

CITY OF MATTOON, ILLINOIS
CITY COUNCIL AGENDA
August 7, 2012
6:30 P.M.

6:30 PM BUSINESS MEETING

Pledge of Allegiance

Roll Call

Electronic Attendance

CONSENT AGENDA:

Items listed on the Consent Agenda are considered to be routine in nature and will be enacted by one motion. No separate discussion of these items will occur unless a Council Member requests the item to be removed from the Consent Agenda. If an item is removed from the Consent Agenda, it will be considered elsewhere on the agenda for this meeting. Prior to asking for a motion to approve the Consent Agenda, the Mayor will ask if anyone desires to remove an item from the Consent Agenda for public discussion.

1. Minutes of the Regular meeting July 17 and Special meeting July 31, 2012
2. Motor Fuel Tax Audit report for January – December 2011
3. Bills and Payroll for the last half of July, 2012

PRESENTATIONS, PETITIONS AND COMMUNICATIONS

This portion of the City Council meeting is reserved for persons who desire to address the Council. The Illinois Open Meetings Act mandates that the City Council may NOT take action on comments received on matters that have not been identified on this agenda, but the Council may direct staff to address the topic or refer the matter for action on the agenda for another meeting. Persons addressing the Council are requested to limit their presentations to three minutes and to avoid repetitious comments; and state your name for the record as well as stand when speaking.

- Public comments/presentations and non-agenda items

NEW BUSINESS:

1. Motion – Adopt Ordinance No. 2012-5356: Providing for the submission of a Public Question regarding Electric Aggregation to the voters of the City of Mattoon, Illinois at the General Election to be held on November 6, 2012. (Gover)
2. Motion – Approve Council Decision Request 2012-1360: Approving the Consultant Services Agreement with Good Energy for community outreach, bidding services, and implementation of a municipal electrical aggregation program. (Gover)
3. Motion – Approve Council Decision Request 2012-1361: Ratifying the mayor's appointments of Donald Seaman for an unexpired term of 06/30/13 and Sarah Heyn for a term expiring

06/30/15 to the Mattoon Public Library Board. (Gover)

- 4. Motion – Adopt Ordinance No. 2012-5357: Approving a 2-way stop at the intersection of Division Street and Prairie Avenue. (Becker)**
- 5. Motion - Approve Council Decision Request 2012-1362: Approving the mayor’s appointment of Mike Genta to the Revolving Loan Fund Board filling an unexpired term ending 04/30/2013. (Gover)**
- 6. Motion – Adopt Resolution No. 2012-2866: Adopting an amended Personnel Policy Manual with appendices. (Gover)**
- 7. Motion – Adopt Ordinance No. 2012-5358: Amending the municipal code to reflect updates to the Personnel Policy Manual. (Gover)**
- 8. Motion – Approve Council Decision Request 2012-1363: Approving additional Mid-town TIF Funds in the amount of \$14,131.65 for the construction of Wolf Park. (Rankin)**
- 9. Motion – Adopt Special Ordinance 2012-1496: Ratifying the appointment of Beth Wright as City Finance Director/Treasurer and approving the employment agreement. (Ervin)**

DEPARTMENT REPORTS:

**CITY CLERK
PUBLIC WORKS
COMMUNITY DEVELOPMENT
FIRE
POLICE**

COMMENTS BY THE COUNCIL

Adjourn

CONSENT AGENDA ITEMS:

UNAPPROVED MINUTES: Regular Meeting - July 17, 2012

The City Council of the City of Mattoon held a regular meeting in the City Hall Council Chambers on July 17, 2012.

Mayor Gover presided and called the meeting to order at 6:30 p.m.

Mayor Gover led the Pledge of Allegiance.

The following members of the Council answered roll call physically present: YEA Commissioner Bob Becker, Absent Commissioner Randy Ervin, YEA Commissioner Rick Hall, YEA Commissioner Chris Rankin, and YEA Mayor Tim Gover.

Also physically present were City personnel: Acting City Attorney Jim Grant, Community Development Coordinator Kyle Gill, Public Works Director Dean Barber, Fire Chief Tony Nichols, Police Chief Jeff Branson, and City Clerk Susan O'Brien.

CONSENT AGENDA

Mayor Gover seconded by Commissioner Rankin moved to approve the consent agenda consisting of minutes of the regular meeting July 3, 2012; Fire department report for the month of June, 2012; corrected bills for the last half of June, 2012 and bills and payroll for the first half of July, 2012.

Corrected Bills from the last half of June, 2012		
<u>General Fund</u>		
Bills		<u>\$ 126,427.33</u>
	Total	\$ 126,427.33
<u>Hotel Tax Administration</u>		
Bills		<u>\$ 15,573.48</u>
	Total	\$ 15,573.48
<u>Festival Management</u>		
Bills		<u>\$ 1,840.93</u>
	Total	\$ 1,840.93
<u>Insurance & Tort Judgment</u>		
Bills		<u>\$ 793.44</u>
	Total	\$ 793.44
<u>Capital Project Fund</u>		
Bills		<u>\$ 9,318.16</u>
	Total	\$ 9,318.16
<u>Midtown TIF Fund</u>		
Bills		<u>\$ 4,218.37</u>
	Total	\$ 4,218.37
<u>Water Fund</u>		
Bills		<u>\$ 61,194.02</u>
	Total	\$ 61,194.02
<u>Sewer Fund</u>		

Bills		\$ 133,695.13
	Total	\$ 133,695.13
<u>Health Insurance Fund</u>		
Bills		\$ 146,810.51
	Total	\$ 146,810.51
<u>Motor Fuel Tax Fund</u>		
Bills		\$ 5,517.15
	Total	\$ 5,517.15
<u>Bills and Payroll for the first half of July, 2012</u>		
<u>General Fund</u>		
Payroll		\$ 266,341.87
Bills		\$ 123,773.99
	Total	\$ 390,115.86
<u>Hotel Tax Administration</u>		
Payroll		\$ 2,877.41
Bills		\$ 916.41
	Total	\$ 3,793.82
<u>Festival Management</u>		
Bills		\$ 7,587.64
	Total	\$ 62,030.00
		\$ 69,617.64
<u>Insurance & Tort Judgment</u>		
Bills		\$ 139,235.28
	Total	\$ 44,513.64
		\$ 183,748.92
<u>Capital Project Fund</u>		
Bills		\$ 8,666.01
	Total	\$ 8,666.01
<u>Midtown TIF Fund</u>		
Bills		\$ 5,102.09
	Total	\$ 5,102.09
<u>Water Fund</u>		
Payroll		\$ 23,722.82
Bills		\$ 43,931.81
	Total	\$ 67,654.63
<u>Sewer Fund</u>		
Payroll		\$ 32,220.00
Bills		\$ 342,239.77
	Total	\$ 374,459.77
<u>Health Insurance Fund</u>		
Bills		\$ 133,393.48
	Total	\$ 133,393.48
<u>Motor Fuel Tax</u>		
Bills		\$ 30,651.76
	Total	\$ 30,651.76

Mayor Gover opened the floor for discussion with no responders.

Mayor Gover declared the motion to approve the consent agenda carried by the following vote: YEA Commissioner Becker, Absent Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

PRESENTATIONS, PETITIONS AND COMMUNICATIONS:

Mayor Gover opened the floor for comments from the public with no public response.

Mayor Gover thanked the Rotary Club for cleaning up around the bandshell area, and expressed his appreciation for their and other organizations' service to the community. Mayor Gover thanked Attorney Grant for his service to the City.

NEW BUSINESS:

Commissioner Rankin seconded by Commissioner Becker moved to approve Council Decision Request 2012-1355, approving the July 2012-June 2013 NPDES Permit Fee in the amount of \$37,500 for the operation of the WWTP.

Mayor Gover opened the floor for discussion with no response.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Becker, Absent Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

Commissioner Hall seconded by Commissioner Becker moved to adopt Resolution No. 2012-2863, approving the agreement between the City of Mattoon and 750 Broadway LLC and Twin Star Corporation; and authorizing the Mayor and City Clerk to sign the agreement and partial release of mortgage.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2012-2863

A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF MATTOON, ILLINOIS AND 750 BROADWAY LLC AND TWIN STAR CORPORATION AND AUTHORIZING CERTAIN ACTIONS BY CITY OFFICIALS

WHEREAS, the City of Mattoon ("City") previously approved a Revolving Loan Fund Agreement with 750 Broadway LLC through Resolution 2005-2594 where the City was granted liens and security interests to secure the payment of the amount of principal through a mortgage (Mortgage recorded at Office of the Recorder for Coles County #0676241) of property in Exhibit A; and

WHEREAS, 750 Broadway LLC, a limited liability company, is in need of a partial release of real estate in order to complete the sale of a portion of the property in Exhibit B; and,

WHEREAS, Twin Star Corporation, an Illinois Corporation, is owner of said parcel of property in Exhibit C located at 1300 Broadway Avenue East and is willing to demolish the structure upon execution of the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, ILLINOIS as follows:

Section 1. The City of Mattoon hereby agrees to execute the partial release in exchange for the commitment of Twin Star Corporation to demolish in its entirety the except for parking lots and concrete flooring of said structure within 18 months from the date of the execution of the Agreement between the City of Mattoon and 750 Broadway LLC and Twin Star Corporation.

Section 2. The City Council authorizes the Mayor and City Clerk to sign the Agreement and Partial Release of Mortgage (Exhibit D).

Upon motion by Commissioner Hall , seconded by Commissioner Becker, adopted this 17th day of July, 2012 by a roll call vote, as follows:

AYES (Names): Commissioner Becker, Commissioner Hall,
Commissioner Rankin, Mayor Gover

NAY S (Names): None

ABSENT (Names): Commissioner Ervin

Approved this 17th day of June, 2012.

/s/ Tim Gover
Tim Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

/Susan J. O'Brien
Susan J. O'Brien, City Clerk

/s/ James Grant
James Grant, Acting City Attorney

Recorded in the Municipality's Records on July 17, 2012.

Mayor Gover opened the floor for discussion with no response.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Becker, Absent Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

Commissioner Hall seconded by Commissioner Rankin moved to adopt Resolution No. 2012-2864, approving the agreement with Sontejroh Corporation – Quality Inn & Suites to allow payments in monthly installments of hotel/motel taxes in arrears to the City of Mattoon; and authorize the Mayor to sign the agreement.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2012-2864

A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF MATTOON, ILLINOIS AND SONTEJROH CORP-QUALITY INN & SUITES AND AUTHORIZING CERTAIN ACTIONS BY CITY OFFICIALS

WHEREAS, Sontejroh Corporation – Quality Inn & Suites (“Sontejroh”) is in arrears to the City

of Mattoon (“City”) in the amount of \$39,474.10 for unpaid hotel/motel taxes; and

WHEREAS, Sontejroh has agreed to keep current and pay all new accrued Hotel/Motel taxes and,

WHEREAS, Sontejroh has agreed to send the City a copy of each monthly report sent to Illinois Department of Revenue which indicates its actual prior month’s revenues.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, ILLINOIS as follows:

Section 1. In order to collect back taxes owed to the City, the City hereby agrees to accept \$5,000 monthly toward the arrearage until the balance is paid in full and will release the lien on the property upon full payment of the arrearage.

Section 2. The City Council authorizes the Mayor to sign the Agreement Concerning Hotel/Motel Tax which is attached hereto.

Upon motion by Commissioner Hall seconded by Commissioner Rankin, adopted this 17th day of July, 2012 by a roll call vote, as follows:

AYES (Names): Commissioner Becker, Commissioner Hall,
Commissioner Rankin, Mayor Gover

NAYS (Names): None

ABSENT (Names): Commissioner Ervin

Approved this 17th day of July, 2012.

/s/ Tim Gover
Tim Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

/s/ Susan J. O’Brien
Susan J. O’Brien, City Clerk

/s/ James Grant
James Grant, Acting City Attorney

Recorded in the Municipality’s Records on July 17, 2012.

Mayor Gover opened the floor for discussion. Mr. Jerry Groniger voiced his concern over the possible default of repayment of back taxes. Commissioner Hall clarified the agreement and repayment plan.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Becker, Absent Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

Mayor Gover seconded by Commissioner Hall moved to adopt Resolution No.2012 - 2865, appointing Janett Winter-Black as City Attorney to fill the vacancy due to Preston Owen’s resignation; and authorizing the execution of the legal services agreement for the city attorney position.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2012-2865

A RESOLUTION APPOINTING JANETT WINTER-BLACK TO THE OFFICE OF CITY ATTORNEY AND AUTHORIZING THE EXECUTION OF THE LEGAL SERVICES AGREEMENT FOR THE CITY ATTORNEY POSITION

WHEREAS, the status of appointed officers of the municipality are traditionally re-evaluated after the election of new members to the City Council; and

WHEREAS, the resignation of J. Preston Owen has created a vacancy in the city attorney position; and,

WHEREAS, it is necessary to appoint an attorney to enable the business of the municipal corporation to continue.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, ILLINOIS as follows:

Section 1. The Council hereby ratifies the mayor's appointment of Janett Winter-Black to the office of City Attorney effective July 18, 2012.

Section 2. The Council hereby authorizes the Mayor and City Clerk to execute the attached legal services agreement (Exhibit A).

Upon motion by Mayor Gover, seconded by Commissioner Hall, adopted this 17th day of July, 2012 by a roll call vote, as follows:

AYES (Names): Commissioner Becker, Commissioner Hall,
Commissioner Rankin, Mayor Gover
NAYS (Names): None
ABSENT (Names): Commissioner Ervin

Approved this 17th day of July, 2012.

/s/Tim Gover
Tim Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST: APPROVED AS TO FORM:

/s/ Susan J. O'Brien
Susan J. O'Brien, City Clerk

/s/ James Grant
James Grant, Acting City Attorney

Recorded in the Municipality's Records on July 17, 2012.

Mayor Gover opened the floor for discussion. Commissioner Hall commented on the four outstanding local attorney candidates. Mayor Gover noted Ms. Winter-Black's municipal experience when former City Attorney Owen was unavailable.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Becker, Absent Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

Mayor Gover congratulated Mrs. Winter-Black and Mrs. Torbeck-Baker.

Mayor Gover seconded by Commissioner Hall moved to adopt Special Ordinance No. 2012-1494, granting a variance from building setback requirements to enable the reconstruction of a covered porch located at 801 Wabash Avenue. Rita James – Petitioner

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2012-1494

AN ORDINANCE GRANTING A VARIANCE FROM BUILDING SET BACK REQUIREMENTS TO ENABLE THE RECONSTRUCTION OF A COVERED PORCH AT 801 WABASH AVENUE.

WHEREAS there has been filed a written Petition by Rita James for a variance, respecting the property legally described as:

Lot one (1), Block one-hundred sixty-three (163), Original Town of Mattoon, Coles County, Illinois; commonly known as 801 Wabash Avenue, Mattoon.

WHEREAS, said petition requests that a variance be granted pursuant to applicable ordinances of the municipality to allow the reconstruction of a covered porch, which reduces the front yard setback on South 8th Street; and

WHEREAS the zoning code requires a 10-foot front yard setback from South 8th Street on the corner lot of 801 Wabash which is currently zoned R3, Multiple Family Residential District; and

WHEREAS the Planning Commission held a properly noticed, public hearing on July 10th 2012 regarding the petitioner's request for said variance; and

WHEREAS the Planning Commission for the City of Mattoon, Coles County, Illinois, has recommended that the requested variance be granted; and

WHEREAS the City Council for the City of Mattoon, Coles County, Illinois, deems that the recommended variance is in the public interest.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, ILLINOIS, as follows:

Section 1. Pursuant to enabling authority provided at Section §159.05 of the Mattoon Code of Ordinances, the property legally described as aforesaid, be and the same is granted a variance of the front yard setback requirement to enable the reconstruction of a covered porch with a 1 foot setback from the east property line.

Section 2. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 3. This ordinance shall be effective upon its approval as provided by law.

Upon motion by Mayor Gover, seconded by Commissioner Hall, adopted this 17th day of July, 2012, by a roll call vote, as follows:

AYES (Names): Commissioner Becker, Commissioner Hall,
Commissioner Rankin, Mayor Gover
NAYS (Names): None
ABSENT (Names): Commissioner Ervin

Approved this 17th day of July, 2012.

/s/ Tim Gover
Tim Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

/s/ Susan J. O'Brien
Susan J. O'Brien, City Clerk

/s/ Jim Grant
Jim Grant, Acting City Attorney

Recorded in the Municipality's Records on July 17, 2012.

Mayor Gover opened the floor for discussion. Commissioner Rankin requested clarification on the replacement of the porch. Coordinator Gill answered affirmatively. Mayor Gover noted the approval of the Planning Commission.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Becker, Absent Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

Mayor Gover seconded by Commissioner Hall moved to adopt Special Ordinance No.2012-1495, granting a special use for the Creative Teaching Center to house a church office, pastoral counseling, and bible teachings on property located at 817 Dakota. Ronald & Karen Sutliff – Petitioners

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2012-1495

AN ORDINANCE GRANTING A SPECIAL USE FOR CREATIVE TEACHING CENTER TO HOUSE A CHURCH OFFICE, PASTORAL COUNSELING, AND VARIOUS SMALL BIBLE TEACHINGS AT 817 DAKOTA AVENUE.

WHEREAS there has been filed a written Petition by Ron and Karen Sutliff requesting a special use be granted for Creative Teaching Center to house a church office, pastoral counseling, and various small bible teachings located on the property legally described as:

Lot (3), Block (B) of Landon Court Addition to the City of Mattoon, Coles County,

Illinois; commonly known as 817 Dakota Avenue, Mattoon;and

WHEREAS, said premises is zoned R1, Single Family Residential District which only allows single family dwellings unless a special use is granted; and

WHEREAS, the property is well suited for the use of a church office, pastoral counseling and small bible teachings; and

WHEREAS, the Planning Commission held a properly noticed, public hearing on July 10th 2012 regarding the petitioner's request and has recommended that the requested special use permit be granted; and

WHEREAS the City Council for the City of Mattoon, Coles County, Illinois, deems that it would be in the public interest to approve a special use permit for, Creative Teaching Center, to house the church office, pastoral counseling, and various small bible teachings located at 817 Dakota Avenue.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, ILLINOIS, as follows:

Section 1. Pursuant to enabling authority provided at Section §159.05 of the Mattoon Code of Ordinances, the property legally described as aforesaid, be and the same is granted a special use permit for, Creative Teaching Center, to house the church office, pastoral counseling and various small bible teachings with the following conditions.

- a. The use shall not require a change in the character or exterior appearance of the principal structure;
- b. The special use shall not create a nuisance factor or otherwise interfere with neighbors' enjoyment of their property;
- c. The special use shall not have an adverse effect on the value of surrounding properties nor impede their proper development.
- d. The special use shall not have business hours before 8:00am nor after 8:00pm and shall not make or cause to make any loud or unusual noise as will disturb the peace and quiet of the surrounding neighborhood.
- e. The special use shall not provide for more than 8 students or patrons at a time for any of the uses described above;
- f. No signs are permitted other than architectural signs in accordance with 160.07 Residential Regulations, (C), (2) of the City of Mattoon Code of Ordinances.
- h. The special use permit is not transferable to another entity or to another parcel of land.

Section 2. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 3. This ordinance shall be effective upon its approval as provided by law.

Section 4. The City Clerk shall make and file a duly certified copy of this ordinance with the Clerk and Recorder's Office of Coles County, Illinois.

Upon motion by Mayor Gover, seconded by Commissioner Hall, adopted this 17th day of July, 2012, by a roll call vote, as follows:

AYES (Names): Commissioner Becker, Commissioner Hall,
Commissioner Rankin, Mayor Gover

NAYS (Names): None

ABSENT (Names): Commissioner Ervin

Approved this 17th day of July, 2012.

/s/ Tim Gover
Tim Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

/s/ Susan J. O'Brien
Susan J. O'Brien, City Clerk

/s/ Jim Grant
Jim Grant, Acting City Attorney

Recorded in the Municipality's Records on July 17, 2012.

Mayor Gover opened the floor for discussion with no responders.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Becker, Absent Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

Mayor Gover seconded by Commissioner Becker moved to approve Council Decision Request 2012-1356, ratifying the re-appointments of Rick Otto and Mike Sullivan to the Planning Commission for terms ending 08/17/2017.

Mayor Gover opened the floor for discussion with no responders.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Becker, Absent Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

Commissioner Becker seconded by Commissioner Rankin moved to approve Council Decision Request 2012-1357, awarding the bid of \$78,488.30 from Bartels Construction, Inc. for the Broadway Avenue Sidewalks Project.

Mayor Gover opened the floor for discussion with no responders.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Becker, Absent Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

DEPARTMENT REPORTS:

CITY CLERK – noted business as usual.

PUBLIC WORKS – updated the Council on the electrical aggregation process including the committee's selection of Good Energy to provide consultation. Mayor Gover opened the floor for questions with no replies. Commissioner Becker provided clarification of small business. Director Barber explained the opt-out process which actually includes an option of paying \$25 to opt out and be reinstated during the contract. Director Barber continued to update the Council with Public Works ongoing projects. Mayor Gover opened the floor for questions with no responders.

COMMUNITY DEVELOPMENT – noted the demolition by Chris Overton at 1005 Lake Land Blvd, steady construction, plans for Circle K, Steering Advisory Committee meeting for Comprehensive Plan and Planning Commission, nuisances and otherwise business as usual. Mayor Gover opened the floor for questions with no responders.

FIRE – noted the Fire Department's upcoming presence at Bagelfest. Mayor Gover opened the floor for questions with no responses.

POLICE – noted Tom Bushur Concrete's work on the Police Department Parking Lot project starting Sunday; thanked Director Barber for his assistance with the project; noted the Police Department's upcoming presence at Bagelfest, acknowledged auxiliary police's donation of time at the Bagelfest; and noted business as usual. Mayor Gover opened the floor for questions with no replies.

Mayor Gover opened the floor for comments from Attorney Grant, who had no further comment.

COMMENTS BY THE COUNCIL:

Commissioners Becker, Hall, and Rankin had no further comments.

Mayor Gover explained actions to be taken after executive session.

Mayor Gover seconded by Commissioner Hall moved to recess to closed session at 7:02 p.m. pursuant to the Illinois Open Meetings Act for the purpose of the discussion of the employment, performance or dismissal of employees of the municipality (5 ILCS 120(2) (c) (1)); and minutes of meeting lawfully closed for purposes of the semi-annual review as mandated by Section 2.06 (5 ILCS 120(2) (c)(21)).

Mayor Gover opened the floor for discussion with no responders.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Becker, Absent Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

Council reconvened at 7:11 p.m.

Mayor Gover seconded by Commissioner Becker moved to approve Council Decision Request 2012-1358, authorizing the release of all Executive Session minutes from October 14, 2009 through June 30,

2012, except for October 14, 20, 2009; May 18, 2010; September 7, 2010; August 16, 2011; October 18, 2011; January 10, 2012; February 01, 2012; March 06, 2012; April 17, 2012; May 01, 15, 29, 2012; June 12, 19, 2012 and to approve the destruction of Executive Session verbatim records that have been approved for release in written form as follows: July 6, 20, 2010; August 17, 2010; October 19, 2010; December 7, 2010.

Mayor Gover opened the floor for discussion with no responders.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Becker, Absent Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

Commissioner Hall seconded by Commissioner Rankin moved to adjourn at 7:12 p.m.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Becker, Absent Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

/s/ Susan J. O'Brien
City Clerk

Special Meeting - July 31, 2012

The City Council of the City of Mattoon held a special meeting in the City Hall Council Chambers on July 31, 2012.

Mayor Gover presided and called the meeting to order at 6:31 p.m.

Mayor Gover led the Pledge of Allegiance.

The following members of the Council answered roll call physically present: YEA Commissioner Bob Becker, YEA Commissioner Randy Ervin, YEA Commissioner Rick Hall, YEA Commissioner Chris Rankin, YEA Mayor Tim Gover.

Also physically present were City personnel: Public Works Director Dean Barber and City Clerk Susan O'Brien.

Mayor Gover opened the floor for public comments. There were no public comments. .

Commissioner Becker seconded by Commissioner Rankin moved to approve Council Decision Request 2012-1359, awarding the bid of \$230,000 from Bartels Concrete for the Depot Parking Lot Project.

Mayor Gover opened the floor for comments from Director Barber. Director Barber stated the bid was a good bid.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner

Becker, YEA Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

Commissioner Hall seconded by Commissioner Ervin moved to adjourn at 6:33 p.m.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Becker, YEA Commissioner Ervin, YEA Commissioner Hall, YEA Commissioner Rankin, YEA Mayor Gover.

/s/ Susan J. O'Brien
City Clerk



CITY OF MATTOON

Audit Report No. 74

Audit Period: Jan. 1, 2011 to Dec. 31, 2011

Purpose of Audit: To determine the status of Motor Fuel Tax Funds as of Dec. 31, 2011

The other receipts to the Motor Fuel Tax Fund were

received as follows:

Interest 2011	905.21
Reimbursement	

Total received:	\$905.21
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The 2011 Maintenance Expenditure Statement now in process will agree after revisions are completed.

A refund of \$0.45 needs to be made to MFT for Section 04-00116-00-RS.

Expenses of \$1547.45 are not MFT eligible and must be refunded.

Section 05-00128-00-RS needs \$25134.71 transferred from MFT to General Funds.

Section 04-00124-00-RS needs \$2148.78 transferred from MFT to General Funds.

Section 05-00130-00-SW needs \$3563.97 transferred from MFT to General Funds.

Section 05-00131-00-RS needs \$896.76 transferred from MFT to General Funds.

Section 05-00133-00-SW needs \$3299.59 transferred from MFT to General Funds.

I thank the City Officials for their courteous assistance.

Clerk

SIGNED

Shirley Blythe



Fund Balance and Bank Reconciliation

CITY OF MATTOON

Audit Report No. 74

Audit Period Jan. 1, 2011 - Dec. 31, 2011

Date: June 12, 2012

Fund Balance	Unobligated	Obligated	Total	Outstanding Warrants		
Balance Previous Audit	1,733,602.15	(465,570.87)	1,268,031.28			
Allotments	462,064.74	0.00	462,064.74			
Total MFT Funds	2,195,666.89	(465,570.87)	1,730,096.02			
Approved Authorizations	(1,401,614.82)	1,401,614.82	0.00			
Other Receipts		136,243.43	136,243.43			
Total	794,052.07	1,072,287.38	1,866,339.45			
Disbursements		645,262.24	645,262.24			
Surplus (Credits)	220,287.42	(220,287.42)	0.00			
Unexpended Balance	1,014,339.49	206,737.72	1,221,077.21			
Bank Reconciliation						
Balance in Fund per Bank Certificate Dec. 31, 2011			1,647.31			
Deduct Outstanding Warrants			14,286.82	O/S CHECKS		
Add Outstanding investments			1,232,169.27			
Additions			1,547.45	TO BE REFUNDED		
Subtraction's						
Net Balance in Account Dec. 31, 2011			1,221,077.21			

Certified Correct

Miranda Blaylock
Auditor



Summary of Motor Fuel Tax Fund Transactions
By Sections and Categories

CITY OF MATTOON

Audit Period: January 1, 2011 - December 31, 2011

Audit Report No. 74

Section	Balance Prev. Audit	Total Amount Authorized	Adjustments	Other Receipts	Total Funds Available	Total Disbursements	Surplus to Unobligated Balance (Credits)	Unexpended Balance	Prev. Accumulated Disbursements	Total Accumulated Disbursements	
98-00094-00-BR					0.00			0.00		0.00	
CONSTRUCTION	(95,000.00)	95,000.00			0.00			0.00	95,000.00	95,000.00	
ENGINEERING					0.00			0.00	169,527.95	169,527.95	
					0.00			0.00		0.00	
98-00095-00-BR					0.00			0.00		0.00	
CONSTRUCTION					0.00			0.00		0.00	
ENGINEERING	(65,252.89)	65,252.89			0.00			0.00	179,253.63	179,253.63	
					0.00			0.00		0.00	
02-00102-00-BR					0.00			0.00		0.00	
CONSTRUCTION	(419,413.29)	419,413.29			0.00			0.00	419,413.29	419,413.29	Final agrees
ENGINEERING	(65,294.67)	65,294.67			0.00			0.00	101,651.11	101,651.11	Final agrees
					0.00			0.00		0.00	
04-00115-00-PV					0.00			0.00		0.00	
ENGINEERING	(2,453.00)			2,453.00	0.00			0.00	2,453.00	2,453.00	
					0.00			0.00		0.00	
04-00116-00-RS					0.00			0.00		0.00	
ENGINEERING	(3,467.50)			3,467.05	(0.45)			(0.45)	3,467.50	3,467.50	To be refunded.
					0.00			0.00		0.00	
04-00124-00-RS					0.00			0.00		0.00	
CONSTRUCTION					0.00			0.00	121,436.63	121,436.63	Final agrees
ENGINEERING	2,148.78				2,148.78		575.15	1,573.63	575.15	575.15	Auth 575.15
05-00128-00-RS					0.00			0.00	96,062.41	96,062.41	Final agrees
ENGINEERING	25,134.71				25,134.71		4,195.03	20,939.68	4,195.03	4,195.03	Auth 4195.03
					0.00			0.00		0.00	
05-00130-00-SW					0.00			0.00		0.00	
ENGINEERING	3,563.97				3,563.97			3,563.97		0.00	To be disbursed.
CONSTRUCTION					0.00			0.00	20,666.07	20,666.07	
05-00131-00-RS					0.00			0.00		0.00	
ENGINEERING	896.76				896.76			896.76		0.00	To be disbursed.
CONSTRUCTION					0.00			0.00	20,882.17	20,882.17	
TOTALS	(619,137.13)	644,960.85	0.00	5,920.05	31,743.77	0.00	4,770.18	26,973.59	1,234,583.94	1,234,583.94	



CITY OF MATTOON

Audit Period: January 1, 2011 - December 31, 2011

Audit Report No. 74

Section	Balance Prev. Audit	Total Amount Authorized	Adjustments	Other Receipts	Total Funds Available	Total Disbursements	Surplus to Unobligated Balance (Credits)	Unexpended Balance	Prev. Accumulated Disbursements	Total Accumulated Disbursements	
05-00133-00-SW					0.00			0.00		0.00	
ENGINEERING	3,299.59				3,299.59			3,299.59		0.00	To be disbursed.
CONSTRUCTION					0.00			0.00	27,206.73	27,206.73	
05-00142-00-BR					0.00			0.00		0.00	
CONSTRUCTION	(27,415.10)	27,415.10			0.00	37,807.47		(37,807.47)	153,390.01	191,197.48	To be authorized
ENGINEERING	(10,250.45)	10,250.45			0.00			0.00	79,046.12	79,046.12	
					0.00			0.00		0.00	
06-00147-00-ST					0.00			0.00		0.00	
CONSTRUCTION	59.51				59.51			59.51	35,565.31	35,565.31	
					0.00			0.00		0.00	
06-00153-00-TL					0.00			0.00		0.00	
CONSTRUCTION					0.00	(607.81)	607.81	0.00	4,659.90	4,052.09	FINAL AGREES
ENGINEERING		607.81			607.81	607.81		0.00		607.81	FINAL AGREES
09-00182-00-RS					0.00			0.00		0.00	
ENGINEERING	(3,328.61)	3,328.61			0.00			0.00	3,328.61	3,328.61	
					0.00			0.00		0.00	
JPCHURCH GROUF	(130.73)			130.73	0.00			0.00		0.00	
NECO	(900.00)			900.00	0.00			0.00		0.00	
FIN AUDITOR'S	(11,379.63)			11,379.63	0.00			0.00		0.00	
					0.00			0.00		0.00	
MAINTENANCE					0.00			0.00		0.00	
10-00000-00-GM	133,442.90				133,442.90	14,475.00	133,442.90	(14,475.00)	492,037.10	506,512.10	To be authorized
11-00000-00-GM		715,052.00		37,575.81	752,627.81	592,979.77		159,648.04	(37,575.81)	555,403.96	To be credited.
					0.00			0.00		0.00	
INTEREST					0.00			0.00		0.00	
10-00000-00-AC	2,034.53				2,034.53		2,034.53	0.00		0.00	
11-00000-00AC				905.21	905.21			905.21		0.00	To be credited.
					0.00			0.00		0.00	
2ND IJN INSTLMT				79,432.00	79,432.00		79,432.00	0.00		0.00	
TRAF LT GRANT	68,134.25				68,134.25			68,134.25		0.00	
TOTALS	153,566.26	756,653.97	0.00	130,323.38	1,040,543.61	645,262.24	215,517.24	179,764.13	757,657.97	1,402,920.21	

Section Number: 11 - 00000 - 00 - GM

 Municipality: City of Mattoon

I hereby certify that the maintenance operations shown below were completed in accordance with the items of work listed on the Municipal Estimate of Maintenance Costs, Form BLR 14231 approved on 02/28/2011, and revised or supplemental Municipal Estimate of Maintenance Costs, Form BLR 14231, approved on 09/30/2011, and that the expenditure of motor fuel tax funds, for that work, during the period from January 2011 thru December 2011 is as shown and that receipted bills are on file and available for audit.

Maintenance Operation Costs

Maintenance Operation Completed (For details see approved BLR 14231)	Group (I, II, III, IV)	For Group I, II, or III			Totals
		Labor	Materials	Equipment	
Advertising			109.66		\$ 109.66
1) Seal Coat	IV		131,922.50		\$131,922.50
CA-16 FOB @ City Yard	I		26,498.79		\$26,498.79
CA-16 FOB Spread Only	IV		16,650.00		\$16,650.00
2) Aggregate Surface	I		12,824.33		\$12,824.33
3) Traffic Signals	I		13,688.53		\$13,688.53
4) Storm Sewers	II				
5) Catch Basins	I		9,072.00		\$9,072.00
6) Marking Paint	I		327.96		\$ 327.96
7) Ice Removal	I		26,823.87		\$26,823.87
8) Bituminus Patching - Cold Mix	I		8,092.53		\$8,092.53
Bituminus Patching - Hot Mix	I		185,682.75		\$185,682.75
9) Street Signs	I		5,548.18	\$6,027.18	\$5,548.18
10) Crack Sealer	I				
11) Pcc Repairs	I		14,012.00	\$13,794.50	\$14,012.00
12) Maintenance	I				
13) Misc Pcc Supplies	I		3,513.96	\$1,017.96	\$3,513.96
14) Misc Supplies	I		2,980.12	\$1,432.47	\$2,980.12
15) Street Lighting	I		138,693.93	\$139,014.49	\$138,693.93
					\$592,979.72
Total Maintenance Cost:					\$596,441.11
Less Other Contributions and/or Refunds:					\$137,575.76
Net Cost of Maintenance:					\$596,441.11
Net Cost of Engineering:					\$555,403.96

	Maintenance	Engineering
1. Total Motor Fuel Tax Funds authorized	715,052.00	
2. Net cost to date	596,441.11	\$555,403.96
3. Unexpended balance	\$118,720.55	\$159,648.04
4. Outstanding bills	15,942.12	
5. Credit to unobligated balance (line 3 or line 3 minus line 4)	\$102,778.43	\$159,648.04

Remarks: _____

 Submitted: February 7, 2012

Date

Approved: _____

Date

 By: Tim Bovea
Municipal Official

 Mayor
Title

Robert Dushell
Regional Engineer

Submit Four (4) Copies to Regional Engineer

BILLS & PAYROLL:

BILLS & PAYROLL BEGIN ON NEXT PAGE.

