

Committee Members:
Dennis Baricevic
Roger Lowry
Brenda Wagner
Pat Peck
Denise Williams

A G E N D A
ADMINISTRATION COMMITTEE
Wednesday, February 10, 2016 – 7:00 p.m.
Council Chambers
Fairview Heights City Hall
10025 Bunkum Road

Public Participation

Approval of Minutes: [January 13, 2016](#)

Law Enforcement

Alderman Denise Williams, Chairman

1. [State of the Department Report](#)
2. [9-1-1 Dispatch Consolidation](#)
3. [Dispatch Radio Console Replacements](#)

Finance

Alderman Roger Lowry, Chairman

1. [Bill List Review](#)
2. [Discuss City's 50th Anniversary](#)
3. [Authorize sale of city property by sealed bid – 10408 Lincoln Trail](#)
4. [Recommendation\(s\) of Business Alliance Commission concerning Grant Allocation Criteria for Hotel/Motel Monies](#)
5. [ADP Update](#)
6. [St. Clair County Agreement – Fox Creek Storm Water](#)
7. [Consider recommendation of Business Assistance Program's Review Committee for TIF #3 Financial Assistance at 10610 Lincoln Trail \(Perfect Finish\)](#)
8. [Consider recommendations of Business Assistance Program's Review Committee for TIF #3 Financial Assistance at 10408 Lincoln Trail \(McKay NAPA Auto Parts Store\)](#)

THE CITY OF FAIRVIEW HEIGHTS

**ADMINISTRATION COMMITTEE MINUTES
Wednesday, January 13, 2016 - 7:00 p.m.
City Council Chambers
10025 Bunkum Road, Fairview Heights, IL**

Committee Members in attendance – Denise Williams, Roger Lowry, Brenda Wagner, Pat Peck, Dennis Baricevic and Mayor Mark Kupsky, Ex-officio

Committee Members absent – none

Other Aldermen in attendance – Pat Baeske, Harry Zimmerman, Bill Poletti and Justin Gough

Staff in attendance - City Clerk Karen Kaufhold, Interim Finance Director Gina Rader, Parks and Recreation Director Angie Beaston, Economic Development Director Mike Malloy, Public Works Director John Harty, Chief Nick Gailius, Captain Chris Locke and City Attorney Representative

No Public Participation

Law Enforcement Committee

Alderman Denise Williams, Chairman

State of the Department Report

Chief Gailius presented his written report to the Committee for review.

9-1-1 Home Rule Authority Ordinance

Motion and second to forward ordinance regarding home rule authority over 9-1-1 dispatch centers to City Council. The motions were made by Alderman Roger Lowry/Pat Peck. The motion carried by voice vote and was unanimous.

Board of Fire and Police Commissioners Revised Ordinance

Motion and second to increase the board from three to five was made by Alderman Brenda Wagner/Alderman Roger Lowry. The motion vote carried by voice and was unanimous.

Convenience Store Security Ordinances

Discussion was held regarding convenience store security ordinances. Chief Gailius with work with City Attorney to draft ordinance.

Finance Committee

Alderman Roger Lowry, Chairman

Motion for Bill List Approval

Motion and second to approve December Bill List in the amount of \$1,451,057.15, were made by Alderman Denise Williams/Alderman Brenda Wagner. The motion carried by voice vote and was unanimous.

CMAQ/STP Grant Application – Lincoln Trail Streetscape

Motion and second made by Alderman Brenda Wagner/Alderman Denise Williams to forward agreement with Oates & Associates to prepare grant applications for CMAQ/STP. The motion carried by voice vote 5 yeas and 1 nay. Alderman Baricevice voting "Nay".

Adjournment 7:48 pm

Submitted by:

Recorder



FAIRVIEW HEIGHTS POLICE

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ONLINE AT: www.fairviewpd.org ■ www.facebook.com/fairviewpd

MEMORANDUM

DATE: January 6, 2016
TO: ELECTED OFFICIALS
FROM: Chief Nick Gailius
SUBJECT: POLICE DEPARTMENT – MONTHLY REPORT FOR JANUARY 2016

AGENDA TOPICS: The Department is working on the following that need to be discussed at the upcoming Law Enforcement Committee meeting. We would like action or input from Committee on these issues:

- ***9-1-1 Consolidation Report:*** Late in 2015, the City of O’Fallon and the City of Fairview Heights jointly retained a consultant, Mission Critical Partners, to examine the feasibility of consolidation of the 9-1-1 dispatch centers of our two communities. The report has been completed. And, the consultant will be present at the meeting to make a presentation and answer questions regarding their study. A copy of the study is later in this meeting packet. Mr. Herb Simmons, the director of St. Clair County’s Emergency Telephone System Board, is also expected to be present at this meeting. *The Police Department will be looking for a consensus to move forward with a more in depth study of the costs, logistics, and financial benefits that would be had from consolidation.*
- ***Replacement of Dispatch Radio Consoles:*** FHPD dispatch currently uses two (2) Motorola Gold Elite radio consoles for communications with police, fire, EMS, and surrounding public safety agencies. Motorola has declared obsolescence of the gold elite systems.
 - All users must switch to a new radio console, the Motorola MCC7500.
 - St. Clair County has negotiated the acquisition of these new systems with Motorola so that all agencies may enjoy an economy of scale.
 - The *total* cost for the system to City of Fairview Heights is \$209,614.00. This amount is to be made payable to Motorola, but forwarded through St. Clair County.
 - There is \$200,000 in place in the Police Department’s Capital Spending Plan for this fiscal year for this planned replacement.

Request Committee forward to Council a proposed resolution for this transaction.

The following is a synopsis of police activity for January 2016.

CRIME – (Through January 31, 2016)

(Note: This data is based upon unofficial statistics from the Department’s Computer Aided Dispatch (CAD) system. It is meant to give a snapshot of crime).

- There were 2,522 CAD activities.
- We had 65 thefts in January, 57 of which occurred at businesses.
- There were 7 burglaries and 3 car burglaries.
- There were zero (0) stolen vehicles.
- There were zero (0) robberies
- There were four (4) Batteries (non-domestic).
- There were 1,054 self-initiated police activities during the month.
- There were 32 fugitive arrests, 22 DUI arrests, 1 weapons arrests, 11 cannabis possession arrests, 6 drug paraphernalia arrests, and 6 controlled substances arrests.

COMMUNITY RELATED ACTIVITIES:

The following community related activities occurred in the last quarter of 2015

- The Metro-East Cadets of Policing (MECOP) kicked off its inaugural recruit training academy. About 26 youth, ages 14 to 21, meeting for four hours each Saturday for ten weeks. The recruits are given basic instruction in fitness & nutrition, drill, flag etiquette, leadership/followership/team building, and ethics & integrity.
 - The City and the region have received very positive reviews about this exciting new program, and we are proud to participate with a number of other law enforcement agencies and community organizations.
- The Honor Guard presented the colors at the annual SIPCA/ SILEC Police Awards and Installation banquet at the Fountains Conference Center.
- One Fairview Heights resident, Mrs. Jorie Shelley, was honored by the organization for her service work in support of the police chiefs' charitable causes.
- Mrs. Barbara Cempura, a longtime fixture in our community and the surrounding area, was recognized with the SIPCA/ SILEC President's Award for her 35 years of service at the helm of the Big Brothers/ Big Sisters of Southwest Illinois.
- The Chief was a guest speaker to the St. Clair County Elder Justice Council chaired by States Attorney Brendan Kelly.
- The Chief and Deputy Chief met with Pastor Gray of Sterling Baptist Church about a program to get food to needy Fairview Heights' families.
- Mayor Kupsy and the Chief attended a Dr. Martin Luther King Day breakfast celebration at the New Life In Christ Interdenominational Church in O'Fallon.
- The Chief attended a meeting at the request of the FH Clergy Association about a planned Community Prayer Breakfast on April 12th.

EMERGENCY MANAGEMENT TOPICS:

- **FHPD/St. Clair Square Preparedness Initiative** – This initiative is ongoing and advancing. A table top exercise is planned for March of this year.
- **City Hall Preparedness Initiative:** The video regarding active shooter response has been discussed with the Directors. The Directors were asked to provide the training to their employees and discuss options should such an incident occur. Future plans are to invite Elected Officials to participate in the training and to have the department's active shooter trainers to provide "real-

world” responses to a threat. A course in regard to these scenarios is being offered in the near future for active shooter response instructors. These assets will be utilized in future training/exercises.

- **Metro-East Emergency Planning Advisory Committee** – This is a long term project and entities continue to discuss the topic and move forward. As you may recall, the purpose is to develop a long term, regional multi-faceted and multi-agency exercise program. The goal is to better prepare public safety professionals, private entities and non-governmental agencies to operate together to respond to a myriad of realistic scenarios of tangible threats specific to our area. The department recently participated in a tabletop exercise hosted at the PD. The tabletop exercise was developed and presented by the U.S. Attorney’s Office. Attendance was very good. Several entities were represented from the local, state and federal level. Additional exercises are planned. ESDA/PD personnel are heavily involved in these planning groups and have been at the forefront since the inception of the committee.
- **Outdoor Warning Sirens:** The removal of old inventory equipment has begun. An assessment has been accomplished regarding potential sites for additional coverage which will be presented in the near future.
- **Exercise Evaluators:** ESDA members have been requested to serve as evaluators in an upcoming exercise in Monroe County.
- **Exercise Development Education:** Members of the department are scheduled to attend courses in this field of study. This will allow us to develop exercises/performance indicators and evaluations based upon current practice.

END OF REPORT

BY:



NICHOLAS J. GAILIUS
Police Chief



PSAP Consolidation Feasibility Study

FINAL REPORT

SUBMITTED DECEMBER 2015 TO:
CITIES OF O'FALLON AND FAIRVIEW HEIGHTS, ILLINOIS



MissionCriticalPartners

502 N. Carroll Avenue, Suite 120 | Southlake, TX 76092 | 888.8.MCP.911 or 888.862.7911 | www.MCP911.com



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1. BACKGROUND

1.1 INTRODUCTION

The Cities of O’Fallon and Fairview Heights, Illinois, selected Mission Critical Partners, Inc. (MCP) to examine the feasibility of consolidating or co-locating the cities’ public safety answering points (PSAPs) as a result of a recently enacted legislative requirement¹ to reduce the number of PSAPs within the St. Clair County Emergency Telephone System Board (ETSB) footprint. There are currently eight PSAPs and the law requires the number be reduced to four no later than July 1, 2017. To date there have been no guidelines established by the ETSB on how the reduction in number of PSAPs is to occur.

Nevertheless, these two cities are taking a proactive approach to determine how to best meet these requirements while maintaining the current high level of service to their dispatched agencies and their citizens. Both cities have similar operations in terms of size and scope. MCP met with stakeholders from both cities on October 20, 2015, and conducted site visits to both PSAP facilities along with interviews of key personnel.

In meetings with stakeholders, other, less favorable, options were discussed that are available to both O’Fallon and Fairview Heights:

- Convince St. Clair County ETSB to file an exception for the reduction in the number of PSAPs
- Relinquish primary PSAP status and become a secondary PSAP
- Co-locate 9-1-1 services and maintain separate dispatch operations in a single facility
- Consolidate with another regional PSAP or County dispatch operation

Unless the State grants the ETSB an exemption from PSAP reduction, none of the other options listed provides either O’Fallon or Fairview Heights with the ability to maintain the current level of service that their citizens and public safety agencies have now.

MCP’s experience has shown co-location is typically adopted when participating agencies do not have the political will to fully consolidate. This is not the case with these two agencies. It is unusual to see two agencies work so well together and be as proactive as O’Fallon and Fairview Heights. MCP commends the leadership of these PSAPs and recommends continuation of the work towards consolidation.

To maintain the current level of service provided to O’Fallon and Fairview Heights, MCP recommends these smaller agencies consolidate, rather than becoming a large regional center where “small town services” can be lost in the desire to serve all.

¹ Appendix A contains a summary of the legislation.



1.2 OBJECTIVE

The objective of this report is to provide information from MCP's data gathering and analysis to allow both cities that have expressed interest in this endeavor the opportunity to identify and evaluate the potential benefits and risks of consolidation. This report provides a summary of initial findings and considerations regarding the following:

- Expectations and desires of the agencies
- Current PSAP facilities and technology
- Dispatch policies and procedures
- Personnel policies
- Staffing and procedures
- Collective bargaining agreements
- Supervisory structure and ancillary duties assigned to the PSAP
- Summary of recent State of Illinois statute changes
- Identified risks and opportunities related to consolidation

Recommendations based upon these initial findings, along with a space study, are included in this report. The goal is to provide key decision makers of both cities with information needed to make a sound decision regarding a plan to move forward to address the legislative changes and the impact on 9-1-1 and dispatch services to their communities.

1.3 AGENCIES INVOLVED

The O'Fallon Communications Center currently provides dispatch services for police, fire, and emergency medical services (EMS) within O'Fallon, as well as the village of Shiloh. Agencies dispatched by the PSAP include:

- O'Fallon Police Department
- Shiloh Police Department
- O'Fallon Fire Department
- O'Fallon-Shiloh EMS

The Fairview Heights Communications Center currently provides dispatch services for police and fire departments. EMS services are provided by two private ambulance services as ring-down agencies. Agencies dispatched by the PSAP include:

- Fairview Heights Police Department
- Fairview Fire Department
- French Village Fire Department



2. FINDINGS – DATA GATHERING

2.1 PSAP/DISPATCH POINTS

In St. Clair County, the ETSB provisions 9-1-1 service to eight primary PSAPs: Belleville, Cahokia, CENCOM, Centreville, East St. Louis, Fairview Heights, O’Fallon, and Swansea. Each of the St. Clair ETSB PSAPs receives 9-1-1 calls for service via the ETSB-provided network and dispatches public safety entities within their jurisdictions.

2.1.1 O’Fallon Communications Center

The O’Fallon Communications Center is a primary PSAP within the St. Clair County 9-1-1 system covering 25.44 square miles and serving a population of more than 39,000 residents. The center provides dispatch services for police, fire, and EMS departments serving O’Fallon and police dispatch for Shiloh. The Illinois Fraternal Order of Police represents the center’s eight full-time employees under a labor agreement in effect through April 2017. The center has seven part-time employees. (The Support Services Supervisor is not covered by the agreement.) Salaries for full-time employees range from \$47,299 to \$62,239. The salary for the Support Services Supervisor is \$61,817.60 annually. Step increases are based on length of service and are established in the labor agreement.

The center normally operates two console positions identified as combined call taker/dispatcher positions, with a third position for overflow or training. Other than the Support Services Supervisor or Lead Dispatcher, there are no shift supervisors. Minimum staffing level is two combined call takers/dispatchers per 12-hour shift. A third computer aided dispatch (CAD)/radio position is staffed as a power shift, primarily on weekends or during periods of anticipated higher call volume.

The City of O’Fallon Information Technology (IT) department, with dedicated on-site support shared with the O’Fallon Police Department and vendor coordination provided by the Support Services Supervisor, provides technical support for the center. The Support Services Supervisor is on call 24 hours a day, 7 days a week (24/7). The Lead Telecommunicator can share in these duties when the Support Services Supervisor is not on-site or is unavailable.

The center is under the direction of the Support Services Supervisor, who reports to the Support Services Commander, who reports directly to the Chief of Police.

2.1.2 Fairview Heights Communications Center

The Fairview Heights Communications Center is also a primary PSAP within the St. Clair County 9-1-1 system, covering 11.5 square miles and serving a population of about 17,000. The center provides dispatch services for police and fire serving Fairview Heights. EMS calls are transferred to one of two private EMS providers based upon location. Center staff consists of four full-time and four part-time telecommunicators, plus one auxiliary telecommunicator. Salaries for full-time employees range from \$50,185.23 to \$56,813.47. The salary for the Supervisor of Services is \$67,000 annually.



The center operates two console positions; one is staffed full-time, with a second staffed by part-time or auxiliary telecommunicators. A third position with CAD/radio capability is available as a backup.

The Supervisor of Services, who reports to the Support Services Division (Commander) Lieutenant and works four 10-hour shifts each week, provides management of the communications center. The Supervisor of Services is on call 24/7. If the Supervisor of Services cannot be contacted, the on-duty Support Commander is notified. In an emergency, the operation of the dispatch center and its personnel fall under the supervision of the Shift Commander, which is the Patrol Sergeant.

Technical support is provided by the Fairview Heights IT department or an outside contractor if needed.

2.2 EQUIPMENT AND SYSTEMS CONSIDERATIONS

The St. Clair County ETSB supports the county's PSAPs via various extended 9-1-1 systems. An existing fiber-optic network enables 9-1-1 telephony, via Sentinel Patriot 9-1-1 answering positions at both PSAPs. Voice recording of telephony and radio frequencies are local, and access to the STARCOM21 800 MHz statewide radio network is provisioned via various networks established by the ETSB throughout the county. Both cities utilize the STARCOM21 radio system for dispatch operations and each city utilizes VHF radio transmitters for fire and EMS station alerting.

In addition, the two cities currently operate disparate CAD/RMS systems. O'Fallon operates a New World CAD system while Fairview Heights operates a hosted CAD system from ITI. It would not be operationally sound to continue the use of two disparate CAD systems within a consolidated center. In discussions, it was clear that the stakeholders realize the benefit of one platform and recently staff from O'Fallon took part in a presentation from ITI regarding the possibility of changing CAD system vendors. GIS information to support the new or combined CAD system would need to be imported prior to the transition.

There are several areas to address if the Fairview Heights Communications Center was to transition operations to the O'Fallon Communications Center. Tom Weissert, Fairview Heights IT director, was consulted for the impact on the systems. These areas are highlighted below.

While Fairview Heights will likely see a reduction in costs for future capital improvements, such as radio consoles or a new logging recorder at their current center, there will be costs incurred to expand and install new equipment at the O'Fallon Communications Center.

2.2.1 9-1-1 Customer Premise Equipment

Both centers utilize the ETSB-provided Airbus Patriot customer premise equipment (CPE) with trunks provisioned by AT&T. Currently the system is configured such that overflow calls from either of the two centers route to the other as a backup after a ring timeout. The 9-1-1 CPE also provides a map with call location information.



2.2.2 Administrative Phone Lines

Answering of the administrative phone lines for Fairview Heights Police would need to be addressed. New lines could be installed at O'Fallon; ten-digit emergency lines would need to be ported to those new lines at the time of a cutover. Accommodations would need to be made for transferring calls back to Fairview Heights Police Department officers and staff. O'Fallon's phone system can support the programming of off-premise extensions with minimal additional hardware so that Fairview Heights could function as a branch office location for the transfer of calls.

Fairview Heights is in the process of installing a new IP-based Mitel phone system that appears to have advanced features to accommodate the forwarding of lines to O'Fallon. Vendor coordination would need to occur

2.2.3 Logging Recorder

The O'Fallon Communications Center currently utilizes a Verint Audiolog V5 digital logging recorder, which was installed in 2011. Currently 21 of the 32 channels are in use to record both radio and telephones. The unit could be expanded if needed for additional capacity to support a consolidated operation.

The Fairview Heights center currently utilizes an Oasis logging recorder installed in 2006. Currently 9 of 16 channels are in use to record both radio and telephone; however, it is not expandable to support a consolidated operation.

The 9-1-1 trunks are recorded by the St. Clair County ETSB, which plans to install a centralized NICE logging recorder with an Archive Information Server (AIS) to record STARCOM21 radio talk groups.

If the two centers were to combine, the current Fairview Heights recorder would serve no active role in the new center and could be either retained for local on-site recordings or decommissioned.

2.2.4 Radio System

Both centers utilize the statewide STARCOM21 800 megahertz (MHz) system with dedicated talkgroups for police, fire, EMS, and mutual aid. Dispatch functionality is provided by Motorola Gold Elite consoles. Both centers have budgeted for upgrades to their Motorola MCC 7500 consoles in the near future. The configuration of the consoles easily could be changed to support consolidated operations. Fairview Heights and O'Fallon have budgeted \$209,614 and \$284,000 respectively for the upgrade. The potential exists to reduce and share costs if the cities move forward with a consolidation; however, MCP understands that St. Clair County ETSB is pushing the centers to move forward with upgrades to replace their Gold Elite consoles regardless of potential consolidation.



2.2.5 Computer Aided Dispatch

The O'Fallon Communications Center currently utilizes a New World CAD system installed in 2013. This is a fully functional CAD system with an Enhanced 9-1-1 (E9-1-1) interface, mapping, support for mobile data terminals (MDTs), rip and run, and integration with the records management system (RMS). There is also an interface to the National Crime Information Center (NCIC) and state law enforcement database systems. Automatic vehicle location (AVL) currently is not utilized. There is no backup to the CAD system on-site.

The Fairview Heights center currently utilizes an Information Technology, Inc. (ITI)-hosted CAD system installed in 2012. This is a fully functional CAD system with an E9-1-1 interface and mapping. Officers are issued tablet computers that function as MDTs. There is also an interface to NCIC and state law enforcement database systems. AVL currently is not utilized.

2.2.6 Alerting

Fire station alerting for O'Fallon Fire and O'Fallon-Shiloh EMS is accomplished via standard two-tone paging from the Gold Elite console controlling a very high frequency (VHF) paging transmitter located on the top of a city water tower. Dispatches are simulcast over the appropriate STARCOM21 dispatch talkgroup.

Fire station alerting for Fairview Heights also is accomplished via standard two-tone paging from the Gold Elite console controlling a VHF paging transmitter located on the tower at the Fairview Heights Police Department. Dispatches are simulcast over the appropriate STARCOM21 dispatch talkgroup.

The O'Fallon Communications Center can activate pagers in Fairview Heights; however, there is limited coverage in some areas. Studies may be needed to determine gaps in coverage and whether additional transmitters may be needed. The Fairview Heights center also has the capability to page the O'Fallon Fire and EMS departments.

2.2.7 Records Management System

The O'Fallon Police Department utilizes a New World Systems RMS that is integrated with the CAD system and MDTs. The Fairview Heights Police Department utilizes an ITI RMS that is integrated with the CAD system and MDTs.

2.2.8 Building Access Control System

On-duty telecommunicators at Fairview Heights have the ability to control various doors both inside and outside the police department. Most important of these are sally port doors used by officers when transporting prisoners. The system that controls the sally port doors is IP-based and could be made available via a virtual private network (VPN) or other remote connection at O'Fallon if needed.



However, a number of the doors are part of the building intercom system in the Fairview Heights Police Department, which are not capable of being IP-controlled. As such, this would need to be addressed.

2.2.9 Building Intercom System

On-duty telecommunicators at Fairview Heights have the ability to monitor two-way intercoms in various areas of the police department including jail cells and holding areas. It does not appear that this system could support remote monitoring as it is a legacy analog system. Additional research is needed to determine if the system would need to be upgraded or replaced. Alternate arrangements should be considered.

2.2.10 Building Fire Alarm Systems

On-duty Fairview Heights' telecommunicators monitor building boiler and fire alarm systems via a panel in the dispatch center. This is a legacy panel that may need to be upgraded to include auto-dialer capability to notify an alarm central station.

2.2.11 WeatherWarn Siren System

Fairview Heights utilizes a WeatherWarn software-based siren controller system that could potentially be relocated. VPN access could be provided to the server to support remote activations from Fairview Heights if needed.

2.2.12 Closed-circuit Television

While video camera monitoring should not be considered a primary duty of a communications center, both centers currently monitor a large number of closed-circuit television (CCTV) video feeds for city facilities. While these cameras can provide additional security and situational awareness, the large number of cameras can quickly overwhelm the communications centers and telecommunicators should not be expected to monitor these in real time.

Additional monitors may need to be installed at O'Fallon to support the number of cameras that would be brought in from Fairview Heights. Many of the camera feeds from Fairview Heights are IP-capable and could be remotely accessed from the O'Fallon Communications Center.

2.3 NETWORK CONNECTIVITY

Currently there is no direct network connectivity between O'Fallon and Fairview Heights.

MCP spoke with the O'Fallon IT manager, who suggested that the existing O'Fallon airFiber® microwave network could be expanded to Fairview Heights with one to two hops of additional equipment. This would provide a gigabit connection between the two sites.



As an alternative, a dedicated point-to-point connection from AT&T or another provider could be beneficial to support Fairview Heights Police Department’s remote access to a new CAD/RMS.

At a minimum, MCP recommends that O’Fallon install a Fortinet FortiGate firewall similar to what is installed at Fairview Heights. This will allow VPN access to support the systems mentioned above using a standard Internet connection until a long-term solution is in place.

MCP further recommends that once a decision is made regarding consolidation, requirements for network connectivity should be explored in depth.

2.4 CALL AND INCIDENT DATA

When determining needs for a consolidated center, areas that MCP analyzes are call volume and incident data of potential participants. Findings from and projections for O’Fallon and Fairview Heights can be found below. Once a decision is made regarding consolidation, MCP recommends the most current call and incident data be analyzed for more accurate projections.

2.4.1 9-1-1 Call Data

It is important to note that detailed 9-1-1 call data is most commonly used in conjunction with incident data when examining PSAP staffing needs.

Calls to a PSAP generally can be classified as either calls for service or operational calls. Calls for service are those that result in the dispatch of public safety resources. Operational calls are those that support the field missions and administrative needs of the public safety resources and municipalities served. Both types of calls can be received on 9-1-1 or administrative lines. Telecommunicators are always prepared to take any call on any line answered in the PSAP. For the purposes of this study, 9-1-1 call data was used for analysis.

Table 1 – 9-1-1 Calls Received (Wireline/Wireless)

| Agency | 9-1-1 Call Data by Year | | |
|---|-------------------------|---------------|---------------|
| | 2014 | 2013 | 2012 |
| O’Fallon Police Department | 13,871 | 12,301 | 11,275 |
| Fairview Heights Police Department | 11,206 | 10,397 | 10,266 |
| Total 9-1-1 Calls Received² | 25,077 | 22,698 | 21,541 |

When analyzing 2014 call data provided by the ETSB, the top-three PSAP call volumes are CENCOM, East St. Louis, and Belleville. When combined, the total 9-1-1 calls for O’Fallon and Fairview Heights

² Information for both PSAPs obtained from St. Clair County ETSB website. <http://www.stclaircounty9-1-1.com/9-1-1-annual-statistics/>



places them almost equal with Belleville, at 13 percent of 9-1-1 calls received countywide. While 2015 call data was requested from the ETSB, it was not received by MCP in time for this report.

2.4.2 Incident Data

MCP analyzed the incident data information provided by the police and fire agencies involved in this study. MCP recognizes that incidents are driven largely by public demand for service and may not be within the control of the public safety agency. In some instances, however, changes in a reporting structure or incident tracking may contribute to trends in event data, such as O'Fallon adding nature codes for dispatcher duties to track activities that did not result in incident counts previously, yet require action on the part of a dispatcher.

MCP's examination of data over the three-year period for all agencies indicates that incidents showed a 10 percent decrease from 2012 to 2013, with a slight increase of 2 percent in 2014 for law enforcement activity. However, fire activity showed an increase of 5 percent from 2012 to 2013, with a decrease in 2014. EMS incidents have steadily risen throughout the three years.

Table 2 – Police Incidents 2012 – 2014

| | Police Incident Data by Year | | |
|---------------------------------------|------------------------------|---------------|---------------|
| Agency | 2014 | 2013 | 2012 |
| O'Fallon Police Department | 20,862 | 22,673 | 32,085 |
| Fairview Heights Police Department | 30,211 | 29,650 | 32,214 |
| Shiloh Police Department ² | 9,435 | 6,992 | 1,508 |
| Total Police Incidents | 60,508 | 59,315 | 65,807 |

Table 3 – Fire Incidents 2012 – 2014

| | Fire Incidents Per Year | | |
|----------------------------------|-------------------------|--------------|--------------|
| Agency | 2014 | 2013 | 2012 |
| O'Fallon Fire Department | 821 | 1,307 | 1,041 |
| Fairview Heights Fire Department | 750 | 749 | 901 |
| Total Fire Incidents | 1,571 | 2,056 | 1,942 |

² 2012 Shiloh incident data is for a partial year when O'Fallon took over their dispatching services.



Table 4 – EMS Incidents 2012 – 2014

| Agency | EMS Incidents Per Year | | |
|--------------------------------|------------------------|--------------|--------------|
| | 2014 | 2013 | 2012 |
| O'Fallon EMS | 2,782 | 2,012 | 1,349 |
| EMS CAD Incidents (Ring-downs) | 1,212 | 1,130 | 1,181 |
| Total EMS Incidents | 3,994 | 3,142 | 2,530 |

Table 5 depicts the total combined incidents for both O'Fallon and Fairview Heights over five years, with projected numbers for the remainder of 2015 and 2016.

Table 5 – Incident Volume (Past and Projected)

| Responders | Years | | | | |
|------------------------|---------------|---------------|---------------|---------------|---------------|
| | 2016 | 2015 | 2014 | 2013 | 2012 |
| Law Enforcement | 61,544 | 60,548 | 60,508 | 59,315 | 65,807 |
| Fire | 1,808 | 1,663 | 1,571 | 2,056 | 1,942 |
| EMS | 3,252 | 3,344 | 3,994 | 3,142 | 2,530 |
| Total Incidents | 66,604 | 65,555 | 66,073 | 64,513 | 70,279 |

MCP recommends that participants in the consolidation initiative further evaluate incident data as decisions are made regarding operational policies in order to determine the potential impact on the consolidated center. The population in O'Fallon and Fairview Heights has remained consistent over the past five years. Based on the projected population growth, MCP anticipates call volumes to remain consistent in the short-term; however, based on information from the 2015 O'Fallon Economic Development profile (Figure 1), there is the potential for significant long-term population growth that could lead to a more substantial increase in call and incident volumes.

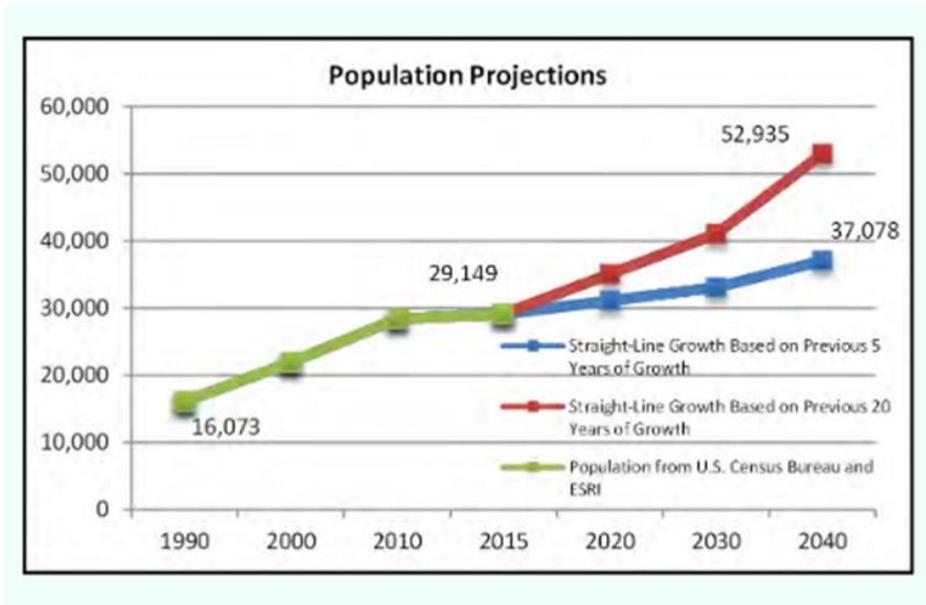


Figure 1 – O’Fallon Population Projections

2.5 OPERATIONS

2.5.1 Dispatch Operations

MCP evaluated radio push-to-talk (PTT) talkgroup logs for both cities for 2014 and 2015. As of September 30, 2015, there was a combined 1,123,085 transmissions on the police, fire and EMS dispatch talkgroups, as compared with 658,402 for 2014. When reviewing police-only logs, it would appear that there is justification for Fairview Heights to maintain its own talkgroup and dispatch position as there are normally six units on-duty per shift.

It should be noted that the O’Fallon Police Department is dispatched on OF PD1 and Shiloh Police Department is dispatched on OF PD2. In O’Fallon, a normal patrol shift is seven (including the Patrol Sergeant). There are two lieutenants that normally work Monday through Friday. Shiloh normally has a sergeant and two patrol officers on-duty each shift.

