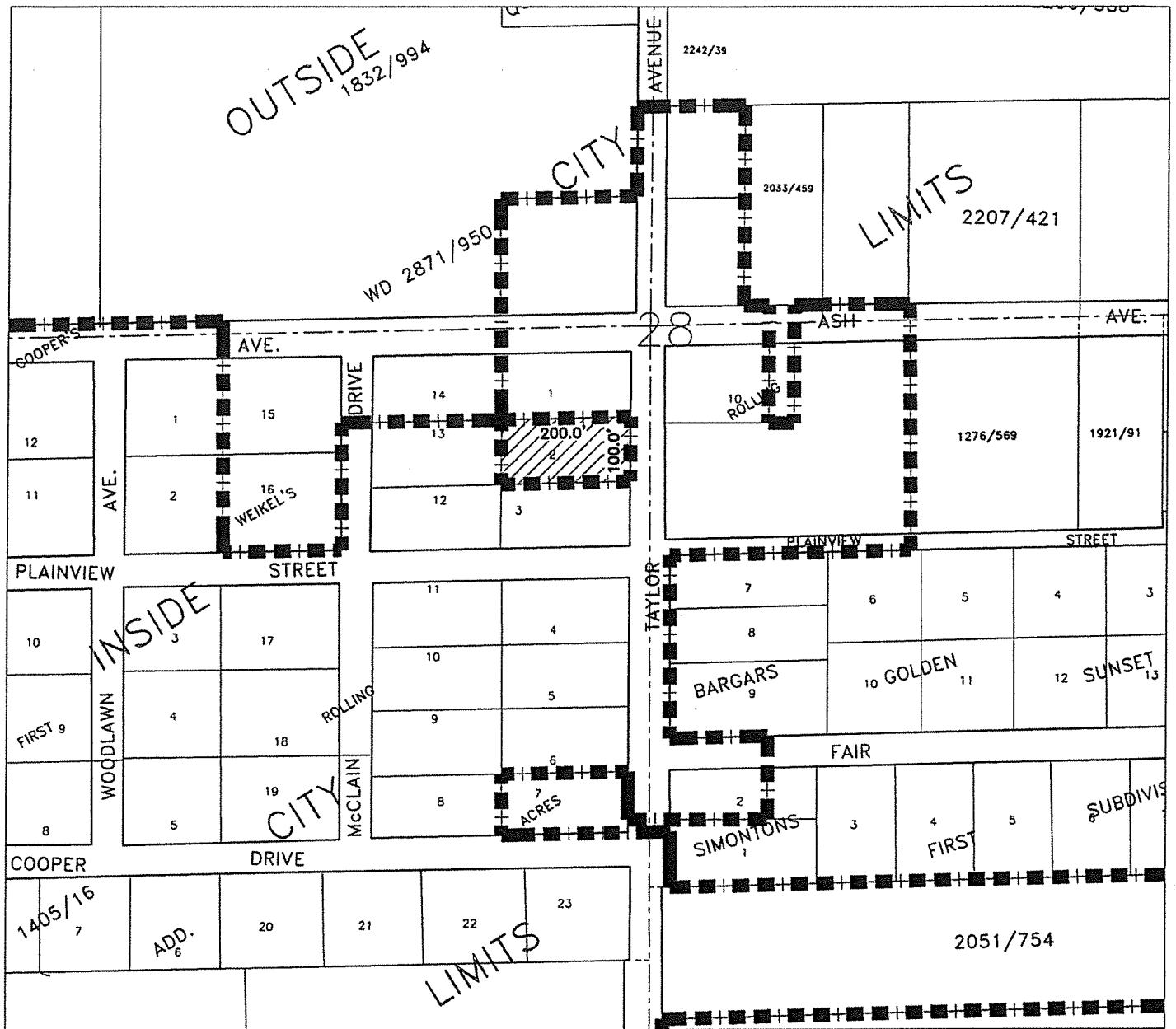
PUBLISHED ON: 11/26/2020

TOTAL AD COST: 67.16

FILED ON: 11/30/2020

By

Date



PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
4161 N Taylor Ave Plat



indicates territory annexed



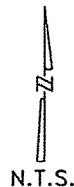
indicates existing corporate limits

0.46± acres

AREA 0.0007± sq. miles

0.0 lin. ft. of public road

HICKORY POINT township



N.T.S.



Director of Public Works - DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER #062-048941
LICENSE EXPIRES NOV. 30, 2021

ORDINANCE NO: _____

DATE: _____

All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENGINEERING

SUBJECT:

Ordinance Annexing Territory Entirely Surrounded by the City Limits-3290 Las Vegas Drive, 2255 Frontier Road, 3300 Las Vegas Drive, 3305 Desert Inn Road

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory Entirely Surrounded by the City Limits-3290 Las Vegas Drive, 2255 Frontier Road, 3300 Las Vegas Drive, 3305 Desert Inn Road	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
ENTIRELY SURROUNDED BY THE CITY LIMITS
-3290 LAS VEGAS DRIVE, 2255 FRONTIER ROAD-
-3300 LAS VEGAS DRIVE, 3305 DESERT INN ROAD-**

WHEREAS, certain unincorporated territory described on Exhibit A attached hereto and hereby made a part hereof is wholly bounded and surrounded by the boundaries of the City of Decatur; and,

WHEREAS, such territory is less than sixty (60) acres in area; and,

WHEREAS, the Council finds that such territory should be annexed to the City of Decatur, Illinois; and,

WHEREAS, notice of the contemplated annexation of said territory has been given as provided by law as set forth in Exhibit B.

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

Section 1. That the annexation of said territory described on Exhibit A attached hereto and hereby made a part hereof, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be and the same is hereby, approved.

Section 2. That said territory herein described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the same is hereby, annexed to and incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto and marked Exhibit C and hereby made a part hereof.

Section 4. That the City Clerk cause certified copies of this Ordinance to be respectively filed with the Postmaster of Decatur, Illinois and the Macon County Clerk and recorded by the Recorder's Office of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December, 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

LEGAL DESCRIPTION
-3290 LAS VEGAS DRIVE, 2255 FRONTIER ROAD-
-3300 LAS VEGAS DRIVE, 3305 DESERT INN ROAD-

Tract A

Lot Fifty-two (52) of Huston Forest Acres, as per Plat recorded in Book 300 page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3290 Las Vegas Drive, PIN 07-07-32-433-001; and also,

Tract B

Lot Forty-eight (48) Huston Forest Acres Addition to the City of Decatur, Illinois, as per Plat recorded in Book 300, page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 2255 Frontier Road, PIN 07-07-32-433-004; and also,

Tract C

Lot Fifty-three (53) of Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3300 Las Vegas Drive, PIN 07-07-32-430-005; and also,

Tract D

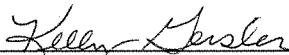
Lot Fifty-four (54) of Huston Forest Acres as per Plat recorded in Book 300 Page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3305 Desert Inn Road, PIN 07-07-32-430-010.

AFFIDAVIT OF MAILING NOTICE OF INTENT
TO ANNEX SURROUNDED TERRITORY TO THE CITY OF DECATUR

STATE OF ILLINOIS)
)
COUNTY OF MACON)

Kelly Geisler states that she gave notice to the taxpayers of record of the pending action to be taken on an Ordinance annexing certain surrounded territory, in compliance with the provisions of Section 5/7-1-13 of the Municipal Code of the State of Illinois, as amended (65 ILCS 5/7-1-13), by sending a notice by certified mail, postage paid, to the names and addresses set forth below. All notices were mailed on the 18th day of November, 2020, by this Affiant, at Decatur, Illinois, being more than fifteen (15) days prior to the time stated in said Notice as the time at which the City Council of the City of Decatur, Illinois would take action on the proposed Ordinance Annexing Surrounded Territory.

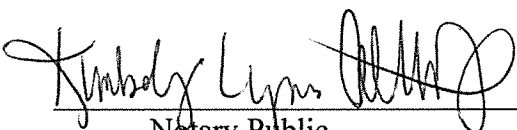
Fred L. Fyke, 3290 Las Vegas Dr., Decatur, IL 62526
Phillip Hunter, 2083 N. Charles St., Decatur, IL 62526
Michelle Johnson, 2083 N. Charles St., Decatur, IL 62526
Andra Johnson, 2255 Frontier Rd., Decatur, IL 62526
Erica Chavalier, 2255 Frontier Rd., Decatur, IL 62526
Jimmie L. Gandy & Judith I. Gandy, 3300 Las Vegas Dr., Decatur, IL 62526
Marvin O. Hulva & Sherry E. Hulva, 3305 Desert Inn Rd., Decatur, IL 62526



Kelly Geisler

Subscribed and sworn to before me this 18th day of November, 2020.





Notary Public

AFFIDAVIT OF MAILING NOTICE OF INTENT
TO ANNEX SURROUNDED TERRITORY TO THE CITY OF DECATUR

STATE OF ILLINOIS)
)
COUNTY OF MACON)

Kelly Geisler states that she gave notice of the pending action to be taken on an Ordinance annexing certain surrounded territory lying within Hickory Point Township, the Warrensburg Fire Protection District, the Barclay Public Library District and to the Corporate Authorities of the County of Macon, Illinois , in compliance with the provisions of Section 5/7-1-1 et. seq. of the Municipal Code of the State of Illinois, as amended (65 ILCS 5/7-1-1 et. seq.), by sending a notice by certified mail, postage paid, to each of the Board of Hickory Point Township Trustees, the Hickory Point Township Supervisor, the Hickory Point Township Clerk and the Hickory Point Township Commissioner of Highways, the Trustees of the Warrensburg Fire Protection District, the Trustees of the Barclay Pubic Library District and the Board Members of the Macon County, Illinois Board, as set forth below. All notices were mailed on the 19th day of November, 2019, by this Affiant, at Decatur, Illinois, being more than ten (10) days prior to the time stated in said Notice as the time at which the City Council of the City of Decatur, Illinois would take action on the proposed Ordinance Annexing Surrounded Territory.

HICKORY POINT TOWNSHIP:

Eugene A. Garver, Trustee, 1225 W. Ash Ave., Decatur, IL 62526
William R. Booker, Trustee, 4681 N. Taylor Ave., Decatur, IL 62526
Brian T. Hickey, Trustee, 4160 McClain Dr., Decatur, IL 62526
Brandon E. Janvrin, Trustee, 429 S. Washington St., Forsyth, IL 62535
Kevin L. Bird, Road Commissioner, 3110 N. Westlawn Ave., Decatur, IL 62526
John F. Piraino, Supervisor, 520 W. Buckingham Dr., Decatur, IL 62526
Steven L. Hamilton, Clerk, 445 Southampton Dr., Decatur, IL 62526
James V. Dubbelde, Assessor, 4091 N. Sunderland Dr., Decatur, IL 62526
Hughes, Tenney & Postlewait LLC, Attorney Carl Tenney, 240 S. Main St., Suite 200, Decatur, IL 62523

WARRENSBURG FIRE PROTECTION DISTRICT:

Keith Hackl, 447 S. Main St., Warrensburg, IL 62573
Cindy Hundley, 217 N. Durfee St., Warrensburg, IL 62573
Chris Wentworth, 4798 Wise Rd., Warrensburg, IL 62573
Kirk Riley, 335 E. Warren St., Warrensburg, IL 62573
Darrel F. Parish, Attorney at Law, Suite 429 Millikin Court, 132 S. Water St., Decatur, IL 62523

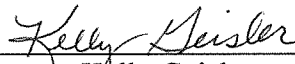
BARCLAY PUBLIC LIBRARY DISTRICT:

Rita Ham, 4540 Needle Rd., Decatur, IL 62526
Laura Philips, 5 Michelle Dr., Warrensburg, IL 62573
Kay Mason, 610 E. Fourth St., Latham, IL 62543
Susan Edie, 222 E. North St., Warrensburg, IL 62573
Jean Munson, 2140 W. Hickory Point Rd., Decatur, IL 62526

Maria Dent, 190 Hickory Point Ct., Forsyth, IL 62535
Jenny DiMauro, 30 Hickory Point Ct., Forsyth, IL 62535
Michelle Sawicki, Director, 220 S. Main St., Warrensburg, IL 62573
Ed Flynn, Attorney at Law, 101 S. State St., Ste. 240, Decatur, IL 62523

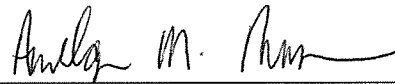
MACON COUNTY BOARD:

Kevin R. Greenfield, 3205 S. Point Pleasant Rd., Decatur, IL 62521
Debra Kraft, 9817 Nevada Rd., Blue Mound, IL 62513
Kevin Bird, 3110 N. Westlawn Ave., Decatur, IL 62526
Matthew E. Brown, 3635 Pleasant View Ct., Decatur, IL 62526
Helena Buckner, 916 E. Cantrell St., Decatur, IL 62521
Patricia K. Cox, 4311 Andrews St. Rd., Macon IL 62544
Patricia Dawson, 3459 Plover Dr., Decatur, IL 62526
David M. Drobisch, 66 Green Oak Dr., Decatur, IL 62526
James A. Gresham, 240 Southmoreland Pl., Decatur, IL 62521
Phillip J. Hogan, 4230 85th St., Dalton City, IL 61925
Lloyd R. Holman, 2015 Evandale Dr., Decatur, IL 62526
John D. Jackson, 3475 Hopewell Rd., Dalton City, IL 61925
Rachel Joy, 520 N. Virginia Ave., Decatur, IL 62522
Linda Little, 1413 W. Sunset Ave., Decatur, IL 62522
Gregory A. Mattingley, 2271 Kenwood Ct., Decatur, IL 62526
Grant Noland, 2502 Midiron Dr., Decatur, IL 62521
William Oliver, 535 Cantrell Hts., Decatur, IL 62521
Marcy A. Rood, 39 N. Country Club Rd., Decatur, IL 62521
Bryan E. Smith, 3569 Redlich Dr., Decatur, IL 62521
Verzell Taylor, 1245 N. Pine St., Decatur, IL 62522
Laura Zimmerman, 403 N. Oakcrest Ave., Decatur, IL 62522
Michael B. Baggett, Assistant State's Attorney, State's Attorney's Office, 253 E. Wood St.,
Decatur, IL 62523

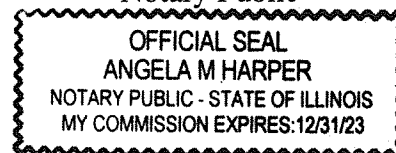


Kelly Geisler

Subscribed and sworn to before me this 19th day of November, 2020.



Notary Public



*** Proof of Publication ***

THE HERALD & REVIEW
601 E William St
Decatur, IL 62523-1142
Ph: 800-453-2527

STATE OF ILLINOIS
COUNTY OF MACON } SS:
CITY OF DECATUR

CITY OF DECATUR-Geisler
Kelly Geisler
1 GARY K ANDERSON PZ
DECATUR IL 62523

ORDER NUMBER 95214

LEE ENTERPRISES, INC hereby certifies that it is now and has been for more than one year continuously, d/b/a Herald & Review, a daily secular newspaper of general circulation in said County, published in the City, County and State aforesaid, and further certifies that said newspaper has been continuously published at regular intervals of more than once each week with more than a minimum of fifty issues per year for more than one year prior to the first publication of the notice, and further certifies that the Herald & Review is a newspaper as defined by the Statutes of the State of Illinois in such cases made and provided, and further hereby certifies that a notice of which the annexed notice is a true copy, has been regularly published in said paper.

Section: Legals

Category: 0991 Legal Inside

PUBLISHED ON: 11/26/2020

TOTAL AD COST: 128.48

FILED ON: 11/30/2020

By

Date

95214
NOTICE OF INTENT TO ANNEX

PLEASE TAKE NOTICE that pursuant to the Illinois Municipal Code, 65 ILCS 5/7-1-13, notice is hereby given that the annexation of the surrounded territory described below is contemplated by the City Council of the City of Decatur, Illinois, and that they propose to consider and take action on an ordinance annexing such surrounded territory at a regular meeting of the Decatur City Council on December 21, 2020, at 5:30 p.m. in the Civic Center Theater, #1 Gary K. Anderson Plaza, Decatur, Illinois.

The territory under consideration consists of 4 tracts of property totaling approximately 2.09 acres and being more commonly known as 3290 Las Vegas Drive (PIN 07-07-32-433-001) 2255 Frontier Road (PIN 07-07-32-433-004), 3300 Las Vegas Drive (PIN 07-07-32-430-005), 3305 Desert Inn Road, (PIN 07-07-32-430-010), is wholly surrounded by the City of Decatur corporate limits and is legally described as follows:

Tract A
Lot Fifty-two (52) of Huston Forest Acres, as per Plat recorded in Book 300 page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3290 Las Vegas Drive, PIN 07-07-32-433-001; and also,

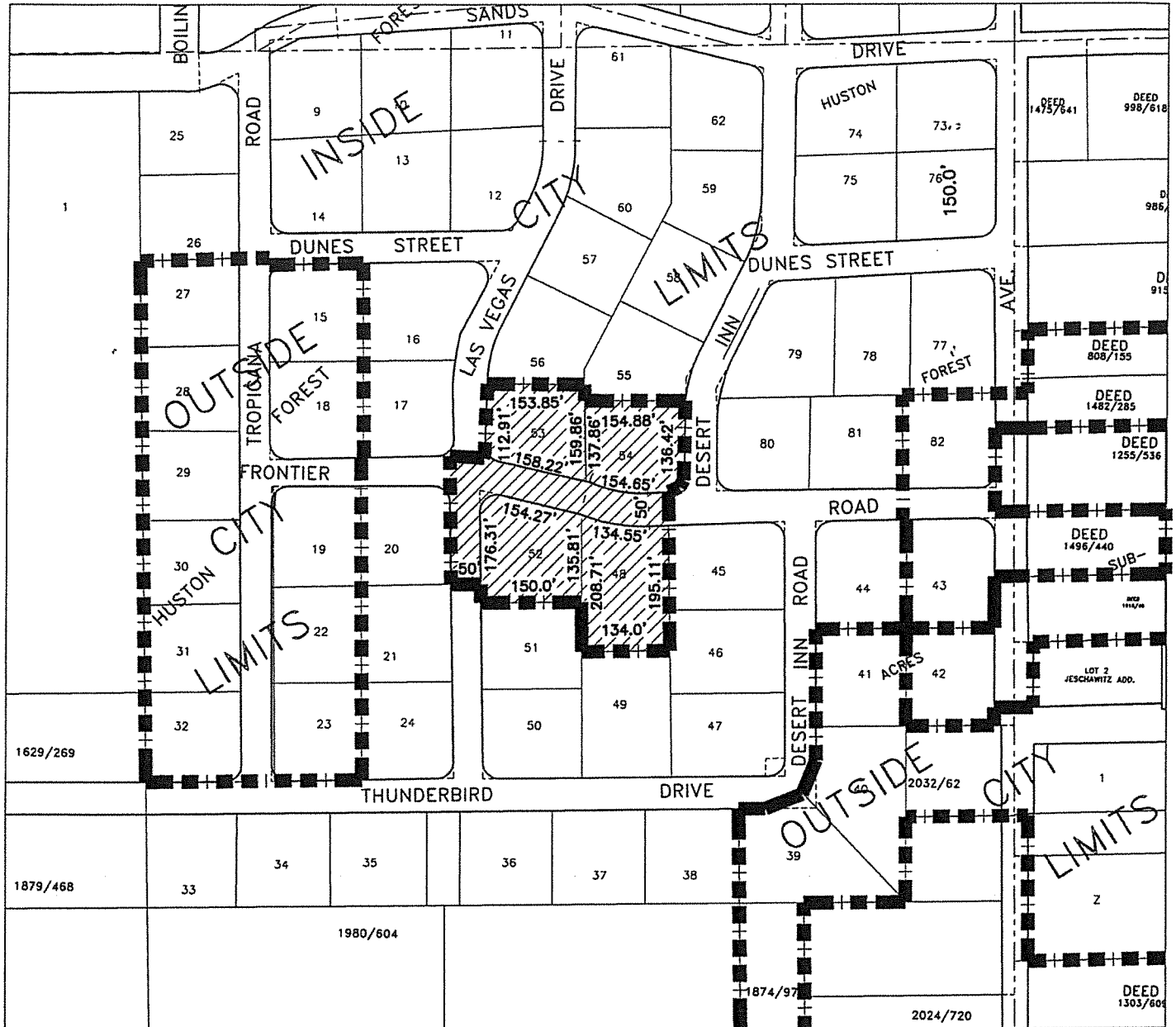
Tract B
Lot Forty-eight (48) Huston Forest Acres Addition to the City of Decatur, Illinois, as per Plat recorded in Book 300, page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 2255 Frontier Road, PIN 07-07-32-433-004; and also,

Tract C
Lot Fifty-three (53) of Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3300 Las Vegas Drive, PIN 07-07-32-430-005; and also,

Tract D
Lot Fifty-four (54) of Huston Forest Acres as per Plat recorded in Book 300 Page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3305 Desert Inn Road, PIN 07-07-32-430-010.

DATED this 16th day of November 2020.

Kim Althoff
CITY CLERK
CITY OF DECATUR, ILLINOIS



PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
SE 32-17-2 B Plat (4 Tracts)



indicates territory annexed

indicates existing corporate limits
2.09± acres

AREA 0.0033± sq. miles

489.6± lin. ft. of public road

HICKORY POINT township



All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

Director of Public Works - DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER #062-048941
LICENSE EXPIRES NOV. 30, 2021

ORDINANCE NO: _____

DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENGINEERING

DATE: _____

**SUBJECT: Ordinance Annexing Territory Entirely Surrounded by the City Limits-2406
Thunderbird Drive (Lot East); 3205 Las Vegas Drive (Lot West); 3233, 3220, 3235
Tropicana Road; 2331 Frontier Road; 3305, 3303, 3333, 3332 Tropicana Road**

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory Entirely Surrounded by the City Limits-2406 Thunderbird Drive (Lot East); 3205 Las Vegas Drive (Lot West); 3233, 3220, 3235 Tropicana Road; 2331 Frontier Road; 3305, 3303, 3333, 3332 Tropicana Road	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
ENTIRELY SURROUNDED BY THE CITY LIMITS
-2406 THUNDERBIRD DRIVE (LOT EAST), 3205 LAS VEGAS DRIVE (LOT WEST) –
-3233, 3220, 3235 TROPICANA ROAD, 2331 FRONTIER ROAD-
-3305, 3303, 3333, 3332 TROPICANA ROAD-**

WHEREAS, certain unincorporated territory described on Exhibit A attached hereto and hereby made a part hereof is wholly bounded and surrounded by the boundaries of the City of Decatur; and,

WHEREAS, such territory is less than sixty (60) acres in area; and,

WHEREAS, the Council finds that such territory should be annexed to the City of Decatur, Illinois; and,

WHEREAS, notice of the contemplated annexation of said territory has been given as provided by law as set forth in Exhibit B.

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

Section 1. That the annexation of said territory described on Exhibit A attached hereto and hereby made a part hereof, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be and the same is hereby, approved.

Section 2. That said territory herein described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the same is hereby, annexed to and incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto and marked Exhibit C and hereby made a part hereof.

Section 4. That the City Clerk cause certified copies of this Ordinance to be respectively filed with the Postmaster of Decatur, Illinois and the Macon County Clerk and recorded by the Recorder's Office of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December, 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

LEGAL DESCRIPTION
-2406 THUNDERBIRD DRIVE (LOT EAST), 3205 LAS VEGAS DRIVE (LOT WEST) –
-3233, 3220, 3235 TROPICANA ROAD, 2331 FRONTIER ROAD-
-3305, 3303, 3333, 3332 TROPICANA ROAD-

Tract A

Lot Thirty-two (32) of Huston Forest Acres as per Plat recorded in Book 300, Page 350, of the Records in the Recorder's Office of Macon County, Illinois, Situated in the County of Macon and the State of Illinois. Commonly known as 2406 Thunderbird Drive (Lot East), PIN 07-07-32-428-008; and also,

Tract B

Lots Twenty-Three (23) and Twenty-Four (24) of Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois (Except coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other minerals). Situated in Macon County, Illinois. Commonly known as 3205 Las Vegas Drive (Lot West), PIN 07-07-32-432-007; and also,

Tract C

Lot Thirty-one (31) of Huston Forest Acres, as an Addition of Outlots to the City of Decatur, as per Plat recorded in Book 300 page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3233 Tropicana Road, PIN 07-07-32-428-007; and also,

Tract D

Lot Twenty-two (22) of Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois. (Except coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other minerals). Situated in Macon County, Illinois. Commonly known as 3220 Tropicana Road, PIN 07-07-32-432-002; and also,

Tract E

Lot 30 of Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois. (Except coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other materials). Situated in Macon County, Illinois. Commonly known as 3235 Tropicana Road, PIN 07-07-32-428-006; and also,

Tract F

Lot 19 of Huston Forest Acres, as per Plat recorded in 300 page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 2331 Frontier Road, PIN 07-07-32-432-001; and also,

Tract G

Lot Twenty-nine (29) of Huston Forest Acres, as per Plat recorded in Book 300 page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3245 Tropicana Road, PIN 07-07-32-428-005; and also,

Tract H

Lot Eighteen (18) of Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3305 Tropicana Road, PIN 07-07-32-429-003; and also,

Tract I

Lot Twenty-eight (28) of Huston Forest Acre, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois (EXCEPT coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other minerals). Situated in Macon County, Illinois. Commonly known as 3303 Tropicana Road, PIN 07-07-32-428-004; and also,

Tract J

Lot Twenty-seven (27) Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County. (Except coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other minerals.) Situated in Macon County, Illinois. Commonly known as 3333 Tropicana Road, PIN 07-07-32-428-003; and also,

Tract K

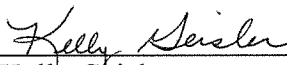
Lot Fifteen (15) of Huston Forest Acres, as per Plat recorded in Book 300 page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3332 Tropicana Road, PIN 07-07-32-429-001.

AFFIDAVIT OF MAILING NOTICE OF INTENT
TO ANNEX SURROUNDED TERRITORY TO THE CITY OF DECATUR

STATE OF ILLINOIS)
)
COUNTY OF MACON)

Kelly Geisler states that she gave notice to the taxpayers of record of the pending action to be taken on an Ordinance annexing certain surrounded territory, in compliance with the provisions of Section 5/7-1-13 of the Municipal Code of the State of Illinois, as amended (65 ILCS 5/7-1-13), by sending a notice by certified mail, postage paid, to the names and addresses set forth below. All notices were mailed on the 18th day of November, 2020, by this Affiant, at Decatur, Illinois, being more than fifteen (15) days prior to the time stated in said Notice as the time at which the City Council of the City of Decatur, Illinois would take action on the proposed Ordinance Annexing Surrounded Territory.

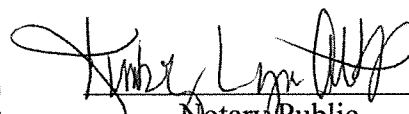
Loren G. Zimmerman & Wanda J. Zimmerman (For Life), 2406 Thunderbird Dr., Decatur, IL 62526
Dana A. Isaacson, 2406 Thunderbird Dr., Decatur, IL 62526
Michael S. Zimmerman, 2406 Thunderbird Dr., Decatur, IL 62526
Joni M. Zimmerman, 2406 Thunderbird Dr., Decatur, IL 62526
Robert J. Murray & Kelli Michelle Murray, 3205 Las Vegas Dr., Decatur, IL 62526
Jackie L. Hedenberg and Sharon R. Hedenberg, Trustees under the Jackie and Sharon Hedenberg Trust, 3233 Tropicana Rd., Decatur, IL 62526
Gary M. Hopkins & Jennifer L. Hopkins, 3220 Tropicana Rd., Decatur, IL 62526
Gary M. & Jennifer L. Hopkins, c/o Lereta LLC, 1123 S. Parkview Dr., Covina CA 91724
Jacqueline Hedenberg, 3235 Tropicana Rd., Decatur, IL 62526
Daniel L. Rawlings, 3235 Tropicana Rd., Decatur, IL 62526
Linda J. Duncan, Trustee under the provisions of the Linda J. Duncan Trust Agreement dated January 18, 1999, 2331 Frontier Rd., Decatur, IL 62526
Stephanie Whiteside, 3245 Tropicana Rd., Decatur, IL 62526
William Christopher King, 3245 Tropicana Rd., Decatur, IL 62526
Cynthia R. Parrott, 9172 E. 700th Ave., Robinson, IL 62454
David M. Peck & Mary A. Peck, 3303 Tropicana Rd., Decatur, IL 62526
J. Drew Watson & Christine L. Watson, 3333 Tropicana Rd., Decatur, IL 62526
James T. Massey, 3332 Tropicana Rd., Decatur, IL 62526



Kelly Geisler

Subscribed and sworn to before me this 18th day of November, 2020.





Notary Public

AFFIDAVIT OF MAILING NOTICE OF INTENT
TO ANNEX SURROUNDED TERRITORY TO THE CITY OF DECATUR

STATE OF ILLINOIS)
)
COUNTY OF MACON)

Kelly Geisler states that she gave notice of the pending action to be taken on an Ordinance annexing certain surrounded territory lying within Hickory Point Township, the Warrensburg Fire Protection District, the Barclay Public Library District and to the Corporate Authorities of the County of Macon, Illinois , in compliance with the provisions of Section 5/7-1-1 et. seq. of the Municipal Code of the State of Illinois, as amended (65 ILCS 5/7-1-1 et. seq.), by sending a notice by certified mail, postage paid, to each of the Board of Hickory Point Township Trustees, the Hickory Point Township Supervisor, the Hickory Point Township Clerk and the Hickory Point Township Commissioner of Highways, the Trustees of the Warrensburg Fire Protection District, the Trustees of the Barclay Pubic Library District and the Board Members of the Macon County, Illinois Board, as set forth below. All notices were mailed on the 19th day of November, 2019, by this Affiant, at Decatur, Illinois, being more than ten (10) days prior to the time stated in said Notice as the time at which the City Council of the City of Decatur, Illinois would take action on the proposed Ordinance Annexing Surrounded Territory.

HICKORY POINT TOWNSHIP:

Eugene A. Garver, Trustee, 1225 W. Ash Ave., Decatur, IL 62526
William R. Booker, Trustee, 4681 N. Taylor Ave., Decatur, IL 62526
Brian T. Hickey, Trustee, 4160 McClain Dr., Decatur, IL 62526
Brandon E. Janvrin, Trustee, 429 S. Washington St., Forsyth, IL 62535
Kevin L. Bird, Road Commissioner, 3110 N. Westlawn Ave., Decatur, IL 62526
John F. Piraino, Supervisor, 520 W. Buckingham Dr., Decatur, IL 62526
Steven L. Hamilton, Clerk, 445 Southampton Dr., Decatur, IL 62526
James V. Dubbelde, Assessor, 4091 N. Sunderland Dr., Decatur, IL 62526
Hughes, Tenney & Postlewait LLC, Attorney Carl Tenney, 240 S. Main St., Suite 200, Decatur, IL 62523

WARRENSBURG FIRE PROTECTION DISTRICT:

Keith Hackl, 447 S. Main St., Warrensburg, IL 62573
Cindy Hundley, 217 N. Durfee St., Warrensburg, IL 62573
Chris Wentworth, 4798 Wise Rd., Warrensburg, IL 62573
Kirk Riley, 335 E. Warren St., Warrensburg, IL 62573
Darrel F. Parish, Attorney at Law, Suite 429 Millikin Court, 132 S. Water St., Decatur, IL 62523

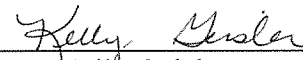
BARCLAY PUBLIC LIBRARY DISTRICT:

Rita Ham, 4540 Needle Rd., Decatur, IL 62526
Laura Philips, 5 Michelle Dr., Warrensburg, IL 62573
Kay Mason, 610 E. Fourth St., Latham, IL 62543
Susan Edie, 222 E. North St., Warrensburg, IL 62573
Jean Munson, 2140 W. Hickory Point Rd., Decatur, IL 62526

Maria Dent, 190 Hickory Point Ct., Forsyth, IL 62535
Jenny DiMauro, 30 Hickory Point Ct., Forsyth, IL 62535
Michelle Sawicki, Director, 220 S. Main St., Warrensburg, IL 62573
Ed Flynn, Attorney at Law, 101 S. State St., Ste. 240, Decatur, IL 62523

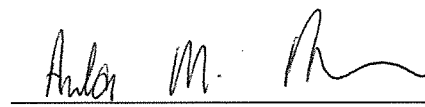
MACON COUNTY BOARD:

Kevin R. Greenfield, 3205 S. Point Pleasant Rd., Decatur, IL 62521
Debra Kraft, 9817 Nevada Rd., Blue Mound, IL 62513
Kevin Bird, 3110 N. Westlawn Ave., Decatur, IL 62526
Matthew E. Brown, 3635 Pleasant View Ct., Decatur, IL 62526
Helena Buckner, 916 E. Cantrell St., Decatur, IL 62521
Patricia K. Cox, 4311 Andrews St. Rd., Macon IL 62544
Patricia Dawson, 3459 Plover Dr., Decatur, IL 62526
David M. Drobisch, 66 Green Oak Dr., Decatur, IL 62526
James A. Gresham, 240 Southmoreland Pl., Decatur, IL 62521
Phillip J. Hogan, 4230 85th St., Dalton City, IL 61925
Lloyd R. Holman, 2015 Evandale Dr., Decatur, IL 62526
John D. Jackson, 3475 Hopewell Rd., Dalton City, IL 61925
Rachel Joy, 520 N. Virginia Ave., Decatur, IL 62522
Linda Little, 1413 W. Sunset Ave., Decatur, IL 62522
Gregory A. Mattingley, 2271 Kenwood Ct., Decatur, IL 62526
Grant Noland, 2502 Midiron Dr., Decatur, IL 62521
William Oliver, 535 Cantrell Hts., Decatur, IL 62521
Marcy A. Rood, 39 N. Country Club Rd., Decatur, IL 62521
Bryan E. Smith, 3569 Redlich Dr., Decatur, IL 62521
Verzell Taylor, 1245 N. Pine St., Decatur, IL 62522
Laura Zimmerman, 403 N. Oakcrest Ave., Decatur, IL 62522
Michael B. Baggett, Assistant State's Attorney, State's Attorney's Office, 253 E. Wood St.,
Decatur, IL 62523

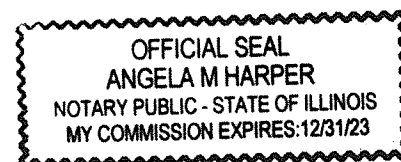


Kelly Geisler

Subscribed and sworn to before me this 19th day of November, 2020.



Notary Public



*** Proof of Publication ***

THE HERALD & REVIEW
601 E William St
Decatur, IL 62523-1142
Ph: 800-453-2527

STATE OF ILLINOIS
COUNTY OF MACON } SS:
CITY OF DECATUR

CITY OF DECATUR-Geisler
Kelly Geisler
1 GARY K ANDERSON PZ
DECATUR IL 62523

ORDER NUMBER 95217

LEE ENTERPRISES, INC hereby certifies that it is now and has been for more than one year continuously, d/b/a Herald & Review, a daily secular newspaper of general circulation in said County, published in the City, County and State aforesaid, and further certifies that said newspaper has been continuously published at regular intervals of more than once each week with more than a minimum of fifty issues per year for more than one year prior to the first publication of the notice, and further certifies that the Herald & Review is a newspaper as defined by the Statutes of the State of Illinois in such cases made and provided, and further hereby certifies that a notice of which the annexed notice is a true copy, has been regularly published in said paper.

Section: Legals

Category: 0991 Legal Inside

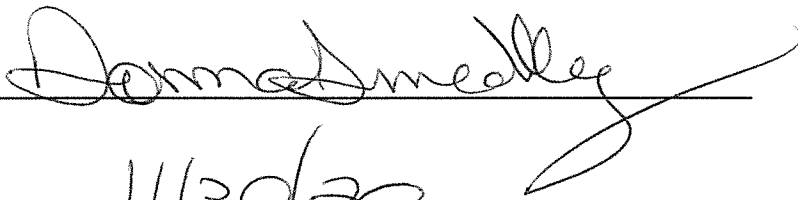
PUBLISHED ON: 11/26/2020

TOTAL AD COST: 303.68

FILED ON: 11/30/2020

By

Date


11/30/20

95217
NOTICE OF INTENT TO ANNEX

PLEASE TAKE NOTICE that pursuant to the Illinois Municipal Code, 65 ILCS 5/7-1-13, notice is hereby given that the annexation of the surrounded territory described below is contemplated by the City Council of the City of Decatur, Illinois, and that they propose to consider and take action on an ordinance annexing such surrounded territory at a regular meeting of the Decatur City Council on December 21, 2020, at 5:30 p.m. in the Civic Center Theater, #1 Gary K. Anderson Plaza, Decatur, Illinois.

The territory under consideration consists of 11 tracts of property totaling approximately 5.08 acres and being more commonly known as 2406 Thunderbird Drive (Lot East) (PIN 07-07-32-428-008), 3205 Las Vegas Drive (Lot West) (PIN 07-07-32-432-007), 3233 Tropicana Road (PIN 07-07-32-428-007), 3220 Tropicana Road (PIN 07-07-32-432-002), 3235 Tropicana Road (PIN 07-07-32-428-006), 2331 Frontier Road (PIN 07-07-32-432-001), 3245 Tropicana Road (PIN 07-07-32-428-005), 3305 Tropicana Road (PIN 07-07-32-429-003), 3303 Tropicana Road (PIN 07-07-32-428-004), 3333 Tropicana Road (PIN 07-07-32-428-003), 3332 Tropicana Road (PIN 07-07-32-429-001), is wholly surrounded by the City of Decatur corporate limits and is legally described as follows:

Tract A

Lot Thirty-two (32) of Huston Forest Acres as per Plat recorded in Book 300, Page 350, of the Records in the Recorder's Office of Macon County, Illinois, Situated in the County of Macon and the State of Illinois. Commonly known as 2406 Thunderbird Drive (Lot East), PIN 07-07-32-428-008; and also,

Tract B

Lots Twenty-Three (23) and Twenty-Four (24) of Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois (Except coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other minerals). Situated in Macon County, Illinois. Commonly known as 3205 Las Vegas Drive (Lot West), PIN 07-07-32-432-007; and also,

Tract C

Lot Thirty-one (31) of Huston Forest Acres, as an Addition of Outlots to the City of Decatur, as per Plat recorded in Book 300 page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3233 Tropicana Road, PIN 07-07-32-428-007; and also,

Tract D

Lot Twenty-two (22) of Huston

***** Proof of Publication *****

Lot Twenty-two (22) of Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois. (Except coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other minerals). Situated in Macon County, Illinois. Commonly known as 3220 Tropicana Road, PIN 07-07-32-432-002; and also,

Tract E

Lot 30 of Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois. (Except coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other materials). Situated in Macon County, Illinois. Commonly known as 3235 Tropicana Road, PIN 07-07-32-428-006; and also,

Tract F

Lot 19 of Huston Forest Acres, as per Plat recorded in 300 page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 2331 Frontier Road, PIN 07-07-32-432-001; and also,

Tract G

Lot Twenty-nine (29) of Huston Forest Acres, as per Plat recorded in Book 300 page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3245 Tropicana Road, PIN 07-07-32-428-005; and also,

Tract H

Lot Eighteen (18) of Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3305 Tropicana Road, PIN 07-07-32-429-003; and also,

Tract I

Lot Twenty-eight (28) of Huston Forest Acre, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois (EXCEPT) coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other minerals). Situated in Macon County, Illinois. Commonly known as 3303 Tropicana Road, PIN 07-07-32-428-004; and also,

Tract J

Lot Twenty-seven (27) Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County. (Except coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other minerals.) Situated in Macon County, Illinois. Commonly known as 3333 Tropicana Road, PIN 07-07-32-428-003;

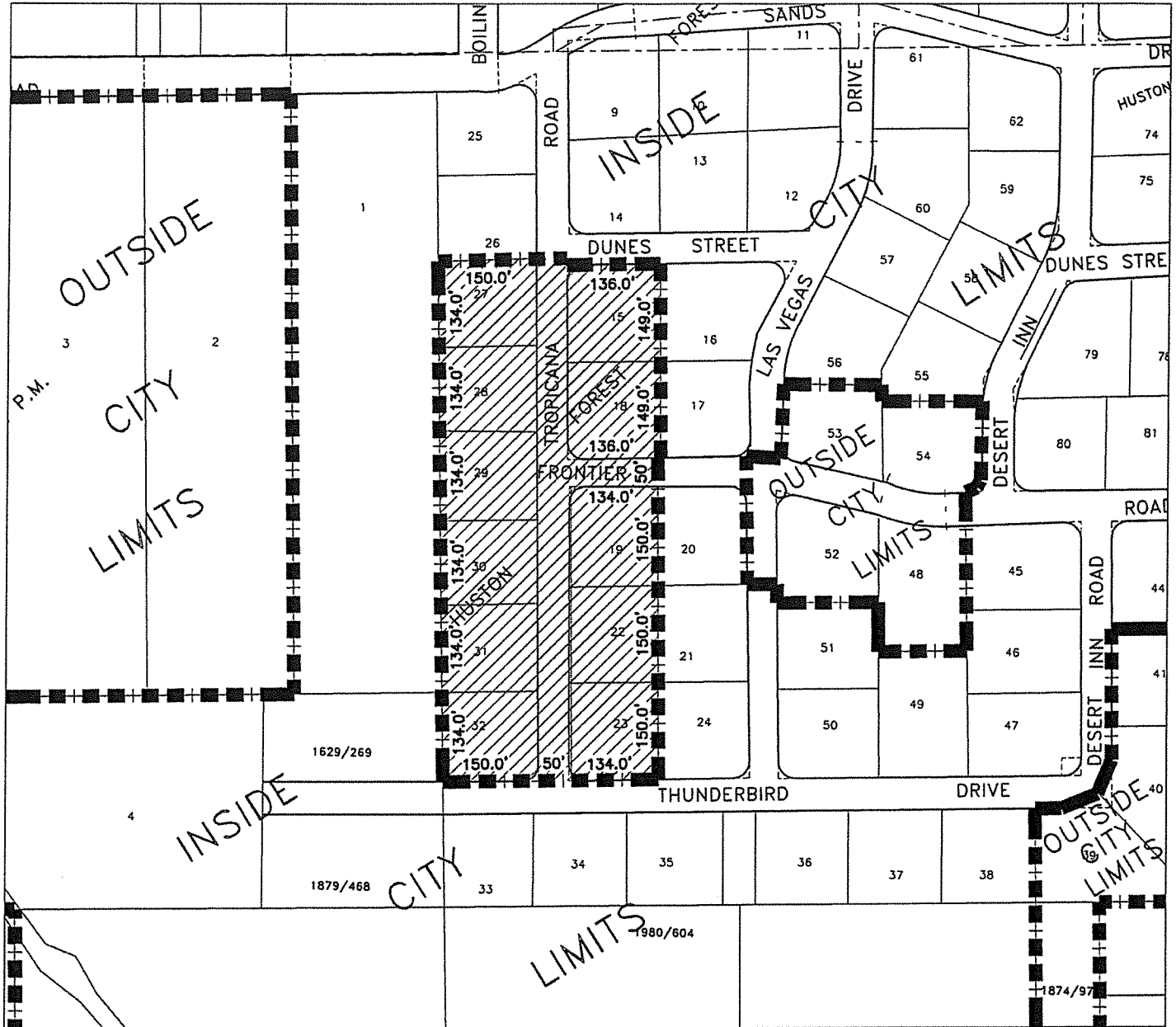
***** Proof of Publication *****

and also,

Tract K
Lot Fifteen (15) of Huston
Forest Acres, as per Plat
recorded in Book 300 page 350
of the Records in the Record-
er's Office of Macon County,
Illinois. Situated in Macon
County, Illinois. Commonly
known as 3332 Tropicana
Road, PIN 07-07-32-429-001.