CITY OF MATTOON
7-20-12 PAYROLL
6-30-12/7/13-12

	G/L ACCOUNT	ACCOUNT NAME	AMOUNT
CITY COUNCIL	110 5110-111	SALARIES OF REG EMPLOYEES	\$ 1,476.91
CITY CLERK	110 5120-111	SALARIES OF REG EMPLOYEES	\$ 4,584.77
	110 5120-114	COMPENSATED ABSENCES	\$ 1,106.18
FINANCIAL ADMINISTRATION	110 5150-111	SALARIES OF REG EMPLOYEES	\$ 417.85
	110 5150-114	COMPENSATED ABSENCES	\$ 179.07
COMPUTER INFO SYSTEMS	110 5170-111	SALARIES OF REG EMPLOYEES	\$ 2,100.90
	110 5170-114	COMPENSATED ABSCENSES	\$ 2,292.39
POLICE ADMINISTRATION	110 5211-111	SALARIES OF REG EMPLOYEES	\$ 12,113.50
CRIMINAL INVESTIGATION	110 5212-111	SALARIES OF REG EMPLOYEES	\$ 6,596.22
	110 5212-113	OVERTIME	\$ 304.26
PATROL	110 5213-111	SALARIES OF REG EMPLOYEES	\$ 66,903.37
	110 5213-113	OVERTIME	\$ 4,594.11
K-9 SERVICE	110 5214-111	SALARIES OF REG EMPLOYEES	\$ 2,065.61
SCHOOL RESOURCE PROGRAM	110 5227-111	SALARIES OF REG EMPLOYEES	\$ 2,065.61
	110 5227-113	OVERTIME	\$ 230.98
FIRE PROTECTION ADMIN	110 5241-111	SALARIES OF REG EMPLOYEES	\$ 58,646.31
	110 5241-113	OVERTIME	\$ 6,052.42
	110 5241-114	COMPENSATED ABSENCES	\$ 18,055.58
CODE ENFORCEMENT ADMIN	110 5261-111	SALARIES OF REG EMPLOYEES	\$ 4,199.13
	110 5261-114	COMPENSATED ABSENCES	\$ 373.90
PUBLIC WORKS ADMIN	110 5310-111	SALARIES OF REG EMPLOYEES	\$ 6,734.75
	110 5310-114	COMPENSATED ABSENCES	\$ 668.70
STREETS	110 5320-111	SALARIES OF REG EMPLOYEES	\$ 19,321.93
	110 5320-112	SALARIES OF TEMP EMPLOYEES	\$ 2,560.00
	110 5320-113	OVERTIME	\$ 990.66
	110 5320-114	COMPENSATED ABSENCES	\$ 3,776.64
CUSTODIAL SERVICES	110 5381-111	SALARIES OF REG EMPLOYEES	\$ 2,612.91
	110 5381-114	COMPENSATED ABSENCES	\$ 274.06
EQUIPMENT MAINTENANCE	110 5390-111	SALARIES OF REG EMPLOYEES	\$ 825.81
	110 5390-113	OVERTIME	\$ 27.27
PARK ADMINISTRATION	110 5511-111	SALARIES OF REG EMPLOYEES	\$ 7,758.01
	110 5511-112	SALARIES OF TEMP EMPLOYEES	\$ 3,140.00
	110 5511-113	OVERTIME	\$ 964.66
LAKE ADMINISTRATION	110 5512-111	SALARIES OF REG EMPLOYEES	\$ 2,121.22
	110 5512-112	SALARIES OF TEMP EMPLOYEES	\$ 2,280.00
	110 5512-113	OVERTIME	\$ 689.04
CEMETERY	110 5570-111	SALARIES OF REG EMPLOYEES	\$ 2,619.09
	110 5570-112	SALARIES OF TEMP EMPLOYEES	\$ 3,195.00
	110 5570-114	COMPENSATED ABSENCES	\$ 388.42
		*** FUND 110 TOTALS ***	\$ 255,307.24
HOTEL TAX ADMINISTRATION	122 5653-111	SALARIES OF REG EMPLOYEES	\$ 2,065.16
	122 5653-112	SALARIES OF TEMP EMPLOYEES	\$ 1,204.31
	122 5653-113	OVERTIME	\$ 82.50
		*** FUND 122 TOTALS ***	\$ 3,351.97

CITY OF MATTOON
7-20-12 PAYROLL
6-30-12/7/13-12

WATER TREATMENT PLANT	211 5353-111	SALARIES OF REG EMPLOYEES	\$ 9,556.98
	211 5353-113	OVERTIME	\$ 1,581.89
	211 5353-114	COMPENSATED ABSENCES	\$ 2,740.30
WATER DISTRIBUTION	211 5354-111	SALARIES OF REG EMPLOYEES	\$ 2,638.61
	211 5354-112	SALARIES OF TEMP EMPLOYEES	\$ 25.00
	211 5354-113	OVERTIME	\$ 192.73
	211 5354-114	COMPENSATED ABSENCES	\$ 1,938.83
ACCOUNTING & COLLECTION	211 5355-111	SALARIES OF REG EMPLOYEES	\$ 4,207.90
	211 5355-112	SALARIES OF TEMP EMPLOYEES	\$ 350.00
	211 5355-113	OVERTIME	\$ 62.78
	211 5355-114	COMPENSATED ABSENCES	\$ 510.14
ADMINISTRATIVE & GENERAL	211 5356-111	SALARIES OF REG EMPLOYEES	\$ 4,272.82
	211 5356-114	COMPENSATED ABSENCES	\$ 192.90
*** FUND 211 TOTALS ***			\$ 28,270.88
SANITARY SEWER MTCE & CLEAN	212 5342-111	SALARIES OF REG EMPLOYEES	\$ 3,502.81
	212 5342-112	SALARIES OF TEMP EMPLOYEES	\$ 155.00
	212 5342-113	OVERTIME	\$ 98.96
	212 5342-114	COMPENSATED ABSENCES	\$ 2,939.09
WASTEWATER TREATMENT PLANT	212 5344-111	SALARIES OF REG EMPLOYEES	\$ 13,399.70
	212 5344-112	SALARIES OF TEMP EMPLOYEES	\$ 525.00
	212 5344-114	COMPENSATED ABSENCES	\$ 436.63
ACCOUNTING & COLLECTION	212 5345-111	SALARIES OF REG EMPLOYEES	\$ 4,207.93
	212 5345-112	SALARIES OF TEMP EMPLOYEES	\$ 350.00
	212 5345-113	OVERTIME	\$ 62.80
	212 5345-114	COMPENSATED ABSENCES	\$ 510.15
ADMINISTRATIVE & GENERAL	212 5346-111	SALARIES OF REG EMPLOYEES	\$ 4,272.83
	212 5346-114	COMPENSATED ABSENCES	\$ 192.91
*** FUND 212 TOTALS ***			\$ 30,653.81
*** GRAND TOTALS ***			\$ 317,583.90

CITY OF MATTOON
7-20-12 PAYROLL
6-30-12/7/13-12

*** PAY CODE TOTALS ***

PAY CODE	NO OF TIMES	HOURS	AMOUNT
REGULAR PAY	41	2,466.75	\$ 40,073.47
OVERTIME PAY	48	451.5	\$ 15,869.93
HOLIDAY PAY-REGULAR	49	271	\$ 6,383.78
VACATION PAY	31	490	\$ 12,006.33
SALARY PAY	122	9,376.10	\$ 223,899.50
VACATION PAY	12	624	\$ 13,929.12
PEHP	32	32	\$ 400.00
SICK PAY-AFSCME	6	67	\$ 1,630.99
SICK-FD UNION	3	72	\$ 1,654.50
CAPTAIN PAY	2	48	\$ 48.00
SHIFT PAY	6	256	\$ 153.60
SHIFT PAY	5	160	\$ 112.00
HOLIDAY PAY-OT	3	24	\$ 759.84
STRAIGHT OT POLICE	1	2	\$ 65.13
COMP EARNED	6	79.88	\$ -
COMP PAID	1	6	\$ 132.13
SICK-NON UNION	2	9	\$ 211.33
BACK PAY	1	1	\$ 254.25

CITY OF MATTOON
8-3-12 PAYROLL
7-14-12/7-27-12

	G/L ACCOUNT	ACCOUNT NAME	AMOUNT
CITY COUNCIL	110 5110-111	SALARIES OF REG EMPLOYEES	\$ 1,476.91
CITY CLERK	110 5120-111	SALARIES OF REG EMPLOYEES	\$ 5,181.31
	110 5120-114	COMPENSATED ABSENCES	\$ 509.63
FINANCIAL ADMINISTRATION	110 5150-111	SALARIES OF REG EMPLOYEES	\$ 537.25
	110 5150-114	COMPENSATED ABSENCES	\$ 59.69
COMPUTER INFO SYSTEMS	110 5170-111	SALARIES OF REG EMPLOYEES	\$ 4,393.29
POLICE ADMINISTRATION	110 5211-111	SALARIES OF REG EMPLOYEES	\$ 12,113.50
CRIMINAL INVESTIGATION	110 5212-111	SALARIES OF REG EMPLOYEES	\$ 6,596.22
	110 5212-113	OVERTIME	\$ 1,360.45
PATROL	110 5213-111	SALARIES OF REG EMPLOYEES	\$ 66,903.37
	110 5213-113	OVERTIME	\$ 8,376.67
K-9 SERVICE	110 5214-111	SALARIES OF REG EMPLOYEES	\$ 2,065.61
SCHOOL RESOURCE PROGRAM	110 5227-111	SALARIES OF REG EMPLOYEES	\$ 2,065.61
	110 5227-113	OVERTIME	\$ 230.98
FIRE PROTECTION ADMIN	110 5241-111	SALARIES OF REG EMPLOYEES	\$ 58,581.85
	110 5241-113	OVERTIME	\$ 5,535.84
	110 5241-114	COMPENSATED ABSENCES	\$ 18,251.57
CODE ENFORCEMENT ADMIN	110 5261-111	SALARIES OF REG EMPLOYEES	\$ 4,573.03
PUBLIC WORKS ADMIN	110 5310-111	SALARIES OF REG EMPLOYEES	\$ 6,968.62
	110 5310-113	OVERTIME	\$ 270.33
	110 5310-114	COMPENSATED ABSENCES	\$ 451.62
STREETS	110 5320-111	SALARIES OF REG EMPLOYEES	\$ 15,721.97
	110 5320-112	SALARIES OF TEMP EMPLOYEES	\$ 2,397.50
	110 5320-113	OVERTIME	\$ 236.99
	110 5320-114	COMPENSATED ABSENCES	\$ 2,116.81
CUSTODIAL SERVICES	110 5381-111	SALARIES OF REG EMPLOYEES	\$ 2,735.31
	110 5381-114	COMPENSATED ABSENCES	\$ 151.66
EQUIPMENT MAINTENANCE	110 5390-111	SALARIES OF REG EMPLOYEES	\$ 447.59
	110 5390-113	OVERTIME	\$ 9.73
PARK ADMINISTRATION	110 5511-111	SALARIES OF REG EMPLOYEES	\$ 7,758.01
	110 5511-112	SALARIES OF TEMP EMPLOYEES	\$ 3,140.00
	110 5511-113	OVERTIME	\$ 2,870.76
LAKE ADMINISTRATION	110 5512-111	SALARIES OF REG EMPLOYEES	\$ 2,006.38
	110 5512-112	SALARIES OF TEMP EMPLOYEES	\$ 1,850.00
	110 5512-113	OVERTIME	\$ 344.52
	110 5512-114	COMPENSATED ABSENCES	\$ 114.84
CEMETERY	110 5570-111	SALARIES OF REG EMPLOYEES	\$ 1,764.09
	110 5570-112	SALARIES OF TEMP EMPLOYEES	\$ 2,190.00
	110 5570-114	COMPENSATED ABSENCES	\$ 1,243.43
		*** FUND 110 TOTALS ***	\$ 253,602.94
HOTEL TAX ADMINISTRATION	122 5653-111	SALARIES OF REG EMPLOYEES	\$ 1,810.91
	122 5653-112	SALARIES OF TEMP EMPLOYEES	\$ 1,114.38
	122 5653-113	OVERTIME	\$ 1,038.28
		*** FUND 122 TOTALS ***	\$ 3,963.57

CITY OF MATTOON
8-3-12 PAYROLL
7-14-12/7-27-12

WATER TREATMENT PLANT	211 5353-111	SALARIES OF REG EMPLOYEES	\$ 9,255.41
	211 5353-113	OVERTIME	\$ 1,409.21
	211 5353-114	COMPENSATED ABSENCES	\$ 2,082.21
WATER DISTRIBUTION	211 5354-111	SALARIES OF REG EMPLOYEES	\$ 4,106.10
	211 5354-112	SALARIES OF TEMP EMPLOYEES	\$ 80.00
	211 5354-113	OVERTIME	\$ 125.61
	211 5354-114	COMPENSATED ABSENCES	\$ 1,883.30
ACCOUNTING & COLLECTION	211 5355-111	SALARIES OF REG EMPLOYEES	\$ 4,030.86
	211 5355-112	SALARIES OF TEMP EMPLOYEES	\$ 387.50
	211 5355-113	OVERTIME	\$ 140.73
	211 5355-114	COMPENSATED ABSENCES	\$ 691.89
ADMINISTRATIVE & GENERAL	211 5356-111	SALARIES OF REG EMPLOYEES	\$ 4,210.60
	211 5356-114	COMPENSATED ABSENCES	\$ 255.13
		*** FUND 211 TOTALS ***	\$ 28,658.55
SANITARY SWR MTCE & CLEAN	212 5342-111	SALARIES OF REG EMPLOYEES	\$ 9,465.11
	212 5342-112	SALARIES OF TEMP EMPLOYEES	\$ 320.00
	212 5342-113	OVERTIME	\$ 72.89
	212 5342-114	COMPENSATED ABSENCES	\$ 1,452.16
WASTEWATER TREATMNT PLANT	212 5344-111	SALARIES OF REG EMPLOYEES	\$ 11,880.26
	212 5344-112	SALARIES OF TEMP EMPLOYEES	\$ 750.00
	212 5344-114	COMPENSATED ABSENCES	\$ 2,009.40
ACCOUNTING & COLLECTION	212 5345-111	SALARIES OF REG EMPLOYEES	\$ 4,030.89
	212 5345-112	SALARIES OF TEMP EMPLOYEES	\$ 387.50
	212 5345-113	OVERTIME	\$ 140.74
	212 5345-114	COMPENSATED ABSENCES	\$ 691.96
ADMINISTRATIVE & GENERAL	212 5346-111	SALARIES OF REG EMPLOYEES	\$ 4,210.60
	212 5346-114	COMPENSATED ABSENCES	\$ 255.13
		*** FUND 212 TOTALS ***	\$ 35,666.64
		*** GRAND TOTALS ***	\$ 321,891.70

CITY OF MATTOON
8-3-12 PAYROLL
7-14-12/7-27-12

*** PAY CODE TOTALS ***

PAY CODE	NO OF TIMES	HOURS	AMOUNT
REGULAR PAY	40		2,493.75 \$ 42,150.07
OVERTIME PAY	52		648.75 \$ 22,163.73
SALARY PAY	122		9,393.60 \$ 224,315.53
HOLIDAY PAY-REGULAR	30		111 \$ 2,473.55
VACATION PAY	13		624 \$ 14,536.21
SICK-FD UNION	2		48 \$ 1,025.73
VACATION PAY	22		468.5 \$ 11,417.89
PEHP	32		32 \$ 400.00
CAPTAIN PAY	2		144 \$ 144.00
SHIFT PAY	4		256 \$ 153.60
SHIFT PAY	5		160 \$ 112.00
SICK-NON UNION	5		34 \$ 777.13
SICK PAY-AFSCME	10		84 \$ 1,989.92
COMP EARNED	3		40.88 \$ -
COMP PAID	2		9 \$ 232.34
STRAIGHT OT POLICE	1		40 \$ -

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: N/A NON-DEPARTMENTAL

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002890	TERRY LEFFLER	I-201207200685	110 4805-010	OTHER MISC RE: REIMBURSE LIEN FEES		112499	202.00
					VENDOR 01-002890 TOTALS		202.00
01-017200	FIRE PENSION FUND	I-201208030805	110 2172-001	DUE TO FIREFI: FIRE PENSION FUND		112565	75,417.52
					VENDOR 01-017200 TOTALS		75,417.52
01-030100	MATTOON PUBLIC LIBRARY	I-201208030804	110 2172-000	DUE TO LIBRAR: MAY & JULY PPRT		112569	12,229.87
					VENDOR 01-030100 TOTALS		12,229.87
01-038700	POLICE PENSION FUND	I-201208030803	110 2172-002	DUE TO POLICE: MAY & JULY PPRT		112570	75,417.53
					VENDOR 01-038700 TOTALS		75,417.53
				DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	163,266.92
01-000732	LAKE LAND COLLEGE	I-201208010727	110 5110-826	ARTS COUNCIL : ARTWORKS BANNER		112652	10.00
01-000732	LAKE LAND COLLEGE	I-201208010728	110 5110-826	ARTS COUNCIL : PRINTING FOR DEPOT F		112652	320.00
01-000732	LAKE LAND COLLEGE	I-682257	110 5110-826	ARTS COUNCIL : ARTWORKS POSTERS		112652	90.00
					VENDOR 01-000732 TOTALS		420.00
01-002122	JUSTIN GRADY	I-201208010725	110 5110-826	ARTS COUNCIL : REIMB LABELS FOR WAT		112631	92.40
					VENDOR 01-002122 TOTALS		92.40
01-002620	JAMIE WILLIS	I-201208010724	110 5110-826	ARTS COUNCIL : REIMB SUPPLIES FOR G		112693	129.98
					VENDOR 01-002620 TOTALS		129.98
01-023800	CONSOLIDATED COMMUNICA	I-201208020772	110 5110-532	TELEPHONE : 234-4633		112614	45.89
					VENDOR 01-023800 TOTALS		45.89
01-045603	WMCI,WWGO,WCBH	I-201208010726	110 5110-826	ARTS COUNCIL : ARTWORKS RADIO ADV		112694	195.00
					VENDOR 01-045603 TOTALS		195.00
				DEPARTMENT 110	CITY COUNCIL	TOTAL:	883.27

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 120 CITY CLERK

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-023800	CONSOLIDATED COMMUNICA	I-201208020766	110 5120-532	TELEPHONE	: 235-5654	112614	250.33
							250.33
					VENDOR 01-023800	TOTALS	250.33
01-024075	IL DEPT OF PUBLIC HEAL	I-201208020771	110 5120-801	VITAL RECORDS:	JULY VR FEES	112640	648.00
							648.00
					VENDOR 01-024075	TOTALS	648.00
				DEPARTMENT 120	CITY CLERK	TOTAL:	898.33
01-001620	VERIZON WIRELESS	I-2772419894	110 5130-565	CELLULAR PHON:	MOBILES	112688	13.95-
							13.95-
					VENDOR 01-001620	TOTALS	13.95-
01-002170	BUSINESS CARD	I-201208020765	110 5130-561	BUSINESS MEET:	DIRTYS BAR	112601	24.44
01-002170	BUSINESS CARD	I-201208020765	110 5130-562	TRAVEL & TRAI:	EAGLE RIDGE	112601	192.79-
							168.35-
					VENDOR 01-002170	TOTALS	168.35-
				DEPARTMENT 130	CITY ADMINISTRATOR	TOTAL:	182.30-
01-001657	TYLER TECHNOLOGIES	I-025-47237	110 5150-516	TECHNOLOGY SU:	MAINTENANCE-CALL CEN	112686	1,422.75
							1,422.75
					VENDOR 01-001657	TOTALS	1,422.75
01-023800	CONSOLIDATED COMMUNICA	I-201208020766	110 5150-532	TELEPHONE	: 235-5654	112614	51.68
							51.68
					VENDOR 01-023800	TOTALS	51.68
				DEPARTMENT 150	FINANCIAL ADMINISTRATION	TOTAL:	1,474.43
01-002873	JAMES M GRANT LAW OFFI	I-201208010742	110 5160-519	OTHER PROFESS:	LEGAL SERVICES 6/20-	112645	2,828.00
							2,828.00
					VENDOR 01-002873	TOTALS	2,828.00
01-006950	CLAUDON KOST BARNHART	I-201208010735	110 5160-515	LABOR RELATIO:	LEGAL SERVICES	112608	700.00
							700.00
					VENDOR 01-006950	TOTALS	700.00
				DEPARTMENT 160	LEGAL SERVICES	TOTAL:	3,528.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 170 COMPUTER INFO SYSTEMS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000712	MICROSOFT TECHNET	I-5003210175	110 5170-571	DUES & MEMBER:	MICROSOFT TECHNET SU	112659	249.00
					VENDOR 01-000712 TOTALS		249.00
01-001395	CITY OF CHARLESTON	I-201208010757	110 5170-319	MISCELLANEOUS:	ID BADGES	112606	6.00
					VENDOR 01-001395 TOTALS		6.00
01-001620	VERIZON WIRELESS	I-2772419894	110 5170-533	CELLULAR PHON:	MOBILES	112688	85.06
					VENDOR 01-001620 TOTALS		85.06
01-001847	JASON WEISS	I-7161201	110 5170-316	TOOLS & EQUIP:	SERVER CABINET	112501	150.00
					VENDOR 01-001847 TOTALS		150.00
01-002170	BUSINESS CARD	I-201208020765	110 5170-562	TRAVEL & TRAI:	ROAD RANGER	112601	58.70
01-002170	BUSINESS CARD	I-201208020765	110 5170-562	TRAVEL & TRAI:	RESIDENCE INN	112601	88.80
01-002170	BUSINESS CARD	I-201208020765	110 5170-562	TRAVEL & TRAI:	NAGW CONFERENCE	112601	645.00
					VENDOR 01-002170 TOTALS		792.50
01-005640	CDW GOVERNMENT	I-M466281	110 5170-841	WIDE AREA NET:	MICROSOFT ENTERPRISE	112603	22,750.80
					VENDOR 01-005640 TOTALS		22,750.80
01-020975	HEART TECHNOLOGIES INC	I-44258	110 5170-852	NETWORK SECUR:	ANTIVIRUS RENEWAL	112637	1,782.00
					VENDOR 01-020975 TOTALS		1,782.00
01-023800	CONSOLIDATED COMMUNICA	I-201207200677	110 5170-854	WIDE AREA NET:	101-5520	112493	88.17
01-023800	CONSOLIDATED COMMUNICA	I-201207200678	110 5170-854	WIDE AREA NET:	101-0937	112493	88.17
					VENDOR 01-023800 TOTALS		176.34
01-049003	XEROX CORPORATION	I-062420061	110 5170-516	TECHNOLOGY SU:	COPIER BLT-006644	112698	396.00
					VENDOR 01-049003 TOTALS		396.00

DEPARTMENT 170 COMPUTER INFO SYSTEMS TOTAL: 26,387.70

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 211 POLICE ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001172	JOHN HEDGES	I-201208010744	110 5211-562	TRAVEL & TRAI:	MEALS 7/17/20	112638	28.53
					VENDOR 01-001172 TOTALS		28.53
01-001620	VERIZON WIRELESS	I-2772419894	110 5211-533	CELLULAR PHON:	MOBILES	112688	581.55
					VENDOR 01-001620 TOTALS		581.55
01-002019	BARBECK COMMUNICATIONS	I-434781	110 5211-535	RADIOS	: MAINTENANCE	112592	245.75
					VENDOR 01-002019 TOTALS		245.75
01-002170	BUSINESS CARD	I-201208020765	110 5211-319	MISCELLANEOUS:	HOME DEPOT	112601	6.54
01-002170	BUSINESS CARD	I-201208020765	110 5211-319	MISCELLANEOUS:	CASEYS	112601	4.53
01-002170	BUSINESS CARD	I-201208020765	110 5211-319	MISCELLANEOUS:	WALMART	112601	7.43
01-002170	BUSINESS CARD	I-201208020765	110 5211-319	MISCELLANEOUS:	CASEYS	112601	6.85
01-002170	BUSINESS CARD	I-201208020765	110 5211-319	MISCELLANEOUS:	FINAL TOUCH	112601	228.00
01-002170	BUSINESS CARD	I-201208020765	110 5211-579	MISC OTHER PU:	TRICON	112601	695.00
01-002170	BUSINESS CARD	I-201208020765	110 5211-579	MISC OTHER PU:	RETURN	112601	50.00
01-002170	BUSINESS CARD	I-201208020765	110 5211-562	TRAVEL & TRAI:	SHELL	112601	34.00
01-002170	BUSINESS CARD	I-201208020765	110 5211-562	TRAVEL & TRAI:	BEST WESTERN	112601	82.87
01-002170	BUSINESS CARD	I-201208020765	110 5211-562	TRAVEL & TRAI:	SHEETZ	112601	41.01
01-002170	BUSINESS CARD	I-201208020765	110 5211-562	TRAVEL & TRAI:	MARINE CORP	112601	302.99
					VENDOR 01-002170 TOTALS		1,359.22
01-002567	OHLIN SALES INC.	I-00257850	110 5211-535	RADIOS	: OHLIN SALES INC.	112671	365.89
					VENDOR 01-002567 TOTALS		365.89
01-002798	VISUALPRO 360, LLC	I-2012-20090	110 5211-827	DUI/DRUG EXPE:	8 TOUGHBOOKS FOR SQU	112690	10,400.00
					VENDOR 01-002798 TOTALS		10,400.00
01-004400	BURGER KING	I-201208020780	110 5211-319	MISCELLANEOUS:	PRISONER MEALS	112599	6.10
					VENDOR 01-004400 TOTALS		6.10
01-005600	CATER-VEND	I-206021	110 5211-579	MISC OTHER PU:	COFFEE,CREAMER,SUGAR	112602	56.86
					VENDOR 01-005600 TOTALS		56.86

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 211 POLICE ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-008275	COLES CO. SHERIFF'S OF	I-201208010745	110 5211-579	MISC OTHER PU: COLES CO. SHERIFF'S		112609	8,769.63
					VENDOR 01-008275 TOTALS		8,769.63
01-009057	COMM REVOLVING FUND	I-T1246938	110 5211-537	I-WIN ACCESS : COMM SVCS 6/12		112610	526.72
					VENDOR 01-009057 TOTALS		526.72
01-011875	DENNING AUTOMOTIVE	I-201208010737	110 5211-579	MISC OTHER PU: TOW 2L13		112623	61.00
					VENDOR 01-011875 TOTALS		61.00
01-014232	EAST CENTRAL IL MOBILE	I-201208020781	110 5211-562	TRAVEL & TRAI: IN SERVICE LAW ENFOR		112626	3,500.00
					VENDOR 01-014232 TOTALS		3,500.00
01-020800	HAROLD'S CLEANERS	I-185057	110 5211-573	LAUNDRY SERVI: CLEAN BLANKETS		112633	20.00
01-020800	HAROLD'S CLEANERS	I-185303	110 5211-573	LAUNDRY SERVI: CLEAN BLANKET		112633	10.00
					VENDOR 01-020800 TOTALS		30.00
01-023800	CONSOLIDATED COMMUNICA	I-201207200684	110 5211-532	TELEPHONE : 045-2243		112493	61.24
01-023800	CONSOLIDATED COMMUNICA	I-201208020779	110 5211-532	TELEPHONE : 235-2677		112614	1,508.67
					VENDOR 01-023800 TOTALS		1,569.91
01-037800	RAY O'HERRON CO	I-1216795-IN	110 5211-315	UNIFORMS & CL: CITATION HOLDER,MAG		112677	364.15
01-037800	RAY O'HERRON CO	I-1217677-IN	110 5211-315	UNIFORMS & CL: NAMEBAR		112677	29.83
01-037800	RAY O'HERRON CO	I-1217789-IN	110 5211-316	TOOLS & EQUIP: RAY O'HERRON CO		112677	7.40
01-037800	RAY O'HERRON CO	I-1218042-IN	110 5211-316	TOOLS & EQUIP: RAY O'HERRON CO		112677	95.93
01-037800	RAY O'HERRON CO	I-1218062-IN	110 5211-316	TOOLS & EQUIP: MACE CASE,PEPPER MAC		112677	128.40
01-037800	RAY O'HERRON CO	I-1218083-IN	110 5211-316	TOOLS & EQUIP: HOLSTER		112677	279.70
					VENDOR 01-037800 TOTALS		905.41
01-043522	STAPLES CREDIT PLAN	I-2435616001	110 5211-311	OFFICE SUPPLI: OFFICE SUPPLIES		112552	345.63
					VENDOR 01-043522 TOTALS		345.63

DEPARTMENT 211 POLICE ADMINISTRATION TOTAL: 28,752.20

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 212 CRIMINAL INVESTIGATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000610	LEXISNEXIS RISK DATA	I-1299801-20120630	110 5212-579	MISC OTHER PU:	JUNE SEARCHES	112654	50.00
					VENDOR 01-000610 TOTALS		50.00
01-002896	AUTOLIV ASP, INC.	I-201208010761	110 5212-579	MISC OTHER PU:	DOWNLOAD CRASH DATE	112562	800.00
					VENDOR 01-002896 TOTALS		800.00
01-016000	JOHN DEERE FINANCIAL	I-F97846	110 5212-319	MISCELLANEOUS:	CABLE TIES	112547	14.98
					VENDOR 01-016000 TOTALS		14.98
01-030021	L & S SAFETY	I-20124874	110 5212-319	MISCELLANEOUS:	GLOVES	112651	5.00
					VENDOR 01-030021 TOTALS		5.00
DEPARTMENT 212 CRIMINAL INVESTIGATION TOTAL:							869.98
01-002798	VISUALPRO 360, LLC	I-2012-20090	110 5213-863	COMPUTERS	: 8 TOUGHBOOKS FOR SQU	112690	12,000.00
					VENDOR 01-002798 TOTALS		12,000.00
DEPARTMENT 213 PATROL TOTAL:							12,000.00
01-016000	JOHN DEERE FINANCIAL	I-G20256	110 5214-319	MISCELLANEOUS:	UTILITY TUB	112547	12.99
					VENDOR 01-016000 TOTALS		12.99
DEPARTMENT 214 K-9 SERVICE TOTAL:							12.99
01-002019	BARBECK COMMUNICATIONS	I-216558	110 5223-434	REPAIR OF VEH:	SQUAD REPAIRS	112592	142.50
01-002019	BARBECK COMMUNICATIONS	I-216782	110 5223-434	REPAIR OF VEH:	SQUAD REPAIRS	112592	142.50
01-002019	BARBECK COMMUNICATIONS	I-216783	110 5223-434	REPAIR OF VEH:	SQUAD REPAIRS	112592	142.50
01-002019	BARBECK COMMUNICATIONS	I-216957	110 5223-434	REPAIR OF VEH:	SQUAD REPAIRS	112592	71.25
01-002019	BARBECK COMMUNICATIONS	I-216958	110 5223-434	REPAIR OF VEH:	SQUAD REPAIRS	112592	47.50
01-002019	BARBECK COMMUNICATIONS	I-217147	110 5223-434	REPAIR OF VEH:	SQUAD REPAIRS	112592	95.00
01-002019	BARBECK COMMUNICATIONS	I-217148	110 5223-434	REPAIR OF VEH:	SQUAD REPAIRS	112592	47.50
					VENDOR 01-002019 TOTALS		688.75

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 223 AUTOMOTIVE SERVICES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002170	BUSINESS CARD	I-201208020765	110 5223-319	MISCELLANEOUS:	HOME DEPOT	112601	16.05
01-002170	BUSINESS CARD	I-201208020765	110 5223-319	MISCELLANEOUS:	AMAZON	112601	75.14
01-002170	BUSINESS CARD	I-201208020765	110 5223-318	VEHICLE PARTS:	SEAT BELT EXTER PROS	112601	147.96
				VENDOR 01-002170	TOTALS		239.15
01-002723	CENTRAL SERVICE CENTER	I-20885	110 5223-319	MISCELLANEOUS:	CENTRAL SERVICE CENT	112605	200.00
				VENDOR 01-002723	TOTALS		200.00
01-002958	BATTERY SPECIALISTS, I	I-106112	110 5223-318	VEHICLE PARTS:	BATTERY SPECIALISTS,	112594	74.95
				VENDOR 01-002958	TOTALS		74.95
01-009075	CUSD #2 TRANSPORTATION	I-201208010739	110 5223-326	FUEL	: PD FUEL 6/12	112618	7,423.39
				VENDOR 01-009075	TOTALS		7,423.39
01-013900	D-R AUTO BODY SHOP	I-201208020778	110 5223-434	REPAIR OF VEH:	SQUAD REPAIRS	112620	352.50
				VENDOR 01-013900	TOTALS		352.50
01-017000	FIRE EQUIPMENT SERVICE	I-207983	110 5223-316	TOOL & EQUIPM:	EXTINGUISHER MNTCE	112629	41.70
				VENDOR 01-017000	TOTALS		41.70
01-034603	MEARS AUTOMOTIVE	I-9617	110 5223-434	REPAIR OF VEH:	2L13 REPAIRS	112658	672.64
01-034603	MEARS AUTOMOTIVE	I-9648	110 5223-434	REPAIR OF VEH:	A/C REPAIRS	112658	73.43
				VENDOR 01-034603	TOTALS		746.07
01-037800	RAY O'HERRON CO	I-1217226-IN	110 5223-742	VEHICLES	: CAR PARTITION, WINDOW	112677	1,536.98
01-037800	RAY O'HERRON CO	I-1217227-IN	110 5223-742	VEHICLES	: PUSH BUMPER	112677	1,036.98
01-037800	RAY O'HERRON CO	I-1217342-IN	110 5223-319	MISCELLANEOUS:	LED MODULE	112677	187.31
01-037800	RAY O'HERRON CO	I-1217549-IN	110 5223-318	VEHICLE PARTS:	SIREN, SPEAKER	112677	758.08
01-037800	RAY O'HERRON CO	I-1218188-IN	110 5223-742	VEHICLES	: RAY O'HERRON CO	112677	585.15
01-037800	RAY O'HERRON CO	I-1218320-IN	110 5223-742	VEHICLES	: RAY O'HERRON CO	112677	919.19
				VENDOR 01-037800	TOTALS		5,023.69

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 223 AUTOMOTIVE SERVICES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-041000	SECRETARY OF STATE	I-201208010738	110 5223-319	MISCELLANEOUS:	RENEW PLATES	112681	99.00
					VENDOR 01-041000 TOTALS		99.00
			DEPARTMENT 223	AUTOMOTIVE SERVICES	TOTAL:		14,889.20
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5224-321	UTILITIES	: 1700 WABASH	112584	2,855.13
					VENDOR 01-002194 TOTALS		2,855.13
01-002594	D & D CLEANING SERVICE	I-MPD0712	110 5224-439	OTHER REPAIR	: FLOOR WORK	112619	692.00
					VENDOR 01-002594 TOTALS		692.00
01-008600	COLES MOULTRIE ELECTRI	I-201207200683	110 5224-321	UTILITIES	: PISTOL RANGE	112492	83.79
					VENDOR 01-008600 TOTALS		83.79
01-017000	FIRE EQUIPMENT SERVICE	I-207057	110 5224-439	OTHER REPAIR	: EXTINGUISHER MNTCE	112629	40.00
					VENDOR 01-017000 TOTALS		40.00
01-018950	GLASS CUTTERS	I-M000408	110 5224-432	REPAIR OF BUI:	OFFICE WINDOW	112630	191.28
					VENDOR 01-018950 TOTALS		191.28
01-031000	LORENZ SUPPLY CO.	I-302003	110 5224-312	CLEANING SUPP:	TOWELS	112655	124.52
01-031000	LORENZ SUPPLY CO.	I-302413	110 5224-312	CLEANING SUPP:	SOAP, TISSUE, LINERS, C	112655	143.24
					VENDOR 01-031000 TOTALS		267.76
01-033800	MATTOON WATER DEPT	I-201207120625	110 5224-321	UTILITIES	: 1710 WABASH	000000	171.34
01-033800	MATTOON WATER DEPT	I-201207120626	110 5224-321	UTILITIES	: 221 S 17TH	000000	60.01
					VENDOR 01-033800 TOTALS		231.35
			DEPARTMENT 224	POLICE BUILDINGS	TOTAL:		4,361.31

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 241 FIRE PROTECTION ADMIN.

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000554	SARAH BUSH	I-201208020789	110 5241-562	TRAVEL & TRAI:	ACLS	112680	100.00
					VENDOR 01-000554 TOTALS		100.00
01-000631	MIDSTATE OVERHEAD DOOR	I-116877	110 5241-432	REPAIR OF BUI:	DOOR REPAIRS	112661	448.00
					VENDOR 01-000631 TOTALS		448.00
01-001070	AMEREN ILLINOIS	I-201208010756	110 5241-321	UTILITIES	: 1801 PRAIRIE	112586	93.05
					VENDOR 01-001070 TOTALS		93.05
01-001395	CITY OF CHARLESTON	I-2012-00000007	110 5241-578	AMBULANCE BIL:	JUNE AMBULANCE INVOI	112606	1,875.00
01-001395	CITY OF CHARLESTON	I-201208010757	110 5241-315	UNIFORMS & CL:	ID BADGES	112606	6.00
					VENDOR 01-001395 TOTALS		1,881.00
01-001582	AUTO, TRUCK AND FARM R	I-40093	110 5241-434	REPAIR OF VEH:	OIL CHANGE	112591	22.45
					VENDOR 01-001582 TOTALS		22.45
01-001620	VERIZON WIRELESS	I-2772419894	110 5241-533	CELLULAR PHON:	MOBILES	112688	1.69
					VENDOR 01-001620 TOTALS		1.69
01-001984	BOUND TREE MEDICAL, LL	I-80829000	110 5241-313	MEDICAL & SAF:	MEDICAL SUPPLIES	112598	85.10
01-001984	BOUND TREE MEDICAL, LL	I-80831023	110 5241-313	MEDICAL & SAF:	MEDICAL SUPPLIES	112598	389.08
					VENDOR 01-001984 TOTALS		474.18
01-002170	BUSINESS CARD	I-201208020765	110 5241-315	UNIFORMS & CL:	MACK MOORE SHOE	112601	144.00
01-002170	BUSINESS CARD	I-201208020765	110 5241-326	FUEL	: SPEEDWAY	112601	75.00
01-002170	BUSINESS CARD	I-201208020765	110 5241-326	FUEL	: SPEEDWAY	112601	61.98
					VENDOR 01-002170 TOTALS		280.98
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5241-321	UTILITIES	: 2700 MARSHALL	112584	164.86
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5241-321	UTILITIES	: 1801 PRAIRIE	112584	39.46
					VENDOR 01-002194 TOTALS		204.32

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 241 FIRE PROTECTION ADMIN.

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002250	COMMERCIAL REFRIGERATI	I-25126	110 5241-433	REPAIR OF MAC:	ICE MACHINE REPAIRS	112612	239.66
					VENDOR 01-002250 TOTALS		239.66
01-003200	FRED BIGGS ELECTRIC SU	I-065992	110 5241-432	REPAIR OF BUI:	FRED BIGGS ELECTRIC	112566	15.39
					VENDOR 01-003200 TOTALS		15.39
01-004395	PETTY CASH	I-201207310716	110 5241-562	TRAVEL & TRAI:	REIMBURSE PETTY CASH	112674	11.40
01-004395	PETTY CASH	I-201207310720	110 5241-531	POSTAGE	: REPLENISH PETTY CASH	112674	8.00
					VENDOR 01-004395 TOTALS		19.40
01-009075	CUSD #2 TRANSPORTATION	I-201208010736	110 5241-326	FUEL	: FUEL 6/12 FD	112618	1,916.21
					VENDOR 01-009075 TOTALS		1,916.21
01-012970	DON BAKER'S PEST CONTR	I-177215	110 5241-579	MISC OTHER PU:	PEST CONTROL	112624	75.00
					VENDOR 01-012970 TOTALS		75.00
01-016000	JOHN DEERE FINANCIAL	I-G32417	110 5241-316	TOOLS & EQUIP:	NOZZLE	112551	19.99
					VENDOR 01-016000 TOTALS		19.99
01-020800	HAROLD'S CLEANERS	I-185261	110 5241-573	LAUNDRY SERVI:	CLEAN UNIFORMS	112633	20.00
01-020800	HAROLD'S CLEANERS	I-185262	110 5241-573	LAUNDRY SERVI:	CLEAN UNIFORMS	112633	22.00
01-020800	HAROLD'S CLEANERS	I-185263	110 5241-573	LAUNDRY SERVI:	CLEAN UNIFORMS	112633	10.00
01-020800	HAROLD'S CLEANERS	I-185264	110 5241-573	LAUNDRY SERVI:	CLEAN UNIFORMS	112633	10.00
01-020800	HAROLD'S CLEANERS	I-185332	110 5241-573	LAUNDRY SERVI:	CLEAN UNIFORMS	112633	5.00
01-020800	HAROLD'S CLEANERS	I-185572	110 5241-573	LAUNDRY SERVI:	CLEAN UNIFORM	112633	20.00
					VENDOR 01-020800 TOTALS		87.00
01-023500	MOTION INDUSTRIES	I-IL64-880895	110 5241-433	REPAIR OF MAC:	MOTION INDUSTRIES	112500	131.19
					VENDOR 01-023500 TOTALS		131.19

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 241 FIRE PROTECTION ADMIN.

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-023800	CONSOLIDATED COMMUNICA	I-201207270707	110 5241-532	TELEPHONE	: 234-2448	112543	39.38
01-023800	CONSOLIDATED COMMUNICA	I-201208020783	110 5241-532	TELEPHONE	: 234-2442	112614	56.19
01-023800	CONSOLIDATED COMMUNICA	I-201208020784	110 5241-532	TELEPHONE	: 235-0931	112614	42.68
01-023800	CONSOLIDATED COMMUNICA	I-201208020785	110 5241-532	TELEPHONE	: 235-0924	112614	50.43
01-023800	CONSOLIDATED COMMUNICA	I-201208020786	110 5241-532	TELEPHONE	: 235-0933	112614	39.11
01-023800	CONSOLIDATED COMMUNICA	I-201208020787	110 5241-532	TELEPHONE	: 235-0947	112614	42.07
						VENDOR 01-023800 TOTALS	269.86
01-031000	LORENZ SUPPLY CO.	I-302449	110 5241-312	CLEANING SUPP:	HANDE,SQUEEGEE	112655	79.32
01-031000	LORENZ SUPPLY CO.	I-303123	110 5241-312	CLEANING SUPP:	TOWELS,FLOOR CLEANER	112655	173.06
						VENDOR 01-031000 TOTALS	252.38
01-033800	MATTOON WATER DEPT	I-201208010754	110 5241-321	UTILITIES	: 2700 MARSHALL	000000	77.56
01-033800	MATTOON WATER DEPT	I-201208010755	110 5241-321	UTILITIES	: HWY 16 STA 2	000000	35.52
						VENDOR 01-033800 TOTALS	113.08
01-036080	MUNICIPAL EMERGENCY SE	I-00330013SNV	110 5241-434	REPAIR OF VEH:	MUNICIPAL EMERGENCY	112666	253.92
						VENDOR 01-036080 TOTALS	253.92
01-039423	QUARTERMASTER INC	I-P675043700015	110 5241-315	UNIFORMS & CL:	BOOTS	112675	114.99
						VENDOR 01-039423 TOTALS	114.99
01-040250	FARM PRIDE MATTOON	I-P04982	110 5241-433	REPAIR OF MAC:	FARM PRIDE MATTOON	112627	13.75
						VENDOR 01-040250 TOTALS	13.75
01-043371	SPRINGFIELD ELECTRIC	I-S3644325.001	110 5241-434	REPAIR OF VEH:	COMMAND TRAILER REPA	112683	70.66
						VENDOR 01-043371 TOTALS	70.66
01-045820	WALMART COMMUNITY BRC	I-08228	110 5241-312	CLEANING SUPP:	BULBS,COMET,BLEACH,C	112691	159.91
						VENDOR 01-045820 TOTALS	159.91

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 241 FIRE PROTECTION ADMIN.

