

CIVIL SERVICE COMMISSION

MEMORANDUM NO. 21-68

December 2, 2021

MEMO TO: Civil Service Commission

FROM: Penny Rogers, Acting Secretary *Genny Rogers*

SUBJECT: CIVIL SERVICE COMMISSION MEETING

The December meeting of the Civil Service Commission will be held at 11:30 a.m., December 7, 2021, in the Human Resources Department at the Decatur Civic Center. Please notify Human Resources prior to the meeting at 424-2805 to confirm your attendance. Attendees will be required to wear a mask and follow social distancing practices.

- I. Call to order
- II. Roll Call
- III. Appearance of Citizens
Each citizen speaking will be limited to one appearance of up to 3 minutes.
- IV. Approval of November 2, 2021 Regular Meeting Minutes
- V. Recess to Closed Session under Open Meetings Act 5 ILCS 120/2(c) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees
- VI. Return to Open Session
- VII. Unfinished Business
 - A. Final Scores & Promotional Register for Equipment Operator
- VIII. New Business
 - A. Authorization Request to Approve Job Announcement & Establish Eligible Register for Police Patrol Officer
 - B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Engineering Tech II
 - C. Authorization Request to Approve Job Announcement & Establish Eligible Register for Service Worker
 - D. Approval of Office Support Representative Job Description
 - E. Resolution Approving and Determining the Need for Confidentiality of Minutes of Closed Meetings
 - F. Receiving and Filing of Personnel Actions
- IX. Other Business
- X. Adjournment

EQUIPMENT OPERATOR - PROMOTIONAL

12-07-21

Last Name	First Init.	Written Exam Score	Oral Interview Score	Hands On - 4 Pieces Equipment (P/F)	Subtotal	Average	Seniority Points	Veteran Points	Total	Ranking on Register
Osborn	J	97.33	88.75	Pass	186.08	93.04	0	0	93.04	1
Welch	T	92.00	83.50	Pass	175.50	87.75	0	0	87.75	2
Hawkins	M	86.66	78.25	Pass	164.91	82.46	1	0	83.46	3
Smith	D	81.33	77.50	Pass	158.83	79.42	1	0	80.42	4



CITY OF DECATUR
invites applications for the position of:

Police Patrol Officer

SALARY: \$62,402.00 - \$81,975.00 Annually

DEPARTMENT: Police - Union

OPENING DATE: 11/01/21

CLOSING DATE: 01/07/22 11:59 PM

JOB SUMMARY:

Work involves protection of life and property through the enforcement of laws and ordinances, and general police assignments including field patrol, preliminary complaint and criminal investigation, traffic control and accident investigation. Duties involve an element of personal danger and require that Police Patrol Officers act without direct supervision and exercise independent judgment in meeting emergencies.

Selection of candidates will be made according to the Civil Service laws for cities, as modified by the City Code of the City of Decatur, Illinois.

To Apply:

Sign up for the written test by going to the National Testing Network (NTN) web page: www.nationaltestingnetwork.com and complete a National Testing Network application. In addition, applicants are required to complete a City of Decatur employment application which may be found online at <https://www.governmentjobs.com/careers/decatuirl>. You will be required to create a user name and password with Government Jobs to submit your application. **The close date for this application process is set for Friday, January 7, 2022.** If it is determined that the closing date needs to be extended, a notification will be placed on the City's careers page; <https://www.governmentjobs.com/careers/decatuirl>. Candidates can continue to apply/test after this date for the next application process.

Once on the National Testing Network web page, applicants need to select "Law Enforcement Jobs" and Decatur, IL Police Department. Applicants are also required to complete the Personal History Questionnaire and pass the written test **PRIOR** to the close of the application process.

AFFIRMATIVE ACTION FOR EQUAL EMPLOYMENT OPPORTUNITY

As an equal opportunity employer, the City of Decatur encourages all potential applicants, regardless of race, gender, color, religion, national origin or ancestry, to apply for positions with the City of Decatur Police Department. Minorities are encouraged to apply.

