



City of Pekin

**CITY COUNCIL MEETING
TUESDAY, MAY 26, 2020
5:30 PM**

This will be a Remote Meeting held via "Zoom Meetings". THE PUBLIC CAN ONLY ATTEND THIS MEETING REMOTELY; Due to the Governor's Executive Order regarding COVID-19 and the relaxing of the Open Meeting Act requirements, this meeting will be held remotely via Zoom Meetings without an in-person meeting location for the public to attend. You will be able to listen to the meeting and submit comments during the time for Public Comments by sending a direct message to the meeting host using Zoom Meetings

To join in the meeting follow this link: <https://zoom.us/j/6898035689>. By phone, dial in and listen to the Meeting as follows: (toll free) 1-888-788-0099; then enter Meeting ID 689 803 5689. Prior to the meeting, you can also submit a public comment remotely by email, by 3 PM the day of the Meeting, by sending an email to the City Clerk at smcmillan@ci.pekin.il.us and inserting in the subject line for the email "Public Comment for Meeting on May 26, 2020".

To view meeting online go to: <http://pekinil.iqm2.com> (click banner at the top that states "View live meeting") or Channel 22

1. Pledge of Allegiance

2. Call to Order

3. Approve Agenda

4. Approval of Minutes

4.1. City Council - Regular Meeting - May 11, 2020 5:30 PM

5. Public Input

6. Consent Agenda

6.1. Ordinance No. 2887-20/21 Extending Mayoral Declaration of Local State of Emergency

6.2. Bids for 14th Street & Willow Street Sidewalk Maintenance

6.3. Financial Reports March 2020

6.4.	Comparison of State Distributions
6.5.	Accounts Payable To Be Paid Proof List thru May 15, 2020
6.6.	Tazewell County Animal Control Billing - April 2020
7.	New Business
7.1.	Resolution No. 105-20/21 Awarding Contract for Tree Removal ACTION REQUESTED: Approve and Adopt the Resolution.
7.2.	Resolution No. 106-20/21 Authorizing COVID-19 Small Business Assistance Grants Round Two ACTION REQUESTED: Approve and Adopt the Resolution.
7.3.	Resolution No. 107-20/21 Adoption of the Employee Handbook Revision 2020 of the City of Pekin ACTION REQUESTED: Approve and Adopt the Resolution.
7.4.	Resolution No. 108-20/21 Award and Execute Contract for 20-00000-00-GM 14th Street & Willow Street Sidewalk Maintenance to M.E.R.C. Construction ACTION REQUESTED: Approve and Adopt the Resolution.
7.5.	Resolution No. 109-20/21 Appropriating Motor Fuel Tax Funds in the Amount of \$75,000 for Construction Engineering Services for Front Street ACTION REQUESTED: Approve and Adopt the Resolution.
7.6.	Resolution No. 110-20/21 Approving an Agreement with Maurer-Stutz for Construction Engineering Services on Front Street ACTION REQUESTED: Approve and Adopt the Resolution.
7.7.	Resolution No. 111-20/21 Approving Professional Services Agreement for Planning, Zoning & Economic Development ACTION REQUESTED: Approve and Adopt the Resolution.

8.	Any Other Business To Come Before The Council
9.	EXECUTIVE SESSION 5 ILCS 120/2 (c)
10.	Adjourn



PROCEEDINGS OF THE REGULAR MEETING
OF THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS,
HELD IN THE COUNCIL CHAMBERS OF CITY HALL
111 S. CAPITOL ST
ON MONDAY MAY 11, 2020 AT 5:30 O'CLOCK P.M.
MARK LUFT * CHAIR * PRESIDING

**THIS WILL BE A REMOTE MEETING HELD VIA "ZOOM MEETINGS".
THE PUBLIC CAN ONLY ATTEND THIS MEETING REMOTELY;
DUE TO THE GOVERNOR'S EXECUTIVE ORDER REGARDING
COVID-19 AND THE RELAXING OF THE OPEN MEETING ACT
REQUIREMENTS, THIS MEETING WILL BE HELD REMOTELY
VIA ZOOM MEETINGS WITHOUT AN IN-PERSON MEETING
LOCATION FOR THE PUBLIC TO ATTEND. YOU WILL BE ABLE TO
LISTEN TO THE MEETING AND SUBMIT COMMENTS DURING
THE TIME FOR PUBLIC COMMENTS BY SENDING A DIRECT
MESSAGE TO THE MEETING HOST USING ZOOM MEETINGS**

TO JOIN IN THE MEETING FOLLOW THIS LINK:

**HTTPS://ZOOM.US/J/6898035689. BY PHONE, DIAL IN AND
LISTEN TO THE MEETING AS FOLLOWS: (TOLL FREE) 1-888-788-
0099; THEN ENTER MEETING ID 689 803 5689. PRIOR TO THE
MEETING, YOU CAN ALSO SUBMIT A PUBLIC COMMENT
REMOTELY BY EMAIL, BY 3 PM THE DAY OF THE MEETING, BY
SENDING AN EMAIL TO THE CITY CLERK AT
SMCMILLAN@CI.PEKIN.IL.US AND INSERTING IN THE SUBJECT
LINE FOR THE EMAIL "PUBLIC COMMENT FOR MEETING ON
MAY 11, 2020".**

**TO VIEW MEETING ONLINE GO TO: HTTP://PEKINIL.IQM2.COM
(CLICK BANNER AT THE TOP THAT STATES "VIEW LIVE
MEETING") OR CHANNEL 22**

PLEDGE OF ALLEGIANCE

Due to the Governor's Executive Order regarding COVID-19 and the relaxing of the Open Meeting Act requirements, this meeting was held remotely via Zoom Meetings without an in person meeting location for the public to attend. Therefore, the provisions of the City Code regarding electronic attendance did not apply. The Pledge of Allegiance was led by Mayor Mark Luft. The Clerk confirmed all members of the Council were present via remote electronic attendance by roll call vote with the exception of Mayor Mark Luft who was physically present.

Attendee Name	Title	Status	Arrived
Michael Garrison	Councilman	Remote	
Rick Hilst	Councilman	Remote	
Karen Hohimer	Councilwoman	Remote	
Dave Nutter	Councilman	Remote	
Lloyd Orrick	Mayor Pro-Tem	Remote	

Minutes Acceptance: Minutes of May 11, 2020 5:30 PM (Approval of Minutes)

John P Abel	Councilman	Remote	
Mark Luft	Mayor	Present	

APPROVE AGENDA

3.1. Motion to: **Approve agenda**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Karen Hohimer, Councilwoman
SECONDER:	John P Abel, Councilman
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

APPROVAL OF MINUTES

4.1. City Council - Regular Meeting - Apr 27, 2020 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Karen Hohimer, Councilwoman
SECONDER:	Lloyd Orrick, Mayor Pro-Tem
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

4.2. City Council - Special Meeting - May 4, 2020 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Karen Hohimer, Councilwoman
SECONDER:	Lloyd Orrick, Mayor Pro-Tem
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

PUBLIC INPUT

The Mayor announced that no public comments were posted via Zoom Meetings Chat or submitted to the Clerk via email.

CONSENT AGENDA

Motion to: **Approve Consent Agenda**

Mayor Luft read through the five items on the consent agenda.

Mayor Luft read the Declaration honoring Michael Caringello, the proclamation for Pekin Rotary Centennial Week, and the proclamation for National Police Week. Mayor Luft declared May 10, 2020 Police Officer's Memorial Day. Mayor Luft asked everyone to take a moment of silence to honor officers.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Karen Hohimer, Councilwoman
SECONDER:	Lloyd Orrick, Mayor Pro-Tem
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

- 6.1. **Ordinance No. 2886-20/21 Extending Mayoral Declaration of Local State of Emergency**
- 6.2. **Declaration Michael Caringello**
- 6.3. **Proclamation Pekin Rotary Centennial Week**
- 6.4. **Proclamation for National Public Works Week**
- 6.5. **Police Department Monthly Stats - April 2020**

NEW BUSINESS

- 7.1. **Resolution No. 91-20/21 Approve and Award the Contract for Spraying of Weeds throughout the City**

City Manager, Mr. Mark Rothert, presented the request to Council to approve and adopt Resolution No. 91-20/21 awarding the contract for spraying of the weeds throughout the City. The City issued a request for proposals in April 2020 for weed spraying and lawn care services to maintain city owned properties throughout the city. Golf Green responded to the RFP. Locations include various right-of-way locations and City facilities 2-5 times per year for three years.

Council discussed locations that were not included in the contract and whether the individuals were licensed. Prevailing wage was also discussed as not being required.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lloyd Orrick, Mayor Pro-Tem
SECONDER:	Karen Hohimer, Councilwoman
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

Motion to: **Amend 7.2 Resolution No. 100-20/21 designating proceeds from sale of current loader to go back into Capital Fund**

Council discussed whether the proceeds of the current loader would go back into the Capital Fund to help pay for the new loader.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lloyd Orrick, Mayor Pro-Tem
SECONDER:	John P Abel, Councilman
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

7.2. Resolution No. 100-20/21 Authorizing Agreement with CAT Financial for Lease of a CAT 926M Wheel Loader

City Manager, Mr. Mark Rothert, presented to Council to approve and adopt Resolution No. 100-20/21 Authorizing Agreement with CAT Financial for Lease of a CAT 926M Wheel Loader. Mr. Rothert explained that the City was in need of a new loader to replace the current loader that was quickly deteriorating. The City obtained a proposal through Sourcewell from Altorfer CAT for the lease of a new CAT 926M Wheel Loader with a lease term of 5 years with an option to purchase through Caterpillar Financial Services Corporation by agreement with the option not to pay off the balloon payment to own the asset outright or choose not to refinance the balloon to own the asset after the refinance terms. Staff recommended approval of the 5 year lease with the purchase of an Equipment Protection Plan. The current loader would be auctioned off on GovDeals.

Council discussed the details of the lease agreement and whether the proceeds of the old loader would go back into the Capital Fund.

Mr. Rothert explained that the funds in the capital fund would be used for any expenditures for that fund. Council could designate that the sale would offset the cost of new loader. Funds were already budgeted, so any money derived from the sale of the current loader would offset those costs.

Council further discussed the details of financing the new loader, insurance and monthly payments.

RESULT:	APPROVED WITH MODIFICATIONS [6 TO 0]
MOVER:	Lloyd Orrick, Mayor Pro-Tem
SECONDER:	John P Abel, Councilman
AYES:	Garrison, Hilst, Hohimer, Orrick, Abel, Luft
ABSTAIN:	Dave Nutter

7.3. Resolution No. 94-20/21 Approving Transportation Agreement for School Bus Services With Tazewell County Health Department

City Manager, Mr. Mark Rothert, presented the agenda item to approve and adopt Resolution No. 94-20/21 Approving Transportation Agreement for School Bus Services With Tazewell County Health Department. Mr. Rothert explained that this was the last contract to provide transportation services over 3 years. A correction in the agreement was made about the personnel based on the last comments from the previous Council meeting.

RESULT:	ADOPTED [6 TO 1]
MOVER:	Dave Nutter, Councilman
SECONDER:	Karen Hohimer, Councilwoman
AYES:	Garrison, Hohimer, Nutter, Orrick, Abel, Luft
NAYS:	Rick Hilst

7.4. Resolution No. 101-20/21 Approve Safe Routes to Schools Funding Agreement

City Manager, Mr. Mark Rothert, presented the request to Council to approve and adopt Resolution No. 101-20/21 Approve Safe Routes to Schools Funding Agreement. Mr. Rothert explained that the was awarded a grant to make sidewalk repairs and construct accessible sidewalk ramps near Jefferson Primary School. The project is 100% funded by the federal government with the City responsible for any unforeseen balance that exceeds the grant amount.

City Engineer, Ms. Josie Esker, was available for questions from Council.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Garrison, Councilman
SECONDER:	Karen Hohimer, Councilwoman
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

Motion to: Amend Resolution No. 102-20/21 to Extend term until local state of emergency has been lifted by the Mayor

Councilmembers discussed extending Resolution No. 102-20/21 waiving late fees on sewer and wastewater bills until the Mayor lifts the local state of emergency ordinance.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rick Hilst, Councilman
SECONDER:	Dave Nutter, Councilman
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

7.5. Resolution No. 102-20/21 Continued Late Fee Forgiveness for City Services

City Manager, Mr. Mark Rothert, presented the request to Council to approve and adopt Resolution No. 102-20/21 Continued Late Fee Forgiveness for City Services. Mr. Rothert explained that at the outset of the COVID-19 pandemic, the City of Pekin took the initiative to eliminate late fee penalties for any customer of the City's sewer or solid waste collection services from February 2020 which

were billed in March 2020 and due in April 2020. This action was implemented on a short term (1 month) basis. The attached resolution seeks to continue this late fee forgiveness for sewer or solid waste collection services received in March 2020. Such services were billed for in April and due May 5, 2020.

The resolution was amended to continue late fee forgiveness until the Mayor lifts the local state of emergency.

RESULT:	APPROVED WITH MODIFICATIONS [UNANIMOUS]
MOVER:	Michael Garrison, Councilman
SECONDER:	John P Abel, Councilman
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

7.6. Resolution No. 103-20/21 Reallocation of Cash Reserves

City Manager, Mr. Mark Rothert, presented the agenda item to approve and adopt Resolution No. 103-20/21 Reallocation of Cash Reserves. Mr. Rothert stated that the effects of the COVID-19 pandemic and subsequent stay at home executive orders by the State have had a significant impact on the local economy. It is anticipated that general fund revenues of the City from sales tax, food and beverage taxes, use taxes will be reduced in the coming months of the 2020- 2021 fiscal year. Such losses will substantially impact the City's cash flow to pay for city programs and services. As previously discussed in budget workshops, a strategy to manage anticipated impacts to cash flow is to transfer funds from the City's enterprise funds to its General Fund.

Councilmember Hilst questioned the purpose of transferring fees from the Bus Fund to the General Fund.

Mr. Rothert answered that as stated in the budget workshop meetings, the purpose is to manage cash flow as the Bus Fund is not part of the General Fund, and to make sure the City has ample funds to pay for services and not have a \$500K deficit.

RESULT:	ADOPTED [6 TO 1]
MOVER:	John P Abel, Councilman
SECONDER:	Michael Garrison, Councilman
AYES:	Garrison, Hohimer, Nutter, Orrick, Abel, Luft
NAYS:	Rick Hilst

7.7. Resolution No. 104-20/21 Designation of Rebuild Illinois Funding

City Manager, Mr. Mark Rothert, presented the agenda item to Council to approve and adopt Resolution No. 104-20/21 Designation of Rebuild Illinois Funding. Mr. Rothert summarized the request. Staff recommended Court Street be designated as the primary project for the grant funds.

Councilmember Hilst made a motion to split the projects between Court Street and Derby Street, seconded by Councilmember Nutter.

Mayor Luft stated that splitting the funds is not ideal as it will only band aid each road and make an impact.

Councilmember Orrick agreed with the Mayor's comment.

Council discussed the funds having to be spent by 2025, pooling other funds together and Derby Street funding.

Councilmember Hilst rescinded his motion and expressed concern about the right-of-ways easements that will be needed for Court Street.

Councilmember further discussed if the funds would go into MFT reserves.

Finance Director, Mr. Bruce Marston, stated that the \$2.2M would accrue interest.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John P Abel, Councilman
SECONDER:	Karen Hohimer, Councilwoman
AYES:	Garrison, Hilst, Hohimer, Nutter, Orrick, Abel, Luft

ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL

Mayor Luft stated that no public comments were submitted via Zoom Meetings Chat or by email to the City Clerk.

City Manager, Mr. Mark Rothert, gave a brief update on the building inspections department being cut and announced that the City has contracted with Safe Built and Keith Rooney, a master code professional, has joined the team. He can be reached at krooney@safebuilt.com.

Mr. Rothert gave an update on the small business grant stating that the 2nd round is easier with applied changes.

Councilmember Abel thanked Amy McCoy from the Pekin Chamber of Commerce for spreading the work on the radio and TV alongside Mayor Luft with regards to the small business grant.

Council concurred.

EXECUTIVE SESSION 5 ILCS 120/2 (C)

ADJOURN

There being no further business to come to Council, a motion was made by Councilmember Garrison, seconded by Councilwoman Hohimer to adjourn. Motion carried viva voce. The Mayor adjourned the meeting at 6:57 PM.



REQUEST FOR COUNCIL ACTION

Agenda Date: May 26, 2020
To: Council Members
From: Sue McMillan, City Clerk

AGENDA ITEM: Ordinance No. 2887-20/21 Extending Mayoral Declaration of Local State of Emergency

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):
Date:

City Manager:

Mark A. Rothert
Mark A. Rothert, City Manager 5/21/2020

Date:

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK

ORDINANCE NO. 2887 – 20/21

AN ORDINANCE RENEWING DECLARATION OF LOCAL EMERGENCY WITHIN THE CITY OF PEKIN IN RESPONSE TO THE COVID-19 PANDEMIC, AND GRANTING EMERGENCY POWERS TO THE MAYOR AND CITY MANAGER

WHEREAS, the City of Pekin is a home rule municipality as described in Section 6(a), Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the City of Pekin, as a home rule municipality, may exercise power and perform any function pertaining to its government and affairs, including, but not limited to, the power to legislate for the protection of the public health, safety, and welfare; and

WHEREAS, the Illinois Municipal Code (65 ILCS 5/11-1-6) authorizes the City Council to, by ordinance, grant the Mayor the extraordinary power and authority to exercise, by executive order, during a state of emergency, such of the powers of the City Council as may be reasonably necessary to respond to the emergency; and

WHEREAS, the Illinois Emergency Management Agency Act, 20 ILCS 3305/11, further provides for and emergency local disaster declaration by the Mayor, as principal executive officer of the City, the effect of which is to activate the emergency operations plan of the City pursuant to the Emergency Management Agency Act and to authorize the furnishing of aid and assistance thereunder; and

WHEREAS, on March 18, 2020, the Mayor declared a Local State of Emergency, pursuant to Section 11-1-6 of the Illinois Municipal Code (65 ILCS 5/11-1-6), Section 11 of the Illinois Emergency Management Agency Act (20 ILCS 3305/11), and Section 1-5A-3 of the City Code; and

WHEREAS, The City Council finds it is in the best interests of the City, its residents, and the public health and safety to extend the Declaration of Local State of Emergency and the emergency powers granted to the Mayor and the City Manager thereunder.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS, THAT:

Section 1. The findings and recitations set forth above are adopted and found to be true and correct.

Section 2. The Declaration of Local State of Emergency declared by the Mayor on March 18, 2020, is hereby extended until the next meeting of a quorum of the City Council is held, at which time it may be continued or extended by further act of the City Council.

Section 3. The Mayor and the City Manager are further authorized to exercise the emergency powers granted to them by Section 1-5A-3 and 1-7-10, respectively. The State of Emergency and the Emergency Powers granted herein shall be in continuous effect until the next

meeting of a quorum of the City Council is held, at which time it may be continued or extended by further act of the City Council.

Section 4. This Ordinance is in addition to all other ordinances on the subject and shall be construed therewith excepting as to that part in direct conflict with any other ordinance, and in the event of such conflict, the provisions hereof shall govern.

Section 5. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED AND APPROVED at the regular meeting of the City Council of the City of Pekin, this _____ day of _____, 20____; and upon roll call the vote was as follows:

AYES:

NAYS:

ABSENT:

ABSTAINING:

APPROVED this _____ day of _____, 20____

Mayor

ATTEST:

City Clerk

CERTIFICATE

THE UNDERSIGNED CERTIFIES THAT SHE IS THE CITY CLERK FOR THE CITY OF PEKIN, ILLINOIS, AND THAT THE CITY COUNCIL AT A REGULARLY CONSTITUTED MEETING OF SAID CITY COUNCIL OF THE CITY OF PEKIN ON THE _____ DAY OF _____, 20____ ADOPTED ORDINANCE NO. _____ A TRUE AND CORRECT COPY OF WHICH IS CONTAINED IN THIS PAMPHLET

GIVEN UNDER MY HAND AND SEAL THIS _____ DAY OF _____, 20____.

(SEAL)

CITY CLERK

**REQUEST FOR COUNCIL ACTION**

Agenda Date: May 26, 2020
To: Council Members
From: Josie Esker, Assistant City Engineer

AGENDA ITEM: Bids Received for 14th Street & Willow Street Sidewalk Maintenance

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

5/21/2020

Date:



City of Pekin

Department of Public Works

Addendum #1

Dated: May 9, 2020

CITY OF PEKIN, IL REQUEST FOR BIDS WILLOW & 14TH STREET SIDEWALK MAINTENANCE

All prospective bidders for the City of Pekin – Willow & 14th Street Sidewalk Maintenance are directed to the following clarification to the advertised Request for Bids.

Per this addendum, the following clarification to the project shall be made:

Multiple times were listed on various sources for the deadline for the RFB. Requests for bids are due on **May 19th, 2020 at 11am** at Pekin City Hall. 111 S. Capitol St. Pekin, IL 61554.

Bids may be mailed in or dropped off at the Pekin Police station below City Hall. The bid opening will not be open to the public except via zoom. See below.

Topic: 14th & Willow St. ADA Bid Letting

Time: May 19, 2020 11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85306905862>

Meeting ID: 853 0690 5862

877 853 5247 US Toll-free

Please sign this acknowledge this addendum and include it with the proposal.

Acknowledged by : **C&G CONCRETE CONSTRUCTION CO., INC.**

[Signature]

Date: 5-19-2020

Josie A. Esker, P.E., S.E., City Engineer
111 South Capitol Street, Pekin, IL 61554
Phone (309) 478-5399 * Fax (309) 346-2095 * Email: jaesker@ci.pekin.il.us

Attachment: C & G CONCRETE CONSTRUCTION CO INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



City of Pekin

Department of Public Works

Addendum #2

Dated: May 14, 2020

CITY OF PEKIN, IL REQUEST FOR BIDS WILLOW & 14TH STREET SIDEWALK MAINTENANCE

All prospective bidders for the City of Pekin – Willow & 14th Street Sidewalk Maintenance are directed to the following clarification to the advertised Request for Bids.

Per this addendum, the following clarification to the project shall be made:

Side curb along ADA ramps shall be paid for as PCC Sidewalk 4". Side curbs shall be saw cut at sidewalk control joints prior to cracking. Cost shall be included in PCC Sidewalk 4".

Please sign this acknowledge this addendum and include it with the proposal.

Acknowledged by : C&G CONCRETE CONSTRUCTION CO., INC.

Rodney Slush

Date: 5-19-2020

Attachment: C & G CONCRETE CONSTRUCTION CO INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

Josie A. Esker, P.E., S.E., City Engineer
111 South Capitol Street, Pekin, IL 61554
Phone (309) 478-5399 * Fax (309) 346-2095 * Email: jaesker@ci.pekin.il.us

RETURN WITH BID



Local Public Agency Formal Contract Proposal

PROPOSAL SUBMITTED BY		
C&G Concrete Construction Co., Inc.		
Contractor's Name		
1906 Meadow Ave East Peoria, IL		
Street	IL	P.O. Box
EAST PEORIA,		61611
City	State	Zip Code

STATE OF ILLINOIS

COUNTY OF TazewellCity of Pekin

(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF

STREET NAME OR ROUTE NO. Willow Street & 14th StreetSECTION NO. 20-00000-00-GMTYPES OF FUNDS MFT☒ SPECIFICATIONS (required)☒ PLANS (required)**For Municipal Projects**

Submitted/Approved/Passed

☐ Mayor ☐ President of Board of Trustees ☒ Municipal Official

Date

4-14-20**Department of Transportation**☐ Released for bid based on limited review

Regional Engineer

Date

For County and Road District Projects

Submitted/Approved

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

Date

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.

RETURN WITH BID

NOTICE TO BIDDERS

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

Sealed proposals for the improvement described below will be received at the office of City Clerk,
City Hall, 111 S. Capitol St; Pekin, IL 61554 until 11:00 AM on May 19, 2020
 Address Time Date

Sealed proposals will be opened and read publicly at the office of City Clerk
City Hall, 111 S. Capitol St; Pekin, IL 6155 at 11:00 AM on May 19, 2020
 Address Time Date

DESCRIPTION OF WORK

Name Willow St. & 14th St. Sidewalk Maintenance Length: _____ feet (_____ miles)
 Location Willow St. from Parkway to Schramm & 14th St. from Koch to El Camino
 Proposed Improvement Spot curb & gutter repairs, ADA Ramps, inlet adjustments, & collateral work

1. Plans and proposal forms will be available in the office of Josie Esker, City Engineer of Pekin IL
111 S. Capitol St; Pekin, IL 61554 jaesker@ci.pekin.il.us
 Address

2. ☒ Prequalification

If checked, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in duplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and one original with the IDOT District Office.

3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals.
4. The following BLR Forms shall be returned by the bidder to the Awarding Authority:
 - a. BLR 12200: Local Public Agency Formal Contract Proposal
 - b. BLR 12200a Schedule of Prices
 - c. BLR 12230: Proposal Bid Bond (if applicable)
 - d. BLR 12325: Apprenticeship or Training Program Certification (**do not use for federally funded projects**)
 - e. BLR 12326: Affidavit of Illinois Business Office
5. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.
6. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.
7. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.
8. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.
9. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

RETURN WITH BID

PROPOSAL

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

1. Proposal of 14th St. & Willow St. Sidewalk Maintenance

for the improvement of the above section by the construction of sidewalk maintenance along Willow Street from Parkway to Schramm and 14th Street from Koch to El Camino consisting of spot curb & gutter repairs (remove & replace), sidewalk maintenance (remove & replace), installation of new ADA ramps, & collateral work.

a total distance of _____ feet, of which a distance of _____ feet, (_____ miles) are to be improved.

2. The plans for the proposed work are those prepared by City of Pekin and approved by the Department of Transportation on _____
3. The specifications referred to herein are those prepared by the Department of Transportation and designated as "Standard Specifications for Road and Bridge Construction" and the "Supplemental Specifications and Recurring Special Provisions" thereto, adopted and in effect on the date of invitation for bids.
4. The undersigned agrees to accept, as part of the contract, the applicable Special Provisions indicated on the "Check Sheet for Recurring Special Provisions" contained in this proposal.
5. The undersigned agrees to complete the work within _____ working days or by August 15, 2020 unless additional time is granted in accordance with the specifications.
6. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. Bid Bonds will be allowed as a proposal guaranty. Accompanying this proposal is either a bid bond if allowed, on Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to:
City of Pekin
 The amount of the check is _____ (_____).
7. In the event that one proposal guaranty check is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guaranties, which would be required for each individual proposal. If the proposal guaranty check is placed in another proposal, it will be found in the proposal for: Section Number _____.
8. The successful bidder at the time of execution of the contract will be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. If this proposal is accepted and the undersigned fails to execute a contract and contract bond as required, it is hereby agreed that the Bid Bond or check shall be forfeited to the Awarding Authority.
9. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
10. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
11. The undersigned submits herewith the schedule of prices on BLR 12200a covering the work to be performed under this contract.
12. The undersigned further agrees that if awarded the contract for the sections contained in the combinations on BLR 12200a, the work shall be in accordance with the requirements of each individual proposal for the multiple bid specified in the Schedule for Multiple Bids below.

Attachment: C & G CONCRETE CONSTRUCTION CO INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID



A bid will be declared unacceptable if neither a unit price nor total price is shown.

County Tazewell
 Local Public Agency City of Pekin
 Section 20-00000-00-GM
 Route Willow St. & 14th St.

Schedule for Single Bid

(For complete information covering these items, see plans and specifications)

Bidder's Proposal for making Entire Improvements

Item No.	Items	Unit	Quantity	Unit Price	Total
1	Comb Curb Gutter Removal	Foot	1760	\$9.50	\$16,720.00
2	Comb CC&G TB6.12	Foot	1000	\$92.00	\$92,000.00
3	Comb CC&G TB6.24	Foot	760	\$110.00	\$83,600.00
4	PC Conc Sidewalk 4	Sq. Ft.	8575	\$11.00	\$94,325.00
5	Sidewalk Removal	Sq. Ft.	7590	\$3.50	\$26,565.00
6	Detectable Warnings	Sq. Ft.	670	\$30.00	\$20,100.00
7	Driveway Pav't Rem	Sq. Yd.	136	\$30.00	\$4,080.00
8	PCC Driveway Pav't 6	Sq. Yd.	136	\$75.00	\$10,200.00
9	Inlet Adjustments	Each	13	\$1,108.50	\$14,410.50
10	Traffic Control, Complete	L. Sum	1	\$9,999.50	\$9,999.50
11	Mobilization	L. Sum	1	\$8,000.00	\$8,000.00
12					
13					
14					
15				TOTAL:	\$380,000.00
16					
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Attachment: C & G CONCRETE CONSTRUCTION CO INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID

CONTRACTOR CERTIFICATIONS

County	Tazewell
Local Public Agency	City of Pekin
Section Number	20-00000-00-GM
Route	Willow St. & 14 th St.

The certifications hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the Department enter into the contract with the bidder.

1. **Debt Delinquency.** The bidder or contractor or subcontractor, respectively, certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax. Making a false statement voids the contract and allows the Department to recover all amounts paid to the individual or entity under the contract in a civil action.
2. **Bid-Rigging or Bid Rotating.** The bidder or contractor or subcontractor, respectively, certifies that it is not barred from contracting with the Department by reason of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

A violation of Section 33E-3 would be represented by a conviction of the crime of bid-rigging which, in addition to Class 3 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

A violation of Section 33E-4 would be represented by a conviction of the crime of bid-rotating which, in addition to Class 2 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

3. **Bribery.** The bidder or contractor or subcontractor, respectively, certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any unit of local government, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm.
4. **Interim Suspension or Suspension.** The bidder or contractor or subcontractor, respectively, certifies that it is not currently under a suspension as defined in Subpart I of Title 44 Subtitle A Chapter III Part 6 of the Illinois Administrative Code. Furthermore, if suspended prior to completion of this work, the contract or contracts executed for the completion of this work may be cancelled.

Attachment: C & G CONCRETE CONSTRUCTION CO INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID

SIGNATURES

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

(If an individual)

Signature of Bidder _____

Business Address _____

(If a partnership)

Firm Name _____

Signed By _____

Business Address _____

Inset Names and Addressed of All Partners



(If a corporation)

Corporate Name C&G Concrete Construction Co., Inc.Signed By Patricia A. Slusher
 PresidentBusiness Address 1906 Meadow Ave East Peoria, IL

Insert Names of Officers

President Patricia SlusherSecretary Curtis SlusherTreasurer Judith SlusherAttest: Curtis Slusher
 Secretary

Attachment: C & G CONCRETE CONSTRUCTION CO INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

Route	Willow St. & 14 th St.
County	Tazewell
Local Agency	City of Pekin
Section	20-00000-00-GM

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Attachment: C & G CONCRETE CONSTRUCTION CO INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



OLD REPUBLIC SURETY COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint: KEVIN J. BREHENY, RANDY S. CANNADY, TIM R. PATTON, DANIEL A. MARTINI, BLAKE E. ALLISON, RANDY TAYLOR, JAMES MORGASON, ASHLYN KAEB of FORSYTH, IL

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, asbestos abatement contract bonds, waste management bonds, hazardous waste remediation bonds or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED FIFTY MILLION (\$50,000,000) FOR ANY SINGLE OBLIGATION

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 5th day of May, 2020.

Karen J. Haffner
Assistant Secretary



OLD REPUBLIC SURETY COMPANY

Alan Pavlic
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 5th day of May, 2020, personally came before me, Alan Pavlic and Karen J. Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson
Notary Public

My Commission Expires: September 28, 2022

(Expiration of notary's commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.



40-1871

Signed and sealed at the City of Brookfield, WI this 19th day of May, 2020.

Karen J. Haffner
Assistant Secretary



Apprenticeship or Training Program Certification

Return with Bid

Route Willow St. & 14th St.
 County Tazewell
 Local Agency City of Pekin
 Section 20-00000-00-GM

All contractors are required to complete the following certification:

- ☒ For this contract proposal or for all groups in this deliver and install proposal.
- ☐ For the following deliver and install groups in this material proposal:

Illinois Department of Transportation policy, adopted in accordance with the provisions of the Illinois Highway Code, requires this contract to be awarded to the lowest responsive and responsible bidder. The award decision is subject to approval by the Department. In addition to all other responsibility factors, this contract or deliver and install proposal requires all bidders and all bidders' subcontractors to disclose participation in apprenticeship or training programs that are (1) approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training, and (2) applicable to the work of the above indicated proposals or groups. Therefore, all bidders are required to complete the following certification:

- I. Except as provided in paragraph IV below, the undersigned bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the bidder will perform with its own employees.
- II. The undersigned bidder further certifies for work to be performed by subcontract that each of its subcontractors submitted for approval either (A) is, at the time of such bid, participating in an approved, applicable apprenticeship or training program; or (B) will, prior to commencement of performance of work pursuant to this contract, establish participation in an approved apprenticeship or training program applicable to the work of the subcontract.
- III. The undersigned bidder, by inclusion in the list in the space below, certifies the official name of each program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

Illinois Labors & Contractors Joint Apprenticeship Training Program

Cement Mason Local 18 Joint Apprenticeship Training Program

Operating Engineers Local 649 Bureau of Apprenticeship Training Program

Attachment: C & G CONCRETE CONSTRUCTION CO INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

- IV. Except for any work identified above, any bidder or subcontractor that shall perform all or part of the work of the contract or deliver and install proposal solely by individual owners, partners or members and not by employees to whom the payment of prevailing rates of wages would be required, check the following box, and identify the owner/operator workforce and positions of ownership. ☐

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require this certification provision to be included in all approved subcontracts. The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. The Department at any time before or after award may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. In order to fulfill the participation requirement, it shall not be necessary that any applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this contract or deliver and install proposal.

Bidder: C&G Concrete Construction Co., Inc.

By:


(Signature)

Address: 1906 Meadow Ave East Peoria, IL

Title:

President

Attachment: C & G CONCRETE CONSTRUCTION CO INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID



**Illinois Department
of Transportation**

Affidavit of Illinois Business Office

County Tazewell
Local Public Agency City of Pekin
Section Number 20-00000-00-GM
Route Willow St & 14th St

State of Illinois)
) ss.
County of TAZEWELL)

I, Rodney Slusher of EAST PEORIA, Illinois,
(Name of Affiant) (City of Affiant) (State of Affiant)

being first duly sworn upon oath, states as follows:

1. That I am the Vice-President of C&G Concrete Construction Co., Inc.
officer or position bidder
2. That I have personal knowledge of the facts herein stated.
3. That, if selected under this proposal, C&G Concrete Construction Co., Inc., will maintain a
(bidder)
business office in the State of Illinois which will be located in TAZEWELL County, Illinois.
4. That this business office will serve as the primary place of employment for any persons employed in the construction contemplated by this proposal.
5. That this Affidavit is given as a requirement of state law as provided in Section 30-22(8) of the Illinois Procurement Code.

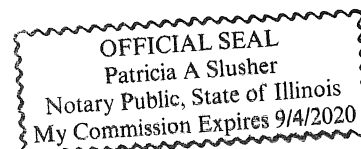
Rodney Slusher
(Signature)

Rodney Slusher
(Print Name of Affiant)

This instrument was acknowledged before me on 14th day of May, 2020.

(SEAL)

Patricia A. Slusher
(Signature of Notary Public)



BLR 12326 (01/08/14)

Printed 3/20/2020

Department of Public Works

Addendum #1

Dated: May 9, 2020

**CITY OF PEKIN, IL
REQUEST FOR BIDS
WILLOW & 14TH STREET
SIDEWALK MAINTENANCE**

All prospective bidders for the City of Pekin – Willow & 14th Street Sidewalk Maintenance are directed to the following clarification to the advertised Request for Bids.

Per this addendum, the following clarification to the project shall be made:

Multiple times were listed on various sources for the deadline for the RFB. Requests for bids are due on **May 19th, 2020 at 11am** at Pekin City Hall. 111 S. Capitol St. Pekin, IL 61554.

Bids may be mailed in or dropped off at the Pekin Police station below City Hall. The bid opening will not be open to the public except via zoom. See below.

Topic: 14th & Willow St. ADA Bid Letting

Time: May 19, 2020 11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85306905862>

Meeting ID: 853 0690 5862

877 853 5247 US Toll-free

Please sign this acknowledge this addendum and include it with the proposal.

Acknowledged by : 

Date: May 9, 2020

Department of Public Works

Addendum #2

Dated: May 14, 2020

**CITY OF PEKIN, IL
REQUEST FOR BIDS
WILLOW & 14TH STREET
SIDEWALK MAINTENANCE**

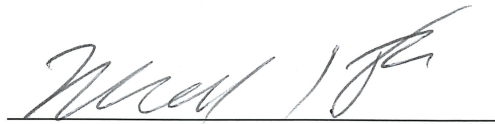
All prospective bidders for the City of Pekin – Willow & 14th Street Sidewalk Maintenance are directed to the following clarification to the advertised Request for Bids.

Per this addendum, the following clarification to the project shall be made:

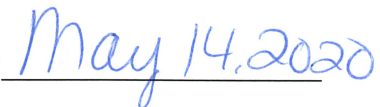
Side curb along ADA ramps shall be paid for as PCC Sidewalk 4". Side curbs shall be saw cut at sidewalk control joints prior to cracking. Cost shall be included in PCC Sidewalk 4".

Please sign this acknowledge this addendum and include it with the proposal.

Acknowledged by :



Date:





Local Public Agency Formal Contract Proposal

PROPOSAL SUBMITTED BY

Illinois Civil Contractors, Inc.

Contractor's Name

420 Pinecrest Drive

Street

P.O. Box

East Peoria IL 61611

City

State

Zip Code

STATE OF ILLINOIS

COUNTY OF Tazewell

City of Pekin

(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF

STREET NAME OR ROUTE NO. Willow Street & 14th Street

SECTION NO. 20-00000-00-GM

TYPES OF FUNDS MFT

☒ SPECIFICATIONS (required)☒ PLANS (required)**For Municipal Projects**

Submitted/Approved/Passed

☐ Mayor ☐ President of Board of Trustees ☒ Municipal Official

Date

4-14-20

Department of Transportation☐ Released for bid based on limited review

Regional Engineer

Date

For County and Road District Projects

Submitted/Approved

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

Date

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.

Attachment: ILLINOIS CIVIL CONTRACTORS INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

NOTICE TO BIDDERS

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

Sealed proposals for the improvement described below will be received at the office of City Clerk,
City Hall, 111 S. Capitol St; Pekin, IL 61554 until 10:00 AM on _____
 Address Time Date

Sealed proposals will be opened and read publicly at the office of City Clerk
City Hall, 111 S. Capitol St; Pekin, IL 6155 at 10:00 AM on _____
 Address Time Date

DESCRIPTION OF WORK

Name Willow St. & 14th St. Sidewalk Maintenance Length: _____ feet (_____ miles)
 Location Willow St. from Parkway to Schramm & 14th St. from Koch to El Camino
 Proposed Improvement Spot curb & gutter repairs, ADA Ramps, inlet adjustments, & collateral work

1. Plans and proposal forms will be available in the office of Josie Esker, City Engineer of Pekin IL
111 S. Capitol St; Pekin, IL 61554 jaesker@ci.pekin.il.us
 Address

2. ☒ Prequalification

If checked, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in duplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and one original with the IDOT District Office.

3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals.

4. The following BLR Forms shall be returned by the bidder to the Awarding Authority:

- BLR 12200: Local Public Agency Formal Contract Proposal
- BLR 12200a Schedule of Prices
- BLR 12230: Proposal Bid Bond (if applicable)
- BLR 12325: Apprenticeship or Training Program Certification (**do not use for federally funded projects**)
- BLR 12326: Affidavit of Illinois Business Office

5. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.

6. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.

7. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.

8. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.

9. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

Attachment: ILLINOIS CIVIL CONTRACTORS INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

PROPOSAL

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

1. Proposal of 14th St. & Willow St. Sidewalk Maintenance

for the improvement of the above section by the construction of sidewalk maintenance along Willow Street from Parkway to Schramm and 14th Street from Koch to El Camino consisting of spot curb & gutter repairs (remove & replace), sidewalk maintenance (remove & replace), installation of new ADA ramps, & collateral work.

a total distance of _____ feet, of which a distance of _____ feet, (_____ miles) are to be improved.

2. The plans for the proposed work are those prepared by City of Pekin and approved by the Department of Transportation on _____
3. The specifications referred to herein are those prepared by the Department of Transportation and designated as "Standard Specifications for Road and Bridge Construction" and the "Supplemental Specifications and Recurring Special Provisions" thereto, adopted and in effect on the date of invitation for bids.
4. The undersigned agrees to accept, as part of the contract, the applicable Special Provisions indicated on the "Check Sheet for Recurring Special Provisions" contained in this proposal.
5. The undersigned agrees to complete the work within _____ working days or by August 15, 2020 unless additional time is granted in accordance with the specifications.
6. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. Bid Bonds will be allowed as a proposal guaranty. Accompanying this proposal is either a bid bond if allowed, on Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to:
City of Pekin
 The amount of the check is _____ (_____).
7. In the event that one proposal guaranty check is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guaranties, which would be required for each individual proposal. If the proposal guaranty check is placed in another proposal, it will be found in the proposal for: Section Number _____.
8. The successful bidder at the time of execution of the contract will be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. If this proposal is accepted and the undersigned fails to execute a contract and contract bond as required, it is hereby agreed that the Bid Bond or check shall be forfeited to the Awarding Authority.
9. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
10. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
11. The undersigned submits herewith the schedule of prices on BLR 12200a covering the work to be performed under this contract.
12. The undersigned further agrees that if awarded the contract for the sections contained in the combinations on BLR 12200a, the work shall be in accordance with the requirements of each individual proposal for the multiple bid specified in the Schedule for Multiple Bids below.

Attachment: ILLINOIS CIVIL CONTRACTORS INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



* See Attached *

A bid will be declared unacceptable if neither a unit price nor total price is shown.

County Tazewell

Local Public Agency City of Pekin

Section 20-00000-00-GM

Route Willow St. & 14th St.

Schedule for Single Bid

(For complete information covering these items, see plans and specifications)

Bidder's Proposal for making Entire Improvements

Item No.	Items	Unit	Quantity	Unit Price	Total
1	Comb Curb Gutter Removal	Foot	1760		
2	Comb CC&G TB6.12	Foot	1000		
3	Comb CC&G TB6.24	Foot	760		
4	PC Conc Sidewalk 4	Sq. Ft.	8575		
5	Sidewalk Removal	Sq. Ft.	7590		
6	Detectable Warnings	Sq. Ft.	670		
7	Driveway Pav't Rem	Sq. Yd.	136		
8	PCC Driveway Pav't 6	Sq. Yd.	136		
9	Inlet Adjustments	Each	13		
10	Traffic Control, Complete	L. Sum	1		
11	Mobilization	L. Sum	1		
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Attachment: ILLINOIS CIVIL CONTRACTORS INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

Bid Proposal



Illinois Civil Contractors, Inc.

420 Pinecrest Drive

East Peoria, IL 61611

Contact: Michael Fehr (mfehr@ilcivil.com)

Phone: (o) 309-694-4224 (m) 309-208-7281

Fax: 309-694-5676

Quote To:

City of Pekin

Job Name:

Pekin Willow St Curb & Gutter Repairs

Bid Date:

5/19/2020

Addendum(s):

2

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	COMB CURB GUTTER REMOVAL	1,760.00	FT	16.43	28,916.80
2	COMB CC&G TB6.12	1,000.00	FT	67.80	67,800.00
3	COMB CC&G TB6.24	760.00	FT	77.97	59,257.20
4	PC CONC SIDEWALK 4	8,575.00	SF	11.40	97,755.00
5	SIDEWALK REMOVAL	7,590.00	SF	3.50	26,565.00
6	DETECTABLE WARNINGS	670.00	SF	23.51	15,751.70
7	DRIVEWAY PAV'T REM	136.00	SY	31.78	4,322.08
8	PCC DRIVEWAY PAV'T 6	136.00	SY	108.95	14,817.20
9	INLET ADJUSTMENTS	13.00	EA	470.83	6,120.79
10	TRAFFIC CONTROL, COMPLETE	1.00	LS	21,000.00	21,000.00
11	MOBILIZATION	1.00	LS	21,500.00	21,500.00
GRAND TOTAL					\$363,805.77

Attachment: ILLINOIS CIVIL CONTRACTORS INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

CONTRACTOR CERTIFICATIONS

County	Tazewell
Local Public Agency	City of Pekin
Section Number	20-00000-00-GM
Route	Willow St. & 14 th St.

The certifications hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the Department enter into the contract with the bidder.

1. **Debt Delinquency.** The bidder or contractor or subcontractor, respectively, certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax. Making a false statement voids the contract and allows the Department to recover all amounts paid to the individual or entity under the contract in a civil action.
2. **Bid-Rigging or Bid Rotating.** The bidder or contractor or subcontractor, respectively, certifies that it is not barred from contracting with the Department by reason of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

A violation of Section 33E-3 would be represented by a conviction of the crime of bid-rigging which, in addition to Class 3 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

A violation of Section 33E-4 would be represented by a conviction of the crime of bid-rotating which, in addition to Class 2 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

3. **Bribery.** The bidder or contractor or subcontractor, respectively, certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any unit of local government, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm.
4. **Interim Suspension or Suspension.** The bidder or contractor or subcontractor, respectively, certifies that it is not currently under a suspension as defined in Subpart I of Title 44 Subtitle A Chapter III Part 6 of the Illinois Administrative Code. Furthermore, if suspended prior to completion of this work, the contract or contracts executed for the completion of this work may be cancelled.

Attachment: ILLINOIS CIVIL CONTRACTORS INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



Illinois Department of Transportation

Apprenticeship or Training Program Certification

Return with Bid

Route Willow St. & 14th St.
 County Tazewell
 Local Agency City of Pekin
 Section 20-00000-00-GM

All contractors are required to complete the following certification:

☒ For this contract proposal or for all groups in this deliver and install proposal.

☐ For the following deliver and install groups in this material proposal:

Illinois Department of Transportation policy, adopted in accordance with the provisions of the Illinois Highway Code, requires this contract to be awarded to the lowest responsive and responsible bidder. The award decision is subject to approval by the Department. In addition to all other responsibility factors, this contract or deliver and install proposal requires all bidders and all bidders' subcontractors to disclose participation in apprenticeship or training programs that are (1) approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training, and (2) applicable to the work of the above indicated proposals or groups. Therefore, all bidders are required to complete the following certification:

- I. Except as provided in paragraph IV below, the undersigned bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the bidder will perform with its own employees.
- II. The undersigned bidder further certifies for work to be performed by subcontract that each of its subcontractors submitted for approval either (A) is, at the time of such bid, participating in an approved, applicable apprenticeship or training program; or (B) will, prior to commencement of performance of work pursuant to this contract, establish participation in an approved apprenticeship or training program applicable to the work of the subcontract.
- III. The undersigned bidder, by inclusion in the list in the space below, certifies the official name of each program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

Operators Local 649
LUNA Local 165
OPCMT Local 18

Attachment: ILLINOIS CIVIL CONTRACTORS INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

- IV. Except for any work identified above, any bidder or subcontractor that shall perform all or part of the work of the contract or deliver and install proposal solely by individual owners, partners or members and not by employees to whom the payment of prevailing rates of wages would be required, check the following box, and identify the owner/operator workforce and positions of ownership. ☐

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require this certification provision to be included in all approved subcontracts. The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. The Department at any time before or after award may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. In order to fulfill the participation requirement, it shall not be necessary that any applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this contract or deliver and install proposal.

Bidder: Illinois Civil Contractors, Inc. By: _____

Address: 420 Pinecrest Drive
East Peoria, IL 61611

By: _____

Title: _____

(Signature)

Attachment: ILLINOIS CIVIL CONTRACTORS INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID



**Illinois Department
of Transportation**

Affidavit of Illinois Business Office

County Tazewell
Local Public Agency City of Pekin
Section Number 20-00000-00-GM
Route Willow St & 14th St

State of Illinois)
) ss.
County of Tazewell)

I, Michael L. Ferr of East Peoria, Illinois
(Name of Affiant) (City of Affiant) (State of Affiant)

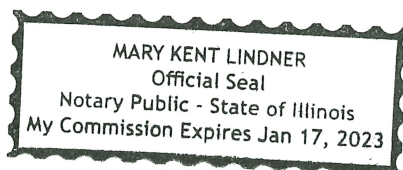
being first duly sworn upon oath, states as follows:

1. That I am the President of Illinois Civil Contractors Inc.
officer or position bidder
2. That I have personal knowledge of the facts herein stated.
3. That, if selected under this proposal, Illinois Civil Contractors Inc., will maintain a
(bidder)
business office in the State of Illinois which will be located in Tazewell County, Illinois.
4. That this business office will serve as the primary place of employment for any persons employed in the construction contemplated by this proposal.
5. That this Affidavit is given as a requirement of state law as provided in Section 30-22(8) of the Illinois Procurement Code.

Michael L. Ferr
(Signature)
Michael L. Ferr
(Print Name of Affiant)

This instrument was acknowledged before me on 19th day of May, 2020.

(SEAL)



Mary Kent Lindner
(Signature of Notary Public)

Attachment: ILLINOIS CIVIL CONTRACTORS INC (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

Route	Willow St. & 14 th St.
County	Tazewell
Local Agency	City of Pekin
Section	20-00000-00-GM

PAPER BID BOND

WE Illinois Civil Contractors Inc 420 Pinecrest Drive East Peoria, IL 61611 as PRINCIPAL,
and West Bend Mutual Insurance Company 1900 South 18th Avenue West Bend WI 53095 as SURETY,

are held jointly, severally and firmly bound unto the above Local Agency (hereafter referred to as "LA") in the penal sum of 5% of the total bid price, or for the amount specified in the proposal documents in effect on the date of invitation for bids whichever is the lesser sum. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly pay to the LA this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written proposal to the LA acting through its awarding authority for the construction of the work designated as the above section.

THEFORE if the proposal is accepted and a contract awarded to the PRINCIPAL by the LA for the above designated section and the PRINCIPAL shall within fifteen (15) days after award enter into a formal contract, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in the "Standard Specifications for Road and Bridge Construction" and applicable Supplemental Specifications, then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the LA determines the PRINCIPAL has failed to enter into a formal contract in compliance with any requirements set forth in the preceding paragraph, then the LA acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this 19th day of May, 2020 West Bend Mutual Insurance Company

Principal

Illinois Civil Contractors Inc

(Company Name)

By:

(Company Name) _____
 _____ President
 (Signature and Title)

(Signature and Title)

Bv:

(Company Name)

(Signature and Title)

(If PRINCIPAL is a joint venture of two or more contractors, the company names, and authorized signatures of each contractor must be affixed.)

West Bend Mutual Insurance Company

(Name of Surety)

Surety

By:

Ashlyn Tucker (Signature of Attorney-in-Fact)

(Signature of Attorney-in-Fact)

STATE OF ILLINOIS.

COUNTY OF MACON

Catherine L Ater

do hereby certify that

Ashlyn Tucker

(Insert names of individuals signing on behalf of PRINCIPAL & SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instruments as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this 19th day of May, 2020

My commission expires May 7, 2023

Catherine Ratter
(Notary Public)

(Notary Public)

ELECTRONIC BID BOND

☐ Electronic bid bond is allowed (box must be checked by LA if electronic bid bond is allowed)

The Principal may submit an electronic bid bond, in lieu of completing the above section of the Proposal Bid Bond Form. By providing an electronic bid bond ID code and signing below, the Principal is ensuring the identified electronic bid bond has been executed and the Principal and Surety are firmly bound unto the LA under the conditions of the bid bond as shown above. (If PRINCIPAL is a joint venture of two or more contractors, an electronic bid bond ID code, company/Bidder name title and date must be affixed for each contractor in the venture.)

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Electronic Bid Bond ID Code

(Company/Bidder Name)

(Signature and Title)

Date _____



THE SILVER LINING®

Bond No. 2436985

POWER OF ATTORNEY

Know all men by these Presents, That West Bend Mutual Insurance Company, a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Ashlyn Tucker

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of:

Ten Million Dollars (\$10,000,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Mutual Insurance Company at a meeting duly called and held on the 21st day of December, 1999.

Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Mutual Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.

In witness whereof, the West Bend Mutual Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 22nd day of September, 2017.

Attest

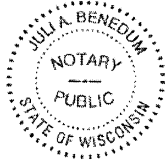
Christopher C. Zwygart
Christopher C. Zwygart
 Secretary



Kevin A. Steiner
Kevin A. Steiner
 Chief Executive Officer/President

State of Wisconsin
 County of Washington

On the 22nd day of September, 2017, before me personally came Kevin A. Steiner, to me known being by duly sworn, did depose and say that he resides in the County of Washington, State of Wisconsin; that he is the President of West Bend Mutual Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that is was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



Juli A. Benedum
Juli A. Benedum
 Senior Corporate Attorney
 Notary Public, Washington Co., WI
 My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Mutual Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 19th day of May, 2020.



Heather Dunn
Heather Dunn
 Vice President – Chief Financial Officer

Notice: Any questions concerning this Power of Attorney may be directed to the Bond Manager at NSI, a division of West Bend Mutual Insurance Company.



City of Pekin

Department of Public Works

Addendum #1

Dated: May 9, 2020

CITY OF PEKIN, IL REQUEST FOR BIDS WILLOW & 14TH STREET SIDEWALK MAINTENANCE

All prospective bidders for the City of Pekin – Willow & 14th Street Sidewalk Maintenance are directed to the following clarification to the advertised Request for Bids.

Per this addendum, the following clarification to the project shall be made:

Multiple times were listed on various sources for the deadline for the RFB. Requests for bids are due on **May 19th, 2020 at 11am** at Pekin City Hall. 111 S. Capitol St. Pekin, IL 61554.

Bids may be mailed in or dropped off at the Pekin Police station below City Hall. The bid opening will not be open to the public except via zoom. See below.

Topic: 14th & Willow St. ADA Bid Letting

Time: May 19, 2020 11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85306905862>

Meeting ID: 853 0690 5862

877 853 5247 US Toll-free

Please sign this acknowledge this addendum and include it with the proposal.

Acknowledged by : 

Date: 05/18/2020

Josie A. Esker, P.E., S.E., City Engineer
111 South Capitol Street, Pekin, IL 61554
Phone (309) 478-5399 * Fax (309) 346-2095 * Email: jaesker@ci.pekin.il.us

Attachment: KNAPP CONCRETE CONTRACTORS, INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



City of Pekin

Department of Public Works

Addendum #2

Dated: May 14, 2020

CITY OF PEKIN, IL REQUEST FOR BIDS WILLOW & 14TH STREET SIDEWALK MAINTENANCE

All prospective bidders for the City of Pekin – Willow & 14th Street Sidewalk Maintenance are directed to the following clarification to the advertised Request for Bids.

Per this addendum, the following clarification to the project shall be made:

Side curb along ADA ramps shall be paid for as PCC Sidewalk 4". Side curbs shall be saw cut at sidewalk control joints prior to cracking. Cost shall be included in PCC Sidewalk 4".

Please sign this acknowledge this addendum and include it with the proposal.

Acknowledged by :  Date: 05/18/2020

Josie A. Esker, P.E., S.E., City Engineer
111 South Capitol Street, Pekin, IL 61554
Phone (309) 478-5399 * Fax (309) 346-2095 * Email: jaesker@ci.pekin.il.us

Attachment: KNAPP CONCRETE CONTRACTORS, INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID



Local Public Agency Formal Contract Proposal

PROPOSAL SUBMITTED BY

Knapp Concrete Contractors, Inc.

Contractor's Name

150 E. Martin Dr.

Street

P.O. Box

Goodfield

IL

61742

City

State

Zip Code

STATE OF ILLINOIS

COUNTY OF TazewellCity of Pekin

(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF

STREET NAME OR ROUTE NO. Willow Street & 14th StreetSECTION NO. 20-00000-00-GMTYPES OF FUNDS MFT☒ SPECIFICATIONS (required)☒ PLANS (required)**For Municipal Projects**

Submitted/Approved/Passed

☐ Mayor ☐ President of Board of Trustees ☒ Municipal Official

Date

4-14-20**Department of Transportation**☐ Released for bid based on limited review

Regional Engineer

Date

For County and Road District Projects

Submitted/Approved

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

Date

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.

Attachment: KNAPP CONCRETE CONTRACTORS, INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID

NOTICE TO BIDDERS

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

Sealed proposals for the improvement described below will be received at the office of City Clerk,
City Hall, 111 S. Capitol St; Pekin, IL 61554 until 10:00 AM on _____
 Address Time Date

Sealed proposals will be opened and read publicly at the office of City Clerk
City Hall, 111 S. Capitol St; Pekin, IL 6155 at 10:00 AM on _____
 Address Time Date

DESCRIPTION OF WORK

Name Willow St. & 14th St. Sidewalk Maintenance Length: _____ feet (_____ miles)
 Location Willow St. from Parkway to Schramm & 14th St. from Koch to El Camino
 Proposed Improvement Spot curb & gutter repairs, ADA Ramps, inlet adjustments, & collateral work

1. Plans and proposal forms will be available in the office of Josie Esker, City Engineer of Pekin IL
111 S. Capitol St; Pekin, IL 61554 jaesker@ci.pekin.il.us
 Address

2. ☒ Prequalification

If checked, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in duplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and one original with the IDOT District Office.

3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals.
4. The following BLR Forms shall be returned by the bidder to the Awarding Authority:
 - a. BLR 12200: Local Public Agency Formal Contract Proposal
 - b. BLR 12200a Schedule of Prices
 - c. BLR 12230: Proposal Bid Bond (if applicable)
 - d. BLR 12325: Apprenticeship or Training Program Certification (**do not use for federally funded projects**)
 - e. BLR 12326: Affidavit of Illinois Business Office
5. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.
6. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.
7. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.
8. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.
9. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

RETURN WITH BID

PROPOSAL

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

1. Proposal of 14th St. & Willow St. Sidewalk Maintenance

for the improvement of the above section by the construction of sidewalk maintenance along Willow Street from Parkway to Schramm and 14th Street from Koch to El Camino consisting of spot curb & gutter repairs (remove & replace), sidewalk maintenance (remove & replace), installation of new ADA ramps, & collateral work.

a total distance of _____ feet, of which a distance of _____ feet, (_____ miles) are to be improved.

2. The plans for the proposed work are those prepared by City of Pekin and approved by the Department of Transportation on _____
3. The specifications referred to herein are those prepared by the Department of Transportation and designated as "Standard Specifications for Road and Bridge Construction" and the "Supplemental Specifications and Recurring Special Provisions" thereto, adopted and in effect on the date of invitation for bids.
4. The undersigned agrees to accept, as part of the contract, the applicable Special Provisions indicated on the "Check Sheet for Recurring Special Provisions" contained in this proposal.
5. The undersigned agrees to complete the work within _____ working days or by August 15, 2020 unless additional time is granted in accordance with the specifications.
6. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. Bid Bonds will be allowed as a proposal guaranty. Accompanying this proposal is either a bid bond if allowed, on Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to:
City of Pekin
 The amount of the check is _____ (_____).
7. In the event that one proposal guaranty check is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guaranties, which would be required for each individual proposal. If the proposal guaranty check is placed in another proposal, it will be found in the proposal for: Section Number _____.
8. The successful bidder at the time of execution of the contract will be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. If this proposal is accepted and the undersigned fails to execute a contract and contract bond as required, it is hereby agreed that the Bid Bond or check shall be forfeited to the Awarding Authority.
9. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
10. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
11. The undersigned submits herewith the schedule of prices on BLR 12200a covering the work to be performed under this contract.
12. The undersigned further agrees that if awarded the contract for the sections contained in the combinations on BLR 12200a, the work shall be in accordance with the requirements of each individual proposal for the multiple bid specified in the Schedule for Multiple Bids below.

Attachment: KNAPP CONCRETE CONTRACTORS, INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID



A bid will be declared unacceptable if neither a unit price nor total price is shown.

County Tazewell
 Local Public Agency City of Pekin
 Section 20-00000-00-GM
 Route Willow St. & 14th St.

Schedule for Single Bid

(For complete information covering these items, see plans and specifications)

Bidder's Proposal for making Entire Improvements

Item No.	Items	Unit	Quantity	Unit Price	Total
1	Comb Curb Gutter Removal	Foot	1760	\$16.00	\$28,160.00
2	Comb CC&G TB6.12	Foot	1000	\$42.00	\$42,000.00
3	Comb CC&G TB6.24	Foot	760	\$44.00	\$33,440.00
4	PC Conc Sidewalk 4	Sq. Ft.	8575	\$11.00	\$94,325.00
5	Sidewalk Removal	Sq. Ft.	7590	\$4.00	\$30,360.00
6	Detectable Warnings	Sq. Ft.	670	\$33.00	\$22,110.00
7	Driveway Pav't Rem	Sq. Yd.	136	\$35.00	\$4,760.00
8	PCC Driveway Pav't 6	Sq. Yd.	136	\$52.00	\$7,072.00
9	Inlet Adjustments	Each	13	\$125.00	\$1,625.00
10	Traffic Control, Complete	L. Sum	1	\$6,000.00	\$6,000.00
11	Mobilization	L. Sum	1	\$4,000.00	\$4,000.00
12					
13				TOTAL BID	\$273,852.00
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25					

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RETURN WITH BID

CONTRACTOR CERTIFICATIONS

County	Tazewell
Local Public Agency	City of Pekin
Section Number	20-00000-00-GM
Route	Willow St. & 14 th St.

The certifications hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the Department enter into the contract with the bidder.

1. **Debt Delinquency.** The bidder or contractor or subcontractor, respectively, certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax. Making a false statement voids the contract and allows the Department to recover all amounts paid to the individual or entity under the contract in a civil action.
2. **Bid-Rigging or Bid Rotating.** The bidder or contractor or subcontractor, respectively, certifies that it is not barred from contracting with the Department by reason of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

A violation of Section 33E-3 would be represented by a conviction of the crime of bid-rigging which, in addition to Class 3 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

A violation of Section 33E-4 would be represented by a conviction of the crime of bid-rotating which, in addition to Class 2 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

3. **Bribery.** The bidder or contractor or subcontractor, respectively, certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any unit of local government, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm.
4. **Interim Suspension or Suspension.** The bidder or contractor or subcontractor, respectively, certifies that it is not currently under a suspension as defined in Subpart I of Title 44 Subtitle A Chapter III Part 6 of the Illinois Administrative Code. Furthermore, if suspended prior to completion of this work, the contract or contracts executed for the completion of this work may be cancelled.

Attachment: KNAPP CONCRETE CONTRACTORS, INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID

SIGNATURES

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

(If an individual)

Signature of Bidder _____

Business Address _____

(If a partnership)

Firm Name _____

Signed By _____

Business Address _____

Inset Names and Addressed of All Partners



(If a corporation)

Corporate Name Knapp Concrete Contractors, Inc.Signed By  PresidentBusiness Address 150 E. Martin Dr.
Goodfield, IL 61742

Insert Names of Officers

President Steven Knapp
 Secretary Gabriel Knapp
 Treasurer Tyler Knapp

Attest:  Secretary

Attachment: KNAPP CONCRETE CONTRACTORS, INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



Illinois Department of Transportation

Apprenticeship or Training Program Certification

Return with Bid

Route Willow St. & 14th St.
 County Tazewell
 Local Agency City of Pekin
 Section 20-00000-00-GM

All contractors are required to complete the following certification:

☒ For this contract proposal or for all groups in this deliver and install proposal.

☐ For the following deliver and install groups in this material proposal:

Illinois Department of Transportation policy, adopted in accordance with the provisions of the Illinois Highway Code, requires this contract to be awarded to the lowest responsive and responsible bidder. The award decision is subject to approval by the Department. In addition to all other responsibility factors, this contract or deliver and install proposal requires all bidders and all bidders' subcontractors to disclose participation in apprenticeship or training programs that are (1) approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training, and (2) applicable to the work of the above indicated proposals or groups. Therefore, all bidders are required to complete the following certification:

- I. Except as provided in paragraph IV below, the undersigned bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the bidder will perform with its own employees.
- II. The undersigned bidder further certifies for work to be performed by subcontract that each of its subcontractors submitted for approval either (A) is, at the time of such bid, participating in an approved, applicable apprenticeship or training program; or (B) will, prior to commencement of performance of work pursuant to this contract, establish participation in an approved apprenticeship or training program applicable to the work of the subcontract.
- III. The undersigned bidder, by inclusion in the list in the space below, certifies the official name of each program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

Union Operators

Union Laborers

Union Cement Masons

Attachment: KNAPP CONCRETE CONTRACTORS, INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

- IV. Except for any work identified above, any bidder or subcontractor that shall perform all or part of the work of the contract or deliver and install proposal solely by individual owners, partners or members and not by employees to whom the payment of prevailing rates of wages would be required, check the following box, and identify the owner/operator workforce and positions of ownership. ☐

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require this certification provision to be included in all approved subcontracts. The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. The Department at any time before or after award may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. In order to fulfill the participation requirement, it shall not be necessary that any applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this contract or deliver and install proposal.

Bidder: Knapp Concrete Contractors, Inc.

By: 

(Signature)

Address: 150 E. Martin Dr., Goodfield, IL 61742

Title: Vice President

Attachment: KNAPP CONCRETE CONTRACTORS, INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID



**Illinois Department
of Transportation**

Affidavit of Illinois Business Office

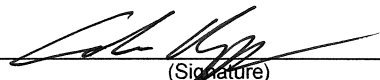
County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St & 14th St

State of Illinois)
) ss.
 County of Woodford)

I, Colin Knapp of Eureka, IL,
 (Name of Affiant) (City of Affiant) (State of Affiant)

being first duly sworn upon oath, states as follows:

1. That I am the Vice President of Knapp Concrete Contractors, Inc.
 officer or position bidder
2. That I have personal knowledge of the facts herein stated.
3. That, if selected under this proposal, Knapp Concrete Contractors, Inc., will maintain a
 (bidder)
 business office in the State of Illinois which will be located in Woodford County, Illinois.
4. That this business office will serve as the primary place of employment for any persons employed in the construction contemplated by this proposal.
5. That this Affidavit is given as a requirement of state law as provided in Section 30-22(8) of the Illinois Procurement Code.


 (Signature)
Colin Knapp
 (Print Name of Affiant)

This instrument was acknowledged before me on 18 day of May, 2020.



(SEAL)

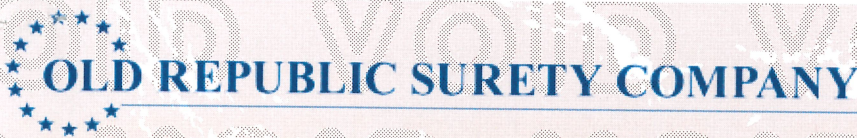

 (Signature of Notary Public)

Attachment: KNAPP CONCRETE CONTRACTORS, INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID

Route	Willow St. & 14 th St.
County	Tazewell
Local Agency	City of Pekin
Section	20-00000-00-GM

WE Knapp Concrete Contractors, Inc. as PRINCIPAL,
d Old Republic Surety Company as SURETY,

**POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

WILLIAM C. VOORHEES, MICHAEL G. STRODE, COLLINS W. VOORHEES, OF PEORIA, IL

its true and lawful Attorney(s)-in-Fact, with full power and authority, not exceeding \$50,000,000, for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, asbestos abatement contract bonds, waste management bonds, hazardous waste remediation bonds or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This document is not valid unless printed on colored background and is multi-colored. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president, or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER, that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 31ST day of JULY, 2019.


Assistant Secretary



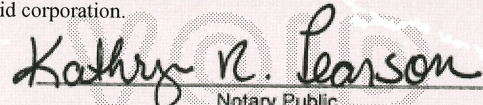
OLD REPUBLIC SURETY COMPANY


President

STATE OF WISCONSIN, COUNTY OF WAUKESHA-SS

On this 31ST day of JULY, 2019, personally came before me, Alan Pavlic and Kevin Abitz, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.




Notary Public

My commission expires: 9/28/2022

CERTIFICATE

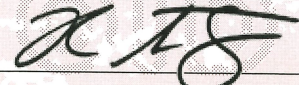
(Expiration of notary commission does not invalidate this instrument)

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

40-1829



Signed and sealed at the City of Brookfield, WI this 19th day of May, 2020.


Assistant Secretary

HEDIGER & MEYERS, INC.

THIS DOCUMENT HAS A COLORED BACKGROUND AND IS MULTI-COLORED ON THE FACE. THE COMPANY LOGO A BACK OF THIS DOCUMENT AS A WATERMARK. IF THESE FEATURES ARE ABSENT, THIS DOCUMENT IS



City of Pekin

Department of Public Works

Addendum #1

Dated: May 9, 2020

CITY OF PEKIN, IL REQUEST FOR BIDS WILLOW & 14TH STREET SIDEWALK MAINTENANCE

All prospective bidders for the City of Pekin – Willow & 14th Street Sidewalk Maintenance are directed to the following clarification to the advertised Request for Bids.

Per this addendum, the following clarification to the project shall be made:

Multiple times were listed on various sources for the deadline for the RFB. Requests for bids are due on **May 19th, 2020 at 11am** at Pekin City Hall. 111 S. Capitol St. Pekin, IL 61554.

Bids may be mailed in or dropped off at the Pekin Police station below City Hall. The bid opening will not be open to the public except via zoom. See below.

Topic: 14th & Willow St. ADA Bid Letting

Time: May 19, 2020 11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85306905862>

Meeting ID: 853 0690 5862

877 853 5247 US Toll-free

Please sign this acknowledge this addendum and include it with the proposal.

Acknowledged by :

Junda Hall
M.E.R.C. Construction

Date: *5/11/20*

Josie A. Esker, P.E., S.E., City Engineer

111 South Capitol Street, Pekin, IL 61554

Phone (309) 478-5399 * Fax (309) 346-2095 * Email: jaesker@ci.pekin.il.us



City of Pekin

Department of Public Works

Addendum #2

Dated: May 14, 2020

CITY OF PEKIN, IL REQUEST FOR BIDS WILLOW & 14TH STREET SIDEWALK MAINTENANCE

All prospective bidders for the City of Pekin – Willow & 14th Street Sidewalk Maintenance are directed to the following clarification to the advertised Request for Bids.

Per this addendum, the following clarification to the project shall be made:

Side curb along ADA ramps shall be paid for as PCC Sidewalk 4". Side curbs shall be saw cut at sidewalk control joints prior to cracking. Cost shall be included in PCC Sidewalk 4".

Please sign this acknowledge this addendum and include it with the proposal.

Acknowledged by: Josie Hall Date: 5/14/20
m.e.r.c. Construction

Attachment: M.E.R.C. CONSTRUCTION INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID



Local Public Agency Formal Contract Proposal

PROPOSAL SUBMITTED BY M.E.R.C. Construction Inc.		
Contractor's Name 10088 Modena Rd.		
Street	P.O. Box	
Wyoming, IL 61491		
City	State	Zip Code

STATE OF ILLINOIS

COUNTY OF Tazewell
City of Pekin

(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF

STREET NAME OR ROUTE NO. Willow Street & 14th StreetSECTION NO. 20-00000-00-GMTYPES OF FUNDS MFT☒ SPECIFICATIONS (required)☒ PLANS (required)

For Municipal Projects
 Submitted/Approved/Passed

☐ Mayor ☐ President of Board of Trustees ☒ Municipal Official

Date

4-14-20**Department of Transportation**☐ Released for bid based on limited review

Regional Engineer

Date

For County and Road District Projects

Submitted/Approved

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

Date

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.

RETURN WITH BID

NOTICE TO BIDDERS

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

Sealed proposals for the improvement described below will be received at the office of City Clerk,
City Hall, 111 S. Capitol St; Pekin, IL 61554 until 10:00 AM on _____
 Address Time Date

Sealed proposals will be opened and read publicly at the office of City Clerk
City Hall, 111 S. Capitol St; Pekin, IL 6155 at 10:00 AM on _____
 Address Time Date

DESCRIPTION OF WORK

Name Willow St. & 14th St. Sidewalk Maintenance Length: _____ feet (_____ miles)
 Location Willow St. from Parkway to Schramm & 14th St. from Koch to El Camino
 Proposed Improvement Spot curb & gutter repairs, ADA Ramps, inlet adjustments, & collateral work

1. Plans and proposal forms will be available in the office of Josie Esker, City Engineer of Pekin IL
111 S. Capitol St; Pekin, IL 61554 jaesker@ci.pekin.il.us
 Address

2. ☒ Prequalification

If checked, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in duplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and one original with the IDOT District Office.

3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals.
4. The following BLR Forms shall be returned by the bidder to the Awarding Authority:
- BLR 12200: Local Public Agency Formal Contract Proposal
 - BLR 12200a Schedule of Prices
 - BLR 12230: Proposal Bid Bond (if applicable)
 - BLR 12325: Apprenticeship or Training Program Certification (**do not use for federally funded projects**)
 - BLR 12326: Affidavit of Illinois Business Office
5. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.
6. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.
7. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.
8. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.
9. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

RETURN WITH BID

PROPOSAL

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

1. Proposal of 14th St. & Willow St. Sidewalk Maintenance

for the improvement of the above section by the construction of sidewalk maintenance along Willow Street from Parkway to Schramm and 14th Street from Koch to El Camino consisting of spot curb & gutter repairs (remove & replace), sidewalk maintenance (remove & replace), installation of new ADA ramps, & collateral work.

a total distance of _____ feet, of which a distance of _____ feet, (_____ miles) are to be improved.

2. The plans for the proposed work are those prepared by City of Pekin and approved by the Department of Transportation on _____
3. The specifications referred to herein are those prepared by the Department of Transportation and designated as "Standard Specifications for Road and Bridge Construction" and the "Supplemental Specifications and Recurring Special Provisions" thereto, adopted and in effect on the date of invitation for bids.
4. The undersigned agrees to accept, as part of the contract, the applicable Special Provisions indicated on the "Check Sheet for Recurring Special Provisions" contained in this proposal.
5. The undersigned agrees to complete the work within _____ working days or by August 15, 2020 unless additional time is granted in accordance with the specifications.
6. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. Bid Bonds will be allowed as a proposal guaranty. Accompanying this proposal is either a bid bond if allowed, on Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to:
City of Pekin
 The amount of the check is _____ bid bond (five percent) (5%).
7. In the event that one proposal guaranty check is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guaranties, which would be required for each individual proposal. If the proposal guaranty check is placed in another proposal, it will be found in the proposal for: Section Number _____.
8. The successful bidder at the time of execution of the contract will be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. If this proposal is accepted and the undersigned fails to execute a contract and contract bond as required, it is hereby agreed that the Bid Bond or check shall be forfeited to the Awarding Authority.
9. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
10. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
11. The undersigned submits herewith the schedule of prices on BLR 12200a covering the work to be performed under this contract.
12. The undersigned further agrees that if awarded the contract for the sections contained in the combinations on BLR 12200a, the work shall be in accordance with the requirements of each individual proposal for the multiple bid specified in the Schedule for Multiple Bids below.

Attachment: M.E.R.C. CONSTRUCTION INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID



A bid will be declared unacceptable if neither a unit price nor total price is shown.

County Tazewell
 Local Public Agency City of Pekin
 Section 20-00000-00-GM
 Route Willow St. & 14th St.

Schedule for Single Bid

(For complete information covering these items, see plans and specifications)

Bidder's Proposal for making Entire Improvements \$ 261,667.75

Item No.	Items	Unit	Quantity	Unit Price	Total
1	Comb Curb Gutter Removal	Foot	1760	15.00	26,400.00
2	Comb CC&G TB6.12	Foot	1000	51.00	51,000.00
3	Comb CC&G TB6.24	Foot	760	61.10	46,436.00
4	PC Conc Sidewalk 4	Sq. Ft.	8575	9.21	78,975.75
5	Sidewalk Removal	Sq. Ft.	7590	2.05	15,559.50
6	Detectable Warnings	Sq. Ft.	670	22.00	14,740.00
7	Driveway Pav't Rem	Sq. Yd.	136	18.00	2,448.00
8	PCC Driveway Pav't 6	Sq. Yd.	136	78.00	10,608.00
9	Inlet Adjustments	Each	13	538.50	7,000.50
10	Traffic Control, Complete	L. Sum	1	2,500.00	2,500.00
11	Mobilization	L. Sum	1	6,000.00	6,000.00
12					
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Attachment: M.E.R.C. CONSTRUCTION INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID

CONTRACTOR CERTIFICATIONS

County	Tazewell
Local Public Agency	City of Pekin
Section Number	20-00000-00-GM
Route	Willow St. & 14 th St.

The certifications hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the Department enter into the contract with the bidder.

1. **Debt Delinquency.** The bidder or contractor or subcontractor, respectively, certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax. Making a false statement voids the contract and allows the Department to recover all amounts paid to the individual or entity under the contract in a civil action.
2. **Bid-Rigging or Bid Rotating.** The bidder or contractor or subcontractor, respectively, certifies that it is not barred from contracting with the Department by reason of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

A violation of Section 33E-3 would be represented by a conviction of the crime of bid-rigging which, in addition to Class 3 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

A violation of Section 33E-4 would be represented by a conviction of the crime of bid-rotating which, in addition to Class 2 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

3. **Bribery.** The bidder or contractor or subcontractor, respectively, certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any unit of local government, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm.
4. **Interim Suspension or Suspension.** The bidder or contractor or subcontractor, respectively, certifies that it is not currently under a suspension as defined in Subpart I of Title 44 Subtitle A Chapter III Part 6 of the Illinois Administrative Code. Furthermore, if suspended prior to completion of this work, the contract or contracts executed for the completion of this work may be cancelled.

Attachment: M.E.R.C. CONSTRUCTION INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID

SIGNATURES

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

(If an individual)

Signature of Bidder _____

Business Address _____

(If a partnership)

Firm Name _____

Signed By _____

Business Address _____

Inset Names and Addressed of All Partners



(If a corporation)

Corporate Name M.E.R.C. Construction Inc.Signed By *James L Mercer*
 PresidentBusiness Address 10088 Modena Rd. Wyoming IL 61491

Insert Names of Officers

President James L MercerSecretary Linda S Hall

Treasurer _____

Attest:

Linda S. Hall
 Secretary

Attachment: M.E.R.C. CONSTRUCTION INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



Local Agency Proposal Bid Bond

RETURN WITH BID

Route Willow St. & 14th St.
 County Tazewell
 Local Agency City of Pekin
 Section 20-00000-00-GM

PAPER BID BOND

WE M.E.R.C. Construction, Inc., 10088 Modena Rd., Wyoming IL 61491 as PRINCIPAL,
 and Nationwide Mutual Insurance Company, 1100 Locust St., Dept. 2006, Des Moines, IA 50391-2006 as SURETY,

are held jointly, severally and firmly bound unto the above Local Agency (hereafter referred to as "LA") in the penal sum of 5% of the total bid price, or for the amount specified in the proposal documents in effect on the date of invitation for bids whichever is the lesser sum. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly pay to the LA this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written proposal to the LA acting through its awarding authority for the construction of the work designated as the above section.

THEREFORE if the proposal is accepted and a contract awarded to the PRINCIPAL by the LA for the above designated section and the PRINCIPAL shall within fifteen (15) days after award enter into a formal contract, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in the "Standard Specifications for Road and Bridge Construction" and applicable Supplemental Specifications, then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the LA determines the PRINCIPAL has failed to enter into a formal contract in compliance with any requirements set forth in the preceding paragraph, then the LA acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this 12th day of May, 2020

Principal

M.E.R.C. Construction, Inc.

(Company Name)

By: [Signature]

(Signature and Title)

By: _____

(Company Name)

(Signature and Title)

(If PRINCIPAL is a joint venture of two or more contractors, the company names, and authorized signatures of each contractor must be affixed.)

Nationwide Mutual Insurance Company

(Name of Surety)

Surety

By: [Signature]

(Signature of Attorney-in-Fact)

STATE OF ILLINOIS,

COUNTY OF STARK

I, LINDA HALL, a Notary Public in and for said county

do hereby certify that James L Mercer and Susan Sleva

(Insert names of individuals signing on behalf of PRINCIPAL & SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instruments as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this

18TH

day of

May 2020

My commission expires

4/23/21

Linda S. Hall

(Notary Public)

ELECTRONIC BID BOND

☐ Electronic bid bond is allowed (box must be checked by LA if electronic bid bond is allowed)

The Principal may submit an electronic bid bond, in lieu of completing the above section of the Proposal Bid Bond Form. Providing an electronic bid bond ID code and signing below, the Principal is ensuring the identified electronic bid bond has been executed and the Principal and Surety are firmly bound unto the LA under the conditions of the bid bond as shown above. (If PRINCIPAL is a joint venture of two or more contractors, an electronic bid bond ID code, company/Bidder name title and date must be affixed for each contractor in the venture.)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Electronic Bid Bond ID Code

(Company/Bidder Name)

(Signature and Title)

Date

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation
 Allied Property and Casualty Insurance Company, an Iowa corporation

AMCO Insurance Company, an Iowa corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

MICHAEL G. POWERS
 CHRISTOPHER M. TATE
 TERRY L. WELTY
 DIANE M. SWART

JEFFREY K. PETERSON
 SUSAN SLEVA
 T JAY JANSEN

KEVIN J. LUNE
 TERESA C. WEST
 TIMOTHY D. NEUHAUSER

GALESBURG IL

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

FOUR MILLION AND NO/100 DOLLARS

\$ 4,000,000.00

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 27th day of February, 2019.

Antonio C. Albanese
 Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company, AMCO Insurance Company, Allied Property and Casualty Insurance Company

ACKNOWLEDGMENT

STATE OF NEW YORK, COUNTY OF NEW YORK: ss

On this 27th day of February, 2019, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.

