

AGENDA
ST. CHARLES CITY COUNCIL MEETING
RAYMOND P. ROGINA, MAYOR
MONDAY, JUNE 15, 2020 – 7:00 P.M.
CITY COUNCIL CHAMBERS
2 E. MAIN STREET

<https://www.stcharlesil.gov/events/public-meetings/2020/13811>

PLEASE MUTE YOUR PHONE TO AVOID SHARING BACKGROUND NOISE

- 1. Call to Order.**
- 2. Roll Call.**
- 3. Invocation.**
- 4. Pledge of Allegiance.**
- 5. Administrative**
 - a. Fuel Tax Receipts – Information only
 - b. Electric Reliability Report – Information only
- 6. Presentations**

None
- 7. Omnibus Vote. Items with an asterisk (*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.**
- *8.** Motion to accept and place on file minutes of the City Council Workshop held May 18, 2020.
- *9.** Motion to accept and place on file minutes of the regular City Council meeting held May 18, 2020.
- *10.** Motion to accept and place on file minutes of the Special City Council meeting held May 28, 2020.
- *11.** Motion to approve and authorize issuance of vouchers from the Expenditure Approval List for the period of May 4, 2020 – May 17, 2020 for the amount of \$1,940,948.29
- *12.** Motion to approve and authorize issuance of vouchers from the Expenditure Approval List for the period of May 18, 2020 – May 31, 2020 for the amount of \$4,729,857.80

I. New Business

- A. Recommendation to Approve the Funding Allocation Requests of the 708 Mental Health Board for FY 2020-2021.
- B. Recommendation to Approve a **Resolution** Authorizing the Execution of an Agreement Between the City of St. Charles and the St. Charles Professional Firefighter's Association I.A.F.F. Local 3322.
- *C. Recommendation to Authorize Staff to award Harris Computer Systems the Annual Contract for CityView Software Support and Maintenance for \$27,405.07.
- *D. Recommendation to Approve an **Ordinance** Approving the Plat of Vacation of City Alley between 501 and 511 S. 6th Street.
- *E. Recommendation to Approve a **Resolution** Approving an Extension of Lease Agreement for Henry Rockwell Baker Memorial Community Center Parking Lot.
- *F. Recommendation to Approve a **Resolution** Authorizing the Mayor and the City Clerk of the City of St. Charles to Approve the Award of (1) Kubota RTV x1100 and to Sell the Replaced John Deere Broom #1822.
- *G. Recommendation to approve a **Resolution** to Award the Bid for Water Treatment Salt.
- *H. Recommendation to approve a **Resolution** to Waive the Formal Bid Procedure and Award Service Contract to Layne Christensen Company for Emergency Repair to Well #13.
- *I. Recommendation to approve Budget Revisions for May, 2020.
- J. Recommendation to Approve Funds **Transfer Resolutions** Authorizing Budgeted Transfers in the Aggregate Amount of \$3,443,638.88 for Miscellaneous Transfers.
- *K. Recommendation to approve a **Resolution** Authorizing Reductions to the Budget of the City of St. Charles for the Fiscal Year Ending April 30, 2021.
- L. Recommendation to approve an **Ordinance** Confirming and Extending a Declared State of Emergency within the City of St. Charles Due to the COVID-19 Pandemic.
- M. Recommendation to Approve a **Resolution** for a Budget Addition for City Hall Façade Improvements.
- N. Recommendation to Approve a **Resolution** Authorizing the Director of Public Works to Execute Change Order Nos. 1-5 for the City Hall Façade Improvement Project to Berglund Construction.

- O. Recommendation to approve a **Resolution** Authorizing the Director of Public Works to Execute Change Order Nos. 1 and 2 for the City Hall Façade Improvement Project to Walker Consultants.
- P. Discussion to Review Results and Feedback Received Regarding the Temporary Outdoor Dining Program Implemented on May 29, 2020.

II. Committee Reports

A. Government Operations

None

B. Government Services

None

C. Planning and Development

- *1. Motion to accept and place on file Plan Commission Resolution No. 8-2020 A Resolution Recommending Approval of a Final Plat of Subdivision (Minor Subdivision) for 1734 Riverside Subdivision (City of St. Charles).
- *2. Motion to approve an **Ordinance** Granting Approval of a Final Plat of Subdivision for 1734 Riverside Subdivision (1734 Riverside Ave.).
- *3. Motion to accept and place on file Plan Commission Resolution No. 7-2020 A Resolution Recommending Approval of a Land Bank Parking Request for BEMA Inc., 3620 Ohio Ave. (Heitman Architects Inc.).
- *4. Motion to approve an **Ordinance** Approving a Land Bank Parking Request for BEMA Inc., 3620 Ohio Ave.
- *5. Motion to accept and place on file Historic Commission Resolution No. 2-2020 A Resolution Recommending approval of a Façade Improvement Grant Application (316 Cedar St.).
- 6. Motion to approve a **Resolution** Authorizing the Mayor and City Council to Execute a Façade Improvement Agreement between the City of St. Charles and Lance & Karen Ramella/210 Cedar LLC (316 Cedar St.).
- *7. Motion to approve a **Resolution** Authorizing the Mayor and City Council to Execute a Commercial Corridor and Downtown Business Incentive Agreement between the City of St. Charles and Lance Ramella-Cedar LLC (316 Cedar Street).
- *8. Motion to approve an **Ordinance** amending the Commercial Corridor and Downtown Business Economic Incentive Program (Business Improvement Grant).

13. Additional Items from Mayor, Council, Staff, or Citizens

A. Executive Session

- Personnel – 5 ILCS 120/2(c)(1)
- Pending Litigation – 5 ILCS 120/2(c)(11)
- Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

14. Adjournment

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St.

Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5 a

Title:

City of St. Charles Fuel Tax Receipts March 2020
–Information Only

Presenter:

Chris Minick, Director of Finance

Meeting: City Council

Date: June 15, 2020

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary (*if not budgeted please explain*):

Attachments (*please list*):

FY 19/20 City of St. Charles Local Fuel Tax Receipts – March, 2020

Recommendation/Suggested Action (*briefly explain*):

None – For Information Only

City of St. Charles
Local Fuel Tax Receipts
Fiscal Year 2019-2020

LIABILITY PERIOD	PAYMENT RECEIVED	TOTAL REVENUE RECEIVED
May-19	June-19	\$ 42,299.33
June-19	July-19	\$ 42,043.16
July-19	August-19	\$ 40,732.23
August-19	September-19	\$ 38,158.87
September-19	October-19	\$ 38,493.78
October-19	November-19	\$ 41,543.45
November-19	December-19	\$ 40,258.14
December-19	January-20	\$ 41,337.29
January-20	February-20	\$ 39,073.43
February-20	March-20	\$ 37,724.31
March-20	April-20	\$ 30,578.09
April-20	May-20	\$ -
TOTALS		\$ 432,242.08

The local fuel tax rate is two cents per gallon (\$0.02/gallon) and applies to motor fuel retail purchases within the City of St. Charles.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5b

Title: Electric Reliability Report – Information Only

Presenter: Paul Hopkins

Meeting: Government Services Committee

Date: June 15, 2020

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

For Information Only.

Attachments *(please list):*

- May 2020 Outage Report
- May 2020 Streetlight Repair Report

Recommendation/Suggested Action *(briefly explain):*

For information only.

**City of St. Charles
May 2020 Outages**

OUTAGE No.	DATE	TIME OFF	TIME ON (Min)	AREA AFFECTED	CIRCUIT No.	CAUSE/RESPONSE	NO. OF CUST.	OUTAGE MINUTES	MAJOR CATEGORY	SUB CATEGORY
1	5/14/2020	7:32 AM	0	Sub 5, Sub 7	13156 13157 13155	No power. ComEd lost 138 line affecting 13155, 13167, and 13156	2670	0	ComEd	13156 13157 13155
2	5/14/2020	11:17 AM	0	City Hall, Rt. 31 north	224 336	Multiple breaker operations on circuits 335/336, 224 - 3 circuits. Squirrel on goab switch by Boy Scout facility. Removed squirrel.	623	0	Animal	Squirrel
3	5/14/2020	1:48 PM	30	10th St., Oak St.	333	No power. Squirrel on transformer pole. Re-fused line after removing squirrel.	41	1,230	Animal	Squirrel
4	5/18/2020	7:06 AM	24	400 block of S. 5th St.	624	Outage - Blown transformer fuse caused by squirrel. Replaced fuse.	8	192	Animal	Squirrel
5	5/19/2020	4:56 PM	1	Downtown, City Hall, Q-Center.	13150	No power. Bay 1 Sub 3, Bay 1 Sub 6. Loss of ComEd 13150, which was on 5635 which transferred to 5637. No action taken - contacted ComEd. No prior notification of being abnormal.	3034	3,034	ComEd	13150
						Total of Interrupted Minutes		4,456		
						Total SAIDI*	0.284			
						Total of ComEd Interrupted Minutes		3,034		
						Total SAIDI without ComEd	0.091			
						*System Average Interruption Duration Index (SAIDI)				

**MINUTES
CITY OF ST. CHARLES
CITY COUNCIL WORKSHOP
RAYMOND P. ROGINA, MAYOR**

**MAY 18, 2020 – 5:30 P.M.
CITY COUNCIL CHAMBERS
2 E. MAIN STREET**

1. Call to Order by Mayor Rogina at 5:30

2. Roll Call
Present –Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla, Bessner,
Lewis
Absent – NONE

3. Presentation
Rogina – Based on the recommendation by this city council, staff has begun to look at ways to ease budget pains caused by COVID-19. This is being done on your recommendation, and any vote or action taken tonight would forward to committee, although this is an official city council meeting, the actions would move forward to committee.
Finance Director Chris Minick Presented options regarding the City of St. Charles 2020-2021 fiscal year budget



CM Presentation
05182020.pdf

Rogina – Before we take action, as a committee, lets follow up with any comments, questions, or anything else.

Bessner – How do we get to find ourselves in a worst case situation?

Minick – The models all have different levels of loss. The revenues all show differing levels of downturn and the numbers all take on assumptions of when things begin to open and to the level of activity within that sector. All the models show activity loss, and show a best, second best, and all the way to a worst case. They models begin to pickup in June and have increasing numbers throughout the year. The worst slows a longer drop and slower open up. None of these will be 100% accurate and will all blend together and we will see the true impact after things resume full time.

Bessner – The mayor sent a letter regarding funding, is that federal or state?

Rogina – In the CARES 3 package, passed in the house and not looking promising in the senate, there is funding for the city. Being candid, I spoke with Sen. DeWitt and he said there is state money, passing through the county, and will be earmarked for PPE expenses not really for use in this years budget, but there is money. Last evening on a phone call with the Senate President, he indicated that there is money in the CARES 1 package due to municipalities, and there is. Chris is stabbing at ideas here and where we can pickup revenues from state or federal, just like everyone else, cities are hurting from this also. I don't know that we can even guess at this point to what that amount might be. Chris will keep an eye on it.

Bessner – Once that passes thought and become real, how long will that take to be received?

Rogina – From time to time, we have received federal funds but Chris can comment better.

Minick – Depending on how it is structured, it is hard to say. A few years ago, we had a snow event and those funds took 18 months, maybe 2 years. They needed to verify expenses you are claiming and once that is done, the rest starts to wind thought the system. That is one example, they may do something more immediate, it is possible and I am not sure how it will structure.

Bessner – The 5% the staff directors will be cutting, that will be about \$2,4 million? That will be including the spring clean up, so everything on that list will be part of that?

Minick – Yes, that is correct.

Bessner – And that is our best-case situation?

Rogina – That is about \$2.4 million.

Silkaitis – In your letter, the original bill in congress, the money was going to the states and the counties, you'll be trying to get the money through the county, is that right?

Rogina – According to the letter from this morning, that money will be coming from the county. The senator was clear and concise and said go for it! I sent that letter to the county chair, so we will see.

Silkaitis – The second round would see monies directly, potentially.

Rogina – Through grant programs, yes. Not through the state, that was made clear.

Silkaitis – You talked about property tax relief, I presume the state would be doing that, would we be reimbursed for that? Or would this be basically unfunded?

Minick – I think that will be seen, but we know what the history has been with this.

Silkaitis – My personal opinion, they have 3 situations for their recovery, a V shape, a W shape, or the L shape. We don't, no one knows that that is yet. Your basis is assuming an L shape?

Minick – The best case would be a V, in reality we are in a U and maybe L, between a U and L.

Rogina – I watched an interview with Federal Reserve Chair Powel, it was superb and the good news was that the Fed has tools to help the economy and to possibly, in his words, to look for 3rd quarter recovery. The 2nd will be a disaster but in the 3rd, we will see recovery. He also said, this is not to be compared to the Great Depression or the 2008-2009 because this is a pandemic, we have to deal with it, and that the Federal Government has the tools available to help spur things along and we will deal with consequences later.

Payleitner – My original questions were answered but you're unsure of structure, if we receive these grants, and also they may be justified with expenditures?

Minick – Yes, I think so and I just simply don't know what the funding would or could look like right now, and until they make it available, I can't speculate. Also, I have not built any additional or relief revenues into any of the models that we have here, none. If there are things that come back to us, that would be added and basically gravy.

Payleitner – Thank you for the detailed presentation.

Vitek – We talked about funding possibilities and we don't really know how long this could last, and it's important to note that it is important to do something now, but we need to consider a series of things because we just don't know anything about how people will feel about getting back into the world.

Rogina – If the tracking stays as it's been, as indicated, we can anticipate that things like barbers, salons, and retail can begin to re-open. That, to me, means Von Mar, Jeans and a Cute Top downtown as well as the other businesses downtown. Basically, it means where sales taxes are produced. I throw that out as a matter of hope, as is with our theme here. Restaurants and bars may not be June 1, but there is a lot of lobby going on in that arena as well.

Minick – This is why we took a phased approach, one that respects where we are and the reality of the situation within the economic downturn we are likely to see. By the same token, we wanted a measured and reasonable reaction to all layers of all of the pandemic and we plan to look at all the numbers as they begin to come in and we plan to react accordingly.

Bessner – Regarding the expenditures over the past 6-8 weeks, was there anything substantial saved because we are not performing activities or services?

Minick – Not yet, as we move through time, we will see some. We haven't done the math on this time period to see but we haven't seen a large reduction, yet. The exception would be those vacant positions that we haven't filled that I talked about before, there is savings there but the further we move into May and June, and they stay unfilled, all savings.

Bessner – If we had to do another 5%, do you see that being feasible? Or is this in a good place to get to 10% if we needed?

Minick – I think there would be some struggle but we could get there. Publicly seen services might, maybe, be seen at that point.

Pietryla – I really can imagine how hard this must be, you are working with all unknowns and have done a great job getting this together and workable. I support your phased policy approach and I appreciate your efforts, thank you.

Lemke – Are there capital programs that typically are larger cost items that we could delay?

Minick – In the first round, we have moved a few things back a year and those are basically for city buildings that we have pushed back a year at this point, a couple of public works buildings, salt dome, roofing on another facility, there are a few that we are looking at delaying. There are more capital projects highlighted for cuts should be necessary and they have prioritized their projects and have ranked them to their importance and the needs to complete these in 2020-2021 and we would adjust as needed.

Bancroft – In my business, we don't look at phases, its week-to-week, month-to-month. I think you're using the leverage you have and are using it as well as you can right now. Looking at cash ...(inaudible)...in the stock market good news travels fast.

Rogina – Could you capture the essence and try again?

Bancroft – Basically that I see we have lots of levers to pull and we can pull them as sparingly over time as we can. We don't have to plan for a hard recovery at this point and can do the things you planned for the next little bit and be good. Let's not over react right now.

Koenen – Thinking ahead, Chris mentioned we would be making adjustments and we didn't speak to using reserves tonight. We approved this years budget and indicated a 34% reserve. The policy requires a 25% reserve. We have built this intentionally to be conservative and to recognize that we are ready for a rainy day, this might be the rainy

day. We can consider this as a tool and use some, not all, and maybe a piece to help us thought this process and this can be considered over the next 30-45 days.

Rogina – Mark’s comment, this is something that the council will have to talk about and come to a consensus and right now, that might be too early to discuss but his idea of thinking about it is very valid. We are moving through this phased approach and we have to see if and what deficits there are and then the conversations become ready to have. If there are no other questions, and there is no comment or question from the public (waiting), hearing none, I’d like to entertain a committee vote on the subject of

a motion to accept staffs direction to reduce expenses by 5% for 2020-2021 budget, the motion moved by Ald. Payleitner and seconded by Ald. Silkaitis.

This motion directs staff to comeback and reduce 2020-2021 budget expenses by 5%

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft,
Vitek, Pietryla, Bessner, Lewis

NAY: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

4. Adjournment at 6:30, Motion by Ald. Lemke and Seconded by Ald. Payleitner

VOICE VOTE: AYE – UNANIMOUS NAY-NONE

ADA Compliance

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**MINUTES FOR THE MEETING OF THE ST. CHARLES CITY COUNCIL
MONDAY, MAY 18, 2020 – 7:00 P.M.**

**CITY COUNCIL CHAMBER, CITY OF ST. CHARLES
2 E. MAIN STREET, ST. CHARLES, IL 60174**

- 1. Call to Order** at 7:05 by Mayor Rogina
- 2. Roll Call**
Present –Silkaitis, Stellato, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla, Bessner, Lewis
Absent – NONE
- 3. Invocation** by Ald. Payleitner
- 4. Pledge of Allegiance**
- 5. Administrative**
 - a. Electric Reliability Report – Information only.
 - b. Video Gaming Statistics April, 2020 – Information only.
- 6. Presentations**
 - Presentation of a Proclamation Declaring June 5, 2020 as National Gun Violence Awareness Day in the City of St. Charles.
- 7. Omnibus Vote. Items with an asterisk (*)** are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.
- *8.** Motion by Ald. Stellato and seconded by Ald. Silkaitis to accept and place on file minutes of the regular City Council meeting held April 27, 2020.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis

NAY: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

- *9.** Motion by Ald. Stellato and seconded by Ald. Silkaitis to approve and authorize issuance of vouchers from the Expenditure Approval List for the period of 04/20/2020 – 05/03/2020 the amount of \$1,509,683.51.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis

NAY: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

I. New Business

- A. Motion by Ald. Bessner and seconded by Ald. Vitek to approve a Recommendation from Mayor Rogina to appoint John Stock to the St. Charles Youth Commission.

VOICE VOTE: AYE – Unanimous, NAY – None, Absent – None, Abstain – None
MOTION CARRIES

- B. Motion by Ald. Turner and seconded by Ald. Payleitner to approve a Recommendation from Mayor Rogina to appoint Ryan Bongard to the Zoning Board of Appeals.

VOICE VOTE: AYE – Unanimous, NAY – None, Absent – None, Abstain – None
MOTION CARRIES

- C. Motion by Ald. Bessner and seconded by Ald. Pietryla to approve a Recommendation from Mayor Rogina to reappoint Angela Churchill to the Natural Resources Commission.

VOICE VOTE: AYE – Unanimous, NAY – None, Absent – None, Abstain – None
MOTION CARRIES

- D. Motion by Ald. Turner and seconded by Ald. Bessner to approve an **Ordinance 2020-M-20** Providing for the Issuance of General Obligation Corporate Purpose Bonds, Series 2020 in an Aggregate Amount Not To Exceed \$21,600,000, Of the City Of St. Charles, Kane And DuPage Counties, Illinois, for the Purpose Of Financing Certain Capital Improvements Within Said City and Refunding Certain of the City's Outstanding Bonds, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal of and Interest on Said Bonds, and Authorizing the Sale of Said Bonds to the Purchaser Thereof.

Turner – Are we going to try to lower the rates in the re-financing?

Minick – We may have savings opportunities, in current market conditions, to save \$600,000 on the 2010, over the next 10 years, and \$115,000 additional on the 2011 in the next 11 years, if market conditions stay the same between now and when the bonds are sold this summer. There could be some significant savings for the city.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis

NAY: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

- *E. Recommendation by Ald. Stellato and seconded by Ald. Silkaitis to approve Budget Revisions for April, 2020.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis

NAY: NONE

ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

- *F. Recommendation by Ald. Stellato and seconded by Ald. Silkaitis to approve an Agreement with Infor (Us) for Annual Software Maintenance and Support Services For \$164,789.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis

NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

- G. Motion by Ald. Payleitner and seconded by Ald. Silkaitis to approve an Agreement with Continental Resources to Provide Network Equipment and Implementation Services for a Not-To-Exceed Cost Of \$750,298 and Approval of a Budget Amendment to Fund the Project for FY 2020-2021 in the Amount of \$750,298.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis

NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

- *H. Recommendation by Ald. Stellato and seconded by Ald. Silkaitis to approve a 1-year Agreement for Governmental Consulting with Bricor Consulting in the amount of \$28,800 for FY 2020/2021.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis

NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

- *I. Recommendation by Ald. Stellato and seconded by Ald. Silkaitis to approve an **Ordinance 2020-Z-8** Granting Approval of a Minor Change to PUD Preliminary Plan for Fiore Salon Suites (Part of Lot 2, Tyler & 64 Business Park PUD).

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis

NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

- J. Motion by Ald. Vitek and seconded by Ald. Payleitner to approve a **Resolution 2020-41** Authorizing the Mayor and City Clerk of the City of St. Charles to Execute a Second Amendment to License Agreement between the City of St. Charles and First Street Building 3 Phase II St. Charles Condominium Association (First Street Building #3 Balconies).

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis

NAY: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

- K. Motion by Ald. Payleitner and seconded by Ald. Silkaitis to Consider the Request to Vacate a Portion of a Public Access and Utility Easement Adjacent to ZaZa's Trattoria, 5 S. 1st Street, and the First Street West Plaza.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis

NAY: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

- *L. Recommendation by Ald. Stellato and seconded by Ald. Silkaitis to approve a **Resolution 2020-42** Authorizing a 5-Year Contract Extension with National Power Rodding for Storm Sewer Maintenance.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis

NAY: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

- *M. Recommendation by Ald. Stellato and seconded by Ald. Silkaitis to approve a **Resolution 2020-43** Authorizing the 2020 Farm Land Lease and Biosolids Application Agreement with Managers Brothers Farms.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis

NAY: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

- *N. Recommendation by Ald. Stellato and seconded by Ald. Silkaitis to approve a **Resolution 2020-44** Authorizing a Construction Engineering Agreement for the 2nd and Delnor Avenues Improvement Project with HR Green, Inc.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

- *O. Recommendation by Ald. Stellato and seconded by Ald. Silkaitis to approve a **Resolution 2020-45** Authorizing a Construction Contract for the 2nd and Delnor Avenues Improvement Project with A. Lamp Concrete Contractors.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

- *P. Recommendation by Ald. Stellato and seconded by Ald. Silkaitis to Approve a Proposal for a Parking Lot Closure, Amplification Permit, and Class E4 Liquor License for the Pollyanna Summer Soiree to be held in City Parking Lot Second Court Rescheduled for October 17, 2020 from 3:00 pm to 11:00 pm. *This special event is being recommended for approval with the caveat that all approvals are contingent upon any governmental sanctions regarding public gatherings, social distancing, etc., pertaining to COVID-19.*

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

- *Q. Recommendation by Ald. Stellato and seconded by Ald. Silkaitis to Approve a Proposal for a Road Closure, Amplification Permit, and Class E1 Liquor License for the St. Charles Craft Beer Festival to be held at Lincoln Park, St. Charles, Rescheduled for Saturday, September 26, 2020 from 12:00 to 5:00 pm. *This special event is being recommended for approval with the caveat that all approvals are contingent upon any governmental sanctions regarding public gatherings, social distancing, etc., pertaining to COVID-19.*

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

- *R. Recommendation by Ald. Stellato and seconded by Ald. Silkaitis to Approve Street Closure for the Annual Baker Memorial Farmers Market from June, 2020 through October, 2020. *This special event is being recommended for approval with the caveat that all approvals are contingent upon any governmental sanctions regarding public gatherings, social distancing, etc., pertaining to COVID-19.*

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

- S. Motion by Ald. Pietryla and seconded by Ald. Turner to approve a **Resolution 2020-46** Authorizing the Execution of an Agreement between the City of St. Charles and Local Union No. 330 International Brotherhood of Teamsters.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Lewis
NAY: NONE
ABSENT: NONE
ABSTAIN: Bessner

MOTION CARRIED

II. Committee Reports

A. Government Operations

None

B. Government Services

None

C. Planning and Development

- *1. Motion by Ald. Stellato and seconded by Ald. Silkaitis to accept and place on file Plan Commission Resolution No. 25-2019 A Resolution Recommending Approval of a General Amendment to Ch. 17.16 "Office/Research, Manufacturing and Public Land Districts" to add Recreational Cannabis Dispensing Organization as a Special Use in the M-2 District.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

Rogina – I’ve spoken with the Chairwoman on how we will handle these next few items. I’d like to start by saying this; we’ve been talking about this topic for about a year, we know that we are in the middle of a pandemic and many other issues. I say that, and recognize that this topic, and the others are all important. We have done a lot of work to get to this point and I would like to see resolution on this topic tonight, and I recognize that this is in your hands. Anyone is free to comment or question but, please keep these questions to new issues, let’s not keep discussing things we’ve aired out prior. To keep talking about facts within the record already doesn’t help our cause. We have approval and deny motions on the table and will pass one or the other based on the discussions. To begin, I will invite Zen Leaf to discuss anything new or different and you all can ask questions based on the new documents they provided.

Tyler Manic, 70 W. Madison, Chicago, IL –

Pietryla – With new proposed changes and additions you have added and we have considered over the past weeks, I will be in favor of the approving the general amendment but I will be offering an amendment to the sunset clause. That said, thank you for offering the language changes and it shows that you are open and willing to work with us regarding our policies and all roads lead back to the initial agreements.

Vitek – Thank you for your patience with us. This is new to us, and new to the state and has been a long process. I’ve been in support of this since the beginning and want to echo Ald. Pietryla’s comments about the sunset clause amendment, I would be in favor of that.

Payleitner – My comments are about the general amendment, I have 3 exceptions to the findings of fact, the first is this retail “piece doesn’t encroach on businesses or land uses or the long-term viability of industrial area”, I take exception to that. Also, “the proposed amendment corrects and error or omission as clarification existing”, I just want to state that the error or omission, as you’ll agree, was not with us but with Springfield. They had the error or omission.

Manic – Correct, this is addressing the IDPR.

Payleitner – Yes, I just want that on the record, that it was not us and it was them. The final, I have exception into finding 4 “the proposed amendment could allow for regional economic activity related to new established industry.” Fine line I guess, I don’t see where that brings economic activity to the M2, maybe to St. Charles at large, but not M2 and that is why I have issue with that. I won’t beat a dead horse but I don’t see it as compatible or same business as medical and recreational.

Silkaitis – In the letter from the attorney, you stated that you are convinced that Springfield will change the law, correct?

Manic – Yes, we believe they will.

Silkaitis – Okay, if you’re so sure, why not just wait until they do it and then you can get what you want, and not making us do something that I’m not at all comfortable with. I don’t see why you can’t wait and if you’re so sure of yourself, why not just wait until it changes? That’s all.

Manic – That would be a business answer and I will turn that over to Mr. Marseicko.

Anthony Marseicko, on behalf of Zen Leaf, 3714 Illinois Ave, St. Charles, IL – It's a good question and we have talked a lot about it. From a business standpoint, we want to open an adult use dispensary as quickly as possible. We also think there is a benefit to the city, as far as tax revenues go. There is no other facility or dispensary that St. Charles could realize that revenue from, for the foreseeable future, at least a year, for the permitting and all. There is an immediate benefit for St. Charles and of course, a benefit for us. We just don't know how quickly the state will move with everything going on right now. With COVID, everything has slowed down and some things have stopped. I think the sunset provision we proposed gives power back to city council, if we get the approval with that provision, we could come back here in 18 months and review this whole thing. If the state acts on this, we would likely seek relocation within that 18 month time period, maybe sooner. But to wait and see what the state of Illinois will do, I am not sure that this would be in ours, or the city's, best interests.

Silkaitis – Thank you for responding, I'm just not a fan of spot zoning. You're the only one benefiting from the zoning change, no one else will. It's strictly for you, and no one else, that's my concern with what we're doing.

Lewis – I want to go back to that I've always struggled with having a recreational use within 90 feet of a special use, specialty school for children. I think it was an oversight on our part to not add specialty school into the ordinance to begin with, like we did with churches and other facilities. I think that is the crux of the problem for me, this is not going to make it go away, only to extend it and that is why I cannot support it.

Bill Bochte 2580 Fox Field Road, St. Charles – I represent the owner's association at the property, along with a few of the individual owners. The proposal for the sunset clause, we were able to meet with Zen Leaf and resolve the majority of our differences. On behalf of my clients, I am withdrawing our objections and supporting the petition for the general amendment special use, limited by the sunset clause.

Payleitner – I have a clarifying question for Mr. Bochte, all the issues with insurance and whatever have been solved, correct? Because that was my biggest objection was that it was going to be harmful to the other businesses but you're saying that it not the case anymore?

Bochte – Yes, that is what I am saying. We have resolved those issues as best we can and think that working with Zen Leaf for the next 18- or 24-month period would serve everyone's best interests.

Payleitner – So you have assurances on traffic and insurance and all that?

Bochte – We have assurances, we don't have a final written agreement yet, but we have confirmation in the form of email that we will exact within that agreement. We are confident that Zen Leaf, and their attorneys have given us their word on these things and expect they will honor that.

Vitek – A clarification Items 2 & 3, it doesn't have to go in that order, we could make a motion for item 3, or do we have to cross 2 first?

Rogina – I will differ to the chair. The chair can and always does make the initial motion, but we are not there yet though. Anything further? Okay, nothing more so I will explain again before we go to the chair, we will start with the general amendment, staff has provided you with 2 options here and we can put one on the floor and get it seconded and move from there.

Payleitner – With the new information, I will pass over the approval for the denial, pass of the option to call it to vote.

Rogina – Ald. Vitek, your question is now in order, the chair has passed on item 2.

With that, Ald. Vitek makes a motion on Item 3, as the Chair passed on Item 2.

2. Motion to approve An **Ordinance No Action Taken** Denying an Amendment to Title 17 of the St. Charles Municipal Code Entitled “Zoning”, Ch. 17.16 “Office/Research, Manufacturing and Public Lands Districts”, Table 17.16-1 “Permitted and Special Uses” to add Recreational Cannabis Dispensing Organization as a Special Use in the M-2 Limited Manufacturing District. (***Deny the General Amendment***)

MOTION PASSED

3. Motion by Ald. Vitek and seconded by Ald. Bessner to approve An **Ordinance 2020-Z-09** Amending Title 17 of the St. Charles Municipal Code Entitled “Zoning”, Ch. 17.16 “Office/Research, Manufacturing and Public Lands Districts”, Table 17.16-1 “Permitted and Special Uses” to add Recreational Cannabis Dispensing Organization as a Special Use in the M-2 Limited Manufacturing District (***Approve the General Amendment***)

ROLL CALL VOTE: AYE: Stellato, Turner, Bancroft, Vitek, Pietryla, Bessner
NAY: Silkaitis, Payleitner, Lemke, Lewis
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

- *4. Motion by Ald. Stellato and seconded by Ald. Silkaitis to accept and place on file Plan Commission Resolution No. 26-2019 A Resolution Recommending Approval of an Application for Special Use for Recreational Cannabis Dispensing Organization for Zen Leaf St. Charles, 3714 Illinois Ave. (Healthway Services of West Illinois, LLC).

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla, Bessner, Lewis
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

Rogina - This is now for the special use, we are talking about the ordinance embedded in either 5 or 6, the ordinance sets forth a number of conditions, I've heard on the dais, for clarification purposes, I have heard at least one alderman suggest, and no confirmation yet, but to suggest 18

month sunset clause. The ordinance, as it stands now, has a 24-month clause. We are able to move the ordinance, then we can amend it to whatever degree you wish.

Payleitner – I'll defer making the motion. *(Item 5 passed)*

5. Motion to approve An **Ordinance No Action taken** Denying a Special Use for a Recreational Cannabis Dispensing Organization in the M-2 Limited Manufacturing District (3714 Illinois Ave. – Zen Leaf St. Charles). *(Deny the Special Use)*

MOTION PASSED

6. Motion by Ald. Bessner and seconded by Ald. Turner to approve An **Ordinance 2020-Z-10** Granting Approval of a Special Use for a Recreational Cannabis Dispensing Organization in the M-2 Limited Manufacturing District (3714 Illinois Ave. – Zen Leaf St. Charles) *(Approve the Special Use)*

Pietryla – I'd like to amend the language of the ordinance for an 18-month sunset clause, away from the 24-month sunset clause.

Motion by Ald. Pietryla and seconded by Ald. Vitek to approve change in the sunset clause

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla, Bessner, Lewis
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

Payleitner – For Mr. Peppers, is there language, I went through it and I'll trust your interpretation, should Senate Bill 3492 pass, this will put in motion their moving, as they promised in the letter, is there language in the ordinance for that, 18 months or the bill to pass?

Peppers – There is nothing in the ordinance for that. The council is approving the ordinance now with an 18-month sunset clause. Depending on the timing of the bill and how they can exercise their movement options that will drive when that happens.

Payleitner – Another questions for Mr. Peppers, curious as to the need for item D, the indemnification.

Peppers – This was my recommendation as I worked through with staff and the applicant. Frankly this is from various conversations we've had different meetings about potential lawsuits and to the extent that there was an opportunity and we negotiated with the applicant, that in the event that this should happen, the applicant is the sole on the hook to pay for it, reimburse the city, and undertake the defense. It is really a benefit to the city to get that language in there.

Payleitner – I get that, but why would we go into something if we are worried about getting sued?

Peppers – Absolutely nothing in the terms of the process or the findings of fact, or the actions of this council is going to take, it was born from comments taken at different meetings from different people, what their objections were to what was happening before the council. We've used these indemnifications before, for example re-development agreements, annexation agreements, when you have an applicant before you that is looking to get a benefit from the city, there is an argument that a discussion, hey look, this is for your benefit, if it going to be a problem, you need to step up to the plate. I am the one that suggested and worded it actually.

Main Motion, as amended

ROLL CALL VOTE: AYE: Stellato, Turner, Bancroft, Vitek, Pietryla, Bessner
NAY: Silkaitis, Payleitner, Lemke, Lewis
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

Rogina – Thank you to everyone for their questions, comments, and input throughout this entire process, and I for one, and glad it is behind us now.

Payleitner – Regardless of passing item 7, there will be future parking needs that will have to be addressed in this area.

1. Motion by Ald. Payleitner and seconded by Ald. Vitek to Approve an **Ordinance 2020-M-21** Approving and Authorizing the Execution of the Redevelopment Agreement by and between R&B Development, LLC and the City of St. Charles, Kane and DuPage Counties, Illinois (First Street Redevelopment Lot 7, Building 7B).

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla, Bessner, Lewis
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

- *8. Motion by Ald. Stellato and seconded by Ald. Silkaitis to accept and place on file Plan Commission Resolution No. 5-2020 A Resolution Recommending Approval of a PUD Preliminary Plan for Building #7B of the First Street Redevelopment PUD (R&B Development, LLC).

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla, Bessner, Lewis
NAY: NONE
ABSENT: NONE
ABSTAIN: NONE

MOTION CARRIED

9. Motion by Ald. Payleitner and seconded by Ald. Pietryla to Approve an **Ordinance 2020-Z-11** Granting Approval of a PUD Preliminary Plan for First Street Building #7B (R&B Development, LLC).

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla,
Bessner, Lewis

NAY: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

10. Additional Items from Mayor, Council, Staff, or Citizens

Payleitner – Going back to the M2 re-zoning, I thought that Ald. Lewis made a good point, in moving forward, it's a moot point now because we only have one dispensary, in the future and this all gets settled and relocated to the BC BR district, that we would entertain the motion again, that we add specialty schools to the provisions.

Rogina – That is duly noted and in the record, it is an opportunity for you to do exactly that, should you as a council desire to do that, present and advance the staff any proposal you'd like for the purpose of crafting something for your consideration. It is in order.

A. Executive Session

- Personnel – 5 ILCS 120/2(c)(1)
- Pending Litigation – 5 ILCS 120/2(c)(11)
- Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

- 11. Adjournment** motion by Ald. Pietryla and seconded by Ald. Bessner at 7:58pm
VOICE VOTE: AYE – Unanimous, NAY – None, Absent – None, Abstain – None
MOTION CARRIES

Charles Amenta, City Clerk

Charles Amenta, City Clerk

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

MINUTES
SPECIAL ST. CHARLES CITY COUNCIL MEETING
RAYMOND P. ROGINA, MAYOR
THURSDAY, MAY 28, 2020 – 7:00 P.M.
CITY COUNCIL CHAMBERS
2 E. MAIN STREET

1. Call to Order

The meeting was called to order by Mayor Rogina at 7:00 pm.

2. Roll Call.

Present: Ald. Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla, Bessner, Lewis

Absent: None

3. Invocation by Ald. Payleitner

4. Pledge of Allegiance

I. New Business

Mark Koenen reviewed items IA and IB on the agenda. Item IA addresses the extension if a declared state of emergency within the City of St. Charles. The duration of the extension is until June 15, 2020 the date of our next City Council Meeting. Additionally, he explained the executive order that was put into effect regarding specific aspects of outdoor dining. Item IB details the outdoor dining program to be implemented on May 29, 2020.

A team was put together including the Police, Fire, Public Works, Community & Economic Development as well Jenna Sawicki and her team from the St. Charles Business Alliance. A program was put together with guidance on how to review the temporary applications for outdoor dining permits and to give the restaurateurs and bars the ability to navigate the rules.

Staff will explain how to best implement outdoor dining. Criteria was created that offers structure to evaluate applications, but also allows the City something to work with when evaluating requests.

After releasing the Outdoor Dining Program, feedback was received from the local establishments that they would like to see the hours extended. The reason given is so they don't miss out on business later in the evening, patrons stopping in after gatherings/events. Originally the hours were Sunday – Wednesday, 7:00 am – 9:00 pm, and Thursday – Saturday, 7:00 am – 10:00 pm. After some discussion the team conclude that the hours may be too restrictive and changed the hours to Sunday – Wednesday, 7:00 am - 10:00 pm, Thursday – Saturday, 7:00 am – 11:00 pm. The restaurant owners were still concerned with the hours and asked that it be extended even later. How flexible do we want to be with the hours for food and alcohol service?

Mayor Rogina said that the Governor's Order focuses on outdoor dining. The beverage, soft drinks or alcohol, became a supplement to that, and was the thought behind creating the 30-day temporary permit.

Mark Koenen indicated that the permit issued will be for 30 days, allowing us to walk before we run, and knowing that we have the opportunity to change the program after some experience. The struggle is that the Governor's order is for outdoor dining. Some other communities are open until midnight or later. Mark stated that he'd like to make sure we keep our reputation as a good entertainment venue for guests and residents of the community.

Ald. Payleitner asked if the places of business are looking to extend the hours to allow for extra turnover. Mark Koenen answered that he believes it would be for extra turnover and to make sure they are open for people who were out later.

Ald. Silkaitis indicated that he would like see what happens after two weeks. If it goes well it can be increased.

Ald. Turner asked if the various time that food service closes vs. the time when the business actually closes. Some serve up until 11pm, some until 10pm. Were the cut off times thought of? Mark answered that food service would have to go on throughout the outdoor dining duration.

Ald. Vitek said she's happy to see we're moving quickly to get businesses open. There are still limits on numbers, if someone wants to eat at 11pm and these establishments are typically open, grocery stores are open, as well as other establishments that sell food and beverage. Ald. Vitek said she's not opposed to a midnight close if the businesses are requesting. Ald. Vitek asked Chief Keegan if he has any concerns with keeping things open until 12:00pm, and if he doesn't then what is the concern? Police already know how to patrol businesses at those hours.

Chief Keegan explained that other some other communities have similar models. From a safety and policing perspective, a midnight closing could be policed, as long as food is offered concurrent with that. The Chief said he wouldn't advocate for later than a midnight close. Of the communities creating outdoor dining plans there has only been one at midnight. Grocery stores and liquor stores can sell until midnight. Late night permits should not be honored at this time. That's not the intent here. Officers are taxed and we will have to see how things go before making any recommendations.

Ald. Lewis verified the original proposed hours and said she's comfortable with the Sunday – Wednesday 10 pm close and Thursday - Saturday 11pm close.

Ald. Lemke said he agrees with the Chief that there is no reason for late night permits. If we were open until midnight we might see the restaurants setting an earlier last call time.

Ald. Stellato said that he would like to see how things go for a couple weeks with the midnight and 11pm close. It also means employment for a lot of people.

Ald. Bancroft said that he agrees about the late-night permits, but would keep the midnight timeframe. It demonstrates a commitment to the business community. It's important that we demonstrate that kind of leadership, and that we have faith in their ability to run their establishments.

Ald. Pietryla said that he is in favor with the midnight close and that the request should be honored.

Mayor Rogina confirmed with Ald. Bancroft and Ald. Stellato that they are in favor of a midnight weekend close. They both confirmed.

Ald. Turner asked Jenna Sawicki if there is any self-enforcement in the program, and if a restaurant did not follow the guidelines if she would notify them. Jenna answered that information has been sent out that is in line with the executive order. She said that they don't have the ability to self-enforce.

Chief Keegan said that police will be visiting each of the location to ensure that they understand the outdoor dining plan.

Ald. Silkaitis asked how enforcement will be handled by police. Chief Keegan said they will be going out and speaking with the establishments but there will be a clear line established to avoid abuse of the program.

Mayor Rogina added that if there are violations they could go to Liquor Commission. He said the Governor issued outside dining on May 20. This team has worked feverishly to ensure we can open tomorrow.

Ald. Lewis asked how people standing in line will be handled. The Mayor answered that the businesses will have to act responsibly, taking reservations, if not having proper lines separated for social distancing. The establishments are required to abide by the Governor's rules.

Mark Koenen asked about outdoor dining in private parking lots, and ADA parking. In the small lots ADA parking and outdoor dining cannot be achieved. The executive order states that only 50% of a parking lot can be used for outdoor dining. Staff recommends that for small parking lots (20 cars or less) set up for outdoor dining there is no parking and no need for ADA parking and no conflicts. The applications received have included their entire small parking lot for outdoor dining.

Mark Koenen said it was contemplated that people may want to close First Street for this purpose. One of the applications received was to close Walnut Ave. between Flagship and the Arcada in to the parking lot extending around the Flagship/Pollyanna building. As long as ADA issues are satisfied, I would recommend. Both police and Fire agree that services are not being compromised. Public works will set up barricades to protect people in the street.

Ald. Lewis said that she is concerned with eliminating all ADA parking and would like to see something worked out for that. Ald. Lemke suggested that the closest on street parking be temporarily marked for ADA parking. Chief Keegan agreed that could be done. The order will be amended to reflect that change.

Mark Koenen said that the applications have been tracked and that the owners are disappointed that there hasn't been more flexibility with granting permits. Mark checked with some other communities to see how they are dealing with their application process. It's reasonable that we would issue a conditional permit and would state in that conditional permit that there will be follow-up to include a paperwork documentation review, field inspection as necessary over the course of the next week. This allows facilities to open and gives us the opportunity to do a more complete review when time allows. There is one caveat, it has to do with outdoor dining locations on public property. The City of St. Charles has to be named as an additionally insured for anyone starting anything tomorrow.

Ald. Silkaitis agreed, no insurance, no permit.

Ald. Vitek asked if the establishments are going to be notified to take care of the insurance issue.

Rita T. indicated that there have been requests for the insurance information at the time of review.

Ald. Bessner indicated that he agrees with the midnight close on the weekend. He asked if the insurance is for outdoor facilities on public walkways. Mark Koenen answered that it's for dining on public property. It wouldn't apply to all restaurants. He asked if there is a way to establish last call time.

Mayor Rogina said that it seems the consensus is closing at 11pm Sunday – Wednesday, and midnight Thursday – Saturday. On the issue of parking the Council is comfortable with small lots being used in their entirety under the caveat that we allow on street ADA parking in the area. The Council is good on flexibility as long as proper insurance is in place.

The Mayor read the following emails into the record:

Email No: 1

Hello,

Before I begin, I'd like to thank you for your transparency throughout this unprecedented time. I appreciate and trust that our opinions are heard and reflected when making decisions about our lovely city.

I have been in favor of the shelter in place, personally. I recognize the hardships put on other community members, and many of our resourceful citizens have found ways to maintain their businesses while still adhering to safety guidelines meant to protect patrons and employees. I admire the fact that our sacrifice of convenience with shelter in place has made Illinois the only state to be fully prepared for the next phase.

Please don't undo the work the governor and all Illinois residents have done over these two and a half months. Let's please continue with the guidelines and precautions. I'd rather our city be safe than hasty. I would rather we are slower to open up, dipping our toes in the hypothetical pool than running to do a cannonball into the deep end.

We are now seeing news from states opening before us; "2 hairstylists with COVID-19 may have exposed 140 people at salon", etc. Notice the blame is phrased on the employee? We as a country are not protecting our employees from general ailments, much less the pandemic. Wouldn't it be more prudent to be hesitant to ensure the safety of our community, whose median age is higher than the state average?

I understand the city, as well as the residents, are on a trajectory to lose money, but life matters more. Ensuring the proper aid would be a valuable effort.

Please separate the desire of people that are bored or wanting to use others services for convenience from the members of the community that are truly struggling and unable to adapt to the "new normal". Can a local business afford bad PR from COVID exposure, or even worse, a death? Can the city of Saint Charles?

As elected officials and representatives of the public, I truly hope and trust that you will chose the right path in this difficult matter.

Thank you for your time.

Christina Keasler

Email No. 2

Thank you kindly for taking the time to read my comments and concerns regarding the reopening of our city.

It is a source of pride to live in the only state in the union that is prepared to enter the next phase. Being that is the case, it should positively reinforce the reasons behind moving slowly, cautiously, and respectfully of all our citizens to open up. I'd rather continue this pace than be back to having to enforce the strictest of guidelines in a month or two.

The deep economic struggles so many have been affected by are not unnoticed. As a community we have to look at the whole, and that cannot be ignored. My fear, though, is that the dire economic disaster caused by more citizen death will be greater than what is presently the case. How can the economy recover if the citizens responsible for it are dead?

As the parent of a school aged, only child, I have seen the emotional drain on my daughter. She is struggling with anxiety and fear. She is frustrated she cannot see her friends and family - she hasn't had face to face contact with another child since March 13 when she attended her last day of kindergarten at school. I get the desire to return to normal. But the reality is, it's my responsibility as her parent to keep her safe, and opening the city with false hope is not going to keep anyone safe.

I do not envy your position to have to make such a difficult, unprecedented decision. It should not be political though, and should be based on the greater good for all our citizens - with special consideration for the elderly and vulnerable.

Thank you again for your time and attention.

Sincerely,
Tracy Boezwinkle

Email No. 3

To whom it my concern,

Thank you for taking time to receive comments from city residents in consideration of reopening St Charles.

I am grateful to live in the only state that is prepared to enter the next phase of reopening. Moving slowly, cautiously, and respectfully of all our citizens should be top priority in opening our city. I would rather continue this careful pace than see a spike in cases leading back to enforcing the strictest guidelines.

It is my wish to see elected officials follow the science and move with caution in reopening St Charles.

We are all in this together and the more responsible we are with reopening the better it will be for everyone in the long term.

Thank you for your time and attention,

Valarie Foulk

Ald. Payleitner asked why we still need to be in a state of emergency. She indicated that she thinks it's time for the City Council to get back to work and partner with the Mayor to handle the COVID-19 response. Having regular meetings again.

Ald. Turner agreed with Ald. Payleitner, stating that there are going to be a lot of questions and the Council should be there, with a regular schedule, and available.

Ald. Bessner indicated that he would like to meet on a regular basis.

The Mayor said that the emergency powers enable him to work with staff to react, adjust and listen to expertise, then present something to Council. That's why we're meeting tonight.

Mark Koenen added that direct expenses and human resource expenses are being tracked as we go through COVID. The anticipation is that we will file an application for reimbursement. If we as a municipality don't maintain the state of emergency it weakens the argument for reimbursement later.

Ald. Payleitner said that all the guidelines being put in place are health related and the Health Department should be overseeing and enforcing the guidelines. Mayor Rogina agreed that they should be the local go to, but they don't have the manpower to monitor the entire county.

Ald. Payleitner asked if we could arrange for more garbage pickup. Mark Koenen said that it was being done by Community Restitution which has been suspended. Public Works crews will be dispatched to deal with this in the public areas, along the Riverwalk, and on First Street. Peter Suhr confirmed.

- A. Motion by Ald. Turner, second by Ald. Silkaitis to approve an Ordinance Confirming and Extending a Declared State of Emergency within the City of St. Charles due to the COVID-19 Pandemic (including Executive Order no. 3).

With friendly amendments as part of the motion:

1. Adjust hours to reflect Sunday – Wednesday, 7:00 am – 11:00 pm, and Thursday – Saturday, 7:00 am – 12:00 am.
2. Where small lots are being used for outdoor dining that ADA parking be relocated to on street parking temporarily.

ROLL CALL VOTE: AYE: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Vitek, Pietryla, Bessner, Lewis

NAY: NONE
ABSENT: NONE
ABSTAIN: NONE
MOTION CARRIED

- B. Presentation of an overview of the Temporary Outdoor Dining Program.
- C. Presentation from the St. Charles Business Alliance Regarding Their “St. Charles Back to Business Plan”.

Jenna Sawicki, Executive Director of the St. Charles Business alliance discussed the different things they have been doing to keep up with the needs of the local businesses during this national crisis.

1. Been in contact with hotels and businesses to help with setting up websites, social media webinars, sending out updates from local, State and Federal resources, providing information on best practices, etc.
2. Dedicated to staying up-to-date on the latest trends and information to help businesses quickly and effectively.
3. Take out Tuesday, Wellness Week, and gift card giveaways were very successful to support St. Charles businesses. They helped a retail shop build an online retail store that has over \$10,000 in revenue.

4. The Good News video series highlighted businesses and what they are doing such as donating food to local healthcare workers, raising funds for those impacted, keeping spirits up with music and much more to demonstrate the supportive and generous community we have in St. Charles.
5. The Alliance continues to send out monthly updates demonstrating their efforts, and collects feedback to see what changes need to be made.

A strong plan was presented in February that included the goals of the St. Charles Business Alliance. The plans have been changed to best fit the businesses, and what the consumer is now focused on.

The St. Charles Back to Business Plan highlights how the what has been changed to meet the needs of businesses in the community and keep the brand moving forward.

1. Promotional Videos- Business owners are the centerpiece of the videos with a cameo from our Mayor. There will be another series featuring “How It’s Made” showing a slowed down St. Charles Chef creating food.
2. Partnered with LA Productions and Effect Tv to have videos made and showcase that St. Charles is ready to serve the community. The commercials will be seen on any streaming service and will be on CNN, HDTV, NBC Sports, Food Channel, and more.
3. Plan to work with St. Charles ambassadors to strengthen our brand, and aligns with other trusted and influential brands.
4. Work will be done with online influencers to explore and showcase the community reaching new audiences.
5. Will have visitors follow their favorite influencers for a weekend in St. Charles with Catered Itineraries. This will go live next month. This can be done with social distancing in mind and can be altered when we enter phases with fewer restrictions.
6. Revamp of Restaurant Week and Restaurant Pick-up Week 2nd week in June.
7. Public Art and “Be You” letters are ready. The artist Matthew Hoffman has received a lot of exposure due to his work with Oprah Winfrey. This will bring visitors from all over to St. Charles. Partner with Chicago Today Show to showcase this and promote our new Art Show and Jazz Weekend.
8. We plan to push out a grant in partnership with the City help businesses reopen. The Reopen St. Charles Support Grant is intended to provide financial help to reopen businesses in St. Charles who have been closed or have seen significant reduction in revenue due to the pandemic. We have set aside \$150,000 to help our businesses. Each business can apply on a first come first serve basis and may receive up to \$5,000.

Ald. Payleitner said she's not hearing any collaboration with the Chamber, but is hearing a lot of duplicated efforts. She asked if the Alliance and the Chamber are working together or if there is overlap there?

Mayor Rogina answered that there has been a delineation of what each has done very effectively. The Chamber has reached out businesses about small business loans, PPE, and a variety of things that have come forth during the pandemic. The Alliance is more hands on with the marketing side of things. Both organizations have done a wonderful job, are working hand-in-hand, and have taken a burden off the City.

Ald. Vitek said that the Chamber was there for some businesses to set up their PPP loans, that's not the reason for the Alliance. The St. Charles Business Alliance promotes, markets, brands the City to make it a place that people want to visit. I see it all over social media, received comments from businesses on both fronts, from our City Staff, from what the Alliance does and what the Chamber is doing. Over the past 10 weeks it's been very impressive what all the entities are doing. Thanks for everything.

Jim DiCiaula, President of the Chamber of Commerce said that we are seeing what the delineation is with the marketing and promotion of the City vs. the Chamber work. There are a couple big initiatives at the Chamber, we've created a business and revival economic council, the group is available to all members through a help line. We were working on an initiative for Restaurant Week, reached out to Jenna learned that the initiative was happening and we avoided duplicating efforts. There are always opportunities to partner and make sure we make it more cohesive and will continue to do that.

Mayor Rogina stated that he has watched staff, the Alliance, and the Chamber rise to the occasion to do the best to put together a plan, several individuals, Rita Tungare, Chief Keegan, Mark Koenen, Jenna Sawicki, Jenn McMahan, Peter Suhr, Scott Swanson, Larry Gunderson, Chris Minick have all been there, discussing how to best put this forward and reflect what's being said about being careful in the process. He thanked everyone involved.

II. Committee Reports

A. Government Operations

None

B. Government Services

None

C. Planning and Development

None

5. Additional Items from Mayor, Council, Staff, or Citizens

A. Executive Session

- Personnel –5 ILCS 120/2(c)(1)

- Pending Litigation – 5 ILCS 120/2(c)(11)
- Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

6. Adjournment

VOICE VOTE: AYE – Unanimous, NAY – None, Absent – None, Abstain – None
MOTION CARRIES

Charles Amenta, City Clerk

CERTIFIED TO BE A TRUE COPY OF ORIGINAL

Charles Amenta, City Clerk

5/22/2020

**CITY OF ST CHARLES
COMPANY 1000
EXPENDITURE APPROVAL LIST**

5/4/2020 - 5/17/2020

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
139	AFLAC		8.10	05/08/2020	AHIC200508145453FD	AFLAC Hospital Intensive Care
			33.84	05/08/2020	AHIC200508145453PV	AFLAC Hospital Intensive Care
			57.23	05/08/2020	APAC200508145453FI	AFLAC Personal Accident
			55.50	05/08/2020	APAC200508145453PI	AFLAC Personal Accident
			45.30	05/08/2020	APAC200508145453PV	AFLAC Personal Accident
			17.04	05/08/2020	ASPE200508145453PV	AFLAC Specified Event (PRP)
			22.06	05/08/2020	AVOL200508145453PI	AFLAC Voluntary Indemnity
			39.88	05/08/2020	AVOL200508145453PV	AFLAC Voluntary Indemnity
			19.80	05/08/2020	ACAN200508145453FI	AFLAC Cancer Insurance
			14.34	05/08/2020	ACAN200508145453PI	AFLAC Cancer Insurance
			137.66	05/08/2020	ACAN200508145453PV	AFLAC Cancer Insurance
			25.20	05/08/2020	ADIS200508145453FD	AFLAC Disability and STD
			22.85	05/08/2020	ADIS200508145453FN	AFLAC Disability and STD
			92.20	05/08/2020	ADIS200508145453PD	AFLAC Disability and STD
			78.94	05/08/2020	ADIS200508145453PV	AFLAC Disability and STD
	AFLAC Total		669.94			
149	ALARM DETECTION SYSTEMS INC					
		108246	384.27	05/07/2020	144000--1048	MAY-JUL SERVICES PARK GAR
		108246	154.38	05/07/2020	46090-1190	MAY-JUL HISTORY MUSEUM
	ALARM DETECTION SYSTEMS INC Total		538.65			
221	ANDERSON PEST CONTROL					
			630.03	05/04/2020	3000495	MONTHLY BILLING MAY
	ANDERSON PEST CONTROL Total		630.03			
233	AMERICAN PLANNING ASSOCIATION					
			95.00	05/14/2020	058728-2045	APA ZONINGPRACTICE SUB RE
	AMERICAN PLANNING ASSOCIATION Total		95.00			
241	APWA					
		108215	1,050.00	05/07/2020	1160	RENEWAL 6/1/20-5/31/21
	APWA Total		1,050.00			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
298	AWARDS CONCEPTS					
		104205	140.09	05/07/2020	IO557996	COSC AWARD-HAND CRANK P/
		104205	62.85	05/14/2020	IO558356	COSC-AWARD-3PC COOKIE PA
		104205	252.34	05/14/2020	IO558556	COSC - AWARD-MAN LEATHEF
	AWARDS CONCEPTS Total		<u>455.28</u>			
372	BLUFF CITY MATERIALS					
			395.00	05/14/2020	304794	ASPHALT DUMP SEMI
			65.00	05/14/2020	304890	ASPHALT DUMP SEMI
			210.00	05/14/2020	305048	ASPHALT DUMP SEMI
			70.00	05/14/2020	305321	ASPHALT DUMP SEMI
			350.00	05/14/2020	305751	ASPHALT DUMP SEMI
			280.00	05/14/2020	306394	ASPHALT DUMP SEMI
			415.00	05/14/2020	306437	ASPHALT DUMP SEMI
			130.00	05/14/2020	306626	ASPHALT DUMP SEMI
			130.00	05/14/2020	306948	ASPHALT DUMP SEMI
	BLUFF CITY MATERIALS Total		<u>2,045.00</u>			
473	AT&T MOBILITY					
			33.23	05/07/2020	287258511326X050126	ACCT: 287258511326 4/23/20
	AT&T MOBILITY Total		<u>33.23</u>			
563	CDW GOVERNMENT INC					
		108108	48.18	05/14/2020	XRB9935	INK BLACK
	CDW GOVERNMENT INC Total		<u>48.18</u>			
564	COMCAST OF CHICAGO INC					
			153.35	05/07/2020	042120OFC	ACCT 8771200440383848 APR 2
			13.93	05/07/2020	042520CITY	ACCT 8771200440007025 -5/7-6/
			66.83	05/07/2020	042520FD	ACCT 8771200440006910 APR 2
			65.53	05/07/2020	042720PW	8771200440021190 MAY 7-JUN 6
	COMCAST OF CHICAGO INC Total		<u>299.64</u>			
681	CDH DELNOR HEALTH SYSTEM					
		108170	25.92	05/07/2020	050620	MEDICINE SUPPLIES
	CDH DELNOR HEALTH SYSTEM Total		<u>25.92</u>			
714	DIVE RIGHT IN SCUBA INC					
		107299	191.00	05/14/2020	141306	REPAIR TO WET SUIT
	DIVE RIGHT IN SCUBA INC Total		<u>191.00</u>			

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716	DIXON ENGINEERING INC	98821	1,116.22	05/07/2020	20-6560	PROJECT BILLING
	DIXON ENGINEERING INC Total		<u>1,116.22</u>			
820	ENVIRONMENTAL RESOURCE ASSOC	107638	1,555.27	05/07/2020	931078	LAB SUPPLIES
		108085	302.30	05/14/2020	936063	SUPPLIES
	ENVIRONMENTAL RESOURCE ASSOC Total		<u>1,857.57</u>			
870	FIRE PENSION FUND		452.65	05/08/2020	FP1%200508145453FI	Fire Pension 1% Fee
			4,472.05	05/08/2020	FRP2200508145453FC	Fire Pension Tier 2
			13,037.20	05/08/2020	FRPN200508145453FI	Fire Pension
	FIRE PENSION FUND Total		<u>17,961.90</u>			
876	FIRST ENVIRONMENTAL LAB INC	107087	54.00	05/07/2020	153174	LAB TESTING SERVICES
		107087	54.00	05/07/2020	153175	LAB TESTING SERVICES
	FIRST ENVIRONMENTAL LAB INC Total		<u>108.00</u>			
905	FORCE AMERICA DISTRIBUTING LLC	105813	225.00	05/14/2020	200-1025520	PRECISE GPS
	FORCE AMERICA DISTRIBUTING LLC Total		<u>225.00</u>			
944	GALLS LLC	104041	135.84	05/14/2020	014735406	UNIFORMS POLICE
		104041	89.43	05/14/2020	015106848	UNIFORMS POLICE
	GALLS LLC Total		<u>225.27</u>			
980	GLOBAL EQUIPMENT COMPANY	108314	194.49	05/14/2020	115923758	FLOOR SIGNS STOP
	GLOBAL EQUIPMENT COMPANY Total		<u>194.49</u>			
1036	HARRIS BANK NA		1,560.00	05/08/2020	UNF 200508145453FD	Union Dues - IAFF
	HARRIS BANK NA Total		<u>1,560.00</u>			
1065	HENRY SCHEIN INC	107890	156.96	05/14/2020	75716404	CAVICIDE
		107899	173.49	05/14/2020	76570524	MISC SUPPLIES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	HENRY SCHEIN INC Total		<u>330.45</u>			
1133	IBEW LOCAL 196					
			178.50	05/08/2020	UNE 200508145453PM	Union Due - IBEW
			689.39	05/08/2020	UNEW200508145453P	Union Due - IBEW - percent
	IBEW LOCAL 196 Total		<u>867.89</u>			
1136	ICMA RETIREMENT CORP					
			450.39	05/08/2020	050820	PLAN 109830 PAYROLL 5/8/20
			219.96	05/08/2020	C401200508145453CA	401A Savings Plan Company
			405.67	05/08/2020	C401200508145453CD	401A Savings Plan Company
			446.29	05/08/2020	C401200508145453FD	401A Savings Plan Company
			514.09	05/08/2020	C401200508145453FN	401A Savings Plan Company
			255.97	05/08/2020	C401200508145453HR	401A Savings Plan Company
			361.54	05/08/2020	C401200508145453IS	401A Savings Plan Company
			811.70	05/08/2020	C401200508145453PD	401A Savings Plan Company
			904.26	05/08/2020	C401200508145453PV	401A Savings Plan Company
			222.46	05/08/2020	E401200508145453CA	401A Savings Plan Employee
			405.67	05/08/2020	E401200508145453CD	401A Savings Plan Employee
			446.29	05/08/2020	E401200508145453FD	401A Savings Plan Employee
			514.07	05/08/2020	E401200508145453FN	401A Savings Plan Employee
			255.97	05/08/2020	E401200508145453HR	401A Savings Plan Employee
			361.54	05/08/2020	E401200508145453IS	401A Savings Plan Employee
			809.22	05/08/2020	E401200508145453PD	401A Savings Plan Employee
			904.26	05/08/2020	E401200508145453PV	401A Savings Plan Employee
			300.00	05/08/2020	ICMA200508145453CA	ICMA Deductions - Dollar Amt
			2,996.54	05/08/2020	ICMA200508145453CC	ICMA Deductions - Dollar Amt
			2,980.77	05/08/2020	ICMA200508145453FD	ICMA Deductions - Dollar Amt
			1,180.00	05/08/2020	ICMA200508145453FN	ICMA Deductions - Dollar Amt
			1,400.00	05/08/2020	ICMA200508145453HF	ICMA Deductions - Dollar Amt
			2,550.00	05/08/2020	ICMA200508145453IS	ICMA Deductions - Dollar Amt
			7,815.50	05/08/2020	ICMA200508145453PC	ICMA Deductions - Dollar Amt
			3,425.00	05/08/2020	ICMA200508145453PV	ICMA Deductions - Dollar Amt
			65.23	05/08/2020	ICMP200508145453CA	ICMA Deductions - Percent
			72.61	05/08/2020	ICMP200508145453CC	ICMA Deductions - Percent
			3,176.75	05/08/2020	ICMP200508145453FD	ICMA Deductions - Percent
			888.69	05/08/2020	ICMP200508145453FN	ICMA Deductions - Percent
			2,196.00	05/08/2020	ICMP200508145453IS	ICMA Deductions - Percent
			2,910.52	05/08/2020	ICMP200508145453PC	ICMA Deductions - Percent

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			1,437.05	05/08/2020	ICMP200508145453PV	ICMA Deductions - Percent
			210.00	05/08/2020	ROTH200508145453CI	Roth IRA Deduction
			25.00	05/08/2020	ROTH200508145453FI	Roth IRA Deduction
			100.00	05/08/2020	ROTH200508145453FI	Roth IRA Deduction
			211.50	05/08/2020	ROTH200508145453HI	Roth IRA Deduction
			230.00	05/08/2020	ROTH200508145453IS	Roth IRA Deduction
			1,451.53	05/08/2020	ROTH200508145453PI	Roth IRA Deduction
			455.00	05/08/2020	ROTH200508145453PI	Roth IRA Deduction
			10.00	05/08/2020	RTHA200508145453CI	Roth 457 - Dollar Amount
			200.00	05/08/2020	RTHA200508145453FI	Roth 457 - Dollar Amount
			240.76	05/08/2020	RTHA200508145453HI	Roth 457 - Dollar Amount
			505.00	05/08/2020	RTHA200508145453PI	Roth 457 - Dollar Amount
			60.00	05/08/2020	RTHA200508145453PI	Roth 457 - Dollar Amount
			264.61	05/08/2020	RTHP200508145453FI	Roth 457 - Percent
			363.09	05/08/2020	RTHP200508145453PI	Roth 457 - Percent
	ICMA RETIREMENT CORP Total		<u>46,010.50</u>			
1140	IDEXX DISTRIBUTION INC	108012	212.64	05/14/2020	3062672637	VESSELS
	IDEXX DISTRIBUTION INC Total		<u>212.64</u>			
1149	ILLINOIS ENVIRONMENTAL		325,536.52	05/07/2020	L172288-29	DEBT SERVICE PRJ L172288-29
			448,997.41	05/07/2020	L175440-02	DEBT SERVICE PRJ L175440-02
			15,125.25	05/07/2020	L175552-01	DEBTO SERVICE PRJ L175552
	ILLINOIS ENVIRONMENTAL Total		<u>789,659.18</u>			
1197	ILLINOIS FIRE SERVICE ADM PROF		165.00	05/14/2020	050820	RENEWAL-MURPHY,WALSH&S
	ILLINOIS FIRE SERVICE ADM PROF Total		<u>165.00</u>			
1313	KANE COUNTY RECORDERS OFFICE		1,456.00	05/14/2020	050820	RECORDING-28 RELEASE/INDE
			323.00	05/14/2020	STC042220	RECORDING FEES
	KANE COUNTY RECORDERS OFFICE Total		<u>1,779.00</u>			
1316	KANE COUNTY CHIEF OF POLICE	108194	750.00	05/14/2020	1180	ANNUAL TASK FORCE DUES
	KANE COUNTY CHIEF OF POLICE Total		<u>750.00</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1325	KANE COUNTY CLERK		11.00	05/14/2020	051220	NOTORY RENEWAL-ERIC R BAI
	KANE COUNTY CLERK Total		11.00			
1519	MANGERS FARMS/ROGER MANGERS		9,996.00	05/14/2020	15787A	LANDSPREAD BIOSOLID SPRIN
	MANGERS FARMS/ROGER MANGERS Total		9,996.00			
1520	MANGERS FARM/WILLIAM MANGERS		9,996.00	05/14/2020	15787	LANDSPREAD BIOSOLIDS SPRI
	MANGERS FARM/WILLIAM MANGERS Total		9,996.00			
1582	MCMASTER CARR SUPPLY CO	108161	320.40	05/14/2020	39045456	MISC PARTS
	MCMASTER CARR SUPPLY CO Total		320.40			
1603	METRO WEST COG	108290	11,620.00	05/07/2020	4333	MEMBERSHIPRENEW 5/1/20-4/3
	METRO WEST COG Total		11,620.00			
1613	METROPOLITAN ALLIANCE OF POL		1,053.50	05/08/2020	UNP 200508145453PD	Union Dues - IMAP
			114.00	05/08/2020	UNPS200508145453PI	Union Dues-Police Sergeants
	METROPOLITAN ALLIANCE OF POL Total		1,167.50			
1643	MILSOFT UTILITY SOLUTIONS INC	108392	9,748.40	05/14/2020	20201824	MONTHLY SUBSCRIPTION MAY
	MILSOFT UTILITY SOLUTIONS INC Total		9,748.40			
1669	MOTOROLA INC	108335	100.00	05/14/2020	42967512019	5/1/20-4/30/21 SUBSCRIPTION
	MOTOROLA INC Total		100.00			
1704	NCPERS IL IMRF		8.00	05/08/2020	NCP2200508145453FM	NCPERS 2
			16.00	05/08/2020	NCP2200508145453PV	NCPERS 2
	NCPERS IL IMRF Total		24.00			
1737	NORTH EAST MULTI REGIONAL TRNG	108183	5,700.00	05/14/2020	272085	ANNUAL MEMBERSHIP 7/1/21

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	NORTH EAST MULTI REGIONAL TRNG Total		<u>5,700.00</u>			
1745	NICOR					
			163.85	05/14/2020	0000 6 APRIL 27 2020	ACCT 55009900006-1405 S 7TH
			220.21	05/14/2020	0000 6 MAY 1 2020	ACCT: 30-31-79-0000-6 5/1/20
			256.19	05/14/2020	0000 7 APR 29 2020	ACCT: 61-00-69-0000-7 4/29/20
			40.48	05/14/2020	0847 6 MAY 1 2020	ACCT: 19-39-03-0847-6 5/1/20
			3,357.57	05/14/2020	0929 6 APRIL 27 2020	ACCT 17-18-43-0929 6 - 4/27/20
			236.59	05/14/2020	1000 0 APR 29 2020	ACCT: 68-82-40-1000-0 4/29/20
			72.54	05/14/2020	1000 0 MAY 1 2020	ACCT: 52-09-10-1000-0 5/1/20
			524.94	05/14/2020	1000 1	ACCT: 53-92-02-1000-1 4/29/20
			77.98	05/14/2020	1000 1 MAY 6 2020	ACCT: 00-69-30-1000-1 5/6/20
			471.78	05/14/2020	1000 2 APR 28 2020	ACCT: 53-14-51-1000-2 04/28/20
			41.51	05/14/2020	1000 3 APRIL 30 2020	30-28-40-1000 3 APRIL 30 2020
			337.54	05/14/2020	1000 7 MAY 6 2020	ACCT: 97-78-02-1000-7 5/6/20
			119.62	05/14/2020	1000 8 MAY 1 2020	ACCT: 03-73-20-1000-8 5/1/20
			75.79	05/14/2020	1968 1	ACCT: 70-22-68-1968-1 4/29/20
			379.52	05/14/2020	2485 8 MAY 6 2020	ACCT: 72-42-21-2485-8 5/6/20
			40.48	05/14/2020	4606 2 MAY 1 2020	ACCT: 74-34-63-4606-2 5/1/20
			5,286.57	05/14/2020	8317 9 APRIL 27 2020	ACCT 81-44-33-8317 9 - 4/27/20
			123.18	05/14/2020	8642 6 MAY 5 2020	ACCT: 68-60-22-8642-6 5/5/20
			37.24	05/14/2020	9676 7 APR 28 2020	ACCT: 39-18-86-9676-7 4/28/20
			383.46	05/14/2020	9226 2 APRIL 27 2020	ACCT 84-32-13-9226 2 - 4/27/20
			1,360.44	05/14/2020	7652 0 APR 28 2020	ACCT: 01-08-7652-0 4/28/20
			76.39	05/14/2020	5425 2 APR 29 2020	ACCT: 28-06-38-5425-2 4/29/20
			38.73	05/14/2020	1584 1 MAY 5 2020	ACCT: 76-25-37-1584-1 5/5/20
			318.79	05/14/2020	1000 9 PD APR 28 202	ACCT: 62-11-51-1000-9 4/28/20
			40.70	05/14/2020	1000 9 APRIL 27 2020	ACCT 65-84-51-1000 9 - 4/27/20
			38.74	05/14/2020	1000 9 APR 30 2020	ACCT: 57-14-10-1000-9
			164.49	05/14/2020	1000 9 APR 29 2020	ACCT: 64-67-50-1000-9 4/29/20
			51.52	05/14/2020	1000 9 APR 28 2020	ACCT: 99-38-20-1000-9 4/28/20
			127.40	05/14/2020	1000 8 APR 29 2020	ACCT: 28-08-50-1000-8 4/29/20
			38.11	05/14/2020	1000 6 MAY 6 2020	ACCT: 67-14-30-1000-6 5/6/20
			343.97	05/14/2020	1000 6 APR 28 2020	ACCT: 67-46-50-1000-6 4/28/20
			61.65	05/14/2020	1000 5 APRIL 27 2020	ACCT 50-85-00-1000 5 - 4/27/20
			709.76	05/14/2020	1000 4 APR 29 2020	ACCT: 53-65-70-1000-4 4/29/20
			8.79	05/14/2020	1000 4 APR 28 2020	ACCT: 11-31-51-1000-4 4/28/20
			38.03	05/14/2020	1000 3 APR 28 2020	ACCT: 20-68-91-1000-3 4/28/20
	NICOR Total		<u>15,664.55</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1783	ON TIME EMBROIDERY INC					
		104108	159.00	05/07/2020	73177	FIRE DEPT UNIFORMS
		107975	866.00	05/14/2020	OE73330	FIRE NAVY SHIRT
	ON TIME EMBROIDERY INC Total		<u>1,025.00</u>			
1861	POLICE PENSION FUND					
			9,418.31	05/08/2020	PLP2200508145453PC	Police Pension Tier 2
			13,718.18	05/08/2020	PLPN200508145453PC	Police Pension
			782.90	05/08/2020	PLPR200508145453PC	Police Pens Service Buyback
			405.54	05/08/2020	POLP200508145453PC	Police Pension - non deferred
	POLICE PENSION FUND Total		<u>24,324.93</u>			
1890	LEGAL SHIELD					
			8.74	05/08/2020	PPLS200508145453CA	Pre-Paid Legal Services
			8.74	05/08/2020	PPLS200508145453CI	Pre-Paid Legal Services
			144.44	05/08/2020	PPLS200508145453FC	Pre-Paid Legal Services
			8.75	05/08/2020	PPLS200508145453FN	Pre-Paid Legal Services
			325.02	05/08/2020	PPLS200508145453PC	Pre-Paid Legal Services
			36.34	05/08/2020	PPLS200508145453PV	Pre-Paid Legal Services
	LEGAL SHIELD Total		<u>532.03</u>			
1900	PROVIDENT LIFE & ACCIDENT					
			26.76	05/08/2020	POPT200508145453FC	Provident Optional Life
	PROVIDENT LIFE & ACCIDENT Total		<u>26.76</u>			
1998	RURAL ELECTRIC SUPPLY CO OP					
		107488	579.71	05/14/2020	777504-00	CONN PER SHELLS BLUE
	RURAL ELECTRIC SUPPLY CO OP Total		<u>579.71</u>			
2046	RUSSO POWER EQUIPMENT INC					
			1,058.00	05/14/2020	SO10220525	CHAINSAW SUPPLIES
	RUSSO POWER EQUIPMENT INC Total		<u>1,058.00</u>			
2150	SIKICH					
		108255	4,000.00	05/07/2020	440828	AUDIT SERVICES 4/30/20
	SIKICH Total		<u>4,000.00</u>			
2193	TREASURER STATE OF ILLINOIS					
			75.00	05/14/2020	050720	INSPECTION STICKERS=SAFET
	TREASURER STATE OF ILLINOIS Total		<u>75.00</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
2212	CITY OF ST CHARLES		41.00	05/12/2020	INV111331	PRESCRIPTION CLAIMS
		104206	2,488.71	05/13/2020	IN7986	COSC LEAD EXPENSES
	CITY OF ST CHARLES Total		<u>2,529.71</u>			
2297	JEFF TARRO		40.00	05/07/2020	050520	PARAMEDIC LICENSE RENEWA
	JEFF TARRO Total		<u>40.00</u>			
2299	AXON ENTERPRISES INC		3,213.60	05/14/2020	SI-1654755	TASER 60 YEAR 3 PAYMENT B/
	AXON ENTERPRISES INC Total		<u>3,213.60</u>			
2301	GENERAL CHAUFFERS SALES DRIVER		163.50	05/08/2020	UNT 200508145453CD	Union Dues - Teamsters
			2,290.50	05/08/2020	UNT 200508145453PV	Union Dues - Teamsters
	GENERAL CHAUFFERS SALES DRIVER Total		<u>2,454.00</u>			
2316	APC STORE		185.63	05/14/2020	478-515944	INVENTORY ITEMS
		108275	185.63	05/14/2020	478-515944	INVENTORY ITEMS
		108032	35.28	05/14/2020	478-515957	INVENTORY ITEMS
		108279	116.61	05/14/2020	478-516036	BATTERY ASM STOR
		108279	337.77	05/14/2020	478-516072	PARTS FOR FLEET
		108279	9.50	05/14/2020	478-516090	AUTO SERVICE=MS97214 PLEN
	APC STORE Total		<u>684.79</u>			
2373	TYLER MEDICAL SERVICES		246.00	05/14/2020	417200	APRIL POST OFFER SERVICES
	TYLER MEDICAL SERVICES Total		<u>246.00</u>			
2401	UNIVERSAL UTILITY SUPPLY INC		1,560.00	05/14/2020	3031783	INVENTORY ITEMS
		107090	1,560.00	05/14/2020	3031783	INVENTORY ITEMS
		107386	1,017.75	05/14/2020	3031794	INVENTORY ITEMS
		107876	4,600.00	05/07/2020	3031679	INVENTORY ITEMS
	UNIVERSAL UTILITY SUPPLY INC Total		<u>7,177.75</u>			
2403	UNITED PARCEL SERVICE		166.34	05/14/2020	0000650961100	SHIPPER 650961 - MARCH 2-6, ;
			13.22	05/14/2020	0000650961180	SHIPPER 650961- 4/27 & 4/30/2C
	UNITED PARCEL SERVICE Total		<u>179.56</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
2404	HD SUPPLY FACILITIES MAINT LTD	107974	306.52	05/14/2020	218070	REPLACEMENT STIRRER ASSE
	HD SUPPLY FACILITIES MAINT LTD Total		306.52			
2429	VERIZON WIRELESS		11,444.73	05/14/2020	9853859633	MONTHLY BILLING 4/4/20-5/3/20
			1,474.60	05/07/2020	9853272265	BILLING MAR 24 - APR 23
	VERIZON WIRELESS Total		12,919.33			
2506	EESCO	107634	796.00	05/14/2020	662368	INVENTORY ITEMS
	EESCO Total		796.00			
2597	NORTH AMERICAN RESCUE LLC	107865	27.12	05/14/2020	IN433154	TOURNIQUET
	NORTH AMERICAN RESCUE LLC Total		27.12			
2637	ILLINOIS DEPT OF REVENUE		117,395.00	05/13/2020	051320EX	ELECTRICITY EXCISE TAX APR
			1,045.10	05/08/2020	ILST200508145453CA	Illinois State Tax
			2,464.30	05/08/2020	ILST200508145453CD	Illinois State Tax
			8,550.35	05/08/2020	ILST200508145453FD	Illinois State Tax
			2,426.83	05/08/2020	ILST200508145453FN	Illinois State Tax
			1,061.77	05/08/2020	ILST200508145453HR	Illinois State Tax
			2,096.17	05/08/2020	ILST200508145453IS	Illinois State Tax
			12,187.10	05/08/2020	ILST200508145453PD	Illinois State Tax
			14,298.82	05/08/2020	ILST200508145453PW	Illinois State Tax
	ILLINOIS DEPT OF REVENUE Total		161,525.44			
2638	INTERNAL REVENUE SERVICE		1,516.26	05/08/2020	FICA200508145453CA	FICA Employee
			3,512.07	05/08/2020	FICA200508145453CD	FICA Employee
			651.77	05/08/2020	FICA200508145453FD	FICA Employee
			3,382.77	05/08/2020	FICA200508145453FN	FICA Employee
			1,524.50	05/08/2020	FICA200508145453HR	FICA Employee
			3,182.97	05/08/2020	FICA200508145453IS	FICA Employee
			2,499.39	05/08/2020	FICA200508145453PD	FICA Employee
			19,688.03	05/08/2020	FICA200508145453PV	FICA Employee
			1,506.81	05/08/2020	FICE200508145453CA	FICA Employer
			3,512.07	05/08/2020	FICE200508145453CD	FICA Employer

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			651.77	05/08/2020	FICE200508145453FD	FICA Employer
			3,382.85	05/08/2020	FICE200508145453FN	FICA Employer
			1,524.50	05/08/2020	FICE200508145453HR	FICA Employer
			3,182.97	05/08/2020	FICE200508145453IS	FICA Employer
			2,508.76	05/08/2020	FICE200508145453PD	FICA Employer
			19,688.03	05/08/2020	FICE200508145453PV	FICA Employer
			3,299.46	05/08/2020	FIT 200508145453CA	Federal Withholding Tax
			6,964.51	05/08/2020	FIT 200508145453CD	Federal Withholding Tax
			23,809.24	05/08/2020	FIT 200508145453FD	Federal Withholding Tax
			7,720.38	05/08/2020	FIT 200508145453FN	Federal Withholding Tax
			2,904.83	05/08/2020	FIT 200508145453HR	Federal Withholding Tax
			5,452.41	05/08/2020	FIT 200508145453IS	Federal Withholding Tax
			31,915.48	05/08/2020	FIT 200508145453PD	Federal Withholding Tax
			35,723.99	05/08/2020	FIT 200508145453PW	Federal Withholding Tax
			354.58	05/08/2020	MEDE200508145453C	Medicare Employee
			821.37	05/08/2020	MEDE200508145453C	Medicare Employee
			2,917.61	05/08/2020	MEDE200508145453FI	Medicare Employee
			791.11	05/08/2020	MEDE200508145453FI	Medicare Employee
			356.52	05/08/2020	MEDE200508145453H	Medicare Employee
			744.41	05/08/2020	MEDE200508145453IS	Medicare Employee
			4,181.25	05/08/2020	MEDE200508145453PI	Medicare Employee
			4,604.44	05/08/2020	MEDE200508145453P'	Medicare Employee
			352.38	05/08/2020	MEDR200508145453C	Medicare Employer
			821.37	05/08/2020	MEDR200508145453C	Medicare Employer
			2,917.61	05/08/2020	MEDR200508145453FI	Medicare Employer
			791.13	05/08/2020	MEDR200508145453FI	Medicare Employer
			356.52	05/08/2020	MEDR200508145453H	Medicare Employer
			744.41	05/08/2020	MEDR200508145453IS	Medicare Employer
			4,183.43	05/08/2020	MEDR200508145453P	Medicare Employer
			4,604.44	05/08/2020	MEDR200508145453P	Medicare Employer
	INTERNAL REVENUE SERVICE Total		<u>219,248.40</u>			
2639	STATE DISBURSEMENT UNIT					
			471.13	05/08/2020	0000001912005081454	IL Child Support Amount 1
			545.00	05/08/2020	0000002062005081454	IL Child Support Amount 1
			391.78	05/08/2020	0000002922005081454	IL Child Support Amount 1
			1,555.35	05/08/2020	0000003742005081454	IL Child Support Amount 1
			369.23	05/08/2020	0000004862005081454	IL Child Support Amount 1
			700.15	05/08/2020	0000012252005081454	IL Child Support Amount 1

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	STATE DISBURSEMENT UNIT Total		<u>4,032.64</u>			
2643	DELTA DENTAL		130.00	05/11/2020	051120	DELTA DENTAL CLAIMS
			768.34	05/04/2020	050420	DELTA DENTAL CLAIMS
	DELTA DENTAL Total		<u>898.34</u>			
2644	IMRF		205,970.20	05/08/2020	050820	APRIL IMRF PAYROLL
	IMRF Total		<u>205,970.20</u>			
2648	HEALTH CARE SERVICE CORP		77,363.68	05/11/2020	050820	MEDICAL CLAIMS
			62,275.38	05/11/2020	050820A	MEDICAL CLAIMS
	HEALTH CARE SERVICE CORP Total		<u>139,639.06</u>			
2656	DISH DBS CORP		107.04	05/14/2020	050520	ACCT: 8255 1010 1017 8789
	DISH DBS CORP Total		<u>107.04</u>			
2683	CONTINENTAL AMERICAN INSURANCE		42.42	05/08/2020	ACCG200508145453FI	AFLAC Accident Plan
			59.89	05/08/2020	ACCG200508145453PI	AFLAC Accident Plan
			60.59	05/08/2020	ACCG200508145453P'	AFLAC Accident Plan
	CONTINENTAL AMERICAN INSURANCE Total		<u>162.90</u>			
2756	RXBENEFITS INC.		26,341.85	05/05/2020	INV109615	PRESCRIPTION CLAIMS
			139.50	05/07/2020	INV111065	PRESCRIPTION CLAIMS
	RXBENEFITS INC. Total		<u>26,481.35</u>			
2896	PENGUIN MANAGEMENT INC	108132	1,548.00	05/07/2020	59457	SERVICE MAY 1, 2020-APRIL 30
	PENGUIN MANAGEMENT INC Total		<u>1,548.00</u>			
2901	FLOW TECHNICS INC	107754	32,060.88	05/14/2020	ORD00006001	MAIN PUMP EAST
	FLOW TECHNICS INC Total		<u>32,060.88</u>			
2921	STRYPES PLUS MORE INC		500.00	05/14/2020	1515	UNIT-1795,1962,1751 REPAIR

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	STRYPES PLUS MORE INC Total		<u>500.00</u>			
2950	MARY PORTER	107587	283.49	05/14/2020	1902697336	GOATSKIN DRIVERS GLOVE L3
	MARY PORTER Total		<u>283.49</u>			
2965	JEREMY CRAFT		140.25	05/14/2020	051320	BOOT ALLOWANCE
	JEREMY CRAFT Total		<u>140.25</u>			
3156	TRANSUNION RISK & ALTERNATIVE	104029	78.10	05/07/2020	252639-202004-1	APRIL BILLING
	TRANSUNION RISK & ALTERNATIVE Total		<u>78.10</u>			
3164	E K KUHN INC	107936	278.00	05/14/2020	71751	DECALS AND SIGNS
	E K KUHN INC Total		<u>278.00</u>			
3175	NALCO US 2 INC	107588	423.35	05/07/2020	2423246	LAB SUPPLIES
	NALCO US 2 INC Total		<u>423.35</u>			
3289	VISION SERVICE PLAN OF IL NFP		10.40	05/08/2020	VSP 200508145453CA	Vision Plan Pre-tax
			41.50	05/08/2020	VSP 200508145453CD	Vision Plan Pre-tax
			215.66	05/08/2020	VSP 200508145453FD	Vision Plan Pre-tax
			28.92	05/08/2020	VSP 200508145453FN	Vision Plan Pre-tax
			12.22	05/08/2020	VSP 200508145453HR	Vision Plan Pre-tax
			48.88	05/08/2020	VSP 200508145453IS	Vision Plan Pre-tax
			244.74	05/08/2020	VSP 200508145453PD	Vision Plan Pre-tax
			387.82	05/08/2020	VSP 200508145453PV	Vision Plan Pre-tax
	VISION SERVICE PLAN OF IL NFP Total		<u>990.14</u>			
3298	JENNIFER KUHN		120.00	05/07/2020	251	LEAD COORD SERVICE-APRIL :
	JENNIFER KUHN Total		<u>120.00</u>			
3336	NETWORKFLEET INC	105163	628.05	05/07/2020	OSV000002098119	MONTHLY BILLING APRIL
		104600	213.85	05/07/2020	OSV000002103455	MONTHLY BILLING APRIL
		104194	82.25	05/07/2020	OSV000002109123	MONTHLY BILLING APRIL

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		105104	213.85	05/14/2020	OSV000002107390	MONTHLY BILLING APRIL
	NETWORKFLEET INC Total		<u>1,138.00</u>			
3474	TRAVELERS INDEMNITY		7,264.08	05/14/2020	051420	LEGAL WORK THRU MARCH 20
	TRAVELERS INDEMNITY Total		<u>7,264.08</u>			
3560	3E COMPANY ENVIRONMENTAL		2,200.00	05/07/2020	3EU0097458	SUBSCRIPTION FY 2021
	3E COMPANY ENVIRONMENTAL Total	108116	<u>2,200.00</u>			
3751	COLLINS LAW ENFORCEMENT SALES		698.00	05/14/2020	03-05-2020-SCPD	BODY ARMOUR ANYON
	COLLINS LAW ENFORCEMENT SALES Total	104448	<u>698.00</u>			
3754	E & B FIRE AND SAFETY INC		8,120.00	05/14/2020	08265	THERMAL IMAGER
	E & B FIRE AND SAFETY INC Total	107502	<u>8,120.00</u>			
3763	DIRECT PATH LLC		840.00	05/07/2020	AT45261	MONTHLY FEE MAY 2020
	DIRECT PATH LLC Total	108239	<u>840.00</u>			
3843	FACTORY CLEANING EQUIPMENT INC		4,175.00	05/07/2020	130065	SIMPLE CLEAN SCRUBER
		108029	114.90	05/14/2020	129797	SPECTRUM GALLON DISINFEC
	FACTORY CLEANING EQUIPMENT INC Total		<u>4,289.90</u>			
3915	B&W CONTROL SYSTEMS		5,230.26	05/14/2020	0210031	SUPPORT SERVICES WATER D
		104993	68,015.00	05/14/2020	0211895	SCADA UPGRADES BILLING
		105601	2,754.96	05/14/2020	0212534	SUPPORT SERVICES WATER D
		104993	10,975.00	05/14/2020	0212717	SCADA UPGRADES PROJECT
	B&W CONTROL SYSTEMS Total		<u>86,975.22</u>			
3919	WAVEBAND COMMUNICATIONS INC		806.00	05/14/2020	S10858	EARPIECE PARTS
	WAVEBAND COMMUNICATIONS INC Total	107942	<u>806.00</u>			
3968	TRANSAMERICA CORPORATION		4,666.87	05/08/2020	RHFP200508145453PI	Retiree Healthcare Funding Pla

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	TRANSAMERICA CORPORATION Total		<u>4,666.87</u>			
3973	HSA BANK WIRE ONLY					
			200.00	05/08/2020	HSAF200508145453C/	Health Savings Plan - Family
			311.54	05/08/2020	HSAF200508145453CI	Health Savings Plan - Family
			1,342.30	05/08/2020	HSAF200508145453FL	Health Savings Plan - Family
			457.70	05/08/2020	HSAF200508145453HF	Health Savings Plan - Family
			352.69	05/08/2020	HSAF200508145453IS	Health Savings Plan - Family
			1,097.31	05/08/2020	HSAF200508145453PI	Health Savings Plan - Family
			425.00	05/08/2020	HSAF200508145453PV	Health Savings Plan - Family
			175.00	05/08/2020	HSAS200508145453C/	Health Savings - Self Only
			271.16	05/08/2020	HSAS200508145453CI	Health Savings - Self Only
			633.08	05/08/2020	HSAS200508145453FL	Health Savings - Self Only
			100.00	05/08/2020	HSAS200508145453FI	Health Savings - Self Only
			662.61	05/08/2020	HSAS200508145453PI	Health Savings - Self Only
			147.69	05/08/2020	HSAS200508145453PV	Health Savings - Self Only
	HSA BANK WIRE ONLY Total		<u>6,176.08</u>			
4015	TRANSGARD LLC					
		107594	5,925.00	05/07/2020	074287A	PRIMARY ENTRYWAY STEP PL
	TRANSGARD LLC Total		<u>5,925.00</u>			
4050	DEANGELO BROTHERS LLC					
		107399	1,604.29	05/14/2020	4081218	SPRING VEGETATION CONTOL
	DEANGELO BROTHERS LLC Total		<u>1,604.29</u>			
4074	AMAZON CAPITAL SERVICES INC					
		108009	174.99	05/14/2020	13KN-GVQV-DTGD	TOW TUFF TRAILER DOLLY
		107980	181.90	05/14/2020	16H9-CWP1-394N	OFFICE SUPPLIES
		107987	98.90	05/14/2020	17WY-L4T6-F7PX	THERMOMETER COVERS
		108300	435.60	05/14/2020	19HG-P4TY-7M1N	THERMOSCAN THERMOMETEF
		108179	42.84	05/14/2020	19NY-7Q7Y-C3Q9	INVENTORY ITEM
		107977	43.11	05/14/2020	19QV-X79R-3DYY	VELCRO BRAND FASTENERS
		108000	73.90	05/14/2020	1FJK-6DPC-944H	BLUE STRIPE TOWELS
		108295	91.36	05/14/2020	1GTP-JMN3-LVXP	ATTWOOD 4730-4 BOAT BILGE
			-100.00	05/14/2020	1H11-HMTQ-FJ6J	CREDITMEMO-INV# 1CDR-3JCF
		108081	1,244.91	05/14/2020	1L9F-7J6M-KG7F	INVENTORY ITEMS
		108232	28.95	05/14/2020	1MDX-YR71-3NGH	EARPIECE HEADSET
		108120	25.18	05/14/2020	1NVJ-NJRM-73X4	AVERY ADDRESS LABELS
		108315	59.86	05/14/2020	1V6G-NNQV-RFXM	NIUBEE ACRYLIC SIGN HOLDEI

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		108186	37.55	05/14/2020	1VNG-FT6M-49MN	XRONG TOUCH SCREEN PEN
		108066	2,343.66	05/07/2020	11P4-T96P-1CWR	INVENTOR ITEMS
		108066	114.00	05/07/2020	19M3-9MGK-JN7H	INVENTORY ITEMS
		108040	15.99	05/07/2020	1JTY-6VJX-DXNC	SELF SEAL SECURITY ENVELO
		108084	536.52	05/07/2020	1MX7-PCCQ-94RK	BATTERY PACKS
	AMAZON CAPITAL SERVICES INC Total		5,449.22			
4084	NOVAK & PARKER HOME APPLIANCE					
		108027	1,974.00	05/14/2020	8537581-1	WASHER/DRYER
	NOVAK & PARKER HOME APPLIANCE Total		1,974.00			
4121	HSA BANK					
		108245	70.00	05/07/2020	W231279	HSA SERVICE FEE
	HSA BANK Total		70.00			
4139	PETER GUNDRUM					
		107580	760.00	05/07/2020	19809	LABOR TRUCK RETAIR
	PETER GUNDRUM Total		760.00			
4154	ALADTEC INC					
		108131	1,129.50	05/07/2020	2020-0998	WORKFORCE SUBSCRIPTION
	ALADTEC INC Total		1,129.50			
4231	ERI ECONOMIC RESEARCH					
		108282	1,789.00	05/14/2020	20198799	SALARY ASSESSOR SUBSCRIF
	ERI ECONOMIC RESEARCH Total		1,789.00			
4332	ADVOMATIC STUDIO LLC					
		107728	892.00	05/07/2020	57363	DRUPAL SITES MAY
		107728	2,850.00	05/07/2020	57369	MONTHLY BILLING MAY
	ADVOMATIC STUDIO LLC Total		3,742.00			
4373	Ryan Sabalaskey					
			287.61	05/14/2020	051320	BOOT/CLOTHING ALLOWANCE
	Ryan Sabalaskey Total		287.61			
4412	WI SCTF					
			596.30	05/08/2020	0000012442005081454	WI Child Support Amount 1
	WI SCTF Total		596.30			
9990010	T-MOBILE USA INC					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			51.00	05/14/2020	9395972924	GPS LOCATE
	T-MOBILE USA INC Total		51.00			
9990010	RONALD VALINO		75.00	05/07/2020	050520	MAILBOX DAMAGED BY SNOW
	RONALD VALINO Total		75.00			
9990010	TOM BRANDSTEDT		4,090.00	05/07/2020	050520	REIMBURSE- DAMAGED TO B E
	TOM BRANDSTEDT Total		4,090.00			
9990010	AMERICANS BEST EXTERIORS		95.00	05/14/2020	051120	P#202000619-2803 TURNBERRY\
	AMERICANS BEST EXTERIORS Total		95.00			
		Grand Total:	1,940,948.29			

The above expenditures have been approved for payment:

_____	_____
Chairman, Government Operations Committee	Date
_____	_____
Vice Chairman, Government Operations Committee	Date
_____	_____
Finance Director	Date

6/5/2020

**CITY OF ST CHARLES
COMPANY 1000
EXPENDITURE APPROVAL LIST**

5/18/2020 - 5/31/2020

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
112	ATHLETICO LTD		172.00	05/29/2020	13622	APRIL SERVICES
	ATHLETICO LTD Total		172.00			
114	DG HARDWARE					
		108130	27.52	05/29/2020	77869/F	HAERWARE-UTILITY KNIFE/SA
		108130	0.41	05/29/2020	77891/F	TUBE POLY
		108150	44.99	05/21/2020	77831/F	10Y PHOTO SMK&CO SLIM
		108130	10.65	05/21/2020	77832/F	DRILL BITS
		108130	10.65	05/21/2020	77834/F	TAP CARDED & BIT DRILL FAST
		108130	13.55	05/21/2020	77836/F	MISC SUPPLIES COBALT DRILL
	DG HARDWARE Total		107.77			
128	HARDER CORP					
		108159	64.70	05/29/2020	M189778	TRI BASE MULT CLEANER
		108159	64.70	05/29/2020	M189778-01	TRI BASE MULTI PURP CLEAN
	HARDER CORP Total		129.40			
139	AFLAC					
			19.80	05/22/2020	ACAN200522123037FI	AFLAC Cancer Insurance
			14.34	05/22/2020	ACAN200522123037PI	AFLAC Cancer Insurance
			137.66	05/22/2020	ACAN200522123037PV	AFLAC Cancer Insurance
			25.20	05/22/2020	ADIS200522123037FD	AFLAC Disability and STD
			22.85	05/22/2020	ADIS200522123037FN	AFLAC Disability and STD
			92.20	05/22/2020	ADIS200522123037PD	AFLAC Disability and STD
			78.94	05/22/2020	ADIS200522123037PV	AFLAC Disability and STD
			8.10	05/22/2020	AHIC200522123037FD	AFLAC Hospital Intensive Care
			33.84	05/22/2020	AHIC200522123037PV	AFLAC Hospital Intensive Care
			57.23	05/22/2020	APAC200522123037FI	AFLAC Personal Accident
			55.50	05/22/2020	APAC200522123037PI	AFLAC Personal Accident
			45.30	05/22/2020	APAC200522123037PV	AFLAC Personal Accident
			17.04	05/22/2020	ASPE200522123037PV	AFLAC Specified Event (PRP)
			22.06	05/22/2020	AVOL200522123037PI	AFLAC Voluntary Indemnity
			39.88	05/22/2020	AVOL200522123037PV	AFLAC Voluntary Indemnity

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	AFLAC Total		<u>669.94</u>			
145	AIR ONE EQUIPMENT INC		19,847.00	05/22/2020	156692	EXTRICATION EQUIPMENT E10
	AIR ONE EQUIPMENT INC Total		<u>19,847.00</u>			
149	ALARM DETECTION SYSTEMS INC					
		108246	190.86	05/29/2020	120197-1081	JUN-AUG BILLING
		108246	204.78	05/29/2020	136229-1050	QUARTERLY JUN-AUG
	ALARM DETECTION SYSTEMS INC Total		<u>395.64</u>			
182	ALTEC INDUSTRIES INC					
		108276	54.50	05/29/2020	11398251	HYDRAULIC FILTER
	ALTEC INDUSTRIES INC Total		<u>54.50</u>			
250	ARCHON CONSTRUCTION CO					
		106926	5,547.60	05/29/2020	19781F2	RESTORATION DUNHAM PL
	ARCHON CONSTRUCTION CO Total		<u>5,547.60</u>			
254	ARISTA INFORMATION SYSTEMS INC					
		104449	4,988.93	05/21/2020	1330202005	POSTAGE UB APRIL
		104449	1,858.05	05/21/2020	29726	APRIL PRINTING SERVICES UB
	ARISTA INFORMATION SYSTEMS INC Total		<u>6,846.98</u>			
284	AT&T					
			82.82	05/21/2020	050520	MONTHLY BILLING MAY
			78.53	05/21/2020	050820-878	ACCT: 109916878 5/8/20
	AT&T Total		<u>161.35</u>			
285	AT&T					
			1,875.60	05/21/2020	8103244509	BILLING APR 10-MAY 9 2020
	AT&T Total		<u>1,875.60</u>			
305	BADGER METER INC					
		107989	1,510.78	05/21/2020	1363315	METERS
	BADGER METER INC Total		<u>1,510.78</u>			
312	GENEVA SCIENTIFIC INC					
		108076	5,404.61	05/29/2020	INVRCO15766	CONCRETE SAFETY BOLLARD
	GENEVA SCIENTIFIC INC Total		<u>5,404.61</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
338	AIRGAS NORTH CENTRAL	108340	154.19	05/29/2020	9101078739	RENTAL OXYGEN
	AIRGAS NORTH CENTRAL Total		<u>154.19</u>			
347	BERGLUND CONSTRUCTION	108022	49,046.54	05/29/2020	1	CITY HALL FACADE REPAIRS
	BERGLUND CONSTRUCTION Total		<u>49,046.54</u>			
364	STATE STREET COLLISION	108391	81.00	05/29/2020	10295	SERVICE REPAIR
	STATE STREET COLLISION Total		<u>81.00</u>			
369	BLUE GOOSE SUPER MARKET INC	108366	25.00	05/29/2020	00104375	BAKERY ITEM - RETIREMENT
	BLUE GOOSE SUPER MARKET INC Total		<u>25.00</u>			
382	BOUND TREE MEDICAL LLC	108330	1,357.00	05/29/2020	83619559	GLOVES SAFE GRIP
		108330	434.00	05/29/2020	83621121	GLOVES
		107772	417.50	05/29/2020	83623155	GLOVES
		108330	1,099.79	05/29/2020	83623156	GERMICIDAL WIPES
	BOUND TREE MEDICAL LLC Total		<u>3,308.29</u>			
388	BRADFORD SYSTEMS CORP	108178	700.00	05/21/2020	55426	SPACESAVER MOBILE
	BRADFORD SYSTEMS CORP Total		<u>700.00</u>			
393	BRICOR CONSULTING		2,400.00	05/29/2020	FY 2021	AGREEMENT 12 MONTHLY PAY
	BRICOR CONSULTING Total		<u>2,400.00</u>			
555	COM ED	105499	117.60	05/29/2020	4145472	POLE ATTACHMENT-WEST CHI
	COM ED Total		<u>117.60</u>			
563	CDW GOVERNMENT INC	108355	132.28	05/29/2020	XTR4889	LEXMARK TONER
		108107	213.81	05/29/2020	XTT2693	INK CARTRIDGES
	CDW GOVERNMENT INC Total		<u>346.09</u>			
564	COMCAST OF CHICAGO INC					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			173.35	05/29/2020	051520SUB	ACCT: 8771 20 044 0537419 5/15
	COMCAST OF CHICAGO INC Total		<u>173.35</u>			
579	COMMUNICATIONS DIRECT INC					
		107407	125.00	05/29/2020	SR120186	RAIDO REPAIR POLICE DEPT
			1,350.00	05/29/2020	SR120334	RADIO REPAIR FIRE DEPT
	COMMUNICATIONS DIRECT INC Total		<u>1,475.00</u>			
597	CONSOLIDATED FLEET SERVICES					
		107478	2,938.40	05/21/2020	2020MY0056	FIRE TRUCK PARTS AND REPA
	CONSOLIDATED FLEET SERVICES Total		<u>2,938.40</u>			
683	DE MAR TREE & LANDSCAPE SVC					
		104058	5,978.19	05/21/2020	7887	TREE SERVICE-ELECTRIC DEP
	DE MAR TREE & LANDSCAPE SVC Total		<u>5,978.19</u>			
699	THOMAS DIEHL					
			25.00	05/29/2020	051220	INSPECTOR RENEWAL- IEPA C
	THOMAS DIEHL Total		<u>25.00</u>			
725	DON MCCUE CHEVROLET					
		108114	8.62	05/21/2020	423405	HANDLE PARTS VEH 1895
	DON MCCUE CHEVROLET Total		<u>8.62</u>			
744	DRYDON EQUIPMENT INC					
		108106	3,034.84	05/21/2020	26620	ELECTRONIC DUAL CHLOR SC,
	DRYDON EQUIPMENT INC Total		<u>3,034.84</u>			
750	DUKANE CONTRACT SERVICES					
		108394	1,893.66	05/21/2020	128789	MONTHLY BILLING MAY
		108394	4,848.47	05/21/2020	128790	MONTHLY BILLING MAY
		108394	9,675.00	05/21/2020	128791	MONTHLY BILLING MAY
		108394	6,970.84	05/21/2020	128792	MONTHLY BILLING MAY
		108394	1,190.34	05/21/2020	128798	MONTHLY BILLING MAY
	DUKANE CONTRACT SERVICES Total		<u>24,578.31</u>			
767	EAGLE ENGRAVING INC					
		108221	12.20	05/29/2020	2020-2338	AWARDS POLICE DEPT
	EAGLE ENGRAVING INC Total		<u>12.20</u>			
815	ENGINEERING ENTERPRISES INC					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		104723	104.94	05/21/2020	68882	BILLING THRU 3/20/20
		104557	138.25	05/21/2020	68883	BILLING THRU 3/20/20
		105827	2,538.00	05/21/2020	68884	BILLING THRU 3/20/20
		105822	9,322.25	05/21/2020	68885	BILLING THRU 3/20/20
		107745	26,114.03	05/21/2020	68886	BILLING THRU 3/20/20
	ENGINEERING ENTERPRISES INC Total		<u>38,217.47</u>			
859	FEECE OIL CO					
		108160	420.20	05/21/2020	1891066	INVENTORY ITEM
	FEECE OIL CO Total		<u>420.20</u>			
868	FINE LINE CREATIVE ARTS					
			3,000.00	05/29/2020	VCCFIN0420	HOTELTAX DISBURSE FEB-APF
	FINE LINE CREATIVE ARTS Total		<u>3,000.00</u>			
870	FIRE PENSION FUND					
			454.62	05/21/2020	FP1%200522123037FC	Fire Pension 1% Fee
			4,568.15	05/21/2020	FRP2200522123037FC	Fire Pension Tier 2
			13,502.40	05/21/2020	FRPN200522123037FC	Fire Pension
	FIRE PENSION FUND Total		<u>18,525.17</u>			
874	CLARION EVENTS INC					
		108050	540.50	05/29/2020	1010000156544	FIRE SUPPLIES
		108049	228.00	05/29/2020	1010000156545	FIRE DEPT PARTS
	CLARION EVENTS INC Total		<u>768.50</u>			
885	THE FITNESS CONNECTION CO					
		107820	129.00	05/21/2020	05132056	PARTS FOR POLICE STATION
	THE FITNESS CONNECTION CO Total		<u>129.00</u>			
891	FLEET SAFETY SUPPLY					
		108021	95.75	05/21/2020	74659	TALL CLEVIS VESA & GAMBER
		108021	236.09	05/21/2020	74797	CUSTOM RUGGED CRADLE FO
	FLEET SAFETY SUPPLY Total		<u>331.84</u>			
913	FOX VALLEY CONCERT BAND					
			2,000.00	05/29/2020	VCCFOX0420	HOTELTAX DISBURSE FEB-APF
	FOX VALLEY CONCERT BAND Total		<u>2,000.00</u>			
916	FOX VALLEY FIRE & SAFETY INC					
		107905	150.00	05/21/2020	IN00349602	FIRE SPRINKLER INSPECTION