DATED this 16th day of
November 2020.

Kim Althoff
CITY CLERK
CITY OF DECATUR, ILLINOIS



PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
SE 32-17-2 C Plat (11 Tracts)



indicates territory annexed

indicates existing corporate limits
5.08± acres

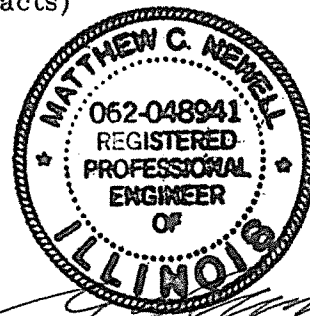
AREA 0.0080± sq. miles

938.0± lin. ft. of public road

HICKORY POINT township



N.T.S.



Director of Public Works - DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER #062-048941
LICENSE EXPIRES NOV. 30, 2021

ORDINANCE NO: _____

DATE: _____

All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENGINEERING

SUBJECT: Ordinance Annexing Territory Entirely Surrounded by the City Limits-3330
Ferris Drive

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory Entirely Surrounded by the City Limits-3330 Ferris Drive	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
ENTIRELY SURROUNDED BY THE CITY LIMITS
-3330 FERRIS DRIVE-**

WHEREAS, certain unincorporated territory described as follows:

Lot 38 of South Hilltop Subdivision as per Plat recorded in Book 300 Page 212 of the Records, in the Recorder's Office of Macon County, Illinois (Except coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other minerals). Situated in Macon County, Illinois. Commonly known as 3330 Ferris Drive, PIN 17-12-33-302-007; and,

is wholly bounded and surrounded by the boundaries of the City of Decatur; and,

WHEREAS, such territory is less than sixty (60) acres in area; and,

WHEREAS, the Council finds that such territory should be annexed to the City of Decatur, Illinois; and,

WHEREAS, notice of the contemplated annexation of said territory has been given as provided by law as set forth in Exhibit A.

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

Section 1. That the annexation of said territory described territory described as follows:

Lot 38 of South Hilltop Subdivision as per Plat recorded in Book 300 Page 212 of the Records, in the Recorder's Office of Macon County, Illinois (Except coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other minerals). Situated in Macon County, Illinois. Commonly known as 3330 Ferris Drive, PIN 17-12-33-302-007; and,

along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be and the same is hereby, approved.

Section 2. That said territory herein described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the same is hereby, annexed to and incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto and marked Exhibit B and hereby made a part hereof.

Section 4. That the City Clerk cause certified copies of this Ordinance to be respectively filed with the Postmaster of Decatur, Illinois and the Macon County Clerk and recorded by the Recorder's Office of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December, 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

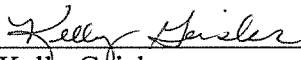
KIM ALTHOFF, CITY CLERK

AFFIDAVIT OF MAILING NOTICE OF INTENT
TO ANNEX SURROUNDED TERRITORY TO THE CITY OF DECATUR

STATE OF ILLINOIS)
)
COUNTY OF MACON)

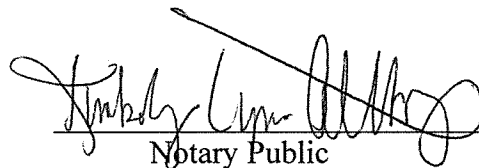
Kelly Geisler states that she gave notice to the taxpayers of record of the pending action to be taken on an Ordinance annexing certain surrounded territory, in compliance with the provisions of Section 5/7-1-13 of the Municipal Code of the State of Illinois, as amended (65 ILCS 5/7-1-13), by sending a notice by certified mail, postage paid, to the names and addresses set forth below. All notices were mailed on the 18th day of November, 2020, by this Affiant, at Decatur, Illinois, being more than fifteen (15) days prior to the time stated in said Notice as the time at which the City Council of the City of Decatur, Illinois would take action on the proposed Ordinance Annexing Surrounded Territory.

Brianna N. Brunken, 3330 Ferris Dr., Decatur, IL 62526



Kelly Geisler

Subscribed and sworn to before me this 18th day of November, 2020.



Notary Public



AFFIDAVIT OF MAILING NOTICE OF INTENT
TO ANNEX SURROUNDED TERRITORY TO THE CITY OF DECATUR

STATE OF ILLINOIS)
)
COUNTY OF MACON)

Kelly Geisler states that she gave notice of the pending action to be taken on an Ordinance annexing certain surrounded territory lying within South Wheatland Township, the South Wheatland Fire Protection District, the South Macon Public Library District and to the Corporate Authorities of the County of Macon, Illinois, in compliance with the provisions of Section 5/7-1-1 et. seq. of the Municipal Code of the State of Illinois, as amended (65 ILCS 5/7-1-1 et. seq.), by sending notice by certified mail, postage paid, to each of the Board of South Wheatland Township Trustees, the South Wheatland Township Supervisor, the South Wheatland Township Clerk and the South Wheatland Township Commissioner of Highways, the Trustees of the South Wheatland Fire Protection District, the Trustees of the South Macon Public Library District and the Board Members of the Macon County, Illinois Board, as set forth below. All notices were mailed on the 19th day of November, 2020, by this Affiant, at Decatur, Illinois, being more than ten (10) days prior to the time stated in said Notice as the time at which the City Council of the City of Decatur, Illinois would take action on the proposed Ordinance Annexing Surrounded Territory.

SOUTH WHEATLAND TOWNSHIP:

John Drayton, 3135 Turpin Rd., Decatur, IL 62522
Gary Hutchens, 945 Tohill Rd., Decatur, IL 62521
Kathy Isome, P.O. Box 167, Elwin, IL 62532
Eugene Coit, 3213 S. Wheatland Rd., Decatur, IL 62521
Mike D. Doss, 3435 S. Taylor Rd., Decatur, IL 62521
Cary Hise, 5058 Pinkston Rd., Decatur, IL 62521
Dennis Morris, 2285 Deer Run Ct., Decatur, IL 62522
Jerrold Stocks, Attorney at Law, 225 N. Water St., P.O. Box 1760, Decatur, IL 62525-1760

SOUTH WHEATLAND FIRE PROTECTION DISTRICT:

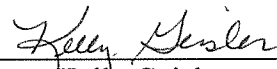
Tom Williams, Fire Chief, 4160 Mt. Auburn Rd., Decatur, IL 62521
David Sadowski, 2191 Crossroads Rd., Decatur, IL 62521
Sidney E. Duffer, Jr., 6960 Mt. Auburn Rd., Decatur, IL 62521
Josh Sapp, 3315 Ferris Dr., Decatur, IL 62521
Christopher Siudyla, Attorney at Law, 132 S. Water St., Suite 610, Decatur, IL 62523

SOUTH MACON LIBRARY:

Debbie Herbert, 2517 E. Walker Rd., Macon, IL 62544
Anna Jesse, 156 W. Andrews St., Macon, IL 62544
Susan Strahle, 21 N. Shaw Ct., Macon, IL 62544
Tami Long, 393 W. Glenn St., Macon, IL 62544
Donna Hayes, 355 E. Cook St., Macon, IL 62544
Linda Wiles, 325 S. Wiles St., Macon, IL 62544
Ed Flynn, Attorney at Law, 225 N. Water St., Suite 200, P.O. Box 1760, Decatur, IL 62525-1760

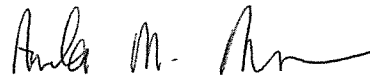
MACON COUNTY BOARD:

Kevin R. Greenfield, 3205 S. Point Pleasant Rd., Decatur, IL 62521
Debra Kraft, 9817 Nevada Rd., Blue Mound, IL 62513
Kevin Bird, 3110 N. Westlawn Ave., Decatur, IL 62526
Matthew E. Brown, 3635 Pleasant View Ct., Decatur, IL 62526
Helena Buckner, 916 E. Cantrell St., Decatur, IL 62521
Patricia K. Cox, 4311 Andrews St. Rd., Macon IL 62544
Patricia Dawson, 3459 Plover Dr., Decatur, IL 62526
David M. Drobisch, 66 Green Oak Dr., Decatur, IL 62526
James A. Gresham, 240 Southmoreland Pl., Decatur, IL 62521
Phillip J. Hogan, 4230 85th St., Dalton City, IL 61925
Lloyd R. Holman, 2015 Evandale Dr., Decatur, IL 62526
John D. Jackson, 3475 Hopewell Rd., Dalton City, IL 61925
Rachel Joy, 520 N. Virginia Ave., Decatur, IL 62522
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Gregory A. Mattingley, 2271 Kenwood Ct., Decatur, IL 62526
Grant Noland, 2502 Midiron Dr., Decatur, IL 62521
William Oliver, 535 Cantrell Hts., Decatur, IL 62521
Marcy A. Rood, 39 N. Country Club Rd., Decatur, IL 62521
Bryan E. Smith, 3569 Redlich Dr., Decatur, IL 62521
Verzell Taylor, 1245 N. Pine St., Decatur, IL 62522
Laura Zimmerman, 403 N. Oakcrest Ave., Decatur, IL 62522
Michael B. Baggett, Assistant State's Attorney, State's Attorney's Office, 253 E. Wood St.,
Decatur, IL 62523

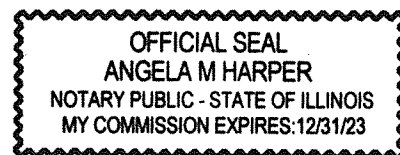


Kelly Geisler

Subscribed and sworn to before me this 19th day of November, 2020.



Notary Public



*** Proof of Publication ***

THE HERALD & REVIEW
601 E William St
Decatur, IL 62523-1142
Ph: 800-453-2527

STATE OF ILLINOIS
COUNTY OF MACON } SS:
CITY OF DECATUR

CITY OF DECATUR-Geisler
Kelly Geisler
1 GARY K ANDERSON PZ
DECATUR IL 62523

ORDER NUMBER 95225

LEE ENTERPRISES, INC hereby certifies that it is now and has been for more than one year continuously, d/b/a Herald & Review, a daily secular newspaper of general circulation in said County, published in the City, County and State aforesaid, and further certifies that said newspaper has been continuously published at regular intervals of more than once each week with more than a minimum of fifty issues per year for more than one year prior to the first publication of the notice, and further certifies that the Herald & Review is a newspaper as defined by the Statutes of the State of Illinois in such cases made and provided, and further hereby certifies that a notice of which the annexed notice is a true copy, has been regularly published in said paper.

95225
NOTICE OF INTENT TO ANNEX

PLEASE TAKE NOTICE that pursuant to the Illinois Municipal Code, 65 ILCS 5/7-1-13, notice is hereby given that the annexation of the surrounded territory described below is contemplated by the City Council of the City of Decatur, Illinois, and that they propose to consider and take action on an ordinance annexing such surrounded territory at a regular meeting of the Decatur City Council on December 21, 2020, at 5:30 p.m. in the Civic Center Theater, #1 Gary K. Anderson Plaza, Decatur, Illinois.

The territory under consideration consists of 1 tract of property totaling approximately 0.55 acres and being more commonly known as 3330 Ferris Drive (PIN 17-12-33-302-007), is wholly surrounded by the city of Decatur corporate limits and is legally described as follows:

Lot 38 of South Hilltop Subdivision as per Plat recorded in Book 300 Page 212 of the Records, in the Recorder's Office of Macon County, Illinois (Except coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other minerals). Situated in Macon County, Illinois. Commonly known as 3330 Ferris Drive, PIN 17-12-33-302-007.

DATED this 16th day of November, 2020.
Kim Althoff
CITY CLERK
CITY OF DECATUR, ILLINOIS

Section: Legals

Category: 0991 Legal Inside

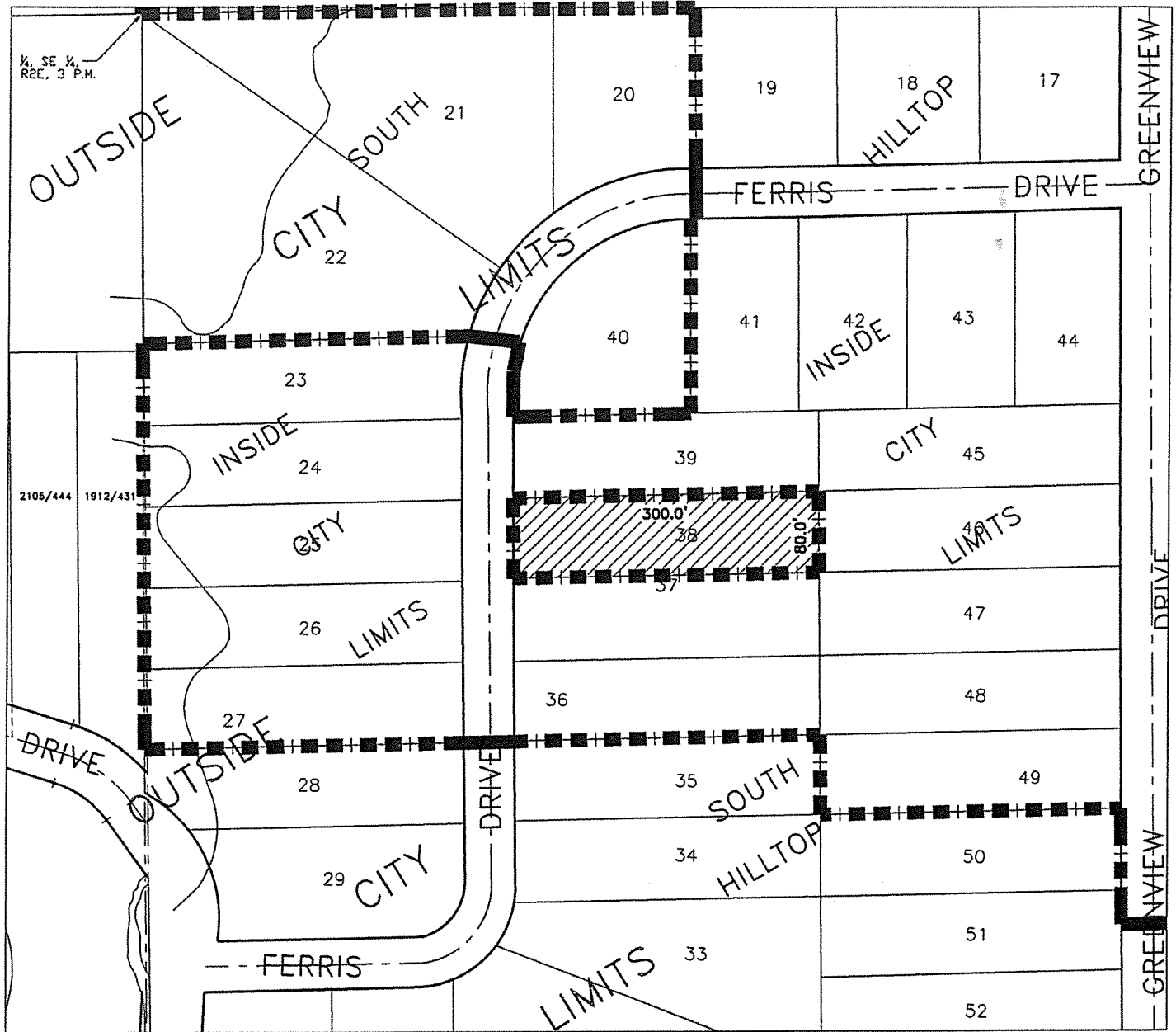
PUBLISHED ON: 11/26/2020

TOTAL AD COST: 71.54

FILED ON: 11/30/2020

By

Date



PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
3330 Ferris Drive Plat



indicates territory annexed



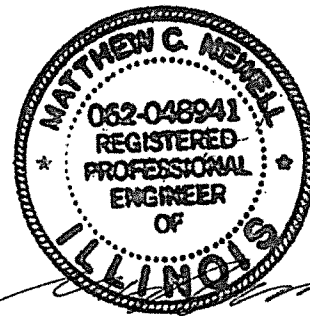
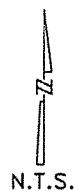
indicates existing corporate limits

0.55± acres

AREA 0.0009± sq. miles

0.0 lin. ft. of public road

SOUTH WHEATLAND township



10-27-20

All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

Director of Public Works - DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER #062-048941
LICENSE EXPIRES NOV. 30, 2021

ORDINANCE NO: _____

DATE: _____

DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENGINEERING

SUBJECT: Ordinance Annexing Territory Entirely Surrounded by the City Limits-3312, 3310 North Westlawn Avenue; 3303 Fite Drive; 3296, 3311, 3255 North Westlawn Avenue

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory Entirely Surrounded by the City Limits-3312, 3310 North Westlawn Avenue; 3303 Fite Drive; 3296, 3311, 3255 North Westlawn Avenue	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
ENTIRELY SURROUNDED BY THE CITY LIMITS
-3312, 3310 NORTH WESTLAWN AVENUE, 3303 FITE DRIVE-
-3296, 3311, 3255 NORTH WESTLAWN AVENUE-**

WHEREAS, certain unincorporated territory described on Exhibit A attached hereto and hereby made a part hereof is wholly bounded and surrounded by the boundaries of the City of Decatur; and,

WHEREAS, such territory is less than sixty (60) acres in area; and,

WHEREAS, the Council finds that such territory should be annexed to the City of Decatur, Illinois; and,

WHEREAS, notice of the contemplated annexation of said territory has been given as provided by law as set forth in Exhibit B.

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

Section 1. That the annexation of said territory described on Exhibit A attached hereto and hereby made a part hereof, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be and the same is hereby, approved.

Section 2. That said territory herein described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the same is hereby, annexed to and incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto and marked Exhibit C and hereby made a part hereof.

Section 4. That the City Clerk cause certified copies of this Ordinance to be respectively filed with the Postmaster of Decatur, Illinois and the Macon County Clerk and recorded by the Recorder's Office of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December, 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

LEGAL DESCRIPTION
-3312, 3310 NORTH WESTLAWN AVENUE, 3303 FITE DRIVE-
-3296, 3311, 3255 NORTH WESTLAWN AVENUE-

Tract A

Beginning 445.09 feet South of the Northwest corner of the Southwest $\frac{1}{4}$ of Section 33, Township 17 North, Range 2 East of the 3rd P.M., thence South 74.18 feet, thence East 293.61 feet, thence North 74.18 feet, thence West 293.61 feet to the point of beginning. Situated in Macon County, Illinois. Commonly known as 3312 North Westlawn Avenue, PIN 07-07-33-301-005; and also,

Tract B

Beginning 519.27 feet South of the Northeast corner of the SW $\frac{1}{4}$ of Section Thirty-three (33), Township Seventeen (17) North, Range Two (2) East of the Third P.M., thence South 74.18 feet, thence East 293.61 feet, thence North 74.18 feet; thence West 293.61 feet to the point of beginning. Situated in Macon County, Illinois. Commonly known as 3310 North Westlawn Avenue, PIN 07-07-33-301-006; and also,

Tract C

Lot Six (6) of Fite Subdivision, as per Plat recorded in Book 982, Page 97 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3303 Fite Drive, PIN 07-07-33-301-014; and also,

Tract D

Beginning 723.14 Feet South of the Northwest corner of the Southwest Quarter of Section 33, Township 17 North, Range 2 East of the 3rd P.M., Thence East 237.8 Feet; Thence South 100 feet; Thence West 237.8 feet; thence North 100 feet to the point of beginning. Situated in Macon County, Illinois. Commonly known as 3296 North Westlawn Avenue, PIN 07-07-33-301-008; and also,

Tract E

Lot Eighty-two (82) of Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3311 North Westlawn Avenue, PIN 07-07-32-431-006; and also

Tract F

Lot Forty-Three (43) of Huston Forest Acres, as per Plat recorded in Book 300, Page 350 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3255 North Westlawn Avenue, PIN 07-07-32-435-008.

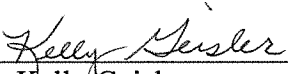
EXHIBIT A

AFFIDAVIT OF MAILING NOTICE OF INTENT
TO ANNEX SURROUNDED TERRITORY TO THE CITY OF DECATUR

STATE OF ILLINOIS)
)
COUNTY OF MACON)

Kelly Geisler states that she gave notice to the taxpayers of record of the pending action to be taken on an Ordinance annexing certain surrounded territory, in compliance with the provisions of Section 5/7-1-13 of the Municipal Code of the State of Illinois, as amended (65 ILCS 5/7-1-13), by sending a notice by certified mail, postage paid, to the names and addresses set forth below. All notices were mailed on the 18th day of November, 2020, by this Affiant, at Decatur, Illinois, being more than fifteen (15) days prior to the time stated in said Notice as the time at which the City Council of the City of Decatur, Illinois would take action on the proposed Ordinance Annexing Surrounded Territory.

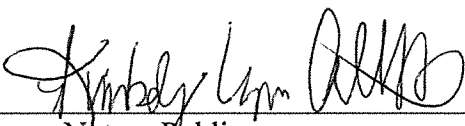
Jack L. Meek & Linda K. Meek, 3314 N. Westlawn Ave., Decatur, IL 62526
Jeremy Ray Cooper, 3310 N. Westlawn Ave., Decatur, IL 62526
Andrew J. Hoeft & Kristine Hoeft, 3303 Fite Dr., Decatur, IL 62526
Daniel D. Ehrhart, 3296 N. Westlawn Ave., Decatur, IL 62526
Gary A. Wright & Susan Wright, 3311 N. Westlawn Ave., Decatur, IL 62526
Heidi Fisher, 3255 N. Westlawn Ave., Decatur, IL 62526



Kelly Geisler

Subscribed and sworn to before me this 18th day of November, 2020.





Notary Public

AFFIDAVIT OF MAILING NOTICE OF INTENT
TO ANNEX SURROUNDED TERRITORY TO THE CITY OF DECATUR

STATE OF ILLINOIS)
)
COUNTY OF MACON)

Kelly Geisler states that she gave notice of the pending action to be taken on an Ordinance annexing certain surrounded territory lying within Hickory Point Township, the Hickory Point Fire Protection District, the Barclay Public Library District and to the Corporate Authorities of the County of Macon, Illinois , in compliance with the provisions of Section 5/7-1-1 et. seq. of the Municipal Code of the State of Illinois, as amended (65 ILCS 5/7-1-1 et. seq.), by sending a notice by certified mail, postage paid, to each of the Board of Hickory Point Township Trustees, the Hickory Point Township Supervisor, the Hickory Point Township Clerk and the Hickory Point Township Commissioner of Highways, the Trustees of the Hickory Point Fire Protection District, the Trustees of the Barclay Pubic Library District and the Board Members of the Macon County, Illinois Board, as set forth below. All notices were mailed on the 19th day of November, 2019, by this Affiant, at Decatur, Illinois, being more than ten (10) days prior to the time stated in said Notice as the time at which the City Council of the City of Decatur, Illinois would take action on the proposed Ordinance Annexing Surrounded Territory.

HICKORY POINT TOWNSHIP:

Eugene A. Garver, Trustee, 1225 W. Ash Ave., Decatur, IL 62526
William R. Booker, Trustee, 4681 N. Taylor Ave., Decatur, IL 62526
Brian T. Hickey, Trustee, 4160 McClain Dr., Decatur, IL 62526
Brandon E. Janvrin, Trustee, 429 S. Washington St., Forsyth, IL 62535
Kevin L. Bird, Road Commissioner, 3110 N. Westlawn Ave., Decatur, IL 62526
John F. Piraino, Supervisor, 520 W. Buckingham Dr., Decatur, IL 62526
Steven L. Hamilton, Clerk, 445 Southampton Dr., Decatur, IL 62526
James V. Dubbelde, Assessor, 4091 N. Sunderland Dr., Decatur, IL 62526
Hughes, Tenney & Postlewait LLC, Attorney Carl Tenney, 240 S. Main St., Suite 200, Decatur, IL 62523

HICKORY POINT FIRE PROTECTION DISTRICT:

Tim McQuality, 181 E. Cox St., Forsyth, IL 62535
Jim Hoback, 225 Shadow Ridge Ct., Forsyth, IL 62535
William Voorhees, 693 Jacobs Way, Forsyth, IL 62535
Christopher Siudyla, Attorney at Law, 132 S. Water St., Suite 610, Decatur, IL 62523

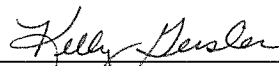
BARCLAY PUBLIC LIBRARY DISTRICT:

Rita Ham, 4540 Needle Rd., Decatur, IL 62526
Laura Philips, 5 Michelle Dr., Hickory Point, IL 62573
Kay Mason, 610 E. Fourth St., Latham, IL 62543
Susan Edie, 222 E. North St., Hickory Point, IL 62573
Jean Munson, 2140 W. Hickory Point Rd., Decatur, IL 62526
Maria Dent, 190 Hickory Point Ct., Forsyth, IL 62535

Jenny DiMauro, 30 Hickory Point Ct., Forsyth, IL 62535
Michelle Sawicki, Director, 220 S. Main St., Hickory Point, IL 62573
Ed Flynn, Attorney at Law, 101 S. State St., Ste. 240, Decatur, IL 62523

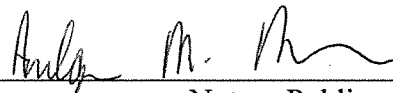
MACON COUNTY BOARD:

Kevin R. Greenfield, 3205 S. Point Pleasant Rd., Decatur, IL 62521
Debra Kraft, 9817 Nevada Rd., Blue Mound, IL 62513
Kevin Bird, 3110 N. Westlawn Ave., Decatur, IL 62526
Matthew E. Brown, 3635 Pleasant View Ct., Decatur, IL 62526
Helena Buckner, 916 E. Cantrell St., Decatur, IL 62521
Patricia K. Cox, 4311 Andrews St. Rd., Macon IL 62544
Patricia Dawson, 3459 Plover Dr., Decatur, IL 62526
David M. Drobisch, 66 Green Oak Dr., Decatur, IL 62526
James A. Gresham, 240 Southmoreland Pl., Decatur, IL 62521
Phillip J. Hogan, 4230 85th St., Dalton City, IL 61925
Lloyd R. Holman, 2015 Evandale Dr., Decatur, IL 62526
John D. Jackson, 3475 Hopewell Rd., Dalton City, IL 61925
Rachel Joy, 520 N. Virginia Ave., Decatur, IL 62522
Linda Little, 1413 W. Sunset Ave., Decatur, IL 62522
Gregory A. Mattingley, 2271 Kenwood Ct., Decatur, IL 62526
Grant Noland, 2502 Midiron Dr., Decatur, IL 62521
William Oliver, 535 Cantrell Hts., Decatur, IL 62521
Marcy A. Rood, 39 N. Country Club Rd., Decatur, IL 62521
Bryan E. Smith, 3569 Redlich Dr., Decatur, IL 62521
Verzell Taylor, 1245 N. Pine St., Decatur, IL 62522
Laura Zimmerman, 403 N. Oakcrest Ave., Decatur, IL 62522
Michael B. Baggett, Assistant State's Attorney, State's Attorney's Office, 253 E. Wood St.,
Decatur, IL 62523

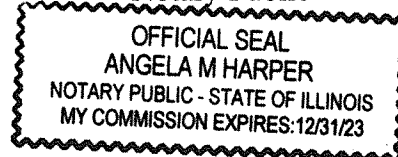


Kelly Geisler

Subscribed and sworn to before me this 19th day of November, 2020.



Notary Public



*** Proof of Publication ***

THE HERALD & REVIEW
601 E William St
Decatur, IL 62523-1142
Ph: 800-453-2527

STATE OF ILLINOIS
COUNTY OF MACON } SS:
CITY OF DECATUR

CITY OF DECATUR-Geisler

Kelly Geisler

1 GARY K ANDERSON PZ

DECATUR IL 62523

ORDER NUMBER 95231

LEE ENTERPRISES, INC hereby certifies that it is now and has been for more than one year continuously, d/b/a Herald & Review, a daily secular newspaper of general circulation in said County, published in the City, County and State aforesaid, and further certifies that said newspaper has been continuously published at regular intervals of more than once each week with more than a minimum of fifty issues per year for more than one year prior to the first publication of the notice, and further certifies that the Herald & Review is a newspaper as defined by the Statutes of the State of Illinois in such cases made and provided, and further hereby certifies that a notice of which the annexed notice is a true copy, has been regularly published in said paper.

Section: Legals

Category: 0991 Legal Inside

PUBLISHED ON: 11/26/2020

TOTAL AD COST: 181.04

FILED ON: 11/30/2020

By

Date

95231
NOTICE OF INTENT TO ANNEX

PLEASE TAKE NOTICE that pursuant to the Illinois Municipal Code, 65 ILCS 5/7-1-13, notice is hereby given that the annexation of the surrounded territory described below is contemplated by the City Council of the City of Decatur, Illinois, and that they propose to consider and take action on an ordinance annexing such surrounded territory at a regular meeting of the Decatur City Council on December 21, 2020, at 5:30 p.m. in the Civic Center Theater, #1 Gary K. Anderson Plaza, Decatur, Illinois.

The territory under consideration consists of 6 tracts of property totaling approximately 2.88 acres and being more commonly known as 3312 North Westlawn Avenue (PIN 07-07-33-301-005), 3310 North Westlawn Avenue (PIN 07-07-33-301-006), 3303 Fite Drive (PIN 07-07-33-301-014), 3296 North Westlawn Avenue (PIN 07-07-33-301-008), 3311 North Westlawn Avenue (PIN 07-07-32-431-006), 3255 North Westlawn Avenue (PIN 07-07-32-435-008), is wholly surrounded by the City of Decatur corporate limits and is legally described as follows:

Tract A

Beginning 445.09 feet South of the Northwest corner of the Southwest $\frac{1}{4}$ of Section 33, Township 17 North, Range 2 East of the 3rd P.M., thence South 74.18 feet, thence East 293.61 feet, thence North 74.18 feet, thence West 293.61 feet to the point of beginning. Situated in Macon County, Illinois. Commonly known as 3312 North Westlawn Avenue, PIN 07-07-33-301-005; and also,

Tract B

Beginning 519.27 feet South of the Northeast corner of the SW $\frac{1}{4}$ of Section Thirty-three (33), Township Seventeen (17) North, Range Two (2) East of the Third P.M., thence South 74.18 feet, thence East 293.61 feet, thence North 74.18 feet; thence West 293.61 feet to the point of beginning. Situated in Macon County, Illinois. Commonly known as 3310 North Westlawn Avenue, PIN 07-07-33-301-006; and also,

Tract C

Lot Six (6) of Fite Subdivision, as per Plat recorded in Book 982, Page 97 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois. Commonly known as 3303 Fite Drive, PIN 07-07-33-301-014; and also,

Tract D

Beginning 723.14 Feet South of the Northwest corner of the Southwest Quarter of Section 33, Township 17 North, Range 2 East of the 3rd P.M., Thence East 237.8 Feet; Thence South 100 feet; Thence West 237.8 feet; thence North 100 feet to the point of beginning. Situated in Macon County, Illinois. Commonly known as 3296 North Westlawn Avenue, PIN 07-07-33-301-008; and also,

***** Proof of Publication *****

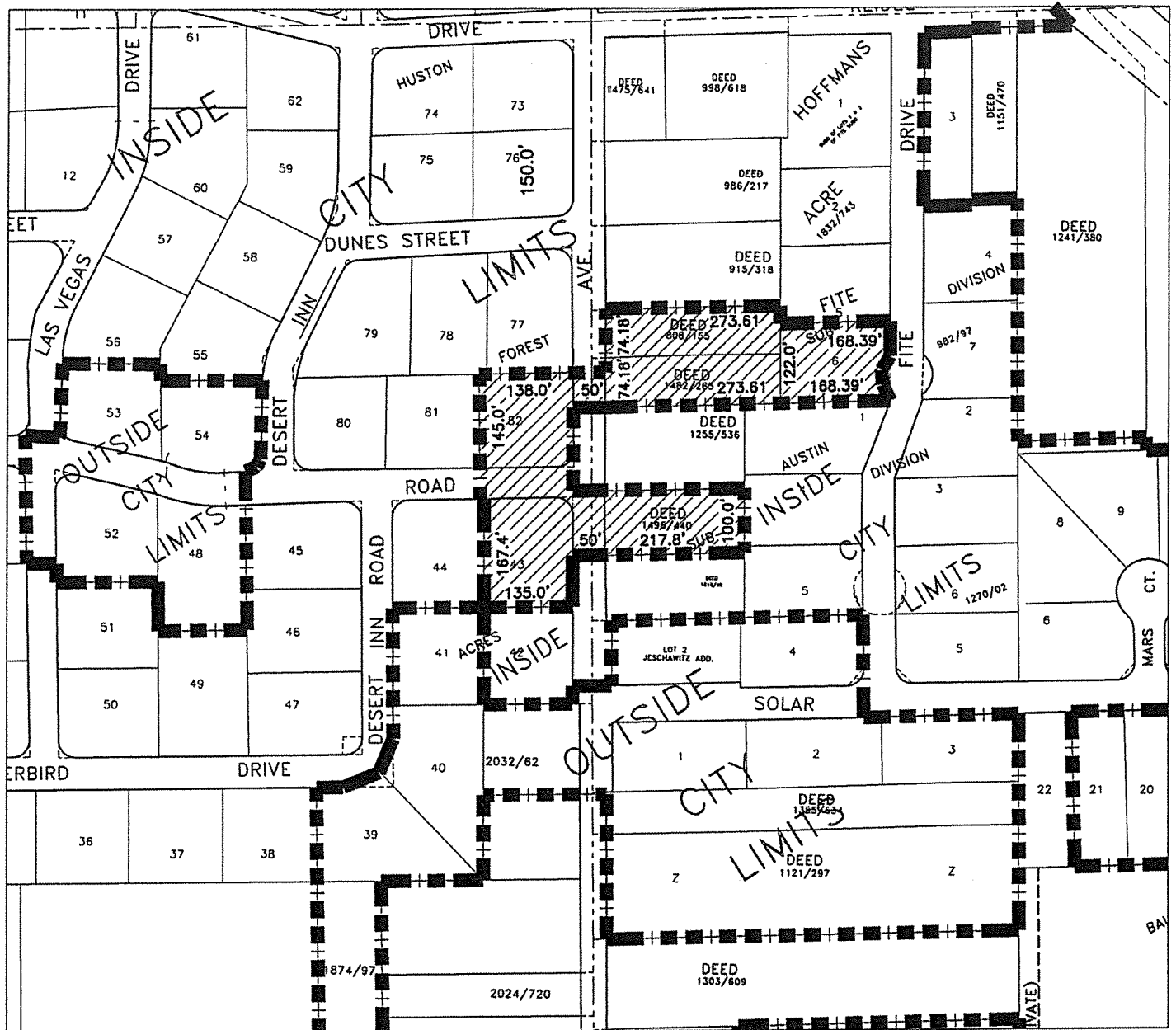
07-07-33-301-006, and also,

Tract E
Lot Eighty-two (82) of Huston
Forest Acres, as per Plat
recorded in Book 300, Page
350 of the Records in the
Recorder's Office of Macon
County, Illinois. Situated in
Macon County, Illinois. Com-
monly known as 3311 North
Westlawn Avenue, PIN
07-07-32-431-006; and also

Tract F
Lot Forty-Three (43) of Huston
Forest Acres, as per Plat
recorded in Book 300, Page
350 of the Records in the
Recorder's Office of Macon
County, Illinois. Situated in
Macon County, Illinois. Com-
monly known as 3255 North
Westlawn Avenue, PIN
07-07-32-435-008.

DATED this 16th day of
November 2020.

Kim Althoff
CITY CLERK
CITY OF DECATUR, ILLINOIS



PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
SE 32-17-2 D Plat (6 Tracts)



indicates territory annexed

indicates existing corporate limits

2.88± acres

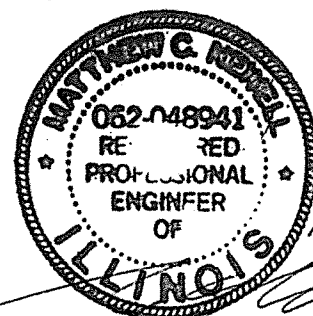
AREA 0.0045± sq. miles

285.6± lin. ft. of public road

HICKORY POINT township



N.T.S.



10-28-20

All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENGINEERING

Director of Public Works - DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER #062-048941
LICENSE EXPIRES NOV. 30, 2021

ORDINANCE NO: _____

DATE: _____

ATTACHMENTS:

Description	Type
Zoning Board of Appeals Minutes of September 10, 2020	Backup Material
Civil Service Commission Minutes of November 3, 2020	Backup Material

**MINUTES OF THE MEETING
OF THE
DECATUR ZONING BOARD OF APPEALS**

Thursday, September 10, 2020 4:00 P.M.
Civic Center Theatre, Decatur Civic Center

I. Call to Order and Determination of a Quorum

The, September 10, 2020 meeting of the Decatur Zoning Board of Appeals was called to order at 4:02 P.M. by Chairman Julie Lamb who determined a quorum was present.

The meeting was held with three (3) Committee members participating through electronic attendance pursuant to Governor Pritzker's Executive Order 2020-07 suspending the requirements of the Open Meetings Act requiring in-person attendance by members of a public body for the duration of the Gubernatorial Disaster Proclamation.

