



Monday, January 11, 2021  
5:30 PM  
Civic Center Theater

## Special Meeting City Council Agenda

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

### I. Call to Order

1. Roll Call
2. Pledge of Allegiance

### II. Appearance of Citizens

#### Policy relative to Appearance of Citizens:

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

### III. Study Session: Study Sessions are less formal meetings of the City Council called to discuss broad policy themes and obtain input from the governing body about proposals and initiatives that are still being developed. No formal votes are taken at Study Sessions, and no informal directions expressed at Study Sessions bind the City Council, or its individual members, to vote in a certain manner at a future City Council meeting. Members of the public should limit their remarks to three (3) minutes after Council discussion.

1. Discussion on Municipal Measures to Assist Businesses in the Midst of Pandemic
2. Discussion of Allocation of Second Round of CARES Funding to Potential Eligible Recipients
3. Discussion of Options for Opening Bars and/or Restaurants Closed by the Governor's Office

**IV. New Business**

1. Ordinance Amending City Code Chapter 50-Licenses
2. Ordinance Amending City Code Chapter 52-Alcoholic Liquor

**V. Adjournment**

City Clerk

**DATE:** 1/8/2021

**MEMO:**

**TO:** Mayor Julie Moore Wolfe & City Council Members

**FROM:** Scot Wrighton, City Manager

**SUBJECT:** Discussion on Municipal Measures to Assist Businesses in the Midst of Pandemic

**ATTACHMENTS:**

Description	Type
Memo	Cover Memo
List of Optional Additional Short-Term Relief Measures	Backup Material

January 8, 2021

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

FROM: Scot Wrighton, City Manager

RE: January 11, 2021 Council Study Session

Since the start of the pandemic, the City Council has sought to provide different forms of assistance to local residents and businesses, all intended to soften the economic impact of COVID-19. These measures have included extra time to pay permits and license fees, granting of special permits for COVID-related projects, allowed waivers of fees, fee re-assignments, direct grants to businesses, extra hazard pay for bus drivers, significant technology equipment and software enhancements to better protect citizens from the virus, as well as providing funding for utility and rent assistance to residents that have lost income due to COVID-19. The city was one of the first communities nationwide to provide free masks to community organizations and the general public early in the spring of 2020. Throughout the summer, and continuing up to the present, the city subsidized the costs of the Civic Center parking lot COVID test site, and helped establish special curbside pick-up lanes for restaurants. More information about city actions to deal with the pandemic is at the end of this memo.

Additionally, the city has served as a conduit for State and Federal relief funding for CARES and CURE monies. Details about the Federal Government's most recent relief package (HR 133) are somewhat vague, but we have included in the study session packet some of the key elements of the new Federal bill (provided by our retail consultant, Retail Strategies). Some of the latest stimulus directs assistance to individuals (using stimulus checks & unemployment benefits); some of it goes to businesses through lending institutions in the form of PPP; some is allocated for healthcare; and some of the assistance will run through state and local governments who must distribute the money as we are doing with CARES Act funds. These funds are NOT for use by local governments to offset revenue losses cities have experienced in their own budgets since the start of the pandemic; rather, they are for external investments to benefit citizens and businesses that have sustained COVID-19 financial losses.

Additionally, the city has assisted (and continues to assist) the Community Investment Corporation of Decatur (CICD), The Ink Spot (a black business incubator recently opened by the Black Chamber of Commerce), and others to strengthen their small business assistance programs so that persons and companies that may have been financially harmed by COVID-19 can obtain different types of assistance, as well as guidance and counseling on how to create or expand small business opportunities.

One of the goals of this study session is to discuss even more ways the city can blunt and soften the economic impact of the pandemic moving forward. With this in mind, the City Council could consider:

1. Generally, provide direction to staff regarding which of the relief measures already enacted should remain in place in 2021;
2. Generally, determine what additional relief measures (see attached list of options) could be implemented;
3. Consider various allowable options for how to best invest in the community with the second allotment of CDBG-CV (CARES Part 2) funds;
4. Alter/amend instructions to staff about the level and degree of enforcement that should be applied concerning the Governor's Office closure rules for bars and restaurants; and
5. Other measures council members may wish to consider or advance.

The City Council can review the relief measures enacted over the last 10 months (#1 above) and provide direction as to which of these should remain in place through all or part of 2021.

A list of additional (new) temporary regulatory relief measures (#2 above) was assembled in an effort to target those sectors of the economy and the community that would be most affected by COVID impacts.