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		107905	150.00	05/21/2020	IN00349604	FIRE SPRINKLER INSPECTION
		107905	1,100.00	05/21/2020	IN00349605	FIRE SPRINKLER INSPECTION
		108395	114.00	05/21/2020	IN00351090	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351091	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351092	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351093	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351094	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351095	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351096	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351097	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351098	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351099	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351100	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351101	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351102	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351187	FIRE ALARM MAY
		108395	114.00	05/21/2020	IN00351370	FIRE ALARM MAY
	FOX VALLEY FIRE & SAFETY INC Total		<u>3,110.00</u>			
944	GALLS LLC					
		104041	128.83	05/21/2020	015573971	POLICE DEPT UNIFORMS
	GALLS LLC Total		<u>128.83</u>			
951	GASVODA & ASSOCIATES INC					
		108439	1,552.60	05/29/2020	INV2001060	ANNUAL CALIBRATIONS
	GASVODA & ASSOCIATES INC Total		<u>1,552.60</u>			
985	XYLEM DEWATERING SOLUTIONS INC					
		108006	3,433.00	05/29/2020	401004694	ROAD CROSSING SIGNS
	XYLEM DEWATERING SOLUTIONS INC Total		<u>3,433.00</u>			
989	GORDON FLESCH CO INC					
			612.80	05/21/2020	IN12926782	
			460.33	05/21/2020	IN12928083	BILLING 3/30/20 - 4/29/20
	GORDON FLESCH CO INC Total		<u>1,073.13</u>			
1036	HARRIS BANK NA					
			1,560.00	05/22/2020	UNF 200522123037FD	Union Dues - IAFF
	HARRIS BANK NA Total		<u>1,560.00</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1066	STEVE HERRA		25.00	05/29/2020	052520	CROSS CONN RENEWAL
	STEVE HERRA Total		25.00			
1133	IBEW LOCAL 196		178.50	05/22/2020	UNE 200522123037PM	Union Due - IBEW
			772.38	05/22/2020	UNEW200522123037P	Union Due - IBEW - percent
	IBEW LOCAL 196 Total		950.88			
1136	ICMA RETIREMENT CORP		229.66	05/21/2020	C401200522123037CA	401A Savings Plan Company
			421.04	05/21/2020	C401200522123037CD	401A Savings Plan Company
			475.73	05/21/2020	C401200522123037FD	401A Savings Plan Company
			530.91	05/21/2020	C401200522123037FN	401A Savings Plan Company
			265.70	05/21/2020	C401200522123037HR	401A Savings Plan Company
			372.95	05/21/2020	C401200522123037IS	401A Savings Plan Company
			838.12	05/21/2020	C401200522123037PD	401A Savings Plan Company
			938.79	05/21/2020	C401200522123037PV	401A Savings Plan Company
			231.42	05/21/2020	E401200522123037CA	401A Savings Plan Employee
			421.04	05/21/2020	E401200522123037CD	401A Savings Plan Employee
			475.73	05/21/2020	E401200522123037FD	401A Savings Plan Employee
			530.85	05/21/2020	E401200522123037FN	401A Savings Plan Employee
			265.70	05/21/2020	E401200522123037HR	401A Savings Plan Employee
			372.95	05/21/2020	E401200522123037IS	401A Savings Plan Employee
			836.42	05/21/2020	E401200522123037PD	401A Savings Plan Employee
			938.79	05/21/2020	E401200522123037PV	401A Savings Plan Employee
			300.00	05/21/2020	ICMA200522123037CA	ICMA Deductions - Dollar Amt
			2,996.54	05/21/2020	ICMA200522123037CC	ICMA Deductions - Dollar Amt
			2,980.77	05/21/2020	ICMA200522123037FD	ICMA Deductions - Dollar Amt
			1,180.00	05/21/2020	ICMA200522123037FN	ICMA Deductions - Dollar Amt
			1,400.00	05/21/2020	ICMA200522123037HF	ICMA Deductions - Dollar Amt
			2,550.00	05/21/2020	ICMA200522123037IS	ICMA Deductions - Dollar Amt
			7,815.50	05/21/2020	ICMA200522123037PC	ICMA Deductions - Dollar Amt
			3,425.00	05/21/2020	ICMA200522123037PV	ICMA Deductions - Dollar Amt
			61.55	05/21/2020	ICMP200522123037CA	ICMA Deductions - Percent
			76.49	05/21/2020	ICMP200522123037CC	ICMA Deductions - Percent
			3,323.17	05/21/2020	ICMP200522123037FD	ICMA Deductions - Percent
			636.64	05/21/2020	ICMP200522123037FN	ICMA Deductions - Percent
			1,326.74	05/21/2020	ICMP200522123037IS	ICMA Deductions - Percent

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			2,551.46	05/21/2020	ICMP200522123037PC	ICMA Deductions - Percent
			1,742.03	05/21/2020	ICMP200522123037PV	ICMA Deductions - Percent
			330.00	05/21/2020	ROTH200522123037CI	Roth IRA Deduction
			25.00	05/21/2020	ROTH200522123037FI	Roth IRA Deduction
			100.00	05/21/2020	ROTH200522123037FI	Roth IRA Deduction
			211.50	05/21/2020	ROTH200522123037HI	Roth IRA Deduction
			230.00	05/21/2020	ROTH200522123037IS	Roth IRA Deduction
			1,451.53	05/21/2020	ROTH200522123037PI	Roth IRA Deduction
			505.00	05/21/2020	ROTH200522123037PI	Roth IRA Deduction
			10.00	05/21/2020	RTHA200522123037CI	Roth 457 - Dollar Amount
			200.00	05/21/2020	RTHA200522123037FI	Roth 457 - Dollar Amount
			240.76	05/21/2020	RTHA200522123037HI	Roth 457 - Dollar Amount
			505.00	05/21/2020	RTHA200522123037PI	Roth 457 - Dollar Amount
			60.00	05/21/2020	RTHA200522123037PI	Roth 457 - Dollar Amount
			234.65	05/21/2020	RTHP200522123037FI	Roth 457 - Percent
			239.13	05/21/2020	RTHP200522123037PI	Roth 457 - Percent
			469.64	05/22/2020	052220	ICMA PLAN 109830 5/22/20
	ICMA RETIREMENT CORP Total		<u>45,323.90</u>			
1171	ILLINOIS STATE POLICE					
			310.75	05/29/2020	052220	COST CENTER 06328 JANUARY
			565.00	05/29/2020	052220A	COST CENTER 06328 FEBRUAF
			169.50	05/29/2020	052220B	COST CENTER 06328 MARCH
	ILLINOIS STATE POLICE Total		<u>1,045.25</u>			
1215	ILLINOIS MUNICIPAL UTILITIES					
			3,006,102.89	05/18/2020	050820	APRIL IMEA ELECTRIC BILLING
	ILLINOIS MUNICIPAL UTILITIES Total		<u>3,006,102.89</u>			
1225	INSIGHT PUBLIC SECTOR					
		108078	78.89	05/29/2020	1100730438	MAGICARD SERIES 600
	INSIGHT PUBLIC SECTOR Total		<u>78.89</u>			
1240	INTERSTATE BATTERY SYSTEM OF					
		108117	24.00	05/21/2020	10081588	PARTS
	INTERSTATE BATTERY SYSTEM OF Total		<u>24.00</u>			
1255	IPAC					
			100.00	05/22/2020	052020	2020/21 MEMBERSHIP DUES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	IPAC Total		<u>100.00</u>			
1309	J&S NEWPORT ENT LP					
		105900	92.88	05/21/2020	051420	PRIISONER FOOD POLICE DEP
		108397	34.22	05/21/2020	051420A	PRISONER FOOD POLICE DEP1
	J&S NEWPORT ENT LP Total		<u>127.10</u>			
1327	KANE COUNTY FAIR					
			382.13	05/21/2020	FY 2021	DEBT PAYMENT MANNION PRC
	KANE COUNTY FAIR Total		<u>382.13</u>			
1335	KANE COUNTY TREASURER					
			16,102.92	05/21/2020	052020	PROPERTY TAXES 2019
	KANE COUNTY TREASURER Total		<u>16,102.92</u>			
1403	WEST VALLEY GRAPHICS & PRINT					
		108121	76.50	05/21/2020	19631	BUSINESS CARDS SCOTT SWA
		108377	121.00	05/29/2020	19652	2 PART NCR BK INK/WRAPPED
	WEST VALLEY GRAPHICS & PRINT Total		<u>197.50</u>			
1430	INFOR (US) INC					
			164,788.48	05/28/2020	P-363602-US0AB	MAINTENANCE RENEWAL
	INFOR (US) INC Total		<u>164,788.48</u>			
1441	LAYNE CHRISTENSEN COMPANY					
		107657	8,761.50	05/21/2020	1777433	REPAIR WELL 11 BOOSTERS
	LAYNE CHRISTENSEN COMPANY Total		<u>8,761.50</u>			
1463	LINA					
		108242	9,000.73	05/29/2020	050120	MONTHLY BILLING MAY 2020
	LINA Total		<u>9,000.73</u>			
1482	ARTHUR J LOOTENS & SON INC					
		102101	7,569.50	05/29/2020	33661	HAULING SLUDGE APRIL
	ARTHUR J LOOTENS & SON INC Total		<u>7,569.50</u>			
1489	LOWES					
		108197	2.08	05/29/2020	02011/051120	5 CT LB SELF LEVELING
		108197	28.14	05/29/2020	02135-050620	HD HEX SLEEVE
		108197	110.15	05/29/2020	02516/05-08-20	MISC PARTS
		104277	66.39	05/29/2020	02810-042920	SERVICE SUPPLIES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		108197	33.50	05/21/2020	02061/05-01-20	SUPPLIES
		104313	179.81	05/21/2020	02805/04-29-20	MISC PARTS
		104276	187.12	05/21/2020	02807/04-29-20	WATER METER SUPPLIES
		104274	132.05	05/21/2020	02809/04-29-20	METER DEPT PARTS
		104529	77.46	05/21/2020	02911/04-30-20	WATER DEPT PARTS
		108197	492.06	05/21/2020	02953/05-05-20	MISC SUPPLIES
		108197	492.06	05/21/2020	02953/5-5-20	SUPPLIES TRANS: 2687240
			-0.40	05/21/2020	0312592	CREDIT UNAPPLIED CASH
			-3.12	05/21/2020	0313063	CREDIT UNAPPLIED CASH
			-264.11	05/21/2020	15595	CREDIT FOR PO 104274
			20.00	05/21/2020	901517	DELIVERY FEE PO 107545
		103990	35.99	05/21/2020	902414	PUBLIC SERVICES ITEMS
		103990	55.09	05/21/2020	902538	MISC TOOLS PUBLIC SERVICE
		103990	56.96	05/21/2020	902554	PUBLIC SERVICES ITEMS
		103990	23.07	05/21/2020	902652	PUBLIC SERVICES ITEMS
		103990	9.46	05/21/2020	902767	PUBLIC SERVICES ITEMS
		103990	27.10	05/21/2020	902879A	PUBLIC SERVICES ITEMS
			-3.25	05/21/2020	903627	SALES TAX CREDIT
			67.08	05/21/2020	961874	PO 107763 PRODUCT
			-67.56	05/21/2020	979002	CREDITS PO 107763 961874
	LOWES Total		<u>1,757.13</u>			
1518	MANAGEMENT ASSOC OF ILLINOIS					
		108190	2,370.00	05/29/2020	FY21-3550	2020-2021 MEMBERSHIP DUE
	MANAGEMENT ASSOC OF ILLINOIS Total		<u>2,370.00</u>			
1545	MARQUEE YOUTH STAGE					
			2,225.00	05/29/2020	VCCMAR0420	HOTELTAX DISBURSE FEB-APF
	MARQUEE YOUTH STAGE Total		<u>2,225.00</u>			
1559	MAURINE PATTEN ED D					
			320.00	05/21/2020	051420	1/2 HR COACHING CALL 5/12-5/
	MAURINE PATTEN ED D Total		<u>320.00</u>			
1585	MEADE ELECTRIC COMPANY INC					
		104048	1,406.34	05/21/2020	692207	TRAFFIC SIGNAL MAINTENANC
		104066	2,709.56	05/29/2020	692345	TRAFFIC SIGNAL MAINTENANC
		104066	1,644.85	05/29/2020	692346	TRAFFIC MAINTENANCE
	MEADE ELECTRIC COMPANY INC Total		<u>5,760.75</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1598	MENARDS INC	108154	949.59	05/29/2020	40296	MIRACLE GRO/PEAT MOSS GAI
	MENARDS INC Total		949.59			
1613	METROPOLITAN ALLIANCE OF POL		1,053.50	05/22/2020	UNP 200522123037PD	Union Dues - IMAP
			114.00	05/22/2020	UNPS200522123037PI	Union Dues-Police Sergeants
	METROPOLITAN ALLIANCE OF POL Total		1,167.50			
1637	FLEETPRIDE INC	107900	73.42	05/29/2020	51055950	INVENTORY ITEM
	FLEETPRIDE INC Total		73.42			
1643	MILSOFT UTILITY SOLUTIONS INC	104075	142.50	05/21/2020	20202417	HOSTED CALLS FOR APRIL
	MILSOFT UTILITY SOLUTIONS INC Total		142.50			
1666	ST CHARLES SINGERS		3,000.00	05/29/2020	VCCMOS0420	HOTELTAX DISBURSE FEB-APF
	ST CHARLES SINGERS Total		3,000.00			
1704	NCPERS IL IMRF		8.00	05/22/2020	NCP2200522123037FM	NCPERS 2
			16.00	05/22/2020	NCP2200522123037PV	NCPERS 2
	NCPERS IL IMRF Total		24.00			
1736	NORRIS CULTURAL ARTS CENTER		2,375.00	05/29/2020	VCCNOR0420	HOTELTAX DISBURSE FEB-APF
	NORRIS CULTURAL ARTS CENTER Total		2,375.00			
1756	NORTH CENTRAL LABORATORIES	107943	322.16	05/21/2020	438625	MISC LAB SUPPLIES
	NORTH CENTRAL LABORATORIES Total		322.16			
1775	RAY O'HERRON CO	108256	549.44	05/21/2020	2025885-IN	VICICONDI UNIFORMS
		108256	163.76	05/29/2020	2026847-IN	UNIFORMS POLICE KETELSEN
	RAY O'HERRON CO Total		713.20			
1783	ON TIME EMBROIDERY INC	104108	36.00	05/29/2020	73515	GARRISON LEATHER BELT

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		106191	129.00	05/21/2020	73036	CHMURA UNIFORMS
	ON TIME EMBROIDERY INC Total		165.00			
1861	POLICE PENSION FUND					
			9,630.02	05/21/2020	PLP2200522123037PC	Police Pension Tier 2
			14,078.66	05/21/2020	PLPN200522123037PC	Police Pension
			782.90	05/21/2020	PLPR200522123037PC	Police Pens Service Buyback
			413.05	05/21/2020	POLP200522123037PC	Police Pension - non deferred
	POLICE PENSION FUND Total		24,904.63			
1890	LEGAL SHIELD					
			8.74	05/22/2020	PPLS200522123037CA	Pre-Paid Legal Services
			8.74	05/22/2020	PPLS200522123037CI	Pre-Paid Legal Services
			144.44	05/22/2020	PPLS200522123037FC	Pre-Paid Legal Services
			8.75	05/22/2020	PPLS200522123037FN	Pre-Paid Legal Services
			325.02	05/22/2020	PPLS200522123037PC	Pre-Paid Legal Services
			36.34	05/22/2020	PPLS200522123037PV	Pre-Paid Legal Services
	LEGAL SHIELD Total		532.03			
1898	PRIORITY PRODUCTS INC					
		108353	57.01	05/29/2020	948973	MISC PRODUCT FLEET DEPT
		108284	380.08	05/29/2020	950151	INVENTORY ITEMS
	PRIORITY PRODUCTS INC Total		437.09			
1900	PROVIDENT LIFE & ACCIDENT					
			26.76	05/22/2020	POPT200522123037FI	Provident Optional Life
	PROVIDENT LIFE & ACCIDENT Total		26.76			
1919	PUMP SUPPLY					
		108033	1,542.97	05/21/2020	72522-01	MILTON METERING PUMP
		108033	1,005.08	05/21/2020	72525-01	MARCH PUMP TE MOTOR
	PUMP SUPPLY Total		2,548.05			
1946	RANDALL PRESSURE SYSTEMS INC					
		108210	106.37	05/29/2020	I-33470-0	HOSE & FITTING SUPPLIES
	RANDALL PRESSURE SYSTEMS INC Total		106.37			
1953	FORT DEARBORN ENTERPRISES					
		108162	847.50	05/21/2020	119683	INVENTORY ITEMS
	FORT DEARBORN ENTERPRISES Total		847.50			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
2000	PRESERVATION PARTNERS OF		2,425.00	05/29/2020	VCCPRE0420	HOTELTAX DISBURSE FEB-APF
	PRESERVATION PARTNERS OF Total		<u>2,425.00</u>			
2010	RIGGS BROS INC	108359	125.00	05/29/2020	147827	BOAT REPAIRS
	RIGGS BROS INC Total		<u>125.00</u>			
2031	RAYMOND ROGINA		51.00	05/21/2020	051920	WHITE RIBBON HONOR HEALTHI
	RAYMOND ROGINA Total		<u>51.00</u>			
2032	POMPS TIRE SERVICE INC	108294	1,752.30	05/29/2020	640080658	VEH#1708 SERVICES L#M21157
		108358	764.70	05/29/2020	640080802	TIRE REPAIR
	POMPS TIRE SERVICE INC Total		<u>2,517.00</u>			
2046	RUSSO POWER EQUIPMENT INC	108143	70.86	05/21/2020	SPI10212049	PARTS
		108143	314.00	05/21/2020	SPI10212079	CHAINSAW SUPPLIES
	RUSSO POWER EQUIPMENT INC Total		<u>384.86</u>			
2076	ST CHARLES HISTORY MUSEUM		3,666.63	05/29/2020	VCCHSM0420	HOTELTAX DISBURSEMENT-AF
	ST CHARLES HISTORY MUSEUM Total		<u>3,666.63</u>			
2078	SEAN SCHLUCHTER		212.45	05/29/2020	052220	JEAN REIMBURSEMENT APRIL
	SEAN SCHLUCHTER Total		<u>212.45</u>			
2101	SCULPTURE IN THE PARK		2,400.00	05/29/2020	VCCSCU0420	HOTELTAX DISBURSE FEB-APF
	SCULPTURE IN THE PARK Total		<u>2,400.00</u>			
2137	SHERWIN WILLIAMS	108199	385.02	05/29/2020	1049-4	PAINT STRIPPER PARTS
		108199	385.02	05/29/2020	1049-4/051120	BUCKET LID & GUN CABLE
		108199	159.31	05/21/2020	0780-5	PAINT SUPPLY
		108199	159.31	05/21/2020	0780-5 5/5/20	PAINT SUPPLIES
	SHERWIN WILLIAMS Total		<u>1,088.66</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
2169	CLARK BAIRD SMITH LLP		5,780.00	05/21/2020	12575	LABOR LEGAL BILLING APRIL
	CLARK BAIRD SMITH LLP Total		<u>5,780.00</u>			
2200	STATE TREASURER	105558	10,362.63	05/21/2020	59133	JAN-MAR 2020 SERVICES
	STATE TREASURER Total		<u>10,362.63</u>			
2228	CITY OF ST CHARLES		117.50	05/31/2020	3-31-31065-6-1-0520	MONTHLY BILLING THRU 4/28/2
			116.36	05/31/2020	3-31-31067-2-1-0520	MONTHLY BILLING THRU 4/28/2
			94.93	05/31/2020	3-31-31068-0-2-0520	MONTHLY BILLING THRU 4/28/2
	CITY OF ST CHARLES Total		<u>328.79</u>			
2255	SUBURBAN LABORATORIES INC	105335	554.00	05/21/2020	176071	LAB SERVICES
	SUBURBAN LABORATORIES INC Total		<u>554.00</u>			
2301	GENERAL CHAUFFERS SALES DRIVER		163.50	05/22/2020	UNT 200522123037CD	Union Dues - Teamsters
			2,290.50	05/22/2020	UNT 200522123037PM	Union Dues - Teamsters
	GENERAL CHAUFFERS SALES DRIVER Total		<u>2,454.00</u>			
2316	APC STORE	108279	273.98	05/21/2020	478-515940	AUTO PARTSQUICK STRUT AS
		108374	150.37	05/21/2020	478-516378	INVENTORY ITEMS
		108279	25.26	05/21/2020	478-516390	50/50 COOLANT
		108279	37.04	05/21/2020	478-516475	FLEET DEPT PARTS
		108279	115.42	05/21/2020	478-516510	FLEET DEPT PARTS
		108279	61.13	05/21/2020	478-516531	PAD-2013 FORD E350 VAN#186
		108279	6.56	05/21/2020	478-516561	BOOT KIT-2013FORD VAN #186
		108279	114.65	05/21/2020	478-516670	FLEET DEPT PARTS
		108279	57.81	05/21/2020	478-516671	FLEET DEPT PARTS
		108279	301.84	05/21/2020	478-516805	GOLF CAR 6V230AH
		108424	219.97	05/29/2020	478-516660	INVENTORY ITEMS
			-7.84	05/29/2020	478-516720	CORE RETURN INV 478-516671
		108279	428.62	05/29/2020	478-516818	#1756 2011 FORD F250 SERVIC
		108279	106.73	05/29/2020	478-516823	#2129 OIL & AIR FILTER
		108279	6.18	05/29/2020	478-516892	FLEET DEPT PARTS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	APC STORE Total		<u>1,897.72</u>			
2357	TRI CITY FAMILY SERVICES	108235	1,932.00	05/29/2020	040620	1st of 4 INSTALLMENTS CONTR
	TRI CITY FAMILY SERVICES Total		<u>1,932.00</u>			
2363	TROTTER & ASSOCIATES INC		2,657.00	05/21/2020	1033	PRESENTATION & FINALIZE RE
		105488	171,609.21	05/21/2020	17032	PROJECT BILLING THRU 4/30/20
	TROTTER & ASSOCIATES INC Total		<u>174,266.21</u>			
2373	TYLER MEDICAL SERVICES		214.00	05/21/2020	417452/417396	POST-OFFER PHYSICALS
	TYLER MEDICAL SERVICES Total		<u>214.00</u>			
2403	UNITED PARCEL SERVICE		42.77	05/29/2020	0000650961200	UPS SERVICE 5/14/20
			10.50	05/29/2020	0000650961210	UPS SERVICES 5-19/5-20-20
			25.55	05/21/2020	0000650961190	UPS CHARGES- MAY 9, 2020
	UNITED PARCEL SERVICE Total		<u>78.82</u>			
2404	HD SUPPLY FACILITIES MAINT LTD	108163	76.83	05/21/2020	2256686	HACH SAMPLE
		108135	1,082.77	05/21/2020	226755	INTELLICAL LBOD PROBE
	HD SUPPLY FACILITIES MAINT LTD Total		<u>1,159.60</u>			
2429	VERIZON WIRELESS		50.00	05/29/2020	200122855-679644521	CASE 20-10004
	VERIZON WIRELESS Total		<u>50.00</u>			
2467	WALKER PARKING CONSULTANTS	107234	8,339.04	05/21/2020	31855310004	PROJECT BILLING THRU 4/30/20
	WALKER PARKING CONSULTANTS Total		<u>8,339.04</u>			
2470	WAREHOUSE DIRECT	108247	82.69	05/29/2020	4660156-0	OFFICE SUPPLIES
		108247	13.33	05/29/2020	4663161-0	POLICE DEPT OFFICE SUPPLIE
		108247	35.16	05/29/2020	46634590-0	OFFICE SUPPLIES POLICE DEF
	WAREHOUSE DIRECT Total		<u>131.18</u>			
2485	WBK ENGINEERING LLC					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		104365	415.00	05/29/2020	21187	IL ROUTE31 CULVERT S-3/1/-4/
		107538	4,623.24	05/29/2020	21196	BILLING THRU APRIL CHECKBF
		106171	1,827.50	05/21/2020	21184	MONTHLY BILLING THRU 4/3/20
		107492	8,135.75	05/21/2020	21185	MONTHLY BILLING 4/30/20 EAS
	WBK ENGINEERING LLC Total		<u>15,001.49</u>			
2495	WEST SIDE TRACTOR SALES CO					
		108119	296.56	05/21/2020	N92663	MISC PARTS LATCH
		108145	4,658.88	05/21/2020	V97272	RENTAL REPAIR
	WEST SIDE TRACTOR SALES CO Total		<u>4,955.44</u>			
2506	EESCO					
		107853	610.00	05/29/2020	683437	INVENTORY ITEMS
	EESCO Total		<u>610.00</u>			
2545	GRAINGER INC					
		108307	800.00	05/29/2020	9524848877	DISCHARGE HOSE - IZMU1
		108312	65.16	05/29/2020	9525573185	PORTABLE THERMOSTAT
		108313	12.74	05/29/2020	9525614237	DIGITAL THERMOMETER
		108323	5.12	05/29/2020	9526017901	SOCKET RETAINER KIT
		108326	124.80	05/29/2020	9526296992	FLOOR CLEANER
		107985	12.80	05/21/2020	9518723698	HAND DRUM PUMP
	GRAINGER INC Total		<u>1,020.62</u>			
2637	ILLINOIS DEPT OF REVENUE					
			925.85	05/21/2020	ILST200522123037CA	Illinois State Tax
			2,202.59	05/21/2020	ILST200522123037CD	Illinois State Tax
			8,402.88	05/21/2020	ILST200522123037FD	Illinois State Tax
			1,875.82	05/21/2020	ILST200522123037FN	Illinois State Tax
			889.66	05/21/2020	ILST200522123037HR	Illinois State Tax
			1,681.80	05/21/2020	ILST200522123037IS	Illinois State Tax
			11,822.24	05/21/2020	ILST200522123037PD	Illinois State Tax
			15,042.96	05/21/2020	ILST200522123037PW	Illinois State Tax
	ILLINOIS DEPT OF REVENUE Total		<u>42,843.80</u>			
2638	INTERNAL REVENUE SERVICE					
			1,289.93	05/21/2020	FICA200522123037CA	FICA Employee
			3,169.97	05/21/2020	FICA200522123037CD	FICA Employee
			758.84	05/21/2020	FICA200522123037FD	FICA Employee
			2,644.75	05/21/2020	FICA200522123037FN	FICA Employee

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			1,299.31	05/21/2020	FICA200522123037HR	FICA Employee
			2,583.76	05/21/2020	FICA200522123037IS	FICA Employee
			2,226.48	05/21/2020	FICA200522123037PD	FICA Employee
			20,656.87	05/21/2020	FICA200522123037PV	FICA Employee
			1,283.35	05/21/2020	FICE200522123037CA	FICA Employer
			3,169.97	05/21/2020	FICE200522123037CD	FICA Employer
			758.84	05/21/2020	FICE200522123037FD	FICA Employer
			2,644.81	05/21/2020	FICE200522123037FN	FICA Employer
			1,299.31	05/21/2020	FICE200522123037HR	FICA Employer
			2,583.76	05/21/2020	FICE200522123037IS	FICA Employer
			2,233.00	05/21/2020	FICE200522123037PD	FICA Employer
			20,656.87	05/21/2020	FICE200522123037PV	FICA Employer
			2,936.78	05/21/2020	FIT 200522123037CA	Federal Withholding Tax
			5,744.11	05/21/2020	FIT 200522123037CD	Federal Withholding Tax
			22,831.92	05/21/2020	FIT 200522123037FD	Federal Withholding Tax
			5,059.27	05/21/2020	FIT 200522123037FN	Federal Withholding Tax
			2,361.33	05/21/2020	FIT 200522123037HR	Federal Withholding Tax
			3,669.28	05/21/2020	FIT 200522123037IS	Federal Withholding Tax
			30,264.24	05/21/2020	FIT 200522123037PD	Federal Withholding Tax
			37,006.43	05/21/2020	FIT 200522123037PW	Federal Withholding Tax
			301.67	05/21/2020	MEDE200522123037C	Medicare Employee
			741.36	05/21/2020	MEDE200522123037C	Medicare Employee
			2,885.04	05/21/2020	MEDE200522123037FI	Medicare Employee
			618.53	05/21/2020	MEDE200522123037FI	Medicare Employee
			303.88	05/21/2020	MEDE200522123037H	Medicare Employee
			604.26	05/21/2020	MEDE200522123037IS	Medicare Employee
			4,074.88	05/21/2020	MEDE200522123037PI	Medicare Employee
			4,831.02	05/21/2020	MEDE200522123037P'	Medicare Employee
			300.15	05/21/2020	MEDR200522123037C	Medicare Employer
			741.36	05/21/2020	MEDR200522123037C	Medicare Employer
			2,885.04	05/21/2020	MEDR200522123037FI	Medicare Employer
			618.52	05/21/2020	MEDR200522123037FI	Medicare Employer
			303.88	05/21/2020	MEDR200522123037H	Medicare Employer
			604.26	05/21/2020	MEDR200522123037IS	Medicare Employer
			4,076.41	05/21/2020	MEDR200522123037P	Medicare Employer
			4,831.02	05/21/2020	MEDR200522123037P'	Medicare Employer
			207,854.46			
	INTERNAL REVENUE SERVICE Total					
2639	STATE DISBURSEMENT UNIT					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			471.13	05/22/2020	000000191200522123C	IL Child Support Amount 1
			545.00	05/22/2020	000000206200522123C	IL Child Support Amount 1
			391.78	05/22/2020	000000292200522123C	IL Child Support Amount 1
			1,555.35	05/22/2020	000000374200522123C	IL Child Support Amount 1
			369.23	05/22/2020	000000486200522123C	IL Child Support Amount 1
			700.15	05/22/2020	000001225200522123C	IL Child Support Amount 1
	STATE DISBURSEMENT UNIT Total		<u>4,032.64</u>			
2643	DELTA DENTAL					
			1,497.55	05/19/2020	051820	DELTA DENTAL CLAIMS
			4,471.14	05/26/2020	052620	DELTA DENTAL CLAIM
	DELTA DENTAL Total		<u>5,968.69</u>			
2648	HEALTH CARE SERVICE CORP					
			72,150.45	05/26/2020	052620	MEDICAL CLAIMS
	HEALTH CARE SERVICE CORP Total		<u>72,150.45</u>			
2650	OVERHEAD MATERIAL HANDLING ILL					
		107751	1,500.00	05/29/2020	24422	CRANE INSPECTIONS
	OVERHEAD MATERIAL HANDLING ILL Total		<u>1,500.00</u>			
2683	CONTINENTAL AMERICAN INSURANCE					
			42.42	05/22/2020	ACCG200522123037FI	AFLAC Accident Plan
			59.89	05/22/2020	ACCG200522123037PI	AFLAC Accident Plan
			60.59	05/22/2020	ACCG200522123037P'	AFLAC Accident Plan
	CONTINENTAL AMERICAN INSURANCE Total		<u>162.90</u>			
2756	RXBENEFITS INC.					
			27,171.37	05/19/2020	INV112945	PRESCRIPTION CLAIMS
	RXBENEFITS INC. Total		<u>27,171.37</u>			
2778	CLIENT FIRST CONSULTING GROUP					
		107006	2,450.00	05/21/2020	11395	EXCHANGE UPGARDE OFFICE
	CLIENT FIRST CONSULTING GROUP Total		<u>2,450.00</u>			
2810	MSAB INCORPORATED					
		108262	3,250.00	05/21/2020	34412	LOGICAL LICENSE RENEWAL
	MSAB INCORPORATED Total		<u>3,250.00</u>			
2840	ST CHARLES ARTS COUNCIL					
			2,325.00	05/29/2020	VCCART0420	HOTELTAX DISBURSE FEB-APF

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	ST CHARLES ARTS COUNCIL Total		<u>2,325.00</u>			
2969	LEADS ONLINE LLC	108260	4,378.00	05/21/2020	254966	RENEWAL INVESTIGATION PAC
	LEADS ONLINE LLC Total		<u>4,378.00</u>			
2990	HAWKINS INC	87	480.00	05/21/2020	4708052	CHEMICAL DELIVERY
		107841	4,072.50	05/29/2020	4683094	MISC CHEMICALS
		87	5,947.85	05/29/2020	4705555	FERRIC CHLORIDE-BULK WATE
	HAWKINS INC Total		<u>10,500.35</u>			
3001	SITEIMPROVE INC	108268	2,431.00	05/21/2020	67243	SITEIMPACT CONTRACT 5/1/20-4/20.
	SITEIMPROVE INC Total		<u>2,431.00</u>			
3006	ARC DOCUMENT SOLUTIONS LLC	108261	689.00	05/21/2020	56ILI9060345	BASE MAINTENANCE
		108123	776.35	05/29/2020	56ILI9060451	CANON INK TANK
	ARC DOCUMENT SOLUTIONS LLC Total		<u>1,465.35</u>			
3008	RIVER CORRIDOR FOUNDATION		5,367.18	05/21/2020	051920	REIMBURSEMENT AGREEMENT
	RIVER CORRIDOR FOUNDATION Total		<u>5,367.18</u>			
3010	PLOTE CONSTRUCTION INC	82	1,810.50	05/21/2020	2279966	SURFACE
		90	3,037.10	05/29/2020	228148	WATER - SURFACE
	PLOTE CONSTRUCTION INC Total		<u>4,847.60</u>			
3038	COVERTTRACK GROUP INC	108264	1,200.00	05/21/2020	38328	RENEWAL POLICE DEPT
	COVERTTRACK GROUP INC Total		<u>1,200.00</u>			
3102	RUSH PARTS CENTERS OF ILLINOIS	107969	162.18	05/21/2020	3019211855	PARTS FOR FLEET
			1,050.00	05/29/2020	3018379361	REGULATOR DOOR
		107902	154.45	05/29/2020	3019306197	INVENTORY ITEMS
	RUSH PARTS CENTERS OF ILLINOIS Total		<u>1,366.63</u>			
3127	SHI INTERNATIONAL CORP					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		108324	948.00	05/29/2020	B11734171	ALL APPS RENEWAL,SUB,LIC S
		108337	406.00	05/29/2020	B11734764	LICENSE ESD SOFTWARE
		107780	132.00	05/21/2020	B11683168	HARDWARE
	SHI INTERNATIONAL CORP Total		<u>1,486.00</u>			
3138	SUBSURFACE SOLUTIONS					
		108331	175.89	05/29/2020	15357	LEADS DIRECT CONNECTION
	SUBSURFACE SOLUTIONS Total		<u>175.89</u>			
3148	CORNERSTONE PARTNERS					
		108030	418.17	05/21/2020	CP21391	RESTORATION 1540 JOBE AVE
		108030	262.68	05/21/2020	CP21392	RESTORATION 116 OAK CR
		108030	272.02	05/21/2020	CP21393	RESTORATION 1508 JOBE AVE
	CORNERSTONE PARTNERS Total		<u>952.87</u>			
3153	CALL ONE					
			5,524.34	05/21/2020	244705	MONTHLY BILLING 5/15-6/14
	CALL ONE Total		<u>5,524.34</u>			
3155	CBT NUGGETS LLC					
		108127	2,396.00	05/21/2020	2127927	IT TRAINING 5/9/20-5/9/21
	CBT NUGGETS LLC Total		<u>2,396.00</u>			
3182	OZINGA READY MIX CONCRETE INC					
		108193	420.00	05/21/2020	1426158	BRICK RED POLYMER
	OZINGA READY MIX CONCRETE INC Total		<u>420.00</u>			
3214	B & F CONSTRUCTION CODE SERVCS					
			1,080.00	05/29/2020	12731	SPRIL INSPECTIONS
	B & F CONSTRUCTION CODE SERVCS Total		<u>1,080.00</u>			
3217	TARGET SOLUTIONS INC					
		107695	5,772.27	05/29/2020	INV4398	PREMIER MEMBERSHIP PLATF
	TARGET SOLUTIONS INC Total		<u>5,772.27</u>			
3257	ROBERT HALF INTERNATIONAL INC					
		107591	888.00	05/21/2020	55767249	BILLING WEEK END 4/30/20
	ROBERT HALF INTERNATIONAL INC Total		<u>888.00</u>			
3258	TELADOC HEALTH INC					
		104218	557.50	05/21/2020	3/1/2020	SERVICE FORMONTH OF MARC

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		104218	557.50	05/21/2020	4/1/2020	SERVICE FOR MONTH OF APRIL
	TELADOC HEALTH INC Total		<u>1,115.00</u>			
3259	ASSURANCE AGENCY LTD		2,689.00	05/29/2020	164696	DRONEPOLICY RENEWAL JUNI
	ASSURANCE AGENCY LTD Total		<u>2,689.00</u>			
3288	FGM ARCHITECTS INC		5,640.00	05/21/2020	16-2234.02-9	PROJECT BILLING THRU 4/30/20
	FGM ARCHITECTS INC Total		<u>5,640.00</u>			
3289	VISION SERVICE PLAN OF IL NFP		10.40	05/22/2020	VSP 200522123037CA	Vision Plan Pre-tax
			41.50	05/22/2020	VSP 200522123037CD	Vision Plan Pre-tax
			215.66	05/22/2020	VSP 200522123037FD	Vision Plan Pre-tax
			28.92	05/22/2020	VSP 200522123037FN	Vision Plan Pre-tax
			12.22	05/22/2020	VSP 200522123037HR	Vision Plan Pre-tax
			48.88	05/22/2020	VSP 200522123037IS	Vision Plan Pre-tax
			244.74	05/22/2020	VSP 200522123037PD	Vision Plan Pre-tax
			387.82	05/22/2020	VSP 200522123037PV	Vision Plan Pre-tax
	VISION SERVICE PLAN OF IL NFP Total		<u>990.14</u>			
3315	IRON MOUNTAIN INC					
		105425	792.51	05/21/2020	202123524	APRIL BILLING
	IRON MOUNTAIN INC Total		<u>792.51</u>			
3317	TEREX USA LLC					
		108321	737.17	05/29/2020	5002733131	NYLON DIGGER STOW ROPE
	TEREX USA LLC Total		<u>737.17</u>			
3326	INFOWISE SOLUTIONS LTD					
		108152	879.20	05/29/2020	2020-5	ULT FORMS ENTERPRISE-REN
	INFOWISE SOLUTIONS LTD Total		<u>879.20</u>			
3417	LAFARGE NORTH AMERICA INC					
			125.99	05/29/2020	712564556	1300 S IL RT 31-LIMESTONE SC
	LAFARGE NORTH AMERICA INC Total		<u>125.99</u>			
3473	ATLAS COPCO COMPRESSORS LLC					
		108153	22,535.16	05/29/2020	1120045346	5/11/20-5/10/21 PER QUOTE

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	ATLAS COPCO COMPRESSORS LLC Total		<u>22,535.16</u>			
3484	MIDLAND STANDARD ENGINEERING	107891	3,332.50	05/21/2020	240396	BILLING THRU 4/30/20
	MIDLAND STANDARD ENGINEERING Total		<u>3,332.50</u>			
3514	OPTIV SECURITY INC	108297	16,897.28	05/29/2020	INV-100145793	WEBSITE ANNUALSUBSCRIPTI
	OPTIV SECURITY INC Total		<u>16,897.28</u>			
3526	PATSON INC	107581	2,134.06	05/21/2020	869759	REPAIR AND PARTS
			-120.80	05/21/2020	869767	CREDIT ON 869759
	PATSON INC Total		<u>2,013.26</u>			
3533	P&M HOLDING GROUP LLP	104643	2,391.23	05/29/2020	1819749	PROF SERVICE 3/1/20-3/29/20
		104643	5,543.30	05/29/2020	1848988	PROFESSIONAL SERVICE 4/1-4,
	P&M HOLDING GROUP LLP Total		<u>7,934.53</u>			
3561	ADVANCED ELEVATOR COMPANY	108365	520.00	05/21/2020	47396	ELEVATOR ,AINTENANCE
	ADVANCED ELEVATOR COMPANY Total		<u>520.00</u>			
3616	SHERWIN INDUSTRIES INC	108280	1,130.00	05/29/2020	SS083956	SAFETY PAINT SUPPLIES
	SHERWIN INDUSTRIES INC Total		<u>1,130.00</u>			
3654	ALLIANCE CONCRETE SAWING AND		1,716.00	05/21/2020	11863	240' ASPHALT CUTS WATER DE
	ALLIANCE CONCRETE SAWING AND Total		<u>1,716.00</u>			
3670	ACTION LOCK & KEY INC	108363	160.00	05/29/2020	106082	REKEY PANIC BAR
	ACTION LOCK & KEY INC Total		<u>160.00</u>			
3678	MOTOROLA SOLUTIONS INC	108056	16,722.84	05/21/2020	41285040	RADIOS FOR FIRE DEPT
	MOTOROLA SOLUTIONS INC Total		<u>16,722.84</u>			
3684	RESPECT TECHNOLOGY INC					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		106013	2,720.00	05/29/2020	14282	MONTHLY SUPPORT MAY
	RESPECT TECHNOLOGY INC Total		<u>2,720.00</u>			
3709	Christian Rebone					
			224.00	05/21/2020	200053665	MEMBERSHIP FOR ISAWWA
	Christian Rebone Total		<u>224.00</u>			
3763	DIRECT PATH LLC					
		108239	908.75	05/29/2020	AT45483	JUNE SERVICES
	DIRECT PATH LLC Total		<u>908.75</u>			
3786	EMPLOYEE BENEFITS CORPORATION					
		108240	270.00	05/21/2020	2896413	FLEX PLAN ADMIN
	EMPLOYEE BENEFITS CORPORATION Total		<u>270.00</u>			
3799	LRS HOLDINGS LLC					
		105537	130.00	05/29/2020	PS319617	BILLING 4/10/20-5/7/20
		104119	90.00	05/29/2020	PS319618	BILLING 4/10/20-5/7/20
	LRS HOLDINGS LLC Total		<u>220.00</u>			
3805	EMPLOYEE BENEFITS CORP - ACH					
			9,664.89	05/31/2020	C98632-202005	FLEXIBLE SPENDING CLAIMS
	EMPLOYEE BENEFITS CORP - ACH Total		<u>9,664.89</u>			
3843	FACTORY CLEANING EQUIPMENT INC					
		108354	3,390.00	05/29/2020	131079	WEEKLY RENTAL 5/11-5/25
	FACTORY CLEANING EQUIPMENT INC Total		<u>3,390.00</u>			
3882	CORE & MAIN LP					
		108288	207.00	05/29/2020	M314971	MISC PARTS WATER DEPT
		108288	248.87	05/29/2020	M315030	REED EDSK5 SOCKET SET
	CORE & MAIN LP Total		<u>455.87</u>			
3886	VIA CARLITA LLC					
		108277	97.46	05/29/2020	25990	PARTS VEH 1841 RO 63819
		108277	100.77	05/29/2020	26030	PARTS VEH 1841, RO 63819
		108115	63.46	05/21/2020	25654	VEH 1752 RO 63789
		108277	8.24	05/21/2020	25743	VEH 1942 RO 63785 PARTS
		108277	20.60	05/21/2020	25841	VEH 1955 RO 63799 PARTS
		108277	67.49	05/21/2020	25992	VEH 1739 RO 63827 PARTS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	VIA CARLITA LLC Total		<u>358.02</u>			
3902	AFC INTERNATIONAL INC	107976	576.88	05/21/2020	58230	PARTS
	AFC INTERNATIONAL INC Total		<u>576.88</u>			
3915	B&W CONTROL SYSTEMS	102242	90.00	05/29/2020	0213391	2019 MS4 SERVICES THRU 4/30
	B&W CONTROL SYSTEMS Total		<u>90.00</u>			
3965	TIMOTHY E COOPER	107879	7,386.00	05/29/2020	1152	MATERIAL AND LABOR FIRE DE
	TIMOTHY E COOPER Total		<u>7,386.00</u>			
3968	TRANSAMERICA CORPORATION		4,693.16	05/21/2020	RHFP200522123037PI	Retiree Healthcare Funding Pla
	TRANSAMERICA CORPORATION Total		<u>4,693.16</u>			
3973	HSA BANK WIRE ONLY		200.00	05/21/2020	HSAF200522123037C/	Health Savings Plan - Family
			311.54	05/21/2020	HSAF200522123037CI	Health Savings Plan - Family
			1,342.30	05/21/2020	HSAF200522123037FI	Health Savings Plan - Family
			457.70	05/21/2020	HSAF200522123037HF	Health Savings Plan - Family
			352.69	05/21/2020	HSAF200522123037IS	Health Savings Plan - Family
			1,097.31	05/21/2020	HSAF200522123037PI	Health Savings Plan - Family
			425.00	05/21/2020	HSAF200522123037PV	Health Savings Plan - Family
			175.00	05/21/2020	HSAS200522123037C/	Health Savings - Self Only
			271.16	05/21/2020	HSAS200522123037CI	Health Savings - Self Only
			633.08	05/21/2020	HSAS200522123037FI	Health Savings - Self Only
			100.00	05/21/2020	HSAS200522123037FI	Health Savings - Self Only
			662.61	05/21/2020	HSAS200522123037PI	Health Savings - Self Only
			147.69	05/21/2020	HSAS200522123037PV	Health Savings - Self Only
	HSA BANK WIRE ONLY Total		<u>6,176.08</u>			
4020	TREES R US INC	108302	14,183.14	05/29/2020	23890	TREE TRIMMING ZONE 5
		104114	20,926.08	05/29/2020	23932	BRUSH COLLECTION APRIL
	TREES R US INC Total		<u>35,109.22</u>			
4024	ANDERSEN SOLUTIONS INC	108146	202.50	05/21/2020	1598	PRESSURE WASHER REPAIR

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	ANDERSEN SOLUTIONS INC Total		<u>202.50</u>			
4074	AMAZON CAPITAL SERVICES INC					
		108066	-2,343.66	05/21/2020	11P4-T96P-1CWR	INVENTOR ITEMS
		108066	2,343.66	05/21/2020	11P4-T96P-1CWRADJ	INVENTOR ITEMS
		108232	696.43	05/21/2020	17CV-3HW1--9V1Y	MISC SUPPLIES POLICE DEPT
		108066	266.00	05/21/2020	19XX-M3GW-GCQP	RESPIRATORS
		108296	440.91	05/21/2020	1HHM-MRG7-14YC	PLEATED FILTERS
		108232	32.94	05/21/2020	1HHM-MRG7-JWGR	16.5 GL KITCHEN TRASH CAN
		108339	213.16	05/21/2020	1RQ7-6L1C-H4XT	TERMOMETER
		108232	63.99	05/21/2020	1WK7-169Y-CR7V	YWL-US LCD DISPLAY TOUCH
		108370	218.43	05/21/2020	1WRJ-6N4C-673F	OFFICE SUPPLIES
		108423	64.26	05/29/2020	14WH-CR9Y-CLDJ	WIRING KITS
			298.20	05/29/2020	14WT-H44W-CTGF	DARE TO LEAD BOOKS FOR LE
		108409	26.22	05/29/2020	17WF-WKCL-67FD	HAND SOAP FOR FINANCE
		108301	67.04	05/29/2020	19HN-NHCD-GVW3	PURELL HAND SANITIZER
		108370	83.69	05/29/2020	1FXY-L4C9-7XT3	PUBLIC WORKS SUPPLIES
		108414	698.55	05/29/2020	1G7K-HVVN-67YH	IPS SCREEN WALL CAMERA W/
		108445	29.98	05/29/2020	1LQY-MGDL-QL71	PLATED SPRING SNAP
		108370	183.91	05/29/2020	1LQY-MGDL-QRTK	OFFICE SUPPLIES
		108494	17.96	05/29/2020	1MMP-YGVP-11V6	NESTLE COFFEE MATE CREAM
		108390	62.16	05/29/2020	1QFY-JYMH-TTLN	LEAD LIGHT BULB - STREET LI
		108485	59.99	05/29/2020	1R69-413J-FWMF	SPEAKERS W/DYNAMIC SOUNI
		108396	23.95	05/29/2020	1WK7-169Y-QCC9	BLAYLOCK TL-60 PINTLE DRA
		108104	95.00	05/29/2020	1XPJ-H6JG-9VCC	BOAT FENDER
		108376	83.94	05/29/2020	1YP1-JYG4-7TXY	INVENOTRY ITEMS
	AMAZON CAPITAL SERVICES INC Total		<u>3,726.71</u>			
4101	INLIGHTEN INC					
		108487	1,378.00	05/29/2020	Q20050882	APOLLOCAST NACS SERVICE €
	INLIGHTEN INC Total		<u>1,378.00</u>			
4114	CHICAGO PARTS AND SOUND LLC					
		108218	487.02	05/29/2020	1-0140616	PARTS FOR FLEET
		108218	45.76	05/29/2020	1-0141308	FLEET DEPT PARTS
		108218	487.02	05/29/2020	10-0099966	PARTS FOR FLEET
		108144	329.16	05/21/2020	1-0140350	INVENTORY ITEMS
	CHICAGO PARTS AND SOUND LLC Total		<u>1,348.96</u>			
4135	ILLINOIS PUBLIC RISK FUND					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			10,977.00	05/21/2020	59048	IPRF FEE JUNE 2020 EXCESS V
	ILLINOIS PUBLIC RISK FUND Total		<u>10,977.00</u>			
4142	INTELLIAS INC					
		106620	175.00	05/21/2020	11858	APRIL SERVICES
	INTELLIAS INC Total		<u>175.00</u>			
4185	DRELLISHAK AND DRELLISHAK INC					
		107096	149.40	05/21/2020	30088	THC TEST KITS POLICE DEPT
	DRELLISHAK AND DRELLISHAK INC Total		<u>149.40</u>			
4204	VILLAGE OF SOUTH ELGIN					
			113,628.83	05/21/2020	050420	SALES TAX REIMBURSEMENT-
	VILLAGE OF SOUTH ELGIN Total		<u>113,628.83</u>			
4242	MID AMERICA ENERGY SERVICES					
		104852	1,462.50	05/21/2020	20481	LABOR WATER DEPT
		108097	55,976.20	05/29/2020	20492	PROJECT BILLING THRU 4/30/2
		108097	52,169.38	05/29/2020	20493	PROJECT BILLING THRU 4/30/2
		108097	16,050.89	05/29/2020	20494	PROJECT BILLING THRU 5/1/20
	MID AMERICA ENERGY SERVICES Total		<u>125,658.97</u>			
4247	LEYDEN ELECTRIC INC					
		107041	13,100.00	05/29/2020	15849	LABOR AND MATERIAL WELL 8
		107468	6,540.00	05/29/2020	15851	LABOR AND MATERIAL WELL 1:
	LEYDEN ELECTRIC INC Total		<u>19,640.00</u>			
4282	ST CHARLES BUSINESS ALLIANCE					
			36,636.00	05/29/2020	VCCBALL0420	HOTELTAX DISBURSEMENT-AF
	ST CHARLES BUSINESS ALLIANCE Total		<u>36,636.00</u>			
4292	GARDA CL GREAT LAKES INC					
		105616	27.65	05/21/2020	20434340	APRIL BILLING
	GARDA CL GREAT LAKES INC Total		<u>27.65</u>			
4294	AMERICAN SECURITY					
		108204	187.47	05/21/2020	10565594	MAY SERVICES
	AMERICAN SECURITY Total		<u>187.47</u>			
4327	TRANSYSTEMS CORPORATION					
		106286	5,502.59	05/29/2020	3580229-06	PROJECT BILLING KAUTZ RD

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	TRANSSYSTEMS CORPORATION Total		<u>5,502.59</u>			
4332	ADVOMATIC STUDIO LLC					
		107728	2,850.00	05/21/2020	57419	MONTHLY SUPPORT RETAINEF
		107728	892.00	05/21/2020	57420	MONTHLY MAINTENANCE FEE
		107728	-892.00	05/21/2020	57420	MONTHLY MAINTENANCE FEE
		107728	892.00	05/21/2020	57420A	MONTHLY MAINT JUNE DRUPA
	ADVOMATIC STUDIO LLC Total		<u>3,742.00</u>			
4335	ETC INSTITUTE					
		106563	4,820.60	05/29/2020	27717	COMMUNITY SURVEY-ADMINIS
	ETC INSTITUTE Total		<u>4,820.60</u>			
4341	CIORBA GROUP					
		106991	3,514.01	05/29/2020	0024588	NOVEMBER BILLING 2019
		106991	9,800.26	05/29/2020	0024700	DECEMBER 2019 BILLING
		106991	5,043.10	05/29/2020	0024742	JANUARY 2020 BILLING
		106991	16,473.45	05/29/2020	0024885	COUNTRY CLUB LIFT STATION
	CIORBA GROUP Total		<u>34,830.82</u>			
4359	PLASTIX PLUS LLC					
		107918	433.58	05/29/2020	12472	DOGHOUSE CONSOLE W/GLOX
	PLASTIX PLUS LLC Total		<u>433.58</u>			
4366	FIRE NUGGETS INC					
		108216	225.00	05/21/2020	2019-075	THE NOZZLE FORWARD FOR B
	FIRE NUGGETS INC Total		<u>225.00</u>			
4377	MACQUEEN EQUIPMENT LLC					
		107537	14,479.16	05/21/2020	W00118	FIRE TRUCK REPAIR
	MACQUEEN EQUIPMENT LLC Total		<u>14,479.16</u>			
4384	DACRA ADJUDICATION SYSTEMS LLC					
		107455	1,500.00	05/21/2020	2020-178	APRIL BILLING
	DACRA ADJUDICATION SYSTEMS LLC Total		<u>1,500.00</u>			
4402	SAFEWORK SOLUTIONS LLC					
		108158	7,000.00	05/21/2020	COSC2020	SUBSCRIPTION 5/5/20-5/5/21
	SAFEWORK SOLUTIONS LLC Total		<u>7,000.00</u>			
4412	WI SCTF					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			596.30	05/22/2020	0000012442005221230	WI Child Support Amount 1
	WI SCTF Total		<u>596.30</u>			
9990010	TOMMY TOBIN					
			75.00	05/21/2020	051520	DAMAGED MAILBOX BY SNOW
	TOMMY TOBIN Total		<u>75.00</u>			
9990010	ST CHARLES VETERINARY CLINIC					
			52.00	05/29/2020	052020	REFUND PERMIT 2020-00518
	ST CHARLES VETERINARY CLINIC Total		<u>52.00</u>			
		<u>Grand Total:</u>	<u>4,729,857.80</u>			

The above expenditures have been approved for payment:

_____	_____
Chairman, Government Operations Committee	Date
_____	_____
Vice Chairman, Government Operations Committee	Date
_____	_____
Finance Director	Date



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: IA

Title:

Seeking a Recommendation of Approval of the Funding Allocation Requests of the 708 Mental Health Board for FY 2020-2021

Presenter:

Chris Minick, Finance Director
Carolyn Waibel, 708 Mental Health Board Chair

Meeting: City Council

Date: June 15, 2020

Proposed Cost: \$611,543

Budgeted Amount: \$615,000

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The City of St. Charles levies a \$0.04/\$100 EAV property tax to support agencies that provide mental health services to residents of the City of St. Charles. This tax levy was approved by voters by referendum in the spring of 1986, and has been in place ever since. The City's 708 Mental Health Board administers the funding application and presentation process and makes annual recommendations of funding allocations to the various agencies providing these services. The total amount of funding available for approval for FY 2020/2021 is \$615,000. The recommended funding allocations for the 2019-2020 funding cycle are attached.

Carolyn Waibel, Chair of the 708 Mental Health Board, will present an overall summary on behalf of all the groups requesting funding for FY 2020-2021. Additionally, representatives from the seven individual groups receiving greater than \$25,000 in funding will be available should any detailed questions be posed. They are as follows:

- Association for Individual Development (AID)
- City of St. Charles Police Department
- Ecker Center
- Lazarus House
- Lighthouse Recovery, Inc.
- Renz Addiction Center
- TriCity Family Services

Attachments *(please list):*

- Summary sheet of recommended funding allocations of the St. Charles 708 Mental Health Board for FY 2020/2021
- Applications for the above mentioned organizations receiving over \$25,000

Recommendation/Suggested Action *(briefly explain):*

Seeking a recommendation of approval of the funding allocation requests of the 708 Mental Health Board for fiscal year 2020/2021.

2020-2021 St. Charles 708 Mental Health Board Allocation Worksheet

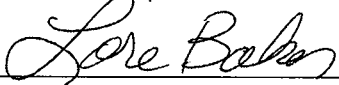
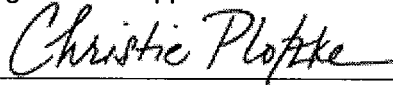
	2020 AMOUNT REQUESTED	2020 AMOUNT APPROVED	2019 AMOUNT REQUESTED	2019 AMOUNT APPROVED 03/06/19	2019 AMOUNT APPROVED 06/07/19	2018 AMOUNT REQUESTED	2018 AMOUNT APPROVED	2017 AMOUNT REQUESTED	2017 AMOUNT APPROVED	2016 AMOUNT REQUESTED	2016 AMOUNT APPROVED
ASSOCIATION FOR INDIVIDUAL DEVELOPMENT	\$ 75,000.00	\$39,000.00	\$76,000.00	\$64,000.00	\$64,900.00	\$64,000.00	\$60,000.00	\$70,000.00	\$58,000.00	\$70,000.00	\$54,500.00
CASA KANE COUNTY	\$ 10,000.00	\$7,763.00	\$10,000.00	\$8,500.00	\$9,400.00	\$10,000.00	\$6,700.00	\$10,000.00	\$6,500.00	\$10,000.00	\$5,000.00
CITY STC POLICE DEPT	\$ 60,000.00	\$46,463.00								\$15,000.00	\$15,000.00
COMMUNITY CRISIS CENTER	\$ 20,000.00	\$18,150.00	\$16,500.00	\$15,675.00	\$16,575.00	\$16,500.00	\$16,500.00	\$16,500.00	\$16,500.00	\$15,000.00	\$14,000.00
DAYONE PACT	\$ 4,000.00	\$2,643.00	\$5,000.00	\$4,250.00	\$5,150.00	\$10,000.00	\$5,000.00	\$10,000.00	\$4,500.00	\$10,000.00	\$2,000.00
EASTER SEALS DuPAGE & FOX VALLEY	\$ 12,500.00	\$8,906.00	\$10,000.00	\$8,000.00	\$8,900.00	\$7,500.00	\$3,600.00	\$7,500.00	\$3,500.00	\$20,000.00	\$2,500.00
ECKER CENTER FOR MENTAL HEALTH	\$ 72,000.00	\$58,860.00	\$68,000.00	\$61,200.00	\$62,100.00	\$67,000.00	\$65,600.00	\$64,000.00	\$64,000.00	\$68,000.00	\$59,000.00
ELDERDAY CENTER INC	\$ 20,500.00	\$14,376.00	\$17,500.00	\$14,000.00	\$0.00	\$18,000.00	\$16,400.00	\$18,000.00	\$16,000.00	\$18,000.00	\$14,500.00
FOX VALLEY HANDS OF HOPE	\$ 26,000.00	\$18,135.00	\$24,000.00	\$20,400.00	\$21,300.00	\$22,000.00	\$18,500.00	\$20,000.00	\$18,000.00	\$22,000.00	\$16,500.00
FOX VALLEY SPECIAL RECREATION ASSOC	\$ 7,488.00	\$5,813.00	\$5,000.00	\$4,500.00	\$5,400.00	\$5,000.00	\$3,600.00	\$5,000.00	\$3,500.00	\$5,000.00	\$1,250.00
KANE CO SHERIFF	\$ 138,792.00	\$0.00									
LAZARUS HOUSE	\$ 50,294.00	\$47,115.00	\$51,725.00	\$49,138.75	\$50,038.75	\$50,520.00	\$48,000.00	\$43,010.00	\$43,010.00	\$48,400.00	\$46,100.00
LIGHTHOUSE RECOVERY INC	\$ 41,000.00	\$31,673.00	\$24,000.00	\$22,800.00	\$23,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LIVING WELL	\$ 20,000.00	\$7,388.00				\$20,000.00	\$13,000.00	\$20,000.00	\$12,500.00	\$20,000.00	\$9,000.00
NAMI KDK	\$ 6,500.00	\$5,168.00				\$6,500.00	\$5,000.00	\$6,000.00	\$4,500.00	\$6,000.00	\$2,000.00
RENZ ADICTION COUNSELING CENTER	\$ 90,365.00	\$79,069.00	\$77,000.00	\$61,600.00	\$62,500.00	\$75,000.00	\$67,000.00	\$65,000.00	\$65,000.00	\$68,000.00	\$63,500.00
SUICIDE PREVENTION SERVICES	\$ 17,000.00	\$11,220.00	\$17,000.00	\$14,450.00	\$15,350.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$16,500.00
TRI-CITY HEALTH PARTNERSHIP	\$ 15,000.00	\$13,669.00	\$15,000.00	\$14,250.00	\$15,150.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$8,000.00
TRICITY FAMILY SERVICES	\$ 226,415.00	\$196,132.00	\$215,000.00	\$204,250.00	\$205,150.00	\$220,000.00	\$202,000.00	\$200,000.00	\$196,000.00	\$200,000.00	\$189,000.00
YWCA METRO CHICAGO	\$ 106,014.00	\$0.00	\$31,742.00	\$24,931.80	\$25,831.80	\$31,889.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$1,018,868.00	\$611,543.00	\$663,467.00	\$591,945.55	\$591,445.55	\$650,909.00	\$557,900.00	\$582,010.00	\$538,510.00	\$622,400.00	\$518,350.00

St. Charles 708 Mental Health Board
Application for Funding
2020-2021
Application Due: January 15, 2020

Please complete all portions of the application. We will only be accepting applications electronically. The application is in Word format; all required fields are in an extended format. The form must be submitted electronically by the end of the business day on January 15, 2020 to Sharon Bringelson at (sbringelson@stcharlesil.gov 630-377-4422). **Applications received past this deadline will not be accepted.** If you have questions about the content of the application, please contact Brian Travilla via Sharon.

On February 27, 2020, sessions regarding this application will be scheduled for the 708 Board. At that time, 708 Board members will have the opportunity to ask questions or seek clarification about the application. Attendance at the scheduled presentation is mandatory.

SECTION 1: CONTACT INFORMATION

Organization Name: Association for Individual Development (AID)	Executive Director/Responsible Administrator: Frances L Baker (Lore)
Printed Designated Contact Name: Christie Plotzke	Contact Phone and Email Address: 847.931.2292 cplotzke@aidcares.org
Printed Name of Document Author: Christie Plotzke	Author Phone and Email Address: 847.931.2292 cplotzke@aidcares.org
Organization Address: 309 New Indian Trail Court Aurora, IL 60506	Organization Phone and Website: 630.966.4000 www.aidcares.org
Number of Individuals Served Annually by the Organization: 5000	Number of St. Charles Residents Served Annually by the Organization: 590
Total Amount of Request: \$75,000	Date of Application: 15 January 2020
Signature of Responsible Administrator: 	Signature of Application Author: 

SECTION 2: ALIGNMENT WITH THE CITY OF ST. CHARLES 708 BOARD

The Vision of the St. Charles Mental Health 708 Board is:

The residents of St. Charles shall have access to high-quality programs and services to support their mental health, to assist with their developmental disabilities, and to prevent and reduce substance abuse.

The Mission of the St. Charles 708 Mental Health Board is to service residents of St. Charles by supporting and funding local, community-based, high-quality programs and services for citizens with mental health needs, substance abuse needs and developmental disabilities.

Instructions: Please briefly describe how the activities in this proposal aligns with the vision and mission of the City of St. Charles Mental Health 708 Board and the residents of the City of St. Charles. Please do not simply copy/paste your organization's vision and mission statements.

The purpose of the STC MHB is to aid individuals in the enhancement, maintenance and/or restoration of their mental health within the context of their own environment. This is accomplished by supporting and funding local, community-based programs and services. AID is a community based, non profit organization dedicated to enriching the lives of people in the Fox Valley area and beyond who are living with mental and developmental health challenges. AID is a strong community partner and collaborator, working with many social and human service agencies as well as municipalities. Specific to this proposal, AID will continue to help empower St. Charles residents with significant intellectual, developmental, behavioral and mental health challenges to live the lives they choose, with dignity and purpose.

SECTION 3: SELECTION OF DESIGNATED PROGRAM SUPPORT OR PRIORITY FUNDING SUPPORT

Instructions: From the two categories below, select the one that best describes your organization's application for funding for the application. **The priorities may be the same or different from the previous year's funding application. Definitions:**

- **Designated, specific program support.** Select this option if your organization is requesting funding for a single initiative, activity or program. **If the proposed activity is part of a larger organization or set of activities, describe priorities in the Priority Funding Support (next section).** Your organization may request either full or partial funding for the designated program support. This option is not intended to offset overall program operations or administrative costs.

This designated program information will be used throughout the application.

Designated Program	Funding	Application
N/A	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:

- **Priority Funding Support.** Select this option if your organization has multiple programs or activities where the requested funding will be used to fund one or more initiatives/activities. Your organization may request either full or partial funding for the priorities defined.

If priority funding support is selected, indicate up to five priorities (below) for which funding will be allocated. These numbered priorities will be used throughout the application.

Priority	Funding	Application
1. Behavioral Health Counseling and Recovery with Psychiatric Intervention	<ul style="list-style-type: none"> • Full • <input checked="" type="checkbox"/> Partial 	Amount requested for 2020-2021: \$25,000
2. Integrated primary health care in community day programs for individuals with Developmental and Intellectual Health Challenges	<ul style="list-style-type: none"> • Full • <input checked="" type="checkbox"/> Partial 	Amount requested for 2020-2021: \$25,000
3. Promoting healthy bodies and minds through nutrition education, focusing on skill building and employment opportunities	<ul style="list-style-type: none"> • Full • <input checked="" type="checkbox"/> Partial 	Amount requested for 2020-2021: \$25,000
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:

SECTION 4: PROGRAM AND BUDGET DESCRIPTION:

For each of the priorities identified or for the designated program, briefly describe the following:

(Repeat this table for each of the identified priorities or designated program.)

<p>Priority # <u>1</u> or Designated Program Amount requested: \$25,000</p>
<p>1. Describe the general purpose of the priority or program.</p> <p>The purpose of this priority is to provide recovery support for individuals with behavioral and mental health challenges. Interventions include individual and group counseling, psychiatric care, skill building to increase independence and community participation, employment support and medication management.</p>
<p>2. Describe the need of the priority or program and the type of individuals to be served.</p> <p>The target population is individuals who are experiencing mental and behavioral health challenges. Individuals need comprehensive, customized support to regain stability, learn medication management and administration, rejoin their community, remain in their family home and enrolled in school, avoid hospitalization, institutionalization and/or incarceration and work toward recovery. Strong community collaborations with other like-minded organizations, schools, physicians, hospitals and emergency personnel help promote the programs and services.</p>
<p>3. Describe the specific activities of the priority or program.</p> <p>Children (5-17 years of age) and adults (18 and older) with significant mental and behavioral health challenges who participate in treatment work with a multi-disciplinary team composed of: psychiatrists; licensed counselors; social workers, dietitians and nurses who provide holistic and comprehensive medical, counseling, scheduling and transcription services that focus on recovery. These professionals assess and diagnose issues, prescribe medications, administer primary healthcare, provide treatment and help individuals develop customized recovery plans.</p>
<p>4. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.</p> <p>Behavioral health and psychiatric support are ongoing programs. The AID Fiscal Year begins on July 1st and ends on June 30th.</p>
<p>5. Describe the goal(s) with a description of the anticipated major <u>outcomes</u>.</p> <ol style="list-style-type: none"> 1. Maximize % of individuals reporting improvement as a result of recovery services (Goal 75%) 2. Maximize % of individuals reporting improved interactions with others due to recovery services (Goal 75%). 3. Maximize % of individuals reporting a decreased use of unhealthy coping skills (Goal 65%). 4. Maximize % of individuals who see a Psychiatrist/APN who receive supportive nursing care (Goal is 100%). 5. Maximize availability of transcriber services to psychiatrists (Goal is 100%).

6. **Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.**

The projected number served in this priority is 2100; 42% of the overall number served in the entire organization.

7. **Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.**

The projected number of St Charles residents to be served is 45; 2 % of all served in the priority.

8. **Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).** The projected number of service hours for this priority is 40,000. The projected number of service hours for St. Charles residents is 2,000.

9. **Include information about the number of staff assigned and training or credentials relative to the program or priority.**

3 Psychiatrists- 2 (see adults only) and 1(see children only)

6 FT Registered Nurses

1 FT Transcriptionist

4 FT Schedulers/Receptionists

(These positions serve the entire priority)

Funding for the program or priority above:

10. **Describe how the 708 Board funds will be used for this priority or designated program.**

STC MHB funds will help support nursing, transcription and scheduling. These are non-billable services and thus must be supported by local sources. DeKalb and McHenry County Mental Health Boards, Geneva Mental Health Board and INC Board, NFP provide partial funding for this program; supporting services for residents of their respective areas. AID receives approximately 75% of its \$34 Million budget from State Contracts. The remaining 25% of funding (which includes services unable to be billed to state contracts) is secured through local support. The cost to provide these services agency-wide for one year is approximately \$2.5 million. Twenty-five percent is approximately \$625,000. Funds secured from the local mental health boards listed above, including St. Charles, support these programs and services.

Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

11. **For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage.** The percentage of this request (\$25,000) is .0001 compared to the organization budget.

12. ***For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.*** The percentage of this request (\$25,000) is .001 compared to the entire program budget.

13. ***Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.*** DeKalb and McHenry County Mental Health Boards, Geneva Mental Health Board and INC Board, NFP provide partial funding for this program; supporting services for residents of their respective areas.

14. ***Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.***

All STC MHB funds will be used to support non-billable services.

Currently, there are 1923 Kane County residents waiting for services; 211 live in St. Charles.

SECTION 5: CREDENTIALS: Application

For your organization, include the following:

1. A copy of current 501 c (3) or tax-exempt certification.
Please see attached.

2. A copy of the letter from the Attorney General indicating that your organization is in good standing, if applicable (within the application year).
Please see attached

3. A list of current Board of Directors for your agency.
Please see attached

4. An abbreviated version of the previous annual budget and/or report. If your organization has received 708 Board funding in the past, make sure that this information is available in these documents.
Please see attached

SECTION 6: Allocation Expenditure Summary:

Provide a summary report of actual funding received this past year documenting how your organization spent funds on the designated program or priorities listed in the application:

In FY 2019, AID received \$64,500 from the STC MHB to support St. Charles residents with diverse disabilities who participate in behavioral health recovery programs, community day services programs, those living on their own in the communities with support and those working to obtain and maintain competitive employment. All programs help individuals live their best lives; helping to maximize independence and community participation. Funds supported non-billable services such as nursing, scheduling, skill-building, educational community activities, volunteer opportunities and job/career development.

Funds also support St. Charles residents with no other means of funding for services. These individuals must rely on local funding to participate.

SECTION 4: PROGRAM AND BUDGET DESCRIPTION:

For each of the priorities identified or for the designated program, briefly describe the following:

(Repeat this table for each of the identified priorities or designated program.)

<p>Priority # <u>2</u> or Designated Program Amount requested: \$25,000</p>
<p>1. Describe the general purpose of the priority or program.</p> <p>The general purpose of this priority is to provide Integrated primary and developmental healthcare in community day programs.</p>
<p>2. Describe the need of the priority or program and the type of individuals to be served.</p> <p>Individuals with developmental and intellectual challenges are at a higher risk for preventable illnesses, due to lack of accessibility to primary health providers, poor health literacy, cognitive impairments, limited social supports, poverty, unemployment, transportation, behavioral barriers, use of multiple medications, and biological health complications associated with various syndromes (Down Syndrome, Fragile X, Prader Willi, Cerebral Palsy, and Epilepsy). Integrating primary and developmental healthcare increases health literacy, access to basic medical needs, and helps individuals learn to make healthy lifestyle choices, change their behavior and improve their overall health.</p>
<p>3. Describe the specific activities of the priority or program.</p> <ul style="list-style-type: none"> • Administer medications daily • Provide training on medication administration and knowing and recognizing medication side effects • Baseline BP, glucose, BMI, weight management • Assess illness or injury
<p>4. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.</p> <p>This is an ongoing priority. Nursing services are provided on a daily and weekly basis and as needed. The AID Fiscal Year begins on July 1 and ends on June 30.</p>
<p>5. Describe the <u>goal(s)</u> with a description of the anticipated major <u>outcomes</u>.</p> <p>Provide daily, integrated primary and developmental healthcare to help individuals increase their health literacy and improve their physical and emotional wellbeing.</p> <ol style="list-style-type: none"> 1. Maximize the percentage of clients who had an annual physical in the last year 2. Maximize the percentage of clients who had an annual dental in the last year 3. Minimize the percentage of clients who smoke 4. Minimize the percentage of clients who are overweight/obese as defined by BMI being over 25 5. Maximize percentage of clients who were diagnosed with Diabetes Mellitus and had a HbA1c test (laboratory blood sugar test) in the last year 6. Maximize the percentage of clients who have been diagnosed with Diabetes Mellitus and had at least one HbA1c test in the last year with improved results from the past 7. Minimize the number of Medical ER visits

<p>8. Minimize the percentage of ER visits which lead to medical hospitalization in the last year</p>
<p>6. Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.</p> <p>The projected number of individuals to be served in this priority is 515. This represents 11% of the population served in the entire organization.</p>
<p>7. Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.</p> <p>The projected number of St. Charles residents to be served is 55. This represents 11% of the overall population served in the priority.</p>
<p>8. Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).</p> <p>AID projects to provide 25,750 service hours (1 service hour per person per week for 50 weeks).</p>
<p>9. Include information about the number of staff assigned and training or credentials relative to the program or priority.</p> <p>AID employs 10 Registered Nurses, 1 Licensed Practicing Nurse, 1 Director of Nursing to provide integrated primary and developmental healthcare.</p>

Funding for the program or priority above:

<p>10. Describe how the 708 Board funds will be used for this priority or designated program.</p> <p>STC MHB funds will help support integrated primary healthcare for individuals with developmental and intellectual challenges. Nursing, as part of the Community Day Services, is a non-billable service and thus must be supported by local sources. The Geneva Mental Health Board and INC Board, NFP, along with Elgin Township and AID private fundraising efforts provide partial funding for this program. The Community Day Services are funded by the State of Illinois. However, nursing services are not billable to the State contract. AID receives approximately 75% of its \$34 Million budget from State Contracts. The remaining 25% of funding (services unable to be billed to state contracts) is secured through local support. The cost to provide these services agency-wide for one year is approximately \$6.1 million. Twenty-five percent is approximately \$1,546,207. Funds secured from the local mental health boards listed above, including St. Charles, support these non-billable services.</p> <p>Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).</p>
<p>11. For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage. The percentage of this request (\$25,000) is .0001 compared to the overall agency budget.</p>

12. For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.

The percentage of this request (\$25,000) is .004 compared to the overall priority budget.

13. Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.

Nursing services are supported by The Geneva Mental Health Board and INC Board, NFP, along with Elgin Township and AID private fundraising efforts

14. Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.

All STC MHB funds will be used to support non-billable services.

Currently, there are 1923 Kane County residents waiting for services; 211 live in St. Charles.

SECTION 5: CREDENTIALS: Application

For your organization, include the following:

1. A copy of current 501 c (3) or tax-exempt certification.

Please see attached

2. A copy of the letter from the Attorney General indicating that your organization is in good standing, if applicable (within the application year).

Please see attached

3. A list of current Board of Directors for your agency.

Please see attached

4. An abbreviated version of the previous annual budget and/or report. If your organization has received 708 Board funding in the past, make sure that this information is available in these documents.

Please see attached

SECTION 6: Allocation Expenditure Summary:

Provide a summary report of actual funding received this past year documenting how your organization spent funds on the designated program or priorities listed in the application:

In FY 2019, AID received \$64,500 from the STC MHB to support St. Charles residents with diverse disabilities who participate in behavioral health recovery programs, community day services programs, those living on their own in the communities with support and those working to obtain and maintain competitive employment. All programs help individuals live their best lives; helping to maximize independence and community participation. Funds supported non-billable services such as nursing, scheduling, skill-building, educational community activities, volunteer opportunities and job/career development.

Funds also support St. Charles residents with no other means of funding for services. These individuals must rely on local funding to participate.

SECTION 4: PROGRAM AND BUDGET DESCRIPTION:

For each of the priorities identified or for the designated program, briefly describe the following:

(Repeat this table for each of the identified priorities or designated program.)

<p>Priority # <u>3</u> or Designated Program Amount requested: \$25,000</p>
<p>1. Describe the general purpose of the priority or program.</p> <p>AID will enhance educational and employment opportunities by launching a pilot nutrition program: Food Re-imagined through Education to Support Health and Employment Resources (FRESHER). The pilot will become part of the curriculum of the Community Day Services and Employment programs; offering opportunities for individuals to hone healthier lifestyle skills needed to live, work, grow and thrive in their communities.</p>
<p>2. Describe the need of the priority or program and the type of individuals to be served.</p> <p>Individuals with diverse disabilities who actively participate in health/wellness/nutrition education programs can overcome health obstacles, learn to manage preventable diseases, make healthier lifestyle choices, reduce their dependence on certain medications, limit or eliminate hospital admissions and stays, reduce their medical reliance on the state budget and live longer, healthier, more active lives.</p>
<p>3. Describe the specific activities of the priority or program.</p> <ul style="list-style-type: none"> • Hire full time program manager to work with program staff to develop a pertinent curriculum based on need and desire • Design and implement a customized job training program for individuals interested in pursuing employment in the food, nutrition, health and/or wellness industries • Upgrade existing training kitchen to include commercial-grade appliances and supplies for safely processing and cooking food • Stock a small internal food pantry to provide staple food items to participants in need <p>Educational activities will include:</p> <ul style="list-style-type: none"> • Comprehensive nutrition • Food/nutrient literacy • Safe food handling • Reading and following recipes • Basic cooking • Food preservation (processing) <p>Employment activities will include:</p> <ul style="list-style-type: none"> • Skill training • Populate and stock an internal food pantry • Clean and sanitize kitchen appliances and dishware • Process excess food to preserve for future nutrition classes • Assemble meal kits for participants • Research food-related employment opportunities in the community • Participate in mock interviews

4. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.

This program will begin in July 2020 and will be ongoing. Specific activities necessary for the program launch:

- Hire Program Manager (July 2020)
- Upgrade the training kitchen (September 2020)
- Build internal food pantry (October 2020)

5. Describe the goal(s) with a description of the anticipated major outcomes.

Promote healthy bodies and minds through nutrition education; focusing on skill building and employment opportunities.

- Individuals will participate in the Nutrition program 2 hours per week for 50 weeks (95%)
- Individuals will increase basic cooking skills (90%)
- Individuals will have access to simple, healthy recipes they can replicate in their kitchens (100%)
- Individuals will increase food and health literacy (95%)
- Maximize the number of individuals prepared to participate in the employment training protocol (25 individuals-15% of total program participants)

6. Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage. AID projects to serve 175 individuals in the pilot nutrition program. This represents 4% of the population served in the entire organization.

7. Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage. AID projects to serve 15 St. Charles residents in the Nutrition program the first year. This represents 9% of projected number to be served in the program.

8. Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale). AID projects to provide 17,500 hours of service in this program. This number represents 175 individuals participating in the program 2 hours per week for 50 weeks of the year.

9. Include information about the number of staff assigned and training or credentials relative to the program or priority. 1 Program Manager (minimum of a Bachelor's Degree), 1 Registered Dietitian, 1 Employment Specialist (minimum of a Bachelor's Degree); 5 Direct Service Personnel (minimum of a Highschool diploma).

Funding for the program or priority above:

10. Describe how the 708 Board funds will be used for this priority or designated program.

Requested funds for this priority will help to support the Program Manager position. The cost to launch and sustain this program for the first year is \$420,000. This cost includes the full time salary and benefits of the Program Manager; part time salary and benefits of the agency Dietitian

and one Employment Specialist; the part-time salary and benefits of five Direct Service Personnel; and capital costs to renovate and upgrade the training kitchen. Other funding sources include Senate Appropriation capital funds through the Department of Commerce and Economic Opportunity (one-time only funding for kitchen upgrades), Geneva Mental Health Board, private foundations, Wal-Mart Community Grants, Northern Illinois Food Bank, local service clubs, local grocery store donation programs and local restaurants.

Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

11. *For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage.*

This request (\$25,000) represents .0001 of the overall organization budget.

12. *For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.*

The request (\$25,000) is 6% of the overall priority budget.

13. *Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.*

Other sources of ongoing funding for the priority: Geneva Mental Health Board; Wal-Mart Community Grants; Northern Illinois Food Bank; local service clubs; local grocery store donation programs; local restaurants.

14. *Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.*

Nutrition and dietitian services are not billable to any other funding source. AID must seek and secure local support to launch and sustain this pilot program. All STC MHB funds will be used to support non-billable services. Currently, there are 1923 Kane County residents waiting for services; 211 live in St. Charles.

SECTION 5: CREDENTIALS: Application

For your organization, include the following:

- | | |
|----|---|
| 1. | A copy of current 501 c (3) or tax-exempt certification.
Please see attached |
| 2. | A copy of the letter from the Attorney General indicating that your organization is in good standing, if applicable (within the application year).
Please see attached |
| 3. | A list of current Board of Directors for your agency.
Please see attached |

4. An abbreviated version of the previous annual budget and/or report. If your organization has received 708 Board funding in the past, make sure that this information is available in these documents.
Please see attached

SECTION 6: Allocation Expenditure Summary:

Provide a summary report of actual funding received this past year documenting how your organization spent funds on the designated program or priorities listed in the application:

In FY 2019, AID received \$64,500 from the STC MHB to support St. Charles residents with diverse disabilities who participate in behavioral health recovery programs, community day services programs, those living on their own in the communities with support and those working to obtain and maintain competitive employment. All programs help individuals live their best lives; helping to maximize independence and community participation. Funds supported non-billable services such as nursing, scheduling, skill-building, educational community activities, volunteer opportunities and job/career development.
Funds also support St. Charles residents with no other means of funding for services. These individuals must rely on local funding to participate.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752139621
Apr. 14, 2017 LTR 4168C 0
36-2472748 000000 00

00018604

BODC: TE

ASSOCIATION FOR INDIVIDUAL
DEVELOPMENT
C/O CHRISTIE PLOTZKE
309 NEW INDIAN TRAIL CT
AURORA IL 60506

019845

Employer ID Number: 36-2472748
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Apr. 05, 2017, regarding your tax-exempt status.

We issued you a determination letter in May 1963, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

0752139621
Apr. 14, 2017 LTR 4168C 0
36-2472748 000000 00
00018605

ASSOCIATION FOR INDIVIDUAL
DEVELOPMENT
C/O CHRISTIE PLOTZKE
309 NEW INDIAN TRAIL CT
AURORA IL 60506

Sincerely yours,



Teri M. Johnson
Operations Manager, AM Ops. 3



OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS

January 10, 2020

Kwame Raoul
ATTORNEY GENERAL

ASSOCIATION FOR INDIVIDUAL DEVELOPMENT
309 NEW INDIAN TRAIL COURT
AURORA, IL 60506

RE: RE: Status of ASSOCIATION FOR INDIVIDUAL DEVELOPMENT under the Illinois
Charitable Laws
CO# 01007130

Dear Registrant:

This letter is pursuant to your request that the Attorney General confirm the status of ASSOCIATION FOR INDIVIDUAL DEVELOPMENT under the Charitable Organization Laws.

This organization is currently registered with the Attorney General's Charitable Trust and Solicitations Bureau as CO# 01007130. It is current in the filing of its financial reports, having filed its report for the period ended June 30, 2018, and has received an extension of time to file its June 30, 2019 report, until February 29, 2020. Please let us know if you require further information.

Sincerely,

A handwritten signature in black ink, appearing to read "COs 20".

Christopher Flint, Compliance Officer II
Charitable Trusts Bureau
100 West Randolph Street, 11th Floor
Chicago, IL 60601-3175
(312) 814-5840

AGENCY NAME: Association for Individual Development (AID) **ADDRESS:** 309 New Indian Trail Court, Aurora, IL 60506

EXECUTIVE DIRECTOR: Lore Baker

PHONE: 630-966-4001

DATE OF NEXT BOARD ELECTION: 6/2020

NAME	HOME ADDRESS	OCCUPATION & EMPLOYER	EXPIRES
Dr. Melinda Tejada (Chairman)	445 Kelly Avenue Yorkville, IL 60560 630.229.3306 mtejada@waubonsee.edu	Vice President of Student Development Waubonsee Community College	6/2020
Patrick M. Flaherty	920 Hardin Rd Aurora, IL 60506 630.892.0033 pflaherty@kfkllaw.com	Attorney/Partner Kinnally Flaherty Krentz Loran Hodge & Masur PC	6/2022
Dan Lundberg (Treasurer)	1532 Charleston St Batavia, IL 60510 630.377.4195 dan.lundberg@bmo.com	Relationship Manager/Analyst, BMO Harris Bank U.S. SAMU	6/2020
Dr. Timothy Brown (Secretary)	32W432 Forest Drive Aurora, IL 60504 630.898.3780 Drtb49@aol.com	Clinical Psychologist	6/2020
Matt Bretz	418 Barnaby Drive Oswego, IL 60543 630.779.7083 mbretz@nscu.org	Branch Manager North Star Credit Union	6/2022
Clifford Klotz (Vice Chairman)	3014 Fox Glen Ct St. Charles, IL 60174 630.584.3055 crkinc@sbcglobal.net	Vice President of American National Can Company (Retired)	6/2020
Chuck Miles	1015 Westfield Course Geneva, IL 60134 630.488.0670 cmiles6926@gmail.com	Consultant	6/2022
David De La Fuente	1600 Martha Drive Elgin, IL 60123 847.627.0919 David_dlf@sbcglobal.net	Bi-Lingual Mental Health Counselor	6/2022
Inez Toledo	414 S. 4 th Street Geneva, IL 60134 847.361.4958 ineztoledo2@yahoo.com	Attorney State of Illinois Guardianship and Advocacy Commission (IGAC)	6/2020
Diana Law	1215 Ford Street Geneva, IL 60134 630.886.6802 diana@lawelderlaw.com	Attorney/Partner Law Elderlaw, LLP	6/2022
James Gould	309 Sedgewick Carpentersville, IL 60110 630-336-0480 jgould@mchenry.edu	Instructor of Philosophy McHenry County College	6/2020
Toni Vaughan	1301 Towne Avenue Batavia, IL 60510 630.606.7560 apvaughan@comcast.net	Board Member, Aurora School District 129 (Retired)	6/2021

Board Meeting Dates: First Wednesday in August; October; December; February; April; May (annual meeting); June.

	AID-FY '19 Budget	
Line #	Line description	FY '19 Budget Agency Total
REVENUE		
Developmental Disabilities		
4025	DD Developmental Training 31A	-
4027	DD Developmental Training 31U	4,066,726
4030	DD CILA 60D	7,997,522
4050	DD Supported Employment 36/39-G/U	299,662
4056	DD One on One Services 53B/D/H/R/S/H	803,082
4060	DD Home Based Services 55A	312,239
4070	DD Behavior Services 56,57,58 (U&G)	147,062
4099	DD Rejection Billing	-
4192	Project Search	-
4220	DRS Base Plus/Milestones	325,000
4230	DRS Reg Supp Employ	42,000
4310	Long Term Care - Residential for TAC	720,058
4320	Long Term Care - day program for TAC	234,949
4330	Long Term Care - external for Zachary	208,105
	DD-FFS	15,156,404
4010	DD Special Projects-Respite Grant	142,944
4375	DHS- DFI Title XX	91,994
	DD-Grants	234,938
Mental Health		
4122	Aetna Crisis Line	-
4124	Colbert Crisis Line	-
4125	WCC Crisis Line	4,000
4260	State of Illinois - PAS	100,000
4365	HFS - Physician Services (Adult) -	34,000
4367	HFS - Transportation	-
4370	Medicare	90,000
	MH FFS	228,000
4160	MH Medicaid MRO	8,671,229
4162	Aetna Medicaid	-
4164	Cenpatico Medicaid	
4165	Blue Cross Blue Shield MMAI	
4166	Cigna-Healthsprings-MMAI	
4167	Meridian-MMAI	-
4168	Humana-Beacon	-
4169	Harmony	-
4171	Family Health Network	-
4172	Community Care Alliance of Illinois-ICP/FH	
4173	Molina Healthcare	
	MCO FFS	8,671,229

4120	Crisis Services	200,197
4130	Supported Residential	184,290
4135	DMH Transition Coordination	13,630
4140	Supervised Residential	556,273
4155	SHPA	313,375
4210	Dept of Alcohol & Substance Abuse (DASA)	
4270	Mental Health Court(KaneCo)	22,040
4340	KaneCo ReEntry	-
4356	Victims' Services	203,900
	MH Grants	1,493,705
4405	United Way - Fox Valley	28,700
4410	United Way - Elgin	10,000
4420	United Way/CC other	3,000
4425	United Way - Batavia	8,000
4430	Community Chest - Geneva	1,090
4440	United Way McHenry	32,390
4450	So. Kane County (Aurora) - 708	419,737
4455	Geneva - 708	46,000
4460	Hanover Township - 708	47,000
4465	St. Charles - 708	60,000
4470	Kendall-708	26,000
4475	McHenry 708	583,331
4480	Dekalb-708	89,500
	Local funding	1,352,748
4505	Auction	175,000
4510	Membership	110,000
4515	AID Golf Outing	11,000
4520	Color Run	85,000
4525	Small Events	20,000
	Special events	401,000
4550	Contributions - Grants	15,000
4555	Contributions - Restricted	165,000
4557	Contributions - Unrestricted	100,000
4560	Contributions - Staff	1,000
4565	Contributions-Capital Campaign- Restricted	-
4570	Contributions - In-Kind Rent	446,604
4575	In Kind Donations	125,000
4580	Bequests and Memorials	20,000
	Contributions	872,604
4605	Client Program fees	1,943,790
4610	Intermittent CILA Payouts	(22,704)
4630	Client Fees - Transportation	2,100
4640	Program Activity Fees	-
4645	Audiology	-
4650	Insurance Payments	11,000
4652	Family & 3rd Party Co-Pays	12,000
4665	Provena Mercy Aurora	5,000

4666	Provena Mercy Yorkville	-
	Program fees	1,951,186
4810	Elgin Sub-Contract Sales	120,000
4820	Aurora Sub-Contract Sales	180,000
4840	Janitorial Sub-Contract - External	119,574
4850	Janitorial Sub-Contract - Internal	121,700
4875	Direct Sales-client	
	Sub-contract sales	541,274
4910	Gain/Loss on sale of Fixed Assets	2,000
4920	Interest Income	-
4930	Food Income	16,000
4940	Vending Income	11,888
4950	Rental Income - Tenants	35,312
4962	Training income/reimbursement	102,000
4965	Management fees-HUD Corps	75,000
4970	LINK Income	347,252
4972	RTA - Ride in Kane - JARC & NF	1,100,000
4973	RTA - Ride in Kane - Mobility Mgt	30,000
4980	Miscellaneous Income	20,000
	Other income	1,739,452
	TOTAL REVENUE	32,642,540
	EXPENSES	
	FTE	520
5000	Salaries - Admin & Support	1,475,505
5010	Salaries - Program Management	999,614
5015	Salaries - Professional	8,510,947
5020	Salaries - Direct Service	7,067,265
5025	Salaries - Program Support	1,392,225
	EMPLOYEE SALARIES	19,445,556
5016	Less: Salaries - Professional - HUD reimb	(127,667)
5026	Less: Salaries - Maintenance-HUD reimb	(28,276)
5100	Group Medical Insurance	2,412,200
5110	Group Dental Insurance	80,000
5120	Life & Disability Insurance	180,000
5130	Workers Comp Insurance	460,000
5140	Employee Retirement	520,000
5150	Staff FICA Tax	1,487,585
5155	Employee Benefits - HUD reimb	(43,664)
5160	Unemployment Expense	30,000
5170	Tuition Reimbursement	20,000
5175	Employee Recognition, Wellness, Other	35,000
5180	Employee Assistance Program	15,000
5194	Employee Health Screen	-

5195	Other Prof/HR Benefits/Pre Emp Tests	50,000
	Employee benefits	5,246,121
5210	Client Salaries	295,517
5220	Client FICA	23,352
5230	Client Workers Compensation Insurance	21,951
	Client salaries/benefits	340,820
5310	Psychiatrists	500,000
5320	Consult & Professional Fees	148,000
5325	Consultants - IT	15,000
5327	Intern stipends	34,000
5332	Temporary Services	3,610
5340	Outside Services - Respite	105,000
6450	IT Licenses/Maintenance/Supplies	193,164
6460	Audit Fees	49,900
6465	Legal Services	25,000
	Consultant and professional fees	1,073,674
6005	Household/Sanitary/Safety Supplies	135,283
6028	Special Events Golf Outing Expenses	1,950
6029	Special Events Auction Expenses	25,000
6030	Special Events Color Run Expenses	13,000
6031	Special Events Expenses - clients	5,000
6032	Special Events Expenses - small events	100
6033	In-Kind Expenses	125,000
6040	Residences/Client Materials & Activities	105,695
6041	Program Activities/FVSR	157,004
6045	Sub-contract/Jan-AID Supplies	17,672
6050	Sub-Contract Shipping	(3,886)
6055	Food Service Costs	16,328
6060	Food Costs	420,584
6065	Coffee/Water/Vending Supplies	23,465
	Supplies	1,042,193
6105	Rent for clients	8,000
6110	Utilities for clients	800
6115	Medications for clients	13,578
6120	Medical/Dental for clients	500
	Specific assistance individuals	22,878
6210	Vehicle Operating Costs	100,144
6220	Vehicle Repairs & Maint	117,158
6230	Vehicle Insurance	60,982
6250	Staff Mileage reimbursement	329,148
6260	Resident Transportation Services	980
6261	St Coletta Transportation Services	

6262	Bethesda Transportation Service	19,934
6270	Client Transportation RIDE in KANE	122,661
	Transportation	751,005
6305	Facilities Rental	933,572
6310	Utilities-Gas	75,845
6315	Utilities-Electric	196,060
6320	Utilities-Water & Sewer	69,883
6330	Supplies - Janitorial	3,198
6335	Telephone - Cellular	77,896
6340	Telephone	363,000
6345	Snow Removal	74,212
6350	Refuse Disposal	36,490
6355	Security Services	29,141
6360	Moving & Relocation Expense	10,833
6365	Building & Grounds - Maint & Repairs	98,391
6370	Building & Grounds - JanAID	139,588
6375	Lawn Maintenance	52,846
6378	Small Equipment and Furniture	38,937
6380	Prop/Gen Liab/Prof/Umbrella Insurance	94,322
6385	Directors & Officers/Crime Insurance	16,494
6395	Interest Expense - Mortgage	8,500
	Occupany	2,319,208
6405	Equipment-Repairs/Maintenance	3,872
6425	Equipment Rental	14,400
	Equipment	18,272
6435	Depreciation expense	598,339
6440	Amortization expense	513
	Depreciaton & amortization	598,852
Other Expenses		
6510	Advertising/Job Recruiting	135,000
6512	Bank Fees	23,000
6515	Conferences & Meetings	20,000
6520	Publications & Subscriptions	12,000
6525	License, Permits, Dues, CARF Accred	125,000
6530	Office Supplies	76,631
6540	Payroll Service Fees	180,000
6545	Postage	17,000
6550	Printing	15,000
6552	RTA - Ride in Kane - JARC & NF	1,100,000
6553	RTA - Ride in Kane - Mobility Mgt	5,600
6560	Staff Training	25,000
6600	Interest Expense - other	9,000
6610	Bad Debts	90,000


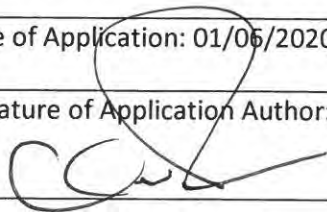
6620	Bequest & Memorials Pass Through	15,000
6630	Miscellaneous Expense	10,000
6639	HFS TAC Participation Fees	50,856
6650	Contributions	10,000
6675	Capital Campaign Expenses	20,000
	Miscellaneous	1,939,087
6990	Program Support Allocation	-
6995	Admin Allocation	-
	TOTAL EXPENSES	32,641,722
	NET OPERATIONIAL REV/EXP	818

**St. Charles 708 Mental Health Board
Application for Funding
2020-2021
Application Due: January 15, 2020**

Please complete all portions of the application. We will only be accepting applications electronically. The application is in Word format; all required fields are in an extended format. The form must be submitted electronically by the end of the business day on January 15, 2020 to Sharon Bringelson at (sbringelson@stcharlesil.gov 630-377-4422). **Applications received past this deadline will not be accepted.** If you have questions about the content of the application, please contact Brian Travilla via Sharon.

*On February 27, 2020, sessions regarding this application will be scheduled for the 708 Board. At that time, 708 Board members will have the opportunity to ask questions or seek clarification about the application. **Attendance at the scheduled presentation is mandatory.***

SECTION 1: CONTACT INFORMATION

Organization Name: St. Charles Police Department	Executive Director/Responsible Administrator: Chief James Keegan
Printed Designated Contact Name: Chief James Keegan	Contact Phone and Email Address: 630-762-6960 / Jkeegan@stcharlesil.gov
Printed Name of Document Author: D.C. Chuck Pierce	Author Phone and Email Address: 630-443-3827 / cpierce@stcharlesil.gov
Organization Address: 1515 W. Main St. St. Charles Il 60174	Organization Phone and Website: 630-377-4435 / Stcharlesil.gov
Number of Individuals Served Annually by the Organization: The St. Charles Police Department responds to approx.. 29,000 call for service each year. We are approximating about 1000 social worker referrals a year with a full time social worker.	Number of St. Charles Residents Served Annually by the Organization: St. Charles population is approximately 33,000 people.
Total Amount of Request: \$60,000.00	Date of Application: 01/06/2020
Signature of Responsible Administrator: 	Signature of Application Author: 

SECTION 2: ALIGNMENT WITH THE CITY OF ST. CHARLES 708 BOARD

The Vision of the St. Charles Mental Health 708 Board is:

The residents of St. Charles shall have access to high-quality programs and services to support their mental health, to assist with their developmental disabilities, and to prevent and reduce substance abuse.

The Mission of the St. Charles 708 Mental Health Board is to service residents of St. Charles by supporting and funding local, community-based, high-quality programs and services for citizens with mental health needs, substance abuse needs and developmental disabilities.

Instructions: Please briefly describe how the activities in this proposal aligns with the vision and mission of the City of St. Charles Mental Health 708 Board and the residents of the City of St. Charles. Please do not simply copy/paste your organization's vision and mission statements.

The purpose of the STC MHB is to aid individuals in the enhancement, maintenance and/or restoration of their mental health within the context of their own environment. This is accomplished by supporting and funding local, community-based programs and services. AID is a community based, non profit organization dedicated to enriching the lives of people in the Fox Valley area and beyond who are living with mental and developmental health challenges. AID is a strong community partner and collaborator, working with many social and human service agencies as well as municipalities. Specific to this proposal, AID will enhance its collaboration with the St. Charles Police Department to increase unique services to St. Charles residents identified by police officers as *at risk* for future law enforcement intervention.

The St. Charles Police Department is constantly working to improve the quality of life for residents of the city. In doing this the St. Charles Police Department looks to partner with other resources to help deliver high-quality service and support to the community. The department recognizes that mental health and substance abuse calls for service are on the rise. These calls can be very involved and require in-depth follow up in order to properly and successfully fix the problem that created the call to the police. In 2015, the St. Charles Police Department formed a partnership with AID to assist us with these calls. Through this partnership we have funded a part time social worker program. The social worker allows the department to give the follow up service we know is needed to have a successful outcome and to reduce repetitive calls to the same household. Over the past four years the program has helped us give the residents of St. Charles greater service delivery and has opened the door for residents to have more resources at their fingertips. During these four years the program has been very successful and the department has realized the need for a full-time social worker.

SECTION 3: SELECTION OF DESIGNATED PROGRAM SUPPORT OR PRIORITY FUNDING SUPPORT

Instructions: From the two categories below, select the one that best describes your organization's application for funding for the application. **The priorities may be the same or different from the previous year's funding application. Definitions:**

- **Designated, specific program support.** Select this option if your organization is requesting funding for a single initiative, activity or program. **If the proposed activity is part of a larger organization or**

set of activities, describe priorities in the Priority Funding Support (next section). Your organization may request either full or partial funding for the designated program support. This option is not intended to offset overall program operations or administrative costs.

This designated program information will be used throughout the application.

Designated Program	Funding	Application
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021: \$60,000

- **Priority Funding Support.** Select this option if your organization has multiple programs or activities where the requested funding will be used to fund one or more initiatives/activities. Your organization may request either full or partial funding for the priorities defined.