It is feasible that the two fire/EMS dispatch talkgroups for each city could be handled by one dispatcher or, if desired, the talkgroups could be combined without overloading a dispatcher.

2.5.2 Emergency Medical Dispatch

EMD is the generic name for various structured programs widely used by 9-1-1 centers and other PSAPs to handle requests for EMS. The basic premise of all programs is that when a caller is reporting a medical emergency, the call taker will use call guides specific to the type of medical emergency being



reported to both interrogate and provide medical instructions to the caller, which may save—and have in many documented cases—the lives of ill or injured persons.

Emphasis is placed on the term “structured.” All EMD programs require those providing this service to have program-specific training and/or certification; require the program to be formally sanctioned by the agency; and require that the program is monitored by a licensed physician who provides medical direction to the program.

EMD is not required of all dispatch centers within the state of Illinois; however, when centers elect to provide EMD service, Illinois, Title 83, Public Utilities 9-1-1 Code states that such service must be provided in accordance with the State’s Emergency Medical Services Act, [210 ILCS 50]. O’Fallon provides EMD using the National Academy of Emergency Medical Dispatch (NAEMD) ProQA program. While Fairview Heights does not provide EMD service to emergency callers when answering the call, the private EMS services in the county do provide such service once the calls are transferred. All Fairview Heights telecommunicators are NAEMD-certified and have access to the card sets available should pre-arrival instructions be necessary or there is an issue with the transfer.

2.5.3 Computer Aided Dispatch

The disparate CAD systems create the greatest challenge and capital expense. It is not feasible to operate multiple RMS and CAD systems in any shared-services PSAP. Both agencies have recognized this fact and are in the process of due diligence for a shared vendor. In MCP’s experience, the effort to merge CAD data and historical records between disparate systems is complex, expensive, and frequently provides only limited successful results. This should be explored in detail when considering a new CAD and RMS system.

2.5.4 Ancillary Duties

Ancillary duties in a communications center are typically those duties assigned to personnel that may not have a direct connection to the answering of emergency calls and the dispatching of appropriate units to those emergencies. These can be anything from checking on jail inmates to collection of utilities payments. These ancillary duties have an impact on the availability of the telecommunicator to perform the primary functions of emergency call handling and dispatch. Factors surrounding ancillary duties will need to be re-examined as an operational model is further developed.

2.5.5 Mutual Aid Box Alarm System

The Mutual Aid Box Alarm System (MABAS) is a fire agency mutual-aid system used by O’Fallon and Fairview Heights. MABAS users adhere to a signed standard agreement that establishes universal standards of operation, incident command, minimal equipment staffing, safety, and on-scene terminology. The goal is to permit MABAS agencies, regardless of their geopolitical origin, to work together seamlessly on any emergency scene. The standards allow on-scene incident commanders



(ICs) that request aid from a MABAS counterpart(s) to anticipate that the aid requested will be sufficient to address their specific needs.

2.5.6 MABAS Protocols

The O'Fallon Communications Center has responsibility for monitoring the statewide MABAS talkgroup and serves as the primary dispatch center for MABAS Division 32, which covers St. Clair and Monroe counties.

MABAS is operationalized by Divisions. The Division Chiefs develop all local protocols and standards of operation for the Division. Dispatch centers do not participate independently in MABAS; rather, they are contracted by the Division. Division dispatch procedures are created locally by each division. Annual assessment dues are determined by the Division and paid by the member fire departments. No dues or assessment is required of a dispatch center itself.

The MABAS system is activated by the on-scene IC during incidents where resource needs are beyond the day-to-day capabilities of the local fire department. The IC will contact the department-identified MABAS dispatch point requesting that they assume dispatch for the given incident per local MABAS protocol. The MABAS dispatch point assumes operational dispatch for the duration of the event, using a scripted card as a guide. The MABAS dispatch center may or may not have been the dispatch center of origin.

The operational impact on dispatch can vary greatly between incident types. A large-scale disaster could mandate a dedicated event dispatcher for hours across multiple shifts, while other events might require only one specialized resource, which may have little effect on operations.

2.5.7 Backup Operations

Currently Fairview Heights and O'Fallon function as each other's backup. If the two centers were to combine, a new backup plan would need to be formulated. MCP's recommendation is to negotiate with the ETSB to become the reciprocal back-up site for another center of similar size and call volume. Likely candidates are CENCOM and Belleville. MCP's recommendation is for a center with a minimum of two staff on duty 24/7.

According to a report obtained by the O'Fallon Police Department, the St. Clair County ETSB is in the planning stages of creating an unmanned backup PSAP at the MidAmerica Airport facility with four complete operator positions. If this plan becomes a reality, O'Fallon and Fairview Heights should consider this as an option for a backup center.



3. STAFFING

MCP's staffing analysis involves a multimodal approach that takes into account workload, coverage of necessary operational positions, and performance metrics. Statistical calculations are balanced with operational logistics to identify how many personnel are needed for a PSAP to achieve its performance goals while providing efficient and effective service. Both O'Fallon's and Fairview Heights' communications centers provided statistical incident, call volume, and personnel data for MCP's review.

MCP uses the National Emergency Number Association's (NENA's) staffing tool in concert with Erlang C calculations to assist in projecting the number of PSAP telecommunicators (call takers, dispatchers, and supervisors) required to efficiently answer and dispatch emergency and non-emergency calls for law enforcement, fire, and EMS agencies. NENA's staffing tool is a formalized system that takes into account call volume and other PSAP-specific data, such as incident volume and employee leave, to calculate baseline staffing needs. MCP analyzes the resulting data with a respective center's operational configuration to determine staffing requirements.

NENA's staffing tool has two different shift models – 8-hour shifts and 12-hour shifts – and two different determination methods – volume-based and coverage-based. Volume-based staffing calculates the baseline number of staff required to handle the volume of the respective incidents, such as fire calls. When incident volume is low, but a position must be covered regardless, coverage-based staffing is used to calculate the baseline number of personnel required to staff the respective position(s).

Many factors play a role in determining appropriate staffing levels, including available work hours, utilization, and attrition rates. Available work hours are the number of hours a telecommunicator (call takers and dispatchers) is available to work during the course of a year. There are many sub-factors to this calculation, including leave usage; i.e., any time that an employee is away from their assigned duties. This time includes vacation, holiday, sick, and personal leave; training; military leave; and other activities.

The value of any resulting staff projections is dependent upon the accuracy of the data and statistics provided by a respective 9-1-1 center.

In 2014, both agencies handled a combined 9-1-1 call volume of 25,077 calls. For purposes of this study, MCP used the 2014 data plus a 5 percent projected increase for calls in 2015, resulting in a total of 26,331 9-1-1 calls. Table 4, above, depicts the last three years of 9-1-1 call volume for the participating agencies. In 2014, both agencies handled a combined administrative call volume of 114,302 calls.

In MCP's experience, the average time to process a 9-1-1 call is approximately two minutes and a non-emergency call is about one minute thirty seconds.

Utilization is a subjective number, but is designed to provide an estimate of the time per shift that a telecommunicator should be busy providing call handling and dispatching services. Breaks and meals



are subtracted from the shift length, as is time spent doing other work-related activities, such as filing paperwork or decompressing after a stressful incident. O’Fallon’s and Fairview’s telecommunicators are allotted breaks dependent on the length of their shift. As such, during a 12-hour shift, telecommunicators are away from their consoles, on average, 35 minutes a day. Ideally, utilization should be more than 85 percent, indicating that staff do not have extraneous duties. Factoring in breaks and performance of other duties, the utilization rate is 87 percent.

Attrition is also calculated. Data was collected for three years and includes the highest number of employees for a given year and the number of staff that left voluntarily or involuntarily. The result is the attrition rate. Between 2012 and 2014, combined, the agencies’ average attrition rate for staff overall was 48.72 percent. While this percentage can seem high, the small number of employees affects the percentage exponentially. The national average for recent years is estimated to be approximately 13 percent; however, MCP is aware of several centers whose attrition rate has been higher than 15 percent.

Staffing calculations should consider performance metrics. Performance metrics measure the operational efficiency of a PSAP with targeted goals and established standards. MCP uses performance metrics and national standards to ascertain how staffing may be positively or negatively affecting PSAP operations.

The most common metric involves the average time it takes a PSAP to answer its incoming emergency calls. PSAPs typically try to align their call answering goals to either NENA or the National Fire Protection Association (NFPA) standard. NENA 56-005, *9-1-1 Call Answering Standard*, states “Ninety percent (90%) of all 9-1-1 calls arriving at the Public Safety Answering Point (PSAP) shall be answered within ten (10) seconds during the busy hour (the hour each day with the greatest call volume, as defined in the NENA Master Glossary 00-001). Ninety-five (95%) of all 9-1-1 calls should be answered within twenty (20) seconds.”³

NFPA has higher standards for call processing. NFPA 1221, *Installation, Maintenance, and Use of Emergency Services Communications Systems*, 2016 Edition, Section 7.4.1 states “Ninety-five percent of alarms^[4] received on emergency lines shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds.” There is speculation within the industry that NENA may align its call answering standard with NFPA’s in the future.

3.1 TELECOMMUNICATORS

O’Fallon has eight full-time and seven part-time telecommunicators, while Fairview Heights has four full-time and four part-time telecommunicators, plus one auxiliary telecommunicator.

³ http://c.ymcdn.com/sites/www.nena.org/resource/collection/ABEAA8F5-82F4-4531-AE4A-0AC5B2774E72/NENA_56-005_9-1-1_Call_Answering_Standard.pdf, page 8 of 12.

⁴ NFPA 1221 defines an alarm as “a signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency.”



Currently, O'Fallon staffs two consoles 24/7 with a third console utilized as a power shift to cover the busier times of the day. Fairview Heights staffs two consoles from 10:00 a.m. to 2:00 a.m. daily, dropping to one console from 2:00 a.m. to 10:00 a.m. Fairview Heights is aware the industry best practice is to staff two positions at all times to ensure one person is not overwhelmed and has appropriate coverage for personal and lunch breaks. However, based on a 2009 staffing study, one person is to be utilized during the slower periods.

Based upon the data provided and the outcome of the analysis, MCP recommends the consolidated center staff three consoles at all times, with a fourth console utilized as a power shift working across both shifts with a lead dispatcher assigned. This will provide the necessary coverage during times of high-peak call volume as well as allow face-to-face communications with the majority of staff on a daily basis.

There should be four call takers/dispatchers on-duty during peak call times. The positions could be staffed as one O'Fallon Police, one Fairview Heights Police, one Shiloh Police, and one with shared responsibility for fire/EMS and call take. The lead supervisor can then assist in call taking and relief for breaks. This would require a total of 17 full-time equivalents (FTE), including the use of a power shift. This can be met through full-time staff only or a combination of full-time and part-time. Generally part-time staff are limited in the number of hours they are allowed to work annually. Typically it takes two part-time employees to equal one full-time employee, assuming a 20-hour work week for part-time staff.

Proper staffing is a balance between providing quality service at a reasonable personnel and financial cost. Based on the statistical information provided by these agencies and assuming its accuracy, the current authorized strength should be appropriate to meet adopted national standards, assuming the center is fully staffed, and staffs and manages to minimum levels required to meet those standards. If the centers consolidate, MCP recommends that once operational for six months, another staffing study is conducted with then current data to determine what effect being consolidated has on call volume, and operations as a whole. Any course adjustments that may be necessary can then be implemented confidently.

3.2 SUPERVISION

Neither NENA nor the Association of Public-Safety Communications Officials-International (APCO) provide specific standards related to direct supervision within a PSAP. However, the Department of Homeland Security (DHS), in coordination with federal, state, and local governments, established the National Incident Management System (NIMS) Incident Command System (ICS). ICS falls under the "Command and Management" element of NIMS, represents best practices, and is the standard for emergency management across the country. ICS requires a supervisor when there are between three and seven persons performing similar functions. (The optimal span of control is five). A manageable span of control allows supervisors to supervise and control their subordinates, while allowing for efficient communications between all parties.



NFPA has developed codes, standards, and recommended practices through a process approved by the American National Standards Institute (ANSI). The Technical Committee on Public Emergency Service Communication prepared the latest edition of NFPA 1221, *Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems* (Edition 2016). Chapter 7 sets forth the standards for PSAP operations; Section 1 of Chapter 7 addresses management.

NFPA 1221, 7.3.4 states, “Supervision shall be provided when more than two telecommunicators are on duty.”

NFPA 1221, 7.3.4.1 states, “Supervision shall be provided by personnel located within the communications center who are familiar with the operations and procedures of the communications center.”

NFPA 1221, 7.3.4.2 states, “The supervisor shall be allowed to provide short-term relief coverage for a telecommunicator, provided that the telecommunicator does not leave the communications center and is available for immediate recall as defined in the policies and procedures of the AHJ.”

Annex A of NFPA 1221 provides further explanation. A.7.3.4 states, “The supervisor position(s) in the communications center are provided in addition to the telecommunicators [*sic*] positions. Although supervisory personnel are intended to be available for problem solving, the supervisor position is permitted to be a working position.”

The *Standards for Public Safety Communications Agencies* (SPSCA), established jointly by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and APCO, does not specifically address staffing or supervision in a PSAP. However, both sets of standards reference utilizing ICS protocols. (CALEA Standard 46.1.2 and SPSCA Standard 7.1.2 are mandatory for accreditation.)

While NFPA standards and ICS require dedicated supervisory personnel, there are in-house considerations as well:

- Provides coordination and direction during major emergency incidents
- Is available for problem solving
- Is readily able to identify areas for growth among subordinates
- Has the ability to document employees’ performance for annual/periodic reviews
- Provides a more narrow scope of supervision when implementing new policies and procedures
- Provides more supervision for diversified, complex tasks
- Is able to stay current with technological changes/advancements
- Provides guidance to new employees who have less training and experience
- Provides greater knowledge of laws, procedures, and administrative processes
- Is able to focus on the operations of the 9-1-1 center as a whole
- Is able to focus on customer service to the public and subscriber agencies
- Allows for improved communications with management, subordinates, and subscriber agencies



- Spends more time with subordinates individually, on a daily basis
- Allows for operational efficiency
- Is able to identify areas for remedial training, counseling or discipline, when appropriate
- Is able to address issues upon occurrence, not after the fact
- Is able to set priorities
- Allows for delegation of tasks/responsibilities

While O'Fallon has a Lead Dispatcher position that also serves as a call taker/dispatcher, supervision within the center should be considered during any consolidation initiative. Adopting national standards to ensure the highest level of quality service to the responders and citizens of the municipalities served is always a recommended path.

MCP understands the constraints of budget placed on communications centers when attempting to gain a supervisory position that is not tied to a working console position. Therefore, in a consolidated environment, a lead dispatcher could continue to work a console but in more of a "relief factor" than another telecommunicator working the floor.

3.3 QUALITY ASSURANCE/QUALITY IMPROVEMENT PROGRAM

A quality assurance/quality improvement (QA/QI) program is an essential component of emergency communications to improve the level of service provided to citizens, and is a best practice to improve overall PSAP performance. APCO provides the following definition for a Quality Assurance and Improvement Program: "An on-going program providing at a minimum, the random case review evaluating emergency dispatch performance, feedback of protocol compliance, commendation, retraining and remediation as appropriate, and submission of compliance data to the Agency."⁵

A well-developed and defined QA/QI program, based on a valid set of written policies and procedures, ensures consistency of operations and identifies problems and corrective actions to resolve the issues. In today's 9-1-1 environment, having a QA/QI program is the recognized standard of care. Through a QA/QI program, calls are reviewed, feedback on performance is provided, and compliance with policies, procedures, standards, and best practices is ensured.

"Each call assessment should reflect the collective effort of the agency to efficiently, accurately, reliably answer calls – not as scrutiny of individual performance."⁶

Gaps in employee knowledge, consistency, or procedures are likely to be uncovered through a uniform, objective QA/QI evaluation process, which will ultimately provide opportunities for improvement.

A QA/QI program also ensures that call processing guidelines are being followed correctly. While the agencies have guidelines that provide the essential information to be obtained from the caller, no true

⁵ <https://www.apcointl.org/doc/911-resources/apco-standards/75-minimum-training-standards-for-public-safety-telecommunicators/file.html>, section 1.2.22, page 14.

⁶ <http://www.powerphone.com/2013/11/qa-call-assessment-one-for-all-not-all-for-one/>



structure exists so that each call taker asks the same questions the same way each time. The lack of structured call processing will likely mean a level of subjectivity is injected during evaluations. Hence the importance of written policies and procedures defining the call take and dispatch process.

The QA/QI process also provides evidence needed to establish that services provided by O’Fallon/Fairview Heights are of the highest quality and performed effectively. Any areas of weakness identified through the QA/QI process can be analyzed by management personnel. The analysis determines the amount of risk that the weakness creates for the public and responders. Based on the analysis, the weakness is then addressed through policy/procedure, equipment, or training.

O’Fallon’s lead telecommunicator is assigned QA duties. Currently neither O’Fallon nor Fairview Heights has a consistent QA/QI program, and MCP strongly encourages them to implement one as soon as practical. Based on best practices, 1 to 2 percent of all calls for service should be reviewed annually. MCP recommends O’Fallon begin with a staff of one, as a supervisory position, to define and implement the QA/QI program, evaluating after six months of actual call review to determine the number of additional staff needed to achieve its goal or adopted best practice.

The St. Clair County ETSB currently performs limited QA reviews on 9-1-1 calls—one call per month per telecommunicator for centers that provide pre-arrival instructions.

Additional information on QA/QI, including best practices, can be found in Appendix C.

4. HUMAN RESOURCE CONSIDERATIONS

When considering consolidation, the technical portion is generally the easiest to agree upon. However, the human resources are a more difficult portion, as the realization that employees’ livelihoods are on the line comes to bear. Therefore, careful consideration should be given to the salaries, benefits, policies, and workloads of the newly created consolidated center.

4.1 SALARY, BENEFITS, AND BARGAINING AGREEMENTS

Fairview Heights currently offers a higher starting salary for both telecommunicators and supervisors than O’Fallon. This disparity should be considered as the agencies make a decision regarding consolidation. With the assistance of the respective Human Resources departments, the salaries and benefits of both agencies should be reviewed and a strategy for the potential center agreed upon, including review of the current labor agreements.



Table 6 – Salary Comparisons

| | Current Salaries |
|-----------------------------------|-----------------------------------|
| O'Fallon Telecommunicator | \$47,299 to \$62,239 |
| Fairview Heights Telecommunicator | \$50,185.23 to \$56,813.47 |
| Salary Difference | \$2,866.23 to \$5,425.53 |
| Salary Comparison Summary | |
| O'Fallon Supervisor | \$61,817.60 |
| Fairview Heights Supervisor | \$67,000 |
| Salary Difference | \$5,182.40 |

Both O'Fallon and Fairview Heights have considered consolidation options on many levels, including that of transitioning personnel. Fairview Heights is of the opinion, should their center close, that their employees would then have the option of applying for newly created positions at the consolidated center. This option is recommended by MCP as it will assist in clearly identifying seniority issues that can arise during consolidations for personnel who have been with an existing agency for many years. Other considerations are for longevity pay, step raises, and bonuses, if any.

Bargaining agreements should be discussed as early as possible as it may take several attempts before an agreement is reached on both sides. As O'Fallon is the only agency currently with a signed bargaining agreement, this should be manageable. MCP recommends discussions begin with the affected parties and appropriate negotiators as soon as decisions are made regarding consolidation.

MCP's recommendation is to bring O'Fallon's salaries commensurate with Fairview Heights' compensation. Once the consolidated center has been in operation for at least six months, the workload should be examined for further compensation changes, as a realistic picture of actual workload should be established by that time.

4.2 OPERATIONAL POLICIES

O'Fallon and Fairview Heights have the unique situation where some employees work for both agencies. This provides a benefit if consolidation moves forward as some employees will have familiarity with individual responder agency policies beginning day one.

Operational policies should be reviewed and agreed upon prior to the commencement of consolidation. All affected stakeholders should have a voice, including dispatch personnel, responder agencies, administration, and IT. When employees are considered part of the process, buy-in to agreed-upon policies is a typical outcome.

If consolidation moves forward, consideration should be given to development of, approval of, and training on new policies prior to the "go-live" date. MCP recommends there be a training period for current employees as well as onboarding employees.



5. FACILITY AND SPATIAL NEEDS

MCP evaluated spatial needs using two different methodologies. The first uses predictive analysis to compare what exists operationally today with what will be needed to equal that effort going forward. The second methodology involves reverse engineering of the Communications Center Staffing Tool developed by NENA.

Both models lead MCP to conclude, if consolidation moves forward, that the consolidated center would initially expand the O'Fallon Communications Center from its current three positions to four. Requiring an area of approximately 721 square feet, based on the requirement of additional workstations needed to support a consolidated operation, MCP's findings show that the current O'Fallon Communications Center is the more suitable location, with the possibility of expanding to six consoles in the current space. The Fairview Heights Communications Center is currently at its maximum capacity with three consoles. A quote for additional console furniture has been requested; however, is not yet available. Prices per workstation furniture can range from \$13,000 to \$20,000 depending on the vendor and options.

To further define the workstation number, an operational model should be developed that would include comprehensive 9-1-1 and non-9-1-1 call data, the services to be dispatched, and the number of defined radio channels to be monitored, as well as ancillary duties expected for the new operational requirements.

Preliminary layout discussions were held with O'Fallon's Support Services Supervisor, who has been reviewing options. MCP and the Support Services Supervisor agree that the diagram below is a feasible layout for the consolidated center.

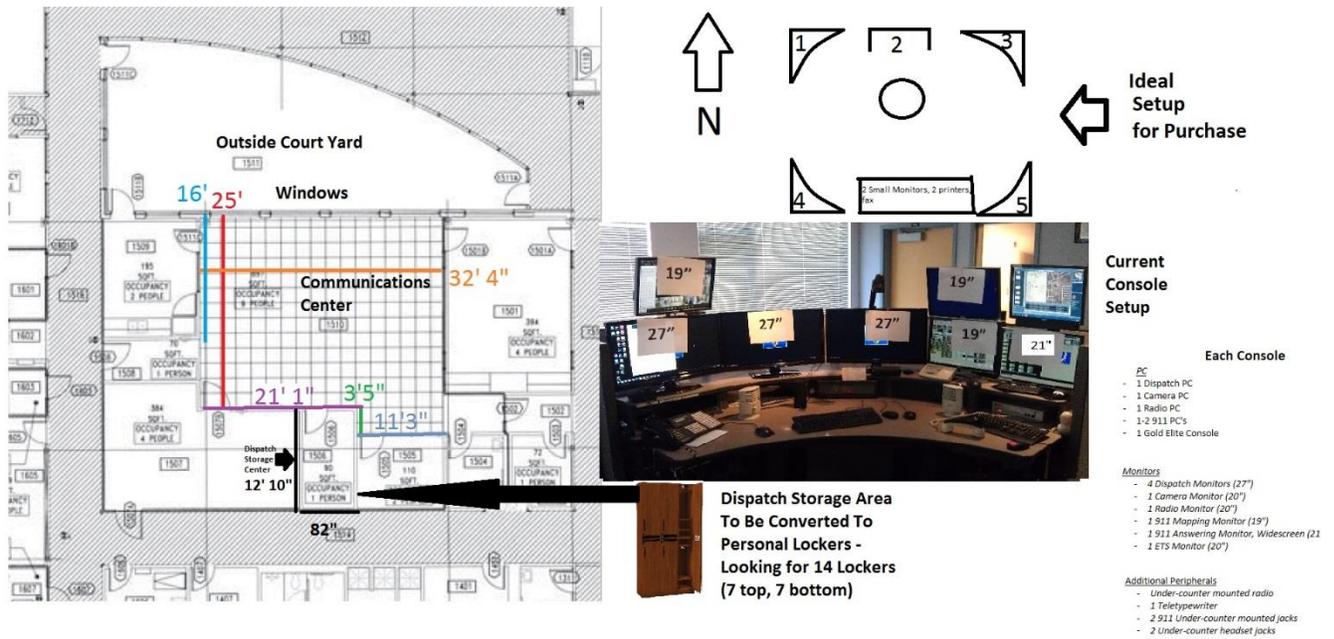


Figure 2 – Preliminary Workstation Layout

To accommodate potential future growth in accordance with the legislative mandate, the O'Fallon police chief has indicated the adjacent conference room space would be available for expansion and could accommodate additional workstations. This would allow for an eventual transition to a separated call take and dispatch operation within the communications center at O'Fallon.

Figure 3 depicts two additional options. In considering these options, the configuration on the left requires less construction and movement of equipment and furniture, reducing the impact on 24/7 operations. The option on the right is the most beneficial for conserving floor space. That said, there is not an immediate need to conserve floor space.



Considerations:

Figure 3 – Workstation Configuration Options

6. ILLINOIS LEGISLATIVE REVIEW

MCP conducted a due-diligence review of Public Act 099-0006 (Act), which recently was passed by the Illinois legislature. (Appendix A contains a summary of the legislation.) The intent of this review was to validate the recommendations contained in this feasibility study and to ensure their compliance with the statute's requirements and parameters. There is much involved in the legislation's revamping of 9-1-1 service in Illinois, including the establishment of a statewide 9-1-1 Administrator, a statewide 9-1-1 Advisory Board, and moving responsibilities from the Illinois Commerce Commission (ICC) to the State Police. However, MCP focused solely on the changes affecting PSAP consolidation for the purposes of this feasibility study.

St. Clair ETSB is the only ETSB in the county. The ETSB is within the parameters of the statute to support a reduced number of PSAPs. Accordingly, MCP's review finds that the recommendations contained herein are within the requirements of the statute and are within the purview of the involved agencies, O'Fallon and Fairview Heights.

It also should be noted that preliminary conversations by these agencies with the leadership of the Swansea PSAP and Centerville PSAP indicated an interest in exploring a consolidated center with O'Fallon and Fairview Heights. Based on preliminary information, if Swansea and/or Centerville were to join the consolidation, their respective call volumes would not have a significant impact on the PSAP or delivery of service, but it would help to achieve the desired outcome of reducing the number of PSAPs in the county.



7. RISKS AND OPPORTUNITIES

As always, there are both risks and opportunities to any consolidation initiative. After careful review and analysis of findings, MCP finds the risks and opportunities to the O’Fallon and Fairview Heights consolidation as indicated below.

Table 7 – Risks and Opportunities

| Risks | Opportunities |
|--|---|
| <ul style="list-style-type: none">• Policies and procedures maintained to support the current high level of service• Personnel may not want the increased workload and choose to leave employment• Lack of ETSB acceptance of consolidation plan• Establishment of connectivity between the two agencies• Determination of the final CAD/RMS solution• Decrease in quality of current service level | <ul style="list-style-type: none">• Assist ETSB with State mandate to reduce number of PSAPs• Major equipment interoperability issues appear to be minimal• Recognized need and valid interest among participants• Proven common operational methods within Fairview Heights and O’Fallon from which to build an operational model |

8. CONCLUSION

MCP recommends that the Cities of O’Fallon and Fairview Heights continue with the progress made to this point in discussions towards a consolidated dispatch center. Realizing that a firm budget and/or funding source has not been identified, it is unknown what grant funds will become available to support this consolidation should the plan be approved by the ETSB. Recommended steps and items that need to be addressed for successful consolidation, are provided below.

1. Bring the third O’Fallon CAD/radio position up to a fully functional call taker/dispatcher position and add a fourth call taker/dispatcher console position to facilitate Fairview Heights Police Department dispatch. Delay as long as possible the replacement consoles at Fairview Heights until a decision is made regarding the future of the PSAP.

An estimated cost is \$500,000, which includes workstation furniture and the Gold Elite replacement for all positions at O’Fallon. O’Fallon is waiting for pending furniture cost estimates from Xybix, the furniture manufacturer. An updated quote should be obtained from Motorola (through St. Clair County ETSB) to confirm the cost of adding a fourth radio console.

2. Re-evaluate the current STARCOM21 talkgroups and consolidate where possible to reduce the potential to overload to the dispatchers’ workloads. (For example, does each city need their own car-to-car or supervisor talk groups?)
3. Request the ETSB re-assign both Patriot 9-1-1 answering positions from Fairview Heights to O’Fallon. This would provide for four fully-functional 9-1-1 positions.



4. Further evaluate the best CAD/RMS (New World, ITI or other) platform using a due-diligence process involving dispatch center staff, IT staff, officers, and records personnel from both agencies to assure all feature sets and requirements are met. If time permits, issue a Request for Proposal (RFP) document, which will provide the best opportunity for a competitive process resulting in better system pricing.
5. Continue discussions with Swansea and Centerville regarding consolidation into the new center.
6. Begin discussions with Human Resources personnel on the salaries, benefits, and employment agreements for a consolidated center.

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Appendix A – Legislative Update

The summary of legislation recommended by the 9-1-1 Services advisory Board can be found on the following pages.

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Summary of Legislation Recommended by the 9-1-1 Services Advisory Board

NOTE: This is a summary of the Report to the 99th General Assembly that was adopted March 26, 2015; it was prepared at the direction of the Board provided during its meeting on April 16, 2015, to be used in explaining the recommendations. The Board's actual Report, applicable statewide except in Chicago, is available at icc.illinois.gov, and is the only definitive source for the Board's recommendations.

Statewide 9-1-1 Network

Statewide Next Generation 9-1-1 Network in place by July 1, 2020

ICC to conduct two RFPs: One to select a consultant to conduct a study by July 1, 2017, and one with a 9-1-1 system provider to design, build, and operate the Statewide NG9-1-1 Network by July 1, 2020.

The provision of enhanced 9-1-1 services will be required in 2 years in the 13 counties not now served.

Consolidation of 9-1-1 Systems and Services by July 1, 2017

- In any county with a population of at least 250,000 that has a single emergency telephone system board and more than 2 PSAPs, the number of PSAPs must be reduced by at least 50% or to 2 PSAPs, whichever is greater.
- In any county with a population of at least 250,000 that has more than one emergency telephone system board serving a population of less than 25,000 shall be consolidated such that no emergency telephone system board in the county serves a population less than 25,000.
- Any emergency telephone system board that does not have a PSAP within its jurisdiction shall be consolidated through an intergovernmental agreement with an existing emergency telephone system board that has a PSAP to create a joint board.
- In any county with a population of less than 250,000 that has a single emergency telephone system board and more than 2 PSAPs, the number of PSAPs must be reduced by at least 50% or to 2 PSAPs, whichever is greater.
- In any county with a population of less than 250,000 that has more than one emergency telephone system board and more than 2 PSAPS, the boards must be consolidated into a single joint board, and the number of PSAPs must be reduced by at least 50% or to 2 PSAPs, whichever is greater.
- The corporate authorities of each county that has no 9-1-1 service must enter into an intergovernmental agreement with an existing emergency telephone system board.

Consolidation waived if a threat to public safety, economically unreasonable, or technically infeasible.

Surcharges

- Unitary monthly statewide surcharge of \$0.87, to be applied to all purchasers of wireline, postpaid wireless, Interconnected Voice over Internet Protocol ("VoIP"), and cable-provided telecommunications services, with a similar surcharge of 3% on prepaid wireless;
- Centralized collection of revenues supporting 9-1-1 services, including use of "no sweeps" language to prohibit transfers of surcharge revenues;
- Centralized payment by the State of network costs for local systems;

- Counties and municipalities whose current wireline rate exceeds the rate of the uniform Statewide surcharge are held harmless at 2014 funding levels;
- Funding for a Statewide 9-1-1 Board, and for State expenses necessary to procure NG9-1-1 and to provide and administer discretionary grants that will facilitate consolidation and pave the way for NG9-1-1 at the local level.

Revenues collected in this way to be disbursed as follows:

- \$0.012 per surcharge should be distributed to the county 9-1-1 systems in counties with a population of less than 100,000.
- \$0.033 per monthly placed in the Wireless Carrier Reimbursement Fund to continue to be used to help defray the costs of certain wireless carriers in providing services supporting E9-1-1 around the State, but after 2 years, begin to phase out the reimbursements to carriers over a 5-year period and use the money for grants to local systems;
- \$0.007 per monthly surcharge to defray administrative expenses of the Illinois Commerce Commission;
- After these disbursements are made, the following disbursements should be made in order of priority:
 - Payment by the ICC of the network costs of all 9-1-1 systems;
 - Monthly payments to local systems that replace, dollar for dollar, the amounts they currently receive under the wireline surcharge created by referendum under Section 15.3 of the ETSA (50 ILCS 750/15.3);
 - The administrative and staffing expenses of the Statewide 9-1-1 Board, and the expense to the State of proceeding with the procurement activities culminating in the creation of Statewide NG9-1-1; and
 - Grants to local systems that will create E9-1-1 coverage where none exists, promote consolidation, and prepare local systems for the move to NG9-1-1.