The first CARES allocation last year was divided 1/3 for small businesses, and 2/3 for rent and utility assistance to needy citizens (administered by DOVE Financial Services). The latest relief package (HR 133) provides for more rent and utility assistance to persons that have been economically distressed by COVID-19, (so for the time being, there may be sufficient funding support for rent and utility assistance) although the mechanism for its distribution remains somewhat unclear. DOVE Financial Services has already started disbursing funds the city has provided to them for this same purpose; but getting these funds out has been slow. Additionally, we are likely to experience some difficulty distributing all of the funds already allocated to small business assistance, because of restrictions on its use. For these reasons, the City Council should not feel constrained to allocate these new funds only for some mix of small business, and rent/utility assistance for residents (although if additional funds are utilized in this way it is recommended that DOVE and the CICD continue to serve as the city's sub-grantees under the same rules as the council approved for CDBG-CV Part 1). There are many alternative allowable uses of the new allotment of money that the Council could direct staff to pursue (#3 above), as the attached memo from Cordaryl Patrick outlines.

Local bars and restaurants are still not allowed to host indoor dining, by order of the State of Illinois. This has caused a significant impact on this sector of the local economy. On January 7, the Governor announced that he would begin opening regions of the State after January 15 where positivity rates and other statistical indicators warranted such action. As of today, of the eight counties including Macon and all the counties that adjoin Macon County, only four of the counties (including Macon) have stable COVID metrics that warrant a retreat from Tier 3 mitigations. However, even in these counties the numbers are headed up—likely because of Christmas and New Year's gatherings. Region 6 metrics are worse than Macon County's.

Taking formal action (#4 above) to defy the Governor's orders is not recommended, especially this close to a likely relaxation of Tier 3 rules for our region. Furthermore, the potential for

adverse legal action or reduction of State funding following formal action to countermand the Governor's order could have negative, or at least unknown, implications for the city. The City Council can take less drastic action, however, to ease the financial burdens on local bars and restaurants ahead of gubernatorial actions to leave/relax Tier 3 mitigations. These could include:

- A. Direct staff to relax its enforcement strategy within the parameters of previous City Council actions (leaving the mask ordinance in place, but responding on a complaint basis only, etc.).
- B. Require bars and restaurants to faithfully observe spacing, occupancy, cleanliness, employee masking, and social distancing plans in order to avoid issuance of citations and closure orders (see attached), as part of a partial enforcement relaxation. Packet attachments include a list of key COVID compliance plan elements.
- C. Clarify that if the COVID metrics for the county (or the region) go out of compliance, following a relaxation of enforcement, then the Mayor will immediately exercise her emergency powers to return to full Tier 3 mitigation status, with the same level of enforcement we have deployed in the recent past.

These less drastic strategies do not require formal votes by the City Council. They do amount to policy directives, however, that the governing body should clarify in their instructions to staff.

If desired, the New Business section of the agenda allows the City Council to formally act to amend Chapters 50 and 52 of the City Code—which were the code sections amended in August 2020—and to formally repeal previous actions.

## **MEMO REGARDING ASSISTANCE PROVIDED BY THE CITY OF DECATUR SINCE THE START OF THE PANDEMIC**

Over the past 10 months the City Council has provided a tremendous amount of flexibility and relief from costs and regulations to our business community and citizens. After the first lockdown was imposed, which limited indoor dining, the City worked with the Chamber of Commerce, to provide resources and public space for restaurants to quickly adapt to curbside pickup. The City waived all the fees associated with outdoor dining permits for usage of the sidewalks and public rights of way. At the request of some business owners, the City even allowed dining areas to be set-up on select streets. This prompt accommodation was unprecedented but was necessary to provide a lifeline for these struggling businesses.

Other examples of businesses relief that City provided throughout the past summer and fall included waiving many zoning requirements related to set-up of outdoor dining areas on private parking lots, front lawns, etc. The City Public Works Department provided cones and barriers for these private dining areas, as we did for the public areas, as resources allowed. The City largely took a hands-off approach to any outdoor dining area, including the allowance of food trucks throughout the City, although generally not in the downtown area. The City administratively provided extensions to allow sidewalk cafes, outdoor dining areas, and food trucks to continue through the winter and into the start of 2021. For example, normally food trucks are not permitted from December through March, however this year we have allowed them to remain over the winter, if so desired.

As indoor dining was being shuttered and curbside and carryout orders became the only option available to restaurants in Decatur, the City, through its Liquor Commissioner, provided for the maximum allowable flexibility for alcohol sales. Pursuant to State law, the City allowed bars & restaurants that had on-premise liquor licenses to sell alcohol for offsite consumption (alcohol 'to go' in properly sealed containers with food orders). We know this expanded privilege was utilized by many of our dining establishments. The current State law and local order allows this to continue until June 2, 2021. Both would of these orders will require formal City Council action to extend this flexibility beyond this June date.

The city has temporarily suspended water disconnections twice during the pandemic to accommodate customers' changing impacts. The city has been as flexible as we have ever been in allowing for payment arrangements to keep delinquent customer's utilities active. The city is providing support and guidance to our social service agencies which have resources to help COVID-19 impacted residents with rent and utility relief funds. Similarly, the city provided 3-month time extensions for various licensing fees over the past 10 months, in order to provide relief for businesses suffering from lower cash flows, due to COVID.

The city also waived most rider fees on the public transit system due to COVID, and to protect drivers. This waiver of fees is currently budgeted to continue through 2021.