If priority funding support is selected, indicate up to five priorities (below) for which funding will be allocated. These numbered priorities will be used throughout the application.

Priority	Funding	Application
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:

SECTION 4: PROGRAM AND BUDGET DESCRIPTION:

For each of the priorities identified or for the designated program, briefly describe the following:

(Repeat this table for each of the identified priorities or designated program.)

Priority #___ or Designated Program

Amount requested: \$60,000 (salary, benefits and mileage)

1. Describe the general purpose of the priority or program.

AID will enhance its partnership with the St. Charles Police Department by providing a full time social worker who will embed in the department and provide recovery support for individuals with behavioral, mental and developmental health challenges. This position has previously been part time. The social worker will provide care coordination services to St. Charles residents who have been identified by law enforcement as needing behavioral health intervention.

2. Describe the specific activities of the priority or program.

Services include counseling, advocacy, grief support, safety plans, and referrals to natural community wrap around supports such as permanent housing options. Activities will include community outreach, education, and collaboration. The purpose of the program is to help at-risk individuals avoid psychiatric hospitalization and repeated encounters with law enforcement. Services provided in this program are not billable to any state or other funding source.

3. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.

The AID/STCPD collaboration is ongoing. The social worker position is currently part time yet the need far surpasses availability and thus funding is sought to support a full time position. If funding is awarded in September 2020, the position will be increased to full time (Monday-Friday). The position will be ongoing and supported by local funding sources.

4. Describe the goal(s) with a description of the anticipated major outcomes.

The full time social worker will:

1. Maximize the % of individuals who receive at least 3 referrals at contact (goal is 95%).
2. Provide a minimum of two (2) direct service hours per case.
3. Host quarterly support groups for specific populations such as, but not limited to, grief and loss, domestic violence, and substance abuse. The target outcome will be at least 10 people per support group per quarter.
4. Collaborate with at least 3 social/human services agencies in the area and invite these agencies to speak at the police department to help educate the community and police department on what services can be offered.
5. Provide at least 4 trainings to the police department on subjects requested such as, but not limited to, death notifications, victim rights, substance abuse and involuntary petition trainings.
6. Enhance community engagement by coordinating at least 2 community events/forums at the STC police department that will reach at least 100 people.

5. Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.

<p>AID projects to serve 2500 individuals in the entire Kane County Victim Services program. AID projects to serve 5500 overall throughout all agency programs. This program constitutes 45% of population served in entire organization.</p>
<p>6. Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.</p> <p>AID projects to serve 1000 St. Charles residents in this designated program. This constitutes 40% of all those served in entire Kane County Victim Services program.</p>
<p>7. Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).</p> <p>AID proposes 2200 projected service units for this program in St. Charles. A service unit is defined as 30 minutes.</p>
<p>8. Include information about the number of staff assigned and training or credentials relative to the program or priority.</p> <p>The staff assigned and trained for this full time position has a Master's Degree in Social Work (MSW), earns continuing education credits and participates in relevant police department trainings.</p>

Funding for the program or priority above:

<p>9. Describe how the 708 Board funds will be used for this priority or designated program.</p> <p>Funding received from the 708 board would fund a full time social worker at St. Charles police department.</p> <p><i>Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).</i></p>
<p>10. For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage. .004 %</p>
<p>11. For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.</p> <p>100%</p>
<p>12. Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.</p> <p>Yes, this will be the only funding.</p>

13. **Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.**

The City of St. Charles will be losing Pheasant Run resort in the upcoming days. As a major tax revenue in St. Charles the loss of Pheasant Run leaves the 2020-2021 budget tighter than in years past. With the inevitable cuts looming we will be unable to fund this request using our budget.

SECTION 5: CREDENTIALS: Application

For your organization, include the following:

1. A copy of current 501 c (3) or tax-exempt certification.
2. A copy of the letter from the Attorney General indicating that your organization is in good standing, if applicable (within the application year).
3. A list of current Board of Directors for your agency.
4. An abbreviated version of the previous annual budget and/or report. If your organization has received 708 Board funding in the past, make sure that this information is available in these documents.

In 2015 the 708 board funded the social worker with a \$15,000.00 grant.

SECTION 6: Allocation Expenditure Summary:


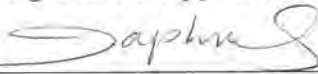
Provide a summary report of actual funding received this past year documenting how your organization spent funds on the designated program or priorities listed in the application:

St. Charles 708 Mental Health Board
Application for Funding
2020-2021
Application Due: January 15, 2020

Please complete all portions of the application. We will only be accepting applications electronically. The application is in Word format; all required fields are in an extended format. The form must be submitted electronically by the end of the business day on January 15, 2020 to Sharon Bringelson at (sbringelson@stcharlesil.gov 630-377-4422). **Applications received past this deadline will not be accepted.** If you have questions about the content of the application, please contact Brian Travilla via Sharon.

*On February 27, 2020, sessions regarding this application will be scheduled for the 708 Board. At that time, 708 Board members will have the opportunity to ask questions or seek clarification about the application. **Attendance at the scheduled presentation is mandatory.***

SECTION 1: CONTACT INFORMATION

Organization Name: Ecker Center for Mental Health	Executive Director/Responsible Administrator: Dr. Daphne Sandouka
Printed Designated Contact Name: Dr. Daphne Sandouka	Contact Phone and Email Address: 857-695-0484 ext. 1925 dsandouka@eckercenter.org
Printed Name of Document Author: Dr. Daphne Sandouka	Author Phone and Email Address: 857-695-0484 ext. 1925 dsandouka@eckercenter.org
Organization Address: 1845 Grandstand Place Elgin, IL 60123	Organization Phone and Website: 847-695-0484 www.eckercenter.org
Number of Individuals Served Annually by the Organization: 3,463	Number of St. Charles Residents Served Annually by the Organization: 140
Total Amount of Request: \$72,000	Date of Application: 1/14/2020
Signature of Responsible Administrator: 	Signature of Application Author: 

SECTION 2: ALIGNMENT WITH THE CITY OF ST. CHARLES 708 BOARD

The Vision of the St. Charles Mental Health 708 Board is:

The residents of St. Charles shall have access to high-quality programs and services to support their mental health, to assist with their developmental disabilities, and to prevent and reduce substance abuse.

The Mission of the St. Charles 708 Mental Health Board is to service residents of St. Charles by supporting and funding local, community-based, high-quality programs and services for citizens with mental health needs, substance abuse needs and developmental disabilities.

Instructions: Please briefly describe how the activities in this proposal aligns with the vision and mission of the City of St. Charles Mental Health 708 Board and the residents of the City of St. Charles. Please do not simply copy/paste your organization's vision and mission statements.

Improving access to high-quality behavioral health care for individuals with mental illness remains to be a significant problem in today's health care system. Due to a lack of funding over the years and a shortage of providers, many health care officials are declaring that there is a mental health crisis in the State of Illinois. In the last year, more than a quarter of adults have reported an unmet need for mental health care. A common reason for not receiving care was the inability to afford treatment, especially for people who do not have insurance. Also, it is estimated that 20% of youth ages 13 to 18 live with a mental health condition. Studies have shown that people with serious mental illnesses require a variety of services like those the Ecker Center offers in order to be able to live sufficiently in the community. Also, it is proven that people with serious mental illnesses that do not utilize mental health services are at great risk of becoming homeless or incarcerated and are prone to overuse emergency medical services like local paramedics and hospital emergency rooms.

Ecker provides quality, comprehensive behavioral health care services for children, adolescents and adults with moderate to severe mental illnesses which includes psychiatry, nursing, 24/7 crisis stabilization, and individual and group therapy. Crisis Residential, Community Support Team, life skills groups along with our residential housing programs are services available to our high risk adult population. All of our programs are accredited by The Joint Commission which is considered the gold standard in health care for quality and safety. We pride ourselves on being able to provide accessible, simultaneous treatment options to our clients from our credentialed and licensed staff. We also offer many of our services in Spanish.

For the last 65 years, Ecker has provided community based behavioral health support to the residents of St. Charles. Ecker Center also has agreements with Lazarus House and Tri City Health Partners to provide free services to eligible individuals who are the most vulnerable and lack the means to pay for their care. We also have a satellite office in St. Charles to offer therapy to children, adolescents, adults and families.

SECTION 3: SELECTION OF DESIGNATED PROGRAM SUPPORT OR PRIORITY FUNDING SUPPORT

Instructions: From the two categories below, select the one that best describes your organization's application for funding for the application. **The priorities may be the same or different from the previous year's funding application. Definitions:**

- **Designated, specific program support.** Select this option if your organization is requesting funding for a single initiative, activity or program. **If the proposed activity is part of a larger organization or set of activities, describe priorities in the Priority Funding Support (next section).** Your organization may request either full or partial funding for the designated program support. This option is not intended to offset overall program operations or administrative costs.

This designated program information will be used throughout the application.

Designated Program	Funding	Application
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021: \$72,000

- **Priority Funding Support.** Select this option if your organization has multiple programs or activities where the requested funding will be used to fund one or more initiatives/activities. Your organization may request either full or partial funding for the priorities defined.

If priority funding support is selected, indicate up to five priorities (below) for which funding will be allocated. These numbered priorities will be used throughout the application.

Priority	Funding	Application
1. Psychiatry	<ul style="list-style-type: none"> • Full • <u>Partial</u> 	Amount requested for 2020-2021: \$18,000
2. Case Management	<ul style="list-style-type: none"> • Full • <u>Partial</u> 	Amount requested for 2020-2021: \$18,000
3. Therapy	<ul style="list-style-type: none"> • Full • <u>Partial</u> 	Amount requested for 2020-2021: \$18,000
4. Psychiatric Emergency Program	<ul style="list-style-type: none"> • Full • <u>Partial</u> 	Amount requested for 2020-2021: \$18,000

SECTION 4: PROGRAM AND BUDGET DESCRIPTION:

For each of the priorities identified or for the designated program, briefly describe the following:

(Repeat this table for each of the identified priorities or designated program.)

<p>Priority # <u>1</u> Psychiatry Amount requested:</p>
<p>1. Describe the general purpose of the priority or program.</p> <p>Psychiatrists and an Advanced Practice Nurse provide quality diagnostic assessment, consultation, and prescriptions for medications. In addition, psychiatric nurses help clients follow treatment plans and obtain psychotropic medications to help with symptom management. Priority of the program is to provide stabilization with medication support, ongoing medication management, and education.</p>
<p>2. Describe the need of the priority or program and the type of individuals to be served.</p> <p>Our psychiatry program serves children, adolescents and adults who have moderate to severe mental illness. Psychiatry is a vital, first-step component of our comprehensive service array, and the most expensive. To successfully participate in our other programs, most people with serious mental illness must first receive psychotropic medication to control their symptoms of mental illness.</p> <p>In Fiscal Year 2019, over 70% of our clients had incomes at or below the federal poverty line. They face income, transportation, nutritional and housing challenges most days, not to mention their mental health illnesses. This population is medically underserved and also has the dual pressure of stigma associated with care.</p>
<p>3. Describe the specific activities of the priority or program.</p> <p>Assessments are used to diagnose patients to determine the appropriateness for medication. Consultation with the patient regarding diagnosis and symptoms are provided along with possible side effects and how to manage negative reactions to medicine. Treatment plan development is done with the patient to guarantee that each individual becomes a part of their treatment and progress. Ongoing monitoring of treatment goals are enforced to ascertain that each patient is progressing to their highest outcome level.</p>
<p>4. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.</p> <p>Activities are based on medical necessity. We provide appointments and walk-in hours to meet the client's prescription needs.</p> <p>This is an established program that runs concurrently January through December.</p>
<p>5. Describe the goal(s) with a description of the anticipated major outcomes.</p> <p>The goal of the Psychiatry Services program is to provide accurate diagnostic and medication services that provide patients with optimal symptom control in order to facilitate their highest level of functioning. Our psychiatrists provide diagnoses and work closely with their patients to find the medications that work best for each individual. Psychiatric nurses provide assistance to our psychiatrists and patients by ensuring that patients have their medications and understand how to take them.</p>

Our psychiatry outcomes have an objective and a subjective measurement. The objective measure is the Medication Possession Ratio (MPR). The MPR is calculated by dividing the number of days' supply of medication the client received by the number of days' supply that is needed if the client is taking the medication as prescribed. This measure is used to identify how regularly clients are taking their medication. Not taking medications regularly has been shown to have a direct correlation with higher hospital re-admission rates. We evaluate each client's monthly medication adherence using the MPR numbers as provided by Genoa Healthcare, our on-site pharmacy. A measure of 1.0 indicates 100% MPR.

Another measure we track is the Maximum Gap Report (MGR) which is the number of days that occur between a client's prescription refills. Psychotropic medications must be taken regularly to control symptoms of mental illness.

The subjective outcome measure for this program is clients' symptom improvement as a result of psychiatric services provided. Symptom improvement is determined using a client's self-reported assessment of their medications' efficacy via a questionnaire.

Our outcome goal is that 90% of psychiatry clients will fill consistently as prescribed and 90% will report improvement in medication efficacy.

6. ***Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.*** 1338/3463=39%

7. ***Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.*** 69/140=49%

8. ***Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).*** We provided 102 hours of psychiatry services for St Charles clients, so we project we will serve 100 hours of psychiatry over the next fiscal year for St Charles residents.

9. ***Include information about the number of staff assigned and training or credentials relative to the program or priority.***

The Psychiatry program providers are: Syed Anwar, M.D.; Usha Kartan, M.D., Syed Waliuddin, M.D., Brenda Reilly APN MSN, Alison Anderson RN, Jocelyn Solomon RN and Nicole Zagozdon, RN.

Funding for the program or priority above:

10. ***Describe how the 708 Board funds will be used for this priority or designated program.***

Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

<p>11. For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage.</p> <p>\$18,000/\$5,612,064= 0.32%</p>
<p>12. For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.</p> <p>\$18,000/\$355,378=5.06%</p>
<p>13. Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.</p> <p>We also receive funding from: Illinois Department of Human Services – fee for service, Geneva Community Chest, Elgin Township, United Way of Metropolitan Chicago, and Harvey and Ethel Daeumer Foundation.</p>
<p>14. Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.</p> <p>State funding to supplement certain behavioral health services ended in early 2015. This was a crippling event that forced most agencies to either cut services or just fade away. Our Medicaid hourly reimbursement rate for psychiatry is approximately \$108 an hour, but the service costs us almost four times that amount to provide (salaries, benefits, dictation expenses, e-prescribe, failed non-billable appointments, etc.). Another factor that has been a constraint on providing services is the relationship that the state has with Managed Care Organizations to outsource reimbursements to social service agencies. Not only are they taking a portion of the fees that agencies would have received in the past, but they are very slow to pay. Thus, creating a bottleneck when it comes to available resources.</p>

<p>Priority # <u>2</u> Case Management</p> <p>Amount requested:</p>
<p>1. Describe the general purpose of the priority or program.</p> <p>The goals of Case Management are to provide skill building activities to assist client development of functional, interpersonal, family, coping, and community living skills to achieve personal goal such as; linkage to public agencies, outreach, supportive counseling, and to coordinate these services on an individual basis.</p>
<p>2. Describe the need of the priority or program and the type of individuals to be served.</p> <p>Individuals' symptoms would indicate a need for supports in order to maintain them in the community. All of our clients in this program have serious and persistent mental illness. Their progress tends to be moderate to minimal. Most clients are maintained within the community and if there were no Case Management supports (linking, monitoring, support, and advocacy) their symptoms would cause a regression of their functioning in the community. The intensity of services</p>

provided is based on the consumer's level of functioning and identified need, severity of their symptoms, and their desire/commitment to mental health treatment.

3. Describe the specific activities of the priority or program.

Our Case Management services include:

- Independent living skills such as home management, money management, meal preparation, personal hygiene, transportation, and obtaining and maintaining housing
 - Symptom management such as; understanding what symptoms they have, understanding their medication (what it's for, dosage, and side effects), stress management, self-esteem skills, symptom relapse prevention skills, anger management, and conflict resolution skills
 - Vocational/educational such as education on obtaining and maintaining employment and how to access supports to get additional education
 - No insurance or income for example how to apply and fill out entitlement forms (i.e. Public Aid, Social Security Income, and Social Security Disability Income)
 - Limited community supports such as how to find or maintain supports from family, friends, religious organizations, and/or clubs
- Legal issues related to mental health court, drug court, or re-entry into the community after being incarcerated
- Transition coordination with nursing homes to assist individuals returning to the community

4. ***Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.***

Clients are referred with an internal referral or through our intake system. Individuals are then assessed to determine the need for case management services. They are assessed after their initial appointment with a Comprehensive Mental Health Assessment twice a year; After the referral is made, the Supervisor of Case Management services assigns the client to a Case Coordinator and Case Manager.

The Case Coordinator and Case Manager use the assessments to identify needs, strengths, goals, objectives, and interventions. They also determine discharge criteria based on consumer's desired treatment outcomes.

The client's progress towards their desired treatment outcomes is continually evaluated. The Individual Treatment Plan (ITP) is reviewed and case management staff determine on the reassessment if the individual continues to need services or if they need to be transferred or discharged. If they are to be transferred or discharged from the program, the internal referral or discharge summary will indicate any continued client needs.

This is an established program that runs concurrently January through December.

5. ***Describe the goal(s) with a description of the anticipated major outcomes.***

Goals of the Case Management program include assisting clients in developing skills in order to address self-identified needs. Goals also include reconnecting the individual to community resources, natural supports, development of independent living skills, management of public entitlements, and legal issues.

For outcomes, we evaluate our clients' ability to function in the community using a normed instrument, the Daily Living Assessment (DLA) at intake and periodically thereafter. Clients are scored on their functioning in multiple areas: health/mental health, time management, money management, nutrition, grooming and dress, problem solving, family relationships, alcohol/drug use, leisure activities, use of community resources, productivity, coping skills, and others. Their DLA scores are converted into Global Assessment of Functioning (GAF) scores, which are recorded and stored to track individual clients' progress and aggregated to yield program outcomes. Our outcome goal is that 60% of case management clients will improve their GAF scores.

6. ***Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.*** $1950/3465=56\%$

7. ***Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.*** $104/140=74\%$

8. ***Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).*** We provided 243 hours of Case Management services for St Charles clients, so we project we will serve 230 hours of case management services over the next fiscal year for St Charles residents.

9. ***Include information about the number of staff assigned and training or credentials relative to the program or priority.***

The Case Management staff is comprised of six Masters degreed clinicians who provide supervision and coordination in addition to case management services and six Bachelors level case managers and assessment specialists.

Funding for the program or priority above:

10. ***Describe how the 708 Board funds will be used for this priority or designated program.***

Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

St. Charles 708 Mental Health funding will be used to provide essential case management services to St. Charles residents that require this level of service. Anticipated expenditures include: salaries, benefits, office supplies and expenses, and occupancy expenses. Revenues from other sources include: Illinois Department of Human Services – grant and fee for service, Elgin Township, and United Way of Metropolitan Chicago.

11. ***For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage.***

<p>$\\$18,000/\\$5,612,064= 0.32\%$</p>
<p>12. For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.</p> <p>$\\$18,000/\\$501,267=3.59\%$</p>
<p>13. Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.</p>
<p>14. Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.</p> <p>Our Medicaid hourly reimbursement rate for case management is approximately \$70 an hour, but the service costs us almost three times that amount to provide (salaries, benefits, transportation, etc.). This program is very costly, but the benefits it offers are priceless. The individuals that are served in this program are daily candidates of a tax payer expensed psychiatric inpatient admission without the assistance of the support this service offers them.</p> <p>Another factor that has been a constraint on providing services is the relationship the state has with Managed Care Organizations to outsource reimbursements to social service agencies. Not only are they taking a portion of the fees that agencies would have received in the past, but they are very slow to pay. Thus, creating a bottleneck when it comes to available resources.</p>
<p>Priority # <u>3</u> Therapy</p> <p>Amount requested:</p>
<p>1. Describe the general purpose of the priority or program.</p> <p>The purpose of our Therapy program is to promote the mental health and well-being of children, adolescents, adults, and families while maximizing their physical, emotional, and psychological functioning in all areas of life. It is to help individuals understand their diagnoses and learn how to adopt healthier coping mechanisms so that they can operate effectively in the community and continue to live healthy and productive lives.</p>
<p>2. Describe the need of the priority or program and the type of individuals to be served.</p> <p>Needs that are addressed include but are not limited to symptom management, stress management, self-esteem skills, anger management, depression, anxiety, conflict resolution skills, coping skills, grief, and trauma. Any need that involves a disruption in the functioning in the home, school, or community.</p> <p>Individuals served include persons five years of age or older and who are in need of therapy services regardless of age, sex, race, sexual orientation, religion, and ethnicity.</p>
<p>3. Describe the specific activities of the priority or program.</p> <p>The scope of services provided for Therapy Services includes: diagnostic assessment; short-term individual, marital, family and group therapy; treatment plan development; discharge planning and maintenance of clinical record for each client. Our high quality services strive to address the whole</p>

person, i.e., physical, spiritual, cultural, psychosocial, and educational. When appropriate family involvement, and referrals for psychiatric, medical and nutritional evaluation, and other supportive services are made to provide for a continuum of care.

4. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.

Once assigned, the therapist uses the assessment materials to identify problem areas, strengths, goals, objectives, and interventions. They also determine discharge criteria based on what the client will accomplish on the treatment plan. It is the expectation that therapy services are time-limited and if there is medical necessity to extend beyond 15 sessions, Director's approval is necessary. The client's progress is reviewed and assessed at minimum every six months.

This is an established program that runs concurrently January through December.

5. Describe the goal(s) with a description of the anticipated major outcomes.

The goal of the Therapy program is to help people of all ages including children, adolescents, and their families manage the symptoms of mental illness, such as depression, mania and anxiety and help them function better as family members, students and community members.

Progress towards goals are assessed by method of treatment plan review. In addition, the Individuals' Global Assessment functioning scores are measured every 5th session to determine improvements in daily functioning. Major outcomes include an achievement of a satisfactory level of functioning coupled with a decrease in the individual's level of distress.

For outcomes, we evaluate our clients' ability to function in the community using a normed instrument, the Daily Living Assessment (DLA) at intake and periodically thereafter. Clients are scored on their functioning in multiple areas: health/mental health, time management, money management, nutrition, grooming and dress, problem solving, family relationships, alcohol/drug use, leisure activities, use of community resources, productivity, coping skills, and others. Their DLA scores are converted into Global Assessment of Functioning (GAF) scores, which are recorded and stored to track individual clients' progress and aggregated to yield program outcomes. Our outcome goal is that 80% of therapy clients will improve their GAF scores.

6. Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage. $1356/3463=39\%$

7. Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage. $77/140= 55\%$

8. Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale). We provided 413 hours of therapy services for St Charles clients, so we project we will serve 400 hours of therapy over the next fiscal year for St Charles residents.

9. Include information about the number of staff assigned and training or credentials relative to the program or priority.

The Therapy program is staffed with 12 full and part time Masters degreed therapists, most of them are licensed. Current staff licensures are: one LSW, four LPCs, two LCPCs, and four LCSWs.

Funding for the program or priority above:

10. Describe how the 708 Board funds will be used for this priority or designated program.

Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

St. Charles mental health funds will be used to provide individual and group therapy to St. Charles residents. Anticipated expenditures include: salaries, benefits, office supplies and expense, occupancy expenses. Revenues from other sources include: Illinois Department of Human Services – fee for service, Elgin Township, Hanover Township Mental Health Board, United Way of Metropolitan Chicago and Kiwanis Club of Elgin.

11. For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage.

$\$18,000/\$5,612,064 = 0.32\%$

12. For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.

$\$18,000/\$710,639 = 2.53\%$

13. Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.

We also receive funding from: Illinois Department of Human Services – fee for service, Elgin Township, Hanover Township Mental Health Board and United Way of Metropolitan Chicago.

14. Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.

Some local funders have decreased current year's donations due to goals in giving, such as the United Way which has realized mergers and changed their giving strategy. With other costs rising this leaves less funds available for the provision of direct services. Also, the agency experienced an unexpected expense related to the breakdown of our first floor HVAC unit. The cost to replace the system is over \$50,000. We were able to recoup a portion of the expenses from local donations, but the remainder of this unexpected expense will need to be taken from monies reserved for the provision of client care. It is crucial at this time that the grant money we are applying for here be highly considered and we are grateful for any help.

<p>Priority # <u>4</u> or Psychiatric Emergency Program (PEP)</p> <p>Amount requested:</p>
<p>1. Describe the general purpose of the priority or program.</p> <p>The purpose of the Psychiatric Emergency Program (PEP) is to provide high quality assessment to children, adolescents, and adults seeking immediate mental health services and to determine the type and level of care needed. Once that is determined, staff at PEP provide linkage services in order to get the client the care that they need. Finally, PEP staff provides emergency intervention when indicated.</p>
<p>2. Describe the need of the priority or program and the type of individuals to be served.</p> <p>The following are the types of individuals served: 1) Any individual that calls or arrives at the Psychiatric Emergency Program in crisis seeking support, 2) Any individual in a psychiatric crisis who is treated in the emergency department at Advocate Sherman Hospital and 3) Any individual in the emergency department of Presence St. Joseph Hospital between 12:00 am and 8:00 am where the medical staff of that Hospital requests an evaluation. All cases are assessed by PEP staff, support plans are put in place, and referrals are made to assist the client. All needs involve a serious mental health crisis that can include suicidal ideation, homicidal ideation, the inability to care for one self, or thoughts of injury to self or others.</p>
<p>3. Describe the specific activities of the priority or program.</p> <p>Following a preliminary assessment that involves an in depth review of past psychological history, hospitalizations, risk factors, support factors and current stressors, face to face crisis intervention services will be provided. Appropriate referrals will be provided in order to address the ongoing needs of the individual.</p>
<p>4. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.</p> <p>Ecker staff provide in-person screenings for state funded hospitalization at Advocate Sherman Hospital Emergency Department in Elgin, 24 hours per day.</p> <p>At AMITA Health St. Joseph Hospital in Elgin Ecker staff provide in-person screenings between 12:00 am and 8:00 am. Also, in person USARF screenings between 12:00 am and 8:00 am and telephone screenings from 8 am to midnight.</p> <p>At AMITA Health St. Joseph Hospital Ecker staff offer telephone screenings between the hours of 8:00 am and 12:00 am.</p> <p>And at Northwestern Delnor Hospital in Geneva we provide telephone screenings 24 hours a day.</p> <p>This is an established program that runs concurrently January through December.</p>
<p>5. Describe the goal(s) with a description of the anticipated major outcomes.</p> <p>The following criteria determines when Psychiatric Emergency Program goals have been met:</p>

The crisis has been resolved and the client shows positive change toward restoration to a previous level of functioning and/or decrease in personal distress and is not in need of further mental health services

Individual has been stabilized but requires a transfer or referral to a less intensive mental health service

Because the PEP program provides brief, usually one time, services we are not able to measure client change. Instead, for our outcomes, we use the client's evaluation of whether we met the objectives of the program as the measure of success. Clients are asked to do a pre and post service report of their level of emotional distress. After the service is provided they are asked to rate whether staff have provided a crisis care plan, and whether they were educated about their crisis and given referrals for support.

Our outcome goal is that 80% of PEP clients will provide positive ratings for distress reduction and receiving a care plan, education, and referrals in the PEP program.

6. ***Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.*** $1358/3463=39\%$

7. ***Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.*** $28/140=20\%$

8. ***Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).*** We provided 28 hours of psychiatric emergency services for St Charles clients, so we project we will serve 30 hours of psychiatric emergency services over the next fiscal year for St Charles residents.

9. ***Include information about the number of staff assigned and training or credentials relative to the program or priority.***

The PEP program is staffed with eight full and part time Masters degreed therapists, most of them are licensed. Current staff licensures are: two LPC, one LSW, two LCPC, and one LCSWs.

Funding for the program or priority above:

10. ***Describe how the 708 Board funds will be used for this priority or designated program.***

Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

St. Charles mental health funds will be used to provide high quality psychiatric emergency services (PEP) to St. Charles residents

<p>11. For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage.</p> <p>\$18,000/\$5,612,064= 0.32%</p>
<p>12. For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.</p> <p>\$18,000/\$337,189=5.34%</p>
<p>13. Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.</p> <p>We also receive funding from: Illinois Department of Human Services – grant and fee for service, Elgin Township, Hanover Township 708 Mental Health Board, United Way of Metropolitan Chicago, Geneva Community Chest and St. Charles Noon Kiwanis Foundation.</p>
<p>14. Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.</p> <p>Any individual that presents to PEP will never receive an invoice from Ecker. If they have insurance we will bill insurance, but won't require them to pay the remainder of the fee for the visit. If they don't have insurance, they won't be required to pay a fee. This program is truly altruistic in providing life-saving services in a time of crisis.</p> <p>We always are seeking support for the provisions of our mission to provide community based, high quality, and accessible behavioral health care.</p>

SECTION 5: CREDENTIALS: Application

For your organization, include the following:

1. A copy of current 501 c (3) or tax-exempt certification.
2. A copy of the letter from the Attorney General indicating that your organization is in good standing, if applicable (within the application year).
3. A list of current Board of Directors for your agency.
4. An abbreviated version of the previous annual budget and/or report. If your organization has received 708 Board funding in the past, make sure that this information is available in these documents.

SECTION 6: Allocation Expenditure Summary:

Provide a summary report of actual funding received this past year documenting how your organization spent funds on the designated program or priorities listed in the application:

In Fiscal Year 2019, the agency reported the following units of service, costs and average reimbursement rates for the following unduplicated St. Charles residents.

Service	Clients	Hours	Cost of Service/hour	Total Cost	*Reimbursement Rate/hour by Medicaid	Total Reimbursement for Medicaid clients
Therapy	61	217.8	\$150.00	\$32,670.00	\$100.28	\$21,840.98
St. Charles Therapy	23	75.42	\$150.00	\$11,313.00	\$100.28	\$7,563.11
Child Therapy	10	119.8	\$150.00	\$17,970.00	\$100.28	\$12,013.54
Nursing	60	69.15	\$200.00	\$13,830.00	\$84.72	\$5,858.38
Psychiatry	69	102.67	\$400.00	\$41,068.00	\$108.28	\$11,117.11
Case Management	103	238.87	\$150.00	\$35,830.50	\$70.44	\$16,826.00
PEP	13	27.67	\$150.00	\$4,150.50	\$0.00	0.00
Total		851.38		\$156,832.00		\$75,219.12
Difference						\$81,612.88

*Please note that the reimbursement rate is an average from Medicaid. It is not likely that all clients are insured by Medicaid and this graphic is used to provide an estimate. There are times when even the lowest reimbursement is not met due to client not having Medicaid coverage.

Also, the agency reported the following achievements during Fiscal Year 2019. We hired a full time Primary Mental Health Nurse Practitioner assuring that our clients receive timely services with a consistent practitioner. In this past year, we have established weekly walk-in appointments for clients who are in need of services before their next scheduled appointment in order to maintain their medication schedule.

The agency implemented the use of genetic testing in order to provide accurate medication prescribing and dosage and is in the process of implementing telepsychiatry services.

The therapy program continued to be responsive to the emerging needs of the community. The Counseling program has implemented several counseling groups for teens that work on improving self-esteem, emotional regulation and coping skills. We've also developed and implemented groups for younger children to focus on improving awareness, boundaries, and healthy relationships. Other workshops for children and teens have also been implemented, such as Selfies and Self-Esteem and Social Media Safety. Within the last few months, we have developed and began facilitating a Positive Parenting group to provide psychoeducation on different parenting styles to improve interaction within the family system. The agency plans to implement this group in Spanish to reach more families in the community. The department has continued to build and strengthen community partnerships with other service providers and school districts in the area to improve awareness of services and resources.

Due to increasing requests, we continue to add clinical hours to the therapy program. This has resulted in hiring additional staff to reduce the wait time for counseling appointments. The program has started working every Saturday of the month to meet the needs of working families and individuals. A psychiatric provider began working every other Saturday as well to increase the accessibility of psychiatry services for both children and adults.

The case management program continued to streamline our entry process for new consumers, making strides to ensure that clients make contact with a provider to assess their needs and connect them to necessary services in a timely manner based on the urgency of an individual's initial presentation. This process also includes a screening for individuals who may be experiencing homelessness or in a domestic violence situation and includes a warm hand off to link these individuals with immediate help when desired. This program has also expanded by adding an additional assessment specialist and an additional case manager. This has helped to reduce wait times and we have also been able to serve additional consumers with specialized needs related to the legal system.

ECKER CENTER FOR MENTAL HEALTH

BOARD OF DIRECTORS

October 2019 – October 2020

BOARD MEMBERS

Alan Kirk, Chairman

David Conroy, Vice Chairman

Stephen Tousey, Treasurer

Sandra Kaptain, RN, Secretary

Steven Andersson

Patricia Arroyo

Ann Boisclair

Meghan Early

Dr. Alan Polse, DDS

Aaron Sellers

Timothy Sheldon

Linda Siete

Robert Steffen

Hon. Robert K. Villa



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248206044
Jan. 25, 2013 LTR 4168C E0
36-2312495 000000 00

00015077
BODC: TE

ECKER CENTER FOR MENTAL HEALTH INC
1845 GRANDSTAND PL
ELGIN IL 60123-6603



016350

Employer Identification Number: 36-2312495
Person to Contact: Ms. Smith
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 15, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in March 1956.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248206044
Jan. 25, 2013 LTR 4168C E0
36-2312495 000000 00
00015078

ECKER CENTER FOR MENTAL HEALTH INC
1845 GRANDSTAND PL
ELGIN IL 60123-6603

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Richard McKee, Department Manager
Accounts Management Operations



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

ECKER CENTER FOR MENTAL HEALTH, INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON FEBRUARY 23, 1955, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 8TH day of FEBRUARY A.D. 2019 .

Jesse White

SECRETARY OF STATE

Budget F' 2020

Statement of Activity

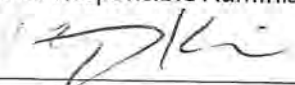
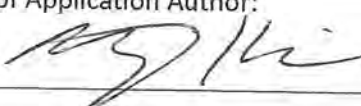
	F' 2020 Budget
Revenues	
Public Support	171,119
Fees & Grants - Governmental	3,333,940
Fundraising	92,016
Program Service Fees	1,983,674
Other Revenue	31,314
Total Revenues	<u>5,612,063</u>
Expenses	
Personnel and Benefits	4,101,675
Program Expenses	166,153
Specific Assistance to Clients	18,699
Occupancy	981,731
Development & PR	36,042
Management & General	67,026
Other Expenses	169,702
Depreciation	71,035
Total Expenses	<u>5,612,064</u>
NET SURPLUS/(DEFICIT)	<u>0</u>

St. Charles 708 Mental Health Board
Application for Funding
2020-2021
Application Due: January 15, 2020

Please complete all portions of the application. We will only be accepting applications electronically. The application is in Word format; all required fields are in an extended format. The form must be submitted electronically by the end of the business day on January 15, 2020 to Sharon Bringelson at (sbringelson@stcharlesil.gov 630-377-4422). **Applications received past this deadline will not be accepted.** If you have questions about the content of the application, please contact Brian Travilla via Sharon.

On February 27, 2020, sessions regarding this application will be scheduled for the 708 Board. At that time, 708 Board members will have the opportunity to ask questions or seek clarification about the application. Attendance at the scheduled presentation is mandatory.

SECTION 1: CONTACT INFORMATION

Organization Name: Lighthouse Foundation	Executive Director/Responsible Administrator: Marty Keifer
Printed Designated Contact Name: Marty Keifer	Contact Phone and Email Address: 630-940-2468 marty@lighthouse-recoveryinc.com
Printed Name of Document Author: Marty Keifer	Author Phone and Email Address: 630-940-2468 marty@lighthouse-recoveryinc.com
Organization Address: 210 S. 5 th St, Suite 104 St Charles, IL 60174	Organization Phone and Website: (630) 940-2468 lighthouse-recoveryinc.com
Number of Individuals Served Annually by the Organization: 638 new LHR clients in 2019 (28% increase from 2018)	Number of St. Charles Residents Served Annually by the Organization: 133 new St Charles clients in 2019 (29% increase from 2018) 18 clients so far have received 708 St Charles funds and we are on target to meet our anticipated enrollment from last year's request
Total Amount of Request: \$41,000.00	Date of Application: 1/10/2020
Signature of Responsible Administrator: 	Signature of Application Author: 

SECTION 2: ALIGNMENT WITH THE CITY OF ST. CHARLES 708 BOARD

The Vision of the St. Charles Mental Health 708 Board is:

The residents of St. Charles shall have access to high-quality programs and services to support their mental health, to assist with their developmental disabilities, and to prevent and reduce substance abuse.

The Mission of the St. Charles 708 Mental Health Board is to service residents of St. Charles by supporting and funding local, community-based, high-quality programs and services for citizens with mental health needs, substance abuse needs and developmental disabilities.

Instructions: Please briefly describe how the activities in this proposal aligns with the vision and mission of the City of St. Charles Mental Health 708 Board and the residents of the City of St. Charles. Please do not simply copy/paste your organization’s vision and mission statements.

Lighthouse Foundation was established in 2017 to provide funding for substance abuse recovery services at Lighthouse Recovery, Inc. as well and critical social services via third party providers (i.e. homeless shelters, emergency medical care providers, etc.) to indigent individuals in St. Charles and the surrounding communities.

Lighthouse Recovery was established in 2016 to serve individuals seeking substance abuse counseling services in St. Charles and the surrounding communities. One of Lighthouse Recovery’s core tenets is to ensure that financial constraints do not limit an individual’s ability to seek treatment for their substance use issues. As a small organization Lighthouse Recovery is currently only able to provide care for a limited number of indigent clients.

This funding will allow Lighthouse Foundation to provide the highest quality care to individuals in St. Charles who would otherwise go untreated.

SECTION 3: SELECTION OF DESIGNATED PROGRAM SUPPORT OR PRIORITY FUNDING SUPPORT

Instructions: From the two categories below, select the one that best describes your organization’s application for funding for the application. **The priorities may be the same or different from the previous year’s funding application. Definitions:**

- **Designated, specific program support.** Select this option if your organization is requesting funding for a single initiative, activity or program. **If the proposed activity is part of a larger organization or set of activities, describe priorities in the Priority Funding Support (next section).** Your organization may request either full or partial funding for the designated program support. This option is not intended to offset overall program operations or administrative costs.

This designated program information will be used throughout the application.

Designated Program	Funding	Application
Outpatient group counseling, medication assisted treatment and individual counseling	<ul style="list-style-type: none"> • Full X Partial 	Amount requested for 2020-2021: \$41,000.00

- **Priority Funding Support.** Select this option if your organization has multiple programs or activities where the requested funding will be used to fund one or more initiatives/activities. Your organization may request either full or partial funding for the priorities defined.

If priority funding support is selected, indicate up to five priorities (below) for which funding will be allocated. These numbered priorities will be used throughout the application.

Priority	Funding	Application
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:

SECTION 4: PROGRAM AND BUDGET DESCRIPTION:

For each of the priorities identified or for the designated program, briefly describe the following:

(Repeat this table for each of the identified priorities or designated program.)

Priority #__ or Designated Program Amount requested:
1. <i>Describe the general purpose of the priority or program.</i> The primary goal and objective of this project is to provide critical substance abuse treatment services to an identified under-served population in St. Charles and the surrounding communities. As a small agency, we have been fortunate to be in a financial position to offer discounted services for those who are able to afford a portion of their treatment costs. However, we are unable to provide no-cost treatment to those who have no means of paying for treatment. These individuals include those who are currently homeless, lacking even minimum insurance coverage, suffering from severe illness

(apart from addiction), individuals who have been recently released from incarceration, and individuals who because of their substance use disorder are unable to maintain a minimum income to support basic living necessities. Addiction crosses all socio-economical boundaries, and for the people who fall into the categories above, it is nearly impossible to receive quality substance abuse treatment as most providers have months long waiting lists, if they provide indigent care at all. Our goal is to provide services to those in need regardless of their ability to pay. By supporting people in their recovery, we look to combat the growing addiction epidemic in our area.

2. Describe the need of the priority or program and the type of individuals to be served.

We continue to receive calls on a daily basis from clients in need with no ability to pay for treatment. The greatest number of indigent client referrals come to us via our contract with the Kane County Sheriff's Office. Through that contract we provide substance abuse counseling services in the Kane County Jail. Although services provided in the jail are financially covered by our contract, after these individuals have been released, they will require ongoing care. We currently have more than 60 active clients that are detained in the jail. Upon release, all of these clients will require some level of continued care. The vast majority of these clients are released with no housing, job prospects, or health insurance of any kind. This population in particular is at an elevated risk for relapse and overdose. It is critical to the community at large that these individuals have a support structure in place and available to them immediately upon release.

In addition to those recently released from jail, individuals served will be clients at Lazarus House, other area homeless shelters, and anyone struggling with addiction who cannot otherwise afford quality care. Although we are moving through the Medicaid enrollment process, it is taking an exorbitant amount of time to complete. Until we are approved, funds such as the 708 board are the only option for those who have Medicaid/Medicare.

3. Describe the specific activities of the priority or program.

The requested amount of funding will allow us to provide Intensive Outpatient Group Treatment, step down outpatient group treatment, one-on-one sessions with our Medical Director for the purposes of stabilization through Medication Assisted Treatment, and individual or family therapy with an LCPC.

4. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.

As we are currently running multiple outpatient groups as a part of our regular business function, our timeline is immediate upon receipt of funds and we expect this to be an ongoing program throughout 2020 and beyond.

5. Describe the goal(s) with a description of the anticipated major outcomes.

We expect this project to have an enormous impact on the clients we treat. Addiction can limit an individual's ability to function as a productive member of society and cause irreparable harm both physically and emotionally to the addict and their family. We intend to reduce or eliminate these negative consequences and provide guidance the individual needs to take back control of their life.

A large positive impact is expected to the community at large. Any increase in available support for under-served populations and those at risk ease the overall burden to the community. Impact will be especially realized for those previously incarcerated. Although these impacts can be difficult to

quantify in the short run, we expect to see lower recidivism rates which lead to decreased community expenditure on housing and prosecuting drug offenders. Community medical expenses will decrease too as fewer indigent individuals will seek Emergency Room services.

6. Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.

Based on year over year trends, we expect to serve between 150 and 200 total clients who will receive treatment services from Lighthouse Recovery and financial aid from Lighthouse Foundation. With this growth in mind, Lighthouse Recovery continues to expand its client capacity and Lighthouse Foundation is actively seeking additional funding sources to meet the growing demand. Illinois limits outpatient groups to 16 individuals or less during any one session, and regulations limit the total number of Medication Assisted Treatment clients our Medical Director can prescribe for. Therefore, we need to continue to expand service accessibility in conjunction with expected growth.

It is important to note that this project is a "perfect world" scenario. We acknowledge that there will be clients who begin treatment, but do not successfully complete, or clients who are not in need of medication or individual therapy. When these circumstances are identified, unused funds for those individuals will be set aside and applied to additional St. Charles clients. Regardless of enrollment, grant funds will only be used for the purposes outlined in this request. Funds budgeted for St Charles residents, but not used, will not be redirected into any other account or "general fund".

7. Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.

Based on current trends, we anticipate 85 individuals from St. Charles to be served through this program or approximately 50% of all indigent clients served and 13% of all clients served by the organization. Meaning, half of all indigent clients receiving funds from Lighthouse Foundation are St. Charles residents.

8. Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).

We anticipate 2,530 service hours dedicated to this program as follows:

Medical services: 202 hours. Represents the total number of hours required by Dr. Holtsford to meet in person with each participant utilizing our Medication Assisted Treatment, as well as confirming diagnosis and level of care for each client.

Individual therapy: 442 hours. Represents the total number of face-to-face hours with an LCPC if meeting for one hour every week for the duration of treatment. This figure represents only 10% of the anticipated participants. As of this writing, we are not on track to meet the hours we anticipated in our previous request, therefore, the estimate above has been decreased for this year's request.

Group treatment: 1,106 hours. Represents the sum of all hours of two clinicians running the IOP and OP group as well as time required to complete necessary intake assessments.

Administration: 780 hours. Approximate time spent on all administrative tasks such as documenting treatment delivery, quality assurance measures, billing, filing, etc.

9. Include information about the number of staff assigned and training or credentials relative to the program or priority.

Nathan Lanthrum – CADC– Clinical Director: Primary provider of all clinical services at Lighthouse Recovery. Responsible for development and delivery of treatment curriculum in addition to supervising all clinical staff providing treatment. Nathan has the highest relevant impact to this project as he will be chiefly responsible for overall quality of care provided. He will have personal interaction with every client selected to receive grant funds.

Dr. Stephen Holtsford – M.D.– Medical Director: Responsible for confirmation of client diagnosis established during intake. Also provides Medication Assisted Treatment to clients. Dr. Holtsford is extremely relevant to the success of this project as many clients are in desperate need of medication as they work towards sobriety. Due to the fact that our intended population with this project is indigent clients, it is highly likely that many have not had adequate health care.

Warren Matson – MS, LCPC – Individual and family therapist: Individual and family counselor providing treatment for clients who need additional support due to co-occurring disorders. The high rate of substance abuse clients who suffer from a co-occurring disorder make Mr. Matson's involvement in this project an absolute necessity. While Lighthouse Recovery is able to focus on the substance abuse aspect of an individual's care, it is important to also address factors such as anxiety and depression. Outcomes of drug treatment are dramatically increased when coupled with treatment for underlying disorders.

Patrick Ryan – CADC – Counselor: Counselor providing IOP, OP, and step-down aftercare treatment for program clients.

Marty Keifer – MBA– Executive Director: Responsible for all administrative functions including accounting, licensing, insurance, compliance, etc. It is critical to any business that it remain fiscally sound, in compliance with federal, state, and local regulations as well as adhere to standards required to maintain our Joint Commission Accreditation. Mr. Keifer is relevant and required for this project to support the quality of care provided, the environment in which it is provided, and ensure funds are applied appropriately to eliminate waste.

Funding for the program or priority above:

10. Describe how the 708 Board funds will be used for this priority or designated program.

Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

In keeping with the spirit of the partnerships Lighthouse Foundation has with its providers, the cost of treatment provided through this project has been drastically discounted from list prices for the associated services. If calculated separately, the total for all services provided to any one client receiving IOP, MAT services, and individual therapy for three months (current average length of stay for IOP clients is three months) exceeds \$11,500.00 per client. When applying the discount Lighthouse Recovery extends to Lighthouse Foundation, we are able to bring that cost down to \$2,625 for a 3 month intensive program including individual counseling and medication.

Anticipated breakdown of entire program cost is as follows:

Medical services – \$32,937: Represents the total cost of clients meeting face to face with Dr. Holtsford as necessary for the duration of treatment.

Individual therapy – \$22,200: Represents the total cost of clients meeting face to face with Mr. Matson for one hour as needed for the duration of treatment (adjusted for expected number of clients utilizing individual therapy services and decreased to 3 months of sessions provided once per week).

Group treatment – \$99,291: Represents a function of salary paid to counselors for facilitating IOP, OP and aftercare groups. Percentage applied to adjust for anticipated population mix.

Administration – \$22,000: Represents a function of total administrative costs applied as a percentage based on anticipated population mix.

Overhead - \$5,000: As expansion continues to be a necessity, all related factors such as rent, insurance, utilities, supplies, etc. continue to rise. Some line items, such as rent, are not directly related to each additional participant and can represent large steps in total cost (i.e. If we need to rent additional office space, we can't just rent enough for one more participant. More space requires a long-term commitment and upfront investments.)

Total program cost: \$181,428

You may notice a sharp decrease in the total program cost from last year's request. This is due to a substantial decrease in the actualized individual counseling services based on current number of St Charles clients served. Therefore, we feel it appropriate to adjust numbers based on current trends. However this may increase based on future client needs.

11. For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage.

The requested amount represents 6.1% of Lighthouse Recovery's total budget.

12. For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.

The requested amount represents 22.6% of the total cost of this program. Again, an increase from last year, however it is important to note that this number still represents the overall discount for services given by Lighthouse Recovery to Lighthouse Foundation (and therefore, the 708 board) of 77.4%.

13. Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.

Lighthouse Foundation is actively pursuing several other funding options such as the Northwestern Medicine Competitive Grants Program, other local 708 boards, as well as several state sponsored initiatives, and actively soliciting private donations. However, funds received from the 708 St Charles board will be earmarked specifically for residents of St Charles. Should 708 St Charles funds fall short

of the cost of services provided to St Charles residents, Lighthouse Recovery may solicit unrestricted donations from Lighthouse Foundation to offset those costs.

14. Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.

Lighthouse Foundation is committed to providing care to indigent residents of St. Charles and the surrounding communities regardless of the timing or amount of this funding request. However, our ability to provide that care will be notably diminished without the support from organizations such as the St. Charles 708 Mental Health Board and other individual personal donations.

As we continue to see our client census steadily rise, it becomes overwhelmingly apparent that the need for more access to quality care is necessary. We are actively growing our presence and capacity in St Charles in the coming year. This grant will help us secure the additional facility space and the necessary staff to meet the community's needs. Although not specifically broken out in this request, we anticipate the need for additional staff to manage the growing workload. Without solid numbers on that cost, we did not want to speculate and build that in just yet, however some of this anticipated cost is included in the "Overhead" section of the budget breakdown. Also, we are in the process of purchasing a standalone building that will be used by both Lighthouse Recovery and Lighthouse Foundation for community outreach, reentry services for jail releasees, and outpatient groups. Beyond the initial investment, it is difficult to estimate all associated costs, so like the new employee, some overhead costs have been built into the budget breakdown. Any 708 St Charles funds used for additional overhead will be noted as such on the final accounting included in next year's request.

We scrutinize every dollar we spend and do our best to stretch every donation as far as we can. We are committed to applying every dollar we receive through this request to where it will do the most good for the most people.

SECTION 5: CREDENTIALS: Application

For your organization, include the following:

1. A copy of current 501 c (3) or tax-exempt certification.

Attached.

2. A copy of the letter from the Attorney General indicating that your organization is in good standing, if applicable (within the application year).

Attached.

A list of current Board of Directors for your agency.

1. A list of current Board of Directors for your agency.

Dr. Lanny Wilson – Family health physician
 Sarah Conley – Kane County Sheriff's Deputy
 Jodie Fox – DuPage County Probation Officer
 Jennifer Brundige – Geriatric care giver
 Nathan Lanthrum – Clinical Director Lighthouse Recovery
 Marty Keifer – Executive Director Lighthouse Recovery

Although Nathan Lanthrum and Marty Keifer sit on the Lighthouse Foundation Board of Directors, they have voluntarily waived their voting rights in regards to allocation of foundation funds. Additionally, Lighthouse Foundation is currently seeking one additional board member to provide a wider perspective to how foundation funds are utilized.

3. An abbreviated version of the previous annual budget and/or report. If your organization has received 708 Board funding in the past, make sure that this information is available in these documents.

Attached. Earmarked 708 St Charles funds noted.

SECTION 6: Allocation Expenditure Summary:

Provide a summary report of actual funding received this past year documenting how your organization spent funds on the designated program or priorities listed in the application:

Attached.

My apologies for the crude spreadsheet. A few notes and indicators:

- List prices are on the top left (some averaged as it would be impractical to track each service separately, additionally it reduces the starting price of each service category)
- Prices applied to each service are listed under the "Cost" heading
- Associated discount rates are listed to the right of each Cost
- ID column - specific to each individual client
- Remaining columns list number of each service received per category
- Payments column – Any payment made by a client towards their account is subtracted from the total amount requested from the 708 funds
- List column – Cumulative price of all services received
- 708 – Reimbursement requested from 708 St Charles funds (always subject to Lighthouse Foundation board approval)
- Comparison at the bottom of total discount extended for services
- Remaining funds for future clients

The overall discount for each service may change based on developing needs of the organization and increasing cost of providing each service.

	<u>List</u>
417	\$ 225.00
MAT 1	\$ 225.00
MAT 2	\$ 60.00
MAT 3	\$ 200.00
OP	\$ 180.00
UA	\$ 125.00
Indv	\$ 185.00

	<u>Cost</u>
417	\$ 100.00
MAT 1	\$ 75.00
MAT 2	\$ 10.00
MAT 3	\$ 30.00
OP	\$ 40.00
UA	\$ 10.00
Indv	\$ 50.00

-56%
-67%
-83%
-85%
-78%
-92%
-73%

Beginning of prg to 12.15.19

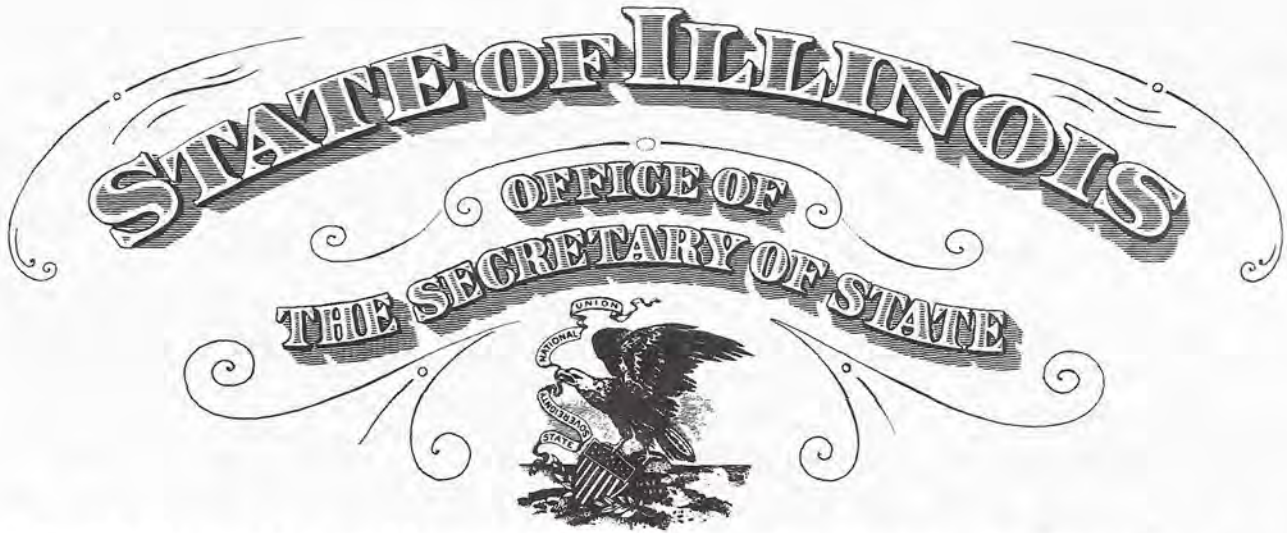
<u>ID</u>	<u>Intake</u>	<u>MAT 1</u>	<u>MAT 2</u>	<u>MAT 3</u>	<u>Group</u>	<u>UA</u>	<u>Indv</u>	<u>Payments</u>	<u>List</u>	<u>708</u>
Ca.	0	0			3	0		\$ -	\$ 540.00	\$ 120.00
Ni.	1	1			22	2		\$ -	\$ 4,435.00	\$ 1,000.00
Jo.	1	1	1		5	1		\$ -	\$ 1,535.00	\$ 395.00
Ch.	1	7	1		22	2		\$ -	\$ 6,070.00	\$ 1,535.00
Da.	0	2			11	0		\$ -	\$ 2,430.00	\$ 590.00
Li.	1	8			16	4		\$ 800.00	\$ 5,405.00	\$ 580.00
Je.	1	1			43	0		\$ -	\$ 8,190.00	\$ 1,895.00
Ch.	1	1			3			\$ -	\$ 765.00	\$ 220.00
Jo.	1	1			1	1		\$ -	\$ 530.00	\$ 150.00
An.	1	1				2		\$ -	\$ 475.00	\$ 120.00
Sh.	1	1				1		\$ -	\$ 350.00	\$ 110.00
Da.	1	1				1		\$ -	\$ 350.00	\$ 110.00
An.	1	1						\$ -	\$ 225.00	\$ 100.00
Li.	1	1			7			\$ -	\$ 1,485.00	\$ 380.00
St.					2			\$ -	\$ 360.00	\$ 80.00
Be.	1	1			15			\$ -	\$ 2,925.00	\$ 700.00
Br.	1	1			5			\$ 40.00	\$ 1,125.00	\$ 260.00
Me.	1	2	1		3	1		\$ 150.00	\$ 1,400.00	\$ 240.00
									\$ 38,595.00	\$ 8,585.00

-78%

2019 funding
Total \$ 23,700.00
Remaining \$ 15,115.00

File Number

7131-066-3



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

LIGHTHOUSE FOUNDATION, A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON JUNE 27, 2017, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set
my hand and cause to be affixed the Great Seal of
the State of Illinois, this 14TH
day of JANUARY A.D. 2019 .

Jesse White

SECRETARY OF STATE

Lighthouse Foundation

PROFIT AND LOSS

January - December 2019

	TOTAL
Income	
Non - Restricted Donations	40,550.00
Restricted Donations - 708 Geneva	19,100.00
Restricted Donations - 708 St Charles	23,700.00
Total Income	\$83,350.00
GROSS PROFIT	\$83,350.00
Expenses	
Bank Charges & Fees	2.00
Dues & subscriptions - Quickbooks	710.39
Indigent Care - 708 Geneva	2,310.00
Indigent Care - 708 St Charles	8,585.00
Indigent Care - LHR	16,147.50
Rent & Lease	9,000.00
Total Expenses	\$36,754.89
NET OPERATING INCOME	\$46,595.11
NET INCOME	\$46,595.11



OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS

March 29, 2018

LIGHTHOUSE FOUNDATION
210 S. 5TH ST., STE 10
ST. CHARLES, IL 60174

Lisa Madigan
ATTORNEY GENERAL

RE: Status of LIGHTHOUSE FOUNDATION under both The Charitable Trust and The Solicitation for Charity Acts.

Dear Registrant:

I am pleased to acknowledge receipt of your registration statement under both the Charitable Trust and the Solicitation for Charity Acts. The registration number assigned to your organization is CO# 01073215.

Please note that when an organization registers under the Charitable Trust and/or the Solicitation for Charity Act, it is required to file an annual financial report with our office. The annual financial report is due six months after the end of the organization's fiscal year. It is one of the duties of the organization's officers to ensure that this report is timely filed. A copy of the form AG990-IL along with instructions are attached to this letter.

I must also call your attention to Section 12 under the Solicitation for Charity Act. Please note that this registration in no way constitutes an endorsement of your organization by the State of Illinois and that any representation as such for the purpose of soliciting or collecting funds will be grounds for cancellation of your registration.

For your convenience, additional resource materials as well as blank forms and instructions are available under the "Building Better Charities" section of our website at www.IllinoisAttorneyGeneral.gov. If you have questions, you may direct them by mail to the Charitable Trusts Bureau at 100 West Randolph Street, 11th floor, Chicago, Illinois 60601; or contact us by phone at (312) 814 - 2595. We will be happy to assist you.

Very truly yours,

A handwritten signature in cursive script that reads "Lisa Madigan".

LISA MADIGAN
Attorney General



Note: The report for fiscal year ending 6/30/2018 is due by 12/31/2018.

St. Charles 708 Mental Health Board
Application for Funding
2020-2021
Application Due: January 15, 2020

Please complete all portions of the application. We will only be accepting applications electronically. The application is in Word format; all required fields are in an extended format. The form must be submitted electronically by the end of the business day on January 15, 2020 to Sharon Bringelson at (sbringelson@stcharlesil.gov 630-377-4422). **Applications received past this deadline will not be accepted.** If you have questions about the content of the application, please contact Brian Travilla via Sharon.

*On February 27, 2020, sessions regarding this application will be scheduled for the 708 Board. At that time, 708 Board members will have the opportunity to ask questions or seek clarification about the application. **Attendance at the scheduled presentation is mandatory.***

SECTION 1: CONTACT INFORMATION

Organization Name: Renz Addiction Counseling Center	Executive Director/Responsible Administrator: Jerry Skogmo, Executive Director
Printed Designated Contact Name: Deb Howe, Director of Marketing & Development	Contact Phone and Email Address: 847-742-3545 x 236, dhowe@renzcenter.org
Printed Name of Document Author: Meghan Nelson, Marketing & Development Coordinator	Author Phone and Email Address: 847-742-3545 x 246, mnelson@renzcenter.org
Organization Address: 1 American Way, Elgin, IL 60120	Organization Phone and Website: 847-742-3545 / www.renzcenter.org
Number of Individuals Served Annually by the Organization: 4434 in FY19	Number of St. Charles Residents Served Annually by the Organization: 79 in FY19
Total Amount of Request: \$90,365	Date of Application: January 15, 2020
Signature of Responsible Administrator: 	Signature of Application Author: 

SECTION 2: ALIGNMENT WITH THE CITY OF ST. CHARLES 708 BOARD

The Vision of the St. Charles Mental Health 708 Board is:

The residents of St. Charles shall have access to high-quality programs and services to support their mental health, to assist with their developmental disabilities, and to prevent and reduce substance abuse.

The Mission of the St. Charles 708 Mental Health Board is to service residents of St. Charles by supporting and funding local, community-based, high-quality programs and services for citizens with mental health needs, substance abuse needs and developmental disabilities.

Instructions: Please briefly describe how the activities in this proposal aligns with the vision and mission of the City of St. Charles Mental Health 708 Board and the residents of the City of St. Charles. Please do not simply copy/paste your organization's vision and mission statements.

Through evidence-based substance use disorder treatment and prevention education programs, Renz Addiction Counseling Center delivers effective and professional services with integrity and compassion. Specific services include alcohol, drug and problem gambling treatment, in addition to prevention programs for substance use, HIV, and other sexually transmitted diseases. Since our merger with Ecker Center for Mental Health in August 2018, together we have been better able to treat and maintain continuity of care in our dually-diagnosed clients, who deal with both mental health and substance use disorder diagnoses. With one of our three locations in St. Charles, we are able to serve St. Charles residents seeking substance use disorder treatment in their own community.

SECTION 3: SELECTION OF DESIGNATED PROGRAM SUPPORT OR PRIORITY FUNDING SUPPORT

Instructions: From the two categories below, select the one that best describes your organization's application for funding for the application. **The priorities may be the same or different from the previous year's funding application. Definitions:**

- **Designated, specific program support.** Select this option if your organization is requesting funding for a single initiative, activity or program. **If the proposed activity is part of a larger organization or set of activities, describe priorities in the Priority Funding Support (next section).** Your organization may request either full or partial funding for the designated program support. This option is not intended to offset overall program operations or administrative costs.

This designated program information will be used throughout the application.

Designated Program	Funding	Application
	✓ Full ✓ Partial	Amount requested for 2020-2021:

- **Priority Funding Support.** Select this option if your organization has multiple programs or activities where the requested funding will be used to fund one or more initiatives/activities. Your organization may request either full or partial funding for the priorities defined.

If priority funding support is selected, indicate up to five priorities (below) for which funding will be allocated. These numbered priorities will be used throughout the application.

Priority	Funding	Application
1) Clinical Services	Full ✓ Partial	Amount requested for 2020-2021: \$67,000
2) Vaping Cessation	✓ Full Partial	Amount requested for 2020-2021: \$10,925
3) Medication-Assisted Treatment	Full ✓ Partial	Amount requested for 2020-2021: \$7,000
4) Recovery Support Services	Full ✓ Partial	Amount requested for 2020-2021: \$5,440

SECTION 4: PROGRAM AND BUDGET DESCRIPTION:

For each of the priorities identified or for the designated program, briefly describe the following:

(Repeat this table for each of the identified priorities or designated program.)

<p>Priority # <u>1</u> Clinical Services_ or Designated Program Amount requested: \$67,000</p>
<p>1. Describe the general purpose of the priority or program.</p> <p>As a full-service agency, Renz Center offers substance use disorder treatment services, including individual, family and group counseling, DUI services, gambling treatment, special programming for women and adolescent clients, and Medication-Assisted Treatment (MAT). In addition, the Center provides case management between schools, the court system, and other health care/social service providers, and toxicology tests to verify treatment compliance.</p> <p>Substance use disorder is a chronic health problem that affects millions of Americans of almost any age and background. The cost of addiction is evident in our legal, healthcare, employment and family systems.</p>
<p>2. Describe the need of the priority or program and the type of individuals to be served.</p> <p>In 2017, an estimated 20.7 million people aged 12 or older needed substance use treatment in the past year; however, only 4 million of those received treatment, according to the Substance Abuse and</p>

Mental Health Services Administration (SAMHSA). Among young adults aged 18 to 25, approximately 1 in 7 people require treatment for a substance use disorder.

The effects of substance use disorders are cumulative and significantly contribute to costly social, physical, mental and public health problems including: teen pregnancy, HIV/AIDS and other sexually transmitted diseases, violence, motor vehicle accidents, and crime. According to the National Institute of Drug Abuse, substance use treatment is a cost-effective way to reduce substance use as well as impact social problems that result from substance misuse. Conservatively, "every \$1 invested in addiction treatment programs yields a return of between \$4 and \$7 in reduced drug-related crime, criminal justice costs, and theft alone. When savings related to health care are included, total savings can exceed costs by a ratio of 12 to 1. Major savings to the individual and to society also come from significant drops in interpersonal conflicts, improvements in workplace productivity, and reductions in drug-related accidents" (drugabuse.gov/publications/principles-drug-addiction-treatment-research-based-guide-third-edition/frequently-asked-questions/drug-addiction-treatment-worth-its-cost).

The Center's target population includes those struggling with substance use or problem gambling disorder and individuals at risk of substance misuse and/or HIV/AIDS. Renz Center also strives to assist low-income individuals and make treatment affordable and accessible. By utilizing insurance, Medicaid and/or a sliding fee scale, no one is denied service because of an inability to pay. Currently 74% of our Clinical Services clientele have a family income of \$30,000 or less. While many of our clients do have their own private insurance, high deductibles make them reluctant/unable to seek treatment. With offices in Elgin, St. Charles, and Streamwood, Renz Center's service area is central/northern Kane and western Cook Counties in Illinois--which includes 32 different local cities and communities. As an outpatient treatment center, Renz Center will continue to strive to implement changes in care to improve access and retention as well as guide performance improvement, hence providing the best care possible for our community.

3. Describe the specific activities of the priority or program.

Renz Center's Clinical Services program offers Early Intervention Services; Outpatient and Intensive Outpatient Services; DUI services; Passage Program For Women; Gambling Program; and Family Counseling. When a client comes to Renz, they are first assessed by a counselor to determine a diagnosis, needs, and develop a treatment plan. A client will attend both individual and group counseling sessions, with time commitment depending on the severity of the substance use disorder. If necessary, a client may receive Medication-Assisted Treatment (MAT) to help manage withdrawal symptoms. To ensure that clients are accountable to their recovery, ensuring the best care possible, clients are randomly tested for substance use throughout their treatment. Additionally, clients may attend SMART Recovery groups and participate in our Positive Waves Group. This group uses Alpha-Stim, a small handheld device which uses cranial electrotherapy stimulation to safely and effectively treat pain, anxiety, depression, and insomnia. When combined with traditional therapy, the Positive Waves Group supports long-term recovery.

4. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.

For clients in continued treatment, the average length of stay is 2-4 months.

5. Describe the goal(s) with a description of the anticipated major outcomes.

The goal for each client is to reduce or eliminate the use of alcohol and/or drugs. The Center strongly promotes abstinence and this is the goal for the vast majority of clients. We also employ a “harm-reduction” model for clients who are not motivated to quit their consumption but are willing and able to reduce their use. These are clients who misuse drugs or alcohol but are not dependent on them (physically addicted). For those who are alcohol or drug dependent, abstinence is necessary. The program has met goals as it relates to access to treatment and treatment retention. We have decreased the time it takes for an individual contacting us to get into their first appointment and we have also increased the length of time an individual is in treatment. Both of these factors are very important because the research shows, not surprisingly, that the easier it is to access treatment, and the longer an individual is in treatment, the better the prognosis. We have worked very hard at meeting these two objectives. Our rating from the Illinois Department of Alcoholism and Substance Abuse (DASA) has been higher than the state-wide average for client engagement in the first 30 days and in retention of clients attending at least 10 sessions after the first 30 days.

The Center evaluates the effectiveness of the programs in a number of ways:

1. Initially all treatment plans are reviewed by a physician to help ensure that the client (patient) is receiving the proper treatment plan.
2. Each case is reviewed every 30 days by the Center’s Clinical Director.
3. A client satisfaction survey is given to clients annually. The information provided from the results of the surveys measures many variables, from our responsiveness as an organization to clients’ satisfaction with their progress.
4. A quality assurance professional reviews a random sample (15%) of all cases for a record review and to ascertain the quality of services being provided to each client.

Renz Center continues to evaluate the effectiveness of Clinical Services the same way and state outcomes remain the same, 2019 Client Satisfaction Survey results however continue to improve.

According to the most recent state outcomes, Renz Center’s Level 1 Engagement statistics were above state providers at 35.9 % state and 43.6% Renz Center. Renz Center also placed higher than state providers in Retention (the percentage of clients who attend at least 10 sessions after first 30 days) with statistics averaging 19.1% for the state and 35% for Renz Center. In addition, the percentage of clients with supportive social interaction (a determinant in positive outcome measurement) was 90.3% for Renz Center clients compared to 74.3% statewide. Finally, Renz Center increased Level II client abstinent rates.

Highlights of Renz Center’s 2019 Client Satisfaction Survey results include:

- 93% of clients said they would refer a family member or friend to Renz Center for services
- 94% of clients agree that their primary individual counselor listened to them effectively (this is up 3% from last year)
- 91% of clients agreed that the individual counselor focused on what was important to them (up 5%)
- 91% of clients say staff’s knowledge and ability to help clients understand and follow program rules was excellent/good.
- 88% of clients agreed their primary individual counselor showed warmth toward them.
- 85% of clients agree that the counseling staff supports them in meeting goals, with positive changes, and recovery.

Client testimonials also spoke highly of Renz services, including:

- “The individual counseling as well as the information classes and large groups have been extremely helpful, informative, and great support. I am grateful for having had the opportunity to receive help through the Renz Program and hope many more are given the opportunity to recover and remain sober with the help at Renz.”
- “I’m so pleased with this program at Renz. I’ve gained a lot of inspiration and hope here, thanks.”
- “The whole program has helped me in many ways, mentally, physically, and financially. I am very grateful for having sought your facility and staff for a better life. My gratitude will last forever, thanks again.”

6. Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.

In FY19, Renz Center served 441 individuals in our Clinical Services program; 10% of our overall organization population (4,434) which includes individuals participating in prevention programming.

7. Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.

Renz Center projects that of the 525 people in the clinical program, 94 will be St. Charles residents in FY20; 17% of our overall clinical population.

8. Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).

94 (estimate of clients served in FY2020) x 29 (average hours/client in 2019) = 2,726 service hours

9. Include information about the number of staff assigned and training or credentials relative to the program or priority.

Renz Center’s Clinical Services utilizes 8 full or part-time counselors, 1 clinical director, 1 consulting psychiatrist, 1 part-time nurse, 8 full or part-time support staff, 1 part-time childcare worker and 1 counselor assistant to support the clinical program. Services are implemented at three locations: Elgin, St. Charles, and Streamwood.

Funding for the program or priority above:

10. Describe how the 708 Board funds will be used for this priority or designated program. Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

Funds from the City of St. Charles 708 Board help pay for a wide variety of clinical services to residents of St. Charles. This includes three-hour comprehensive assessments, individual, family and group counseling, special programming for women clients and adolescents, psychiatric services, case management between schools, the court system and other health care/social service providers, and toxicology tests to verify treatment compliance. In addition, DUI offenders may be seen for

assessments and risk-education classes. City of St. Charles residents are also eligible to receive services for problem and compulsive gambling.

In addition to City of St. Charles funding, Renz Center continues to use state grant funding to help fill the gap to treat low-income residents.

11. For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage.

The request of \$67,000 is 3% of the organization's budget of \$1,814,045.

12. For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.

The request of \$67,000 is 8.7% of the clinical program budget of \$763,300.

13. Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.

In FY19, Renz Center received funding for our St. Charles office from the following organizations for Clinical Services:

- Illinois Dept. of Human Services/Substance Use Prevention & Recovery (SUPR)
- Client Fees and 3rd party insurance
- City of Geneva Mental Health Board
- Geneva Community Chest
- Rental Income

14. Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.

N/A

Priority #__2 Vaping Cessation__ or Designated Program

Amount requested: \$10,925

1. Describe the general purpose of the priority or program.

Renz Center, with the support of Tri-City Family Services, is looking to pilot a vaping intervention/cessation and prevention program in St. Charles middle and high schools. Splitting the St. Charles school service area between agencies, Renz will train Tri-City counselors on addiction issues, and the agencies will work with assigned schools to address vaping concerns each school is facing. Services would include prevention programming during the school day (such as during a health class), group intervention counseling and education for students and parents during the evening, and/or an informational session for the school community to learn about youth vaping prevention. Renz Center strives to be at the forefront of substance misuse prevention and believes piloting a vaping awareness program to St. Charles middle and high school students will help educate and prevent young people from using vaping products.

2. Describe the need of the priority or program and the type of individuals to be served.

Since 2014, e-cigarettes have been the most commonly used tobacco product among American youth. According to the Monitoring the Future 2019 Survey, conducted by the National Institute on Drug Abuse, nearly 10% of 8th graders, 20% of 10th graders, and almost 26% of 12th graders have admitted to vaping nicotine in the past month. The 2019 survey additionally saw a huge increase in marijuana vaping use among teens, the second-largest ever observed of any substance in the survey's 45-year history, and this includes both nicotine and THC (marijuana) vaping. Nearly 4% of 8th graders, 12.6% of 10th graders, and 14% of 12th graders report vaping THC in the past month.

In addition to the vaping illnesses and even fatalities in the news, exposure to nicotine during adolescence can impact brain development, with learning, memory, and attention impairment. E-cigarettes contain a much higher level of nicotine than regular cigarettes, and it is harder to measure how much nicotine is being ingested. A typical JUUL cartridge (a popular brand of e-cigarettes), has as much nicotine as an entire pack of cigarettes. Two-thirds of JUUL users ages 15-24 are not aware that all JUUL cartridges, regardless of flavor or method of delivery, always contain nicotine. (Sources: *Monitoring the Future 2019 Survey*, NIDA; *Surgeon General's Advisory on E-Cigarette Use Among Youth*, e-cigarettes.surgeongeneral.gov)

3. Describe the specific activities of the priority or program.

Prior to working with St. Charles students, Renz staff would meet with school stakeholders to determine school needs and concerns and develop an action plan specific to the school. For example, students may receive vaping prevention education during one class period, delivered by a trained Renz or Tri-Cities counselor. The school may have a problem with vaping on campus, and counselors could offer an alternative to suspension psychoeducation program to students and their parents. Offering an education and group counseling approach, students could learn about the harmful impact of vaping, as well as developing the skills and resilience needed to help them quit vaping. Additionally, Renz staff would be willing to offer an informational, "town hall"-type session for parents and community members to learn about the dangers of teenage vaping.

4. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.

Outreach to St. Charles schools would begin in spring 2020 to schedule fall programming. Length of programming would vary by school need and program selected. For a vaping cessation, alternative to suspension-type group, we would plan for 2-3 evening sessions for students and parents.

5. Describe the goal(s) with a description of the anticipated major outcomes.

Process goals will include providing services in health classes, after-school programming, and school assembly presentations, as well as community services at our St. Charles outpatient office. Outcome goals with our vaping cessation program will be to prevent, reduce, or stop youth from vaping nicotine and/or marijuana. Our success in meeting these goals will be measured by student behavior; for example, if students attending our alternative to suspension vaping cessation group get caught vaping again, or if the number of students caught vaping at a school goes down following a prevention presentation. In some cases, a student may become a Renz client, and at this point program success can be measured by toxicology tests that detect nicotine/marijuana.

6. Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.

Number of students served varies on school needs. A vaping prevention program would reach a larger number of students (say, for example, all seventh grade students in their homerooms) than an evening alternative to suspension program, which we would expect to reach between 15-30 individuals (students and parents) over two to three sessions.

7. Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.

100% of the students served would attend St. Charles schools; the number of students would depend on the school's need: a health class vaping prevention discussion might impact several hundred students, for example, while we are estimating an alternative to suspension program impacting between 15-30 St. Charles students and parents.

8. Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).

We expect 115 staff hours to expand curriculum, train trainers, promote the program, meet with school stakeholders, and run the program in the schools. Billed at \$95/staff hour, $\$95 \times 115 = \$10,925$.

9. Include information about the number of staff assigned and training or credentials relative to the program or priority.

Depending on nature of school's need and staff availability, Renz prevention staff or Renz/Tri-City counselors will be assigned to the designated program, with oversight provided by Renz's Clinical Director and/or Prevention Coordinator.

Funding for the program or priority above:

10. Describe how the 708 Board funds will be used for this priority or designated program. Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

Our budget of \$10,925 accounts for work done to expand our current anti-vaping curriculum, previously delivered at Burlington Central High School, training Tri-City counselors on current addiction counseling information and techniques, promoting the program within St. Charles schools, and staff direct service hours.

11. For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage.

The request of \$10,925 is .6% of the organization's budget of \$1,814,045.

12. For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.

The request of \$10,925 is 100% of the total funding for this program. This is a new program Renz believes is of relevance and timeliness to the students of the Fox Valley. If this program proves to be successful, we will expand both our offering of the program as well as funding sources for the next fiscal year.

13. Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.

Yes, this is a pilot program offered only to the students of St. Charles. If successful, we hope to extend our outreach and funding sources.

14. Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.

Currently we are unable to receive state reimbursement for individuals who enter treatment for a vaping use disorder, as the DSM-V does not include a vaping use disorder diagnosis. The St. Charles 708 Mental Health Board's funding of this initiative would help us support St. Charles youth who require vaping intervention through a group cessation program.

Priority # 3 Medication Assisted Treatment or Designated Program

Amount requested: \$7,000

1. Describe the general purpose of the priority or program.

Renz Center is seeking funding support to help St. Charles residents receive Medication-Assisted Treatment (MAT), including MAT with Suboxone, which combines behavioral therapy and medications to treat substance use disorders and prevent opioid relapse and overdose. MAT is part of a comprehensive outpatient alcohol and drug recovery treatment program that includes case management, counseling, therapy, and medication for effective long-term success, with oversight by a licensed psychiatrist and medical director. Suboxone has become the preferred medication to help those with opioid use disorder manage their withdrawal symptoms, and Renz has been able to offer Suboxone (buprenorphine and naloxone) since August 2019.

2. Describe the need of the priority or program and the type of individuals to be served.

Opioid-related overdose deaths remain on the rise in Kane County. According to the Kane County Health Department, 68 people died in 2018 due to opioid-related overdoses. In 2017, 55 people died. According to the Center for Disease Control, 130 people in the United States die every day as the result of an opioid overdose. Additionally, the CDC estimates that prescription opioid misuse alone results in a \$78.5 billion cost to the United States each year, including the costs of criminal justice, health care, lost productivity, and addiction treatment (drugabuse.gov/drugs-abuse/opioids/opioid-overdose-crisis).

Funding provided by the St. Charles 708 Mental Health Board would support St. Charles residents who are unable to afford their high insurance deductibles receive the recovery treatment they need.

3. Describe the specific activities of the priority or program.

Since 2017, we have been pleased to offer MAT to eligible clients, a program that combines evidence-based counseling practices and medication to manage withdrawal symptoms while working their recovery. It includes counseling, therapy, skill-building education, and medication for long-term success. Clients are assessed and supervised for MAT by our Medical Director while continuing to attend individual and group counseling sessions.

In 2019, we began offering Suboxone to help clients with opioid use disorder manage their physical dependency symptoms. Suboxone is the brand name for a prescription medication used in treating those addicted to opioids, either prescription pain relievers, heroin, or synthetic opioids such as fentanyl. It contains the ingredients buprenorphine and naloxone. Buprenorphine, a partial opioid agonist, blocks the opiate receptors and reduces a person's urges. The second ingredient, naloxone, helps reverse the effects of opioids. Together, these drugs work to prevent withdrawal symptoms associated with an opioid addiction. Suboxone is a controlled substance making physician management necessary.

As Suboxone treatment can start as soon as twelve hours post-opiate use, it proves to be a more attractive treatment option for people looking to quit using as no withdrawal or detox period is necessary. Because of the shorter wait and being able to minimize painful withdrawal symptoms, Suboxone increases access to treatment and has become the preferred medication to help treat opioid use disorder. It is administered in three phases:

1. The Induction Phase is the medically monitored startup of Suboxone treatment performed in a qualified physician's office or certified outpatient treatment provider using approved buprenorphine products. The medication is administered when a person with an opioid dependency has abstained from using opioids for 12 to 24 hours and is in the early stages of opioid withdrawal. Suboxone can bring on acute withdrawal for patients who are not in the early stages of withdrawal and who have other opioids in their bloodstream.
2. The Stabilization Phase begins after a patient has discontinued or greatly reduced their misuse of the problem drug, no longer has cravings, and experiences few, if any, side effects. The Suboxone dose may need to be adjusted during this phase. Because of the long-acting agent of buprenorphine, once patients have been stabilized, they can sometimes switch to alternate-day dosing instead of dosing every day.
3. The Maintenance Phase occurs when a patient is doing well on a steady dose of Suboxone. The length of time of the maintenance phase is tailored to each patient and could be indefinite. Once an individual is stabilized, an alternative approach would be to go into a medically supervised withdrawal, which makes the transition from a physically dependent state smoother. People then can engage in further rehabilitation—with or without MAT—to prevent a possible relapse. The potential for suboxone misuse can occur, which is why close physician supervision is essential. Daily, then weekly, and finally monthly physician supervision as the patient gets weaned off the drug and opioid cravings dissipate.

It is important to reiterate that all MAT programs require individual and group counseling. A case manager is assigned to each individual enrolled in the program and follows the client throughout treatment until discharge. Treating withdrawal symptoms and reducing cravings only address the physical aspects of substance use, and not the underlying issues.

4. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.

When Renz Center piloted the Medication-Assisted Treatment program in 2017, we initially offered Disulfiram (Antabuse), Naltrexone (ReVia), Acamprosate (Campral), and Vivitrol (injectable form of Naltrexone) to help reduce or eliminate alcohol and/or opioid cravings. And while these medications help curb cravings for some individuals, opioid dependence can be so powerful that a stronger drug like Suboxone is necessary. We began offering Suboxone in August 2019, which clients are able to start within 12 hours of last opioid use, so withdrawal symptoms can be minimized and they can begin to focus on treatment.

5. Describe the goal(s) with a description of the anticipated major outcomes.

MAT is an effective form of care, when medication is taken as prescribed, used properly, and the individual is engaged with other supports and services. When combined with psychiatric and case management services, our MAT program will closely follow clients until treatment is completed thus greatly reducing the relapse rate.

The overall goal of MAT is to help clients get on the road to recovery by helping them reduce or eliminate cravings, decrease withdrawal symptoms, and sustain recovery. Specifically,

- * Improve patient survival
- * Increase retention in treatment
- * Decrease illicit opiate use and related criminal activity
- * Increase ability to gain and/or maintain employment

At the conclusion of MAT, Renz Center expects clients to:

- * Abstinence from or reduced use of illicit opiates
- * Reduction in other illicit drug use
- * Decrease criminal activity

6. Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.

In FY20, Renz Center projects that we will serve 35 individuals in our MAT program; 6% of our overall clinical population (525).

7. Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.

Renz Center served 1 St. Charles resident in FY19: 10% of our MAT program population of 10. In FY20, we anticipate serving 6 St. Charles residents, 17% of 35 anticipated MAT clients.

8. Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).

Renz Center anticipates each MAT client will receive on average 35 service hours. 6 St. Charles clients x 35 service hours = 210 hours.

9. Include information about the number of staff assigned and training or credentials relative to the program or priority.

The average length of time for an individual in treatment is 4-6 months. The MAT program currently has one .40 FTE case manager/counselor, .10 FTE clinical director, .025 nurse practitioner, and .10 Medical Director Physician.

Funding for the program or priority above:

10. Describe how the 708 Board funds will be used for this priority or designated program. Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

Renz Center bills clients' insurance for psychiatric and treatment services. However, clients often have insurance plans with high deductibles which can be a barrier for the low-income client to seek services. Costs for this program are higher than standard outpatient expenses, which may leave clients with high deductibles more reluctant to seek treatment. Funding from the St. Charles 708 Mental Health Board will assist clients seeking this treatment and put this medication management more in reach. When St. Charles clients are unable to afford services due to high deductibles or lack of insurance, we will access these funds to increase client success.

11. For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage.

The request of \$7,000 is .3% of organization's overall budget of \$1,814,045.

12. For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.

The request of \$7,000 is 7% of the program budget of \$100,000.

13. Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.

In addition to state funding, client fees, and insurance reimbursement, Renz Center has received funding for our MAT services from the following organizations:

Alfred Bersted Foundation - \$25,000

Hanover Township - \$10,000

Elgin Township -- \$12,000

Geneva Community Chest -- \$1,525

14. Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.

Our Medical Director needed to step back from his role in Fall 2019 due to health concerns. We have hired a new Medical Director to oversee the MAT program with a start date in February 2020. One of the challenges we have found during this process is that medical malpractice insurance for addiction medicine doctors is very high and has become a barrier for many physicians to take on this work.

Priority # 4 Recovery Support Services or Designated Program

Amount requested: \$5,440

1. Describe the general purpose of the priority or program.

Renz Center is asking for support of two recovery support service programs: our SMART Recovery programs in St. Charles, and our Opioid Overdose Awareness and Prevention Training education programs. SMART Recovery groups are similar to Alcoholics Anonymous and support individuals in recovery through peer-to-peer interactions and trained counselor support, without the religious overtones of AA. Our Opioid Overdose Trainings provide overdose awareness information, as well as free Narcan (naloxone), an overdose reversal medication, that can be given to someone who has overdosed on opioids.

2. Describe the need of the priority or program and the type of individuals to be served.

SMART Recovery is designed for individuals in recovery or considering recovery. One does not need to be currently in recovery to participate; however, they cannot attend a meeting under the influence of alcohol/drugs.

Opioid Overdose and Awareness Prevention Trainings are provided free of charge for community members or any groups requesting them.

3. Describe the specific activities of the priority or program.

An alternative to Alcoholics Anonymous, SMART Recovery is a self-management support program that is open to individuals coping with all types of addictive behaviors, including substance misuse. It focuses on building and maintaining motivation; coping with urges; managing thoughts, feelings, and behaviors; and living a balanced life. The program is free to community residents, and meets Wednesdays at our St. Charles location. SMART Recovery is facilitated by a Renz Center counselor, and is open to all individuals 18 years or older. Registration is not necessary, and walk-ins are welcome.

We also provide SMART Recovery in the Kane County Correctional Facility in St. Charles, serving 14 people from April through June this year. While we take attendance, we do not track their home city. This service is provided to expose inmates to recovery services so they may understand the benefits, make changes, and seek treatment services once released.

During an Opioid Overdose and Awareness Training, participants learn how to recognize a person who may be overdosing, procedures to follow (including calling 911), and learning how to administer Narcan, which participants receive at the end of a training session. Narcan (naloxone) is a medication that can reverse an overdose caused by an opioid drug, and is inhaled through the nose. When administered during an overdose, naloxone blocks the effects of opioids on the brain and restores breathing within two to eight minutes. If given to a person not experiencing an opioid overdose, naloxone is harmless, but will produce withdrawal symptoms for anyone dependent on opioids.

4. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.

SMART Recovery is an ongoing program, meeting weekly at Renz's St. Charles location and the Kane County Jail in St. Charles. Participants can attend as it fits their needs. Counselors keep track of number of attendees each week, but not individual participants.

We have been able to provide multiple Opioid Overdose Awareness and Prevention Trainings to clients, individuals, and community organizations. These trainings are free and can be scheduled as needed, and serve as an ongoing outreach project to help educate the Fox Valley on what opioid overdoses look like and how to respond to them.

5. Describe the goal(s) with a description of the anticipated major outcomes.

SMART Recovery is a support group similar to Alcoholics Anonymous (AA). It serves as an ongoing, continuous support for individuals in recovery. Some individuals find that they need the routine of a weekly check-in, while others may only drop in when they are struggling. It is the goal of Renz Center to keep this group available as a weekly opportunity for clients and community members to support their recovery. Support groups can reduce feelings of isolation, provide peer support, serve as resources for new information or recovery techniques, and provide a sense of hope for its participants (*Substance Abuse Treatment: Group Therapy*, SAMHSA, 2005).

The goal of the Opioid Overdose Awareness and Prevention Trainings is to help community members, clients, opioid users' family members, local businesses, and other stakeholders learn to identify an opioid overdose and learn to administer Narcan to help the individual. There have been two reported "saves" (persons revived with Narcan) resulting from these trainings. In August 2019, we were able to expand our outreach efforts by offering this training in Spanish for the first time.

6. Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.

We project 80 individuals will attend SMART Recovery meetings in FY20, attending meetings at one of the five locations they are offered. Of a projected overall agency population of 4900 for FY20, this yields a 1.6% percentage.

We expect to provide 3 opioid overdose trainings during FY20, though this number can change depending on public interest.

7. Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.

In FY19 16 St. Charles residents attended SMART Recovery meetings, 36% of the 44 attendees at St. Charles and 21% of 75 total SMART Recovery meeting attendees across all locations. In FY20, we anticipate the same percentage (36%) of SMART attendees will be St. Charles residents, attending meetings at the St. Charles location, and expect that 21% of the total of 80 attendees for SMART at all locations will be St. Charles residents.

8. Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).

In addition to running the groups, time spent on SMART Recovery groups include counselor prep and process note time, as well as administrative assistant data tracking for grant reporting. For our St. Charles group, we calculate 48 one-hour sessions x 1.5 hours prep/processing time = 72 service hours.

In FY19 we ran 139 total SMART Recovery sessions – 48 in St. Charles, plus others at Renz’s Elgin and Streamwood locations, Ecker Center in Elgin, and the Kane County Correctional Facility in Geneva. 139 one-hour sessions x 1.5 hours of prep/processing time = 208.5 service hours. Adding staff travel time to Geneva and Streamwood (11 hours to/from Geneva and 14.5 to/from Streamwood), we have a total of 234 service hours. 234 service hours x \$75 staff per hour cost = \$17,550 total SMART Recovery program cost. St. Charles’ 72 service hours/234 total hours = 31%, 31% of \$17,550 = our \$5,440 program request from the St. Charles 708 Mental Health Board.

9. Include information about the number of staff assigned and training or credentials relative to the program or priority.

A certified counselor runs the SMART Recovery program in St. Charles, with oversight from the Clinical Director as necessary. Clinical Director Jim Brunetti, LCPC, runs the SMART Recovery group at the Kane County Correctional Facility.

Opioid Overdose Awareness and Prevention Trainings are run by Renz prevention staff and/or our Clinical Director.

Funding for the program or priority above:

10. Describe how the 708 Board funds will be used for this priority or designated program.

Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

Geneva Community Chest -- \$1,525

11. For this priority or designated program, what percentage of this request is compared to your organization’s overall, total budget? Funding request/divided by overall total budget = Percentage.

Our request of \$5440 is .29% of the organization’s total budget of \$1,814,045.

12. For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.

The St. Charles 708 Mental Health Board is asked to fund approximately 31% of the \$17,550 program cost.

13. Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.

Support for our SMART Recovery program primarily comes from our clinical program budget to pay for a counselor's time, and we do not receive additional funding for the groups beyond Geneva Community Chest's support of the SMART Recovery program at St. Charles with a \$1,525 gift. Your support would help us further offset this cost.

14. Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.

N/A

SECTION 5: CREDENTIALS: Application

For your organization, include the following: *(Please see following pages)*

1. A copy of current 501 c (3) or tax-exempt certification.
2. A copy of the letter from the Attorney General indicating that your organization is in good standing, if applicable (within the application year).
3. A list of current Board of Directors for your agency.
4. An abbreviated version of the previous annual budget and/or report. If your organization has received 708 Board funding in the past, make sure that this information is available in these documents.

SECTION 6: Allocation Expenditure Summary:

Provide a summary report of actual funding received this past year documenting how your organization spent funds on the designated program or priorities listed in the application:

We are grateful for the previous support we've received from the St. Charles 708 Mental Health Board. Last year, we received \$70,000 total to support our Clinical Services and MAT programs. Funding from the Board, as well as other similar 708 boards, municipal and state grants, as well as private foundations, support Renz Center's mission to provide services to every client who walks through our doors. No one is denied treatment because of an inability to pay. We work with insurance companies and Medicaid to receive payment, and we work with a sliding fee scale for our uninsured or high-deductible clients. While we believe in the value of client buy-in (helping clients to value treatment because they are paying for it, whatever the amount), there are some instances where clients simply can't afford sliding fees or their high-deductible payments. In these instances, we rely

on St. Charles 708 Mental Health Board funds to help “fill the gap” of St. Charles residents’ treatment. In turn, these funds are spent on occupancy (rent, utilities), personnel (clinical, secretarial, and clinical director supervision), and pro-rata share fringe benefits, supplies, and contractual and administrative costs.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248226129
Mar. 31, 2009 LTR 4168C E0
36-2447195 000000 00 000
00019107
BODC: TE

RENZ ADDICTION COUNSELING CENTER
TWO AMERICAN WAY
ELGIN IL 60120-4341



002006

Employer Identification Number: 36-2447195
Person to Contact: Ms. K. Hilson
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Mar. 20, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in May 1965, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

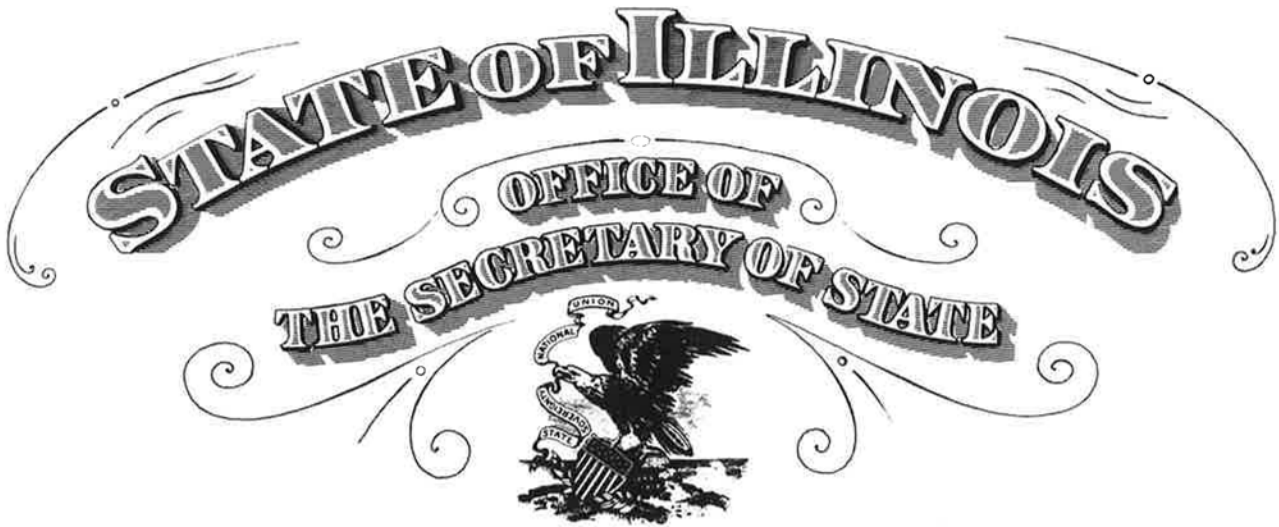
Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

RENZ ADDICTION COUNSELING CENTER, A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON OCTOBER 03, 1960, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 6TH day of JANUARY A.D. 2020 .

Jesse White

SECRETARY OF STATE

**RENZ ADDICTION COUNSELING CENTER
BOARD OF DIRECTORS**

Title	Name	Occupation/Employer	Term Expires Month/Year	Mailing Address/Daytime Telephone Number
President	Brian Monson	First MidWest Bank Senior Vice President 8750 West Bryn Mawr, 13 th FL Chicago, IL 60631	May '20	1443 Woods creek Circle Crystal Lake, IL 60014-1978
Vice President	Sherry Totzke	Legal Collection Specialist Zurich North America Schaumburg	May '20	133 McCabe Streamwood, IL 60107 630-561-8234
Secretary/ Treasurer	Gregory Pratt	First American Bank 2901 E Main St St. Charles, IL	July '20	104 N. 4th Ave St. Charles, IL 60174 (773) 368-9762
Director	Patricia Arroyo	Supervisor of Community Health and Interpreting Srv Presence Saint Joseph Hospital	April '20	Presence Saint Joseph Hosp. 77 North Airlite Street Elgin, IL 60123-4912 847-695-3200, ext. 5179
Director	David Conroy	Sales Manager Gordon Flesch –Chicagoland Geneva	September '21	\$N157 Fox Mill Blvd St. Charles, IL 60175 C -630-287-2390
Director	Cheri Goll	V.P. of Nursing Advocate Sherman Hospital Elgin, IL	June '22	530 Wing Lane St. Charles, IL 60174
Director	Claudia Martinez-Carter	AVID Teacher Larkin High School	Oct '20	2070 Clearwater Way Elgin, IL 60123 314-497-4951
Director	Laura Newman	Batavia City Administrator Batavia	December '19	345 N. Batavia Ave. Batavia, IL 60510 312-339-9179
Director	Linda M. Siete	Manager, Sales & Operations Reflejos Publications, LLC Arlington Heights	June '20	1649 LinLor Lane Elgin, IL 60123 847-888-8234
Director	Bhopal Singh	Retired	September '20	750 Majestic Dr. Algonquin, IL 60102 630-347-1600
Director	Stephen Tousey	Attorney Early, Tousey, Regan, Wlodek & Wong, LLP Elgin, IL 60124	September '21	1960 Jamestown Lane Elgin, IL 60123
Director	Bill Wolf	Chief of Police Schaumburg	August '22	1701 Montclair Dr Elgin, IL 60123
DIRECTOR EMERITUS	Ron Razowsky	Retired		625 Wood Ridge Ct. Elgin, IL 60123

Agency Operation Budget for FY20

Income:

IL Dept of Human Services	\$	542,000.00
Drug Court and Probation	\$	10,000.00
Elgin Township	\$	15,000.00
SAMHSA Grant - Drug Free Communities	\$	125,000.00
SAMHSA Grant - STOP grant	\$	47,145.00
Client Fees & Third Party Payments	\$	348,000.00
708 Boards		
St. Charles	\$	70,000.00
Hanover Township	\$	57,000.00
Geneva	\$	10,000.00
Geneva Community Chest	\$	2,000.00
Kane County Early Intervention	\$	10,500.00
IL Dept of Public Health	\$	290,000.00
Contributions/Fundraisers/Foundations	\$	90,000.00
Rental Income	\$	36,700.00
Other Income	\$	188,200.00
TOTAL INCOME	\$	1,841,545.00

Expense:

Salaries	\$	1,096,650.00
Benefits	\$	176,265.00
Contractual	\$	117,950.00
Insurance	\$	21,400.00
Interest	\$	6,800.00
Office/Program Expense	\$	147,530.00
Travel/Meals	\$	34,600.00
Utilities	\$	58,900.00
Fundraising Expenses	\$	14,000.00
Depreciation	\$	50,700.00
Other	\$	50,050.00
Property Tax	\$	8,800.00
Rent	\$	30,400.00
TOTAL EXPENSES	\$	1,814,045.00

Renz Addiction Counseling Center

Statement of Financial Activity

July 1 through September 30, 2019

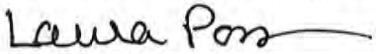
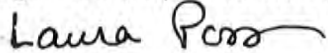
	Actual	Budget	Variance
Income			
IL Dept of Human Services	163,829.50	135,500.00	28,329.50
Drug Court and Probation	-	2,500.00	(2,500.00)
Elgin Township	5,727.27	3,750.00	1,977.27
SAMHSA Grants	43,036.25	43,036.25	-
Client Fees	58,377.93	87,000.00	(28,622.07)
708 Boards	81,429.81	34,250.00	47,179.81
Geneva Community Chest	-	500.00	(500.00)
Kane County Early Intervention	-	2,625.00	(2,625.00)
IL Dept of Public Health	12,500.00	72,500.00	(60,000.00)
Contributions / Fundraisers	32,562.30	22,500.00	10,062.30
Rental Income	6,180.00	9,175.00	(2,995.00)
Other Income	42,345.00	47,050.00	(4,705.00)
Total Income	445,988.06	460,386.25	(14,398.19)
Expense			
Salaries	259,483.62	274,162.50	14,678.88
Benefits	23,945.55	44,066.25	20,120.70
Contractual	15,732.11	29,487.50	13,755.39
Insurance	211.00	5,350.00	5,139.00
Interest	4,838.84	1,700.00	(3,138.84)
Office/Program Expense	23,918.20	36,882.50	12,964.30
Travel/Meals	9,067.59	8,650.00	(417.59)
Utilities	15,672.59	14,725.00	(947.59)
Fundraising Expenses	4,390.04	3,500.00	(890.04)
Depreciation	16,934.31	12,675.00	(4,259.31)
Other	10,044.31	12,512.50	2,468.19
Property Tax	-	2,200.00	2,200.00
Rent	14,240.42	7,600.00	(6,640.42)
Total Expense	398,478.58	453,511.25	55,032.67
Surplus / (Deficit)	47,509.48	6,875.00	40,634.48

St. Charles 708 Mental Health Board
Application for Funding
2020-2021
Application Due: January 15, 2020

Please complete all portions of the application. We will only be accepting applications electronically. The application is in Word format; all required fields are in an extended format. The form must be submitted electronically by the end of the business day on January 15, 2020 to Sharon Bringelson at (sbringelson@stcharlesil.gov 630-377-4422). **Applications received past this deadline will not be accepted.** If you have questions about the content of the application, please contact Brian Travilla via Sharon.

On February 27, 2020, sessions regarding this application will be scheduled for the 708 Board. At that time, 708 Board members will have the opportunity to ask questions or seek clarification about the application. Attendance at the scheduled presentation is mandatory.

SECTION 1: CONTACT INFORMATION

Organization Name: TriCity Family Services	Executive Director/Responsible Administrator: Laura Poss, Executive Director
Printed Designated Contact Name: Laura Poss, Executive Director	Contact Phone and Email Address: 630-232-1070 x112 lposs@tricityfamilyservices.org
Printed Name of Document Author: Laura Poss, Executive Director	Author Phone and Email Address: 630-232-1070 x112 lposs@tricityfamilyservices.org
Organization Address: 1120 Randall Ct. Geneva, IL 60134	Organization Phone and Website: 630-232-1070 Tricityfamilyservices.org
Number of Individuals Served Annually by the Organization: 4,924	Number of St. Charles Residents Served Annually by the Organization: 1,224
Total Amount of Request: \$226,415	Date of Application: 01/15/2020
Signature of Responsible Administrator: 	Signature of Application Author: 

SECTION 2: ALIGNMENT WITH THE CITY OF ST. CHARLES 708 BOARD

The Vision of the St. Charles Mental Health 708 Board is:

The residents of St. Charles shall have access to high-quality programs and services to support their mental health, to assist with their developmental disabilities, and to prevent and reduce substance abuse.

The Mission of the St. Charles 708 Mental Health Board is to service residents of St. Charles by supporting and funding local, community-based, high-quality programs and services for citizens with mental health needs, substance abuse needs and developmental disabilities.

Instructions: Please briefly describe how the activities in this proposal aligns with the vision and mission of the City of St. Charles Mental Health 708 Board and the residents of the City of St. Charles. Please do not simply copy/paste your organization's vision and mission statements.

Our services are designed to address a wide-range of mental health disorders that destabilize families and prevent individuals from leading productive, satisfying lives. Integral to our mission and charter is our commitment to making our programs and services affordable to area residents in need, particularly individuals who are uninsured, underinsured, or cannot otherwise afford mental health services. By operating under a sliding fee scale, and offering scholarships for our group programs, we ensure that no one is denied services based on an inability to pay.