Members Present: Kim Aukamp, Robert Brice, Zane Peterson.
Leslie Risby, Jeff Taylor, Julie Lamb

Members Absent: Chris Brodnicki

Staff Present: Greg Crowe, Amy Waks, Janet Poland

II. Approval of Minutes: August 13, 2020

It was moved and seconded (Aukamp/Taylor) to approve the minutes of the August 13, 2020 meeting of the Zoning Board of Appeals. Motion carried unanimously.

III. New Business

Case No. 20-07 Petition of DECATUR PUBLIC SCHOOL DISTRICT, for a variance in the provisions of the Zoning Ordinance (Ordinance #3512 as amended, Sections XXV.B.2. and XXV.B.9.b.) to reduce the required setback line of an Electronic Message Unit from a residential district/use from 100 feet to 60 feet of the boundary of a residentially zoned district or residential use to allow for the construction of a sign with an electronic message unit for the existing school at 2912 NORTH UNIVERSITY AVENUE

Mr. Greg Crowe was sworn in by Mrs. Janet Poland.

Mr. Greg Crowe stated all three (3) petitions are from the Decatur School District for Electronic Message Units and are very similar. This is an extension of last month's Zoning Board meeting as the School Board is planning to update all their signs.

Mr. Crowe discussed staff's recommendation for approval of the petition based on the staff report distributed to the Zoning Board of Appeals prior to the meeting (staff report is on file and is available for reviewing by request).

Ms. Kayla Peck, representative for the petitioner, was sworn in by Mrs. Poland.

Ms. Peck stated the proposed signs at all the schools will be located at the student drop off area so as many people as possible are able to see the signs.

There were no questions for staff or the representative.

Mr. Brett Davis, objector, was sworn in by Mrs. Poland.

Mr. Davis stated he feels the requested setbacks were too excessive.

It was moved and seconded (Peterson/Aukamp) to approve Case. No. 20-07 as recommended by staff.

Upon call of the roll, Commission members Kim Aukamp, Robert Brice, Zane Peterson, Jeff Taylor and Chairman Julie Lamb voted aye. Commission member Leslie Risby abstained. Chairman Lamb declared the motion carried.

Case No. 20-08 Petition of DECATUR PUBLIC SCHOOL DISTRICT, for a variance in the provisions of the Zoning Ordinance (Ordinance #3512 as amended, Sections XXV.B.2. and XXV.B.9.b.) to reduce the required setback line of an Electronic Message Unit from a residential district/use from 100 feet to 80 feet of the boundary of a residentially zoned district or residential use to allow for the construction of a sign with an electronic message unit for the existing school at 801 SOUTH LAKE RIDGE AVENUE

Mr. Crowe discussed staff's recommendation for approval of the petition based on the staff report distributed to the Zoning Board of Appeals prior to the meeting (staff report is on file and is available for reviewing by request).

Ms. Peck stated there is an existing sign which will be replaced with the new Electronic Message Unit as it is the best location for everyone to see.

There were no questions and no objectors present.

It was moved and seconded (Taylor/Peterson) to approve Case. No. 20-08 as recommended by staff.

Upon call of the roll, Commission members Kim Aukamp, Robert Brice, Zane Peterson, Jeff Taylor and Chairman Julie Lamb voted aye. Commission member Leslie Risby abstained. Chairman Lamb declared the motion carried.

Case No. 20-09 Petition of DECATUR PUBLIC SCHOOL DISTRICT, for a variance in the provisions of the Zoning Ordinance (Ordinance #3512 as amended, Sections XXV.B.2. and XXV.B.9.b.) to reduce the required setback line of an Electronic Message Unit from a residential district/use from 100 feet to 89 feet of the boundary of a residentially zoned district or residential use to allow for the construction of a sign with an electronic message unit for the existing school at 3591 NORTH MACARTHUR ROAD

Mr. Crowe discussed staff's recommendation for approval of the petition based on the staff report distributed to the Zoning Board of Appeals prior to the meeting (staff report is on file and is available for reviewing by request).

There were no questions and no objectors present.

It was moved and seconded (Peterson/Aukamp) to approve Case. No. 20-09 as recommended by staff.

Upon call of the roll, Commission members Kim Aukamp, Robert Brice, Zane Peterson, Jeff Taylor and Chairman Julie Lamb voted aye. Commission member Leslie Risby abstained. Chairman Lamb declared the motion carried.

IV. Appearance of Citizens

No citizen expressed comments.

V. Comments and Information from Commission Members

No Commission members expressed comments.

VI. Adjournment

There being no further business, it was moved and seconded (Aukamp/Peterson) to adjourn the meeting.

Upon call of the roll, Commission members Kim Aukamp, Robert Brice, Zane Peterson, Leslie Risby, Jeff Taylor and Chairman Julie Lamb voted aye. Chairman Lamb declared the meeting adjourned at 4:25 P.M.

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
November 3, 2020

Pursuant to notice the Civil Service Commission of the City of Decatur met in regular session at 11:30 a.m.

PRESENT: CHAIR Tony Wilkins
COMMISSIONER Sarah Creek
COMMISSIONER Greg Spain
SECRETARY Penny Rogers
ADMINISTRATIVE SECRETARY Sherry Beasley
ABSENT: VICE CHAIR Sheri Hagen and COMMISSIONER Todd Ray

Call to Order

Chair Wilkins called the meeting to order at 11:30 a.m.

Roll Call

3 out of 5 Commissioners were present at the time of roll call. Chair Wilkins declared a quorum does exist to conduct and approve business.

Chair Wilkins called for Appearance of Citizens:

There was none.

The Minutes of the October 6, 2020 regular meeting were presented. Commissioner Spain moved that the October 6, 2020 regular meeting minutes be approved, seconded by Commissioner Creek and upon call of the roll, Commissioners Creek, Spain and Wilkins voted aye. Secretary Rogers declared the motion carried.

Commissioner Spain moved to recess to Closed Session for the purpose of discussing personnel actions, seconded by Commissioner Creek, and upon call of the roll, Commissioners, Wilkins, Spain, and Creek voted aye. Secretary Rogers declared the motion carried.

Commissioner Creek moved to return to Open Session, seconded by Commissioner Spain, and upon call of the roll, Commissioners Creek, Spain and Wilkins voted aye. Secretary Rogers declared the motion carried.

Chair Wilkins called for Unfinished Business:

- A. Authorization Request to Approve Final Scores and Eligible Register for Library Page (Half-Time), Commissioner Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Creek, Spain and Wilkins voted aye. Secretary Rogers declared the motion carried.

CIVIL SERVICE COMMISSION

OPEN SESSION MINUTES

November 3, 2020

Page 2

- B. Authorization Request to Approve Final Scores and Lateral Transfer Register for Police Patrol Officer, Commissioner Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Creek, Spain and Wilkins voted aye. Secretary Rogers declared the motion carried.

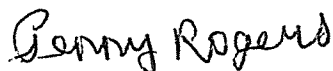
Chair Wilkins called for New Business:

- A. Authorization Request to Approve Job Announcement and Establish Eligible Register for Police Patrol Officer, Commissioner Creek moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Spain, and upon call of the roll, Commissioners Spain, Creek and Wilkins voted aye. Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Job Announcement and Establish Eligible Register for Fire Fighter, Commissioner Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Spain, and upon call of the roll, Commissioners Creek, Spain and Wilkins voted aye. Secretary Rogers declared the motion carried.
- C. Receiving and Filing of Personnel Actions
Commissioner Spain moved that the suspension, oral reprimand, request for leaves, probation period extension, civil service status, resignation, and retirement be received, placed on file, and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Wilkins, Spain and Creek voted aye. Secretary Rogers declared the motion carried.

Chair Wilkins called for Other Business:

There being no other business, Commissioner Spain moved to adjourn the meeting, seconded by Commissioner Creek, and upon call of the roll, Commissioners Creek, Spain and Wilkins voted aye. Secretary Rogers declared the meeting adjourned at 11:46 a.m.

Respectfully Submitted,



Penny Rogers
Secretary

City Clerk

DATE: 12/17/2020

MEMO:

TO: Mayor Julie Moore Wolfe
City Council Members

FROM: Scot Wrighton, City Manager
Kim Althoff, City Clerk

SUBJECT: Resolution Approving Appointment - Library Board of Trustees

SUMMARY RECOMMENDATION: Council is asked to pass the proposed Resolution approving the appointment of Kathleen A. Wrigley to the Library Board of Trustees.

ATTACHMENTS:

Description	Type
Resolution	Resolution Letter

TO THE COUNCIL OF THE CITY
OF DECATUR, ILLINOIS:

Consent of the Council is hereby requested for the appointment by the Mayor of the following named as a member of the board or commission set opposite her respective name, to serve a term expiring upon the date set opposite her respective name or until her respective successor is appointed and qualified:

Kathleen A. Wrigley

Library Board of Trustees

7/1/2023

DATED this 21st day of December, 2020.

Julie Moore Wolfe, Mayor

RESOLUTION NO. R2020-_____
RESOLUTION APPROVING APPOINTMENT

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That consent of the Council be, and it is hereby, given to the appointment by the Mayor of the person aforesaid as by said Mayor requested, which said request be, and it is hereby, received, placed on file and approved.

PRESENTED AND ADOPTED this 21st day of December, 2020.

Julie Moore Wolfe, Mayor

ATTEST:

City Clerk

TO THE COUNCIL OF THE CITY
OF DECATUR, ILLINOIS:

Having received your consent, I hereby appoint the named in the foregoing request by you approved as therein requested.

DATED this 21st day of December, 2020.

Julie Moore Wolfe, Mayor

Public Works

DATE: 12/10/2020

MEMO: 2020-159

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matt Newell, P.E., Public Works Director

SUBJECT: Ordinance Annexing Territory 2323 West Ash Avenue

SUMMARY RECOMMENDATION:

Staff recommends that the following Ordinances annexing territories be approved.

1. 2323 West Ash Avenue
2. 3468 Burt Drive
3. 3707 West Catherine Street
4. 4169 Doneta Avenue
5. 3433 Ferris Drive
6. 3511 Greenview Drive
7. 3520 Greenview Drive
8. 2111 North Sunnyside Road
9. 2113 North Sunnyside Road
10. 3188 North Westlawn Avenue

BACKGROUND: The subject properties are being annexed due to a water service agreement.

POTENTIAL OBJECTIONS: None

STAFF REFERENCE: Matt Newell, Public Works Director and Tara Bachstein, Public Works Administrative Secretary. Matt Newell will be in attendance at the City Council meeting to answer any questions of the Council on this item.

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory 2323 West Ash Avenue	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
2323 WEST ASH AVENUE**

WHEREAS, there having been filed with the City Clerk, and by said Clerk presented to the Council herewith and attached as Exhibit A, the petition under oath of Andrew J. Boleyn, requesting that there be annexed to the City territory described as:

LOT SIX (6) OF PINEWICK ACRES, AS PER PLAT RECORDED IN BOOK 1575, PAGE 9
OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS.
SITUATED IN MACON COUNTY, ILLINOIS.

PIN# 07-07-29-426-006

WHEREAS, it appears said petition is signed by the owners of record of all land within such territory and by at least 51% of the electors residing therein, and that said territory is contiguous to the City and not within the corporate limits of any city, village or incorporated town or other municipality, and,

WHEREAS, notice of intention to take action for annexation has been given as required.

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

Section 1. That said petition and the request thereof be, and the same are hereby, approved.

Section 2. That said territory hereinabove described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the

same are hereby, annexed to and are incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto as Exhibit B and hereby made a part hereof.

Section 4. That the City Clerk shall cause certified copies of this ordinance to be filed with the County Clerk and recorded by the Recorder of Deeds of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

PETITION FOR ANNEXATION

**TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:**

The undersigned, under oath, respectfully represent as follows:

1. That he/she is an owner of record of all the property herein described.
2. That there are no electors who reside on the property herein described.
3. That the property herein described is not within the corporate limits of any municipality.
4. That the property herein described is contiguous (adjacent) to the City of Decatur.
5. That the petitioner(s) request(s) that the City of Decatur, annex the property commonly described as 2323 West Ash Avenue and legally described as follows:

LOT SIX (6) OF PINEWICK ACRES, AS PER PLAT RECORDED IN BOOK 1575, PAGE 9 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS. SITUATED IN MACON COUNTY, ILLINOIS.

PIN #07-07-29-426-006

WHEREFORE, petitioner(s) request(s) the above described property be annexed to the City of Decatur, in accordance with the Statutes in such case made and provided.

SIGNATURE

Andrew J. Boleyn

PRINTED NAME

Andrew J. Boleyn

STREET ADDRESS, CITY, STATE

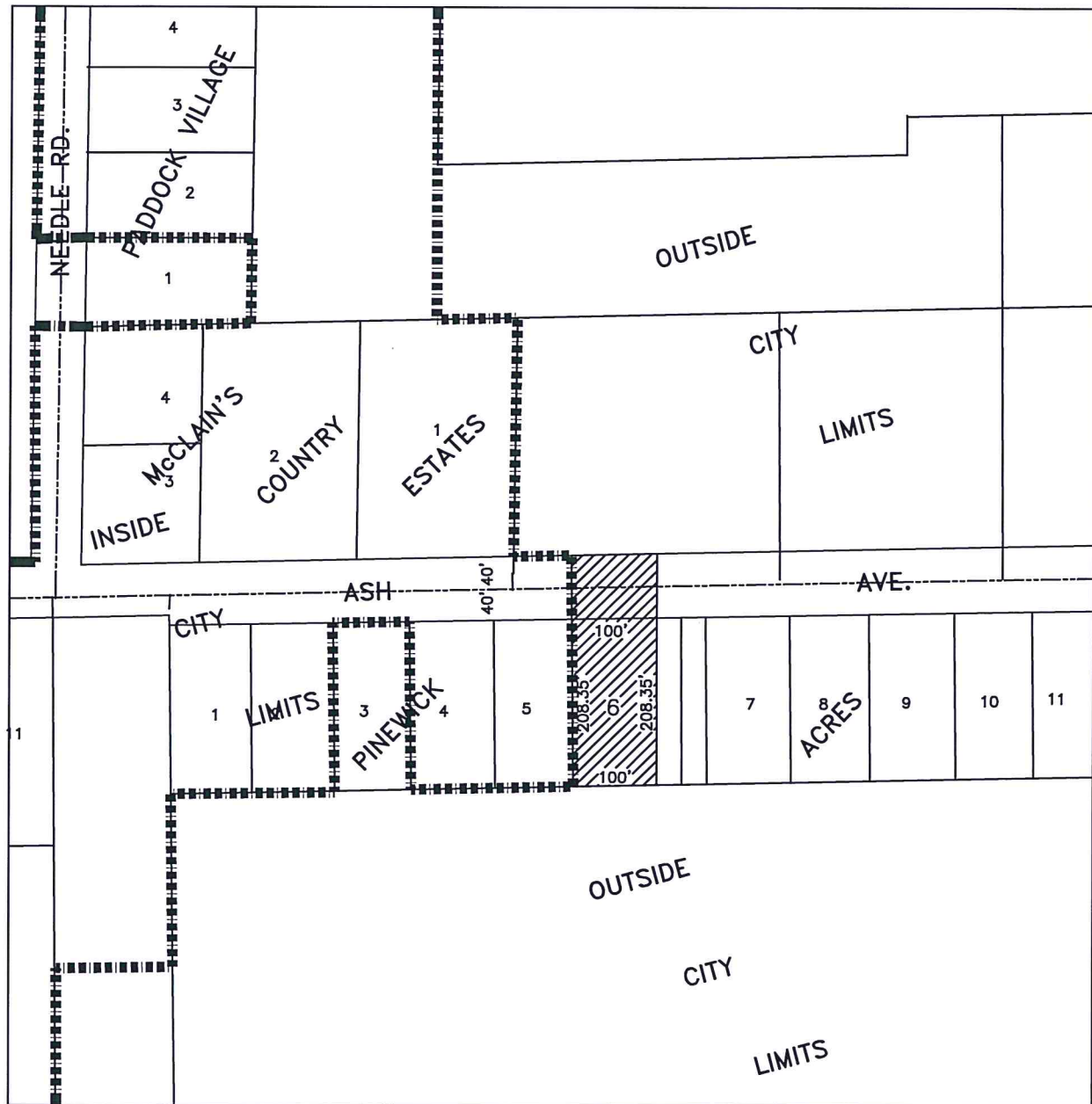
5745 Kirby Rd., Decatur, IL

Signed and sworn to before me 5 day of November, 20 20

Kirsten A. Born

Notary Public





PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
2323 WEST ASH AVENUE



indicates territory annexed



indicates existing corporate limits

0.478± acres

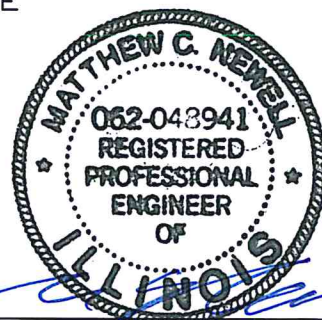
AREA 0.0007± sq. miles

100± lin. ft. of public road

HICKORY POINT township



N.T.S.



CITY ENGINEER - DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER # 062-048941
LICENSE EXPIRES NOV. 30, 2021

All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

ORDINANCE NO: _____

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

DATE: _____

Public Works

DATE: 12/10/2020

MEMO: 2020-159

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matt Newell, P.E., Public Works Director

SUBJECT: Ordinance Annexing Territory 3468 Burt Drive

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory 3468 Burt Drive	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
3468 BURT DRIVE**

WHEREAS, there having been filed with the City Clerk, and by said Clerk presented to the Council herewith and attached as Exhibit A, the petition under oath of Terri J. Mathes, requesting that there be annexed to the City territory described as:

LOT ONE (1) OF WILCOX WAYSIDE FARMS ADDITION, AS PER PLAT RECORDED IN BOOK 300, PAGE 186 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS. SITUATED IN MACON COUNTY, ILLINOIS.

PIN# 04-12-05-301-001

WHEREAS, it appears said petition is signed by the owners of record of all land within such territory and by at least 51% of the electors residing therein, and that said territory is contiguous to the City and not within the corporate limits of any city, village or incorporated town or other municipality, and,

WHEREAS, notice of intention to take action for annexation has been given as required.

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

Section 1. That said petition and the request thereof be, and the same are hereby, approved.

Section 2. That said territory hereinabove described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the

same are hereby, annexed to and are incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto as Exhibit B and hereby made a part hereof.

Section 4. That the City Clerk shall cause certified copies of this ordinance to be filed with the County Clerk and recorded by the Recorder of Deeds of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

The undersigned, under oath, respectfully represents as follows:

1. That he/she is an owner of record, or an elector (person registered to vote) residing therein, of all the property herein described.
2. That at least 51% of the electors (person(s) registered to vote) who reside on the property herein described have signed and do join in the petition.
3. That the property herein described is not within the corporate limits of any municipality.
4. That the property herein described is contiguous (adjacent) to the City of Decatur.
5. That only the following listed adult person(s) (over 18 years of age) reside in the property to be annexed. (Please list the name of each adult person residing in the property to be annexed, including middle initial.) _____

Terri S. Mathes

6. That the petitioner(s) request(s) that the City of Decatur, annex the property commonly described as 3468 Burt Drive, and legally described as follows:

LOT ONE (1) OF WILCOX WAYSIDE FARMS ADDITION, AS PER PLAT RECORDED IN BOOK 300, PAGE 186 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS. SITUATED IN MACON COUNTY, ILLINOIS.

PIN # 04-12-05-301-001

WHEREFORE, petitioner(s) request(s) the above described property be annexed to the City of Decatur, in accordance with the Statutes in such case made and provided.

SIGNATURE

PRINTED NAME

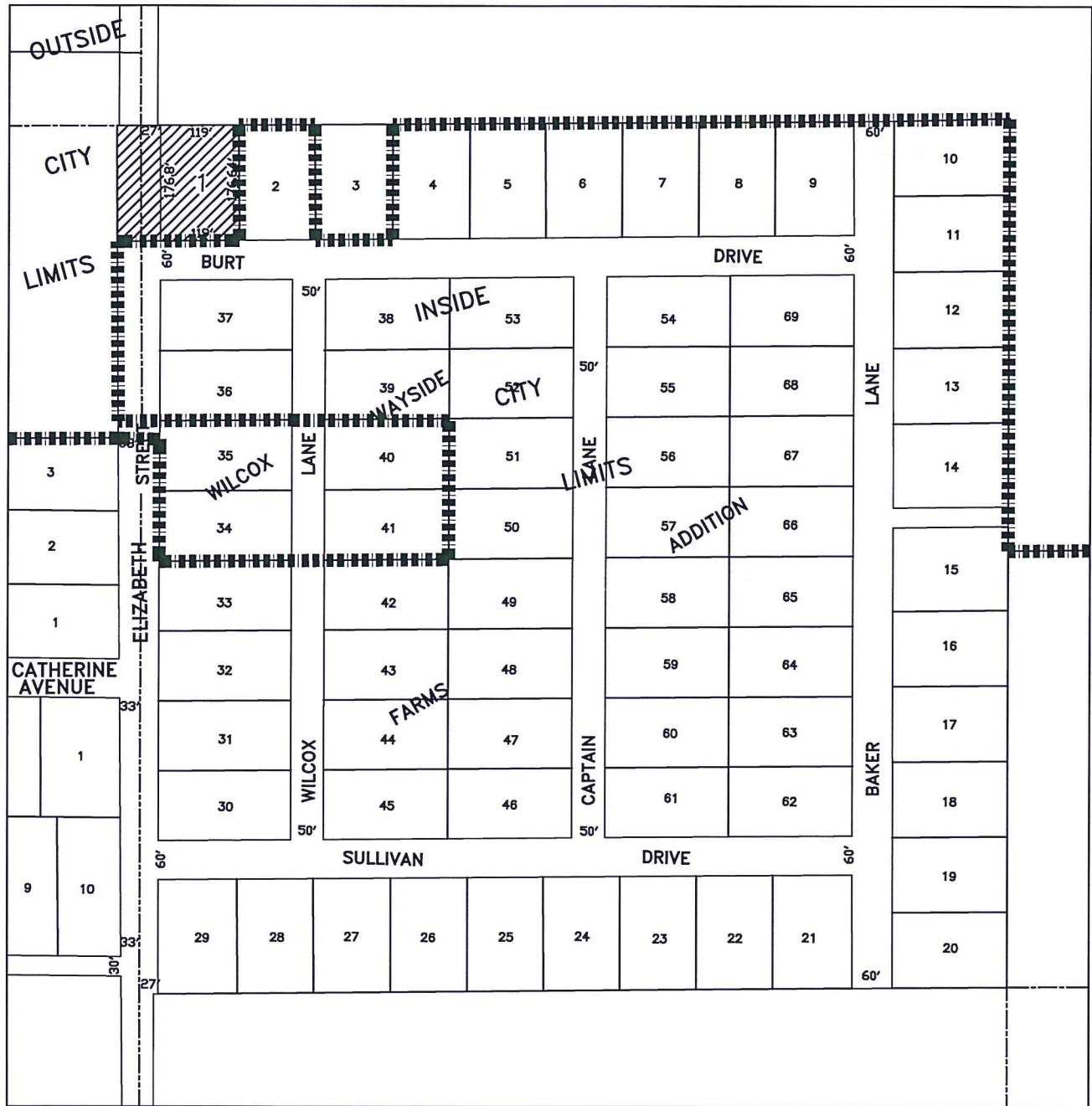
STREET ADDRESS, CITY, STATE

Terri S. Mathes Terri S. Mathes 3468 Burt Dr. Decatur
IL 62526

Signed and sworn to before me this 23rd day of November, 20 20

Kelly J. Hamilton
Notary Public





PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
3468 BURT DRIVE



indicates territory annexed



indicates existing corporate limits

0.483± acres

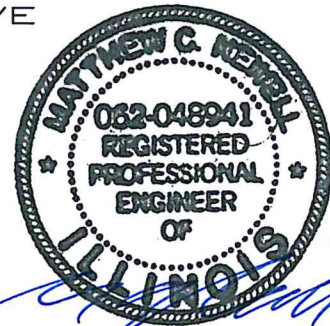
AREA 0.0007± sq. miles

177± lin. ft. of public road

DECATUR township



N.T.S.



CITY ENGINEER — DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER # 062-048941
LICENSE EXPIRES NOV. 30, 2021

All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

ORDINANCE NO: _____

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

DATE: _____

Public Works

DATE: 12/10/2020

MEMO: 2020-159

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matt Newell, P.E., Public Works Director

SUBJECT: Ordinance Annexing Territory 3707 West Catherine Street

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory 3707 West Catherine Street	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
3707 WEST CATHERINE STREET**

WHEREAS, there having been filed with the City Clerk, and by said Clerk presented to the Council herewith and attached as Exhibit A, the petition under oath of Rick L. Garner and Jeannine L. Garner, requesting that there be annexed to the City territory described as:

THE NORTH 178 FEET OF THE WEST 120 FEET OF LOT THIRTEEN (13) OF VIRGINIA SECOND ADDITION, AS PER PLAT RECORDED IN BOOK 802, PAGE 119 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS.

PIN# 04-12-06-427-004

WHEREAS, it appears said petition is signed by the owners of record of all land within such territory and by at least 51% of the electors residing therein, and that said territory is contiguous to the City and not within the corporate limits of any city, village or incorporated town or other municipality, and,

WHEREAS, notice of intention to take action for annexation has been given as required.

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

Section 1. That said petition and the request thereof be, and the same are hereby, approved.

Section 2. That said territory hereinabove described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the

same are hereby, annexed to and are incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto as Exhibit B and hereby made a part hereof.

Section 4. That the City Clerk shall cause certified copies of this ordinance to be filed with the County Clerk and recorded by the Recorder of Deeds of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

The undersigned, under oath, respectfully represents as follows:

1. That he/she is an owner of record, or an elector (person registered to vote) residing therein, of all the property herein described.
2. That at least 51% of the electors (person(s) registered to vote) who reside on the property herein described have signed and do join in the petition.
3. That the property herein described is not within the corporate limits of any municipality.
4. That the property herein described is contiguous (adjacent) to the City of Decatur.
5. That only the following listed adult person(s) (over 18 years of age) reside in the property to be annexed. (Please list the name of each adult person residing in the property to be annexed, including middle initial.)

RICK L. GARNER

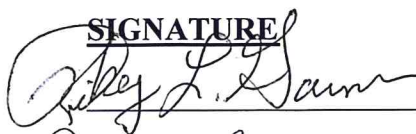
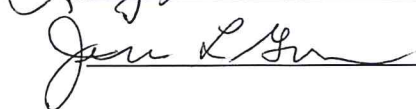
JEANNINE L. GARNER

6. That the petitioner(s) request(s) that the City of Decatur, annex the property commonly described as 3707 West Catherine Street, and legally described as follows:

THE NORTH 178 FEET OF THE WEST 120 FEET OF LOT THIRTEEN (13) OF VIRGINIA SECOND ADDITION, AS PER PLAT RECORDED IN BOOK 802, PAGE 119 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS.

PIN # 04-12-06-427-004

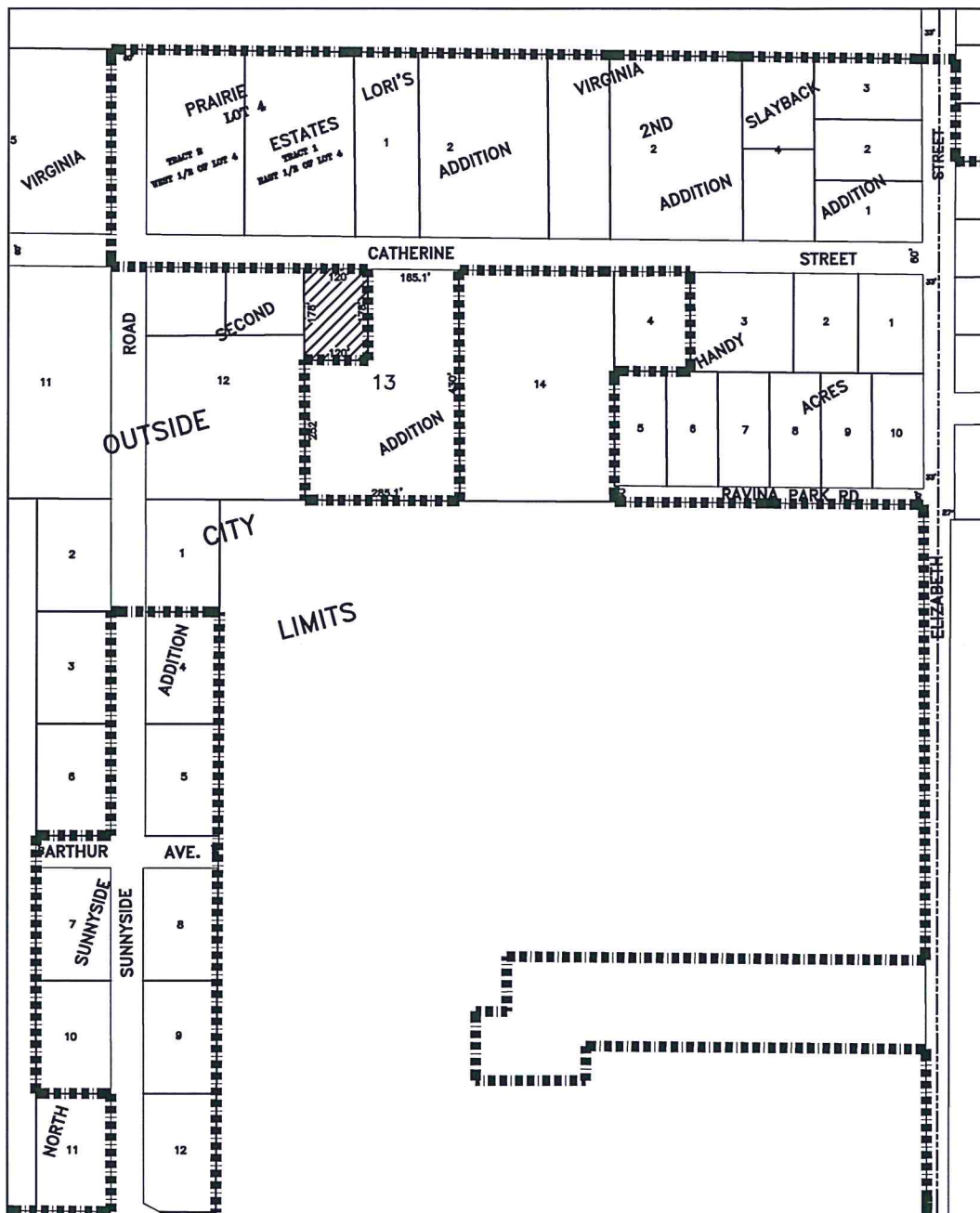
WHEREFORE, petitioner(s) request(s) the above described property be annexed to the City of Decatur, in accordance with the Statutes in such case made and provided.

<u>SIGNATURE</u>	<u>PRINTED NAME</u>	<u>STREET ADDRESS, CITY, STATE</u>
	<u>RICK L. GARNER</u>	<u>3707 WEST CATHERINE ST.</u>
	<u>JEANNINE L. GARNER</u>	<u>DECATUR, IL. 62526</u>

Signed and sworn to before me this 12 day of November, 2020



Kylie McCullough
Notary Public



PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
3707 WEST CATHERINE STREET



indicates territory annexed



indicates existing corporate limits

0.49± acres

AREA 0.0008± sq. miles

0 lin. ft. of public road

DECATUR township



N.T.S.



11-9-20

CITY ENGINEER — DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER # 062-048941
LICENSE EXPIRES NOV. 30, 2021

ORDINANCE NO: _____

DATE: _____

All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

Public Works

DATE: 12/10/2020

MEMO: 2020-159

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matt Newell, P.E., Public Works Director

SUBJECT: Ordinance Annexing Territory 4169 Doneta Avenue

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory 4169 Doneta Avenue	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
4169 DONETA AVENEUE**

WHEREAS, there having been filed with the City Clerk, and by said Clerk presented to the Council herewith and attached as Exhibit A, the petition under oath of Jenifer A. Day and Cody A. Day, requesting that there be annexed to the City territory described as:

LOT TWELVE (12) OF COOPER'S SECOND SUBDIVISION, AS PER PLAT RECORDED IN BOOK 1405, PAGE 16 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS. SITUATED IN MACON COUNTY, ILLINOIS

PIN# 07-07-28-302-002

WHEREAS, it appears said petition is signed by the owners of record of all land within such territory and by at least 51% of the electors residing therein, and that said territory is contiguous to the City and not within the corporate limits of any city, village or incorporated town or other municipality, and,

WHEREAS, notice of intention to take action for annexation has been given as required.

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

Section 1. That said petition and the request thereof be, and the same are hereby, approved.

Section 2. That said territory hereinabove described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the

same are hereby, annexed to and are incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto as Exhibit B and hereby made a part hereof.

Section 4. That the City Clerk shall cause certified copies of this ordinance to be filed with the County Clerk and recorded by the Recorder of Deeds of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

The undersigned, under oath, respectfully represents as follows:

1. That he/she is an owner of record, or an elector (person registered to vote) residing therein, of all the property herein described.
2. That at least 51% of the electors (person(s) registered to vote) who reside on the property herein described have signed and do join in the petition.
3. That the property herein described is not within the corporate limits of any municipality.
4. That the property herein described is contiguous (adjacent) to the City of Decatur.
5. That only the following listed adult person(s) (over 18 years of age) reside in the property to be annexed. (Please list the name of each adult person residing in the property to be annexed, including middle initial.) _____

Jennifer A. Day Cody A. Day

6. That the petitioner(s) request(s) that the City of Decatur, annex the property commonly described as 4169 Doneta Avenue, and legally described as follows:

LOT TWELVE (12) OF COOPER'S SECOND SUBDIVISION, AS PER PLAT RECORDED IN BOOK 1405, PAGE 16 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS. SITUATED IN MACON COUNTY, ILLINOIS.

PIN # 07-07-28-302-002

WHEREFORE, petitioner(s) request(s) the above described property be annexed to the City of Decatur, in accordance with the Statutes in such case made and provided.

SIGNATURE

PRINTED NAME

STREET ADDRESS, CITY, STATE

Jennifer Day Jennifer Day 4169 Doneta Ave Decatur

Signed and sworn to before me this 3 day of December, 20 20

Kirsten A. Born
Notary Public

(Rev. 12/2014)



PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

The undersigned, under oath, respectfully represents as follows:

1. That he/she is an owner of record, or an elector (person registered to vote) residing therein, of all the property herein described.
2. That at least 51% of the electors (person(s) registered to vote) who reside on the property herein described have signed and do join in the petition.
3. That the property herein described is not within the corporate limits of any municipality.
4. That the property herein described is contiguous (adjacent) to the City of Decatur.
5. That only the following listed adult person(s) (over 18 years of age) reside in the property to be annexed. (Please list the name of each adult person residing in the property to be annexed, including middle initial.) _____

Cody A Day
Jenifer A. Day

6. That the petitioner(s) request(s) that the City of Decatur, annex the property commonly described as 4169 Doneta Avenue, and legally described as follows:

LOT TWELVE (12) OF COOPER'S SECOND SUBDIVISION, AS PER PLAT RECORDED IN BOOK 1405, PAGE 16 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS. SITUATED IN MACON COUNTY, ILLINOIS.

PIN # 07-07-28-302-002

WHEREFORE, petitioner(s) request(s) the above described property be annexed to the City of Decatur, in accordance with the Statutes in such case made and provided.

SIGNATURE

Cody Day

PRINTED NAME

Cody Day

STREET ADDRESS, CITY, STATE

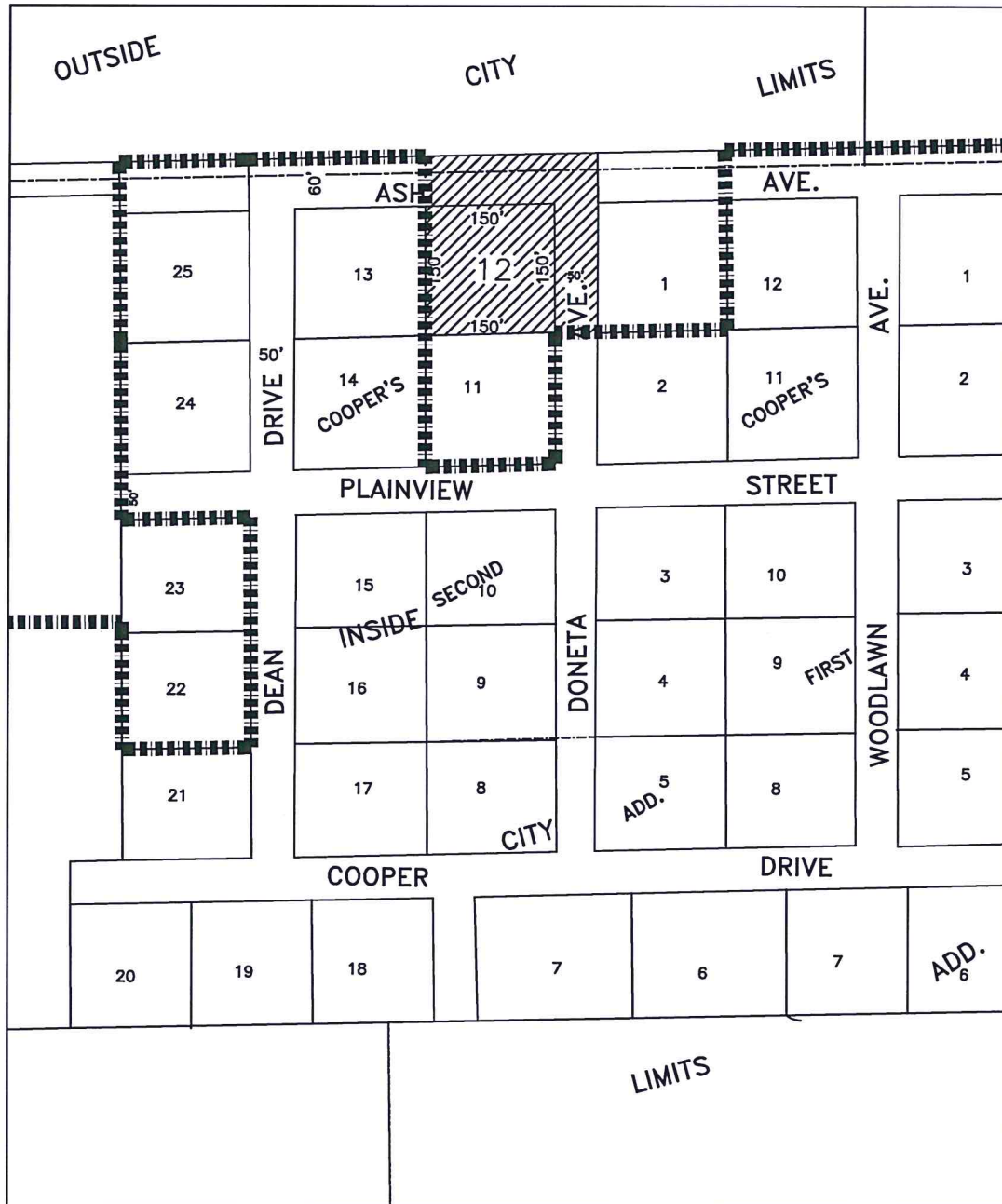
4169 Doneta Ave. Decatur,
Illinois

Signed and sworn to before me this 4th day of December, 2020

Chelsie Finch

Notary Public





PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
4169 DONETA AVENUE



indicates territory annexed



indicates existing corporate limits

0.517± acres

AREA 0.0008± sq. miles

300± lin. ft. of public road

HICKORY POINT township



N.T.S.



CITY ENGINEER - DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER # 062-048941
LICENSE EXPIRES NOV. 30, 2021

ORDINANCE NO: _____

DATE: _____

All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

Public Works

DATE: 12/10/2020

MEMO: 2020-159

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matt Newell, P.E., Public Works Director

SUBJECT: Ordinance Annexing Territory 3433 Ferris Drive

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory 3433 Ferris Drive	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
3433 FERRIS DRIVE**

WHEREAS, there having been filed with the City Clerk, and by said Clerk presented to the Council herewith and attached as Exhibit A, the petition under oath of Eric & Cody Webster, requesting that there be annexed to the City territory described as:

LOT TWENTY-EIGHT (28) OF SOUTH HILLTOP SUBDIVISION, AS PER PLAT
RECORDED IN BOOK 300, PAGE 212 OF THE RECORDS IN THE RECORDER'S
OFFICE OF MACON COUNTY, ILLINOIS. SITUATED IN MACON COUNTY, ILLINOIS.