## **Additional temporary revisions to City Codes to help businesses**

### Possible Relief Measure

### COVID Rationale

1. Allow food trucks to operate outside the CBD at all times of the year (but with requirements that sales taxes be remitted to the city of Decatur)

Since indoor dining has been restricted, this increases eating options in areas outside the CBD. Food truck operators will still need extended permits from the MCHD, but the MCHD has said they will issue them if the city extends
2. Suspend all or some parking fines in the CBD

With many people still working remotely, there is less demand for parking in the CBD; plus such a relaxation may help CBD businesses attract more shoppers downtown
3. The Chamber of Commerce has suggested reimbursement of power bills and/or fees incurred by businesses for state, county and city food and liquor licenses (although reimbursement by the city of another government's fees is unorthodox, and some power bill relief may already be available through Ameren, or as part of other small business assistance grant programs)

As with video gaming fees, any reduction in these fees reduces business operating costs for entities that have been financially squeezed by closures and loss of customers
4. Waive permit fees for rehabilitation and remodeling projects in the urban core area of the city

The pandemic has halted many new construction projects, meaning that there is more consideration given to the rehabilitation and remodeling of existing structures. Since the city wants to encourage this activity as a part of neighborhood revitalization, waiving permit fees at urban core building sites in 2021 is possible
5. The city has provided PPE at city buildings, transit buses, to some groups, etc.; but it has not been a larger provider to businesses that need it. We could act as a provider of PPE

This would be an eligible COVID grant cost moving forward. It could serve to reduce the overhead costs of businesses serving the public



City Clerk

**DATE:** 1/8/2021

**MEMO:**

**TO:** Mayor Julie Moore Wolfe  
City Council Members

**FROM:** City Manager Scot Wrighton

**SUBJECT:** Discussion of Allocation of Second Round of CARES Funding to Potential Eligible Recipients

**ATTACHMENTS:**

Description	Type
Memo	Cover Memo
Visual Presentation Summary of HR 133	Backup Material

**COMMUNITY DEVELOPMENT MEMORANDUM**  
No. 21-02

January 11, 2021

**TO:** Mayor Julie Moore Wolfe and City Council Members

**FROM:** Scot Wrighton, City Manager  
Cordaryl “Pat” Patrick, Director of Community Development  
Richelle D. Irons, Neighborhood Services Manager

**SUBJECT:** COVID-19 Relief Funds

**BACKGROUND:** The City of Decatur has received several grant opportunities to assist small businesses and residents with COVID-19 relief. Those opportunities include:

**The Coronavirus Aid, Relief and Economic Security (CARES) Act:** The U.S. Housing and Urban Development provides funding to enable our community to prevent, prepare for, and respond to coronavirus through providing quality subsidized housing and expanding economic opportunities for low-and moderate-income persons through HUD programs.

The City of Decatur received a total of \$1,292,894 in Community Development Block Grant – CV funds to assist residents and small businesses affected by the recent COVID-19 pandemic. To date, Council has given staff direction to utilize these funds to do the following:

- Enter into a two-year sub recipient agreement with Dove, Inc., to expedite the City of Decatur’s COVID Relief program to Decatur residents in the amount of \$511,810. This program will provide rent/mortgage and utility assistance to residents.
- Enter into a two-year sub recipient agreement with Community Investment Corporation of Decatur, Inc., (CICD) to expedite the City of Decatur’s COVID Small Business Assistance program to Decatur businesses in the amount of \$272,477. This program will provide rent/mortgage and utility assistance to small business.
- Administration cost to administer the total grant in the amount of \$80,000
- There is a balance of these funds remaining in the amount of \$428,607, which can be used for several COVID-19 related activities, including:
  - Providing operating costs of Homeless Programs
  - Youth Services
  - Employment Training
  - Workforce Development
  - Incubator/Maker Space Development
  - Creation of Small Business Eco-system
  - Economic Development: Financial Assistance to For-Profit Businesses
  - Crime Awareness/Prevention
  - Tenant/Landlord Counseling
  - Food Banks
  - Housing Counseling
  - Homeownership Assistance

- Rehabilitation: Single and Multi-Unit Residential
- Energy Efficient Improvements
- Acquisition of Property
- Demolition
- Rent/Mortgage and Utility Assistance

**Local CURE’s Economic Support (ES) Payments Grant Program:** The State of Illinois Department of Commerce and Economic Opportunity (DCEO) provides the ES Program to assist Local Governments that have provided or will provide financial assistance to businesses that have experienced significant disruption or temporary closure of their business attributable to the COVID-19 public health emergency. Financial assistance to qualified businesses for the cost of business interruption will be advanced by the City of Decatur in the form of grants directly to the business.