Counseling is at the core of our work at TriCity Family Services. We specialize in family-centered counseling for children and adolescents. We have an evidence-based and extremely effective Family-Based Treatment for Eating Disorders program embedded in our counseling program as well. TriCity Family Services is also skilled in providing short-term counseling for adults and couples. Our clients have access to our on-site psychiatric services, if needed, and services in Spanish. We also seek to fulfill our mission through the provision of Emotional Wellness programs. These are workshops and support groups designed to intervene early in the development of mental health issues, or to prevent them completely. We consider it essential to provide educational and supportive programming that reduces or eliminates those conditions that place people at risk of developing mental disorders and/or substance abuse problems later in life.

The City of St. Charles seeks to maintain a high quality of life, instill a strong sense of community, and work together to create effective solutions. TriCity Family Services shares a commitment to enhancing the quality of life in the community through our provision of professional high-quality services to all residents in need. We also include community building in our mission statement to demonstrate our dedication to community-based mental health services and working with our neighbors to maximize community impact, including other social service organizations, corporations, churches, community groups, schools and the City of St. Charles itself. We, in service to the St. Charles community, are dedicated to collaboration in order to create effective solutions to strengthen the City of St. Charles for all of its citizens and contribute to the City fulfilling its mission of stewardship, engagement and collaboration.

SECTION 3: SELECTION OF DESIGNATED PROGRAM SUPPORT OR PRIORITY FUNDING SUPPORT

Instructions: From the two categories below, select the one that best describes your organization's application for funding for the application. **The priorities may be the same or different from the previous year's funding application. Definitions:**

- **Designated, specific program support.** Select this option if your organization is requesting funding for a single initiative, activity or program. **If the proposed activity is part of a larger organization or set of activities, describe priorities in the Priority Funding Support (next section).** Your organization may request either full or partial funding for the designated program support. This option is not intended to offset overall program operations or administrative costs.

This designated program information will be used throughout the application.

Designated Program	Funding	Application
	<ul style="list-style-type: none"> • Full • Partial 	Amount requested for 2020-2021:

- **Priority Funding Support.** Select this option if your organization has multiple programs or activities where the requested funding will be used to fund one or more initiatives/activities. Your organization may request either full or partial funding for the priorities defined.

If priority funding support is selected, indicate up to five priorities (below) for which funding will be allocated. These numbered priorities will be used throughout the application.

Priority	Funding	Application
1) Counseling	<ul style="list-style-type: none"> • Full • <u>Partial</u> 	Amount requested for 2020-2021: \$200,000
2) Emotional Wellness	<ul style="list-style-type: none"> • Full • <u>Partial</u> 	Amount requested for 2020-2021: \$16,415
3) Vaping Initiative	<ul style="list-style-type: none"> • <u>Full</u> • Partial 	Amount requested for 2020-2021: \$10,000

SECTION 4: PROGRAM AND BUDGET DESCRIPTION:

For each of the priorities identified or for the designated program, briefly describe the following:

(Repeat this table for each of the identified priorities or designated program.)

Priority #_1_ or Designated Program **Counseling**

Amount requested: \$200,000

1. *Describe the general purpose of the priority or program.*

Counseling is at the core of our work at TriCity Family Services. We specialize in family-centered counseling for children and adolescents. Experienced professionals who know the special needs of children and teens help them work through complex and multi-faceted challenges including conflict with other family members, problems interacting with peers, disruptive behavior, substance abuse, physical or sexual abuse, depression and anxiety. TriCity Family Services treats children and teens for mental health issues ranging from acting out in school and communication problems to severe mental illnesses, phobias, hallucinations, and thoughts of suicide. The children we serve in our family-centered outpatient center suffer from mental illnesses and disorders including:

- Trauma
- Anxiety Disorders
- Attention-Deficit/Hyperactivity Disorder
- Affective or Mood Disorders, such as depression and bipolar disorder
- Disruptive Behavior Disorders
- Family Conflict
- Eating Disorders
- Isolation
- Grief
- School refusal

TriCity Family Services is particularly unique in providing family-based services with highly skilled staff that are adept at conducting systemic assessments and at collaborating with those considered key change agents within a client's family, school, work and social networks. Our distinct competency in this area and our ability to provide these wraparound counseling services on a sliding fee scale basis to clients with a variety of needs is what makes our agency very unique in general, and particularly unique in our service area. We are also the only agency in our area offering psychiatric services (psychiatric evaluations and medication management) to children and adolescents on a sliding fee scale basis.

Embedded within our Counseling Program, we have an evidence-based and extremely effective Family-Based Treatment for Eating Disorders program. We are the only center in Northern Illinois with this program, outside of the University of Chicago. We are also skilled in providing short-term counseling for adults; addressing issues such as depression, marital discord, grief, divorce, domestic violence, parenting, stress, communication problems, sexual abuse, and anxiety/phobias.

TriCity Family Services is also unique in that it is so much more than counseling for the families we serve. For the majority of our clients, counseling sessions need to be supplemented with the active support and assistance of the therapist beyond the talk-therapy that occurs in the therapist's office. This is recognized as social work or case management services. We identify resources for clients, engage in client advocacy, assist clients in meeting expenses for basic necessities and provide a multitude of other wraparound client support services.

We regularly actively collaborate with St. Charles School District 303. Our agency clinicians will often accompany a parent to an Individualized Education Program (IEP) meeting and meet with school

counselor or teachers, to address specific student needs.

We help clients with food at Thanksgiving and gifts at the holidays. We will connect clients in financial crisis with credit counseling and we help clients apply for the public funds they are entitled to. This kind of complete care and case management in the mental health setting would not occur for a client in a traditional mental health organization. We believe that TriCity Family Services is much more than a mental health facility or counseling practice. We truly work to change the lives of children, families and adults in crisis and often, for families living in poverty, it requires more than a few sessions of therapy.

2. Describe the need of the priority or program and the type of individuals to be served.

Our target population for our Counseling Program is individuals of all ages and income levels that are in need of mental health and psychotherapy services. Children and adolescents with a severe diagnosis, and whose behaviors place them at risk of psychiatric hospitalization, are considered a priority at TriCity Family Services.

3. Describe the specific activities of the priority or program.

We provide counseling services by qualified mental health care professionals. Counseling is typically 1 hour per week and includes: mental health assessments, treatment plan development, therapy/counseling, case management, and psychiatric services if applicable.

4. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.

The Counseling Program is ongoing.

5. Describe the goal(s) with a description of the anticipated major outcomes.

Two methods are used to evaluate outcomes in our counseling programs:

- (1) Increased skills and changed behaviors/attitudes, as indicated through improvement in treatment goals developed with their therapist,
- (2) Improvement in functioning, as measured by the Columbia Impairment Scale and Ohio Outcome Scales. For all client families served by this funding, we would expect to see increased skills, changed behaviors and attitudes and improvement in functioning.

Therapists report on treatment goals which are then analyzed by the agency Clinical Director and Manager of EAP Services. Summaries of the analyses are reviewed by the agency's Management Team and Quality Advisory Committee. We expect to see positive change in the level of functioning, as measured by the scales. In addition, outcomes are measured and documented through the progress made in achieving treatment plan goals and client satisfaction surveys. We utilize evidence-based approaches in our counseling program including cognitive behavioral therapy, dialectical behavioral therapy and eye movement desensitization and reprocessing (EMDR). Therapists and their clients identify treatment goals and use an Appreciative Inquiry Model to review goals with their clients every 90 days.

TriCity Family Services has over five decades of experience in working with youth and families. In

granting funding to TriCity Family Services, you can be confident that your dollars will be tied to effective outcome and reporting measures. We track, report, and ensure continuous quality improvement for all programs, at all times. Additionally, we are fully accredited by the Council on Accreditation, which is the highest standard for human service organizations. We meet or exceed all standards for service delivery, administrative processes, ethics, and management.

6. Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.

2248/4924 = 46%

7. Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.

465/2248 = 21%

8. Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).

13,431 Hours (53,725 Units)

Mid-Year statistics indicate a .6% increase in program hours and a 20% increase in service hours to St. Charles residents.

9. Include information about the number of staff assigned and training or credentials relative to the program or priority.

Of the agency's 13.62 FTE, 12.28 FTE are allocated to the Counseling Program.

The credentials include: (5) BS, (4) LSW, (2) LPC, (4) LCSW, (3) LMFT, (8) LCPC & (1) PHD

Funding for the program or priority above:

10. Describe how the 708 Board funds will be used for this priority or designated program.

These funds will allow us to maintain the quality, accessibility, and service delivery level of our family-centered counseling and psychiatric services. Equally important, continued funding will enable us to provide the case management, social work, case consultation and client advocacy required by many of our multi-problem cases. St. Charles 708 funding at the requested level will enable TriCity Family Services to continue to provide the affordable sliding fee scale that we offer to City of St. Charles residents who are unfunded.

Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

Personnel Salary	\$900,582
Personnel Benefits	\$180,311

Consultants	\$22,062
Operating Fac & Equip	\$77,370
Operating Commodities	\$10,584
Staff Expenses	\$20,687
EW Programs	\$25,559
Other	\$57,403
RD/Marketing	\$24,381
DEPRECIATION	\$12,803
EXPENSES TOTAL	\$1,331,742

11. For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage.

9.49%

12. For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.

88.33%

13. Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.

Fox Valley United Way \$8,000

Geneva Community Chest \$8,380

Batavia United Way \$4,000

INC Board \$65,586

Geneva 708 Board \$10,400

14. Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.

The Affordable Care Act led to an increase in the number of individuals requesting services who were insured. The majority of those clients who are now insured, however, have high deductible plans and increasingly need to rely on our sliding fee scale and alternative fees based on financial need. At least 32% of our private insurance clients in the last year had a deductible of at least \$1,350 or higher.

Priority #_2_ or Designated Program **Emotional Wellness**

Amount requested: \$16,415

15. Describe the general purpose of the priority or program.

In addition to Counseling, we seek to fulfill our mission through the provision of Emotional Wellness programs. These are workshops and support groups designed to intervene early in the development of mental health issues, or to prevent them completely. We consider it essential to provide

educational and supportive programming that reduces or eliminates those conditions that place people at risk of developing mental disorders and/or substance abuse problems later in life.

Our current Emotional Wellness programs are:

Workshops

Compass for Girls- for 4th and 5th grade girls to build stronger relationship skills, learn to make healthy decisions and enhance images of themselves as capable and competent individuals.

Compass for Boys- for 4th and 5th grade boys to identify and embrace their unique qualities and identify the skills needed in becoming a good friend.

Trek - for girls entering 6th grade to make the transition to middle school less stressful, while learning more about themselves and learning how to stay true to their unique selves.

Family Connections- for families with children in elementary school at partnering schools to enhance family communication skills, positive habits, and attitudes of respect transferable to the home, the school, and the community.

International Child Development Program- a series of parents' interactive learning groups and related children's activity groups that promote practical and effective strategies to enhance parent-child relationships and help children become strong learners and leaders.

Project Self-Compassion- for high school girls interested in cultivating inner strength, improving emotional resiliency, increasing self-awareness, and learning how to better manage relationships.

Smart Choices K-5- for children and their parents to learn the necessary skills to effectively communicate needs, manage anger, and resolve conflicts.

Smart Choices Middle School High School - for teens and their parents to learn conflict-resolution skills, anger-management tools, and alternatives to a potential cycle of violent behavior. This program can be used as an alternative to school suspension.

Wilderness Challenge Program- an annual, week-long therapeutic canoeing and camping experience for teens at risk of, or experiencing, a difficult transition to high school. The program takes place over eight days in the Boundary Waters Canoe Area of Northern Minnesota and Canada. With the guidance of trained staff, and through a multitude of natural challenges, the trip enables teens to develop peer relationships, team-building experience, and problem-solving skills.

Support Groups

Wilderness Challenge Follow Up Group -social gatherings and meetings for Wilderness Challenge Program alumni to develop peer-leadership skills and maintain the benefits gained from the trip throughout the school year.

Single Moms Group- providing education and support for single moms to help reduce their stress, manage multiple demands, develop better coping skills, and provide effective guidance for children.

Lazarus House Parenting Group-for parents sharing in the community living experience of Lazarus

House that incorporates a variety of parenting topics such as routines and discipline, nurturing and coping skills, helping children understand difficult situations, co-parenting, accessing additional community support, stress management, helping children succeed in school, staying connected when family members are not living together, and self-care.

Lazarus House Women's Group- for women sharing in the community living experience of Lazarus House. Women strengthen their skills in areas such as hope and gratitude, assertiveness, self-esteem, limit-setting, self-control, conflict resolution, self-care, self-reliance, and stress management.

Community Presentations

Presentations on Emotional Wellness and a variety of mental health topics are offered within the community.

16. Describe the need of the priority or program and the type of individuals to be served.

Our Emotional Wellness programs seek to prevent and intervene early in the development of mental health problems. Each workshop, support group or presentation serves specific populations described above.

17. Describe the specific activities of the priority or program.

Emotional Wellness programs are offered by qualified mental health professionals who are skilled in group facilitation. Activities are age-appropriate and paired with supportive group discussion. We use many different activities in Emotional Wellness programs including small group break out sessions, team building challenges, weekly meetings, family meals, games, yoga, interactive experiences, expressive craft activities, and more.

18. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.

Our Emotional Wellness workshops are time-limited and occur at various times throughout the year. Our support groups and community presentations are ongoing.

19. Describe the goal(s) with a description of the anticipated major outcomes.

Each Emotional Wellness program has its own anticipated outcomes, however, these programs overall are designed to: (1) increase participants' awareness and acceptance of their thoughts and feelings; (2) demonstrate healthy responses to intense emotions and improve self-compassion and self-control; (3) communicate, problem-solve, and resolve conflicts effectively; (4) develop and maintain healthy relationships with family, peers and other community members; (5) enhance participants' abilities to cope with challenging life stages or transitions; (5) feel supported and accepted as unique individuals; or (6) parent children toward all of these emotional wellness goals.

Goals are measured through written survey responses to goal-related questions by participants and/or their parents during or after the completion of programs. Each program has a survey related to its specific goals. Responses on Lichert scales and free-form responses are gathered about changes participants have experienced as part of the programs. Verbal input from participating families,

individuals, and facilitators' observations are also considered.

20. Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.

2627/4924 = 54%

21. Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.

776/2627 = 30%

22. Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).

14,868 Hours (59,472 Units)

Mid-year statistics indicate no increase in hours from the previous fiscal year.

23. Include information about the number of staff assigned and training or credentials relative to the program or priority.

Of the agency's 13.62 FTEs, 1.75 FTEs are allocated to the Emotional Wellness programs. In addition, the agency utilizes contract employees for specific programs such as Compass for Girls, Trek, Compass for Boys and Family Connections. Credentials for FTEs include: (1) ACSW, (4) LCSW, (1) LCPC, (1) MA, (2) MS, (4) MSW, (2) EI. ED, (2) LMFT, (2) AMFT, (1) LSW, (1) PHD and (1) LPC

Funding for the program or priority above:

24. Describe how the 708 Board funds will be used for this priority or designated program.

St. Charles 708 funds will be used to provide reduced fee Emotional Wellness Programs, as well as scholarships or free programs to the residents of the City of St. Charles. There are no program fees associated with some of our Emotional Wellness programs, including community presentations. For those that do charge a fee, we provide reduced fees and scholarships for those in financial need. As an agency, we never deny services based on an inability to pay. This commitment is only possible through the success of our fundraising efforts and the support of entities like the St. Charles 708 Board.

Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

Personnel Salary	\$114,360
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Personnel Benefits	\$22,897
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Consultants	\$2,801
Operating Facilities & Equipment	\$9,825
Operating Commodities	\$1,344
Staff Expenses	\$2,627
EW Programs	\$3,246
Other	\$7,289
RD/Marketing	\$3,096
(DEPRECIATION)	\$1,626
EXPENSES TOTAL	\$169,110

25. *For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage.*

.78%

26. *For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.*

7.25%

27. *Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.*

Fox Valley United Way \$7,000

Batavia United Way \$4,000

INC Board \$47,224

Geneva 708 \$17,600

28. *Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.*

Emotional Wellness programs are not billable to insurance or Medicaid. We do receive any type of health insurance reimbursement for any of these programs.

Priority #_3__ or Designated Program **Vaping Initiative**

Amount requested: \$10,000

29. Describe the general purpose of the priority or program.

TriCity Family Services, in partnership with Renz Center, will pilot a vaping intervention/cessation and prevention program in St. Charles middle and high schools. Renz Center will train TriCity Family Services clinical staff on addiction issues and we will design the program together. The two agencies will split the St. Charles school district service area to address the vaping concerns each school is having.

30. Describe the need of the priority or program and the type of individuals to be served.

According to the National Institute of Health, teens are using vaping devices in record numbers. It is on the rise across middle and high schoolers with 37.3% of 12th graders and 17.6% of 8th graders reporting vaping, which contributes to an increase in nicotine use for teens as well as an increase in marijuana/hash oil use. Vaping poses serious and avoidable health risks leading to addiction, harm to brain development, and lung disorders.

31. Describe the specific activities of the priority or program.

Services would include prevention programming during the school day, group intervention counseling and education for students and parents during the evening, a program alternative to suspension for students and parents, and/or informational sessions for the broader school community to learn about youth vaping prevention.

32. Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.

Outreach to St. Charles schools would begin in the spring and launch in the fall for the following school year. The length of programming would vary by each school's need. This could range from one-time presentations to a vaping cessation alternative to suspension group, which would include multiple sessions with students and parents.

33. Describe the goal(s) with a description of the anticipated major outcomes.

Our overall goals are to (1) prevent student vaping through education and awareness and (2) provide vaping cessation services to students who are already using. Our success in meeting these goals will be measured by student and parent surveys following educational presentations and ultimately a decrease in the incidents of vaping in the schools that result in disciplinary action.

34. Describe the projected number of individuals to be served in this priority or designated program; compared to the overall number of served population in the entire organization, yielding a percentage.

The number of students served will vary per school and the needs identified. For an educational program for all students the projected number of individuals is 2,000 per high school and 880 per

middle school. For a vaping cessation or alternative to suspension program we would project to serve between 15-30 individuals (students and parents) for each 2-3 session program.

35. Describe the projected number of St. Charles residents to be served in this priority or designated program; compared to the overall number of served population in the priority or program, yielding a percentage.

100% of those served will be St. Charles residents.

36. Describe the projected number of units of service (or service hours) dedicated to this priority/program (include the formula or rationale).

We are projecting 115 hours of service.

37. Include information about the number of staff assigned and training or credentials relative to the program or priority.

Of the agency's 13.62 FTE, .05 FTE are allocated to the Counseling Program.

The credentials include: (1) LCPC and (1) LCSW

Funding for the program or priority above:

38. Describe how the 708 Board funds will be used for this priority or designated program.

708 Board funds would be the singular funding source for this pilot program. It will pay for the direct service staff who will undergo training and provide the vaping educational and cessation services to students and parents.

Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).

Personnel Salary	\$6,720
Other	\$ 3,280

39. For this priority or designated program, what percentage of this request is compared to your organization's overall, total budget? Funding request/divided by overall total budget = Percentage.

.47%

40. For this priority or designated program, what percentage of this request is compared to this specific priority or designated program? Amount requested divided by the amount required for the entire program or priority yielding a percentage.

4.42%

41. *Is this your only source of funding for this priority or designated program? If no, list any other sources of revenue to offset program or priority budgets.*

Yes

42. *Describe any other funding issues that you would like the Board to consider regarding this request for this priority or designated program.*

43.

This priority is new for TriCity Family Services. We are mindful that this initiative cannot compromise or detract from our provision of counseling and emotional wellness services to the St. Charles community.

SECTION 5: CREDENTIALS: Application

For your organization, include the following:

1. A copy of current 501 c (3) or tax-exempt certification.
2. A copy of the letter from the Attorney General indicating that your organization is in good standing, if applicable (within the application year).
3. A list of current Board of Directors for your agency.
4. An abbreviated version of the previous annual budget and/or report. If your organization has received 708 Board funding in the past, make sure that this information is available in these documents.

SECTION 6: Allocation Expenditure Summary:

Provide a summary report of actual funding received this past year documenting how your organization spent funds on the designated program or priorities listed in the application:

In our last fiscal year we provided 5,963 hours of Counseling to St. Charles residents. The St. Charles 708 funding for our Counseling priority resulted in \$32 being applied per counseling hour for St. Charles residents. For Emotional Wellness, we provided 2,467 hours of service to St. Charles residents. The St. Charles 708 funding for our Emotional Wellness priority resulted in \$7 being applied per Emotional Wellness hours for St. Charles residents. This accounting is outlined below:

FY 2019 Counseling Hours for St. Charles 5,963
 $5,963 / \$188,738$ (Total Counseling Funds Received) = \$32

FY 2019 Emotional Wellness Hours for St. Charles 2,467
 $2,467 / \$16,412$ (Total Emotional Wellness Funds Received) = \$7

RECEIVED NOV 14 1989

Internal Revenue Service

Department of the Treasury

District
Director

Person to Contact: EO:TPA

TriCity Family Services
321 Hamilton Street
Deneva, IL 60134

Telephone Number: 1-800-424-1040
312-435-1040

Refer Reply to: 90-0106

Date: November 9, 1989

RE: Confirmation
EIN: 23-7310008

This is in response to the letter dated September 19, 1989 regarding your status as an organization exempt from Federal income tax.

Our records indicate that a ruling letter was issued in September, 1973, granting your organization an exemption from Federal income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954. Our records also indicate that your organization is not a private foundation but one that is described in 509(a)(2).

Contributions made to you are deductible by donors in computing their taxable income in the manner and to the extent provided in Section 170 of the Internal Revenue Code.

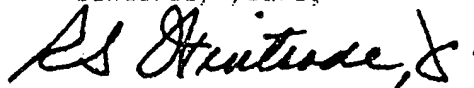
If your gross receipts each year are normally \$25,000.00 or more, you are required to file Form 990, Return of Organizations Exempt from Income Tax by the fifteenth day of the fifth month after the end of your annual accounting period.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under Section 511 of the Code. If you are subject to this tax, you must file an income tax return on F-990-T.

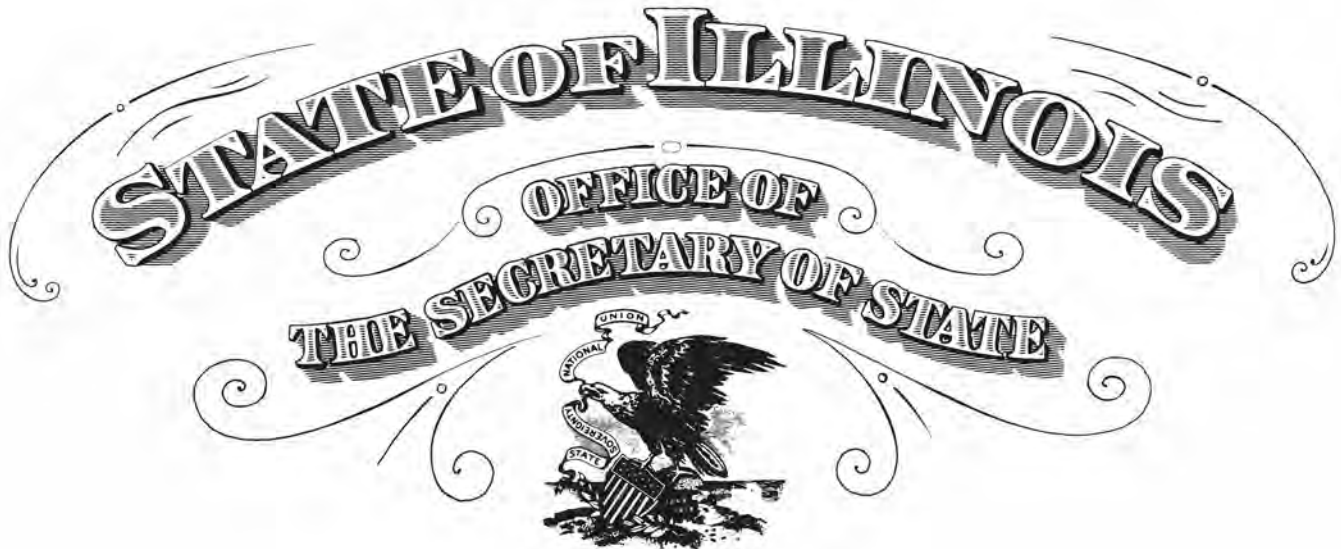
If any question arises with respect to your status for Federal income tax purposes, you may use this letter as evidence of your exemption.

This is an advisory letter.

Sincerely yours,



R. S. Wintrode Jr.
District Director

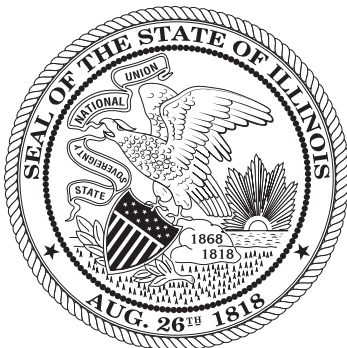


To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

TRICITY FAMILY SERVICES, A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON APRIL 05, 1973, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 13TH day of JANUARY A.D. 2020 .



Jesse White

SECRETARY OF STATE



BOARD OF DIRECTORS 2019-2020

BOARD OF DIRECTORS

OFFICERS:

Gail Krawczykowski, President
Finance Manager, Nielsen
Joined – 04/2016

Veronique Saxe, Vice President
Senior Consultant, nVision Consulting Group
VP and Co-Founder, Rebuilding Haiti Now
Joined – 05/2017

Stephanie Wang, Secretary
Supply Chain Director, Nicor Gas
Joined – 08/2018

Bill Connell, Treasurer
CFO, Duchossois Capital Management
Joined – 04/2017

DIRECTORS:

Diane Gibson
Owner, Vanishing Ink Laser Aesthetics Center
Joined – 10/2017

Kelly Haab-Tallitsch
Attorney, SmithAmundsen
Joined – 02/2014

Maggie Hoscheit
Dentist, Mason, Faith & Hoscheit DDS
Joined – 06/2019

Cheryl Johnson
Retired Public Health Administrator
Joined – 10/2013

Dave Randa
Director of Commercial Banking, First National
Bank of Omaha
Joined – 12/2017

Tom Russe
Senior Vice President, Sterling Bank
Joined – 06/2016

Jan Silverman
Owner, Geneva Fit
Joined – 03/2019

Laura Wiskari
Senior Counsel, American Water
Joined – 10/2018

TriCity Family Services	<u>FY 2019</u>	<u>FY 2020</u>
Summary Budget FY 2020	<u>Budget</u>	<u>Budget</u>
Revenue		
Public Funding	\$368,008	\$378,340
Private Support-Contributions	\$351,000	\$367,000
Private Support-Special Events	\$152,000	\$137,000
Service Income	\$994,065	\$1,144,486
EAP Income	\$48,638	\$48,635
EW Programs	\$21,800	\$16,085
Other	\$40	\$15,240
REVENUE TOTAL	\$1,935,551	\$2,106,786
Expenses		
Personnel Salary	\$1,294,210	\$1,429,495
Personnel Benefits	\$270,117	\$286,208
Consultants	\$35,800	\$35,036
Operating Facilities & Equipment	\$108,797	\$122,865
Operating Commodities	\$12,649	\$16,800
Staff Expenses	\$23,323	\$32,837
EW Programs	\$38,478	\$40,570
Other	\$92,978	\$91,116
RD/Marketing	\$38,700	\$38,700
NON CASH EXPENSE (DEPRECIATION)	\$20,606	\$20,401
EXPENSES TOTAL	\$1,935,658	\$2,114,028

TriCity Family Services	<u>FY 2019</u>	<u>FY 2020</u>
Revenue Budget FY 2020	<u>Budget</u>	<u>Budget</u>
Public Funding - Counseling		
Community Chests/United Ways		
Fox Valley United Way	\$12,450	\$8,550
Geneva Community Chest	\$7,480	\$8,380
Batavia United Way	\$4,000	\$4,000
Total Community Chests/United Ways	\$23,930	\$20,930
Cities/708 Funds		
INC Board	\$65,280	\$66,586
708 Geneva	\$10,400	\$10,400
708 St. Charles	\$174,800	\$185,542
Total Cities/708 Funds	\$250,480	\$262,528
Subtotal Public Funding - Counseling	\$274,410	\$283,458
Public Funding - Emotional Wellness		
Community Chests/United Ways		
Fox Valley United Way	\$10,500	\$6,450
Batavia United Way	\$4,000	\$4,000
Total Community Chests/United Ways	\$14,500	\$10,450
Cities/708 Funds		
INC Board		
INC Board Emotional Wellness	\$46,298	\$47,224
708 Geneva	\$17,600	\$17,600
708 St. Charles	\$15,200	\$19,608
Total Cities/708 Funds	\$79,098	\$84,432
Subtotal Public Funding - Emotional Wellness	\$93,598	\$94,882
TOTAL PUBLIC FUNDING	\$368,008	\$378,340
Private Support		
Individual	\$147,000	\$147,000
Corporate	\$65,000	\$50,000
Foundation	\$110,000	\$140,000
Church	\$14,000	\$15,000
Community Groups	\$15,000	\$15,000
Other Grants & Contributions	\$0	\$0
Inkind Donations		
Total Private Support	\$351,000	\$367,000
Special Events		
Annual Benefit	\$110,000	\$100,000
5K Run/Walk	\$12,000	\$5,000

Golf Outing	\$20,000	\$20,000
Misc. Special Events	\$10,000	\$12,000
Total Special Events	\$152,000	\$137,000
TOTAL PRIVATE SUPPORT	\$503,000	\$504,000
Service Income		
Inkind Clinical	\$23,562	\$19,200
Client Co-payments	\$101,654	\$93,752
Medicaid Payments	\$532,677	\$696,372
Client Insurance Payments	\$336,172	\$335,161
Total Service Income	\$994,065	\$1,144,486
Service Income Continued		
EAP Income		
City of Batavia	\$9,265	\$9,262
City of Geneva	\$7,265	\$7,265
City of St. Charles	\$7,725	\$7,725
Colonial Ice Cream	\$700	\$700
Fox Valley Medical Associates	\$1,882	\$1,882
Industrial Hard Chrome	\$4,692	\$4,692
Lazarus House	\$1,500	\$1,500
Renaissance Management	\$4,120	\$4,120
Smith Richardson	\$1,610	\$1,610
St. Charles Park District	\$3,519	\$3,519
Thornapple	\$735	\$735
Village of Elburn	\$625	\$625
Employer Assist	\$5,000	\$5,000
Total EAP Income	\$48,638	\$48,635
TOTAL SERVICE INCOME		
Emotional Wellness Programs		
Wilderness Challenge/Follow Up Group	\$0	\$4,500
Compass for Girls	\$8,650	\$5,290
Trek	\$1,875	\$2,425
Compass for Boys	\$6,375	\$2,000
Single Mom's Group	\$0	\$600
Project Self-Compassion	\$0	\$640
Smart Choices	\$1,500	\$630
Misc.	\$3,400	\$0
Total Emotional Wellness Programs Income	\$21,800	\$16,085
Other Income		
Aid to Individuals	\$0	\$0
Interest	\$40	\$240
Endowment Income	\$0	\$15,000
Gain/Loss on Investment	\$0	\$0
TOTAL OTHER INCOME	\$40	\$15,240
Total Revenue	\$1,935,551	\$2,106,786

TriCity Family Services	<u>FY 2019</u>	<u>FY 2020</u>
Expense Budget FY 2020	<u>Budget</u>	<u>Budget</u>
Personnel		
Administrative Salaries	\$468,100	\$486,112
Clinical Salaries	\$421,137	\$487,759
Part-Time Clinical Salaires	\$261,798	\$301,052
Associates Wages	\$44,432	\$57,321
Hourly Clerical Wages	\$75,181	\$78,052
In Kind Clinical Services	\$23,562	\$19,200
Total	\$1,294,210	\$1,429,495
Taxes & Benefits		
Medical & Life Insurance	\$113,245	\$101,677
Workman's Compensation	\$6,252	\$6,635
FICA-Employers	\$95,663	\$103,503
State Unemployment Insurance	\$6,751	\$5,883
TSA Payments	\$48,207	\$68,511
Property Tax Expense	\$0	\$0
Incentives		\$0
Total	\$270,117	\$286,208
PERSONNEL TOTAL	\$1,564,327	\$1,715,703
Consultants		
Clinical Consultants	\$4,000	\$4,000
Work/Life Benefit	\$3,600	\$3,600
Audit Costs	\$10,400	\$19,000
Accounting Services	\$5,000	\$1,500
Legal Consultants	\$2,500	\$2,000
Management Consultants	\$6,300	\$1,500
Payroll Service	\$4,000	\$3,436
Consultants Total	\$35,800	\$35,036
Operating		
Facilities & Equipment		
General Insurance	\$7,582	\$7,862
Building Maintenance/Repair	\$14,344	\$15,719
Building/Ground Supplies	\$1,845	\$765
Food/Beverage	\$2,500	\$3,167
Grounds Maintenance	\$3,436	\$3,600
Snow Plowing	\$4,000	\$4,500
Gas	\$1,499	\$1,770
Electricity	\$3,661	\$3,613
Water	\$1,769	\$1,594
Refuse	\$1,850	\$1,883
Telephone	\$8,798	\$8,525

Equipment Maintenance	\$18,814	\$18,891
Alarm System Costs	\$1,020	\$1,047
Computer Maintenance & Repair	\$37,679	\$49,928
Total	\$108,797	\$122,865
Operating Continued		
Commodities		
Office Supplies	\$4,129	\$4,500
Postage	\$3,500	\$6,500
Books & Journals	\$500	\$500
Subscriptions	\$1,100	\$1,300
Printing/Promotional Material	\$2,120	\$2,500
Program Materials	\$1,300	\$1,500
Total	\$12,649	\$16,800
Staff Expenses		
Training	\$10,200	\$13,500
Travel/Lodging/Meals	\$100	\$250
Local Mileage	\$300	\$1,044
Professional Liability Insurance	\$9,258	\$11,313
Staff Recruitment	\$1,255	\$1,000
Dues & Memberships	\$2,210	\$5,730
Total	\$23,323	\$32,837
Emotional Wellness Programs		
Wilderness Challenge	\$16,120	\$20,000
WCP Followup Groups	\$1,010	\$1,010
Project Self Compassion	\$320	\$320
Family Connections	\$7,350	\$6,150
Compass for Girls	\$4,119	\$2,753
Trek	\$909	\$1,500
Compass for Boys	\$2,815	\$1,013
ICDP USA	\$3,050	\$2,350
Single Moms	\$2,040	\$2,040
Batavia Apartments	\$595	\$595
Other Emotional Wellness	\$150	\$2,840
Emotional Wellness Programs Expenses	\$38,478	\$40,570
Other		
Aid to Individuals	\$0	\$800
Bad Debt	\$5,000	\$0
Program and Services - Mentoring Program	\$0	\$5,000
Program and Services - Parenting Program	\$0	\$2,000
Program and Services - FBT	\$0	\$8,000
Misc.	\$7,800	\$7,500
Bank Charges	\$12,411	\$10,000
Accreditation	\$4,400	\$400
Board Development	\$500	\$1,500
Equipment Purchase	\$127	\$400
Rent	\$33,960	\$52,349
CAM/RE Taxes	\$25,000	\$0

Loan Payments/Interest	\$3,580	\$2,967
Website Development	\$200	\$200
Total	\$92,978	\$91,116
RD/Marketing		
Annual Report	\$1,000	\$1,000
Donor Cultivation	\$1,000	\$1,000
Direct Mail	\$0	\$0
RD Events (Barth Award)	\$3,500	\$3,500
Annual Giving Camp.	\$5,000	\$4,000
Other RD Expenses	\$4,000	\$5,000
Marketing Expense	\$15,000	\$15,000
Newsletter	\$7,700	\$7,700
Volunteer Recruitment (Friends)	\$1,500	\$1,500
Total RD/Marketing	\$38,700	\$38,700
OPERATING TOTAL		
NON CASH EXPENSE (DEPRECIATION)	\$20,606	\$20,401
Total Expenses	\$1,935,658	\$2,114,028

TRICITY FAMILY SERVICES, INC.
FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT
JUNE 30, 2019 AND 2018

TRICITY FAMILY SERVICES, INC.
FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT
JUNE 30, 2019 AND 2018
TABLE OF CONTENTS

	PAGE
INDEPENDENT AUDITORS' REPORT	1-2
FINANCIAL STATEMENTS	
STATEMENTS OF FINANCIAL POSITION	3
STATEMENTS OF ACTIVITIES	4
STATEMENT OF FUNCTIONAL EXPENSES	5
STATEMENTS OF CASH FLOWS	6
NOTES TO FINANCIAL STATEMENTS	7-19



INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
TriCity Family Services, Inc.
1120 Randall Court
Geneva, IL 60134

We have audited the accompanying financial statements of TriCity Family Services, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2019, and the related statement of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of TriCity Family Services, Inc. as of June 30, 2019, and the change in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited TriCity Family Services, Inc.'s 2018 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 14, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018, is consistent, in all material respects with the audited financial statements from which it has been derived.

PORTE BROWN LLC
Certified Public Accountants

A handwritten signature in cursive script that reads "Porte Brown LLC". The signature is written in black ink and is positioned above a horizontal line.

Elk Grove Village, Illinois
November 7, 2019

TRICITY FAMILY SERVICES, INC.
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2019 AND 2018

	2019	2018
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 199,528	\$ 77,067
Investments	-	47,867
Receivables		
Grants and contracts	49,066	6,381
Client fees, net	100,764	121,895
Prepaid expenses	30,098	25,677
	<u>379,456</u>	<u>278,887</u>
FIXED ASSETS		
Property and equipment	1,435,081	1,432,717
Less: Accumulated depreciation	(848,245)	(827,956)
	<u>586,836</u>	<u>604,761</u>
OTHER ASSETS		
Deposits	4,149	4,149
	<u>4,149</u>	<u>4,149</u>
TOTAL ASSETS	\$ 970,441	\$ 887,797
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Line of credit	\$ -	\$ 25,000
Accounts payable	20,665	38,669
Accrued expenses	49,262	44,820
Deferred revenue	12,523	17,076
Current portion of mortgage payable	8,626	8,243
	<u>91,076</u>	<u>133,808</u>
LONG-TERM LIABILITIES		
Mortgage payable, net of current portion	59,150	67,776
	<u>59,150</u>	<u>67,776</u>
NET ASSETS		
Without donor restrictions	769,520	661,213
With donor restrictions	50,695	25,000
	<u>820,215</u>	<u>686,213</u>
TOTAL LIABILITIES AND NET ASSETS	\$ 970,441	\$ 887,797

The accompanying notes are an integral part of these financial statements.

TRICITY FAMILY SERVICES, INC.

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
WITHOUT DONOR RESTRICTIONS		
REVENUE		
Counseling services, client fees, and third party payments	\$ 1,033,902	\$ 902,747
Occupational services	51,616	60,288
Emotional wellness	11,762	6,971
Miscellaneous income	1,876	1,451
Investment income	(4,347)	49,666
Net assets released from restriction	25,305	-
	<u>1,120,114</u>	<u>1,021,123</u>
PUBLIC SUPPORT		
Contributions	363,543	353,313
St. Charles Community Mental Health Board - 708 taxes	202,000	196,000
Geneva Community Mental Health Board - 708 taxes	26,500	28,000
INC Board - 708 taxes	111,578	109,390
United Way of St. Charles	18,370	27,900
Geneva Community Chest	8,380	7,480
United Way of Batavia	7,000	7,000
Proceeds from Community Foundation Funds	3,772	4,065
In-kind clinical services	13,992	16,720
Special events, net	124,653	136,335
	<u>879,788</u>	<u>886,203</u>
	<u>1,999,902</u>	<u>1,907,326</u>
EXPENSES		
Program services		
Counseling	974,398	1,186,562
Emotional wellness	104,054	144,940
Occupational services	42,694	39,132
	<u>1,121,145</u>	<u>1,370,634</u>
Supporting services		
Management and general	556,169	272,742
Fundraising	214,281	230,537
	<u>770,450</u>	<u>503,279</u>
	<u>1,891,595</u>	<u>1,873,913</u>
CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>108,307</u>	<u>33,413</u>
WITH DONOR RESTRICTIONS		
Contributions	51,000	25,000
Net assets released from restriction	(25,305)	-
CHANGE IN NET ASSETS WITH DONOR RESTRICTIONS	<u>25,695</u>	<u>25,000</u>
CHANGE IN NET ASSETS	134,002	58,413
NET ASSETS, BEGINNING OF YEAR	<u>686,213</u>	<u>627,800</u>
NET ASSETS, END OF YEAR	<u>\$ 820,215</u>	<u>\$ 686,213</u>

The accompanying notes are an integral part of these financial statements.

TRICITY FAMILY SERVICES, INC.

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2019
(with summarized information for the year ended June 30, 2018)

	Program Services						2018 Total
	Counseling	Emotional Wellness	Occupational Services	Total Programs	Management and General	Fundraising	
EXPENSES							
Personnel expenses							
Salaries and wages	\$ 705,607	\$ 50,564	\$ 29,063	\$ 785,234	\$ 371,087	\$ 139,011	\$ 1,287,738
Taxes and benefits	111,188	4,696	9,123	125,006	91,127	33,796	242,119
	816,795	55,260	38,186	910,240	462,214	172,807	1,529,857
Commodities costs	5,484	367	253	6,104	3,067	1,147	13,463
Consultants	6,315	-	-	6,315	9,388	-	15,703
Depreciation expense	12,174	1,014	507	13,695	5,072	1,522	20,289
Direct program costs	-	40,416	-	40,416	-	-	40,416
Facility costs	112,952	5,690	2,845	121,487	35,723	8,535	165,745
Other costs	10,994	659	456	12,109	35,288	2,062	49,459
Resource development	-	-	-	-	-	26,183	26,183
Staff expenses	9,684	648	447	10,779	5,417	2,025	18,221
TOTAL EXPENSES	974,398	104,054	42,694	1,121,145	556,169	214,281	1,891,595
Special event expenses	-	-	-	-	-	76,152	76,152
TOTAL FUNCTIONAL EXPENSES	\$ 974,398	\$ 104,054	\$ 42,694	\$ 1,121,145	\$ 556,169	\$ 290,433	\$ 1,967,747
							\$ 1,971,162

The accompany notes are an integral part of these financial statements.

TRICITY FAMILY SERVICES, INC.

STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
OPERATING ACTIVITIES		
Change in net assets	\$ 134,002	\$ 58,413
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation expense	20,289	18,751
Loss (gain) on investments	4,347	(47,867)
Contribution of land held for sale	(65,000)	-
Changes in:		
Grants and contracts receivable	(42,685)	7,920
Client fees receivable, net	21,131	53,650
Prepaid expenses	(4,421)	1,757
Accounts payable	(18,004)	8,103
Accrued expenses	4,442	2,984
Deferred revenue	(4,553)	(4,959)
Net cash provided by operating activities	<u>49,548</u>	<u>98,752</u>
INVESTING ACTIVITIES		
Purchases of fixed assets	(2,364)	(26,879)
Proceeds from sale of land	65,000	-
Proceeds from sale of investments	43,520	-
Net cash provided (used) by investing activities	<u>106,156</u>	<u>(26,879)</u>
FINANCING ACTIVITIES		
Repayments of line of credit, net	(25,000)	(25,000)
Payments of mortgage payable	(8,243)	(7,873)
Net cash used by financing activities	<u>(33,243)</u>	<u>(32,873)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	122,461	39,000
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>77,067</u>	<u>38,067</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 199,528</u>	<u>\$ 77,067</u>
SUPPLEMENTAL INFORMATION TO CASH FLOWS		
Cash paid during the year for:		
Interest	\$ 3,951	\$ 4,677
Noncash investing activities:		
Increase in fair value of investments	\$ -	\$ 47,867

The accompany notes are an integral part of these financial statements.

TRICITY FAMILY SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE A - NATURE OF ORGANIZATION

TriCity Family Services, Inc. (the "Agency") is an Illinois not-for-profit service agency serving the community members and organizations of central Kane County. The Agency is dedicated to strengthening people and building community through the provision of quality, affordable counseling, youth crisis intervention, prevention, and early intervention services that promote sound mental health and effective family functioning. As a community-based agency, the Agency promotes service excellence, honesty, hopefulness, personal responsibility, and respect for others. The Agency is funded primarily by counseling services, donor contributions, United Ways and Community Chests, and local government grants. The Agency conducts the following programs:

Counseling – Counseling is at the core of our work at the Agency. We specialize in family-centered, confidential counseling to all ages and all income levels. Experienced professionals who know the special needs of children and teens use a family-centered approach to help them work through challenges including: conflict with other family members, problems interacting with peers, disruptive behavior, substance abuse, physical or sexual abuse, and depression. In addition, we excel in the provision of personalized individual or couples counseling for adults, addressing issues such as depression, marital discord, grief, divorce, domestic violence, parenting, stress, communication problems, sexual abuse, and anxiety/phobias. We also have an outpatient, family-based program for the treatment of eating disorders. The Agency served 2,185 and 2,088 individuals in the counseling programs for the years ended June 30, 2019 and 2018, respectively.

Occupational Services – The Agency contracts with employers to provide an Employee Assistance Program (EAP) as part of their employee benefits package. For employees, it is a free and confidential service that offers assessment and referrals to employees and their family members who are experiencing any type of mental health or personal problem. EAP is a positive approach that helps employees resolve problems before they begin to affect their jobs. Community-based and able to provide immediate and personalized responsiveness, the Agency EAP has many advantages over a typical "800-number" EAP. The Agency provided help to 116 and 147 individuals through the occupational services program for the years ended June 30, 2019 and 2018, respectively.

Emotional Wellness – We consider it essential to provide educational and supportive programming that reduces or eliminated those conditions that place people at risk of developing emotional and/or substance abuse problems later in life. Our emotional wellness programs help resolve problems before they become serious and effectively reduce human pain and suffering. Our emotional wellness programs include: Bridges, for children of divorce; Smart Choices, anger management for children of all ages; I-CAN, anger management for adults; Single Mom's Support Group; Grandparents Raising Grandchildren Support Group; Wilderness Challenge Program, for at-risk teens; Family Connections, family communication workshop; Mindful Emotions, skills training for teen girls; Parenting Group, for the guests of the Lazarus House homeless shelter; Chick Chat, for 4th to 6th grade girls; and ICDP, for parents. In all, our emotional wellness programs served 2,207 and 3,369 individuals for the years ended June 30, 2019 and 2018, respectively.

TRICITY FAMILY SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies is presented to assist in understanding the financial statements. These accounting policies conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the financial statements.

USE OF ESTIMATES

The presentation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

FINANCIAL STATEMENT PRESENTATION

In accordance with FASB ASC 958-205, "Not-for-Profit Entities Presentation of Financial Statements," the Agency reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. As of June 30, 2018, the Agency had no permanently restricted net assets.

Net Assets without Donor Restrictions – These net assets generally result from revenues generated by receiving contributions that have no donor restrictions and providing services less expenses incurred in providing program-related services, raising contributions, and performing administrative functions.

Net Assets with Donor Restrictions – These net assets result from gifts of cash and other assets that are received with donor stipulations that limit the use of donated assets, either temporarily or permanently, until the donor restriction expires, the net assets are restricted.

The financial statements include certain prior-year summarized comparative information in total but not by asset class or functional allocation. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Agency's financial statements for the year ended June 30, 2018, from which the summarized information was derived.

REVENUE RECOGNITION

Client fees and third party payments and occupational services are recognized as revenues when services are performed. In accordance with FASB ASC 958-605-25 "Not-for-Profit Entities Revenue Recognition" contributions received, including unconditional promises to give, are recognized as revenues in the period received at their fair market values. Conditional promises to give, whether received or made, are recognized when they become unconditional, that is, when the conditions are substantially met. In addition, FASB ASC 958-605 requires not-for-profit organizations to distinguish between contributions received that increase net assets without donor restrictions and net assets with donor restrictions. It also requires recognition of the expiration of donor-imposed restrictions in the period in which the restrictions expire.

TRICITY FAMILY SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

PROMISES TO GIVE

Contributions are recognized when the donor makes a promise to give to the Agency that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

DONOR IMPOSED RESTRICTIONS

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as support with donor restrictions which increases that net asset class. However, if a restriction is fulfilled in the same time period in which the contribution is received, the Agency reports the support as without donor restrictions.

Net assets with donor restrictions are available for the following:

	2019	2018
Purpose restrictions, available for spending:		
Youth counseling	\$ 5,000	\$ -
Individuals in need	695	-
Intern training program	-	25,000
	5,695	25,000
Time restrictions, some of which may also be subject to purpose restrictions:		
Restricted for use in FY20	45,000	-
	\$ 50,695	\$ 25,000

Net assets released from restriction for the years ended June 30, 2019 and 2018 were as follows:

	2019	2018
Restriction satisfied by expenditures:		
Individuals in need	\$ 305	\$ -
Intern training program	25,000	-
	\$ 25,305	\$ -

DONATED PROPERTY AND SERVICES

Donated services are recognized as contributions in accordance with FASB ASC 958-225 if the services (a) create or enhance non-financial assets or (b) require specialized skills, are performed by people with

TRICITY FAMILY SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

DONATED PROPERTY AND SERVICES (Continued)

those skills, and would otherwise be purchased by the Agency. Donations received in property and services other than cash are recorded at their fair market value on the date of the gift. Donations of property and services whose fair market values are not objectively determinable are omitted from the financial statements in accordance with generally accepted accounting standards.

The Agency receives donated services from student interns to help provide counseling services. An estimated value for the professional services of the student interns has been recognized in the statements of activities as support with a like amount shown as expense. During the fiscal years ended June 30, 2019 and 2018, donated services amounted to approximately \$13,992 and \$16,720, respectively.

The Agency receives a significant amount of donated services from unpaid volunteers who assist in fundraising and special projects. No amounts have been recognized in the statements of activities because the criteria for recognition has not been satisfied.

A donation of land was received and the property was sold for \$65,000 during 2019.

EXPENSE RECOGNITION AND ALLOCATION

The Agency allocates its expenses on a functional basis among its various programs and supporting activities. Expenses that can be identified with a specific program or supporting activity are allocated directly according to their natural expenditure classification.

Certain categories of expenses are attributable to more than one program or supporting function and are allocated on a reasonable basis that is consistently applied. The expenses that are allocated are personnel expenses, commodities costs, and staff expenses which are allocated on the basis of estimates of time and effort and facility costs and depreciation expense, which are allocated on a square footage basis. All other costs not directly assigned are allocated based on a reasonably determinable allocation applicable to the specific situation.

Management and general expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the Agency.

Fundraising costs are expensed as incurred, even though they may result in contributions received in future years. The Agency generally does not conduct its fundraising activities in conjunction with its other activities.

CASH AND CASH EQUIVALENTS

The Agency considers all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents.

GRANTS AND CONTRACTS RECEIVABLE

Grants and contracts receivable consist of payments due from various corporations and foundations. The Agency considers grants and contracts receivable to be fully collectible.

TRICITY FAMILY SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

CLIENT FEE RECEIVABLES

The Agency extends trade credit to its clients. Client fees receivable represents amounts due from clients and their insurance providers for services rendered. The receivables are valued at the Agency's estimate of the amount that will ultimately be collected. The allowance for doubtful accounts is based on specific identification of doubtful accounts and the Agency's historical collection experience.

Management provides for probable uncollectible amounts through a provision for bad debt expense based on its assessment of the current status of individual receivables. Balances that are still outstanding after management has used reasonable collection efforts are written off to bad debt expense. The allowance for doubtful accounts was \$42,702 and \$40,432 at June 30, 2019 and 2018, respectively.

PREPAID EXPENSES

Prepaid expenses consist of the following:

	<u>2019</u>	<u>2018</u>
Deposits	\$ 7,500	\$ 3,749
Insurance	6,983	6,893
Rent	4,305	4,644
Service contracts	<u>11,310</u>	<u>10,391</u>
	<u>\$ 30,098</u>	<u>\$ 25,677</u>

FIXED ASSETS

Fixed assets are recorded at cost if purchased or at their estimated fair market value at the time received if donated. The Agency follows the practice of capitalizing, at cost, all expenditures for property and equipment in excess of \$1,000. Contributed property and equipment is recorded at fair value at the date of donation. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulations, contributions of property and equipment are recorded as unrestricted support. Depreciation is computed using the straight-line method over the estimated useful life of the asset.

Major classifications of property and equipment and their respective lives are summarized below.

	<u>Lives in Years</u>	<u>2019</u>	<u>2018</u>
Land improvements	15	\$ 234,248	\$ 234,248
Building and improvements	10 - 50	684,048	684,048
Furniture and fixtures	10	155,697	155,697
Equipment	3 - 5	<u>361,088</u>	<u>358,724</u>
		<u>\$ 1,435,081</u>	<u>\$ 1,432,717</u>

TRICITY FAMILY SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

FIXED ASSETS (Continued)

Maintenance and repairs, which neither materially add to the value of the property nor appreciably prolong its life, are charged to expense as incurred. Gains and losses on dispositions of property and equipment are included in income.

DEFERRED REVENUE

Deferred revenue consists of fees received in advance for services not yet rendered.

INCOME TAXES

The Agency is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and similar state statutes. Accordingly, no provision for income taxes is included in the accompanying financial statements.

The Agency has adopted the provisions of ASC Topic 740, Income Taxes, relating to the accounting for uncertainty in income taxes. The Agency files annual exempt organization information returns in the U.S. federal jurisdiction and the State of Illinois. Management is not aware of any uncertain tax positions.

SUBSEQUENT EVENTS

The Agency has evaluated subsequent events through November 7, 2019, the date which the financial statements were available to be issued.

NOTE C – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Agency considers all expenditures related to its ongoing program activities, as well as the services undertaken to support those activities to be general expenditures. The Agency regularly monitors liquidity required to meet its operation needs and other contractual commitments, while also striving to maximize the investment of its available funds. In addition to the financial assets available to meet general expenditures over the next year, the Agency operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor restricted resources.

TRICITY FAMILY SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE C – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS (Continued)

The following table show the total financial assets held by the Agency and the amounts of which could readily be made available within one year of June 30, 2019 to meet general expenditures:

Cash and cash equivalents	\$ 199,528
Receivables	<u>149,830</u>
Total financial assets	349,358
Less those unavailable for general expenditures within one year due to:	
Donor imposed time or purpose restrictions	<u>(50,695)</u>
Financial assets available to meet general expenditures within one year	<u><u>\$ 298,663</u></u>

Additionally, the Agency maintains a \$150,000 line of credit, as discussed in more detail in Note F. As of June 30, 2019 and 2018, \$150,000 and \$125,000 remained available on the line of credit, respectively.

NOTE D – INVESTMENTS

Investment securities are stated at fair value based on quoted market prices or market prices for similar securities. Unrealized gains and losses are recognized based on the change in fair value and are reported as a component of investment income. Realized gains and losses are recognized using the average cost method and are reported as a component of investment income. All investments were sold during the year ended June 30, 2019.

Investment income includes the following for the years ended June 30:

	2019	2018
Interest and dividends	\$ -	\$ 1,799
Realized loss on sale of investments	(4,347)	-
Unrealized gain on investments	<u>-</u>	<u>47,867</u>
	<u><u>\$ (4,347)</u></u>	<u><u>\$ 49,666</u></u>

NOTE E – FAIR VALUE MEASUREMENTS

FASB ASC 820, *Fair Value Measurements*, establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements).

TRICITY FAMILY SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE E – FAIR VALUE MEASUREMENTS (Continued)

The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets.

Level 2 Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in methodologies used at June 30, 2018.

Common stocks: Valued at the closing price reported in the active market in which the individual securities are traded.

The preceding methods described may produce a fair value calculation that may not be indicative of the net realizable value or reflective of future fair values.

Assets at fair value as of June 30, 2018 consist of:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Common stocks	<u>\$ 47,867</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 47,867</u>
	<u>\$ 47,867</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 47,867</u>

TRICITY FAMILY SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE F – LINE OF CREDIT

The Agency has a revolving line of credit agreement with a local bank in the amount of \$150,000, expiring November 15, 2019. Borrowings on the line of credit bear interest at prime rate plus 0.25% (5.50% and 5.00% at June 30, 2019 and 2018, respectively). The line of credit is secured by the Agency's real property. The agreement also contains certain covenants including financial reporting requirements. The outstanding balance at June 30, 2019 and 2018 was \$0 and \$25,000, respectively.

NOTE G - MORTGAGE PAYABLE

The Agency has a mortgage payable to a local bank. The mortgage is collateralized by the Agency's real property. The mortgage bears interest of 4.57% and is payable in monthly principal and interest payments of \$966 with a final payment due in April 2026. The mortgage also contains certain covenants including financial reporting requirements. The balance due at June 30, 2019 and 2018 was \$67,776 and \$76,019, respectively.

The total debt maturing in years subsequent to June 30, 2019 is as follows:

Year-ending June 30,		
2020	\$	8,626
2021		9,042
2022		9,470
2023		9,918
2024		10,384
Thereafter		20,336
		20,336
	\$	67,776

NOTE H - LEASE COMMITMENTS

The Agency has an operating lease agreement for an office facility in St. Charles, Illinois which expires October 31, 2021.

The scheduled initial basic rental payments including electric, property taxes, and common area maintenance increase from \$4,305 to \$4,477 per month over the term of the lease. The total amount of rental payments due over the lease term is being charged to rent expense on the straight-line method over the term of the lease. The difference between rent expense recorded and the amount paid is credited or charged to accrued expenses on the statements of financial position in the amount of \$0 and \$1,369 at June 30, 2019 and 2018, respectively. The lease is secured by a cash security deposit of \$4,149 at June 30, 2019 and 2018. Rent expense and related lease expenses were \$51,942 and \$48,779 for the years ended June 30, 2019 and 2018, respectively.

The Agency also leases certain office equipment under operating lease agreements. The leases require monthly rent of \$400 and expire on March 31, 2021.

TRICITY FAMILY SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE H - LEASE COMMITMENTS (Continued)

Future minimum lease payments on the above operating leases are as follows:

Year-ending June 30,		
2020	\$	57,149
2021		56,982
2022		<u>17,909</u>
	\$	<u><u>132,040</u></u>

NOTE I - RETIREMENT PLAN

The Agency maintains a tax sheltered annuity program (403(b) plan) for employees who complete at least 1,000 hours of service for each of two consecutive years. The Agency contributes 7% of the employee's gross income to the Plan. Employees may also make voluntary pretax contributions to the plan. The provisions for retirement costs for the years ended June 30, 2019 and 2018 was \$49,074 and \$50,491, respectively.

NOTE J - CONTINGENCIES

The Agency receives grants from local government agencies. The disbursement of grant funds requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability to the Agency. However, management believes that any such disallowed claims would not have a material effect on the financial statements or the overall position of the Agency.

NOTE K – RELATED PARTY TRANSACTIONS

The Agency received contributions of \$25,341 and \$32,103 for the years ended June 30, 2019 and 2018, respectively, from board members.

NOTE L - FUNDS HELD BY THE COMMUNITY FOUNDATION OF FOX RIVER VALLEY

The Agency is the beneficiary of three funds held by the Community Foundation of the Fox River Valley (the "Community Foundation"). The funds are not included in the statements of financial position as they are not the assets of the Agency. Although the funds are the property of the Community Foundation, the Agency has the right to request a distribution of the principal or income of the TCFS Fund and Wilderness Fund and request a distribution of the net income from the Endowment Fund. The decision on any requests is at the sole discretion of the Community Foundation. The three funds are as follows:

The TriCity Family Services Fund (the "TCFS Fund") is used to provide support for the Agency in carrying out its mission and activities.

TRICITY FAMILY SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE L - FUNDS HELD BY THE COMMUNITY FOUNDATION OF FOX RIVER VALLEY (Continued)

The TriCity Family Services Endowment Fund (the "Endowment Fund") was established to provide current income and long term protection for the operation of the Agency. The Agency may elect to accumulate income rather than receive distributions thereof. At June 30, 2019 and 2018, there were accumulated net earnings available for distribution to the Agency of \$71,313 and \$49,329, respectively.

The TriCity Family Services Wilderness Challenge Program Fund (the "Wilderness Fund") is used to provide for the future of the Wilderness Challenge Program.

The fund balances are as follows for the years ended June 30:

	2019	2018
TCFS Fund	\$ 150,207	\$ 142,149
Endowment Fund	582,214	550,228
Wilderness Fund	113,162	110,884
	\$ 845,583	\$ 803,261

Income distributions received by the Agency are as follows for the years ended June 30:

	2019	2018
TCFS Fund	\$ -	\$ -
Endowment Fund	-	-
Wilderness Fund	3,772	4,065
	\$ 3,772	\$ 4,065

NOTE M – ACCOUNTING CHANGE

ASU 2016-14, Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities

On August 18, 2016, the FASB issued ASU 2016-14, *Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities*. As of July 1, 2018, the Agency has adjusted the presentation of its financial statements, accordingly, applying the changes retrospectively to the comparative period presented. The application of the new standard has the following effects on the financial statements of the Agency.

- 1) The unrestricted net asset class has been renamed net assets without donor restrictions
- 2) The temporarily and permanently restricted net asset classes have been combined into a single net asset class called net assets with donor restrictions
- 3) The financial statements include a new footnote about liquidity and availability of financial assets (Note C)
- 4) The financial statements include an enhanced footnote about the expense allocation methodology utilized for the statement of functional expenses (within Note B)

TRICITY FAMILY SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE M – ACCOUNTING CHANGE (Continued)

In addition, certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements. The resulting changes have had no effect on prior year reported total net assets. Management opted to omit comparative disclosures about liquidity and availability of resources and the retroactive application of the functional expense allocation method used in 2019.

As a result of adopting ASU 2016-14, management allocated certain expenses to management and general for 2019 that were reported as program services in 2018. As a result, management and general expenses reported for 2019 are approximately \$285,800 higher than they would have been under the allocation method used in 2018.

NOTE N – RECENT ACCOUNTING PRONOUNCEMENTS

REVENUE RECOGNITION

ASU 2014-09, Revenue from Contracts with Customers (Topic 606) becomes effective on or after January 1, 2019. The new guidance will replace almost all of the preexisting revenue recognition guidance. The core principle in the guidance is to "recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services."

There are five key steps:

- 1) Identify the contract with the customer
- 2) Identify the performance obligations in the contract
- 3) Determine the transaction price
- 4) Allocate the transaction price to the performance obligations
- 5) Recognize revenue when (or as) each performance obligation is satisfied

The Agency will implement July 1, 2019.

CONTRIBUTIONS RECEIVED AND MADE

ASU 2018-08, Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 958) becomes effective on January 1, 2019, for calendar-year non-public entities, but early adoption is permitted at any time. The standard provides enhanced guidance to assist entities in (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) or as exchange (reciprocal transactions) and (2) determining whether a contribution is conditional. The accounting guidance will result in more government contracts being accounted for as contributions and may delay revenue recognition for certain grants and contributions that no longer meet the definition of unconditional. The new guidance will be applied on a modified prospective basis. The Agency will implement July 1, 2019.

TRICITY FAMILY SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE N – RECENT ACCOUNTING PRONOUNCEMENTS (Continued)

LEASES

ASU 2016-02, Leases (Topic 842) becomes effective on or after January 1, 2021. The standard requires lessees to recognize lease assets and lease liabilities on the balance sheet for those leases classified as operating leases under previous GAAP. Generally, all leases will be captured on the balance sheet for lessees at transition, as there is no grandfathering of existing operating leases. The Agency will implement July 1, 2021.



Meridian Health Plan

Illinois
333 South Wabash Avenue, Suite 2900
Chicago, IL 60604
312-705-2900
866-606-3700
www.mhplan.com

CONTINUED OUTPATIENT TREATMENT NOTIFICATION FORM (COTNF)

Complete the form and fax it to the member's PCP and Meridian by the member's 3rd visit. It is important to provide communication with the PCP when there are changes in the treatment plan and/or medication.

THIS IS A 2-SIDED FORM

Member Information

Member Name Allison Altman
Member ID 192991636 D.O.B. 6/14/2007
Date of Initial Visit 4/11/2019 # of Visits Used 31

DSM IV Axis Codes

I. F43.20
II. V71.09
III. Please circle the member's co-morbid medical conditions:
 None Asthma/COPD Cancer
 Cardiovascular Problems Chronic Pain
 Dementia Diabetes
Other _____
IV. family
V. 56 Admit GAF _____ Current GAF _____

Psychological/Neuropsychological Testing:

Was testing completed? Yes No
If so, when? _____
*If requesting testing, please complete the Meridian Testing Form

Treatment Plan

Member participated in treatment plan development?
 Yes No Member refused participation
Treatment Plan has been discussed with the member?
 Yes No If not, why? _____
Member agrees with the treatment plan? Yes No

Behavioral Health Provider Information

Agency Name TriCity Family Services
Practitioner Name Susan Kinsman
Credentials LCPC
Phone 630-232-1070 Fax 630-232-1471

Primary Care Provider (PCP) Information

PCP Name Dr. Kelly
Phone NW Medicine Fax _____

When a member is discharged from services, please fax a copy of the discharge plan along with this form to Meridian Health Plan's Behavioral Health department at 312-980-0443.

Please complete page 2



Meridian

Health Plan

Primary Care Provider (PCP) Coordination

Has the PCP been notified of the member being in treatment, including medication?

Yes No Member refused permission

- Client refuses due to active symptoms
- Client refuses due to expressed concerns over privacy
- Guardian does not want information shared with PCP
- Client will not share reason
- Legal issues (ex. Court case that the client does not want medical records released to any other party)

Has the member been prescribed medication by their PCP? Yes No

Prescribing physician(s) _____

Medications & dosages

Medication(s) Prescribed by a Psychiatrist

Yes No

Medications & dosages

Date

_____	_____
_____	_____
_____	_____
_____	_____

Discharge Plan

Expected Discharge Date 1/15/2021

Will the member be participating in aftercare groups and/or self-help groups?

Yes No Type _____

Does the member have social/family support? Yes No

When a member is discharged from services, please fax a copy of the discharge plan along with this form to Meridian Health Plan's Behavioral Health department at 312-980-0443.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: IB

Title: Resolution Authorizing the Execution of an Agreement between the City of St. Charles and St. Charles Professional Firefighter’s Association I.A.F.F. Local 3322

Presenter: Jennifer McMahon, Director of Human Resources

Meeting: City Council Date: June 15, 2020

Proposed Cost: \$760,429.47

Budgeted Amount: \$190,107/year

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Attached for City Council consideration, is a resolution authorizing execution of a collective bargaining agreement that was ratified by St. Charles Professional Firefighter’s Association I.A.F.F. Local 3322 on May 28, 2020, following collective bargaining. A status update summarizing this tentative agreement was presented to the City Council in executive session on April 27, 2020. The agreement would be effective from May 1, 2020, through April 30, 2024. The wage schedule specifies a 2.25% increase for the first two years and a 2.5% increase for each subsequent fiscal years of the contract. A breakdown of costs is as follows:

Total additional wage cost with step: \$625,096	Average additional wages: \$156,274 (3.77%)
Total additional wage cost without step: \$408,283	Average additional wages: \$102,070 (2.46%)
Total additional rolled-up cost with step: \$760,429	Average additional wages: \$190,107 (4.58%)
Total additional rolled-up cost without step: \$496,677	Average additional wages: \$124,169 (2.99%)

The compensation package generally meets the Council’s philosophy of pay at the 75th percentile of the City’s newly-established comparable communities.

Attachments *(please list):*

- A Resolution Authorizing the Execution of an Agreement between the City of St. Charles and St. Charles Professional Firefighter’s Association I.A.F.F. Local 3322
- Agreement Between the City of St. Charles and St. Charles Professional Firefighter’s Association I.A.F.F. Local 3322

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve a resolution authorizing the execution of an agreement between the City of St. Charles and St. Charles Professional Firefighter’s Association I.A.F.F. Local 3322

**City of St. Charles, Illinois
Resolution No. 2020 - ____**

**A Resolution Authorizing the Execution of
an Agreement between the City of St. Charles and
St. Charles Professional Firefighter's Association I.A.F.F. Local 3322**

**Presented & Passed by the
City Council on June 15, 2020**

WHEREAS, the St. Charles Professional Firefighter's Association I.A.F.F. Local 3322 completed bargaining and ratified the proposed agreement with the City that resulted from such bargaining; and

WHEREAS, the Mayor and City Council has reviewed and discussed the proposed agreement;

NOW THEREFORE, be it resolved by the authorities of the City of St. Charles that Mark Koenen, City Administrator, is hereby authorized to execute a contract between the City of St. Charles and St. Charles Professional Firefighter's Association I.A.F.F. Local 3322, effective May 1, 2020, through April 30, 2024.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ____ day of June, 2020.

PRESENTED by the City Council of the City of St. Charles, Illinois, this ____ day of June, 2020.

APPROVED by the Mayor of the City of St. Charles, Illinois, this ____ day of June, 2020.

Raymond P. Rogina, Mayor

ATTEST:

Charles Amenta, City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

**Agreement
between
The City of St. Charles, Illinois
and
the St. Charles Professional Firefighter's Association
I.A.F.F. Local 3322**



**CITY OF
ST. CHARLES**
ILLINOIS • 1834

May 1, 2020 – April 30, 2024

Table of Contents

ARTICLE 1	RECOGNITION, CONTRACT, AND TERM.....	6
Section 1.1 - Identification of the Parties		6
Section 1.2 - Intent and Purpose		6
Section 1.3 - Recognition and Bargaining Representation.....		6
Section 1.4 - Employee Check-Off.....		7
Section 1.5 - Effective Date and Term		7
Section 1.6 - Printing and Supplying.....		8
ARTICLE 2	MANAGEMENT RIGHTS.....	8
ARTICLE 3	DISCRIMINATION AND COERCION.....	9
ARTICLE 4	NO STRIKES – NO LOCKOUTS	9
ARTICLE 5	REDUCTION AND REHIRING IN THE WORK FORCE	10
Section 5.1 - Layoff		10
Section 5.2 - Recall.....		10
Section 5.3 - Effects of Layoff.....		10
ARTICLE 6	MAINTENANCE OF STANDARDS.....	10
Section 6.1 - Maintenance of Specific Working Conditions		11
ARTICLE 7	GENERAL PROVISIONS.....	11
Section 7.1 - Department Rules and Regulations		11
Section 7.2 - Work of Other Trades		11
Section 7.3 - Representation on Committees		11
Section 7.4 - Job Descriptions		12
ARTICLE 8	RESIDENCY.....	12
ARTICLE 9	HOURS OF WORK.....	12
Section 9.1 - Scheduling.....		12
Section 9.2 - Work Day and Work Week		12
Section 9.3 - Master Schedule		13
Section 9.4 - Meal Periods		13
Section 9.5 - FLSA Work Cycle		13
Section 9.6 - Overtime		13
Section 9.7 - Stand Down Time		13
Section 9.8 - Maximum Hours of Work		14
Section 9.9 - Kelly Days		14
ARTICLE 10	ADDITIONAL DUTY AND OUTSIDE EMPLOYMENT	15
Section 10.1 - Additional Duty		15
Section 10.2 - Internal Training Instructors		15
Section 10.3 - Outside Employment.....		15
ARTICLE 11	OVERTIME PAY.....	15
Section 11.1 - Overtime Rate of Pay.....		15
Section 11.2 - Overtime Assignment		16
Section 11.3 - Recall for Emergencies		16
Section 11.4 - Call Backs for Emergencies.....		16

Section 11.5 - Meal Allowances for Emergency Situations	16
Section 11.6 - Fire Department Meetings and Drills – Off Duty.....	17
Section 11.7 - No Pyramiding	17
ARTICLE 12 PAID TIME OFF.....	17
Section 12.1 - Vacation Accrual.....	17
Section 12.2 - Vacation Usage.....	17
Section 12.3 - Vacation Carry Over	18
Section 12.4 - Personal Day	18
Section 12.5 - Holidays	19
Section 12.6 - Holiday Pay.....	19
Section 12.7 - Sick Leave.....	19
Section 12.8 - Extended Sick Leave.....	20
Section 12.9 - Sick Leave Advance	20
Section 12.10 - Family Death Leave	21
Section 12.11 - Additional Paid Leave.....	21
Section 12.12 - Donation of Paid Leave	21
ARTICLE 13 OTHER PAID AND NON-PAID LEAVE.....	22
Section 13.1 - Worker’s Compensation Coverage	22
Section 13.2 - Transitional Duty.....	22
Section 13.3 - General Leave of Absence.....	22
Section 13.4 - Military Leave	23
Section 13.5 - Family Medical Leave Act (FMLA)	23
ARTICLE 14 WITNESS AND JURY DUTY	29
Section 14.1 - Jury Duty.....	29
Section 14.2 - Witness Time.....	29
ARTICLE 15 SENIORITY.....	29
ARTICLE 16 WAGES.....	30
Section 16.1 - Wage Increases.....	30
Section 16.2 - Wages	31
Section 16.3 - Minimum Rank Differential	32
Section 16.4 - Bi-Weekly Pay Calculation	32
Section 16.5 - Paramedic Pay.....	32
Section 16.6 - Longevity Pay.....	33
Section 16.7 - Retroactive Pay.....	33
ARTICLE 17 MINIMUM STAFFING.....	33
Section 17.1 - Purpose and Goal.....	33
Section 17.2 - Minimum Duty Staffing Level.....	33
Section 17.3 - Qualifications	34
Section 17.4 - Supplemental Personnel.....	34
Section 17.5 - Hireback Requirement	34
Section 17.6 - Apparatus Assignments.....	35
Section 17.7 - Station Captains	35
ARTICLE 18 PROMOTIONS AND TRANSFERS.....	35
Section 18.1 - Promotions	35
Section 18.2 - Transfers	41

Section 18.3 - Officer Replacement	42
Section 18.4 - Acting Out of Rank	42
ARTICLE 19 EDUCATIONAL PROGRAM.....	44
ARTICLE 20 INSURANCE.....	46
Section 20.1 - Liability Coverage	46
Section 20.2 - Life and Health Insurance	46
ARTICLE 21 CLOTHING ALLOWANCE.....	46
Section 21.1 - Uniforms and Gear.....	46
Section 21.2 - Personal Property.....	49
Section 21.3 - Employee Responsibility.....	49
ARTICLE 22 RETIREMENT, RESIGNATION, AND TERMINATION.....	49
Section 22.1 - Accrued Sick Time	49
Section 22.2 - Accrued Benefits	49
Section 22.3 - Deferred Compensation Plan.....	49
Section 22.4 - Retirement Insurance Plan.....	50
ARTICLE 23 DRUG AND ALCOHOL TESTING.....	50
ARTICLE 24 GENERAL CONDUCT AND DISCIPLINE.....	50
Section 24.1 - General Conduct.....	50
Section 24.2 - Discipline	50
Section 24.3 - Off Duty Misconduct	50
Section 24.4 - Standards and Levels of Discipline	51
Section 24.5 - Notification and Review	51
Section 24.6 - Personnel Records	52
ARTICLE 25 GRIEVANCE AND ARBITRATION.....	52
Section 25.1 - Scope and Purpose	52
Section 25.2 - Grievance Form	53
Section 25.3 - Grievance Procedure.....	53
Section 25.4 - Arbitration.....	54
Section 25.5 - Board of Fire and Police Discipline	55
Section 25.6 - Other Provisions	56
Section 25.7 - Impasse Arbitration for Contract Negotiations	56
ARTICLE 26 EMERGENCY MEDICAL SERVICES (EMS).....	56
Section 26.1 - Paramedic Positions	56
Section 26.2 - Emergency Medical Technicians	56
Section 26.3 - Good Faith Effort.....	57
Section 26.4 - Number of Paramedics	57
Section 26.5 - Opt Out Provisions.....	57
Section 26.6 - Emergency Medical Training	58
Section 26.7 - Annual Continuing Education.....	58
Section 26.8 - Paramedic Preceptors/Facilitators	59
Section 26.9 - Preceptor Pay.....	59
Section 26.10 - Probationary Firefighter/Paramedic	59
Section 26.11 - Department EMS Coordinator	59
Section 26.12 - Notice and Medical Treatment.....	60

ARTICLE 27	FIRE PREVENTION BUREAU (FPB).....	60
	Section 27.1 - Fire Prevention Bureau Positions	60
	Section 27.2 - Filling Fire Prevention Bureau Positions	60
	Section 27.3 - Duration of Fire Prevention Bureau Assignment	61
	Section 27.4 - Return to Fire Suppression Assignment	61
	Section 27.5 - Holidays	61
	Section 27.6 - Vacation.....	61
	Section 27.7 - Personal Time.....	62
	Section 27.8 - Sick Time	62
	Section 27.9 - Fire Prevention Bureau Work Schedule	62
	Section 27.10 - Hours of Work.....	63
	Section 27.11 - Fire Prevention Bureau Pay Classification.....	63
	Section 27.12 - Overtime	63
	Section 27.13 - Clothing.....	63
	Section 27.14 - Training.....	63
ARTICLE 28	OCCUPATIONAL SAFETY AND HEALTH COMMITTEE.....	63
	Section 28.1 - Purpose	63
	Section 28.2 - Composition of Committee/Meetings/Recommendations.....	64
	Section 28.3 - Scope	64
ARTICLE 29	LABOR-MANAGEMENT COMMITTEE.....	64
	Section 29.1 - Scope	64
	Section 29.2 - Conditions	65
	Section 29.3 - Attendance	65
ARTICLE 30	SAVINGS CLAUSE.....	65
ARTICLE 31	COMPLETE AGREEMENT.....	66
ARTICLE 32	ATTEST.....	66
APPENDIX A	- DEFINITIONS.....	68
APPENDIX B	- GRIEVANCE SUBMISSION FORM.....	70
APPENDIX C	- VOLUNTARY DUTY TIME "TRADE" BY PERSONNEL.....	71
APPENDIX D	- SUBSTANCE USE POLICY.....	72
APPENDIX E	- OVERTIME SYSTEM.....	88
APPENDIX F	- USE OF SICK LEAVE BY FIRE DEPARTMENT EMPLOYEES.....	94
APPENDIX G	- VACATION SELECTION.....	96
APPENDIX H	- CERTIFICATION CREDIT.....	100
APPENDIX I	- RESIDENCY MAP.....	103

**Agreement
Between
The City of St. Charles, Illinois
And
the St. Charles Professional Firefighter's Association
I.A.F.F. Local 3322**

ARTICLE 1 RECOGNITION, CONTRACT, AND TERM

Section 1.1 - Identification of the Parties

This Agreement is entered into this 1st day of May, 2020, by and between the City of St. Charles, Illinois (hereinafter referred to as the "City"), and the St. Charles Professional Firefighters Association - I.A.F.F. Local 3322 (hereinafter referred to as the "Association"). The members that comprise the "Association" are all the full-time employees of the St. Charles Fire Department employed in the following classifications: captains, lieutenants, firefighter/paramedics, firefighters, and fire prevention bureau officer, hereinafter referred to as either "employees" or "firefighters" in any and all articles of this agreement.

Section 1.2 - Intent and Purpose

It is the intent and purpose of the parties hereto that this agreement will serve to promote and improve the relationship between the City and the firefighters through the establishment of wages, hours, benefits, conditions of employment, and an equitable procedure for the resolution of differences.

It is also recognized by both parties that the proper and efficient operation of the Fire Department services is necessary to the safety and welfare of the community and that proper function and increased efficiency is accomplished with the input of the firefighters.

Section 1.3 - Recognition and Bargaining Representation

The City recognizes the St. Charles Professional Firefighters Association I.A.F.F. Local 3322, hereinafter referred to as the "Association," as the exclusive bargaining agent with respect to wages, hours, benefits, any other conditions of employment, and an equitable procedure for the resolution of differences for all full-time employees of the St. Charles Fire Department, except the positions of Chief, Assistant Chief, Battalion Chief, and civilian employees.

The firefighters or employees shall therefore hereinafter refer to all employees of the St. Charles fire department employed in the following classifications: captains, lieutenants, firefighter/paramedics, firefighters, and fire prevention bureau officer.

The City will make a bulletin board or bulletin board space available at each station to the association for the posting of association announcements, other items of association business, and use by the employees. These notices shall be non-discriminatory, non-defamatory, and non-inflammatory.

There shall be one such bulletin board located in a prominent place at each station and with a minimum size of three feet (3') by two feet (2') of available space. The City shall continue to

provide adequate, securable, and mutually agreed to space at the headquarters fire station for use as an association office.

An employee who is in a representative capacity during his scheduled working hours attending a meeting between the association and the City for the purpose(s) of negotiations, adjustments of grievances, or transmittal of notices shall not suffer a loss in pay because of such attendance, provided that the City must have agreed to hold the meeting at such time. There shall be no claim under this provision for pay for any other than in relation to the regularly scheduled hour(s) of the employee claiming such pay. The association recognizes the essential need to minimize lost work time and to avoid interference with the work of the department.

The fire chief will make a reasonable effort to allow the union executive board (up to four (4) members) time off (vacation/personal) for one conference annually when no time off slots are available.

Section 1.4 - Employee Check-Off

While this agreement is in effect, the City will deduct from each paycheck, once each pay period, the uniform, regular association dues for each employee in the bargaining unit who has filed with the City a voluntary check off authorization. The total deductions collected for each calendar month shall be remitted by the City to the treasurer of the association or transferred to the association account, together with a complete list of the employees for whom the deductions have been made, not later than seven (7) days following each pay date.

The actual dues amount to be deducted shall be certified by the City to the treasurer of the association, and shall be uniform in dollar amount for each employee in order to ease the employer's burden of administering this provision. The association may change the fixed uniform dollar amount that will be the regular monthly dues no more than twice during any calendar year during the life of this agreement. The association shall give the City thirty (30) calendar days' notice of any such change in the amount of uniform dues to be deducted.

The association shall indemnify, defend, and hold harmless the City and its officials, representatives, and agents against any and all claims, demands, suits, or other forms of liability (monetary or otherwise) and for all reasonable legal costs that shall arise out of or by reason of action taken or not taken by the City in complying with the provisions of this article, provided that the City has not promoted or instigated the claim.

Section 1.5 - Effective Date and Term

The terms and conditions of this agreement shall be considered in full force and effect for a term of four (4) years commencing on May 1, 2020+6, and shall continue in effect through April 30, 2024.

If either party desires to renegotiate any part of this agreement, it must provide written notice to the other party by registered or certified mail. Notice shall be considered to have been given as of the date shown on the postmark. In the event such notice is given and if mutually agreeable to both parties, negotiations shall begin within thirty (30) days after notice is given.

This agreement shall continue in effect from year to year thereafter with either party able to renegotiate as set forth hereafter. If either party desires to renegotiate, they must notify the other party in writing not less than one hundred twenty (120) days before midnight April 30, 20~~20~~²⁰, or any subsequent annual expiration date by registered or certified mail. Notice shall be considered to have been given as of the date shown on the postmark. In the event that such notice is given, negotiations shall begin no later than thirty (30) days after notice is given.

If any term or provision of the agreement is rendered invalid, unenforceable, or unlawful, upon the request of either party, both parties shall meet promptly and negotiate with respect to the affected provisions or terms. The terms of this agreement shall remain in full force and be effective during the period of negotiations and any period pending of an impasse in negotiations.

Notice shall be given to the following parties:

St. Charles Professional Firefighters
Association - I.A.F.F. Local 3322
P.O. Box 25
St. Charles, IL 60174

City of St. Charles
Office of the City Administrator
2 East Main Street
St. Charles, IL 60174

Section 1.6 - Printing and Supplying

The City will ~~furnish a~~email an electronic copy of the signed agreement to all union members. Each member can obtain a printed copy in the human resources department upon execution of the agreement. ~~Upon receipt, each member will sign an acknowledgement form stating that he has received the agreement and will read the contents of the agreement. A copy will also be provided to each fire station.~~

ARTICLE 2 MANAGEMENT RIGHTS

The City retains its authority to manage the City and fire department in all respects, except as contained in this agreement, including, but not necessarily limited to, the authority to direct and supervise employees and their work; to plan, direct, control and determine the operations and services to be conducted within or by the fire department, by employees of the City, or by others; to determine the number of employees to be employed; to promulgate, revise and enforce lawful and reasonable rules and regulations; and to enforce discipline among employees; to adopt new methods, equipment, and facilities or modify existing methods, equipment, and facilities; to determine the mission of the fire department and otherwise carry out its statutory responsibility to provide fire protection services to the full extent of its authority. The City will not exercise its authority in a manner which contravenes the lawful express provisions of this agreement.

Notwithstanding the forgoing, the parties agree that in the event a declaration of a state of emergency as defined by the City of St. Charles City Code, Section 2.36.010, Ordinance No. 2004-M-61, may be declared by the mayor or his authorized designee (who will have sole discretion to determine that a civil emergency condition exists, which may include, but is not limited to, riots, civil disorders, tornado conditions, floods, or other catastrophes), the City may temporarily suspend the provisions of this agreement, provided wage rates shall not be suspended, and provided that all provisions of this agreement shall be promptly reinstated once a civil emergency condition ceases to exist. The union and City agree to meet and bargain over the impact of any changes to this ordinance with respect to the mayor's ability to declare a state of emergency.

ARTICLE 3 DISCRIMINATION AND COERCION

Neither the City nor any of its agents shall discriminate in any form against any employee covered by this agreement because of age, sex, race, color, creed, origin, sexual orientation, or marital status. Any claim of invidious discrimination because of age, sex, race, creed, national origin, sexual orientation, or marital status shall be resolved exclusively through processes afforded by law and not by processes afforded by this agreement.

Additionally, neither the City nor any of its agents will interfere with, restrain, discriminate against, coerce, withhold advancement, or transfer any employee because of his participation in the St. Charles Professional Firefighters Association I.A.F.F. Local 3322 or because of his taking any action in accordance with any article of this agreement.

The association recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination.

ARTICLE 4 NO STRIKES – NO LOCKOUTS

The association, its officers and agents, and the employees covered by this agreement shall not promote, encourage, condone, or engage in any strike or work stoppage at any time or for any reason.

Each employee who holds the position of association officer occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this article.

In event of a violation of this article, the association agrees to inform its members of their obligations under this agreement and to direct them to return to work.

The City will not lock out any employee or employees covered by this agreement at any time or for any reason.

ARTICLE 5 REDUCTION AND REHIRING IN THE WORK FORCE

The City and the union agree that there shall be no reduction of the work force or layoffs of any kind during the term of this agreement for employees hired prior to May 1, 2008. It is further agreed that there shall be no contracting out of any fire services or related work by the City except for the exact type of which are currently contracted out as of July 1, 1990.

Section 5.1 - Layoff

The City, at its discretion, shall determine whether layoffs are necessary. If the City determines that layoffs are necessary, employees will be laid off as provided in 65 ILCS 5/10-2.1-18. Absent exigent circumstances, the City will notify the union thirty (30) calendar days prior to the effective date of such a layoff in order to afford the union the opportunity to provide advisory input through a labor management meeting, provided such process will not be used to delay the layoffs.

Section 5.2 - Recall

Employees who are laid off shall be placed on a recall list. This recall list expires three (3) years from the effective date of layoff. If there is a recall, employees who are still on the recall list shall be recalled in the inverse order of their layoff. No new sworn personnel will be hired to perform bargaining unit work before the recall list described herein is exhausted.

Employees who are on the recall list shall be given up to twenty-one (21) calendar days to report back to work from date of the notice of recall, provided that the employee must notify the fire chief or his designee of his intention to return to work within ten (10) days after receiving notice of recall. The City shall be deemed to have fulfilled its obligations by mailing the recall notice by registered mail, return receipt requested, to the mailing address last provided by the employee, with a copy to the union, it being the obligation and responsibility of the employee to provide the fire chief or his designee with his latest mailing address. If an employee fails to timely respond to a recall notice, his name shall be removed from the recall list.

Section 5.3 - Effects of Layoff

During the term of this agreement, if the City exercises its discretion to layoff an employee, then the employee shall be afforded an opportunity to maintain the medical insurance in effect at the time of layoff by paying, in advance, the full applicable monthly premium for their insurance coverage. If an employee opts to maintain medical insurance under this section, then such employee shall be permitted to continue the insurance coverage for a period of up to twelve (12) months from the date of layoff. Employee rights and benefits under this section are subject to the terms and conditions of the applicable insurance policy or plan. An employee who is laid off will be paid for earned, but unused, vacation time. Any other payments for accrued time, if any, shall be governed by the applicable article or section of this agreement.

ARTICLE 6 MAINTENANCE OF STANDARDS

It is understood and agreed that all employee rights, benefits, and customs which are presently enjoyed or exercised by the employees but are not specifically covered by this agreement shall be

maintained at present levels. The employees shall also be notified, having input and suggestions, into any possible changes or improvements in such rights, benefits, and customs. The City shall retain the right to make necessary changes in such rights, benefits and customs. In case of any changes in the employees' rights, benefits, and customs, they shall not be reduced to a level less than that of the employees of any other City departments.

Section 6.1 - Maintenance of Specific Working Conditions

The City shall, within reason, make a sincere, good faith effort to maintain the working conditions that have currently been afforded or enjoyed by the employees covered by this agreement.

ARTICLE 7 GENERAL PROVISIONS

Section 7.1 - Department Rules and Regulations

The department will review departmental rules and regulations and standard operating procedures/guidelines with the association when changes in the rules and regulations or standard operating procedures/guidelines are being considered. Members of the association will be afforded fourteen (14) calendar days to review and make suggestions for changes with a view of making the rules and regulations and standard operating procedures/guidelines as fair and equitable as possible. It is recognized by the association that it is the department's prerogative to effect such changes as may be necessary to maintain and/or improve professional and efficient departmental operations. The union will be advised in advance of any and all changes or additions to departmental rules and regulations or standard operating procedures/guidelines and be provided copies of the same for review. The labor-management committee shall be available to meet and confer, if needed, on matters in this area. Any changes or additions to departmental rules and regulations or standard operating procedures/guidelines shall not be in violation of or inconsistent with any part of this agreement.

When existing rules and regulations or standard operating procedures/guidelines are changed or new rules and regulations or standard operating procedures/guidelines are established, they shall be posted prominently and all employees notified of such posting. Any complaint involving the application of new or existing rules and regulations or standard operating procedures/guidelines shall be resolved through the grievance and arbitration procedure.

Section 7.2 - Work of Other Trades

The City further agrees that the employees shall not be required to do the work of other tradesmen, such as, but not limited to, carpentry, electrical, painting, plumbing, or other trades, while on duty.

Section 7.3 - Representation on Committees

The employees covered by this agreement shall have representation equal to that of the employees of the police or any other City department on any committee set forth to evaluate the wages, rates of pay, or any other benefits by the City. The employees' representatives shall be only those designated by the association.

Section 7.4 - Job Descriptions

The City reserves their right to modify the job descriptions of the employees covered by this agreement, including but not limited to the ranks of captain, lieutenant, firefighter/paramedic, firefighter, and fire prevention bureau officer. The union reserves any and all rights related to job descriptions, including the right to impact bargaining.

ARTICLE 8 RESIDENCY

All employees covered by this agreement shall maintain primary residence within the state of Illinois in the area defined by the following boundaries~~north of interstate highway 80~~. This area is bounded by the Wisconsin border on the north, Lake Michigan or the Indiana border on the east, US Highway 24 west to interstate highway 74 west/north to interstate highway 80 west to the Mississippi River on the south, and the Mississippi River on the west. The residency will be inclusive of the cities or villages which US Highway 24 west to interstate highway 74 west/north interstate highway 80 west to the Mississippi River runs through. The map included in Appendix I provides a graphical designation of the residency area and lists those inclusive cities and villages in bold text.

Both parties agree that if any conflict occurs between the residency included in this agreement and that of the Board of Fire and Police Commissioners or any other entity, the terms of this agreement shall prevail. The association agrees to encourage its members to participate and respond to callbacks for emergencies.

ARTICLE 9 HOURS OF WORK

Section 9.1 - Scheduling

All employees, except members of the fire prevention bureau, covered by this agreement shall normally be assigned to the 24/48-hour shift.

Employees may be temporarily assigned to a forty (40) hour per week schedule in order to attend training or for attendance at recognized schools or fire academies. Attendance at training that will require temporary assignment to a forty (40) hour per week schedule shall be voluntary for the employees, except for a probationary firefighter who is required to attend to secure a level of education/certification required of all probationary employees. Such schedule shall consist of five (5) eight (8) hour days beginning on Monday and ending on Friday.

Section 9.2 - Work Day and Work Week

The normal workday for employees, except for members of the fire prevention bureau, shall be twenty-four (24) consecutive hours on duty followed immediately by forty-eight (48) consecutive hours off duty. Twenty-four (24) hour shifts shall commence at 7:00 a.m. and end at 7:00 a.m. the following day.

The annual average hours of work shall normally not exceed 49.9 hours per week. The average weekly hours shall be accomplished by scheduling every ninth duty shift as a “Kelly day” off duty. Scheduling of the initial “Kelly day” on any shift shall be done by job seniority.

The regular straight time hourly rate shall be computed by dividing the annual salary of employees assigned to twenty-four (24) hour shifts by the total annual hours for which they are paid, which is 2,595. The overtime rate shall be one and one-half (1½) times the regular straight time rate.

Section 9.3 - Master Schedule

The City shall set up a master shift schedule for the department, posted for a minimum period of sixty (60) calendar days, after any change, at each station and copies forwarded to the union officers on a timely basis anytime there is a change in the department shift schedules or personnel assigned to any shift. The posting shall show the assignment of all personnel and employees, which will cover the normal manning requirements on each shift.

Section 9.4 - Meal Periods

Meal periods for twenty-four (24) hour shift employees shall be one paid hour each lunch and dinner. A thirty (30) minute paid lunch period shall be included in the eight (8) hour day schedule. Should the meal period be interrupted, the fire chief or his designee will attempt to provide the remaining time for lunch and/or dinner. The start of lunch periods may be staggered as necessary to ensure coverage between the hours of 11:00 a.m. and 13:00 p.m., provided that the schedule of lunch breaks shall not be changed more often than once per month except in cases of emergency and is done in a fair and equitable manner.

Section 9.5 - FLSA Work Cycle

The City has adopted a twenty-seven (27) day work cycle for employees assigned to a twenty-four (24) shift for purposes of 7K of the FLSA. The City shall assign “Kelly days” within each period so that employees receive one twenty-four (24) hour “Kelly day” every ninth duty shift. “Kelly days” shall begin at 7:00 a.m. of the assigned day. For overtime purposes, “Kelly days” shall not be considered hours worked.

Section 9.6 - Overtime

Employees shall be paid at the overtime rate of one and one-half (1½) times their regular rate of pay for all hours worked in excess of their regular workday or workweek.

Overtime opportunities shall be offered to all bargaining unit employees as equitably as possible in accordance with mutually agreed procedures. Employee work schedules will not be altered to avoid the payment of overtime.

Section 9.7 - Stand Down Time

Stand down time for the twenty-four (24) hour shift personnel shall normally commence no later than 5:00 p.m. Monday through Saturday. On Sundays and holidays, stand down time shall be at 12:00 p.m. (noon). Company officers may assign additional time to personnel prior to designated stand down time to work on additional department responsibilities. Stand down time may also be

utilized to work on previously assigned department duties, projects or responsibilities. The only exceptions to stand down time are the following:

1. Night drills - no more than ~~eight (8)~~six (6), for a total of no more than ~~ten (10)~~twelve (12) hours annually.
2. Block parties - up to a maximum of one (1) hour daily.
3. Fire station tours.
4. Unexpected tasks unknown to Fire Administration prior to stand down time.

Section 9.8 - Maximum Hours of Work

The twenty-four (24) hour shift employees covered by this agreement shall not work more than forty-eight (48) hours consecutively. After each forty-eight (48) hours of work, the employee must have a minimum of twelve (12) hours of time off unless there are extenuating circumstances and/or a need for training. The forty-eight (48) hour restriction shall apply to working shift and regular duty, employee trades, or any schedule modification and does not include the recall of personnel for emergencies.

Notwithstanding the forgoing, under extenuating circumstances (e.g. emergency work in progress, community emergency or disaster), individuals may be required to work in excess of forty-eight (48) hours by order of or approval by the fire chief or his/her designee.

Section 9.9 - Kelly Days

All employees covered by this agreement (except when in the fire prevention bureau) shall have a Kelly day scheduled off every ninth (9th) duty shift. In no instance will more than one (1) officer be off on a Kelly day.

Once Kelly days have been selected, they shall be fully tradable with all other employees and may be combined with any and all other time off on days of the employee's choosing. Any such trade shall be considered a duty trade for purposes of FLSA and shall not create any FLSA overtime liability.

It is also agreed that should any Kelly day position become available during the term of this agreement for any reason, including but not limited to retirement, resignation, disability, or other reason, the open Kelly day position may be bid for by seniority of those on the affected shift. The employee with the highest seniority who bids for the open Kelly day position shall receive the bid for Kelly day schedule in place of his current Kelly day schedule. The bidding process shall be limited to one round only and there shall be no opportunity for any employee to bid on a Kelly day that becomes vacant subsequent to his bid. Once any reallocation of Kelly day schedules is completed, the newly hired employee shall receive the remaining Kelly day position/schedule as assigned by the fire chief or his designee. It is further agreed that this bidding system is procedural, and nothing in this bidding system will subject the City to any additional FLSA overtime costs.

ARTICLE 10 ADDITIONAL DUTY AND OUTSIDE EMPLOYMENT

Section 10.1 - Additional Duty

All additional duty opportunities shall be posted. Such additional duty shall be allocated at the discretion of the fire chief to all employees with the condition that such duty shall be divided as equally as possible. For employees covered by this agreement, such duty shall be on a voluntary basis and to the extent possible, a reasonable effort shall be made to give the employees priority opportunity for any such duty.

Additional duty shall include work other than regular shifts, extra station duty, specialty overtime (i.e. training, fire investigations, severe weather staffing, etc.), recalls for emergencies and assigned drills and meetings. Additional duty will also include a duty or position that does not currently exist and will be bargained for prior to being implemented.

Bargaining unit employees shall be paid in accordance with the provisions of this agreement for such work.

Section 10.2 - Internal Training Instructors

An employee that is qualified and capable to perform training within the City or present City training within the fire department shall have the voluntary option to accept any and all such assignments. Any such training will be scheduled at least sixty (60) days in advance, except in special cases and mutually agreed to by the City and the association. Instructors for these programs shall be those mutually agreed to by the City and the association. The pay for any and all such work outside of the employee's normal work schedule shall comply with section 11.2, and be paid at an overtime rate of one and one-half (1½) times the employee's normal hourly rate for the actual hours worked with a two (2) hour minimum, regardless of time, and a half, if applicable, or \$65 per hour, whichever is greater.

Section 10.3 - Outside Employment

Outside employment is defined as any employment in addition to an employee's regular, full-time job with the City. An employee who does engage in outside employment of an ongoing or regular nature shall receive written approval from the fire chief. Such approval may be revoked, for just cause, with a thirty (30) day written notice and is subject to the grievance procedure set forth in this agreement.

The City and the union agree that bargaining unit employees shall be prohibited from performing active firefighting and/or EMS duties for pay for any other municipalities with a population of 5,000 or more, or for any other fire protection district serving a population of 5,000 or more, or any other private ambulance service.

ARTICLE 11 OVERTIME PAY

Section 11.1 - Overtime Rate of Pay

Overtime worked shall be paid at the rate of one and one-half (1½) times the employee's hourly rate for all overtime worked, with no minimum hours except for specific types of overtime as set forth below. Any overtime worked or in excess of the minimum, if a specific type of overtime, shall be paid to the next quarter (¼) hour.

Section 11.2 - Overtime Assignment

Whenever any employee shall work any extra duty, the employee shall be paid at an overtime rate of one and one-half (1½) times the employee's normal hourly rate for the actual hours worked with a two (2) hour minimum, regardless of time.

Extra duty shall be apportioned at the discretion of the fire chief with the condition that such duty shall be divided or available to all qualified employees as equally as possible and in a manner agreed to by both the fire chief and the association. Extra duty shall be apportioned by the overtime system as outlined in Appendix E.

Section 11.3 - Recall for Emergencies

All bargaining unit personnel are subject to recall in the event of the declaration of a state of emergency. Each recall for emergencies shall be paid at an overtime rate of one and one-half (1½) times the employee's normal hourly rate for the actual number of hours worked with a two (2) hour minimum, regardless of time.

Section 11.4 - Call Backs for Emergencies

All employees may be eligible for call backs in the event of significant emergencies or periods of high emergency activity as determined by the fire chief or his designee. Response to call-backs shall be voluntary. It is agreed by both parties that all employees shall have an equal and fair opportunity to available call backs. It is mutually understood by the union and the City that mutual aid shall not be used as a replacement for the proper minimum staffing of the St. Charles Fire Department.

Each call back for emergencies shall be paid at an overtime rate of one and one-half (1½) times the employee's normal hourly rate for the actual number of hours worked with a two (2) hour minimum, regardless of time. Notwithstanding any other provision of this agreement, if an employee on a scheduled vacation or personal day reports for call back, the employee will substitute straight time pay for vacation or personal leave for the time worked for the emergency (e.g. a firefighter is on vacation from 7:00 a.m. to 7:00 a.m. and responds to a call-back for three (3) hours, he will be paid straight time for the three (3) hours call-back and the remaining twenty-one (21) hours will be designated as vacation or personal leave.)

Section 11.5 - Meal Allowances for Emergency Situations

The City shall provide meals to or reimburse the employees for the cost of meals for certain emergency situations with the approval of the ranking officer at a level at least equal to the level and conditions available to other City employees.

Section 11.6 - Fire Department Meetings and Drills – Off Duty

Scheduled drills, training, or meetings to which requested by the department to attend are voluntary for the employees. All employees requested to attend such a drill, training, or meeting that occurs during time the employee is off duty shall be paid at an overtime rate of one and one-half (1½) times the normal hourly rate for the actual number of hours worked with a minimum of two (2) hours, regardless of time.

Scheduled drills or training to which assigned by the department are required for the employees. All employees required to attend such a drill or training which occurs during time the employee is off duty shall be paid at an overtime rate of one and one-half (1½) times the normal hourly rate for the actual number of hours worked with a minimum of two (2) hours, regardless of time.

Section 11.7 - No Pyramiding

Compensation shall not be paid more than once for the same hours under any provisions of this article or agreement, provided that the employee shall be paid under the applicable provisions which provide the highest compensation.

ARTICLE 12 PAID TIME OFF

Section 12.1 - Vacation Accrual

The employees covered by this agreement shall receive an annual paid vacation in accordance with the provisions of this agreement. Shift personnel will receive vacation time in accordance with exhibit below. Vacation time shall be paid at the employee's regular rate of pay times the amount of vacation time hours actually used.

The standard vacation schedule adapted for the fire department personnel:

Exhibit		
Years of Service	Shift Personnel	Accumulation Rate
0 to 4 Years	5 Shifts	4.62 hours bi-weekly
5 to 7 Years	7 Shifts	6.47 hours bi-weekly
8 to 10 Years	8 Shifts	7.39 hours bi-weekly
11 to 13 Years	9 Shifts	8.31 hours bi-weekly
14 to 16 Years	10 Shifts	9.24 hours bi-weekly
17 to 19 Years	11 Shifts	10.16 hours bi-weekly
20 or more Years	12 Shifts	11.08 hours bi-weekly

Section 12.2 - Vacation Usage

Seniority as set forth in this Agreement shall determine the order employees sign up for vacation time off. This priority is for the approval of time off, but once time off is granted, it shall not be revoked unless a state of emergency is declared as defined in Article 2. Vacation selection is outlined in Appendix G.

If an employee is promoted or involuntarily transferred by the City, he shall be eligible to transfer his previously scheduled vacation/personal days to those days correlating on his new shift, regardless of whether open time off slots are available or not. If an employee is requested by the City or any of its agents to postpone all or part of his vacation and does so, the employee will be able to replace the postponed vacation time with available time acceptable to both the employee and the Fire Chief. If there is no time available or mutually agreeable to both parties which can be used before the end of the calendar year, the employee who postponed their vacation shall request that time postponed first in the new calendar year before any other vacation requests are granted to employees in his classification rank.