Wireless Carrier Reimbursement Fund

WCRF to be phased out--eliminated by July 1, 2022. After its elimination, wireless carriers should be able to deduct 3% of the surcharge to pay for administrative costs in the same manner as wireline carriers.

Proper Division of Regulatory Responsibilities

Illinois Commerce Commission to maintain its current role in overseeing funding distribution and the regulatory oversight of the 9-1-1 systems.

Statewide 9-1-1 Board should be created within the ICC to, at the very least, provide assistance with the development of the Statewide NG9-1-1 network, review and approval of 9-1-1 system consolidation plans, and review and approval of consolidation and NG9-1-1 infrastructure grants.

Precise outline of the Board's makeup, powers, duties, and administrative structure reserved for additional consideration of the General Assembly and the Governor.



Appendix B – Call Volume Reports from ETSB

The summary of the annual call reports can be found on the following pages.

The remainder of this page intentionally left blank.

2012 Annual Call Report

The following are the 9-1-1 call statistics for 2012 broken down by PSAP:

- St Clair County Totals
 - Total 9-1-1 Calls: 209,620
 - Wireless 9-1-1 Calls: 164,111 wireless (79%)
 - Wireline 9-1-1 Calls: 43,150 wireline (21%)
 - VoIP 9-1-1 Calls: 629
 - Average Calls Per Day: 574
- Belleville
 - Total 911 Calls: 27,131 (12%)
 - Average Calls Per Day: 74
- Cahokia
 - Total 911 Calls: 16,623 (7%)
 - Average Calls Per Day: 45
- CENCOM
 - Total 911 Calls 74,570 (35%)
 - Average Calls Per Day: 204
- Centreville
 - Total 911 Calls 12,786 (6%)
 - Average Calls Per Day: 35
- East St Louis
 - Total 911 Calls 64,250 (30%)
 - Average Calls Per Day: 176
- Fairview Heights
 - Total 911 Calls 10,266 (4%)
 - Average Calls Per Day: 28
- O'Fallon
 - Total 911 Calls 11,275 (5%)
 - Average Calls Per Day: 30
- Swansea
 - Total 911 Calls 6,281 (2%)
 - Average Calls Per Day: 17

The following are the 9-1-1 call statistics for 2013 broken down by PSAP:

- St Clair County Totals
 - Total 9-1-1 Calls: 191,880
 - Wireless 9-1-1 Calls: 151,169 wireless (80%)
 - Wireline 9-1-1 Calls: 38,533 wireline (20%)
 - Average Calls Per Day: 525
- Belleville
 - Total 911 Calls: 25,948 (13%)
 - Average Calls Per Day: 71
- Cahokia
 - Total 911 Calls: 15,284 (7%)
 - Average Calls Per Day: 41
- CENCOM
 - Total 911 Calls 65,796 (34%)
 - Average Calls Per Day: 180
- Centreville
 - Total 911 Calls 10,369 (5%)
 - Average Calls Per Day: 28
- East St Louis
 - Total 911 Calls 57,623 (30%)
 - Average Calls Per Day: 157
- Fairview Heights
 - Total 911 Calls 10,397 (5%)
 - Average Calls Per Day: 28
- O'Fallon
 - Total 911 Calls 12,301 (6%)
 - Average Calls Per Day: 33
- Swansea
 - Total 911 Calls 6,835 (3%)
 - Average Calls Per Day: 18

9-1-1 Statistics

2014 Annual Call Report

The following are the 9-1-1 call statistics for 2014 broken down by PSAP:

- **St Clair County Totals**
 - Total 9-1-1 Calls: 189,365
 - Wireless 9-1-1 Calls: 150,736 (80%)
 - Wireline 9-1-1 Calls: 38,629 (20%)
 - Average Calls Per Day: 518
- **Belleville**
 - Total 911 Calls: 26,788 (14%)
 - Average Calls Per Day: 73
- **Cahokia**
 - Total 911 Calls: 16,655 (8%)
 - Average Calls Per Day: 45
- **CENCOM**
 - Total 911 Calls 60,412 (31%)
 - Average Calls Per Day: 165
- **Centreville**
 - Total 911 Calls 9,240 (4%)
 - Average Calls Per Day: 25
- **East St Louis**
 - Total 911 Calls 53,780 (28%)
 - Average Calls Per Day: 147
- **Fairview Heights**
 - Total 911 Calls 11,206 (5%)
 - Average Calls Per Day: 30
- **O'Fallon**
 - Total 911 Calls 13,871 (7%)
 - Average Calls Per Day: 38
- **Swansea**
 - Total 911 Calls 7,281 (3%)
 - Average Calls Per Day: 20



Appendix C – QA/QI

A QA/QI program is a best practice and is an essential component of 9-1-1 communications processes as it can improve the level of service provided to citizens and improve overall PSAP performance. APCO provides the following definitions:

Quality Assurance (QA): All actions taken to ensure that standards and procedures are adhered to and that delivered products or services meet performance requirements.⁷

Quality Assurance and Improvement Program: An on-going program providing at a minimum, the random case review evaluating emergency dispatch performance, feedback of protocol compliance, commendation, retraining and remediation as appropriate, and submission of compliance data to the Agency.

Quality Assurance Process: A formal assessment process by which actual performance, behavior, and outcomes are compared against established standards to ensure compliance, consistency, and accuracy in the delivery of quality service.

Quality Improvement Process: Actions taken to improve or correct areas of concern.⁸

APCO's *Minimum Training Standards for Public Safety Telecommunicators*, APCO ANS⁹ 3.103.2.2015, further states, "[t]he Agency shall provide the Telecommunicator with an overview of its quality assurance and/or quality improvement process(es) used to recognize excellence, identify areas needing improvement, and ensure performance measures are met."¹⁰

In April 2015, APCO and NENA published their *Standard for the Establishment of a Quality Assurance and Quality Improvement Program for Public Safety Answering Points* (APCO/NENA ANS 1.107.1.2015). The QA/QI process is designed to measure "the quality and performance of the service provided. This process includes, but is not limited to, the following criteria:

- Analysis of performance trends;
- Compliance to protocols and standard operating procedures;
- Customer Service;
- Optimizing the use of agency resources;
- Overall performance of each employee; and
- Reviewing the operation as a whole"¹¹

⁷ Institute for Telecommunications Services, the research and engineering branch of National Telecommunications and Information Administration a part of the US Dept. of Commerce.

⁸ <https://www.apcointl.org/doc/911-resources/apco-standards/75-minimum-training-standards-for-public-safety-telecommunicators/file.html>, section 1.2.22, page 14.

⁹ American National Standard

¹⁰ Ibid., section 2.2.16, page 16.

¹¹ http://c.ymcdn.com/sites/www.nena.org/resource/resmgr/Standards/APCO-NENA_ANS_1.107.1.2015_Q.pdf page 23.



The standard further states that “PSAP agencies shall, in the normal course of business, review at least 2% of all calls for service. Where the 2% factor would not apply or be overly burdensome due to low or excessively high call volumes, agencies must decide on realistic levels of case review.”¹²

The International Academies of Emergency Dispatch (IAED) has established minimum case (call) review rules for agencies using the Academies’ protocols:

- “Agencies whose call volume is between 43,333 and 500,000 will be required to audit a percentage ranging between 3% and 1% (based on this sliding scale calculator)
- Agencies whose call volume is below 43,333 will be required to audit 1,300 cases (25 per week)
- Agencies whose call volume is below 1,300 will be required to audit 100% of their cases
- Agencies whose call volume is above 500,000 will be required to audit 1% of their cases”¹³

CALEA’s *Standards for Public Safety Communications Agencies*, section 6.1.5, states:

“A written directive establishes a quality assurance program, and includes at a minimum:

- a. documented quality checks of employees’ call handling and dispatch performance;*
- b. frequency and quantity of quality checks;*
- c. process for telecommunicator feedback; and*
- d. management reporting and review process.”*

Commentary adds that the “quality checks should cover all aspects of the employee’s performance to ensure compliance with agency directives...” This is a mandatory standard for agencies seeking accreditation.

NFPA 1221 section 7.7 states, “Communications centers shall establish a quality assurance/improvement program to ensure the consistency and effectiveness of alarm processing.” Explanatory material in Annex A states, “The purpose of the quality assurance program is to follow up and review calls with communications center employees, improve procedures, and make the corrections needed to improve service and response. Generally accepted statistical methods should be used when selecting calls for review.”

Customer satisfaction surveys can also be used to validate the results or effectiveness of training. Surveys can be prepared and posted on an agency’s website or sent to randomly-selected callers to determine their satisfaction with the call processing portion of their complaint.

Another important factor in evaluating training, particularly initial training, is to track the success rate of those who complete training to determine an agency’s return on investment. This is not as easy as it sounds, however. While someone may be successfully trained, there could be behavioral issues that cause the person to be terminated. Or someone may leave for a better paying job. Agencies could track those who complete initial training and the respective probationary period, and then pre-determined time periods thereafter. This may entail knowing how long it takes to re-coup an initial investment, such as two years. A staff satisfaction survey could also be conducted annually.

¹² Ibid. page 22.

¹³ <http://www.emergencydispatch.org/AccredCalculator>



Appendix D – Spatial Study

| 911 EMERGENCY COMMUNICATIONS | Space Code | Area/Unit (Sq. Ft.) | Units | NSF | Grossing Factor | GSF | Total |
|------------------------------|------------|---------------------|-------|------------|-----------------|------------|------------|
| Supervisors/9-1-1 | WS | 96 | 1 | 96 | 50 | 48 | 144 |
| Call Takers/9-1-1 | WS | 64 | | 0 | 50 | 0 | 0 |
| Dispatchers/Police | WS | 96 | 2 | 192 | 50 | 96 | 288 |
| Training Positions | WS | 96 | | 0 | 50 | 0 | 0 |
| Communications Work Area | | 64 | | 0 | 50 | 0 | 0 |
| Supervisors/Dispatch | WS | 96 | | 0 | 50 | 0 | 0 |
| Dispatchers/Fire/EMS | WS | 96 | 2 | 192 | 50 | 96 | 288 |
| Call Takers/Non-9-1-1 | WS | 64 | | 0 | 50 | 0 | 0 |
| Storage/Supplies | | 100 | | 1 | 25 | 0 | 1 |
| Subtotal | | | | 481 | | 240 | 721 |

- Space Code and Area/Unit describe the amount of space needed (in square footage) for that function. They can be modified for local/governmental requirements.
- Units is count of these spaces in the facility. These can be grouped for local needs.
- The tool will calculate the Nominal Square Footage (NSF); then apply the Grossing Factor for the Gross Square Footage (GSF); and Total (Square Footage). The Grossing Factor should be reviewed with the Architect of record.



MOTOROLA

MOTOROLA SOLUTIONS, INC.
1301 E. Algonquin Road
Schaumburg, IL 60196

Visit our website at www.motorolasolutions.com

INVOICE

Page 1 of 2

| |
|--|
| TOTAL INVOICE AMOUNT: \$209,614.00 |
| MOTOROLA INVOICE NUMBER: 41218901 |
| INVOICE DATE: 12/15/2015 |
| PAYMENT DUE: PER CONTRACT |
| CUSTOMER ACCOUNT NUMBER: 1035678038 0014 |
| PURCHASE ORDER DATE: |
| YOUR PURCHASE ORDER NUMBER: CONTRACT |

BILL TO ST CLAIR COUNTY

101 S FIRST ST
BELLEVILLE, IL 62220

For questions concerning this Invoice please contact
Motorola at: 1-888-567-7347

00033-00028-00025

Payment Terms: LARGE CONTRACT

Sales Order Number: 0609021750241

Motorola Solutions, Inc. Federal Tax Id: 36-1115800

Invoice Detail

| Item | Model Number | Qty | Description | Unit Price | Amount |
|---|--------------|-----|--|------------|------------|
| 1 | | 1 | PARTIAL BILLING FOR 25% OF SYSTEM PRICE DUE UPON CONTRACT EXECUTION | 209,614.00 | 209,614.00 |
| 2 | | | AGENCY: FAIRVIEW HEIGHTS | | |
| 3 | | | MCC7500 EQUIPMENT: \$162,985 | | |
| 4 | | | INSTALLATION: \$46,629 | | |
| <p>IF YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE PLEASE CONTACT KERI BUTHMAN 9847-576-6024 OR EMAIL: KERI.BUTHMAN@MOTOROLASOLUTIONS.COM THANK YOU FOR CHOOSING MOTOROLA SOLUTIONS, INC. INVOICE DUE PER TERMS OF CONTRACT - NET 30 CANCELS AND SUPERCEDES INVOICE 41217166</p> | | | | | |
| SUBTOTAL | | | | | 209,614.00 |

(Continued on Next Page)

Detach here and return bottom portion with your payment

| | | |
|----------------|-------------------------|--------------|
| INVOICE NUMBER | CUSTOMER ACCOUNT NUMBER | PAYMENT DUE |
| 41218901 | 1035678038 0014 | PER CONTRACT |

Payment Coupon

| | |
|---------------|-------------|
| Invoice Total | Amount Paid |
| \$209,614.00 | |

Please put your Invoice Number and your Customer Account Number
on your check for prompt processing

ST CLAIR COUNTY

101 S FIRST ST
BELLEVILLE, IL 62220

Send Payment To:



MOTOROLA

MOTOROLA SOLUTIONS, INC.
13108 COLLECTIONS CENTER DRIVE
CHICAGO, IL 60693



MOTOROLA

MOTOROLA SOLUTIONS, INC.
1301 E. Algonquin Road
Schaumburg, IL 60196

Visit our website at www.motorolasolutions.com

INVOICE

Page 2 of 2

| |
|--|
| TOTAL INVOICE AMOUNT: \$209,614.00 |
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| YOUR PURCHASE ORDER NUMBER: CONTRACT |