The City of Decatur received a total of \$1,190,000 in Economic Support funds to assist small businesses in a variety of COVID-19 relief efforts. Funds for this grant requires rapid payments. As of now, all funds must be disbursed by January 30, 2021. Eligible Sub-awardees and expenses (incurred between March 2020 and December 31, 2020) for the purposes of this grant are as follow:

- Utility assistance to hotels/motels - \$360,000
- Reimbursement of PPE supplies to local businesses - \$300,000
- Outfitting of parklets (outdoor dining expenses) - \$330,000
- Mortgage expenses for local businesses - \$100,000
- Utility expenses for local businesses - \$100,000

**Business Interruption Grant (BIG):** The State of Illinois Department of Commerce and Economic Opportunity (DCEO) provides businesses across the state with COVID-19 relief through the BIG program. There have been two rounds of funding for this program and currently, there is a round three of available funds. Business apply directly to DCEO for these funds. To date, BIF funding for businesses in the City of Decatur is as follow:

**Round 1**

16 Businesses  
Total amount \$290,000

**Round 2**

47 Businesses received assistance  
Total amount \$1,840,000

The City of Decatur has utilized COVID relief funds to assist residents and small businesses through a partnership with Dove and the Community Investment Corporation of Decatur. Currently, these funds have not been exhausted, which will continue providing assistance to residents and small businesses, in addition to the Economic Support grant. The new Federal relief package will provide additional funds to residents and businesses and therefore, it may be best to think about other long-term sustainable investments to utilize the remaining CARES funds.

**RECOMMENDATION:** City Council provide feedback on options to utilize the remaining \$428,607 in CDBG-CV funds for other eligible COVID-19 activities that staff has outlined above. Specifically, staff recommends a strong focus on economic development opportunities and incubator/makerspace development among for-profit businesses.

**POTENTIAL OBJECTIONS:** Staff is not aware of objections.

**INPUT FROM OTHER SOURCES:** None.

**STAFF REFERENCE:** Should the City Council have any questions, they may contact Cordaryl M. Patrick, Director of Community Development, at 424-2727 or e-mail [cpatrick@decaturil.gov](mailto:cpatrick@decaturil.gov).

**BUDGET/TIME IMPLICATIONS:** None

COMMUNITY RESOURCE



# Coronavirus Response & Relief

Supplemental Appropriations Act

SUMMARY

Dec 28, 2020



retail strategies



## THE BILL

On December 21, 2020, Congress passed the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (H.R. 133) to provide more than \$900 billion in emergency assistance for individuals, families, non-profits and businesses impacted by the COVID pandemic.

President Trump signed the bill into law on December 27, 2020, allowing relief funding to begin to be distributed across the United States.