Vacations are to be used in full-day increments except for either of following two (2) conditions~~vacation time utilized for educational purposes, as set forth by the fire chief in a fair and equitable manner to all employees.~~

1. Vacation time utilized for educational purposes, as set forth by the fire chief in a fair and equitable manner to all employees.
2. One-time combination of vacation and personal time that equals a twenty-four (24) hour shift and utilized to reduce balance of personal time to zero (0).

There shall be three (3) time-off slots available per 24/48-hour shift for the 24/48-hour shift employees to utilize. These three (3) slots shall incorporate vacation leave, Kelly days, a personal day, and the provisions from Article 19. If the slot utilization goes above 92% of the Kelly, vacation, and personal time assigned for that calendar year, the slots shall be increased.

Bargaining unit employees may be advanced vacation leave up to what is earned in one (1) calendar year. Any vacation advance must be paid back by the end of the calendar year in which it was used. Any employee, who has not repaid the balance of any advanced vacation leave remaining, shall have said amount deducted from their final paycheck at termination.

Section 12.3 - Vacation Carry Over

An employee shall be able to accumulate vacation to a maximum two (2) years accumulated vacation time at the employee's anniversary date. If an employee has accumulated an amount greater than the maximum allowed as of his anniversary date, he shall be required to cash in excess vacation time. This excess time shall be paid to the employee at the rate of the employee's regular hourly straight-time rate of pay in effect on the day in which the employee's anniversary occurs.

Section 12.4 - Personal Day

An employee covered by this agreement shall receive a personal day on each January 1 if the employee uses four (4) or less sick shifts of sick time in the previous calendar year (as defined in Appendix A). The personal day shall be considered a personal day off, and prior to being utilized, the day must be approved by the chief or his designee and scheduled along with all other time off on the vacation/time off calendar.

The personal day shall be one (1) twenty-four (24) hour shift for employees covered by this agreement. Personal days are to be used in multiples of two (2) hour increments, ~~and then in~~

~~increments of one quarter (¼) hour thereafter~~ during the year earned and shall not be carried over to the following year, except in cases approved by the fire chief.

Section 12.5 - Holidays

The designated holidays, of which the City recognizes and celebrates a minimum of ten (10), shall be recognized and observed on the dates established by the City, with the exception of shift personnel. Shift personnel will celebrate the recognized holidays on the actual calendar dates in place of the recognized City holiday dates.

A list of, but not limited to, paid Holidays to be observed shall be as follows:

New Year's Day	January 1
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve (full day)	December 24
Christmas Day	December 25
Presidential Election Day	(Presidential Election Years)

Section 12.6 - Holiday Pay

Whenever any employee covered by this agreement shall be assigned to work any City holiday as defined in this agreement, the employee shall be paid at a double time rate of two (2) times the employee's normal hourly rate for the number of hours worked.

Full-time personnel, who are called in to work on a holiday, whether for minimum staffing, recall, fireworks, etc., shall be compensated at their double time rate. Personnel scheduled for minimum staffing overtime shall also receive the eight (8) hours of pensionable holiday pay as described below in this section.

Day personnel shall receive all City holidays, as defined in this agreement, off with full pay at the regular hourly rate times the number of hours the employee regularly works.

Off duty shift personnel who are otherwise available for work (not off work on suspension or leave of absence) shall receive eight (8) of the normal hourly rate of pay as holiday compensation for any holiday they are not working as they are on regular time off between shifts and have worked their previously scheduled shifts.

Section 12.7 - Sick Leave

All firefighters covered by this agreement will receive sick leave. Sick leave is accumulated at a rate of twelve (12) hours per month, with no maximum to the amount accumulated.

Sick leave is not to be considered a privilege to be used at the employee's discretion. An employee may use sick leave in case of an actual sickness or disability of the employee; for the care of dependents of their household pursuant to the Public Act 99-0841, which covers illness, injury, or medical appointments of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, stepchildren, or domestic partners; Sick leave is to be utilized out of necessity for actual sickness, disability, illness, or birth in his immediate family (as defined in Appendix F) or by the employee to meet physical examination appointments or other sickness prevention measures as prescribed by the employee's physician. Sick leave can also be utilized for a birth in his immediate family; including the employee's children (including step and adopted), father, mother, current spouse, or current employee who stands in loco parentis or is a guardian.

The City reserves the right to have all sick leave absences confirmed by a medical doctor or other health practitioner.

In any and all cases, these sick days are for sickness, disability, illness, birth, physical appointments, or other sickness prevention measures as set forth above and are not to be considered as personal days off.

Section 12.8 - Extended Sick Leave

If an employee becomes injured as a result of an injury or illness not arising out of or in the course of the employee's employment with the City, the employee shall be required to utilize sick time for all work time or shifts where the employee is unable to work. The employee shall continue to accrue service time and benefit accruals during such period. Insurance coverage shall be provided as for any other employee, with the employee responsible for the employee portion of the costs as set forth in this agreement. The employee shall remain in the employ of the City until such time when he returns to work, a minimum of twelve (12) months have passed from the original continuous extended sick leave, or as all the employee's earned, accrued or other benefit time has been exhausted, whichever is longer.

It is mutually agreed that the health of the employee is the primary concern during any extended sick leave. The return to work of a healthy and capable employee is of benefit to both the City and the association. As such, both parties agree to make all reasonable attempts to assist in the return to work of any and all such extended sick leave employees.

Section 12.9 - Sick Leave Advance

In case of an emergency, the fire chief may, at his discretion, authorize in writing, an advance of up to one hundred forty-four (144) hours of sick leave to the employee. Such a leave may be authorized only if the employee:

1. Has exhausted all available leave from which compensation could be made.
2. Has been employed for one (1) year.
3. Has demonstrated good performance and has indicated he intends to remain in the employ of the City.
4. Understands the amount of any advanced sick leave shall be deducted from future

accrued sick time earned until the advanced time is repaid. If the employee has not repaid the balance of advanced sick leave remaining, said amount shall be deducted from the employee's pay at termination or retirement.

5. The employee signs an agreement to this effect.

Section 12.10 - Family Death Leave

Upon request to the fire chief or his ~~agent~~designee, an employee covered by this agreement who suffers a death in their ~~immediate~~ family (as defined ~~in Appendix A below~~) will be given reasonable time off, with full pay, up to a maximum of three (3) days.

Family, for the purposes of family death leave, shall be defined as including the employee's children (including step and adopted), father, mother, current spouse, brother, sister, niece, nephew, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandparents-in-law or grandchildren.

- Bargaining unit employees assigned to a 40-hour workweek may be granted up to three (3) consecutive calendar days off.
- Bargaining unit employees assigned to a 24-hour shift may be granted one shift day off, unless the death occurs on a day when the employee is on duty, which case the employee will, upon request, also be given the remainder of such day off.
- These days shall be granted without loss of pay and shall not be deducted from accrued sick leave or earned vacation.

An additional amount of time may be granted by the fire chief or his designee, per Section 12.11 – Additional Paid Leave, due to death ~~of in~~ an employee's ~~immediate~~ family or extended family upon the request of the employee.

Section 12.11 - ~~Other~~ Additional Paid Leave

The fire chief or his designee may grant any additional leave. Such additional time shall be deducted, first from the unused sick leave and then from unused vacation.

If a serious or unexpected emergency occurs to an employee's immediate family, the employee will be allowed paid leave to the extent of the balance of the shift or while the emergency exists, whichever is shorter. Such leave must be confirmed by the fire chief or his assigned representative, to be granted permission or approval for the leave.

Section 12.12 - Donation of Paid Leave

Any non-probationary firefighter is eligible to receive vacation and/or personal time from any other firefighter or to donate vacation and/or personal time to another firefighter. Up to a total of forty-eight (48) hours of vacation and/or personal time may be donated to a firefighter by another firefighter if the firefighter is suffering from a non-work related, severe or life-threatening illness, injury, impairment or physical or mental condition, documented by a medical doctor's certification, which has caused him to be unable to perform his regular duties and be without pay. The request to donate is submitted to human resources in writing.

ARTICLE 13 OTHER PAID AND NON-PAID LEAVE

Section 13.1 - Worker's Compensation Coverage

Employees shall be covered by any and all protection afforded by the Public Employees Disability Act 5ILCS 345/, Worker's Compensation Act, and any and all other protection pursuant to federal law, state statutes, or local ordinances.

Section 13.2 - Transitional Duty

Transitional duty assignments are a recognition by the City, its departmental officials, and the employees that an employee is not able to perform at full capacity in his normal work assignment. When on transitional duty, the employee shall not be considered as part of the minimum staffing as defined in this agreement. In addition, an employee on transitional duty shall not be considered to be eligible for call backs for emergencies or to fill shift vacancies, as defined in this agreement, until such time as the employee has returned to full duty status. Unless the employee consents to a different work schedule, the hours of work for an employee with a transitional duty assignment shall be eight (8) consecutive hours (including a one-half hour lunch period) between 08:00 a.m. and 17:00 p.m. Monday through Friday. (Unless the physician specifies a shorter work week.)

An employee's assignment to a different shift for transitional duty shall commence on the employee's next regularly scheduled duty day with a maximum transition period of seventy-two (72) hours.

An assignment to transitional duty shall be made at the discretion of the City by the fire chief with the best interest and operation of the department of primary concern.

An assignment to transitional duty may be required, subject to doctor's approval, if an employee is recovering from a work related or workers' comp. time off injury or illness. If the employee is recovering from a non-work related or off-duty injury or illness, transitional duty shall be voluntary at the employee's discretion, subject to doctors' approval.

If transitional duty is offered to employees recovering from work related or workers' compensation injuries or illness, it must be offered on an equivalent basis to the employees recovering from non-work related or off-duty injuries or illness.

~~During the term of this agreement, the City and Union agree to meet and confer on the topic of return to work physicals and evaluations.~~

Section 13.3 - General Leave of Absence

The fire chief may grant an unpaid leave of absence to an ~~officer or~~ employee who has been ~~in the classified service~~ employed for not less than ~~three (3) months~~ ninety (90) days, for such period not exceeding thirty (30) days excepting military leave. ~~Immediate report of such absence shall be made to the Board of Fire and Police Commissioners. No leave shall exceed thirty (30) days, except to enable an officer or member to accept any (elective or appointive) position in the public service, not included in the classified service, or to enter the armed forces of the United States or any employment connected with the national defense, or because of disability or injury received in~~

~~the performance of duty, and in such cases, leaves of absence may be extended beyond thirty (30) days with the approval of the commission. In the event that a leave of absence is granted during the probationary period, the term of the probationary period shall be extended for a like period of time as the leave of absence.~~

~~Leaves of absence shall be governed by the rules and regulations of the Board of Fire and Police Commissioners in effect as of May 1, 1990, and as may be amended from time to time.~~

Section 13.4 - Military Leave

~~A full time employee who is a member of a reserve component of the armed forces (including the National Guard), will be granted a military leave of absence to participate in required training, cruises, or encampments. The employee will be paid the difference between his basic military pay and his regular wages for a period of up to two (2) workweeks in a one (1) year period if he has been a member of the reserve component from which he received formal orders for a period of at least sixty (60) days.~~

A full-time employee who is a member of a reserve component of the armed forces (including the National Guard), will be granted a military leave of absence to participate in required training, cruises, or encampments. The employee's leave, pay, and benefits will be in compliance with ISERRA (Illinois Service Member Employment and Reemployment Act) and USERRA (Uniformed Services Employment and Reemployment Act).

If the City enacts an ordinance, resolution, or City policy that provides a greater level of military service benefits than is included in this agreement, the employees shall have the benefit of any such ordinance, resolution, or City policy.

Section 13.5 - Family Medical Leave Act (FMLA)

Statement of Policy

It is the policy of the City of St. Charles, in accordance with the Family and Medical Leave Act to grant job protected unpaid family and medical leave to eligible employees for up to twelve (12) weeks per 12-month period for any one or more of the following reasons:

- The birth of a child and in order to care for such a child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12-month period following the child's birth or placement with the employee); or
- In order to care for an immediate family member (spouse, child or parent) of the employee if such immediate family member has a serious health condition; or
- The employee's own serious health condition that makes the employee unable to perform the essential functions of his/her position.
- Any qualifying exigency arising out of the fact that the employee's family member is on active duty, has been notified of an impending call to active duty, or in support of a call to duty in a foreign country. An employee is entitled to leave if the military family member is serving in any of the branches of the armed forces and is called to active military duty.
- Up to twenty-six (26) weeks of job protected, unpaid family and medical leave is provided if an employee has a spouse, son, daughter, parent, or next of kin who is a member of the armed forces (including Reserves and National Guard), and the employee is providing care for the

service member who sustained a serious injury or illness in the line of duty while on active duty status at any time during the preceding five years.

Definitions

- A. “12-Month Period” - means a rolling twelve (12) month period measured backwards from the date leave is taken and continuous with each additional leave day taken.
- B. “Spouse” - does not include unmarried domestic partners. If both spouses work for the City of St. Charles their leave in any twelve (12) month period may be limited to an aggregate of twelve (12) weeks if the leave is taken either for the birth or placement for adoption or foster care of a child or to care for a sick parent (but not parent “in-law”).
- C. “Child”- means a child either under eighteen (18) years of age, or eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability as defined by the Americans with Disabilities Act. An employee’s "child" is one for whom the employee has actual day-to-day responsibility for care and includes but is not limited to a biological, adopted, foster, or step-child, a legal ward, or a child of a person standing in loco parentis.
- D. “Parent” - means the biological parent or a person who stands or stood in loco parentis to an employee when the employee was a son or daughter as defined in “child” above. Parents-in-law are not included.
- E. “Next of Kin” – Nearest blood relative, other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins.
- F. “Serious Health Condition” - means an illness, injury, impairment, or a physical or mental condition that involves:
 - 1) Inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e. inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
 - 2) Continuing treatment by a health care provider which includes:
 - a. A period of incapacity lasting more than three (3) consecutive, full calendar days and any subsequent treatment or period of incapacity relating to the same condition that also includes:
 - i. Treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within seven (7) days and both within 30 days of the first day of incapacity); or
 - ii. One treatment by a health care provider (i.e. an in-person visit within seven (7) days of the first day of incapacity) with a continuing regimen or treatment (i.e. prescription medication, physical therapy); or
 - b. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
 - c. Any period of incapacity or treatment for a chronic serious health condition that continues over an extended period of time, requires periodic visits (at least twice a

- year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
 - d. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
 - e. An absence to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated.
- G. "Exigent Circumstances" - covers a qualifying exigency of short notice deployment or military events and related activities and the need to arrange for childcare and school activities; financial and legal arrangements; counseling; rest and recuperation; and post deployment activities. The need would arise out of the fact the employee, spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces in support of a call to duty in a foreign country. This means a reserve component service member was called to active duty during a time of war or national emergency, or military operation in which active forces (reserve or regular military) face an enemy.

Coverage and Eligibility

- A. To be eligible for family/medical leave an employee must:
 - 1. Have worked for the City of St. Charles for at least twelve (12) months; and
 - 2. Have worked at least 1250 hours in the previous twelve (12) month period.
- B. For part-time employees and those who work variable hours, family and medical leave entitlement is calculated on a pro-rata basis. A weekly average of the hours worked over the twelve (12) weeks prior to the beginning of the leave should be used for calculating the employee's normal workweek.

A poster prepared by the Department of Labor summarizing the major provisions of the Family and Medical Leave Act (FMLA) to include informing employees how to file a complaint is available in the Personnel Policy Manual Appendix and also posted in all City buildings.

Intermittent or Reduced Leave

- A. An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee when "medically necessary."
 - 1) "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.
 - 2) The employee may be required to transfer temporarily to a position, within the fire department, with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is planned based on scheduled medical treatment.

- B. An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with approval of the fire chief and human resources.

Substitution of Paid Leave Time

- A. An employee will be required to substitute any accrued unused sick time (except in the birth/adoption/foster care of a child), then any accrued unused personal time, followed by any accrued unused vacation time, as needed, for any part of any part of a family/medical leave for any reason.
- B. When an employee or spouse of an employee has a baby, the employee may substitute sick time for the serious health condition of the employee's spouse or for the employee. This is usually six (6) weeks for a normal birth and eight (8) weeks if a cesarean is needed, as indicated by the mother's physician. Any additional time off would be deducted from personal and vacation time.
- C. For duty injury leaves granted pursuant to Ill. Rev. Stat. Ch. 70 § 61. No substitution of other accrued paid leaves shall be required.
- D. When an employee has used any of the above paid time for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided for FMLA purposes equals twelve (12) weeks (twenty-six (26) weeks leave for caring for a service member).

Notice Requirements

- A. An employee is required to give immediate notice, or as soon as reasonably possible. A minimum thirty (30) day notice is required in the event of a foreseeable leave. A minimum ninety (90) day notice is required before the birth of a baby, including caring for a spouse after the birth. An "Employee Request for Family/Medical Leave" form should be completed by the employee and returned to Human Resources (forms available on the City iNet).
- B. If an employee fails to give thirty (30) days' notice for a foreseeable leave with no reasonable excuse for the delay, the leave will be denied until thirty (30) days after the employee provides notice.
- C. In the event an employee is unable to work by reason of illness, injury, or disability, the employee must report the illness, injury, or disability as soon as the condition is known, and thereafter furnish to Human Resources a physician's written statement showing the nature of the condition and estimated length of time that the employee will be unable to report to work along with an "Employee Request for Family/Leave" form (forms available on the City iNet). An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to city operations.
- D. In unexpected or unforeseeable situations, an employee should provide as much notice as possible, followed by a completed "Employee Request for Family/Medical Leave" form (forms available on the City iNet).

- E. While on consecutive leave, employees are requested to report every two (2) weeks to human resources regarding the status of the medical condition and their intent to return to work.

Medical Certification

- A. For leaves taken because of the employee's or a covered family member's serious health condition or the birth of a child, the employee must submit a completed "Certification of Health Care Provider" form and return the certification to human resources (forms available on the City iNet). The employee must provide medical certification within fifteen (15) days after requested, or as soon as is reasonably possible.
- B. The City of St. Charles may require a second or third opinion (at its own expense) from a doctor(s) of our choice, periodic reports on the status and intent to return to work, and a fitness-for-duty report to return to work.
- C. If intermittent or consecutive leave is longer than ninety (90) days, a new or updated "Certification of Health Care Provider" form will be required every ninety (90) days except for a birth of a child or an adoption.
- D. All documentation related to the employee's or a family member's medical condition would be held in strict confidence and maintained in a separate family and medical leave file.
- E. For leaves taken for active duty or to provide care for a serious injury or illness of a member of the armed forces, employee must submit a copy of the military orders along with a completed "Certification of Serious Injury or Illness of Veteran or Current Service Member" (forms available on the City iNet).

Effects on Benefits

- A. An employee granted a leave under this policy will continue to be covered under the City of St. Charles group health insurance plan, life insurance plan, and long-term disability plan under the same conditions as coverage would have been provided if they had been continuously employed during the leave period.
- B. Employee contributions will be required either through payroll deductions or by direct payment to the City of St. Charles. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.
- C. If a contribution is more than thirty (30) days late, the City of St. Charles may terminate the insurance coverage for the duration of the leave.
- D. If the City of St. Charles pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the employer for delinquent payments (on a payroll deduction schedule) upon return from the leave.
- E. If the employee fails to return from unpaid family/medical leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee's control (certification required within thirty (30) days of failure to return for either reason), the City of St. Charles may seek

reimbursement from the employee for the portion of the premiums paid by the City of St. Charles on behalf of the employee (also known as the employer contribution) during the period on leave.

- F. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to leave.

Job Protection

- A. If the employee returns to work immediately upon expiration of an approved family/medical leave, he/she will be reinstated to his/her former position with equivalent status pay, benefits, and other employment terms.
- B. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

Outside Employment

While the employee is off work from the City due to the employee's own serious health condition, the employee may only work for another employer if the restrictions can be accommodated. If the employee is off work from the City on FMLA leave for a birth, spouse, child or parent, the employee is prohibited from working for another employer.

Family/Medical Leave Forms to be Submitted by the Employee

- A. Request for Family/Medical Leave
- B. Certification of Health Care Provider
- C. Fitness for Duty to Return from Leave (for Employee's own health condition)
- D. Report of Absences, if any

Section 13.6 - Time Trades

This article applies to employees assigned to twenty-four (24) hour shifts. Changes to scheduled time off and trade of duty time may be allowed after the vacation schedule for the year has been established. Any employee shall be granted time trades with full normal pay for any shift(s) on which he is able to secure another employee to work in his place, provided that:

- A. Such replacement shall be of comparable status: firefighter for firefighter; officer for an officer.
- B. The substitution does not impose any additional cost to the City.
- C. Any request for time trades shall be subject to approval by the battalion chief/shift commander or their designee of the affected shifts. A trade request must be submitted to a chief officer utilizing the mutually agreed upon method with all relevant signatures not less than forty-eight (48) hours prior to the date of the earliest trade requested. Should the method need to be modified it should be discussed and mutually agreed upon in Labor/Management
- ~~C.~~D. Up to two (2) emergency time trades per calendar year may be utilized by each employee. Emergency time trades are trades of less than forty-eight (48) hours' notice.

~~D.E.~~ Such time trade hours shall be paid back to the employee that filled in within a period of 365 days.

ARTICLE 14 WITNESS AND JURY DUTY

Section 14.1 - Jury Duty

Upon notification to serve on jury duty, the employee shall submit a copy of the summons to the fire chief.

Jury duty will be treated as an authorized absence from work and the employee shall continue to receive his regular base wage while performing jury duty services. All compensation received for performing jury service will be kept by the employee. The employee shall continue to receive his regular base earning for that period.

If the jury service entails undue hardship on the public served by the employee, the human resources office will advise the employee of the hardship by letter and forward a copy of the letter to the jury commissioner along with the reply to the prospective jury questionnaire.

Section 14.2 - Witness Time

Employees required to appear before a court, judge, justice, or coroner as a defendant or witness or if is required to by the City or fire department and/or subpoenaed to attend attorney interviews, give depositions, and/or to testify with respect to lawsuits or administrative proceedings that are job-related or on any matter arising out of the employee's performance of his duties with the fire department or the City shall be released from duty without loss of pay for such appearances which occur on scheduled working days and shall be credited for hours worked and compensated at the employee's overtime rate with a minimum of two (2) hours for such appearances that occur on non-scheduled working days.

An employee shall report for work during parts of a scheduled workday when he is not required to be in court for jury duty or a witness appearance as provided above after the completion of the day's court activities.

ARTICLE 15 SENIORITY

Seniority shall be based from the date the employee last entered the full-time employment of the fire department of the City of St. Charles and accumulates during the entire period of continuous full-time service until the employee leaves the employ of the City due to resignation, retirement, disability or termination.

If more than one employee was hired on the same day, then with regard to seniority in the fire department, as between those persons appointed on the same day, it shall be determined by referring to the list of eligibility used for appointment by the department, and from the highest ranked to the lowest who are appointed on the same day, shall have seniority in that order.

All new employees on the department shall be considered probationary employees as defined by state statute. There shall be no seniority among probationary employees. Upon the successful completion of the probationary period, an employee shall acquire seniority that shall be retroactive to his date of full-time hire with the department in a position of firefighter covered by this agreement.

When or if any employee interrupts his continuous service period to receive a disability pension he shall be entitled to his accumulated seniority which existed at the time he was placed on the disability pension but he shall not be entitled to any seniority credit for the time he was on the disability pension when or if the employee returns to the employ of the City.

The parties hereto agree that departmental seniority shall be based on rank. Therefore, captains are senior to other captains and any other position covered under this agreement due to rank; lieutenants are senior to other lieutenants and any firefighters due to rank; firefighters are senior to other firefighters.

For employees holding the rank of captain or lieutenant, the date of promotion shall determine their seniority with respect to other employees of that rank.

The parties hereto agree that departmental seniority shall govern but not be limited to the following matters:

- 1) Vacation time selection.
- 2) Any reduction in the force as defined in this agreement.
- 3) Any re-hire of the force as defined in this agreement.
- 4) Placement on the extra duty eligibility list.

ARTICLE 16 WAGES

The following salary ranges shall become effective as of May 1, 20~~2016~~, and continue in effect, as amended and defined hereinafter, for the duration of this agreement.

Section 16.1 - Wage Increases

Wage increases included in range below:

	5/1/20	5/1/21	5/1/22	5/1/23
Fire fighter	<u>2.25%</u>	<u>2.25%</u>	<u>2.50%</u>	<u>2.50%</u>
Fire fighter/Paramedic	<u>2.25%</u>	<u>2.25%</u>	<u>2.50%</u>	<u>2.50%</u>
Lieutenant	<u>2.25%</u>	<u>2.25%</u>	<u>2.50%</u>	<u>2.50%</u>
Captain	<u>8.00%</u>	<u>7.00%</u>	<u>6.00%</u>	<u>5.00%</u>
	<u>over top</u>	<u>over top</u>	<u>over top</u>	<u>over top</u>
	<u>Lt. Pay</u>	<u>Lt. Pay</u>	<u>Lt. Pay</u>	<u>Lt. Pay</u>

Section 16.2 - Wages

As of May 1, 2020	65%	70%	75%	80%	85%	90%	95%	100%
Step Increases Occur at these Intervals	Start	6 Mos.	1 Year	18Mos.	2 Years	3 Years	4 Years	5 Years
Firefighter	<u>\$63,514</u>	<u>\$68,400</u>	<u>\$73,286</u>	<u>\$83,057</u>	<u>\$87,057</u>	<u>\$87,943</u>	<u>\$92,828</u>	<u>\$97,714</u>
Firefighter/Paramedic	<u>\$67,548</u>	<u>\$72,744</u>	<u>\$77,940</u>	<u>\$83,136</u>	<u>\$88,332</u>	<u>\$93,528</u>	<u>\$98,724</u>	<u>\$103,920</u>
							96%	100%
							Start	1 Year
Lieutenant							<u>\$110,145</u>	<u>\$114,735</u>
							Start 5.0% over Top Lt.	Top 8.0% over Top Lt.
Captain							<u>\$120,471</u>	<u>\$123,914</u>

As of May 1, 2021	65%	70%	75%	80%	85%	90%	95%	100%
Step Increases Occur at these Intervals	Start	6 Mos.	1 Year	18Mos.	2 Years	3 Years	4 Years	5 Years
Firefighter	<u>\$64,943</u>	<u>\$69,939</u>	<u>\$74,935</u>	<u>\$79,935</u>	<u>\$84,926</u>	<u>\$89,921</u>	<u>\$94,917</u>	<u>\$99,913</u>
Firefighter/Paramedic	<u>\$69,068</u>	<u>\$74,381</u>	<u>\$79,693</u>	<u>\$85,006</u>	<u>\$90,319</u>	<u>\$95,319</u>	<u>\$100,945</u>	<u>\$106,258</u>
							96%	100%
							Start	1 Year
Lieutenant							<u>\$112,624</u>	<u>\$117,316</u>
								Top 7.0% over Top Lt.
Captain								<u>\$125,528</u>

As of May 1, 2022	65%	70%	75%	80%	85%	90%	95%	100%
Step Increases Occur at these Intervals	Start	6 Mos.	1 Year	18Mos.	2 Years	3 Years	4 Years	5 Years
Firefighter	<u>\$66,576</u>	<u>\$71,687</u>	<u>\$76,808</u>	<u>\$81,928</u>	<u>\$87,049</u>	<u>\$92,170</u>	<u>\$97,290</u>	<u>\$102,411</u>
Firefighter/Paramedic	<u>\$70,794</u>	<u>\$76,240</u>	<u>\$81,686</u>	<u>\$87,132</u>	<u>\$92,577</u>	<u>\$98,023</u>	<u>\$103,469</u>	<u>\$108,914</u>
							96%	100%
							Start	1 Year
Lieutenant							<u>\$115,439</u>	<u>\$120,249</u>
								Top 6.0% over Top Lt.
Captain								<u>\$127,464</u>

As of May 1, 2023	65%	70%	75%	80%	85%	90%	95%	100%
Step Increases Occur at these Intervals	Start	6 Mos.	1 Year	18Mos.	2 Years	3 Years	4 Years	5 Years
Firefighter	\$68,231	\$73,480	\$78,728	\$83,977	\$89,225	\$94,474	\$99,722	\$104,971
Firefighter/Paramedic	\$72,564	\$78,146	\$83,728	\$89,310	\$94,892	\$100,474	\$106,055	\$111,637
							96%	100%
							Start	1 Year
Lieutenant							\$118,325	\$123,255
								Top 5.0% over Top Lt.
Captain								\$129,418

Employees hired prior to May 1, 2003, at the position of firefighter/engineer and serving in the position of firefighter/engineer at the date of execution of this agreement and who are not licensed as emergency medical technician-paramedic shall receive the pay classification of firefighter and also be eligible for the paramedic stipend shown in this agreement. Furthermore, employees hired prior to May 1, 2003, and serving in the position of firefighter/engineer at the date of execution of this agreement and who are licensed as emergency medical technician-paramedic shall receive the pay classification of firefighter/paramedic and also be eligible to receive an additional \$3,085.

Section 16.3 - Minimum Rank Differential

If an employee receives a promotion to a rank above the rank of firefighter, the pay shall be at a minimum of the new range.

During the term of this contract beginning May 1, 2020, the compensation compression was addressed between the ranks of Captain and Battalion Chief. The differential between Lieutenant and Captain was reduced to 5%. This practice is more compliant with the City’s long-standing practice as outlined in the City Policy Manual.

Section 16.4 - Bi-Weekly Pay Calculation

The regular bi-weekly rate of pay shall be computed by dividing the annual salary by twenty-six (26) pay periods. The regular hourly rate of pay shall be computed by dividing the annual salary by the annual paid hours.

Section 16.5 - Paramedic Pay

Lieutenants and/or captains who are certified as paramedics (EMT-P) shall receive a paramedic pay stipend as follows:

Effective 5/1/2016 May 1, 2020 – April 30, 2024	\$4,127
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This amount shall be divided by 26 and paid to the qualifying employees equally over the 26 pay periods of the year. An employee who is certified as a paramedic (EMT-P) for only part of the

year shall receive a prorated paramedic pay stipend for only those pay periods the employee held a current EMT-P license.

Section 16.6 - Longevity Pay

In lieu of the bonus schedule, the following longevity schedule shall be implemented starting May 1, 2020~~16~~16.

Years 6-9	1%
Years 10-14	1½%
Years 15-19	2%
Years 20-24	2 ½%
Years 25 -	3%

The longevity pay shall be paid in a lump sum at the anniversary date, paid as a percentage of base career rank salary (not acting rank pay).

Section 16.7 - Retroactive Pay

The City agrees to apply the wage schedule as referenced in Section 16.2 to the employees covered by this Agreement as provided herein on a retroactive basis, with such wage adjustments made retroactive to May 1, 2020, on all hours compensated by the City. This retroactive pay increase shall apply only to employees employed by the City on the date this Agreement is executed by both parties, and no other provision of this Agreement shall be applied retroactively. This payment shall be made within 45 days of the signing, by both parties, of this Agreement.

ARTICLE 17 MINIMUM STAFFING

Section 17.1 - Purpose and Goal

The City and the employees mutually understand and agree that protecting the health, safety, and welfare of the firefighters and the community is of primary concern to both parties. To promote this concern, allow the department to function properly and efficiently, and have the necessary resources available for emergency response, a minimum number of qualified and trained firefighters shall be maintained on duty at all times as set forth hereinafter.

Since it is agreed that maintaining an adequate number of qualified employees is in the best interest of the City, citizens, and the employees, the City and the employees hereby agree to continue to work to improve the staffing levels of the St. Charles Fire Department while working within budget concerns. The staffing levels included in the agreement are to be considered a minimum staffing level for the department. Nothing contained in this agreement shall limit the City from operating the department with a full-time professional staffing level of employees above this level and the employees will support such level.

Section 17.2 - Minimum Duty Staffing Level

The minimum number of employees assigned to be on duty on each frontline fire apparatus at each station shall be three (3) employees covered by this agreement. These employees on duty on each

frontline fire apparatus shall consist of a minimum of one (1) officer and two (2) firefighters. This level reflects the minimum level of employees required to provide reasonably safe and efficient operations, for the delivery of services to the community.

Section 17.3 - Qualifications

Employees covered by this agreement shall be certificated by appointment of the Board of Fire and Police Commissioners. Appointments shall be made in accordance with 65 ILCS 5/10.-2.1-4, 6.3 (the CSA).

The parties acknowledge the existence of a pre-existing contract between the City and Tri City Ambulance, effective July 1, 1990 through May 1, 20~~22~~¹⁷, relating to utilizing non-certificated Paramedic personnel for emergency transport ambulance service. The parties agree this contract will continue for its duration, but further agree such event shall not be construed to waive or otherwise prejudice either party's rights and obligations under the CSA to bargain as to alternatives to this contract service after the expiration of such contract.

All bargaining unit employees are expected to attain Firefighter III/Advanced Firefighter Technician status through the Illinois Office of the State Fire Marshal within four (4) years of their date of hire. Any employee who has not attained Firefighter III/Advanced Firefighter Technician shall be ineligible for their final pay step increase. In addition, effective twelve (12) months following the effective date of this agreement, any employee with three (3) or more years of service with the St. Charles Fire Department who has not attained certification as a Firefighter III/Advanced Firefighter Technician shall be ineligible for step increases.

Employees will typically complete the driver/engineer training program by the end of their 12-month probationary period. In the event that employees have not completed the driver/engineer training program, labor/management shall be used to facilitate timely completion or improvements of the program.

Section 17.4 - Supplemental Personnel

The City may continue to utilize paid-on-calls, in addition to any outlined above, to assist the full-time employees provided that they are used to supplement the full-time employees staffing level and shall not be utilized as substitutes for any employee covered by this agreement.

Section 17.5 - Hireback Requirement

If sufficient personnel are not available to meet the minimum staffing requirements, employees shall be retained or recalled on overtime, as detailed in this agreement, to meet the set forth minimum staffing required. Units shall not be placed out of service for reasons of insufficient personnel.

An unplanned, emergency, or absence of a non-reoccurring nature of up to two (2) hours or less may be covered first by a daytime officer covered by this agreement or second by a chief officer when regularly working.

Section 17.6 - Apparatus Assignments

The employees covered by this agreement shall be the only personnel to be assigned or work on any apparatus or unit other than a paramedic ambulance. It is also mutually agreed that at no time will an employee covered by this agreement be replaced by anyone but another employee covered by this agreement. In addition, at no time will any personnel other than an employee covered by this agreement be included in minimum staffing or have a duty assignment to any fire department apparatus or unit except for the following:

- 1) Fire department personnel operating command staff vehicles.
- 2) Paid on calls working when normally assigned and functioning only in a supplemental role.
- 3) The manning of paramedic ambulances until such time when employees covered by this agreement shall operate all ambulances, paramedic or other, and shall then be included in the minimum staffing provisions of this agreement.
- 4) The mechanic working in the course of his employment to make repairs, improvements, or examinations of apparatus and not to operate any apparatus or equipment at any incident or other situation.

The language contained in this article in no way restricts the right of the fire chief, assistant chiefs, and/or battalion chiefs to operate any piece of equipment that they deem appropriate in training or emergency situations of a non-reoccurring nature. At no time will the fire chief, assistant chiefs, and/or battalion chiefs be included in minimum staffing or perform work in place of any employee covered by this agreement, except as included in this agreement.

Section 17.7 - Station Captains

Each fire station shall be assigned and maintained with at least one (1) employee at the rank of captain. The captain shall be assigned to a regular shift schedule normally worked by the employees. The captain shall serve as the station officer, responsible and in charge of the fire station he is assigned to.

ARTICLE 18 PROMOTIONS AND TRANSFERS

Section 18.1 - Promotions

Subsection 1 - General

Promotions to the ranks of lieutenant, captain, and battalion chief shall be conducted in accordance with the provisions of this agreement. Any provisions not expressly covered by this agreement shall be in accordance with the provisions of the Fire Department Promotion Act (50 ILCS 742). This agreement shall not be construed to imply any waiver of such provisions. It is mutually agreed that should there be any conflicts between this agreement and the Fire Department Promotion Act, the terms and conditions of this agreement shall prevail.

The rank of battalion chief shall not be in the bargaining unit identified in this agreement and, therefore, shall be not covered by the terms and conditions of this agreement except as contained

herein Article 18 concerning promotions.

Orientation session provided by a professional independent service selected by the City-BFPC, shall be held within the first five (5) business days of the sign-up period. Orientation packets, tally forms and document submission envelopes shall be provided upon sign-up. Appropriate department SOG's shall be provided in electronic format to candidates after sign-up.

Any provisions of this agreement at variance with the provisions of the Act shall control for the term of this agreement in accordance with Section 10(e) of the Act.

Subsection 2 - Vacancies

This applies to promotions to vacancies in the ranks of lieutenant, captain, and battalion chief. A vacancy in such positions shall be deemed to occur on the date upon which the position is vacated, and on that same date, a vacancy shall occur in all ranks inferior to that rank, except for a vacancy in the position of battalion chief, whereas the rank from which this position is filled, (captain or lieutenant), a vacancy will occur in that position, provided the position or positions continue to be funded and authorized by the corporate authorities. If a vacated position is not filled due to a lack of funding or authorization and is subsequently reinstated, the final promotion list shall be continued in effect until all positions vacated have been filled or for a period up to five (5) years beginning from the date on which the position was vacated. In such event, the candidate or candidates who would have otherwise been promoted when the vacancy originally occurred shall be promoted.

The City retains the right to fill positions with a temporary appointment as allowed by law.

Subsection 3 - Eligibility

The examination process for promotion to the rank of lieutenant shall be competitive among employees in the rank of firefighter who meet the eligibility requirements set forth in subsection A below and who desire to submit themselves to such process. The examination process for promotion to the rank of captain shall be competitive among employees in the rank of lieutenant who meet the eligibility requirements set forth in subsection B below and who desire to submit themselves to such process. The examination process to the rank of battalion chief shall be competitive among employees in the ranks of captain and lieutenant who meet the eligibility requirements set forth in subsection C below and who desire to submit themselves to such process. The educational requirements must be completed as of January 1 of the calendar year in which the promotional process begins if the process begins in the first six (6) months of the calendar year or July 1 if the process begins in the last six (6) months of the calendar year.

The eligibility requirements to participate in the promotional process for lieutenant, captain, and battalion chief shall be published at least six (6) months prior to the date of the beginning of the promotional process.

- A. Lieutenant. Members of the bargaining unit shall be eligible to participate in the process for promotion to lieutenant if they meet the following qualifications:
- Have served a minimum of five (5) years full-time service with the St. Charles Fire Department, including probation.

- Certified as a Fire Officer I or Company Fire Officer ~~provisional Fire Officer I~~ as described by the Illinois Office of the State Fire Marshal
- B. Captain. Members of the bargaining unit in the rank of lieutenant shall be eligible to participate in the process for promotion to captain if they meet the following qualifications:
- Have served a minimum of three (3) years in the rank of lieutenant with the St. Charles Fire Department.
 - Certified as a Fire Officer II or Advanced Fire Officer ~~provisional Fire Officer II~~ as described by the Illinois Office of the State Fire Marshal.
 - Have completed a minimum of thirty (30) semester hours of course work from an accredited college or university.
- C. Battalion Chief. Members of the bargaining unit in the ranks of captain and lieutenant shall be eligible to participate in the process for promotion to battalion chief if they meet the following qualifications:
- Have served a minimum of five (5) years in an officer's rank of lieutenant or above.
 - Certified as a Fire Officer II or Advanced Fire Officer ~~provisional Fire Officer II~~ as described by the Illinois Office of the State Fire Marshal.
 - Have completed a minimum of sixty (60) semester hours of course work from an accredited college or university.

Employees who have an anniversary date on or after January 1 of the calendar year in which the promotion process is administered shall be considered eligible. The process shall be deemed to be commenced upon the issuance of a written notice by the fire chief and shall be posted to members of the fire department. After such notice the test shall be administered within a six (6) month period.

Subsection 4 - Rating Factors and Weights

All examinations shall be impartial and shall relate to those matters that will test the candidate's ability to discharge the duties of the position to be filled. The placement of employees on promotional lists shall be based on the points achieved by the employee on promotional examinations consisting of the following components weighted as specified:

	Percentage Weights		
	Lieutenant	Captain	Battalion Chief
1. Promotional Potential Rating (PPR)	10%	10%	15%
2. Oral Interview	10%	10%	0%
3. Assessment Center	15%	20%	30%
4. <u>Written Examination</u>	10% <u>45%</u>	10% <u>40%</u>	10% <u>35%</u>
4 5. Ascertained Merit	10%	10%	10%
6 5. Seniority	10%	10%	10%
6. <u>Written Examination</u>	10% <u>45%</u>	10% <u>40%</u>	10% <u>35%</u>

The promotional components shall be administered in the above order. The scores awarded for each component of the process shall be posted as soon as practicable after the component is completed and prior to the Written Examination.

Subsection 5 - Test Components

- 1) Promotional Potential Rating (PPR) –This component shall be conducted by the fire chief, assistant chief(s), and one member selected by the bargaining unit as follows:

Rank Tested	Bargaining Unit Member
Lieutenant	Lieutenant or Captain
Captain	Captain
Battalion Chief	None

The evaluation criteria shall be based upon specific job-related performance criteria that shall be disclosed to all candidates six (6) months prior to administering the process thereafter.

- 2) Oral Interview – This component shall be conducted by a panel consisting of no more than three (3) members of the Board of Fire and Police Commissioners, one member selected by the fire chief or his designee, one member selected by the human resources director, and one member selected by the union holding the rank of captain or higher who is an active or retired member of a fire department located in the Chicago Metro Region which is similar or larger than the St. Charles Fire Department. Scoring shall be based on the Olympic Model (i.e. the highest and lowest scores are disregarded, and the remaining scores are then averaged, tallied and recorded).
- 3) Assessment Center – This component shall be conducted by a professional independent service selected by the City. The raters selected shall be made in accordance with applicable law in effect on the date the promotional process begins.
- 4) Ascertained Merit – Ascertained merit shall be earned as set forth hereafter. The ascertained merit points shall be combined, except as noted, provided the total points awarded shall not exceed a maximum of 100 points.
 - a. Certification credit will be awarded at a rate of 10 points for EMT-B certification and 20 points for EMT-P certification. Points for EMT certification shall be non-cumulative and shall not exceed 20 points.

Additionally, certification credit shall be awarded at a rate of .5 points per eight (8) hour block of instruction required to attain an individual Office of State Fire Marshall (OSFM) certification. All approved certifications and associated point values are listed in Appendix H (Certification Credit). Changes to Appendix H will be made upon request, by either party, and by mutual agreement during Labor/Management meetings. Required documents shall be submitted in sealed envelope provided.

- b. Special Teams Credit
Special teams credit shall be earned at a rate of 1.5 points per year that the individual completed participation on a special team listed herein. Special teams credit shall be earned at a rate of 21.8 points per year that the individual served as Deputy Team Leader on a special team listed herein. Special teams credit shall be earned at a rate of 2.1 points per year that the individual served as Team Leader on

a special team listed herein. (For example, an individual serves 10 years as a team member and 5 years as a Team Leader = 25.5 total points).

To receive credit for any special team, an individual must currently be a member in good standing of the special team(s) at the time of the promotional testing process, their participation must be at, or above, the minimum requirements to maintain membership on that team(s), and all time credited with points shall only be that which is currently consecutive with uninterrupted continuous service.

For individuals who have served a minimum of ten (10) consecutive years in good standing on a special team, but have voluntarily withdrawn from team membership, that individual shall receive credit at a rate of .5 points per year that the individual completed participation on a special team listed herein. For the purposes of having verifiable information, Special Team credit for previous service will be awarded based on OFDC records beginning March 6, 2008 (OFDC Special Team credit). Special Team Deputy Team Leader credit will be awarded based on OFDC records beginning May 1, 2020 (OFDC Special Team credit).

A maximum of two (2) special teams may be used to be awarded points.

Dive-Rescue Team	<u>Honor Guard Team</u>
Fire Investigations Team	Technical Rescue Team
Hazardous Materials Team	Public Education Team

c. Awarding of Points

Credit for Ascertained Merit shall be divided as a 70% / 30% split between certification credit and special teams. Up to 70% shall be awarded to the area of higher point value and 30% shall be awarded to the area of lower point value. For example, if an individual had 75 points of certification credit and 25 points of special teams credit, he shall be awarded 95 total points (70 points + 25 points).

- 5) Seniority – Seniority points shall be calculated and awarded based upon the pool of candidates participating in the promotional process. The most senior candidate (a maximum of twenty (20) years of service may be used) that is participating shall be awarded one hundred (100) percent of the available credit of ten (10) points. Thereafter, each candidate with lower seniority shall be awarded points based upon the fractional result of the less senior candidate's years of service and multiplied by the ten (10) points available. Credit for years of service shall be calculated in ~~full-fractional~~ years (rounded to the nearest hundredth decimal) based upon each candidate's ~~anniversary date falling within the calendar year in which the examination is administered~~ service time between hire date and the date of the Written Exam.

For example, the most senior firefighter has twenty (20) years of service and gets the maximum of ten (10) points. ~~The least~~ A less senior firefighter has twelve (12) years of service. ~~This least-less~~ senior firefighter would receive 12/20 or 60% of the maximum

seniority points or six (6) seniority points. The least senior firefighter has five point six five (5.65) years of service. The least senior firefighter would receive 5.65/20 or 28.25% of the maximum seniority points or 2.83 seniority points.

- 6) Written Exam – The written examination shall be in accordance with the Act by a professional independent service selected by the City.

Subsection 6 - Scoring of Components

Each component of the promotional test shall be scored on a scale of one hundred (100) points. The component scores shall then be reduced by the weighting factor assigned to the component on the test, and the scores of all components shall be added to produce a total score of one hundred (100) points. In order to be placed on the preliminary promotional list, the candidate must have a combined cumulative score of all components of seventy percent (70%) or greater. Candidates shall then be ranked on the list in rank order based on the highest to the lowest points scored on all components of the test. Such ranking shall constitute the preliminary promotion list.

Following completion of the preliminary promotion list, education points may be applied. An amount of two (2) points for an associate's degree from an accredited institution, or four (4) points for a bachelor's degree, or six (6) points for a master's degree from an accredited institution shall be applied to the final score of the preliminary promotion list upon a written application for those preference points, with supporting documentation, within five (5) business days after the initial posting of the preliminary promotion list. Required documents shall be submitted in sealed envelope provided. An employee may not combine points for more than one degree but shall be awarded points under the above scale for the highest degree obtained as of the date of the written exam. The preference shall be calculated and added to the total score achieved by the candidate on the test. The appointing authority shall make adjustments to the rank order of the preliminary promotion list based on any education points awarded, if any. A captain participating in the battalion chief process shall be awarded an additional two (2) points to their total score. This adjusted preliminary promotion list shall then be posted at all fire stations and copies provided to the Union and all candidates.

A candidate on the adjusted preliminary promotion list, who is eligible for veteran's preference, under the laws and agreements applicable to the department, may file a written application for that preference within ten (10) business days after the initial posting of the adjusted preliminary promotion list. Required documents shall be submitted in sealed envelope provided. The preference shall be calculated as provided under section 55 of the Act and added to the total score achieved by the candidate on the test. The appointing authority shall make adjustments to the rank order of the preliminary promotion list based on any veteran's preference awarded, if any. The final adjusted promotion list shall then be posted at all fire stations and copies provided to the Union and all candidates.

Subsection 7 - Right to Review

The Union or any affected candidate who believes that an error has been made with respect to eligibility to take the examination, examination result, placement, or position on a promotion list, shall be entitled to a review of the matter by the appointing authority. A grievance may be filed as provided by Article 25 of this agreement subject to the following conditions:

- The grievance shall be limited to disputes relating to a claim that the City failed to follow the requirements of this appendix in administering the test;
- The grievance shall not involve any claims relating to disputes over the level of the ratings or points awarded by the evaluator as to any component of the test, other than the accuracy of the computations of the points awarded.
- The grievance shall not involve any claims relating to disputes over the substantive content of any written exam, PPR, or assessment center, including the exam format and design, and the identity of those who conduct such components.

Subsection 8 - Order of Selection

Whenever a promotional rank is created or becomes vacant due to resignation, discharge, promotion, death, or the granting of a disability or retirement pension, or any other cause, the appointing authority shall appoint to that position the person with the highest ranking on the final promotion list for that rank, except that the appointing authority shall have the right to pass over that person and appoint the next highest ranked person on the list if the appointing authority has reason to conclude that the highest ranking person has demonstrated substantial shortcomings in work performance or has engaged in misconduct affecting the person's ability to perform the duties of the promoted rank since the posting of the promotion list. If the highest-ranking person is passed over, the appointing authority shall document its reasons for its decision to select the next highest-ranking person on the list. Unless the reasons for passing over the highest-ranking person are not remedial, no person who is the highest-ranking person on the list at the time of the vacancy shall be passed over more than once. Any dispute as to the selection of the first or second highest-ranking person shall be subject to resolution in accordance with the grievance procedure in Article 25 of this agreement.

Subsection 9 - Maintenance of Promotional Lists

A final promotional list shall remain valid and unaltered for a period of two (2) years. The City shall take all necessary steps to ensure that the Board of Fire and Police Commissioners maintain in effect current eligibility lists so that promotional vacancies are filled no later than ninety (90) days after the occurrence of the approved vacancy; however, if there is no list in effect subject to Article 18.1 of this agreement, the promotional vacancies will be filled no later than one hundred eighty (180) days after the occurrence of the approved vacancy.

Section 18.2 - Transfers

The City, at the discretion of the fire chief, has the right to transfer employees between stations or assigned work hours as allowed within the provisions of this agreement. Such transfers shall not be made punitively, arbitrarily, or in violation of any article of this agreement.

Notification of all transfers shall be given to the employee in writing not less than fifteen (15) days prior to it becoming effective, except in cases of emergency or special circumstance. All such transfers shall be made in a fair and equitable manner and in the best interest of the department by the fire chief.

If an employee wishes to request a voluntary transfer, the employee shall submit such request in writing to the fire chief for his consideration. This request shall be to his approval or denial in a fair

and equitable manner with the best interest and operation of the department of primary concern.

The City shall attempt to provide forty-eight (48) hour advanced notice of any detailed assignment to the employees affected. If an employee is temporarily detailed from his normally assigned fire station location to another fire station or work location at a time outside the employee's regular shift or working time and the forty-eight (48) hours advanced notice is not given, the employee shall be compensated at the overtime rate for the change in work location for that shift or working time. Each temporary detail assignment shall be considered a separate occurrence and compensated as outlined above.

All employees shall also be reimbursed for mileage in personal vehicles utilized to perform detail assignments.

Section 18.3 - Officer Replacement

When a regularly assigned officer is temporarily or unexpectedly absent from a duty assignment the vacant position shall be filled in the following order of priority:

1. By detailing a floating officer who is working his regular shift and not already assigned to an apparatus or counted as part of minimum staffing requirements as set forth in this agreement.
2. By recalling a captain or lieutenant from the additional duty assignment (overtime) system.
3. If the fire department is at or above the minimum staffing requirements of this agreement, and does not need to rehire an officer to meet the minimum staffing provisions, the senior qualified firefighter who accepts the position may temporarily serve as an acting officer, and he shall receive acting out of rank pay for any such time worked. If no one qualified accepts such duty, the fire chief or his designee shall have the authority to assign such duty.

Section 18.4 - Acting Out of Rank

Employees may be required to accept the responsibilities and carry out the duties of the next highest rank under circumstances including, but not limited to, the following. Whenever minimum staffing is being met as defined herein and there is no company officer actually working, on in no cases more than two (2) frontline fire apparatus, or when a battalion chief is not on-duty, designated employees may be assigned to act out of rank in the vacant position. These include the following:

- Whenever minimum staffing is being met as defined herein and there is no company officer actually working, on in no cases more than two (2) frontline fire apparatus, acting out of rank assignments shall be assigned in a rotating manner amongst those eligible employees on the same shift, with priority in the following order:
 1. Employees of the rank of firefighter or firefighter-paramedic who appear on the current fire lieutenant promotion list (employees may not opt out).
 2. Employees in the rank of firefighter or firefighter-paramedic who are eligible for the current fire lieutenant promotion process (employees may opt out).

Where applicable, employees who meet the requirements for acting out of rank may elect to opt out. An employee who elects to opt out will no longer receive acting out of rank assignments in a rotating manner amongst eligible employees. However, it is understood

that eligible employees who opt out may still be assigned acting out of rank assignments when required by staffing levels regardless of opt out status. Employees may elect to opt out on an annual basis and no later than January 1 of each year. The opt out list shall reset on January 1 of each year.

An employee acting out of rank as a company officer shall be compensated at the rate of pay associated with the first step for fire lieutenant for all hours worked in an acting position.

- Fire lieutenants may be assigned to serve as an acting captain if a captain is absent for more than thirty (30) days due to extended sick leave, injury or other unanticipated absence other than promotion, retirement, or other reason necessitating promotion. Fire lieutenants assigned to acting captain shall be assigned in ~~a rotating~~ the following manner: ~~first by those fire lieutenants within the affected shift in the order they appear on the current Fire Captain promotion list, then by seniority of those eligible amongst fire lieutenants within the affected shift, then strictly by seniority, amongst fire lieutenants within the affected shift.~~
 - Fire lieutenants within the affected shift in the order they appear on the current Fire Captain Promotion list.
 - Fire Lieutenants in the order they appear on the current Fire Captain Promotion list.
 - Seniority of those eligible to participate in Captain's promotional process (as defined in 18.1 Subsection 3) amongst fire lieutenants within the affected shift.
 - Seniority, amongst fire lieutenants within the affected shift.

Fire lieutenants may serve as acting captain for up to sixty (60) calendar days no more than twice per calendar year for a total of up to one hundred twenty (120) days per calendar year. In the event only one (1) Fire Lieutenant on the affected shift appears on the current Fire Captain promotion list, they shall serve as Acting Captain for up to one hundred twenty (120) days per calendar year prior to other Fire Lieutenants on the affected shift serving in that position. An employee acting out of rank as a fire captain shall be compensated at the rate of pay associated with the first step for fire captain while serving in that position.

- Fire captains may be assigned to serve as an acting battalion chief in the absence of the assigned shift officer. Fire captains may be assigned to acting battalion chief if a battalion chief is absent for more than thirty (30) days due to extended sick leave, injury or other unanticipated absence other than promotion, retirement, or other reason necessitating promotion. In this case, a fire Lieutenant shall be assigned to serve as acting captain utilizing the procedure described above. Fire captains may serve as acting battalion chief for up to sixty (60) calendar days no more than twice per calendar year for a total of up to one hundred twenty (120) days per calendar year. An employee acting out of rank as a battalion chief shall be compensated in the following manner: 5% will be added to the top of the range salary for the captain's position and the hourly rate will be calculated. The captain serving as the acting battalion chief will have his current hourly rate adjusted upward to meet the newly calculated rate while serving in that position. Fire Captains assigned to serve as an acting battalion chief shall remain union members covered by this agreement. This shall be the usual procedure for assignment of acting Battalion Chief.

Upon termination of the acting assignment, the pay rate shall return to the employee's permanent rank held with time in grade.

ARTICLE 19 EDUCATIONAL PROGRAM

Due to the diverse and complex areas of responsibility the firefighters' job involves, the City and the employees agree to work together to improve the firefighters' abilities, performance and qualifications, thus providing the fire department's essential services to the community at or above the high standards presently attained.

The department will provide in-service training with the objective of furthering the firefighters' abilities, performance and qualifications. Furthermore, the firefighters shall be encouraged to attend educational classes, conferences, seminars, or other functions of similar nature intended to improve, upgrade, or recertify the firefighters' skill and professional ability in the fire service. Such educational opportunities shall be posted on the training board in each station.

The City reserves the right to establish the educational, training, and/or experiential qualifications employees must possess in order to acquire employment with the City. Any change in the education, training, or other qualifications of the employees once employed by the City shall be made by the City only if it is directly job related, a reasonable amount of time is given to achieve the new level of ability, and the employees are able to have input into any such changes. The City shall pay for the cost of any such required job-related increase in educational, training, or other qualifications. The City shall support firefighter training at the following levels:

- Mandatory training shall consist of those courses, curriculums, or certifications which the City mandates for all personnel. Leave from duty shall be granted to department personnel for attendance at mandated training. Personnel shall receive their normal salary while attending school and shall receive overtime pay, if applicable. The City may, at its discretion, temporarily assign the employee to a forty (40) hour workweek to facilitate attendance at mandated training. The City acknowledges its commitment to provide worker's compensation coverage.
- Specialty training shall consist of those courses or curriculums at which the fire chief, by virtue of individual circumstances or involvement with specialty teams or assignments, mandates attendance of individual personnel. Leave from duty shall be granted to department personnel for attendance at specialty training. Personnel shall receive their normal salary while attending school on-duty and shall receive overtime pay, if applicable. The City may, at its discretion, temporarily assign the employee to a forty (40) hour work week to facilitate attendance at mandated training. The City acknowledges its commitment to provide worker's compensation coverage.
- Elective training shall consist of those courses, curriculums, or certifications, which are job related but not mandated or required for the employee's assigned position. Employees attend elective training for the purpose of personal enrichment or for advancement in the fire department. Leave of duty may not be granted to department personnel for attendance at elective training, unless otherwise approved by the fire chief

in a specific instance. Personnel attending elective training shall do so on their own time.

The grievance procedure set forth in this agreement shall be the process available to resolve any disagreements related to educational matters.

The City will reimburse all employees for any costs incurred for tuition, course costs, fees, and books upon the successful completion of approved courses, schools, training classes, conferences, seminars and other functions of a similar nature related to the fire service area. Such educational reimbursement shall not be less than that outlined in the City Personnel Policy Manual, as amended from time to time, which specifies the conditions under which all City employees will be equally reimbursed for all other educational assistance. All such cases shall require prior approval utilizing the forms and processes provided for such purpose. In any such case approval shall not be unreasonably denied.

An employee may request to attend elective training class/courses, while on duty, if the department is over the minimum staffing requirements and there is no additional cost to the City. There shall be no requirement on the City for the fire chief to allow on duty employees to attend elective training sessions. Employees may choose to use scheduled benefit time (vacation or personal day) to reserve a time slot on the FLSA calendar in order to attend elective training. If on the day of the training, the department is above minimum staffing and there is no overtime liability to the City for allowing the employee to attend, the City will not charge the employee his/her scheduled benefit time. The City reserves the right to cancel attendance at any training due to budgetary, staffing, or operational reasons. Such training will normally be rescheduled to a later date whenever possible.

The City will make a reasonable and sincere attempt that any and all notices, calendars, brochures, or other offering of fire service or job-related training should be promptly posted in each station and available to all employees.

The following is a list of, but not limited to, the minimum courses approved for attendance at or participation in, including reimbursement under the terms of the educational program as included in this agreement. The courses set forth below include many but not all of the fire service related courses available to the employees and does not in any way reduce the availability of any class, course, seminar, conference, or other job-related training opportunity not listed. Any class, course, seminar, conference, or other job-related training not included below will be approved in accordance with the provisions of this agreement. In no case will the employee receive an educational program/reimbursement level below that of any other City employees.

The details below are a guideline for approved courses and prerequisites for attending classes. The fire chief may approve the course before the prerequisites below are met if such approval is done equally to all employees or to make the educational program/reimbursement equal to that of other City employees. No employee under this section shall be guaranteed course approval for more than two (2) courses, classes, seminars, etc. in any one (1) fiscal year. The City reserves the right to cancel attendance at any training due to budgetary, staffing, or operational issues. Such training will normally be rescheduled to a later date if possible.

Following successful completion of the probationary period:

- Advanced Technician Firefighter (Includes Office of the State Fire Marshal prerequisites)
- Other courses, seminars, etc. approved by the Fire Chief.

Employees following certification as Firefighter III/Advanced Technician Firefighter:

- Other courses, seminars, etc. approved by the fire chief.

ARTICLE 20 INSURANCE

Section 20.1 - Liability Coverage

The City will maintain liability coverage with the employees, as a group and including all fire department employees, named as insured.

Section 20.2 - Life and Health Insurance

The employees covered by this agreement shall receive the same life and health insurance as provided to all other City employees. Employees' dependents, as defined by the City's insurance carrier, are to be included in the medical coverage.

In cases of denied or disputed claims, the City will on request investigate the dispute, and if the City determines that the claim is valid, the City shall provide reasonable assistance to the employee in making an appeal to the insurance carrier, provided the terms of the applicable policies shall govern eligibility for any benefits and no disputes shall be subject to the grievance procedure of this agreement.

The employees shall be given, upon request, the current explanation of the insurance program and coverage.

Employees shall pay twenty-five percent (25%) of dependent coverage for health care costs. The dependent health care costs shall be calculated based on the city's procedure in effect on May 1, 1994¹.

The employee shall be allowed to participate in the City wellness program.

ARTICLE 21 CLOTHING ALLOWANCE

Section 21.1 - Uniforms and Gear

The City shall provide all required uniform, turnout gear, identification, and personal protective equipment at the time the employee begins full-time employment in the fire department.

¹ The amount the employee shall be responsible for paying is calculated as 25% of the difference between the COBRA rate of the City's CORE plan for single coverage and the COBRA rate for the cost of the dependent coverage for the CORE Plan. The non-CORE premium equivalent rates are structured by the value of the plan. The City designates the PPO 1500 as their CORE plan (base level plan).

The parties agree that the City shall provide any and all replacements of required uniform, turnout gear, identification and personal protective equipment at the time needed as set forth hereinafter. An employee in need of required uniform, turnout gear, identification, and personal protective equipment or replacement of said items shall contact the quartermaster, whom shall be designated by the fire chief. The quartermaster shall deem if the need exists and then, if there is a need for appropriate items, a requisition shall be forwarded to the quartermaster. Two employees who agree to be assistant quartermasters, appointed by the fire chief, shall assist the quartermaster with processing of inventory and requisitions, distribution of new uniforms and PPE, collection of returned items, and to assure equal representation and accessibility on all three shifts. Within a reasonable timeframe, the requested items shall be delivered to the quartermaster or designated assistant for distribution to the employee.

In no reasonable case shall any uniform, turnout gear, identification, or personal protective equipment item that has been deemed to be in need of replacement by the quartermaster or designee be refused when the appropriate written requisition is completed and forwarded to the fire chief or his designee without written reasons why the item requested has not been ordered or will not be delivered in the set forth timely manner. The grievance procedure set forth in this agreement shall be the available method to resolve any disagreements related to the clothing allowance matters.

The following items generally describe the regulation uniforms of the St. Charles Fire Department issued after May 1, 1990, and shall be in accordance with N.F.P.A. Standards. It is further agreed that the style, make, color, and any changes in the minimum uniform requirement or optional clothing may be recommended by the health and safety committee and approved by the fire chief. It is also agreed that any changes approved by the fire chief shall not be unreasonable or unsafe.

The minimum uniform requirements are as listed herein:

Six (6)	Pair Duty Uniform Pants
Six (6)	Duty Uniform Shirts (Button Down or Polo)
Six (6)	Fire Department Issued T-Shirts
Two (2)	Duty Sweatshirts
One (1)	Quilted Jacket Windshirt
One (1)	Dress Uniform Jacket
One (1)	Pair Dress Uniform Pants
One (1)	Dress Uniform Shirt
One (1)	Uniform Cap
One (1)	Tie (Black)
One (1)	Fire Department Baseball Cap
One (1)	Winter Uniform Coat
One (1)	Pair Leather Dress Shoes
One (1)	Black Leather Belt (Class B use)
One (1)	Black Leather Belt (Class A use)

For Honor Guard, the minimum additional uniform requirements are as listed herein:

One (1)	Dress Uniform Jacket with “Red” Stripes
One (1)	Dress Uniform Pants with “Red” Stripes
One (1)	Dress Uniform Hat (Blue) with “Red” Stripe & Maltese Cross Insignia
One (1)	Dress Shirt (White) with American Flag on Right Shoulder and Department Patch on Left Shoulder
One (1)	Dress Tie (Black)
One (1)	Pair of High Gloss Black Dress Shoes
One (1)	High Gloss Black Leather Belt with Silver Buckle
One (1)	Pair of Honor Guard Gloves
One (1)	Pair of Honor Guard Collar Insignia
One (1)	Honor Guard Aiguillette

The Minimum turnout gear and personal protective equipment requirements are as listed herein:

One (1)	Helmet
One (1)	Turnout Coat
One (1)	Pair of Suspenders
One (1)	Pair Bunker Pants
One (1)	Pair Leather Bunker Boots
Two (2)	Pair Fire Gloves
One (1) Two (2)	Flash Hood
One (1)	Face Shield
One (1)	Flashlight
One (1)	SCBA Face Piece
One (1)	Pair of Safety Glasses

The Class C duty uniform shall consist of the following department issue: blue straight leg or cargo style pants, blue polo shirt or button down uniform shirt (with appropriate rank insignia), black belt with silver buckle and black station boots. Employees may wear either the blue button down duty shirt, blue duty sweatshirt with department t-shirt underneath, or blue polo shirt. However, a button down dress shirt or polo shall be worn for all public engagement events (i.e., inspections, public education, block party).

Employees shall be reimbursed up to \$175 for each fiscal year of this agreement for the purchase of approved station footwear with prior approval of the quartermaster or designee. Employees may be reimbursed the balance available for the entire term of the contract at any time during the term of the contract. Employees have the ability to use the reimbursement for all items related to the approved station footwear.

New employees will be reimbursed for the value available in the fiscal year hired and any remaining years of the contract. If an employee separates from employment with the Fire Department prior to term of the contract and has utilized reimbursement exceeding what would have been available during the fiscal year of separation, the employee shall repay the City, upon demand, the sum equivalent to the total additional value that has been reimbursed.

Section 21.2 - Personal Property

Personal property required to be carried on duty, such as a watch or glasses shall be repaired or replaced with a comparable item, not to exceed \$200, in the event of damage pursuant to assigned duties, with prior approval by the fire chief or his designee. An accident report must be completed to receive compensation.

Section 21.3 - Employee Responsibility

The employees are responsible for proper use and care of such equipment, and negligent use could result in disciplinary action.

ARTICLE 22 RETIREMENT, RESIGNATION, AND TERMINATION

Section 22.1 - Accrued Sick Time

If the employee resigns in good standing he will be eligible for payment of all unused sick leave up to the maximum set forth hereinafter or in force at the time of hire.

- A. Employees in full-time employ of the City prior to May 1, 1986, are eligible for payment to a maximum of 600 hours of accrued sick leave.
- B. Employees entering the full-time employ of the City on or after May 1, 1986, are eligible for payment to a maximum of 450 hours of accrued sick leave.

In good standing is defined as, but not limited to:

- A. Resignation by a full-time employee with at least two (2) weeks' notice.
- B. Permanent lay-off by the City or changing to another City department.
- C. Retirement, if at least two (2) weeks notice is given.

Not in good standing is illustrated, but not limited to, the following:

- A. Termination by the Fire Chief and the Board of Fire and Police Commissioners for disciplinary reasons with just cause.
- B. Abandonment of the position.
- ~~B.C.~~ Resignation in lieu of termination by a probationary employee.

Section 22.2 - Accrued Benefits

Except as outlined above, At the time of termination for any reason, such as retirement, resignation, discharge, or death, the employee shall receive payment for any and all benefits, which the employee has accrued. Any employee who has not repaid the balance of any advanced vacation leave remaining, shall have said amount deducted from their final paycheck at termination.

Section 22.3 - Deferred Compensation Plan

The employees covered by this agreement shall be eligible to participate in any deferred compensation program that the City currently has or may establish on the same terms and conditions that are applicable to any other City employees. The deferred compensation plan shall be set up and function under the rules and requirements of the IRS section 457.

Section 22.4 - Retirement Insurance Plan

The City and the employees are looking toward establishment of an employee-sponsored Retiree Health Savings (RHS) Plan. The Retiree Health Savings (RHS) Plan shall be administered by a group acceptable to the City and the employees. The purpose of the plan shall be to allow the employees to accumulate assets in order to pay medical and other eligible expenses at and during retirement.

The employees covered by this agreement shall have the ability to participate in any Retiree Health Savings (RHS) or comparable plan at not less than the terms and conditions that are applicable to other City employees. It is further agreed that the City and the union will meet and bargain in good faith to establish the specific terms and conditions of the fire department Retiree Health Savings or comparable plan. The result of the negotiations shall be reduced to writing, signed by both parties, and included as a side letter to this contract.

ARTICLE 23 DRUG AND ALCOHOL TESTING

Drug and alcohol testing shall be conducted in accordance with the procedures specified in Appendix D.

ARTICLE 24 GENERAL CONDUCT AND DISCIPLINE

Section 24.1 - General Conduct

As a member of public service, Firefighters shall conduct themselves in a manner so as to bring credit upon the City, the Fire Department and the Firefighters and abide by the reasonable rules and regulations set forth by the Board of Fire and Police Commission as amended from time to time, the Illinois Revised Statutes, the reasonable rules and regulations of the City and rules referred to in Section 7.1. Prior to initiating the discipline process, performance issues of a minor nature may be addressed by the use of employee coaching. If an employee can be effectively coached by his immediate supervisor following an incident, this action shall be considered as to whether or not it is necessary to institute the start of the discipline process for the employee. A coaching session is intended to correct under-achievement of performance expectations and is not considered discipline. Coaching sessions will be documented utilizing the coaching form. These forms ~~shall be removed from the employee's personnel file upon request will remain in the employees personnel file until~~ after their ir next regular evaluation.

Section 24.2 - Discipline

If the City has reason to discipline or reprimand an employee, it should be done in a manner that is fair, equitable, and will not embarrass or degrade an employee before any other employee or member of the public. Disciplinary actions instituted by the City shall be for documented just cause, enforced in a fair and equitable manner, and dependent on the situation involved.

Section 24.3 - Off Duty Misconduct

The City may only discipline employees for off-duty misconduct where such conduct may adversely affect the employee's performance of his work duties or ability to function with others

in the department or adversely affects the department's effectiveness in the community. There must be a reasonable and direct relationship demonstrated between the grounds for discipline and either the employee's ability to accomplish his or her duties satisfactorily or some other legitimate department interest.

When an employee is alleged to have engaged in serious misconduct, but the City has not had sufficient opportunity to investigate the allegations to make a disciplinary determination, the City may place the employee on administrative leave with pay pending the initial hearing or final outcome of the investigation.

Section 24.4 - Standards and Levels of Discipline

Non-probationary employees shall be disciplined only for just cause. As a general rule, the City will follow principles of timely progressive discipline for the purpose of encouraging corrective employee action where minor offenses are involved, but not where the offense is substantial and serious. Where the City believes just cause exists to institute disciplinary action, it shall have the option to assess the penalties of:

- Oral Warning
- Written Reprimand
- Suspension
- Discharge

Section 24.5 - Notification and Review

For any discipline that may lead to a written reprimand or greater, prior to taking any final disciplinary action, the City shall notify the employee of the reasons for such contemplated disciplinary action. Notification shall include:

- Allegation of violations of Rules and Regulations
- Statement of charges describing the alleged conduct giving rise to the possible discipline
- Employee's right to union representation

Once this investigation has been completed, the fire chief and/or his designee will make every attempt to share with the union representative(s) information from the investigation needed to properly represent the employee at a pre-disciplinary meeting while maintaining confidentiality of the information shared.

Except as provided otherwise herein, the grievance and arbitration procedure set forth in this agreement is the available means for appealing disciplinary action, with the exception of oral warnings which may be grieved and appealed, but not to arbitration.

If an employee is found to be unjustly suspended, the employee shall be reinstated with full compensation for all lost time and his record will be cleared of the suspension and charges.

The City and the association do mutually agree that the Illinois Firemen's Disciplinary Act, 50 ILCS 745/ of the Illinois Compiled Statutes, as amended, shall become incorporated into this agreement as if fully set forth herein.

Section 24.6 - Personnel Records

The City maintains an official personnel file on each employee in the human resources department. These personnel files and their contents are confidential and shall be kept secure at all times. The fire chief, his designee, and the human resource department shall be the only authorized persons with access to the files, except as set forth hereinafter. The Personnel Record Review Act, 820 ILCS 40/ shall be incorporated into this agreement as if fully set forth herein.

An employee can inspect the contents of his personnel or training file at any reasonable time and in the presence of the human resources department. The employee will also be able to obtain copies of the contents and add any materials he deems necessary for his file. The employee must request in writing the removal of any disciplinary materials which may no longer have a bearing on the employees' performance review, such disciplinary records have a stated time limit when they are eligible to be removed.

Except as otherwise provided herein, disciplinary actions must be purged from all records as follows:

Oral Warnings: as soon as twelve (12) months have elapsed since the employee was last warned for the offense, at the employee's request to the human resources department.

Written Reprimand: as soon as eighteen (18) months have elapsed since the employee was last warned for the offense, at the employee's request to the human resources department.

Suspension: as soon as twenty-four (24) months have elapsed since the employee was last warned for the offense, at the employee's request to the human resources department.

Letters regarding violence in the workplace (as defined by city policy), harassment (as defined by city policy), and theft shall be purged from all records as soon as five (5) years have elapsed, at the employee's request from human resources.

An Employee shall be able to put a letter into his file, which refutes the content or conclusions of any letter against him contained in his file.

ARTICLE 25 GRIEVANCE AND ARBITRATION

Section 25.1 - Scope and Purpose

The most effective accomplishment of the work of the City requires prompt consideration and equitable adjustment of employee misunderstandings and grievances. A grievance is defined as a complaint or a difference of an opinion between an employee or the union and the City, with respect to an alleged violation, misinterpretation, or misapplication of a specific provision of this agreement.

It is the desire of the City to adjust misunderstandings and grievances informally, and both supervisors and employees should make every effort to resolve problems as they arise. Lacking an opportunity to discuss and adjust grievances leads to employee dissatisfaction. This in turn may be

reflected in job performance and adversely affect the high standards of service our City strives to provide. Therefore, good employee relations are good business.

Section 25.2 - Grievance Form

Employees, or the association, who desire to pursue a grievance must file a written form, at each level, within the time period provided below. Example of the grievance form is provided as Appendix B.

Section 25.3 - Grievance Procedure

Recognizing that grievances should be raised and settled promptly, a grievance must be raised within ten (10) calendar days after the occurrence of the event giving rise to the grievance, or if the event giving rise to the grievance is such that the employee would not normally be aware of it within the applicable period, then time would commence within ten (10) calendar days after the employee reasonably should have been aware of that event, in accord with the following procedure:

Step 1 – An employee who has a question or dispute shall submit the grievance form as follows: Employees assigned to a 24-hour shift shall submit their grievance form to his/her battalion chief within ten (10) calendar days of the incident. Employees assigned to a 40-hour workweek in the fire prevention bureau shall submit the grievance form to the assistant chief of support services within ten (10) calendar days of the incident. Unless the grievance is presented within this time frame, it shall be deemed not to exist. If the employee's regular battalion chief or the assistant chief of support services is absent or unavailable during the period of time in which a grievance must be filed, then the grievance shall be presented to the assistant chief of operations. The battalion chief or the assistant chief, if applicable, shall offer to meet with the grievant(s) and a union representative to discuss the grievance within ten (10) calendar days of the receipt of the grievance from the grievant(s). The battalion chief or assistant chief or his designee shall render a written response to the grievant(s) and the union within ten (10) calendar days after the step one grievance meeting. If no such meeting is held, then the battalion chief or the assistant chief or his designee shall respond to the grievance within ten (10) calendar days of his receipt of the grievance from the grievant. A copy of the grievance and the response will also be forwarded to the human resources director and fire chief. If the grievant is dissatisfied with the response of the battalion chief or assistant chief, the grievant(s) may initiate Step 2 of this procedure.

Step 2 – The grievance form shall be submitted to the fire chief within ten (10) calendar days of the battalion chief's or the assistant chief's decision in Step 1. The fire chief shall make a separate investigation, including meeting with both the grievant(s) and a union representative to discuss the grievance within ten (10) calendar days after receipt of the grievance from the grievant. The fire chief or his designee shall render a written response to the grievant(s) and the union within ten (10) calendar days after the Step 2 grievance meeting. If no such meeting is held, then the fire chief or his designee will respond to the grievant(s) in writing within ten (10) calendar days of the receipt of the

grievance. A copy of the grievance and the response will also be forwarded to the human resources director and city administrator. If the grievant(s) or union is dissatisfied with the response of the fire chief, the grievant(s) or union may initiate Step 3 at that time.

Step 3 – If the grievance is not settled in Step 2 of the grievance process and the grievant(s) or the union decides to appeal, the grievant(s) and/or the union officers shall, within fifteen (15) calendar days after the receipt of the Step 2 response submit the grievance form to the city administrator. The city administrator shall review the matter in detail and meet with the grievant(s) and the union officers at a mutually agreeable time within fifteen (15) calendar days of the receipt of the grievance. The city administrator shall give his written response within fifteen (15) calendar days of this meeting.

Section 25.4 - Arbitration

If a timely grievance has not been resolved within fifteen (15) calendar days after receiving the reply from Step 3 from the city administrator or his designee and if no request for arbitration is made within that time frame, the matter shall be deemed withdrawn or waived.

If a grievance is not settled during the above steps, the grievance may be taken to arbitration only by the union.

If arbitration is requested within the timeframe, by the union, the parties shall jointly request the Federal Mediation and Conciliation Service to provide a panel of seven (7) recognized arbitrators from which one (1) will be chosen by alternate striking of names. The request shall specify that the panel be composed only of arbitrators who are members of the National Academy of Arbitrators and a resident of Illinois, Iowa, Wisconsin, or Indiana.

The party who strikes first shall be determined by a coin flip. The name remaining on the list after the other names have been stricken shall be the arbitrator. Either party may reject one entire panel.

The arbitrator shall act in a judicial, not legislative, capacity and shall have no right to amend, modify, nullify, ignore, add, or subtract from the provisions of this agreement. The arbitrator shall only consider and make a decision with respect to the specific issue submitted and shall have no authority to make a decision on any other issue not submitted to him. In the event the arbitrator finds a violation of the terms and conditions of this agreement, the arbitrator shall formulate an appropriate remedy. The arbitrator shall have no authority to extend time limits for filing of the grievance or appeal to arbitration. If the grievance raises issues not addressed by the terms of this agreement, the arbitrator shall so rule and make no further comment on the matter.

Expenses for the arbitrator's services, if any, shall be shared equally by the parties. Each party shall be responsible for compensating its own witnesses. If either party desires, a record of the proceedings shall be made, and the cost of the court reporter shall also be shared equally by both parties.

The arbitrator's decision shall be based solely upon his interpretation of the meaning or application of the terms and conditions of this agreement to the facts of the grievance presented. A decision consistent with the terms of this agreement and not exceeding the arbitrator's authority, as limited herein shall be final and binding.

Section 25.5 - Board of Fire and Police Discipline

All non-probationary employees facing disciplinary charges with the Board of Fire and Police Commissioners of the City of St. Charles ("Board") shall have the right to choose between having disciplinary action resolved through a hearing before an arbitrator selected upon the grievance/arbitration procedure of this agreement or, alternatively, by a hearing conducted by the board.

If the fire chief files charges with the board, a grievance may be filed by a member of the union executive board ("union") contesting whether just cause exists for such action according to the following procedure:

- 1) At the time that the fire chief files charges with the board, he shall notify the affected employee and the union of such action, including the specifically recommended discipline.
- 2) The union may then file a grievance contesting the just cause of the disciplinary action. Such grievance shall be filed in accordance with Section 25.4.
- 3) If a grievance is filed, it may be referred to arbitration in accordance with the provisions of Section 25.4.
- 4) If the grievance is referred to arbitration by the union, the following additional conditions shall apply:
 - a. The notice to refer the disciplinary grievance to arbitration shall be signed by the union's designated representative and shall also contain a signed statement from the affected employee waiving any and all rights he/she may have to a hearing before the board or to appeal the board's actions on the charges to the courts pursuant to the Administrative Review Act.
 - b. Upon receipt of such notice referring the grievance to arbitration, the board shall issue an order implementing the fire chief's recommendation for discipline within fifteen (15) days of the filing of the union's notice of referral to arbitration without further hearing. If the board fails to act within such period, it shall be deemed to have issued a decision upholding the charges and recommended discipline as filed by the fire chief. In either event, the grievance as to whether such board action is supported by just cause shall be heard before an impartial arbitrator as provided in of the grievance procedure (Section 25.4) unless the grievance is settled upon terms acceptable to the union, the employee, and the City.
- 5) If no grievance is filed by the union or the union does not refer the grievance to arbitration, the charges shall proceed to a board hearing and a determination shall be made by the board.

Section 25.6 - Other Provisions

Any complaint other than a grievance, as defined, shall be handled by the procedure as outlined in the City Personnel Policy Manual.

At any time after a grievance has been filed, the City or its' agents and the employee's or the union may agree to settle the grievance. In any case, the terms of the settlement shall be in writing, dated, signed by both parties, and shall not be inconsistent with the terms of this agreement.

At any time during the grievance procedure a union officer may be present, with or without the employee, to have a grievance heard and resolved. The names of the union officers or other authorized union representatives who may represent employees at any step of the grievance procedure shall be forwarded annually to the fire chief by the union in writing.

A grievance may be presented at a step other than the first step in cases that do not involve an immediate supervisor. Furthermore, if the grievance is not appealed to the next step within the specified time limit or any agreed to extension, it shall be considered settled on the basis of the City's or its agent's last answer.

Nothing in this agreement prevents an employee from presenting a grievance to the City and having the grievance heard and settled without the intervention of the union, provided that a union officer is afforded the opportunity to be present at such conference and that any settlement made shall not be inconsistent with the terms of this agreement.

Section 25.7 - Impasse Arbitration for Contract Negotiations

Should arbitration be invoked during contract negotiations, the parties agree to waive the panel selection in subsection 14 of the Act and select an impartial arbitrator as provided in Section 25.4 of this agreement.

ARTICLE 26 EMERGENCY MEDICAL SERVICES (EMS)

Section 26.1 - Paramedic Positions

All employees hired on or after May 1, 2003, and all existing employees who were directed to obtain and maintain EMT-Paramedic (EMT-P) license prior to June 1, 2002, shall maintain their EMT-P license as a condition of employment. The exceptions to this condition are that employees can opt out pursuant to the procedures included in this agreement, or the fire chief may grant written permission to an employee to discontinue their EMT-P license. Illinois Department of Public Health licensure/re-licensure for EMT-P will be paid by the City.

Section 26.2 - Emergency Medical Technicians

All current employees presently holding an EMT-B license or presently holding an EMT-P license that opt out of paramedic status, pursuant to the procedures included in this agreement, shall maintain such license during the term of this agreement. Furthermore, all employees hired on or after May 1, 2003, shall maintain their EMT-B license as a condition of employment

should they opt out of paramedic status, pursuant to the procedures included in this agreement. Illinois Department of Public Health licensure/re-licensure for EMT-B will be paid by the City.

Section 26.3 - Good Faith Effort

The employees shall make a good faith effort to obtain and maintain their license as EMT-P or EMT-B. An employee's failure to make, in the fire chief's judgment, a good faith effort to obtain and maintain their EMT-P or EMT-B license shall be subject to disciplinary action. Current employees, as of May 1, 2003, not presently holding an EMT-B license shall be encouraged to but not required to obtain that license during the term of this agreement.

An employee hired after May 1, 2003, who makes, in the fire chief's judgment, a good faith effort but nevertheless fails to successfully obtain/maintain an EMT-B or EMT-P license, shall be given one (1) additional opportunity to obtain or retain license as an EMT-B or EMT-P. The City will refund to the employee, upon submission of appropriate receipts or documentation for the direct costs for retraining, such as tuition, fees, and books. Expenses for mileage, meals, and time will not be reimbursed.

Section 26.4 - Number of Paramedics

The fire chief shall establish no later than January 1 of each year, following discussion and consideration at a labor-management meeting for the purpose of determining the number of EMT-P positions needed for that year, the number of bargaining unit employees assigned to shift work who must maintain a current EMT-P license. The fire chief shall have the right to revise the number of required EMT-P's annually following the above procedure.

The fire chief shall, on an annual basis or any time there is a change, advise the union president of the number of employees who must maintain a current EMT-P license.

Section 26.5 - Opt Out Provisions

Employees hired prior to May 1, 2008, may exercise the option to opt out of licensure as an EMT-P as specified below. If the number of employees who have EMT-P exceeds the number the fire chief has established, as required for EMS operations, employees up to the number in excess of the number that the fire chief has established shall have the right to be relieved of the requirement that they maintain their EMT-P license subject to the following:

- A. Employees completing school and receiving license with identical dates shall be placed on the EMT-P seniority list following department seniority.
- B. Employees shall notify the fire chief in writing of their desire to discontinue their license provided they have been licensed and functioning as EMT-P's for at least four (4) years with the St. Charles Fire Department.
- C. If the number of employees who request to discontinue their EMT-P license would result in a number of EMT-Ps dropping below the number established by the fire chief, preference shall be given to employees based on seniority, with employees who have the highest number of years of service as an EMT-P with the St. Charles Fire Department having priority.

- D. Employees hired after May 1, 2003, shall maintain their EMT-B license at a minimum if they opt out of paramedic status.
- E. Employees hired after May 1, 2008, who hold the rank of paramedic/firefighter, shall maintain their EMT-P license as a minimum requirement of their continued employment with the City. Employees hired after May 1, 2008, who hold the rank of lieutenant or captain may exercise the option to opt out of licensure as an EMT-P as defined by this agreement.
- F. Any bargaining unit employee, who was previously permitted to drop their EMT-P license, and subsequently restores their EMT-P license with any EMS System at any time during their term of employment with the City, must immediately inform the fire chief. Upon restoration of EMT-P licensure, the employee must successfully test into the current EMS system as an EMT-P within 90 days of restoration and must function under the auspices and approval of the current EMS system serving the St. Charles Fire Department, regardless of any other standing he or she may possess with another EMS system.

Section 26.6 - Emergency Medical Training

The City shall make appropriate arrangements for employees to undertake the necessary courses of study, practical experience, and other prerequisites to obtaining and/or maintaining EMT-P and/or EMT-B licenses. This includes paying the direct cost of the training in accordance with present practice.

Any required EMT-P or EMT-B training which occurs outside the employee's regularly scheduled hours of work, and which has been approved by the fire chief or his designee, shall be compensated at the overtime rate of one and one-half (1½) times the employee's regular hourly rate of pay.

In addition, the necessary continuing education hours needed to maintain the EMT-P or EMT-B license, if they occur outside the employee's regularly scheduled hours of work, and has been approved by the fire chief or his designee, shall be compensated at the overtime rate of one and one-half (1½) times the employee's regular hourly rate of pay. Any clinical hours above the required hours, that occur outside the regularly scheduled hours of work, shall not be considered compensable time.

Section 26.7 - Annual Continuing Education

It shall be the responsibility of the department to provide the mandated hours and topics of annual continuing education to the employees. The department shall work to coordinate a majority, or if and when possible all, continuing education for employees holding EMT-P and EMT-B licenses during regular working hours for the shift personnel.

It shall be the responsibility of all EMT-P's and EMT-B's to obtain the mandated hours of annual continuing education and to submit documentation of these hours to the EMS coordinator prior to the last day of the year.

Section 26.8 - Paramedic Preceptors/Facilitators

The preceptor/facilitator position is a voluntary position providing EMS field training, to, but not limited to, intern EMT-P's during their licensing process, EMT-P students, EMT-B students, and other department licensed EMT-P's and EMT-B's. Preceptors/facilitators also participate with the instruction of various forms of EMS continuing education programs.

If there are an insufficient number of preceptors who volunteer, EMT-P's who meet the following criteria may be assigned for a term of one (1) year with a minimum of one (1) year between required assignments. The qualifications for the position of preceptor/facilitator are:

- A. At least one (1) year experience as a licensed EMT-P for the St. Charles Fire Department and in the Southern Fox EMS system.
- B. Possesses a sound knowledge of EMS theory and skills and the ability to instruct, coach, and guide.
- C. Have no previous sustained complaints of misconduct related to patient care or malpractice in the EMT-P's personnel file within the past twelve (12) months
- D. Maintain current good standing with the department, EMT-P continuing education requirements, and any and all EMS quizzes and examinations.
- E. Endorsement and unanimous agreement of the fire chief, department EMS coordinator, EMS system director, and the union president.
- F. Temporary assignments due to preceptor absence must meet all of the above.

The fire chief shall determine the number of preceptors necessary for elective education and training purposes.

Section 26.9 - Preceptor Pay

Employees serving as a paramedic preceptor shall receive a \$520 preceptor pay annually. This amount shall be divided by twenty-six (26) and paid to the qualifying employees equally over the twenty-six (26) pay periods of the year.

Section 26.10 - Probationary Firefighter/Paramedic

Probationary firefighters hired with EMT-P licenses shall maintain that license. Continuing education hours completed outside of regularly scheduled hours of work, and approved by the fire chief or his designee, shall be compensated at the overtime rate of one and one-half (1 ½) times the employee's regular rate of pay as set forth in this agreement.

The probationary firefighter shall be required to successfully test into the Southern Fox EMS system within ninety (90) days of their employment with the City. While the firefighter is in his probationary period, the EMS coordinator will assist the employee in obtaining the right to function in the Southern Fox EMS system.

Section 26.11 - Department EMS Coordinator

The fire chief shall designate a department EMS coordinator. The department EMS coordinator shall be a bargaining unit employee of the rank of Lieutenant or higher. The department EMS

coordinator shall supervise the EMS operation and function of EMS personnel within the department.

The department EMS coordinator shall report directly to a battalion chief as designated by the fire chief. The battalion chief will serve as the department's EMS director, and shall have overall department EMS administrative responsibilities.

Section 26.12 - Notice and Medical Treatment

The City acknowledges its obligation for notification and treatment under 29 Code of Federal Regulations, Part 1910.1030 Bloodborne Pathogens as adopted in reference by the Illinois Department of Labor for employees' occupational exposure to blood or other potentially infectious materials.

ARTICLE 27 FIRE PREVENTION BUREAU (FPB)

Section 27.1 - Fire Prevention Bureau Positions

The department may create fire inspector positions within the fire prevention bureau (FPB). These positions shall be filled with bargaining unit employees at the rank of lieutenant.

Section 27.2 - Filling Fire Prevention Bureau Positions

Where there is a vacancy in the fire prevention bureau, the assignment to the fire inspector position in the fire prevention bureau shall be made in the order as set forth in this agreement.

All lieutenants will be given an opportunity to request assignment to the fire prevention bureau. Furthermore, there shall be an annual FPB bidding by seniority, from the officer rank(s) involved, for any open position(s) in the fire prevention bureau. This annual bidding shall be completed prior to the annual vacation sign up procedure for the upcoming calendar year.

Assignment to the fire prevention bureau shall be as set forth hereafter:

- A. First, from among the lieutenants who volunteer for such assignment.
 - 1) The officer(s) by seniority and currently certified as a Fire Prevention Officer I/Basic Fire Prevention Officer shall have priority for the position.
 - 2) The officer(s) by seniority without certification as a Fire Prevention Officer I/Basic Fire Prevention Officer shall have next priority for the position should it not be filled from the previous group.
- B. Second, if there are no volunteers or if there are an insufficient number of volunteers, the lieutenants with the least departmental officer seniority in the affected rank shall be assigned to fill the position in the reverse order of seniority until all needed fire prevention positions are filled. If the least senior lieutenant has served his complete term and no lieutenant promotion(s) have been made, the least senior lieutenant shall remain assigned to the fire prevention bureau until a lieutenant promotion occurs.

Any lieutenant who obtains his Fire Prevention Officer I/Basic Fire Prevention Officer certification while in the bureau must serve one (1) additional year in the bureau, unless another

lieutenant with Fire Prevention Officer I/Basic Fire Prevention Officer requests or bids for the bureau position or there is a less senior lieutenant with Fire Prevention Officer I/Basic Fire Prevention Officer.

Section 27.3 - Duration of Fire Prevention Bureau Assignment

Fire prevention assignments shall normally commence at the beginning of the first full pay period in the calendar year. Each initial assignment to the fire prevention bureau, whether voluntary or assigned, shall be for a period of not less than two (2) years. The only exception to this is for any lieutenant assigned to the fire prevention bureau prior to June 30 of that calendar year, the lieutenant will serve the balance of the calendar year and one (1) additional calendar year. For lieutenant(s) assigned to the fire prevention bureau after June 30 of that calendar year, the lieutenant will serve the balance of that calendar year plus an additional two (2) calendar years. Fire prevention bureau assignments shall end at the conclusion of the last full pay period in the calendar year. The fire prevention bureau bidding/assignment process shall be completed on an annual basis and prior to the vacation calendar sign-up.

An officer that is working in the fire prevention bureau shall be able to remain in that capacity if he chooses to remain in that position, as approved by the fire chief, during the annual FPB bidding system, with no limit to the number of terms the lieutenant can choose to maintain that position on an annual renewal basis. Should a lieutenant be forced to fill a vacancy in the fire prevention bureau, the lieutenant shall be able to return to a fire suppression assignment as outlined in this agreement.

Section 27.4 - Return to Fire Suppression Assignment

When an equivalent position becomes open or available in fire suppression, the lieutenant in the fire prevention bureau assignment(s) will have the option to return to fire suppression duties on a seniority bid basis only when the term is completed or the employee has been promoted. In addition, the lieutenant may elect to return to fire suppression by seniority during the annual FPB bidding if the lieutenant has seniority and elects not to remain in a FPB assignment for the next calendar year.

Section 27.5 - Holidays

The officer(s) working in the fire prevention bureau shall have the same union holiday schedule as the employees covered by this agreement and outlined in this agreement. The FPB officer(s) shall receive the holiday(s) off with pay. If the officer(s) are working a temporary shift assignment on a holiday they shall be paid in accordance with the provisions of this agreement.

Section 27.6 - Vacation

Upon assignment to the fire prevention bureau, whether voluntary or required, the officer(s) shall retain all of their accrued vacation time. If or when an officer returns to a fire suppression assignment, the officer(s) will also retain all of their accrued vacation time.

Officer(s) shall accumulate vacation time in accordance with the provisions of this agreement.

Years of Service	Annual Amount Earned	Accumulation Rate
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1-4	10 days	3.08 hours bi-weekly
5-9	15 days	4.62 hours bi-weekly
10	16 days	4.93 hours bi-weekly
11	17 days	5.24 hours bi-weekly
12	18 days	5.54 hours bi-weekly
13	19 days	5.85 hours bi-weekly
14	20 days	6.16 hours bi-weekly
15	21 days	6.47 hours bi-weekly
16	22 days	6.77 hours bi-weekly
17	23 days	7.08 hours bi-weekly
18	24 days	7.39 hours bi-weekly
19	25 days	7.70 hours bi-weekly

Vacation sign up and usage by officer(s) assigned to the fire prevention bureau shall be separate from the regular fire suppression employees. An officer(s) shall be able to choose any day for vacation time off with the provision that one member of the fire prevention bureau, including the Assistant Chief in charge of the FPB of Support Services, should be working during regular business hours, except as approved by the fire chief. If the officer(s) move to a fire prevention bureau position, any and all vacation previously scheduled shall be honored. Further details of the vacation sign up and usage for the officer(s) assigned to the FPB shall be as outlined in this agreement and the vacation sign up system mutually agreed to between the City and the union which will be reduced to written procedure and included as a side letter to this agreement.

Section 27.7 - Personal Time

The officer(s) assigned to the fire prevention bureau, whether voluntary or required, shall receive forty-two (42) hours of personal time annually. Personal time may be scheduled off as outlined in this agreement.

Section 27.8 - Sick Time

Upon assignment to the fire prevention bureau, whether voluntary or required, the officer(s) shall retain all of their accrued sick time. If or when an officer returns to a fire suppression assignment, the officer(s) will also retain all of their accrued sick time.

While assigned to a fire prevention bureau position, the officer(s) shall accumulate sick time at a rate of eight (8) hours per month, with no maximum to the amount accumulated.

Section 27.9 - Fire Prevention Bureau Work Schedule

Bargaining unit members assigned to the fire prevention bureau shall be assigned to a forty (40) hour work week. For purposes of Section 7K of the FLSA, the City has adopted a seven (7) day work period for each bargaining unit employee assigned to a forty (40) hour work week in the fire prevention bureau. Scheduled work days shall normally consist of five (5) consecutive eight (8) hour days including a thirty (30) minute paid lunch period beginning at 8:00 a.m., Monday through Friday. Lunch periods shall normally be scheduled after the third and before the sixth hour of the work day. Employees may request to work a work schedule of four (4) ten (10) hour

days, including a thirty (30) minutes paid lunch period. The fire chief must approve such flexible scheduling.

Section 27.10 - Hours of Work

The officer(s) assigned to the fire prevention bureau shall work a forty (40) hour week. The hourly rate of pay for such employees shall be calculated by dividing their annual salary and FPB pay by two thousand eighty (2,080) hours.

Section 27.11 - Fire Prevention Bureau Pay Classification

The officer(s) assigned to the fire prevention bureau will receive an additional amount of eighty-two (82) hours of straight-time pay equivalent to the additional pensionable pay amount received by the employees assigned to the shift schedule.

Section 27.12 - Overtime

The officer(s) assigned to the fire prevention bureau shall be paid overtime at a rate of one and one-half (1½) times the FPB officer(s) regular hourly pay rate. Overtime shall be paid for any hours worked in excess of eight (8) hours in a day in a five (5) day work week or ten (10) hours in a four (4) day work week, in excess of forty (40) hours per week, or any time the FPB officer(s) work on any FPB related time, assignment, or training outside of regular work hours outlined in this agreement.

The officer(s) assigned shall have the right of first refusal for any overtime assignment related to fire prevention or public education prior to such assignment becoming available to the other employees covered by this agreement.

The FPB officer(s) shall be eligible to work overtime in fire suppression operations, (emergency, training, fill-in, or other) and will be paid at the regular overtime rate for his pay classification fire suppression officers of the same rank as the affected FPB officer for such fire suppression related overtime.

Section 27.13 - Clothing

Officer(s) assigned to the fire prevention bureau will receive the same clothing allowance as the other employees covered by and as defined in this agreement.

Section 27.14 - Training

The officer(s) assigned to the fire prevention bureau will receive the same training as is scheduled for the other employees covered by this agreement. In addition, if the officer(s) assigned to the fire prevention bureau are not certified to the Fire Prevention Officer I/Basic Fire Prevention Officer, the fire chief or his designee shall make that training available to such officer(s) during their regular work schedule where and when possible.

ARTICLE 28 OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

Section 28.1 - Purpose

The City and the employees agree that protecting the health, safety, and welfare of the employees is of primary concern to the City, the fire department, and the employees. In order to promote this concern, a fire department occupational safety and health committee shall continue to function during the entire period this agreement is in force.

Section 28.2 - Composition of Committee/Meetings/Recommendations

An occupational safety and health committee composed of up to ~~three (3)~~four (4) representatives designated by the fire chief and ~~three (3)~~four (4) representatives, ~~consisting of one (1) representative from each fire station,~~ designated by the union. The occupational safety and health committee shall meet monthly and at such other times as a majority of the committee may deem necessary for the purpose of discussing matters relating to safety in the fire department. The occupational safety and health committee, or a minority thereof, may make written recommendations concerning safety issues (inclusive of recommendations submitted by other departmental committees that pertain to the matter of safety) to the fire chief. Such recommendations shall be advisory only. A copy of all such recommendations shall be provided to the president of the union

Within twenty-one (21) calendar days of receipt of any such recommendations, the fire chief or his designee shall set forth in writing his response to the recommendations. Such response shall include what action, if any, the fire chief intends to take in response to the recommendations. In the event that the fire chief elects not to follow the recommendations, his response shall include his reasons for doing so and any alternative action, if any, the fire chief intends to take.

If any occupational safety and health committee meeting(s) are scheduled during the working hours of employee(s) who will be attending the meeting(s), the employee(s) shall be released from duty to attend the meeting without loss of pay.

Section 28.3 - Scope

The areas to be reviewed by the occupational safety and health committee shall include but not be limited to the following:

- A. Make recommendations on any possible hazards to a safe and healthy job assignment or workplace that are brought to its attention.
- B. Review any accidents or injuries in the department to better determine the reasons why the problem occurred and to provide any recommendations to prevent a similar event from occurring in the future.
- C. Review the types, condition, use and availability of apparatus, equipment and protective clothing with the goal of improving safety and operations within the department.
- D. Make periodic inspections of fire department facilities, apparatus, protective equipment, protective clothing, and other equipment at least semi-annually.

ARTICLE 29 LABOR-MANAGEMENT COMMITTEE

Section 29.1 - Scope

The union and the employer mutually agree that in the interest of management and employee relations, it is desirable that meetings be held between union representatives and responsible administrative representatives of the employer. Such meetings shall be held as needed as agreed by both parties at a mutual time and place. In addition to these meetings, either party may request a meeting at least ten (10) calendar days in advance by placing, in writing, a request to the other for a meeting of the labor-management committee and expressly providing the agenda for such meeting forty-eight (48) hours in advance.

Such meetings shall be held in the fire department or other mutually agreed upon place and limited to:

- A. Discussing the implementation and general administration of this agreement.
- B. A sharing of general information of interest to the parties.
- C. Notifying the union of changes in conditions of employment contemplated by the employer, which may affect the employees.
- D. Conferring on matters of mutual interest.

Section 29.2 - Conditions

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Grievances being processed under the grievance procedure shall not be considered at meetings of the labor-management committee, nor shall negotiations for the purpose of altering any or all terms of this agreement be carried on at such meetings.

Section 29.3 - Attendance

Attendance at meeting of the labor-management committee shall be voluntary on the employees' part, and attendance during such meetings shall not be considered time worked for compensation purposes, except for employees who attend during working hours, the employee shall be permitted to attend without loss of pay. Normally, four (4) persons from each side shall attend these meetings, schedules permitting.

ARTICLE 30 SAVINGS CLAUSE

If any term or provision of this agreement, at any time during the life of this agreement, is in conflict with any applicable existing or subsequently enacted federal or state legislation and is therefore declared invalid, unenforceable, or unlawful by said legislation or by virtue of any judicial action, the remaining terms and provisions of this agreement shall remain in full force and effect. The parties agree that should any terms or provisions of this agreement be declared invalid, unenforceable, or unlawful the parties will then meet to negotiate over the terms and provisions declared invalid, unenforceable, or unlawful and mutually agree on acceptable new terms and provisions to replace terms and provisions so affected.

If any term or provision of this agreement, at any time during the life of this agreement, is in conflict with any other agreement, ordinance or rule the terms and provisions of this agreement shall prevail over any such conflicting terms. The City further agrees that it will not adopt any ordinance that will provide any additional authority to the Board of Fire and Police Commissioners

exceeding that presently provided as of the signing of this agreement and under Illinois State Statutes, except for items that may hereafter become mandated by Illinois State Statutes. The City further agrees that any items contained in this agreement that are a mandatory or permissive subject of bargaining under Illinois State Statutes or IPELRA shall be excluded from being superseded by the Board of Fire and Police Commissioners rules and regulations. Both parties agree that the rules and regulations of the Board of Fire and Police Commissioners shall prevail in all matters of discipline.

It is also acknowledged, based on the above conditions, that any conflict between the terms and provisions of this agreement and the rules of the Board of Fire and Police Commissioners, the terms and provisions of this agreement shall govern, except as expressly modified by this agreement.

All appendices and amendments of this agreement shall be numbered or lettered and shall be subject to all provisions of this agreement. Any amendments to this agreement shall also be dated and signed by both the responsible parties.

ARTICLE 31 COMPLETE AGREEMENT

This written agreement constitutes the parties' complete agreement and concludes bargaining for its term, unless mutually agreed to by both parties. No amendment or modification of this agreement shall be operative or effective unless reduced to writing and executed or signed by the representatives of the parties. Any matter, issue, or term, including any changes or additions thereto, which is not addressed by the terms of this agreement may be handled, resolved, implemented, modified, or discontinued by the City at its discretion in a fair and equitable manner, on the condition that the employees shall receive the same benefits or treatment as the rest of the employees of the City in any and all areas not covered in this agreement.