MAJOR DUTIES:

EXAMPLES OF WORK (typical work examples, but not limited to the following):

1. Patrol a designated city area to preserve law and order, prevent and discover the commission of crime and to enforce traffic and other laws and ordinances.
2. Answer calls and investigate complaints, disturbances and reported criminal activities;

answer calls involving fires, automobile accidents, robberies and related misdemeanors and felonies; perform follow-up criminal investigation work in plain clothes, as assigned.

3. At crime scene gather evidence, obtain witnesses, make arrests; prepare investigative data and case information for prosecution; testify as witness in court.
4. Investigate accidents; provide first aid to injured; take safeguards to prevent further accidents; interview principals and witnesses; take written statements; take necessary preventive or corrective measures.
5. Perform traffic control duties; operate radar traffic control unit; apprehend violators and issue traffic tickets; direct traffic at intersections.
6. Investigate family disputes, public disturbances; make arrests or resolve minor problems directly; prepare complaint and investigation reports.
7. Perform extended criminal investigation work under the direction of a superior officer; check for business license violations; serve legal papers.
8. Perform related work and other duties as assigned.

KNOWLEDGE & SKILLS:

QUALIFICATIONS

To be eligible to take part in the application process for Police Patrol Officer, applicants must possess the following qualifications:

1. At the time of the application close date of Friday, January 7, 2022, applicant must not be less than twenty-one (21) years of age or over thirty-five (35) years of age; provided, however, that in cases where an applicant has had special training or experience in police related work, the Commission may, at its discretion, accept applicants thirty-six (36) years of age or older with one (1) year of increased age allowed for each year of actual service. The maximum of such age allowance shall be four (4) years.
2. Applicant must have no felony convictions. Applicant with a record of misdemeanor convictions may be disqualified from taking examinations as set forth in 65 ILCS 5/10-1-7(c).
3. Applicant may not be prohibited by any court action and/or state or federal statute from carrying a firearm.
4. Applicant must have a high school diploma or equivalent.

At time of appointment, a Police Patrol Officer must be a United States citizen and must possess a valid Illinois driver's license. Prior to appointment, eligible applicants must be accepted for membership in the Decatur Police Pension Fund. Generally, applicants must also be in good health, be of good moral character and not possess an adverse police record.

Applicants should possess physical strength and agility sufficient to handle aggressive situations, be able to work under adverse weather conditions, be able to think and act quickly in emergency situations and possess good general intelligence and emotional stability.

****SPECIAL NOTE**** Police Patrol Officers may be required to maintain physical fitness standards throughout their careers.

SUPPLEMENTAL INFORMATION:

PRE-EMPLOYMENT ASSESSMENT PROCESS

1. **Written Examination:** The written test consists of four components: written language ability, multiple-choice writing, multiple-choice reading, and video scenarios. These four components are scored in the following three categories: video, writing and reading. Applicants must score 65.00% on video and 70.00% on writing and reading.
2. **Peace Officer Wellness Evaluation Report (POWER) Test:** This test will be completed before or after the oral interview depending on the Departments availability to conduct the test. POWER tests may also be completed prior to the close of the application process at the convenience of the applicant and the Department. The test will include the following:
 - a. **Sit and Reach Test:** This test measures flexibility, the ability of a joint to move through its full range of motion.
 - b. **1-Minute Sit-up Test:** This test measures muscular endurance, the ability to contract the muscle repeatedly over a period of time.
 - c. **1 Repetition Maximum Bench Press Test:** This test measures muscular strength, the amount of force a muscle can produce with a single maximum effort.
 - d. **1.5 Mile Run Test:** This test measures cardiovascular endurance, the ability to perform prolonged, large muscle, dynamic exercise at moderate-to-high levels of intensity.
 - Additional information regarding the physical fitness test can be found at:
<https://www.ptb.illinois.gov/media/1320/power.pdf>
3. **Preliminary Background Investigation:** A preliminary background investigation will be completed prior to the oral interview. Candidates can be eliminated based on adverse information.
4. **Oral Interview:** Applicants remaining in the process will be scheduled for an oral interview and must pass to continue in the process.
5. **In-Depth Background Investigation:** The position of police officer requires a great deal of public trust and carries a tremendous amount of responsibility. In addition to the Personal History Questionnaire, applicants must complete a Police Patrol Officer Applicant Background Questionnaire and return it by the due date. Candidates must be of good moral character and will be subject to a thorough background investigation, including, but not limited to, police records check, credit check, inquiries of neighbors, relatives, work history, and other references. **Candidates may be eliminated from the process at any time based on information obtained from the background investigation.** This includes information discovered about the candidate that would reflect negatively upon the Decatur Police Department if the candidate was hired. A conviction record may be considered on a case-by-case basis and will not necessarily disqualify a candidate. However, Illinois State law precludes appointment as a police officer with any felony conviction or any disqualifying conviction as set forth in 65 ILCS 5/10-1-7(c). As part of the background investigation process, applicants will be mandated to participate in a ride-along. They will be required to write a one-page synopsis of their ride-along experience. Candidates are expected to dress in business casual clothing for the ride-along. T-shirts, jeans and shorts are prohibited. **Applicants that do not participate in the ride-along will be eliminated from the pre-employment process.**
6. **Veteran Points:** Eligible veterans may receive 5 veteran preference points added to their final examination score in accordance with 65 ILCS 5/10-1-16.
7. **Selection from Eligibility Register:** Applicants who are placed on the eligible register will be selected by the Chief of Police.
8. **Physical, Drug Screen, and Psychological Report:** Applicants selected off of the eligible register must pass a physical examination, drug screening, and psychological evaluation. Final appointment is contingent upon passing all of these components.