### PROVISIONS FOR AMERICANS

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PERSONAL

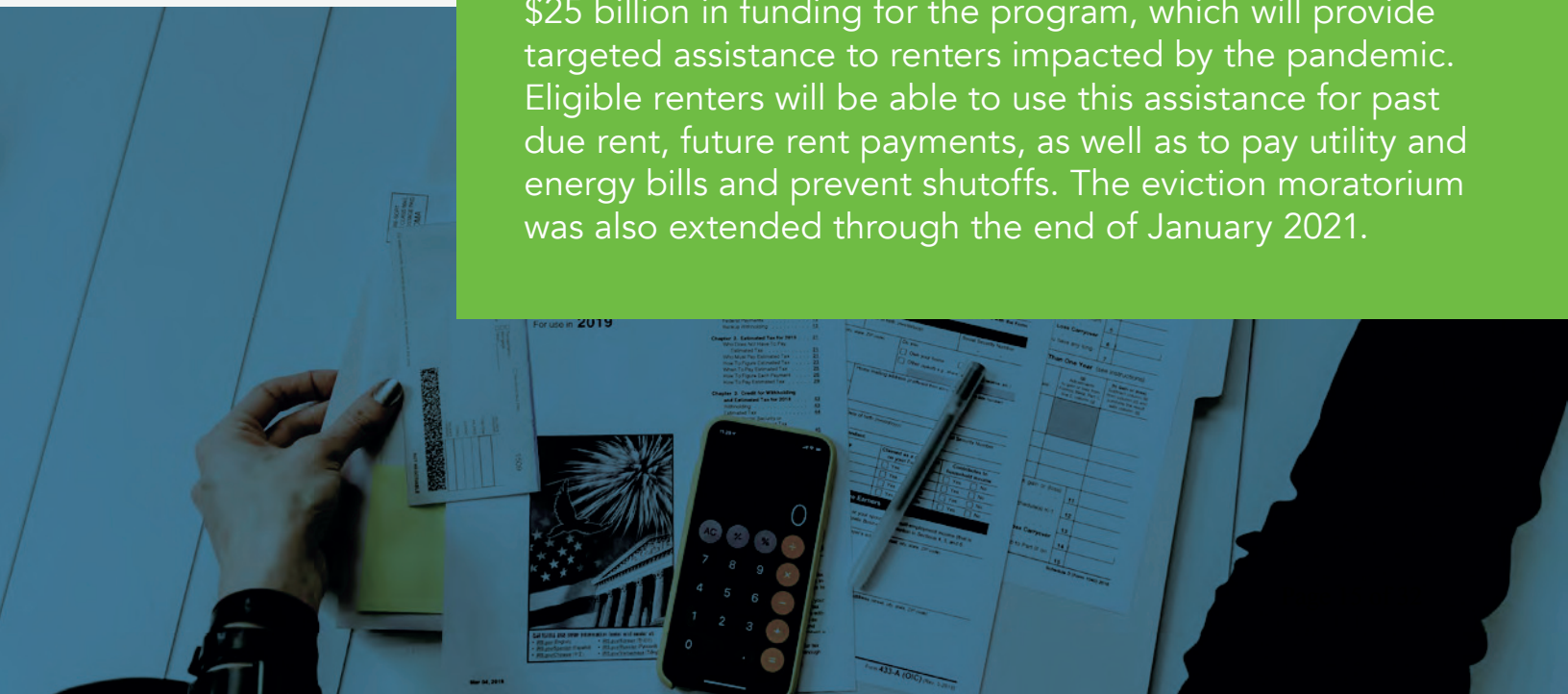
# Provisions for Americans & Households

## Direct Payments to Americans

Includes another round of stimulus checks of \$600 for individuals who make up to \$75,000 and \$1,200 for couples who make up to \$150,000, as well as an extra \$600 per eligible dependent. The payments will be based on income from 2019 and could arrive as early as the first of January 2021.

## Rental Assistance

Creates an emergency federal rental assistance program run by the Treasury Department and administered by state and local governments, based on population. Includes \$25 billion in funding for the program, which will provide targeted assistance to renters impacted by the pandemic. Eligible renters will be able to use this assistance for past due rent, future rent payments, as well as to pay utility and energy bills and prevent shutoffs. The eviction moratorium was also extended through the end of January 2021.



PERSONAL

# Provisions for Americans & Households

## Unemployment

Extends federally enhanced unemployment benefits at \$300 per week through March 14, 2021. Extends the Pandemic Unemployment Assistance (PUA) program, which provides enhanced benefits to those self-employed, gig workers and others in non-traditional employment through 3/14/21 and offers a phase-out to that program with three weeks of additional benefits.

The legislation would also extend to 50 weeks the amount of time for which workers may claim benefits through both state and federal programs. Most states typically provide 26 weeks of jobless benefits.

The measure also provides an additional \$100-a-week subsidy for workers who have both wage and self-employment income but whose basic unemployment benefits don't take into account their self-employment income.

## Universal Charitable Deduction

Includes an extension of the \$300 universal charitable deduction for non-itemizers through 2021 and doubles the cap to \$600 for joint filers.



LOCAL

## Small Business Support

**\$325 billion** allotted to help small businesses includes \$284 billion for first and second forgivable Paycheck Protection Program loans and expands eligibility for local newspapers and TV and radio broadcasters. The bill also includes \$20 billion for Economic Injury Disaster Loans.

The bill requires the Small Business Administration (SBA) to establish regulations on small-business support no later than 10 days after the legislation is signed into law, which would be Wednesday, January 6.

Businesses that received PPP loans would be able to take tax deductions for the expenses covered by forgiven loans.

### Paycheck Protection Program

Included are several provisions for first – and second – PPP applicants:

- Loans are available until March 31, 2021 (i.e., deadline to apply for PPP).
- The loan forgiveness process is simplified for loans of \$150,000 or less.
- Organizations with 300 or fewer employees that can demonstrate a revenue decline of at least 25-percent in any quarter in 2020 over the same quarter in 2019 can receive a second PPP loan of up to \$2 million.
- \$35 billion of PPP funds are reserved for first time loan recipients.
- Forgiven PPP loans will not be classified as income and tax deductions are now allowed for expenses paid with proceeds of forgiven PPP loans.



LOCAL

# Small Business Support

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## Non-Profit Eligibility

Beginning early 2021, 501(c)(6) nonprofits can apply for PPP loans under the following criteria:

- The organization does not receive more than 15 percent of receipts from lobbying activities
- The lobbying activities do not comprise more than 15 percent of total activities
- The cost of lobbying activities of the organization did not exceed \$1,000,000 during the most recent tax year that ended prior to February 15, 2020; and
- The organization has 300 or fewer employees

## Economic Injury Disaster Loans (EIDL)

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Additional \$20 billion added to the EIDL Program. These loans provide eligible applicants with favorable 30-year loans accompanied by forgivable grants, as an advance, of up to \$10,000. Payments on these loans are deferred for a year. Applicants must employ 500 or fewer employees and demonstrate a working capital loss due to COVID.



LOCAL

# Small Business Support

## Payroll Tax Deferral

Employers that utilized the payroll tax deferral executive order issued in September would now have until the end of 2021 to pay back deferred taxes, rather than the end of April.

## Employee Retention Tax Credit (ERTC)

Extends the refundable tax credit starting January 1, 2021 through July 1, 2021 and significantly expands access:

- Increases the limit on per-employee creditable wages from \$10,000 for the year to \$10,000 for each quarter;
- Increases the credit rate from 50 percent to 70 percent of qualified wages;
- Expands eligibility by reducing the required year-over-year decline in gross receipts from 50 percent to 20 percent

## Other Tax Provisions

Temporarily extends tax breaks for renewable energy, including incentives for wind energy and carbon capture and includes deductions for business meals.