BILL TO ST CLAIR COUNTY

101 S FIRST ST
BELLEVILLE, IL 62220

00034-00028-00025

Payment Terms: LARGE CONTRACT

Sales Order Number: 0609021750241

For questions concerning this Invoice please contact
Motorola at: 1-888-567-7347

Motorola Solutions, Inc. Federal Tax Id: 36-1115800

Invoice Detail Continued

| Item | Model Number | Qty | Description | Unit Price | Amount |
|--|--------------|-----|-------------|------------|------------|
| PLEASE PAY THIS AMOUNT (PAYMENT DUE: PER CONTRACT) | | | | | 209,614.00 |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|--|----------------------|-------------------------------|-----------------------|--------------|---------------------|-----------------------|--------------------|
| GENERAL FUND | | | | | | | |
| 001-000-2-211-00 MISCELLANEOUS DEDUCT. | | | | | | | |
| AFLAC PREMIUM HOLDING | | Payroll Deductions | Dec-15 | | 12/31/2015 | \$ 1,702.33 | \$ 1,702.33 |
| BACKSTOPPERS INC | | PAYROLL | 1/28/2016 | 67073 | 1/28/2016 | \$ 145.85 | \$ 145.85 |
| DIVERSIFIED INVESTMENT ADVISOR | | Payroll - 1/5/16 | 1/5/16 PAYROLL | 67084 | 1/28/2016 | \$ 5,506.15 | \$ 5,506.15 |
| FRATERNAL ORDER OF POLICE LODGE 217 | | PAYROLL - 1/20 | 1/28/2016 | 67075 | 1/26/2016 | \$ 1,751.00 | \$ 1,751.00 |
| IUOE LOCAL #148 | | PAYROLL - 1/20 | 1/28/2016 | 67076 | 1/28/2016 | \$ 1,893.82 | \$ 1,893.82 |
| MORGAN STANLEY | | POLICE PENSION - 1/20 | 1/28/2016 | 67079 | 1/28/2016 | \$ 27,544.03 | \$ 27,544.03 |
| Total : | | | | | | \$ 38,543.18 | \$ 38,543.18 |
| EXECUTIVE DEPARTMENT | | | | | | | |
| 001-100-5-112-00 HEALTH & LIFE INS | | | | | | | |
| GUARDIAN LIFE INSURANCE CO | | City Clerk | 1/1/2016 | 66830 | 1/1/2016 | \$ 314.92 | \$ 314.92 |
| GUARDIAN LIFE INSURANCE CO | | Police | 1/1/2016 | 66830 | 1/1/2016 | \$ 4,913.60 | \$ 4,913.60 |
| GUARDIAN LIFE INSURANCE CO | | City Clerks | 1/28/2016 | 67072 | 1/28/2016 | \$ 314.92 | \$ 314.92 |
| UNITED HEALTHCARE INS CO | | City Clerk | 39376389 | 66829 | 12/12/2015 | \$ 3,929.57 | \$ 3,929.57 |
| UNITED HEALTHCARE INS CO | | City Clerk | 1/28/2016 | 67071 | 1/28/2016 | \$ 3,929.57 | \$ 3,929.57 |
| 001-100-5-301-00 ADVERTISING & PUBLIC NOTICES | | | | | | | |
| BELLEVILLE NEWS DEMOCRAT | | Ordinance No. 1706-2015 | 406974 | 66889 | 1/12/2016 | \$ 71.13 | \$ - |
| BELLEVILLE NEWS DEMOCRAT | | Demolition Bid | 406974 | 66889 | 1/12/2016 | \$ 273.41 | \$ - |
| BELLEVILLE NEWS DEMOCRAT | | Finance Director Ad | 406974 | 66889 | 1/12/2016 | \$ 541.80 | \$ - |
| BELLEVILLE NEWS DEMOCRAT | | Kassing Drive Bid | 406974 | 66889 | 1/12/2016 | \$ 300.64 | \$ - |
| BELLEVILLE NEWS DEMOCRAT | | Conveyor Belt Bid | 406974 | 66889 | 1/12/2016 | \$ 122.13 | \$ - |
| IL CITY/COUNTY MGMT ASSOC | | Job posting for Finance Direc | 296 | 67046 | 12/14/2015 | \$ 100.00 | \$ - |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | GOVERNMENT FINANCE | FINANCE DIRECTOR AD | 2806200 | | 12/18/2015 | \$ 150.00 | \$ 150.00 |
| 001-100-5-302-00 PUBLIC RELATIONS | | | | | | | |
| ILLINOIS CODIFICATION SERVICES | | Development Codes | 16-1854 | 66909 | 1/12/2016 | \$ 235.00 | \$ - |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | 4IMPRINT | WELLCOME GIFTS | 11468398 | 1/16 | 12/11/2015 | \$ 422.75 | \$ 422.75 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | AMSTERDAM PRINTING | WELLCOME GIFTS | 5171708 | | 12/22/2015 | \$ 414.37 | \$ 414.37 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | GFS MARKETPLACE | EMPLOYEE CHRISTMAS LUNC | 66422 | | 12/17/2015 | \$ 61.94 | \$ 61.94 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | SAMs | EMPLOYEE CHRISTMAS LUNC | 805308285 | | 12/17/2015 | \$ 89.92 | \$ 89.92 |
| 001-100-5-320-00 TECH & OUTSIDE SVCS | | | | | | | |
| MIDWEST OCCUPATIONAL MEDICINE | | Pre employment physicals - I | 4511 | 66908 | 1/4/2016 | \$ 42.00 | \$ - |
| MIDWEST OCCUPATIONAL MEDICINE | | Pre employment physicals - I | 4511 | 66908 | 1/4/2016 | \$ 87.00 | \$ - |
| MIDWEST OCCUPATIONAL MEDICINE | | Pre employment physicals - I | 4511 | 66908 | 1/4/2016 | \$ 87.00 | \$ - |
| 001-100-5-330-00 INSURANCE LIABILITY | | | | | | | |
| ILLINOIS COUNTIES RISK MGMT TRUST | | Property and Liability premit | 1000282 | 66890 | 1/12/2016 | \$ 45,333.00 | \$ 45,333.00 |
| ILLINOIS COUNTIES RISK MGMT TRUST | | Workmen's Compensation | 1000282 | 66890 | 1/12/2016 | \$ 94,362.50 | \$ 94,362.50 |
| 001-100-5-401-00 POSTAGE | | | | | | | |
| RESERVE ACCOUNT | | POSTAGE | 1/16/2016 | 66957 | 1/26/2016 | \$ 1,000.00 | \$ 1,000.00 |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|--|----------------------|-------------------------------|-----------------------|--------------|---------------------|-----------------------|--------------------|
| 001-100-5-402-00 OFFICE FURNITURE & EQUIP | | | | | | | |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | SAMs | OFFICE SUPPLIES | 87660285090 | | 1/6/2016 | \$ 239.88 | \$ 239.88 |
| 001-100-5-480-00 SUPPLIES | | | | | | | |
| WATSON'S OFFICE CITY | | Supplies - Invoice #11893-1 | 11777-1 | 66938 | 1/5/2016 | \$ 12.44 | \$ - |
| WATSON'S OFFICE CITY | | Supplies - Invoice #11777-1 | 11777-1 | 66938 | 1/5/2016 | \$ 11.52 | \$ - |
| WATSON'S OFFICE CITY | | Supplies | 11678-1 | 67028 | 12/23/2015 | \$ 591.34 | \$ - |
| Total EXECUTIVE DEPARTMENT: | | | | | | \$ 157,952.35 | \$ 155,476.94 |
| MAYOR & CITY COUNCIL | | | | | | | |
| 001-102-5-205-00 LEGAL FEES | | | | | | | |
| LOWENBAUM PARTNERSHIP | | General Legal Fees | 79255 | 66886 | 1/12/2016 | \$ 9,483.75 | \$ - |
| 001-102-5-207-00 TRAVEL & MEETING EXP | | | | | | | |
| SW IL COUNCIL OF MAYORS | | January 2016 Meeting | 1/7/2016 | 66873 | 1/7/2016 | \$ 25.00 | \$ 25.00 |
| Total MAYOR & CITY COUNCIL: | | | | | | \$ 9,508.75 | \$ 25.00 |
| FINANCE DEPARTMENT | | | | | | | |
| 001-104-5-112-00 HEALTH & LIFE INS | | | | | | | |
| GUARDIAN LIFE INSURANCE CO | | Finance | 1/1/2016 | 66830 | 1/1/2016 | \$ 342.09 | \$ 342.09 |
| GUARDIAN LIFE INSURANCE CO | | Finance | 1/28/2016 | 67072 | 1/28/2016 | \$ (74.07) | \$ (74.07) |
| UNITED HEALTHCARE INS CO | | Finance | 39376389 | 66829 | 12/12/2015 | \$ 3,811.28 | \$ 3,811.28 |
| UNITED HEALTHCARE INS CO | | Finance | 1/28/2016 | 67071 | 1/28/2016 | \$ (0.02) | \$ (0.02) |
| 001-104-5-320-00 TECH & OUTSIDE SVCS | | | | | | | |
| CJB REPORTING LLC | | Police Pension Payroll Servic | AUG-FEB | 66956 | 1/26/2016 | \$ 2,500.00 | \$ 2,500.00 |
| Total FINANCE DEPARTMENT: | | | | | | \$ 6,579.28 | \$ 6,579.28 |
| POLICE DEPARTMENT | | | | | | | |
| 001-110-4-373-00 TOWING FEES | | | | | | | |
| AMBER GALLOWAY | | TOWING | REFUND | | 12/14/2015 | \$ 200.00 | \$ 200.00 |
| 001-110-5-112-00 HEALTH & LIFE INS | | | | | | | |
| GUARDIAN LIFE INSURANCE CO | | Police Department | 1/28/2016 | 67072 | 1/28/2016 | \$ 5,145.04 | \$ 5,145.04 |
| UNITED HEALTHCARE INS CO | | Police Department | 39376389 | 66829 | 12/12/2015 | \$ 67,643.93 | \$ 67,643.93 |
| UNITED HEALTHCARE INS CO | | Police Department | 1/28/2016 | 67071 | 1/28/2016 | \$ 72,992.94 | \$ 72,992.94 |
| 001-110-5-201-00 BOARDS & COMMITTEES | | | | | | | |
| MIDWEST OCCUPATIONAL MEDICINE | | Pre employment physical - S | 5786 | 66880 | 1/4/2016 | \$ 434.50 | \$ - |
| MIDWEST OCCUPATIONAL MEDICINE | | Pre employment physical, R/ | 5581 | 66888 | 1/4/2016 | \$ 434.50 | \$ - |
| PUBLIC SAFETY SPECIALIST'S | | PSYCH EVAL- RAIMUNDI & S | 4923 | 66834 | 12/29/2015 | \$ 900.00 | \$ - |
| THE WORK CENTER | | FIT FOR DUTY TESTING FOR (| 7 | 67056 | 1/20/2016 | \$ 350.00 | \$ - |
| WARD ANDREW | | ReimburseMENT- TRAVEL FC | 1/26/2016 | 66982 | 1/26/2016 | \$ 227.44 | \$ 227.44 |
| 001-110-5-204-00 EDUCATIONAL EXPENSE | | | | | | | |
| CONTEMPORARY LIFE SAVING | | CPR/AED/ INSTRUCTOR COU | 1013487 | 66866 | 12/13/2015 | \$ 499.00 | \$ - |
| MAJOR CASE SQUAD | | MAJOR CASE SQUAD FOR (9) | 1/11/16.. | 66876 | 1/11/2016 | \$ 675.00 | \$ 675.00 |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|--|-----------------------|----------------------------|-----------------------|--------------|---------------------|-----------------------|--------------------|
| SOUTHERN ILLINOIS CRIMINAL | | CRIMINAL JUSTICE SUMMIT | 1/4/2015 | 66839 | 1/4/2015 | \$ 450.00 | \$ 450.00 |
| STRICKLAND BRANDON | | TUITION REIMBURSEMENT- | 196 | 66843 | 12/16/2015 | \$ 4,525.05 | \$ 4,525.05 |
| TIER ONE TACTICAL SOLUTIONS LLC | | ACTIVE SHOOTER INSTRUCT | 1/25/2016 | 66951 | 1/25/2016 | \$ 350.00 | \$ - |
| 001-110-5-207-00 TRAVEL & MEETING EXP | | | | | | | |
| ZACHARY ADRIAN | | TRAVEL/TRAINING REIMBUR | 152682 | 66875 | 1/7/2016 | \$ 455.02 | \$ 455.02 |
| 001-110-5-220-00 BONDS, NOTARY FEES | | | | | | | |
| ILLINOIS SECRETARY OF STATE POLICE | | CONFIDENTIAL LIC PLATE REI | 1/7/2016 | 66867 | 1/7/2016 | \$ 101.00 | \$ 101.00 |
| ILLINOIS SECRETARY OF STATE POLICE | | CONFIDENTIAL REGISTRATIO | 20080DODGE NITRC | 66907 | 1/14/2016 | \$ 202.00 | \$ 202.00 |
| ILLINOIS SECRETARY OF STATE POLICE | | CONF. REGISTRATION | 2008 INFINITY | 66972 | 1/26/2016 | \$ 101.00 | \$ 101.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | IL WEB PLATE RENEWAL | LIC PLATE RENEWAL | 14225 | | 1/11/2016 | \$ 103.25 | \$ 103.25 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | IL WEB PLATE RENEWAL | LIC PLATE RENEWAL | 45819 | | 1/11/2016 | \$ 103.25 | \$ 103.25 |
| 001-110-5-225-00 MEMBERSHIP DUES | | | | | | | |
| MAJOR CASE SQUAD | | 2016 ANNUAL MCS AGENCY | 1/11/2016 | 66877 | 1/5/2016 | \$ 250.00 | \$ - |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | FBI NATIONAL ACADEMY | CHIEF 2016 MEMBERSHIP RE | 1/7/16.. | | 1/7/2016 | \$ 95.00 | \$ 95.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | FBI NATIONAL ACADEMY | HOGUET 2016 MEMBERSHIP | 1/11/2016 | | 1/11/2016 | \$ 95.00 | \$ 95.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | SQ R.A.D SYSTEMS | LICENSE RENEWAL | 12/17/2015 | | 12/17/2015 | \$ 76.00 | \$ 76.00 |
| 001-110-5-302-00 PUBLIC RELATIONS | | | | | | | |
| CUFF (CITIZENS UNITED) | | NEWSLETTER SPONSORSHIP | 1/4/2016 | 66840 | 1/4/2016 | \$ 600.00 | \$ - |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | SPECTRA GRAPHICS | CITIZEN'S ACADEMY SHIRT | 27862 | | 10/2/2015 | \$ 19.95 | \$ 19.95 |
| 001-110-5-304-00 EQUIPMENT RENTAL | | | | | | | |
| CINTAS DOCUMENT MANAGEMENT | | FIRST AID SUPPLIES, GLOVES | 5004061783 | 66848 | 12/7/2015 | \$ 106.44 | \$ - |
| CINTAS FIRST AID & SAFETY | | FIRST AID SUPPLIES, GLOVES | 5004240737 | 66872 | 1/4/2016 | \$ 172.11 | \$ - |
| COMMUNICATION REVOLVING FUND | | LEADS | T1618047 | 66841 | 1/4/2015 | \$ 506.40 | \$ 506.40 |
| COMMUNICATION REVOLVING FUND | | LEADS | T1621801 | 67055 | 1/19/2016 | \$ 506.40 | \$ 506.40 |
| REJIS COMMISSION | | SUBSCRIPTION FEE | 45459 | 66847 | 12/15/2015 | \$ 231.87 | \$ - |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | WWW.1AND1.COM | WEBSITE MAINTNANCE | 21211230702 | | 12/23/2015 | \$ 29.97 | \$ 29.97 |
| 001-110-5-320-00 TECH & OUTSIDE SVCS | | | | | | | |
| CDD LLC | | SHREDDING SERVICES- 2 MO | 9111078895 | 66845 | 11/25/2015 | \$ 60.12 | \$ - |
| CDD LLC | | SHREDDING SERVICES | 9111095737 | 66879 | 1/6/2016 | \$ 32.67 | \$ - |
| CLEAN THE UNIFORM CO HIGHLAND | | RUG SERVICE | 31769016 | 66850 | 12/1/2015 | \$ 160.52 | \$ - |
| CLEAN THE UNIFORM CO HIGHLAND | | RUG SERVICE | 31776753 | 66868 | 1/7/2016 | \$ 80.26 | \$ - |
| RANDY RANDOLPH | | WEBSITE REDESIGN | 15 | 66985 | 1/26/2016 | \$ 500.00 | \$ 500.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | CLEAN UNIFORM COMPANY | RUG SERVICE | 61753 | | 12/31/2015 | \$ 80.26 | \$ 80.26 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | CLEAN UNIFORM COMPANY | RUG SERVICE | 65537 | | 1/14/2016 | \$ 80.26 | \$ 80.26 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | TLO TRANSUNION | INVESTIGATIONS SERVICE | 221234 1/16 | | 1/1/2016 | \$ 112.50 | \$ 112.50 |
| 001-110-5-326-00 UNIFORM CLEANING | | | | | | | |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | PREMIUM CLEANERS | DRYCLEANING FOR DECEMB | 1/14/2016 | | 1/14/2016 | \$ 484.98 | \$ 484.98 |
| 001-110-5-401-00 POSTAGE | | | | | | | |
| RESERVE ACCOUNT | | POSTAGE | 2977612/ | 66885 | 1/12/2016 | \$ 1,000.00 | \$ 1,000.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | USPS | MAIL BACK L3 FOR REPAIR | 622089998 | | 12/15/2015 | \$ 12.35 | \$ 12.35 |
| 001-110-5-425-00 UNIFORM PURCHASE | | | | | | | |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|--|----------------------|---------------------------|-----------------------|--------------|---------------------|-----------------------|----------------------|
| HEROS IN STYLE | | UNIFORM ITEMS | 145370 | 66831 | 12/30/2015 | \$ 370.98 | \$ - |
| HEROS IN STYLE | | UNIFORM PANTS (2) | 145369 | 66835 | 12/30/2015 | \$ 163.98 | \$ - |
| HEROS IN STYLE | | CPA BOOTS | 145056 | 66870 | 12/17/2015 | \$ 104.99 | \$ - |
| HEROS IN STYLE | | BADGE EMBROIDERY | 144954 | 66871 | 12/16/2015 | \$ 9.50 | \$ - |
| HEROS IN STYLE | | MAG POUCH AND RADIO HC | 145974 | 67057 | 1/19/2016 | \$ 72.85 | \$ - |
| HEROS IN STYLE | | (3) SWEATERS | 145973 | 67058 | 1/19/2016 | \$ 412.85 | \$ - |
| HEROS IN STYLE | | UNIFORM FOR NEW-HIRE CF | 145909 | 67059 | 1/15/2016 | \$ 297.68 | \$ - |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | HEROS N STYLE | UNIFORMS | 144950 | | 12/16/2015 | \$ 19.98 | \$ 19.98 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | HEROS N STYLE | UNIFORMS | 145547 | | 1/6/2016 | \$ 312.96 | \$ 312.96 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | HEROS N STYLE | UNIFORMS FOR NEW HIRE P | 145806 | | 1/13/2016 | \$ 1,082.03 | \$ 1,082.03 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | HEROS N STYLE | UNIFORM FOR NEW HIRE PA | 145808 | | 1/13/2016 | \$ 948.79 | \$ 948.79 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | HEROS N STYLE | CPA UNIFORMS | 145814 | | 1/13/2016 | \$ 179.94 | \$ 179.94 |
| 001-110-5-426-00 SUBSCRIPTIONS-BOOKS | | | | | | | |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | HERALD PUBLICATIONS | FH TRIBUNE YEARLY SUBSCR | 1 | | 1/7/2016 | \$ 27.00 | \$ 27.00 |
| 001-110-5-450-00 MAINTENANCE TO EQUIP | | | | | | | |
| RON WHITESIDE COMMUNICATIONS | | REPAIRS TO F5 AND F14 | 27677 | 66837 | 12/26/2015 | \$ 217.50 | \$ - |
| RON WHITESIDE COMMUNICATIONS | | (10) PORTABLE RADIO BATTE | 27571 | 66838 | 12/26/2015 | \$ 600.00 | \$ - |
| 001-110-5-470-00 MINOR EQUIPMENT | | | | | | | |
| L3 COMMUNICATIONS MOBILE | | CAR VIDEO CAMERA | 0232863-IN | 66874 | 11/12/2015 | \$ 709.00 | \$ 709.00 |
| 001-110-5-480-00 SUPPLIES | | | | | | | |
| OTTO ENGINEERING | | (5) EARPIECES WITH TUBES | 898969 | 67054 | 1/19/2016 | \$ 204.07 | \$ - |
| TASER INTERNATIONAL INC | | (10) TASER BATTERY PACKS | S11423396 | 66833 | 12/29/2015 | \$ 432.46 | \$ - |
| WATSON'S OFFICE CITY | | DVD'S, DESK CALENDARS, PA | 11567-1 | 66842 | 12/16/2015 | \$ 275.29 | \$ - |
| WEISENBORN RYAN | | Reimbursement | 1/4/2016 | 66836 | 1/4/2016 | \$ 13.53 | \$ 13.53 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | CDW GOVERNMENT | THERMAL PAPER | FS89138 | | 12/22/2015 | \$ 95.70 | \$ 95.70 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | SAM'S | OFFCE SUPPLIES | 7.51308E+11 | | 12/30/2015 | \$ 39.46 | \$ 39.46 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | VISATPRINT | STOP CARD STAMP | 8WJV5-N3A96-0R6 | | 12/30/2015 | \$ 74.61 | \$ 74.61 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | WWW.NEWEGG.COM | DISPATCH HEADSET | 253559796 | | 1/11/2016 | \$ 74.99 | \$ 74.99 |
| Total POLICE DEPARTMENT: | | | | | | \$ 167,926.12 | \$ 160,101.98 |
| ADMINISTRATION | | | | | | | |
| 001-115-5-112-00 HEALTH & LIFE INS | | | | | | | |
| GUARDIAN LIFE INSURANCE CO | | Administration | 1/1/2016 | 66830 | 1/1/2016 | \$ 454.12 | \$ 454.12 |
| GUARDIAN LIFE INSURANCE CO | | Administration | 1/28/2016 | 67072 | 1/28/2016 | \$ 454.12 | \$ 454.12 |
| UNITED HEALTHCARE INS CO | | Administration | 39376389 | 66829 | 12/12/2015 | \$ 5,953.53 | \$ 5,953.53 |
| UNITED HEALTHCARE INS CO | | Administration | 1/28/2016 | 67071 | 1/28/2016 | \$ 5,953.53 | \$ 5,953.53 |
| 001-115-5-207-00 TRAVEL & MEETING EXP | | | | | | | |
| MALLOY MIKE | | Reimbursement - ReCon Las | 1/5/2016 | 66856 | 1/6/2016 | \$ 413.96 | \$ 413.96 |
| MALLOY MIKE | | Reimbursement - Chamber N | 1/25/2016 | 66952 | 1/25/2016 | \$ 17.00 | \$ 17.00 |
| 001-115-5-220-00 BONDS, NOTARY FEES | | | | | | | |
| SECRETARY OF STATE | | NOTARY FEE | 1/4/2016 | 66832 | 1/4/2016 | \$ 10.00 | \$ 10.00 |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|---|------------------------|--|-----------------------|--------------|---------------------|-----------------------|--------------------|
| 001-115-5-302-00 PUBLIC RELATIONS | | | | | | | |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | OLD TIME POTTERY | APRONS FOR CHRISTMAS LU | 201956 | | 12/15/2015 | \$ 35.96 | \$ 35.96 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | SCHNUCKS | COOKIES AND SODA FOR LUI | 84152 | | 12/16/2015 | \$ 43.63 | \$ 43.63 |
| 001-115-5-304-00 EQUIPMENT RENTAL | | | | | | | |
| AMERICOM IMAGING SYSTEMS INC | | Contract charge 1/17/16-4/1 | 186085 | 66893 | 1/12/2016 | \$ 855.00 | \$ 855.00 |
| US BANCORP EQUIP FINANCE | | Contract payment 12/23/15- | 294872684 | 66851 | 1/4/2016 | \$ 42.44 | \$ 42.44 |
| US BANCORP EQUIP FINANCE | | Contract payment | 296226384 | 66939 | 1/17/2016 | \$ 1,040.52 | \$ 1,040.52 |
| 001-115-5-306-00 TELEPHONE UTILITY | | | | | | | |
| AT&T | | SERVICE - 618 398-5723 157 | 6.18399E+11 | 66887 | 1/12/2016 | \$ 362.15 | \$ 362.15 |
| AT&T | | SERVICE - 618 397 0616 918 | 1/19/2016 | 66920 | 1/19/2016 | \$ 328.95 | \$ 328.95 |
| GREATAMERICA LEASING CORP | | INTERTEL PHONE SYSTEM | 18083755 | 66849 | 12/31/2015 | \$ 2,312.82 | \$ 2,312.82 |
| VERIZON WIRELESS | | SERVICE | 9756631089 | 66732 | 12/18/2015 | \$ 1,883.52 | \$ 1,883.52 |
| VERIZON WIRELESS | | SERVICE - Ipads | 9756631090 | 66736 | 12/18/2015 | \$ 120.18 | \$ 120.18 |
| VERIZON WIRELESS | | SERVICE - Ipads | 9756631091 | 66737 | 12/18/2015 | \$ 120.18 | \$ 120.18 |
| VERIZON WIRELESS | | SERVICE | 9758272914 | 66911 | 1/19/2016 | \$ 1,060.86 | \$ 1,060.86 |
| VERIZON WIRELESS | | SERVICE - Ipads | 9758272916 | 66913 | 1/19/2016 | \$ 120.18 | \$ 120.18 |
| VERIZON WIRELESS | | SERVICE - Ipads | 9758272915 | 66915 | 1/19/2016 | \$ 120.18 | \$ 120.18 |
| VERIZON WIRELESS | | SERVICE | 9758918815 | 66953 | 1/26/2016 | \$ 1,443.99 | \$ 1,443.99 |
| 001-115-5-320-00 TECH & OUTSIDE SVCS | | | | | | | |
| CDD LLC | | Shredding Services up to 12/ | 8001511485 | 66894 | 12/31/2015 | \$ 80.25 | \$ - |
| CDD LLC | | Charges up to 6/30/15 | 8001500294 | 66921 | 6/30/2015 | \$ 26.75 | \$ 26.75 |
| CDD LLC | | Charges up to 7/31/15 | 8001500295 | 66922 | 7/31/2015 | \$ 112.20 | \$ 112.20 |
| CDD LLC | | Service up to 9/30/15 | 8402394335 | 66940 | 8/31/2015 | \$ 60.30 | \$ 60.30 |
| CDS LEASING | | Scanning software 1/15/16-2 | 48471768 | 66905 | 1/2/2016 | \$ 1,270.17 | \$ 1,270.17 |
| CHARTER COMMUNICATIONS | | Cable | 8.34578E+15 | 66941 | 1/14/2016 | \$ 87.75 | \$ 87.75 |
| COMPUTYPE | | Economic Development Wel | 402591 | 66846 | 1/4/2016 | \$ 20.00 | \$ - |
| COMPUTYPE | | COFH Website Hosting | 402591 | 66846 | 1/4/2016 | \$ 120.00 | \$ - |
| COMPUTYPE | | Add 2016 text boxes to web: | 403037 | 66927 | 1/20/2016 | \$ 37.50 | \$ - |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | | CABLE | 8.34578E+14 | | 1/12/2016 | \$ 95.00 | \$ 95.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | CHARTER COMMUNICATIONS | CABLE | 8.34578E+17 | | 12/17/2015 | \$ 190.00 | \$ 190.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | CHARTER COMMUNICATIONS | CABLE | 2975 | | 12/17/2015 | \$ 73.93 | \$ 73.93 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | CHARTER COMMUNICATIONS | CABLE | 8.34572E+14 | | 12/28/2015 | \$ 73.93 | \$ 73.93 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | CTC CONSTANT CONTACT | SURVEYS | 12/16/2015 | | 12/16/2015 | \$ 15.94 | \$ 15.94 |
| 001-115-5-438-00 COMPUTERS | | | | | | | |
| AMERICOM IMAGING SYSTEMS INC | | toner | 185715 | 66865 | 1/6/2015 | \$ 59.00 | \$ - |
| AMERICOM IMAGING SYSTEMS INC | | toner | 187027 | 66944 | 1/22/2016 | \$ 59.95 | \$ - |
| WATSON'S OFFICE CITY | | DVD'S | 102041 | 66892 | 9/21/2015 | \$ 43.78 | \$ 43.78 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | AMAZON | RECEIPT PRINTER- CLERCK'S 03-9402550-3482619 | | | 12/17/2015 | \$ 311.16 | \$ 311.16 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | BEST BUY | MONITOR STAND\ | 7.75209E+11 | | 12/17/2015 | \$ 389.97 | \$ 389.97 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | JAMF SOFTWARE | SOFTWARE | 100001966 | | 12/15/2015 | \$ 8.00 | \$ 8.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | MICROSOFT | MICROSOFT SUBSCRIPTION | 12/26/2015 | | 12/16/2015 | \$ 1.99 | \$ 1.99 |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|--|-------------------------|---|-----------------------|--------------|---------------------|-----------------------|--------------------|
| WRIGHT EXPRESS FINANCIAL SVCS CORP | Paypal | COMPUTER STANDS | 111+63997019 | | 2/17/2015 | \$ 287.94 | \$ 287.94 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | Paypal | ZIP FILE | 84779957 | | 12/22/2015 | \$ 33.35 | \$ 33.35 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | Paypal | ANTENNA | 13589097 | | 12/28/2015 | \$ 21.98 | \$ 21.98 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | SWANSEA ELECTRIC SU | COMMERICAL GARAGE DOO | 13547 | | 12/29/2015 | \$ 154.22 | \$ 154.22 |
| 001-115-5-438-50 IT HARDWARE | | | | | | | |
| INTERFACE SECURITY SYSTEMS LLC | | MAINTENANCE FEE 2/1/16-4 | 18233939 | 66942 | 1/22/2016 | \$ 1,863.42 | \$ - |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | AMAZON | ROLLER KIT FOR 2 SCANNERS:038605050-7693037 | | | 12/26/2015 | \$ 99.12 | \$ 99.12 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | BEST BUY | MONITOR | 7.75209E+11 | | 12/17/2015 | \$ 389.97 | \$ 389.97 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | Paypal | MONITOR STAND | 1.21757E+11 | | 12/29/2015 | \$ 347.94 | \$ 347.94 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | Paypal | SERVERS | RX22141AU693203L | | 1/6/2016 | \$ 170.00 | \$ 170.00 |
| 001-115-5-480-00 SUPPLIES | | | | | | | |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | OFFICE DEPOT | INK | 750528 | | 12/15/2015 | \$ 80.22 | \$ 80.22 |
| Total ADMINISTRATION: | | | | | | \$ 29,732.55 | \$ 27,492.43 |
| PW ENGINEERING | | | | | | | |
| 001-120-5-112-00 HEALTH & LIFE INS | | | | | | | |
| GUARDIAN LIFE INSURANCE CO | | PW Engineering | 1/1/2016 | 66830 | 1/1/2016 | \$ 1,352.09 | \$ 1,352.09 |
| GUARDIAN LIFE INSURANCE CO | | PW Engineering | 1/28/2016 | 67072 | 1/28/2016 | \$ 1,352.09 | \$ 1,352.09 |
| UNITED HEALTHCARE INS CO | | PW Engineering | 39376389 | 66829 | 12/12/2015 | \$ 18,044.52 | \$ 18,044.52 |
| UNITED HEALTHCARE INS CO | | PW Engineering | 1/28/2016 | 67071 | 1/28/2016 | \$ 17,334.80 | \$ 17,334.80 |
| 001-120-5-202-00 SURVEY & ENGINEER FEES | | | | | | | |
| OATES ASSOCIATES | | MARKET PLACE TRAFFIC COL | 27570 | 67062 | 1/27/2016 | \$ 927.50 | \$ - |
| 001-120-5-225-00 MEMBERSHIP DUES | | | | | | | |
| APWA | | APWA NATIONAL MEMBERS | 9580 | 67064 | 1/12/2016 | \$ 465.00 | \$ - |
| 001-120-5-304-00 EQUIPMENT RENTAL | | | | | | | |
| JOHNNY ON THE SPOT | | PORTABLE TOILET RENTAL | 0347-000185901 | 67023 | 12/31/2015 | \$ 100.00 | \$ 100.00 |
| 001-120-5-320-00 TECH & OUTSIDE SVCS | | | | | | | |
| JULIE INC | | 2016 ANNUAL ASSESSMENT | 2016-0596 | 67021 | 1/11/2016 | \$ 3,128.18 | \$ - |
| MEURER BROTHERS INC | | TREE REMOVAL, 8904 PLEAS | 71349 | 67020 | 10/12/2015 | \$ 2,700.00 | \$ - |
| REPUBLIC SERVICES | | 2 - 40 YD DUMPSTERS, DUM | 0350-003081233 | 67022 | 12/31/2015 | \$ 730.35 | \$ 730.35 |
| 001-120-5-470-00 MINOR EQUIPMENT | | | | | | | |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | SWANSEA RURAL KING | ASPHALT SHOVELS | 16 | | 12/18/2015 | \$ 115.96 | \$ 115.96 |
| 001-120-5-480-00 SUPPLIES | | | | | | | |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | METRO LOCK AND SECURITY | KEYS | 39516 | | 12/22/2015 | \$ 10.00 | \$ 10.00 |
| Total PW ENGINEERING: | | | | | | \$ 46,260.49 | \$ 39,039.81 |
| PW VEHICLE MAINTENANCE | | | | | | | |
| 001-130-5-112-00 HEALTH & LIFE INS | | | | | | | |
| GUARDIAN LIFE INSURANCE CO | | Vehicle Maintenance | 1/1/2016 | 66830 | 1/1/2016 | \$ 392.49 | \$ 392.49 |
| GUARDIAN LIFE INSURANCE CO | | Vehicle Maintenance | 1/28/2016 | 67072 | 1/28/2016 | \$ 392.49 | \$ 392.49 |
| UNITED HEALTHCARE INS CO | | Vehicle Maintenance | 39376389 | 66829 | 12/12/2015 | \$ 4,468.39 | \$ 4,468.39 |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|--|----------------------|-----------------------------|-----------------------|--------------|---------------------|-----------------------|--------------------|
| UNITED HEALTHCARE INS CO | | Vehicle Maintenance | 1/28/2016 | 67071 | 1/28/2016 | \$ 4,468.39 | \$ 4,468.39 |
| 001-130-5-204-00 EDUCATIONAL EXPENSE | | | | | | | |
| SNAPCO AUTO PARTS | | 1/2 PAYMENT CAR QUEST TE | 6195-79430 | 67010 | 1/7/2016 | \$ 594.00 | \$ - |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | Paypal | OPERATOR TRAINING CLASS | 1/7/2016 | | 1/7/2016 | \$ 250.00 | \$ 250.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | Paypal | OPERATOR TRAINING CLASS | 1/7/16. | | 1/7/2016 | \$ 250.00 | \$ 250.00 |
| 001-130-5-225-00 MEMBERSHIP DUES | | | | | | | |
| APWA | | APWA NATIONAL MEMBERS | 9580 | 67065 | 1/12/2016 | \$ 155.00 | \$ - |
| 001-130-5-320-00 TECH & OUTSIDE SVCS | | | | | | | |
| AMERICAN TEST CENTER | | ANNUAL SAFETY INSPECTION | 2160134 | 67006 | 1/15/2016 | \$ 440.00 | \$ - |
| SAFETY KLEEN | | NEW SOLVENT & DISPOSAL C | 69149275 | 67011 | 1/26/2016 | \$ 345.69 | \$ - |
| 001-130-5-327-00 UNIFORM RENTAL | | | | | | | |
| ARAMARK UNIFORM SERVICES | | UNIFORMS, VM | 452-0618836 | 67003 | 1/5/2016 | \$ 69.71 | \$ - |
| ARAMARK UNIFORM SERVICES | | UNIFORMS, VM | 452-0669041 | 67007 | 1/19/2016 | \$ 69.71 | \$ - |
| ARAMARK UNIFORM SERVICES | | UNIFORMS, VM | 452-0643976 | 67008 | 1/12/2016 | \$ 69.71 | \$ - |
| ARAMARK UNIFORM SERVICES | | UNIFORMS, VM | 452-0694122 | 67013 | 1/26/2016 | \$ 69.71 | \$ - |
| 001-130-5-410-00 VEHICLE OP COSTS | | | | | | | |
| HERITAGE PETROLEUM LLC | | 6819 GAL UNLEADED GAS @ | 56379 | 66947 | 1/18/2016 | \$ 9,339.99 | \$ 9,339.99 |
| KOETTING FORD INC | | IDLER PULLEY, F-2 PKS | 5017838 | 67015 | 1/26/2016 | \$ 23.93 | \$ - |
| ST CLAIR SERVICE CO | | VEHICLE FUEL | 10636 | 66891 | 1/6/2016 | \$ 1,056.47 | \$ 1,056.47 |
| ST CLAIR SERVICE CO | | 550 GAL DIESEL FOR GENERA | 10743 | 66945 | 1/21/2016 | \$ 658.84 | \$ 658.84 |
| ST CLAIR SERVICE CO | | 176 GAL OFF RD DIESEL @ \$: | 10735 | 66946 | 1/21/2016 | \$ 1,370.05 | \$ 1,370.05 |
| 001-130-5-425-00 UNIFORM PURCHASE | | | | | | | |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | AMERICAN WORKER | COAT, HOGG | 9 | | 12/14/2015 | \$ 80.00 | \$ 80.00 |
| 001-130-5-452-00 MAINTENANCE TO ROLLING STOCK | | | | | | | |
| DAVE SCHMIDT TRUCK SERV | | EMISSION LIGHT REPROGRAI | 80519 | 67100 | 1/19/2016 | \$ 553.57 | \$ - |
| DOBBS AUTO CENTERS INC | | ALIGNMENT, F-29 PD | 291113 | 67002 | 1/22/2016 | \$ 79.95 | \$ - |
| DOBBS AUTO CENTERS INC | | ALIGNMENT & BALANCE FRT | 291246 | 67090 | 1/27/2016 | \$ 95.85 | \$ - |
| PERFECT FINISH INC | | REPAIR RIGHT DOOR, F-11 PI | 15820 | 67103 | 12/18/2015 | \$ 2,158.81 | \$ - |
| RANDY FOSTER TRANSMISSION | | NEW PUMP, F-38 PD | 6771 | 66857 | 12/30/2015 | \$ 200.00 | \$ - |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | PP CROMOBILELOC | 2 SMART KEYS | 30718 | | 1/12/2016 | \$ 320.00 | \$ 320.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | STARTER AND ALT TECH | REBUILD STARTER | 122815 | | 12/28/2015 | \$ 210.00 | \$ 210.00 |
| 001-130-5-470-00 MINOR EQUIPMENT | | | | | | | |
| MITCHELL 1 | | 2015 HD TRUCK UPDATE MIT | 3976273 | 67009 | 12/30/2015 | \$ 649.45 | \$ - |
| SNAPCO AUTO PARTS | | BATTERY PACK FOR SERVICE | 6195-79594 | 67004 | 1/14/2016 | \$ 299.99 | \$ - |
| SNAPCO AUTO PARTS | | 2 RETRACTABLE SHOP LIGHT | 6195-79558 | 67005 | 1/13/2016 | \$ 319.90 | \$ - |
| 001-130-5-480-00 SUPPLIES | | | | | | | |
| AL S AUTOMOTIVE SUPPLY INC | | BELT TENSIONER, F-16 PD | 05GT1922 | 66981 | 1/14/2016 | \$ 32.18 | \$ - |
| AL S AUTOMOTIVE SUPPLY INC | | FRT/WHEEL BEARING, F-29 P | 05GU0191 | 66986 | 1/22/2016 | \$ 147.98 | \$ - |
| AL S AUTOMOTIVE SUPPLY INC | | MOTOR MOUNT, F-15 PD | 05GS8880 | 66994 | 1/12/2016 | \$ 83.85 | \$ - |
| AL S AUTOMOTIVE SUPPLY INC | | REAR PADS STOCK, 2014 CAF | 05GS8880 | 66994 | 1/12/2016 | \$ 29.95 | \$ - |
| AL S AUTOMOTIVE SUPPLY INC | | CREDIT | 05GS8880 | 66994 | 1/12/2016 | \$ (52.07) | \$ - |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|--------------------------------------|------------------------|--------------------------------|-----------------------|--------------|---------------------|-----------------------|---------------------|
| AL S AUTOMOTIVE SUPPLY INC | | BELTS, F-2 PKS | 05GU5137 | 67094 | 1/27/2016 | \$ 61.57 | \$ - |
| AL S AUTOMOTIVE SUPPLY INC | | AIR FILTER, E-33 PW | 05GU7370 | 67099 | 1/29/2016 | \$ 70.85 | \$ - |
| BOBCAT OF ST LOUIS | | HYDL COUPLER, HI FLOW, PE | P24818 | 66999 | 1/8/2016 | \$ 152.20 | \$ - |
| CASSENS & SONS INC | | BRAKE BOOSTER & VALVE, F- | 16998 | 66987 | 1/22/2016 | \$ 161.89 | \$ - |
| CASSENS & SONS INC | | HEATER HOSES, F-20, F-33 PI | 16976 | 66989 | 1/20/2016 | \$ 166.94 | \$ - |
| CINTAS FIRST AID & SAFETY | | REPLENISH MEDICINE CABIN | 8402547530 | 66993 | 12/31/2015 | \$ 62.30 | \$ - |
| DAVE SCHMIDT TRUCK SERV | | STARTER, F-1 PW | 43517 | 66984 | 1/21/2016 | \$ 264.66 | \$ - |
| DOBBS AUTO CENTERS INC | | TIRES, F-6 PD, F-9 PD, F-22 PI | 291207 | 67014 | 1/26/2016 | \$ 990.72 | \$ - |
| ED ROEHR SAFETY PRODUCTS | | LIGHT BAR, F-5 PKS | 442535 | 66988 | 1/16/2016 | \$ 283.43 | \$ - |
| ERB EQUIPMENT | | GASKET, PW SAW | 344110 | 67091 | 1/27/2016 | \$ 13.49 | \$ - |
| FACTORY MOTOR PARTS CO | | ALTERNATOR, F-16 PD | 60-216647 | 66980 | 1/14/2016 | \$ 458.44 | \$ - |
| FACTORY MOTOR PARTS CO | | CORE CREDIT | 60-216647 | 66980 | 1/14/2016 | \$ (75.00) | \$ - |
| FASTENAL COMPANY | | CLIPS & SCREWS, E-33 PW SV | 71272 | 67089 | 1/28/2016 | \$ 24.74 | \$ - |
| FROESEL TIRE | | 4 TIRES, F-33 PD | 536986 | 66995 | 1/12/2016 | \$ 520.00 | \$ - |
| INTERSTATE BATTERY | | BATTERIES, 2 F-1 PW; 1 F-15 | 20122266 | 66978 | 1/20/2016 | \$ 340.85 | \$ - |
| JACK SCHMITT CHEVROLET | | OIL FOR NEW CHEV CAPRICE | 459281 | 67012 | 1/26/2016 | \$ 158.76 | \$ - |
| JOHN FABICK TRACTOR CO | | FILTERS FOR NEW CAT LOAD | PIFE1303914 | 66983 | 1/20/2016 | \$ 217.18 | \$ - |
| KOETTING FORD INC | | FLOOR MATS, F-7, F-9 PD; 4 | 5017644 | 66997 | 1/7/2016 | \$ 201.70 | \$ - |
| KOETTING FORD INC | | FLOOR MATS, F-7, F-9 PD | 5017644 | 66997 | 1/7/2016 | \$ 142.50 | \$ - |
| KOETTING FORD INC | | CREDIT FOR WRONG MATS | 5017644 | 66997 | 1/7/2016 | \$ (142.50) | \$ - |
| KOETTING FORD INC | | EGR VALVE, F-17 PD | 5017819 | 67000 | 1/25/2016 | \$ 212.64 | \$ - |
| NEUMAYER EQUIPMENT CO | | EMERGENCY STOP SWITCH, I | 0533100-IN | 66991 | 12/31/2015 | \$ 318.19 | \$ - |
| O'REILLY AUTOMOTIVE INC | | BATTERY, F-15 PD | 0871-321525 | 66979 | 1/19/2016 | \$ 86.69 | \$ - |
| PAVING MAINTENANCE SUPPLY INC | | ELECTRIC WAND & 15' HOSE | 101878512 | 66977 | 1/15/2016 | \$ 3,080.00 | \$ - |
| RED BUD OIL COMPANY | | 1 DRUM 10W 30 OIL | 126875 | 66996 | 1/5/2016 | \$ 370.07 | \$ - |
| SNAPCO AUTO PARTS | | PARTS | 6195-79248 | 66858 | 12/30/2015 | \$ 112.16 | \$ - |
| SNAPCO AUTO PARTS | | PARTS | 6195-79717 | 66990 | 1/20/2016 | \$ 157.98 | \$ - |
| SNAPCO AUTO PARTS | | PARTS | 6195-79577 | 66992 | 1/13/2016 | \$ 381.62 | \$ - |
| SNAPCO AUTO PARTS | | PARTS | 6195-79396 | 66998 | 1/6/2016 | \$ 378.38 | \$ - |
| STEPHEN A. MENKHAUS | | CLEANING SUPPLY FOR SHOF | 10719 | 67001 | 1/6/2016 | \$ 338.40 | \$ - |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | BSC BRIGGS&STRATTONCOR | PSI WASHER PUMP | 4875361 | | 12/21/2015 | \$ 158.41 | \$ 158.41 |
| Total PW VEHICLE MAINTENANCE: | | | | | | \$ 39,363.24 | \$ 23,415.52 |

PARKS DEPARTMENT

001-140-5-112-00 HEALTH & LIFE INS

| | | | | | | | |
|----------------------------|--|----------------------|-----------|-------|------------|--------------|--------------|
| GUARDIAN LIFE INSURANCE CO | | Parks and Recreation | 1/1/2016 | 66830 | 1/1/2016 | \$ 1,009.96 | \$ 1,009.96 |
| GUARDIAN LIFE INSURANCE CO | | Parks and Recreation | 1/28/2016 | 67072 | 1/28/2016 | \$ 1,009.96 | \$ 1,009.96 |
| UNITED HEALTHCARE INS CO | | Parks and Recreation | 39376389 | 66829 | 12/12/2015 | \$ 13,405.21 | \$ 13,405.21 |
| UNITED HEALTHCARE INS CO | | Parks and Recreation | 1/28/2016 | 67071 | 1/28/2016 | \$ 13,405.21 | \$ 13,405.21 |

001-140-5-302-00 PUBLIC RELATIONS

| | | | | | | | |
|----------------------------|--|---------------------------|-------|-------|----------|-----------|-----------|
| YMCA - DOWNTOWN BELLEVILLE | | SENIOR SWIM - JANUARY, 20 | 20161 | 66910 | 1/5/2016 | \$ 400.00 | \$ 400.00 |
|----------------------------|--|---------------------------|-------|-------|----------|-----------|-----------|