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-049003	XEROX CORPORATION	I-062692502	110 5241-814	PRINT/COPY MA:	COPIER YHT-189240	112698	68.14
					VENDOR 01-049003 TOTALS		68.14
DEPARTMENT 241 FIRE PROTECTION ADMIN.						TOTAL:	7,326.20
01-009075	CUSD #2 TRANSPORTATION	I-201208010733	110 5261-564	PRIVATE VEHIC:	FUEL 6/12 BUILDING I	112618	141.31
					VENDOR 01-009075 TOTALS		141.31
01-023800	CONSOLIDATED COMMUNICA	I-201207270706	110 5261-532	TELEPHONE	: 234-7367	112543	259.80
					VENDOR 01-023800 TOTALS		259.80
01-049003	XEROX CORPORATION	I-062420096	110 5261-311	OFFICE SUPPLI:	COPIER LBP-251909	112698	76.53
					VENDOR 01-049003 TOTALS		76.53
DEPARTMENT 261 COMMUNITY DEVELOPMENT						TOTAL:	477.64
01-001395	CITY OF CHARLESTON	I-201208010757	110 5310-319	MISCELLANEOUS:	ID BADGES	112606	6.00
					VENDOR 01-001395 TOTALS		6.00
01-001620	VERIZON WIRELESS	I-2772419894	110 5310-533	CELLULAR PHON:	MOBILES	112688	130.22
					VENDOR 01-001620 TOTALS		130.22
01-002170	BUSINESS CARD	I-201208020765	110 5310-316	TOOLS & EQUIP:	RURAL KING	112601	11.98
					VENDOR 01-002170 TOTALS		11.98
01-002602	DEAN BARBER	I-201208010760	110 5310-564	PRIVATE VEHIC:	MILEAGE 7/18	112593	45.90
					VENDOR 01-002602 TOTALS		45.90

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 310 PUBLIC WORKS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002663	KEY EQUIPMENT FINANCE	I-581014526001207	110 5310-519	OTHER PROFESS:	GPS EQUIPMENT & MNTC	112498	728.92
					VENDOR 01-002663 TOTALS		728.92
01-039210	VEOLIA ES SOLID WASTE	I-F50000301021	110 5310-421	DISPOSAL SERV:	TRASH SERVICES	112550	392.95
					VENDOR 01-039210 TOTALS		392.95
01-043522	STAPLES CREDIT PLAN	I-57248	110 5310-311	OFFICE SUPPLI:	OFFICE SUPPLIES	112548	32.99
					VENDOR 01-043522 TOTALS		32.99
DEPARTMENT 310 PUBLIC WORKS						TOTAL:	1,348.96
01-000061	HOME DEPOT	C-3019239	110 5320-316	TOOLS AND EQU:	HOME DEPOT	112567	12.32
01-000061	HOME DEPOT	I-0035663	110 5320-316	TOOLS AND EQU:	HOME DEPOT	112567	7.95
01-000061	HOME DEPOT	I-2032360	110 5320-316	TOOLS AND EQU:	HOME DEPOT	112567	17.86
	PROJ: 222-000	SW - BROADWAY EAST		JOB EXPENSES			
01-000061	HOME DEPOT	I-3019237	110 5320-316	TOOLS AND EQU:	HOME DEPOT	112567	28.29
01-000061	HOME DEPOT	I-3019240	110 5320-316	TOOLS AND EQU:	HOME DEPOT	112567	115.58
01-000061	HOME DEPOT	I-5034301	110 5320-316	TOOLS AND EQU:	HOME DEPOT	112567	37.92
	PROJ: 222-000	SW - BROADWAY EAST		JOB EXPENSES			
01-000061	HOME DEPOT	I-5096813	110 5320-316	TOOLS AND EQU:	HOME DEPOT	112567	63.88
	PROJ: 222-000	SW - BROADWAY EAST		JOB EXPENSES			
01-000061	HOME DEPOT	I-5096813	110 5320-319	MISCELLANEOUS:	HOME DEPOT	112567	63.23
01-000061	HOME DEPOT	I-9010975	110 5320-316	TOOLS AND EQU:	HOME DEPOT	112567	32.47
	PROJ: 222-000	SW - BROADWAY EAST		JOB EXPENSES			
01-000061	HOME DEPOT	I-9030567	110 5320-316	TOOLS AND EQU:	HOME DEPOT	112567	8.91
	PROJ: 222-000	SW - BROADWAY EAST		JOB EXPENSES			
01-000061	HOME DEPOT	I-9030581	110 5320-316	TOOLS AND EQU:	HOME DEPOT	112568	5.94
	PROJ: 222-000	SW - BROADWAY EAST		JOB EXPENSES			
					VENDOR 01-000061 TOTALS		369.71
01-000755	ALTORFER	I-V0624801	110 5320-440	RENTALS	: EQUIPMENT RENTAL	112583	2,005.00
	PROJ: 207-000	DEPOT PARKING LOT		Expenses			
					VENDOR 01-000755 TOTALS		2,005.00
01-001070	AMEREN ILLINOIS	I-201207270703	110 5320-459	OTHER CONSTRU:	DAMAGE @ 3501 WILLOW	112541	562.14

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 320 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001070	AMEREN ILLINOIS	I-201207270704	110 5320-459	OTHER CONSTRU:	DAMAGE @ 9TH ST	112541	1,270.83
					VENDOR 01-001070 TOTALS		1,832.97
01-001389	AMERICAN TOWING	I-201208010729	110 5320-519	OTHER PROFESS:	TOW DODGE NEON	112588	48.00
	PROJ: 207-000	DEPOT PARKING LOT		Expenses			
01-001389	AMERICAN TOWING	I-201208010730	110 5320-519	OTHER PROFESS:	TOW SATURN	112588	48.00
	PROJ: 207-000	DEPOT PARKING LOT		Expenses			
					VENDOR 01-001389 TOTALS		96.00
01-001620	VERIZON WIRELESS	I-2772419894	110 5320-533	CELLULAR PHON:	MOBILES	112688	62.45
					VENDOR 01-001620 TOTALS		62.45
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5320-321	UTILITIES	: 212 N 12TH	112584	7.47
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5320-321	UTILITIES	: 221 N 12TH	112584	161.47
					VENDOR 01-002194 TOTALS		168.94
01-002891	J & J CONCRETE	I-201208010723	110 5320-351	CONCRETE	: 3017 WALNUT	112644	821.84
					VENDOR 01-002891 TOTALS		821.84
01-002892	MTS SAFETY PRODUCTS, I	I-3903400	110 5320-313	MEDICAL & SAF:	MTS SAFETY PRODUCTS,	112665	59.99
					VENDOR 01-002892 TOTALS		59.99
01-002893	JAY HARTBANK	I-201207270709	110 5320-562	TRAVEL & TRAI:	REIMBURSE CDL	112545	50.00
					VENDOR 01-002893 TOTALS		50.00
01-003206	BIRKEYS	I-P42489	110 5320-318	VEHICLE PARTS:	HOSE,SLEEVE	112597	110.48
01-003206	BIRKEYS	I-P42902	110 5320-318	VEHICLE PARTS:	HOSE,FITTINGS	112597	36.57
01-003206	BIRKEYS	I-P42905	110 5320-318	VEHICLE PARTS:	FITTINGS	112597	10.96
01-003206	BIRKEYS	I-W08653	110 5320-433	REPAIR OF MAC:	LOADER REPAIRS	112597	543.95
01-003206	BIRKEYS	I-W08668	110 5320-433	REPAIR OF MAC:	LOADER REPAIRS	112597	72.03
					VENDOR 01-003206 TOTALS		773.99

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 320 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-004395	PETTY CASH	I-201207310719	110 5320-311	OFFICE SUPPLI:	PLATES	112674	10.00
					VENDOR 01-004395 TOTALS		10.00
01-011600	DEBUHR'S SEED STORE	I-27913	110 5320-319	MISCELLANEOUS:	GRASS SEED	112622	46.63
					VENDOR 01-011600 TOTALS		46.63
01-016140	FASTENAL COMPANY	I-ILMAT93230	110 5320-316	TOOLS AND EQU:	DRILL BIT	112628	117.35
	PROJ: 222-000	SW - BROADWAY EAST		JOB EXPENSES			
					VENDOR 01-016140 TOTALS		117.35
01-019650	GRAINGER PARTS	C-9862296549	110 5320-313	MEDICAL & SAF:	RETURNS	112495	29.48-
01-019650	GRAINGER PARTS	I-9860847228*	110 5320-313	MEDICAL & SAF:	SAFETY VESTS, RAINSU	112495	72.79
					VENDOR 01-019650 TOTALS		43.31
01-031000	LORENZ SUPPLY CO.	I-302417	110 5320-319	MISCELLANEOUS:	TOWELS,LINERS	112655	54.32
					VENDOR 01-031000 TOTALS		54.32
01-033800	MATTOON WATER DEPT	I-201207110526	110 5320-321	UTILITIES	: 420 LOGAN	000000	30.09
01-033800	MATTOON WATER DEPT	I-201207110555	110 5320-321	UTILITIES	: 212 N 12TH	000000	9.16
01-033800	MATTOON WATER DEPT	I-201207110556	110 5320-321	UTILITIES	: 221 N 12TH	000000	51.42
					VENDOR 01-033800 TOTALS		90.67
01-040469	DURWIN SANDERS	I-21221	110 5320-351	CONCRETE	: 208 HICKORY	112625	318.50
					VENDOR 01-040469 TOTALS		318.50
01-043522	STAPLES CREDIT PLAN	I-51928	110 5320-312	CLEANING SUPP:	OFFICE SUPPLIES	112571	59.90
01-043522	STAPLES CREDIT PLAN	I-54667	110 5320-311	OFFICE SUPPLI:	OFFICE SUPPLIES	112571	9.01
					VENDOR 01-043522 TOTALS		68.91
01-045523	VERMEER SALES & SERVIC	I-S14507	110 5320-434	REPAIR OF VEH:	TUB GRINDER REPAIR	112689	1,544.89
					VENDOR 01-045523 TOTALS		1,544.89

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 320 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-046000	NIEMANN FOODS INC	I-1449475	110 5320-319	MISCELLANEOUS: ICE		112670	35.10
					VENDOR 01-046000 TOTALS		35.10
01-048642	WOODY'S MUNICIPAL SUPP	I-36710	110 5320-318	VEHICLE PARTS: PUMP		112696	1,199.65
01-048642	WOODY'S MUNICIPAL SUPP	I-36762	110 5320-318	VEHICLE PARTS: WOODY'S MUNICIPAL SU		112696	46.64
					VENDOR 01-048642 TOTALS		1,246.29
DEPARTMENT 320 STREETS						TOTAL:	9,816.86
01-000061	HOME DEPOT	I-9033175	110 5381-319	MISCELLANEOUS: HOME DEPOT		112568	12.12
					VENDOR 01-000061 TOTALS		12.12
01-001070	AMEREN ILLINOIS	I-201208010758	110 5381-321	UTILITIES : 19TH STREET		112586	39.66
01-001070	AMEREN ILLINOIS	I-201208010759	110 5381-321	UTILITIES : 208 N 19TH		112586	25.82
					VENDOR 01-001070 TOTALS		65.48
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5381-321	UTILITIES : 1718 B'DWAY UNIT C		112584	43.01
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5381-321	UTILITIES : 1718 B'DWAY UNIT B		112584	34.36
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5381-321	UTILITIES : CITY HALL		112584	1,436.06
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5381-321	UTILITIES : BURGESS		112584	176.75
					VENDOR 01-002194 TOTALS		1,690.18
01-002250	COMMERCIAL REFRIGERATI	I-24934	110 5381-432	REPAIR OF BUI: A/C REPAIRS		112612	398.07
01-002250	COMMERCIAL REFRIGERATI	I-25128	110 5381-432	REPAIR OF BUI: A/C REPAIRS		112612	3,940.00
					VENDOR 01-002250 TOTALS		4,338.07
01-002529	WILLIAM BEESE	I-1134	110 5381-460	OTHER PROP MA: JULY CLEANING		112596	320.00
					VENDOR 01-002529 TOTALS		320.00
01-023800	CONSOLIDATED COMMUNICA	I-201207270708	110 5381-460	OTHER PROP MA: 235-5622		112543	116.09
					VENDOR 01-023800 TOTALS		116.09

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 381 CUSTODIAL SERVICES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-033800	MATTOON WATER DEPT	I-201207110527	110 5381-321	UTILITIES	: 1701 WABASH	000000	26.18
VENDOR 01-033800 TOTALS							26.18
01-035600	KONE INC	I-220936743	110 5381-460	OTHER PROP MA:	ELEV MNTCE 7/12	112650	200.69
01-035600	KONE INC	I-220936744	110 5381-460	OTHER PROP MA:	ELEV MNTCE 7/12	112650	121.95
VENDOR 01-035600 TOTALS							322.64
DEPARTMENT 381 CUSTODIAL SERVICES						TOTAL:	6,890.76
01-000061	HOME DEPOT	I-5100514	110 5511-315	LANDSCAPING S:	HOME DEPOT	112567	233.64
VENDOR 01-000061 TOTALS							233.64
01-000576	JOHN DEERE LANDSCAPES	I-61820701	110 5511-433	REPAIR OF MAC:	MOWER BLADE	112647	86.97
VENDOR 01-000576 TOTALS							86.97
01-001070	AMEREN ILLINOIS	I-201208010747	110 5511-321	UTILITIES	: 1200 CHAMPAIGN	112585	34.47
01-001070	AMEREN ILLINOIS	I-201208020774	110 5511-321	UTILITIES	: 632 S 14TH	112587	90.03
01-001070	AMEREN ILLINOIS	I-201208020775	110 5511-321	UTILITIES	: 500 B'DWAY	112587	87.02
01-001070	AMEREN ILLINOIS	I-201208020776	110 5511-321	UTILITIES	: 500 B'DWAY	112587	76.65
VENDOR 01-001070 TOTALS							288.17
01-001135	BEACON ATHLETICS	I-0421226-IN	110 5511-825	TOURISM GRANT:	FIRST BASE,ANCHORS	112595	507.96
VENDOR 01-001135 TOTALS							507.96
01-001620	VERIZON WIRELESS	I-2772419894	110 5511-533	CELLULAR PHON:	MOBILES	112688	60.66
VENDOR 01-001620 TOTALS							60.66
01-002067	SPORT SUPPLY GROUP, IN	I-94742245	110 5511-313	MEDICAL & SAF:	SPORT SUPPLY GROUP,	112682	1,234.00
VENDOR 01-002067 TOTALS							1,234.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 511 PARKS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5511-321	UTILITIES	: PETERSON PARK	112584	443.81
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5511-321	UTILITIES	: LAWSON PARK	112584	99.70
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5511-321	UTILITIES	: PETERSON PARK	112584	89.10
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5511-321	UTILITIES	: KINZEL FIELD	112584	62.62
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5511-321	UTILITIES	: PETERSON PARK	112584	8.49
						VENDOR 01-002194 TOTALS	703.72
01-002416	ANDERSON'S OUTDOOR SPO	I-2000	110 5511-825	TOURISM GRANT:	BALLFIELD MATERIAL	112589	398.00
						VENDOR 01-002416 TOTALS	398.00
01-002897	TONY WOODARD	I-201208020777	110 5511-433	REPAIR OF MAC:	MOWER MNTCE	112695	300.00
						VENDOR 01-002897 TOTALS	300.00
01-003206	BIRKEYS	I-P42376	110 5511-433	REPAIR OF MAC:	MOWER REPAIR	112597	54.19
01-003206	BIRKEYS	I-P42480	110 5511-433	REPAIR OF MAC:	MOWER PARTS	112597	5.23
01-003206	BIRKEYS	I-P42670	110 5511-433	REPAIR OF MAC:	HYDRAULIC HOSES	112597	22.42
01-003206	BIRKEYS	I-W08575	110 5511-433	REPAIR OF MAC:	XMARK REPAIRS	112597	2,995.85
						VENDOR 01-003206 TOTALS	3,077.69
01-020803	HARRELSON PLUMBING & H	I-16258	110 5511-423	CUSTODIAL SER:	REPAIR STOOL	112634	70.00
						VENDOR 01-020803 TOTALS	70.00
01-023800	CONSOLIDATED COMMUNICA	I-201207270700	110 5511-532	TELEPHONE	: 234-7376	112543	38.70
01-023800	CONSOLIDATED COMMUNICA	I-201208020773	110 5511-532	TELEPHONE	: 234-3611	112614	70.41
						VENDOR 01-023800 TOTALS	109.11
01-033800	MATTOON WATER DEPT	I-201207110606	110 5511-321	UTILITIES	: 713 SHELBY	000000	1,592.21
01-033800	MATTOON WATER DEPT	I-201207110607	110 5511-321	UTILITIES	: 500 B'DWAY SHED	000000	103.58
01-033800	MATTOON WATER DEPT	I-201207110608	110 5511-321	UTILITIES	: 500 B'DWAY	000000	247.07
01-033800	MATTOON WATER DEPT	I-201207110609	110 5511-321	UTILITIES	: 500 B'DWAY	000000	13.49
01-033800	MATTOON WATER DEPT	I-201207110610	110 5511-321	UTILITIES	: 418 RICHMOND	000000	325.08
01-033800	MATTOON WATER DEPT	I-201207110612	110 5511-321	UTILITIES	: 307 RICHMOND	000000	671.01
01-033800	MATTOON WATER DEPT	I-201207110613	110 5511-321	UTILITIES	: 301 RICHMOND	000000	1,588.02
01-033800	MATTOON WATER DEPT	I-201207110614	110 5511-321	UTILITIES	: 305 RICHMOND	000000	1,232.68
						VENDOR 01-033800 TOTALS	5,773.14

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 511 PARKS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-035154	MID-ILLINOIS CONCRETE	I-126452	110 5511-432	REPAIR OF BUI: MID-ILLINOIS CONCRET		112660	776.00
					VENDOR 01-035154 TOTALS		776.00
01-043371	SPRINGFIELD ELECTRIC	I-S3641942.001	110 5511-319	MISCELLANEOUS: TIES		112683	131.02
					VENDOR 01-043371 TOTALS		131.02
DEPARTMENT 511 PARKS						TOTAL:	13,750.08
01-000061	HOME DEPOT	I-2038547	110 5512-432	REPAIR OF BUI: HOME DEPOT		112567	132.55
					VENDOR 01-000061 TOTALS		132.55
01-000481	PANA BAIT CO	I-2589454	110 5512-317	CONCESSION & : CONCESSIONS		112672	303.05
01-000481	PANA BAIT CO	I-2589728	110 5512-317	CONCESSION & : CONCESSIONS		112672	229.70
					VENDOR 01-000481 TOTALS		532.75
01-001620	VERIZON WIRELESS	I-2772419894	110 5512-533	CELLULAR PHON: MOBILES		112688	59.88
					VENDOR 01-001620 TOTALS		59.88
01-001648	CENTRAL CIGAR-CANDY CO	I-478498	110 5512-317	CONCESSION & : CONCESSIONS		112604	293.26
					VENDOR 01-001648 TOTALS		293.26
01-002166	ZOLLMANN TRAILER SALES	I-8240	110 5512-433	REPAIR OF MAC: TRAILER REPAIR		112700	145.00
					VENDOR 01-002166 TOTALS		145.00
01-002559	MATTOON TIRE & AUTO CE	I-17024	110 5512-433	REPAIR OF MAC: TIRE REPAIR		112657	8.76
					VENDOR 01-002559 TOTALS		8.76
01-009093	CONNOR CO	I-S5323143.001	110 5512-432	REPAIR OF BUI: FILTERS		112613	14.27
					VENDOR 01-009093 TOTALS		14.27

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 512 LAKE MATTOON

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-020534	FRONTIER	I-201207270701	110 5512-532	TELEPHONE	: 895-2922	112544	49.30
VENDOR 01-020534 TOTALS							49.30
01-024060	IL DEPT OF NATURAL RES	I-201207200694	110 5512-802	HUNTING/FISHI:	LAKE 7-10/16 HUNT/FI 000000		87.75
01-024060	IL DEPT OF NATURAL RES	I-201207270697	110 5512-802	HUNTING/FISHI:	LAKE 7-17/23 HUNT/FI 000000		81.75
01-024060	IL DEPT OF NATURAL RES	I-201208020782	110 5512-802	HUNTING/FISHI:	LAKE HUNT/FISH 7-24/ 000000		123.00
01-024060	IL DEPT OF NATURAL RES	I-201208030807	110 5512-802	HUNTING/FISHI:	CITY CLERK 7-24/30 H 000000		107.00
VENDOR 01-024060 TOTALS							399.50
01-024101	IL DEPARTMENT OF REVEN	I-201207200695	110 5512-803	SALES TAX REM:	JUNE SALES TAX 000000		701.00
VENDOR 01-024101 TOTALS							701.00
01-030021	L & S SAFETY	I-20124850	110 5512-313	MEDICAL & SAF:	SAFETY GLASSES 112651		24.57
VENDOR 01-030021 TOTALS							24.57
01-043522	STAPLES CREDIT PLAN	I-57038	110 5512-311	OFFICE SUPPLI:	OFFICE SUPPLIES 112548		34.99
VENDOR 01-043522 TOTALS							34.99
01-045155	UNITED PARCEL SERVICE	I-8Y610282	110 5512-531	POSTAGE	: SHIPPING 112549		18.38
VENDOR 01-045155 TOTALS							18.38
DEPARTMENT 512 LAKE MATTOON						TOTAL:	2,414.21
01-000576	JOHN DEERE LANDSCAPES	I-61993971	110 5551-319	MISCELLANEOUS:	JOHN DEERE LANDSCAPE 112647		149.02
VENDOR 01-000576 TOTALS							149.02
01-001070	AMEREN ILLINOIS	I-201208010748	110 5551-321	UTILITIES	: 221 SHELBY 112585		164.65
01-001070	AMEREN ILLINOIS	I-201208010749	110 5551-321	UTILITIES	: 311 N 6TH 112585		332.55
01-001070	AMEREN ILLINOIS	I-201208010750	110 5551-321	UTILITIES	: 311 N 6TH 112585		45.50
01-001070	AMEREN ILLINOIS	I-201208010751	110 5551-321	UTILITIES	: 312 N 10TH 112585		275.14
01-001070	AMEREN ILLINOIS	I-201208010752	110 5551-321	UTILITIES	: 421 SHELBY 112585		216.59

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 551 SPORTS FACILITIES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001070	AMEREN ILLINOIS	I-201208010753	110 5551-321	UTILITIES	: 312 N 10TH	112585	30.37
						VENDOR 01-001070 TOTALS	1,064.80
01-001744	HELENA CHEMICAL COMPAN	I-87889160	110 5551-424	LAWN CARE	: HELENA CHEMICAL COMP	112639	156.00
01-001744	HELENA CHEMICAL COMPAN	I-87889162	110 5551-424	LAWN CARE	: HELENA CHEMICAL COMP	112639	1,092.00
						VENDOR 01-001744 TOTALS	1,248.00
01-001965	WORLD CLASS ATHLETIC S	I-34711	110 5551-319	MISCELLANEOUS:	PAINT FOUL LINES	112697	2,010.00
						VENDOR 01-001965 TOTALS	2,010.00
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5551-321	UTILITIES	: T-BALL COMPLEX	112584	199.71
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5551-321	UTILITIES	: JFL COMPLEX	112584	277.36
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5551-321	UTILITIES	: BOYS COMPLEX	112584	364.85
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5551-321	UTILITIES	: GIRLS COMPLEX	112584	445.45
						VENDOR 01-002194 TOTALS	1,287.37
01-020803	HARRELSON PLUMBING & H	I-16240	110 5551-440	RENTALS	: POTTY RENTAL	112634	140.00
						VENDOR 01-020803 TOTALS	140.00
01-033800	MATTOON WATER DEPT	I-201207110611	110 5551-321	UTILITIES	: 421 SHELBY	000000	180.75
						VENDOR 01-033800 TOTALS	180.75
01-040253	RENTAL CENTER USA	I-328448	110 5551-440	RENTALS	: RAMP RENTAL	112678	125.00
01-040253	RENTAL CENTER USA	I-328494	110 5551-440	RENTALS	: EQUIP RENTAL	112678	126.00
						VENDOR 01-040253 TOTALS	251.00
01-043371	SPRINGFIELD ELECTRIC	I-S3651432.001	110 5551-319	MISCELLANEOUS:	CONDUIT	112683	847.02
						VENDOR 01-043371 TOTALS	847.02
						DEPARTMENT 551 SPORTS FACILITIES TOTAL:	7,177.96

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 570 DODGE GROVE CEMETERY

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001070	AMEREN ILLINOIS	I-201207200679	110 5570-321	UTILITIES	: 917 N 22ND	112491	24.87
01-001070	AMEREN ILLINOIS	I-201207200687	110 5570-321	UTILITIES	: 917 N 22ND	112491	147.25
						VENDOR 01-001070 TOTALS	172.12
01-001620	VERIZON WIRELESS	I-2772419894	110 5570-321	UTILITIES	: MOBILES	112688	23.39
						VENDOR 01-001620 TOTALS	23.39
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	110 5570-321	UTILITIES	: 917 N 22ND	112584	66.60
						VENDOR 01-002194 TOTALS	66.60
01-023800	CONSOLIDATED COMMUNICA	I-201208020767	110 5570-321	UTILITIES	: 234-2055	112614	124.93
						VENDOR 01-023800 TOTALS	124.93
01-040250	FARM PRIDE MATTOON	I-P04566	110 5570-316	TOOLS & EQUIP:	FARM PRIDE MATTOON	112627	20.99
						VENDOR 01-040250 TOTALS	20.99
						DEPARTMENT 570 DODGE GROVE CEMETERY TOTAL:	408.03
						VENDOR SET 110 GENERAL FUND TOTAL:	306,752.73

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 122 HOTEL TAX FUND

DEPARTMENT: 653 HOTEL TAX ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001070	AMEREN ILLINOIS	I-201208020763	122 5653-321	NATURAL GAS &	MARSHALL WELCOME SIG	112586	29.68
01-001070	AMEREN ILLINOIS	I-201208020764	122 5653-321	NATURAL GAS &	DEWITT WELCOME SIGN	112586	30.26
				VENDOR 01-001070	TOTALS		59.94
01-001235	ANGELIA D BURGETT	I-201208010734	122 5653-572	COMMUNITY PRO:	MILEAGE 7/16/12	112600	84.90
				VENDOR 01-001235	TOTALS		84.90
01-002067	SPORT SUPPLY GROUP, IN	I-94742245	122 5653-572	COMMUNITY PRO:	SPORT SUPPLY GROUP,	112682	1,234.00
				VENDOR 01-002067	TOTALS		1,234.00
01-002170	BUSINESS CARD	I-201208020765	122 5653-561	BUSINESS MEET:	SUBWAY	112601	11.21
01-002170	BUSINESS CARD	I-201208020765	122 5653-562	TRAVEL & TRAI:	STARBUCKS	112601	6.59
01-002170	BUSINESS CARD	I-201208020765	122 5653-562	TRAVEL & TRAI:	STADIUM GRILL	112601	43.95
01-002170	BUSINESS CARD	I-201208020765	122 5653-572	COMMUNITY PRO:	BUFFALO WILD WINGS	112601	149.48
01-002170	BUSINESS CARD	I-201208020765	122 5653-572	COMMUNITY PRO:	CODY'S	112601	164.96
01-002170	BUSINESS CARD	I-201208020765	122 5653-561	BUSINESS MEET:	COMMON GROUNDS	112601	4.50
01-002170	BUSINESS CARD	I-201208020765	122 5653-562	TRAVEL & TRAI:	CRACKER BARREL	112601	23.45
01-002170	BUSINESS CARD	I-201208020765	122 5653-561	BUSINESS MEET:	LITTLE MEXICO	112601	74.96
				VENDOR 01-002170	TOTALS		479.10
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	122 5653-321	NATURAL GAS &	DEWITT WELCOME SIGN	112584	5.25
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	122 5653-321	NATURAL GAS &	MARSHALL WELCOME SIG	112584	3.98
				VENDOR 01-002194	TOTALS		9.23
01-002894	IL ARTS COUNCIL	I-201207270702	122 5653-562	TRAVEL & TRAI:	ARTS COUNCIL MENTOR	112546	50.00
				VENDOR 01-002894	TOTALS		50.00
01-021348	HERALD & REVIEW	I-201207310714	122 5653-540	ADVERTISING :	ADVERTISING	112560	1,747.01
				VENDOR 01-021348	TOTALS		1,747.01
01-043522	STAPLES CREDIT PLAN	I-55684	122 5653-311	OFFICE SUPPLI:	OFFICE SUPPLIES	112684	87.95
				VENDOR 01-043522	TOTALS		87.95
DEPARTMENT 653 HOTEL TAX ADMINISTRATION TOTAL:							3,752.13

VENDOR SET 122 HOTEL TAX FUND TOTAL:							3,752.13

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 123 FESTIVAL MGMT FUND

DEPARTMENT: 582 JULY 4TH FIREWORKS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
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01-020803	HARRELSON PLUMBING & H	I-16232	123 5582-831	PARADES	: POTTY RENTAL	112634	210.00
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						VENDOR 01-020803	TOTALS	210.00
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01-050820	Z'S MUSIC & SOUND	I-4129	123 5582-519	OTHER PROFESS:	SOUND SYSTEM	112699	1,250.00
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						VENDOR 01-050820	TOTALS	1,250.00
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						DEPARTMENT 582	JULY 4TH FIREWORKS	TOTAL:	1,460.00
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01-002170	BUSINESS CARD	I-201208020765	123 5584-833	QUEEN PAGEANT:	AMOCO	112601	50.00
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01-002170	BUSINESS CARD	I-201208020765	123 5584-833	QUEEN PAGEANT:	CVS	112601	104.95
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01-002170	BUSINESS CARD	I-201208020765	123 5584-561	BUSINESS MEET:	BUFFALO WILD WINGS	112601	15.32
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01-002170	BUSINESS CARD	I-201208020765	123 5584-531	POSTAGE	: USPS	112601	16.64
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01-002170	BUSINESS CARD	I-201208020765	123 5584-531	POSTAGE	: USPS	112601	160.00
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01-002170	BUSINESS CARD	I-201208020765	123 5584-561	BUSINESS MEET:	CRACKER BARREL	112601	21.53
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01-002170	BUSINESS CARD	I-201208020765	123 5584-833	QUEEN PAGEANT:	SHINDIGZ	112601	42.56
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01-002170	BUSINESS CARD	I-201208020765	123 5584-317	CONCESSION &	: STU STUMPS	112601	428.45
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						VENDOR 01-002170	TOTALS	839.45
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01-002887	JOHNNY CORNELL	I-201207180673	123 5584-834	ENTERTAINMENT:	MAIN STAGE ENTERTAIN	112488	600.00
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						VENDOR 01-002887	TOTALS	600.00
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01-002888	TAYLOR WAGNER	I-201207180674	123 5584-834	ENTERTAINMENT:	MAIN STAGE ENTERTAIN	112490	600.00
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						VENDOR 01-002888	TOTALS	600.00
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01-002889	DANCELIFE CENTER	I-201207180672	123 5584-834	ENTERTAINMENT:	BAGELFEST ENTERTAINM	112487	150.00
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						VENDOR 01-002889	TOTALS	150.00
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01-020803	HARRELSON PLUMBING & H	I-16232	123 5584-440	RENTALS	: POTTY RENTAL	112634	1,700.00
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						VENDOR 01-020803	TOTALS	1,700.00
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01-021348	HERALD & REVIEW	I-201207310714	123 5584-540	ADVERTISING	: ADVERTISING	112560	90.00
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						VENDOR 01-021348	TOTALS	90.00
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VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 123 FESTIVAL MGMT FUND

DEPARTMENT: 584 BAGELFEST

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
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01-045603	WMCI, WWGO, WCBH	I-201207310715	123 5584-540	ADVERTISING	: BAGELFEST PRESALE 20	112561	749.13
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						VENDOR 01-045603 TOTALS	749.13
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						DEPARTMENT 584 BAGELFEST	TOTAL: 4,728.58
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						VENDOR SET 123 FESTIVAL MGMT FUND	TOTAL: 6,188.58
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VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 125 INSURANCE & TORT JDMNT

DEPARTMENT: 150 FINANCIAL ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002582	ARTHUR J. GALLAGHER	RM I-631556	125 5150-523	PROPERTY & CA:	RENTED EQUIP LIMIT I	112590	86.00
					VENDOR 01-002582 TOTALS		86.00
01-012500	IL DIR OF EMPLOYMENT	S I-201207200680	125 5150-240	UNEMPLOYMENT :	UNEMPLOYMENT TAX 2ND	112496	4,096.81
					VENDOR 01-012500 TOTALS		4,096.81
DEPARTMENT 150 FINANCIAL ADMINISTRATION TOTAL:							4,182.81
VENDOR SET 125 INSURANCE & TORT JDMNT TOTAL:							4,182.81

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 128 MIDTOWN TIF FUND

DEPARTMENT: 604 MIDTOWN TIF DISTRICT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
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01-011600	DEBUHR'S SEED STORE	I-29929	128 5604-900	PARKS	: GRASS, STRAW	112622	145.89
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PROJ: 230-001	POCKET PARK			PROJECT EXPENSES			
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						VENDOR 01-011600 TOTALS	145.89
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				DEPARTMENT 604	MIDTOWN TIF DISTRICT	TOTAL:	145.89
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				VENDOR SET 128	MIDTOWN TIF FUND	TOTAL:	145.89
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VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 130 CAPITAL PROJECT FUND

DEPARTMENT: 321 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-029200	KAM SOLUTIONS	I-12-0190	130 5321-720	PUBLIC WORKS :	YOUNG RADIATOR SITE	112649	2,195.94
	PROJ: 219-000	FW BUILDING		JOB EXPENSES			
						VENDOR 01-029200 TOTALS	2,195.94
						DEPARTMENT 321 STREETS	TOTAL: 2,195.94
01-043522	STAPLES CREDIT PLAN	I-55092	130 5328-730	IMPROVEMENTS :	OFFICE SUPPLIES	112548	302.40
	PROJ: 169-000	14th St. Detention		PROJECT EXPENSES			
						VENDOR 01-043522 TOTALS	302.40
						DEPARTMENT 328 STORM DRAINAGE	TOTAL: 302.40
01-002170	BUSINESS CARD	I-201208020765	130 5384-720	IC DEPOT REST: CONTRACTOR ORIENTATI		112601	52.00
	PROJ: 225-000	DEPOT BUILDING IMPROVE		EXPENSES			
01-002170	BUSINESS CARD	I-201208020765	130 5384-720	IC DEPOT REST: CONTRACTOR ORIENTATI		112601	37.00
	PROJ: 225-000	DEPOT BUILDING IMPROVE		EXPENSES			
						VENDOR 01-002170 TOTALS	89.00
01-002618	UNDER CUTTERS	I-370610	130 5384-720	IC DEPOT REST: PARKING SIGNS		112687	195.00
	PROJ: 207-000	DEPOT PARKING LOT		Expenses			
						VENDOR 01-002618 TOTALS	195.00
01-002751	CANADIAN NATIONAL RAIL	I-201207260696	130 5384-720	IC DEPOT REST: CANADIAN NATIONAL RA		112537	5,000.00
	PROJ: 225-000	DEPOT BUILDING IMPROVE		EXPENSES			
						VENDOR 01-002751 TOTALS	5,000.00
01-002829	TAS INSURANCE GROUP, I	I-201207180671	130 5384-720	IC DEPOT REST: RAILROAD PROTECTIVE		112489	1,130.00
	PROJ: 225-000	DEPOT BUILDING IMPROVE		EXPENSES			
						VENDOR 01-002829 TOTALS	1,130.00
01-043522	STAPLES CREDIT PLAN	I-57380	130 5384-720	IC DEPOT REST: OFFICE SUPPLIES		112548	437.40
	PROJ: 207-000	DEPOT PARKING LOT		Expenses			
						VENDOR 01-043522 TOTALS	437.40
						DEPARTMENT 384 RAILROAD DEPOT	TOTAL: 6,851.40
						VENDOR SET 130 CAPITAL PROJECT FUND	TOTAL: 9,349.74

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 351 RESERVOIRS & WTR SOURCES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000061	HOME DEPOT	I-6034123	211 5351-316	TOOLS & EQUIP:	HOME DEPOT	112567	71.55
							71.55
						VENDOR 01-000061 TOTALS	71.55
01-001070	AMEREN ILLINOIS	I-201208020768	211 5351-321	NATURAL GAS &:	RR2 WATER DEPT	112586	76.01
01-001070	AMEREN ILLINOIS	I-201208020770	211 5351-321	NATURAL GAS &:	RR2 SHED	112587	32.70
							108.71
						VENDOR 01-001070 TOTALS	108.71
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	211 5351-321	NATURAL GAS &:	LAKE PARADISE SHED	112584	7.26
							7.26
						VENDOR 01-002194 TOTALS	7.26
01-008600	COLES MOULTRIE ELECTRI	I-201208030808	211 5351-322	ELECTRICITY :	RESERVOIR CONTROL AC	112564	7.50
							7.50
						VENDOR 01-008600 TOTALS	7.50
01-016000	JOHN DEERE FINANCIAL	I-G07291	211 5351-319	MISCELLANEOUS:	DOCK REPAIRS	112497	74.96
							74.96
						VENDOR 01-016000 TOTALS	74.96
01-032980	FRED THROM	I-10468	211 5351-433	REPAIR OF MAC:	SHARPEN CHAIN SAW	112656	43.00
							43.00
						VENDOR 01-032980 TOTALS	43.00
01-039600	NEAL TIRE & AUTO SERVI	I-201208010740	211 5351-434	REPAIR OF VEH:	TIRE REPAIRS	112668	11.00
							11.00
						VENDOR 01-039600 TOTALS	11.00
							323.98
DEPARTMENT 351 RESERVOIRS & WTR SOURCES TOTAL:							323.98
01-000061	HOME DEPOT	I-2097161	211 5353-316	TOOLS & EQUIP:	HOME DEPOT	112567	599.00
							599.00
						VENDOR 01-000061 TOTALS	599.00
01-000468	R.E. PEDROTTI CO., INC	I-00042408-15MATIAC	211 5353-377	PLANT EQUIPME:	CHLORINE ANALYZER EQ	112676	3,500.00
01-000468	R.E. PEDROTTI CO., INC	I-00042408-15MATIAC	211 5353-516	TECHNOLOGY SU:	CHLORINE ANALYZER EQ	112676	2,034.00
							5,534.00
						VENDOR 01-000468 TOTALS	5,534.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 353 WATER TREATMENT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000550	ALEXANDERS AUTO PARTS	I-201208010732	211 5353-434	REPAIR OF VEH:	CONNECTOR,PUMP,AIR F	112582	271.11
				VENDOR 01-000550	TOTALS		271.11
01-001070	AMEREN ILLINOIS	I-201208020769	211 5353-321	NATURAL GAS &:	2800 E LAKE PARADISE	112587	1,003.38
				VENDOR 01-001070	TOTALS		1,003.38
01-001620	VERIZON WIRELESS	I-2772419894	211 5353-533	CELLULAR PHON:	MOBILES	112688	38.01
				VENDOR 01-001620	TOTALS		38.01
01-001787	BROWN'S AUTO SALES OF	I-201207270710	211 5353-740	MACHINERY & E:	04 GMC SIERRA	112542	11,005.00
				VENDOR 01-001787	TOTALS		11,005.00
01-002170	BUSINESS CARD	I-201208020765	211 5353-318	VEHICLE PARTS:	JS MARKETIN	112601	1,024.00
				VENDOR 01-002170	TOTALS		1,024.00
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	211 5353-321	NATURAL GAS &:	LAKE MATTOON PUMP	112584	2,030.84
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	211 5353-321	NATURAL GAS &:	E LAKE PUMP HOUSE	112584	1,595.15
				VENDOR 01-002194	TOTALS		3,625.99
01-002434	HAWKINS, INC.	I-3365763	211 5353-314	CHEMICALS :	CHEMICALS	112635	5,806.43
				VENDOR 01-002434	TOTALS		5,806.43
01-002559	MATTOON TIRE & AUTO CE	I-16889	211 5353-434	REPAIR OF VEH:	OIL CHANGE	112657	195.40
				VENDOR 01-002559	TOTALS		195.40
01-002687	INTERSTATE POWER SYSTE	I-83863	211 5353-377	PLANT EQUIPME:	GENERATOR SERVICE CO	112643	1,393.62
				VENDOR 01-002687	TOTALS		1,393.62