ARTICLE 32 ATTEST

Approved and agreed to this _____ day of _____, 2020+6, by the City of St. Charles, Illinois, as attested by the signatures affixed hereto:

Attest: _____
By: _____
Mark Koenen, City Administrator
City of St. Charles

~~Nancy Garrison~~ Charles Amenta, City Clerk

Approved and agreed to this ____ day of _____, 2020~~16~~, by the St. Charles Professional Firefighters Association - I.A.F.F. Local 3322 of the St. Charles Fire Department, St. Charles, Illinois, as attested by the signatures of its authorized representatives affixed hereto:

By: _____
Guy Gresser, President

~~Jeremy Mauthe~~ Chad Tinsley, Vice President

~~Joe Davila~~ Steve Rehak, Secretary

~~Tony Centimano~~ Steve Siwy, Treasurer

APPENDIX A - DEFINITIONS

Anniversary Date	The day and month that an employee last began to work for the City.
Association Officer	The term "association officer" shall refer to the association's duly elected or appointed president, vice-president, secretary, treasurer, and up to four (4) representatives.
Business Week	The regular business week shall be defined as the hours of 08:00 a.m. to 05:00 p.m., from Monday through Friday inclusive (excluding Saturdays, Sundays, and holidays).
Calendar Year	The twelve-month period beginning January 1 of one calendar year and extending through December 31 of the same calendar year.
Days (Schedule)	"Days" shall be defined as a temporary work schedule for training consisting of forty (40) hours per week during the regular business week as set forth in Article 9.1 of this agreement. Days shall commence no earlier than 07:00 a.m. and cease no later than 18:00 p.m. (6:00 p.m.) on the same day.
Extended Sick Leave	Absence from work classified as sick leave anticipated to be longer than two calendar weeks.
Fire Chief	The fire chief shall be defined as the fire chief of the St. Charles Fire Department. In the absence of the fire chief, the position of fire chief being vacant or unfilled for any period of time or other changes in fire department structure, for purposes of this agreement, an assistant chief shall be designated to handle such matters related to this agreement.
Fiscal Year	The twelve-month period beginning May 1 of one calendar year and extending through April 30 the following calendar year.
Full-Time	Full-time employees are the full-time sworn employees, hired through the Board of Fire and Police Commissioners, in accordance with all federal laws, state statutes, local ordinances, board rules, and terms and conditions of this agreement. The full-time employees shall only be those full-time employees covered by this agreement.
Gender	In this contract, the pronouns he, him, and his shall refer to both men and women employees equally.
Grievance	A "grievance" is a difference of opinion between an employee or the association and the City with respect to the meaning or application of the express terms of this agreement.

Immediate Family	Immediate family, for the purposes of funeral leave, shall be defined as including the employee's children (including step and adopted), father, mother, current spouse, brother, sister, father in law, mother in law, brother in law, sister in law, son in law, daughter in law, grandparents, grandparents in law or grandchildren for all provisions of the agreement except Section 12.7, Sick Leave (see appendix F) or Article 13.5, Family Medical Leave Act. For the purposes of the Family Medical Leave Act provisions of this agreement only, immediate family shall be defined as including only the employee's parents, spouse, and children.
Probationary Period	New employees shall be deemed probationary employees as determined by state statute.
Resignation	The term "resignation" shall be defined as the express written communication by the employee to the fire chief stating he is resigning and the date it shall become effective. Resignation shall be deemed to exist upon failure to report for scheduled workdays, without obtaining an approved absence, on three (3) consecutive scheduled work duty days or shifts.
Retirement	Retirement shall be defined as leaving the employ of the City following any quantity of service time where an employee is be eligible for any retirement pension or benefits, whether a pension is applied for or not, from the firefighter's pension fund.
Shift (Schedule)	"Shift" shall be defined as a work schedule of 24 hours on duty (one shift), starting at 07:00 a.m., and ending the following day at 07:00 a.m., followed by 48 consecutive hours off duty (2 shifts).

APPENDIX B – GRIEVANCE SUBMISSION FORM
St. Charles Professional Firefighter’s Association I.A.F.F. Local 3322
Grievance Submission Form

Grievance Procedure/Reference: Article 25, Agreement Between the City of St. Charles and IAFF Local 3322, effective May 1, 20 2016 , through April 30, 202 40 .		
Grievant’s Name (please print):		Date Submitted:
Date Grievd Incident Occurred:	Time Grievd Incident Occurred:	Contract Section Violated:
Please provide a written statement of the grievance and the facts upon which it is based:		
Please provide a statement of the remedy or adjustment grievant is seeking:		
Grievant’s Signature:		

Step 1:	Submit to Battalion Chief or Assistant Chief in their absence, within ten (10) calendar days of incident.	
I certify that I personally received this written formal grievance form. Signature:		Date Received from Grievant:
<input type="checkbox"/>	Grievance meeting offered. Date/Time (if applicable):	Cc: Union Representative Director of Human Resources Chief of Fire Department
<input type="checkbox"/>	Written response rendered (attached). Date:	

Step 2:	Submit to Chief of Fire within ten (10) calendar days after Step 1 written response.	
I certify that I personally received this written formal grievance form. Signature:		Date Received:
<input type="checkbox"/>	Grievance meeting offered. Date/Time (if applicable):	Cc: Union Representative Director of Human Resources City Administrator
<input type="checkbox"/>	Written response rendered (attached). Date:	

Step 3:	Submit to City Administrator’s Office within fifteen (15) calendar days after Step 2 written response.	
I certify that I personally received this written formal grievance form. Signature:		Date Received:
<input type="checkbox"/>	Grievance meeting scheduled. Date/Time Scheduled:	Cc: Union Representative Director of Human Resources Chief of Fire Department
<input type="checkbox"/>	Written response rendered (attached). Date:	

Grievance Settled		
Date Settled (written and signed terms attached):	Cc: Union Representative Director of Human Resources Chief of Fire Department	

APPENDIX D - SUBSTANCE USE POLICY

Section 1 - Policy Statement

The union and the employer agree that the use of illegal drugs, and the misuse of legal drugs and alcohol, by members of the fire department present unacceptable risks to the safety and well-being of other employees and the public, invites accidents and injuries, and reduces productivity. In addition, such conduct violates the reasonable expectations of the public that the employees who serve and protect them obey the law and be fit and free from the adverse effects of drug and alcohol use. Any changes to this policy will be discussed at a labor-management meeting and agreed to by both parties.

The City of St. Charles is committed to providing a safe and productive work environment for all employees and visitors. Employee health and overall well-being of the mind and body are important. The adverse effects of drug and alcohol use by employees are unacceptable. Consistent with the spirit and intent of this commitment, the City of St. Charles has developed and is implementing the following substance use (drugs and alcohol) policy for the firefighters, firefighter/paramedics, lieutenants, captains, and fire prevention bureau officers in accordance with the IAFF contract. All aspects of the City's drug/alcohol testing policy including, but not limited to, the collection, handling, shipping, receiving, and storage of specimens, laboratory analysis procedures, record keeping, and the reporting of test results shall comply with federal regulations.

Section 2 - Definitions

- A. "Positive test results" shall mean a positive result on both a confirming test and initial screening test. If the initial test is positive but the confirming test is negative, the test results will be deemed negative and no action will be taken. A positive confirming test result is one where the specimen tested contained alcohol, drug or drug metabolite concentrations at or above the concentration level specified in this appendix.
- B. The term "drug use" includes the use of any controlled substance, which has not been legally prescribed and/or dispensed, or the use of a legally prescribed drug for which a valid, predated prescription cannot be documented, which results in evidence of use while on duty.
- C. The term "alcohol use" means that the use of alcohol on or prior to duty, such that at any time during working hours (as specified below) the level of alcohol indicated in this appendix can be detected via breath/urine sample testing, and thus the employee will be presumed to be positive due to the use of alcohol.

Section 3 - Substance Use Prohibited

All locations at which City business is conducted are declared to be drug-free work places. The use, possession, (except, as required, in the line of duty) distribution, and/or sale of drugs or alcohol on City premises or during work time by employees or visitors are prohibited.

Employees are also prohibited from reporting to work or working under the influence of illegal drugs or alcohol. "Under the influence of drugs or alcohol" is defined as when test results are at or above the levels indicated in this policy. In accordance with this policy, urinalysis tests will be conducted to detect the six (6) following substances: amphetamines, cocaine, marijuana, opiates, 6-Acetylmorphine and phencyclidine (PCP). Suspected cases of illegal workplace drug/alcohol possession or the distribution or sale of drugs/alcohol will be referred to law enforcement authorities. Employees who use drugs/alcohol harm themselves, endanger others, and can affect the efficiency and effectiveness of City operations.

Section 4 - Substance Use Testing

A. Informing Employees Regarding Drug and Alcohol Testing

All employees will be fully informed in writing of the employer's drug and alcohol testing policy. Employees will be provided with information concerning the impact of the use of drugs/alcohol on the job performance. In addition, the employer will inform the employees of how the test is conducted, when the test will be conducted, what the test can determine, and the consequences of testing positive for drug/alcohol use. No employee shall be tested unless this information has been provided to him/her.

The employer will pay for all tests it directs.

Failure to follow any of the procedures set forth in this appendix and policy shall result in the elimination of test results as if no test has been administered. The results shall be destroyed and no discipline shall be levied against any employee where violations of established procedures exist.

B. Post Conditional-offer Testing

No one will be hired or re-hired until they take and pass a urine test for evidence of illegal drug use. All post conditional offer individuals will be scheduled at the City designated medical provider for substance use testing. The City designated medical provider uses only SAMHSA certified labs. The prospective employee will be required to sign a consent form, show a photo identification, and provide a urine specimen under the security requirements of the City designated medical provider. All positive screens for drug use will be confirmed by Gas Chromatography/Mass Spectrometry (GC/MS) before specimens are regarded positive. Should a post offer individual refuse a substance test or test positive, the offer will be rescinded. All results will be confidential.

C. When a Test May be Completed

There shall be no across-the-board or random drug/alcohol testing of employees, except as otherwise provided in this appendix. Where there is reasonable suspicion that an employee is under the influence of drugs/alcohol or there is evidence of use while on duty, that employee may be required to report for drug/alcohol testing. A supervisor must have confirmation of reasonable suspicion from the fire chief, assistant chief, or battalion chief. The union shall be notified and the employer shall inform the employee being ordered to submit to test of his/her right to consult with a union representative before submitting to the test. Refusal of an

employee to comply with the order for a drug/alcohol screening will be considered as a refusal of a direct order and will be cause for discipline up to and including discharge.

D. Reasonable Suspicion Standard

Reasonable suspicion exists if specified objective facts and circumstances warrant rational inferences that a person is using, in possession of, and/or individually impaired due to the use of drugs and/or is under the influence of alcohol. Reasonable suspicion will be based upon the following:

1. Observable phenomenon, such as direct observation of use, possession, and/or the evidence of individual symptoms of impairment resulting from using or being under the influence of drugs/alcohol; and/or
2. Information provided by an identifiable, reliable, and credible source that can be independently corroborated.

Employees who are suspected of using drugs during work hours will be tested for substance use. This suspicion must be based on the supervisor's specific observations concerning the appearance, behavior, speech, and/or body odors of the employee. Testing must occur within eight (8) hours of the supervisor's observation. Employees will be given a completed and signed copy of the reasonable suspicion checklist at the time that they are directed to undergo reasonable suspicion testing.

Employees selected for testing because of reasonable suspicion will be escorted to the City designated medical provider to provide a urine specimen(s) in accordance with the City policy guidelines. All positive screens for drug use will be confirmed by Gas Chromatography/Mass Spectroscopy (GC/MS) before specimens are regarded positive. All positive results will also be reviewed by a Medical Review Officer (MRO) before results are reported to the City.

E. Order to Submit to Testing

When an employee is ordered to submit to testing, the employer shall provide the employee with a written notice of the order as soon as possible. Normally, such written notice shall be given no later than twenty-four (24) hours following the order to test. The written notice shall set forth all of the objective facts and reasons for the order to test. The employee shall be permitted to consult with a representative of the union at the time the order is given. No questioning of the employee shall be conducted that is not consistent with the Fireman's Disciplinary Act. A refusal to submit to such testing will be treated as if they tested positive and may subject the employee to discipline as outlined in this policy. Any employee who takes the test shall not be construed to have waived any objection or rights that he/she may have. When testing is ordered, the employee may be immediately removed from duty and placed on paid leave pending the receipt of results.

F. Random Testing

Random testing shall consist of urine test only. A third-party vendor notifies human resources of the shift that is due regarding random drug testing. Human resources shall then contact fire administration with the notification of the shift that is due for random drug testing. The fire chief or his designee will select several dates which are sent to the third-party vendor for final selection of the date.

After the date is selected by the third-party vendor, a representative from the third-party vendor will report to Station 1 to conduct the testing. Full-time sworn personnel of the fire department shall be subject to random drug testing while on-duty. The random testing procedure shall be applied to all twenty-four (24) hour duty shifts. Employees assigned to a forty (40) hour workweek shall be divided evenly and designated to one of the twenty-four (24) hour duty shifts for the purpose of random drug testing. The battalion chief shall notify all three stations prior to selection of the names. After the selection of the names, the battalion chief shall make the necessary arrangements for the selected on-duty personnel to report to Station 1 to complete their testing, and appropriate personnel shall be held over until after the testing is complete.

The City shall conduct no more than two (2) random drawings per shift per year. Member's names shall be drawn for random testing in the following manner. Nametags identifying all personnel on-duty shall be placed in a container to be drawn one at a time for testing. A union representative or union designee shall conduct the drawing. Three (3) personnel may be selected per drawing. Individual employees may not be subject to random testing more than (2) times per calendar year. The fire chief or his designee shall update and maintain the annual (calendar) random drug testing spreadsheet and make it available to the executive board.

The pool from which each random drawing will be made shall include all employees in the fire department on that shift (including any forty (40) hour employees designated to that shift) but shall exclude employees on injury, illness, sick leave, vacation, Kelly day, FMLA, personal day, or any other time off. After an employee is selected, testing will conform to the provisions of this appendix and policy.

Section 5 – Post Accident Drug Testing

An employee may be subject to the following tests:

A. Vehicle Accident Testing

Employee(s) involved in a reportable accident must be tested for substance use if one or more of the following apply:

1. Fatality.
2. If employee is the driver, receives a moving citation, and medical treatment away from accident site is required (testing must occur within eight (8) hours of the accident for alcohol and thirty-two (32) hours of the accident for drugs).

3. If employee is the driver, receives a moving citation, and any vehicle is towed (testing must occur within eight (8) hours of the accident for alcohol and thirty-two (32) hours of the accident for drugs).
4. Reasonable suspicion of alcohol/drug usage.

B. Employee Accident

All employees will be tested for substance use if seeking medical treatment due to an on-the-job injury with a medical provider (hospital, clinic, or physician's office) if there is reasonable suspicion that employee drug or alcohol use contributed to the reported injury.

The substance use test must be performed within two (2) hours following the accident. If a required alcohol test is not administered within eight (8) hours following the accident, the employer shall cease attempts to administer an alcohol test. If a required controlled substance test is not administered within thirty-two (32) hours following the accident, the employer shall cease attempts to administer a controlled substances test. If the employee refuses to submit to the substance use test, he/she will be treated as if he/she tested positive.

Section 6 - Conduct of Tests

In conducting the testing herein specified, the employer shall:

- A. Use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinic Laboratory Act that has or is capable of being accredited by the Substance Abuse Mental Health Service Agency (SAMHSA). The laboratory shall be federally certified and hold all state licenses.
- B. Use only a laboratory or facility which uses tamper proof containers, has a chain-of-custody procedure, which must be followed at all times to preserve the integrity of the sample from collection through storage, the conduct of the tests shall be scientifically valid, maintains confidentiality, and preserves specimens for a minimum of six (6) months. The laboratory or facility must be willing to demonstrate their sample handling procedures to the union at least once yearly upon reasonable notice. At the time a urine specimen is given, the employee shall be given a copy of the specimen collection procedures; the specimen must be immediately sealed, labeled, and initialed by the employee to ensure that the specimen tested by the laboratory is that of the employee. If the sample is violated in any manner or the procedure is improperly administered, the sample will be invalid for testing.
- C. Collect a sufficient sample of the same bodily fluid or material from a firefighter to allow for initial screening, a confirmatory test, and a sufficient amount to be reserved for later testing if requested by the employee.
- D. Collect samples in such manner as to preserve the individual right to privacy, ensure a high degree of security to the sample and its freedom from adulteration. Employees shall not be witnessed by anyone while submitting a sample, except in circumstances where there is reasonable suspicion that the employee has or may attempt to compromise the accuracy of the testing procedure, or otherwise outlined in this appendix.

- E. Confirm any employee who tests positive in the initial screening for drugs by testing the second portion of the same sample via gas chromatography, plus mass spectrometry (or "GC/MS") or the equivalent or better scientifically accurate and accepted methods that will provide quantitative data about the detected drug or drug metabolites subject to MRO interpretation.
- F. Provide the employee tested with an opportunity to have the additional sample tested by a clinical laboratory or hospital facility of the employee's own choosing at the employee's own expense, unless the split sample confirmatory test results are negative. Then the test results will be deemed negative, the cost of the split sample confirmatory test shall be paid for by the City, and all records of the testing procedure will be expunged from the employee's personnel files.
- G. Provide each employee tested with a copy of all information and reports received by the employer in connection with the testing and the results.
- H. Ensure that no employee, due to reasonable suspicion, is subject to any adverse employment action because of the suspected alcohol or drug use, except emergency temporary re-assignment or leave with pay, during the pendency of any testing procedure. Any such emergency re-assignment or leave shall be immediately discontinued in the event of a negative test result, and all records of the testing procedure will be expunged from the personnel files.
- I. Require that the laboratory or hospital facility report to the employer when a breath or urine sample is positive only if both the initial and confirmatory tests are positive. The parties agree that, should any information concerning such testing or the results thereof be obtained inconsistent with the understanding expressed herein, the employer and the union shall not use such information in any manner or forum adverse to the employees' interest.

Section 7 - Drug Testing

Procedure for the collection of specimens, chain-of-custody, and reporting laboratory results.

Collection of Specimens:

A. Collection Site

The employer shall designate a collection site which will have all necessary personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping or transportation of specimens to a certified testing laboratory. A collection site coordinator primarily responsible for the implementation of collection procedures may also be designated by the employer.

B. Security Procedures

Security procedures developed by the employer shall provide for the security of the designated collection site.

C. Chain-of-Custody

Standardized chain-of-custody forms shall be properly executed by authorized collection site personnel upon receipt of the specimens. Handling and transportation of specimens from one authorized collection site or place to another shall always be accomplished through chain-of-custody procedures. Every effort shall be made to minimize the number of persons handling specimens.

D. Access to Authorized Personnel Only

No unauthorized personnel shall be permitted in any part of the designated collection site when specimens are collected or stored.

E. Privacy

Procedures for collecting specimens shall allow for employee privacy unless there is reason to believe that a particular employee may alter or substitute the specimen to be provided.

F. Integrity and Identity of Specimen:

Precautions shall be taken to ensure that a specimen is not adulterated or diluted during the collection procedure and that information on the specimen container can identify the employee from whom the specimen was collected. The following minimum precautions shall be taken to ensure that unadulterated specimens are obtained and correctly identified:

1. To deter the dilution of urine specimens at the collection site, the toilet bluing agents shall be placed in toilet tanks whenever possible, so the reservoir of water in the toilet bowl always remains blue. There shall be no other source of water (e.g. no shower or sink) in the enclosure where urination occurs.
2. When an employee arrives at the collection site, the collection site person shall request the employee to present photo identification. If the employee does not have proper photo identification, the collection site person shall contact the Fire Chief, or his designee, to positively identify the employee. If the employee's identity cannot be established, the collection site person shall not proceed with the collection.
3. If the employee fails to arrive at the assigned time, the collection site person shall contact the fire chief or his designee to obtain guidance on the action to be taken.
4. The collection site person shall ask the employee to remove any unnecessary outer garments, such as a coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the employee's urine specimen. The collection site person shall ensure that all personal belongings, such as a purse or briefcase, remain with the outer garments. The employee may retain his/her wallet.
5. The employee shall be instructed to wash and dry his/her hands prior to urination.

6. After washing hands, the employee shall remain in the presence of the collection site person and shall not have access to any water fountain, faucet, soap dispenser, cleaning agent, or any other materials which could be used to adulterate the urine specimen.
7. The employee may provide his/her urine specimen in the privacy of a stall or otherwise partitioned area that allows for employee privacy.
8. The collection site person shall note any unusual behavior or appearance.
9. All urine samples shall be split samples. The “primary sample” shall be at least thirty (30) ml of urine; the “split sample” shall be at least fifteen (15) ml. The employee will be provided an eight (8) ounce glass of water every thirty (30) minutes, but not to exceed forty (40) ounces over a period of three (3) hours or until the employee has provided a sufficient urine specimen. The employee shall consume that amount which is not uncomfortable.
10. Failure of the employee to provide forty-five (45) ml of urine after a three (3) hour period shall cause the collection site person to contact the fire chief or designee. The employee will be transported by the battalion chief or designee to Tyler Medical Services. The employee will be given a three (3) hour opportunity to provide the split sample under direct observation of a same gender collection site person. The employee will be given up to forty (40) ounces of water during this time. Failure of the employee to provide the split sample quantity during this three (3) hour opportunity will cause the employee to be referred for a medical evaluation to develop pertinent information as to whether the inability to provide a specimen is genuine or constitutes a refusal to test. The MRO will provide the employee with a letter to give his physician that outlines the medical evaluation to be conducted. The medical evaluation, conducted by the employee’s personal physician, will be completed, to include results, within five (5) calendar days of the referral. These results will go to the medical review officer (MRO) immediately, who will then make a conclusion verbally, followed by a written statement to the City. While this process is being accomplished, the employee shall not be working.
11. After the urine specimen has been provided and submitted to the collection site person, the employee shall be allowed to wash his/her hands.
12. Immediately after the urine specimen is collected, the collection site person shall measure the temperature of the specimen. The temperature measuring device used must accurately reflect the temperature of the specimen and not contaminate the specimen. The time from urination to temperature measurement is critical and in no case shall exceed four (4) minutes.
13. If the temperature of a urine specimen is outside the range of 32-38°C/90-100°F, there is reason to believe that the employee may have adulterated or substituted the specimen and another specimen shall be collected under direct observation of a same gender collection site person, and both specimens shall be forwarded to the laboratory for testing. An employee may volunteer to have his/her oral temperature taken to provide evidence to

counter the reason to believe the employee may have adulterated or substituted the specimen.

14. Immediately after the urine specimen is collected, the collection site person shall inspect the specimen to determine its color and look for any signs of contaminants. Any unusual findings shall be noted on the chain-of-custody form.
15. All urine specimens suspected of being adulterated shall be forwarded to the laboratory for testing. Appropriate notations shall be made on the chain-of-custody form by the collection site person specifying suspected adulteration or a substitution.
16. Whenever there is reason to believe that a particular employee may have altered or substituted the urine specimen, a second specimen shall be obtained as soon as possible under the direct observation of a same gender collection site person.
17. Both the employee being tested and the collection site person shall keep the urine specimen in view at all times prior to its being sealed and labeled. If the specimen is transferred to a second container, the collection site person shall request the employee to observe the transfer of the specimen and the placement of the tamper proof seal over the container cap and down the side of the container.
18. The collection site person and the employee shall be present at the same time during procedures outlined in this section.
19. The collection site person shall place securely on the container an identification label (usually supplied by laboratory) which contains the date, the specimen number, and any other identifying information provided or required by the employer.
20. The employee shall initial the identification label on the specimen container for the purpose of certifying that the specimen has not been adulterated or substituted.
21. The collection site person shall enter in the "collection site book" all information identifying the specimen. The collection site person shall sign the collection site book next to the identifying information.
22. The employee shall be asked to read and sign a statement in the collection site book certifying that the specimen identified, having been collected from him/her, is in fact that specimen he/she provided.
23. A higher level supervisor shall review and concur in advance with any decision by a collection site person to obtain a specimen under the direct observation of a same gender collection site person based on a reason to believe that the employee may alter or substitute the specimen to be provided.

24. The collection site person shall complete the chain-of-custody form (one copy to be maintained in the collection site book).
25. The specimen and chain-of-custody form are now ready for shipment. If the specimen is not immediately prepared for shipment, it shall be safeguarded in a locked refrigerator accessible only by the collection site person during temporary storage.
26. While any part of the above chain-of-custody procedure is being performed, it is essential that the specimen and custody documents be under the control of the collection site person. If the collection site person leaves his/her work station momentarily, the specimen and chain-of-custody form shall be taken with him/her or shall be secured. After the collection site person returns to the workstation, the custody process will continue. If the collection site person is leaving for an extended period of time, the specimen shall be packaged for mailing or pick-up before he/she leaves the site.

G. Collection Control

To the maximum extent possible, collection site personnel shall keep the employee's specimen container within sight both before and after the employee has urinated. After the specimen is collected, it shall be properly sealed and labeled. An approved chain-of-custody form shall be used for maintaining control and accountability of each specimen from the point of collection to final disposition of the specimen. The date and purpose shall be documented on an approved chain-of-custody form each time a specimen is handled or transferred and every individual in the chain shall be identified. Every effort shall be made to minimize the number of persons handling specimens.

H. Transportation to Laboratory

Collection site personnel shall arrange to ship the collected specimens to the laboratory. The specimens shall be placed in containers designed to minimize the possibility of damage during shipment (i.e., specimen boxes or padded mailers) and those containers shall be securely sealed to eliminate the possibility of undetected tampering. On the tape sealing the container, the collection site person shall sign and enter the date the specimen was sealed in the container for shipment. The collection site person shall ensure that the chain-of-custody documentation is attached to each container sealed for shipment to the laboratory.

Section 8 - Laboratory Analysis Procedures – Urinalysis

A. Security and Chain-of-Custody

1. The testing laboratory shall be secure at all times. They shall have in place sufficient security measures to control access to the premises and to ensure that no unauthorized personnel handle specimens or gain access to the laboratory or to areas where records are stored. Access to these secured areas shall be limited to specifically authorized individuals whose authorization is documented. Documentation of individuals accessing these areas, dates and time of entry, and purpose of entry must be maintained.
2. Laboratories shall use chain-of-custody procedures to maintain control and accountability of specimens from receipt through completion of testing, reporting of results, during

storage, and continuing until final disposition of specimens. The date and purpose shall be documented on an appropriate chain-of-custody form each time a specimen is handled or transferred, and every individual in the chain shall be identified. Accordingly, authorized technicians shall be responsible for each specimen or aliquot (portion of specimen) in their possession and shall sign and complete chain-of-custody forms for those specimens or aliquots as they are received.

B. Receiving

1. When a shipment of specimens is received, laboratory personnel shall inspect each package for evidence of possible tampering and compare information on specimen containers within each package to the information on the accompanying chain-of-custody forms. Any direct evidence of tampering or discrepancies in the information on specimen containers and chain-of-custody forms attached to the shipment shall be immediately reported to the employer and shall be noted on the laboratory's chain-of-custody form which shall accompany the specimens while they are in the laboratory's possession.
2. Specimen containers will normally be retained within the laboratory's accession area until all specimens have been analyzed. Aliquots and the laboratory's chain-of-custody forms shall be used by laboratory personnel for conducting initial and confirmatory tests.

C. Short-Term Refrigerated Storage

Specimens that do not receive an initial test within two days of arrival at the laboratory shall be placed in secure refrigeration units. Temperatures shall not exceed 6°C. Emergency power equipment shall be available in case of prolonged power failure.

D. Specimen Processing

Laboratory facilities for testing will normally process specimens by grouping them into batches. The number of specimens in each batch may vary significantly depending on the size of the laboratory and its workload.

When conducting either initial or confirmatory tests, every batch shall contain an appropriate number of standards for calibrating the instrumentation and a minimum of ten percent (10%) controls. Both quality control and blind performance test specimens shall appear as ordinary specimens to laboratory analysts.

Section 9 - Drug Testing Standards

A. Initial Screening Test Standards

The following initial immunoassay test cutoff levels shall be used when screening specimens to determine whether they are positive for the following six (6) drugs/classes of drugs:

The initial test cut-off levels are defined as at or above:	Initial Test Level
Marijuana metabolites	50 ng/ml
Cocaine metabolites	150 ng/ml

Opiate metabolites (Codeine/Morphine)	2,000 ng/ml
Phencyclidine (PCP)	25 ng/ml
Amphetamines AMP/MAMP (Metamphetamine)	500 ng/ml
MDMA (Ecstasy)	500 ng/ml
6-Accetylmorphine	10 ng/ml

B. Confirmatory Test Standards

All specimens identified as positive on the initial screening test shall be confirmed using GC/MS techniques at the cutoff levels listed below. All confirmation shall be by quantitative analysis. Concentrations which exceed the linear region of the standard curve shall be documented. A positive urine/breath test is defined as at or above these levels of GC/MS Confirmation:

Drugs	Confirmatory Test Level
Amphetamines	250 ng/ml
Cannabinoids	15 ng/ml
Benzoylcegonine	100 ng/ml
Codeine	2000 ng/ml
Morphine	2000 ng/ml
6-Accetylmorphine*	10 ng/ml
Phencyclidine (PCP)	25 ng/ml
Metamphetamine	250 ng/ml
MDMA (Ecstasy)	250 ng/ml
MDA	250 ng/ml
MDEA	250 ng/ml
*Lab test for 6-Accetylmorphine when the morphine concentration exceeds 2000 ng/ml. (Federal Guidelines)	

Section 10 - Positive Employee Test Results

Positive test results for post-accident, (vehicle and employee), reasonable suspicion, or random selection tests are defined as:

1. An employee admission that he or she has used drugs and/or alcohol immediately prior to reporting to work or while working.
2. A breath alcohol level of .04 or greater.
3. Positive urine test at or above levels stated in this appendix.
4. Inability to provide a split sample without medical reasons.

Section 11 - Refusal or Positive Test Results

Employees who refuse to be tested will be treated as if they tested positive and may subject the employee to discipline as outlined in this policy. Any employee who takes the test shall not be

construed to have waived any objection or rights that he/she may have. When testing is ordered, the employee may be immediately removed from duty and placed on paid leave pending the receipt of results.

The employee may be required to have an evaluation and education with the Substance Use Professional through the Employee Assistance Program (Tri-City Family Services), comply with and complete any recommended rehabilitation, and authorize the program to keep the City of St. Charles abreast of the drug-free accomplishments.

Section 12 - Discipline

All discipline in situations involving a positive test shall be administered as specified herein:

A. First Positive

In the first instance that an employee tests positive for drugs or is found to meet or exceed the breath alcohol level specified in this policy, the employee may be subject to discipline up to and including suspension, not to exceed five (5) duty shift days. The decision to issue discipline will be based on the City conducting a complete and thorough investigation, collecting relevant facts and information regarding the positive test result and complying with Section 24.5 – Notification and Review of the collective bargaining agreement. The foregoing limit on suspension is conditioned upon the employee agreeing to:

1. Undergo appropriate treatment as determined through the EAP.
2. Discontinue use of illegal drugs or use of alcohol or prescribed drugs.
3. Complete the course of treatment prescribed, possibly including an "after-care" group, for a period up to twelve (12) months.
4. Submit to random testing, a maximum of four (4) times over a period of "after-care" treatment or for a period of up to twelve (12) months.

Employees who do not agree to the foregoing, shall be subject to discipline up to and including discharge. The employer may use the positive test as evidence of impairment.

Cannabis metabolites can stay in a person's blood for weeks after the psychoactive and motor effects of the drug have completely subsided. In addition, certain topical medications containing cannabis do not cause any psychoactive effects or motor impairment but can still result in a positive test for marijuana. In case of a positive cannabis test, before instituting discipline, the City will investigate, collecting relevant facts and information regarding positive test results. The employee will cooperate with this investigation. During this investigation, the City, at its discretion, may either allow the employee to continue working, or place him on paid leave.

Changes in Testing Procedures: The parties recognize that during the life of the Agreement, there may be improvements in the technology of testing procedures for cannabis, which provide more accurate testing. In that event, the parties may bargain in good faith whether to amend this procedure to include such improvements.

Notwithstanding the above, the Union recognizes that the City holds its Firefighters, as public

safety professionals, to the highest standards to ensure public trust. Therefore, nothing in this policy should be interpreted that the City condones, or tolerates the use of cannabis at any time, including on or off-duty.

B. Positive During Treatment

If an employee tests positive while in treatment (as recommended by the substance abuse professional), he/she shall be subject to discharge unless he/she agrees to a thirty (30) calendar day suspension which also shall not be subject to the grievance procedure and to continue in treatment on the same terms as specified in this agreement, except the treatment program shall be extended by an additional twelve (12) months.

The City's agreement to allow an employee to continue in treatment after a positive test based on random testing is the quid pro quo for the union agreement to waive the right to grieve the penalty of discharge after a second positive test based on reasonable suspicion.

C. After Treatment

Employees who test positive for the presence of drugs or alcohol for a period of five (5) years after treatment shall be discharged, the penalty shall not be subject to the grievance procedure, and an arbitrator shall have no authority to review or modify the penalty, unless there is a problem with the drug testing procedure defined in this agreement, which shall be subject to the grievance and arbitration procedure.

D. Record of Discipline

Employees who do not have any further positive drug tests given for any reason included in this agreement or any related discipline for a period of five (5) years following the last positive test results, the file shall then be cleared of any and all record of suspension and/or any related information. The employee shall be returned to normal employee status and begin any procedure contained in this agreement from the beginning as all other employees covered by this agreement.

Section 13 - Voluntary Request for Assistance

The employer shall take no adverse employment action for alcohol or substance use against an employee who voluntarily seeks treatment through the employer's EAP Program or through one of the City's health care providers and/or referrals to other recognized or certified programs for an alcohol or drug related problem other than that the employer may place the employee on leave during treatment. The employer shall make available through its EAP program a means by which the employee may obtain referrals and treatment or when otherwise unfit for duty in their current assignment. All such requests shall be confidential. When seeking or undergoing treatment or when otherwise unfit for duty in his current assignment, an employee may, at the employer's discretion, be transferred to a position for which he is fit or shall be allowed to use: 1) accumulated sick leave; and/or 2) paid leave; and/or 3) be placed on unpaid leave pending treatment.

Section 14 - Employee Assistance Program (EAP)

Any employee violating this policy is subject to discipline including suspension and/or termination; however, should any employee be convicted of violating a criminal drug statute in

the workplace, discipline of the employee will be termination, referral to law enforcement, and/or participation in an approved rehabilitation or drug use employee assistance program (EAP). The employee assistance program for City of St. Charles employees is Tri-City Family Services. If such help is offered and accepted, the employee must satisfactorily take part in the program to continue employment. The City believes that rehabilitation is the preferred solution to any such problem, as it both protects our investment in a trained employee and treats the employee concerned with dignity. Payment beyond the group health benefits provided by the City of St. Charles at the time of treatment is the responsibility of the employee.

Section 15 - Duty Assignment

If the nature of the EAP or treatment program allows the employee to continue to work during treatment, the employer may maintain the individual's previous employment status. If an employee participates in an in-patient program which precludes continued employment, the employee shall be granted a leave to do so. At the end of such leave, the employee shall be returned to his former position with no loss of seniority and accumulated benefits. An employee may use accumulated sickness or disability benefits during the period of his/her treatment leave.

Employees who voluntarily report to the supervisor that they are taking prescribed or over-the-counter medication that has adverse side effects which interfere with the ability to perform his/her normal duties may be temporarily reassigned with full pay to other duties if other duties are available. If no duty is available within the limitations, the employee shall be allowed leave as provided in this agreement.

Section 16 - Drug Education

Employees have the right to know about the dangers of drug use in the workplace, the City policy regarding a drug-free workplace, and what is available to help combat drug problems.

Education programs on the dangers of drug use in the workplace will be made available on a regular basis. Employees will be made aware of the several kinds of help that are available on a voluntary basis.

These include:

1. Medical insurance benefits for substance use programs.
2. Information about community resources for assessment and treatment.
3. Tri-City Family Services (employee assistance program).

We have established this help as part of our commitment to the health, safety, and well-being of our employees and their families. Employees are encouraged to use it as needed.

Section 17 - Confidentiality of Test Results

The results of drug and alcohol tests will be disclosed to the person tested, the fire chief, the human resources director, and such other officials as may be mutually agreed to by the parties. If the employee is represented to a union and consents in writing, test results will be disclosed to the union president or designee. Test results will not be disclosed externally except where required for disciplinary purposes.

Section 18 - Alcohol Test Standards

Impairment due to alcohol use shall be presumed upon a confirmed breath alcohol concentration of .04 or more.

Section 19 - Conflict With Other Laws

This appendix and policy is in no way intended to supersede or waive any employee federal, state, local, or any other constitutional or legal rights.

Section 20 - Policy Acknowledgement

All employees must acknowledge in writing, through the drug policy acknowledgement form, that is included in this agreement, that they have been informed of the above policy and agree to abide by it in all respects.

Section 21 - Rights and Responsibilities

A. Employee Rights

1. The City of St. Charles will tell the employee that he/she can't bring in, make, distribute or sell, use, or even have with him/her any illegal drugs or alcohol when at work or on City premises.
2. The City of St. Charles will tell the employee what help the City has available to him/her for combating drug and alcohol problems.
3. The City of St. Charles will give the employee a written policy statement explaining the policy about drugs in the workplace.

B. Criminal Conviction

If an employee is convicted by a court of a substance use related criminal violation, the employee may be:

1. Disciplined up to and including termination; or
2. Offered help available to combat the involvement with drugs or alcohol in accordance with the City policy.

C. Employee Responsibilities

1. The employee must read the policy statement and certify that he/she has done so.
2. The employee must agree to abide by the guidelines of the City's policy.
3. The City of St. Charles can terminate an employee if he/she does not agree.
4. The employee must satisfactorily complete all the steps associated with any offered rehabilitation program.

D. Additional Information

If an employee has any questions or comments about this policy, please contact the human resources department.

APPENDIX E - OVERTIME SYSTEM

A. PURPOSE

To provide a consistent method for scheduling overtime and assigning credit to employees who work overtime shifts.

B. DEFINITIONS

Daily Staffing Roster	List produced by the battalion chief or acting battalion chief identifying all station and apparatus assignments for on-duty personnel on a given shift day. The staffing roster also identifies any assigned shift personnel absent from duty that day, as well as substitutes for any authorized overtime or trade time.
Daily Overtime List	A list compiled upon completion of morning roll call by the most senior company officer working identifying on-duty employees covered by the bargaining agreement who are available to work overtime, beginning at 0700, the following calendar day in the event coverage is needed for minimum staffing. The Battalion Chief or Acting Battalion Chief will be notified upon completion of the DOL.
Scheduled Overtime	Any overtime created by such foreseeable issues such as scheduled vacation, training, scheduled sick leave, personal days, Kelly days, staffing for extra duties. Scheduled overtime should be scheduled at least thirty (30) days in advance or whenever feasibly possible.
Non-Scheduled Overtime	Overtime created by an unforeseen issue that causes the need to hire back additional Employee(s) (i.e. an employee calls in sick, injury on the job.
Overtime Spreadsheet	A spreadsheet/ <u>list</u> compiled by the union identifying all bargaining unit employees eligible for overtime. It shall consist of two lists: one for firefighters and one for officers. The spreadsheet shall be used to credit points-time to employees for working overtime. Participation on the overtime spreadsheet is voluntary, and employees may elect to withdraw their name from the list on an annual basis and no later than January 1 of each year. The lists shall reset on January 1 of each year. <u>All personnel are eligible for forceback regardless of their participation on the spreadsheet.</u>
Monthly OT Schedule	A schedule of overtime assignments, compiled by the union, for the upcoming month based on foreseeable openings as indicated by the time-off calendar.
Forceback	The mandatory and involuntary requirement of an employee covered by the bargaining agreement to fill a vacancy in minimum manning. A forceback is utilized after all attempts have been made to voluntarily fill a vacancy in

minimum manning utilizing the procedure listed in this Appendix. Individuals exempt from forceback are those who have vacation, personal time, Kelly Day, or trade time scheduled the shift immediately prior or immediately after the forceback date. Partial shift hours that do not include the immediate off going or immediate oncoming shift do not exempt an individual from forceback. For example, an individual who is on personal time from 0900-1400 but works the remainder of the shift is not exempt. Another example, an individual who has scheduled a partial day trade from 1500-2200 hours the shift following the forceback date is also not exempt from the forceback. Additionally, no individual already scheduled to work overtime coverage (i.e. special team coverage, or special event coverage) can be forced back to work in place of the previously scheduled coverage.

C. POLICY/PROCEDURE

The apportionment of overtime for minimum manning, both scheduled and non-scheduled, shall be accomplished in accordance with the procedures described in this appendix.

The battalion chief shall update the FLSA time-off electronic calendars using the mutually agreed upon system of scheduled vacation, personal, and Kelly Days each duty day. The union shall compile a monthly schedule of overtime assignments for each upcoming month based on information provided by the administrative chief officers. The union shall designate these scheduled overtime assignments utilizing the overtime ~~seniority/points~~ system. They shall be filled by scheduling in descending order the most senior employees with the least amount of ~~points~~ overtime hours. The union shall post scheduled overtime assignments ~~on the network shared drive prior to the beginning of each month~~ using the mutually agreed upon system. ~~All overtime that is scheduled with at least seven (7) days (168 hours) notice shall be recorded in green. All overtime that is scheduled with less than seven (7) full days' notice (less than 168 hours) shall be recorded in red.~~ Shift personnel shall be responsible for checking the overtime assignments regularly. Overtime assignments added subsequent to the initial publication of the monthly overtime calendar will be made known to each individual via ~~email or telephone~~ agreed upon system as soon as feasibly possible by the union. No employee will be scheduled to work two (2) days before or two (2) days after his/her own time off (vacation day, Kelly day, personal day, and trade day) without his/her agreement.

Apportionment of Points Recording of Overtime Hours

Hours for working minimum manning ~~Points for working overtime~~ shall be credited to employees in the following manner:

- Overtime of less than six (6) hours will not be counted towards recorded overtime scheduling hours
- ~~Scheduled overtime of 6-12 hours = 2 points~~
- ~~Scheduled overtime of >12 hours = 4 points~~
- ~~Non-scheduled overtime of 6-12 hours = 1 point~~
- ~~Non-scheduled overtime of >12 hours = 2 points~~

Changes to the initial overtime calendar may also affect the ~~points-recording~~ system. If an employee elects to give away their overtime assignment, both parties shall be credited appropriate ~~pointshours~~. For example: Firefighter A wants to give ~~away~~ his scheduled ~~two (2) point~~ overtime assignment away to Firefighter B, both firefighters would have ~~two (2) pointtime~~ recorded for said overtime shift. ~~If it were an unscheduled (one (1) point) overtime assignment, both firefighters would receive one (1) point for the given shift.~~

The union or personnel designated by the union shall be responsible for crediting all ~~points to the overtime spreadsheet~~hours. The final approved daily staffing roster/~~electronic calendar~~ shall serve as the documentation for overtime worked. Battalion chiefs or acting battalion chiefs shall be responsible for maintaining the accuracy of the daily staffing roster

Continuation of Overtime

If a partial overtime shift turns into a twenty-four (24) hour overtime shift, employees already working the partial shift shall be offered the balance of the shift by most senior with the least amount of ~~pointshours~~.

~~Appropriate points shall be awarded as follows:~~

- ~~• If the twelve (12) hour overtime shift was scheduled, two (2) points would be recorded plus one (1) point for the twelve (12) hours, for a total of three (3) points.~~
- ~~• If the twelve (12) hour overtime shift was unscheduled, one (1) point would be recorded plus one (1) point for the twelve (12) hours, for a total of two (2) points.~~
- ~~• If the twelve (12) hour overtime shift was scheduled and changed to twenty four (24) hour overtime with more than seven (7) days before the scheduled shift, four (4) points shall be recorded.~~

Non-Scheduled Overtime

Upon completion of roll call the most senior company officer working that day will complete the daily overtime list (DOL). The DOL shall normally be completed by 0900. The officer (i.e. captain, if off then lieutenant, by highest level of seniority) shall call each fire station and confirm the participation of personnel. Individuals who elect to be added to the DOL cannot remove themselves once added regardless of the total number of hours they are assigned the following day. Additionally, individuals cannot add their name after the list has been completed.

The daily overtime list will be numbered beginning with the employee with the most seniority and least amount of ~~points-hours as indicated on the overtime spreadsheet~~. Upon completion of this list, the officer will enter it electronically and save it to the daily overtime list folder on the computer under the proper month and day. The daily overtime list shall be saved as a Word document with a file name DOL and the six digits of the date of overtime it covers. (i.e., DOL 07-23-08 for the daily overtime list created on the morning of the shift of July 22 but covering non-scheduled overtime that would occur on the shift that works on the day of July 23, 2008). This list will then be available to be viewed and referenced by all department members and utilized in the event that coverage is needed the following shift. All overtime worked will be properly recorded ~~on the overtime spreadsheet~~.

0700 Overtime

In the event no employees are available for the daily overtime list or if the daily overtime list is exhausted through the assignment of overtime, available overtime to fill minimum manning for the next shift, beginning at 0700, shall be scheduling utilizing the ~~overtime spreadsheet~~text messaging system. The battalion chief/~~shift commander or other chief officer shall contact a designated member of the union to initiate the process of filling the overtime by calling qualified, eligible personnel in accordance with the overtime spreadsheet~~ shall initiate the transmission of a text message to all employees on the overtime list, within the rank needed, indicating an immediate need for overtime. The first person eligible to take the overtime, who calls the battalion chief back, will be awarded the overtime as long as he can report within two hours. If no person within the rank needed responds to a text message for overtime within 10 minutes of the message being issued stating that he is available to work, the battalion chief will transmit one text message to all firefighters (including those not on the overtime list) stating the immediate need for overtime. In this instance any individual within the rank needed, whether on the overtime list or not, is eligible to take the overtime.

After the above two methods have been exhausted or by 0645 hours, whichever comes first, the battalion chief/shift commander shall implement the mandatory forceback procedure.~~Once the mandatory forceback procedure has been implemented, the battalion chief/shift commander or other chief officer shall initiate or cause to be initiated the transmission of one (1) text message page to all employees on the overtime list, indicating the need for non scheduled shift overtime to cover a mandatory forceback. The first person eligible to take the overtime who calls the battalion chief/shift commander back will be awarded the overtime. The individual assigned to work the mandatory forceback overtime shall remain on duty until relieved by the employee who accepted the overtime text page.~~

0700 Forceback

Employees may be forced back only to cover needed shifts for minimum manning. The following method is to be utilized. Force backs will occur utilizing reverse seniority (i.e. junior to most senior). No employee will be forced back more than once in a calendar year until this reverse seniority list has been ~~completed~~exhausted. An employee will not accumulate any overtime ~~points~~hours due to a forceback. All employees may be susceptible to forceback utilizing this method. No employee will be forced back two (2) days prior to or two (2) after ~~any shift day~~his/her own time off (see "Forceback" definition). Forcebacks shall be utilized as a last resort. Once an employee is assigned mandatory forceback, he may elect to continue to seek voluntary coverage to replace him. ~~Upon request of the employee, the battalion chief shall transmit a text page to all employees on the overtime list, indicating a need for immediate overtime. The first person eligible to take the overtime who calls the battalion chief will be awarded the overtime assigned to the forced back employee.~~The employee assigned to work the mandatory forceback shall remain on duty until relieved by the employee who voluntarily ~~accepted~~ the overtime ~~text page~~.

Mid-Shift Overtime & Forceback

In the event overtime becomes immediately available during a twenty-four (24) hour shift due to an employee illness, injury, or other emergency situation, the overtime shall be filled in the following manner. The battalion chief shall initiate the transmission of a text message to all employees on the overtime list, ~~for within~~ the rank needed, indicating an immediate need for overtime. The first person eligible to take the overtime, who calls the battalion chief back, will be awarded the overtime as long as they can report within two hours.

If no ~~officer-person with the rank needed~~ responds to a ~~page-text message~~ for overtime ~~requiring an officer~~ within 10 minutes of the ~~page-text message~~ being issued stating that he is available to work, the Battalion Chief will transmit a ~~second page-text message~~ to ~~members of the opposite rank (firefighters for officers or officers for firefighters)~~ indicating the need for ~~officers to fill the overtime~~. If ~~after a total of 20 minutes (2 pages at 10 minutes apart), no officer has accepted the overtime~~ no person within the opposite rank responds to a text message for overtime within 10 minutes of the text message being issued stating that he is available to work, the Battalion Chief will transmit ~~one text message to all officers and firefighters (including those not on the overtime list) stating the immediate need for a page to firefighters to accept the overtime.~~ ~~If no firefighter responds to a page for overtime within 10 minutes of the page being issued, the Battalion Chief will transmit a second page to firefighters to fill the overtime.~~ If, after a total of 20 minutes (2 pages at 10 minutes apart), no firefighter has accepted the overtime, the Battalion Chief will ~~transmit one page to all officers and firefighters (including those not on the overtime list) stating the immediate need for overtime.~~ In this instance any individual, whether on the overtime list or not, is eligible to take the overtime. Equally, if no firefighter responds to initial pages for overtime requiring a firefighter within 20 minutes, the Battalion Chief will transmit a page to officers to fill overtime.

If after all of the above methods are exhausted and no officer or firefighter responds, the battalion chief/~~shift commander or other chief officer~~ shall contact a designated member of the union to ~~determine which individuals are ineligible for forceback.~~ The Fire Chief or his designee will initiate the process of filling the overtime by calling personnel in reverse seniority accordance with the Overtime Spreadsheet to initiate a mandatory force back.

Employees are responsible for enabling the capability to receive text messages on their personal cell phone, pager, or other electronic device. The master phone list will be maintained by the union. The city assumes no responsibility for the cost of the message.

~~The All~~ text messages shall be sent through the appropriate fire department call-out (paging) group, per SOG, for firefighter overtime or officer overtime. The text message should indicate the rank needed, the assumed hours of the overtime, the contact person, including phone number to call back. The message should be kept as short as possible to facilitate easy reading by the recipients (i.e., immediate four (4) hour firefighter OT available. Contact B/C ~~Friel~~ at (630)762-6995).

Once the overtime has been filled, the Battalion Chief shall send out a text message indicating the same.

Changes to this appendix can be made through mutual agreement of both parties.

~~D. EXCEPTIONS~~

~~———— DNA~~

~~E. REFERENCES~~

~~———— Labor agreement between the City of St. Charles and the St. Charles Professional Firefighters Association, I.A.F.F. Local #3322~~

~~———— Daily Overtime List~~

~~———— Overtime Flowchart~~

APPENDIX F - USE OF SICK LEAVE BY FIRE DEPARTMENT EMPLOYEES

A. PURPOSE

To provide a fire department policy concerning notification and documentation regarding the use of Sick Leave.

B. POLICY

Sick leave is to be utilized by the employee out of necessity as outlined above. The City reserves the right to have all sick leave absences confirmed by a medical doctor or other health practitioner. In any and all cases, these sick days are for sickness, disability, illness, birth, physical appointments, or other sickness prevention measures as set forth above and are not to be considered as personal days off.

The use of sick leave under any of the following circumstances may require a physician's note confirming illness or injury:

- 1) If the employee has more than three (3) separate illnesses within any six (6) month period.
- 2) If an employee assigned to shift utilizes more than two (2) consecutive days of sick leave or if an employee assigned to a forty (40) hour workweek utilizes more than four (4) consecutive days of sick leave.

In order to ensure FMLA policy compliance, the employee's supervisor shall notify HR for any shift employee who utilizes more than two consecutive days of sick leave or for any forty (40) hour employee utilizing more than three (3) consecutive days of sick leave.

The City, at its discretion, may require a physician's note confirming illness or injury for any employee sick leave utilized immediately before or immediately after a vacation day, personal day, or recognized City holiday.

Employees are expected to schedule doctor's appointments on non-duty time. When such scheduling is not possible, the employee shall make every attempt to schedule the doctor's appointment in such a way as to minimize disruption. Sick leave must be taken for a minimum of one (1) hour with one-quarter (¼) hour increments thereafter. Employees are expected to be working what is reasonable before or after their medical appointment.

C. PROCEDURE

When an employee will be absent due to illness the employee must notify the on-duty battalion chief one (1) hour prior to the employee's normal start time via a telephone call, texting is not permissible, so the effect of the employee's absence can be minimized and overtime coverage can be arranged if required. When calling in sick, the employee must offer a reason for using a sick day to the battalion chief (example: sickness or doctor's appointment for self/child/spouse).

D. EXCEPTIONS

If the battalion chief is on a call or is otherwise not reachable, the employee shall report his/her use of sick leave to an officer on-duty at Fire Station 1. If no officers are present at Fire Station 1 to receive the report, then the employee shall contact an officer at an alternate station to report his/her illness/injury. If none of the on-duty officers are available, a chief officer shall be contacted via telephone to report the absence due to illness or injury. A voicemail message is to be left with the chief officer if no other contacts can be made. It shall then be the responsibility of the officer who received the report to record the reason for the sick leave and to make notification to the battalion chief as soon as possible.

APPENDIX G - VACATION SELECTION

A. PURPOSE

To establish a procedure for the selection of vacation time for personnel assigned to the twenty-four (24) hour shift.

~~B. DEFINITIONS~~

~~Kelly Time — Unpaid, scheduled time off assigned as work reduction periods for purposes of FLSA compliance.~~

~~————— The City has adopted a twenty seven (27) day work cycle for the purposes of Section 7K of the FLSA for all bargaining unit employees assigned to a twenty four (24) hour shift. Those employees shall have an assigned Kelly day within each work cycle so that each employee receives one twenty four (24) hour Kelly day every ninth duty shift. Kelly days shall begin at 7:00 a.m. of the assigned day. In no instance will more than one (1) officer be off on a Kelly day. For overtime purposes, Kelly days shall not be considered hours worked.~~

~~Personal Time — Paid time off other than vacation granted to employees in order to schedule time off from work for personal business. Personal leave is awarded in accordance with the City of St. Charles Personnel Policy Manual and the CBA between the City and the fire union (for bargaining unit personnel). Personal time must be scheduled and approved by the fire chief or his designee, must be utilized by the end of the calendar year, and is not accruable from year to year, except in cases approved by the fire chief. Personal time is to be utilized in a minimum of two (2) hour increments and then in one quarter (¼) hour increments thereafter.~~

~~Vacation Time — Annual paid time off granted to employees of the City in accordance with either the St. Charles Personnel Policy Manual or the CBA between the City and the fire union. Vacation time shall be paid at the employee's regular hourly rate of pay times the amount of hours actually used. For firefighters who are members of the bargaining unit, vacation time must be taken in full day increments, except when utilized for educational purposes, as set forth by the fire chief.~~

C.B. POLICY/PROCEDURE

All planned shift and station transfers commencing at the beginning of the following calendar year will be announced by October 1 of the previous calendar year. Additionally, the determination of fire prevention bureau lieutenant(s) will be announced by October 1 each calendar year.

The vacation calendar will become available for vacation picks on October 15 each calendar year. Prior to October 15th, Battalion chiefs are responsible for beginning the notification for his shift on that day of the selected date in which their respective shift will meet to complete the vacation selection. Each shift shall select a day between October 15th and November 30th. The meeting day shall be mutually agreed upon by bargaining unit members assigned to the affected shift. Vacation selection dates will be no earlier than October 15th and must be complete by November 30th of each year. Notification and selection will be completed by seniority in rank. The sign up procedure shall begin with the captain on the designated shift, i.e. the black shift captain on the black shift sign up calendar. The calendar shall then proceed through the lieutenants on the shift by seniority in that rank. Once the officers have completed their sign up, the calendar will then proceed to the most senior firefighter on the shift. The calendar shall then proceed through the firefighters on the shift by seniority.

The vacation selection will be completed in three separate rounds, by seniority in rank. The first round of the sign-up procedure shall begin with the captain on the designated shift, i.e. the black shift captain on the black shift sign-up calendar. The calendar shall then proceed through the lieutenants on the shift by seniority in that rank. Once the officers have completed the first round of their sign-up; the calendar will then proceed to the most senior firefighter on the shift. The calendar for the first round shall then proceed through the firefighters on the shift by seniority.

During the Vacation Selection procedure, employees will be allowed a reasonable amount of time to make his selections each round. Employees not available to attend the vacation selection date shall be notified via the telephone number listed on the vacation selection contact form by their Battalion Chief or Shift Rep in order to facilitate their selection of dates each round. Employees not in attendance shall be afforded five minutes to begin their selection process or risk their position on the list. Employees calling back after the five minutes will be eligible for selections in the next available slot.

Bargaining unit members present for vacation selection shall be compensated up to three (3) hours maximum compensation (one hour per round) in accordance with Article 11 of this agreement. Members assigned to shift during the vacation selection process shall be released from duty to attend and participate, coverage will be provided if necessary.

Every employee will be allowed up to a twenty four (24) hour time period to make his selections each round. The battalion chief will notify each employee on his shift via the telephone number listed on the vacation contact form, or station phone if on shift, that the calendar is available for sign up. The battalion chief will also send an electronic copy of the updated calendar to the e-mail address, of the employee's choice, (see vacation contact form) to the employee prior to contacting him via phone. The battalion chief may contact any employee between the hours of 8:00 a.m. and 9:00 p.m. That employee will be afforded up to twenty four (24) hours to make his selections for the vacation calendar. It is the employee's responsibility to notify the shift battalion chief of his picks within twenty four (24) hours. If he does not respond within twenty four (24) hours after receiving a phone call and electronic copy of the vacation calendar, the battalion chief will contact him via phone (see vacation contact form) to inform him that the calendar is being passed on to the next

~~most senior individual on his shift (voicemail constitutes notification). If anyone is skipped due to failure to contact the battalion chief, the employee may contact the battalion chief at any time afterwards to add his selections from those still open and available. If an employee completes his vacation selections prior to the end of the twenty four (24) hour period, the battalion chief will notify the next most senior individual to inform him that the updated calendar is available for sign-up. This process will continue until each round is completed. All reasonable efforts will be made by the battalion chief to contact employees that may be on extended leave for injury, illness or other disability that prevents them from working their normal work schedule.~~

Time Off Slots Available

There shall be three (3) time off slots available per 24/48-hour shift for the 24/48-hour shift employees to utilize. These three (3) slots shall incorporate all vacation leave, Kelly days, and personal days at the time of the calendar sign-up. The three (3) time off slots may consist of one (1) Kelly day and two (2) vacation/personal day slots, two (2) Kelly days and one (1) vacation/personal day slots. In cases where no Kelly day is specifically assigned, individuals may trade Kelly day slots with an unassigned slot. All unassigned Kelly day slots (OPEN Kelly Day) on each shift may be utilized as a vacation time slot, personal day slot, or for a Kelly Day trade once the calendar is completed and approved by the fire chief. If time off slot utilization goes above ninety-two percent (92%) of the Kelly, vacation, and personal time assigned for that calendar year, the slots shall be increased.

Sign Up Provisions

There will be three rounds to the sign-up process as described below.

First (Priority) Round

The first round will include only priority vacation selections. The priority round will be done using a 4/3 split method with all bargaining unit members selecting up to four (4) vacation shifts. ~~The six (6) most senior employees on each shift will each choose four (4) priority picks. The remaining members will receive three (3) priority picks.~~ All vacation picks must be taken in twenty-four (24) hour shift increments.

Second Round

The second round will include selection of the remainder of the vacation time each member will earn during the calendar year. For example, a member in his tenth year of service earns vacation at a rate of eight (8) vacation shifts per year. The member may request all of the remaining time accumulated during the calendar year up to the total of eight (8) shifts.

Third Round

The third round will include selection of a personal day for those personnel who have earned one. In addition, any quantity of vacation shifts earned in previous years and carried over into the new calendar year may also be scheduled at this time.

Vacation Carry Over

An employee shall be able to accumulate vacation to a maximum two (2) years accumulated

vacation time at the employee's anniversary date. If an employee has accumulated an amount greater than the maximum allowed as of his/her anniversary date, he/she shall be required to cash in excess vacation time. This excess time shall be paid to the employee at the rate of the employee's regular hourly straight-time rate of pay in effect on the day in which the employee's anniversary occurs.

A personal day shall be one (1) twenty-four (24) hour shift. A personal day must be used during the year earned and shall not be carried over to the following year, except in cases approved by the fire chief.

Calendar Completion

The completed calendar will then be reviewed and approved by the fire chief within 15 days from completion of the third round of vacation selection. The fire chief will notify department members once the calendar has been approved.

Modifications

Once the calendar is finalized, modifications shall be forwarded to the duty chief in charge of the shift on which the member is assigned. The proper form provided for the specific purpose must be utilized. No additions may be made before the calendar is approved and no leave once approved shall be revoked. All requests for time off and modifications will be reviewed with the best interests of the department in mind. To facilitate department operations and scheduling, requests for time off or modifications thereto shall be requested with as much advanced notice as possible, but should not be made less than 48 hours prior to the day involved. Up to two (2) emergency time trades may be initiated and utilized by each employee of the department within each calendar year. These trades are to be utilized for personal emergencies that occur requiring a member to initiate a voluntary trade with less than forty-eight (48) hours' notice.

D.C. EXCEPTIONS

None

E.D. REFERENCES

IAFF Bargaining Agreement, Vacation Request/Modification Form, Voluntary Duty Time Trade Form

APPENDIX H – CERTIFICATION CREDIT

<u>OSFM Certifications</u>	<u>Points</u>
Basic Operations Firefighter/*Firefighter II	0
Advanced Technician Firefighter/*Firefighter III	0
*Hazardous Materials First Responder-Awareness	0.5
Hazardous Materials First Responder-Operations	2.5
*Hazardous Materials Technician A	2.5
*Hazardous Materials Technician B	2.5
Hazardous Materials Technician	5.0
Hazardous Materials Incident Command	1
Fire Service Vehicle Operator/*Fire Service Vehicle Provisional	0.5
Fire Apparatus Engineer	2.5
Fire Service Instructor I	2.5
Fire Service Instructor II	2.5
Fire Service Instructor III	2.5
Training Program Manager	2.5
*Fire Officer I/Company Fire Officer	0
*Fire Officer II/Advanced Fire Officer (Applies to Lieutenant promotional process only)	7.5
*Fire Officer III/Chief Fire Officer/Chief Fire Officer Provisional	6
Fire Department Incident Safety Officer	2.5
Fire Department Health & Safety Officer	2.5
Fire Department Safety Officer	0
*Rescue Specialist-Confined Space Trench Awareness	0.5
*Technical Rescue Awareness	0.5
Rescue Specialist-Confined Space	2.5
Trench Operations	2
Trench Technician	2.5
Structural Collapse Operations	2.5
Structural Collapse Technician	2.5
*Rescue Specialist - Roadway Extrication	2.5
Vehicle & Machinery Operations	2.5
Vehicle & Machinery Technician	2.5
*Rescue Specialist-Vertical I Ropes and Rigging/Rope Operations	2.5
*Rescue Specialist-Vertical II Ropes and Rigging	2.5
Rope Technician (RFA/NIPSTA 40-hr Course)	2.5
Rope Technician (IFSI 80-hr Course) *Cannot combine w/Vertical II	5
*Juvenile Firesetter Intervention Specialist/Youth Firesetter Intervention Specialist	1
Fire Investigator	7.5
*Fire Prevention Officer	7.5

Arson Investigator	12.5
Fire Inspector I	2.5
Fire Inspector II	2.5
Public Fire and Life Safety Educator 1	2.5
Basic Fire Prevention Officer	0
Advanced Fire Prevention Officer	0
Water Operations	2
*Swift Water Technician	1.5
*Ice Technician	0.5
Watercraft Technician	0.5
*Dive Technician	2.0
*Ice Dive Technician	1.0
Airport Firefighter	2.5

IFSI = Illinois Fire Service Institute
NIPSTA = Northeastern Illinois Public Safety Training Academy
RFA = Romeoville Fire Academy
*OSFM certification no longer available

Public Safety Diver Equivalencies *Cannot be combined with OSFM Certification. Cannot combine equivalencies for the same level of certification.

Ice Technician (OSFM)	0.5
RFA - Surface Ice Rescue Technician	
ERDi - ERD Surface Ice Rescue Technician	
Swift Water Technician (OSFM)	1.5
DRI - Current/Swiftwater Rescue	
ERDi - ERD Swift Water 1 Technician	
LS - Phase 1 Swiftwater Rescue	
PADI - Swift Water Rescue	
RFA - Swiftwater Rescue Technician	
Dive Technician (OSFM)	2.0
ERDi - ERD 1 Operations or ERD 1 Diver Technician	
PADI - Rescue Diver or Dive Rescue I or Public Safety Diver	
DRI - Dive Rescue 1	
Ice Dive Technician (OSFM)	1.0
ERDi - ERD Ice Diver OPS or ERD Ice Diver OPS	
Technician	
DRI - Ice Diving Operations Training	
PADI - Ice Diver	

SDI - Ice Diver

Advanced Open Water

1.0

PADI - Advanced Open Water

PADI - Advanced Adventure Diver

DRI - Dive Rescue International

ERDi - Emergency Response Diving International

LS - Lifeguard Systems

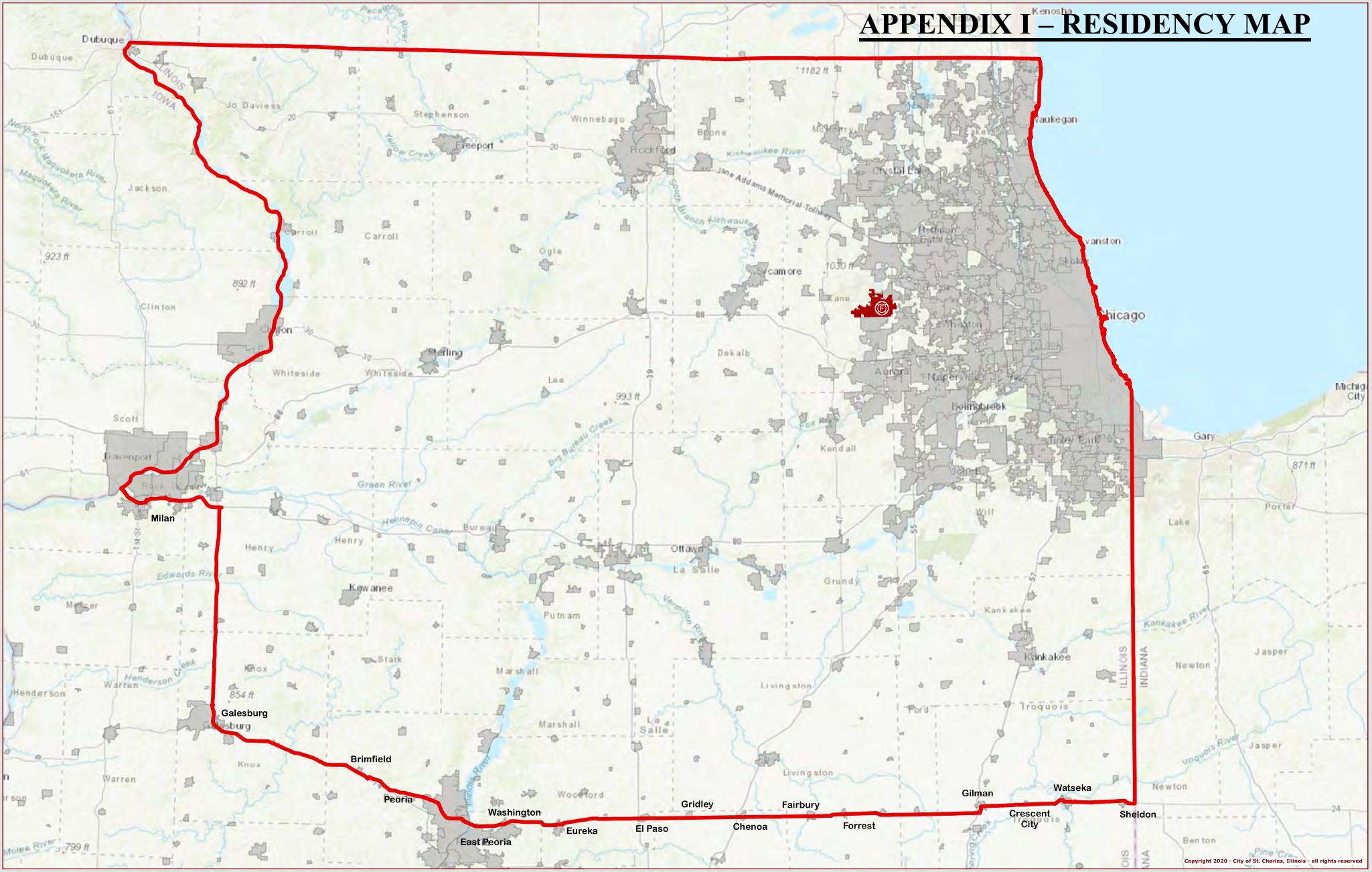
PADI - Professional Association of Diving Instructors

RFA - Romeoville Fire Academy

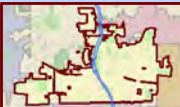
SDI - SCUBA Diving International



APPENDIX I - RESIDENCY MAP



Copyright 2020 - City of St. Charles, Illinois - all rights reserved



Publication Date: February 14, 2020
Data Source: City of St. Charles, Illinois
Map Scale: 0 2.5 5 10 Miles
Projection: Transverse Mercator
Coordinate System: Illinois State Plane East
North American Datum 1983

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AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *IC

Title:

Recommendation to authorize staff to award Harris Computer Systems the annual contract for CityView software support and maintenance for \$27,405.07.

Presenter:

Larry Gunderson, Director of Information Systems

Meeting: City Council

Date: June 15, 2020

Proposed Cost: \$27,405.07

Budgeted Amount: \$39,190

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The City's community development tracking and permitting software system, CityView, has been in use since 2004. CityView software is used by the Community and Economic Development Department to track and manage the submittal, review and approval of development projects, the review and issuance of building permits, and the management of code enforcement violations. In addition, the software is used by the City Administrator's office and the Police Department for managing the liquor license application process.

This maintenance contract provides technical support and product upgrades for CityView software for the covered period of one year, July 1, 2020 to June 30, 2021. Since CityView software is only licensed and supported by Harris Computer Systems, Harris is the sole provider of these services.

Attachments *(please list):*

None

Recommendation/Suggested Action *(briefly explain):*

Authorize staff to award Harris Computer Systems the annual contract for CityView software support and maintenance for \$27,405.07.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *ID

Title:

Recommendation to Approve an Ordinance Approving the Plat of Vacation of City Alley between 501 and 511 S. 6th Street

Presenter:

Ken Jay

Meeting: City Council

Date: June 15, 2020

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

City staff received a formal request to vacate a public alleyway between 501 S 6th Street and 511 S. 6th Street. The platted alleyway was never developed by the City, and has remained as a grassy area with no utilities. The alley does not extend through to S. 7th Avenue and is not in any City plans to be improved.

The process for vacating a public street/alley is dictated by State Statute. A municipality may vacate a street or alley if it determines that the public interest will be served in doing so. Relief to the public from maintenance responsibilities constitutes a public interest that would authorize the vacation. The ordinance vacating the alley must be passed by a 3/4 majority.

Staff recommends approval of an Ordinance vacating the City alleyway between 501 and 511 S. 6th Street.

Attachments *(please list):*

*Ordinance *Plat of Vacation

Recommendation/Suggested Action *(briefly explain):*

Recommendation to Approve an Ordinance Approving the Plat of Vacation of City Alley between 501 and 511 S. 6th Street

City of St. Charles, Illinois
Ordinance No. 2020-M-_____

An Ordinance Vacating a Public Alleyway between 501 S. 6th Street and 511 S. 6th Street

WHEREAS, the City of St. Charles (the City) is the owner of the property commonly known as the public alleyway between 501 S. 6th Street and 511 S. 6th Street, St. Charles, Illinois, 60174, legally described in Exhibit “A,” which is attached hereto and made a part hereof, and has submitted a request to vacate a public alleyway between 501 S. 6th Street and 511 S. 6th Street; and

WHEREAS, the City of St. Charles (the “City”) owns or is otherwise in control of those portions of the public alleyway between 501 S. 6th Street and 511 S. 6th Street, each as more particularly described and depicted on the Plat of Vacation of City Alley between 501 and 511 S. 6th Street, a copy of which is attached hereto as Exhibit “B” and made a part hereof (the “Plat of Vacation”), and are located wholly within the corporate boundaries of the City; and

WHEREAS, the City Council has determined that those portions of the public alleyway between 501 S. 6th Street and 511 S. 6th Street rights-of-way, as described and depicted on the attached Plat of Vacation, would not be in the best interests of the City to retain ownership thereof and would benefit its residents and be in the best interests of public welfare to vacate these rights-of-way to be split evenly amongst 501 S. 6th Street and 511 S. 6th Street.

WHEREAS, the public alleyway between 501 S. 6th Street and 511 S. 6th Street are situated within the territorial limits of the City and, as such, pursuant to Illinois statute, are subject to the determination of the corporate authorities of the City as to whether or not to vacate those certain portions of the public alleyway between 501 S. 6th Street and 511 S. 6th Street by balancing the interests of the nature and extent of the public use and interest or benefit derived from the rights-of-way, against the potential benefits to be derived from and cost saved to the City from the vacation and incorporation of portions of the aforesaid public alleyway between 501 S. 6th Street and 511 S. 6th Street rights-of-way into the adjacent properties as depicted on the Plat of Survey, a copy of which is attached hereto as Exhibit “C”, respectively, as expressly conditioned upon the provisions contained within this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:

1. The statements contained in the preamble hereto are found to be true and correct and are hereby incorporated as part of this Ordinance.
2. Subject to the provisions contained herein, the Plat of Vacation is hereby approved and the appropriate officials of the City are hereby authorized to execute and attest to same.

3. The northerly part of the alleyway immediately adjacent to 501 S. 6th Street, encompassing approximately 1,158 square feet, is hereby vacated to 501 S. 6th Street.

4. The southerly part of the alleyway immediately adjacent to 511 S. 6th Street, encompassing approximately 1,159 square feet, is hereby vacated to 511 S. 6th Street.

5. The vacation of those portions of public alleyway between 501 S. 6th Street and 511 S. 6th Street rights-of-way herein provided is made upon the findings that the compensation for the vacation, and the commensurate benefits and/or economic savings to be provided to and/or which inure to the benefit of the City, in the judgment of the Mayor and City Council, shall compensate the City for the value of the part of the public alleyway between 501 S. 6th Street and 511 S. 6th Street rights-of-way being vacated herein to each 501 S. 6th Street and 511 S. 6th Street, as to their respective portions, and that 501 S. 6th Street and 511 S. 6th Street shall each solely acquire title to that portion of the public alleyway between 501 S. 6th Street and 511 S. 6th Street rights-of-way hereby vacated, subject to the terms provided herein, as specifically depicted on the Plat of Vacation, as required herein, in an “as-is,” “where-is” condition.

6. After approval of the Plat of Vacation and Plat of Survey by the City, and upon execution of the Plat of Vacation by all necessary parties, the City Clerk is hereby authorized and directed to file with the Kane County Recorder a true and correct copy of this Ordinance, the Plat of Vacation and any documents relating thereto.

7. All ordinances or parts of ordinances in conflict with this Ordinance are hereby amended to the extent of such conflict.

8. This Ordinance shall be in full force and effect from and after its passage, approval and publication in accordance with law.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this day of June 2020.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this day of June 2020.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this day of June 2020.

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

Ordinance No. _____

Page 3

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

EXHIBIT "A"

Legal Description

A PUBLIC ALLEY IN MOODY'S ADDITION TO ST. CHARLES, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF LOT 14 IN SAID MOODY'S ADDITION TO ST. CHARLES; THENCE SOUTH 11 DEGREES 34 MINUTES 13 SECONDS EAST ALONG THE WESTERLY RIGHT OF WAY LINE OF SIXTH STREET, 349.87 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 11 DEGREES 34 MINUTES 13 SECONDS EAST ALONG SAID WESTERLY RIGHT OF WAY LINE OF SIXTH STREET, 17.50 FEET TO A LINE PARALLEL WITH THE SOUTHERLY RIGHT OF WAY LINE OF OAK STREET; THENCE SOUTH 78 DEGREES 36 MINUTES 25 SECONDS WEST ALONG SAID PARALLEL LINE, 132.41 FEET; THENCE NORTH 11 DEGREES 30 MINUTES 23 SECONDS WEST, 17.50 FEET TO A LINE PARALLEL WITH THE SOUTHERLY RIGHT OF WAY LINE OF OAK STREET; THENCE NORTH 78 DEGREES 36 MINUTES 25 SECONDS EAST ALONG SAID PARALLEL LINE, 132.39 FEET TO THE POINT OF BEGINNING, IN THE CITY OF ST. CHARLES, KANE COUNTY, ILLINOIS.

EXHIBIT "B"

PLAT OF VACATION

EXHIBIT "C"

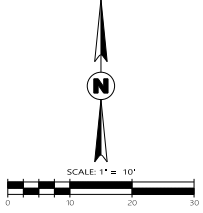
PLAT OF SURVEY

PLAT OF VACATION OF A PUBLIC ALLEY

LEGAL DESCRIPTION

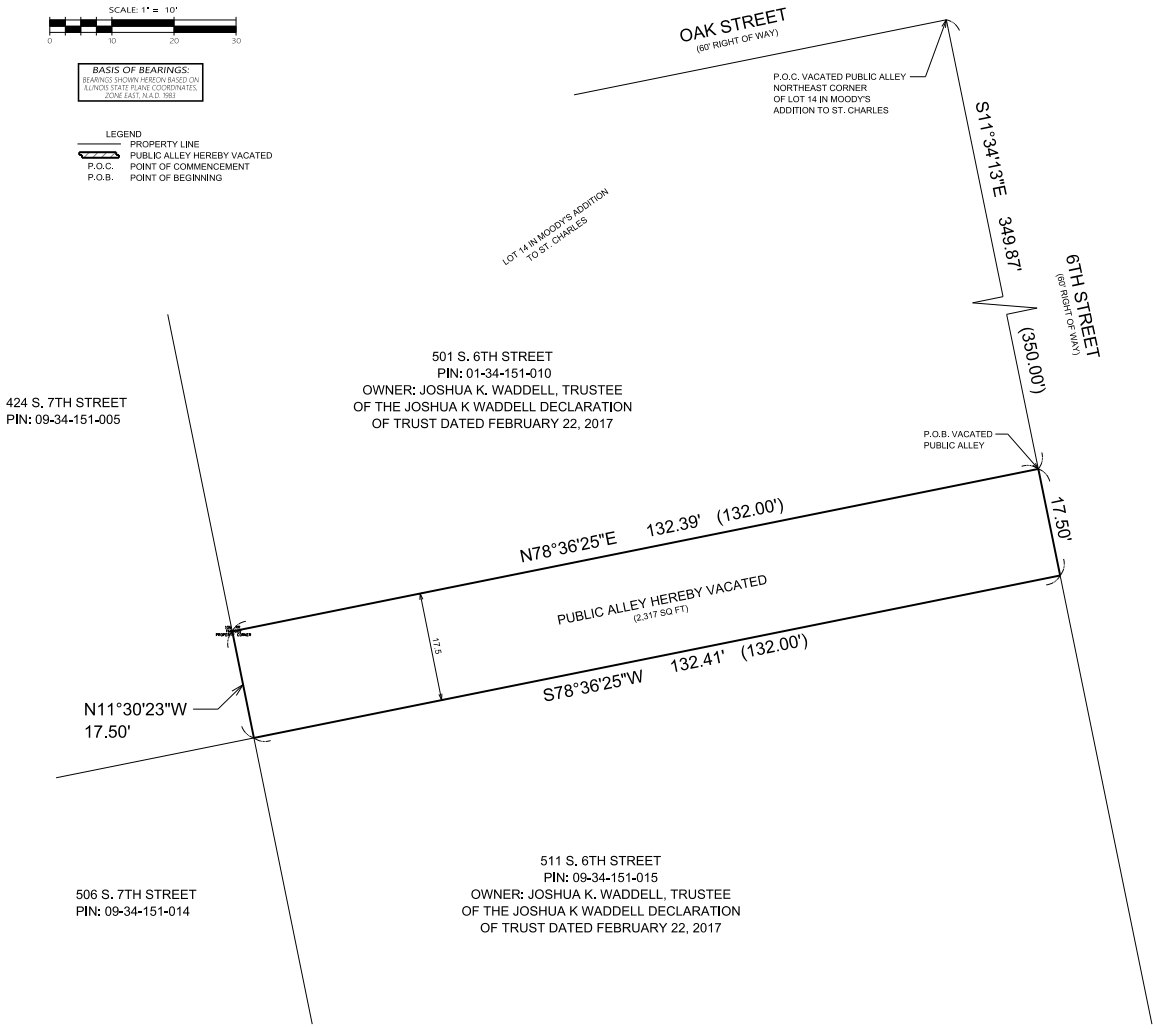
A PUBLIC ALLEY IN MOODY'S ADDITION TO ST. CHARLES, DESCRIBED AS FOLLOWS:
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PLEASE RETURN THE RECORDED MYLAR TO:
 CITY OF ST. CHARLES
 2 E. MAIN STREET
 ST. CHARLES, IL 60174



BASIS OF BEARINGS:
 BEARINGS SHOWN HEREON BASED ON
 ILLINOIS STATE PLANE COORDINATES
 - ZONE EAST, NAD 83

LEGEND
 ——— PROPERTY LINE
 ——— PUBLIC ALLEY HEREBY VACATED
 P.O.C. POINT OF COMMENCEMENT
 P.O.B. POINT OF BEGINNING



COUNTY CLERK CERTIFICATE
 STATE OF ILLINOIS)
 COUNTY OF KANE) SS.

I, _____, COUNTY CLERK OF KANE COUNTY, ILLINOIS, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT GENERAL TAXES, NO UNPAID FORFEITED TAXES AND NO REDEEMABLE TAX SALES AGAINST ANY OF THE LAND INCLUDED IN THE ANNEXED PLAT. "I FURTHER CERTIFY THAT I HAVE RECEIVED ALL STATUTORY FEES IN CONNECTION WITH THE ANNEXED PLAT." GIVEN UNDER MY HAND AND SEAL AT _____, ILLINOIS, THIS _____ DAY OF _____, A.D. 20____.

COUNTY CLERK _____

COUNTY RECORDER CERTIFICATE
 STATE OF ILLINOIS)
 COUNTY OF KANE) SS.

THIS INSTRUMENT WAS FILED FOR RECORD IN THE RECORDER'S OFFICE OF KANE COUNTY, ILLINOIS, ON THE _____ DAY OF _____, A.D., 20____ AT _____ O'CLOCK, ____ M. AND WAS RECORDED IN THE PLAT ENVELOPE NO. _____

COUNTY RECORDER _____

CITY COUNCIL CERTIFICATE
 APPROVED AND ACCEPTED THIS _____ DAY OF _____, A.D. 20____,
 CITY COUNCIL OF CITY OF ST. CHARLES, ILLINOIS

MAYOR _____
 ATTEST: _____
 CITY CLERK

- NOTES:**
- FIELD WORK WAS COMPLETED 04/26/2020.
 - DIMENSIONS IN FEET AND DECIMALS.
 - OWNERS ADDRESS OF 501 & 511 S. 6TH STREET: 511 S. 6TH STREET, ST. CHARLES, IL

STATE OF ILLINOIS)
 COUNTY OF DEKALB) SS

WE, REGIONAL LAND SERVICES, LLC, ILLINOIS PROFESSIONAL DESIGN FIRM NUMBER 184.007858-0010, DO HEREBY DECLARE THAT WE HAVE PERFORMED A BOUNDARY SURVEY OF THE ABOVE DESCRIBED PARCEL AND THAT THE BOUNDARY SURVEY IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY.
 GIVEN UNDER MY HAND AND SEAL THIS 28TH DAY OF APRIL, 2020 IN SYCAMORE, ILLINOIS.

Rudy P. Dixon

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.
 ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3832
 MY LICENSE EXPIRES NOVEMBER 30, 2020
 DESIGN FIRM LICENSE EXPIRES NOVEMBER 30, 2021



PLAT OF VACATION																																																																														
PUBLIC ALLEY	PUBLIC ALLEY																																																																													
CLIENT: HOSCHKEIT, MCGUIRK, MCCrackEN & CUSCAdEN, P.C. 1001 EAST MAIN STREET, SUITE G ST. CHARLES, IL 60174-2203	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>1</td><td>2/22/20</td><td>PER. CITY COMMENTS</td><td>RD.</td><td>RD.</td><td>RD.</td><td>1"=10'</td> </tr> <tr> <td>2</td><td></td><td></td><td>ESGN.</td><td>DWN.</td><td>CHD.</td><td></td> </tr> <tr> <td>3</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>4</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>5</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>6</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>7</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>8</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>9</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>10</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>NO.</td><td>DATE</td><td>REVISION DESCRIPTION</td><td></td><td></td><td></td><td></td> </tr> </table>	1	2/22/20	PER. CITY COMMENTS	RD.	RD.	RD.	1"=10'	2			ESGN.	DWN.	CHD.		3							4							5							6							7							8							9							10							NO.	DATE	REVISION DESCRIPTION				
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<p>REGIONAL LAND SERVICES 270 VIDA COURT SYCAMORE, ILLINOIS 60178 PHONE: (618) 559-2260</p>																																																																														
PROJECT NO. 200152 DATE: 04/29/2020 SHEET 1 OF 1 DRAWING NO. 1																																																																														

PLAT DATE: 04/29/2020
 OWNER: J.K. WADDELL
 FILE NAME: 1840152.DWG



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *IE

Title:

Recommendation to Approve a Resolution Approving an Extension of Lease Agreement for Henry Rockwell Baker Memorial Community Center Parking Lot

Presenter:

Ken Jay

Meeting: City Council

Date: June 15, 2020

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Dating back to 1979, the City of St. Charles and the Henry Rockwell Baker Memorial Community Center have had a long-standing Lease Agreement for public use of the privately-owned parking lot located at the northwest corner of S. 2nd Street and Illinois Street (see attached map – exhibit “A”). The existing 10-year lease agreement expires on September 7, 2020. The lease agreement provides the City the option to extend the existing lease prior to expiration. Staff is seeking approval to exercise the City’s option to extend the existing lease an additional 10 years, with a new expiration date of September 7, 2030. Notice must be provided by the City to Baker Memorial Community Center prior to August 7, 2020 in order to extend the existing lease. Note that a new lease agreement is not required.

The terms of the agreement include the following:

- No lease cost to the City of St. Charles
- The City shall have right to use the parking facility at all times for Public parking
- The City will continue to provide sweeping, snow plowing, power for lights and maintenance of the parking lot

Attachments *(please list):*

*Existing Lease Agreement for Parking Lot

Recommendation/Suggested Action *(briefly explain):*

Recommendation to Approve Extension of Lease Agreement for Henry Rockwell Baker Memorial Community Center Parking Lot

LEASE

LESSEE	LESSOR
City of St. Charles 2 East Main Street St. Charles, Illinois 60174	Henry Rockwell Baker Memorial Community Center, Inc. 101 South Second Street St. Charles, Illinois 60174

In consideration of the sum of ten dollars (\$10) and for other good and valuable consideration, the adequacy and sufficiency of which the parties hereby stipulate, Lessor hereby leases to Lessee and Lessee hereby leases from Lessor, for parking purposes, the real estate described below (the "Premises"), together with the appurtenances thereto, for the term specified herein.

1. **DESCRIPTION OF THE PREMISES:** The Premises is depicted on Exhibit "A" attached hereto and incorporated herein, and is described as follows:

Parcel I: Lots 7 and 8 in block 43 of the Original Town of St. Charles, except the Northerly 50 feet of Lot 8 and the Easterly 14 feet of the Northerly 50 feet of Lot 7 in the City of St. Charles, Kane County, Illinois.

Parcel II: A twelve (12) foot wide strip lying six (6) feet on each side of a centerline described as follows: Commencing at the northwest corner of Lot 3 of block 43 of the Original Town of St. Charles; then easterly along the north line of said Lot 3 for a distance of 7.00 feet to a point of beginning; thence southerly along a line parallel to the westerly line of said Lot 3 and 7.00 feet normally distant therefrom for a distance of 81.00 feet thence southeasterly along a curve to the left having a radius of 72.00 feet for a distance of 37.15 feet to a point of reverse curvature; thence southeasterly along a curve to the right having a radius of 72.00 feet to the south line of said Lot 3, in the City of St. Charles, Kane County, Illinois.

2. **TERM OF AGREEMENT:** This agreement shall commence September 7, 2010, and shall continue for a period of ten (10) years thereafter, unless sooner terminated. The Lessee shall have the option of extending said Lease for an additional ten (10) year period by written notice for the exercise of such option at least thirty (30) days prior to the expiration date of this Lease.

3. **IMPROVEMENTS:** The Lessee has previously improved the Premises for parking purposes to its usual and customary standards, including demolition of the two houses on Illinois Street, the removal of debris, surfacing, sidewalks, surface storm drainage, curbs and gutters, curb cuts, striping, signs for parking facilities, landscaping and lighting. All improvements on the Premises shall remain the property of the Lessee until such time as this Lease shall have been terminated by a lapse of time or otherwise, in which case the improvements shall become the property of the Lessor.

4. **MAINTENANCE:** The Lessee shall at its own cost provide sweeping, snow removal, pavement patching and repair (limited to \$1,000 per patch), pavement sealing and marking to define parking stalls, mowing and bush and tree trimming along the Illinois Street and 2nd Street (IL 31) frontages, lot lighting and electric energy and signage for the Premises.
5. **REAL ESTATE TAXES:** The Lessor agrees to remain responsible and pay for any and all real estate taxes which may become due in connection with the Premises.
6. **USE:** The Premises shall be used only for public parking. Access to the Premises shall be located on Walnut Street and Illinois Street.
7. **HOLD HARMLESS:** The Lessee shall provide the Lessor with a Certificate of Insurance indicating the Lessee's liability coverage.
8. **NOTICE:** Either party may, upon sixty (60) days' notice in writing to the other party, terminate this Lease. All notices and requests required pursuant to this Lease shall be to the addresses set forth above, or at such other addresses as the parties may indicate in writing to the other, either by personal delivery, overnight courier or by certified or registered mail, return receipt requested, with proof of delivery thereof.

Notices shall be deemed delivered to the address set forth above (i) when delivered in person on a business day, (ii) on the same business day received if delivered by overnight courier or (iii) on the third (3rd) business day after being deposited in any main or branch United States Post Office when sent by registered mail, return receipt requested.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the 7th day of September, 2010.

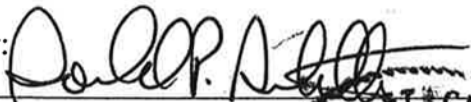
LESSEE:

LESSOR:

CITY OF ST. CHARLES, an Illinois
municipal corporation

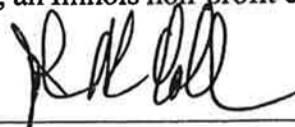
HENRY ROCKWELL BAKER
MEMORIAL COMMUNITY CENTER,
INC., an Illinois non-profit corporation

By:



Mayor

By:



President

Attest:


City Clerk



Attest:


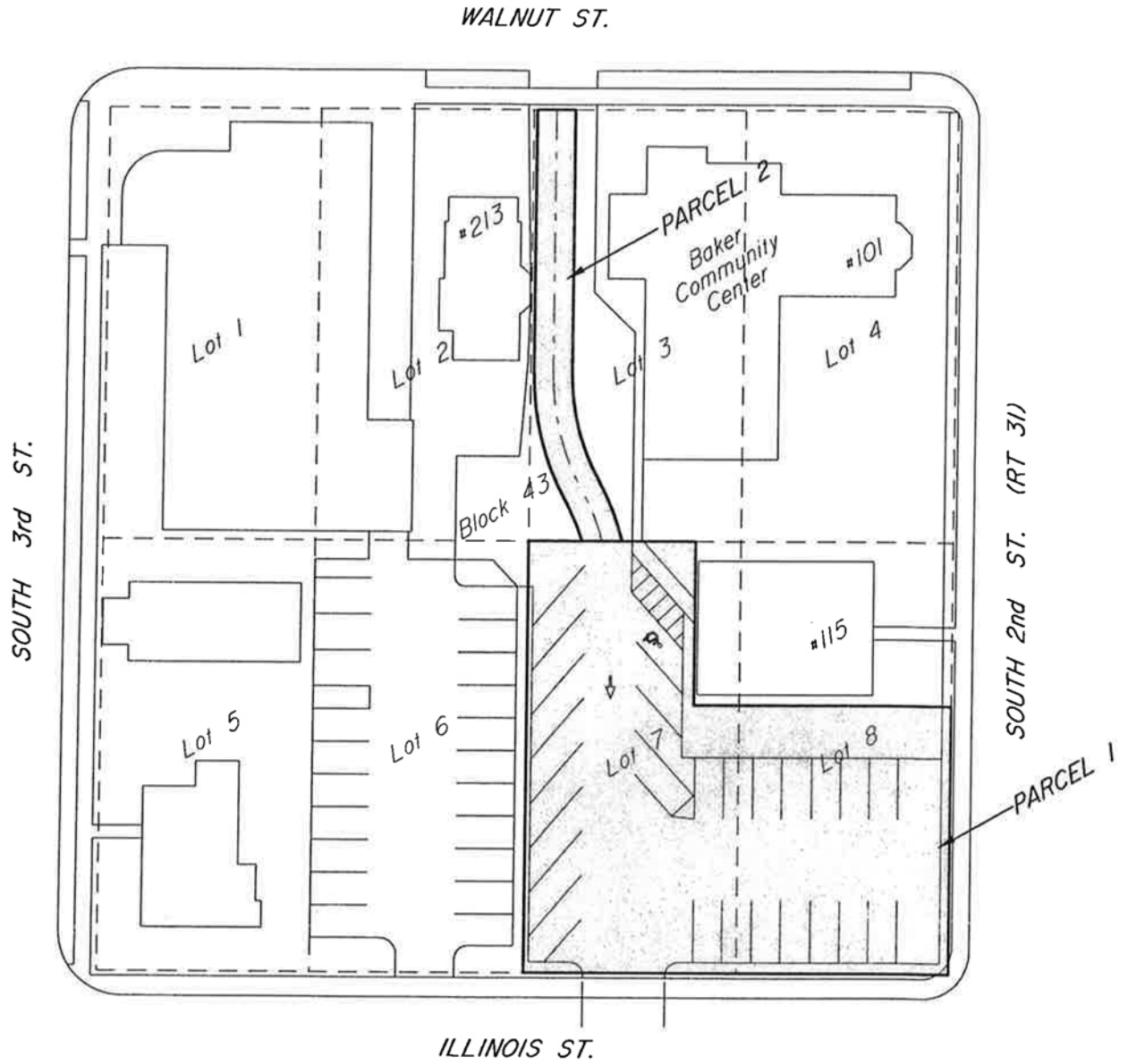

Secretary

EXHIBIT "A"
MUNICIPAL PARKING LOT "C"



BAKER COURT PARKING LOT



8/30/2010
Not to Scale

City of St. Charles, Illinois
Resolution No. _____

**A Resolution Approving an Extension of Lease Agreement for Henry
Rockwell Baker Memorial Community Center Parking Lot**

**Presented & Passed by the
City Council on _____, 2020**

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that an extension of Lease Agreement for Henry Rockwell Baker Memorial Community Center Parking Lot be approved.

PRESENTED to the City Council of the City of St. Charles, Illinois, this __ day of June, 2020

PASSED by the City Council of the City of St. Charles, Illinois, this __ day of June, 2020

APPROVED by the Mayor of the City of St. Charles, Illinois, this __ day of June, 2020

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *IF

Title:

Recommendation to approve a Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Approve the Award of (1) Kubota RTV x1100 and to Sell the Replaced John Deere Broom #1822

Presenter:

AJ Reineking

Meeting: City Council

Date: June 15, 2020

Proposed Cost: \$ 45,077.19

Budgeted Amount: \$ 50,000

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The Public Works Department utilizes a 2007 John Deere 1445 machine throughout the year for downtown beautification and snow removal. In recent years, this unit (#1822) has experienced frequent failures of its mechanical equipment and severe body deterioration, rendering it inoperable during critical events. The piece of equipment has been reviewed by the City’s Fleet Management Committee and budgeted for replacement in FY20/21.

After reviewing the needs of the Public Services Division and the requirements of the replacement unit, staff reviewed several models of equipment and has identified a Kubota RTVx1100 as the best fit for the intended use. This machine is available through the Sourcewell Contract Pricing Program (formerly the National Joint Purchasing Alliance (NJPA)), under Contract 062117, CE-040319, AG-021815.

1st Choice Equipment of West Chicago is the local Kubota dealer who is able to fill the Sourcewell Contract order. With options, the unit is quoted at \$45,077.19.

Staff is also seeking approval to sell the replacement vehicle #1822, a 2007 John Deere 1445, via an online auction to the highest bidder.

Attachments *(please list):*

*Detailed bid obtained from Sourcewell / Kubota Dealership (1st Choice Equipment)

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve the Award of One Kubota RTVx1100 through the Sourcewell Contract 062117, CE-040319, AG-021815 and to sell the replaced John Deere Unit #1822.



GM - 062117, CE - 040319, AG - 021815
 NJPA Arkansas 4600041718
 NJPA Delaware GSS-17673
 Nebraska 14777 (OC)
 Mississippi (CE Only) 820036654

RTV-X1100CWL-HS WEB QUOTE #1669910

Date: 5/29/2020 8:27:43 AM

-- Customer Information --

VanDeMark, Max

City of St Charles Public Works

mvandemark@stcharlesil.gov

6304433684

Quote Provided By

1ST CHOICE EQUIPMENT, LLC

Wesley Arnold

1555 Atlantic Drive

West Chicago, IL 60185

email: warnold@1stchoicerequipment.com

phone: 6307401266

-- Standard Features --

-- Custom Options --



V Series

RTV-X1100CWL-HS

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Model Kubota D1105
 3 Cyl. 68.5 cu in
 +24.8 Gross Eng HP
 75 Amp Alternator

TRANSMISSION

VHT-X
 Variable Hydro Transmission
 Forward Speeds:
 Low 0 - 15 mph
 High 0 - 25 mph
 Reverse 0 - 17 mph
 Limited-slip Front Differential
 Rear differential lock

HYDRAULICS

Hydrostatic Power Steering
 with manual tilt-feature
 Hydraulic Cargo Dump
 Hydraulic Oil Cooler

FLUID CAPACITY

Fuel Tank 7.9 gal
 Cooling 8.3 qts
 Engine Oil 4.3 qts
 Transmission Oil 1.8 gal
 Brake Fluid 0.4 qts

CARGO BOX

Width 57.7in
 Length 40.5 in
 Depth 11.2 in
 Load Capacity 1102 lbs
 Vol. Capacity 15.2 cu ft

+ Manufacturer Estimate

KEY FEATURES

Factory Cab w/ A/C, Heater,
 Defroster
 Fully opening roll-down door
 windows
 Digital Multi-meter
 Speedometer
 Pre-wired w/ speakers/antenna for
 stereo
 Front Independent Adjustable
 Suspension
 Rear Independent Adjustable
 Suspension
 Brakes - Front/Rear Wet Disc
 Rear Brake Lights / Front
 Headlights
 2" Hitch Receiver, Front and Rear
 Deluxe 60/40 split bench seats
 with driver's side seat adjustment
 Underseat Storage Compartments
 Deluxe Front Guard
 (radiator guard, bumper, and lens
 guard)

SAFETY EQUIPMENT

SAE J2194 & OSHA 1928 ROPS
 Horn
 Dash-mounted Parking Brake
 Spark Arrestor Muffler
 Retractable 2-point Seat Belts

DIMENSIONS

Width 63.2 in
 Height 79.5 in
 Length 120.3 in
 Wheelbase 80.5 in
 Tow Capacity 1300 lbs
 Ground Clearance 10.4 in
 Suspension Travel 8 in
 Turning Radius 13.1 ft

Factory Spray-on Bedliner

"L" Models Only

Bright Alloy Wheels (Silver-painted)

Silver-painted with machined
 surface
 "S" Models only

TIRES AND WHEELS

Heavy Duty Worksite 25 x 10 - 12, 6 ply

RTV-X1100CWL-HS Base Price: \$22,299.00

(1) 4PT HITCH UPGRADE KIT V5298-4PT HITCH UPGRADE KIT	\$449.00
(1) 66" RESIDENTIAL SNOWBLOWER (PTO K-CONNECT) V5296-66" RESIDENTIAL SNOWBLOWER (PTO K-CONNECT)	\$4,339.00
(1) 50/50 POLY AND STEEL BRUSH KIT V5269-50/50 POLY AND STEEL BRUSH KIT	\$639.00
(1) 4PT HITCH AND POWER UNIT PNF V5293-4PT HITCH AND POWER UNIT PNF	\$3,329.00
(1) PTO DRIVE AND K-CONNECT V5299A-PTO DRIVE AND K-CONNECT	\$2,295.00
(1) GRILL GUARD ADAPTOR KIT (PTO K-CONNECT) 77700-V5278-GRILL GUARD ADAPTOR KIT (PTO K-CONNECT)	\$99.50
(1) CV-J GUARD KIT - REAR K7591-99160-CV-J GUARD KIT - REAR	\$104.00
(1) CV-J GUARD KIT - FRONT K7591-99150-CV-J GUARD KIT - FRONT	\$104.00
(1) LONG HANDLE TOOL CARRIER 77700-V5018-LONG HANDLE TOOL CARRIER	\$150.00
(1) BLADE MARKERS V5250-BLADE MARKERS	\$29.00
(1) MUD GUARD - REAR WHEELS PNF K7591-99510-MUD GUARD - REAR WHEELS PNF	\$155.00
(1) SUNVISORS (2) K7731-99270-SUNVISORS (2)	\$145.00
(1) STROBE LIGHT MOUNT KIT 77700-VC5058-STROBE LIGHT MOUNT KIT	\$167.00
(1) REAR WORK LIGHTS / FOR RTV-X1100 K7731-99630-REAR WORK LIGHTS / FOR RTV-X1100	\$116.00
(1) FRONT WORKLIGHTS / FOR RTV-X1100 K7731-99620-FRONT WORKLIGHTS / FOR RTV-X1100	\$165.00
(1) FULL CLIP BASKET 77700-V5017-FULL CLIP BASKET	\$225.00
(1) EXTENDER BASKET 77700-V5015-EXTENDER BASKET	\$332.00
(1) 78" STRAIGHT BLADE PNF V5294A-78" STRAIGHT BLADE PNF	\$2,279.00
(1) 66" ROTARY BROOM (PTO K-CONNECT) V5266-66" ROTARY BROOM (PTO K-CONNECT)	\$3,999.00
(1) MATERIAL FLOW CONTROL KIT V4407-MATERIAL FLOW CONTROL KIT	\$234.00
(1) CARGO BOX SAND/SALT SPREADER (10 CU FT) V5005-CARGO BOX SAND/SALT SPREADER (10 CU FT)	\$4,646.00
(1) STRING TRIMMER HOLDER 77700-V4419-STRING TRIMMER HOLDER	\$107.00
(1) FULL RACK SYSTEM / RTV 77700-V5012-FULL RACK SYSTEM / RTV	\$848.00
(1) COOLER/BUCKET CRUISER (COOLER NOT INCLUDED) 77700-V4422-COOLER/BUCKET CRUISER (COOLER NOT INCLUDED)	\$87.00
(1) HALF CLIP BASKET 77700-V5016-HALF CLIP BASKET	\$193.00
(1) BACKPACK-BLOWER HOLDER (BACKPACK NOT INCLUDED) 77700-V4421-BACKPACK-BLOWER HOLDER (BACKPACK NOT INCLUDED)	\$107.00
(1) TURN SIG/HAZARD LGT KIT/RTV-X1100C K7731-99610-TURN SIG/HAZARD LGT KIT/RTV-X1100C	\$289.00
(1) HAND THROTTLE KIT V5245-HAND THROTTLE KIT	\$159.00
(1) EXTENDED ENGINE OIL DIPSTICK D1105 K7621-99810-EXTENDED ENGINE OIL DIPSTICK D1105	\$119.00
(1) REAR WINDOW UTY NET/GUARD/RTV1100 K7711-99280-REAR WINDOW UTY NET/GUARD/RTV1100	\$242.00

(1) TAIL LAMP GUARDS K7591-99660-TAIL LAMP GUARDS	\$129.00
(1) TRAILER HITCH - 2IN RECIEVER - 3/4IN MOUNT 77700-V5200-TRAILER HITCH - 2IN RECIEVER - 3/4IN MOUNT	\$38.00
(1) BACKUP ALARM K7591-99640-BACKUP ALARM	\$143.00
(1) MUD GUARD - FRONT WHEELS PNF K7591-99520-MUD GUARD - FRONT WHEELS PNF	\$104.00
(2) STANDARD EXTERNAL MIRROR KIT CAB PNF 77700-V5059-STANDARD EXTERNAL MIRROR KIT CAB PNF	\$110.00

Configured Price: \$48,974.50

Sourcewell Discount: (\$10,774.39)

SUBTOTAL: \$38,200.11

2Yr RTV-X1100CWL-HS Extended Warranty (2000 hrs.) \$1,350.00

Dealer Assembly: \$3,747.08

Freight Cost: \$1,380.00

PDI: \$400.00

Total Unit Price: \$45,077.19

Quantity Ordered: 1

Final Sales Price: \$45,077.19

**Purchase Order Must Reflect
the Final Sales Price**

To order, place your Purchase Order directly with the quoting dealer

***All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.**

**City of St. Charles, Illinois
Resolution No. _____**

A Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Approve the Award of (1) Kubota RTV x1100 and to Sell the Replaced John Deere Broom #1822

**Presented & Passed by the
City Council on _____, 2020**

BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk be and the same are hereby authorized to approve the award of one (1) Kubota RTV x1100 and to sell the replaced John Deere Broom #1822.