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|---|-------------------------|-----------------------------|-----------------------|--------------|---------------------|-----------------------|---------------------|
| 001-140-5-305-00 ELECTRIC UTILITY | | | | | | | |
| AMEREN ILLINOIS | | 98 LONGACRE DR | 23782-10111 1/16 | 66860 | 1/6/2016 | \$ 174.18 | \$ 174.18 |
| AMEREN ILLINOIS | | 521 S RUBY LANE | 12430-68030 1/16 | 66917 | 1/19/2016 | \$ 117.11 | \$ 117.11 |
| 001-140-5-307-00 SEWER UTILITY | | | | | | | |
| CASEYVILLE TOWNSHIP SEWER | | 525 S RUBY (MIRACLE LEAGU | 200231500 1/16 | 66859 | 1/6/2016 | \$ 42.00 | \$ 42.00 |
| CASEYVILLE TOWNSHIP SEWER | | 9800 OLD LINCOLN TRAIL AC | 401033000 1/16 | 66916 | 1/19/2016 | \$ 42.00 | \$ 42.00 |
| CASEYVILLE TOWNSHIP SEWER | | 4 S RUBY LANE (EVERETT MC | 401131000 1/16 | 66963 | 1/26/2016 | \$ 44.40 | \$ 44.40 |
| 001-140-5-308-00 WATER UTILITY | | | | | | | |
| O'FALLON WATER & SEWER DEPT | | LONGACRE PARK - RUBY LAN | 8699 1/16 | 66959 | 1/26/2016 | \$ 415.03 | \$ 415.03 |
| 001-140-5-309-00 SANITATION SERVICE | | | | | | | |
| REPUBLIC SERVICES | | PLEASANT RIDGE PARK | 0350-003077427 | 66852 | 12/20/2015 | \$ 71.40 | \$ 71.40 |
| REPUBLIC SERVICES | | 425 RUBY LANE | 0350-003077424 | 66853 | 12/20/2015 | \$ 148.84 | \$ 148.84 |
| REPUBLIC SERVICES | | 10025 BUNKUM ROAD | 0350-003077420 | 66854 | 12/20/2015 | \$ 126.79 | \$ 126.79 |
| STERICYCLE INC | | Steri-Safe Economy - Monthl | 4006069084 | 66958 | 2/1/2016 | \$ 356.48 | \$ - |
| 001-140-5-320-00 TECH & OUTSIDE SVCS | | | | | | | |
| ACTIVE NETWORK LLC | | ELECTRONIC SIGNATURE PAI | 11074120 | 66918 | 12/30/2015 | \$ 1,112.96 | \$ - |
| ACTIVE NETWORK LLC | | ANNUAL TRANSACTION MIN | 1000107412 | 66919 | 12/18/2015 | \$ 329.15 | \$ - |
| BROADCAST MUSIC INC | | MUSIC LICENSE | 2392538 | 66912 | 1/2/2016 | \$ 336.00 | \$ 336.00 |
| 001-140-5-480-00 SUPPLIES | | | | | | | |
| DUTCH HOLLOW SUPPLY INC | | A - 2CS BATH TISSUE | 195211 | 66855 | 12/22/2015 | \$ 92.72 | \$ - |
| SHERWIN-WILLIAMS PAINTS | | A - SCRAPERS - PARK ANNEX | 4471-4 | 66960 | 1/12/2016 | \$ 15.79 | \$ - |
| SNAPCO AUTO PARTS | | A - SUPPLIES FOR RENOVATI | 6195-79567 | 66962 | 1/13/2016 | \$ 172.08 | \$ - |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LIESE LUMBER | LUMBER TO REBUILD RULES | 426577 | | 12/21/2015 | \$ 276.00 | \$ 276.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LIESE LUMBER | SIDING FOR OLT RULES SIGN | 426385 | | 1/14/2016 | \$ 59.40 | \$ 59.40 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | SUPPLIES | 87799866 | | 12/22/2015 | \$ 410.98 | \$ 410.98 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | DECORATIONS STOREGE | 87578996 | | 12/31/2015 | \$ 70.12 | \$ 70.12 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | SCREWS | 67484665 | | 12/30/2015 | \$ 44.42 | \$ 44.42 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | PAINT AND SUPPLIES | 41545964 | | 1/11/2016 | \$ 281.86 | \$ 281.86 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | BOLTS, LIGHT BULBS, DRILL E | 67196997 | | 12/15/2015 | \$ 59.93 | \$ 59.93 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | PAINT | 6189964 | | 12/15/2015 | \$ 196.07 | \$ 196.07 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | CHRISTMAS STORAGE | 67190489 | | 12/15/2015 | \$ 59.80 | \$ 59.80 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | LATCHES | 6456624 | | 12/18/2015 | \$ 11.82 | \$ 11.82 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | DRILL BIT | 6715960 | | 12/21/2015 | \$ 26.22 | \$ 26.22 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | CLEANER FOR CEDAR SIDING | 6807929 | | 12/22/2015 | \$ 31.96 | \$ 31.96 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | PAINT SUPPLIES | 6895476 | | 12/23/2015 | \$ 110.58 | \$ 110.58 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | STORAGE | 6924815 | | 1/4/2016 | \$ 21.98 | \$ 21.98 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | PLYWOOD FOR SIGN | 87612015 | | 1/12/2016 | \$ 19.15 | \$ 19.15 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | METRO LOCK AND SECURITY | KEY COPIES | 2 | | 12/17/2015 | \$ 22.00 | \$ 22.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | TMS SIGN A RAMA | RULES SIGN | 5159 | | 1/8/2016 | \$ 70.00 | \$ 70.00 |
| Total PARKS DEPARTMENT: | | | | | | \$ 34,599.56 | \$ 32,520.38 |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|---|-----------------------|-----------------------------|-----------------------|--------------|---------------------|-----------------------|---------------------|
| PW MUNICIPAL COMPLEX | | | | | | | |
| 001-150-5-112-00 HEALTH & LIFE INS | | | | | | | |
| GUARDIAN LIFE INSURANCE CO | | Municipal Complex | 1/1/2016 | 66830 | 1/1/2016 | \$ 386.65 | \$ 386.65 |
| GUARDIAN LIFE INSURANCE CO | | Municipal Complex | 1/28/2016 | 67072 | 1/28/2016 | \$ 386.65 | \$ 386.65 |
| UNITED HEALTHCARE INS CO | | Municipal Complex | 39376389 | 66829 | 12/12/2015 | \$ 5,059.80 | \$ 5,059.80 |
| UNITED HEALTHCARE INS CO | | Municipal Complex | 1/28/2016 | 67071 | 1/28/2016 | \$ 5,059.80 | \$ 5,059.80 |
| 001-150-5-307-00 SEWER UTILITY | | | | | | | |
| CASEYVILLE TOWNSHIP SEWER | | ACCT NO 040 11350 00, GRG | 101135000 1/16 | 66968 | 1/26/2016 | \$ 71.40 | \$ 71.40 |
| CASEYVILLE TOWNSHIP SEWER | | ACCT NO 040 10151 00, CH2 | 401015100 1/16 | 66969 | 1/26/2016 | \$ 42.00 | \$ 42.00 |
| CASEYVILLE TOWNSHIP SEWER | | ACCT NO 040 10140 00, PD, : | 40101400 | 66970 | 1/26/2016 | \$ 85.80 | \$ 85.80 |
| CASEYVILLE TOWNSHIP SEWER | | ACCT NO 040 10150 00, CH, : | 40101500 1/16 | 66971 | 1/26/2016 | \$ 160.80 | \$ 160.80 |
| 001-150-5-308-00 WATER UTILITY | | | | | | | |
| O'FALLON WATER & SEWER DEPT | | ACCT NO 14301 18802, CH, 1 | 14301 1/16 | 66966 | 1/26/2016 | \$ 854.82 | \$ 854.82 |
| O'FALLON WATER & SEWER DEPT | | ACCT NO 14834 18802, PD, 1 | 14834 1/16 | 66967 | 1/26/2016 | \$ 429.32 | \$ 429.32 |
| O'FALLON WATER & SEWER DEPT | | ACCT NO 8695 18802, GRG, : | 8695 1/16 | 66965 | 1/26/2016 | \$ 44.30 | \$ 44.30 |
| 001-150-5-310-00 GAS UTILITY | | | | | | | |
| AMEREN ILLINOIS | | ACCT NO 01146-99050, GAS | 01146-99050 1/16 | 66974 | 1/26/2016 | \$ 247.35 | \$ 247.35 |
| 001-150-5-320-00 TECH & OUTSIDE SVCS | | | | | | | |
| CLEAN THE UNIFORM CO HIGHLAND | | MOP & TOWEL SERVICE - 01, | 31794057 | 66975 | 1/6/2016 | \$ 195.69 | \$ - |
| CLEAN THE UNIFORM CO HIGHLAND | | MOP & TOWEL SERVICE - 01, | 31797918 | 66976 | 1/20/2016 | \$ 194.01 | \$ - |
| 001-150-5-450-00 MAINTENANCE TO EQUIP | | | | | | | |
| ELITE ELEVATOR INSPECTIONS LLC | | STATE ANNUAL ELEVATOR IN | 3165 | 67101 | 1/25/2016 | \$ 280.00 | \$ - |
| ELITE ELEVATOR INSPECTIONS LLC | | STATE ANNUAL ELEVATOR IN | 3164 | 67102 | 1/25/2016 | \$ 140.00 | \$ - |
| 001-150-5-480-00 SUPPLIES | | | | | | | |
| CHEMICAL MAINTENANCE INC | | 16 GAL FLOOR SOAP | S000595 | 67018 | 1/6/2016 | \$ 312.00 | \$ - |
| CINTAS FIRST AID & SAFETY | | REPLENISH MEDICINE CABIN | 8402547529 | 66973 | 12/31/2015 | \$ 37.84 | \$ - |
| CINTAS FIRST AID & SAFETY | | REPLENISH MEDICINE CABIN | 8402394335 | 67104 | 8/31/2015 | \$ 60.30 | \$ - |
| DUTCH HOLLOW SUPPLY INC | | HOUSEKEEPING SUPPLIES | 195631 | 67017 | 1/13/2016 | \$ 3,850.45 | \$ - |
| LYON INDUSTRIES INC | | CLOSER FOR EAST DOORS, PI | 820070 | 67063 | 1/25/2016 | \$ 320.00 | \$ - |
| VILLAGE LOCKSMITH | | LOCK BETWEEN CLERK'S ANE | 18924 | 67019 | 11/16/2015 | \$ 236.00 | \$ - |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | CREDIT FOR RETURN | 73467083 | | 12/18/2015 | \$ (26.44) | \$ (26.44) |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | BATTERIES, FLOOR LEVELER, | 87452815 | | 12/18/2015 | \$ 112.30 | \$ 112.30 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | CAULK FOR FRONT VESTIBUL | 87912419 | | 1/4/2016 | \$ 18.44 | \$ 18.44 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | CREDIT FOR SALES TAX | 41545283 | | 1/11/2016 | \$ (66.25) | \$ (66.25) |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LOWES | HOUSEKEEPING SUPPLIES | 41545108 | | 1/11/2016 | \$ 859.79 | \$ 859.79 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | MCCULLOUGH'S FLOORING | FLOORING FOR FRONT VESTI | 12111 | | 12/14/2015 | \$ 110.00 | \$ 110.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | SAMs | FLOOR MATS | 876808285 | | 1/6/2016 | \$ 79.28 | \$ 79.28 |
| Total PW MUNICIPAL COMPLEX: | | | | | | \$ 19,542.10 | \$ 13,915.81 |

LAND USE & DEVELOPMENT

001-160-5-112-00 HEALTH & LIFE INS

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|---|----------------------|-------------------------------|-----------------------|--------------|---------------------|-----------------------|----------------------|
| GUARDIAN LIFE INSURANCE CO | | Land Use | 1/1/2016 | 66830 | 1/1/2016 | \$ 667.72 | \$ 667.72 |
| GUARDIAN LIFE INSURANCE CO | | Land Use and Development | 1/28/2016 | 67072 | 1/28/2016 | \$ 590.30 | \$ 590.30 |
| UNITED HEALTHCARE INS CO | | Land Use | 39376389 | 66829 | 12/12/2015 | \$ 8,030.06 | \$ 8,030.06 |
| UNITED HEALTHCARE INS CO | | Land Use and Development | 1/28/2016 | 67071 | 1/28/2016 | \$ 7,372.95 | \$ 7,372.95 |
| 001-160-5-201-00 BOARDS & COMMITTEES | | | | | | | |
| PRINT MASTER | | name plates for Planning Com | 489616 | 66948 | 1/22/2016 | \$ 30.00 | \$ - |
| 001-160-5-205-00 LEGAL FEES | | | | | | | |
| KEEFE REPORTING COMPANY | | Court Reporter ZB 1/26/16 Ir | 97565 | 67070 | 1/28/2016 | \$ 75.00 | \$ - |
| 001-160-5-320-00 TECH & OUTSIDE SVCS | | | | | | | |
| BENEDICK TITLE INSURANCE | | Letter Report Search File LR1 | 1/14/2015 | 66906 | 1/14/2015 | \$ 150.00 | \$ - |
| BENEDICK TITLE INSURANCE | | Letter Report Search File LR1 | 12450 | 67098 | 1/29/2016 | \$ 150.00 | \$ - |
| RECORDER OF DEEDS | | 3 Liens recorded | 1/12/2015 | 66883 | 1/12/2015 | \$ 90.75 | \$ 90.75 |
| RECORDER OF DEEDS | | 4 liens recorded | 1/27/2016 | 67016 | 1/27/2016 | \$ 121.00 | \$ 121.00 |
| RIGHT GREEN OUTDOOR SERVICES | | Board up & clean up service: | 3912 | 66820 | 12/19/2015 | \$ 490.00 | \$ - |
| RIGHT GREEN OUTDOOR SERVICES | | Board up & clean up service: | 3919 | 66950 | 1/25/2016 | \$ 297.50 | \$ - |
| Total LAND USE & DEVELOPMENT: | | | | | | \$ 18,065.28 | \$ 16,872.78 |
| LIBRARY DEPARTMENT | | | | | | | |
| 001-170-5-112-00 HEALTH & LIFE INS | | | | | | | |
| GUARDIAN LIFE INSURANCE CO | | Library | 1/1/2016 | 66830 | 1/1/2016 | \$ 269.53 | \$ 269.53 |
| GUARDIAN LIFE INSURANCE CO | | Library | 1/28/2016 | 67072 | 1/28/2016 | \$ 269.53 | \$ 269.53 |
| UNITED HEALTHCARE INS CO | | Library | 39376389 | 66829 | 12/12/2015 | \$ 3,154.15 | \$ 3,154.15 |
| UNITED HEALTHCARE INS CO | | Library | 1/28/2016 | 67071 | 1/28/2016 | \$ 3,154.15 | \$ 3,154.15 |
| 001-170-5-307-00 SEWER UTILITY | | | | | | | |
| CASEYVILLE TOWNSHIP SEWER | | ACCT NO 040 10148 00, LIB, | 401014800 | 66961 | 1/26/2016 | \$ 46.80 | \$ 46.80 |
| 001-170-5-308-00 WATER UTILITY | | | | | | | |
| O'FALLON WATER & SEWER DEPT | | ACCT NO 7208 18802, LIB, 11 | 18802 1/16 | 66964 | 1/26/2016 | \$ 415.03 | \$ 415.03 |
| Total LIBRARY DEPARTMENT: | | | | | | \$ 7,309.19 | \$ 7,309.19 |
| ESDA DEPARTMENT | | | | | | | |
| 001-181-5-306-00 TELEPHONE UTILITY | | | | | | | |
| VERIZON WIRELESS | | SERVICE - ESDA | 9758918815 | 66953 | 1/26/2016 | \$ 107.81 | \$ 107.81 |
| Total ESDA DEPARTMENT: | | | | | | \$ 107.81 | \$ 107.81 |
| Total GENERAL FUND: | | | | | | \$ 575,489.90 | \$ 521,400.11 |
| MOTOR FUEL TAX FUND | | | | | | | |
| PW ENGINEERING | | | | | | | |
| 002-120-5-450-00 MAINTENANCE TO EQUIP | | | | | | | |
| ELECTRICO INC | | SIGNAL REPAIRS | 700-6281 | 67087 | 11/13/2015 | \$ 487.41 | \$ - |
| 002-120-5-480-00 SUPPLIES | | | | | | | |
| ASPHALT SALES & PRODUCTS | | 2.39 T COLD PATCH @ \$120: | 28184 | 67038 | 1/7/2016 | \$ 286.80 | \$ - |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|--|----------------------|------------------------------|-----------------------|--------------|---------------------|-----------------------|--------------------|
| CARTER-WATERS LLC | | 25 CAPS FOR SMOOTH BAR (| 30074027 | 67024 | 1/5/2016 | \$ 94.29 | \$ - |
| CARTER-WATERS LLC | | 1980 LB TAR JOINT SEALER F | 30074189 | 67035 | 1/12/2016 | \$ 1,247.40 | \$ - |
| RED-E-MIX LLC | | 9 CY CONCRETE @ \$75.00/C' | 769454 | 67025 | 12/22/2015 | \$ 675.00 | \$ - |
| RED-E-MIX LLC | | 8 CY CONCRETE @ \$75.00/C' | 769286 | 67027 | 12/17/2015 | \$ 636.00 | \$ - |
| RED-E-MIX LLC | | 18 CY CONCRETE @ \$75.00/c | 769727 | 67032 | 1/6/2016 | \$ 1,431.00 | \$ - |
| Total PW ENGINEERING: | | | | | | <u>\$ 4,857.90</u> | <u>\$ -</u> |
| Total MOTOR FUEL TAX FUND: | | | | | | <u>\$ 4,857.90</u> | <u>\$ -</u> |
| | | | | | | | |
| HOME RULE TAX FUND | | | | | | | |
| POLICE DEPARTMENT | | | | | | | |
| 005-110-5-502-00 EQUIPMENT & ROLLING STOCK | | | | | | | |
| RON WHITESIDE COMMUNICATIONS | | BUILDING OF F8 & F10 | 27539 | 66869 | 12/2/2015 | \$ 15,334.00 | \$ - |
| Total POLICE DEPARTMENT: | | | | | | <u>\$ 15,334.00</u> | <u>\$ -</u> |
| | | | | | | | |
| PW ENGINEERING | | | | | | | |
| 005-120-5-503-00 SURVEY / ENGINEERING - CAPITAL | | | | | | | |
| HORNER & SHIFRIN INC | | PERRIN ROAD II ROW, ENG S | 50062 | 67042 | 1/11/2016 | \$ 1,912.00 | \$ - |
| HORNER & SHIFRIN INC | | FOX CREEK FLOODING STUD' | 50003 | 67043 | 1/7/2016 | \$ 5,073.43 | \$ - |
| OATES ASSOCIATES | | JOSEPH DR RESURFACE, ENG | 27542 | 67044 | 1/15/2016 | \$ 6,282.50 | \$ - |
| 005-120-5-507-00 OTHER CAPITAL IMPROVEMENTS | | | | | | | |
| COLLINS & HERMANN INC | | I64/IL159 INTERCHANGE, REI | 67664 | 67051 | 1/11/2016 | \$ 16,450.00 | \$ - |
| Total PW ENGINEERING: | | | | | | <u>\$ 29,717.93</u> | <u>\$ -</u> |
| | | | | | | | |
| LAND USE & DEVELOPMENT | | | | | | | |
| 005-160-5-505-00 STREETS & ALLEYS | | | | | | | |
| OATES ASSOCIATES | | Lincoln Tr Streetscape-Plaza | 27547 | 67067 | 1/15/2016 | \$ 12,221.81 | \$ - |
| Total LAND USE & DEVELOPMENT: | | | | | | <u>\$ 12,221.81</u> | <u>\$ -</u> |
| Total HOME RULE TAX FUND: | | | | | | <u>\$ 57,273.74</u> | <u>\$ -</u> |
| | | | | | | | |
| POLICE PENSION FUND | | | | | | | |
| POLICE DEPARTMENT | | | | | | | |
| 007-110-5-205-00 LEGAL FEES | | | | | | | |
| DENNIS J. ORSEY | | Balance due on professional | AUG -OCT 2015 | 66923 | 1/19/2016 | \$ 123.75 | \$ 123.75 |
| DENNIS J. ORSEY | | Retainer fee due February 1, | RETAINER FEE | 66924 | 1/19/2016 | \$ 1,800.00 | \$ 1,800.00 |
| 007-110-5-320-00 TECH & OUTSIDE SVCS | | | | | | | |
| CJB REPORTING LLC | | Board Clerk | QTRY | 66955 | 1/26/2016 | \$ 1,550.00 | \$ 1,550.00 |
| 007-110-5-480-00 SUPPLIES | | | | | | | |
| CJB REPORTING LLC | | Supplies | QTRY | 66955 | 1/26/2016 | \$ 89.04 | \$ 89.04 |
| Total POLICE DEPARTMENT: | | | | | | <u>\$ 3,562.79</u> | <u>\$ 3,562.79</u> |
| Total POLICE PENSION FUND: | | | | | | <u>\$ 3,562.79</u> | <u>\$ 3,562.79</u> |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|--|--------------------------|----------------------------|-----------------------|--------------|---------------------|-----------------------|---------------------|
| FEDERAL POLICE ESCROW FUND | | | | | | | |
| POLICE DEPARTMENT | | | | | | | |
| 008-110-5-801-00 OVERTIME | | | | | | | |
| CITY OF FAIRVIEW HEIGHTS | | NOVEMBER OT REIMBURSE | 1/11/16. | 66881 | 1/11/2016 | \$ 1,120.57 | \$ 1,120.57 |
| CITY OF FAIRVIEW HEIGHTS | | DEC OVERTIME REIMBURSE | 1/21/2016 | 67061 | 1/21/2016 | \$ 6,268.84 | \$ 6,268.84 |
| 008-110-5-840-00 OTHER | | | | | | | |
| ROMANO LICENSE SERVICE | | TITLE FEE FOR NEW 2016 DO | 1/19/2016 | 66926 | 1/19/2016 | \$ 29.00 | \$ 29.00 |
| SECRETARY OF STATE | | LIC PLATES FOR 2016 DODGE | 1/19/2016 | 66925 | 1/19/2016 | \$ 95.00 | \$ 95.00 |
| WRIGHT AUTOMOTIVE INC | | 2016 DODGE CARAVAN | 1/12/2016 | 66884 | 1/12/2016 | \$ 21,608.00 | \$ 21,608.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | LIVING THE DREAM SPORT | RETIREMENT PLAQUE | 986 | | 12/15/2015 | \$ 54.18 | \$ 54.18 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | PERFECT FINISH | REPAIRS TO INFINITY SEIZUR | 15681 | | 1/7/2016 | \$ 3,832.73 | \$ 3,832.73 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | RANDY FOSTER TRANSMISSIO | REBUILT TRANSMISSION | 6760 | | 12/21/2015 | \$ 1,375.00 | \$ 1,375.00 |
| 008-110-5-845-00 COMMUNITY BASED PROGRAMS | | | | | | | |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | JOHNNY MACS | CADET AND INTRUCTOR SHII | 128584 | | 12/29/2015 | \$ 813.50 | \$ 813.50 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | JOHNNY MACS | UNIFORM PANTS FOR MECO | 701 | | 1/7/2016 | \$ 615.00 | \$ 615.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | Paypal | LUNCH FOR MECOP CADETS | 2016010112 | | 1/7/2016 | \$ 240.00 | \$ 240.00 |
| Total POLICE DEPARTMENT: | | | | | | <u>\$ 36,051.82</u> | <u>\$ 36,051.82</u> |
| Total FEDERAL POLICE ESCROW FUND: | | | | | | <u>\$ 36,051.82</u> | <u>\$ 36,051.82</u> |
| LIBRARY FUND | | | | | | | |
| LIBRARY | | | | | | | |
| 009-170-5-207-00 TRAVEL & MEETING EXP | | | | | | | |
| NOBLE KASANDRA | | mileage | 12/9/2015 | 66898 | 12/9/2015 | \$ 24.70 | \$ 24.70 |
| 009-170-5-306-00 TELEPHONE UTILITY | | | | | | | |
| DELTA COMMUNICATIONS LLC | | fiber contract | 153520917 | 66825 | 12/25/2015 | \$ 90.00 | \$ 90.00 |
| DELTA COMMUNICATIONS LLC | | IT fiber contract | 99820035219 | 67030 | 1/27/2016 | \$ 90.00 | \$ 90.00 |
| 009-170-5-320-00 TECH & OUTSIDE SVCS | | | | | | | |
| DA-COM DIGITAL OFFICE SOLUTION | | PC RESV MTCE CONTRACT | 1/27/2016 | 67053 | 1/27/2016 | \$ 425.50 | \$ 425.50 |
| ILLINOIS HEARTLAND LIBRARY SYS | | DOMAIN NAME | 2016-0994 | 66904 | 12/31/2015 | \$ 9.95 | \$ - |
| LAZERWARE INC | | IT contract | 1/13/2016 | 66901 | 1/13/2016 | \$ 904.27 | \$ - |
| 009-170-5-426-00 SUBSCRIPTIONS-BOOKS | | | | | | | |
| ALLIANCE ENTERTAINMENT | | cds | PLSS94541308 | 67039 | 1/19/2016 | \$ 45.67 | \$ - |
| ALLIANCE ENTERTAINMENT | | cds | PLSS94541308 | 67039 | 1/19/2016 | \$ 136.13 | \$ - |
| ALLIANCE ENTERTAINMENT | | cds | PLSS94541308 | 67039 | 1/19/2016 | \$ 5.94 | \$ - |
| AMAZON.COM | | BOOKS | 1/22/2016 | 66935 | 1/22/2016 | \$ 256.35 | \$ - |
| ILLINOIS HEARTLAND LIBRARY SYS | | DATABASE SUBSCP | 2016-1065 | 66900 | 1/4/2016 | \$ 450.00 | \$ - |
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 45.71 | \$ - |
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 13.80 | \$ - |
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 21.89 | \$ - |
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 15.81 | \$ - |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|--------------------|----------------------|--------------------|-----------------------|--------------|---------------------|-----------------------|--------------------|
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 48.84 | \$ - |
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 14.68 | \$ - |
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 44.07 | \$ - |
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 14.13 | \$ - |
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 15.82 | \$ - |
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 79.62 | \$ - |
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 32.19 | \$ - |
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 89.82 | \$ - |
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 13.56 | \$ - |
| INGRAM | | ADULT BOOKS | 91230902 | 66896 | 1/8/2015 | \$ 15.82 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 59.39 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 61.03 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 15.82 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 29.36 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 15.82 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 9.58 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 9.57 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 16.95 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 45.21 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 15.23 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 11.99 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 29.76 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 14.13 | \$ - |
| INGRAM | | ADULT BOOKS | 91106696 | 66899 | 1/5/2015 | \$ 8.40 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 14.99 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 91.18 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 14.69 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 16.36 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 14.69 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 48.00 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 88.63 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 14.69 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 11.97 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 15.82 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 15.26 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 56.36 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 15.82 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 13.56 | \$ - |
| INGRAM | | ADULT BOOKS | 91442871 | 66937 | 1/19/2016 | \$ 14.68 | \$ - |
| INGRAM | | ADULT BOOKS | 91442876 | 67026 | 1/19/2016 | \$ 15.82 | \$ - |
| INGRAM | | ADULT BOOKS | 91442876 | 67026 | 1/19/2016 | \$ 30.49 | \$ - |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|--------------------|----------------------|-------------------------------|-----------------------|--------------|---------------------|-----------------------|--------------------|
| INGRAM | | ADULT BOOKS | 91442876 | 67026 | 1/19/2016 | \$ 15.25 | \$ - |
| INGRAM | | ADULT BOOKS | 91442876 | 67026 | 1/19/2016 | \$ 15.81 | \$ - |
| INGRAM | | ADULT BOOKS | 91442876 | 67026 | 1/19/2016 | \$ 42.95 | \$ - |
| INGRAM | | ADULT BOOKS | 91442876 | 67026 | 1/19/2016 | \$ 15.23 | \$ - |
| INGRAM | | ADULT BOOKS | 91442876 | 67026 | 1/19/2016 | \$ 15.81 | \$ - |
| INGRAM | | ADULT BOOKS | 91442876 | 67026 | 1/19/2016 | \$ 13.80 | \$ - |
| INGRAM | | ADULT BOOKS | 91442876 | 67026 | 1/19/2016 | \$ 15.26 | \$ - |
| INGRAM | | ADULT BOOKS | 91442876 | 67026 | 1/19/2016 | \$ 15.26 | \$ - |
| INGRAM | | ADULT BOOKS | 91442876 | 67026 | 1/19/2016 | \$ 10.14 | \$ - |
| INGRAM | | ADULT BOOKS | 91570864 | 67029 | 1/26/2016 | \$ 60.41 | \$ - |
| INGRAM | | ADULT BOOKS | 91570864 | 67029 | 1/26/2016 | \$ 6.59 | \$ - |
| INGRAM | | ADULT BOOKS | 91570864 | 67029 | 1/26/2016 | \$ 9.00 | \$ - |
| INGRAM | | ADULT BOOKS | 91570864 | 67029 | 1/26/2016 | \$ 75.13 | \$ - |
| INGRAM | | ADULT BOOKS | 91570864 | 67029 | 1/26/2016 | \$ 15.26 | \$ - |
| INGRAM | | ADULT BOOKS | 91570864 | 67029 | 1/26/2016 | \$ 8.40 | \$ - |
| INGRAM | | ADULT BOOKS | 91570864 | 67029 | 1/26/2016 | \$ 12.99 | \$ - |
| INGRAM | | ADULT BOOKS | 91570864 | 67029 | 1/26/2016 | \$ 15.26 | \$ - |
| INGRAM | | ADULT BOOKS | 91570864 | 67029 | 1/26/2016 | \$ 13.53 | \$ - |
| INGRAM | | ADULT BOOKS | 91570864 | 67029 | 1/26/2016 | \$ 4.79 | \$ - |
| INGRAM | | ADULT BOOKS | 91570864 | 67029 | 1/26/2016 | \$ 4.79 | \$ - |
| INGRAM | | ADULT BOOKS | 91570881 | 67031 | 1/26/2016 | \$ 15.82 | \$ - |
| INGRAM | | ADULT BOOKS | 91570881 | 67031 | 1/26/2016 | \$ 12.00 | \$ - |
| INGRAM | | ADULT BOOKS | 91570881 | 67031 | 1/26/2016 | \$ 15.81 | \$ - |
| INGRAM | | ADULT BOOKS | 91570881 | 67031 | 1/26/2016 | \$ 14.10 | \$ - |
| INGRAM | | ADULT BOOKS | 91570881 | 67031 | 1/26/2016 | \$ 30.48 | \$ - |
| INGRAM | | ADULT BOOKS | 91570881 | 67031 | 1/26/2016 | \$ 13.78 | \$ - |
| INGRAM | | ADULT BOOKS | 91570881 | 67031 | 1/26/2016 | \$ 13.56 | \$ - |
| INGRAM | | ADULT BOOKS | 91570881 | 67031 | 1/26/2016 | \$ 14.13 | \$ - |
| INGRAM | | book-child | 91319507 | 67036 | 1/13/2015 | \$ 428.89 | \$ - |
| INGRAM | | book-child | 91319507 | 67036 | 1/13/2015 | \$ 54.12 | \$ - |
| INGRAM | | book-child | 91319507 | 67036 | 1/13/2015 | \$ 10.16 | \$ - |
| INGRAM | | book-child | 91319507 | 67036 | 1/13/2015 | \$ 48.93 | \$ - |
| INGRAM | | book-child | 91319507 | 67036 | 1/13/2015 | \$ 318.70 | \$ - |
| INGRAM | | Audiobooks | 91570871 | 67040 | 1/26/2016 | \$ 41.23 | \$ - |
| INGRAM | | Audiobooks | 91570871 | 67040 | 1/26/2016 | \$ 19.25 | \$ - |
| INGRAM | | Audiobooks | 91570871 | 67040 | 1/26/2016 | \$ 41.24 | \$ - |
| INGRAM | | Audiobooks | 91570871 | 67040 | 1/26/2016 | \$ 19.25 | \$ - |
| INGRAM | | credit memo | 91265828 | 67041 | 1/11/2016 | \$ (0.89) | \$ - |
| INGRAM | | credit memo | 91265828 | 67041 | 1/11/2016 | \$ (11.29) | \$ - |
| LIBRARY JOURNAL | | subscription-professional jou | 4581662 | 66943 | 10/29/2015 | \$ 157.99 | \$ 157.99 |
| MIDWEST TAPE | | DVDs | 93595617 | 67037 | 1/14/2016 | \$ 38.38 | \$ - |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|--|----------------------|----------------------------|-----------------------|--------------|---------------------|-----------------------|--------------------|
| MIDWEST TAPE | | DVDs | 93595617 | 67037 | 1/14/2016 | \$ 19.99 | \$ - |
| MIDWEST TAPE | | DVDs | 93595617 | 67037 | 1/14/2016 | \$ 46.38 | \$ - |
| MIDWEST TAPE | | DVDs | 93595617 | 67037 | 1/14/2016 | \$ 56.98 | \$ - |
| MIDWEST TAPE | | DVDs | 93595617 | 67037 | 1/14/2016 | \$ 67.97 | \$ - |
| MIDWEST TAPE | | DVDs | 93595617 | 67037 | 1/14/2016 | \$ 52.78 | \$ - |
| MIDWEST TAPE | | DVDs | 93595617 | 67037 | 1/14/2016 | \$ 29.99 | \$ - |
| MIDWEST TAPE | | DVDs | 93595617 | 67037 | 1/14/2016 | \$ 76.57 | \$ - |
| PENGUIN RANDOM HOUSE | | audiobooks | 1086166842 | 67033 | 1/14/2016 | \$ 63.75 | \$ - |
| ST LOUIS MAGAZINE | | magazine | 1/13/2015 | 66897 | 1/13/2015 | \$ 28.00 | \$ - |
| 009-170-5-450-00 MAINTENANCE TO EQUIP | | | | | | | |
| COPYING CONCEPTS | | color print fee/mtce agrmt | 1081598 | 66936 | 1/20/2016 | \$ 279.75 | \$ - |
| 009-170-5-480-00 SUPPLIES | | | | | | | |
| INGRAM | | proccesing | 91038240 | 66902 | 12/30/2015 | \$ 0.89 | \$ - |
| INGRAM | | proccesing | 91038240 | 66902 | 12/30/2015 | \$ 4.45 | \$ - |
| INGRAM | | proccesing | 91038240 | 66902 | 12/30/2015 | \$ 1.78 | \$ - |
| INGRAM | | proccesing | 91038240 | 66902 | 12/30/2015 | \$ 2.98 | \$ - |
| INGRAM | | proccesing | 91038240 | 66902 | 12/30/2015 | \$ 7.12 | \$ - |
| INGRAM | | proccesing | 91038240 | 66902 | 12/30/2015 | \$ 3.80 | \$ - |
| INGRAM | | proccesing | 91038240 | 66902 | 12/30/2015 | \$ 0.20 | \$ - |
| INGRAM | | proccesing | 91038240 | 66902 | 12/30/2015 | \$ 4.45 | \$ - |
| INGRAM | | proccesing | 91038240 | 66902 | 12/30/2015 | \$ 5.34 | \$ - |
| INGRAM | | proccesing | 91038240 | 66902 | 12/30/2015 | \$ 2.67 | \$ - |
| INGRAM | | proccesing | 91038240 | 66902 | 12/30/2015 | \$ 4.05 | \$ - |
| INGRAM | | proccesing | 91277942 | 66934 | 1/12/2016 | \$ 9.59 | \$ - |
| INGRAM | | proccesing | 91277942 | 66934 | 1/12/2016 | \$ 29.50 | \$ - |
| INGRAM | | proccesing | 91277942 | 66934 | 1/12/2016 | \$ 7.60 | \$ - |
| INGRAM | | proccesing | 91277942 | 66934 | 1/12/2016 | \$ 1.78 | \$ - |
| INGRAM | | proccesing | 91277942 | 66934 | 1/12/2016 | \$ 1.69 | \$ - |
| INGRAM | | proccesing | 91277942 | 66934 | 1/12/2016 | \$ 4.25 | \$ - |
| INGRAM | | proccesing | 91277942 | 66934 | 1/12/2016 | \$ 2.38 | \$ - |
| INGRAM | | proccesing | 91277942 | 66934 | 1/12/2016 | \$ 3.80 | \$ - |
| INGRAM | | proccesing | 91277942 | 66934 | 1/12/2016 | \$ 3.76 | \$ - |
| INGRAM | | proccesing | 91277942 | 66934 | 1/12/2016 | \$ 2.47 | \$ - |
| INGRAM | | proccesing | 91277942 | 66934 | 1/12/2016 | \$ 2.09 | \$ - |
| INGRAM | | proccesing | 91570883 | 67034 | 1/26/2016 | \$ 3.56 | \$ - |
| INGRAM | | proccesing | 91570883 | 67034 | 1/26/2016 | \$ 0.69 | \$ - |
| INGRAM | | proccesing | 91570883 | 67034 | 1/26/2016 | \$ 6.92 | \$ - |
| INGRAM | | proccesing | 91570883 | 67034 | 1/26/2016 | \$ 7.60 | \$ - |
| INGRAM | | proccesing | 91570883 | 67034 | 1/26/2016 | \$ 0.89 | \$ - |
| INGRAM | | proccesing | 91570883 | 67034 | 1/26/2016 | \$ 0.20 | \$ - |
| INGRAM | | proccesing | 91570883 | 67034 | 1/26/2016 | \$ 0.69 | \$ - |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|---|--------------------------|---------------------------|-----------------------|--------------|---------------------|-----------------------|--------------------|
| INGRAM | | proccesing | 91570883 | 67034 | 1/26/2016 | \$ 3.96 | \$ - |
| INGRAM | | proccesing | 91570883 | 67034 | 1/26/2016 | \$ 0.89 | \$ - |
| INGRAM | | proccesing | 91570883 | 67034 | 1/26/2016 | \$ 3.56 | \$ - |
| INGRAM | | proccesing | 91570883 | 67034 | 1/26/2016 | \$ 24.34 | \$ - |
| INGRAM | | proccesing | 91570883 | 67034 | 1/26/2016 | \$ 2.47 | \$ - |
| MIDWEST TAPE | | PROCESSING SUPPLIES | 93567827 | 66903 | 12/31/2015 | \$ 87.75 | \$ - |
| Total LIBRARY: | | | | | | <u>\$ 6,393.14</u> | <u>\$ 788.19</u> |
| Total LIBRARY FUND: | | | | | | <u>\$ 6,393.14</u> | <u>\$ 788.19</u> |
| | | | | | | | |
| TIF #3 - LINCOLN TRAIL | | | | | | | |
| LAND USE & DEVELOPMENT | | | | | | | |
| 013-160-5-470-00 MINOR EQUIPMENT | | | | | | | |
| SIGNS 'N' SUCH | | 4x8 Plywood Site Sign | 10455 | 66954 | 10/24/2015 | \$ 975.00 | \$ - |
| Total LAND USE & DEVELOPMENT: | | | | | | <u>\$ 975.00</u> | <u>\$ -</u> |
| Total TIF #3 - LINCOLN TRAIL: | | | | | | <u>\$ 975.00</u> | <u>\$ -</u> |
| | | | | | | | |
| PARKS PROGRAMS FUND | | | | | | | |
| PARKS PROGRAMS FUND | | | | | | | |
| 015-000-4-393-00 RECREATION USER FEES | | | | | | | |
| HOLZUM MARTHA | | REFUND | 1/21/2016 | | 1/21/2016 | \$ 66.00 | \$ 66.00 |
| LIVIE COLLEEN | | REFUND | 1/28/2016 | | 1/28/2016 | \$ 20.00 | \$ 20.00 |
| MISTER CAROL | | REFUND | 1/28/2016 | | 1/28/2016 | \$ 110.00 | \$ 110.00 |
| Total PARKS PROGRAMS FUND: | | | | | | <u>\$ 196.00</u> | <u>\$ 196.00</u> |
| | | | | | | | |
| PARKS DEPARTMENT | | | | | | | |
| 015-140-5-320-00 TECH & OUTSIDE SVCS | | | | | | | |
| ANDREW SAKRAN | | PEE WEE BASKETBALL - CUST | 1/6/2015 | 66864 | 1/6/2015 | \$ 75.00 | \$ 75.00 |
| MARCIA'S CATERING | | SENIOR LUNCH BUNCH | 1/7/2016 | 66933 | 1/7/2016 | \$ 150.00 | \$ - |
| MICHAEL KING | | PEE WEE BASKETBALL - REFE | 1/21/2016 | 66932 | 1/22/2016 | \$ 50.00 | \$ 50.00 |
| SCHUMERT RANDALL | | PEE WEE BASKETBALL - CUST | 1/6/2015 | 66863 | 1/6/2015 | \$ 75.00 | \$ 75.00 |
| SCOTT ALAN R. | | PEE WEE BASKETBALL - CUST | 1/6/2016 | 66862 | 1/6/2016 | \$ 75.00 | \$ 75.00 |
| TOTTLEBEN JAMES L | | PEE WEE BASKETBALL - CUST | 1/6/2016 | 66861 | 1/6/2016 | \$ 75.00 | \$ 75.00 |
| WHITAKER JUSTIN A | | PEE WEE BASKETBALL - REFE | 1/21/2016 | 66931 | 1/22/2016 | \$ 50.00 | \$ 50.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | BELLEVILLE NEWS DEMOCRAT | FALL FESTIVAL | 410730 | | 12/27/2015 | \$ 364.89 | \$ 364.89 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | USAVE CLEANERS | CHRISTMAS SPECTACULAR | 24737 | | 12/15/2015 | \$ 4.50 | \$ 4.50 |
| 015-140-5-480-00 SUPPLIES | | | | | | | |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | ARTWEAR SCREENPRINT | PEE WEE BASKETBALL | 220007 | | 1/5/2016 | \$ 585.00 | \$ 585.00 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | DUNKIN DONUTS | DONUTS FOR BUNCO | 536 | | 12/16/2015 | \$ 19.98 | \$ 19.98 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | DUNKIN DONUTS | DONUTS FOR CHRISTMAS SP | 1/16/2016 | | 1/16/2016 | \$ 69.93 | \$ 69.93 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | GFS MARKETPLACE | BUNCO | 1.99337E+11 | | 1/12/2016 | \$ 38.56 | \$ 38.56 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | OFFICE DEPOT | SUPPLIES | 85046 | | 1/4/2016 | \$ 17.99 | \$ 17.99 |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|------------------------------------|---------------|-----------------------|----------------|-------|--------------|--------------------|--------------------|
| WRIGHT EXPRESS FINANCIAL SVCS CORP | SAMJ BP | LUNCH ROLLS | 883908285 | | 1/7/2016 | \$ 4.98 | \$ 4.98 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | SAMs | SUPPLIES | 119408285 | | 12/24/2015 | \$ 32.95 | \$ 32.95 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | SCHNUCKS | LUNCH BRUNCH | 120338 | | 1/7/2016 | \$ 22.97 | \$ 22.97 |
| WRIGHT EXPRESS FINANCIAL SVCS CORP | SHELL OIL | CHRISTMAS SPECTACULAR | 004917.. | | 12/12/2015 | \$ 19.09 | \$ 19.09 |
| Total PARKS DEPARTMENT: | | | | | | <u>\$ 1,730.84</u> | <u>\$ 1,580.84</u> |
| Total PARKS PROGRAMS FUND: | | | | | | <u>\$ 1,926.84</u> | <u>\$ 1,776.84</u> |