PIN# 17-12-33-301-012

WHEREAS, it appears said petition is signed by the owners of record of all land within such territory and by at least 51% of the electors residing therein, and that said territory is contiguous to the City and not within the corporate limits of any city, village or incorporated town or other municipality, and,

WHEREAS, notice of intention to take action for annexation has been given as required.

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

Section 1. That said petition and the request thereof be, and the same are hereby, approved.

Section 2. That said territory hereinabove described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the

same are hereby, annexed to and are incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto as Exhibit B and hereby made a part hereof.

Section 4. That the City Clerk shall cause certified copies of this ordinance to be filed with the County Clerk and recorded by the Recorder of Deeds of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

The undersigned, under oath, respectfully represents as follows:

1. That he/she is an owner of record, or an elector (person registered to vote) residing therein, of all the property herein described.
2. That at least 51% of the electors (person(s) registered to vote) who reside on the property herein described have signed and do join in the petition.
3. That the property herein described is not within the corporate limits of any municipality.
4. That the property herein described is contiguous (adjacent) to the City of Decatur.
5. That only the following listed adult person(s) (over 18 years of age) reside in the property to be annexed. (Please list the name of each adult person residing in the property to be annexed, including middle initial.) _____

Eric Webster

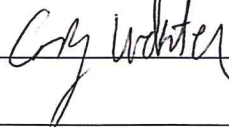
Cody Webster

6. That the petitioner(s) request(s) that the City of Decatur, annex the property commonly described as 3433 Ferris Drive, and legally described as follows:

LOT TWENTY-EIGHT (28) OF SOUTH HILLTOP SUBDIVISION, AS PER PLAT RECORDED IN BOOK 300, PAGE 212 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS. SITUATED IN MACON COUNTY, ILLINOIS.

PIN # 17-12-33-301-012

WHEREFORE, petitioner(s) request(s) the above described property be annexed to the City of Decatur, in accordance with the Statutes in such case made and provided.

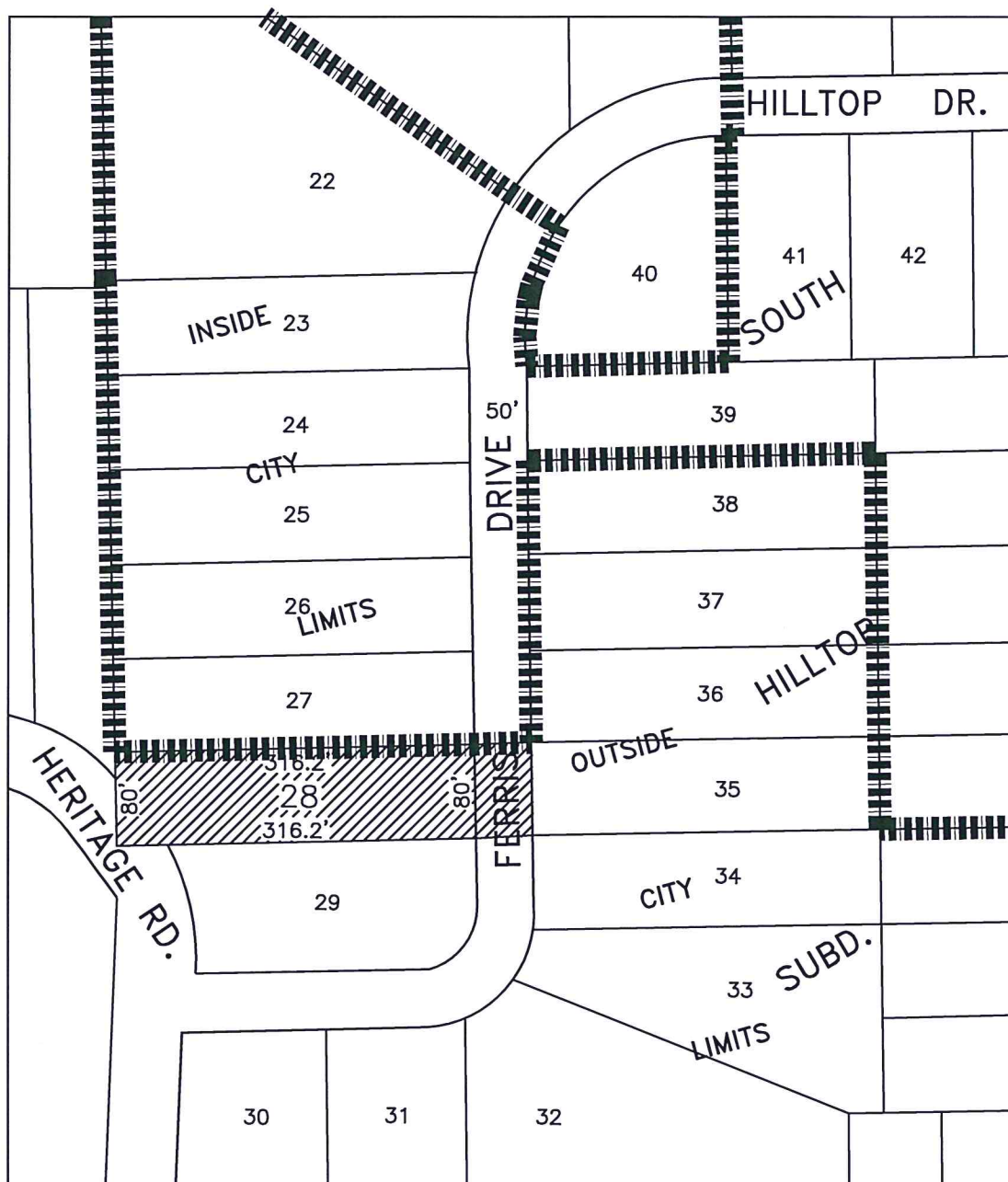
<u>SIGNATURE</u>	<u>PRINTED NAME</u>	<u>STREET ADDRESS, CITY, STATE</u>
	Eric Webster	3433 Ferris Dr Decatur IL
	Cody Webster	3433 Ferris Dr. Decatur, IL 62521

Signed and sworn to before me this 4 day of December, 20 20

Kirsten A. Born
Notary Public

(Rev. 12/2014)





PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
3433 FERRIS DRIVE



indicates territory annexed



indicates existing corporate limits

0.581± acres

AREA 0.0009± sq. miles

80± lin. ft. of public road

SOUTH WHEATLAND township



CITY ENGINEER - DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER # 062-048941
LICENSE EXPIRES NOV. 30, 2021

All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

ORDINANCE NO: _____

DATE: _____

Public Works

DATE: 12/10/2020

MEMO: 2020-159

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matt Newell, P.E., Public Works Director

SUBJECT: Ordinance Annexing Territory 3511 Greenview Drive

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory 3511 Greenview Drive	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
3511 GREENVIEW DRIVE**

WHEREAS, there having been filed with the City Clerk, and by said Clerk presented to the Council herewith and attached as Exhibit A, the petition under oath of Timothy Reif, requesting that there be annexed to the City territory described as:

LOT FIFTY-ONE (51) OF SOUTH HILLTOP SUBDIVISION, AS PER PLAT RECORDED IN BOOK 300 ON PAGE 212 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS. (EXCEPT COAL AND OTHER MINERALS PREVIOUSLY RESERVED OR CONVEYED AND THE RIGHT TO MINE AND REMOVE THE SAME). SITUATED IN MACON COUNTY, ILLINOIS.

PIN# 17-12-33-302-022

WHEREAS, it appears said petition is signed by the owners of record of all land within such territory and by at least 51% of the electors residing therein, and that said territory is contiguous to the City and not within the corporate limits of any city, village or incorporated town or other municipality, and,

WHEREAS, notice of intention to take action for annexation has been given as required.

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

Section 1. That said petition and the request thereof be, and the same are hereby, approved.

Section 2. That said territory hereinabove described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the same are hereby, annexed to and are incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto as Exhibit B and hereby made a part hereof.

Section 4. That the City Clerk shall cause certified copies of this ordinance to be filed with the County Clerk and recorded by the Recorder of Deeds of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

The undersigned, under oath, respectfully represents as follows:

1. That he/she is an owner of record, or an elector (person registered to vote) residing therein, of all the property herein described.
2. That at least 51% of the electors (person(s) registered to vote) who reside on the property herein described have signed and do join in the petition.
3. That the property herein described is not within the corporate limits of any municipality.
4. That the property herein described is contiguous (adjacent) to the City of Decatur.
5. That only the following listed adult person(s) (over 18 years of age) reside in the property to be annexed. (Please list the name of each adult person residing in the property to be annexed, including middle initial.) _____

Timothy Reif

6. That the petitioner(s) request(s) that the City of Decatur, annex the property commonly described as 3511 Greenview Drive, and legally described as follows:

LOT FIFTY-ONE (51) OF SOUTH HILLTOP SUBDIVISION, AS PER PLAT RECORDED IN BOOK 300 ON PAGE 212 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS. (EXCEPT COAL AND OTHER MINERALS PREVIOUSLY RESERVED OR CONVEYED AND THE RIGHT TO MINE AND REMOVE THE SAME). SITUATED IN MACON COUNTY, ILLINOIS.

PIN # 17-12-33-302-022

WHEREFORE, petitioner(s) request(s) the above described property be annexed to the City of Decatur, in accordance with the Statutes in such case made and provided.

SIGNATURE

PRINTED NAME

STREET ADDRESS, CITY, STATE

[Signature]

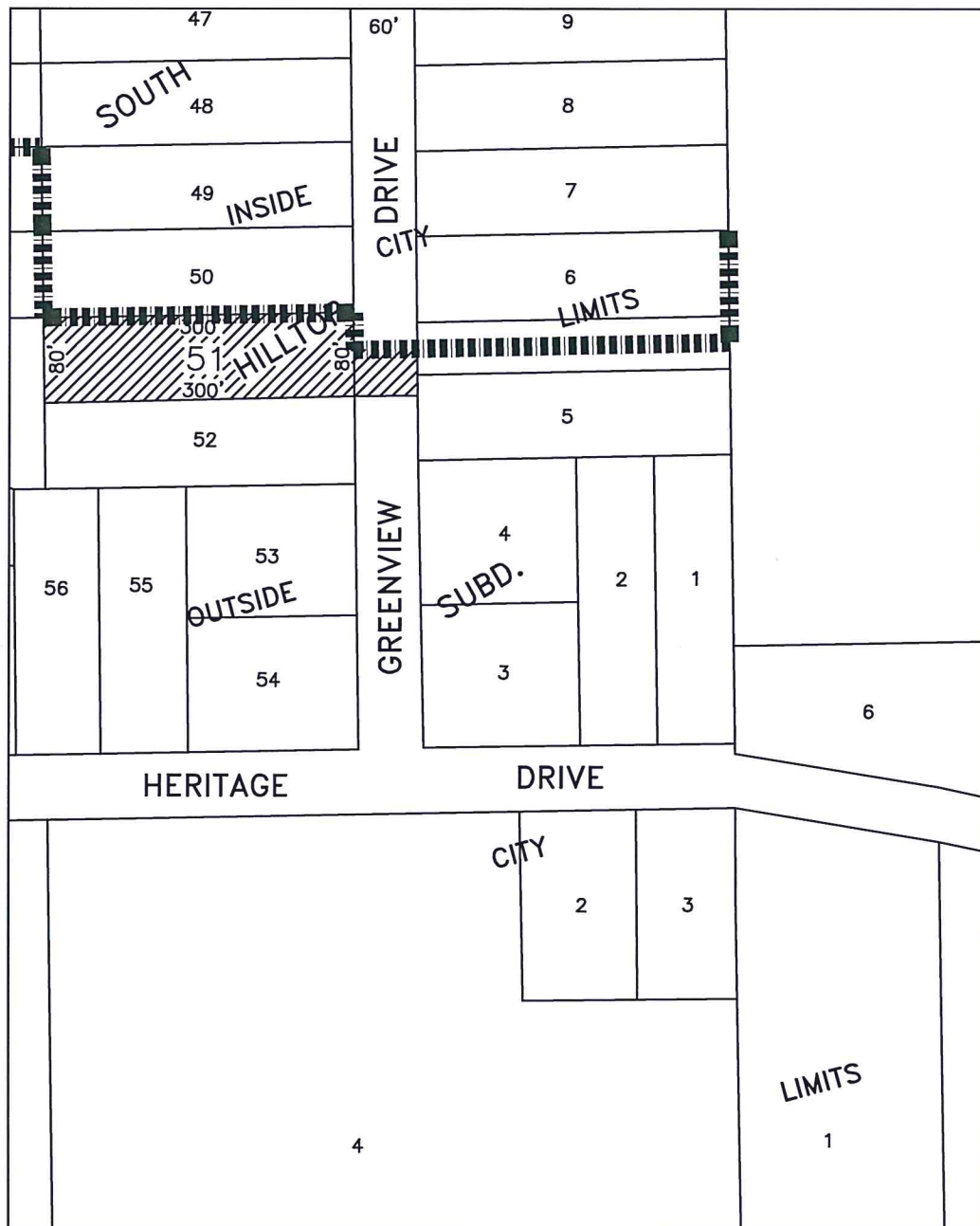
Timothy Reif

3511 Greenview Dr Decatur IL

Signed and sworn to before me this 24 day of November, 2020

Kristin Sprague
Notary Public





PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
3511 GREENVIEW DRIVE



indicates territory annexed



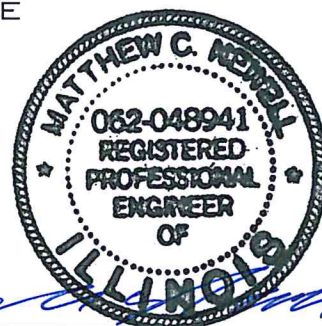
indicates existing corporate limits

0.551± acres

AREA 0.0009± sq. miles

40± lin. ft. of public road

SOUTH WHEATLAND township



CITY ENGINEER - DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER # 062-048941
LICENSE EXPIRES NOV. 30, 2021

All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

ORDINANCE NO: _____

DATE: _____

Public Works

DATE: 12/10/2020

MEMO: 2020-159

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matt Newell, P.E., Public Works Director

SUBJECT: Ordinance Annexing Territory 3520 Greenview Drive

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory 3520 Greenview Drive	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
3520 GREENVIEW DRIVE**

WHEREAS, there having been filed with the City Clerk, and by said Clerk presented to the Council herewith and attached as Exhibit A, the petition under oath of James M. Hammer and Catherine Hammer, requesting that there be annexed to the City territory described as:

LOT 5 OF SOUTH HILLTOP SUBDIVISION, AS PER PLAT RECORDED IN BOOK 300,
PAGE 212, OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY,
ILLINOIS.

PIN# 17-12-33-304-001

WHEREAS, it appears said petition is signed by the owners of record of all land within such territory and by at least 51% of the electors residing therein, and that said territory is contiguous to the City and not within the corporate limits of any city, village or incorporated town or other municipality, and,

WHEREAS, notice of intention to take action for annexation has been given as required.

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

Section 1. That said petition and the request thereof be, and the same are hereby, approved.

Section 2. That said territory hereinabove described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the

same are hereby, annexed to and are incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto as Exhibit B and hereby made a part hereof.

Section 4. That the City Clerk shall cause certified copies of this ordinance to be filed with the County Clerk and recorded by the Recorder of Deeds of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

The undersigned, under oath, respectfully represents as follows:

1. That he/she is an owner of record, or an elector (person registered to vote) residing therein, of all the property herein described.
2. That at least 51% of the electors (person(s) registered to vote) who reside on the property herein described have signed and do join in the petition.
3. That the property herein described is not within the corporate limits of any municipality.
4. That the property herein described is contiguous (adjacent) to the City of Decatur.
5. That only the following listed adult person(s) (over 18 years of age) reside in the property to be annexed. (Please list the name of each adult person residing in the property to be annexed, including middle initial.) _____

James M. Hammer

Catherine Hammer

6. That the petitioner(s) request(s) that the City of Decatur, annex the property commonly described as 3520 Greenview Drive, and legally described as follows:

LOT 5 OF SOUTH HILLTOP SUBDIVISION, AS PER PLAT RECORDED IN BOOK 300, PAGE 212, OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS.

PIN # 17-12-33-304-001

WHEREFORE, petitioner(s) request(s) the above described property be annexed to the City of Decatur, in accordance with the Statutes in such case made and provided.

SIGNATURE

PRINTED NAME

STREET ADDRESS, CITY, STATE

<u>James M. Hammer</u>	<u>James M. Hammer</u>	<u>3520 Greenview Dr Decatur, IL</u>
<u>Catherine M. Hammer</u>	<u>Catherine Hammer</u>	<u>3520 Greenview Dr Decatur, IL</u>

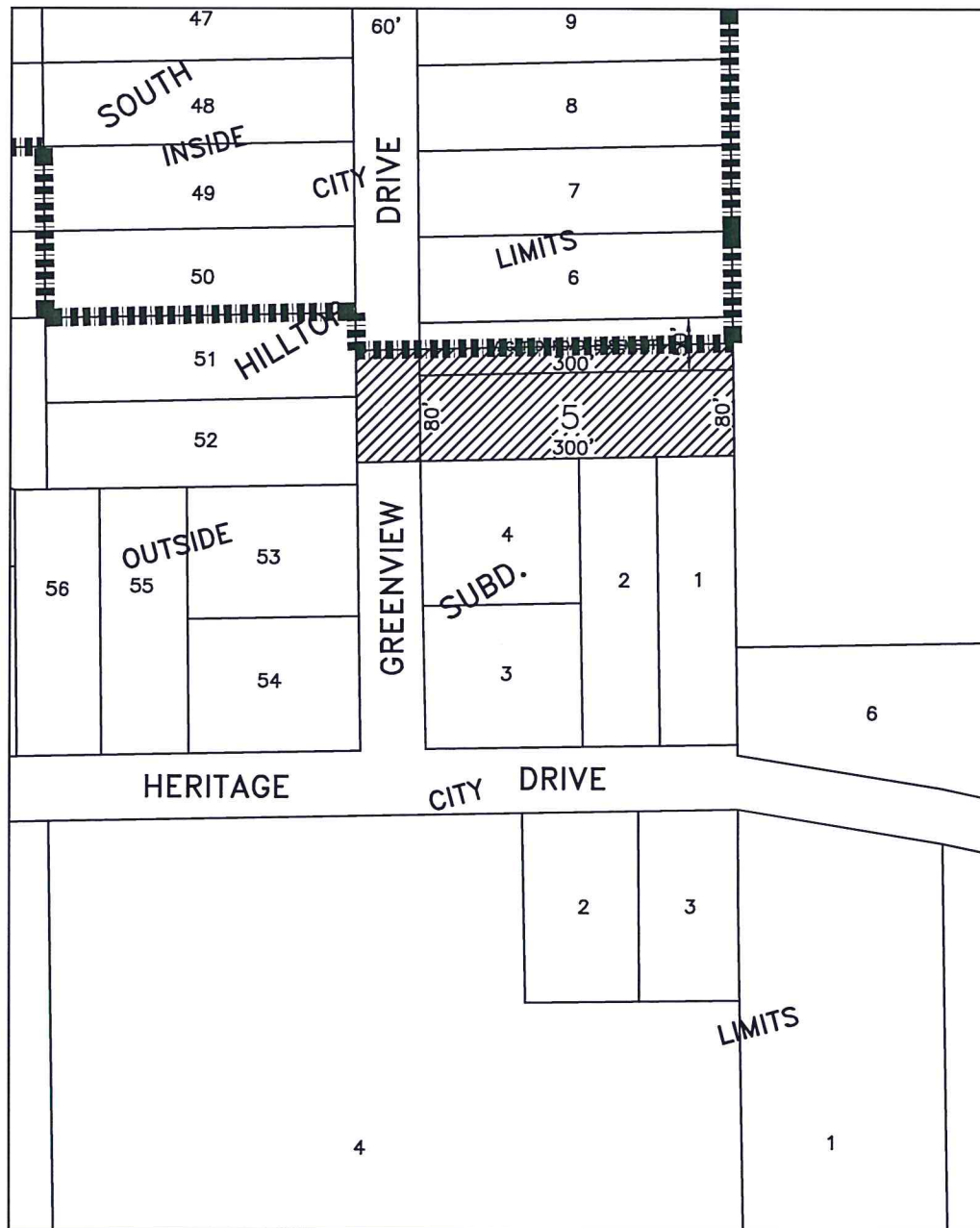
Signed and sworn to before me this 12th day of November, 2020

Tara R. Bachstein

Notary Public

(Rev. 12/2014)





PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
3520 GREENVIEW DRIVE



indicates territory annexed



indicates existing corporate limits

0.723± acres

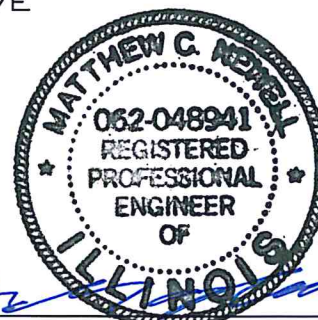
AREA 0.0011± sq. miles

105± lin. ft. of public road

SOUTH WHEATLAND township



N.T.S.



CITY ENGINEER - DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER # 062-048941
LICENSE EXPIRES NOV. 30, 2021

All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

ORDINANCE NO: _____

DATE: _____

Public Works

DATE: 12/10/2020

MEMO: 2020-159

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matt Newell, P.E., Public Works Director

SUBJECT: Ordinance Annexing Territory 2111 North Sunnyside Road

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory 2111 North Sunnyside Road	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
2111 NORTH SUNNYSIDE ROAD**

WHEREAS, there having been filed with the City Clerk, and by said Clerk presented to the Council herewith and attached as Exhibit A, the petition under oath of Philip E. Worthey, Anne E. Worthey and Christopher Worthey, requesting that there be annexed to the City territory described as:

LOT SIX (6) OF NORTH SUNNYSIDE ADDITION, AN ADDITION TO THE CITY OF DECATUR, ILLINOIS AS PER PLAT RECORDED IN BOOK 536 PAGE 50 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS, EXCEPT THE NORTH 58 FEET THEREOF;

THAT PORTION OF ARTHUR AVENUE THAT LIES BETWEEN LOT 6 AND LOT 7 OF NORTH SUNNYSIDE ADDITION TO THE CITY OF DECATUR, ILLINOIS, AS PER PLAT RECORDED IN BOOK 536 PAGE 50 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS, DESCRIBED AS BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 6, WHICH IS ALSO THE INTERSECTION OF THE WEST LINE OF NORTH SUNNYSIDE ROAD AND THE NORTH LINE OF ARTHUR AVENUE, RUNNING THENCE WESTERLY ALONG THE SOUTH LINE OF SAID LOT 6, WHICH IS ALSO THE NORTH LINE OF ARTHUR AVENUE FOR 136.18 FEET TO THE SOUTHWEST CORNER OF SAID LOT 6, WHICH IS ALSO THE INTERSECTION OF THE NORTH LINE OF ARTHUR AVENUE AND THE WEST LINE OF NORTH SUNNYSIDE ADDITION; THENCE SOUTHERLY ALONG THE WEST LINE OF NORTH SUNNYSIDE ADDITION FOR 60.00 FEET TO THE NORTHWEST CORNER OF SAID LOT 7, WHICH IS ALSO THE INTERSECTION OF THE WEST LINE OF NORTH SUNNYSIDE ADDITION AND THE SOUTH LINE OF ARTHUR AVENUE; THENCE EASTERLY ALONG THE NORTH LINE OF SAID LOT 7, WHICH IS ALSO THE SOUTH LINE OF ARTHUR AVENUE FOR 136.20 FEET TO THE NORTHEAST CORNER OF SAID LOT 7, WHICH IS ALSO THE INTERSECTION OF THE SOUTH LINE OF ARTHUR AVENUE AND THE WEST LINE OF NORTH SUNNYSIDE ROAD; THENCE NORTHERLY ALONG THE WEST LINE OF NORTH SUNNYSIDE ROAD FOR 60.00 FEET TO THE POINT OF

BEGINNING, CONTAINING 8171.40 SQUARE FEET, MORE OR LESS (“SUBJECT ROADWAY”).

PIN# 04-12-06-451-008

WHEREAS, it appears said petition is signed by the owners of record of all land within such territory and by at least 51% of the electors residing therein, and that said territory is contiguous to the City and not within the corporate limits of any city, village or incorporated town or other municipality, and,

WHEREAS, notice of intention to take action for annexation has been given as required.

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

Section 1. That said petition and the request thereof be, and the same are hereby, approved.

Section 2. That said territory hereinabove described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the same are hereby, annexed to and are incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto as Exhibit B and hereby made a part hereof.

Section 4. That the City Clerk shall cause certified copies of this ordinance to be filed with the County Clerk and recorded by the Recorder of Deeds of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

The undersigned, under oath, respectfully represents as follows:

1. That he/she is an owner of record, or an elector (person registered to vote) residing therein, of all the property herein described.
2. That at least 51% of the electors (person(s) registered to vote) who reside on the property herein described have signed and do join in the petition.
3. That the property herein described is not within the corporate limits of any municipality.
4. That the property herein described is contiguous (adjacent) to the City of Decatur.
5. That only the following listed adult person(s) (over 18 years of age) reside in the property to be annexed. (Please list the name of each adult person residing in the property to be annexed, including middle initial.)

Philip E. Worthey Anne E. Worthey

6. That the petitioner(s) request(s) that the City of Decatur, annex the property commonly described as 2111 North Sunnyside Road, and legally described as follows:

LOT SIX (6) OF NORTH SUNNYSIDE ADDITION, AN ADDITION TO THE CITY OF DECATUR, ILLINOIS AS PER PLAT RECORDED IN BOOK 536 PAGE 50 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS, EXCEPT THE NORTH 58 FEET THEREOF;

THAT PORTION OF ARTHUR AVENUE THAT LIES BETWEEN LOT 6 AND LOT 7 OF NORTH SUNNYSIDE ADDITION TO THE CITY OF DECATUR, ILLINOIS, AS PER PLAT RECORDED IN BOOK 536 PAGE 50 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS, DESCRIBED AS BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 6, WHICH IS ALSO THE INTERSECTION OF THE WEST LINE OF NORTH SUNNYSIDE ROAD AND THE NORTH LINE OF ARTHUR AVENUE, RUNNING THENCE WESTERLY ALONG THE SOUTH LINE OF SAID LOT 6, WHICH IS ALSO THE NORTH LINE OF ARTHUR AVENUE FOR 136.18 FEET TO THE SOUTHWEST CORNER OF SAID LOT 6, WHICH IS ALSO THE INTERSECTION OF THE NORTH LINE OF ARTHUR AVENUE AND THE WEST LINE OF NORTH SUNNYSIDE ADDITION; THENCE SOUTHERLY ALONG THE WEST LINE OF NORTH SUNNYSIDE ADDITION FOR 60.00 FEET TO THE NORTHWEST CORNER OF SAID LOT 7, WHICH IS ALSO THE INTERSECTION OF THE WEST LINE OF NORTH SUNNYSIDE ADDITION AND THE SOUTH LINE OF ARTHUR AVENUE; THENCE EASTERLY ALONG THE NORTH LINE OF SAID LOT 7, WHICH IS ALSO THE SOUTH LINE OF ARTHUR AVENUE FOR 136.20 FEET TO THE NORTHEAST CORNER OF SAID LOT 7, WHICH IS ALSO THE INTERSECTION OF THE SOUTH LINE OF ARTHUR AVENUE AND THE WEST LINE OF NORTH SUNNYSIDE ROAD; THENCE NORTHERLY ALONG THE WEST LINE OF NORTH SUNNYSIDE ROAD FOR 60.00 FEET TO THE POINT OF BEGINNING, CONTAINING 8171.40 SQUARE FEET, MORE OR LESS ("SUBJECT ROADWAY").

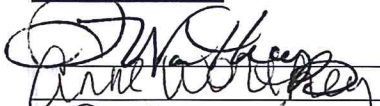
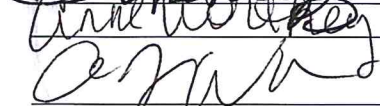
PIN # 04-12-06-451-008

WHEREFORE, petitioner(s) request(s) the above described property be annexed to the City of Decatur, in accordance with the Statutes in such case made and provided.

SIGNATURE

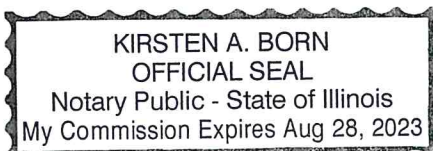
PRINTED NAME

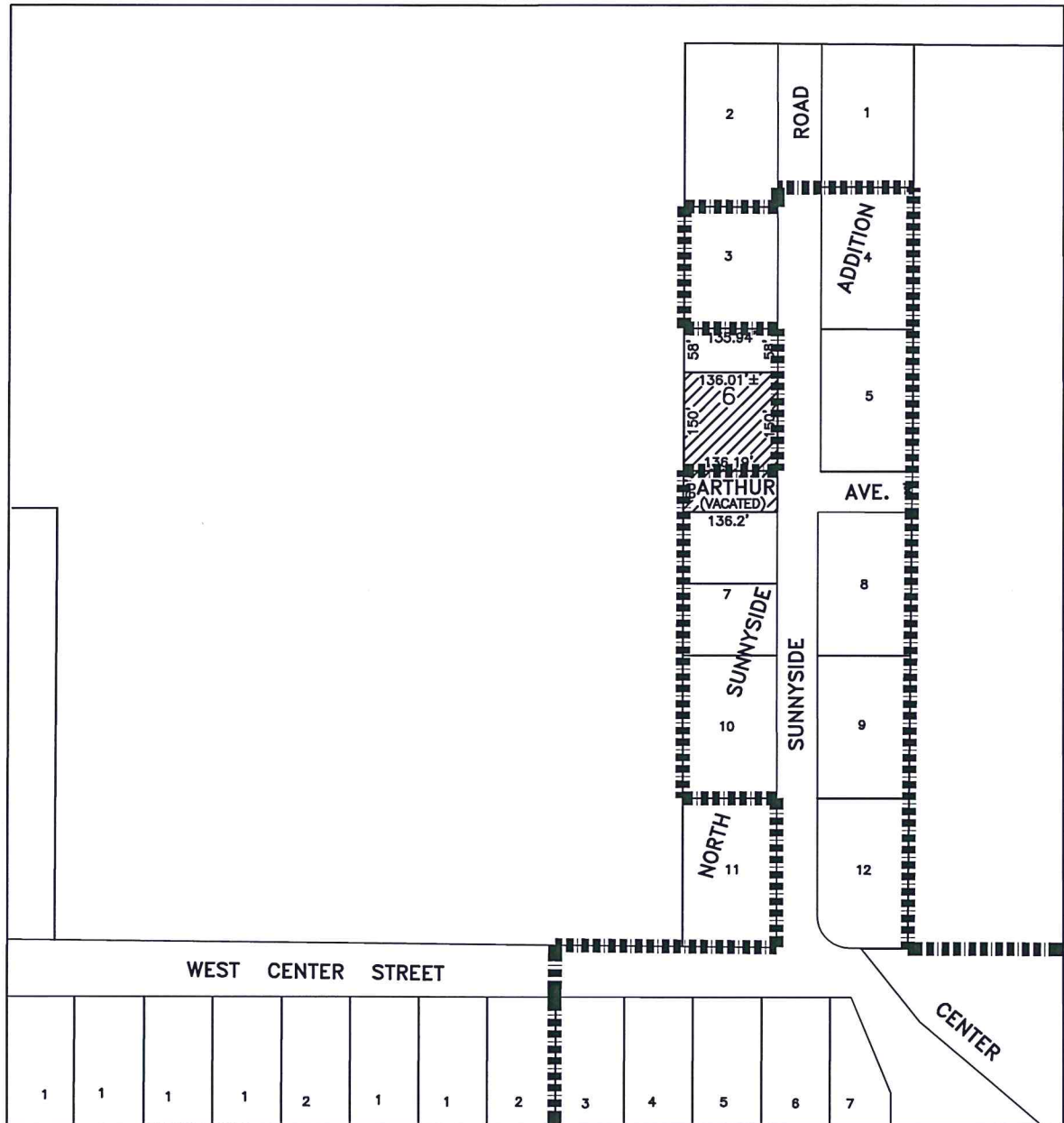
STREET ADDRESS, CITY, STATE

	Philip E. Worthey	2111 N Sunnyside Rd, Decatur, IL
	Anne E. Worthey	2111 N Sunnyside Dr 62526
	Christopher Worthey	669 N Hillcrest Ave Decatur, IL 62522

Signed and sworn to before me this 30 day of November, 2020

Kirsten A. Born
Notary Public





PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
2111 NORTH SUNNYSIDE ROAD



indicates territory annexed



indicates existing corporate limits

0.468± acres

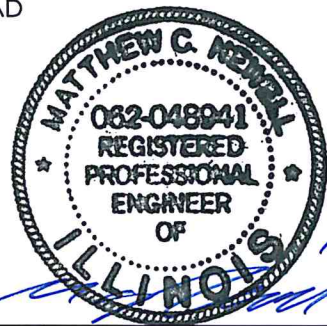
AREA 0.0007± sq. miles

0 lin. ft. of public road

DECATUR township



N.T.S.



CITY ENGINEER - DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER # 062-048941
LICENSE EXPIRES NOV. 30, 2021

ORDINANCE NO: _____

DATE: _____

All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

Public Works

DATE: 12/10/2020

MEMO: 2020-159

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matt Newell, P.E., Public Works Director

SUBJECT: Ordinance Annexing Territory 2113 North Sunnyside Road

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory 2113 North Sunnyside Road	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
2113 NORTH SUNNYSIDE ROAD**

WHEREAS, there having been filed with the City Clerk, and by said Clerk presented to the Council herewith and attached as Exhibit A, the petition under oath of James and Jaclyn Anderson, requesting that there be annexed to the City territory described as:

THE NORTH 58 FEET OF LOT SIX (6) OF NORTH SUNNYSIDE ADDITION, AN ADDITION TO THE CITY OF DECATUR, AS PER PLAT RECORDED IN BOOK 536, PAGE 50 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS.

PIN# 04-12-06-451-007

WHEREAS, it appears said petition is signed by the owners of record of all land within such territory and by at least 51% of the electors residing therein, and that said territory is contiguous to the City and not within the corporate limits of any city, village or incorporated town or other municipality, and,

WHEREAS, notice of intention to take action for annexation has been given as required.

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

Section 1. That said petition and the request thereof be, and the same are hereby, approved.

Section 2. That said territory hereinabove described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the same are hereby, annexed to and are incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto as Exhibit B and hereby made a part hereof.

Section 4. That the City Clerk shall cause certified copies of this ordinance to be filed with the County Clerk and recorded by the Recorder of Deeds of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

The undersigned, under oath, respectfully represents as follows:

1. That he/she is an owner of record, or an elector (person registered to vote) residing therein, of all the property herein described.
2. That at least 51% of the electors (person(s) registered to vote) who reside on the property herein described have signed and do join in the petition.
3. That the property herein described is not within the corporate limits of any municipality.
4. That the property herein described is contiguous (adjacent) to the City of Decatur.
5. That only the following listed adult person(s) (over 18 years of age) reside in the property to be annexed. (Please list the name of each adult person residing in the property to be annexed, including middle initial.) _____

James Anderson

Jaclyn Anderson

6. That the petitioner(s) request(s) that the City of Decatur, annex the property commonly described as 2113 North Sunnyside Road, and legally described as follows:

THE NORTH 58 FEET OF LOT SIX (6) OF NORTH SUNNYSIDE ADDITION, AN ADDITION TO THE CITY OF DECATUR, AS PER PLAT RECORDED IN BOOK 536, PAGE 50 OF THE RECORDS IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS.

PIN # 04-12-06-451-007

WHEREFORE, petitioner(s) request(s) the above described property be annexed to the City of Decatur, in accordance with the Statutes in such case made and provided.

SIGNATURE

PRINTED NAME

STREET ADDRESS, CITY, STATE

<u>James Anderson</u>	<u>JAMES ANDERSON</u>	<u>2113 N. Sunnyside</u>	<u>Decatur</u>
<u>Jaclyn Anderson</u>	<u>Jaclyn Anderson</u>	<u>2113 N. Sunnyside Rd</u>	<u>Decatur, IL</u>

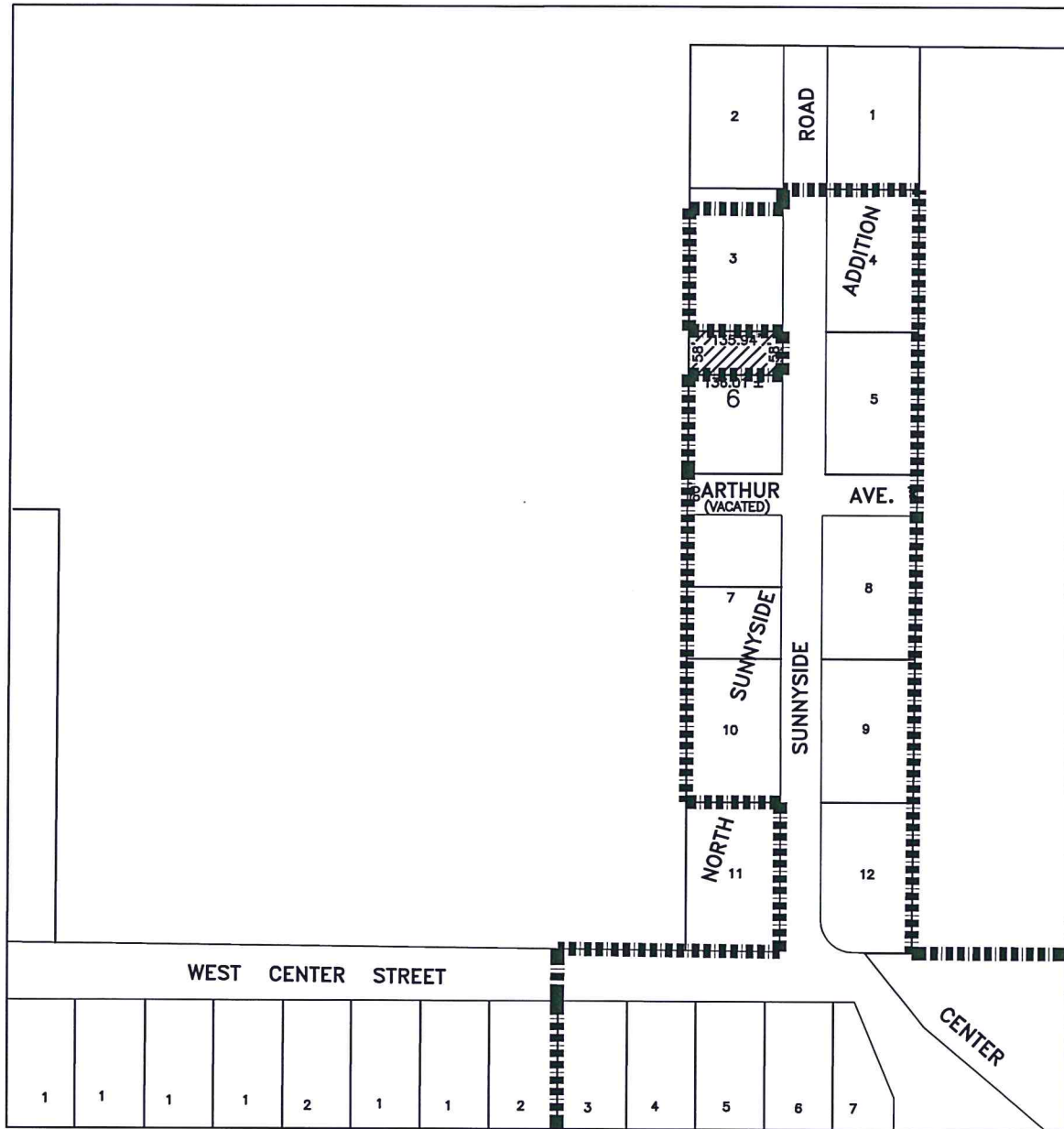
Signed and sworn to before me this 2 day of December, 2020

Kirsten A. Born

Notary Public

(Rev. 12/2014)





PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS
2113 NORTH SUNNYSIDE ROAD



indicates territory annexed



indicates existing corporate limits

0.181± acres

AREA 0.0003± sq. miles

0 lin. ft. of public road

DECATUR township



N.T.S.



11-9-20

CITY ENGINEER - DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER # 062-048941
LICENSE EXPIRES NOV. 30, 2021

ORDINANCE NO: _____

DATE: _____

All dimensions shown hereon are dimensions of record.
The annexation plat has been prepared from data in
public records and legal descriptions provided by the
petitioner. It is not the result of a survey performed on
the ground.