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 353 WATER TREATMENT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002865	JCI JONES CHEMICALS, I	I-554297	211 5353-314	CHEMICALS	: CHLORINE	112646	900.00
					VENDOR 01-002865 TOTALS		900.00
01-008600	COLES MOULTRIE ELECTRI	I-201207200676	211 5353-322	ELECTRICITY	: WATER PURIFICATION P	112492	5,697.25
					VENDOR 01-008600 TOTALS		5,697.25
01-009000	COMMERCIAL ELECTRIC	I-25551001	211 5353-432	REPAIR OF STR:	MOTOR REPAIRS @ CARB	112611	1,641.27
					VENDOR 01-009000 TOTALS		1,641.27
01-009098	CONTINENTAL CARBONIC	I-2550177	211 5353-314	CHEMICALS	: CHEMICALS	112615	1,031.70
					VENDOR 01-009098 TOTALS		1,031.70
01-016000	JOHN DEERE FINANCIAL	I-G12024	211 5353-318	VEHICLE PARTS:	ARMOR ALL,CAR WASH,R	112497	46.41
01-016000	JOHN DEERE FINANCIAL	I-G31438	211 5353-311	OFFICE SUPPLI:	COFFEE,TRASH BAGS	112497	20.97
01-016000	JOHN DEERE FINANCIAL	I-G32871	211 5353-318	VEHICLE PARTS:	FILTER,OIL	112497	18.28
					VENDOR 01-016000 TOTALS		85.66
01-020540	HACH COMPANY	I-7616411	211 5353-319	MISCELLANEOUS:	HACH COMPANY	112632	27.55
					VENDOR 01-020540 TOTALS		27.55
01-031000	LORENZ SUPPLY CO.	I-302548	211 5353-312	CLEANING SUPP:	TOWELS	112655	30.28
					VENDOR 01-031000 TOTALS		30.28
01-035365	MISSISSIPPI LIME COMPA	C-1029736	211 5353-314	CHEMICALS	: RETURN	112664	339.18
01-035365	MISSISSIPPI LIME COMPA	I-1033170	211 5353-314	CHEMICALS	: LIME	112664	4,527.60
					VENDOR 01-035365 TOTALS		4,188.42
01-035600	KONE INC	I-220946595	211 5353-435	ELEVATOR SERV:	ELEV MNTCE 7/12	112650	248.00
					VENDOR 01-035600 TOTALS		248.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 353 WATER TREATMENT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-036400	NAVY BRAND MFG CO	I-511173	211 5353-319	MISCELLANEOUS: NAVY BRAND MFG CO		112667	126.48
						VENDOR 01-036400 TOTALS	126.48
01-037976	PDC LABORATORIES	I-716337S	211 5353-519	OTHER PROFESS: PDC LABORATORIES		112673	70.00
01-037976	PDC LABORATORIES	I-717481S	211 5353-519	OTHER PROFESS: PDC LABORATORIES		112673	279.50
01-037976	PDC LABORATORIES	I-717482S	211 5353-519	OTHER PROFESS: PDC LABORATORIES		112673	45.00
						VENDOR 01-037976 TOTALS	394.50
DEPARTMENT 353 WATER TREATMENT PLANT						TOTAL:	44,867.05
01-000061	HOME DEPOT	I-5096813	211 5354-319	MISCELLANEOUS: HOME DEPOT		112567	63.23
						VENDOR 01-000061 TOTALS	63.23
01-001537	HD SUPPLY WATERWORKS,	C-4994269	211 5354-379	OTHER WATER M: RETURN		112636	1,407.60
01-001537	HD SUPPLY WATERWORKS,	I-4968499	211 5354-379	OTHER WATER M: HD SUPPLY WATERWORKS		112636	1,407.60
						VENDOR 01-001537 TOTALS	0.00
01-002170	BUSINESS CARD	I-201208020765	211 5354-730	IMPROVEMENTS : USPS		112601	18.95
PROJ: 229-000	CNRR WATER MAIN			PROJECT EXPENSES			
						VENDOR 01-002170 TOTALS	18.95
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	211 5354-321	NATURAL GAS &: 12TH ST PUMP		112584	8.07
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	211 5354-321	NATURAL GAS &: WEST TOWER		112584	3.13
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	211 5354-321	NATURAL GAS &: SWORDS STANDPIPE		112584	39.46
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	211 5354-321	NATURAL GAS &: EAST TOWER DIVISION		112584	3.13
						VENDOR 01-002194 TOTALS	53.79
01-002628	WATER PRODUCTS COMPANY	I-0587532	211 5354-371	WATER PIPE : PIPE		112692	773.08
PROJ: 207-000	DEPOT PARKING LOT			Expenses			
						VENDOR 01-002628 TOTALS	773.08

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 354 WATER DISTRIBUTION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003206	BIRKEYS	I-W08653	211 5354-433	REPAIR OF MAC: LOADER REPAIRS		112597	543.95
01-003206	BIRKEYS	I-W08668	211 5354-433	REPAIR OF MAC: LOADER REPAIRS		112597	72.03
				VENDOR 01-003206	TOTALS		615.98
01-008600	COLES MOULTRIE ELECTRI	I-201207200675	211 5354-322	ELECTRICITY : SBLHC PUMP STA		112492	194.32
				VENDOR 01-008600	TOTALS		194.32
01-011600	DEBUHR'S SEED STORE	I-27913	211 5354-319	MISCELLANEOUS: GRASS SEED		112622	46.63
				VENDOR 01-011600	TOTALS		46.63
01-019650	GRAINGER PARTS	I-9860847228*	211 5354-313	MEDICAL & SAF: SAFETY VESTS, RAINSU		112495	72.79
				VENDOR 01-019650	TOTALS		72.79
01-025682	IMCO UTILITY SUPPLY	C-1047372-00	211 5354-371	WATER PIPE : IMCO UTILITY SUPPLY		112641	395.69
01-025682	IMCO UTILITY SUPPLY	I-1046611-03	211 5354-379	OTHER WATER M: IMCO UTILITY SUPPLY		112641	167.04
01-025682	IMCO UTILITY SUPPLY	I-1046611-04	211 5354-379	OTHER WATER M: IMCO UTILITY SUPPLY		112641	215.00
01-025682	IMCO UTILITY SUPPLY	I-1046611-05	211 5354-379	OTHER WATER M: IMCO UTILITY SUPPLY		112641	88.00
01-025682	IMCO UTILITY SUPPLY	I-1046968-00	211 5354-740	MACHINERY & E: IMCO UTILITY SUPPLY		112641	18,000.00
01-025682	IMCO UTILITY SUPPLY	I-1047215-00	211 5354-371	WATER PIPE : IMCO UTILITY SUPPLY		112641	395.69
				VENDOR 01-025682	TOTALS		18,470.04
01-029200	KAM SOLUTIONS	I-12-10178	211 5354-730	IMPROVEMENTS : CNRR WATER MAIN RELO		112649	2,290.00
	PROJ: 229-000	CNRR WATER MAIN		PROJECT EXPENSES			
				VENDOR 01-029200	TOTALS		2,290.00
01-031000	LORENZ SUPPLY CO.	I-302417	211 5354-319	MISCELLANEOUS: TOWELS,LINERS		112655	54.32
				VENDOR 01-031000	TOTALS		54.32
				DEPARTMENT 354	WATER DISTRIBUTION	TOTAL:	22,653.13
01-000124	DATA FLOW	I-65392	211 5355-311	OFFICE SUPPLI: WATER BILLS		112621	458.94
				VENDOR 01-000124	TOTALS		458.94

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 355 ACCOUNTING & COLLECTION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002663	KEY EQUIPMENT FINANCE	I-581014526001207	211 5355-519	OTHER PROFESS:	GPS EQUIPMENT & MNTC	112498	359.02
					VENDOR 01-002663 TOTALS		359.02
01-004395	PETTY CASH	I-201207310718	211 5355-531	POSTAGE	: REPLENISH PETTY CASH	112674	18.95
					VENDOR 01-004395 TOTALS		18.95
01-023800	CONSOLIDATED COMMUNICA	I-201208010722	211 5355-532	TELEPHONE	: 235-5483	112614	243.02
					VENDOR 01-023800 TOTALS		243.02
01-025682	IMCO UTILITY SUPPLY	I-1046387-03	211 5355-372	METER TILES, :	METER PIT	112641	816.00
01-025682	IMCO UTILITY SUPPLY	I-1046387-04	211 5355-372	METER TILES, :	IMCO UTILITY SUPPLY	112641	1,473.00
01-025682	IMCO UTILITY SUPPLY	I-1046387-05	211 5355-372	METER TILES, :	IMCO UTILITY SUPPLY	112641	360.00
					VENDOR 01-025682 TOTALS		2,649.00
01-030021	L & S SAFETY	I-20124872	211 5355-319	MISCELLANEOUS:	FLASH LIGHT	112651	12.50
					VENDOR 01-030021 TOTALS		12.50
01-035266	MIDWEST METER INC	I-0037575-IN	211 5355-730	IMPROVEMENTS :	ORION PIT UNITS	112663	4,779.00
01-035266	MIDWEST METER INC	I-0037799-IN	211 5355-730	IMPROVEMENTS :	ORION PIT UNITS	112663	4,779.00
01-035266	MIDWEST METER INC	I-0038016-IN	211 5355-730	IMPROVEMENTS :	ORION PIT UNITS	112663	4,779.00
					VENDOR 01-035266 TOTALS		14,337.00
01-040448	S & K AIR POWER	I-1432744-01	211 5355-439	OTHER REPAIR :	REPAIR DRILL PRESS	112679	47.28
01-040448	S & K AIR POWER	I-1433224-01	211 5355-439	OTHER REPAIR :	REPAIR DRILL PRESS	112679	60.35
					VENDOR 01-040448 TOTALS		107.63
DEPARTMENT 355 ACCOUNTING & COLLECTION TOTAL:							18,186.06
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	211 5356-321	NATURAL GAS &:	1201 MARSHALL	112584	66.18
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	211 5356-321	NATURAL GAS &:	620 S 12TH	112584	16.33
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	211 5356-321	NATURAL GAS &:	621 S 12TH	112584	0.75

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 356 ADMINISTRATIVE & GENERAL

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	211 5356-321	NATURAL GAS &:	12TH ST LIGHTING	112584	23.66
					VENDOR 01-002194 TOTALS		106.92
01-028977	JULIE INC	I-201208020762	211 5356-579	MISC. OTHER P:	JULIE MESSAGES	112648	628.66
					VENDOR 01-028977 TOTALS		628.66
DEPARTMENT 356 ADMINISTRATIVE & GENERAL TOTAL:							735.58
VENDOR SET 211 WATER FUND TOTAL:							86,765.80

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 342 SEWER COLLECTION SYSTEM

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000061	HOME DEPOT	I-5096813	212 5342-319	MISCELLANEOUS: HOME DEPOT		112567	63.24
					VENDOR 01-000061 TOTALS		63.24
01-000843	COUNTY MATERIALS CORP	I-2058261-00	212 5342-730	IMPROVEMENTS : 22ND & CHAMPAIGN		112616	1,275.50
	PROJ: 234-000	2200 CHAMP ALLEY SAN SWR		EXPENSES			
					VENDOR 01-000843 TOTALS		1,275.50
01-001537	HD SUPPLY WATERWORKS,	I-4970601	212 5342-361	SEWER PIPE : PVC SEWER PIPE		112636	1,016.40
					VENDOR 01-001537 TOTALS		1,016.40
01-002166	ZOLLMANN TRAILER SALES	I-8317	212 5342-434	REPAIR OF VEH: ZOLLMANN TRAILER SAL	112700		246.00
					VENDOR 01-002166 TOTALS		246.00
01-002170	BUSINESS CARD	I-201208020765	212 5342-316	TOOLS & EQUIP: RURAL KING		112601	69.99
					VENDOR 01-002170 TOTALS		69.99
01-002875	IMEL MOTOR SALES	I-201208010731	212 5342-434	REPAIR OF VEH: REPAIR FREIGHTLINER	112642		91.69
					VENDOR 01-002875 TOTALS		91.69
01-003206	BIRKEYS	I-W08653	212 5342-433	REPAIR OF MAC: LOADER REPAIRS		112597	543.94
01-003206	BIRKEYS	I-W08668	212 5342-433	REPAIR OF MAC: LOADER REPAIRS		112597	72.02
					VENDOR 01-003206 TOTALS		615.96
01-004395	PETTY CASH	I-201207310717	212 5342-740	MACHINERY & E: REIMBURSE PETTY CASH	112674		10.00
					VENDOR 01-004395 TOTALS		10.00
01-006780	CLARK DIETZ INC	I-410971	212 5342-730	IMPROVEMENTS : LONG TERM CONTROL PL	112607		1,538.78
	PROJ: 203-000	CSO-LT OVERFLOW CMB		JOB EXPENSES			
					VENDOR 01-006780 TOTALS		1,538.78

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 342 SEWER COLLECTION SYSTEM

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-011600	DEBUHR'S SEED STORE	I-27913	212 5342-319	MISCELLANEOUS:	GRASS SEED	112622	46.64
					VENDOR 01-011600 TOTALS		46.64
01-019650	GRAINGER PARTS	I-9860847228*	212 5342-313	MEDICAL & SAF:	SAFETY VESTS, RAINSU	112495	72.79
					VENDOR 01-019650 TOTALS		72.79
01-031000	LORENZ SUPPLY CO.	I-302417	212 5342-319	MISCELLANEOUS:	TOWELS, LINERS	112655	54.32
					VENDOR 01-031000 TOTALS		54.32
01-036820	NEENAH FOUNDRY COMPANY	I-757275	212 5342-362	MANHOLES CASI:	NEENAH FOUNDRY COMPA	112669	3,325.08
					VENDOR 01-036820 TOTALS		3,325.08
DEPARTMENT 342 SEWER COLLECTION SYSTEM TOTAL:							8,426.39

01-001620	VERIZON WIRELESS	I-2772419894	212 5343-533	CELLULAR PHON:	MOBILES	112688	0.98
					VENDOR 01-001620 TOTALS		0.98
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	212 5343-321	NATURAL GAS &:	N 45 LIFT STA	112584	26.89
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	212 5343-321	NATURAL GAS &:	DEWITT LIFT STA	112584	7.33
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	212 5343-321	NATURAL GAS &:	RILEY CREEK SEWAGE	112584	529.45
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	212 5343-321	NATURAL GAS &:	WILLOWSHIRE SEWAGE	112584	11.19
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	212 5343-321	NATURAL GAS &:	28TH LIFT STA	112584	33.73
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	212 5343-321	NATURAL GAS &:	MCFALL LIFT STA	112584	9.81
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	212 5343-321	NATURAL GAS &:	N 19TH LIFT STA	112584	10.72
					VENDOR 01-002194 TOTALS		629.12
01-008600	COLES MOULTRIE ELECTRI	I-201207200690	212 5343-322	ELECTRICITY (:	BUXTON CENTRE	112492	82.60
01-008600	COLES MOULTRIE ELECTRI	I-201207200691	212 5343-322	ELECTRICITY (:	GOLDEN VALLEY SEWER	112492	254.66
01-008600	COLES MOULTRIE ELECTRI	I-201207200692	212 5343-322	ELECTRICITY (:	SBLHC LIFT STA	112492	192.13
01-008600	COLES MOULTRIE ELECTRI	I-201207200693	212 5343-322	ELECTRICITY (:	LLC LIFT STA	112492	127.87
					VENDOR 01-008600 TOTALS		657.26
DEPARTMENT 343 SEWER LIFT STATIONS TOTAL:							1,287.36

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 344 WASTEWATER TREATMNT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001043	MIDWEST GAS INSTRUMENT	I-24514	212 5344-439	OTHER REPAIR :	CALIBRATE IMPACT	112662	74.52
					VENDOR 01-001043 TOTALS		74.52
01-001620	VERIZON WIRELESS	I-2772419894	212 5344-533	CELLULAR PHON:	MOBILES	112688	0.18
					VENDOR 01-001620 TOTALS		0.18
01-002170	BUSINESS CARD	I-201208020765	212 5344-318	VEHICLE PARTS:	WALMART	112601	29.98
					VENDOR 01-002170 TOTALS		29.98
01-002194	AMEREN ENERGY MARKETIN	I-1461312071*	212 5344-321	NATURAL GAS &:	820 S 5TH PLACE	112584	9,673.30
					VENDOR 01-002194 TOTALS		9,673.30
01-002297	LAWSON PRODUCTS, INC.	I-9300971947	212 5344-316	TOOLS & EQUIP:	LAWSON PRODUCTS, INC	112653	114.47
					VENDOR 01-002297 TOTALS		114.47
01-003200	FRED BIGGS ELECTRIC SU	I-0673949	212 5344-316	TOOLS & EQUIP:	BATTERY PACK	112494	194.04
					VENDOR 01-003200 TOTALS		194.04
01-009000	COMMERCIAL ELECTRIC	I-25568001	212 5344-433	REPAIR OF MAC:	UNDERGROUND WIRING R	112611	1,077.95
					VENDOR 01-009000 TOTALS		1,077.95
01-010000	CRAWFORD MURPHY & TILL	I-93491	212 5344-730	IMPROVEMENTS :	WWTP SECONDARY CLARI	112617	2,549.50
	PROJ: 217-000	SECONDARY CLARIFIER		JOB EXPENSES			
					VENDOR 01-010000 TOTALS		2,549.50
01-016000	JOHN DEERE FINANCIAL	I-G07242	212 5344-314	CHEMICALS :	GLYPHOSATE	112502	34.99
01-016000	JOHN DEERE FINANCIAL	I-G11147	212 5344-366	PLANT MTCE & :	CLEVIS	112502	17.94
01-016000	JOHN DEERE FINANCIAL	I-G11349	212 5344-366	PLANT MTCE & :	SCREWS	112502	12.98
01-016000	JOHN DEERE FINANCIAL	I-G13265	212 5344-366	PLANT MTCE & :	FACE SHIELD,,COFFEE,	112502	115.81
01-016000	JOHN DEERE FINANCIAL	I-G18975	212 5344-311	OFFICE SUPPLI:	WD-40,AJAX,SAW BLADE	112502	84.42
					VENDOR 01-016000 TOTALS		266.14

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 344 WASTEWATER TREATMNT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-020540	HACH COMPANY	I-7830357	212 5344-319	MISCELLANEOUS: HACH COMPANY		112632	443.15
01-020540	HACH COMPANY	I-7831983	212 5344-319	MISCELLANEOUS: HACH COMPANY		112632	198.95
						VENDOR 01-020540 TOTALS	642.10
01-023800	CONSOLIDATED COMMUNICA	I-201207200688	212 5344-532	TELEPHONE : 234-2737		112493	39.11
01-023800	CONSOLIDATED COMMUNICA	I-201207200689	212 5344-532	TELEPHONE : 234-6828		112493	60.34
						VENDOR 01-023800 TOTALS	99.45
01-031000	LORENZ SUPPLY CO.	I-302134	212 5344-316	TOOLS & EQUIP: HANDLE,SQUEEGE		112655	145.55
						VENDOR 01-031000 TOTALS	145.55
01-044211	SUNSHINE FILTERS OF PI	I-108114	212 5344-366	PLANT MTCE & : FILTER ELEMENT		112685	951.56
						VENDOR 01-044211 TOTALS	951.56
DEPARTMENT 344 WASTEWATER TREATMNT PLANTTOTAL:							15,818.74
01-000124	DATA FLOW	I-65392	212 5345-311	OFFICE SUPPLI: WATER BILLS		112621	458.94
						VENDOR 01-000124 TOTALS	458.94
01-002170	BUSINESS CARD	I-201208020765	212 5345-531	POSTAGE : USPS		112601	12.40
						VENDOR 01-002170 TOTALS	12.40
01-030021	L & S SAFETY	I-20124872	212 5345-319	MISCELLANEOUS: FLASH LIGHT		112651	12.50
						VENDOR 01-030021 TOTALS	12.50
01-035266	MIDWEST METER INC	I-0037575-IN	212 5345-730	IMPROVEMENTS : ORION PIT UNITS		112663	4,779.00
01-035266	MIDWEST METER INC	I-0037799-IN	212 5345-730	IMPROVEMENTS : ORION PIT UNITS		112663	4,779.00
01-035266	MIDWEST METER INC	I-0038016-IN	212 5345-730	IMPROVEMENTS : ORION PIT UNITS		112663	4,779.00
						VENDOR 01-035266 TOTALS	14,337.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 345 ACCOUNTING & COLLECTION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-040448	S & K AIR POWER	I-1432744-01	212 5345-439	OTHER REPAIR : REPAIR DRILL PRESS		112679	47.27
01-040448	S & K AIR POWER	I-1433224-01	212 5345-439	OTHER REPAIR : REPAIR DRILL PRESS		112679	60.35
						VENDOR 01-040448 TOTALS	107.62
						DEPARTMENT 345 ACCOUNTING & COLLECTION TOTAL:	14,928.46
01-028977	JULIE INC	I-201208020762	212 5346-579	MISC OTHER PU: JULIE MESSAGES		112648	628.66
						VENDOR 01-028977 TOTALS	628.66
						DEPARTMENT 346 ADMINISTRATIVE & GENERAL TOTAL:	628.66
						VENDOR SET 212 SEWER FUND TOTAL:	41,089.61
						REPORT GRAND TOTAL:	458,227.29

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2012-2013	110-2172-000	DUE TO LIBRARY FUND	12,229.87				
	110-2172-001	DUE TO FIREFIGHTERS PENSIO	75,417.52				
	110-2172-002	DUE TO POLICE PENSION FUND	75,417.53				
	110-4805-010	OTHER MISC REVE*NON-EXPENS	202.00	50,000-	41,983.75-		
	110-5110-532	TELEPHONE	45.89	600	421.11		
	110-5110-826	ARTS COUNCIL	837.38	5,000	1,047.65		
	110-5120-532	TELEPHONE	250.33	3,060	2,058.67		
	110-5120-801	VITAL RECORDS FEE REMITTAN	648.00	7,500	4,292.00		
	110-5130-561	BUSINESS MEETING EXPENSE	24.44	1,000	956.55		
	110-5130-562	TRAVEL & TRAINING	192.79-	6,600	5,767.52		
	110-5130-565	CELLULAR PHONE EXP REIMB	13.95-	0	125.99-	Y	
	110-5150-516	TECHNOLOGY SUPPORT SERVIC	1,422.75	14,000	1,986.19		
	110-5150-532	TELEPHONE	51.68	1,100	894.39		
	110-5160-515	LABOR RELATIONS COUNSEL	700.00	4,800	4,100.00		
	110-5160-519	OTHER PROFESSIONAL SERVICE	2,828.00	20,000	11,828.25		
	110-5170-316	TOOLS & EQUIPMENT	150.00	1,800	1,324.60		
	110-5170-319	MISCELLANEOUS SUPPLIES	6.00	600	372.00		
	110-5170-516	TECHNOLOGY SUPPORT SERVIC	396.00	10,600	5,204.00		
	110-5170-533	CELLULAR PHONE	85.06	1,200	684.64		
	110-5170-562	TRAVEL & TRAINING	792.50	5,450	4,147.70		
	110-5170-571	DUES & MEMBERSHIPS	249.00	575	51.00		
	110-5170-841	WIDE AREA NETWORK SOFTWARE	22,750.80	8,170	38,882.27-	Y	
	110-5170-852	NETWORK SECURITY SYSTEMS	1,782.00	4,300	138.00		
	110-5170-854	WIDE AREA NETWORK WIRING A	176.34	2,200	1,582.81		
	110-5211-311	OFFICE SUPPLIES	345.63	4,000	3,109.17		
	110-5211-315	UNIFORMS & CLOTHING	393.98	25,000	23,752.47		
	110-5211-316	TOOLS & EQUIPMENT	511.43	24,500	3,229.19-	Y	
	110-5211-319	MISCELLANEOUS SUPPLIES	259.45	4,350	2,028.12		
	110-5211-532	TELEPHONE	1,569.91	26,000	19,890.77		
	110-5211-533	CELLULAR PHONE	581.55	8,000	5,841.80		
	110-5211-535	RADIOS	611.64	15,000	13,797.40		
	110-5211-537	I-WIN ACCESS CHARGE	526.72	9,000	7,419.84		
	110-5211-562	TRAVEL & TRAINING	3,989.40	15,000	8,750.21		
	110-5211-573	LAUNDRY SERVICE	30.00	350	250.00		
	110-5211-579	MISC OTHER PURCHASED SERVI	9,532.49	209,000	147,332.34		
	110-5211-827	DUI/DRUG EXPENDITURES	10,400.00	15,500	5,100.00		
	110-5212-319	MISCELLANEOUS SUPPLIES	19.98	13,680	12,539.40		
	110-5212-579	MISC OTHER PURCHASED SERVI	850.00	1,800	850.00		
	110-5213-863	COMPUTERS	12,000.00	0	12,000.00-	Y	
	110-5214-319	MISCELLANEOUS SUPPLIES	12.99	200	127.01		
	110-5223-316	TOOL & EQUIPMENT	41.70	250	67.50-	Y	
	110-5223-318	VEHICLE PARTS	980.99	2,500	354.57-	Y	
	110-5223-319	MISCELLANEOUS SUPPLIES	577.50	2,500	1,482.32		
	110-5223-326	FUEL	7,423.39	90,000	67,375.85		
	110-5223-434	REPAIR OF VEHICLES	1,787.32	25,000	11,395.76		
	110-5223-742	VEHICLES	4,078.30	47,867	42,701.03		
	110-5224-312	CLEANING SUPPLIES	267.76	3,500	2,440.98		

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	
110-5224-321		UTILITIES	3,170.27	104,000	89,510.29			
110-5224-432		REPAIR OF BUILDINGS	191.28	24,000	20,699.65			
110-5224-439		OTHER REPAIR & MAINT SRVCS	732.00	15,000	13,582.25			
110-5241-312		CLEANING SUPPLIES	412.29	4,100	3,041.16			
110-5241-313		MEDICAL & SAFETY SUPPLIES	474.18	33,570	29,189.10			
110-5241-315		UNIFORMS & CLOTHING	264.99	10,050	9,395.88			
110-5241-316		TOOLS & EQUIPMENT	19.99	11,700	11,285.55			
110-5241-321		UTILITIES	410.45	11,472	9,548.72			
110-5241-326		FUEL	2,053.19	17,900	11,272.80			
110-5241-432		REPAIR OF BUILDINGS	463.39	6,500	5,343.39			
110-5241-433		REPAIR OF MACHINERY	384.60	12,100	10,068.73			
110-5241-434		REPAIR OF VEHICLES	347.03	14,634	12,138.87			
110-5241-531		POSTAGE	8.00	800	719.44			
110-5241-532		TELEPHONE	269.86	4,519	3,356.36			
110-5241-533		CELLULAR PHONE	1.69	1,200	594.99			
110-5241-562		TRAVEL & TRAINING	111.40	15,285	14,007.69			
110-5241-573		LAUNDRY SERVICES	87.00	800	589.40			
110-5241-578		AMBULANCE BILLING EXPENSES	1,875.00	7,500	577.00			
110-5241-579		MISC OTHER PURCHASED SERVI	75.00	29,100	23,489.50			
110-5241-814		PRINT/COPY MACH LEASE & MA	68.14	500	396.88			
110-5261-311		OFFICE SUPPLIES	76.53	1,050	917.23			
110-5261-532		TELEPHONE	259.80	3,000	2,258.69			
110-5261-564		PRIVATE VEHICLE EXP REIMB	141.31	2,000	1,529.97			
110-5310-311		OFFICE SUPPLIES	32.99	400	240.37			
110-5310-316		TOOLS & EQUIPMENT	11.98	1,400	1,311.46			
110-5310-319		MISCELLANEOUS SUPPLIES	6.00	1,000	554.79			
110-5310-421		DISPOSAL SERVICES	392.95	15,000	9,648.81			
110-5310-519		OTHER PROFESSIONAL SERVICE	728.92	1,000	67.14			
110-5310-533		CELLULAR PHONE	130.22	1,800	864.49			
110-5310-564		PRIVATE VEHICLE EXP REIMB	45.90	100	42.73			
110-5320-311		OFFICE SUPPLIES	19.01	1,000	962.12			
110-5320-312		CLEANING SUPPLIES	59.90	1,000	890.14			
110-5320-313		MEDICAL & SAFETY SUPPLIES	103.30	1,750	1,365.42			
110-5320-316		TOOLS AND EQUIPMENT	423.83	4,000	2,467.66			
110-5320-318		VEHICLE PARTS	1,404.30	75,000	65,861.73			
110-5320-319		MISCELLANEOUS SUPPLIES	199.28	14,250	12,907.30			
110-5320-321		UTILITIES	259.61	21,150	19,125.80			
110-5320-351		CONCRETE	1,140.34	30,000	20,251.06			
110-5320-433		REPAIR OF MACHINERY	615.98	15,000	8,486.38			
110-5320-434		REPAIR OF VEHICLES	1,544.89	10,000	4,776.69			
110-5320-440		RENTALS	2,005.00	4,000	1,838.50			
110-5320-459		OTHER CONSTRUCTION COSTS	1,832.97	0	1,832.97- Y			
110-5320-519		OTHER PROFESSIONAL SERVICE	96.00	2,500	852.34			
110-5320-533		CELLULAR PHONE	62.45	2,000	1,659.64			
110-5320-562		TRAVEL & TRAINING	50.00	2,200	1,923.00			
110-5381-319		MISCELLANEOUS SUPPLIES	12.12	8,500	8,487.88			
110-5381-321		UTILITIES	1,781.84	49,400	39,628.25			
110-5381-432		REPAIR OF BUILDINGS	4,338.07	5,500	93.51			

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	*****LINE ITEM*****			*****GROUP BUDGET*****	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	
	110-5381-460	OTHER PROP MAINT SERVICES	758.73	12,380	10,156.07			
	110-5511-313	MEDICAL & SAFETY SUPPLIES	1,234.00	500	748.00-	Y		
	110-5511-315	LANDSCAPING SUPPLIES	233.64	0	233.64-	Y		
	110-5511-319	MISCELLANEOUS SUPPLIES	131.02	13,000	3,851.60			
	110-5511-321	UTILITIES	6,765.03	31,000	19,517.25			
	110-5511-423	CUSTODIAL SERVICES	70.00	0	70.00-	Y		
	110-5511-432	REPAIR OF BUILDINGS	776.00	9,400	8,624.00			
	110-5511-433	REPAIR OF MACHINERY	3,464.66	12,000	7,883.08			
	110-5511-532	TELEPHONE	109.11	0	316.64-	Y		
	110-5511-533	CELLULAR PHONE	60.66	0	182.18-	Y		
	110-5511-825	TOURISM GRANT EXPENDITURES	905.96	28,000	11,039.27			
	110-5512-311	OFFICE SUPPLIES	34.99	800	730.45			
	110-5512-313	MEDICAL & SAFETY SUPPLIES	24.57	100	75.43			
	110-5512-317	CONCESSION & SOUVENIR SUPP	826.01	25,000	13,302.22			
	110-5512-432	REPAIR OF BUILDINGS	146.82	10,000	9,853.18			
	110-5512-433	REPAIR OF MACHINERY	153.76	4,000	2,165.58			
	110-5512-531	POSTAGE	18.38	200	146.86			
	110-5512-532	TELEPHONE	49.30	800	653.07			
	110-5512-533	CELLULAR PHONE	59.88	1,100	645.21			
	110-5512-802	HUNTING/FISHING REMITTANCE	399.50	12,000	6,516.00			
	110-5512-803	SALES TAX REMITTANCE	701.00	3,500	1,778.00			
	110-5551-319	MISCELLANEOUS SUPPLIES	3,006.04	10,900	560.66			
	110-5551-321	UTILITIES	2,532.92	29,250	23,315.20			
	110-5551-424	LAWN CARE	1,248.00	7,200	938.50-	Y		
	110-5551-440	RENTALS	391.00	2,200	1,461.00			
	110-5570-316	TOOLS & EQUIPMENT	20.99	1,500	1,752.96-	Y		
	110-5570-321	UTILITIES	387.04	6,000	4,315.01			
	122-5653-311	OFFICE SUPPLIES	87.95	1,000	298.74			
	122-5653-321	NATURAL GAS & ELECTRIC (CI	69.17	800	656.92			
	122-5653-540	ADVERTISING	1,747.01	15,000	1,411.31			
	122-5653-561	BUSINESS MEETING EXPENSE	90.67	2,000	1,905.86			
	122-5653-562	TRAVEL & TRAINING	123.99	5,000	4,567.31			
	122-5653-572	COMMUNITY PROMOTION & RELA	1,633.34	13,800	9,927.93			
	123-5582-519	OTHER PROFESSIONAL SERVICE	1,250.00	3,850	325.00			
	123-5582-831	PARADES	210.00	600	390.00			
	123-5584-317	CONCESSION & SOUVENIR SUPP	428.45	1,500	1,071.55			
	123-5584-440	RENTALS	1,700.00	20,000	18,300.00			
	123-5584-531	POSTAGE	176.64	300	70.96			
	123-5584-540	ADVERTISING	839.13	10,000	7,777.37			
	123-5584-561	BUSINESS MEETING EXPENSE	36.85	500	392.31			
	123-5584-833	QUEEN PAGEANT	197.51	600	402.49			
	123-5584-834	ENTERTAINMENT	1,350.00	15,000	17,982.10-	Y		
	125-5150-240	UNEMPLOYMENT COMP.	4,096.81	24,725	20,628.19			
	125-5150-523	PROPERTY & CASUALTY INSURA	86.00	167,506	167,320.00			
	128-5604-900	PARKS	145.89	10,000	13,123.71-	Y		
	130-5321-720	PUBLIC WORKS BUILDINGS	2,195.94	1,710,000	1,700,920.52			
	130-5328-730	IMPROVEMENTS OTHER THAN BL	302.40	805,000	800,554.16			
	130-5384-720	IC DEPOT RESTORATION	6,851.40	700,000	688,744.26			

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	211-5351-316	TOOLS & EQUIPMENT	71.55	1,000	229.38-	Y	
	211-5351-319	MISCELLANEOUS SUPPLIES	74.96	1,000	382.13		
	211-5351-321	NATURAL GAS & ELECTRIC	115.97	1,500	1,031.88		
	211-5351-322	ELECTRICITY	7.50	100	77.50		
	211-5351-433	REPAIR OF MACHINERY	43.00	500	63.97		
	211-5351-434	REPAIR OF VEHICLES	11.00	200	189.00		
	211-5353-311	OFFICE SUPPLIES	20.97	600	443.64		
	211-5353-312	CLEANING SUPPLIES	30.28	1,000	724.58		
	211-5353-314	CHEMICALS	11,926.55	250,000	209,941.91		
	211-5353-316	TOOLS & EQUIPMENT	599.00	1,200	341.09		
	211-5353-318	VEHICLE PARTS	1,088.69	500	661.40-	Y	
	211-5353-319	MISCELLANEOUS SUPPLIES	154.03	16,000	11,693.79		
	211-5353-321	NATURAL GAS & ELECTRIC	4,629.37	47,000	35,531.16		
	211-5353-322	ELECTRICITY	5,697.25	70,000	53,540.56		
	211-5353-377	PLANT EQUIPMENT	4,893.62	9,000	1,876.84		
	211-5353-432	REPAIR OF STRUCTURES	1,641.27	500	1,141.27-	Y	
	211-5353-434	REPAIR OF VEHICLES	466.51	1,000	533.49		
	211-5353-435	ELEVATOR SERVICE AGREEMENT	248.00	2,900	1,681.00		
	211-5353-516	TECHNOLOGY SUPPORT SERVICE	2,034.00	4,000	1,966.00		
	211-5353-519	OTHER PROFESSIONAL SERVICE	394.50	20,000	18,210.50		
	211-5353-533	CELLULAR PHONE	38.01	600	223.98		
	211-5353-740	MACHINERY & EQUIPMENT	11,005.00	12,500	1,495.00		
	211-5354-313	MEDICAL & SAFETY SUPPLIES	72.79	1,200	901.48		
	211-5354-319	MISCELLANEOUS SUPPLIES	164.18	2,500	1,744.95		
	211-5354-321	NATURAL GAS & ELECTRIC	53.79	20,000	19,233.03		
	211-5354-322	ELECTRICITY	194.32	2,500	1,156.76		
	211-5354-371	WATER PIPE	773.08	5,000	4,226.92		
	211-5354-379	OTHER WATER MAINT. MATERIA	470.04	5,000	4,404.71		
	211-5354-433	REPAIR OF MACHINERY	615.98	10,000	7,962.69		
	211-5354-730	IMPROVEMENTS OTHER THAN BL	2,308.95	238,000	227,706.93		
	211-5354-740	MACHINERY & EQUIPMENT	18,000.00	65,000	47,000.00		
	211-5355-311	OFFICE SUPPLIES	458.94	3,000	2,014.92		
	211-5355-319	MISCELLANEOUS SUPPLIES	12.50	500	307.73		
	211-5355-372	METER TILES, RIMS & LIDS	2,649.00	3,000	69.68		
	211-5355-439	OTHER REPAIR & MAINT. SERV	107.63	100	7.63-	Y	
	211-5355-519	OTHER PROFESSIONAL SERVICE	359.02	0	460.99-	Y	
	211-5355-531	POSTAGE	18.95	15,000	11,942.43		
	211-5355-532	TELEPHONE	243.02	1,500	1,021.01		
	211-5355-730	IMPROVEMENTS OTHER THAN BL	14,337.00	75,000	8,083.57		
	211-5356-321	NATURAL GAS & ELECTRIC	106.92	15,000	14,693.84		
	211-5356-579	MISC. OTHER PURCHASED SERV	628.66	1,000	371.34		
	212-5342-313	MEDICAL & SAFETY SUPPLIES	72.79	1,500	1,201.47		
	212-5342-316	TOOLS & EQUIPMENT	69.99	2,500	2,226.97		
	212-5342-319	MISCELLANEOUS SUPPLIES	164.20	1,500	634.10		
	212-5342-361	SEWER PIPE	1,016.40	3,000	1,936.41		
	212-5342-362	MANHOLES CASINGS & LIDS	3,325.08	5,000	1,674.92		
	212-5342-433	REPAIR OF MACHINERY	615.96	5,000	272.00		
	212-5342-434	REPAIR OF VEHICLES	337.69	5,000	2,371.78		