Suzanne C. Delio
 Notary Public, State of New York
 No. 02D66126649
 Qualified in Westchester County
 Commission Expires September 16, 2021

Suzanne C. Delio

Notary Public
 My Commission Expires
 September 16, 2021

CERTIFICATE

I, Laura B. Guy, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 12th day of

MAY 1, 2020

Laura B. Guy

Assistant Secretary



Illinois Department of Transportation

Bureau of Construction
2300 South Dirksen Parkway/Room 322
Springfield, Illinois 62764

Affidavit of Availability
For the Letting of May 19, 202

Instructions: Complete this form by either typing or using black ink. "Authorization to Bid" will not be issued unless both sides of this form are completed in detail. Use additional forms as needed to list all work.

Part I. Work Under Contract

List below all work you have under contract as either a prime contractor or a subcontractor. It is required to include all pending low bids not yet awarded or rejected. In a joint venture, list only that portion of the work which is the responsibility of your company. The uncompleted dollar value is to be based upon the most recent engineer's or owners estimate, and must include work subcontracted to others. If no work is contracted, show **NONE**.

	1	2	3	4	Awards Pending	
Contract Number	903147	IAW Lead Serv				
Contract With	Ameren	Walker Exc.				
Estimated Completion Date	6/1/2021	3/1/2021				
Total Contract Price	3,000,000	375,000				Accumulated Totals
Uncompleted Dollar Value if Firm is the Prime Contractor	1,000,000					1,000,000
Uncompleted Dollar Value if Firm is the Subcontractor		200,000				200,000
Total Value of All Work						1,200,000

Part II. Awards Pending and Uncompleted Work to be done with your own forces.

List below the uncompleted dollar value of work for each contract and awards pending to be completed with your own forces. All work subcontracted to others will be listed on the reverse of this form. In a joint venture, list only that portion of the work to be done by your company. If no work is contracted, show **NONE**.

						Accumulated Totals
Earthwork						
Portland Cement Concrete Paving						
HMA Plant Mix						
HMA Paving						
Clean & Seal Cracks/Joints						
Aggregate Bases & Surfaces						
Highway, R.R. and Waterway Structures						
Drainage						
Electrical						
Cover and Seal Coats						
Concrete Construction	1,000,000	200,000				1,200,000
Landscaping						
Fencing						
Guardrail						
Painting						
Signing						
Cold Milling, Planning & Rotomilling						
Demolition						
Pavement Markings (Paint)						
Other Construction (List)						
						\$ 0.00
Totals	1,000,000	200,000				1,200,000

Disclosure of this information is **REQUIRED** to accomplish the statutory purpose as outlined in the "Illinois Procurement Code." Failure to comply will result in non-issuance of an "Authorization To Bid." This form has been approved by the State Forms Management Center.

Packet Pg. 65

Part III. Work Subcontracted to Others.

For each contract described in Part I, list all the work you have subcontracted to others.

	1	2	3	4	Awards Pending
Subcontractor	n/a				
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Total Uncompleted					

I, being duly sworn, do hereby declare that this affidavit is a true and correct statement relating to ALL uncompleted contracts of the undersigned for Federal, State, County, City and private work, including ALL subcontract work, ALL pending low bids not yet awarded or rejected and ALL estimated completion dates.

Subscribed and sworn to before me

this 18TH day of May, 2020

Type or Print Name James L Mercer

President

Officer or Director

Title

Signed

[Signature]

Notary Public

My commission expires

4/23/21

Company

M.E.R.C. Construction Inc.

Address

10088 Modena Rd.

Wyoming, IL 61491





Illinois Department of Transportation

Apprenticeship or Training Program Certification

Return with Bid

Route Willow St. & 14th St.
 County Tazewell
 Local Agency City of Pekin
 Section 20-00000-00-GM

All contractors are required to complete the following certification:

- ☒ For this contract proposal or for all groups in this deliver and install proposal.
- ☐ For the following deliver and install groups in this material proposal:

Illinois Department of Transportation policy, adopted in accordance with the provisions of the Illinois Highway Code, requires this contract to be awarded to the lowest responsive and responsible bidder. The award decision is subject to approval by the Department. In addition to all other responsibility factors, this contract or deliver and install proposal requires all bidders and all bidders' subcontractors to disclose participation in apprenticeship or training programs that are (1) approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training, and (2) applicable to the work of the above indicated proposals or groups. Therefore, all bidders are required to complete the following certification:

- I. Except as provided in paragraph IV below, the undersigned bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the bidder will perform with its own employees.
- II. The undersigned bidder further certifies for work to be performed by subcontract that each of its subcontractors submitted for approval either (A) is, at the time of such bid, participating in an approved, applicable apprenticeship or training program; or (B) will, prior to commencement of performance of work pursuant to this contract, establish participation in an approved apprenticeship or training program applicable to the work of the subcontract.
- III. The undersigned bidder, by inclusion in the list in the space below, certifies the official name of each program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

Illinois Laborers and Contractors Joint Apprenticeship Training Program

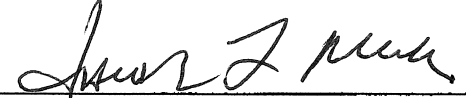
Attachment: M.E.R.C. CONSTRUCTION INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

- IV. Except for any work identified above, any bidder or subcontractor that shall perform all or part of the work of the contract or deliver and install proposal solely by individual owners, partners or members and not by employees to whom the payment of prevailing rates of wages would be required, check the following box, and identify the owner/operator workforce and positions of ownership. ☐

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require the certification provision to be included in all approved subcontracts. The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. The Department at any time before or after award may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. In order to fulfill the participation requirement, it shall not be necessary that any applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this contract or deliver and install proposal.

Bidder: M.E.R.C. Construction Inc.

By:


(Signature)

Address: 10088 Modena Rd. Wyoming IL 61491

Title:

President

Attachment: M.E.R.C. CONSTRUCTION INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID


**Illinois Department
of Transportation**
Affidavit of Illinois Business Office

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St & 14th St

State of Illinois)
) ss.
 County of Stark)

I, James L Mercer of Wyoming, Illinois
 (Name of Affiant) (City of Affiant) (State of Affiant)

being first duly sworn upon oath, states as follows:

1. That I am the President of M.E.R.C. Construction Inc.
officer or position bidder
2. That I have personal knowledge of the facts herein stated.
3. That, if selected under this proposal, M.E.R.C. Construction Inc., will maintain a
(bidder)
 business office in the State of Illinois which will be located in Stark County, Illinois.
4. That this business office will serve as the primary place of employment for any persons employed in the construction contemplated by this proposal.
5. That this Affidavit is given as a requirement of state law as provided in Section 30-22(8) of the Illinois Procurement Code.

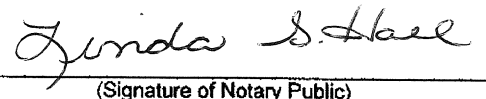

 (Signature)

James L Mercer

(Print Name of Affiant)

This instrument was acknowledged before me on 18TH day of May, 2020.




 (Signature of Notary Public)

Attachment: M.E.R.C. CONSTRUCTION INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

City of Pekin

Department of Public Works

Addendum #1

Dated: May 9, 2020

CITY OF PEKIN, IL REQUEST FOR BIDS WILLOW & 14TH STREET SIDEWALK MAINTENANCE

All prospective bidders for the City of Pekin – Willow & 14th Street Sidewalk Maintenance are directed to the following clarification to the advertised Request for Bids.

Per this addendum, the following clarification to the project shall be made:

Multiple times were listed on various sources for the deadline for the RFB. Requests for bids are due on **May 19th, 2020 at 11am** at Pekin City Hall. 111 S. Capitol St. Pekin, IL 61554.

Bids may be mailed in or dropped off at the Pekin Police station below City Hall. The bid opening will not be open to the public except via zoom. See below.

Topic: 14th & Willow St. ADA Bid Letting

Time: May 19, 2020 11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85306905862>

Meeting ID: 853 0690 5862

877 853 5247 US Toll-free

Please sign this acknowledge this addendum and include it with the proposal.

Acknowledged by: *Josie Swanson*

Date: *May 9, 2020*



City of Pekin

Department of Public Works

Addendum #2

Dated: May 14, 2020

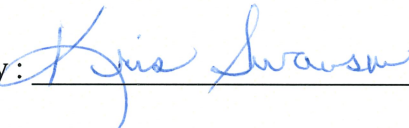
CITY OF PEKIN, IL REQUEST FOR BIDS WILLOW & 14TH STREET SIDEWALK MAINTENANCE

All prospective bidders for the City of Pekin – Willow & 14th Street Sidewalk Maintenance are directed to the following clarification to the advertised Request for Bids.

Per this addendum, the following clarification to the project shall be made:

Side curb along ADA ramps shall be paid for as PCC Sidewalk 4". Side curbs shall be saw cut at sidewalk control joints prior to cracking. Cost shall be included in PCC Sidewalk 4".

Please sign this acknowledge this addendum and include it with the proposal.

Acknowledged by: 

Date: May 14, 2020

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



Local Public Agency Formal Contract Proposal

PROPOSAL SUBMITTED BY

Otto Baum Co., Inc.

Contractor's Name

866 N. Main St.

Street

P.O. Box

Morton

IL

61550

City

State

Zip Code

STATE OF ILLINOIS

COUNTY OF Tazewell

City of Pekin

(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF

STREET NAME OR ROUTE NO. Willow Street & 14th StreetSECTION NO. 20-00000-00-GMTYPES OF FUNDS MFT☒ SPECIFICATIONS (required)☒ PLANS (required)**For Municipal Projects**

Submitted/Approved/Passed

☐ Mayor ☐ President of Board of Trustees ☒ Municipal Official

Date

4-14-20

Department of Transportation☐ Released for bid based on limited review

Regional Engineer

Date

For County and Road District Projects

Submitted/Approved

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

Date

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

NOTICE TO BIDDERS

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

Sealed proposals for the improvement described below will be received at the office of City Clerk,
City Hall, 111 S. Capitol St; Pekin, IL 61554 until 10:00 AM on _____
 Address Time Date

Sealed proposals will be opened and read publicly at the office of City Clerk
City Hall, 111 S. Capitol St; Pekin, IL 6155 at 10:00 AM on _____
 Address Time Date

DESCRIPTION OF WORK

Name Willow St. & 14th St. Sidewalk Maintenance Length: _____ feet (_____ miles)
 Location Willow St. from Parkway to Schramm & 14th St. from Koch to El Camino
 Proposed Improvement Spot curb & gutter repairs, ADA Ramps, inlet adjustments, & collateral work

1. Plans and proposal forms will be available in the office of Josie Esker, City Engineer of Pekin IL
111 S. Capitol St; Pekin, IL 61554 jaesker@ci.pekin.il.us
 Address
2. ☒ Prequalification
 If checked, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in duplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and one original with the IDOT District Office.
3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals.
4. The following BLR Forms shall be returned by the bidder to the Awarding Authority:
 - a. BLR 12200: Local Public Agency Formal Contract Proposal
 - b. BLR 12200a Schedule of Prices
 - c. BLR 12230: Proposal Bid Bond (if applicable)
 - d. BLR 12325: Apprenticeship or Training Program Certification (**do not use for federally funded projects**)
 - e. BLR 12326: Affidavit of Illinois Business Office
5. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.
6. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.
7. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.
8. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.
9. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

PROPOSAL

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

1. Proposal of 14th St. & Willow St. Sidewalk Maintenance

for the improvement of the above section by the construction of sidewalk maintenance along Willow Street from Parkway to Schramm and 14th Street from Koch to El Camino consisting of spot curb & gutter repairs (remove & replace), sidewalk maintenance (remove & replace), installation of new ADA ramps, & collateral work.

a total distance of _____ feet, of which a distance of _____ feet, (_____ miles) are to be improved.

2. The plans for the proposed work are those prepared by City of Pekin and approved by the Department of Transportation on _____
3. The specifications referred to herein are those prepared by the Department of Transportation and designated as "Standard Specifications for Road and Bridge Construction" and the "Supplemental Specifications and Recurring Special Provisions" thereto, adopted and in effect on the date of invitation for bids.
4. The undersigned agrees to accept, as part of the contract, the applicable Special Provisions indicated on the "Check Sheet for Recurring Special Provisions" contained in this proposal.
5. The undersigned agrees to complete the work within _____ working days or by August 15, 2020 unless additional time is granted in accordance with the specifications.
6. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. Bid Bonds will be allowed as a proposal guaranty. Accompanying this proposal is either a bid bond if allowed, on Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to:
City of Pekin
 The amount of the check is 5% Bid Bond (_____).
7. In the event that one proposal guaranty check is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guaranties, which would be required for each individual proposal. If the proposal guaranty check is placed in another proposal, it will be found in the proposal for: Section Number n/a.
8. The successful bidder at the time of execution of the contract will be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. If this proposal is accepted and the undersigned fails to execute a contract and contract bond as required, it is hereby agreed that the Bid Bond or check shall be forfeited to the Awarding Authority.
9. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
10. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
11. The undersigned submits herewith the schedule of prices on BLR 12200a covering the work to be performed under this contract.
12. The undersigned further agrees that if awarded the contract for the sections contained in the combinations on BLR 12200a, the work shall be in accordance with the requirements of each individual proposal for the multiple bid specified in the Schedule for Multiple Bids below.

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



OTTO BAUM COMPANY, INC.

C O N T R A C T O R S

MASONRY ■ CONCRETE ■ EARTHWORK ■ SITE/CIVIL ■ RESTORATION

6.2.e

www.ottobaum.com

309-266-7114 ■ Fax 309-263-1050

866 N. Main St. ■ Morton, IL 61550

City of Pekin

Pekin IL

Contact:

Gene Grebner
309-409-5739

Job Name:

Willow & 14 th Street SW Maintenance

Addendum #1& 2 Acknowledged

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	Comb Curb Gutter Removal	1,760.00	FOOT	19.55	34,408.00
20	Comb CC&G TB6.12	1,000.00	FOOT	77.22	77,220.00
30	Comb CC&G TB6.24	760.00	FOOT	84.71	64,379.60
40	PC Conc Sidewalk 4	8,575.00	SQFT	12.64	108,388.00
50	Sidewalk Removal	7,590.00	SQFT	1.55	11,764.50
60	Detectable Warnings	670.00	SQFT	25.27	16,930.90
70	Driveway Pav't Rem	136.00	SQYD	14.46	1,966.56
80	PCC Driveway Pav't 6	136.00	SQYD	83.24	11,320.64
90	Inlet Adjustments	13.00	EACH	976.64	12,696.32
100	Traffic Control Complete	1.00	LSUM	13,116.39	13,116.39
110	Mobilization	1.00	LSUM	19,955.84	19,955.84
GRAND TOTAL					\$372,146.75

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



A bid will be declared unacceptable if neither a unit price nor total price is shown.

County Tazewell
 Local Public Agency City of Pekin
 Section 20-00000-00-GM
 Route Willow St. & 14th St.

Schedule for Single Bid

(For complete information covering these items, see plans and specifications)

Bidder's Proposal for making Entire Improvements

Item No.	Items	Unit	Quantity	Unit Price	Total
1	Comb Curb Gutter Removal	Foot	1760	Please see attached	price list
2	Comb CC&G TB6.12	Foot	1000		
3	Comb CC&G TB6.24	Foot	760		
4	PC Conc Sidewalk 4	Sq. Ft.	8575		
5	Sidewalk Removal	Sq. Ft.	7590		
6	Detectable Warnings	Sq. Ft.	670		
7	Driveway Pav't Rem	Sq. Yd.	136		
8	PCC Driveway Pav't 6	Sq. Yd.	136		
9	Inlet Adjustments	Each	13		
10	Traffic Control, Complete	L. Sum	1		
11	Mobilization	L. Sum	1		
12					
13					
14					
15					
16					
17					
18					
19					
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23					
24					
25					

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

CONTRACTOR CERTIFICATIONS

County	Tazewell
Local Public Agency	City of Pekin
Section Number	20-00000-00-GM
Route	Willow St. & 14 th St.

The certifications hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the Department enter into the contract with the bidder.

1. **Debt Delinquency.** The bidder or contractor or subcontractor, respectively, certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax. Making a false statement voids the contract and allows the Department to recover all amounts paid to the individual or entity under the contract in a civil action.
2. **Bid-Rigging or Bid Rotating.** The bidder or contractor or subcontractor, respectively, certifies that it is not barred from contracting with the Department by reason of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

A violation of Section 33E-3 would be represented by a conviction of the crime of bid-rigging which, in addition to Class 3 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

A violation of Section 33E-4 would be represented by a conviction of the crime of bid-rotating which, in addition to Class 2 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

3. **Bribery.** The bidder or contractor or subcontractor, respectively, certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any unit of local government, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm.
4. **Interim Suspension or Suspension.** The bidder or contractor or subcontractor, respectively, certifies that it is not currently under a suspension as defined in Subpart I of Title 44 Subtitle A Chapter III Part 6 of the Illinois Administrative Code. Furthermore, if suspended prior to completion of this work, the contract or contracts executed for the completion of this work may be cancelled.

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

SIGNATURES

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

(If an individual)

Signature of Bidder Not applicable

Business Address _____

(If a partnership)

Firm Name Not applicable

Signed By _____

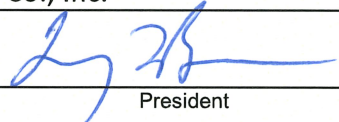
Business Address _____

Inset Names and Addressed of All Partners



(If a corporation)

Corporate Name Otto Baum Co., Inc.

Signed By 
 President

Business Address 866 N. Main St., Morton IL 61550

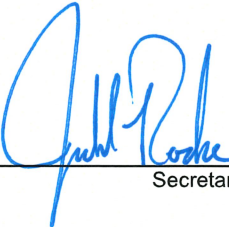


Insert Names of Officers

President Terry Baum

Secretary Jedd Rocke

Treasurer Scott Wallace

Attest: 
 Secretary

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

**Local Agency
Proposal Bid Bond****RETURN WITH BID**

Route Willow St. & 14th St.
County Tazewell
Local Agency City of Pekin
Section 20-00000-00-GM

PAPER BID BOND

WE _____ as PRINCIPAL,

and _____ as SURETY,

are held jointly, severally and firmly bound unto the above Local Agency (hereafter referred to as "LA") in the penal sum of 5% of the total bid price, or for the amount specified in the proposal documents in effect on the date of invitation for bids whichever is the lesser sum. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly pay to the LA this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written proposal to the LA acting through its awarding authority for the construction of the work designated as the above section.

THEREFORE if the proposal is accepted and a contract awarded to the PRINCIPAL by the LA for the above designated section and the PRINCIPAL shall within fifteen (15) days after award enter into a formal contract, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in the "Standard Specifications for Road and Bridge Construction" and applicable Supplemental Specifications, then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the LA determines the PRINCIPAL has failed to enter into a formal contract in compliance with any requirements set forth in the preceding paragraph, then the LA acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this _____ day of _____

Principal

(Company Name)

(Company Name)

By: _____
(Signature and Title)By: _____
(Signature and Title)

(If PRINCIPAL is a joint venture of two or more contractors, the company names, and authorized signatures of each contractor must be affixed.)

Surety

(Name of Surety)

By: _____
(Signature of Attorney-in-Fact)

STATE OF ILLINOIS,

COUNTY OF _____

I, _____, a Notary Public in and for said county,
do hereby certify that _____

(Insert names of individuals signing on behalf of PRINCIPAL & SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instruments as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____

My commission expires _____
(Notary Public)

ELECTRONIC BID BOND☐ **Electronic bid bond is allowed (box must be checked by LA if electronic bid bond is allowed)**

The Principal may submit an electronic bid bond, in lieu of completing the above section of the Proposal Bid Bond Form. By providing an electronic bid bond ID code and signing below, the Principal is ensuring the identified electronic bid bond has been executed and the Principal and Surety are firmly bound unto the LA under the conditions of the bid bond as shown above. (If PRINCIPAL is a joint venture of two or more contractors, an electronic bid bond ID code, company/Bidder name title and date must be affixed for each contractor in the venture.)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Electronic Bid Bond ID Code

(Company/Bidder Name)

(Signature and Title)

Date



Illinois Department of Transportation

Apprenticeship or Training Program Certification

Return with Bid

Route Willow St. & 14th St.
 County Tazewell
 Local Agency City of Pekin
 Section 20-00000-00-GM

All contractors are required to complete the following certification:

☒ For this contract proposal or for all groups in this deliver and install proposal.

☐ For the following deliver and install groups in this material proposal:

Illinois Department of Transportation policy, adopted in accordance with the provisions of the Illinois Highway Code, requires this contract to be awarded to the lowest responsive and responsible bidder. The award decision is subject to approval by the Department. In addition to all other responsibility factors, this contract or deliver and install proposal requires all bidders and all bidders' subcontractors to disclose participation in apprenticeship or training programs that are (1) approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training, and (2) applicable to the work of the above indicated proposals or groups. Therefore, all bidders are required to complete the following certification:

- I. Except as provided in paragraph IV below, the undersigned bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the bidder will perform with its own employees.
- II. The undersigned bidder further certifies for work to be performed by subcontract that each of its subcontractors submitted for approval either (A) is, at the time of such bid, participating in an approved, applicable apprenticeship or training program; or (B) will, prior to commencement of performance of work pursuant to this contract, establish participation in an approved apprenticeship or training program applicable to the work of the subcontract.
- III. The undersigned bidder, by inclusion in the list in the space below, certifies the official name of each program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

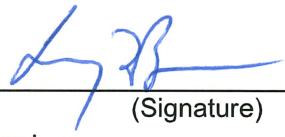
Mid-Central IL Regional Council of Carpenters JATC; Peoria Cement Mason, Local #18, Area 12; Peoria Iron Workers Joint Apprentice Committee (Local #112); IL Laborers and Contractor's Training Trust Fund; Peoria Operating Engineers Area Joint Apprentice Committee (Local #649); IUOE Local 841 Apprenticeship & Training; Local 965 Operating Engineers Apprenticeship; Central Illinois Carpenters JATC; Bricklayers Local #8; Champaign Cement Mason Local #143; Springfield Cement Mason Local #18; Ironworkers Local #46 JATC; Ironworkers Local #380; Central Laborers Local #477 & #703

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

- IV. Except for any work identified above, any bidder or subcontractor that shall perform all or part of the work of the contract or deliver and install proposal solely by individual owners, partners or members and not by employees to whom the payment of prevailing rates of wages would be required, check the following box, and identify the owner/operator workforce and positions of ownership. ☐

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require the certification provision to be included in all approved subcontracts. The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. The Department at any time before or after award may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. In order to fulfill the participation requirement, it shall not be necessary that any applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this contract or deliver and install proposal.

Bidder: Otto Baum Co., Inc.

By: 
(Signature)

Address: 866 N. Main St., Morton IL 61550

Title: President

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

RETURN WITH BID


**Illinois Department
of Transportation**
Affidavit of Illinois Business Office

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St & 14th St

State of Illinois)
) ss.
 County of Tazewell)

I, Terry Baum of Morton, IL,
 (Name of Affiant) (City of Affiant) (State of Affiant)

being first duly sworn upon oath, states as follows:

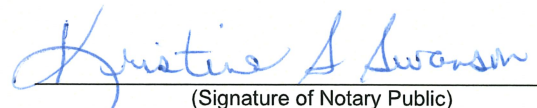
1. That I am the President of Otto Baum Co., Inc.
 officer or position bidder
2. That I have personal knowledge of the facts herein stated.
3. That, if selected under this proposal, Otto Baum Co., Inc., will maintain a
 (bidder)
 business office in the State of Illinois which will be located in Tazewell County, Illinois.
4. That this business office will serve as the primary place of employment for any persons employed in the construction contemplated by this proposal.
5. That this Affidavit is given as a requirement of state law as provided in Section 30-22(8) of the Illinois Procurement Code.


 (Signature)

Terry Baum
 (Print Name of Affiant)

This instrument was acknowledged before me on 19 day of May, 2020.




 (Signature of Notary Public)

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



Illinois Department of Transportation

Bureau of Construction
2300 South Dirksen Parkway/Room 322
Springfield, Illinois 62764

Affidavit of Availability
For the Letting of 4/24/2020
(Letting date)

6.2.e

Instructions: Complete this form by either typing or using black ink.
"Authorization to Bid" will not be issued unless both sides of this form are completed in detail. Use additional forms as needed to list all work.

Part I. Work Under Contract

List below all work you have under contract as either a prime contractor or a subcontractor. It is required to include all pending low bids not yet awarded or rejected. In a joint venture, list only that portion of the work which is the responsibility of your company. The uncompleted dollar value is to be based upon the most recent engineer's or owners estimate, and must include work subcontracted to others. If no work is contracted, show **NONE**.

	1	2	3	4	Awards Pending	
		19-09-026	19-01-008			
Contract Number	Otto Baum	68E53	70D46			
Contract With		IDOT	IDOT			
Estimated Completion Date		8/20	10/19			
Total Contract Price	58,864,395.00	537,618.00	624,415.00			Accumulated Totals
Incompleted Dollar Value if Firm is the Prime Contractor	27,164,787.00	527,712.00	49,258.00	0.00		27,741,757.00
Incompleted Dollar Value if Firm is the Subcontractor						0.00
Total Value of All Work						27,741,757.00

Part II. Awards Pending and Uncompleted Work to be done with your own forces.

List below the uncompleted dollar value of work for each contract and awards pending to be completed with your own forces. All work subcontracted to others will be listed on the reverse of this form. In a joint venture, list only that portion of the work to be done by your company. If no work is contracted, show **NONE**.

						Accumulated Totals
Asphaltwork						0.00
Portland Cement Concrete Paving						0.00
IMA Plant Mix						0.00
IMA Paving						0.00
Seal & Seal Cracks/Joints						0.00
Aggregate Bases & Surfaces						0.00
Highway, R.R. and Waterway Structures			47,440.00			47,440.00
Drainage		114,794.00				114,794.00
Electrical						0.00
Over and Seal Coats						0.00
Concrete Construction	4,348,220.00	157,599.00				4,505,819.00
Landscaping						0.00
Fencing						0.00
Guardrail						0.00
Painting						0.00
Signage						0.00
Cold Milling, Planing & Rotomilling						0.00
Demolition		45,000.00				45,000.00
Pavement Markings (Paint)						0.00
Other Construction (List)						0.00
Traffic Control		14,300.00				14,300.00
Building Construction	22,816,567.00					22,816,567.00
Totals	27,164,787.00	331,693.00	47,440.00	0.00	0.00	27,543,920.00

Disclosure of this information is **REQUIRED** to accomplish the statutory purpose as outlined in the "Illinois Procurement Code". Failure to comply will result in non-issuance of an "Authorization To Bid." This form has been approved by the State Forms Management Center.

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



Illinois Department of Transportation

Bureau of Construction
2300 South Dirksen Parkway/Room 322
Springfield, Illinois 62764

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For the Letting of 4/24/2020
(Letting date)

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	5 20-01-002	6	7	8 19-01-005	Awards Pending	
Contract Number	68758			68E14		
Contract With	IDOT			IDOT		
Estimated Completion Date				10/19		
Total Contract Price	2,245,718.00			138,815.00		Accumulated Totals
Incompleted Dollar Value if Firm is the Prime Contractor	2,151,090.00	0.00	0.00	135,830.00	0.00	30,028,677.00
Incompleted Dollar Value if Firm is the Subcontractor						0.00
Total Value of All Work						30,028,677.00

Part II. Awards Pending and Uncompleted Work to be done with your own forces.

List below the uncompleted dollar value of work for each contract and awards pending to be completed with your own forces. All work Subcontracted to others will be listed on the reverse of this form. In a joint venture, list only that portion of the work to be done by your company. If no work is contracted, show NONE.

						Accumulated Totals
Earthwork	172,715.00					172,715.00
Portland Cement Concrete Paving	45,239.00					45,239.00
IMA Plant Mix						0.00
IMA Paving						0.00
Clean & Seal Cracks/Joints						0.00
Aggregate Bases & Surfaces	52,784.00					52,784.00
Highway, R.R. and Waterway Structures	1,051,525.00			89,015.00		1,187,980.00
Drainage	268,024.00					382,818.00
Electrical						0.00
Seal and Seal Coats						0.00
Concrete Construction						4,505,819.00
Landscaping						0.00
Fencing						0.00
Guardrail						0.00
Painting						0.00
Signage						0.00
Gravel Milling, Planning & Rotomilling						0.00
Demolition	105,040.00					150,040.00
Pavement Markings (Paint)						0.00
Other Construction (List)						0.00
Traffic Control						14,300.00
Building Construction						22,816,567.00
Totals	1,695,327.00	0.00	0.00	89,015.00	0.00	29,328,262.00

Disclosure of this information is **REQUIRED** to accomplish the statutory purpose as outlined in the "Illinois Procurement Code". Failure to comply will result in non-issuance of an "Authorization To Bid." This form has been approved by the State Forms Management Center.

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



Illinois Department of Transportation

Bureau of Construction
2300 South Dirksen Parkway/Room 322
Springfield, Illinois 62764

Affidavit of Availability
For the Letting of 4/24/2020
(Letting date)

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Part I. Work Under Contract

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	9	10 19-09-015	11 19-09-016	12 19-09-025	Awards Pending	
Contract Number		89715	68E72	89749		
Contract With		IDOT	IDOT	IDOT		
Estimated Completion Date		12/19	6/21	11/21		
Total Contract Price		1,838,776.00	1,476,305.00	6,378,025.00		Accumulated Totals
Incompleted Dollar Value if Firm is the Prime Contractor	0.00	27,162.00	784,717.00	6,134,885.00		36,975,441.00
Incompleted Dollar Value if Firm is the Subcontractor						0.00
Total Value of All Work						36,975,441.00

Part II. Awards Pending and Uncompleted Work to be done with your own forces.

List below the uncompleted dollar value of work for each contract and awards pending to be completed with your own forces. All work Subcontracted to others will be listed on the reverse of this form. In a joint venture, list only that portion of the work to be done by your company. If no work is contracted, show NONE.

						Accumulated Totals
Earthwork			28,513.00	389,605.00		590,833.00
Portland Cement Concrete Paving			16,500.00	1,660,000.00		1,721,739.00
IMA Plant Mix						0.00
IMA Paving						0.00
Clean & Seal Cracks/Joints						0.00
Aggregate Bases & Surfaces			4,062.00	921,000.00		977,846.00
Highway, R.R. and Waterway Structures			41,200.00			1,229,180.00
Drainage			66,460.00	1,368,485.00		1,817,763.00
Electrical						0.00
Cover and Seal Coats						0.00
Concrete Construction		27,162.00	198,220.00	604,000.00		5,335,201.00
Landscaping						0.00
Fencing						0.00
Guardrail						0.00
Painting						0.00
Signage						0.00
Cold Milling, Planning & Rotomilling						0.00
Demolition				429,000.00		579,040.00
Pavement Markings (Paint)						0.00
Other Construction (List)						0.00
Traffic Control			81,140.00	15,000.00		110,440.00
Building Construction						22,816,567.00
Totals	0.00	27,162.00	436,095.00	5,387,090.00	0.00	35,178,609.00

Disclosure of this information is **REQUIRED** to accomplish the statutory purpose as outlined in the "Illinois Procurement Code". Failure to comply will result in non-issuance of an "Authorization To Bid." This form has been approved by the State Forms Management Center.

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

Part III. Work Subcontracted to Others

For each contract described in Part I, list all the work you have subcontracted to others.

	1	2	3	4	Awards Pending
Subcontractor		Millennia	Dunn Co		
Type of Work		QCQA	Milling		
Subcontract Price		12,566.00	8,540.00		
Amount Uncompleted		12,566.00	0.00		
Subcontractor		Road Safe	Halverson		
Type of Work		Striping	Deck Grooving		
Subcontract Price		36,399.00	3,876.00		
Amount Uncompleted		36,399.00	0.00		
Subcontractor		TMF	Hydro Teck		
Type of Work		Electrical	Hydro Demo		
Subcontract Price		147,054.00	40,725.00		
Amount Uncompleted		147,054.00	0.00		
Subcontractor		Beer Bros	MCS		
Type of Work		Sawcut	Traf Ctrl		
Subcontract Price		400.00	24,995.00		
Amount Uncompleted		0.00	0.00		
Subcontractor			Open Road		
Type of Work			Bituminous		
Subcontract Price			36,396.00		
Amount Uncompleted			981.00		
Subcontractor			Thomas Coatings		
Type of Work			Painting		
Subcontract Price			27,130.00		
Amount Uncompleted			0.00		
Subcontractor			PJR Assoc		
Type of Work			Reinforcing Steel		
Subcontract Price			60,354.00		
Amount Uncompleted			837.00		
Total Uncompleted	0.00	196,019.00	1,818.00	0.00	0.00

I, being duly sworn, do hereby declare this affidavit is a true and correct statement relating to ALL uncompleted contracts of the undersigned for Federal, State, County, City and private work, including ALL subcontract work, ALL pending low bids not yet awarded or rejected and ALL estimated completion dates

Subscribed and sworn to before me

this 30 day of March, 2020.

Kristina S Swanson
Notary Public

Type or Print Name Terry Baum

President

Officer or Director

Title

Signed [Signature]My commission expires: 5/17/2023Company Otto Baum Co., Inc.Address 866 N. Main St., Morton IL 61550

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

Part III. Work Subcontracted to Others

For each contract described in Part I, list all the work you have subcontracted to others.

	5	6	7	8	Awards Pending
Subcontractor	Asphalt Stoen			American	
Type of Work	Milling			Structure Repair	
Subcontract Price	7,157.00			38,665.00	
Amount Uncompleted	7,157.00			38,665.00	
Subcontractor	Halverson			Maurer Stutz	
Type of Work	Bridge Deck			Shoring	
Subcontract Price	3,814.00			4,000.00	
Amount Uncompleted	3,814.00			4,000.00	
Subcontractor	I & I			MCS	
Type of Work	Guardrail			Traf Ctrl	
Subcontract Price	34,926.00			2,650.00	
Amount Uncompleted	34,926.00			2,650.00	
Subcontractor	JD Traffic			Millennia	
Type of Work	Traf Ctrl			QCQA	
Subcontract Price	19,960.00			1,500.00	
Amount Uncompleted	19,960.00			1,500.00	
Subcontractor	Kadiex				
Type of Work	Reinforcing Steel				
Subcontract Price	83,834.00				
Amount Uncompleted	83,834.00				
Subcontractor	Midwest Seed				
Type of Work	Landscaping				
Subcontract Price	35,713.00				
Amount Uncompleted	35,713.00				
Subcontractor	Tazewell Co				
Type of Work	Bituminous				
Subcontract Price	257,277.00				
Amount Uncompleted	257,277.00				
Total Uncompleted	442,681.00	0.00	0.00	46,815.00	0.00

I, being duly sworn, do hereby declare this affidavit is a true and correct statement relating to ALL uncompleted contracts of the undersigned for Federal, State, County, City and private work, including ALL subcontract work, ALL pending low bids not yet awarded or rejected and ALL estimated completion dates

Subscribed and sworn to before me

his 30 day of March, 2020.Type or Print Name Terry Baum

President

Officer or Director

Title

Signed

Notary Public

My commission expires:

5/17/2023Company Otto Baum Co., Inc.Address 866 N. Main St., Morton IL 61550

(Notary Seal)

OFFICIAL SEAL
KRISTINA S SWANSON
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires May 17, 2023

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

Part III. Work Subcontracted to Others

For each contract described in Part I, list all the work you have subcontracted to others.

	9	10	11	12	Awards Pending
Subcontractor			Beer Bros	Beer Bros	
Type of Work			Sawcutting	Sawcutting	
Subcontract Price			11,900.00	74,848.00	
Amount Uncompleted			6,771.00	74,848.00	
Subcontractor			Central Land	Central IL Consult	
Type of Work			Landscaping	Layout	
Subcontract Price			20,010.00	44,750.00	
Amount Uncompleted			19,010.00	44,750.00	
Subcontractor			Dunn Co	CJL Landscaping	
Type of Work			Conc Removal	Landscape	
Subcontract Price			6,503.00	25,484.00	
Amount Uncompleted			6,503.00	25,484.00	
Subcontractor			MCS	Enviromental Ops	
Type of Work			Traf Ctrl	Soil Analysis	
Subcontract Price			185,522.00	14,310.00	
Amount Uncompleted			107,868.00	14,310.00	
Subcontractor			Millennia	Hohulin	
Type of Work			QCQA	Fencing	
Subcontract Price			32,563.00	147,727.00	
Amount Uncompleted			18,414.00	147,727.00	
Subcontractor			Oberlander	JD Traffic	
Type of Work			Electrical	Traf Ctrl	
Subcontract Price			307,393.00	93,108.00	
Amount Uncompleted			82,158.00	93,108.00	
Subcontractor			Roadsafe	Midwest Mole	
Type of Work			Pavement Mark	Boring	
Subcontract Price			120,576.00	165,500.00	
Amount Uncompleted			107,898.00	165,500.00	
Total Uncompleted	0.00	0.00	348,622.00	565,727.00	0.00

I, being duly sworn, do hereby declare this affidavit is a true and correct statement relating to ALL uncompleted contracts of the undersigned for Federal, State, County, City and private work, including ALL subcontract work, ALL pending low bids not yet awarded or rejected and ALL estimated completion dates

Subscribed and sworn to before me

this 30 day of March, 2020.Type or Print Name Terry Baum

President

Officer or Director

Title

Signed

Notary Public

My commission expires:

5/17/2023Company Otto Baum Co., Inc.Address 866 N. Main St., Morton IL 61550

Notary Seal
OFFICIAL SEAL
KRISTINA S SWANSON
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires May 17, 2023

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

Part III. Work Subcontracted to Others

For each contract described in Part I, list all the work you have subcontracted to others.

	1	2	3	4	Awards Pending
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
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Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Total Uncompleted	0.00	0.00	0.00	0.00	0.00

I, being duly sworn, do hereby declare this affidavit is a true and correct statement relating to ALL uncompleted contracts of the undersigned for Federal, State, County, City and private work, including ALL subcontract work, ALL pending low bids not yet awarded or rejected and ALL estimated completion dates

Subscribed and sworn to before me

this 30 day of March, 2020.

Kristine A. Swager
Notary Public

My commission expires: 5/17/2023

Type or Print Name	Terry Baum	President
	Officer or Director	Title

Signed 

Company Otto Baum Co., Inc.

Address 866 N. Main St., Morton IL 61550



Part III. Work Subcontracted to Others

6.2.e

For each contract described in Part I, list all the work you have subcontracted to others.

	5	6	7	8	Awards Pending
Subcontractor	Terra Engineer				
Type of Work	Layout				
Subcontract Price	4,750.00				
Amount Uncompleted	4,750.00				
Subcontractor	Traf Ctrl Co				
Type of Work	Traf Ctrl				
Subcontract Price	8,332.00				
Amount Uncompleted	8,332.00				
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
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Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Total Uncompleted	13,082.00	0.00	0.00	0.00	0.00

I, being duly sworn, do hereby declare this affidavit is a true and correct statement relating to ALL uncompleted contracts of the undersigned for Federal, State, County, City and private work, including ALL subcontract work, ALL pending low bids not yet awarded or rejected and ALL estimated completion dates

Subscribed and sworn to before me

this 30 day of March, 2020.

Kristina S Swanson
Notary Public

My commission expires: 5/17/2023



Type or Print Name Terry Baum President
Officer or Director Title

Signed [Signature]

Company Otto Baum Co., Inc.

Address 866 N. Main St., Morton IL 61550

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)

Part III. Work Subcontracted to Others

6.2.e

For each contract described in Part I, list all the work you have subcontracted to others.

	9	10	11	12	Awards Pending
Subcontractor				Millennia	
Type of Work				QCQA	
Subcontract Price				58,589.00	
Amount Uncompleted				58,589.00	
Subcontractor				Tazewell Co	
Type of Work				Bituminous	
Subcontract Price				28,550.00	
Amount Uncompleted				28,550.00	
Subcontractor				Varsity	
Type of Work				Striping	
Subcontract Price				74,554.00	
Amount Uncompleted				74,554.00	
Subcontractor				Home Tree Ser	
Type of Work				Tree Removal	
Subcontract Price				20,375.00	
Amount Uncompleted				20,375.00	
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Total Uncompleted	0.00	0.00	0.00	182,068.00	0.00

I, being duly sworn, do hereby declare this affidavit is a true and correct statement relating to ALL uncompleted contracts of the undersigned for Federal, State, County, City and private work, including ALL subcontract work, ALL pending low bids not yet awarded or rejected and ALL estimated completion dates

Subscribed and sworn to before me

this 30 day of March, 2020.

Kristina S Swanson
Notary Public

My commission expires: 5/17/2023



Type or Print Name Terry Baum President
Officer or Director Title

Signed [Signature]

Company Otto Baum Co., Inc.

Address 866 N. Main St., Morton IL 61550

Attachment: OTTO BAUM COMPANY INC. (2175 : Bids Received for 14th Street & Willow Street Sidewalk Maintenance)



Local Agency Proposal Bid Bond

RETURN WITH BID

Route Willow St. & 14th St.
 County Tazewell
 Local Agency City of Pekin
 Section 20-00000-00-GM

PAPER BID BOND

WE Otto Baum Company, Inc., 866 N Main St, Morton, IL 61550 as PRINCIPAL,

and Travelers Casualty and Surety Company of America, One Tower Square, Hartford, CT 06183-6014 as SURETY,

are held jointly, severally and firmly bound unto the above Local Agency (hereafter referred to as "LA") in the penal sum of 5% of the total bid price, or for the amount specified in the proposal documents in effect on the date of invitation for bids whichever is the lesser sum. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly pay to the LA this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written proposal to the LA acting through its awarding authority for the construction of the work designated as the above section.

THEREFORE if the proposal is accepted and a contract awarded to the PRINCIPAL by the LA for the above designated section and the PRINCIPAL shall within fifteen (15) days after award enter into a formal contract, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in the "Standard Specifications for Road and Bridge Construction" and applicable Supplemental Specifications, then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the LA determines the PRINCIPAL has failed to enter into a formal contract in compliance with any requirements set forth in the preceding paragraph, then the LA acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this 19th day of May, 2020

Otto Baum Company, Inc.

(Company Name)

By: Terry L Baum, President

(Signature and Title)

Otto Baum Company, Inc.

(Company Name)

By:

(Signature and Title)

(If PRINCIPAL is a joint venture of two or more contractors, the company names, and authorized signatures of each contractor must be affixed.)

Travelers Casualty and Surety Company of America

(Name of Surety)

By:

Claire M Fabrizio
 Claire M Fabrizious (Signature of Attorney-in-Fact)

STATE OF ILLINOIS,

COUNTY OF SEE ATTACHED

I, _____, a Notary Public in and for said county,
 do hereby certify that _____

(Insert names of individuals signing on behalf of PRINCIPAL & SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instruments as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____

My commission expires _____

(Notary Public)

ELECTRONIC BID BOND

☐ **Electronic bid bond is allowed (box must be checked by LA if electronic bid bond is allowed)**

The Principal may submit an electronic bid bond, in lieu of completing the above section of the Proposal Bid Bond Form. By providing an electronic bid bond ID code and signing below, the Principal is ensuring the identified electronic bid bond has been executed and the Principal and Surety are firmly bound unto the LA under the conditions of the bid bond as shown above. (If PRINCIPAL is a joint venture of two or more contractors, an electronic bid bond ID code, company/Bidder name title and date must be affixed for each contractor in the venture.)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Electronic Bid Bond ID Code

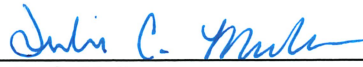
 (Company/Bidder Name)

 (Signature and Title)

 Date

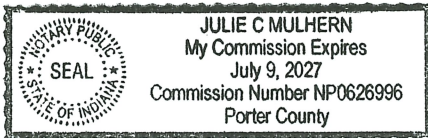
STATE OF IndianaCOUNTY OF Lake

On this 19th day of May, 2020 before me personally appeared Claire M Fabrizius with whom I am personally acquainted, who, being by me duly sworn said: That he/she is Attorney-in-Fact of Travelers Casualty and Surety Company of America, Hartford, CT that said seal affixed to said instrument is such corporate seal; that was so affixed by authority of the Board of Directors thereof and of his/her office under the Standing Resolutions of said Company; and that he/she signed his/her name thereto as Attorney-in-Fact by like authority.



Julie C. Mulhern

NOTARY STAMP

My commission expires: 7/9/2027



**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Claire M Fabrizio** of **FRISCO**

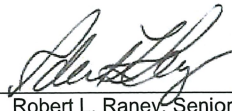
Texas, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **17th** day of **January**, **2019**.



State of Connecticut

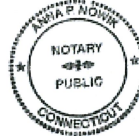
City of Hartford ss.

By: 
Robert L. Raney, Senior Vice President

On this the **17th** day of **January**, **2019**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, **2021**




Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

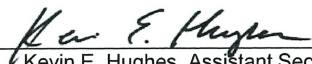
FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **19th** day of **May**, **2020**




Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney-in-Fact and the details of the bond to which this Power of Attorney is attached.

**REQUEST FOR COUNCIL ACTION**

Agenda Date: May 26, 2020
To: Council Members
From: Sue McMillan, City Clerk

AGENDA ITEM: Financial Reports March 2020

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

5/21/2020

Date:

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100	General Fund					
100-001-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
100-001-510100	Salary: Elected Officials	\$ 50,000.00	\$ 4,166.69	\$ 45,833.59	\$ 4,166.41	91.67%
100-001-511600	Salary: All Personnel	\$ 64,764.00	\$ 4,933.95	\$ 66,427.06	\$ (1,663.06)	102.57%
100-001-515500	Vacation Pay	\$ -	\$ -	\$ 14,254.36	\$ (14,254.36)	0.00%
100-001-515600	Holiday Pay	\$ -	\$ -	\$ 1,275.38	\$ (1,275.38)	0.00%
100-001-515800	Sick Pay	\$ -	\$ -	\$ 628.99	\$ (628.99)	0.00%
100-001-517000	Oasdi/city Share 6.2%	\$ 7,073.69	\$ 552.07	\$ 6,800.40	\$ 273.29	96.14%
100-001-517001	Medicare/city Share 1.45%	\$ 1,654.00	\$ 129.11	\$ 1,824.13	\$ (170.13)	110.29%
100-001-517401	IMRF	\$ 6,781.00	\$ 575.78	\$ 8,228.01	\$ (1,447.01)	121.34%
100-001-517402	ICMA Retirement	\$ -	\$ -	\$ -	\$ -	0.00%
100-001-518000	Group Insurance	\$ 10,603.00	\$ 864.53	\$ 13,920.63	\$ (3,317.63)	131.29%
100-001-518200	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
100-001-518300	Workers Comp Insurance	\$ 6,201.00	\$ -	\$ 3,770.99	\$ 2,430.01	60.81%
100-001-559000	Medical Expense/supplies	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 147,076.69	\$ 11,222.13	\$ 162,963.54	\$ (15,886.85)	110.80%
100-001-519000	Training And Education	\$ 8,700.00	\$ (72.00)	\$ 7,322.76	\$ 1,377.24	84.17%
	Training & Education	\$ 8,700.00	\$ (72.00)	\$ 7,322.76	\$ 1,377.24	84.17%
100-001-520200	Office Supplies	\$ 200.00	\$ -	\$ 314.97	\$ (114.97)	157.49%
100-001-520400	Postage	\$ 100.00	\$ -	\$ 14.80	\$ 85.20	14.80%
100-001-529000	Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ 300.00	\$ -	\$ 329.77	\$ (29.77)	109.92%
100-001-518100	Liability Insurance Premiums	\$ 68,888.00	\$ -	\$ 52,747.00	\$ 16,141.00	76.57%
100-001-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ 632.37	\$ (632.37)	0.00%
100-001-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
100-001-538000	Maintenance Agreements	\$ -	\$ 260.32	\$ 1,410.66	\$ (1,410.66)	0.00%
100-001-550300	Telephone	\$ 900.00	\$ -	\$ -	\$ 900.00	0.00%
100-001-551600	Dues And Subscriptions	\$ 6,000.00	\$ -	\$ 3,818.00	\$ 2,182.00	63.63%
100-001-555000	Radio Expense	\$ -	\$ -	\$ -	\$ -	0.00%
100-001-560500	Consulting Services	\$ -	\$ -	\$ 3,274.64	\$ (3,274.64)	0.00%
100-001-560600	Corporate Counsel Fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-001-569000	Other Contractual Service	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	100.00%
100-001-598100	Public Relations	\$ 5,000.00	\$ -	\$ 3,098.71	\$ 1,901.29	61.97%
100-001-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 90,788.00	\$ 260.32	\$ 74,981.38	\$ 15,806.62	82.59%
100-001-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
100-001-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
100-001-551000	Printing And Publications	\$ 250.00	\$ -	\$ 320.50	\$ (70.50)	128.20%
100-001-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
100-001-599000	Miscellaneous	\$ 25,000.00	\$ 500.00	\$ 1,761.45	\$ 23,238.55	7.05%
100-001-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 25,250.00	\$ 500.00	\$ 2,081.95	\$ 23,168.05	8.25%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
001	Administration	\$ (272,114.69)	\$ (11,910.45)	\$ (247,679.40)	\$ (24,435.29)	91.02%
100-003-499800	Miscellaneous Receipts	\$ -	\$ -	\$ 6,572.86	\$ (6,572.86)	0.00%
	Other Revenue	\$ -	\$ -	\$ 6,572.86	\$ (6,572.86)	0.00%
100-003-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
100-003-520200	Office Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
100-003-520400	Postage	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ -	\$ -	\$ -	\$ -	0.00%
100-003-551600	Dues And Subscriptions	\$ -	\$ -	\$ -	\$ -	0.00%
100-003-560600	Corporate Counsel Fees	\$ 200,000.00	\$ -	\$ 147,516.71	\$ 52,483.29	73.76%
100-003-561000	Legal Fees	\$ 130,000.00	\$ -	\$ 49,676.47	\$ 80,323.53	38.21%
100-003-561001	Legal Services - Police Labor	\$ -	\$ -	\$ 22,961.73	\$ (22,961.73)	0.00%
100-003-561002	Legal Services - Fire Labor	\$ -	\$ -	\$ 380.00	\$ (380.00)	0.00%
100-003-561003	Legal Services - Teamsters	\$ -	\$ -	\$ 5,724.00	\$ (5,724.00)	0.00%
100-003-561004	Admin Hearing Officer	\$ -	\$ -	\$ -	\$ -	0.00%
100-003-569000	Other Contractual Service	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	0.00%
100-003-593000	Suits And Damages	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 337,500.00	\$ -	\$ 226,258.91	\$ 111,241.09	67.04%
100-003-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
100-003-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
100-003-599000	Miscellaneous	\$ 12,500.00	\$ 600.00	\$ 6,250.00	\$ 6,250.00	50.00%
100-003-599700	Income Credit	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 12,500.00	\$ 600.00	\$ 6,250.00	\$ 6,250.00	50.00%
003	Legal	\$ (350,000.00)	\$ (600.00)	\$ (225,936.05)	\$ (124,063.95)	64.55%
100-004-451600	Dog Reclamation Fees	\$ 4,400.00	\$ 500.00	\$ 7,225.00	\$ (2,825.00)	164.20%
100-004-451900	Sales - Ordinances & Maps	\$ -	\$ -	\$ -	\$ -	0.00%
100-004-452100	Liquor License App Fees	\$ 1,350.00	\$ -	\$ 600.00	\$ 750.00	44.44%
100-004-452200	Vicious Dog Fee	\$ 300.00	\$ -	\$ -	\$ 300.00	0.00%
100-004-452500	Dangerous Dog Fee	\$ -	\$ -	\$ 200.00	\$ (200.00)	0.00%
	Fees/Charges For Service	\$ 6,050.00	\$ 500.00	\$ 8,025.00	\$ (1,975.00)	132.64%
100-004-463700	Liquor Fines	\$ -	\$ -	\$ 500.00	\$ (500.00)	0.00%
	Fines And Forfeitures	\$ -	\$ -	\$ 500.00	\$ (500.00)	0.00%
100-004-420100	Liquor Licenses	\$ 62,500.00	\$ -	\$ 8,749.99	\$ 53,750.01	14.00%
100-004-420200	Cigarette Licenses	\$ 1,500.00	\$ -	\$ 200.00	\$ 1,300.00	13.33%
100-004-420300	One Day Liquor License	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
100-004-420400	Juke Box Licenses	\$ 600.00	\$ -	\$ 25.00	\$ 575.00	4.17%
100-004-420600	Auctioneer Licenses	\$ -	\$ -	\$ 10.00	\$ (10.00)	0.00%
100-004-420650	Body Works License	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)	0.00%
100-004-421100	Peddler Licenses	\$ 800.00	\$ -	\$ 400.00	\$ 400.00	50.00%
100-004-421200	Push Carts	\$ -	\$ -	\$ 250.00	\$ (250.00)	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-004-421300	Transient Merchant License	\$ 50.00	\$ -	\$ 150.00	\$ (100.00)	300.00%
100-004-421400	Mechanical Amusement Machine	\$ 6,000.00	\$ -	\$ 600.00	\$ 5,400.00	10.00%
100-004-421500	State Video Machines	\$ 8,250.00	\$ 499.99	\$ 90,834.61	\$ (82,584.61)	1101.03%
100-004-421505	Video Gaming Est. Fees	\$ -	\$ -	\$ 5,254.17	\$ (5,254.17)	0.00%
100-004-421600	Secondhand Dlr/Pawnbroker	\$ 500.00	\$ -	\$ 150.00	\$ 350.00	30.00%
100-004-421700	Raffle License	\$ 800.00	\$ 10.00	\$ 610.00	\$ 190.00	76.25%
100-004-421800	Billiards,Bowling,Pool License	\$ 600.00	\$ -	\$ 25.00	\$ 575.00	4.17%
100-004-421900	Bowling License	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00	0.00%
100-004-422200	Taxicab License	\$ -	\$ -	\$ 150.00	\$ (150.00)	0.00%
100-004-422300	Scrap Dealer License	\$ -	\$ -	\$ -	\$ -	0.00%
100-004-422900	Miscellaneous Licenses	\$ -	\$ -	\$ -	\$ -	0.00%
100-004-426200	Loudspeaker Permits	\$ (713.00)	\$ -	\$ 30.00	\$ (743.00)	-4.21%
100-004-426300	Special Events Permits	\$ 600.00	\$ -	\$ 650.00	\$ (50.00)	108.33%
	Licenses And Permits	\$ 83,287.00	\$ 509.99	\$ 109,088.77	\$ (25,801.77)	130.98%
100-004-498900	Non Sufficient Funds Fee	\$ (861.00)	\$ -	\$ -	\$ (861.00)	0.00%
100-004-499800	Miscellaneous Receipts	\$ 500.00	\$ -	\$ 297.00	\$ 203.00	59.40%
100-004-499802	Cash Over/Short	\$ -	\$ -	\$ 0.05	\$ (0.05)	0.00%
	Other Revenue	\$ (361.00)	\$ -	\$ 297.05	\$ (658.05)	-82.29%
100-004-511600	Salary: All Personnel	\$ 85,514.00	\$ 6,359.16	\$ 66,949.47	\$ 18,564.53	78.29%
100-004-515000	Overtime	\$ -	\$ -	\$ -	\$ -	0.00%
100-004-515500	Vacation Pay	\$ -	\$ -	\$ 5,915.46	\$ (5,915.46)	0.00%
100-004-515600	Holiday Pay	\$ -	\$ -	\$ 3,289.00	\$ (3,289.00)	0.00%
100-004-515800	Sick Pay	\$ -	\$ 218.87	\$ 479.81	\$ (479.81)	0.00%
100-004-517000	Oasdi/city Share 6.2%	\$ 5,319.20	\$ 392.63	\$ 4,619.97	\$ 699.23	86.85%
100-004-517001	Medicare/city Share 1.45%	\$ 1,244.00	\$ 91.80	\$ 1,080.22	\$ 163.78	86.83%
100-004-517401	IMRF	\$ 9,076.94	\$ 767.65	\$ 7,747.63	\$ 1,329.31	85.36%
100-004-518000	Group Insurance	\$ 16,814.00	\$ 1,076.34	\$ 12,197.01	\$ 4,616.99	72.54%
100-004-518300	Workers Comp Insurance	\$ 1,386.00	\$ -	\$ 892.30	\$ 493.70	64.38%
100-004-559000	Medical Expense/supplies	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 119,354.14	\$ 8,906.45	\$ 103,170.87	\$ 16,183.27	86.44%
100-004-519000	Training And Education	\$ 3,000.00	\$ -	\$ 2,700.09	\$ 299.91	90.00%
	Training & Education	\$ 3,000.00	\$ -	\$ 2,700.09	\$ 299.91	90.00%
100-004-520200	Office Supplies	\$ 50.00	\$ 4.14	\$ 169.22	\$ (119.22)	338.44%
100-004-520400	Postage	\$ 400.00	\$ 1.00	\$ 109.70	\$ 290.30	27.43%
100-004-529000	Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ 450.00	\$ 5.14	\$ 278.92	\$ 171.08	61.98%
100-004-518100	Liability Insurance Premiums	\$ -	\$ -	\$ 735.90	\$ (735.90)	0.00%
100-004-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-004-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
100-004-538000	Maintenance Agreements	\$ -	\$ -	\$ -	\$ -	0.00%
100-004-550300	Telephone	\$ -	\$ -	\$ -	\$ -	0.00%
100-004-551600	Dues And Subscriptions	\$ 750.00	\$ -	\$ 695.00	\$ 55.00	92.67%
100-004-569000	Other Contractual Service	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	0.00%
100-004-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 10,750.00	\$ -	\$ 1,430.90	\$ 9,319.10	13.31%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-004-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
100-004-518700	Mileage	\$ 200.00	\$ -	\$ 171.10	\$ 28.90	85.55%
100-004-551000	Printing And Publications	\$ 2,750.00	\$ -	\$ 1,265.80	\$ 1,484.20	46.03%
100-004-554200	Meals Lodging	\$ 250.00	\$ -	\$ -	\$ 250.00	0.00%
100-004-599000	Miscellaneous	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
100-004-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 5,200.00	\$ -	\$ 1,436.90	\$ 3,763.10	27.63%
004	City Clerk	\$ (49,778.14)	\$ (7,901.60)	\$ 8,893.14	\$ (58,671.28)	-17.87%
100-005-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
100-005-511600	Salary: All Personnel	\$ 84,444.00	\$ 6,831.21	\$ 70,198.80	\$ 14,245.20	83.13%
100-005-515000	Overtime	\$ -	\$ -	\$ -	\$ -	0.00%
100-005-515500	Vacation Pay	\$ -	\$ -	\$ 4,679.91	\$ (4,679.91)	0.00%
100-005-515600	Holiday Pay	\$ -	\$ -	\$ 3,415.60	\$ (3,415.60)	0.00%
100-005-515800	Sick Pay	\$ -	\$ -	\$ 1,831.98	\$ (1,831.98)	0.00%
100-005-517000	Oasdi/city Share 6.2%	\$ 5,215.00	\$ 413.00	\$ 4,842.59	\$ 372.41	92.86%
100-005-517001	Medicare/city Share 1.45%	\$ 1,220.00	\$ 96.58	\$ 1,132.92	\$ 87.08	92.86%
100-005-517401	IMRF	\$ 8,899.00	\$ 797.12	\$ 8,099.03	\$ 799.97	91.01%
100-005-518000	Group Insurance	\$ 9,724.00	\$ 756.80	\$ 9,160.16	\$ 563.84	94.20%
100-005-518300	Workers Comp Insurance	\$ 800.00	\$ -	\$ 892.30	\$ (92.30)	111.54%
100-005-559000	Medical Expense/supplies	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 110,302.00	\$ 8,894.71	\$ 104,253.29	\$ 6,048.71	94.52%
100-005-519000	Training And Education	\$ 5,550.00	\$ 1,578.69	\$ 2,519.11	\$ 3,030.89	45.39%
	Training & Education	\$ 5,550.00	\$ 1,578.69	\$ 2,519.11	\$ 3,030.89	45.39%
100-005-520200	Office Supplies	\$ 600.00	\$ -	\$ 465.16	\$ 134.84	77.53%
100-005-520400	Postage	\$ 200.00	\$ -	\$ 104.19	\$ 95.81	52.10%
100-005-529000	Equipment	\$ -	\$ -	\$ 269.86	\$ (269.86)	0.00%
	Supplies & Materials	\$ 800.00	\$ -	\$ 839.21	\$ (39.21)	104.90%
100-005-518100	Liability Insurance Premiums	\$ 651.00	\$ -	\$ 735.90	\$ (84.90)	113.04%
100-005-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-005-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
100-005-538000	Maintenance Agreements	\$ -	\$ -	\$ -	\$ -	0.00%
100-005-550300	Telephone	\$ 480.00	\$ -	\$ -	\$ 480.00	0.00%
100-005-551600	Dues And Subscriptions	\$ 2,100.00	\$ -	\$ 2,895.58	\$ (795.58)	137.88%
100-005-569000	Other Contractual Service	\$ 3,820.00	\$ -	\$ 2,553.45	\$ 1,266.55	66.84%
100-005-597900	Employee Recognition	\$ 2,000.00	\$ -	\$ 1,730.01	\$ 269.99	86.50%
100-005-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 9,051.00	\$ -	\$ 7,914.94	\$ 1,136.06	87.45%
100-005-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-005-518700	Mileage	\$ 300.00	\$ -	\$ 256.69	\$ 43.31	85.56%
100-005-551000	Printing And Publications	\$ 2,000.00	\$ 150.00	\$ 2,661.27	\$ (661.27)	133.06%
100-005-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
100-005-599000	Miscellaneous	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
100-005-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 4,300.00	\$ 150.00	\$ 2,917.96	\$ 1,382.04	67.86%
005	Personnel	\$ (130,003.00)	\$ (10,623.40)	\$ (118,444.51)	\$ (11,558.49)	91.11%
100-006-499800	Miscellaneous Receipts	\$ -	\$ 0.50	\$ 3.10	\$ (3.10)	0.00%
	Other Revenue	\$ -	\$ 0.50	\$ 3.10	\$ (3.10)	0.00%
100-006-511600	Salary: All Personnel	\$ 88,661.00	\$ 5,721.88	\$ 69,658.37	\$ 19,002.63	78.57%
100-006-515000	Overtime	\$ 2,200.00	\$ -	\$ 97.43	\$ 2,102.57	4.43%
100-006-515500	Vacation Pay	\$ -	\$ 232.10	\$ 4,496.77	\$ (4,496.77)	0.00%
100-006-515600	Holiday Pay	\$ -	\$ -	\$ 4,168.01	\$ (4,168.01)	0.00%
100-006-515800	Sick Pay	\$ -	\$ 193.69	\$ 2,338.81	\$ (2,338.81)	0.00%
100-006-517000	Oasdi/city Share 6.2%	\$ 5,762.00	\$ 366.13	\$ 4,928.48	\$ 833.52	85.53%
100-006-517001	Medicare/city Share 1.45%	\$ 1,348.00	\$ 85.74	\$ 1,153.14	\$ 194.86	85.54%
100-006-517401	IMRF	\$ 9,833.00	\$ 717.41	\$ 8,148.55	\$ 1,684.45	82.87%
100-006-518000	Group Insurance	\$ 51,918.00	\$ 1,707.96	\$ 21,570.77	\$ 30,347.23	41.55%
100-006-518200	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
100-006-518300	Workers Comp Insurance	\$ 3,750.00	\$ -	\$ 892.30	\$ 2,857.70	23.79%
100-006-559000	Medical Expense/supplies	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 163,472.00	\$ 9,024.91	\$ 117,452.63	\$ 46,019.37	71.85%
100-006-519000	Training And Education	\$ 11,000.00	\$ -	\$ 1,512.50	\$ 9,487.50	13.75%
	Training & Education	\$ 11,000.00	\$ -	\$ 1,512.50	\$ 9,487.50	13.75%
100-006-520200	Office Supplies	\$ 2,000.00	\$ -	\$ 1,412.97	\$ 587.03	70.65%
100-006-520400	Postage	\$ 3,190.00	\$ 160.75	\$ 2,559.81	\$ 630.19	80.24%
100-006-529000	Equipment	\$ 500.00	\$ -	\$ 89.99	\$ 410.01	18.00%
	Supplies & Materials	\$ 5,690.00	\$ 160.75	\$ 4,062.77	\$ 1,627.23	71.40%
100-006-518100	Liability Insurance Premiums	\$ 994.00	\$ -	\$ 2,426.80	\$ (1,432.80)	244.14%
100-006-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ 632.36	\$ (632.36)	0.00%
100-006-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
100-006-538000	Maintenance Agreements	\$ -	\$ 84.53	\$ 512.41	\$ (512.41)	0.00%
100-006-550300	Telephone	\$ 900.00	\$ -	\$ 75.00	\$ 825.00	8.33%
100-006-551600	Dues And Subscriptions	\$ 500.00	\$ -	\$ 125.00	\$ 375.00	25.00%
100-006-560100	Auditing Fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-006-560800	Collection Agency Fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-006-569000	Other Contractual Service	\$ -	\$ 9,216.27	\$ 9,393.51	\$ (9,393.51)	0.00%
100-006-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 2,394.00	\$ 9,300.80	\$ 13,165.08	\$ (10,771.08)	549.92%
100-006-587100	Office Equipment & Furniture	\$ 500.00	\$ -	\$ 108.99	\$ 391.01	21.80%
	Capital Outlay	\$ 500.00	\$ -	\$ 108.99	\$ 391.01	21.80%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-006-518700	Mileage	\$ -	\$ -	\$ 619.10	\$ (619.10)	0.00%
100-006-551000	Printing And Publications	\$ 5,000.00	\$ -	\$ 3,149.58	\$ 1,850.42	62.99%
100-006-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
100-006-599000	Miscellaneous	\$ 2,000.00	\$ -	\$ 323.04	\$ 1,676.96	16.15%
100-006-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 7,000.00	\$ -	\$ 4,091.72	\$ 2,908.28	58.45%
100-006-520900	Transfer To Tpccc	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
006	Finance	\$ (190,056.00)	\$ (18,485.96)	\$ (140,390.59)	\$ (49,665.41)	73.87%
100-007-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-511600	Salary: All Personnel	\$ 43,822.00	\$ 4,248.05	\$ 34,199.94	\$ 9,622.06	78.04%
100-007-515000	Overtime	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-515500	Vacation Pay	\$ -	\$ -	\$ 2,676.99	\$ (2,676.99)	0.00%
100-007-515600	Holiday Pay	\$ -	\$ -	\$ 1,685.50	\$ (1,685.50)	0.00%
100-007-515800	Sick Pay	\$ -	\$ -	\$ 1,652.46	\$ (1,652.46)	0.00%
100-007-517000	Oasdi/city Share 6.2%	\$ 2,739.00	\$ 256.71	\$ 2,418.70	\$ 320.30	88.31%
100-007-517001	Medicare/city Share 1.45%	\$ 640.00	\$ 60.02	\$ 565.70	\$ 74.30	88.39%
100-007-517401	IMRF	\$ 4,792.00	\$ 495.77	\$ 4,080.46	\$ 711.54	85.15%
100-007-518000	Group Insurance	\$ 13,940.00	\$ 781.84	\$ 8,859.98	\$ 5,080.02	63.56%
100-007-518200	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-518300	Workers Comp Insurance	\$ 1,211.00	\$ -	\$ 892.30	\$ 318.70	73.68%
100-007-554300	Uniforms And Tools	\$ 150.00	\$ -	\$ -	\$ 150.00	0.00%
100-007-557200	License And Inspection Fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-559000	Medical Expense/supplies	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 67,294.00	\$ 5,842.39	\$ 57,032.03	\$ 10,261.97	84.75%
100-007-519000	Training And Education	\$ 7,000.00	\$ 225.00	\$ 330.00	\$ 6,670.00	4.71%
	Training & Education	\$ 7,000.00	\$ 225.00	\$ 330.00	\$ 6,670.00	4.71%
100-007-520200	Office Supplies	\$ 500.00	\$ -	\$ 95.43	\$ 404.57	19.09%
100-007-520400	Postage	\$ 800.00	\$ 13.50	\$ 147.30	\$ 652.70	18.41%
100-007-522000	Photographic Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-522400	General Supplies	\$ 100.00	\$ -	\$ 100.19	\$ (0.19)	100.19%
100-007-529000	Equipment	\$ -	\$ -	\$ 88.57	\$ (88.57)	0.00%
100-007-556100	Gasoline/diesel Fuel	\$ 1,000.00	\$ -	\$ 838.25	\$ 161.75	83.83%
	Supplies & Materials	\$ 2,400.00	\$ 13.50	\$ 1,269.74	\$ 1,130.26	52.91%
100-007-518100	Liability Insurance Premiums	\$ -	\$ -	\$ 815.90	\$ (815.90)	0.00%
100-007-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-534000	Automotive Expense	\$ 200.00	\$ -	\$ 369.80	\$ (169.80)	184.90%
100-007-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-538000	Maintenance Agreements	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-550300	Telephone	\$ 1,800.00	\$ 150.00	\$ 1,650.00	\$ 150.00	91.67%
100-007-551600	Dues And Subscriptions	\$ 1,000.00	\$ -	\$ 310.00	\$ 690.00	31.00%
100-007-555000	Radio Expense	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-007-561200	Engineering Fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-569000	Other Contractual Service	\$ 90,000.00	\$ 7,450.00	\$ 67,456.75	\$ 22,543.25	74.95%
100-007-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 93,000.00	\$ 7,600.00	\$ 70,602.45	\$ 22,397.55	75.92%
100-007-587000	Machinery And Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-587500	Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-593300	Lien Filing Fee	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-599000	Miscellaneous	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
100-007-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
100-007-520231	Transfer To Sewerage Fund	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-520240	Transfer To Motor Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
100-007-520261	Transfer To Hud #2	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
007	Public Works	\$ (171,694.00)	\$ (13,680.89)	\$ (129,234.22)	\$ (42,459.78)	75.27%
100-008-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-511600	Salary All Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-515000	Overtime	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-515500	Vacation Pay	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-515600	Holiday Pay	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-515800	Sick Pay	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-517000	Oasdi/city Share 6.2%	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-517001	Medicare/city Share 1.45%	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-517401	IMRF	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-518000	Group Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-518300	Worker's Comp Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-559000	Medical Expense/supplies	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-520200	Office supplies	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-520400	Postage	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-529000	Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-538000	Maintenance Agreements	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-008-560701	American Water Consumptn Rpts	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-560800	Collection Agency Fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-569000	Other Contractual Services	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-590600	Bank Charges	\$ -	\$ -	\$ -	\$ -	0.00%
100-008-593300	Lien Filing Fee	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ -	\$ -	\$ -	\$ -	0.00%
008	Utility Billing	\$ -	\$ -	\$ -	\$ -	0.00%
100-009-499800	Miscellaneous Receipts	\$ -	\$ -	\$ 77,489.73	\$ (77,489.73)	0.00%
	Other Revenue	\$ -	\$ -	\$ 77,489.73	\$ (77,489.73)	0.00%
100-009-511600	Salary: All Personnel	\$ 85,658.00	\$ 6,723.98	\$ 88,949.49	\$ (3,291.49)	103.84%
100-009-515000	Overtime	\$ 6,956.00	\$ 1,058.17	\$ 1,630.52	\$ 5,325.48	23.44%
100-009-515500	Vacation Pay	\$ -	\$ -	\$ 4,012.36	\$ (4,012.36)	0.00%
100-009-515600	Holiday Pay	\$ -	\$ -	\$ 2,965.64	\$ (2,965.64)	0.00%
100-009-515800	Sick Pay	\$ -	\$ -	\$ 1,762.75	\$ (1,762.75)	0.00%
100-009-517000	Oasdi/city Share 6.2%	\$ 5,268.00	\$ 460.27	\$ 5,899.45	\$ (631.45)	111.99%
100-009-517001	Medicare/city Share 1.45%	\$ 1,232.00	\$ 107.62	\$ 1,379.62	\$ (147.62)	111.98%
100-009-517401	IMRF	\$ 9,219.00	\$ 908.16	\$ 9,981.05	\$ (762.05)	108.27%
100-009-518000	Group Insurance	\$ 19,396.00	\$ 1,787.63	\$ 20,427.94	\$ (1,031.94)	105.32%
100-009-518200	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
100-009-518300	Workers Comp Insurance	\$ 604.00	\$ -	\$ 892.30	\$ (288.30)	147.73%
100-009-559000	Medical Expense/supplies	\$ -	\$ -	\$ 102.00	\$ (102.00)	0.00%
	Personnel	\$ 128,333.00	\$ 11,045.83	\$ 138,003.12	\$ (9,670.12)	107.54%
100-009-519000	Training And Education	\$ 11,700.00	\$ -	\$ 8,983.07	\$ 2,716.93	76.78%
	Training & Education	\$ 11,700.00	\$ -	\$ 8,983.07	\$ 2,716.93	76.78%
100-009-520200	Office Supplies	\$ 100.00	\$ -	\$ 59.33	\$ 40.67	59.33%
100-009-520400	Postage	\$ 200.00	\$ -	\$ 19.96	\$ 180.04	9.98%
100-009-529000	Equipment	\$ 400.00	\$ -	\$ 205.28	\$ 194.72	51.32%
	Supplies & Materials	\$ 700.00	\$ -	\$ 284.57	\$ 415.43	40.65%
100-009-518100	Liability Insurance Premiums	\$ 594.00	\$ -	\$ 735.90	\$ (141.90)	123.89%
100-009-534400	Equipment Repairs	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
100-009-538000	Maintenance Agreements	\$ 437,089.44	\$ 34,077.26	\$ 400,591.81	\$ 36,497.63	91.65%
100-009-550300	Telephone	\$ 169,580.00	\$ 26,276.64	\$ 193,011.71	\$ (23,431.71)	113.82%
100-009-551600	Dues And Subscriptions	\$ 340.00	\$ -	\$ 1,333.73	\$ (993.73)	392.27%
100-009-569000	Other Contractual Service	\$ 10,000.00	\$ -	\$ 6,305.00	\$ 3,695.00	63.05%
100-009-599801	Computer Software	\$ 62,810.00	\$ -	\$ 87,400.77	\$ (24,590.77)	139.15%
	Contractual Services	\$ 680,913.44	\$ 60,353.90	\$ 689,378.92	\$ (8,465.48)	101.24%
100-009-587100	Office Equipment & Furniture	\$ -	\$ -	\$ 602.17	\$ (602.17)	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
	Capital Outlay	\$ -	\$ -	\$ 602.17	\$ (602.17)	0.00%
100-009-518700	Mileage	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
100-009-529500	AVL Equipment	\$ 20,000.00	\$ 2,793.71	\$ 16,293.05	\$ 3,706.95	81.47%
100-009-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
100-009-554200	Meals Lodging	\$ 200.00	\$ -	\$ -	\$ 200.00	0.00%
100-009-599000	Miscellaneous	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
100-009-599802	Computer Hardware	\$ 156,838.60	\$ 4,060.78	\$ 257,211.58	\$ (100,372.98)	164.00%
	Other Expenditures	\$ 179,538.60	\$ 6,854.49	\$ 273,504.63	\$ (93,966.03)	152.34%
009	I.T.	\$ (1,001,185.04)	\$ (78,254.22)	\$ (1,033,266.75)	\$ 32,081.71	103.20%
100-010-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-511600	Salary: All Personnel	\$ 20,000.00	\$ 846.14	\$ 10,153.68	\$ 9,846.32	50.77%
100-010-515000	Overtime	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-515500	Vacation Pay	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-515600	Holiday Pay	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-515800	Sick Pay	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-517000	Oasdi/city Share 6.2%	\$ 1,240.00	\$ 51.00	\$ 127.50	\$ 1,112.50	10.28%
100-010-517001	Medicare/city Share 1.45%	\$ 290.00	\$ 11.92	\$ 29.80	\$ 260.20	10.28%
100-010-517401	IMRF	\$ -	\$ 98.74	\$ 246.85	\$ (246.85)	0.00%
100-010-518000	Group Insurance	\$ -	\$ 190.36	\$ 2,227.23	\$ (2,227.23)	0.00%
100-010-518300	Workers Comp Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 21,530.00	\$ 1,198.16	\$ 12,785.06	\$ 8,744.94	59.38%
100-010-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-520200	Office Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-520400	Postage	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-529000	Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-518100	Liability Insurance Premiums	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-551600	Dues And Subscriptions	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-560100	Auditing Fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-569000	Other Contractual Service	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
	Contractual Services	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
100-010-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
100-010-599000	Miscellaneous	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ -	\$ -	\$ -	\$ -	0.00%
010	Treasurer	\$ (22,530.00)	\$ (1,198.16)	\$ (12,785.06)	\$ (9,744.94)	56.75%
100-032-410101	Re Tax Twp Levy-road & Br	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	0.00%
100-032-412001	Replacement P/p Tax - Twp	\$ 10,200.00	\$ 1,176.50	\$ 27,754.25	\$ (17,554.25)	272.10%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-032-414001	Local Use Gas Tax	\$ -	\$ -	\$ -	\$ -	0.00%
	Taxes	\$ 13,700.00	\$ 1,176.50	\$ 27,754.25	\$ (14,054.25)	202.59%
100-032-435000	IDOT - State Routes Maint	\$ 40,000.00	\$ -	\$ 48,410.73	\$ (8,410.73)	121.03%
100-032-435200	Traffic Light Reimbursement	\$ 10,000.00	\$ 994.44	\$ 30,092.78	\$ (20,092.78)	300.93%
100-032-442600	State Grants	\$ -	\$ -	\$ -	\$ -	0.00%
	Intergovernmental	\$ 50,000.00	\$ 994.44	\$ 78,503.51	\$ (28,503.51)	157.01%
100-032-451800	50 / 50 Sidewalk Project	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-498900	Non Sufficient Funds Fee	\$ -	\$ -	\$ -	\$ -	0.00%
	Fees/Charges For Service	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-463500	Late Payment Penalty	\$ -	\$ -	\$ 20.88	\$ (20.88)	0.00%
100-032-463600	Interest Charges	\$ -	\$ -	\$ (11.87)	\$ 11.87	0.00%
100-032-494100	City Property Dmg Reimb	\$ 10,000.00	\$ 3,073.57	\$ 21,166.93	\$ (11,166.93)	211.67%
	Fines And Forfeitures	\$ 10,000.00	\$ 3,073.57	\$ 21,175.94	\$ (11,175.94)	211.76%
100-032-425200	Street Opening Permits	\$ 100,000.00	\$ -	\$ 121,690.40	\$ (21,690.40)	121.69%
100-032-425400	Curb Cuts	\$ -	\$ -	\$ -	\$ -	0.00%
	Licenses And Permits	\$ 100,000.00	\$ -	\$ 121,690.40	\$ (21,690.40)	121.69%
100-032-499400	Proceeds Of Auction	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-499404	Sale Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-499406	Sale Of Salt /FBOP, PCHS	\$ -	\$ -	\$ 2,346.00	\$ (2,346.00)	0.00%
100-032-499800	Miscellaneous Receipts	\$ -	\$ 3,940.00	\$ 14,437.02	\$ (14,437.02)	0.00%
	Other Revenue	\$ -	\$ 3,940.00	\$ 16,783.02	\$ (16,783.02)	0.00%
100-032-440445	Transfer from Capital Project	\$ 82,800.00	\$ -	\$ -	\$ 82,800.00	0.00%
	Transfers From Other Funds	\$ 82,800.00	\$ -	\$ -	\$ 82,800.00	0.00%
100-032-511600	Salary: All Personnel	\$ 468,137.36	\$ 29,326.46	\$ 363,211.40	\$ 104,925.96	77.59%
100-032-514800	Yard Crew	\$ -	\$ -	\$ 12,117.87	\$ (12,117.87)	0.00%
100-032-515000	Overtime	\$ 65,000.00	\$ 2,023.37	\$ 32,297.05	\$ 32,702.95	49.69%
100-032-515500	Vacation Pay	\$ -	\$ 2,611.78	\$ 42,062.76	\$ (42,062.76)	0.00%
100-032-515600	Holiday Pay	\$ -	\$ -	\$ 24,394.80	\$ (24,394.80)	0.00%
100-032-515800	Sick Pay	\$ -	\$ 1,642.46	\$ 52,019.99	\$ (52,019.99)	0.00%
100-032-517000	Oasdi/city Share 6.2%	\$ 31,506.00	\$ 2,140.44	\$ 33,491.02	\$ (1,985.02)	106.30%
100-032-517001	Medicare/city Share 1.45%	\$ 7,368.00	\$ 500.54	\$ 7,832.55	\$ (464.55)	106.30%
100-032-517401	IMRF	\$ 55,936.00	\$ 4,155.01	\$ 49,864.88	\$ 6,071.12	89.15%
100-032-518000	Group Insurance	\$ 291,997.00	\$ 9,766.24	\$ 127,096.52	\$ 164,900.48	43.53%
100-032-518200	Unemployment Insurance	\$ -	\$ -	\$ 881.00	\$ (881.00)	0.00%
100-032-518300	Workers Comp Insurance	\$ 48,419.00	\$ -	\$ 39,886.93	\$ 8,532.07	82.38%
100-032-554300	Uniforms And Tools	\$ 2,850.00	\$ -	\$ 2,523.46	\$ 326.54	88.54%
100-032-557200	License And Inspection Fe	\$ 100.00	\$ 108.00	\$ 951.75	\$ (851.75)	951.75%
100-032-559000	Medical Expense/supplies	\$ -	\$ -	\$ 1,223.31	\$ (1,223.31)	0.00%
	Personnel	\$ 971,313.36	\$ 52,274.30	\$ 789,855.29	\$ 181,458.07	81.32%
100-032-519000	Training And Education	\$ 2,000.00	\$ -	\$ 797.01	\$ 1,202.99	39.85%
	Training & Education	\$ 2,000.00	\$ -	\$ 797.01	\$ 1,202.99	39.85%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-032-520200	Office Supplies	\$ 500.00	\$ -	\$ 314.17	\$ 185.83	62.83%
100-032-520400	Postage	\$ 175.00	\$ -	\$ 5.80	\$ 169.20	3.31%
100-032-522000	Photographic Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-522400	General Supplies	\$ 15,000.00	\$ 809.08	\$ 15,838.78	\$ (838.78)	105.59%
100-032-523000	Traffic/Street Signs & Marking	\$ -	\$ 4,165.21	\$ 5,041.36	\$ (5,041.36)	0.00%
100-032-529000	Equipment	\$ -	\$ 2,305.29	\$ 6,064.56	\$ (6,064.56)	0.00%
100-032-535000	Material And Hauling	\$ -	\$ -	\$ 13,939.43	\$ (13,939.43)	0.00%
100-032-556100	Gasoline/diesel Fuel	\$ 40,000.00	\$ 4,194.75	\$ 48,356.00	\$ (8,356.00)	120.89%
	Supplies & Materials	\$ 55,675.00	\$ 11,474.33	\$ 89,560.10	\$ (33,885.10)	160.86%
100-032-518100	Liability Insurance Premiums	\$ 21,042.00	\$ -	\$ 19,867.00	\$ 1,175.00	94.42%
100-032-524000	Lease/rental Of Equipment	\$ 9,000.00	\$ 126.26	\$ 11,947.07	\$ (2,947.07)	132.75%
100-032-532000	Electronic Equipment Main	\$ 20,000.00	\$ 153.64	\$ 13,111.96	\$ 6,888.04	65.56%
100-032-534000	Automotive Expense	\$ 65,000.00	\$ 14,022.79	\$ 119,203.46	\$ (54,203.46)	183.39%
100-032-534400	Equipment Repairs	\$ 88,000.00	\$ 4,369.18	\$ 74,381.75	\$ 13,618.25	84.52%
100-032-534900	Sidewalk Renovation / Ins	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-536000	Tree Removal / Replacemen	\$ 75,000.00	\$ -	\$ 134,077.00	\$ (59,077.00)	178.77%
100-032-536300	Snow Removal - Salt & Chemical	\$ -	\$ -	\$ 121,660.38	\$ (121,660.38)	0.00%
100-032-538000	Maintenance Agreements	\$ 200.00	\$ 36.11	\$ 1,262.08	\$ (1,062.08)	631.04%
100-032-550100	Utilities	\$ 12,500.00	\$ 3,101.52	\$ 11,963.80	\$ 536.20	95.71%
100-032-550300	Telephone	\$ 6,273.00	\$ 75.00	\$ 1,034.56	\$ 5,238.44	16.49%
100-032-550500	Electricity For Street Li	\$ 135,000.00	\$ 14,268.04	\$ 44,277.71	\$ 90,722.29	32.80%
100-032-550600	Electricity For Signal Li	\$ 20,000.00	\$ 67.35	\$ 14,206.08	\$ 5,793.92	71.03%
100-032-551600	Dues And Subscriptions	\$ 4,000.00	\$ -	\$ 5,160.70	\$ (1,160.70)	129.02%
100-032-555000	Radio Expense	\$ -	\$ -	\$ 1,166.68	\$ (1,166.68)	0.00%
100-032-557300	Epa Permits	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-559900	Receivable Charge Off	\$ -	\$ -	\$ 9,869.58	\$ (9,869.58)	0.00%
100-032-560500	Consulting Services	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-561000	Attorney fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-561200	Engineering Fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-561300	Testing Fees	\$ 1,000.00	\$ -	\$ 1,704.20	\$ (704.20)	170.42%
100-032-561301	Testing - Street Maintena	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-564100	Drainage Improvements	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-569000	Other Contractual Service	\$ 8,000.00	\$ 3,632.05	\$ 8,073.20	\$ (73.20)	100.92%
100-032-569001	Street Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 465,015.00	\$ 39,851.94	\$ 592,967.21	\$ (127,952.21)	127.52%
100-032-580200	Purchase Of Property	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-580201	Land Improvements	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-580500	Street Construction	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-580501	Street Repair	\$ -	\$ 2,729.54	\$ 2,729.54	\$ (2,729.54)	0.00%
100-032-580600	Sewer Construction	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-587000	Machinery & Equipment	\$ -	\$ 8,326.65	\$ 74,130.65	\$ (74,130.65)	0.00%
100-032-587001	Lease/Purchase of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-587100	Office Equipment & Furniture	\$ -	\$ -	\$ 199.59	\$ (199.59)	0.00%
100-032-587500	Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ 11,056.19	\$ 77,059.78	\$ (77,059.78)	0.00%
100-032-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-032-551000	Printing And Publications	\$ 400.00	\$ -	\$ 400.50	\$ (0.50)	100.13%
100-032-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-590600	Bank Charges	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-599000	Miscellaneous	\$ 5,000.00	\$ -	\$ 459.08	\$ 4,540.92	9.18%
100-032-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-599900	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 5,400.00	\$ -	\$ 859.58	\$ 4,540.42	15.92%
100-032-520100	Transfer To General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-520231	Transfer To Sewerage Fund	\$ -	\$ -	\$ -	\$ -	0.00%
100-032-520900	Transfer To Tpcce	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
032	Street Dept	\$ (1,242,903.36)	\$ (105,472.25)	\$ (1,285,191.85)	\$ 42,288.49	103.40%
100-034-437300	SOI - Training Reimburse	\$ -	\$ -	\$ -	\$ -	0.00%
100-034-442500	Federal Grants	\$ -	\$ -	\$ -	\$ -	0.00%
100-034-442600	State Grants	\$ -	\$ -	\$ -	\$ -	0.00%
100-034-442700	County Grants	\$ 7,500.00	\$ -	\$ 2,500.00	\$ 5,000.00	33.33%
	Intergovernmental	\$ 7,500.00	\$ -	\$ 2,500.00	\$ 5,000.00	33.33%
100-034-451000	Copy Money/Accidents etc	\$ 250.00	\$ 10.00	\$ 50.00	\$ 200.00	20.00%
100-034-454001	Fire Protection - Normandale	\$ -	\$ -	\$ -	\$ -	0.00%
100-034-454002	Fire Protection - Brush Hill	\$ 181,500.00	\$ -	\$ 175,929.26	\$ 5,570.74	96.93%
100-034-454003	Fire Protection - Powerton	\$ 339,153.00	\$ -	\$ 260,534.50	\$ 78,618.50	76.82%
100-034-454100	Hazardous Waste Cleanup	\$ 2,500.00	\$ -	\$ 204.00	\$ 2,296.00	8.16%
100-034-454200	Non Resident Rescue Fees	\$ 5,000.00	\$ 550.00	\$ 1,375.00	\$ 3,625.00	27.50%
100-034-454300	Hydrant Flushing	\$ 350.00	\$ -	\$ 330.00	\$ 20.00	94.29%
100-034-454400	Overtime Reimbursements	\$ -	\$ -	\$ -	\$ -	0.00%
100-034-454600	CPR Training Fees	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.00%
100-034-454700	Sprinkler Fees	\$ 1,500.00	\$ -	\$ 300.00	\$ 1,200.00	20.00%
100-034-454800	AMT Transport Assist	\$ 3,000.00	\$ 300.00	\$ 3,000.00	\$ -	100.00%
100-034-455005	AMT Franchise	\$ 137,000.00	\$ 5,315.26	\$ 52,893.32	\$ 84,106.68	38.61%
	Fees/Charges For Service	\$ 671,753.00	\$ 6,175.26	\$ 494,616.08	\$ 177,136.92	73.63%
100-034-464100	False Alarm Fee	\$ 250.00	\$ -	\$ -	\$ 250.00	0.00%
100-034-494100	City Property Dmg Reimb	\$ -	\$ -	\$ -	\$ -	0.00%
	Fines And Forfeitures	\$ 250.00	\$ -	\$ -	\$ 250.00	0.00%
100-034-493002	Fire Prevention Contribut	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
100-034-493600	Training Reimbursements	\$ 14,000.00	\$ -	\$ 13,062.19	\$ 937.81	93.30%
100-034-499400	Proceeds Of Auction	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.00%
100-034-499404	Sale Of Equipment	\$ -	\$ -	\$ 1,900.00	\$ (1,900.00)	0.00%
100-034-499800	Miscellaneous Receipts	\$ -	\$ 7,567.56	\$ 43,578.65	\$ (43,578.65)	0.00%
	Other Revenue	\$ 16,500.00	\$ 7,567.56	\$ 58,540.84	\$ (42,040.84)	354.79%
100-034-511600	Salary: All Personnel	\$ 4,365,564.00	\$ 298,009.47	\$ 3,419,879.27	\$ 945,684.73	78.34%
100-034-515000	Overtime	\$ 300,000.00	\$ 17,953.51	\$ 338,815.43	\$ (38,815.43)	112.94%
100-034-515200	Longevity Pay	\$ -	\$ -	\$ -	\$ -	0.00%
100-034-515400	Education Pay	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-034-515500	Vacation Pay	\$ -	\$ 10,778.72	\$ 293,091.06	\$ (293,091.06)	0.00%
100-034-515600	Holiday Pay	\$ 215,555.00	\$ -	\$ 118,068.29	\$ 97,486.71	54.77%
100-034-515800	Sick Pay	\$ -	\$ 8,750.21	\$ 94,778.17	\$ (94,778.17)	0.00%
100-034-515900	Injury Pay	\$ -	\$ 10,434.71	\$ 67,698.40	\$ (67,698.40)	0.00%
100-034-517000	Oasdi/city Share 6.2%	\$ 3,094.00	\$ 217.78	\$ 5,030.27	\$ (1,936.27)	162.58%
100-034-517001	Medicare/city Share 1.45%	\$ 63,301.00	\$ 4,827.66	\$ 60,795.15	\$ 2,505.85	96.04%
100-034-517401	IMRF	\$ 5,257.00	\$ 455.76	\$ 8,640.29	\$ (3,383.29)	164.36%
100-034-517403	Employer Pension Contributions	\$ -	\$ -	\$ -	\$ -	0.00%
100-034-518000	Group Insurance	\$ 1,453,456.00	\$ 94,555.96	\$ 1,036,388.05	\$ 417,067.95	71.31%
100-034-518200	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
100-034-518300	Workers Comp Insurance	\$ 260,563.00	\$ -	\$ 196,093.10	\$ 64,469.90	75.26%
100-034-518900	Uniform Allowance	\$ 33,600.00	\$ 127.45	\$ 1,874.15	\$ 31,725.85	5.58%
100-034-554300	Uniform & Tool Allowance	\$ -	\$ -	\$ 910.15	\$ (910.15)	0.00%
100-034-557200	License And Inspection Fe	\$ 1,000.00	\$ -	\$ 2,958.20	\$ (1,958.20)	295.82%
100-034-559000	Medical Expense/supplies	\$ 17,000.00	\$ 2,275.82	\$ 2,275.82	\$ 14,724.18	13.39%
	Personnel	\$ 6,718,390.00	\$ 448,387.05	\$ 5,647,295.80	\$ 1,071,094.20	84.06%
100-034-519000	Training And Education	\$ 63,550.00	\$ 158.00	\$ 57,506.59	\$ 6,043.41	90.49%
	Training & Education	\$ 63,550.00	\$ 158.00	\$ 57,506.59	\$ 6,043.41	90.49%
100-034-520200	Office Supplies	\$ 2,812.00	\$ 341.96	\$ 2,558.75	\$ 253.25	90.99%
100-034-520400	Postage	\$ 350.00	\$ 3.50	\$ 125.19	\$ 224.81	35.77%
100-034-522000	Photographic Supplies	\$ 150.00	\$ -	\$ -	\$ 150.00	0.00%
100-034-522400	General Supplies	\$ 15,000.00	\$ 49.67	\$ 11,938.99	\$ 3,061.01	79.59%
100-034-522500	Emergency Medical Supplie	\$ 35,000.00	\$ 3,395.05	\$ 20,886.67	\$ 14,113.33	59.68%
100-034-529000	Equipment	\$ 68,875.00	\$ (340.00)	\$ 22,859.91	\$ 46,015.09	33.19%
100-034-556100	Gasoline/diesel Fuel	\$ 25,000.00	\$ 2,530.25	\$ 25,828.52	\$ (828.52)	103.31%
	Supplies & Materials	\$ 147,187.00	\$ 5,980.43	\$ 84,198.03	\$ 62,988.97	57.20%
100-034-518100	Liability Insurance Premiums	\$ 113,144.00	\$ -	\$ 111,260.00	\$ 1,884.00	98.33%
100-034-520905	Public Safety Dispatching Fee	\$ 179,000.00	\$ -	\$ 145,624.25	\$ 33,375.75	81.35%
100-034-524000	Lease/rental Of Equipment	\$ 850.00	\$ 299.45	\$ 3,549.28	\$ (2,699.28)	417.56%
100-034-534000	Automotive Expense	\$ 100,000.00	\$ 8,809.80	\$ 63,614.16	\$ 36,385.84	63.61%
100-034-534200	Buildings & Grounds Maintenanc	\$ 1,000.00	\$ -	\$ 5,687.30	\$ (4,687.30)	568.73%
100-034-534400	Equipment Repairs	\$ 12,500.00	\$ 1,140.19	\$ 9,832.92	\$ 2,667.08	78.66%
100-034-538000	Maintenance Agreements	\$ 4,150.00	\$ 27.73	\$ 2,252.03	\$ 1,897.97	54.27%
100-034-550100	Utilities	\$ 33,000.00	\$ 4,229.92	\$ 30,141.55	\$ 2,858.45	91.34%
100-034-550300	Telephone	\$ -	\$ (429.96)	\$ -	\$ -	0.00%
100-034-551600	Dues And Subscriptions	\$ 2,500.00	\$ 1,230.00	\$ 2,199.00	\$ 301.00	87.96%
100-034-555000	Radio Expense	\$ 20,000.00	\$ 763.88	\$ 10,347.32	\$ 9,652.68	51.74%
100-034-559900	Receivable Charge Off	\$ -	\$ -	\$ -	\$ -	0.00%
100-034-569000	Other Contractual Service	\$ 2,000.00	\$ -	\$ 1,990.00	\$ 10.00	99.50%
100-034-592605	Bike Program	\$ -	\$ -	\$ -	\$ -	0.00%
100-034-592800	Polygraph Exam	\$ -	\$ -	\$ -	\$ -	0.00%
100-034-598000	Fire Prevention	\$ 2,000.00	\$ -	\$ 1,210.00	\$ 790.00	60.50%
100-034-598100	Public Relations	\$ 750.00	\$ -	\$ 544.12	\$ 205.88	72.55%
100-034-599801	Computer Software	\$ -	\$ -	\$ 1,210.87	\$ (1,210.87)	0.00%
	Contractual Services	\$ 470,894.00	\$ 16,071.01	\$ 389,462.80	\$ 81,431.20	82.71%
100-034-587000	Machinery And Equipment	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-034-587001	Lease / Purchase Equipmen	\$ -	\$ -	\$ -	\$ -	0.00%
100-034-587100	Office Equipment & Furniture	\$ 600.00	\$ -	\$ -	\$ 600.00	0.00%
100-034-587500	Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ 600.00	\$ -	\$ -	\$ 600.00	0.00%
100-034-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
100-034-551000	Printing And Publications	\$ 850.00	\$ -	\$ 148.00	\$ 702.00	17.41%
100-034-554200	Meals Lodging	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.00%
100-034-599000	Miscellaneous	\$ 2,000.00	\$ -	\$ 187.42	\$ 1,812.58	9.37%
100-034-599802	Computer Hardware	\$ 3,000.00	\$ -	\$ 2,127.26	\$ 872.74	70.91%
100-034-599900	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 7,350.00	\$ -	\$ 2,462.68	\$ 4,887.32	33.51%
034	Fire Dept	\$ (6,711,968.00)	\$ (456,853.67)	\$ (5,625,268.98)	\$ (1,086,699.02)	83.81%
100-068-435100	Iepa - Air Monitoring Reimburs	\$ -	\$ -	\$ 300.00	\$ (300.00)	0.00%
100-068-442600	State Grants	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-442700	County Grants	\$ -	\$ -	\$ -	\$ -	0.00%
	Intergovernmental	\$ -	\$ -	\$ 300.00	\$ (300.00)	0.00%
100-068-494100	City Property Dmg Reimb	\$ -	\$ -	\$ -	\$ -	0.00%
	Fines And Forfeitures	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-491000	Rental Of Municipal Property	\$ 230,000.00	\$ 14,827.60	\$ 216,182.92	\$ 13,817.08	93.99%
100-068-491500	Sale Of Municipal Property	\$ -	\$ -	\$ 3,165.13	\$ (3,165.13)	0.00%
100-068-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ 230,000.00	\$ 14,827.60	\$ 219,348.05	\$ 10,651.95	95.37%
100-068-511600	Salary: All Personnel	\$ 118,752.00	\$ 3,542.07	\$ 40,165.70	\$ 78,586.30	33.82%
100-068-514600	Wages Yard Crew	\$ 68,076.00	\$ 3,997.72	\$ 78,207.07	\$ (10,131.07)	114.88%
100-068-515000	Overtime	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
100-068-515500	Vacation Pay	\$ -	\$ -	\$ 1,030.90	\$ (1,030.90)	0.00%
100-068-515600	Holiday Pay	\$ -	\$ -	\$ 1,887.78	\$ (1,887.78)	0.00%
100-068-515800	Sick Pay	\$ -	\$ 733.53	\$ 3,449.56	\$ (3,449.56)	0.00%
100-068-517000	Oasdi/city Share 6.2%	\$ 11,645.00	\$ 511.45	\$ 7,668.51	\$ 3,976.49	65.85%
100-068-517001	Medicare/city Share 1.45%	\$ 2,724.00	\$ 119.61	\$ 1,793.62	\$ 930.38	65.85%
100-068-517401	IMRF	\$ 19,872.00	\$ 498.96	\$ 4,641.63	\$ 15,230.37	23.36%
100-068-518000	Group Insurance	\$ 41,587.00	\$ 207.56	\$ 4,804.79	\$ 36,782.21	11.55%
100-068-518200	Unemployment Insurance	\$ -	\$ -	\$ 730.00	\$ (730.00)	0.00%
100-068-518300	Workers Comp Insurance	\$ 2,317.00	\$ -	\$ 1,943.82	\$ 373.18	83.89%
100-068-554300	Uniforms And Tools	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-557200	License And Inspection Fees	\$ 500.00	\$ -	\$ 75.00	\$ 425.00	15.00%
100-068-559000	Medical Expense/supplies	\$ -	\$ -	\$ 784.80	\$ (784.80)	0.00%
	Personnel	\$ 266,473.00	\$ 9,610.90	\$ 147,183.18	\$ 119,289.82	55.23%
100-068-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-520200	Office Supplies	\$ 150.00	\$ -	\$ -	\$ 150.00	0.00%
100-068-520400	Postage	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-068-522000	Photographic Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-522400	General Supplies	\$ 20,000.00	\$ 219.94	\$ 8,109.29	\$ 11,890.71	40.55%
100-068-529000	Equipment	\$ 5,000.00	\$ -	\$ 1,242.99	\$ 3,757.01	24.86%
100-068-556100	Gasoline/diesel Fuel	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
	Supplies & Materials	\$ 25,650.00	\$ 219.94	\$ 9,352.28	\$ 16,297.72	36.46%
100-068-518100	Liability Insurance Premiums	\$ 1,493.00	\$ -	\$ 1,545.00	\$ (52.00)	103.48%
100-068-523200	Riverfront Park/Pier	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-524000	Lease/rental Of Equipment	\$ 3,000.00	\$ -	\$ 9,644.84	\$ (6,644.84)	321.49%
100-068-534000	Automotive Expense	\$ 10,000.00	\$ 425.00	\$ 11,719.02	\$ (1,719.02)	117.19%
100-068-534200	Buildings And Grounds Rep	\$ 125,000.00	\$ 18,503.31	\$ 61,158.78	\$ 63,841.22	48.93%
100-068-534400	Equipment Repairs	\$ 15,000.00	\$ -	\$ 9,158.24	\$ 5,841.76	61.05%
100-068-535200	Parking Lot Maintenance A	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-536300	Snow Removal - Salt	\$ 10,000.00	\$ -	\$ 9,780.00	\$ 220.00	97.80%
100-068-538000	Maintenance Agreements	\$ 750.00	\$ -	\$ 2,090.22	\$ (1,340.22)	278.70%
100-068-550100	Utilities	\$ 100,000.00	\$ 8,530.01	\$ 71,940.94	\$ 28,059.06	71.94%
100-068-550300	Telephone	\$ 450.00	\$ -	\$ -	\$ 450.00	0.00%
100-068-551600	Dues And Subscriptions	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-555000	Radio Expense	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-559900	Receivable Charge Off	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-560500	Consulting Services	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-561000	Legal Fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-561200	Engineering Fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-562500	Demolition	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-566600	Pest Control	\$ 3,000.00	\$ -	\$ 1,625.00	\$ 1,375.00	54.17%
100-068-569000	Other Contractual Service	\$ 40,000.00	\$ -	\$ 10,171.41	\$ 29,828.59	25.43%
	Contractual Services	\$ 308,693.00	\$ 27,458.32	\$ 188,833.45	\$ 119,859.55	61.17%
100-068-580200	Purchase Of Property	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-580201	Land Improvements	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-580400	Building Purchase/construction	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-580401	Building Repair	\$ -	\$ -	\$ 1,872.00	\$ (1,872.00)	0.00%
100-068-584009	General Public Improvements	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-587000	Machinery And Equipment	\$ 10,000.00	\$ -	\$ 18,620.46	\$ (8,620.46)	186.20%
100-068-587001	Lease/Purchase Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-587500	Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ 10,000.00	\$ -	\$ 20,492.46	\$ (10,492.46)	204.92%
100-068-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
100-068-590300	Real Estate Tax Expense	\$ 1,500.00	\$ -	\$ 5,485.76	\$ (3,985.76)	365.72%
100-068-599000	Miscellaneous	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	0.00%
	Other Expenditures	\$ 9,000.00	\$ -	\$ 5,485.76	\$ 3,514.24	60.95%
068	Public Property	\$ (389,816.00)	\$ (22,461.56)	\$ (151,699.08)	\$ (238,116.92)	38.92%
100-760-410905	Cannabis Tax Revenue	\$ -	\$ 2,395.48	\$ 2,395.48	\$ (2,395.48)	0.00%
	Taxes	\$ -	\$ 2,395.48	\$ 2,395.48	\$ (2,395.48)	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-760-437100	School Reimbursements	\$ 48,000.00	\$ 13,068.34	\$ 53,062.82	\$ (5,062.82)	110.55%
100-760-437200	SOI-Police Training Reimb	\$ -	\$ -	\$ -	\$ -	0.00%
100-760-442500	Federal Grants	\$ -	\$ -	\$ -	\$ -	0.00%
100-760-442600	State Grants	\$ 12,000.00	\$ -	\$ 17,449.52	\$ (5,449.52)	145.41%
	Intergovernmental	\$ 60,000.00	\$ 13,068.34	\$ 70,512.34	\$ (10,512.34)	117.52%
100-760-450800	Fingerprint Fees	\$ 3,000.00	\$ 135.00	\$ 1,680.00	\$ 1,320.00	56.00%
100-760-451000	Copy Money/Accidents etc	\$ -	\$ 95.00	\$ 15,353.66	\$ (15,353.66)	0.00%
100-760-451100	Parking Meter Collections	\$ 14,000.00	\$ -	\$ -	\$ 14,000.00	0.00%
100-760-451101	Rentals - Parking Lots	\$ 8,000.00	\$ 175.00	\$ 3,175.00	\$ 4,825.00	39.69%
100-760-454400	Overtime Reimbursements	\$ 52,000.00	\$ 10,329.20	\$ 59,974.18	\$ (7,974.18)	115.33%
100-760-454800	Bassett Training	\$ -	\$ -	\$ 140.00	\$ (140.00)	0.00%
100-760-464700	E Citation Fees	\$ 2,000.00	\$ -	\$ 1,525.60	\$ 474.40	76.28%
100-760-498900	Non Sufficient Funds Fee	\$ -	\$ -	\$ -	\$ -	0.00%
	Fees/Charges For Service	\$ 79,000.00	\$ 10,734.20	\$ 81,848.44	\$ (2,848.44)	103.61%
100-760-460100	Cir Clk/States Atty	\$ 150,000.00	\$ -	\$ 145,280.56	\$ 4,719.44	96.85%
100-760-460200	Municipal Ordinance Violations	\$ 100,000.00	\$ 2,771.12	\$ 50,247.04	\$ 49,752.96	50.25%
100-760-460300	Warrants	\$ 1,500.00	\$ -	\$ 4,550.00	\$ (3,050.00)	303.33%
100-760-463700	Liquor Fines	\$ -	\$ -	\$ -	\$ -	0.00%
100-760-463800	Tobacco Fines	\$ -	\$ -	\$ -	\$ -	0.00%
100-760-464000	Parking Tickets	\$ 30,000.00	\$ 1,595.62	\$ 26,152.60	\$ 3,847.40	87.18%
100-760-464100	False Alarm Fee	\$ 2,500.00	\$ 300.00	\$ 3,475.00	\$ (975.00)	139.00%
100-760-464300	Seizures And Forfeitures	\$ -	\$ -	\$ 932.00	\$ (932.00)	0.00%
100-760-464400	Dui Surcharge	\$ 12,000.00	\$ -	\$ 10,616.57	\$ 1,383.43	88.47%
100-760-464500	Towing/Storage/Impound Fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-760-464600	Court Supervision Fines	\$ 13,000.00	\$ -	\$ 5,921.06	\$ 7,078.94	45.55%
100-760-494100	Restitution	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
	Fines And Forfeitures	\$ 309,500.00	\$ 4,666.74	\$ 247,174.83	\$ 62,325.17	79.86%
100-760-450700	Rental Property Registration	\$ 6,000.00	\$ (10.00)	\$ 6,330.00	\$ (330.00)	105.50%
	Licenses And Permits	\$ 6,000.00	\$ (10.00)	\$ 6,330.00	\$ (330.00)	105.50%
100-760-493001	Crime Prevention Contributions	\$ -	\$ -	\$ -	\$ -	0.00%
100-760-493100	Dare Program	\$ -	\$ -	\$ -	\$ -	0.00%
100-760-493500	Canine Unit Contributions	\$ -	\$ -	\$ -	\$ -	0.00%
100-760-493700	Bike Program Contribution	\$ -	\$ -	\$ -	\$ -	0.00%
100-760-493900	Sex Offender Registration	\$ 2,500.00	\$ 140.00	\$ (40.00)	\$ 2,540.00	-1.60%
100-760-494000	State Iron Eagle Revenue	\$ 6,000.00	\$ -	\$ 4,470.57	\$ 1,529.43	74.51%
100-760-494001	Federal Iron Eagle Revenue	\$ 40,000.00	\$ 1,557.78	\$ 15,090.41	\$ 24,909.59	37.73%
100-760-494200	Range Instructor Reimbursement	\$ -	\$ -	\$ -	\$ -	0.00%
100-760-494300	Explorer	\$ -	\$ -	\$ -	\$ -	0.00%
100-760-499400	Proceeds Of Auction	\$ -	\$ -	\$ -	\$ -	0.00%
100-760-499403	Unclaimed Evidence	\$ -	\$ -	\$ 1,790.96	\$ (1,790.96)	0.00%
100-760-499404	Sale Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-760-499600	Sale Of Vehicles	\$ -	\$ 9,670.56	\$ 13,585.56	\$ (13,585.56)	0.00%
100-760-499800	Miscellaneous Receipts	\$ -	\$ 335.00	\$ 13,069.78	\$ (13,069.78)	0.00%
100-760-499802	Cash Over/short	\$ -	\$ -	\$ (5.00)	\$ 5.00	0.00%
	Other Revenue	\$ 48,500.00	\$ 11,703.34	\$ 47,962.28	\$ 537.72	98.89%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
760	Police Revenue	\$ 503,000.00	\$ 42,558.10	\$ 456,223.37	\$ 46,776.63	90.70%
100-761-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-511600	Salary: All Personnel	\$ 3,431,330.00	\$ 213,062.31	\$ 2,411,458.27	\$ 1,019,871.73	70.28%
100-761-515000	Overtime	\$ 240,000.00	\$ 13,025.63	\$ 198,979.65	\$ 41,020.35	82.91%
100-761-515500	Vacation Pay	\$ -	\$ 11,349.80	\$ 215,576.23	\$ (215,576.23)	0.00%
100-761-515600	Holiday Pay	\$ 125,884.00	\$ -	\$ 111,858.33	\$ 14,025.67	88.86%
100-761-515800	Sick Pay	\$ -	\$ 5,728.59	\$ 124,779.06	\$ (124,779.06)	0.00%
100-761-515900	Injury Pay	\$ -	\$ -	\$ 6,426.90	\$ (6,426.90)	0.00%
100-761-517000	Oasdi/city Share 6.2%	\$ 3,138.00	\$ 450.55	\$ 5,292.50	\$ (2,154.50)	168.66%
100-761-517001	Medicare/city Share 1.45%	\$ 49,754.00	\$ 3,424.50	\$ 43,278.54	\$ 6,475.46	86.99%
100-761-517401	IMRF	\$ 5,252.00	\$ 876.97	\$ 8,909.83	\$ (3,657.83)	169.65%
100-761-517403	Employer Pension Contributions	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-518000	Group Insurance	\$ 1,268,263.00	\$ 68,812.66	\$ 763,493.39	\$ 504,769.61	60.20%
100-761-518200	Unemployment Insurance	\$ -	\$ -	\$ 4,158.00	\$ (4,158.00)	0.00%
100-761-518300	Workers Comp Insurance	\$ 262,900.00	\$ -	\$ 205,107.52	\$ 57,792.48	78.02%
100-761-518900	Uniform Allowance	\$ 46,000.00	\$ -	\$ 57,746.32	\$ (11,746.32)	125.54%
100-761-554300	Tools & Uniforms	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-557200	License And Inspection Fees	\$ -	\$ -	\$ 2,042.97	\$ (2,042.97)	0.00%
100-761-559000	Medical Expense/supplies	\$ -	\$ -	\$ 748.00	\$ (748.00)	0.00%
	Personnel	\$ 5,432,521.00	\$ 316,731.01	\$ 4,159,855.51	\$ 1,272,665.49	76.57%
100-761-519000	Training And Education	\$ 65,000.00	\$ 13,991.00	\$ 47,312.09	\$ 17,687.91	72.79%
	Training & Education	\$ 65,000.00	\$ 13,991.00	\$ 47,312.09	\$ 17,687.91	72.79%
100-761-520200	Office Supplies	\$ 2,800.00	\$ -	\$ 3,614.38	\$ (814.38)	129.09%
100-761-520201	Live-scan Deposit Account	\$ 1,700.00	\$ -	\$ -	\$ 1,700.00	0.00%
100-761-520400	Postage	\$ 1,050.00	\$ 87.75	\$ 1,342.49	\$ (292.49)	127.86%
100-761-522000	Photographic Supplies	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
100-761-522400	General Supplies	\$ 3,700.00	\$ 263.67	\$ 2,809.98	\$ 890.02	75.95%
100-761-525000	Police Ammunition	\$ 17,100.00	\$ -	\$ 4,549.26	\$ 12,550.74	26.60%
100-761-529000	Equipment	\$ 35,000.00	\$ 676.07	\$ 3,918.27	\$ 31,081.73	11.20%
100-761-556100	Gasoline/diesel Fuel	\$ 75,000.00	\$ 7,316.76	\$ 74,601.57	\$ 398.43	99.47%
	Supplies & Materials	\$ 136,850.00	\$ 8,344.25	\$ 90,835.95	\$ 46,014.05	66.38%
100-761-518100	Liability Insurance Premiums	\$ 108,146.00	\$ -	\$ 97,365.00	\$ 10,781.00	90.03%
100-761-520905	Public Safety Dispatching Fee	\$ 798,427.00	\$ -	\$ 566,190.00	\$ 232,237.00	70.91%
100-761-524000	Lease/rental Of Equipment	\$ 5,000.00	\$ -	\$ 632.36	\$ 4,367.64	12.65%
100-761-534000	Automotive Expense	\$ 62,800.00	\$ 10,445.15	\$ 110,989.58	\$ (48,189.58)	176.74%
100-761-534101	Vehicle Towage	\$ 500.00	\$ -	\$ 880.00	\$ (380.00)	176.00%
100-761-534400	Equipment Repairs	\$ 3,000.00	\$ -	\$ 24.08	\$ 2,975.92	0.80%
100-761-538000	Maintenance Agreements	\$ -	\$ 91.11	\$ 1,154.58	\$ (1,154.58)	0.00%
100-761-550100	Utilities	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-550300	Telephone	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-551600	Dues And Subscriptions	\$ 10,000.00	\$ 1,500.00	\$ 13,972.50	\$ (3,972.50)	139.73%
100-761-555000	Radio Expense	\$ 28,000.00	\$ 1,751.00	\$ 18,450.53	\$ 9,549.47	65.89%
100-761-555200	Radar Expense	\$ 4,000.00	\$ -	\$ 1,460.00	\$ 2,540.00	36.50%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-761-559900	Receivable Charge Off	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-561000	Legal Fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-566000	Jail Expense	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-566700	Care Of Stray Animals	\$ 45,000.00	\$ 3,753.83	\$ 37,538.30	\$ 7,461.70	83.42%
100-761-569000	Other Contractual Service	\$ 4,000.00	\$ 658.00	\$ 2,948.58	\$ 1,051.42	73.71%
100-761-592100	Auxiliary Police	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-592300	Explorer Post	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-592500	Crime Prevention Expense	\$ 11,500.00	\$ -	\$ 1,454.41	\$ 10,045.59	12.65%
100-761-592601	Dare Program	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-592602	Canine Unit	\$ 4,000.00	\$ 28.98	\$ 1,559.82	\$ 2,440.18	39.00%
100-761-592604	Emergency Services Team	\$ 17,000.00	\$ 240.19	\$ 6,080.85	\$ 10,919.15	35.77%
100-761-592605	Bike Program	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
100-761-592606	Dui Enforcement	\$ 12,000.00	\$ -	\$ 3,028.43	\$ 8,971.57	25.24%
100-761-592608	Court Supervision Funded Exp	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00	0.00%
100-761-592609	Warrant Expense	\$ 7,000.00	\$ -	\$ 1,435.06	\$ 5,564.94	20.50%
100-761-592700	Shooting Range	\$ 750.00	\$ 14.74	\$ 2,451.70	\$ (1,701.70)	326.89%
100-761-592900	Iron Eagle Expenses	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-598100	Public Relations	\$ 750.00	\$ 186.00	\$ 531.00	\$ 219.00	70.80%
100-761-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 1,135,373.00	\$ 18,669.00	\$ 868,146.78	\$ 267,226.22	76.46%
100-761-587000	Machinery And Equipment	\$ -	\$ -	\$ 4,691.00	\$ (4,691.00)	0.00%
100-761-587001	Lease/Purchase Equipmen	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-587100	Office Equipment & Furniture	\$ -	\$ -	\$ 1,427.99	\$ (1,427.99)	0.00%
100-761-587500	Vehicles	\$ -	\$ -	\$ 17,300.00	\$ (17,300.00)	0.00%
	Capital Outlay	\$ -	\$ -	\$ 23,418.99	\$ (23,418.99)	0.00%
100-761-551000	Printing And Publications	\$ 5,000.00	\$ -	\$ 868.85	\$ 4,131.15	17.38%
100-761-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-590600	Bank/Credit Card Charges	\$ -	\$ 66.79	\$ 685.89	\$ (685.89)	0.00%
100-761-592400	E Citation Allowable Expenses	\$ -	\$ -	\$ -	\$ -	0.00%
100-761-595000	Reimbursement - Personal	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
100-761-599000	Miscellaneous	\$ 2,000.00	\$ 6.00	\$ 119.94	\$ 1,880.06	6.00%
100-761-599802	Computer Hardware	\$ -	\$ -	\$ (53.96)	\$ 53.96	0.00%
	Other Expenditures	\$ 7,500.00	\$ 72.79	\$ 1,620.72	\$ 5,879.28	21.61%
100-761-520900	Transfer To Tpccc	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
761	Police Patrol	\$ (6,777,244.00)	\$ (357,808.05)	\$ (5,191,190.04)	\$ (1,586,053.96)	76.60%
100-763-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-511600	Salary: All Personnel	\$ 976,258.00	\$ 94,771.02	\$ 1,036,180.60	\$ (59,922.60)	106.14%
100-763-515000	Overtime	\$ 75,000.00	\$ 5,160.21	\$ 80,038.81	\$ (5,038.81)	106.72%
100-763-515500	Vacation Pay	\$ -	\$ 2,779.66	\$ 91,573.52	\$ (91,573.52)	0.00%
100-763-515600	Holiday Pay	\$ 26,711.46	\$ -	\$ 48,305.40	\$ (21,593.94)	180.84%
100-763-515800	Sick Pay	\$ -	\$ 2,220.15	\$ 29,052.21	\$ (29,052.21)	0.00%
100-763-515900	Injury Pay	\$ -	\$ 202.96	\$ 202.96	\$ (202.96)	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-763-517000	Oasdi/city Share 6.2%	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-517001	Medicare/city Share 1.45%	\$ 14,156.00	\$ 1,479.17	\$ 18,141.70	\$ (3,985.70)	128.16%
100-763-517401	IMRF	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-518000	Group Insurance	\$ 263,562.10	\$ 32,011.88	\$ 342,220.94	\$ (78,658.84)	129.84%
100-763-518300	Workers Comp Insurance	\$ 2,378.20	\$ -	\$ 775.50	\$ 1,602.70	32.61%
100-763-518900	Uniform Allowance	\$ 27,000.00	\$ -	\$ -	\$ 27,000.00	0.00%
100-763-557200	License And Inspection Fees	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 1,385,065.76	\$ 138,625.05	\$ 1,646,491.64	\$ (261,425.88)	118.87%
100-763-519000	Training And Education	\$ 12,000.00	\$ 99.00	\$ 11,223.32	\$ 776.68	93.53%
	Training & Education	\$ 12,000.00	\$ 99.00	\$ 11,223.32	\$ 776.68	93.53%
100-763-520200	Office Supplies	\$ 2,500.00	\$ 87.13	\$ 1,396.52	\$ 1,103.48	55.86%
100-763-520400	Postage	\$ 1,000.00	\$ -	\$ 69.57	\$ 930.43	6.96%
100-763-522000	Photographic Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-522400	General Supplies	\$ 2,500.00	\$ 35.95	\$ 244.75	\$ 2,255.25	9.79%
100-763-529000	Equipment	\$ 2,000.00	\$ -	\$ 1,351.99	\$ 648.01	67.60%
100-763-556100	Gasoline/diesel Fuel	\$ 8,750.00	\$ 720.75	\$ 10,861.75	\$ (2,111.75)	124.13%
	Supplies & Materials	\$ 16,750.00	\$ 843.83	\$ 13,924.58	\$ 2,825.42	83.13%
100-763-518100	Liability Insurance Premiums	\$ -	\$ -	\$ 735.90	\$ (735.90)	0.00%
100-763-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ 1,264.72	\$ (1,264.72)	0.00%
100-763-534000	Automotive Expense	\$ 4,000.00	\$ -	\$ 2,876.25	\$ 1,123.75	71.91%
100-763-534101	Vehicle Towage	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-538000	Maintenance Agreements	\$ -	\$ 157.55	\$ 1,931.65	\$ (1,931.65)	0.00%
100-763-550300	Telephone	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-551600	Dues And Subscriptions	\$ 3,300.00	\$ 221.84	\$ 2,642.82	\$ 657.18	80.09%
100-763-555000	Radio Expense	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-569000	Other Contractual Service	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-592600	Special Investigations Exp	\$ 5,000.00	\$ -	\$ 6,117.04	\$ (1,117.04)	122.34%
100-763-592603	Multi-county Narcotics Exp	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-592800	Polygraph Exam	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-592900	Iron Eagle Expenses	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.00%
100-763-592901	Federal Iron Eagle Expense	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	0.00%
100-763-599801	Computer Software	\$ -	\$ 1,456.00	\$ 4,248.10	\$ (4,248.10)	0.00%
	Contractual Services	\$ 57,300.00	\$ 1,835.39	\$ 19,816.48	\$ 37,483.52	34.58%
100-763-587000	Machinery And Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-587001	Lease/Purchase Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-587500	Vehicles	\$ -	\$ -	\$ 17,964.00	\$ (17,964.00)	0.00%
	Capital Outlay	\$ -	\$ -	\$ 17,964.00	\$ (17,964.00)	0.00%
100-763-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-551000	Printing And Publications	\$ 200.00	\$ -	\$ 272.30	\$ (72.30)	136.15%
100-763-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
100-763-595000	Reimbursement - Personal	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
100-763-599000	Miscellaneous	\$ -	\$ -	\$ 20.00	\$ (20.00)	0.00%
100-763-599802	Computer Hardware	\$ -	\$ -	\$ 6,550.96	\$ (6,550.96)	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
	Other Expenditures	\$ 300.00	\$ -	\$ 6,843.26	\$ (6,543.26)	2281.09%
763	Special Services	\$ (1,471,415.76)	\$ (141,403.27)	\$ (1,716,263.28)	\$ 244,847.52	116.64%
100-764-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
100-764-511600	Salary: All Personnel	\$ 320,648.26	\$ 22,048.19	\$ 233,016.86	\$ 87,631.40	72.67%
100-764-515000	Overtime	\$ 7,500.00	\$ 33.46	\$ 15,052.93	\$ (7,552.93)	200.71%
100-764-515500	Vacation Pay	\$ -	\$ 628.41	\$ 17,988.39	\$ (17,988.39)	0.00%
100-764-515600	Holiday Pay	\$ -	\$ -	\$ 14,918.00	\$ (14,918.00)	0.00%
100-764-515800	Sick Pay	\$ -	\$ 360.80	\$ 2,634.70	\$ (2,634.70)	0.00%
100-764-517000	Oasdi/city Share 6.2%	\$ 20,996.19	\$ 1,384.24	\$ 17,233.35	\$ 3,762.84	82.08%
100-764-517001	Medicare/city Share 1.45%	\$ 4,910.40	\$ 323.74	\$ 4,030.36	\$ 880.04	82.08%
100-764-517401	IMRF	\$ 35,828.99	\$ 2,692.36	\$ 28,692.86	\$ 7,136.13	80.08%
100-764-518000	Group Insurance	\$ 114,714.74	\$ 5,519.78	\$ 59,571.93	\$ 55,142.81	51.93%
100-764-518200	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
100-764-518300	Workers Comp Insurance	\$ 1,783.10	\$ -	\$ 775.50	\$ 1,007.60	43.49%
100-764-554300	Uniforms And Tools	\$ 1,500.00	\$ -	\$ 210.96	\$ 1,289.04	14.06%
100-764-559000	Medical Expense/supplies	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 507,881.68	\$ 32,990.98	\$ 394,125.84	\$ 113,755.84	77.60%
100-764-519000	Training And Education	\$ 1,000.00	\$ -	\$ 14.00	\$ 986.00	1.40%
	Training & Education	\$ 1,000.00	\$ -	\$ 14.00	\$ 986.00	1.40%
100-764-520200	Office Supplies	\$ 2,400.00	\$ 104.97	\$ 1,198.83	\$ 1,201.17	49.95%
100-764-520400	Postage	\$ 6,000.00	\$ 344.90	\$ 4,042.51	\$ 1,957.49	67.38%
100-764-529000	Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ 8,400.00	\$ 449.87	\$ 5,241.34	\$ 3,158.66	62.40%
100-764-518100	Liability Insurance Premiums	\$ 1,489.40	\$ -	\$ 735.90	\$ 753.50	49.41%
100-764-520500	Rim System Fees	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	0.00%
100-764-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ 632.36	\$ (632.36)	0.00%
100-764-534400	Equipment Repairs	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
100-764-538000	Maintenance Agreements	\$ -	\$ 313.48	\$ 2,123.46	\$ (2,123.46)	0.00%
100-764-550300	Telephone	\$ -	\$ -	\$ -	\$ -	0.00%
100-764-569000	Other Contractual Service	\$ -	\$ -	\$ -	\$ -	0.00%
100-764-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 3,189.40	\$ 313.48	\$ 3,491.72	\$ (302.32)	109.48%
100-764-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
100-764-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
100-764-551000	Printing And Publications	\$ -	\$ -	\$ 1,068.76	\$ (1,068.76)	0.00%
100-764-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
100-764-599000	Miscellaneous	\$ -	\$ -	\$ -	\$ -	0.00%
100-764-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ -	\$ -	\$ 1,068.76	\$ (1,068.76)	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-764-520900	Transfer To Tpccc	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
764	Police Records	\$ (520,471.08)	\$ (33,754.33)	\$ (403,941.66)	\$ (116,529.42)	77.61%
100-766-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-511600	Salary: All Personnel	\$ -	\$ -	\$ 7,736.74	\$ (7,736.74)	0.00%
100-766-515000	Overtime	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-515500	Vacation Pay	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-515600	Holiday Pay	\$ -	\$ -	\$ 244.64	\$ (244.64)	0.00%
100-766-515800	Sick Pay	\$ -	\$ -	\$ 947.98	\$ (947.98)	0.00%
100-766-517000	Oasdi/city Share 6.2%	\$ -	\$ -	\$ 553.63	\$ (553.63)	0.00%
100-766-517001	Medicare/city Share 1.45%	\$ -	\$ -	\$ 129.48	\$ (129.48)	0.00%
100-766-517401	IMRF	\$ -	\$ -	\$ 842.87	\$ (842.87)	0.00%
100-766-518000	Group Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-518300	Workers Comp Insurance	\$ -	\$ -	\$ 775.50	\$ (775.50)	0.00%
100-766-554300	Uniforms And Tools	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-559000	Medical Expense/supplies	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ -	\$ -	\$ 11,230.84	\$ (11,230.84)	0.00%
100-766-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-520200	Office Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-520400	Postage	\$ -	\$ 2.50	\$ 75.00	\$ (75.00)	0.00%
100-766-522400	General Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-529000	Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-556100	Gasoline/diesel Fuel	\$ -	\$ 39.50	\$ 514.50	\$ (514.50)	0.00%
	Supplies & Materials	\$ -	\$ 42.00	\$ 589.50	\$ (589.50)	0.00%
100-766-518100	Liability Insurance Premiums	\$ -	\$ -	\$ 1,471.80	\$ (1,471.80)	0.00%
100-766-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-534000	Automotive Expense	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-534101	Vehicle Towage	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-538000	Maintenance Agreements	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-550300	Telephone	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-555000	Radio Expense	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-569000	Other Contractual Service	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ -	\$ -	\$ 1,471.80	\$ (1,471.80)	0.00%
100-766-587000	Machinery And Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-587001	Lease/Purchase Equipmen	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-587500	Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-766-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
100-766-599000	Miscellaneous	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ -	\$ -	\$ -	\$ -	0.00%
766	Parking Enforcem	\$ -	\$ (42.00)	\$ (13,292.14)	\$ 13,292.14	0.00%
100-793-425000	Prelim Plat Review Filing	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-425100	Final Plat Review Filing	\$ 242.00	\$ -	\$ -	\$ 242.00	0.00%
100-793-426500	ZBA Waiver Request Fees	\$ 242.00	\$ -	\$ -	\$ 242.00	0.00%
100-793-450700	Rental Proptry Registr Fee	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-451000	Copy Money/Accidents etc	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-451300	Certification Signatures	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-451400	Electrical Inspection Fee	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-451700	Property Cleanup Fees	\$ 25,000.00	\$ (616.62)	\$ 16,966.96	\$ 8,033.04	67.87%
100-793-451900	Sales - Ordinances & Maps	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-458700	Code Inspections	\$ -	\$ -	\$ -	\$ -	0.00%
	Fees/Charges For Service	\$ 25,484.00	\$ (616.62)	\$ 16,966.96	\$ 8,517.04	66.58%
100-793-463600	Code Violation Fines	\$ 2,000.00	\$ -	\$ 300.00	\$ 1,700.00	15.00%
100-793-464500	Towing/storage Fees	\$ -	\$ -	\$ -	\$ -	0.00%
	Fines And Forfeitures	\$ 2,000.00	\$ -	\$ 300.00	\$ 1,700.00	15.00%
100-793-420500	Hvac License	\$ 10,000.00	\$ -	\$ 12,800.00	\$ (2,800.00)	128.00%
100-793-420800	Electrical Contractors License	\$ 10,000.00	\$ 200.00	\$ 11,700.00	\$ (1,700.00)	117.00%
100-793-423000	Home Occupation License	\$ 2,000.00	\$ -	\$ 1,710.00	\$ 290.00	85.50%
100-793-425500	Hvac Permit	\$ 20,000.00	\$ 260.00	\$ 22,466.00	\$ (2,466.00)	112.33%
100-793-425600	House Movers Permit	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-425700	Special Use Permit	\$ 1,815.00	\$ -	\$ 2,250.00	\$ (435.00)	123.97%
100-793-425800	Application Fee	\$ -	\$ 170.00	\$ 170.00	\$ (170.00)	0.00%
100-793-426000	Electrical Permits	\$ 22,770.00	\$ 1,675.00	\$ 14,707.00	\$ 8,063.00	64.59%
100-793-426400	Building And Rezoning Permit	\$ 94,875.00	\$ 6,556.00	\$ 94,682.90	\$ 192.10	99.80%
100-793-451200	Plumbing Permits	\$ 14,520.00	\$ 684.00	\$ 11,713.00	\$ 2,807.00	80.67%
	Licenses And Permits	\$ 175,980.00	\$ 9,545.00	\$ 172,198.90	\$ 3,781.10	97.85%
100-793-490500	Lien File & Release Fees	\$ -	\$ -	\$ 776.15	\$ (776.15)	0.00%
100-793-498900	Non Sufficient Funds Fee	\$ -	\$ -	\$ 75.00	\$ (75.00)	0.00%
100-793-499800	Miscellaneous Receipts	\$ -	\$ (197.50)	\$ 2,727.50	\$ (2,727.50)	0.00%
100-793-499802	Cash Over/short	\$ -	\$ -	\$ 13.64	\$ (13.64)	0.00%
	Other Revenue	\$ -	\$ (197.50)	\$ 3,592.29	\$ (3,592.29)	0.00%
100-793-511600	Salary: All Personnel	\$ 335,095.00	\$ 15,246.20	\$ 187,027.09	\$ 148,067.91	55.81%
100-793-515000	Overtime	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	0.00%
100-793-515500	Vacation Pay	\$ -	\$ -	\$ 12,877.12	\$ (12,877.12)	0.00%
100-793-515600	Holiday Pay	\$ -	\$ -	\$ 7,761.58	\$ (7,761.58)	0.00%
100-793-515800	Sick Pay	\$ -	\$ 287.40	\$ 3,073.77	\$ (3,073.77)	0.00%
100-793-517000	Oasdi/city Share 6.2%	\$ 21,697.00	\$ 943.46	\$ 12,790.59	\$ 8,906.41	58.95%
100-793-517001	Medicare/city Share 1.45%	\$ 5,074.00	\$ 220.64	\$ 2,991.24	\$ 2,082.76	58.95%
100-793-517401	IMRF	\$ 39,164.00	\$ 1,812.76	\$ 20,918.31	\$ 18,245.69	53.41%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-793-518000	Group Insurance	\$ 111,477.00	\$ 2,654.74	\$ 40,196.60	\$ 71,280.40	36.06%
100-793-518200	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-518300	Workers Comp Insurance	\$ 25,168.00	\$ -	\$ 892.30	\$ 24,275.70	3.55%
100-793-554300	Uniforms And Tools	\$ 500.00	\$ -	\$ 138.44	\$ 361.56	27.69%
100-793-557200	License And Inspection Fees	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-559000	Medical Expense/supplies	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 540,675.00	\$ 21,165.20	\$ 288,667.04	\$ 252,007.96	53.39%
100-793-519000	Training And Education	\$ 8,000.00	\$ 330.00	\$ 3,515.24	\$ 4,484.76	43.94%
	Training & Education	\$ 8,000.00	\$ 330.00	\$ 3,515.24	\$ 4,484.76	43.94%
100-793-520200	Office Supplies	\$ 750.00	\$ -	\$ 439.50	\$ 310.50	58.60%
100-793-520400	Postage	\$ 2,000.00	\$ 46.50	\$ 1,652.70	\$ 347.30	82.64%
100-793-522000	Photographic Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-522400	General Supplies	\$ -	\$ -	\$ 122.42	\$ (122.42)	0.00%
100-793-529000	Equipment	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
100-793-556100	Gasoline/diesel Fuel	\$ 3,900.00	\$ 419.25	\$ 4,279.50	\$ (379.50)	109.73%
	Supplies & Materials	\$ 7,150.00	\$ 465.75	\$ 6,494.12	\$ 655.88	90.83%
100-793-518100	Liability Insurance Premiums	\$ 7,555.00	\$ -	\$ 181.00	\$ 7,374.00	2.40%
100-793-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-534000	Automotive Expense	\$ 7,500.00	\$ 1,174.00	\$ 4,543.77	\$ 2,956.23	60.58%
100-793-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-536100	Property Cleanup Fees	\$ 25,000.00	\$ -	\$ 7,330.00	\$ 17,670.00	29.32%
100-793-538000	Maintenance Agreements	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-550300	Telephone	\$ 900.00	\$ -	\$ -	\$ 900.00	0.00%
100-793-551600	Dues And Subscriptions	\$ 600.00	\$ -	\$ 535.00	\$ 65.00	89.17%
100-793-555000	Radio Expense	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-559900	Provisions For Bad Debts	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-560500	Consulting Services	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-560600	Corporate Counsel Fees	\$ -	\$ -	\$ 560.00	\$ (560.00)	0.00%
100-793-562500	Demolition	\$ 25,000.00	\$ -	\$ 4,860.00	\$ 20,140.00	19.44%
100-793-569000	Other Contractual Service	\$ 32,000.00	\$ 2,078.00	\$ 34,718.55	\$ (2,718.55)	108.50%
100-793-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 98,555.00	\$ 3,252.00	\$ 52,728.32	\$ 45,826.68	53.50%
100-793-587000	Machinery And Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-587500	Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-518700	Mileage	\$ -	\$ -	\$ 80.62	\$ (80.62)	0.00%
100-793-551000	Printing And Publications	\$ 4,000.00	\$ 88.50	\$ 4,505.29	\$ (505.29)	112.63%
100-793-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
100-793-593300	Lien Filing Fee	\$ 1,000.00	\$ 94.80	\$ 1,327.20	\$ (327.20)	132.72%
100-793-599000	Miscellaneous	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
	Other Expenditures	\$ 7,000.00	\$ 183.30	\$ 5,913.11	\$ 1,086.89	84.47%
793	Inspections	\$ (457,916.00)	\$ (16,665.37)	\$ (164,259.68)	\$ (293,656.32)	35.87%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-990-410100	Real Estate Tax	\$ 400,000.00	\$ -	\$ 448,832.19	\$ (48,832.19)	112.21%
100-990-410900	Use Tax	\$ 970,000.00	\$ 140,839.97	\$ 1,078,912.69	\$ (108,912.69)	111.23%
100-990-411000	Municipal Sales Tax	\$ 5,540,000.00	\$ 534,558.54	\$ 5,245,976.07	\$ 294,023.93	94.69%
100-990-411004	Home Rule Sales Tax	\$ 5,820,000.00	\$ 520,408.52	\$ 5,321,449.41	\$ 498,550.59	91.43%
100-990-412000	Replacement P/p Tax - State	\$ 970,000.00	\$ -	\$ 1,021,118.22	\$ (51,118.22)	105.27%
100-990-412200	Pull Tab/jar Game Tax	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-412300	Video Gaming Tax	\$ 390,000.00	\$ 33,202.57	\$ 389,293.52	\$ 706.48	99.82%
100-990-413000	Illinois Income Tax	\$ 3,325,000.00	\$ 239,031.74	\$ 3,344,177.27	\$ (19,177.27)	100.58%
100-990-413001	Illinois Income Tax Surch	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-414100	Food & Beverage Tax	\$ 1,235,000.00	\$ 91,398.24	\$ 1,123,428.96	\$ 111,571.04	90.97%
100-990-414200	Packaged Liquor Tax	\$ 180,000.00	\$ 12,063.60	\$ 161,611.84	\$ 18,388.16	89.78%
100-990-455002	Municipal Telecommunicatns	\$ 555,000.00	\$ 41,944.95	\$ 484,670.54	\$ 70,329.46	87.33%
100-990-496100	RE Tax Clearing Acct	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-496200	PPRT Tax Clearing Acct	\$ -	\$ 44,327.99	\$ 44,327.99	\$ (44,327.99)	0.00%
	Taxes	\$ 19,385,000.00	\$ 1,657,776.12	\$ 18,663,798.70	\$ 721,201.30	96.28%
100-990-442500	Federal Grants	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-442600	State Grants	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-442700	County Grants	\$ -	\$ -	\$ -	\$ -	0.00%
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-451900	Sales - Ordinances & Maps	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-455001	Ameren Gas Franchise	\$ 252,440.00	\$ -	\$ 247,820.00	\$ 4,620.00	98.17%
100-990-455003	Franchise Fee - Cable Tv	\$ 450,000.00	\$ -	\$ 407,547.28	\$ 42,452.72	90.57%
100-990-455004	Good Energy Revenue	\$ 80,000.00	\$ 5,426.55	\$ 70,233.61	\$ 9,766.39	87.79%
100-990-458000	TC3 Service Fee	\$ 50,000.00	\$ 4,166.67	\$ 41,666.70	\$ 8,333.30	83.33%
	Fees/Charges For Service	\$ 832,440.00	\$ 9,593.22	\$ 767,267.59	\$ 65,172.41	92.17%
100-990-463500	Late Payment Penalty	\$ -	\$ 437.51	\$ 5,112.34	\$ (5,112.34)	0.00%
100-990-463600	Interest Charge	\$ -	\$ 3.31	\$ 328.75	\$ (328.75)	0.00%
	Fines And Forfeitures	\$ -	\$ 440.82	\$ 5,441.09	\$ (5,441.09)	0.00%
100-990-490100	Interest Earnings	\$ 7,500.00	\$ 8,133.50	\$ 100,811.12	\$ (93,311.12)	1344.15%
100-990-491900	Incr/decr Investment Valu	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-492300	Bond Credits	\$ -	\$ -	\$ -	\$ -	0.00%
	Investment Earnings	\$ 7,500.00	\$ 8,133.50	\$ 100,811.12	\$ (93,311.12)	1344.15%
100-990-490800	Developer Agreement Payments	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-491300	Prorated Re Tax/City Prop	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-492100	Loan Proceeds	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	0.00%
100-990-498900	Non Sufficient Funds Fee	\$ -	\$ -	\$ 200.00	\$ (200.00)	0.00%
100-990-499150	Suits And Settlements	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-499400	Proceeds Of Auction	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-499520	Unclaimed Grant Money	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-499800	Miscellaneous Receipts	\$ 20,000.00	\$ 934.67	\$ 6,063.44	\$ 13,936.56	30.32%
	Other Revenue	\$ 40,000.00	\$ 934.67	\$ 6,263.44	\$ 33,736.56	15.66%
100-990-492000	Bond Proceeds - Principal	\$ -	\$ -	\$ -	\$ -	0.00%
	Debt Proceeds	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-990-440223	Transfer From Solid Waste	\$ 61,340.00	\$ -	\$ -	\$ 61,340.00	0.00%
100-990-440231	Transfer From Sewerage	\$ 639,000.00	\$ -	\$ -	\$ 639,000.00	0.00%
100-990-440232	Transfer From Storm Water	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-440240	Transfer From Motor Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-440261	Transfer From Hud	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-440270	Transfer from TIF I	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-440445	Transfer From Capital Projects	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-440501	Transfer From School Bus	\$ 604,485.92	\$ -	\$ -	\$ 604,485.92	0.00%
100-990-440525	Transfer from Airport	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-440695	Transfer from Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-440800	Transfer from Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-440900	Transfer From Tpcc	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00	0.00%
100-990-440924	Contribution from Library	\$ 15,000.00	\$ -	\$ 11,250.00	\$ 3,750.00	75.00%
100-990-499850	Allocated Cost Reimbursements	\$ -	\$ 369.85	\$ 496.69	\$ (496.69)	0.00%
	Transfers From Other Funds	\$ 1,364,825.92	\$ 369.85	\$ 11,746.69	\$ 1,353,079.23	0.86%
100-990-599997	Payroll Increase Set Aside	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520200	Office Supplies	\$ -	\$ -	\$ 3,412.91	\$ (3,412.91)	0.00%
100-990-520400	Postage	\$ -	\$ 1,339.60	\$ 642.82	\$ (642.82)	0.00%
100-990-529000	Equipment	\$ -	\$ -	\$ 4,779.17	\$ (4,779.17)	0.00%
	Supplies & Materials	\$ -	\$ 1,339.60	\$ 8,834.90	\$ (8,834.90)	0.00%
100-990-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ 1,382.36	\$ (1,382.36)	0.00%
100-990-538000	Maintenance Agreements	\$ -	\$ 436.14	\$ 5,763.07	\$ (5,763.07)	0.00%
100-990-550300	Telephone	\$ -	\$ -	\$ 5,356.84	\$ (5,356.84)	0.00%
100-990-559900	Receivable Charge Off	\$ -	\$ -	\$ 4,374.50	\$ (4,374.50)	0.00%
100-990-560100	Auditing Fees	\$ 50,000.00	\$ -	\$ 21,471.84	\$ 28,528.16	42.94%
100-990-565900	Citylink Contract	\$ 205,000.00	\$ -	\$ -	\$ 205,000.00	0.00%
100-990-568100	Home Rule Tax Rebate	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-569000	Other Contractual Service	\$ 20,000.00	\$ 154.91	\$ 127,307.89	\$ (107,307.89)	636.54%
100-990-590900	Police And Fire Commission	\$ 23,000.00	\$ 79.00	\$ 10,255.12	\$ 12,744.88	44.59%
	Contractual Services	\$ 298,000.00	\$ 670.05	\$ 175,911.62	\$ 122,088.38	59.03%
100-990-580200	Land Purchase	\$ -	\$ -	\$ 797.40	\$ (797.40)	0.00%
100-990-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-599998	Capital Set Aside	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ 797.40	\$ (797.40)	0.00%
100-990-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-590600	Bank Charges	\$ 1,000.00	\$ 189.90	\$ 2,328.50	\$ (1,328.50)	232.85%
100-990-593700	Reconciliation Difference	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-599000	Miscellaneous	\$ 20,000.00	\$ -	\$ 235.12	\$ 19,764.88	1.18%
100-990-599002	IMRF Costs-ERI	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-599700	Income Credit	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-599999	Transf to General Fnd Reserves	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 21,000.00	\$ 189.90	\$ 2,563.62	\$ 18,436.38	12.21%
100-990-590400	Interest Paid	\$ -	\$ 1,962.67	\$ 112,692.59	\$ (112,692.59)	0.00%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

General Fund Revenue vs Expense Detail

User: bqmarston

Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
100-990-591000	Bond Principal Retired	\$ 597,675.00	\$ -	\$ 425,000.00	\$ 172,675.00	71.11%
100-990-591100	Bond Registrar Fees	\$ 1,500.00	\$ -	\$ 1,850.00	\$ (350.00)	123.33%
100-990-591101	Bond Issuance Costs	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-591200	Note Principal Paid	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-591400	Loan payments	\$ 323,430.00	\$ 24,989.84	\$ 272,072.52	\$ 51,357.48	84.12%
	Debt Service	\$ 922,605.00	\$ 26,952.51	\$ 811,615.11	\$ 110,989.89	87.97%
100-990-520223	Transfer To Garbage	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520225	Transfer To Yardwaste	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520226	Transfer To Recycling	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520231	Transfer To Sewerage Fund	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520240	Transfer to MFT	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520261	Transfer To Hud	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520270	Transfer To Tif 1	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520445	Transfer To Capital Projects	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520500	Transfer To Municipal Bus	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520525	Transfer To Pekin Airport	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520570	Transfer To Economic Devel	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520695	Transfer To Insurance Fund	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520699	Transfer To Vehicle Maint	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520800	Transfer to Library Debt	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520924	Transfer To Library Fund	\$ -	\$ -	\$ -	\$ -	0.00%
100-990-520941	Transfer To Police Pension	\$ 113,894.00	\$ -	\$ -	\$ 113,894.00	0.00%
100-990-520944	Transfer To Fire Pension	\$ 251,722.00	\$ -	\$ -	\$ 251,722.00	0.00%
	Transfers To Other Funds	\$ 365,616.00	\$ -	\$ -	\$ 365,616.00	0.00%
990	General Operations	\$ 20,022,544.92	\$ 1,648,096.12	\$ 18,555,605.98	\$ 1,466,938.94	92.67%
100	General Fund	\$ 766,449.85	\$ 413,539.04	\$ 2,561,879.20	\$ (1,795,429.35)	334.25%
Revenue Total		\$ 23,607,708.92	\$ 1,767,302.58	\$ 21,447,798.75	\$ 2,159,910.17	90.85%
Expense Total		\$ 22,841,259.07	\$ 1,353,763.54	\$ 18,885,919.55	\$ 3,955,339.52	82.68%
Grand Total		\$ 766,449.85	\$ 413,539.04	\$ 2,561,879.20	\$ (1,795,429.35)	334.25%