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

Public Works

DATE: 12/10/2020

MEMO: 2020-159

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matt Newell, P.E., Public Works Director

SUBJECT: Ordinance Annexing Territory 3188 North Westlawn Avenue

ATTACHMENTS:

Description	Type
Ordinance Annexing Territory 3188 North Westlawn Avenue	Ordinance

ORDINANCE NO. _____

**ORDINANCE ANNEXING TERRITORY
3188 NORTH WESTLAWN AVENUE**

WHEREAS, there having been filed with the City Clerk, and by said Clerk presented to the Council herewith and attached as Exhibit A, the petition under oath of Daniel M. Ehrhart and Heather N. Ehrhart, requesting that there be annexed to the City territory described as:

64.69 FEET OFF OF THE FULL SOUTH SIDE OF THE FOLLOWING DESCRIBED REAL ESTATE; BEGINNING AT A POINT ON THE WEST BOUNDARY LINE OF THE SOUTHWEST QUARTER OF SECTION THIRTY-THREE (33), TOWNSHIP SEVENTEEN (17) NORTH, RANGE TWO (2) EAST OF THE 3RD P.M., SAID POINT BEING 1252.83 FEET SOUTH OF THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 33 AND THE SOUTHWEST CORNER OF THE NORTH 19 ACRES OF THE WEST HALF OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 33, THENCE EAST FROM SAID POINT ALONG A LINE 1252.83 FEET SOUTH OF AND PARALLEL TO THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 33, A DISTANCE OF 660.62 FEET; THENCE NORTH ALONG THE EAST LINE OF THE WEST HALF OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 33, A DISTANCE OF 329.69 FEET; THENCE WEST 660.62 FEET TO THE WEST BOUNDARY LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 33, THENCE SOUTH ALONG SAID WEST BOUNDARY LINE TO THE PLACE OF BEGINNING. (EXCEPT ONE-HALF INTEREST IN COAL AND OTHER MINERALS UNDERLYING THE SURFACE OF SAID LAND AND ALL RIGHTS AND EASEMENTS IN FAVOR OF THE ESTATE OF SAID COAL AND OTHER MINERALS.) SITUATED IN MACON COUNTY, ILLINOIS.

PIN# 07-07-33-351-011

WHEREAS, it appears said petition is signed by the owners of record of all land within such territory and by at least 51% of the electors residing therein, and that said territory is contiguous to the City and not within the corporate limits of any city, village or incorporated town or other municipality, and,

WHEREAS, notice of intention to take action for annexation has been given as required.

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

Section 1. That said petition and the request thereof be, and the same are hereby, approved.

Section 2. That said territory hereinabove described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the same are hereby, annexed to and are incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto as Exhibit B and hereby made a part hereof.

Section 4. That the City Clerk shall cause certified copies of this ordinance to be filed with the County Clerk and recorded by the Recorder of Deeds of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 21st day of December 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

The undersigned, under oath, respectfully represents as follows:

1. That he/she is an owner of record, or an elector (person registered to vote) residing therein, of all the property herein described.
2. That at least 51% of the electors (person(s) registered to vote) who reside on the property herein described have signed and do join in the petition.
3. That the property herein described is not within the corporate limits of any municipality.
4. That the property herein described is contiguous (adjacent) to the City of Decatur.
5. That only the following listed adult person(s) (over 18 years of age) reside in the property to be annexed. (Please list the name of each adult person residing in the property to be annexed, including middle initial.) _____

Daniel M Ehrhardt

Heather N Ehrhardt

6. That the petitioner(s) request(s) that the City of Decatur, annex the property commonly described as 3188 North Westlawn Avenue, and legally described as follows:

64.69 FEET OFF OF THE FULL SOUTH SIDE OF THE FOLLOWING DESCRIBED REAL ESTATE; BEGINNING AT A POINT ON THE WEST BOUNDARY LINE OF THE SOUTHWEST QUARTER OF SECTION THIRTY-THREE (33), TOWNSHIP SEVENTEEN (17) NORTH, RANGE TWO (2) EAST OF THE 3RD P.M., SAID POINT BEING 1252.83 FEET SOUTH OF THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 33 AND THE SOUTHWEST CORNER OF THE NORTH 19 ACRES OF THE WEST HALF OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 33, THENCE EAST FROM SAID POINT ALONG A LINE 1252.83 FEET SOUTH OF AND PARALLEL TO THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 33, A DISTANCE OF 660.62 FEET; THENCE NORTH ALONG THE EAST LINE OF THE WEST HALF OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 33, A DISTANCE OF 329.69 FEET; THENCE WEST 660.62 FEET TO THE WEST BOUNDARY LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 33, THENCE SOUTH ALONG SAID WEST BOUNDARY LINE TO THE PLACE OF BEGINNING. (EXCEPT ONE-HALF INTEREST IN COAL AND OTHER MINERALS UNDERLYING THE SURFACE OF SAID LAND AND ALL RIGHTS AND EASEMENTS IN FAVOR OF THE ESTATE OF SAID COAL AND OTHER MINERALS.) SITUATED IN MACON COUNTY, ILLINOIS.

PIN # 07-07-33-351-011

WHEREFORE, petitioner(s) request(s) the above described property be annexed to the City of Decatur, in accordance with the Statutes in such case made and provided.

SIGNATURE

PRINTED NAME

STREET ADDRESS, CITY, STATE

Daniel Ehrhardt
Heather Ehrhardt

Daniel Ehrhardt

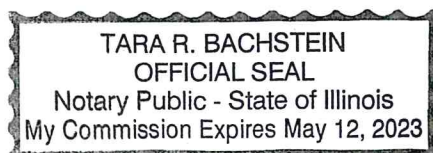
Heather Ehrhardt

3188 N Westlawn Ave Decatur IL

3188 N Westlawn Ave Decatur IL

Signed and sworn to before me this 5th day of December, 2020

Tara R Bachstein
Notary Public



Page 399 of 518

Public Works

DATE: 12/9/2020

MEMO: 2020-170

TO: Honorable Mayor Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager

Matthew C. Newell, P.E., Public Works Director

Deborah M. Perry, Purchasing Supervisor

SUBJECT: Resolution Accepting the Bid of Dunn Company for the Purchase of Bituminous Pavement Materials

SUMMARY RECOMMENDATION:

It is recommended by staff that the City Council approve, that the Mayor be authorized to sign, and the City Clerk attest to the following resolutions awarding annual Purchase Orders to purchase construction materials for City maintenance work:

1. Resolution approving an annual purchase order for \$65,425.00 with Dunn Company, as the lowest qualified bidder to provide bituminous pavement materials for Fiscal Year 2021.
2. Resolution approving an annual purchase order for \$34,922.50 with Beelman Logistics, LLC, as the lowest qualified bidder to provide crushed stone aggregate for Fiscal Year 2021.
3. Resolution approving an annual purchase order for \$30,650.05 with Metal Culverts, Inc., as the lowest qualified bidder to provide corrugated steel pipe for Fiscal Year 2021.
4. Resolution approving an annual purchase order for \$164,012.50 with VCNA Prairie LLC, as the lowest qualified bidder to provide portland cement concrete for Fiscal Year 2021.

BACKGROUND:

The City has open purchase orders throughout the year to provide materials for street maintenance work. Bituminous pavement materials are used for pothole patching and general street repairs. Concrete is used primarily for street and sidewalk repairs. Aggregate is used to provide backfill material for any trenching or pavement repair work. Larger aggregate is used for erosion control and to help stabilize road repairs in areas with poor base material.

Having annual purchase orders in place allows most of the materials to remain with the supplier.

and delivered to or picked up by the City as needed. This reduces the need for the City to keep and maintain extensive storage facilities.

Specifications were prepared by the Engineering Division and bids were obtained by the City's Purchasing Division. Letting results are as follows, bid tabulations as corrected are attached:

Asphalt Materials

Dunn Company	\$65,425.00
---------------------	--------------------

Crushed Stone Aggregate

(CA 6, 2" Coarse Aggregate, 6"-8" Rock)

Beelman Logistics LLC	\$34,2922.50
------------------------------	---------------------

Corrugated Steel Pipe

Metal Culverts, Inc.	\$30,650.05
As Corrected	

Portland Cement Concrete Materials

VCNA Prairie Material Inc.	\$164,012.50
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Decatur Construction Services Inc. dba Capitol Concrete	\$167,810.00
Decatur Construction Services Inc. dba Grohne Concrete Products	168,900.00 +\$25 per stop

PRIOR COUNCIL ACTION:

The City issues material purchase orders annually to provide construction materials for street maintenance work performed by the Public Works Department.

POTENTIAL OBJECTIONS: None

INPUT FROM OTHER SOURCES: None

STAFF REFERENCE: Matt Newell, Public Works Director; Paul Caswell, City Engineer. Matt Newell will be in attendance at the City Council meeting to answer any questions of the Council on this item.

BUDGET/TIME IMPLICATIONS:

Budget Impact: Funding for the current year's materials contracts are provided in the general operating funds allocated to the Public Works Department.

Staffing Impact: Staffing time is allocated for street maintenance.

COPY:

Dunn Company
Beelman Logistics LLC
Metal Culverts, Inc.
VCNA Prairie LLC

ATTACHMENTS:

Description	Type
Resolution Accepting Bid of Dunn Co for Bituminous Pavement Materials	Resolution Letter

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE BID
OF DUNN COMPANY FOR THE PURCHASE OF
BITUMINOUS PAVEMENT MATERIALS**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:**

Section 1. That the tabulation of the bid received for furnishing bituminous pavement materials presented herewith as Exhibit A and made a part hereof be, and it is hereby, received, and placed on file.

Section 2. That the bid of Dunn Company, in the amount of \$65,425.00, be accepted and a purchase order be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and Dunn Company, for their bid price of \$65,425.00.

PRESENTED and ADOPTED this 21st day of December, 2020.

Julie Moore Wolfe, Mayor

ATTEST:

Kim Althoff, City Clerk

Exhibit A

Project Name: Bituminous Pavement Materials Bid Date: December 3, 2020 Time: 4:00 p.m.				Dunn Company, A Division of Tyrolt, Inc. Decatur, IL	
	Description	QTY.	Unit	Unit Price	Total
	40600001 Class 1, Type 2, Mixture C	400	TON	\$82.00	\$32,800.00
	40600002 Cold Mix (M19-07)	100	TON	\$95.00	\$9,500.00
	40600003 Cold Mix (M120-07)	150	TON	\$130.00	\$19,500.00
	Handling Cost (HC) Adjustment	1		\$3,625.00	\$3,625.00

TOTAL

\$65,425.00

CITY OF DECATUR
#1 Gary K. Anderson Plaza
Decatur, IL 62523

Tel: (217) 424-2763 Fax: (217) 424-2772

Delivery Requested by
As Requested

Quote due back

December 3, 2020 4:00 p.m.

Request for Quotation (This is not an order)

Date: 11/24/20

Attn:

Debbie Perry

Please quote on this form, your best price, terms, and delivery on the articles described below. Sign your firm name and official signature and mail the completed form back to the buyer.

****We will consider substitute offers if the differences in specifications are explained.

The City reserves the right to award items on an individual basis that is in the best interest regarding price and availability.

We Quote You as Below

Company Name

David W. Tybolt

By (Signature)

DAVID W. TYBOLT, PRESIDENT 11-30-2020

Official Title

Date

TERMS

Net 30 days

F.O.B.

Decatur, IL

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
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	Annual material purchase of bituminous pavement materials for the City of Decatur from January 1, 2021 - December 31, 2021. See attached specifications.		
--	---	--	--

CITY OF DECATUR
BITUMINOUS PAVEMENT MATERIALS
PROPOSAL SHEET

Dunn

Estimated Quantities for 2021
BITUMINOUS PAVEMENT MATERIALS

<u>ITEM NUMBER</u>	<u>ITEM</u>	<u>UNIT</u>	<u>EST. QTY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
40600001	BITUMINOUS CONCRETE SURFACE COURSE, CLASS I, (TYPE 2, MIXTURE C)	TON	400	<u>\$82.00</u>	<u>\$32,800.00</u>
40600002	COLD MIX (M19-07)	TON	100	<u>\$95.00</u>	<u>\$9,500.00</u>
40600003	COLD MIX (M120-07)	TON	150	<u>\$130.00</u>	<u>\$19,500.00</u>
SUB-TOTAL					<u>\$61,800.00</u>

HANDLING COST (HC) ADJUSTMENT:

HC = (D) x (1,250 tons) x (\$1.00 per ton per mile)

D = One way driving distance from asphalt plant to the
City's Municipal Services Center, 2600 North Jasper
Street, Decatur, Illinois. To the nearest tenth of a
mile.

HC = (2.9) x (1,250 tons) x (\$1.00 per ton per mile)

HANDLING COST

\$3,625.00

TOTAL

\$65,425.00

END OF PROPOSAL
FOR
BITUMINOUS PAVEMENT MATERIALS

BID SIGNATURE PAGE

If a Corporation

Corporate Name

By Registered Agent:

Business Address:

DUNN COMPANY, A DIVISION OF TYROLT, INC.

Signature (please sign in ink) *David W. Tyrolt* Print Name DAVID W. TYROLT

124 N. MERCER STREET

Street DELAWARE, IL 62522

City 217 - 429-4444 State Zip

Area Code Telephone Number

Name of Officers:

DAVID W. TYROLT 124 N. MERCER ST.
President Address DELAWARE, IL 62522

ROBERT E. DUNN " "

Vice President Address " "

WILSON E. DUNN " "

Secretary Address " "

DAVID M. PECK " "

Treasurer Address

Sole Proprietor

Firm Name

Signature of Bidder:

Business Address:

Signature (please sign in ink) Print Name

Street

City State Zip

Area Code Telephone Number

If a Partnership

Firm Name

By:

Business Address:

Signature (please sign in ink) Print Name

Street

City State Zip

Area Code Telephone Number

Name of all
Members of Firm

Name Address

Name Address

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF ILLINOIS)
COUNTY OF MAZON) SS.

DAVID W. TYROLT, BEING FIRST DULY
SWORN, says that:

1) He is (Owner, Partner, Officer, Representative, or Agent) of
DUNN COMPANY, A DIVISION OF, the Bidder that has submitted the
attached bid; TYROLT, INC.

2) He is fully informed respecting the preparation and contents of the attached bid and
of all pertinent circumstances respecting such bid;

3) Such bid is genuine and is not a collusive or sham bid;

4) Neither the said bidder nor any of its officers, partners, owners, agents,
representatives, employees or parties in interest, including this affiant, has in any way colluded,
conspired, connived or agreed, directly or indirectly, with any other bidder, firm or person to
submit a collusive or sham bid in connection with the contract for which the attached bid has
been submitted or to refrain from bidding in connection with such contract, or has in any manner,
directly or indirectly, sought by agreement, or collusion or communication or conference with
any other bidder, firm or person to fix the price or prices in the attached bid or of any other
bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other
bidder, or to secure through a collusion, conspiracy, connivance or unlawful agreement any
advantage against the City of Decatur, Illinois, or any person interested in the proposed contract;
and

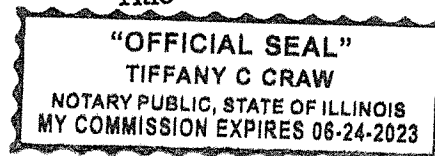
5) The price or prices quoted in the attached bid are fair and proper and are not tainted
by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any
of its agents, representatives, owners, employees, or parties in interest, including this affiant.

David W. Tyrolt
DAVID W. TYROLT, PRESIDENT
Title

Subscribed and sworn to before me this 30th day of NOVEMBER,
2020

Tiffany C. Crow
Notary Public
Title

My Commission expires 06/24/2023



Public Works

DATE: 12/9/2020

MEMO: 2020-170

TO: Honorable Mayor Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matthew C. Newell, P.E., Public Works Director
Deborah M. Perry, Purchasing Supervisor

ATTACHMENTS:

Description	Type
Resolution Accepting Bid of Beelman Logistics	Resolution Letter

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE BID OF
BEELMAN LOGISTICS LLC FOR THE PURCHASE OF
CRUSHED STONE AGGREGATE**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:**

Section 1. That the tabulation of bids received for furnishing crushed stone aggregate presented herewith as Exhibit A and made a part hereof be, and it is hereby, received, and placed on file.

Section 2. That the bid of Beelman Logistics LLC, in the amount of \$34,922.50, be accepted and a purchase order be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and Beelman Logistics LLC, for their bid price of \$34,922.50.

PRESENTED and ADOPTED this 21st day of December, 2020.

Julie Moore Wolfe, Mayor

ATTEST:

Kim Althoff, City Clerk

Exhibit A

Project Name: Crushed Stone Aggregate Bid Date: December 3, 2020 Time: 4:00 p.m.				Beelman Logistics, LLC East St. Louis, IL		Contractor's Recycled Material Decatur, IL	
	Description	QTY.	Unit	Unit Price	Total	Unit Price	Total
	10040101 Crushed Stone (CA6, Delivered)	1,000	TON	\$19.85	\$19,850.00		No Bid
	10040102 Recycled Concrete (Picked Up)	500	TON		No Bid	\$12.25	\$6,125.00
	10040103 Crushed Stone (CA 18, Delivered)	75	TON		No Bid		No Bid
	10040104 Coarse Aggregate (2 Inch, Delivered)	100	TON	\$26.30	\$2,630.00		No Bid
	10050101 Ag Ditch Rock (6 to 8 Inch, Delivered)	350	TON	\$35.55	\$12,442.50		No Bid
	10050102 Ag Ditch Rock (6 to 8 Inch, Picked Up)	100	TON		No Bid		No Bid
TOTAL					\$34,922.50		\$6,125.00

CITY OF DECATUR
#1 Gary K. Anderson Plaza
Decatur, IL 62523

Tel: (217) 424-2763 Fax: (217) 424-2772

Delivery Requested by

As Requested

Quote due back

December 3, 2020 4:00 p.m.

Request for Quotation
(This is not an order)

Date: 11/24/20

Attn:

Debbie Perry

Please quote on this form, your best price, terms, and delivery on the articles described below. Sign your firm name and official signature and mail the completed form back to the buyer.

****We will consider substitute offers if the differences in specifications are explained.

We Quote You as Below

The City reserves the right to award items on an individual basis that is in the best interest regarding price and availability.

Company Name

Jeff Hasenhardt

By (Signature)

Sales Manager

Official Title

11-30-2020

Date

TERMS

Net 30 days

F.O.B.

Decatur, IL

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Annual material purchase of crushed stone aggregate and stone for the City of Decatur from January 1, 2021 – December 31, 2021. (See attached specifications).		

**CITY OF DECATUR
CRUSHED STONE AGGREGATE AND STONE
PROPOSAL SHEET**

Beelman

**Estimated Quantities for 2021
CRUSHED STONE AGGREGATE AND STONE**

<u>ITEM NUMBER</u>	<u>ITEM</u>	<u>UNIT</u>	<u>EST. QTY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
10040101	CRUSHED STONE (CA-6, DELIVERED TO THE MSC)	TON	1000	\$19.85	\$19,850.00
10040102	RECYCLED CONCRETE (PICKED- UP)	TON	500		
10040103	CRUSHED STONE (CA-18, DELIVERED TO THE MSC)	TON	75		
10040104	COARSE AGGREGATE (2-INCH, DELIVERED TO THE MSC)	TON	100	\$26.30	\$2,630.00
10050101	AGRICULTURAL DITCH ROCK (6- INCH TO 8-INCH, DELIVERED TO THE MSC)	TON	350	\$35.55	\$12,442.50
10050102	AGRICULTURAL DITCH ROCK (6- INCH TO 8-INCH, PICKED-UP)	TON	100		
TOTAL					<u>\$34,922.50</u>

**END OF PROPOSAL
FOR
CRUSHED STONE AGGREGATE AND STONE**

BID SIGNATURE PAGE

If a Corporation

Corporate Name

Beelman Logistics, LLC.

By Registered Agent:

 Frank J. Beelman III
Signature (please sign in ink) Print Name

Business Address:

One Racehorse Dr.
Street
East St. Louis, IL 62205
City State Zip
618-646-5315
Area Code Telephone Number

Name of Officers:

Frank J. Beelman III	Same as above
President	Address
Vice President	Address
Michelle Beelman	Same as above
Secretary	Address
Michelle Beelman	Same as above
Treasurer	Address

Sole Proprietor

Firm Name

Signature of Bidder:

Signature (please sign in ink) Print Name

Business Address:

Street

City State Zip

Area Code Telephone Number

If a Partnership

Firm Name

By:

Signature (please sign in ink) Print Name

Business Address:

Street

City State Zip

Area Code Telephone Number

**Name of all
Members of Firm**

_____ Name	_____ Address
_____ Name	_____ Address

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF Illinois)
COUNTY OF St. Clair) SS.

Frank J. Beelman III, BEING FIRST DULY
SWORN, says that:

1) He is (Owner, Partner, Officer, Representative, or Agent) of
Beelman Logistics, LLC., the Bidder that has submitted the
attached bid;

2) He is fully informed respecting the preparation and contents of the attached bid and
of all pertinent circumstances respecting such bid;

3) Such bid is genuine and is not a collusive or sham bid;

4) Neither the said bidder nor any of its officers, partners, owners, agents,
representatives, employees or parties in interest, including this affiant, has in any way colluded,
conspired, connived or agreed, directly or indirectly, with any other bidder, firm or person to
submit a collusive or sham bid in connection with the contract for which the attached bid has
been submitted or to refrain from bidding in connection with such contract, or has in any manner,
directly or indirectly, sought by agreement, or collusion or communication or conference with
any other bidder, firm or person to fix the price or prices in the attached bid or of any other
bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other
bidder, or to secure through a collusion, conspiracy, connivance or unlawful agreement any
advantage against the City of Decatur, Illinois, or any person interested in the proposed contract;
and

5) The price or prices quoted in the attached bid are fair and proper and are not tainted
by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any
of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Frank J. Beelman III

Owner

Title

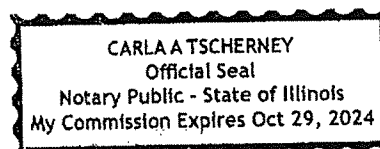
Subscribed and sworn to before me this 30th day of November,
2020.

Carla A. Tscherny

Notary Public

Title

My Commission expires 10-29-2024.



Public Works

DATE: 12/9/2020

MEMO: 2020-170

TO: Honorable Mayor Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matthew C. Newell, P.E., Public Works Director
Deborah M. Perry, Purchasing Supervisor

SUBJECT: Resolution Accepting the Bid of Metal Culverts Inc for the Purchase of Corrugated Steel Pipe.

ATTACHMENTS:

Description	Type
Resolution Accepting the Bid of Metal Culverts Inc	Resolution Letter

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE BID OF
METAL CULVERTS, INC. FOR THE PURCHASE
OF CORRUGATED STEEL PIPE**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:**

Section 1. That the tabulation of bids received for furnishing corrugated steel pipe presented herewith as Exhibit A and made a part hereof be, and it is hereby, received, and placed on file.

Section 2. That the bid of Metal Culverts, Inc., in the amount of \$30,650.05, be accepted and a purchase order be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and Metal Culverts, Inc., for their bid price of \$30,650.05.

PRESENTED and ADOPTED this 21st day of December, 2020.

Julie Moore Wolfe, Mayor

ATTEST:

Kim Althoff, City Clerk

EXHIBIT A

Project Name: Corrugated Steel Pipe Bid Date: December 3, 2020 Time: 4:00 p.m.				Metal Culverts Jefferson City, MO		Hancor Pana, IL	
	Description	QTY.	Unit	Unit Price	Total	Unit Price	Total
	54206001 Corrugated Steel 12-inch	1,000	LF	\$8.35	\$8,350.00		No Bid
	54206002 Corrugated Steel 15-inch	200	LF	\$11.75	\$2,350.00		No Bid
	54206003 Corrugated Steel 18-inch	100	LF	\$14.00	\$1,400.00		No Bid
	54206004 Corrugated Steel 24-inch	100	LF	\$23.30	\$2,330.00		No Bid
	54206005 Corrugated Steel 30-inch	50	LF	\$28.60	\$1,430.00		No Bid
	54206006 Corrugated Steel 36-inch	50	LF	\$34.10	\$1,705.00		No Bid
	54206007 Corrugated Steel 48-inch	20	LF	\$63.25	\$1,265.00		No Bid
	54206008 End Section 12-inch, no toe plate	20	EA	\$47.20	\$944.00		No Bid
	54206009 End Section 15-inch, no toe plate	10	EA	\$60.00	\$600.00		No Bid
	54206010 End Section 18-inch, no toe plate	10	EA	\$77.75	\$777.50		No Bid
	54206011 End Section 24-inch, no toe plate	4	EA	\$115.95	\$463.80		No Bid
	54206012 End Section 30-inch, no toe plate	2	EA	\$198.60	\$397.20		No Bid
	54206013 End Section 36-inch, no toe plate	2	EA	\$319.60	\$639.20		No Bid
	54206014 End Section 48-inch, no toe plate	2	EA	\$876.80	\$1,753.60		No Bid
	54206015 Universal Band, 12-inch	50	EA	\$16.35	\$817.50		No Bid
	54206016 Universal Band, 15-inch	20	EA	\$17.90	\$358.00		No Bid
	54206017 Universal Band, 18-inch	10	EA	\$19.85	\$198.50		No Bid
	54206018 Universal Band, 24-inch	10	EA	\$24.00	\$240.00		No Bid
	54206019 Universal Band, 30-inch	5	EA	\$28.40	\$142.00		No Bid
	54206020 Universal Band, 36-inch	5	EA	\$34.00	\$170.00		No Bid
	54206021 Universal Band, 48-inch	5	EA	\$51.20	\$256.00		No Bid
	54206022 Tee, 12 inch x 12 inch	5	EA	\$330.55	\$1,652.75		No Bid
	54206023 Tee, 18 inch x 18 inch	5	EA	\$482.00	\$2,410.00		No Bid

TOTAL

\$30,650.05

CITY OF DECATUR
CULVERT PIPE, FITTINGS, AND FABRICATIONS
PROPOSAL SHEET

Estimated Quantities for 2021
PROPOSAL A
CORRUGATED STEEL PIPE

*Metal
Culverts*

ITEM NUMBER	ITEM	UNIT	EST. QTY	UNIT PRICE	EXTENSION
54206001	CORRUGATED STEEL (CS) PIPE, 12-INCH	LF	1000	8.35	9350.00
54206002	CORRUGATED STEEL (CS) PIPE, 15-INCH	LF	200	11.75	2350.00
54206003	CORRUGATED STEEL (CS) PIPE, 18-INCH	LF	100	14.00	1400.00
54206004	CORRUGATED STEEL (CS) PIPE, 24-INCH	LF	100	23.30	2330.00
54206005	CORRUGATED STEEL (CS) PIPE, 30-INCH	LF	50	28.60	1430.00
54206006	CORRUGATED STEEL (CS) PIPE, 36-INCH	LF	50	34.10	1705.00
54206007	CORRUGATED STEEL (CS) PIPE, 48-INCH	LF	20	63.25	1265.00
54206008	END SECTION (CS), 12-INCH, NO TOE PLATE	EA	20	47.20	944.00
54206009	END SECTION (CS), 15-INCH, NO TOE PLATE	EA	10	60.00	600.00
54206010	END SECTION (CS), 18-INCH, NO TOE PLATE	EA	10	77.75	777.50
54206011	END SECTION (CS), 24-INCH, NO TOE PLATE	EA	4	115.95	463.80
54206012	END SECTION (CS), 30-INCH, NO TOE PLATE	EA	2	198.60	397.20
54206013	END SECTION (CS), 36-INCH, NO TOE PLATE	EA	2	319.60	639.20
54206014	END SECTION (CS), 48-INCH, NO TOE PLATE	EA	2	876.80	1753.60
54206015	UNIVERSAL BAND (CS), 12-INCH	EA	50	16.35	817.50
54206016	UNIVERSAL BAND (CS), 15-INCH	EA	20	17.90	358.00
54206017	UNIVERSAL BAND (CS), 18-INCH	EA	10	19.85	198.50
54206018	UNIVERSAL BAND (CS), 24-INCH	EA	10	24.00	240.00
54206019	UNIVERSAL BAND (CS), 30-INCH	EA	5	28.40	142.00
SUB-TOTAL FOR SHEET 1 - PROPOSAL A					27,161.30

**CITY OF DECATUR
CULVERT PIPE, FITTINGS, AND FABRICATIONS
PROPOSAL SHEET**

**PROPOSAL A (continued)
CORRUGATED STEEL PIPE**

<u>ITEM NUMBER</u>	<u>ITEM</u>	<u>UNIT</u>	<u>EST. QTY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
54206020	UNIVERSAL BAND (CS), 36-INCH	EA	5	34.00	170.00
54206021	UNIVERSAL BAND (CS), 48-INCH	EA	5	51.20	256.00
54206022	TEE (CS), 12-INCH x 12-INCH x 12-INCH	EA	5	330.55	1652.75
54206023	TEE (CS), 18-INCH x 18-INCH x 18-INCH	EA	5	482.00	2410.00
SUB-TOTAL FOR PROPOSAL A - (FROM SHEET 1)					31,650.05
TOTAL					

PROPOSAL A - SUPPLEMENTAL ITEMS

NOTE: Supplemental items may be required at the City's option. The UNIT PRICE entered for each item will be used to determine the compensation to the contractor to furnish these items. **SUPPLEMENTAL ITEMS WILL NOT BE USED BY THE CITY TO DETERMINE THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER.**

<u>ITEM NUMBER</u>	<u>ITEM</u>	<u>UNIT</u>	<u>EST. QTY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
54206024	CORRUGATED STEEL (CS) PIPE, 12-INCH EQUIVALENT	LF	50	N/A	N/A
54206025	CORRUGATED STEEL (CS) PIPE, 15-INCH EQUIVALENT	LF	50	12.60	630.00
54206026	CORRUGATED STEEL (CS) PIPE, 18-INCH EQUIVALENT	LF	50	14.80	740.00
54206027	CORRUGATED STEEL (CS) PIPE, 24-INCH EQUIVALENT	LF	50	24.55	1227.50
54206028	CORRUGATED STEEL (CS) PIPE, 30-INCH EQUIVALENT	LF	30	29.85	895.50
54206029	CORRUGATED STEEL (CS) PIPE, 36-INCH EQUIVALENT	LF	30	35.60	1068.00

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF MISSOURI)
) SS.
COUNTY OF COLE)

KATHY MOHRMAN, BEING FIRST DULY
SWORN, says that:

1) He is (Owner, Partner, **Officer** Representative, or Agent) of
METAL CULVERTS INC., the Bidder that has submitted the
attached bid;

2) He is fully informed respecting the preparation and contents of the attached bid and
of all pertinent circumstances respecting such bid;

3) Such bid is genuine and is not a collusive or sham bid;

4) Neither the said bidder nor any of its officers, partners, owners, agents,
representatives, employees or parties in interest, including this affiant, has in any way colluded,
conspired, connived or agreed, directly or indirectly, with any other bidder, firm or person to
submit a collusive or sham bid in connection with the contract for which the attached bid has
been submitted or to refrain from bidding in connection with such contract, or has in any manner,
directly or indirectly, sought by agreement, or collusion or communication or conference with
any other bidder, firm or person to fix the price or prices in the attached bid or of any other
bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other
bidder, or to secure through a collusion, conspiracy, connivance or unlawful agreement any
advantage against the City of Decatur, Illinois, or any person interested in the proposed contract;
and

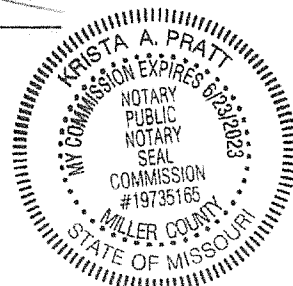
5) The price or prices quoted in the attached bid are fair and proper and are not tainted
by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any
of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Kathy Mohrman
KATHY MOHRMAN, TREASURER
Title

Subscribed and sworn to before me this 30 day of NOVEMBER,
20 20.

KRISTA A. PRATT Notary Public
Title

My Commission expires JUNE 23, 2023.



BID SIGNATURE PAGE

If a Corporation

Corporate Name

METAL CULVERTS INC.

By Registered Agent:

Kathy Mohrman KATHY MOHRMAN
Signature (please sign in ink) Print Name

Business Address:

711 HEISINGER RD P.O BOX 330

Street
JEFFERSON CITY MO 65102

City State Zip
573-636-7312

Area Code Telephone Number

Name of Officers:

BEN W. BIELSKI, JR. 711 HEISINGER RD JEFFERSON CITY, MO 65102

President Address
BEN W. BIELSKI, JR. III 711 HEISINGER RD JEFFERSON CITY, MO 65102

Vice President Address
TAMMY THIELEMIER, 711 HEISINGER RD JEFFERSON CITY, MO 65102

Secretary Address
KATHY MOHRMAN 711 HEISINGER RD JEFFERSON CITY, MO 65102

Treasurer Address

Sole Proprietor

Firm Name

Signature of Bidder:

Signature (please sign in ink) Print Name

Business Address:

Street

City State Zip

Area Code Telephone Number

If a Partnership

Firm Name

By:

Signature (please sign in ink) Print Name

Business Address:

Street

City State Zip

Area Code Telephone Number

**Name of all
Members of Firm**

Name Address

Name Address

Public Works

DATE: 12/9/2020

MEMO: 2020-170

TO: Honorable Mayor Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matthew C. Newell, P.E., Public Works Director
Deborah M. Perry, Purchasing Supervisor

SUBJECT: Resolution Accepting the Bid of VCNA Prairie LLC for the Purchase of Portland Cement Concrete.

ATTACHMENTS:

Description	Type
Resolution Accepting the Bid of VCNA Prairie LLC	Resolution Letter

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE BID OF
VCNA PRAIRIE LLC FOR THE PURCHASE OF
PORTLAND CEMENT CONCRETE**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:**

Section 1. That the tabulation of the bids received for furnishing portland cement concrete presented herewith as Exhibit A and made a part hereof be, and it is hereby, received, and placed on file.

Section 2. That the bid of VCNA Prairie LLC in the amount of \$164,012.50, be accepted and a purchase order be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and VCNA Prairie LLC for their bid price of \$164,012.50.

PRESENTED and ADOPTED this 21st day of December, 2020.

Julie Moore Wolfe, Mayor

ATTEST:

Kim Althoff, City Clerk

Exhibit A

Project Name: Portland Cement Concrete				VCNA Prairie, LLC dba Prairie Material		Decatur Construction Services, Inc. dba Capitol Concrete		Decatur Construction Services, Inc. dba Grohne Concrete Products	
Bid Date: December 3, 2020				Bridgeview, IL		Decatur, IL		Decatur, IL	
Time: 4:00 p.m.									
	Description	QTY.	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total
	10200401 Class PV Concrete (6 Bag)	250	CY	\$104.00	\$26,000.00	\$110.00	\$27,500.00	\$110.75	\$27,687.50
	10200402 Class PV Concrete (6.5 Bag)	100	CY	\$110.15	\$11,015.00	\$112.00	\$11,200.00	\$112.75	\$11,275.00
	10200403 Class PV Concrete (7 Bag)	700	CY	\$111.55	\$78,085.00	\$114.00	\$79,800.00	\$114.75	\$80,325.00
	10200404 Class PP Concrete (6.5 Bag)	250	CY	\$107.85	\$26,962.50	\$112.00	\$28,000.00	\$112.75	\$28,187.50
	10200405 Class PP Concrete (7 Bag)	100	CY	\$111.50	\$11,150.00	\$114.00	\$11,400.00	\$114.75	\$11,475.00
	10200406 Controlled Low-Strength Material (CLSM)	100	CY	\$73.00	\$7,300.00	\$66.00	\$6,600.00	\$67.00	\$6,700.00
	10200407 Delivery Fee (Less than 2 CY)	10	EA.	\$100.00	\$1,000.00	\$76.00	\$760.00	\$75.00	\$750.00
	10200408 Delivery Fee (2 to 5 CY)	50	EA.	\$50.00	\$2,500.00	\$51.00	\$2,550.00	\$50.00	\$2,500.00
TOTAL				\$164,012.50		\$167,810.00		\$168,900.00	
** - Additional stops - \$25.00 extra per stop								**	

CITY OF DECATUR
#1 Gary K. Anderson Plaza
Decatur, IL 62523

Tel: (217) 424-2763 Fax: (217) 424-2772

Delivery Requested by
As Requested

Quote due back
December 3, 2020 4:00 p.m.

Request for Quotation (This is not an order)

Date: 11/24/20

Attn:
Debbie Perry

Please quote on this form, your best price, terms, and delivery on the articles described below. Sign your firm name and official signature and mail the completed form back to the buyer.

****We will consider substitute offers if the differences in specifications are explained.

We Quote You as Below

The City reserves the right to award items on an individual basis that is in the best interest regarding price and availability.

Company Name

VCA PLAIN LLC

By (Signature)

Official Title

Operations Supervisor 12/2/2020

Date

TERMS
Net 30 days

F.O.B.
Decatur, IL

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Annual material purchase of Portland cement concrete for the City of Decatur from January 1, 2021 – December 31, 2021. See attached specifications.		

CITY OF DECATUR
PORTLAND CEMENT CONCRETE
PROPOSAL SHEET

Estimated Quantities for 2019
PORTLAND CEMENT CONCRETE PROPOSAL

VCMA Price

<u>ITEM NUMBER</u>	<u>ITEM</u>	<u>UNIT</u>	<u>EST. QTY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
10200401	CLASS PV CONCRETE (6 BAG)	CY	250	<u>\$ 104⁰⁰</u>	<u>\$ 26,000</u>
10200402	CLASS PV CONCRETE (6.5 BAG)	CY	100	<u>\$ 110¹⁵</u>	<u>\$ 11,015⁰⁰</u>
10200403	CLASS PV CONCRETE (7 BAG)	CY	700	<u>\$ 111⁵⁵</u>	<u>\$ 78,085⁰⁰</u>
10200404	CLASS PP CONCRETE (6.5 BAG)	CY	250	<u>\$ 107⁸⁵</u>	<u>\$ 26,962⁵⁰</u>
10200405	CLASS PP CONCRETE (7 BAG)	CY	100	<u>\$ 111⁵⁰</u>	<u>\$ 11,150⁰⁰</u>
10200406	CONTROLLED LOW-STRENGTH MATERIAL (CLSM)	CY	100	<u>\$ 73⁰⁰</u>	<u>\$ 7,300⁰⁰</u>
10200407	LOAD DELIVERY FEE (LESS THAN 2 CUBIC YARDS)	EA	10	<u>\$ 100⁰⁰</u>	<u>\$ 1,000⁰⁰</u>
10200408	LOAD DELIVERY FEE (2 CUBIC YARD TO 5 CUBIC YARDS)	EA	50	<u>\$ 50⁰⁰</u>	<u>\$ 2,500⁰⁰</u>

TOTAL \$ 164,012⁵⁰

SUPPLEMENTAL ITEMS

NOTE: Supplemental items may be required at the City's option. The UNIT PRICE entered for each item will be used to determine the compensation to the contractor to furnish these items. **SUPPLEMENTAL ITEMS WILL NOT BE USED BY THE CITY TO DETERMINE THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER.**

<u>ITEM NUMBER</u>	<u>ITEM</u>	<u>UNIT</u>	<u>EST. QTY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
10200409	CALCIUM CHLORIDE	CYP	50	<u>2⁵⁰ per 100</u>	<u>\$ 125⁰⁰</u>
10200410	RETARDER	CYP	50	<u>2⁵⁰ per 100</u>	<u>\$ 125⁰⁰</u>
10200411	PORTLAND CEMENT	BAG	50	<u>\$ 20⁰⁰</u>	<u>\$ 1,000⁰⁰</u>
10200412	HEATED AGGREGATE AND WATER	CY	50	<u>\$ 8⁰⁰</u>	<u>\$ 400⁰⁰</u>
10200413	DYE	LBS	50	<u>50⁰⁰</u>	<u>\$ 2,500⁰⁰</u>

BID SIGNATURE PAGE

If a Corporation

Corporate Name

VCNA Prairie LLC d/b/a Prairie Material

By Registered Agent:

Business Address:

Signature (please sign in ink)

Print Name

7601 West 79th Street

Street

Bridgeview

IL

60455

City

State

Zip

708-458-0400

Area Code

Telephone Number

Name of Officers:

Edilson Chimilovski

7601 West 79th Street, Bridgeview IL

President

Gustavo Petruz

Address

7601 West 79th Street, Bridgeview IL

Vice President

Ann Straw

Address

7601 West 79th Street, Bridgeview IL

Secretary

Carlos Hererra

Address

7601 West 79th Street, Bridgeview IL

Treasurer

Address

Sole Proprietor

Firm Name

Signature of Bidder:

Business Address:

Signature (please sign in ink)

Print Name

Street

City

State

Zip

Area Code

Telephone Number

If a Partnership

Firm Name

By:

Business Address:

Signature (please sign in ink)

Print Name

Street

City

State

Zip

Area Code

Telephone Number

Name of all
Members of Firm

Name

Address

Name

Address

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF Illinois)
COUNTY OF Macon) SS.