PRESENTED to the City Council of the City of St. Charles, Illinois, this _____ day of June, 2020

PASSED by the City Council of the City of St. Charles, Illinois this _____ day of June, 2020

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of June, 2020

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: *IG

Title:	Recommendation to approve a Resolution to Award the Bid for Water Treatment Salt
Presenter:	Tim Wilson

Meeting: City Council **Date:** June 15, 2020

Proposed Cost: \$ 85,943.75	Budgeted Amount: \$ 107,350	Not Budgeted: <input type="checkbox"/>
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Executive Summary *(if not budgeted please explain):*

The Water Division uses salt as a water treatment method for radium removal. The City currently has two water treatment facilities that uses salt for this radium removal process. The City advertised and solicited bids for water softening salt. On May 4, 2020, bids were submitted via City bidding software. The City only received one (1) qualified bids for this project and the results were as follows:

	Pneumatic Delivery FY (20-21)	Dump Delivery FY (20-21)	Pneumatic Delivery FY(21-22)	Dump Delivery FY(21-22)	Estimated Annual Cost FY 20 – 22
<u>Bid Results</u>					
Midwest Salt	\$114.00/Ton	\$121.75/Ton	\$114.00/Ton	\$121.75/Ton	\$85,943.75/ FY

In comparison to last year, the unit costs for both delivery methods increased \$9 per ton. This spike in the cost was expected as the United States Army Corps of Engineers will be reconstructing several river lock and dams. This construction will result in additional shipping cost to by-pass these river closures. The water treatment salt for this region is shipped up the Mississippi and Illinois rivers. These river closures are projected to last two years. The bids included unit prices for a two year contract. Two delivery methods, pneumatic or dump, are utilized due to site restrictions; therefore a unit price cost was requested for each.

Salt usage is based on water production; therefore there might be a slight variation in salt usage from year to year. Currently, the City uses an average of 725 tons of water treatment salt per year, with approximately 300 tons in pneumatic deliveries and 425 tons in dump deliveries. To safe guard the City, the proposed contract allows the total annual increase or decrease to 15% without penalty.

Attachments *(please list):*

Bid Contract, Resolution

Recommendation/Suggested Action *(briefly explain):*

Recommendation to award a two-year contract to Midwest Salt for water treatment salt based on the unit prices provided in the bid.

St Charles Agreement for Services and/or Delivery of Goods WATER TREATMENT SALT Contract #4650

This agreement for services and/or delivery of goods ("**Agreement**") has been awarded on _____, 20____ by City Council and is between the City of St. Charles, an Illinois home rule municipal corporation ("**City**"), located at 2 East Main Street; St. Charles, Illinois 60174 and Midwest Salt, LLC _____ a (Inc/LLC/Co/sole proprietorship) ("**Contractor**"), located at West Chicago _____, City and Contractor are at times collectively referred to hereinafter as the "Parties."

RECITALS

Whereas, the City issued an **Invitation to Bid #4650 (Solicitation)** for services and/or delivery of goods entitled **WATER TREATMENT SALT ("Services/Good")**;

Whereas, the Contractor submitted an offer ("**Offer**") in response to the Solicitation and the Contractor represents that it is ready, willing and able to perform the services and/or deliver the goods, specified in the solicitation;

Whereas, the Offer was found to meet the City's requirements as specified in the solicitation;

Whereas, the City awarded the Contractor the Services/Goods, inclusive of options # _____ in a total amount not to exceed \$ _____; [Options not listed have not been awarded.]

Now therefore, in consideration of the foregoing and for the mutual promises hereinafter set forth and for other good and valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows to the following terms and conditions:

Article 1: Contract Documents

- A. **Incorporated Documents.** The Contract consists of this Agreement and the following attached exhibits. These attachments along with this Agreement represent the entire integrated contract between the parties and supersede any and all prior negotiations, representations or agreements, written or oral.
- Services and/or delivery of goods may not begin until receipt of a City Purchase order. The Contract Name and number, and the Purchase Order Number for the applicable fiscal year, will become the identification number for all transactions during the applicable fiscal year and must be referenced on all related documents, inclusive of invoices.
 - The City's Solicitation Package, all questions and answers, and any related documents to said package, are incorporated herein by reference, and are available through the city's eProcurement website at <https://platform-us.negometrix.com/publicbuyerprofile/companypublishedtenders.aspx?companyid=2008> and are identified as **Exhibit A**
 - The City's Solicitation Package (minus the response pages and sample award documents), all addenda and any related documents is attached as **Exhibit A**
 - The Contractor's offer and all related documents is attached as **Exhibit B**
 - The City's Insurance Requirements and Sample Acord Certificate of Insurance is attached as **Exhibit C**

f. Change Order Form, which is the sole vehicle authorized to amend contract, is attached as **Exhibit D**

B. **Controlling Document.** In the event of a conflict between this Agreement and any attachment or exhibit, the provisions of this Agreement shall control.

Article 2: Services/Goods Contracted

A. **Scope of Services.** Contractor shall provide awarded Services and/or delivery of goods in accordance with the Requirements stated within the City's Solicitation [**Exhibit A**], and the Offer submitted by the Contractor [**Exhibit B**].

a. **Truthful and Accurate.** Contractor represents that such material and information furnished in connection with the Solicitation and this Contract is truthful and accurate.

b. **Necessary Documentation.** Contractor acknowledges that it has furnished exhibits, as listed previously, and will continue to furnish requested and necessary documentation, including but not limited to certifications, affidavits and other information and reports.

B. **Status of Independent Contractor.** Both City and Contractor agree that Contractor will act as an Independent Contractor in the performance of the Service and/or delivery of goods. Accordingly, the Independent Contractor shall be responsible for payment of all taxes including federal, state, and local taxes arising out of the Contractor's activities in accordance with this Contract, including by way of illustration but not limitation, federal and state income tax, social security tax, and any other taxes or license fees as may be required under the law. Contractor further acknowledges under the terms of this Contract, that it is not an agent, employee, or servant for the City for any purpose, and that it shall not hold itself out as an agent, employee, or servant of the City under any circumstance for any reason. Contractor is not in any way authorized to make any contract, agreement or promise on behalf of the City, or to create any implied obligation on behalf of City, and Contractor specifically agrees that it shall not do so. City shall have no obligation to provide any compensation or benefits to Contractor, except those specifically identified in this Contract. City shall not have the authority to control the method or manner by which Contractor complies with the terms of this Contract.

Article 3: Term

A. **Term.** This Contract commences on May 1, 2020 and terminates on April 30, 2022. Alteration in termination may occur prior to completion of Services and/or delivery of goods in accordance with the following conditions.

B. **Termination of Contract.** The City has the right to terminate this Contract, in whole or in part at any time. Written notice of termination is to be served by the City to the Contractor's principal or Contractor's agent personally or by certified or registered mail, return receipt requested. In the event of termination, the City shall pay the Contractor for satisfactory services performed and/or delivery of goods as of the effective date of termination. The effective date of termination releases the City from any obligations under this Contract. Contractor shall deliver to the City any finished and unfinished documents, drawings, studies and reports related to the Service. All such documents, studies and reports shall become the property of the City. The City may terminate this Contract, or any portion of it, as is reasonably necessary in accordance with the following conditions:

a. **Non-performance.** Non-adherence to the terms of this Contract and its incorporated documents on the part of the Contractor is grounds for termination of the Contract. The City will notify the Contractor in writing with a 24-hour notice specifying the effective date of

termination. In the event of termination due to non-performance on the part of the Contractor, the City has the authority to contract with an alternate contractor to complete this Contract. The Contractor shall be liable to the City for all incidental and consequential expenses incurred in procuring and securing an alternate contractor, including any loss due to alternate contractor compensation. The City may deduct expenses and loss, due to breach, from payment to the Contractor for services already performed or goods already delivered. Failure to deduct expenses and losses from the City's payment to the Contractor does not relieve the contractor from the Terms of this condition nor bar the City from seeking alternative legal remedies.

b. **Unappropriated Funds.** If sufficient funds have not been appropriated to cover the estimated requirement of this Contract, the City may terminate this Contract. The City may terminate for unappropriated funds by serving the Contractor with a fourteen (14) day written notice specifying the effective date of termination. On that specified termination date, this Contract and all contractual obligations will end. If this Contract is terminated by the City for unappropriated funds after performance by the Contractor has commenced, the termination date controls the final invoice by the Contractor for previous services/deliveries under this Contract. The termination date controls all payment obligations of the City to the Contractor. Payment by the City to the Contractor upon termination for unappropriated funds constitutes full satisfaction for services rendered and/or goods delivered.

c. **Convenience.** Termination for convenience does not necessitate a reason. The city may terminate for convenience by serving the contractor with a seven (7) day written notice specifying the effective date of termination. On that specified termination date, this Contract and all contractual obligations will end. If this Contract is terminated by the City for convenience, the termination date controls the final invoice by the Contractor for previous services/deliveries under this Contract. The termination date controls all payment obligations of the City to the Contractor. Payment by the City to the Contractor upon termination for convenience constitutes full satisfaction for services rendered and/or goods delivered.

d. **Force Majeure.** A party shall not be held liable for failure of or delay in performing its obligations under this Contract if failure or delay is a result of an event of outside force, including a natural disaster, "Act of God", act of war, act of terrorism, government sanction or strike that could not be foreseen or avoided by prudence. Once performance is delayed by this event of outside force, the non-performing party must make every reasonable attempt to minimize delay. Once performance has been delayed one-hundred and twenty (120) days, performance is considered impracticable due to impossibility, and either party may terminate this Contract.

C. **Liquidated Damages.** Time is of the essence in the performance of all the terms and conditions of this Contract. Failure to meet stated terms may result in Liquidated Damages as described within.

D. **Stop Work.** The City may, at any time by written order, require the Contractor to stop all or part of the services and/or delivery of goods as required by this contract. Upon receipt of such an order, the Contractor shall immediately comply with its terms and take all steps to minimize the occurrence of costs applicable to the services and/or delivery goods covered by the order. The City will pay for costs associated with suspension provided they are deemed reasonable by the City.

Article 4: Compensation

- A. **Price.** The City shall pay the Contractor for services and/or delivery of goods in accordance with the amounts set forth in the Offer. **[Exhibit B]** The maximum price stated on page 1 may not be increased unless the City's Project Manager is provided with supporting documentation to warrant a change, and if upon review and acceptance, a written change order is approved. All change orders shall be by written schedule on a City Change Order form **[Exhibit D]**, and shall be attached as an amendment to this Contract.
- B. **Invoicing.** Contractor shall submit an itemized invoice with all supporting documentation as required by the City. Supporting documentation may include, but is not limited to: a supporting schedule making explicit the percentage of completion of services as of the date of the invoice; packing slips for delivered goods; certified payroll; waivers of lien; work orders; and supplier's invoices to justify material mark-up.
- C. **Invoice Submittals.** All invoices must be submitted directly to AccountsPayable@stcharlesil.gov and reference Purchase Order number. Invoices submitted in any other manner will result in a delay of payment.
- D. **Payment.** The City shall make all payments in accordance with the Illinois Local Government Prompt Payment Act or Contractor's invoice, whichever is more favorable to the City.
- a. **Schedule of Payment.** The City shall make all payments on the basis of approved invoices and supporting documents. The City shall use its best efforts to make payments within thirty (30) days after review and approval of the invoice. Each payment requires City Council's approval of the Expenditure Approval List which occurs at publicly scheduled meetings.
 - b. **Non-Payment.** All invoices must be submitted to the City within two (2) months of the Contractor's final performance on this Contract. The City shall not pay any invoices submitted in excess of two (2) months from the date of last performed per this Contract.

Article 5: Duties

- A. **Consent and Approvals.** The City and the Contractor represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Contract and its contemplated undertakings.
- B. **Insurance.** The Contractor performing work shall, during the entire term of this Contract, maintain, at a minimum, the insurance minimums as specified and under the terms stipulated in **Exhibit C**.
- a. The Contractor shall not allow any subcontractor to commence work on this service until the same insurance has been obtained by the subcontractor and the contractor is in receipt of an approved Certificate of Insurance. The Contractor and their Subcontractors shall maintain all insurance for not less than one (1) year after completion of this contract.
- C. **Standard of Performance.** Contractor warrants that the service provided under the fully incorporated Contract, by the Contractor and any and all employees, subcontractors, consultants, or agents is performed by individuals who are authorized under all applicable licenses and certifications, and who have completed the requisite training as required by industry standards, professional standards, manufacturers' requirements, and statute. Performance by these parties shall be with the degree, skill, care and diligence customarily required of a professional performing service of comparable scope, purpose and magnitude and in conformance with the applicable industry standards. The Contractor

and its employees, subcontractors, consultants, or agents shall perform in strict compliance with the laws and regulations of the City, State, and federal government.

- D. **Best Efforts.** The Contractor shall use its best efforts to assure timely and satisfactory rendering and completion of services and deliveries under this Contract. The Contractor shall remain solely responsible for the professional and technical accuracy of all construction and deliverables furnished, whether such service/good is rendered by the material suppliers, fabricators, subcontractors, consultants or agents. The Contractor is not to be relieved from its duty to use best efforts, pursuant to the Contract, by the City's review, approval, acceptance, or payment for any of the agreed to construction. Any change to the character, form, quality or extent of the Service/good shall be in writing on a City Change Order form, [Exhibit D] and attached as an addendum to this Contract.
- E. **Non-disclosure.** The Contractor, its employees, subcontractors, consultants, or agents may have access to the City's confidential information during performance of this Contract. Confidential information includes, but is not limited to, methods, processes, formulas, compositions, systems, techniques, computer programs, databases, research projects, resident identification and contact information, financial data, and other data. The Contractor shall not directly or indirectly use, disclose or disseminate confidential information to any third party for any purpose other than a purpose explicitly allowed for in this Contract and its integrated documents.
- F. **No Duty.** The contractor shall not imply any authority to act as an agent of the City. The contractor's duties to the City are limited by express authorization under this Contract and by statute.
- G. **Hold Harmless and Indemnification.**
 - a. **Patents and Copyrights.** Contractor warrants that all products used or provided in the fulfillment of this Contract will not infringe on any United States or foreign patent. Contractor shall indemnify the City against any and all judgments, decrees, legal fees, costs and expenses resulting from such alleged infringement. Contractor will, upon request of the City and at the Contractor's own expense, defend any suit or action which may be brought against the City by reason of any alleged infringement of any patent or copyright in the sale or use of products provided to the City by the Contractor.
 - b. **Loss and Liability.** The Contractor shall hereby defend and indemnify the City, its directors, agents, officers, employees, and elected officials from and against any and all liabilities, losses, claims, demands, damages, costs, fines, penalties, expenses, judgments, and settlements, including, but not limited to, reasonable attorneys' fees and costs of litigation, and any and all causes of action of any kind or character, that may be incurred as a result of bodily injury, sickness, death, or property damage or as a result of any other claim or suit arising out of or connected with, directly or indirectly, the negligent acts, errors, omissions, or intentional acts or omissions of any agent, employee, subcontractor, consultant, or contractor hired to provide any goods or perform any services on behalf of the Contractor.

Article 6: Policies

- A. **Illinois Freedom of Information Act.** The Contractor acknowledges the requirements of the Illinois Freedom of Information Act (FOIA). Contractor agrees to comply with all requests made by the City for public records (as defined in FOIA § 2(c)) in the undersigned's possession and/or their subcontractors/suppliers' possession.

- a. **Timeliness.** The Contractor shall provide the requested public records to the City within two (2) business days of the City's request.
 - b. **Free of Charge.** The Contractor agrees not to apply any costs or charge any fees to the City for the procurement of the requested records pursuant to a FOIA request.
 - c. **Hold Harmless.** Should the Contractor deny the City's request unlawfully or request that the City utilize a lawful exemption available under FOIA, Contractor agrees to pay any and all costs connected with the defense of the Contractor's denial. All costs include reasonable attorney and witness fees, filing fees and other expenses related to the defense of a complaint. The Contractor agrees to indemnify the City against any and all claims, costs, penalties, losses and injuries arising out of or relating to its failure to provide the requested public records to the City under this Contract.
- B. Suppliers and Subcontractors.** The contractor may subcontract portions of the materials and work.
- a. These Material Suppliers and Subcontractors, Consultants, and Agents shall conform, in all respects, to the applicable provisions specified, inclusive but not limited to, insurance requirements and prevailing wage.
 - b. Material Suppliers, Subcontractors, Consultants, and Agents may not be transferred to any other party or parties without the written consent of the City.
- C. Discrimination Prohibited.**
- a. **Equal Employment Opportunity.** Contractor shall comply with all rules and regulations pertaining to public contracts adopted by the State and the City. The City is an equal opportunity employer.
 - b. **ADA.** Contractor shall be in compliance with current applicable regulations of the Americans with Disabilities Act.

Article 7: Changes to Contract

- A. **Changes and Alterations.** Any changes or alterations to this Service and/or delivery of goods, inclusive of but not limited to: scope, cost, terms, milestones, deadlines or other significant factors; shall be integrated in writing on a City of St. Charles Change Order form. **[Exhibit D]**
- B. **Extension or Renewal of Contract.** The City at its option may extend this Contract for an additional to be determined term if the Contractor either reduces his price, or holds firm to the proposal prices, conditions and specifications.
- C. **Assignment.** Contractor shall not assign, transfer, or subcontract this Contract, in whole or in part, without prior written consent of the City.
- D. **Notification.** All notification under this Agreement shall be made as follows:
 - a. **If to the City**
 - City of St. Charles
 - Attn: Procurement Division Manager
 - 2 East Main Street
 - St. Charles, IL 60174
 - Fax: 630.377.4487
 - Email: Procurement@stcharlesil.gov
 - Phone: 630.762.6936
 - b. **With electronic copies to**

Procurement Division Manager: Joan M. Schouten; Procurement@stcharlesil.gov
Project Manager: TWilson@stcharlesil.gov

If to the Contractor

Article 8: Applicability

- A. **Other Entity Use.** The Contractor may, upon mutual agreement with any municipality or governmental unit, permit that unit to participate in this Contract for substantially similar project services and/or delivery of goods under the same or more favorable price, terms and conditions.
- B. **Waiver.** Any failure of either the City or the Contractor to strictly enforce any terms, rights, or conditions of this Contract, whether implied or expressed, shall not be construed as a waiver of such terms, rights, or conditions.
- C. **Severability.** If any provision of this Contract is held to be illegal, invalid, or unenforceable, such provision shall be fully severable, and this Contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision were never a part hereof; the remaining provisions hereof shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance; and in lieu of such illegal, invalid, or unenforceable provision there shall be added automatically as part of this, a provision as similar in its terms to such illegal, invalid, or unenforceable provision as may be possible and legal, valid and enforceable.
- D. **Governing Jurisdiction.** The parties agree that any disputes, disagreements, or litigation arising from this Contract, between or amongst them, will be heard and resolved exclusively in the courts of the 16th Judicial Circuit, Kane County, Illinois.
- E. **Governing Law.** The parties agree that the laws of the State of Illinois govern this Contract.

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Bid Submitted By:

Midwest Salt, LLC
1300 W. Washington Street
West Chicago, IL 60185
Phone: 630-513-7575
Fax: 630-513-8546

Contact Person:
Glenn Adams
Email: glenn.adams@midwestsalt.net or customerservice@midwestsalt.net

In Witness Whereof, the parties have entered into this Contract upon the latter of the date accepted and signed by the City and the date accepted and signed by the Contractor.

For: City of St. Charles

For: Professional Service Provider

By: _____
Project Manager

ATTEST _____

DATE _____

Joan M. Schouter; Procurement Division Manager



If an Individual

By: _____
Signature

Title

If a Partnership

By: _____
Signature

Title

By: _____
Partner

If a Corporation

By: Glenn A. Adams Glenn A Adams
Signature of person authorized to sign

Government Bid Manager

Title

ATTEST Carol J. Adams

If a Joint Venture

By: _____
Signature

Title

By: _____
Signature

Title

DATE _____

4650 WATER TREATMENT SALT

Midwest Salt, LLC

PRICE PROPOSAL

#	Name	Price/ton	Annual Quantity	Projected Annual Total
1	Delivery by Pneumatic Dump Truck	\$114	300	\$34,200
2	Delivery by Dump Truck	\$121.75	425	\$51,743.75
Total				\$85,943.75

Comment:

Price is cost per delivered ton. **F.O.B. Destination, Freight Pre-paid and Allowed**

All prices quoted include all fees. The city will not accept additional costs or surcharges such as, but not limited to: shipping, handling, freight, stocking, delivery, fuel sur-charge, travel or other.

City of St. Charles, Illinois
Resolution No. _____

A Resolution to award the Bid for Water Treatment Salt

Presented & Passed by the
City Council on _____, 2020

WHEREAS, the City received one bid for Water Treatment Salt on May 4, 2020;

WHEREAS, Midwest Salt was the lowest bidder.

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that Staff award the bid for Water Treatment Salt to Midwest Salt for a two-year period beginning May 1, 2020 through April 30, 2022 based on unit prices provided in the bid.

PRESENTED to the City Council of the City of St. Charles, Illinois, this__day of June, 2020

PASSED by the City Council of the City of St. Charles, Illinois, this__day of June, 2020

APPROVED by the Mayor of the City of St. Charles, Illinois, this__day of June, 2020

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: *IH

Title:	Recommendation to approve a Resolution to Waive the Formal Bid Procedure and Award Service Contract to Layne Christensen Company for Emergency Repair to Well #13
Presenter:	Tim Wilson

Meeting: City Council **Date:** June 15, 2020

Proposed Cost: \$ 81,500 – 150,000	Budgeted Amount: \$ 200,000	Not Budgeted: <input type="checkbox"/>
------------------------------------	-----------------------------	--

Executive Summary *(if not budgeted please explain):*

On May 12, Well #13 had a failure in an electrical panel inside of the building. This failure was not a result of the City’s electrical supply to the building, but rather the result of an electrical breaker failure. When this breaker failed, it created an electrical short resulting in damage to the pump motor and cable assembly. The full damage cannot be diagnosed and corrected without removing the pump from the Well.

This Well was scheduled to be pulled and maintained as part of the Well #7 to Well #13 Capital Project budgeted for this fiscal year. Since the Well will need to be removed from service to complete the repairs, the City will conduct full maintenance items at this time.

Unfortunately the timing of this failure has created an emergency need. As discussed in the water study and in past presentations to the City Council, the City’s well supply is currently undersized to meet summer water demands. Depending on the conditions found after pulling the pump, the repairs are expected to take 30–60 days. With the summer heat coming quickly, staff is requesting a Bid Waiver.

Layne Christensen Company from Aurora, IL has provided the City with hourly rates and unit cost estimate. Depending on the damage to the motor and supporting components it is expect the repair and maintenance will cost \$81,000 to \$150,000. The City of St Charles has had a long term relationship with Layne Christen Company; they have provided the City with good service for over 60 years. They have recently completed booster pump maintenance at Well # 8 and Well #11. Both of these projects were competitively quoted and Layne’s numbers were lowest on both projects.

Attachments *(please list):*

*Service Contract *Bid Waiver *Well #13 Location Map, Resolution

Recommendation/Suggested Action *(briefly explain):*

Recommendation to Waive the Formal Bid Procedure and award a Time and Material Service Contract to Layne Christensen Company for emergency repairs of Well #13.

St. Charles Agreement for Construction Service Well # 13 Emergency Maintenance Contract

This agreement for construction services ("**Agreement**") has been awarded on June 15, 2020 by City Council and is between the City of St. Charles, an Illinois home rule municipal corporation ("**City**"), located at 2 East Main Street; St. Charles, Illinois 60174 and Layne Christensen Co. ("**Contractor**"), located at 721 W. Illinois Avenue, Aurora, Illinois 60506. City and Contractor are at times collectively referred to hereinafter as the "Parties."

RECITALS

Whereas, the City issued an Invitation to emergency proposal for construction entitled Well #13 Emergency Maintenance ("**Project**");

Whereas, the Contractor submitted an offer in response to the Solicitation and the Contractor represents that it is ready, willing and able to perform the project specified in the solicitation;

Whereas, the Offer was found to meet the City's requirements as specified in the solicitation;

Whereas, the City awarded the Contractor the Project, per the hourly rates and unit cost provided on page 2 and 3 of the proposal.

Now therefore, in consideration of the foregoing and for the mutual promises hereinafter set forth and for other good and valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows to the following terms and conditions:

Article 1: Contract Documents

- A. **Incorporated Documents.** The Contract consists of this Agreement and the following attached exhibits. These attachments along with this Agreement represent the entire integrated Contract between the parties and supersede any and all prior negotiations, representations or agreements, written or oral.
- Work may not begin until receipt of a City Purchase order and Work May Proceed. The Contract Name and number, and the Purchase Order Number for the applicable fiscal year, will become the identification number for all transactions during the applicable fiscal year and must be referenced on all related documents, inclusive of invoices.
 - ~~The City's Solicitation Package, all questions and answers, and any related documents to said package, are incorporated herein by reference, and are available through the city's eProcurement website at <https://platform-us.negometrix.com/publicbuyerprofile/companypublishedtenders.aspx?companyid=2008> and are identified as **Exhibit A**~~
 - The Contractor's offer and all related documents is attached as **Exhibit B**
 - The City's Insurance Requirements and Sample Acord Certificate of Insurance is hereby included as **Exhibit C**
 - The Change Order Form, which is the sole vehicle authorized to amend this contract, is attached as **Exhibit D**
 - The Listing of Material Suppliers; Subcontractors, Consultants and Agents; and Waiver of Lien Instructions and forms are attached as **Exhibit E**

- g. The document entitled Wages of Employees on Public Works is attached as **Exhibit F**
 - i. Prevailing Wage Act FAQ by the Illinois Department of labor are incorporated herein by reference and can be found at <https://www2.illinois.gov/idol/FAQs/Pages/prevailing-wage-faq.aspx>
 - ii. Prevailing Wage Act, 820 ILCS 103/.01 et seq. is incorporated herein by reference and can be found at <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2405&ChapAct=820%26nbsp%3bILCS%26nbsp%3b130/&ChapterID=68&ChapterName=EMPLOYMENT&ActName=Prevailing+Wage+Act>

B. **Controlling Document.** In the event of a conflict between this Agreement and any attachment or exhibit, the provisions of this Agreement shall control.

Article 2: Services Contracted

- A. **Scope of Services.** Contractor shall provide awarded Services in accordance with the Project Requirements stated within the City's Solicitation [**Exhibit A**], and the Offer submitted by the Contractor [**Exhibit B**].
 - a. **Truthful and Accurate.** Contractor represents that such material and information furnished in connection with the Solicitation and this Contract is truthful and accurate.
 - b. **Necessary Documentation.** Contractor acknowledges that it has furnished exhibits, as listed previously, and will continue to furnish requested and necessary documentation, including but not limited to certifications, affidavits and other information and reports.
- B. **Status of Independent Contractor.** Both City and Contractor agree that Contractor will act as an Independent Contractor in the performance of the Project. Accordingly, the Independent Contractor shall be responsible for payment of all taxes including federal, state, and local taxes arising out of the Contractor's activities in accordance with this Contract, including by way of illustration but not limitation, federal and state income tax, social security tax, and any other taxes or license fees as may be required under the law. Contractor further acknowledges under the terms of this Contract, that it is not an agent, employee, or servant for the City for any purpose, and that it shall not hold itself out as an agent, employee, or servant of the City under any circumstance for any reason. Contractor is not in any way authorized to make any contract, agreement or promise on behalf of the City, or to create any implied obligation on behalf of City, and Contractor specifically agrees that it shall not do so. City shall have no obligation to provide any compensation or benefits to Contractor, except those specifically identified in this Contract. City shall not have the authority to control the method or manner by which Contractor complies with the terms of this Contract.

Article 3: Term

- A. **Term.** This Contract becomes effective upon the latter of the date accepted and signed by the City and the date accepted and signed by the Contractor and terminates upon completion of Project as defined in writing by the City. Alteration in termination may occur prior to completion of Project in accordance with the following conditions.
- B. **Termination of Contract.** The City has the right to terminate this Contract, in whole or in part at any time. Written notice of termination is to be served by the City to the Contractor's principal or Contractor's agent personally or by certified or registered mail, return receipt requested. In the event of termination, the City shall pay the Contractor for satisfactory services performed as of the effective date of termination. The effective date of termination releases the City from any obligations under this Contract. Contractor shall deliver to the City any finished and unfinished documents, drawings, studies and reports related to the Project. All such documents, studies and reports shall become the property of the

City. The City may terminate this Contract, or any portion of it, as is reasonably necessary in accordance with the following conditions:

- a. **Non-performance.** Non-adherence to the terms of this Contract and its incorporated documents on the part of the Contractor is grounds for termination of the Contract. The City will notify the Contractor in writing with a 24hour notice specifying the effective date of termination. In the event of termination due to non-performance on the part of the Contractor, the City has the authority to contract with an alternate contractor to complete this Contract. The Contractor shall be liable to the City for all incidental and consequential expenses incurred in procuring and securing an alternate contractor, including any loss due to alternate contractor compensation. The City may deduct expenses and loss, due to breach, from payment to the Contractor for services already performed. Failure to deduct expenses and losses from the City's payment to the Contractor does not relieve the contractor from the Terms of this condition nor bar the City from seeking alternative legal remedies.
 - b. **Unappropriated Funds.** If sufficient funds have not been appropriated to cover the estimated requirement of this Contract, the City may terminate this Contract. The City may terminate for unappropriated funds by serving the Contractor with a fourteen (14) day written notice specifying the effective date of termination. On that specified termination date, this Contract and all contractual obligations will end. If this Contract is terminated by the City for unappropriated funds after performance by the Contractor has commenced, the termination date controls the final invoice by the Contractor for previous services under this Contract. The termination date controls all payment obligations of the City to the Contractor. Payment by the City to the Contractor upon termination for unappropriated funds constitutes full satisfaction for construction rendered.
 - c. **Convenience.** Termination for convenience does not necessitate a reason. The city may terminate for convenience by serving the contractor with a seven (7) day written notice specifying the effective date of termination. On that specified termination date, this Contract and all contractual obligations will end. If this Contract is terminated by the City for convenience, the termination date controls the final invoice by the Contractor for previous services under this Contract. The termination date controls all payment obligations of the City to the Contractor. Payment by the City to the Contractor upon termination for convenience constitutes full satisfaction for construction services rendered.
 - d. **Force Majeure.** A party shall not be held liable for failure of or delay in performing its obligations under this Contract if failure of delay is a result of an event of outside force, including a natural disaster, "Act of God", act of war, act of terrorism, government sanction or strike that could not be foreseen or avoided by prudence. Once performance is delayed by this event of outside force, the non-performing party must make every reasonable attempt to minimize delay. Once performance has been delayed one-hundred and twenty (120) days, performance is considered impracticable due to impossibility, and either party may terminate this Contract.
- ~~C. **Liquidated Damages.** Time is of the essence in the performance of all the terms and conditions of this Contract. Failure to meet stated terms may result in Liquidated Damages in the amount of _____~~
- D. **Stop Work.** The City may, at any time by written order, require the Contractor to stop all or part of the services required by this contract. Upon receipt of such an order, the Contractor shall immediately comply with its terms and take all steps to minimize the occurrence of costs allocable to the services covered by the order. The City will pay for costs associated with suspension provided they are deemed reasonable by the City.

Article 4: Compensation

- A. **Price.** The City shall pay the Contractor for services in accordance with the amounts set forth in the Offer. [Exhibit B] The maximum price as stated within the Recitals section on page 1 may not be increased unless the City's Project Manager is provided with supporting documentation to warrant a change, and if upon review and acceptance, a written change order is approved. All change orders shall be by written schedule on a City Change Order form [Exhibit D], and shall be attached as an amendment to this Contract.
- B. **Invoicing.** Contractor shall submit an itemized invoice with all supporting documentation as required by the City. Supporting documentation may include, but is not limited to: a supporting schedule making explicit the percentage of completion of services as of the date of the invoice; certified payroll; waivers of lien; packing slips; work orders; and supplier's invoices to justify material mark-up.
- C. **Invoice Submittals.** All invoices must be submitted directly to AccountsPayable@stcharlesil.gov and reference Contract Name and number and Purchase Order number. Invoices submitted in any other manner will result in a delay of payment.
- D. **Payment.** The City shall make all payments in accordance with the Illinois Local Government Prompt Payment Act or Contractor's invoice, whichever is more favorable to the City.
- a. **Schedule of Payment.** The City shall make all payments on the basis of approved invoices and supporting documents. The City shall use its best efforts to make payments within thirty (30) days after review and approval of the invoice. Each payment requires City Council's approval of the Expenditure Approval List which occurs at publicly scheduled meetings.
 - b. **Non-Payment.** All invoices must be submitted to the City within two (2) months of the Contractor's final performance on this Contract. The City shall not pay any invoices submitted in excess of two (2) months from the date of last service performed per this Contract.

Article 5: Duties

- A. **Consent and Approvals.** The City and the Contractor represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Contract and its contemplated undertakings.
- B. **Insurance.** The Contractor performing work shall, during the entire term of this Contract, maintain, at a minimum, the insurance minimums as specified and under the terms stipulated in **Exhibit C**.
- a. The Contractor shall not allow any subcontractor to commence work on this project until the same insurance has been obtained by the subcontractor and the contractor is in receipt of an approved Certificate of Insurance. The Contractor and their Subcontractors shall maintain all insurance for not less than one (1) year after completion of this contract.
- C. **Standard of Performance.** Contractor warrants that the service provided, under the fully incorporated Contract, by the Contractor and any and all employees, subcontractors, consultants, or agents is performed by individuals who are authorized under all applicable licenses and certifications, and who have completed the requisite training as required by industry standards, professional standards, manufacturers' requirements, and statute. Performance by these parties shall be with the degree, skill, care and diligence customarily required of a Professional Performing Service of comparable scope, purpose and magnitude and in conformance with the applicable industry standards. The Contractor and its employees, subcontractors, consultants, or agents shall perform in strict compliance with the laws and regulations of the City, State, and federal government.
- D. **Best Efforts.** The Contractor shall use its best efforts to assure timely and satisfactory rendering and completion of services under this Contract. The Contractor shall remain solely responsible for the professional and technical accuracy of all construction and deliverables furnished, whether such service is rendered by the material suppliers, fabricators, subcontractors, consultants or agents. The Contractor is not to be relieved from its duty to use best efforts, pursuant to the Contract, by the City's review, approval, acceptance, or payment for any of the agreed to construction. Any change to the character,

form, quality or extent of the Project shall be in writing on a City Change Order form [**Exhibit D**], and attached as an addendum to this Contract.

- E. **Non-disclosure.** The Contractor, its employees, subcontractors, consultants, or agents may have access to the City's confidential information during performance of this Contract. Confidential information includes, but is not limited to, methods, processes, formulas, compositions, systems, techniques, computer programs, databases, research projects, resident identification and contact information, financial data, and other data. The Contractor shall not directly or indirectly use, disclose or disseminate confidential information to any third party for any purpose other than a purpose explicitly allowed for in this Contract and its integrated documents.
- F. **No Duty.** The Contractor shall not imply any authority to act as an agent of the City. The Contractor's duties to the City are limited by express authorization under this Contract and by statute.
- G. **Hold Harmless and Indemnification.**
 - a. **Patents and Copyrights.** Contractor warrants that all products used or provided in the fulfillment of this Contract will not infringe on any United States or foreign patent. Contractor shall indemnify the City against any and all judgments, decrees, legal fees, costs and expenses resulting from such alleged infringement. Contractor will, upon request of the City and at the Contractor's own expense, defend any suit or action which may be brought against the City by reason of any alleged infringement of any patent or copyright in the sale or use of products provided to the City by the Contractor.
 - b. **Loss and Liability.** The Contractor shall hereby defend and indemnify the City, its directors, agents, officers, employees, and elected officials from and against any and all liabilities, losses, claims, demands, damages, costs, fines, penalties, expenses, judgments, and settlements, including, but not limited to, reasonable attorneys' fees and costs of litigation, and any and all causes of action of any kind or character, that may be incurred as a result of bodily injury, sickness, death, or property damage or as a result of any other claim or suit arising out of or connected with, directly or indirectly, the negligent acts, errors, omissions, or intentional acts or omissions of any agent, employee, subcontractor, consultant, or contractor hired to provide any goods or perform any services on behalf of the Contractor.

Article 6: Policies

- A. **Illinois Freedom of Information Act.** The Contractor acknowledges the requirements of the Illinois Freedom of Information Act (FOIA). Contractor agrees to comply with all requests made by the City for public records (as defined in FOIA § 2(c)) in the undersigned's possession and/or their subcontractors/suppliers' possession.
 - a. **Timeliness.** The Contractor shall provide the requested public records to the City within two (2) business days of the City's request.
 - b. **Free of Charge.** The Contractor agrees not to apply any costs or charge any fees to the City for the procurement of the requested records pursuant to a FOIA request.
 - c. **Hold Harmless.** Should the Contractor deny the City's request unlawfully or request that the City utilize a lawful exemption available under FOIA, Contractor agrees to pay any and all costs connected with the defense of the Contractor's denial. All costs include reasonable attorney and witness fees, filing fees and other expenses related to the defense of a complaint. The Contractor agrees to indemnify the City against any and all claims, costs, penalties, losses and injuries arising out of or relating to its failure to provide the requested public records to the City under this Contract.
- B. **Suppliers and Subcontractors.** The contractor may subcontract portions of the materials and work.

- a. These Material Suppliers and Subcontractors, Consultants, and Agents shall conform, in all respects, to the applicable provisions specified, inclusive but not limited to, insurance requirements and prevailing wage.
 - b. The Contractor shall provide to the City a full listing of the Contractor's Material Suppliers, Subcontractors, Consultants, and Agents, including the corresponding Project value of each, on a City Material Suppliers, Subcontractors, Consultants, and Agents Form attached as an addendum to this Contract. **[Exhibit E]**
 - c. Material Suppliers, Subcontractors, Consultants, and Agents may not be transferred to any other party or parties without the written consent of the City.
 - d. Any request for payment to the Material Suppliers, Subcontractors, Consultants, and Agents for work that was subcontracted, shall be supported with a waiver of lien and contractor's affidavit indicating the subcontractor has been paid and waives any lien on the project or funds for the project.
- C. Prevailing Wage.** When applicable to a public project, the Contractor shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("Act"). Both the City and the Contractor agree that the Contractor has the sole responsibility to procure legal counsel with respect to any Contractor or subcontractor question regarding the Act. **[Exhibit F]**
- a. **Provisions.** Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract; the submission of certified monthly payroll reports are required per 820 ILCS 130/5.
 - b. **Virtual Attachment.**
 - i. Act provisions are attached in the "Prevailing Wage Act FAQ" by the Illinois Department of Labor at <https://www2.illinois.gov/idol/FAQs/Pages/prevailing-wage-faq.aspx>.
 - ii. Statute 820ILCS 103/.01 et seq. is attached at <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2405&ChapAct=820%26nbsp%3bILCS%26nbsp%3b130/&ChapterID=68&ChapterName=EMPLOYMENT&ActName=Prevailing+Wage+Act>
 - iii. The current Illinois Department of Labor Prevailing Wage Rates for the County of Kane and the County of DuPage are available at <https://www2.illinois.gov/idol/Laws-Rules/CONMED/P.....> Prevailing wage rates are subject to revision.
 - iv. Failure on the part of Contractor or its subcontractor to access the attachments does not relieve the Contractor or its subcontractor from strict adherence to the Act and all of its Codified provisions.
 - c. **Subcontractor.** Contractor is responsible for all subcontractor compliance with the Act, pursuant to this Contract.
 - d. **Certified Payroll.** Contractor and its subcontractors shall submit certified payroll records pursuant to the Act. Certified payroll records shall be attached and transmitted with the appropriate invoice to AccountsPayable@stcharlesil.gov. The contractor is advised that failure to timely submit such reports shall be cause for the withholding of payments otherwise due the Contractor until compliance with the reporting requirements is achieved.
- D. Discrimination Prohibited.**
- a. **Equal Employment Opportunity.** Contractor shall comply with all rules and regulations pertaining to public contracts adopted by the State and the City. The City is an equal opportunity employer.
 - b. **ADA.** Contractor shall be in compliance with current applicable regulations of the Americans with Disabilities Act.

Article 7: Changes to Contract

- A. **Changes and Alterations.** Any changes or alterations to this Project, inclusive of but not limited to: scope, cost, terms, milestones, deadlines or other significant factors; shall be integrated in writing on a City of St. Charles Change Order form. **[Exhibit D]**
- B. **Extension or Renewal of Contract.** The City at its option may extend this Contract for an additional to be determined term if the Contractor either reduces his price, or holds firm to the proposal prices, conditions and specifications.
- C. **Assignment.** Contractor shall not assign, transfer, or subcontract this Contract, in whole or in part, without prior written consent of the City.
- D. **Notification.** All notification under this Contract shall be made as follows:

- a. **If to the City**

City of St. Charles
Attn: Public Works Manager – Environmental Service
2 East Main Street St. Charles, IL 60174
Email: twilson@stcharlesil.gov
Phone: 630.377.4405

With electronic copies to

Purchasing Division Manager: twilson@stcharlesil.gov
Project Managers: Tim Wilson & Matt Wilson

- b. **If to the Contractor**

Layne Christensen Company
Attn: William Balluff, PE
721 W. Illinois Avenue
Aurora, IL 60506
Email : William.Balluff@gcinc.com
Phone: 630-897-6941

Article 8: Applicability

- A. **Other Entity Use.** The Contractor may, upon mutual agreement with any municipality or governmental unit, permit that unit to participate in this Contract for substantially similar project services under the same or more favorable price, terms and conditions.
- B. **Waiver.** Any failure of either the City or the Contractor to strictly enforce any terms, right, or condition of this Contract, whether implied or expressed, shall not be construed as a waiver of such term right or condition.
- C. **Severability.** If any provision of this Contractor is held to be illegal, invalid, or unenforceable, such provision shall be fully severable, and this Contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision were never a part hereof; the remaining provisions hereof shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance; and in lieu of such illegal, invalid, or unenforceable provision there shall be added automatically as part of this Contract, a provision as similar in its terms to such illegal, invalid, or unenforceable provision as may be possible and legal, valid and enforceable.
- D. **Governing Jurisdiction.** The parties agree that any disputes, disagreements, or litigation arising from this Contract, between or amongst them, will be heard and resolved exclusively in the courts of the 16th Judicial Circuit, Kane County, Illinois.
- E. **Governing Law.** The parties agree that the laws of the State of Illinois govern this Contract.

In Witness Whereof, the parties have entered into this Contract upon the latter of the date accepted and signed by the City and the date accepted and signed by the Contractor.

For: City of St. Charles

For: Professional Service Provider

By: [Signature]
Project Manager – Tim Wilson

If an Individual
By: _____
Signature

Title

Date: 05.29.2020

If a Partnership
By: _____
Signature

Title

Attest: 

By: _____
Partner

[Signature]
Kristi Dobbs; Public Works Administrative Coordinator

If a Corporation
By: _____
Signature of person authorized to sign

Title

ATTEST _____

If a Joint Venture
By: _____
Signature

Title

By: _____
Signature

Title

DATE _____



May 13, 2020

Mr. Tim Wilson
City of St. Charles
2 E. Main Street
St. Charles, IL 60174-1984

Re: Well #13

Mr. Wilson:

Layne's John Geltz megged Well 13's motor/cable assembly at the well head yesterday and recorded extreme low resistance (.125 megohms). The insulation on the C phase wire, on the power side of the installation's circuit breaker leading to the pump's drive unit, was incinerated. These two observations indicate a probability that the system's electric circuitry experienced a single phase condition resulting in damage to the pump's motor/cable assembly. The damage cannot be diagnosed and corrected without removing the pump from the well.

A well pump's protection is designed to detect a single phase event and shut the motor down with the intent of preventing damage to the motor/cable assembly. Layne advises a thorough inspection and assessment of the motor drive unit by a qualified electrician or drive representative. This type of work is outside the scope of Layne's estimate in this letter.

If contracted, Layne will perform the work on a time and material basis per the attached Work Order Form. The following repair budget estimates are based upon normal pump removal without unusual circumstances such as pump separation.

Well 13's Byron Jackson submersible motor is the most reliable motor available for northern Illinois' deep well application (over 400 in operation). Layne employs the only Technicians that are manufacturer trained and authorized to handle and service these motors. Layne maintains a large inventory of Byron Jackson replacement components.

It is difficult to budget the cost of necessary repairs prior to inspecting the pump components. It is Layne's custom to meet with an Owner representative and our Crew Foreman to conduct a preliminary inspection of the racked components on site. During this inspection, it is decided which components require additional clean up and inspection in Layne's Aurora, IL yard. Layne encourages the City to visit our yard to inspect components with us. At this point, Layne is in position to present a Pump Inspection Report with observations, recommendations, and an accurate repair cost estimate.

WATER RESOURCES

The following is a Pump Repair Budget Estimate consisting of a project scope that includes pull/set pump, clean and inspect all pump components in Layne's yard, field service of the Byron Jackson motor (oil and filter change), televise well, rebuild bowl assembly, and replace all column with epoxy coated Line Pipe. This scope does not include water sample collection or testing.

1. Mobilize, remove pump, rack on site, measure well total depth	\$ 7,000
2. Haul string of Line Pipe (column) from and to well site	\$ 2,000
3. Sandblast Line Pipe for inspection	\$ 1,000
4. Disassemble, clean, inspect bowl assembly	\$ 1,000
5. Hi-Pot test cable	\$ 1,150
6. Service Byron Jackson motor with oil, gasket, filter, balance tube change; epoxy coat exterior	\$ 7,000
7. Rebuild bowl assembly with bushings, wear ring, and impeller shaft, estimate	\$ 8,000
8. Replace 10" surge control valve	\$ 1,536
9. Replace 120' of 10" T&C Line Pipe @ \$63 / ft	\$ 7,560
10. Epoxy coat 120' of 10" Line Pipe @ \$31 / ft	\$ 3,720
11. Televise well	\$ 1,300
12. Miscellaneous consumables (airline, banding), estimate	\$ 1,000
13. Reinstall pump after necessary repairs, chlorinate well, conduct capacity test to waste, demobilize	<u>\$10,500</u>
 Total Pump Repair Budget Estimate per Defined Scope	 \$51,466

Motor Options

A. Byron Jackson 12", 125 HP, 460V, Type M (mechanical seal) factory exchange submersible motor (lead time TBD*)	\$ 73,100
B. Prep/Install/Remove temporary 150 HP loaner motor with four months rental at \$1,500 / month	\$ 22,500

Bowl Assembly Replacement Options

C. Byron Jackson 3 stage 13MQ assembled from Layne inventory (1 week lead)	\$ 22,700
D. Byron Jackson factory built 3 stage 13MQ bowl assembly (lead time TBD*)	\$ 18,910

As Needed Services and Materials

E. Cut and thread 10" Line Pipe	\$ 250 each
F. 10" Line Pipe Coupling, Layne inventory	\$ 276 each
G. 4/0, 600V submersible cable with ground	\$ 28 / ft
H. Byron Jackson flat cable motor link, Layne inventory	\$ 7,250



*Due to the current Covid 19 situation, factory lead times for an exchange motor and new bowl assembly are difficult to determine. At best, I estimate that delivery times for either could be 12 weeks or more. Should a new bowl assembly be required, lead time does not have to be an issue as we are able to build a new one from our stock inventory. A replacement motor could be challenging. I am in the process of investigating alternates such as temporary, used, or alternate motors but am sending this estimate now in the interest of expediting pump removal to determine the situation as soon as possible.

Based upon our current schedule, Layne is in position to mobilize to the site within one to two weeks of the City's written authorization to proceed. Layne will make arrangements to accommodate a more expedient schedule if the City requires.

Thank you for the opportunity to furnish this information. If you have any questions, would like to meet to discuss, or if Layne can be of any service, please do not hesitate to contact me.

Layne Christensen Company

A handwritten signature in black ink that reads "W M Balluff". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

William Balluff, P.E.
Area Manager



WORK ORDER



Layne Christensen Company
 721 W. Illinois Avenue Aurora IL 50506; Phone (630) 897 6941
 229 W. Indiana Ave., P.O. Box 489, Beecher, IL 60401; Phone (708) 946-2244

Purchaser: CITY OF ST. CHARLES, IL
 Job Location: WELL 13

SERVICE RATES - EFFECTIVE OCTOBER 1, 2020

	Straight Time		Overtime	Doubletime
	Per Hr.	8 Hr. Day	Per Hr.	Per Hr.
Serviceman w/hand tools	194.00	1552.00	291.00	388.00
Serviceman w/service truck and hand tools, or welder	223.00	1784.00	320.00	417.00
Helper	158.00	1264.00	237.00	316.00
Serviceman and 1 Helper	352.00	2816.00	528.00	704.00
<u>Small Rig or Winch Truck (\$49.00)</u>				
1 Man Crew	243.00	1944.00	340.00	437.00
2 Man Crew	401.00	3208.00	577.00	753.00
3 Man Crew	559.00	4472.00	814.00	1069.00
<u>Middle Rig, Large Hoist or Flatbed Crane (\$65.00)</u>				
1 Man Crew	259.00	2072.00	356.00	453.00
2 Man Crew	417.00	3336.00	593.00	769.00
3 Man Crew	575.00	4600.00	830.00	1085.00
<u>Big Rig, Large Hoist and Poles, or Large Crane (\$106.00)</u>				
1 Man Crew	300.00	2400.00	397.00	494.00
2 Man Crew	458.00	3664.00	634.00	810.00
3 Man Crew	616.00	4928.00	871.00	1126.00
4 Man Crew	774.00	6192.00	1108.00	1442.00
Power Tong Usage, per 8 hour shift		460.00		
<u>Machine Shop/Yard Labor and Equipment</u>				
Machinist and Equipment	190.00	1520.00	275.50	361.00
12" Threading Machine and Operator	216.00	1728.00	301.50	387.00
Serviceman w/hand tools	171.00	1368.00	256.50	342.00
Helper	155.00	1240.00	232.50	310.00
Sandblast Equipment and 2 man crew	381.00	3048.00	544.00	707.00

Mileage: Auto: \$0.55 Pickup: \$0.70 1-Ton:\$1.00 2-1/2 Ton Flatbed: \$2.10 Semi-Tractor: \$2.75

Subsistence-Per Man

Over 55 miles radius from home office.....\$65.00 + Hotel

The undersigned Purchaser hereby instructs Layne Christensen Company (Contractor), to proceed with the work described with the understanding that the Terms and Conditions shown on the reverse are hereby incorporated as part of this Quotation and with the specific understanding that Contractor will not be held liable for any damage in any way whatsoever for failure to complete the described work, nor for any injury or damage resulting from Contractor's efforts to perform such work, or for delay on Contractor's part in completing same. All work described herein will be provided as quoted above or on a cost plus basis at the hourly rates provided. All quotes indicated, if any, are estimates based on the best information available prior to beginning work. Purchaser's pumps, motors, parts and/or accessories may be stored by the Contractor for sixty (60) days from the date of invoice or other written notice from Contractor. After said sixty (60) days, disposal of such equipment may be made by the Contractor without incurring any liability. All hours worked before or after Contractor's normal work day hours and all hours worked on Saturdays, will be billed at time and one-half rates. All work on Sundays and/or any federally recognized holiday will be billed at double time rates.

REMARKS:

SUBMITTED WITH BUDGET ESTIMATE OF 05/13/2020

Work Authorized on Behalf of Purchaser By: _____
 Date: _____ Title: _____

City of St Charles Insurance Requirements for Standard Services

Prior to commencement of the services governed by this contract between the City of St. Charles (**City**) and the Service Contractor (**Insured**), the Service Contractor and each of its subcontractors, consultants and agents hired to perform the services shall provide the City with satisfactory evidence of insurance coverage.

1. At Insured's expense, Insured shall hereby secure and maintain insurance of the following kinds and limits set forth to protect the City from and against any and all damages, claims, lawsuits and losses which may occur or arise out of the Insured's service on behalf of the City. The insurance shall remain in effect throughout the duration of the entire Contract.
2. Insured shall furnish Certificates of Insurance, Endorsements, and Waiver of Subrogation to the City inclusive of the Additional Insureds, with its submittal of signed contract.
 - a. Worker's Compensation and General Liability Waiver of Subrogation in favor of the City.
3. All insurance policies must be written with insurance companies approved by the City, licensed to do business in the State of Illinois, and have a rating of not less than A- VI, according to the latest edition of the A.M. Best Company.
4. The City may inspect any and all policies of insurance at any time. If requested, Insured will give the City a copy of the insurance policies. The policies must be delivered to the City within two (2) business days of the request.
5. Insured agrees to obtain and maintain an insurance policy, including coverage with limits not less than those exhibited on the following page (or greater if required by law):
 - a. All Commercial General Liability policies must include Blanket Contractual coverage and Broad Form Vendor's Liability coverage.
 - b. Contractual and other Liability Insurance provided under this Contract shall not contain a supervision inspection or engineering services exclusion that would preclude the city from supervising or inspecting the services. The Service Contractor shall assume all on-the-job responsibilities as to the control of persons directly employed by it.
6. The City reserves the right to increase the defined limits of Liability Insurance required of insured depending on, but not limited to: the size and scope of the service, or the level of financial exposure, or operational risk to the City.
7. Insured shall include the City as a primary, non-contributory additional named insured on both the General and Auto Liability Insurance policies and reflect the same language on its Certificate of Insurance provided to the City.
 - a. Additional Insured and Broad Form Vendors' Liability in favor of the City.

If Insured fails to comply with the insurance requirements contained herein, all the City's obligations under the Contract will terminate.

City of St Charles CHANGE ORDER: Well #13 Emergency Work

Contract # _____ **PO#** _____

This document is incorporated into the above contract as an amendment to the Contract between the City and the Contractor/Professional Service Provider commencing on the date the last party signs this document. Any change to the character, form, quality, extent, or cost of the Service/Project shall be in writing and approved on this form.

1. This Change Order is required due to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Changed / Unforeseen Condition | <input type="checkbox"/> Errors and Omissions |
| <input type="checkbox"/> Change in Scope | <input type="checkbox"/> Renewal / Extension of Services |
| <input type="checkbox"/> _____ | |

2. The effect of this change is (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Total Cost is increased by \$ _____ | <input type="checkbox"/> Extension of _____ (calendar / work) days |
| <input type="checkbox"/> Material is increased by \$ _____ | <input type="checkbox"/> Extension of Completion Date from _____ to _____ |
| <input type="checkbox"/> Emergency Change, not to exceed \$ _____ | |
| <input type="checkbox"/> _____ | |

3. Attachments Supporting Change Order (check all that apply)

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Contractor's Proposal | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> Description of Change (include Drawing if applicable) | |

Change in Price	Change in Completion (days / calendar date)
Original Price <i>(reference Agreement cover page)</i> \$ _____	a Original: #days until completion / calendar date for completion <i>(reference date of Work May Proceed)</i> _____
Current Price resulting from Prior Change Orders <i>(reference prior Change Order line d)</i> \$ _____	b Current Completion resulting from Prior Change Orders: <i>(reference prior Change Order line d)</i> _____
Net Increase/decrease of this Change Order <i>(reference above #2)</i> \$ _____	c Net increase/decrease of days for this Change Order <i>(reference above #2)</i> _____
New Price inclusive of this Change Order* <i>d=(b+c)</i> \$ _____	d New Time of Completion inclusive of this Change Order <i>d=(b+c)</i> _____
Cumulative Price change since execution* <i>e=(d-a)</i> \$ _____	e Cumulative Time of completion since execution (expressed as total days)** <i>e=(d-a)</i> _____
<i>*if the new total price (d) exceeds the threshold level from which it was originally approved, the City Manager is required to sign his approval.</i>	<i>**if the cumulative change in days of completion exceeds the contracted dates for completion, are Liquidated Damages applicable? Yes or No</i>

All parties hereby acknowledge and agree this Change Order is inclusive of all known changes to scope, compensation and work schedule on behalf of the undersigned and Contractor's supplier, subcontractor, consultant, and agent necessary to complete the Project/Service. All parties hereby acknowledge that this Change Order is incorporated into the previously executed Contract by the signature of the parties below.

City Project Manager _____ date _____

Contractor/Professional Service Provider _____ date _____

For Office Use Only

Listing of Material Suppliers

Item: _____ Dollar Value: \$ _____	Supplier: _____ Contact Name: _____ Contact Phone/e-mail: _____
Item: _____ Dollar Value: \$ _____	Supplier: _____ Contact Name: _____ Contact Phone/e-mail: _____
Item: _____ Dollar Value: \$ _____	Supplier: _____ Contact Name: _____ Contact Phone/e-mail: _____
Item: _____ Dollar Value: \$ _____	Supplier: _____ Contact Name: _____ Contact Phone/e-mail: _____

I will not be using any Material Suppliers for this Project.

Listing of Subcontractors, Consultants, and Agents

Service: _____ Dollar Value: \$ _____	Company Name: _____ Contact Name: _____ Contact Phone/e-mail: _____
Service: _____ Dollar Value: \$ _____	Company Name: _____ Contact Name: _____ Contact Phone/e-mail: _____
Service: _____ Dollar Value: \$ _____	Company Name: _____ Contact Name: _____ Contact Phone/e-mail: _____
Service: _____ Dollar Value: \$ _____	Company Name: _____ Contact Name: _____ Contact Phone/e-mail: _____

I will not be using any Subcontractors, Consultants, and Agents for this Project.

Waiver and Affidavit Instructions

The following information is being provided in an effort to minimize the delays caused by incomplete or improperly completed waivers or contractor's affidavit forms.

The Partial Waiver form is a Waiver of Lien to Date and a Contractor's Affidavit. The Final Waiver form is a Final Waiver of Lien and a Contractor's Affidavit.

You must complete and sign both the waiver section and the affidavit section on each form before you submit the form. The signature on the affidavit section of the form must be notarized.

Waiver of Lien

1. Enter Freedom Title Corporation file number, if known.
2. Enter the name of the party you contracted with for the service to be performed. Review your contract for correct name, if necessary.
3. Enter the service or materials you agreed to perform or supply (type of work).
4. Enter the complete street address or a sufficient legal description to identify the property, if vacant.
5. Enter the name of the record owner of the property.
6. Enter the dollar amount of this payment, spelled out in words.
7. Enter the same dollar amount of this payment, written in numbers.
8. Date the waiver.
9. Enter the name and address of your company or business; sign the waiver and state your title (i.e. owner, president, partner, etc.)

Contractor's Affidavit

1. Enter your name.
2. Identify your position held in the company (i.e., owner, president, partner, etc.)
3. Enter your company or business name.
4. Enter the service or materials you agreed to perform or supply (type of work).
5. Enter the complete street address or a sufficient legal description to identify the property, if vacant.
6. Enter the name of the record owner of the property.
7. Enter the total contract amount, written in numbers, INCLUDING ALL EXTRAS AND CHANGE ORDERS, BOTH ORAL AND WRITTEN.
8. Enter the total amount of all payments you previously received, written in numbers. If you previously received nothing, use "0".
9. Identify all subcontractors and materialmen with whom your company has contracted for labor, materials, or supplies for the project.

For Each Subcontractor Or Materialman Listed:

- A. Describe the type of work performed or the materials supplied by the sub-contractor or materialman.
- B. Enter the total amount of the subcontract, including change orders, both oral and written.
- C. Enter the total amount of all payments previously made to the subcontractor or materialman, and attach waivers for those payments;
- D. Enter the total amount of the current payment to the subcontractor or materialman, and attach a waiver for the payment;
- E. Enter the balance due under the subcontract; and total columns.

If There Are No Materialmen Hired, because all materials were taken from fully paid stock, the following statement must be made:

"My suppliers are: Name _____ Address _____.

All material was withdrawn from fully paid stock and delivered to job site in my/our own truck." **If There Are No Subcontractors For Labor Hired**, then the following statement must be made "All labor is paid."

10. Date the affidavit.
11. Sign the affidavit.
12. Have a notary date, sign and seal the affidavit.

City of St Charles Prevailing Wage for Construction Services

This contract may be subject to the "Prevailing Wage Act," 820 ILCS 130/.01 et seq. ("The Act").

Applicability. It shall be the responsibility of the contractor to determine whether the Act is applicable and if so to comply with all its terms and conditions.

1. Any contractor having a question as to whether the Act is applicable shall refer to the IDOL website Prevailing Wage Act FAQ and/or consult with their own attorney to ascertain applicability. The City shall not have any duty to inform the contractor of the Acts applicability.
2. If however the City informs the contractor that the Act is applicable it shall be the contractor's obligation to comply with all its terms and conditions unless the contractor can establish to the satisfaction of the City that the Act is inapplicable.
3. If it is determined that The Act applies to this contract, all contractors and subcontractors subject to its terms shall comply with all of its provisions, including, but not limited to the following:
 - A. Not less than the prevailing rate of wages as defined by the Illinois Department of Labor or determined by a court of review shall be paid to all laborers, workers and mechanics performing work under this contract.
 - B. The Prevailing Wage rates are applicable to the County in which the project is located. The City resides in Kane County and DuPage County. Work performed in each county must be paid per said county's rates.
 - C. If the Department of Labor revises the prevailing rate of hourly wages to be paid by the public body, the revised rate shall apply.
 - D. The contractor and each subcontractor shall make and keep, for a period of not less than 3 years, records of all laborers, mechanics, and other workers employed by them on the project. The records shall include each worker's name, address, telephone number when available, social security number, classification or classifications, the hourly wages paid in each pay period, the number of hours worked each day, and the starting and ending times of work each day.
 - E. The contractor shall:
 - a. Submit certified payroll with each applicable project invoice.
 - b. The certified payroll shall consist of a complete copy of the records identified above in **letter D**.
 - c. The certified payroll shall be accompanied by a statement signed by the contractor which avers that:
 - i. such records are true and accurate;
 - ii. the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages for the appropriate County required by this Act; and
 - iii. the contractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.
 - F. **Bonds.** In all contractors' bonds the contractor shall include a provision that will guarantee the faithful performance of the prevailing wage clause provided by this contract.

Upon 2 business days' notice, the contractor and each subcontractor shall make available for inspection the records identified above in **letter D** to the City, its officers and agents, and to the Director of the State of Illinois Department of Labor and his deputies and agents.

CURRENT PREVAILING WAGE RATES FOLLOW

DuPage County Prevailing Wage Rates posted on 3/3/2020

Trade Title	Rg	Type	C	Base	Foreman	Overtime					Pension	Vac	Trng	Other Ins
						M-F	Sa	Su	Hol	H/W				
ASBESTOS ABT-GEN	AII	ALL		43.72	44.72	1.5	1.5	2.0	2.0	14.99	13.61	0.00	0.90	
ASBESTOS ABT-MEC	AII	BLD		37.88	40.38	1.5	1.5	2.0	2.0	13.42	12.20	0.00	0.72	
BOILERMAKER	AII	BLD		50.51	55.05	2.0	2.0	2.0	2.0	6.97	14.65	0.00	1.10	
BRICK MASON	AII	BLD		46.88	51.57	1.5	1.5	2.0	2.0	10.85	19.31	0.00	0.95	
CARPENTER	AII	ALL		48.55	50.55	1.5	1.5	2.0	2.0	11.79	21.84	0.00	0.73	
CEMENT MASON	AII	ALL		46.25	48.25	2.0	1.5	2.0	2.0	14.50	19.04	0.00	1.25	
CERAMIC TILE FINISHER	AII	BLD		40.56	40.56	1.5	1.5	2.0	2.0	11.00	12.80	0.00	0.86	
COMMUNICATION TECHNICIAN	AII	BLD		34.25	37.05	1.5	1.5	2.0	2.0	12.35	21.78	2.21	0.68	
ELECTRIC PWR EQMT OP	AII	ALL		43.71	59.52	1.5	1.5	2.0	2.0	6.00	13.55	0.00	0.77	1.31
ELECTRIC PWR EQMT OP	AII	HWY		41.45	56.38	1.5	1.5	2.0	2.0	5.50	12.87	0.00	0.73	
ELECTRIC PWR GRNDMAN	AII	ALL		33.69	59.52	1.5	1.5	2.0	2.0	6.00	10.44	0.00	0.59	1.01
ELECTRIC PWR GRNDMAN	AII	HWY		32.00	56.38	1.5	1.5	2.0	2.0	5.50	9.92	0.00	0.66	
ELECTRIC PWR LINEMAN	AII	ALL		52.44	59.52	1.5	1.5	2.0	2.0	6.00	16.27	0.00	0.93	1.58
ELECTRIC PWR LINEMAN	AII	HWY		49.67	56.38	1.5	1.5	2.0	2.0	5.50	15.40	0.00	0.88	
ELECTRIC PWR TRK DRV	AII	ALL		34.90	59.52	1.5	1.5	2.0	2.0	6.00	10.83	0.00	0.62	1.05
ELECTRIC PWR TRK DRV	AII	HWY		33.14	56.38	1.5	1.5	2.0	2.0	5.50	10.29	0.00	0.59	
ELECTRICIAN	AII	BLD		41.00	45.00	1.5	1.5	2.0	2.0	12.35	24.58	5.72	0.75	
ELEVATOR CONSTRUCTOR	AII	BLD		56.61	63.69	2.0	2.0	2.0	2.0	15.58	17.51	4.53	0.62	
FENCE ERECTOR	NE	ALL		42.88	44.88	1.5	1.5	2.0	2.0	13.64	14.89	0.00	0.65	
FENCE ERECTOR	W	ALL		47.00	50.76	2.0	2.0	2.0	2.0	12.26	23.65	0.00	0.88	
GLAZIER	AII	BLD		44.85	46.35	1.5	2.0	2.0	2.0	14.49	22.29	0.00	0.94	
HEAT/FROST INSULATOR	AII	BLD		50.50	53.00	1.5	1.5	2.0	2.0	13.42	13.66	0.00	0.72	
IRON WORKER	E	ALL		47.00	50.76	2.0	2.0	2.0	2.0	12.26	23.65	0.00	0.88	
IRON WORKER	W	ALL		47.00	50.76	2.0	2.0	2.0	2.0	12.26	23.65	0.00	0.88	
LABORER	AII	ALL		43.72	44.47	1.5	1.5	2.0	2.0	14.99	13.61	0.00	0.90	
LATHER	AII	ALL		48.55	50.55	1.5	1.5	2.0	2.0	11.79	21.84	0.00	0.73	
MACHINIST	AII	BLD		48.93	51.43	1.5	1.5	2.0	2.0	7.68	8.95	1.85	1.32	
MARBLE FINISHER	AII	ALL		35.15	48.33	1.5	1.5	2.0	2.0	10.85	17.66	0.00	0.52	
MARBLE MASON	AII	BLD		46.03	50.63	1.5	1.5	2.0	2.0	10.85	18.78	0.00	0.64	
MATERIAL TESTER I	AII	ALL		33.72		1.5	1.5	2.0	2.0	14.99	13.61	0.00	0.90	
MATERIALS TESTER II	AII	ALL		38.72		1.5	1.5	2.0	2.0	14.99	13.61	0.00	0.90	

MILLWRIGHT	All	ALL		48.55	50.55	1.5	1.5	2.0	2.0	11.79	21.84	0.00	0.73
OPERATING ENGINEER	All	BLD	1	51.10	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65
OPERATING ENGINEER	All	BLD	2	49.80	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65
OPERATING ENGINEER	All	BLD	3	47.25	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65
OPERATING ENGINEER	All	BLD	4	45.50	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65
OPERATING ENGINEER	All	BLD	5	54.85	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65
OPERATING ENGINEER	All	BLD	6	52.10	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65
OPERATING ENGINEER	All	BLD	7	54.10	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65
OPERATING ENGINEER	All	FLT		38.00	38.00	1.5	1.5	2.0	2.0	19.65	15.10	2.00	1.40
OPERATING ENGINEER	All	HWY	1	49.30	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65
OPERATING ENGINEER	All	HWY	2	48.75	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65
OPERATING ENGINEER	All	HWY	3	46.70	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65
OPERATING ENGINEER	All	HWY	4	45.30	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65
OPERATING ENGINEER	All	HWY	5	44.10	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65
OPERATING ENGINEER	All	HWY	6	52.30	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65
OPERATING ENGINEER	All	HWY	7	50.30	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65
ORNAMENTAL IRON WORKER	E	ALL		50.05	52.55	2.0	2.0	2.0	2.0	14.14	21.13	0.00	1.25
ORNAMENTAL IRON WORKER	W	ALL		45.06	48.66	2.0	2.0	2.0	2.0	10.52	20.76	0.00	0.70
PAINTER	All	ALL		47.30	49.30	1.5	1.5	1.5	2.0	12.43	8.65	0.00	1.45
PAINTER - SIGNS	All	BLD		39.84	44.74	1.5	1.5	2.0	2.0	2.73	3.39	0.00	0.00
PILEDRIVER	All	ALL		48.55	50.55	1.5	1.5	2.0	2.0	11.79	21.84	0.00	0.73
PIPEFITTER	All	BLD		49.60	52.60	1.5	1.5	2.0	2.0	10.75	19.85	0.00	2.67
PLASTERER	All	BLD		46.75	49.56	1.5	1.5	2.0	2.0	10.85	19.01	0.00	0.95
PLUMBER	All	BLD		51.00	54.05	1.5	1.5	2.0	2.0	15.37	14.75	0.00	1.35
ROOFER	All	BLD		44.60	48.60	1.5	1.5	2.0	2.0	10.58	13.31	0.00	0.70
SHEETMETAL WORKER	All	BLD		49.07	51.52	1.5	1.5	2.0	2.0	10.85	17.51	0.00	0.96
SPRINKLER FITTER	All	BLD		50.15	52.65	1.5	1.5	2.0	2.0	13.50	16.60	0.00	0.65
STEEL ERECTOR	E	ALL		47.00	50.76	2.0	2.0	2.0	2.0	12.26	23.65	0.00	0.88
STEEL ERECTOR	W	ALL		45.06	48.66	2.0	2.0	2.0	2.0	10.52	20.76	0.00	0.70
STONE MASON	All	BLD		46.88	51.57	1.5	1.5	2.0	2.0	10.85	19.31	0.00	0.95
TERRAZZO FINISHER	All	BLD		42.54	42.54	1.5	1.5	2.0	2.0	11.00	14.64	0.00	0.88
TERRAZZO MASON	All	BLD		46.38	49.88	1.5	1.5	2.0	2.0	11.00	16.09	0.00	0.93
TILE MASON	All	BLD		47.50	51.50	1.5	1.5	2.0	2.0	11.00	16.06	0.00	0.93
TRAFFIC SAFETY WORKER	All	HWY		37.75	39.35	1.5	1.5	2.0	2.0	9.30	9.87	0.00	0.30
TRUCK DRIVER	All	ALL	1	37.61	38.16	1.5	1.5	2.0	2.0	9.08	11.36	0.00	0.15
TRUCK DRIVER	All	ALL	2	37.76	38.16	1.5	1.5	2.0	2.0	9.08	11.36	0.00	0.15

TRUCK DRIVER	All	ALL	3	37.96	38.16	1.5	1.5	2.0	2.0	9.08	11.36	0.00	0.15
TRUCK DRIVER	All	ALL	4	38.16	38.16	1.5	1.5	2.0	2.0	9.08	11.36	0.00	0.15
TUCKPOINTER	All	BLD		46.50	47.50	1.5	1.5	2.0	2.0	8.34	18.40	0.00	0.93

Legend

Rg Region

Type Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers

C Class

Base Base Wage Rate

OT M-F Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

OT Sa Overtime pay required for every hour worked on Saturdays

OT Su Overtime pay required for every hour worked on Sundays

OT Hol Overtime pay required for every hour worked on Holidays

H/W Health/Welfare benefit

Vac Vacation

Trng Training

Other Ins Employer hourly cost for any other type(s) of insurance provided for benefit of worker.

Explanations DUPAGE COUNTY

IRON WORKERS AND FENCE ERECTOR (WEST) - West of Route 53.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

TRAFFIC SAFETY

Effective November 30, 2018, the description of the traffic safety worker trade in this County is as follows: Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary, non-temporary or permanent lane, pavement or roadway markings, and the installation and removal of temporary road signs.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed

products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS TECHNICIAN

Low voltage installation, maintenance and removal of telecommunication facilities (voice, sound, data and video) including telephone and data inside wire, interconnect, terminal equipment, central offices, PABX, fiber optic cable and equipment, micro waves, V-SAT, bypass, CATV, WAN (wide area networks), LAN (local area networks), and ISDN (integrated system digital network), pulling of wire in raceways, but not the installation of raceways.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators,

outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-

Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Diver. Diver Wet Tender, Diver Tender, ROV Pilot, ROV Tender

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turntrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turntrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by

hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

Other Classifications of Work:

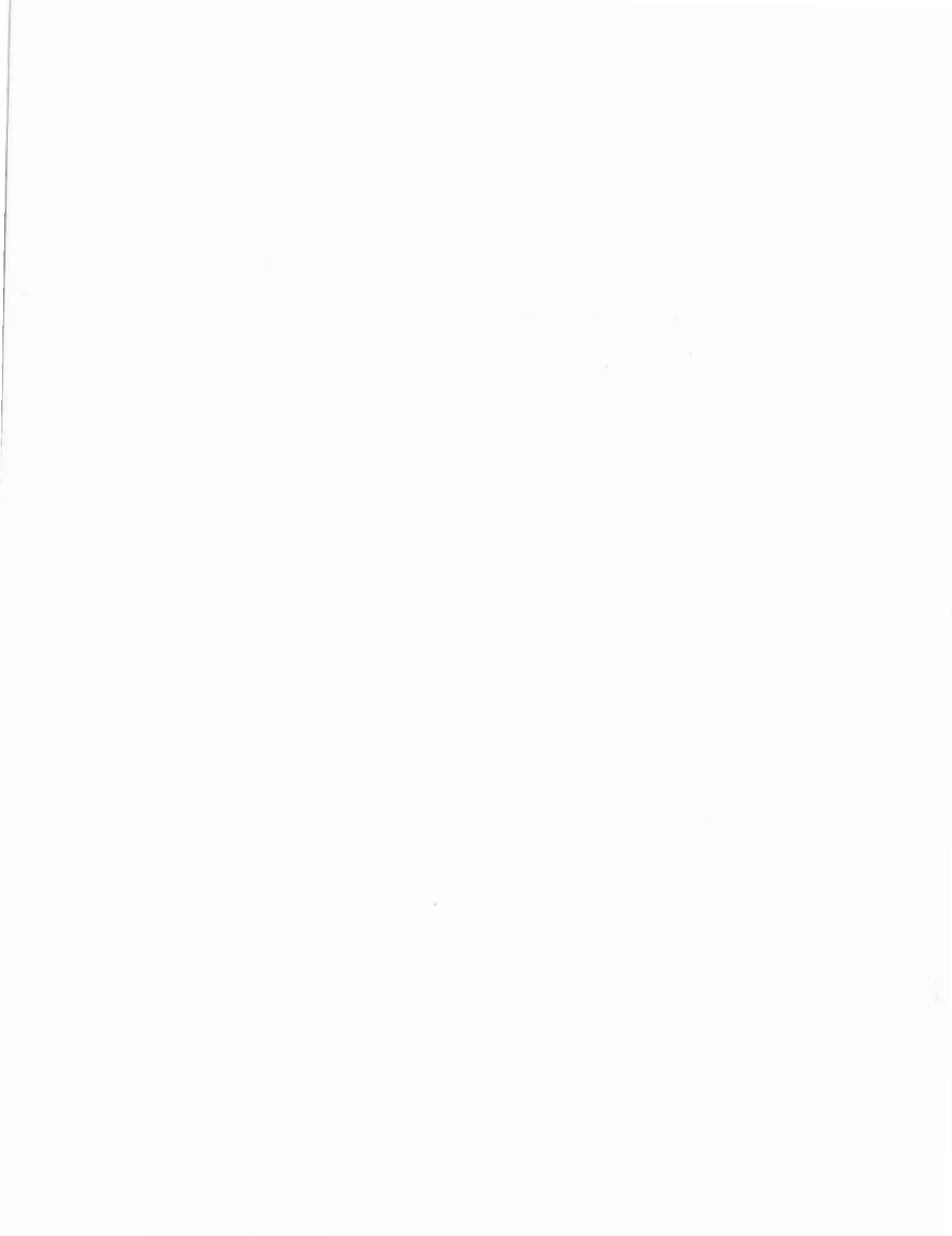
For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".



Kane County Prevailing Wage Rates posted on 3/3/2020

Trade Title	Rg	Type	C	Base	Foreman	Overtime					Pension	Vac	Trng	Other Ins
						M-F	Sa	Su	Hol	H/W				
ASBESTOS ABT-GEN	All	ALL		43.72	44.72	1.5	1.5	2.0	2.0	14.05	14.55	0.00	0.90	
ASBESTOS ABT-MEC	All	BLD		37.88	40.38	1.5	1.5	2.0	2.0	13.42	12.20	0.00	0.72	
BOILERMAKER	All	BLD		50.51	55.05	2.0	2.0	2.0	2.0	6.97	14.65	0.00	1.10	
BRICK MASON	All	BLD		46.88	51.57	1.5	1.5	2.0	2.0	10.85	19.31	0.00	0.95	
CARPENTER	All	ALL		48.55	50.55	1.5	1.5	2.0	2.0	11.79	21.85	0.00	0.73	
CEMENT MASON	All	ALL		47.01	49.01	2.0	1.5	2.0	2.0	10.65	22.86	0.00	0.50	
CERAMIC TILE FINISHER	All	BLD		40.56	40.56	1.5	1.5	2.0	2.0	11.00	12.80	0.00	0.86	
COMMUNICATION TECHNICIAN	N	BLD		40.20	42.60	1.5	1.5	2.0	2.0	13.07	13.85	0.00	0.70	
COMMUNICATION TECHNICIAN	S	BLD		40.73	43.13	1.5	1.5	2.0	2.0	16.94	11.40	0.00	1.43	
ELECTRIC PWR EQMT OP	All	ALL		43.71	59.52	1.5	1.5	2.0	2.0	6.00	13.55	0.00	0.77	1.31
ELECTRIC PWR EQMT OP	All	HWY		41.45	56.38	1.5	1.5	2.0	2.0	5.50	12.87	0.00	0.73	
ELECTRIC PWR GRNDMAN	All	ALL		33.69	59.52	1.5	1.5	2.0	2.0	6.00	10.44	0.00	0.59	1.01
ELECTRIC PWR GRNDMAN	All	HWY		32.00	56.38	1.5	1.5	2.0	2.0	5.50	9.92	0.00	0.66	
ELECTRIC PWR LINEMAN	All	ALL		52.44	59.52	1.5	1.5	2.0	2.0	6.00	16.27	0.00	0.93	1.58
ELECTRIC PWR LINEMAN	All	HWY		49.67	56.38	1.5	1.5	2.0	2.0	5.50	15.40	0.00	0.88	
ELECTRIC PWR TRK DRV	All	ALL		34.90	59.52	1.5	1.5	2.0	2.0	6.00	10.83	0.00	0.62	1.05
ELECTRIC PWR TRK DRV	All	HWY		33.14	56.38	1.5	1.5	2.0	2.0	5.50	10.29	0.00	0.59	
ELECTRICIAN	N	ALL		49.99	54.39	1.5	1.5	2.0	2.0	15.30	17.50	0.00	1.00	
ELECTRICIAN	S	BLD		49.29	53.54	1.5	1.5	2.0	2.0	17.85	13.80	0.00	1.73	
ELEVATOR CONSTRUCTOR	All	BLD		56.61	63.69	2.0	2.0	2.0	2.0	15.58	17.51	4.53	0.62	
FENCE ERECTOR	All	ALL		47.00	50.76	2.0	2.0	2.0	2.0	12.26	23.65	0.00	0.88	
GLAZIER	All	BLD		44.85	46.35	1.5	2.0	2.0	2.0	14.49	22.29	0.00	0.94	
HEAT/FROST INSULATOR	All	BLD		50.50	53.00	1.5	1.5	2.0	2.0	13.42	13.66	0.00	0.72	
IRON WORKER	All	ALL		47.00	50.76	2.0	2.0	2.0	2.0	12.26	23.65	0.00	0.88	
LABORER	All	ALL		43.72	44.47	1.5	1.5	2.0	2.0	14.05	14.55	0.00	0.90	
LATHER	All	ALL		48.55	50.55	1.5	1.5	2.0	2.0	11.79	21.85	0.00	0.73	
MACHINIST	All	BLD		48.93	51.43	1.5	1.5	2.0	2.0	7.68	8.95	1.85	1.32	
MARBLE FINISHER	All	ALL		35.15	48.33	1.5	1.5	2.0	2.0	10.85	17.66	0.00	0.52	
MARBLE MASON	All	BLD		46.03	50.63	1.5	1.5	2.0	2.0	10.85	18.78	0.00	0.64	
MATERIAL TESTER I	All	ALL		33.72		1.5	1.5	2.0	2.0	14.05	14.55	0.00	0.90	
MATERIALS TESTER II	All	ALL		38.72		1.5	1.5	2.0	2.0	14.05	14.55	0.00	0.90	

MILLWRIGHT	All	ALL		48.55	50.55	1.5	1.5	2.0	2.0	11.79	21.85	0.00	0.73	
OPERATING ENGINEER	All	BLD	1	51.10	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65	
OPERATING ENGINEER	All	BLD	2	49.80	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65	
OPERATING ENGINEER	All	BLD	3	47.25	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65	
OPERATING ENGINEER	All	BLD	4	45.50	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65	
OPERATING ENGINEER	All	BLD	5	54.85	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65	
OPERATING ENGINEER	All	BLD	6	52.10	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65	
OPERATING ENGINEER	All	BLD	7	54.10	55.10	2.0	2.0	2.0	2.0	20.50	16.85	2.00	1.65	
OPERATING ENGINEER	All	FLT		38.00	38.00	1.5	1.5	2.0	2.0	19.65	15.10	2.00	1.40	
OPERATING ENGINEER	All	HWY	1	49.30	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65	
OPERATING ENGINEER	All	HWY	2	48.75	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65	
OPERATING ENGINEER	All	HWY	3	46.70	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65	
OPERATING ENGINEER	All	HWY	4	45.30	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65	
OPERATING ENGINEER	All	HWY	5	44.10	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65	
OPERATING ENGINEER	All	HWY	6	52.30	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65	
OPERATING ENGINEER	All	HWY	7	50.30	53.30	1.5	1.5	2.0	2.0	20.50	16.85	2.00	1.65	
ORNAMENTAL IRON WORKER	All	ALL		45.06	48.66	2.0	2.0	2.0	2.0	10.52	20.76	0.00	0.70	
PAINTER	All	ALL		47.30	49.30	1.5	1.5	1.5	2.0	12.43	8.65	0.00	1.45	
PAINTER - SIGNS	All	BLD		39.84	44.74	1.5	1.5	2.0	2.0	2.73	3.39	0.00	0.00	
PILEDRIIVER	All	ALL		48.55	50.55	1.5	1.5	2.0	2.0	11.79	21.85	0.00	0.73	
PIPEFITTER	All	BLD		49.60	52.60	1.5	1.5	2.0	2.0	10.75	19.85	0.00	2.67	
PLASTERER	All	BLD		44.50	47.17	1.5	1.5	2.0	2.0	14.50	17.29	0.00	1.50	
PLUMBER	All	BLD		51.00	54.05	1.5	1.5	2.0	2.0	15.37	14.75	0.00	1.35	
ROOFER	All	BLD		44.60	48.60	1.5	1.5	2.0	2.0	10.58	13.31	0.00	0.70	
SHEETMETAL WORKER	All	BLD		49.07	51.52	1.5	1.5	2.0	2.0	10.85	17.51	0.00	0.96	2.32
SIGN HANGER	All	BLD		26.07	27.57	1.5	1.5	2.0	2.0	3.80	3.55	0.00	0.00	
SPRINKLER FITTER	All	BLD		50.15	52.65	1.5	1.5	2.0	2.0	13.50	16.60	0.00	0.65	
STEEL ERECTOR	All	ALL		45.56	49.20	2.0	2.0	2.0	2.0	11.02	21.51	0.00	0.70	
STONE MASON	All	BLD		46.88	51.57	1.5	1.5	2.0	2.0	10.85	19.31	0.00	0.95	
TERRAZZO FINISHER	All	BLD		42.54	42.54	1.5	1.5	2.0	2.0	11.00	14.64	0.00	0.88	
TERRAZZO MASON	All	BLD		46.38	49.88	1.5	1.5	2.0	2.0	11.00	16.09	0.00	0.93	
TILE MASON	All	BLD		47.50	51.50	1.5	1.5	2.0	2.0	11.00	16.06	0.00	0.93	
TRAFFIC SAFETY WORKER	All	HWY		37.75	39.35	1.5	1.5	2.0	2.0	9.30	9.87	0.00	0.30	
TRUCK DRIVER	All	ALL	1	37.61	38.16	1.5	1.5	2.0	2.0	9.08	11.36	0.00	0.15	
TRUCK DRIVER	All	ALL	2	37.76	38.16	1.5	1.5	2.0	2.0	9.08	11.36	0.00	0.15	
TRUCK DRIVER	All	ALL	3	37.96	38.16	1.5	1.5	2.0	2.0	9.08	11.36	0.00	0.15	

TRUCK DRIVER	All	ALL	4	38.16	38.16	1.5	1.5	2.0	2.0	9.08	11.36	0.00	0.15
TUCKPOINTER	All	BLD		46.50	47.50	1.5	1.5	2.0	2.0	8.34	18.40	0.00	0.93

Legend

Rg Region

Type Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers

C Class

Base Base Wage Rate

OT M-F Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

OT Sa Overtime pay required for every hour worked on Saturdays

OT Su Overtime pay required for every hour worked on Sundays

OT Hol Overtime pay required for every hour worked on Holidays

H/W Health/Welfare benefit

Vac Vacation

Trng Training

Other Ins Employer hourly cost for any other type(s) of insurance provided for benefit of worker.

Explanations KANE COUNTY

ELECTRICIANS AND COMMUNICATIONS TECHNICIAN (NORTH) - Townships of Burlington, Campton, Dundee, Elgin, Hampshire, Plato, Rutland, St. Charles (except the West half of Sec. 26, all of Secs. 27, 33, and 34, South half of Sec. 28, West half of Sec. 35), Virgil and Valley View CCC and Elgin Mental Health Center.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars

including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS TECHNICIAN

Construction, installation, maintenance and removal of telecommunication facilities (voice, sound, data and video), telephone, security systems, fire alarm systems that are a component of a multiplex system and share a common cable, and data inside wire, interconnect, terminal equipment, central offices, PABX and equipment, micro waves, V-SAT, bypass, CATV, WAN (wide area network), LAN (local area networks), and ISDN (integrated system digital network), pulling of wire in raceways, but not the installation of raceways.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze

Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc,

Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEERS - FLOATING

Diver. Diver Wet Tender, Diver Tender, ROV Pilot, ROV Tender

TRAFFIC SAFETY - Effective November 30, 2018, the description of the traffic safety worker trade in this County is as follows: Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary, non-temporary or permanent lane, pavement or roadway markings, and the installation and removal of temporary road signs.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by

hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".



ST. CHARLES
SINCE 1834

BID WAIVER One Time Today through _____

Description: Well #13 has stopped running due to an electrical panel failure. This well is needed to meet the city's summer drinking water demands. This well maintenance was not anticipated, the ability to properly bid and construct would take too long. It is expected that the project will cost between \$81,500 – 150,000. The final cost will not be determined until the well is pulled and diagnosed.

Requested Vendor: Layne Western

Requested by: Tim Wilson

Date: 05.28.2020

Approvals:

Department Head

Procurement

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$ _____ for this one time order, and/or
\$ _____ \$81,500 – 150,000__ for a 12 month period.

2. This good/service has been competitively solicited within the past 24 months. Yes X No
If yes: Was the solicitation published on the city website? Yes X No

3. Justification for Bid Waiver

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

X - **Urgent** i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

X - Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and, based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programing** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.



Data Source:
City of St. Charles, Illinois
Kane County, Illinois
DuPage County, Illinois
Projection: Transverse Mercator
Coordinate System: Illinois State Plane East
North American Datum 1983
Printed on: June 2, 2020 08:24 AM



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Powered by Precision GIS

**City of St. Charles, Illinois
Resolution No. _____**

**A Resolution to Waive the Formal Bid Procedure and Award Service
Contract to Layne Christensen Company for Emergency Repair to
Well #13**

**Presented & Passed by the
City Council on _____, 2020**

WHEREAS, this is an emergency repair of Well #13 and staff is requesting to formally waive the bid procedure and accept the hourly rates and unit cost estimate provided by Layne Christensen Company;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the service contract for Well #13 Repairs be awarded to Layne Christensen Company.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ___ day of June, 2020

PASSED by the City Council of the City of St. Charles, Illinois, this ___ day of June, 2020

APPROVED by the Mayor of the City of St. Charles, Illinois, this ___ day of June, 2020

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *II

Title: Budget Revisions for the City of St. Charles – May, 2020

Presenter: Chris Minick, Finance Director

Meeting: City Council

Date: June 15, 2020

Proposed Cost: \$ -0-

Budgeted Amount:

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

May, 2020 listing of monthly budget revisions for the City of St. Charles.

Attachments *(please list):*

Budget Revisions –May, 2020

Recommendation/Suggested Action *(briefly explain)*

Budget Revisions for the City of St. Charles – May, 2020

CITY OF ST. CHARLES
Budget Revision Listing

May 2020

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer		2	100	1000	2021	1 05/07/2020	100400	52310	\$ (24.00)	Funds for dish network
Budget Transfer		2	100	1000	2021	1 05/07/2020	100400	54014	\$ 24.00	Funds for dish network
2 Total									\$ -	
Budget Transfer		3	100	1000	2021	1 05/13/2020	804530	54405	\$ 2,000.00	Funds for Alarm System Maint
Budget Transfer		3	100	1000	2021	1 05/13/2020	804530	54455	\$ (2,000.00)	Funds for Alarm System Maint
3 Total									\$ -	
Budget Addition		4	100	1000	2021	1 05/13/2020	100300	52100	\$ 1,453.00	Donated Funds
Budget Addition		4	100	1000	2021	1 05/13/2020	100999	48700	\$ (1,453.00)	Donated Funds
4 Total									\$ -	
Budget Addition		5	100	1000	2021	1 05/20/2020	100510	55204	\$ 3,445.00	Property Tax Payment
Budget Addition		5	100	1000	2021	1 05/20/2020	100900	31199	\$ (3,445.00)	Property Tax Payment
5 Total									\$ -	
Grand Total									\$ -	

The revisions shown herewith have been approved by the City Council, except as noted below.

 Chairman, Government Operations Committee

 Date

 Vice Chairman, Government Operations Committee

 Date

 Finance Director

 Date

Exceptions:

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: IJ

Title:

Recommendation to Approve Funds Transfer Resolutions authorizing budgeted transfers in the aggregate amount of \$3,443,638.88 for miscellaneous transfers

Presenter:

Christopher Minick

Meeting: City Council

Date: June 15, 2020

Proposed Cost: \$

Budgeted Amount: \$3,443,638.88

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

During the fiscal year, interfund transfers are sometimes necessary to fund activities/transactions in other funds. Most City revenues are recorded into the General Fund and transfers are periodically made to fund debt service payments, subsidize the activities of other funds, or for a special use. Funds Transfer Requests:

Fiscal Year 18/19:

Transfer of funds from the General Fund (100) to the Capital Projects Fund (513) and Capital Projects Fund (508) for capital projects; from the Special Revenue Fund (304) to the General Fund (100) for repayment of debt subsidy; from the Capital Improvement Levy Fund (501) to the TIF 7 Capital Project Fund (507) for TIF 7 capital improvements; from the General Fund (100) to the Electric Fund (200) for Christmas decorating and streetlight maintenance; from General Fund (100) to the Replacement Fund (520) for equipment replacement and from the Sewer Fund (220) to the WW Connection Fund (221) for capital improvements.

Attachments *(please list):**Funds Transfer Resolution Sheet***Recommendation/Suggested Action** *(briefly explain): Motion to approve the Funds Transfer Resolutions.*

Funds Transfer Resolution

No. _____

BE IT RESOLVED that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the following transfers during FY 19/20 and as shown in the budget during that year:

<u>Amount</u>	<u>From Fund</u>	<u>To Fund</u>	<u>Purpose</u>
\$ 1,491,612.00	100-General Fund	513-Capital Projects Fund	For budgeted capital improvements
\$ 236,156.68	100-General Fund	508-Capital Projects Fund	For property purchase (1 W Main St)
\$ 289,980.89	304-TIF 1 Baker Hotel	100-General Fund	For repayment of debt service subsidy
\$ 81,903.00	501-Capital Improvement Levy Fund	507-TIF 7 Capital Project Fund	For TIF 7 capital improvements
\$ 373,582.99	100-General Fund	200-Electric Fund	For streetlight maintenance costs
\$ 6,390.80	100-General Fund	200-Electric Fund	For Christmas decorating costs
\$ 287,791.00	100-General Fund	520-Replacement Fund	For equipment replacements
\$ 676,221.52	220-Sewer Fund	221-WW Connection Fund	For budgeted capital improvements
TOTAL: \$3,443,638.88			

THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the _____ day of _____, 2020.

Charles Amenta, City Clerk

(SEAL)

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: *IK

Title:

Recommendation to Approve a Resolution Authorizing Reductions to the Budget of the City of St Charles for the Fiscal Year Ending April 30, 2021

Presenter:

Christopher Minick

Meeting: City Council

Date: June 15, 2020

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

In response to the anticipated economic and financial impacts from the COVID-19 pandemic, City staff has identified various budget reduction measures totaling approximately 5% of the City's General Fund. These reductions were presented at a Workshop Meeting on May 18, 2020. The reduction measures included:

- Deferral of Vehicle Replacement Funding and deferral of vehicle purchases this fiscal year
- Removal of various pay-as-you-go Public Works projects (primarily to City facilities-such as replacement of a leaky section of roof in the Public Works facility and rehabilitation of the fuel island on the Public Works campus)
- Reduction of Consulting Services for various initiatives such as the Salary Classification Study
- New revenue resulting from anticipated sale of a Fire Department Tender Vehicle
- Deferral of filling non-essential positions vacated by attrition
- Reductions in Façade Grant, Business Incentive, and Corridor Improvement Grant programs
- Reductions in small, general, non-assigned line items such as training, travel, office supplies, refreshments, etc.

During the workshop the City Council gave consensus direction to the staff to proceed with the budget reduction measures as discussed that evening. Enclosed in the packet is the resolution formally adopting the proposed budget reduction measures and instructing staff to make the necessary changes. There have been no substantive changes to the reductions discussed during the workshop meeting.

Attachments *(please list):***Resolution****Recommendation/Suggested Action** *(briefly explain):* **A Motion to Approve a Resolution Authorizing Reductions to the Budget of the City of St Charles for the Fiscal Year Ending April 30, 2021**

**City of St. Charles, Illinois
Resolution No.**

**A Resolution Authorizing Reductions to the Budget of the City of
St. Charles for the Fiscal Year Ending April 30, 2021**

**Presented and Passed by the
City Council on _____**

WHEREAS, the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized and directed to make the following budget reductions during FY 2020/2021 to the budget account line items in the Accounting Units reflected on the listing attached hereto as Exhibit A. These budget reductions are being made in response to the economic impacts of the COVID-19 pandemic.

THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the budget reductions be made during FY 2020/2021 in reflected in Exhibit A.

PRESENTED to the City Council of the City of St. Charles, Illinois this day of
June, 2020.

PASSED by the City Council of the City of St. Charles, Illinois, this day of
June, 2020.

APPROVED by the Mayor of the City of St. Charles, Illinois, this day of
June, 2020.

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

**Budget Reduction Summary
Reductions by Accounting Unit**

<u>Accounting Unit</u>	<u>Proposed Reductions</u>
City Administration 100110	43,505
Community and Public Affairs 100111	441
Mayors Office 100120	958
City Council 100121	441
Information Systems 100200	81,153
Human Resources 100210	110,335
Accounting 100220	40,951
Purchasing 100221	440
Utility Billing 100222	2,648
Fire Administration 100400	123,481
Fire Operations 100401	289,245
EMA 100402	24,340
Police 100300	275,546
Planning Services 100600	33,298
Planning Commission 100601	2,790
Zoning Board of Appeals 100602	100
Building & Code Enforcement 100603	14,694
Development Engineering 100604	2,188
Economic Development 100650	70,387
PW Admin and Engineering 100500	5,202
Public Services 100510	416,764
General Fund Transfers 100800	780,120
General Fund Revenues 100999	150,000
Refuse Fund Transfers 230800	133,120
Refuse 230560	133,120
Capital Projects Transfers 513800	647,000
Capital Projs Special Services 513511	647,000

**Budget Reductions By Accounting Unit
City Administration**

Accounting Unit	Account	Proposed Reductions
City Administration 100110		
	51300 Registration and Fees	700
	51400 Transportation Expense	60
	51401 Lodging	800
	51402 Meals per Diem	150
	52000 Office Supplies	500
	52002 Books and subscriptions	100
	52100 Refreshment Supplies	125
	52101 Meals	400
	54110 General Legal	5,500
	54399 Other Contracted Services	33,846
	55224 Switch Replacement	1,324
Total City Administration		<u>43,505</u>
Community and Public Affairs 100111		
	55224 Switch Replacement	441
Mayors Office 100120		
	52101 Meals	75
	55224 Switch Replacement	883
Total Mayor's Office		<u>958</u>
City Council 100121		
	55224 Switch Replacement	<u>441</u>

Exhibit A

**Budget Reductions By Accounting Unit
Information Systems**

Accounting Unit	Account	Proposed Reductions
Information Systems 100200		
	54251 Software Maintenance	230
	54256 IT Consulting Services	60,000
	55223 Motor Vehicle Replacement	3,698
	55224 Switch Replacement	<u>17,225</u>
Total Information Systems		<u><u>81,153</u></u>

Exhibit A

**Budget Reductions By Accounting Unit
Human Resources**

Accounting Unit	Account	Proposed Reductions
Human Resources 100210		-
	50101 Part-time Wages	19,222
	51103 IMRF	2,530
	51100 FICA	1,192
	51104 Medicare	279
	50300 Car Allowance	-
	51300 Registration and Fees	1,000
	51301 City Sponsored Training	7,000
	51400 Transportation Expense	800
	52000 Office Supplies	3,000
	52100 Refreshment Supplies	1,840
	52101 Meals	2,000
	52205 Special Event	500
	54150 Consulting Services	50,000
	54189 Other Professional Services	17,000
	55224 Switch Replacement	<u>3,972</u>
Total Human Resources		<u><u>110,335</u></u>

Exhibit A

**Budget Reductions By Accounting Unit
Finance**

Accounting Unit	Account	Proposed Reductions
Accounting 100220		-
	50101 Part Time Wages	29,874
	51100 FICA	3,931
	51103 IMRF	1,852
	51104 Medicare	433
	55224 Switch Replacement	<u>4,861</u>
Total Accounting		<u><u>40,951</u></u>
Purchasing 100221		
	55224 Switch Replacement	<u><u>440</u></u>
Utility Billing 100222		
	55224 Switch Replacement	<u><u>2,648</u></u>

Budget Reductions By Accounting Unit**Fire**

Accounting Unit	Account	Proposed Reductions
Fire Administration 100400		
	50100 Regular Wages	63,650
	51102 Employer Pension Contr.	31,643
	51104 Medicare	923
	51200 Health Insurance	8,447
	51204 Workers Compensation	3,692
	54399 Other Contracted Svcs	8,500
	55224 Switch Replacement	6,626
Total Fire Administration		<u>123,481</u>
Fire Operations 100401		
	50100 Regular Wages	39,086
	51104 Medicare	567
	51200 Health Insurance	12,287
	51204 Workers Compensation	2,267
	52306 Signage/Traffic Control Supplies	664
	52308 Lumber Supplies	600
	52400 Gasoline	3,013
	54371 Testing & Inspection Services	1,178
	54467 Repair & Maint - Other Equip	1,692
	56002 Machinery and Equipment	9,500
	56002 Machinery and Equipment	12,500
	55223 Motor Vehicle Replacement	199,265
	55224 Switch Replacement	6,626
Total Fire Operations		<u>289,245</u>
EMA 100402		
	55223 Motor Vehicle Replacement	14,016
	55224 Switch Replacement	1,324
	56099 Other Capital	9,000
Total EMA		<u>24,340</u>

Budget Reductions By Accounting Unit**Police**

Accounting Unit	Account	Proposed Reductions
Police 100300		
	51300 Registration and Fees	36,050
	51304 Memberships and Dues	2,165
	51400 Transportation Expense	3,250
	51401 Lodging	3,000
	51402 Meals per Diem	3,250
	51601 Non Taxable Uniform Items	6,950
	52000 Office Supplies	500
	52001 Computer Related Supplies	400
	52002 Books and Subscriptions	800
	52100 Refreshment Supplies	3,050
	52101 Meals	100
	52201 Awards	2,100
	52300 Janitorial/Kitchen Supplis	1,600
	52310 Small Tools and Equipment	14,950
	52319 Other General Supplies	3,500
	52400 Gasoline	8,154
	52900 Ammunition	2,500
	52901 Police Supplies	2,835
	52902 Crime Lab Supplies	750
	54250 Software Licenses & Subscriptions	12,500
	54353 Towing	1,500
	54399 Other Contracted Services	22,525
	54467 Repair & Maintenance - Other Equip	4,000
	54480 Central Garage Services	8,180
	54500 Postage	250
	54520 Printing	4,100
	55223 Motor Vehicle Replacement	82,822
	55224 Switch Replacement	28,265
	56004 Computer Equipment	15,500
		<u>15,500</u>
Total Police		<u><u>275,546</u></u>

**Budget Reductions By Accounting Unit
Community and Economic Development**

Accounting Unit	Account	Proposed Reductions
Planning Services 100600		
	51300 Registration and Fees	920
	51400 Transportation Expense	618
	51401 Lodging	908
	51402 Meals per Diem	360
	52000 Office Supplies	125
	52100 Refreshment Supplies	50
	54110 General Legal	2,000
	54520 Printing	1,110
	54640 Façade Grants	10,000
	54641 CIC Grants	15,000
	55224 Switch Replacement	2,207
Total Planning Services		<u>33,298</u>
Planning Commission 100601		
	51304 Memberships and Dues	740
	54180 Transcript Services	2,000
	54530 Legal Notices	50
Total Planning Commission		<u>2,790</u>
Zoning Board of Appeals 100602		
	54180 Transcript Services	<u>100</u>
Building & Code Enforcement 100603		
	51600 Taxable Uniform Items	100
	52000 Office Supplies	200
	52002 Books & subscriptions	150
	52100 Refreshment Supplies	50
	52400 Gasoline	304
	54150 Consulting Services	500
	54305 Landscaping and Mowing	150
	54399 Other Contracted Services	250
	54520 Printing	100
	55223 Motor Vehicle Replacement	8,476
	55224 Switch Replacement	4,414
Total Building and Code Enforcement		<u>14,694</u>
Development Engineering 100604		

Exhibit A

52400 Gasoline	145
55223 Motor Vehicle Replacement	1,160
55224 Switch Replacement	883
	<hr/>
	2,188
	<hr/> <hr/>

Economic Development 100650

50100 Regular Wages	38,505
51103 IMRF	5,067
51100 FICA	2,387
51104 Medicare	558
51105 401A	577
51300 Registration and Fees	850
51400 Transportation Expense	380
51401 Lodging	450
51402 Meals per Diem	230
54150 Consulting Services	2,000
54540 Advertising	500
54543 Restaurant Week	3,000
54644 Business Incentive Program	15,000
55224 Switch Replacement	883
	<hr/>
	70,387
	<hr/> <hr/>

Budget Reductions By Accounting Unit**Fire**

Accounting Unit	Account	Proposed Reductions
PW Admin and Engineering 100500		
	52400 Gasoline	30
	55223 Motor Vehicle Replacement	1,421
	55224 Switch Replacement	<u>3,751</u>
Total PW Admin		<u><u>5,202</u></u>
Public Services 100510		
	52400 Gasoline	9,000
	55223 Motor Vehicle Replacement	402,026
	55224 Switch Replacement	<u>5,738</u>
Total Public Services		<u><u>416,764</u></u>

**Budget Reductions By Accounting Unit
Non Departmental and Other Funds**

Accounting Unit	Account	Proposed Reductions
General Fund Transfers 100800		
49300 (New)	Transfer from Refuse	53,120
	57300 Transfer to Refuse Fund	80,000
	57307 Transfer to Capital Improvements	<u>647,000</u>
Total General Fund Transfers		<u><u>780,120</u></u>
General Fund Revenues 100999		
	47301 Sale of Fixed Assets	<u><u>150,000</u></u>
Refuse Fund Transfers 230800		
	49100 Transfers from General	80,000
New	Transfer to General Fund	<u>53,120</u>
		<u><u>133,120</u></u>
Refuse 230560		
	54301 Refuse and Hauling Service	<u><u>133,120</u></u>
Capital Projects Transfers 513800		
	Transfer from General	<u><u>647,000</u></u>
Capital Projs Special Services 513511		
	56002 Machinery and Equipment	15,000
	56200 Structures and Improvements	<u>632,000</u>
		<u><u>647,000</u></u>

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item Number: IL

Title:

Recommendation to approve an Ordinance Confirming and Extending a Declared State of Emergency within the City of St. Charles Due to the COVID-19 Pandemic.