RESIDENCY

Police Patrol Officers shall reside within the corporate limits of Macon County, or within the corporate limits of any municipality extending into Macon County within 90 days following the completion of their probationary period. This position requires a one-year probationary period.

SALARY**POLICE PATROL
ANNUAL BASE RATE:**

\$62,402 starting rate
\$63,970 after 6 months
\$65,519 after 1 year
\$70,140 after 2 years
\$73,646.95 after 3 years
\$78,822 after 4 years
\$81,975 after 7 years

**POLICE SERGEANT
ANNUAL BASE RATE:**

\$93,998 starting base rate
\$100,605 after 6 months

LONGEVITY:

2% of base rate after 5 years
4% of base rate after 10 years
6% of base rate after 15 years
9% of base rate after 20 years
12% of base rate after 25 years

OTHER ASSIGNMENTS:

K-9 Patrol - 5% in addition to base rate & longevity
Investigations - 10% in addition to base rate & longevity
Master Patrol - 5% in addition to base rate & longevity

There is shift differential pay for 2nd and 3rd shifts, and uniforms are provided by the City (except weapons).

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/decatuirl>

Position #18-00145
POLICE PATROL OFFICER
AR

#1 Gary K. Anderson Plaza
Decatur, IL 62523
217-424-2805



CITY OF DECATUR
invites applications for the position of:

Engineering Tech II

SALARY: \$25.46 Hourly
DEPARTMENT: Public Works - Union
OPENING DATE: 11/30/21
CLOSING DATE: 12/13/21 11:59 PM
JOB SUMMARY:

The Civil Service Commission of the City of Decatur will conduct an examination and establish an eligible register for the position of Engineering Technician II. There is currently one position available in the Public Works Department, Engineering Division. Persons passing all phases of the selection process will be placed on a Civil Service eligible register which will be used for a period of two years or until exhausted. Selection of candidates will be made according to the Civil Service law for cities, as modified by the City Code of the City of Decatur, Illinois.

NATURE OF WORK

The position performs responsible, standardized technical work in the field and office in connection with the design and construction of Public Works projects. Duties include management of routine capital construction projects; leading the work of a survey crew; compiling information on public infrastructure; technical preparation of engineering plans, maps, estimates, studies and reports; review of plans and specifications for compliance with City standards and specifications; monitoring the progress of private development projects, status of development improvement bonds and performing final acceptance inspection; and responding to information inquiries and complaints relating to engineering operations and responsibilities.

SUPERVISION EXERCISED

Supervision is exercised over subordinate technicians and temporary personnel assigned on an individual assignment basis, typically as a survey party chief.

SUPERVISION RECEIVED

Under the general supervision of the manager responsible for technical personnel. Routine assignments are performed with considerable independence and reviewed upon completion. General instructions and guidance is received from an engineer or advanced level technician for new or non-routine assignments.