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	
	212-5342-730	IMPROVEMENTS OTHER THAN BL	2,814.28	425,000		414,436.06		
	212-5342-740	MACHINERY & EQUIPMENT	10.00	125,780		111,637.52		
	212-5343-321	NATURAL GAS & ELECTRIC (AM	629.12	30,000		24,003.17		
	212-5343-322	ELECTRICITY (COLES-MOULTRI	657.26	5,000		2,718.04		
	212-5343-533	CELLULAR PHONE	0.98	0		5.03-	Y	
	212-5344-311	OFFICE SUPPLIES	84.42	2,000		1,875.68		
	212-5344-314	CHEMICALS	34.99	10,000		4,372.39		
	212-5344-316	TOOLS & EQUIPMENT	454.06	6,000		4,621.23		
	212-5344-318	VEHICLE PARTS	29.98	1,500		1,390.95		
	212-5344-319	MISCELLANEOUS SUPPLIES	642.10	10,000		8,175.83		
	212-5344-321	NATURAL GAS & ELECTRIC (AM	9,673.30	330,000		283,490.36		
	212-5344-366	PLANT MTCE & REPAIR MATERI	1,098.29	40,000		36,575.83		
	212-5344-433	REPAIR OF MACHINERY	1,077.95	40,000		28,973.74		
	212-5344-439	OTHER REPAIR & MNTCE SERVI	74.52	30,000		25,540.85		
	212-5344-532	TELEPHONE	99.45	6,000		4,742.15		
	212-5344-533	CELLULAR PHONE	0.18	0		300.60-	Y	
	212-5344-730	IMPROVEMENTS OTHER THAN BL	2,549.50	250,000		233,721.63		
	212-5345-311	OFFICE SUPPLIES	458.94	5,000		4,014.93		
	212-5345-319	MISCELLANEOUS SUPPLIES	12.50	1,000		820.02		
	212-5345-439	OTHER REPAIR & MTCE SERVIC	107.62	0		107.62-	Y	
	212-5345-531	POSTAGE	12.40	16,000		12,867.39		
	212-5345-730	IMPROVEMENTS OTHER THAN BL	14,337.00	75,000		17,641.57		
	212-5346-579	MISC OTHER PURCHASED SERVI	628.66	1,000		371.34		
		TOTAL:	458,227.29					

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
110	NON-DEPARTMENTAL	163,266.92
110-110	CITY COUNCIL	883.27
110-120	CITY CLERK	898.33
110-130	CITY ADMINISTRATOR	182.30CR
110-150	FINANCIAL ADMINISTRATION	1,474.43
110-160	LEGAL SERVICES	3,528.00
110-170	COMPUTER INFO SYSTEMS	26,387.70
110-211	POLICE ADMINISTRATION	28,752.20
110-212	CRIMINAL INVESTIGATION	869.98
110-213	PATROL	12,000.00
110-214	K-9 SERVICE	12.99
110-223	AUTOMOTIVE SERVICES	14,889.20
110-224	POLICE BUILDINGS	4,361.31
110-241	FIRE PROTECTION ADMIN.	7,326.20
110-261	COMMUNITY DEVELOPMENT	477.64

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
110-310	PUBLIC WORKS	1,348.96
110-320	STREETS	9,816.86
110-381	CUSTODIAL SERVICES	6,890.76
110-511	PARKS	13,750.08
110-512	LAKE MATTOON	2,414.21
110-551	SPORTS FACILITIES	7,177.96
110-570	DODGE GROVE CEMETERY	408.03

110 TOTAL	GENERAL FUND	306,752.73
122-653	HOTEL TAX ADMINISTRATION	3,752.13

122 TOTAL	HOTEL TAX FUND	3,752.13
123-582	JULY 4TH FIREWORKS	1,460.00
123-584	BAGELFEST	4,728.58

123 TOTAL	FESTIVAL MGMT FUND	6,188.58
125-150	FINANCIAL ADMINISTRATION	4,182.81

125 TOTAL	INSURANCE & TORT JDMNT	4,182.81
128-604	MIDTOWN TIF DISTRICT	145.89

128 TOTAL	MIDTOWN TIF FUND	145.89
130-321	STREETS	2,195.94
130-328	STORM DRAINAGE	302.40
130-384	RAILROAD DEPOT	6,851.40

130 TOTAL	CAPITAL PROJECT FUND	9,349.74
211-351	RESERVOIRS & WTR SOURCES	323.98
211-353	WATER TREATMENT PLANT	44,867.05
211-354	WATER DISTRIBUTION	22,653.13
211-355	ACCOUNTING & COLLECTION	18,186.06
211-356	ADMINISTRATIVE & GENERAL	735.58

211 TOTAL	WATER FUND	86,765.80
212-342	SEWER COLLECTION SYSTEM	8,426.39
212-343	SEWER LIFT STATIONS	1,287.36
212-344	WASTEWATER TREATMNT PLANT	15,818.74
212-345	ACCOUNTING & COLLECTION	14,928.46
212-346	ADMINISTRATIVE & GENERAL	628.66

212 TOTAL	SEWER FUND	41,089.61

** TOTAL **		458,227.29

*** PROJECT TOTALS ***

PROJECT	LINE ITEM		AMOUNT
169 14th St. Detention	000	PROJECT EXPENSES	302.40
		** PROJECT 169 TOTAL **	302.40
203 CSO-LT OVERFLOW CMB	000	JOB EXPENSES	1,538.78
		** PROJECT 203 TOTAL **	1,538.78
207 DEPOT PARKING LOT	000	Expenses	3,506.48
		** PROJECT 207 TOTAL **	3,506.48
217 SECONDARY CLARIFIER	000	JOB EXPENSES	2,549.50
		** PROJECT 217 TOTAL **	2,549.50
219 PW BUILDING	000	JOB EXPENSES	2,195.94
		** PROJECT 219 TOTAL **	2,195.94
222 SW - BROADWAY EAST	000	JOB EXPENSES	284.33
		** PROJECT 222 TOTAL **	284.33
225 DEPOT BUILDING IMPROVE	000	EXPENSES	6,219.00
		** PROJECT 225 TOTAL **	6,219.00
229 CNRR WATER MAIN	000	PROJECT EXPENSES	2,308.95
		** PROJECT 229 TOTAL **	2,308.95
230 POCKET PARK	001	PROJECT EXPENSES	145.89
		** PROJECT 230 TOTAL **	145.89
234 2200 CHAMP ALLEY SAN SWR	000	EXPENSES	1,275.50
		** PROJECT 234 TOTAL **	1,275.50

NO ERRORS

VENDOR SET: 01 CITY OF MATTOON

BANK: EHBK

FUND : 221 HEALTH INSURANCE FUND

DEPARTMENT: N/A NON-DEPARTMENTAL

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001953	KENNETH ANDERSON	I-201207200686	221 4701-021	EMPLOYEE CONT:	REIMB INSURANCE PREM	112503	138.73
VENDOR 01-001953 TOTALS							138.73
DEPARTMENT							138.73
NON-DEPARTMENTAL							
TOTAL:							138.73
01-000221	COVENTRY HEALTH CARE O	I-201207200682	221 5411-211	STOP LOSS INS:	STOP LOSS AGGREGATE	112504	1,262.86
01-000221	COVENTRY HEALTH CARE O	I-201207200682	221 5411-211	STOP LOSS INS:	STOP LOSS AGGREGATE	112504	16,664.33
VENDOR 01-000221 TOTALS							17,927.19
DEPARTMENT 411 STOP LOSS INS COVERAGE							17,927.19
TOTAL:							17,927.19
01-000221	COVENTRY HEALTH CARE O	I-201207200682	221 5412-211	HEALTH PLAN A:	ADMIN FEES	112504	10,961.95
VENDOR 01-000221 TOTALS							10,961.95
DEPARTMENT 412 HEALTH PLAN ADMIN							10,961.95
TOTAL:							10,961.95
01-000236	COVENTRY HEALTH CARE	I-201207270698	221 5413-211	MEDICAL CLAIM:	COVENTRY HEALTH CARE	000000	33,906.37
01-000236	COVENTRY HEALTH CARE	I-201207270705	221 5413-211	MEDICAL CLAIM:	COVENTRY HEALTH CARE	000000	15,528.00
01-000236	COVENTRY HEALTH CARE	I-201208030810	221 5413-211	MEDICAL CLAIM:	COVENTRY HEALTH CARE	000000	30,155.24
VENDOR 01-000236 TOTALS							79,589.61
DEPARTMENT 413 MEDICAL CLAIMS							79,589.61
TOTAL:							79,589.61
01-000236	COVENTRY HEALTH CARE	I-201207270698	221 5414-211	RX CLAIMS	: COVENTRY HEALTH CARE	000000	12,059.51
01-000236	COVENTRY HEALTH CARE	I-201207270705	221 5414-211	RX CLAIMS	: COVENTRY HEALTH CARE	000000	17,876.80
01-000236	COVENTRY HEALTH CARE	I-201208030810	221 5414-211	RX CLAIMS	: COVENTRY HEALTH CARE	000000	12,262.78
VENDOR 01-000236 TOTALS							42,199.09
DEPARTMENT 414 RX CLAIMS							42,199.09
TOTAL:							42,199.09
01-001982	FORT DEARBORN LIFE INS	I-201207270699	221 5417-212	LIFE INSURANC:	AUGUST LIFE INS	112553	2,386.44
VENDOR 01-001982 TOTALS							2,386.44
DEPARTMENT 417 LIFE INSURANCE							2,386.44
TOTAL:							2,386.44

VENDOR SET: 01 CITY OF MATTOON

BANK: EHBK

FUND : 221 HEALTH INSURANCE FUND

DEPARTMENT: 418 SECTION 125 PLAN

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
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01-002761	OPTUM HEALTH	I-170699	221 5418-212	SECTION 125 B:	JULY FSA	112701	100.00
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						VENDOR 01-002761 TOTALS	100.00
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			DEPARTMENT 418	SECTION 125 PLAN	TOTAL:	100.00
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			VENDOR SET 221	HEALTH INSURANCE FUND	TOTAL:	153,303.01
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					REPORT GRAND TOTAL:	153,303.01
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** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET OVER	AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER	AVAILABLE BUDG
2012-2013	221-4701-021	EMPLOYEE CONTRI*NON-EXPENS	138.73	170,087-		121,570.65-			
	221-5411-211	STOP LOSS INSURANCE	17,927.19	189,507		136,109.48			
	221-5412-211	HEALTH PLAN ADMINISTRATION	10,961.95	118,220		81,228.33			
	221-5413-211	MEDICAL CLAIMS	79,589.61	1,590,000		1,152,046.67			
	221-5414-211	RX CLAIMS	42,199.09	90,000		117,642.92-	Y		
	221-5417-212	LIFE INSURANCE	2,386.44	20,926		13,738.44			
	221-5418-212	SECTION 125 BENEFIT PLAN A	100.00	1,500		1,100.00			
		TOTAL:	153,303.01						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
221	NON-DEPARTMENTAL	138.73
221-411	STOP LOSS INS COVERAGE	17,927.19
221-412	HEALTH PLAN ADMIN	10,961.95
221-413	MEDICAL CLAIMS	79,589.61
221-414	RX CLAIMS	42,199.09
221-417	LIFE INSURANCE	2,386.44
221-418	SECTION 125 PLAN	100.00
221 TOTAL	HEALTH INSURANCE FUND	153,303.01
	** TOTAL **	153,303.01

NO ERRORS

VENDOR SET: 01 CITY OF MATTOON

BANK: DDBNK

FUND : 221 HEALTH INSURANCE FUND

DEPARTMENT: 412 HEALTH PLAN ADMIN

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
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01-000276	DELTA DENTAL-ASC	I-201208030806	221 5412-211	HEALTH PLAN A:	DELTA DENTAL-ASC	000000	1,232.16
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						VENDOR 01-000276 TOTALS	1,232.16
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				DEPARTMENT 412	HEALTH PLAN ADMIN	TOTAL:	1,232.16
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01-000276	DELTA DENTAL-ASC	I-201207200681	221 5415-211	DENTAL CLAIMS:	DELTA DENTAL-ASC	000000	1,352.70
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01-000276	DELTA DENTAL-ASC	I-201208030806	221 5415-211	DENTAL CLAIMS:	DELTA DENTAL-ASC	000000	1,831.22
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01-000276	DELTA DENTAL-ASC	I-201208030809	221 5415-211	DENTAL CLAIMS:	DELTA DENTAL-ASC	000000	1,885.40
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						VENDOR 01-000276 TOTALS	5,069.32
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				DEPARTMENT 415	DENTAL CLAIMS	TOTAL:	5,069.32
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				VENDOR SET 221	HEALTH INSURANCE FUND	TOTAL:	6,301.48
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						REPORT GRAND TOTAL:	6,301.48
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** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	OVER	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	
2012-2013	221-5412-211	HEALTH PLAN ADMINISTRATION	1,232.16	118,220	81,228.33				
	221-5415-211	DENTAL CLAIMS	5,069.32	601,146	575,626.95				
		TOTAL:	6,301.48						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
221-412	HEALTH PLAN ADMIN	1,232.16
221-415	DENTAL CLAIMS	5,069.32

221 TOTAL	HEALTH INSURANCE FUND	6,301.48

	** TOTAL **	6,301.48

NO ERRORS

VENDOR SET: 01 CITY OF MATTOON

BANK: MFTBK

FUND : 121 MOTOR FUEL TAX FUND

DEPARTMENT: 321 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000061	HOME DEPOT	I-0035663*	121 5321-351	CONCRETE	: HOME DEPOT	112573	60.76
	PROJ: 222-000	SW - BROADWAY EAST		JOB EXPENSES			
01-000061	HOME DEPOT	I-0035686	121 5321-351	CONCRETE	: HOME DEPOT	112573	21.48
	PROJ: 222-000	SW - BROADWAY EAST		JOB EXPENSES			
01-000061	HOME DEPOT	I-3037998	121 5321-359	OTHER STREET	: HOME DEPOT	112573	55.92
01-000061	HOME DEPOT	I-9030547	121 5321-359	OTHER STREET	: HOME DEPOT	112573	33.63
	PROJ: 222-000	SW - BROADWAY EAST		JOB EXPENSES			
						VENDOR 01-000061 TOTALS	171.79
01-022400	HOWELL ASPHALT CO	I-9149MB	121 5321-353	BITUMINOUS PA:	HOWELL ASPHALT CO	112705	2,008.96
01-022400	HOWELL ASPHALT CO	I-9150MB	121 5321-353	BITUMINOUS PA:	HOWELL ASPHALT CO	112705	2,273.95
01-022400	HOWELL ASPHALT CO	I-9164MB	121 5321-353	BITUMINOUS PA:	HOWELL ASPHALT CO	112705	2,032.32
01-022400	HOWELL ASPHALT CO	I-9165MB	121 5321-353	BITUMINOUS PA:	HOWELL ASPHALT CO	112705	2,381.99
						VENDOR 01-022400 TOTALS	8,697.22
01-031402	M & M PUMP SUPPLY INC	I-657213	121 5321-359	OTHER STREET	: M & M PUMP SUPPLY IN	112707	13.02
	PROJ: 207-000	DEPOT PARKING LOT		Expenses			
01-031402	M & M PUMP SUPPLY INC	I-657881	121 5321-359	OTHER STREET	: RUBBER HOSE, PRIMER, P	112707	37.46
	PROJ: 207-000	DEPOT PARKING LOT		Expenses			
						VENDOR 01-031402 TOTALS	50.48
						DEPARTMENT 321 STREETS TOTAL:	8,919.49
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	9TH & CHARLESTON	112704	9.76
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	19TH & RICHMOND	112704	8.81
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	7TH & CHARLESTON	112704	8.22
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	14TH & CHARLESTON	112704	7.22
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	LOGAN & CHARLESTON	112704	7.26
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	15TH & CHARLESTON	112704	7.64
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	18TH & MARSHALL	112704	12.99
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	18TH & CHARLESTON	112704	7.26
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	19TH & WESTERN	112704	50.23
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	6TH & CHARLESTON	112704	8.33
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	CHARLESTON & SWORDS	112704	9.49
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	1721 B'DWAY	112704	26.31
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	B'DWAY & CHARLESTON	112704	148.91
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	19TH & CHARLESTON	112704	7.58
01-002194	AMEREN ENERGY MARKETIN	I-1461312071	121 5326-321	NATURAL GAS &:	CHARLESTON & CRESTVI	112704	10.93
						VENDOR 01-002194 TOTALS	330.94

VENDOR SET: 01 CITY OF MATTOON

BANK: MFTBK

FUND : 121 MOTOR FUEL TAX FUND

DEPARTMENT: 326 STREET LIGHTING

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-008600	COLES MOULTRIE ELECTRI	I-201208030790	121 5326-322	ELECTRIC (COL: S RT 45 & PARADISE		112572	51.85
01-008600	COLES MOULTRIE ELECTRI	I-201208030791	121 5326-322	ELECTRIC (COL: S RT 45 & PARADISE		112572	15.13
01-008600	COLES MOULTRIE ELECTRI	I-201208030792	121 5326-322	ELECTRIC (COL: S RT 45 & PARADISE		112572	15.13
01-008600	COLES MOULTRIE ELECTRI	I-201208030793	121 5326-322	ELECTRIC (COL: LAKELAND INN ENTRANC		112572	9.00
01-008600	COLES MOULTRIE ELECTRI	I-201208030794	121 5326-322	ELECTRIC (COL: OLD STATE VILLAGE		112572	10.36
01-008600	COLES MOULTRIE ELECTRI	I-201208030795	121 5326-322	ELECTRIC (COL: SOUTH 9TH ST		112572	9.00
01-008600	COLES MOULTRIE ELECTRI	I-201208030796	121 5326-322	ELECTRIC (COL: SUNRISE APTS		112572	10.36
01-008600	COLES MOULTRIE ELECTRI	I-201208030797	121 5326-322	ELECTRIC (COL: S RT 45 & OLD STATE		112572	65.97
01-008600	COLES MOULTRIE ELECTRI	I-201208030798	121 5326-322	ELECTRIC (COL: EAST RT 16		112572	89.92
01-008600	COLES MOULTRIE ELECTRI	I-201208030799	121 5326-322	ELECTRIC (COL: GOLDEN OAK		112572	15.06
01-008600	COLES MOULTRIE ELECTRI	I-201208030800	121 5326-322	ELECTRIC (COL: COLES CENTRE PKWY		112572	189.03
01-008600	COLES MOULTRIE ELECTRI	I-201208030801	121 5326-322	ELECTRIC (COL: PIATT & RT 316		112572	13.50
01-008600	COLES MOULTRIE ELECTRI	I-201208030802	121 5326-322	ELECTRIC (COL: 3020 LAKELAND BLVD		112572	8.86

VENDOR 01-008600 TOTALS 503.17

DEPARTMENT 326 STREET LIGHTING TOTAL: 834.11

01-002856	NAVE ELECTRIC	I-739	121 5327-432	REPAIR OF STR: 19TH & RICHMOND		112708	2,718.52
01-002856	NAVE ELECTRIC	I-741	121 5327-432	REPAIR OF STR: LAKELAND & MARSHALL		112708	175.30

VENDOR 01-002856 TOTALS 2,893.82

DEPARTMENT 327 TRAFFIC CONTROL DEVICES TOTAL: 2,893.82

01-002624	IMCO PRECAST, LLC	I-2525	121 5328-357	CATCH BASINS : INLET,BASE		112706	680.00
	PROJ: 207-000	DEPOT PARKING LOT		Expenses			

VENDOR 01-002624 TOTALS 680.00

01-031402	M & M PUMP SUPPLY INC	I-657881	121 5328-358	PIPE : RUBBER HOSE,PRIMER,P		112707	224.95
	PROJ: 207-000	DEPOT PARKING LOT		Expenses			

01-031402	M & M PUMP SUPPLY INC	I-657986	121 5328-358	PIPE : M & M PUMP SUPPLY IN		112707	37.54
	PROJ: 207-000	DEPOT PARKING LOT		Expenses			

01-031402	M & M PUMP SUPPLY INC	I-658476	121 5328-358	PIPE : PVC		112707	160.63
	PROJ: 207-000	DEPOT PARKING LOT		Expenses			

VENDOR 01-031402 TOTALS 423.12

DEPARTMENT 328 STORM DRAINAGE TOTAL: 1,103.12

VENDOR SET 121 MOTOR FUEL TAX FUND TOTAL: 13,750.54

REPORT GRAND TOTAL: 13,750.54

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	OVER BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	
2012-2013	121-5321-351	CONCRETE	82.24	19,950		10,234.07			
	121-5321-353	BITUMINOUS PATCHING	8,697.22	72,000		52,773.87			
	121-5321-359	OTHER STREET MTCE SUPPLIES	140.03	5,000		9,074.11-	Y		
	121-5326-321	NATURAL GAS & ELECTRIC	330.94	161,000		127,235.42			
	121-5326-322	ELECTRIC (COLES MOULTRIE)	503.17	4,000		2,166.11			
	121-5327-432	REPAIR OF STRUCTURE	2,893.82	19,000		13,768.08			
	121-5328-357	CATCH BASINS	680.00	9,000		3,436.95			
	121-5328-358	PIPE	423.12	8,000		6,475.78			
		TOTAL:	13,750.54						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
121-321	STREETS	8,919.49
121-326	STREET LIGHTING	834.11
121-327	TRAFFIC CONTROL DEVICES	2,893.82
121-328	STORM DRAINAGE	1,103.12
121 TOTAL	MOTOR FUEL TAX FUND	13,750.54
	** TOTAL **	13,750.54

*** PROJECT TOTALS ***

PROJECT	LINE ITEM	AMOUNT
207 DEPOT PARKING LOT	000 Expenses	1,153.60
	** PROJECT 207 TOTAL **	1,153.60
222 SW - BROADWAY EAST	000 JOB EXPENSES	115.87
	** PROJECT 222 TOTAL **	115.87

NO ERRORS

VENDOR SET: 01 CITY OF MATTOON

BANK: RLFBN

FUND : 127 REVOLVING LOAN FUND

DEPARTMENT: 652 REVOLVING LOANS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 7/18/2012 THRU 8/07/2012

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
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01-008200	COLES CO REGIONAL PLAN I-5071		127 5652-519	OTHER PROFESS: JUNE 12	RLF BILLING	112709	329.43
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						VENDOR 01-008200 TOTALS	329.43
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						DEPARTMENT 652 REVOLVING LOANS	TOTAL: 329.43
--	--	--	--	--	--	--------------------------------	---------------

						VENDOR SET 127 REVOLVING LOAN FUND	TOTAL: 329.43
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						REPORT GRAND TOTAL:	329.43
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** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2012-2013	127-5652-519	OTHER PROFESSIONAL SERVICE	329.43	1,000	108.86-	Y			
		TOTAL:	329.43						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
127-652	REVOLVING LOANS	329.43
127 TOTAL	REVOLVING LOAN FUND	329.43
	** TOTAL **	329.43

NO ERRORS

-----DEPOSIT-----									
---ACCOUNT---	-----NAME-----	--DATE--	---TYPE---	-CK #-	---AMOUNT---	CODE	-RECEIPT--	--AMOUNT--	---MESSAGE---
11-03210-09	OTTO, CHRISTY E	7/20/12	FINAL BILL	112505	21.41CR	100	37333	60.00CR	
11-23500-10	PENNIES FROM HEAVEN	7/20/12	FINAL BILL	112506	81.62CR	100	36867	100.00CR	
12-09400-04	PAXTON, CAREY V	7/20/12	FINAL BILL	112507	45.76CR	100	37860	60.00CR	
14-00400-03	SOLOMON, JOSEPH M	7/20/12	FINAL BILL	112508	47.87CR	100	37995	60.00CR	
14-21500-04	FRANTZ, JOSEPH L	7/20/12	FINAL BILL	112509	51.92CR	100	32436	60.00CR	
15-06100-13	LEGUT, DANIELLE M	7/20/12	FINAL BILL	112510	48.27CR	100	35747	60.00CR	
39-01000-04	JOHNER, DEBRA D	7/20/12	FINAL BILL	112511	20.39CR	100	36954	60.00CR	

-----DEPOSIT-----									
---ACCOUNT---	-----NAME-----	--DATE--	---TYPE---	-CK #-	---AMOUNT---	CODE	-RECEIPT--	--AMOUNT--	---MESSAGE---
27-12900-05	LEVIN, NANCY B	8/03/12	FINAL BILL	112574	13.61CR	000		0.00	
27-29400-07	FLEMING, LARRY E	8/03/12	FINAL BILL	112575	36.38CR	100	37306	60.00CR	
29-10200-15	MYERS, LAUREN E	8/03/12	FINAL BILL	112576	42.06CR	100	37260	60.00CR	
30-08000-12	HOPGOOD, AMANDA & NATSHA	8/03/12	FINAL BILL	112577	36.17CR	100	35789	60.00CR	
32-19000-05	COMMUNITY HEALTH IMPROVEME	8/03/12	FINAL BILL	112578	6.15CR	000		0.00	
33-19800-13	DIXON, NICOLE M	8/03/12	FINAL BILL	112579	19.67CR	100	37825	60.00CR	
34-08710-11	GARZA, GASPAR E	8/03/12	FINAL BILL	112580	48.96CR	100	36013	20.00CR	
							100 36013	40.00CR	
36-10400-03	TRIPLETT, JASON W	8/03/12	FINAL BILL	112581	47.52CR	100	33490	60.00CR	

-----DEPOSIT-----									
---ACCOUNT---	-----NAME-----	--DATE--	---TYPE---	-CK #-	---AMOUNT---	CODE	-RECEIPT--	--AMOUNT---	---MESSAGE---
19-23900-13	PHILABAUM, AMY L	7/27/12	FINAL BILL	112554	39.78CR	100	33749	60.00CR	
24-04800-11	HARPER, AUDREY A	7/27/12	FINAL BILL	112555	36.97CR	100	37020	60.00CR	
24-06900-14	LAWYER, JONATHAN M	7/27/12	FINAL BILL	112556	35.63CR	100	36682	60.00CR	
25-04300-07	MOORE, ROBERT E	7/27/12	FINAL BILL	112557	34.88CR	100	33120	60.00CR	
26-07820-11	COMBS, ELGIN R	7/27/12	FINAL BILL	112558	22.16CR	100	36400	60.00CR	
26-09600-04	MCCLEARY, DONALD E	7/27/12	FINAL BILL	112559	39.49CR	100	36582	60.00CR	

NEW BUSINESS:

**CITY OF MATTOON
COLES COUNTY, ILLINOIS**

ORDINANCE NO. 2012-5356

**AN ORDINANCE PROVIDING FOR THE SUBMISSION OF A PUBLIC QUESTION
REGARDING ELECTRIC AGGREGATION TO THE VOTERS OF THE CITY OF
MATTOON AT THE GENERAL ELECTION TO BE HELD ON NOVEMBER 6, 2012**

**ADOPTED BY THE
CORPORATE AUTHORITIES
OF THE
CITY OF MATTOON
THIS 7th DAY OF August, 2012**

Published in pamphlet form
by the authority of the
Corporate Authorities of the
City of Mattoon,
Coles County, Illinois this
8th day of August, 2012.

ORDINANCE NO. 2012-5356

AN ORDINANCE PROVIDING FOR THE SUBMISSION OF A PUBLIC QUESTION REGARDING ELECTRIC AGGREGATION TO THE VOTERS OF THE CITY OF MATTOON AT THE GENERAL ELECTION TO BE HELD ON NOVEMBER 6, 2012

WHEREAS, the City of Mattoon, Coles County, Illinois, an Illinois municipal corporation organized and operating under the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.*; and,

WHEREAS, the corporate authorities of the City of Mattoon are authorized by the Illinois Power Agency Act, 20 ILCS 3855/1-92(a) to adopt an ordinance to aggregate residential and small commercial retail electrical supplies within the City; and,

WHEREAS, the corporate authorities are further authorized to submit a public question to the voters of the City to determine whether the aggregation program shall operate as an opt-out program for residential and small commercial retail electric customers; and,

WHEREAS, the corporate authorities do hereby find and determine that the question of whether a City electric aggregation program should operate as an opt-out program within the City should be submitted to the voters in the General election scheduled for November 6, 2012.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MATTOON, COLES COUNTY, ILLINOIS, as follows:

SECTION 1: The foregoing preambles are incorporated in this Section as if fully stated herein.

SECTION 2: The referendum approved herein is submitted to the voters of the City of Mattoon in order to determine whether a proposed electric aggregation program for the City shall operate as an opt-out program. Under the proposed electric aggregation program, the City or its agents shall negotiate retail and small commercial electric supplies for the City as a whole. Under an

opt-out program, City residents and small commercial electric customers may choose not to participate in the City's aggregation program.

SECTION 3: In the event such question is approved by a majority of the electors voting on the question at the General Election on November 6, 2012, the City Council may implement an opt-out aggregation program and if the City Council adopts the program the City shall comply with all of the terms and provisions of the Illinois Power Agency Act.

SECTION 4: The public question shall be submitted to the voters of the City in accordance with the general election law at the General Election to be held on November 6, 2012, between the hours of 6:00 a.m. and 7:00 p.m. on said day ("Election").

SECTION 5: The Election shall be held in the voting precincts and at the polling places established by the County Board ("County Board") of the County of Coles, Illinois ("County"), for voters of the City at said general election.

SECTION 6: The County Clerk of the County ("County Clerk") shall give notice of the Election ("Notice") in accordance with the general election law by: (1) publishing Notice thereof once not more than thirty (30) nor less than ten (10) days prior to the date for the Election in a local community newspaper having general circulation in the City; and (2) posting a copy of the Notice at least ten (10) days before the date of the Election at the principal office of the County Clerk.

SECTION 7: It is hereby found and determined that the Journal Gazette & Times Courier is a local, community newspaper of general circulation in the City and suitable for publication of the Notice pursuant to the requirements of Section 12-5 of the Election Code of the State of Illinois, as amended ("Election Code").

SECTION 8: The City Clerk shall post a copy of the Notice at the principal office of the City.

SECTION 9: The Notice shall appear over the name or title of the County Clerk and shall

be in substantially the following form:

NOTICE IS HEREBY GIVEN that at the General Election to be held on Tuesday, the 6th of November, 2012, the following proposition will be submitted to the voters of the City of Mattoon, Coles County, Illinois:

Shall the City of Mattoon have the authority to arrange for the supply of electricity for its residential and small commercial retail customers who have not opted out of such program?

The purpose of the referendum is to determine whether the City of Mattoon should be authorized to adopt an ordinance creating a program to allow the City to solicit bids and enter into service agreements for the sale and purchase of electricity and related services and equipment for residential or small commercial electricity customers in the City who do not choose to opt out of the program.

The polls at said election will be open from 6:00 a.m. and continued open until 7:00 p.m. of that day.

Dated this _____ day of _____, 2012.

County Clerk
Coles County, Illinois

SECTION 10: The ballots to be used at the Election shall be substantially in the following form, with necessary alterations, changes, deletions and insertions as may be required by Articles 24A, 24B or 24C of the Election Code if an electronic, mechanical or electric voting system is used at the election:

(Face of Ballot)

OFFICIAL BALLOT

PROPOSITION TO DETERMINE WHETHER THE CITY OF MATTOON SHALL ADOPT AN OPT-OUT AGGREGATION PROGRAM FOR RESIDENTIAL AND SMALL COMMERCIAL RETAIL ELECTRIC CUSTOMERS IN THE CITY OF MATTOON, COLES COUNTY, ILLINOIS. (INSTRUCTIONS TO VOTERS: Mark a cross (X) in the space opposite the way you desire to vote.)

Shall the City of Mattoon have the authority to arrange for the supply of electricity for its residential and small commercial retail customers who have not opted out of such program?	YES	
	NO	

(Back of Paper Ballot)

OFFICIAL BALLOT

Official ballot for voting on the proposition to determine whether the City of Mattoon shall adopt an opt-out aggregation program for residential and small commercial retail electric customers in the City of Mattoon, Coles County, Illinois, at the General election to be held on November 6, 2012.

Precinct Number: _____

Polling Place: _____

(facsimile signature)
County Clerk, the County of Coles, Illinois

SECTION 11: The Election shall be conducted by the election judges appointed by the County Board to act in the precincts at which said public question will be submitted to the voters of the City.

SECTION 12: After the adoption hereof and no later than August 30, 2012, the City Clerk shall certify a copy hereof to the County Clerk in order that the proposition set forth herein may be

submitted to the voters of the City at the Election.

SECTION 13: The Election shall be held and conducted and the returns thereof duly canvassed, all in the manner and time as provided by the general election law.

SECTION 14: If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 15: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance. All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed insofar as they conflict herewith.

Upon motion by _____, seconded by _____,
adopted this _____ day of _____, 2012, by a roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____

ABSENT (Names): _____

Approved this _____ day of _____, 2012.

Timothy D. Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

Susan J. O'Brien, City Clerk

Recorded in the Municipality's Records on _____, 2012.

STATE OF ILLINOIS)
) ss
COUNTY OF COLES)

CERTIFICATION

I, the undersigned, certify that I am the duly appointed municipal clerk of the City of Mattoon, Coles County, Illinois.

I further certify that on _____, 2012, the Corporate Authorities of the City of Mattoon passed and approved Ordinance No. 2012-5356, entitled,

AN ORDINANCE PROVIDING FOR THE SUBMISSION OF A PUBLIC QUESTION REGARDING ELECTRIC AGGREGATION TO THE VOTERS OF THE CITY OF MATTOON AT THE GENERAL ELECTION TO BE HELD ON NOVEMBER 6, 2012

The pamphlet form of Ordinance No. 2012-5356, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the City Hall, commencing on _____, 2012, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request at the City Hall.

Dated at Mattoon, Illinois, this _____ day of _____, 2012.

City Clerk

CITY SEAL

STATE OF ILLINOIS)
) SS
COUNTY OF COLES)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Coles, Illinois (the “*County*”), and as such official I do further certify that on the ____ day of _____, 2012, there was filed in my office a duly certified copy of a resolution entitled:

AN ORDINANCE PROVIDING FOR THE SUBMISSION OF A PUBLIC QUESTION REGARDING ELECTRIC AGGREGATION TO THE VOTERS OF THE CITY OF MATTOON AT THE GENERAL ELECTION TO BE HELD ON NOVEMBER 6, 2012

(the “*Ordinance*”) duly adopted by the City Council of the City of Mattoon, Coles County, Illinois (the “*City*”), on the 7th day of August, 2012, and that the same has been deposited in the official files and records of my office.

I do further certify that included in said certification were the form of public question to be placed on the ballot (the “*Proposition*”) at the General election to be held on the 6th day of November, 2012 (the “*Election*”), and the date on which the Proposition was initiated by the adoption of the Resolution.

I do further certify that the Proposition will be submitted to the voters of the City at the Election.

I do further certify that notice that the Proposition will be submitted to the voters of the City at the Election (the “*Notice*”) will be given as required by Section 12-5 of the Election Code of the State of Illinois, as amended, by (a) publishing the Notice once not more than 30 nor less than 10 days prior to the date of the Election in the Times Courier & Journal Gazette, being a local, community newspaper having general circulation in the City, and (b) posting a copy of the Notice at my principal office at least 10 days before the date of the Election, as set forth in Section 5 of the

Ordinance, and that the Notice will be substantially in the form set forth in Section 8 of the Ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the County, this ____ day of _____, 2012.

County Clerk, The County of Coles, Illinois

(SEAL)

**City of Mattoon
Council Decision Request**

MEETING DATE: 08/07/12 CDR NO: 2012-1360

SUBJECT: Good Energy Consultant Services Agreement

SUBMITTAL DATE: 07/16/12

SUBMITTED BY: Dean Barber, Public Works Director

APPROVED FOR
COUNCIL AGENDA: Tim Gover

EXHIBITS (If applicable): Consultant Services Agreement

EXPENDITURE	AMOUNT	CONTINGENCY FUNDING
ESTIMATE: \$0	BUDGETED: \$0	REQUIRED: \$0

IF IT IS THE WISH OF THE COUNCIL TO SUPPORT RECOMMENDATIONS CONTAINED IN THIS REPORT, THE FOLLOWING MOTION IS SUGGESTED:

“I move to approve the Consultant Services Agreement with Good Energy for community outreach, bidding services, and implementation of a municipal electrical aggregation program.”

SUMMARY OF THE TOPIC FOR WHICH A COUNCIL DECISION IS REQUESTED:

The purpose of this agreement is to secure the services of a Professional Energy Consultant to assist with the bidding of electricity for the residents and small businesses in the City of Mattoon.

Ameren customers are eligible to participate in the program. Customers of an electrical cooperative, such as Coles-Moultrie Electric Cooperative, are not eligible to participate in the program by state statute. Businesses using 15,000 kilowatt-hours, or less, per year are eligible to participate in the program. Businesses using more than 15,000 kilowatt-hours per year are not eligible to participate in the program by state statute.

The City of Mattoon has joined forces with the following communities to enhance our buying power and to share in the workload:

City of Charleston	City of Effingham	City of Paris
Coles County	Village of Ashmore	City of Oakland
Village of Lerna	Village of Humboldt	Village of Teutopolis
Village of Mason		

Good Energy will be combining our buying power with their other customers. They have already secured the following entities; Bloomington, Normal, Collinsville, and Granite City. The City of Decatur is expected to make their consultant selection in the next few weeks.

The consultant will be in charge of the following items:

- Assistance with the preparation of a referendum for the November 06 ballot.
- Community outreach / voter education to help the ballot succeed.
- Development of a “Plan of Operation and Governance” for the program. (This is a

statutory requirement with 2 public meetings. The plan is designed to insure that we adequately implement the plan in the beginning and adequately close the program at the end.)

Preparation of the electrical bid documents.

Securing bids and recommending an option. (The bid will include a variety of choices on the length of term and the amount of green energy.)

Reviewing customer lists, mailing notices, and assisting customers when the program is implemented.

Assisting customers when the program ends.

The consultant's pay will be \$.00075 / kilowatt-hour from the energy purchased by each customer in the program. The City does not pay any direct cost to the consultant. Their fee is borne, quite intentionally, by the end users of the program.

The consultant does not make any money if the referendum is defeated in November. The consultant does not make any money if the bid is unsuccessful. The consultant is only paid if they successfully implement the program. The consultant stops getting paid if the program terminates prematurely.

The City's responsibilities are:

Legal review fees for this contract and the energy contract after bidding.

Personnel costs for the ballot question, consultant coordination, and community outreach.

Securing Ameren's customer records for the mailing in advance of implementation.

Determining which Ameren customers are in the City Limits.

Securing a similar consultant for a similar bid when these bids expire, if it is still allowed by statute.

The attached agreement was negotiated by the City of Charleston, City of Mattoon, and the City of Effingham. Legal review for the agreement and the ordinance was provided by Ancel Glink of Chicago (they specialize in municipal work). The 3 Cities named above and Coles County are sharing the legal fees.

SERVICES AGREEMENT

Professional Energy Consulting Services

This Services Agreement ("Agreement") is made and entered into and effective on this ____ day of _____, 2012 ("Effective Date") by and between the City of Mattoon, Illinois ("Municipality"), an Illinois Municipal Corporation, with offices located at 208 North 19th Street, Mattoon Illinois 61938, and **Good Energy, L.P** ("Service Provider"), with an office and principal place of business located at 232 Madison Avenue, Suite 405, New York, NY 10016.

Recitals

WHEREAS, Municipality desires to engage Service Provider to perform electricity consultancy services and procurement for Municipality in relation to a program for the aggregation of residential and small commercial electric accounts on an opt-out basis (the "Program") in accordance and compliance with Section 92 of the Illinois Power Agency Act, 20 ILCS 3855/1-92 (the "Act").

WHEREAS, Services Provider desires to perform the Services as hereinafter defined and desires to be so engaged.

NOW, THEREFORE, in consideration of the foregoing and of the covenants and agreements herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged and approved, the parties, intending to be legally bound, agree as follows:

Provisions

I. Performance of the Services. Provider shall perform each of the following activities (collectively, the "Services") in a manner consistent with the best practices established for electrical aggregation program consulting services:

- A. Provide the following services:
1. Electricity Residential and Small Commercial opt-out consulting services, including but not limited to preparation and management of opt-out notices, scrubbing of eligibility customer lists, and supervision of all other notices and publications required under the Act to facilitate the adoption and operation of the Program
 2. Implement comprehensive marketing services for an opt-out electricity aggregation program, all at Service Providers sole expense, including the following:
 - USPS mail campaigns
 - Local radio/TV spots, web based infomercials
 - Cable access programming
 - Newspaper interviews and advertising
 - Municipal newsletters
 - Public hearings
 - Community meetings, both government and organization-hosted, i.e., Chambers of Commerce, Rotary Clubs, churches, environmental groups, etc.