Mark Patrucha, BEING FIRST DULY
SWORN, says that:

1) He is (Owner, Partner, Officer, Representative, or Agent) of
VENA Prairie LLC, d/b/a Prairie Meadows the Bidder that has submitted the
attached bid;

2) He is fully informed respecting the preparation and contents of the attached bid and
of all pertinent circumstances respecting such bid;

3) Such bid is genuine and is not a collusive or sham bid;

4) Neither the said bidder nor any of its officers, partners, owners, agents,
representatives, employees or parties in interest, including this affiant, has in any way colluded,
conspired, connived or agreed, directly or indirectly, with any other bidder, firm or person to
submit a collusive or sham bid in connection with the contract for which the attached bid has
been submitted or to refrain from bidding in connection with such contract, or has in any manner,
directly or indirectly, sought by agreement, or collusion or communication or conference with
any other bidder, firm or person to fix the price or prices in the attached bid or of any other
bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other
bidder, or to secure through a collusion, conspiracy, connivance or unlawful agreement any
advantage against the City of Decatur, Illinois, or any person interested in the proposed contract;
and

5) The price or prices quoted in the attached bid are fair and proper and are not tainted
by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any
of its agents, representatives, owners, employees, or parties in interest, including this affiant.

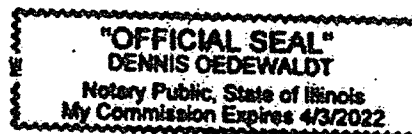
[Signature]
Manager & operations Supervisor
Title

Subscribed and sworn to before me this 2nd day of December,
2020.

[Signature]
Notary Public
Title

My Commission expires 4-3-2022.

-18-



SUBJECT: Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order
Furnishing Water Treatment Chemicals - Alum, City Project - PUR2020-05

ATTACHMENTS:

Description	Type
PURCHASING MEMO	Cover Memo
RESOLUTION - ALUM	Resolution Letter
Exhibit A	Exhibit
Exhibit B	Exhibit
Bid Summary - Page 1	Backup Material
Bid Summary - Page 2 & 3	Backup Material

COUNCIL COMMUNICATION FORM

PURCHASING & INTERNAL SERVICES MEMORANDUM

December 9, 2020

TO: Honorable Mayor Moore Wolfe and City Council

FROM: Scot Wrighton, City Manager
Gregg Zientara, Financial Management Director
Deborah M. Perry, Purchasing Supervisor

SUBJECT: Bids for water treatment chemicals

SUMMARY RECOMMENDATION: Staff recommends awarding contracts to the low bidders meeting specifications listed on Exhibit A for each of the water treatment chemicals for January 1, 2021 – December 31, 2021.

BACKGROUND: The following is a list of the chemicals and how they are used in the water purification process.

Alum – to coagulate; clarifying agent

Carbon – used for taste and odor control; control of atrazine and other compounds

Carbon Dioxide – lowers the pH level

Chlorine – primary disinfectant

Hydrofluorosilicic Acid – reduces tooth decay

Lime – water softening agent

Sodium Chlorite – disinfectant; used for taste and odor control

Sodium Hexametaphosphate – used to counteract calcium hydroxide; prevents scaling; filter protection

The City of Decatur uses a performance based evaluation for Powdered Activated Carbon (PAC).

Potential PAC bidders were requested to submit their PAC samples to an independent testing firm (Engineering Performance Solutions of Jacksonville, FL) to evaluate product performance. Three vendors submitted four products to evaluate.

Each product was evaluated and assigned a performance factor based on its ability to remove 60% of two of the most commonly occurring substances attributed to the unpleasant taste and odor characteristics of drinking water – Geosmin and 2-Methylisoborneol (2-MIB).

Multiplying this performance factor by the bid price submitted by each PAC vendor provided the ability to compare equivalent removal costs. The PAC product Aqua Nuchar from Ingevity Corporation was determined to be able to remove 60% of the Geosmin and 2-Methylisoborneol (2-MIB) at the lowest cost. (See Exhibit B for evaluation results).

Two bidders, JCI Jones and Alexander Chemical Corporation tied for low bid on liquid chlorine. Both companies have supplied chlorine to the City previously. City staff has no issues with either vendors performance in the past. However, staff would prefer to stay with the current supplier, JCI Jones for the following reasons. The chlorine containers are one ton in size. Typically, the City orders ten containers per delivery every 3 to 4 weeks. When a delivery is received old containers are loaded back onto the truck and returned to the vendor. Staff indicates it is a difficult transition trying to get the previous vendor to pick up their empty ton containers. In addition, having to order half deliveries with a new vendor is challenging due to limited storage space.

The low bidders meeting specifications have provided the City with the necessary bonding, NSF and AWWA certifications required for their chemicals.

POTENTIAL OBJECTION: None

INPUT FROM OTHER SOURCES: The Water Production Division of the Public Works Department requested the chemicals and wrote the bid specifications. They recommend approval of the bid.

STAFF REFERENCE: Matt Newell, Public Works Director, 424-2747. Keith Alexander, Water Production Manager, 424-2863, Chaundra Smith, Water Production Operations Supervisor, 424-2831. Matt will be at the council meeting to answer any questions the council may have about this purchase.

BUDGET: Water Operating Fund

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE BID AND AUTHORIZING
THE EXECUTION OF A PURCHASE ORDER
FURNISHING WATER TREATMENT CHEMICALS - ALUM
CITY PROJECT – PUR2020-05**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the tabulation of the bid received for furnishing water treatment chemicals - Alum, City Project PUR2020-05 with USAlco Michigan City Plant LLC in the amount of \$330.60 per ton be, and it is hereby, received, and placed on file.

Section 2. That the bid of USAlco Michigan City Plant LLC be accepted and a purchase order be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and she is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and the bidder for their bid price of \$330.60 per ton.

PRESENTED AND ADOPTED THIS 21st day of December, 2020.

Julie Moore Wolfe, Mayor

ATTEST:

Kim Althoff, City Clerk

Exhibit A
Water Treatment Chemicals – PUR2020-05

Estimated Yearly Usage	Chemical	Vendor	Unit Price
1500 tons	Alum	USAlco Michigan City Plant LLC	\$ 330.60/ton
300 tons	Carbon, wood based	Ingevity Corporation	\$1980.00/ton
325 tons	Carbon Dioxide	ILMO Products Co.	\$ 103.00/ton
175 tons	Chlorine	JCI Jones Chemicals, Inc.	\$ 400.00/ton
150 tons	Hydrofluorosilicic Acid	Univar Solutions, USA Inc	\$ 350.00ton
5000 tons	Lime	Mississippi Lime Company	\$ 210.30/ton
250 tons	Sodium Chlorite	Evoqua Water Technologies, LLC	\$ 921.80/ton
35 tons	Sodium Hexametaphosphate	Carus LLC	\$1738.00/ton

EXHIBIT B

Results of Carbon Sample Evaluation

	<u>Bid Price/Ton</u>	<u>Performance Factor</u>	<u>60% Removal Cost</u>
Ingevity Corporation – Aqua Nuchar	\$1,980.00	1.00	\$1,980.00
CarbPure Technologies – Carb Pure 800FRA	\$1300.00	1.62	\$2,782.00
Donau Carbon US LLC – Watercarb 800D	\$1,186.00	2.86	\$3,391.00
CarbPure Technologies – Carb Pure 600F	\$1,140.00	3.50	\$3,990.00

Project Name: Water Treatment Chemicals

Project Number: PUR2020-05

Bid Date: November 10, 2020

Time: 10:00 a.m.

	Description	QTY.	Unit	Unit Price	Total	
	See Attached					
	No Bids:					
	GEO Specialty Chemicals					
	Linde Inc					
	Sterling Water Technologies LLC					

BID SUMMARY
WATER TREATMENT CHEMICALS - Bid #PUR2020-05
November 10, 2020

1. Alum, liquid bulk

USAlco Michigan City Plant	\$ 330.60/dry ton
Univar Solutions USA, Inc	\$ 435.08/dry ton
Chemtrade Chemicals US LLC	\$ 450.00/dry ton

2. Carbon, activated bulk – Wood Based

CarbPure Technologies LLC (CarbPure 600F)	\$1140.00/dry ton
Donau Carbon US LLC	\$1186.00/dry ton
CarbPure Technologies LLC (alternate: CarbPure 600F RA)	\$1300.00/dry ton
Ingevity Corporation	\$1980.00/dry ton

3. Carbon Dioxide, bulk

ILMO Products Company	\$ 103.00/dry ton
-----------------------	-------------------

4. Chlorine, liquid, ton containers

Alexander Chemical Corp	\$ 400.00/wet ton
JCI Jones Chemicals, Inc	\$ 400.00/wet ton
DPC Enterprises, LP	\$ 538.00/wet ton
Brenntag Mid-South	\$ 569.00/wet ton

5. Hydrofluorosilicic Acid, 23% bulk

Univar Solutions, USA Inc	\$ 350.00/wet ton
Alexander Chemical Corp	\$ 398.00/wet ton
Pencco, Inc	\$ 428.00/wet ton
Brenntag Mid-South	\$ 481.00/wet ton

6. Lime, pebble, bulk, blower truck

Mississippi Lime	\$ 210.30/dry ton
Carmeuse Lime & Stone	\$ 294.14/dry ton

7. Sodium Chloride

No bids

8. Sodium Chlorite, bulk

Evoqua Water Technologies LLC
International Dioxide, Inc

\$ 921.80/wet ton
\$ 953.00/wet ton

9. Sodium Hexametaphosphate, 50 lb. bags

Carus LLC
Shannon Chemical Corporation
Connection Chemical, Inc

\$1738.00/dry ton
\$1809.09/dry ton
\$1894.00/dry ton

BID SUMMARY
WATER TREATMENT CHEMICALS - Bid #PUR2020-05
November 10, 2020

1. Alum, liquid bulk

USAlco Michigan City Plant LLC	\$ 330.60/dry ton
Univar Solutions USA, Inc.	\$ 435.08/dry ton
Chemtrade Chemicals US LLC	\$ 450.00/dry ton

2. Carbon, activated bulk – Wood Based

CarbPure Technologies LLC (CarbPure 600F)	\$1140.00/dry ton
Donau Carbon US LLC	\$1186.00/dry ton
CarbPure Technologies LLC (alternate: CarbPure 600F RA)	\$1300.00/dry ton
Ingevity Corporation	\$1980.00/dry ton

3. Carbon Dioxide, bulk

ILMO Products Company	\$ 103.00/dry ton
-----------------------	-------------------

4. Chlorine, liquid, ton containers

JCI Jones Chemicals, Inc.	\$ 400.00/wet ton
Alexander Chemical Corp.	\$ 400.00/wet ton
DPC Enterprises, LP	\$ 538.00/wet ton
Brenntag Mid-South	\$ 569.00/wet ton

5. Hydrofluorosilicic Acid, 23% bulk

Univar Solutions, USA Inc.	\$ 350.00/wet ton
Alexander Chemical Corp.	\$ 398.00/wet ton
Pencoco, Inc	\$ 428.00/wet ton
Brenntag Mid-South	\$ 481.00/wet ton

6. Lime, pebble, bulk, blower truck

Mississippi Lime	\$ 210.30/dry ton
Carmeuse Lime & Stone	\$ 294.14/dry ton

7. Sodium Chlorite, bulk

Evoqua Water Technologies LLC	\$ 921.80/wet ton
International Dioxide, Inc.	\$ 953.00/wet ton

8. Sodium Hexametaphosphate, 50 lb. bags

Carus LLC

\$1738.00/dry ton

Shannon Chemical Corporation

\$1809.09/dry ton

Connection Chemical, Inc.

\$1894.00/dry ton

SUBJECT: Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order
Furnishing Water Treatment Chemicals - Carbon, City Project - PUR2020-05

ATTACHMENTS:

Description	Type
Resolution - Carbon	Resolution Letter

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE BID AND AUTHORIZING
THE EXECUTION OF A PURCHASE ORDER
FURNISHING WATER TREATMENT CHEMICALS - CARBON
CITY PROJECT – PUR2020-05**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the tabulation of the bid received for furnishing water treatment chemicals - Carbon, City Project PUR2020-05 with Ingevity Corporation in the amount of \$1980.00 per ton be, and it is hereby, received, and placed on file.

Section 2. That the bid of Ingevity Corporation be accepted and a purchase order be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and she is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and the bidder for their bid price of \$1980.00 per ton.

PRESENTED AND ADOPTED THIS 21st day of December, 2020.

Julie Moore Wolfe, Mayor

ATTEST:

Kim Althoff, City Clerk

SUBJECT: Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order
Furnishing Water Treatment Chemicals - Carbon Dioxide, City Project - PUR2020-05

ATTACHMENTS:

Description	Type
Resolution - Carbon Dioxide	Resolution Letter

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE BID AND AUTHORIZING
THE EXECUTION OF A PURCHASE ORDER
FURNISHING WATER TREATMENT CHEMICALS – CARBON DIOXIDE
CITY PROJECT – PUR2020-05**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the tabulation of the bid received for furnishing water treatment chemicals – Carbon Dioxide, City Project PUR2020-05 with ILMO Product Company in the amount of \$103.00 per ton be, and it is hereby, received, and placed on file.

Section 2. That the bid of ILMO Product Company be accepted and a purchase order be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and she is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and the bidder for their bid price of \$103.00 per ton.

PRESENTED AND ADOPTED THIS 21st day of December, 2020.

Julie Moore Wolfe, Mayor

ATTEST:

Kim Althoff, City Clerk

SUBJECT: Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order
Furnishing Water Treatment Chemicals - Chlorine, City Project - PUR2020-05

ATTACHMENTS:

Description	Type
Resoluiton - Chlorine	Cover Memo

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE BID AND AUTHORIZING
THE EXECUTION OF A PURCHASE ORDER
FURNISHING WATER TREATMENT CHEMICALS – CHLORINE
CITY PROJECT – PUR2020-05**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the tabulation of the bid received for furnishing water treatment chemicals – Chlorine, City Project PUR2020-05 with JCI Jones Chemicals, Inc. in the amount of \$400.00 per ton be, and it is hereby, received, and placed on file.

Section 2. That the bid of JCI Jones Chemicals, Inc. be accepted and a purchase order be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and she is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and the bidder for their bid price of \$400.00 per ton.

PRESENTED AND ADOPTED THIS 21st day of December, 2020.

Julie Moore Wolfe, Mayor

ATTEST:

Kim Althoff, City Clerk

SUBJECT: Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order
Furnishing Water Treatment Chemicals - Hydroflurosilicic Acid, City Project - PUR2020-05

ATTACHMENTS:

Description	Type
Resolution - Hydroflurosilicic Acid	Resolution Letter

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE BID AND AUTHORIZING
THE EXECUTION OF A PURCHASE ORDER
FURNISHING WATER TREATMENT CHEMICALS – HYDROFLUOROSILICIC ACID
CITY PROJECT – PUR2020-05**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the tabulation of the bid received for furnishing water treatment chemicals – Hydrofluorosilicic Acid, City Project PUR2020-05 with Univar Solutions, USA Inc. in the amount of \$350.00 per ton be, and it is hereby, received, and placed on file.

Section 2. That the bid of Univar Solutions, USA Inc. be accepted and a purchase order be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and she is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and the bidder for their bid price of \$350.00 per ton.

PRESENTED AND ADOPTED THIS 21st day of December, 2020.

Julie Moore Wolfe, Mayor

ATTEST:

Kim Althoff, City Clerk

SUBJECT: Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order
Furnishing Water Treatment Chemicals - Lime, City Project - PUR2020-05

ATTACHMENTS:

Description	Type
Resolution - Lime	Resolution Letter

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE BID AND AUTHORIZING
THE EXECUTION OF A PURCHASE ORDER
FURNISHING WATER TREATMENT CHEMICALS – LIME
CITY PROJECT – PUR2020-05**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the tabulation of the bid received for furnishing water treatment chemicals – Lime, City Project PUR2020-05 with Mississippi Lime Company in the amount of \$210.30 per ton be, and it is hereby, received, and placed on file.

Section 2. That the bid of Mississippi Lime Company be accepted and a purchase order be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and she is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and the bidder for their bid price of \$210.30 per ton.

PRESENTED AND ADOPTED THIS 21st day of December, 2020.

Julie Moore Wolfe, Mayor

ATTEST:

Kim Althoff, City Clerk

SUBJECT: Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order
Furnishing Water Treatment Chemicals - Sodium Chlorite - City Project - PUR2020-05

ATTACHMENTS:

Description	Type
Resolution - Sodium Chlorite	Resolution Letter

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE BID AND AUTHORIZING
THE EXECUTION OF A PURCHASE ORDER
FURNISHING WATER TREATMENT CHEMICALS – SODIUM CHLORITE
CITY PROJECT – PUR2020-05**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the tabulation of the bid received for furnishing water treatment chemicals – Sodium Chlorite, City Project PUR2020-05 with Evoqua Water Technologies LLC in the amount of \$921.80 per ton be, and it is hereby, received, and placed on file.

Section 2. That the bid of Evoqua Water Technologies LLC be accepted and a purchase order be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and she is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and the bidder for their bid price of \$921.80 per ton.

PRESENTED AND ADOPTED THIS 21st day of December, 2020.

Julie Moore Wolfe, Mayor

ATTEST:

Kim Althoff, City Clerk

SUBJECT: Resolution Accepting the Bid and Authorizing the Execution of a Purchase Order
Furnishing Water Treatment Chemicals - Sodium Hexametaphosphate, City Project -
PUR2020-05

ATTACHMENTS:

Description	Type
Resolution - Sodium Hexametaphosphate	Cover Memo

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE BID AND AUTHORIZING
THE EXECUTION OF A PURCHASE ORDER
FURNISHING WATER TREATMENT CHEMICALS – SODIUM
HEXAMETAPHOSPHATE
CITY PROJECT – PUR2020-05**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the tabulation of the bid received for furnishing water treatment chemicals – Sodium Hexametaphosphate, City Project PUR2020-05 with Carus LLC in the amount of \$1738.00 per ton be, and it is hereby, received, and placed on file.

Section 2. That the bid of Carus LLC be accepted and a purchase order be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and she is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and the bidder for their bid price of \$1738.00 per ton.

PRESENTED AND ADOPTED THIS 21st day of December, 2020.

Julie Moore Wolfe, Mayor

ATTEST:

Kim Althoff, City Clerk

Community Development

DATE: 12/21/2020

MEMO: No. 20-49

TO: Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Cordaryl “Pat” Patrick, Director of Community Development
Richelle D. Irons, Neighborhood Services Manager

SUBJECT:

Adoption and authorization of expenditures for amended FY19-20 Annual Action Plan CDBG-CV funds

SUMMARY RECOMMENDATION:

Staff recommends adoption of the amended FY19-20 Annual Action Plan. The amendment includes the addition of \$1,292,894 in Community Development Block Grant Program-CV (CDBG-CV). The U. S. Department of Housing and Urban Development (HUD) reviewed and approved the City’s amended Annual Action Plan for FY 19-20. This action only authorizes amendment of the CV grant to access the additional funds. The City Council will decide at a later meeting how to allocate the additional funds.

BACKGROUND:

In accordance with the guidelines set forth by the U. S. Department of Housing and Urban Development (HUD), the Neighborhood Services Division develops an Annual Action Plan. The Annual Action Plan describes funding allocations for Fiscal Year 2019-20 along with strategic implementation of the priorities identified in the City’s Five Year Consolidated Plan, FY 2015-2019.

The Coronavirus Aid Relief and Economic Security (CARES) Act provides funding to enable our community to prevent, prepare for, and respond to coronavirus by providing quality subsidized housing and expanding economic opportunities for low-and moderate-income persons through HUD programs. Based on community needs, \$511,810 in CV funds has already been allocated for rent/mortgage and utility assistance and \$272,477 to assist small business for rent/mortgage assistance. Eighty thousand (\$80,000) will be used for administration of the CV grant by the city and its sub-grantees. Programmatic allocation of the remaining funds will be discussed and voted upon at a future City Council meeting.

POTENTIAL OBJECTIONS: Staff is not aware of objections.

INPUT FROM OTHER SOURCES: Comments and information were secured through public meetings and input from residents and a variety of community organizations. This is a grant requirement.

STAFF REFERENCE: Should the City Council have any questions, they may contact Richelle D. Irons, Neighborhood Services Manager, at 424-2864 or e-mail riron@decaturil.gov.

BUDGET/TIME IMPLICATIONS: None

ATTACHMENTS:

Description	Type
Resolution	Resolution Letter
Agreement	Backup Material

**RESOLUTION AUTHORIZING
COMMUNITY DEVELOPMENT BLOCK GRANT-CV (CDBG-CV) FUND
EXPENDITURES AND AMENDMENT OF THE
FY 2019-20 ANNUAL ACTION PLAN**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS;

Section 1. That the allocation of the Community Development Block Grant- CV (CDBG-CV) fund as outlined in the FY2019/2020 amended Annual Action Plan be, and the same are, hereby approved, adopted and placed on file.

Section 2. That the City Manager, Director of Community Development and/or Neighborhood Services Manager, and the City Clerk be, are hereby recognized and directed to sign, seal and attest said Agreements, Environmental Reviews, and expenditures related to funds received from the U. S. Department of Housing and Urban Development on behalf of the City of Decatur.

PRESENTED AND ADOPTED this December 21, 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

CITY CLERK

Funding Approval/Agreement

Title I of the Housing and Community
Development Act (Public Law 930383)
HI-00515R of 20515R

U.S. Department of Housing and Urban Development

Office of Community Planning and Development
Community Development Block Grant Program

OMB Approval No. 2506-0193
exp 5/31/2018

1. Name of Grantee (as shown in item 5 of Standard Form 424) Decatur	3a. Grantee's 9-digit Tax ID Number 376001308	3b. Grantee's 9-digit DUNS Number 075613000
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) 1 Civic Center Plaza Decatur, IL 62522-0000	4. Date use of funds may begin (mm/dd/yyyy) 12/09/2020	
	5a. Project/Grant No. 1 B-20-MW-17-0008	6a. Amount Approved \$1,292,894
	5b. Project/Grant No. 2	6b. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) Donald Kathan		Grantee Name (Contractual Organization) Decatur (City Of Decatur)	
Title CPD Director		Title	
Signature DONALD KATHAN X	Digitally signed by: DONALD KATHAN DN: CN = DONALD KATHAN C = US O = U.S. Government OU = Department of Housing and Urban Development, Office of Community Planning and Development Date: 2020.12.09 15:38:38 -0600	Date (mm/dd/yyyy) 12/09/2020	Signature X

7. Category of Title I Assistance for this Funding Action: Entitlement, Sec 106(b)	8. Special Conditions (check one) ☐ None ☒ Attached	9a. Date HUD Received Submission (mm/dd/yyyy) 10/30/2020	10. check one ☐ a. Orig. Funding Approval ☒ b. Amendment Amendment Number
		9b. Date Grantee Notified (mm/dd/yyyy) 12/09/2020	
		9c. Date of Start of Program Year (05/01/2020)	
11. Amount of Community Development Block Grant			
a. Funds Reserved for this Grantee		FY (2020)	
b. Funds now being Approved		\$1,292,894	
c. Reservation to be Cancelled (11a minus 11b)			

12a. Amount of Loan Guarantee Commitment now being Approved N/A	12b. Name and complete Address of Public Agency City Of Decatur 1 Civic Center Plaza Decatur, IL 62522-0000
Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.	12c. Name of Authorized Official for Designated Public Agency
	Title
	Signature X

HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		

Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By
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Additional CDBG-CV Requirements

In addition to the terms and conditions in the Funding Approval/Agreement, the following requirements apply to Grantees receiving CDBG-CV funds in accordance with the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Pub. L. 116-136).

- 1) The Grantee agrees to comply with the requirements in the CARES Act that apply to CDBG-CV grants and must use the CDBG-CV grant funds to prevent, prepare for and respond to coronavirus.
- 2) The grantee agrees to comply with the requirements of the Housing and Community Development Act of 1974 (42 USC 5301 et seq.) and implementing regulations at 24 CFR part 570, as now in effect and as may be amended from time to time, and as modified by the rules, waivers and alternative requirements published by HUD from time to time. Rules, waivers and alternative requirements of Federal Register notices applicable to CDBG-CV grants are hereby incorporated into and made a part of the grant agreement.
- 3) The Grantee may use CDBG-CV funds as reimbursement for previously incurred costs, provided that those costs are allowable and consistent with the CARES Act's purpose to prevent, prepare for and respond to coronavirus.
- 4) The grantee agrees to establish and maintain adequate procedures to prevent any duplication of benefits as required by section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), as amended by section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442).
- 5) The period of performance for the funding assistance specified in the Funding Approval/Agreement ("Funding Assistance") shall be six years. It shall begin on the date specified in item 4 in the Funding Approval/Agreement and shall end six years later, on the month and day specified in item 4. The Grantee shall not incur any obligations to be paid with the Funding Assistance after this period of performance.
- 6) The Recipient shall attach a schedule of its indirect cost rate(s) in the format set forth below to the executed Funding Approval/Agreement that is returned to HUD. The Recipient shall provide HUD with a revised schedule when any change is made to the rate(s) described in the schedule. The schedule and any revisions HUD receives from the Recipient shall be incorporated herein and made a part of this Funding Approval/Agreement, provided that the rate(s) described comply with 2 CFR part 200, subpart E.

Administering		Direct
<u>Department/Agency</u>	<u>Indirect cost rate</u>	<u>Cost Base</u>
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____

Instructions: The Recipient must identify each agency or department of the Recipient that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR §200.414(f)), and the type of direct cost base to which the rate will be applied (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rates for subrecipients.

- 7) In addition to the conditions contained in the Funding Approval/Agreement (form HUD 7082), the grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS); the System for Award Management (SAM.gov.); the Federal Funding Accountability and Transparency Act as provided in 2 CFR part 25, Universal Identifier and General Contractor Registration; and 2 CFR part 170, Reporting Subaward and Executive Compensation Information.
- 8) The grantee shall ensure that no CDBG-CV funds are used to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For the purposes of this requirement, public use shall not be construed to include economic development that primarily benefits private entities. Any use of funds for mass transit, railroad, airport, seaport or highway projects as well as utility projects which benefit or serve the general public (including energy-related, communication-related, water- related and wastewater-related infrastructure), other structures designated for use by the general public or which have other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfield as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Public Law 107–118) shall be considered a public use for purposes of eminent domain.

- 9) The Grantee or unit of general local government that directly or indirectly receives CDBG-CV funds may not sell, trade, or otherwise transfer all or any such portion of such funds to another such entity in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act.
- 10) E.O. 12372-Special Contract Condition - Notwithstanding any other provision of this agreement, no funds provided under this agreement may be obligated or expended for the planning or construction of water or sewer facilities until receipt of written notification from HUD of the release of funds on completion of the review procedures required under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 CFR Part 52. The recipient shall also complete the review procedures required under E.O. 12372 and 24 CFR Part 52 and receive written notification from HUD of the release of funds before obligating or expending any funds provided under this agreement for any new or revised activity for the planning or construction of water or sewer facilities not previously reviewed under E.O. 12372 and implementing regulations.
- 11) CDBG-CV funds may not be provided to a for-profit entity pursuant to section 105(a)(17) of the Act unless such activity or project has been evaluated and selected in accordance with Appendix A to 24 CFR 570 - "Guidelines and Objectives for Evaluating Project Costs and Financial Requirements." (Source – This condition is included as requirement on the use of fiscal year 2020 CDBG funds by the Community Development Fund heading, Department of Housing and Urban Development Appropriations Act, 2020, Public Law 116-94, and is made applicable to this grant by the CARES Act).

SUBJECT: Resolution Authorizing Residential Lease Agreement-City of Decatur, Illinois and Bryan L. Vought, 3530 E. Chestnut Ave., Decatur, Illinois.

SUMMARY RECOMMENDATION: It is recommended that the lease be approved.

BACKGROUND: This property was acquired to serve as a site for a new Fire Station #7. For the present, the city has determined to delay construction of this project; so the property can be leased until construction commences.

ATTACHMENTS:

Description	Type
3530 E. Chestnut Lease Transmittal Memo	Cover Memo
Resolution Authorizing Residential Lease Agreement-City of Decatur, Illinois and Bryan L. Vought, 3530 E. Chestnut Ave., Decatur, Illinois	Resolution Letter

December 21, 2020

TO: Mayor Julie Moore Wolfe & Members of the City Council

FROM: Scot Wrighton, City Manager
Jon Kindseth, Deputy City Manager

RE: Lease Agreement for Property Purchased for future Station #7

Previous decisions by the City Council have guided staff, to acquire suitable property for a replacement of Fire Station #7, in accordance with the recommendations of the city's fire station consultant and architect, Dewberry & Associates. The City Council approved the purchase of 3530 E. Chestnut Ave. in July and staff is closing on the property in December. Securing the interest in this property will provide the City with the opportunity to improve our fire department response time should the City Council still choose to replace current station #7.

The City has delayed the closing on the property as long as we can, in order to allow the seller time to find a new home, and more importantly to continue to mow and maintain the property. As was discussed, during the time of authorization to purchase, the City has crafted a lease agreement with the current owner to allow him to continue to live in the house, while covering utility costs, keeping property taxes current as well as maintaining the property until such time the City should choose to proceed with constructing Station #7. The City hopes to keep the property occupied until such time it is necessary to start the demolition of the home for the new fire station.

Attachments include an approval resolution and a residential lease agreement for the property.

RESOLUTION NO. R2020 _____

**RESOLUTION AUTHORIZING RESIDENTIAL LEASE AGREEMENT
-CITY OF DECATUR, ILLINOIS-
-BRYAN L. VOUGHT-
-3530 EAST CHESTNUT AVENUE, DECATUR, ILLINOIS-**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the City is or will be the owner of 3530 EAST CHESTNUT AVENUE, DECATUR, ILLINOIS.

Section 2. That the Residential Lease Agreement presented to the Council herewith, between THE CITY OF DECATUR, ILLINOIS, and BRYAN L. VOUGHT, 3530 EAST CHESTNUT AVENUE, DECATUR, ILLINOIS, be, and the same is hereby, received, placed on file and approved.

Section 3. That the Mayor and City Clerk be, and they are hereby, authorized and directed to sign, seal and attest Agreement on behalf of the City.

PRESENTED AND ADOPTED this 21st day of December, 2020.

JULIE MOORE WOLFE
MAYOR

ATTEST:

KIM ALTHOFF
CITY CLERK

RESIDENTIAL LEASE

THIS RESIDENTIAL LEASE AGREEMENT, made this ____ day of _____, 2020, by and between the City of Decatur, Illinois, an Illinois municipal corporation, hereinafter referred to as "Owner" and Bryan L. Vought, 3530 E. Chestnut Ave., Decatur, Illinois, hereinafter referred to as "Lessee", for and in consideration of the covenants and agreements contained herein, Owner hereby agrees to lease to Lessee that certain house, garage and yard having an address of 3530 E. Chestnut Ave., Decatur, Illinois.

NOW, THEREFORE, it is further agreed as follows:

1. **Term/Rent.** The term of this Lease shall be month to month, beginning _____. Owner agrees that Lessee shall pay no monies as rent.
2. **Utilities/Taxes.** Lessee agrees to pay all charges for gas, electric, garbage service, and all other utility services charges for said residential premises. Lessee shall be responsible for payment of real estate property taxes. Payment of all utilities and taxes shall be paid in a timely and prompt manner.
3. **Residential Use.** Lessee agrees to use the demised premises, consisting of the house, garage and yard adjacent to said improvements solely for use as a personal residence. Lessee shall not permit any person not a member of Lessee's immediately family to occupy the premises without the prior consent of Owner, and under no circumstances shall more than four (4) persons be permitted to reside at the premises, without the prior written consent of Owner. Each adult person residing at the premises, if more than one, shall be obligated to execute this Lease agreement, unless Owner consents, in writing, to waive such obligation. Lessee shall be permitted to park vehicles at a location designated by Owner, or Owner's designee. Lessee shall not permit vehicles with chronic or frequent oil leaks to be parked on the premises. Lessee shall not allow any vehicle that is not in operating condition, with or without current license plates, to be parked on the premises.
4. **Interior and Alterations.** Lessee agrees to maintain the premises, its fixtures and furnishings, in a clean and healthy condition, and Lessee agrees not to commit waste or use the premises for any purpose which is unlawful or which would constitute a nuisance. Lessee shall not paint, paper or otherwise redecorate or make alterations to the interior of the residential premises without the prior consent of Owner. Any permanent alterations made by Lessee, with the prior consent of Owner, shall remain upon said premises at termination or expiration of this Lease, unless otherwise consented in writing by Owner to be removed by Lessee.
5. **Pre-Existing Conditions/Ordinary Wear and Tear.** Lessee acknowledges inspecting the leased premises, and that the leased premises are in a condition acceptable to Lessee as of the beginning date of this Lease. Lessee agrees to keep said residential premises in a neat, clean, and as good a condition as at the beginning of the time Lessee began to occupy the premises, ordinary wear and tear excepted, and understanding that Lessee has occupied the premises for a period of time prior to the date of this Lease agreement. Owner and Lessee agree that Lessee may deliver to Owner, at the time of executing this Lease, a list attached hereto as Exhibit "A", listing any items of damage or defects in said premises which Lessee has discovered, if any, that were existing prior to the time that this Lease is executed and Owner or Owner's designee, will promptly inspect the premises with the Lessee to examine any such items of damage or defects in the premises, if any, that Lessee submits existed prior to the execution of this Lease. Said list of damages or defects shall be compared with the condition of the premises upon the expiration or termination of this Lease, to determine any change in the condition of the premises, excepting ordinary wear and tear, that Lessee may have caused during occupancy. Upon termination or expiration of this Lease, Lessee agrees to pay to Owner the cost paid by Owner to repair and restore said premises to its same condition as at the beginning of the time that Lessee occupied the premises, excepting ordinary wear and tear, upon receipt from Owner of a written itemized list of the cost incurred or to be incurred by Owner to repair and restore said premises. Lessee agrees to notify Owner of any damage occurring to the demised premises from whatever source, excepting ordinary wear and tear, within fourteen (14) days after the damage occurs.
6. **Ordinances and Statutes.** Lessee agrees to comply with all statutes, ordinances and requirements of all Federal, State and local authorities which govern the use and occupancy of the premises.

7. **Maintenance and Repairs.** Lessee agrees to keep the leased premises clear of trash and rubbish. Owner shall not have any duty or obligation to Lessee or Lessee's guests or invitees to remove snow or ice or any other elements from any portion of the leased premises, including entryways, sidewalks, stairs, driveways, or other areas of ingress or egress, regardless of whether any such accumulations are natural or unnatural. To prevent damage to the leased premises, Lessee agrees to maintain an interior temperature of not less than 60° or more than 80°. Lessee shall keep the yard adjacent to the house and garage mowed. Lessee shall not trim any existing trees without the advance consent of Owner.

Lessee agrees to reasonably maintain, at the expense of Lessee, the exterior walls and structural portions of the leased premises, roof, heating system, plumbing and pipes, well, sewage system, drainage system, and electrical system to the extent such items require maintenance as a result of ordinary wear and tear, aging or other causes and shall bear the cost and expense of periodic septic tank cleaning or waste removal, and for repair or maintenance of clogged drains or toilets resulting from acts of Lessee, their guests or invitees. Lessee agrees to maintain, at expense of Lessee, all kitchen appliances, interior fixtures and light bulbs. Lessee agrees that Lessee's repair, maintenance or replacement of any items which are the property of Owner shall be subject to advance written notification to Owner of the need for such repair, maintenance or replacement and receipt of Owner's advance approval of the desired repairs, maintenance or replacement by Lessee or Lessee's designee.

Lessee agrees to promptly notify Owner of any items which Lessee knows or reasonably should know are in need of maintenance, repair, removal or replacement, or any other items or conditions which Lessee knows or reasonably should know may constitute or create a dangerous or hazardous condition. Absent Owner's negligence, Owner shall have no liability to Lessee, Lessee's guests or invitees for any loss or damage caused by any failure to make any repairs or perform.

Upon termination of this Lease, Lessee shall surrender the premises in the same condition in which it was received, absent normal wear and tear.

8. **Pets and Waterbeds.** Owner and Lessee agree that no pets shall be brought on the premises or remain on the premises without the prior consent of Owner. Owner and Lessee agree that Lessee shall not have a waterbed in the residential premises without the prior consent of Owner. Owner consents to the following pets owned by Lessee currently existing at the premises:_____.

9. **Insurance.** Lessee agrees to purchase insurance coverage to protect the personal property and belongings of Lessee from damage by whatever source, including, but not limited to, damage by theft, fire, casualty and water damage which may result from broken water pipes or plumbing or damage to Lessee's property which may occur as a result of malfunction of the sewage or drainage system and other like sources of damage. Lessee further agrees to obtain liability insurance to protect Lessee from claims that may be brought against Lessee by any persons or entities for any reason whatsoever. Owner and Lessee specifically agree and understand that no portion of the monies paid by Lessee to Owner is in any way being utilized by Owner to purchase insurance protection in any form for Lessee and that insurance coverage obtained or maintained by Owner is solely for the protection of Owner's interest in the premises and solely for the benefit of Owner and not for the benefit of Lessee. Lessee specifically understands and agrees that any failure of Lessee to obtain and maintain insurance coverage for the benefit of Lessee will result in Lessee assuming the risk of incurring loss as a result of the occurrence of potential damages or claims as described in this paragraph 8.

10. **Indemnification.** Lessee shall indemnify Owner and the leased premises and all improvements placed thereon from all claims, liens, claims of lien, demands, charges, encumbrances, or litigation arising directly or indirectly out of or by reason of any activity of Lessee, Lessee's agents or designees on the premises. Owner shall not be liable for any loss, injury, death or damage to person or property which at any time may be suffered or sustained by Lessee, Lessee's guests or invitees or by any person who may at any time be using or occupying or visiting the leased premises or be in or about the same, whether such loss, injury, death or damage shall be caused by or in any way result from or arise out of any act, omission, or negligence of Lessee, Lessee's agent, or of any occupant, guest, licensee, invitee, or other user of any portion of the premises or shall result from or be caused by any other matter or thing, whether of the same kind or of a different kind than the matters or things above set forth, unless caused by or resulting from or arising out of any acts, omission or negligence of Owner, or Owner's agent.

Lessee shall and hereby does indemnify and hold harmless Owner against all claims, liability, loss or damage whatsoever on account of any such loss, injury, death or damage arising from Lessee's negligence.

11. **Subleasing.** Lessee shall not sublet the leased premises or assign this Lease.

12. **Damage/Casualty.** Owner and Lessee agree that if the leased premises, or any part thereof, is damaged by fire, act of God, or other casualty, so as to render the premises untenable, either party shall have the right to terminate this Lease as of the date on which such damage occurs, by written notice to the other, to be given within twenty (20) days after the occurrence of such damage. Owner shall not have any obligation to repair the premises.

13. **Right of Entry.** Owner and Lessee agree that Owner, or any person designated by Owner, shall have the right to enter the premises in the following circumstances and according to the following conditions:

- (a) In case of an emergency;
- (b) To make necessary repairs which Lessee fails to make, to make decorations, alterations, improvements or to exhibit the premises to potential purchasers, mortgagees, tenants, workmen, contractors, agents or similar persons;
- (c) When Lessee has abandoned or surrendered the premises;
- (d) In the event Owner needs to post notices which Owner may deem to be for the protection of Owner, Lessee, other persons or the property; and
- (e) For the purpose of inspecting the premises, as Owner may deem necessary for the protection and maintenance of the leased premises.

14. **Default.** If Lessee shall fail to perform any term of this Lease, after not less than five (5) days written notice of such default given in the manner required by law, then Owner, at Owner's option, may terminate all rights of Lessee hereunder, unless Lessee, within said time, shall cure such default. If Lessee abandons or vacates said premises on default, Owner may consider any property left on the premises to be abandoned and may dispose of the same in any manner Owner deems appropriate in Owner's sole discretion and Lessee shall have no recourse or claim against Owner for disposition of such property or any proceeds obtained by Owner from such disposition. Owner shall have the right to discard any abandoned property in Owner's sole discretion. Under no circumstances shall Owner be required or obligated to Lessee to store any property left by Lessee on the leased premises after Lessee vacates, abandons, or surrenders the leased premises. In the event it shall become necessary in the sole discretion of Owner to institute legal proceedings as a result of any breach of this Lease by Lessee, Lessee shall be responsible for all court costs and reasonable attorneys fees incurred by Owner.