Lower excise taxes on beer, wine and spirits that were set to expire Dec. 31 will be permanently extended, and tax incentives for investing in low-income areas and hiring workers from disadvantaged groups would be extended for five years.

MIXED

## Other Provisions

### **Health & Vaccines**

\$69 billion for vaccines, testing, tracing, and to support community health and health care providers.

### **Child Care and Development Block Grants (CCDBG)**

\$10 billion in federal grants to provide childcare subsidies for low-income families with children under age 13. The CCDBG also allows for flexibility to pair state and federal funds to improve the overall quality of childcare available to families within existing state and local systems. This includes \$250 million for the Head Start program.

### **Banks**

\$12 billion in support to small lenders focused on low-income and minority communities.

### **Entertainment Venues**

\$15 billion for independent movie theaters, live entertainment venues and cultural institutions.



MIXED

## Other Provisions

### Farms

\$12 billion to crop farmers, cattle ranchers and rural communities. This includes funds to growers that may sell goods at local farmers markets.

### Postal Service

\$10 billion forgivable grant to the United States Postal Service, and previous conditions imposed by the Treasury in the CARES Act would no longer apply.

### Other

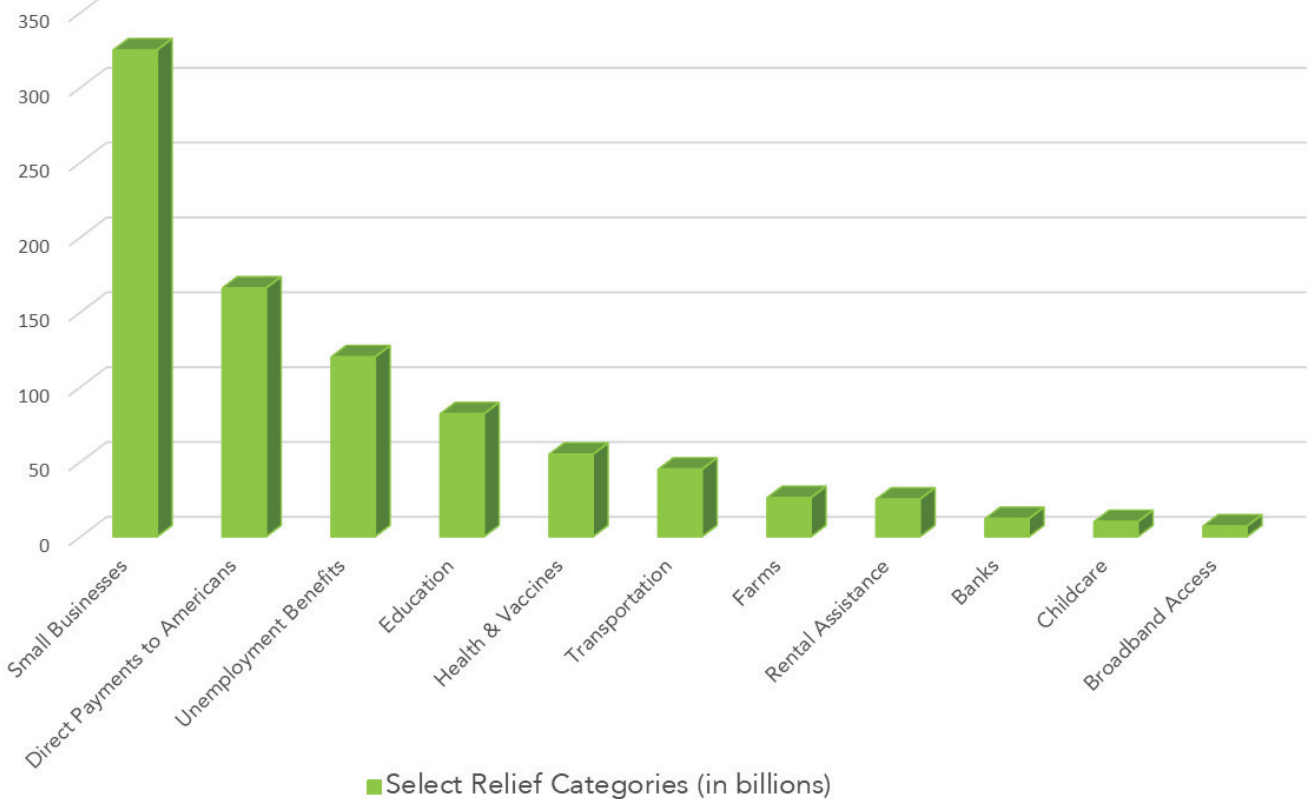
- Transportation: \$45 billion
- Education: \$82 billion
- Nutrition and agriculture: \$26 billion
- Community development: \$12 billion
- Broadband access: \$7 billion



BREAKDOWN

# 2021 COVID-19 Relief Bill Allocation

2021 COVID-19 Relief Bill Allocation





retail strategies

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Birmingham, Alabama 35205  
+1 205.314.0386



As we begin 2021 our mission is to help communities and small businesses grow and overcome challenges brought forth by the pandemic.