- Development and online hosting of dedicated online site — www.munienergychoice.com
 - Billboard signage
 - Informational flyers
3. Coordinating efforts with the Illinois Commerce Commission
 4. Attending not less than two (2) public hearings with the Municipality and other municipal partners
 5. Preparation of a Plan of Operation and Governance for the Program, in consultation with the Municipality, addressing, inter alia, each of the following issues:
 - Purpose of Municipal Electricity Aggregation
 - Background - Illinois Power Agency Act
 - Opt-Out Process
 - Request for Proposal - Summary
 - Consolidated Billing Procedures
 - Credit Requirement and Default Procedures
 - Program Move-In and Move-Outs
 - Opt-In Program
 - Green Power - Renewable Energy
 - Program Education Initiative
 - Demand Management and Energy Efficiency Program
 - Power Supply Agreement
 - Pricing Methodology
 - Eligible Customer Service Classes
 - Supplier Selection Criteria
 - Selected Supplier Responsibilities
 - Liability
 6. Preparation of bid specifications and procurement of competitive, fixed-price bids, with final selection of an electric supplier being decided by Municipality.
 7. Negotiating fees for the City with winning suppliers in an amount equal to, but not greater than, the rate negotiated for Good Energy, L.P. as more fully described herein.
 8. Assist with contract negotiations with the selected electricity supplier
 9. After purchase program delivery and on-going daily monitoring.
- B. Give prompt notice to Municipality should the Service Provider observe or otherwise become aware of any fault or deficit in the Program or any nonconformance with the electricity sale & purchase agreement.
 - C. Remit to Municipality after the termination of this Agreement, all files and documents pertaining to the project that have been obtained or produced including, but not limited to, permits, licenses, applications, codes, drawings, site plans, photographs and similar materials.
 - D. Comply with all statutes, ordinances, laws, rules and regulations which may be applicable to the services provided hereunder.

II. Obligations of Municipality. Municipality shall:

- A. Assist the Service Provider by placing at its disposal all public information pertinent to the services for the project, upon reasonable request.
- B. Use reasonable efforts to secure release of other data applicable to the Program held by others, including but not limited to residential and small commercial customer account and load information under the authority granted in the Act.
- C. Give prompt notice to the Service Provider should Municipality observe or otherwise become aware of any fault or deficit in the Program or any nonconformance with the electricity sale and purchase agreement.
- D. Approve an ordinance to put the opt-out referendum on the ballot on the next election
- E. Conduct public hearings and adopt a Plan of Operation and Governance, each as required by the Act.
- F. Nothing herein shall be construed to require the Municipality to approve a electricity purchase and sale agreement with an alternative retail electric supplier.

III. Term and Termination. The Agreement shall commence on the 5th day of June, 2012 and shall terminate on the date on which an electricity sale and purchase agreement with an alternative retail electric supplier expires or earlier terminates, or as otherwise mutually agreed to by Municipality and the Service Provider. Municipality may terminate this Agreement at any time by giving Service Provider thirty (30) days advance written notice. In the event this Agreement is terminated by Municipality prior to its natural expiration, Service Provider shall be paid for the volume of electricity purchased through the residential and small commercial opt-out contract by the current alternative retail electric supplier through the next meter read date following the date of expiration of any executed (if any) electricity contract with a current alternative retail electric supplier.

IV. Payment.

Subject to the Municipality's termination rights described in Section III, Municipality agrees that Good Energy fees will be paid by the selected electricity supplier per kWh (volumetrically) for electricity purchased for the duration of the municipal contract. Such fees will be not greater than \$0.00075 / kWh. In the event the ballot proposition for the approval of an opt-out electricity aggregation program fails at the next election, the Service Provider shall not receive a fee.

V. Relationship of the Parties. The parties acknowledge and agree that Service Provider is an independent contractor and is not an agent or employee of Municipality. Nothing in this Agreement shall be construed to create a relationship between Service Provider and Municipality of a partnership, association, or joint venture.

VI. Indemnification.

- A. Professional Liability. Relative to any and all claims, losses, damages, liability and cost, the Service Provider agrees to indemnify, defend and save Municipality, its officers, officials, and employees harmless from and against any and all suits, actions or claims for property losses, damages or personal injury claimed to arise from a negligent act, error or omission by the Service Provider or its employees.
- B. Non-Professional Liability (General Liability). To the fullest extent permitted by law, the Service Provider shall indemnify, defend and hold harmless Municipality, its officers, officials, employees or any combination thereof, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of the acts or omissions of the Service Provider, provided that such claim, damage, loss or expenses is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused to in whole or in part by the acts or omissions of the Service Provider, any subconsultant(s) of the Service Provider, its agents, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim damage, loss or expense is caused in part by a party indemnified hereunder. Such obligations shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph. Municipality shall be held harmless for any damage to the Service Provider's property and/or equipment during the course of performance under the Contract.

VII. Insurance.

- A. The Service Provider shall secure and maintain, at his/her/its own expense, errors and omissions insurance in an amount not less than One Million Dollars (\$1,000,000.00) per claim/annual aggregate to protect itself from any claim arising out of the performance of professional services and caused by negligent acts or omissions for which the Service Provider may be legally responsible, with a deductible not to exceed \$50,000 without prior written approval. The Service Provider shall maintain said coverage for the entire contract period and for a minimum of one year after completion of the work under the contract.
- B. In addition to errors and omissions insurance, the Service Provider shall also secure and maintain, at his/her own expense, insurance which complies with the requirements set forth in Exhibit A to this contract, attached hereto and incorporated as though fully set forth herein.
- E. The above referenced insurance shall be maintained in full force and effect during the life of this Contract and for one year beyond, where specified.

VIII. Right to Audit

- A. Service Provider guarantees that the individuals employed by the Service Provider in any capacity, including but not limited to, employees, subcontractors and independent contractors, are authorized to work in the United States. The Service Provider represents that it has completed the I-9 verification process for all individuals the Service Provider has performing services for Municipality. Municipality maintains the right to audit the

Form I-9s for all individuals the Service Provider has performing services for Municipality every six (6) months. Municipality will provide the Service Provider with five (5) days advanced written notice of its intent to perform a Form I-9 audit. In response to Municipality's audit request, the Service Provider shall provide copies of all Form I-9s and any supporting documentation for all individuals who the Service Provider had performing services for Municipality at any time subsequent to the date upon which Municipality gave notice of the preceding Form I-9 audit.

- B. The Service Provider agrees to indemnify Municipality in accordance with Section VI of the Agreement for any issue arising out of the Service Provider's hiring or retention of any individual who is not authorized to work in the United States.

IX. Taxes.

- A. Service Provider has the following identification number for income tax purposes: **43-2003973**.
- B. Service Provider is subject to and responsible for all applicable federal, state, and local taxes.
- C. Municipality represents that it is a tax-exempt entity and evidence of this tax-exempt status shall be provided to Service Provider upon written request.

- X. **Assignment.** Neither party may assign this Agreement without obtaining express, written consent from the other party prior to assignment.

- XI. **Entire Agreement / Amendment.** This Agreement constitutes the entire understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations, discussions, undertakings and agreements between the parties. This Agreement may be amended or modified only by a writing executed by the duly authorized officers of the parties hereto. It is understood and agreed that this Agreement may not be changed, modified, or altered except by an instrument, in writing, signed by both parties in accordance with the laws of the State of Illinois.

XII. Discrimination.

- A. To the extent the following applies, Service Provider shall reasonably comply with all federal, state and local laws, rules and regulations applicable to the work including without limitation the requirements of the Equal Employment Opportunity Clause of the Illinois Human Rights Act, (775 ILCS 5/2-105), the rules and regulations of the Illinois Department of Human Rights, and all laws and regulations pertaining to occupational and work safety. Service Provider's signature on this document herein certifies that it had a sexual harassment policy in effect that complies with 775 ILCS 5/2-105.
- B. In the event of Service Provider's non-compliance with the provisions of the foregoing Equal Employment Opportunity Clause, the Illinois Human Rights Act, or the rules and regulations of the Illinois Department of Human Rights, Service Provider may be declared ineligible for future contracts or subcontracts and this Agreement may be canceled and voided in whole or in part and such other sanctions or other penalties may be imposed as provided by statute or regulation. However, any forbearance or delay by the Municipality in canceling this contract shall not be construed as and does not

constitute the Municipality's consent to such a violation or the Municipality's waiver of any rights it may have.

- C. Nothing in this Agreement shall require the commission of any act contrary to any law or any rules or regulations of any union, guild, or similar body having jurisdiction over the Services of Service Provider.

XIII. Confidential and Proprietary Information.

- A. Notwithstanding anything to the contrary set forth herein, the Parties are not required to disclose information which they reasonably deem to be proprietary or confidential in nature. The Parties agree that any information disclosed by a Party and designated as proprietary and confidential shall only be disclosed to those officials, employees, representatives, and agents of the other Party that have a need to know in order to administer and enforce this Agreement. For purposes of this Section, the terms "proprietary or confidential" include, but are not limited to, information relating to a Party's corporate structure and affiliates, marketing plans, financial information, or other information that is reasonably determined by a Party to be competitively sensitive. A Party may make proprietary or confidential information available for inspection but not copying or removal by the other Party's representatives. Compliance by the Municipality with the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. ("Illinois FOIA"), including compliance with an opinion or directive from the Illinois Public Access Counselor or the Illinois Attorney General under the Illinois FOIA, or with a decision or order of a court with jurisdiction over the Municipality, shall not be a violation of this Section and Municipality shall have no duty to litigate or defend any action against it under the Illinois FOIA.
- B. Ownership of Data and Documents. All data and information, regardless of its format, developed or obtained under this Agreement ("Data"), other than the Service Provider's confidential information, will be and remain the sole property of the Municipality. The Service Provider must promptly deliver all Data to the Municipality at the Municipality's request. The Service Provider is responsible for the care and protection of the Data until that delivery. The Service Provider may retain one copy of the Data for the Service Provider's records subject to the Service Provider's continued compliance with the provisions of this Contract.
- C. Limitations on customer information. Both Parties acknowledge and agree that the customer information is subject to, and must be maintained in compliance with, the limitations on disclosure of the customer information established by the Act, including without limitation Section 16-122 of the Public Utilities Act, 220 ILCS 5/16-102, Section 2HH of the Consumer Fraud and Deceptive Business Practices Act, 815 ILCS 505/2HH, and the provisions of ComEd's Tariff Rate GAP. Municipality agrees that customer-specific information provided to the Municipality in accordance with the provisions of ComEd's Tariff Rate GAP shall be treated as confidential, subject to the Illinois FOIA. To protect the confidentiality of customer information:
 - 1. Service Provider access to customer information is limited those authorized representatives of Service Provider, or any third party, who have a need to know the information for purposes of this Contract.

2. Service Provider warrants that it will not disclose, use, sell, or provide Customer Information to any person, firm or entity for any purpose outside of the aggregation program.
 3. Service Provider and Municipality acknowledge that customer information remains the property of the Municipality and that material breaches of confidentiality will prohibit Service Provider from placing any new bids to the Municipality's subsequent Request(s) for qualifications for a period of one year after termination of this Agreement.
- D. Proprietary Rights, Survival. Each Party acknowledges the proprietary rights of the other Party in and to the Confidential Information. The obligations under this Article Nine shall survive the conclusion or termination of this Agreement for two (2) years.
- XIV. Governing Law/Venue.** Any controversy or claim, whether based upon contract, statute, tort, fraud, misrepresentation or other legal theory, related directly or indirectly to this Agreement, whether between the parties, or of any of the parties' employees, agents or affiliated businesses, will be resolved under the laws of the State of Illinois, in any court of competent jurisdiction in county in which the Municipality is principally located.
- XV. Severability.** If any provision of this Agreement is held invalid or unenforceable, such provision shall be deemed deleted from this Agreement and shall be replaced by a valid, mutually agreeable and enforceable provision which so far as possible achieves the same objectives as the severed provision was intended to achieve, and the remaining provisions of this Agreement shall continue in full force and effect.
- XVI. Paragraph Headings.** Paragraph headings are inserted in this Agreement for convenience only and are not to be used in interpreting this Agreement.

[signatures appear on following page]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the _____ day of _____, 2012.

CITY OF MATTOON, ILLINOIS

BY: _____
MAYOR

ATTEST: _____
CITY CLERK

SEAL

GOOD ENERGY, L.P.

BY: _____
Charles C. de Casteja, Managing Partner

Exhibit A

Insurance Requirements

A. Commercial General and Umbrella Liability Insurance

Service Provider shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract, including the tort liability of another assumed in a business contract.

Municipality shall be included as an additional insured under commercial general liability policies and under the commercial umbrella, if any. This insurance shall apply as primary insurance, without contribution, with respect to any other insurance or self-insurance afforded to Municipality.

B. Business Auto (if applicable) and Umbrella Liability Insurance

Service Provider shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

If necessary, the policy shall be endorsed to provide contractual liability coverage.

C. Workers Compensation Insurance

Service Provider shall maintain workers' compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$500,000 each accident for bodily injury by accident or \$500,000 each employee for bodily injury by disease.

D. General Insurance Provisions

1. Evidence of Insurance

Prior to beginning work, Service Provider shall furnish Municipality with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Municipality prior to the cancellation or material change of any insurance referred to therein. Written notice to Municipality shall be by certified mail, return receipt requested.

Failure of Municipality to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Municipality to identify a deficiency from evidence that is provided shall not be construed as a waiver of Service Provider's obligation to maintain such insurance.

Municipality shall have the right, but not the obligation, of prohibiting Service Provider from proceeding with the Services until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Municipality.

Failure to maintain the required insurance may result in termination of this contract at Municipality's option. Service Provider shall indemnify the Municipality for any costs and expenses resulting from a failure to maintain the required insurance.

Service Provider shall provide certified copies of all insurance policies required above within 10 days of Municipality's written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Municipality has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If Service Provider's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Subcontractors/Consultant

Service Provider shall cause each consultant employed by Service Provider to purchase and maintain insurance of the type specified above. Service Provider shall furnish copies of certificates of insurance evidencing coverage for each consultant.

E. Miscellaneous Insurance Provisions

1. Under no circumstances shall the Municipality be deemed to have waived any of the insurance requirements of this Contract by any action or omission, including but not limited to:

- (a) allowing any work to commence by Service Provider before receipt of certificates of insurance;
- (b) failing to review any certificates of insurance received from Service Provider;

- (c) failing to advise Service Provider that any certificate of insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner.

Service Provider agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Municipality.

2. The Municipality does not, in any way, represent that the coverages or limits of insurance specified are sufficient or adequate to protect the Municipality, or Service Provider, but are merely minimums. The obligations of Service Provider to purchase insurance shall not, in any way, limit its obligations to the Municipality in the event that the Municipality should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of a loss which is not covered by Service Provider's insurance.

3. In the event Service Provider fails to furnish and maintain the insurance required by this Contract, the Municipality, upon 7 days written notice, may purchase such insurance on behalf of Service Provider, and Service Provider shall pay the cost thereof to the Municipality upon demand or shall have such cost deducted from any payments due Service Provider. Service Provider agrees to furnish to the Municipality the information needed to obtain such insurance.

4. All insurance provided by Service Provider shall provide that the insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.

CITY OF MATTOON, ILLINOIS

ORDINANCE NO. 2012-5357

**AN ORDINANCE APPROVING A 2-WAY STOP AT THE INTERSECTION OF
DIVISION STREET AND PRAIRIE AVENUE**

WHEREAS, the City of Mattoon maintains a municipal street system; and

WHEREAS, the City of Mattoon is responsible for regulating the traffic on said street system;
and

WHEREAS, certain traffic regulations have been determined to be in need of modification for
the safe operation of the municipal street system.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mattoon as
follows:

Section 1. Recitals. The facts and statements contained in the preamble to this Ordinance are
found to be true and correct and are hereby adopted as part of this Ordinance.

Section 2. Chapter 74, Schedule II, Sub-Schedule 'D' of the Code of Ordinances be amended by
the addition of the following:

Two-Way Stop Intersections	
Street	Stops Approaching
Division Street	Prairie Avenue

Section 3. This ordinance shall be deemed published as of the day of its adoption and approval
by the City Council.

Section 4. This ordinance shall be effective upon its publication in pamphlet form and approval
as provided by law.

Upon motion by _____, seconded by _____,
adopted this _____ day of _____, 2012, by a roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____

ABSENT (Names): _____

Approved this _____ day of _____, 2012.

Timothy D. Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

Susan J. O'Brien, City Clerk

Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on _____, 2012.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2012 -2866

**A RESOLUTION APPROVING AN AMENDED
PERSONNEL POLICY WITH APPENDICES**

WHEREAS, the City of Mattoon’s (the “City”) personnel policy was originally adopted in 1986; and,

WHEREAS, many Illinois statutes and city policies have changed in 26 years; and,

WHEREAS, the City wishes to adopt an amended Personnel Policy to reflect those changes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, ILLINOIS, as follows:

Section 1. The amended Personnel Policy and Appendices is attached hereto and by this reference incorporated herein and a part hereof, and is hereby adopted, authorized and approved in all respects.

Section 2. All resolutions or motions in conflict herewith are hereby superseded to the extent of such conflict, and that this Resolution shall be in full force and effect forthwith upon its adoption.

Section 3. The city clerk is directed to publish a copy of this resolution in pamphlet form at the first opportunity following its adoption and approval by the City Council.

Upon motion by _____, seconded by _____, adopted this _____ day of _____, 2012, by a roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____

ABSENT (Names): _____

Approved this _____ day of _____, 2012.

Timothy D. Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

Susan J. O’Brien, City Clerk

Janett S. Winter-Black, City Attorney

Recorded in the Municipality’s Records on _____, 2012.

Personnel Policy Manual

**For the City of
Mattoon, Illinois**

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Section 1: Introduction

1.1 - Purpose of the Manual

The policies and procedures in this manual are intended to provide guidance and suggestions to employees and management as a method of assisting employees in the performance of their job duties and responsibilities. The manual is not designed to cover every aspect of City operations. The contents of this manual are not contractual commitments and no policy guarantees the continuity of an employee's benefits or rights. The City of Mattoon reserves the right to remove, edit, or supplement the contents of this manual, or completely discontinue its use, at any time, with or without notice. Any violation of the City of Mattoon's policies may result in discipline, up to and including termination, regardless of the date of discovery.

1.2 - Regarding Collective Bargaining Agreements

The City of Mattoon negotiates collective bargaining agreements with approved unions to ensure appropriate salary, benefits, and other conditions of employment for all employees who are in a represented unit. When the policies or procedures in this manual differ from those in an existing collective bargaining agreement, the collective bargaining agreement shall take precedence over this manual, but only in the areas where conflicting policies and procedures are present.

Those employees not covered by a collective bargaining agreement are considered at-will employees.

Section 2: Terms and Conditions of Employment

2.1 - Equal Employment Opportunity

The City of Mattoon provides equal employment opportunity to all applicants based solely on their demonstrated abilities, experience, education, and training. The City strictly adheres to the guidelines set forth by Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. Therefore, no employee of the City will discriminate against an applicant or a fellow employee on the basis of race, creed, color, religion, sex, gender, national origin, ancestry, age, marital status, political affiliation, sexual preference, or any physical or mental disability.

This policy applies to all employment practices and personnel procedures including, but not limited to, advertising, recruitment, testing, screening, hiring, training, promotion, transfer, layoff, recall from layoffs, discipline, rates of pay, and other forms of compensation.

To further the commitment to equal employment opportunity, the City has also adopted an affirmative action policy. This policy allows the City to aggressively recruit, hire, develop, and promote qualified members of protected classes. These classes are generally defined as racial minorities, women, physically or mentally disabled, disabled veterans, and individuals' age forty (40) or over.

The City is committed to support and uphold furthering this principle and is strengthened by making a good faith effort to seek out, employ, train, and promote under-represented protected group members within and into the City's workforce and by completing an EEO (Equal Employment Opportunity Plan).

The City of Mattoon complies with all Federal Wage and Hour Regulations, the Civil Rights Act of 1964 and all other regulations and rules pertaining to civil rights, the Fair Labor Standards Act, the Age Discrimination in Employment Act, the U.S. Department of Health and Human Services Regulations (45 CFR PART 84), The Rehabilitation Act of 1973 as amended (29 U.S.C. 794) and the Americans with Disabilities Act.

2.2 - Reasonable Accommodation Policy

In accordance with the Americans with Disabilities Act of 1990, it is the policy of the City of Mattoon to provide reasonable accommodation for qualified persons with disabilities who are either applicants or current employees, unless the accommodation would create an undue hardship for the City. "Reasonable accommodation" is the term for adjusting the structure of a job or the work environment in a manner that will enable an individual with a disability to perform the essential functions of the job.

For the purposes of this policy, a "disability" includes any physical or mental impairment that substantially limits one or more major life activities including, but not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, and working on a regular basis.

2.3 - Employee Recruitment and Selection

The City recruits both internal and external candidates for vacant positions in an effort to fill these positions with the most qualified applicants, based solely on the applicant's demonstrated and potential ability to perform the essential job functions of the desired position. Applicants for certain City positions may be subject to specific testing requirements as determined by the respective department.

Selection of a new employee from a pool of applicants is based on factors including, but not limited to, relevant experience, education, training, test results, reference and background checks, and other traits that make the applicant more qualified for the position than other applicants.

2.4 - Employee Personnel Files

The City Clerk's Office maintains a personnel file on every City employee, which is to keep your records confidential. Your personnel records will only be available to your supervisor, the Department Head, the City Clerk, and the City Administrator.

You may schedule an appointment with the City Clerk to examine your personnel file. The personnel file is a part of your permanent record and may not be removed from the Office of the City Clerk.

All personnel records are subject to the provisions of the Illinois Freedom of Information Act. Under the Act, personnel records are not "public records" and should not be disclosed to any person outside of the City organization without prior approval of the City Attorney.

Personnel records are retained five (5) years after termination of employment and then disposed in a confidential manner. Contracts, individual work histories and evaluations are retained permanently.

2.5 - Background Investigations / Reference Checks

A background check shall be completed on every new, regular employee prior to employment. This may include inquiries into employment references, educational references, and personal references for all applicants.

A background investigation may also be required for newly hired employees. An investigation may include checking criminal records and driving records that are relevant to the desired position.

Employment with the City of Mattoon may not continue until the background investigation (if applicable) and the reference check has been completed. These inquiries are necessary in order to ensure that the appropriate person for the position is being hired.

2.6 - Employment Classifications

The City of Mattoon classifies employees in the following categories:

- **Probationary employee** – An employee is “probationary” for the first six (6) months of employment. The City may discharge the employee with or without cause during this probationary period.
- **Regular Full-Time employee** – An employee working the regularly scheduled number of hours, or approximately 2080 hours (or 2672 hours for regular Fire Department employees) annually. As a regular full-time employee, one becomes eligible for all benefits provided by the City.
- **Regular Part-Time employee** – An employee working under IMRF guidelines may not exceed 1000 hours annually.
- **Temporary employee** – An individual employed for a period of less than six (6) consecutive months. Temporary employees may work full-time or part-time. IMRF requires all employees working over 1000 hours per year to receive retirement benefits. Therefore, by City policy, temporary employees shall not be retained for more than 1000 hours in any 12 month period.
- **Volunteer** – An individual who performs duties exclusively by choice, not by request or legal obligation. A volunteer is not promised remuneration for services and is exempt from receiving benefits.

Provisions in the Fair Labor Standards Act of 1938 divide employees into separate categories with respect to eligibility for overtime payment:

- **Exempt** – Employees who are not eligible to receive payment for overtime. Exempt status often accompanies positions of a managerial, administrative, or professional nature.
- **Non-exempt** – Employees who are eligible to receive payment for overtime. Non-exempt status often accompanies positions of a clerical, technical, or service nature.

2.7 - Layoffs & Recalls

Employment may be terminated with City Council approval due to a lack of funds causing a reduction in staff or by elimination of the position and the best interest of the citizens of Mattoon.

In the case of personnel reduction, the employee with the least seniority in the classification of the appropriate Department shall be laid off first. Employees shall be recalled, conditioned upon the ability to perform the work available, in the order of their seniority. No new employees shall be hired until all laid off employees have been given ample opportunity to return to work and have returned to work with thirty (30) days of written notice. In the event of any rule, regulation, statute or interpretation of law, which shall control the Board of Fire and Police Commissioners, then such rule, regulation, statute or interpretation shall control.

2.8 - Performance Reviews

Employee performance reviews are to be completed by an employee's Supervisor or Departmental Director at the end of the six (6) month probationary period, then annually (on or about the employee's anniversary date unless otherwise noted). The purposes of a performance review are:

- To evaluate an employee's job performance on a periodic basis, while offering praise, guidelines for improvement, and other feedback.
- To set goals for the employee being evaluated to ensure improved work performance and a more cohesive work environment.
- To provide an opportunity to discuss an employee's future development.
- To provide an opportunity for open communication between employees and their Supervisors on a regular basis.

2.9 - Code of Conduct

Employees of the City of Mattoon must act in a manner that stands up to the closest public scrutiny. Each employee has responsibilities to various groups, which include:

- The public.
- Elected officials who represent the public.
- Appointed authorities and those in supervisory roles.
- Fellow employees.
- Representatives of other agencies or organizations.

These responsibilities require each employee to act with honor, integrity, loyalty, and fairness in the performance of City business, while also reporting improper, unethical, or unlawful behaviors as they occur. Employees must comply with all applicable laws and regulations at all times. Engaging in illegal or unethical behavior during the performance of an employee's job duties will not be tolerated and the employee may be subject to disciplinary or legal action.

The City of Mattoon has adopted a Disclosure of Wrongful Conduct and Protection from Reprisal Policy. Please see Appendix C for details.

2.10 - Disciplinary Action

The City believes in the philosophy of progressive, corrective discipline. The methods of disciplinary action shall include only the following:

- **Oral warning** – An oral warning consists of a conference between the employee and the employee’s Supervisor or other City official issuing the warning. The purpose of the conference is to express disapproval of misconduct or poor work performance, to clarify applicable rules or standards of performance, policies, and procedures, and to warn that repetition of the misconduct or failure to improve work performance may result in more severe discipline. Records of oral warnings will be maintained in the employee’s personnel file indefinitely (unless prohibited by Collective Bargaining Agreements).
- **Written warning** – A written warning consists of a conference between the employee and their Supervisor or other City official who issued the discipline, accompanied by a letter or notice expressing disapproval of the misconduct or poor work performance, clarifying applicable rules, policies, and procedures, and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline. Written warnings may be used for repeated misconduct of a minor nature or for more serious misconduct that does not warrant suspension or discharge from employment.

The employee will be given an opportunity to review the written disciplinary letter and respond to it.

The employee will receive a copy of the disciplinary notice and copies of the notice shall be maintained in the employee’s personnel file.

Records of written warnings will be maintained in the employee’s personnel file (unless prohibited by Collective Bargaining Agreements) indefinitely.

- **Suspension** – A suspension is a temporary removal from employment, accompanied by a temporary loss of the privileges of employment, including, but not limited to, wages or salary. Suspensions may be used to discipline employees for serious misconduct and performance issues or for repeated misconduct or performance issues of a less severe nature. Suspensions may be imposed for not less than one (1) but no more than ten (10) days.

Employees may be suspended without pay. The immediate Supervisor or Departmental Director shall give written notification of the suspension to the employee, specifying the reason, duration, and effective date. The written notice may be given to the employee after the fact, as in the case of an immediate suspension by a Supervisor. Copies of the written notice of suspension shall be maintained in the employee’s personnel file indefinitely (unless prohibited by Collective Bargaining Agreement).

Suspended employees shall not be allowed to use any paid leave, including vacation leave, sick leave, personal leave, or compensatory time during the suspension.

In the event that any order of suspension is reversed or reduced, the employee shall be paid any lost wages, salary, or benefits and such a reversal or reduction shall be documented in the employee’s personnel file.

- **Discharge** – Discharge, or termination of employment, is the permanent removal from employment and the permanent loss of all privileges of employment with the City. Employees may be discharged for any improper or inappropriate conduct without ever having received an oral warning, written warning, or suspension.

An employee may be discharged by the Departmental Director, with the approval of the City Administrator and/or City Council when necessary. Written documentation of the discharge shall be maintained in the employee's personnel file indefinitely.

Disciplinary action may be imposed on an employee only for a just, reasonable cause. Examples of such causes include, but are not limited to:

- Incompetent, inefficient, negligent, or unsatisfactory performance of assigned work.
- Being absent without proper notification to the City. Excessive, unreported, or unexcused absences from work. Abuse of sick leave privileges.
- Excessive tardiness or early departures from work.
- Insubordination or refusal of a direct work order or assignment or other breaches of conduct.
- Bribery.
- Failing to report to work at any time when so directed, including during emergencies.
- Leaving the assigned place of work during work hours without authorization.
- Sleeping, loitering, or loafing on duty.
- Improper dress while at work.
- Failure to report on-the-job injury.
- Misconduct away from the job, which adversely affects the City.
- Any act which endangers the safety, health, or well-being of an employee or citizen, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or City operations.
- Disruptive attitude or abusive language, which is detrimental to the services, programs, and operations of the City.
- Violating the Equal Employment Opportunity policy, Americans with Disabilities Act, Age Discrimination in Employment Act, or other employment policies.
- Violating the City's alcohol and substance abuse policy, smoking policy, sexual harassment policy, or workplace violence policy.
- Violating any of the provisions of the ethics standards.
- Creating or contributing to an unsafe condition on City premises or failing to adhere to safe operating practices. Failure to report an accident involving City personnel or equipment.
- Sexual misconduct or immorality.
- Engaging in fighting, horseplay, or reckless conduct on City premises or while on City business.
- Using vile, intemperate, offensive, or abusive language or acting in a disrespectful manner towards any resident, citizen, municipal officer, fellow employee, or member of the general public.

- Physically abusing, intimidating, offending, or coercing through verbal threats any resident, citizen, municipal officer, fellow employee, or member of the general public.
- Unauthorized possession of a weapon of any kind on City premises or while on City business. This does not apply to sworn officers carrying weapons pursuant to Police Department policies.
- Falsifying or altering of time sheets, personnel records, employment applications, attendance, or any other City records or documents.
- Providing false information or information the employee should have known to be false to a Departmental Director, Supervisor, City Administrator, or any other City representative.
- Refusing to cooperate with the City during an investigation of a City or employment-related incident.
- Removing from City premises, being in the unauthorized possession of, or using for personal or any other inappropriate use, any City vehicle, equipment, supplies, tools, material, or other property or using such property of a resident, business, City official, or fellow employee without authorization.
- Destroying, damaging, defacing, abusing, wasting, or misusing City property, equipment, supplies, or materials or such property owned by a resident, business, City official, or fellow employee.
- Allowing the political affiliation of the employee or a resident or member of the general public to affect or influence whether a resident or member of the general public receives City services or in any way affect the type or quality of City services available or provided to the resident or member of the general public.
- Assaulting or threatening an elected official.
- Revealing confidential City information without proper authorization.
- Outside employment which adversely affects the City.
- Other violations of City policies or procedures.

The City reserves the right to initiate progressive discipline at the level that is determined to be the most commensurate with the severity of the offense. Discipline shall be imposed as soon as possible after the City becomes aware of the event or action that has warranted a disciplinary decision and after the City has a reasonable period of time to investigate the matter. If the City has reason to discipline an employee, all efforts shall be made to issue the discipline in a manner that will not embarrass the employee in the presence of other employees or members of the public.

2.11 - Non-Union Grievance Procedure

Every employee shall have the right and privilege to present a grievance using the following steps, free from interference, coercion, restraint, discrimination, penalty or reprisal. The following steps are to be used for any cause of dissatisfaction or anything related to employment that is wrong in the employee's opinion.

Employees must present the grievance orally and in writing on a Grievance Form to the immediate supervisor or the City Administrator within ten working days of the incident. The supervisor or City Administrator shall carefully review the grievance and schedule a mutually convenient time, generally within five working days to discuss the complaint with the employee. The supervisor or City Administrator shall write a report of the review findings (which may include a plan of action) and submit it to the City Administrator and to the employee, generally within ten working days.

If the employee is dissatisfied with the review findings, the employee may request in writing that the City Administrator further review the grievance. This request shall be made within ten working days after receipt of the supervisor's written review. The City Administrator shall:

- a. Review prior written material
- b. Schedule a hearing at a mutually convenient time, generally within five working days to discuss the grievance with the employee.
- c. Write a review of his/her findings, generally within ten working days of the hearing. The written findings shall set forth the issue, state the principle and relevant facts brought out at the hearing, state applicable provisions in policy and/or law and state the reasoning that led to the final decision.

If the employee is not satisfied with the City Administrator's findings, the employee may petition the Mayor or Commissioner thereof for a hearing. This petition shall be made within ten working days of the City Administrator's review. The employee shall be notified when the Mayor schedules the employee's grievance for review. This review shall take place generally no later than fifteen working days from the date of the petition. A written report of the review finding (which may include a plan of action) shall be submitted to the employee, generally within ten working days of the hearing.

2.12 - Attendance

City employees are expected to arrive at work at their scheduled times on their scheduled work days. Excessive absenteeism, tardiness, or early departure from work may result in disciplinary action, up to and including discharge from employment. Employees that will be late or absent from work due to an illness or emergency must notify their immediate Supervisor no less than one (1) hour before their scheduled start time. A leave of absence or time off with or without pay, may be approved and granted by a Supervisor or Departmental Director if necessary. Absences consisting of three days or more must be excused with documentation by a certified physician (unless otherwise stated in a Collective Bargaining Agreement).

2.13 - Appearance Standards

The City is a professional organization and must represent the public in a professional manner. Therefore, a professional image should be reflected in employee dress and mannerisms. Good grooming habits and proper, tasteful attire are both essential in projecting this image. Styles, appearances, habits, or other practices that are considered distracting or offensive to others should be avoided. A Supervisor should be consulted if there are any questions or concerns regarding appropriate dress and behavior. Departmental Directors and Supervisors have the discretion to create and change a list of appropriate attire list based on the work environment and job duties performed.

2.14 - Residency Requirements

City employees shall reside within twenty (20) miles of the corporate boundaries of the City of Mattoon unless otherwise provided for in employment agreements and Collective Bargaining Agreements.

2.15 - Outside Employment

“Outside employment” is defined as employment in addition to a regular full-time position with the City. The City will not permit any kind of outside employment if:

- It physically or mentally restricts an employee’s ability to perform the job required by the City.
- It reflects negatively upon employees of the City.
- It conflicts with their position as an employee of the City.

The City Administrator with consultation of each Departmental Director reserves the right to prohibit any outside employment that is deemed detrimental to the best interest of the City. In such cases, an employee shall be given an appropriate warning and must make a decision, within a reasonable period of time, regarding their future employment with the City.

2.16 - Substance Abuse Policy

The City of Mattoon is a drug and alcohol-free workplace. The City recognizes that substances such as alcohol or illegal drugs can severely impair an individual’s physical and mental capabilities. When an employee consumes these substances and they are impaired during the performance of their job, they pose a major health and safety risk to themselves, other employees, and members of the public. Therefore, the City deems all of its properties and work areas drug and alcohol-free zones unless during appropriately sanctioned events.

The City prohibits the following:

- The consumption, possession (unless in accordance with duty requirements), or being under the influence of alcohol or illegal drugs at any time during the workday or anywhere on City premises or job sites, including all City buildings, properties, and vehicles, or while engaged in City business.
- Selling, purchasing, or delivering any illegal drug during the workday or on any City properties.
- Using prescribed or over-the-counter medications, where such medications may interfere with job performance or pose a safety risk to the employee or others (unless first reporting to a Supervisor that the medication is being used).

In order to support its goal of a drug and alcohol-free workplace, the City has implemented a drug and alcohol testing program intended to help reduce accidents and casualties, to help discourage substance abuse, and to help reduce absenteeism, health care costs, and other drug and alcohol related problems. This program is also designed to enhance the safety and health of the employees, while also increasing employee morale and productivity and commitment to the public.

The City may conduct drug and alcohol screenings for the following reasons:

- As a condition of pre-employment.
- At random times.
- As a requirement following an accident if the accident or citation occurred during working hours.
- As a matter of reasonable suspicion if an employee is believed to be under the influence of drugs or alcohol during the course of the workday.

Positive tests may lead to suspension or discharge from employment based on the severity of the circumstances surrounding the reason for testing and the test results.

The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal drug use and alcohol abuse are incompatible with employment at City of Mattoon. The City offers an Employee Assistance Program (EAP) (see Section 3.12) to every employee and their immediate family members.

2.17 - Safety Policy

The City will follow all State and Federal safety regulations and attempt to correct all existing or potential hazards in order to provide a safe and healthy workplace for all City employees. In order to ensure a safe and healthy work environment, a Safety Committee with representation from each Department of the City will meet on a quarterly basis for the purpose of identifying and correcting unsafe or unhealthy working conditions.

The Committee shall:

- Review and approve written policies and procedures for each of the written programs required by OSHA.
- Conduct safety audits, review accident reports, formulate accident prevention recommendations, and otherwise critique the City's safety and risk management program.
- Make personal inspections, participate in government inspections, and investigate complaints concerning allegations of unsafe or unhealthy working conditions.
- Promote education programs, which will ultimately motivate employees to adopt safe working habits.

Employees are responsible for reporting any unsafe condition or practice and for properly using and caring for the tools and equipment supplied by the City. Employees should reference the City's Safety Manual for further information or inquiries.

2.18 - Worker's Compensation

All personnel working at City are covered for work related injuries. This insurance provides medical coverage and compensation for accidents occurring on the job. Any job related injuries must be reported IMMEDIATELY to the employee's supervisor or to the person on call, within the work schedule that the injury was received. The City will provide a designated physician for treatment of the injury. The treating physician may differ depending on the type of injury sustained.

Failure to report the accident or injury within the work schedule that the injury was received, or treatment by a non-City-assigned physician, may result in limited or eliminated coverage under the Worker's Compensation Law which could result in the employee becoming responsible for any charges incurred during treatment.

Personal items damaged during a Worker's Comp injury will be replaced as part of a Worker's Comp claim (eye glasses or clothing damaged during a behavior incident will be replaced by City according to the procedure).

2.19 - Injury / Accident Reporting

All job-related accidents involving injuries or occupational illness must be reported to an immediate Supervisor within twenty-four (24) hours of the accident so that the preparation and distribution of the required accident report forms can be completed. Additionally, accidents resulting only in property damage and accidents of a "near miss" nature must be reported to an immediate Supervisor within forty-eight (48) hours of the incident.

It is the responsibility of every employee, Supervisor, and Departmental Director to report all information concerning an accident, or “near miss” accident, within the required time frame.

Every employee injured on the job shall receive prompt medical attention, which may range from first aid treatment to hospitalization, depending on the extent of the injury or illness.

All employees shall notify their supervisor, when they have incurred or as soon as reasonably possible, an off-duty injury that could affect the performance of their duties. Notification shall occur at the beginning of the first shift after the off-duty injury occurs. The City has the right to choose whether to make “light duty” assignments and/or to require a statement from a physician indicating that the employee can return to work, before allowing an injured employee to return to work.

2.20 - Harassment Policy

All employees of the City of Mattoon are expected to treat others with dignity and respect. Consequently, harassment based on race, color, national origin, ancestry, religion, age, disability, sex, sexual orientation, gender identity or expression, marital status, genetic information, or retaliation for participation in a complaint of or an investigation of discrimination or harassment is prohibited and will not be tolerated. Harassment involving others encountered in the workplace, such as vendors, clients, or customers, is also prohibited.

Examples of harassment may include, but are not limited to:

- Verbal harassment, including derogatory remarks, comments, slurs, or jokes.
- The showing, displaying, or distribution of pictures, posters, cartoons, drawings, e-mails, text messages, writings, objects, or other materials which may be derogatory or offensive to others or those which may be sexually explicit, suggestive, or offensive.
- Pranks or physical interference with normal work or movement.
- Unwelcome or offensive sexual advances, requests or demands for sexual favors, or conduct of a sexual nature including touching, pushing, back rubs, grabbing, kissing, pinching, brushing up against, or other physical contact of a sexual nature. This conduct is strictly prohibited, whether it is directed towards employees or other individuals of the same sex or the opposite sex.
- Any combination of the above offenses which, as a whole, may constitute a “hostile work environment.”