*** The City of Decatur is a drug free workplace. This includes marijuana. Candidates will be subject to a pre-employment drug screen, physical and background check post-offer.**

MAJOR DUTIES:

EXAMPLES OF WORK (typical work examples, but not limited to the following)

1. Serves as the resident technician for routine capital construction projects to assure that work complies with City standards and specifications and essential project documentation is prepared, submitted and/or completed.
2. Measures completed work and prepares progress payments.
3. Directs the testing and sampling of the contractor's work and materials.
4. Operates and adjusts basic testing equipment for material testing and evaluates results.
5. Issues permits for water and sewer taps and performs field inspections to assure the compliance by contractors.
6. Serves as survey party chief for routine surveys or as crew member for complex surveys in performing field surveys for design, rights-of-way, construction staking, as-built information and investigations.
7. Operates survey equipment including transits, levels, GPS and electronic total station.
8. Prepares preliminary and advanced engineering drawings for designs, details and standards.
9. Prepares drawings from complex survey field notes or converting electronic data for designs and engineering studies.
10. Researches property ownership and legal descriptions in County Clerk's office.
11. Provides field locates for City water and sewer facilities.
12. Compiles information and prepares preliminary reports on public infrastructure to record location, dimensions, condition, etc.
13. Performs lead technical work for in preparing engineering plans, maps, estimates, studies and reports of routine nature.
14. Reviews plans and specifications for compliance with City Standards and specifications.
15. Compiles information and makes updates to permanent engineering files, records and maps to document changes, additions and corrections to the City's infrastructure.
16. Conducts periodic observations, performs final acceptance inspection of private development projects to assure compliance with City standards and specifications and recommends release of sureties.
17. Responds to written, telephone and personal inquiries from the general public, consultants, contractors, other agencies, utility companies and other City departments and divisions for information relating to routine engineering operations, requirements and responsibilities.
18. Responds to complaints from the public relating to street, drainage, water and sewer problems.
19. Performs related work and other duties as assigned.

KNOWLEDGE & SKILLS:

DESIRED TRAINING AND EXPERIENCE

Graduation from high school or equivalent, including or supplemented by vocational school or college level courses directly relating to civil engineering, surveying or construction and three years experience in civil engineering, engineering technology and/or surveying; or an equivalent combination of training and experience. Proficiency in AutoCAD and ArcGIS is preferred.

NECESSARY SPECIAL QUALIFICATIONS

Candidates must possess or obtain within 60 days of employment, a valid State of Illinois driver's license.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

1. Considerable knowledge of mathematics through trigonometry.
2. Proficiency in Excel
3. Basic knowledge and applications of civil engineering principles and practices.
4. Basic knowledge and applications of surveying principles, practices and use of related equipment.

5. Basic knowledge of construction practices and equipment.
6. Basic skills in use of personal computers and spreadsheet, word processing and computer aided drafting software.
7. Ability to understand and follow written and oral instructions.
8. Ability to understand and apply engineering standards and specifications to evaluate completed technical or construction work for compliance.
9. Ability to plan and organize work to meet completion dates.
10. Basic skills to perform advanced level manual drafting work given general instruction.
11. Ability to effectively deal with the public, contractors, fellow workers and superiors.
12. Physical stamina sufficient to work outdoors in adverse weather conditions and at construction sites.

SUPPLEMENTAL INFORMATION:

EXAMINATION PROCESS

- 1) **Written Examination.** All applicants must take the written examination which includes an Excel 2016 online skills test. The passing score is 70.00%.
- 2) **Oral Interview.** All applicants passing the written examination will be invited for an oral interview. Applicants are required to pass the oral interview with a score of at least 70.00% to be placed on the eligible register.
- 3) **Veteran Points.** Eligible veterans who pass the written test and oral interview may receive 5 veteran preference points added to their final examination score.
- 4) **Physical Examination:** Applicants placed on the eligible register must pass a physical examination which includes a drug screen by a physician of the Commission's choice, immediately prior to appointment. Applicants will also be subject to a background investigation. Final appointment is contingent upon the passing of all of these components.

PROBATIONARY PERIOD

Persons appointed to the position of Engineering Technician II will serve a probationary period of six months.