Attachment: GF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
208	Tourism					
208-208-411005	Home Rule Motel Tax	\$ 205,000.00	\$ 1,714.34	\$ 173,640.08	\$ 31,359.92	84.70%
	Taxes	\$ 205,000.00	\$ 1,714.34	\$ 173,640.08	\$ 31,359.92	84.70%
208-208-442500	Federal Grants	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-442600	State Grants	\$ -	\$ -	\$ -	\$ -	0.00%
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-463500	Late Payment Penalty	\$ -	\$ -	\$ 342.15	\$ (342.15)	0.00%
208-208-463600	Interest Charges	\$ -	\$ -	\$ 7.80	\$ (7.80)	0.00%
	Fines And Forfeitures	\$ -	\$ -	\$ 349.95	\$ (349.95)	0.00%
208-208-490100	Interest Earnings	\$ 2,400.00	\$ 72.72	\$ 1,193.12	\$ 1,206.88	49.71%
	Investment Earnings	\$ 2,400.00	\$ 72.72	\$ 1,193.12	\$ 1,206.88	49.71%
208-208-493600	Training Reimbursements	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-498700	Farmer's Market Revenue	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	0.00%
208-208-499201	Tourism Contributions	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-499800	Miscellaneous Receipts	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00	0.00%
	Other Revenue	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00	0.00%
208-208-492100	Loan Proceeds	\$ -	\$ -	\$ -	\$ -	0.00%
	Debt Proceeds	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-511600	Salary: All Personnel	\$ 10,819.00	\$ 820.81	\$ 10,751.97	\$ 67.03	99.38%
208-208-515000	Overtime	\$ -	\$ -	\$ 26,264.44	\$ (26,264.44)	0.00%
208-208-515500	Vacation Pay	\$ -	\$ -	\$ 540.64	\$ (540.64)	0.00%
208-208-515600	Holiday Pay	\$ -	\$ -	\$ 415.60	\$ (415.60)	0.00%
208-208-515800	Sick Pay	\$ -	\$ 10.42	\$ 68.17	\$ (68.17)	0.00%
208-208-516700	Wellness Program	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-517000	Oasdi/city Share 6.2%	\$ 670.78	\$ 48.00	\$ 595.42	\$ 75.36	88.77%
208-208-517001	Medicare/city Share 1.45%	\$ 156.88	\$ 11.21	\$ 139.31	\$ 17.57	88.80%
208-208-517401	IMRF	\$ 1,004.00	\$ 97.03	\$ 1,015.26	\$ (11.26)	101.12%
208-208-518000	Group Insurance	\$ -	\$ 202.55	\$ 2,778.75	\$ (2,778.75)	0.00%
208-208-518300	Workers Comp Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 12,650.66	\$ 1,190.02	\$ 42,569.56	\$ (29,918.90)	336.50%
208-208-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-520200	Office Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-520400	Postage	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-598505	Special Events	\$ 29,500.00	\$ 3,250.00	\$ 26,188.39	\$ 3,311.61	88.77%
	Supplies & Materials	\$ 29,500.00	\$ 3,250.00	\$ 26,188.39	\$ 3,311.61	88.77%
208-208-550300	Telephone	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-551600	Dues And Subscriptions	\$ 64,000.00	\$ -	\$ 57,500.00	\$ 6,500.00	89.84%
208-208-559900	Receivable Charge Off	\$ -	\$ -	\$ 9.25	\$ (9.25)	0.00%
208-208-560500	Consulting Services	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-560600	Corporate Counsel Fees	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-561200	Engineering Fees	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
208-208-569000	Other Contractual Service	\$ 10,000.00	\$ -	\$ 2,600.00	\$ 7,400.00	26.00%
208-208-573100	Grants	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-583000	Loan Agreements	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-591200	Developers Agreements	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-598100	Public Relations	\$ -	\$ 1,900.00	\$ 15,053.94	\$ (15,053.94)	0.00%
	Contractual Services	\$ 74,000.00	\$ 1,900.00	\$ 75,163.19	\$ (1,163.19)	101.57%
208-208-580201	Land Improvements	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-590600	Bank fees	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-597700	Sponsorships	\$ 32,500.00	\$ 574.37	\$ 25,746.75	\$ 6,753.25	79.22%
208-208-598500	Farmer's Market Expense	\$ -	\$ -	\$ -	\$ -	0.00%
208-208-599000	Miscellaneous	\$ 10,000.00	\$ -	\$ 3,279.62	\$ 6,720.38	32.80%
	Other Expenditures	\$ 42,500.00	\$ 574.37	\$ 29,026.37	\$ 13,473.63	68.30%
208-208-590400	Interest Paid	\$ -	\$ -	\$ 5,450.57	\$ (5,450.57)	0.00%
208-208-591400	Loan Payments	\$ 96,462.00	\$ -	\$ 91,010.95	\$ 5,451.05	94.35%
	Debt Service	\$ 96,462.00	\$ -	\$ 96,461.52	\$ 0.48	100.00%
208	Tourism	\$ (38,712.66)	\$ (5,127.33)	\$ (94,225.88)	\$ 55,513.22	243.40%
208	Tourism	\$ (38,712.66)	\$ (5,127.33)	\$ (94,225.88)	\$ 55,513.22	243.40%
223	Solid Waste					
223-023-442600	State Grants	\$ -	\$ -	\$ -	\$ -	0.00%
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-452300	Garbage Fees	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-452400	Garbage Fees Non-resident	\$ -	\$ 27.00	\$ 270.00	\$ (270.00)	0.00%
223-023-459000	Sanitation Fee	\$ 2,786,510.00	\$ 235,479.58	\$ 2,358,061.08	\$ 428,448.92	84.62%
223-023-459400	Special Refuse Pickups	\$ 2,100.00	\$ 160.00	\$ 1,843.61	\$ 256.39	87.79%
223-023-498900	Non Sufficient Funds Fee	\$ -	\$ -	\$ -	\$ -	0.00%
	Fees/Charges For Service	\$ 2,788,610.00	\$ 235,666.58	\$ 2,360,174.69	\$ 428,435.31	84.64%
223-023-421000	Garbage Licenses	\$ 1,850.00	\$ 2,250.00	\$ 2,520.00	\$ (670.00)	136.22%
	Licenses And Permits	\$ 1,850.00	\$ 2,250.00	\$ 2,520.00	\$ (670.00)	136.22%
223-023-490100	Interest Earnings	\$ -	\$ 833.59	\$ 6,929.24	\$ (6,929.24)	0.00%
	Investment Earnings	\$ -	\$ 833.59	\$ 6,929.24	\$ (6,929.24)	0.00%
223-023-491000	Rental Of Municipal Property	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-491500	Sale Of Municipal Property	\$ 32,000.00	\$ 2,820.00	\$ 26,600.00	\$ 5,400.00	83.13%
223-023-499700	Transfer In	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-499800	Miscellaneous Receipts	\$ -	\$ -	\$ 1,892.97	\$ (1,892.97)	0.00%
223-023-499802	Cash Over/short	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ 32,000.00	\$ 2,820.00	\$ 28,492.97	\$ 3,507.03	89.04%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
223-023-492000	Bond Proceeds - Principal	\$ -	\$ -	\$ -	\$ -	0.00%
	Debt Proceeds	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-440100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-511600	Salary: All Personnel	\$ 577,367.00	\$ 43,808.17	\$ 464,360.05	\$ 113,006.95	80.43%
223-023-515000	Overtime	\$ 25,000.00	\$ 162.84	\$ 22,862.26	\$ 2,137.74	91.45%
223-023-515500	Vacation Pay	\$ -	\$ 783.81	\$ 24,860.54	\$ (24,860.54)	0.00%
223-023-515600	Holiday Pay	\$ -	\$ -	\$ 22,405.82	\$ (22,405.82)	0.00%
223-023-515800	Sick Pay	\$ -	\$ 1,075.99	\$ 15,525.58	\$ (15,525.58)	0.00%
223-023-515900	Compensated Absences	\$ -	\$ -	\$ 215.36	\$ (215.36)	0.00%
223-023-516700	Wellness Program	\$ 3,500.00	\$ -	\$ 19.00	\$ 3,481.00	0.54%
223-023-517000	Oasdi/city Share 6.2%	\$ 37,347.00	\$ 2,752.83	\$ 32,925.75	\$ 4,421.25	88.16%
223-023-517001	Medicare/city Share 1.45%	\$ 8,734.00	\$ 643.89	\$ 7,718.21	\$ 1,015.79	88.37%
223-023-517401	IMRF	\$ 63,730.00	\$ 5,391.91	\$ 55,159.69	\$ 8,570.31	86.55%
223-023-518000	Group Insurance	\$ 286,139.00	\$ 14,004.40	\$ 154,889.81	\$ 131,249.19	54.13%
223-023-518200	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-518300	Workers Comp Insurance	\$ 50,252.00	\$ -	\$ 32,984.40	\$ 17,267.60	65.64%
223-023-554300	Uniforms And Tools	\$ 3,750.00	\$ -	\$ 2,216.10	\$ 1,533.90	59.10%
223-023-557200	License And Inspection Fees	\$ -	\$ -	\$ 586.00	\$ (586.00)	0.00%
223-023-559000	Medical Expense/supplies	\$ -	\$ -	\$ 434.00	\$ (434.00)	0.00%
	Personnel	\$ 1,055,819.00	\$ 68,623.84	\$ 837,162.57	\$ 218,656.43	79.29%
223-023-519000	Training And Education	\$ 1,500.00	\$ -	\$ 369.45	\$ 1,130.55	24.63%
	Training & Education	\$ 1,500.00	\$ -	\$ 369.45	\$ 1,130.55	24.63%
223-023-520200	Office Supplies	\$ 300.00	\$ -	\$ 161.77	\$ 138.23	53.92%
223-023-520400	Postage	\$ 30,000.00	\$ 2,360.17	\$ 25,651.21	\$ 4,348.79	85.50%
223-023-522000	Photographic Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-522400	General Supplies	\$ 3,500.00	\$ 221.77	\$ 2,158.09	\$ 1,341.91	61.66%
223-023-529000	Equipment	\$ 25,000.00	\$ -	\$ 25,430.95	\$ (430.95)	101.72%
223-023-556100	Gasoline/diesel Fuel	\$ 100,000.00	\$ 6,791.75	\$ 84,967.75	\$ 15,032.25	84.97%
	Supplies & Materials	\$ 158,800.00	\$ 9,373.69	\$ 138,369.77	\$ 20,430.23	87.13%
223-023-518100	Liability Insurance Premiums	\$ 18,252.30	\$ -	\$ 14,285.00	\$ 3,967.30	78.26%
223-023-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-534000	Automotive Expense	\$ 85,000.00	\$ 17,157.37	\$ 165,583.04	\$ (80,583.04)	194.80%
223-023-534400	Equipment Repairs	\$ -	\$ -	\$ 102.75	\$ (102.75)	0.00%
223-023-538000	Maintenance Agreements	\$ 1,600.00	\$ -	\$ 1,261.37	\$ 338.63	78.84%
223-023-550100	Utilities	\$ 4,000.00	\$ 263.42	\$ 2,403.76	\$ 1,596.24	60.09%
223-023-550300	Telephone	\$ 1,200.00	\$ 75.00	\$ 995.24	\$ 204.76	82.94%
223-023-551600	Dues And Subscriptions	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-555000	Radio Expense	\$ 1,000.00	\$ -	\$ 686.25	\$ 313.75	68.63%
223-023-559900	Bad debt	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-560100	Auditing Fees	\$ 2,000.00	\$ -	\$ 703.62	\$ 1,296.38	35.18%
223-023-561000	legal fees	\$ -	\$ -	\$ 580.00	\$ (580.00)	0.00%
223-023-561200	Engineering Fees	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-566400	Garbage Removal Contract	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-566500	Landfill Expense	\$ 500,000.00	\$ 38,644.14	\$ 489,683.18	\$ 10,316.82	97.94%
223-023-566600	Pest Control	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
223-023-569000	Other Contractual Service	\$ 35,000.00	\$ 3,463.64	\$ 32,742.75	\$ 2,257.25	93.55%
223-023-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 648,052.30	\$ 59,603.57	\$ 709,026.96	\$ (60,974.66)	109.41%
223-023-587000	Machinery And Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-587001	Lease/Purchase Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-587500	Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-599998	Capital Set Aside	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-551000	Printing And Publications	\$ 1,000.00	\$ -	\$ 158.50	\$ 841.50	15.85%
223-023-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-590600	Bank Charges	\$ 8,000.00	\$ 858.30	\$ 8,705.70	\$ (705.70)	108.82%
223-023-599000	Miscellaneous	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
223-023-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-599900	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-599999	Contingency	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 10,000.00	\$ 858.30	\$ 8,864.20	\$ 1,135.80	88.64%
223-023-590400	Interest Paid	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-591000	Bond Principal Retired	\$ -	\$ -	\$ -	\$ -	0.00%
	Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
223-023-520100	Transfer To General Fund	\$ 61,340.00	\$ -	\$ -	\$ 61,340.00	0.00%
223-023-520231	Transfer to Sewerage Fund	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ 61,340.00	\$ -	\$ -	\$ 61,340.00	0.00%
023	Garbage	\$ 886,948.70	\$ 103,110.77	\$ 704,323.95	\$ 182,624.75	79.41%
223-025-442600	State Grants	\$ -	\$ -	\$ -	\$ -	0.00%
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-440100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-511600	Salary: All Personnel	\$ 338,480.38	\$ 8,614.40	\$ 82,629.90	\$ 255,850.48	24.41%
223-025-515000	Overtime	\$ 10,000.00	\$ -	\$ 6,300.48	\$ 3,699.52	63.00%
223-025-515500	Vacation Pay	\$ -	\$ -	\$ 6,245.44	\$ (6,245.44)	0.00%
223-025-515600	Holiday Pay	\$ -	\$ -	\$ 4,374.50	\$ (4,374.50)	0.00%
223-025-515800	Sick Pay	\$ -	\$ -	\$ 3,849.56	\$ (3,849.56)	0.00%
223-025-515900	Compensated Absences	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-517000	Oasdi/city Share 6.2%	\$ 21,233.79	\$ 504.00	\$ 6,091.70	\$ 15,142.09	28.69%
223-025-517001	Medicare/city Share 1.45%	\$ 4,965.96	\$ 117.88	\$ 1,424.70	\$ 3,541.26	28.69%
223-025-517401	IMRF	\$ 39,062.15	\$ 1,005.32	\$ 10,448.19	\$ 28,613.96	26.75%
223-025-518000	Group Insurance	\$ 40,353.22	\$ 4,139.96	\$ 45,242.95	\$ (4,889.73)	112.12%
223-025-518200	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
223-025-518300	Workers Comp Insurance	\$ 5,455.00	\$ -	\$ 892.30	\$ 4,562.70	16.36%
223-025-554300	Uniforms And Tools	\$ 1,000.00	\$ -	\$ 840.37	\$ 159.63	84.04%
223-025-557200	License And Inspection Fees	\$ -	\$ -	\$ 45.00	\$ (45.00)	0.00%
223-025-559000	Medical Expense/supplies	\$ -	\$ -	\$ 74.00	\$ (74.00)	0.00%
	Personnel	\$ 460,550.50	\$ 14,381.56	\$ 168,459.09	\$ 292,091.41	36.58%
223-025-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-520200	Office Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-520400	Postage	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-522400	General Supplies	\$ 250.00	\$ -	\$ 150.24	\$ 99.76	60.10%
223-025-529000	Equipment	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
223-025-556100	Gasoline/diesel Fuel	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.00%
	Supplies & Materials	\$ 15,750.00	\$ -	\$ 150.24	\$ 15,599.76	0.95%
223-025-518100	Liability Insurance Premiums	\$ 2,654.65	\$ -	\$ 397.00	\$ 2,257.65	14.95%
223-025-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-534000	Automotive Expense	\$ 15,000.00	\$ 731.10	\$ 11,944.78	\$ 3,055.22	79.63%
223-025-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-538000	Maintenance Agreements	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-550300	Telephone	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-551600	Dues And Subscriptions	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-555000	Radio Expense	\$ -	\$ -	\$ 189.57	\$ (189.57)	0.00%
223-025-560500	Consulting Services	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-561200	Engineering Fees	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-566501	Compost Site Expense	\$ 80,000.00	\$ -	\$ 73,840.35	\$ 6,159.65	92.30%
223-025-569000	Other Contractual Service	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
	Contractual Services	\$ 98,654.65	\$ 731.10	\$ 86,371.70	\$ 12,282.95	87.55%
223-025-587000	Machinery And Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-587001	Lease/Purchase Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-587500	Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-551000	Printing And Publications	\$ 500.00	\$ -	\$ 596.00	\$ (96.00)	119.20%
223-025-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
223-025-599000	Miscellaneous	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 500.00	\$ -	\$ 596.00	\$ (96.00)	119.20%
025	Yardwaste	\$ (575,455.15)	\$ (15,112.66)	\$ (255,577.03)	\$ (319,878.12)	44.41%
223-026-442600	State Grants	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-442700	County Grants	\$ 71,000.00	\$ -	\$ -	\$ 71,000.00	0.00%
	Intergovernmental	\$ 71,000.00	\$ -	\$ -	\$ 71,000.00	0.00%
223-026-459000	Recycling Revenue	\$ -	\$ -	\$ 288.00	\$ (288.00)	0.00%
223-026-491500	Sale of Municipal Property	\$ 8,000.00	\$ 440.00	\$ 7,080.00	\$ 920.00	88.50%
223-026-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
	Other Revenue	\$ 8,000.00	\$ 440.00	\$ 7,368.00	\$ 632.00	92.10%
223-026-440100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-511600	Salary: All Personnel	\$ 111,527.36	\$ 6,406.96	\$ 86,592.06	\$ 24,935.30	77.64%
223-026-515000	Overtime	\$ 7,318.50	\$ -	\$ 6,430.52	\$ 887.98	87.87%
223-026-515500	Vacation Pay	\$ -	\$ 215.36	\$ 3,445.76	\$ (3,445.76)	0.00%
223-026-515600	Holiday Pay	\$ -	\$ -	\$ 4,091.84	\$ (4,091.84)	0.00%
223-026-515800	Sick Pay	\$ -	\$ 1,992.08	\$ 5,020.58	\$ (5,020.58)	0.00%
223-026-515900	Compensated Absences	\$ -	\$ -	\$ 1,292.16	\$ (1,292.16)	0.00%
223-026-517000	Oasdi/city Share 6.2%	\$ 21,589.94	\$ 519.04	\$ 6,434.97	\$ 15,154.97	29.81%
223-026-517001	Medicare/city Share 1.45%	\$ 4,967.05	\$ 121.38	\$ 1,504.92	\$ 3,462.13	30.30%
223-026-517401	IMRF	\$ 39,680.63	\$ 1,005.32	\$ 10,778.45	\$ 28,902.18	27.16%
223-026-518000	Group Insurance	\$ 60,610.91	\$ 2,069.98	\$ 28,044.21	\$ 32,566.70	46.27%
223-026-518300	Workers Comp Insurance	\$ 7,946.40	\$ -	\$ 7,032.58	\$ 913.82	88.50%
223-026-554300	Uniforms And Tools	\$ 800.00	\$ -	\$ 311.85	\$ 488.15	38.98%
223-026-557200	License And Inspection Fees	\$ -	\$ 78.00	\$ 78.00	\$ (78.00)	0.00%
223-026-559000	Medical Expense/supplies	\$ -	\$ -	\$ 84.00	\$ (84.00)	0.00%
	Personnel	\$ 254,440.79	\$ 12,408.12	\$ 161,141.90	\$ 93,298.89	63.33%
223-026-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-520200	Office Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-520400	Postage	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-522000	Photographic Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-522400	General Supplies	\$ -	\$ -	\$ 97.74	\$ (97.74)	0.00%
223-026-529000	Equipment	\$ 5,000.00	\$ -	\$ 4,997.60	\$ 2.40	99.95%
223-026-556100	Gasoline/diesel Fuel	\$ 7,500.00	\$ 1,006.00	\$ 9,528.25	\$ (2,028.25)	127.04%
	Supplies & Materials	\$ 12,500.00	\$ 1,006.00	\$ 14,623.59	\$ (2,123.59)	116.99%
223-026-518100	Liability Insurance Premiums	\$ 4,017.40	\$ -	\$ 2,625.00	\$ 1,392.40	65.34%
223-026-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-534000	Automotive Expense	\$ 20,000.00	\$ 3,954.27	\$ 11,564.76	\$ 8,435.24	57.82%
223-026-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-538000	Maintenance Agreements	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-550300	Telephone	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-551600	Dues And Subscriptions	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-555000	Radio Expense	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
223-026-561200	Engineering Fees	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-566502	Recycling Expense	\$ 60,000.00	\$ 5,463.95	\$ 55,194.66	\$ 4,805.34	91.99%
223-026-569000	Other Contractual Service	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-592000	Community Education	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-598200	Grant Expenses	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 84,517.40	\$ 9,418.22	\$ 69,384.42	\$ 15,132.98	82.09%
223-026-587000	Machinery And Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-587001	Lease/Purchase Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-587500	Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-550100	Utilities	\$ -	\$ 53.95	\$ 560.60	\$ (560.60)	0.00%
223-026-551000	Printing And Publications	\$ 1,000.00	\$ -	\$ 377.00	\$ 623.00	37.70%
223-026-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
223-026-599000	Miscellaneous	\$ 115.51	\$ -	\$ -	\$ 115.51	0.00%
	Other Expenditures	\$ 1,115.51	\$ 53.95	\$ 937.60	\$ 177.91	84.05%
026	Recycling	\$ (273,573.70)	\$ (22,446.29)	\$ (238,719.51)	\$ (34,854.19)	87.26%
223	Solid Waste	\$ 37,919.85	\$ 65,551.82	\$ 210,027.41	\$ (172,107.56)	553.87%
231	Sewerage					
231-000-218905	IL EPA Loan	\$ -	\$ -	\$ -	\$ -	0.00%
	Debt Proceeds	\$ -	\$ -	\$ -	\$ -	0.00%
231-000-150600	Building Improvements	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ -	\$ -	\$ -	\$ -	0.00%
000	Non Departmental	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-442500	Federal Grants	\$ -	\$ -	\$ -	\$ -	0.00%
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-452000	Sewage Treatment - N Pekin	\$ 57,600.00	\$ 4,797.07	\$ 167,621.95	\$ (110,021.95)	291.01%
231-029-452900	Sewer Connection Fees	\$ 24,000.00	\$ -	\$ -	\$ 24,000.00	0.00%
231-029-458400	Vactor Disposal Fees	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-459100	Basic Service Fees	\$ 7,100,000.00	\$ 572,879.16	\$ 5,739,121.56	\$ 1,360,878.44	80.83%
231-029-459200	Surcharge	\$ 30,000.00	\$ 2,661.21	\$ 20,015.30	\$ 9,984.70	66.72%
231-029-459300	Capital Replacement Fees	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-494100	City Property Dmg Reimb	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-498900	Non Sufficient Funds Fee	\$ -	\$ 429.50	\$ 2,434.50	\$ (2,434.50)	0.00%
	Fees/Charges For Service	\$ 7,211,600.00	\$ 580,766.94	\$ 5,929,193.31	\$ 1,282,406.69	82.22%
231-029-420900	Sewer Contractors License	\$ 500.00	\$ 3,300.00	\$ 3,800.00	\$ (3,300.00)	760.00%
231-029-427200	Sewer Permits	\$ -	\$ 2,660.00	\$ 2,660.00	\$ (2,660.00)	0.00%
	Licenses And Permits	\$ 500.00	\$ 5,960.00	\$ 6,460.00	\$ (5,960.00)	1292.00%
231-029-490100	Interest Earnings	\$ 156,500.00	\$ 11,603.36	\$ 135,202.97	\$ 21,297.03	86.39%
231-029-490101	Interest Income	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-490110	Ww Finance Charge	\$ 300,000.00	\$ 32,426.59	\$ 334,530.32	\$ (34,530.32)	111.51%
231-029-490300	Court Fees	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-491900	Incr/decr Investment Valu	\$ -	\$ -	\$ -	\$ -	0.00%
	Investment Earnings	\$ 456,500.00	\$ 44,029.95	\$ 469,733.29	\$ (13,233.29)	102.90%
231-029-490500	Lien File & Release Fees	\$ 15,000.00	\$ 284.40	\$ 19,024.12	\$ (4,024.12)	126.83%
231-029-490550	Lien Filing Search Fee	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-490600	Water Company Commission	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-490800	Developer Agreement Payments	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-491500	Sale Of Municipal Property	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
231-029-499400	Proceeds of Auction	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-499800	Miscellaneous Receipts	\$ -	\$ -	\$ 1,893.07	\$ (1,893.07)	0.00%
231-029-499802	Cash Over/short	\$ -	\$ 4.00	\$ 335.14	\$ (335.14)	0.00%
	Other Revenue	\$ 15,000.00	\$ 288.40	\$ 21,252.33	\$ (6,252.33)	141.68%
231-029-492000	Bond Proceeds - Principal	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-492100	IL EPA Loan	\$ 4,450,000.00	\$ -	\$ -	\$ 4,450,000.00	0.00%
	Debt Proceeds	\$ 4,450,000.00	\$ -	\$ -	\$ 4,450,000.00	0.00%
231-029-440100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-440223	Transfer from Solid Waste	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-440261	Transfer From Hud	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-511600	Salary: All Personnel	\$ 559,510.00	\$ 13,130.77	\$ 72,519.94	\$ 486,990.06	12.96%
231-029-515000	Overtime	\$ -	\$ 81.38	\$ 130.63	\$ (130.63)	0.00%
231-029-515500	Vacation Pay	\$ -	\$ 125.13	\$ 4,484.63	\$ (4,484.63)	0.00%
231-029-515600	Holiday Pay	\$ -	\$ -	\$ 4,019.61	\$ (4,019.61)	0.00%
231-029-515800	Sick Pay	\$ -	\$ 373.17	\$ 2,762.72	\$ (2,762.72)	0.00%
231-029-515900	Compensated Absences	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-516700	Wellness Program	\$ 3,500.00	\$ -	\$ 38.00	\$ 3,462.00	1.09%
231-029-517000	Oasdi/city Share 6.2%	\$ 36,152.00	\$ 805.55	\$ 5,022.60	\$ 31,129.40	13.89%
231-029-517001	Medicare/city Share 1.45%	\$ 8,734.00	\$ 188.39	\$ 1,179.62	\$ 7,554.38	13.51%
231-029-517401	IMRF	\$ 47,383.00	\$ 1,600.08	\$ 8,283.01	\$ 39,099.99	17.48%
231-029-518000	Group Insurance	\$ 186,573.00	\$ 4,652.25	\$ 29,329.93	\$ 157,243.07	15.72%
231-029-518200	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-518300	Workers Comp Insurance	\$ 597.00	\$ -	\$ 892.30	\$ (295.30)	149.46%
231-029-559000	Medical Expense/supplies	\$ -	\$ -	\$ 58.00	\$ (58.00)	0.00%
	Personnel	\$ 842,449.00	\$ 20,956.72	\$ 128,720.99	\$ 713,728.01	15.28%
231-029-519000	Training And Education	\$ 3,000.00	\$ -	\$ 369.45	\$ 2,630.55	12.32%
	Training & Education	\$ 3,000.00	\$ -	\$ 369.45	\$ 2,630.55	12.32%
231-029-520200	Office Supplies	\$ 600.00	\$ 113.98	\$ 325.55	\$ 274.45	54.26%
231-029-520400	Postage	\$ 30,000.00	\$ 2,367.70	\$ 25,703.84	\$ 4,296.16	85.68%
231-029-529000	Equipment	\$ -	\$ -	\$ 32.18	\$ (32.18)	0.00%
	Supplies & Materials	\$ 30,600.00	\$ 2,481.68	\$ 26,061.57	\$ 4,538.43	85.17%
231-029-518100	Liability Insurance Premiums	\$ 42,640.00	\$ -	\$ 27,382.00	\$ 15,258.00	64.22%
231-029-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-538000	Maintenance Agreements	\$ 1,250.00	\$ -	\$ 1,096.44	\$ 153.56	87.72%
231-029-550300	Telephone	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-551600	Dues And Subscriptions	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-559900	Provisions For Bad Debts	\$ -	\$ -	\$ 75.00	\$ (75.00)	0.00%
231-029-560600	Corporate Counsel Fees	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-560700	IL-Am Water Shut Off Expense	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-560701	American Water Consmpn Repts	\$ 13,000.00	\$ 1,029.04	\$ 10,366.90	\$ 2,633.10	79.75%
231-029-560800	Collection Agency Fees	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-561000	Legal Fees	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-561800	Bond Issue Expense	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
231-029-562300	Summons Fees	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-569000	Other Contractual Service	\$ 35,000.00	\$ 3,653.74	\$ 33,608.14	\$ 1,391.86	96.02%
231-029-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 91,890.00	\$ 4,682.78	\$ 72,528.48	\$ 19,361.52	78.93%
231-029-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-587500	Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-551000	Printing And Publications	\$ -	\$ -	\$ 18.50	\$ (18.50)	0.00%
231-029-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-590600	Bank Charges	\$ 8,000.00	\$ 858.30	\$ 8,705.29	\$ (705.29)	108.82%
231-029-593300	Lien Filing Fee	\$ 15,000.00	\$ 948.00	\$ 15,973.80	\$ (973.80)	106.49%
231-029-593302	Judgement Filing Fee	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-599000	Miscellaneous	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-599999	Contingency	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 23,000.00	\$ 1,806.30	\$ 24,697.59	\$ (1,697.59)	107.38%
231-029-590400	Interest Paid	\$ -	\$ -	\$ 474,270.23	\$ (474,270.23)	0.00%
231-029-591000	Bond Principal Retired	\$ 493,586.00	\$ -	\$ -	\$ 493,586.00	0.00%
231-029-591100	Bond Registrar Fees	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-591101	Bond Issuance Costs	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-591102	Partial Defeasance Genera	\$ -	\$ -	\$ -	\$ -	0.00%
231-029-591400	Loan Payments	\$ 2,506,716.00	\$ -	\$ -	\$ 2,506,716.00	0.00%
	Debt Service	\$ 3,000,302.00	\$ -	\$ 474,270.23	\$ 2,526,031.77	15.81%
231-029-520100	Transfer To General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
029	Waste Water	\$ 8,142,359.00	\$ 601,117.81	\$ 5,699,990.62	\$ 2,442,368.38	70.00%
231-030-499800	Miscellaneous Receipts	\$ -	\$ -	\$ 6,733.45	\$ (6,733.45)	0.00%
	Other Revenue	\$ -	\$ -	\$ 6,733.45	\$ (6,733.45)	0.00%
231-030-511600	Salary: All Personnel	\$ 200,573.57	\$ 7,197.31	\$ 173,832.63	\$ 26,740.94	86.67%
231-030-515000	Overtime	\$ 15,000.00	\$ 1,161.19	\$ 12,418.37	\$ 2,581.63	82.79%
231-030-515500	Vacation Pay	\$ -	\$ -	\$ 6,142.97	\$ (6,142.97)	0.00%
231-030-515600	Holiday Pay	\$ -	\$ -	\$ 3,152.95	\$ (3,152.95)	0.00%
231-030-515800	Sick Pay	\$ -	\$ -	\$ 3,609.52	\$ (3,609.52)	0.00%
231-030-517000	Oasdi/city Share 6.2%	\$ 13,366.00	\$ 500.08	\$ 11,900.63	\$ 1,465.37	89.04%
231-030-517001	Medicare/city Share 1.45%	\$ 3,126.00	\$ 117.08	\$ 2,786.33	\$ 339.67	89.13%
231-030-517401	IMRF	\$ 55,944.00	\$ 975.49	\$ 19,706.26	\$ 36,237.74	35.22%
231-030-518000	Group Insurance	\$ 63,073.00	\$ 2,392.76	\$ 52,589.48	\$ 10,483.52	83.38%
231-030-518200	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-518300	Workers Comp Insurance	\$ 38,652.00	\$ -	\$ 14,416.80	\$ 24,235.20	37.30%
231-030-559000	Medical Expense/supplies	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 389,734.57	\$ 12,343.91	\$ 300,555.94	\$ 89,178.63	77.12%
231-030-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-520200	Office Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-520400	Postage	\$ 25.00	\$ -	\$ -	\$ 25.00	0.00%
231-030-522000	Photographic Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-522400	General Supplies	\$ 3,500.00	\$ 45.88	\$ 2,383.74	\$ 1,116.26	68.11%
231-030-529000	Equipment	\$ 1,500.00	\$ -	\$ 387.88	\$ 1,112.12	25.86%
231-030-556100	Gasoline/diesel Fuel	\$ -	\$ -	\$ 1,132.25	\$ (1,132.25)	0.00%
	Supplies & Materials	\$ 5,025.00	\$ 45.88	\$ 3,903.87	\$ 1,121.13	77.69%
231-030-518100	Liability Insurance Premiums	\$ 35,574.00	\$ -	\$ 11,714.00	\$ 23,860.00	32.93%
231-030-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ 13,566.70	\$ (13,566.70)	0.00%
231-030-534000	Automotive Expense	\$ 5,000.00	\$ -	\$ 4,643.83	\$ 356.17	92.88%
231-030-534400	Equipment Repairs	\$ 45,000.00	\$ -	\$ 35,365.28	\$ 9,634.72	78.59%
231-030-536000	Tree Removal / Replacemen	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-538000	Maintenance Agreements	\$ 2,150.00	\$ -	\$ -	\$ 2,150.00	0.00%
231-030-550100	Utilities	\$ 20,000.00	\$ 2,677.39	\$ 15,485.96	\$ 4,514.04	77.43%
231-030-550300	Telephone	\$ 2,000.00	\$ -	\$ 1,695.35	\$ 304.65	84.77%
231-030-551600	Dues And Subscriptions	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-555000	Radio Expense	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-557300	Epa Permits	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-560600	Corporate Counsel Fees	\$ 1,000.00	\$ -	\$ 5,258.98	\$ (4,258.98)	525.90%
231-030-561200	Engineering Fees	\$ 450,000.00	\$ 7,549.68	\$ 40,672.76	\$ 409,327.24	9.04%
231-030-561300	Testing Fees And Expenses	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.00%
231-030-564000	Sewer Maintenance/Improvements	\$ -	\$ 241.75	\$ 8,448.21	\$ (8,448.21)	0.00%
231-030-569000	Other Contractual Service	\$ 50,000.00	\$ 12,410.40	\$ 131,905.02	\$ (81,905.02)	263.81%
231-030-569001	Street Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-569020	Contract Sewer Operation	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 615,724.00	\$ 22,879.22	\$ 268,756.09	\$ 346,967.91	43.65%
231-030-580200	Purchase Of Property	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-580400	Building Purchase/Construction	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-580401	Building Repair	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-580600	Sewer Construction	\$ 4,000,000.00	\$ -	\$ -	\$ 4,000,000.00	0.00%
231-030-580601	Sewer Repair	\$ 200,000.00	\$ -	\$ 198,158.84	\$ 1,841.16	99.08%
231-030-587000	Machinery And Equipment	\$ -	\$ -	\$ 15,226.81	\$ (15,226.81)	0.00%
231-030-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-587500	Vehicles	\$ 175,000.00	\$ -	\$ -	\$ 175,000.00	0.00%
	Capital Outlay	\$ 4,375,000.00	\$ -	\$ 213,385.65	\$ 4,161,614.35	4.88%
231-030-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-599000	Miscellaneous	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-599900	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-599902	Amortization Expense	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ -	\$ -	\$ -	\$ -	0.00%
231-030-590400	Interest Paid	\$ -	\$ -	\$ 14,116.80	\$ (14,116.80)	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
	Debt Service	\$ -	\$ -	\$ 14,116.80	\$ (14,116.80)	0.00%
231-030-520100	Transfer To General Fund	\$ 639,000.00	\$ -	\$ -	\$ 639,000.00	0.00%
231-030-520445	Transfer To Capital Proje	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ 639,000.00	\$ -	\$ -	\$ 639,000.00	0.00%
030	Sanitary Sewer	\$ (6,024,483.57)	\$ (35,269.01)	\$ (793,984.90)	\$ (5,230,498.67)	13.18%
231-031-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-511600	Salary: All Personnel	\$ 498,588.00	\$ 32,996.11	\$ 349,499.50	\$ 149,088.50	70.10%
231-031-515000	Overtime	\$ 10,000.00	\$ -	\$ 456.85	\$ 9,543.15	4.57%
231-031-515500	Vacation Pay	\$ -	\$ 1,365.52	\$ 27,998.03	\$ (27,998.03)	0.00%
231-031-515600	Holiday Pay	\$ -	\$ -	\$ 16,487.64	\$ (16,487.64)	0.00%
231-031-515800	Sick Pay	\$ -	\$ 418.77	\$ 10,151.27	\$ (10,151.27)	0.00%
231-031-515900	Compensated Absences	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-516700	Wellness Program	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	0.00%
231-031-517000	Oasdi/city Share 6.2%	\$ 31,532.00	\$ 2,100.96	\$ 24,475.78	\$ 7,056.22	77.62%
231-031-517001	Medicare/city Share 1.45%	\$ 7,375.00	\$ 491.35	\$ 5,724.37	\$ 1,650.63	77.62%
231-031-517401	IMRF	\$ 58,589.00	\$ 4,058.85	\$ 40,921.41	\$ 17,667.59	69.84%
231-031-518000	Group Insurance	\$ 152,519.00	\$ 7,506.12	\$ 85,342.08	\$ 67,176.92	55.96%
231-031-518200	Unemployment Insurance	\$ 17,553.00	\$ -	\$ -	\$ 17,553.00	0.00%
231-031-518300	Workers Comp Insurance	\$ 48,313.00	\$ -	\$ 2,401.37	\$ 45,911.63	4.97%
231-031-554300	Uniforms And Tools	\$ 1,000.00	\$ -	\$ 760.94	\$ 239.06	76.09%
231-031-557200	License And Inspection Fees	\$ -	\$ -	\$ 2,673.16	\$ (2,673.16)	0.00%
231-031-559000	Medical Expense/supplies	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 828,969.00	\$ 48,937.68	\$ 566,892.40	\$ 262,076.60	68.39%
231-031-519000	Training And Education	\$ 2,000.00	\$ 40.00	\$ 40.00	\$ 1,960.00	2.00%
	Training & Education	\$ 2,000.00	\$ 40.00	\$ 40.00	\$ 1,960.00	2.00%
231-031-520200	Office Supplies	\$ 100.00	\$ -	\$ 94.99	\$ 5.01	94.99%
231-031-520400	Postage	\$ -	\$ 29.19	\$ 29.19	\$ (29.19)	0.00%
231-031-522000	Photographic Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-522200	Chemical Supplies	\$ 100,000.00	\$ -	\$ 69,514.58	\$ 30,485.42	69.51%
231-031-522400	General Supplies	\$ 3,000.00	\$ 128.81	\$ 5,948.69	\$ (2,948.69)	198.29%
231-031-522600	Machine Lubricant & Oil	\$ 2,000.00	\$ -	\$ 712.66	\$ 1,287.34	35.63%
231-031-529000	Equipment	\$ -	\$ 76.97	\$ 7,466.23	\$ (7,466.23)	0.00%
231-031-535000	Material And Hauling	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
231-031-556100	Gasoline/diesel Fuel	\$ 5,000.00	\$ 65.25	\$ 350.00	\$ 4,650.00	7.00%
231-031-580401	Building Repairs	\$ 80,000.00	\$ -	\$ -	\$ 80,000.00	0.00%
	Supplies & Materials	\$ 191,100.00	\$ 300.22	\$ 84,116.34	\$ 106,983.66	44.02%
231-031-518100	Liability Insurance Premiums	\$ 7,280.00	\$ -	\$ 234.00	\$ 7,046.00	3.21%
231-031-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ 2,135.30	\$ (2,135.30)	0.00%
231-031-534000	Automotive Expense	\$ -	\$ 97.50	\$ 5,686.08	\$ (5,686.08)	0.00%
231-031-534200	Buildings And Grounds Rep	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	0.00%
231-031-534400	Equipment Repairs	\$ 35,000.00	\$ -	\$ 37,584.48	\$ (2,584.48)	107.38%
231-031-536000	Tree removal, trim	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-536300	Snow Removal - Salt	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
231-031-536400	Sludge Removal	\$ 100,000.00	\$ 3,500.29	\$ 69,643.05	\$ 30,356.95	69.64%
231-031-538000	Maintenance Agreements	\$ 10,000.00	\$ -	\$ 4,537.85	\$ 5,462.15	45.38%
231-031-550100	Utilities	\$ 200,000.00	\$ 33,426.96	\$ 189,627.19	\$ 10,372.81	94.81%
231-031-550300	Telephone	\$ 20,000.00	\$ -	\$ 1,139.88	\$ 18,860.12	5.70%
231-031-551600	Dues And Subscriptions	\$ -	\$ 83.00	\$ 83.00	\$ (83.00)	0.00%
231-031-555000	Radio Expense	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-557300	Epa Permits	\$ 38,000.00	\$ -	\$ 38,000.00	\$ -	100.00%
231-031-560100	Auditing Fees	\$ 5,000.00	\$ -	\$ 1,759.03	\$ 3,240.97	35.18%
231-031-560600	Corporate Counsel Fees	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-561000	Attorney Fees	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-561200	Engineering Fees	\$ 15,000.00	\$ 801.20	\$ 4,515.70	\$ 10,484.30	30.10%
231-031-561300	Testing Fees And Expenses	\$ 70,000.00	\$ 10,520.29	\$ 53,890.78	\$ 16,109.22	76.99%
231-031-566600	Pest Control	\$ 2,700.00	\$ -	\$ 2,150.00	\$ 550.00	79.63%
231-031-569000	Other Contractual Service	\$ 20,000.00	\$ 1,112.42	\$ 42,098.51	\$ (22,098.51)	210.49%
231-031-599801	Computer Software	\$ 6,000.00	\$ -	\$ 495.00	\$ 5,505.00	8.25%
	Contractual Services	\$ 540,980.00	\$ 49,541.66	\$ 453,579.85	\$ 87,400.15	83.84%
231-031-580400	Building Purchase/Construction	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-580500	Road construction	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-587000	Machinery And Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-587500	Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-599000	Miscellaneous	\$ 22,835.00	\$ -	\$ 430.00	\$ 22,405.00	1.88%
231-031-599700	Fixed Asset Disposal	\$ -	\$ -	\$ -	\$ -	0.00%
231-031-599802	Computer Hardware	\$ -	\$ -	\$ 707.97	\$ (707.97)	0.00%
231-031-599900	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 22,835.00	\$ -	\$ 1,137.97	\$ 21,697.03	4.98%
231-031-520100	Transfer To General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
031	Wastewater Treatment Plant	\$ (1,585,884.00)	\$ (98,819.56)	\$ (1,105,766.56)	\$ (480,117.44)	69.73%
231-033-428000	Erosion Control	\$ -	\$ 250.00	\$ 250.00	\$ (250.00)	0.00%
231-033-459100	Basic Service Fees	\$ -	\$ -	\$ -	\$ -	0.00%
	Fees/Charges For Service	\$ -	\$ 250.00	\$ 250.00	\$ (250.00)	0.00%
231-033-492100	Loan Proceeds	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-499800	Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-440100	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-440445	Transfer From Capital Fund	\$ 330,000.00	\$ -	\$ -	\$ 330,000.00	0.00%
	Transfers From Other Funds	\$ 330,000.00	\$ -	\$ -	\$ 330,000.00	0.00%
231-033-511600	Salary: All Personnel	\$ 201,564.00	\$ 19,622.55	\$ 142,248.26	\$ 59,315.74	70.57%
231-033-515000	Overtime	\$ 10,000.00	\$ 1,266.99	\$ 21,423.16	\$ (11,423.16)	214.23%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
231-033-515500	Vacation Pay	\$ -	\$ 19.02	\$ 4,677.21	\$ (4,677.21)	0.00%
231-033-515600	Holiday Pay	\$ -	\$ -	\$ 3,007.91	\$ (3,007.91)	0.00%
231-033-515800	Sick Pay	\$ -	\$ 16.65	\$ 2,562.31	\$ (2,562.31)	0.00%
231-033-517000	Oasdi/city Share 6.2%	\$ 13,580.00	\$ 1,262.41	\$ 10,520.62	\$ 3,059.38	77.47%
231-033-517001	Medicare/city Share 1.45%	\$ 3,140.00	\$ 295.25	\$ 2,461.08	\$ 678.92	78.38%
231-033-517401	IMRF	\$ 15,779.00	\$ 2,441.99	\$ 17,464.70	\$ (1,685.70)	110.68%
231-033-518000	Group Insurance	\$ 74,026.00	\$ 4,553.26	\$ 37,539.70	\$ 36,486.30	50.71%
231-033-518300	Workers Comp Insurance	\$ 12,003.00	\$ -	\$ -	\$ 12,003.00	0.00%
	Personnel	\$ 330,092.00	\$ 29,478.12	\$ 241,904.95	\$ 88,187.05	73.28%
231-033-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-520200	Office Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-520400	Postage	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-522000	Photographic Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-522400	General Supplies	\$ 600.00	\$ -	\$ 202.12	\$ 397.88	33.69%
231-033-529000	Equipment	\$ -	\$ -	\$ 66.62	\$ (66.62)	0.00%
231-033-535000	Material And Hauling	\$ -	\$ -	\$ 3,237.95	\$ (3,237.95)	0.00%
231-033-556100	Gasoline/diesel Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ 600.00	\$ -	\$ 3,506.69	\$ (2,906.69)	584.45%
231-033-518100	Liability Insurance Premiums	\$ 29,759.00	\$ -	\$ -	\$ 29,759.00	0.00%
231-033-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-534000	Automotive Expense	\$ 12,500.00	\$ -	\$ 13,391.86	\$ (891.86)	107.13%
231-033-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-555000	Radio Expense	\$ -	\$ -	\$ 189.57	\$ (189.57)	0.00%
231-033-557300	Epa Permits	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	100.00%
231-033-560600	Corporate Counsel Fees	\$ -	\$ -	\$ 200.00	\$ (200.00)	0.00%
231-033-560701	Il-amer Ww Billing Charge	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-561200	Engineering Fees	\$ 25,000.00	\$ 55,241.82	\$ 114,673.40	\$ (89,673.40)	458.69%
231-033-561300	Lab testing fees	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-564100	Drainage Improvements	\$ -	\$ -	\$ 14,236.49	\$ (14,236.49)	0.00%
231-033-569000	Other Contractual Service	\$ 15,000.00	\$ 2,500.00	\$ 8,731.83	\$ 6,268.17	58.21%
231-033-585400	Drainage District Assessm	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 83,259.00	\$ 57,741.82	\$ 152,423.15	\$ (69,164.15)	183.07%
231-033-580200	Land Purchase	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-580600	Sewer Construction	\$ 2,653,000.00	\$ 379.20	\$ 505,638.87	\$ 2,147,361.13	19.06%
231-033-580601	Sewer Repair	\$ -	\$ -	\$ 6,569.00	\$ (6,569.00)	0.00%
231-033-587000	Machinery And Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-587500	Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-599998	Capital Set Aside	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ 2,653,000.00	\$ 379.20	\$ 512,207.87	\$ 2,140,792.13	19.31%
231-033-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-550100	Utilities	\$ 2,000.00	\$ -	\$ 1,365.52	\$ 634.48	68.28%
231-033-551000	Printing and Publications	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-590600	Bank Charges	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-593300	lien filing & release fees	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
231-033-599900	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	0.00%
231-033-599999	Contingency	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 2,000.00	\$ -	\$ 1,365.52	\$ 634.48	68.28%
231-033-590400	Interest Paid	\$ -	\$ 1,680.66	\$ 19,931.62	\$ (19,931.62)	0.00%
231-033-591400	Loan payments	\$ 215,093.00	\$ 15,997.83	\$ 174,531.77	\$ 40,561.23	81.14%
	Debt Service	\$ 215,093.00	\$ 17,678.49	\$ 194,463.39	\$ 20,629.61	90.41%
231-033-520100	Transfer To General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
033	Storm Water	\$ (2,954,044.00)	\$ (105,027.63)	\$ (1,105,621.57)	\$ (1,848,422.43)	37.43%
231	Sewerage	\$ (2,422,052.57)	\$ 362,001.61	\$ 2,694,617.59	\$ (5,116,670.16)	-111.25%
240	Motor Fuel					
240-240-414000	Illinois Motor Fuel Tax	\$ 875,000.00	\$ 104,911.12	\$ 1,123,865.47	\$ (248,865.47)	128.44%
	Taxes	\$ 875,000.00	\$ 104,911.12	\$ 1,123,865.47	\$ (248,865.47)	128.44%
240-240-435200	Traffic Lgt Maint Reimb	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-442500	Federal Grants	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-442600	State Grants	\$ 380,000.00	\$ -	\$ 333,483.36	\$ 46,516.64	87.76%
	Intergovernmental	\$ 380,000.00	\$ -	\$ 333,483.36	\$ 46,516.64	87.76%
240-240-455001	Franchise Fee - Cilco	\$ -	\$ -	\$ -	\$ -	0.00%
	Fees/Charges For Service	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-463500	Late Payment Penalty	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-463600	Interest Charges	\$ -	\$ -	\$ -	\$ -	0.00%
	Fines And Forfeitures	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-490100	Interest Earnings	\$ 68,500.00	\$ 5,110.07	\$ 59,486.40	\$ 9,013.60	86.84%
240-240-490200	Gain On Securities Sold	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-491900	Incr/decr Investment Valu	\$ -	\$ -	\$ -	\$ -	0.00%
	Investment Earnings	\$ 68,500.00	\$ 5,110.07	\$ 59,486.40	\$ 9,013.60	86.84%
240-240-499800	Miscellaneous Receipts	\$ -	\$ -	\$ (1,320.00)	\$ 1,320.00	0.00%
	Other Revenue	\$ -	\$ -	\$ (1,320.00)	\$ 1,320.00	0.00%
240-240-440100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-440261	Transfer From Hud	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-440445	Transfer from Capital	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-511600	Salary: All Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-515500	Vacation Pay	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-515600	Holiday Pay	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-515800	Sick Pay	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-517000	Oasdi/city Share 6.2%	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-517001	Medicare/city Share 1.45%	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-517401	IMRF	\$ -	\$ -	\$ -	\$ -	0.00%

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General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
240-240-518300	Workers Comp Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-522400	General Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-523000	Traffic/Street Signs & Marking	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-529000	Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-535000	Material And Hauling	\$ 150,000.00	\$ -	\$ 91,744.30	\$ 58,255.70	61.16%
	Supplies & Materials	\$ 150,000.00	\$ -	\$ 91,744.30	\$ 58,255.70	61.16%
240-240-532000	Electronic Equipment Main	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-534900	Sidewalk Renovation	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-536000	Tree Removal / Replacemen	\$ -	\$ -	\$ 1,500.00	\$ (1,500.00)	0.00%
240-240-536300	Snow Removal - Salt & Chemical	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	0.00%
240-240-550500	Electricity For Street Lights	\$ -	\$ -	\$ 121,660.38	\$ (121,660.38)	0.00%
240-240-550600	Electricity For Signal Lights	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-561200	Engineering Fees	\$ 750,000.00	\$ 27,250.38	\$ 387,667.93	\$ 362,332.07	51.69%
240-240-561300	Testing Fees And Expenses	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-561301	Testing - Street Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-563000	Contract Construction	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-564100	Drainage Improvements	\$ -	\$ 1,050.25	\$ 9,664.13	\$ (9,664.13)	0.00%
240-240-569000	Other Contractual Service	\$ 20,000.00	\$ -	\$ 13,021.00	\$ 6,979.00	65.11%
240-240-569001	Street Maintenance	\$ -	\$ -	\$ 108,689.99	\$ (108,689.99)	0.00%
	Contractual Services	\$ 970,000.00	\$ 28,300.63	\$ 642,203.43	\$ 327,796.57	66.21%
240-240-580200	Purchase Of Property	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-580500	Street Construction	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-580501	Street Major Repair	\$ 1,650,000.00	\$ 2,407.05	\$ 570,446.53	\$ 1,079,553.47	34.57%
	Capital Outlay	\$ 1,650,000.00	\$ 2,407.05	\$ 570,446.53	\$ 1,079,553.47	34.57%
240-240-590600	Bank Charges	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-599000	Miscellaneous	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-599999	Contingency	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-520100	Transfer To General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
240-240-520445	Transfer To Capital Proje	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
240	Motor Fuel	\$ (1,446,500.00)	\$ 79,313.51	\$ 211,120.97	\$ (1,657,620.97)	-14.60%
240	Motor Fuel	\$ (1,446,500.00)	\$ 79,313.51	\$ 211,120.97	\$ (1,657,620.97)	-14.60%
261	HUD					
261-261-446100	Grant Income	\$ 731,138.70	\$ 272,666.30	\$ 392,053.91	\$ 339,084.79	53.62%
261-261-446200	Program Income	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-446900	Hud Edfap2 Program Income	\$ -	\$ -	\$ -	\$ -	0.00%
	Intergovernmental	\$ 731,138.70	\$ 272,666.30	\$ 392,053.91	\$ 339,084.79	53.62%
261-261-450900	Loan Application Fees	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-451500	Lead Testing Fees	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-498900	Non Sufficient Funds Fee	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
	Fees/Charges For Service	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-490100	Interest Earnings	\$ -	\$ -	\$ -	\$ -	0.00%
	Investment Earnings	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-446201	Bridges Out of Poverty	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-491400	Repayment/hud Rehab Grant	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-499500	Sale Of Bid Packages	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-499510	Hud Performance Bonds	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-499802	Cash Over/short	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-440570	Transfer From Economic De	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-511600	Salary: All Personnel	\$ 51,000.00	\$ 7,153.21	\$ 62,937.33	\$ (11,937.33)	123.41%
261-261-515000	Overtime	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-515500	Vacation Pay	\$ -	\$ -	\$ 1,522.53	\$ (1,522.53)	0.00%
261-261-515600	Holiday Pay	\$ -	\$ -	\$ 2,367.20	\$ (2,367.20)	0.00%
261-261-515800	Sick Pay	\$ -	\$ 31.18	\$ 376.01	\$ (376.01)	0.00%
261-261-517000	Oasdi/city Share 6.2%	\$ 3,162.00	\$ 435.02	\$ 4,052.49	\$ (890.49)	128.16%
261-261-517001	Medicare/city Share 1.45%	\$ 739.50	\$ 101.79	\$ 965.40	\$ (225.90)	130.55%
261-261-517401	IMRF	\$ 5,100.00	\$ 838.42	\$ 5,856.50	\$ (756.50)	114.83%
261-261-518000	Group Insurance	\$ 13,500.00	\$ 1,137.72	\$ 9,971.95	\$ 3,528.05	73.87%
261-261-518200	Unemployment Insurance	\$ -	\$ -	\$ 11,016.00	\$ (11,016.00)	0.00%
261-261-518300	Workers Comp Insurance	\$ 690.00	\$ -	\$ -	\$ 690.00	0.00%
261-261-557200	License And Inspection Fe	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-559000	Medical Expense/supplies	\$ -	\$ -	\$ 102.00	\$ (102.00)	0.00%
	Personnel	\$ 74,191.50	\$ 9,697.34	\$ 99,167.41	\$ (24,975.91)	133.66%
261-261-519000	Training And Education	\$ 2,500.00	\$ 574.85	\$ 1,299.85	\$ 1,200.15	51.99%
	Training & Education	\$ 2,500.00	\$ 574.85	\$ 1,299.85	\$ 1,200.15	51.99%
261-261-520200	Office Supplies	\$ 200.00	\$ -	\$ 232.61	\$ (32.61)	116.31%
261-261-520400	Postage	\$ 200.00	\$ 0.50	\$ 174.45	\$ 25.55	87.23%
261-261-520401	Postage-proj Delivery/reh	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-522000	Photographic Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-529000	Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-556100	Gasoline/diesel Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ 400.00	\$ 0.50	\$ 407.06	\$ (7.06)	101.77%
261-261-519001	Trng Bridges Out of Poverty	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-519002	Trng & Educ-code Enforce	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-534000	Automotive Expense	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-534900	Sidewalk Renovation / Ins	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-536000	Tree removal/trimming	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-538000	Maintenance Agreements	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-550300	Telephone	\$ 900.00	\$ -	\$ -	\$ 900.00	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
261-261-551600	Dues And Subscriptions	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
261-261-555000	Radio Expense	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-559900	Provisions For Bad Debts	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-560100	Auditing Fees	\$ 1,000.00	\$ -	\$ 7,285.42	\$ (6,285.42)	728.54%
261-261-560500	Consulting Services	\$ -	\$ 750.00	\$ 2,887.50	\$ (2,887.50)	0.00%
261-261-560600	Corporate Counsel Fees	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-561000	Legal Fees	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-561200	Engineering Fees	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-561300	Testing Fees And Expenses	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-562500	Demolition CDBG	\$ 150,000.00	\$ 16,050.00	\$ 26,938.00	\$ 123,062.00	17.96%
261-261-563100	Hud Residential Rehab	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-563101	Hud Emergency Projects	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-563102	Hud Backflow Projects	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-563103	Hud Senior/ada Program	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-563201	Contribution To Christ Civic	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-563202	Contribution To Boy's And	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-563203	Contribution To Salvation	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-563204	Isp	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-563205	Contributions	\$ 60,000.00	\$ 21,912.84	\$ 21,912.84	\$ 38,087.16	36.52%
261-261-563206	Contrib To Coalition/equa	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-563209	Public Facilities Projects	\$ 139,274.00	\$ 216,386.00	\$ 243,322.00	\$ (104,048.00)	174.71%
261-261-569000	Other Contractual Service	\$ -	\$ -	\$ 74.65	\$ (74.65)	0.00%
261-261-569001	Street Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-573000	Down Payment Assistance	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-583000	Edfap Loan Program Expens	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.00%
261-261-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 501,674.00	\$ 255,098.84	\$ 302,420.41	\$ 199,253.59	60.28%
261-261-580201	Land Improvements	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-580400	Building Purchase/constru	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-580500	Street Construction	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-580600	Sewer Construction	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-584000	Construction	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-584009	General Public Improvemen	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-584010	Public Service-street Res	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-584013	Public Facilities-ada S W	\$ 115,000.00	\$ -	\$ -	\$ 115,000.00	0.00%
261-261-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ 115,000.00	\$ -	\$ -	\$ 115,000.00	0.00%
261-261-518700	Mileage	\$ 258.00	\$ 276.25	\$ 276.25	\$ (18.25)	107.07%
261-261-551000	Printing And Publications	\$ 250.00	\$ -	\$ 606.60	\$ (356.60)	242.64%
261-261-554200	Meals Lodging	\$ -	\$ 546.92	\$ 1,016.43	\$ (1,016.43)	0.00%
261-261-559800	Loan Forgiveness	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-590600	Bank Charges	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-593300	Lien Filing Fee	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-599000	Miscellaneous	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-599500	Loan Forgiveness	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 508.00	\$ 823.17	\$ 1,899.28	\$ (1,391.28)	373.87%
261-261-520100	Transfer To General Fund	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
261-261-520231	Transfer To Sewerage Fund	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-520264	Transfer To Home Program	\$ -	\$ -	\$ -	\$ -	0.00%
261-261-520570	Transfer To Economic Deve	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
261	Hud Admin	\$ 36,865.20	\$ 6,471.60	\$ (13,140.10)	\$ 50,005.30	-35.64%
261-263-446100	Grant Income	\$ 212,500.00	\$ -	\$ 16,249.30	\$ 196,250.70	7.65%
	Intergovernmental	\$ 212,500.00	\$ -	\$ 16,249.30	\$ 196,250.70	7.65%
261-263-490101	Loan Interest	\$ -	\$ 147.63	\$ 521.46	\$ (521.46)	0.00%
	Investment Earnings	\$ -	\$ 147.63	\$ 521.46	\$ (521.46)	0.00%
261-263-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-511600	Salary: All Personnel	\$ 10,200.00	\$ -	\$ 6,725.00	\$ 3,475.00	65.93%
261-263-515000	Overtime	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-515500	Vacation Pay	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-515600	Holiday Pay	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-515800	Sick Pay	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-517000	Oasdi/city Share 6.2%	\$ 632.40	\$ -	\$ 416.93	\$ 215.47	65.93%
261-263-517001	Medicare/city Share 1.45%	\$ 147.90	\$ -	\$ 97.49	\$ 50.41	65.92%
261-263-517401	IMRF	\$ 1,020.00	\$ -	\$ -	\$ 1,020.00	0.00%
261-263-518000	Group Insurance	\$ 8,575.00	\$ -	\$ -	\$ 8,575.00	0.00%
261-263-518300	Workers Comp Insurance	\$ 690.00	\$ -	\$ -	\$ 690.00	0.00%
261-263-557200	License And Inspection Fee	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 21,265.30	\$ -	\$ 7,239.42	\$ 14,025.88	34.04%
261-263-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-520200	Office Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-520400	Postage	\$ 300.00	\$ -	\$ 4.10	\$ 295.90	1.37%
261-263-556100	Gasoline/diesel Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ 300.00	\$ -	\$ 4.10	\$ 295.90	1.37%
261-263-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-536000	Tree trimming/removing	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-538000	Maintenance Agreements	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-550300	Telephone	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
261-263-560600	Corporate Counsel Fees	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-563100	Hud Residential Rehab	\$ 200,000.00	\$ -	\$ 2,332.77	\$ 197,667.23	1.17%
261-263-563101	Hud Emergency Projects	\$ 25,000.00	\$ -	\$ 9,445.00	\$ 15,555.00	37.78%
261-263-563102	Hud Backflow Projects	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-563103	Hud Senior/ada Program	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-569000	Other Contractual Service	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-599801	Computer Software	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	0.00%
	Contractual Services	\$ 227,300.00	\$ -	\$ 11,777.77	\$ 215,522.23	5.18%
261-263-551000	Printing And Publications	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
261-263-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
261-263-599500	Loan Forgiveness	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
263	Hud Rehab	\$ (36,865.30)	\$ 147.63	\$ (2,250.53)	\$ (34,614.77)	6.10%
261-264-446100	Grant Income	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-446900	Hud Edfap2 Program Income	\$ -	\$ -	\$ -	\$ -	0.00%
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-490100	Interest Earnings	\$ -	\$ -	\$ -	\$ -	0.00%
	Investment Earnings	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-440261	Transfer From Hud	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-511600	Salary: All Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-515000	Overtime	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-517000	Oasdi/city Share 6.2%	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-517001	Medicare/city Share 1.45%	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-557200	License And Inspection Fe	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-520400	Postage	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-556100	Gasoline/diesel Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-551600	Dues And Subscriptions	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-561300	Testing Fees And Expenses	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-563100	Hud Residential Rehab	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-569000	Other Contractual Service	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
261-264-590600	Bank Charges	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ -	\$ -	\$ -	\$ -	0.00%
264	Hud Home Program	\$ -	\$ -	\$ -	\$ -	0.00%
261-265-446100	Grant Income	\$ -	\$ -	\$ -	\$ -	0.00%
261-265-446900	Hud Edfap2 Program Income	\$ -	\$ -	\$ -	\$ -	0.00%
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	0.00%
261-265-450900	Loan Application Fees	\$ -	\$ -	\$ -	\$ -	0.00%
	Fees/Charges For Service	\$ -	\$ -	\$ -	\$ -	0.00%
261-265-490101	Loan Interest	\$ -	\$ -	\$ 39.63	\$ (39.63)	0.00%
	Investment Earnings	\$ -	\$ -	\$ 39.63	\$ (39.63)	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
261-265-491600	Hud Loan Repayments	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
261-265-583000	Edfap Loan Program Expens	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ -	\$ -	\$ -	\$ -	0.00%
265	Hud EDFAP2	\$ -	\$ -	\$ 39.63	\$ (39.63)	0.00%
261-266-446210	Other Income	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
266	Department	\$ -	\$ -	\$ -	\$ -	0.00%
261	HUD	\$ (0.10)	\$ 6,619.23	\$ (15,351.00)	\$ 15,350.90	15351000.00%
270	TIF CBD					
270-270-410100	Real Estate Tax	\$ 515,100.00	\$ -	\$ 508,713.13	\$ 6,386.87	98.76%
270-270-411001	Tif Sales Tax/city	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-411002	Tif Tax Allocation / State	\$ -	\$ -	\$ -	\$ -	0.00%
	Taxes	\$ 515,100.00	\$ -	\$ 508,713.13	\$ 6,386.87	98.76%
270-270-442600	State Grants	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-442800	Park Reimbursements	\$ -	\$ -	\$ -	\$ -	0.00%
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-490100	Interest Earnings	\$ 35,000.00	\$ 2,872.18	\$ 33,200.43	\$ 1,799.57	94.86%
270-270-491900	Incr/decr Investment Valu	\$ -	\$ -	\$ -	\$ -	0.00%
	Investment Earnings	\$ 35,000.00	\$ 2,872.18	\$ 33,200.43	\$ 1,799.57	94.86%
270-270-491000	Rental Of Municipal Property	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-491300	Prorated Re Tax/city Prop	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-491500	Sale Of Municipal Propert	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-498700	Farmer's Market	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-492000	Bond Proceeds - Principal	\$ -	\$ -	\$ -	\$ -	0.00%
	Debt Proceeds	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-440100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-440261	Transfer From Hud	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-511600	Salary: All Personnel	\$ 193,037.00	\$ 4,193.86	\$ 46,412.13	\$ 146,624.87	24.04%
270-270-515000	Overtime	\$ -	\$ -	\$ 2.14	\$ (2.14)	0.00%
270-270-515500	Vacation Pay	\$ -	\$ 7.60	\$ 3,154.04	\$ (3,154.04)	0.00%
270-270-515600	Holiday Pay	\$ -	\$ -	\$ 1,866.37	\$ (1,866.37)	0.00%
270-270-515800	Sick Pay	\$ -	\$ 72.24	\$ 793.94	\$ (793.94)	0.00%
270-270-517000	Oasdi/city Share 6.2%	\$ 11,968.00	\$ 257.29	\$ 3,067.05	\$ 8,900.95	25.63%
270-270-517001	Medicare/city Share 1.45%	\$ 2,799.00	\$ 60.08	\$ 740.20	\$ 2,058.80	26.45%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
270-270-517400	Imrf	\$ 17,914.00	\$ -	\$ -	\$ 17,914.00	0.00%
270-270-517401	IMRF	\$ -	\$ 498.70	\$ 5,297.67	\$ (5,297.67)	0.00%
270-270-518000	Group Insurance	\$ 52,466.00	\$ 688.39	\$ 9,005.68	\$ 43,460.32	17.16%
	Personnel	\$ 278,184.00	\$ 5,778.16	\$ 70,339.22	\$ 207,844.78	25.29%
270-270-519000	Training And Education	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
	Training & Education	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
270-270-520400	Postage	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-535200	Parking Lot Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-551600	Dues And Subscriptions	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
270-270-557300	Epa Permits	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-560100	Auditing Fees	\$ 500.00	\$ -	\$ 1,759.03	\$ (1,259.03)	351.81%
270-270-560500	Consulting Services	\$ 61,000.00	\$ 5,160.00	\$ 46,838.70	\$ 14,161.30	76.78%
270-270-560600	Corporate Counsel Fees	\$ -	\$ -	\$ 1,070.00	\$ (1,070.00)	0.00%
270-270-561000	Legal Fees	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-561200	Engineering Fees	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-562500	Demolition	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-562501	Asbestos Removal	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-569000	Other Contractual Service	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-569001	Street Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-583000	Tif Facade Grant/Loan	\$ 925,000.00	\$ 61,300.00	\$ 269,745.49	\$ 655,254.51	29.16%
270-270-583100	Tif Interior Loan	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-591200	Developer Agreement Payment	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 987,000.00	\$ 66,460.00	\$ 319,413.22	\$ 667,586.78	32.36%
270-270-580200	Purchase Of Property	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-580201	Land Improvements	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-580400	Building Purchase/constru	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-580500	Street Construction	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-580600	Sewer Construction	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-584000	Construction	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-584009	General Public Improvements	\$ 75,000.00	\$ -	\$ 4,825.00	\$ 70,175.00	6.43%
270-270-599998	Capital Set Aside	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ 75,000.00	\$ -	\$ 4,825.00	\$ 70,175.00	6.43%
270-270-518700	Mileage	\$ 150.00	\$ -	\$ -	\$ 150.00	0.00%
270-270-522400	General Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-529000	Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-551000	Printing And Publications	\$ 1,250.00	\$ -	\$ 113.22	\$ 1,136.78	9.06%
270-270-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-559800	Loan Forgiveness	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-565300	School Distr Tax Reimbursement	\$ 370,000.00	\$ -	\$ 124,049.00	\$ 245,951.00	33.53%
270-270-573100	Facade Grants	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-590300	Real Estate Tax Expense	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-590600	Bank Charges	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-598500	Farmer's Market Expense	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-599000	Miscellaneous	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-599900	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
270-270-599999	Contingency	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 371,400.00	\$ -	\$ 124,162.22	\$ 247,237.78	33.43%
270-270-590400	Interest Paid	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-591000	Bond Principal Retired	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-591100	Bond Registrar Fees	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-591101	Bond Issuance Costs	\$ -	\$ -	\$ -	\$ -	0.00%
	Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-520100	Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
270-270-520273	Transfer to Tif 3	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00	0.00%
270-270-520445	Transfer To Capital Proje	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00	0.00%
270-270-580601	Sewer Repair & Improvements	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.00%
	Capital Expense	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.00%
270	TIF CBD	\$ (1,812,484.00)	\$ (69,365.98)	\$ 23,173.90	\$ (1,835,657.90)	-1.28%
270	TIF CBD	\$ (1,812,484.00)	\$ (69,365.98)	\$ 23,173.90	\$ (1,835,657.90)	-1.28%
273	Tif SIPCA					
273-273-410100	Real Estate Tax	\$ 25,000.00	\$ -	\$ 86,809.45	\$ (61,809.45)	347.24%
273-273-411002	Tif Tax Allocation/State	\$ -	\$ -	\$ -	\$ -	0.00%
	Taxes	\$ 25,000.00	\$ -	\$ 86,809.45	\$ (61,809.45)	347.24%
273-273-490100	Interest Earnings	\$ -	\$ 54.65	\$ 894.60	\$ (894.60)	0.00%
	Investment Earnings	\$ -	\$ 54.65	\$ 894.60	\$ (894.60)	0.00%
273-273-440270	Transfer from Tif 1	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00	0.00%
	Transfers From Other Funds	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00	0.00%
273-273-511600	Salary: All Personnel	\$ 18,249.00	\$ 1,863.22	\$ 22,165.71	\$ (3,916.71)	121.46%
273-273-515000	Overtime	\$ -	\$ -	\$ 1.07	\$ (1.07)	0.00%
273-273-515500	Vacation Pay	\$ -	\$ -	\$ 1,190.48	\$ (1,190.48)	0.00%
273-273-515600	Holiday Pay	\$ -	\$ -	\$ 924.94	\$ (924.94)	0.00%
273-273-515800	Sick Pay	\$ -	\$ 39.59	\$ 332.78	\$ (332.78)	0.00%
273-273-517000	Oasdi/city share 6.2%	\$ 1,131.00	\$ 113.96	\$ 1,490.32	\$ (359.32)	131.77%
273-273-517001	Medicare/city share 1.45%	\$ 189.00	\$ 26.66	\$ 356.04	\$ (167.04)	188.38%
273-273-517400	IMRF	\$ 1,338.00	\$ -	\$ -	\$ 1,338.00	0.00%
273-273-517401	IMRF	\$ -	\$ 222.03	\$ 2,490.46	\$ (2,490.46)	0.00%
273-273-518000	Group Insurance	\$ 1,264.00	\$ 386.93	\$ 5,104.52	\$ (3,840.52)	403.84%
	Personnel	\$ 22,171.00	\$ 2,652.39	\$ 34,056.32	\$ (11,885.32)	153.61%
273-273-560100	Auditing Fees	\$ -	\$ -	\$ 1,759.03	\$ (1,759.03)	0.00%
273-273-560500	Consulting Services	\$ -	\$ -	\$ 3,139.50	\$ (3,139.50)	0.00%
273-273-561200	Engineering	\$ -	\$ -	\$ -	\$ -	0.00%
273-273-569000	Other Contractual Service	\$ -	\$ -	\$ -	\$ -	0.00%
273-273-591200	Developer Agreement Payment	\$ 500,000.00	\$ -	\$ 50,000.00	\$ 450,000.00	10.00%
	Contractual Services	\$ 500,000.00	\$ -	\$ 54,898.53	\$ 445,101.47	10.98%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
273-273-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
273-273-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
273-273-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
273-273-560600	Corporate Counsel Fees	\$ -	\$ -	\$ 7,788.30	\$ (7,788.30)	0.00%
273-273-565300	School Dist Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	0.00%
273-273-590300	Real Estate Tax Expense	\$ -	\$ -	\$ 1,443.40	\$ (1,443.40)	0.00%
273-273-599000	Miscellaneous	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	0.00%
	Other Expenditures	\$ 25,000.00	\$ -	\$ 9,231.70	\$ 15,768.30	36.93%
273	Tif SIPCA	\$ (22,171.00)	\$ (2,597.74)	\$ (10,482.50)	\$ (11,688.50)	47.28%
273	Tif SIPCA	\$ (22,171.00)	\$ (2,597.74)	\$ (10,482.50)	\$ (11,688.50)	47.28%
445	Capital Projects					
445-041-451800	50 / 50 Sidewalk Project	\$ 10,000.00	\$ -	\$ 43,208.48	\$ (33,208.48)	432.08%
	Fees/Charges For Service	\$ 10,000.00	\$ -	\$ 43,208.48	\$ (33,208.48)	432.08%
445-041-463500	Late Payment Penalties	\$ -	\$ 1.61	\$ 165.28	\$ (165.28)	0.00%
445-041-463600	Interest Charges	\$ -	\$ -	\$ 41.83	\$ (41.83)	0.00%
	Fines And Forfeitures	\$ -	\$ 1.61	\$ 207.11	\$ (207.11)	0.00%
445-041-490100	Interest Earnings	\$ 92,800.00	\$ 7,318.44	\$ 86,255.73	\$ 6,544.27	92.95%
	Investment Earnings	\$ 92,800.00	\$ 7,318.44	\$ 86,255.73	\$ 6,544.27	92.95%
445-041-523000	Traffic Street Signs	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.00%
445-041-535200	Parking Lot Maintenance	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	0.00%
445-041-580401	Building Repair	\$ 110,000.00	\$ -	\$ -	\$ 110,000.00	0.00%
	Supplies & Materials	\$ 145,000.00	\$ -	\$ -	\$ 145,000.00	0.00%
445-041-534900	Sidewalk Renovations	\$ 60,000.00	\$ -	\$ 100,349.19	\$ (40,349.19)	167.25%
445-041-560100	Auditing Fees	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 60,000.00	\$ -	\$ 100,349.19	\$ (40,349.19)	167.25%
445-041-591600	Developer Debt Write Off	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-511600	Salary: All Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-515600	Holiday Pay	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-517000	Oasdi/city Share 6.2%	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-517001	Medicare/city Share 1.45%	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-517401	IMRF	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-518300	Workers Comp Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-520100	Transfer To General Fund	\$ 82,800.00	\$ -	\$ -	\$ 82,800.00	0.00%
445-041-520240	Transfer to MFT	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-524000	Lease/Rental of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-556100	Gasoline/diesel Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-557300	Epa Permits	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-560600	Corporate Counsel Fees	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-561000	Legal Fees	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-561200	Engineering Fees	\$ 200,000.00	\$ -	\$ 2,140.00	\$ 197,860.00	1.07%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
445-041-561300	Testing Fees And Expenses	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-563000	Contract Construction	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-569000	Other Contractual Service	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-580200	Purchase Of Property	\$ 100,000.00	\$ -	\$ 1,260.40	\$ 98,739.60	1.26%
445-041-580201	Land Improvements	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-580500	Street Construction	\$ 3,700,000.00	\$ -	\$ 12,572.00	\$ 3,687,428.00	0.34%
445-041-580501	Street Improvement/Repair	\$ 110,000.00	\$ -	\$ -	\$ 110,000.00	0.00%
445-041-584000	Construction	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-590300	Real Estate Tax Expense	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-590600	Bank Fees	\$ -	\$ -	\$ 68.64	\$ (68.64)	0.00%
445-041-591500	Sale of Property	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-599000	Miscellaneous	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Expense	\$ 4,192,800.00	\$ -	\$ 16,041.04	\$ 4,176,758.96	0.38%
445-041-414001	Local Use Gas Tax	\$ 530,000.00	\$ 36,659.08	\$ 461,506.59	\$ 68,493.41	87.08%
445-041-414002	Impound Fees	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-440100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-440231	Transfer From Sewerage	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-440240	Transfer From Motor Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-440270	Transfer From Tif 1	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-442500	Federal Grants	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-442600	State Grants	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-442700	County Grants	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-490800	Developer Agreement Payments	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-491000	Rental Of Municipal Prope	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-491500	Sale of Property	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-491900	Incr/decr Investment Valu	\$ -	\$ -	\$ -	\$ -	0.00%
445-041-499800	Miscellaneous Receipts	\$ -	\$ -	\$ 4,570.32	\$ (4,570.32)	0.00%
	Capital Revenue	\$ 530,000.00	\$ 36,659.08	\$ 466,076.91	\$ 63,923.09	87.94%
041	Capital Projects	\$ (3,765,000.00)	\$ 43,979.13	\$ 479,358.00	\$ (4,244,358.00)	-12.73%
445-042-587000	Machinery and Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Expense	\$ -	\$ -	\$ -	\$ -	0.00%
445-042-490800	Developer Agreement Payments	\$ -	\$ -	\$ -	\$ -	0.00%
445-042-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
042	Velde Drive Project	\$ -	\$ -	\$ -	\$ -	0.00%
445-043-580401	Capital Purchases Buildings	\$ -	\$ -	\$ -	\$ -	0.00%
445-043-580501	Capital Purchase Street	\$ -	\$ -	\$ -	\$ -	0.00%
445-043-585400	Contract Storm Improvements	\$ -	\$ -	\$ -	\$ -	0.00%
445-043-587000	Capital Purchase Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
445-043-587500	Impound Capital Vehicle Exp	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Expense	\$ -	\$ -	\$ -	\$ -	0.00%
445-043-440100	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
445-043-464500	Impound Fees TRX to Capital	\$ -	\$ -	\$ -	\$ -	0.00%

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General Ledger

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Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
445-043-535000	Material & Hauling	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ -	\$ -	\$ -	\$ -	0.00%
445-043-524000	Lease/Rental of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
445-043-561200	Engineering Fees	\$ -	\$ -	\$ -	\$ -	0.00%
445-043-569000	Other Contractual Services	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ -	\$ -	\$ -	\$ -	0.00%
445-043-520231	Transfer to Sewer Fund	\$ 330,000.00	\$ -	\$ -	\$ 330,000.00	0.00%
	Transfers To Other Funds	\$ 330,000.00	\$ -	\$ -	\$ 330,000.00	0.00%
445-043-414002	Impound Fees	\$ 95,000.00	\$ 6,019.56	\$ 85,567.65	\$ 9,432.35	90.07%
	Capital Revenue	\$ 95,000.00	\$ 6,019.56	\$ 85,567.65	\$ 9,432.35	90.07%
043	Impound Fees	\$ (235,000.00)	\$ 6,019.56	\$ 85,567.65	\$ (320,567.65)	-36.41%
445-045-587500	Capital Purchase Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Expense	\$ -	\$ -	\$ -	\$ -	0.00%
045	Department	\$ -	\$ -	\$ -	\$ -	0.00%
445	Capital Projects	\$ (4,000,000.00)	\$ 49,998.69	\$ 564,925.65	\$ (4,564,925.65)	-14.12%
501	School Bus					
501-501-450011	District 108 Contract Fa	\$ 2,708,978.00	\$ 310,326.21	\$ 2,505,277.54	\$ 203,700.46	92.48%
501-501-450012	Transportation Contract	\$ 830,000.00	\$ 17,675.00	\$ 186,725.00	\$ 643,275.00	22.50%
501-501-450013	District 303	\$ 1,310,198.00	\$ 138,897.34	\$ 1,119,899.77	\$ 190,298.23	85.48%
501-501-450020	Bus passes	\$ 14,500.00	\$ -	\$ 11,225.00	\$ 3,275.00	77.41%
501-501-450030	Bus Special Charters	\$ 230,000.00	\$ 20,411.75	\$ 189,917.56	\$ 40,082.44	82.57%
501-501-454500	Other Contractual Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
	Fees/Charges For Service	\$ 5,093,676.00	\$ 487,310.30	\$ 4,013,044.87	\$ 1,080,631.13	78.78%
501-501-494100	City Property Dmg Reimb	\$ -	\$ -	\$ -	\$ -	0.00%
	Fines And Forfeitures	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-490100	Interest Earnings	\$ -	\$ 2,507.27	\$ 21,481.30	\$ (21,481.30)	0.00%
	Investment Earnings	\$ -	\$ 2,507.27	\$ 21,481.30	\$ (21,481.30)	0.00%
501-501-499404	Sale of Equipment	\$ -	\$ 15,350.00	\$ 15,350.00	\$ (15,350.00)	0.00%
501-501-499800	Miscellaneous Receipts	\$ 5,000.00	\$ 70.38	\$ 6,968.71	\$ (1,968.71)	139.37%
	Other Revenue	\$ 5,000.00	\$ 15,420.38	\$ 22,318.71	\$ (17,318.71)	446.37%
501-501-511600	Salary: All Personnel	\$ 2,142,475.00	\$ 39,608.99	\$ 480,058.86	\$ 1,662,416.14	22.41%
501-501-514600	Wages-PartTime Drivers&Monitor	\$ -	\$ 178,505.57	\$ 1,569,868.19	\$ (1,569,868.19)	0.00%
501-501-515000	Overtime	\$ 40,000.00	\$ 2,855.01	\$ 44,758.23	\$ (4,758.23)	111.90%
501-501-515500	Vacation Pay	\$ -	\$ 1,228.21	\$ 28,472.46	\$ (28,472.46)	0.00%
501-501-515600	Holiday Pay	\$ 41,000.00	\$ -	\$ 77,158.60	\$ (36,158.60)	188.19%
501-501-515800	Sick Pay	\$ -	\$ 1,531.35	\$ 12,968.86	\$ (12,968.86)	0.00%
501-501-515900	On Job Injury School Bus	\$ -	\$ -	\$ -	\$ -	0.00%

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Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
501-501-515950	Compensated Absences	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-516700	Wellness Program	\$ 16,000.00	\$ -	\$ 835.00	\$ 15,165.00	5.22%
501-501-517000	Oasdi/city Share 6.2%	\$ 135,313.00	\$ 13,815.79	\$ 136,464.95	\$ (1,151.95)	100.85%
501-501-517001	Medicare/city Share 1.45%	\$ 31,646.00	\$ 3,230.93	\$ 31,932.13	\$ (286.13)	100.90%
501-501-517401	IMRF	\$ 117,776.00	\$ 9,185.63	\$ 87,739.44	\$ 30,036.56	74.50%
501-501-518000	Group Insurance	\$ 170,283.00	\$ 6,288.98	\$ 92,042.32	\$ 78,240.68	54.05%
501-501-518200	Unemployment Insurance	\$ -	\$ -	\$ 47,953.24	\$ (47,953.24)	0.00%
501-501-518300	Workers Comp Insurance	\$ 113,815.00	\$ -	\$ 94,019.01	\$ 19,795.99	82.61%
501-501-554300	Uniforms & Tools	\$ 750.00	\$ -	\$ 424.40	\$ 325.60	56.59%
501-501-557200	License And Inspection Fees	\$ 4,496.00	\$ 755.00	\$ 8,935.00	\$ (4,439.00)	198.73%
501-501-559000	Medical Expense/supplies	\$ 17,500.00	\$ 685.98	\$ 11,413.60	\$ 6,086.40	65.22%
	Personnel	\$ 2,831,054.00	\$ 257,691.44	\$ 2,725,044.29	\$ 106,009.71	96.26%
501-501-519000	Training And Education	\$ 6,000.00	\$ -	\$ 2,125.00	\$ 3,875.00	35.42%
	Training & Education	\$ 6,000.00	\$ -	\$ 2,125.00	\$ 3,875.00	35.42%
501-501-520200	Office Supplies	\$ 3,000.00	\$ -	\$ 1,600.46	\$ 1,399.54	53.35%
501-501-520400	Postage	\$ 100.00	\$ 352.40	\$ 440.09	\$ (340.09)	440.09%
501-501-522000	Photographic Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-522400	General Supplies	\$ 12,000.00	\$ 434.40	\$ 8,307.73	\$ 3,692.27	69.23%
501-501-529000	Equipment	\$ 2,500.00	\$ -	\$ 3,144.46	\$ (644.46)	125.78%
501-501-556100	Gasoline/diesel Fuel	\$ 230,000.00	\$ 14,267.00	\$ 223,583.24	\$ 6,416.76	97.21%
	Supplies & Materials	\$ 247,600.00	\$ 15,053.80	\$ 237,075.98	\$ 10,524.02	95.75%
501-501-518100	Liability Insurance Premiums	\$ 73,552.00	\$ -	\$ 68,161.00	\$ 5,391.00	92.67%
501-501-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ 2,996.65	\$ (2,996.65)	0.00%
501-501-534000	Automotive Expense	\$ 155,000.00	\$ 13,309.67	\$ 205,626.04	\$ (50,626.04)	132.66%
501-501-534400	Equipment Repairs	\$ 1,250.00	\$ -	\$ 842.98	\$ 407.02	67.44%
501-501-538000	Maintenance Agreements	\$ 15,000.00	\$ 336.22	\$ 21,747.76	\$ (6,747.76)	144.99%
501-501-550100	Utilities	\$ 15,000.00	\$ 2,052.66	\$ 10,158.92	\$ 4,841.08	67.73%
501-501-550300	Telephone	\$ 4,000.00	\$ 75.00	\$ 8,678.22	\$ (4,678.22)	216.96%
501-501-551600	Dues And Subscriptions	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
501-501-555000	Radio Expense	\$ 25,000.00	\$ 797.00	\$ 797.00	\$ 24,203.00	3.19%
501-501-559900	Provisions For Bad Debts	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-560100	Auditing Fees	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-560600	Corporate Counsel Fees	\$ -	\$ -	\$ 420.00	\$ (420.00)	0.00%
501-501-561000	Legal expense	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-566600	Pest Control	\$ -	\$ -	\$ 375.00	\$ (375.00)	0.00%
501-501-569000	Other Contractual Service	\$ -	\$ 354.13	\$ 3,291.79	\$ (3,291.79)	0.00%
501-501-599801	Computer Software	\$ -	\$ -	\$ 39,094.52	\$ (39,094.52)	0.00%
	Contractual Services	\$ 289,302.00	\$ 16,924.68	\$ 362,189.88	\$ (72,887.88)	125.19%
501-501-580200	Purchase Of Property	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-580400	Building Purchase/construction	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-580401	Building Repair	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-587000	Machinery And Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-587001	Lease / Purchase Equipmen	\$ 850,000.00	\$ -	\$ 891,519.00	\$ (41,519.00)	104.88%
501-501-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-587500	Vehicles	\$ 106,000.00	\$ -	\$ -	\$ 106,000.00	0.00%
	Capital Outlay	\$ 956,000.00	\$ -	\$ 891,519.00	\$ 64,481.00	93.26%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
501-501-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-534200	Bldng & Grnds Maint/Repairs	\$ -	\$ -	\$ 3,580.89	\$ (3,580.89)	0.00%
501-501-551000	Printing And Publications	\$ 500.00	\$ -	\$ 584.00	\$ (84.00)	116.80%
501-501-554200	Meals Lodging	\$ 500.00	\$ 110.00	\$ 573.60	\$ (73.60)	114.72%
501-501-590600	Bank Charges	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-599000	Miscellaneous	\$ -	\$ -	\$ 258.24	\$ (258.24)	0.00%
501-501-599700	Fixed Asset Disposal	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-599802	Computer Hardware	\$ -	\$ -	\$ 13.48	\$ (13.48)	0.00%
501-501-599900	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-599901	Abandonment Loss	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-599999	Contingency	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 1,000.00	\$ 110.00	\$ 5,010.21	\$ (4,010.21)	501.02%
501-501-520100	Transfer To General Fund	\$ 604,486.00	\$ -	\$ -	\$ 604,486.00	0.00%
501-501-520500	Transfer To Municipal Bus	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-520695	Transfer To Insurance Fund	\$ -	\$ -	\$ -	\$ -	0.00%
501-501-520699	Transfer To Vehicle Maint	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ 604,486.00	\$ -	\$ -	\$ 604,486.00	0.00%
501	School Bus	\$ 163,234.00	\$ 215,458.03	\$ (166,119.48)	\$ 329,353.48	-101.77%
501	School Bus	\$ 163,234.00	\$ 215,458.03	\$ (166,119.48)	\$ 329,353.48	-101.77%
525	Airport					
525-525-442600	State Grants	\$ 135,000.00	\$ -	\$ 226,745.10	\$ (91,745.10)	167.96%
	Intergovernmental	\$ 135,000.00	\$ -	\$ 226,745.10	\$ (91,745.10)	167.96%
525-525-450040	Gasoline Sales	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-450041	Sale of Oil	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-453001	Rental - Airport Shop	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-453002	Rental - Airport Hangars	\$ 55,000.00	\$ 5,385.00	\$ 59,085.00	\$ (4,085.00)	107.43%
525-525-453003	Rental - Tie Down Spaces	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-453004	Sale of Gas	\$ 135,000.00	\$ 2,898.03	\$ 93,881.16	\$ 41,118.84	69.54%
	Fees/Charges For Service	\$ 190,000.00	\$ 8,283.03	\$ 152,966.16	\$ 37,033.84	80.51%
525-525-490100	Interest Earnings	\$ -	\$ -	\$ -	\$ -	0.00%
	Investment Earnings	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-491000	Rental Of Municipal Prope	\$ 17,719.00	\$ -	\$ -	\$ 17,719.00	0.00%
525-525-499800	Miscellaneous Receipts	\$ 1,000.00	\$ -	\$ 3,626.33	\$ (2,626.33)	362.63%
	Other Revenue	\$ 18,719.00	\$ -	\$ 3,626.33	\$ 15,092.67	19.37%
525-525-440100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-511600	Salary All Personnel	\$ 69,000.00	\$ 5,121.17	\$ 50,213.36	\$ 18,786.64	72.77%
525-525-515000	Overtime	\$ -	\$ -	\$ 3.21	\$ (3.21)	0.00%
525-525-515500	Vacation Pay	\$ -	\$ 7.60	\$ 3,205.22	\$ (3,205.22)	0.00%
525-525-515600	Holiday	\$ -	\$ -	\$ 2,554.79	\$ (2,554.79)	0.00%
525-525-515800	Sick Pay	\$ -	\$ 22.98	\$ 3,804.04	\$ (3,804.04)	0.00%
525-525-515900	Compensated Absences	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

