

**ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING**

SUBJECT: A Motion to Authorize the City Manager to Obtain Proposals for a Passenger Bus

Staff Contact: Jeff Fiegenschuh, City Manager

Summary:

The City of Rochelle has had previous discussion about purchasing a 12-passenger shuttle bus for community events and tours. I would like City Council’s approval to seek at least three-4 competitive quotes for a 12-passenger bus. If you approve, I will seek the quotes for a new and/or used bus that his handicapped assessable.

Based on input from department directors, this vehicle will be used for the following activities

- pop up events at local parks and department facilities
- tours for ED visits, chamber functions and citizen’s academies
- transporting staff to out of town events and trainings (tours of prairie state, IML and IMUA lobby events)
- transporting residents during festivals (community fireworks, Lincoln Highway Heritage Festival, Events downtown with limited parking)
- Warming space for residents and staff (if needed)

The bus can and will be utilized multiple times annually. I will work with staff to obtain the most appropriate vehicle for usage. Based on previous research the following annual maintenance costs should be anticipated:

- Annual insurance premiums of \$850-\$1150 (all employees using and riding the bus will be covered under the city’s general liability insurance. Anyone not considered an employee will be required to sign a waiver and will be covered by the city’s general liability insurance.)
- Annual estimated fuels costs will be \$2,800 based on a 30-gallon tanked filled twice per month at \$3.00 per gallon. This will be split between department usage.
- Annual maintenance costs of \$1,200 includes oil changes and basic maintenance.
- If approved the vehicle will be stored at 1030 S 7th.
- The city will utilize staff for usage during regular hours and will hire one or two part-time seasonal staff for potential after hours usage.

To this point total community contributions total \$25,000. GREDO pledged \$15,000 for a downpayment and LCIDA pledged \$10,000. Remaining funds can be allocated as follows: \$18,000 mayor/city council budget, \$25,000 excess proceeds from 2024 auction & \$7,000 RMU community relations. Any additional community contributions raised will cover dollars budgeted from city funds. Total cost is anticipated to be \$80,000-\$95,000.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:
Mayor/Council budget	\$18,000	\$18,000
Auction Budget	\$25,000	\$25,000
RMU Community Relations	\$7,000	\$7,000
Community Contributions	\$45,000	\$45,000

Strategic Plan Goal Application: Community Inclusivity, Core Service Delivery, Economic & Business Development and Quality of Life

Recommendation: Authorize the City Manager to Obtain a minimum of 3 proposals for a 10 Passenger Bus