LOCAL POLICE ESCROW FUND

POLICE DEPARTMENT

016-110-5-801-00 OVERTIME

| | | | | | | | |
|--------------------------|--|------------------------|-----------|-------|-----------|-------------|-------------|
| CITY OF FAIRVIEW HEIGHTS | | NOV OVERTIME REIMBURSE | 1/11/2016 | 66882 | 1/11/2016 | \$ 6,500.71 | \$ 6,500.71 |
| CITY OF FAIRVIEW HEIGHTS | | DEC OVERTIME REIMBURSE | 1/21/16. | 67060 | 1/21/2016 | \$ 359.00 | \$ 359.00 |

016-110-5-825-00 ELECTRONIC SURVEILLANCE EQPMT

| | | | | | | | |
|------------------------------------|--|------------|-----------|-------|-----------|-------------|-------------|
| MUNICIPAL ELECTRONICS DIVISION LLC | | RADAR UNIT | 1/11/2016 | 66878 | 12/9/2015 | \$ 1,497.00 | \$ 1,497.00 |
|------------------------------------|--|------------|-----------|-------|-----------|-------------|-------------|

016-110-5-835-00 TRANSFERS TO OTHER AGENCIES

| | | | | | | | |
|---------------------------------------|--|---------------|-----------|-------|-----------|-------------|-------------|
| ILLINOIS STATE POLICE | | SEIZURE MONEY | 15-03376 | 67045 | 8/21/2015 | \$ 604.00 | \$ 604.00 |
| ILLINOIS STATE POLICE | | SEIZED MONEY | 15-03655 | 67048 | 9/8/2015 | \$ 1,700.00 | \$ 1,700.00 |
| ILLINOIS STATE POLICE | | SEIZED MONEY | 15-03710. | 67049 | 9/12/2015 | \$ 77.00 | \$ 77.00 |
| ILLINOIS STATE POLICE | | SEIZED MONEY | 15-03710 | 67050 | 9/12/2015 | \$ 1,007.74 | \$ 1,007.74 |
| ST CLAIR COUNTY ASSET FORFEITURE FUND | | SEIZURE MONEY | 15-03811 | 67047 | 9/20/2015 | \$ 250.00 | \$ 250.00 |
| ST CLAIR COUNTY ASSET FORFEITURE FUND | | SEIZED MONEY | 15-03756 | 67052 | 9/16/2015 | \$ 290.00 | \$ 290.00 |

016-110-5-840-00 OTHER

| | | | | | | | |
|---------------------------------|--|-------------------------|------------|-------|------------|--------------|--------------|
| KATHERINE KELLERMAN | | SEIZED MONEY REIMBURSEC | 12/22/2015 | 66828 | 12/22/2015 | \$ 757.00 | \$ 757.00 |
| MISSION CRITICAL PARTNERS, INK. | | PSAP ASSESSMENT | 3680 | 66844 | 11/9/2015 | \$ 11,625.00 | \$ 11,625.00 |

Total POLICE DEPARTMENT:

Total LOCAL POLICE ESCROW FUND:

| | |
|---------------------|---------------------|
| <u>\$ 24,667.45</u> | <u>\$ 24,667.45</u> |
| <u>\$ 24,667.45</u> | <u>\$ 24,667.45</u> |

FH NORTH TIF #5

LAND USE DEPT

025-160-5-320-00 TECH & OUTSIDE SVCS

| | | | | | | | |
|--------------------------------|--|---------------------------------|-----------|-------|-----------|-------------|------|
| ECONOMIC DEVELOPMENT RESOURCES | | | 1/25/2016 | 66949 | 1/25/2016 | \$ 7,540.14 | \$ - |
| KUHLMANN DESIGN GROUP INC | | Revise legal descr for TIF 5 (f | 61249 | 66895 | 1/7/2016 | \$ 951.50 | \$ - |

Total LAND USE DEPT:

Total FH NORTH TIF #5:

| | |
|--------------------|-------------|
| <u>\$ 8,491.64</u> | <u>\$ -</u> |
| <u>\$ 8,491.64</u> | <u>\$ -</u> |

OPEB FUND

CITY CLERK DEPARTMENT

030-100-5-112-00 HEALTH & LIFE INS

| | | | | | | | |
|----------------------------|--|-------------------|----------|-------|----------|-----------|-----------|
| GUARDIAN LIFE INSURANCE CO | | Retired Employees | 1/1/2016 | 66830 | 1/1/2016 | \$ 268.57 | \$ 268.57 |
| GUARDIAN LIFE INSURANCE CO | | Duty Disability | 1/1/2016 | 66830 | 1/1/2016 | \$ 393.77 | \$ 393.77 |

JANUARY PAYMENT APPROVAL REPORT

1/1/16 - 1/31/16

| Vendor Name | Merchant Name | Description | Invoice Number | PO No | Invoice Date | Invoice Amount | Amount Paid |
|-------------------------------------|----------------------|--------------------|-----------------------|--------------|---------------------|-----------------------|----------------------|
| GUARDIAN LIFE INSURANCE CO | | Retired | 1/28/2016 | 67072 | 1/28/2016 | \$ 268.57 | \$ 268.57 |
| GUARDIAN LIFE INSURANCE CO | | Duty Disability | 1/28/2016 | 67072 | 1/28/2016 | \$ 393.77 | \$ 393.77 |
| UNITED HEALTHCARE INS CO | | Retired Employees | 39376389 | 66829 | 12/12/2015 | \$ 4,586.68 | \$ 4,586.68 |
| UNITED HEALTHCARE INS CO | | Duty Disability | 39376389 | 66829 | 12/12/2015 | \$ 6,715.84 | \$ 6,715.84 |
| UNITED HEALTHCARE INS CO | | Retired | 1/28/2016 | 67071 | 1/28/2016 | \$ 4,586.68 | \$ 4,586.68 |
| UNITED HEALTHCARE INS CO | | Duty Disability | 1/28/2016 | 67071 | 1/28/2016 | \$ 6,715.84 | \$ 6,715.84 |
| Total CITY CLERK DEPARTMENT: | | | | | | <u>\$ 23,929.72</u> | <u>\$ 23,929.72</u> |
| Total OPEB FUND: | | | | | | <u>\$ 23,929.72</u> | <u>\$ 23,929.72</u> |
| Grand Totals: | | | | | | <u>\$ 743,619.94</u> | <u>\$ 612,176.92</u> |

| | | |
|---------------------------------|------------------------|------------------------|
| January Accounts Payable | \$ 743,619.94 | \$ 612,176.92 |
| January Payroll | \$ 726,457.44 | \$ 726,457.44 |
| Grand Total | \$ 1,470,077.38 | \$ 1,338,634.36 |

MOTION FOR APPROVAL IN THE AMMOUNT OF : \$ 1,470,077.38

**NOTICE OF SALE OF PROPERTY OWNED
BY THE CITY OF FAIRVIEW HEIGHTS, ILLINOIS
INVITATION TO BID THEREON**

PLEASE TAKE NOTICE THAT the City Council of the City of Fairview Heights, Illinois will receive sealed bids for the purchase, under the successful bid, of the fee simple interest in the following Real Property:

“Lot 2 of “DOYLES SUBDIVISION”, a subdivision of Lots 12, 13, & 31 of St. Clair Hills, a subdivision of part of the W1/2 of Section 28 T2n, R8W of the 3rd P.M., St. Clair County, Illinois; reference being had to the plat thereof recorded in the Recorder’s Office of St. Clair County, Illinois, in Book of Plats “44” on page 7. Excepting, however, that part conveyed to State of Illinois, Department of Public Works and Buildings, more particularly described as follows: All of that portion of said Lot 2 lying Northerly of a line beginning at a point on the West line of Said lot 2, said point being 43.81 feet Southerly of Station 340+02.04 on the centerline of F. A. Route 13 (marked U.S. Route 50 also known as Lincoln Trail) as said centerline is now surveyed and staked out for the Department of Public Works and Buildings of the State of Illinois; thence Southeasterly to a point 55.00 feet Southerly of Station 340+58.00 on said centerline; thence Easterly to a point on the East line of said Lot 2, said point being 55.00 feet Southerly of Station 341+02.13 on said centerline. Township of Caseyville, County of St. Clair, State of Illinois.”

which property is generally located at 10408 Lincoln Trail, Fairview Heights, Illinois and is currently vacant.

Bids for the purchase of the aforesaid interest in the above described property are hereby invited and will be received by the City Clerk at 10025 Bunkum Road, Fairview Heights, Illinois 62208 between the hours of 9:00 A.M. and 4:00 P.M. on April 4, 2016. Proposals shall be addressed to:

City of Fairview Heights
Attn: City Clerk Karen J. Kaufhold
10025 Bunkum Road
Fairview Heights, Illinois 62208

and shall bear the legend **“PROPOSAL - SALE OF 10408 LINCOLN TRAIL”** and the name and address of the bidder.

NOTICE OF SALE SCHEDULE

- February 10, 2016 - Notice of Sale to Finance Committee.
- February 16, 2016 - City Council Approval by Ordinance (2 readings).
- March 3, 2016 - Publish in Tribune Newspaper.
- March 10, 2016 - Publish in Tribune Newspaper.
- March 17, 2016 - Publish in Tribune Newspaper.
- April 4, 2016 - City Council Opens Bids.
- April 19, 2016 - City Council Accepts Best Bid.

**AN ORDINANCE AUTHORIZING THE SALE OF
MUNICIPALLY OWNED REAL PROPERTY
COMMONLY KNOWN AS 10408 LINCOLN TRAIL,
FAIRVIEW HEIGHTS, ILLINOIS.**

WHEREAS, the City of Fairview Heights, Illinois owns the following described

Real Property:

“Lot 2 of “DOYLES SUBDIVISION”, a subdivision of Lots 12, 13, & 31 of St. Clair Hills, a subdivision of part of the W1/2 of Section 28 T2n, R8W of the 3rd P.M., St. Clair County, Illinois; reference being had to the plat thereof recorded in the Recorder’s Office of St. Clair County, Illinois, in Book of Plats “44” on page 7. Excepting, however, that part conveyed to State of Illinois, Department of Public Works and Buildings, more particularly described as follows: All of that portion of said Lot 2 lying Northerly of a line beginning at a point on the West line of Said lot 2, said point being 43.81 feet Southerly of Station 340+02.04 on the centerline of F. A. Route 13 (marked U.S. Route 50 also known as Lincoln Trail) as said centerline is now surveyed and staked out for the Department of Public Works and Buildings of the State of Illinois; thence Southeasterly to a point 55.00 feet Southerly of Station 340+58.00 on said centerline; thence Easterly to a point on the East line of said Lot 2, said point being 55.00 feet Southerly of Station 341+02.13 on said centerline. Township of Caseyville, County of St. Clair, State of Illinois.”

which Real Property is located at 10408 Lincoln Trail, Fairview Heights, Illinois and is currently vacant; and

WHEREAS, the City Council of the City of Fairview Heights has determined that it is no longer necessary, appropriate, or in the best interest of the City of Fairview Heights that it retain title to the Real Property, and that the Real Property is not required for the use of, or profitable to, the municipality; and

WHEREAS, pursuant to Section 11-76-2 of the Illinois Municipal Code notice has been given of the proposal to sell the Real Property and bids have been invited for the purchase of the Real Property, said notice having first been published on March 3, 2016 and having been published three successive weeks in the Fairview Heights Tribune, a newspaper published in the municipality; and

WHEREAS, pursuant to said notice, bids were opened at the regular meeting of the City Council held on April 4, 2016; and

WHEREAS, the following bids for the purchase of the Real Property have been received:

| <u>BIDDER</u> | <u>AMOUNT</u> |
|---------------|---------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

and

WHEREAS, the City Council finds and determines that the best interest of the City of Fairview Heights and its residents will be served by the acceptance of the bid submitted by _____ and the sale of the Real Property to such bidder for the amount bid of _____ (which amount represents the high bid) (which amount, although it does not represent the high bid is found to be in the best interest of the City of Fairview Heights for the following reasons: _____);

NOW, THEREFORE, IT BE ORDAINED BY THE CITY COUNCIL OF THE CITY OF FAIRVIEW HEIGHTS, ST. CLAIR COUNTY AND STATE OF ILLINOIS:

SECTION 1. The foregoing recitals are incorporated herein as findings of the City Council.

SECTION 2. The bid of _____ in the amount of \$ _____ is hereby accepted by the City Council of the City of Fairview Heights for the Real Property.

SECTION 3. The Mayor is hereby authorized and directed to sign and the City Clerk is hereby authorized and directed to attest a contract for the sale and purchase of the Real Property, which contract shall be in the form attached hereto as "EXHIBIT A."

SECTION 4. Upon satisfaction of the terms of the aforesaid contract and upon the payment or securing of the aforesaid bid price in the manner provided in said contract, the Mayor is hereby authorized and directed to convey and transfer the Real Property to _____ by a proper deed of conveyance, stating therein the aforesaid consideration and the City Clerk is hereby authorized to acknowledge and attest such deed and to affix thereto the seal of the City of Fairview Heights.

SECTION 5. The Mayor and the City Clerk are hereby authorized, respectively, to execute and attest such other documents as may be necessary to the conveyance herein authorized.

SECTION 6. This Ordinance shall be in full force and effect from and after its passage by a vote of at least three fourths of the corporate authorities now holding office and approval in the manner provided by law.

READ FIRST TIME:

READ SECOND TIME:

PASSED:

APPROVED:

MARK T. KUPSKY – MAYOR
CITY OF FAIRVIEW HEIGHTS

ATTEST:

KAREN J. KAUFHOLD – CITY CLERK

DRAFT



HOTEL / MOTEL TAX GRANT FUNDING PROGRAM

**City of Fairview Heights Hotel / Motel Sub-Committee
Applicant Packet**

Adopted: January 20th, 2015, Updated & Recommended for Acceptance: February 9th, 2016.

Approved by City Council:

DRAFT

January 27, 2015 February, 2016

Dear Potential Hotel / Motel Grant Applicants,

The City of Fairview Heights ~~Hotel / Motel Sub-Committee~~ Business Alliance Commission (BAC) appreciate your interest in the Hotel/Motel Grant Funding Program. The funding for this program is generated from a local tax applied to overnight stays at hotels in Fairview Heights. The purpose of the program is to promote overnight stays in local hotels by providing funding assistance to events, projects, and capital expenses that bring people to our community. Therefore, projects that encourage overnight stays are preferred in accordance with State statutes.

This packet is designed to provide you with all the documents needed from beginning to end of the funding cycle. Please refer to the checklist provided on the following page to assist you throughout the process. Funding will cover expenses in Fiscal Year ~~20162017~~, which runs from May 1, ~~20152016~~ to April 30, ~~20162017~~. Expenses can occur only during this time period. Please try to be as complete as possible within the application. For those questions which do not apply to your application, simply insert "n/a" or "not applicable". You may also attach additional documentation, as you feel necessary.

One hard copy and one electronic copy of your application must be received at the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois 62208 by 5:00 p.m. on ~~Wednesday~~ Tuesday, February 11th February 29, 2016 – no exceptions. The applications should be marked to the attention of Becky Short, Executive Secretary. Electronic versions can be sent to mayor@cofh.org.

All applications will be ~~reviewed by~~ submitted to Becky Short, Staff Liaison, and referred to the Hotel-/Motel Sub-Committee the Director of Economic Development on Wednesday, February 18th at 7:00 p.m. Based on guidelines of the attached policy, ~~our committee~~ the Director and Review Committee* shall make funding recommendations to the City's Aldermanic Finance Committee. Following a review by the Finance Committee, the awarding of funds concludes via adoption of a Resolution by the City Council.

If you have any questions regarding the process and/or City requirements, please refer to the "City Contacts" list provided within the packet. Thanks again for your interest in this program. We look forward to receiving your application.

Respectfully,

Chuck Daily,
Chairman, ~~City of Fairview Heights Hotel / Motel Sub-Committee~~ Business Alliance Commission Subcommittee

*Mayor, City Administrator, Director of Economic Development, Finance Director, Land Use and Development Director, and City Attorney

DRAFT CHECKLIST

APPLICANT: _____

_____ Grant Application (Exhibit "A" or "E" – see procedures) is completed and signed.

_____ One paper copy and one electronic copy is submitted to the City's Staff Liaison.

For Committee / City Use Only

Hotel / Motel Sub-Committee Review:

_____ Application Denied _____ Forwarded to Ald. Committee \$ _____ Funding Amount

_____ Considered by Review Committee

_____ Recommendation to Finance Committee

_____ Finance Committee Recommendation

City Council Review:

_____ Funding Denied _____ Funding Approved \$ _____ Funding Amount

Post Award Requirements

_____ Exhibit "B" (Hotel/Motel Tax Funding Agreement) has been completed by both parties.

_____ Exhibit "C" (Waiver and Release) has been completed and signed by organization.

_____ All applicable permits / licenses have been acquired by the Organization.

_____ Not Applicable

_____ Reviewed by Director of Land Use & Development

_____ Reviewed by Director of Parks and Recreation

_____ Reviewed by Liquor Commissioner

_____ All Insurance requirements/forms have been submitted.

_____ Not Applicable

_____ Staff Review / Initials

_____ Funds Distributed

DRAFT

_____ Exhibit "D" (Post-Event Report) has been completed and returned to the City for 2015.

DRAFT CITY CONTACTS

| NAME | TITLE | PHONE # | EMAIL |
|--|------------------------------------|--------------|--|
| Becky Short | Staff Liaison | 618-489-2010 | mayor@cofh.org |
| <i>For assistance with: application submission, meeting announcements, liquor license.</i> | | | |
| Angie Beaston | Director of Parks & Recreation | 618-489-2040 | beaston@cofh.org |
| <i>For assistance with: park reservations, scheduling of events on park grounds, etc.</i> | | | |
| Tim Tolliver | Director of Land Use & Development | 618-489-2060 | tolliver@cofh.org |
| <i>For assistance with: permits and code enforcement.</i> | | | |
| Scott Borrer Gina Rader | <u>Interim</u> Director of Finance | 618-489-2050 | rader@cofh.org |
| <i>For assistance with: disbursement of funds, reimbursements, post-event reporting.</i> | | | |
| Mike Malloy | Director of Economic Development | 618-489-2010 | malloy@cofh.org |
| <i>For assistance with: marketing efforts <u>or application questions-</u></i> | | | |
| Cathy Bryant | Deputy City Clerk | 618-489-2000 | bryanca@cofh.org |
| <i>For assistance with: insurance requirements.</i> | | | |

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HOTEL / MOTEL TAX GRANT FUNDING POLICY

Background:

Per City Code 36-2-7, proceeds resulting from the imposition of the Hotel/Motel Tax shall be appropriated into a special fund to be used and applied for the promotion and development of tourism and conventions in the City of Fairview Heights. The primary responsibility of the “City of Fairview Heights Hotel / Motel Sub-Committee” is to convene and make recommendations to the City Council as to the orderly disbursements of funds collected. As a “Home Rule Municipality”, the City Council reserves the right to utilize Hotel/Motel tax funds towards general operations.

Policy:

It is the express intent of the City Council and the “Hotel/Motel Grant Funding Program” that residue taxes collected and available from the Hotel/Motel Tax Fund are to be used for the following purposes:

1. Community Cultural Events
 - a. Continuing event heritage.
 - b. Nurture new events.
2. ~~Tourism / Marketing~~
 - a. ~~Promote the community to potential tourists.~~
 - b. ~~Improve the hospitality of the community.~~
3. ~~Community Capital Improvements~~
 - a. ~~Improve the ability to support tourism.~~
 - b. ~~Improve the hospitality of the community.~~
 - c. ~~City beautification efforts.~~

Further, it is the intent of the City Council that an event receiving a grant may have funds split among the following expense categories that will then be apportioned to the above purposes:

1. Direct event programming costs.
2. City services needed to protect public safety and property.
3. Promotional and marketing costs.
4. Permanent beautification or public improvement costs.

Procedural Guidelines:

1. Grant application requests shall be in writing using a common format/form.
 - a. For requests in excess of \$2,500 use “Exhibit A”
 - b. For requests equal to or below \$2,500 use “Exhibit E – Short Form”
2. Requests shall be submitted ~~annually~~ by ~~the first Monday in~~ February 29th.
3. The City’s staff liaison shall assemble the grant request packets and forward the completed requests to the City Review Committee.
4. ~~As a guideline, the City’s Director of Finance shall annually provide a memo to the committee which provides an estimated amount of funds available for allocation.~~
5. ~~At a meeting date and time determined by the Chairman of the Hotel / Motel Sub-Committee, the committee shall analyze all grant requests and comply with the policies and procedure~~

DRAFT

~~guidelines provided by the City Council. Generally the meeting shall be held in mid-February or as needed.~~

~~5-6.~~ The Director of Economic Development shall collect all grant application submissions and distribute to the Review Committee* for a future meeting.

~~6-7.~~ The Finance Director Review Committee shall report via memo ~~on the sub-committee meeting~~ and display the requested amount vs. the recommended grant decisions to the Aldermanic Finance Committee.

~~7-8.~~ The Finance Committee shall review the committee's recommendation and forward a funding resolution to the City Council.

~~8-9.~~ The City Council shall approve the grant awards by resolution upon review of committee recommendation and with regard to budget restrictions and conformance with policy and procedure guidelines established herein.

~~9-10.~~ The "Hotel/Motel Tax Funding Agreement" (Exhibit "B") shall be executed by the Mayor of the City of Fairview Heights and the receiving organization.

~~10-11.~~ The "Grant Waiver and Release" (Exhibit "C") shall be executed by the receiving organization.

~~11-12.~~ Funds shall be disbursed in a lump sum or another manner that clearly accounts for all funds used and as requested. Reimbursements of expenses shall be paid quickly to preserve vendor discounts or avoid late payment penalties.

~~12-13.~~ Reimbursements may be submitted as expenses are incurred. However, in the event an applicant who receives a reimbursement fails to fully execute the event due to negligent activity that results in citation or permit being revoked, the organization may be required to return the reimbursement and not be eligible for future grant awards until the amount is repaid.

~~13-14.~~ Changes in the use of grant funds (as stated in the application) after funds have been awarded must be requested to the Committee in writing. The Committee shall review the request and make a recommendation to the City Council for approval or denial.

~~14-15.~~ Event data shall be summarized and reported to the Committee within 90 days of the end of the event or program. A complete financial accounting will be included on a form provided by the Committee (Exhibit "D").

~~15.~~ Examples of eligible expense category are as follows:

a. Community Cultural Events

- i. Art Fairs / Exhibits/Festivals
- ii. Art Education

b. Tourism/Marketing

- i. City Maps / Brochures
- ii. Website Operations
- iii. Partner with local events and/or hotels to support their occupancy

c. Community Capital Improvements

- i. Buildings & Structures
- ii. Signage
- iii. Planters
- iv. Public Benches

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Conclusion:

The Hotel/Motel Tax funds should be used to develop the culture and heritage of the community that helps define the community and make it attractive to visits by non-residents, and in all other respects nurtures our community as a point of destination for the traveling public*. The overall goal is to increase the number of hotel stays in our community and to extend the stays of travelers and thereby increasing taxes for funds available to the city.

*and increasing the appeal for new businesses and quality of life for the residents of Fairview Heights.

DRAFT
EXHIBT "A"

HOTEL/MOTEL FUND GRANT APPLICATION

(For Requests in excess of \$2,500)

Organization Information

1) Name and Address of Applicant (Organization):

2) Website Address: _____

3) Contact Person:

a) Name: _____

b) Phone: _____

c) Fax: _____

d) Email: _____

4) Is this a Non-Profit Organization? Yes _____ No _____

5) Status of Organization (i.e. Foundation, Corporation, etc): _____

6) Agency Tax ID # _____

Event Information

7) Fiscal Year of the Event: ~~2015-2016~~ 2016-2017

8) Name of the Event: _____

9) Date(s) of the Event: _____

10) Location of the Event: _____

11) Description of the Event:

DRAFT

12) Funding Request Amount: \$ _____

13) Projected Attendance for the Event: _____

14) Expected Overnight Stays for the Event: _____

15) Description / Purpose of Funding Request:

16) Other Sources of Project Funding:

Individual Donations: \$ _____

Grants: \$ _____

Private Businesses: \$ _____

17) Do you anticipate the need for "in-kind" services from City resources or staff? If so, please describe the nature of your request along with an estimated number of hours needed.