15. **Termination/Surrender/Holdover.** Lessee may terminate this Lease upon thirty (30) days advance written notice to Owner, said notice to be given on or before the first day of the month in which the Lease is to terminate. Owner may terminate this Lease upon sixty (60) days advance written notice to Lessee, said notice to be given on or before the first day of the month in which the Lease is to terminate. So long as neither party is in default of any term of this Lease, and in the absence of written notice from either party to terminate this Lease, this Lease shall be renewed for a one month period. Upon termination or expiration of this Lease, Lessee agrees to make an inspection of the premises with and in the presence of Owner and/or Owner's agent(s) on the date Lessee vacates the premises for the purpose of identifying damage to the leased premises, if any, and returning all keys, access and possession of the premises to Owner, and for the purpose of giving Lessee a final opportunity to notify Owner of any items which Lessee knows or reasonably should know are in need of maintenance, repair or removal, or any items or conditions which Lessee knows or reasonably should know may constitute or create a dangerous or hazardous condition. If Lessee shall, without the written consent of Owner, continue to occupy all or any portion of the leased premises following the expiration or termination of this Lease, such unauthorized occupancy shall be deemed a hold over, and Owner shall be entitled to immediate possession of the premises and may commence legal action to recover possession of the premises as well as rent in the amount of Two Hundred Fifty Dollars (\$250.00) for every day of such unauthorized occupancy.

16. **Miscellaneous.** Each Lessee executing this Lease, in the event there is more than one Lessee, shall be jointly and severally liable to Owner under this Lease for rent for holdovers or damages to the premises, regardless of whether such amounts accrue during the term of this Lease, any renewals of this Lease, or any hold

over. Time is of the essence in this Lease. The terms of this Lease shall inure to the benefit of and be binding upon the parties, their heirs, legal representatives, successors and assigns. No waiver of any breach or breaches of any provision, covenant or condition of this Lease shall be construed to be a waiver of any preceding or succeeding breach of such provision, covenant or condition or of any other provision, covenant or condition. If any language of this Lease shall be construed to be unenforceable, the remaining language shall remain in full force and effect as though any unenforceable language were not written into this Lease. This Lease and any attachments constitute the complete and entire agreement between the parties, and no oral statements made prior to the execution of this agreement shall be binding on either party, it being understood and agreed that this agreement may be modified only in writing, signed by the party against whom enforcement is sought.

Lessee acknowledges that this Residential Lease agreement has been prepared by Owner's legal counsel and that such counsel does not represent Lessee, and that Lessee may, at the option of Lessee, consult counsel of Lessee's choice regarding the terms of this Lease agreement. Owner and Lessee acknowledge and agree that each has mutually agreed to all provisions of this Residential Lease agreement and that no provision of this agreement shall be construed against nor interpreted to the advantage or disadvantage of a party by reason of such party having or being deemed to have drafted, structured or dictated such provision.

17. Notice. Any notice required or permitted under this Agreement or under State law shall be deemed sufficiently given or personally served to or sent by United States certified mail, return receipt requested, to the address below:

Owner:
City of Decatur
Deputy City Manager
#1 Gary K. Anderson Plaza
Decatur, IL 62523

Lessee:
Bryan Vought
3530 E. Chestnut Ave.
Decatur, IL 62521

18. **Headings**. Headings in this Lease are for convenience only and do not define, limit or construe the contents of such paragraphs.

IN WITNESS WHEREOF, the parties hereto have signed and sealed this agreement on the date set forth in the first paragraph of this agreement, and Lessee acknowledges receipt of a copy of this agreement.

Public Works

DATE: 12/8/2020

MEMO: 2020-169

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Scot Wrighton, City Manager
Matt Newell, P.E., Public Works Director

SUBJECT: State Motor Fuel Tax Compliance Review

SUMMARY RECOMMENDATION:

For the City Council's information, please note the approved Compliance Review of State Motor Fuel Tax use by the City of Decatur for 2018 and 2019 which was recently completed by the Illinois Department of Transportation. IDOT requests that this be presented to the City Council and filed in the City's permanent records.

This is for your information.

ATTACHMENTS:

Description	Type
State Motor Fuel Tax Compliance Review Backup Material	



Illinois Department of Transportation

Office of Highways Project Implementation / Region 4 / District 7
400 West Wabash / Effingham, Illinois 62401-2699

November 4, 2020

COMPLIANCE REVIEW
2018 – 2019
City of Decatur

Ms. Kim Althoff
Decatur City Clerk
1 Gary K. Anderson Plaza
Decatur, Illinois 62523

Dear Ms. Althoff:

Enclosed is a copy of the Compliance Review(s) covering the receipt and disbursement of Motor Fuel Tax funds by your city for the period beginning January 1, 2018 through December 31, 2019.

After receipt of this letter, this report should be presented to your board at its first regular meeting and then filed as a permanent record in your office.

Very truly yours,

Jeffrey P. Myers, P.E.
Region Four Engineer

By:

A handwritten signature in black ink, appearing to read 'Tim Hemmen'.

Tim Hemmen, P.E.
Project Implementation Engineer

CMB:kb

Enclosure



Agency: CITY OF Decatur

Compliance Review for:

- ☒ Motor Fuel Tax
- ☐ Township Bridge
- ☐ Special Assessment
- ☐ G.O. Bond Issue
- ☐ MFT Fund Bond Issue

Compliance Review Year(s): 2018 - 2019

Compliance Review Number: 76

Date: October 20, 2020



**Illinois Department
of Transportation**

Compliance Reviewer's Certificate

CITY OF Decatur

Compliance Review No. 76

We hereby certify that we have reviewed the books and records in so far as they pertain to the receipt and disbursement of the Motor Fuel Tax Fund of the City of Decatur for the period beginning Jan. 1, 2018 and ending Dec. 31, 2019, and that entries for receipts in these books and records are true and correct and are in agreement with the records maintained by the Department of Transportation and that entries for disbursements are supported by cancelled warrants or checks with exceptions noted in the compliance review findings.

We further certify that we have verified entries in the claim registers with the original claims and cancelled warrants, that we have examined and checked the records of the City Clerk and City Treasurer and have compared the expenditures listed in the warrant registers of those offices against the minutes of the City maintained by the City Clerk and have found them to be in accordance therewith exceptions noted in the compliance review findings.


Reviewer

REVIEWED AND APPROVED BY


District Local Roads and Streets Engineer

Date: 10-30-20



Illinois Department
of Transportation

Reviewer's Comments

CITY OF Decatur

Compliance Report No. 76

Audit Period: Jan. 1, 2018 to Dec. 31, 2019

Purpose of Compliance Review:	To determine the status of Motor Fuel Tax Funds as of Dec. 31, 2019
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The other receipts to the Motor Fuel Tax Fund were

received as follows:

Interest 2019	34,395.41
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Total received:	\$34,395.41
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The 2018 and 2019 Maintenance Expenditure Statements were on file during the review.
FINALS:

10-00013-00-FP	09-00905-00-BR
14-00401-00-TL	11-00122-00-FP
15-00501-00-LT	16-00606-00-BI
15-00524-00-SC	15-00505-00-FP
16-00608-00-FP	17-00714-00-TL

SIGNED





Illinois Department
of Transportation

Fund Balance and Bank Reconciliation

CITY OF Decatur

Compliance Reivew Period Jan. 1, 2018 - Dec. 31, 2019

Compliance Review Report No. 76

Date: October 20, 2020

Fund Balance		Unobligated	Obligated	Total	Outstanding Warrants	
Balance Previous Compliance Review		2,370,284.81	(608,150.71)	1,762,134.10		
Allotments		4,279,695.87	0.00	4,279,695.87		
Total MFT Funds		6,649,980.68	(608,150.71)	6,041,829.97		
Approved Authorizations		(6,027,193.43)	6,027,193.43	0.00		
Other Receipts			954,325.51	954,325.51		
Total		622,787.25	6,373,368.23	6,996,155.48		
Disbursements			5,268,854.47	5,268,854.47		
Surplus (Credits)		1,709,854.96	(1,709,854.96)	0.00		
Unexpended Balance		2,332,642.21	(605,341.20)	1,727,301.01		
Bank Reconciliation						
Balance in Fund per Bank Certificate Dec. 31, 2019				1,727,301.01		
Deduct Outstanding Warrants						
Add Outstanding Investments				0.00		
Additions						
Subtraction's						
Net Balance in Account Dec. 31, 2019				1,727,301.01		

Certified Correct

Carly Boyer
Reviewer

08/25/2020 14:29
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CITY OF DECATUR
ACCOUNT TRIAL BALANCE FOR FY18/JAN TO DEC
FUND



ACCOUNT	ACCOUNT NAME	PER	JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
46	OPERATING CASH	-00-	00-	000-	00-	105000-					
1	242 CRP	01/08/18				CASH RECEIPTS JOURNAL	1,762,134.10	168,202.81	.00	168,202.81	
1	395 APP	01/11/18	CITY			CASH RECEIPTS JOURNAL		.00	10,868.91	157,333.90	
1	1135 CRP	01/29/18				CASH RECEIPTS JOURNAL		5,580.49	.00	162,914.39	
1	1200 CRP	01/30/18				CASH RECEIPTS JOURNAL		186.64	.00	163,101.03	
1	1302 GEN	01/31/18				JANUARY 2018 MFT REIMBURSEME		.00	44,276.36	118,824.67	
1	1304 GEN	01/31/18				INTEREST ALLOCATION		45.78	.00	118,870.45	
1	1313 GEN	01/31/18				BOND INTEREST ALLOCATION		289.53	.00	119,159.98	
1	1314 GRV	01/31/18				INTEREST ALLOCATION		.00	45.78	119,162.11	
1	1315 GEN	01/31/18				INTEREST ALLOCATION		47.91	.00	119,162.11	
2	239 APP	02/06/18	CITY			CASH RECEIPTS JOURNAL		.00	15,793.48	103,368.63	
2	255 CRP	02/06/18				CASH RECEIPTS JOURNAL		172,208.28	.00	275,576.91	
2	334 CRP	02/07/18				CASH RECEIPTS JOURNAL		22,947.98	.00	298,524.89	
2	878 APP	02/20/18	CITY			FEBRUARY 2018 MFT REIMB		.00	52,436.50	246,088.39	
2	1329 GEN	02/28/18				INTEREST ALLOCATION FEB'18		.00	30,587.44	215,500.95	
2	1333 GEN	02/28/18				CASH RECEIPTS JOURNAL		45.55	.00	215,546.50	
3	476 CRP	03/12/18				MARCH 2018 MFT REIMBURSEMENT		149,193.94	.00	364,740.44	
3	486 APP	03/12/18	CITY			MARCH 18 INTEREST ALLOCATION		.00	1,915.23	362,825.21	
3	1294 GEN	03/30/18				CASH RECEIPTS JOURNAL		.00	57,817.61	305,007.60	
3	1305 GEN	03/31/18				APRIL 2018 MFT REIMBURSEMENT		108.35	.00	305,115.95	
4	314 CRP	04/09/18	CITY			INTEREST ALLOCATION		147,896.35	.00	453,012.30	
4	689 APP	04/17/18	CITY			APRIL 2018 MFT REIMBURSEMENT		.00	45,376.98	407,635.32	
4	1037 APP	04/24/18	CITY			INTEREST ALLOCATION		.00	387,834.76	45,376.98	
4	1360 GEN	04/30/18				BOND INT ALLOCATION		.00	19,800.56	356,665.24	
4	1365 GEN	04/30/18				CASH RECEIPTS JOURNAL		518.35	.00	357,183.59	
4	1366 GEN	04/30/18				CASH RECEIPTS JOURNAL		1,260.45	.00	358,444.04	
5	26 APP	05/01/18	CITY			MAY 2018 MFT REIMBURSEMENT		.00	2,720.53	355,723.51	
5	147 CRP	05/03/18				INTEREST ALLOCATION		18,242.67	.00	373,966.18	
5	326 CRP	05/08/18				CASH RECEIPTS JOURNAL		174,450.20	.00	548,416.38	
5	1241 APP	05/29/18	CITY			INTEREST ALLOCATION		.00	22,178.84	526,237.54	
5	1411 GEN	05/31/18				BOND INT ALLOCATION		.00	40,715.78	486,067.32	
5	1417 GEN	05/31/18				CASH RECEIPTS JOURNAL		545.56	.00	486,487.42	
6	160 APP	06/05/18	CITY			JUNE 2018 MFT REIMBURSEMENT		.00	24,750.00	461,737.42	
6	269 CRP	06/07/18				INTEREST ALLOCATION		160,430.31	.00	622,167.73	
6	1372 GEN	06/30/18				CASH RECEIPTS JOURNAL		.00	41,823.91	580,343.83	
6	1378 GEN	06/30/18				JUNE INTEREST ALLOC		536.78	.00	580,880.60	
6	1379 GEN	06/30/18				JUNE BOND INTEREST ALLOCATIO		394.02	.00	581,274.62	
7	311 APP	07/10/18	CITY			CASH RECEIPTS JOURNAL		.00	49,284.76	531,989.86	
7	319 CRP	07/10/18				CASH RECEIPTS JOURNAL		147,026.88	.00	679,016.74	
7	914 CRP	07/23/18				CASH RECEIPTS JOURNAL		29,425.32	.00	708,442.06	
7	957 APP	07/24/18	CITY			INTEREST ALLOCATION		.00	23,375.23	685,066.83	
7	1331 GEN	07/31/18				JULY 2018 MFT REIMBURSEMENT		692.11	.00	685,758.94	
7	1332 GEN	07/31/18				BOND INTEREST ALLOCATION		.00	30,107.02	655,651.92	
7	1338 GEN	07/31/18				CASH RECEIPTS JOURNAL		311.50	.00	655,963.42	
8	104 CRP	08/02/18				CASH RECEIPTS JOURNAL		186.64	.00	656,150.06	
8	449 CRP	08/10/18				CASH RECEIPTS JOURNAL		172,563.52	.00	828,713.58	
8	570 CRP	08/14/18				CASH RECEIPTS JOURNAL		10,798.86	.00	839,512.44	
8	602 APP	08/14/18	CITY			AUGUST 2018 MFT REIMBURSEMENT		.00	12,013.58	827,498.86	
8	1531 GEN	08/31/18				INTEREST ALLOCATION		640.70	.00	775,023.55	
8	1543 GEN	08/31/18				INTEREST ALLOCATION		.00	52,475.31	775,664.25	

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CITY OF DECATUR
ACCOUNT TRIAL BALANCE FOR FY18/JAN TO DEC
FUND



ACCOUNT PER	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
9	521 CRP	09/12/18		CASH RECEIPTS JOURNAL		166,400.46	.00	942,064.71	
9	744 APP	09/18/18		CITY		.00	30,374.85	911,689.86	
9	1360 GEN	09/30/18		SEPT 2018 MFT REIMBURSEMENT		.00	51,296.11	860,393.75	
9	1370 GEN	09/30/18		INTEREST ALLOCATION		563.58	.00	860,957.33	
10	99 APP	10/02/18		CITY		.00	995,726.74	-134,769.41	
10	485 CRP	10/10/18		CASH RECEIPTS JOURNAL		139,001.37	.00	4,231.96	
10	725 CRP	10/11/18		CASH RECEIPTS JOURNAL		.00	29,425.32	-25,193.36	
10	927 APP	10/23/18		CITY		.00	40,009.42	-65,202.78	
10	1222 APP	10/30/18		CITY		.00	6,240.20	-71,442.98	
10	1347 GEN	10/31/18		OCTOBER 2018 MFT REIMBURSEME		.00	23,523.08	-94,966.06	
10	1354 GEN	10/31/18		INTEREST ALLOCATION		698.17	.00	-125,363.28	
10	1357 GEN	10/31/18		BOND INTEREST ALLOCATION		1,655.98	.00	-92,611.91	
11	270 APP	11/06/18		CITY		.00	32,751.37	57,008.38	
11	512 CRP	11/13/18		CASH RECEIPTS JOURNAL		182,371.66	.00	57,195.02	
11	561 CRP	11/14/18		CASH RECEIPTS JOURNAL		186.64	.00	76,846.37	
11	610 CRP	11/15/18		CASH RECEIPTS JOURNAL		19,651.35	.00	71,539.79	
11	779 APP	11/20/18		CITY		.00	5,306.58	-404,488.25	
11	979 APP	11/27/18		CITY		.00	476,028.04	-456,660.25	
11	1260 GEN	11/30/18		NOV 2018 MFT REIMBURSEMENT		.00	52,172.00	-456,012.51	
11	1265 GEN	11/30/18		INTEREST ALLOCATION		647.74	.00	-283,441.20	
11	1269 GEN	11/30/18		NOVEMBER BOND INTEREST ALLOC		868.55	.00	-335,498.59	
12	406 CRP	12/11/18		CASH RECEIPTS JOURNAL		171,702.76	.00	-374,534.45	
12	1065 APP	12/28/18		CITY		.00	52,057.39	-373,935.03	
12	1329 GEN	12/31/18		DEC 2018 MFT REIMBURSEMENT		.00	39,035.86	-373,544.11	
12	1337 GEN	12/31/18		INTEREST ALLOCATION		599.42	.00		
12	1346 GEN	12/31/18		BOND INTEREST ALLOCATION		390.92	.00		
TOTALS FOR FUND 46					1,762,134.10	2,069,936.18	2,443,480.29	-373,544.11	1,388,589.99
MOTOR FUEL TAX FUND					1,762,134.10	2,069,936.18	2,443,480.29	-373,544.11	1,388,589.99
REPORT TOTALS					1,762,134.10	2,069,936.18	2,443,480.29	-373,544.11	1,388,589.99

** END OF REPORT - Generated by Hawbakker, Melinda M **

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CITY OF DECATUR
ACCOUNT TRIAL BALANCE FOR FY19/JAN TO DEC
FUND



ACCOUNT	ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE		
46	-00-00-000-00-105000-					
1	OPERATING CASH					
1	286 CRP 01/08/19	1,388,589.99				
1	1255 GEN 01/31/19		165,334.41	.00	165,334.41	
1	1263 GEN 01/31/19		.00	18,879.47	146,454.94	
2	108 APP 02/05/19		871.79	.00	147,326.73	
2	381 CRP 02/08/19		.00	3,683.94	143,642.79	
2	675 APP 02/19/19		.00	.00	308,794.91	
2	998 APP 02/26/19		.00	33,464.76	275,330.15	
2	1171 GEN 02/28/19		.00	29,818.14	245,512.01	
2	1173 GEN 02/28/19		.00	30,020.63	215,491.38	
3	457 APP 03/12/19		1,261.57	.00	216,752.95	
3	694 APP 03/19/19		.00	21,764.24	194,988.71	
3	1269 GEN 03/31/19		.00	.00	345,195.55	
3	1271 CRP 03/31/19		.00	44,251.27	300,944.28	
3	1277 GEN 03/31/19		405.11	.00	268,406.92	
3	1281 GEN 03/31/19		1,261.83	.00	270,073.86	
4	226 CRP 04/04/19		33,272.74	.00	268,406.92	
4	277 CRP 04/05/19		186.64	.00	303,346.60	
4	385 APP 04/09/19		22,901.07	.00	303,346.60	
4	408 CRP 04/09/19		.00	.00	326,434.31	
4	1420 GEN 04/30/19		143,644.07	.00	292,663.56	
4	1437 GEN 04/30/19		.00	33,770.75	436,307.63	
4	1439 GEN 04/30/19		1,489.87	.00	398,731.18	
5	520 CRP 05/10/19		1,191.86	.00	401,412.91	
5	1276 APP 05/28/19		168,492.75	.00	400,221.05	
5	1529 GEN 05/31/19		.00	.00	489,291.74	
5	1543 GEN 05/31/19		.00	.00	490,937.18	
5	1548 GEN 05/31/19		.00	.00	491,757.28	
6	104 CRP 06/04/19		154,413.09	.00	492,502.54	
6	389 CRP 06/10/19		745.26	.00	646,915.63	
6	762 APP 06/18/19		.00	.00	635,422.98	
6	801 CRP 06/18/19		.00	.00	654,035.45	
6	1353 GEN 06/30/19		18,612.47	.00	669,761.97	
6	1366 GEN 06/30/19		15,726.52	.00	671,299.96	
7	388 CRP 07/09/19		1,537.99	.00	812,068.04	
7	1043 APP 07/23/19		140,768.08	.00	791,678.04	
7	1309 APP 07/30/19		.00	20,390.00	769,190.89	
7	1436 GEN 07/30/19		.00	22,487.15	727,326.43	
7	1443 GEN 07/31/19		.00	41,864.46	729,260.88	
7	1449 GEN 07/31/19		1,934.45	.00	729,260.88	
8	578 CRP 08/14/19		335.55	.00	905,548.62	
8	678 CRP 08/15/19		175,952.12	.00	886,936.15	
8	703 CRP 08/15/19		.00	18,612.47	905,548.62	
8	984 APP 08/20/19		.00	.00	874,762.33	
8	1027 CRP 08/20/19		.00	30,786.29	905,321.22	
8	1135 GEN 08/22/19		30,558.89	.00	905,321.22	
8	1218 CRP 08/23/19		.00	341,686.88	563,634.34	
8	1318 APP 08/27/19		48,132.16	.00	611,766.50	
8	1547 GEN 08/31/19		.00	84,910.13	526,856.37	
8	1552 GEN 08/31/19		551.23	.00	494,141.49	
				.00	494,692.72	

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CITY OF DECATUR
ACCOUNT TRIAL BALANCE FOR FY19/JAN TO DEC
FUND



ACCOUNT	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL								
8	1556 GRV	08/31/19		INTEREST ALLOCATION		.00	551.23	494,141.49	
8	1558 GEN	08/31/19		CASH RECEIPTS JOURNAL		1,723.69	.00	495,865.18	
9	589 CRP	09/13/19		CASH RECEIPTS JOURNAL		253,135.80	.00	749,000.98	
9	636 CRP	09/16/19		CASH RECEIPTS JOURNAL		127,530.58	.00	876,531.56	
9	676 APF	09/17/19	CITY	CASH RECEIPTS JOURNAL		.00	.00	881,117.75	
9	774 CRP	09/18/19		CASH RECEIPTS JOURNAL		2,612.43	.00	883,730.18	
9	1016 APF	09/24/19	CITY	SEPT 2019 MFT REIMBURSEMENT		.00	7,086.96	676,643.22	
9	1287 GEN	09/30/19		SEPT 2019 MFT REIMBURSEMENT		.00	31,503.78	645,139.44	
9	1288 GRV	09/30/19		SEPT 2019 MFT REIMBURSEMENT		.00	31,544.45	676,643.22	
9	1289 GEN	09/30/19		INTEREST ALLOCATION		.00	.00	645,038.77	
9	1292 GEN	09/30/19		BOND INTEREST ALLOCATION		1,673.73	.00	646,712.50	
9	1293 GEN	09/30/19		BOND INTEREST ALLOCATION		1,024.72	.00	647,737.22	
10	20 APF	10/01/19	CITY	CASH RECEIPTS JOURNAL		.00	7,364.62	640,432.60	
10	356 APF	10/08/19	CITY	CASH RECEIPTS JOURNAL		.00	355,403.56	285,029.04	
10	489 CRP	10/10/19		CASH RECEIPTS JOURNAL		42,878.96	.00	327,908.00	
10	491 CRP	10/10/19		CASH RECEIPTS JOURNAL		79,142.74	.00	407,050.74	
10	578 CRP	10/11/19		CASH RECEIPTS JOURNAL		274,957.42	.00	682,008.16	
10	662 APF	10/15/19	CITY	CASH RECEIPTS JOURNAL		.00	23,147.04	658,861.12	
10	725 CRP	10/16/19		CASH RECEIPTS JOURNAL		26,005.37	.00	684,866.49	
10	1038 CRP	10/23/19		CASH RECEIPTS JOURNAL		156,331.05	.00	841,197.54	
10	1111 CRP	10/24/19		CASH RECEIPTS JOURNAL		123,145.17	.00	964,342.71	
10	1252 APF	10/29/19	CITY	CASH RECEIPTS JOURNAL		.00	187,244.50	777,088.21	
10	1393 CRP	10/31/19		CASH RECEIPTS JOURNAL		.00	26,005.37	751,092.84	
10	1396 CRP	10/31/19		CASH RECEIPTS JOURNAL		.00	31,544.45	745,553.76	
10	1417 GEN	10/31/19		OCTOBER 2019 MFT REIMBURSEMENT		.00	.00	777,098.21	
10	1422 GRV	10/31/19		OCTOBER 19 MFT REIMBURSEMENT		.00	31,544.45	745,553.76	
10	1423 GEN	10/31/19		INTEREST ALLOCATION		.00	.00	744,053.10	
10	1427 GEN	10/31/19		BOND INTEREST		1,714.34	.00	745,767.44	
10	1429 GEN	10/31/19		BOND INTEREST		401.23	.00	746,168.67	
11	143 CRP	11/05/19	CITY	CASH RECEIPTS JOURNAL		.00	150,512.54	595,656.13	
11	298 CRP	11/07/19		CASH RECEIPTS JOURNAL		252,289.78	.00	847,945.91	
11	738 APF	11/19/19	CITY	CASH RECEIPTS JOURNAL		.00	247,385.10	600,560.81	
11	1092 CRP	11/25/19		CASH RECEIPTS JOURNAL		12,854.35	.00	613,415.16	
11	1211 APF	11/27/19	CITY	MFT REIMB NOV 2019		.00	147,466.68	465,948.48	
11	1269 GEN	11/30/19		INTEREST ALLOCATION		.00	48,230.03	417,718.45	
11	1270 GEN	11/30/19		INTEREST ALLOCATION		.00	.00	419,117.52	
12	67 APF	12/03/19	CITY	CASH RECEIPTS JOURNAL		1,399.07	.00	406,875.60	
12	408 CRP	12/06/19		CASH RECEIPTS JOURNAL		.00	12,241.92	125,640.96	
12	411 CRP	12/06/19		CASH RECEIPTS JOURNAL		.00	281,234.64	376,316.71	
12	472 CRP	12/09/19		CASH RECEIPTS JOURNAL		250,675.75	.00	660,404.13	
12	473 CRP	12/09/19		CASH RECEIPTS JOURNAL		284,087.42	.00	676,840.87	
12	515 APF	12/10/19	CITY	CASH RECEIPTS JOURNAL		16,436.74	.00	674,854.67	
12	823 APF	12/17/19	CITY	CASH RECEIPTS JOURNAL		.00	1,986.20	303,390.43	
12	917 CRP	12/18/19		CASH RECEIPTS JOURNAL		.00	371,464.24	423,800.43	
12	1439 APF	12/31/19	CITY	DEC 2019 MFT REIMBURSEMENT		.00	32,479.82	391,320.61	
12	1716 GEN	12/31/19		INTEREST ALLOCATION		.00	55,482.50	335,838.11	
12	1734 GEN	12/31/19		BOND INTEREST ALLOCATION		1,239.77	.00	337,077.88	
12	1738 GEN	12/31/19		BOND INTEREST ALLOCATION		1,633.14	.00	338,711.02	
					1,388,589.99	3,588,375.41	3,249,664.39	338,711.02	1,727,301.01

08/25/2020 14:30
mmhwbak

CITY OF DECATUR
ACCOUNT TRIAL BALANCE FOR FY19/JAN TO DEC
FUND

ACCOUNT
ACCOUNT NAME
PER JNL SRC EFF DATE REFERENCE

BEG. BALANCE

DEBITS

CREDITS

NET CHANGE

END BALANCE

TOTALS FOR FUND 46
MOTOR FUEL TAX FUND

REPORT TOTALS

1,388,589.99	3,588,375.41	3,249,664.39	338,711.02	1,727,301.01
1,388,589.99	3,588,375.41	3,249,664.39	338,711.02	1,727,301.01

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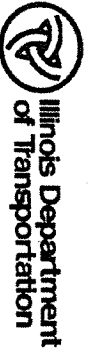


CITY OF Decatur

Compliance Review Report No. 476

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REMARKS:



CITY OF DECATUR

Compliance Review Period: January 1, 2018 - December 31, 2019

Compliance Review Report No. 76

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Section	Balance Prev. Review	Total Amount Authorized	Adjustments	Other Receipts	Total Funds Available	Total Disbursements	Surplus to Unobligated Balance (Credits)	Unexpended Balance	Prev. Accumulated Disbursements	Total Accumulated Disbursements
Maintenance					0.00			0.00		0.00
13-00000-00-GM	104,801.93				104,801.93		104,801.93	0.00	295,198.07	295,198.07
14-00000-00-GM	345,861.43				345,861.43		345,861.43	0.00	449,130.57	449,130.57
15-00000-00-GM	128,347.42				128,347.42		128,347.42	0.00	631,652.58	631,652.58
16-00000-00-GM	232,703.57				232,703.57		232,703.57	0.00	433,296.43	433,296.43
17-00000-00-GM	78,723.45				78,723.45		78,723.45	0.00	426,276.55	426,276.55
18-00000-00-GM		640,000.00		77,967.91	717,967.91	580,768.95		137,198.96		580,768.95
19-00000-00-GM		741,000.00		87,905.09	828,905.09	535,927.70		292,977.39		535,927.70
					0.00			0.00		0.00
					0.00			0.00		0.00
10-00013-00-FP					0.00			0.00		0.00
Construction	680.19				680.19		680.19	0.00	1,258,052.87	1,258,052.87
Engineering	(680.19)	680.19			0.00			0.00	142,111.20	142,111.20
					0.00			0.00		0.00
					0.00			0.00		0.00
					0.00			0.00		0.00
14-00401-00-TL					0.00			0.00		0.00
Construction	(29,578.61)	29,578.61			0.00			0.00	128,185.30	128,185.30
					0.00			0.00		0.00
					0.00			0.00		0.00
					0.00			0.00		0.00
15-00501-00-LT					0.00			0.00		0.00
Construction	(4,226.85)	4,226.85			0.00			0.00	53,467.88	53,467.88
					0.00			0.00		0.00
					0.00			0.00		0.00
					0.00			0.00		0.00
15-00524-00-SC					0.00			0.00		0.00
Construction	713,025.00				713,025.00		713,025.00	0.00	110,300.60	110,300.60
					0.00			0.00		0.00
					0.00			0.00		0.00
					0.00			0.00		0.00
16-00608-00-FP					0.00			0.00		0.00
Construction	87,624.90				87,624.90		87,624.90	0.00	975,812.06	975,812.06
					0.00			0.00		0.00
TOTALS	1,657,282.24	1,415,485.65	0.00	165,873.00	3,238,640.89	1,116,696.65	1,691,767.89	430,176.35	4,903,484.11	6,020,180.76



Summary of Motor Fuel Tax Fund Transactions
By Sections and Categories

CITY OF Decatur

Compliance Review Period: January 1, 2018 - December 31, 2019

Compliance Review Report No. 76

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Section	Balance Review	Prev. Rev.	Total Amount Authorized	Adjustments	Other Receipts	Total Funds Available	Total Disbursements	Surplus to Unobligated Balance (Credits)	Unexpended Balance	Prev. Accumulated Disbursements	Total Accumulated Disbursements	
09-00905-00-BR						0.00			0.00		0.00	
Engineering		(12,932.62)	12,932.62			0.00			0.00	268,901.79	268,901.79	FINAL AGREES
Construction		(1,137,165.02)	1,137,165.02			0.00			0.00	1,137,165.02	1,137,165.02	FINAL AGREES
ROW		0.00				0.00			0.00	41,000.00	41,000.00	FINAL AGREES
						0.00			0.00		0.00	
						0.00			0.00		0.00	
13-00325-00-BR						0.00			0.00		0.00	
Engineering		(16,010.83)	16,010.83			0.00			0.00	113,514.17	113,514.17	FINAL AGREES
Construction		(168,298.62)	217,583.38			49,284.76	49,284.76		0.00	168,298.62	217,583.38	FINAL AGREES
						0.00			0.00		0.00	
						0.00			0.00		0.00	
10-00025-00-SW						0.00			0.00		0.00	
Construction		(260,137.74)	260,137.74			0.00			0.00	692,181.94	692,181.94	FINAL AGREES
Engineering		(387,504.72)	387,504.72			0.00			0.00	262,514.48	262,514.48	FINAL AGREES
						0.00			0.00		0.00	
						0.00			0.00		0.00	
11-00122-00-FP						0.00			0.00		0.00	
Construction		(10,408.83)	10,408.83			0.00			0.00	28,808.49	28,808.49	FINAL AGREES
						0.00			0.00		0.00	
						0.00			0.00		0.00	
16-00606-00-B1						0.00			0.00		0.00	
Engineering		(77,548.08)	77,548.08			0.00			0.00	77,548.08	77,548.08	FINAL AGREES
						0.00			0.00		0.00	
						0.00			0.00		0.00	
17-00706-00-BR						0.00			0.00		0.00	
Engineering		(137,687.26)	338,767.36			201,080.10	201,080.10		(0.00)	137,687.26	338,767.36	live/agrees
						0.00			0.00		0.00	
						0.00			0.00		0.00	
						0.00			0.00		0.00	
						0.00			0.00		0.00	
TOTALS	(2,207,693.72)		2,458,056.58	0.00	0.00	250,364.86	250,364.86	0.00	(0.00)	2,927,619.85	3,177,984.71	

CITY OF Decatur

Compliance Review Period: January 1, 2018 - December 31, 2019

Compliance Review Report No. 76

Section	Balance Prev. Review	Total Amount Authorized	Adjustments	Other Receipts	Total Funds Available	Total Disbursements	Surplus to Unobligated Balance (Credits)	Unexpended Balance	Prev. Accumulated Disbursements	Total Accumulated Disbursements	
15-00605-00-FP	(1,450.00)	1,450.00			0.00			0.00	1,450.00	1,450.00	FINAL AGREES
					0.00			0.00		0.00	
17-00714-00-TL	(67,108.50)	67,108.50			0.00			0.00	67,108.50	67,108.50	FINAL AGREES
					0.00			0.00		0.00	
18-00808-00-FP		1,508,735.65			1,508,735.65	1,501,467.85	7,267.80	(0.00)		1,501,467.85	FINAL AGREES
					0.00			0.00		0.00	
18-00805-00-BR					0.00			0.00		0.00	
Engineering		81,531.80			81,531.80	209,893.49		(128,361.69)		209,893.49	live/agrees
					0.00			0.00		0.00	
19-00908-00-FP		357,107.25			357,107.25	353,173.56		3,933.69		353,173.56	live/agrees
					0.00			0.00		0.00	
18-00802-00-BR					0.00			0.00		0.00	
Construction		130,351.38			130,351.38	121,464.24		8,887.14		121,464.24	live/agrees
					0.00			0.00		0.00	
17-00933-00-LA					0.00			0.00		0.00	
CMT Engineering				147,497.56	147,497.56	194,044.42		(46,546.86)		194,044.42	do not auth
ROW				79,142.74	79,142.74	485,210.53		(406,067.79)		485,210.53	will be other receipt
09-00933-01-BR					0.00			0.00		0.00	
RR Eng.		7,364.62			7,364.62	7,364.62		0.00		7,364.62	do not auth
AECOM Eng				527,416.80	527,416.80	779,174.25		(251,757.45)		779,174.25	will be other receipt
ROW					0.00	250,000.00		(250,000.00)		250,000.00	
Interest					0.00			0.00		0.00	
2013	917.69				917.69		917.69	0.00		0.00	
2014	1,163.41				1,163.41		1,163.41	0.00		0.00	
2015	962.50				962.50		962.50	0.00		0.00	
2016	4,191.51				4,191.51		4,191.51	0.00		0.00	
2017	3,584.16				3,584.16		3,584.16	0.00		0.00	
2018				11,236.27	11,236.27			11,236.27		0.00	
2019				23,160.14	23,160.14			23,160.14		0.00	
					0.00			0.00		0.00	
TOTALS	(57,739.23)	2,153,649.20	0.00	788,452.51	2,884,362.48	3,901,792.96	18,087.07	(1,035,517.55)	68,558.50	3,970,351.46	

BEGINNING BALANCE:	1,762,134.10
OUTSTANDING CHECKS:	
DEPOSITS IN TRANSIT	
ADJUSTED BALANCE:	1,762,134.10

Printed 10/20/2020

Comingled Account

BEGINNING BALANCE: 1,388,589.99
 OUTSTANDING CHECKS: 1,388,589.99
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE:

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
1/1/2019				165,334.41	871.79						1,554,796.19
2/1/2019		19 GM	wages/signal					18,879.47			1,535,916.72
		18 GM	variety	165,152.12	1,261.57						1,702,330.41
		19 GM	variety					3,683.94			1,698,646.47
		19 GM	sell					33,464.76			1,665,181.71
		19 GM	sell					29,818.14			1,635,363.57
		19 GM	wages/signal					30,020.63			1,605,342.94
3/1/2019				150,206.84	1,261.83						1,605,342.94
		19 GM	Main receive Macon Co/ sail			405.11		21,764.24			1,605,342.94
		22 19 GM	sell					14,538.20			1,756,811.61
		23 19 GM	Dunn								1,720,914.28
		19 GM	wages/signal					32,537.36			1,691,201.21
		18 GM	MFT Reimbursement			33,272.74					1,658,663.85
4/1/2019				143,644.07	1,489.87						1,691,936.59
		19 GM	Signal Reimbursement		1,191.86	186.64					1,837,070.53
		19 GM	Signal Reimbursement			22,901.07					1,837,070.53
		18-00805-00-BR	WHS					37,576.45			1,837,070.53
		19 GM	wages/signal								1,837,070.53
5/1/2019				168,492.75	1,645.44						1,790,002.90
		19 GM	sell		820.10			12,680.41			1,960,141.09
		19 GM	wages/signal					68,033.51			1,946,380.78
6/1/2019				154,413.09	1,537.99						1,880,347.27
		19 GM	Main receipt Macon Co			745.26					2,037,043.61
		18-00833-01-BR	AECOM			18,612.47					2,025,550.96
		19 GM	Signal Reimbursement								2,044,163.43
			eq. damage therefore					(15,726.52)			2,059,889.95
			wages/signal								2,059,889.95
7/1/2019				140,768.08	1,934.45						2,202,592.48
		18-00833-01-BR	AECOM		335.55						2,182,538.03
		18-00805-00-BR	WHS								2,160,050.88
		19 GM	wages/signal					41,864.46			2,118,186.42
8/1/2019				175,952.19	1,723.69						2,295,862.30
						18,612.47					2,314,474.77
							18,612.47				2,295,862.30
		18-00833-01-BR	AECOM								2,265,076.01
		19 GM	Signal Reimbursement			30,558.89					2,295,634.90
			CMT & AECOM & Reim CMT						341,686.88		1,953,948.02
		17-00833-00-LA	CMT Reimbursement			48,132.16					2,002,080.18
		6 17-00833-00-LA	CMT							5,767.39	1,996,312.79
		7 17-00833-00-LA	Flight of Way							1,917,170.05	1,884,455.17
		19 GM	wages/signal			551.23		32,714.88			1,884,455.17
							551.23				1,884,455.17
TOTALS:				1,263,963.55	14,074.14	173,978.04	19,163.70	361,749.93	371,399.95	203,836.97	1,884,455.17

134,648.21 CMT payr
 280,615.76 AECOM
 143,602.09 Reim CMT
 341,686.88

1,884,455.17
1,884,455.17

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2,134,758.66

TOTALS	2019	2,328,433.97	23,160.14	1,221,054.78	389,451.94	539,611.64	1,502,105.54	802,768.75
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BLR 1550002 (Rev. 08/07)



Maintenance Expenditure Statement

Submittal Type **Original**

Local Public Agency

City of Decatur

County

Macon

Section Number

18-00000-00-GM

Maintenance Period

Beginning

01/01/18

Ending

12/31/18

Maintenance Items

Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Signal Main		\$383,305.31	\$48,944.02	\$73,292.18			\$505,541.51	461727.26
Concrete				\$0.00			\$0.00	
Salt				\$100,534.01			\$100,534.01	
Asphalt				\$14,823.74			\$14,823.74	
Striping				\$3,683.94			\$3,683.94	
Total Cost							\$624,583.20	

Add Row

580768.95

Maintenance Engineering Cost Summary

Preliminary Engineering Fee

Engineering Inspection Fee

Material Testing Costs

Advertising Costs

Bridge Inspection Costs

Costs

Maintenance Engineering Total

Total Maintenance Program Costs

Contributions, Refunds, Paid with Other Funds

Total Motor Fuel Tax Portion

Total Motor Fuel Tax Funds Authorized

Surplus/Deficit

Maintenance

Maint. Engineering

580768.95

\$624,583.20

77967.91

\$10,541.51

\$614,041.69

\$640,000.00

\$25,958.31

137198.96

Remarks

☒ I hereby certify that the maintenance operations shown above were completed in accordance with Illinois State Statutes and Bureau of Local Roads Streets Manual, for the work during the maintenance period stated above, and that receipted bills are on file and available for review.