Presenter:

Mark Koenen, City Administrator

Meeting: City Council**Date:** June 15, 2020

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

As result of the recent COVID-19 pandemic and the anticipated future impacts of this world crisis, the City Council of St. Charles recognizes the potential disruption to City operations that will likely be caused by this public health emergency in the near future. The Illinois Municipal Code, 65 ILCS 5/11-1-6, provides for the declaration of a state of emergency and the grant of extraordinary authority to the Mayor by the corporate authorities; and the Illinois Emergency Management Agency Act, 20 ILCS 3305/11, further provides for emergency local disaster declaration by the principal executive officer or his or her interim emergency successor.

It is the policy of the City of St. Charles that the City will be prepared to address any emergencies and, therefore, pursuant to Section 5/11-1-6 of the Illinois Municipal Code, Section 20 ILCS 3305/11 of the Illinois Emergency Management Agency Act and Sections 2.34, entitled "Civil Emergency," and 2.36, entitled "Emergency Management Agency of the Code of the City," it is necessary and appropriate to establish standards for the determination of whether a state of emergency exists authorizing the Mayor to exercise extraordinary power and authority, by executive order, during the possible state of emergency, to ensure that the effects are mitigated and minimized and that residents and visitors in the City remain safe and secure.

On March 18, the City Council approved Ordinance 2020-M-11 Establishing Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6, 20 ILCS 3305/11 and Sections 2.34 and 2.36 of the City of St. Charles Code.

On April 6, 2020 the City Council approved Ordinance 2020-M-12 Confirming and Extending a Declared State of Emergency Within the City of St. Charles Due to the COVID-19 Pandemic.

On April 27, 2020, the City passed Ordinance 2020-M-15, confirming and extending to and until May 30, 2020 a declared state of emergency within the City due to the COVID-19 pandemic.

On May 28, 2020 the City passed Ordinance 2020-M-22, confirming and extending to and until June 15, 2020 a declared State of Emergency Within the City of St. Charles due to the COVID-19 Pandemic.

The City now desires to confirm and extend the State of Emergency and continue the Mayor's extraordinary powers by executive order during a state of emergency within the City. The duration for this extension is until the next regularly scheduled City Council Meeting. However, if the Governor or Mayor deems the State of Emergency no longer exists, the Ordinance shall cease.

Attachments *(please list):*

Ordinance, Executive Order 2020- 4

Recommendation/Suggested Action *(briefly explain):*

Approve an Ordinance Confirming and Extending a Declared State of Emergency Within the City of St. Charles Due to the COVID-19 Pandemic

City of St. Charles, Illinois
Ordinance No. _____

**An Ordinance Confirming and Extending a Declared State of Emergency
Within the City of St. Charles Due to the COVID-19 Pandemic**

WHEREAS, the City of St. Charles (“City”) has a population of more than 25,000 persons and is, therefore, a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois Constitution of 1970; and

WHEREAS, subject to said Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

WHEREAS, on March 9, 2020, the Governor of the State of Illinois issued a Gubernatorial Disaster Proclamation declaring a state of emergency throughout the State of Illinois as a result of the COVID-19 pandemic; and

WHEREAS, on March 18, 2020, the City passed Ordinance No. 2020-M-11, establishing temporary executive powers and the Mayor of the City declared a state of emergency within the City pursuant to 65 ILCS 5/11-1-6, 20 ILCS 3305/11 and Sections 2.34 and 2.36 of the City Code of the City; and

WHEREAS, on April 27, 2020, the City passed Ordinance No. 2020-M-15, confirming and extending to and until May 30, 2020 a declared state of emergency within the City due to the COVID-19 pandemic; and

WHEREAS, on May 28, 2020 the City passed Ordinance No. 2020-M-22, confirming and extending to and until June 15, 2020 a declared state of emergency within the City due to the COVID-19 Pandemic.

WHEREAS, while the City is currently responding to this COVID-19 pandemic, it is deemed necessary and in the interest of the people of the City, in accordance with the City’s responsibility to ensure public health and safety and pursuant to the authority vested in the City pursuant to the Illinois Constitution, including Article VII, Section 6 of the 1970 Illinois Constitution, the laws of the State of Illinois, including Section 11 of the Illinois Emergency Management Agency Act, 20 ILCS 3305/11, Sections 11-1-6, 11-20-5, 8-10-5 and 10-3-6, among others, of the Illinois Municipal Code and Sections 2.34 and 2.36 of the Code of the City, to consent to the declaration that an emergency exists within and a disaster exists in the City and renew and continue the emergency powers of the Mayor.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:

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

2. DECLARATION OF AN EMERGENCY AND DISASTER. It is hereby determined that it is advisable, necessary and in the best interest of the City that the findings, determination and declaration of the Mayor on March 18, 2020, as extended, that a state of emergency and a disaster exists in the City due to the coronavirus disease (COVID-19) outbreak continues to exist and that the actions taken by the Mayor resulting from and in furtherance of that declaration, including but not limited to COVID-19 Executive Order No. 3, Allowing Outdoor Dining in Keeping with Phase 3 of the Governor's Restore Illinois Plan dated May 5, 2020, as Amended, be and are hereby ratified and affirmed.

3. EXECUTIVE ORDER. The Mayor shall be and is hereby authorized and directed to continue to exercise by executive order the extraordinary emergency powers and authority as conferred and as may be reasonably necessary to respond to the emergency during the time that this state of emergency exists.

4. DURATION. This Ordinance shall remain in effect until the next regularly City Council meeting, provided that the Ordinance shall immediately cease to be effective upon a declaration by the Governor or the Mayor that the state of emergency related to the COVID-19 pandemic no longer exists.

5. AUTHORITY TO EXECUTE AND ENFORCE. The officials, officers, employees and agents of the City are authorized to take such actions and execute such documents as are necessary to carry out the purpose and intent of this Ordinance. The Mayor, police officers, and all other officers and employees of the City shall enforce the rules and regulations so adopted and orders issued by the Mayor pursuant to this Ordinance.

6. NOTICE. Upon issuing the proclamation herein authorized, the City Clerk shall notify the news media situated within the City, and shall cause copies of the proclamation declaring the existence of the emergency to be posted at the following places within the City: City Hall and the police station.

7. 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, unless otherwise provided by this Ordinance.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

8. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

PRESENTED to the City Council of the City of St. Charles, Illinois, this day of June, 2020.

PASSED by the City Council of the City of St. Charles, Illinois, this day of June, 2020.

APPROVED by the Mayor of the City of St. Charles, Illinois, this day of June, 2020.

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

June 11, 2020

Executive Order 2020-4

**EXECUTIVE ORDER ALLOWING TEMPORARY OUTDOOR DINING
IN KEEPING WITH PHASE 3 OF THE GOVERNOR'S
RESTORE ILLINOIS PLAN DATED MAY 5, 2020, AS AMENDED
(COVID-19 EXECUTIVE ORDER NO. 4)**

WHEREAS, COVID-19 (a/k/a Novel Coronavirus) is a severe respiratory illness caused by the SARS-CoV-2 virus, a new strain of coronavirus that is spread from person to person, posing a threat to the health and safety of the residents of the City of St. Charles; and

WHEREAS, no drug or vaccine is currently available to treat or prevent COVID-19; and

WHEREAS, on January 27, 2020, United States Department of Health and Human Services Secretary Alex Azar declared a national public health emergency due to COVID-19; and

WHEREAS, on March 9, 2020, Illinois Governor J.B. Pritzker issued a Gubernatorial Disaster Proclamation declaring that all counties in the State of Illinois, including Kane and DuPage Counties, are disaster areas due to the Novel Coronavirus; and

WHEREAS, on March 11, 2020, the World Health Organization (“WHO”) declared COVID-19 to be a global pandemic; and

WHEREAS, on March 13, 2020, President of the United States Donald Trump issued a declaration of a national emergency due to the growing COVID-19 crisis in the United States, and on March 26, 2020, President Trump issued a major disaster declaration for the State of Illinois due to the COVID-19 crisis; and

WHEREAS, on March 18, 2020, Raymond P. Rogina, as Mayor of the City of St. Charles (“City”) issued a Declaration of a Local State of Emergency for the City to address the impact of COVID-19 on the City and its residents and businesses and property owners (“Emergency Declaration”); and

WHEREAS, the Illinois Governor has established a five-phase plan, Restore Illinois, dated May 5, 2020, for the reopening of the State; and

WHEREAS, though the threat from COVID-19 to the public health, safety and welfare continues, the Restore Illinois Plan acknowledges the need to allow local and State economies to begin to recover economically to minimize and reverse the adverse economic, social and psychological effects of Phases 1 (Rapid Spread) and 2 (Flattening the Curve) of the Plan; and

WHEREAS, all regions of the Restore Illinois Plan, including the Northeast Region in which the City is located, are on schedule to move from Phase 2 to Phase 3 (Recovery) as early as the end of May; and

WHEREAS, the Restore Illinois Plan has been amended to allow bars and restaurants to reopen in Phase 3 “for outdoor dining only, with social distancing and safety measures” in place; and

WHEREAS, suspension and relaxation of the local zoning and other ordinances and rules to encourage and expand the ability of restaurants and bars to offer the outdoor consumption of food and drinks during the period of recovery would be in the best interests of the City; and

WHEREAS, Ordinance No. 2020-M-11, as extended, granted the Mayor the extraordinary power and authority granted pursuant to the Illinois Municipal Code (including but not limited to 65 ILCS 5/11-1-6) and the City Municipal Code (including Sections 2.34 and 2.36) during the state of emergency declared by this Ordinance as may be reasonably necessary to respond to the emergency.

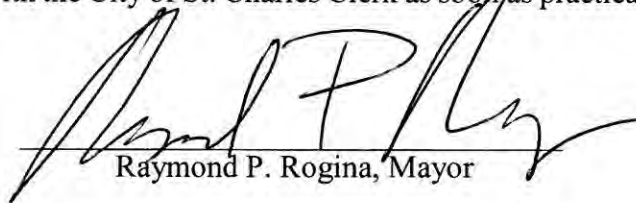
THEREFORE, pursuant to the authority vested in the Office of Mayor by the Illinois Municipal Code (65 ILCS 5/11-1-6), the Illinois Emergency Management Agency Act (20 ILCS 3305/1), the City Code of the City (Secs. 2.34 and 2.36), the Emergency Declaration issued on March 18, 2020, as extended, and the findings set forth above, I, Raymond P. Rogina, Mayor of the City, do hereby order the following, effective June 11, 2020, as follows:

A. An Order amending Executive Order No. 3, Entitled; “EXECUTIVE ORDER ALLOWING TEMPORARY OUTDOOR DINING IN KEEPING WITH PHASE 3 OF THE GOVERNOR’S RESTORE ILLINOIS PLAN DATED MAY 5, 2020, AS AMENDED (COVID-19 EXECUTIVE ORDER NO. 3)” by omitting Section B, Subsection 15, that states, “Live entertainment and electronically amplified music or sound shall not be permitted.”

B. This Executive Order is effective immediately and shall cease by its own terms as provided herein. Except as otherwise amended herein, Executive Order No. 3, as amended, is hereby affirmed and re-stated.

C. If any provision of the Executive Order or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Executive Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are declared to be severable.

This Executive Order will be filed with the City of St. Charles Clerk as soon as practicable.


Raymond P. Rogina, Mayor

Issued by the Mayor of St. Charles on June 11, 2020.
Filed with the City Clerk on June 11, 2020.

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item Number: IM

Title:

Recommendation to Approve a Resolution for a Budget Addition for City Hall Façade Improvements

Presenter:Peter Suhr, Director of Public Works
AJ Reineking, Public Works Manager**Meeting:** City Council**Date:** June 15, 2020

Proposed Cost: \$229,987.09

Budgeted Amount: \$158,500.00

Not Budgeted: **Executive Summary** (*if not budgeted please explain*):

In April, the City Council approved a contract with Berglund Construction valued at \$158,500 to perform maintenance and repair to the City Hall exterior façade. Staff, with the assistance of Walker Consultants, developed this building maintenance project to address the typically inaccessible panels and rooflines of the building through the use of lifts and scaffolding. This project consisted of re-caulking around the marble and granite panels, replacing failed window perimeter sealants, repairing cracks in the brick and marble façade, tuckpointing parapet walls, replacing two lintels, re-sealing skylights and repairing damaged gutters.

Not unexpectedly, throughout the course of this work water leaks, air gaps, or other previously unidentified deficiencies to the substructure have been discovered. This is partly due to gaining access to elevations of the building through the use of scaffolding that was previously inaccessible, and also due to the nature of the inspection process as caulk, wall panels, bricks and lintels are removed for maintenance.

To address these issues as they have been discovered, Berglund has identified five critical changes or repairs to the project that fall outside of their original scope of work that are valued at \$21,487.09.

In addition, during the water testing work completed during review of the skylights, Walker Consultants identified that the lower roof of the tower structure has a leak. This roofline was not included in the original scope of work. Pending a thorough inspection, staff recommends repairs be made to the roof while scaffolding is in place. Walker estimates that “worst case” scenario to stop the leak will require an allowance of up to \$50,000, which is included as a not-to-exceed item in this request.

Attachments (*please list*):

*Budget Addition Form

Recommendation/Suggested Action (*briefly explain*):

Recommendation to approve a budget addition for the City Hall Façade Improvements project in the amount of \$71,487.09.

BUDGET REVISION REQUEST FORM

Department: Public Works Date Requested: June 15, 2020

Purpose of Request/Comments (Free form type)

Purpose of budget revision: Provide funding for additional inspection services as well as structural and façade improvements at City Hall that were identified during the maintenance and repair work being performed on the building.

Equal Dollar Transfer

Amount _____

From
Account #: _____

To
Account #: _____

Activity #: _____

Activity #: _____

Addition (or Decrease) to Department Budget

Account # 513511-56200 Amount \$71,487.09

Activity #: CP5844

Originator: AJ Reineking

June 15, 2020
Date

Department Head: _____

Date

Dir. Of Finance/Administration: _____

Date

For Finance Use Only

Revision entered and updated

By: _____

Date: _____

**City of St. Charles, Illinois
Resolution No. _____**

A Resolution for a Budget Addition for City Hall Façade Improvements

**Presented & Passed by the
City Council on _____, 2020**

WHEREAS a Request for a Budget Addition for the City Hall Façade Improvements project was made on June 15, 2020;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the budget addition be approved in the amount of \$71,487.09.

PRESENTED to the City Council of the City of St. Charles, Illinois, this__ day of June, 2020

PASSED by the City Council of the City of St. Charles, Illinois, this__ day of June, 2020

APPROVED by the Mayor of the City of St. Charles, Illinois, this__ day of June, 2020

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: IN

Title:

Recommendation to Approve a Resolution Authorizing the Director of Public Works to Execute Change Order Nos. 1-5 for the City Hall Façade Improvement Project to Berglund Construction

Presenter:

Peter Suhr, Director of Public Works
AJ Reineking, Public Works Manager

Meeting: City Council

Date: June 15, 2020

Proposed Cost: \$71,487.09

Budgeted Amount: \$71,487.09

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Through the last six weeks, the City’s contractor, Berglund Construction, has been working diligently to complete maintenance and repairs to the City Hall exterior façade. By all accounts, the work is progressing very well, and the work that Berglund is performing will be instrumental to preserving the façade and keeping the structure water tight over the next several decades.

Not unexpectedly, water leaks, air gaps, or other previously unidentified deficiencies to the substructure have been discovered throughout the course of the work. This is partly due to gaining access to elevations of the building through the use of scaffolding that was previously inaccessible, and also due to the nature of the inspection process as caulk, wall panels, bricks and lintels are removed for maintenance.

Berglund, the City’s consultant engineer, Walker Consultants, and City Staff have been working closely to ensure that all critical items are appropriately addressed. As a result, Berglund and Walker have identified six items that represent changes to the original scope of work.

1. Lintel Revisions: \$10,233.48 – The structural steel supporting the lower level window on northeast corner of the building (Riverside Drive) was corroded beyond use and required replacement.
2. Bird Deterrents: \$3,653.38 – The bird deterrents on the skylights of the tower structure were installed right over the caulk seam. In order to replace the caulk and inspect the skylights, the bird deterrents had to be removed and new deterrents installed.
3. Marble Panel Repairs: \$17,850.00 – A marble panel was removed on the south façade to gain access to the substructure for inspection. It was determined that the original grout was still intact for all remaining panels; however, the steel substructure supporting the panel is severely corroded requires reinforcement prior to reinstalling the panel.
4. Scaffolding: \$7,750.23 – The scaffolding on the tower needs to be adjusted and added to beyond the scope of work to facilitate the inspection of the lower roofline.
5. Stone Repairs: (\$18,000) DEDUCT – Detailed inspection of the south elevation revealed that prescribed re-grouting and repair of the panels was not necessary for the majority of the façade.
6. Allowance for Roof Repairs: \$50,000 – A water test has identified that the lower roof of the tower has a leak. Once the scaffolding is adjusted, Walker can perform a detailed inspection of the roof to pinpoint the leak and prescribe a remedy. Actual costs will be determined once the inspection is complete. Any work beyond this allowance will require additional Council action.

City staff and Walker Consultants have scrutinized the change proposals provided by Berglund and found them to be in line with current industry rates.

Berglund anticipates completion of the project in the next several weeks, depending on the extent of the required tower roof repair. To keep the project moving without delay, staff is seeking approval of the change orders noted above, including approval of the allowance for the tower roof repair as prepared by Walker Consultants.

Attachments *(please list):*

Change Orders 1-5

Recommendation/Suggested Action *(briefly explain):*

Recommendation to award changes in the scope of the City Hall Façade Improvements Project to Berglund Construction in the amount of \$71,487.09.



PCO# 1

Project **Saint Charles City Hall Facade Repairs**
 Project # **220026**
 Description **Lintel Revisions per SK-2**

Document Type (Check One)	
94	Internally Funded
95	Contingency
96	Owner Contract Allowance
97	Internal Change
98	Backcharge
x 99	Owner Change
PCO	Default for PCO

DESCRIPTION OF WORK TO BE ADDED:				Labor		Material		Equipment		Misc		Subcontractor	
Phase *	Description	Quantity	Unit	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
	Corsetti Furnish & Install Lintel Reinforcing	1	LS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,900.00
	Cut Bricks	4	HRS	\$ 105.00	\$ 420.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Additional Scaffold Set-Ups	8	HRS	\$ 105.00	\$ 840.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Prep Existing Steel & Paint	24	HRS	\$ 105.00	\$ 2,520.00	\$ -	\$ 56.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Type Create if you would like to Acct To Initiaize

\$ 3,780.00	\$ 56.09	\$ -	\$ 9,900.00
-------------	----------	------	-------------

Adjust Fee & Insurance %s

CONTRACT FEE	20.00%	\$ 756.00	15.00%	\$ 8.41	15.00%	\$ -	15.00%	\$ -	15.00%	\$ 1,485.00
GLU INSURANCE:	1.00%	\$ 45.36	1.00%	\$ 0.65	1.00%	\$ -	1.00%	\$ -	1.00%	\$ 113.85
SDI INSURANCE	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	1.50%	\$ 172.48
SUB-TOTAL:		\$4,581.36		\$65.15		\$0.00		\$0.00		\$11,671.33

DESCRIPTION OF WORK TO BE DEDUCTED:				Labor		Material		Equipment		Misc		Subcontractor	
Phase *	Description	Quantity	Unit	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
	Credit - Installation of Continuous Angle and Bolts	24	HRS	\$ 105.00	\$ (2,520.00)	\$ -	\$ (1,629.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Credit - Installation Flashing, Drip Edge	8	HRS	\$ 105.00	\$ (840.00)	\$ -	\$ (200.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Type Create if you would like to Acct To Initiaize

\$ (3,360.00)	\$ (1,829.00)	\$ -	\$ -
---------------	---------------	------	------

Adjust Fee & Insurance %s

CONTRACT FEE	20.00%	\$ (672.00)	15.00%	\$ (274.35)	15.00%	\$ -	15.00%	\$ -	15.00%	\$ -
GLU INSURANCE:	1.00%	\$ (40.32)	1.00%	\$ (21.03)	1.00%	\$ -	1.00%	\$ -	1.00%	\$ -
SDI INSURANCE	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
SUB-TOTAL:		\$ (4,072.32)		\$ (2,124.38)		\$ -		\$ -		\$ -

SUBTOTAL COST: \$ 10,121.14

BUILDERS RISK INSURANCE @ .11 PER \$100 \$ 11.13

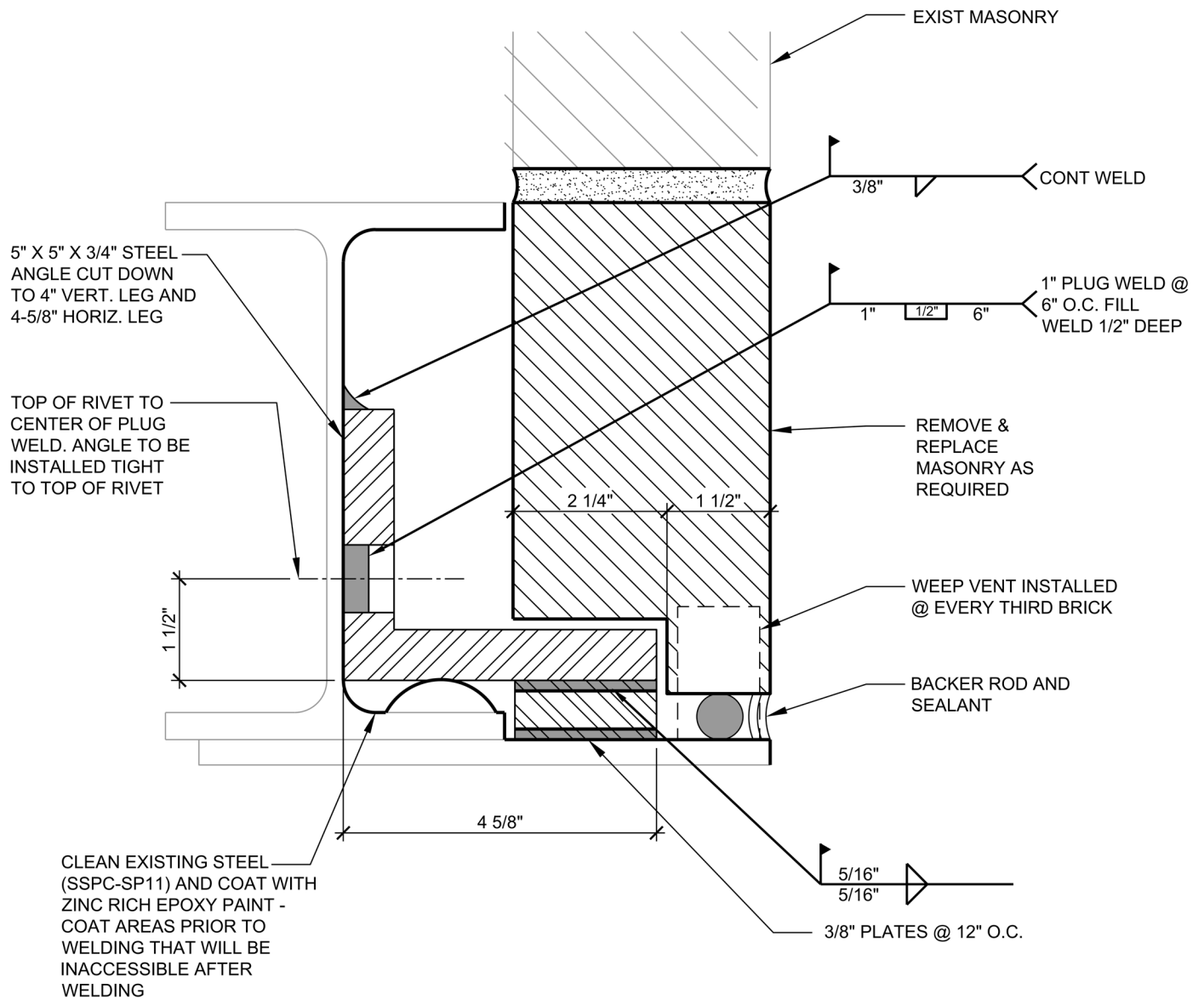
BOND at 1% \$ 101.21

TOTAL COST \$ 10,233.48

ADDED / DEDUCTED WORKING DAYS: or NEW COMPLETION DATE:

Detail any additional information and include subcontract names for work to be performed.
 1. Revised Lintel Installation per SK-2
 2. Weld Inspections by an independent testing company are not included
 3. BCC is suggesting flashing the lintel after repairs and painting is performed. Please verify if flashing is required, and the PCO can be adjusted accordingly.

Accepted By: _____
 Date: _____



NOTES:

1. NEW STEEL TO BE COATED WITH 2 COATS OF ZINC RICH EPOXY PRIMER UPON COMPLETION OF WELDING.

SK-2 **LINTEL STRENGTHENING DETAIL**



WALKER
CONSULTANTS

2895 Greenspoint Parkway
Suite 600
Hoffman Estates, IL 60169
847.697.2640 Ph
www.walkerconsultants.com

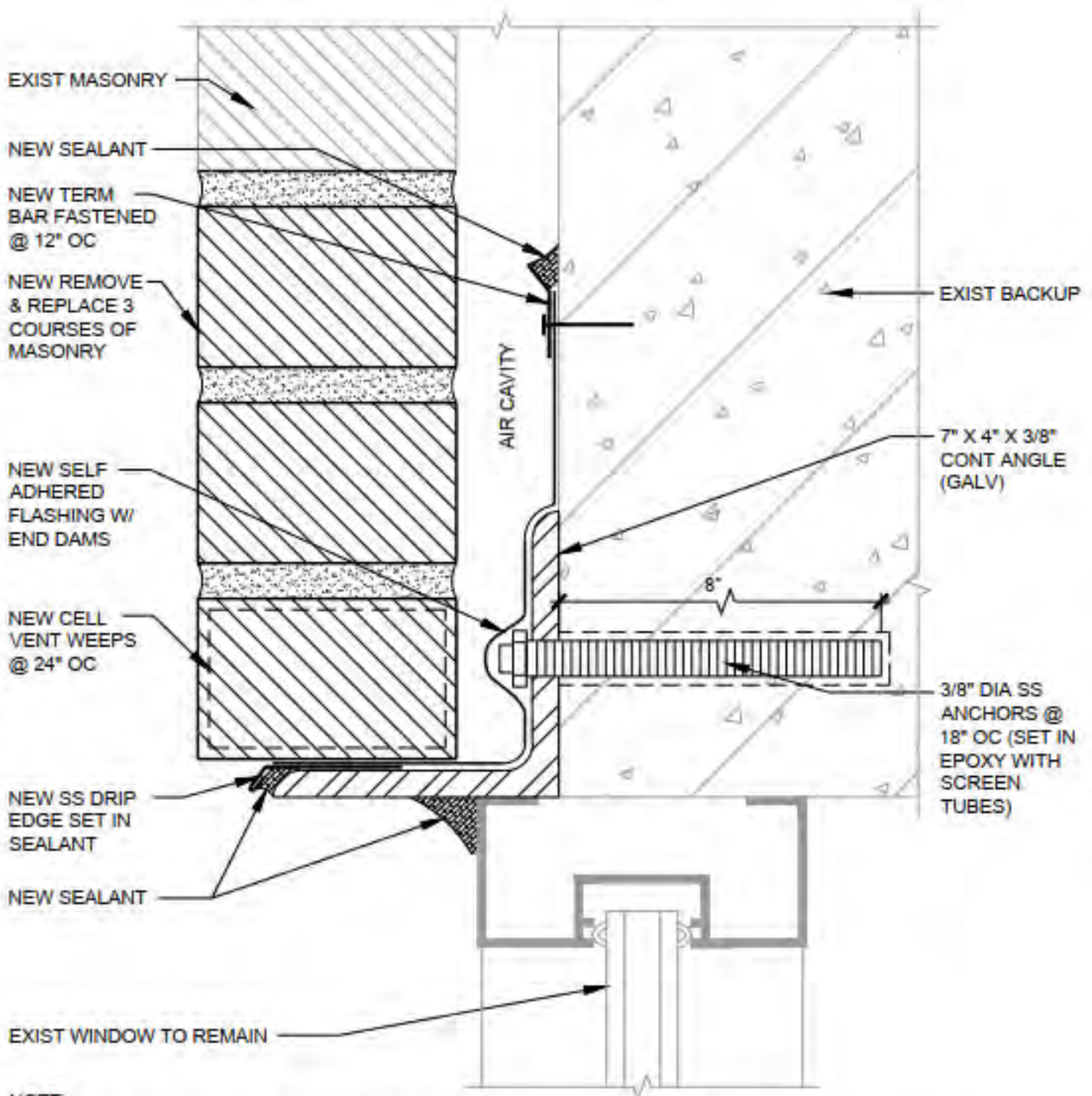
Job: St Charles City Hall

Job No: 31-8553.10

Date: APRIL 28, 2020

No.

SK-2



NOTE:

1. SUPPORT MASONRY ABOVE DURING WORK.

75.7

REMOVE & REPLACE LINTEL

Jeff Burandt

From: Jeff Werniak <jeff@corsettisteel.com>
Sent: Wednesday, May 6, 2020 9:29 AM
To: Jeff Burandt
Subject: RE: STC - Lintel Replacement
Attachments: St Charles Lintel FA 5-6-20.pdf

Jeff

Please see attached lintel drawing for approval.

Also if possible, can we update the furnish/install price to **\$9,900.00?**

Realistically, this is going to take 3 days for two guys (@ \$140/hr) with all of this welding. Let me know if there is any issues with that.

Much appreciated.

Jeff Werniak – Project Manager

Corsetti Structural Steel, Inc

2515 New Lenox Road, Joliet, IL 60433

C: (779) 707-9010

Jeff@Corsettisteel.com

www.Corsettisteel.com



From: Jeff Burandt <jburandt@berglundco.com>
Sent: Wednesday, May 6, 2020 8:33 AM
To: Jeff Werniak <jeff@corsettisteel.com>
Cc: Tony Slavic <tslavic@berglundco.com>; Jim Nebelski <jnebelski@berglundco.com>
Subject: RE: STC - Lintel Replacement

Jeff,

We just received approval. Can you provide a sketch of the fabrication so we can review before you start?

Also, we're opening up the lintel today. The length of each is confirmed at 10'-6". Do you want to have someone stop by there this week to review the onsite conditions? We're onsite 630am to 3pm.

I'll process a subcontract in the next day or two.

Jeff Burandt
Senior Project Manager
m (312) 216-9091

Jeff Burandt

From: Jeff Werniak <jeff@corsettisteel.com>
Sent: Monday, May 4, 2020 2:02 PM
To: Jeff Burandt
Subject: RE: STC - Lintel Replacement

\$1,500.00 for 2 angles no holes, galvanized, L7x4x3/8 @ 12'-0" in length

For the record you would be buying (2) 20 foot long pieces and technically have (2) 8' drops if you could use them for anything else.

Jeff Werniak – Project Manager

Corsetti Structural Steel, Inc

2515 New Lenox Road, Joliet, IL 60433

C: (779) 707-9010

Jeff@Corsettisteel.com

www.Corsettisteel.com



From: Jeff Burandt <jburandt@berglundco.com>
Sent: Monday, May 4, 2020 1:11 PM
To: Jeff Werniak <jeff@corsettisteel.com>
Subject: RE: STC - Lintel Replacement

Thanks!

Any chance you can provide a material price for two 12' lengths of galvanized 7"x4"x3/8" angle?

Jeff Burandt
Senior Project Manager
m (312) 216-9091

Berglund Construction
Illinois / Indiana / Ohio / Florida / Wisconsin
berglundco.com

From: Jeff Werniak <jeff@corsettisteel.com>
Sent: Monday, May 4, 2020 12:55 PM
To: Jeff Burandt <jburandt@berglundco.com>
Subject: RE: STC - Lintel Replacement

Jeff

Furnish/delivery of the (2) lintels will be **\$2,500.00**



PCO# 2

Project **Saint Charles City Hall Facade Repairs**
 Project # **220026**
 Description **Remove and Replace Bird Deterrent Spikes at Tower Skylight to Facilitate Sealant Work**

Document Type (Check One)		
	94	Internally Funded
	95	Contingency
	96	Owner Contract Allowance
	97	Internal Change
	98	Backcharge
x	99	Owner Change
	PCO	Default for PCO

DESCRIPTION OF WORK TO BE ADDED:				Labor		Material		Equipment		Misc		Subcontractor	
Phase *	Description	Quantity	Unit	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
	Remove Existing Bird Deterrent	6	HRS	\$ 105.00	\$ 630.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Install New Bird Deterrent	8	HRS	\$ 105.00	\$ 840.00	\$ -	\$ 1,576.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
* Type Create if you would like to Acct To Initiaize					\$ 1,470.00		\$ 1,576.96		\$ -		\$ -		\$ -

Adjust Fee & Insurance %'s	CONTRACT FEE	20.00%	\$ 294.00	15.00%	\$ 236.54	15.00%	\$ -	15.00%	\$ -	15.00%	\$ -
	GLU INSURANCE:	1.00%	\$ 17.64	1.00%	\$ 18.14	1.00%	\$ -	1.00%	\$ -	1.00%	\$ -
	SDI INSURANCE	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	1.50%	\$ -
	SUB-TOTAL:		\$1,781.64		\$1,831.64		\$0.00		\$0.00		\$0.00

DESCRIPTION OF WORK TO BE DEDUCTED:				Labor		Material		Equipment		Misc		Subcontractor	
Phase *	Description	Quantity	Unit	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
			HRS	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
* Type Create if you would like to Acct To Initiaize					\$ -		\$ -		\$ -		\$ -		\$ -

Adjust Fee & Insurance %'s	CONTRACT FEE	20.00%	\$ -	15.00%	\$ -	15.00%	\$ -	15.00%	\$ -	15.00%	\$ -
	GLU INSURANCE:	1.00%	\$ -	1.00%	\$ -	1.00%	\$ -	1.00%	\$ -	1.00%	\$ -
	SDI INSURANCE	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
	SUB-TOTAL:		\$ -		\$ -		\$ -		\$ -		\$ -

SUBTOTAL COST: \$ 3,613.28

BUILDERS RISK INSURANCE @ .11 PER \$100 \$ 3.97

BOND at 1% \$ 36.13

TOTAL COST \$ 3,653.38

ADDED / DEDUCTED WORKING DAYS:

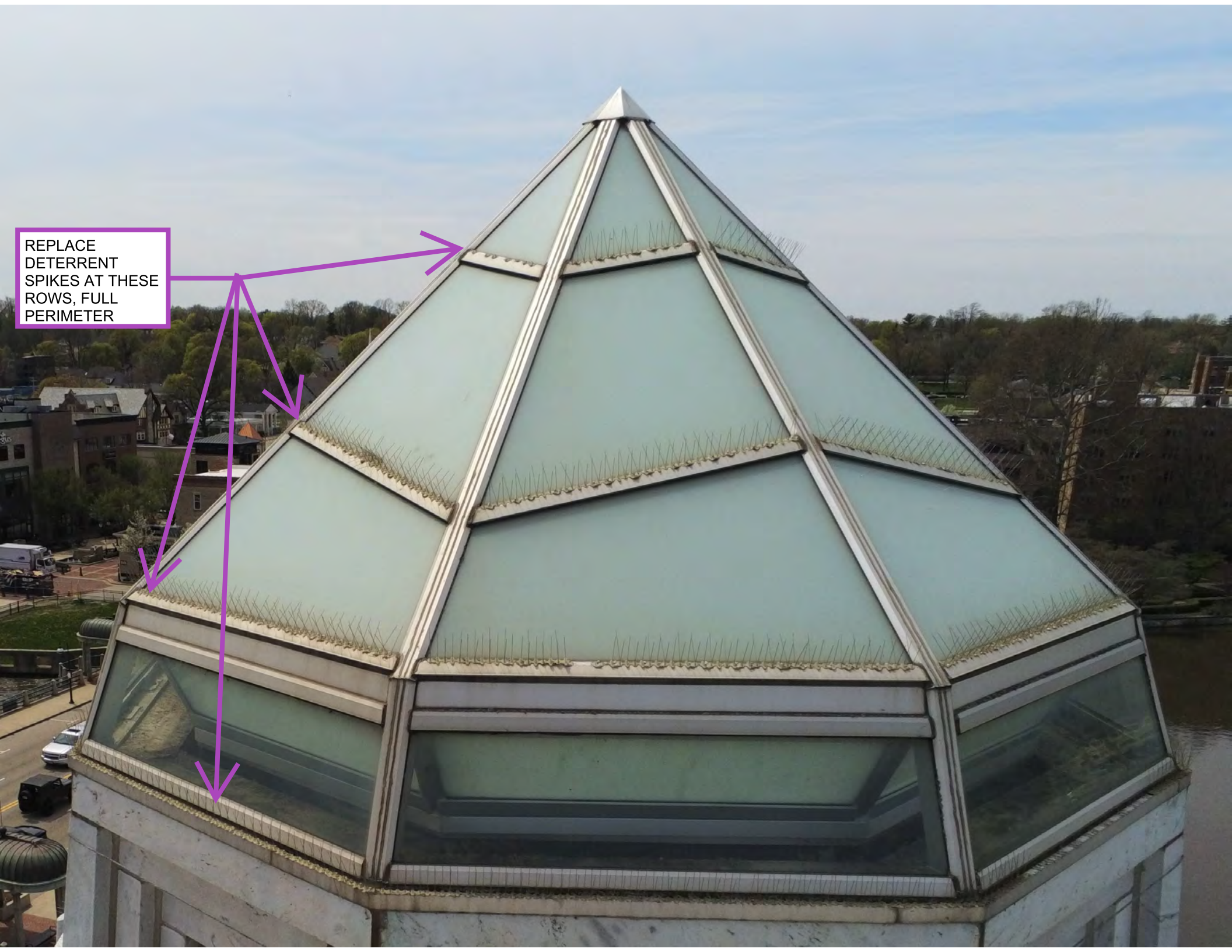
or NEW COMPLETION DATE:

Detail any additional information and include subcontract names for work to be performed.
 1. Assumes replacement of all deterrent spikes at 4 horizontal rows around/on skylight
 2. Spike Installation excluded from warranty due to uncertainty of compatability with existing substrates, and evidence of existing spikes coming loose.

Accepted By: _____

Date: _____

REPLACE
DETERRENT
SPIKES AT THESE
ROWS, FULL
PERIMETER



BIRD-X

Bird Repellent Spikes, Weight: 17 lb., Used For Creating a physical barrier for birds

Item # 5PTU4 Mfr. Model # STS-100 Catalog Page # 1020 UNSPSC # 10191701

Product Video

0:00 / 1:12

Web Price ⓘ

\$444.00 / each

1

Add to Cart

[+ Add to List](#)

Shipping Pickup

Expected to arrive **Tue. May 26.**

Ship To **60601** [\(Change\)](#)

Shipping Weight **15.4 lbs.**

Country of Origin **China** | *Country of Origin is subject to change.*

Note: Product availability is real-time updated and adjusted continuously. The product will be reserved for you when you complete your order. [More](#)



[How can we improve our Product Images?](#)

Compare

Product Details

[View More](#) ▾

(3) 100LF boxes

Technical Specs

Item	Bird Repellent Spikes	Coverage	100 linear ft., 2 ft. Sections
Used For	Creating a physical barrier for birds	Material	302 Surgical Grade Stainless Steel on Flexible Poly Base
Weight	17 lb.	For Use On	A/C Units, Awnings, Beams, Building Projections, Chimneys, Edges, Gutters, Lights, Perimeters, Poles, Rafters, Railings, Signs, Trusses, Windowsills
Overall Length	100 ft.	Application Method	Easy to Attach to any Surface with Screws, Nails, Wire or Adhesive
Overall Width	5"	Includes	Installation instructions
Overall Height	4-1/2"		
Color	Natural		

[Chat with an Agent](#)

BIRD-X

Bird Repellent Spike Adhesive

Item # 6CJN8 Mfr. Model # SSA-G Catalog Page # 1020 UNSPSC # 31201616



Web Price ⓘ

\$7.65 / each

1

Add to Cart

+ Add to List |

Confirm ZIP Code to determine availability.

60601

Save

Shipping Weight 1.0 lbs.

Country of Origin USA | Country of Origin is subject to change.

Note: Product availability is real-time updated and adjusted continuously. The product will be reserved for you when you complete your order. [More](#)



How can we improve our Product Images?

Compare

Technical Specs

Item	Bird Repellent Spike Adhesive	Color	Clear
Form	Adhesive	Coverage	20'

300LF = (15) cartridges



Chat with an Agent



PCO# 3

Project: **Saint Charles City Hall Facade Repairs**
 Project #: **220026**
 Description: **Perform Marble Panel Repairs at South Façade**

Document Type (Check One)	
<input type="checkbox"/>	94 Internally Funded
<input type="checkbox"/>	95 Contingency
<input type="checkbox"/>	96 Owner Contract Allowance
<input type="checkbox"/>	97 Internal Change
<input type="checkbox"/>	98 Backcharge
<input checked="" type="checkbox"/>	99 Owner Change
<input type="checkbox"/>	PCO Default for PCO

DESCRIPTION OF WORK TO BE ADDED:				Labor		Material		Equipment		Misc		Subcontractor	
Phase #	Description	Quantity	Unit	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
	Set-Up Rooftop Rigging for Lifting Stones, Rooftop Scaffold	24	HRS	\$ 105.00	\$ 2,520.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -
	Install Helical Anchors (18 Total)	16	HRS	\$ 105.00	\$ 1,680.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Cut and Remove Portions of Panels	24	HRS	\$ 105.00	\$ 2,520.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Clean & Paint Back-Up Steel	12	HRS	\$ 105.00	\$ 1,260.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Modify Stones, Install Anchorage Clips	12	HRS	\$ 105.00	\$ 1,260.00	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Install New Stone Infills	24	HRS	\$ 105.00	\$ 2,520.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Caulk New Stone, Demobilize Rigging and Scaffold	16	HRS	\$ 105.00	\$ 1,680.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
* Type Create if you would like to Acct To Initiaze					\$ 13,440.00		\$ 925.00		\$ 250.00		\$ -		\$ -

Adjust Fee & Insurance %s		CONTRACT FEE	20.00%	\$ 2,688.00	15.00%	\$ 138.75	15.00%	\$ 37.50	15.00%	\$ -	15.00%	\$ -
		GLU INSURANCE:	1.00%	\$ 161.28	1.00%	\$ 10.64	1.00%	\$ 2.88	1.00%	\$ -	1.00%	\$ -
		SDI INSURANCE	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	1.50%	\$ -
		SUB-TOTAL:		\$16,289.28		\$1,074.39		\$290.38		\$0.00		\$0.00

DESCRIPTION OF WORK TO BE DEDUCTED:				Labor		Material		Equipment		Misc		Subcontractor	
Phase #	Description	Quantity	Unit	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
			HRS	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
* Type Create if you would like to Acct To Initiaze					\$ -		\$ -		\$ -		\$ -		\$ -

Adjust Fee & Insurance %s		CONTRACT FEE	20.00%	\$ -	15.00%	\$ -	15.00%	\$ -	15.00%	\$ -	15.00%	\$ -
		GLU INSURANCE:	1.00%	\$ -	1.00%	\$ -	1.00%	\$ -	1.00%	\$ -	1.00%	\$ -
		SDI INSURANCE	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
		SUB-TOTAL:		\$ -		\$ -		\$ -		\$ -		\$ -

SUBTOTAL COST: \$ 17,654.04

BUILDERS RISK INSURANCE @ .11 PER \$100 \$ 19.42

BOND at 1% \$ 176.54

TOTAL COST \$ 17,850.00

ADDED / DEDUCTED WORKING DAYS: or

NEW COMPLETION DATE:

Detail any additional information and include subcontract names for work to be performed.
 1
 2

Accepted By: _____

Date: _____



PCO# 4

Project Saint Charles City Hall Facade Repairs
 Project # 220026
 Description Adjust Scaffold to Provide Access to the Tower Access Hatch, and Provide Inspection Openings to facilitate A/E review.

Document Type (Check One)	
<input type="checkbox"/>	94 Internally Funded
<input type="checkbox"/>	95 Contingency
<input type="checkbox"/>	96 Owner Contract Allowance
<input type="checkbox"/>	97 Internal Change
<input type="checkbox"/>	98 Backcharge
<input checked="" type="checkbox"/>	99 Owner Change
<input type="checkbox"/>	PCO Default for PCO

DESCRIPTION OF WORK TO BE ADDED:				Labor		Material		Equipment		Misc		Subcontractor	
Phase *	Description	Quantity	Unit	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
	Modify Scaffold to Provide Access to Access Hatch	5	HRS	\$ 105.00	\$ 525.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
	Water Test, Provide Roof Inspection Openings, Temporary Patch after Inspection	8	HRS	\$ 105.00	\$ 840.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
* Type Create if you would like to Acct To Initiaize					\$ 1,365.00		\$ 100.00		\$ -		\$ -		\$ 5,000.00

Adjust Fee & Insurance %'s	CONTRACT FEE	20.00%	\$ 273.00	15.00%	\$ 15.00	15.00%	\$ -	15.00%	\$ -	15.00%	\$ 750.00
	GLU INSURANCE:	1.00%	\$ 16.38	1.00%	\$ 1.15	1.00%	\$ -	1.00%	\$ -	1.00%	\$ 57.50
	SDI INSURANCE	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	1.50%	\$ 87.11
	SUB-TOTAL:		\$1,654.38		\$116.15		\$0.00		\$0.00		\$5,894.61

DESCRIPTION OF WORK TO BE DEDUCTED:				Labor		Material		Equipment		Misc		Subcontractor	
Phase *	Description	Quantity	Unit	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
			HRS	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
* Type Create if you would like to Acct To Initiaize					\$ -		\$ -		\$ -		\$ -		\$ -

Adjust Fee & Insurance %'s	CONTRACT FEE	20.00%	\$ -	15.00%	\$ -	15.00%	\$ -	15.00%	\$ -	15.00%	\$ -
	GLU INSURANCE:	1.00%	\$ -	1.00%	\$ -	1.00%	\$ -	1.00%	\$ -	1.00%	\$ -
	SDI INSURANCE	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
	SUB-TOTAL:		\$ -		\$ -		\$ -		\$ -		\$ -

SUBTOTAL COST: \$ 7,665.14

BUILDERS RISK INSURANCE @ .11 PER \$100 \$ 8.43

BOND at 1% \$ 76.65

TOTAL COST \$ 7,750.23

ADDED / DEDUCTED WORKING DAYS: or NEW COMPLETION DATE:

Detail any additional information and include subcontract names for work to be performed.
 1) Work to be performed on a T&M NTE Basis
 2) Assumes One Day of water testing, inspections, temp patching. Additional days will require additional cost.

Accepted By: _____

Date: _____

Jeff Burandt

From: Randy Johnson <Randy.Johnson@platinumss.com>
Sent: Thursday, June 4, 2020 1:29 PM
To: Jeff Burandt
Cc: Tony Slavic; Jim Nebelski
Subject: RE: STC - Scaffold Modification

Jeff,

If I can come there on Monday and take down the top two decks down to the ledge where the door is .
I could do it for 16 manhours 2,000

Randy Johnson
Buisness Development



PLATINUM SPECIALTY SERVICES, INC.
4003 W. 82nd Avenue,
Merrillville, IN 46410

815-482-8499

From: Jeff Burandt <jburandt@berglundco.com>
Sent: Thursday, June 4, 2020 12:25 PM
To: Randy Johnson <Randy.Johnson@platinumss.com>
Cc: Tony Slavic <tslavic@berglundco.com>; Jim Nebelski <jnebelski@berglundco.com>
Subject: STC - Scaffold Modification

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Randy,

Can you review the sketch below, and advise on the following?

- Is it possible to modify the existing scaffold to provide access to the access door?
- What would the cost be do to do so?

Thanks!



Jeff Burandt
Senior Project Manager
m (312) 216-9091

Berglund Construction
Illinois / Indiana / Ohio / Florida / Wisconsin



Document Type (Check One)

Project	Saint Charles City Hall Facade Repairs	PCO#	5	94	Internally Funded
Project #	220026			95	Contingency
Description	Deduct associated with a Reduction in the base contract Stone Repair scope			96	Owner Contract Allowance
				97	Internal Change
				98	Backcharge
				99	Owner Change
				PCO	Default for PCO

DESCRIPTION OF WORK TO BE DEDUCTED:				Labor		Material		Equipment		Misc		Subcontractor	
Phase *	Description	Quantity	Unit	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
	Deduct associated with reduced stone repair scope		HRS	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (15,327.07)	\$ -	\$ -
* Type Create if you would like to Acct To Initiaize					\$ -		\$ -		\$ -		\$ (15,327.07)		\$ -
	Adjust Fee & Insurance %s	CONTRACT FEE	20.00%	\$ -	15.00%	\$ -	15.00%	\$ -	15.00%	\$ (2,299.06)	15.00%	\$ -	
		GLU INSURANCE:	1.00%	\$ -	1.00%	\$ -	1.00%	\$ -	1.00%	\$ (176.26)	1.00%	\$ -	
		SDI INSURANCE	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	
		SUB-TOTAL:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ (17,802.39)	\$ -	\$ -		
		SUBTOTAL COST:											
		BUILDERS RISK INSURANCE @ .11 PER \$100											
		BOND at 1%											
		TOTAL COST											
		ADDED/ DEDUCTED WORKING DAYS:				or		NEW COMPLETION DATE:					

Detail any additional information and include subcontract names for work to be performed.
 1) Scope reduction is only for the base contract repair scope. PCO 03 was previously issued for additional stone repair scope that was not included in the stone repairs.

Accepted By: _____
 Date: _____

City of St. Charles, Illinois
Resolution No. _____

**A Resolution Authorizing the Director of Public Works to Execute
Change Order Nos. 1-5 for the City Hall Façade Improvement Project to
Berglund Construction**

**Presented & Passed by the
City Council on _____, 2020**

WHEREAS, by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, a home rule municipality in the exercise of its home rule powers, that the Director of Public Works is authorized to execute Change Order Nos. 1-5 in favor of Berglund Construction for work associated to the City Hall Façade Improvement Project Contract entered into on or about April 6, 2020, a copy of said change order being attached hereto and made a part of this Resolution. It is determined that the circumstances necessitating this change order were not foreseeable at the time the original contract was signed, the change order is germane to the original contract as signed, and the change order is in the best interest of the City and authorized by law.

WHEREAS, that the City Clerk of the City of St. Charles is hereby directed to forward a certified copy of this Resolution to Berglund Construction; with a copy to the Director of Public Works.

NOW THEREFORE, be it resolved by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois.

PRESENTED to the City Council of the City of St. Charles, Illinois, this _____ day of June, 2020.

PASSED by the City Council of the City of St. Charles, Illinois, this _____ day of June, 2020.

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of June, 2020.

Raymond P. Rogina, Mayor

Resolution No. _____

Page 2

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: IO

Title:

Recommendation to approve a Resolution Authorizing the Director of Public Works to Execute Change Order Nos. 1 and 2 for the City Hall Façade Improvement Project to Walker Consultants

Presenter:

Peter Suhr, Director of Public Works
AJ Reineking, Public Works Manager

Meeting: City Council

Date: June 15, 2020

Proposed Cost: \$33,500

Budgeted Amount: \$33,500

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Walker Consultants have been the City’s consultant engineers for the façade improvements project at City Hall. They have been onsite to observe the work of the contractor, Berglund Construction, and working with Berglund to troubleshoot issues as they are identified.

Not unexpectedly, water leaks, air gaps, or other previously unidentified deficiencies to the substructure have been discovered throughout the course of the work. This is partly due to gaining access to elevations of the building through the use of scaffolding that was previously inaccessible, and also due to the nature of the inspection process as caulk, wall panels, bricks and lintels are removed for maintenance.

Berglund, Walker, and City Staff have been working closely to ensure that all critical items are appropriately addressed. As a result, Walker has identified two items that represent changes to their original scope of work.

1. Roof Inspection: \$6,200 – Conduct a thorough inspection of the roof on the tower structure, including a water test as well as inspection at openings in six strategic locations and the inspection of walls and gutters.
2. Structural Engineering Services: \$4,300 – When the marble panel was removed from the south façade of the building, it was identified that the steel substructure was rust packed and required additional support to reattach the panel. Walker will perform structural calculations and complete a design to be executed for the successful reinstallation of the panel.

Staff feels that it is important to continue to advance this project to ensure the structural integrity of the building, but also to avoid a second project near-future requiring a costly and obtrusive mobilization.

A budget addition is not requested for this increase. Changes will be paid for from Public Works Operational budgets.

Attachments *(please list):*

*Change Orders 1 and 2

Recommendation/Suggested Action *(briefly explain):*

Recommendation to award changes in the scope of services to Walker Consultants for the City Hall Façade Improvements Project, bringing their total not to exceed fee \$33,500.



2895 Greenspoint Parkway, Suite 600
Hoffman Estates, IL 60169

847.697.2640
walkerconsultants.com

Project: 31-8553.10 – St. Charles City Hall Façade Repairs 2020

Additional Labor - Construction Administration Phase

TO:	City of St. Charles 2 Main Street St. Charles, IL 60174	FROM:	Walker Consultants 2895 Greenspoint Parkway, Suite 600 Hoffman Estates, IL 60169
------------	---	--------------	--

DATE CREATED:	06/08/2020	CREATED BY:	Kristen Navaid (Walker Consultants)
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CONTRACT FOR: St. Charles City Hall Façade Repairs 2020

DESCRIPTION: During a water test by Walker Consultants and Berglund Construction to verify that the newly installed sealant and pre-formed silicone strips at the exterior skylight are water-tight, a leak at the interior clock tower roof level was identified. Berglund was able to gain access inside the clock tower to take representative photos of the overall conditions.

Walker Consultants proposes the following services to identify the source(s) of water infiltration and assess the roofing condition:

Perform a one-day investigation of the roofing system of the clocktower at St. Charles City Hall to include:

- 1) Isolated water testing at the clocktower roofing of elements such as the internal gutter, flashings, etc. as deemed appropriate.
- 2) With the assistance of a roofing contractor, review the following inspection opening locations (See attached photographs identifying locations):
 - a) Small roof surface on the exterior of the clock tower
 - b) Remove one of the interior panels behind a marble screen
 - c) Flashing at the masonry piers inside the tower
 - d) Horizontal surface membrane at outer perimeter inside the tower
 - e) Membrane inside the gutter
 - f) Remove one octagonal segment of plywood decking and membrane to be able to evaluate the condition of the plywood decking and framing below.
- 2) Attempt to identify how the internal gutter discharges and review visible portions of the drain line for defects.
- 3) Perform a review of readily visible representative portions of the exterior walls (both interior and exterior) of the clock tower via scaffolding platforms and ladder inside the clocktower.
- 4) Provide a letter report with conceptual recommendations for repair/replacement of components.

We propose to provide these services for \$6,200.00 Lump Sum as a Change Order to the current contract for St. Charles City Hall Façade Repairs 2020.



CHANGE ORDER 001 FOR ADDITIONAL SERVICES

The original Construct Sum was \$ 23,000.00

The net change by previously authorized Change Orders \$ 0.00

The Contract Sum prior to this Change Order was \$ 23,000.00

The Contract Sum will be increased by this Change Order in the amount of \$ 6,200.00

The new Contract Sum including this Change Order will be \$ 29,200.00

Kristen Navaid, AIA, NCARB
 Walker Consultants
 2895 Greenspoint Parkway, Suite 600
 Hoffman Estates, IL 60169

The City of St. Charles
 2 Main Street
 St. Charles, IL 60174

Kristen Navaid 06/08/20
 SIGNATURE DATE

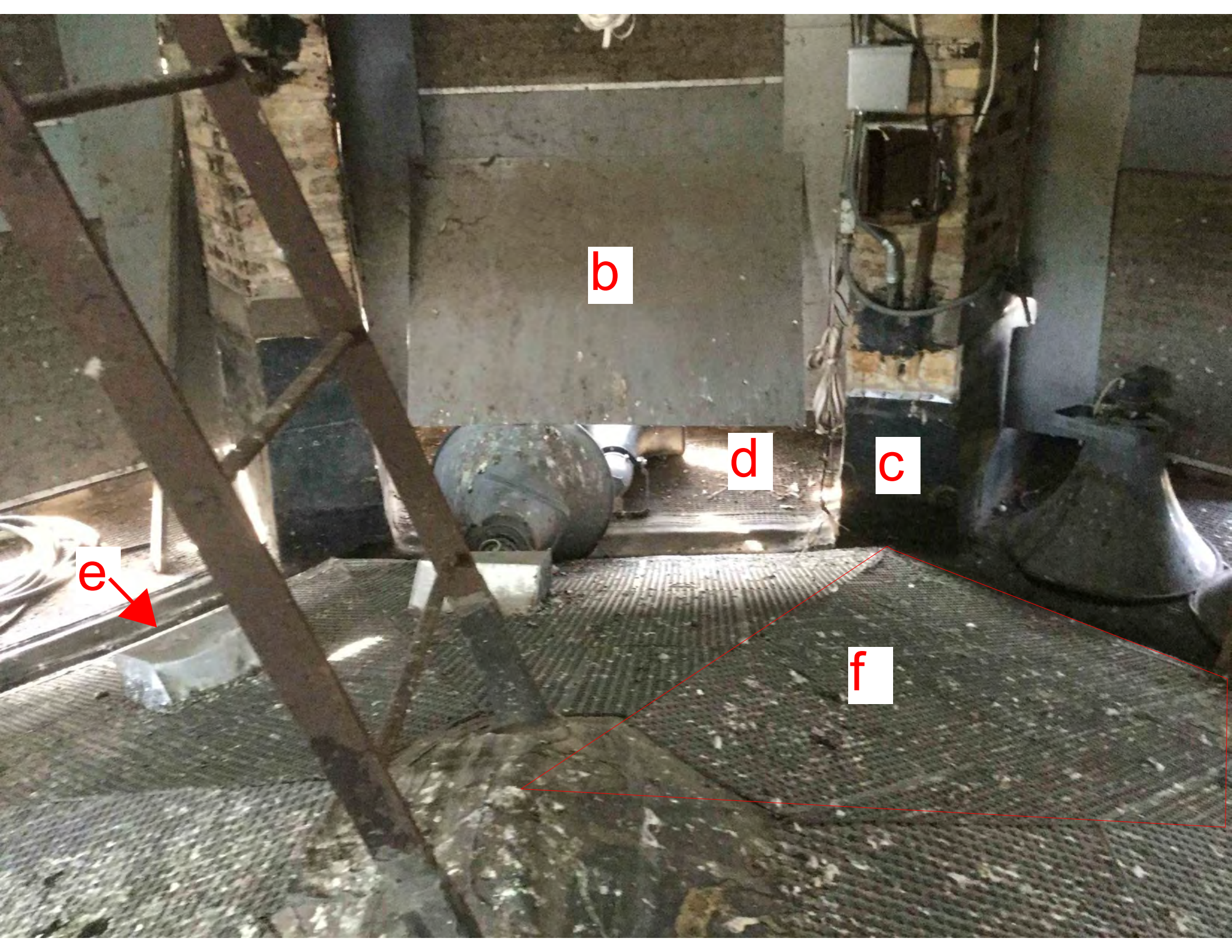
 SIGNATURE DATE



a

CITY OFFICE
CLOSED
FOR MORE
INFORMATION VISIT
STCHARLESIL.GOV

RESERVED
PARKING
\$25.00/HR



a

b

c

d

e

f



2895 Greenspoint Parkway, Suite 600
Hoffman Estates, IL 60169

847.697.2640
walkerconsultants.com

Project: 31-8553.10 – St. Charles City Hall Façade Repairs 2020

Additional Labor - Construction Administration Phase

TO:	City of St. Charles 2 Main Street St. Charles, IL 60174	FROM:	Walker Consultants 2895 Greenspoint Parkway, Suite 600 Hoffman Estates, IL 60169
------------	---	--------------	--

DATE CREATED:	06/08/2020	CREATED BY:	Kristen Navaid (Walker Consultants)
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CONTRACT FOR: St. Charles City Hall Façade Repairs 2020

DESCRIPTION: A portion of a cracked marble panel at the second level, south elevation had been removed for investigation. Rust packing on the steel column behind the panel was identified. Anchorage for the marble panel was not identified. Additional information was presented in field reports dated May 12, 2020 and May 26, 2020.

Walker Consultants proposes the following services to design support anchorage and structural repairs to both the marble panel investigated and marble panel directly above the one investigated, also exhibiting a crack due to the corroding steel column.

- 1) Perform limited structural calculations for design of lateral anchorage.
- 2) Prepare an elevation and section details for repair. Details to include:
 - a) Extent of demolition
 - b) Repairs to concealed steel column
 - c) Anchorage types, sizes and spacing
 - d) Joint finishes
 - e) Pertinent information regarding products or installation related to these repairs will be included on the detail sheets.
- 2) Perform two (2) field visits to specifically review the steel and marble panel repairs. These field visits are in addition to the eight (8) progress visits included in the original scope of services.
- 3) Prepare a field report for each of the two (2) field visits.

We propose to provide these services for \$4,300.00 Lump Sum as a Change Order to the current contract for St. Charles City Hall Façade Repairs 2020.



CHANGE ORDER 002 FOR ADDITIONAL SERVICES

The original Construct Sum was \$ 23,000.00

The net change by previously authorized Change Orders \$ 6,200.00

The Contract Sum prior to this Change Order was \$ 29,200.00

The Contract Sum will be increased by this Change Order in the amount of \$ 4,300.00

The new Contract Sum including this Change Order will be \$ 33,500.00

Kristen Navaid, AIA, NCARB
 Walker Consultants
 2895 Greenspoint Parkway, Suite 600
 Hoffman Estates, IL 60169

The City of St. Charles
 2 Main Street
 St. Charles, IL 60174

Kristen Navaid 06/08/20
 SIGNATURE DATE

 SIGNATURE DATE

**City of St. Charles, Illinois
Resolution No. _____**

**A Resolution Authorizing the Director of Public Works to Execute
Change Order Nos. 1 and 2 for the City Hall Façade Improvement
Project to Walker Consultants**

**Presented & Passed by the
City Council on _____, 2020**

WHEREAS, by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, a home rule municipality in the exercise of its home rule powers, that the Director of Public Works is authorized to execute Change Order Nos. 1 and 2 in favor of Walker Consultants for work associated to the City Hall Façade Improvement Project Contract, a copy of said change order being attached hereto and made a part of this Resolution. It is determined that the circumstances necessitating this change order were not foreseeable at the time the original contract was signed, the change order is germane to the original contract as signed, and the change order is in the best interest of the City and authorized by law.

WHEREAS, that the City Clerk of the City of St. Charles is hereby directed to forward a certified copy of this Resolution to Walker Consultants; with a copy to the Director of Public Works.

NOW THEREFORE, be it resolved by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois.

PRESENTED to the City Council of the City of St. Charles, Illinois, this _____ day of June, 2020.

PASSED by the City Council of the City of St. Charles, Illinois, this _____ day of June, 2020.

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of June, 2020.

Raymond P. Rogina, Mayor

Resolution No. _____

Page 2

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: IP

Title:

Discussion to Review Results and Feedback Received Regarding the Temporary Outdoor Dining Program Implemented on May 29, 2020.

Presenter:

Mark Koenen, Rita Tungare, Jim Keegan

Meeting: City Council

Date: June 15, 2020

Proposed Cost: \$NA

Budgeted Amount: \$NA

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

On May 20, 2020, the Governor announced that, with the anticipated advancement to Phase 3 of the Restore Illinois plan that on Friday, May 29, 2020, bars and restaurants will be allowed to serve customers in outdoor seating areas. The City of St Charles closely tracked the Governor’s Orders and guidance and advanced outdoor dining allowing the restaurant businesses in our community to re-open. The Mayor executed an Executive Order allowing for this action.

Bars and restaurants with outdoor seating areas were anxious to reopen. The City of St. Charles in conjunction with the St. Charles Business Alliance coordinated this effort to provide optimum business opportunity. The Chamber of Commerce also engaged in promoting the outdoor dining initiative.

The City’s program was released to the restaurant and bar community on the evening of Tuesday, May 26. On Wednesday, May 27, the Alliance and City staff received comments from the restaurant and bar community. This early feedback was valuable and the documents were modified slightly from the original plan. At the Special City Council Meeting on May 28 staff presented the Outdoor Dining Plan. After discussion with the City Council it was decided to extend the hours of food and alcohol service to Sunday – Wednesday, 7:00 am – 11:00 pm, and Thursday – Saturday, 7:00 am – 12:00 pm.

At this time staff would like to discuss the results and feedback received since the Temporary Outdoor Dining Plan was put into place.

This item was first presented at the May 28, 2020 Special City Council Meeting. This discussion is to review the results and feedback received regarding the Temporary Outdoor Dining Program.

Attachments *(please list):*

None

Recommendation/Suggested Action *(briefly explain):*

For your information and feedback.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: IIC6

Title: Motion to approve a Resolution Authorizing the Mayor and City Council to Execute a Façade Improvement Agreement between the City of St. Charles and Lance & Karen Ramella/210 Cedar LLC (316 Cedar St.)

Presenter: Rita Tungare

Meeting: City Council

Date: June 15, 2020

Proposed Cost: \$18,833

Budgeted Amount: \$30,000

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Proposal

Karen and Lance Ramella, owners of 210 Cedar LLC, have requested a Façade Improvement Grant for their building located at 316 Cedar St. The grant is for an addition to the building, which is planned to be an event space.

Historic Commission review – 6/3/2020

The City has not previously approved a Façade Grant solely for a building addition, but has funded projects that include a combination of improvements to existing buildings and additions. Although they are very supportive of the project, the Historic Commission expressed some concern about setting a precedent with respect to the grant.

The Historic Commission reviewed the project against the grant program purpose statements and found it met a number of points: Provide reinvestment in the downtown historic district; it would be a visible improvement to the exterior of the original building since it will replace non-conforming outbuildings; and it will have a positive impact to the overall appearance, quality and vitality of downtown.

The Commission recommended approval of grant funding for the portion of the addition facing Cedar St. (front elevation). The front elevation improvements are adjacent and connect to the existing building. The vote was 6-1. The dissenting vote felt there were other already existing buildings in the City that could benefit more from the grant money.

Planning and Development Committee Review- 6/8/2020

The Planning and Development Committee recommended approval of the grant per the Historic Preservation Commission’s recommendation. The vote was 8-1.

Grant Amount

Total eligible costs (front and side elevation visible from street): \$88,382.55

Maximum grant amount, per program requirements: \$20,000 per building

Eligible amount for front elevation only (Commission recommendation): \$18,833 (based on width of front façade)

Attachments *(please list):*

City Council Resolution, Façade Improvement Grant Agreement

Recommendation/Suggested Action *(briefly explain):*

Motion to approve a Resolution Authorizing the Mayor and City Council to Execute a Façade Improvement Agreement between the City of St. Charles and Lance & Karen Ramella/210 Cedar LLC (316 Cedar St.)

**City of St. Charles, Illinois
Resolution No. 2020- __**

**A Resolution Authorizing the Mayor and City Council to Execute a Façade
Improvement Agreement between the City of St. Charles and Lance & Karen
Ramella/ 210 Cedar LLC
(316 Cedar St.)**

**Presented & Passed by the
City Council on _____**

BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk are hereby authorized to execute that certain Façade Improvement Agreement, in substantially the form attached hereto and incorporated herein as Exhibit “A” by and on behalf of the City of St. Chares.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this 15th day of June, 2020.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this 15th day of June, 2020.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this 15th day of June, 2020.

Raymond P. Rogina

Attest:

City Clerk/Recording Secretary

Voice Vote:

Ayes:

Nays:

Absent:

Abstain:

Resolution No. _____

Page 2

Exhibit "A"

Façade Improvement Agreement between the City of St. Charles and Karen & Lance
Ramella

**CITY OF ST. CHARLES
FACADE IMPROVEMENT AGREEMENT**

Program Year: May 1, 2020 to April 30, 2021

THIS AGREEMENT, entered into this 15th day of June, 2020, between the City of St. Charles, Illinois (hereinafter referred to as "CITY") and the following designated OWNER/LESSEE, to wit:

Owner/Lessee's Name: Karen and Lance Ramella/ 210 Cedar, LLC
Tax ID# or Social Security #

For the following property:

Address of Property: 316 Cedar St.
PIN Number: 09-27-357-005

WITNESSETH:

WHEREAS, the CITY has established a Facade Improvement Program adopted by City Ordinance No. 2017-M-7 ; and

WHEREAS, CITY has agreed to participate, subject to its sole discretion, in reimbursing Owners/Lessees for the cost of eligible exterior improvements to buildings through the Façade Improvement Program; and

WHEREAS, the OWNER/LESSEE desires to participate in the Facade Improvement Program pursuant to the terms and provisions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements obtained herein, the CITY and the OWNER/LESSEE do hereby agree as follows:

SECTION 1:

A. With respect to Commercial Façade Grant improvements, the CITY shall reimburse OWNER/LESSEE for the cost of improvements to the OWNER/LESSEE's property at the rate of up to twenty five (25%) of the cost of Routine Maintenance Improvements, up to fifty percent (50%) of the cost of Historic Preservation Improvements and other Building Improvements, and up to one hundred percent (100%) of the cost of fees for Architectural Services pertaining to such improvements, provided that the total reimbursement for eligible improvements and architectural services shall not exceed the amount shown in Exhibit I, "Total Reimbursement Amounts", attached hereto.

B. With respect to Residential Façade Grant improvements, the CITY shall reimburse OWNER/LESSEE for the cost of improvements to the OWNER/LESSEE's property at the rate of up to fifty percent (50%) of the cost of Historic Preservation Improvements, and up to one hundred percent (100%) of the cost of fees for Architectural Services pertaining to such improvements, provided that the total reimbursement for eligible improvements and architectural services shall not exceed the amount shown in Exhibit I, "Total Reimbursement Amounts", attached hereto.

The actual total reimbursement amounts per this Agreement shall not exceed the amounts shown in Exhibit I. The improvement costs which are eligible for City reimbursement include all labor, materials, equipment and other contract items necessary for the proper execution and completion of the work as shown on the plans, design drawings, specifications and estimates approved by the City. Such plans, design drawings, specifications and estimates are attached hereto as Exhibit II.

SECTION 2: No improvement work shall be undertaken until its design has been submitted to and approved by the City Council. Following approval, the OWNER/LESSEE shall contract for the work and shall commence and complete all such work within the Program Year, ending April 30.

SECTION 3: The Director of Community Development shall periodically review the progress of the contractor's work on the facade improvement pursuant to this Agreement. Such inspections shall not

replace any required building permit inspection. All work which is not in conformance with the approved plans, design drawings and specifications shall be immediately remedied by the OWNER/LESSEE and deficient or improper work shall be replaced and made to comply with the approved plans, design drawings and specifications and the terms of this Agreement.

SECTION 4: Upon completion of the improvements and upon their final inspection and approval by the Director of Community Development, the OWNER/LESSEE shall submit to the CITY a properly executed and notarized contractor statement showing the full cost of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials or equipment in the work. In addition, the OWNER/LESSEE shall submit to the CITY proof of payment of the contract cost pursuant to the contractor's statement and final lien waivers from all contractors and subcontractors. The OWNER/LESSEE shall also submit to the CITY a copy of the architect's statement of fees for professional services for preparation of plans and specifications. The CITY shall, within fifteen (15) days of receipt of the contractor's statement, proof of payment and lien waivers, and the architect's statement, issue a check to the OWNER/LESSEE as reimbursement, subject to the limitations set forth in Exhibit "I".

In the alternative, at its sole discretion, CITY may reimburse OWNER/LESSEE in two payments. The first reimbursement may be made only 1) upon completion of work representing 50% or more of the maximum reimbursement specified in Exhibit I hereof ; 2) upon receipt by CITY of the architect's invoices, contractor's statements, invoices, proof of payment and notarized final lien waivers for the completed work; and 3) upon a determination by the Director of Community Development that the remainder of the work is expected to be delayed for thirty days or more following completion of the initial work due to weather, availability of materials, or other circumstances beyond the control of the

OWNER/LESSEE. The second, final reimbursement payment shall be made by CITY only upon submittal of all necessary documents as described herein.

SECTION 5: If the OWNER/LESSEE or his contractor fails to complete the improvement work provided for herein in conformity with the approved plans, design drawings and specifications and the terms of this Agreement, or if the improvements are not completed by the end of the Program Year on April 30, this Agreement shall terminate and the financial obligation on the part of the CITY shall cease and become null and void. The CITY may, at its sole discretion, grant a single one-year extension to the end of the following program year due to unforeseen circumstances that have prevented the completion of the project.

SECTION 6: Upon completion of the improvement work pursuant to this Agreement and for a period of five (5) years thereafter, the OWNER/LESSEE shall be responsible for properly maintaining such improvements in finished form and without change or alteration thereto, as provided in this Agreement, and for the said period of five (5) years following completion of the construction thereof, the OWNER/LESSEE shall not enter into any Agreement or contract or take any other steps to alter, change or remove such improvements, or the approved design thereof, nor shall OWNER/LESSEE undertake any other changes, by contract or otherwise, to the improvements provided for in this Agreement unless such changes are first submitted to the Director of Community Development, and any additional review body designated by the Director, for approval. Such approval shall not be unreasonably withheld if the proposed changes do not substantially alter the original design concept of the improvements as specified in the plans, design drawings and specifications approved pursuant to this Agreement. If requested by the CITY, OWNER/LESSEE agrees to execute and record a restrictive covenant regarding the maintenance of improvements completed per this agreement.

SECTION 7: The OWNER/LESSEE releases the CITY from, and covenants and agrees that the CITY shall not be liable for, and covenants and agrees to indemnify and hold harmless the CITY and its officials, officers, employees and agents from and against, any and all losses, claims, damages, liabilities or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected with directly or indirectly with the facade improvement(s), including but not limited to actions arising from the Prevailing Wage Act (820 ILCS 30/0.01 et seq.) The OWNER/LESSEE further covenants and agrees to pay for or reimburse the CITY and its officials, officers, employees and agents for any and all costs, reasonable attorneys' fees, liabilities or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The CITY shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action. The provisions of this section shall survive the completion of said facade improvement(s).

SECTION 8: Nothing herein is intended to limit, restrict or prohibit the OWNER/LESSEE from undertaking any other work in or about the subject premises which is unrelated to the facade improvement provided for in this Agreement.

SECTION 9: This Agreement shall be binding upon the CITY and upon the OWNER/LESSEE and its successors, to said property for a period of five (5) years from and after the date of completion and approval of the facade improvement provided for herein. It shall be the responsibility of the OWNER/LESSEE to inform subsequent OWNER(s)/LESSEE(s) of the provisions of this Agreement.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing above.

OWNER/LESSEE

CITY OF ST. CHARLES

Mayor

ATTEST: _____

City Clerk

EXHIBIT "I"

Total Reimbursement Amounts

Commercial Façade Grants:

	Total Estimated Cost	Reimbursement Percentage	Total Maximum Grant Amount
Routine Maintenance Improvements	\$	25%	
Historic Preservation Improvements	\$	50%	\$
Building Improvements	\$51,400	50%	\$ 25,700
Architectural Services	\$5882	100% (not to exceed \$4000)	\$4000
TOTAL	\$57,282	-	\$29,700 eligible/ \$18,833 max. grant

Residential Façade Grants:

	Total Estimated Cost	Reimbursement Percentage	Total Maximum Grant Amount
Historic Preservation Improvements	\$	50%	\$
Architectural Services	\$	100% (not to exceed \$2000)	\$
TOTAL	\$	-	\$

EXHIBIT “II”

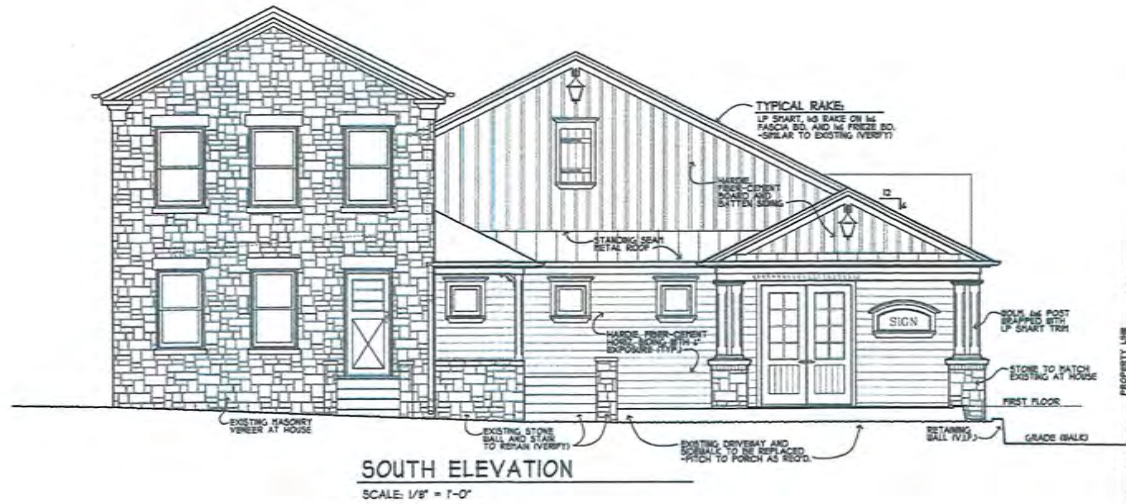
Plans, Design drawings, Specifications and Estimates

Attachments:

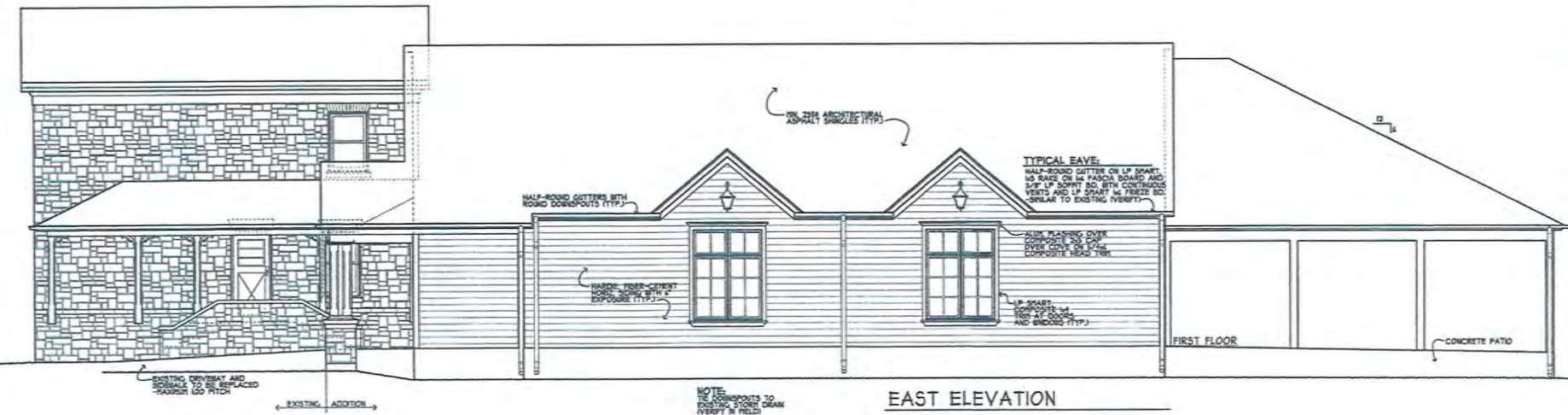
Project Plans/ Scope of Work

Estimate from McNally Construction Management dated 06/3/2020

Invoice from Marshall Architects, Inc dated 5/1/2020



SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



EAST ELEVATION
SCALE: 1/8" = 1'-0"

APR. 29, 2020 - DESIGN DEVELOPMENT



STATE OF ILLINOIS
DESIGN PRO
REGISTRATION NUMBER
BK00781

PROPOSED ADDITION AND ALTERATIONS AT:
316 CEDAR STREET
ST. CHARLES, ILLINOIS 60580
OCNALLY CONSTRUCTION MANAGEMENT FOR:
LANCE & KAREN RATELLA

PLOTTED: 4/24/2020

Revision:	
Approved by:	
Commission:	218
Issue Date:	
Drawn By:	CGZ
ELEVATIONS	

Sheet:
of: 5



STATE OF FLORIDA
 REGISTRATION NUMBER
 12112

PROPOSED ADDITION AND ALTERATIONS AT:
 316 CEDAR STREET
 ST. CHARLES, BLINDS LOT#4
 HCNALLY CONSTRUCTION MANAGEMENT FOR,
 LANCE I KAREN RANIELLA

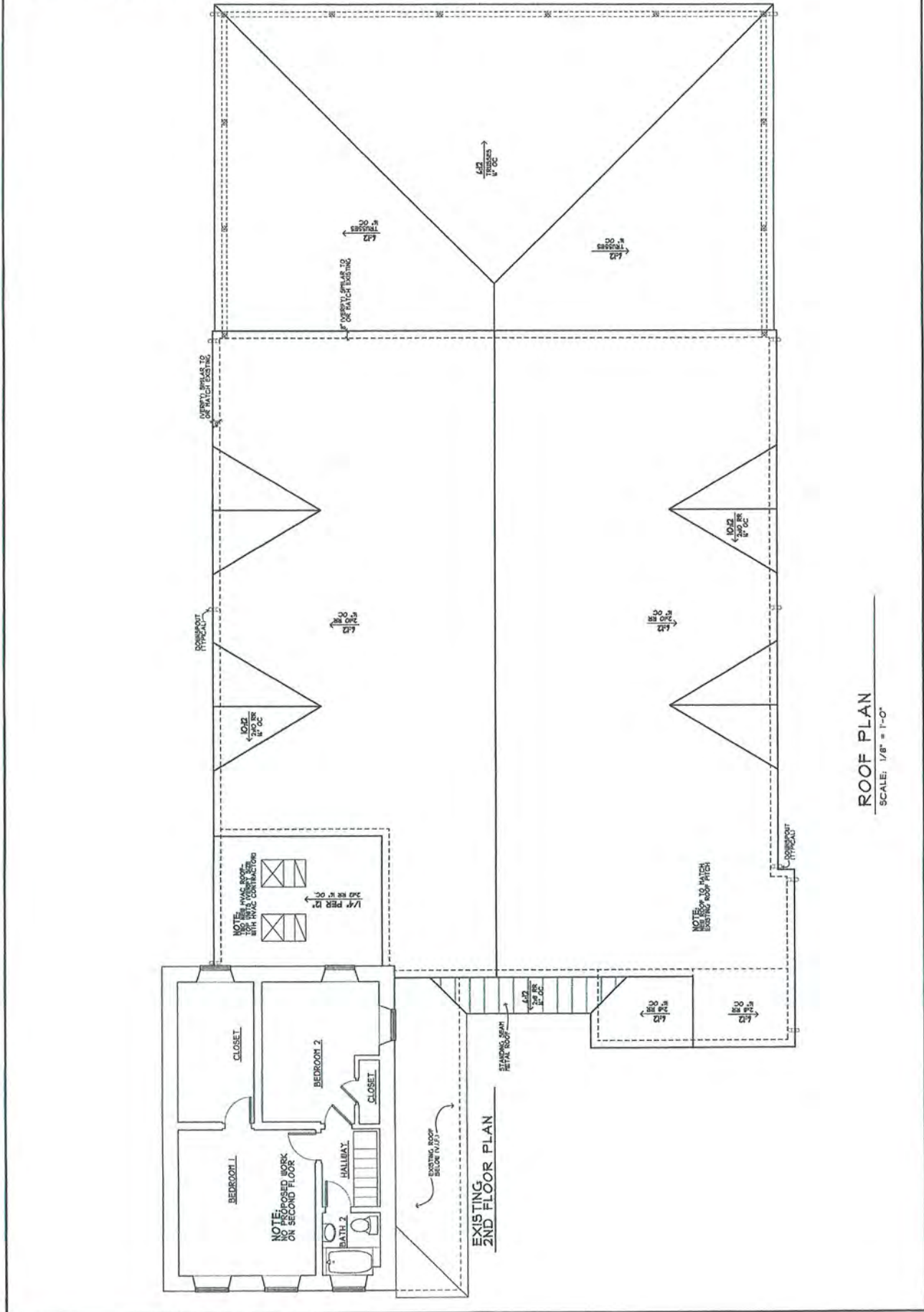
EXAMINER:

Commission: 2333
 Issue Date: _____
 Drawn By: CDZ
 DESIGN PLANS

Sheet:

 of 1

APR. 29, 2020 - DESIGN DEVELOPMENT



ROOF PLAN
 SCALE: 1/8" = 1'-0"

316 Cedar Street Aerial



316 Cedar Street Front Elevation



View From Parking Lot – East Side of Showroom



Existing Garage



Eastside of Existing Building - Porch





McNALLY
CONSTRUCTION
MANAGEMENT

125 N 11th Ave St. Charles, Illinois 60174
630.584.7106

Job Name: Ramella Family Trust
Address 316 Cedar St. St Charles

DATE: 6/3/2020

ESTIMATED WORKSHEET By Elevation Costs						
		<u>Elevation cost Breakdown</u>				
<u>Category</u>	<u>Total Project</u>	<u>South</u>	<u>East</u>	<u>Dormers</u>		
Demolition	\$15,000.00	\$7,500.00	\$7,500.00			
Excavating	\$15,000.00	\$3,000.00	\$4,000.00			
Concrete	\$50,000.00	\$10,000.00	\$8,000.00			
Rough Framing Labor	\$50,000.00	\$7,500.00	\$7,500.00	\$2,000.00		
Rough Framing Material	\$45,000.00	\$5,000.00	\$5,000.00	\$800.00		
Plumbing Labor	\$20,000.00	\$1,000.00				
Electrical Labor 400 AMP	\$20,000.00	\$1,000.00	\$1,000.00			
Electrical Fixtures	\$10,000.00	\$1,000.00	\$1,000.00	\$1,000.00		
Low Voltage & Security prewire	\$5,000.00	\$500.00	\$500.00			
Interior Trim Labor	\$15,000.00	\$500.00	\$500.00			
Interior Trim Material	\$15,000.00	\$200.00	\$200.00			
Roofing	\$22,000.00	\$2,500.00	\$5,000.00	\$1,000.00		
Gutters	\$4,000.00	\$800.00	\$800.00	\$300.00		
Insulation	\$10,000.00	\$1,250.00	\$1,250.00	\$250.00		
Drywall	\$20,000.00	\$2,000.00	\$2,000.00			
Masonry Material & Labor	\$5,000.00	\$4,000.00	\$1,000.00			
Exterior Trim Material & Labor	\$29,000.00	\$11,600.00	\$5,800.00	\$2,000.00		
Windows/Doors	\$25,000.00	\$10,000.00	\$4,000.00			
Wrought Iron	\$10,000.00	\$5,000.00				
Hardware: Interior & Exterior	\$15,000.00	\$5,000.00				
Painting Interior/Exterior	\$25,000.00	\$3,000.00	\$2,000.00	\$500.00		
Dumpsters/ Port-o-lets	\$8,000.00	\$1,000.00	\$1,000.00			
Site Maintenance	\$5,000.00	\$500.00	\$500.00			
Professional Consturctn Cleaning	\$1,000.00	\$100.00	\$100.00			
Landscaping	\$20,000.00	\$5,000.00	\$5,000.00			
Grand Total	\$459,000.00	\$88,950.00	\$63,650.00	\$7,850.00		
Eligible Improvements	220,000	51,400	31,100	7,350		

812 E. Main Street | Suite 101 | St. Charles | Illinois | 60174



MARSHALL ARCHITECTS, Inc.

www.MarshallArchitects.com

630.584.7820

Date	Invoice #
5/1/2020	8285

INVOICE

Bill To
McNally Construction Management 125 N 11th Ave., Unit 5A St. Charles, IL 60174

TERMS	Due Date	Project
Net 30	5/31/2020	316 Cedar St. Facade

Item	Description	QTY	Rate	Amount
Principal Architect				
Existing Conditions	Hours	0.45	140.00	63.00
Design, Preliminary	Hours	6.5	140.00	910.00
Design Development	Hours	9.8	140.00	1,372.00
Construction Drawi...	Hours	2	140.00	280.00
Project Manager 1				
Existing Conditions	Hours	4.5	95.00	427.50
Design Development	Hours	6	95.00	570.00
Construction Drawi...	Hours	20.25	95.00	1,923.75
Drafting Assistant				
Existing Conditions	Hours	11.21	30.00	336.30
Total				\$5,882.55



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: *IIC8

Title: Motion to approve an Ordinance amending the Commercial Corridor Improvement and Downtown Business Economic Incentive Program (Business Improvement Grant).

Presenter: Ciara Miller, Economic Development Planner

Meeting: City Council **Date:** June 1, 2020

Proposed Cost: \$ Budgeted Amount: \$ Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Staff presented proposed changes to the Commercial Corridor and Downtown Business Economic Incentive Program to the Planning & Development Committee on March 9, 2020. Those changes, which were unanimously approved by the Committee, included modifying eligibility to include properties along select commercial corridors in St. Charles and renaming the program the Business Improvement Grant (BIG).

Staff also requested feedback on potentially including two new eligible improvements in the program: structural additions and façade improvements for commercial properties not eligible under the existing Façade Improvement Program. There was some concern regarding the regulation of these additions. Specifically, Committee members voiced concern that they didn't want all of the program funds to go towards additions or covering general maintenance expenses such as painting as a façade improvement. To address those concerns, staff included the following restrictions:

1. The amount of program funds that can be used for structural additions will be limited to a specific dollar amount per fiscal year to ensure that all funds are not spent on additions. Staff is recommending the cap be set at \$10,000.
2. Façade improvement guidelines are based on the existing Façade Improvement Program, which limits eligible façade improvement expenses. Staff will review applications for conformance with the design standards detailed in the zoning code to the extent possible. General maintenance expenses (ex. exterior painting, reroofing, etc.) remain ineligible.

A property that is eligible for the Façade Improvement Program cannot apply for BIG funds for façade improvements unless all budgeted Façade Program funds are already allocated for the fiscal year. However, if a property meets the eligibility criteria for both programs, they may apply for the Façade Program and the BIG Program if there are other eligible expenses associated with the project (sprinkler system, plumbing, utility upgrades, etc). A property cannot apply for both the Façade Program and the BIG Program for the same façade project.

Staff believes that the updated language addresses the concerns raised by the Planning & Development Committee while allowing the program to grow and evolve to meet current business needs.

Attachments *(please list):*

- Proposed Amended Program Guidelines

Recommendation/Suggested Action *(briefly explain):*

Recommendation by Planning and Development Committee to approve Ordinance amending the Commercial Corridor and Downtown Business Economic Incentive Program.

City of St. Charles, IL
Ordinance No. 2020-M-_____

**An Ordinance Amending the Commercial Corridor and Downtown Business
Economic Incentive Program (Business Improvement Grant)**

WHEREAS, the City of St. Charles approved Ordinance No. 2015-M-2 entitled “an ordinance establishing a “downtown business economic incentive program”; and on or about January 20, 2015.

WHEREAS, the City of St. Charles approved Ordinance No. 2016-M-25 entitled "an ordinance amending and renaming the "Downtown Business Economic Incentive Program" to the "Commercial Corridor and Downtown Business Economic Incentive Program"; on or about May 16, 2016.

WHEREAS, Section 48.2-1 of the Illinois Municipal Code (65 ILCS 5/11-48.2-1 et seq.) authorizes municipalities to exercise certain powers relative to preservation and enhancement of areas, places, buildings, structures, works of art and other objects having special historical, community or aesthetic interest or value; and

WHEREAS, the City of St. Charles has determined that the general welfare of the residents of the City of St. Charles will be promoted by the enhancement and continued vitality of commercial businesses downtown and in gateway corridors of St. Charles; and,

WHEREAS, the City, pursuant to Section 5 of the Illinois Municipal Code (65 ILCS 8-1-2.5) is authorized to appropriate and expend funds for economic development purposes including, without limitation, the making of grants to any other governmental entity or commercial enterprise that are deemed necessary or desirable for the promotion of economic development within the municipality; and,

WHEREAS, the Planning and Development Committee of the City Council recommended approval of the proposed amendments on or about March 9, 2020; and,

WHEREAS, the City Council of the City of St. Charles has received the recommendations of the Planning and Development Committee and has considered the same:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, as follows:

1. The preambles set forth hereinabove are incorporated herein as substantive provisions of this Ordinance as if fully set out in this Section 1.

2. That the City of St. Charles has established a Business Improvement Grant that shall be as follows: See Exhibit A

3. That after the adoption and approval hereof this Ordinance shall be (i) printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

4. This Ordinance shall be in full force and effect ten (10) days from and after its passage by a vote of the majority of the corporate authorities now holding office, approval and publication in the manner provided by law.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois this 15th day of June 2020.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois this 15th day of June 2020.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois this 15th day of June 2020.

Raymond P. Rogina, Mayor

Attest:

City Clerk/Recording Secretary

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

City Attorney

DATE: _____

Exhibit A
City of St. Charles Business Improvement Grant Program Guidelines

City of St. Charles

Business Improvement Grant

1. Program Purpose

The purpose of the St. Charles **Business Improvement Grant** is to encourage the rehabilitation and investment of properties located in downtown St. Charles. This program will meet this purpose by providing the following benefits:

1. The enhancement of the overall economic vitality and character of downtown St. Charles by attracting tenants to fill vacant commercial spaces.
2. Assist the expansion and/or relocation of existing businesses within downtown St. Charles.
3. Promoting the continued success of downtown St. Charles through the improvement and repair of historic and older buildings that require maintenance and building/fire code updates.
4. The protection of the general welfare by enhancing property and vitality of downtown St. Charles.

2. Program Guidelines:

All **Business Improvement Grant** awards will match applicant expenditures on a 50/50 basis for eligible improvements. There shall be a funding amount of \$10,000 available for individual businesses. Multiple businesses located in multi-tenant buildings shall all be eligible for individual awards. All businesses must meet the following criteria:

- **The property must be located along the Main Street/Route 64 corridor, Lincoln Hwy/Route 38 corridor, Randall Road corridor, or zoned CBD-1 or CBD-2.**
- The business must be considered one of the following uses as defined in Section 17.030.020 of Title 17 the Zoning Ordinance:
 - Art Studio
 - Cultural Facility
 - Indoor Recreation & Amusement
 - Live Entertainment
 - Hotel/Motel
 - Outdoor Sales, Permanent
 - Personal Services
 - Coffee Shop or Tea Room
 - Restaurant
 - Retail Sales
 - Tavern/Bar
 - Theater
- The leasable space must be located on the first floor/street level of the eligible building.
- Primary point of sale for merchandise/services in the store must be the location of the physical business.
- Businesses are eligible for an additional \$15,000 provided the property/business meets one of the following criteria: (Total grant amount for any business shall not exceed \$25,000)
 - The additional awards are used to update building code or fire code deficiencies required by change of use such as but not limited to: ADA accessibility improvements, fire sprinkler installation, fire alarms installation, repair, or updates, accessibility ramps/elevators.
 - The building or leasable space has been vacant for more than 6 months.

City of St. Charles Business Improvement Grant

- The proposed business is located in the Downtown Retail Overlay District.
- Large retail spaces that need to be demised to make leasing the space more feasible.
- Extraordinary costs based on a unique physical condition or alterations of the building can be considered on a case by case basis.

4. Approval of a Business Improvement Grant Award Procedure:

The Community & Economic Development Department shall accept and process all applications for Business Improvement Grants.

- All applicants must request a “Chapter 34” review by the Building & Code Enforcement Division and Fire Department to determine any necessary code upgrades required due to change in use or life safety issues.
- Awards of **\$10,000** or less are approved administratively by Director of Community & Economic Development Department or designee.
- Awards in **excess of \$10,000 up to \$25,000** are required to receive City Council approval.

5. Eligible Improvements

The following improvements shall be considered eligible to receive the Business Improvement Grant award:

- Accessibility improvements for handicapped persons.
- Creation of new exterior doors for access into new leasable commercial spaces.
- Demising walls for the purposes of creating individual leasable commercial spaces.
- Energy conservation improvements.
- Electrical work, including service upgrades.
- Fire alarm systems.
- Fire sprinkler system installation or upgrade, including any needed water service improvements.
- Heating, ventilation and air conditioning.
- Lighting.
- Plumbing.
- Restoration of historic interior architectural features, including ceilings, light fixtures, floors and architectural detailing.
- **Structural additions for the purpose of expanding usable business space***
- Utility service upgrades, including water and sewer.
- Improvements not specifically listed as eligible or ineligible are subject to review on a case by case basis.
- Façade improvements- **for businesses within the Façade Improvement Program Area** (only if the Façade Improvement Program has committed all budgeted funding for the current fiscal year).
- **Façade improvements- for eligible businesses outside Façade Improvement Program Area****

** No more than \$10,000 of BIG funds may go towards structural additions in any given fiscal year.*

*** Façade improvements are limited to the following 1) Permanent exterior building upgrades or enhancements that will improve the character of a building 2) Improvement, replacement or installation of storefront systems, doors, windows and trim materials. Proposed façade improvements should, to the extent possible, follow the design guidelines and standards described in Section 17.06 of the Zoning Code.*

City of St. Charles Business Improvement Grant

6. Ineligible Improvements

The following items are **NOT** eligible for awards under the **Business Improvement Grant**:

- Acquisition of land or buildings.
- Product inventory.
- Interior signage.
- Lighting fixtures.
- Hard surface materials for non-retail exterior space (parking lots, sidewalks, etc.).
- Display window enhancements (hanging grid system, lighting, display shelf, etc.).
- Media marketing and advertising.
- Ongoing business expenses such as rent, payroll, consulting work, moving expenses, etc.
- Day-to-day operational costs (e.g. utilities, taxes, maintenance, refuse).
- Exterminator services.
- Landscaping (see the City of St. Charles' Corridor Improvement Grant Program).
- Paint, tile, or other design elements.
- Furniture, cabinetry, carpets, office equipment, or similar interior finishes.
- Building permit fees and related costs.
- Sweat equity.
- Signs.

7. Commencement of Work:

Only after the **Business Improvement Grant** is approved by the City, can work commence. **DO NOT START BEFORE -- YOU WILL NOT BE REIMBURSED FOR WORK DONE PRIOR TO CITY APPROVAL OF THE BUSINESS IMPROVEMENT GRANT AGREEMENT.**

8. Completion of Work:

All improvements must be completed within 270 calendar days of **Business Improvement Grant** Agreement approval, unless otherwise authorized by City staff for a maximum of a one (270) day extension. If the work is not complete by the end of the extension the City's remaining obligation to reimburse the owner or tenant for the project terminates.

9. Reimbursement Payments:

Upon completion of the work, the owner or tenant must submit copies of all design invoices, contractor's statements, other invoices, proof of payment and notarized final lien waivers to the Director of Community & Economic Development, as evidence that the owner or tenant has paid the architect and contractor(s). You should use the attached forms for the contractor's statement and final lien waivers. Payment will be authorized upon completion of all work items as originally approved and receipt of all of the required documents.

The Applicant will only be reimbursed for the amount of the award once all approved work has been completed and a Certificate of Occupancy is issued by the Building & Code Enforcement Division.

City of St. Charles Business Improvement Grant

The Director of Community & Economic Development may authorize reimbursement to be made in two payments, if all of the following conditions are present: 1) The first partial payment may be made upon completion of work representing at least forty percent (40%) of the amount specified in the Business Improvement Grant Agreement; 2) The architect's invoices, contractor's statements, invoices, notarized final lien waivers and proof of payment for the completed work have been submitted; 3) The remaining work is expected to be delayed for thirty days or more following completion of the initial work due to weather, availability of materials, or other circumstances beyond the control of the owner or tenant.

In the case that the award covers multiple leasable spaces in one building, partial award funding can be disbursed as each individual leasable space is issued a Certificate of Occupancy. The amount of the partial disbursement shall be based on the proportion of square footage.

All Improvements shall be installed in accordance with the approved plan. Minor revisions as may be approved by a representative of the City Staff due to field conditions not known at the time of design, and similar circumstances beyond the Applicant's control. **THIS IS A REIMBURSEMENT PROGRAM -- YOU MUST PAY YOUR ARCHITECT, CONTRACTORS AND SUPPLIERS BEFORE YOU RECEIVE PAYMENT FROM THE CITY.**

Reimbursement awards are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099. You are required to provide your taxpayer ID number or social security number as part of the Business Improvement Grant Agreement. Property owners and tenants should consult their tax advisor for tax liability information.

10. Maintenance Period:

The property owner and tenant shall be responsible for maintaining the improvements without alteration for five (5) years. A restrictive covenant limiting alterations may be required by the City Council at the time of approval of the Business Improvement Grant Agreement. A waiver from this requirement may be awarded by the City Council following a recommendation the by Director of Community & Economic Development, upon submittal of evidence of hardship or unusual circumstances.