## About Us:

Retail Strategies is a full-service retail consulting firm. We also offer Downtown Strategies to aid in developing local hubs, and Retail Academy to help communities learn best practices for retail recruitment.

[retailstrategies.com](http://retailstrategies.com)

Page

City Clerk

**DATE:** 1/18/2021

**MEMO:**

**TO:** Mayor Julie Moore Wolfe  
City Council Members

**FROM:** City Manager Scot Wrighton

**SUBJECT:** Discussion of Options for Opening Bars and/or Restaurants Closed by the Governor's Office

**ATTACHMENTS:**

Description	Type
Rules for Limited Re-Opening	Backup Material



## Common public health agency recommendations for limited indoor dining re-openings

- Operate indoors at no more than 25% capacity
- Seating only at tables, not bars/bar tops
- All food must be consumed at a table while seated
- Limit menu items to those with the least manual contact
- Groups of no more than 10 people at each table, with tables spaced at least 10 feet apart. Chairs from one table should be no closer than 6 feet from chairs at another table
  - Unrelated or not from the same household persons should not be seated at a shared table
- Obtain contact information for every indoor dining customer
  - Include name and phone number
  - Date, time, table, and wait staff should be included
  - Keep for 30 days
- All customers should remain seated, no standing at other tables discussing, inside or outside
- Limit hours of operation
  - Some are doing certain hours for indoor dining and certain hours for outdoor dining
- Masks
  - All employees must wear masks at all times, covering mouth and nose
  - All customers must wear masks when not actively eating or drinking, covering mouth and nose
  - Establishment must maintain a supply of masks to cover 3 “days” of usage, including staff and customers
- Hand sanitizing stations must be set up throughout the establishment for customers use
- No indoor music, dancing, karaoke, etc.
- Ventilation
  - All windows must remain open at least 1 inch (some say 2 inches) to allow for air circulation
  - HVAC needs to be ran at maximum airflow supply in occupied supplies
  - Run HVAC systems at maximum outside airflow for 2 hours before and after occupied times
- Plan for disinfecting establishment when a COVID19 case happens
- Plan for sick employees
  - Including screening of all employees for all shifts

- Plan to notify local health department/authority when a COVID19 positive employee is known
- Written plans addressing any and/or all of the items above shall be submitted to local health department/authority or the municipality for review

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**Sangamon County/City of Springfield Rules/Requirements for restaurant re-openings:**

- A reservation name and phone number will be required for one person per group. This information must be kept by the establishment for 30 days and available to county officials upon request.
- Customers can only consume food or drink while sitting at a table, not while at a bar or countertop or while standing. Customers are not allowed to sit at bars or countertops.
- Up to 10 people can be seated at one table, and customers who are not from the same household or party cannot be seated at the same table.
- Customers at each table must be seated so they are six feet away from customers sitting at other tables, as well as any other patron service area. Instead of following this requirement, establishments may use physical barriers to separate customers at their table from customers at other tables and other patron service areas.
- Food and drink orders may be taken and fulfilled at a bar or countertop and payments can be accepted here, but only if six feet of social distance is maintained and face coverings are worn.
- Patrons must wait for services off-premises as often as possible. This includes either outdoors while maintaining six feet of social distance and wearing face coverings, or while in their vehicles. Customers can wait in the waiting area, but must follow six-foot social distancing guidelines.
- Establishments can offer indoor service between 6 a.m. and 9 p.m. each day. Customers cannot stay in the indoor dining service areas after 9:30 p.m. each night.
- Customers are required to wear face coverings, which cover their nose and mouth, while they are in indoor public areas. They are not required to wear them while seated indoors with their own household or party.
- Bars and restaurants are required to have an adequate supply of face coverings for their staff. They also must provide training and have a policy for staff to wear their face coverings. These must be worn over employees' noses and mouths.
- Hand-washing sinks must be accessible, functioning with hot and cold running water, and fully stocked with soap, hand-drying devices, and waste cans. They should be provided in several locations, as appropriate. Additionally, businesses should train and remind their employees of effective hand hygiene practices, including washing hands with soap and water for at least 20 seconds.
- Indoor live music, dancing, and karaoke are prohibited.
- If possible, windows in the areas where tables are provided must be opened one inch to allow for more air circulation in the building while the building is open to the public.
- The business' HVAC equipment should operate at maximum capacity to allow for more air exchange in the indoor public areas where customers are.