User: bqmarston

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
525-525-517000	Oasdi/city Share 6.2%	\$ 4,278.00	\$ 302.63	\$ 3,525.60	\$ 752.40	82.41%
525-525-517001	Medicare/city Share 1.45%	\$ 1,000.50	\$ 70.70	\$ 824.14	\$ 176.36	82.37%
525-525-517401	IMRF	\$ 6,403.20	\$ 601.20	\$ 6,053.94	\$ 349.26	94.55%
525-525-518000	Group Insurance	\$ 32,325.00	\$ 2,189.12	\$ 24,816.38	\$ 7,508.62	76.77%
525-525-518300	Workers Comp Insurance	\$ 4,175.00	\$ -	\$ 3,829.32	\$ 345.68	91.72%
	Personnel	\$ 117,181.70	\$ 8,315.40	\$ 98,830.00	\$ 18,351.70	84.34%
525-525-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-520200	Office Supplies	\$ 200.00	\$ -	\$ -	\$ 200.00	0.00%
525-525-520400	Postage	\$ 50.00	\$ -	\$ -	\$ 50.00	0.00%
525-525-522400	General Supplies	\$ 600.00	\$ -	\$ 221.70	\$ 378.30	36.95%
525-525-529000	Equipment	\$ 500.00	\$ 153.97	\$ 682.15	\$ (182.15)	136.43%
525-525-556200	Cost of Gas Sold	\$ 115,000.00	\$ 2,810.59	\$ 80,116.13	\$ 34,883.87	69.67%
525-525-556202	Cost of Parts Sold	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ 116,350.00	\$ 2,964.56	\$ 81,019.98	\$ 35,330.02	69.63%
525-525-518100	Liability Insurance Premiums	\$ 6,922.00	\$ -	\$ 2,348.00	\$ 4,574.00	33.92%
525-525-524000	Lease/rental Of Equipment	\$ 240.00	\$ 20.00	\$ 220.00	\$ 20.00	91.67%
525-525-534000	Automotive Expense	\$ 1,000.00	\$ -	\$ 1,304.00	\$ (304.00)	130.40%
525-525-534200	Buildings And Grounds Rep	\$ 10,000.00	\$ -	\$ 811.33	\$ 9,188.67	8.11%
525-525-534400	Equipment Repairs	\$ 2,000.00	\$ -	\$ 3,262.26	\$ (1,262.26)	163.11%
525-525-536100	Property Cleanup Fees	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-536300	Snow Removal - Salt And C	\$ 5,000.00	\$ 748.00	\$ 3,773.00	\$ 1,227.00	75.46%
525-525-538000	Maintenance Agreement	\$ 350.00	\$ -	\$ 224.00	\$ 126.00	64.00%
525-525-550100	Utilities	\$ 15,000.00	\$ 4,350.95	\$ 21,388.00	\$ (6,388.00)	142.59%
525-525-550300	Telephone	\$ 2,100.00	\$ -	\$ 1,579.45	\$ 520.55	75.21%
525-525-551600	Dues And Subscriptions	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-556100	Fuel	\$ 300.00	\$ -	\$ 292.00	\$ 8.00	97.33%
525-525-557300	Epa Permits	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-559900	Provisions For Bad Debts	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-560600	Corporate Counsel Fees	\$ -	\$ -	\$ 880.00	\$ (880.00)	0.00%
525-525-561000	Legal Fees	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-561200	Engineering Fees	\$ 175,000.00	\$ -	\$ 169,279.69	\$ 5,720.31	96.73%
525-525-561301	Concrete Testing	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-566600	Pest Control	\$ 720.00	\$ -	\$ 600.00	\$ 120.00	83.33%
525-525-569000	Other Contractual Service	\$ 2,000.00	\$ 24.02	\$ 4,691.87	\$ (2,691.87)	234.59%
	Contractual Services	\$ 220,632.00	\$ 5,142.97	\$ 210,653.60	\$ 9,978.40	95.48%
525-525-580201	Land Improvements	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-580401	Building Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-587001	Lease to own equipment	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-599000	Miscellaneous	\$ -	\$ 7.35	\$ 7.35	\$ (7.35)	0.00%
525-525-599700	Fixed Asset Disposal	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-599900	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-599999	Contingency	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
	Other Expenditures	\$ -	\$ 7.35	\$ 7.35	\$ (7.35)	0.00%
525-525-590400	Interest Paid	\$ -	\$ -	\$ -	\$ -	0.00%
	Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
525-525-520100	Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
525	Airport	\$ (110,444.70)	\$ (8,147.25)	\$ (7,173.34)	\$ (103,271.36)	6.49%
525	Airport	\$ (110,444.70)	\$ (8,147.25)	\$ (7,173.34)	\$ (103,271.36)	6.49%
570	Economic Development					
570-570-442500	Federal Grants	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-442600	State Grants	\$ -	\$ -	\$ -	\$ -	0.00%
	Intergovernmental	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-490100	Interest Earnings	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-490101	Loan Interest	\$ 158,000.00	\$ 80,505.99	\$ 130,860.00	\$ 27,140.00	82.82%
570-570-490103	Hospital Loan Interest Reimbur	\$ -	\$ -	\$ -	\$ -	0.00%
	Investment Earnings	\$ 158,000.00	\$ 80,505.99	\$ 130,860.00	\$ 27,140.00	82.82%
570-570-450600	Application Fees	\$ -	\$ -	\$ 531.62	\$ (531.62)	0.00%
570-570-491000	Rental Of Municipal Prope	\$ -	\$ -	\$ 25,000.00	\$ (25,000.00)	0.00%
570-570-491500	Sale Of Municipal Propert	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-493600	Training Reimbursements	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-499210	Donations	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-499802	Cash Over/short	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ 25,531.62	\$ (25,531.62)	0.00%
570-570-492100	Loan Proceeds	\$ -	\$ -	\$ -	\$ -	0.00%
	Debt Proceeds	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-440100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-511600	Salary: All Personnel	\$ 57,632.00	\$ 1,808.96	\$ 21,950.41	\$ 35,681.59	38.09%
570-570-515000	Overtime	\$ -	\$ -	\$ 1.07	\$ (1.07)	0.00%
570-570-515500	Vacation Pay	\$ -	\$ -	\$ 1,392.26	\$ (1,392.26)	0.00%
570-570-515600	Holiday Pay	\$ -	\$ -	\$ 921.21	\$ (921.21)	0.00%
570-570-515800	Sick Pay	\$ -	\$ 46.58	\$ 219.76	\$ (219.76)	0.00%
570-570-515900	Compensated Absences	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-516700	Wellness Program	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-517000	Oasdi/city Share 6.2%	\$ 3,573.18	\$ 110.82	\$ 1,458.12	\$ 2,115.06	40.81%
570-570-517001	Medicare/city Share 1.45%	\$ 835.66	\$ 25.98	\$ 349.94	\$ 485.72	41.88%
570-570-517401	IMRF	\$ 5,348.25	\$ 216.52	\$ 2,476.77	\$ 2,871.48	46.31%
570-570-518000	Group Insurance	\$ 14,627.00	\$ 354.11	\$ 4,733.71	\$ 9,893.29	32.36%
570-570-518300	Workers Comp Insurance	\$ 461.00	\$ -	\$ -	\$ 461.00	0.00%
	Personnel	\$ 82,477.09	\$ 2,562.97	\$ 33,503.25	\$ 48,973.84	40.62%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
570-570-519000	Training And Education	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
	Training & Education	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
570-570-520200	Office Supplies	\$ 493.25	\$ -	\$ -	\$ 493.25	0.00%
570-570-520400	Postage	\$ -	\$ 0.50	\$ 1.00	\$ (1.00)	0.00%
570-570-529000	Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ 493.25	\$ 0.50	\$ 1.00	\$ 492.25	0.20%
570-570-518100	Liability Insurance Premiums	\$ 2,848.00	\$ -	\$ 8,825.00	\$ (5,977.00)	309.87%
570-570-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-534400	Equipment Repairs	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-538000	Maintenance Agreements	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-550300	Telephone	\$ 900.00	\$ -	\$ -	\$ 900.00	0.00%
570-570-551600	Dues And Subscriptions	\$ 800.00	\$ -	\$ -	\$ 800.00	0.00%
570-570-560500	Consulting Services	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-560600	Corporate Counsel Fees	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-561000	Legal Fees	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-561200	Engineering Fees	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-567500	Build Illinois Grants	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-568102	Sales Tax Rebate	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-569000	Other Contractual Service	\$ 61,000.00	\$ -	\$ 37,400.00	\$ 23,600.00	61.31%
570-570-591200	Developer Agreement Payme	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-591300	Developer Credit Applied	\$ 50,000.00	\$ 31,854.05	\$ 31,854.05	\$ 18,145.95	63.71%
570-570-598100	Public Relations	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 115,548.00	\$ 31,854.05	\$ 78,079.05	\$ 37,468.95	67.57%
570-570-580200	Purchase Of Property	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-580400	Building Purchase/constru	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-587100	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-518700	Mileage	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-590300	Real Estate Tax Expense	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-590600	Bank Charges	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-593300	Lien Filing Fee	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-599000	Miscellaneous	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-590400	Interest Paid	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-591400	Loan Payment	\$ 35,980.00	\$ -	\$ -	\$ 35,980.00	0.00%
	Debt Service	\$ 35,980.00	\$ -	\$ -	\$ 35,980.00	0.00%
570-570-520261	Transfer To Hud #2	\$ -	\$ -	\$ -	\$ -	0.00%
570-570-520695	Transfer To Insurance Fun	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
570	Economic Development	\$ (78,498.34)	\$ 46,088.47	\$ 44,808.32	\$ (123,306.66)	-57.08%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
570	Economic Development	\$ (78,498.34)	\$ 46,088.47	\$ 44,808.32	\$ (123,306.66)	-57.08%
695	Insurance					
695-092-490100	Interest	\$ -	\$ 7.06	\$ 213.74	\$ (213.74)	0.00%
	Investment Earnings	\$ -	\$ 7.06	\$ 213.74	\$ (213.74)	0.00%
695-092-479100	Sec 125 Flex Plan Contrib	\$ 56,000.00	\$ 4,955.36	\$ 53,915.65	\$ 2,084.35	96.28%
695-092-499801	Write Off Outstanding Che	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ 56,000.00	\$ 4,955.36	\$ 53,915.65	\$ 2,084.35	96.28%
695-092-517300	Sec 125 Flex Plan Claims	\$ 56,000.00	\$ 2,895.78	\$ 49,250.81	\$ 6,749.19	87.95%
695-092-517505	Flex Administration Fee	\$ -	\$ 200.00	\$ 1,746.90	\$ (1,746.90)	0.00%
	Contractual Services	\$ 56,000.00	\$ 3,095.78	\$ 50,997.71	\$ 5,002.29	91.07%
695-092-590600	Bank Charges	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ -	\$ -	\$ -	\$ -	0.00%
092	Section 125	\$ -	\$ 1,866.64	\$ 3,131.68	\$ (3,131.68)	0.00%
695-093-490100	Interest Earnings	\$ -	\$ -	\$ -	\$ -	0.00%
	Investment Earnings	\$ -	\$ -	\$ -	\$ -	0.00%
695-093-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
695-093-440100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
695-093-440501	Transfer From School Bus	\$ -	\$ -	\$ -	\$ -	0.00%
695-093-450500	Premiums	\$ 603,186.00	\$ -	\$ 433,832.00	\$ 169,354.00	71.92%
	Transfers From Other Funds	\$ 603,186.00	\$ -	\$ 433,832.00	\$ 169,354.00	71.92%
695-093-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
695-093-518110	Claims Paid / General	\$ -	\$ -	\$ -	\$ -	0.00%
695-093-518123	Claims Paid / Sanitation	\$ -	\$ -	\$ -	\$ -	0.00%
695-093-518125	Claims Paid/Airport	\$ -	\$ -	\$ -	\$ -	0.00%
695-093-518131	Claims Paid / Sewerage	\$ -	\$ -	\$ -	\$ -	0.00%
695-093-518132	Claims Paid / Street Dept	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00	0.00%
695-093-518133	Claims Paid / Police Prot	\$ -	\$ -	\$ (820.47)	\$ 820.47	0.00%
695-093-518134	Claims Paid / Fire Prot	\$ -	\$ -	\$ (5,280.00)	\$ 5,280.00	0.00%
695-093-518151	Claims Paid / School Bus	\$ -	\$ 166.70	\$ 4,947.80	\$ (4,947.80)	0.00%
695-093-518157	Claims Paid / Economic De	\$ -	\$ -	\$ -	\$ -	0.00%
695-093-518190	Claims Paid / Tpccc	\$ -	\$ -	\$ -	\$ -	0.00%
695-093-518199	Mechanics	\$ -	\$ -	\$ -	\$ -	0.00%
695-093-518400	Premiums Paid	\$ 563,186.00	\$ -	\$ 551,627.00	\$ 11,559.00	97.95%
695-093-560600	Corporate Counsel Fees	\$ -	\$ -	\$ -	\$ -	0.00%
695-093-561000	Attorney Fees	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0.00%
	Contractual Services	\$ 612,186.00	\$ 166.70	\$ 550,474.33	\$ 61,711.67	89.92%
093	Liability Insurance	\$ (9,000.00)	\$ (166.70)	\$ (116,642.33)	\$ 107,642.33	1296.03%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
695-094-490100	Interest Earnings	\$ -	\$ -	\$ -	\$ -	0.00%
	Investment Earnings	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-440100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-440501	Transfer From School Bus	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-450500	Premiums	\$ 754,542.00	\$ -	\$ 620,614.62	\$ 133,927.38	82.25%
	Transfers From Other Funds	\$ 754,542.00	\$ -	\$ 620,614.62	\$ 133,927.38	82.25%
695-094-518310	Workers Comp / General	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-518323	Workers Comp / Sanitation	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-518331	Workers Comp / Sewerage	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-518332	Workers Comp / Street Dep	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-518333	Workers Comp / Police Pro	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-518334	Workers Comp / Fire Prote	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-518350	Workers Comp / Municipal	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-518351	Workers Comp / School Bus	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-518390	Workers Comp / Tpccc	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-518399	Workers Comp / VMF	\$ -	\$ -	\$ -	\$ -	0.00%
695-094-518400	Premiums Paid	\$ 748,042.00	\$ -	\$ 505,481.62	\$ 242,560.38	67.57%
695-094-561000	Legal Fees	\$ 6,500.00	\$ -	\$ 1,300.30	\$ 5,199.70	20.00%
	Contractual Services	\$ 754,542.00	\$ -	\$ 506,781.92	\$ 247,760.08	67.16%
695-094-599000	Miscellaneous	\$ -	\$ -	\$ 52.26	\$ (52.26)	0.00%
	Other Expenditures	\$ -	\$ -	\$ 52.26	\$ (52.26)	0.00%
094	Work Comp	\$ -	\$ -	\$ 113,780.44	\$ (113,780.44)	0.00%
695-095-490100	Interest Earnings	\$ 1,000.00	\$ 68.13	\$ 4,152.38	\$ (3,152.38)	415.24%
	Investment Earnings	\$ 1,000.00	\$ 68.13	\$ 4,152.38	\$ (3,152.38)	415.24%
695-095-495200	Excess Health Insurance R	\$ 500.00	\$ -	\$ 16,688.41	\$ (16,188.41)	3337.68%
695-095-495300	Claim refunds	\$ 41,000.00	\$ 132.00	\$ 2,418.21	\$ 38,581.79	5.90%
695-095-495400	Ppo Refund	\$ -	\$ -	\$ -	\$ -	0.00%
695-095-495500	Drug Card Rebate	\$ 70,000.00	\$ 1,462.24	\$ 122,294.52	\$ (52,294.52)	174.71%
695-095-499800	Miscellaneous Receipts	\$ -	\$ -	\$ 1,760.78	\$ (1,760.78)	0.00%
695-095-499801	Write Off Outstanding Che	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ 111,500.00	\$ 1,594.24	\$ 143,161.92	\$ (31,661.92)	128.40%
695-095-440100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
695-095-450500	Premiums	\$ 4,643,791.00	\$ 323,058.36	\$ 3,689,678.47	\$ 954,112.53	79.45%
695-095-450510	Premiums - BCBS	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers From Other Funds	\$ 4,643,791.00	\$ 323,058.36	\$ 3,689,678.47	\$ 954,112.53	79.45%
695-095-519000	Training And Education	\$ -	\$ -	\$ -	\$ -	0.00%
	Training & Education	\$ -	\$ -	\$ -	\$ -	0.00%
695-095-517500	Health Claims Paid/GPS	\$ 3,146,220.00	\$ 218,135.52	\$ 3,076,926.10	\$ 69,293.90	97.80%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
695-095-517501	Administration Fees	\$ 157,233.00	\$ 7,626.15	\$ 129,161.82	\$ 28,071.18	82.15%
695-095-517502	Reinsurance Premium	\$ -	\$ -	\$ -	\$ -	0.00%
695-095-517503	Organ Transplant Premium	\$ -	\$ -	\$ -	\$ -	0.00%
695-095-517504	A D & D Life Premium	\$ 22,560.00	\$ 1,638.10	\$ 17,655.10	\$ 4,904.90	78.26%
695-095-517505	Flex Premium	\$ 2,167.00	\$ -	\$ -	\$ 2,167.00	0.00%
695-095-517506	Vision Coverage	\$ -	\$ 1,840.81	\$ 3,769.97	\$ (3,769.97)	0.00%
695-095-517507	Health Claims Plan A (new	\$ -	\$ -	\$ -	\$ -	0.00%
695-095-517508	Stop Loss	\$ 400,000.00	\$ 27,862.95	\$ 310,979.21	\$ 89,020.79	77.74%
695-095-517509	Police BCBS Health Ins Plan	\$ 1,041,695.00	\$ 89,585.70	\$ 921,518.87	\$ 120,176.13	88.46%
695-095-517600	Central States Premium	\$ -	\$ -	\$ -	\$ -	0.00%
695-095-517700	Drug Card Charges	\$ -	\$ -	\$ -	\$ -	0.00%
695-095-551600	Dues And Subscriptions	\$ -	\$ -	\$ -	\$ -	0.00%
695-095-569000	Other Contractual Service	\$ 35,400.00	\$ -	\$ 24,399.50	\$ 11,000.50	68.93%
	Contractual Services	\$ 4,805,275.00	\$ 346,689.23	\$ 4,484,410.57	\$ 320,864.43	93.32%
695-095-516700	Wellness Program	\$ 58,000.00	\$ 77.10	\$ 45,083.80	\$ 12,916.20	77.73%
695-095-516900	Smoking Cessation Program	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
695-095-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
695-095-590600	Bank Charges	\$ -	\$ -	\$ -	\$ -	0.00%
695-095-599000	Miscellaneous	\$ -	\$ -	\$ 1,155.96	\$ (1,155.96)	0.00%
695-095-599999	Contingency	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00	0.00%
	Other Expenditures	\$ 358,500.00	\$ 77.10	\$ 46,239.76	\$ 312,260.24	12.90%
695-095-517510	Fire Ins Trust Fund Pmts	\$ -	\$ -	\$ 3,600.00	\$ (3,600.00)	0.00%
	Benefit Payments	\$ -	\$ -	\$ 3,600.00	\$ (3,600.00)	0.00%
695-095-520092	Transfer To Insurance Fle	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
095	Medical	\$ (407,484.00)	\$ (22,045.60)	\$ (697,257.56)	\$ 289,773.56	171.11%
695	Insurance	\$ (416,484.00)	\$ (20,345.66)	\$ (696,987.77)	\$ 280,503.77	167.35%
699	Vehicle Maintenance					
699-069-450040	Gasoline Sales - Interfun	\$ 500,000.00	\$ 37,316.25	\$ 482,773.75	\$ 17,226.25	96.55%
699-069-450041	Sale of Oil	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-450042	Sale of Parts	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-450043	Labor	\$ 380,000.00	\$ 34,170.00	\$ 325,656.87	\$ 54,343.13	85.70%
	Fees/Charges For Service	\$ 880,000.00	\$ 71,486.25	\$ 808,430.62	\$ 71,569.38	91.87%
699-069-490100	Interest Earnings	\$ -	\$ -	\$ -	\$ -	0.00%
	Investment Earnings	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-499800	Miscellaneous Receipts	\$ -	\$ -	\$ 11,923.92	\$ (11,923.92)	0.00%
	Other Revenue	\$ -	\$ -	\$ 11,923.92	\$ (11,923.92)	0.00%
699-069-440100	Transfer From General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-440501	Transfer From School Bus	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-511600	Salary: All Personnel	\$ 353,073.00	\$ 21,884.91	\$ 189,323.50	\$ 163,749.50	53.62%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
699-069-515000	Overtime	\$ 4,200.00	\$ 45.57	\$ 13,249.63	\$ (9,049.63)	315.47%
699-069-515500	Vacation Pay	\$ -	\$ 1,701.28	\$ 13,245.68	\$ (13,245.68)	0.00%
699-069-515600	Holiday Pay	\$ -	\$ -	\$ 11,514.02	\$ (11,514.02)	0.00%
699-069-515800	Sick Pay	\$ -	\$ 759.50	\$ 7,427.91	\$ (7,427.91)	0.00%
699-069-515900	Injury Pay	\$ -	\$ -	\$ 14,825.44	\$ (14,825.44)	0.00%
699-069-517000	Oasdi/city Share 6.2%	\$ 22,151.00	\$ 1,462.36	\$ 15,109.22	\$ 7,041.78	68.21%
699-069-517001	Medicare/city Share 1.45%	\$ 5,180.00	\$ 342.00	\$ 3,533.58	\$ 1,646.42	68.22%
699-069-517401	IMRF	\$ 37,799.00	\$ 2,846.46	\$ 25,506.75	\$ 12,292.25	67.48%
699-069-518000	Group Insurance	\$ 143,793.00	\$ 5,892.04	\$ 52,732.39	\$ 91,060.61	36.67%
699-069-518300	Workers Comp Insurance	\$ 12,350.00	\$ -	\$ 9,663.88	\$ 2,686.12	78.25%
699-069-554300	Uniforms And Tools	\$ 3,900.00	\$ 400.00	\$ 3,008.07	\$ 891.93	77.13%
699-069-557200	License And Inspection Fe	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-559000	Medical Expense/supplies	\$ 150.00	\$ -	\$ -	\$ 150.00	0.00%
	Personnel	\$ 582,596.00	\$ 35,334.12	\$ 359,140.07	\$ 223,455.93	61.64%
699-069-519000	Training And Education	\$ 3,000.00	\$ -	\$ 1,316.92	\$ 1,683.08	43.90%
	Training & Education	\$ 3,000.00	\$ -	\$ 1,316.92	\$ 1,683.08	43.90%
699-069-520200	Office Supplies	\$ 400.00	\$ -	\$ -	\$ 400.00	0.00%
699-069-520400	Postage	\$ -	\$ -	\$ 0.50	\$ (0.50)	0.00%
699-069-522400	General Supplies	\$ 500.00	\$ 104.39	\$ 1,495.95	\$ (995.95)	299.19%
699-069-529000	Equipment	\$ -	\$ -	\$ 3,651.35	\$ (3,651.35)	0.00%
699-069-556100	Gasoline/diesel Fuel	\$ 400.00	\$ -	\$ -	\$ 400.00	0.00%
699-069-556200	Cost Of Fuel Sold	\$ 450,000.00	\$ 37,567.75	\$ 484,385.75	\$ (34,385.75)	107.64%
699-069-556201	Cost Of Oil	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-556202	Cost Of Parts	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ 451,300.00	\$ 37,672.14	\$ 489,533.55	\$ (38,233.55)	108.47%
699-069-518100	Liability Insurance Premiums	\$ 7,095.00	\$ -	\$ 7,102.00	\$ (7.00)	100.10%
699-069-524000	Lease/rental Of Equipment	\$ -	\$ -	\$ 499.92	\$ (499.92)	0.00%
699-069-534000	Automotive Expense	\$ 2,800.00	\$ -	\$ 1,324.27	\$ 1,475.73	47.30%
699-069-534200	Bldgs & Grnds Maint/Repairs	\$ -	\$ -	\$ 392.78	\$ (392.78)	0.00%
699-069-534400	Equipment Repairs	\$ 750.00	\$ -	\$ 2,116.44	\$ (1,366.44)	282.19%
699-069-534500	Core Charge/credit	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-538000	Maintenance Agreements	\$ -	\$ 30.65	\$ 201.51	\$ (201.51)	0.00%
699-069-550100	Utilities	\$ 10,000.00	\$ 1,041.89	\$ 8,440.47	\$ 1,559.53	84.40%
699-069-550300	Telephone	\$ 900.00	\$ 150.00	\$ 1,499.02	\$ (599.02)	166.56%
699-069-551600	Dues And Subscriptions	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-555000	Radio Expense	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-557300	EPA Permit	\$ 250.00	\$ -	\$ 235.00	\$ 15.00	94.00%
699-069-566600	Pest Control	\$ 450.00	\$ -	\$ 375.00	\$ 75.00	83.33%
699-069-569000	Other Contractual Service	\$ 7,000.00	\$ 175.71	\$ 7,316.80	\$ (316.80)	104.53%
699-069-599801	Computer Software	\$ -	\$ -	\$ -	\$ -	0.00%
	Contractual Services	\$ 29,245.00	\$ 1,398.25	\$ 29,503.21	\$ (258.21)	100.88%
699-069-587000	Machinery And Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-587500	Vehicles	\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-551000	Printing And Publications	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-554200	Meals Lodging	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
699-069-590600	Bank Charges	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-599000	Miscellaneous	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	0.00%
699-069-599600	Overage & Shrinkage	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-599802	Computer Hardware	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-599900	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	0.00%
699-069-599999	Contingency	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	0.00%
069	City Vehicle Maintenance	\$ (193,641.00)	\$ (2,918.26)	\$ (59,139.21)	\$ (134,501.79)	30.54%
699-070-450040	Gasoline Sales - Interfun	\$ 10,000.00	\$ -	\$ 6,927.00	\$ 3,073.00	69.27%
699-070-450041	Sale of Oil	\$ -	\$ -	\$ -	\$ -	0.00%
699-070-450042	Sale of Parts	\$ 3,750.00	\$ -	\$ 3,553.06	\$ 196.94	94.75%
699-070-450043	Labor	\$ 11,500.00	\$ -	\$ 6,890.25	\$ 4,609.75	59.92%
	Fees/Charges For Service	\$ 25,250.00	\$ -	\$ 17,370.31	\$ 7,879.69	68.79%
699-070-499800	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
699-070-511600	Salary: All Personnel	\$ 2,773.00	\$ 187.11	\$ 2,099.27	\$ 673.73	75.70%
699-070-515000	Overtime	\$ -	\$ -	\$ -	\$ -	0.00%
699-070-515600	Holiday Pay	\$ -	\$ -	\$ -	\$ -	0.00%
699-070-517000	Oasdi/city Share 6.2%	\$ 172.00	\$ 11.41	\$ 128.28	\$ 43.72	74.58%
699-070-517001	Medicare/city Share 1.45%	\$ 40.00	\$ 2.68	\$ 30.02	\$ 9.98	75.05%
699-070-517401	IMRF	\$ 257.00	\$ 21.86	\$ 202.38	\$ 54.62	78.75%
699-070-518000	Group Insurance	\$ 660.00	\$ 24.70	\$ 285.03	\$ 374.97	43.19%
699-070-518300	Workers Comp Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
	Personnel	\$ 3,902.00	\$ 247.76	\$ 2,744.98	\$ 1,157.02	70.35%
699-070-556100	Gasoline/diesel Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
699-070-556200	Cost Of Fuel Sold	\$ 9,000.00	\$ 477.75	\$ 8,134.50	\$ 865.50	90.38%
699-070-556201	Cost Of Oil	\$ -	\$ -	\$ -	\$ -	0.00%
699-070-556202	Cost Of Parts	\$ -	\$ -	\$ -	\$ -	0.00%
	Supplies & Materials	\$ 9,000.00	\$ 477.75	\$ 8,134.50	\$ 865.50	90.38%
699-070-518100	Liability Insurance Premiums	\$ -	\$ -	\$ -	\$ -	0.00%
699-070-534000	Automotive Expense	\$ 5,400.00	\$ 31.13	\$ 4,150.61	\$ 1,249.39	76.86%
	Contractual Services	\$ 5,400.00	\$ 31.13	\$ 4,150.61	\$ 1,249.39	76.86%
070	Tazewell Co Vehicle Maint	\$ 6,948.00	\$ (756.64)	\$ 2,340.22	\$ 4,607.78	33.68%
699	Vehicle Maintenance	\$ (186,693.00)	\$ (3,674.90)	\$ (56,798.99)	\$ (129,894.01)	30.42%
924	Library					
924-924-410100	Real Estate Tax	\$ 1,133,290.00	\$ -	\$ 1,129,819.23	\$ 3,470.77	99.69%
924-924-412000	Replacement P/p Tax - Statr	\$ 93,000.00	\$ -	\$ 122,151.22	\$ (29,151.22)	131.35%
	Taxes	\$ 1,226,290.00	\$ -	\$ 1,251,970.45	\$ (25,680.45)	102.09%
924-924-437900	South Pekin Revenue	\$ 12,000.00	\$ -	\$ 12,257.28	\$ (257.28)	102.14%
924-924-438300	South Pekin Per Capita Grant	\$ 1,430.00	\$ -	\$ 1,432.50	\$ (2.50)	100.17%
924-924-438700	Other Grants	\$ 3,800.00	\$ -	\$ 500.00	\$ 3,300.00	13.16%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

User: bqmarston

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
924-924-445000	Per Capita Grant	\$ 42,600.00	\$ -	\$ 42,617.50	\$ (17.50)	100.04%
	Intergovernmental	\$ 59,830.00	\$ -	\$ 56,807.28	\$ 3,022.72	94.95%
924-924-456900	Passports	\$ 11,500.00	\$ 570.00	\$ 7,805.00	\$ 3,695.00	67.87%
924-924-457001	Friends Book Sale	\$ 5,000.00	\$ 468.91	\$ 9,320.25	\$ (4,320.25)	186.41%
924-924-457002	Copy Machines	\$ 4,000.00	\$ 131.65	\$ 2,784.91	\$ 1,215.09	69.62%
924-924-457003	Printing Fees (library)	\$ 9,100.00	\$ 581.75	\$ 8,505.40	\$ 594.60	93.47%
924-924-457005	Non-resident Fees	\$ 3,900.00	\$ 160.00	\$ 3,889.64	\$ 10.36	99.73%
924-924-457006	Books - Lost And Damaged	\$ 1,800.00	\$ 30.00	\$ 1,616.18	\$ 183.82	89.79%
924-924-457007	Room Use Fees	\$ 3,900.00	\$ 90.00	\$ 2,770.00	\$ 1,130.00	71.03%
924-924-457008	Book Rental Fee	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-457009	Staff Sales	\$ 200.00	\$ -	\$ 585.46	\$ (385.46)	292.73%
924-924-457010	Fax Fee	\$ 2,800.00	\$ 111.75	\$ 2,220.62	\$ 579.38	79.31%
	Fees/Charges For Service	\$ 42,200.00	\$ 2,144.06	\$ 39,497.46	\$ 2,702.54	93.60%
924-924-465001	Library Fines - Adult Dep	\$ 10,500.00	\$ 396.71	\$ 7,372.32	\$ 3,127.68	70.21%
924-924-465002	Library Fines - Junior De	\$ 1,300.00	\$ 42.05	\$ 1,380.85	\$ (80.85)	106.22%
	Fines And Forfeitures	\$ 11,800.00	\$ 438.76	\$ 8,753.17	\$ 3,046.83	74.18%
924-924-490100	Interest Earnings	\$ 4,800.00	\$ 245.41	\$ 3,802.49	\$ 997.51	79.22%
924-924-490102	Endowment Interest	\$ 3,500.00	\$ 419.88	\$ 8,218.59	\$ (4,718.59)	234.82%
924-924-490111	Interest Earnings Capital	\$ 1,000.00	\$ 77.17	\$ 1,684.00	\$ (684.00)	168.40%
	Investment Earnings	\$ 9,300.00	\$ 742.46	\$ 13,705.08	\$ (4,405.08)	147.37%
924-924-491100	Refund On Insurance Premi	\$ -	\$ -	\$ 180,231.18	\$ (180,231.18)	0.00%
924-924-498800	Capital Development	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-499100	Insurance Recoveries	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-499200	Gifts And Memorials	\$ 10,000.00	\$ 266.47	\$ 9,961.83	\$ 38.17	99.62%
924-924-499300	Iptip / Gift Fund	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-499800	Miscellaneous Receipts	\$ 4,000.00	\$ 29.20	\$ 1,373.05	\$ 2,626.95	34.33%
	Other Revenue	\$ 14,000.00	\$ 295.67	\$ 191,566.06	\$ (177,566.06)	1368.33%
924-924-440100	Transfer from Library	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-450500	Premiums	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers From Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-511600	Salary: All Personnel	\$ 645,000.00	\$ 40,810.50	\$ 588,761.09	\$ 56,238.91	91.28%
924-924-515500	Vacation Pay	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-515600	Holiday Pay	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-515800	Sick Pay	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-516700	Wellness Programs	\$ 1,000.00	\$ -	\$ 133.00	\$ 867.00	13.30%
924-924-517000	Oasdi/city Share 6.2%	\$ 40,875.00	\$ 3,072.02	\$ 36,262.26	\$ 4,612.74	88.72%
924-924-517001	Medicare/city Share 1.45%	\$ 9,600.00	\$ 718.47	\$ 8,480.54	\$ 1,119.46	88.34%
924-924-517401	IMRF	\$ 66,000.00	\$ 5,097.51	\$ 51,719.89	\$ 14,280.11	78.36%
924-924-518000	Group Insurance	\$ 123,000.00	\$ 8,777.32	\$ 93,760.96	\$ 29,239.04	76.23%
924-924-518300	Workers Comp Insurance	\$ 2,350.00	\$ -	\$ 2,137.00	\$ 213.00	90.94%
	Personnel	\$ 887,825.00	\$ 58,475.82	\$ 781,254.74	\$ 106,570.26	88.00%
924-924-520200	Office Supplies	\$ 6,500.00	\$ 90.00	\$ 5,110.85	\$ 1,389.15	78.63%
924-924-520300	Library Supplies	\$ 9,900.00	\$ 1,661.45	\$ 8,231.50	\$ 1,668.50	83.15%
924-924-520303	Reader-printer - Supplies	\$ -	\$ -	\$ -	\$ -	0.00%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

User: bqmarston

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
924-924-520400	Postage	\$ 2,300.00	\$ 17.00	\$ 1,016.28	\$ 1,283.72	44.19%
924-924-520600	Oclc Cataloging	\$ 5,200.00	\$ -	\$ 5,291.01	\$ (91.01)	101.75%
924-924-522700	Electronic Resources	\$ 24,000.00	\$ 6,251.63	\$ 11,341.63	\$ 12,658.37	47.26%
924-924-523301	Adult * Books - Fiction	\$ 30,765.00	\$ 3,372.26	\$ 21,983.32	\$ 8,781.68	71.46%
924-924-523302	Children's * Books - Fict	\$ 18,500.00	\$ 485.21	\$ 18,345.17	\$ 154.83	99.16%
924-924-523304	Large Print Books	\$ 8,200.00	\$ 727.83	\$ 7,975.79	\$ 224.21	97.27%
924-924-523401	Adult * Books - Non-fict	\$ 22,000.00	\$ 1,262.25	\$ 17,748.54	\$ 4,251.46	80.68%
924-924-523402	Children's * Books - Non-	\$ 10,000.00	\$ 22.19	\$ 9,822.33	\$ 177.67	98.22%
924-924-523404	Large Print Books	\$ 700.00	\$ 38.45	\$ 342.92	\$ 357.08	48.99%
924-924-523500	Rental Book Purchase	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-523501	Adult * Periodicals	\$ 3,750.00	\$ 475.82	\$ 3,526.50	\$ 223.50	94.04%
924-924-523502	Children's * Periodicals	\$ 535.00	\$ -	\$ 546.52	\$ (11.52)	102.15%
924-924-523603	C.d.'s	\$ 2,200.00	\$ 155.85	\$ 1,717.58	\$ 482.42	78.07%
924-924-523700	Video Cassettes	\$ 13,500.00	\$ 641.89	\$ 11,698.76	\$ 1,801.24	86.66%
924-924-523701	Adult * Cassettes	\$ 10,300.00	\$ 658.83	\$ 7,525.91	\$ 2,774.09	73.07%
924-924-523702	Children's * Cassettes	\$ 1,000.00	\$ 24.99	\$ 487.83	\$ 512.17	48.78%
924-924-523709	Capitalized Books	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-523900	Program Supplies	\$ 1,300.00	\$ -	\$ 998.00	\$ 302.00	76.77%
924-924-523901	Adult * Programs	\$ 11,230.00	\$ 540.33	\$ 9,093.22	\$ 2,136.78	80.97%
924-924-523902	Children's * Programs	\$ 16,000.00	\$ 872.56	\$ 14,777.68	\$ 1,222.32	92.36%
924-924-529000	Equipment	\$ 4,000.00	\$ 809.99	\$ 3,743.25	\$ 256.75	93.58%
	Supplies & Materials	\$ 201,880.00	\$ 18,108.53	\$ 161,324.59	\$ 40,555.41	79.91%
924-924-520302	Copy Machine - Rental And	\$ 11,000.00	\$ 834.96	\$ 12,744.97	\$ (1,744.97)	115.86%
924-924-534300	Equipment - Repairs And M	\$ 5,500.00	\$ -	\$ 7,771.45	\$ (2,271.45)	141.30%
924-924-534600	Building Repairs & Mainte	\$ 25,800.00	\$ 1,584.56	\$ 18,425.44	\$ 7,374.56	71.42%
924-924-538000	Maintenance Agreements	\$ 30,000.00	\$ 932.24	\$ 28,734.55	\$ 1,265.45	95.78%
924-924-550101	Electricity	\$ 37,000.00	\$ 3,252.38	\$ 32,819.21	\$ 4,180.79	88.70%
924-924-550102	Water	\$ 4,900.00	\$ 418.11	\$ 5,439.14	\$ (539.14)	111.00%
924-924-550103	Gas	\$ 6,500.00	\$ 1,125.25	\$ 6,113.45	\$ 386.55	94.05%
924-924-550300	Telephone	\$ 3,200.00	\$ 263.22	\$ 2,982.61	\$ 217.39	93.21%
924-924-550900	General Insurance	\$ 14,800.00	\$ -	\$ 14,929.00	\$ (129.00)	100.87%
924-924-551507	Purchases - Newspapers	\$ 5,000.00	\$ -	\$ 3,218.17	\$ 1,781.83	64.36%
924-924-551600	Dues And Subscriptions	\$ 2,000.00	\$ -	\$ 1,594.50	\$ 405.50	79.73%
924-924-551900	Lost Books / Ill	\$ 100.00	\$ 10.00	\$ 71.96	\$ 28.04	71.96%
924-924-554206	Conference And Meeting Ex	\$ 4,500.00	\$ 86.70	\$ 4,445.48	\$ 54.52	98.79%
924-924-554207	Travel	\$ 2,000.00	\$ 91.42	\$ 1,557.10	\$ 442.90	77.86%
924-924-561500	Property Management Expen	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-563204	Isp	\$ 3,850.00	\$ 314.94	\$ 3,454.34	\$ 395.66	89.72%
924-924-569000	Other Contractual Service	\$ 500.00	\$ -	\$ 678.00	\$ (178.00)	135.60%
924-924-599100	Staff Purchases	\$ 200.00	\$ -	\$ 688.83	\$ (488.83)	344.42%
924-924-599200	Designated Fund Purchases	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-599300	Purchases From Gifts	\$ 10,000.00	\$ -	\$ 11,170.46	\$ (1,170.46)	111.70%
924-924-599301	Purchases From Endowment	\$ 3,500.00	\$ -	\$ 21,850.00	\$ (18,350.00)	624.29%
924-924-599801	Computer Software	\$ 1,500.00	\$ 128.07	\$ 1,276.53	\$ 223.47	85.10%
924-924-599803	Literacy Grant Purchases	\$ 1,430.00	\$ 330.81	\$ 1,382.32	\$ 47.68	96.67%
	Contractual Services	\$ 173,280.00	\$ 9,372.66	\$ 181,347.51	\$ (8,067.51)	104.66%
924-924-580400	Building Purchase/constru	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-580401	Building Repair	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-598800	Capital Development	\$ 1,000.00	\$ -	\$ 165,294.42	\$ (164,294.42)	16529.44%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

General Ledger

Non General Fund Revenue vs Expense Detail

User: bqmarston

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Period 11 - 11

Fiscal Year 2020

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
	Capital Outlay	\$ 1,000.00	\$ -	\$ 165,294.42	\$ (164,294.42)	16529.44%
924-924-518200	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-566300	Circulation System	\$ 25,735.00	\$ 2,144.59	\$ 23,465.39	\$ 2,269.61	91.18%
924-924-598300	Per Capita Grant	\$ 42,600.00	\$ 17,859.46	\$ 40,001.17	\$ 2,598.83	93.90%
924-924-598400	Passport Expense	\$ 2,000.00	\$ 131.75	\$ 1,534.17	\$ 465.83	76.71%
924-924-598700	Transfer To Friends	\$ 5,000.00	\$ 632.31	\$ 9,662.71	\$ (4,662.71)	193.25%
924-924-599000	Miscellaneous	\$ 3,000.00	\$ 220.33	\$ 2,834.94	\$ 165.06	94.50%
924-924-599302	Fixed Asset Transfer	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-599700	Fixed Asset Disposal	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-599802	Computer Hardware	\$ 6,100.00	\$ -	\$ 5,763.19	\$ 336.81	94.48%
924-924-599900	Depreciation Expense	\$ -	\$ 6.75	\$ 6.75	\$ (6.75)	0.00%
924-924-599999	Contingency	\$ -	\$ -	\$ -	\$ -	0.00%
	Other Expenditures	\$ 84,435.00	\$ 20,995.19	\$ 83,268.32	\$ 1,166.68	98.62%
924-924-590400	Interest Paid	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-591101	Bond Issuance Costs	\$ -	\$ -	\$ -	\$ -	0.00%
	Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
924-924-520100	Transfer to General Fund	\$ 15,000.00	\$ -	\$ 11,250.00	\$ 3,750.00	75.00%
924-924-544100	Transfer To General Fund	\$ -	\$ -	\$ -	\$ -	0.00%
	Transfers To Other Funds	\$ 15,000.00	\$ -	\$ 11,250.00	\$ 3,750.00	75.00%
924	Library	\$ -	\$ (103,331.25)	\$ 178,559.92	\$ (178,559.92)	0.00%
924	Library	\$ -	\$ (103,331.25)	\$ 178,559.92	\$ (178,559.92)	0.00%
Revenue Total		\$ 33,690,582.70	\$ 2,309,670.48	\$ 24,195,349.80	\$ 9,495,232.90	71.82%
Expense Total		\$ 44,023,469.22	\$ 1,697,229.23	\$ 21,323,173.90	\$ 22,700,295.32	48.44%
Grand Total		\$ (10,332,886.52)	\$ 612,441.25	\$ 2,872,175.90	\$ (13,205,062.42)	-27.80%

Attachment: NGF Rev Vs Exp Pd 11 FY'20 (2181 : Financial Reports March 2020)

**REQUEST FOR COUNCIL ACTION**

Agenda Date: May 26, 2020
To: Council Members
From: Sue McMillan, City Clerk

AGENDA ITEM: Comparison of State Distributions

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

5/21/2020

Date:

City Of Pekin
Comparison of FY 2019 & FY 2020 State MFT Distributions
February through May

	FY '19 Distribution	FY '20 Distribution	Inc / (Dec) over FY 2019	% Inc / (Dec)
February	\$73,969.37	\$46,649.83		
		\$59,401.24		
Totals	<u>\$73,969.37</u>	<u>\$106,051.07</u>	\$32,081.70	43%
	FY '19 Distribution	FY '20 Distribution	Inc / (Dec) over FY 2019	% Inc / (Dec)
March	\$67,275.59	\$45,683.77		
		\$59,227.35		
Totals	<u>\$67,275.59</u>	<u>\$104,911.12</u>	\$37,635.53	56%
	FY '19 Distribution	FY '20 Distribution	Inc / (Dec) over FY 2019	% Inc / (Dec)
April	\$64,336.21	\$42,930.56		
		\$65,676.22		
Totals	<u>\$64,336.21</u>	<u>\$108,606.78</u>	\$44,270.57	69%
	FY '19 Distribution	FY '20 Distribution	Inc / (Dec) over FY 2019	% Inc / (Dec)
May	\$75,465.59	\$40,554.32		
		\$60,564.06		
Totals	<u>\$75,465.59</u>	<u>\$101,118.38</u>	\$25,652.79	34%
Grand Total	<u>\$281,046.76</u>	<u>\$420,687.35</u>	<u>\$139,640.59</u>	<u>50%</u>

City of Pekin
Comparison of FY 2019 & FY 2020 State Tax Distributions
February through May

February Distributions	FY '19 Distribution	FY '20 Distribution	Inc / (Dec) over FY 2019	% Inc / (Dec)
Income Tax	\$340,319.45	\$321,452.48	(\$18,866.97)	-5.54%
Telecom/Excise Tax	\$44,161.52	\$48,036.39	\$3,874.87	8.77%
PPRT	N/A	N/A		
Use Tax	\$101,893.16	\$106,642.46	\$4,749.30	4.66%
Sales Tax (State Dist.)	\$447,395.29	\$452,905.62	\$5,510.33	1.23%
Sales Tax (HMR)	\$471,531.32	\$469,116.02	(\$2,415.30)	-0.51%
Total	\$1,405,300.74	\$1,398,152.97	(\$7,147.77)	-0.51%

March Distributions	FY '19 Distribution	FY '20 Distribution	Inc / (Dec) over FY 2019	% Inc / (Dec)
Income Tax	\$204,915.96	\$239,031.74	\$34,115.78	16.65%
Telecom/Excise Tax	\$45,193.07	\$41,944.95	(\$3,248.12)	-7.19%
PPRT	\$59,089.90	\$44,327.99		
Use Tax	\$123,213.76	\$140,839.97	\$17,626.21	14.31%
Sales Tax (State Dist.)	\$512,441.01	\$534,558.54	\$22,117.53	4.32%
Sales Tax (HMR)	\$524,302.56	\$520,408.52	(\$3,894.04)	-0.74%
Cannabis	N/A	\$2,395.48	\$2,395.48	100.00%
Total	\$1,469,156.26	\$1,523,507.19	\$69,112.84	4.70%

April Distributions	FY '19 Distribution	FY '20 Distribution	Inc / (Dec) over FY 2019	% Inc / (Dec)
Income Tax	\$329,138.14	\$351,077.87	\$21,939.73	6.67%
Telecom/Excise Tax	\$44,382.12	\$32,995.89	(\$11,386.23)	-25.65%
PPRT	\$293,799.79	\$306,080.71		
Use Tax	\$71,474.94	\$97,524.97	\$26,050.03	36.45%
Sales Tax (State Dist.)	\$373,192.84	\$403,242.73	\$30,049.89	8.05%
Sales Tax (HMR)	\$385,999.95	\$405,979.56	\$19,979.61	5.18%
Cannabis	N/A	\$3,183.65	\$3,183.65	100.00%
Total	\$1,497,987.78	\$1,600,085.38	\$89,816.68	6.00%

May Distributions	FY '19 Distribution	FY '20 Distribution	Inc / (Dec) over FY 2019	% Inc / (Dec)
Income Tax	\$293,750.42	\$343,737.35	\$49,986.93	17.02%
Telecom/Excise Tax	\$46,689.90	\$31,849.01	(\$14,840.89)	-31.79%
PPRT	\$179,191.67	\$195,684.97	\$16,493.30	9.20%
Use Tax	\$82,340.18	\$84,750.63	\$2,410.45	2.93%
Sales Tax (State Dist.)	\$404,725.14	\$390,360.87	(\$14,364.27)	-3.55%
Sales Tax (HMR)	\$407,869.34	\$389,058.45	(\$18,810.89)	-4.61%
Cannabis	N/A	\$1,606.52	\$1,606.52	100.00%
Total	\$1,414,566.65	\$1,437,047.80	\$22,481.15	1.59%
Grand Total	\$5,787,011.43	\$5,958,793.34	\$171,781.91	2.97%

Attachment: ILLINOIS FUNDS State Dist FY19 vs FY20 (2189 : Comparison of State Distributions)

**REQUEST FOR COUNCIL ACTION**

Agenda Date: May 26, 2020
To: Council Members
From: Sue McMillan, City Clerk

AGENDA ITEM: Accounts Payable To Be Paid Proof List thru May 15, 2020

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

5/20/2020

Date:

Accounts Payable

To Be Paid Proof List

User: mkflatley
 Printed: 05/13/2020 - 12:06PM
 Batch: 00017.04.2020 - missy1



City Of Pekin
 111 S. Capitol
 Pekin, IL 61554

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
Advance Auto Parts 12965									
3748	4/15/2020	14.70	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				leak detection dye for sw9					
3748 Total:		14.70							
3749	4/15/2020	127.37	0.00	05/15/2020				No	0
100-761-534000 Automotive Expense				brake pads and rotors squad 5146					
3749 Total:		127.37							
3752	4/15/2020	111.78	0.00	05/15/2020				No	0
100-761-534000 Automotive Expense				brake calipers squad 5146					
3752 Total:		111.78							
4000	4/21/2020	7.78	0.00	05/15/2020	yard-crew	expense		No	0
100-068-522400 General Supplies				light bulbs and fuel filters					
4000 Total:		7.78							
*** 4001	4/21/2020	14.29	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				body filler for sw2					
4001 Total:		14.29							
4309	4/29/2020	231.19	0.00	05/15/2020	yard-crew	expense		No	0
100-068-534000 Automotive Expense				fuel pump					
4309 Total:		231.19							
7180	4/16/2020	133.87	0.00	05/15/2020				No	0

AP-To Be Paid Proof List (05/13/2020 - 12:06 PM)

Page 1

*** means this invoice number is a duplicate.

Attachment: To Be Paid Proof List 5-15-20 fy20 (2176 : Accounts Payable To Be Paid Proof List thru May

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
100-032-534000 Automotive Expense				front brakes for st454					
7180 Total:		133.87							
7182	4/16/2020	95.34	0.00	05/15/2020				No	0
525-525-534000 Automotive Expense				battery and cabin air filter					
7182 Total:		95.34							
7229	4/20/2020	20.44	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				body filler for sw2					
7229 Total:		20.44							
7267	4/22/2020	19.13	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				door pins for sw2					
7267 Total:		19.13							
*** 7269	4/22/2020	19.13	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				door pins for sw2					
7269 Total:		19.13							
7270	4/22/2020	6.89	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				white paint for sw2					
7270 Total:		6.89							
7358	4/29/2020	179.98	0.00	05/15/2020				No	0
100-761-534000 Automotive Expense				2 batteries					
7358 Total:		179.98							
7360	4/29/2020	-230.55	0.00	05/15/2020	yard-crew	expense		No	0
100-068-534000 Automotive Expense				returned fuel pump					
7360 Total:		-230.55							
8892	4/21/2020	3.90	0.00	05/15/2020				No	0
501-501-534000 Automotive Expense				light bulbs					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
8892 Total:		3.90							
9264	4/28/2020	96.47	0.00	05/15/2020				No	0
525-525-534400 Equipment Repairs				battery for kubota					
9264 Total:		96.47							
Advance Auto Parts Total:		851.71							
Alexis Fire Equipment Co. 11112									
0067479in	4/17/2020	4,620.00	0.00	05/15/2020				No	0
100-034-529000 Equipment				2 sets of new gear					
0067479in Total:		4,620.00							
0067522in	4/24/2020	2,171.97	0.00	05/15/2020				No	0
100-034-534000 Automotive Expense				fuel tank and straps					
0067522in Total:		2,171.97							
0067523in	4/24/2020	154.19	0.00	05/15/2020				No	0
100-034-534000 Automotive Expense				fuel tank and sending unit					
0067523in Total:		154.19							
0067555in	4/23/2020	4,620.00	0.00	05/15/2020				No	0
100-034-529000 Equipment				2 sets of new gear					
0067555in Total:		4,620.00							
0067594in	4/30/2020	4,620.00	0.00	05/15/2020				No	0
100-034-529000 Equipment				new gear to replace old					
0067594in Total:		4,620.00							
Alexis Fire Equipment Co.		16,186.16							

Altorfer Inc

AP-To Be Paid Proof List (05/13/2020 - 12:06 PM)

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*** means this invoice number is a duplicate.

Attachment: To Be Paid Proof List 5-15-20 fy20 (2176 : Accounts Payable To Be Paid Proof List thru May

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
10019									
pc020608390	4/24/2020	90.14	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				hose, couplings and seal for 924g loader					
pc020608390 Total:		90.14							
pc330160469	4/25/2020	372.69	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				quick attach cover plate					
pc330160469 Total:		372.69							
pc330160540	4/29/2020	161.05	0.00	05/15/2020				No	0
100-034-534000 Automotive Expense				sensor					
pc330160540 Total:		161.05							
pc330160584	4/30/2020	158.24	0.00	05/15/2020				No	0
100-034-534000 Automotive Expense				sensor					
pc330160584 Total:		158.24							
pc330160585	4/30/2020	-161.05	0.00	05/15/2020				No	0
100-034-534000 Automotive Expense				returned sensor					
pc330160585 Total:		-161.05							
wo020091361	4/29/2020	708.07	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				filter, lube and air filters					
wo020091361 Total:		708.07							
Altorfer Inc Total:		1,329.14							
Amerencilco									
10021									
*** 0931067015	4/21/2020	69.88	0.00	05/15/2020				No	0
100-068-550100 Utilities				324 court st 3/18-4/19/20					
0931067015 Total:		69.88							
*** 0963065243	5/1/2020	1,365.97	0.00	05/15/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
100-068-550100 Utilities *** 0963065243	5/1/2020	51.80	0.00	05/15/2020	elec for various public property 3/2-3/31/20			No	0
100-068-550100 Utilities *** 0963065243	5/1/2020	135.73	0.00	05/15/2020	elec for 1411 elmgrove 3/29-4/28/20			No	0
501-501-550100 Utilities *** 0963065243	5/1/2020	135.72	0.00	05/15/2020	elec for 1130 koch st unit b 3/17-4/16/20			No	0
699-069-550100 Utilities *** 0963065243	5/1/2020	52.20	0.00	05/15/2020	elec for 1130 koch st unit b 3/17-4/16/20			No	0
223-026-550100 Utilities *** 0963065243	5/1/2020	763.82	0.00	05/15/2020	elec for 201 s 2nd st 3/8-4/6/20			No	0
100-034-550100 Utilities *** 0963065243	5/1/2020	147.13	0.00	05/15/2020	elec for various fire dept locations 3/18-4/19/20			No	0
100-032-550100 Utilities *** 0963065243	5/1/2020	663.12	0.00	05/15/2020	elec for various street dept locations 3/18-4/17/20			No	0
525-525-550100 Utilities *** 0963065243	5/1/2020	58.11	0.00	05/15/2020	elec for various airport locations 3/5-4/5/20			No	0
231-031-550100 Utilities					elec for 606 s front st 3/27-4/28/20				
0963065243 Total:		3,373.60							
*** 2349029006	4/20/2020	1,182.63	0.00	05/15/2020				No	0
231-030-550100 Utilities					elec for liftstations 2/20-4/14/20				
2349029006 Total:		1,182.63							
*** 2434114066	4/20/2020	1,701.28	0.00	05/15/2020				No	0
100-032-550500 Electricity For Street Li					1208 koch st customer owned lights 3/18-4/17/20				
2434114066 Total:		1,701.28							
*** 3955025012	4/24/2020	45.70	0.00	05/15/2020				No	0
100-032-550500 Electricity For Street Li					st light at 1703 remington 3/23-4/22/20				
3955025012 Total:		45.70							
*** 8695491773	4/20/2020	5,427.01	0.00	05/15/2020				No	0
100-032-550500 Electricity For Street Li					elec for street lights 3/18-4/17/20				
8695491773 Total:		5,427.01							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
Amerencilco Total:		11,800.10							
American Water 12288 4000190446	4/1/2020	1,023.76	0.00	05/15/2020				No	0
231-029-560701 American Water Consmpn Repts				march 2020 usage					
4000190446 Total:		1,023.76							
American Water Total:		1,023.76							
Atlas Supply Company 10038 17283	4/20/2020	143.98	0.00	05/15/2020	COVI-D019	expense		No	0
501-501-522400 General Supplies				hand sanitizer					
17283 Total:		143.98							
17362-01 100-068-522400 General Supplies	4/28/2020	599.94	0.00	05/15/2020	COVI-D019	expense		No	0
17362-01 Total:		599.94							
17675 501-501-522400 General Supplies	4/27/2020	179.80	0.00	05/15/2020	COVI-D019	expense		No	0
17675 Total:		179.80							
Atlas Supply Company To		923.72							
Avanti's Dome LLC 11012 05072020	5/7/2020	180.00	0.00	05/15/2020				No	0
208-208-598100 Public Relations				marketing for avanti's dome					
05072020 Total:		180.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
Avanti's Dome LLC Total:		180.00							
Avfuel Corporation 10780									
013466010	4/22/2020	20.00	0.00	05/15/2020				No	0
525-525-524000	Lease/rental Of Equipment			rental on credit card machine					
013466010 Total:		20.00							
013482853	4/30/2020	10,212.01	0.00	05/15/2020				No	0
525-000-160100	Fuel Inventory			load of 100LL					
013482853 Total:		10,212.01							
Avfuel Corporation Total:		10,232.01							
Bianchi, John 14093									
04162020	4/16/2020	750.00	0.00	05/15/2020				No	0
231-030-569000	Other Contractual Service			backwater valve program for 2102 lafayette ave					
04162020 Total:		750.00							
Bianchi, John Total:		750.00							
Britton Electronics 10083									
2208407	4/22/2020	934.96	0.00	05/15/2020				No	0
231-030-569000	Other Contractual Service			repairs to state st liftstation					
2208407 Total:		934.96							
2208408	4/22/2020	367.83	0.00	05/15/2020				No	0
231-030-569000	Other Contractual Service			repairs to el camino liftstation					
2208408 Total:		367.83							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
2208413	4/29/2020	937.50	0.00	05/15/2020				No	0
231-030-569000 Other Contractual Service				work done at hickory hill liftstation					
2208413 Total:		937.50							
2208414	4/29/2020	393.00	0.00	05/15/2020				No	0
231-030-569000 Other Contractual Service				work done at lick creek liftstation					
2208414 Total:		393.00							
Britton Electronics Total:		2,633.29							
Burnett, Brandon									
11626									
expense-0420	2/20/2020	35.00	0.00	05/15/2020				No	0
100-034-557200 License And Inspection Fe				ITLS renewal reimbursement					
expense-0420 Total:		35.00							
Burnett, Brandon Total:		35.00							
Calpine Energy Solutions									
10590									
*** 2012200125254	5/1/2020	30.68	0.00	05/15/2020				No	0
100-032-550600 Electricity For Signal Li				traffic lights 3/20-4/21/20					
*** 2012200125254	5/1/2020	3,080.48	0.00	05/15/2020				No	0
100-032-550500 Electricity For Street Li				street lights 3/5-4/17/20					
*** 2012200125254	5/1/2020	830.27	0.00	05/15/2020				No	0
231-030-550100 Utilities				elec for various liftstations 3/2-4/23/20					
*** 2012200125254	5/1/2020	401.12	0.00	05/15/2020				No	0
100-068-550100 Utilities				elec for 1411 elmgrove and 1130 koch unit a 3/1-4/28/20					
*** 2012200125254	5/1/2020	1,784.73	0.00	05/15/2020				No	0
100-068-550100 Utilities				elec for various public properties 3/1-4/6/20					
*** 2012200125254	5/1/2020	11,527.58	0.00	05/15/2020				No	0
231-031-550100 Utilities				elec for various waste treatment plant locations 3/2-4/28/20					
*** 2012200125254	5/1/2020	400.48	0.00	05/15/2020				No	0
525-525-550100 Utilities				elec for various airport locations 3/1-4/17/20					
*** 2012200125254	5/1/2020	891.24	0.00	05/15/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
223-023-550100 Utilities *** 2012200125254	5/1/2020	202.53	0.00	elec for 1208 koch st 3/18-4/17/20 05/15/2020				No	0
501-501-550100 Utilities *** 2012200125254	5/1/2020	628.86	0.00	elec for 1130 koch st 3/1-4/1/20 05/15/2020				No	0
100-034-550100 Utilities *** 2012200125254	5/1/2020	202.55	0.00	elec for 3232 court and 272 derby 3/16-4/20/20 05/15/2020				No	0
699-069-550100 Utilities *** 2012200125254	5/1/2020	1,203.82	0.00	elec for 1130 koch st unit b 3/1-4/16/20 05/15/2020				No	0
100-032-550100 Utilities				elec for 1208 and 1140 koch st 3/1-4/17/20					
201220012525423 Total:		21,184.34							
Calpine Energy Solutions T		21,184.34							
Carle, Dustin 14095 04282020	4/28/2020	750.00	0.00	05/15/2020				No	0
231-030-569000 Other Contractual Service				backwater valve program for 915 washington st					
04282020 Total:		750.00							
Carle, Dustin Total:		750.00							
Carroll, Jennifer 13321 expense-042020	4/30/2020	75.00	0.00	05/15/2020	COVI-D019	expense		No	0
100-005-550300 Telephone				april cell phone reimbursement/COVID-19					
expense-042020 Total:		75.00							
Carroll, Jennifer Total:		75.00							
Casey Transportation Services, Inc 13206 202025471	5/3/2020	401.63	0.00	05/15/2020				No	0
240-240-535000 Material And Hauling				spray patching rock delivered 4/22/20					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
202025471 Total:		401.63							
Casey Transportation Serv		401.63							
Central Heating Air Conditioning 11657									
107372	4/24/2020	180.00	0.00	05/15/2020				No	0
525-525-534200 Buildings And Grounds Rep				plumbing in restrooms at airport					
107372 Total:		180.00							
Central Heating Air Condit		180.00							
Centre State International Trucks, Inc. 10109									
269923	4/20/2020	502.98	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				crank case vent assembly for sw9					
269923 Total:		502.98							
269937	4/22/2020	91.54	0.00	05/15/2020				No	0
100-032-534000 Automotive Expense				speed sensor for st414					
269937 Total:		91.54							
Centre State International T		594.52							
CenturyLink 10111									
*** 304022613	4/10/2020	205.36	0.00	05/15/2020				No	0
231-031-550300 Telephone				wwtp phones and data 4/10-5/9/2020					
304022613 Total:		205.36							
CenturyLink Total:		205.36							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
CINTAS Corporation 10115									
4048727783	4/23/2020	175.71	0.00	05/15/2020				No	0
699-069-569000 Other Contractual Service				clean uniforms 4/23/20					
4048727783 Total:		175.71							
4049298164	4/30/2020	175.71	0.00	05/15/2020				No	0
699-069-569000 Other Contractual Service				clean uniforms 4/30/2020					
4049298164 Total:		175.71							
4049298405	4/30/2020	89.81	0.00	05/15/2020				No	0
231-031-569000 Other Contractual Service				clean uniforms 4/30/20					
4049298405 Total:		89.81							
CINTAS Corporation Tota		441.23							
Citylink 11032									
17045	3/31/2020	51,250.00	0.00	05/15/2020				No	0
100-990-569000 Other Contractual Service				01/01/20-03/31/20 service					
17045 Total:		51,250.00							
Citylink Total:		51,250.00							
CliftonLarsonAllen LLP 13966									
2440044	4/6/2020	7,330.69	0.00	05/15/2020				No	0
100-006-569000 Other Contractual Service				professional services week ending 3/21/20					
2440044 Total:		7,330.69							
CliftonLarsonAllen LLP To		7,330.69							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Comcast Cable 11073 *** 203200090660	4/19/2020	232.38	0.00	05/15/2020				No	0
525-525-550300 Telephone				phone and internet service at airport 4/23-5/22/20					
203200090660 Total:		232.38							
Comcast Cable Total:		232.38							
Cross Implement Inc 10141 246883	4/24/2020	247.35	0.00	05/15/2020				No	0
525-525-534400 Equipment Repairs				repaired mower/service call					
246883 Total:		247.35							
Cross Implement Inc Total		247.35							
Elliott Equipment Co. 12023 155878	4/27/2020	1,275.06	0.00	05/15/2020				No	0
223-025-534000 Automotive Expense				sweep cylinder for yw4					
155878 Total:		1,275.06							
155921	4/29/2020	221.69	0.00	05/15/2020				No	0
223-025-534000 Automotive Expense				lug sweep cylinder slide tapped on yw4					
155921 Total:		221.69							
Elliott Equipment Co. Tota		1,496.75							
Farnsworth Group Inc 10180 215773	4/30/2020	10,563.50	0.00	05/15/2020				No	0
231-030-561200 Engineering Fees				phase III CSO project engineering					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
215773 Total:		10,563.50							
Farnsworth Group Inc Tot		10,563.50							
Fastenal Company 10181									
ilpek154868	4/6/2020	6.96	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				fender washers for sw8					
ilpek154868 Total:		6.96							
ilpek155144	4/21/2020	3.09	0.00	05/15/2020				No	0
100-034-522400 General Supplies				shop supplies					
ilpek155144 Total:		3.09							
*** ilpek155239	4/24/2020	4.01	0.00	05/15/2020				No	0
699-069-522400 General Supplies				wire connectors					
*** ilpek155239	4/24/2020	33.00	0.00	05/15/2020				No	0
100-068-522400 General Supplies				anchors					
ilpek155239 Total:		37.01							
ilpek155244	4/27/2020	68.58	0.00	05/15/2020				No	0
100-032-522400 General Supplies				hardware & cleaning wheels st430					
ilpek155244 Total:		68.58							
ilpek155370	4/30/2020	60.08	0.00	05/15/2020	yard-crew	expense		No	0
100-068-522400 General Supplies				butt connectors for trailer lighting					
ilpek155370 Total:		60.08							
Fastenal Company Total:		175.72							
Gem City Tire 12935									
24654	4/16/2020	1,619.58	0.00	05/15/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
223-023-534000 Automotive Expense					tire recaps and repairs to sw				
24654 Total:		1,619.58							
24830	4/28/2020	741.18	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense					tire recaps and repairs to sw				
24830 Total:		741.18							
Gem City Tire Total:		2,360.76							
Gonzales, Adrian									
13232									
expense-042020	4/28/2020	254.82	0.00	05/15/2020				No	0
100-761-519000 Training And Education					police training while in chicago 4/28-4/29/20				
expense-042020 Total:		254.82							
Gonzales, Adrian Total:		254.82							
Goodard, Sam									
14096									
04282020	4/28/2020	750.00	0.00	05/15/2020				No	0
231-030-569000 Other Contractual Service					backwater valve program at 1128 hawthorne ave				
04282020 Total:		750.00							
Goodard, Sam Total:		750.00							
Harris Pest Control									
10251									
*** 103179	4/2/2020	37.50	0.00	05/15/2020				No	0
501-501-566600 Pest Control					pest control 4/2/20				
*** 103179	4/2/2020	37.50	0.00	05/15/2020				No	0
699-069-566600 Pest Control					pest control 4/2/20				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	103179 Total:	75.00							
103181	4/2/2020	110.00	0.00	05/15/2020				No	0
100-068-566600	Pest Control			pest control 4/2/20					
	103181 Total:	110.00							
	Harris Pest Control Total:	185.00							
Hawkins Inc. 12742									
4704550	4/24/2020	696.40	0.00	05/15/2020				No	0
231-031-522200	Chemical Supplies			chlorine for effluent treatment					
	4704550 Total:	696.40							
4706950	4/29/2020	7,144.82	0.00	05/15/2020				No	0
231-031-522200	Chemical Supplies			2 totes of polymer for water treatment					
	4706950 Total:	7,144.82							
	Hawkins Inc. Total:	7,841.22							
Himmel, Jake 14097									
04282020	4/28/2020	750.00	0.00	05/15/2020				No	0
231-030-569000	Other Contractual Service			backwater valve program for 1309 highland st					
	04282020 Total:	750.00							
	Himmel, Jake Total:	750.00							
IL American Water 10291									
*** 210001081816	4/17/2020	30.71	0.00	05/15/2020				No	0
100-068-550100	Utilities			633 margaret st yd hy 3/14-4/15/20					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
	210001081816 Total:	30.71							
*** 210001269890	4/17/2020	20.61	0.00	05/15/2020				No	0
100-068-550100 Utilities				502 s 2nd st yd hy 3/14-4/15/20					
	210001269890 Total:	20.61							
*** 210002094969	4/16/2020	26.67	0.00	05/15/2020				No	0
100-068-550100 Utilities				100 state st 3/14-4/15/20					
	210002094969 Total:	26.67							
*** 210002243143	4/16/2020	25.27	0.00	05/15/2020				No	0
100-068-550100 Utilities				2500 s 2nd st 3/14-4/15/20					
	210002243143 Total:	25.27							
*** 210002282773	4/16/2020	206.67	0.00	05/15/2020				No	0
100-068-550100 Utilities				111 s capitol st 3/14-4/15/20					
	210002282773 Total:	206.67							
*** 210002365869	4/17/2020	20.61	0.00	05/15/2020				No	0
100-068-550100 Utilities				633 margaret st yd hy 3/14-4/15/20					
	210002365869 Total:	20.61							
*** 210003283755	4/14/2020	25.23	0.00	05/15/2020				No	0
100-068-550100 Utilities				1842 court st yd hy 3/12-4/13/20					
	210003283755 Total:	25.23							
*** 220000296568	4/17/2020	44.72	0.00	05/15/2020				No	0
100-068-550100 Utilities				107 front st restrooms 3/14-4/15/20					
	220000296568 Total:	44.72							
	IL American Water Total:	400.49							

IL Oil Marketing Equipment

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
10313									
0143418in	1/31/2020	375.00	0.00	05/15/2020				No	0
699-069-569000 Other Contractual Service				fuel system maintenance					
0143418in Total:		375.00							
0145675in	4/21/2020	223.00	0.00	05/15/2020				No	0
525-525-534400 Equipment Repairs				repair to fuel pump at airport					
0145675in Total:		223.00							
IL Oil Marketing Equipmen		598.00							
Illini Plumbing, Inc.									
12264									
13475	4/17/2020	186.40	0.00	05/15/2020				No	0
100-068-534200 Buildings And Grounds Rep				repaired urinal in basement st 3232 court st fire dept					
13475 Total:		186.40							
Illini Plumbing, Inc. Total:		186.40							
Interstate Batteries of Centra									
10330									
*** 20180727	4/9/2020	239.85	0.00	05/15/2020				No	0
501-501-534000 Automotive Expense				3 tires					
*** 20180727	4/9/2020	94.95	0.00	05/15/2020				No	0
100-032-534000 Automotive Expense				1 tire					
20180727 Total:		334.80							
Interstate Batteries of Cent		334.80							
IWIRC									
10335									
3060071	1/6/2020	100.00	0.00	05/15/2020				No	0
501-501-559000 Medical Expense/supplies				annual physical					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
3060071 Total:		100.00							
306041	1/6/2020	100.00	0.00	05/15/2020				No	0
501-501-559000 Medical Expense/supplies				annual physical					
306041 Total:		100.00							
306050	1/6/2020	100.00	0.00	05/15/2020				No	0
501-501-559000 Medical Expense/supplies				annual physical					
306050 Total:		100.00							
306065	1/6/2020	100.00	0.00	05/15/2020				No	0
501-501-559000 Medical Expense/supplies				annual physical					
306065 Total:		100.00							
306347	1/10/2020	83.00	0.00	05/15/2020				No	0
501-501-559000 Medical Expense/supplies				pre employment phisical					
306347 Total:		83.00							
306375	1/10/2020	83.00	0.00	05/15/2020				No	0
501-501-559000 Medical Expense/supplies				pre employment phisical					
306375 Total:		83.00							
306589	1/16/2020	83.00	0.00	05/15/2020				No	0
501-501-559000 Medical Expense/supplies				pre employment phisical					
306589 Total:		83.00							
*** 306900	10/15/2019	622.50	0.00	05/15/2020				No	0
100-990-590900 Police And Fire Commission				new hire pd physical NA					
*** 306900	10/15/2019	622.50	0.00	05/15/2020				No	0
941-941-559000 Medical Expense/supplies				new hire pd physical NA					
306900 Total:		1,245.00							
306926	12/9/2019	72.00	0.00	05/15/2020				No	0
501-501-559000 Medical Expense/supplies				annual physical					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
306926 Total:		72.00							
307266	1/20/2020	111.25	0.00	05/15/2020	pre employment phisical			No	0
501-501-559000 Medical Expense/supplies									
307266 Total:		111.25							
307407	1/23/2020	100.00	0.00	05/15/2020	annual physical			No	0
501-501-559000 Medical Expense/supplies									
307407 Total:		100.00							
307526	1/27/2020	111.25	0.00	05/15/2020	pre employment phisical			No	0
501-501-559000 Medical Expense/supplies									
307526 Total:		111.25							
307619	1/28/2020	100.00	0.00	05/15/2020	annual physical			No	0
501-501-559000 Medical Expense/supplies									
307619 Total:		100.00							
310007	3/5/2020	100.00	0.00	05/15/2020	annual physical			No	0
501-501-559000 Medical Expense/supplies									
310007 Total:		100.00							
310097	3/4/2020	100.00	0.00	05/15/2020	annual physical			No	0
501-501-559000 Medical Expense/supplies									
310097 Total:		100.00							
310180	3/3/2020	111.25	0.00	05/15/2020	pre employment phisical			No	0
501-501-559000 Medical Expense/supplies									
310180 Total:		111.25							
310434	3/13/2020	111.25	0.00	05/15/2020	pre employment phisical			No	0
501-501-559000 Medical Expense/supplies									
310434 Total:		111.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
310489	3/9/2020	100.00	0.00	05/15/2020				No	0
501-501-559000 Medical Expense/supplies				annual physical					
310489 Total:		100.00							
310769	3/20/2020	100.00	0.00	05/15/2020				No	0
501-501-559000 Medical Expense/supplies				annual physical					
310769 Total:		100.00							
311959	3/20/2019	327.75	0.00	05/15/2020				No	0
100-034-559000 Medical Expense/supplies				annual physical					
311959 Total:		327.75							
311960	3/27/2019	1,748.00	0.00	05/15/2020				No	0
100-034-559000 Medical Expense/supplies				annual physical					
311960 Total:		1,748.00							
311961	4/7/2019	874.00	0.00	05/15/2020				No	0
100-034-559000 Medical Expense/supplies				annual physical					
311961 Total:		874.00							
311962	4/9/2019	1,529.50	0.00	05/15/2020				No	0
100-034-559000 Medical Expense/supplies				annual physical					
311962 Total:		1,529.50							
IWIRC Total:		7,490.25							
Kaeser & Blair Incorporated									
10843									
00417015	4/28/2020	157.54	0.00	05/15/2020				No	0
100-761-592500 Crime Prevention Expense				200 fly swatters/public relations					
00417015 Total:		157.54							
00417026	4/22/2020	346.76	0.00	05/15/2020				No	0
100-761-592500 Crime Prevention Expense				2000 police badge stickers/public relations					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
00417026 Total:		346.76							
Kaeser & Blair Incorporate		504.30							
Key Equipment									
10353									
158554	4/13/2020	494.56	0.00	05/15/2020				No	0
231-033-534000 Automotive Expense				lock collar, print shafts and screw amd washers for sweeper					
158554 Total:		494.56							
158570	4/22/2020	88.39	0.00	05/15/2020				No	0
231-033-534000 Automotive Expense				lock collar for sweeper					
158570 Total:		88.39							
158580	4/22/2020	436.45	0.00	05/15/2020				No	0
231-033-534000 Automotive Expense				pivat shafts and switch for sweeper					
158580 Total:		436.45							
158601	4/24/2020	476.42	0.00	05/15/2020				No	0
231-033-534000 Automotive Expense				lift arm, cylinder pins and ring for sweeper					
158601 Total:		476.42							
158620	4/30/2020	581.02	0.00	05/15/2020				No	0
231-033-534000 Automotive Expense				12 VDC motor and circuit board for sweeper					
158620 Total:		581.02							
Key Equipment Total:		2,076.84							
Kimball Midwest									
11679									
*** 7899802	4/27/2020	34.50	0.00	05/15/2020	COVI-D019	expense		No	0
100-032-522400 General Supplies				hand sanitizer					
*** 7899802	4/27/2020	34.50	0.00	05/15/2020	COVI-D019	expense		No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
223-023-522400 General Supplies				hand sanitizer					
7899802 Total:		69.00							
Kimball Midwest Total:		69.00							
Kimmel, Howard 14098									
04302020	4/30/2020	750.00	0.00	05/15/2020				No	0
231-030-569000 Other Contractual Service				backwater valve program at 1311 s 13th st					
04302020 Total:		750.00							
Kimmel, Howard Total:		750.00							
Kreiling Roofing Co Inc 10361									
4854	4/24/2020	1,308.05	0.00	05/15/2020				No	0
501-501-534200 Bldng & Grnds Maint/Repairs				patch in roof around new a/c system at bus department					
4854 Total:		1,308.05							
Kreiling Roofing Co Inc To		1,308.05							
Laser Electric Inc 10367									
sc20390b	4/27/2020	320.57	0.00	05/15/2020				No	0
100-032-532000 Electronic Equipment Main				signal maintenance at various locations					
sc20390b Total:		320.57							
sc20787	4/24/2020	278.68	0.00	05/15/2020				No	0
100-032-532000 Electronic Equipment Main				signal maintenance at court and barney rd					
sc20787 Total:		278.68							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	Laser Electric Inc Total:	599.25							
Leman Precast 11200									
00051391	4/16/2020	1,283.00	0.00	05/15/2020				No	0
240-240-564100	Drainage Improvements			riser rings and inlet with base					
	00051391 Total:	1,283.00							
	Leman Precast Total:	1,283.00							
LHF Compost, Inc. 11829									
178149	4/24/2020	2,488.80	0.00	05/15/2020				No	0
223-025-566501	Compost Site Expense			yw fee 4/20-4/20/20					
	178149 Total:	2,488.80							
	LHF Compost, Inc. Total:	2,488.80							
Lynn Moses Plumbing 12500									
39864	4/25/2020	275.00	0.00	05/15/2020				No	0
231-030-569000	Other Contractual Service			sewer inspection and locate at n 4th st					
	39864 Total:	275.00							
	Lynn Moses Plumbing Tot	275.00							
Macqueen Emergency 10230									
p01766	4/28/2020	108.79	0.00	05/15/2020				No	0
100-034-534000	Automotive Expense			lights					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	p01766 Total:	108.79							
	Macqueen Emergency Tota	108.79							
Maurer-Stutz Inc 10402									
39778	4/30/2020	5,535.50	0.00	05/15/2020				No	0
270-270-560500 Consulting Services				survey/study of downtown parking lots					
	39778 Total:	5,535.50							
	Maurer-Stutz Inc Total:	5,535.50							
May Welding Repair and Fabrication, LLC 14112									
1102	4/22/2020	981.00	0.00	05/15/2020				No	0
100-068-534200 Buildings And Grounds Rep				fabricate and powder coat hvac stand					
	1102 Total:	981.00							
1124	4/30/2020	800.00	0.00	05/15/2020				No	0
223-025-534000 Automotive Expense				repairs to yw4					
	1124 Total:	800.00							
	May Welding Repair and F	1,781.00							
Menards 10414									
75275	3/27/2020	6.58	0.00	05/15/2020				No	0
100-032-522400 General Supplies				lag screws for sign shop					
	75275 Total:	6.58							
75621	4/1/2020	47.86	0.00	05/15/2020				No	0
100-007-522400 General Supplies				tape measure					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
75621 Total:		47.86							
75743	4/3/2020	26.99	0.00	05/15/2020				No	0
100-032-529000 Equipment				bypass loppers					
75743 Total:		26.99							
76693	4/17/2020	28.17	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				hopper plug for sw					
76693 Total:		28.17							
76921	4/21/2020	50.97	0.00	05/15/2020				No	0
100-032-522400 General Supplies				wood forms for concrete work					
76921 Total:		50.97							
77113	4/24/2020	279.12	0.00	05/15/2020	COVI-D019	expense		No	0
100-761-522400 General Supplies				8 32oz disinfectant and 40 clorox wipes					
77113 Total:		279.12							
77590	4/30/2020	105.72	0.00	05/15/2020				No	0
100-034-522400 General Supplies				light bulbs, 2 cycle oil and brass twist nozzle					
77590 Total:		105.72							
Menards Total:		545.41							
Mlecko, Tara									
14099									
04282020	4/28/2020	750.00	0.00	05/15/2020				No	0
231-030-569000 Other Contractual Service				backwater valve program for 9143 prince st					
04282020 Total:		750.00							
Mlecko, Tara Total:		750.00							

Modal Marketing

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*** means this invoice number is a duplicate.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
10427									
90050	4/17/2020	389.88	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				tire balancing bags for sw					
90050 Total:		389.88							
Modal Marketing Total:		389.88							
Mucciante Heating and Cooling									
13682									
624	4/30/2020	605.00	0.00	05/15/2020				No	0
100-068-534200 Buildings And Grounds Rep				exhaust fan for mechanics bathroom					
624 Total:		605.00							
Mucciante Heating and Co		605.00							
Municipal Code Corporation									
13524									
00341835	4/30/2020	4,250.00	0.00	05/15/2020				No	0
100-004-569000 Other Contractual Service				recodification draft submitted for review					
00341835 Total:		4,250.00							
Municipal Code Corporatio		4,250.00							
Mutual Wheel									
10439									
2531450	4/30/2020	31.92	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				air union fitting for sw7					
2531450 Total:		31.92							
2531583	4/30/2020	80.90	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				air unions for sw7					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
2531583 Total:		80.90							
Mutual Wheel Total:		112.82							
MyFleetCenter.Com 13381 31055	4/17/2020	62.98	0.00	05/15/2020				No	0
100-761-534000 Automotive Expense				oil change in squad 5161					
31055 Total:		62.98							
MyFleetCenter.Com Total		62.98							
NAPA Auto Parts of Pekin 10441 417878	3/7/2020	-36.00	0.00	05/15/2020				No	0
100-034-534000 Automotive Expense				core credit					
417878 Total:		-36.00							
422267	4/24/2020	74.10	0.00	05/15/2020				No	0
100-034-534000 Automotive Expense				back up lamps					
422267 Total:		74.10							
422744	4/29/2020	915.05	0.00	05/15/2020				No	0
100-034-534000 Automotive Expense				oil filters for trucks					
422744 Total:		915.05							
NAPA Auto Parts of Pekin		953.15							
Nexstar Digital LLC 13846 551046231	4/30/2020	1,845.16	0.00	05/15/2020	COVI-D019	expense		No	0
100-001-599000 Miscellaneous				messaging COVID-19 for april 2020					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
551046231 Total:		1,845.16							
Nexstar Digital LLC Total:		1,845.16							
Oberle, Eric 14100 04292020	4/29/2020	750.00	0.00	05/15/2020				No	0
231-030-569000 Other Contractual Service				backwater valve program for 102 lucille st					
04292020 Total:		750.00							
Oberle, Eric Total:		750.00							
Optimum Health Solutions, Inc 13406 2415	4/30/2020	63.00	0.00	05/15/2020				No	0
695-095-516700 Wellness Program				health coaching					
2415 Total:		63.00							
Optimum Health Solutions		63.00							
O'Reilly Automotive Stores, Inc. 10456 1262387857	4/25/2020	6.99	0.00	05/15/2020				No	0
100-068-534200 Buildings And Grounds Rep				epoxy stick to plug wall at city hall					
1262387857 Total:		6.99							
O'Reilly Automotive Stores		6.99							
PDC Laboratories Inc 10473 i9414334	4/30/2020	5,431.32	0.00	05/15/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
231-031-561300 Testing Fees And Expenses					effluent testing 3/24-4/23/20				
i9414334 Total:		5,431.32							
PDC Laboratories Inc Tota		5,431.32							
PDC Services 10474									
4555119	4/15/2020	3,211.02	0.00	05/15/2020				No	0
231-031-536400 Sludge Removal					sludge hauled to landfill 4/1-4/15/20				
4555119 Total:		3,211.02							
PDC Services Total:		3,211.02							
Pekin Community Bank/Morton Community Bank 10479									
3	4/22/2020	44,938.00	0.00	05/15/2020				No	0
270-270-583000 Tif Facade Grant/Loan					353 court pizza (pizza Peel) TIF reimbursement for eligible				
3 Total:		44,938.00							
Pekin Community Bank/M		44,938.00							
Pekin Public Library 10488									
05112020	5/11/2020	24,302.81	0.00	05/15/2020				No	0
100-990-496200 PPRT Tax Clearing Acct					EOM april 2020 personal property replacement tax				
05112020 Total:		24,302.81							
Pekin Public Library Total:		24,302.81							
Perimeter Solutions LP 13666									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
*** 70025355	4/26/2018	5,100.00	0.00	05/15/2020				No	0
100-034-519000 Training And Education				foam school for gropp & mellen					
70025355 Total:		5,100.00							
Perimeter Solutions LP Tot		5,100.00							
Plaza Truck & Trailer Parts 11678									
2201130028	4/22/2020	289.68	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				slack adjusters for sw13					
2201130028 Total:		289.68							
Plaza Truck & Trailer Parts		289.68							
Praxair Distribution Inc 10518									
96012095	4/9/2020	100.90	0.00	05/15/2020				No	0
100-032-522400 General Supplies				nozzze, sheild for torch cutter at shop					
96012095 Total:		100.90							
96106420	4/18/2020	60.91	0.00	05/15/2020				No	0
699-069-524000 Lease/rental Of Equipment				rental on cylinder 3/20-4/20/20					
96106420 Total:		60.91							
96106421	4/18/2020	23.34	0.00	05/15/2020				No	0
699-069-524000 Lease/rental Of Equipment				rental on cylinder 3/20-4/20/20					
96106421 Total:		23.34							
96193943	4/22/2020	58.02	0.00	05/15/2020				No	0
100-034-524000 Lease/rental Of Equipment				rental on cylinder 3/20-4/20/20					
96193943 Total:		58.02							
96431642	4/30/2020	191.68	0.00	05/15/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
100-034-524000 Lease/rental Of Equipment				rental on cylinders 3/20-4/20/20					
96431642 Total:		191.68							
Praxair Distribution Inc To		434.85							
Puritan Springs Water 10766									
*** 1386911	4/16/2020	9.32	0.00	05/15/2020				No	0
525-525-569000 Other Contractual Service				water delivery 4/13/20					
1386911 Total:		9.32							
Puritan Springs Water Tota		9.32							
Quadient Finance USA Inc 13754									
*** 044914318559	4/6/2020	24.03	0.00	05/15/2020				No	0
100-761-520400 Postage				package mailing					
044914318559 Total:		24.03							
Quadient Finance USA Inc		24.03							
Ragan Communications Inc 10533									
23828	4/28/2020	353.45	0.00	05/15/2020				No	0
100-761-555000 Radio Expense				remove/install radio in different vehicle					
23828 Total:		353.45							
23847	4/30/2020	1,248.65	0.00	05/15/2020				No	0
100-761-555000 Radio Expense				monthly smr charges					
23847 Total:		1,248.65							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Ragan Communications Inc		1,602.10							
Roanoke Concrete Products 10553									
180015	4/20/2020	235.00	0.00	05/15/2020	catch basin repair at 6th and market			No	0
240-240-564100 Drainage Improvements									
180015 Total:		235.00							
180071	4/21/2020	235.00	0.00	05/15/2020	catch basin repair at 6th and market			No	0
240-240-564100 Drainage Improvements									
180071 Total:		235.00							
180169	4/22/2020	293.50	0.00	05/15/2020	catch basin repair at caroline			No	0
240-240-564100 Drainage Improvements									
180169 Total:		293.50							
Roanoke Concrete Product		763.50							
Schwartz Electric 10579									
14324	1/14/2020	1,596.00	0.00	05/15/2020	reset GFI on decorative poles downtown			No	0
270-270-569000 Other Contractual Service									
14324 Total:		1,596.00							
14325	1/14/2020	156.59	0.00	05/15/2020	service at 512 court st			No	0
100-032-534400 Equipment Repairs									
14325 Total:		156.59							
14329	1/14/2020	185.50	0.00	05/15/2020	service at 1801 parkfield and buckhaven			No	0
100-032-534400 Equipment Repairs									
14329 Total:		185.50							
14585	4/29/2020	566.06	0.00	05/15/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
100-068-534200 Buildings And Grounds Rep				seasonal fountain installed at industrial park					
14585 Total:		566.06							
14586	4/29/2020	420.00	0.00	05/15/2020				No	0
100-068-534200 Buildings And Grounds Rep				lighting repair at call center					
14586 Total:		420.00							
14587	4/29/2020	135.42	0.00	05/15/2020				No	0
100-068-534200 Buildings And Grounds Rep				lighting repair on flag pole at bus dept					
14587 Total:		135.42							
14589	4/29/2020	489.00	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				service at 1011 washington st					
14589 Total:		489.00							
14590	4/29/2020	259.38	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				service at 1906 sierra ct					
14590 Total:		259.38							
14605	4/30/2020	5,847.51	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				removed light pole that was knocked down at 1922 highwoc					
14605 Total:		5,847.51							
14606	4/30/2020	-3,200.00	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				credit for pole re: 14605					
14606 Total:		-3,200.00							
Schwartz Electric Total:		6,455.46							
Screen Graphics									
11875									
*** 39797	4/29/2020	58.34	0.00	05/15/2020				No	0
223-023-551000 Printing And Publications				stickers for garbage carts					
*** 39797	4/29/2020	58.33	0.00	05/15/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
223-025-551000 Printing And Publications				stickers for garbage carts					
*** 39797	4/29/2020	58.33	0.00	05/15/2020				No	0
223-026-551000 Printing And Publications				stickers for garbage carts					
39797 Total:		175.00							
Screen Graphics Total:		175.00							
Seico Inc									
10587									
32978	4/2/2020	780.00	0.00	05/15/2020				No	0
100-068-534400 Equipment Repairs				security badging repair					
32978 Total:		780.00							
33197	4/17/2020	239.00	0.00	05/15/2020				No	0
100-068-534400 Equipment Repairs				security system repair					
33197 Total:		239.00							
33408	4/28/2020	300.00	0.00	05/15/2020				No	0
501-501-557200 License And Inspection Fees				annual fire inspection/tes at bus dept					
33408 Total:		300.00							
Seico Inc Total:		1,319.00							
Stanard & Associates, Inc.									
11656									
sa000043995	4/29/2020	395.00	0.00	05/15/2020				No	0
100-990-590900 Police And Fire Commission				pre employment personality evaluation fir dept KR					
sa000043995 Total:		395.00							
Stanard & Associates, Inc.		395.00							
Standard Heating & Cooling									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
13042									
sd100743	4/29/2020	109.00	0.00	05/15/2020				No	0
231-031-569000 Other Contractual Service				check heater at prison lift station					
sd100743 Total:		109.00							
sd10744	4/29/2020	109.00	0.00	05/15/2020				No	0
231-031-569000 Other Contractual Service				check heater at north plant					
sd10744 Total:		109.00							
Standard Heating & Coolin		218.00							
Stewart, Nicole									
13588									
*** expense-0919	9/21/2019	72.00	0.00	05/15/2020				No	0
100-004-519000 Training And Education				parking reimbursement while at IML conference					
expense-0919 Total:		72.00							
Stewart, Nicole Total:		72.00							
Stock & Field									
11569									
9114/e	3/31/2020	252.45	0.00	05/15/2020				No	0
525-525-529000 Equipment				woodcutter bar and chain lube					
9114/e Total:		252.45							
9132/13	4/8/2020	115.95	0.00	05/15/2020				No	0
525-525-529000 Equipment				protective wrap chap					
9132/13 Total:		115.95							
9165/13	4/24/2020	59.97	0.00	05/15/2020	yard-crew	expense		No	0
100-068-534400 Equipment Repairs				trailer lights					
9165/13 Total:		59.97							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
9169/13	4/28/2020	21.17	0.00	05/15/2020				No	0
100-034-522400 General Supplies				hex bolts and drop in anchor					
9169/13 Total:		21.17							
Stock & Field Total:		449.54							
Tazewell County Asphalt Co. Inc. 11264									
20110009571	4/30/2020	262.50	0.00	05/15/2020				No	0
240-240-535000 Material And Hauling				bituminous for stree repairs					
20110009571 Total:		262.50							
Tazewell County Asphalt C		262.50							
Tazewell County Landfill 10635									
4555140	4/15/2020	28,271.09	0.00	05/15/2020				No	0
223-023-566500 Landfill Expense				landfill fee 4/1-4/15/20					
4555140 Total:		28,271.09							
4576380	4/30/2020	28,257.75	0.00	05/15/2020				No	0
223-023-566500 Landfill Expense				landfill fee 4/16-4/30/20					
4576380 Total:		28,257.75							
Tazewell County Landfill T		56,528.84							
Third Millennium Associates, Inc. 11953									
*** 24737	4/30/2020	1,278.98	0.00	05/15/2020				No	0
231-029-569000 Other Contractual Service				april 2020 green pay fee					
*** 24737	4/30/2020	1,278.97	0.00	05/15/2020				No	0
223-023-569000 Other Contractual Service				april 2020 green pay fee					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	24737 Total:	2,557.95							
	Third Millennium Associat	2,557.95							
Topless Tree Service Inc 10657									
202044	4/27/2020	1,620.00	0.00	05/15/2020				No	0
100-032-536000 Tree Removal / Replacemen				3232 court fire station grind 7 stumps					
202044 Total:		1,620.00							
202045	4/27/2020	1,940.00	0.00	05/15/2020				No	0
100-032-536000 Tree Removal / Replacemen				3rd and washington remove 1/3 of tree					
202045 Total:		1,940.00							
202046	4/27/2020	2,545.00	0.00	05/15/2020				No	0
100-032-536000 Tree Removal / Replacemen				311 catherine remove large tree					
202046 Total:		2,545.00							
202047	4/27/2020	175.00	0.00	05/15/2020				No	0
100-032-536000 Tree Removal / Replacemen				capitol and catherine remove limbs					
202047 Total:		175.00							
202048	4/27/2020	525.00	0.00	05/15/2020				No	0
100-032-536000 Tree Removal / Replacemen				1023 s 4th remove dead tree					
202048 Total:		525.00							
202049	4/27/2020	2,910.00	0.00	05/15/2020				No	0
100-032-536000 Tree Removal / Replacemen				624 washington remove large split hackberry tree					
202049 Total:		2,910.00							
Topless Tree Service Inc To		9,715.00							