Employees who are being harassed or employees who observe or are made aware of the harassment of another individual should report the matter to an immediate Supervisor or Departmental Director immediately and, if possible, on the first occasion. The employee should not wait for the harassment to become severe or pervasive.

The City will not retaliate against any individual who makes a report of sexual or other harassment nor permit any Department Head, Supervisor, Official or employee to do so. Retaliation is considered a very serious violation of this policy and should be reported immediately. Any individual found to have retaliated against any employee who makes a report or is found to have retaliated against anyone participating in the investigation of a complaint of sexual harassment or other harassment, which is strictly prohibited, may subject the offender to immediate termination or other appropriate action.

Management will take prompt remedial measures to immediately end the offending misconduct and will protect as much as possible all victims and witnesses. Individuals found to have been engaged in misconduct constituting sexual or other harassment shall be disciplined up to and including discharge depending upon the seriousness of the offense in the judgment of management.

All management, including the elected officials of the City and all supervisory personnel are accountable for maintaining a work environment that is free of harassment. This accountability includes communicating this policy to all subordinates and insuring that no employee is subject to harassment.

2.21 - Workplace Violence Policy

It is the policy of the City of Mattoon that violence in the workplace, work-related violence, or threats of violence will not be tolerated, regardless of when or where it occurs, both on and off duty. Accordingly, City employees are prohibited from engaging in violence or threats of violence against any person in the workplace, or outside of the workplace if the violence is work-related. Employees who violate the policy will be subject to disciplinary action, up to and including discharge from employment and legal action. Acts of self-defense against criminal assault are not prohibited by the policy.

Acts of violence shall include, but are not limited to:

- Physically threatening or hostile behaviors.
- Bodily injury or harm.
- Verbal or written threats of violence.
- Physical assault.
- Acts of vandalism, arson, or sabotage.
- Unauthorized possession or use of a lethal weapon or poisonous substance.

Acts or threats of violence, or severe disagreements or disputes that could lead to violence, should be reported to an immediate Supervisor or Departmental Director at the first opportunity so that a thorough investigation may be conducted immediately.

2.22 - Gift Policy

The City of Mattoon adheres to the provisions of the State of Illinois Gift Ban Act. In accordance with the Act, all employees, as well as all City Departments, are prohibited from soliciting or accepting gifts, gratuities, or other related donations from any individual, vendors, businesses, or other entities with whom they may come into contact during the course of their official duties that might be reasonably inferred to be for the purpose of influencing the employee in the normal exercise of their duties.

Exceptions to the gift ban restrictions include:

- Opportunities, benefits, and services that are available on the same conditions as for the general public.
- Anything for which the employee pays the market value.
- Any contribution that is lawfully made or activities associated with a fundraising event in support of a political organization or candidate.
- Educational materials and missions.
- Travel expenses for a meeting to discuss City business.
- A gift from those people who are related to the employee.
- Anything provided by an individual on the basis of a personal friendship, unless the gift was offered because of the official position or employment of the employee who receives it.
- Food or refreshments not exceeding \$75 per person in value on a single calendar day, but only if the food or refreshments are delivered to the worksite or consumed on the premises from which they were purchased.
- Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities of the employee or their spouse, but only if the benefits have not been offered or enhanced because of the official position or employment of the employee and if the benefits are customarily provided to others in similar circumstances.
- Gifts given to an employee of a City department by a member of the same City or by a member of another City, State agency, federal agency, or any governmental entity.
- Bequests, inheritances, and other transfers upon death.
- Any item or items from any one prohibited source having a cumulative total value of less than \$100 during any calendar year.

2.23 - Use of City Property Policy

The City provides employees with a variety of resources that are essential in the efficient and effective performance of their jobs. Accordingly, these resources (including, but not limited to, telephones, cell phones, smart phones, tablets, notebook computers, tools, automobiles, GPS navigation units, pagers, copiers, fax machines, e-mail, and Internet access) should be used solely for job-related purposes. While in the performance of job-related functions, these resources shall be used responsibly and professionally and shall not be used for any unlawful purpose.

2.24 - Technology Resources Policy

The City provides various information technology resources to its employees (and other authorized persons) to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. As means develop to transmit more data in less time and with less formality, users must put more effort to maintaining the accuracy, security and control of data. Each user must ensure that use of City information technology resources is appropriate and professional. This is especially true because electronic communications tend to be more immediate and informal than written communications and because passwords and deletion functions create the illusion of privacy and control.

Relatedly, although the Internet can be a valuable information resource for legitimate business, research and information sharing, it also presents a significant opportunity for abuse, lost productivity and potential liability for the City and its employees.

In light of these concerns, the City has developed this policy, which establishes the parameters for proper use of information technology resources. The information technology resources are to be used for legitimate corporate purposes and in compliance with all City policies and procedures. Employees (and other authorized persons) who do not comply with this policy are subject to the revocation of their access to City information technology resources and disciplinary action up to and including termination.

a. Proper Use

Other than occasional personal use of e-mail and Internet access, City-provided technology resources may be used only for legitimate business-related communications. Occasional personal use means infrequent, incidental use that is professional and does not interfere with City business, the performance of the user's duties or the availability of technology resources. To the extent possible such use shall be restricted to meal periods and breaks. All use of City technology resources -- including all personal use -- is subject to this policy.

Examples of appropriate Internet usage include:

- Communicating with fellow employees, supervisors, customers, vendors, and the public regarding business matters.
- Researching topics that are relevant to specific job requirements or City projects.
- Conducting other work-related activities.

Examples of inappropriate Internet usage includes, but is not limited to:

- Visiting sites or transferring information that is considered obscene.
- Using e-mail or other communications as a form of harassment.
- Visiting social networking sites, dating sites, or any other site that is not related to the job being performed for an inordinate amount of time.

- Fund raising or political activities.
- Personal for-profit or commercial activities.
- Storing, viewing, or printing multimedia files (such as games, movie files, animations, pictures, graphics or other files) that are not directly related to an employee's job or business activity of the City.

b. Data Ownership

All data created, entered, received, stored, accessed, viewed or transmitted via City technology resources are City property, where permissible by law. The City has a perpetual, royalty-free, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, distribute and incorporate all such data. Business-related data may neither be used for any purpose unrelated to City business nor sold, transmitted, conveyed or communicated in any way to anyone outside of the City without the City's express authorization.

c. No Privacy

Users have no expectation of privacy in connection with the use of City technology resources, including the creation, entry, receipt, storage, accessing, viewing or transmission of data.

d. Monitoring

As with all other City property, the City will search, monitor, inspect, intercept, review, access and/or disclose all City technology resources and all data created, entered, received, stored, viewed, accessed or transmitted via those resources for any reason, at any time, and without further advance notice by persons designated by or acting at the direction of the City, or as may be required by law or as necessary for, or incidental to, auditing, security and investigative activities, and to ensure effective technology resource administration and policy compliance. For example, authorized persons will inspect the City's technology resources to investigate theft, the unauthorized disclosure of client confidences, attorney work product and proprietary information, misuse, and to assess Internet use. The City will attempt to ensure that monitoring and inspections are conducted professionally. In this regard, no employee may monitor or intercept any data without the authorization of the City Administrator or Mayor, or persons designated by them or acting at their direction or at the direction of the Corporate Authorities.

e. Harassment

Users are absolutely forbidden from using the City's technology resources in any way that may be construed to violate the City's harassment-free workplace policy. This prohibition includes sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by law.

Users are required to take all reasonable steps to avoid and eliminate receipt from known sources of all potentially offensive material.

f. Improper Use

City technology resources may not be used to intentionally or unintentionally violate any local, state, federal or international civil or criminal law. Users likewise may not upload, post, e-mail or otherwise transmit any data that is threatening, malicious, tortious, defamatory, libelous, obscene, or invasive of another's privacy. In addition, City technology resources may not be used to job-search outside of the City or run or solicit outside business ventures.

g. Prohibited Software

Software purchased and licensed for personal use may not be installed on City computers. The City periodically may, at any time, conduct an audit or interrogation of computers for installed software and related printed material that is not included on a then-current inventory of City-authorized software. All unauthorized software will be removed and destroyed.

h. Proprietary Rights

City technology resources may not be used to violate proprietary rights, including copyright, trademark, trade secrets, right of publicity or any other intellectual property rights. For example, unless consistent with all applicable licenses, users may not post or download any data (including software) protected by copyright or patent law. Likewise, users may load only licensed software from the Internet or other source onto a City-provided workstation or laptop, provided that use of the software is consistent with the license and the original software license remains at the appropriate City office so that the City may conduct accurate audits (and respond to external audits). All software must be approved by the IT Director prior to downloading.

i. Confidential Information and use of Intellectual Property

Users may not leak, place, post, transmit or otherwise disclose confidential, sensitive and/or proprietary City information to any unauthorized City employee or anyone outside of the City by any means, at any time or for any reason.

j. Passwords and Security

All passwords and security used in connection with City technology resources, including voice mail access codes, are City property and must be made available to the City upon request. Users must understand that their use of passwords will not preclude access, monitoring, inspection, review, or disclosure by authorized City personnel. The City also may unilaterally assign and/or change passwords and personal codes. The security of City's technology resources is a serious matter and is every user's responsibility.

Users are expected to follow any password and security complexity procedures provided by the City's IT Director. Users shall make every effort to secure their passwords and security codes and not share this information with other people, including fellow employees with the exception of City authorities as stated above.

k. E-Mail Retention

The City retains and archives every e-mail message sent or received by those with a City-issued e-mail account.

l. Viruses

Users may not knowingly upload, post, e-mail or otherwise transmit any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware or telecommunications equipment.

m. Misrepresentation of Identity or Data

Unauthorized access of e-mail, data, and use and/or disclosure of other users' passwords is strictly prohibited. For example, users are prohibited from accessing other users' files or communications without any legitimate business purpose (e.g., to satisfy idle curiosity or to "snoop"), regardless of the security designation assigned to a particular file or communication.

n. General Matters

City technology resources may not be used to transmit junk mail or spam (the same or substantially similar messages sent to a large number of recipients for commercial or other purposes unrelated to the City) or pyramid schemes of any kind, or to download or execute games. The City will not be responsible for any damages, direct or indirect, arising out of the use of its technology resources. The City may amend, revise or depart from this policy at any time, with or without notice. This policy does not constitute, and shall not be construed as an express or implied contract of employment.

o. Acknowledgment

All employees who are authorized to use City technology resources must sign the attached Acknowledgment and Statement of Agreement. The City Clerk will retain the Acknowledgments in users' personnel files.

p. Termination of Access at Separation

Before each user's last day of employment, the employee shall return or otherwise surrender possession of all City technology resources (including computers, software programs, computer peripherals, electronically stored data (including all client confidences and/or attorney work product), data storage devices, keys, and written passwords) in his or her possession, custody or control. Upon separation of employment, the City will terminate user access to City technology resources.

q. Social Media

Social Media is defined as a media outlet that allows users to generate their own content and share content while networking with other users. Social Media is not strictly limited to the Internet; however, Internet-based Social Media sites present the best opportunity to reach a critical mass of residents and businesses.

Generally, the only cost for the most basic Social Media programs is limited to the manpower needed to start and maintain them.

Objective of the City of Mattoon Social Networking Program:

“To deliver City of Mattoon information to residents and businesses in a timely and engaging manner via relevant social networking tools.”

Information includes:

Public event information – dates, times, locations

City meeting information and updates

Photos from public events

“Did you know ...” information, services available, tools on the City website

Links to relevant pages of the City website or in the traditional media

Social Media will NOT be used to share personal opinions, subjective information, political campaign information or political stands. The IT Staff reserves the right to delete or remove inappropriate and/or offensive comments

Posting Updates:

The purpose of posting updates is to communicate useful, factual information regarding public events and information. The tone of updates on Social Media sites will strive to appropriately convey a feeling of excitement for upcoming events and general announcements. Public meeting updates will maintain a neutral, objective tone. Minimally, updates will be posted on a regular basis during the work week. Posting will be under user names that may include “Mattoon,” “City of Mattoon,” or “#cityofmattoon,” et al.

Posting Update Requests:

Requests for posting updates on Social Media sites will be sent to the IT Department from the appropriate Department Director or their deputy or assistant or from the City Administrator.

Requests will include relevant information (event name, date, time, location) and any photos, artwork, or logos associated with the request. Requests may also include a preferred number of announcements and timing (i.e., two weeks prior to the event, a week prior to the event, and the day of the event).

Events will be posted on the City's website and relevant social channels throughout the week to avoid releasing information all at one time, and to keep information fresh.

Fostering a Dialogue:

Considering the information posted on each of the sites is informational in nature and will not take on a political bias or tone, it is recommended comments be enabled unless conditions warrant that the comment feature be disabled. Municipalities with similar "fan pages" on Facebook have limited comments on their sites, and the comments are generally positive or neutral responses to event information. The City of Mattoon reserves the right to remove any comments received through social media channels that are found to be spam, obscene, malicious, threatening, hostile, overtly negative or destructive to the dialogue.

Disclaimers:

The Facebook, Flickr, and Twitter user names will have disclaimers included that will direct individuals with questions to the City website and individuals with emergencies to 9-1-1. The disclaimer will be incorporated into the Facebook "fan page" and the Flickr account profile. Followers of the Twitter feed will receive a direct message with the disclaimer.

r. Policy Violations

Access to and use of City technology resources is a privilege, not a right. Users who do not comply with this policy are subject to denial of access to City technology resources and disciplinary action up to and including termination.

2.25 - City Credit Card Policy

Credit cards may be provided to City employees for the purpose of acquiring the necessary materials and services to complete their duties in a more convenient and efficient manner. A Supervisor or Departmental Director may submit a request for an employee to become a cardholder. If the request is granted, the approved employee must review this policy and shall be required to sign a City Cardholder Agreement to indicate an understanding and acceptance of the rights and responsibilities of a cardholder.

The credit card provided by the City may be used for official use only. Unauthorized or private use of City-owned credit cards is strictly prohibited. Also, no other individual is authorized to use the card except for the approved cardholder. An employee who makes unauthorized purchases or carelessly uses the credit card will be liable to the City of Mattoon for the total dollar amount of such purchases plus any administrative fees charged by the bank or card company in connection with the misuse. In addition, inappropriate or negligent use of the City-owned credit card will result in disciplinary and possible legal action.

Unauthorized uses of the City-owned credit card include, but are not limited to:

- Personal purchases or for personal identification.
- A single purchase that exceeds the cardholder's predetermined single purchase limit.
- Cash advances.
- Personal cell phone or other monthly service payments.
- Alcoholic beverages.

The cardholder is responsible for maintaining receipts of all card transactions. Receipts are required for all purchases made with the card and they must be submitted as soon as possible, but no more than 30 days after purchase, to the employee's Supervisor or Departmental Director or Finance Office. If the cardholder does not have documentation of a transaction listed on the monthly statement, the employee must attach an explanation that includes a description of the items or services purchased, the date of purchase, the vendor's name, and the reason for the lack of supporting documentation. In the event that a cardholder displays a pattern of undocumented or unauthorized purchases, the employee's credit card privileges may be revoked and disciplinary action may be administered. Also, the cardholder will be responsible for all charges not adequately documented as well as charges that were not made for legitimate City business.

Cardholders are expected to obtain the best prices available when purchasing goods and services. Purchasing items at above market prices where the vendor gives the employee any form of gift, bonus, or premium in exchange for making the purchase is considered an illegal kickback and may result in discharge from employment and prosecution.

If a credit card is lost or stolen, the cardholder must immediately notify the Supervisor or Departmental Director so that the card can be deactivated for further use. Once the deactivation process is complete, a new card can be issued to the cardholder.

In the event that a cardholder ceases to be employed by the City, the card must be returned. If an employee leaves their position voluntarily, they must surrender the credit card and any undocumented receipts to their Departmental Director prior to the separation date.

If an employee leaves their position involuntarily, the Departmental Director or City Administrator should collect the credit card and any undocumented receipts at the time of the employee's discharge.

2.26 - City Vehicle Policy

The City of Mattoon may provide vehicles that are to be used only to conduct City business. Only permitted City employees, as well as elected and appointed City officials, shall be allowed to drive City-owned vehicles. Authorized users are responsible for the care, conservation, and the correct and safe usage of City vehicles. When operating City-owned vehicles, authorized users shall obey the laws of the City of Mattoon and the State of Illinois and will take every precaution to safeguard the condition of the vehicle and members of the public. When not in use, City vehicles and equipment shall be locked in an effort to avoid theft or destruction.

Smoking is prohibited in all City vehicles as is the transportation of alcohol.

Authorized users must be at least eighteen (18) years of age and must possess a valid driver's license of proper classification in order to operate a City vehicle. In the event an authorized user's driver's license is suspended or revoked, the user must immediately notify their Supervisor or Departmental Director. Failure to do so will be cause for disciplinary action.

When operating the City's vehicles or equipment, authorized users should keep in mind that they are representatives of the City and their conduct is a direct reflection on the entire organization. It is essential that authorized users exhibit courteous and safe operation on the road, while also abiding by all City, State, and other applicable laws and regulations.

City vehicles are not to be taken home by the employee, unless authorized by the employee's Supervisor or Departmental Director. Vehicles that are authorized to be taken home must be available for City business at all times. Also, no passengers shall be transported in City vehicles other than those who are involved in City business, unless otherwise approved by the operator's Supervisor or Departmental Director.

An employee of the City must immediately notify their Supervisor or Departmental Director of all damaged, lost, or stolen property. If an authorized user experiences an accident, equipment loss or theft, or damage to the vehicle caused by the negligence of the employee, then the employee may face disciplinary action and may be responsible for the replacement of the damaged, lost, or stolen items.

All employees of the City must report any moving traffic violations or accidents in which they are involved while on duty, or while using City vehicles, to their Supervisor or Departmental Director. Under these circumstances, the employee must pay any fines for violations incurred in full.

If an authorized user is involved in an accident while on duty, the employee must submit an accident report using the designated forms as soon as possible after the accident occurs. Failure to notify a Supervisor about an accident or failure to submit a report may be cause for disciplinary action, up to and including discharge.

Employees may, with Departmental Director approval, use their private vehicles for City business. In these instances, the City will reimburse the Employee at the set IRS mileage rate for any mileage used for City business. Mileage reimbursement will not be given for trips made to/from employee's residence and main work location.

2.27 - Cell Phone / GPS Use Policy

Employees are expected to use discretion when using City phones or personal cell phones. Excessive personal calls during the workday can interfere with employee productivity and can be distracting to others. Employees are asked to make personal calls on non-work time where possible and to make friends and family aware of this policy.

Employees whose jobs require regular or occasional driving and who use a cell phone or GPS navigation unit for business or personal use are expected to use good judgment when using these devices while driving. Personal and public safety must come before all other concerns.

Employees are discouraged from using a cell phone while driving. It is strongly recommended that the employee pull over to the side of the road and park the vehicle before placing or accepting a call. If pulling over is not an option, using hands-free equipment or keeping the call short is encouraged. Where job responsibilities require regular driving and phone usage, hands-free equipment may be provided for the employee's convenience at the Department Head or Supervisor's discretion.

Employees must adhere to all State regulations involving cell phone usage. It is against the law in the State of Illinois to compose, send, or read a text message, e-mail, instant message, or other notification on an electronic device while operating a vehicle. Also, it is prohibited to use a cell phone while in a school speed zone or a construction zone, unless using hands-free equipment.

When using a GPS navigation system, the destination should be entered before the vehicle is in motion in order to reduce distraction and lower the risk of an accident. Also, the GPS unit should be placed in a position that does not hinder the driver's view of the road.

Employees who are charged with traffic violations or who are involved in accidents resulting from the use of their cell phones or GPS units while driving will be responsible for all liabilities that result from such actions.

Employees whose responsibilities do not specifically include driving as an essential function, but who are issued a cell phone or GPS unit for business use, are also expected to follow all provisions of this policy. Violations of the policy by any employee will lead to disciplinary action, up to and including discharge from employment.

2.28 – Cell phone Allowance

1) Policy: Employees and City Council members whose job duties include the frequent need for a cell phone may receive extra compensation, in the form of a cell phone allowance, to cover business-related costs on their personal cell phone. No further reimbursement for cell phone costs is available to employees who receive such an allowance. The City shall maintain a limited number of cell phones assigned to a specific department or piece of equipment. These phones are intended to be used only during work hours and personal use of these phones is strictly prohibited.

2) Allowance:

- a) **Eligibility:** Employees eligible for a cell phone allowance generally include department heads, supervisors, council members and full-time employees whose job duties regularly require emergency call back, irregular work hours or other job related factors that require the employee to routinely utilize a cell phone to enhance their ability to perform their job duties. Department heads shall recommend which employees within their departments qualify for a cell phone allowance. The City Administrator shall give final approval on all cell phone allowances.
 - b) **Allowance Amount:** The standard monthly cell phone allowance amount shall be \$50.00. However, based upon the recommendation of a department head and with approval of the City Administrator, a monthly allowance of \$100 may be provided to any employee whose necessary City business use of a cell phone justifies the need for a data plan. No further reimbursement for cell phone costs is available to employees who receive an allowance.
 - c) **Allowance Payment:** The approved cell phone allowance will be paid monthly. This allowance does **not** constitute an increase to base pay, and will **not** be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.
- 3) Employee Responsibilities:** The employee must retain an active cell phone contract as long as a cell phone allowance is in place. The employee must provide their department head and the City's IT Department with their current cell phone number and immediately notify both parties if the number changes. Employees receiving a cell phone allowance are expected to carry the cell phone on their person both on and off duty and respond when called for City business.

Employees may choose the cellular service provider and plan design of their choice. If available from the City's contracted cellular service provider, employees may be able to take advantage of discounts for their personal service plans if they utilize the same provider as the City.

Because the employee owns the cell phone personally, the employee may use the phone for both business and personal purposes, as needed. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the cell phone allowance.

If, prior to the end of the cell phone contract, a personal decision by the employee, or employee misconduct, or misuse of the phone, results in the cell phone allowance being discontinued or the need to end or change the cell phone contract, the employee will bear the cost of any fees associated with that change or cancellation. For example, if an employee resigns, and no longer wants to retain the current cell phone contract for personal purposes, any cancellation charges will be the employee's responsibility.

4) Department Assigned Cell Phones: City-owned cell phones assigned to departments shall be used by multiple employees on an as-needed basis during the work day and are intended solely for city business use. Personal use of such phones for anything other than a personal emergency may subject the employee to disciplinary action and require appropriate reimbursement to the City. Such phones will not be assigned to an individual and shall not be taken home by employees except periodically when an employee is assigned by the department to be "on call" after normal work hours.

2.29 - Training, Travel and Tuition Reimbursement

a. Training

The City recognizes that attendance at and participation in seminars or conferences is a valuable tool for updating an employee's job knowledge, skills and abilities. Requests by employees to attend seminars, conferences, workshops, conventions and the like should be submitted through their supervisor for review and approval by the respective department head subject to budgetary and scheduling parameters.

Employees attending a conference, meeting, class, seminar, convention or similar occasion as a representative of the City of Mattoon are expected to conduct themselves in a professional manner. Any improper conduct will be treated as if it occurred during regular working hours and the employee may be subject to disciplinary action for such improper conduct, up to and including termination of employment.

b. Travel

Subject to the conditions set forth below, the City of Mattoon will reimburse employees for reasonable business travel expenses incurred while on professional business away from the normal work location. Business travel must be approved in advance by the department head.

Abuse of the travel regulations, including falsifying expense reports to reflect costs not incurred by the employee, may be subject to disciplinary action, up to and including termination of employment.

2.30 - Smoking Policy

The City of Mattoon honors the Illinois ban on smoking in public places. In doing so, the City reinforces the importance of a safe and healthy workplace.

Smoking is not permitted:

- Inside City buildings or within any work area.
- Within any City-owned vehicle.
- Within fifteen (15) feet outside of any City building.

Section 3: Employee Compensation and Benefits

3.1 - Wages

Employees shall be compensated in accordance with the current wage schedule. All employees are required to be enrolled in the City's Direct Deposit Program. Direct Deposit forms are available in the Finance Department or City Clerk's Office.

Employees are paid on a bi-weekly basis (twenty-six periods per year). Payroll receipts are issued on Friday of a pay week. In the event the regular payday is a legal holiday, the preceding day shall become the payday.

All employees paid on an hourly basis are required to document time in and out for their hours worked. All times must be recorded on the appropriate time sheet, if provided by the respective department. The employee and their supervisor in those departments must sign all time sheets. Prior permission of the immediate supervisor must be obtained for any change in schedule or overtime hours. Employees are required to check out when not on duty. The supervisor must authorize make up time.

Falsification of time records is a serious offense and is grounds for disciplinary action, including discharge.

In accordance with the Equal Pay Act of 1963, the City of Mattoon will not pay wages or salaries to any employee at a rate less than the City pays employees of the opposite sex for work that is substantially equivalent and requires comparable skills.

Wages are reviewed on an annual basis during budget preparation and then adopted by the City Council with recommendations from the City Administrator, who takes into consideration budgetary constraints as well as collective bargaining agreements, as part of the overall compensation plan.

3.2 - Change of Personal Status

Any changes in name, address, tax exemptions or marital status should be reported to the City Clerk. Requests for changes in health coverage must also be made through the City Clerk.

3.3 - Scheduling

The workday shall vary by department. Departmental Directors may change normal hours based on operational needs.

The workweek is defined as one hundred and sixty-eight (168) hours beginning at 12 A.M. on Sunday and ending at 11:59 P.M. the following Saturday. For payroll purposes, the workweek will end at the close of the employee's regular shift on Friday on the week preceding payday.

3.4 - Overtime

In accordance with the Fair Labor Standards Act of 1938, all non-exempt employees working in excess of forty (40) hours in any workweek shall be paid at a rate of one and one-half (1.5) times the employee's straight time hourly rate. Departmental Directors are responsible for approving all overtime.

Leave time shall not be used in a manner that causes overtime to be accrued unless required and/or allowed by the Department Head.

3.5 - Compensatory Time

Employees, not subject to collective bargaining agreements, may elect to accrue compensatory time off as an alternative to overtime compensation at a rate of one and one-half (1.5) hours for each hour of employment that exceeds forty (40) hours in a workweek.

Employees may accrue no more than sixteen (16) hours of compensatory time leave per calendar month and it must be used or paid out at the end of each month. The choice whether to accrue compensatory time or to accept overtime payment is solely at the option of the employee.

Compensatory time shall be taken at a time mutually agreed upon in advance by the employee and the department head or designated supervisor. The use of compensatory time shall be permitted within a reasonable period after making the request if such use does not unduly disrupt the operations of the City or create an overly burdensome overtime situation. In such cases where the use of compensatory time is denied, the City will allow the use of such time as closely thereafter as is practicable.

3.6 - Vacation

Regular full-time employees – The policy of the City of Mattoon is to provide paid vacation hours for employees to have time away from work for their own health and wellbeing.

Scheduling and using vacation hours requires a request from the employee and authorization from the supervisor. Vacation hours are granted based on the needs of the department to which the employee is assigned. All full-time employees not covered by a collective bargaining agreement shall receive paid vacation hours according to the following schedule.

<u>Consecutive Years</u>	<u>Annual Accrual</u>	<u>Pay Period Accrual</u>	<u>Maximum Accrued Balance</u>
Date of Hire to Completion of 7 years	80.08 hours	3.08 hours	160.16 hours
8 to 20 Completed Years	120.12 hours	4.62 hours	240.24 hours
During 21 st Year	160.16 hours	6.16 hours	320.32 hours
During 22 nd Year	168.22 hours	6.47 hours	336.44 hours
During 23 rd Year	176.02 hours	6.77 hours	352.04 hours
During 24 th Year	184.08 hours	7.08 hours	368.16 hours
During 25 th Year	192.14 hours	7.39 hours	384.28 hours
After 25 Completed Years	200.20 hours	7.70 hours	400.40 hours

Employees may carry over accrued vacation time from one year to the next, but are limited to a maximum accrued balance of two times their annual accrual. All vacation leave accrued in excess of two times the employees' annual accrual is forfeited.

Regular part-time employees shall receive vacation benefits at one-half (1/2) the rate accrued by regular full-time employees. Regular part-time employees shall accrue 1.54 hours of vacation time during each two week pay period.

Vacation is accrued every two weeks and is available to be used after accrual. The use of vacation time during the first year of full-time employment is at the discretion of each department head.

No more than two (2) weeks' vacation shall be taken at any one time. Any deviation from this Section shall first have the approval of the Department Head and Commissioner in charge of the department.

Consecutive years of service shall mean without interruption, other than interruptions caused by military service, sickness, or other leaves of absence granted by the City.

All vacations will be scheduled by seniority as soon as practicable after January 1 of each year. After all vacations have been scheduled and there appear to be no conflicts, the vacation schedule will stand without further change. If there are conflicts that cannot be resolved otherwise, then vacation time of those affected by the conflicts, and those only, will be determined by the Department Head and the Commissioner in charge on the basis of seniority.

3.7 - Holidays

Paid time-off is granted to most full-time employees for the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

If a holiday falls on a Saturday, the proceeding Friday shall be observed as the holiday. If a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

Also, every full-time employee will be allowed to take a day off for his or her birthday. Employees must get approval from a Supervisor and schedule the day to be taken within seven (7) calendar days before or after their actual birthday.

For employees who are scheduled to work on holidays, the employees shall be paid eight (8) hours holiday pay at straight time rates and time and one-half (1.5) for all hours worked. When a holiday falls on an employee's regularly scheduled workday during the employee's vacation period, the employee will be charged for the holiday and retain the vacation day.

3.8 - Rest / Meal Periods

Rest periods – There shall be two (2) rest periods of fifteen (15) minutes each during each regular shift, one during the first half of the shift and one during the second half of the shift. All rest periods shall be taken in the work place in the case of office employees and at the job site in the case of field employees.

Rest periods shall be taken at the time designated by the supervisor. Missed rest periods do not constitute overtime or a reduction in working hours.

Meal periods – Work schedules shall provide for the workday to be split at approximately the mid point by an uninterrupted, unpaid meal period of no less than thirty (30) minutes and no more than one (1) hour.

Meal periods shall be taken at the time designated by the supervisor. Missed meal periods do not constitute overtime or a reduction in working hours.

3.9 - Benefits / Payroll Deductions

Automatic deductions are taken from all City employees' pay, including State and Federal withholdings, Medicare (where applicable), Social Security (where applicable), and the Illinois Municipal Retirement Fund, Fire Pension Fund and Police Pension Fund (where applicable). The City also provides the opportunity for voluntary payroll deductions, in which the employee can subtract a chosen amount of their pay to contribute to benefits or other fees.

Examples of voluntary payroll deductions include, but are not limited to:

- Union membership dues or fees.
- Health insurance – The City offers health insurance which calls for employees' premium contributions to be automatically deducted from their pay, with an option of before taxes.
- Deferred compensation – The City offers a Section 457 Deferred Compensation Plan, which is a tax-deferred retirement plan that is funded exclusively by an employee's contributions. This plan allows employees to set aside a portion of their pay on a pre-tax basis to supplement their Social Security and other retirement plans.

- Flexible spending account – This financial account allows an employee through payroll deductions, non-taxed, to set money aside for reimbursement of qualified health care covered expenses which are not paid by insurances (deductibles, co-pays, vision care, etc.), as well as dependent care covered expenses (day-care centers, babysitters, adult day care for dependent adults living in your home).

While many benefits offered by the City require an employee contribution, the City does provide life insurance coverage to all full-time employees. The City agrees to provide a minimum of ten thousand (\$10,000) dollars of life insurance for each employee and ten thousand (\$10,000) dollars of life insurance for each dependent until the employee retires.

3.10 - Health/Dental Insurance

The City of Mattoon is self-insured and uses a third-party administrator to process claims for health insurance and dental insurance. Currently, rates are determined from all expenses associated with coverage and allocated between single and family coverages; and are reviewed and approved by Council for a May 1st effective date. For a complete version of the City of Mattoon's Health and Dental Plan, please visit the City's website www.mattoon.illinois.gov (For Employees, HR Files).

3.11 - Personal Benefits

Other types of insurances (accident, cancer, disability, intensive care, life, long-term care, sickness, etc.) may be purchased through payroll deduction. Costs and policies vary depending upon desired insurances.

457(b) PLANS – The City also offers additional voluntary retirement plans through deferred compensation payroll deductions. You do not pay federal or state taxes on the payroll deductions. You are contributing to your retirement. Deferral amounts are determined each year by the IRS. Additional deferrals may be made if you qualify. You can withdraw assets from these accounts under the following conditions according to IRS guidelines:

- 1.) Termination of employment
- 2.) Retirement
- 3.) Unforeseeable emergencies (subject to strict IRS guidelines)
- 4.) Small accounts distributions (also subject to strict IRS guidelines).

For a list of providers and further information, please refer to Appendix A for further details.

3.12 - Employee Assistance Programs

The City recognizes the value of counseling and assistance programs to those employees who have personal issues that interfere with their efficient and productive performance of job duties and responsibilities. Therefore, the City provides Employee Assistance Programs to every employee and immediate family members in need of support with life's stressors. There is no cost to the employee for the services. The City is not privy to which employee uses the service.

These services include, but are not limited to:

- Substance abuse counseling.
- Psychological counseling.
- Family or Marriage conflict.
- Financial / legal counseling.
- Elder / child care
- Stress management
- Anger management
- Grief Recovery

3.13 - Wage Garnishment

If the City receives a wage garnishment notice on any employee, it will be processed the next pay period in accordance with the law. Also, whenever the City is served with an order to withhold income from an employee, pursuant to any statute, the City has the right to charge the applicable statutory administrative fee from the employee's income.

3.14 - Employee-Incurred Expenses / Reimbursement

The City will pay most actual and reasonable business-related expenses incurred by employees in the performance of their job responsibilities. A Supervisor or Departmental Director must approve all qualifying expenses in advance. A receipt, or other evidence of purchase, must accompany expenditures and all necessary expense reports must be completed and submitted in order to receive reimbursement.

Examples of expenses that may be reimbursed include, but are not limited to:

- Mileage.
- Travel (air, rental car, lodging, meals, etc.).
- Professional conferences or meetings.
- Educational expenses.

Section 4: Employee Leaves of Absence

4.1 - Sick Leave

The purpose of sick leave is to provide income protection for absences.

Sick leave may be used for:

- Illness, disability, or injury of an employee.
- Appointments with a doctor, dentist, or other professional medical practitioner.
- Events of illness, disability, or injury of a member of an employee's immediate family or household. (Immediate family can include, but is not limited to, spouse/partner, children including step-children and parents).

Regular full-time employees accrue eighty (80) hours of sick leave per year to a maximum of 150 days (unless otherwise stated in a CBA).

A Department Head may direct an employee who appears ill to leave work to protect the health of other employees. Employees who are ill more than two days will provide a doctor's excuse for additional time. Employees who are unable to return to work upon expiration of the accrued sick leave must request a leave of absence without pay. Prior to returning from a sick leave over one (1) month long, the employee must submit a statement from a physician indicating the employee can return to work and perform the essential duties of the job with reasonable accommodation.

Family and Medical Leave may also be available for serious health conditions of the employee or certain family members (see Family & Medical Leave Section 4.3). Sick leave usage will be counted toward Family and Medical Leave, if applicable.

4.2 - Light Duty

The best interests of the City and its employees are served when injured or ill employees return to work as soon as they are able. Light duty work is work which requires only a minimum of physical exertion, and can be accomplished by an injured or ill employee without risk to the employee's recuperation process and without potential risk of harm to others. When employees are on leave of absence for an injury or illness, the department head may recommend and the City Administrator may approve a light duty assignment in accordance with the procedures identified below. There is no guarantee of a light duty assignment. Light duty assignments will be considered on a case-by-case basis and shall be at the discretion of the Department Head or based on the operational needs of the City.

Further, light duty assignments are temporary and are reserved for employees who will be able to recover from their injuries. Light duty assignments are intended to benefit the employee and the City and to the extent that light duty assignments cease to serve the operational needs of the City, light duty assignments will be terminated.

- 1) An employee may be required, or may volunteer, to work in an available revised duty assignment, whether the injury was sustained on-duty or off-duty. The number of light duty assignments available is limited. Therefore, on-duty injuries have priority over off duty injuries in the selection of duty assignments, and are at the discretion of the Department Head.
- 2) The work the employee performs must be within the physical limitations prescribed by the employee's and/or City-designated physician.
- 3) The work the employee performs must have existed within the department before the illness or injury occurred.
- 4) No employee will be moved from his regular job in order to make a light duty situation available to another employee.
- 5) The performance of light duty work shall not otherwise disrupt the functioning of the department within which the light duty is being performed.
- 6) Employees may be removed from limited duty assignments if appropriate work is not available, or if the employee cannot satisfactorily perform the work assigned. In most cases, light duty assignments will not be allowed for more than 90 days.
- 7) It is recognized that the nature of the injury and the skills of the employee will determine what assignments are made. The nature of the injury and the skills of the individual must be balanced against the needs of the department (e.g. an administrative or clerical employee with a broken arm may be able to perform office work that a utility person or mechanic with the same type of injury is unable to do).
- 8) The City is the employer, not the department. It is the primary goal of this policy that departments find alternative work assignments for employees assigned to their respective departments. However, when the employee's department head cannot find suitable work, suitable restricted work may be sought in other departments.
- 9) An employee who is authorized and assigned light duty work shall continue in his status as an employee of the City, with the same wage and benefits that were assigned to his regular position.
- 10) The City may require the employee to submit to an examination by another physician at the City's expense in order to determine the employee's fitness for duty, even light duty. The determination of the City's physician will govern in the case of a dispute between the City's physician and the employee's physician. The City also reserves the right to review an employee's status at any time during the duration of the light duty assignment.

- 11) The decision of the City Administrator shall be final with respect to the determination of whether a light duty assignment is available within the limits of the physician's restrictions. No light duty assignments will be made permanent and requests for light duty may be denied where there is no reasonable expectation of the employee returning to regular duty within 90 days.
- 12) If an employee is granted light duty, the light duty assignment generally shall not exceed 90 days. If at the end of that time, the employee is still not medically released to perform full duties as defined by the employee's official job description, he shall either: (1) be reclassified or reassigned; or (2) be placed on a leave of absence with or without compensation; or (3) apply for a disability pension; or (4) be subject to commencement of the termination process. Such decision shall be made by the City Administrator and department head based on the circumstances of each specific case and in accordance with applicable laws.
- 13) The City will treat pregnancy as any other non-job related disability. Any restrictions imposed by a pregnant employee's physician or the City-designated physician will be reviewed to determine if light duty assignments are available consistent with the employee's prenatal restrictions.
- 14) Failure to report for or to carry out the assignments of the limited duty work status may result in disciplinary action, up to and including termination of employment.
- 15) No light duty assignments shall result in overtime.
- 16) This policy will be interpreted and applied consistent with all of the City's obligations under the Family and Medical Leave Act, the Americans with Disabilities Act and all other applicable laws. Exemptions will be made only as necessary to comply with those laws and as approved by the City Administrator.

Nothing herein shall be construed to require the City to create a light duty assignment for an employee. Employees will only be assigned light duty assignments when the City determines that the need exists, and only as long as such need exists.

4.3 - Family and Medical Leave

This Policy complies with the Family and Medical Leave Act of 1993 ("FMLA") and updates due to the National Defense Authorization Act for FY 2008 and 2009 Military update.

For further information, please refer to Appendix B.