RESIDENCY

The Engineering Technician II position is covered under the American Federation of State, County and Municipal Employees (AFSCME) collective bargaining agreement. AFSCME employees appointed in the classified services shall reside within the corporate limits of Macon County, or within the corporate limits of any municipality extending into Macon County. Upon original appointment, an appointee may reside outside said limits but shall be required as a condition of continued employment to comply with said residency requirement no later than ninety (90) days after the completion of said appointee's probationary period.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/decatu11>

Position #18-00146
ENGINEERING TECH II
AR

#1 Gary K. Anderson Plaza
Decatur, IL 62523
217-424-2805



CITY OF DECATUR
invites applications for the position of:

Service Worker

SALARY:	\$20.81 Hourly
DEPARTMENT:	Public Works - Union
OPENING DATE:	11/30/21
CLOSING DATE:	12/13/21 11:59 PM
JOB SUMMARY:	

The Civil Service Commission of the City of Decatur will conduct an examination and establish an eligible register for the above classification. Persons passing all phases of the selection process will be placed on a Civil Service eligible register which will be used for a period of two years or until exhausted. Selection of candidates will be made according to the Civil Service laws for cities, as modified by the City Code of the City of Decatur, Illinois.

NATURE OF WORK: This is routine manual work of construction and maintenance activities performed in general municipal facilities. Work primarily involves manual tasks which do not require manipulative skills or previous experience for their performance, although some assignments may include incidental use of power tools or maintenance equipment.

SUPERVISION RECEIVED: New work assignments are usually carried out under close supervision, while tasks of a repetitive nature are performed under general supervision and are reviewed through inspections while in progress and upon completion for adherence to instructions and maintenance standards.

*** The City of Decatur is a drug free workplace. This includes marijuana. Candidates will be subject to a pre-employment drug screen, physical and background check post-offer.**

MAJOR DUTIES:

EXAMPLES OF WORK* (typical work examples, but not limited to the following)

*May be required to perform any of the following tasks depending upon the assigned crew.

1. Help to prepare concrete work; assist in pouring and finishing concrete; operate air hammer in tearing out asphalt and concrete; patch holes in streets.
2. Drive a dump truck to haul deicers, tree limbs, work materials and equipment.
3. Drive a snow plow; spread deicers; clean catch basins; fill and tamp excavations.
4. Assist in setting up sewer rodding machines, and traffic control signs and barricades.
5. Assist in sewer calls by entering manholes and sewer lines to place or remove jetting equipment in the sewer.
6. Assist in the installation of traffic signs and posts; help apply traffic lines.
7. Use an endloader to load trucks with work materials, debris and deicers.
8. Operate small hand tools such as concrete saws, power blowers and chainsaws.
9. Plant flowers and shrubs on lake property; paint boat house and facilities; make minor repair to buildings.
10. Assist in the planting, trimming and removal of trees; stump removal; mowing of City

property; building and ground maintenance; parking lot maintenance; assist in community clean-up projects.

11. Perform related work and other duties as assigned.

KNOWLEDGE & SKILLS:

EDUCATION AND EXPERIENCE

Graduation from high school or equivalent; some experience in general laborer work; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATIONS

Candidates must possess or obtain, within 30 work days of the date employment begins, a valid CDL driver's license as issued by the State of Illinois.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

1. Knowledge of the practices, procedures and materials and equipment used in Public Works maintenance and repair work.
2. Knowledge of standard manual work tools.
3. Ability to understand and follow basic oral and written instructions.
4. Ability to deal with the public in general and difficult work situations.
5. Physical strength and agility sufficient to perform strenuous manual tasks for prolonged periods, under adverse weather conditions.

SUPPLEMENTAL INFORMATION:

EXAMINATION PROCESS

Applicants must successfully complete all portions of the selection process. The examination process will consist of the following:

- 1) **Written Examination.** All applicants must take the written examination and score at least 70%.
- 2) **Oral Interview.** All applicants passing the written test must pass an oral interview. The passing criteria for the oral interview is 70%.
- 3) **Veteran Points:** Applicants who pass the written test and oral interview may be eligible to receive veteran preference points added to their final examination score.
- 4) **Physical Examination:** Applicants placed on the eligible register must pass a physical examination which includes a drug screen by a physician of the Commission's choice, immediately prior to appointment.