City Clerk

**DATE:** 1/8/2021

**MEMO:**

**TO:** Mayor Julie Moore Wolfe  
City Council Members

**FROM:** City Manager Scot Wrighton

**SUBJECT:** Ordinance Amending City Code Chapter 50-Licenses

**ATTACHMENTS:**

Description	Type
Ordinance	Ordinance

**ORDINANCE NO. \_\_\_\_\_**  
**ORDINANCE AMENDING CITY CODE**  
**- CHAPTER 50 -**  
**- LICENSES -**

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

SECTION 1. That Chapter 50 of the City Code of the City of Decatur, Illinois, be, and the same is hereby modified and amended by amending and deleting language to Section 20.

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

PRESENTED, PASSED, APPROVED AND RECORDED this 4<sup>th</sup> day of January, 2021.

\_\_\_\_\_  
JULIE MOORE WOLFE, MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

PUBLISHED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
CITY CLERK

## ADDITIONS AND DELETIONS

### **CHAPTER 50** **- LICENSES -**

20. **MINIMUM GUIDELINES.** ~~No person, firm or corporation who holds a license shall operate in violation of the following safety guidelines:~~

~~A. Licensees shall maintain a minimum of six (6) feet between tables, bar seating or other designated patron service areas.~~

~~B. Licensees shall allow no more than ten (10) persons in a party be permitted.~~

~~C. For standing areas, the licensee shall maintain the maximum occupancy of twenty five percent (25%) of standing area capacity.~~

~~D. Licensees shall require all patrons of unrelated parties maintain a social distance of six (6) feet.~~

~~E. Licensees shall require patrons and employees of licensees wear face coverings over their nose and mouth at all times when on premises, including while waiting for a table, while seated at a table or bar, while standing in line to order, pick up or check out, while ordering and all other times, except when eating or drinking at a table or bar, unless a medical condition or disability prevents them from safely wearing a face covering.~~

~~F. Licensees shall require employees and performers of music maintain a social distance of six (6) feet from each other and patrons and performers, if first row of seating is within six (6) feet of stage, any seating within six (6) feet of stage shall be closed or an impermeable barrier shall be installed and shall require performers wear face coverings if practical.~~

~~G. Licensees shall require all external suppliers and non-patron visitors wear face coverings over their nose and mouth when entering licensed premises unless a medical condition or disability prevents them from safely wearing a face covering. \_\_\_\_\_~~

~~H. Licensees shall be prohibited from allowing persons to congregate on licensed premises in a number greater than allowed by guidelines set forth in Illinois Department of Public Health and the Illinois Department of Commerce and Economic Opportunity guidelines.~~

~~I. Licensees shall be required to follow all guidelines set forth by the Illinois Department of Commerce and Economic Opportunity for Restaurant and Bar Establishment Safety Guidelines not otherwise specifically set forth.~~

City Clerk

**DATE:** 1/8/2021

**MEMO:**

**TO:** Mayor Julie Moore Wolfe  
City Council Members

**FROM:** City Manager Scot Wrighton

**SUBJECT:** Ordinance Amending City Code Chapter 52-Alcoholic Liquor

**ATTACHMENTS:**

Description	Type
Ordinance	Ordinance

**ORDINANCE NO. \_\_\_\_\_**  
**ORDINANCE AMENDING CITY CODE**  
**- CHAPTER 52 -**  
**- ALCOHOLIC LIQUOR -**

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

SECTION 1. That Chapter 52 of the City Code of the City of Decatur, Illinois, be, and the same is hereby modified and amended by amending and deleting language to Section 37.

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

PRESENTED, PASSED, APPROVED AND RECORDED this 4<sup>th</sup> day of January, 2021.

\_\_\_\_\_  
JULIE MOORE WOLFE, MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

PUBLISHED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
CITY CLERK

## ADDITIONS AND DELETIONS

### CHAPTER 52

#### - ALCOHOLIC LIQUOR -

~~37. **MINIMUM GUIDELINES.** No person, firm or corporation shall sell alcoholic liquor at retail in violation of the following safety guidelines:~~

~~A. Licensees shall maintain a minimum of six (6) feet between tables, bar seating or other designated patron service areas.~~

~~B. Licensees shall allow no more than ten (10) persons in a party be permitted.~~

~~C. For standing areas, the licensee shall maintain the maximum occupancy of twenty five percent (25%) of standing area capacity.~~

~~D. Licensees shall require all patrons of unrelated parties maintain a social distance of six (6) feet.~~

~~E. Licensees shall require patrons and employees of licensees wear face coverings over their nose and mouth at all times when on premises, including while waiting for a table, while seated at a table or bar, while standing in line to order, pick up or check out, while ordering and all other times, except when eating or drinking at a table or bar, unless a medical condition or disability prevents them from safely wearing a face covering.~~

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~~H. Licensees shall be prohibited from allowing persons to congregate on licensed premises in a number greater than allowed by guidelines set forth in Illinois Department of Public Health and the Illinois Department of Commerce and Economic Opportunity guidelines.~~

~~I. Licensees shall be required to follow all guidelines set forth by the Illinois Department of Commerce and Economic Opportunity for Restaurant and Bar Establishment Safety Guidelines not otherwise specifically set forth.~~