Tractor Supply Co

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
10659									
130665	4/20/2020	114.32	0.00	05/15/2020				No	0
100-034-522400 General Supplies				straps and cut off wheels					
130665 Total:		114.32							
Tractor Supply Co Total:		114.32							
Truck Centers Inc									
10664									
f14029569804	4/16/2020	33.52	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				brake chamber hoses for sw					
f14029569804 Total:		33.52							
r14006192901	4/15/2020	1,504.90	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				sw8 transmission repairs					
r14006192901 Total:		1,504.90							
Truck Centers Inc Total:		1,538.42							
United States Postal Service									
10449									
*** 91431855	4/30/2020	2,000.00	0.00	05/15/2020				No	0
100-990-520400 Postage				reload postage machine					
91431855 Total:		2,000.00							
United States Postal Servic		2,000.00							
Unity Point Health									
13528									
51110in2064	4/22/2020	267.80	0.00	05/15/2020				No	0
100-034-522500 Emergency Medical Supplie				emergency medical supplies					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
5110in2064 Total:		267.80							
Unity Point Health Total:		267.80							
Valley View Industries 13437									
137015	3/31/2020	626.31	0.00	05/15/2020				No	0
240-240-535000 Material And Hauling				rock for street repair					
137015 Total:		626.31							
60192	4/30/2020	329.87	0.00	05/15/2020				No	0
240-240-535000 Material And Hauling				chp rock for base repair					
60192 Total:		329.87							
Valley View Industries Tota		956.18							
Visa (business) 11433									
*** 2592-0420	4/24/2020	1,176.38	0.00	05/15/2020	COVI-D019	expense		No	0
100-034-522400 General Supplies				respirators and masks filters					
*** 2592-0420	4/24/2020	143.76	0.00	05/15/2020	COVI-D019	expense		No	0
100-068-522400 General Supplies				respirators and masks filters					
*** 2592-0420	4/24/2020	30.00	0.00	05/15/2020				No	0
100-005-519000 Training And Education				military leave pay webinar					
*** 2592-0420	4/24/2020	138.95	0.00	05/15/2020				No	0
100-005-597900 Employee Recognition				mike guerra's going away party/employee recognition					
*** 2592-0420	4/24/2020	259.90	0.00	05/15/2020	COVI-D019	expense		No	0
100-034-559000 Medical Expense/supplies				N95 filter cartridges for COVID19					
*** 2592-0420	4/24/2020	325.00	0.00	05/15/2020				No	0
100-005-551000 Printing And Publications				asst city engineering job posting					
2592-0420 Total:		2,073.99							
*** 5141-0420	4/24/2020	389.99	0.00	05/15/2020				No	0
100-034-587100 Office Equipment & Furniture				office chair					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
*** 5141-0420	4/24/2020	52.99	0.00	05/15/2020				No	0
100-034-534400 Equipment Repairs				igniter for northside oven					
*** 5141-0420	4/24/2020	41.82	0.00	05/15/2020				No	0
100-034-534400 Equipment Repairs				forklift repairs					
*** 5141-0420	4/24/2020	271.78	0.00	05/15/2020				No	0
100-034-534400 Equipment Repairs				forklift repairs					
*** 5141-0420	4/24/2020	41.00	0.00	05/15/2020				No	0
100-034-557200 License And Inspection Fe				il dept pub health/mason paramedic renewal					
5141-0420 Total:		797.58							
Visa (business) Total:		2,871.57							
Waggoner, Judy 14101									
04282020	4/28/2020	750.00	0.00	05/15/2020				No	0
231-030-569000 Other Contractual Service				backwater valve program at 1708 heisel st					
04282020 Total:		750.00							
Waggoner, Judy Total:		750.00							
Warning Systems Spec 13591									
9197	4/28/2020	1,355.00	0.00	05/15/2020				No	0
100-761-534000 Automotive Expense				various repairs on squad 5171, 5142, 5176, 5152 and 5177					
9197 Total:		1,355.00							
Warning Systems Spec Tot		1,355.00							
Waste Management 12524									
332307220704	5/1/2020	4,776.27	0.00	05/15/2020				No	0
231-031-536400 Sludge Removal				hauling of 20 yard sludge roll off boxes 4/17-4/29/20					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
332307220704 Total:		4,776.27							
Waste Management Total:		4,776.27							
Wienke, Tommy 14102 04282020	4/28/2020	750.00	0.00	05/15/2020				No	0
231-030-569000 Other Contractual Service				backwater valve program at 1411 west shore dr					
04282020 Total:		750.00							
Wienke, Tommy Total:		750.00							
Will Harms Co 10706 36383	4/22/2020	125.74	0.00	05/15/2020				No	0
100-763-520200 Office Supplies				highlighters, post it notes, ded sleeves and spindle					
36383 Total:		125.74							
36387	4/29/2020	51.59	0.00	05/15/2020				No	0
100-034-520200 Office Supplies				envelopes and business card holders					
36387 Total:		51.59							
36388	4/29/2020	187.59	0.00	05/15/2020				No	0
100-006-520200 Office Supplies				redrope expanding files, letter file folders/ mechanical penci					
36388 Total:		187.59							
Will Harms Co Total:		364.92							
XWaste Inc 10721 449204	4/15/2020	135.00	0.00	05/15/2020				No	0
223-023-566500 Landfill Expense				xwaste fee 3/31/20					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			

449204 Total:	135.00
XWaste Inc Total:	135.00
Report Total:	369,473.42

Accounts Payable

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City Of Pekin
 111 S. Capitol
 Pekin, IL 61554

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
A to Z Rental									
10005									
81531	5/5/2020	112.35	0.00	05/15/2020				No	0
100-032-524000	Lease/rental Of Equipment			rental on hammer drill					
81531 Total:		112.35							
81571	5/6/2020	104.07	0.00	05/15/2020	yard-crew	expense		No	0
100-068-529000	Equipment			blades for mowers					
81571 Total:		104.07							
81585	5/7/2020	49.26	0.00	05/15/2020	yard-crew	expense		No	0
100-068-529000	Equipment			blades for mower					
81585 Total:		49.26							
A to Z Rental Total:		265.68							
Advance Auto Parts									
12965									
4376	5/1/2020	6.89	0.00	05/15/2020	yard-crew	expense		No	0
100-068-522400	General Supplies			paint for trailer					
4376 Total:		6.89							
7388	5/1/2020	32.15	0.00	05/15/2020				No	0
501-501-534000	Automotive Expense			clear sealant					
7388 Total:		32.15							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
9633	5/4/2020	35.90	0.00	05/15/2020	yard-crew	expense		No	0
100-068-534400 Equipment Repairs				spark plugs					
9633 Total:		35.90							
9634	5/4/2020	8.80	0.00	05/15/2020				No	0
699-069-534000 Automotive Expense				air compressor valve					
9634 Total:		8.80							
9640	5/4/2020	261.27	0.00	05/15/2020				No	0
501-501-534000 Automotive Expense				3 batteries					
9640 Total:		261.27							
Advance Auto Parts Total:		345.01							
AirNav, LLC									
11454									
2001120	4/17/2020	40.00	0.00	05/15/2020				No	0
525-525-551600 Dues And Subscriptions				fuel listing until 04/09/2021					
2001120 Total:		40.00							
AirNav, LLC Total:		40.00							
Amerencilco									
10021									
*** 0483154119	5/4/2020	47.93	0.00	05/15/2020				No	0
100-032-550500 Electricity For Street Li				traffic signal at margaret & 3rd 3/31-4/30/20					
0483154119 Total:		47.93							
Amerencilco Total:		47.93							
Bank of New York Mellon									
12640									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
pekin14-042020	4/2/2020	83,462.50	0.00	05/15/2020				No	0
100-990-590400 Interest Paid				interest payment on G.O. 2014 bonds					
pekin14-042020 Total:		83,462.50							
Bank of New York Mellon		83,462.50							
Blessman, Ashley 14094									
05072020	5/7/2020	13.34	0.00	05/15/2020	COVI-D019	revenue		No	0
501-501-450020 Bus passes				bus pass refund					
05072020 Total:		13.34							
Blessman, Ashley Total:		13.34							
Carroll, Jennifer 13321									
expense-0520	5/7/2020	75.00	0.00	05/15/2020				No	0
100-005-550300 Telephone				may cell phone reimbursement					
expense-0520 Total:		75.00							
Carroll, Jennifer Total:		75.00							
Central ILLinois Police Training Center 10930									
03022020	3/2/2020	3,564.00	0.00	05/15/2020				No	0
100-761-519000 Training And Education				yearly training fee-MTU7 july 2020-june 2021					
03022020 Total:		3,564.00							
Central ILLinois Police Tra		3,564.00							

CINTAS Corporation

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
10115									
4049943236	5/7/2020	89.81	0.00	05/15/2020				No	0
231-031-569000 Other Contractual Service				clean uniforms					
4049943236 Total:		89.81							
CINTAS Corporation Tota		89.81							
Cloudpoint Geographics Inc.									
11838									
002600	4/30/2020	7,450.00	0.00	05/15/2020				No	0
100-007-569000 Other Contractual Service				GIS service for may 2020					
002600 Total:		7,450.00							
Cloudpoint Geographics In		7,450.00							
Comcast Cable									
11073									
*** 203130107121	4/26/2020	43.78	0.00	05/15/2020				No	0
501-501-569000 Other Contractual Service				cable at bus dept 5/1-5/31/20					
203130107121 Total:		43.78							
Comcast Cable Total:		43.78							
Domaszewicz, Jennifer									
14103									
05072020	5/7/2020	67.62	0.00	05/15/2020	COVI-D019	revenue		No	0
501-501-450020 Bus passes				bus pass refund					
05072020 Total:		67.62							
Domaszewicz, Jennifer Tot		67.62							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Fick, Matt 13647									
36	5/15/2020	2,340.00	0.00	05/15/2020				No	0
270-270-560500 Consulting Services				consultant fee 4/25-5/11/20					
36 Total:		2,340.00							
Fick, Matt Total:		2,340.00							
Hanson Industrial-Peoria, Inc. 11382									
050529243	5/4/2020	778.08	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				preventative maintenance on pressure washer					
050529243 Total:		778.08							
Hanson Industrial-Peoria, I		778.08							
Heilman, Mathew 14104									
05072020	5/7/2020	33.12	0.00	05/15/2020	COVI-D019	revenue		No	0
501-501-450020 Bus passes				school bus pass refund					
05072020 Total:		33.12							
Heilman, Mathew Total:		33.12							
Hudson, Mary 14105									
05072020	5/7/2020	67.62	0.00	05/15/2020	COVI-D019	revenue		No	0
501-501-450020 Bus passes				bus pass refund					
05072020 Total:		67.62							
Hudson, Mary Total:		67.62							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Interstate Batteries of Centra 10330									
40133649	5/4/2020	731.70	0.00	05/15/2020				No	0
100-034-534000 Automotive Expense				batteries for eng 4					
40133649 Total:		731.70							
Interstate Batteries of Cent		731.70							
Irving-Carpenter, Dustin 14106									
05072020	5/7/2020	39.56	0.00	05/15/2020	COVI-D019	revenue		No	0
501-501-450020 Bus passes				bus pass refund					
05072020 Total:		39.56							
Irving-Carpenter, Dustin T		39.56							
Joe's Towing & Recovery 11414									
437394	5/7/2020	220.00	0.00	05/15/2020				No	0
100-034-534000 Automotive Expense				tow rescue 2					
437394 Total:		220.00							
Joe's Towing & Recovery T		220.00							
Kimball Midwest 11679									
7920282	5/5/2020	39.15	0.00	05/15/2020				No	0
100-034-522400 General Supplies				o-ring lube and inter-lube grease					
7920282 Total:		39.15							
7922819	5/6/2020	261.30	0.00	05/15/2020				No	0
100-032-522400 General Supplies				glass cleaner, cable ties and cut off discs					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
7922819 Total:		261.30							
Kimball Midwest Total:		300.45							
Kirby Risk Corporation 10821 s110814817001	3/31/2020	3,466.19	0.00	05/15/2020				No	0
231-031-599801 Computer Software				software maintenance for SCADA 3/27/20-3/26/21					
s110814817001 Total:		3,466.19							
Kirby Risk Corporation To		3,466.19							
LHF Compost, Inc. 11829 178180	5/1/2020	2,549.80	0.00	05/15/2020				No	0
223-025-566501 Compost Site Expense				yw fee 4/24-5/1/20					
178180 Total:		2,549.80							
178202 223-025-566501 Compost Site Expense	5/8/2020	2,732.80	0.00	05/15/2020				No	0
				yw fee 5/4-5/8/20					
178202 Total:		2,732.80							
LHF Compost, Inc. Total:		5,282.60							
Lorance, Aurora 14111 05072020	5/7/2020	39.56	0.00	05/15/2020	COVI-D019	revenue		No	0
501-501-450020 Bus passes				bus pass refund					
05072020 Total:		39.56							
Lorance, Aurora Total:		39.56							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Menards 10414 77629	5/1/2020	61.75	0.00	05/15/2020				No	0
100-032-522400 General Supplies				measuring tapes					
77629 Total:		61.75							
77805	5/4/2020	17.64	0.00	05/15/2020				No	0
100-032-522400 General Supplies				foam crack and gap filler					
77805 Total:		17.64							
77901	5/5/2020	129.98	0.00	05/15/2020	yard-crew	expense		No	0
100-068-529000 Equipment				hose and reel					
77901 Total:		129.98							
77916	5/5/2020	59.46	0.00	05/15/2020				No	0
100-034-534200 Buildings & Grounds Maintenanc				utility room floor and paint					
77916 Total:		59.46							
77945	5/6/2020	8.18	0.00	05/15/2020				No	0
100-034-522400 General Supplies				hose clamp and vinyl tubing					
77945 Total:		8.18							
*** 77946	5/6/2020	-8.18	0.00	05/15/2020				No	0
100-034-522400 General Supplies				vinyhle tubing and hose clamp					
*** 77946	5/6/2020	13.11	0.00	05/15/2020				No	0
100-034-522400 General Supplies				insert elbow and vinyl tubing and hose clamp					
77946 Total:		4.93							
77966	5/6/2020	33.76	0.00	05/15/2020				No	0
100-068-534200 Buildings And Grounds Rep				supplies to mount water frountain at industrial park					
77966 Total:		33.76							
77985	5/6/2020	3.29	0.00	05/15/2020				No	0
100-068-534200 Buildings And Grounds Rep				drain pipe for water frountain at industrial park					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
77985 Total:		3.29							
*** 78108	5/8/2020	18.86	0.00	05/15/2020				No	0
100-034-522400 General Supplies				hose, faucet and adapter					
*** 78108	5/8/2020	459.98	0.00	05/15/2020				No	0
100-034-529000 Equipment				2 air conditioners for north side fire dept					
78108 Total:		478.84							
*** 78309	5/11/2020	181.79	0.00	05/15/2020	yard-crew	expense		No	0
100-032-529000 Equipment				hose and reel 7 shovels					
*** 78309	5/11/2020	26.99	0.00	05/15/2020	yard-crew	expense		No	0
100-068-522400 General Supplies				lawn blanket					
78309 Total:		208.78							
Menards Total:		1,006.61							
Metcalf, Joe and Hailey 14107									
05072020	5/7/2020	39.56	0.00	05/15/2020	COVI-D019	revenue		No	0
501-501-450020 Bus passes				bus pass refund					
05072020 Total:		39.56							
Metcalf, Joe and Hailey To		39.56							
Mutual Wheel 10439									
2532048	5/4/2020	90.12	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				backup alarms for sw8					
2532048 Total:		90.12							
2532158	5/4/2020	171.82	0.00	05/15/2020				No	0
223-023-534000 Automotive Expense				quick release valves and tail lights for sw8					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
2532158 Total:		171.82							
Mutual Wheel Total:		261.94							
Ragan Communications Inc 10533 23845	4/30/2020	763.88	0.00	05/15/2020				No	0
100-034-555000 Radio Expense				monthly smr 4/30/20-5/30/20					
23845 Total:		763.88							
Ragan Communications Inc		763.88							
Ramos, Claudia 14108 05072020	5/7/2020	39.56	0.00	05/15/2020	COVI-D019	revenue		No	0
501-501-450020 Bus passes				bus pass refund					
05072020 Total:		39.56							
Ramos, Claudia Total:		39.56							
Ray O'Herron Co Inc 10539 2025557in	5/1/2020	175.64	0.00	05/15/2020				No	0
100-761-534000 Automotive Expense				2 white LED lights and 2 flanges for squad car					
2025557in Total:		175.64							
Ray O'Herron Co Inc Total		175.64							
Schwartz Electric 10579 14588	5/1/2020	292.50	0.00	05/15/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
100-032-534400 Equipment Repairs				repairs to n. parkway and state street light					
14588 Total:		292.50							
14592	5/1/2020	190.50	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				repairs to blackout and ironwood street light					
14592 Total:		190.50							
14593	5/1/2020	190.50	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				repairs to 1701 memorial street light					
14593 Total:		190.50							
14594	5/1/2020	110.00	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				repairs to 210-212 parkridge street light					
14594 Total:		110.00							
14602	5/5/2020	1,374.90	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				repairs to 218 parkway street light					
14602 Total:		1,374.90							
14603	5/5/2020	780.00	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				repairs to sheridan and n.14th street light					
14603 Total:		780.00							
14604	5/5/2020	5,240.22	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				repairs to kennedy and dane kelsey street light					
14604 Total:		5,240.22							
14607	5/5/2020	829.50	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				repairs to s.e. corner verterans and court street light					
14607 Total:		829.50							
14614	5/6/2020	418.44	0.00	05/15/2020				No	0
100-032-534400 Equipment Repairs				repairs to 1101 truman street light					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
14614 Total:		418.44							
Schwartz Electric Total:		9,426.56							
Siteimprove 13800 67073	4/16/2020	6,393.75	0.00	05/15/2020				No	0
100-009-538000 Maintenance Agreements				website analytics and adjustment 6/1/20-5/31/21					
67073 Total:		6,393.75							
Siteimprove Total:		6,393.75							
Stock & Field 11569 9186/13	5/4/2020	19.99	0.00	05/15/2020				No	0
100-034-534200 Buildings & Grounds Maintenanc				hydraulic closer for office door					
9186/13 Total:		19.99							
Stock & Field Total:		19.99							
Straker, Amy 14109 05072020	5/7/2020	39.56	0.00	05/15/2020	COVI-D019	revenue		No	0
501-501-450020 Bus passes				bus pass refund					
05072020 Total:		39.56							
Straker, Amy Total:		39.56							
Tazewell County Clerk/Recorder 13883 05112020	5/11/2020	18.00	0.00	05/15/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
100-006-599000 Miscellaneous				notary commission fee					
05112020 Total:		18.00							
Tazewell County Clerk/Rec		18.00							
Tazewell County Recorder 10638									
05072020	5/7/2020	94.80	0.00	05/15/2020				No	0
100-793-593300 Lien Filing Fee				filing lien at 1410 s 12th st					
05072020 Total:		94.80							
Tazewell County Recorder		94.80							
Tazewell County Recorder 11172									
05122020	5/12/2020	142.20	0.00	05/15/2020				No	0
231-029-593300 Lien Filing Fee				filing of 2 liens and release of 1 wastewater lien					
05122020 Total:		142.20							
Tazewell County Recorder		142.20							
TC3 13425									
*** 1175	5/1/2020	46,728.00	0.00	05/15/2020				No	0
100-034-520905 Public Safety Dispatching Fee				TC3 communications service 5/20-7/20/20					
*** 1175	5/1/2020	159,724.00	0.00	05/15/2020				No	0
100-761-520905 Public Safety Dispatching Fee				TC3 communications service 5/20-7/20/20					
1175 Total:		206,452.00							
TC3 Total:		206,452.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
TCM of Central Illinois Inc 12847									
1638	5/5/2020	2,504.57	0.00	05/15/2020	emergency board up at 1008 s. 3rd st			No	0
100-793-536100 Property Cleanup Fees									
1638 Total:		2,504.57							
1639	5/5/2020	2,653.56	0.00	05/15/2020	emergency board up at 1025 park ave			No	0
100-793-536100 Property Cleanup Fees									
1639 Total:		2,653.56							
TCM of Central Illinois Inc		5,158.13							
Tractor Supply Co 10659									
483319	5/9/2020	5.99	0.00	05/15/2020	power steering fluid for rescue 5			No	0
100-034-534000 Automotive Expense									
483319 Total:		5.99							
Tractor Supply Co Total:		5.99							
Tyler Technologies, Inc. 11773									
045300064	4/24/2020	864.00	0.00	05/15/2020	annual maintenance and support 5/01/20-04/30/21			No	0
501-501-538000 Maintenance Agreements									
045300064 Total:		864.00							
Tyler Technologies, Inc. To		864.00							
Visa (business) 11433									
*** 2592-0420	5/7/2020	230.00	0.00	05/15/2020				No	0
100-005-551600 Dues And Subscriptions					NPELRA membership 05/2020-04/2021				
*** 2592-0420	5/7/2020	694.00	0.00	05/15/2020				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
100-005-519000 Training And Education				online courses and 5 webinars					
2592-0420 Total:		924.00							
6031-0420	4/24/2020	239.88	0.00	05/15/2020				No	0
100-005-599000 Miscellaneous				linked in dues 4/7/20-4/7/21					
6031-0420 Total:		239.88							
Visa (business) Total:		1,163.88							
Waste Management 12524									
306259320704	4/30/2020	753.18	0.00	05/15/2020				No	0
231-031-569000 Other Contractual Service				2 yard dumpster pick up 5/1/2020					
306259320704 Total:		753.18							
Waste Management Total:		753.18							
Wieland's Lawn Mower Hospital 10704									
760764	5/11/2020	29.66	0.00	05/15/2020	yard-crew	expense		No	0
100-068-522400 General Supplies				2 cycle oil					
760764 Total:		29.66							
Wieland's Lawn Mower Ho		29.66							
Will Harms Co 10706									
*** 36399	5/8/2020	27.78	0.00	05/15/2020				No	0
100-032-520200 Office Supplies				red gel pens and invisible clear tape					
*** 36399	5/8/2020	18.38	0.00	05/15/2020				No	0
223-023-520200 Office Supplies				phone message books					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
36399 Total:		46.16							
Will Harms Co Total:		46.16							
Woll, Mandy 14110 05072020	5/7/2020	67.62	0.00	05/15/2020	COVI-D019	revenue		No	0
501-501-450020 Bus passes				school bus refund					
05072020 Total:		67.62							
Woll, Mandy Total:		67.62							
Report Total:		341,726.22							

Accounts Payable

To Be Paid Proof List

User: mkflatley
 Printed: 05/13/2020 - 3:13PM
 Batch: 00013.05.2020 - missy5 business grant



City Of Pekin
 111 S. Capitol
 Pekin, IL 61554

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
Muse Salon, Inc 12963									
05132020	5/13/2020	4,500.00	0.00	05/13/2020				No	0
261-319-511500 Econ Development Assist				small business and microenterprise grant					
05132020 Total:		4,500.00							
Muse Salon, Inc Total:		4,500.00							
RAS1 Company 14113									
05132020	5/13/2020	4,500.00	0.00	05/13/2020				No	0
261-319-511500 Econ Development Assist				small business and microenterprise grant					
05132020 Total:		4,500.00							
RAS1 Company Total:		4,500.00							
Sinacori LMT, Alexandra 14007									
05132020	5/13/2020	1,800.00	0.00	05/13/2020				No	0
261-319-511500 Econ Development Assist				small business and microenterprise grant					
05132020 Total:		1,800.00							
Sinacori LMT, Alexandra T		1,800.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
Soul Restoration 14071									
05132020	5/13/2020	4,500.00	0.00	05/13/2020				No	0
261-319-511500 Econ Development Assist					small business and microenterprise grant				
05132020 Total:		4,500.00							
Soul Restoration Total:		4,500.00							
Report Total:		15,300.00							

Accounts Payable

To Be Paid Proof List

User: mkflatley
 Printed: 05/15/2020 - 2:54PM
 Batch: 00015.05.2020 - missy1



City Of Pekin
 111 S. Capitol
 Pekin, IL 61554

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Bayer, Paula D 14088									
05152020	5/15/2020	1,800.00	0.00	05/15/2020				No	0
261-319-511500 Econ Development Assist				small businessand microenterprise grant					
05152020 Total:		1,800.00							
Bayer, Paula D Total:		1,800.00							
Cloyd, Rebecca 14052									
05152020	5/15/2020	1,800.00	0.00	05/15/2020				No	0
261-319-511500 Econ Development Assist				small business and microenterprise grant					
05152020 Total:		1,800.00							
Cloyd, Rebecca Total:		1,800.00							
Inspired Style Company 14041									
05152020	5/15/2020	1,800.00	0.00	05/15/2020				No	0
261-319-511500 Econ Development Assist				small business and microenterprise grant					
05152020 Total:		1,800.00							
Inspired Style Company T		1,800.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
Refreshed Nest Salon and Spa, LLC									
14066									
05152020	5/15/2020	1,800.00	0.00	05/15/2020				No	0
261-319-511500 Econ Development Assist					small business and microenterprise grant				
	05152020 Total:	1,800.00							
	Refreshed Nest Salon and S	1,800.00							
Rocket Wood Products									
14068									
05152020	5/15/2020	4,500.00	0.00	05/15/2020				No	0
261-319-511500 Econ Development Assist					small business and microenterprise grant				
	05152020 Total:	4,500.00							
	Rocket Wood Products Tot	4,500.00							
	Report Total:	11,700.00							

Attachment: To Be Paid Proof List 5-15-20 small business grant (2176 : Accounts Payable To Be Paid



REQUEST FOR COUNCIL ACTION

Agenda Date: May 26, 2020
To: Council Members
From: Lee Wrhel, Police & Fire Secretary

AGENDA ITEM: Tazewell County Animal Control Billing - April 2020

DESCRIPTION: Tazewell County Animal Control Billing – April 2020

FINANCIAL IMPACT:

Requested Amount: **\$3,753.83**
 Line Item: **100-761-5-667-00**
 Budgeted Amount:
 Remaining Funds:

IMPACT IF APPROVED:

IMPACT IF DENIED:

ALTERNATIVES:

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

	5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.
	Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.
	Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a “Business-Friendly” Community.
X	Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness
	Police & Fire Pension Obligation. To meet the 90% funding level by the year 2040 it is essential the City plan carefully and maintain financial discipline to meet its \$63 million dollar obligation.
	Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

5/8/2020

Date:

Tazewell County Animal Control

21314 State Route 9
 PO Box 158
 Tremont, IL 61568
 Phone: (309) 925-3370
FAX: (309) 925- 3633

MARCH 2020 INVOICE*April*

Balance Due **\$3753.83**

City Of Pekin
 111 S Capitol St
 Room 242
 Pekin, IL 61554

Our records show the following charges are unpaid.

<u>Date</u>	<u>Description</u>	<u>Charge Amount</u>	<u>Unpaid balance</u>
04-30-2020	Pekin Contract Fee	\$3,753.83	\$3,753.83
As of 04-30-2020, there is a balance due of			\$3,753.83

FOR SERVICES PROVIDED 4/1/2020 - 4/30/2020

Attachment: 20200508090516838 (2174 : Tazewell County Animal Control Billing - April 2020)

Tazewell County Animal Control

Record count on this entire report: 74
 Run Date: 05-01-2020 11:45:55 AM by Ryan Sanders
 FAX: (309) 925- 3633

Case Intake Register 04-01-2020 to 04-30-2020

Group By Municipality
 Order By Intake Date
 Page Number: 7 of 11

Municipality:		PEKIN				
Case ID	Intake Date	Reason and Transport	ACO	Owner at Intake	Animal	Officer Call
04-01-2020 1	04-01-2020	Stray/Aco Pickup Pickup location: Ppd Capitol, Pekin, IL 61554	Harms, Jaymee	Amanda Fuelberth	#183860/F/Dog/Cockapoo Abby/Medium/Adult/Black/Tan	7856
04-01-2020 3	04-01-2020	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Gina Welch	#169911/F/Cat/Dsh Midnight/Medium/Adult/Black	
04-01-2020 5	04-01-2020	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Gina Welch	#183865/M/Cat/Dsh Medium/Adult/Black	
04-03-2020 2	04-03-2020	Stray/Aco Pickup Pickup location: 1904 Market, Pekin, IL 61554	Homerin, Charlena	Glenna Shutt	#183895/F/Cat/Dmh Medium/Adult/Buf	7874
04-06-2020 11	04-06-2020	Stray/Aco Pickup Pickup location: 111 S Capitol, Pekin, IL 61554	Homerin, Charlena		#150214/M/Dog/Yorkshire Terrier Oliver/Medium/Adult/Black/White	7883
04-08-2020 1	04-08-2020	Other/Aco Pickup Pickup location: 214 Park Ridge Lane, Pekin, IL 61554	Homerin, Charlena	Samantha Painter	#183962/F/Dog/Chihuahua Small/Puppy/White	7890
04-08-2020 2	04-08-2020	Other/Aco Pickup Pickup location: 214 Park Ridge Lane, Pekin, IL 61554	Homerin, Charlena	Samantha Painter	#183961/F/Dog/Chihuahua Medium/Adult/White/Tri	7890
04-08-2020 3	04-08-2020	Other/Aco Pickup Pickup location: 214 Park Ridge Lane, Pekin, IL 61554	Homerin, Charlena	Samantha Painter	#183963/M/Dog/Chihuahua Small/Puppy/White/Tri	7890
04-10-2020 3	04-10-2020	Stray/Aco Pickup Pickup location: 1003 Cambridge Court, Pekin, IL 61554	Lohnes, Pam		#183975/U/Cat/Dsh Small/Adult/White/Black	7899
04-10-2020 1	04-10-2020	Euthanasia Request/Aco Pickup Pickup location: 1604 N 8th St, Pekin, IL 61554	Lohnes, Pam	Doug Meaker	#94852/F/Cat/Dsh Annie/Tri	7897
04-11-2020 2	04-11-2020	Wildlife/Aco Pickup Pickup location: 1831 Northshore Drive, Pekin, IL 61554	Kautz, Chad		#183981/U/Other/Raccoon Large/Adult/Brown	7903
04-11-2020 3	04-11-2020	Stray/Aco Pickup Pickup location: Parkway/willow, Pekin, IL 61554	Lohnes, Pam	Tuong Phan	#183982/M/Dog/Dachshund Bentley/Small/Adult/Red/White	7904
04-11-2020 4	04-11-2020	Stray/Aco Pickup Pickup location: Parkway/willow, Pekin, IL 61554	Lohnes, Pam	Tuong Phan	#183983/F/Dog/Dachshund Bailey/Small/Adult/Red/White	7904
04-13-2020 2	04-13-2020	Wildlife/Aco Pickup Pickup location: 2732 Vista Granda Court, Pekin, IL 61554	Homerin, Charlena		#183986/U/Other/Raccoon Large/Adult/Brown/Black	7912
04-14-2020 2	04-14-2020	Stray/Aco Pickup Pickup location: Not specified or see notes	Homerin, Charlena		#184031/M/Dog/Mixed Breed Medium/Puppy/White/Tan	7917
04-14-2020 1	04-14-2020	Stray/Aco Pickup Pickup location: 1201 Broadway, Pekin, IL 61554	Homerin, Charlena		#184030/F/Dog/Pit Bull Medium/Adult/Tan/White	7916
04-17-2020 1	04-17-2020	Stray/Citizen Turn-in Pickup location: Not specified or see notes		Megan Hansen	#149756/F/Dog/Poodle Remmie/Small/Adult/Cream	
04-19-2020 2	04-19-2020	Confiscated/Aco Pickup Pickup location: 913 S 17th St, Pekin, IL 61554	Kautz, Chad	Hannah White	#166195/M/Dog/Labrador Retriever Mozzie/Large/Adult/Black	7922

Tazewell County Animal Control

Record count on this entire report: 74
 Run Date: 05-01-2020 11:45:55 AM by Ryan Sanders
 FAX: (309) 925-3633

Case Intake Register 04-01-2020 to 04-30-2020

Group By Municipality
 Order By Intake Date
 Page Number: 8 of 11

Municipality:		PEKIN				
Case ID	Intake Date	Reason and Transport	ACO	Owner at Intake	Animal	Officer Call
04-19-2020 3	04-19-2020	Confiscated/Aco Pickup Pickup location: 913 S 17th St, Pekin, IL 61554	Kautz, Chad	Hannah White	#184071M/Dog/Pit Bull Versage/Small/Adult/White/Black	7922
04-24-2020 1	04-24-2020	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#184150M/Cat/Dsh Large/Adult	
04-24-2020 5	04-24-2020	Stray/Aco Pickup Pickup location: 1424 Henry St, Pekin, IL 61554	Lohnes, Pam		#184155F/Cat/Dh Medium/Adult/Dilute/Calico	7944
04-26-2020 1	04-26-2020	Unwanted/Aco Pickup Pickup location: 1111 S 7th St, Pekin, IL 61554	Kautz, Chad		#184157U/Dog/Shih Tzu Small/Adult/White/Gray	7947
04-27-2020 2	04-27-2020	Wildlife/Aco Pickup Pickup location: 1814 Oakwood Drive, Pekin, IL 61554	Harms, Jaymee		#184161U/Other/Raccoon Small/Baby/Gray	7949
04-27-2020 1	04-27-2020	Wildlife/Aco Pickup Pickup location: 1814 Oakwood Drive, Pekin, IL 61554	Harms, Jaymee		#184160U/Other/Raccoon Small/Baby/Gray	7949
04-28-2020 2	04-28-2020	Wildlife/Aco Pickup Pickup location: 1301 Highland, Pekin, IL 00000	Lohnes, Pam		#184178F/Other/Raccoon Small/Adult/Brown/Black	7955
04-28-2020 3	04-28-2020	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#184185M/Cat/Dsh Large/Adult	
04-28-2020 5	04-28-2020	Wildlife/Aco Pickup Pickup location: 722 Park Avenue, Pekin, IL 61554	Lohnes, Pam		#184187U/Other/Raccoon Small/Adult/Brown/Black	7959
04-29-2020 1	04-29-2020	Wildlife/Aco Pickup Pickup location: 112 St. Mary, Pekin, IL 61554	Harms, Jaymee		#184189M/Other/Raccoon Large/Adult/Black/Tan	7961
04-30-2020 3	04-30-2020	Stray/Citizen Turn-in Pickup location: Not specified or see notes		Alan Cook	#184211U/Cat/Dsh Medium/Adult/Gray	
04-30-2020 1	04-30-2020	Stray/Citizen Turn-in Pickup location: Not specified or see notes		Alan Cook	#184210U/Cat/Dsh Medium/Adult/Black	
End of Group	Group count:	30				



REQUEST FOR COUNCIL ACTION

Agenda Date: May 26, 2020
To: Council Members
From: Sue McMillan, City Clerk

AGENDA ITEM: Resolution No. 105-20/21 Awarding Contract for Tree Removal

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION: The City has annually and historically used private contractors for tree and stump removal services, as well as, professional diagnosis of the health of trees in the right-of-way. This year, the City issued a request for proposals (RFP) for such services in May 2020 for a 3-year contract. The City's objective in this proposal was to procure professional tree removal services to ensure it is done safely, correctly and in a timely manner. Although city crews are able to provide tree removal on minor issues, they are not equipped or trained to do many of the tree removal jobs and work orders that require special equipment and expertise. Having a professional company under contract ensures that work will not only be done the right way, but in a safe professional manner.

One company responded to the RFP:

- Topless Tree Service

Bid prices for tree removal will vary but 3-4 men & equipment (not including backhoe) is \$280.00/hour.

Bid prices for stump removal is \$5.00/inch

Professional diagnosis has no charge.

Staff recommends approval.

FINANCIAL IMPACT:

Requested Amount: Not to exceed \$100,000; services provided on an as needed basis

Line Item: 100-032-536000

Budgeted Amount: \$100,000

Available Funds: \$100,000

IMPACT IF APPROVED: A professional company to do tree work professionally and safely

IMPACT IF DENIED: Liability issues and potential dangerous situations for public and workers

ALTERNATIVES: N/A

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a "Business-Friendly" Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

5/21/2020

Date:

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK

**Resolution No. 105-20/21
Awarding Contract for Tree Removal**

WHEREAS, the City of Pekin issued a request for proposals (“RFP”) for qualified companies to perform tree removal and diagnostic services throughout the City; and

WHEREAS, Topless Tree Service, Inc., submitted the sole responsive proposal, a copy of which is attached hereto as Exhibit A; and

WHEREAS, the City has contracted with Topless Tree Service, Inc., for tree removal services in the past, with satisfactory results; and

WHEREAS, The City Council of the City of Pekin finds it is in the best interest of the City to accept the proposal submitted by Topless Tree Service, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS, THAT:

Section 1. The findings and recitations set forth above are adopted and found to be true and correct.

Section 2. The proposal submitted by Topless Tree Service, Inc., and attached hereto as “Exhibit A” is hereby approved and accepted. The City Manager is authorized and directed to enter into a contract with Topless Tree Service, Inc., in substantially the form attached hereto as Exhibit B, with such modifications as the City Manager, upon consultation with the City Attorney, deems necessary and appropriate.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin, this ____ day of _____, 20__.

MAYOR

ATTEST:

CITY CLERK



City of Pekin

Request for Proposals Tree Removal Public Property City of Pekin

NOTICE TO BIDDERS

The City of Pekin is accepting proposals for the removal of trees and stumps as well as professional diagnosis of city owned trees and as needed basis. This proposal is for a three-year term. Proposals will be accepted until 10 am on Friday May 8th, 2020 the City of Pekin city hall located at 111 S. Capitol St., Pekin, IL 61554. There will be no pre-bid meeting.

Questions concerning this request for proposal should be directed to Brett Olson, Operations supervisor, at (309) 478-5433 or baolson@ci.pekin.il.us

SCOPE OF WORK

The scope of work includes but is not limited to the removal of dead or diseased trees. This may consist of cutting back limbs off houses or other areas where trees have overgrown causing hazards or obstructions. It also includes removal of trees due to wind or storm damage. Must be able to respond in a timely manner during emergencies. After-hour callouts and work done outside normal business hours will be paid and 1.5 times the regular rate. In most instances, trees removed on city right of way will include removal of the stumps. The scope of work shall also include the professional diagnosis of the health of trees; which will come from the Operations Supervisor on an as needed basis.

Brett Olson, Operations Supervisor
1208 Koch Street, Pekin, IL 61554
Phone (309) 478-5433 * Fax (309) 477-2322 * Email: baolson@ci.pekin.il.us

REQUIREMENTS

Scheduling of work: Must be done with Operations Supervisor or Public Property Manager

Work Schedule: All work must be done during normal business hours unless otherwise approved by Operations Supervisor

Billing: Billing must be detailed and per location

Prevailing Wage: All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12)

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BID SHEET

ITEM OF WORK	UNIT	BID PRICE
3-4 Men + (Equipment) = No BACKHOE TREE REMOVAL	HOURLY	\$ 280.00
Grind 2.00 INCH STUMP REMOVAL Clean up 2.00 Back Fill 1.00	HOURLY	\$ 5.00 INCH
PROFESSIONAL DIAGNOSIS	HOURLY	No - Cost

Equipment = bucket truck
chipper
chip truck
wood truck
saws.

CONTRACTOR NAME: Topless Tree ServiceSIGNED BY: Bobby F. MansTITLE: OwnerADDRESS: 15827 Redshore Hill RdPekin IL 61554DATE: 4-29-20

Attachment: EXHIBIT A - TOPLESS TREE SERVICE BID (2179 : Resolution No. 105-20/21 Awarding Contract for Tree Removal)

Brett Olson, Operations Supervisor
1208 Koch Street, Pekin, IL 61554
Phone (309) 478-5433 * Fax (309) 477-2322 * Email: baolson@ci.pekin.il.us

AGREEMENT TO PROVIDE TREE REMOVAL SERVICES

This Agreement is entered into this ____ day of May, 2020, by and between the City of Pekin, Illinois, an Illinois municipal corporation (the “City”) and Topless Tree Service (“Contractor”).

WITNESSETH:

WHEREAS, the City solicited proposals for tree removal, stump removal and professional diagnosis (the “Services”) throughout the City; and

WHEREAS, the City held a public bid opening of all proposals submitted in response to the request for proposals on May 8, 2020; and

WHEREAS, after all bids were opened, the bid submitted by Contractor was found to be the lowest responsive, responsible bid; and

WHEREAS, the City Council of the City of Pekin voted to accept the proposal submitted by Contractor and to authorize the City Manager to enter into a contract pursuant to such proposal on May 26, 2020; and

WHEREAS, the parties desire to enter into a contract for tree removal, stump removal and professional diagnosis in accordance with the proposal, the terms and conditions provided herein, and the requirements of law;

NOW, THEREFORE, in consideration of the mutual promises of the parties, the covenants and conditions herein contained, and the mutual benefits to be derived therefrom, the parties agree as follows:

1. **Recitals.** All recitals are adopted and incorporated herein.
2. **Term.** The term of this Agreement shall be for a period of three years, commencing May 1, 2020, and expiring on April 30, 2023. Either party may terminate this Agreement with or without cause by providing written notice of such termination to the other party at least 90 days prior to April 30 of any year, with such termination to be effective as of the following May 1st.
3. **Incorporation of Bid Documents.** The Request for Proposals distributed by the City in connection with its solicitation of proposals for weed spraying and fertilizer services, which shall include, without limitation, the Notice to Bidders, Scope of Work, Requirements, and the completed Bid Sheet submitted by Contractor in response to the Request for Proposals, a true and correct copy of which is attached hereto as Exhibit A, and all terms, conditions, and provisions therein, are hereby adopted hereunder and incorporated herein in their entirety; provided, however, that to the extent any provision of the Bid Documents conflicts with the terms and provisions set forth in this Agreement, the terms of this Agreement shall control.
4. **Compensation.** The City shall compensate Contractor for the Services in accordance with the Bid Sheet included in Exhibit A. Compensation shall be paid by the City on

5. **Equipment:** Contract shall provide all equipment and materials necessary to perform the Services pursuant to this Agreement.
6. **Notices.** All notices required or permitted by this Agreement shall be in writing, signed by the party serving the notice, sent to the party at the address below or to such other address as either party may have furnished to the other in writing as a place for the service of notice.

To the Contractor: Topless Tree Service
Attn: Bobby Mans
15827 Red Shale Hill Rd.
Pekin, IL 61555

- Packet Pg. 239

IN WITNESS WHEREOF, the parties hereto being duly authorized execute this Agreement, intending to be legally bound hereby, the day and year first above written.

CITY OF PEKIN, ILLINOIS

By: _____

Title: _____

Attest: _____

Date: _____

TOPLESS TREE SERVICE

By: _____

Title: _____

Date: _____



REQUEST FOR COUNCIL ACTION

Agenda Date: May 26, 2020
To: Council Members
From: David Bess, CDBG Program Manager

AGENDA ITEM: Resolution No. 106-20/21 Authorizing COVID-19 Small Business Assistance Grants Round Two

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION: On April 13, 2020, the City of Pekin repurposed up to \$1,000,000 of its Community Development Block Grant (“CDBG”) allocations to provide grant assistance (the “COVID-19 Small Business Grant Program”) to small businesses within the city impacted by the COVID-19 pandemic. The City then undertook a grant application process for businesses to apply. A second grant application period was provided from May 6, 2020 through May 13, 2020.

Attached is a resolution awarding grant funds under previously established rules, regulations and conditions of the COVID-19 Small Business Grant Program to businesses that applied during the second grant application period. All qualified small businesses eligible to receive a grant are listed in Exhibit A. If the attached resolution is approved, funds would be made available to such businesses starting June 1, 2020, provided that all appropriate documentation is submitted to the satisfaction of city staff administering the COVID-19 Small Business Grant Program.

FINANCIAL IMPACT:

Amount:	Up to \$137,000			
Line Item:	261-317-511500	261-318-511500	261-319-511500	261-320-511500
Budgeted Amount:	\$44,223	\$56,460	\$637,008	\$273,077
Remaining Funds:	\$44,223	\$56,460	\$299,008	\$273,077

IMPACT IF APPROVED: The City of Pekin funds grants to small businesses

IMPACT IF DENIED: The City of Pekin does not fund grants to small businesses

ALTERNATIVES: N/A

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a “Business-Friendly” Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

5/21/2020

Date:

WHEREAS, the City of Pekin is a home rule municipality as described in Section 6(a), Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the City of Pekin, as a home rule municipality, may exercise power and perform any function pertaining to its government and affairs, including, but not limited to, the power to legislate for the protection of the public health, safety, and welfare; and

WHEREAS, on April 13, 2020, the City Council of the City of Pekin approved the use of up to \$1,000,000 of its Community Development Block Grant (“CDBG”) allocations from the US Department of Housing and Urban Development (“HUD”) for the propose of providing grant assistance to small businesses within the City of Pekin that have been negatively impacted by the COVID-19 pandemic (the “Small Business Grant Program”); and

WHEREAS, the City accepted applications for the Small Business Grant Program from May 6, 2020, through May 13, 2020, during which time the City received over 54 qualified applications for the Small Business Grant Program, a list of which is attached hereto as “Exhibit A”; and

WHEREAS, the City held a public hearing on April 27, 2020, with regard to the reallocation of CDBG funds to the Small Business Grant Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS, THAT:

Section 1. The findings and recitations set forth above are adopted and found to be true and correct.

Section 2. The City shall make grants to all qualified applicants listed in the attached “Exhibit A” in accordance with previously established rules, requirements, and conditions of the Small Business Grant Program.

Section 3. Grant awards to eligible applicants shall be paid only after all documents required pursuant to the grant application or as may be required by HUD have been submitted by the applicant to the City, to the satisfaction of City staff responsible for administering the Small Business Grant Program.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20_____.

MAYOR

ATTEST:

CITY CLERK

EXHIBIT A: COVID-19 Small Business Assistance Grant Applicants

QUALIFIED APPLICANTS	AMOUNT
Acrylics & More	\$ 2,000.00
Allegra Printing (We-B-Print, Inc.)	\$ 5,000.00
Amber Gill	\$ 2,000.00
Amonratana Lynn	\$ 2,000.00
Ashley Shemansky	\$ 2,000.00
Bradley Hays	\$ 2,000.00
Brittany Beach	\$ 2,000.00
Carrie Tovrea	\$ 2,000.00
Clanahan Wellness Center, Inc.	\$ 5,000.00
Classy Girl Boutique	\$ 2,000.00
Creative Expressions Gift Shop	\$ 2,000.00
Dawn Glidewell	\$ 2,000.00
Dena's Nails & Spa	\$ 2,000.00
Designs by Diane	\$ 2,000.00
Econo Lodge (Krishib, Inc.)	\$ 5,000.00
Family Massage Therapy (Groch, LLC)	\$ 2,000.00
Farrow Properties (RFG Farrow, LLC)	\$ 2,000.00
Gerald L. Hall, Attorney At Law	\$ 5,000.00
Goddard Auto Sales	\$ 2,000.00
Goddard Logistics Incorporated	\$ 2,000.00
Heather Otis	\$ 2,000.00
Herbal Springs Wellness Center	\$ 2,000.00
Holly's Personal Touch	\$ 2,000.00
Ina Murray	\$ 2,000.00
Jaclyn Wilson	\$ 2,000.00
Jake Gill	\$ 2,000.00
Jamie Evans	\$ 2,000.00
Jennifer Bill	\$ 2,000.00
JR's Mini Mall	\$ 2,000.00
Katherine Trueblood	\$ 2,000.00
Kelly Rogers	\$ 2,000.00
Kids Korner	\$ 2,000.00
Kristina Nizzia	\$ 2,000.00
Lakurr Nail Bar	\$ 2,000.00
Mandy Woll	\$ 2,000.00
Melissa Johnson	\$ 2,000.00
Michelle Haulk	\$ 2,000.00
Michelle Moehring	\$ 2,000.00

QUALIFIED APPLICANTS	AMOUNT
Michel's Barber Shop	\$ 2,000.00
Ming's of Pekin (Wang's Food Service Corporation)*	\$ 5,000.00
Nora Heruth	\$ 2,000.00
Octavia Davis	\$ 2,000.00
Paige Gibbs	\$ 2,000.00
Pekin Glass & Mirror	\$ 5,000.00
Precision Home Repair and Lawn Service	\$ 2,000.00
Sadler's Hair Care Center	\$ 2,000.00
Sculptures Inc.	\$ 2,000.00
Sport Clips (SC Trims4, LLC.)	\$ 5,000.00
Stacie Rose	\$ 2,000.00
Sunflower Smiles Cleaning	\$ 2,000.00
Taylor Williams	\$ 2,000.00
The Kountry Nook	\$ 2,000.00
The Parlour, Inc.	\$ 2,000.00
Timian Construction	\$ 5,000.00
TOTAL:	\$ 132,000.00

*Previously withdrew application during first funding round after approval resolution. Single award only.

BORDERLINE QUALIFIED	Grant Amount Eligibility
Kalman Engineering, Inc. Corporate and storage facilities are located outside of Pekin city limits. However, the business leases a hanger at Pekin Municipal Airport from which they also provide services.	\$ 5,000.00

DENIED	
Amanda Welsh Fitness Service location is outside of Pekin city limits.	N/A
Ox Wood Bat Company Owner applied for two businesses that are sole proprietorships with no W-2 employees. Owner was awarded as a self-employed individual already during the first round of funding.	N/A



REQUEST FOR COUNCIL ACTION

Agenda Date: May 26, 2020
To: Council Members
From: Sarah Newcomb, Human Resources Dir

AGENDA ITEM: Resolution No. 107-20/21 Employee Handbook

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION: Attached is a full revision of the City's Employee Handbook which was presented to City Council in a presentation on March 9, 2020. The majority of the revisions were the result of regulatory changes and language changes to reflect the modernization of processes and procedures and the inclusion of the 2014 addendum, which is now incorporated into the proposed document. The major changes include amendments related to marijuana and the elimination of a very large portion of Section 8.8 - Email and Internet Policy. It was decided that the IT Department will provide a policy separate from the Employee Handbook to better reflect the needs of IT. Doing so will provide them with a better means of making changes in their rapidly changing environment outside of addendums to the Employee Handbook. A list of the changes was provided at the initial presentation and is attached here as well. The Employee Handbook was reviewed by the City's Labor Attorney, Joshua Herman of Miller, Hall & Triggs prior to the presentation.

After the presentation, the proposed handbook was shared with the collective bargaining units. The attached document is the same document that was presented to City Council on March 9, 2020, but with the following changes stemming from discussions, all dealing with the issue of residency of employees:

- Employee residency radius back to status quo, 10-miles from city limits;
- Addition of local hiring preference so that if two applicants of equal hiring value apply for an open position, preference shall be given to the local Pekin candidate;
- Those in the positions of City Manager, Assistant City Manager, Police Chief, Fire Chief, and Public Works Director shall live in the city; and
- The City Council can waive the residency requirements, as adopted, for any prospective employee candidate.

Staff also received alternative language for the Handbook from Councilmember Dave Nutter and Mayor Luft, which are listed in the attached table titled Council Member employee handbook proposed revisions.

FINANCIAL IMPACT: N/A

Requested Amount:

Line Item:

Budgeted Amount:

Remaining Funds:

IMPACT IF APPROVED: Employees will be provided with the final copy of the handbook and it will be provided to future employees

IMPACT IF DENIED: The City will continue to operate under the current version of the Employee Handbook.

ALTERNATIVES:

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

	Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.
	Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a “Business-Friendly” Community.
	Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness.
X	Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

5/21/2020

Date:

WHEREAS, the City of Pekin reviewed existing policies and amended the **Employee Handbook** and Personnel Policy as follows:

Resolution No. 140 dated March 25, 1996
Resolution No. 70
Resolution No. 392 dated March 8, 1999
Resolution No. 50 Email Policy dated April 11, 2000
Resolution No. 177 Sexual Harassment Policy dated April 22, 2002
Resolution No. 123-05/06 New Personnel Policy for Employees dated September 12, 2005
Resolution No. 178-06/07 dated December 11, 2006 8.3 E-Mail and the Internet
Resolution No.190-06/07 dated March 26, 2007
 6.2 Inclement Weather
 4.8 Vacation
 8.3 Email and Internet Policy
 6.8 Compensatory Time Off (Comp Time)
Resolution No. 16-07/18 dated October 9, 2007
 9.3 Personal Telephone Calls
Resolution No. 52-08/09 dated August 25, 2008
 8.6 Smoking Policy
Resolution No.35-10/11 dated January 25, 2010
 4.8 Vacation
 4.10 Pay Upon Retirement
Resolution No.91-10/11 dated April 11, 2011
 2.9 Residency
Resolution No.57-12/13
 Adoption of the **Employee Handbook** 2012;

And

WHEREAS, it is in the best interest of the City of Pekin that the **Employee Handbook** reflect federal and state law changes as well as updating sections for modern and healthy work force and work environment as well as using modern language; and

WHEREAS, after initial changes by the Human Resources Department and further review by the labor attorney, Joshua Herman, Miller Hall and Triggs and with Council direction it is in the best interest of the City of Pekin to adopt a new **Employee Handbook** by replacing the present **Employee Handbook** with the attached "**Employee Handbook** 2020"

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

City of Pekin

Employee Handbook



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Full revision approved by Resolution No. 57-12/13 on 9/12/2012

Proposed Full revision approved by Resolution NO. ##-YY/YY on M/DD/2020

NO CONTRACTS OF EMPLOYMENT

The policies in this Personnel Manual are not intended to create a contract and are not an offer to enter into a contract. These policies do not establish contractual rights for employment or any employment benefit. The policies are not to be construed to constitute contractual obligations of any kind, or a contract of employment between the City of Pekin ("City") and any employee.

No commitment for employment for any specified duration, including "lifetime" employment, shall be valid or binding on the City unless expressly set forth in a written document and signed by both the employee and by the City Manager.

Employment with the City is voluntary and "at-will." Just as you are free to resign at any time for any reason, the City has the right to terminate your employment and/or benefits at any time, with or without cause or advance notice.

The policies in this Personnel Manual have been developed at the discretion of the City and may be amended or eliminated at any time, at the sole discretion of the City. The City retains the right to modify, eliminate, amend, or cancel any of its published or unpublished policies for any reason, with or without advance notice, at its sole discretion without having to give justification.

This Personnel Manual is not intended to replace or supersede a collective bargaining agreement that may cover many of the terms and conditions of employment for employees covered by that agreement.

These policies replace all previous policies and practices and may not be changed or added to without the express written approval of the City Manager. Questions about these policies should be directed to the Human Resources Director.



1. INTRODUCTION

1.1 WELCOME

It is a pleasure to welcome you as an employee of the City of Pekin and to wish you success in your new job. This Personnel Manual is provided for your personal use. The following pages are intended to provide newcomers and those of you who have been with us for some time a better understanding of the privileges and responsibilities of being a City of Pekin employee. We encourage you to read it and keep for your future reference. If you have any questions about the contents of this Manual, or about anything that pertains to your job, please discuss these issues with your immediate supervisor, department head, or the Human Resources Director.

The City Manager and other management staff have faith in their employees, as well as a real interest in them, their concerns, thoughts and ideas. Our primary aim is to serve the public, and we strive to provide quality service in an effective and efficient manner. We recognize the credit for this distinction most of the time goes unappreciated; however, the City Manager and management staff do certainly appreciate everything our employees do for the public.

Thank you for joining us. We look forward to working with you and hope your experience will be enjoyable and rewarding.

1.2 PURPOSE

This Personnel Manual is provided to all employees of the City of Pekin, which will also be referenced throughout this Manual as the “the City.” It is intended to serve as a guideline for reference to the day-to-day administration of the human resources policies, practices, and work rules, and also outlines various employee benefit programs. All statements herein are designed to increase employee understanding and provide direction to allow accomplishment of our objectives. These provisions supersede the existing Personnel Manual. Existing departmental policies and procedures necessary for the operations of a specific department ~~shall not~~ may be affected by this Manual. This Manual is not an employment contract and does not establish contractual rights. The City Manager may modify, change, or eliminate the policies and/or procedures listed in these guidelines at any time, with the approval of our City Council. All changes and modifications will be communicated to employees through one or more of the City’s usual channels of communication such as: mailings, email, newsletters, payroll stuffers, employee self-service, employee meetings, city website, or internal postings.

It is the responsibility of all employees to become familiar with and adhere to all policies and provisions of the Manual. Day-to-day interpretations of policy statements and their intent fall under the authority of the Human Resources Director, with final approval by the City Manager.

The official copy of this document is kept and maintained in the Human Resources Department. This Policy is also part of the official records maintained by the City Clerk. For further clarification regarding the full rights, benefits and obligations of employees and of the City, please contact the Human Resources Director.

It is recognized that the City has in the past and may in the future, enter into collectively bargained agreements on behalf of particular groups of employees within the City's operation. It is expressly acknowledged that the provisions of such collectively bargained agreements control and shall be applied to employees covered by such agreements, notwithstanding any contrary provisions within this Manual. Accordingly, any matters specifically covered by the collectively bargained agreements supersede these policies for those employees covered by the collective bargaining agreement.

1.3 EMPLOYEE RESPONSIBILITIES

Each of us, as an employee, is an "Ambassador" of the City. It is hoped and even expected that you are proud to be a member of our team and will always refer to the City of Pekin in a positive manner.

Our ability to successfully provide the level of service the citizens of our community (our customers) expect and deserve depends upon the quality of our staff and their commitment to excellence. It is expected that all City employees strive to understand, appreciate, commit to, and exemplify the following:

- A. Provide QUALITY work at a productive pace;
- B. Treat others with courtesy and respect their rights;
- C. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all public activities;
- D. Respect each other, and support the City's goals and philosophies;
- E. Display a positive attitude and a smile to the people we serve no matter how challenging the day has been;
- F. Take initiative within your authority; and
- G. Perform your responsibilities to the best of your ability.

All complaints from the public shall be handled courteously and promptly. The employee who receives a complaint should attempt to resolve the complaint if possible, or immediately refer the complaining party to the appropriate department head or the City Manager. All complaints shall be properly documented.

1.4 BUSINESS PRACTICES

Employees are expected to follow certain guidelines and standards in day-to-day conduct. Violations are subject to disciplinary action, up to and including termination of employment. City business practices include, but are not limited to the following:

1. COMPLIANCE WITH LAWS AND REGULATIONS

City employees shall conduct all activities in compliance with all applicable federal, state, and local laws and regulations. It is the responsibility of the employee to make sure any license, permit, certification or the like is kept current. The City will not be held responsible for the expiration of any such item if the employee did not give proper notice to the City.

2. PROPER RECORDING OF ASSETS AND DISBURSEMENTS

Making false or fictitious entries in the City books and records and/or issuing false or misleading reports about the City operations, are prohibited. No employee shall engage in any transaction that requires or contemplates such prohibited activities.

3. PURCHASING POLICIES

All suppliers, seeking or participating in business dealings with the City, will be accorded fair and impartial treatment. Soliciting or accepting monetary or non-monetary kickbacks, fees, or commissions from a supplier is expressly forbidden. Employees are expected to adhere to the purchasing and procurement policies set forth by the City of Pekin. Accepting normal business courtesies is permissible in accordance with the Illinois State Gift Ban Act. Also see Conflict of Interest policy below, and refer to current State mandated ethics, gift ban, etc. policies.

4. POLITICAL CAMPAIGN POLICY

The City encourages individuals to participate in civic and political activities in their own way during their personal time. In doing so, individuals must never act as a representative of the City or give the appearance that the City is supporting their activity without the expressed consent of the City Manager. Participation in political activity of any kind is prohibited during the employee's working hours.

5. OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with the City. Full-time Employees must notify their immediate supervisor and the ~~City Manager~~ Human Resources Department in writing of any outside employment. All employees are subject to the City scheduling requirements, regardless of any existing outside work requirements. City work schedules will not be adjusted to accommodate non-City work schedules.

If an employee's outside work interferes with his or her performance or ability to meet the requirements of their job as it is modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the City. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the City for materials sold, or services rendered, while performing their jobs with the City.

Employees in certain job categories should be aware that working while on disability may decrease certain pension benefits, in accordance with applicable state law.

6. ON/OFF DUTY MORALS, EFFICIENCY, IMAGE, PUBLIC CONFIDENCE

No employee shall engage in conduct, on or off duty, which adversely affects the morale or efficiency of the organization, or, engage in conduct, on or off duty, which has a tendency to destroy public respect for the employee and/or the City, and/or destroy confidence in the operations of the City or otherwise reflect negatively on the City. Employees must ensure that all actions and statements, whether made publicly or privately, are such as to promote the execution of City ordinances, regulations, policies, and programs.

7. CONFLICT OF INTEREST

Employees are expected to avoid any outside interest or activity which is in conflict or incompatible with the conduct of official duties or has the potential to be a conflict of interest. Employees must decline from participating in any business activity with the City, or participating in any decision on any such activity when the employee either has an ownership interest in the business with which the City is dealing or stands to receive personal outside gain from such dealings.

Employees are also expected to take precautions to avoid any appearance of conflict of interest or raise suggestions of impropriety. To this end, the City expressly precludes any City employee from soliciting, or accepting, any gift, gratuity, service, favor or valuable service(s), or other personal gain for themselves or a relative in exchange for, or as a result of, or which might influence, the performance of their duty as City employees. The sole exceptions are that employees may in compliance with the Illinois State Gift Ban Act:

- accept (but may not solicit or request) gifts of normal business courtesies with a nominal value; or
- may, with prior approval of the City Manager, participate in activities / events (e.g., seminars, conventions, golf tournaments) sponsored by an entity with which the City does business or might do business.

This policy is to provide guidelines so that employees can seek further clarification on conflicts of interest or potential conflicts of interest. Contact the Human Resources Director for more information or questions about conflicts of interest.

2. EMPLOYMENT

2.1 EMPLOYMENT AT WILL

Employment with the City is “at will,” which means employment with the City is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the City may terminate the employment relationship at will at any time, with or without advance notice or cause.

2.2 EMPLOYEE RELATIONS: OPEN DOOR POLICY

The City values employees' constructive opinions and suggestions, and believes communication is important in the workplace. The City encourages employees to discuss suggestions, problems, or concerns with their supervisor. In most cases, talking with your supervisor may resolve an issue. However, an employee may also discuss problems and concerns with their immediate supervisor, Department Head, Human Resources Director, or City Manager.

Direct communication is always the best route to take to resolve issues.

2.3 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The City does not discriminate in any aspect of employment opportunities or practices on the basis of race, color, religion or gods, ~~creed~~, sex, sexual orientation, national origin, ancestry, protected military or veteran status, marital status, age, disability, order of protection status, genetics, gender identity or expression, or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate Supervisor, Human Resources Director, or the City Manager. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.4 REASONABLE ACCOMMODATION

The City will make reasonable accommodations for qualified employees ~~with known disabilities~~ unless doing so would result in undue hardship. Questions about reasonable accommodation should be directed to the Human Resources Director.

2.5 EMPLOYMENT PROCESS

The Human Resources Department may generally advertise ~~for~~ position openings through various resources and methods. In addition, position openings are posted in every City department. The job vacancy announcement shall be in a consistent format for all City jobs, and include at minimum the job title, rate or range of pay, a summary of duties, the essential qualifications, and the basic procedure to be followed in hiring.

Applications for regular full-time and regular part-time employment, and all applications and resumes received in response to advertised vacancies will be kept on file ~~for one (1) year~~ according to the state records review act. Applicants must submit a new application for each job posting.

Employees are selected on the basis of their qualifications to fulfill established specifications for the job, or as outlined in collective bargaining agreements. General selection criteria include knowledge, experience, education, training, skills, prior work history, ability to coalesce with the department and willingness to work in a specified environment. Applicants meeting criteria ~~are interviewed and~~ may be subject to testing for the position requirements and may be are interviewed.

Hiring of ~~D~~department ~~H~~head personnel shall be the responsibility of the City Manager. When a non-management vacancy exists in a department, the respective ~~D~~department ~~H~~head will notify the City Manager to obtain authorization for filling the position before taking any other steps. The ~~D~~department ~~H~~head and the Human Resources Director will screen all applicants and interview a sufficient number of qualified candidates and select the most qualified candidate. Participation in the interview/selection process may include the City Manager if he/she elects to participate or is requested to participate by the ~~D~~department ~~H~~head. All applicants interviewed shall be notified by the responsible department head or the Human Resources Department when the vacancy is filled.

2.6 EMPLOYMENT PROCESS FOR POLICE AND FIRE

Procedures and specific provisions for hiring members of the Police and Fire Departments will be followed as set forth in the Rules and Regulations of the Board of Fire and Police Commissioners of the City of Pekin.

2.7 PROMOTIONS AND DEMOTIONS

The City values the talents and expertise of their employees and employees are encouraged to seek advancement opportunities within the City. Current employees of the City will be considered if they possess the necessary qualifications and/or experience that are equal to or would exceed others who make application, and when it is in the best interest of the City to do so.

An employee may be demoted from one position to another provided they meet the minimum qualifications of an available lower level position. Voluntary demotion requests may be initiated in writing by the employee and must be approved by the department director and the Human Resources Director to be effective. If an employee is involuntarily demoted as a result of disciplinary action, the City will consider factors such as the nature and severity of the offense and years of service within the City as major factors in determining the rate of pay the employee will receive within the lower pay range for their new classification.

A demoted employee returning to their former job will normally be placed at the same rate of pay they were receiving when they left that position; however, such rate shall be determined at the current scale or alternatively at the discretion of the City. A demoted employee who has limited experience related to the lower level job may receive a lower rate of pay based on the employee's skill level. In no case shall the salary of a demoted employee be below or above the minimum or maximum of the salary range of the new position.

2.8 EMPLOYMENT OF RELATIVES

Relatives and/or personal acquaintances are subject to the same hiring standards and job requirements as other applicants. It is the City's policy that an employee may not work under the direct or indirect supervision of a relative as defined in this policy. For the purpose of this policy "relatives" includes spouses, civil union partners, sons or daughters, grandchildren, brothers or sisters, brothers or sisters-in-law, mothers or fathers, mother or father-in-law, or "step" relatives of the same level. It is the employee's responsibility to notify Human Resources of any relationship to current employees or new hires. ~~The Employees are explicitly informed that the~~ City reserves the right to may take action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship even if no direct reporting relationship is involved.

2.9 EMPLOYMENT PHYSICALS

Post-offer pre-employment medical exams, including drug screen, are required for every applicant who is offered employment with the City. Offers of employment by the City are conditional upon the candidate successfully completing these requirements, and employment will not begin until the employment medical examination is successfully completed. Successful completion of the exam requires a negative drug screen and the health care provider's certification that the candidate meets the minimal physical standards established for the specific job.

Some positions within the City require regular physical examinations as a requirement of the position or for license or permits. Employees with these requirements are responsible for ensuring any license does not lapse due to untimely physical exams. It is imperative that employees provide enough time for the exam to be completed with any additional information requested from other doctors requested by the City physician and for the physician to have ample time to review those documents prior to your license lapsing.

The City will provide reasonable accommodations, when necessary and requested, for qualified individuals with disabilities, in accordance with the Americans with Disabilities Act.

2.9 (a).1 FITNESS FOR DUTY EXAM

Current employees may be required to take medical examinations to determine fitness for duty when the examination is job-related and consistent with business necessity in accordance with the ADA and applicable law. For example, a medical examination may be required ~~when as a guide for reasonable accommodation~~, prior to a "light duty" assignment, ~~or other reason or~~ as a guide for reasonable accommodation.

Individual departments may, with ~~City Manager~~ Human Resources approval, establish additional testing requirements to evaluate the capacity and fitness of candidates to effectively and efficiently perform the duties of the specific job for which they have applied. For example, the Board of Fire and Police Commissioners may establish testing for strength, dexterity, agility, etc. beyond the basic employment physical examination for specific positions in the fire and police departments. In no case will such job or department specific rules or procedures be inconsistent or in conflict with City policies.

2.10 RESIDENCY REQUIREMENT

revised 04-11-11

General Conditions. All employees shall reside within the 10 miles of the corporate City limits. Residency requirements for employees covered under collective bargaining agreements shall be governed by those agreements. Residency requirements for non-union sworn police and fire personnel shall also be governed by the police and fire collective bargaining agreements. Employees hired prior to May 1, 2020 may be grandfathered at the current residence; however, if an employee chooses to move, they must reside within the 10-mile radius of the corporate City limits.

Newly hired employees who do not reside within 10 miles radius of the corporate City Limits may have up to twelve (12) months from the end of their ~~Introductory~~ Probationary Period to establish residency.

The City of Pekin encourages employees to live within the corporate City limits and from time to time may provide incentives to those employees that reside within the corporate City limits. The City of Pekin may also provide assistance to employees choosing to move into the corporate City limits through its incentive program if funded annually in the budget.

~~Exceptions to this policy may only be temporary, for personal hardship reasons, and must be authorized in writing by the City Manager and approved by the City Council. An employee who fails to meet this requirement shall be terminated.~~

Hiring preference will be given to a candidate of equal hiring value for open positions to candidates living within the corporate City limits.

Special Conditions. Employees occupying the following positions shall be required to live within the corporate limits of the City of Pekin: City Manager, Assistant City Manager, Public Works Director, ~~Operations Supervisor (for Public Works), Superintendent of Transportation,~~ Police Chief, and Fire Chief.

Exemptions. Any exemption to the residency requirement must be authorized in writing by the City Manager and approved through consensus of the City Council. Residency for any proposed candidate may be waived upon consensus of the City Council

An employee who fails to meet the residency requirement shall be terminated.

2.11 LICENSING AND PERMITTING

Various permits, licenses and certificates are required of employees by State and Federal agencies as a prerequisite to performing certain municipal tasks. It is the employee's responsibility to maintain permits, licenses and certificates. The City will confirm, on occasion, that all such licenses and certificates are in the possession of the applicable department or the employee before authorizing the employee to perform such regulated work. The City will not be held responsible for the expiration of any such item.

Costs for such permits, licenses and certificates may be paid by the City (except regular vehicular drivers' licenses), together with any specialized training required to achieve such permits, licenses, or certificates on approval of the department head or City Manager.

3. EMPLOYMENT STATUS and RECORDS

3.1 EMPLOYMENT CATEGORIES

It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

DEFINITIONS OF CLASSIFICATIONS

Employees are designated as either Non-Exempt or Exempt from certain federal and state wage and hour laws. **Non-Exempt** employees are not exempt from minimum wage and overtime provisions and are paid for the actual number of hours they work. **Exempt employees** are exempt from specific provisions of state and federal wage and hour requirements, including minimum wage and overtime provisions. Exempt employees are paid annual salaries without regard to the number of hours worked.

DEFINITIONS OF CATEGORIES

Regular Full-Time: Employees who have successfully completed initial ~~Introductory~~ Probationary Period and are regularly scheduled to work 40 hours or more per week on a regular basis. Generally, regular full-time employees are eligible for City employee benefits, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-time: Employees who have successfully completed their initial ~~Introductory~~ Probationary Period and are regularly scheduled to work less than 40 hours per week on a regular basis. Regular part-time employees receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance), and may be eligible for other benefits as outlined in any applicable collective bargaining agreement or the benefit program itself.

Seasonal: Employees hired for a specific "not to exceed" period of time of less than one year, including school year employees. Seasonal employees' rates of pay may differ from regular employees in similar positions. Seasonal employees receive legally mandated benefits and may receive other benefits as stated in any applicable collective bargaining agreement or the benefit program itself.

Temporary: An employee whose employment with the City is of a limited duration, such as an interim replacement, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees may be scheduled to work either a full-time or part-time schedule. Temporary employees are not eligible for any benefits offered by the City, other than legally mandated benefits.

Contractual: Contracted personnel are not employees of the City of Pekin, and therefore, not eligible to participate in the City's benefit programs.

- * NOTE: Occasionally, FULL-TIME employees may work less than their normal schedules, or PART-TIME employees may work more than their normal schedules. These variations do not change the status of the employee or the position.

3.2 ACCESS TO PERSONNEL FILES

The City maintains a ~~confidential~~ personnel file for each employee. The personnel file normally includes, but is not limited to, such information as the employee's job application, resume, records of training, documentation of performance evaluations, disciplinary records, pay history, and other records. Official personnel files are kept and maintained in the Human Resources Department. Personnel information kept by individual departments is limited to information needed for day-to-day operations.

Personnel files are the property of the City, and access to the information they contain is restricted, generally limited to the respective department head, the City Manager, and human resources personnel who have a legitimate reason to review information in the file.

Employees who wish to review their own personnel file should contact the Human Resources Office. Files will be reviewed in the Human Resources Office and in the presence of the Human Resources Director.

Employees may request copies of material contained within their own personnel file. The City reserves the right to charge a reasonable fee for copying the material in accordance with the Illinois Personnel Records Review Act.

3.3 EMPLOYMENT REFERENCE CHECKS

The City will respond only to those reference check inquiries that are submitted in writing. No employment data beyond dates of employment and eligibility for re-hire will be released without a written authorization and release form signed by the individual who is the subject of the inquiry.

3.4 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Human Resources Department of any changes in personnel data. Personal mailing addresses, telephone numbers, citizenship, marital or civil union status, number and names of dependents, and individuals to be contacted in the event of an emergency must be accurate and current at all times. If any personnel data has changed, the employee must promptly advise the Human Resources Department of the new information.

3.5 EMPLOYMENT APPLICATIONS

The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, may result in disciplinary action, up to and including termination of employment.

3.6 ~~INTRODUCTORY~~ PROBATIONARY PERIOD

The initial ~~Introductory~~ Probationary Period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City utilizes this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the City may end the employment relationship at will at any time during or after the ~~introductory~~ Probationary Period.

All new and rehired employees, as well as current employees who transfer to a new position, work on an ~~introductory~~ probationary basis for the first six (6) months after their date of hire or job change, or as outlined in their collective bargaining agreement. At the end of the six (6) month period, the responsible department head will make a recommendation to retain or terminate the employee; or to extend the ~~introductory~~ Probationary Period. Extending the initial ~~Introductory~~ Probationary Period will only be considered if there are strong indications that more time will bring the required improvement. There is no employee right to grieve or appeal a termination made in conjunction with the ~~introductory~~ Probationary Period. The Human Resources Department shall be notified of action taken at the conclusion of the ~~introductory~~ Probationary Period.

Upon satisfactory completion of the ~~introductory~~ Probationary Period, employees enter the “regular” employment classification. Successful completion of the ~~Introductory~~ Probationary Period does not change the “employment-at-will” status.

3.7 PERFORMANCE EVALUATION

Managers and employees are strongly encouraged to discuss job performance on an informal, day-to-day basis. A written performance evaluation ~~will~~ may be conducted for each employee near the end of, or shortly before, the completion of the ~~Introductory~~ Probationary Period. Written evaluations ~~will~~ provide an assessment of the employee’s capabilities, work habits, and overall performance. Additional performance evaluations ~~are~~ may be periodically conducted to provide

both managers and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for performance improvement. The City uses performance management software for evaluation and documentation purposes by recording events through ongoing observations, incidents, rewards and recognitions as well as record of discipline. The employee is to acknowledge the ~~review~~ performance management record by dating and signing the ~~evaluation form~~ record or recognizing the action if in electronic format. The ~~signature~~ employee recognition does not imply agreement with the evaluation/review, but only that it was completed and reviewed. If the employee is not in agreement with any part of the review, he/she may provide a written response to the ~~evaluation~~ record to be attached to the completed ~~written evaluation form~~ record. ~~A copy of the~~ The completed and ~~signed~~ executed ~~evaluation form~~ performance management record and any attachments are considered a part of the employee's personnel file.

NOTE: Contracted employees will receive performance evaluations in accordance with the terms of their contract.

~~All employees normally receive a written and associated verbal performance review at least annually. The employee is to acknowledge the review by dating and signing the evaluation form. The signature does not imply agreement with the evaluation, but only that it was completed and reviewed. If the employee is not in agreement with any part of the review, he/she may provide a written response to the evaluation to be attached to the completed written evaluation form.~~ The City Manager shall complete performance evaluations when the City Manager deems necessary. A copy of the completed and signed evaluation form and any attachments will be included in the employee's personnel file.

4. EMPLOYEE BENEFIT PROGRAMS

Note: Employees covered by collective bargaining agreements should refer to their specific contract language where appropriate. Contract language shall take precedence over statements found in the Manual.

4.1 BENEFITS IN GENERAL

The City recognizes the importance of providing a full range of benefits to its employees and takes pride in the benefits available to qualified employees. Everyone should share in the effort to use these benefits wisely and appropriately to help keep the costs in line so that we can maintain quality and affordable benefits.

These policies do not constitute a guarantee of plan coverage or benefits. Periodic changes to various benefits are necessary from time to time as contracts are renegotiated and business conditions dictate. Benefits are subject to change or termination at any time with or without advance notice. In the event there is a conflict between the language in these policies and the language in the benefit plan documents, the language in the plans documents shall prevail.

An updated schedule ~~is distributed~~ may be provided periodically outlining the current benefits for City employees.

4.2 INSURANCE BENEFITS

Full-time employees are eligible to participate in the City of Pekin health insurance programs the first day of the month following their date of hire or date they attain full-time status until the age of Medicare eligibility, unless otherwise stated in Illinois State Statutes or collective bargaining agreement.

~~A Summary Plan Document of the City of Pekin Employee Health Benefit Plan will be provided to all eligible employees. Along with other pertinent information, this document provides a summary of the plan options available, deductibles, co-insurance levels, out-of-pocket levels, major medical benefits, prescription drug program co-payments, life insurance benefits, and dental benefits.~~

Specific Plan coverages, benefits, and eligibility requirements are determined by and may be found in the ~~Summary Plan Document~~summarized format. Benefit information provided in this Personnel Manual is only summary information and not binding or controlling.