18) Continuing / New Activity:

a) Is this event... New _____ Continuing _____

b) Do you expect it to be an Annual Event? Yes _____ No _____

c) Do you anticipate requiring regular and continued funding? Yes _____ No _____

d) Did you receive funding last year? Yes _____ No _____

e) If "d" = yes,

i) What amount did you receive? \$ _____

ii) Did you meet the Post-Event Reporting Requirements? Yes _____ No _____

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19) Sponsors

If applicable, please list key sponsors that donate funds or provide “in-kind” services, along with the pledged amount anticipated for the event.

| SPONSOR | AMOUNT OF SPONSORSHIP |
|---------|-----------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

20) Benefits to City Tourism:

Describe how this activity attracts and/or contributes to tourism and overnight stays in the City of Fairview Heights.

21) Additional Information:

Provide any additional information which will assist the City in evaluating your project and its benefit to the City of Fairview Heights (attachments are welcomed).

DRAFT

22) Event / Project Budget

Please list all revenues and expenses, on a separate sheet (similar format) if necessary. Complete project expense information must be provided on this document. Quoted estimates must be provided when possible and when not possible, describe in an attachment how the expense was estimated.

Revenues:

| | |
|-------------------------|----------|
| Hotel / Motel Tax Grant | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

Total Revenues: \$ _____

Expenses:

| Expenditure Types | Amount |
|-------------------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

TOTAL EXPENSES: \$ _____

DRAFT

23) If you are a previous recipient of Hotel/Motel Funds, attach Exhibit "D". If previously provided, please disregard.

24) Attach Event Plan and Budget; Timeline for upcoming event; Marketing efforts

25) Can event occur without city financial assistance: yes no

26) Has event previously been held in Fairview Heights: yes no If yes, how many years in existence?

27) Projected sales tax generation: Event _____ Indirect _____

28) Number of volunteers associated with event? _____

29) Nonprofit or for profit event? _____

30) Address security, traffic control for event, and Health Department and Fire Department approval in Event Plan?

31) Why should event be funded? Attach narrative.

I certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of my request for funding from the Hotel/Motel Tax Grant Program. I agree to comply with the City's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

By signing this application, I accept and agree to be bound by the terms and conditions of the Hotel/Motel Tax Grant Program as administered by the City of Fairview Heights in compliance with current federal, state and local laws.

Applicant

Signature of Representative / Officer

Title

Date

DRAFT
EXHIBIT "B"

Hotel / Motel Tax Funding Agreement

This sets forth the agreement ("Agreement") between the City of Fairview Heights ("City") and

_____ (the "Organization"), with its principal place
of business at _____, relating to the use of Hotel/Motel Tax Funds.

1) Use of Funds

The Organization agrees to use the Funds for the Event/Project described in the Hotel/Motel Tax Funding Application. The application is attached as Exhibit "A" to this Agreement and incorporated herein by reference. The Organization agrees that any Hotel/Motel Tax funds received can only be used to directly promote tourism and the convention and hotel industry, in accordance with State Statutes

2) General Terms

- a) Location: The Organization agrees the Event must be located in the City of Fairview Heights corporate limits, extra-territorial jurisdiction or in sufficiently close proximity as to reasonably attract tourists to the City of Fairview Heights.
- b) Status of Organization: The Organization must be an organization or corporation governed by a board of directors. Applicant must also be in good financial standing and financial safeguards in place to protect public funds.
- c) Promotional Materials and Sponsorship: The Organization agrees that any promotional material must contain the City of Fairview Heights "Crossroads of Prosperity" logo, which can be supplied by the City upon request. The Organization also agrees the City must be listed as a sponsor/partner of the event or project. The Organization agrees to provide a copy of all advertisements for the Event/Project.
- d) Audit: The Organization agrees the City has the right to audit the books or financial records of Organization if it receives Hotel/Motel Occupancy Tax revenues.
- e) Notification Requirements: The Organization agrees to notify overnight lodging establishments in writing of the upcoming Event and provide the City with proof of that notification.

3) Permits & Licenses

If applicable, the Organization agrees to comply with all permits and license requirements of the event, and acknowledges the receipt of the Hotel/Motel Tax Grant is contingent upon a review of such by the Director of Land Use & Development, Director of Parks & Recreation, and Liquor Commissioner.

4) Insurance

Any organization receiving Hotel/Motel Tax Grant Funds shall be required to meet the current conditions set forth within the City's Revised Code of Ordinances section 29-2-1 (Group Activities). Those requirements include the following:

- Original Certificate of Insurance (Public Liability Insurance - \$1,000,000 per occurrence) must be submitted to the City Clerk's Office ten (10) working days prior to the event.

DRAFT

- In the event liquor/beer is sold at the event, an Original Certificate of Insurance must be directed to the Liquor Commissioner (Liquor Liability - \$1,000,000 per occurrence) ten (10) working days prior to the event.
- Carnival Ride Companies will be required to provide an Original Certificate of Insurance (Liability Coverage - \$1,000,000 per occurrence) ten (10) working days prior to the event.

5) Reporting and Reimbursement

The Organization is responsible for completing the Post Event Report Form (Exhibit "D") with the finalized information explaining the Hotel Occupancy Tax Revenues within 90 days of the Event. The Organization must provide receipts for review to affirm that the expenses comply with the stated purposes during the application process. The report will be reviewed by City staff and the Tourism Committee. Failure to submit the report may result in future funding disqualification.

6) Termination

Either party may terminate this Agreement if the other commits a material breach of this Agreement; provided, however, that the terminating party has given the other written notice and the other party has failed to remedy or cure the breach within ten (10) days of such notice.

7) Remedies

If the City terminates this Agreement as a result of the Organization's breach, then in addition to any other remedies to which the City may be entitled by reason of such breach, the City shall have the right to the recovery of all Hotel Occupancy Tax Revenues distributed to the Organization upon request. In addition, the City shall have the right to any attorney's fees incurred in the recovery of Hotel Occupancy Tax funds given to the Organization.

8) Venue

Venue for any dispute arising out of this Agreement shall be in St. Clair County, Illinois.

City of Fairview Heights

Applicant / Recipient

By: _____

By: _____

Name: _____

Name: _____

Title: Mayor

Title: _____

Date: _____

Date: _____

DRAFT

EXHIBIT "C"

HOTEL / MOTEL GRANT WAIVER AND RELEASE OF ALL CLAIMS

Whereas, _____ ("Organization") has applied for and been approved by the City of Fairview Heights ("City") for a grant of Hotel / Motel Tax funds for _____.

NOW, THEREFORE, in consideration of the grant of Hotel / Motel Tax funds from the City, Grantee hereby agrees that in the event that, or as a result of the program or event sponsored by the Grantee, the City is made a party defendant in any litigation or any claim or demand is made against the City, the Grantee shall defend, indemnify, and hold harmless the City, its officers, agent, commissioners, and employee, individually and collectively, from and against any and all suits, claims, demands, set offs, or other actions, including but not limited to judgments arising therefrom. The obligation of the Grantee shall include and extend to payment of reasonable attorneys' fees for the representation of the City and its said officers, agents, commissioners, or employees in any litigation or investigation and includes expenses, court costs, and all other fees associated with any litigation, claim, or demand, or appeal.

ORGANIZATION / GRANTEE: _____

SIGNER: _____

TITLE: _____

DATE: _____

DRAFT
EXHIBIT "D"

POST-EVENT REPORT

ORGANIZATION INFORMATION

Fiscal Year of the Event: ~~2015—2016~~ 2016-2017

Name of the Event: _____

Date(s) of the Event: _____

Funding Amount Received: \$ _____

Contact Name: _____

Contact Phone Number: _____

PROJECT OR EVENT

The Organization is encouraged to attach copies of receipts, contracts, etc which display the use of the grant funds received.

How were the funds actually used?

What was the actual percentage of events costs covered by the grant? _____%

If applicable, what was the estimated hours of "In-Kind" services provided by city staff? _____

What is your estimate of the actual attendance at the event? _____

Number of volunteers participating in event _____

How many room nights were generated at Fairview Heights hotels by attendees of this event? _____

What issues, if any, could be better addressed in the future _____

DRAFT

What method did you use to determine the number of room nights generated?

What marketing initiatives did you utilize to promote hotel and activity for this event?

Please Submit completed form to:

City of Fairview Heights
Attn: Becky Short, Executive Secretary
10025 Bunkum Road
Fairview Heights, IL 62208

DRAFT
EXHIBT "E"

HOTEL/MOTEL FUND GRANT APPLICATION – SHORT FORM

(For Requests Equal to or Less than \$2,500)

Name and Address of Applicant (Organization):

Contact Person:

Name: _____

Phone: _____

Fax: _____

Email: _____

Event Information

1. Name of the Event: _____

2. Date(s) of the Event: _____

3. Location of the Event: _____

4. Description of the Event & Purpose of Funding Request:

5. Funding Request Amount: \$ _____

6. Projected Attendance for the Event: _____

7. Expected Overnight Stays for the Event: _____

HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET

| | | | | | | | |
|--|--|-------|---|---|---|--|-----|
| | | | Score 0 = Very Weak; 25 = Weak; 50 = Fair; 75 = Good; 100 = | | | | |
| | | | | | | | |
| | 4 YEARS OF EXISTENCE OF EVENT IN FAIRVIEW HEIGHTS | Years | | | | | 100 |
| | Enter the number of years event has been in existence | 0 | 0 | 1 | 0 | | |
| | (4 points awarded (with a maximum of 100 points) for each year this event has been in existence in Fairview Heights) | | Evaluation notes: | | | | |
| | | | | | | | |
| | 5 PROJECTED ATTENDANCE / EVENT DURATION | | | | | | 100 |
| | Attendance from local market | | | | | | |
| | 20,000+ = Strong; 5000 - 19,999 = Good; 1000- 4999 = Fair; 250 - 999 = Weak; Less than 250 - Very Weak | 0 | 1 | 0 | | | |
| | Attendance from outside market | | | | | | 200 |
| | 10,000+ = Strong; 5000 - 9,999 = Good; 1000- 4999 = Fair; 250 - 999 = Weak; Less than 250 - Very Weak | 0 | 2 | 0 | | | |
| | | | Evaluation notes: | | | | |
| | | | | | | | |
| | 6 EVENT / VENUE SALES TAX GENERATION | | | | | | 200 |

HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET

| | | | | | | | | |
|--|--|-------------------|-------------------|---|--|---|-----|--|
| | Consider overnight attendees; Dining in restaurants and bars; Local shopping during attendance; Motor fuel; Attendees traveling to the event | | | | | | | |
| | Score 0 = Very Weak; 25 = Weak; 50 = Fair; 75 = Good; 100 = Strong | | | | | | | |
| | Direct sales from event | 0 | 0.6 | 0 | | | | |
| | Motor Fuel sales | 0 | 0.6 | 0 | | | | |
| | Sales from non-event local shopping | 0 | 0.6 | 0 | | | | |
| | Dining and Entertainment (non-event) sales | 0 | 0.2 | 0 | | | | |
| | | Evaluation notes: | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | 400 | |
| | 7 HOTEL / MOTEL ROOM NIGHTS GENERATED | | | | | | | |
| | Seasonal Factor | | 0 | | | | | |
| | January thru March = 4; April, May, September, October = 3; June, July, November, December = 2; August = 1 | | | | | | | |
| | Hotel / Motel Room Nights | 0 | | | | | | |
| | 50+ Room nights = Strong; 30 - 49 room nights = Good; 10 - 29 nights = Fair; 5 - 9 room nights = Weak; Less than 5 room nights = Very Weak | | | | | 0 | | |
| | Special consideration for holiday season events that attract additional shoppers to City during peak shopping seasons? | | Evaluation notes: | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | 8 NUMBER OF VOLUNTEERS AND HOURS OF VOLUNTEER PARTICIPATION | | | | | | 200 | |

HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET

| | | | | | |
|--|--|-------------------|------|---|-----|
| | Consider Volunteers not including BoD or Principals | | | | |
| | Demonstrates community involvement and strength | | | | |
| | 50+ volunteers & 1000 hours = Strong; 30 - 49 volunteers & 500 hours = Good; 20 - 29 volunteers & 250 hours = Fair; 10 - 19 volunteers & 100 hours = Weak; Less than 10 volunteers = Very Weak | 0 | 2 | 0 | |
| | | Evaluation notes: | | | |
| | | | | | |
| | | | | | |
| | 9 EXPERIENCE AND QUALITY OF ORGANIZATION | | | | 100 |
| | Structure and Leadership, BoD, Event Chairperson(s) (Yes = Strong; No = Very Weak) | 0 | 0.25 | 0 | |
| | 501C3/Incorporated/Formal Bylaws (Yes = Strong; No = Very Weak) | 0 | 0.25 | 0 | |
| | Does Leadership have Event Planning Experience of Similar Size (Yes = Strong; No = Very Weak) | 0 | 0.25 | 0 | |
| | Is Organization working well with City Officials / Guidelines (Yes = Strong; No = Very Weak) | 0 | 0.25 | 0 | |
| | | Evaluation notes: | | | |
| | | | | | |
| | | | | | |
| | 10 PERCENTAGE OF GRANT PROPOSAL TO TOTAL BUDGETED COST | | | | 300 |
| | City's Percentage to total cost | 0 | 3 | 0 | |

HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET

| | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| | | | | | | | | |
| Requested amount in Grant | | | | | | | | |
| Recommended Funding Amount | | | | | | | | |
| Recommended Funding Percentage | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Should Event be considered for multi-year grant applications? | | | | | | | | |
| Consider overall strength of event. Then will multi year funding create cost savings and/or a stronger event. Will the event be able to book higher quality entertainment, negotiate lower event costs, generate more / better sponsors with pre-approved applications and / or conditional pre-approved funding? | | | | | | | | |
| Yes () No () | | | | | | | | |

Memo

To: Elected Officials
From: John Harty-Director of Public Works 
CC: City Administrator, Directors
Date: February 5, 2016
Re: Intergovernmental Agreement - Fox Creek

St. Clair County Agreement – Fox Creek Storm Water

The Major Relief Storm Sewer portion of the Fox Creek Storm Water Improvements project is proposed to reside on approximately 400 feet of the St. Clair County right-of-way associated with Old Collinsville Road. The attached Intergovernmental Agreement will need to be executed with the County in order to define future maintenance responsibilities.

A draft agreement, which is based on the framework for the Bunkum Road Sidewalk project, has been reviewed by the City Attorney and presented as such to St. Clair County. They are satisfied with the body of the agreement and will be placing it on the February Transportation Committee Meeting agenda to be forwarded to the County Board.

A Motion moving to a Resolution will be necessary to execute the agreement with St. Clair County.

AGREEMENT

This AGREEMENT is entered into by and between the County of St. Clair, Illinois, acting by and through its County Board, hereinafter referred to as COUNTY, and the City of Fairview Heights, Illinois, hereinafter referred to a CITY.

WITNESSETH

WHEREAS, the parties hereto, in order to facilitate positive drainage from Northwestern Drive located in the Fox Creek Subdivision and to alleviate periodic flooding in the immediate vicinity of Northwestern Drive during significant rainfall events the City would construct a relief storm sewer from the low point on Northwestern Drive east to the Old Collinsville Road right of way, as depicted on EXHIBIT A referenced by the County as Section 15-00276-04-DR; and

WHEREAS, it has been determined to be in the best interest of the public to construct a RELIEF STORM SEWER.

WHEREAS, the parties hereto are desirous of said PROJECT in that the same will be of immediate benefit to the area and permanent in nature.

THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. It is mutually agreed that the RELIEF STORM SEWER will be designed and constructed in accordance with the plans approved by the COUNTY and the CITY.
2. The CITY agrees to make or cause to be prepared and installed the plans and specifications, and award the contract with the approval and concurrence of the COUNTY to a contractor who has been prequalified with the COUNTY and the Illinois Department of Transportation. The CITY agrees to pay 100% of these costs.
3. The CITY agrees to provide engineering during construction and cause the improvement to be constructed in accordance with the plans, specifications and contract.
4. The COUNTY agrees to allow construction of the RELIEF STORM SEWER on COUNTY right of way.
5. The CITY agrees to coordinate the RELIEF STORM SEWER installation with the various utility companies and to pay all utility adjustment costs for the installation of the RELIEF STORM SEWER.
6. The CITY agrees to maintain the RELIEF STORM SEWER and furnish the COUNTY a copy of the insurance coverage for the RELIEF STORM SEWER; however, the COUNTY will not be held liable for damages that may occur to the RELIEF STORM SEWER by employees of the COUNTY while performing routine maintenance operations.
7. The CITY agrees to furnish or cause to furnish off-site inspection and testing.

8. The COUNTY reserves the right to remove and relocate any portion of the RELIEF STORM SEWER that falls within COUNTY right-of-way and conflicts with the maintenance and/or improvement of the roadway. The CITY shall be liable for 100% of the costs associated with said removal or relocation.

This AGREEMENT shall be binding and inure to the benefits of the parties, their successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed in duplicate by their duly authorized officers as of the dates below indicated.

FOR THE CITY OF FAIRVIEW HEIGHTS
This _____ day of _____, 2016
ATTEST:
By _____ By _____
Karen Kaufhold Mark Kupsky
City Clerk Mayor

FOR ST. CLAIR COUNTY
This _____ day of _____, 2016
ATTEST:
By _____ By _____
Thomas Holbrook Mark Kern
County Clerk St. Clair County Board Chairman

February 8, 2016

Recommendation to Review Committee

Subject: Perfect Finish Business Assistance Application

- Consider approval of the drafting of a Letter of Intent with Steven Giger (Developer) for expansion improvements (Perfect Finish) totaling \$498,209.00 at 10610 Lincoln Trail with the following terms and conditions:

City

1. Provide a total of \$74,731.35 of Lincoln Trail TIF #3 funds with \$24,910.45 being paid after six (6) months of operation, (after issuance of certificate of occupancy) an additional \$24,910.45 being paid after twelve (12) months of operation and a final payment of \$24,910.45 being paid after twenty-four (24) months of operation.
2. Authorize Perfect Finish to receive:
 - a. Sales Tax Abatement (Sales Tax Exemption Certificate) subject to the Illinois Department of Revenue issuing the same on building materials through the city's newly designated Enterprise Zone.

Developer

- A. Invest no less than \$498,209.00 on the expansion improvements for Perfect Finish at 10610 Lincoln Trail.
- B. Retain 15 jobs and create 2 new jobs on/or before two (2) years of operation.
- C. Create sales after the 2nd year of operation of no less than \$892,000.00.
- D. Agree to operate the facility at its present location for no less than 5 years.
- E. Agree to include in the building construction the ten (10) Lincoln Trail Development Standards on the checklist (attached).

received
1-29-16

APPENDIX 1

RECEIVED JAN 29 2016

Application #: _____

Business Assistance Program Application

Applicant Information

1. Name of Person Completing Application: STEVEN GIGER
2. Address: 101 MARILYN AVE, SWANSEA, IL 62226
3. Phone Number: 618-531-9494, 618-398-3100
4. Fax Number: 618-398-4297
5. Email: STEVE@PERFECTFINISHAUTOBODY.COM

Business Information

1. Business Name: PERFECT FINISH, INC.
2. Owner: STEVEN M GIGER, JENIFER A GIGER
 - a. Representative of owner: SAME AS OWNER
 - b. Does Representative have a financial interest in the project? Yes No
 - c. If yes, what is the percentage level of participation? 100 %
3. State of Organization: _____
4. Address: 10610 LINCOLN TRAIL, FAIRVIEW HTS, IL 62208
5. Phone Number: 618-398-3100
6. Fax Number: 618-398-4297
7. Email: STEVE@PERFECTFINISHAUTOBODY.COM
8. Type of Business Entity: CORPORATION - AUTOBODY REPAIR SHOP

Project Information

Provide the Street Address of the project: 10610 LINCOLN TRAIL

1. Is project located in
- Lincoln Trail Tax Increment Finance District (See Map Exhibit A)
 - Fairview Heights Tax Increment Finance District (See Map Exhibit B)
 - St. Clair Square Shoppes Tax Increment Finance (See Map Exhibit C)
 - St. Clair Square Shoppes Business District (See Map Exhibit C)
 - City of Fairview Heights (See Map Exhibit D)
 - Lincoln Trail Corridor portion of Lincoln Trail Tax Increment Finance District (see map exhibit E)

2. Have you completed an application for Site Plan Review (Appendix 2)?

YES NO

If Yes, attach a copy of your completed Site Plan Review application, **including copies of any Site Development Plans, Maps, or any other supporting documentation.** If No, contact the Director of Land Use, Planning, and Development to obtain and complete all necessary applications.

3. What is the current zoning classification of the property? PLANNED BUSINESS

Will the proposed project require a zoning amendment, variance, or special use permit?

If Yes, provide application numbers and dates for each application: _____

4. What is the nature of the proposed project?

New Construction Expansion Occupancy of Existing Building

If new construction specify as: Commercial; Residential; Industrial

5. Provide a narrative description of the proposed project (attach additional pages if necessary). Applicant must be as specific as possible in describing: (1) the type of business proposed to be conducted at the site; (2) current condition of the site including size and condition of any existing structures, environmental conditions, and past uses of the site; (3) proposed development/redevelopment activities, scope of work, type of construction, etc.; (4) financing; (5) why Business Assistance Program monies are necessary for completion of the project; and (6) how the project is consistent with the goals and objectives identified in the TIF Redevelopment Plan or Business District Plan.

SEE ATTACHED NARRATIVE

6. Are any public infrastructure improvements required for this project to proceed?

YES NO. If Yes, describe improvements required:

7. Will the applicant obtain competitive bids from local contractors and sub-contractors?

YES NO ALREADY HAVE A LOCAL CONTRACTOR

8. Identify: Project Start Date: MAR 15, 2016 and Project Completion Date: NOV 2016

Project Costs

1. Estimated Total Project Cost: complete the following worksheet

| | | |
|--|----|--------------------------|
| Remodeling/Rehabilitation/Expansion (TOTAL): | \$ | SEE ATTACHED COST DETAIL |
| Labor | \$ | |
| Materials | \$ | |
| New Construction (TOTAL): | \$ | |
| Labor | \$ | |
| Materials | \$ | |
| Capital Equipment: | \$ | |
| Site Improvements (Acquisition/Preparation, etc.): | \$ | |
| Other: | \$ | |
| TOTAL ESTIMATED PROJECT COST: | \$ | 498,209.00 |

* Attach evidence (such as commitment letters or terms sheets) evidencing that the portion of the project funded by private investment will be financed, as well as the source of the funding.

Public Benefits

Provide the Property Identification Number (PIN) for each parcel of property comprising the proposed project area, as well as the current equalized assessed value (EAV) and property taxes as stated on the most recent tax bill for each parcel. Please provide an estimated projection of the EAV and taxes resulting from the project.

| PIN | EAV | TAXES | Projected EAV | Projected TAXES |
|----------------|----------|-----------|---------------|-----------------|
| 03-28,0-302-04 | \$34,182 | \$2717.66 | \$166,000 | \$13,114- |
| | | | | |
| | | | | |

Existing sales subject to sales tax:

\$ 842,851.17 ^{+50,000}

Proposed sales subject to sales tax:

[Redacted]

Existing number of FTE jobs:

15

Proposed number of FTE jobs:

17

?-E2
 249,000 materials
 \$20,791.50

Indicate the total amount of financial assistance requested (in current dollars): \$

* Attach data supporting the financial feasibility of the project, the projected requested financial assistance, or any professional studies or reports supporting the viability of the project.

Describe the public benefits that will be realized by the completion of this project. Examples of public benefits include, but are not limited to, creation of affordable housing, creation of new permanent jobs, creation of new retail choices in an underserved neighborhood, rehabilitation of a historic building, catalyst for new private investment in a neighborhood, re-occupancy of a vacant building, elimination of blight, incorporation of environmentally-friendly features, job training opportunities (attach additional sheets if necessary):

Miscellaneous

1. Does project involve a move from another location? NO YES

If Yes, indicate City and State _____

2. Business Development Program Benefit Sought:

- TIF Program (reimbursement of TIF-eligible project costs)
- Lincoln Trail TIF Façade and Site Improvement Program
- Business District Program (reimbursement of eligible Business District project costs)
- Economic Incentive Agreement (Sales Tax Rebate)

3. Applicant acknowledges that, to obtain benefits under the City of Fairview Heights' Business Assistance Program, the proposed project must be of a nature that a building permit must be obtained through the City of Fairview Heights. As such, the applicant agrees that such a permit must be obtained prior to disbursement of any funding under the Business Assistance Program.

Applicant Agrees Applicant Disagrees

SIGNATURE OF PROJECT REPRESENTATIVE

I hereby certify I have read and understand the content of the Business Assistance Program Document and to the best of my ability present the above information as true and accurate.

Steve Gigu PRESIDENT 1-29-16
NAME TITLE DATE

NOTE: Applications will not be considered for approval until they are completed in full and signed by the applicant.

LEGAL DISCLAIMER: completion of this application does not entitle the applicant to financial assistance under the Business Assistance Program. Any such assistance must be approved by the Fairview Heights City Council.

All applications shall be submitted to Mike Malloy, AICP, at the address listed below. If you have any questions, please contact:

Mike Malloy, AICP
Director of Economic Development
City of Fairview Heights
10025 Bunkum Road
Fairview Heights, IL 62208
618.489.2033 (Direct)
618.791.3980 (Cell)
618.489.2067 (Fax)
malloy@cofh.org



10614 Lincoln Trail
Fairview Heights, IL 62208
Office (618) 398-3100
Fax (618) 398-4297
Email: perfect@peaknet.net

April 28, 2015

Subject: Proposed project at 10614 Lincoln Trail, Fairview Hts, IL

I am proposing to tear down the existing 2900 Square foot building located at 10614 Lincoln Trail, which is a shell only with no utilities and is currently used for storing vehicles. The condition of the building is poor and not worth renovating. We will construct a new 4800 square foot building which will be used as an extension of our current auto body repair shop located next door at 10610 Lincoln Trail. We will also be adding mechanical, possibly restoration work, and a car rental agency. The new building will be constructed of the same split faced block and design as our current building. We will also have adjoining parking lots which will give customers, employees and towing companies' better access to the property. I have also had an environmental study performed on both properties and was given a clean bill of health. We used this property from 1997-2005 for our body shop operations before we moved next door to our current location. I have financing approved through several local banks and can begin construction as soon as I am issued a building permit. I need business assistance monies to curb the high cost of construction. Business operation cost increase every year and we need the assistance to sustain our longevity in our business community. This project will enhance the look of this area tremendously. I've attached several photos of both our current body shop building and the building we will be replacing. Thank you for your consideration.

Sincerely,

Steve M. Giger
President and Manager, Perfect Finish

Strube Construction
2944 Renschler Rd
Belleville, IL 62221
618-580-1054

2-2-16
yes
→ All Union

Stephen Strube, Owner

| | |
|----------------------------|--------------|
| Dumpsters | \$3500.00 |
| Demolition | \$20,985.00 |
| Excavating & Concrete | \$123,700.00 |
| Masonry | \$75,350.00 |
| Plumbing | \$29,500.00 |
| Electric | \$44,885.00 |
| HVAC | \$12,250.00 |
| Painting | \$25,380.00 |
| Overhead doors/Entry doors | \$8925.00 |
| Aluminum Front & Windows | \$6319.00 |
| Roofing | \$6705.00 |
| Tin for shop ceiling | \$6125.00 |
| Lumber bid | \$32,117.00 |
| Retention Pond | \$10,796.00 |
| Crane Time | \$3400.00 |
| Lift time | \$2600.00 |
| Gutters | \$3192.00 |
| Insulation R38 | \$7230.00 |
| Carpentry Labor | \$40,500.00 |
| Mark Up | \$10,700.00 |
| Fence | \$13,550.00 |
| Signs, Gate, Sign base | \$10,500.00 |
| Total | \$498,209.00 |

CHARLES SUAREZ
COUNTY TREASURER
 10 PUBLIC SQUARE
 BELLEVILLE, IL 62220

ST. CLAIR COUNTY
2014 REAL ESTATE TAXES
BASED ON ASSESSED VALUE
AS OF JANUARY 1, 2014

66184

PARCEL NO. 03-28.0-302-041

Pay on-line: www.co.st-clair.il.us/Pages/parcel.aspx

E-Mail: treasurer@co.st-clair.il.us

TAXING INFORMATION

| | |
|---------------------------------------|---------------------|
| FAIR PROPERTY VALUE | 100,700 |
| 1977 BASE | 4,636 |
| SENIOR FREEZE BASE | 0 |
| ASSESSORS VALUE | 34,182 |
| BD OF REVIEW VALUE | 34,182 |
| TOWNSHIP MULTIPLIER | X .9819 |
| LOCAL VALUE* | = 33,563 |
| HIE/DAV VALUE | - 0 |
| VALUE TO BE EQUALIZED | 33,563 |
| STATE MULTIPLIER | X 1.0000 |
| STATE EQUALIZED VALUE | = 33,563 |
| OWNER OCCUPIED EXEMPTION | - 0 |
| SENIOR FREEZE | - 0 |
| SR. HOMESTEAD EXEMPTION | - 0 |
| RETURNING VET EXEMPTION | - 0 |
| VET/DISABILITY EXEMPTION | - 0 |
| FARM ASSESSMENT | + 0 |
| TAXABLE VALUE | = 33,563 |
| TOTAL TAX RATE | X 8.0972 |
| TOTAL TAX DUE | = \$2,717.66 |
| *ESTIMATED 1/3 OF FAIR PROPERTY VALUE | |

DISTRIBUTION OF 2014 TAXES

| Taxing Body | 2013 Rate | 2013 Tax | 2014 Rate | 2014 Tax | Difference | % of Total |
|-------------------------------------|---------------|-------------------|----------------|-------------------|----------------|------------|
| BELLEVILLE HS #201 | 1.97120 | \$673.80 | 2.03520 | \$683.07 | 9.27 | 25.13 |
| GRANT DIST #110 | 3.91340 | \$1,337.88 | 4.00200 | \$1,343.19 | 5.51 | 49.42 |
| SWIC DIST #522 | 0.41060 | \$140.35 | 0.42850 | \$143.82 | 3.47 | 5.29 |
| CITY OF FAIRVIEW HTS | 0.00000 | \$0.00 | 0.00000 | \$0.00 | 0.00 | 0.00 |
| LINCOLN TRAIL REDEVELOPMENT PROJECT | 0.00000 | \$0.00 | 0.00000 | \$0.00 | 0.00 | 0.00 |
| ST CLAIR CO GEN | 0.11240 | \$38.42 | 0.11590 | \$38.90 | 0.48 | 1.43 |
| ST CLAIR CO OTHER | 0.79560 | \$271.95 | 0.82290 | \$276.19 | 4.24 | 10.16 |
| CASEYVILLE TWP | 0.11450 | \$39.14 | 0.12150 | \$40.78 | 1.64 | 1.50 |
| CASEYVILLE ROAD | 0.10740 | \$36.71 | 0.11770 | \$39.50 | 2.79 | 1.45 |
| FAIRV CASEY TWP FIRE | 0.43430 | \$148.45 | 0.45350 | \$152.21 | 3.76 | 5.60 |
| CITY OF FRVW HTS LIB | 0.00000 | \$0.00 | 0.00000 | \$0.00 | 0.00 | 0.00 |
| Totals | 7.8594 | \$2,686.50 | 8.09720 | \$2,717.66 | \$31.16 | |

03-28.0-302-041
 GIGER, STEVEN M & JENIFER A
 GIGER STEVEN M & JENIFER A
 101 MARILYN AVE
 SWANSEA IL 62226-

Legal Description

ST CLAIR HILLS
 ST CLAIR HILLS
 LOT/SEC-23 PT LT 22 & PT LT 23 DOC A02370319

Location of Property

10614 LINCOLN TR
 FAIRVIEW HEIGHTS, IL 62208-0000

ACRES
 0.00

Dear Taxpayer:
 Please read your bill carefully. On or before the installment due date, pay the first amount shown on payment coupon. After the due date pay the amount that includes penalty. The dates below are important to you. Please read them carefully.
First Installment due date: 07/01/2015
Second Installment due date: 09/01/2015
 Last day to pay and avoid publication: 09/25/2015
 The credit card & E-Check systems will be temporarily shut down September 25 at 3:00pm until 8:00am September 28, 2015.
 Notice of tax sale by certified mail: 10/02/2015
 Publication of unpaid taxes: 10/05 - 10/09/2015
LAST DAY TO PAY TAXES: 11/06/2015
 The credit card & E-Check services will be permanently shut down on November 6, 2015 at 3:00pm. POSTMARK WILL NOT BE HONORED ON LAST DAY TO PAY. PAYMENTS MUST BE RECEIVED BEFORE 5 PM ON 11/06/2015.
 9:00 AM Tax Sale of all unpaid taxes: 11/09 - 11/12/2015
 No payment will be taken during tax sale.
 I remind you the County Treasurer only collects your taxes and is not responsible for your property assessment or the amount of tax you are paying.