SUBMITTED

Local Public Agency Official

Date

[Signature]

8/26/20

Title

City Engineer

County Engineer/Superintendent of Highways

Date

APPROVED

Regional Engineer

Department of Transportation

Date

[Signature]

10.30.20



Maintenance Expenditure Statement

Submittal Type **Original**

Local Public Agency	County	Section Number	Beginning	Ending
City of Decatur	Macon	19-00000-00-GM	01/01/19	12/31/19

Maintenance Items

Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Signal Main		\$307,657.41	\$30,064.00	\$76,480.92			\$414,202.33	
Concrete				\$0.00			\$0.00	
Salt				\$112,165.75			\$112,165.75	
Asphalt				\$0.00			\$0.00	
Striping				\$6,497.12			\$6,497.12	
Lucity Soft				\$3,062.50			\$3,062.50	
Total Cost							\$535,927.70	

Add Row

Maintenance Engineering Cost Summary

Preliminary Engineering Fee
Engineering Inspection Fee
Material Testing Costs
Advertising Costs
Bridge Inspection Costs

Costs

Maintenance Engineering Total

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$535,927.70	
Contributions, Refunds, Paid with Other Funds	87905.09	\$33,272.74
Total Motor Fuel Tax Portion	\$502,654.96	
Total Motor Fuel Tax Funds Authorized	\$741,000.00	
Surplus/Deficit	\$238,345.04	

292977.39

Remarks

☒ I hereby certify that the maintenance operations shown above were completed in accordance with Illinois State Statues and Bureau of Local Roads Streets Manual, for the work during the maintenance period stated above, and that receipted bills are on file and available for review.

SUBMITTED

Local Public Agency Official

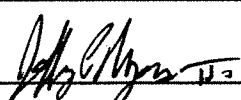
Date
8/26/20

Title
City Engineer

County Engineer/Superintendent of Highways

Date

APPROVED

Regional Engineer
Department of Transportation

Date
10/30/20



Local Public Agency: City of Decatur
County: Macon
Section: 10-00013-00-FP
Contractor: Illinois Valley Paving

Financial Statement						
Total Funds Received		Expenditures				Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way	Advertisement	
MFT	\$1,312,048.80	\$1,258,052.86				\$ 53,315.74
MFT	\$ 233,762.37		\$ 141,431.00		\$ 680.20	\$ 92,331.37
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Remarks: Amount in advertisement column reflects \$163.80 for advertisement in Decatur Tribune and \$516.40 for printing project books and plans for previous bidders for the rebid of the project. Total \$680.20.

The improvement was constructed in accordance with the plans approved by the Department on June 25, 2012
Final inspection of the designated work was made by the Department on August 7, 2013 ^{Date} and it was
found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The
financial statement is in accordance with department records.

This improvement shall henceforth be maintained by:

Length as Built: _____
 Cross Section as Built: _____
 Road Bed Width: _____
 Surface Type: _____
 Width: _____
 Thickness: _____

Award Date: 8/29/2012
Awarded Amount: \$1,312,048.80

City of Decatur

Local Agency

Prepared By

Title of Preparation

Date _____

Local Agency Signature

City Engineer

Title

Date _____

Regional Engineer

Date _____



Local Public Agency City of Decatur	County Macon	Section Number 14-00401-00-TL
Contractor	Award Date	Award Amount

Financial Statement						
Total Funds Received		Expenditures				Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way		
MFT	\$128,185.30	\$128,185.30				\$0.00
Total Funds Received	\$128,185.30					
Total Expenditures:		\$128,185.30				
Add	Project Total					\$128,185.30

Remarks

State Contract #74475, IL Route 105 final payment made 11/9/17

The improvement was constructed in accordance with the plans approved by the Department on

Final inspection of the designated work was made by the Department on Date and it was

found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The financial statement is in accordance with department records.

This improvement shall henceforth be maintained by: Public Agency

Prepared By Date

 Title of Preparer

Submitted:

Local Public Agency Signature
 Title

Date

Approved:

Regional Engineer, DOT

Date



Local Public Agency	County	Section Number
City of Decatur	Macon	15-00501-00-LT
Contractor	Award Date	Award Amount
Bodine Electric	05/13/16	\$60,000.00

Financial Statement						
Total Funds Received		Expenditures				Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way		
MFT	\$60,000.00	\$53,467.88				\$6,532.12
	(RES. AMOUNT)					
Total Funds Received	\$60,000.00					
Total Expenditures:		\$53,467.88				
Add	Project Total					\$53,467.88

Remarks

The improvement was constructed in accordance with the plans approved by the Department on 06/06/16

Date

Final inspection of the designated work was made by the Department on 03/18/19

Date

and it was

found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The financial statement is in accordance with department records.

This improvement shall henceforth be maintained by: City of Decatur

Public Agency

Prepared By

Date

Paul Caswell

03/18/19

Title of Preparer

City Engineer

Submitted:

Approved:

Local Public Agency Signature

Date

Regional Engineer, DOT

Date

3/18/19

3/25/19

Title

City Engineer



Final Report of Expenditures



Local Public Agency	County	Section Number
City of Decatur	Macon	15-00524-00-SC
Contractor	Award Date	Award Amount
Microsurfacing Contractors	05/16/16	\$823,325.60

Financial Statement						
Total Funds Received		Expenditures				Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way		
MFT RES. AMOUNT	\$900,000.00	\$110,300.60 ✓				\$789,699.40
Receipt from others		\$783,210.83				(\$783,210.83)
Total Funds Received	\$900,000.00					
Total Expenditures:		\$893,511.43				
Add	Project Total					\$893,511.43

Remarks

The improvement was constructed in accordance with the plans approved by the Department on 04/14/16

Date

Final inspection of the designated work was made by the Department on 08/31/16

Date

and it was

found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The financial statement is in accordance with department records.

This improvement shall henceforth be maintained by: City of Decatur

Public Agency

Prepared By

Paul Caswell

Date

03/18/19

Title of Preparer

City Engineer

Submitted:

Local Public Agency Signature

Date

3/18/19

Approved:

Regional Engineer, DOT

Date

Jeffrey J. Southp

3/26/19

Title

City Engineer



Final Report of Improvement Constructed Under the Illinois Highway Code

MFT OK

Contractor: DUNN COMPANY INC.

Financial Statement						
Total Funds Received		Expenditures				Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way		
MET Funds	\$1,047,740.80	\$1,063,436.96	agrees w/ final contract amount			\$ (15,696.16)
MET		975,812.06				\$ -
OTHER		87624.90				\$ -
						\$ -
						\$ -
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						\$ -
Total Funds Received	\$1,047,740.80					\$ -
Total Expenditures:		\$ 1,063,436.96	\$ -	\$ -	\$ -	
Project Total:						\$ 1,063,436.96

Remarks:

The improvement was constructed in accordance with the plans approved by the Department on August 4, 2016
Date
 Final inspection of the designated work was made by the Department on February 21, 2017 and it was
Date
 found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The
 financial statement is in accordance with department records.

This improvement shall henceforth be maintained by:

City of Decatur

Local Agency

Length as Built:	7.91
Cross Section as Built:	N/A
Road Bed Width:	Varies
Surface Type:	HMA
Width:	Varies
Thickness:	1.5"

 Prepared By

 Engineering Technician III

 Title of Preparer

 7/11/2017

 Date

Award Date:	8/4/2016
Awarded Amount:	<u>\$1,073,390.72</u>

City Engineer
7-12-17

Jeffrey M. South
Regional Engineer
7-21-17
Date



Illinois Department of Transportation

Final Report of Expenditures



Local Public Agency	County	Section Number
City of Decatur	Macon	09-00905-00-BR
Contractor	Award Date	Award Amount
Illinois Department of Transportation	05/07/12	\$1,825,000.00

RES. AMOUNTS.		Financial Statement			
Total Funds Received		Expenditures			Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way	
MFT R2012-98	\$1,325,000.00	\$1,137,165.02			\$187,834.98
Receipt from others	\$569,921.78	\$569,921.78			\$0.00
MFT R2012-100	\$276,200.00		\$268,901.79		\$7,298.21
MFT R2012-88	\$41,000.00			\$41,000.00	\$0.00
STW		1,137,165.02			
AECOM Direct to state		129,772.66			
Total Funds Received	\$2,212,121.78				
Total Expenditures:		\$1,707,086.80	\$268,901.79	\$41,000.00	
Add		2,974,024.48			
				Project Total	\$2,046,038.59

Remarks

The improvement was constructed in accordance with the plans approved by the Department on 05/07/12

Final inspection of the designated work was made by the Department on 03/18/19 and it was found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The financial statement is in accordance with department records.

This improvement shall henceforth be maintained by: City of Decatur

Public Agency

Prepared By	Date
Paul Caswell	03/18/19
Title of Preparer	
City Engineer	

Submitted:	Approved:
Local Public Agency Signature	Regional Engineer, DOT
Date	Date
3/18/19	3/27/19
Title	
City Engineer	



Final Report of Expenditures



Local Public Agency City of Decatur	County Macon	Section Number 13-00325-00-BR
Contractor Illinois Department of Transportation	Award Date 10/12/16	Award Amount \$200,000.00

Resolution amounts		Financial Statement			
Total Funds Received		Expenditures			
Source	Amount	Construction	Engineering	Right of Way	Surplus/Deficit
MFT R16-22	\$200,000.00				\$200,000.00
MFT R16-50	\$120,000.00	\$217,583.38 ✓			(\$97,583.38)
MFT R13-96	\$115,769.00		\$113,514.17 ✓		\$2,254.83
STU	818214.00	818214.00			
Total Funds Received	\$435,769.00				
Total Expenditures:		\$217,583.38	\$113,514.17		
Add	1,035,797.38				Project Total \$331,097.35

Remarks

The improvement was constructed in accordance with the plans approved by the Department on **10/22/16**

Date

Final inspection of the designated work was made by the Department on **03/18/19**

Date

and it was

found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The financial statement is in accordance with department records.

This improvement shall henceforth be maintained by: **City of Decatur**

Public Agency

Prepared By

Paul Caswell

Date

03/18/19

Title of Preparer

City Engineer

Submitted:

Local Public Agency Signature

Date

3/18/19

Approved:

Regional Engineer, DOT

Date

3/25/19

Title

City Engineer



Illinois Department
of Transportation

Final Report of Expenditures

Done



MFT-OK

Local Public Agency	County	Section Number
Decatur	Macon	10-00025-00-SW
Contractor	Award Date	Award Amount

Financial Statement						
Total Funds Received		Expenditures				Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way		
MFT	\$387,504.72	\$387,504.72				\$0.00
MFT	\$262,514.48		\$262,514.48			\$0.00
Total Funds Received	\$650,019.20					
Total Expenditures:		\$387,504.72	\$262,514.48			
Add					Project Total	\$650,019.20

Remarks

The improvement was constructed in accordance with the plans approved by the Department on 03/12/14

Final inspection of the designated work was made by the Department on 07/28/15 and it was found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The financial statement is in accordance with department records.

This improvement shall henceforth be maintained by: City of Decatur

Public Agency

Prepared By

Paul Casella

Date

8/30/19

Title of Preparer

City Engineer

Submitted:

Local Public Agency Signature

[Signature]

Date

8/30/19

Approved:

Regional Engineer, DOT

[Signature]

Date

10-30-20

Title



Final Report of Expenditures



Local Public Agency	County	Section Number
City of Decatur	Macon	11-00122-00-FP
Contractor	Award Date	Award Amount
State Contract #74500		

Financial Statement						
Total Funds Received		Expenditures				Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way		
MFT	\$18,399.66	\$28,808.49				(\$10,408.83)
Total Funds Received	\$18,399.66					
Total Expenditures:		\$28,808.49				
Add	Project Total					\$28,808.49

Remarks

The improvement was constructed in accordance with the plans approved by the Department on

Final inspection of the designated work was made by the Department on Date and it was

found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The financial statement is in accordance with department records.

This improvement shall henceforth be maintained by: Public Agency

Prepared By Date

Title of Preparer

Submitted:

Local Public Agency Signature	Date	Approved: Regional Engineer, DOT	Date
	1/14/19		2-4-19
Title			



Illinois Department
of Transportation

need copies of bills
Final Report of Expenditures



Local Public Agency	County	Section Number
City of Decatur	Macon	16-00606-00-BI
Contractor	Award Date	Award Amount
AECOM		

Financial Statement						
Total Funds Received		Expenditures				Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way		
MFT	\$77,548.08		\$77,548.08			\$0.00
Total Funds Received	\$77,548.08					
Total Expenditures:			\$77,548.08			
Add	Project Total					\$77,548.08

Remarks
structure inspection

The improvement was constructed in accordance with the plans approved by the Department on Date
Final inspection of the designated work was made by the Department on and it was
Date
found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The
financial statement is in accordance with department records.
This improvement shall henceforth be maintained by: City of Decatur
Public Agency

Prepared By Date
Paul Caswell *3/18/19*
Title of Preparer
City Engineer

Submitted: Local Public Agency Signature Date Approved: Regional Engineer, DOT Date
[Signature] *3/18/19* *[Signature]* *3/25/19*
Title
City Engineer



Illinois Department
of Transportation

Final Report of Expenditures

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MFT01



Local Public Agency	County	Section Number
Decatur	Macon	15-00505-00-RRFP
Contractor	Award Date	Award Amount

Financial Statement						
Total Funds Received		Expenditures				Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way		
MFT	\$1,450.00	\$1,450.00				\$0.00
Total Funds Received	\$1,450.00					
Total Expenditures:		\$1,450.00				
Add						Project Total \$1,450.00

Remarks

The improvement was constructed in accordance with the plans approved by the Department on Date

Final inspection of the designated work was made by the Department on Date and it was

found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The financial statement is in accordance with department records.

This improvement shall henceforth be maintained by: Public Agency

Prepared By	Date
Paul Caswell	8/30/19
Title of Preparer	
City Engineer	

Submitted:

Local Public Agency Signature	Date	Approved: Regional Engineer, DOT	Date
	8/30/2019		10-30-20
Title			



Final Report of Expenditures



Local Public Agency	County	Section Number
City of Decatur	Macon	17-00714-00-TL
Contractor	Award Date	Award Amount
Traffic Control Corporation	09/05/17	\$67,108.50

Financial Statement						
Total Funds Received		Expenditures				Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way	Materials	
State MFT	\$67,108.50				\$67,108.50	\$0.00
Total Funds Received	\$67,108.50					
Total Expenditures:					\$67,108.50	
Add		Project Total				\$67,108.50

Remarks

For the delivery of LED traffic signal modules.

The improvement was constructed in accordance with the plans approved by the Department on 10/17/17

Final inspection of the designated work was made by the Department on [] and it was []
Date Date

found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The financial statement is in accordance with department records.

This improvement shall henceforth be maintained by: City of Decatur
Public Agency

Prepared By Date
Griffin Enyart 05/02/18
Title of Preparer
Assistant City Engineer

Submitted:

Local Public Agency Signature

Griffin Enyart

Title

Assistant City Engineer

Date

5/2/18

Approved:

Regional Engineer, DOT

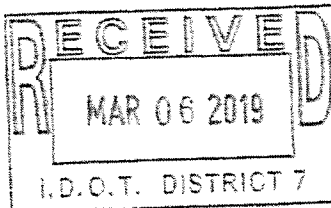
Griffin Enyart

Date

5/4/18



Illinois Department
of Transportation



Final Report of Improvement
Constructed Under the
Illinois Highway Code

Local Public Agency: City of Decatur
County: Macon
Section: 18-00808-00-FP
Contractor: Dunn Company

Financial Statement						
Total Funds Received		Expenditures				Surplus/Deficit
Source	Amount	Construction	Engineering	Right of Way		
MFT	\$1,600,000.00	\$1,530,573.85				\$ 69,426.15
WATER FUND		29,106.00				\$ -
MFT		1,501,467.85				\$ -
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Total Funds Received	\$1,600,000.00					
Total Expenditures		\$ 1,530,573.85	\$ -	\$ -	\$ -	
Project Total:						\$ 1,530,573.85

Remarks: _____

The improvement was constructed in accordance with the plans approved by the Department on June 12, 2018
Final inspection of the designated work was made by the Department on _____ and it was
found to be completed substantially in accordance with the requirements of the plans, specifications and contract. The
financial statement is in accordance with department records.

This improvement shall henceforth be maintained by: City of Decatur

Length as Built: 7,175 Ft
Cross Section as Built: 27 Ft
Road Bed Width: 27 Ft
Surface Type: HMA
Width: 27 Ft
Thickness: 6 Inches

Award Date: 7/19/2018
Awarded Amount: \$1,508,735.65

City of Decatur
Local Agency
Rog. Dummer
Prepared By
Engineering Technician III
Title of Preparer
2-28-2019
Date
[Signature]
Local Agency Signature
3/4/2019
Date
[Signature]
Regional Engineer
12-13-19
Date

City Manager

DATE: 12/15/2020

MEMO: 2020-12

TO: Mayor Moore Wolfe & City Council

FROM: Scot Wrighton, City Manager

SUBJECT: Monthly Reports, November, 2020

ATTACHMENTS:

Description	Type
Community Development, November, 2020	Backup Material
Fire, November, 2020	Backup Material
Human Resources, November, 2020	Backup Material
IT, November, 2020	Backup Material
Police, November, 2020	Backup Material
Public Works, November, 2020	Backup Material

**COMMUNITY DEVELOPMENT DEPARTMENT
MONTHLY REPORT
NOVEMBER 2020**

ECONOMIC DEVELOPMENT- We have ongoing Economic Development projects both in the planning stage and under way. Staff along with other departments held Zoom meetings or conference calls for pending developments.

As of last week, there were 995 job listings in the Decatur, Illinois area on indeed.com, one of the leading national job search sites ADM led the way with 62 jobs followed by Memorial Health Systems with 55 jobs.

We are also handling the sale of City owned property and closed on two more lots in November to bring the total to 18 vacant lots through the side-lot program for a total sales revenue of \$15,950 at an average of \$760 per lot. 19 of the 20 vacant lots were acquired by adjacent homeowners interested in expanding their outdoor living space with the other acquisition being made by a Church interested in expanding their campus.

PLANNING AND DEVELOPMENT DIVISION

For the month of November, the Planning and Development staff continued to split time working in the office and from home given COVID-19. Staff was and is still able to process and review site plans, rezoning and conditional use permit requests, zoning variance applications, street and alley vacation requests, and subdivision plats submitted for compliance with local development regulations and ordinances. We have adapted to doing some reviews of digital submittals of site plans and other materials. Staff has also used time while working at home to gain some training in Planning and Zoning through online webinars.

In November, staff in conjunction with other city departments reviewed nine (9) submittals which included two (2) site plans, four (4) minor subdivision plats, two (2) cell tower amendment and one (1) plan commission petitions. Staff also provided multiple zoning review/verification letters.

For the Decatur Urbanized Area Transportation Study (DUATS), staff worked on the 4th Quarter Reports to IDOT and held one (1) Bike Plan Core Committee meeting. Nothing else to report.

BUILDING INSPECTIONS DIVISION

For November, we issued a total of 106 permits with a total work value of \$3,635,037. Of those, we had four (4) permits with a value of over \$200,000 [Decatur Foundry new building & addition, Grove Road building interior remodel, Akorn ornamental fence, & Mueller racking system].

PERMIT TYPE	# ISSUED	WORK VALUE	PERMIT FEES	PLAN REVIEW
Building	52	\$3,201,677	\$24,825	\$3,248
Demolition	2	3,500	70	0
Electrical	17	203,971	1,950	0
Mechanical	12	104,695	1,069	0
Plumbing	21	100,194	1,195	0
Pool	0	0	0	0
Sign	2	21,000	210	0
Temporary	0	0	0	0
TOTAL	106	\$3,635,037	\$29,319	\$3,248

NEIGHBORHOOD SERVICES DIVISION

- Staff continued to prepare special reports for loans. Collections and delinquency reports continue on various loan accounts.
- Staff qualified homeowners for the Residential Rehabilitation program.
- Staff prepared environmental reports for residential rehab and infrastructure projects.
- Staff continued assistance through the Emergency program for homeowners with life threatening, health and safety issues, i.e. inoperable air conditioners and electrical.
- Staff is working collectively with other divisions on the Revitalization of the Johns Hill area. Each week staff visits the area and takes note of changes and needed improvements for potential projects.
- Staff continues working with Dove Financial Assistance using CDBG-CV funds to assist residents with rent/mortgages and utilities.
- Staff will also enter into an agreement to commit the remaining amount of CDBG-CV funding. The funds will be used to assist small businesses who have been adversely affected by COVID with mortgage and/or rent and utilities. The agreement will fund Community Investment Corporation of Decatur (CICD) in the amount of \$272,477.
- Staff continues working on the Neighborhood Revitalization strategy, which includes rehabilitation and demolition to various areas of the City.
- Staff continued to work on the IHDA Single family Rehab grant.
- Staff continues providing technical assistance to a local neighborhood organization who is interested in being a Community Housing Development Organization (CHDO).
- Staff submitted budgets for CDBG, HOME, DCDF and Neighborhood Revitalization for FY21 fiscal year.
- Staff continues to be active in the Continuum of Care process as well as homeless meetings, and events as required by HUD.
- Staff continues working with HUD CPD-Chicago to ensure compliance with a multi-rental complex.
- Staff prepared a final report to Council on the 2020 City-wide cleanups. It will go to council in December.
- Staff continues work on CDBG funded demolitions as part of the ongoing Community Revitalization strategy.
- Staff meetings with outside agencies and various committees have become virtual meetings because of COVID-19 restrictions.

NEIGHBORHOOD INSPECTIONS DIVISION

Staff continued to enforce the International Property Maintenance Code and local City Ordinances (Chapters 48, 49, 56 and 70). The Division is committed to working with the citizens of Decatur to maintain a healthy and safe environment for those living here.

See attached for a summary of the work involved during the month of November.

ATTACHMENT

**NEIGHBORHOOD INSPECTIONS DIVISION
MONTHLY REPORT
NOVEMBER 2020**

NEW CASES	
Health & Safety (72 Hour)	85
Direct to Legal (Repeat Offenders)	0
Housing and Unfit	16
No Garbage Service	10
Nuisance	143
Secure of Abandoned Buildings	26
Weeds	0
TOTAL	280

RE-INSPECTION VISITS	
Code Enforcement	687
Weeds	0
TOTAL	687

CASES SENT TO LEGAL FOR COURT	
Code Enforcement	70
Weeds	3

WEED ABATEMENT	
Contractor Mowed	0
Owner Mowed	0
TOTAL	0

DEMOLITIONS	
Year-to-Date Demolished	30
New Cases	1
Sent to Legal	0
Sent to Council	0
Out to Bid	0
Contracts Granted	0
Contract Amount	0.00
Permits Issued	0
Permits Finaled	0
Active Demolitions	182

GARBAGE SERVICE COMPLAINTS	
Received	0

INVOICES*	
New Invoices	104
Dollar Amount	\$25,971.03

PAYMENTS RECEIVED**	
Weeds (Year-to-date)	\$315.00

* includes costs incurred by the City of Decatur - Health and Safety (72 hour), Securing of Abandoned Buildings and Weed Abatement

** reimbursement for costs incurred by the City of Decatur for weed abatement.



DECATUR FIRE DEPARTMENT
MEMORANDUM
2020-15

December 4, 2020

TO: Scot Wrighton, City Manager

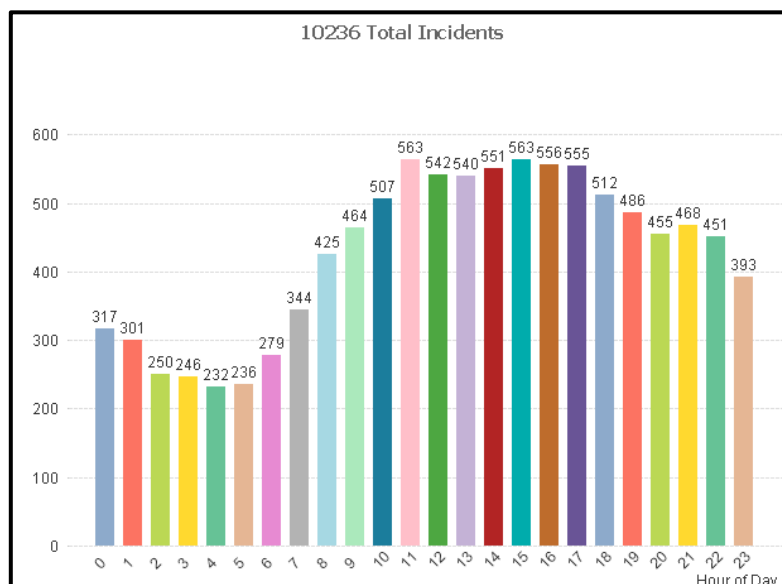
FROM: Jeff Abbott, Fire Chief

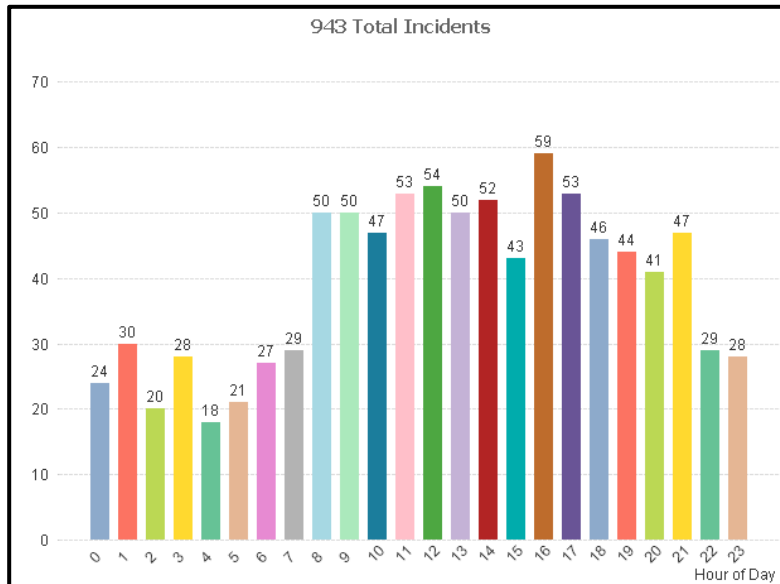
RE: Monthly Report – November 2020

The fire department responded to 943 alarms in November compared to 889 alarms last November. The department has responded to 10,236 alarms so far this year, compared to 10,061 at this point last year. There have been 123 structure fires so far this year. That is 14% more than this point last year.

The construction of the new station 3 is underway, and the completion date should be late spring, or early summer, of 2021. The damaged Truck 1 has been sent to Pierce Manufacturing in Wisconsin for repair. The repairs could take up to 6 months depending on the extent of damaged uncovered after the truck body is removed. Truck 1 was damaged, and taken out-of-service, when a drunk driver drove into the side of the vehicle in early August. Once Truck 1 is returned, Truck 2 will be sent to Wisconsin for frame rail repairs. That repair is expected to take up to 10 months.

The fire stations still remain closed to visitors, and the department is working under COVID-19 protocols. The stations are being disinfected daily, and all the equipment is disinfected regularly. The department is supplying Hypochlorous Acid to any other city department that wants to use it to disinfect their works areas.





Training:

For November 2020, DFD members performed the annual SCBA consumption drill. This challenging course requires members to walk a course in which they stop at several stations where they must perform various firefighting functions (roof vent with an ax, sledge hammer slide, charged hose line pull, etc.). This course is done while wearing full turnout gear, including SCBA. Members perform these tasks until their SCBA is depleted of breathing air, which allows them to realize how much breathing air is used for performing firefighting functions, and how quickly air is used.

EMS training for the month consisted of annual refresher training on Bloodborne Pathogens. Members also continued EMS educational hours on the Target Solutions web site.

Fire Prevention:

No Report

**HUMAN RESOURCES DEPARTMENT
Monthly Report of Priorities and Projects
Fiscal Year 2020
November 2020**

Human Resources Department

This month, Human Resources Department staff accomplished the following:

- Conducted new employee orientation for two Community Liaison Officers who started on November 16 and the new Fleet Supervisor and a Library Page (Half-Time) who started on November 23
- Facilitated promotions to the positions of Deputy Fire Chief for Operations, Fire Battalion Chief and Fire Captain (2 positions)
- Posted job announcements for the positions of Fire Lieutenant and Budget & Revenue Officer
- Conducted exit interviews with a Service Worker and a Water Plant Operator I who resigned and a Fire Captain and the Deputy Fire Chief for Operations who retired
- Continued working with the Illinois Department of Employment Security to report fraudulent unemployment claims that were received for current and former employees
- Attended the monthly Civil Service Commission, Human Relations Commission, AFSCME Labor Management and SHRM meetings

Monthly Report of Priorities and Projects
Information Technology Department
Fiscal Year 2020
November

This month, the Information Technology (IT) Department staff completed the following notable work/tasks:

- Continued to work with Decatur Public Schools concerning our coordinated effort with the Capital Grant to extend City Fiber in strategic locations and to connect schools.
- Completed WiFi installation at the Bus Station.
- Completed specifications overview for the Transit technology package.
- Improvements are being implemented with security for Civic Center wireless WiFi network.
- IT is actively working with Development to implement the Civic Management System from OpenGov.
- Tyler MUNIS upgrade was rescheduled to fall of 2021 due to other priorities in Finance.
- Updated GPS collectors for Public works Department.
- Created several GIS maps showing demolitions and code enforcement activity in the John's Hill neighborhood.
- Completed new Web Application showing City owned properties available for purchase.
- Data storage expansion for the Police Department for Body Worn Camera's was completed.
- Began working with the Howard Buffett Foundation on a request to run City Fiber to 4 new buildings being built on the State Police Training Facility property.
- Completed final connections and turned-on internet service for Baby Talk and DMCOOC on the Crossing Care Campus.
- Continued working with staff to provide remote in-home City Systems access as we navigate this COVID pandemic.
- In November, IT processed 129 Help Desk tickets, resolving 69 on the initial call (53.5% First Call Resolution Rate). Three support ticket surveys were returned and was ranked as exceptional service, two initiated by phone and one initiated by e-mail.

DECATUR ILLINOIS POLICE DEPARTMENT

TO: Mayor Julie Moore-Wolfe
City Council Members
City Manager Scot Wrighton

FROM: James E. Getz, Chief of Police

RE: November 2020 Monthly Report

STAFFING

Sworn Police Officer Staffing

At the end of November 2020 staffing was 144. Current staffing for the Decatur Police Department is as follows:

<u>Position</u>	<u>Current</u>
Police Chief	1
Deputy Chief	2
Police Lieutenant	5
Police Sergeant	17
Police Patrol Officer	119
TOTAL	144

Civilian-Non Sworn Police Staffing

At the end of November 2020 staffing was 14. Current civilian staffing for the Decatur Police Department is as follows:

<u>Position</u>	<u>Current</u>
Administrative Secretary	1
Crime Analyst	2
Sr. Clerk Typist	2
Records Supervisor	1
Parking Enforcement	2
Part-time FOIA Officer	2
Community Liaison Officer	4
Total	14

System Administrator, Duane Richards works out of the Police Department but is staffed under MIS.

PATROL DIVISION

<u>Function</u>	<u>Month</u>	<u>YTD</u>
Community Meetings	1	12
Directed Patrols	33	242
Active Problem Oriented Policing Projects	1	1
Completed Problem Oriented Policing Projects	0	0
Parking Citations	84	497
Criminal Arrests	293	3415
Felony Drug Arrests	12	253
Firearms Seized	9	151
Traffic Citations	410	6768
Field Interviews	174	1727
Written Warnings	182	3600
Calls for Service/CAD incidents	3758	48126
Unlawful use of Motor Vehicle tows	0	344
Driving Under the Influence Arrests (DUI)	26	325
DUI involving accidents	9	85
Fatal Accidents	0	7
Traffic Accidents	179	2024
Accidents with Personal Injury	26	354
City Ordinances Arrests	10	134

Distraacted Driving Enforcement-

Electronic Communication Device Citations:

<u>State Citations</u>	<u>YTD</u>	<u>Warning Citations</u>	<u>YTD</u>
28	269	2	66

CRIMINAL INVESTIGATIONS DIVISION

Street Crimes: Drug Seizures for the month:

<u>Drug</u>	<u>Amount</u>	<u>YTD Seizure</u>	<u>Street Value</u>
Cannabis	8029grams	37,806 grams @ \$10-gram	\$378,060
Cocaine-Powder	0 grams	327 grams @ \$100-gram	\$32,700
Cocaine-Crack	11 grams	94 grams @ \$100-gram	\$9,400
Heroin	9 grams	60 grams @ \$300-gram	\$18,000
Ecstasy	3 hits	315 hits @ \$20 hit	\$6,300
Meth	139 grams	6852 grams @ 100-gram	\$685,200
K-2/Pills:	0	209	
Search Warrants: 2		YTD: 41	
US Currency Seized: \$63,518		YTD: \$309,668	
Firearms seized: 6		YTD: 70	
Vehicles seized: 1		YTD: 3	

Criminal Investigations (Adult & Juvenile Detectives):

New cases assigned: 79	YTD: 503
Cases closed/resolved: 48	YTD: 552
Criminal Arrests: 23	YTD: 366
Homicides: 3	YTD: 11
Infant Death Investigations: 1	YTD: 3
Suicide Detective Investigations: 1	YTD: 4
Missing Person Investigations: 3	YTD: 59
Computer forensic Exams: 157	YTD: 1345

Crime Analysis Unit and Investigations:

Sex Offender Registrations: 116 YTD: 1297

Freedom of Information (FOIA)

The Professional Standards Unit received 207 Freedom of Information Act requests for the month.

Total requests YTD in 2020 is 2390

**Public Works Department
Monthly
November 2020**

Engineering:

32nd and Fulton Storm Drainage Improvement Project:

Month Activity: Storm sewer installation continues with two crews with work on Maryland and box culvert installation on Leafdale. The project is estimated at 60% complete.

Project Background: The Project was design by Farnsworth Group. The project will provide a new storm sewer to serve the area generally bounded by Rt 36 to the North, 36th St to the East, Orchard to the South and Country Club Rd to the East to relieve flooding. The Project was the no. 3 priority on the Storm Water Master Plan. The Project was advertised for bid April 15th with bids received on May 6th. The City received two bids with Luka Company providing the low bid. The project was awarded to Luka Company on May 18th for \$1,379,690.

2020 Water Main Replacement Project:

Month Activity: The Contractor has completed phase 1, 2, and 3, Phase 4 includes the bore and jack under rt 36 and the railroad and is scheduled to start next year.

Project Background: The project was designed by Engineering staff, the project is in the area bounded by Rt 36 to the North, Moffet Ln to the East, W Main St to the south and Moffet Ave to the west. The project was advertised on January 8 with bids received on February 5. The project was approved on February 24 to Burdick Co. as the lowest responsive bid.

Taylor Bridge Replacement over Ward Branch Creek:

Month Activity: The bridge work is complete with the bridge opened on November 12, 2020 however there will be some final restoration completed next spring.

Project Background: WHKS was hired as the City's consultant to provide design services for replacement of the Taylor Bridge over Ward Branch Creek. Taylor Bridge is located on Taylor Rd approx. 0.6 Miles south of Rt 48. The project is a joint project with the IDOT and will receive federal funding for up to \$800,000 of the estimated \$1,050,000 construction cost. The State received 4 bids on April 24, 2020 with Sangamo Construction providing the lowest bid for \$1,070,724. The City/State joint agreement provided approval up to \$1,080,000. The Project was awarded by the State to Sangamo Construction in June. The preconstruction meeting was held on July 1, 2020. The bridge was closed on July 13.

2020 Trenchless Long Lining Repair Project:

Month Activity: Insituform started lining in July with approx. 75% of the project complete. Lining is scheduled to be completed in December.

Project Background: Engineering Staff designed the 2020 Long Lining Repair Project. The rehabilitation locations are selected from the televised inspection reports. The project was advertised in May and awarded to Insituform as the lowest responsive bidder on July 6, 2020. Insituform was provided the notice to proceed on July 14. All cleaning and televising of the sewer is complete.

Johns Hill Water Service Replacement Project:

Month Activity: All work is complete, approximately 40 galvanized services were identified and replaced or capped at the main if not in use.

Project Background:

Engineering Staff designed the Johns Hill Water Service Replacement Project. The project is proposed to replace galvanized and lead services prior to the neighborhood revitalization project

with the Buffet Foundation. The project was advertised in late July and awarded to Burdick Plumbing for \$1,298,091 as the lowest responsive bidder on August 17, 2020. Burdick was provided the notice to proceed on August 22 and Potholing of to verify service type and location has started.

MUNICIPAL SERVICES MONTHLY DATA 11/01/2020 – 11/25/2020

TASKS	QUANTITY	MANHOURS	OTHER INFO
Sewers Root Cut	5,574 lin. ft.	94 hrs.	
Catch Basins Repaired	3 each	34 hrs.	
Catch Basins Pumped	198 each	200 hrs.	
72 Hour Cleanups	29 each	94 hrs.	
Home Secures	21 each	86 hrs.	
Potholes Patched	4 each	1.5 hrs.	
Asphalt Street Repairs	195.9 sq. yards	75.5 hrs.	
Dura Patch (Spray Patcher)	228 each	134 hrs.	
Alley Grading	32,700 lin. ft.	33.7 hrs.	
Alley Maintenance	N/A	253 hrs.	
Street Sweeping	361 miles	694 hrs.	
Signs Made	22 each	N/A	
Signs Installed	22 each	N/A	
Signals Installed	12 each	N/A	
Tree Removals	31 each	N/A	
Stump Removals	30 each	N/A	

**Water Production Division
Monthly Activity Report
November 2020
(updated information in bold text)**

Lake Decatur Dredging Basins 1 through 4: Great Lakes Dredge & Dock completed this 6 year project in August. The project removed 103.5% of the amount of sediment under contract and was \$347,698 under budget.

Lake Decatur Landscape Maintenance: A portion of this year's project is to maintain native grasses and plants established with the assistance of the Macon County Conservation District (MCCD) at a site adjacent to Lake Shore Drive at M. L. King Jr. Drive. **Sky's the Limit Tree Service** completed the rest of this year's project at Lincoln Park Drive and U.S. Business Route 51 by the Lake Decatur dam.

Lake Decatur Raw Water Intakes and Pump Station Study: Crawford, Murphy & Tilly completed the onsite work in September and submitted a draft report in November.

Lake Decatur Water Level: The level of Lake Decatur was maintained at an average of 611.49 feet above mean sea level (72% full) which is below average for November due to extended dry weather. A request for customers to voluntarily conserve water was issued on November 30.

Lake Decatur Watershed Management Plan: Northwater Consulting completed a multimillion dollar USDA Regional Conservation Partnership Program grant application and continued work on the Management Plan & Initiative Long Term Strategy, Lake Decatur Management & Policy Recommendations and water quality monitoring network.

Oakley Sediment Basin Management: Clarkson Farm cultivated approximately 30 acres of the basin's interior and planted rye for harvest in July.

Performance Outcomes:

1. Meet or exceed the federal and state drinking water standard for turbidity, chlorine and nitrate. All of these standards were met or exceeded this month.
2. Monitor safety on Lake Decatur by recording the number of boat accidents and boat operating under the influences (OUIs) on the lake annually. No accidents nor OUIs occurred this month.
3. Reduce the amount of sediment accumulating in the lake annually. Data for this outcome has not been obtained yet.

South Water Treatment Plant East Clarifiers to Claricones Conversion: Crawford, Murphy & Tilly has completed 99% of the engineering and construction bid specifications. This project is on hold pending the recommendations of the Water Utility Long Term Sustainability Plan.

Water Production: 528.77 million gallons of potable water were pumped into the water distribution system which was 1.68% less than November 2019.

November 2020

Water Services: Staff repaired 12 water main failures, 17 water services, 3 system valves, 4 fire hydrants and painted 35 fire hydrants. Inspected 43 system valves and completed 485 Utility Billing orders and 26 distribution system orders.

Staff assisted with the inspection of the 2020 Water Main Replacement Project and painted fire hydrants on E. Wood Street, N. Jasper Street and the Civic Center area.