The City of Pekin ~~also~~ conducts an Annual Open Enrollment. During this period, employees are given the opportunity to update their insurance information and elections for the new year. Full-time employees must attend the Annual Open Enrollment or complete the Open enrollment electronically within the time frame provided.

Employees and Retirees receiving insurance hereunder shall notify the Employer if they, their spouse, or dependent(s) is/are eligible for insurance through their spouse's employer, or through other available coverage. Employees or Retirees with such availability shall, at the earliest opportunity, but no later than the next open enrollment (Fall of 2018 for coverage beginning January 1, 2019), obtain insurance coverage for their spouse, as applicable, through such coverage and to the greatest extent possible.

4.3 CONTINUATION OF BENEFITS (COBRA)

The federal Consolidated Omnibus Reconciliation Act (COBRA) gives the employee and his/her qualified beneficiaries the opportunity to continue health insurance coverage under the employer's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events include termination of employment, death, certain leaves of absence, reduction in an employee's hours, divorce, legal separation, and a dependent child no longer meeting eligibility requirements.

A notification of health care continuation rights will be mailed to the employee at his or her last known address within the timeframe specified by law. If continued coverage is elected and the proper premium is paid and received within the designated time frame, there will be no break in coverage.

Employees should refer to the Continuation of Benefits (COBRA) section of the Plan document or the Summary Plan Description for a more thorough explanation of this subject. The information shown in this manual is only summary in nature.

IN ADDITION TO THOSE COBRA BENEFITS DESCRIBED OR REFERRED TO ABOVE, THE CITY HAS ADOPTED THE FOLLOWING:

- If an employee resigns or is terminated prior to retirement, the employee will only have the rights, if any, provided by federal and state law.
- If an employee retires under the retirement requirements of IMRF, Fire Pension or Police Pension, the employee and the employee's spouse may continue their health insurance at the employee's cost until the employee and spouse becomes eligible for Medicare.
- Employees should refer to their Summary Plan Description (SPD) for additional information regarding continuation of benefits when: an employee retires but dies before the employee becomes eligible for Medicare, if an employee who has successfully completed his or her ~~Introductory~~ Probationary Period becomes disabled, and continuation under other scenarios.

4.4 RETIREMENT PLAN

Illinois State law requires participation in the Illinois Municipal Retirement Fund (IMRF) by employees who work in an IMRF qualified position. An IMRF qualified position is one that is intended to be over 1,000 hours per year. Currently, as a member of IMRF making contributions toward a Regular IMRF pension, employees contribute 4.5% of their salary (3.75% for the employee's pension and 0.75% for a surviving spouse pension).

IMRF contributions are tax deferred; employees do not pay either federal or Illinois income tax on the money used to make your contributions. IMRF benefits include retirement benefits, disability benefits, and death benefits. The benefits and provisions of the IMRF are governed by Illinois law and the plan is administered by IMRF. An IMRF Benefit Booklet which summarizes these and other IMRF benefits and the requirements to be eligible for those benefits is available at www.imrf.org.

Illinois state law requires participation in the Police Pension Fund or Fire Pension Fund for those individuals who work as a fire fighter or sworn police officer. Employee contributions, through payroll deduction, are set by the Illinois Pension Code, and change periodically.

4.5 SECTION 125 FLEXIBLE SPENDING ACCOUNT

The City provides employees with the opportunity to participate in a Section 125 Flexible Spending Account (FSA). Section 125 refers to the section of the IRS Code that allows eligible employees to deduct pre-tax dollars for qualified expenses under the health plan and for child care.

4.6 ADDITIONAL VOLUNTARY BENEFITS

Employees may choose to purchase additional benefits on a voluntary basis. These currently include Long-Term Care, Cancer, additional life insurance, and a 457 Deferred Compensation plan. Other plans are available from time to time. It is each employee's responsibility to contact the insurance broker directly to discuss these coverages. ~~The City provides employees with the opportunity to participate in a Retirement Health Savings Account (RHSA). With the RHSA,~~

~~participating employees can pay for qualified out of pocket expenses (medical, dental, vision, etc.) on a pretax basis with deductions taken directly from the employee's paycheck.~~ All premiums (costs) are paid by the employee. Payroll deduction may be utilized on approved programs. Information about what is available and who to contact may be obtained from the Human Resources Department.

4.7 WELLNESS PROGRAMS

In addition to the Employee Assistance Program, employees are encouraged to participate in various other City-sponsored Wellness Programs and activities that are designed to maintain or improve employee health. The City sponsors programs from time to time to educate employees and encourage healthy behavior through participation in our annual health fair, smoking cessation, general athletic club membership, and other programs.

4.8 VACATION (ANNUAL LEAVE)

The City provides vacation benefits to eligible regular full-time employees for time away from work for rest, relaxation, or for personal needs. Vacations are accrued (earned) based on the employee's anniversary date, and are scheduled during the calendar year in the period in which they were earned.

In those years the employee progresses to a new level of benefit accrual (after completing 1, 5, 10 or 15 years of service), the additional week earned can be taken any time during the vacation year of the employee's anniversary date.

Vacation hours must normally be scheduled in advance with the approval of the department head. Approval is based on a number of factors, including the operating requirements of the department. Vacation hours will be paid based on the employee's base rate of pay at the time the vacation is taken.

Employees accrue vacation based on their anniversary date according to the following schedule unless otherwise designated in writing by the sole discretion of the City Manager (unless outlined differently in collective bargaining agreements):

1 Year of Completed Service	2 Weeks or 80 Hours
5 Years of Completed Service	3 Weeks or 120 Hours
10 Years of Completed Service	4 Weeks or 160 Hours
15 Years of Completed Service	5 Weeks or 200 Hours

New hires may request one week of their earned vacation hours after 6 months, with supervisor approval.

If an employee becomes ill while on vacation, he or she can use sick leave time instead of vacation if a statement from their doctor is provided to the department head.

Exempt employees ~~will~~may be reimbursed up to one week (40 hours) each year for unused vacation at a rate of one-half the value of the unused vacation and/or roll over up to one week of vacation to be used within 90 days of the following accrual year.

Eligible employees who change status (full-time to part-time or vice-versa) may retain the vacation they have already accrued, however, no vacation hours will accrue while the employee is classified in part-time or any status other than full-time unless their collective bargaining agreement or contract states the contrary. If the employee does not plan to return to covered-status, they may wish to be paid for their accrued vacation benefit. Employees who retire or whose employment otherwise terminates will be paid for all earned but unused vacation in accordance with Illinois law.

4.9 SICK PAY PLAN

The City provides regular full-time employees paid sick days to eligible employees who are temporarily absent due to their own illness or injury or the illness or injury of the employee's immediate family member. For the purpose of this policy, immediate family members consist of the employee's spouse, civil union partner, mother, father, brother, sister, mother-in-law, father-in-law, child (adopted, biological or step), maternal and paternal grandparents.

Eligible employees earn 1 sick day per month (12 days per year) up to a maximum accrual of 240 days (1920 hours). Employees covered by collective bargaining agreements should refer to the respective contract or written agreement language. Accumulated sick leave will not be paid when an employee changes from a benefit eligible classification status, or upon termination of employment.

Employees must notify their immediate supervisor of all sick leave absences, regardless of the expected length of the absence, before the scheduled start of their workday, if possible, or as soon as possible. Extenuating circumstances will be taken into consideration. Employees are to inform their supervisor of their impending absence, the best estimate of the expected length of the absence, and the reason for the absence. Employees must notify their supervisor for each additional day of absence under this policy.

Department heads may require a physician's certification of the need to take sick leave. Employees who are absent for three or more consecutive days ~~must~~may be required to provide a physician's certification to return to work. Return to work certification may also be requested for absences of less than three days. Failure to provide such certification may be the basis for denial of sick leave and the equivalent reduction in pay for the time absent from work when applicable.

Abuse of the sick leave policy in any manner including but not limited to: failure to take sick leave when needed, taking sick leave for purposes other than its intended use, and/or falsifying illness or injury shall be the basis for disciplinary action up to and including termination.

4.10 SICK PAY UPON RETIREMENT

Upon retirement, up to a maximum of 240 sick days (1,920 hours) ~~can~~may be used to pay for City of Pekin group health insurance premiums and/or to extend IMRF service credit for up to one (1)

year. ~~An~~ Employees hired prior to May 1, 2020 with an employee's sick time balance at retirement will be have sick time hours computed at their current hourly rate (unless otherwise noted in a contract or collective bargaining agreement) and placed in a City of Pekin account: for the sole and exclusive purpose of paying the retiree's portion of the City of Pekin health insurance premium contribution. Such account shall not bear interest and shall expire upon depletion of the sick leave value placed therein and shall be used exclusively for City of Pekin health insurance premiums. Employees hired after May 1, 2020 shall be allowed to use sick time benefits only for the extension of IMRF service time per regulations set forth by IMRF.

The value of this sick time computation can be used exclusively to pay for:

- (1) City of Pekin group health insurance premiums;
- (2) to extend IMRF service time for up to one year 120 sick days (960 hours) or according to IMRF regulations; or
- (3) any combination of these two options, as long as the total hours used does not exceed 240 days, or 1,920 hours for those hired prior to May 1, 2020.

Upon the death of a retired employee who was using his or her sick time monies to pay for health insurance, his or her spouse may use the balance of any sick time monies to pay for health insurance premiums until exhausted.

4.11 HOLIDAYS

The City provides non-exempt employees holiday pay upon hire. The City-recognized Holidays are:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- ~~President's Day~~
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day / Day after Thanksgiving
- Christmas Eve
- Christmas Day

Holidays falling on a Saturday are normally recognized on the Friday before, and holidays falling on a Sunday are normally recognized on the following Monday.

All non-exempt employees who must work on a designated holiday, or on the day the holiday is recognized, will receive double their normal rate of pay for any holiday hours worked, or as outlined in collective bargaining agreements. All non-exempt employees required to take off on the day a holiday is recognized, and for which they would otherwise normally be scheduled to work, will receive ~~regular pay (base pay)~~ for the holiday.

If a recognized holiday falls during an eligible employee's leave of absence from work or during a period of sick leave, the employee will be eligible for holiday pay. If the holiday falls during an

employee's approved vacation time, holiday pay will be paid. If an employee calls in sick the day before or the day after a recognized holiday without prior authorization from the supervisor or department, the employee will not be eligible for holiday pay unless otherwise required by law.

Exempt employees receive the same salary they would have received for the week had the holiday not occurred. This is the case regardless of whether or not they worked on a holiday.

4.12 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. When possible, advance notification of these mandatory assignments will be provided. Overtime work must be authorized in advance by the employee's supervisor.

Overtime compensation will be paid to all Non-Exempt employees at one and one-half times the employee's regular hourly rate of pay for hours worked in excess of 40 in any workweek. Sick time will not be considered hours worked for the purpose of calculating overtime pay. Vacation time, personal days, and holidays shall be considered as hours worked for the purpose of computing overtime.

Employees who do not work scheduled overtime or who work overtime without prior approval are subject to discipline.

4.13 PERSONAL DAYS

The City of Pekin grants its regular full-time non-union employees ~~two~~three paid days each calendar year for personal time. These days require the prior approval of the supervisor or department head and may be taken to observe a religious holiday or to conduct personal business. Personal days are not cumulative from year to year and no compensation will be paid for unused time. Personal days may be taken in ~~half-day~~ increments if approved by the department head.

4.14 WORKERS COMPENSATION INSURANCE

The City carries and pays the full cost for workers compensation insurance for the benefit of employees who incur injury or illness arising out of and in the course of employment with the City, in accordance with applicable law.

Employees who sustain a work related injury or illness, no matter how minor, must *immediately* report it to ~~the Risk Manager and to the~~ employee's immediate supervisor if available, or to a supervisor on duty or the Risk Manager, at the time the injury happened. The supervisor is to be informed about how the injury happened, the nature of the injury, time of the incident, and if and where the employee is going for treatment.

When the illness or injury arises out of or in the course of the performance of the employee's duties, the employee is to be sent to the City Physician immediately, if it is not an emergency. In the case of an emergency, the employee should go, or be taken, to the nearest available clinic or hospital emergency room depending on the severity and/or time the action is taken. All employees involved in a work-related accident are required to undergo drug and alcohol testing immediately

after the accident without any deviation from the location of the accident to the designated physician's facility.

If the injury or illness is deemed compensable under the Illinois Workers' Compensation Act, the City will pay for necessary first aid, medical and surgical services thereafter, limited, however, to that which is reasonably required to cure or relieve the effects of the accident or injury, in accordance with applicable law.

Eligibility: This coverage is provided to all employees, and paid for by the City.

Neither the City, nor the insurance carrier, will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

4.15 BEREAVEMENT LEAVE

Each regular full-time Employees may be ~~grant~~allowed up to three (3) working days off with pay to make arrangements for and/or attend the funeral of a member of ~~his/her~~ the employee's immediate family, which shall include the employee's legal Immediate family includes spouse, civil union partner, ~~parent~~natural or adoptive child, father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchild, ~~brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, or legal guardian,~~ or any relative residing in the employees home. Step relatives with the same relationship as above shall also be included. In addition, days off without pay may be granted due to the death of any close friend or relative with the approval of the department head. Regular part-time employees shall be entitled to one (1) day off with pay, based on four (4) hours pay to attend a funeral as provided for all full-time employees. Bereavement leave used during a vacation period shall extend or credit the employee's vacation. Employees shall be entitled to two (2) paid weeks bereavement leave in the event of a child's death, subject to the terms and requirements of the Illinois Child Bereavement Leave Act.

4.16 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is a confidential service designed to help employees resolve personal and workplace problems that have the potential of affecting job performance and personal well-being. Any employee or member of their immediate family may contact the designated EAP counselors, on a confidential basis and at no cost to the employee for up to ~~six~~ three visits per year, to seek evaluation and help to deal with the employee's ~~personal problems including, but not limited to: marriage and family problems, excessive stress at work or home, alcohol, drug and other dependencies, financial issues, etc.~~ mental and emotional well-being. Contact the Human Resources Director or your ~~D~~department ~~H~~head for more information.

5. TIME KEEPING and PAYROLL

5.1 TIME KEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. "Time worked" is all the time actually spent on the job performing assigned duties. Full-Time employees, regardless of exempt status, are expected to work 40 hours per week by either their presence or by using benefit hours to complete the 40 hours.

All employees, regardless of status, must accurately record each day's time on their time sheet. All other time is to be documented with an explanation on the time sheet. Employees are required to sign their time sheet if they do not electronically record the time themselves, and by signing, certify to the accuracy of the records submitted. All employees are to be given copies of their time sheet upon request. No employee may record or sign another employee's time record under any circumstances. Overtime work must always be approved by the immediate supervisor before it is performed.

~~Since worked hours are recorded to the nearest quarter hour, hourly employees should begin their workday no more than seven (7) minutes prior to their scheduled starting time or continue working more than seven (7) minutes after their scheduled stop time without expressed, prior authorization from their supervisor.~~

Altering, falsifying, tampering with time records, or recording time in a deceiving manner in order to receive pay inappropriately may result in disciplinary action including, but not limited to, termination of employment.

5.2 PAYROLL PERIODS

The pay period consists of fourteen (14) consecutive days beginning with the first shift on Sunday and ending with the last shift on the second Saturday. Starting and ending times of shifts may vary depending on the job assignment.

All employees are paid bi-weekly (every other week) and paychecks are normally distributed on the Friday following the end of the pay period. A designated employee from each department will be allowed to pick up paychecks for their department. The bi-weekly pay schedule is typically made up of twenty-six (26) pay periods per year. Changes will be made and announced in advance whenever the City's holidays or closings interfere with the normal pay schedule. The City offers the convenience of direct deposit. The employees are encouraged to participate in this benefit.

5.3 PAY CORRECTIONS

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck. The City prohibits improper deductions from employee paychecks. In the event ~~that~~ there is an error in the amount of pay (including any improper deduction) employees should promptly notify the ~~finance department~~ payroll coordinator so that corrections can be made as quickly as possible.

6. WORK CONDITIONS and HOURS

6.1 SAFETY

Overview

Safety is a top priority for the City and we are committed to maintaining a safe and healthful work environment for employees. To assist in providing a safe work environment, the City has established a workplace safety program. The City Safety Committee is comprised of representatives from various City departments. Goals of the safety committee include developing, implementing, monitoring, and evaluating safety and emergency procedures. ~~Safety Committee members hold 2 year staggered terms.~~ Its success depends on the alertness and personal commitment of all employees.

The City provides information to employees about workplace safety issues through regular internal communication channels. Employees also receive periodic workplace safety training. The training covers potential safety hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with the City's Safety Committee or their department head. Reports of workplace safety issues may be made anonymously to Human Resources if the employee wishes. All reports can be made without fear of retaliation. The Safety Committee has in place a Safety Suggestion Program.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must use safety equipment whenever the job requires. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Safety Policy

The City has a formal Safety Manual ~~which is attached to and a part of this Personnel~~ will be provided to all employees. It also recognizes individual departments have unique issues and safety needs and may have their own department-specific policies in place. Employees shall refer to and familiarize themselves with both the City Safety Manual and those policies put into place within their respective departments.

Your job may have additional safety guidelines which are established for your protection, and the protection of others. If so, you will be required to know and follow them carefully. The City provides personal protective equipment (PPE). Employees are expected to wear the appropriate PPE at all times. Any questions regarding safety guidelines should be directed to your supervisor, department head, or the City Manager.

Concealed Carry

Employees may not possess or use any weapon except for Illinois certified Peace Officers, at any time while on duty in the employment for the City of Pekin or in any City of Pekin owned, leased, or controlled building or vehicle, including anywhere that City business is conducted. This policy also applies to City of Pekin sponsored functions such as parties or picnics and other such events.

Regardless of whether an employee possesses a concealed carry weapon permit or is allowed by law to possess a weapon, weapons are prohibited in any City controlled building or vehicle or in any location in which the employee represents the City of Pekin for business purposes.

If otherwise permitted by law, employees who lawfully possesses a firearm may transport or store the firearm in a locked, privately owned motor vehicle in any City of Pekin parking lot or other designated parking area provided that the firearm is (1) locked in the trunk of the employee's vehicle, (2) kept in the glove compartment or closed console of the employee's locked vehicle, or (3) stored out of plain sight in the employee's locked vehicle.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation including all firearms, illegal knives or other weapons covered by the law. Legal chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy. If you have a question about whether an item is covered by this policy, please call the Human Resources Office. You will be held responsible for making sure that any potentially covered item you possess is not prohibited by this policy. Only the Police Chief, or his designee, may authorize the carrying of or use of a weapon while serving in employment of the City of Pekin

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

6.2 INCLEMENT WEATHER and EMERGENCY CLOSINGS

All employees are expected to report to work during inclement weather conditions. However, if weather conditions are extreme and travel to work would present a safety concern, employees should contact their immediate supervisor. Depending on your job duties, or other circumstances, your supervisor may send a city vehicle to pick you up or give you the option of remaining at home. Employees choosing to remain at home will be paid for the day using benefit time, i.e. vacation, sick, personal, or comp time, if available and if the employee has no available benefit time, the employee shall not be paid for such leave.

On occasion, bad weather occurs during the day after you have arrived at work. Depending on your job duties, or other circumstances, and if approved by the City Manager, employees may be sent home with the option of using comp time, vacation, or personal time, if available, for remaining hours of the work day. Employees who choose to remain at work will be paid their normal rate of pay for that day.

6.2 (a) EMERGENCY CLOSINGS

In the event an emergency (such as power failure) disrupts City operations, City administration will make every effort to open City facilities and offices to the public and employees. In extreme cases, such circumstances may require a delay in opening a facility or the closing of a work facility. Critical City operations and services may be required to maintain a minimum level of staffing during adverse weather or emergency conditions when other employees are not required to report to work.

6.3 WORK SCHEDULES

Work schedules for employees may vary due to the needs of the City and each Department. Department heads will establish, subject to approval of the City Manager, the working schedule for employees within their department, unless otherwise outlined in a collective bargaining agreement.

Department H~~h~~eads shall have authority to vary the working hours for employees to meet operational needs of the department and, when possible and appropriate, meet employee needs, so long as it does not create overtime or other unnecessary expense, or unduly disrupt operations. Any change in a work schedule desired by an employee must be approved by his/her department head.

Staffing needs and operational demands may necessitate changes in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The standard work week, for all full-time employees, is forty (40) hours from the first shift on Sunday to the last shift on Saturday, as scheduled by the respective supervisors unless otherwise specified in writing. Some employees may be scheduled to work less than the standard forty hours. Salaried and management personnel shall spend the time necessary to properly perform their duties and responsibilities but shall work a minimum of forty (40) hours. Fire Department employee hours may be based on twenty-four (24) hour shifts.

6.4 EMPLOYEE MEETINGS and TRAINING

All employees, as a condition of employment, must attend scheduled orientation and training sessions as assigned.

Periodic employee meetings scheduled by management provide an opportunity to inform employees of the City policies, provide training, and to disseminate information. It also provides the employee an opportunity to express his or her views and make contributions for improvements.

All meetings and seminars will be classified as either optional or mandatory. Mandatory meetings are considered to be important to the employees as well as to the City, and are considered as hours worked for pay and overtime purposes. Failure to attend mandatory meetings will result in disciplinary actions similar to other violations of City policies. Optional meetings are highly encouraged, but no disciplinary action will be taken as a result of not attending.

6.5 CONFERENCE AND MEETING EXPENSES

The City Manager or Department Head s may approve travel to conferences and meetings for persons in their departments to represent the City and are responsible to approve all such related expenses in accordance with departmental budgets and established policy and procedure. The City of Pekin will regulate the reimbursement of all travel, meal and lodging expenses to its employees per Public Act 99-0604, Local Government Travel Expense Control Act.

The City will only pay out of town expenses as defined in this policy for those conferences and meetings that are determined to be advantageous to the conduct of City business and according to the Local Government Travel Expense Control Act and Internal Revenue Service regulations and policies. Employees are encouraged to travel together when more than one individual is attending the same event in order to reduce costs.

Transportation: It is expected that the shortest and most direct route and the least expensive method of transportation will be used. City owned vehicles shall be used whenever possible and is the preferred form of transportation. If private vehicle is used for travel, the transportation allowance shall be at the current allowable Internal Revenue Service rate and based upon the trip originating and ending at City Hall, plus tolls and parking. Prior to the date of travel by use of a privately owned vehicle, the employee must provide proof of a valid driver's license issued by the State of Illinois and automobile insurance coverage in an amount not less than that required by the Illinois Vehicle Code to the Human Resources office. If air or train travel is selected, it will be at coach-class fare. The City will pay the cost of round trip air-fare, the cost of employee travel to and from the employee's home and the air-terminal, the cost of employee parking at the air terminal, and the cost of transportation to and from the point of arrival/departure and the conference/meeting center. ~~If private vehicle is used for travel, the transportation allowance shall be at the current allowable Internal Revenue Service rate.~~ If a city-owned vehicle is used, there will be no allowance except for out-of-pocket operating expenses, such as re-fueling while on the trip. When feasible, employees are expected to car pool on out-of-town travel. A City vehicle shall be used for local travel when at all possible.

Lodging: The City will pay for conference and meeting-related out-of-town lodging. Employees are expected to stay at the conference center hotel/motel, any hotels/motels affiliated with the conference, or at a hotel/motel with rates not in excess of the conference hotel/motel. ~~Whenever appropriate, employees are encouraged to share rooms in order to save on travel expenses.~~

When the event is more than 120 miles from the City of Pekin, the City will pay for lodging on the evening before a conference only when the conference is scheduled to begin before noon the following day. Similarly, the City will pay for lodging on the evening of a conference when the conference ends after 5:00 p.m. when the event is more than 120 miles from the City of Pekin.

Meals and Incidental Expenses: Per Diem Basis – The City will reimburse employees for meals based on United States General Services Administration per the M & IE Breakdown chart. For travel out of state, the maximum daily meal reimbursement will be determined by the City Manager/Finance Director or the current IRS Per Diem Rate. Under the per diem basis, no receipts are necessary to turn in.

~~Reimbursement shall be made for the reasonable cost of meals and incidental expenses. The City shall establish from time to time the maximum allowance per day for meals and incidental expenses in accordance with IRS specifications. Meal reimbursements will only be made for meals~~

during regular business hours and when the employee is 50 miles away from his or her normal work location. Employees are expected to use discretion in meal reimbursement. In general, breakfast is only reimbursable if the employee's travel time necessarily begins before 7:00am.; lunch is only reimbursable if the employee is necessarily travelling during normal lunch hours. Dinner is only reimbursable if the employee's actual departure time to the event is before 5:00pm or the employee's return time is after 6:30 pm. In other words, if the employee has a reasonable opportunity to eat breakfast before travel begins, breakfast is not reimbursable.

Reimbursements will only be made for actual expenses incurred and with complete receipts attached to the reimbursement form. Any expense reimbursement over \$2,000 must be approved by the City Council prior to the reimbursement on the next available accounts payable run. Incidental expenses shall be defined as local taxi fares for transport to and from meeting, business telephone calls, local parking, tolls, and tips. Tipping shall not exceed 20%. Car rental expenses related to meeting or business purposes may be approved if unusual situations so require such rental.

Advances for travel expenses may be provided to an employee by submitting a travel, meal and expenses reimbursement form to the department head for approval and upon final approval by the finance department and the supervisor and will be paid on a regular accounts payable run.

Conference Expenses: The City will pay for all necessary conference fees, registration, and materials charges, in accordance with IRS limits.

Procedures: Travel, lodging, and registration arrangements must be made as far in advance as possible, and at least two weeks in advance, to allow for securing the lowest rates and obtaining the required approval from the Department Head or City Manager. No travel expenses shall be reimbursed without receipts. Certain situations may require prior approval of the City Manager. Employees must submit a completed expense form with receipts within 14 days of the employees return.

Travel advances and per diem checks may be made on the regular bill runs, by approval of the responsible Department Head, to cover estimated expenses of the travel; reconciliation of the advance with the actual expense receipts shall take place as soon as possible, but no later than within 30 days after the travel is completed, by submittal to the Department Head and the Finance Department for the accounting of actual travel expenses; including receipts for all expenses. If an employee has received cash in advance, and total expenses are less than the amount of the advance, a check in the amount of the difference must be submitted to the Finance Department within 10 business days of return from trip.

6.6 CORPORATE CARD PROGRAM

The purpose of the City's Corporate (Credit) Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar transactions. The program is designed, in part, ~~to replace department purchase orders to~~ improve efficiencies when making purchases, and eliminate the use of petty cash fund reimbursements for small dollar purchases including office supplies, subscriptions, computer software and accessories, certain maintenance and repair materials, and other petty cash type items.

Cardholder Use Only – The Corporate Card may be used only by the employee to whom the card has been issued or employees who have been authorized to do so. The cardholder is responsible and accountable for all transactions that occur on his or her card. The cardholder may be held personally responsible for unauthorized or inappropriate charges.

City Purchases Only – The Corporate Card is to be used for City-authorized purchases only. The Corporate Card cannot be used for any personal use and any such use will require immediate reimbursement and should only be the result of an extreme emergency and improper use will result in disciplinary action that may include termination of employment. ~~When~~If unauthorized purchases are inadvertently included on approved out-of-town travel expenses, the employee must immediately reimburse the City and provide a written explanation.

Spending Limits – The person using the card must attain his or her supervisor's approval for the purpose and estimated amount of purchase prior to use. Card spending limits will be set by the Finance Department.

Prohibited Uses of Corporate Cards – The following types of items may **not** be purchased with a Corporate Card, regardless of the dollar amount:

- Cash advances.
- Telephone charges; except during travel, to be included in lodging charges.
- Any additional goods or services specifically restricted by the departments.
- Personal items.
- Unauthorized entertainment expenses.

Cardholders must review detailed Finance Department Corporate Card policies and procedures and sign the Cardholder Agreement form prior to receiving a Corporate Card. Any rebates or benefits associated with purchases are the property of the City of Pekin and may not be used for personal benefit.

6.7 MEAL AND BREAK PERIODS

Meal periods of not less than twenty (20) minutes duration are provided to all employees working a shift of at least seven (7) hours. ~~D~~Department Head s will schedule meal periods to accommodate operating requirements. Break periods not to exceed fifteen (15) minutes per four hours worked may be scheduled or approved by department heads if needed and not disruptive to operations. Break times cannot be combined, and cannot be used for reporting late or leaving work early. Employees are expected to eat in the breakroom or other designated location rather than at their work location.

6.8 COMPENSATORY TIME OFF (COMP TIME)

Compensatory time for employees covered under collective bargaining agreements is governed by and described within the applicable agreements. However, the City provides compensatory time to non-exempt, non-union employees. When an employee who is eligible for compensatory time under this policy works in excess of 40 hours in a workweek, the employee is eligible to be paid at the rate of one and one-half times their regular hourly rate of pay or for compensatory time off at a rate of one and one-half hours for each hour of overtime.

Regular full-time non-exempt, non-union employees may accrue up to ~~forty (40) hours at time and one-half (60 hours total)~~. Each individual employee is responsible for maintaining written accrual and utilization records on their time sheet in accordance with the terms of this policy.

Employees may use accrued compensatory time within a reasonable period after making the request as long as the absence does not unduly disrupt the operations of the department. ~~It is anticipated by the City that compensatory time will be used for personal commitments, rest and recuperation after particularly heavy work loads or allow for additional time in conjunction with scheduled vacation time.~~ It is expected that employees will make all efforts to avoid ~~not to be used~~ing it on Mondays and Fridays to extend the weekend or immediately before or after a holiday without department head or City Manager's prior approval. Factors that will be considered include staffing and operational demands.

Non-union employees will not be compensated, either during or upon separation of employment from the City, for any accumulated but unused compensatory time. Exempt employees are not eligible for compensatory time.

7.0 UNPAID LEAVES OF ABSENCE

7.1 PERSONAL LEAVE OF ABSENCE

The City will consider requests for personal leaves of absence from regular full-time and regular part-time employees who have at least twelve (12) months of continuous service. The City provides personal leave of absence in certain circumstances not covered by FMLA or other City leave policy. Requests are granted based on the nature of the request and the service needs of the City. Leaves of absence under this policy are unpaid.

Eligible employees may request a leave of absence for a period of up to twelve (12) weeks. Employees must submit a request for a leave of absence at least 30 days in advance, whenever the need for leave is foreseeable. If the need for leave is not foreseeable, employees must request leave as soon in advance as practicable.

Personal leave itself is unpaid. However, City policy requires employees to first use their available paid time off (vacation, sick leave, compensation time, etc., as applicable) during the FMLA leave period. When an employee has taken all available accrued paid leave, any additional leave under this policy will be unpaid. Paid sick leave is not available under circumstances in which the employee is not otherwise eligible for such leave.

Employees on leave of absence under this policy are prohibited from engaging in outside or supplemental employment.

Benefit accruals, such as vacation and sick time, will be suspended during any unpaid portion of leave under this policy and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on leave must, whenever possible, provide his or her supervisor with at least two weeks advance notice of the date he or she intends to return to work.

When a leave ends, the employee will normally be reinstated to the same position, if it is available, or to a similar position for which the employee is qualified. However, approval of leave does not guarantee reinstatement in all cases. If another position is not found for the employee within thirty (30) days from the date the leave expires, the employee's employment will be terminated. If an employee fails to report to work promptly at the end of the approved leave, the employee is considered to have voluntarily resigned unless otherwise protected by applicable law.

Please note that the eligibility and other requirements and limitations do not apply to an employee's request for reasonable accommodation under the ADA. Employees in need of leave as reasonable accommodation under the ADA for a medical condition may make such a request regardless of their length of service, employment category, or other requirement of this policy. See Reasonable Accommodation policy.

7.2 MILITARY LEAVE

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees on military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Differential pay may be granted for military leave ~~greater than two weeks~~ in accordance with state and federal law. When military leave does not qualify for pay. Employees may use their available vacation, personal, or compensatory time while absent for service under this policy.

7.3 EDUCATIONAL LEAVE & FINANCIAL ASSISTANCE

The City encourages employees to continue their education and professional development whenever possible. Employees should take advantage of worthwhile educational opportunities to help improve job performance in their current positions. Employees may request leave and financial assistance for courses of study that the City determines are directly related to the employee's present job or that will enhance the employee's potential for advancement to a position within the City and to which the employee has a reasonable expectation of advancing. Factors the City will consider in approving courses include the nature and purpose of the course of study, the benefits of the course to the employee and the City, the employee's current position and length of service, and cost.

Employees may request a leave of absence without pay for educational purposes for up to 12 months duration when absence from work is needed to attend classes at a junior college, college, or trade school. All educational leave requests must be approved in advance according to the City's Tuition Reimbursement policy and by recommendation by the department head and approval by the City Manager. The Human Resources Director should be contacted regarding how

seniority, health insurance, vacation, and other benefits are affected during and after the leave of absence.

All employees seeking reimbursement *must be pre-approved* under the Tuition Reimbursement Policy. The Tuition Reimbursement Policy is available through the Human Resources Department. Approved employees are eligible for reimbursement according to the Tuition Reimbursement Policy available in the Human Resources Department. The maximum reimbursement for tuition is limited to the current tuition rate per hour for courses at University of Illinois-Springfield. Tuition reimbursements will be made through the payroll process and be taxed according to IRS regulations.

Department heads or the City Manager may approve time off for employees to attend approved classes, workshops or seminars to improve job performance or prepare for advancement or promotion opportunities. Time off for these purposes can be with or without pay depending on the program content, and fees may be reimbursed depending on the availability of budgeted dollars.

While educational leave and ~~financial assistance~~ tuition reimbursement are expected to enhance an employees' performance and professional abilities, the City cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increase.

7.4 FAMILY AND MEDICAL LEAVE

Eligible employees may take up to 12 workweeks of unpaid FMLA leave in a consecutive 12-month period (rolling year) for specified family and medical reasons. Employees may take up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness, in accordance with FMLA.

Eligibility

Employees are eligible if they have worked for a covered employer for at least 12 months, has worked 1,250 hours over the previous 12 months, and is employed at a worksite with at least 50 employees within 75 miles of that worksite.

Conditions Triggering Leave

Eligible employees may take 12-weeks unpaid FMLA leave during the leave year for one or more of the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care (leave must be taken during the 12-month period following the birth or placement, and must be taken in a single consecutive period and may not be taken intermittently or on a reduced schedule);
- To care for the employee's spouse, son or daughter, or parent of the employee, who has a serious health condition; or

- For a serious health condition that makes the employee unable to perform the employee's job; or
- Any qualifying exigency, or condition allowed by FMLA regulations.

Federal law specifies employee eligibility for leave and provides certain limitations and conditions. Spouses who both work for the City may only take a combined total of twelve (12) weeks for the birth or placement of a child. However, each employee may use the remainder of his/her individual FMLA leave for other allowable reasons.

Definition of Serious Health Condition

For the purposes of this policy, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Military Family Leave

Qualifying Exigency Leave Eligible employees may take up to 12 weeks of FMLA leave for certain qualifying exigencies arising out of the fact that a spouse, son, daughter, or parent of the employee is on covered active duty or call to active duty status. Qualifying exigencies may include short-notice deployment (up to 7 days of leave); attending certain military events; arranging for alternative childcare; addressing certain financial and legal arrangements; periods of rest and recuperation for the servicemember (up to 5 days of leave); attending certain counseling sessions; attending post-deployment activities (available for up to 90 days after the termination of the covered servicemember's covered active duty status; and, other activities arising out of the servicemember's covered active duty or call to active duty and agreed upon by the City and the employee.

Leave to Care for a Covered Servicemember FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. A covered service member is also a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness or who was a member of the Armed Forces (including the National Guard or reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

For leave under this section, a "serious injury or illness" is defined as:

(1) For a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; or

(2) For a veteran who was a covered servicemember of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Spouses who both work for the City may only take a combined total of 26 weeks in a single 12-month period to care for a covered servicemember.

Calculation of FMLA Leave

Eligible employees may receive up to 12 workweeks of unpaid leave during any "rolling" 12-month period, measured backward from the date of any FMLA leave. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement of the child.

Intermittent Leave

Eligible employees may take FMLA intermittently or on a reduced hour basis when medically necessary for the employee's own or immediate family member's serious health condition. Leave due to qualifying exigencies and to care for a covered servicemember with a serious illness or injury may also be taken on an intermittent basis. Intermittent leave is not permitted for birth of a child, to care for a newly born child, or for placement of a child for adoption or foster care.

Where an employee requests intermittent leave or leave on a reduced hours basis due to an immediate family member's or the employee's own serious health condition, the City has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job (with equivalent pay and benefits) for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations.

Use of Accrued Paid Leave

FMLA leave itself is unpaid. However, City policy requires employees to ~~first~~ use their available paid time off (vacation, sick leave, etc., as applicable) concurrently during the FMLA leave period. When an employee has taken all available accrued paid leave, any additional leave under this policy will be unpaid. Paid sick leave is not available under circumstances in which the employee is not otherwise eligible for such leave.

Outside Employment

Employees on leave of absence under this policy are prohibited from engaging in outside or supplemental employment.

Requesting Leave

To request FMLA leave, employees must complete a Request for Leave form and submit it to the Human Resources Director.

Notification by Employee

When the need for leave is foreseeable (such as the birth or placement of a child and certain medical treatments), the employee must notify the City at least 30 days in advance of the requested leave. When 30 days' notice is not possible, the employee must give notice as soon as practicable (usually within 1 or 2 business days of learning of the need for leave). Failure to provide timely notification may result in delay or denial of leave.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated date when the leave would start and the duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Calling in "sick" is generally not sufficient. Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Certification

If the employee is requesting leave due to the employee's own or a covered family member's serious health condition, employees are required to provide a certification and periodic recertification from a health care provider supporting the need for leave. The employee must provide a copy of the certification in a timely manner (fifteen calendar days after leave is requested). All appropriate information must be provided on the certification. Under certain circumstances, the City may require second or third medical opinions and periodic recertifications. Failure to comply with these requirements may result in delay or denial of leave. Employees may be required to provide a fitness-for-duty certification before returning to work.

Benefits

Employees taking leave under this policy who participate in the City's group health plan may continue coverage under the plan on the same terms as if they had continued work, with the City paying its portion of the premiums and the employee paying his or her portion. If paid leave is substituted for unpaid leave, the City will deduct the employee's portion of the group health insurance premiums through payroll deduction. If leave is unpaid, employees must pay his or her portion to the City prior to the first day of each month. If the employee's share of the premium payment is more than 30 days late, loss of coverage may result.

If an employee fails to return to work from FMLA leave, the City reserves the right to recover reimbursement for the employer-paid portion of benefits coverage, unless the employee fails to return due to the continuation, recurrence, or onset of a serious health condition or circumstances beyond his or her control.

Return to Work

Upon returning from FMLA leave, most employees must be restored to their original position or to an equivalent position with equivalent pay, benefits, and other employment terms. Job restoration may be denied if the employee qualifies as a “key employee” (generally the highest paid 10% of the City’s workforce) and restoration would cause substantial and grievous economic injury to the City.

Questions

Questions about this policy should be directed to the Human Resources Director.

Limited Nature of This Policy

This policy is intended to provide only those leave benefits and protection required by the Family and Medical Leave Act and any applicable law.

7.5 VOTING

The City encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If an employee’s work hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls, the City will grant up to 1 hour paid time off to vote. Employees must request time off under this policy before the election day. Employee will be required to provide their receipt from the polling place. The City may schedule the hours during which the employee takes time off to vote under this policy.

7.6 VESSA LEAVE

The Illinois Victims’ Economic Security and Safety Act (VESSA) provides that an employee who is a victim of domestic or sexual violence may take up to a total of 12 workweeks of leave during any 12-month period to address the sexual or domestic violence. Reasons for leave under this policy can include seeking medical care, counseling, victim services, safety planning, and legal assistance. Employees must provide at least 48 hours’ notice of the need for leave under this policy, unless providing such notice is not practicable. Employees may be required to provide certification that the leave is for one of the purposes covered under VESSA. Employees who have any questions about VESSA leave should contact the Employee Benefits Coordinator.

7.7 SCHOOL VISITATION LEAVE

The City provides eligible employees who have exhausted all paid time off (except sick and disability) unpaid time off to attend school conferences and activities of their child. Under this

policy, “child” includes biological, adopted, foster, stepchild of the employee, and/or legal wards of the employee.

To be eligible for leave under this policy, employees must have been employed by the City at least 6 months working at least half time. Employees must provide at least 7 days advance notice of the need for leave under this policy whenever possible. Employees must provide at least 24 hours’ notice in an emergency situation.

Employees may request up to 8 hours leave per school year under this policy. However, no more than 4 hours of school visitation leave may be taken in any one day. Upon return from the leave, employees must provide documentation to the Employee Benefits Coordinator or Department Head from the school verifying the date and time of the visit. Contact the Employee Benefits Coordinator for more information or questions about and requests for parental leave for school visits.

7.8 Administrative Leave

In the interest, protection, or security of an employee of the City, or if the employee’s presence on the job is judged to be detrimental to the operation, the Department director and the Human Resources Director may place the employee on administrative leave with pay for up to ten (10) working days. Any other circumstance requiring the use of administrative leave must be authorized by the Human Resources Director and the City Manager. If the situation is not resolved during those ten (10) days, the employee must be placed on vacation, sick, personal leave or leave without pay.

8. EMPLOYEE PERFORMANCE AND BEHAVIOR

8.1 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, employees are expected to follow certain rules of conduct that will help protect the interests and safety of all employees and the City. While it is impossible to list every rule of conduct, the following are some examples. Violations of City work rules include, but are not limited to:

- Negligence or improper conduct leading to damage of property
- Theft or inappropriate removal or possession of property
- Falsification of records or statements, or deliberately using any type of misleading, inaccurate, or falsified records or statements (including employment application)
- Working under the influence of alcohol or illegal drugs
- Boisterous or disruptive activity
- Possession, distribution, sale, transfer, or use of alcohol, illegal drugs in the workplace, while on duty, or while operating City-owned vehicles
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Insubordination (including disobeying supervisor’s instructions and disrespectful conduct)
- Inappropriate attire

- Violation of safety or health rules
- Smoking in prohibited areas
- Felony conviction
- Sexual and any other unlawful or unwelcome harassment
- Profanity
- Excessive tardiness, absenteeism, or any absence without notice
- Inappropriate use of telephones, mail system, electronic communications, computers, or any equipment
- Violence or threat of violence, bullying, intimidation, or any disorderly conduct
- Gambling
- Unsatisfactory performance or conduct
- Failure to obtain approval for overtime
- Improper use of Leave Time or other benefits
- Unauthorized disclosure of confidential information
- Unauthorized solicitation and/or distribution during work hours
- Failure to follow any other City rule or policy

Employees who engage in unacceptable or inappropriate behavior are subject to discipline, up to and including termination of employment. Discipline can include verbal warning, written warning, suspension with or without pay, and termination of employment. The City retains the right to use progressive discipline or not, as it deems appropriate in each instance.

8.2 USE OF CITY PROPERTY AND EQUIPMENT

Employees are responsible for all City property and equipment issued to them or in their possession or control. When using City equipment and property, employees are expected to use care and follow all operating instructions, safety standards, and guidelines. Employees must immediately notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. All employees must report to their immediate supervisor the loss of any City property/equipment that has been furnished to the individual.

City property may not be removed or used for personal use unless authorized by the City. Employees must return all City property immediately upon request or upon termination of employment. The improper, careless, negligent, destructive, or unsafe use or operation of City equipment can result in disciplinary action, up to and including termination of employment.

8.3 CITY VEHICLES AND DRIVING ON CITY BUSINESS

Any employee who drives a City vehicle is expected to treat it with care. Any employee who abuses a City vehicle through lack of care or unsafe or distracted driving will be subject to disciplinary action up to and including termination. In the event of an accident involving a City vehicle or while on City business, the employee must report all information immediately to their supervisor or, in their absence, the Risk Manager.

When driving a City vehicle or personal vehicle on City business, employees are prohibited from using cell phones and any other electronic equipment, unless specifically allowed by law. Employees should safely pull off the road and come to a complete stop before dialing, talking, texting, or using any electronic equipment. Distracted driving is considered a serious offense and employees must be aware of their surroundings and their concentration levels at all times.

City vehicles are intended to be driven by the assigned employee or agent only of the City. Operators of City vehicles and anyone driving on City business must comply with all applicable motor vehicle laws and regulations, including laws governing cell phone use and use of electronic communications and equipment, and drivers must possess a valid driver's license. There shall be no unauthorized drivers or passengers in City vehicles.

All drivers and passengers in City vehicles are required to wear safety belts according to state law. City vehicles may not be driven for private use unless specific arrangements have been made in advance. Alcohol, cannabis, illegal drugs or chemicals are not allowed in a City vehicle at any time and no driver who has been drinking alcohol or is under the influence of alcohol, drugs, or other chemicals is allowed to drive a City vehicle. There is no smoking in City vehicles.

The improper, careless, negligent, or unsafe operation of City vehicles, as well as excessive or avoidable traffic and parking violations, loss of license and any other violation of this policy can result in disciplinary action, up to and including termination of employment.

Employees shall immediately report, in writing, all damage to the City vehicles and equipment, and file such reports which contain all known facts surrounding the cause and nature of the damage.

Employees should be aware that City vehicles may have GPS tracking devices, Automatic Vehicle Locators (AVL), and/or cameras recording driver and passenger activity. Tampering with AVL, GPS, cameras or other recording devices is grounds for dismissal.

8.4 WORKPLACE VIOLENCE PREVENTION

The City is committed to preventing workplace violence and maintaining a safe work environment. All employees and public should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from City premises without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, or member of the public will not be tolerated. All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public during their course of business with the City of Pekin. When reporting a threat of violence, employees should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril.

The City's goal is to have quality employees that portray and embody professionalism throughout the workday. Bullying will not be tolerated. The City also prohibits acts, omissions,

or both, that a reasonable person would find abusive, based on the severity, nature and frequency of the conduct, including, but is not limited to: repeated verbal abuse such as the use of derogatory remarks, insults, and epithets; verbal, non-verbal, or physical conduct of a threatening, intimidating, or humiliating nature; or the sabotage or undermining of an employee's work performance. It shall be considered an aggravating factor if the conduct exploits an employee's known psychological or physical illness or disability. A single act may not constitute abusive conduct, but an especially severe and egregious act may meet this standard.

The City will promptly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees, either with or without pay, pending investigation.

8.5 DISCIPLINARY POLICY AND PROCEDURES

POLICY:

VIOLATION OF THE CITY'S RULES OF CONDUCT, OR OF ANY OF THE POLICIES LISTED IN THIS MANUAL, MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE DISMISSAL, BASED UPON THE SEVERITY OF THE VIOLATION AND/OR OFFENSE AT ISSUE.

Supervisors are to provide direction and counseling about performance and conduct on the job routinely in the course of everyday conversation. The purpose of ~~the Constructive Criticism meetings~~ counseling and recording of counseling and disciplinary events through the performance management system, including constructive criticism process is to provide a way for the employee and his or her supervisor to solve problems in a positive, constructive manner. However, should an employee's performance or conduct require extra discussion, the supervisor will arrange a private meeting with the employee to assure the employee is aware of the problem or issue, is trained and knows what is expected, no obstacles prevent the employee from doing what is expected, the employee has received adequate feedback of how his/her performance or conduct compares to expectations, and is aware of the consequences of non-compliance.

PROCEDURE:

1. The first step to be taken when an employee's conduct or ability to perform assigned duties has not been satisfactory should be in person meeting and counseling session with the immediate supervisor. Such meeting/counseling session should be recorded in the performance management records. This step is not considered a written reprimand but is only recorded for purposes of memorializing the discussion.
2. ~~4-~~When the conduct or ability of an employee is such that duties are not being performed satisfactorily or the supervisor's expectations are not being met, and satisfactory improvement has not resulted from ~~Constructive Criticism meetings~~ 1: the supervisor shall record in detail the employee's job performance issues on a Disciplinary Action Form as a verbal warning. The supervisor shall specifically state the unsatisfactory performance and the recommended action to be taken. A copy of any written disciplinary report shall be given to the employee with a copy placed in the employee's personnel file, and shall be signed by both the employee

and the supervisor. A copy of any disciplinary report that includes suspension and/or dismissal shall be sent to the City Manager prior to the specific action being taken.

3. When a reprimand seems warranted, the supervisor shall meet with the employee, ascertain reasons for the act, and if warranted, reprimand the employee verbally or formally with a written Disciplinary Action ~~Report~~ Form as a Written Warning. A ~~note~~ copy of any ~~verbal~~ written reprimand shall be placed in the employee's personnel file.
4. Suspension is a temporary separation without pay. Available paid time off (vacation, personal, sick or comp time) may not be used in lieu of unpaid suspension. It is used for infractions not grave enough for dismissal. It is also used during the time an investigation is being conducted. If an investigation finds discipline unwarranted, the employee shall be returned to duty and paid for the time suspended. Suspensions may not be imposed without prior discussion with the City Manager.
5. Dismissal is discharge made for misconduct or other "for cause" issues, performance issues, "at will" terminations, or reductions in force due to changing business operations, and/or program modifications resulting in changes in personnel requirements.

8.6 GRIEVANCE PROCEDURE

In General – In most cases, employees are able to satisfactorily address workplace concerns with their supervisor, department head, or the Human Resources Director. Good relationships are easier to achieve in an open atmosphere where problems and opinions are discussed freely, frankly, and sincerely and with the goal of serving the City through effective communication and performance of the employee's job.

In the event an issue cannot be resolved on an informal basis, employees may utilize the following Grievance Procedure (if not covered by a collective bargaining agreement). Employees are afforded the right to express issues and complaints without fear of reprisal.

If the issue involves sexual or other harassment, or an issue involving employee or public safety, or as required by law, employees may bypass any or all steps in this policy and raise the issue directly with their supervisor, department head, Human Resources Director, or the City Manager.

Procedures – The following grievance procedure may be used by any employee who has a complaint:

Step 1: Employees can present the problem orally or in writing to his or her immediate supervisor. The supervisor will normally respond no later than the 14th calendar day after the complaint is made. If the supervisor does not respond within 14 days, or the problem is not resolved to the employee's satisfaction, the complaint may proceed to Step 2.

Step 2: The employee shall submit his or her complaint in writing to their department head, if the department head is not their immediate supervisor, within five (5) working days of the supervisor's decision in Step 1. When circumstances warrant, the department head will investigate and evaluate the complaint and attempt to reach a settlement. The department head shall make his or her decision and discuss it with the employee no later than the 14th calendar day after the written complaint is received. If the employee fails to receive a reply in fourteen (14) calendar days, if a satisfactory settlement cannot be reached, or if grounds for settlement are not within the scope of the department head's authority, the complaint can proceed to Step 3.

Step 3: The employee shall submit his or her complaint in writing to the ~~Human Resources Director~~ City Manager. When circumstances warrant, a thorough investigation will be conducted and a conference will be scheduled among the employee, his or her immediate supervisor and/or department head, and the City Manager. A ruling on the matter will be delivered in writing to the employee within fourteen (14) calendar days, following the conference, unless the investigation requires additional time, for which all parties will be notified of the need for additional time for investigative purposes only, and the decision of the City Manager shall be final and binding.

Time Limits: A complaint may ~~not~~ be considered untimely (and therefore may not be considered) under the Procedure if the time elapsed between its occurrence and the initial discussion with the supervisor equals or exceeds thirty (30) calendar days.

An employee wishing to appeal a decision rendered at any of the steps must do so within three (3) working days after notification of the decision. Should three (3) working days pass without notification by the employee of his or her intentions to appeal, the matter shall be considered settled.

In cases that require extensive investigation, time limits specified in the steps may be extended at the City's discretion.

Any City employee may file a grievance pursuant to this procedure without fear of retaliation or reprisal from others. An employee experiencing such conduct shall report it to the Human Resources Director so that it can take appropriate steps to stop or otherwise remedy such retaliation.

8.7 THEFT AND FRAUDULENT ACTIVITIES POLICY

Any employee who has reason to believe theft, fraudulent activity, or other illegal act has occurred (or may is likely to occur) in conjunction with any City department, function, or activity shall immediately report it to the Human Resources Director or their department head.

Fraudulent transactions and other acts covered under this policy may include but are not limited to: misappropriation of City funds, theft of the City property, or falsification of records or reports, waste, or abuse of funds, property, or other resources.

Employees must cooperate fully with those performing investigations pursuant to this policy. Employees found to have participated in any fraudulent act or other activity in violation of this

policy will be subject to disciplinary action up to and including termination from employment. In addition, criminal or civil actions may be taken against employees who participate in such acts.

For the purpose of this policy, fraud shall be defined to include: The intentional deception by an individual or individuals, either internal or external to the City, which could result in a tangible or intangible benefit to themselves, others, or the City, or could cause detriment to others or the City. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

8.8 ~~E-MAIL AND INTERNET~~ POLICY INFORMATION TECHNOLOGY

Information Technology (IT) is a vital part of doing business for the City of Pekin. It allows employees, citizens, vendors, and the community to gain a better understanding of the goals, objectives, processes, procedures, and accomplishments of the City of Pekin. Information technologies such as email seek to facilitate and maintain strong communications throughout the organization. The City provides a wide variety of communication tools and resources to employees for use in running day-to-day operations. Whether it is the telephone, voice mail, internet, intranet, e-mail, scanner, text message, or any other city-provided technology, use should be reserved for business related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computers, phones, or other communication tools. All communications made using company-provided equipment or services including email and internet activity, are subject to inspection by the City. Employees should keep in mind that even if they delete an email, voicemail, or other communication, a copy may be archived on the City's systems or provided in response to Freedom of Information (FOIA) request.

Employee use of City -provided communication systems, including personal e-mail and internet use, that are not job-related have the potential to drain, rather than enhance, productivity and system performance. Employees shall not turn off or tamper with antivirus protection software, make unauthorized changes to system configurations and proxies, GPS, AVL and other geo-locating systems installed on City owned devices including vehicles, cell phones, computers and any other electronic devices. All documents and City business should be conducted on the City drives and not on external devices. Violations of this policy may result in termination for a first offense.

All internal and external emails may be considered City records which may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation or in response to a FOIA request. Be aware of this possibility when sending emails within and outside the City. Use of personal email for City business or to forward City emails may subject your personal account to the same recordkeeping requirements and disclosures. Use of personal email accounts for City business is prohibited.

The IT Department will from time to time present policies and procedures related to the daily operations of the City. The IT Department will set the rules, regulations, policies, and standard operating procedures (SOP) for the City's networks, servers, social media, email and other information technology in an ongoing and as needed basis due to the fast pace of changes to the environment.

All use of City-provided communications systems, including email and internet use, should conform to City guidelines/policies, including but not limited to equal opportunity, harassment, confidential information, and conflicts of interest. Confidential, protected or privileged information must be used with extreme care and shall not be sent to unauthorized parties outside of the City. Because email, telephone and electronic communication equipment are provided for City business purposes and are critical to the City's success, your communications may be accessed without further notice by the IT department administrators to ensure compliance with this guideline and IT department policies and standard operating procedures.

All employees and elected officials are required to adhere to such policies, regulations and SOPs. For more information you may request a copy of the full IT policy from the Human Resources Department. Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the national Labor Relations Act. Employees have the right to engage in or refrain from such activities.

~~The City of Pekin provides access to the information resources of the internet and the use of email to help employees do their job and be a more productive employee. The facilities to provide that access represent a considerable commitment on the part of the City of Pekin. The following E-Mail and Internet policy is designed to help you understand our expectations, and to help you use those tools wisely.~~

~~The following guidelines are little more than good business practice. When applied to E-Mail and the Internet, these guidelines can help control the cost of the system and maximize its benefits for all the City of Pekin participants.~~

PURPOSE

~~The purpose of this policy is to establish an e-mail policy for all municipal employees, volunteers, appointees and elected officials that create, use, and manage e-mail as part of the transaction of business. Additionally, this policy will set forth some general guidelines as to what constitutes a "public record."~~

INTENT

~~To establish guidelines that will promote the effective capture, management, and retention of e-mail messages which are public records in compliance with records retention requirements. This policy is not intended to discourage the use of e-mail to conduct municipal business, but rather to establish a framework for its proper use as a communications tool. E-mail can still function as a viable, efficient means to conduct municipal business. Consistency, predictability, and reliability in the manner in which the e-mail system is used and in which public records are maintained within the municipality, are the primary focuses of this policy.~~

POLICY

All municipal records should be inventoried and analyzed for administrative, legal, financial and historical values to ensure that:

1. Valuable records are adequately preserved; and
2. Non records and obsolete records are destroyed in accord with authorized records retention schedules and after approval is received from the Local Records Commission.

SCOPE

This policy applies to all e-mail and attachments circulated within the municipality.

DEFINITIONS

A. E-mail messages are text documents which are created, stored, and delivered in an electronic format. As such, e-mail messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters.

B. Non-record messages are e-mail messages that do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Rather, they are informal communications that are similar to communications during telephone conversations or conversations in an office hallway. Generally, non-record messages are short lived, with no historical significance or public importance, and need not be retained after they have fulfilled their purpose. Examples include:

1. Routine requests for information or publications which require no administrative action, policy decision, or special compilation or research, and copies of replies.
2. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material.
3. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions (i.e., holiday notices, meeting confirmations, etc.).

C. Records retention schedules are listings of agency records and how long they must be retained.

APPROPRIATE USE

E-mail and Internet services are City of Pekin property, and they are to be used primarily to facilitate city business. The City recognizes that there may be occasions where it is necessary to use the systems for incidental personal purposes. This does not, however, allow for continuous use during lunch hours or break times. Reasonable use for personal purposes may be permitted. As always, use of E-mail and Internet services may be monitored, and abuse of non-work related use of the systems may result in a loss of access and/or disciplinary action.

ACCESS AND PRIVACY

Users should take note that the information generated on e-mail may be a public record subject to public inspection. There is no expectation of privacy when using the city's network.

RETENTION

Generally, e-mail messages are temporary communications which are non-vital and may be discarded routinely. However, depending on the content of the e-mail, it may be considered public record. Accordingly, employees have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between records and non-record information.

Non-record messages should be deleted from files as soon as they have fulfilled their purpose. These are records that are not required to be kept under law or whose preservation is not necessary or convenient to conduct municipal business. On the other hand, messages determined by users to be records should be properly preserved and disposed of as specified in the municipality's approved records retention schedule. Examples of messages considered to be records might include policy documents or contract related documents.

Messages and attachments shall be reviewed at minimum every 15 days and, if they are determined to be records, printed fully (including time, date, sender and receiver) and retained in paper format.

The IT Department shall delete all messages from the server thirty (30) days after they have been opened.

Factors to consider in deciding whether a document is a record are:

——— 1) ——— Is it in connection with the transaction of public business (this eliminates all e-mails which do not relate to public business, i.e., personal notes, etc.)?

——— 2) ——— Is it official documentary material (a draft of a letter vs. the letter itself)?

——— 3) ——— Is it FOIAable? For example, "preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated" need not be produced under FOIA, "except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body." Therefore, unless staff wishes to keep their preliminary drafts, notes, etc., there seems to be no point in keeping these documents and presumably they may be destroyed if paper or deleted if e-mail.

——— 4) ——— Is the material "appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein"? These would eliminate the necessity of keeping documents which do not reflect the official actions of the municipality, but rather the comments or actions of individuals which reflect not the policy of the municipality but the thought of the individual.

——— 5) ——— Does the document have any historical significance? Is the document evidence of the function, policies, decisions, procedures or other activities of the municipality or of just an individual?

~~6) Even if a document is a record it need not be kept forever. The LRA sets up timetables within which records may be destroyed. Each municipality should refer to its own Records Retention Schedule to determine how long a particular record must be retained. If a Records Retention Schedule does not yet exist, the Local Records Commission should be contacted by the municipality in order to gain assistance in:~~

- ~~a. creating an inventory of the documents that exist within the municipality;~~
- ~~b. determining the amount of time each category of records must be retained;~~
- ~~c. obtaining approval of the retention periods assessed to each record.~~

~~Examples of potential records requested to be retained in a Records Retention Schedule, and their generally requested retention periods, include:~~

- ~~• E-mails considered public records — 1 year~~
- ~~• Unsolicited applications for employment — 1 year~~
- ~~• Solicited applications for employment — 2 years~~
- ~~• FOIA requests and denials — 2 years after the date of filing~~
- ~~• Lawsuits — 3 years following final settlement~~
- ~~• Bids — 10 years (successful), 3 years (unsuccessful)~~
- ~~• Annexation agreements, transcripts, plats, ordinances — permanently~~

~~7) Many e-mail documents rapidly become stale and do not reflect “function, policies, decisions, procedures, etc.” when a matter is finalized. Therefore, the municipality can simply keep the final document.~~

~~8) Are the records duplicative? Only one copy need be retained.~~

~~NOTE: A public record that is stored and accessible after this time is still a public record and must be produced upon request, if it does not fall within one of FOIA’s exemptions. Accordingly, a systematic deletion program that eliminates obsolete documents should be implemented in conjunction with the system administrator.~~

EXAMPLES OF E-MAILS THAT GENERALLY CONSTITUTE PUBLIC RECORDS

- ~~• E-mail created or received by municipal employees in connection with municipal business~~
- ~~• E-mail that facilitates action, such as initiating, authorizing or completing a transaction in connection with municipal business~~

EXAMPLES OF E-MAILS THAT GENERALLY DON’T CONSTITUTE PUBLIC RECORDS

- ~~• Personal e-mail messages and announcements not related to municipal business~~

- ~~Copies or extracts of documents e-mailed for convenience or reference~~
- ~~Internal e-mails created by employees on work-related topics which do not facilitate action (i.e., cover notes, etc.)~~
- ~~E-mails containing drafts, notes or inter-office memoranda that are not retained by the municipality in the ordinary course of business~~

EXAMPLES OF E-MAILS THAT MAY CONSTITUTE PUBLIC RECORDS

- ~~E-mail that provides substantive comments on an action taken by the municipality (i.e., comments add to a proper understanding of the execution of the final municipal action)~~
- ~~E-mail providing documentation of significant official decisions and commitments reached orally and not otherwise documented in the municipality's files~~

RESPONDING TO FOIA REQUESTS

~~If an e-mail does fall within the definition of a public record it may not be deleted, except as provided in the municipality's record retention schedule. Further, these e-mails should be reviewed prior to release under FOIA so that any exempt information contained in them may be deleted or redacted. Finally, if the e-mail falls within one of the exemptions (i.e., protected by attorney-client privilege), it need not be produced.~~

~~If in doubt as to whether an e-mail message is a public record or contains exempt information, contact Corporation Counsel or City Clerk for clarification.~~

COPY OF RECORD

~~Where e-mail communication is between a sender and a recipient, the sender's copy is designated as the copy of record. In other words, it is the sender's copy to which any retention requirements should apply. All other copies are merely "duplicates" and can be disposed of at will. Cases where this principle does not apply include e-mail received from other agencies or from the public.~~

REVIEW

~~A periodic review of this policy shall be undertaken to keep the policy current with best practices and new technology.~~

ACCEPTABLE USES OF THE CITY OF PEKIN E-MAIL AND THE INTERNET

~~The City of Pekin encourages the use of the e-mail and the Internet because they make communication more efficient and effective. The City also encourages the use of telecommunications to explore occupational topics, conduct research, and contact others in the same job field throughout the country. The City anticipates that the systems will expedite the sharing of effective practices and lessons across the community and will help the City stay on the leading edge of practice by forming partnerships with others across the nation. E-Mail and Internet service are City of Pekin property, and they are to be used exclusively to facilitate city business. Every employee has a responsibility to maintain and enhance the City of Pekin's public image and~~

to use e-mail and Internet access in a productive manner. Any unauthorized or improper use of e-mail or the Internet is not acceptable and will not be permitted.

UNACCEPTABLE USES OF THE CITY OF PEKIN E-MAIL AND THE INTERNET

City of Pekin e-mail and Internet access may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. (Refer to the City of Pekin Anti-Harassment policy). No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, marital status, physical attributes or sexual orientation may be transmitted or forwarded using the City of Pekin system. No abusive, profane or offensive language may be transmitted through the City of Pekin's e-mail or Internet system. The City of Pekin's harassment policy applies in full to e-mail and Internet use. Employees do not have a personal privacy right regarding any matter created, received, stored or sent from or on the City of Pekin's e-mail or Internet system or computers.

The City of Pekin e-mail and Internet system also may not be used for any purpose that is illegal, against City policy or contrary to the City of Pekin's best interest. Solicitation of non-City business or any use of the City of Pekin e-mail or Internet system for personal gain is prohibited.

RULES FOR ELECTRONIC COMMUNICATIONS

Each employee is responsible for the content of all text, audio or images that he or she places on or sends over the City of Pekin's e-mail or Internet system. Employees may not hide their identities or represent that any e-mail or other electronic communications were sent from someone else or from another business entity. Employees must include their name in all messages communicated on the City of Pekin's e-mail and Internet system.

Any messages or information sent by an employee to another individual outside the City of Pekin via the City of Pekin e-mail or Internet system (including bulletin boards, online services or Internet sites) are statements that reflect on the City of Pekin. Despite personal "disclaimers" in electronic messages, any statements may be tied to the City of Pekin. Any communication defaming another person, group or organization is strictly prohibited.

All communications sent by employees via the City of Pekin's e-mail or Internet system must comply with all policies and may not disclose any confidential or proprietary information relating to the City of Pekin.

If employees receive unsolicited e-mail from outside the City that appears to violate this policy, the employee should notify his or her supervisor immediately. Similarly, if any employee accidentally accesses an inappropriate web site in the normal course of business, the employee should notify his or her supervisor immediately.

DOWNLOADING SOFTWARE

To prevent the downloading of computer viruses that could contaminate the system, no employee may download software without prior authorization from his/her department head. If unsure, the department head should clear the request with the IT Department before authorization is granted. Any and all software that is downloaded must be registered with the City of Pekin.

COPYRIGHT AND TRADEMARK ISSUES

Copyrighted and trademarked material that does not belong to the City of Pekin may not be transmitted by employees on the City of Pekin's e-mail or Internet system without permission from the holder of the copyright or trademark. Every employee who obtains access to other companies' or individuals' materials must respect all copyrights and trademarks and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only.

SYSTEM SECURITY

The City of Pekin reserves the right to monitor how employees use e-mail and the Internet. The City of Pekin will monitor e-mail messages, Internet use and other electronic files created by employees on a random basis, and where there is good cause for such monitoring or some legal obligation to do so. All messages created, sent or received over the City of Pekin's e-mail or Internet system are the City of Pekin's property and should not be considered private information. The City of Pekin reserves the right to access and monitor EVERY message and file on the e-mail or Internet system. Despite the existence of any passwords, employees should not assume that any electronic communication is private. Highly confidential information or data should be transmitted in other ways.

VIOLATIONS

Any employee who violates these rules or otherwise abuses the privilege of the City of Pekin's e-mail and Internet system will be subject to corrective action up to and including termination. If necessary, the City of Pekin also reserves the right to advise appropriate officials of any illegal activities.

8.9 MEDIA, PUBLIC RELATIONS AND SOCIAL MEDIA

The City of Pekin seeks to work cooperatively with the media and the community to disseminate information of public interest and concern in an accurate, complete, appropriate, and timely manner. Employees should not speak to the media or public relations entities (bloggers, chat rooms, online site managers) on behalf of the City or any individual Department without contacting the Department Head/Chief or the City Manager. All media inquiries from media outlets should be treated as a high priority and directed to the City Manager. The Public Information Officer may respond to inquiries to the police department under the direction of the Police Chief. Generally, unless otherwise authorized by the City Manager or City Council, no employee is authorized to speak on behalf of the City.

The City also recognizes the prevalence and importance of social media. Social media includes, but is not limited to, online forums, communities, and social networking sites. The City recognizes that communication via social media applications can be beneficial to the residents, business, visitors and employees. Typical uses of social media by the City to:

- Share Emergency information quickly;
- Connect with and engage residents and business-owners;
- Promote City sponsored events, programs and services;
- Notify community members of changes in events or meeting schedules;
- Promote community outreach

All City social media accounts for City business purposes must be launched as business accounts using authorized logos, taglines and naming conventions. If approved and applicable approved social media applications should be linked form the City of Pekin's website and vice versa.

The use of social media by City employees can become a problem, however, if it interferes with an employee's work, is used to harass coworkers, creates a hostile work environment, harms the goodwill or reputation of the City, releases private, privileged, or confidential information about students, employees, patients or customers of the City of Pekin, activities, or claims against the City (litigation), or if it in any way adversely affects the City.

Employees are expected to use their professional judgment and take the most prudent action possible with regard to social media posts. If a City employee is uncertain about the appropriateness of a social media posting, he or she should refrain from making the post, and contact the Human Resources Director.

While it is not possible to list all inappropriate social media activity, following are some guidelines:

1. No City employee other than a designated spokesperson may speak on behalf of the City.
2. If an employee identifies himself or herself as a City employee or discusses matters related to the City on social media, the employee must make clear that he or she is an employee of the City and that the views posted are those of the person (the employee) alone and they do not represent the views of the City or any agency or department of the City. The employee must keep in mind that if information is posted in violation of City policy or any law, the disclaimer will not shield the employee from disciplinary action.
3. Unless given written consent by the City, an employee shall not use the City's logo or trademarks on any social media post.
4. All postings on social media must comply with the City's confidentiality, ethics, harassment, safety, and personnel policies. If an employee is unsure about the confidential nature of information the employee is considering for posting, the employee must first consult with their supervisor.
5. Employees shall not link any post to the City's website, nor shall an employee post City material, on a social media site ~~without written permission from City Human Resources~~ for purposes other than sharing the information unchanged and without commentary.

Violation of this policy may lead to discipline up to and including the immediate termination of employment.

8.10 ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

POLICY STATEMENT

The City is committed to providing a work environment free from unlawful discrimination and harassment. Discrimination or harassment of any kind based on sex, race, color, national origin, age, religion, disability, handicap, sexual orientation, protected veteran status, marital status, ancestry, order of protection status or any other legally protected characteristic is strictly prohibited. Actions, words, jokes, or comments based on any of these characteristics will not be tolerated. The City of Pekin does not tolerate harassment of any kind by municipal officials, agents, employees, agency or office, nor does it tolerate harassment by customers, clients or vendors. Please see City Ordinance 2776-17/18 regarding the City's sexual harassment policy.

Sexual harassment is one type of harassment that is prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other conduct commonly considered to be sexual harassment includes:

- **VERBAL:** sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside their presence, of a sexual nature.
- **NONVERBAL:** suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking", or "kissing" noises
- **VISUAL:** posters, signs, pin-ups or slogans of a sexual nature
- **PHYSICAL:** touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault

PROCEDURES

If you believe you have been subject to or witness to sexual or other unlawful harassment, employees should deal with the incident(s) as directly and firmly as possible by clearly communicating his/her position to the offending employee, municipal official or municipal agency and report it immediately to your supervisor, department head, or Director of Human Resources. Such conduct must be reported whether it occurs at or away from City facilities, during work hours

or outside work hours, and whether committed by a City employee or by another person the employee encounters as part of employment by the City, such as a supplier.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately report such information to the Human Resources Director or City Manager even if the employee has asked that no action be taken on the complaint.

Employees can make good faith reports and complaints of sexual or other harassment without fear of reprisal or retaliation. Retaliation by any person against an employee, municipal official, or municipal agency making such a report or complaint or participating in a related investigation is strictly prohibited and any such retaliation subjects an employee or municipal official, to disciplinary action, up to and including termination of employment.

False and frivolous complaints refer to incidents where the accuser is using a sexual harassment complaint to accomplish some end other than stopping harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

All complaints of sexual or other harassment will be promptly and thoroughly investigated. To the extent possible, the City endeavors to maintain confidentiality of complaints and related investigation. However, because of the serious implication of harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome. The State Officials and Employees Ethics Act (5ILCS43-/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for and employee. It is also a civil rights violation for a person or two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act. (775 ILCS 174/15(a))

Any employee or official who has engaged in sexual or other unlawful harassment or otherwise violated this policy will be subject to disciplinary action, up to and including termination of employment.

Refer to City Ordinance 2776-17/18 for the complete sexual harassment policy

The City hopes that any incident of sexual harassment can be resolved through the internal process outlined above. This policy, however, does not preclude any employee from filing a complaint with an appropriate outside agency. Employees may choose to file a complaint of harassment with either of the following:

Illinois Department of Human Rights
Intake Unit
535 West Jefferson 1st Floor
Springfield, IL 62702
(217) 785-5100

OR

Federal Equal Employment Opportunity
Commission
230 S. Dearborn St. #1866
Chicago, IL 60604
(800) 669-4000

8.11 DRUG AND ALCOHOL POLICY

The City is committed to providing a safe and healthy workplace and a work environment that promotes employee health and well-being and public confidence. The City expects all employees to report for work in a condition to perform their duties safely and satisfactorily. Employee involvement with drugs and alcohol can adversely affect job performance and employee morale, jeopardize employee and public safety, and undermine public confidence.

~~It is a violation of City policy for any employee to use, possess, manufacture, transport, distribute sell, trade, and/or offer for sale, illegal drugs or alcohol while on the City property or while representing or working for the City. Furthermore, any such conduct (as well as alcohol use) off premises and/or during non-working hours that adversely affects or has the potential to adversely affect safety or performance is also prohibited. An employee found to be under the influence of alcohol or found to have a detectable concentration of an illegal drug while on duty or while representing the City is subject to termination.~~

~~Any employee convicted of any criminal offense involving alcohol or illegal drugs or other controlled substance in connection with or related to their employment with the City in any manner is required to notify their department head in writing of such conviction within five (5) days of the conviction. Failure to provide such notice will result in termination.~~

~~If an employee has knowledge of the presence or use of drugs, alcohol or other intoxicants or the presence or use of illegal drugs, alcohol or other intoxicants or controlled substance on City property or in City equipment or vehicle, that employee is required to report such presence as well.~~

~~Employees may be required to submit to blood, urine or other diagnostic tests to detect alcohol or drugs in their system. Testing that may be required includes the following:~~

- ~~1. Post Offer/Pre Employment. The City requires employees who have been extended a conditional offer of employment to undergo a drug and alcohol test. Individuals subject to this testing who refuse to take a test or who test positive will not be eligible for employment with the City.~~
- ~~2. Post Accident. When an employee is involved in an on-the-job accident, he or she may be required to undergo a drug and alcohol test. An "accident" includes an incident that results in death or bodily injury to an individual requiring medical treatment away from the scene of the accident; any incident resulting in damage to property; and any serious or potentially serious incident, including near misses, in which safety precautions were violated or unusually careless acts were performed. Testing shall occur as soon as possible after the accident; however, nothing in this policy shall be construed to require the delay or necessary medical attention for the injured following the accident. Each employee whose performance could have contributed to the accident is subject to testing.~~
- ~~3. Reasonable Suspicion Testing. When an employee's supervisor or other supervisor has reason to believe an employee on City property or during work hours is using or is under~~

~~the influence of prohibited drugs or alcohol, or that there has been a violation of this policy, the employee may be required to undergo a drug and alcohol test.~~

Drug-Free Work Place

In order to ensure a safe work environment and compliance with the Federal Drug-Free Workplace Act of 1988(41 U.S. C. 8101 et seq.). The City of Pekin maintains a drugfree workplace to ensure the safety of its employees and citizens. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees, visitors to our facilities, and citizens to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently. Violation of the Drug-Free Workplace Act could subject the employee to mandatory participation in a drug abuse or rehabilitation program and to disciplinary action. Accordingly, the City of Pekin prohibits employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, use of drugs and alcohol in the workplace in accordance with the requirements of Public Law 100-690, 102 Stat. 4181.

Alcohol and Drug Testing for CDL Employees

Alcohol and drug testing for Commercial Driver's License (CDL) holders will be prohibited from any alcohol or drug use that could affect performance on the job. Use includes use on the job; use during the eight (8) hours before driving; having prohibited concentrations of alcohol in their systems while driving; and use during the eight (8) hours following a reportable accident. No employee will report for duty or remain on duty when the employee uses any controlled substance except when the employee has previously notified his/her supervisor that the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect his/her ability of safely operate a motor vehicle.

Substance Screening

For the purpose of assuring compliance with the Federal Department of Transportation Regulations and this policy, applicants for CDL positions and current CDL drivers will be subject to controlled substance and alcohol screening under the circumstances described below. Applicants and drivers are required to submit to testing in the following situations as a condition of employment:

- Pre-employment/Pre-duty – testing will be administered to an applicant offered a position in the City prior to the first time the employee operates a vehicle in association with their job duties for the City.
- Post-Accident – testing will be administered to any City employee involved as a driver in any vehicle related accident in which bodily injury or fatality or property damage results.
- Reasonable Suspicion – testing will be required if the actions, appearance or conduct of any City employee driver receives advanced knowledge of the time of testing. All drivers will have an equal chance of being selected each time a random selection is made. The number of controlled substance tests conducted annually will equal or exceed 50% of the number of driver positions subject to the testing. The number of alcohol tests conducted annually will equal or exceed 25% of the number of driver positions subject to testing.
- Follow-up and Return to Duty – Any driver who has been required to or voluntarily undergoes rehabilitation for substance abuse must submit to a drug test and an alcohol test before returning to work. In addition, the driver will be

subject to follow-up testing not to exceed sixty (60) months following the driver's return to work.

Refusal to submit to the testing, tampering with the collection, failure to report to the collection site in the allotted time are all violations of this policy and will result in immediate suspension without pay and disciplinary action up to and including termination.

Post-Accident

When an employee is involved in an on-the-job accident, he or she may be required to undergo a drug and alcohol test. An "accident" includes an incident that results in death or bodily injury to an individual requiring medical treatment away from the scene of the accident; any incident resulting in damage to property; and any serious or potentially serious incident, including near misses, in which safety precautions were violated or unusually careless acts were performed. Testing shall occur as soon as possible after the accident; however, nothing in this policy shall be construed to require the delay or necessary medical attention for the injured following the accident. Each employee whose performance could have contributed to the accident is subject to testing.

Positive Testing Consequences

If the testing confirms prohibited alcohol concentration levels or the presence of a control substance, any job applicant will be deemed ineligible for employment, and any employee may be terminated immediately from employment with the City. In accordance with federal regulations, an employee testing positive pursuant to this policy will be referred for an evaluation by a substance abuse professional. Such referral does not negate a termination with the City. The City retains the authority consistent with local, state and federal law to discharge any employee whose current use of alcohol or drugs affects the employee's qualifications for the performance of his/her job, and/or presents a safety concern to him/herself or others.

Other Provisions

Any employee convicted of any criminal offense involving alcohol or illegal drugs or other controlled substance in connection with or related to their employment with the City in any manner is required to notify their department head in writing of such conviction within five (5) days the next business day after the decision of the conviction. Failure to provide such notice will result in termination.

If an employee has knowledge of the presence or use of drugs, alcohol or other intoxicants or the presence or use of illegal drugs, alcohol or other intoxicants or controlled substance on City property or in City equipment or vehicles, that employee is required to report such presence immediately to their supervisor, the risk manager or as well.

If an initial screening test indicates a positive finding, a confirmation test will be conducted. Any employee who refuses to submit to testing under this policy is subject to termination. An employee will be subject to the same consequences of a positive test if he or she adulterates or dilutes the specimen, substitutes the specimen with that of another person, will not sign the required forms, or refuses to cooperate in the testing process in such a way that prevents completion of the test. In the event the city decides to discipline an employee for violation of this policy they shall be given the opportunity to contest the basis of that decision via the grievance procedure.

For the purposes of this policy, an employee shall be deemed to have used, or be under the influence of, or impaired by alcohol when any test demonstrates a blood/alcohol, concentration within the employee's system of or equivalent to .04 percent or more, and by drugs, intoxicants, or other controlled substance whenever any testing confirms the employee has detectable levels of a drug, intoxicant, or other controlled substance or its components within the employee's system for which the employee has not provided proof of a current prescription.

The City reserves the right to carry out reasonable searches of employees and their property, including but not limited to desks, files, clothing, lockers and private vehicles parked on City property. An employee who refuses to submit immediately to such a search shall be subject to termination.

Testing records will be made available to subsequent employer upon receipt of a written request from an employee only as expressly authorized by the terms of the employee's request, in accordance with Federal law and regulation.

Employees are prohibited from bringing drug paraphernalia onto the City property at any time. An employee who possesses or distributes such paraphernalia while on the City property, or while representing the City, shall be subject to termination.

Employees who take over-the-counter or prescribed medications are responsible for being aware of any effect(s) the medications may have on the performance of their duties and must promptly inform their immediate supervisor if any medication may impair their ability to do their jobs. The employee must also maintain the substance in its original container, identifying the medications, dosage, date of prescription, and prescribing physician. If an employee's use of any medication could adversely affect the safe performance of his or her job duties or conduct on the job, the employee must provide their department head with a statement from the physician indicating the employee is able to work while taking such medications and listing any precautions, safety restrictions, or any on-duty limitations resulting from the use of the medication. An employee who fails to do so shall be subject to disciplinary action, including termination. In addition, employees who take over-the-counter or prescribed medications contrary to the instructions of the label or physician, may be subject to disciplinary action, including termination.

The City encourages any employee with a drug or alcohol problem to contact their department head or the Human Resources Director for assistance. The City may, at the employee's request, and when it is the first occurrence, refer her or him to an assistance program for information or professional assistance. The City includes such treatment as an eligible expense in its medical insurance program. All communications will be strictly confidential. Employees will not be subject to discipline for voluntarily acknowledging a drug or alcohol problem prior to detection. However, this will not excuse any violation of this drug and alcohol policy for which the employee is subject to disciplinary action, including, but not limited to, termination.

8.12 SMOKING POLICY

The City is committed to providing a safe and healthy environment. The City strives to be a smoke/tobacco/vaping/nicotine-free workplace. All City-owned or operated buildings and vehicles are non-smoking areas. Smoking and the use of tobacco products is prohibited in any enclosed building and within 15 feet of any entrance or exit.