4.4 - Bereavement Leave

In the event of a death in an employee's immediate or extended family, an employee may be granted bereavement leave. For the death of immediate family member, an employee may receive three (3) days leave of absence with pay. Requests may be made for an authorization of leave involving the deaths of individuals who are not part of the employee's immediate or extended family and leave may be granted at the discretion of a Supervisor or Departmental Director. An additional one (1) day for travel may be granted if distance is more than 250 miles one way. Bereavement leave shall not affect any other leave.

4.5 - VESSA Leave

In accordance with the Victim's Economic Security and Safety Act, the City will provide an unpaid leave of up to twelve (12) weeks per year for an employee who is the victim of domestic or sexual violence or who has a family member or household member who is a victim of such violence.

4.6 - Educational Leave

Supervisors may grant City employees leave for educational purposes to attend conferences, seminars, briefings, or actual classes that are designed to improve, maintain, or upgrade an employee's certifications, skills, and professional ability. While on leave, the employee will receive their regular daily wage for each day they would have worked.

4.7 - Discretionary Leave

Departmental Directors may grant leaves of absence, without pay or salary, to employees for job-related reasons, such as further training or study, which will enable employees to perform their usual and customary duties with greater efficiency and expertise, or for other valid reasons, such as a prolonged illness in the family or child birth. Departmental Directors shall assure employees that the position, or a similar position, will be restored at the conclusion of the leave, unless the position or job was eliminated by the City Council or State / Federal legislation.

4.8 - Jury Duty

Leave with pay shall be granted to all full-time City employees for time spent in jury and grand jury service or when subpoenaed to give depositions or appear in court on job-related cases. To receive full pay, employees shall endorse or turn over to their supervisor any payment received (less mileage, if applicable) for such jury or witness duty, such as jury pay vouchers and checks, or other forms of compensation for witness fees.

4.9 - School Visitation Rights Act Leave

The School Visitation Rights Act leave affords employees an unpaid leave of up to 24 hours during any school year, no more than 4 hours of which may be taken on any given day to attend school conferences or classroom activities related to the employee's child if those activities cannot be scheduled during non-work hours. No leave may be taken by an employee unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with his supervisor or department head to schedule the leave so as to not disrupt unduly the operations of the employer.

4.10 - Inclement Weather

City of Mattoon generally continues operations during inclement weather. Whenever inclement weather or any other emergency situation makes it necessary for the City to cancel work for all or certain employees, the affected employees shall not be compensated for their regularly scheduled hours of work during the work cancellation period, except to the extent that they elect to use accumulated leave time. Employees are encouraged to use caution when weather conditions make travel hazardous. If it is necessary to delay arrival or to leave work early, employees are required to seek approval from their supervisor.

ARTICLE 5. RESIGNATION, TERMINATION OR RETIREMENT

5.1 - Resignation

Letter of Resignation – A letter of resignation shall be given to the Department Head at least two (2) weeks before the employee's last working day. The letter should state the reason for resignation and the date of the last working day. No favorable job recommendation will be given if an employee fails to give two (2) working weeks' notice.

Department Head Resignations – Department Head Resignations shall be as established by ordinance or contract.

Payroll Department Notified – The Department Head shall notify the City Council and City Clerk's Office of all resignations.

Exit Interview – Prior to the last working day, the employee must schedule an exit interview with the Department Head or designee and must complete any necessary resignation/termination/retirement forms at the City Clerk’s Office.

Regardless of the separation reason, an employee must schedule an exit interview with the City Clerk. The interview will be conducted to discuss the circumstances regarding separation of employment and continuation of insurance policies (COBRA).

Employees are expected to return all City of Mattoon property at the time of the exit interview. The cost of replacing any City of Mattoon property in the employee’s possession that has been lost or damaged will be deducted from the employee’s final paycheck.

5.2 - Termination

Resignation or Termination Benefits – Upon resignation or termination (including dismissal or reduction in force), an employee is entitled to all of unused vacation time, applicable sick time, and compensatory time not to exceed the limits established in Sections 3.6 and 4.1.

Disability Retirement – Qualified employees may retire from the service of the City if they are disabled as “disabled” is defined by the Illinois Municipal Retirement Fund or the Illinois State Statutes covering Firefighters and Police Officers.

Sworn Fire and Police personnel shall be regulated by the Fire and Police Board and/or State Statute.

5.3 - Retirement

Retirement – Any employee may retire from the service of the City if they have accumulated full-time service with the City as outlined by the Illinois Municipal Retirement Fund or the Illinois State Statutes covering Firefighters and Police Officers.

5.4 - Final Paycheck

Final paychecks will be issued on the regular payday of the period in which employment is terminated. Arrangements will be made during the exit interview for mailing of final paychecks.

Payout of accrued vacation time, applicable sick time, and any unused compensatory time minus any appropriate deductions will be issued on the next regularly scheduled payday following termination of employment.

Receipt of City Property
Upon Employee Departure

_____, the departing employee's Department Head, does hereby certify that the following items belonging to the City of Mattoon were returned to the City in acceptable condition from departing employee _____.

___ Cell phone

___ Computer/Laptop

___ Keys

___ City Credit Card(s)

___ Other electronic equipment _____
(Description)

Department Head

Date

Receipt of Policy Manual Form

I have received my copy of the Personnel Policy Manual for the City of Mattoon, Illinois. I understand that this manual outlines and summarizes the policies, practices, and benefit guidelines of the City. I have read and I understand all of the information contained in the manual.

Since the information in this manual is subject to change as situations warrant, I understand that changes in the manual may override, revise, or eliminate existing policies or practices currently contained in this manual. I understand these changes will be communicated to me by a Supervisor or through official notices and I accept responsibility for keeping informed of these changes and following them.

I further acknowledge my understanding that my employment with the City of Mattoon is “at will” and may be terminated at any time, with or without cause.

I understand this manual replaces all previous handbooks, policies and procedures, but does not supersede any current collective bargaining agreements.

Employee Name (print)

Employee Signature

Date

APPENDIX A

PERSONAL BENEFIT PROVIDERS:

AFLAC – Rebecca Harris 246-1954 (cell) email: r2_harris@us.aflac.com
COLONIAL – Curt Hawkins 618-457-8226

457(b) PLANS – Retirement plans through deferred compensation payroll deductions. You do not pay federal or state taxes on the payroll deductions. You are contributing to your retirement. Deferral amounts are determined each year by the IRS. Additional deferrals may be made if you qualify. You can withdraw assets from these accounts under the following conditions according to IRS guidelines:

- 1.) Termination of employment
- 2.) Retirement
- 3.) Unforeseeable emergencies (subject to strict IRS guidelines)
- 4.) Small accounts distributions (also subject to strict IRS guidelines).

457(b) PLAN PROVIDERS:

1ST MID-ILLINOIS BANK & TRUST-Stacy Womack 258-0606 or toll-free at 1-888-518-7878; email: swomack@firstmid.com

ICMA-RC – Lawrence Gross, Jr. 1-800-729-4457 Ext 4 email: lgross@icmarc.org

LINCOLN NATIONAL – Susan Procelli 1-866-278-2921 Susan.Procelli2@lfg.com

MASS MUTUAL –Michael Miller 235-0303 259-3282 mhmiller@financialguide.com

NATIONWIDE – Tom O’Connor 309-531-9304 OCONNOR@nationwide.com

SUNAMERICA – Debbie Wright 235-1776 debbie.wright@edwardjones.com

VALIC – 217-821-5289 Michael Wilson michael.wilson@valic.com

APPENDIX B FAMILY AND MEDICAL LEAVE ACT

This Policy complies with the Family and Medical Leave Act of 1993 (“FMLA”) and updates due to the National Defense Authorization Act for FY 2008 and 2009 Military update.

The FMLA leave for the City of Mattoon, Illinois provides for its eligible employees to take up to twelve (12) workweeks of leave during any twelve (12) month period because of a serious health condition.

The City of Mattoon calculates FMLA leave as the 12-month period measured forward from the day any employee’s first FMLA leave begins.

Implementing regulations require the City to furnish employees with written guidance about their rights and obligations under the statute, as well as written guidance about the City’s specific policies relative to FMLA leave.

INTERMITTENT AND REDUCED SCHEDULE LEAVE

The Intermittent and Reduced Schedule Leave may be used due to an employee’s own serious health condition or to care for a family member with a serious health condition. This does not apply for leave associated with the birth or adoption of a child.

To be eligible for FMLA Intermittent and Reduced Schedule Leave, an employee must have worked for 12 months and 1250 hours in the previous 12 months of employment, and a medical certification stating that such leave is medically necessary is mandatory. The medical certification shall have:

1. Date on which the serious health condition commenced;
2. Probable duration of the condition;
3. Statement that the eligible employee is needed to care for the family member, and the estimate amount of time required to do so;
4. For planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment;
5. For leave due to an employee’s own serious health condition, a statement of medical necessity for the intermittent leave or leave on a reduced work schedule and the expected duration of the intermittent leave or reduced scheduled leave; and
6. For leave due to a family member’s serious health condition, a statement that the employee’s intermittent leave or reduced schedule leave is necessary for the care of the family member, or will assist in the family member’s recovery, and the expected duration of the leave.

Recertification will be required if the employee requests an extension of leave, or if the circumstances provided by the previous certification have changed significantly, or if the City receives information that casts doubt upon the continuing validity of the certification. Recertification must be provided to the City within 15 calendar days after the City’s request.

The length of intermittent leave shall be no less than 15 minute increments.

The employee is required to attempt to schedule the leave so as not to disrupt the employee's operations. The employee is required to consult with the City Clerk or Department Head prior to scheduling treatment. The employee must make a reasonable effort to accommodate the City's preference in scheduling.

If an employee is using intermittent leave, or leave on a reduced schedule, that is foreseeable, the City may require the employee to transfer temporarily to an available alternative position for which the employee is qualified if it has the same pay and benefits, and the position better accommodates recurring periods of leave than the employee's regular position. This is not a requirement that the City must do, even if requested by the employee, but rather is an alternative the City may chose if the criteria are met.

Guidelines when requiring a job transfer:

1. The new position must better accommodate periods of leave than the employee's regular position;
2. The new position must have equal pay and benefits, but not job duties;
3. Transfer may be to a lower paying position that better accommodates the need for intermittent leave if the pay and benefits of the position are increased to the equivalent of the employee's regular job;
4. Transfer may be to a part-time job with the same hourly rate of pay and same benefits as the employee's regular job, provided the employee is not required to take more leave than medically necessary;
5. The temporary transfer cannot be to a position that could be construed to be intended to discourage the employee from taking intermittent leave; and
6. When the employee no longer needs intermittent leave, the employee must be returned to the same or equivalent job that the employee was in when the intermittent leave commenced.

LEAVE TO CARE FOR FAMILY MEMBERS

Eligible employees under certain circumstances are allowed to care for other individuals, specifically:

1. The birth of a son or daughter of the employee
2. The placement of a son or daughter with the employee for adoption or foster care; or
3. Provide care for the employee's son, daughter, spouse, or parent who has a serious health condition; or
4. Provide care under the Military Caregiver Leave allowing up to 26 weeks of leave in a single 12-month period for the employee's spouse, son, daughter, parent, or next of kin to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list, for a serious injury or illness.

Under FMLA the term “son” and “daughter” includes employee’s minor biological and adopted children; employee’s minor foster children and stepchildren; son-in-law and daughter-in-law (per state statutes); or employee’s children who the employee bears day-to-day responsibilities to provide care for and financially support; and adult biological, adopted, or foster children, stepchildren and wards within the definition of “son” and “daughter,” provided that such individuals are “incapable of a mental or physical disability.”

Under FMLA the term “spouse” is defined as a husband or wife as recognized under the state the employee resides.

Under FMLA the term “parent” is defined to include biological parents or someone who stood in place of a parent when the employee was a child; and by state statutes includes father-in-law and mother-in-law.

The City may question the employee’s eligibility to take FMLA leave to care for a child, spouse or parent, because the City is uncertain about the nature of the relationship between the employee and third party. The City may require the employee to provide reasonable documentation of the familial relationship, such as a birth certificate, statement from the employee, adoption decree, or other court document.

REASONS FOR LEAVE:

1. **Birth or Placement of a Child** – Leave must be taken all at one time. However, the City may agree to permit an employee to take leave for the birth or placement of a child on an intermittent basis or to work a reduced schedule, which is not a requirement of FMLA.

Leave may begin prior to the birth of a child, where the leave is for prenatal care or if the pregnancy renders the employee unable to work. Leave for the placement or adoption of a child may begin prior to the actual placement or adoption, where the absence from work is required in order to attend court appearances, counseling sessions, or consultations with attorneys concerning the placement or adoption.

Leave due to the birth of a child or placement of a child with the employee for adoption or foster care must be concluded prior to the end of the 12-month period after the birth or placement unless the state law requires, or the City permits, leave to be taken for a longer period. Parents who are both employed by the City are subject to special rules regarding FMLA leave for the birth or placement of a child. In those instances, the combined total leave to which both parents are entitled is 12 workweeks in any 12-month period. If the leave is taken for any other reason, such as the child’s serious health condition, each parent is entitled to the full 12 workweeks of leave.

2. Serious Health Condition

Under FMLA, eligible employees are entitled to take leave if they are “needed to care for” a child, spouse, or parent who has a serious health condition which are considered to be:

1. An employee may be needed to care for a family member who has a serious health condition and who, as a consequence, is unable to care for his or her own basic medical, hygienic, safety, or nutritional needs, or is unable to transport himself or herself to the doctor.
2. An employee may be needed to provide psychological comfort and reassurance that would benefit a family member who has a serious health condition and is receiving inpatient or home care.
3. The employee may be needed to fill in for others who are caring for the family member, or where the employee must be absent to make arrangements for charges in a family’s member’s care, such as a transfer to a hospital or nursing home.

The employee may take intermittent leave or work on a reduced schedule if the family member’s condition is intermittent or if the employee is needed only intermittently. The City will require the employee to submit a certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee’s child, spouse, or parent. The certification will contain the following information:

1. Date on which the serious health condition commenced;
2. Probable duration of the condition; and
3. Statement that the eligible employee is needed to care for the spouse, child, or parent;
4. An estimate of the amount of time that the employee is needed to care for the spouse, child, or parent.
5. For planned treatment, the dates on which such treatment is expected to be given and the duration of such treatment for employees who are on an intermittent or reduced schedule leave; and
6. For leave due to a family member’s serious health condition, a statement that the employee’s intermittent leave or leave on a reduced work schedule is necessary for the care of the child, parent, or spouse who has a serious health condition, or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced work schedule.

3. Qualifying Exigency Leave

Under FMLA, eligible employees with a covered military member serving in the National Guard or Reserves are entitled to take unpaid leave for “any qualifying exigency” arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. The Qualifying Exigency Leave does not extend to family members of military members in the Regular Armed Forces. Qualifying Exigency is considered:

1. Short-notice deployment (deployment on seven days or less notice) for a period of seven days from the date of notification
2. Military events and related activities (official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to the active duty or call to active duty status of a covered military member)
3. Childcare and school activities (e.g. arranging alternative childcare; providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child to a new school or daycare facility; attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member)
4. Financial and legal arrangements (making or updating these arrangements to address the covered military member’s absence)
5. Counseling (attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member)
6. Rest and recuperation (up to five days of leave to spend time with covered military member who is on short-term temporary, rest and recuperation leave during deployment)
7. Post-deployment activities (attending ceremonies, reintegration, briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member’s active duty status, and addressing issues arising from the death of a covered military member)
8. Additional activities not encompassed in the other categories, but agreed to by the City and employee.

Spouses employed by the City are limited to a combined total of 26 workweeks in a “single 12-month period” if the leave is to care for a covered service member with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness. FMLA leave may also be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the City’s operation.

An employee’s request for military family leave must be supported by an appropriate certification. The employee’s certification is:

1. Covered military member’s active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought including contact information if the leave involves meeting with a third party; or
2. Certification for a serious injury or illness completed by an authorized health care provider or by a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member’s family.

RETURN TO WORK ISSUES

As a general rule, an employee who is returning from FMLA leave is entitled to be reinstated to the same or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

A. Recertification, periodic reports, and fitness-for-duty certifications

The City has a right to seek and obtain current information concerning an employee’s willingness and ability to return to work from FMLA leave by requiring:

1. Recertifications from health care providers
2. Periodic Reports from employees containing the employee’s status and intent to return to work.
3. Fitness-for-Duty Certifications from health care providers specifically addressing the employee’s ability to perform the essential functions of the employee’s job.

B. Reinstatement to the same or equivalent position

Upon returning from FMLA leave, an employee is entitled to be returned to the same position that he or she held when the leave commenced or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. If an employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition, the employee is not entitled to restoration under the FMLA.

1. **Equivalent position** must be virtually identical to the employee's former position in terms of pay, benefits, working conditions, privileges, and status, including substantially equivalent skill, effort, responsibility and authority.
2. **Equivalent terms and conditions** must be the same or to a geographically proximate worksite to where the employee had previously been employed, including ordinarily the same shift or the same or equivalent work schedule, but does not extend to immeasurable aspects of the job.
3. **Equivalent pay and benefits** are any unconditional pay increases, such as cost of living increases, that occurred during the FMLA leave period, including same or equivalent pay premiums (shift differential) and an opportunity for overtime work if the employee's position required overtime when he or she went out on FMLA leave, unless overtime is decreased City-wide or an overtime project was completed during the leave period or an employee would not be entitled to return to work the original overtime hours upon reinstatement. Benefits that have accrued at the time FMLA leave began must be resumed upon the employee's return to work at the same levels as when leave began.

C. Exceptions to the general rule

1. Key Employees

The City may deny reinstatement to certain highly compensated employees ("key employees") who are on FMLA leave if the following conditions are met:

- a. The City determines that denying restoration is necessary to prevent substantial and grievous economic injury to the operations of the City;
- b. The City notifies the employee, in writing, of its intent to deny restoration at the time the City determines that substantial and grievous economic injury would occur; and

- c. In any situation in which leave has commenced, the employee elects not to return to employment after receiving such notice.

This exception applies only to salaried employees who are among the highest paid 10% of employees employed by the City within 75 miles of the facility at which the employee works. Employees will be notified in writing of their status as key employees and the consequences with respect to reinstatement at the time the leave is requested.

If a key employee on FMLA leave does not return to work in response to the City's notification of intent to deny restoration, the employee continues to be entitled to maintenance of health benefits, and the City may not recover its cost of the health benefit premiums. A key employee's rights under the FMLA continue unless and until the employee either gives notice that he or she no longer wishes to return to work, or the City actually denies reinstatement at the conclusion of the leave period. After notice to an employee has been given that substantial and grievous economic injury will result if the employee is reinstated to employment, an employee is still entitled to request reinstatement at the end of the leave period even if the employee did not return to work in response to the City's notice. The City must then again determine whether there will be substantial and grievous economic injury because of the reinstatement of the employee, based on the facts at that time. If it is determined that substantial and grievous economic injury will result, the City must notify the employee in writing of the denial of restoration.

2. Job Elimination

Employees who are on FMLA leave have no greater rights to reinstatement or to other benefits and conditions of employment than they would have had if they had not taken FMLA leave; therefore, an employee's right to job restoration will cease if the City has eliminated their position due to layoff, or if an employee is hired for a specific period of time or to perform work on a particular project, there is no obligation to restore the employee if the employment term or project is over. The same applies for shift work and overtime.

3. Failure to provide Fitness-For-Duty Certification

If an employee fails to provide the requested fitness-for-duty certification to return to work, the City may delay restoration of the employee until the certification has been provided.

4. Fraudulently obtaining FMLA leave

- D. An employee who fraudulently obtains FMLA leave is not protected by the FMLA's job restoration provision.

APPENDIX C

CITY OF MATTOON, ILLINOIS

DISCLOSURE OF WRONGFUL CONDUCT AND PROTECTION FROM REPRISAL POLICY (WHISTLE BLOWER PROTECTION)

OVERVIEW

This policy is intended to protect any employee who engages in good faith disclosure of alleged wrongful conduct to a designated City official or public body. More specifically it:

- encourages employees to disclose serious breaches of conduct covered by City policies or law,
- informs employees how allegations of wrongful conduct can be disclosed,
- protects employees from reprisal by adverse employment action as a result of having disclosed wrongful conduct (employees who self report misconduct are not afforded protection by this policy), and
- provides individuals who believe they have been subject to reprisal a fair process to seek relief from retaliatory acts.

Nothing in this policy is intended to interfere with legitimate employment decisions.

STATE OFFICIALS AND EMPLOYEES ETHICS ACT - WHISTLEBLOWER PROTECTION

The State Officials and Employees Ethics Act (Ethics Act), 5 ILCS 430/15-5 et. seq. provides protection to City employees who:

- Disclose or threaten to disclose to their supervisor or any public body an act or omission that the employee reasonably believes to be a violation of law, rule or regulation by another City employee;
- Provide information to or testify before any public body conducting an investigation hearing or inquiry into a violation of law, rule, or regulations; or
- Assist or participate in a proceeding to enforce the Ethics Act.

The City will not take retaliatory action such as:

- Reprimand, discharge, suspension, demotion or denial of promotion or transfer that occurs in retaliation for an employee's exercise of any one of the three protected activities, above.

The Ethics Act provides remedies for employees if retaliation occurs, and if the employee's work performance or behavior did not warrant the adverse action, which may include one or more of the following:

- Employee shall be made whole;
- Reinstatement;
- Back pay;
- Interest on back pay; and/or
- Payment of reasonable costs and attorneys' fees.

The employee would need to pursue civil action in order to attempt to receive some or all of the remedial relief listed above.

POLICIES REGARDING CONDUCT AND BEHAVIOR

The City has developed numerous policies and procedures for enforcing standards of conduct and behavior. Additionally, City employees are expected to abide by applicable state and federal laws. Furthermore, an employee cannot be compelled by a supervisor or City official to violate a City policy, an applicable law, or public policy. In the interest of the City, an employee who has particular knowledge of specific acts which he or she reasonably believes constitute wrongful conduct should disclose the conduct to the City Administrator's Office. If it is the City Administrator's conduct in question, an employee should disclose the conduct to the Mayor. Alleged misconduct may also be reported to the Inspector General.

WRONGFUL CONDUCT

Wrongful conduct is defined in this policy to be:

- a serious violation of City policy;
- a violation of applicable state and federal laws; and/or

- the use of City property, resources, or authority for personal gain or other non City-related purpose except as provided under City policy.

DISCLOSURE AND INVESTIGATION

Where the City has defined policies and procedures for maintaining standards of conduct and disclosure of violations, the applicable City policies should be followed to disclose such violations. Policies include but are not limited to:

- City Employee Handbook
- City Policy Prohibiting Sexual Harassment
- City Policy Prohibiting Discrimination

In matters relating to wrongful conduct as defined in the section above, mismanagement of City resources, or an abuse of authority which is not covered by specific City policy, the City Administrator's Office is designated to receive such disclosures and conduct or coordinate follow-up which may include an investigation of the disclosure. If it is the City Administrator's conduct in question, the Mayor's Office is designated to receive such disclosures and coordinate follow-up which may include an investigation of the disclosure.

The City Administrator's Office maintains records of these allegations. The City Administrator's Office or a referring unit (for example, internal audit, public safety, human resources) will follow-up on the matter which may include an investigation of the disclosure. Laws and City policies impose privacy and confidentiality restraints on reporting the results of such a review or investigation. Within the constraints of these laws and policies, the City Administrator's Office or Mayor's Office, will acknowledge, and as appropriate and permissible by law and policy, provide confirmation of the status and outcome of the review.

It should be noted that a disclosure warranting an investigation is not the same as making a complaint of reprisal (adverse employment action or situation).

In matters of disclosure, the City will make all reasonable efforts to maintain the identity of the employee making the disclosure confidential, as long as maintaining confidentiality does not interfere with conducting an investigation of the specific allegations or taking corrective action.

COMPLAINTS OF REPRISAL

The City Administrator's Office will coordinate with the Mayor or the Mayor's Office will coordinate with City Council or other senior management officials to appoint an investigator. The investigator will report findings and recommendations to the senior management official concerning whether retaliation occurred, and if so, what the appropriate remedy or remedies will be. The decision of the senior management official will be final.

CITY OF MATTOON, ILLINOIS

FRAUD OR MISCONDUCT PROCEDURES POLICY

The purpose of this policy is to establish employee responsibility for reporting fraud and provide procedures for addressing wrongful conduct.

EMPLOYEE AND MANAGEMENT RESPONSIBILITY

The City of Mattoon (“City”) has established policies regarding employees’ conduct and indicates a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the City resulting in actions not adversely affecting the City. City employees are responsible for safeguarding City resources and ensuring they are used only for authorized purposes. The City has implemented policies for violation of the policy for any unauthorized receipt or use of resources for non-City purposes or personal gain.

Department Heads and other supervisory employees are responsible for detecting fraudulent activities or misconduct in areas of their responsibility. Each Department Head or supervisory employee should make every attempt to recognize the types of improprieties which may occur in his/her area and be observant for any indication of improper or dishonest activity existing in their area. When dishonest or improper activity is detected or suspected, Department Heads or supervisory employees should make a determination whether an error or misunderstanding has occurred or whether possible fraud exists and report possible fraud to the City Administrator or Mayor. The City Administrator or Mayor is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent the reoccurrence of fraud.

City employees are required to cooperate with the City Administrator or Mayor, City Attorney, and other involved law enforcement agencies in the detection, reporting, and investigation of fraud, including the prosecution of offenders. The City Administrator or Mayor will direct management involvement in any municipal investigation.

ROLE AND AUTHORITY OF THE INSPECTOR GENERAL

The State Officials and Employees Ethics Act (Ethics Act) (5 ILCS 430) created Executive Inspectors General within the State of Illinois. Inspectors General have authority to receive and investigate allegations of fraud, waste, abuse, mismanagement, misconduct or other violations of

the Ethics Act. The Inspector General can only conduct investigations as a result of a formal complaint being filed with them by a named complainant. In the event of an investigation, the Ethics Act requires employees, to cooperate fully with the Executive Inspector General.

PROTECTIONS FOR THOSE REPORTING WRONGFUL CONDUCT

Employees making disclosures are protected under this policy for the act of filing the disclosure. The reporting employee shall refrain from further involvement in the matter unless directed otherwise by the City Administrator or Mayor.

The City will take appropriate disciplinary and legal action against employees who commit fraud. The City's actions may include termination of employment, mandating restitution, and/or informing the appropriate authorities in accordance with City policies and procedures, and state and federal law.

DEFINITIONS AND EXAMPLES

Fraud generally involves intentional misuse or conversion of City property or resources for personal non-municipality uses. Employees are prohibited from obtaining an unauthorized benefit for themselves or others by deception, misrepresentation or other unethical means. Examples of fraud covered under this policy include but are not limited to such actions as:

- Embezzlement or other financial irregularities;
- Misappropriation, misapplication, destruction, removal, or concealment of property;
- Forgery, falsification, or alteration of documents (checks, promissory notes, time sheets, travel expense reports, contractor agreements, purchase orders, other financial documents, electronic files, etc.);
- Improprieties/misrepresentation in the handling or reporting of money or financial transactions, including credit cards or P-Cards;
- Theft, destruction, or misappropriation of funds, securities, supplies, inventory, or any other asset (including furniture, fixtures or equipment, trade secrets and intellectual property);
- Authorizing or receiving payment for goods not received or services not performed;
- Authorizing or receiving payments for hours/time not worked;
- Misuse of City facilities, such as telephones, e-mail systems and computers;

- Intentional violation of the State Purchasing Act, including dishonest or improper reporting of results, selective reporting, or omission of conflicting data for deceptive purposes;
- Accepting or offering bribes, kickbacks, or rebates;
- Assigning an employee to perform non-employment related tasks by persons in a supervisory or management position; and
- Actions related to concealing or perpetuating above mentioned activities.

Employee - Employee is defined as anyone who is compensated by the City or paid a fee for services by the City. The term also includes any volunteer who provides services to the City through an official arrangement with the City or a City-Related Board or Committee.

Management - Management is defined as any administrator, manager, director, supervisor, or other individual who manages or supervises City resources.

Resources - Resources are defined as money, property, personnel or any other assets owned or controlled by the City.

References:

<http://ethics.uillinois.edu/policies/whistle.cfm>

<http://ethics.uillinois.edu/policies/fraud.cfm>

CITY OF MATTOON, ILLINOIS

ORDINANCE NO. 2012-5358

AN ORDINANCE AMENDING THE MUNICIPAL CODE TO REFLECT UPDATES TO THE PERSONNEL POLICY MANUAL

WHEREAS, the City of Mattoon currently has ordinances that deal with employee regulations; and,

WHEREAS, the City has passed an updated Personnel Policy Manual at the regular meeting of Council by Resolution No. 2012-2866 on August 7, 2012; and,

WHEREAS, the City desires to update its Code of Ordinances to reflect the updated Personnel Policy Manual.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mattoon as follows:

Section 1. Recitals. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

Section 2. Amendments.

Section 31.03 of Chapter 31 of the Code of Ordinances of the City of Mattoon is hereby repealed (Ordinance 2000-5020) and amended to be consistent with the Personnel Code as follows:

§ 31.03 RESIDENCY REQUIREMENT FOR MUNICIPAL OFFICERS AND EMPLOYEES.

~~All municipal employees and officers shall be residents of Mattoon Community Unit School District No. 2. This section shall not apply to those officers and employees of the city living beyond such limit as of June 5, 1979; however, no such officer or employee living outside of the boundaries of Mattoon Community Unit School District No. 2 shall change his or her residence in any way except to move into and within the boundaries of Mattoon Community Unit School District No. 2.~~

All municipal employees and officers shall reside within twenty (20) miles of the corporate boundaries of the City of Mattoon unless otherwise provided for in employment agreements and Collective Bargaining Agreements.

Section 31.04 (B) of Chapter 31 of the Code of Ordinances of the City of Mattoon is hereby amended as follows:

§31.04 COMPENSATION.

(B) All salaries of officers and employees of the city shall be paid every other Friday, unless provision is made to the contrary, by the City Council. The City Clerk shall prepare a changes to payroll list every other week, which when signed by the city administrator or commissioner in charge, the Clerk shall authorize the issuance of checks for the salaries indicated to be due. Deductions as provided by

law shall be made for pension funds, social security, withholding tax (income tax), insurance, and also for voluntary deductions as authorized by employees.

Section 32.05 (C)(1) of Chapter 32 of the Code of Ordinances of the City of Mattoon is hereby amended as follows:

(1) *Probationary employees.* Except for police officers and firefighters, an employee is a probationary employee for his or her first six months of employment. A police officer or firefighter is a probationary employee for his or her first 12 months of employment. The City may discharge the employee with or without cause during this probationary period.

Section 33.003 of Chapter 33 of the Code of Ordinances of the City of Mattoon is hereby amended as follows:

§ 33.003 CITY OFFICE HOURS.

(A) The offices of the City, namely the offices of the ~~Water Finance~~ Department and the City Clerk office and ~~Dodge Grove Cemetery~~ office, will remain open daily except Saturdays and Sundays from 8:00 a.m. to ~~5:00~~ 4:30 p.m., and the City Clerk's office will remain open daily except Saturdays and Sundays from 8:00 a.m. to 4:30 p.m. All offices and departments of the City except the Fire and Police Departments will be closed on the following days to observe the following legal holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day and Christmas Day.

(B) If a holiday falls on a Saturday, the proceeding Friday shall be observed as the holiday. If a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

Section 34.044 of Chapter 34 of the Code of Ordinances of the City of Mattoon is hereby amended as follows:

§ 34.044 RESIDENCY REQUIREMENT.

~~All future applicants for positions in the City Fire Department, at the time of application, must be a legal resident of said city and have resided a period of 90 days prior to making application, within its corporate limits.~~ Employees shall reside within 20 miles of the corporate boundaries of the City of Mattoon.

Section 37.01 of Chapter 37 of the Code of Ordinances of the City of Mattoon is hereby amended as follows:

§37.01 EMPLOYEE REGULATIONS ADOPTED BY REFERENCE.

The employee regulations of the city as set forth in Ordinances 89-4604, 90-4637, 93-4721, ~~2002-5099~~, 2006-5217, Resolutions 76-1202, 2001-2457, and all subsequent amendments thereto, as well as the provisions of 1968 Code §§ 2.46, 2.47, and 2.55 are continued in full force and effect, and are hereby adopted by reference and made a part of this code, the same as if set forth in full herein. These regulations only apply to employees not represented by a collective bargaining agent.

Section 3. Severability. If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable.

Section 4. This ordinance shall be effective upon its publication in pamphlet form and approval as provided by law.

Upon motion by _____, seconded by _____, adopted this _____ day of _____, 2012, by roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____

ABSENT (Names): _____

Approved this _____ day of _____, 2012.

Timothy D. Gover, Mayor

ATTEST:

APPROVED AS TO FORM:

Susan J. O'Brien, City Clerk

Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on _____, 2012.

**City of Mattoon
Council Decision Request**

MEETING DATE: 08/07/12CDR NO: 2012-1363

SUBJECT: FY12/13 TIF Expenses for Wolf Park

SUBMITTAL DATE: 07/24/12

SUBMITTED BY: Dean Barber, Public Works Director

APPROVED FOR
COUNCIL AGENDA: Bob Becker, Chris Rankin

EXHIBITS (If applicable): N/A

EXPENDITURE	AMOUNT	CONTINGENCY FUNDING
ESTIMATE: \$14,131.65	BUDGETED: \$15,000.00	REQUIRED: \$0

IF IT IS THE WISH OF THE COUNCIL TO SUPPORT RECOMMENDATIONS CONTAINED IN THIS REPORT, THE FOLLOWING MOTION IS SUGGESTED:

“I move to approve Downtown TIF District Funds in the amount of \$14,131.65 for the construction of Wolf Park.”

SUMMARY OF THE TOPIC FOR WHICH A COUNCIL DECISION IS REQUESTED:

A summary of expenses is attached. The TIF expenses for FY11/12 were \$10,963.17.

The total material costs were \$25,094.82. Our original estimate was \$22,000.

Our in-house labor costs were \$45,000. The labor is not charged to TIF.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2012-1496

AN ORDINANCE APPOINTING BETH WRIGHT AS FINANCE DIRECTOR/TREASURER AND AUTHORIZING THE EXECUTION OF THE EMPLOYMENT AGREEMENT FOR THE FINANCE DIRECTOR/TREASURER POSITION

BE IT ORDAINED by the City Council of the City of Mattoon as follows:

Section 1. The City Council hereby approves the employment of and an employment agreement (“Agreement”) with Beth Wright for the position of Finance Director/Treasurer, a copy of which is attached hereto and incorporated herein by reference.

Section 2. The Council hereby authorizes the Mayor and City Clerk to execute the attached “Agreement”.

Section 3. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 4. This ordinance shall be effective upon its approval as provided by law.

Upon motion by _____, seconded by _____, adopted this _____ day of _____, 2012, by a roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____

ABSENT (Names): _____

Approved this _____ day of _____, 2012.

Tim Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

Susan J. O’Brien, City Clerk

Janett S. Winter-Black, City Attorney

Recorded in the Municipality’s Records on _____, 2012.

MATTOON

MATTOON, ILLINOIS: *Working Together to Build the Future*

July 31, 2012

Beth Wright
2 Franklin Street
Geneva, IL 60134

Re: Employment Agreement with the City of Mattoon

Dear Ms. Wright:

Subject to formal ratification by the City Council during its meeting of August 7, 2012, this letter outlines terms of your new employment with the City of Mattoon, Illinois. These terms will constitute a new contract with you upon your acceptance and ratification by the City Council.

Duties. The duties of the Finance Director/Treasurer position are described in a job description, a copy of which is attached and incorporated herein by reference.

Hours of Work. You will be an “exempt executive employee” as that term is defined by the Fair Labor Standards Act, exempt from hours of work record keeping and overtime compensation standards.

Term. This agreement will run for a term coterminous with the term of the mayor through April 30, 2013. It may be amended and extended by the mayor and council members that assume subsequent terms of office. Employment will commence not later than September 4, 2012.

You agree to establish residence within twenty (20) miles of the corporate boundaries of the City of Mattoon within 6 months of employment or no later than March 31, 2013, and thereafter to maintain residence within the twenty-mile area.

Termination. Your employment with the City will be “at will” and may be terminated with or without cause at any time by a majority vote of the City Council at the convenience and discretion of the Council. If the termination is “without cause”, the Council will provide severance pay equivalent to the value of three months’ salary. You may resign at any time subject only to a requirement for one month’s notice to the Council. These termination provisions are contractual and supersede any other rule, regulation, ordinance or resolution now or hereinafter in effect pertaining to termination of other city employees.



Mayor
Tim Gover
Commissioners
Bob Becker
Randy Ervin
Rick Hall
Chris Rankin

Mattoon City Hall
208 N. 19th Street
Mattoon, Illinois 61938
Mayor: 217-234-4633
City Clerk: 217-235-5654
Fax: 217-258-6435

City Administrator
TBA
City Clerk
Susan J. O'Brien
City Attorney
Janett Winter-Black

Salary. You will receive a \$60,000 annual salary commencing upon your first day of employment. Any additional increase in this amount will be made, if at all, solely by the City Council at its discretion with its approval of the annual budget.

Deferred Compensation. You may contribute any amounts, allowable by law, in your sole discretion, to the City of Mattoon Deferred Compensation Plan with the ICMA Retirement Corporation Deferred Compensation Plan. These contributions are regarded as salary for computing the payroll deduction for the Illinois Municipal Retirement Fund (IMRF). They will be tax deferred for computing federal income tax.

Retirement. The City will provide a defined retirement benefit for you with the IMRF. You will contribute 4.5% of your salary by payroll deduction to IMRF. The City's contribution to IMRF will vary on an annual basis based upon an independent actuarial evaluation of the pension benefit obligation provided to all employees participating in IMRF.

Insurance. You will receive worker compensation, income disability, medical, dental and life insurance benefits equivalent to benefits provided to other city employees. Future payroll deductions for insurance will be equivalent to other city employees who have managerial responsibilities.

Vehicle. You will use a personal vehicle for the business of the City. You will be reimbursed at the rate per mile in accordance with Internal Revenue Service rules governing the reimbursement of such expenses.

Vacation. You will receive three weeks vacation each year, accrued biweekly.

Other Employment Benefits. You will earn future vacation, sick leave, holidays and personal leave benefits equivalent to other city employees who have managerial responsibilities. This leave may be taken at your discretion, with consideration given to the annual budget and audit processes.

Communication Equipment. The City will reimburse you \$100 per month for cellular phone and associated data services associated with your position as Finance Director/Treasurer.

Professional Development. The City will budget and pay for your membership dues for the American Institute of Certified Public Accountants and the Government Finance Officers Association. In addition, the City will budget and pay for the registration fees and travel expenses for up to forty hours per year of continuing professional education in the field of accounting, so long as that education is directly related to your duties as Finance Director/Treasurer, and for the annual conference of the Illinois Municipal League.

Performance Evaluation. Your Commissioner and the City Administrator will conduct a review of your performance every year, during the budget process to evaluate progress towards goals and objectives, to update strategies for the next year and to set your salary for the next year.

Your signature below shall be deemed to be your consent and agreement to the provisions of this instrument for terms and conditions of employment with the City of Mattoon, Illinois.

Sincerely,

MATTOON CITY COUNCIL

By: Tim Gover, Mayor

ACCEPTANCE

I, Beth Wright, have read the above, accept and agree to the conditions of employment as stated herein. By my signature, I hereby waive any rights, which I may now or hereafter have different from the rights contained in this contract and agree not to assert any rights in regard to termination different from those contained in this instrument.

Date

Beth Wright

PASSED and APPROVED by the City Council for the City of Mattoon, Illinois at a regular meeting held August 7, 2012.

CITY OF MATTOON

ATTEST:

Timothy D. Gover
Mayor

Susan J. O'Brien
City Clerk

Nothing follows