YOUR CANCELLED CHECK WILL SERVE AS YOUR RECEIPT. PLEASE KEEP FOR YOUR RECORDS

1st INST: DATE PAID: AMT. PAID:
2nd INST: DATE PAID: AMT. PAID: \$1358.83

AUG 26 '15

| | |
|-----------|------------|
| TWP: | CASEYVILLE |
| TAX CODE: | 08064 |
| UNIT: | 0060 |

Lincoln Trail TIF Corridor – Façade & Site Improvement Program
Appendix 5, Nov. 2014

Lincoln Trail Corridor Development Standards – Checklist

See the Development Design Standards for a description of each of the following improvement items.

A. EXTERIOR BUILDING ELEMENTS

- 1. **WALLS** - Changes to exterior wall materials/colors
- 2. **PARAPET WALLS** - Addition of ornamental/architectural panels to emulate parapet walls.....
- 3. **BUILDING FAÇADES** - Articulating building facades for functional/visual architectural interest
- 4. **ARCHITECTURAL ORNAMENTATION** - Addition of exterior building elements (faux columns/beams, etc.) to break up long homogeneous facades
- 5. **ROOFING** - Changes to exterior roof materials/colors
- 6. **DOORS & WINDOWS** - Adding and/or enhancing doors and windows
- 7. **AWNINGS** - Addition of architecturally compatible awnings.....
- 8. **SHUTTERS** - Addition of architecturally compatible shutters
- 9. **BUILDING FAÇADE LIGHTING** – Addition of architectural façade lighting.
- 10. **EQUIPMENT SCREENING** - Screening visual clutter on roofs such as HVAC Units, cooler towers or electrical equipment.

B. SITE ENHANCEMENT ELEMENTS

- 11. **PARCEL ASSEMBLY**
- 12. **STRUCTURE DEMOLITION**
- 13. **DRIVEWAYS** - Sharing of Driveways and/or reducing curb cut widths.....
- 14. **PERIMETER LANDSCAPE** – For aesthetics and screening of parking lots and service areas.....
- 15. **PARKING LOT LANDSCAPE** - Landscape islands on the interior of parking lots
- 16. **PARKING LOT LIGHTING**
- 17. **PERMEABLE PAVEMENTS**
- 18. **SIDEWALKS** - Installation of sidewalks in ROW and/or sidewalk connection from ROW sidewalk to front door.
- 19. **BUILDING ENTRY AREAS** – Developing pedestrian areas at building entrances with color and/or imprinted paving or pavers.
- 20. **BUILDING ENTRY LANDSCAPE PLANTINGS** - Addition of landscape plantings (above ground or in-ground) at building entrances
- 21. **FLAG POLES AND SITE FURNISHINGS**
- 22. **WATER FEATURES**
- 23. **UNDERGROUNDING UTILITIES** - Placement of utilities underground

C. SIGNING

- 24. **BUILDING SIGNS** - Addition of signing compatible with building architecture.....
- 25. **SITE SIGNS** - Site signage enhancements
- 26. **SIGN REMOVAL** - Removal of pole signs

10 - not under #5m, 100

needs 12

Lincoln Trail TIF Corridor – Façade & Site Improvement Program

Appendix 5, Nov. 2014

TOTAL NUMBER OF IMPROVEMENT ITEMS CHECKED.....

D. POSSIBLE FUNDING(1) (TOTAL PROJECT COST NOT TO EXCEED \$150,000)

of improvements checked

Make Improvements (10) – potential 50% funding from City

Make Improvements (9) – potential 45% funding from City

Make Improvements (8) – potential 40% funding from City

Make Improvements (7) – potential 35% funding from City

Make Improvements (6) – potential 30% funding from City

Make Improvements (5) – potential 25% funding from City

Less than 4- No City Funding

E. POSSIBLE FUNDING (TOTAL PROJECT COST BETWEEN \$150,001 AND \$300,000)

Make no less than 8 improvements – 25% funding from City

F. POSSIBLE FUNDING (TOTAL PROJECT COST BETWEEN \$300,001 AND \$500,000)

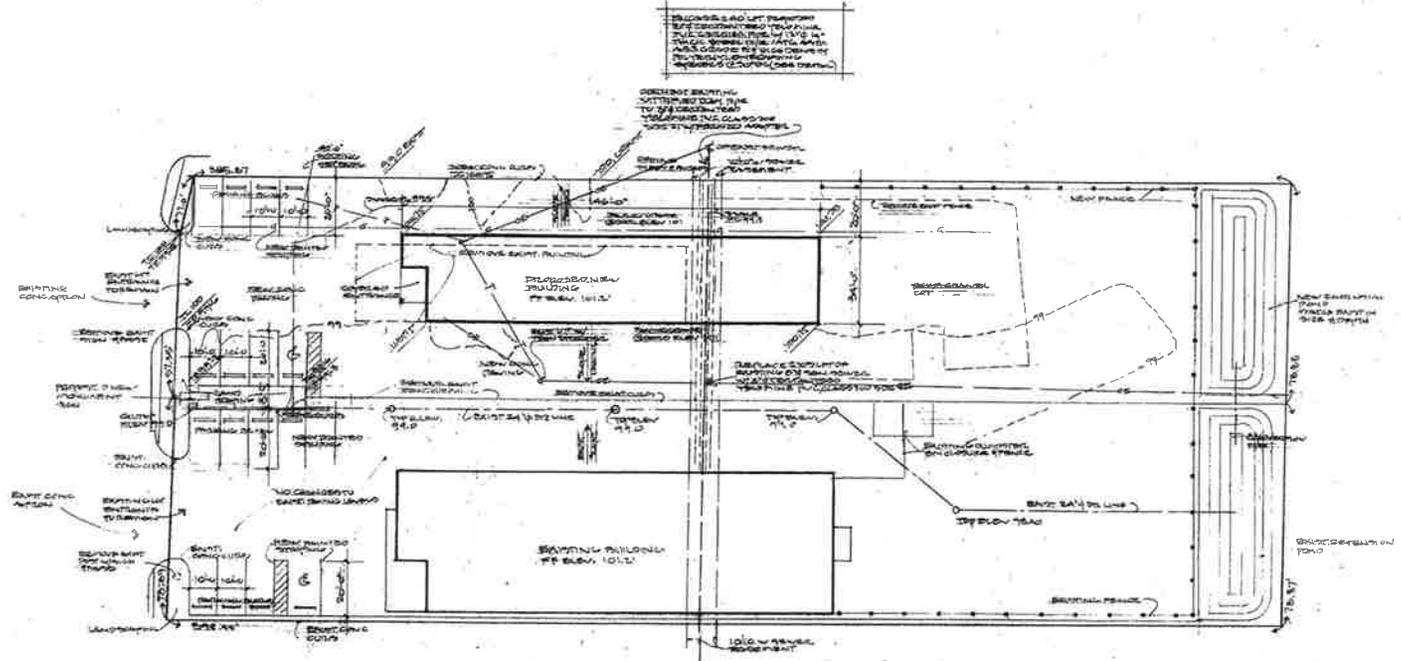
Make no less than 10 improvements – 15% funding from City

G. POSSIBLE FUNDING (TOTAL PROJECT COST EXCEEDS \$500,000)

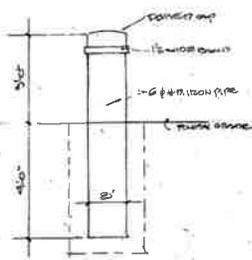
Make no less than 12 improvements – 10% funding from City, not to exceed \$75,000.

¹City financial participation shall require compliance with prevailing wage rate ordinance, lowest responsible bidder ordinance; individual phases of a project can be considered separately.

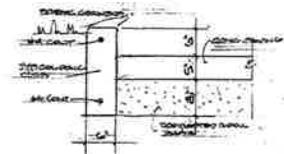




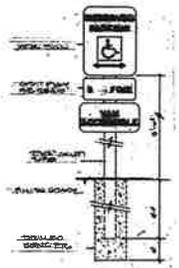
REMOVE EXISTING PARTITION WALL TO RE-OPEN UP THE SPACE TO THE EAST. THE NEW PARTITION WALL IS TO BE LOCATED AS SHOWN ON THE PLAN. THE EXISTING PARTITION WALL IS TO BE REMOVED AS SHOWN ON THE PLAN.



GUIDED FOOT
1/10



CURB & RAMP DETAIL
1/10



WALKWAY DETAIL
1/10

SEE PLAN
1/10

REMOVE EXISTING

HANS-JOACHIM KOEHL
ARCHITECT-DESIGNER
333 Covered Bridge Lane, Bannockburn, Illinois 60015
(815) 430-0100

verify all dimensions and conditions prior to commencing work



STRUCTURAL GENERAL NOTES

DIVISION 1 - GENERAL REQUIREMENTS

- 1.1. CONTRACTOR READS AND METHOD
- Contractor shall assume sole and complete responsibility for job with conditions stated in the scope of the work. Insure and protect all persons and property. That this requirement shall apply to all work and shall not be limited to normal working hours, and that contractor shall assume liability and hold owner and architect harmless for any and all liability, real or alleged, in connection with the performance of the work on this project, including for liability arising from the sole negligence of owner or architect.
 - The contract documents represent the full and complete structure. They do not include the method of construction. Contractor shall provide all means necessary to protect the structure during construction. Such means shall include, but not be limited to bracing, shoring for loads due to construction equipment, temporary structures, and partially completed work. Obstructions to the site or structural engineer shall not include inspection of the above items.
 - The structure is stable only as it is completed. Temporary supports required for stability of the structure during all intermediate stages of construction shall be designed and provided by contractor.

1.2. QUALITY REQUIREMENTS

- Pipes, ducts, chases, etc. shall be placed in structural beam and column voids but shall not protrude beyond the face of pipes, ducts, etc., unless as shown otherwise. Notify Architect when Documents by other disciplines show openings, penetrations, etc. and indicate in the Architectural Drawings, and are indicated in structural documents. Contractor shall obtain prior approval from Architect for installation of such pipes, ducts, chases, etc.
 - Contractor designed elements shall be designed by licensed structural engineer registered in the State where Project is located. Contractor shall submit their drawings, design notes, support schedules, and certification that elements were designed for loads specified in the Contract Documents as set forth in the Building Code. All documents must be sealed by the Licensed Engineer. If criteria indicated are not sufficient, submit a written request for additional information to Architect. The following elements and their schedules shall be Contractor designed:
 - Temporary bracing and shoring
 - Reinforced steel beam-column
 - Joint with steel joints
 - Roof trusses
 - Window and curtain wall systems

DIVISION 2 - FOUNDATIONS

- GENERAL
 - Foundation design is based upon a presumed bearing value. The Geotechnical Representative shall observe and certify the bearing medium for all foundations. Any unusual conditions or inadequate bearing conditions shall be reported to the structural engineer.
 - Excavations shall be kept free of loose material and standing water.
- FOOTINGS
 - All footings shall bear on and be founded by clean, undisturbed, virgin, sub-soil, rock or compacted engineered fill with an allowable bearing pressure of 1500 psf.

DIVISION 3 - CONCRETE

3.1. REINFORCING

- GENERAL
 - Reinforcing steel shall be ASTM A615, Grade 60, deformed bars, unless noted otherwise. Welding of ASTM A615, Grade 60 reinforcing is not allowed.
 - Welded wire fabric shall be ASTM A185 and shall be contact lap spliced one full wire space.
 - All reinforcing bars shall be detailed, fabricated, supported, and placed in accordance with ACI 318-88 "Detailing and Reinforcing of Concrete Reinforcement" and CRSI's "Manual of Standard Practice," 1986.
 - Provide cover bars to match horizontal reinforcing at corners and intersections.
 - All reinforcing shall be contact lap spliced or overlapped as follows:

| | |
|----------------|------------------|
| 81 bars -- 28" | 87 bars -- 81" |
| 84 bars -- 37" | 88 bars -- 93" |
| 85 bars -- 47" | 89 bars -- 105" |
| 89 bars -- 54" | 910 bars -- 119" |
| | 911 bars -- 131" |

3.2. SLABS

- All slabs on grade to have 64-#1, 49#1, 4 WWP numbered in middle 1/4 of slab, unless noted otherwise.
 - Provide slab rebar, high chairs, and #3 support bars as necessary to maintain proper placement of reinforcing.
 - Provide 2-#3 top 5'-0" diagonals at corners of openings and T-contrast corners, unless noted otherwise.

3.3. CAST-IN-PLACE CONCRETE

- Reinforced concrete shall be normal weight and have a minimum 28-day compressive strength of 4000 psi.
 - All concrete to have the following unit weights (+/- 3 pcf):
 - Normal weight concrete placed = 145 pcf.
 - All concrete exposed to freezing and thawing and other chemical shall have a 145-175 pcf air entrainment, to not air entrainment to be travel finished.
 - Provide concrete cover for reinforcing as follows:
 - Concrete cast against and permanently exposed to earth.....1 1/2"
 - Concrete exposed to earth or weather.....1 1/2"
 - Concrete not exposed to weather or in contact with ground:
 - Slabs and walls.....1 1/2"
 - Beams and columns.....1 1/2"
 - Provide construction or control joints in slabs on grade at 15 foot (15'-0") in both directions and located to conform to bay spacing wherever possible (at column centerlines, half bays, third bays, etc.).

DIVISION 4 - CONCRETE MASONRY

- REQUIREMENTS
 - Reinforcing steel shall be ASTM A615, Grade 60, deformed bars, unless noted otherwise. Welding of ASTM A615, Grade 60 reinforcing is not allowed. Joint reinforcing shall be ladder type conforming to ASTM A615, with precasted corner and tee units at corners and intersections.
 - Provide corner bars to match horizontal reinforcing at corners and intersections.
 - Vertical reinforcing shall be centered in wall, unless noted otherwise.
 - Reinforcing shall be lapped 40 bar diameters with contact lap splices. Joint reinforcing shall be lapped 40.
 - Open joint reinforcement at 16" o.c. vertically typical and at 8" o.c. vertically at piers and at cantilevered walls, unless noted otherwise.

4.1. CONCRETE MASONRY

- Concrete masonry units shall be ASTM C90.
 - Provide concrete masonry that develops the following minimum net-area compressive strength (f'm) at 28-days: 1500 psi.
 - Mortar shall be of the following types:
 - Walls below grade: Type M
 - Beating walls: Type M or S
 - Grout shall conform to ASTM C795. Grout shall be proportioned with a slump of 9" to 11" using 3/8" nominal maximum size coarse aggregate.
 - Grout vertical reinforced walls and bond beam walls.
 - Grout concrete masonry below grade solid. Grout cavities of multi-void walls below grade.
 - All vertical walls to be grouted shall have vertical alignment to maintain a continuous unobstructed cell area not less than 2" x 3".
 - Cosmetics, pipes, and sleeves shall be no closer than 1 diameter on center.
 - Maximum area of vertical conduits, pipes, or sleeves placed in columns or pilasters shall not displace more than 2 percent of the net cross section.

DIVISION 5 - METALS

5.1. STRUCTURAL STEEL

- GENERAL
 - Structural steel shall be fabricated and erected in accordance with the AISC "Specification for Structural Steel Buildings-Allowable Stress Design and Plastic Design."
 - Materials shall conform to the following, unless noted otherwise:
 - W's and WT's: ASTM A992
 - Plates & other shapes: ASTM A572
 - MSI: 24" x 4" Rect.: ASTM A509, Grade B
 - Bolts: ASTM A325, 3/4" diameter (min.), hex head
 - Anchor Rods: ASTM A36 with A36 washers and heavy hex nuts
 - Electrodes: Matching strength, 70 ksi min.
 - Roof connections shall be designed by Contractor for loads based upon AISC open-end tables:
 - Minimum beam shear reaction is 10 kips.
 - Installed bolts shall be fully tensioned.
 - Use prequalified welded joints in accordance with AISC and AWS D1.1:2000. Non-qualified joints shall be qualified prior to fabrication.
- ANCHORS TO CONCRETE AND MASONRY
 - Anchor bolts shall be adhesive anchors, unless noted otherwise.
 - Adhesive anchors shall be drilled HIT or adhesive anchors or approved equal. Use EPO 150 adhesive when anchoring into solid base material. Use EPO 150 adhesive plus a stress tube when anchoring to or through hollow base material. Anchors shall be plastic, uncoated except possibly galvanized anchors where supported from a galvanized.
 - When installing anchors, do not cut existing reinforcing. Install anchors to accommodate the standard hole size in steel.
 - Adhesive anchor embedment depth shall be as follows, unless noted otherwise:

| |
|-------------------------------|
| 3/8" diam. : 3-1/2" embedment |
| 1/2" diam. : 4-1/4" embedment |
| 5/8" diam. : 5" embedment |
| 3/4" diam. : 6-1/8" embedment |
| 1" diam. : 8-1/4" embedment |

General

Contractor is to locate and verify sizes of all utilities on or near the construction site.

General Specifications:

All work and materials are to be fully guaranteed and meet all applicable codes. All work must be of best quality and is to be done by experienced and qualified trades and craftsmen. All contractors to carry all required insurance.

Contractors to verify all utilities on site and utilities that may be required to complete this project.

Verify all dimensions and conditions shown on the drawings for correctness and consistency with other contract documents and report any discrepancies. Verify all existing conditions, elevations and dimensions at the site before any fabrication is started. Resolve apparent deficiencies, omissions, contradictions and ambiguities with the architect before the affected work begins.

No modification, alteration, repair or permission shall be allowed of any structural member unless specifically shown on plans, or approved by the architect.

The contractor is responsible for means, method, and sequence of construction, and the adequacy of the structure to support loads occurring during construction. Whenever new construction requires, provide temporary shoring and bracing for existing walls, floors and roof construction during installation of new work. Design and installation of shoring and bracing is full responsibility of the contractor erecting the work. Independent engineering advice should be obtained for the shoring and bracing by the contractor. Architects and engineers responsibility is limited to the design of structural members for the completed building and does not include any part of installation. Modifications of structural members to facilitate installation and ensure safety will be reviewed prior to building of contractor's means.

Buried or hidden utility lines must be verified as to size, location and elevation. Locations shown on drawings are tentative and should not be taken as accurate. Report all discrepancies or information becomes available and do not proceed until approval is given on each discrepancy.

Architect, engineer and owner assume no responsibility for damage to buried or hidden utility lines and subsequent consequences. This responsibility is to be borne by the subcontractor causing damage to the utility.

General

Each subcontractor shall be responsible for removal and disposal of his own work and debris. Each contractor shall clean up his work site in a clean and orderly manner. Each sub contractor who's work has to be inspected shall call for three inspections when each phase of work is completed. Inspections are to be made in a timely manner not to delay or hold up other trades.

HANS-JOACHIM KOEHL
ARCHITECT - DESIGNER
333 Covered Bridge Lane, Bel Airville, Illinois 62221
(618)234-6720



verify all dimensions and conditions prior to commencing work

February 8, 2016
Recommendation to Review Committee
Subject: McKay NAPA Auto Parts Business Assistance Application

- Consider approval of the drafting of a Letter of Intent with Jim McKay (Developer) for construction of a new McKay NAPA Auto Parts, Inc. store costing between \$1,590,000 and \$1,815,000 at 10408 Lincoln Trail (currently city property) with the following terms and conditions:

City

1. Provide a total of \$75,000.00 of Lincoln Trail TIF #3 funds with \$25,000.00 being paid after six (6) months of operation, (after issuance of certificate of occupancy) an additional \$25,000.00 being paid after twelve (12) months of operation and a final payment of \$25,000.00 being paid after twenty-four (24) months of operation.
2. Authorize McKay NAPA Auto Parts, Inc. to receive a Sales Tax Abatement (Sales Tax Exemption Certificate) subject to the Illinois Department of Revenue issuing the same on building materials used at 10408 Lincoln Trail through the city's newly designated Enterprise Zone.
3. Above items 1 and 2 are subject to McKay NAPA Auto Parts, Inc. successfully acquiring 10408 Lincoln Trail, currently city property, via sealed bid process.

Developer

- A. Invest no less than \$1,590,000 on the construction of new building to house a McKay Auto Parts Store at 10408 Lincoln Trail.
- B. Create no less than 8 FTE jobs in the 1st six (6) month of operation of the store.
- C. Create sales tax after the 1st year of operation no less than \$900,000.00.
- D. Agree to operate the facility at its present location for no less than five (5) years.
- E. Agree to include in the building construction no less than twelve (12) Lincoln Trail Development Standards on the checklist (attached).
- F. Agree to submit Site Plan/Construction Drawings suitable for issuance of a Building Permit.

APPENDIX 1

Application #: _____

Business Assistance Program Application

Applicant Information

1. Name of Person Completing Application: JAMES MCKAY
2. Address: 901 MILLER DR STAUNTON IL 62088
3. Phone Number: 217-556-6300
4. Fax Number: 217 324-6385
5. Email: JMCKAY@MCKAYAUTO.NET

Business Information

1. Business Name: MCKAY NAPA AUTO PARTS INC
2. Owner: MCKAY AUTOPARTS INC EARL FLACK PRES
 - a. Representative of owner: JAMES MCKAY
 - b. Does Representative have a financial interest in the project? Yes No
 - c. If yes, what is the percentage level of participation? 33 1/3 %
3. State of Organization: ILLINOIS
4. Address: 414 N. OLD RT 66 LITCHFIELD IL 62056
5. Phone Number: 217 324 3971
6. Fax Number: 217 324 6385
7. Email: JMCKAY@MCKAYAUTO.NET
8. Type of Business Entity: AUTO PARTS STORE

Project Costs

1. Estimated Total Project Cost: complete the following worksheet

| | |
|--|----------------------------------|
| Remodeling/Rehabilitation/Expansion (TOTAL): | \$ |
| Labor | \$ |
| Materials | \$ |
| New Construction (TOTAL): | \$ 750,000 to 825,000 EST |
| Labor | \$ 350,000 to 400,000 EST |
| Materials | \$ 350,000 to 400,000 EST |
| Capital Equipment: | \$ 75,000 to 100,000 EST |
| Site Improvements (Acquisition/Preparation, etc.): | \$ 75,000 to 50,000 EST |
| Other: <i>SITE PREP ENG.</i> | \$ 40,000 APPROX. |
| TOTAL ESTIMATED PROJECT COST: | \$ 1,590,000 to 1,815,000 |

* Attach evidence (such as commitment letters or terms sheets) evidencing that the portion of the project funded by private investment will be financed, as well as the source of the funding.

Public Benefits

Provide the Property Identification Number (PIN) for each parcel of property comprising the proposed project area, as well as the current equalized assessed value (EAV) and property taxes as stated on the most recent tax bill for each parcel. Please provide an estimated projection of the EAV and taxes resulting from the project.

| PIN | EAV | TAXES | Projected EAV | Projected TAXES |
|------------|-----|-------|---------------|-----------------|
| 3280300021 | -0- | -0- | \$330,000 | \$29,000 |
| | | | | |
| | | | | |

Existing sales subject to sales tax: _____

Proposed sales subject to sales tax: \$ 900,000.00

Existing number of FTE jobs: _____

Proposed number of FTE jobs: 8-10 F.T.E.

Indicate the total amount of financial assistance requested (in current dollars): \$ 75,000 .00

* Attach data supporting the financial feasibility of the project, the projected performance outcomes of the requested financial assistance, or any professional studies or reports supporting the viability of the project.

Describe the public benefits that will be realized by the completion of this project. Examples of public benefits include, but are not limited to, creation of affordable housing, creation of new permanent jobs, creation of new retail choices in an underserved neighborhood, rehabilitation of a historic building, catalyst for new private investment in a neighborhood, re-occupancy of a vacant building, elimination of blight, incorporation of environmentally-friendly features, job training opportunities (attach additional sheets if necessary):

NEW JOBS TO THE COMMUNITY, MORE TAX MONEY, NEW BUILDING FOR AN EMPTY CITY LOT, NEW SOURCE FOR QUALITY AUTO PARTS,

Project Information

Provide the Street Address of the project: 10408 Lincoln Trail / Currently City Property

1. Is project located in
- Lincoln Trail Tax Increment Finance District (See Map Exhibit A)
 - Fairview Heights Tax Increment Finance District (See Map Exhibit B)
 - St. Clair Square Shoppes Tax Increment Finance (See Map Exhibit C)
 - St. Clair Square Shoppes Business District (See Map Exhibit C)
 - City of Fairview Heights (See Map Exhibit D)
 - Lincoln Trail Corridor portion of Lincoln Trail Tax Increment Finance District (see map exhibit E)

2. Have you completed an application for Site Plan Review (Appendix 2)?

YES NO

If Yes, attach a copy of your completed Site Plan Review application, *including copies of any Site Development Plans, Maps, or any other supporting documentation*. If No, contact the Director of Land Use, Planning, and Development to obtain and complete all necessary applications.

3. What is the current zoning classification of the property? "R-3" / Community Business District

Will the proposed project require a zoning amendment, variance, or special use permit? NO

If Yes, provide application numbers and dates for each application: _____

4. What is the nature of the proposed project?

New Construction Expansion Occupancy of Existing Building

If new construction specify as: Commercial; Residential; Industrial

5. Provide a narrative description of the proposed project (attach additional pages if necessary). Applicant must be as specific as possible in describing: (1) the type of business proposed to be conducted at the site; (2) current condition of the site including size and condition of any existing structures, environmental conditions, and past uses of the site; (3) proposed development/redevelopment activities, scope of work, type of construction, etc.; (4) financing; (5) why Business Assistance Program monies are necessary for completion of the project; and (6) how the project is consistent with the goals and objectives identified in the TIF Redevelopment Plan or Business District Plan.

① NAPA AUTO PARTS STORE ② EMPTY LOT + ADDITIONAL LOT APPROX ③ BUILD NEW BUILDING, STEEL+BRICK ④ FNB BANK ⑤ WE ARE A SMALL TO MED. SIZE COMPANY THAT NEEDS TO TAKE ADVANTAGE OF ALL HELP AVAILABLE TO US. WE HAV-TO COMPETE WITH LARGE COMPETITORS. ⑥ WE BELIEVE A PROJECT LIKE OURS IS WHAT THE PROGRAM IS FOR. WE WILL PROVIDE GOOD JOBS FOR THE AREA.

6. Are any public infrastructure improvements required for this project to proceed?

YES NO. If Yes, describe improvements required:

7. Will the applicant obtain competitive bids from local contractors and sub-contractors?

YES NO

8. Identify: Project Start Date: MARCH - APRIL and Project Completion Date: December 31, 2016

Miscellaneous

1. Does project involve a move from another location? NO YES

If Yes, indicate City and State 10505 LINCOLN TRAIL

2. Business Development Program Benefit Sought:

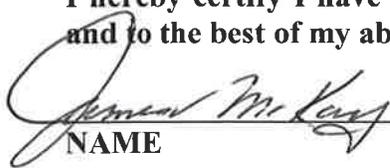
- TIF Program (reimbursement of TIF-eligible project costs)
- Lincoln Trail TIF Façade and Site Improvement Program
- Business District Program (reimbursement of eligible Business District project costs)
- Economic Incentive Agreement (Sales Tax Rebate)

3. Applicant acknowledges that, to obtain benefits under the City of Fairview Heights' Business Assistance Program, the proposed project must be of a nature that a building permit must be obtained through the City of Fairview Heights. As such, the applicant agrees that such a permit must be obtained prior to disbursement of any funding under the Business Assistance Program.

Applicant Agrees Applicant Disagrees

SIGNATURE OF PROJECT REPRESENTATIVE

I hereby certify I have read and understand the content of the Business Assistance Program Document and to the best of my ability present the above information as true and accurate.

 Chairman _____
NAME TITLE DATE

NOTE: Applications will not be considered for approval until they are completed in full and signed by the applicant.

LEGAL DISCLAIMER: completion of this application does not entitle the applicant to financial assistance under the Business Assistance Program. Any such assistance must be approved by the Fairview Heights City Council.

All applications shall be submitted to Mike Malloy, AICP, at the address listed below. If you have any questions, please contact:

Mike Malloy, AICP
Director of Economic Development
City of Fairview Heights
10025 Bunkum Road
Fairview Heights, IL 62208
618.489.2033 (Direct)
618.791.3980 (Cell)
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Lincoln Trail Corridor Development Standards – Checklist

See the Development Design Standards for a description of each of the following improvement items.

A. EXTERIOR BUILDING ELEMENTS

- WALLS -Changes to exterior wall materials/colors
- PARAPET WALLS -Addition of ornamental/architectural panels to emulate parapet walls.
- BUILDING FAÇADES - Articulating building facades for functional/visual architectural interest.....
- ARCHITECTURAL ORNAMENTATION - Addition of exterior building elements (faux columns/beams, etc.)
to break up long homogeneous facades
- ROOFING - Changes to exterior roof materials/colors.....
- DOORS & WINDOWS - Adding and/or enhancing doors and windows
- AWNINGS - Addition of architecturally compatible awnings
- SHUTTERS - Addition of architecturally compatible shutters
- BUILDING FAÇADE LIGHTING – Addition of architectural façade lighting.
- EQUIPMENT SCREENING - Screening visual clutter on roofs such as HVAC Units, cooler towers or electrical
equipment.....

B. SITE ENHANCEMENT ELEMENTS

- PARCEL ASSEMBLY
- STRUCTURE DEMOLITION
- DRIVEWAYS - Sharing of Driveways and/or reducing curb cut widths.
- PERIMETER LANDSCAPE – For aesthetics and screening of parking lots and service areas
- PARKING LOT LANDSCAPE - Landscape islands on the interior of parking lots
- PARKING LOT LIGHTING
- PERMEABLE PAVEMENTS
- SIDEWALKS - Installation of sidewalks in ROW and/or sidewalk connection from ROW sidewalk
to front door.
- BUILDING ENTRY AREAS – Developing pedestrian areas at building entrances with color and/or imprinted
paving or pavers.....
- BUILDING ENTRY LANDSCAPE PLANTINGS - Addition of landscape plantings (above ground or in-ground)
at building entrances
- FLAG POLES AND SITE FURNISHINGS
- WATER FEATURES
- UNDERGROUNDING UTILITIES - Placement of utilities underground

C. SIGNING

- BUILDING SIGNS - Addition of signing compatible with building architecture
- SITE SIGNS - Site signage enhancements
- SIGN REMOVAL - Removal of pole signs

TOTAL NUMBER OF IMPROVEMENT ITEMS CHECKED

D. POSSIBLE FUNDING(1) (TOTAL PROJECT COST NOT TO EXCEED \$150,000)

of improvements checked

Make Improvements (10) – potential 50% funding from City

Make Improvements (9) – potential 45% funding from City

Make Improvements (8) – potential 40% funding from City

Make Improvements (7) – potential 35% funding from City

Make Improvements (6) – potential 30% funding from City

Make Improvements (5) – potential 25% funding from City

Less than 4- No City Funding

E. POSSIBLE FUNDING (TOTAL PROJECT COST BETWEEN \$150,001 AND \$300,000)

Make no less than 8 improvements – 25% funding from City

F. POSSIBLE FUNDING (TOTAL PROJECT COST BETWEEN \$300,001 AND \$500,000)

Make no less than 10 improvements – 15% funding from City

G. POSSIBLE FUNDING (TOTAL PROJECT COST EXCEEDS \$500,000)

Make no less than 12 improvements – 10% funding from City, not to exceed \$75,000.

¹City financial participation shall require compliance with prevailing wage rate ordinance, lowest responsible bidder ordinance; individual phases of a project can be considered separately.