Smoking, tobacco use, and vaping are strictly prohibited in City vehicles.

8.13 ATTENDANCE and PUNCTUALITY

Employees are expected to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on our ability to serve the public. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor at work or at home as soon as possible before the start of the scheduled work time. If unable to reach the supervisor, the employee must notify the front desk receptionist or the Human Resources office.

The supervisor has the discretion to excuse late notification in the event of unusual or exceptional circumstances. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action up to and including termination.

An employee who is absent for a period of three (3) consecutive days without notification will be considered to have voluntarily resigned.

By definition, any employee who is not at his or her workstation (area) prepared to start work at the scheduled starting time for the shift is late. Likewise, an employee who does not return to work in a timely manner after a meal or other break is considered late.

Any employee who reports to work more than ten (10) minutes after the beginning of the shift must report to his/her immediate supervisor prior to beginning work.

8.14 PERSONAL APPEARANCE AND IMAGE

It is the policy of the City that each employee's dress, grooming, and personal hygiene must be appropriate to the work situation. Employees are expected at all times to present a professional business-like appearance that is neat and clean to the public we serve. The City may be judged not only by the quality of its services, but also by the appearance of those providing the services. Therefore, while freedom of individual expression and changing styles and fashion are recognized, it remains important to meet the expectations of the public while representing the City. Good grooming and appropriate dress reflect employee pride and inspires community confidence. This policy applies to all City employees and volunteers.

During business hours and business functions, and when representing the City, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees are expected to dress in business casual unless circumstances require a more professional image. ~~Business casual includes collared and/or Henley-style city shirts and polo shirts; dress pants, khakis, and long capri pants (but not clam diggers or cargo style). Shorts are not allowed. Dresses and skirts must be mid length (at or below the knee); mini skirts (at mid-thigh or above) are not allowed. Spaghetti strap or backless dresses are prohibited.~~

~~Employees may not wear spandex/leggings, flip-flops, tank or halter tops, sweatpants or yoga pants, sweatshirts, shorts or T-shirts with unauthorized or inappropriate printed slogans or designs, excessive or obstructive jewelry (two earrings per ear allowed), novelty buttons, and similar items of casual attire that do not present a businesslike appearance.~~

All employees are expected to maintain appropriate dress and grooming within the business casual standards based on their position and working situation. While each department and position may have different standards with respect to dress and grooming, all employees should adhere to the following guidelines:

- Attire should be clean and properly fitting;
- Clothing should not be tattered, ragged, or overly-revealing;
- Employees should maintain good personal hygiene; and
- Employees should refrain from the overuse of perfume, cologne, and other scented products. Strong odors may be offensive to others.

Some examples of inappropriate clothing include:

- Attire containing obscene, profane, discriminatory, provocative or inflammatory words or pictures;
- Attire depicting alcoholic beverages, drugs, and/or drug paraphernalia;
- Pool/beach attire; and
- Any other item of clothing deemed inappropriate by your supervisor.

Your supervisor is responsible for evaluating the dress and appearance of employees under their supervision. Employees may be sent home to change into appropriate clothing (time spent in transit will not be considered working time). Failure to adhere to appropriate dress and grooming standards may result in disciplinary action up to and including termination.

All attire must be clean and pressed. Furthermore, facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not appropriate and must not be worn during work hours.

Hair must be clean, combed, and neatly trimmed or arranged.

The City may designate Casual Days, generally on Fridays, for employees. This designation is a privilege that is offered to provide a more comfortable and relaxed work atmosphere. Casual day may be revoked at any time for any reason. The following guidelines shall be followed:

- 1) Employees scheduled to meet with the public or with persons outside the department must wear normal business attire;
- 2) Business casual attire must be professional and appropriate for the workplace;
- 3) Denim jeans may be allowed.
- 4) Casual shirts, dress shirts, sweaters, blouses and tops are acceptable.

Casual Days does not apply to employees in departments where uniforms are the normal dress.

Depending on the nature of their job, certain employees may be required to meet special dress and grooming standards, such as wearing uniforms or dressing in designated business attire for specific occasions. Employees must consistently wear nametags and insignias identifying the City and the employee when required. Employees conducting or attending meetings, seminars, roundtables, etc. with the public are expected to represent the City in a professional manner and dress appropriately for conducting such business.

Any employee whose appearance does not meet these guidelines will be sent home and instructed by their direct supervisor or department head to return to work in proper attire. Consult with your department head if you have questions as to what constitutes appropriate attire.

The image you portray is also affected by the spirit with which you contribute to the team effort. Courtesy, in person, by telephone, or by letter, is expected of each employee when interacting and communicating with other employees, and the public.

8.15 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all the City property, including all equipment, supplies, and keys immediately upon request or upon termination of employment. Where permitted by applicable laws, the City may withhold from the employee's check or final paycheck the cost of any items that are not returned when authorized by the employee.

8.16 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment. To resign from the City in "good standing," an employee must provide written notice to his or her department head in a reasonable period in advance of the actual day of separation. The City requests thirty (30) calendar days' notice for most job categories unless a shorter timeframe is approved by the department head in writing, but in no case will less than two (2) weeks' written notice be considered a resignation in good standing. Failure by the employee to give notice may result denial of consideration for future employment.

Any employee absent from work without notice for three (3) consecutive work days will be deemed to have voluntarily terminated employment. This method of resignation precludes any reemployment with the City.

9. MISCELLANEOUS

9.1 SOLICITATION AND DISTRIBUTION

Solicitation of, or the distribution of literature to visitors of our facilities is strictly prohibited. Solicitation of employees or the distribution of literature, pamphlets or other materials, by anyone not an employee is strictly prohibited on the City property.

Solicitation of employees by other employees and/or the distribution of any literature between employees is prohibited during working time (“working time” applies not only to the employee doing the solicitation or distribution, but also to the employee being solicited or receiving the distribution) and in work areas.

The City recognizes that employees have interests in events and organizations outside the workplace. However, excessive unauthorized sales of tickets, solicitation of contributions, or the distribution of handbills can be disruptive in the workplace. Such activities require prior approval of the department head. In some instances, the collection of money for presents, flowers, parties, donations, or for cases of particular hardship can be considered appropriate. In these exceptional cases, such collections may be permitted with the approval of the department head. All such approved solicitation may only be made during non-work time (regularly scheduled rest, meal periods, and other periods when employees are not on duty).

9.2 JURY / WITNESS DUTY

The City encourages employees to fulfill their civic responsibilities by serving jury duty when summoned. Any employee who is summoned and participates in jury duty shall be paid the difference between their regular rate of pay and the jury per diem for each day the employee normally would have worked. ~~The employee must surrender to the City Clerk~~ Finance Department ~~any compensation received for jury duty, except for mileage fees.~~ Any employee off on jury duty shall report for work when released from jury duty during any period the employee would be scheduled for work.

Employees who receive a summons must provide a copy of the summons to their supervisor as soon as possible. Employees must provide proof of service and proof of per diem paid by the court upon completion of the jury duty period, or as requested by the City. The employee must surrender to the ~~City Clerk~~ Finance Department any compensation received for jury duty, except for mileage fees. It is the employee’s responsibility to keep his or her supervisor informed as to the expected amount of time required for jury duty.

If you are subpoenaed as a witness in a court or administrative hearing not involving personal litigation or service as a paid expert witness, you will be granted paid time off work if such time off will not be detrimental to the City operations, and you may keep any witness fees. If you are subpoenaed in the line of duty to represent the City as a witness or defendant, your appearance will be considered a part of your job assignment (time worked).

9.3 TELEPHONE AND CELL PHONE USE

Personal calls and use of personal cell phones or wireless communication devices (for talking, texting, or other use) during work hours is to be kept to a minimum. Personal cell phone or device use ~~should be set on the vibrate function~~ not be disruptive to work or co-workers ~~while at work and during work hours.~~

City telephones are intended to be used for business and job-related purposes only, and not for personal calls. Personal calls can be counter-productive and disruptive to the receiving employee and co-workers as well. While it is understood some non-business telephone interruptions are going to occur because employees can't always control the caller, it is the individual employee's responsibility to inform friends and relatives that, ~~except in cases of emergencies, they are not to be receiving personal telephone calls at work~~ should be minimal.

Use while driving should be limited and only with hand-free devices.

Only local in-country calls may be made on the City telephones. Disciplinary measures up to and including termination may result when personal telephone calls become excessive, disruptive and/or counter-productive to the employee or co-workers.

~~CITY CELL PHONES~~ Wireless Communication Devices

Wireless Communication Devices (cell phones, iPad, tablets, laptops, and other electronic devices) are allowed for employee use at the discretion of the City Manager. Cell phones are for business purposes ~~only~~, unless otherwise authorized by the City Manager. Employees will pay for upgraded phones at their own expense.

Personal Use: City employees are encouraged to keep their personal time their own and not use their cell phones/smart phones and devices excessively on off-City hours as this could be in violation of the Fair Labor Standards Act. Check with individual supervisors about recommendations for using your phone after regular City business hours. The City has legal requirements to provide information under FOIA regardless of ownership of the device. Use of such devices, city or personal subjects the employee and the employee's device records to civil or criminal discovery or disclosure under applicable public records laws. The City discourages using personal devices for City use or using a City owned device for personal use.

Usage of City cell phones for long distance calls is strongly discouraged.

9.4 USE OF CAMERAS / OTHER RECORDING EQUIPMENT

Caution should be taken with regard to the use of cameras, audio, video, cell phone cameras, smart watches, and other similar equipment while at work and in work areas. The City has legal, nondisclosure, and confidentiality obligations and respects the privacy of employees and the public. Employees may not record conversations or other employees without prior authorization from a supervisor and the people to be recorded. The City strictly prohibits the taking of photographs, audio and videos recordings, whether by camera, phone, or any other device in such areas as restrooms, locker rooms, and other "private" places. Violations of this policy may result in actions being taken including confiscation of equipment, initiation of appropriate disciplinary measures including termination and/or potential legal action.

The City has many cameras and recording devices, as well as GPS tracking systems in vehicles and on premises. All City employees should be aware that they or their movements may be recorded by the City while in one of these areas or vehicles.

9.5 SOCIAL SECURITY POLICY

The City of Pekin adopted a Social Security Policy under the Identity Protection Act, 5ILCS 179/1 et seq. to state the purpose or purposes for which the ~~agency~~ City or its designees can collect an individual's Social Security Number (SSN). Employees are to use the utmost care when collecting social security numbers and they will not use SSN for any unlawful purpose.

What does the City of Pekin do with your Social Security Number? The Identity Protection Act, 5 ILCS 179/1 et seq., requires each local and state government agency to draft, approve and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN). ~~This statement of purpose is being provided to you because you have been asked by the City of Pekin to provide your SSN or because you requested a copy of this statement.~~

Why do we collect your Social Security Number?

You are being asked for your SSN for one or more of the following reasons:

- ~~Utility account or licensee application~~
- ~~Complaint mediation or investigation~~
- ~~Crime victim compensation~~
- ~~Law enforcement investigation~~
- ~~Child Support Collection~~
- ~~Internal verification~~
- ~~Administrative services and or;~~
- ~~Emergency Medical service response, disease control or other medical necessity;~~

What do we do with your Social Security number?

- ~~We will only use your SSN for the purpose for which it was collected~~
- ~~We will not:~~
 - ~~Sell, lease, loan, trade, or rent your SSN to a third party~~
 - ~~Publicly post or publicly display your SSN~~
 - ~~Print your SSN on any card required for you to access our services~~
 - ~~Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted~~
 - ~~Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN~~

For details Contact : City of Pekin City Clerk's Office 111 S. Capitol St. Pekin IL 61554
Refer to City Code: Chapter 1 Administration Article 8

9.6 WORKING OFF-PREMISES

Working off premises should be limited and only in rare cases with supervisory approval.
Employees who work off City premises must maintain appropriate care and security of all City equipment and information when authorized to work off-premises. Employees are responsible for

maintaining the confidentiality of City information, documents, passwords, and other information. Employees are also responsible for preventing unauthorized access to any City system or information from their worksite. Employees must dispose of work-related documents in a manner that will not jeopardize the interests of the City and in accordance with the Illinois Records Review Act, HIPAA, FACTA and any other state or federal regulations regarding the disposal of information.

All City equipment, property, information, hardware, software, and files remain the property of the City and shall be promptly returned to the City upon request or termination of employment.

9.7 REPORTING ACCIDENTS AND INJURIES

All City employees are required to report all on-the-job accidents including City vehicle accidents or accidents while driving on City business to their supervisors immediately. Employees or their supervisor will be required to complete a form 45 within 24 hours of the accident or incident and any witness statements must be reported as soon as possible.

9.8 POLITICAL ACTIVITIES

The support or promotion of political activities or interests by City employees during working hours or with City resources is strictly prohibited. Employees may not make statements or publish materials that imply City endorsement of a particular political candidate.

9.9 INSPECTIONS

The City reserves the right to inspect all equipment, desks, lockers, offices, and other storage devices and areas on City premises (including, but not limited to, City buildings and parking areas), as well as any articles found within them, at any time, with or without notice. This includes the right to inspect employee property brought onto City premises.

9.11 CONFIDENTIALITY OF INFORMATION

The daily work of an employee may involve access to information about citizens, customers, businesses, students, other employees or members of the general public that is sensitive and/or confidential in nature. Technological or manual capabilities should not be used in a manner that infringes upon an individual's right to privacy. Such information may be learned from City records, documents, files or conversations. Information originating from issues of litigation, privilege, financial, or medical documents is protected under strict Federal or State disclosure laws. Disclosure of such information may result in disciplinary action.

Any form of confidential information shall only be accessed and disclosed to authorized individuals as necessary, on a need to know basis, or as required through the normal course of business or work activity. Any employee who has been determined to be in violation of this policy may be subject to disciplinary action up to and including termination of employment.

Any questions or concerns by City employees regarding the appropriateness of conveying certain confidential information should be directed to the Human Resources Director as applicable.

DRAFT

PERSONNEL MANUAL ACKNOWLEDGMENT

PLEASE SIGN, TEAR OUT, AND RETURN THIS RECEIPT ACKNOWLEDGMENT TO THE HUMAN RESOURCES DEPARTMENT.

My signature below acknowledges I have received and read a copy of the City of Pekin Personnel Manual. I understand it contains important information on certain policies and my responsibilities as an employee of the City. I understand that if I have any questions or need additional information regarding policies and procedures, I may contact my immediate supervisor or the Human Resources Director.

I understand that this Manual does not constitute a contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. I understand that nothing contained in this Manual or any verbal statement should be interpreted as creating any type of employment contract between the City and me.

I understand that my employment with the City is at-will and that either I or the City may terminate my employment for at any time, for any reason, with or without cause or advance notice. I also understand there is no specified length to my employment with the City. Furthermore, no commitment for employment for any specified duration is valid or binding on the City unless expressly set forth in a written document and signed by both the employee and by an authorized representative of the City.

I understand that this Manual and the information in it supersedes any other previous manuals or policies. I understand that the City may add, change, rescind, replace, or cancel policies, practices, or benefits at any time, with or without notice, at its sole discretion.

I have read, understand, and agree with the City's policies on electronic communications and information. I understand and agree that I have no expectation of privacy with respect to any of the City's electronic equipment or any information sent, received, or stored in the equipment. I understand that the City has the right to monitor, at its discretion, any electronic information and usage. By my signature below, I hereby authorize the City to monitor, search, inspect, use, and disclose all electronic communications.

I understand that during the course of my employment confidential information may be made available to me. I understand that this information may not be disclosed or used outside City premises without prior authorization.

Employee Name (Printed)

Employee Signature

Date

Changes to Employee Handbook 2020

Section	Page	Change
Table of Contents		Will be completely updated after all changes are completed
1.1	1	do:certainly
1.2	1	shall:may added email and employee self service/help desk
1.4. 3	3	Employees expected to adhere to purchasing & procurement...
1.4. 5	3	Outside employment for full time employees reported to HR
2.3	5	EEO categories added to include all protected classes
2.5	5	Applications will be kept according to the state records review act Added selection criteria to include prior work history, ability to coalesce with department
2.7	6	Added information about demotions
2.8	7	Employee's responsibility to notify HR of relationship to current employees or new hires
2.9	7	Added language regarding employees' responsibility to ensure their licenses are up to date and all physical requirements are met well before the expiration of license/permit
2.9 .1	7	Changed from 2.9(a) also added as a guide for reasonable accommodation and changed from City Manager to HR approval
2.10	8	Residency updated per Council Goal 6
3.1	9	Introductory:Probationary
3.2	10	Strikethrough confidential was confusing language
3.6	11	Introductory:Probationary
3.7	11	will:may and are:may be added ¶13 regarding performance management software and modernized the language
4.1	12	Is distributed:may be provided
4.2	13	Added spousal carveout language in 4 directly from Teamsters contracts and non union policy effective 2018 and eliminated redundant language
4.3	14	Introductory:Probationary
4.6	14	Eliminated language about RHSA (this language is still in fire and police CBAs
4.8	15	¶17 will:may and added roll over one week per practice for 15+ years added sole discretion of CM
4.9	16	must:may be required to
4.10	16	Changed to reflect employees hired after May 2020 to use unused sick time only for extension of service through IMRF
4.11	17	Add MLK Jr day (added in 2014) and trade President's day for Christmas Eve

4.13	18	Added non-union and changed to 3 days which has been practice since May 2017 (Teamsters Contract)
4.14	18	Rearranged risk manager to put supervisor first
4.15	19	Updated bereavement language to reflect law changes and clarify full time and part time benefits
4.16	19	Changed from six to three visits and updated language to be more inclusive of employee well being
5.1	20	Deleted 7 minute language as systems can figure to the minute
5.2	20	Added typically, because it happens every 11 or 12 years that there are 27
5.3	20	Finance department:payroll coordinator
6.1	21	¶1 Safety committee members are not rotated to my knowledge ¶3 added human resources
	21	Safety policy is not a part of the employee handbook and Added PPE is provided and employees are expected to use it
	21	Added concealed carry section form handbook addendum approved in 2014
6.2	22	Added language if employee is out of benefit hours
6.3	23	Added sentence noting fire dept may be based on 24 hour shifts and unless otherwise authorized
6.5	23	Added language in ¶1&2 to reflect Local Gov Travel & Expense Act and ¶3 IRS rules regarding use of own vehicle and eliminated sentence regarding same in ¶4
	24	¶5 eliminated sentence that employees should share a room
	24	¶7-10 changed to reflect per diem basis and local Gov Travel & expense Act
6.6	25	¶1 Added word credit and explanation of efficiencies in purchasing ¶3 When: If ¶4 added that spending limits are set by the finance dept Last ¶ added that any rebates or benefits belong to the City
6.8	26	Eliminated confusing language about 40/60 hours and revised language regarding Monday/Friday and 'prior'
7.1	27	Minor grammar corrections
7.2	28	Revised 2 weeks to according to laws and allow for use of benefit hours if not MT does not qualify for pay
7.3	28	Corrected sentence in ¶2; Added classes and changed financial assistance to tuition reimbursement
7.4	29 31	Added or condition allowed by FMLA regulations and eliminated "first" in ¶ re use to concurrent
7.5	33	Fixed typos and strikeout (which has been in handbook for a long time) of 2 to 1 hour which
7.8	34	Added new section on administrative leave
8.3	35	Added Risk Manager and use of hands free devices ¶4 added according to state law, alcohol & cannabis and no smoking in city vehicles; Added AVL language; No tampering with AVL etc

8.4	36	¶13 is section added from handbook addendum approved 06/2014 and added during the course of business
8.5	37	replaced constructive criticism with counseling/recorded events; clarified the Procedure section 1 & 2 Report:Form and note:copy and verbal:written
8.6	38	¶11 added language goals of City and CX Step 2 added language fi dept head isn't supv. Step 3 changed HR to City Manager and extension of time in case of investigation changed time limits language added final ¶ re grievance
8.7	39	may:is likely to
8.8	40-47	Eliminated most of this section because IT has its own policies and replaced with a much more simple and concise section regarding IT
8.9	47	Added language regarding media and public relations
8.10	49-51	Added new ¶1 regarding ordinance 2776 Under Procedures section added language to deal directly with the issue and in ¶13 added municipal officer ¶15 added language per state laws ¶16 added or official and added ¶17 to refer to city ordinance
8.11	51-55	Changed to reflect new laws regarding marijuana and emphasize the City is still a drug free workplace
8.12	55	Added vaping and nicotine free and reminder that no tobacco or vaping in vehicles.
8.14	55	Added language to say neat, clean, business like and appropriate and modern added language about casual days
8.16	57	Added in writing
9.2	58	Documents are turned in to finance dept not City Clerk
9.3	59	Added wireless communication devices and cleaned up/clarified language for more modern usage also reminded that must use hands free devices per state law in city vehicles Eliminated language about long distance as it is antiquated and added language about FOIA and public record
9.4	60	Added cell phones and watches and no recording without prior authorization added including termination and added "by the City" in the last ¶
9.5	60	agency:City and eliminated section on why and what we use SS# for as this is city wide social security policy, not just related to employees
9.6	61	Added working off premises only in rare occasions and added importance due to records review act, HIPAA, FACTA
9.7	61	Added language about completing injury form within 24 hours
9.11	62	Added citizens, customers, businesses and students as well as privilege and financial and note that disclosure of such information may result in disciplinary action

Council Comments regarding employee handbook

Council Member	Section	Proposed Language	Revision Requested/Comment
Nutter	2.10 General Conditions (Residency)	Employee hired after May 1, 2020	After adoption of handbook
Nutter		Shall reside within 15-mile radius of the intersection of 14 th and Broadway	Must reside within the corporate City limits OR new section proposed below
Nutter		Employees hired prior to May 1, 2020 may be grandfathered at the current residence; however, if an employee chooses to move, they must reside within the 15-mile radius of the intersection of 14 th and Broadway.	Current employees living within the 10-mile radius of the Pekin Corporate City limits will be grandfathered and can maintain the 10-mile radius guideline.
Nutter			Employees with hardship exemptions living outside the 10-miles will have the exemption expire 4/30/2021. Employees with current hardship exemptions must reside within the 10-mile radius of the Pekin corporate city limits on or before 4/30/2021. An employee who fails to meet this requirement will be terminated.
Nutter		Special conditions (specific job titles) are struck through	Leave special conditions (job titles) in

Council Member	Section	Proposed Language	Revision Requested/Comment
Nutter			NEW SECTION 1. All department directors must become residents of the City of Pekin within one (1) year of their date of hire. 2. Temporary and seasonal employees have no residency requirement. 3. Employees promoted to or within the management, confidential and non-represented group after [date of adoption], may elect to live outside of the City but within a twenty (20) mile radius of City Hall. If the employee elects not to live within the City of Pekin, they shall forfeit two percent (2%) of their base pay for the first five years. Employees temporarily promoted to an "acting" capacity are not subject to this requirement. Proof of residency may be required of any employee. Failure to comply with this policy may be grounds for demotion to the employee's prior position or dismissal. 4. Employees who live outside the City and later choose to purchase a home in the City as their primary residence, may request assistance in paying for closing costs. These requests should be sent through the Human Resources Director to the City Manager. 5. Employees may request exemption from the residency requirement through the Human Resources Director to the City Manager. Such exemptions will only be granted in rare instances on a temporary basis if unusual circumstances

			or cases of hardship arise, and provided the hardship is approved by the City Council.
Mayor Luft	2.10		Residency to remain 10 mile radius Exceptions by consensus of City Council only Special conditions remain in tact, with the exception of the Supt of Transportation and the Operations Supv. Hiring preference to the City of Pekin candidate
Mayor Luft	3.7		Strike through majority of final paragraph add "The City Manager shall complete performance evaluations when the City Manager deems necessary.

**Resolution No. 107-20/21
Adopting the Employee Handbook Revision 2020
of the City of Pekin**

WHEREAS, the City of Pekin reviewed existing policies and amended the Employee Handbook and Personnel Policy as follows:

Resolution No. 140 dated March 25, 1996
 Resolution No. 70
 Resolution No. 392 dated March 8, 1999
 Resolution No. 50 Email Policy dated April 11, 2000
 Resolution No. 177 Sexual Harassment Policy dated April 22, 2002
 Resolution No. 123-05/06 New Personnel Policy for Employees dated September 12, 2005
 Resolution No. 178-06/07 dated December 11, 2006 8.3 E-Mail and the Internet
 Resolution No.190-06/07 dated March 26, 2007
 6.2 Inclement Weather
 4.8 Vacation
 8.3 Email and Internet Policy
 6.8 Compensatory Time Off (Comp Time)
 Resolution No. 16-07/18 dated October 9, 2007
 9.3 Personal Telephone Calls
 Resolution No. 52-08/09 dated August 25, 2008
 8.6 Smoking Policy
 Resolution No.35-10/11 dated January 25, 2010
 4.8 Vacation
 4.10 Pay Upon Retirement
 Resolution No.91-10/11 dated April 11, 2011
 2.9 Residency
 Resolution No.57-12/13: Adoption of the Employee Handbook 2012; and

WHEREAS, it is in the best interest of the City of Pekin that the Employee Handbook reflect federal and state law changes as well as updating sections for modern and healthy work force and work environment as well as using modern language; and

WHEREAS, after initial changes by the Human Resources Department and further review by the City's labor attorney, Joshua Herman of Miller, Hall and Triggs, and with Council direction it is in the best interest of the City of Pekin to adopt the "Employee Handbook 2020" attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS, THAT:

Section 1. The findings and recitations set forth above are adopted and found to be true and correct.

Section 2. The Employee Handbook 2020 attached hereto as Exhibit A is adopted in its entirety, and will replace the present Employee Handbook 2012 as the official Employee Handbook of the City of Pekin.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin, this ____ day of _____, 20__.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR COUNCIL ACTION

Agenda Date: May 26, 2020
To: Council Members
From: Josie Esker, Assistant City Engineer

AGENDA ITEM: Resolution No. 108-20/21 Award Contract 14th Street & Willow Street Sidewalk Maintenance

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION: This request is to award the Street Maintenance Section 20-00000-00-GM to M.E.R.C. Construction. This project is to install sidewalk ramps and make curb and sidewalk repairs along Willow Street between Parkway & Schramm and along 14th Street between Koch and El Camino. This project was included in the 2020 Street Maintenance Plan that was approved by Council in Resolution No. 39-19/20. The City received five bids for this project, ranging from \$261,667.75 to \$380,000.00. The low bid was 35% percent below the Engineer's estimate of \$402,240.00, making this a very favorable bid for the City. In reviewing the unit costs for the project, the bid seems reasonable and responsible, and staff's recommendation is to award this bid as to complete the improvements to these streets as planned and as presented to residents.

FINANCIAL IMPACT:

Requested Amount: \$261,667.75
 Line Item: 240-240-580501
 Budgeted Amount: \$1,120,000.00
 Available Funds: \$1,120,000.00

IMPACT IF APPROVED: The project will be awarded and the contract issued to M.E.R.C. Construction

IMPACT IF DENIED: The project will not be awarded.

ALTERNATIVES: None

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a "Business-Friendly" Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):
 Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

5/21/2020

Date:

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK



Date: _____
Time: _____
Appropriation: **MFT**

[illegible]



PROPOSAL SUBMITTED BY		
M.E.R.C. Construction Inc.		
Contractor's Name		
10088 Modena Rd.		
Street		P.O. Bo
Wyoming	IL	6149
City	State	Zip Cod

STATE OF ILLINOIS

COUNTY Tazewell
City of Pekin
(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF
STREET NAME OR ROUTE 14th Street & Willow Street ADA Ramps
SECTION NO. 20-00000-00-GM
TYPES OF FUNDS MFT

☒ SPECIFICATIONS (required)

☒ PLANS (required)

☒ CONTRACT BOND (when required)

For Municipal Projects
Submitted/Approved/Passed

☒ Mayor ☐ President of Board of Trustees ☐ Municipal Official

Date

Department of Transportation

☐ Concurrence in approval of award

Regional Engineer

Date

For County and Road District Projects
Submitted/Approved

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

Date

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route 14th St. & Willow St.

1. THIS AGREEMENT, made and concluded the _____ day of _____ 2020
 Month and Year
 between the City of Pekin
 acting by and through its Council known as the party of the first part, and
M.E.R.C. Construction Inc. his/their executors, administrators, successors or assigns,
 known as the party of the second part.
2. Witnesseth: That for and in consideration of the payments and agreements mentioned in the Proposal hereto attached, be made and performed by the party of the first part, and according to the terms expressed in the Bond referring to the presents, the party of the second part agrees with said party of the first part at his/their own proper cost and expense to (all the work, furnish all materials and all labor necessary to complete the work in accordance with the plans and specification hereinafter described, and in full compliance with all of the terms of this agreement and the requirements of the Engine under it.
3. And it is also understood and agreed that the LPA Formal Contract Proposal, Special Provisions, Affidavit of Illinois Business Office, Apprenticeship or Training Program Certification, and Contract Bond hereto attached, and the Plans for Section 20-00000-00-GM , in City of Pekin approved by the Illinois Department of Transportation on _____ , are essential documents of this
 Date
 contract and are a part hereof.
4. IN WITNESS WHEREOF, The said parties have executed these presents on the date above mentioned.

Attest:

The _____ of _____

 Clerk

By _____

Party of the First Part

(Seal)

(If a Corporation)

Corporate Name _____

By _____

President

Party of the Second Part

(If a Co-Partnership)

Attest:

 Secretary

Partners doing Business under the firm name of _____

 Party of the Second Part*(If an individual)*_____
 Party of the Second Part



Contract Bor

Route Willow & 14th St.
County Tazewell
Local Agency City of Pekin
Section 20-00000-00-GM

We , _____

a/an) ☐ Individual ☐ Co-partnership ☐ Corporation organized under the laws of the State of _____

as PRINCIPAL, and _____

_____ as SURETY,

are held and firmly bound unto the above Local Agency (hereafter referred to as "LA") in the penal sum of _____

_____ Dollars (_____), lawful money of the United States, well and truly to be paid unto said LA, for the payment of which we bind ourselves, our heirs, executors, administrators, successors, jointly to pay to the LA this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said Principal has entered into a written contract with the LA acting through its awarding authority for the construction of work on the above section, which contract is hereby referred to and made a part hereof, as if written herein at length, and whereby the said Principal has promised and agreed to perform said work in accordance with the terms of said contract, and has promised to pay all sums of money due for any labor, materials, apparatus, fixtures or machinery furnished to such Principal for the purpose of performing such work and has further agreed to pay all direct and indirect damages to any person, firm, company or corporation suffered or sustained on account of the performance of such work during the time thereof and until such work is completed and accepted; and has further agreed that this bond shall inure to the benefit of any person, firm, company or corporation to whom any money may be due from the Principal, subcontractor or otherwise for any such labor, materials, apparatus, fixtures or machinery so furnished and that suit may be maintained on such bond by any such person, firm, company or corporation for the recovery of any such money.

NOW THEREFORE, if the said Principal shall well and truly perform said work in accordance with the terms of said contract, and shall pay all sums of money due or to become due for any labor, materials, apparatus, fixtures or machinery furnished to him for the purpose of constructing such work, and shall commence and complete the work within the time prescribed in said contract, and shall pay and discharge all damages, direct and indirect, that may be suffered or sustained on account of such work during the time of the performance thereof and until the said work shall have been accepted, and shall hold the LA and its awarding authority harmless on account of any such damages and shall in all respects fully and faithfully comply with all the provisions, conditions and requirements of said contract, then this obligation to be void; otherwise to remain in full force and effect.

Attachment: EXHIBIT B - 20-00000-00-GM Unexecuted Contract - 14th St. & Willow St. Sidewalk Maintenance (2187 : Resolution No. 108-20/21

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this _____ day of _____ A.D. _____

PRINCIPAL

_____ (Company Name) By: _____ (Signature & Title) Attest: _____ (Signature & Title)	_____ (Company Name) By: _____ (Signature & Title) Attest: _____ (Signature & Title)
---	---

(If PRINCIPAL is a joint venture of two or more contractors, the company names and authorized signature of each contractor must be affixed.)

STATE OF ILLINOIS,

COUNTY OF _____

I, _____, a Notary Public in and for said county, do hereby certify that

 (Insert names of individuals signing on behalf or PRINCIPAL)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instrument as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____ A.D. _____

My commission expires _____
 _____ Notary Public (SEAL)

SURETY

_____ (Name of Surety)	By: _____ (Signature of Attorney-in-Fact)
---------------------------	--

STATE OF ILLINOIS.

(SEAL)

COUNTY OF _____

I, _____, a Notary Public in and for said county, do hereby certify that

 (Insert names of individuals signing on behalf or SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instrument as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____ A.D. _____

My commission expires _____
 _____ Notary Public (SEAL)

Approved this _____ day of _____, A.D. _____

Attest:

_____ _____ Clerk	_____ (Awarding Authority) _____ (Chairman/Mayor/President)
----------------------	--



City of Pekin

Department of Public Works

Addendum #1

Dated: May 9, 2020

CITY OF PEKIN, IL REQUEST FOR BIDS WILLOW & 14TH STREET SIDEWALK MAINTENANCE

All prospective bidders for the City of Pekin – Willow & 14th Street Sidewalk Maintenance are directed to the following clarification to the advertised Request for Bids.

Per this addendum, the following clarification to the project shall be made:

Multiple times were listed on various sources for the deadline for the RFB. Requests for bids are due on **May 19th, 2020 at 11am** at Pekin City Hall. 111 S. Capitol St. Pekin, IL 61554.

Bids may be mailed in or dropped off at the Pekin Police station below City Hall. The bid opening will not be open to the public except via zoom. See below.

Topic: 14th & Willow St. ADA Bid Letting

Time: May 19, 2020 11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85306905862>

Meeting ID: 853 0690 5862

877 853 5247 US Toll-free

Please sign this acknowledge this addendum and include it with the proposal.

Acknowledged by :

Junda Hall
M.E.R.C. Construction

Date: *5/11/20*

Josie A. Esker, P.E., S.E., City Engineer

111 South Capitol Street, Pekin, IL 61554

Phone (309) 478-5399 * Fax (309) 346-2095 * Email: jaesker@ci.pekin.il.us



City of Pekin

Department of Public Works

Addendum #2

Dated: May 14, 2020

CITY OF PEKIN, IL REQUEST FOR BIDS WILLOW & 14TH STREET SIDEWALK MAINTENANCE

All prospective bidders for the City of Pekin – Willow & 14th Street Sidewalk Maintenance are directed to the following clarification to the advertised Request for Bids.

Per this addendum, the following clarification to the project shall be made:

Side curb along ADA ramps shall be paid for as PCC Sidewalk 4". Side curbs shall be saw cut at sidewalk control joints prior to cracking. Cost shall be included in PCC Sidewalk 4".

Please sign this acknowledge this addendum and include it with the proposal.

Acknowledged by: Josie Hall Date: 5/14/20
m.e.r.c. Construction

RETURN WITH BID



Local Public Agency Formal Contract Proposal

PROPOSAL SUBMITTED BY M.E.R.C. Construction Inc.		
Contractor's Name 10088 Modena Rd.		
Street	P.O. Box	
Wyoming, IL 61491		
City	State	Zip Code

STATE OF ILLINOIS

COUNTY OF TazewellCity of Pekin

(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF

STREET NAME OR ROUTE NO. Willow Street & 14th StreetSECTION NO. 20-00000-00-GMTYPES OF FUNDS MFT☒ SPECIFICATIONS (required)☒ PLANS (required)

For Municipal Projects
Submitted/Approved/Passed

☐ Mayor ☐ President of Board of Trustees ☒ Municipal Official

Date

4-14-20**Department of Transportation**☐ Released for bid based on limited review

Regional Engineer

Date

For County and Road District Projects

Submitted/Approved

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

Date

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.

RETURN WITH BID

NOTICE TO BIDDERS

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

Sealed proposals for the improvement described below will be received at the office of City Clerk,
City Hall, 111 S. Capitol St; Pekin, IL 61554 until 10:00 AM on _____
 Address Time Date

Sealed proposals will be opened and read publicly at the office of City Clerk
City Hall, 111 S. Capitol St; Pekin, IL 6155 at 10:00 AM on _____
 Address Time Date

DESCRIPTION OF WORK

Name Willow St. & 14th St. Sidewalk Maintenance Length: _____ feet (_____ miles)
 Location Willow St. from Parkway to Schramm & 14th St. from Koch to El Camino
 Proposed Improvement Spot curb & gutter repairs, ADA Ramps, inlet adjustments, & collateral work

1. Plans and proposal forms will be available in the office of Josie Esker, City Engineer of Pekin IL
111 S. Capitol St; Pekin, IL 61554 jaesker@ci.pekin.il.us
 Address

2. ☒ Prequalification

If checked, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in duplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and one original with the IDOT District Office.

3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals.
4. The following BLR Forms shall be returned by the bidder to the Awarding Authority:
- BLR 12200: Local Public Agency Formal Contract Proposal
 - BLR 12200a Schedule of Prices
 - BLR 12230: Proposal Bid Bond (if applicable)
 - BLR 12325: Apprenticeship or Training Program Certification (**do not use for federally funded projects**)
 - BLR 12326: Affidavit of Illinois Business Office
5. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.
6. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.
7. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.
8. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.
9. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

RETURN WITH BID

PROPOSAL

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

1. Proposal of 14th St. & Willow St. Sidewalk Maintenance

for the improvement of the above section by the construction of sidewalk maintenance along Willow Street from Parkway to Schramm and 14th Street from Koch to El Camino consisting of spot curb & gutter repairs (remove & replace), sidewalk maintenance (remove & replace), installation of new ADA ramps, & collateral work.

a total distance of _____ feet, of which a distance of _____ feet, (_____ miles) are to be improved.

2. The plans for the proposed work are those prepared by City of Pekin and approved by the Department of Transportation on _____
3. The specifications referred to herein are those prepared by the Department of Transportation and designated as "Standard Specifications for Road and Bridge Construction" and the "Supplemental Specifications and Recurring Special Provisions" thereto, adopted and in effect on the date of invitation for bids.
4. The undersigned agrees to accept, as part of the contract, the applicable Special Provisions indicated on the "Check Sheet for Recurring Special Provisions" contained in this proposal.
5. The undersigned agrees to complete the work within _____ working days or by August 15, 2020 unless additional time is granted in accordance with the specifications.
6. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. Bid Bonds will be allowed as a proposal guaranty. Accompanying this proposal is either a bid bond if allowed, on Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to:
City of Pekin
 The amount of the check is _____ bid bond (five percent) (5%).
7. In the event that one proposal guaranty check is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guaranties, which would be required for each individual proposal. If the proposal guaranty check is placed in another proposal, it will be found in the proposal for: Section Number _____.
8. The successful bidder at the time of execution of the contract will be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. If this proposal is accepted and the undersigned fails to execute a contract and contract bond as required, it is hereby agreed that the Bid Bond or check shall be forfeited to the Awarding Authority.
9. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
10. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
11. The undersigned submits herewith the schedule of prices on BLR 12200a covering the work to be performed under this contract.
12. The undersigned further agrees that if awarded the contract for the sections contained in the combinations on BLR 12200a, the work shall be in accordance with the requirements of each individual proposal for the multiple bid specified in the Schedule for Multiple Bids below.

RETURN WITH BID



A bid will be declared unacceptable if neither a unit price nor total price is shown.

County Tazewell
 Local Public Agency City of Pekin
 Section 20-00000-00-GM
 Route Willow St. & 14th St.

Schedule for Single Bid

(For complete information covering these items, see plans and specifications)

Bidder's Proposal for making Entire Improvements \$ 261,667.75

Item No.	Items	Unit	Quantity	Unit Price	Total
1	Comb Curb Gutter Removal	Foot	1760	15.00	26,400.00
2	Comb CC&G TB6.12	Foot	1000	51.00	51,000.00
3	Comb CC&G TB6.24	Foot	760	61.10	46,436.00
4	PC Conc Sidewalk 4	Sq. Ft.	8575	9.21	78,975.75
5	Sidewalk Removal	Sq. Ft.	7590	2.05	15,559.50
6	Detectable Warnings	Sq. Ft.	670	22.00	14,740.00
7	Driveway Pav't Rem	Sq. Yd.	136	18.00	2,448.00
8	PCC Driveway Pav't 6	Sq. Yd.	136	78.00	10,608.00
9	Inlet Adjustments	Each	13	538.50	7,000.50
10	Traffic Control, Complete	L. Sum	1	2,500.00	2,500.00
11	Mobilization	L. Sum	1	6,000.00	6,000.00
12					
13					
14					
15					
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17					
18					
19					
20					
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22					
23					
24					
25					

Attachment: EXHIBIT A - M.E.R.C. CONSTRUCTION INC. (2187 : Resolution No. 108-20/21 Award Contract 14th Street & Willow Street Sidewalk

RETURN WITH BID

CONTRACTOR CERTIFICATIONS

County	Tazewell
Local Public Agency	City of Pekin
Section Number	20-00000-00-GM
Route	Willow St. & 14 th St.

The certifications hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the Department enter into the contract with the bidder.

1. **Debt Delinquency.** The bidder or contractor or subcontractor, respectively, certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax. Making a false statement voids the contract and allows the Department to recover all amounts paid to the individual or entity under the contract in a civil action.
2. **Bid-Rigging or Bid Rotating.** The bidder or contractor or subcontractor, respectively, certifies that it is not barred from contracting with the Department by reason of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

A violation of Section 33E-3 would be represented by a conviction of the crime of bid-rigging which, in addition to Class 3 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

A violation of Section 33E-4 would be represented by a conviction of the crime of bid-rotating which, in addition to Class 2 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation.

3. **Bribery.** The bidder or contractor or subcontractor, respectively, certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any unit of local government, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm.
4. **Interim Suspension or Suspension.** The bidder or contractor or subcontractor, respectively, certifies that it is not currently under a suspension as defined in Subpart I of Title 44 Subtitle A Chapter III Part 6 of the Illinois Administrative Code. Furthermore, if suspended prior to completion of this work, the contract or contracts executed for the completion of this work may be cancelled.

RETURN WITH BID

SIGNATURES

County Tazewell
 Local Public Agency City of Pekin
 Section Number 20-00000-00-GM
 Route Willow St. & 14th St.

(If an individual)

Signature of Bidder _____

Business Address _____

(If a partnership)

Firm Name _____

Signed By _____

Business Address _____

Inset Names and Addressed of All Partners



(If a corporation)

Corporate Name M.E.R.C. Construction Inc.Signed By *James L Mercer*
 PresidentBusiness Address 10088 Modena Rd. Wyoming IL 61491

Insert Names of Officers

President James L MercerSecretary Linda S Hall

Treasurer _____

Attest:

Linda S. Hall

Secretary

Attachment: EXHIBIT A - M.E.R.C. CONSTRUCTION INC. (2187 : Resolution No. 108-20/21 Award Contract 14th Street & Willow Street Sidewalk



Local Agency Proposal Bid Bond

RETURN WITH BID

Route Willow St. & 14th St.
 County Tazewell
 Local Agency City of Pekin
 Section 20-00000-00-GM

PAPER BID BOND

WE M.E.R.C. Construction, Inc., 10088 Modena Rd., Wyoming IL 61491 as PRINCIPAL,
 and Nationwide Mutual Insurance Company, 1100 Locust St., Dept. 2006, Des Moines, IA 50391-2006 as SURETY,

are held jointly, severally and firmly bound unto the above Local Agency (hereafter referred to as "LA") in the penal sum of 5% of the total bid price, or for the amount specified in the proposal documents in effect on the date of invitation for bids whichever is the lesser sum. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly pay to the LA this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written proposal to the LA acting through its awarding authority for the construction of the work designated as the above section.

THEREFORE if the proposal is accepted and a contract awarded to the PRINCIPAL by the LA for the above designated section and the PRINCIPAL shall within fifteen (15) days after award enter into a formal contract, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in the "Standard Specifications for Road and Bridge Construction" and applicable Supplemental Specifications, then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the LA determines the PRINCIPAL has failed to enter into a formal contract in compliance with any requirements set forth in the preceding paragraph, then the LA acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this 12th day of May, 2020

Principal

M.E.R.C. Construction, Inc.

(Company Name)

By: [Signature]

(Signature and Title)

By: _____

(Company Name)

(Signature and Title)

(If PRINCIPAL is a joint venture of two or more contractors, the company names, and authorized signatures of each contractor must be affixed.)

Nationwide Mutual Insurance Company

(Name of Surety)

Surety

By: [Signature]

(Signature of Attorney-in-Fact)

STATE OF ILLINOIS,

COUNTY OF STARK

I, LINDA HALL, a Notary Public in and for said county
 do hereby certify that James L Mercer and Susan Sleva

(Insert names of individuals signing on behalf of PRINCIPAL & SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instruments as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this

18TH

day of

May 2020

My commission expires

4/23/21

[Signature]

(Notary Public)

ELECTRONIC BID BOND

☐ Electronic bid bond is allowed (box must be checked by LA if electronic bid bond is allowed)

The Principal may submit an electronic bid bond, in lieu of completing the above section of the Proposal Bid Bond Form. Providing an electronic bid bond ID code and signing below, the Principal is ensuring the identified electronic bid bond has been executed and the Principal and Surety are firmly bound unto the LA under the conditions of the bid bond as shown above. (If PRINCIPAL is a joint venture of two or more contractors, an electronic bid bond ID code, company/Bidder name title and date must be affixed for each contractor in the venture.)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Electronic Bid Bond ID Code

(Company/Bidder Name)

(Signature and Title)

Date

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation
 Allied Property and Casualty Insurance Company, an Iowa corporation

AMCO Insurance Company, an Iowa corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

MICHAEL G. POWERS
 CHRISTOPHER M. TATE
 TERRY L. WELTY
 DIANE M. SWART

JEFFREY K. PETERSON
 SUSAN SLEVA
 T JAY JANSEN

KEVIN J. LUNE
 TERESA C. WEST
 TIMOTHY D. NEUHAUSER

GALESBURG IL

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

FOUR MILLION AND NO/100 DOLLARS

\$ 4,000,000.00

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 27th day of February, 2019.

Antonio C. Albanese
 Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company, AMCO Insurance Company, Allied Property and Casualty Insurance Company

ACKNOWLEDGMENT

STATE OF NEW YORK, COUNTY OF NEW YORK: ss

On this 27th day of February, 2019, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.

Suzanne C. Delio
 Notary Public, State of New York
 No. 02D66126649
 Qualified in Westchester County
 Commission Expires September 16, 2021

Suzanne C. Delio

Notary Public
 My Commission Expires
 September 16, 2021

CERTIFICATE

I, Laura B. Guy, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 12th day of

MAY 1, 2020

Laura B. Guy

Assistant Secretary



Illinois Department of Transportation

Bureau of Construction
2300 South Dirksen Parkway/Room 322
Springfield, Illinois 62764

Affidavit of Availability
For the Letting of May 19, 2021

Instructions: Complete this form by either typing or using black ink. "Authorization to Bid" will not be issued unless both sides of this form are completed in detail. Use additional forms as needed to list all work.

Part I. Work Under Contract

List below all work you have under contract as either a prime contractor or a subcontractor. It is required to include all pending low bids not yet awarded or rejected. In a joint venture, list only that portion of the work which is the responsibility of your company. The uncompleted dollar value is to be based upon the most recent engineer's or owners estimate, and must include work subcontracted to others. If no work is contracted, show **NONE**.

	1	2	3	4	Awards Pending	
Contract Number	903147	IAW Lead Serv				
Contract With	Ameren	Walker Exc.				
Estimated Completion Date	6/1/2021	3/1/2021				
Total Contract Price	3,000,000	375,000				Accumulated Totals
Uncompleted Dollar Value if Firm is the Prime Contractor	1,000,000					1,000,000
Uncompleted Dollar Value if Firm is the Subcontractor		200,000				200,000
Total Value of All Work						1,200,000

Part II. Awards Pending and Uncompleted Work to be done with your own forces.

List below the uncompleted dollar value of work for each contract and awards pending to be completed with your own forces. All work subcontracted to others will be listed on the reverse of this form. In a joint venture, list only that portion of the work to be done by your company. If no work is contracted, show **NONE**.

						Accumulated Totals
Earthwork						
Portland Cement Concrete Paving						
HMA Plant Mix						
HMA Paving						
Clean & Seal Cracks/Joints						
Aggregate Bases & Surfaces						
Highway, R.R. and Waterway Structures						
Drainage						
Electrical						
Cover and Seal Coats						
Concrete Construction	1,000,000	200,000				1,200,000
Landscaping						
Fencing						
Guardrail						
Painting						
Signing						
Cold Milling, Planning & Rotomilling						
Demolition						
Pavement Markings (Paint)						
Other Construction (List)						
						\$ 0.00
Totals	1,000,000	200,000				1,200,000

Disclosure of this information is **REQUIRED** to accomplish the statutory purpose as outlined in the "Illinois Procurement Code." Failure to comply will result in non-issuance of an "Authorization To Bid." This form has been approved by the State Forms Management Center.

Packet Pg. 343

Part III. Work Subcontracted to Others.

For each contract described in Part I, list all the work you have subcontracted to others.

	1	2	3	4	Awards Pending
Subcontractor	n/a				
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Subcontractor					
Type of Work					
Subcontract Price					
Amount Uncompleted					
Total Uncompleted					

I, being duly sworn, do hereby declare that this affidavit is a true and correct statement relating to ALL uncompleted contracts of the undersigned for Federal, State, County, City and private work, including ALL subcontract work, ALL pending low bids not yet awarded or rejected and ALL estimated completion dates.

Subscribed and sworn to before me

this 18TH day of May, 2020

Type or Print Name James L Mercer

President

Officer or Director

Title

Signed

[Signature]

Notary Public

My commission expires

4/23/21

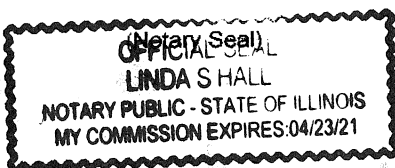
Company

M.E.R.C. Construction Inc.

Address

10088 Modena Rd.

Wyoming, IL 61491





Illinois Department of Transportation

Apprenticeship or Training Program Certification

Return with Bid

Route Willow St. & 14th St.
 County Tazewell
 Local Agency City of Pekin
 Section 20-00000-00-GM

All contractors are required to complete the following certification:

- ☒ For this contract proposal or for all groups in this deliver and install proposal.
- ☐ For the following deliver and install groups in this material proposal:

Illinois Department of Transportation policy, adopted in accordance with the provisions of the Illinois Highway Code, requires this contract to be awarded to the lowest responsive and responsible bidder. The award decision is subject to approval by the Department. In addition to all other responsibility factors, this contract or deliver and install proposal requires all bidders and all bidders' subcontractors to disclose participation in apprenticeship or training programs that are (1) approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training, and (2) applicable to the work of the above indicated proposals or groups. Therefore, all bidders are required to complete the following certification:

- I. Except as provided in paragraph IV below, the undersigned bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the bidder will perform with its own employees.
- II. The undersigned bidder further certifies for work to be performed by subcontract that each of its subcontractors submitted for approval either (A) is, at the time of such bid, participating in an approved, applicable apprenticeship or training program; or (B) will, prior to commencement of performance of work pursuant to this contract, establish participation in an approved apprenticeship or training program applicable to the work of the subcontract.
- III. The undersigned bidder, by inclusion in the list in the space below, certifies the official name of each program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

Illinois Laborers and Contractors Joint Apprenticeship Training Program

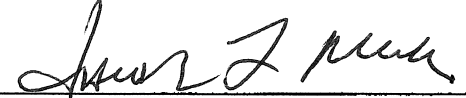
Attachment: EXHIBIT A - M.E.R.C. CONSTRUCTION INC. (2187 : Resolution No. 108-20/21 Award Contract 14th Street & Willow Street Sidewalk

- IV. Except for any work identified above, any bidder or subcontractor that shall perform all or part of the work of the contract or deliver and install proposal solely by individual owners, partners or members and not by employees to whom the payment of prevailing rates of wages would be required, check the following box, and identify the owner/operator workforce and positions of ownership. ☐

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require the certification provision to be included in all approved subcontracts. The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. The Department at any time before or after award may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. In order to fulfill the participation requirement, it shall not be necessary that any applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this contract or deliver and install proposal.

Bidder: M.E.R.C. Construction Inc.

By:


(Signature)

Address: 10088 Modena Rd. Wyoming IL 61491

Title:

President

RETURN WITH BID



**Illinois Department
of Transportation**

Affidavit of Illinois Business Office

County Tazewell
Local Public Agency City of Pekin
Section Number 20-00000-00-GM
Route Willow St & 14th St

State of Illinois)
) ss.
County of Stark)

I, James L Mercer of Wyoming, Illinois
(Name of Affiant) (City of Affiant) (State of Affiant)

being first duly sworn upon oath, states as follows:

1. That I am the President of M.E.R.C. Construction Inc.
officer or position bidder
2. That I have personal knowledge of the facts herein stated.
3. That, if selected under this proposal, M.E.R.C. Construction Inc., will maintain a
(bidder)
business office in the State of Illinois which will be located in Stark County, Illinois.
4. That this business office will serve as the primary place of employment for any persons employed in the construction contemplated by this proposal.
5. That this Affidavit is given as a requirement of state law as provided in Section 30-22(8) of the Illinois Procurement Code.


(Signature)

James L Mercer

(Print Name of Affiant)

This instrument was acknowledged before me on 18TH day of May, 2020.




(Signature of Notary Public)

Resolution No. 108-20/21
AWARD AND EXECUTE CONTRACT FOR 14TH STREET AND
WILLOW STREET SIDEWALK MAINTENANCE

WHEREAS, the City of Pekin is a home rule municipality as described in Section 6(a), Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the City of Pekin, as a home rule municipality, may exercise power and perform any function pertaining to its government and affairs, including, but not limited to, the power to legislate for the protection of the public health, safety, and welfare; and

WHEREAS, the City issued a request for proposals (“RFP”) for qualified companies to make sidewalk and curb repairs and install sidewalk ramps along Willow Street between Parkway and Schramm, and along 14th Street between Koch and El Camino; and

WHEREAS, M.E.R.C. Construction, Inc., submitted the lowest responsive proposal, a copy of which is attached hereto as Exhibit A; and

WHEREAS, the City Council of the City of Pekin finds it is in the best interest of the City to accept the proposal submitted by M.E.C. Construction, Inc., as submitted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS, THAT:

Section 1. The findings and recitations set forth above are adopted and found to be true and correct.

Section 2. The proposal submitted by M.E.C. Construction, Inc., and attached hereto as Exhibit A is hereby approved and accepted. The City Manager is authorized and directed to enter into a contract with M.E.C. Construction, Inc., in substantially the form attached hereto as Exhibit B, with such modifications as the City manager, upon consultation with the City Attorney, deems necessary and appropriate.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin, this ____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR COUNCIL ACTION

Agenda Date: May 26, 2020
To: Council Members
From: Josie Esker, Assistant City Engineer

AGENDA ITEM: Resolution No.109-20/21 Appropriating Motor Fuel Tax Funds for Front Street Engineering

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION: The Illinois Department of Transportation (IDOT) requires the adoption of a resolution prior to any spending of Motor Fuel Tax (MFT) Funds.

MFT resolutions have already allocated \$2,674,000 to be used this fiscal year for street projects, materials, and temporary street worker salaries. This resolution would allow the City to hire an engineering firm to help with the construction engineering on Front Street to ensure that all necessary paperwork and documentation required by IDOT is completed, as is required to receive the full amount of grant funding for construction costs.

FINANCIAL IMPACT:

Requested Amount: \$75,000
 Line Item: 240-240-561200
 Budgeted Amount: \$75,000
 Available Funds: \$75,000

IMPACT IF APPROVED: MFT funds will be used to pay for construction engineering services.

IMPACT IF DENIED: MFT funds will not be used to pay for construction engineering.

ALTERNATIVES: Use another type of funding

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a "Business-Friendly" Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):
 Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

5/21/2020

Date:

**Resolution No. 109-20/21 Appropriating Motor Fuel Tax Funds in the Amount of \$75,000
Construction Engineering Services for Front Street**

7.5

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK



Resolution for Maintenance
Under the Illinois Highway Code



Resolution Number -19/20	Resolution Type Supplemental	Section Number 20-00000-00-GM
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BE IT RESOLVED, by the Council of the City of Pekin of Pekin Illinois that there is hereby appropriated the sum of Seventy-five thousand dollars Dollars (\$75,000.00

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 05/01/20 to 04/30/21 .
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that City of Pekin shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

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 Sue McMillan City Clerk in and for said City of Pekin in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Council of Pekin at a meeting held on 05/26/20
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this May 2020 .
Day Month, Year

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date



REQUEST FOR COUNCIL ACTION

Agenda Date: May 26, 2020
To: Council Members
From: Josie Esker, Assistant City Engineer

AGENDA ITEM: Resolution No.110-20/21 Approving Agreement with Maurer-Stutz for Construction Phase Engineering

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION: This agreement is for assistance from Maurer Stutz Inc. (MSI) for construction engineering professional services for the Front Street Rehabilitation project. Maurer Stutz will assist the City in construction oversight of the project, contract administration, and ensuring that all inspections and paperwork are completed as required by IDOT. This assistance will make certain that the City remains eligible for all grant money associated with this project.

FINANCIAL IMPACT:

Requested Amount: \$74,875.00
 Line Item: 240-240-561200 Engineering Fees
 Budgeted Amount: \$75,000.00
 Available Funds: \$75,000.00

IMPACT IF APPROVED: MSI will assist the City with construction engineering services on Front St.

IMPACT IF DENIED: MSI will not assist the City with construction engineering.

ALTERNATIVES: Hire another engineering firm

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

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Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):
 Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

5/21/2020

Date:

WHEREAS, the City of Pekin is a home rule municipality as described in Section 6(a), Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the City of Pekin, as a home rule municipality, may exercise power and perform any function pertaining to its government and affairs, including, but not limited to, the power to legislate for the protection of the public health, safety, and welfare; and

WHEREAS, the City desires to enter into a professional services agreement with Maurer Stutz, Inc., for Construction Phase Engineering services on the Front Street Rehabilitation project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS, THAT:

Section 1. The findings and recitations set forth above are adopted and found to be true and correct.

Section 2. The Mayor and/or the City Manager is authorized and directed to enter into the Professional Services Agreement with Maurer-Stutz in substantially the form attached hereto as Exhibit A, with such revisions and modifications as the Mayor and/or City Manager deem necessary and appropriate.

Section 3. The City Clerk is directed to attest to the execution of the Agreement as negotiated and approved by the Mayor and/or City Manager.

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20_____.

MAYOR

ATTEST:

CITY CLERK

Municipality City of Pekin	LOCAL A G E N C Y	 Illinois Department of Transportation Preliminary/Construction Engineering Services Agreement For Motor Fuel Tax Funds	CONSULTANT	Name Maurer-Stutz, Inc.	7.6.a
Township				Address 3116 N. Dries Ln.; Ste 100	
County Tazewell				City Peoria	
Section 18-00188-00-RP				State IL 61604	

THIS AGREEMENT is made and entered into this _____ day of _____, _____ between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above PROJECT. Motor Fuel Tax Funds, allotted to the LA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer Deputy Director Division of Highways, Regional Engineer, Department of Transportation
Resident Construction Supervisor Authorized representative of the LA in immediate charge of the engineering details of the PROJECT
Contractor Company or Companies to which the construction contract was awarded

Section Description

Name Front St. - Distillery Rd Route _____ Length 1.311 miles Structure No. _____
Termini _____

Description

Construction observation assistance for Reconstruction of Front Street and Distillery Road in Pekin IL - IDOT Contract 89749

Agreement Provisions

The Engineer Agrees,

1. To perform or be responsible for the performance of the following engineering services for the LA in connection with the proposed improvement herein before described, and checked below:
 - a. ☐ Make such detailed surveys as are necessary for the preparation of detailed roadway plans.
 - b. ☐ Make stream and flood plain hydraulic surveys and gather high water data and flood histories for the preparation of detailed bridge plans.
 - c. ☐ Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.
 - d. ☐ Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.

- e. ☐ Prepare Army Corps of Engineers Permit, Division of Water Resources Permit, Bridge waterway sketch, Channel Change sketch, Utility plan and locations and Railroad Crossing work agreements.
- f. ☐ Prepare Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert type and high water effects on roadway overflows and bridge approaches.

NOTE Four copies to be submitted to the Regional Engineer

- g. ☐ Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.
- h. ☐ Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.
- i. ☐ Assist the LA in the receipt and evaluation of proposals and the awarding of the construction contract.
- j. ☒ Furnish or cause to be furnished:
 - (1) Proportioning and testing of concrete mixtures in accordance with the "Manual of Instructions for Concrete Proportioning and Testing" issued by the Bureau of Materials and Physical Research, of the DEPARTMENT and promptly submit reports on forms prepared by said Bureau.
 - (2) Proportioning and testing of bituminous mixtures (including extracting test) in accordance with the "Manual of Instructions for Bituminous Proportioning and Testing" issued by the Bureau of Materials and Physical Research, of the DEPARTMENT, and promptly submit reports on forms prepared by said Bureau.
 - (3) All compaction tests as required by the specifications and report promptly the same on forms prepared by the Bureau of Materials and Physical Research.
 - (4) Quality and sieve analyses on local aggregates to see that they comply with the specifications contained in the contract.
 - (5) Inspection of all materials when inspection is not provided at the sources by the Bureau of Materials and Physical Research, of the DEPARTMENT and submit inspection reports to the LA and the DEPARTMENT in accordance with the policies of the said DEPARTMENT.
- k. ☒ Furnish or cause to be furnished
 - (1) A resident construction supervisor, inspectors, and other technical personnel to perform the following work: (The number of such inspectors and other technical personnel required shall be subject to the approval of the LA.)
 - a. Continuous observation of the work and the contractor's operations for compliance with the plans and specifications as construction proceeds, but the ENGINEER does not guarantee the performance of the contract by the contractor.
 - b. Establishment and setting of lines and grades.
 - c. Maintain a daily record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work.
 - d. Supervision of inspectors, proportioning engineers and other technical personnel and the taking and submitting of material samples.
 - e. Revision of contract drawings to reflect as built conditions.
 - f. Preparation and submission to the LA in the required form and number of copies, all partial and final payment estimates, change orders, records and reports required by the LA and the DEPARTMENT.

NOTE: *When Federal funds are used for construction and the ENGINEER or the ENGINEER's assigned staff is named as resident construction supervisor, the ENGINEER is required to be prequalified with the STATE in Construction Inspection. The onsite resident construction supervisor and project inspectors shall possess valid Documentation of Contract Quantities certification.*

2. That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to this agreement in accordance with the current standard specifications and policies of the DEPARTMENT, it being understood that all such reports, plats, plans and drafts shall before being finally accepted, be subject to approval by the LA and the said DEPARTMENT.
3. To attend conferences at any reasonable time when requested to do so by the LA or representatives of the DEPARTMENT.
4. In the event plans, surveys or construction staking are found to be in error during the construction of the PROJECT and revisions of the plans or survey or construction staking 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. The 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. To make such changes in working plans, including all necessary preliminary surveys and investigations, as may be required after the award of the construction contract and during the construction of the improvement.
7. That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.
8. To submit, upon request by the LA or the DEPARTMENT a list of the personnel and the equipment he/she proposes to use in fulfilling the requirements of this AGREEMENT.

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 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 percentage 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 and 1k of THE ENGINEER AGREES at the hourly rates stipulated below for personnel assigned to this PROJECT as payment in full to the ENGINEER for the actual time spent in providing these services the hourly rates to include profit, overhead, readiness to serve, 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 paragraphs 1b, 1c, 1d, 1e, 1f, 1j and 1k of THE ENGINEER AGREES. If the ENGINEER sublets all or a part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge. "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.

* Based on the attached manhour estimate
Engineering Estimate = \$74,875

**Grade Classification
of Employee**

Hourly Rate

Principal Engineer	175.00
Resident Construction Supervisor	145.00
Chief of Party	
Instrument Man	
Rodmen	
Inspectors	115.00
	95.00
See * note on previous page	

The hourly rates itemized above shall be effective the date the parties, hereunto entering this AGREEMENT, have affixed their hands and seals and shall remain in effect until 6/30/2020. In event the services of the ENGINEER extend beyond 6/30/2020, the hourly rates will be adjusted yearly by addendum to this AGREEMENT to compensate for increases or decreases in the salary structure of the ENGINEER that are in effect at that time.

3. That payments due the ENGINEER for services rendered pursuant to this AGREEMENT will be made as soon as practicable after the services have been performed, in accordance with the following schedule:
- Upon completion of detailed plans, special provisions, proposals and estimate of cost - being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES - to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee based on the above fee schedule and the approved estimate of cost.
 - Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee (excluding any fees paragraphs 1j and 1k of the ENGINEER AGREES), based on the above fee schedule and the awarded contract cost, less any previous payment.
 - Upon completion of the construction of the improvement, 90 percent of the fee due for services stipulated in paragraphs 1j and 1k.
 - Upon completion of all final reports required by the LA and the DEPARTMENT and acceptance of the improvement by the DEPARTMENT, 100 percent of the total fees due under this AGREEMENT, less any amounts previously paid.

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 improvements be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a and 1g, and prior to the completion of such services the LA shall reimburse the ENGINEER for his actual costs plus 180 percent incurred up to the time he is notified in writing of such abandonment "actual cost" being defined as material costs plus actual payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost.
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 180 percent to cover profit, overhead and readiness to serve - "actual cost" being defined as in paragraph 4 above. 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.
6. That should the LA extend completion of the improvement beyond the time limit given in the contract, the LA will pay the ENGINEER, in addition to the fees provided herein, his actual cost incurred beyond such time limit - "actual cost" being defined as in paragraph 4 above.
7. To submit approved forms BC 775 and BC 776 with this AGREEMENT when federal funds are used for construction.

It is Mutually Agreed,

1. That any difference between the ENGINEER and the LA concerning the 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 dis 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 drawings, specification 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 service 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 the 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 the 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 the 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 this AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized offices.

Executed by the LA:

City of Pekin _____ of the
(Municipality/Township/County)

ATTEST:

State of Illinois, acting by and through its

By _____
Clerk
(Seal)

City Council
By _____
Title:

Executed by the ENGINEER:

Maurer-Stutz, Inc.

3116 N. Dries Ln., Ste 100

ATTEST:

Peoria, IL 61604

By Curtis J. Ramey
Title: PROJECT ENGINEER

By R. O. P. A. H.
Title: VIBE PRESIDENT

Approved

Date

Department of Transportation

Regional Engineer



— M. G. I. N. K. E. H. S. — S. W. K. V. E. V. O. M. S.

3116 N. Dries Lane, Suite 100
Peoria, IL 61604
TEL 309-693-7615
FAX 309-693-7616

City of Pekin - Front Street Construction Observation

Section - 18-00188-00-RP; Contract - B9749; Project - OCCX(200)

Date: 5/14/2020

Date: 5/14/2020

PROJECT:

PROJECT NO:

COMPUTATION BY:

CHECKED BY:

MANHOUR ESTIMATE - PHASE III

[illegible]



REQUEST FOR COUNCIL ACTION

Agenda Date: May 26, 2020
To: Council Members
From: Mark Rothert, City Manager

AGENDA ITEM: Resolution No. 111-20/21 Approving Contract for Planning, Zoning & Economic Development

ACTION REQUESTED: Approve and Adopt the Resolution.

DESCRIPTION: Last year, the City contracted with Mr. Matt Fick (the “Contractor”) to undertake economic development services for the City on a part time basis. This 1 year contract has expired and it is recommended that another 1 year contract be approved with Mr. Fick for him to continue economic development and other services. Additionally with recent changes to the Building & Inspections department, Mr. Fick has been assisting the city to perform various planning and zoning functions. Fick has an educational background in city planning and has extensive experience (25+ years) in Central Illinois working on such issues in East Peoria, Tazewell County and Peoria Heights. A newly proposed contract (attached) therefore anticipates his continued work in the following areas:

1. **Planning & Zoning.** The City shall retain Contractor and Contractor shall provide City with planning and zoning administration services that may include but are not limited to the following:
 - Assisting citizens in determining what zoning forms apply to their requested action, and answering questions about how to complete them.
 - Reviewing applications and supporting documentation to determine compliance with the Zoning Code.
 - Advising citizens on alternatives if a proposal is not in compliance. This may mean suggesting alternative procedures (such as a variance or special exception) or advising on the appeal process should the applicant disagree with the administrator’s decision.
 - Performing inspections during the building process to ensure that the development complies with zoning regulations.
 - Investigating alleged violations of the Zoning Code.
 - Initiating enforcement proceedings when necessary to correct a Zoning Code violation.
 - Monitoring nonconforming uses.
 - Keeping zoning records up to date by recording all amendments.
 - Staffing the planning commission and board of Appeals. Writing reports and recommendations when requested or when required by Zoning Code.
2. **Economic Development & Tourism Related Services.** The City shall retain Contractor and Contractor shall provide City with economic development and tourism related services that may include but are not limited to the following:

BUSINESS ATTRACTION

- Business attraction prospect lead generation
- Sales and Marketing of the City and prospective development sites
- Incentive packaging/deal structuring
- Deal closure

BUSINESS EXPANSION AND RETENTION (BRE)

- BRE visits and business check-in’s to Pekin businesses
- Providing technical assistance, information or resources to Pekin businesses

BUSINESS DEVELOPMENT

- Recruitment startups or entrepreneurs to Pekin
- Assistance with site location and financial packaging for business growth

MISCELLANEOUS

- Tourism development
- Coordination of economic development assets (sites, buildings, infrastructure, TIF Districts, Enterprise Zone, Opportunity Zone, Downtown, riverfront, commercial corridors, etc.)
- Federal and State grant procurement
- Identification of workforce development opportunities, trainings or partnerships
- Participation in regional economic development efforts
- Coordinated communications with other city staff
- Monthly reporting of activities and projects.

FINANCIAL IMPACT: The hourly contractual rate is \$80/hour, representing a maximum limit of 1,200 hours or \$96,000 and to be paid out of the following budgeted funds:

	General Fund	CBD TIF	SIP TIF	Econ Development
Requested Amount:	\$20,000	\$33,500	\$16,500	\$26,000
Line Item:	100-001-569000	270-270-560500	273-273-560500	570-570-569000
Budgeted Amount:	\$20,000	\$161,000	\$37,500	\$26,000
Available Funds:	\$20,000	\$161,000	\$37,500	\$26,000

IMPACT IF APPROVED: Planning, Zoning and Development services can continue uninterrupted

IMPACT IF DENIED: Planning, Zoning and Development services will be delayed

ALTERNATIVES: N/A

RELATED TO THE 2019-2021 CITY COUNCIL GOALS:

5 Year CIP. The Five-Year Capital Improvement Plan reflects all current and future capital improvement needs of the City of Pekin. The Plan is designed to be updated annually by staff and submitted to the Council for review and approval prior to the annual budget process.

Enhance Code Enforcement Services. The Council understands the importance of a strong Code Enforcement Program in that it has an impact on many facets of living and doing business inside the City of Pekin.

Business Friendly Community. The Council strives to bring new businesses to Pekin while helping to maintain and expand all existing businesses. It is therefore essential to work cooperatively to make Pekin a “Business-Friendly” Community.

Efficient and Effective Municipal Operations. A fundamental responsibility of elected officials, City Staff and Employees is the exercise of good stewardship over public funds. Therefore, it is important that municipal services be delivered with maximum efficiency and effectiveness.

Employee Residency. It is the goal of the Council to develop a policy that encourages more full-time non-union employees who participate in a City funded pension program to reside within the city limits of Pekin.

REQUIRED SIGNATURES

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Mark A. Rothert

Mark A. Rothert, City Manager

5/21/2020

Mark A. Rothert

Mark A. Rothert, City Manager

5/21/2020

Date:

ADOPTED AND APPROVED at a regular meeting of the City Council of the City of Pekin this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (the “Agreement”) is made between the City of Pekin, an Illinois municipal corporation located at 111 South Capitol Street, Pekin, IL 61554 (the “City”) and <<Mr. Matt Fick as sole proprietor or an S Corporation where Mr. Matt Fick is majority shareholder>>> and located at <<address>> (the “Contractor”).

WHEREAS, the City requests Contractor to perform services for it; and

WHEREAS, the City and Contractor desire to enter into an agreement, which will define respective rights and duties as to all services to be performed;

NOW, THEREFORE, in consideration of covenants and agreements contained herein, the parties hereto agree as follows:

1. The City shall retain Contractor and Contractor shall provide City with the following services:
 - a. **Planning & Zoning Administration Services.** The City shall retain Contractor to provide the City with planning and zoning administration services that may include but are not limited to the following:
 - Assisting citizens in determining what zoning forms apply to their requested action, and answering questions about how to complete them.
 - Reviewing applications and supporting documentation to determine compliance with the City’s Zoning Code.
 - Advising citizens on alternatives if a proposal is not in compliance. This may mean suggesting alternative procedures (such as a variance or special exception) or advising on the appeal process should the applicant disagree with the administrator’s decision.
 - Performing inspections during the building process to ensure that the development complies with zoning regulations.
 - Investigating alleged violations of the Zoning Code.
 - Initiating enforcement proceedings when necessary to correct a Zoning Code violation.
 - Monitoring nonconforming uses.
 - Keeping zoning records up to date by recording all amendments.
 - Staffing the planning commission and board of Appeals. Writing reports and recommendations when requested or when required by Zoning Code.
 - b. **Economic Development Services.** The City shall retain Contractor to provide the City with economic development services that may include but are not limited to the following:
 - **BUSINESS ATTRACTION**
 - Business attraction prospect lead generation
 - Sales and Marketing of the City and prospective development sites
 - Incentive packaging/deal structuring
 - Deal closure

- **BUSINESS EXPANSION AND RETENTION (BRE)**
 - BRE visits and business check-in's to Pekin businesses
 - Providing technical assistance, information or resources to Pekin businesses
- **BUSINESS DEVELOPMENT**
 - Recruitment startups or entrepreneurs to Pekin
 - Assistance with site location and financial packaging for business growth
- **MISCELLANEOUS**
 - Tourism development
 - Coordination of economic development assets (sites, infrastructure, TIF Districts, Enterprise Zone, Opportunity Zone, Downtown, riverfront, commercial corridors, etc.)
 - Federal and State grant procurement
 - Identification of workforce development opportunities, trainings or partnerships
 - Participation in regional economic development efforts
 - Coordinated communications with other city staff
 - Monthly reporting of activities and projects.

2. Term and Work Hours.

- a. **Term of Agreement.** The term of this Agreement shall commence May 1, 2020 and end April 30, 2021, unless otherwise terminated sooner via Section 11 of this Agreement. At any time, the parties may choose to extend this Agreement for any desired time period, upon mutual written agreement.
- b. **Work Hours.** Unless otherwise amended and approved by the City through its City Manager, Contractor shall set his own work schedule and generally work a total of up to 24 hours per week or a maximum total of 1,200 during the term of the agreement.

3. Compensation.

- a. **Hourly Compensation.** In consideration for the services to be performed by the Contractor listed in Section 1, City agrees to pay to Contractor the sum of \$80 per hour for work performed. Invoices shall be issued to City by Contractor bi-weekly after performance of any work performed. City shall reimburse Contractor within fifteen (15) days upon receipt of a request for reimbursement from the Contractor. The Contractor shall provide City with documentation supporting all expenses related to hourly compensation and at City's request, provide such information within 5 days.

4. Related Expenses and Access to City Property.

- a. **Related Expenses.** The City shall reimburse Contractor for all pre-approved, reasonable and necessary expenses incurred in connection with the services provided, such as mileage.
- b. **Use of City Offices and Equipment.** If needed to conduct business on behalf of the City, City may provide Contractor the use of the following:
 - Office space
 - Computer or laptop
 - Telephone

- Fax machine
- Copier
- Office supplies
- Mailing system
- The Contractor shall also have access to a City email account and the City's network.

5. Taxes.

- a. City shall not be responsible for federal, state and local taxes derived from the Contractor's net income or for the withholding and/or payment of any federal, state and local income and other payroll taxes, worker's compensation, disability benefits or other legal requirements applicable to Contractor. Contractor shall be exclusively responsible for the payment of all taxes, withholding payments, contributions to insurance (including Illinois unemployment insurance should such payments be applicable), contributions to pensions or other deferred compensation plans, Workers' Compensation obligations and FICA (Social Security and Medicare related taxes) obligations and the filing of all necessary documents, forms and returns pertinent to the foregoing.
- b. Contractor and City agree to promptly notify each other and mutually cooperate in any investigation or proceeding regarding Contractor's independent contractor status. Contractor shall defend and hold harmless the City against any and all claims that the City is responsible for the payment or filing of the foregoing payments, withholdings, contributions, taxes and documents and returns, including, but not limited to FICA taxes, FUTA taxes, state employment security obligations, and Federal and state employer income tax withholding obligations, interest and penalties.
- c. It is expressly understood that the City will issue the required Internal Revenue Service Form 1099 to Contractor. Contractor will be responsible for his own tax obligations. Contractor specifically acknowledges that he is not entitled to unemployment insurance benefits at the end of this agreement. Any effort by Contractor to involve the City in benefit disputes beyond the scope of this Agreement will entitle the City to recover its attorneys' fees when defending itself from damages caused by Contractor's improper conduct.

6. Changes.

- a. Change Orders. The City, without invalidating this Agreement, may order changes in the work within the general scope of the Agreement consisting of additions, deletions, or other revisions.
- b. Change Order Requirements. All change orders shall be a written order signed by the City and shall specify the elements of the Services to be changed, and the impact, if any, that the requested change will have on (A) the compensation, (B) time for performance or (C) any other terms or conditions of this Agreement.
- c. Adjustments to Compensation. In the event that any such changes materially impact the cost to the Contractor of performing the Services or the time required for such performance, the parties shall negotiate in good faith a reasonable and equitable adjustment in the fees and schedule, as applicable.

7. Independent Contractor Status.

- a. Status. Contractor is an independent contractor of City. Nothing contained in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship.
- b. No Authority. Contractor shall have no authority to act as agent for, or on behalf of, City, or to represent City, or bind City in any manner.
- c. No Employee Benefits. Contractor shall not be entitled to worker's compensation, retirement, insurance or other benefits afforded to employees of City.

8. Representations and Warranties. The City and the Contractor respectively represents and warrants to each other that each respectively is fully authorized and empowered to enter into the Agreement and that their entering into the Agreement and to each parties' knowledge the performance of their respective obligations under the Agreement will not violate any agreement between the City or the Contractor respectively and any other person, firm or organization or any law or governmental regulation.

9. Confidential Information. Contractor and its employees shall not, during the time of rendering services to the City or thereafter, disclose to anyone other than authorized employees of the City (or persons designated by such duly authorized employees of the City) or use for the benefit of Contractor and its employees or for any entity other than the City, any information of a confidential nature, including but not limited to, information relating to: any such materials or intellectual property; any of the City projects or programs; the technical, commercial or any other affairs of the City; or, any confidential information which the City has received from a third party.

10. Intellectual Property.

- a. Work Product. During the course of performing Economic development services, Contractor and its directors, officers, employees, or other representatives may, independently or in conjunction with City, develop information, produce work product, or achieve other results for City in connection with the Economic development services it performs for City.
- b. Ownership. Contractor agrees that such information, work product, and other results, systems and information developed by Contractor and/ or City in connection with such Economic development services (hereinafter referred to collectively as the "Work Product") shall, to the extent by law, be a "work made for hire" within the definition of Section 101 of the Copyright Act (17 U.S. C. 101), and shall remain the sole and exclusive property of City.
- c. Assignment of Interest. To the extent any Work Product is not deemed to be a work made for hire within the definition of the Copyright Act, Contractor with effect from creation of any and all Work Product, hereby assigns, and agrees to assign, to City all right, title and interest in and to such Work Product, including but not limited to copyright, all rights subsumed thereunder, and all other intellectual property rights, including all extensions and renewals thereof.
- d. Moral Rights. Contractor also agrees to waive any and all moral rights relating to the Work Product, including but not limited to, any and all rights of identification of authorship and any and all rights of approval, restriction or limitation on use, and subsequent modifications.

- e. Assistance. Contractor further agrees to provide all assistance reasonably requested by City, both during and subsequent to the Term of this Agreement, in the establishment, preservation and enforcement of City's rights in the Work Product.

11. Termination.

- a. Notice of Termination. This Agreement may be terminated by either the City or the Contractor at any time for any reason, with or without cause, by giving fourteen (14) days from written notice of termination. The City may terminate this agreement immediately upon written notice in the event Contractor engages in gross or willful misconduct which causes material damage to the City.
- b. Payment Upon Termination. The City will pay Contractor for all Services performed by Contractor through the date of termination.

12. General Provisions.

- a. Entire Agreement. This Agreement constitutes the entire agreement between the parties, and supersedes all prior agreements, representations and understandings of the parties, written or oral.
- b. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.
- c. Amendment. This Agreement may be amended only by written agreement of the parties.
- d. Notices. All notices permitted or required under this Agreement shall be in writing and shall be delivered in person or mailed by first class, registered or certified mail, postage prepaid, to the address of the party specified in this Agreement or such other address as either party may specify in writing. Such notice shall be deemed to have been given upon receipt.
- e. Assignment. This Agreement shall not be assigned by either party without the consent of the other party.
- f. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without regard to its conflict of laws rules.
- g. No Waiver of Rights. A failure or delay in exercising any right, power or privilege in respect of this Agreement will not be presumed to operate as a waiver, and a single or partial exercise of any right, power or privilege will not be presumed to preclude any subsequent or further exercise, of that right, power or privilege or the exercise of any other right, power or privilege.

IN WITNESS WHEREOF, the City and the Contractor have each executed and delivered this Agreement as of the Effective Date.

CITY OF PEKIN, ILLINOIS

MATT FICK

By: _____
Mark A. Luft, Mayor

By: _____
Matt Fick,
Sole Proprietor or Majority Shareholder

Attest: _____
Sue McMillan, City
Clerk