RESIDENCY

The Service Worker position is covered under the American Federation of State, County and Municipal Employees (AFSCME) collective bargaining agreement. AFSCME employees appointed in the classified services shall reside within the corporate limits of Macon County, or within the corporate limits of any municipality extending into Macon County. Upon original appointment, an appointee may reside outside said limits but shall be required as a condition of continued employment to comply with said residency requirement no later than ninety (90) days after the completion of said appointee's probationary period.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/decatuirl>

Position #18-00147
SERVICE WORKER
AR

#1 Gary K. Anderson Plaza

Decatur, IL 62523
217-424-2805

OFFICE SUPPORT REPRESENTATIVE

NATURE OF WORK: Employees in this class perform a wide variety of office duties requiring the use of independent judgment and accuracy. Assignments vary in complexity and require considerable knowledge of internal policies and procedures.

SUPERVISION RECEIVED: Work is performed under general supervision of an assigned supervisor and is reviewed through audits, procedural checks and observation of results obtained.

SUPERVISION EXERCISED: May exercise supervision over assigned temporary or seasonal employees.

EXAMPLES OF WORK (typical work examples, but not limited to the following):

1. Prepares correspondence, records, reports, minutes, statistical data and other materials.
2. Maintains department files and records; including payroll; prepares copies of documents as required.
3. Answers telephones, screens callers, provides appropriate information to the public over the telephone and through personal contact; resolves routine citizen requests for information and complaints.
4. Schedules meetings, prepares agendas, prepares minutes of meetings for distribution; may take minutes of meetings.
5. Maintains radio contact with field personnel; transmits information and requests.
6. Processes licenses, applications, permits, petitions and other department forms.
7. Classifies and codes documents by reference to pre-established standards.
8. Routes and distributes mail and other documents; prepares documents for mailing.
9. Informs other departments and divisions of activities that affect their operation.
10. Performs related work and other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

1. Ability to type 45 w.p.m. with 90% accuracy.
2. Knowledge of the City organization, policies and operation of the department assigned.
3. Knowledge of office practices, procedures and the operation of standard office equipment.
4. Knowledge of business English, spelling and arithmetic computation.
5. Ability to deal with the public in general and difficult work situations.
6. Ability to understand and follow general oral and written instructions.
7. Skilled in the use of personal computer, copier, multi-line phone system and other standard office equipment.
8. Skilled in Microsoft Office software including Word, Excel and Outlook.

DESIRED TRAINING AND EXPERIENCE:

Graduation from high school or equivalent, including or supplemented by courses in office practices; previous experience in office work, or any equivalent combination of training and experience.

Pay Grade 9

Adopted CSC - 12/07/21

**RESOLUTION OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF DECATUR
APPROVING AND DETERMINING THE NEED
FOR CONFIDENTIALITY OF MINUTES OF CLOSED MEETINGS**

BE IT RESOLVED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the minutes of those closed meeting of the Commission conducted on the dates shown in Exhibits A and B hereto are hereby approved, and any prior approvals of said minutes are hereby confirmed and ratified.

Section 2. That the Commission hereby determines that the minutes of those closed meetings of the Commission conducted on the dates shown in Exhibit A hereto no longer require confidential treatment and are hereby made available for public inspection on and after the effective date hereof.

Section 3. That the Commission hereby determines that the minutes of those closed meetings of the Commission conducted on the dates shown in Exhibit B hereto require confidential treatment and are not available for public inspection until further order of the Commission.

PRESENTED AND APPROVED this _____ day of _____, 2021

Greg Spain, Chairman
Civil Service Commission

ATTEST:

Penny Rogers, Acting Secretary

**RESOLUTION OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF DECATUR
APPROVING AND DETERMINING THE NEED
FOR CONFIDENTIALITY OF MINUTES OF CLOSED MEETINGS**

EXHIBIT A

(none)

**RESOLUTION OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF DECATUR
APPROVING AND DETERMINING THE NEED
FOR CONFIDENTIALITY OF MINUTES OF CLOSED MEETINGS**

EXHIBIT B

November 3, 2020

December 1, 2020

January 5, 2021

February 2, 2021

March 2, 2021

April 6, 2021

May 4, 2021

June 1, 2021

July 6, 2021

August 3, 2021

September 7, 2021

October 5, 2021

November 2, 2021